Revised Agenda

Regular Commission Meeting

7:00 PM - Wednesday, April 8, 2026

Commission Chambers

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1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. DELETIONS OR WITHDRAWALS TO THE AGENDA

5. PRESENTATIONS/PROCLAMATIONS

5.1 Police Department Reports — Sponsored by Chief Daniel Decoursey

6. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

7. APPLICATIONS/PUBLIC HEARING

7.1 Consideration and approval of Special Permit Application – Town Planner Consultant Von der Meulen
File No.: 25-P-01
Applicant: Home Depot USA Inc.
Address: North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road
Request: The applicant is requesting a special permit approval as required by Section 28-187.01 of the Town's Code of Ordinances in order to permit outdoor storage in a B-1 and M-1 zoning district.
RESOLUTION NO: 2026-016
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SPECIAL PERMIT APPLICATION 25-P-01 TO ALLOW "OUTDOOR DISPLAY, SALE, AND STORAGE OF GOODS, PRODUCTS AND EQUIPMENT ON THE PROPERTY" FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

7.2 Consideration and approval of Parking Reduction Application - Town Planner Consultant Von der Meulen
File No.: 25-PR-01
Applicant: Home Depot USA Inc.
Address: North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road
Request: The applicant is requesting a parking reduction approval to reduce parking from 399 parking spaces to 283 parking spaces to redevelop the site into a 107,874 square foot Home Depot store with a 28,167 square foot garden center.
RESOLUTION NO: 2026-017
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING PARKING REDUCTION APPLICATION 25-PR-01 FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

7.3 Consideration and approval of Site Plan Application — Town Planner Consultant Von der Meulen
File No.: 25-SP-02
Applicant: Home Depot USA Inc.
Address: North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road
Request: The applicant is seeking site plan approval for a proposed 107,874-square-foot big box retail development, which includes a 28,167-square-foot garden center.
RESOLUTION NO: 2026-018
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SITE DEVELOPMENT PLAN FOR APPLICATION 25-SP-02 FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

7.4 Consideration and approval of a sign variance - Town Planner Consultant Von der Meulen
File No.: 25-SV-04
Applicant: Home Depot USA Inc.
Address: North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road
Request: The applicant is requesting five (5) variances from the sign code to increase the length, letter height and total number of signs. This application requests a variance from Section 21-20. (c).1.A limiting the letter height, Section 21-20. (c).1. B limiting the length of the sign and Section 21-20(c)(1) limiting the maximum number of signs.
RESOLUTION NO: 2026-019
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SIGN VARIANCE APPLICATION 25-SV-04 AND GRANTING FIVE (5) SIGN VARIANCES FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

8. RESOLUTIONS

8.1 Consideration and approval for Premier Sponsorship for the Broward League of Cities Annual Gala - Sponsored by Town Clerk Garcia-Lima
RESOLUTION NO: 2026-024
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE TOWN'S PARTICIPATION AS A PREMIER SPONSOR FOR THE BROWARD LEAGUE OF CITIES ANNUAL GALA; AUTHORIZING THE TOWN MANAGER OR DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

8.2 Consideration and Approval of Resolution for Employee Cooperation in Official Reviews Policy - Sponsored by Commissioner Mohammed
RESOLUTION NO: 2026-035
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ESTABLISHING A POLICY REQUIRING EMPLOYEE COOPERATION IN OFFICIAL REVIEWS, PROHIBITING RETALIATION, PREVENTING INTERFERENCE AND MISUSE OF SUCH PROCESSES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

8.3 Consideration and approval of Budget Amendment for Fiscal Year 2025-2026 — Sponsored by Financial Director Davermann
RESOLUTION NO: 2026-036
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE FISCAL YEAR 2025-2026 TOWN BUDGET ADOPTED ON DECEMBER 1, 2025 PURSUANT TO RESOLUTION NO. 2025-078; PROVIDING FOR AN AMENDED BUDGET FOR FISCAL YEAR 2025-2026 FOR THE TOWN, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

8.4 Consideration and approval of Authorization for Non-Profit Use of Town Facilities - Sponsored by Commissioner Mohammed

RESOLUTION NO: 2026-037

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN ADMINISTRATION TO REVIEW AND APPROVE REQUESTS FROM QUALIFYING NON-PROFIT ORGANIZATIONS FOR THE USE OF TOWN FACILITIES WITHOUT REQUIRING TOWN COMMISSION ACTION; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

8.5 Consideration and Approval of Agreement with David Sigerson for Interim Town Manager — Sponsored by Town Attorney Horrowitz **(UPDATED DOCUMENTS)**

RESOLUTION NO: 2026-038

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PURSUANT TO SECTION 2-92 OF THE TOWN'S CODE OF ORDINANCES, APPOINTING DAVID SIGERSON AS THE INTERIM TOWN MANAGER, IN ACCORDANCE WITH THE AGREEMENT ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

9. ORDINANCES - SECOND READING

9.1 Consideration and approval of the Revised Town Personnel Handbook - Sponsored by HR Director Frishman

ORDINANCE NO.: 2026-002

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA ADOPTING THE AMENDED PEMBROKE PARK PERSONNEL POLICIES AND PROCEDURES MANUAL, ATTACHED HERETO AS EXHIBIT "A," AND INCORPORATED AS IF FULLY SET FORTH HEREIN; AMENDING CHAPTER 19 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "PERSONNEL;" AMENDING ARTICLE I, ENTITLED "IN GENERAL" BY SPECIFICALLY AMENDING SECTION 19-1, ENTITLED "ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL;" PROVIDING FOR FUTURE AMENDMENTS TO THE TOWN'S PERSONNEL MANUAL BY RESOLUTION OF THE TOWN COMMISSION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

9.2 Consideration to Approve the Capital Improvement Element for Submission to the Department of Commerce - Sponsored by Public Services Director Odoms and Finance Director Davermann

ORDINANCE NO: 2026-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN TO PROVIDE FOR THE 2026 ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING AND DIRECTING TRANSMITTAL TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

9.3 Consideration of Ordinance, amending Chapter 2 of the Town's Code of Ordinances to establish Town departments and repeal Ordinance No. 18-06-01 - Sponsored by Commissioner Mohammed

ORDINANCE NO: 2026-006

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE III, ENTITLED "OFFICERS AND EMPLOYEES;" CREATING SECTION 2-56, TO BE ENTITLED "ESTABLISHMENT OF TOWN DEPARTMENTS;" REPEALING ORDINANCE NO. 18-06-01, ADOPTED JUNE 29, 2018; PROVIDING FOR THE CREATION OF CERTAIN DEPARTMENTS PURSUANT TO SEC. 12 OF THE TOWN CHARTER; ELIMINATING THE ADMINISTRATIVE SERVICES DIRECTOR POSITION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

9.4 Consideration of Alcohol License Ordinance Amendment — Sponsored by Town Planner Von der Meulen

ORDINANCE NO: 2026-008

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 3, ENTITLED "ALCOHOLIC BEVERAGES;" AMENDING ARTICLE I ENTITLED "IN GENERAL;" AMENDING SECTION 3-1 DEFINITIONS; AMENDING SECTION 3-2.5 EXTENDED HOURS LICENSE; AMENDING SECTION 3-4 PROXIMITY TO LICENSED BUSINESS; REPEALING AND REPLACING SECTION 3-5 PROXIMITY TO LICENSED BUSINESSES TO CHURCHES, SCHOOLS; AMENDING SECTION 3-6 NOISE RESTRICTION IN ESTABLISHMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

9.5 Consideration and Approval of Ordinance to Amend Sec. 2-45, Supplemental Commission Procedures (Agenda Preparation) - Sponsored by Commissioner Mohammed

ORDINANCE NO: 2026-009

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE II, ENTITLED "TOWN COMMISSION" BY AMENDING DIVISION 3, ENTITLED "MEETINGS;" AMENDING SECTION 2-45, ENTITLED, "SUPPLEMENTAL COMMISSION PROCEDURES;" AMENDING THE PROCEDURES RELATED TO THE PREPARATION OF THE COMMISSION AGENDA; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

10. NEW BUSINESS

10.1 Approval of Minutes

January 14, 2026 - Regular Commission Meeting
February 3, 2026 - Workshop Commission Meeting
February 11, 2026 - Regular Commission Meeting
February 11, 2026 - Special Commission Meeting
February 16, 2026 - Special Commission Meeting
February 20, 2026 - Special Commission Meeting
February 23, 2026 - Special Commission Meeting
February 24, 2026 - Special Commission Meeting

10.2 Consideration and Approval of Payment for CAS Outstanding Invoices - Sponsored by Building Department Manager Louis

10.3 Consideration and Ratification of Expenditure for Electrical Drawing Development – Town Hall Emergency Generator Project- P.O Change Order - Sponsored by Public Services Director Odoms

11. OLD BUSINESS

12. DISCUSSION

12.1 Discussion and possible action for direction of park renovations— Sponsored by Public Services Director Odoms

12.2 Discussion on Emergency Repair and Redirection of Exposed Sewer Force Main – Holiday Park - Sponsored by Public Services Director Odoms

12.3 Discussion and possible action to join the ICLEI USA - Local Governments for Sustainability - Sponsored by Commissioner Mohammed

12.4 Discussion and approval to provide funding for a Lightning Lounge for Lake Forest Elementary - Sponsored by Commissioner Mohammed

12.5 Discussion and possible action on Approval to Waive Competitive Procurement and Approve Agreement with Forvis Mazars for Financial Audit Services — Sponsored by Town Attorney Horowitz

12.6 Discussion and possible action regarding a repayment plan from Clerk Commissioner Hodgkins - Sponsored by Mayor Jacobs

12.7 Discussion and Possible Action on the Appointment of a Voting Delegate for the Broward League of Cities Board of Directors — Town Clerk Garcia-Lima

13. ATTORNEY COMMENTS

14. TOWN MANAGER COMMENTS

15. COMMISSIONER COMMENTS

16. ANNOUNCEMENTS

16.1 Special Magistrate Hearing, Wednesday, April 15, 2026 at 9:00 am
Workshop Commission meeting, Wednesday, April 29, 2026 at 6:00 p.m.
Regular Commission meeting, Wednesday, May 13, 2026 at 7:00 p.m.

SPECIAL EVENTS

Food Giveaway, Saturday, April 25, 2026 at 9:00 am

17. ADJOURNMENT

In accordance with the provisions of F.S. Section 286.0105, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may call the town clerks office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the florida relay services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)

Decorum — All comments must be addressed to the commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the commission, shall be barred from further audience before the commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the commission chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. persons exiting the chamber shall do so quietly.

Cynthia Garcia-Lima
Town Clerk

Agenda Item Report

Subject:	Police Department Reports — Sponsored by Chief Daniel Decoursey
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Daniel DeCoursey, Chief of Police
Dept/Group:	Administrative
Recommendation for Counsel to Consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Commission Report - March 2026.docx
2. Calls for Service - 02.17.2026 to 03.29.2026

Monthly Commission Report
February 17, 2026, through March 29, 2026

February 19, 2026

- **Case #PKPD26OFF002385**
  Incident: **Baker Act**
  Location: 3550 SW 48 Ave. – Lake Forest ES
- **Case #PKPD26OFF002386**
  Incident: **Civil Matter**
  Location: 4100 W. Hallandale Beach Blvd.

February 20, 2026

- **Case #PKPD26OFF002506**
  Incident: **Domestic Battery/Criminal Mischief**
  Location: 5510 SW 32 Court
- **Case #PKPD26OFF002525**
  Incident: **Information**
  Location: Intersection of Hallandale Beach Blvd. & SW 58 Ave.

February 21, 2026

- **Case #PKPD26OFF002564**
  Incident: **AOA – BSO West Park**
  Location: 109 Virginia Rd., West Park
- **Case #PKPD26OFF002594**
  Incident: **Stolen Vehicle Delayed**
  Location: 3871 SW 52 Ave.

February 22, 2026

- **Case #PKPD26OFF002599**
  Incident: **Larceny**
  Location: 3199 W. Hallandale Beach Blvd. - Wawa
- **Case #PKPD26OFF002621**
  Incident: **Traffic Crash**
  Location: 2000 block of SW 40 Ave.

February 23, 2026

- **Case #PKPD26OFF002623**
  Incident: **Domestic Disturbance**
  Location: 3120 W. Hallandale Beach Blvd. 432
- **Case #PKPD26OFF002634**
  Incident**: Burglary Conveyance**

Location: 4007 SW 52 Ave.

February 27, 2026

- **Case #PKPD26OFF002851**
  Incident: **Baker Act**
  Location: 5551 W. Hallandale Beach Blvd. - Marathon Gas Station
- **Case #PKPD26OFF002856**
  Incident: **AOA – DCF**
  Location: 3520 SW 52 Ave. - Watkins ES

February 28, 2026

- **Case #PKPD26OFF002920**
  Incident: **Traffic Crash/DUI Arrest**
  Location: Hallandale Beach Blvd. & SW 48 Ave.
- **Case #PKPD26OFF002925**
  Incident: **Battery**
  Location: Same as above

March 01, 2026

- **Case #PKPD26OFF002984**
  Incident: **Baker Act**
  Location: 5100 W. Hallandale Beach Blvd. - Peninsula ALF
- **Case #PKPD26OFF002991**
  Incident: **Sexual Battery**
  Location: 136 Janis Blvd.

March 03, 2026

- **Case #22-2603-003109**
  Incident: **AOA Hallandale Beach**
  Location: 700 N. Federal Hwy.
- **Case #PKPD26OFF002110**
  Incident: **Baker Act**

March 04, 2026

- **Case #PKPD26OFF002920**
  Incident: **Criminal Mischief**
  Location: 5590 W. Hallandale Beach Blvd. - Polo Club

March 05, 2026

- **Case #PKPD26OFF003187**
  Incident: **Trespass Arrest**
  Location: 5551 W. Hallandale Beach Blvd. - Marathon Gas Station

March 06, 2026

- **Case #22-2603-003289**
  Incident: **AOA BSO – West Park (disturbance)**
  Location: 5775 W. Hallandale Beach Blvd. - Playhouse Gentleman's Club
- **Case #22-2603-003290**
  Incident: **AOA BSO – West Park (rollover crash)**

March 07, 2026

- **Case #22-2603-003306**
  Incident: **AOA BSO – West Park (fleeing & eluding)**

Location: 100 Ansin Blvd.

- **Case #22-2603-003315**
  Incident: **AOA BSO – West Park (narcotics traffic stop)**
- **Case #22-2603-003325**
  Incident: **AOA BSO – West Park (perimeter & transport)**

March 08, 2026

- **Case #PKPD26OFF003326**
  Incident: **Criminal Mischief**
  Location: 2920 SW 30 Ave. - Scartlett's Cabaret
- **Case #PKPD26OFF003338**
  Incident: **Fraud**
  Location: 4050 W. Hallandale Beach Blvd. - PS House of Meat
- **Case #PKPD26OFF003339**
  Incident: **Domestic Disturbance**
  Location: 3770 SW 48 Ave., Apt. 204
- **Case #PKPD26OFF003341**
  Incident: **Trespass Warning**
  Location: 3996 Pembroke Road – Race Trac
- **Case #PKPD26OFF003352**
  Incident: **Battery**
  Location: The Polo Club

March 09, 2026

- **Case #PKPD26OFF003374**
  Incident: **Baker Act**
  Location: 5100 W. Hallandale Beach Blvd. - The Peninsula (ALF)
- **Case #PKPD26OFF003404**
  Incident: **Trespass After Warning Arrest**
  Location: 5551 W. Hallandale Beach Blvd. - Kwik Stop

March 11, 2026

- **Case #PKPD26OFF003497**
  Incident: **Criminal Mischief & Fraud**
  Location: 5525 SW 41 Street, #321

March 12, 2026

- **Case #PKPD26OFF003544**
  Incident: **Narcotics Arrest**
  Location: 3300 block of SW 52 Ave.
- **Case #PKPD26OFF003545**
  Incident: **Medical-Child Choking**
  Location: 5451 SW 41 Street
- **Case #PKPD26OFF003548**
  Incident: **Domestic Disturbance**
  Location: 3215 SW 52 Ave. #19

March 13, 2026

- **Case #PKPD26OFF003581**
  Incident: **Burglary Attempt**

Location: 4801 SW 41 St. – Pembroke Villas Apts.

- **Case #PKPD26OFF003582**
  Incident: **Burglary Structure**
  Location: 420 Lone Pine Lane

March 14, 2026

- **Case #PKPD26OFF003692**
  Incident: **Burglary Business / Criminal Mischief**
  Location: 3900 W. Hallandale Beach Blvd. – China Smoke Shop

March 15, 2026

- **Case #PKPD26OFF003703**
  Incident: AOA BSO – West Park (Barricaded Subject / Perimeter)
  Location: 27 Edmund Rd.
- **Case #PKPD26OFF3747**
  Incident: **Agg. Assault w/ a Deadly Weapon**
  Location: 3199 W. Hallandale Beach Blvd. - Wawa

March 16, 2026

- **Case #PKPD26OFF003749**
  Incident: **Death Investigation**
  Location: 5100 W. Hallandale Beach Blvd. - The Peninsula (ALF)
- **Case #PKPD26OFF003754**
  Incident: **Verbal Threats**
- **Case #PKPD26OFF003779**
  Incident: **Shooting**
  Location: 4426 W. Hallandale Beach Blvd. - Thirsty's Liquour Bar

March 17, 2026

- **Case #PKPD26OFF003791**
  Incident: **Domestic Dispute**
  Location: 3716 SW 52 Ave., Unit #106

March 18, 2026

- **Case #PKPD26OFF003821**
  Incident: **Burglary Structure**
  Location: 420 Lone Pine Lane
- **Case #PKPD26OFF003866**
  Incident: **Domestic Battery Arrest**
  Location: 3706 SW 52 Ave., #205

March 19, 2026

- **Case #PKPD26OFF003889**
  Incident: **Petit Theft**
  Location: 2490 S. Park Road
- **Case #PKPD26OFF003894**
  Incident: **Burglary Conveyance**
  Location: 2550 S. Park Road
- **Case #22-2603-003920 / 22-2603-003929**
  Incident: **AOA BSO West Park (Violation of Protection Order)**
  Location: 5551 W. Hallandale Beach Blvd. – Marathon Gas Station

- **Case #22-2603-003944**
  Incident: **AOA Hallandale Beach PD (Facial Recognition Software)**
  Location: 1080 W. Hallandale Beach Blvd.
- **Case #PKPD26OFF003953**
  Incident: **Sexual Assault & Battery on an Elderly Person**
  Location: 5100 W. Hallandale Beach Blvd. – Peninsula (ALF)

March 20, 2026

- **Case #22-2603-003959**
  Incident: **AOA Hallandale Beach PD (Traffic Stop / Theft)**
  Location: 3101 W. Hallandale Beach Blvd.
- **Case #PKPD26OFF003963**
  Incident: **AOA Miramar PD (Dirt Bikes & ATVs disrupting traffic)**
- **Case #PKPD26OFF003971**
  Incident: **Death – Unknown**
  Location: 3706 SW 52 Ave.
- **Case #PKPD26OFF003972**
  Incident: **Disturbance / Disorderly Intoxication**
  Location: Scarlett's Cabaret
- **Case #PKPD26OFF003984**
  Incident: **Stolen Vehicle – Recovered**
  Location: 3708 SW 52 Avenue

March 21, 2026

- **Case #PKPD26OFF003985**
  Incident: **Suspicious Activity**
  Location: 5590 W. Hallandale Beach Blvd. – Polo Bar & Lounge
- **PKPD26OFF003991**
  Incident: **Criminal Mischief**
  Location: 1781 S. Park Road
- **Case #PKPD26OFF003992**
  Incident: **Larceny**
  Location: 3870 SW 48 Ave.

March 22, 2026

- **Case #PKPD26OFF004041**
  Incident: **Petit Theft**
  Location: 3996 Pembroke Rd. – RaceTrac
- **Case #PKPD26OFF004048**
  Incident: **AOA BSO West Park (Stolen Vehicle)**
- **Case #PKPD26OFF004052**
  Incident: **Domestic Disturbance**
  Location: 3181 W. Hallandale Beach Blvd. #303
- **Case #PKPD26OFF004057**
  Incident: **Civil Complaint**
  Location: 2550 S. Park Rd. - All Ways Towing

March 23, 2026

- **Case #PKPD26OFF004078**
  Incident: **Kidnapping/Occupied Burglary Arrest**
  Location: 2424 Charles Road

March 25, 2026

- **Case #PKPD26OFF004247**
  Incident: **Domestic Disturbance**
  Location: 5292 SW 33 Street

March 26, 2026

- **Case #PKPD26OFF003132**
  Incident: **Felony Criminal Mischief Arrest**
  Location: Polo Club – 5590 W. Hallandale Beach Blvd.
- **Case #PKPD26OFF004222**
  Incident: **Information – Stolen temp tag**
  Location: 2350 S. Park Road

March 28, 2026

- **Case #PKPD26OFF004306**
  Incident: **AOA – BSO West Park**
- **Case #PKPD26OFF004310**
  Incident: **Trespass**
  Location: The Polo Club
- **Case #PKPD26OFF004313**
  Incident: **Lewd & Lascivious**
  Location: 100 Lori Lane
- **Case #PKPD26OFF004315**
  Incident: **Domestic Disturbance**
  Location: 2416 Charles Rd.
- **Case #PKPD26OFF004317**
  Incident: **Vehicle Burglary**
  Location: 3503 SW 52 Ave.

March 29, 2026

- **Case #PKPD26OFF004365**
  Incident: **Residential Burglary**
  Location: 2300 S. Park Rd. #108
- **Case #PKPD26OFF004367**
  Incident: **Vehicle Burglary**
  Location: 3996 Pembroke Rd. - RaceTrac Gas Station

CALLS FOR SERVICE FEB. 17TH 2026 - MAR. 29TH 2026	
INCIDENT TYPE	
TRAFFIC INCIDENTS	
HIT & RUN - 3	**12**
HIT & RUN ON HIGHWAY - 3H	**0**
HIT & RUN WITH INJURIES - 3I	**2**
ACCIDENT - Minor - 04	**53**
ACCIDENT ROLLOVER/EXTRACTION - 4E	**0**
ACCIDENT WITH INJURIES - 4I	**0**
ACCIDENT WITH FIRE - 4VF	**0**
TOTAL TRAFFIC INCIDENTS	**67**
ALARM CALLS	
AUDIBLE/INTRUSION ALARM - 49A	**59**
HOLD UP ALARM - 49H	**1**
SILENT ALARM - 49S	**6**
TOTAL ALARM CALLS	**66**
BURGLARY	
Attempt - 21A	**1**
Commercial - 21C	**1**
Residential - 21R	**4**
Vehicle - 21V	**2**
TOTAL BURGLARIES	**8**
GENERAL INCIDENTS	
DRUNK DRIVER - 01	**0**
STOLEN VEHICLE - 10	**2**
OFFICER NEEDS ASSISTANCE	**0**
TRAFFIC STOP (10-50)	**91**
STOLEN VEHICLE RECOVERED (10R)	**3**
ABANDONED VEHICLE - 11	**0**
RECKLESS DRIVER - 12	**5**
SUSPICIOUS PERSON - 13P	**17**
SUSPICIOUS VEHICLE -13V	**22**
INFORMATION -14	**41**
SPECIAL DETAIL - 15	**0**
FELONY WARRANT - 18	**0**
MISDEMEANOR WARRANT -19	**0**
HAZ-MAT INCIDENT	**0**
MULTIFAMILY STRUCTURE FIRE (Greater than 5 Units)	**0**
OUTSIDE FIRE	**0**
OT- ANY FIRE NOT OTHERWISE CATEGORIZED - 25	**0**
RESIDENTIAL FIRE - 25RS	**0**
SMOKE INVESTIGATION - 25SI	**0**
TANK FIRE	**0**
TRAIN AND RAIL COLLISION/DERAILMENT	**0**

TRAIN AND RAIL FIRE	**0**
VEHICLE FIRE - 25VF	**0**
VEHICLE FIRE (Commercial - Tankers, Semi-Trucks)	**0**
LARCENY - 30	**19**
ASSAULT - 31	**7**
SHOOTING - 33	**2**
STABBING - 34	**0**
SEXUAL ASSAULT - 35	**2**
SEXUAL ASSAULT- Attempt - 35A	**0**
FIGHT - 36	**0**
FIGHT AT SCHOOL - 36S	**0**
DISTURBANCE JUVENILE - 37	**0**
DISTURBANCE JUVENILE - School,Daycare,Child Facility - 37S	**0**
DOMESTIC DISTURBANCE - 38	**11**
DOMESTIC DISTURBANCE - VERBAL - 38V	**17**
VANDALISM - 40	**3**
ROBBERY - Armed - 41AR	**0**
ROBBERY - Home Invasion - 41HI	**0**
ROBBERY - Personal Business - 41SA	**0**
LEWD - LASCIVIOUS ACTS - 43	**1**
BOMB/CBRN THREAT - 46	**0**
MURDER (for close out) - 5	**0**
TRESPASSING - 51	**36**
TRESPASSING - School, Daycare Child Facility (51S)	**0**
FORGERY - COUNTERFEIT - 52	**0**
EMBEZZLEMENT - FRAUD - 53	**6**
EXPLOSION - 55	**0**
NARCOTICS - 57	**1**
ESCAPED PRISONER - 6	**0**
LARCENY - AUTO PARTS - 64	**0**
SHIPLIFTER - 65	**0**
MEDICAL - HEART ATTACK/ CARDIAC ARREST - 67HA	**0**
MEDICAL - INJURY - 67IJ	**1**
MEDICAL -TROUBLE BREATHING - 67TB	**0**
MEDICAL -UNKNOWN - 67UM	**1**
WEATHER/DISASTER - 68WD	**0**
ANIMAL SERVICE CALL - 69	**8**
DEAD PERSON - 7	**2**
ANIMAL ABUSE - 70AA	**2**
ANIMAL BITE - 70AB	**0**
PARKING COMPLAINTS - 73	**81**
ASSIST OTHER AGENCY - 76	**113**
CODE ENFORCEMENT - Water Restriction - 77WR	**0**

HARRASSMENT/STALKING/THREAT - 79	**2**
HARRASSMENT/STALKING/THREAT AT SCHOOL - 79S	**0**
MISSING PERSON- 8	**2**
SHOTS FIRED/WEAPONS COMPLAINT - 83	**0**
POSSIBLE WANTED PERSON/VEHICLE - 85	**0**
MISSING PERSON RECOVERED - 8R	**0**
STOLEN TAG - 9	**1**
911 HANG UP/ DROP OFF	**56**
STOLEN TAG ATTEMPT - 9A	**0**
STOLEN TAG RECOVERY - 9R	**0**
TOTAL GENERAL INCIDENTS	**555**
POLICE SERVICE CALLS - 68	
DISPOSITIONS:	
A - Written Report	**2**
B - No Written Report	**1190**
C - Contact Made with Owner (Alarm)	**0**
E - Civil Assist	**0**
TOTAL POLICE SERVICE CALLS	**1192**
ARRESTS	
FELONY	**5**
MISDEMEANOR	**12**
OTHER/CAPIAS	**0**
TOTAL ARRESTS	**17**
CITATIONS	**91**
WARNINGS	**31**
TOTAL CITATIONS	
REPORTS	
FIBRS REPORTS	**136**
CRASH REPORTS	**71**
TOTAL REPORTS	**207**
Total Calls for Service :	**2112**

Agenda Item Report

Subject:	Consideration and approval of Special Permit Application – Town Planner Consultant Von der Meulen File No.: 25-P-01 Applicant: Home Depot USA Inc. Address: North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road Request: The applicant is requesting a special permit approval as required by Section 28-187.01 of the Town's Code of Ordinances in order to permit outdoor storage in a B-1 and M-1 zoning district. **RESOLUTION NO: 2026-016** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SPECIAL PERMIT APPLICATION 25-P-01 TO ALLOW "OUTDOOR DISPLAY, SALE, AND STORAGE OF GOODS, PRODUCTS AND EQUIPMENT ON THE PROPERTY" FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Planning & Zoning
Recommendation for Counsel to Consider:	

Background Information:	The applicant, Home Depot USA, Inc., is requesting Special Permit Approval for a new development consisting of a 107,874 square foot Home Depot store with a 28,167-square-foot garden. The property is located on the north side of W. Hallandale Beach Blvd, east of SW 31st Ave and west of Bryan Road., Pembroke Park. The site consists of seven (7) parcels with six (6) commercial/ industrial office buildings on the east, a self-storage facility, known as Armadillo Storage on the northwest and a vacant Well Fargo bank at the southwest corner of the property. All existing buildings will be demolished to accommodate the proposed project. A majority of the project is located in the B-1 zoning district and only the northwest corner of the project area is located in the M-1 zoning district. A text amendment was approved through Resolution 2025-004 to permit certain large retail uses under this zoning district.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Home Depot Special Permit 2026-016
2. 01-25-P-01 Home Depot
3. 02-Application - Commercial Flex - Home Depot
4. 03-Justification Statement

RESOLUTION NO. 2026-016

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SPECIAL PERMIT APPLICATION 25-P-01 TO ALLOW "OUTDOOR DISPLAY, SALE, AND STORAGE OF GOODS, PRODUCTS AND EQUIPMENT ON THE PROPERTY" FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Home Depot USA, Inc. ("Applicant") has submitted Special Permit Application No. 25-P-01 (the "Application") requesting authorization for outdoor display pursuant to Sections 28-212 and 28-188 of the Town's Code of Ordinances, which allow the Town Commission to grant a Special Permit upon a finding that the criteria set forth in Section 28-212 have been satisfied; and

WHEREAS, the Town of Pembroke Park Planning and Zoning Board reviewed the Application for Special Permit at their meeting held on March 5, 2026, and recommended approval for outdoor display subject to the conditions cited by Consultant Planner Michael Vonder Meulen/KEITH ; and

WHEREAS, the Town Commission finds that the applicant has met the conditions set forth in Section 28-212 of the Town Code and desires to approve the Special Permit application subject the conditions set forth by the Town Planner.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: The aforementioned "Whereas" clause is hereby ratified and confirmed as being

true and correct and is incorporated herein.

Section 2: The Special Permit application is granted allowing "OUTSIDE DISPLAY, SALE AND STORAGE OF GOODS, PRODUCTS AND EQUIPMENT ON THE PROPERTY" subject to the conditions set forth by the Town Planner (see Exhibit A).

Section 3: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 8th day of April, 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

Town of Pembroke Park

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov

TO: Town Commission

FROM: Michael Vonder Meulen, AICP, Consultant Town Planner, KEITH

MEETING DATE: April 8, 2026

SUBJECT: 25-P-01 / Home Depot Special Permit Application
Northwest corner of Hallandale Beach Boulevard and
John P Lyons Lane/Southwest 31 Avenue, Pembroke Park

APPLICANT: Home Depot USA, Inc.

REQUEST: The applicant is requesting a special permit approval as required by Section 28-187.01 of the Town's Code of Ordinances in order to permit outdoor storage in a B-1 and M-1 zoning district.

COMPANION ITEMS TO BE CONSIDERED:

- 25-SP-02 Site Plan
- 25-PR-01 Parking Reduction
- 25-SV-04 Sign Variance

SITE DATA:

ADDRESS:	Northwest corner of Hallandale Beach Boulevard and John P Lyons Lane/Southwest 31 Avenue, Pembroke Park
FOLIO:	514229000090, 514229000091, 514229020020, 514229020013, 514229020011, 514229020012, 514229020010
PARCEL SIZE:	9.35 Acres (gross)
EXISTING USE:	Commercial/Industrial office buildings, self-storage facility and a bank.
ZONING:	B-1 Business District, M-1 Industrial District
FUTURE LAND USE:	C- Commercial, I- Industrial

ADJACENT PROPERTY DESCRIPTION:
NORTH: T-1/ Mobile Home Park
SOUTH: T-1/ Mobile Home Park (W Hallandale Beach)
EAST: M-1/ Warehouse
WEST: M-1/ Warehouse

PROJECT BACKGROUND
The applicant, Home Depot USA, Inc., is requesting Special Permit Approval for a new development consisting of a 107,874 square foot Home Depot store with a 28,167-square-foot garden center and a 7,400 square foot commercial out parcel. The property is located on North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road

The site consists of seven (7) parcels with six (6) commercial/ industrial office buildings on the east, a self-storage facility, known as Armadillo Storage on the northwest and a vacant Well Fargo bank at the southwest corner of the property. All existing buildings will be demolished to accommodate the proposed project.

A majority of the project is located in the B-1 zoning district and only the northwest corner of the project area is located in the M-1 zoning district. A text amendment was approved through Resolution 2025-004 to permit certain large retail uses under this zoning district.

ZONING REGULATIONS
Section 28-188 requires that all activities permitted in the B-1 zoning district be conducted entirely withing a completely enclosed building unless the Commission authorizes a special permit.

Section 28-215 allows for outdoor storage of goods, products and equipment in the M-1 zoning district if approved by the Town Commission.

Comprehensive Plan and Zoning Analysis
The subject property has a Land Use designation of "C" Commercial. The proposed use meets the intent of the Commercial designation.

The subject land is identified on the Town's Official Zoning Map in the B-1 Business District and M-1 Industrial District. The B-1 zoning district is intended primarily for business establishments that serves the local neighborhood and service needs for the surrounding areas, the proposed use is aligned with the zoning intention and consistent with the adopted FLUM designation of "C" Commercial. The M-1 zoning district is intended for industrial uses certain large retail uses, the proposed use is aligned with the zoning intention and consistent with the adopted FLUM designation of "I" Industrial.

The applicant is requesting a Special Permit to allow an outdoor merchandise display area associated with the proposed Home Depot retail store under the site plan application 25-SP-02. While outdoor display areas may be considered accessory to retail uses, they require review through the Special Permit process to ensure that the proposed configuration, location, and operational characteristics are compatible with adjacent properties and consistent with the intent of the B-1 District. Evaluation criteria include, but are not limited to, visibility from public rights-of-way,

pedestrian and vehicular circulation, screening, safety, and compliance with all applicable sections of the Town's Code of Ordinances and Land Development Code.

The proposed outdoor display area must demonstrate compliance with the dimensional requirements, setback standards, and site design regulations applicable to the B-1 District. Any approval of the Special Permit must also be consistent with the goals, objectives, and policies of the Town's Comprehensive Plan, including those related to commercial development, aesthetic quality, and orderly land use patterns.

SPECIAL EXCEPTION REVIEW STANDARDS

A special exception shall be reviewed under Section 28-83(5) The standards and guidelines to be applied by the Planning and Zoning Board and by the Town Commission in considering applications for a special exception use are as follows:

A. An otherwise lawful activity may, because of its location, interfere with the property rights of adjacent landowners by creating an unreasonable disruption to the area by way of increasing vehicular traffic, noise, light, storage and use of dangerous materials, intensity of development and other reasons. It is the intent of this section that each application for approval of a special exception use be evaluated in light of the unique characteristics of the neighborhood in which it is to be located and the positive and negative effects that it will have on that neighborhood and the community in general. Special consideration is to be given to the effect that the proposed special exception use will have on the safety and welfare of the minor residents of the area.

B. Consideration will be given to the volume and type of vehicular traffic associated with such use, particularly its impact on residential streets.

C. Conformity to goals, objectives and policies of the Pembroke Park Comprehensive Plan.

D. The economic impact on the Town's finances is due to reduction of taxable property value, increased Town services or other related economic factors.

E. Any additional factors or considerations which may be reasonably calculated to materially affect public health, safety and welfare; these must be explicitly stated in the resolution to approve or deny.

F. The Town Commission shall consider the application for special exception at a public hearing scheduled for said purpose. Notice of the public hearing shall be published in a newspaper with general circulation in the Town at least five (5) days before the public hearing.

RECOMMENDATION

The Planning and Zoning Board unanimously recommended approval of this project subject to staff conditions on March 5, 2026. The Consultant Town planner recommends approval subject to the following conditions.

1. This approval is granted for Site Development Plan submittal package dated January 28, 2026.

2. The outdoor display area shall be constructed, maintained, and operated in accordance with the approved site plan and all conditions of approval.
3. The applicant shall obtain all required building permits and approvals prior to installation or operation of the outdoor display area.
4. Any modifications to the approved outdoor display area shall require review and approval by the Town.

ATTACHMENTS

Application
Justification Statement

Town of Pembroke Park

Planning and Zoning Division

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov

Master Application

Consideration of a parking reduction application by the Town does not in of itself in any way create a right to obtain a permit from a County, State or Federal Agency. Applicants must comply with all legal requirements and obtain all requisite approvals imposed by County, State and Federal Agencies and the Town bears no legal responsibility for Applicant's failure to do so.

Project Name	Parcel Size	Application Type
Home Depot - Pembroke Park	2.3475 ac	Flex Units
Address		**Parcel ID**
2701 Bryan Road, Hallandale Beach, FL 33009		5142 2900 0090
Owner / Applicant Name(s)	**Phone**	**Email**
Home Depot USA, Inc.	(770) 433-8211 x84888	connie_rockwell@homedepot.com

Code Information	Yes	No
Is this an after-the-fact request or Town code violation? (If yes, attach a copy of any related information)		✓
Is this request the result of a site plan application or other application? (If yes, please attach site plan)	✓	
Has this same or similar request been proposed previously on the property?		✓

Project Description

Request for an allocation of commercial flexibility to the northwest parcel lcoated at 2701 Bryan Road to allow for an approximately 106,651 square foot Home Depot store with a 28,156 square foot garden center and an approximately 7,400 square foot commercial outparcel.

Agent

Name	Company/Firm
Tracy Lautenschlager	Greenberg Traurig, P.A.
Address	**City, State, Zip**
401 E Las Olas Blvd., Suite 2000	Fort Lauderdale, FL 33301
Phone	**E-mail**
954.768.8270	tracy.lautenschlager@gtlaw.com

This is to certify that I am the agent of this application for the subject property(s) and the statements contained herein are accurate to the best of my knowledge and I will be present at any required hearings to represent this application.

Tracy Lautenschlager Digitally signed by Tracy Lautenschlager Date: 2025.08.11 16:05:34 -04'00'
Agent's Signature

08 / 11 / 2025
Date

SEE OWNER CONSENT LETTERS ATTACHED

Property Owner Certification

This is to certify that I am the owner of the subject property(s) described in this application. By signing this application, I hereby authorize the above signatory to serve as agent for this project. The agent is authorized by me to agree to any and all binding conditions throughout the review of this application. I hereby agree to be bound by any and all conditions, or amendments required by this application.

Printed Name of Property Owner *Signature of Property Owner* *Date*

State of _____ , County of _____
Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization.
This _____ day of _____ , 20____ , by _____ (name of person making statement)
Personally known: OR Produced Identification, Type
_____ My Commission Expires:
Notary Public Signature

TOWN USE ONLY	*Submittal Date:*	*Project Number:*
Review Staff:	*Decision Date:*	*Decision:*

2455 Paces Ferry Road, C-20, Atlanta, GA 30339

May 19, 2025

Re: 2701 Bryan Road (Folio No. 5142 2900 0090)
3131 W Hallandale Beach Blvd (Folio No. 5142 2900 0091)
3129 W Hallandale Beach Blvd (Folio No. 5142 2902 0020)
3127 W Hallandale Beach Blvd (Folio No. 5142 2902 0013)
3107 W Hallandale Beach Blvd (Folio No. 5142 2902 0011)
3121 W Hallandale Beach Blvd (Folio No. 5142 2902 0012)
3101 W Hallandale Beach Blvd (Folio No. 5142 2902 0010)

To Whom It May Concern:

The above-described property ("Property"), with the exception of 2701 Bryan Road, is owned by Home Depot USA, Inc. ("Home Depot"). Home Depot has a ground lease over 2701 Bryan Road. The Home Depot authorizes Tracy Lautenschlager of Greenberg Traurig, P.A., to act as its agent with respect to the development approvals necessary for the development of a Home Depot on the Property.

Yours truly,

Home Depot U.S.A., Inc.

Name: Thomas E. Best
Title: VP, Deputy GC + Asst. Secretary

STATE OF GA)
)
COUNTY OF Cobb)

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this 19th day of May, 2025, by Thomas E. Best as VP, Deputy GC + Asst. Secretary of Home Depot USA, Inc.

[SEAL]

Ivelisse Guadalupe
Notary Public
Dekalb County, Georgia
My Commission Expires 03/06/2027

Ivelisse Guadalupe
Signature of Notary

Ivelisse Guadalupe
Print Name

Expires: 03/06/2027

Personally Known X (OR) Produced Identification _____ (Type of Identification Produced)

7/24, 2025

Re: 2701 Bryan Road
(Folio No. 5142 2900 0090)

To Whom It May Concern:

The above-described property ("Property") is owned by M. G. Wilson, LLC ("Owner"), which Property is subject to a ground lease that Home Depot USA, Inc. has a contract to purchase. The Owner consents to the filing of the following development approvals necessary for the development of a Home Depot on the Property:

- Allocation of commercial flexibility to allow for commercial uses within the Property's existing M-1 industrial zoning and land use designation.
- Site Plan approval.
- Sign variances, special permit, parking variances, and other variances in connection with the Home Depot site plan.
- No changes to the zoning shall be made or requested that would in any way prevent the current or future use of the property from continuing to operate as a mini storage facility without Landlord and Ground Lessee's prior written consent.

Yours truly,

M. G. Wilson, LLC

Name: Jessica Stacklestill
Title: Managing Director

[Notarization on next page]

STATE OF MA)
)
COUNTY OF Suffolk)

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this 24th day of July, 2025, by Jessica Stockstill as managing director of M. G. Wilson, LLC.

[SEAL]

Kayanna M Black
Signature of Notary

Kayanna Black
Print Name

Expires: 06/07/2031

Personally Known ____ (OR) Produced Identification License (Type of Identification Produced)



Kayanna M Black
NOTARY PUBLIC
Commonwealth of
Massachusetts
My Commission Expires
06/07/2031

7/7, 2025

Re: 2701 Bryan Road
(Folio No. 5142 2900 0090)

To Whom It May Concern:

WFS Armadillo Limited ("Ground Lessee") has a ground lease for the above-described property ("Property"). Home Depot USA, Inc. has a contract to purchase the ground lease from the Ground Lessee. The Ground Lessee consents to the filing of the following development approvals necessary for the development of a Home Depot on the Property:

- Allocation of commercial flexibility to allow for commercial uses within the Property's existing M-1 industrial zoning and land use designation.
- Site Plan approval.
- Sign variances, special permit, parking variances, and other variances in connection with the Home Depot site plan.
- No changes to the zoning shall be made or requested that would in any way prevent the current or future use of the property from continuing to operate as a mini storage facility without Landlord and Ground Lessee's prior written consent.

Yours truly,

WFS Armadillo Limited, a Texas limited partnership

By: H.C. Weil Properties, Inc., a Texas corporation,
its general partner

Name: H.C. Weil
Title: President

[Notarization on next page]

STATE OF Texas)
)
COUNTY OF Nueces)

The foregoing instrument was acknowledged before me by means of [X] physical presence or [_] online notarization this 7th day of July, 2025, by H.C. Weil as President of H.C. Weil Properties, Inc., as general partner of WFS Armadillo Limited, a Texas limited partners.

[SEAL]

SANDRA S. CUEVAS
My Notary ID # 3380264
Expires January 15, 2028

Sandra S. Cuevas
Signature of Notary

Sandra S. Cuevas
Print Name

Expires: January 15, 2028

Personally Known ✓ (OR) Produced Identification _____ (Type of Identification Produced)

GT GreenbergTraurig

Tracy H. Lautenschlager
Tel 954.768.8270
tracy.lautenschlager@gtlaw.com

August 12, 2025 (Last Updated October 16, 2025)

Michael Vonder-Meulen
Town of Pembroke Park
3150 SW 52 Ave.
Pembroke Park, FL 33203
mvondermeulen@keithteam.com

Re: Home Depot - Justification Statement for Commercial Flex, Special Permit, and Variances

Dear Mr. Vonder-Meulen:

Home Depot USA, Inc. (the "Applicant") is currently undergoing the development approval process to build a 106,651 square foot Home Depot store with a 28,156 square foot garden center and an approximately 7,400 square foot commercial outparcel (the "Project") on a 9.35-acre parcel of land (the "Property"). The Property is comprised of seven (7) folio numbers, which are listed below and on the survey included in the plan set:

- 2701 Bryan Road (Folio No. 5142 2900 0090) (the "**NW Parcel**")
- 3131 W Hallandale Beach Blvd (Folio No. 5142 2900 0091)
- 3129 W Hallandale Beach Blvd (Folio No. 5142 2902 0020)
- 3127 W Hallandale Beach Blvd (Folio No. 5142 2902 0013)
- 3107 W Hallandale Beach Blvd (Folio No. 5142 2902 0011)
- 3121 W Hallandale Beach Blvd (Folio No. 5142 2902 0012)
- 3101 W Hallandale Beach Blvd (Folio No. 5142 2902 0010)

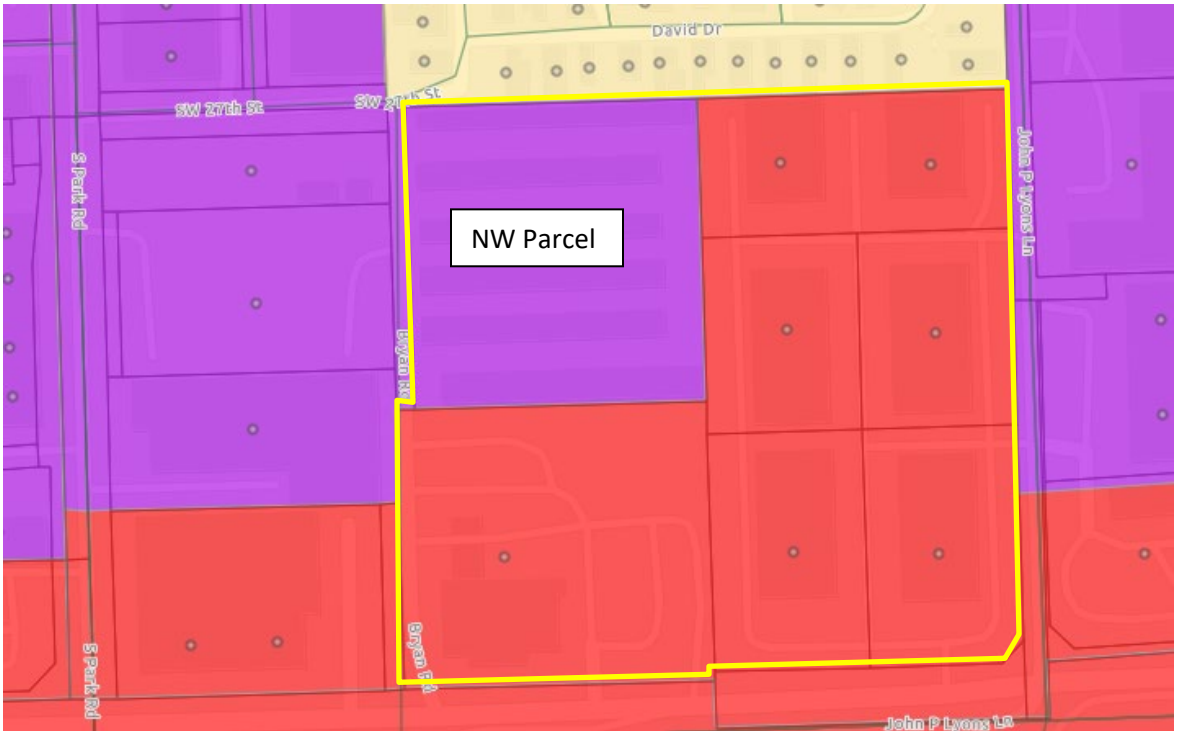
To allow for the development of the Project, the Applicant is requesting the following approvals from the Commission:

1. Site Plan approval for the Project;
2. An allocation of commercial flexibility to the NW Parcel;
3. A Special Permit to allow for the outdoor sale and display of certain items sold or rented as part of the Project; and
4. Sign variance and parking reduction.

This narrative addresses only the Commercial Flex and Special Permit requests. Justification statements in connection with a sign variance and the parking reduction are being submitted separately.

i. Commercial Flexibility Request

The NW Parcel (shown below) has an "Industrial" land use designation under the Town's Future Land Use Map. As such, the NW Parcel requires an allocation of commercial flexibility under the Comprehensive Plan to allow for the Project's retail and commercial uses.



ii. Outdoor Storage Special Permit Request

There are two sections of the Zoning Code which both require Town Commission approval for Home Depot's contemplated outdoor storage uses:

- Section 28-188 requires that all activities permitted in the B-1 zoning district, including sale, display, preparation and storage, shall be conducted entirely within a completely enclosed building unless the Commission authorizes a special permit.
- Section 28-215 allows for the outdoor storage of goods, products and equipment in the M-1 zoning district if approved by the Town Commission, provided the Commission determines the areas are appropriately visually screened from view from the ground from adjacent property (in light of the site characteristics and utilization), and provided the Town Commission determines the material or equipment as so located and utilized does not create any adverse effects of noise, light, odors, traffic, objectionable odor, air or water pollution, vibration, impacts to public safety, or other similar potential adverse effects, or incompatibilities in terms of aesthetics with surrounding property.

The Applicant is requesting a special permit to allow the outdoor display, sale, and storage of goods, products, and equipment on the Property, consistent with the typical operations of a Home Depot store. A comprehensive exhibit identifying the items commonly displayed and stored outdoors is attached as **Exhibit A**. The accompanying site plan illustrates the designated locations for these uses, including the Seasonal Sales Area, the Outdoor Sales/Display Area, the Temporary Staging Areas, and the TRC Material Storage Area.

Home Depot stores nationwide feature an outdoor display area along the building apron. This area is primarily used for large or bulky items, such as BBQ grills and ride-on lawn mowers, that are more practical to load directly from outside rather than through interior aisles. As further detailed in Exhibit A, many of the displayed items are inherently suited to outdoor storage, including sheds, landscaping equipment, trucks, mulch, and propane tanks. Additionally, from an operational standpoint, Home Depot also requires rear staging and storage space, as the interior of the building does not provide sufficient capacity for these materials.

These outdoor storage areas are appropriately screened from the adjacent properties through oversized landscape buffers with landscaping along the perimeters of the Property, significant separation from the property line, and an additional 8’ buffer wall along the northern boundary. The outdoor storage uses proposed are typical of a Home Depot and compatible with the adjacent industrial and retail uses surrounding the Property. The mobile home park located north of this Property is bounded by existing industrial parcels to the west and east, and by industrial and commercial uses on the south. The proposed outdoor uses on the Home Depot site would not create any greater adverse effect than the existing industrial or retail uses. Further, the mobile homes, which currently have only approximately 6’ of separation from the existing buildings on the Property, will be benefited by a new 8-foot tall screen wall and 10 feet of landscaping.

If you have any questions or need anything further to process this request, please feel free to contact me.

Yours truly,

Tracy H. Lautenschlager

Tracy H. Lautenschlager

Enclosures:
Exhibit A – Items included in Special Permit

Exhibit A
Typical Outdoor Display

Pembroke Park, FL

Proposed Outdoor Displays Exhibit

Proposed Outdoor Display Areas – Front Apron



Example provided from other Home Depot location to demonstrate display conditions.

Proposed Live Goods Areas



Example provided from other Home Depot location to demonstrate display conditions.



Example provided from other Home Depot location to demonstrate display conditions.



- Flowers
- Herbs and veggies

Example provided from other Home Depot location to demonstrate display conditions.

Proposed Fence at Seasonal Sales Area



Example provided from other Home Depot location to demonstrate display conditions.



Example provided from other Home Depot location to demonstrate display conditions.



Example provided from other Home Depot location to demonstrate display conditions.

Proposed Mulch and Bagged Goods Areas



Example provided from other Home Depot location to demonstrate display conditions.



- Mulch and Fertilizer
- Bagged Goods

Example provided from other Home Depot location to demonstrate display conditions.

Proposed Shed Display Areas





Example provided from other Home Depot location to demonstrate display conditions.



Example provided from other Home Depot location to demonstrate display conditions.

Proposed Equipment Rental









Proposed Load-N-Go









Proposed PENSKE Truck Parking

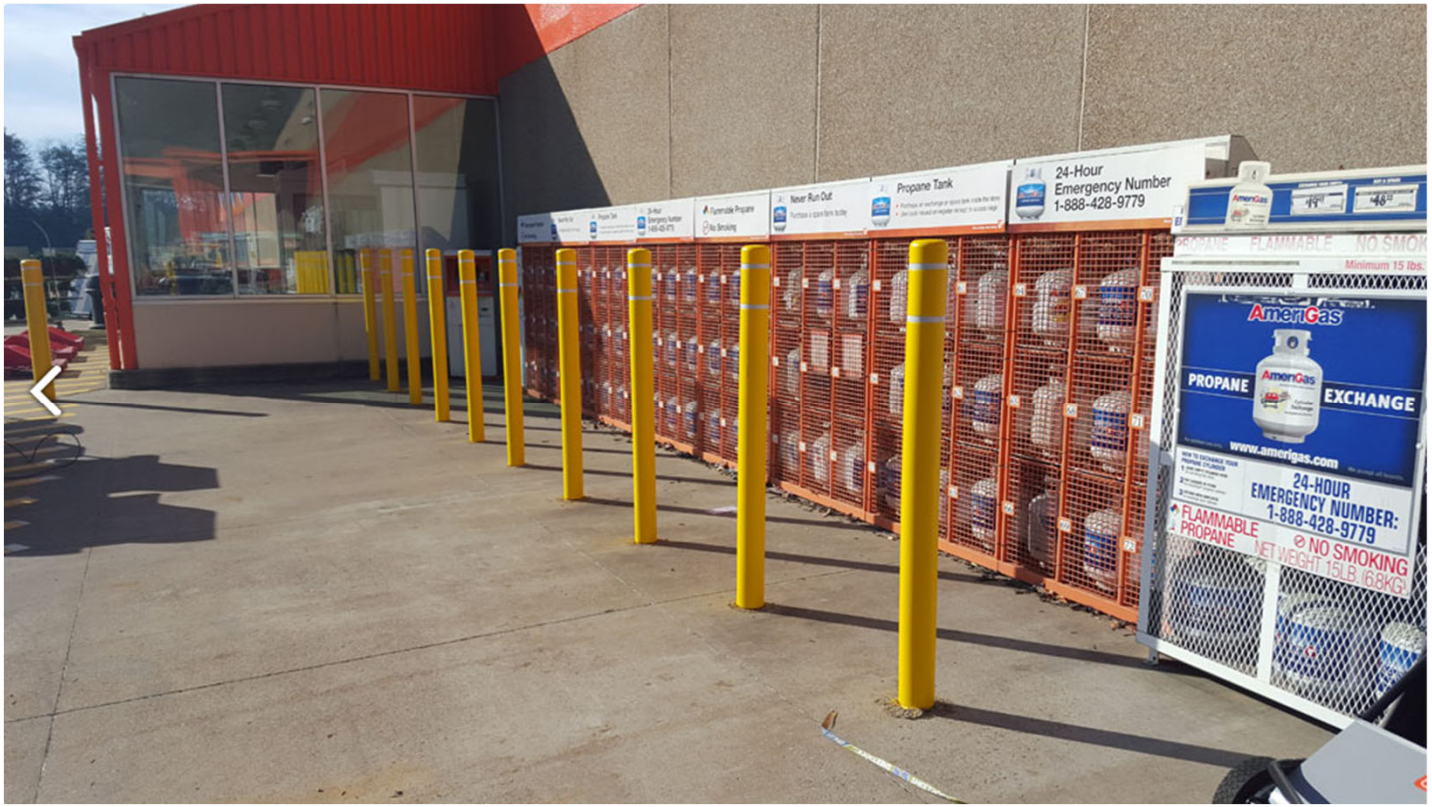


Example provided from other Home Depot location to demonstrate display conditions.





Proposed Propane Cages



Example provided from other Home Depot location to demonstrate propane cages conditions.

Agenda Item Report

Subject:	Consideration and approval of Parking Reduction Application - Town Planner Consultant Von der Meulen File No.: 25-PR-01 Applicant: Home Depot USA Inc. Address: North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road Request: The applicant is requesting a parking reduction approval to reduce parking from 399 parking spaces to 283 parking spaces to redevelop the site into a 107,874 square foot Home Depot store with a 28,167 square foot garden center. **RESOLUTION NO: 2026-017** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING PARKING REDUCTION APPLICATION 25-PR-01 FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Planning & Zoning
Recommendation for Counsel to Consider:	
Background Information:	On August 11, 2025, Tracy Lautenschlager with Greenberg

	Traurig, P.A., the authorized agent for The Home Depot project, submitted a parking reduction application (24-PR-03) located. The property is located on north side of W. Hallandale Beach Blvd, east of SW 31st Ave and west of Bryan Road, Pembroke Park. The site consists of seven (7) parcels with six (6) commercial/ industrial office buildings on the east, a self-storage facility, known as Armadillo Storage on the northwest and a vacant Well Fargo bank at the southwest corner of the property. All existing buildings will be demolished to accommodate the proposed project.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Home Depot Parking Reduction 2026-017
2. 01-25-PR-01 Home Depot Parking Reduction
3. 02- Application
4. 03-Parking Reduction Justification Statement
5. 04- Traffic Impact Analysis
6. 05- Parking Demand Analysis
7. 06- Site Plan
8. 07-Survey

RESOLUTION NO. 2026-017

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING PARKING REDUCTION APPLICATION 25-PR-01 FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Home Depot USA, INC, ("Applicant") has submitted Parking Reduction Application No. 25-PR-01 (the "Application") for Parking Reduction to the Town of Pembroke Park requesting a waiver from the parking space requirements of Section 28-301(a)(5), Pembroke Park Code of Ordinances, to allow for a reduction in the required number of parking spaces from 399 parking spaces to 283 parking spaces for certain real property located in Pembroke Park, Florida; and

WHEREAS, the Town of Pembroke Park Planning and Zoning Board reviewed the Application for Parking Reduction at their meeting held on March 5, 2026, and recommended approval of the reduction in the number of required parking spaces from 399 parking spaces to 283 parking spaces subject to the conditions cited by Consultant Planner Michael Vonder Meulen/KEITH ; and

WHEREAS, the Pembroke Park Town Commission reviewed the Application for Parking Reduction, the information presented at the Planning and Zoning Board meeting, and the presentation of the Consultant Planner who explained the basis of the parking spaces reduction application at their meeting on March 11, 2026; and

WHEREAS, the Pembroke Park Town Commission having reviewed the evidence presented, has determined that the Applicant has met the criteria required by Section 28-301.2,

Pembroke Park Code of Ordinances, and that the Application for Parking Reduction may be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: The aforementioned "Whereas" clause is hereby ratified and confirmed as being true and correct and is incorporated herein.

Section 2: That the Application for Parking Reduction of Home Depot USA, INC, for a waiver from the requirements of Section 28-301, Pembroke Park Code of Ordinances, to allow for a reduction in the required parking spaces from 399 parking spaces to 283 parking spaces for the property located on the northwest corner of Hallandale Beach Boulevard and John P. Lyons/Southwest 31 Avenue.

Section 3: That the approval of the Parking Reduction for Home Depot USA, INC is subject to the following development conditions, to wit:

1. This approval is granted contingent on approval of the Site Development Plan dated January 28,2026, for a retail commercial development and may not be assigned or transferred to another application without the prior written approval of the Town Commission.
2. A recordable covenant reflecting the reduced parking approval, with the legal description, shall be submitted by the owners of the property in a form acceptable to the Town Attorney. The covenant shall be recorded by the Town at the applicant's expense and shall run with the land. The covenant shall provide that the uses that justified the reduced parking requirement shall not be changed in any way without the Town's prior written approval upon submission of an updated study justifying an alternative number of parking spaces, unless additional parking is provided for the changed uses no longer requiring a parking reduction. The covenant shall also provide that the Town may collect costs and attorney fees if litigation is necessary to enforce it.

Section 4: That this Resolution approving the Parking Reduction Application for the Applicant shall serve as the Parking Reduction Order described in Section 28-301(a)(5), Pembroke Park Code of Ordinances, and the Clerk -Commissioner is directed to record a certified copy of

this Resolution in the public records of Broward County, Florida.

Section 5: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith be and the same arc hereby superseded to the extent of such conflict.

Section 7: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 8th day of April, 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

Town of PembrokePark

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov

TO: Town Commission

FROM: Michael Vonder Meulen, AICP, Consultant Town Planner, KEITH

MEETING DATE: April 8, 2026

SUBJECT: 25-PR-01 / Home Depot Parking Reduction
North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road

APPLICANT: Home Depot USA, Inc.

REQUEST:
The applicant is requesting a parking reduction approval to reduce parking from 399 parking spaces to 283 parking spaces to redevelop the site into a 107,874 square foot Home Depot store with a 28,156 square foot garden center.

SITE DATA:

GENERAL LOCATION:	North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road
FOLIO:	514229000090, 514229000091, 514229020020, 514229020013, 514229020011, 514229020012, 514229020010
PARCEL SIZE:	9.35 Acres (gross)
EXISTING USE:	Commercial/Industrial office buildings, self-storage facility and a bank.
ZONING:	B-1 Business District, M-1 Industrial District
FUTURE LAND USE:	C- Commercial, I- Industrial

ADJACENT PROPERTY DESCRIPTION:
NORTH: T-1/ Mobile Home Park
SOUTH: T-1/ Mobile Home Park (W Hallandale Beach)
EAST: M-1/ Warehouse
WEST: M-1/ Warehouse

PROJECT BACKGROUND

On August 11, 2025, Tracy Lautenschlager with Greenberg Traurig, P.A., the authorized agent for The Home Depot project, submitted a parking reduction application (24-PR-03) located. The property is located on north side of W. Hallandale Beach Blvd, east of SW 31st Ave and west of Bryan Road, Pembroke Park.

The site consists of seven (7) parcels with six (6) commercial/ industrial office buildings on the east, a self-storage facility, known as Armadillo Storage on the northwest and a vacant Well Fargo bank at the southwest corner of the property. All existing buildings will be demolished to accommodate the proposed project.

PARKING CODE REQUIREMENT:

Based upon Section 28-301(a) of the Town of Pembroke Park Code, the required number of parking spaces for commercial development is calculated as follows: one (1) parking space is required for every three hundred (300) square feet of floor area within the building. In addition, one (1) parking space must be provided for every four (4) employees, whether currently employed or anticipated.

CODE SECTION	REQUIREMENT	REQUIRED	PROPOSED	PARKING REDUCTION
Section 28-301(a) Minimum requirements	One (1) parking space per 300 Sf. And One (1) Parking space per four employees	399 parking spaces	283 parking spaces	116 parking space

PROJECT ANALYSIS

In accordance with the Code of Ordinances Section 28-301.2, the applicant is requesting a parking reduction for the proposed Home Depot development located on the north side of W. Hallandale Beach Blvd, east of SW 31st Ave and west of Bryan Road, Pembroke Park. (Parcel ID(s): 514229000090, 514229000091, 514229020020, 514229020013, 514229020011, 514229020012, 514229020010) This 9.5-acre property is intended for commercial development.

The proposed Home Depot development will consist of a one-story, 107,874-square-foot store, a 28,156-square-foot garden center. The applicant is requesting a reduction to 283 parking spaces from the 399-space requirement outlined in Section 28-301(a).1 of the Town of Pembroke Park Code of Ordinances. The proposed development will provide a total of 283 commercial parking spaces.

In accordance with Section 28-301.2(d) criteria, the applicant must demonstrate that the reduced parking demand is supported by the following:

- The use, site, and structure exhibit characteristics that suggest the required parking for this development is lower than what the Zoning Code typically mandates for similar uses.
- The enclosed Parking Analysis, prepared by Kimley-Horn, evaluates the anticipated parking demand for the Home Depot Pembroke Park location. The analysis is based on parking inventory and demand data collected from a comparable facility located at 1951 S State Road 7. According to the analysis, the peak projected parking demand is 254 spaces for Home Depot. The proposed development will provide 283 parking spaces, exceeding the anticipated demand by 29 spaces, or approximately 11%.

RECOMMENDATION

The Planning and Zoning Board unanimously recommended approval of this project subject to staff conditions on March 5, 2026. The consultant Town Planner recommends approval of the Parking Reduction with the following conditions:

1. This approval is granted contingent on approval of the Site Development Plan dated January 28, 2026, for the commercial development.

2. A recordable covenant reflecting the reduced parking approval shall be submitted by the owners of the property in a form acceptable to the Town Attorney. The covenant shall be recorded by the Town at the applicant's expense and shall run with the land.

ATTACHMENTS

Parking Reduction Application
Parking Reduction Justification Statement
Traffic Impact Analysis
Parking Demand Analysis
Site Plan
Survey

Town of Pembroke Park

Planning and Zoning Division

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov

Parking Reduction Application

Consideration of a parking reduction application by the Town does not in of itself in any way create a right to obtain a permit from a County, State or Federal Agency. Applicants must comply with all legal requirements and obtain all requisite approvals imposed by County, State and Federal Agencies and the Town bears no legal responsibility for Applicant's failure to do so.

Owner / Applicant Name(s)	Phone	Email
Home Depot USA, Inc.	(770) 433-8211 x84888	connie_rockwell@homedepot.com
Address of Subject Property		**Parcel ID**
3121 W Hallandale Beach Blvd, Hallandale Beach, FL 33009		5142 2900 0090, -0091, -0020, -0013
Parcel Acreage	**Parking Required**	**Parking Proposed**
9.13 acres	394 spaces	287 spaces

Code Information	Yes	No
Is this an after-the-fact request or Town code violation? (If yes, attach a copy of any related information)		✓
Is this request the result of a site plan application or other application? (If yes, please attach site plan)	✓	
Has this same or similar request been proposed previously on the property?		✓

Description

Request for a parking reduction from 394 parking spaces to 287 parking spaces in connection with the redevelopment of the property with a 106,651 square foot Home Depot store with a 28,156 square foot garden center and a 7,400 square foot commercial outparcel.

Agent

Name	Company/Firm
Tracy Lautenschlager	Greenberg Traurig, P.A.
Address	**City, State, Zip**
401 E Las Olas Blvd., Suite 2000	Fort Lauderdale, FL 33301
Phone	**E-mail**
954.768.8270	tracy.lautenschlager@gtlaw.com

This is to certify that I am the agent of this application for the subject property(s) and the statements contained herein are accurate to the best of my knowledge and I will be present at any required hearings to represent this application.

Tracy Lautenschlager Digitally signed by Tracy Lautenschlager Date: 2025.08.11 16:06:14 -04'00'
Agent's Signature

08 / 11 / 2025
Date

Property Owner Certification

SEE OWNER CONSENT LETTERS ATTACHED

This is to certify that I am the owner of the subject property(s) described in this application. By signing this application, I hereby authorize the above signatory to serve as agent for this project. The agent is authorized by me to agree to any and all binding conditions throughout the review of this application. I hereby agree to be bound by any and all conditions, or amendments required by this application.

Printed Name of Property Owner *Signature of Property Owner* *Date* ____/____/____

State of _____ , County of _____
Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization.
This _____ day of _____ , 20____ , by _____ (name of person making statement)
Personally known: OR Produced Identification, Type
_____ My Commission Expires:
Notary Public Signature

TOWN USE ONLY	*Submittal Date:*	*Project Number:*
Review Staff:	*Decision Date:*	*Decision:*

2455 Paces Ferry Road, C-20, Atlanta, GA 30339

May 19, 2025

Re: 2701 Bryan Road (Folio No. 5142 2900 0090)
3131 W Hallandale Beach Blvd (Folio No. 5142 2900 0091)
3129 W Hallandale Beach Blvd (Folio No. 5142 2902 0020)
3127 W Hallandale Beach Blvd (Folio No. 5142 2902 0013)
3107 W Hallandale Beach Blvd (Folio No. 5142 2902 0011)
3121 W Hallandale Beach Blvd (Folio No. 5142 2902 0012)
3101 W Hallandale Beach Blvd (Folio No. 5142 2902 0010)

To Whom It May Concern:

The above-described property ("Property"), with the exception of 2701 Bryan Road, is owned by Home Depot USA, Inc. ("Home Depot"). Home Depot has a ground lease over 2701 Bryan Road. The Home Depot authorizes Tracy Lautenschlager of Greenberg Traurig, P.A., to act as its agent with respect to the development approvals necessary for the development of a Home Depot on the Property.

Yours truly,

Home Depot U.S.A., Inc.

Name: Thomas E. Best
Title: VP, Deputy GC + Asst. Secretary

STATE OF GA)
)
COUNTY OF Cobb)

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this 19th day of May, 2025, by Thomas E. Best as VP, Deputy GC + Asst. Secretary of Home Depot USA, Inc.

[SEAL]

Ivelisse Guadalupe
Notary Public
Dekalb County, Georgia
My Commission Expires 03/06/2027

Ivelisse Guadalupe
Signature of Notary

Ivelisse Guadalupe
Print Name

Expires: 03/06/2027

Personally Known X (OR) Produced Identification _____ (Type of Identification Produced)

7/24, 2025

Re: 2701 Bryan Road
(Folio No. 5142 2900 0090)

To Whom It May Concern:

The above-described property ("Property") is owned by M. G. Wilson, LLC ("Owner"), which Property is subject to a ground lease that Home Depot USA, Inc. has a contract to purchase. The Owner consents to the filing of the following development approvals necessary for the development of a Home Depot on the Property:

- Allocation of commercial flexibility to allow for commercial uses within the Property's existing M-1 industrial zoning and land use designation.
- Site Plan approval.
- Sign variances, special permit, parking variances, and other variances in connection with the Home Depot site plan.
- No changes to the zoning shall be made or requested that would in any way prevent the current or future use of the property from continuing to operate as a mini storage facility without Landlord and Ground Lessee's prior written consent.

Yours truly,

M. G. Wilson, LLC

Name: Jessica Stacklestill
Title: Managing Director

[Notarization on next page]

STATE OF MA)
)
COUNTY OF Suffolk)

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this 24th day of July, 2025, by Jessica Stockstill as managing director of M. G. Wilson, LLC.

[SEAL]

Kayanna M Black
Signature of Notary

Kayanna Black
Print Name

Expires: 06/07/2031

Personally Known ____ (OR) Produced Identification License (Type of Identification Produced)

Kayanna M Black
NOTARY PUBLIC
Commonwealth of
Massachusetts
My Commission Expires
06/07/2031

7/7, 2025

Re: 2701 Bryan Road
(Folio No. 5142 2900 0090)

To Whom It May Concern:

WFS Armadillo Limited ("Ground Lessee") has a ground lease for the above-described property ("Property"). Home Depot USA, Inc. has a contract to purchase the ground lease from the Ground Lessee. The Ground Lessee consents to the filing of the following development approvals necessary for the development of a Home Depot on the Property:

- Allocation of commercial flexibility to allow for commercial uses within the Property's existing M-1 industrial zoning and land use designation.
- Site Plan approval.
- Sign variances, special permit, parking variances, and other variances in connection with the Home Depot site plan.
- No changes to the zoning shall be made or requested that would in any way prevent the current or future use of the property from continuing to operate as a mini storage facility without Landlord and Ground Lessee's prior written consent.

Yours truly,

WFS Armadillo Limited, a Texas limited partnership

By: H.C. Weil Properties, Inc., a Texas corporation,
its general partner

Name: H.C. Weil
Title: President

[Notarization on next page]

STATE OF Texas)
)
COUNTY OF Nueces)

The foregoing instrument was acknowledged before me by means of [X] physical presence or [_] online notarization this 7th day of July, 2025, by H.C. Weil as President of H.C. Weil Properties, Inc., as general partner of WFS Armadillo Limited, a Texas limited partners.

[SEAL]

SANDRA S. CUEVAS
My Notary ID # 3380264
Expires January 15, 2028

Sandra S. Cuevas
Signature of Notary

Sandra S. Cuevas
Print Name

Expires: January 15, 2028

Personally Known ✓ (OR) Produced Identification _____ (Type of Identification Produced)

GT GreenbergTraurig

Tracy H. Lautenschlager
Tel 954.768.8270
tracy.lautenschlager@gtlaw.com

August 12, 2025 (Updated January 27, 2026)

Michael Vonder-Meulen
Town of Pembroke Park
3150 SW 52 Ave
Pembroke Park, FL 33203
mvondermeulen@keithteam.com

Re: Home Depot – Parking Reduction Justification
2701 Bryan Road and 3101-3131 W Hallandale Beach Blvd.
(5142 2900 0090, -0091, -0020, -0013, -0011, -0012, -0010) (the "**Property**")

Dear Mr. Vonder-Meulen:

Home Depot USA, Inc. (the "**Applicant**") is requesting a parking reduction from 373 parking spaces to 257 parking spaces in connection with its request for Site Plan approval to redevelop the above-described Property with a 107,874 square foot Home Depot store with a 28,157 square foot garden center ("**Proposed Development**"). In addition, an approximately 7,381 square foot commercial outparcel is proposed at the southwest corner of the Property, which will be separately parked without needing a reduction.

Use	Requirement	Parking Required under Code	Variance Request
Home Depot 107,874 sf* + 50 employees	1 space / 300 sf + 1 space / 4 employees	373 spaces	255 spaces

* Section 28-301 applies only to square footage contained within the building. Because the garden center is not within the building, that square footage has been excluded from this calculation.

Section 28-301.2(d) outlines the criteria for a parking reduction. The Proposed Development meets the criteria as follows:

a) Concurrency requirements, as provided in chapters 13.5 and 20; and

The Proposed Development meets the concurrency requirements as evidenced by Infrastructure Concurrency Impact Analysis Report prepared by Kimley Horn and included in the submittal package.

b) The use, site, structure or any combination of same, evidences characteristics which support a determination that the need for parking for the development is less than that required by the Zoning Code for similar uses; or

The Parking Study prepared by Kimley Horn demonstrates that the proposed 257 parking spaces are sufficient for the Proposed Development.

c) If the application is based on two (2) or more different users sharing the same parking spaces at different hours, that the peak hour(s) for each use will be at different hours; or

There is a commercial outparcel on the site, which has sufficient parking for that use. The parking request is specific only to the Home Depot, which, as demonstrated by the Parking Study, is sufficient for the Proposed Development.

d) If the application is based on two (2) or more different users sharing the same parking spaces at the same time because one use derives a portion of its customers as walk-in traffic from the other use, that the two (2) or more uses will share the same users; or

This section does not apply to the Proposed Development.

e) Restrictions will be placed on the use of the property or actions will be taken such as providing company vans for carpooling of employees and patrons, or consistent use of mass transit will reduce the need for required parking and there are sufficient safeguards to ensure the restrictions, action, or both, will take place; or

The Property is adjacent to a Broward County bus stop (Stop ID 3856) along Hallandale Beach Boulevard, which is likely to be used by employees. However, even without calculating that a certain number of employees or patrons may use the mass transit system, the Parking Study demonstrates that sufficient parking is provided for the Proposed Development.

f) Any combination of subsections 5. (a) through (e); and

As demonstrated above, the Proposed Development meets subsections a, b, c, and e.

g) In addition to the criteria provided above, that any alternative parking arrangement proposed will be adequate to meet the needs of the use the parking will serve and that reducing the required parking will be compatible with and not adversely impact the character and integrity of surrounding properties.

This section does not apply. The Parking Study demonstrates that sufficient parking will be provided for the Proposed Development without the need for an alternative parking arrangement.

As demonstrated above, the Proposed Development meets the criteria for a parking reduction. Please let us know if you have any further questions in connection with this request.

Yours truly,

Tracy H. Lautenschlager

Tracy H. Lautenschlager

Traffic Impact Analysis
for Submittal to the
Town of Pembroke Park

HOME DEPOT
TOWN OF PEMBROKE PARK, FLORIDA

Kimley»Horn

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Updated March 2026
April 2025
047096448

Traffic Impact Analysis
for Submittal to the
Town of Pembroke Park

HOME DEPOT
TOWN OF PEMBROKE PARK, FLORIDA

Prepared for:

Home Depot, Inc.

Prepared by:

Kimley-Horn and Associates, Inc.



This item has been digitally signed and sealed by Derek Jeffrey d'Adesky, P.E., on the date adjacent to the seal.

Derek J d'Adesky Digitally signed by Derek J d'Adesky Date: 2026.03.04 16:32:48 -05'00'

Printed copies of this document are not considered signed and sealed and the signature must be verified on

Derek Jeffrey d'Adesky, P.E.
Florida Registration Number 90968
Kimley-Horn and Associates, Inc.
8201 Peters Road, Suite 2200
Plantation, FL 33324

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Updated March 2026
April 2025
047096448

EXECUTIVE SUMMARY

Home Depot, Inc. is proposing to redevelop the property generally located at 3131 W Hallandale Beach Boulevard in the Town of Pembroke Park, Florida. Currently, the site proposed for redevelopment is occupied by 52,084 square feet of mini-warehouse space, 39,280 square feet of office park space, and a vacant drive-in bank. The proposed redevelopment consists of a 136,030 square-foot home improvement store and 7,381 square feet of commercial space. The project is expected to be completed and opened by year 2027.

Access to the proposed redevelopment is provided via one (1) right-in/right-out driveway along Hallandale Beach Boulevard between Bryan Road and SW 31st Avenue, one (1) full-access driveway along Bryan Road, and one (1) full-access driveway along SW 31st Avenue.

Trip generation calculations for the existing and proposed development were performed using Institute of Transportation Engineers' (ITE) *Trip Generation Manual*, 12th Edition. The trip generation for the existing development was determined using ITE Land Use Code (LUC) 151 (Mini-Warehouse) and LUC 750 (Office Park). The trip generation for the proposed redevelopment was determined using LUC 862 (Home Improvement Superstore) and LUC 822 (Strip Retail Plaza).

The results of the intersection capacity analysis indicate that the study intersections are expected to operate at adopted level of service (LOS) D or better during the A.M. and P.M. peak hour under all analysis scenarios.

The results of the 95th percentile queuing analysis indicate that vehicle queue lengths are expected to be accommodated within the existing vehicle storage under existing, future background, and future total conditions during the A.M. and P.M. peak hours.

A right-turn lane analysis was conducted based on FDOT recommended guidelines at the westbound approach of the South Project Driveway along Hallandale Beach Boulevard. A left-turn lane analysis was conducted based on the turn-lane warrant methodology contained in the *National Cooperative Highway Research Program (NCHRP) Report 457* at the southbound approach of the West Project Driveway along Bryan Road and at the northbound approach of the East Project Driveway along SW 31st Avenue. The results of the left-turn lane analysis demonstrate that the project does not exceed the threshold for recommending an exclusive left-turn lane at the East and the West Project driveways. At the request of FDOT and Broward County, an exclusive westbound right-turn lane is proposed at the South Project Driveway.

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INTRODUCTION

Home Depot, Inc. is proposing to redevelop the property generally located at 3131 W Hallandale Beach Boulevard in the Town of Pembroke Park, Florida. Currently, the site proposed for redevelopment is occupied by 52,084 square feet of mini-warehouse space, 39,280 square feet of office park space, and a vacant drive-in bank. The proposed redevelopment consists of a 136,030 square-foot home improvement store and 7,381 square feet of commercial space. The project is expected to be completed and opened by year 2027. A project location map is provided as Figure 1. A conceptual site plan is provided in Appendix A.

Kimley-Horn and Associates, Inc. has completed this traffic impact analysis for the proposed redevelopment. The purpose of the study is to assess the project's impact on the surrounding roadway network. This report summarizes the data collection, project trip generation, trip assignment and distribution, intersection capacity analysis, queue analysis, and turn lane analysis for the proposed redevelopment.



Kimley»Horn

© 2026

Figure 1
Project Location Map
Home Depot
Town of Pembroke Park, Florida

EXISTING TRAFFIC

A.M. peak period (7:00 to 9:00 A.M.) and P.M. peak period (4:00 to 6:00 P.M.) turning movement counts were collected on September 4, 2024 (Wednesday) at the following intersections:

- SR 858/Hallandale Beach Boulevard and Lake Shore Drive
- SR 858/Hallandale Beach Boulevard and S Park Road
- SR 858/Hallandale Beach Boulevard and Bryan Road/Hammock Lane
- SR 858/Hallandale Beach Boulevard and SW 31st Avenue
- SW 27th Street and Bryan Road

All traffic volumes were collected in 15-minute intervals and the peak hour was determined for each intersection. Turning movement counts also included pedestrian and bicycle data. The appropriate Florida Department of Transportation (FDOT) peak season conversion factor (PSCF) of 1.05 was applied to the turning movement counts collected. Signal timing data was obtained from the Broward County Traffic Engineering Division (BCTED).

The turning movement counts, pedestrian crossing volumes, FDOT peak season factor category reports, and signal timing data are included in Appendix B. Figure 2 presents the existing turning movement volumes at the study intersections during the A.M. and P.M. peak hours.

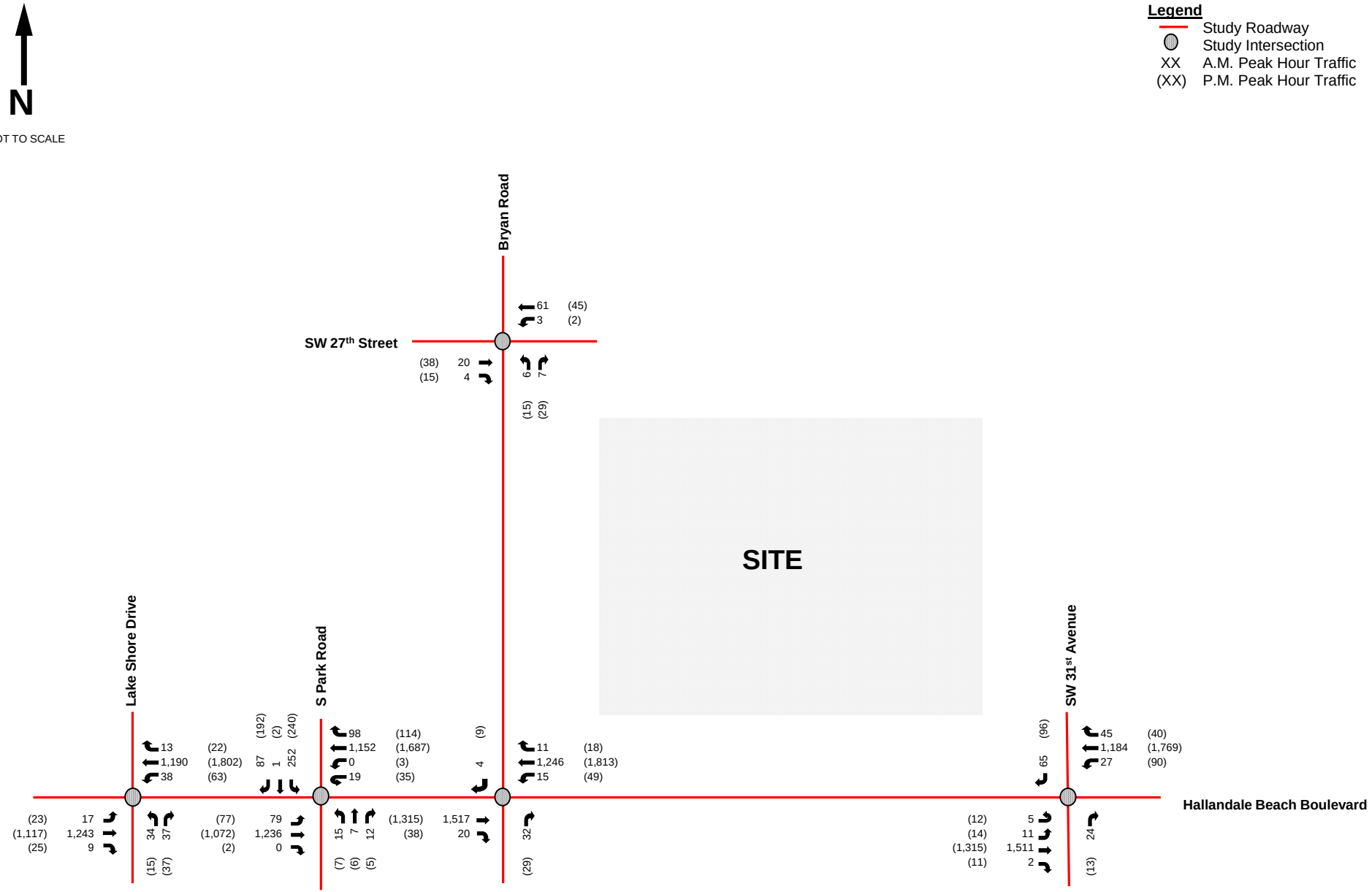


Figure 2
Existing Peak Hour Traffic
Home Depot
Town of Pembroke Park, Florida

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FUTURE BACKGROUND TRAFFIC

Future background traffic conditions are defined as expected traffic conditions on the roadway network in the year 2027 without the construction of the proposed redevelopment. Future background traffic volumes used in the analysis are the sum of the existing traffic and additional traffic generated by growth in the study area. Refer to Figure 3 for the future background peak hour traffic volumes.

BACKGROUND AREA GROWTH

Future traffic growth on the transportation network was determined based upon (a) historical growth trends at nearby FDOT traffic count stations and (b) traffic volume comparisons from the year 2015 and 2045 Florida Standard Urban Transportation Model Structure (FSUTMS) - Southeast Florida Regional Planning Model (SERPM), Version 8.542.

FDOT count stations referenced in this analysis include:

- Count Station 860297: SR 858/Hallandale Beach Boulevard, west of SR 9/I-95
- Count Station 869502: SW 40th Avenue, north of County Line Road
- Count Station 869633: SW 8th Avenue, south of Hallandale Beach Boulevard
- Count Station 869755: S Park Road, south of Pembroke Road

The historical growth rate analysis, based on FDOT count stations, examined linear, exponential, and decaying exponential growth rates for the most recent five (5) year and 10-year periods. Note that as a result of atypical traffic conditions due to COVID-19, the historical traffic data for the years of 2020 and 2021 were interpolated based on 2019 and 2022 data. The linear growth trend yielded a growth rate of negative 2.26 percent (-2.26%) over the most recent five (5) year period and 0.18 percent (0.18%) over the most recent 10-year period. The exponential growth trend yielded a growth rate of negative 3.04 percent (-3.04%) over the most recent five (5) year period and 0.10 percent (0.10%) over the most recent 10-year period. The decaying exponential growth trend yielded a growth rate of 0.01 percent (0.01%) over the most recent five (5) year period and negative 1.02 percent (-1.02%) over the most recent 10-year period. The calculated growth rate with the highest R^2 value resulted from the five (5) year linear growth trend which yielded a growth rate of negative 2.26 percent (-2.26%).

Based on the forecasted volumes obtained from the 2015 and 2045 FSUTMS SERPM, an annual growth rate of 0.57 percent (0.57%) was calculated in the vicinity of the redevelopment.

To provide a conservative analysis, the higher growth rate of 0.57 percent (0.57%) was applied to existing traffic volumes compounded annually to develop future 2027 volumes. The worksheets used to analyze the historical growth trends along with the FSUTMS transportation model outputs are included in Appendix C.

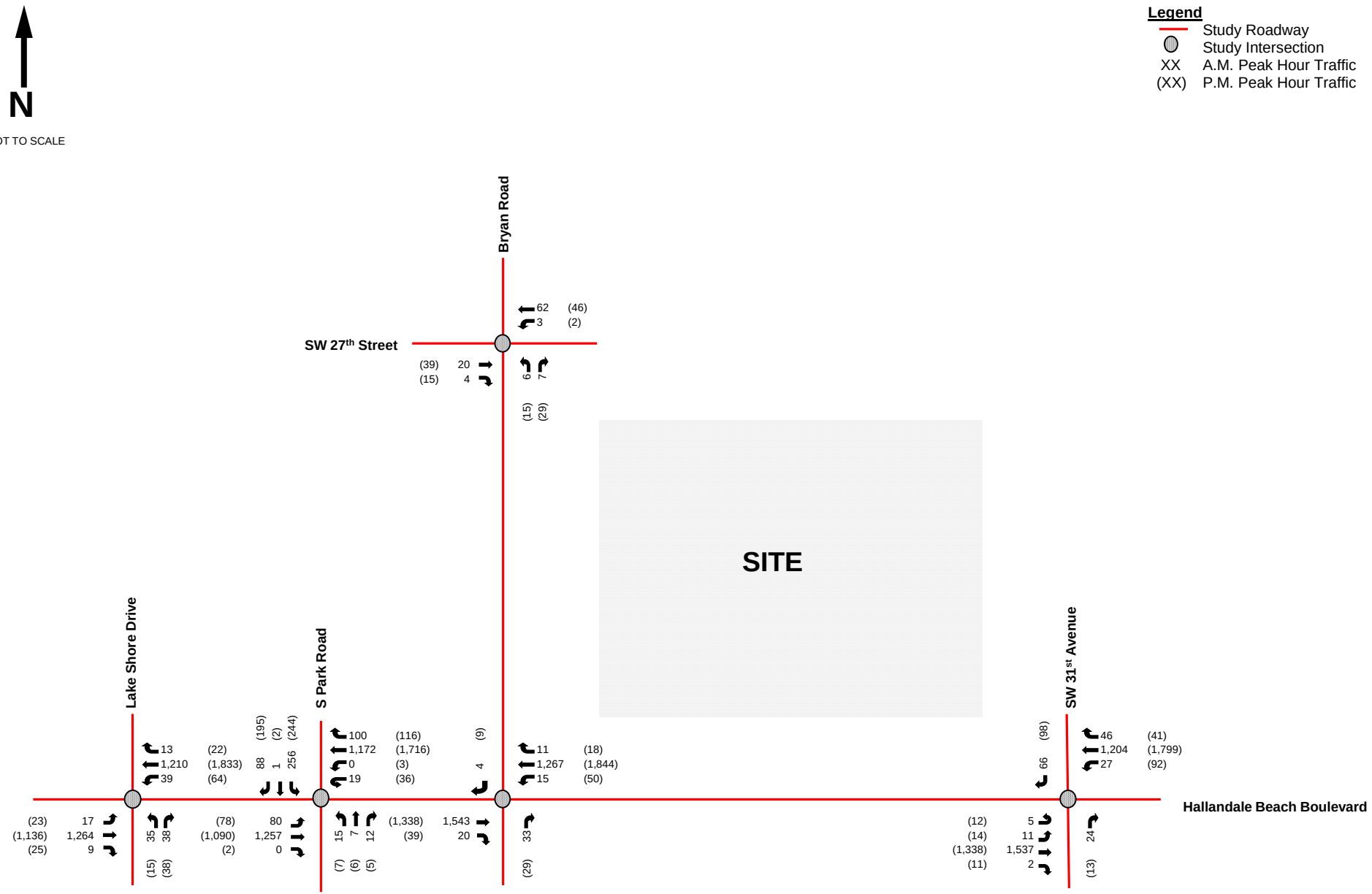


Figure 3
Future Background Peak Hour Traffic
Home Depot
Town of Pembroke Park, Florida

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PROJECT TRAFFIC

Project traffic used in this analysis is defined as the vehicle trips expected to be generated by the project and the distribution and assignment of that traffic over the study roadway network.

EXISTING AND PROPOSED LAND USES

Currently, the site proposed for redevelopment is occupied by 52,084 square feet of mini-warehouse space, 39,280 square feet of office park space, and a vacant drive-in bank. The proposed redevelopment consists of a 136,030 square-foot home improvement store and 7,381 square feet of commercial space. The project is expected to be completed and opened by year 2027.

PROJECT ACCESS

Access to the proposed redevelopment is provided via one (1) right-in/right-out driveway along Hallandale Beach Boulevard between Bryan Road and SW 31st Avenue, one (1) full-access driveway along Bryan Road, and one (1) full-access driveway along SW 31st Avenue.

TRIP GENERATION

Trip generation calculations for the existing and proposed development were performed using Institute of Transportation Engineers' (ITE) *Trip Generation Manual*, 12th Edition. The trip generation for the existing development was determined using ITE Land Use Code (LUC) 151 (Mini-Warehouse) and LUC 750 (Office Park). The trip generation for the proposed redevelopment was determined using LUC 862 (Home Improvement Superstore) and LUC 822 (Strip Retail Plaza).

MULTIMODAL REDUCTION

A multimodal (public transit, bicycle, and pedestrian) factor based on US Census *Means of Transportation to Work* data was reviewed for the census tract in the vicinity of the redevelopment. The US Census data indicated that there is a 12.6 percent (12.6%) multimodal factor within the vicinity of the redevelopment. It is expected that a portion of guests, employees, and patrons will choose to walk, bike, or use public transit to and from the proposed redevelopment.

EXISTING TRANSIT ROUTES

One (1) Broward County Transit (BCT) route currently operates in close proximity to the site during the A.M. and P.M. peak hours. Detailed transit route information is included in Appendix D. BCT Route 28

operates along Hallandale Beach Boulevard in the vicinity of the project site with the nearest stop located east of Bryan Road. This route operates with approximately 25-minute headways in the westbound and eastbound directions during the A.M. and P.M. peak hours.

PASS-BY CAPTURE

Pass-by capture trip rates were determined based on average rates provided in the ITE's *Trip Generation Manual*, 12th Edition. The pass by rates of 42.0 percent (42.0%) based on LUC 862 (Home Improvement Store) and 40.0 percent (40.0%) based on LUC 822 (Strip Retail Plaza) were utilized during the P.M. peak hour.

NET NEW PROJECT TRIPS

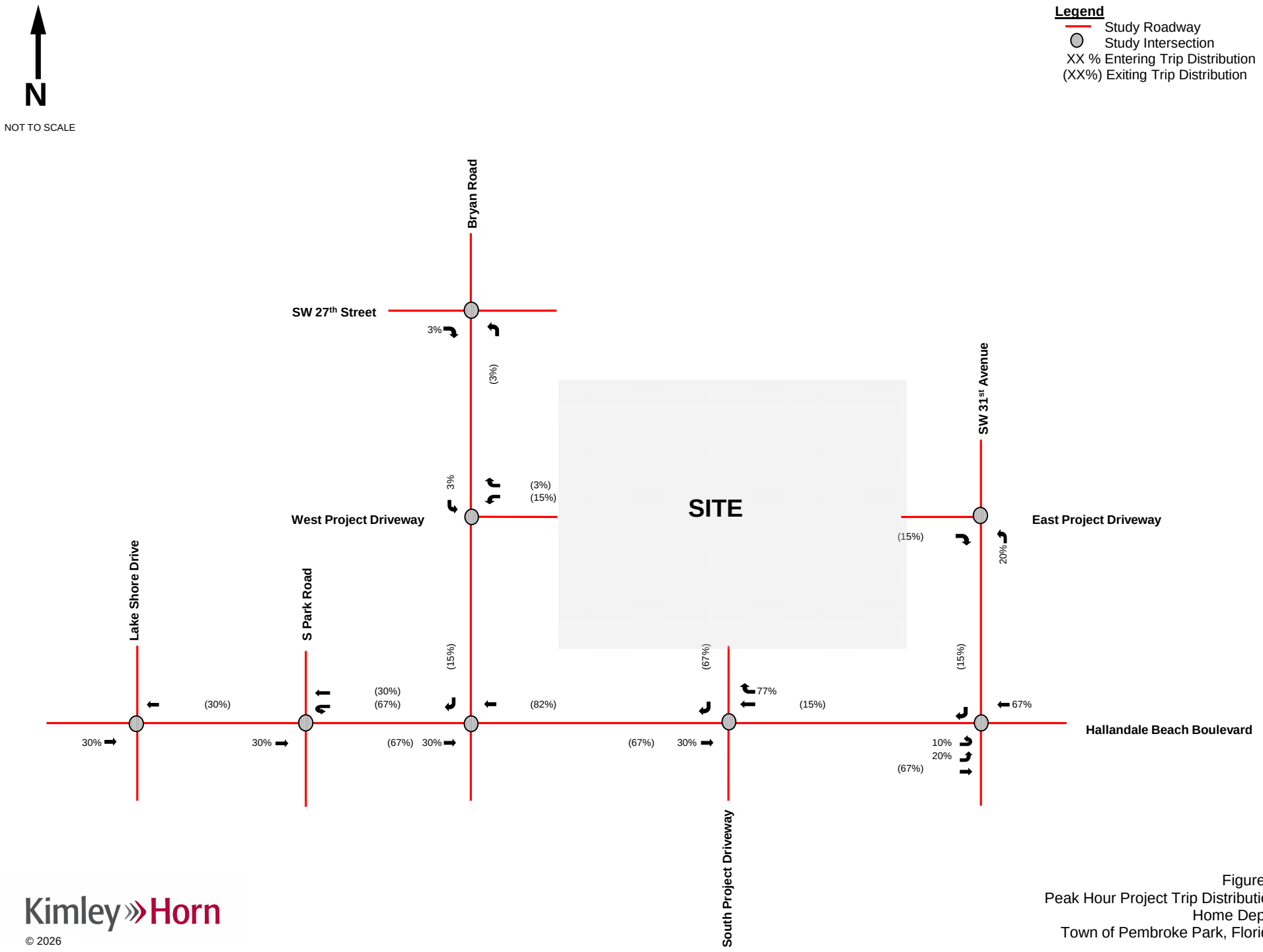
Table 1 summarizes the project's expected trip generation for the A.M. and P.M. peak hours. As shown in Table 1, the project is expected to generate 165 net new weekday A.M. peak hour vehicular trips and 141 net new weekday P.M. peak hour trips. Detailed trip generation information is included in Appendix E.

Table 1: Trip Generation

A.M. Peak Hour (P.M. Peak Hour)				
Land Use (ITE Code)	Scale	Entering Trips	Exiting Trips	Total Trips
Existing Development				
Mini-Warehouse (151)	52,084 square feet	1 (3)	2 (3)	3 (6)
Office Park (750)	39,280 square feet	32 (6)	3 (36)	35 (42)
Subtotal		33 (9)	5 (39)	38 (48)
Proposed Redevelopment				
Home Improvement Superstore (862)	136,030 square feet	101 (77)	77 (80)	178 (157)
Strip Retail Plaza (822)	7,381 leasable square feet	14 (16)	11 (16)	25 (32)
Subtotal		115 (93)	88 (96)	203 (189)
Net New Development				
Net New Project Trips		82 (84)	83 (57)	165 (141)

TRIP DISTRIBUTION AND ASSIGNMENT

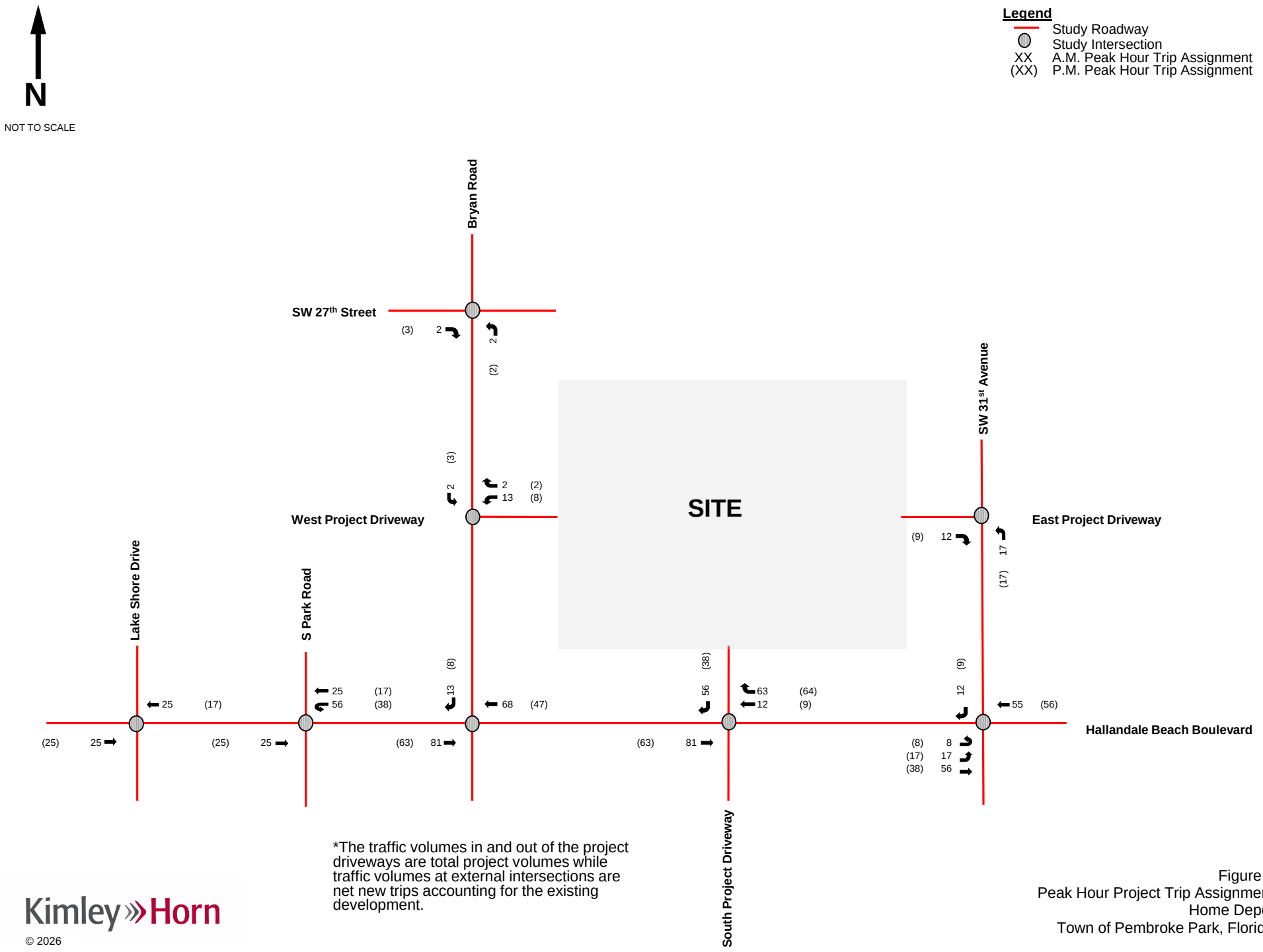
Trip distribution was determined based on existing turning movements counts and a select zone analysis for the appropriate Traffic Analysis Zone (TAZ) in the SERPM, Version 8.542. Figure 4 and Figure 5 detail the project's trip distribution and assignment for the A.M. and P.M. peak hours. Figure 6 and Figure 7 detail the project's pass-by trip distribution and assignment for the P.M. peak hour. Detailed distribution calculations are contained in Appendix F.



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Figure 4
Peak Hour Project Trip Distribution
Home Depot
Town of Pembroke Park, Florida



*The traffic volumes in and out of the project driveways are total project volumes while traffic volumes at external intersections are net new trips accounting for the existing development.

Figure 5
Peak Hour Project Trip Assignment
Home Depot
Town of Pembroke Park, Florida

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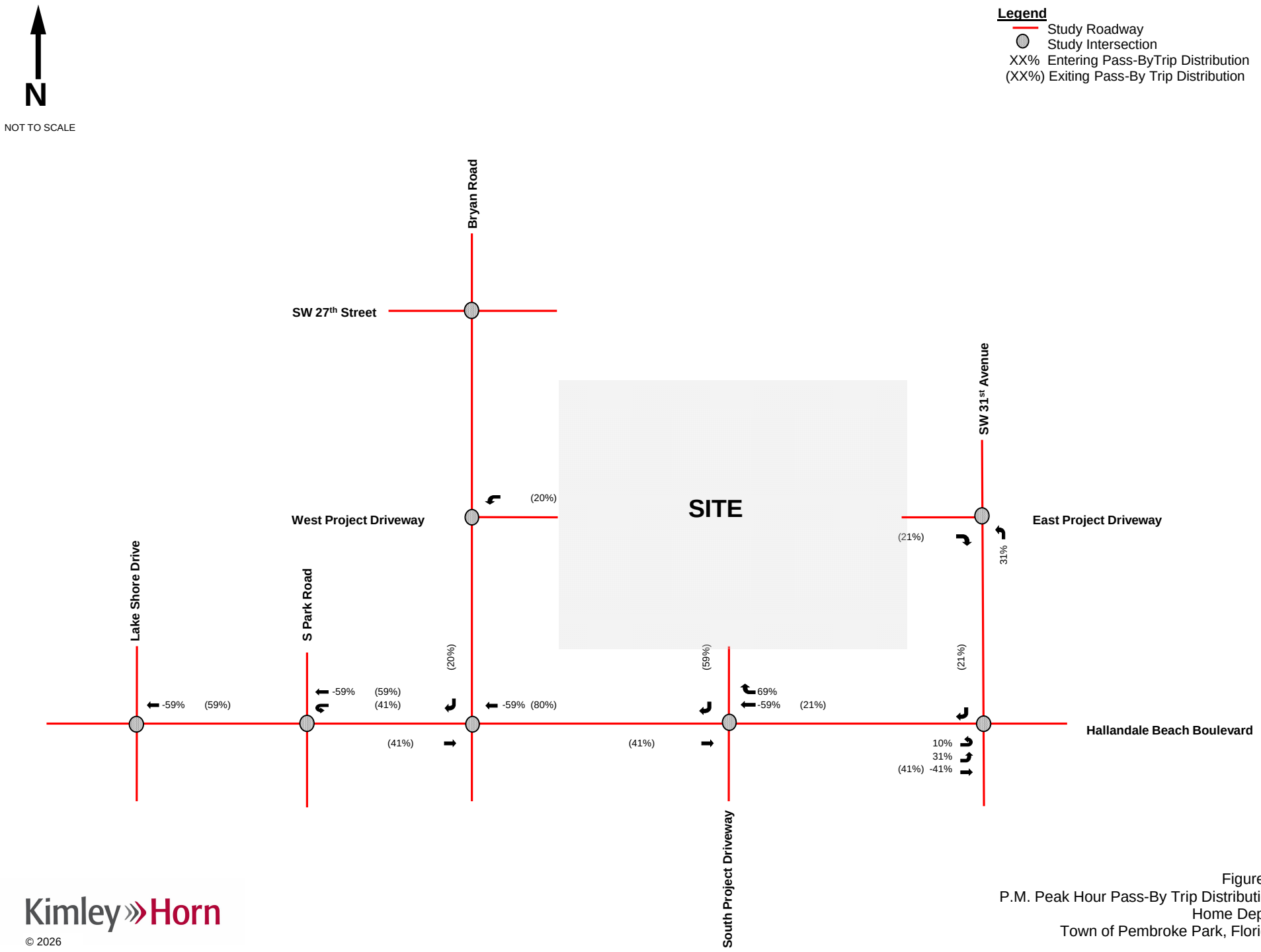
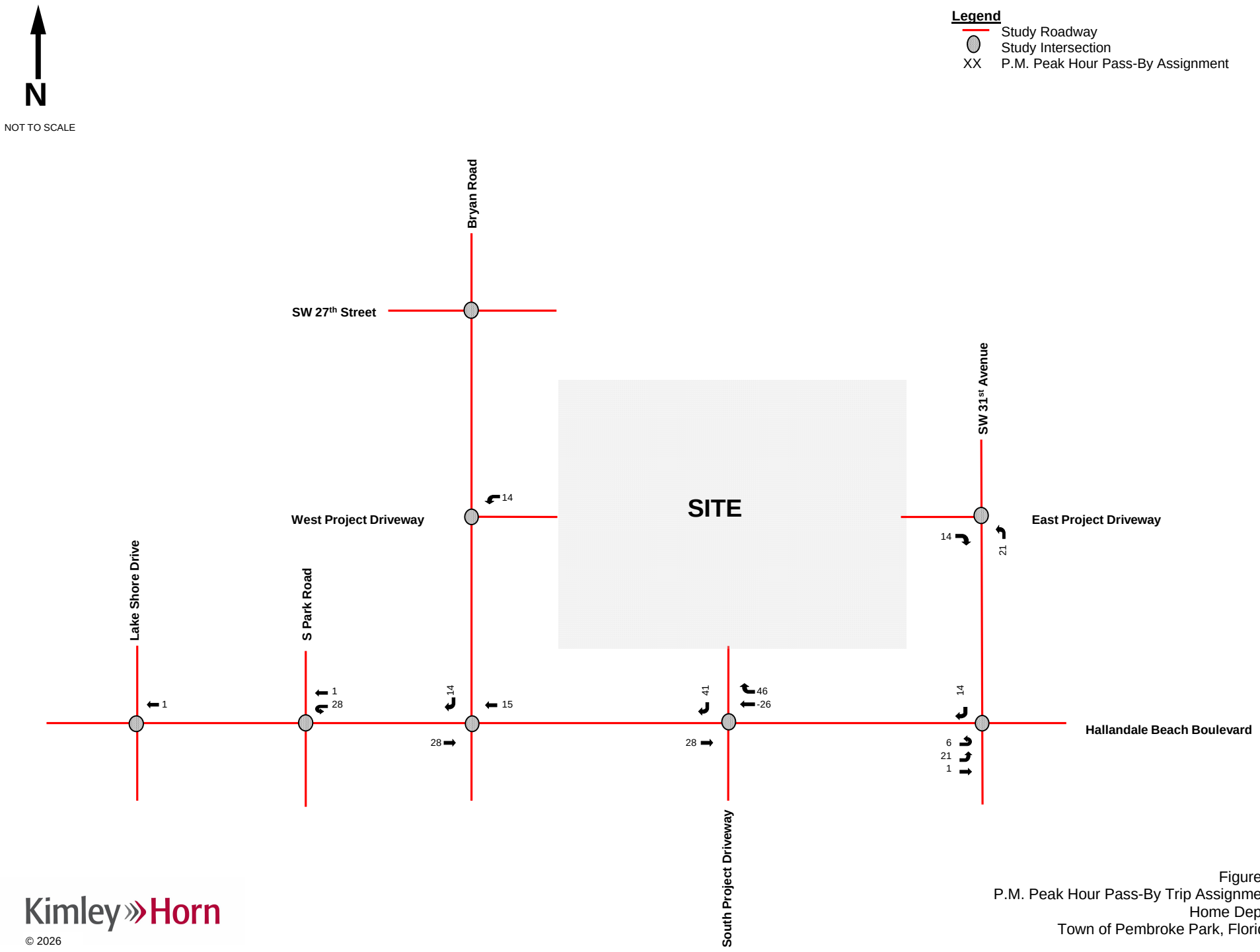


Figure 6
P.M. Peak Hour Pass-By Trip Distribution
Home Depot
Town of Pembroke Park, Florida

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Figure 7
P.M. Peak Hour Pass-By Trip Assignment
Home Depot
Town of Pembroke Park, Florida

FUTURE TOTAL TRAFFIC

Future total traffic conditions are defined as the expected traffic conditions in the year 2027 after the opening of the project. Total traffic volumes considered in the analysis for this project are the sum of the background traffic volumes and expected project traffic volumes. Refer to Figure 8 for the 2027 future total peak hour traffic volumes. Volume development worksheets for the study intersections are included in Appendix G.

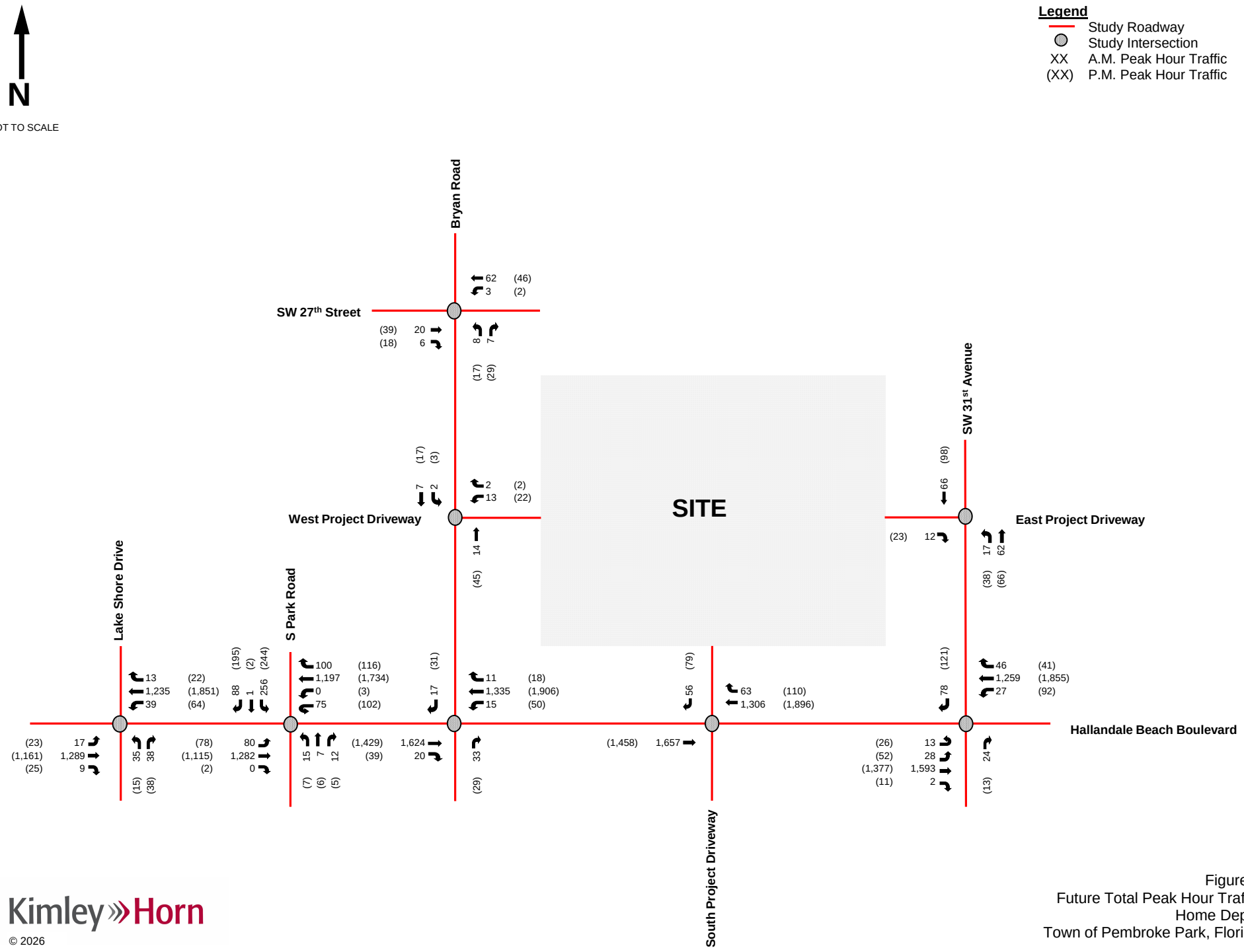


Figure 8
Future Total Peak Hour Traffic
Home Depot
Town of Pembroke Park, Florida

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INTERSECTION CAPACITY ANALYSIS

The study area intersection operating conditions were analyzed for three (3) scenarios (existing conditions, future background conditions, and future total conditions) during the A.M. and P.M. peak hours using Trafficware's SYNCHRO software, which applies methodologies outlined in the Transportation Research Board's (TRB's) *Highway Capacity Manual* (HCM) 2000/7th Editions. Synchro worksheets for the study intersections are included in Appendix H. A summary of the intersection analyses is presented in Table 2 and Table 3 for the A.M. and P.M. peak hours, respectively.

The results of the intersection capacity analysis indicate that the study intersections are expected to operate at adopted LOS D or better during the A.M. and P.M. peak hours under all analysis conditions.

Please note the SW 31st Avenue and Hallandale Beach Boulevard intersection operates as a half-signal, however due to limitations in Synchro the southbound approach was also isolated and modeled separately for a conservative analysis. Further note, it is expected that the I-95 interchange signal located east of this intersection will create gaps in traffic that are not captured in this analysis, which could reduce delays shown at the southbound approach in Tables 2 and 3.

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Table 2: A.M. Peak Hour Intersection Capacity Analysis						
Intersection	Traffic Control	Overall LOS/Delay	Approach LOS			
			EB	WB	NB	SB
Existing Conditions (Future Background Conditions) [Future Total Conditions]						
A.M. Peak Hour						
Hallandale Beach Boulevard and Lake Shore Drive	Signalized [3]	B/12.9 sec (B/13.1 sec) [B/13.5 sec]	C (C) [C]	A (A) [A]	E (E) [E]	[4]
Hallandale Beach Boulevard and S Park Road	Signalized [3]	C/22.2 sec (C/22.4 sec) [C/22.4 sec]	A (A) [A]	C (C) [C]	E (E) [E]	E (E) [E]
Hallandale Beach Boulevard and Bryan Road	Two-Way Stop Control	[1]/0.2 sec ([1]/0.2 sec) [[1]/0.2 sec]	[2]	[2]	A (A) [A]	A (A) [A]
Hallandale Beach Boulevard and SW 31st Avenue	Signalized [3]	A/3.0 sec (A/3.1 sec) [A/3.3 sec]	A (A) [A]	A (A) [A]	A (A) [A]	A/A[5] (A/A[5]) [A/A[5]]
SW 27th Street and Bryan Road	Two-Way Stop Control	[1]/2.6 sec ([1]/2.6 sec) [[1]/2.8 sec]	[2]	[2]	A (A) [A]	[4]
Hallandale Beach Boulevard and South Project Driveway	Two-Way Stop Control	[4] ([4]) [[1]/0.2 sec]	[4] ([4]) [[2]]	[4] ([4]) [[2]]	[4] ([4]) [[4]]	[4] ([4]) [A]
SW 31st Avenue and East Project Driveway	Two-Way Stop Control	[4] ([4]) [[1]/1.3 sec]	[4] ([4]) [A]	[4] ([4]) [[4]]	[4] ([4]) [[2]]	[4] ([4]) [[2]]
Bryan Road and West Project Driveway	Two-Way Stop Control	[4] ([4]) [[1]/3.5 sec]	[4] ([4]) [[4]]	[4] ([4]) [A]	[4] ([4]) [[2]]	[4] ([4]) [[2]]

Notes: [1] Overall intersection LOS is not defined, as intersection operates under stop-control conditions.
[2] Approach operates under free-flow conditions. LOS is not defined
[3] Intersection cannot be analyzed using HCM 7th Edition. Therefore, HCM 2000 was used.
[4] Intersection or approach does not exist under analysis scenario.
[5] Approach isolated and modeled separately as stop controlled due to limitations in Synchro.

Table 3: P.M. Peak Hour Intersection Capacity Analysis						
Intersection	Traffic Control	Overall LOS/Delay	Approach LOS			
			EB	WB	NB	SB
Existing Conditions (Future Background Conditions) [Future Total Conditions]						
P.M. Peak Hour						
Hallandale Beach Boulevard and Lake Shore Drive	Signalized [3]	B/14.9 sec (B/15.7 sec) [B/16.3 sec]	C (C) [C]	A (A) [A]	F (F) [F]	[3]
Hallandale Beach Boulevard and S Park Road	Signalized [3]	D/48.2 sec (D/51.3 sec) [D/52.2 sec]	B (B) [B]	E (E) [E]	F (F) [F]	D (D) [D]
Hallandale Beach Boulevard and Bryan Road	Two-Way Stop Control	[1]/0.3 sec ([1]/0.3 sec) [[1]/0.4 sec]	[2]	[2]	A (A) [A]	A (A) [A]
Hallandale Beach Boulevard and SW 31st Avenue	Signalized [3]	A/4.9 sec (A/4.9 sec) [A/5.3 sec]	B (B) [B]	A (A) [A]	A (A) [A]	A/A[5] (A/A[5]) [A/B[5]]
SW 27th Street and Bryan Road	Two-Way Stop Control	[1]/3.4 sec ([1]/3.4 sec) [[1]/3.4 sec]	[2]	[2]	A (A) [A]	[3]
Hallandale Beach Boulevard and South Project Driveway	Two-Way Stop Control	[4] ([4]) [[1]/0.2 sec]	[4] ([4]) [[2]]	[4] ([4]) [[2]]	[4] ([4]) [[4]]	[4] ([4]) [A]
SW 31st Avenue and East Project Driveway	Two-Way Stop Control	[4] ([4]) [[1]/2.0 sec]	[4] ([4]) [A]	[4] ([4]) [[4]]	[4] ([4]) [[2]]	[4] ([4]) [[2]]
Bryan Road and West Project Driveway	Two-Way Stop Control	[4] ([4]) [[1]/2.4 sec]	[4] ([4]) [[4]]	[4] ([4]) [A]	[4] ([4]) [[2]]	[4] ([4]) [[2]]

Notes: [1] Overall intersection LOS is not defined, as intersection operates under stop-control conditions.
[2] Approach operates under free-flow conditions. LOS is not defined
[3] Intersection cannot be analyzed using HCM 7th Edition. Therefore, HCM 2000 was used.
[4] Intersection or approach does not exist under analysis scenario.
[5] Approach isolated and modeled separately as stop controlled due to limitations in Synchro.

95TH PERCENTILE QUEUE ANALYSIS

A summary of the 95th percentile queues for the exclusive turn lanes at study intersections is presented in Table 4. The analysis was prepared using SYNCHRO 95th percentile queues.

As shown in the tables, the results of the 95th percentile queuing analysis indicate that vehicle queue lengths are expected to be accommodated within the existing vehicle storage under existing, future background, and future total conditions during the A.M. and P.M. peak hour.

Table 4: 95th Percentile Queue Analysis

Intersection	Lane	Existing Storage Provided (ft)	95th Percentile Queue Length (ft)		
			Existing	Future Background	Future Total
A.M. Peak Hour (P.M. Peak Hour)					
Hallandale Beach Boulevard and S Park Road (1)	WBL	200	18 (39)	18 (40)	51 (91)
Hallandale Beach Boulevard and SW 31st Avenue	EBL	160	<25 (<25)	<25 (<25)	<25 (<25)

Notes: Bolded text indicates queue exceeds storage.
(1) HCM 7th Edition queues were not available. Therefore, Synchro queues were used instead.

TURN LANE ANALYSIS

A right-turn lane analysis was conducted based on FDOT recommended guidelines at the westbound approach of the South project driveway along Hallandale Beach Boulevard. A left-turn lane analysis was conducted based on the turn-lane warrant methodology contained in the *National Cooperative Highway Research Program (NCHRP) Report 457* at the southbound approach of the West Project Driveway along Bryan Road and at the northbound approach of the East Project Driveway along SW 31st Avenue.

RIGHT-TURN LANE ANALYSIS

A turn lane analysis was conducted for an exclusive right-turn lane at the intersection of Hallandale Beach Boulevard and the right-in/right-out project driveway based on FDOT's *Access Management Guidebook*, 2023. This roadway has a context classification of C4 – Urban General which FDOT includes as a context classification not to consider right turn lanes. However, per the request of FDOT and Broward County, an exclusive westbound right-turn lane is proposed at the South Project Driveway. A conceptual site plan is provided in Appendix A.

LEFT-TURN LANE ANALYSIS

The left-turn lane analysis was based on the turn-lane warrant methodology contained in the NCHRP Report 457. The results indicate that a southbound left-turn lane at Bryan Road and the West Project Driveway and a northbound left-turn lane at SW 31st Avenue and the East Project Driveway are not warranted under future total conditions. Detailed left-turn analysis calculations are included in Appendix I. The results are summarized in Table 5.

Table 5: NCHRP Left-Turn Lane Analysis

Intersection	Approach	% Left-Turns A.M. (P.M.)	Advancing Veh/Hour A.M. (P.M.)	Opposing Veh/Hour A.M. (P.M.)	Analysis Results
Bryan Road and West Project Driveway	Southbound	22% (15%)	9 (20)	14 (45)	Not Warranted
SW 31st Avenue and East Project Driveway	Northbound	22% (37%)	79 (104)	66 (98)	Not Warranted

CONCLUSION

Home Depot, Inc. is proposing to redevelop the property generally located at 3131 W Hallandale Beach Boulevard in the Town of Pembroke Park, Florida. Currently, the site proposed for redevelopment is occupied by 52,084 square feet of mini-warehouse space, 39,280 square feet of office park space, and a vacant drive-in bank. The proposed redevelopment consists of a 136,030 square-foot home improvement store and 7,381 square feet of commercial space. The project is expected to be completed and opened by year 2027.

Access to the proposed redevelopment is provided via one (1) right-in/right-out driveway along Hallandale Beach Boulevard between Bryan Road and SW 31st Avenue, one (1) full-access driveway along Bryan Road, and one (1) full-access driveway along SW 31st Avenue.

Trip generation calculations for the existing and proposed development were performed using Institute of Transportation Engineers' (ITE) *Trip Generation Manual*, 12th Edition. The trip generation for the existing development was determined using ITE Land Use Code (LUC) 151 (Mini-Warehouse) and LUC 750 (Office Park). The trip generation for the proposed redevelopment was determined using LUC 862 (Home Improvement Superstore) and LUC 822 (Strip Retail Plaza).

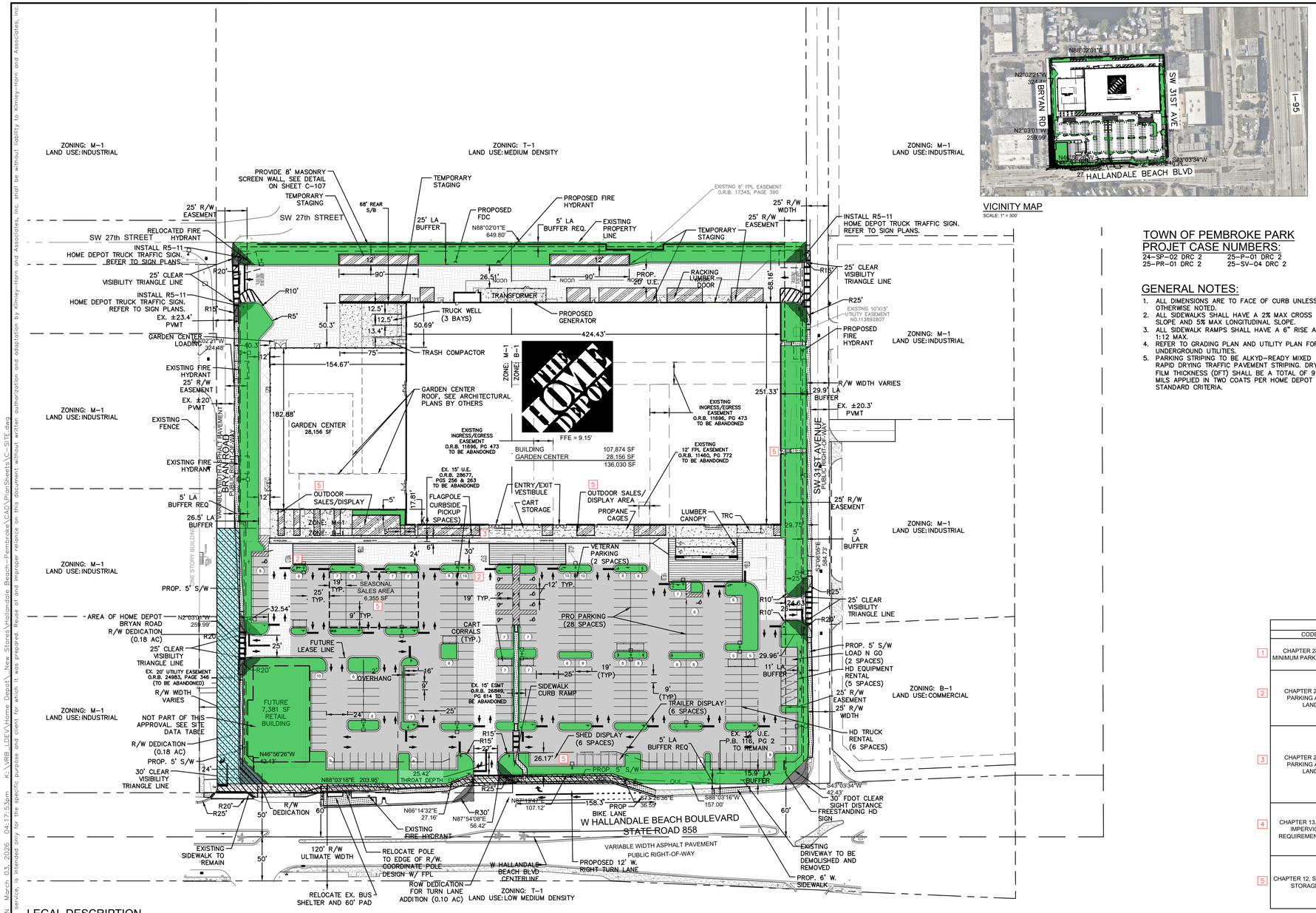
The results of the intersection capacity analysis indicate that the study intersections are expected to operate at adopted level of service (LOS) D or better during the A.M. and P.M. peak hour under all analysis scenarios.

The results of the 95th percentile queuing analysis indicate that vehicle queue lengths are expected to be accommodated within the existing vehicle storage under existing, future background, and future total conditions during the A.M. and P.M. peak hours.

A right-turn lane analysis was conducted based on FDOT recommended guidelines at the westbound approach of the South Project Driveway along Hallandale Beach Boulevard. A left-turn lane analysis was conducted based on the turn-lane warrant methodology contained in the *National Cooperative Highway Research Program (NCHRP) Report 457* at the southbound approach of the West Project Driveway along Bryan Road and at the northbound approach of the East Project Driveway along SW 31st Avenue. The results of the left-turn lane analysis demonstrate that the project does not exceed the threshold for recommending an exclusive left-turn lane at the East and the West Project driveways. At the request of FDOT and Broward County, an exclusive westbound right-turn lane is proposed at the South Project Driveway.

Appendix A

Site Plan



VICINITY MAP
SCALE: 1" = 300'

LEGAL DESCRIPTION

A PORTION OF PARCELS "A" AND "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

TOGETHER WITH:

A PORTION OF THE E 1/2 OF THE SW 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

SITE AREA

GROSS AREA	9.35 AC	407,360 SF
LESS R/W DEDICATION(BRYAN RD)	0.18 AC	7,971 SF
LESS R/W DEDICATION (SR 858)	0.10 AC	4,544 SF
FUTURE RETAIL PARCEL	0.53 AC	22,786 SF
PARCEL NET AREA	8.54 AC	372,059 SF

BUILDING AREA

THE HOME DEPOT	107,874 SF
GARDEN CENTER	28,156 SF
FUTURE RETAIL	7,381 SF
TOTAL BUILDING AREA	143,411 SF

PARKING REQUIRED

THE HOME DEPOT (107,874 SF) 1 / 300 SF	360 STALLS
+ 1/4 EMPLOYEES (50 EMPLOYEES MAX. SHIFT)	13 STALLS
1 FUTURE RETAIL (7,381 SF) 1 / 300 SF	25 STALLS
+ 1/4 EMPLOYEES (4 EMPLOYEES MAX. SHIFT)	1 STALLS
TOTAL PARKING	399 STALLS

PARKING PROVIDED

HD FRONT FIELD	257 STALLS *
FUTURE RETAIL	26 STALLS
TOTAL PARKING	283 STALLS *

*PARKING VARIANCE REQUIRED, REFER TO PROVIDED PARKING STUDY FOR DETERMINATION OF PARKING PROVIDED.

VEHICULAR USE AREAS PROVIDED

PARKING (HD):	47,777 SF
PARKING (FUTURE RETAIL):	3,906 SF
AISLES (HD):	105,089 SF
AISLES (FUTURE RETAIL):	4,368 SF
TOTAL:	161,140 SF

INCLUDED IN HD PARKING PROVIDED

ACCESSIBLE STALLS	10 STALLS (9 REQUIRED)
PRO PARKING	28 STALLS
VETERANS PARKING	2 STALLS
CURBSIDE PICKUP	4 STALLS
SEASONAL SALES AREA	28 STALLS

NOT INCLUDED IN HD PARKING PROVIDED

LOAD-N-GO	2 STALLS
THD TRUCK RENTAL	6 STALLS
TRAILER DISPLAY	6 STALLS
SHED DISPLAY	6 STALLS
THD EQUIPMENT RENTAL	5 STALLS
CART CORRAL	8 STALLS
ACCESSORY PARKING NOT INCLUDED	33 STALLS
TOTAL THD PARKING PROVIDED	316 STALLS

ZONING DATA

PARCEL IDENTIFICATION NUMBER(S):	THE PROPOSED SITE CONSISTS OF 7 PARCELS 514229020010 514229020012 514229020011 514229020013 514229020020 514229000090 514229000091
JURISDICTION:	TOWN OF PEMBROKE PARK, FL
ZONING CLASSIFICATION EXISTING:	B-1 (BUSINESS DISTRICT) & M-1 (INDUSTRIAL DISTRICT)
ZONING CLASSIFICATION PROPOSED:	B-1 BUSINESS, M-1 INDUSTRIAL (TEXT AMENDMENT)
4 LAND USE EXISTING:	COMMERCIAL (295,417 SF/ 6.78 AC) & INDUSTRIAL - COMMERCIAL FLEX (102,226 SF/ 2.35 AC)
LAND USE PROPOSED:	COMMERCIAL (397,019 SF/ 9.11 AC)

BULK REGULATIONS

	REQUIRED	PROPOSED
PRIMARY STREET	10'	293.93' (E)
SECONDARY STREET	10'	29.14' (E)
SIDE SETBACK	10'	N/A
REAR SETBACK	10'	68.16' (N)
REAR ABOVE 5 STORY	10'	N/A
MAXIMUM IMPERVIOUS COVERAGE	80% (316,114 SF)	84.2% (314,096 SF)
MINIMUM PERVIOUS COVERAGE	20% (79,028 SF)	15.8% (58,934 SF)*
MAXIMUM BUILDING HEIGHT	100'	37'
INTERIOR LANDSCAPE AREA	3,177 SF	9,348 SF

(SEE CODE SECTION DIV 2., SEC. 27-39 (A) FOR INTERIOR LANDSCAPE AREA REQUIREMENT CALCULATIONS.)

*ANTICIPATES THE IMPACT FROM THE DEVELOPMENT OF A FUTURE 7,381 SF RETAIL BUILDING AND INCLUDES 4,397 SF OF PERVIOUS ASPHALT IN THE PARKING FIELD (SEE PLAN FOR LOCATIONS).

TOWN OF PEMBROKE PARK PROJET CASE NUMBERS:

24-SP-02 DRC 2	25-P-01 DRC 2
25-PR-01 DRC 2	25-SV-04 DRC 2

GENERAL NOTES:

1. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
2. ALL SIDEWALKS SHALL HAVE A 2% MAX CROSS SLOPE AND 5% MAX LONGITUDINAL SLOPE.
3. ALL SIDEWALK RAMPS SHALL HAVE A 6" RISE AT 1:12 MAX.
4. REFER TO GRADING PLAN AND UTILITY PLAN FOR UNDERGROUND UTILITIES.
5. PARKING STRIPING TO BE ALKYD-READY MIXED RAPID DRYING TRAFFIC PAVEMENT STRIPING. DRY FILM THICKNESS (DFT) SHALL BE A TOTAL OF 9 MILS APPLIED IN TWO COATS PER HOME DEPOT STANDARD CRITERIA.

PEMBROKE PARK - WAIVERS REQUESTED

	CODE SECTION	REQUIRED	PROPOSED
1	CHAPTER 28, SEC. 28-301 (5) MINIMUM PARKING REQUIREMENTS	(1) SPACE PER 300 SF OF GFA + (1) SPACE FOR EVERY 4 EMPLOYEES = 360 SPACES + 13 SPACES = **373** TOTAL SPACES REQUIRED.	**257** TOTAL PROVIDED SPACES FOR HOME DEPOT FUTURE OUTPARCEL TO MEET CODE
2	CHAPTER 27, SEC. 27-39 (B) PARKING AREA INTERIOR LANDSCAPING	EACH SEPARATE LANDSCAPE AREA SHALL HAVE A MIN. DIMENSION OF 5' AND HAVE A MIN. AREA OF 50 SF WITH AT LEAST 1 TREE HAVING A CLEAR TRUNK OF AT LEAST 5'. ADDITIONALLY, PLANTER ISLANDS SHALL BE LOCATED AN AVERAGE OF 10 PARKING STALLS APART WITH A MAXIMUM OF 14 CONTINUOUS SPACES IN A ROW.	MIN. PROPOSED LANDSCAPE ISLAND HAS AN AREA GREATER THAN 50 SF, WITHOUT A PROPOSED TREE. ADDITIONALLY, ONE ROW OF PARKING EXCEEDS 14 CONTINUOUS SPACES IN A ROW WITHOUT A LANDSCAPE ISLAND.
3	CHAPTER 27, SEC. 27-39 (A) PARKING AREA INTERIOR LANDSCAPING	VEHICULAR USE AREAS SHALL BE SEPARATED FROM BUILDINGS AND STRUCTURES BY AN AVERAGE OF TEN (10) FEET OF LANDSCAPED AREA, NOT MORE THAN FIFTY (50) PERCENT OF THE WIDTH OF THIS AREA MAY BE COMPRISED OF SIDEWALKS. THIS CRITERIA SHALL NOT APPLY TO THOSE PORTIONS OF A SITE AREA WITHIN COMMERCIAL OR INDUSTRIAL ZONING DISTRICTS WHERE LOADING AREAS WITH OVERHEAD DOORS EXIST.	PROPOSED REDUCTION TO 0 FEET.
4	CHAPTER 13.5, SEC. 13.5-38 (D) IMPERVIOUS SURFACE REQUIREMENTS FOR ALL USES	THE MAXIMUM IMPERVIOUS SURFACE RATIO FOR GENERAL COMMERCIAL LAND USE IS 0.80.	THE MAXIMUM IMPERVIOUS AREA COVERAGE OF THE SITE IS 84.2% (314,096 SF) INCLUDING THE FUTURE RETAIL
5	CHAPTER 12, SEC. 12-48 OUTDOOR STORAGE PROHIBITED	THE TOWN PROHIBITS THE STORAGE OF OUTDOOR MATERIALS INCLUDING BUT NOT LIMITED TO MERCHANDISE, MANUFACTURED ITEMS, BOXES, APPLIANCES, DILAPIDATED FURNITURE, PALLETS, COMMERCIAL EQUIPMENT, BUILDING CONSTRUCTION MATERIALS AND SUPPLIES, ETC.)	OUTDOOR STORAGE IS PROPOSED IN THE FRONT OF THE BUILDING, EAST SIDE AND SHED/TRAILER DISPLAY AREA

HATCH LEGEND

- AREA OF EXISTING CONCRETE
- AREA OF NEW CONCRETE SIDEWALK PAVEMENT (SEE DETAIL ON SHT C-108)
- CONCRETE PAVING PER ARCHITECTURAL PLANS BY OTHERS
- AREA OF NEW HEAVY DUTY ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- AREA OF NEW REGULAR DUTY ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- AREA OF NEW PERVIOUS ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- LANDSCAPE AREA, SEE LANDSCAPE PLANS SHEETS L-100 THRU L-451
- RIGHT OF WAY DEDICATION

OUTDOOR STORAGE

- DESIGNATED AREA OF OUTDOOR STORAGE AND/OR SALES - NOT A PAVEMENT MARKING

FLOOD INFORMATION

FLOOD ZONE: AE/X; BASE FLOOD ELEVATION: 6 FEET/NONE; PANEL #12011C0731J; COMMUNITY #120052; MAP DATE: 07/31/2024.

PROJECT DATUM: NAVD '88

THE PRESENCE OF GROUNDWATER SHOULD BE ANTICIPATED ON THIS PROJECT. CONTRACTOR'S BID SHALL INCLUDE CONSIDERATION FOR ADDRESSING THIS ISSUE

Always call 811 two full business days before you dig to have underground utilities located and marked.

Sunshine811.com

NORTH

GRAPHIC SCALE IN FEET
0 30 60 120
SCALE: 1" = 60'

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY PETER J. VAN RENS, P.E. ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

PETER J. VAN RENS No. 55653 STATE OF FLORIDA PROFESSIONAL ENGINEER
DATE: 3/2/2026

No.	REVISIONS	DATE	BY

Kimley»Horn
© 2026 KIMLEY-HORN AND ASSOCIATES, INC.
445 24TH STREET, SUITE 200, VERO BEACH, FL 32960
PHONE: 772-794-4100
WWW.KIMLEY-HORN.COM REGISTRY NO. 35106

KHA PROJECT 047096448
DATE 3/2/2026
SCALE AS SHOWN
DESIGNED BY KB
DRAWN BY KB
CHECKED BY PVR

OVERALL SITE PLAN

HALLANDALE BEACH BLVD
PREPARED FOR
THE HOME DEPOT
PEMBROKE PARK FLORIDA

SHEET NUMBER
C-100

Plotted By: Sabel, Slater Sheet Set: HALLANDALE Layout: C-100 OVERALL SITE PLAN March 03, 2026 04:17:45pm K:\WEB_LOE\Home Depot\New Stores\Hallandale Beach-Pembroke\CAD\PlanSheets\C-SITE.dwg
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

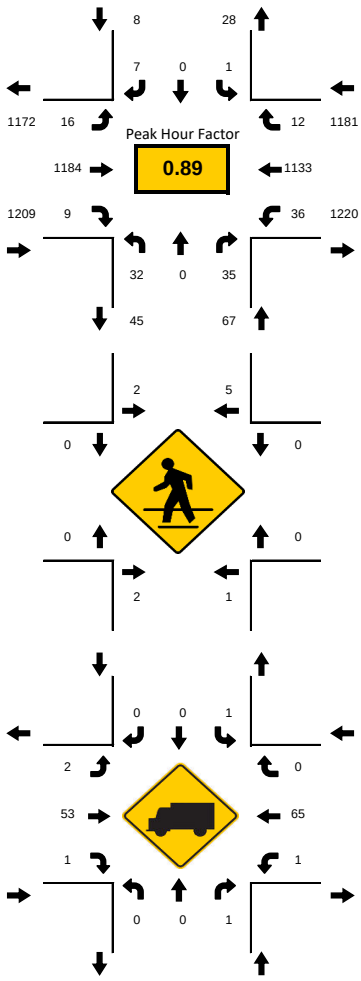
Appendix B

Traffic Data

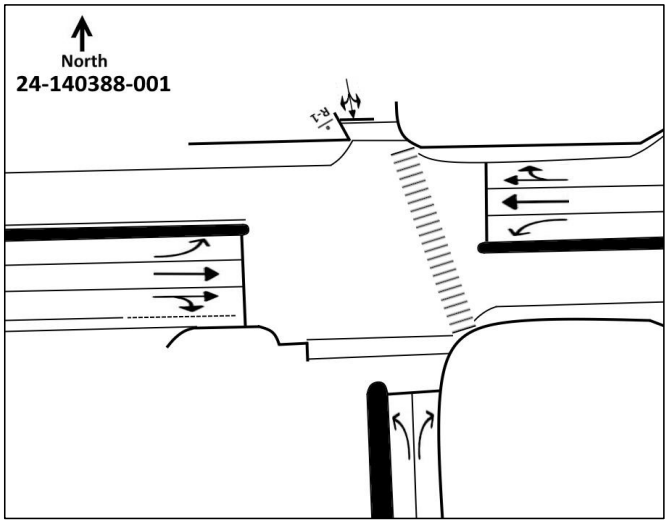
Turning Movement Counts

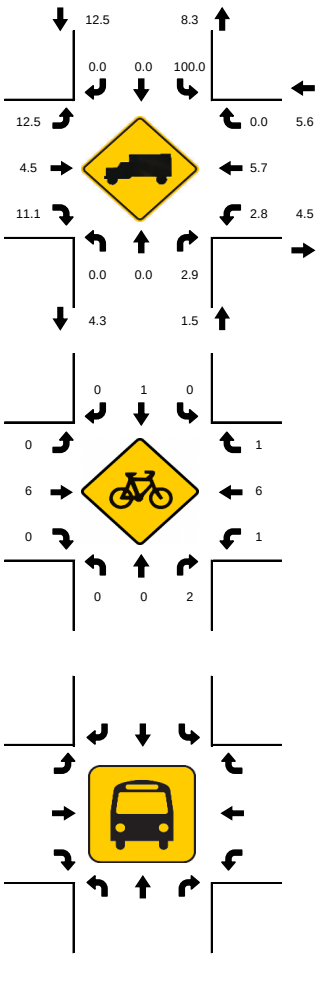
LOCATION: Lake Shore Dr/23 LIQUOR STORE Dwy & Hallandale Beach Blvd/SR 858 **PROJECT ID:** 24-140388-001
CITY/STATE: Hallandale Beach, FL **DATE:** Thu, Dec 05, 2024

Peak-Hour: 08:00 AM - 09:00 AM
Peak 15-Minute: 08:30 AM - 08:45 AM



National Data & Surveying Services

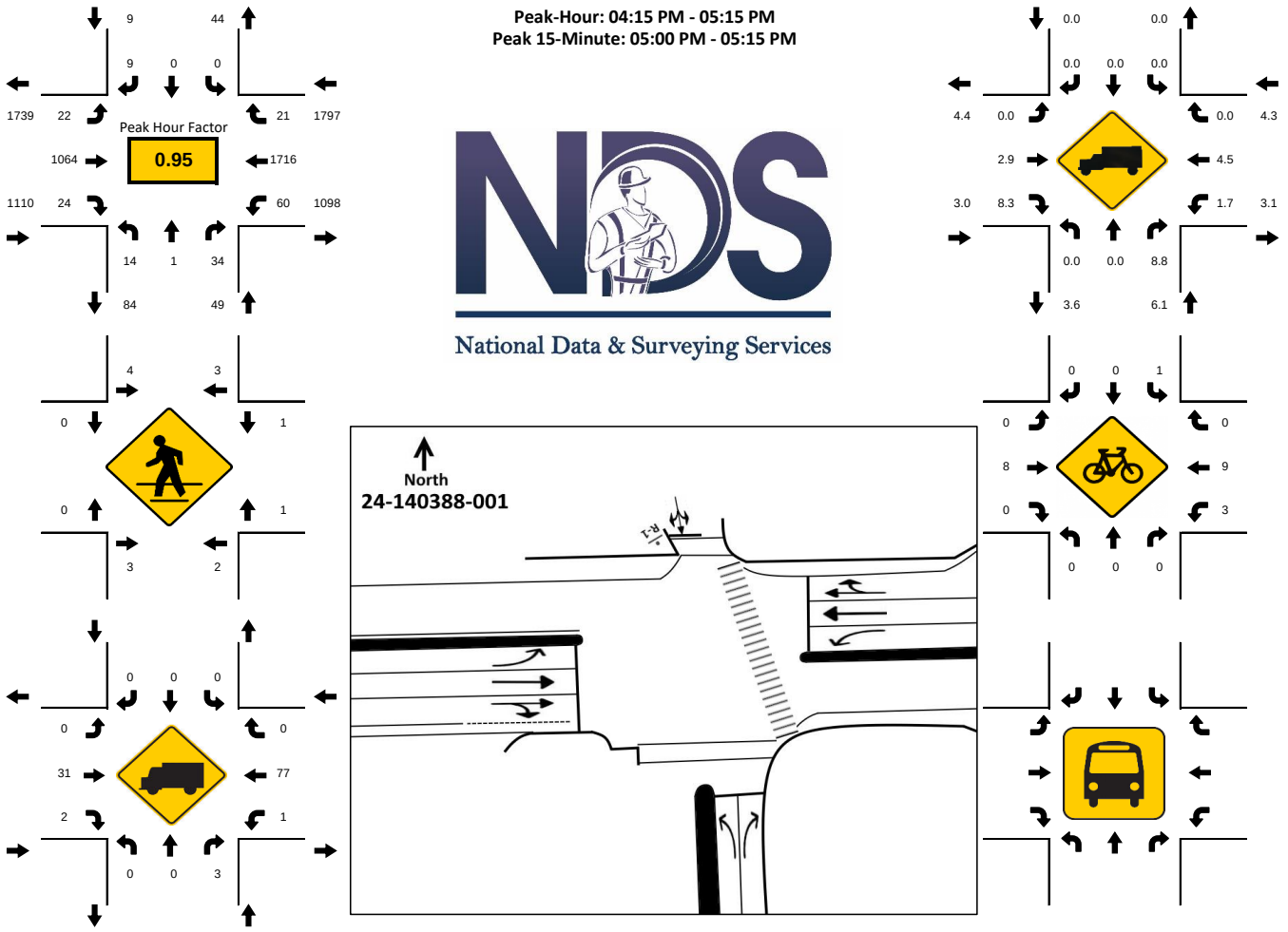




15-Min Count Period Beginning At	Lake Shore Dr/23 LIQUOR STORE Dwy Northbound					Lake Shore Dr/23 LIQUOR STORE Dwy Southbound					Hallandale Beach Blvd/SR 858 Eastbound					Hallandale Beach Blvd/SR 858 Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
7:00 AM	2	0	4	0		0	0	2	0		6	357	1	1		5	242	0	0		620	2258
7:15 AM	4	0	5	0		0	0	0	0		2	318	1	1		4	251	4	0		590	2285
7:30 AM	4	0	13	0		0	0	0	0		2	230	0	0		7	246	3	0		505	2275
7:45 AM	4	0	5	0		0	0	0	0		3	261	1	0		4	262	3	0		543	2459
8:00 AM	5	0	5	0		0	0	1	0		2	303	2	0		8	319	2	0		647	2465
8:15 AM	9	0	9	0		0	0	1	0		6	276	2	0		9	265	3	0		580	1818
8:30 AM	6	0	10	0		0	0	3	0		2	363	3	0		10	288	4	0		689	1238
8:45 AM	11	0	11	1		1	0	2	0		2	242	2	4		9	261	3	0		549	549
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***		
All Vehicles	44	0	44	4		4	0	12	0		24	1452	12	16		40	1276	16	0		**2944**	
Heavy Trucks	0	0	4	0		4	0	0	0		4	80	4	0		4	84	0	0		**184**	
Pedestrians		8					12					0					0				**20**	
Bicycles	0	0	8	0		0	4	0	0		0	12	0	0		4	16	4	0		**48**	
Buses																						
Stopped Buses																						

LOCATION: Lake Shore Dr/23 LIQUOR STORE Dwy & Hallandale Beach Blvd/SR 858 **PROJECT ID:** 24-140388-001
CITY/STATE: Hallandale Beach, FL **DATE:** Thu, Dec 05, 2024

Peak-Hour: 04:15 PM - 05:15 PM
Peak 15-Minute: 05:00 PM - 05:15 PM

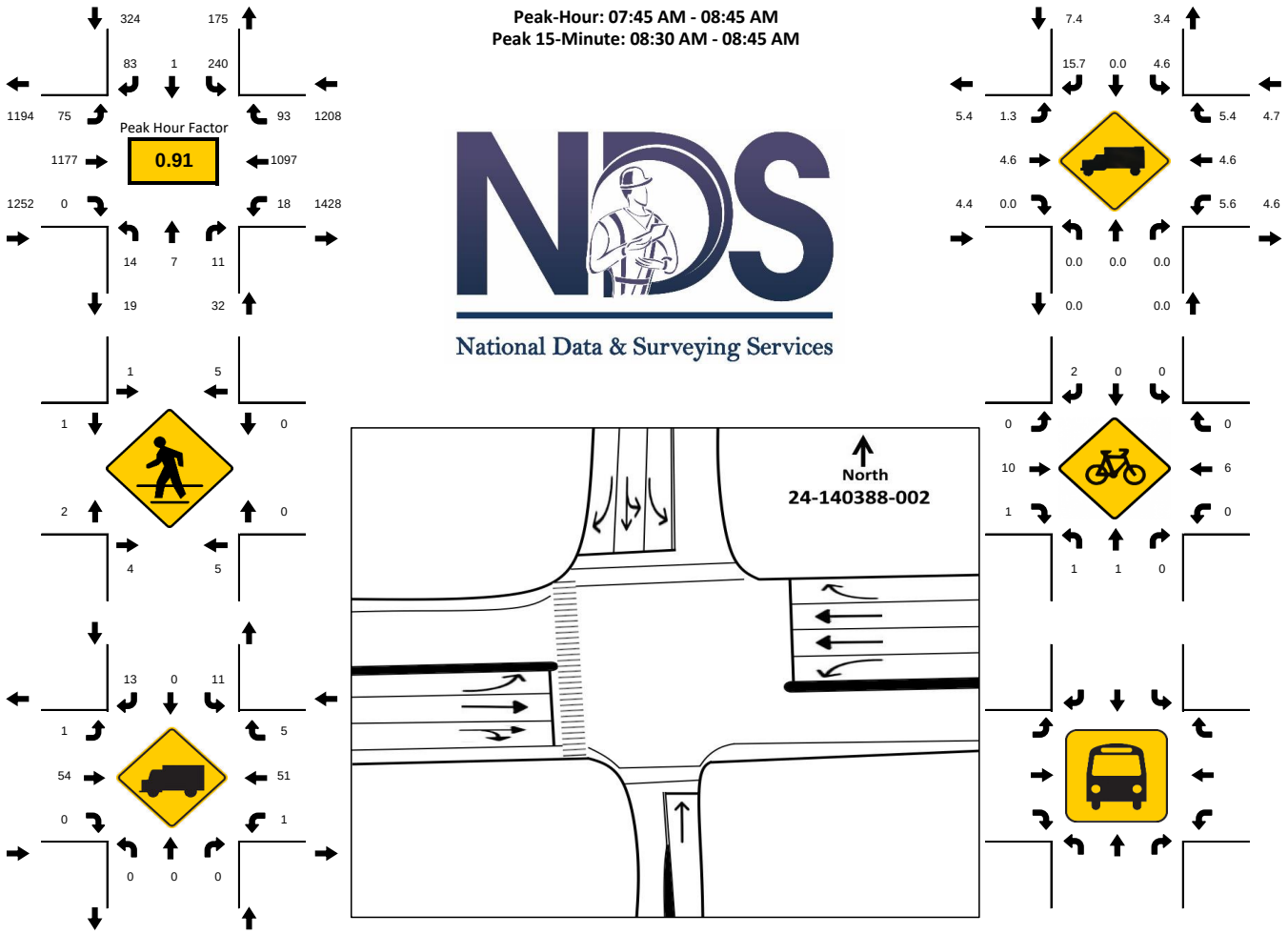


15-Min Count Period Beginning At	ke Shore Dr/23 LIQUOR STORE D Northbound					xe Shore Dr/23 LIQUOR STORE D Southbound					Hallandale Beach Blvd/SR 858 Eastbound					Hallandale Beach Blvd/SR 858 Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
4:00 PM	4	0	12	0		0	0	2	0		4	240	7	0		19	412	7	0		707	2893
4:15 PM	2	0	9	0		0	0	4	0		3	268	10	3		18	397	5	0		719	2965
4:30 PM	2	0	8	0		0	0	1	0		4	247	8	4		12	433	4	0		723	2927
4:45 PM	8	1	6	0		0	0	2	0		4	249	4	2		11	452	5	0		744	2867
5:00 PM	2	0	11	0		0	0	2	0		2	300	2	0		19	434	7	0		779	2909
5:15 PM	2	0	8	0		2	0	3	0		4	233	4	2		12	401	10	0		681	2130
5:30 PM	1	1	6	0		0	0	0	0		3	246	4	1		12	385	4	0		663	1449
5:45 PM	2	0	15	0		1	0	0	0		2	284	10	3		12	449	8	0		786	786
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***		
All Vehicles	32	4	44	0		0	0	16	0		16	1200	40	16		76	1808	28	0		**3280**	
Heavy Trucks	0	0	4	0		0	0	0	0		0	40	4	0		4	104	0	0		**156**	
Pedestrians		8					8					0					4				**20**	
Bicycles	0	0	0	0		4	0	0	0		0	12	0	0		8	16	0	0		**40**	
Buses																						
Stopped Buses																						

LOCATION: S Park Rd/1st St & Hallandale Beach Blvd/SR 858
CITY/STATE: Hallandale Beach, FL

PROJECT ID: 24-140388-002
DATE: Thu, Dec 05, 2024

Peak-Hour: 07:45 AM - 08:45 AM
Peak 15-Minute: 08:30 AM - 08:45 AM



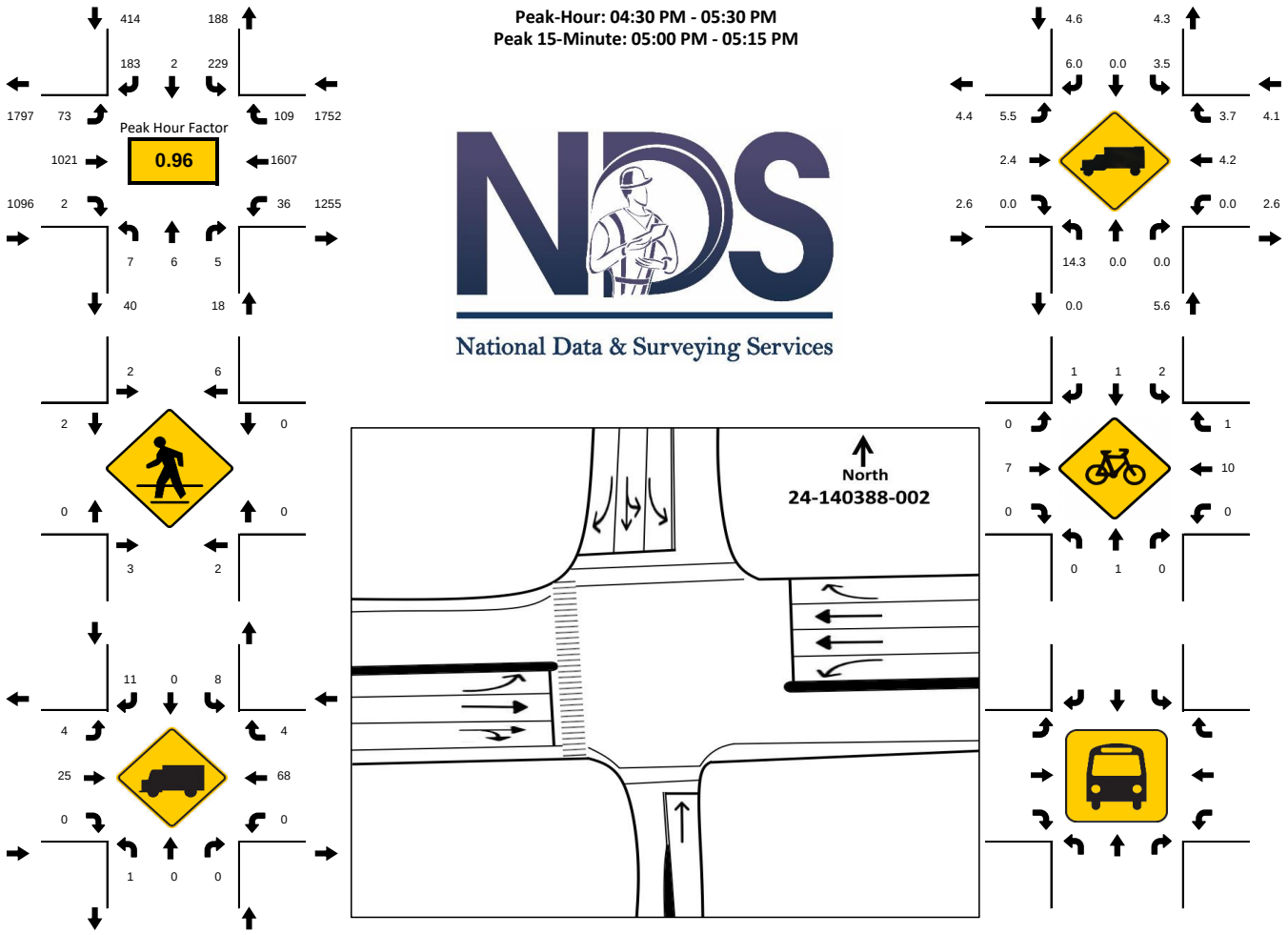
15-Min Count Period Beginning At	S Park Rd/1st St Northbound					S Park Rd/1st St Southbound					Hallandale Beach Blvd/SR 858 Eastbound					Hallandale Beach Blvd/SR 858 Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
7:00 AM	3	5	3	0		40	0	18	0		21	335	0	0		0	228	7	2		662	2549
7:15 AM	3	5	4	0		52	0	22	0		14	317	0	0		0	240	27	0		684	2619
7:30 AM	4	1	2	0		65	0	20	0		15	213	0	1		0	225	24	2		572	2611
7:45 AM	5	4	4	0		50	1	22	0		18	255	0	0		0	244	25	3		631	2816
8:00 AM	3	0	0	0		45	0	16	0		20	289	0	0		0	328	25	6		732	2803
8:15 AM	3	3	5	0		85	0	23	0		13	276	0	0		0	243	21	4		676	2071
8:30 AM	3	0	2	0		60	0	22	0		24	357	0	0		0	282	22	5		777	1395
8:45 AM	6	2	2	1		71	0	26	0		11	233	0	0		0	246	15	5		618	618
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***		
All Vehicles	20	16	20	0		340	4	92	0		96	1428	0	0		0	1312	100	24		**3452**	
Heavy Trucks	0	0	0	0		12	0	16	0		4	92	0	0		0	68	8	4		**200**	
Pedestrians		16					8					4					0				**28**	
Bicycles	4	4	0	0		0	0	4	0		0	16	4	0		0	12	0	0		**44**	
Buses																						
Stopped Buses																						

LOCATION: S Park Rd/1st St & Hallandale Beach Blvd/SR 858
CITY/STATE: Hallandale Beach, FL

PROJECT ID: 24-140388-002
DATE: Thu, Dec 05, 2024

Peak-Hour: 04:30 PM - 05:30 PM
Peak 15-Minute: 05:00 PM - 05:15 PM

Peak Hour Factor: **0.96**



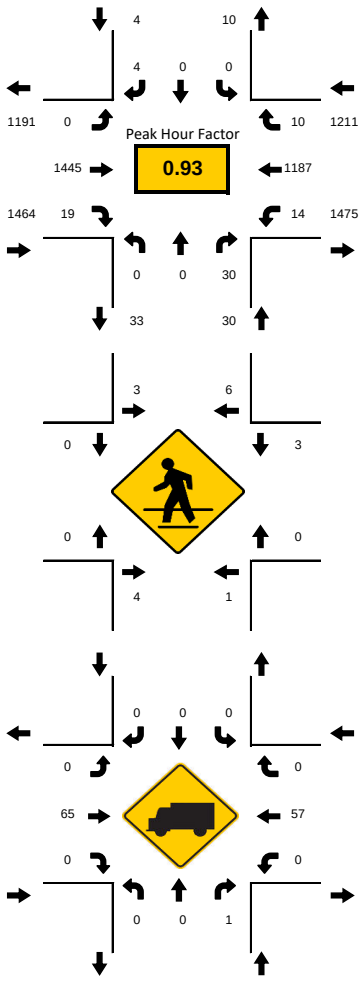
National Data & Surveying Services

15-Min Count Period Beginning At	S Park Rd/1st St Northbound					S Park Rd/1st St Southbound					Hallandale Beach Blvd/SR 858 Eastbound					Hallandale Beach Blvd/SR 858 Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
4:00 PM	4	2	0	0		57	3	41	0		12	239	1	0		0	391	26	10		786	3175
4:15 PM	3	1	1	0		29	2	39	0		18	247	0	0		1	379	20	6		746	3242
4:30 PM	3	3	3	0		72	1	48	0		15	248	1	0		0	409	32	7		842	3280
4:45 PM	2	1	0	0		41	0	45	0		16	249	0	0		1	413	26	7		801	3178
5:00 PM	0	1	0	0		63	1	55	0		14	286	1	3		1	397	22	9		853	3199
5:15 PM	2	1	2	0		53	0	35	0		24	238	0	1		1	388	29	10		784	2346
5:30 PM	2	1	3	0		56	2	42	0		15	239	1	0		0	349	24	6		740	1562
5:45 PM	3	1	0	0		37	0	33	0		16	264	2	1		1	437	22	5		822	822
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***		
All Vehicles	12	12	12	0		288	4	220	0		96	1144	4	12		4	1652	128	40		**3628**	
Heavy Trucks	4	0	0	0		12	0	20	0		8	32	0	0		0	92	8	0		**176**	
Pedestrians		12					12					4					0				**28**	
Bicycles	0	4	0	0		8	4	4	0		0	12	0	0		0	16	4	0		**52**	
Buses																						
Stopped Buses																						

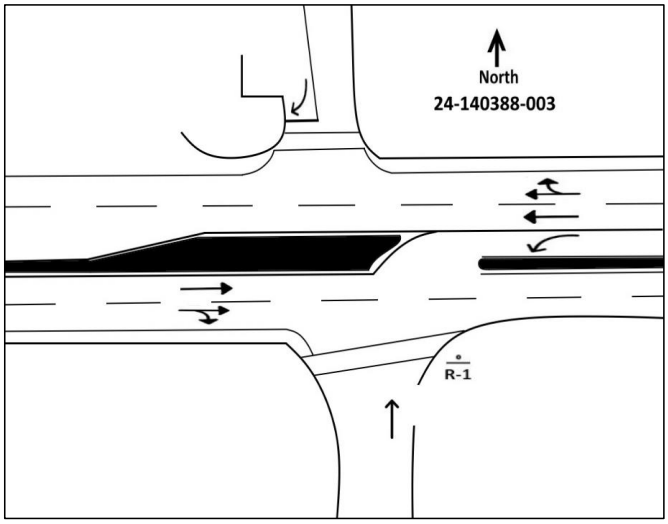
LOCATION: Bryan Rd/Hammock Ln & Hallandale Beach Blvd/SR 858
CITY/STATE: Hallandale Beach, FL

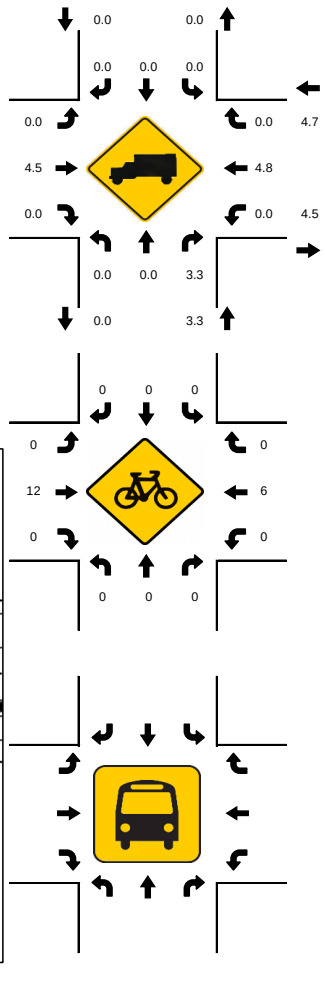
PROJECT ID: 24-140388-003
DATE: Thu, Dec 05, 2024

Peak-Hour: 07:45 AM - 08:45 AM
Peak 15-Minute: 08:30 AM - 08:45 AM



National Data & Surveying Services





15-Min Count Period Beginning At	Bryan Rd/Hammock Ln Northbound					Bryan Rd/Hammock Ln Southbound					Hallandale Beach Blvd/SR 858 Eastbound					Hallandale Beach Blvd/SR 858 Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
7:00 AM	0	0	17	0		0	0	1	0		0	371	1	0		3	233	0	1		627	2468
7:15 AM	0	0	14	0		0	0	1	0		0	370	2	0		6	265	1	0		659	2531
7:30 AM	0	0	12	0		0	0	0	0		0	270	2	0		4	270	5	0		563	2547
7:45 AM	0	0	12	0		0	0	2	0		0	324	7	0		5	266	3	0		619	2709
8:00 AM	0	0	9	0		0	0	1	0		0	335	2	0		2	339	1	1		690	2672
8:15 AM	0	0	4	0		0	0	0	0		0	365	8	0		3	291	4	0		675	1982
8:30 AM	0	0	5	0		0	0	1	0		0	421	2	0		2	291	2	1		725	1307
8:45 AM	0	0	8	0		0	0	0	0		0	304	2	0		1	262	5	0		582	582
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***		
All Vehicles	0	0	48	0		0	0	8	0		0	1684	32	0		20	1356	16	4		**3168**	
Heavy Trucks	0	0	4	0		0	0	0	0		0	100	0	0		0	68	0	0		**172**	
Pedestrians		12					12					0					4				**28**	
Bicycles	0	0	0	0		0	0	0	0		0	16	0	0		0	8	0	0		**24**	
Buses																						
Stopped Buses																						

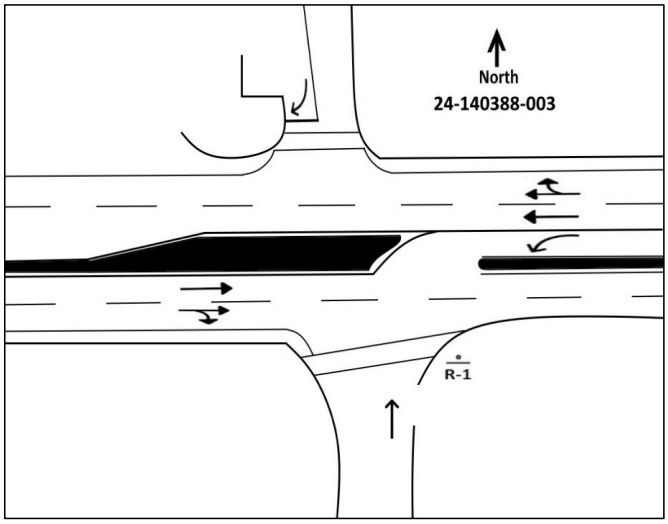
LOCATION: Bryan Rd/Hammock Ln & Hallandale Beach Blvd/SR 858
CITY/STATE: Hallandale Beach, FL

PROJECT ID: 24-140388-003
DATE: Thu, Dec 05, 2024

Peak-Hour: 04:30 PM - 05:30 PM
Peak 15-Minute: 05:00 PM - 05:15 PM

Peak Hour Factor: **0.98**

National Data & Surveying Services

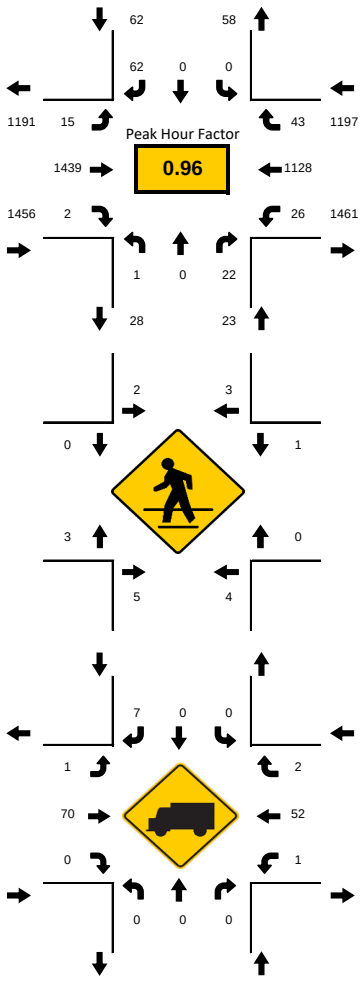


15-Min Count Period Beginning At	Bryan Rd/Hammock Ln Northbound					Bryan Rd/Hammock Ln Southbound					Hallandale Beach Blvd/SR 858 Eastbound					Hallandale Beach Blvd/SR 858 Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
4:00 PM	0	0	4	0		0	0	1	0		0	301	5	0		15	427	4	7		764	3009
4:15 PM	0	0	5	0		0	0	1	0		0	281	2	0		8	404	4	1		706	3043
4:30 PM	0	0	4	0		0	0	1	0		0	316	11	0		2	435	5	0		774	3116
4:45 PM	0	0	10	0		0	0	2	0		0	290	10	0		15	435	1	2		765	3044
5:00 PM	0	0	6	0		0	0	0	1		0	332	8	0		13	430	5	3		798	3108
5:15 PM	0	0	8	0		0	0	5	0		0	314	7	0		11	427	6	1		779	2310
5:30 PM	0	0	9	0		0	0	7	1		0	281	6	0		12	377	7	2		702	1531
5:45 PM	0	0	9	0		0	0	3	0		0	317	5	0		14	470	8	3		829	829
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***		
All Vehicles	0	0	40	0		0	0	20	4		0	1328	44	0		60	1740	24	12		**3272**	
Heavy Trucks	0	0	4	0		0	0	0	0		0	44	0	0		4	100	4	0		**156**	
Pedestrians		8					24					4					4				**40**	
Bicycles	0	0	0	0		0	0	0	0		0	16	4	0		4	20	0	0		**44**	
Buses																						
Stopped Buses																						

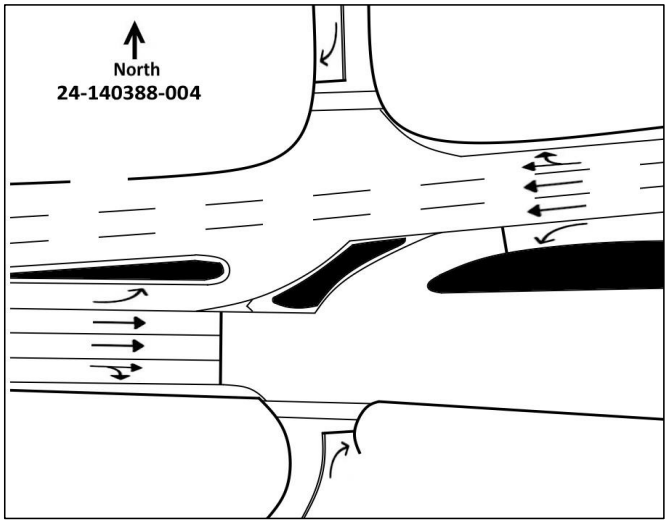
LOCATION: SW 31st Ave & Hallandale Beach Blvd/SR 858
CITY/STATE: Hallandale Beach, FL

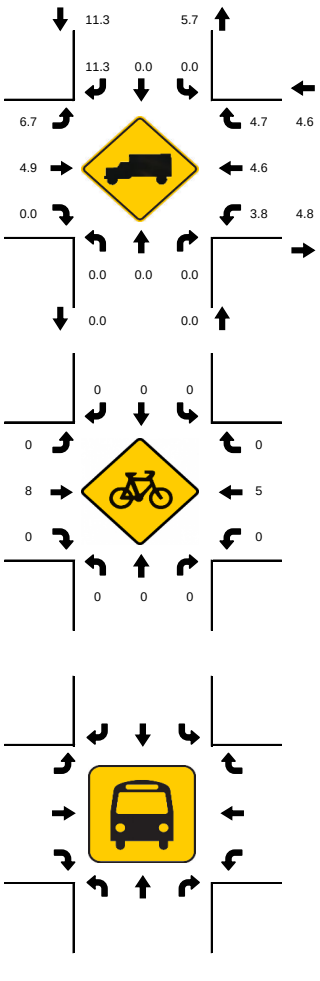
PROJECT ID: 24-140388-004
DATE: Thu, Dec 05, 2024

Peak-Hour: 08:00 AM - 09:00 AM
Peak 15-Minute: 08:30 AM - 08:45 AM



National Data & Surveying Services





15-Min Count Period Beginning At	SW 31st Ave Northbound					SW 31st Ave Southbound					Hallandale Beach Blvd/SR 858 Eastbound					Hallandale Beach Blvd/SR 858 Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
7:00 AM	0	0	7	0		0	0	4	0		5	364	0	2		0	229	4	1		616	2530
7:15 AM	0	1	10	0		0	0	10	0		2	390	0	1		1	260	1	8		684	2627
7:30 AM	0	0	2	0		0	0	11	0		1	286	0	1		3	284	12	1		601	2616
7:45 AM	0	0	5	0		0	0	9	0		3	332	1	0		1	264	12	2		629	2729
8:00 AM	0	0	6	0		0	0	14	0		2	342	1	3		0	325	13	7		713	2738
8:15 AM	0	0	3	0		0	0	20	0		2	351	0	0		1	285	8	3		673	2025
8:30 AM	1	0	5	0		0	0	14	0		2	407	1	2		1	262	13	6		714	1352
8:45 AM	0	0	8	0		0	0	14	0		4	339	0	0		2	256	9	6		638	638
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
All Vehicles	4	0	32	0		0	0	80	0		16	1628	4	12		8	1300	52	28		**3164**	
Heavy Trucks	0	0	0	0		0	0	12	0		4	100	0	0		0	64	4	4		**184**	
Pedestrians		16					8					12					4				**40**	
Bicycles	0	0	0	0		0	0	0	0		0	16	0	0		0	8	0	0		**24**	
Buses																						
Stopped Buses																						

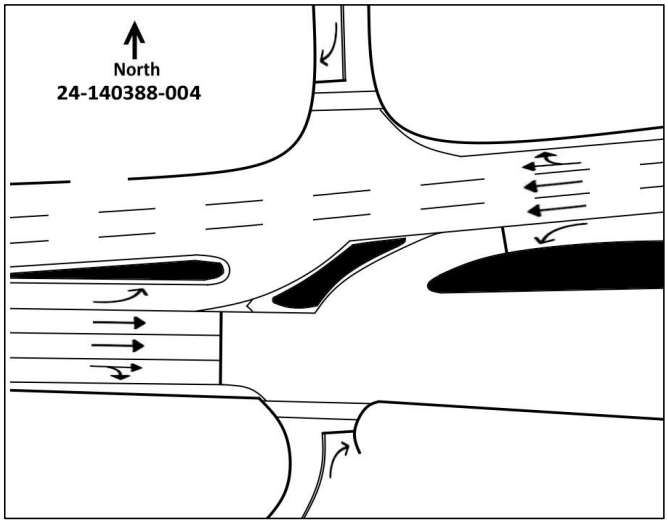
LOCATION: SW 31st Ave & Hallandale Beach Blvd/SR 858
CITY/STATE: Hallandale Beach, FL

PROJECT ID: 24-140388-004
DATE: Thu, Dec 05, 2024

Peak-Hour: 05:00 PM - 06:00 PM
Peak 15-Minute: 05:45 PM - 06:00 PM

Peak Hour Factor: **0.95**

National Data & Surveying Services



15-Min Count Period Beginning At	SW 31st Ave Northbound					SW 31st Ave Southbound					Hallandale Beach Blvd/SR 858 Eastbound					Hallandale Beach Blvd/SR 858 Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
4:00 PM	0	0	1	0		0	0	22	0		7	315	0	2		4	433	7	13		804	3098
4:15 PM	0	0	2	0		0	0	14	0		2	258	4	3		3	390	8	15		699	3113
4:30 PM	0	0	4	0		0	0	15	0		4	329	2	5		4	426	10	20		819	3181
4:45 PM	1	0	3	0		1	0	21	0		2	293	2	4		1	426	8	14		776	3128
5:00 PM	0	0	1	0		1	0	21	0		7	327	3	4		6	415	10	24		819	3198
5:15 PM	0	0	3	0		1	0	31	0		1	294	1	0		5	410	11	10		767	2379
5:30 PM	0	0	6	0		0	0	18	0		3	313	2	2		6	394	7	15		766	1612
5:45 PM	0	0	2	0		0	0	19	0		2	318	4	5		7	466	10	13		846	846
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***		
All Vehicles	0	0	24	0		4	0	124	0		28	1308	16	20		28	1864	44	96		**3556**	
Heavy Trucks	0	0	0	0		0	0	4	0		0	36	0	0		0	96	4	0		**140**	
Pedestrians		12					12					4					4				**32**	
Bicycles	0	0	0	0		0	0	4	0		0	16	0	0		4	28	0	0		**52**	
Buses																						
Stopped Buses																						

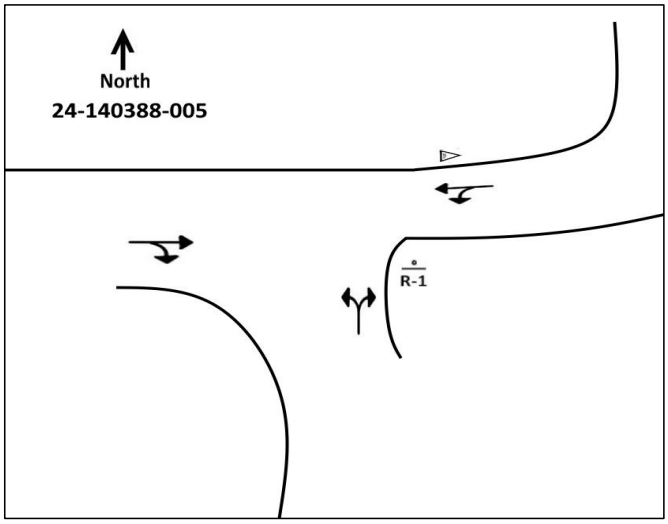
LOCATION: Bryan Rd & SW 27th St
CITY/STATE: Hallandale Beach, FL

PROJECT ID: 24-140388-005
DATE: Thu, Dec 05, 2024

Peak-Hour: 07:00 AM - 08:00 AM
Peak 15-Minute: 07:45 AM - 08:00 AM

Peak Hour Factor: **0.87**

National Data & Surveying Services



15-Min Count Period Beginning At	Bryan Rd Northbound					Bryan Rd Southbound					SW 27th St Eastbound					SW 27th St Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
7:00 AM	0	0	0	0		0	0	0	0		0	4	0	0		1	14	0	0		19	97
7:15 AM	2	0	1	0		0	0	0	0		0	5	3	0		0	13	0	0		24	93
7:30 AM	2	0	3	0		0	0	0	0		0	4	0	0		0	17	0	0		26	86
7:45 AM	2	0	3	0		0	0	0	0		0	6	1	0		2	14	0	0		28	78
8:00 AM	0	0	0	0		0	0	0	0		0	6	0	0		1	8	0	0		15	76
8:15 AM	2	0	5	0		0	0	0	0		0	1	2	0		0	7	0	0		17	61
8:30 AM	2	0	2	0		0	0	0	0		0	3	0	0		0	11	0	0		18	44
8:45 AM	5	0	6	0		0	0	0	0		0	2	1	0		0	12	0	0		26	26
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**						
	Left	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Left**	**Thru**	**Rgt**	**U**	**R***	**Total**	
All Vehicles	8	0	12	0		0	0	0	0		0	24	12	0		8	68	0	0		**132**	
Heavy Trucks	4	0	0	0		0	0	0	0		0	0	4	0		0	0	0	0		**8**	
Pedestrians		0					0					0					4				**4**	
Bicycles	8	0	0	0		0	0	0	0		0	0	0	0		4	4	0	0		**16**	
Buses																						
Stopped Buses																						

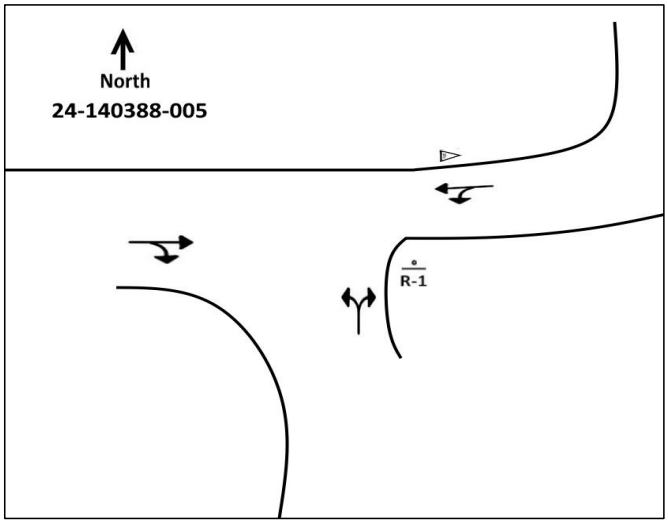
LOCATION: Bryan Rd & SW 27th St
CITY/STATE: Hallandale Beach, FL

PROJECT ID: 24-140388-005
DATE: Thu, Dec 05, 2024

Peak-Hour: 05:00 PM - 06:00 PM
Peak 15-Minute: 05:15 PM - 05:30 PM

Peak Hour Factor: **0.86**

National Data & Surveying Services



15-Min Count Period Beginning At	Bryan Rd Northbound					Bryan Rd Southbound					SW 27th St Eastbound					SW 27th St Westbound					Total	Hourly Total
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
4:00 PM	9	0	4	0		0	0	0	0		0	7	2	0		0	6	0	0		28	105
4:15 PM	3	0	3	0		0	0	0	0		0	11	3	0		0	9	0	0		29	107
4:30 PM	6	0	5	0		0	0	0	0		0	2	3	0		0	8	0	0		24	118
4:45 PM	3	0	4	0		0	0	0	0		0	6	1	0		0	10	0	0		24	129
5:00 PM	2	0	5	0		0	0	0	0		0	7	1	0		0	15	0	0		30	137
5:15 PM	6	0	5	0		0	0	0	0		0	12	5	0		1	11	0	0		40	107
5:30 PM	6	0	10	0		0	0	0	0		0	7	5	0		1	6	0	0		35	67
5:45 PM	0	0	8	0		0	0	0	0		0	10	3	0		0	11	0	0		32	32
Peak 15-Min Flowrates	**Northbound**					**Southbound**					**Eastbound**					**Westbound**					**Total**	
	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*	Left	Thru	Rgt	U	R*		
All Vehicles	24	0	40	0		0	0	0	0		0	48	20	0		4	60	0	0		**196**	
Heavy Trucks	4	0	0	0		0	0	0	0		0	4	0	0		0	4	0	0		**12**	
Pedestrians		0					0					8					8				**16**	
Bicycles	4	0	4	0		0	0	0	0		0	0	0	0		0	4	0	0		**12**	
Buses																						
Stopped Buses																						

Peak Season Category Report

2023 PEAK SEASON FACTOR CATEGORY REPORT - REPORT TYPE: ALL
CATEGORY: 8601 CEN.-W OF US1 TO SR7

MOCF: 0.97

WEEK	DATES	SF	PSCF
1	01/01/2023 - 01/07/2023	1.01	1.04
2	01/08/2023 - 01/14/2023	1.00	1.03
3	01/15/2023 - 01/21/2023	0.99	1.02
* 4	01/22/2023 - 01/28/2023	0.98	1.01
* 5	01/29/2023 - 02/04/2023	0.98	1.01
* 6	02/05/2023 - 02/11/2023	0.97	1.00
* 7	02/12/2023 - 02/18/2023	0.96	0.99
* 8	02/19/2023 - 02/25/2023	0.96	0.99
* 9	02/26/2023 - 03/04/2023	0.96	0.99
*10	03/05/2023 - 03/11/2023	0.96	0.99
*11	03/12/2023 - 03/18/2023	0.96	0.99
*12	03/19/2023 - 03/25/2023	0.97	1.00
*13	03/26/2023 - 04/01/2023	0.98	1.01
*14	04/02/2023 - 04/08/2023	0.99	1.02
*15	04/09/2023 - 04/15/2023	1.00	1.03
*16	04/16/2023 - 04/22/2023	0.99	1.02
17	04/23/2023 - 04/29/2023	0.99	1.02
18	04/30/2023 - 05/06/2023	0.99	1.02
19	05/07/2023 - 05/13/2023	0.99	1.02
20	05/14/2023 - 05/20/2023	0.99	1.02
21	05/21/2023 - 05/27/2023	1.00	1.03
22	05/28/2023 - 06/03/2023	1.00	1.03
23	06/04/2023 - 06/10/2023	1.01	1.04
24	06/11/2023 - 06/17/2023	1.01	1.04
25	06/18/2023 - 06/24/2023	1.02	1.05
26	06/25/2023 - 07/01/2023	1.02	1.05
27	07/02/2023 - 07/08/2023	1.02	1.05
28	07/09/2023 - 07/15/2023	1.02	1.05
29	07/16/2023 - 07/22/2023	1.02	1.05
30	07/23/2023 - 07/29/2023	1.02	1.05
31	07/30/2023 - 08/05/2023	1.02	1.05
32	08/06/2023 - 08/12/2023	1.02	1.05
33	08/13/2023 - 08/19/2023	1.02	1.05
34	08/20/2023 - 08/26/2023	1.03	1.06
35	08/27/2023 - 09/02/2023	1.03	1.06
36	09/03/2023 - 09/09/2023	1.03	1.06
37	09/10/2023 - 09/16/2023	1.03	1.06
38	09/17/2023 - 09/23/2023	1.03	1.06
39	09/24/2023 - 09/30/2023	1.02	1.05
40	10/01/2023 - 10/07/2023	1.02	1.05
41	10/08/2023 - 10/14/2023	1.01	1.04
42	10/15/2023 - 10/21/2023	1.01	1.04
43	10/22/2023 - 10/28/2023	1.01	1.04
44	10/29/2023 - 11/04/2023	1.02	1.05
45	11/05/2023 - 11/11/2023	1.03	1.06
46	11/12/2023 - 11/18/2023	1.04	1.07
47	11/19/2023 - 11/25/2023	1.03	1.06
48	11/26/2023 - 12/02/2023	1.02	1.05
49	12/03/2023 - 12/09/2023	1.02	1.05
50	12/10/2023 - 12/16/2023	1.01	1.04
51	12/17/2023 - 12/23/2023	1.01	1.04
52	12/24/2023 - 12/30/2023	1.00	1.03
53	12/31/2023 - 12/31/2023	0.99	1.02

* PEAK SEASON

09-MAR-2024 18:41:40 830UPD 4_8601_PKSEASON.TXT

Signal Timings

Station : 3070 - Hallandale Beach Blvd & Park Rd/Lakeshore (Standard File)

Phase	1 (EL)	2 (ET)	3 (WL)	4 (NT)	5 (ST)	6	7	8	9	10	11	12	13	14	15	16
Walk		7		7	7											
Ped Clearance		10		19	19											
Min Green	4	12	4	6	6											
Gap Ext	1.5	3	1.5	2	2											
Max1	12	50	12	20	25											
Max2																
Yellow Clr	4	4	4	4	4	4	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Red Clr	2	2	2	2	2				1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Red Revert																
Added Initial																
Max Initial																
Time Before Reduce																
Cars Before Reduce																
Time To Reduce																
Reduce By																
Min Gap																
Dynamic Max Limit																
Dynamic Max Step																
Enable	ON	ON	ON	ON	ON											
Auto Flash Entry					ON											
Auto Flash Exit		ON														
Non-Actuated 1																
Non-Actuated 2																
Lock Call									ON	ON	ON	ON	ON	ON	ON	ON
Min Recall		ON														
Max Recall																
Ped Recall																
Soft Recall																
Dual Entry																
Sim Gap Enable									ON	ON	ON	ON	ON	ON	ON	ON
Guar Passage																
Rest In Walk		ON														
Cond Service																
Add Init Calc																

Preemption

Channel	1	2	3	4	5	6
Lock Input	ON	ON	ON	ON	ON	ON
Override Auto Flash	ON					ON
Override Higher Preempt	ON					ON
Flash in Dwell	ON					ON
Link to Preempt						
Delay						
Min Duration						
Min Green		6	6	6	6	
Min Walk						
Ped Clear						
Track Green						
Min Dwell		8	8	8	8	
Max Presence		180	180	180	180	
Track Veh 1						
Track Veh 2						
Track Veh 3						
Track Veh 4						
Dwell Cyc Veh 1		2	5	3	4	
Dwell Cyc Veh 2						
Dwell Cyc Veh 3						
Dwell Cyc Veh 4						
Dwell Cyc Veh 5						
Dwell Cyc Veh 6						
Dwell Cyc Veh 7						
Dwell Cyc Veh 8						
Dwell Cyc Veh 9						

Preempt LP

Channel	1	2	3	4
Min				
Max				
Enable				
Lock Mode	MAX	MAX	MAX	MAX
Coord in Preempt				
No Skip				
Priority P1				
Priority P2				
Priority P3				
Priority P4				
Lock				
Headway				
Group Lock				
Queue Jump				
Free Mode				
Alt Table				

Dwell Cyc Veh 10						
Dwell Cyc Veh 11						
Dwell Cyc Veh 12						
Dwell Cyc Ped1						
Dwell Cyc Ped2						
Dwell Cyc Ped3						
Dwell Cyc Ped4						
Dwell Cyc Ped5						
Dwell Cyc Ped6						
Dwell vPed7						
Dwell Cyc Ped8						
Exit 1		3	1	4	5	
Exit 2						
Exit 3						
Exit 4						

Prepared By	Date Implemented
Reviewed By	Traffic Engineer

Station : 3070 - Hallandale Beach Blvd & Park Rd/Lakeshore (Standard File)

Coordination

Hour	Minute	Action	Pattern	Cycle	Offset	Split	seqnc	Short	Long	Dwell	Split 1	Split 2	Split 3	Split 4	Split 5	Split 6	Split 7	Split 8	Split 9	Split 10	Split 11	Split 12	Split 13	Split 14	Split 15	Split 16
Day Plan 1											**Easy**															
		100	254																							
6		2	2	160	48	2	1	10	50		15	82	15	23	25											
9		3	3	160	130	3	1	10	50		15	73	15	27	30											
15		4	4	180	160	4	1	10	50		15	80	15	33	37											
20		3	3	160	130	3	1	10	50		15	73	15	27	30											
Day Plan 2											**Easy**															
		3	3	160	130	3	1	10	50		15	73	15	27	30											
1		100	254																							
6	30	3	3	160	130	3	1	10	50		15	73	15	27	30											
Day Plan 3											**Easy**															
		3	3	160	130	3	1	10	50		15	73	15	27	30											

1		100	254																								
6	30	3	3	160	130	3	1	10	50		15	73	15	27	30												
23		100	254																								

Station : 3070 - Hallandale Beach Blvd & Park Rd/Lakeshore (Standard File)

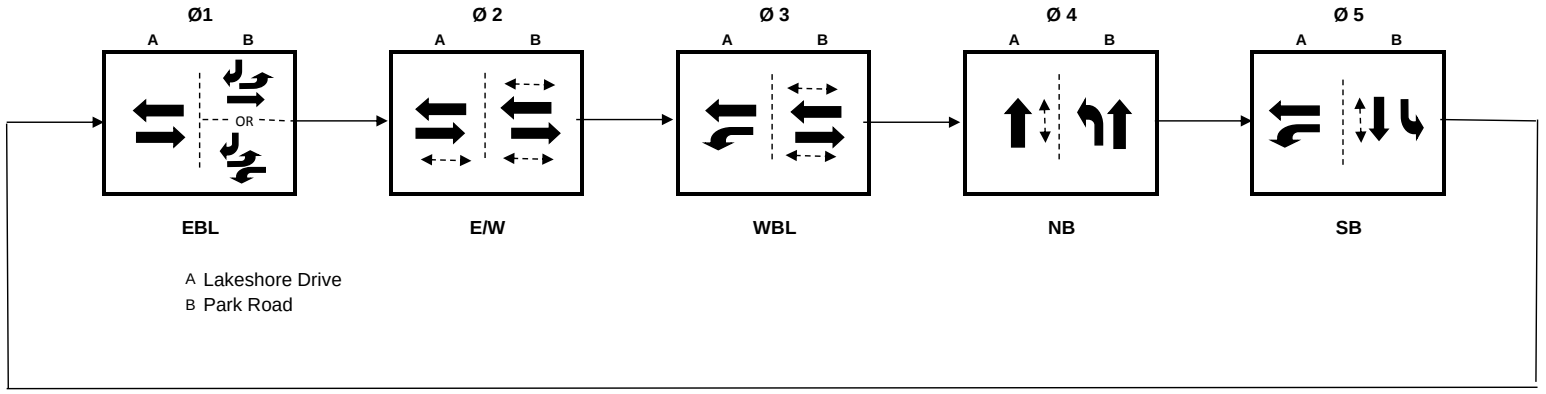
Hour	Minute	Action	Pattern	Cycle	Offset	Split	seqnc	Short	Long	Dwell	Split 1	Split 2	Split 3	Split 4	Split 5	Split 6	Split 7	Split 8	Split 9	Split 10	Split 11	Split 12	Split 13	Split 14	Split 15	Split 16
Day Plan 4											**Easy**															

Scheduler

	Month											Day of Weekk							Day of Month									1									2									3		
Plan	J	F	M	A	M	J	J	A	S	O	N	D	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	Day Plan
1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	1	1	1	1	1	1	1	1	1	1	1							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2
3	1	1	1	1	1	1	1	1	1	1	1	1	1							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3
4	1												1	1	1	1	1			1																																2
5	1												1								1																																2
6					1								1																																1	1	1	1	1	1	1	2
7							1											1					1																													2
8							1						1	1	1	1	1						1																													2
9							1						1											1																													2
10									1				1							1	1	1	1	1	1	1																												2
11											1						1																												1	1	1	1	1	1	1				2
12											1							1																													1	1	1	1	1	1	1	2
13												1		1				1																														1						2
14												1		1	1	1	1	1																															1					2
15												1		1																																				1				2
16												1		1				1																																		1	1	2
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Sequence of Operation for (3070) Hallandale Beach Blvd and Park Road / Lakeshore Drive Hallandale Beach



BROWARD COUNTY TRAFFIC ENGINEERING

ACTUATED TRAFFIC SIGNAL TIMING SHEET

Intersection Number	3070	**Initial Operation Date**	1969
Controller Type	2070 LN	**System Number**	
Modification Number	9	**Modification Date**	09/24/2013
Drawing/Project No	413791-1-52-01	**FPL Grid Number**	87470190709
Intersection	HALLANDALE BEACH BLVD. and PARK ROAD/LAKESHORE DRIVE		
Municipality	PEMBROKE PARK		

Controller Phase	1	2	3	4	5	6	7	8
Face Number	1	2,6	5	4	8,3			
Direction	EBL	E/W	WBL	NB	SB			
Initial Green(MIN)	4	12	4	6	6			
Vehicle Ext.(GAP)	1.5	3.0	1.5	2.0	2.0			
Maximum Green I	12	50	12	20	25			
Maximum Green II								
Yellow Clearance	4.0	4.0	4.0	4.0	4.0			
All Red Clearance	2.0	2.0	2.0	2.0	2.0			
Phase Recall	OFF	MIN	OFF	OFF	OFF			
Detector Delay				20-RT*				
Walk		7		7	7			
Pedestrian Clearance		10		19	19			
Permissive	YES		YES					
Flash Operation	RED	YELLOW	RED	RED	RED			

Attachment **3070.pdf**

NOTES:

1. * DELAY ON NORTHBOUND LAKESHORE DRIVE ONLY.
2. RIGHT ARROWS IN HEAD 8R (SBR) TIED TO PH1(NO OVERLAP).
3. MOD. 9 DEPLOYS SIGNAL ONTO ATMS.NOW.

Submitted By _____ **Approved By** _____

Sequence of Operation
Hallandale Beach Boulevard and I-95 (SR 9)
3069-24 and Higher

	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp
	1,5,2,7,3				AM Peak (M-F 07:00-10:00)															
Seq 2					Use phase 5 to increase SB								Use phase 7 to increase EB/ EBL							
	Ø1 N/S (17 Sec)				Ø5 S (40 Sec)				Ø2 E/W (28 Sec)				Ø7 EL (8 Sec)				Ø3 EWL (23 Sec)			
	1,5,2,3				DEFAULT and Midday Peak (M-F 10:00-14:30)															
Seq 3	Ø1 N/S (21 Sec)				Ø5 S (14 Sec)				Ø2 E/W (28 Sec)				Ø3 EWL (20 Sec)							
	1,5,2,8,3				PM Peak (M-F 14:30-19:00)															
Seq 4					Use phase 5 to increase SB								Use phase 8 to increase WB/ WBL							
	Ø1 N/S (17 Sec)				Ø5 S (16 Sec)				Ø2 E/W (28 Sec)				Ø8 WL (16 Sec)				Ø3 EWL (20 Sec)			
	1,5,2,3				Special Plan for SB Congestion															
Seq 5					Use phase 5 to increase NB															
	Ø1 N/S (21 Sec)				Ø5 S (36 Sec)				Ø2 E/W (28 Sec)				Ø3 EWL (20 Sec)							
	1,6,5,2,3				Special Plan fo NB Off-Ramp Congestion															
Seq 6					Use phase 6 to increase NB															
	Ø1 N/S (21 Sec)				Ø6 N (21 Sec)				Ø2 E/W (28 Sec)				Ø3 EWL (20 Sec)							

NORTH

Preemption																
	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp	Green Acres	SW 30 Ave	I-95 SB Ramp	I-95 NB Ramp
	Ø9 10G, 4Y, 2 AR Clear				Ø10 Dwell 1 (Max Green = 12)				Ø11 Dwell 2 (Max Green = 12)				Ø2 Return			

Active Movement

Pedestrian (Ch 13)

Detection, Phase 2 Max

Continuous

Double Clear: 3G/4Y, CH 6 (EB)

BROWARD COUNTY TRAFFIC ENGINEERING
ACTUATED TRAFFIC SIGNAL TIMING SHEET

Intersection Number	3069	**Initial Operation Date**	07/03/1957
Controller Type	TS2 (BIU)	**System Number**	
Modification Number	25	**Modification Date**	10/06/2023
Drawing/Project No	436111-1-52-01	**FPL Grid Number**	87470740903
Intersection	HALLANDALE BEACH BLVD. and I-95 INTERCHANGE (SR 9)		
Municipality	PEMBROKE PARK		

Controller Phase	1	2	3	4	5	6	7	8
Face Number								
Direction	N/S	E/W	EWL		SB	NB	EBL	WBL
Initial Green(MIN)	6	10	4		4	4	4	4
Vehicle Ext.(GAP)	2.0	2.0	2.0		2.0	2.0	2.0	2.0
Maximum Green I	15	20	20		10	10	6	6
Maximum Green II								
Yellow Clearance	4.0	4.0	4.0		4.0	4.0	4.0	4.0
All Red Clearance	2.0	2.0	2.0		2.0	2.0	2.0	2.0
Phase Recall	OFF	MAX	OFF		OFF	OFF	OFF	OFF
Detector Delay								
Walk		7						
Pedestrian Clearance		12						
Permissive			DUAL				DUAL	DUAL
Flash Operation	RED	RED	RED		RED	RED	RED	RED

Attachment **3069 DWG.pdf**

NOTES:

1. DOUBLE CLEARANCE CH. 6 (EB AT SB OFF RAMP): 3 GREEN, 4 YELLOW.
2. RAILROAD PREEMPTION (PHASES 9, 10,11 AND 12):
   (A) TRACK CLEAR (PHASE 9): 10G,4Y,2AR CH. 1,3,6,9,11,14.
   (B) DWELL 1 (PHASE 10): 12G,4Y,2AR CH. 1,3,5,9,11,14 "WBL".
   (C) DWELL 2 (PHASE 11): 12G,4Y,2AR CH.1,3,9,11,12,14 "SB OFF RAMP".
   (D) RETURN: PHASE 2 (E/W).
3. 3-SECTION WBL SIGNALS (CH. 9,11) UTILIZE FLASHING RED ARROWS. CH. 14, NBR, ALSO FLASHES RED.
4. SEQUENCE ACTIVATION TIMES:
   SEQUENCE 2 (AM PEAK): 0700-1000 M-F.
   SEQUENCE 3 (MIDDAY AND DEFAULT): 1000-1430 M-F, OVERNIGHT AND WEEKENDS.
   SEQUENCE 4 (PM PEAK): 1430-1900 M-F.
   SEQUENCES 5 & 6: AS NEEDED FOR INCIDENT MANAGEMENT.
5. MOD. 25 UPDATES SEQUENCE ACTIVATION TIMES.

Submitted By _____ **Approved By** _____

Appendix C

Growth Rate Calculations

FDOT Growth Rate Summary

Station Number	Location	Historical Growth- Linear				Historical Growth- Exponential				Historical Growth- Decaying Exponential			
		5-year	R-squared	10-year	R-squared	5-year	R-squared	10-year	R-squared	5-year	R-squared	10-year	R-squared
0297	SR 858/Hallandale Beach Boulevard -- west of SR 9/I-95	-0.68%	50.00%	-0.53%	15.72%	-0.68%	50.00%	-0.55%	16.11%	-0.57%	32.89%	-0.30%	4.56%
9502	SW 40th Avenue -- north of County Line Road	-4.17%	10.00%	0.54%	0.57%	-5.16%	10.68%	0.68%	0.65%	-6.62%	21.35%	2.35%	7.02%
9633	SW 8th Avenue -- south of Hallandale Beach Boulevard	2.58%	3.18%	1.52%	6.89%	1.25%	1.07%	1.12%	5.00%	0.00%	0.02%	1.94%	11.58%
9755	S Park Road -- south of Pembroke Road	-6.76%	73.53%	-0.81%	3.09%	-7.57%	71.33%	-0.84%	2.77%	7.24%	34.41%	-8.07%	84.29%
Total		**-2.26%**	**34.18%**	**0.18%**	**6.57%**	**-3.04%**	**33.27%**	**0.10%**	**6.13%**	**0.01%**	**22.17%**	**-1.02%**	**26.86%**

SERPM Growth Rate Summary					
Street Name	**2015**	**2045**	**Difference**	**Growth Rate**	**Annual Growth Rate**
Hallandale Beach Boulevard	33,935	39,823	5,888	17.35%	0.58%
	36,845	42,684	5,839	15.85%	0.53%
	40,394	46,485	6,091	15.08%	0.50%
	41,980	48,567	6,587	15.69%	0.52%
	78,362	93,795	15,433	19.69%	0.66%
Total	**231,516**	**271,354**	**39,838**	**17.21%**	**0.57%**

FDOT Historic Growth Trends

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2023 HISTORICAL AADT REPORT

COUNTY: 86 - BROWARD

SITE: 0297 - SR 858/HALLANDALE BCH BLVD - W OF SR 9/I-95

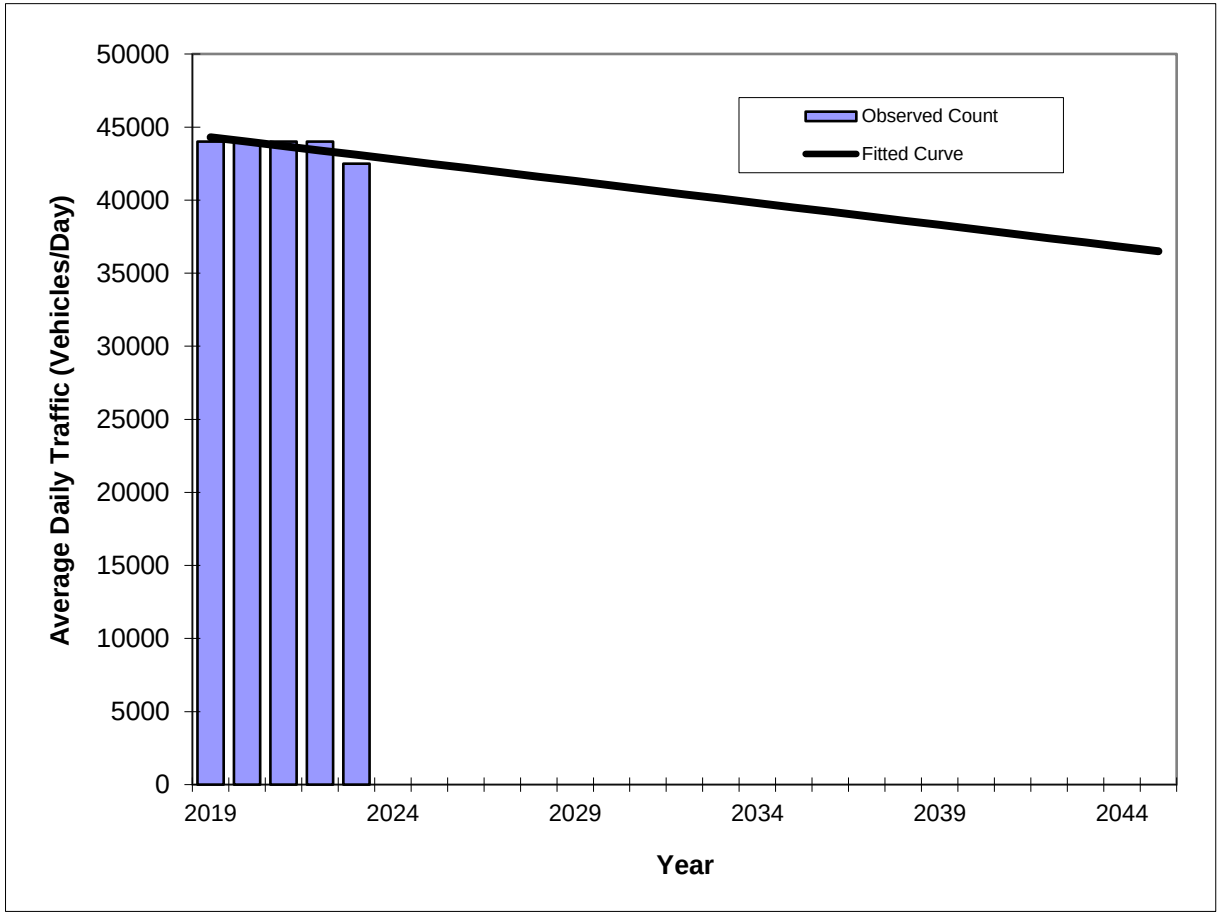
YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2023	42500 C	E 20500	W 22000	9.00	57.90	8.30
2022	44000 C	E 21000	W 23000	9.00	57.00	8.30
2021	45500 C	E 22000	W 23500	9.00	53.80	6.60
2020	42000 F	E 21000	W 21000	9.00	53.90	6.60
2019	44000 C	E 22000	W 22000	9.00	54.60	6.60
2018	45500 C	E 23000	W 22500	9.00	54.50	8.40
2017	45000 C	E 22500	W 22500	9.00	51.90	5.20
2016	49500 C	E 24000	W 25500	9.00	54.10	5.20
2015	44000 C	E 21500	W 22500	9.00	54.00	3.20
2014	43500 C	E 21500	W 22000	9.00	54.20	3.60
2013	51000 F	E 25000	W 26000	9.00	53.60	2.60
2012	51000 C	E 25000	W 26000	9.00	52.20	5.90
2011	44500 C	E 21500	W 23000	9.00	52.50	5.90
2010	43500 C	E 20500	W 23000	8.35	52.69	5.90
2009	42500 C	E 21000	W 21500	8.53	53.89	6.80
2008	42000 C	E 20000	W 22000	8.81	54.16	6.80

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

Traffic Trends

SR 858/Hallandale Beach Boulevard -- west of SR 9/I-95

County:	Broward (86)
Station #:	0297
Highway:	SR 858/Hallandale Beach Boulevard



Year	Traffic (ADT/AADT) Count*	Trend**
2019	44000	44300
2020	44000	44000
2021	44000	43700
2022	44000	43400
2023	42500	43100

Trend R-squared:	50.00%
Trend Annual Historic Growth Rate:	-0.68%
Printed:	9-Dec-24

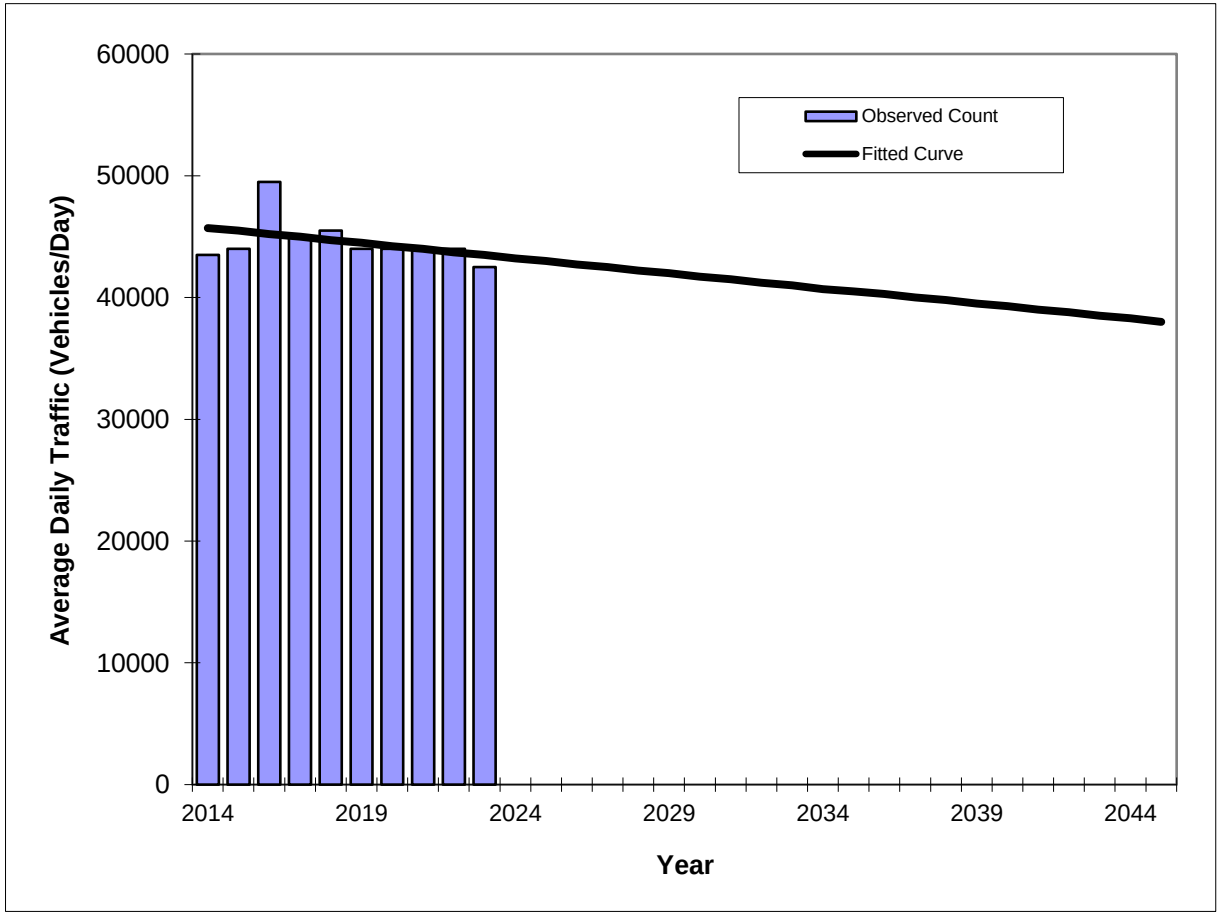
Straight Line Growth Option

***Axle-Adjusted**

Traffic Trends

SR 858/Hallandale Beach Boulevard -- west of SR 9/I-95

County:	Broward (86)
Station #:	0297
Highway:	SR 858/Hallandale Beach Boulevard



Year	Traffic (ADT/AADT) Count*	Trend**
2014	43500	45700
2015	44000	45500
2016	49500	45200
2017	45000	45000
2018	45500	44700
2019	44000	44500
2020	44000	44200
2021	44000	44000
2022	44000	43700
2023	42500	43500

Trend R-squared:	15.72%
Trend Annual Historic Growth Rate:	-0.53%
Printed:	9-Dec-24

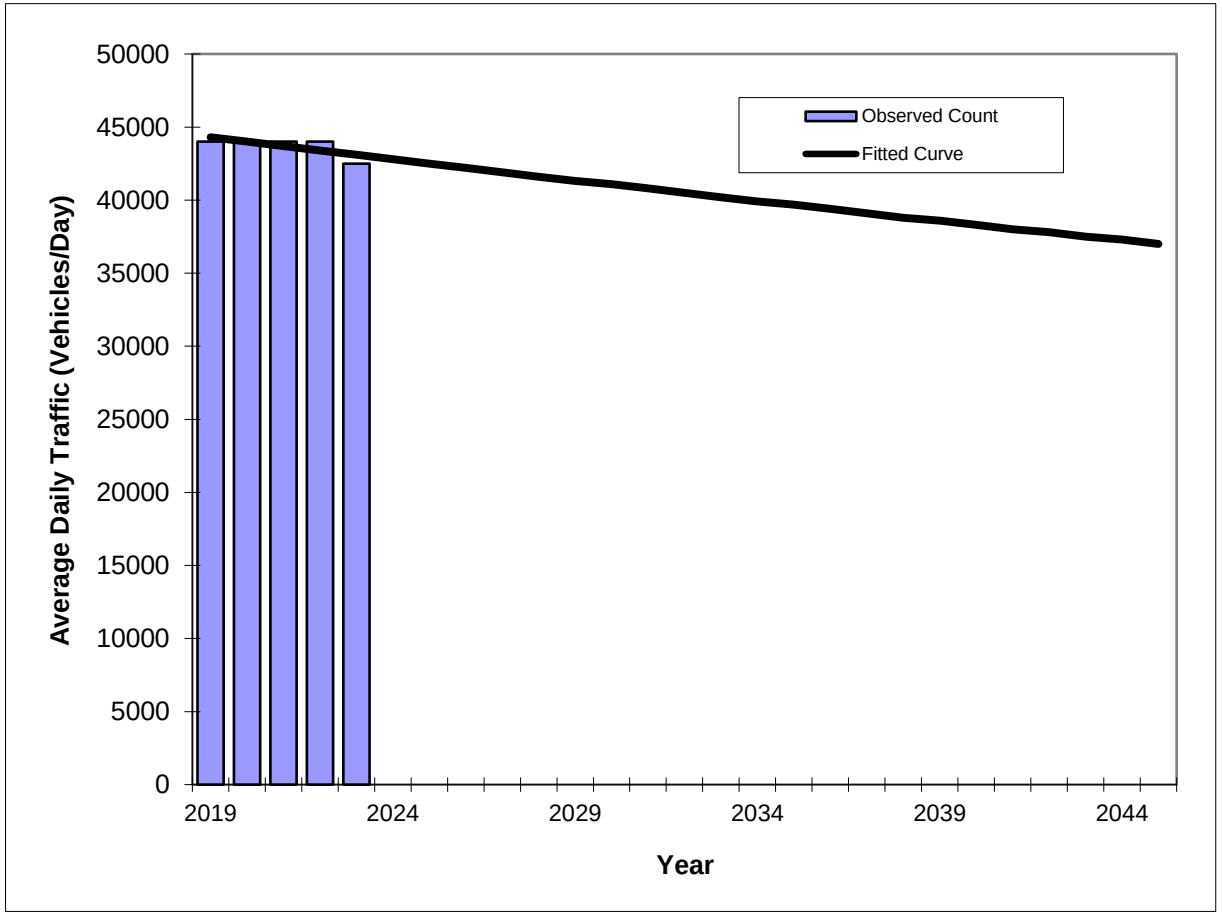
Straight Line Growth Option

***Axle-Adjusted**

Traffic Trends

SR 858/Hallandale Beach Boulevard -- west of SR 9/I-95

County:	Broward (86)
Station #:	0297
Highway:	SR 858/Hallandale Beach Boulevard



Year	Traffic (ADT/AADT) Count*	Trend**
2019	44000	44300
2020	44000	44000
2021	44000	43700
2022	44000	43400
2023	42500	43100

Trend R-squared:	50.00%
Compounded Annual Historic Growth Rate:	-0.68%
Printed:	9-Dec-24

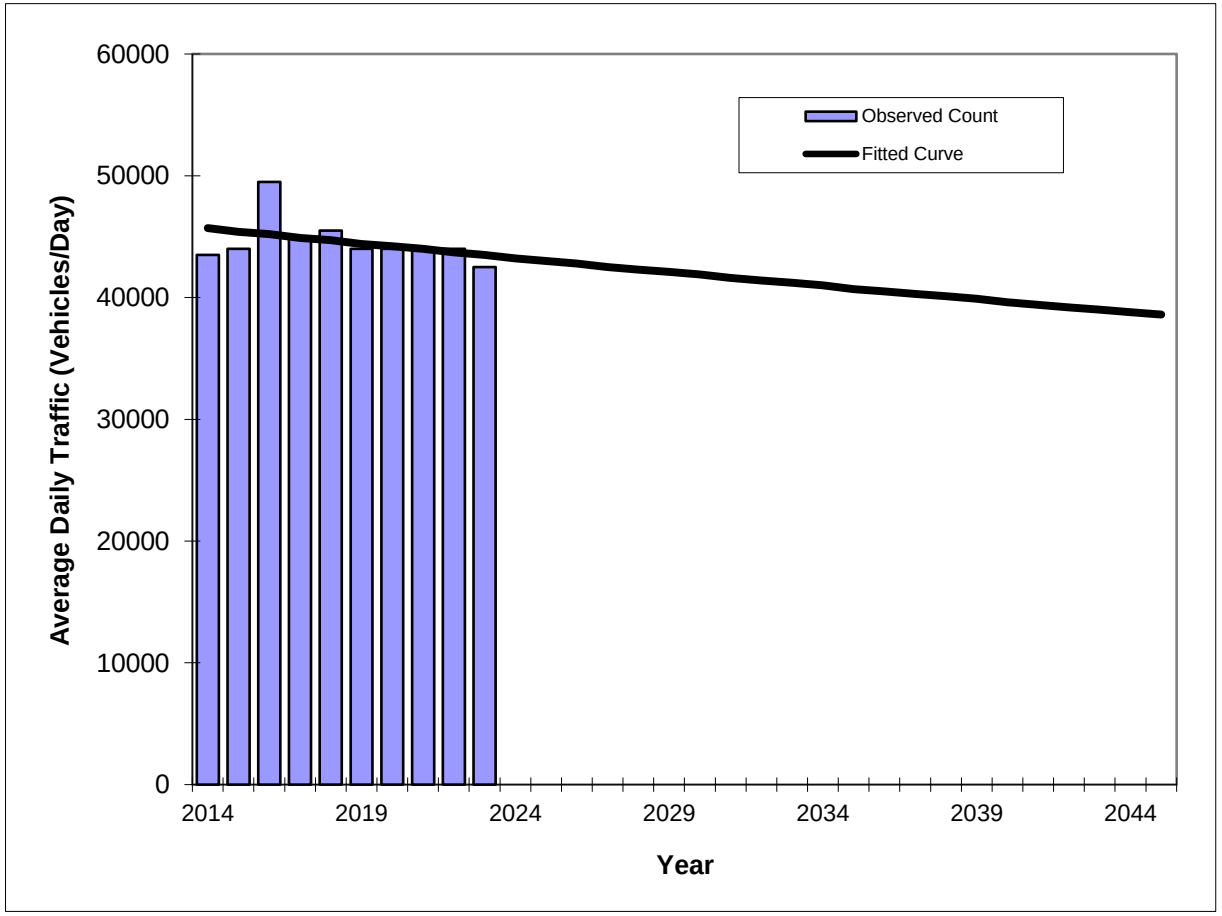
Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SR 858/Hallandale Beach Boulevard -- west of SR 9/I-95

County:	Broward (86)
Station #:	0297
Highway:	SR 858/Hallandale Beach Boulevard



Year	Traffic (ADT/AADT) Count*	Trend**
2014	43500	45700
2015	44000	45400
2016	49500	45200
2017	45000	44900
2018	45500	44700
2019	44000	44400
2020	44000	44200
2021	44000	44000
2022	44000	43700
2023	42500	43500

Trend R-squared:	16.11%
Compounded Annual Historic Growth Rate:	-0.55%
Printed:	9-Dec-24

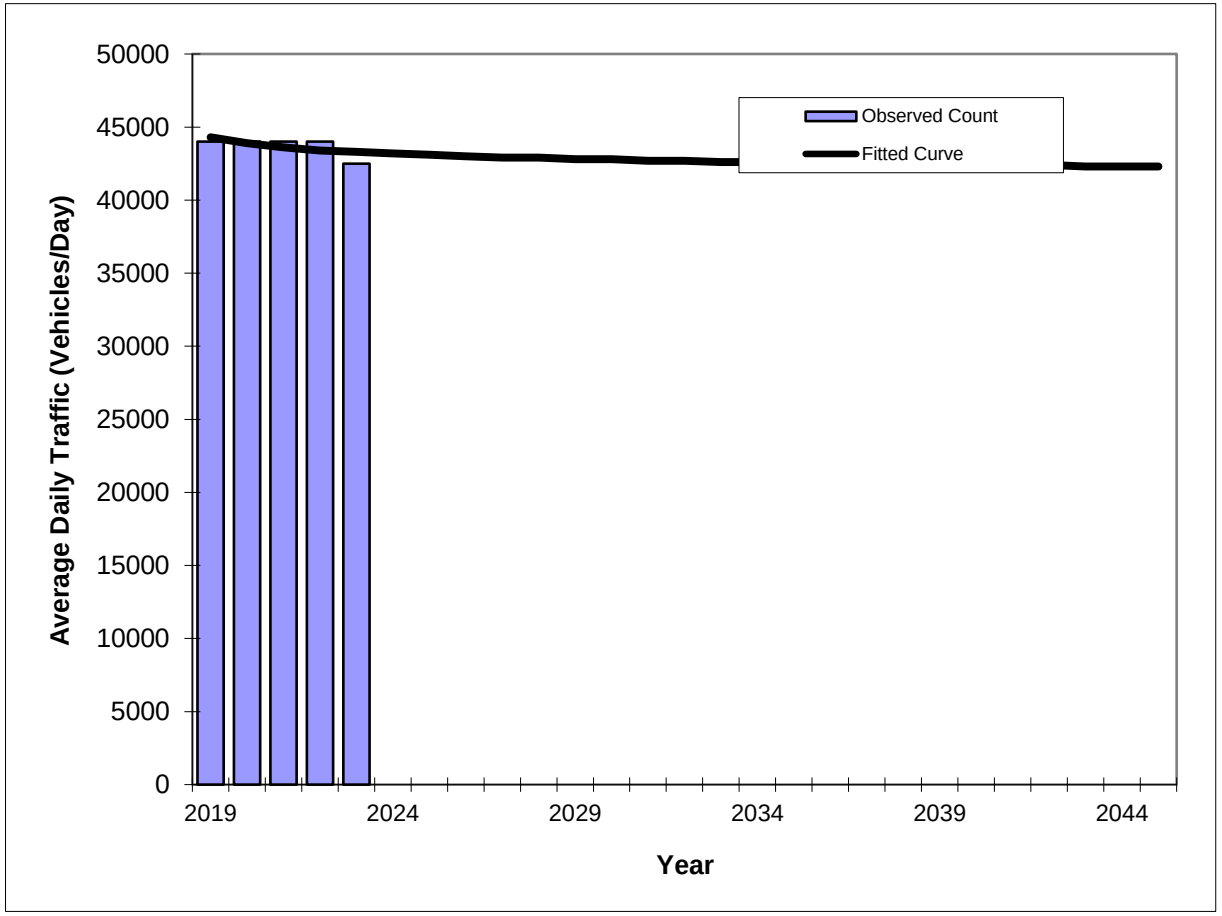
Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SR 858/Hallandale Beach Boulevard -- west of SR 9/I-95

County:	Broward (86)
Station #:	0297
Highway:	SR 858/Hallandale Beach Boulevard



Year	Traffic (ADT/AADT) Count*	Trend**
2019	44000	44300
2020	44000	43900
2021	44000	43600
2022	44000	43400
2023	42500	43300

Trend R-squared:	32.89%
Compounded Annual Historic Growth Rate:	-0.57%
Printed:	9-Dec-24

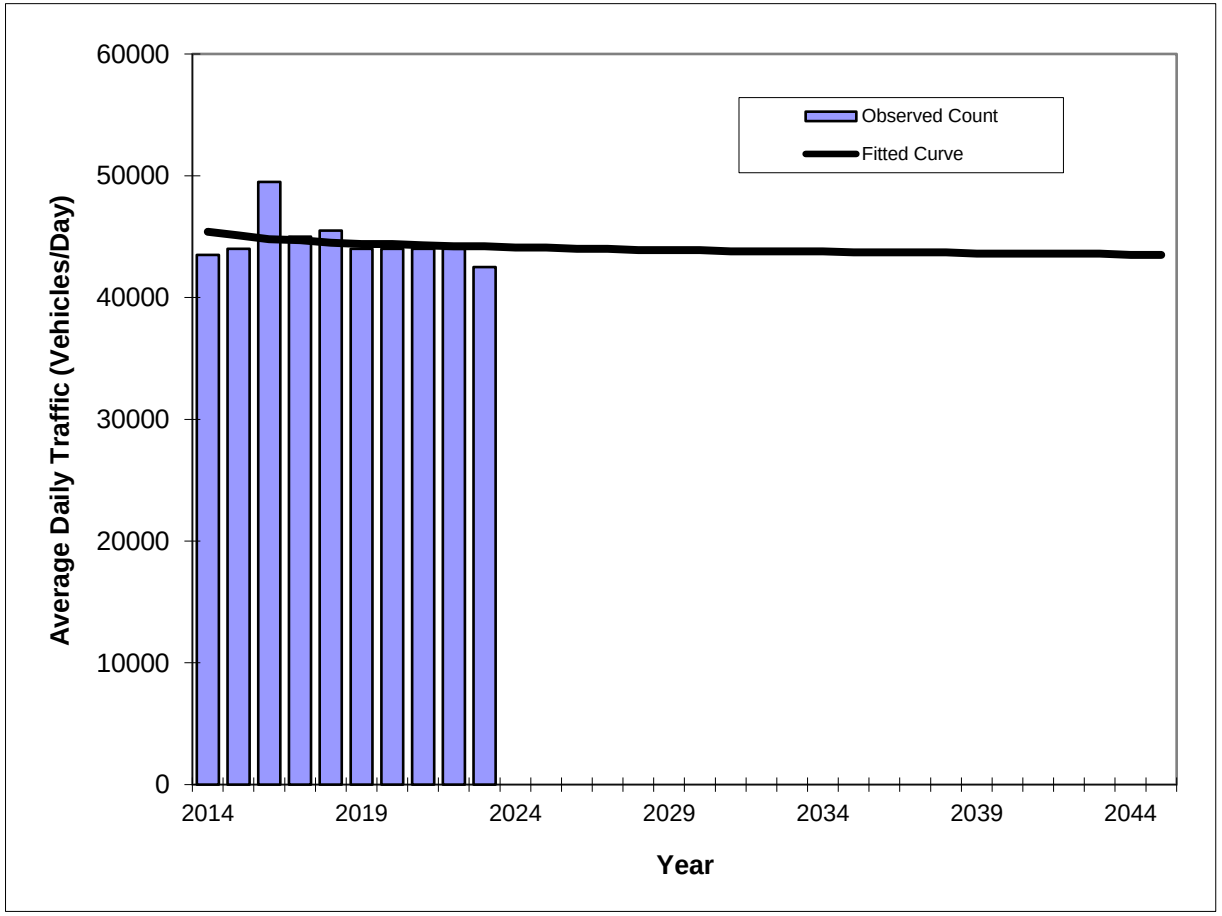
Decaying Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SR 858/Hallandale Beach Boulevard -- west of SR 9/I-95

County:	Broward (86)
Station #:	0297
Highway:	SR 858/Hallandale Beach Boulevard



Year	Traffic (ADT/AADT) Count*	Trend**
2014	43500	45400
2015	44000	45100
2016	49500	44800
2017	45000	44700
2018	45500	44500
2019	44000	44400
2020	44000	44400
2021	44000	44300
2022	44000	44200
2023	42500	44200

Trend R-squared:	4.56%
Compounded Annual Historic Growth Rate:	-0.30%
Printed:	9-Dec-24

Decaying Exponential Growth Option

***Axle-Adjusted**

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2023 HISTORICAL AADT REPORT

COUNTY: 86 - BROWARD

SITE: 9502 - SW 40 AVENUE, N OF COUNTY LINE ROAD

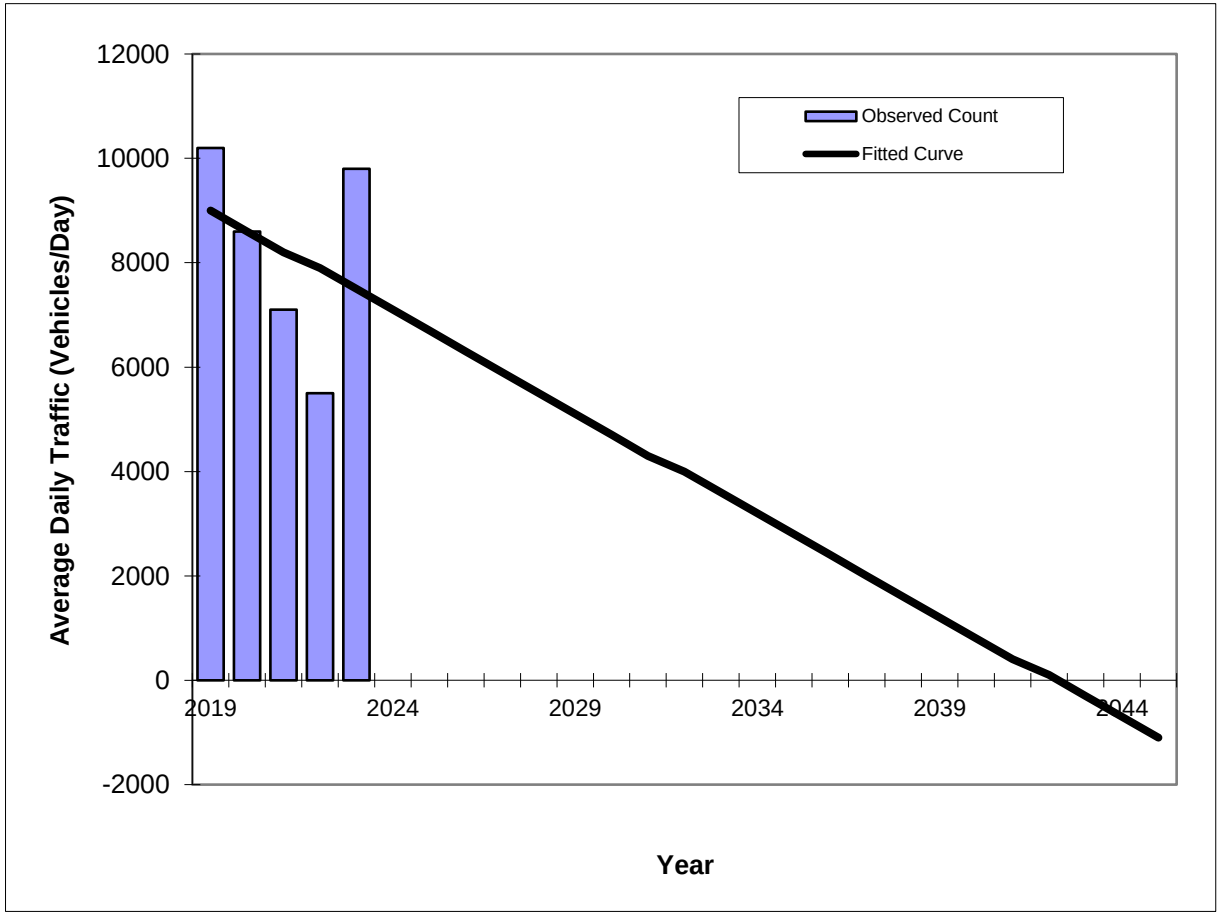
YEAR	AADT	DIRECTION 1		DIRECTION 2		*K FACTOR	D FACTOR	T FACTOR
2023	9800 C	N	5300	S	4500	9.00	57.90	3.00
2022	5500 S	N	2700	S	2800	9.00	57.00	5.40
2021	5500 F	N	2700	S	2800	9.00	53.80	14.30
2020	5500 C	N	2700	S	2800	9.00	53.90	8.80
2019	10200 T	N	4300	S	5900	9.00	54.60	5.50
2018	10200 S	N	4300	S	5900	9.00	54.50	6.00
2017	10200 F	N	4300	S	5900	9.00	51.90	6.20
2016	10200 C	N	4300	S	5900	9.00	54.10	2.90
2015	6200 V		0		0	9.00	54.00	3.40
2014	6100 R					9.00	54.20	7.40
2013	6000 T		0		0	9.00	53.60	7.60
2012	6000 S		0		0	9.00	52.20	5.90
2011	6000 F		0		0	9.00	52.50	6.30
2010	6000 C	N	0	S	0	8.35	52.69	9.30
2009	5600 F		0		0	8.53	53.89	5.30
2008	5800 C	N	0	S	0	8.81	54.16	6.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

Traffic Trends

SW 40th Avenue -- north of County Line Road

County:	Broward (86)
Station #:	9502
Highway:	SW 40th Avenue



Year	Traffic (ADT/AADT) Count*	Trend**
2019	10200	9000
2020	8600	8600
2021	7100	8200
2022	5500	7900
2023	9800	7500

Trend R-squared:	10.00%
Trend Annual Historic Growth Rate:	-4.17%
Printed:	9-Dec-24

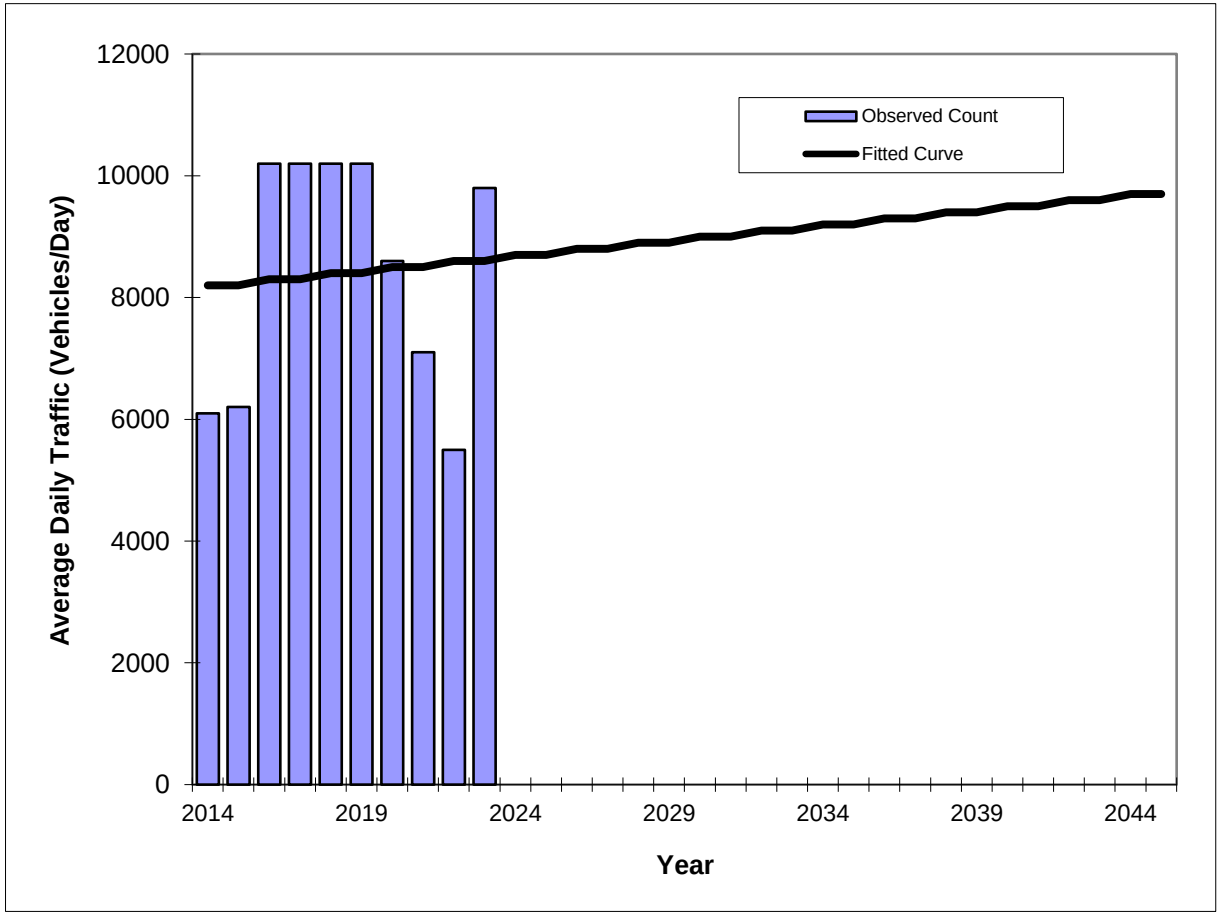
Straight Line Growth Option

***Axle-Adjusted**

Traffic Trends

SW 40th Avenue -- north of County Line Road

County:	Broward (86)
Station #:	9502
Highway:	SW 40th Avenue



Year	Traffic (ADT/AADT) Count*	Trend**
2014	6100	8200
2015	6200	8200
2016	10200	8300
2017	10200	8300
2018	10200	8400
2019	10200	8400
2020	8600	8500
2021	7100	8500
2022	5500	8600
2023	9800	8600

Trend R-squared:	0.57%
Trend Annual Historic Growth Rate:	0.54%
Printed:	9-Dec-24

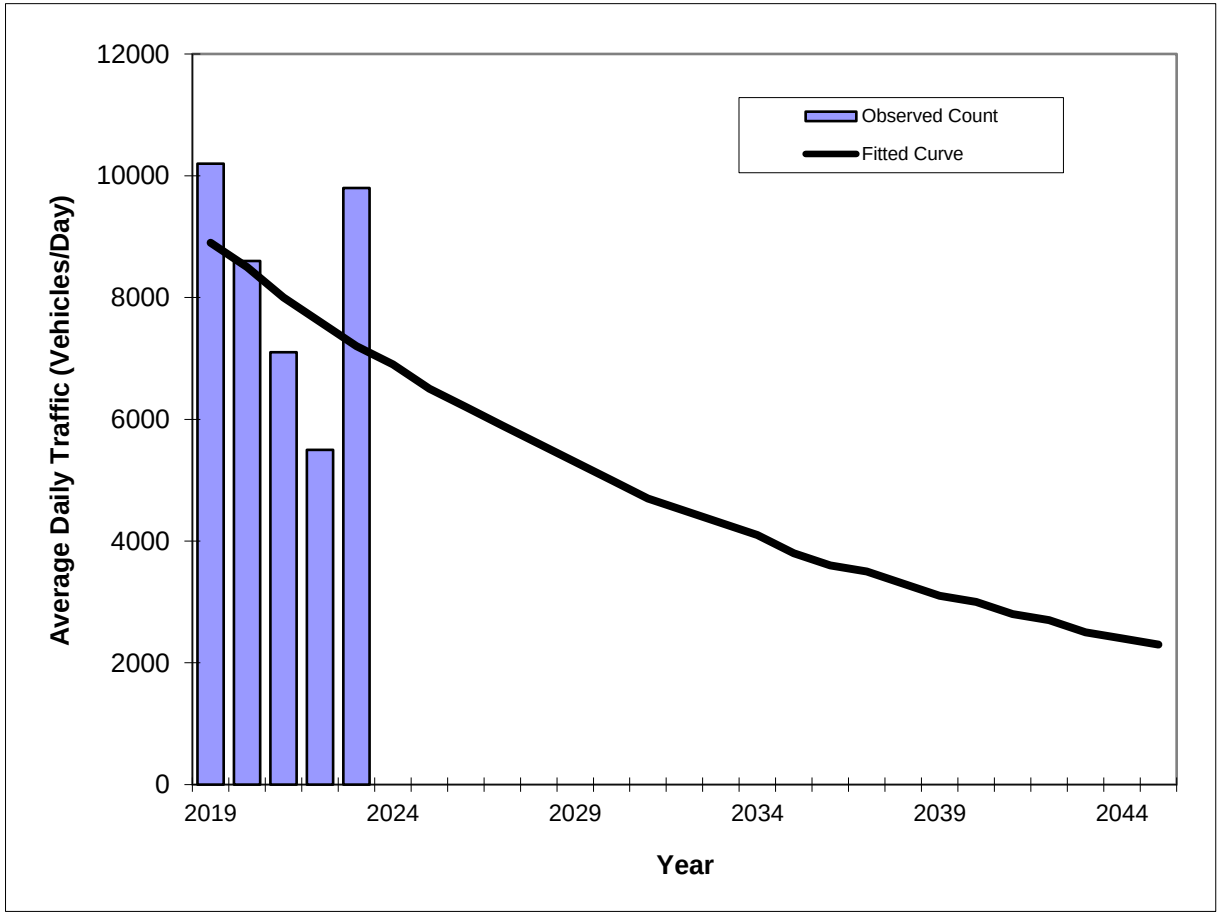
Straight Line Growth Option

***Axle-Adjusted**

Traffic Trends

SW 40th Avenue -- north of County Line Road

County:	Broward (86)
Station #:	9502
Highway:	SW 40th Avenue



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2019	10200	8900
2020	8600	8500
2021	7100	8000
2022	5500	7600
2023	9800	7200

Trend R-squared:	10.68%
Compounded Annual Historic Growth Rate:	-5.16%
Printed:	9-Dec-24

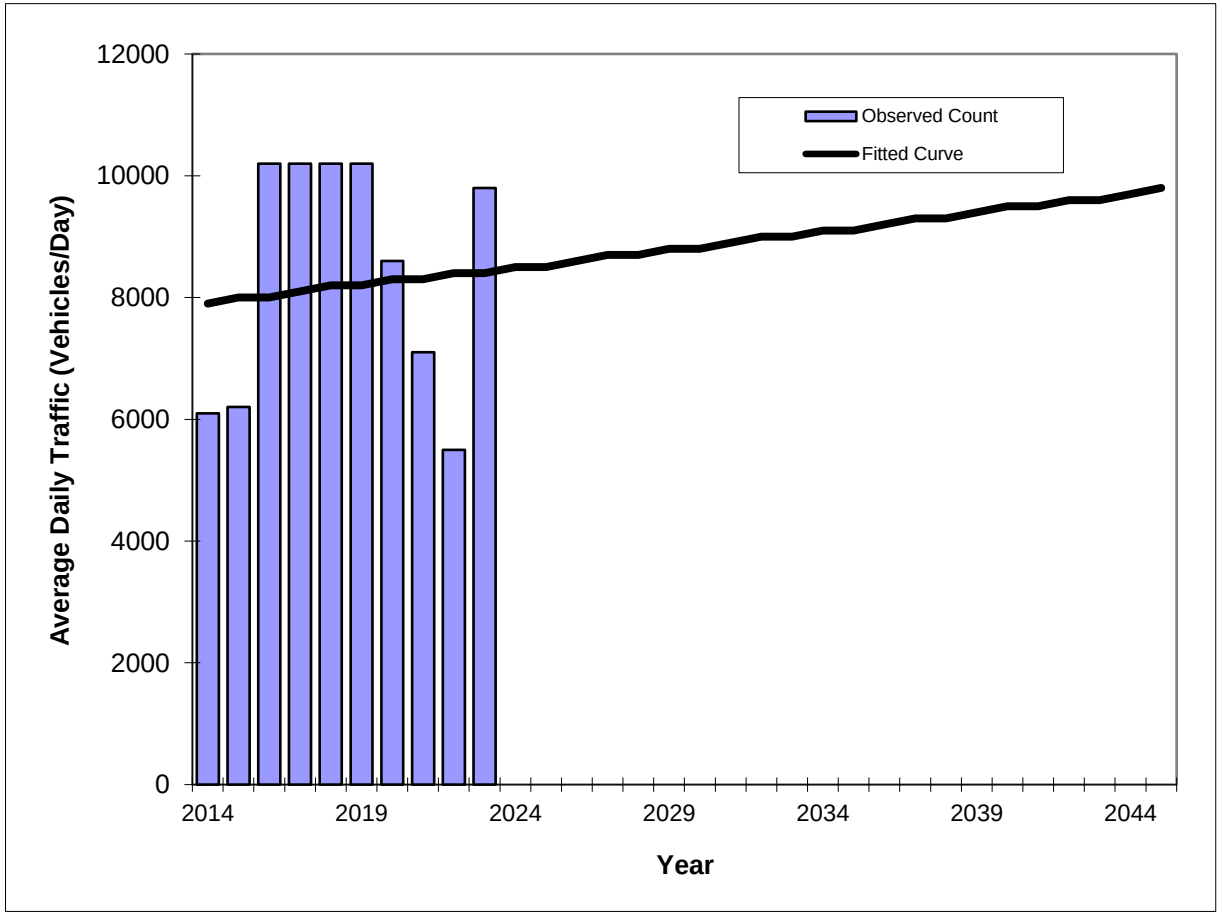
Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SW 40th Avenue -- north of County Line Road

County:	Broward (86)
Station #:	9502
Highway:	SW 40th Avenue



Year	Traffic (ADT/AADT) Count*	Trend**
2014	6100	7900
2015	6200	8000
2016	10200	8000
2017	10200	8100
2018	10200	8200
2019	10200	8200
2020	8600	8300
2021	7100	8300
2022	5500	8400
2023	9800	8400

Trend R-squared:	0.65%
Compounded Annual Historic Growth Rate:	0.68%
Printed:	9-Dec-24

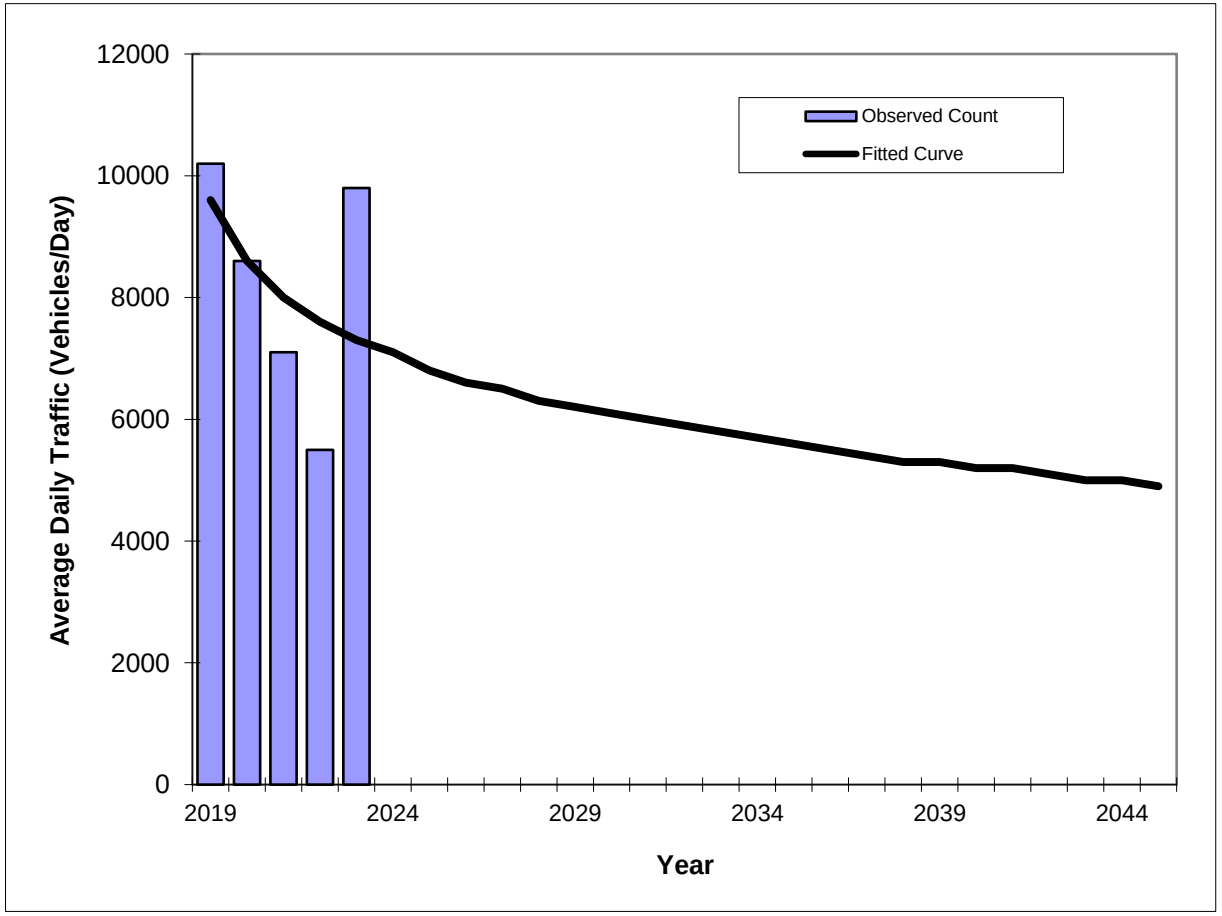
Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SW 40th Avenue -- north of County Line Road

County:	Broward (86)
Station #:	9502
Highway:	SW 40th Avenue



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2019	10200	9600
2020	8600	8600
2021	7100	8000
2022	5500	7600
2023	9800	7300

Trend R-squared:	21.35%
Compounded Annual Historic Growth Rate:	-6.62%
Printed:	9-Dec-24

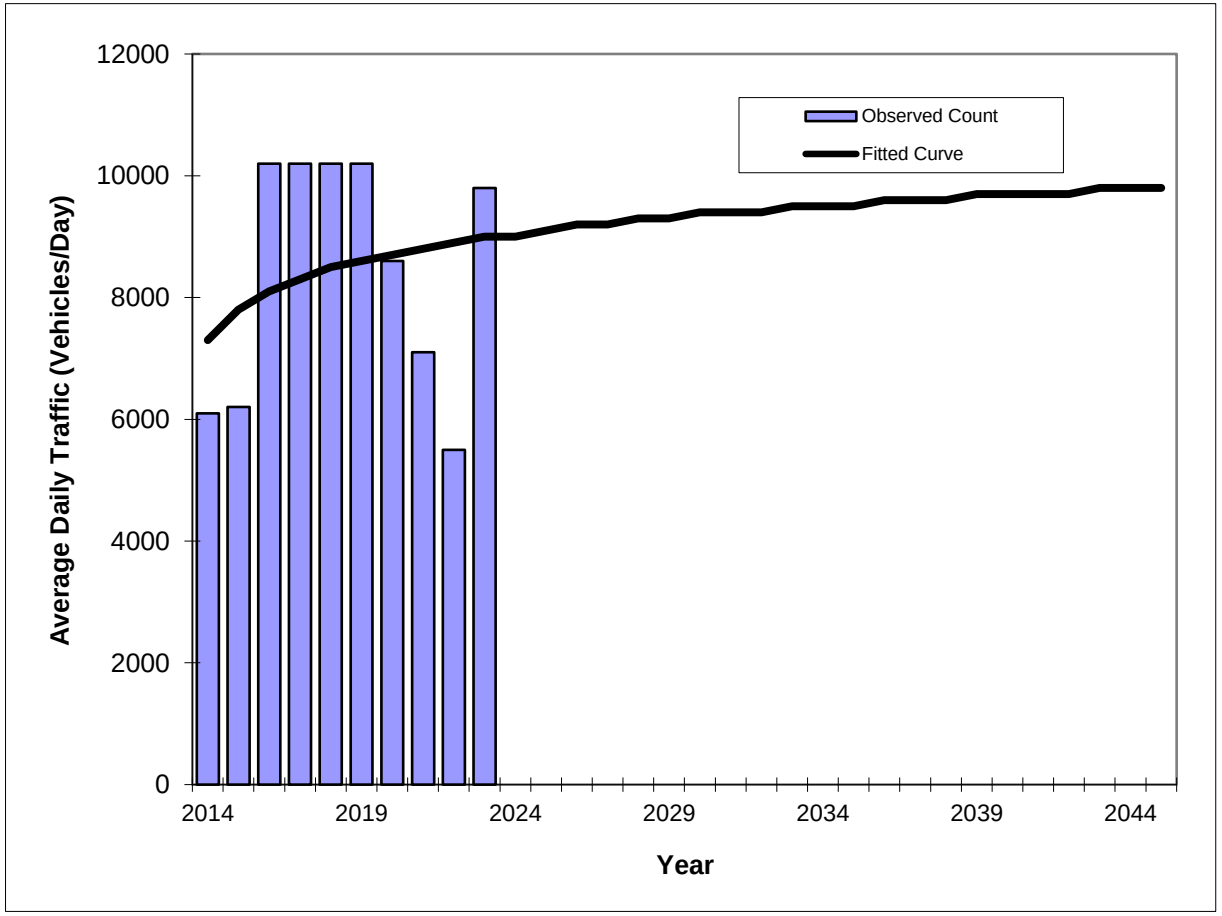
Decaying Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SW 40th Avenue -- north of County Line Road

County:	Broward (86)
Station #:	9502
Highway:	SW 40th Avenue



Year	Traffic (ADT/AADT) Count*	Trend**
2014	6100	7300
2015	6200	7800
2016	10200	8100
2017	10200	8300
2018	10200	8500
2019	10200	8600
2020	8600	8700
2021	7100	8800
2022	5500	8900
2023	9800	9000

Trend R-squared:	7.02%
Compounded Annual Historic Growth Rate:	2.35%
Printed:	9-Dec-24

Decaying Exponential Growth Option

***Axle-Adjusted**

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2023 HISTORICAL AADT REPORT

COUNTY: 86 - BROWARD

SITE: 9633 - SW 8 AVE, S OF HALLANDALE BEACH BLVD

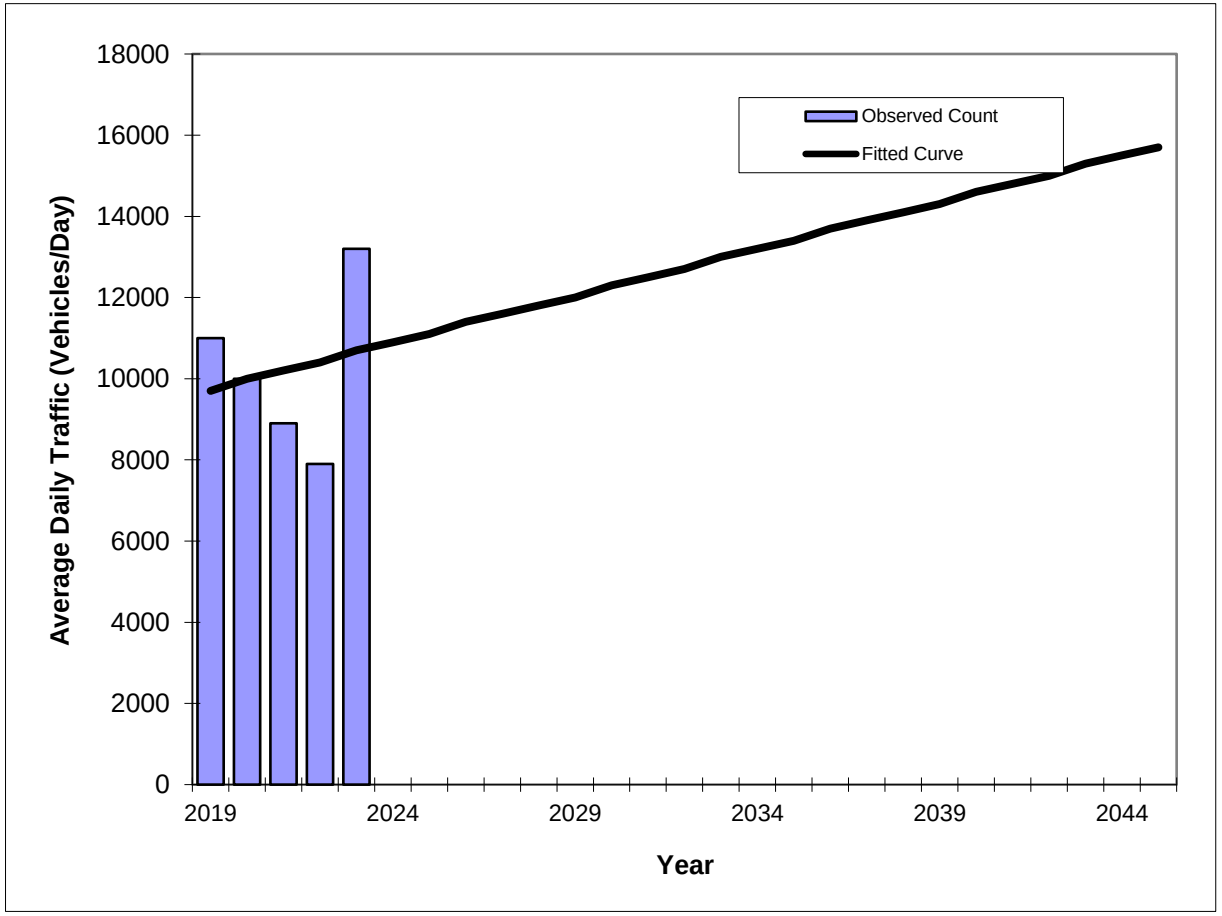
YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2023	13200 C	N 6700	S 6500	9.00	57.90	3.00
2022	7900 S	N 4100	S 3800	9.00	57.00	5.40
2021	7900 F	N 4100	S 3800	9.00	53.80	14.30
2020	7900 C	N 4100	S 3800	9.00	53.90	8.80
2019	11000 T	N 5900	S 5100	9.00	54.60	5.50
2018	11000 S	N 5900	S 5100	9.00	54.50	6.00
2017	11000 F	N 5900	S 5100	9.00	51.90	6.20
2016	11000 C	N 5900	S 5100	9.00	54.10	2.90
2015	8700 V	0	0	9.00	54.00	3.40
2014	8500 R			9.00	54.20	7.40
2013	8400 T	0	0	9.00	53.60	7.60
2012	8400 S	0	0	9.00	52.20	5.90
2011	8400 F	0	0	9.00	52.50	6.30
2010	8400 C	N 0	S 0	8.35	52.69	9.30
2009	8400 F	0	0	8.53	53.89	5.30
2008	8600 C	N 0	S 0	8.81	54.16	6.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

Traffic Trends

SW 8th Avenue -- south of Hallandale Beach Boulevard

County:	Broward (86)
Station #:	9633
Highway:	SW 8th Avenue



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2019	11000	9700
2020	10000	10000
2021	8900	10200
2022	7900	10400
2023	13200	10700

Trend R-squared:	3.18%
Trend Annual Historic Growth Rate:	2.58%
Printed:	9-Dec-24

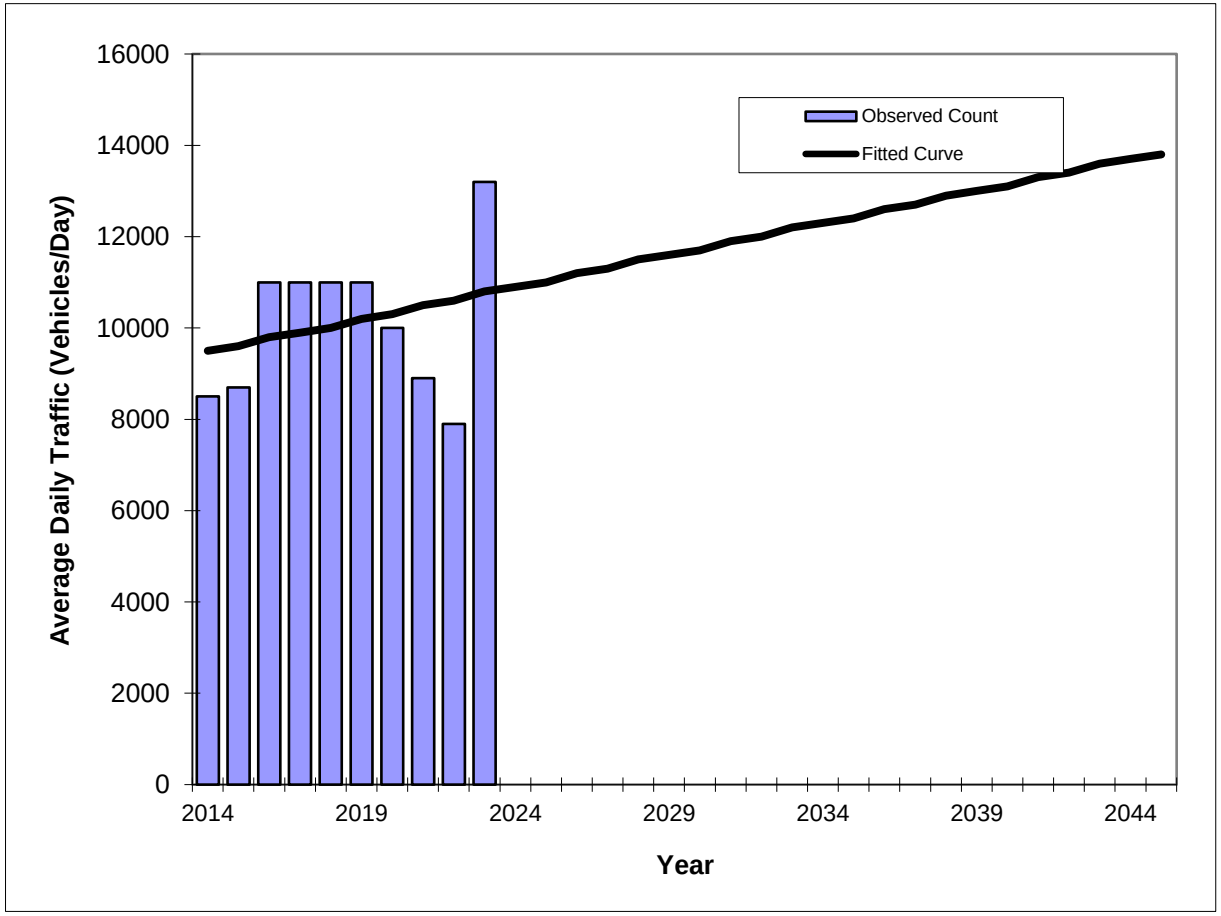
Straight Line Growth Option

***Axle-Adjusted**

Traffic Trends

SW 8th Avenue -- south of Hallandale Beach Boulevard

County:	Broward (86)
Station #:	9633
Highway:	SW 8th Avenue



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2014	8500	9500
2015	8700	9600
2016	11000	9800
2017	11000	9900
2018	11000	10000
2019	11000	10200
2020	10000	10300
2021	8900	10500
2022	7900	10600
2023	13200	10800

Trend R-squared:	6.89%
Trend Annual Historic Growth Rate:	1.52%
Printed:	9-Dec-24

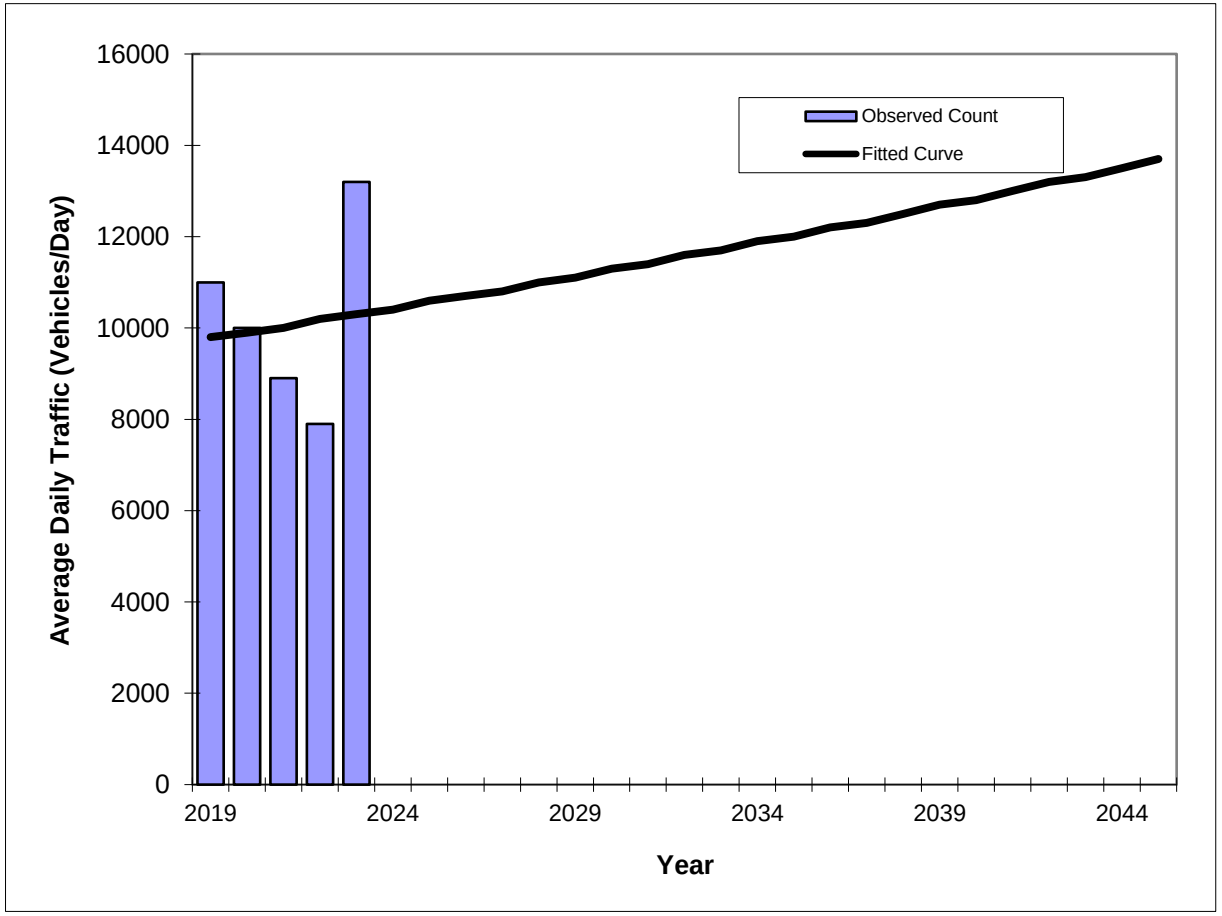
Straight Line Growth Option

***Axle-Adjusted**

Traffic Trends

SW 8th Avenue -- south of Hallandale Beach Boulevard

County:	Broward (86)
Station #:	9633
Highway:	SW 8th Avenue



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2019	11000	9800
2020	10000	9900
2021	8900	10000
2022	7900	10200
2023	13200	10300

Trend R-squared:	1.07%
Compounded Annual Historic Growth Rate:	1.25%
Printed:	9-Dec-24

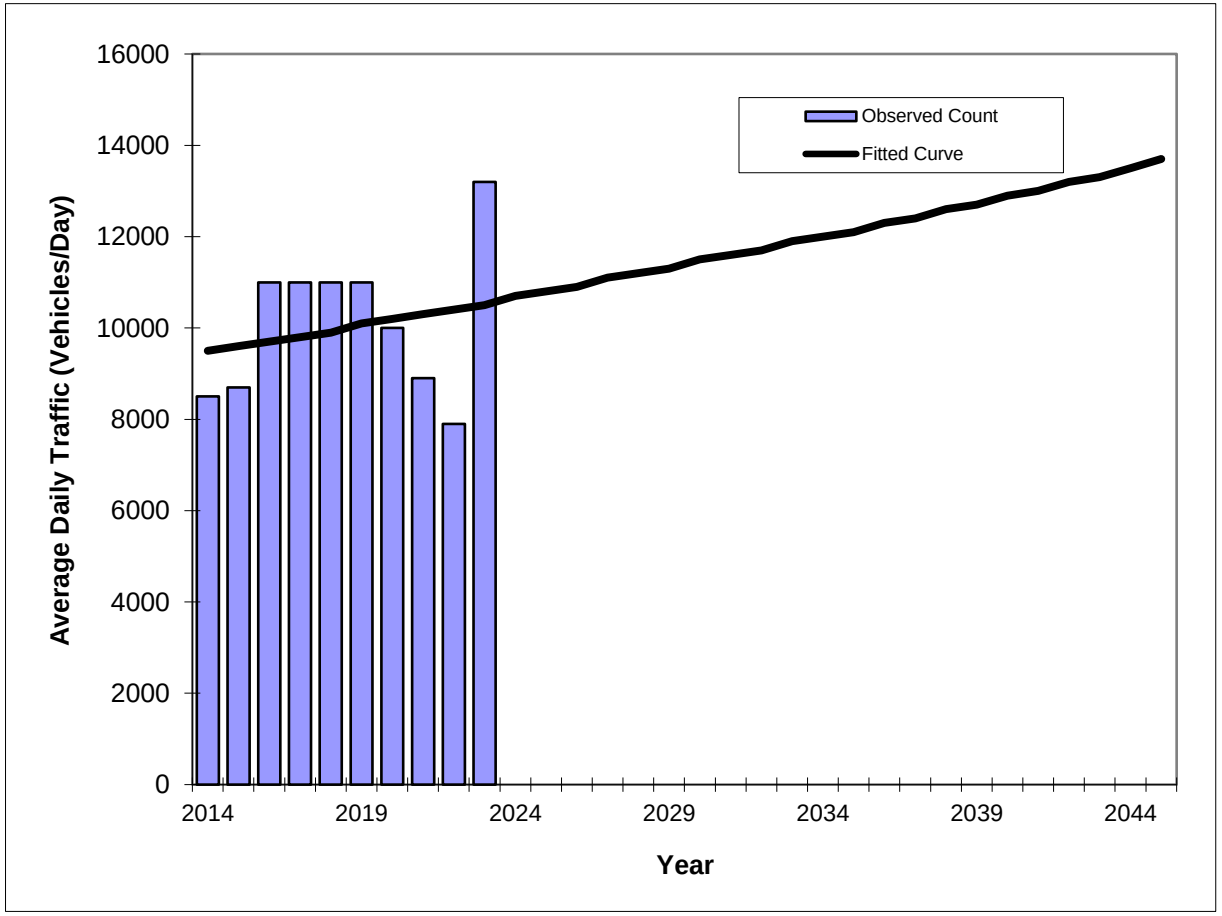
Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SW 8th Avenue -- south of Hallandale Beach Boulevard

County:	Broward (86)
Station #:	9633
Highway:	SW 8th Avenue



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2014	8500	9500
2015	8700	9600
2016	11000	9700
2017	11000	9800
2018	11000	9900
2019	11000	10100
2020	10000	10200
2021	8900	10300
2022	7900	10400
2023	13200	10500

Trend R-squared:	5.00%
Compounded Annual Historic Growth Rate:	1.12%
Printed:	9-Dec-24

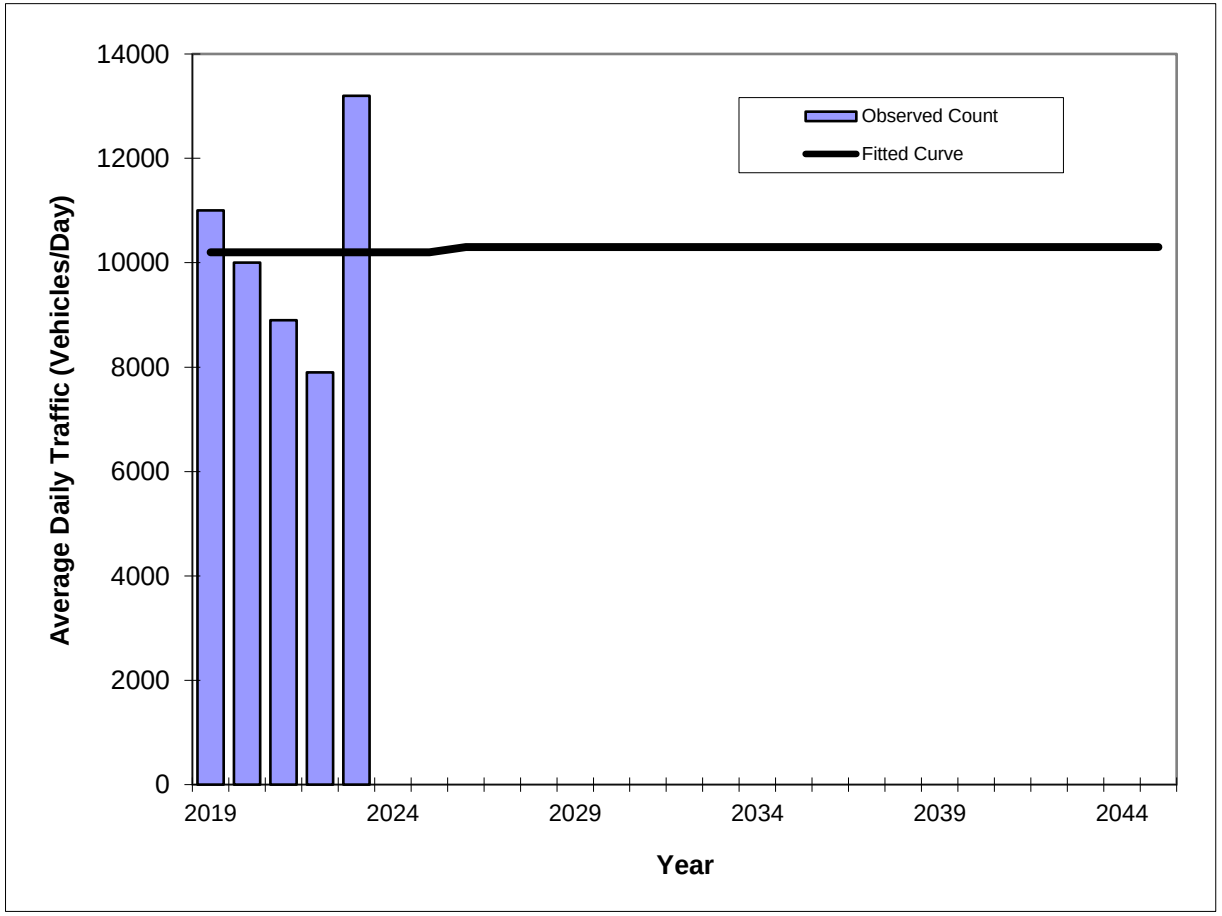
Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SW 8th Avenue -- south of Hallandale Beach Boulevard

County:	Broward (86)
Station #:	9633
Highway:	SW 8th Avenue



Year	Traffic (ADT/AADT)	
	Count*	Trend**
2019	11000	10200
2020	10000	10200
2021	8900	10200
2022	7900	10200
2023	13200	10200

Trend R-squared:	0.02%
Compounded Annual Historic Growth Rate:	0.00%
Printed:	9-Dec-24

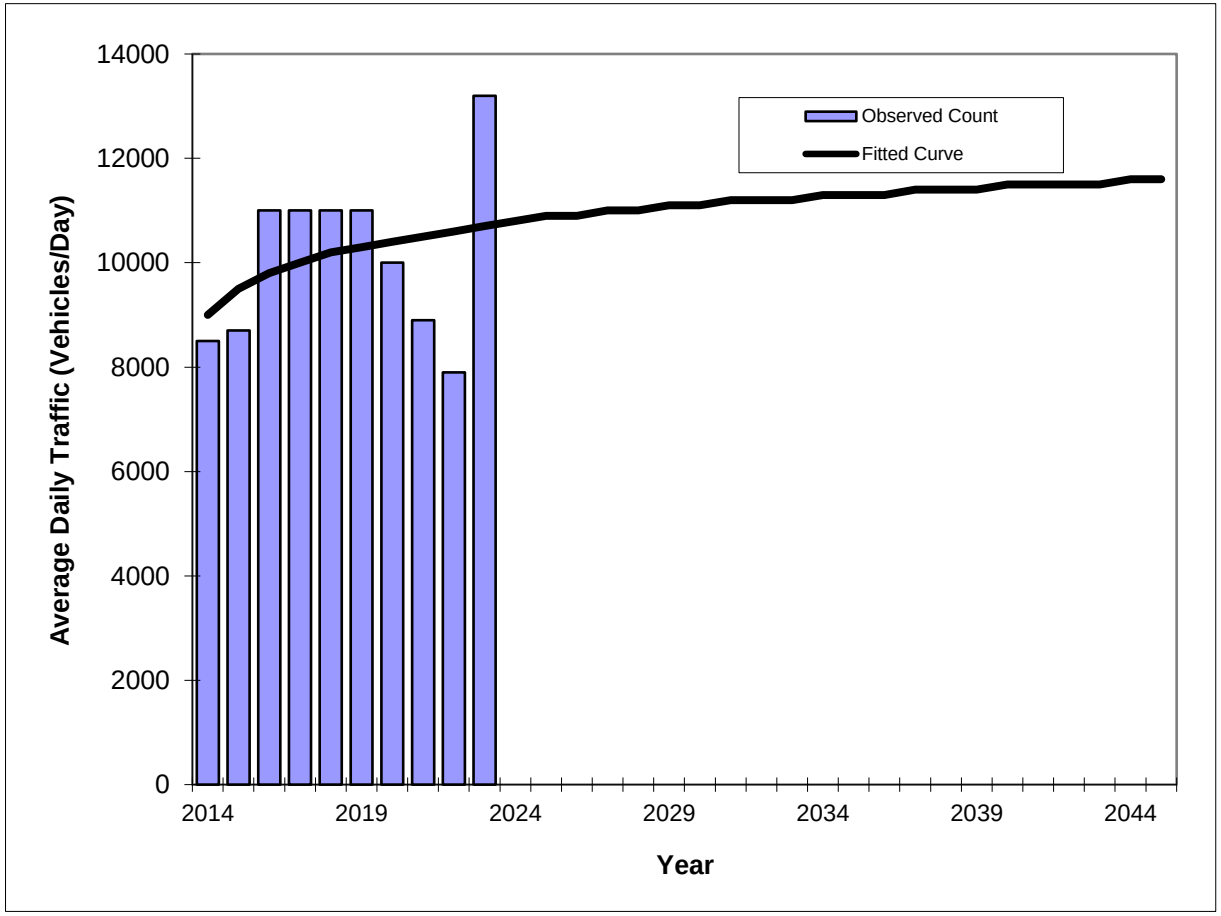
Decaying Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

SW 8th Avenue -- south of Hallandale Beach Boulevard

County:	Broward (86)
Station #:	9633
Highway:	SW 8th Avenue



Year	Traffic (ADT/AADT) Count*	Trend**
2014	8500	9000
2015	8700	9500
2016	11000	9800
2017	11000	10000
2018	11000	10200
2019	11000	10300
2020	10000	10400
2021	8900	10500
2022	7900	10600
2023	13200	10700

Trend R-squared:	11.58%
Compounded Annual Historic Growth Rate:	1.94%
Printed:	9-Dec-24

Decaying Exponential Growth Option

***Axle-Adjusted**

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2023 HISTORICAL AADT REPORT

COUNTY: 86 - BROWARD

SITE: 9755 - S PARK ROAD, S OF PEMBROKE ROAD

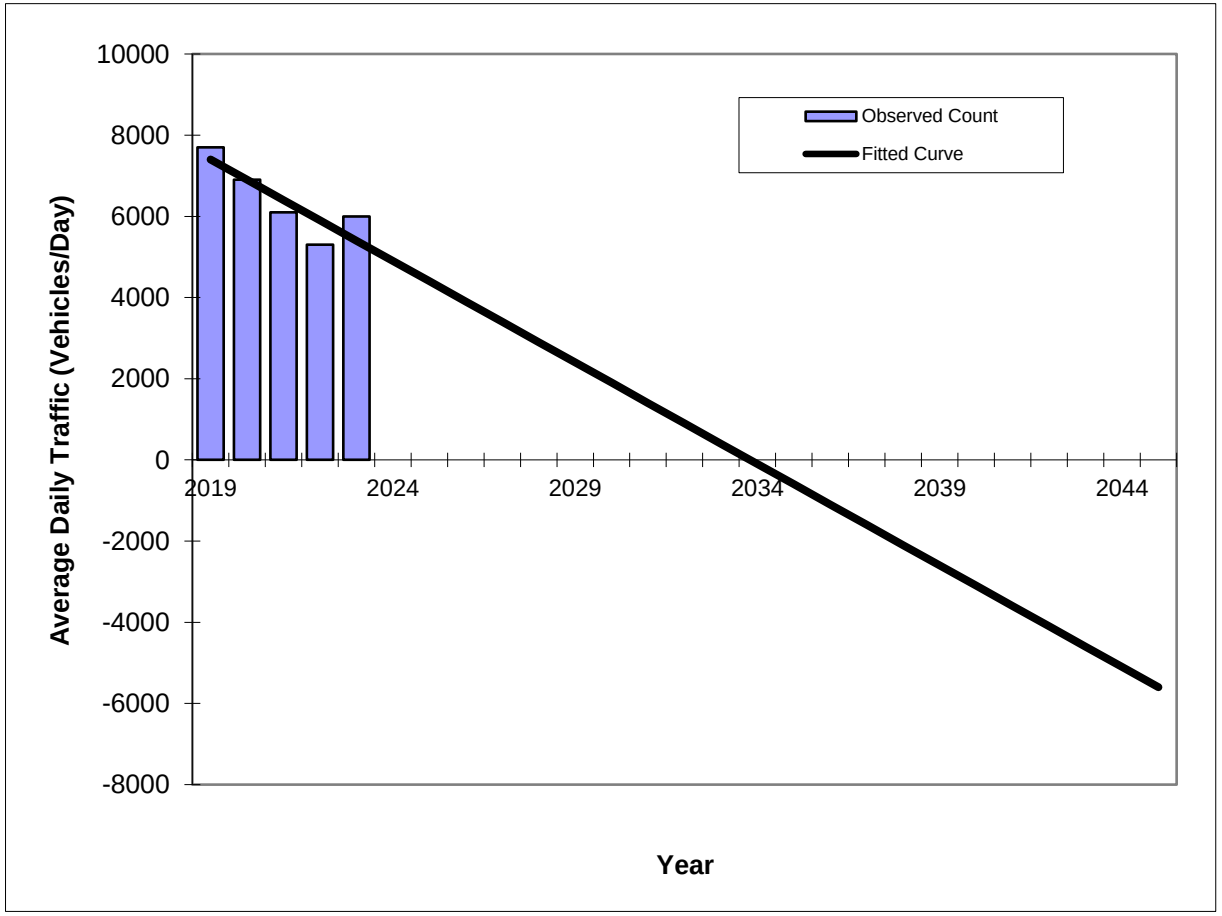
YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2023	6000 C	N 2600	S 3400	9.00	57.90	3.00
2022	5300 S	N 2500	S 2800	9.00	57.00	5.40
2021	5300 F	N 2500	S 2800	9.00	53.80	14.30
2020	5300 C	N 2500	S 2800	9.00	53.90	8.80
2019	7700 T	N 3900	S 3800	9.00	54.60	5.50
2018	7700 S	N 3900	S 3800	9.00	54.50	6.00
2017	7700 F	N 3900	S 3800	9.00	51.90	6.20
2016	7700 C	N 3900	S 3800	9.00	54.10	2.90
2015	5700 R	0	0	9.00	54.00	3.40
2014	5600 T			9.00	54.20	7.40
2013	5600 S	0	0	9.00	53.60	7.60
2012	5600 F	0	0	9.00	52.20	5.90
2011	5600 C	N 0	S 0	9.00	52.50	6.30
2010	7300 F	0	0	8.35	52.69	9.30
2009	7300 C	N 0	S 0	8.53	53.89	5.30
2008	6500 C	N 0	S 0	8.81	54.16	6.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

Traffic Trends

S Park Road -- south of Pembroke Road

County:	Broward (86)
Station #:	9755
Highway:	S Park Road



Year	Traffic (ADT/AADT) Count*	Trend**
2019	7700	7400
2020	6900	6900
2021	6100	6400
2022	5300	5900
2023	6000	5400

Trend R-squared:	73.53%
Trend Annual Historic Growth Rate:	-6.76%
Printed:	9-Dec-24

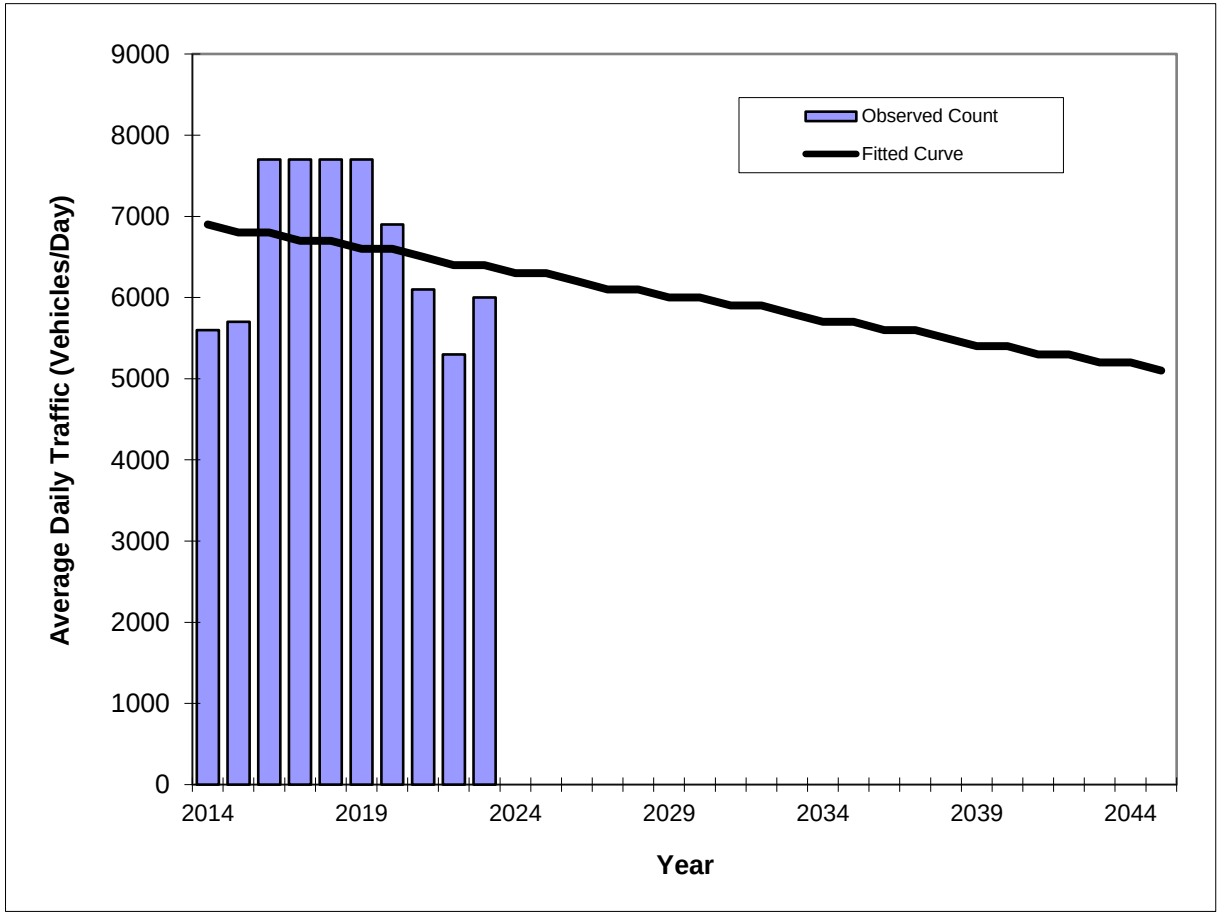
Straight Line Growth Option

***Axle-Adjusted**

Traffic Trends

S Park Road -- south of Pembroke Road

County:	Broward (86)
Station #:	9755
Highway:	S Park Road



Year	Traffic (ADT/AADT) Count*	Trend**
2014	5600	6900
2015	5700	6800
2016	7700	6800
2017	7700	6700
2018	7700	6700
2019	7700	6600
2020	6900	6600
2021	6100	6500
2022	5300	6400
2023	6000	6400

Trend R-squared:	3.09%
Trend Annual Historic Growth Rate:	-0.81%
Printed:	9-Dec-24

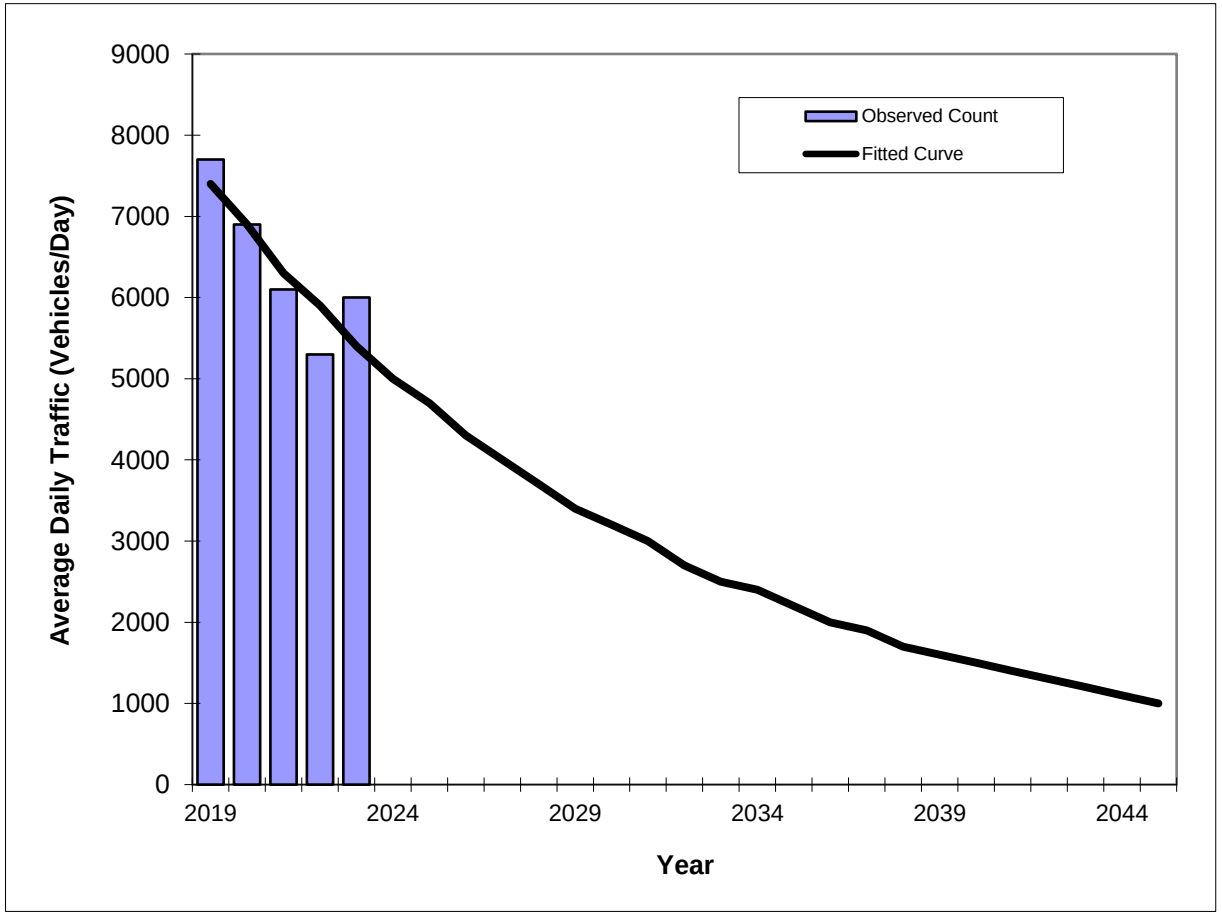
Straight Line Growth Option

***Axle-Adjusted**

Traffic Trends

S Park Road -- south of Pembroke Road

County:	Broward (86)
Station #:	9755
Highway:	S Park Road



Year	Traffic (ADT/AADT) Count*	Trend**
2019	7700	7400
2020	6900	6900
2021	6100	6300
2022	5300	5900
2023	6000	5400

Trend R-squared:	71.33%
Compounded Annual Historic Growth Rate:	-7.57%
Printed:	9-Dec-24

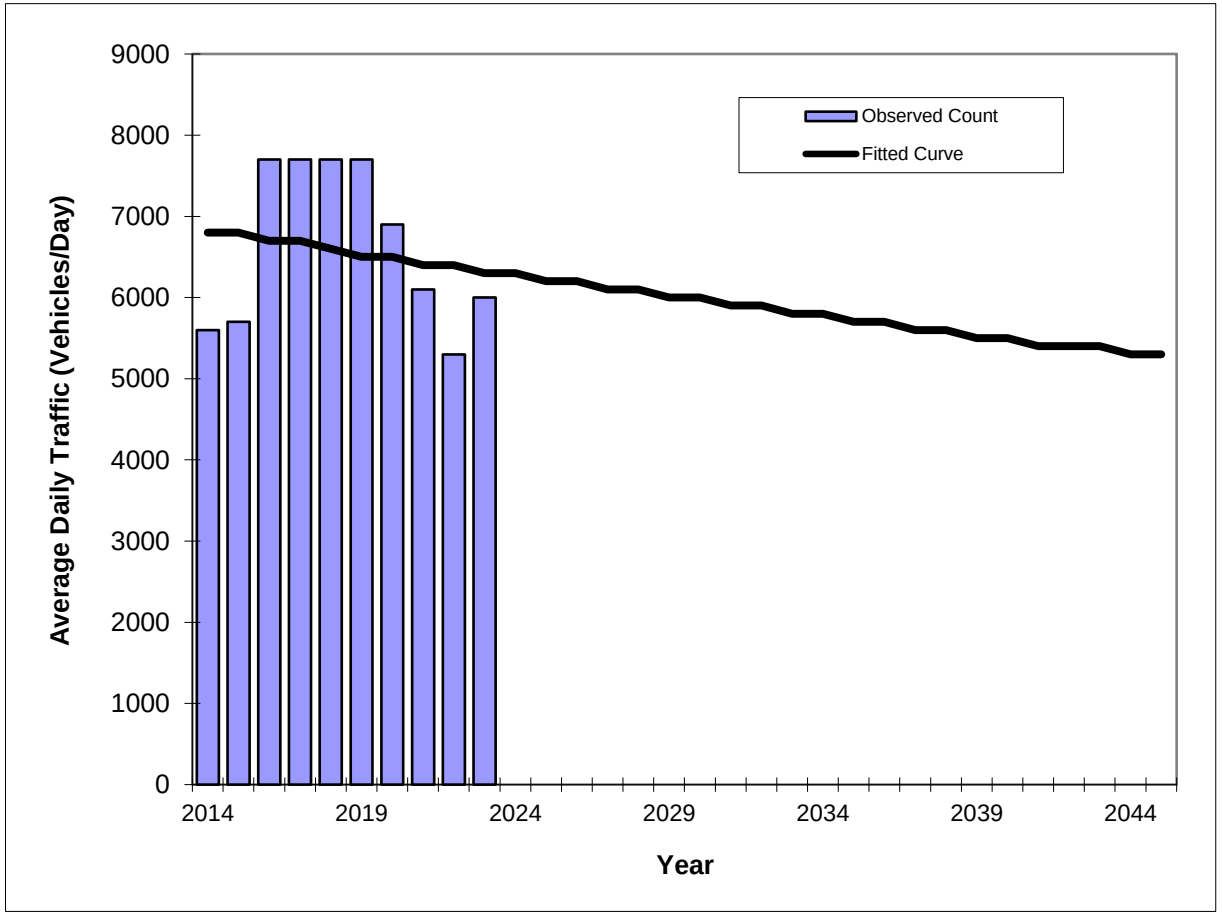
Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

S Park Road -- south of Pembroke Road

County:	Broward (86)
Station #:	9755
Highway:	S Park Road



Year	Traffic (ADT/AADT) Count*	Trend**
2014	5600	6800
2015	5700	6800
2016	7700	6700
2017	7700	6700
2018	7700	6600
2019	7700	6500
2020	6900	6500
2021	6100	6400
2022	5300	6400
2023	6000	6300

Trend R-squared:	2.77%
Compounded Annual Historic Growth Rate:	-0.84%
Printed:	9-Dec-24

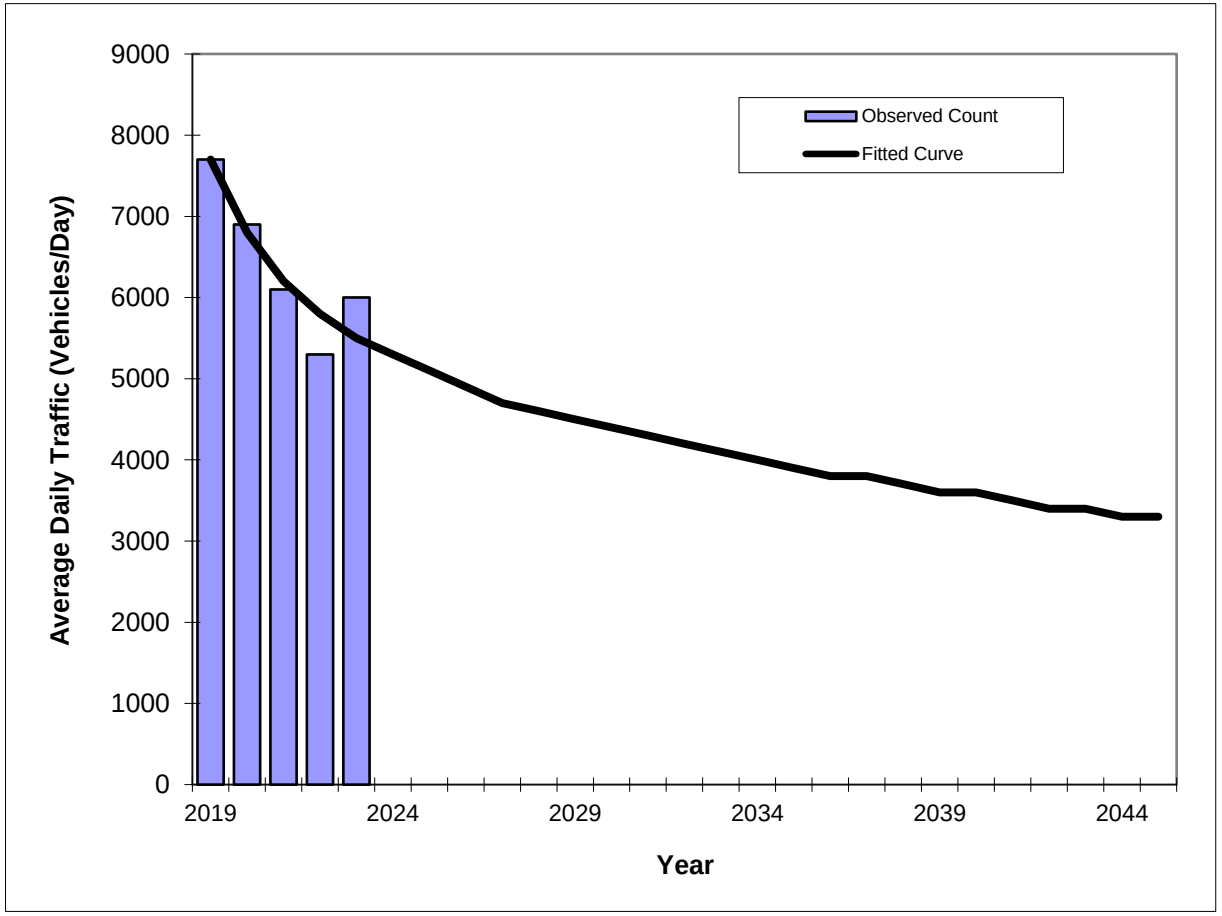
Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

S Park Road -- south of Pembroke Road

County:	Broward (86)
Station #:	9755
Highway:	S Park Road



Year	Traffic (ADT/AADT) Count*	Trend**
2019	7700	7700
2020	6900	6800
2021	6100	6200
2022	5300	5800
2023	6000	5500

Trend R-squared:	84.29%
Compounded Annual Historic Growth Rate:	-8.07%
Printed:	9-Dec-24

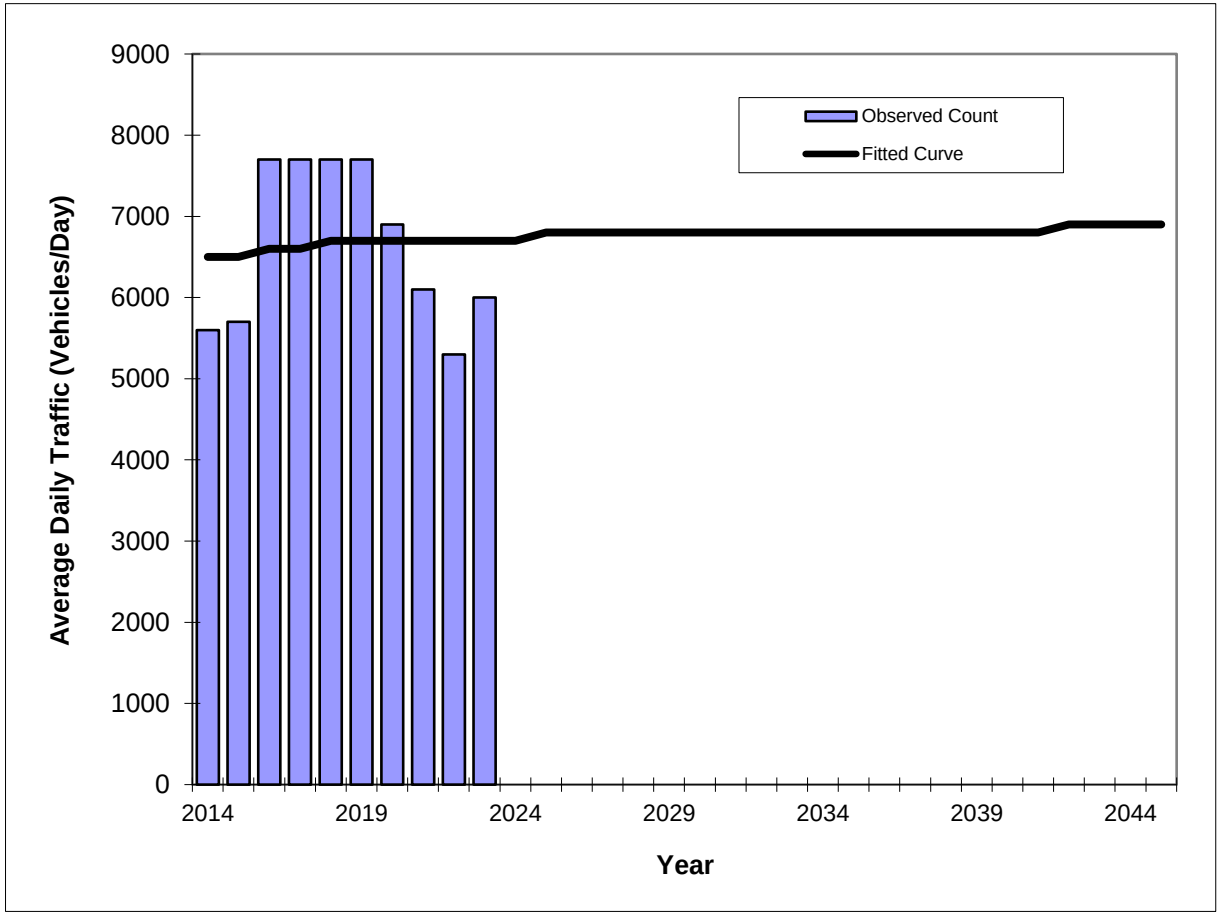
Decaying Exponential Growth Option

***Axle-Adjusted**

Traffic Trends

S Park Road -- south of Pembroke Road

County:	Broward (86)
Station #:	9755
Highway:	S Park Road



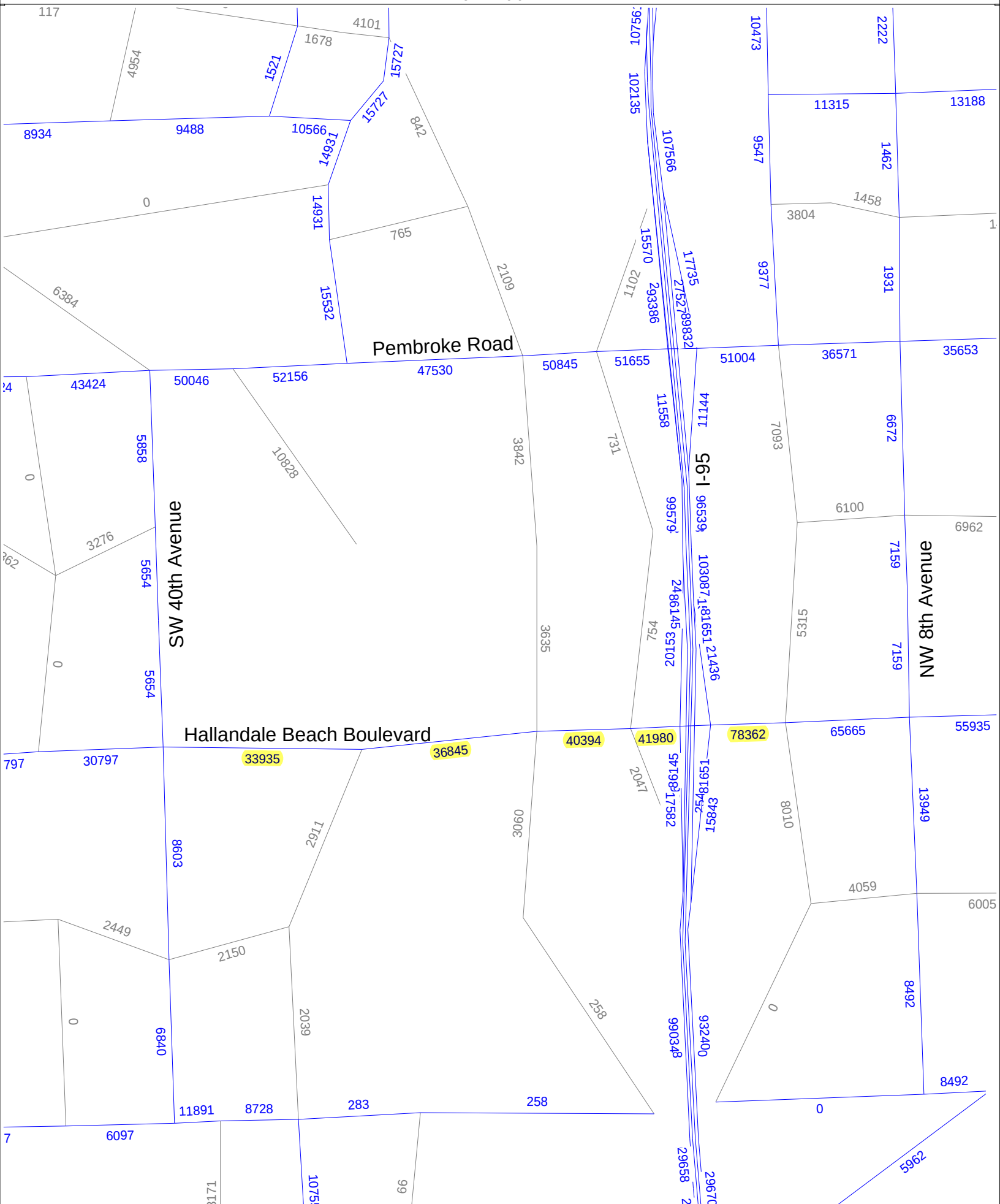
Year	Traffic (ADT/AADT) Count*	Trend**
2014	5600	6500
2015	5700	6500
2016	7700	6600
2017	7700	6600
2018	7700	6700
2019	7700	6700
2020	6900	6700
2021	6100	6700
2022	5300	6700
2023	6000	6700

Trend R-squared:	0.70%
Compounded Annual Historic Growth Rate:	0.34%
Printed:	9-Dec-24

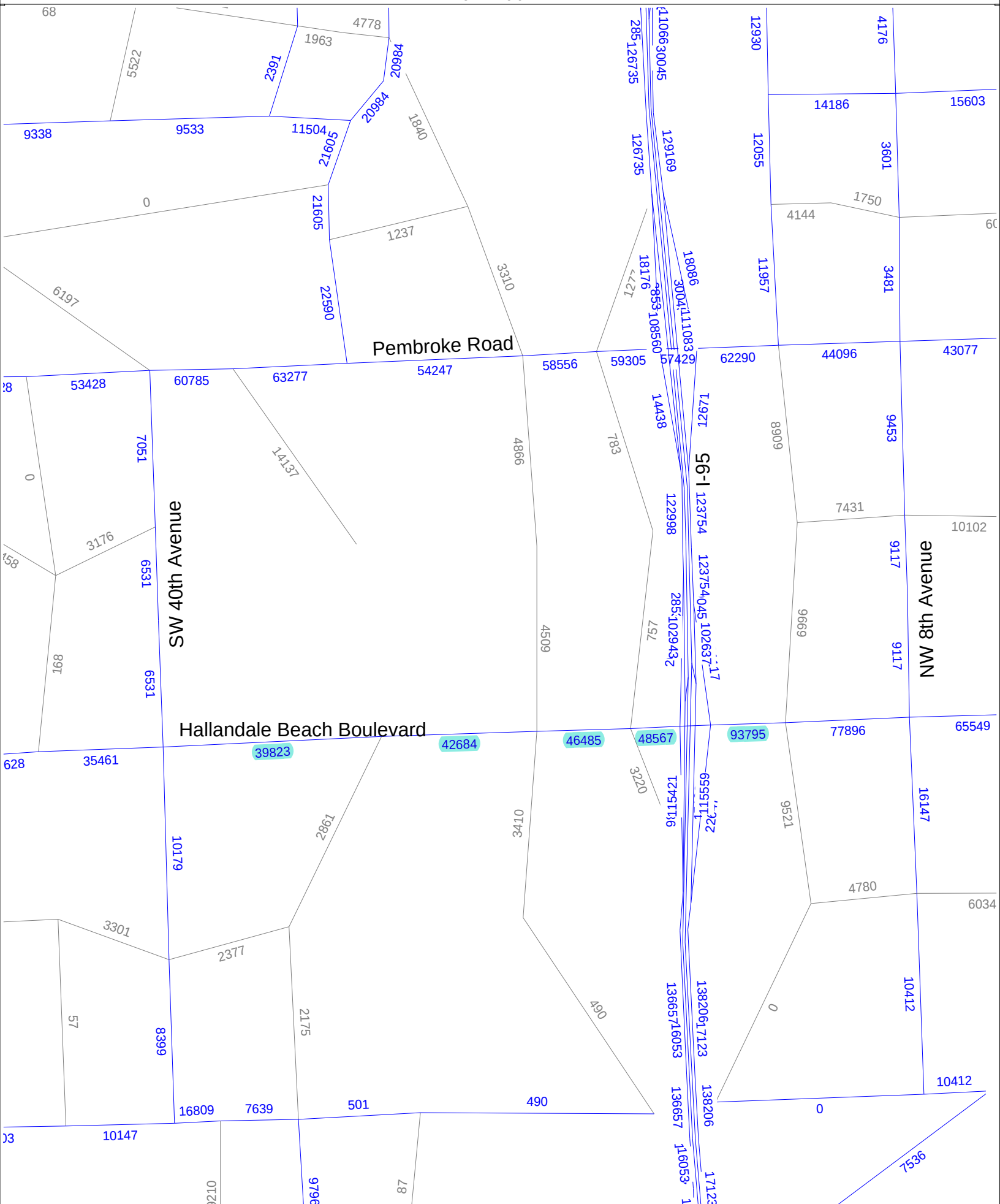
Decaying Exponential Growth Option

***Axle-Adjusted**

SERPM Analysis



(Licensed to Kimley Horn & Associates)



(Licensed to Kimley Horn & Associates)

Appendix D

Transit Route Information

For more details on our fares please visit our web site at Broward.org/BCT or call customer service: 954-357-8400.

Reading A Timetable - It's Easy

1. The map shows the exact bus route.
2. Major route intersections are called time points. Time points are shown with the symbol ☐.
3. The timetable lists major time points for bus route. Listed under time points are scheduled departure times.
4. Reading from left to right, indicates the time for each bus trip.
5. The bus picks up and drops off riders at all BCT bus stop signs along the route where there is a Broward County bus stop sign.
6. Arrive at the bus stop five minutes early. Buses operate as close to published timetables as traffic conditions allow.

Not paying your fare is a crime per Florida Statute 812.015. Violation constitutes a misdemeanor, punishable by jail time and/or a fine.

Information: 954-357-8400

Hearing-speech impaired:
Florida Relay Service- 711 or 1-800-955-8771
TTY- 954-357-8302

This publication can be made available in alternative formats upon request.

This symbol is used on bus stop signs to indicate accessible bus stops.

BROWARD COUNTY
FLORIDA
BROWARD COUNTY
BOARD OF COUNTY COMMISSIONERS
An equal opportunity employer and provider of services.

Broward County Transit

ROUTE 28 ALL WEEK SCHEDULE

Memorial Hospital Miramar to Aventura Mall via Miramar Pkwy/Hallandale Beach Blvd

Effective 3/31/24



Safety Is Our Number One Priority

Mobile Ticketing App
Now Your **Phone** Is Your **Ticket** to ride BCT! Download the App today.

MyRide BROWARD.org
Real Time Bus Information
MyRide.Broward.org

BROWARD COUNTY Transit

Broward.org/BCT
954-357-8400

MONDAY -FRIDAY

There are additional bus stops in between those listed.

EASTBOUND

To Aventura Mall

MEMORIAL HOSPITAL MIRAMAR	MIRAMAR TOWN CENTER	MIRAMAR PARKWAY & PALM AVE	MIRAMAR PARKWAY & SW 69TH	HALLANDALE BCH BLVD & SW 10 TERR	HALLANDALE BCH BLVD & LAYNE BLVD	AVENTURA MALL
1	2	3	4	6	7	9
	5:00a	5:07a	5:18a	5:34a	5:44a	5:57a
	5:25a	5:32a	5:43a	5:59a	6:09a	6:22a
5:30a	5:56a	6:05a	6:23a	6:51a	7:08a	7:26a
5:55a	6:21a	6:30a	6:48a	7:16a	7:33a	7:51a
6:20a	6:46a	6:55a	7:13a	7:41a	7:58a	8:16a
6:45a	7:12a	7:21a	7:38a	8:03a	8:21a	8:40a
7:10a	7:37a	7:46a	8:03a	8:28a	8:46a	9:05a
7:35a	8:02a	8:11a	8:28a	8:53a	9:11a	9:30a
8:04a	8:31a	8:40a	8:57a	9:22a	9:40a	9:59a
8:29a	8:56a	9:05a	9:22a	9:47a	10:05a	10:24a
8:56a	9:21a	9:30a	9:47a	10:09a	10:25a	10:44a
9:21a	9:46a	9:55a	10:12a	10:34a	10:50a	11:09a
9:48a	10:13a	10:22a	10:39a	11:01a	11:17a	11:36a
10:13a	10:38a	10:47a	11:04a	11:26a	11:42a	12:01p
10:39a	11:04a	11:13a	11:30a	11:52a	12:08p	12:27p
11:03a	11:28a	11:37a	11:54a	12:16p	12:32p	12:51p
11:28a	11:53a	12:02p	12:19p	12:41p	12:57p	1:16p
11:54a	12:19p	12:28p	12:45p	1:07p	1:23p	1:42p
12:21p	12:46p	12:55p	1:11p	1:34p	1:50p	2:12p
12:46p	1:11p	1:20p	1:36p	1:59p	2:15p	2:37p
1:09p	1:34p	1:43p	1:59p	2:22p	2:38p	3:00p
1:31p	1:56p	2:05p	2:21p	2:44p	3:00p	3:22p
1:56p	2:21p	2:30p	2:46p	3:09p	3:25p	3:47p
2:21p	2:48p	2:57p	3:16p	3:41p	3:57p	4:20p
2:47p	3:14p	3:23p	3:42p	4:07p	4:23p	4:46p
3:13p	3:40p	3:49p	4:08p	4:33p	4:49p	5:12p
3:42p	4:09p	4:18p	4:37p	5:02p	5:18p	5:41p
4:09p	4:36p	4:45p	5:04p	5:29p	5:45p	6:08p
4:38p	5:07p	5:16p	5:33p	5:55p	6:09p	6:27p
5:07p	5:36p	5:45p	6:02p	6:24p	6:38p	6:56p
5:36p	6:05p	6:14p	6:31p	6:53p	7:07p	7:25p
6:02p	6:31p	6:40p	6:57p	7:19p	7:33p	7:51p
6:28p	6:57p	7:06p	7:23p	7:45p	7:59p	8:17p
6:55p	7:20p	7:29p	7:45p	8:01p	8:12p	8:27p G
7:20p	7:45p	7:54p	8:10p	8:26p	8:37p	8:52p
7:47p	8:12p	8:21p	8:37p	8:53p	9:04p	9:19p
8:17p	8:42p	8:51p	9:07p	9:23p	9:34p	9:49p
8:47p	9:09p	9:17p	9:29p	9:43p	9:51p	10:06p
9:17p	9:39p	9:47p	9:59p	10:13p	10:21p	10:36p
9:47p	10:09p	10:17p	10:29p	10:43p	10:51p	11:06p
10:17p	10:39p	10:47p	10:59p	11:13p	11:21p	11:36p
10:47p	11:09p	11:17p	11:29p	11:43p	11:51p	12:06a G
11:17p	11:39p	11:47p	11:59p	12:13a	12:21a	12:36a G
11:45p	12:07a	12:15a	12:27a	12:41a	12:49a	1:04a G

WESTBOUND

To Memorial Hospital Miramar

AVENTURA MALL	HALLANDALE BCH BLVD & THREE ISLANDS BLVD	HALLANDALE BCH B/SW 37 A	MIRAMAR PARKWAY & SW 69TH	MIRAMAR PARKWAY & PALM AVE	MIRAMAR TOWN CENTER	MEMORIAL HOSPITAL MIRAMAR
9	8	5	4	3	2	1
5:15a	5:29a	5:45a	5:58a	6:11a	6:23a	6:41a
5:43a	5:57a	6:13a	6:26a	6:39a	6:51a	7:09a
6:08a	6:24a	6:45a	7:01a	7:15a	7:26a	7:50a
6:33a	6:49a	7:10a	7:26a	7:40a	7:51a	8:15a
6:56a	7:12a	7:33a	7:49a	8:03a	8:14a	8:38a
7:15a	7:31a	7:52a	8:08a	8:22a	8:33a	8:57a
7:40a	7:58a	8:29a	8:45a	8:58a	9:09a	9:29a
8:05a	8:23a	8:54a	9:10a	9:23a	9:34a	9:54a
8:30a	8:48a	9:19a	9:35a	9:48a	9:59a	10:19a
8:55a	9:13a	9:44a	10:00a	10:13a	10:24a	10:44a
9:20a	9:38a	10:09a	10:25a	10:38a	10:49a	11:09a
9:46a	10:04a	10:35a	10:51a	11:04a	11:15a	11:35a
10:14a	10:32a	11:03a	11:19a	11:32a	11:43a	12:03p
10:39a	10:58a	11:20a	11:35a	11:47a	11:58a	12:20p
11:04a	11:23a	11:45a	12:00p	12:12p	12:23p	12:45p
11:27a	11:46a	12:08p	12:23p	12:35p	12:46p	1:08p
11:52a	12:11p	12:33p	12:48p	1:00p	1:11p	1:33p
12:16p	12:35p	12:57p	1:12p	1:24p	1:35p	1:57p
12:40p	12:59p	1:21p	1:36p	1:48p	1:59p	2:21p
1:04p	1:26p	1:54p	2:13p	2:27p	2:38p	2:58p
1:29p	1:51p	2:19p	2:38p	2:52p	3:03p	3:23p
1:57p	2:19p	2:47p	3:06p	3:20p	3:31p	3:51p
2:25p	2:47p	3:15p	3:34p	3:48p	3:59p	4:19p
2:53p	3:15p	3:43p	4:02p	4:16p	4:27p	4:47p
3:19p	3:45p	4:16p	4:34p	4:48p	4:59p	5:23p
3:41p	4:07p	4:38p	4:56p	5:10p	5:21p	5:45p
4:05p	4:31p	5:02p	5:20p	5:34p	5:45p	6:09p
4:30p	4:56p	5:27p	5:45p	5:59p	6:10p	6:34p
4:59p	5:25p	5:56p	6:14p	6:28p	6:39p	7:03p
5:29p	5:54p	6:21p	6:38p	6:51p	7:00p	7:19p
5:59p	6:24p	6:51p	7:08p	7:21p	7:30p	7:49p G
6:25p	6:45p	7:05p	7:18p	7:29p	7:40p	7:58p
6:54p	7:14p	7:34p	7:47p	7:58p	8:09p	8:27p
7:22p	7:42p	8:02p	8:15p	8:26p	8:37p	8:55p
7:49p	8:09p	8:29p	8:42p	8:53p	9:04p	9:22p
8:09p	8:27p	8:45p	8:58p	9:09p	9:20p	9:38p G
8:34p	8:52p	9:10p	9:23p	9:34p	9:45p	10:03p
9:04p	9:22p	9:40p	9:53p	10:04p	10:15p	10:33p
9:34p	9:50p	10:05p	10:17p	10:27p	10:38p	10:53p
10:03p	10:19p	10:34p	10:46p	10:56p	11:07p	11:22p
10:27p	10:43p	10:58p	11:10p	11:20p	11:31p	11:46p G
10:57p	11:13p	11:28p	11:40p	11:50p	12:01a	12:16a G
11:27p	11:43p	11:58p	12:10a	12:20a	12:31a	12:46a G
11:57p	12:13a	12:28a	12:40a	12:50a	1:01a	1:16a G

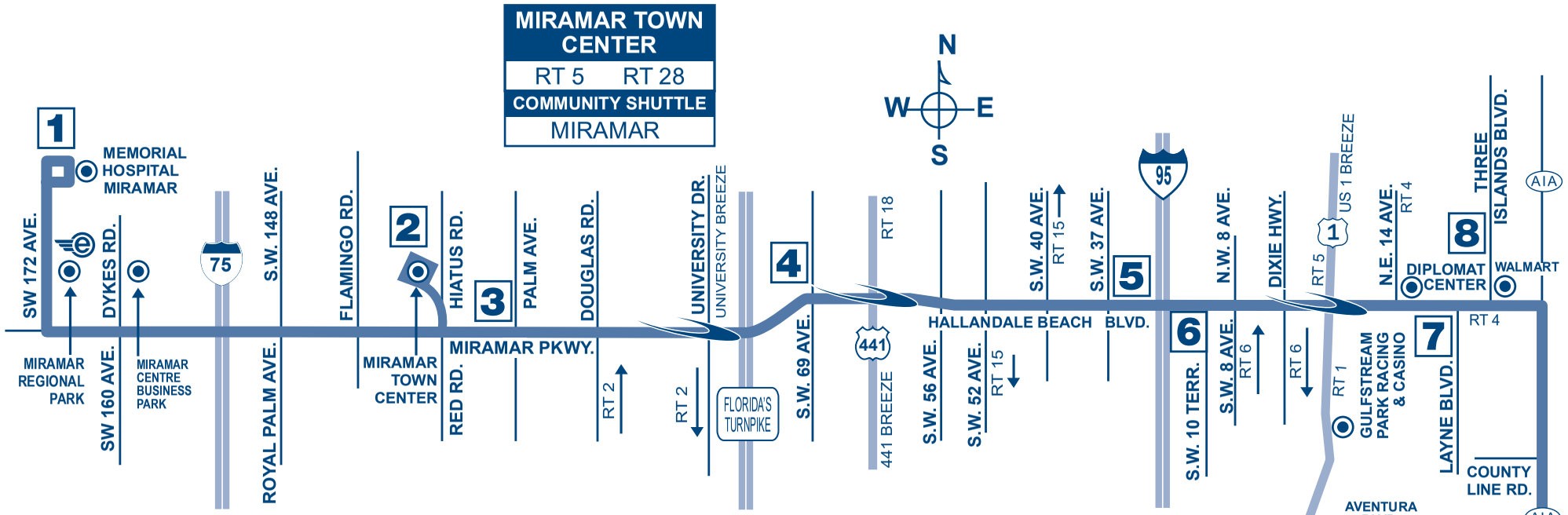
NUMBERS IN BOXES REFER TO TIME POINTS ON MAP

Times with the letter "G" after them indicate bus returns to garage.

ROUTE 28

Memorial Hospital Miramar to Aventura Mall

via Miramar Parkway/Hallandale Beach Boulevard



LEGEND

CONNECTING ROUTES

RT #

MAIN ROUTE

TIMEPOINTS

The Breeze stop location

95 Express

POINTS OF INTEREST

- Memorial Hospital Miramar
- Miramar Centre Business Park
- Miramar Town Center
- Gulfstream Park Racing & Casino
- Diplomat Center
- Wal-Mart
- Aventura Mall
- Miramar Regional Park



AVENTURA MALL

RT 1 RT 28

US 1 BREEZE

SATURDAY

There are additional bus stops in between those listed.

EASTBOUND

To Aventura Mall

MEMORIAL HOSPITAL MIRAMAR	MIRAMAR TOWN CENTER	MIRAMAR PARKWAY & PALM AVE	MIRAMAR PARKWAY & SW 69TH	HALLANDALE BCH BLVD & SW 10 TERR	HALLANDALE BCH BLVD & LAYNE BLVD	AVENTURA MALL
1	**2**	**3**	**4**	**6**	**7**	**9**
5:25a	5:45a	5:51a	6:04a	6:20a	6:31a	6:46a
5:48a	6:08a	6:14a	6:27a	6:43a	6:54a	7:09a
6:15a	6:35a	6:41a	6:54a	7:10a	7:21a	7:36a
6:45a	7:07a	7:15a	7:28a	7:45a	7:57a	8:14a
7:12a	7:34a	7:42a	7:55a	8:12a	8:24a	8:41a
7:42a	8:04a	8:12a	8:25a	8:42a	8:54a	9:11a
8:12a	8:34a	8:42a	8:55a	9:12a	9:24a	9:41a
8:42a	9:04a	9:12a	9:25a	9:42a	9:54a	10:11a
9:13a	9:35a	9:43a	9:56a	10:13a	10:25a	10:42a
9:45a	10:09a	10:18a	10:34a	10:53a	11:08a	11:27a
10:15a	10:39a	10:48a	11:04a	11:23a	11:38a	11:57a
10:45a	11:09a	11:18a	11:34a	11:53a	12:08p	12:27p
11:15a	11:39a	11:48a	12:04p	12:23p	12:38p	12:57p
11:45a	12:09p	12:18p	12:34p	12:53p	1:08p	1:27p
12:15p	12:39p	12:48p	1:04p	1:23p	1:38p	1:57p
12:45p	1:09p	1:18p	1:34p	1:53p	2:08p	2:27p
1:15p	1:39p	1:48p	2:04p	2:23p	2:38p	2:57p
1:40p	2:04p	2:13p	2:29p	2:48p	3:03p	3:23p
2:10p	2:34p	2:43p	2:59p	3:18p	3:33p	3:53p
2:41p	3:05p	3:14p	3:30p	3:49p	4:04p	4:24p
3:12p	3:36p	3:45p	4:01p	4:20p	4:35p	4:55p
3:43p	4:07p	4:16p	4:32p	4:51p	5:06p	5:26p
4:13p	4:37p	4:46p	5:02p	5:21p	5:36p	5:56p
4:43p	5:07p	5:16p	5:32p	5:51p	6:06p	6:26p
5:13p	5:37p	5:46p	6:02p	6:21p	6:36p	6:56p
5:38p	6:02p	6:11p	6:27p	6:46p	7:01p	7:21p
6:07p	6:31p	6:40p	6:56p	7:15p	7:30p	7:50p
6:38p	7:01p	7:10p	7:21p	7:36p	7:46p	8:00p G
7:06p	7:29p	7:38p	7:49p	8:04p	8:14p	8:28p
7:37p	8:00p	8:09p	8:20p	8:35p	8:45p	8:59p
8:08p	8:31p	8:40p	8:51p	9:06p	9:16p	9:30p
8:38p	9:01p	9:10p	9:21p	9:36p	9:46p	10:00p
9:10p	9:33p	9:42p	9:53p	10:08p	10:18p	10:32p
9:43p	10:06p	10:14p	10:24p	10:37p	10:47p	11:00p
10:14p	10:37p	10:45p	10:55p	11:08p	11:18p	11:31p
10:47p	11:10p	11:18p	11:28p	11:41p	11:51p	12:04a G
11:19p	11:42p	11:50p	12:00a	12:13a	12:23a	12:36a G

WESTBOUND

To Memorial Hospital Miramar

AVENTURA MALL	HALLANDALE BCH BLVD & THREE ISLANDS BLVD	HALLANDALE BCH B/SW 37 A	MIRAMAR PARKWAY & SW 69TH	MIRAMAR PARKWAY & PALM AVE	MIRAMAR TOWN CENTER	MEMORIAL HOSPITAL MIRAMAR
9	**8**	**5**	**4**	**3**	**2**	**1**
5:35a	5:50a	6:04a	6:16a	6:26a	6:40a	6:58a
6:02a	6:17a	6:31a	6:43a	6:53a	7:07a	7:25a
6:30a	6:45a	6:59a	7:11a	7:21a	7:35a	7:53a
6:59a	7:14a	7:28a	7:40a	7:50a	8:04a	8:22a
7:26a	7:42a	7:58a	8:12a	8:23a	8:36a	8:55a
7:57a	8:13a	8:29a	8:43a	8:54a	9:07a	9:26a
8:28a	8:44a	9:00a	9:14a	9:25a	9:38a	9:57a
8:55a	9:11a	9:27a	9:41a	9:52a	10:05a	10:24a
9:25a	9:43a	10:03a	10:18a	10:29a	10:41a	11:00a
9:55a	10:13a	10:33a	10:48a	10:59a	11:11a	11:30a
10:25a	10:43a	11:03a	11:18a	11:29a	11:41a	12:00p
10:55a	11:13a	11:33a	11:48a	11:59a	12:11p	12:30p
11:20a	11:38a	11:58a	12:13p	12:24p	12:36p	12:55p
11:45a	12:03p	12:23p	12:38p	12:49p	1:01p	1:20p
12:15p	12:33p	12:53p	1:08p	1:19p	1:31p	1:50p
12:45p	1:04p	1:25p	1:40p	1:52p	2:05p	2:24p
1:15p	1:34p	1:55p	2:10p	2:22p	2:35p	2:54p
1:45p	2:04p	2:25p	2:40p	2:52p	3:05p	3:24p
2:15p	2:34p	2:55p	3:10p	3:22p	3:35p	3:54p
2:45p	3:04p	3:25p	3:40p	3:52p	4:05p	4:24p
3:15p	3:34p	3:55p	4:10p	4:22p	4:35p	4:54p
3:43p	4:02p	4:23p	4:38p	4:50p	5:03p	5:22p
4:13p	4:34p	4:56p	5:10p	5:22p	5:33p	5:51p
4:43p	5:04p	5:26p	5:40p	5:52p	6:03p	6:21p
5:13p	5:34p	5:56p	6:10p	6:22p	6:33p	6:51p
5:43p	6:04p	6:26p	6:40p	6:52p	7:03p	7:21p
6:13p	6:34p	6:56p	7:10p	7:22p	7:33p	7:51p
6:43p	7:04p	7:26p	7:40p	7:52p	8:03p	8:21p
7:13p	7:34p	7:56p	8:10p	8:22p	8:33p	8:51p
7:38p	7:55p	8:11p	8:22p	8:32p	8:44p	9:00p G
8:05p	8:22p	8:38p	8:49p	8:59p	9:11p	9:27p
8:39p	8:56p	9:12p	9:23p	9:33p	9:45p	10:01p
9:11p	9:28p	9:44p	9:55p	10:05p	10:17p	10:33p
9:43p	10:00p	10:16p	10:27p	10:37p	10:49p	11:05p
10:13p	10:30p	10:46p	10:57p	11:07p	11:19p	11:35p G
10:46p	11:03p	11:19p	11:30p	11:40p	11:52p	12:08a G
11:14p	11:31p	11:47p	11:58p	12:08a	12:20a	12:36a G
11:44p	12:01a	12:17a	12:28a	12:38a	12:50a	1:06a G

NUMBERS IN BOXES REFER TO TIME POINTS ON MAP

Times with the letter "G" after them indicate bus returns to garage.

SUNDAY

EASTBOUND

To Aventura Mall

MEMORIAL HOSPITAL MIRAMAR	MIRAMAR TOWN CENTER	MIRAMAR PARKWAY & PALM AVE	MIRAMAR PARKWAY & SW 69TH	HALLANDALE BCH BLVD & SW 10 TERR	HALLANDALE BCH BLVD & LAYNE BLVD	AVENTURA MALL
1	**2**	**3**	**4**	**6**	**7**	**9**
8:00a	8:21a	8:29a	8:41a	8:59a	9:12a	9:29a
8:45a	9:06a	9:14a	9:26a	9:44a	9:57a	10:14a
9:25a	9:46a	9:54a	10:06a	10:24a	10:37a	10:54a
10:05a	10:27a	10:36a	10:51a	11:09a	11:23a	11:42a
10:45a	11:07a	11:16a	11:31a	11:49a	12:03p	12:22p
11:30a	11:52a	12:01p	12:16p	12:34p	12:48p	1:07p
12:15p	12:37p	12:46p	1:01p	1:19p	1:33p	1:52p
1:00p	1:22p	1:31p	1:46p	2:04p	2:18p	2:37p
1:45p	2:07p	2:16p	2:31p	2:49p	3:03p	3:22p
2:30p	2:53p	3:02p	3:15p	3:33p	3:46p	4:05p
3:15p	3:38p	3:47p	4:00p	4:18p	4:31p	4:50p
4:00p	4:23p	4:32p	4:45p	5:03p	5:16p	5:35p
4:45p	5:08p	5:17p	5:30p	5:48p	6:01p	6:20p
5:30p	5:53p	6:02p	6:15p	6:33p	6:46p	7:05p
6:15p	6:38p	6:46p	6:59p	7:14p	7:24p	7:40p
6:57p	7:20p	7:28p	7:41p	7:56p	8:06p	8:22p
7:42p	8:05p	8:13p	8:26p	8:41p	8:51p	9:07p G
8:22p	8:45p	8:53p	9:06p	9:21p	9:31p	9:47p G

WESTBOUND

To Memorial Hospital Miramar

AVENTURA MALL	HALLANDALE BCH BLVD & THREE ISLANDS BLVD	HALLANDALE BCH B/SW 37 A	MIRAMAR PARKWAY & SW 69TH	MIRAMAR PARKWAY & PALM AVE	MIRAMAR TOWN CENTER	MEMORIAL HOSPITAL MIRAMAR
9	**8**	**5**	**4**	**3**	**2**	**1**
7:45a	8:02a	8:18a	8:31a	8:42a	8:52a	9:10a
8:25a	8:42a	8:58a	9:11a	9:22a	9:32a	9:50a
9:05a	9:22a	9:38a	9:51a	10:02a	10:12a	10:30a
9:50a	10:07a	10:23a	10:36a	10:47a	10:57a	11:15a
10:30a	10:49a	11:08a	11:22a	11:33a	11:43a	12:03p
11:12a	11:31a	11:50a	12:04p	12:15p	12:25p	12:45p
11:57a	12:16p	12:35p	12:49p	1:00p	1:10p	1:30p
12:41p	1:00p	1:19p	1:33p	1:44p	1:54p	2:14p
1:26p	1:45p	2:04p	2:18p	2:29p	2:39p	2:59p
2:08p	2:29p	2:50p	3:05p	3:16p	3:26p	3:45p
2:53p	3:14p	3:35p	3:50p	4:01p	4:11p	4:30p
3:38p	3:59p	4:20p	4:35p	4:46p	4:56p	5:15p
4:21p	4:42p	5:03p	5:18p	5:29p	5:39p	5:58p
5:05p	5:26p	5:47p	6:02p	6:13p	6:23p	6:42p
5:50p	6:11p	6:32p	6:47p	6:58p	7:08p	7:27p
6:35p	6:55p	7:14p	7:27p	7:38p	7:47p	8:04p
7:20p	7:40p	7:59p	8:12p	8:23p	8:32p	8:49p G
7:55p	8:15p	8:34p	8:47p	8:58p	9:07p	9:24p G
8:35p	8:55p	9:14p	9:27p	9:38p	9:47p	10:04p G

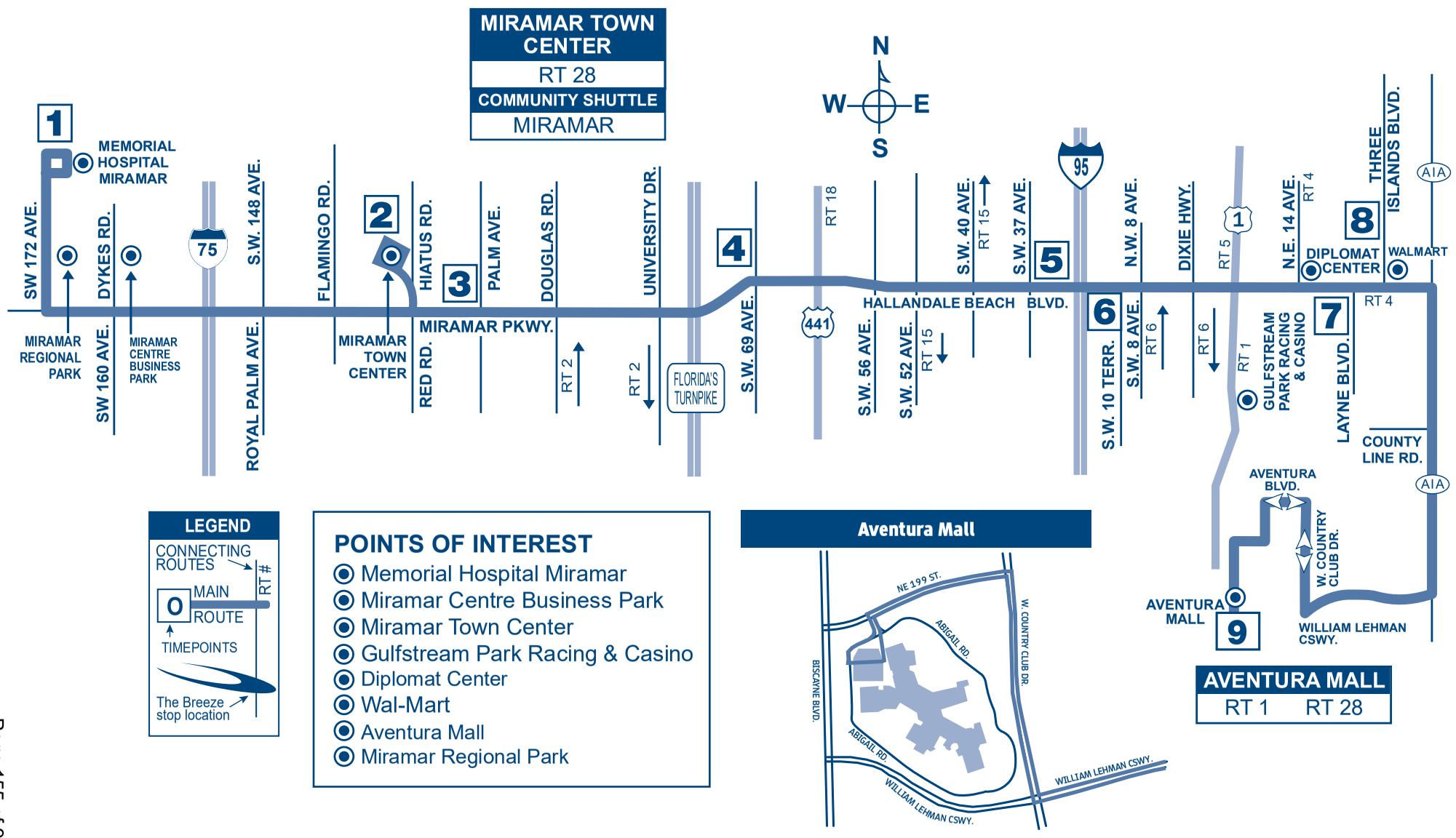
NUMBERS IN BOXES REFER TO TIME POINTS ON MAP

Times with the letter "G" after them indicate bus returns to garage.

ROUTE 28

Memorial Hospital Miramar to Aventura Mall

via Miramar Parkway/Hallandale Beach Boulevard



Customer Service

Monday - Friday.....7 am - 7:45 pm
Saturday, Sunday and Holidays.....8:30 am - 4:45 pm

Transit Operations Agents help with:

- Trip planning
- Routes, times and transfer information
- Identifying Bus Pass sales locations
- Special event information

Lost and Found: 954-357-8400, Monday, Tuesday, Thursday and Friday, 9:00 am - 4:00 pm

Holiday Bus Service

Sunday bus service is provided on the following observed holidays:

New Year's Day
Independence Day
Labor Day
Thanksgiving Day
Memorial Day
Christmas Day

Fares

Exact fare, dollar bill or coins required. Operators do not carry change.

Fares are: Regular, Premium Express, Senior/Youth/Disabled/Medicare.* Children (under 40 inches ride FREE)

Fare Deals

All Day Bus Pass offers unlimited rides on all routes. On sale aboard all BCT buses.

NOTE: Other cost saving passes cannot be purchased on BCT buses, but are available at the Central Bus Terminal and at authorized distributors.

10 Ride Pass: 10 Rides any time, any day. Expires after the tenth ride is taken.

7 Day Pass: Unlimited rides for seven consecutive days. Starts on the first day card is used. Expires after the seventh day.

31 Day Adult Pass: Unlimited rides for 31 consecutive days. Starts on the first day card is used.

31 Day Reduced Pass: Youth*, Seniors*, Disabled*, Medicare*, College Student*. Unlimited rides for 31 consecutive days. Starts on the first day card is used.

****Premium Express 10 Ride Pass:** 10 rides any time, any day. Expires after tenth ride is taken.

****Premium Express 31 Day Pass:** Unlimited rides for 31 consecutive days. Starts on the first day card is used.

Bus Passes are not exchangeable, refundable or transferrable. Damaged cards are invalid. Lost, stolen or damaged cards will not be replaced.

*NOTICE: Proof of age is required for Youth fare (18 years or younger) and for Senior fare (65 years or older). For College Student Bus Pass, a college photo ID card is required. For Disabled and Medicare fare, proof of disability (Medicare card) and photo I.D. is required. Eligible Senior fare patrons are encouraged to acquire their BCT Reduced Fare Photo ID cards.

** Premium Bus Pass can be purchased online at Broward.org/BCT and at select Broward County library locations.

PROTECTIONS OF TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AS AMENDED

Any person(s) or group(s) who believes that they have been subjected to discrimination because of race, color, or national origin, under any transit program or activity provided by Broward County Transit (BCT), may call 954-357-8481 to file a Title VI discrimination complaint or write to Broward County Transit Division, Compliance Manager, 1 N. University Drive, Suite 3100A, Plantation, FL 33324



TRANSIT WATCH

WHEN IT COMES TO OUR SAFETY, WE CAN ALWAYS USE AN EXTRA PAIR OF EYES AND EARS. BE ALERT. CALL 954-357-LOOK (5665). TELL US.

TRANSFER POLICY - EFFECTIVE 7/10/11

TRANSFERS BETWEEN REGULAR BCT BUS SERVICE AND BCT EXPRESS BUS SERVICE

Passengers using any BCT bus pass and transferring from a regular BCT route, to an Express bus route, must pay a $1.00 upgrade fee. Passengers with a Premium bus pass do not have to pay the $1.00 upgrade fee.

Passengers paying with cash, on a regular BCT bus route, will not be able to transfer to an Express bus route without paying the full premium fare when boarding the Express bus.

Passengers using an All-Day bus pass will be required to pay the $1.00 upgrade fee when boarding Express buses.

PREMIUM BUS PASS CUSTOMERS

The BCT 31-Day Premium Bus Pass is acceptable on all BCT regular bus routes.

TRANSFERS FROM BCT TO OTHER SOUTH FLORIDA TRANSIT SYSTEMS

When boarding a BCT bus, passenger pays the appropriate BCT fare and may request a transfer from the bus operator if transferring to Miami-Dade Transit (MDT), Palm Tran or Tri-Rail.

TRANSFERS TO BCT FROM OTHER SOUTH FLORIDA TRANSIT SYSTEMS

When transferring from MDT, Palm Tran and Tri-Rail to BCT regular fixed-route bus service, passenger pays $.50 with a transfer issued by MDT or Palm Tran and proof of fare payment such as Easy Card and receipt issued by Tri-Rail. Tri-Rail passengers boarding BCT at any locations other than at a Tri-Rail station will be required to pay the full fare.

TRANSFERS BETWEEN OTHER SOUTH FLORIDA TRANSIT SYSTEMS AND PREMIUM EXPRESS BUS SERVICE

Transfers to MDT or Tri-Rail from Premium Express Service, a transfer is issued and passenger must pay appropriate MDT or Tri-Rail fare.

Transfer from MDT or Tri-Rail to Premium Express Service, a $.50 transfer fee is required with the appropriate transfer from MDT or Tri-Rail.

The Premium Express Service does not connect with Palm Tran.

The Easy Card issued by MDT and Tri-Rail is not accepted as payment on any BCT bus.

Appendix E

Trip Generation

Existing Development Weekday Trip Generation Calculations

	TRIP GENERATION CHARACTERISTICS						DIRECTIONAL DISTRIBUTION		BASELINE TRIPS			MULTIMODAL REDUCTION		VEHICLE TRIPS			INTERNAL CAPTURE		EXTERNAL VEHICLE TRIPS			PASS-BY CAPTURE		NEW EXTERNAL VEHICLE TRIPS		
	Land Use	ITE Edition	ITE LUC	Scale	ITE Unit	Equation/Rate	Entering %	Exiting %	In	Out	Total	Factor	MR Trips	In	Out	Total	Rate	IC Trips	In	Out	Total	Rate	PB Trips	In	Out	Total
1	Mini-Warehouse	12	151	52.084	KSF	T = 1.29(X)	50%	50%	34	33	67	12.6%	9	30	28	58	0.0%	0	30	28	58	0.0%	0	30	28	58
2	Office Park	12	750	39.28	KSF	T = 9.97(X)	50%	50%	196	196	392	12.6%	49	172	171	343	0.0%	0	172	171	343	0.0%	0	172	171	343
								Total:	230	229	459	12.6%	58	202	199	401	0.0%	0	202	199	401	0.0%	0	202	199	401

Note: As the weekday rate for Office Park (LUC 750) is not available, the weekday rate for similar land use Business Park (LUC 770) was utilized.

Proposed Redevelopment Weekday Trip Generation Calculations

	TRIP GENERATION CHARACTERISTICS						DIRECTIONAL DISTRIBUTION		BASELINE TRIPS			MULTIMODAL REDUCTION		VEHICLE TRIPS			INTERNAL CAPTURE		EXTERNAL VEHICLE TRIPS			PASS-BY CAPTURE		NEW EXTERNAL VEHICLE TRIPS		
	Land Use	ITE Edition	ITE LUC	Scale	ITE Unit	Equation/Rate	Entering %	Exiting %	In	Out	Total	Factor	MR Trips	In	Out	Total	Rate	IC Trips	In	Out	Total	Rate	PB Trips	In	Out	Total
1	Home Improvement Superstore	12	862	136.03	KSF	T = 30.65(X)	50%	50%	2,085	2,084	4,169	12.6%	525	1,823	1,821	3,644	0.0%	0	1,823	1,821	3,644	42.0%	1,530	1,057	1,057	2,114
2	Strip Retail Plaza (<40k)	12	822	7.381	LKSF	T = 54.45(X)	50%	50%	201	201	402	12.6%	51	176	175	351	0.0%	0	176	175	351	40.0%	140	106	105	211
								Total:	2,286	2,285	4,571	12.6%	576	1,999	1,996	3,995	0.0%	0	1,999	1,996	3,995	41.8%	1,670	1,163	1,162	2,325

NET NEW TRIPS	961	963	1,924

Existing Development A.M. Peak Hour Trip Generation Calculations

	TRIP GENERATION CHARACTERISTICS						DIRECTIONAL DISTRIBUTION		BASELINE TRIPS			MULTIMODAL REDUCTION		VEHICLE TRIPS			INTERNAL CAPTURE		EXTERNAL VEHICLE TRIPS			PASS-BY CAPTURE		NEW EXTERNAL VEHICLE TRIPS		
	Land Use	ITE Edition	ITE LUC	Scale	ITE Unit	Equation/Rate	Entering %	Exiting %	In	Out	Total	Factor	MR Trips	In	Out	Total	Rate	IC Trips	In	Out	Total	Rate	PB Trips	In	Out	Total
1	Mini-Warehouse	12	151	52.084	KSF	T = 0.08(X)	59%	41%	2	2	4	12.6%	1	1	2	3	0.0%	0	1	2	3	0.0%	0	1	2	3
2	Office Park	12	750	39.28	KSF	T = 1.03(X)	89%	11%	36	4	40	12.6%	5	32	3	35	0.0%	0	32	3	35	0.0%	0	32	3	35
								Total:	38	6	44	12.6%	6	33	5	38	0.0%	0	33	5	38	0.0%	0	33	5	38

Proposed Redevelopment A.M. Peak Hour Trip Generation Calculations

	TRIP GENERATION CHARACTERISTICS						DIRECTIONAL DISTRIBUTION		BASELINE TRIPS			MULTIMODAL REDUCTION		VEHICLE TRIPS			INTERNAL CAPTURE		EXTERNAL VEHICLE TRIPS			PASS-BY CAPTURE		NEW EXTERNAL VEHICLE TRIPS		
	Land Use	ITE Edition	ITE LUC	Scale	ITE Unit	Equation/Rate	Entering %	Exiting %	In	Out	Total	Factor	MR Trips	In	Out	Total	Rate	IC Trips	In	Out	Total	Rate	PB Trips	In	Out	Total
1	Home Improvement Superstore	12	862	136.03	KSF	T = 1.5(X)	57%	43%	116	88	204	12.6%	26	101	77	178	0.0%	0	101	77	178	0.0%	0	101	77	178
2	Strip Retail Plaza (<40k)	12	822	7.381	LKSF	T = 3.93(X)	55%	45%	16	13	29	12.6%	4	14	11	25	0.0%	0	14	11	25	0.0%	0	14	11	25
								Total:	132	101	233	12.6%	29	115	88	203	0.0%	0	115	88	203	0.0%	0	115	88	203

NET NEW TRIPS	**82**	**83**	**165**

Existing Development P.M. Peak Hour Trip Generation Calculations

	TRIP GENERATION CHARACTERISTICS						DIRECTIONAL DISTRIBUTION		BASELINE TRIPS			MULTIMODAL REDUCTION		VEHICLE TRIPS			INTERNAL CAPTURE		EXTERNAL VEHICLE TRIPS			PASS-BY CAPTURE		NEW EXTERNAL VEHICLE TRIPS		
	Land Use	ITE Edition	ITE LUC	Scale	ITE Unit	Equation/Rate	Entering %	Exiting %	In	Out	Total	Factor	MR Trips	In	Out	Total	Rate	IC Trips	In	Out	Total	Rate	PB Trips	In	Out	Total
1	Mini-Warehouse	12	151	52.084	KSF	T = 0.14(X)	48%	52%	3	4	7	12.6%	1	3	3	6	0.0%	0	3	3	6	0.0%	0	3	3	6
2	Office Park	12	750	39.28	KSF	T = 1.21(X)	15%	85%	7	41	48	12.6%	6	6	36	42	0.0%	0	6	36	42	0.0%	0	6	36	42
						Total:			10	45	55	12.6%	7	9	39	48	0.0%	0	9	39	48	0.0%	0	9	39	48

Proposed Redevelopment P.M. Peak Hour Trip Generation Calculations

	TRIP GENERATION CHARACTERISTICS						DIRECTIONAL DISTRIBUTION		BASELINE TRIPS			MULTIMODAL REDUCTION		VEHICLE TRIPS			INTERNAL CAPTURE		EXTERNAL VEHICLE TRIPS			PASS-BY CAPTURE		NEW EXTERNAL VEHICLE TRIPS		
	Land Use	ITE Edition	ITE LUC	Scale	ITE Unit	Equation/Rate	Entering %	Exiting %	In	Out	Total	Factor	MR Trips	In	Out	Total	Rate	IC Trips	In	Out	Total	Rate	PB Trips	In	Out	Total
1	Home Improvement Superstore	12	862	136.03	KSF	T = 2.28(X)	49%	51%	152	158	310	12.6%	39	133	138	271	0.0%	0	133	138	271	42.0%	114	77	80	157
2	Strip Retail Plaza (<40k)	12	822	7.381	LKSF	Ln(T) = 0.68 Ln(X) + 2.77	50%	50%	31	31	62	12.6%	8	27	27	54	0.0%	0	27	27	54	40.0%	22	16	16	32
						Total:			183	189	372	12.6%	47	160	165	325	0.0%	0	160	165	325	41.9%	136	93	96	189

NET NEW TRIPS	**84**	**57**	**141**

Means of Transportation to Work

United States® Census Bureau

Note: This is a modified view of the original table produced by the U.S. Census Bureau. This download or printed version may have missing information from the original table.

(24+43+0)/509 = 12.6%

Label	Census Tract 1005.01; Broward County; Florida	
	Estimate	Margin of Error
Total:	509	±173
Car, truck, or van:	403	±166
Drove alone	363	±160
Carpooled:	40	±34
In 2-person carpool	40	±34
In 3-person carpool	0	±15
In 4-person carpool	0	±15
In 5- or 6-person carpool	0	±15
In 7-or-more-person carpool	0	±15
Public transportation (excluding taxicab):	24	±39
Bus	24	±39
Subway or elevated rail	0	±15
Long-distance train or commuter rail	0	±15
Light rail, streetcar or trolley (carro público in Puerto Rico)	0	±15
Ferryboat	0	±15
Taxicab	0	±15
Motorcycle	0	±15
Bicycle	43	±62
Walked	0	±15
Other means	18	±27
Worked from home	21	±23

Table Notes

Means of Transportation to Work

Survey/Program: American Community Survey

Universe: Workers 16 years and over

Year: 2022

Estimates: 5-Year

Table ID: B08301

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, the decennial census is the official sourc of population totals for April 1st of each decennial year. In between censuses, the Census Bureau's Population Estimates Program produces and dissemina the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.

Information about the American Community Survey (ACS) can be found on the ACS website. Supporting documentation including code lists, subject definitions, data accuracy, and statistical testing, and a full list of ACS tables and table shells (without estimates) can be found on the Technical Documentation section of the ACS website.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the
Methodology
section.

Source: U.S. Census Bureau, 2018-2022 American Community Survey 5-Year Estimates

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represent through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see ACS Technical Documentation). The effect of nonsampling error is not represented in these tables.

Workers include members of the Armed Forces and civilians who were at work last week.

Several means of transportation to work categories were updated in 2019. For more information, see: Change to Means of Transportation.

The 2018-2022 American Community Survey (ACS) data generally reflect the March 2020 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas. In certain instances, the names, codes, and boundaries of the principal cities shown in ACS tables may diff from the OMB delineation lists due to differences in the effective dates of the geographic entities.

Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on 2020 Census data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Explanation of Symbols:

-

The estimate could not be computed because there were an insufficient number of sample observations. For a ratio of medians estimate, one or both of th median estimates falls in the lowest interval or highest interval of an open-ended distribution. For a 5-year median estimate, the margin of error associate with a median was larger than the median itself.

N

The estimate or margin of error cannot be displayed because there were an insufficient number of sample cases in the selected geographic area.

(X)

The estimate or margin of error is not applicable or not available.

median-

The median falls in the lowest interval of an open-ended distribution (for example "2,500-")

median+

The median falls in the highest interval of an open-ended distribution (for example "250,000+").

**

The margin of error could not be computed because there were an insufficient number of sample observations.

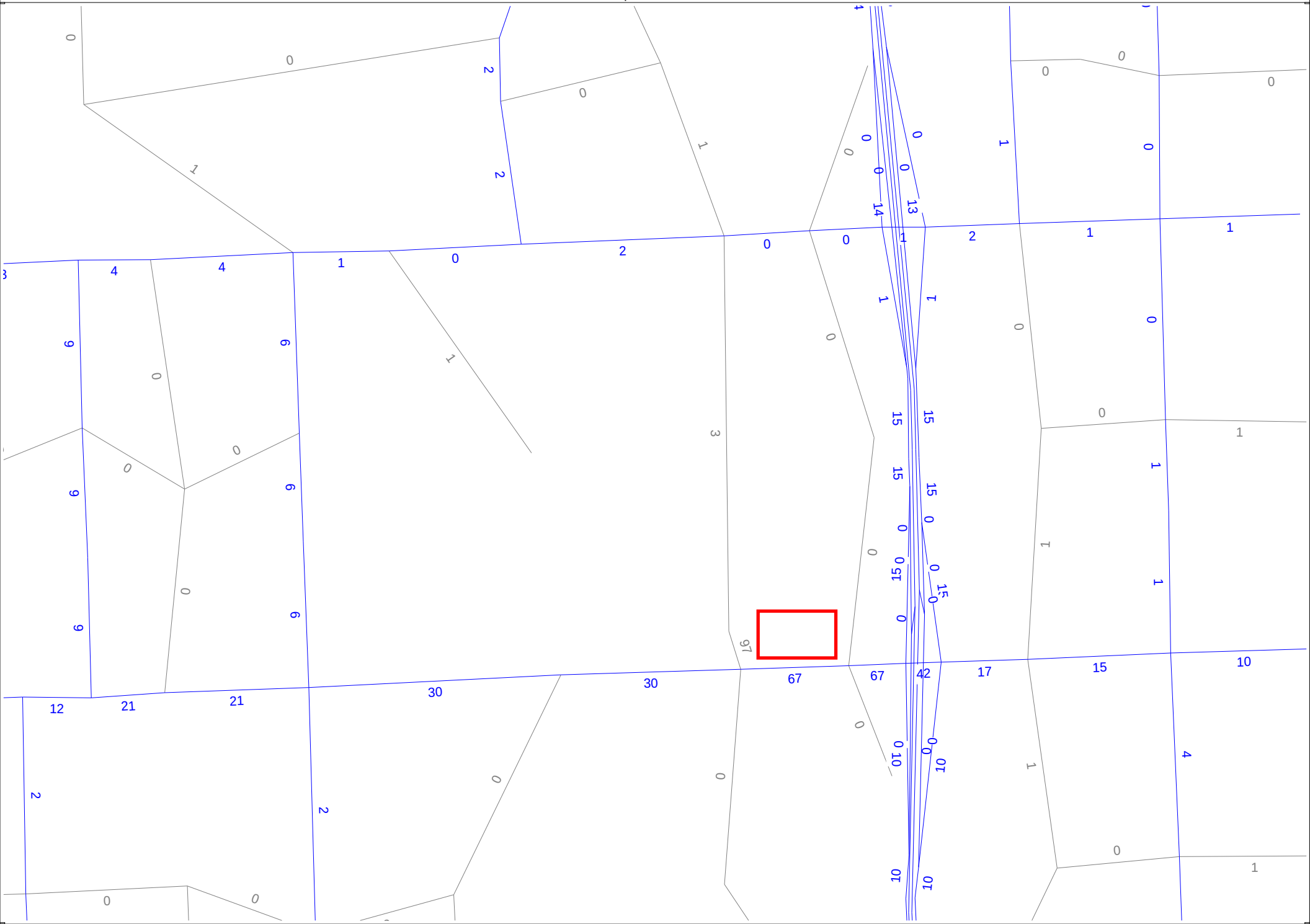
***

The margin of error could not be computed because the median falls in the lowest interval or highest interval of an open-ended distribution.

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Appendix F

Trip Distribution



(Licensed to Kimley Horn & Associates)

Appendix G

Volume Development Worksheets

TRAFFIC VOLUMES
AT STUDY INTERSECTIONS

INTERSECTION: Hallandale Beach Boulevard and Lake Shore Drive
COUNT DATE: December 5, 2024
AM PEAK HOUR FACTOR: 0.89
PM PEAK HOUR FACTOR: 0.95

"AM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Raw Turning Movements		16	1,184	9		36	1,133	12		32	0	35		0	0	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
AM EXISTING CONDITIONS		**17**	**1,243**	**9**		**38**	**1,190**	**13**		**34**	**0**	**37**		**0**	**0**	**0**

"PM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Raw Turning Movements		22	1,064	24		60	1,716	21		14	0	35		0	0	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
PM EXISTING CONDITIONS		**23**	**1,117**	**25**		**63**	**1,802**	**22**		**15**	**0**	**37**		**0**	**0**	**0**

"AM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
AM BACKGROUND TRAFFIC GROWTH		0	21	0		1	20	0		1	0	1		0	0	0
AM NON-PROJECT TRAFFIC		**17**	**1,264**	**9**		**39**	**1,210**	**13**		**35**	**0**	**38**		**0**	**0**	**0**

"PM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
PM BACKGROUND TRAFFIC GROWTH		0	19	0		1	31	0		0	0	1		0	0	0
PM NON-PROJECT TRAFFIC		**23**	**1,136**	**25**		**64**	**1,833**	**22**		**15**	**0**	**38**		**0**	**0**	**0**

"AM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering			30.0%													
	Exiting							30.0%									

"PM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering							-59.0%									
	Exiting							59.0%									
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering			30.0%													
	Exiting							30.0%									

"AM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New			25				25									
AM TOTAL PROJECT TRAFFIC			**0**	**25**	**0**		**0**	**25**	**0**		**0**	**0**	**0**		**0**	**0**	**0**
AM TOTAL TRAFFIC			**17**	**1,289**	**9**		**39**	**1,235**	**13**		**35**	**0**	**38**		**0**	**0**	**0**

"PM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By							1									
	Valet																
	Net New			25				17									
PM TOTAL PROJECT TRAFFIC			**0**	**25**	**0**		**0**	**18**	**0**		**0**	**0**	**0**		**0**	**0**	**0**
PM TOTAL TRAFFIC			**23**	**1,161**	**25**		**64**	**1,851**	**22**		**15**	**0**	**38**		**0**	**0**	**0**

TRAFFIC VOLUMES
AT STUDY INTERSECTIONS

INTERSECTION: Hallandale Beach Boulevard and S Park Road
COUNT DATE: December 5, 2024
AM PEAK HOUR FACTOR: 0.91
PM PEAK HOUR FACTOR: 0.96

"AM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Raw Turning Movements		75	1,177	0	18	0	1,097	93		14	7	11		240	1	83
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
AM EXISTING CONDITIONS		**79**	**1,236**	**0**	**19**	**0**	**1,152**	**98**		**15**	**7**	**12**		**252**	**1**	**87**

"PM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Raw Turning Movements		73	1,021	2	33	3	1,607	109		7	6	5		229	2	183
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
PM EXISTING CONDITIONS		**77**	**1,072**	**2**	**35**	**3**	**1,687**	**114**		**7**	**6**	**5**		**240**	**2**	**192**

"AM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0	0	0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
AM BACKGROUND TRAFFIC GROWTH		1	21	0	0	0	20	2		0	0	0		4	0	1
AM NON-PROJECT TRAFFIC		**80**	**1,257**	**0**	**19**	**0**	**1,172**	**100**		**15**	**7**	**12**		**256**	**1**	**88**

"PM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0	0	0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
PM BACKGROUND TRAFFIC GROWTH		1	18	0	1	0	29	2		0	0	0		4	0	3
PM NON-PROJECT TRAFFIC		**78**	**1,090**	**2**	**36**	**3**	**1,716**	**116**		**7**	**6**	**5**		**244**	**2**	**195**

"AM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering			30.0%													
	Exiting					67.0%		30.0%									

"PM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering							-59.0%									
	Exiting					41.0%		59.0%									
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering			30.0%													
	Exiting					67.0%		30.0%									

"AM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New			25		56		25									
AM TOTAL PROJECT TRAFFIC			**0**	**25**	**0**	**56**	**0**	**25**	**0**		**0**	**0**	**0**		**0**	**0**	**0**
AM TOTAL TRAFFIC			**80**	**1,282**	**0**	**75**	**0**	**1,197**	**100**		**15**	**7**	**12**		**256**	**1**	**88**

"PM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By					28		1									
	Valet																
	Net New			25		38		17									
PM TOTAL PROJECT TRAFFIC			**0**	**25**	**0**	**66**	**0**	**18**	**0**		**0**	**0**	**0**		**0**	**0**	**0**
PM TOTAL TRAFFIC			**78**	**1,115**	**2**	**102**	**3**	**1,734**	**116**		**7**	**6**	**5**		**244**	**2**	**195**

TRAFFIC VOLUMES
AT STUDY INTERSECTIONS

INTERSECTION: Hallandale Beach Boulevard and Bryan Road
COUNT DATE: December 5, 2024
AM PEAK HOUR FACTOR: 0.93
PM PEAK HOUR FACTOR: 0.98

"AM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Raw Turning Movements		0	1,445	19		14	1,187	10		0	0	30		0	0	4
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
AM EXISTING CONDITIONS		**0**	**1,517**	**20**		**15**	**1,246**	**11**		**0**	**0**	**32**		**0**	**0**	**4**

"PM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Raw Turning Movements		0	1,252	36		47	1,727	17		0	0	28		0	0	9
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
PM EXISTING CONDITIONS		**0**	**1,315**	**38**		**49**	**1,813**	**18**		**0**	**0**	**29**		**0**	**0**	**9**

"AM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
AM BACKGROUND TRAFFIC GROWTH		0	26	0		0	21	0		0	0	1		0	0	0
AM NON-PROJECT TRAFFIC		**0**	**1,543**	**20**		**15**	**1,267**	**11**		**0**	**0**	**33**		**0**	**0**	**4**

"PM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
PM BACKGROUND TRAFFIC GROWTH		0	23	1		1	31	0		0	0	0		0	0	0
PM NON-PROJECT TRAFFIC		**0**	**1,338**	**39**		**50**	**1,844**	**18**		**0**	**0**	**29**		**0**	**0**	**9**

"AM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering			30.0%													
	Exiting			67.0%				82.0%									15.0%

"PM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering							-59.0%									
	Exiting			41.0%				80.0%									20.0%
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering			30.0%													
	Exiting			67.0%				82.0%									15.0%

"AM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New			81				68									13
AM TOTAL PROJECT TRAFFIC			**0**	**81**	**0**		**0**	**68**	**0**		**0**	**0**	**0**		**0**	**0**	**13**
AM TOTAL TRAFFIC			**0**	**1,624**	**20**		**15**	**1,335**	**11**		**0**	**0**	**33**		**0**	**0**	**17**

"PM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By			28				15									14
	Valet																
	Net New			63				47									8
PM TOTAL PROJECT TRAFFIC			**0**	**91**	**0**		**0**	**62**	**0**		**0**	**0**	**0**		**0**	**0**	**22**
PM TOTAL TRAFFIC			**0**	**1,429**	**39**		**50**	**1,906**	**18**		**0**	**0**	**29**		**0**	**0**	**31**

TRAFFIC VOLUMES
AT STUDY INTERSECTIONS

INTERSECTION: Hallandale Beach Boulevard and SW 31st Avenue
COUNT DATE: December 5, 2024
AM PEAK HOUR FACTOR: 0.96
PM PEAK HOUR FACTOR: 0.95

"AM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Raw Turning Movements	5	10	1,439	2		26	1,128	43		0	0	23		0	0	62
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
AM EXISTING CONDITIONS	**5**	**11**	**1,511**	**2**		**27**	**1,184**	**45**		**0**	**0**	**24**		**0**	**0**	**65**

"PM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Raw Turning Movements	11	13	1,252	10		86	1,685	38		0	0	12		0	0	91
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
PM EXISTING CONDITIONS	**12**	**14**	**1,315**	**11**		**90**	**1,769**	**40**		**0**	**0**	**13**		**0**	**0**	**96**

"AM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC	0	0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
AM BACKGROUND TRAFFIC GROWTH	0	0	26	0		0	20	1		0	0	0		0	0	1
AM NON-PROJECT TRAFFIC	**5**	**11**	**1,537**	**2**		**27**	**1,204**	**46**		**0**	**0**	**24**		**0**	**0**	**66**

"PM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC	0	0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
PM BACKGROUND TRAFFIC GROWTH	0	0	23	0		2	30	1		0	0	0		0	0	2
PM NON-PROJECT TRAFFIC	**12**	**14**	**1,338**	**11**		**92**	**1,799**	**41**		**0**	**0**	**13**		**0**	**0**	**98**

"AM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering	10.0%	20.0%					67.0%									
	Exiting			67.0%													15.0%

"PM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering	10.0%	31.0%	-41.0%													
	Exiting			41.0%													21.0%
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering	10.0%	20.0%					67.0%									
	Exiting			67.0%													15.0%

"AM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New	8	17	56				55									12
AM TOTAL PROJECT TRAFFIC		**8**	**17**	**56**	**0**		**0**	**55**	**0**		**0**	**0**	**0**		**0**	**0**	**12**
AM TOTAL TRAFFIC		**13**	**28**	**1,593**	**2**		**27**	**1,259**	**46**		**0**	**0**	**24**		**0**	**0**	**78**

"PM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By	6	21	1													14
	Valet																
	Net New	8	17	38				56									9
PM TOTAL PROJECT TRAFFIC		**14**	**38**	**39**	**0**		**0**	**56**	**0**		**0**	**0**	**0**		**0**	**0**	**23**
PM TOTAL TRAFFIC		**26**	**52**	**1,377**	**11**		**92**	**1,855**	**41**		**0**	**0**	**13**		**0**	**0**	**121**

TRAFFIC VOLUMES
AT STUDY INTERSECTIONS

INTERSECTION: SW 27th Street and Bryan Road
COUNT DATE: December 5, 2024
AM PEAK HOUR FACTOR: 0.87
PM PEAK HOUR FACTOR: 0.86

"AM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Raw Turning Movements		0	19	4		3	58	0		6	0	7		0	0	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
AM EXISTING CONDITIONS		**0**	**20**	**4**		**3**	**61**	**0**		**6**	**0**	**7**		**0**	**0**	**0**

"PM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Raw Turning Movements		0	36	14		2	43	0		14	0	28		0	0	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
PM EXISTING CONDITIONS		**0**	**38**	**15**		**2**	**45**	**0**		**15**	**0**	**29**		**0**	**0**	**0**

"AM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
AM BACKGROUND TRAFFIC GROWTH		0	0	0		0	1	0		0	0	0		0	0	0
AM NON-PROJECT TRAFFIC		**0**	**20**	**4**		**3**	**62**	**0**		**6**	**0**	**7**		**0**	**0**	**0**

"PM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
PM BACKGROUND TRAFFIC GROWTH		0	1	0		0	1	0		0	0	0		0	0	0
PM NON-PROJECT TRAFFIC		**0**	**39**	**15**		**2**	**46**	**0**		**15**	**0**	**29**		**0**	**0**	**0**

"AM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering				3.0%												
	Exiting										3.0%						

"PM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering				3.0%												
	Exiting										3.0%						

"AM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New				2						2						
AM TOTAL PROJECT TRAFFIC			**0**	**0**	**2**		**0**	**0**	**0**		**2**	**0**	**0**		**0**	**0**	**0**
AM TOTAL TRAFFIC			**0**	**20**	**6**		**3**	**62**	**0**		**8**	**0**	**7**		**0**	**0**	**0**

"PM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New				3						2						
PM TOTAL PROJECT TRAFFIC			**0**	**0**	**3**		**0**	**0**	**0**		**2**	**0**	**0**		**0**	**0**	**0**
PM TOTAL TRAFFIC			**0**	**39**	**18**		**2**	**46**	**0**		**17**	**0**	**29**		**0**	**0**	**0**

TRAFFIC VOLUMES
AT STUDY INTERSECTIONS

INTERSECTION: Hallandale Beach Boulevard and South Project Driveway
COUNT DATE: December 5, 2024
AM PEAK HOUR FACTOR: 0.92
PM PEAK HOUR FACTOR: 0.92

"AM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Raw Turning Movements		0	1,475	0		0	1,211	0		0	0	0		0	0	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
AM EXISTING CONDITIONS		**0**	**1,549**	**0**		**0**	**1,272**	**0**		**0**	**0**	**0**		**0**	**0**	**0**

"PM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Raw Turning Movements		0	1,280	0		0	1,791	0		0	0	0		0	0	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
PM EXISTING CONDITIONS		**0**	**1,344**	**0**		**0**	**1,881**	**0**		**0**	**0**	**0**		**0**	**0**	**0**

"AM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
AM BACKGROUND TRAFFIC GROWTH		0	27	0		0	22	0		0	0	0		0	0	0
AM NON-PROJECT TRAFFIC		**0**	**1,576**	**0**		**0**	**1,294**	**0**		**0**	**0**	**0**		**0**	**0**	**0**

"PM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
PM BACKGROUND TRAFFIC GROWTH		0	23	0		0	32	0		0	0	0		0	0	0
PM NON-PROJECT TRAFFIC		**0**	**1,367**	**0**		**0**	**1,913**	**0**		**0**	**0**	**0**		**0**	**0**	**0**

"AM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering			30.0%					77.0%								
	Exiting			67.0%				15.0%									67.0%

"PM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering							-59.0%	69.0%								
	Exiting			41.0%				21.0%									59.0%
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering			30.0%					77.0%								
	Exiting			67.0%				15.0%									67.0%

"AM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New			81				12	63								56
AM TOTAL PROJECT TRAFFIC			**0**	**81**	**0**		**0**	**12**	**63**		**0**	**0**	**0**		**0**	**0**	**56**
AM TOTAL TRAFFIC			**0**	**1,657**	**0**		**0**	**1,306**	**63**		**0**	**0**	**0**		**0**	**0**	**56**

"PM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By			28				-26	46								41
	Valet																
	Net New			63				9	64								38
PM TOTAL PROJECT TRAFFIC			**0**	**91**	**0**		**0**	**-17**	**110**		**0**	**0**	**0**		**0**	**0**	**79**
PM TOTAL TRAFFIC			**0**	**1,458**	**0**		**0**	**1,896**	**110**		**0**	**0**	**0**		**0**	**0**	**79**

TRAFFIC VOLUMES
AT STUDY INTERSECTIONS

INTERSECTION: Hallandale Beach Boulevard and East Project Driveway
COUNT DATE: December 5, 2024
AM PEAK HOUR FACTOR: 0.92
PM PEAK HOUR FACTOR: 0.92

"AM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Raw Turning Movements		0	0	0		0	0	0		0	58	0		0	62	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
AM EXISTING CONDITIONS		**0**	**0**	**0**		**0**	**0**	**0**		**0**	**61**	**0**		**0**	**65**	**0**

"PM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Raw Turning Movements		0	0	0		0	0	0		0	62	0		0	91	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
PM EXISTING CONDITIONS		**0**	**0**	**0**		**0**	**0**	**0**		**0**	**65**	**0**		**0**	**96**	**0**

"AM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
AM BACKGROUND TRAFFIC GROWTH		0	0	0		0	0	0		0	1	0		0	1	0
AM NON-PROJECT TRAFFIC		**0**	**0**	**0**		**0**	**0**	**0**		**0**	**62**	**0**		**0**	**66**	**0**

"PM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
PM BACKGROUND TRAFFIC GROWTH		0	0	0		0	0	0		0	1	0		0	2	0
PM NON-PROJECT TRAFFIC		**0**	**0**	**0**		**0**	**0**	**0**		**0**	**66**	**0**		**0**	**98**	**0**

"AM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering										20.0%						
	Exiting				15.0%												

"PM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering										31.0%						
	Exiting				21.0%												
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering										20.0%						
	Exiting				15.0%												

"AM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New				12						17						
AM TOTAL PROJECT TRAFFIC			**0**	**0**	**12**		**0**	**0**	**0**		**17**	**0**	**0**		**0**	**0**	**0**
AM TOTAL TRAFFIC			**0**	**0**	**12**		**0**	**0**	**0**		**17**	**62**	**0**		**0**	**66**	**0**

"PM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By				14						21						
	Valet																
	Net New				9						17						
PM TOTAL PROJECT TRAFFIC			**0**	**0**	**23**		**0**	**0**	**0**		**38**	**0**	**0**		**0**	**0**	**0**
PM TOTAL TRAFFIC			**0**	**0**	**23**		**0**	**0**	**0**		**38**	**66**	**0**		**0**	**98**	**0**

TRAFFIC VOLUMES
AT STUDY INTERSECTIONS

INTERSECTION: Bryan Road and West Project Driveway
COUNT DATE: December 5, 2024
AM PEAK HOUR FACTOR: 0.92
PM PEAK HOUR FACTOR: 0.92

"AM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM Raw Turning Movements		0	0	0		0	0	0		0	13	0		0	7	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
AM EXISTING CONDITIONS		**0**	**0**	**0**		**0**	**0**	**0**		**0**	**14**	**0**		**0**	**7**	**0**

"PM EXISTING TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM Raw Turning Movements		0	0	0		0	0	0		0	42	0		0	16	0
Peak Season Correction Factor	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
PM EXISTING CONDITIONS		**0**	**0**	**0**		**0**	**0**	**0**		**0**	**44**	**0**		**0**	**17**	**0**

"AM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
AM BACKGROUND TRAFFIC GROWTH		0	0	0		0	0	0		0	0	0		0	0	0
AM NON-PROJECT TRAFFIC		**0**	**0**	**0**		**0**	**0**	**0**		**0**	**14**	**0**		**0**	**7**	**0**

"PM BACKGROUND TRAFFIC"	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
TOTAL "VESTED" TRAFFIC		0	0	0		0	0	0		0	0	0		0	0	0
Years To Buildout	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Yearly Growth Rate	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%	0.57%
PM BACKGROUND TRAFFIC GROWTH		0	0	0		0	0	0		0	1	0		0	0	0
PM NON-PROJECT TRAFFIC		**0**	**0**	**0**		**0**	**0**	**0**		**0**	**45**	**0**		**0**	**17**	**0**

"AM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting																
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering														3.0%		
	Exiting						15.0%		3.0%								

"PM PROJECT DISTRIBUTION"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
Pass-By Distribution	Entering																
	Exiting						20.0%										
Valet Distribution	Entering																
	Exiting																
Net New Distribution	Entering														3.0%		
	Exiting						15.0%		3.0%								

"AM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
AM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By																
	Valet																
	Net New						13		2						2		
AM TOTAL PROJECT TRAFFIC			**0**	**0**	**0**		**13**	**0**	**2**		**0**	**0**	**0**		**2**	**0**	**0**
AM TOTAL TRAFFIC			**0**	**0**	**0**		**13**	**0**	**2**		**0**	**14**	**0**		**2**	**7**	**0**

"PM PROJECT TRAFFIC"

LAND USE	TYPE	EBU	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBU	NBL	NBT	NBR	SBU	SBL	SBT	SBR
PM TRAFFIC DIVERSIONS																	
Project Trips	Pass - By						14										
	Valet																
	Net New						8		2						3		
PM TOTAL PROJECT TRAFFIC			**0**	**0**	**0**		**22**	**0**	**2**		**0**	**0**	**0**		**3**	**0**	**0**
PM TOTAL TRAFFIC			**0**	**0**	**0**		**22**	**0**	**2**		**0**	**45**	**0**		**3**	**17**	**0**

Appendix H

Intersection Capacity Analysis Worksheets

Existing A.M.

Lane Group	EBL	EBT	WBL	WBT	NBL	NBR	Ø1	Ø2	Ø3	Ø9
Lane Configurations										
Traffic Volume (vph)	17	1243	38	1190	34	37				
Future Volume (vph)	17	1243	38	1190	34	37				
Turn Type	Perm	NA	pm+pt	NA	Prot	Perm				
Protected Phases		1 2	3 9	1 2 3 9	4		1	2	3	9
Permitted Phases	1 2		1 2 3 9			4				
Detector Phase	1 2	1 2	3 9	1 2 3 9	4	4				
Switch Phase										
Minimum Initial (s)					6.0	6.0	4.0	12.0	4.0	6.0
Minimum Split (s)					32.0	32.0	11.0	24.0	11.0	32.0
Total Split (s)					23.0	23.0	15.0	82.0	15.0	25.0
Total Split (%)					14.4%	14.4%	9%	51%	9%	16%
Yellow Time (s)					4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)					2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)					0.0	0.0				
Total Lost Time (s)					6.0	6.0				
Lead/Lag					Lag	Lag	Lead	Lag	Lead	
Lead-Lag Optimize?					Yes	Yes	Yes	Yes	Yes	
Recall Mode					None	None	None	C-Min	None	None

Intersection Summary

Cycle Length: 160
Actuated Cycle Length: 160
Offset: 48 (30%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 1: Lake Shore Drive & W Hallandale Beach Boulevard



Lane Group	EBL	EBT	WBL	WBT	NBL	NBR
Lane Group Flow (vph)	19	1407	43	1352	38	42
v/c Ratio	0.41	0.65	0.09	0.43	0.43	0.19
Control Delay (s/veh)	52.5	23.0	1.3	1.2	87.3	2.0
Queue Delay	0.0	0.2	0.0	0.1	0.0	0.0
Total Delay (s/veh)	52.5	23.2	1.3	1.4	87.3	2.0
Queue Length 50th (ft)	11	527	3	50	40	0
Queue Length 95th (ft)	#56	617	m5	54	81	0
Internal Link Dist (ft)		398		276		
Turn Bay Length (ft)	125		105			
Base Capacity (vph)	46	2170	507	3153	188	296
Starvation Cap Reductn	0	0	0	681	0	0
Spillback Cap Reductn	0	177	0	0	0	6
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.41	0.71	0.08	0.55	0.20	0.14

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	17	1243	9	38	1190	13	34	0	37	0	0	0
Future Volume (vph)	17	1243	9	38	1190	13	34	0	37	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0		6.0	6.0		6.0		6.0			
Lane Util. Factor	1.00	0.95		1.00	0.95		1.00		1.00			
Frpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Flpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Frt	1.00	1.00		1.00	1.00		1.00		0.85			
Flt Protected	0.95	1.00		0.95	1.00		0.95		1.00			
Satd. Flow (prot)	1769	3535		1770	3532		1770		1583			
Flt Permitted	0.04	1.00		0.12	1.00		0.95		1.00			
Satd. Flow (perm)	77	3535		216	3532		1770		1583			
Peak-hour factor, PHF	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89
Adj. Flow (vph)	19	1397	10	43	1337	15	38	0	42	0	0	0
RTOR Reduction (vph)	0	0	0	0	0	0	0	0	40	0	0	0
Lane Group Flow (vph)	19	1407	0	43	1352	0	38	0	2	0	0	0
Confl. Peds. (#/hr)	7		3	3		7						
Confl. Bikes (#/hr)			6			6						1
Turn Type	Perm	NA		pm+pt	NA		Prot		Perm			
Protected Phases		1 2		3 9	1 2 3 9		4					
Permitted Phases	1 2			1 2 3 9					4			
Actuated Green, G (s)	97.1	97.1		129.1	141.1		6.9		6.9			
Effective Green, g (s)	97.1	97.1		129.1	141.1		6.9		6.9			
Actuated g/C Ratio	0.61	0.61		0.81	0.88		0.04		0.04			
Clearance Time (s)							6.0		6.0			
Vehicle Extension (s)							2.0		2.0			
Lane Grp Cap (vph)	46	2145		485	3114		76		68			
v/s Ratio Prot		c0.40		0.02	c0.38		c0.02					
v/s Ratio Perm	0.25			0.05					0.00			
v/c Ratio	0.41	0.66		0.09	0.43		0.50		0.03			
Uniform Delay, d1	16.5	20.5		8.2	1.8		74.9		73.3			
Progression Factor	1.00	1.00		0.62	0.47		1.00		1.00			
Incremental Delay, d2	2.2	0.6		0.0	0.0		1.9		0.1			
Delay (s)	18.7	21.1		5.1	0.9		76.7		73.4			
Level of Service	B	C		A	A		E		E			
Approach Delay (s/veh)		21.1			1.0			75.0			0.0	
Approach LOS		C			A			E			A	

Intersection Summary

HCM 2000 Control Delay (s/veh)	12.9	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.64		
Actuated Cycle Length (s)	160.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	49.6%	ICU Level of Service	A
Analysis Period (min)	15		

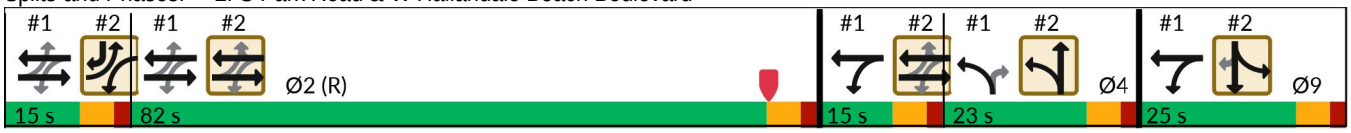
c Critical Lane Group

Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR	Ø2	Ø3
Lane Configurations											
Traffic Volume (vph)	79	1236	0	1152	98	7	252	1	87		
Future Volume (vph)	79	1236	0	1152	98	7	252	1	87		
Turn Type	pm+pt	NA	pm+pt	NA	Perm	NA	Split	NA	pm+ov		
Protected Phases	1	2 3	1	2 3		4	9	9	1	2	3
Permitted Phases	2 3		2 3		2 3				9		
Detector Phase	1	2 3	1	2 3	2 3	4	9	9	1		
Switch Phase											
Minimum Initial (s)	4.0		4.0			6.0	6.0	6.0	4.0	12.0	4.0
Minimum Split (s)	11.0		11.0			32.0	32.0	32.0	11.0	24.0	11.0
Total Split (s)	15.0		15.0			23.0	25.0	25.0	15.0	82.0	15.0
Total Split (%)	9.4%		9.4%			14.4%	15.6%	15.6%	9.4%	51%	9%
Yellow Time (s)	4.0		4.0			4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	2.0		2.0			2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)	0.0		0.0			0.0	0.0	0.0	0.0		
Total Lost Time (s)	6.0		6.0			6.0	6.0	6.0	6.0		
Lead/Lag	Lead		Lead			Lag			Lead	Lag	Lead
Lead-Lag Optimize?	Yes		Yes			Yes			Yes	Yes	Yes
Recall Mode	None		None			None	None	None	None	C-Min	None

Intersection Summary

Cycle Length: 160
Actuated Cycle Length: 160
Offset: 48 (30%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 2: S Park Road & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR
Lane Group Flow (vph)	87	1358	21	1266	108	37	138	140	96
v/c Ratio	0.27	0.67	0.07	0.63	0.12	0.37	0.57	0.58	0.21
Control Delay (s/veh)	7.7	10.1	9.5	24.9	3.3	62.4	73.0	73.3	8.0
Queue Delay	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	7.7	10.5	9.5	24.9	3.3	62.4	73.0	73.3	8.0
Queue Length 50th (ft)	1	571	7	461	3	25	143	145	0
Queue Length 95th (ft)	m25	205	18	535	32	66	226	229	44
Internal Link Dist (ft)		276		271		204		353	
Turn Bay Length (ft)	105		200		115		185		
Base Capacity (vph)	321	2012	297	2012	898	195	248	249	461
Starvation Cap Reductn	0	222	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.27	0.76	0.07	0.63	0.12	0.19	0.56	0.56	0.21

Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	79	1236	0	19	0	1152	98	15	7	12	252	1
Future Volume (vph)	79	1236	0	19	0	1152	98	15	7	12	252	1
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0			6.0	6.0	6.0		6.0		6.0	6.0
Lane Util. Factor	1.00	0.95			1.00	0.95	1.00		1.00		0.95	0.95
Frpb, ped/bikes	1.00	1.00			1.00	1.00	0.95		0.99		1.00	1.00
Flpb, ped/bikes	1.00	1.00			1.00	1.00	1.00		1.00		1.00	1.00
Frt	1.00	1.00			1.00	1.00	0.85		0.95		1.00	1.00
Flt Protected	0.95	1.00			0.95	1.00	1.00		0.98		0.95	0.95
Satd. Flow (prot)	1770	3539			1770	3539	1502		1726		1681	1686
Flt Permitted	0.13	1.00			0.11	1.00	1.00		0.98		0.95	0.95
Satd. Flow (perm)	249	3539			206	3539	1502		1726		1681	1686
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	87	1358	0	21	0	1266	108	16	8	13	277	1
RTOR Reduction (vph)	0	0	0	0	0	0	45	0	12	0	0	0
Lane Group Flow (vph)	87	1358	0	0	21	1266	63	0	25	0	138	140
Confl. Peds. (#/hr)	6		9		9		6	3				
Confl. Bikes (#/hr)			10				6			1		
Turn Type	pm+pt	NA			pm+pt	NA	Perm	Split	NA		Split	NA
Protected Phases	1	2 3			1	2 3		4	4		9	9
Permitted Phases	2 3				2 3		2 3					
Actuated Green, G (s)	106.1	89.9			106.1	89.9	89.9		6.9		23.0	23.0
Effective Green, g (s)	106.1	89.9			106.1	89.9	89.9		6.9		23.0	23.0
Actuated g/C Ratio	0.66	0.56			0.66	0.56	0.56		0.04		0.14	0.14
Clearance Time (s)	6.0				6.0				6.0		6.0	6.0
Vehicle Extension (s)	1.5				1.5				2.0		2.0	2.0
Lane Grp Cap (vph)	319	1988			294	1988	843		74		241	242
v/s Ratio Prot	c0.03	c0.38			0.01	0.36			c0.01		0.08	c0.08
v/s Ratio Perm	0.15				0.04		0.04					
v/c Ratio	0.27	0.68			0.07	0.64	0.08		0.33		0.57	0.58
Uniform Delay, d1	14.5	24.9			14.5	23.9	16.0		74.3		63.9	64.0
Progression Factor	0.69	0.35			1.00	1.00	1.00		1.00		1.00	1.00
Incremental Delay, d2	0.1	0.6			0.0	0.5	0.0		1.0		2.0	2.1
Delay (s)	10.1	9.4			14.6	24.4	16.0		75.3		66.0	66.1
Level of Service	B	A			B	C	B		E		E	E
Approach Delay (s/veh)		9.5				23.6			75.3			60.9
Approach LOS		A				C			E			E

Intersection Summary

HCM 2000 Control Delay (s/veh)	22.2	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.63		
Actuated Cycle Length (s)	160.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	66.9%	ICU Level of Service	C
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	87
Future Volume (vph)	87
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1567
Flt Permitted	1.00
Satd. Flow (perm)	1567
Peak-hour factor, PHF	0.91
Adj. Flow (vph)	96
RTOR Reduction (vph)	72
Lane Group Flow (vph)	24
Confl. Peds. (#/hr)	3
Confl. Bikes (#/hr)	
Turn Type	pm+ov
Protected Phases	1
Permitted Phases	9
Actuated Green, G (s)	39.2
Effective Green, g (s)	39.2
Actuated g/C Ratio	0.25
Clearance Time (s)	6.0
Vehicle Extension (s)	1.5
Lane Grp Cap (vph)	442
v/s Ratio Prot	0.01
v/s Ratio Perm	0.01
v/c Ratio	0.05
Uniform Delay, d1	46.2
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	46.2
Level of Service	D
Approach Delay (s/veh)	
Approach LOS	

Intersection Summary

Intersection												
Int Delay, s/veh	0.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	0	1517	20	15	1246	11	0	0	32	0	0	4
Future Vol, veh/h	0	1517	20	15	1246	11	0	0	32	0	0	4
Conflicting Peds, #/hr	9	0	5	5	0	9	0	0	3	3	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	190	-	-	-	-	0	-	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	3	3	3	3	3	3	3	3	3	3	3	3
Mvmt Flow	0	1631	22	16	1340	12	0	0	34	0	0	4

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	-	0	0	1658	0	0	-	-	834	-	-	685
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy	-	-	-	4.16	-	-	-	-	3.7	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	-	-	-	-	-	-
Follow-up Hdwy	-	-	-	2.23	-	-	-	-	2	-	-	2
Pot Cap-1 Maneuver	0	-	-	380	-	-	0	0	954	0	0	1071
Stage 1	0	-	-	-	-	-	0	0	-	0	0	-
Stage 2	0	-	-	-	-	-	0	0	-	0	0	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	-	-	-	379	-	-	-	-	947	-	-	1061
Mov Cap-2 Maneuver	-	-	-	-	-	-	-	-	-	-	-	-
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Ctrl Dly, s/v	0	0.18	8.95	8.41
HCM LOS			A	A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	947	-	-	379	-	-	1061
HCM Lane V/C Ratio	0.036	-	-	0.043	-	-	0.004
HCM Ctrl Dly (s/v)	8.9	-	-	14.9	-	-	8.4
HCM Lane LOS	A	-	-	B	-	-	A
HCM 95th %tile Q(veh)	0.1	-	-	0.1	-	-	0

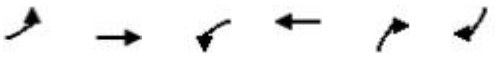
Lane Group	EBU	EBL	EBT	WBL	WBT	NBR	SBR
Lane Configurations							
Traffic Volume (vph)	5	11	1511	27	1184	24	65
Future Volume (vph)	5	11	1511	27	1184	24	65
Turn Type	D.Pm	D.Pm	NA	Prot	NA	Perm	Perm
Protected Phases			2	1	1 2		
Permitted Phases	1 2	1 2				1 2	1 2
Detector Phase	1 2	1 2	2	1	1 2	1 2	1 2
Switch Phase							
Minimum Initial (s)			10.0	6.0			
Minimum Split (s)			25.0	24.0			
Total Split (s)			76.0	40.0			
Total Split (%)			65.5%	34.5%			
Yellow Time (s)			4.0	4.0			
All-Red Time (s)			2.0	2.0			
Lost Time Adjust (s)			0.0	0.0			
Total Lost Time (s)			6.0	6.0			
Lead/Lag			Lag	Lead			
Lead-Lag Optimize?			Yes	Yes			
Recall Mode			Max	None			

Intersection Summary

Cycle Length: 116
Actuated Cycle Length: 95
Natural Cycle: 50
Control Type: Semi Act-Uncoord

Splits and Phases: 4: SW 31st Avenue & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBR	SBR
Lane Group Flow (vph)	16	1576	28	1280	25	68
v/c Ratio	0.04	0.42	0.12	0.25	0.02	0.04
Control Delay (s/veh)	0.2	5.4	36.4	0.1	0.0	0.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	0.2	5.4	36.4	0.1	0.0	0.0
Queue Length 50th (ft)	0	109	15	0	0	0
Queue Length 95th (ft)	0	173	40	0	0	0
Internal Link Dist (ft)		245		358		
Turn Bay Length (ft)	160		220			
Base Capacity (vph)	382	3749	634	5050	1591	1591
Starvation Cap Reductn	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.04	0.42	0.04	0.25	0.02	0.04

Intersection Summary

Movement	EBU	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	5	11	1511	2	27	1184	45	0	0	24	0	0
Future Volume (vph)	5	11	1511	2	27	1184	45	0	0	24	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		6.0	6.0		6.0	6.0				6.0		
Lane Util. Factor		1.00	0.91		1.00	0.91				1.00		
Frpb, ped/bikes		1.00	1.00		1.00	1.00				0.99		
Flpb, ped/bikes		1.00	1.00		1.00	1.00				1.00		
Frt		1.00	1.00		1.00	0.99				0.87		
Flt Protected		0.95	1.00		0.95	1.00				1.00		
Satd. Flow (prot)		1769	5084		1770	5053				1591		
Flt Permitted		0.20	1.00		0.95	1.00				1.00		
Satd. Flow (perm)		381	5084		1770	5053				1591		
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	5	11	1574	2	28	1233	47	0	0	25	0	0
RTOR Reduction (vph)	0	0	0	0	0	0	0	0	0	0	0	0
Lane Group Flow (vph)	0	16	1576	0	28	1280	0	0	0	25	0	0
Confl. Peds. (#/hr)		5		9	9		5	3		1	1	
Confl. Bikes (#/hr)				8			5					
Turn Type	D.Pm	D.Pm	NA		Prot	NA				Perm		
Protected Phases			2		1	1 2						
Permitted Phases	1 2	1 2								1 2		
Actuated Green, G (s)		95.0	70.1		12.9	95.0				95.0		
Effective Green, g (s)		95.0	70.1		12.9	95.0				95.0		
Actuated g/C Ratio		1.00	0.74		0.14	1.00				1.00		
Clearance Time (s)			6.0		6.0							
Vehicle Extension (s)			2.0		2.0							
Lane Grp Cap (vph)		381	3751		240	5053				1591		
v/s Ratio Prot			c0.31		0.02	c0.25						
v/s Ratio Perm		0.04								0.02		
v/c Ratio		0.04	0.42		0.12	0.25				0.02		
Uniform Delay, d1		0.0	4.7		36.0	0.0				0.0		
Progression Factor		1.00	1.00		1.00	1.00				1.00		
Incremental Delay, d2		0.0	0.3		0.1	0.0				0.0		
Delay (s)		0.0	5.1		36.1	0.0				0.0		
Level of Service		A	A		D	A				A		
Approach Delay (s/veh)			5.0			0.8			0.0			0.0
Approach LOS			A			A			A			A

Intersection Summary			
HCM 2000 Control Delay (s/veh)	3.0	HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio	0.41		
Actuated Cycle Length (s)	95.0	Sum of lost time (s)	12.0
Intersection Capacity Utilization	44.2%	ICU Level of Service	A
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	65
Future Volume (vph)	65
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.87
Flt Protected	1.00
Satd. Flow (prot)	1591
Flt Permitted	1.00
Satd. Flow (perm)	1591
Peak-hour factor, PHF	0.96
Adj. Flow (vph)	68
RTOR Reduction (vph)	0
Lane Group Flow (vph)	68
Confl. Peds. (#/hr)	3
Confl. Bikes (#/hr)	
Turn Type	Perm
Protected Phases	
Permitted Phases	1 2
Actuated Green, G (s)	95.0
Effective Green, g (s)	95.0
Actuated g/C Ratio	1.00
Clearance Time (s)	
Vehicle Extension (s)	
Lane Grp Cap (vph)	1591
v/s Ratio Prot	
v/s Ratio Perm	0.04
v/c Ratio	0.04
Uniform Delay, d1	0.0
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	0.0
Level of Service	A
Approach Delay (s/veh)	
Approach LOS	
Intersection Summary	

Intersection	
Int Delay, s/veh	0.4

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	0	0	1211	45	0	65
Future Vol, veh/h	0	0	1211	45	0	65
Conflicting Peds, #/hr	0	0	0	5	1	3
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	-	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	96	96	96	96	96	96
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	0	1261	47	0	68

Major/Minor	Major2		Minor2	
Conflicting Flow All	-	0	-	662
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	-	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	-	2
Pot Cap-1 Maneuver	-	-	0	1089
Stage 1	-	-	0	-
Stage 2	-	-	0	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	-	1084
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	WB	SB
HCM Ctrl Dly, s/v	0	8.54
HCM LOS		A

Minor Lane/Major Mvmt	WBT	WBR	SBLn1
Capacity (veh/h)	-	-	1084
HCM Lane V/C Ratio	-	-	0.062
HCM Ctrl Dly (s/v)	-	-	8.5
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0.2

Intersection	
Int Delay, s/veh	2.6

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	20	4	3	61	6	7
Future Vol, veh/h	20	4	3	61	6	7
Conflicting Peds, #/hr	0	0	0	0	0	1
Sign Control	Free	Free	Yield	Yield	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	87	87	87	87	87	87
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	23	5	3	70	7	8

Major/Minor	Major1		Minor1	
Conflicting Flow All	0	0	25	26
Stage 1	-	-	25	-
Stage 2	-	-	0	-
Critical Hdwy	-	-	3.7	3.7
Critical Hdwy Stg 1	-	-	5.43	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	2.9	2
Pot Cap-1 Maneuver	-	-	1222	1765
Stage 1	-	-	1207	-
Stage 2	-	-	-	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	1222	1765
Mov Cap-2 Maneuver	-	-	1222	-
Stage 1	-	-	1207	-
Stage 2	-	-	-	-

Approach	EB	NB
HCM Ctrl Dly, s/v	0	7.48
HCM LOS		A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR
Capacity (veh/h)	1464	-	-
HCM Lane V/C Ratio	0.01	-	-
HCM Ctrl Dly (s/v)	7.5	-	-
HCM Lane LOS	A	-	-
HCM 95th %tile Q(veh)	0	-	-

Future Background A.M.

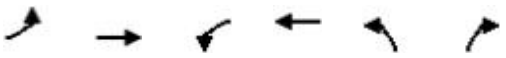
Lane Group	EBL	EBT	WBL	WBT	NBL	NBR	Ø1	Ø2	Ø3	Ø9
Lane Configurations										
Traffic Volume (vph)	17	1264	39	1210	35	38				
Future Volume (vph)	17	1264	39	1210	35	38				
Turn Type	Perm	NA	pm+pt	NA	Prot	Perm				
Protected Phases		1 2	3 9	1 2 3 9	4		1	2	3	9
Permitted Phases	1 2		1 2 3 9			4				
Detector Phase	1 2	1 2	3 9	1 2 3 9	4	4				
Switch Phase										
Minimum Initial (s)					6.0	6.0	4.0	12.0	4.0	6.0
Minimum Split (s)					32.0	32.0	11.0	24.0	11.0	32.0
Total Split (s)					23.0	23.0	15.0	82.0	15.0	25.0
Total Split (%)					14.4%	14.4%	9%	51%	9%	16%
Yellow Time (s)					4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)					2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)					0.0	0.0				
Total Lost Time (s)					6.0	6.0				
Lead/Lag					Lag	Lag	Lead	Lag	Lead	
Lead-Lag Optimize?					Yes	Yes	Yes	Yes	Yes	
Recall Mode					None	None	None	C-Min	None	None

Intersection Summary

Cycle Length: 160
Actuated Cycle Length: 160
Offset: 48 (30%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 1: Lake Shore Drive & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBL	NBR
Lane Group Flow (vph)	19	1430	44	1375	39	43
v/c Ratio	0.41	0.66	0.09	0.43	0.43	0.20
Control Delay (s/veh)	52.6	23.4	1.4	1.3	87.4	2.1
Queue Delay	0.0	0.2	0.0	0.1	0.0	0.0
Total Delay (s/veh)	52.6	23.6	1.4	1.4	87.4	2.1
Queue Length 50th (ft)	11	545	3	51	41	0
Queue Length 95th (ft)	#56	635	m5	55	82	0
Internal Link Dist (ft)		398		276		
Turn Bay Length (ft)	125		105			
Base Capacity (vph)	46	2166	502	3151	188	296
Starvation Cap Reductn	0	0	0	678	0	0
Spillback Cap Reductn	0	172	0	0	0	6
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.41	0.72	0.09	0.56	0.21	0.15

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	17	1264	9	39	1210	13	35	0	38	0	0	0
Future Volume (vph)	17	1264	9	39	1210	13	35	0	38	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0		6.0	6.0		6.0		6.0			
Lane Util. Factor	1.00	0.95		1.00	0.95		1.00		1.00			
Frpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Flpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Frt	1.00	1.00		1.00	1.00		1.00		0.85			
Flt Protected	0.95	1.00		0.95	1.00		0.95		1.00			
Satd. Flow (prot)	1769	3535		1770	3532		1770		1583			
Flt Permitted	0.04	1.00		0.11	1.00		0.95		1.00			
Satd. Flow (perm)	77	3535		206	3532		1770		1583			
Peak-hour factor, PHF	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89
Adj. Flow (vph)	19	1420	10	44	1360	15	39	0	43	0	0	0
RTOR Reduction (vph)	0	0	0	0	0	0	0	0	41	0	0	0
Lane Group Flow (vph)	19	1430	0	44	1375	0	39	0	2	0	0	0
Confl. Peds. (#/hr)	7		3	3		7						
Confl. Bikes (#/hr)			6			6						1
Turn Type	Perm	NA		pm+pt	NA		Prot		Perm			
Protected Phases		1 2		3 9	1 2 3 9		4					
Permitted Phases	1 2			1 2 3 9					4			
Actuated Green, G (s)	96.9	96.9		129.0	141.0		7.0		7.0			
Effective Green, g (s)	96.9	96.9		129.0	141.0		7.0		7.0			
Actuated g/C Ratio	0.61	0.61		0.81	0.88		0.04		0.04			
Clearance Time (s)							6.0		6.0			
Vehicle Extension (s)							2.0		2.0			
Lane Grp Cap (vph)	46	2140		479	3112		77		69			
v/s Ratio Prot		c0.40		0.02	c0.39		c0.02					
v/s Ratio Perm	0.25			0.06					0.00			
v/c Ratio	0.41	0.67		0.09	0.44		0.51		0.03			
Uniform Delay, d1	16.6	20.9		8.6	1.8		74.8		73.2			
Progression Factor	1.00	1.00		0.61	0.47		1.00		1.00			
Incremental Delay, d2	2.2	0.6		0.0	0.0		1.9		0.1			
Delay (s)	18.8	21.5		5.3	0.9		76.7		73.3			
Level of Service	B	C		A	A		E		E			
Approach Delay (s/veh)		21.5			1.0			74.9			0.0	
Approach LOS		C			A			E			A	

Intersection Summary			
HCM 2000 Control Delay (s/veh)	13.1	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.65		
Actuated Cycle Length (s)	160.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	50.2%	ICU Level of Service	A
Analysis Period (min)	15		

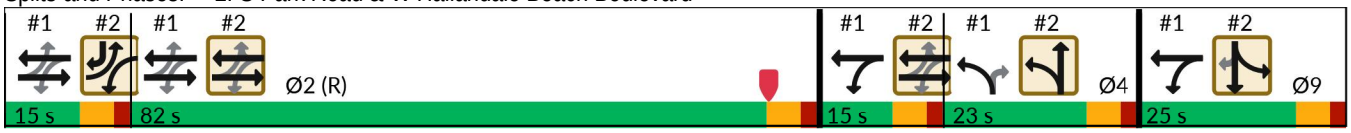
c Critical Lane Group

Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR	Ø2	Ø3
Lane Configurations											
Traffic Volume (vph)	80	1257	0	1172	100	7	256	1	88		
Future Volume (vph)	80	1257	0	1172	100	7	256	1	88		
Turn Type	pm+pt	NA	pm+pt	NA	Perm	NA	Split	NA	pm+ov		
Protected Phases	1	2 3	1	2 3		4	9	9	1	2	3
Permitted Phases	2 3		2 3		2 3				9		
Detector Phase	1	2 3	1	2 3	2 3	4	9	9	1		
Switch Phase											
Minimum Initial (s)	4.0		4.0			6.0	6.0	6.0	4.0	12.0	4.0
Minimum Split (s)	11.0		11.0			32.0	32.0	32.0	11.0	24.0	11.0
Total Split (s)	15.0		15.0			23.0	25.0	25.0	15.0	82.0	15.0
Total Split (%)	9.4%		9.4%			14.4%	15.6%	15.6%	9.4%	51%	9%
Yellow Time (s)	4.0		4.0			4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	2.0		2.0			2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)	0.0		0.0			0.0	0.0	0.0	0.0		
Total Lost Time (s)	6.0		6.0			6.0	6.0	6.0	6.0		
Lead/Lag	Lead		Lead			Lag			Lead	Lag	Lead
Lead-Lag Optimize?	Yes		Yes			Yes			Yes	Yes	Yes
Recall Mode	None		None			None	None	None	None	C-Min	None

Intersection Summary

Cycle Length: 160
Actuated Cycle Length: 160
Offset: 48 (30%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 2: S Park Road & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR
Lane Group Flow (vph)	88	1381	21	1288	110	37	140	142	97
v/c Ratio	0.28	0.69	0.07	0.64	0.12	0.37	0.58	0.58	0.21
Control Delay (s/veh)	9.7	10.1	9.6	25.2	3.5	62.1	73.2	73.5	8.2
Queue Delay	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	9.7	10.5	9.6	25.2	3.5	62.1	73.2	73.5	8.2
Queue Length 50th (ft)	1	586	7	473	4	25	145	147	0
Queue Length 95th (ft)	m27	210	18	548	33	66	229	232	46
Internal Link Dist (ft)		276		271		204		353	
Turn Bay Length (ft)	105		200		115		185		
Base Capacity (vph)	312	2012	289	2012	898	195	249	250	460
Starvation Cap Reductn	0	221	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.28	0.77	0.07	0.64	0.12	0.19	0.56	0.57	0.21

Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	80	1257	0	19	0	1172	100	15	7	12	256	1
Future Volume (vph)	80	1257	0	19	0	1172	100	15	7	12	256	1
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0			6.0	6.0	6.0		6.0		6.0	6.0
Lane Util. Factor	1.00	0.95			1.00	0.95	1.00		1.00		0.95	0.95
Frpb, ped/bikes	1.00	1.00			1.00	1.00	0.95		0.99		1.00	1.00
Flpb, ped/bikes	1.00	1.00			1.00	1.00	1.00		1.00		1.00	1.00
Frt	1.00	1.00			1.00	1.00	0.85		0.95		1.00	1.00
Flt Protected	0.95	1.00			0.95	1.00	1.00		0.98		0.95	0.95
Satd. Flow (prot)	1770	3539			1770	3539	1502		1726		1681	1686
Flt Permitted	0.13	1.00			0.11	1.00	1.00		0.98		0.95	0.95
Satd. Flow (perm)	238	3539			196	3539	1502		1726		1681	1686
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	88	1381	0	21	0	1288	110	16	8	13	281	1
RTOR Reduction (vph)	0	0	0	0	0	0	45	0	12	0	0	0
Lane Group Flow (vph)	88	1381	0	0	21	1288	65	0	25	0	140	142
Confl. Peds. (#/hr)	6		9		9		6	3				
Confl. Bikes (#/hr)			10				6			1		
Turn Type	pm+pt	NA			pm+pt	NA	Perm	Split	NA		Split	NA
Protected Phases	1	2 3			1	2 3		4	4		9	9
Permitted Phases	2 3				2 3		2 3					
Actuated Green, G (s)	105.9	89.9			105.9	89.9	89.9		7.0		23.1	23.1
Effective Green, g (s)	105.9	89.9			105.9	89.9	89.9		7.0		23.1	23.1
Actuated g/C Ratio	0.66	0.56			0.66	0.56	0.56		0.04		0.14	0.14
Clearance Time (s)	6.0				6.0				6.0		6.0	6.0
Vehicle Extension (s)	1.5				1.5				2.0		2.0	2.0
Lane Grp Cap (vph)	310	1988			287	1988	843		75		242	243
v/s Ratio Prot	c0.03	c0.39			0.01	0.36			c0.01		0.08	c0.08
v/s Ratio Perm	0.16				0.04		0.04					
v/c Ratio	0.28	0.69			0.07	0.65	0.08		0.33		0.58	0.58
Uniform Delay, d1	14.9	25.2			15.0	24.1	16.1		74.2		63.9	64.0
Progression Factor	0.89	0.35			1.00	1.00	1.00		1.00		1.00	1.00
Incremental Delay, d2	0.1	0.7			0.0	0.6	0.0		0.9		2.1	2.3
Delay (s)	13.4	9.5			15.0	24.7	16.1		75.1		66.0	66.3
Level of Service	B	A			B	C	B		E		E	E
Approach Delay (s/veh)		9.7				23.9			75.1			61.1
Approach LOS		A				C			E			E

Intersection Summary

HCM 2000 Control Delay (s/veh)	22.4	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.64		
Actuated Cycle Length (s)	160.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	67.6%	ICU Level of Service	C
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	88
Future Volume (vph)	88
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1567
Flt Permitted	1.00
Satd. Flow (perm)	1567
Peak-hour factor, PHF	0.91
Adj. Flow (vph)	97
RTOR Reduction (vph)	73
Lane Group Flow (vph)	24
Confl. Peds. (#/hr)	3
Confl. Bikes (#/hr)	
Turn Type	pm+ov
Protected Phases	1
Permitted Phases	9
Actuated Green, G (s)	39.1
Effective Green, g (s)	39.1
Actuated g/C Ratio	0.24
Clearance Time (s)	6.0
Vehicle Extension (s)	1.5
Lane Grp Cap (vph)	441
v/s Ratio Prot	0.01
v/s Ratio Perm	0.01
v/c Ratio	0.05
Uniform Delay, d1	46.3
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	46.3
Level of Service	D
Approach Delay (s/veh)	
Approach LOS	
Intersection Summary	

Intersection												
Int Delay, s/veh	0.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	0	1543	20	15	1267	11	0	0	33	0	0	4
Future Vol, veh/h	0	1543	20	15	1267	11	0	0	33	0	0	4
Conflicting Peds, #/hr	9	0	5	5	0	9	0	0	3	3	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	190	-	-	-	-	0	-	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	3	3	3	3	3	3	3	3	3	3	3	3
Mvmt Flow	0	1659	22	16	1362	12	0	0	35	0	0	4

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	-	0	0	1686	0	0	-	-	848	-	-	696
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy	-	-	-	4.16	-	-	-	-	3.7	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	-	-	-	-	-	-
Follow-up Hdwy	-	-	-	2.23	-	-	-	-	2	-	-	2
Pot Cap-1 Maneuver	0	-	-	371	-	-	0	0	944	0	0	1061
Stage 1	0	-	-	-	-	-	0	0	-	0	0	-
Stage 2	0	-	-	-	-	-	0	0	-	0	0	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	-	-	-	369	-	-	-	-	937	-	-	1052
Mov Cap-2 Maneuver	-	-	-	-	-	-	-	-	-	-	-	-
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Ctrl Dly, s/v	0	0.18	8.99	8.44
HCM LOS			A	A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	937	-	-	369	-	-	1052
HCM Lane V/C Ratio	0.038	-	-	0.044	-	-	0.004
HCM Ctrl Dly (s/v)	9	-	-	15.2	-	-	8.4
HCM Lane LOS	A	-	-	C	-	-	A
HCM 95th %tile Q(veh)	0.1	-	-	0.1	-	-	0

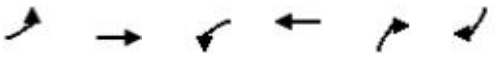
Lane Group	EBU	EBL	EBT	WBL	WBT	NBR	SBR
Lane Configurations							
Traffic Volume (vph)	5	11	1537	27	1204	24	66
Future Volume (vph)	5	11	1537	27	1204	24	66
Turn Type	D.Pm	D.Pm	NA	Prot	NA	Perm	Perm
Protected Phases			2	1	1 2		
Permitted Phases	1 2	1 2				1 2	1 2
Detector Phase	1 2	1 2	2	1	1 2	1 2	1 2
Switch Phase							
Minimum Initial (s)			10.0	6.0			
Minimum Split (s)			25.0	12.0			
Total Split (s)			76.0	40.0			
Total Split (%)			65.5%	34.5%			
Yellow Time (s)			4.0	4.0			
All-Red Time (s)			2.0	2.0			
Lost Time Adjust (s)			0.0	0.0			
Total Lost Time (s)			6.0	6.0			
Lead/Lag			Lag	Lead			
Lead-Lag Optimize?			Yes	Yes			
Recall Mode			Max	None			

Intersection Summary

Cycle Length: 116
Actuated Cycle Length: 95.5
Natural Cycle: 40
Control Type: Semi Act-Uncoord

Splits and Phases: 4: SW 31st Avenue & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBR	SBR
Lane Group Flow (vph)	16	1603	28	1302	25	69
v/c Ratio	0.04	0.43	0.11	0.26	0.02	0.04
Control Delay (s/veh)	0.2	5.7	36.1	0.1	0.0	0.0
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	0.2	5.7	36.1	0.1	0.0	0.0
Queue Length 50th (ft)	0	112	15	0	0	0
Queue Length 95th (ft)	0	184	40	0	0	0
Internal Link Dist (ft)		245		309		
Turn Bay Length (ft)	160		220			
Base Capacity (vph)	372	3734	631	5050	1591	1591
Starvation Cap Reductn	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.04	0.43	0.04	0.26	0.02	0.04

Intersection Summary

Movement	EBU	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	5	11	1537	2	27	1204	46	0	0	24	0	0
Future Volume (vph)	5	11	1537	2	27	1204	46	0	0	24	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		6.0	6.0		6.0	6.0				6.0		
Lane Util. Factor		1.00	0.91		1.00	0.91				1.00		
Frpb, ped/bikes		1.00	1.00		1.00	1.00				0.99		
Flpb, ped/bikes		1.00	1.00		1.00	1.00				1.00		
Frt		1.00	1.00		1.00	0.99				0.87		
Flt Protected		0.95	1.00		0.95	1.00				1.00		
Satd. Flow (prot)		1769	5084		1770	5053				1591		
Flt Permitted		0.20	1.00		0.95	1.00				1.00		
Satd. Flow (perm)		372	5084		1770	5053				1591		
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	5	11	1601	2	28	1254	48	0	0	25	0	0
RTOR Reduction (vph)	0	0	0	0	0	0	0	0	0	0	0	0
Lane Group Flow (vph)	0	16	1603	0	28	1302	0	0	0	25	0	0
Confl. Peds. (#/hr)		5		9	9		5	3		1	1	
Confl. Bikes (#/hr)				8			5					
Turn Type	D.Pm	D.Pm	NA		Prot	NA				Perm		
Protected Phases			2		1	1 2						
Permitted Phases	1 2	1 2								1 2		
Actuated Green, G (s)		95.4	70.1		13.3	95.4				95.4		
Effective Green, g (s)		95.4	70.1		13.3	95.4				95.4		
Actuated g/C Ratio		1.00	0.73		0.14	1.00				1.00		
Clearance Time (s)			6.0		6.0							
Vehicle Extension (s)			2.0		2.0							
Lane Grp Cap (vph)		372	3735		246	5053				1591		
v/s Ratio Prot			c0.32		0.02	c0.26						
v/s Ratio Perm		0.04								0.02		
v/c Ratio		0.04	0.43		0.11	0.26				0.02		
Uniform Delay, d1		0.0	4.9		35.9	0.0				0.0		
Progression Factor		1.00	1.00		1.00	1.00				1.00		
Incremental Delay, d2		0.0	0.4		0.1	0.0				0.0		
Delay (s)		0.0	5.3		36.0	0.0				0.0		
Level of Service		A	A		D	A				A		
Approach Delay (s/veh)			5.2			0.8			0.0			0.0
Approach LOS			A			A			A			A

Intersection Summary			
HCM 2000 Control Delay (s/veh)	3.1	HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio	0.42		
Actuated Cycle Length (s)	95.4	Sum of lost time (s)	12.0
Intersection Capacity Utilization	44.7%	ICU Level of Service	A
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	66
Future Volume (vph)	66
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.87
Flt Protected	1.00
Satd. Flow (prot)	1591
Flt Permitted	1.00
Satd. Flow (perm)	1591
Peak-hour factor, PHF	0.96
Adj. Flow (vph)	69
RTOR Reduction (vph)	0
Lane Group Flow (vph)	69
Confl. Peds. (#/hr)	3
Confl. Bikes (#/hr)	
Turn Type	Perm
Protected Phases	
Permitted Phases	1 2
Actuated Green, G (s)	95.4
Effective Green, g (s)	95.4
Actuated g/C Ratio	1.00
Clearance Time (s)	
Vehicle Extension (s)	
Lane Grp Cap (vph)	1591
v/s Ratio Prot	
v/s Ratio Perm	0.04
v/c Ratio	0.04
Uniform Delay, d1	0.0
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	0.0
Level of Service	A
Approach Delay (s/veh)	
Approach LOS	
Intersection Summary	

Intersection						
Int Delay, s/veh	0.4					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	0	0	1231	46	0	66
Future Vol, veh/h	0	0	1231	46	0	66
Conflicting Peds, #/hr	0	0	0	5	1	3
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	-	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	96	96	96	96	96	96
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	0	1282	48	0	69

Major/Minor	Major2		Minor2	
Conflicting Flow All	-	0	-	673
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	-	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	-	2
Pot Cap-1 Maneuver	-	-	0	1080
Stage 1	-	-	0	-
Stage 2	-	-	0	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	-	1075
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	WB	SB
HCM Ctrl Dly, s/v	0	8.58
HCM LOS		A

Minor Lane/Major Mvmt	WBT	WBR	SBLn1
Capacity (veh/h)	-	-	1075
HCM Lane V/C Ratio	-	-	0.064
HCM Ctrl Dly (s/v)	-	-	8.6
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0.2

Intersection	
Int Delay, s/veh	2.6

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	20	4	3	62	6	7
Future Vol, veh/h	20	4	3	62	6	7
Conflicting Peds, #/hr	0	0	0	0	0	1
Sign Control	Free	Free	Yield	Yield	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	87	87	87	87	87	87
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	23	5	3	71	7	8

Major/Minor	Major1		Minor1	
Conflicting Flow All	0	0	25	26
Stage 1	-	-	25	-
Stage 2	-	-	0	-
Critical Hdwy	-	-	3.7	3.7
Critical Hdwy Stg 1	-	-	5.43	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	2.9	2
Pot Cap-1 Maneuver	-	-	1222	1765
Stage 1	-	-	1207	-
Stage 2	-	-	-	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	1222	1765
Mov Cap-2 Maneuver	-	-	1222	-
Stage 1	-	-	1207	-
Stage 2	-	-	-	-

Approach	EB	NB
HCM Ctrl Dly, s/v	0	7.48
HCM LOS		A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR
Capacity (veh/h)	1464	-	-
HCM Lane V/C Ratio	0.01	-	-
HCM Ctrl Dly (s/v)	7.5	-	-
HCM Lane LOS	A	-	-
HCM 95th %tile Q(veh)	0	-	-

Future Total A.M.

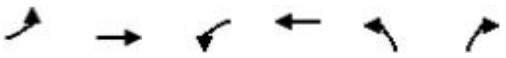
Lane Group	EBL	EBT	WBL	WBT	NBL	NBR	Ø1	Ø2	Ø3	Ø9
Lane Configurations										
Traffic Volume (vph)	17	1289	39	1235	35	38				
Future Volume (vph)	17	1289	39	1235	35	38				
Turn Type	Perm	NA	pm+pt	NA	Prot	Perm				
Protected Phases		1 2	3 9	1 2 3 9	4		1	2	3	9
Permitted Phases	1 2		1 2 3 9			4				
Detector Phase	1 2	1 2	3 9	1 2 3 9	4	4				
Switch Phase										
Minimum Initial (s)					6.0	6.0	4.0	12.0	4.0	6.0
Minimum Split (s)					32.0	32.0	11.0	24.0	11.0	32.0
Total Split (s)					23.0	23.0	15.0	82.0	15.0	25.0
Total Split (%)					14.4%	14.4%	9%	51%	9%	16%
Yellow Time (s)					4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)					2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)					0.0	0.0				
Total Lost Time (s)					6.0	6.0				
Lead/Lag					Lag	Lag	Lead	Lag	Lead	
Lead-Lag Optimize?					Yes	Yes	Yes	Yes	Yes	
Recall Mode					None	None	None	C-Min	None	None

Intersection Summary

Cycle Length: 160
Actuated Cycle Length: 160
Offset: 48 (30%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 1: Lake Shore Drive & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBL	NBR
Lane Group Flow (vph)	19	1458	44	1403	39	43
v/c Ratio	0.41	0.68	0.09	0.44	0.43	0.20
Control Delay (s/veh)	53.0	24.2	1.4	1.3	87.4	2.1
Queue Delay	0.0	0.2	0.0	0.1	0.0	0.0
Total Delay (s/veh)	53.0	24.4	1.4	1.4	87.4	2.1
Queue Length 50th (ft)	11	574	3	52	41	0
Queue Length 95th (ft)	#56	655	m5	56	82	0
Internal Link Dist (ft)		398		276		
Turn Bay Length (ft)	125		105			
Base Capacity (vph)	46	2155	497	3151	188	296
Starvation Cap Reductn	0	0	0	676	0	0
Spillback Cap Reductn	0	154	0	0	0	6
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.41	0.73	0.09	0.57	0.21	0.15

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	17	1289	9	39	1235	13	35	0	38	0	0	0
Future Volume (vph)	17	1289	9	39	1235	13	35	0	38	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0		6.0	6.0		6.0		6.0			
Lane Util. Factor	1.00	0.95		1.00	0.95		1.00		1.00			
Frpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Flpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Frt	1.00	1.00		1.00	1.00		1.00		0.85			
Flt Protected	0.95	1.00		0.95	1.00		0.95		1.00			
Satd. Flow (prot)	1769	3535		1770	3533		1770		1583			
Flt Permitted	0.04	1.00		0.10	1.00		0.95		1.00			
Satd. Flow (perm)	77	3535		193	3533		1770		1583			
Peak-hour factor, PHF	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89
Adj. Flow (vph)	19	1448	10	44	1388	15	39	0	43	0	0	0
RTOR Reduction (vph)	0	0	0	0	0	0	0	0	41	0	0	0
Lane Group Flow (vph)	19	1458	0	44	1403	0	39	0	2	0	0	0
Confl. Peds. (#/hr)	7		3	3		7						
Confl. Bikes (#/hr)			6			6						1
Turn Type	Perm	NA		pm+pt	NA		Prot		Perm			
Protected Phases		1 2		3 9	1 2 3 9		4					
Permitted Phases	1 2			1 2 3 9					4			
Actuated Green, G (s)	96.4	96.4		129.0	141.0		7.0		7.0			
Effective Green, g (s)	96.4	96.4		129.0	141.0		7.0		7.0			
Actuated g/C Ratio	0.60	0.60		0.81	0.88		0.04		0.04			
Clearance Time (s)							6.0		6.0			
Vehicle Extension (s)							2.0		2.0			
Lane Grp Cap (vph)	46	2129		476	3113		77		69			
v/s Ratio Prot		c0.41		0.02	c0.40		c0.02					
v/s Ratio Perm	0.25			0.06					0.00			
v/c Ratio	0.41	0.68		0.09	0.45		0.51		0.03			
Uniform Delay, d1	16.8	21.5		9.2	1.9		74.8		73.2			
Progression Factor	1.00	1.00		0.61	0.47		1.00		1.00			
Incremental Delay, d2	2.2	0.7		0.0	0.0		1.9		0.1			
Delay (s)	19.0	22.3		5.6	0.9		76.7		73.3			
Level of Service	B	C		A	A		E		E			
Approach Delay (s/veh)		22.2			1.0			74.9			0.0	
Approach LOS		C			A			E			A	

Intersection Summary

HCM 2000 Control Delay (s/veh)	13.5	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.67		
Actuated Cycle Length (s)	160.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	50.9%	ICU Level of Service	A
Analysis Period (min)	15		

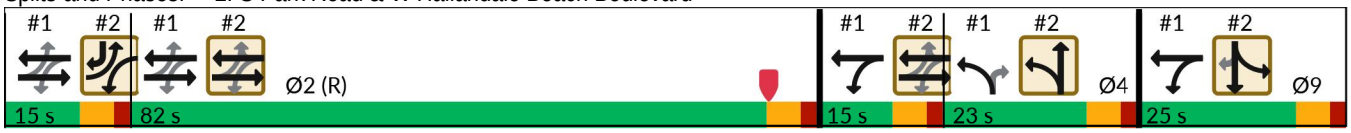
c Critical Lane Group

Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR	Ø2	Ø3
Lane Configurations											
Traffic Volume (vph)	80	1282	0	1197	100	7	256	1	88		
Future Volume (vph)	80	1282	0	1197	100	7	256	1	88		
Turn Type	pm+pt	NA	pm+pt	NA	Perm	NA	Split	NA	pm+ov		
Protected Phases	1	2 3	1	2 3		4	9	9	1	2	3
Permitted Phases	2 3		2 3		2 3				9		
Detector Phase	1	2 3	1	2 3	2 3	4	9	9	1		
Switch Phase											
Minimum Initial (s)	4.0		4.0			6.0	6.0	6.0	4.0	12.0	4.0
Minimum Split (s)	11.0		11.0			32.0	32.0	32.0	11.0	24.0	11.0
Total Split (s)	15.0		15.0			23.0	25.0	25.0	15.0	82.0	15.0
Total Split (%)	9.4%		9.4%			14.4%	15.6%	15.6%	9.4%	51%	9%
Yellow Time (s)	4.0		4.0			4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	2.0		2.0			2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)	0.0		0.0			0.0	0.0	0.0	0.0		
Total Lost Time (s)	6.0		6.0			6.0	6.0	6.0	6.0		
Lead/Lag	Lead		Lead			Lag			Lead	Lag	Lead
Lead-Lag Optimize?	Yes		Yes			Yes			Yes	Yes	Yes
Recall Mode	None		None			None	None	None	None	C-Min	None

Intersection Summary

Cycle Length: 160
Actuated Cycle Length: 160
Offset: 48 (30%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 2: S Park Road & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR
Lane Group Flow (vph)	88	1409	82	1315	110	37	140	142	97
v/c Ratio	0.29	0.70	0.30	0.65	0.12	0.37	0.56	0.57	0.21
Control Delay (s/veh)	11.9	10.0	11.9	25.6	3.5	62.1	72.2	72.4	8.2
Queue Delay	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	11.9	10.4	11.9	25.6	3.5	62.1	72.2	72.4	8.2
Queue Length 50th (ft)	1	573	29	489	4	25	143	145	0
Queue Length 95th (ft)	m28	210	51	566	33	66	229	232	46
Internal Link Dist (ft)		276		271		204		353	
Turn Bay Length (ft)	105		200		115		185		
Base Capacity (vph)	300	2012	276	2012	898	195	254	255	460
Starvation Cap Reductn	0	219	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.29	0.79	0.30	0.65	0.12	0.19	0.55	0.56	0.21

Intersection Summary

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	80	1282	0	75	0	1197	100	15	7	12	256	1
Future Volume (vph)	80	1282	0	75	0	1197	100	15	7	12	256	1
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0			6.0	6.0	6.0		6.0		6.0	6.0
Lane Util. Factor	1.00	0.95			1.00	0.95	1.00		1.00		0.95	0.95
Frpb, ped/bikes	1.00	1.00			1.00	1.00	0.95		0.99		1.00	1.00
Flpb, ped/bikes	1.00	1.00			1.00	1.00	1.00		1.00		1.00	1.00
Frt	1.00	1.00			1.00	1.00	0.85		0.95		1.00	1.00
Flt Protected	0.95	1.00			0.95	1.00	1.00		0.98		0.95	0.95
Satd. Flow (prot)	1770	3539			1770	3539	1502		1726		1681	1686
Flt Permitted	0.12	1.00			0.10	1.00	1.00		0.98		0.95	0.95
Satd. Flow (perm)	226	3539			184	3539	1502		1726		1681	1686
Peak-hour factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Adj. Flow (vph)	88	1409	0	82	0	1315	110	16	8	13	281	1
RTOR Reduction (vph)	0	0	0	0	0	0	45	0	12	0	0	0
Lane Group Flow (vph)	88	1409	0	0	82	1315	65	0	25	0	140	142
Confl. Peds. (#/hr)	6		9		9		6	3				
Confl. Bikes (#/hr)			10				6			1		
Turn Type	pm+pt	NA			pm+pt	NA	Perm	Split	NA		Split	NA
Protected Phases	1	2 3			1	2 3		4	4		9	9
Permitted Phases	2 3				2 3		2 3					
Actuated Green, G (s)	105.4	89.9			105.4	89.9	89.9		7.0		23.6	23.6
Effective Green, g (s)	105.4	89.9			105.4	89.9	89.9		7.0		23.6	23.6
Actuated g/C Ratio	0.66	0.56			0.66	0.56	0.56		0.04		0.15	0.15
Clearance Time (s)	6.0				6.0				6.0		6.0	6.0
Vehicle Extension (s)	1.5				1.5				2.0		2.0	2.0
Lane Grp Cap (vph)	298	1988			274	1988	843		75		247	248
v/s Ratio Prot	0.03	c0.40			c0.03	0.37			c0.01		0.08	c0.08
v/s Ratio Perm	0.17				0.17		0.04					
v/c Ratio	0.30	0.71			0.30	0.66	0.08		0.33		0.57	0.57
Uniform Delay, d1	15.6	25.5			17.3	24.4	16.1		74.2		63.4	63.5
Progression Factor	1.10	0.34			1.00	1.00	1.00		1.00		1.00	1.00
Incremental Delay, d2	0.2	0.7			0.2	0.6	0.0		0.9		1.8	2.0
Delay (s)	17.3	9.3			17.6	25.1	16.1		75.1		65.2	65.5
Level of Service	B	A			B	C	B		E		E	E
Approach Delay (s/veh)		9.8				24.0			75.1			60.5
Approach LOS		A				C			E			E

Intersection Summary

HCM 2000 Control Delay (s/veh)	22.4	HCM 2000 Level of Service	C
HCM 2000 Volume to Capacity ratio	0.65		
Actuated Cycle Length (s)	160.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	69.1%	ICU Level of Service	C
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	88
Future Volume (vph)	88
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1567
Flt Permitted	1.00
Satd. Flow (perm)	1567
Peak-hour factor, PHF	0.91
Adj. Flow (vph)	97
RTOR Reduction (vph)	73
Lane Group Flow (vph)	24
Confl. Peds. (#/hr)	3
Confl. Bikes (#/hr)	
Turn Type	pm+ov
Protected Phases	1
Permitted Phases	9
Actuated Green, G (s)	39.1
Effective Green, g (s)	39.1
Actuated g/C Ratio	0.24
Clearance Time (s)	6.0
Vehicle Extension (s)	1.5
Lane Grp Cap (vph)	441
v/s Ratio Prot	0.01
v/s Ratio Perm	0.01
v/c Ratio	0.05
Uniform Delay, d1	46.3
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	46.3
Level of Service	D
Approach Delay (s/veh)	
Approach LOS	

Intersection Summary

Intersection												
Int Delay, s/veh	0.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	0	1624	20	15	1335	11	0	0	33	0	0	17
Future Vol, veh/h	0	1624	20	15	1335	11	0	0	33	0	0	17
Conflicting Peds, #/hr	9	0	5	5	0	9	0	0	3	3	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	190	-	-	-	-	0	-	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	93	93	93	93	93	93	93	93	93	93	93	93
Heavy Vehicles, %	3	3	3	3	3	3	3	3	3	3	3	3
Mvmt Flow	0	1746	22	16	1435	12	0	0	35	0	0	18

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	-	0	0	1773	0	0	-	-	892	-	-	733
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy	-	-	-	4.16	-	-	-	-	3.7	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	-	-	-	-	-	-
Follow-up Hdwy	-	-	-	2.23	-	-	-	-	2	-	-	2
Pot Cap-1 Maneuver	0	-	-	343	-	-	0	0	913	0	0	1032
Stage 1	0	-	-	-	-	-	0	0	-	0	0	-
Stage 2	0	-	-	-	-	-	0	0	-	0	0	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	-	-	-	341	-	-	-	-	906	-	-	1023
Mov Cap-2 Maneuver	-	-	-	-	-	-	-	-	-	-	-	-
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Ctrl Dly, s/v	0	0.18	9.14	8.58
HCM LOS			A	A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	906	-	-	341	-	-	1023
HCM Lane V/C Ratio	0.039	-	-	0.047	-	-	0.018
HCM Ctrl Dly (s/v)	9.1	-	-	16.1	-	-	8.6
HCM Lane LOS	A	-	-	C	-	-	A
HCM 95th %tile Q(veh)	0.1	-	-	0.1	-	-	0.1

Lane Group	EBU	EBL	EBT	WBL	WBT	NBR	SBR
Lane Configurations							
Traffic Volume (vph)	13	28	1593	27	1259	24	78
Future Volume (vph)	13	28	1593	27	1259	24	78
Turn Type	D.Pm	D.Pm	NA	Prot	NA	Perm	Perm
Protected Phases			2	1	1 2		
Permitted Phases	1 2	1 2				1 2	1 2
Detector Phase	1 2	1 2	2	1	1 2	1 2	1 2
Switch Phase							
Minimum Initial (s)			10.0	6.0			
Minimum Split (s)			25.0	12.0			
Total Split (s)			76.0	40.0			
Total Split (%)			65.5%	34.5%			
Yellow Time (s)			4.0	4.0			
All-Red Time (s)			2.0	2.0			
Lost Time Adjust (s)			0.0	0.0			
Total Lost Time (s)			6.0	6.0			
Lead/Lag			Lag	Lead			
Lead-Lag Optimize?			Yes	Yes			
Recall Mode			Max	None			

Intersection Summary

Cycle Length: 116
Actuated Cycle Length: 96.6
Natural Cycle: 40
Control Type: Semi Act-Uncoord

Splits and Phases: 4: SW 31st Avenue & W Hallandale Beach Boulevard



Lane Group	EBL	EBT	WBL	WBT	NBR	SBR
Lane Group Flow (vph)	43	1661	28	1359	25	81
v/c Ratio	0.12	0.45	0.11	0.27	0.02	0.05
Control Delay (s/veh)	0.7	6.3	35.4	0.1	0.0	0.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	0.7	6.3	35.4	0.1	0.0	0.1
Queue Length 50th (ft)	0	125	15	0	0	0
Queue Length 95th (ft)	0	208	40	0	0	0
Internal Link Dist (ft)		245		309		
Turn Bay Length (ft)	160		220			
Base Capacity (vph)	350	3694	624	5056	1591	1591
Starvation Cap Reductn	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.12	0.45	0.04	0.27	0.02	0.05

Intersection Summary

Movement	EBU	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	13	28	1593	2	27	1259	46	0	0	24	0	0
Future Volume (vph)	13	28	1593	2	27	1259	46	0	0	24	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		6.0	6.0		6.0	6.0				6.0		
Lane Util. Factor		1.00	0.91		1.00	0.91				1.00		
Frpb, ped/bikes		1.00	1.00		1.00	1.00				0.99		
Flpb, ped/bikes		1.00	1.00		1.00	1.00				1.00		
Frt		1.00	1.00		1.00	0.99				0.87		
Flt Protected		0.95	1.00		0.95	1.00				1.00		
Satd. Flow (prot)		1769	5084		1770	5054				1591		
Flt Permitted		0.19	1.00		0.95	1.00				1.00		
Satd. Flow (perm)		351	5084		1770	5054				1591		
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	14	29	1659	2	28	1311	48	0	0	25	0	0
RTOR Reduction (vph)	0	0	0	0	0	0	0	0	0	0	0	0
Lane Group Flow (vph)	0	43	1661	0	28	1359	0	0	0	25	0	0
Confl. Peds. (#/hr)		5		9	9		5	3		1	1	
Confl. Bikes (#/hr)				8			5					
Turn Type	D.Pm	D.Pm	NA		Prot	NA				Perm		
Protected Phases			2		1	1 2						
Permitted Phases	1 2	1 2								1 2		
Actuated Green, G (s)		96.5	70.1		14.4	96.5				96.5		
Effective Green, g (s)		96.5	70.1		14.4	96.5				96.5		
Actuated g/C Ratio		1.00	0.73		0.15	1.00				1.00		
Clearance Time (s)			6.0		6.0							
Vehicle Extension (s)			2.0		2.0							
Lane Grp Cap (vph)		351	3693		264	5054				1591		
v/s Ratio Prot			c0.33		0.02	c0.27						
v/s Ratio Perm		0.12								0.02		
v/c Ratio		0.12	0.45		0.11	0.27				0.02		
Uniform Delay, d1		0.0	5.4		35.5	0.0				0.0		
Progression Factor		1.00	1.00		1.00	1.00				1.00		
Incremental Delay, d2		0.1	0.4		0.1	0.0				0.0		
Delay (s)		0.1	5.8		35.6	0.0				0.0		
Level of Service		A	A		D	A				A		
Approach Delay (s/veh)			5.6			0.7			0.0			0.0
Approach LOS			A			A			A			A

Intersection Summary			
HCM 2000 Control Delay (s/veh)	3.3	HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio	0.44		
Actuated Cycle Length (s)	96.5	Sum of lost time (s)	12.0
Intersection Capacity Utilization	49.2%	ICU Level of Service	A
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	78
Future Volume (vph)	78
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.87
Flt Protected	1.00
Satd. Flow (prot)	1591
Flt Permitted	1.00
Satd. Flow (perm)	1591
Peak-hour factor, PHF	0.96
Adj. Flow (vph)	81
RTOR Reduction (vph)	0
Lane Group Flow (vph)	81
Confl. Peds. (#/hr)	3
Confl. Bikes (#/hr)	
Turn Type	Perm
Protected Phases	
Permitted Phases	1 2
Actuated Green, G (s)	96.5
Effective Green, g (s)	96.5
Actuated g/C Ratio	1.00
Clearance Time (s)	
Vehicle Extension (s)	
Lane Grp Cap (vph)	1591
v/s Ratio Prot	
v/s Ratio Perm	0.05
v/c Ratio	0.05
Uniform Delay, d1	0.0
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	0.0
Level of Service	A
Approach Delay (s/veh)	
Approach LOS	
Intersection Summary	

Intersection						
Int Delay, s/veh	0.5					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	0	0	1286	46	0	78
Future Vol, veh/h	0	0	1286	46	0	78
Conflicting Peds, #/hr	0	0	0	5	1	3
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	-	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	96	96	96	96	96	96
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	0	1340	48	0	81

Major/Minor	Major2		Minor2	
Conflicting Flow All	-	0	-	702
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	-	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	-	2
Pot Cap-1 Maneuver	-	-	0	1057
Stage 1	-	-	0	-
Stage 2	-	-	0	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	-	1052
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	WB	SB
HCM Ctrl Dly, s/v	0	8.71
HCM LOS		A

Minor Lane/Major Mvmt	WBT	WBR	SBLn1
Capacity (veh/h)	-	-	1052
HCM Lane V/C Ratio	-	-	0.077
HCM Ctrl Dly (s/v)	-	-	8.7
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0.3

Intersection	
Int Delay, s/veh	2.8

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	20	6	3	62	8	7
Future Vol, veh/h	20	6	3	62	8	7
Conflicting Peds, #/hr	0	0	0	0	0	1
Sign Control	Free	Free	Yield	Yield	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	87	87	87	87	87	87
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	23	7	3	71	9	8

Major/Minor	Major1			Minor1	
Conflicting Flow All	0	0		26	27
Stage 1	-	-		26	-
Stage 2	-	-		0	-
Critical Hdwy	-	-		3.7	3.7
Critical Hdwy Stg 1	-	-		5.43	-
Critical Hdwy Stg 2	-	-		-	-
Follow-up Hdwy	-	-		2.9	2
Pot Cap-1 Maneuver	-	-		1221	1763
Stage 1	-	-		1206	-
Stage 2	-	-		-	-
Platoon blocked, %	-	-			
Mov Cap-1 Maneuver	-	-		1221	1763
Mov Cap-2 Maneuver	-	-		1221	-
Stage 1	-	-		1206	-
Stage 2	-	-		-	-

Approach	EB	NB
HCM Ctrl Dly, s/v	0	7.56
HCM LOS		A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR
Capacity (veh/h)	1426	-	-
HCM Lane V/C Ratio	0.012	-	-
HCM Ctrl Dly (s/v)	7.6	-	-
HCM Lane LOS	A	-	-
HCM 95th %tile Q(veh)	0	-	-

Intersection						
Int Delay, s/veh	0.2					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑↑	↑↑	↱		↱
Traffic Vol, veh/h	0	1657	1306	63	0	56
Future Vol, veh/h	0	1657	1306	63	0	56
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	105	-	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	1801	1420	68	0	61

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	-	0	-	0	-	710
Stage 1	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-
Critical Hdwy	-	-	-	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-
Follow-up Hdwy	-	-	-	-	-	2
Pot Cap-1 Maneuver	0	-	-	-	0	1050
Stage 1	0	-	-	-	0	-
Stage 2	0	-	-	-	0	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	-	-	-	-	-	1050
Mov Cap-2 Maneuver	-	-	-	-	-	-
Stage 1	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-

Approach	EB	WB	SB
HCM Ctrl Dly, s/v	0	0	8.64
HCM LOS			A

Minor Lane/Major Mvmt	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	-	-	-	1050
HCM Lane V/C Ratio	-	-	-	0.058
HCM Ctrl Dly (s/v)	-	-	-	8.6
HCM Lane LOS	-	-	-	A
HCM 95th %tile Q(veh)	-	-	-	0.2

Intersection	
Int Delay, s/veh	1.3

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	0	12	17	62	66	0
Future Vol, veh/h	0	12	17	62	66	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	13	18	67	72	0

Major/Minor	Minor2		Major1		Major2	
Conflicting Flow All	176	72	72	0	-	0
Stage 1	72	-	-	-	-	-
Stage 2	104	-	-	-	-	-
Critical Hdwy	3.7	3.7	4.13	-	-	-
Critical Hdwy Stg 1	3.7	-	-	-	-	-
Critical Hdwy Stg 2	3.7	-	-	-	-	-
Follow-up Hdwy	2.9	2	2.227	-	-	-
Pot Cap-1 Maneuver	1111	1706	1522	-	-	-
Stage 1	1187	-	-	-	-	-
Stage 2	1163	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	1097	1706	1522	-	-	-
Mov Cap-2 Maneuver	1097	-	-	-	-	-
Stage 1	1172	-	-	-	-	-
Stage 2	1163	-	-	-	-	-

Approach	EB	NB	SB
HCM Ctrl Dly, s/v	7.13	1.59	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	387	-	1706	-	-
HCM Lane V/C Ratio	0.012	-	0.008	-	-
HCM Ctrl Dly (s/v)	7.4	0	7.1	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0	-	0	-	-

Intersection	
Int Delay, s/veh	3.5

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	13	2	14	0	2	7
Future Vol, veh/h	13	2	14	0	2	7
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	14	2	15	0	2	8

Major/Minor	Minor1		Major1		Major2	
Conflicting Flow All	27	15	0	0	15	0
Stage 1	15	-	-	-	-	-
Stage 2	12	-	-	-	-	-
Critical Hdwy	3.7	3.7	-	-	4.13	-
Critical Hdwy Stg 1	3.7	-	-	-	-	-
Critical Hdwy Stg 2	3.7	-	-	-	-	-
Follow-up Hdwy	2.9	2	-	-	2.227	-
Pot Cap-1 Maneuver	1220	1780	-	-	1596	-
Stage 1	1230	-	-	-	-	-
Stage 2	1232	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	1219	1780	-	-	1596	-
Mov Cap-2 Maneuver	1219	-	-	-	-	-
Stage 1	1230	-	-	-	-	-
Stage 2	1230	-	-	-	-	-

Approach	WB	NB	SB
HCM Ctrl Dly, s/v	7.87	0	1.61
HCM LOS	A		

Minor Lane/Major Mvmt	NBT	NBR	WBLn1	SBL	SBT
Capacity (veh/h)	-	-	1272	400	-
HCM Lane V/C Ratio	-	-	0.013	0.001	-
HCM Ctrl Dly (s/v)	-	-	7.9	7.3	0
HCM Lane LOS	-	-	A	A	A
HCM 95th %tile Q(veh)	-	-	0	0	-

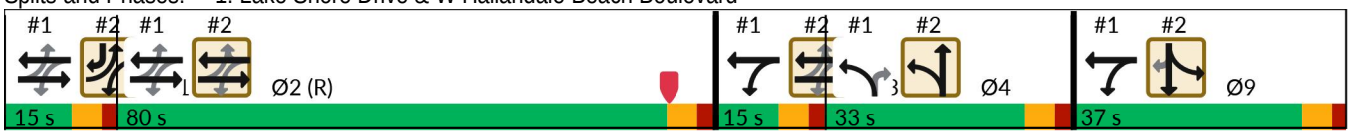
Existing P.M.

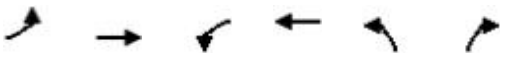
Lane Group	EBL	EBT	WBL	WBT	NBL	NBR	Ø1	Ø2	Ø3	Ø9
Lane Configurations										
Traffic Volume (vph)	23	1117	63	1802	15	37				
Future Volume (vph)	23	1117	63	1802	15	37				
Turn Type	Perm	NA	pm+pt	NA	Prot	Perm				
Protected Phases		1 2	3 9	1 2 3 9	4		1	2	3	9
Permitted Phases	1 2		1 2 3 9			4				
Detector Phase	1 2	1 2	3 9	1 2 3 9	4	4				
Switch Phase										
Minimum Initial (s)					6.0	6.0	4.0	12.0	4.0	6.0
Minimum Split (s)					32.0	32.0	11.0	24.0	11.0	32.0
Total Split (s)					33.0	33.0	15.0	80.0	15.0	37.0
Total Split (%)					18.3%	18.3%	8%	44%	8%	21%
Yellow Time (s)					4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)					2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)					0.0	0.0				
Total Lost Time (s)					6.0	6.0				
Lead/Lag					Lag	Lag	Lead	Lag	Lead	
Lead-Lag Optimize?					Yes	Yes	Yes	Yes	Yes	
Recall Mode					None	None	None	C-Min	None	None

Intersection Summary

Cycle Length: 180
Actuated Cycle Length: 180
Offset: 160 (89%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 1: Lake Shore Drive & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBL	NBR
Lane Group Flow (vph)	24	1202	66	1920	16	39
v/c Ratio	0.59	0.61	0.10	0.59	0.25	0.22
Control Delay (s/veh)	89.3	30.1	1.5	5.5	92.8	2.8
Queue Delay	0.0	0.2	0.0	0.8	0.0	0.0
Total Delay (s/veh)	89.3	30.3	1.5	6.4	92.8	2.8
Queue Length 50th (ft)	20	534	8	161	19	0
Queue Length 95th (ft)	#89	657	m8	m145	49	0
Internal Link Dist (ft)		398		276		
Turn Bay Length (ft)	125		105			
Base Capacity (vph)	41	1986	678	3235	265	341
Starvation Cap Reductn	0	0	0	900	0	0
Spillback Cap Reductn	0	189	0	0	0	6
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.59	0.67	0.10	0.82	0.06	0.12

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	23	1117	25	63	1802	22	15	0	37	0	0	0
Future Volume (vph)	23	1117	25	63	1802	22	15	0	37	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0		6.0	6.0		6.0		6.0			
Lane Util. Factor	1.00	0.95		1.00	0.95		1.00		1.00			
Frpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		0.98			
Flpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Frt	1.00	1.00		1.00	1.00		1.00		0.85			
Flt Protected	0.95	1.00		0.95	1.00		0.95		1.00			
Satd. Flow (prot)	1769	3526		1770	3532		1770		1558			
Flt Permitted	0.04	1.00		0.15	1.00		0.95		1.00			
Satd. Flow (perm)	74	3526		274	3532		1770		1558			
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	24	1176	26	66	1897	23	16	0	39	0	0	0
RTOR Reduction (vph)	0	1	0	0	0	0	0	0	38	0	0	0
Lane Group Flow (vph)	24	1201	0	66	1920	0	16	0	1	0	0	0
Confl. Peds. (#/hr)	7		5	5		7			2	2		
Confl. Bikes (#/hr)			8			9						
Turn Type	Perm	NA		pm+pt	NA		Prot		Perm			
Protected Phases		1 2		3 9	1 2 3 9		4					
Permitted Phases	1 2			1 2 3 9					4			
Actuated Green, G (s)	100.2	100.2		150.5	162.5		5.5		5.5			
Effective Green, g (s)	100.2	100.2		150.5	162.5		5.5		5.5			
Actuated g/C Ratio	0.56	0.56		0.84	0.90		0.03		0.03			
Clearance Time (s)							6.0		6.0			
Vehicle Extension (s)							2.0		2.0			
Lane Grp Cap (vph)	41	1962		647	3188		54		47			
v/s Ratio Prot		0.34		0.03	c0.54		c0.01					
v/s Ratio Perm	0.32			0.06					0.00			
v/c Ratio	0.59	0.61		0.10	0.60		0.30		0.03			
Uniform Delay, d1	26.2	26.8		7.1	1.9		85.4		84.6			
Progression Factor	1.00	1.00		1.12	2.73		1.00		1.00			
Incremental Delay, d2	13.0	0.4		0.0	0.1		1.1		0.1			
Delay (s)	39.2	27.2		7.9	5.2		86.5		84.7			
Level of Service	D	C		A	A		F		F			
Approach Delay (s/veh)		27.5			5.3			85.2			0.0	
Approach LOS		C			A			F			A	

Intersection Summary

HCM 2000 Control Delay (s/veh)	14.9	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.66		
Actuated Cycle Length (s)	180.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	64.7%	ICU Level of Service	C
Analysis Period (min)	15		

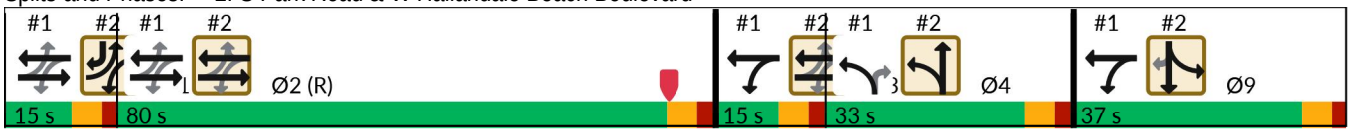
c Critical Lane Group

Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR	Ø2	Ø3
Lane Configurations											
Traffic Volume (vph)	77	1072	3	1687	114	6	240	2	192		
Future Volume (vph)	77	1072	3	1687	114	6	240	2	192		
Turn Type	pm+pt	NA	pm+pt	NA	Perm	NA	Split	NA	pm+ov		
Protected Phases	1	2 3	1	2 3		4	9	9	1	2	3
Permitted Phases	2 3		2 3		2 3				9		
Detector Phase	1	2 3	1	2 3	2 3	4	9	9	1		
Switch Phase											
Minimum Initial (s)	4.0		4.0			6.0	6.0	6.0	4.0	12.0	4.0
Minimum Split (s)	11.0		11.0			32.0	32.0	32.0	11.0	24.0	11.0
Total Split (s)	15.0		15.0			33.0	37.0	37.0	15.0	80.0	15.0
Total Split (%)	8.3%		8.3%			18.3%	20.6%	20.6%	8.3%	44%	8%
Yellow Time (s)	4.0		4.0			4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	2.0		2.0			2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)	0.0		0.0			0.0	0.0	0.0	0.0		
Total Lost Time (s)	6.0		6.0			6.0	6.0	6.0	6.0		
Lead/Lag	Lead		Lead			Lag			Lead	Lag	Lead
Lead-Lag Optimize?	Yes		Yes			Yes			Yes	Yes	Yes
Recall Mode	None		None			None	None	None	None	C-Min	None

Intersection Summary

Cycle Length: 180
Actuated Cycle Length: 180
Offset: 160 (89%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 2: S Park Road & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR
Lane Group Flow (vph)	80	1119	39	1757	119	18	125	127	200
v/c Ratio	0.32	0.64	0.12	1.00	0.15	0.26	0.32	0.33	0.30
Control Delay (s/veh)	69.8	12.6	16.0	66.4	7.5	75.3	57.8	57.9	5.5
Queue Delay	0.0	0.5	0.0	30.6	0.0	0.0	0.0	0.0	0.1
Total Delay (s/veh)	69.8	13.0	16.0	97.0	7.5	75.3	57.8	57.9	5.6
Queue Length 50th (ft)	39	557	18	~1110	17	16	128	130	0
Queue Length 95th (ft)	#113	166	40	#1286	56	47	193	196	60
Internal Link Dist (ft)		276		271		204		353	
Turn Bay Length (ft)	105		200		115		185		
Base Capacity (vph)	249	1754	339	1754	777	266	403	404	673
Starvation Cap Reductn	0	238	0	137	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	45
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.32	0.74	0.12	1.09	0.15	0.07	0.31	0.31	0.32

Intersection Summary

~ Volume exceeds capacity, queue is theoretically infinite.
Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Movement	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	77	1072	2	35	3	1687	114	7	6	5	240	2
Future Volume (vph)	77	1072	2	35	3	1687	114	7	6	5	240	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0			6.0	6.0	6.0		6.0		6.0	6.0
Lane Util. Factor	1.00	0.95			1.00	0.95	1.00		1.00		0.95	0.95
Frpb, ped/bikes	1.00	1.00			1.00	1.00	0.93		0.99		1.00	1.00
Flpb, ped/bikes	1.00	1.00			1.00	1.00	1.00		1.00		1.00	1.00
Frt	1.00	1.00			1.00	1.00	0.85		0.96		1.00	1.00
Flt Protected	0.95	1.00			0.95	1.00	1.00		0.98		0.95	0.95
Satd. Flow (prot)	1770	3538			1770	3539	1474		1749		1681	1687
Flt Permitted	0.05	1.00			0.14	1.00	1.00		0.98		0.95	0.95
Satd. Flow (perm)	85	3538			266	3539	1474		1749		1681	1687
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	80	1117	2	36	3	1757	119	7	6	5	250	2
RTOR Reduction (vph)	0	0	0	0	0	0	46	0	5	0	0	0
Lane Group Flow (vph)	80	1119	0	0	39	1757	73	0	13	0	125	127
Confl. Peds. (#/hr)	8		5		5		8	2				
Confl. Bikes (#/hr)			7				10			1		
Turn Type	pm+pt	NA			pm+pt	NA	Perm	Split	NA		Split	NA
Protected Phases	1	2 3			1	2 3		4	4		9	9
Permitted Phases	2 3				2 3		2 3					
Actuated Green, G (s)	109.2	88.1			109.2	88.1	88.1		5.5		41.3	41.3
Effective Green, g (s)	109.2	88.1			109.2	88.1	88.1		5.5		41.3	41.3
Actuated g/C Ratio	0.61	0.49			0.61	0.49	0.49		0.03		0.23	0.23
Clearance Time (s)	6.0				6.0				6.0		6.0	6.0
Vehicle Extension (s)	1.5				1.5				2.0		2.0	2.0
Lane Grp Cap (vph)	249	1731			337	1732	721		53		385	387
v/s Ratio Prot	c0.04	0.32			0.01	c0.50			c0.01		0.07	c0.08
v/s Ratio Perm	0.16				0.06		0.05					
v/c Ratio	0.32	0.65			0.12	1.01	0.10		0.25		0.32	0.33
Uniform Delay, d1	35.1	34.3			18.8	46.0	24.7		85.2		57.7	57.8
Progression Factor	2.34	0.33			1.00	1.00	1.00		1.00		1.00	1.00
Incremental Delay, d2	0.2	0.5			0.1	25.3	0.0		0.9		0.2	0.2
Delay (s)	82.6	11.8			18.8	71.2	24.7		86.1		57.9	58.0
Level of Service	F	B			B	E	C		F		E	E
Approach Delay (s/veh)		16.5				67.3			86.1			50.0
Approach LOS		B				E			F			D

Intersection Summary

HCM 2000 Control Delay (s/veh)	48.2	HCM 2000 Level of Service	D
HCM 2000 Volume to Capacity ratio	0.74		
Actuated Cycle Length (s)	180.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	79.8%	ICU Level of Service	D
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	192
Future Volume (vph)	192
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1566
Flt Permitted	1.00
Satd. Flow (perm)	1566
Peak-hour factor, PHF	0.96
Adj. Flow (vph)	200
RTOR Reduction (vph)	131
Lane Group Flow (vph)	69
Confl. Peds. (#/hr)	2
Confl. Bikes (#/hr)	1
Turn Type	pm+ov
Protected Phases	1
Permitted Phases	9
Actuated Green, G (s)	62.4
Effective Green, g (s)	62.4
Actuated g/C Ratio	0.35
Clearance Time (s)	6.0
Vehicle Extension (s)	1.5
Lane Grp Cap (vph)	595
v/s Ratio Prot	0.01
v/s Ratio Perm	0.03
v/c Ratio	0.12
Uniform Delay, d1	40.0
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	40.1
Level of Service	D
Approach Delay (s/veh)	
Approach LOS	

Intersection Summary

Intersection												
Int Delay, s/veh	0.3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	0	1315	38	49	1813	18	0	0	29	0	0	9
Future Vol, veh/h	0	1315	38	49	1813	18	0	0	29	0	0	9
Conflicting Peds, #/hr	12	0	3	3	0	12	1	0	2	2	0	1
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	190	-	-	-	-	0	-	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	98	98	98	98	98	98	98	98	98	98	98	98
Heavy Vehicles, %	3	3	3	3	3	3	3	3	3	3	3	3
Mvmt Flow	0	1342	39	50	1850	18	0	0	30	0	0	9

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	-	0	0	1384	0	0	-	-	695	-	-	947
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy	-	-	-	4.16	-	-	-	-	3.7	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	-	-	-	-	-	-
Follow-up Hdwy	-	-	-	2.23	-	-	-	-	2	-	-	2
Pot Cap-1 Maneuver	0	-	-	486	-	-	0	0	1062	0	0	874
Stage 1	0	-	-	-	-	-	0	0	-	0	0	-
Stage 2	0	-	-	-	-	-	0	0	-	0	0	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	-	-	-	484	-	-	-	-	1057	-	-	864
Mov Cap-2 Maneuver	-	-	-	-	-	-	-	-	-	-	-	-
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Ctrl Dly, s/v	0	0.35	8.5	9.21
HCM LOS			A	A

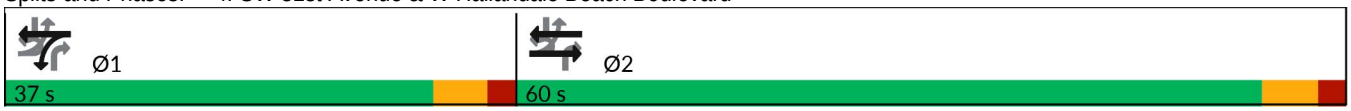
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	1057	-	-	484	-	-	864
HCM Lane V/C Ratio	0.028	-	-	0.103	-	-	0.011
HCM Ctrl Dly (s/v)	8.5	-	-	13.3	-	-	9.2
HCM Lane LOS	A	-	-	B	-	-	A
HCM 95th %tile Q(veh)	0.1	-	-	0.3	-	-	0

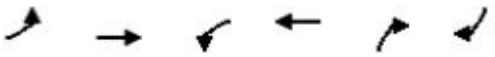
Lane Group	EBU	EBL	EBT	WBL	WBT	NBR	SBR
Lane Configurations							
Traffic Volume (vph)	12	14	1315	90	1769	13	96
Future Volume (vph)	12	14	1315	90	1769	13	96
Turn Type	D.Pm	D.Pm	NA	Prot	NA	Perm	Perm
Protected Phases			2	1	1 2		
Permitted Phases	1 2	1 2				1 2	1 2
Detector Phase	1 2	1 2	2	1	1 2	1 2	1 2
Switch Phase							
Minimum Initial (s)			10.0	6.0			
Minimum Split (s)			25.0	12.0			
Total Split (s)			60.0	37.0			
Total Split (%)			61.9%	38.1%			
Yellow Time (s)			4.0	4.0			
All-Red Time (s)			2.0	2.0			
Lost Time Adjust (s)			0.0	0.0			
Total Lost Time (s)			6.0	6.0			
Lead/Lag			Lag	Lead			
Lead-Lag Optimize?			Yes	Yes			
Recall Mode			Max	None			

Intersection Summary

Cycle Length: 97
Actuated Cycle Length: 90.6
Natural Cycle: 40
Control Type: Semi Act-Uncoord

Splits and Phases: 4: SW 31st Avenue & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBR	SBR
Lane Group Flow (vph)	28	1396	95	1904	14	101
v/c Ratio	0.14	0.46	0.20	0.38	0.01	0.06
Control Delay (s/veh)	1.5	11.4	25.9	0.2	0.0	0.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	1.5	11.4	25.9	0.2	0.0	0.1
Queue Length 50th (ft)	0	156	43	0	0	0
Queue Length 95th (ft)	0	221	82	0	0	0
Internal Link Dist (ft)		245		309		
Turn Bay Length (ft)	160		220			
Base Capacity (vph)	196	3041	608	5064	1590	1590
Starvation Cap Reductn	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.14	0.46	0.16	0.38	0.01	0.06

Intersection Summary

Movement	EBU	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	12	14	1315	11	90	1769	40	0	0	13	0	0
Future Volume (vph)	12	14	1315	11	90	1769	40	0	0	13	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		6.0	6.0		6.0	6.0				6.0		
Lane Util. Factor		1.00	0.91		1.00	0.91				1.00		
Frpb, ped/bikes		1.00	1.00		1.00	1.00				0.99		
Flpb, ped/bikes		1.00	1.00		1.00	1.00				1.00		
Frt		1.00	1.00		1.00	1.00				0.87		
Flt Protected		0.95	1.00		0.95	1.00				1.00		
Satd. Flow (prot)		1769	5077		1770	5065				1591		
Flt Permitted		0.11	1.00		0.95	1.00				1.00		
Satd. Flow (perm)		196	5077		1770	5065				1591		
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	13	15	1384	12	95	1862	42	0	0	14	0	0
RTOR Reduction (vph)	0	0	1	0	0	0	0	0	0	0	0	0
Lane Group Flow (vph)	0	28	1395	0	95	1904	0	0	0	14	0	0
Confl. Peds. (#/hr)		7		5	5		7	1		1	1	
Confl. Bikes (#/hr)				7			21					
Turn Type	D.Pm	D.Pm	NA		Prot	NA				Perm		
Protected Phases			2		1	1 2						
Permitted Phases	1 2	1 2								1 2		
Actuated Green, G (s)		90.6	54.3		24.3	90.6				90.6		
Effective Green, g (s)		90.6	54.3		24.3	90.6				90.6		
Actuated g/C Ratio		1.00	0.60		0.27	1.00				1.00		
Clearance Time (s)			6.0		6.0							
Vehicle Extension (s)			2.0		2.0							
Lane Grp Cap (vph)		196	3042		474	5065				1591		
v/s Ratio Prot			c0.27		0.05	c0.38						
v/s Ratio Perm		0.14								0.01		
v/c Ratio		0.14	0.46		0.20	0.38				0.01		
Uniform Delay, d1		0.0	10.0		25.6	0.0				0.0		
Progression Factor		1.00	1.00		1.00	1.00				1.00		
Incremental Delay, d2		0.1	0.5		0.1	0.0				0.0		
Delay (s)		0.1	10.5		25.7	0.0				0.0		
Level of Service		A	B		C	A				A		
Approach Delay (s/veh)			10.3			1.2			0.0			0.0
Approach LOS			B			A			A			A

Intersection Summary			
HCM 2000 Control Delay (s/veh)	4.9	HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio	0.46		
Actuated Cycle Length (s)	90.6	Sum of lost time (s)	12.0
Intersection Capacity Utilization	61.1%	ICU Level of Service	B
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	96
Future Volume (vph)	96
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.87
Flt Protected	1.00
Satd. Flow (prot)	1591
Flt Permitted	1.00
Satd. Flow (perm)	1591
Peak-hour factor, PHF	0.95
Adj. Flow (vph)	101
RTOR Reduction (vph)	0
Lane Group Flow (vph)	101
Confl. Peds. (#/hr)	1
Confl. Bikes (#/hr)	
Turn Type	Perm
Protected Phases	
Permitted Phases	1 2
Actuated Green, G (s)	90.6
Effective Green, g (s)	90.6
Actuated g/C Ratio	1.00
Clearance Time (s)	
Vehicle Extension (s)	
Lane Grp Cap (vph)	1591
v/s Ratio Prot	
v/s Ratio Perm	0.06
v/c Ratio	0.06
Uniform Delay, d1	0.0
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	0.0
Level of Service	A
Approach Delay (s/veh)	
Approach LOS	
Intersection Summary	

Intersection	
Int Delay, s/veh	0.5

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	0	0	1859	40	0	96
Future Vol, veh/h	0	0	1859	40	0	96
Conflicting Peds, #/hr	0	0	0	7	1	1
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	-	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	95	95	95	95	95	95
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	0	1957	42	0	101

Major/Minor	Major2		Minor2	
Conflicting Flow All	-	0	-	1007
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	-	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	-	2
Pot Cap-1 Maneuver	-	-	0	835
Stage 1	-	-	0	-
Stage 2	-	-	0	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	-	829
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	WB	SB
HCM Ctrl Dly, s/v	0	9.94
HCM LOS		A

Minor Lane/Major Mvmt	WBT	WBR	SBLn1
Capacity (veh/h)	-	-	829
HCM Lane V/C Ratio	-	-	0.122
HCM Ctrl Dly (s/v)	-	-	9.9
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0.4

Intersection	
Int Delay, s/veh	3.4

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	38	15	2	45	15	29
Future Vol, veh/h	38	15	2	45	15	29
Conflicting Peds, #/hr	0	0	0	0	2	4
Sign Control	Free	Free	Yield	Yield	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	86	86	86	86	86	86
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	44	17	2	52	17	34

Major/Minor	Major1		Minor1	
Conflicting Flow All	0	0	55	57
Stage 1	-	-	53	-
Stage 2	-	-	2	-
Critical Hdwy	-	-	3.7	3.7
Critical Hdwy Stg 1	-	-	5.43	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	2.9	2
Pot Cap-1 Maneuver	-	-	1199	1725
Stage 1	-	-	1171	-
Stage 2	-	-	-	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	1197	1725
Mov Cap-2 Maneuver	-	-	1197	-
Stage 1	-	-	1171	-
Stage 2	-	-	-	-

Approach	EB	NB
HCM Ctrl Dly, s/v	0	7.49
HCM LOS		A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR
Capacity (veh/h)	1499	-	-
HCM Lane V/C Ratio	0.034	-	-
HCM Ctrl Dly (s/v)	7.5	-	-
HCM Lane LOS	A	-	-
HCM 95th %tile Q(veh)	0.1	-	-

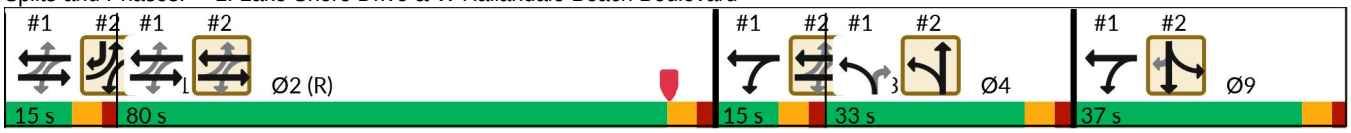
Future Background P.M.

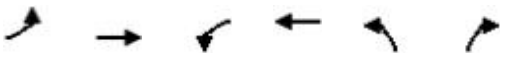
Lane Group	EBL	EBT	WBL	WBT	NBL	NBR	Ø1	Ø2	Ø3	Ø9
Lane Configurations										
Traffic Volume (vph)	23	1136	64	1833	15	38				
Future Volume (vph)	23	1136	64	1833	15	38				
Turn Type	Perm	NA	pm+pt	NA	Prot	Perm				
Protected Phases		1 2	3 9	1 2 3 9	4		1	2	3	9
Permitted Phases	1 2		1 2 3 9			4				
Detector Phase	1 2	1 2	3 9	1 2 3 9	4	4				
Switch Phase										
Minimum Initial (s)					6.0	6.0	4.0	12.0	4.0	6.0
Minimum Split (s)					32.0	32.0	11.0	24.0	11.0	32.0
Total Split (s)					33.0	33.0	15.0	80.0	15.0	37.0
Total Split (%)					18.3%	18.3%	8%	44%	8%	21%
Yellow Time (s)					4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)					2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)					0.0	0.0				
Total Lost Time (s)					6.0	6.0				
Lead/Lag					Lag	Lag	Lead	Lag	Lead	
Lead-Lag Optimize?					Yes	Yes	Yes	Yes	Yes	
Recall Mode					None	None	None	C-Min	None	None

Intersection Summary

Cycle Length: 180
Actuated Cycle Length: 180
Offset: 160 (89%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 1: Lake Shore Drive & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBL	NBR
Lane Group Flow (vph)	24	1222	67	1952	16	40
v/c Ratio	0.59	0.62	0.10	0.60	0.25	0.22
Control Delay (s/veh)	91.5	30.9	1.5	6.3	92.8	2.8
Queue Delay	0.0	0.2	0.0	0.9	0.0	0.0
Total Delay (s/veh)	91.5	31.1	1.5	7.2	92.8	2.8
Queue Length 50th (ft)	20	561	8	183	19	0
Queue Length 95th (ft)	#89	673	m8	m144	49	0
Internal Link Dist (ft)		398		276		
Turn Bay Length (ft)	125		105			
Base Capacity (vph)	41	1972	677	3235	265	341
Starvation Cap Reductn	0	0	0	898	0	0
Spillback Cap Reductn	0	167	0	0	0	5
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.59	0.68	0.10	0.84	0.06	0.12

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.
m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	23	1136	25	64	1833	22	15	0	38	0	0	0
Future Volume (vph)	23	1136	25	64	1833	22	15	0	38	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0		6.0	6.0		6.0		6.0			
Lane Util. Factor	1.00	0.95		1.00	0.95		1.00		1.00			
Frpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		0.98			
Flpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Frt	1.00	1.00		1.00	1.00		1.00		0.85			
Flt Protected	0.95	1.00		0.95	1.00		0.95		1.00			
Satd. Flow (prot)	1769	3527		1770	3532		1770		1558			
Flt Permitted	0.04	1.00		0.14	1.00		0.95		1.00			
Satd. Flow (perm)	75	3527		261	3532		1770		1558			
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	24	1196	26	67	1929	23	16	0	40	0	0	0
RTOR Reduction (vph)	0	1	0	0	0	0	0	0	39	0	0	0
Lane Group Flow (vph)	24	1221	0	67	1952	0	16	0	1	0	0	0
Confl. Peds. (#/hr)	7		5	5		7			2	2		
Confl. Bikes (#/hr)			8			9						
Turn Type	Perm	NA		pm+pt	NA		Prot		Perm			
Protected Phases		1 2		3 9	1 2 3 9		4					
Permitted Phases	1 2			1 2 3 9					4			
Actuated Green, G (s)	99.4	99.4		150.5	162.5		5.5		5.5			
Effective Green, g (s)	99.4	99.4		150.5	162.5		5.5		5.5			
Actuated g/C Ratio	0.55	0.55		0.84	0.90		0.03		0.03			
Clearance Time (s)							6.0		6.0			
Vehicle Extension (s)							2.0		2.0			
Lane Grp Cap (vph)	41	1947		646	3188		54		47			
v/s Ratio Prot		0.35		0.03	c0.55		c0.01					
v/s Ratio Perm	0.32			0.06					0.00			
v/c Ratio	0.59	0.63		0.10	0.61		0.30		0.03			
Uniform Delay, d1	26.7	27.6		7.5	1.9		85.4		84.7			
Progression Factor	1.00	1.00		1.14	3.06		1.00		1.00			
Incremental Delay, d2	13.0	0.5		0.0	0.1		1.1		0.1			
Delay (s)	39.6	28.1		8.6	5.9		86.5		84.7			
Level of Service	D	C		A	A		F		F			
Approach Delay (s/veh)		28.3			6.0			85.2			0.0	
Approach LOS		C			A			F			A	

Intersection Summary

HCM 2000 Control Delay (s/veh)	15.7	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.67		
Actuated Cycle Length (s)	180.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	65.5%	ICU Level of Service	C
Analysis Period (min)	15		

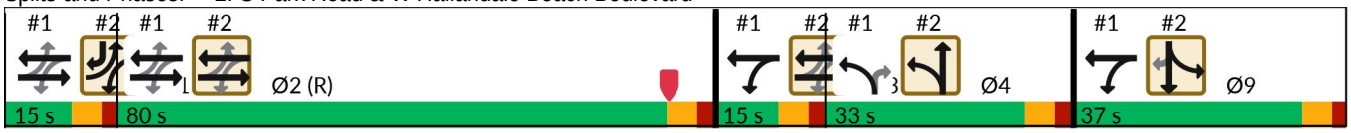
c Critical Lane Group

Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR	Ø2	Ø3
Lane Configurations											
Traffic Volume (vph)	78	1090	3	1716	116	6	244	2	195		
Future Volume (vph)	78	1090	3	1716	116	6	244	2	195		
Turn Type	pm+pt	NA	pm+pt	NA	Perm	NA	Split	NA	pm+ov		
Protected Phases	1	2 3	1	2 3		4	9	9	1	2	3
Permitted Phases	2 3		2 3		2 3				9		
Detector Phase	1	2 3	1	2 3	2 3	4	9	9	1		
Switch Phase											
Minimum Initial (s)	4.0		4.0			6.0	6.0	6.0	4.0	12.0	4.0
Minimum Split (s)	11.0		11.0			32.0	32.0	32.0	11.0	24.0	11.0
Total Split (s)	15.0		15.0			33.0	37.0	37.0	15.0	80.0	15.0
Total Split (%)	8.3%		8.3%			18.3%	20.6%	20.6%	8.3%	44%	8%
Yellow Time (s)	4.0		4.0			4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	2.0		2.0			2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)	0.0		0.0			0.0	0.0	0.0	0.0		
Total Lost Time (s)	6.0		6.0			6.0	6.0	6.0	6.0		
Lead/Lag	Lead		Lead			Lag			Lead	Lag	Lead
Lead-Lag Optimize?	Yes		Yes			Yes			Yes	Yes	Yes
Recall Mode	None		None			None	None	None	None	C-Min	None

Intersection Summary

Cycle Length: 180
Actuated Cycle Length: 180
Offset: 160 (89%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 2: S Park Road & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR
Lane Group Flow (vph)	81	1137	41	1788	121	18	127	129	203
v/c Ratio	0.33	0.65	0.13	1.02	0.16	0.26	0.32	0.33	0.30
Control Delay (s/veh)	71.0	12.4	16.3	71.5	7.8	75.3	57.3	57.4	5.5
Queue Delay	0.0	0.5	0.0	30.5	0.0	0.0	0.0	0.0	0.1
Total Delay (s/veh)	71.0	12.9	16.3	102.0	7.8	75.3	57.3	57.4	5.6
Queue Length 50th (ft)	43	571	20	~1193	18	16	128	130	0
Queue Length 95th (ft)	m112	169	41	#1325	58	47	196	200	60
Internal Link Dist (ft)		276		271		204		353	
Turn Bay Length (ft)	105		200		115		185		
Base Capacity (vph)	245	1749	327	1749	775	266	410	411	677
Starvation Cap Reductn	0	238	0	134	0	0	0	0	0
Spillback Cap Reductn	0	0	0	7	0	0	0	0	48
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.33	0.75	0.13	1.11	0.16	0.07	0.31	0.31	0.32

Intersection Summary

~ Volume exceeds capacity, queue is theoretically infinite.
Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	78	1090	2	36	3	1716	116	7	6	5	244	2
Future Volume (vph)	78	1090	2	36	3	1716	116	7	6	5	244	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0			6.0	6.0	6.0		6.0		6.0	6.0
Lane Util. Factor	1.00	0.95			1.00	0.95	1.00		1.00		0.95	0.95
Frpb, ped/bikes	1.00	1.00			1.00	1.00	0.93		0.99		1.00	1.00
Flpb, ped/bikes	1.00	1.00			1.00	1.00	1.00		1.00		1.00	1.00
Frt	1.00	1.00			1.00	1.00	0.85		0.96		1.00	1.00
Flt Protected	0.95	1.00			0.95	1.00	1.00		0.98		0.95	0.95
Satd. Flow (prot)	1770	3538			1770	3539	1474		1749		1681	1687
Flt Permitted	0.05	1.00			0.14	1.00	1.00		0.98		0.95	0.95
Satd. Flow (perm)	85	3538			254	3539	1474		1749		1681	1687
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	81	1135	2	38	3	1788	121	7	6	5	254	2
RTOR Reduction (vph)	0	0	0	0	0	0	47	0	5	0	0	0
Lane Group Flow (vph)	81	1137	0	0	41	1788	74	0	13	0	127	129
Confl. Peds. (#/hr)	8		5		5		8	2				
Confl. Bikes (#/hr)			7				10			1		
Turn Type	pm+pt	NA			pm+pt	NA	Perm	Split	NA		Split	NA
Protected Phases	1	2 3			1	2 3		4	4		9	9
Permitted Phases	2 3				2 3		2 3					
Actuated Green, G (s)	108.4	87.8			108.4	87.8	87.8		5.5		42.1	42.1
Effective Green, g (s)	108.4	87.8			108.4	87.8	87.8		5.5		42.1	42.1
Actuated g/C Ratio	0.60	0.49			0.60	0.49	0.49		0.03		0.23	0.23
Clearance Time (s)	6.0				6.0				6.0		6.0	6.0
Vehicle Extension (s)	1.5				1.5				2.0		2.0	2.0
Lane Grp Cap (vph)	244	1725			326	1726	718		53		393	394
v/s Ratio Prot	c0.04	0.32			0.01	c0.51			c0.01		0.08	c0.08
v/s Ratio Perm	0.16				0.06		0.05					
v/c Ratio	0.33	0.66			0.13	1.04	0.10		0.25		0.32	0.33
Uniform Delay, d1	35.3	34.8			19.4	46.1	24.9		85.2		57.1	57.2
Progression Factor	2.41	0.32			1.00	1.00	1.00		1.00		1.00	1.00
Incremental Delay, d2	0.2	0.6			0.1	31.6	0.0		0.9		0.2	0.2
Delay (s)	85.3	11.6			19.5	77.7	24.9		86.1		57.3	57.4
Level of Service	F	B			B	E	C		F		E	E
Approach Delay (s/veh)		16.5				73.2			86.1			49.6
Approach LOS		B				E			F			D

Intersection Summary

HCM 2000 Control Delay (s/veh)	51.3	HCM 2000 Level of Service	D
HCM 2000 Volume to Capacity ratio	0.75		
Actuated Cycle Length (s)	180.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	80.8%	ICU Level of Service	D
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	195
Future Volume (vph)	195
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1566
Flt Permitted	1.00
Satd. Flow (perm)	1566
Peak-hour factor, PHF	0.96
Adj. Flow (vph)	203
RTOR Reduction (vph)	132
Lane Group Flow (vph)	71
Confl. Peds. (#/hr)	2
Confl. Bikes (#/hr)	1
Turn Type	pm+ov
Protected Phases	1
Permitted Phases	9
Actuated Green, G (s)	62.7
Effective Green, g (s)	62.7
Actuated g/C Ratio	0.35
Clearance Time (s)	6.0
Vehicle Extension (s)	1.5
Lane Grp Cap (vph)	597
v/s Ratio Prot	0.01
v/s Ratio Perm	0.03
v/c Ratio	0.12
Uniform Delay, d1	39.9
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	39.9
Level of Service	D
Approach Delay (s/veh)	
Approach LOS	

Intersection Summary

Intersection												
Int Delay, s/veh	0.3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	0	1338	39	50	1844	18	0	0	29	0	0	9
Future Vol, veh/h	0	1338	39	50	1844	18	0	0	29	0	0	9
Conflicting Peds, #/hr	12	0	3	3	0	12	1	0	2	2	0	1
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	190	-	-	-	-	0	-	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	98	98	98	98	98	98	98	98	98	98	98	98
Heavy Vehicles, %	3	3	3	3	3	3	3	3	3	3	3	3
Mvmt Flow	0	1365	40	51	1882	18	0	0	30	0	0	9

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	-	0	0	1408	0	0	-	-	708	-	-	963
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy	-	-	-	4.16	-	-	-	-	3.7	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	-	-	-	-	-	-
Follow-up Hdwy	-	-	-	2.23	-	-	-	-	2	-	-	2
Pot Cap-1 Maneuver	0	-	-	475	-	-	0	0	1052	0	0	864
Stage 1	0	-	-	-	-	-	0	0	-	0	0	-
Stage 2	0	-	-	-	-	-	0	0	-	0	0	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	-	-	-	474	-	-	-	-	1047	-	-	853
Mov Cap-2 Maneuver	-	-	-	-	-	-	-	-	-	-	-	-
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Ctrl Dly, s/v	0	0.35	8.54	9.27
HCM LOS			A	A

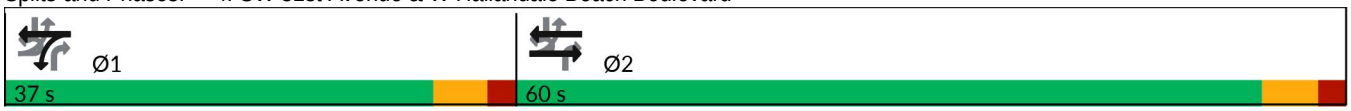
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	1047	-	-	474	-	-	853
HCM Lane V/C Ratio	0.028	-	-	0.108	-	-	0.011
HCM Ctrl Dly (s/v)	8.5	-	-	13.5	-	-	9.3
HCM Lane LOS	A	-	-	B	-	-	A
HCM 95th %tile Q(veh)	0.1	-	-	0.4	-	-	0

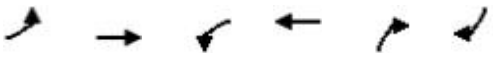
Lane Group	EBU	EBL	EBT	WBL	WBT	NBR	SBR
Lane Configurations							
Traffic Volume (vph)	12	14	1338	92	1799	13	98
Future Volume (vph)	12	14	1338	92	1799	13	98
Turn Type	D.Pm	D.Pm	NA	Prot	NA	Perm	Perm
Protected Phases			2	1	1 2		
Permitted Phases	1 2	1 2				1 2	1 2
Detector Phase	1 2	1 2	2	1	1 2	1 2	1 2
Switch Phase							
Minimum Initial (s)			10.0	6.0			
Minimum Split (s)			25.0	12.0			
Total Split (s)			60.0	37.0			
Total Split (%)			61.9%	38.1%			
Yellow Time (s)			4.0	4.0			
All-Red Time (s)			2.0	2.0			
Lost Time Adjust (s)			0.0	0.0			
Total Lost Time (s)			6.0	6.0			
Lead/Lag			Lag	Lead			
Lead-Lag Optimize?			Yes	Yes			
Recall Mode			Max	None			

Intersection Summary

Cycle Length: 97
Actuated Cycle Length: 90.9
Natural Cycle: 40
Control Type: Semi Act-Uncoord

Splits and Phases: 4: SW 31st Avenue & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBR	SBR
Lane Group Flow (vph)	28	1420	97	1937	14	103
v/c Ratio	0.15	0.47	0.20	0.38	0.01	0.06
Control Delay (s/veh)	1.7	11.6	25.9	0.2	0.0	0.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	1.7	11.6	25.9	0.2	0.0	0.1
Queue Length 50th (ft)	0	164	44	0	0	0
Queue Length 95th (ft)	0	227	83	0	0	0
Internal Link Dist (ft)		245		309		
Turn Bay Length (ft)	160		220			
Base Capacity (vph)	187	3033	606	5052	1586	1586
Starvation Cap Reductn	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.15	0.47	0.16	0.38	0.01	0.06

Intersection Summary

Movement	EBU	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	12	14	1338	11	92	1799	41	0	0	13	0	0
Future Volume (vph)	12	14	1338	11	92	1799	41	0	0	13	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		6.0	6.0		6.0	6.0				6.0		
Lane Util. Factor		1.00	0.91		1.00	0.91				1.00		
Frpb, ped/bikes		1.00	1.00		1.00	1.00				0.99		
Flpb, ped/bikes		1.00	1.00		1.00	1.00				1.00		
Frt		1.00	1.00		1.00	1.00				0.87		
Flt Protected		0.95	1.00		0.95	1.00				1.00		
Satd. Flow (prot)		1769	5077		1770	5065				1591		
Flt Permitted		0.10	1.00		0.95	1.00				1.00		
Satd. Flow (perm)		189	5077		1770	5065				1591		
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	13	15	1408	12	97	1894	43	0	0	14	0	0
RTOR Reduction (vph)	0	0	1	0	0	0	0	0	0	0	0	0
Lane Group Flow (vph)	0	28	1419	0	97	1937	0	0	0	14	0	0
Confl. Peds. (#/hr)		7		5	5		7	1		1	1	
Confl. Bikes (#/hr)				7			21					
Turn Type	D.Pm	D.Pm	NA		Prot	NA				Perm		
Protected Phases			2		1	1 2						
Permitted Phases	1 2	1 2								1 2		
Actuated Green, G (s)		90.8	54.3		24.5	90.8				90.8		
Effective Green, g (s)		90.8	54.3		24.5	90.8				90.8		
Actuated g/C Ratio		1.00	0.60		0.27	1.00				1.00		
Clearance Time (s)			6.0		6.0							
Vehicle Extension (s)			2.0		2.0							
Lane Grp Cap (vph)		189	3036		477	5065				1591		
v/s Ratio Prot			c0.28		0.05	c0.38						
v/s Ratio Perm		0.15								0.01		
v/c Ratio		0.15	0.47		0.20	0.38				0.01		
Uniform Delay, d1		0.0	10.2		25.6	0.0				0.0		
Progression Factor		1.00	1.00		1.00	1.00				1.00		
Incremental Delay, d2		0.1	0.5		0.1	0.0				0.0		
Delay (s)		0.1	10.7		25.7	0.0				0.0		
Level of Service		A	B		C	A				A		
Approach Delay (s/veh)			10.5			1.2			0.0			0.0
Approach LOS			B			A			A			A

Intersection Summary			
HCM 2000 Control Delay (s/veh)	4.9	HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio	0.47		
Actuated Cycle Length (s)	90.8	Sum of lost time (s)	12.0
Intersection Capacity Utilization	61.9%	ICU Level of Service	B
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	98
Future Volume (vph)	98
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.87
Flt Protected	1.00
Satd. Flow (prot)	1591
Flt Permitted	1.00
Satd. Flow (perm)	1591
Peak-hour factor, PHF	0.95
Adj. Flow (vph)	103
RTOR Reduction (vph)	0
Lane Group Flow (vph)	103
Confl. Peds. (#/hr)	1
Confl. Bikes (#/hr)	
Turn Type	Perm
Protected Phases	
Permitted Phases	1 2
Actuated Green, G (s)	90.8
Effective Green, g (s)	90.8
Actuated g/C Ratio	1.00
Clearance Time (s)	
Vehicle Extension (s)	
Lane Grp Cap (vph)	1591
v/s Ratio Prot	
v/s Ratio Perm	0.06
v/c Ratio	0.06
Uniform Delay, d1	0.0
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	0.0
Level of Service	A
Approach Delay (s/veh)	
Approach LOS	
Intersection Summary	

Intersection						
Int Delay, s/veh	0.5					
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	0	0	1891	41	0	98
Future Vol, veh/h	0	0	1891	41	0	98
Conflicting Peds, #/hr	0	0	0	7	1	1
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	-	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	96	96	96	96	96	96
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	0	1970	43	0	102

Major/Minor	Major2		Minor2	
Conflicting Flow All	-	0	-	1014
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	-	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	-	2
Pot Cap-1 Maneuver	-	-	0	830
Stage 1	-	-	0	-
Stage 2	-	-	0	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	-	825
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	WB	SB
HCM Ctrl Dly, s/v	0	9.98
HCM LOS		A

Minor Lane/Major Mvmt	WBT	WBR	SBLn1
Capacity (veh/h)	-	-	825
HCM Lane V/C Ratio	-	-	0.124
HCM Ctrl Dly (s/v)	-	-	10
HCM Lane LOS	-	-	A
HCM 95th %tile Q(veh)	-	-	0.4

Intersection						
Int Delay, s/veh	3.4					

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	39	15	2	46	15	29
Future Vol, veh/h	39	15	2	46	15	29
Conflicting Peds, #/hr	0	0	0	0	2	4
Sign Control	Free	Free	Yield	Yield	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	86	86	86	86	86	86
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	45	17	2	53	17	34

Major/Minor	Major1		Minor1	
Conflicting Flow All	0	0	56	58
Stage 1	-	-	54	-
Stage 2	-	-	2	-
Critical Hdwy	-	-	3.7	3.7
Critical Hdwy Stg 1	-	-	5.43	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	2.9	2
Pot Cap-1 Maneuver	-	-	1199	1723
Stage 1	-	-	1169	-
Stage 2	-	-	-	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	1196	1723
Mov Cap-2 Maneuver	-	-	1196	-
Stage 1	-	-	1169	-
Stage 2	-	-	-	-

Approach	EB	NB
HCM Ctrl Dly, s/v	0	7.49
HCM LOS		A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR
Capacity (veh/h)	1498	-	-
HCM Lane V/C Ratio	0.034	-	-
HCM Ctrl Dly (s/v)	7.5	-	-
HCM Lane LOS	A	-	-
HCM 95th %tile Q(veh)	0.1	-	-

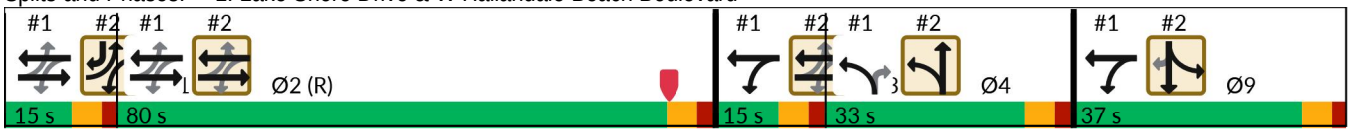
Future Total P.M.

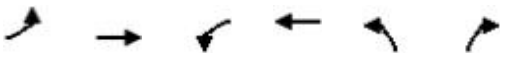
Lane Group	EBL	EBT	WBL	WBT	NBL	NBR	Ø1	Ø2	Ø3	Ø9
Lane Configurations										
Traffic Volume (vph)	23	1161	64	1851	15	38				
Future Volume (vph)	23	1161	64	1851	15	38				
Turn Type	Perm	NA	pm+pt	NA	Prot	Perm				
Protected Phases		1 2	3 9	1 2 3 9	4		1	2	3	9
Permitted Phases	1 2		1 2 3 9			4				
Detector Phase	1 2	1 2	3 9	1 2 3 9	4	4				
Switch Phase										
Minimum Initial (s)					6.0	6.0	4.0	12.0	4.0	6.0
Minimum Split (s)					32.0	32.0	11.0	24.0	11.0	32.0
Total Split (s)					33.0	33.0	15.0	80.0	15.0	37.0
Total Split (%)					18.3%	18.3%	8%	44%	8%	21%
Yellow Time (s)					4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)					2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)					0.0	0.0				
Total Lost Time (s)					6.0	6.0				
Lead/Lag					Lag	Lag	Lead	Lag	Lead	
Lead-Lag Optimize?					Yes	Yes	Yes	Yes	Yes	
Recall Mode					None	None	None	C-Min	None	None

Intersection Summary

Cycle Length: 180
Actuated Cycle Length: 180
Offset: 160 (89%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 1: Lake Shore Drive & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBL	NBR
Lane Group Flow (vph)	24	1248	67	1971	16	40
v/c Ratio	0.59	0.64	0.10	0.61	0.25	0.22
Control Delay (s/veh)	92.3	31.7	1.6	6.7	92.8	2.8
Queue Delay	0.0	0.2	0.0	1.0	0.0	0.0
Total Delay (s/veh)	92.3	31.9	1.6	7.7	92.8	2.8
Queue Length 50th (ft)	20	583	8	196	19	0
Queue Length 95th (ft)	#89	695	m8	m145	49	0
Internal Link Dist (ft)		398		276		
Turn Bay Length (ft)	125		105			
Base Capacity (vph)	41	1960	672	3235	265	341
Starvation Cap Reductn	0	0	0	897	0	0
Spillback Cap Reductn	0	160	0	0	0	5
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.59	0.69	0.10	0.84	0.06	0.12

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	23	1161	25	64	1851	22	15	0	38	0	0	0
Future Volume (vph)	23	1161	25	64	1851	22	15	0	38	0	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0		6.0	6.0		6.0		6.0			
Lane Util. Factor	1.00	0.95		1.00	0.95		1.00		1.00			
Frpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		0.98			
Flpb, ped/bikes	1.00	1.00		1.00	1.00		1.00		1.00			
Frt	1.00	1.00		1.00	1.00		1.00		0.85			
Flt Protected	0.95	1.00		0.95	1.00		0.95		1.00			
Satd. Flow (prot)	1769	3527		1770	3532		1770		1558			
Flt Permitted	0.04	1.00		0.13	1.00		0.95		1.00			
Satd. Flow (perm)	75	3527		245	3532		1770		1558			
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	24	1222	26	67	1948	23	16	0	40	0	0	0
RTOR Reduction (vph)	0	1	0	0	0	0	0	0	39	0	0	0
Lane Group Flow (vph)	24	1247	0	67	1971	0	16	0	1	0	0	0
Confl. Peds. (#/hr)	7		5	5		7			2	2		
Confl. Bikes (#/hr)			8			9						
Turn Type	Perm	NA		pm+pt	NA		Prot		Perm			
Protected Phases		1 2		3 9	1 2 3 9		4					
Permitted Phases	1 2			1 2 3 9					4			
Actuated Green, G (s)	98.8	98.8		150.5	162.5		5.5		5.5			
Effective Green, g (s)	98.8	98.8		150.5	162.5		5.5		5.5			
Actuated g/C Ratio	0.55	0.55		0.84	0.90		0.03		0.03			
Clearance Time (s)							6.0		6.0			
Vehicle Extension (s)							2.0		2.0			
Lane Grp Cap (vph)	41	1935		642	3188		54		47			
v/s Ratio Prot		0.35		0.03	c0.56		c0.01					
v/s Ratio Perm	0.32			0.06					0.00			
v/c Ratio	0.59	0.64		0.10	0.62		0.30		0.03			
Uniform Delay, d1	27.0	28.3		8.0	1.9		85.4		84.7			
Progression Factor	1.00	1.00		1.15	3.25		1.00		1.00			
Incremental Delay, d2	13.0	0.6		0.0	0.1		1.1		0.1			
Delay (s)	40.0	28.9		9.2	6.3		86.5		84.7			
Level of Service	D	C		A	A		F		F			
Approach Delay (s/veh)		29.1			6.4			85.2			0.0	
Approach LOS		C			A			F			A	

Intersection Summary

HCM 2000 Control Delay (s/veh)	16.3	HCM 2000 Level of Service	B
HCM 2000 Volume to Capacity ratio	0.68		
Actuated Cycle Length (s)	180.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	65.5%	ICU Level of Service	C
Analysis Period (min)	15		

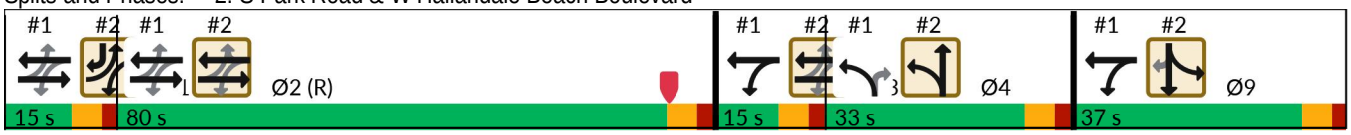
c Critical Lane Group

Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR	Ø2	Ø3
Lane Configurations											
Traffic Volume (vph)	78	1115	3	1734	116	6	244	2	195		
Future Volume (vph)	78	1115	3	1734	116	6	244	2	195		
Turn Type	pm+pt	NA	pm+pt	NA	Perm	NA	Split	NA	pm+ov		
Protected Phases	1	2 3	1	2 3		4	9	9	1	2	3
Permitted Phases	2 3		2 3		2 3				9		
Detector Phase	1	2 3	1	2 3	2 3	4	9	9	1		
Switch Phase											
Minimum Initial (s)	4.0		4.0			6.0	6.0	6.0	4.0	12.0	4.0
Minimum Split (s)	11.0		11.0			32.0	32.0	32.0	11.0	24.0	11.0
Total Split (s)	15.0		15.0			33.0	37.0	37.0	15.0	80.0	15.0
Total Split (%)	8.3%		8.3%			18.3%	20.6%	20.6%	8.3%	44%	8%
Yellow Time (s)	4.0		4.0			4.0	4.0	4.0	4.0	4.0	4.0
All-Red Time (s)	2.0		2.0			2.0	2.0	2.0	2.0	2.0	2.0
Lost Time Adjust (s)	0.0		0.0			0.0	0.0	0.0	0.0		
Total Lost Time (s)	6.0		6.0			6.0	6.0	6.0	6.0		
Lead/Lag	Lead		Lead			Lag			Lead	Lag	Lead
Lead-Lag Optimize?	Yes		Yes			Yes			Yes	Yes	Yes
Recall Mode	None		None			None	None	None	None	C-Min	None

Intersection Summary

Cycle Length: 180
Actuated Cycle Length: 180
Offset: 160 (89%), Referenced to phase 2:EBWB, Start of Yellow
Natural Cycle: 150
Control Type: Actuated-Coordinated

Splits and Phases: 2: S Park Road & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	WBR	NBT	SBL	SBT	SBR
Lane Group Flow (vph)	81	1163	109	1806	121	18	127	129	203
v/c Ratio	0.34	0.66	0.35	1.03	0.16	0.26	0.32	0.32	0.30
Control Delay (s/veh)	71.6	12.2	18.4	74.3	7.8	75.3	56.9	57.0	5.5
Queue Delay	0.0	0.6	0.0	27.0	0.0	0.0	0.0	0.0	0.1
Total Delay (s/veh)	71.6	12.8	18.4	101.4	7.8	75.3	56.9	57.0	5.6
Queue Length 50th (ft)	44	590	54	~1217	18	16	128	130	0
Queue Length 95th (ft)	m107	169	91	#1349	58	47	196	200	60
Internal Link Dist (ft)		276		271		204		353	
Turn Bay Length (ft)	105		200		115		185		
Base Capacity (vph)	239	1749	314	1749	775	266	413	414	677
Starvation Cap Reductn	0	236	0	133	0	0	0	0	0
Spillback Cap Reductn	0	0	0	13	0	0	0	0	48
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.34	0.77	0.35	1.12	0.16	0.07	0.31	0.31	0.32

Intersection Summary

~ Volume exceeds capacity, queue is theoretically infinite.
Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

m Volume for 95th percentile queue is metered by upstream signal.

Movement	EBL	EBT	EBR	WBU	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	78	1115	2	102	3	1734	116	7	6	5	244	2
Future Volume (vph)	78	1115	2	102	3	1734	116	7	6	5	244	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	6.0	6.0			6.0	6.0	6.0		6.0		6.0	6.0
Lane Util. Factor	1.00	0.95			1.00	0.95	1.00		1.00		0.95	0.95
Frpb, ped/bikes	1.00	1.00			1.00	1.00	0.93		0.99		1.00	1.00
Flpb, ped/bikes	1.00	1.00			1.00	1.00	1.00		1.00		1.00	1.00
Frt	1.00	1.00			1.00	1.00	0.85		0.96		1.00	1.00
Flt Protected	0.95	1.00			0.95	1.00	1.00		0.98		0.95	0.95
Satd. Flow (prot)	1770	3538			1770	3539	1474		1749		1681	1687
Flt Permitted	0.05	1.00			0.13	1.00	1.00		0.98		0.95	0.95
Satd. Flow (perm)	85	3538			239	3539	1474		1749		1681	1687
Peak-hour factor, PHF	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	81	1161	2	106	3	1806	121	7	6	5	254	2
RTOR Reduction (vph)	0	0	0	0	0	0	47	0	5	0	0	0
Lane Group Flow (vph)	81	1163	0	0	109	1806	74	0	13	0	127	129
Confl. Peds. (#/hr)	8		5		5		8	2				
Confl. Bikes (#/hr)			7				10			1		
Turn Type	pm+pt	NA			pm+pt	NA	Perm	Split	NA		Split	NA
Protected Phases	1	2 3			1	2 3		4	4		9	9
Permitted Phases	2 3				2 3		2 3					
Actuated Green, G (s)	107.8	87.8			107.8	87.8	87.8		5.5		42.7	42.7
Effective Green, g (s)	107.8	87.8			107.8	87.8	87.8		5.5		42.7	42.7
Actuated g/C Ratio	0.60	0.49			0.60	0.49	0.49		0.03		0.24	0.24
Clearance Time (s)	6.0				6.0				6.0		6.0	6.0
Vehicle Extension (s)	1.5				1.5				2.0		2.0	2.0
Lane Grp Cap (vph)	238	1725			313	1726	718		53		398	400
v/s Ratio Prot	0.04	0.33			c0.04	c0.51			c0.01		0.08	c0.08
v/s Ratio Perm	0.17				0.17		0.05					
v/c Ratio	0.34	0.67			0.35	1.05	0.10		0.25		0.32	0.32
Uniform Delay, d1	35.6	35.2			21.7	46.1	24.9		85.2		56.7	56.7
Progression Factor	2.41	0.31			1.00	1.00	1.00		1.00		1.00	1.00
Incremental Delay, d2	0.2	0.7			0.2	34.9	0.0		0.9		0.2	0.2
Delay (s)	86.1	11.5			22.0	81.0	24.9		86.1		56.8	56.9
Level of Service	F	B			C	F	C		F		E	E
Approach Delay (s/veh)		16.3				74.5			86.1			49.4
Approach LOS		B				E			F			D

Intersection Summary			
HCM 2000 Control Delay (s/veh)	52.2	HCM 2000 Level of Service	D
HCM 2000 Volume to Capacity ratio	0.76		
Actuated Cycle Length (s)	180.0	Sum of lost time (s)	30.0
Intersection Capacity Utilization	81.3%	ICU Level of Service	D
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	195
Future Volume (vph)	195
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.85
Flt Protected	1.00
Satd. Flow (prot)	1565
Flt Permitted	1.00
Satd. Flow (perm)	1565
Peak-hour factor, PHF	0.96
Adj. Flow (vph)	203
RTOR Reduction (vph)	132
Lane Group Flow (vph)	71
Confl. Peds. (#/hr)	2
Confl. Bikes (#/hr)	1
Turn Type	pm+ov
Protected Phases	1
Permitted Phases	9
Actuated Green, G (s)	62.7
Effective Green, g (s)	62.7
Actuated g/C Ratio	0.35
Clearance Time (s)	6.0
Vehicle Extension (s)	1.5
Lane Grp Cap (vph)	597
v/s Ratio Prot	0.01
v/s Ratio Perm	0.03
v/c Ratio	0.12
Uniform Delay, d1	39.9
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	39.9
Level of Service	D
Approach Delay (s/veh)	
Approach LOS	

Intersection Summary

Intersection												
Int Delay, s/veh	0.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	0	1429	39	50	1906	18	0	0	29	0	0	31
Future Vol, veh/h	0	1429	39	50	1906	18	0	0	29	0	0	31
Conflicting Peds, #/hr	12	0	3	3	0	12	1	0	2	2	0	1
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	190	-	-	-	-	0	-	-	0
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	98	98	98	98	98	98	98	98	98	98	98	98
Heavy Vehicles, %	3	3	3	3	3	3	3	3	3	3	3	3
Mvmt Flow	0	1458	40	51	1945	18	0	0	30	0	0	32

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	-	0	0	1501	0	0	-	-	754	-	-	995
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy	-	-	-	4.16	-	-	-	-	3.7	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-	-	-	-	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-	-	-	-	-	-	-
Follow-up Hdwy	-	-	-	2.23	-	-	-	-	2	-	-	2
Pot Cap-1 Maneuver	0	-	-	438	-	-	0	0	1015	0	0	843
Stage 1	0	-	-	-	-	-	0	0	-	0	0	-
Stage 2	0	-	-	-	-	-	0	0	-	0	0	-
Platoon blocked, %		-	-		-	-						
Mov Cap-1 Maneuver	-	-	-	436	-	-	-	-	1010	-	-	832
Mov Cap-2 Maneuver	-	-	-	-	-	-	-	-	-	-	-	-
Stage 1	-	-	-	-	-	-	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Ctrl Dly, s/v	0	0.36	8.67	9.5
HCM LOS			A	A

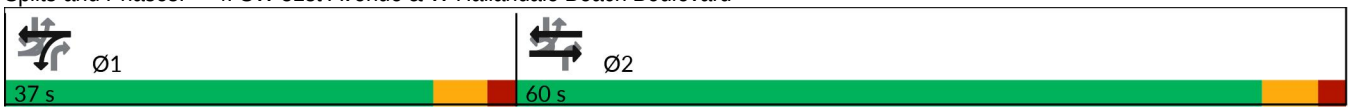
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	1010	-	-	436	-	-	832
HCM Lane V/C Ratio	0.029	-	-	0.117	-	-	0.038
HCM Ctrl Dly (s/v)	8.7	-	-	14.3	-	-	9.5
HCM Lane LOS	A	-	-	B	-	-	A
HCM 95th %tile Q(veh)	0.1	-	-	0.4	-	-	0.1

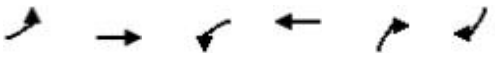
Lane Group	EBU	EBL	EBT	WBL	WBT	NBR	SBR
Lane Configurations							
Traffic Volume (vph)	26	52	1377	92	1855	13	121
Future Volume (vph)	26	52	1377	92	1855	13	121
Turn Type	D.Pm	D.Pm	NA	Prot	NA	Perm	Perm
Protected Phases			2	1	1 2		
Permitted Phases	1 2	1 2				1 2	1 2
Detector Phase	1 2	1 2	2	1	1 2	1 2	1 2
Switch Phase							
Minimum Initial (s)			10.0	6.0			
Minimum Split (s)			25.0	12.0			
Total Split (s)			60.0	37.0			
Total Split (%)			61.9%	38.1%			
Yellow Time (s)			4.0	4.0			
All-Red Time (s)			2.0	2.0			
Lost Time Adjust (s)			0.0	0.0			
Total Lost Time (s)			6.0	6.0			
Lead/Lag			Lag	Lead			
Lead-Lag Optimize?			Yes	Yes			
Recall Mode			Max	None			

Intersection Summary

Cycle Length: 97
Actuated Cycle Length: 92.8
Natural Cycle: 40
Control Type: Semi Act-Uncoord

Splits and Phases: 4: SW 31st Avenue & W Hallandale Beach Boulevard





Lane Group	EBL	EBT	WBL	WBT	NBR	SBR
Lane Group Flow (vph)	82	1461	97	1996	14	127
v/c Ratio	0.46	0.49	0.19	0.39	0.01	0.08
Control Delay (s/veh)	8.5	12.6	25.4	0.2	0.0	0.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (s/veh)	8.5	12.6	25.4	0.2	0.0	0.1
Queue Length 50th (ft)	0	195	44	0	0	0
Queue Length 95th (ft)	0	235	83	0	0	0
Internal Link Dist (ft)		245		512		
Turn Bay Length (ft)	160		220			
Base Capacity (vph)	177	2966	593	5067	1591	1591
Starvation Cap Reductn	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.46	0.49	0.16	0.39	0.01	0.08

Intersection Summary



Movement	EBU	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT
Lane Configurations												
Traffic Volume (vph)	26	52	1377	11	92	1855	41	0	0	13	0	0
Future Volume (vph)	26	52	1377	11	92	1855	41	0	0	13	0	0
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		6.0	6.0		6.0	6.0				6.0		
Lane Util. Factor		1.00	0.91		1.00	0.91				1.00		
Frpb, ped/bikes		1.00	1.00		1.00	1.00				0.99		
Flpb, ped/bikes		1.00	1.00		1.00	1.00				1.00		
Frt		1.00	1.00		1.00	1.00				0.87		
Flt Protected		0.95	1.00		0.95	1.00				1.00		
Satd. Flow (prot)		1769	5078		1770	5065				1591		
Flt Permitted		0.10	1.00		0.95	1.00				1.00		
Satd. Flow (perm)		177	5078		1770	5065				1591		
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	27	55	1449	12	97	1953	43	0	0	14	0	0
RTOR Reduction (vph)	0	0	1	0	0	0	0	0	0	0	0	0
Lane Group Flow (vph)	0	82	1460	0	97	1996	0	0	0	14	0	0
Confl. Peds. (#/hr)		7		5	5		7	1		1	1	
Confl. Bikes (#/hr)				7			21					
Turn Type	D.Pm	D.Pm	NA		Prot	NA				Perm		
Protected Phases			2		1	1 2						
Permitted Phases	1 2	1 2								1 2		
Actuated Green, G (s)		92.8	54.2		26.6	92.8				92.8		
Effective Green, g (s)		92.8	54.2		26.6	92.8				92.8		
Actuated g/C Ratio		1.00	0.58		0.29	1.00				1.00		
Clearance Time (s)			6.0		6.0							
Vehicle Extension (s)			2.0		2.0							
Lane Grp Cap (vph)		177	2965		507	5065				1591		
v/s Ratio Prot			0.29		0.05	0.39						
v/s Ratio Perm		c0.46								0.01		
v/c Ratio		0.46	0.49		0.19	0.39				0.01		
Uniform Delay, d1		0.0	11.3		25.0	0.0				0.0		
Progression Factor		1.00	1.00		1.00	1.00				1.00		
Incremental Delay, d2		0.7	0.6		0.1	0.0				0.0		
Delay (s)		0.7	11.9		25.0	0.0				0.0		
Level of Service		A	B		C	A				A		
Approach Delay (s/veh)			11.3			1.2			0.0			0.0
Approach LOS			B			A			A			A

Intersection Summary			
HCM 2000 Control Delay (s/veh)	5.3	HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio	0.53		
Actuated Cycle Length (s)	92.8	Sum of lost time (s)	12.0
Intersection Capacity Utilization	64.4%	ICU Level of Service	C
Analysis Period (min)	15		

c Critical Lane Group



Movement	SBR
Lane Configurations	
Traffic Volume (vph)	121
Future Volume (vph)	121
Ideal Flow (vphpl)	1900
Total Lost time (s)	6.0
Lane Util. Factor	1.00
Frpb, ped/bikes	0.99
Flpb, ped/bikes	1.00
Frt	0.87
Flt Protected	1.00
Satd. Flow (prot)	1591
Flt Permitted	1.00
Satd. Flow (perm)	1591
Peak-hour factor, PHF	0.95
Adj. Flow (vph)	127
RTOR Reduction (vph)	0
Lane Group Flow (vph)	127
Confl. Peds. (#/hr)	1
Confl. Bikes (#/hr)	
Turn Type	Perm
Protected Phases	
Permitted Phases	1 2
Actuated Green, G (s)	92.8
Effective Green, g (s)	92.8
Actuated g/C Ratio	1.00
Clearance Time (s)	
Vehicle Extension (s)	
Lane Grp Cap (vph)	1591
v/s Ratio Prot	
v/s Ratio Perm	0.08
v/c Ratio	0.08
Uniform Delay, d1	0.0
Progression Factor	1.00
Incremental Delay, d2	0.0
Delay (s)	0.0
Level of Service	A
Approach Delay (s/veh)	
Approach LOS	
Intersection Summary	

Intersection	
Int Delay, s/veh	0.6

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	0	0	1947	41	0	121
Future Vol, veh/h	0	0	1947	41	0	121
Conflicting Peds, #/hr	0	0	0	7	1	1
Sign Control	Stop	Stop	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	-	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	95	95	95	95	95	95
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	0	2049	43	0	127

Major/Minor	Major2		Minor2	
Conflicting Flow All	-	0	-	1054
Stage 1	-	-	-	-
Stage 2	-	-	-	-
Critical Hdwy	-	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	-	2
Pot Cap-1 Maneuver	-	-	0	805
Stage 1	-	-	0	-
Stage 2	-	-	0	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	-	799
Mov Cap-2 Maneuver	-	-	-	-
Stage 1	-	-	-	-
Stage 2	-	-	-	-

Approach	WB	SB
HCM Ctrl Dly, s/v	0	10.35
HCM LOS		B

Minor Lane/Major Mvmt	WBT	WBR	SBLn1
Capacity (veh/h)	-	-	799
HCM Lane V/C Ratio	-	-	0.159
HCM Ctrl Dly (s/v)	-	-	10.4
HCM Lane LOS	-	-	B
HCM 95th %tile Q(veh)	-	-	0.6

Intersection	
Int Delay, s/veh	3.4

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	39	18	2	46	17	29
Future Vol, veh/h	39	18	2	46	17	29
Conflicting Peds, #/hr	0	0	0	0	2	4
Sign Control	Free	Free	Yield	Yield	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	86	86	86	86	86	86
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	45	21	2	53	20	34

Major/Minor	Major1		Minor1	
Conflicting Flow All	0	0	58	60
Stage 1	-	-	56	-
Stage 2	-	-	2	-
Critical Hdwy	-	-	3.7	3.7
Critical Hdwy Stg 1	-	-	5.43	-
Critical Hdwy Stg 2	-	-	-	-
Follow-up Hdwy	-	-	2.9	2
Pot Cap-1 Maneuver	-	-	1197	1721
Stage 1	-	-	1167	-
Stage 2	-	-	-	-
Platoon blocked, %	-	-		
Mov Cap-1 Maneuver	-	-	1195	1721
Mov Cap-2 Maneuver	-	-	1195	-
Stage 1	-	-	1167	-
Stage 2	-	-	-	-

Approach	EB	NB
HCM Ctrl Dly, s/v	0	7.52
HCM LOS		A

Minor Lane/Major Mvmt	NBLn1	EBT	EBR
Capacity (veh/h)	1480	-	-
HCM Lane V/C Ratio	0.036	-	-
HCM Ctrl Dly (s/v)	7.5	-	-
HCM Lane LOS	A	-	-
HCM 95th %tile Q(veh)	0.1	-	-

Intersection						
Int Delay, s/veh	0.2					

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↑↑	↑↑	↱		↱
Traffic Vol, veh/h	0	1458	1896	110	0	79
Future Vol, veh/h	0	1458	1896	110	0	79
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	105	-	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	1585	2061	120	0	86

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	-	0	-	0	-	1030
Stage 1	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-
Critical Hdwy	-	-	-	-	-	3.7
Critical Hdwy Stg 1	-	-	-	-	-	-
Critical Hdwy Stg 2	-	-	-	-	-	-
Follow-up Hdwy	-	-	-	-	-	2
Pot Cap-1 Maneuver	0	-	-	-	0	820
Stage 1	0	-	-	-	0	-
Stage 2	0	-	-	-	0	-
Platoon blocked, %		-	-	-		
Mov Cap-1 Maneuver	-	-	-	-	-	820
Mov Cap-2 Maneuver	-	-	-	-	-	-
Stage 1	-	-	-	-	-	-
Stage 2	-	-	-	-	-	-

Approach	EB	WB	SB
HCM Ctrl Dly, s/v	0	0	9.9
HCM LOS			A

Minor Lane/Major Mvmt	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	-	-	-	820
HCM Lane V/C Ratio	-	-	-	0.105
HCM Ctrl Dly (s/v)	-	-	-	9.9
HCM Lane LOS	-	-	-	A
HCM 95th %tile Q(veh)	-	-	-	0.3

Intersection	
Int Delay, s/veh	2

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	0	23	38	66	98	0
Future Vol, veh/h	0	23	38	66	98	0
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	0	25	41	72	107	0

Major/Minor	Minor2		Major1		Major2	
Conflicting Flow All	261	107	107	0	-	0
Stage 1	107	-	-	-	-	-
Stage 2	154	-	-	-	-	-
Critical Hdwy	3.7	3.7	4.13	-	-	-
Critical Hdwy Stg 1	3.7	-	-	-	-	-
Critical Hdwy Stg 2	3.7	-	-	-	-	-
Follow-up Hdwy	2.9	2	2.227	-	-	-
Pot Cap-1 Maneuver	1053	1662	1478	-	-	-
Stage 1	1161	-	-	-	-	-
Stage 2	1126	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	1022	1662	1478	-	-	-
Mov Cap-2 Maneuver	1022	-	-	-	-	-
Stage 1	1127	-	-	-	-	-
Stage 2	1126	-	-	-	-	-

Approach	EB	NB	SB
HCM Ctrl Dly, s/v	7.2	2.74	0
HCM LOS	A		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	658	-	1662	-	-
HCM Lane V/C Ratio	0.028	-	0.015	-	-
HCM Ctrl Dly (s/v)	7.5	0	7.2	-	-
HCM Lane LOS	A	A	A	-	-
HCM 95th %tile Q(veh)	0.1	-	0	-	-

Intersection	
Int Delay, s/veh	2.4

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	22	2	45	0	3	17
Future Vol, veh/h	22	2	45	0	3	17
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	24	2	49	0	3	18

Major/Minor	Minor1		Major1		Major2	
Conflicting Flow All	74	49	0	0	49	0
Stage 1	49	-	-	-	-	-
Stage 2	25	-	-	-	-	-
Critical Hdwy	3.7	3.7	-	-	4.13	-
Critical Hdwy Stg 1	3.7	-	-	-	-	-
Critical Hdwy Stg 2	3.7	-	-	-	-	-
Follow-up Hdwy	2.9	2	-	-	2.227	-
Pot Cap-1 Maneuver	1185	1735	-	-	1552	-
Stage 1	1204	-	-	-	-	-
Stage 2	1222	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	1183	1735	-	-	1552	-
Mov Cap-2 Maneuver	1183	-	-	-	-	-
Stage 1	1204	-	-	-	-	-
Stage 2	1220	-	-	-	-	-

Approach	WB	NB	SB
HCM Ctrl Dly, s/v	8.03	0	1.1
HCM LOS	A		

Minor Lane/Major Mvmt	NBT	NBR	WBLn1	SBL	SBT
Capacity (veh/h)	-	-	1215	270	-
HCM Lane V/C Ratio	-	-	0.021	0.002	-
HCM Ctrl Dly (s/v)	-	-	8	7.3	0
HCM Lane LOS	-	-	A	A	A
HCM 95th %tile Q(veh)	-	-	0.1	0	-

Appendix I

Turn Lane Analysis Worksheets

A.M. Peak Hour - Bryan Road and West Project Driveway

Figure 2 - 5. Guideline for determining the need for a major-road left-turn bay at a two-way stop-controlled intersection.

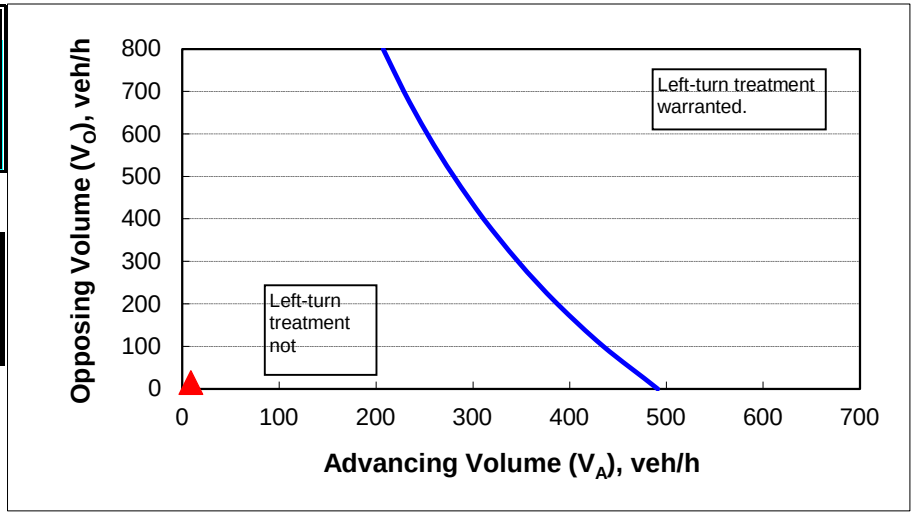
2-lane roadway (English)

INPUT

Variable	Value
85th percentile speed, mph:	25
Percent of left-turns in advancing volume (V_A), %:	22%
Advancing volume (V_A), veh/h:	9
Opposing volume (V_O), veh/h:	14

OUTPUT

Variable	Value
Limiting advancing volume (V_A), veh/h:	483
Guidance for determining the need for a major-road left-turn bay:	
Left-turn treatment NOT warranted.	



CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway, s:	5.0
Average time for left-turn vehicle to clear the advancing lane, s:	1.9

P.M. Peak Hour - Bryan Road and West Project Driveway

Figure 2 - 5. Guideline for determining the need for a major-road left-turn bay at a two-way stop-controlled intersection.

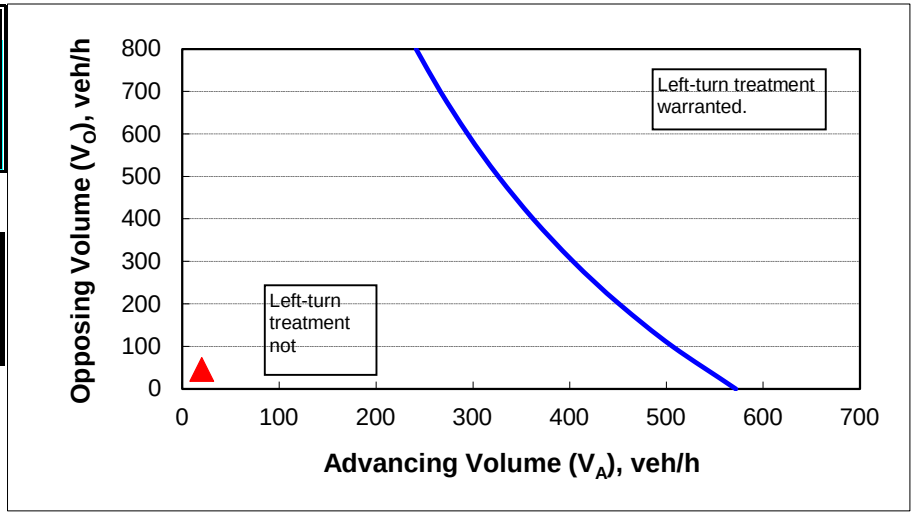
2-lane roadway (English)

INPUT

Variable	Value
85th percentile speed, mph:	25
Percent of left-turns in advancing volume (V_A), %:	15%
Advancing volume (V_A), veh/h:	20
Opposing volume (V_O), veh/h:	45

OUTPUT

Variable	Value
Limiting advancing volume (V_A), veh/h:	541
Guidance for determining the need for a major-road left-turn bay:	
Left-turn treatment NOT warranted.	



CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway, s:	5.0
Average time for left-turn vehicle to clear the advancing lane, s:	1.9

A.M. Peak Hour - SW 31st Avenue and East Project Driveway

Figure 2 - 5. Guideline for determining the need for a major-road left-turn bay at a two-way stop-controlled intersection.

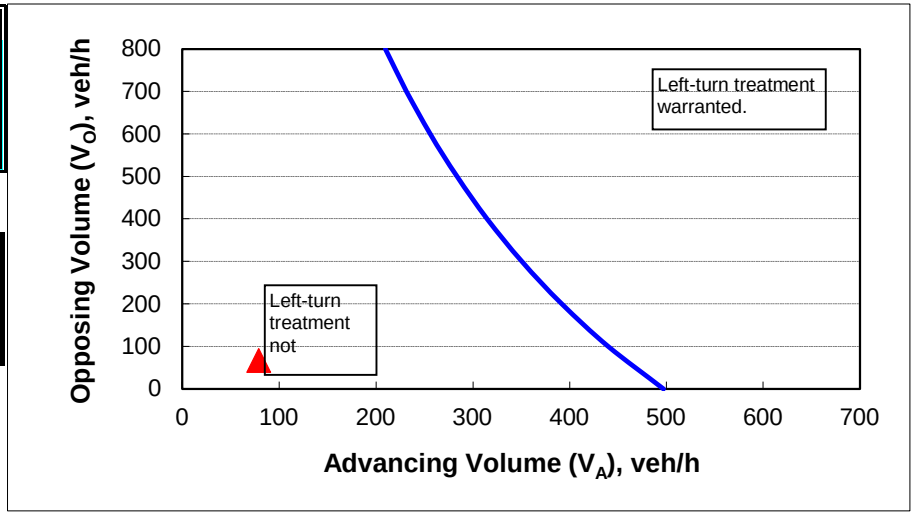
2-lane roadway (English)

INPUT

Variable	Value
85th percentile speed, mph:	25
Percent of left-turns in advancing volume (V_A), %:	22%
Advancing volume (V_A), veh/h:	79
Opposing volume (V_O), veh/h:	66

OUTPUT

Variable	Value
Limiting advancing volume (V_A), veh/h:	458
Guidance for determining the need for a major-road left-turn bay:	
Left-turn treatment NOT warranted.	



CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway, s:	5.0
Average time for left-turn vehicle to clear the advancing lane, s:	1.9

P.M. Peak Hour - SW 31st Avenue and East Project Driveway

Figure 2 - 5. Guideline for determining the need for a major-road left-turn bay at a two-way stop-controlled intersection.

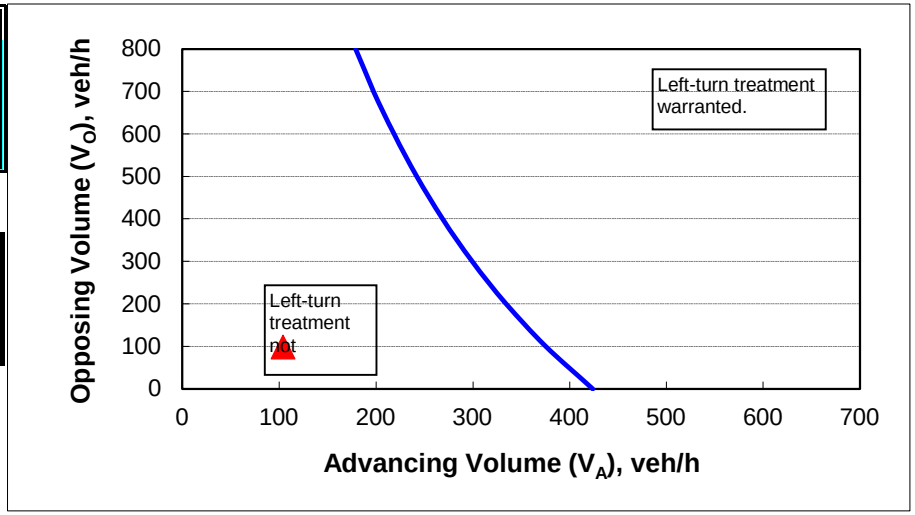
2-lane roadway (English)

INPUT

Variable	Value
85th percentile speed, mph:	25
Percent of left-turns in advancing volume (V_A), %:	37%
Advancing volume (V_A), veh/h:	104
Opposing volume (V_O), veh/h:	98

OUTPUT

Variable	Value
Limiting advancing volume (V_A), veh/h:	376
Guidance for determining the need for a major-road left-turn bay:	
Left-turn treatment NOT warranted.	



CALIBRATION CONSTANTS

Variable	Value
Average time for making left-turn, s:	3.0
Critical headway, s:	5.0
Average time for left-turn vehicle to clear the advancing lane, s:	1.9

March 3, 2026

Town of Pembroke Park
Mr. Stanley W. Merantus, MSCE
Public Services Director
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

Re: Home Depot
Parking Demand Analysis
Town of Pembroke Park, Florida

Dear Mr. Merantus:

Kimley-Horn and Associates, Inc. has performed a parking demand analysis to determine the anticipated parking demand to support the parking ratio for the proposed home improvement store in the Town of Pembroke Park, located at 3131 W Hallandale Beach Boulevard, Florida. The proposed redevelopment will include a 107,874-sf home improvement store, a 28,156-sf garden center, and a 7,381-sf commercial outparcel. Currently the site proposed for redevelopment is occupied by 52,084-sf of mini-warehouse space, 39,280-sf of office space, and a vacant drive-in bank. A site plan is provided in Attachment A. The following section summarizes the parking analysis.

CODE PARKING REQUIREMENTS

The proposed redevelopment consists of a 107,874-sf home improvement store with a 28,156-sf garden center, and a 7,381-sf commercial outparcel. Based on similar sites, approximately 50 employees are expected to be on site on average during any given time. Article VII- Section 28-301 of the Town of Pembroke Park Land Development Code defines the parking requirements for commercial developments in the Town of Pembroke Park. Based upon these requirements, the site parking requirements were calculated as summarized in Table 1, below. Application of the City's parking requirements identified a code-required parking supply of one (1) parking space for every 300-sf floor area. In addition, one (1) parking space must be provided for every four (4) persons employed or intended to be employed in such business. Based on these parking rates, a total of 398 parking spaces are expected to be required by City code.

Table 1: Town of Pembroke Park Required Parking

Use	Intensity	Code Parking Rate	Required Parking
Commercial Space	107,874(1) sf	1 Space / 300 sf	360
	7,381 sf	1 Space/ 300 sf	25
	50(2) Home Depot Employees	1 Space / 4 Employees	13
	4(2) Out Parcel Employees	1 Space / 4 Employees	1
Total Code-Required Parking			**399**

Note: (1) Section 28-301 applies only to square footage contained within the building. Because the garden center is not within the building, that square footage has been excluded for this calculation.
(2) Average number of expected employees on site at any given time

The current site plan proposes a total of 283 parking spaces on-site, 116 parking spaces fewer than code-required. The following sections provide the analysis that will be used in the parking study to support the parking supply variance of the project.

DATA EVALUATION OF PARKING RATIOS

We have reviewed and evaluated the parking demand data to determine the anticipated parking requirements for the proposed redevelopment in comparison to the requirements defined in the Town of Pembroke Park Code. The following evaluation has been undertaken using data obtained from Parking inventory and demand data collected at a similar facility located at 1951 S State Road 7 in West Park, FL 33023. Parking inventory and demand data collection was conducted during two (2) 17 hour periods, (6 A.M. to 11 P.M.) in one-hour increments during (1) one typical weekday (Tuesday, Wednesday, or Thursday) and one (1) weekend (Friday or Saturday).

Parking Supply Rates Derived from Local Data

An evaluation of parking demand was conducted by evaluating parking supply and demand data collected at a surrogate site located at 1951 S State Road 7 in West Park, Florida. The collected parking data is provided as Attachment B.

As discussed previously, typical weekday and weekend parking demand data was collected at the study site from 6:00 A.M to 11:00 P.M. on Thursday, May 08, 2025, and from 6:00 A.M. to 11:00 P.M. on Saturday, May 10, 2025. An inventory of existing parking spaces was also taken during data collection. Parking demand data was collected during a typical weekday and weekend for 17 hours in order to identify the overall peak parking demand and calculate the peak parking occupancy. In order to provide a conservative analysis, the appropriate Florida Department of Transportation (FDOT) peak season conversion factor (PSCF) was applied based on the dates of data collection to the collected parking data to adjust for peak season conditions. Parking demand rates were calculated based on the observed demand at the count site and the existing commercial square footage of the study site. Table 2 summarizes the demand observations for the study site. As shown, the peak weekday and weekend demand ratio from the study sites is 2.28 spaces/ksf and 2.35 spaces/ksf.

Table 2: Local Parking Demand Rate

Site			**Surrogate Site (1951 S State Road 7)**
Total Parking Supply			**534**
Observed Parking Demand (Spaces)		Weekday	284
		Weekend	293
PSCF			1.01
Peak Season Parking Demand (Spaces)		Weekday	287
		Weekend	296
Study Site Commercial Space Area (Square feet)			125,822 sf(1)
Parking Demand Rate	**Per Ksf**	**Weekday**	**2.28 spaces/ksf**
		Weekend	**2.35 spaces/ksf**
Proposed Site Home Improvement Store Area (Square feet)			**107,874 sf**
Project Peak Home Improvement Store Parking Demand			**254 spaces**

Note: (1) It is assumed that the adjusted building square footage, which is based on Broward County's property appraiser website, excludes the garden center. This was verified by conducting a cursory review of an aerial image.

Based on the determined peak parking demand of 2.35 spaces per ksf, the proposed home improvement store is projected to have a peak parking demand of 254 spaces. In addition, based on the city code parking requirements the outparcel requires a minimum of 26 parking spaces for a total of 280 spaces. The current site plan proposes 283 parking spaces on-site, which is greater than the projected demand of 280 spaces, as shown in Table 3.

Table 3: Parking Demand	
Site	**Home Improvement Store**
Project Peak Home Improvement Store Parking Demand	254 spaces
Commercial Outparcel Required Parking	26 spaces
Total Projected Peak Parking Demand	**280 spaces**

CONCLUSION

Although the minimum parking required was determined to be 399 spaces based on the city code requirements, the projected peak parking demand for the proposed home improvement store was calculated to be 254 spaces based on data collected at a comparable local site. In addition, based on the city code parking requirements the outparcel requires a minimum of 26 parking spaces for a total of 280 spaces. Therefore, the provided parking supply of 283 spaces is expected to be sufficient for the sites peak parking demand. Table 4 summarizes the results of the parking demand analysis.

Table 4: Parking Demand Analysis Results			
Evaluation	**Proposed Parking**	**1: City Code Requirements**	**2: Total Projected Peak Parking Demand**
Expected Parking Demand	283 spaces	399 spaces	280 spaces

Should you have any questions regarding this analysis, please feel free to contact me.

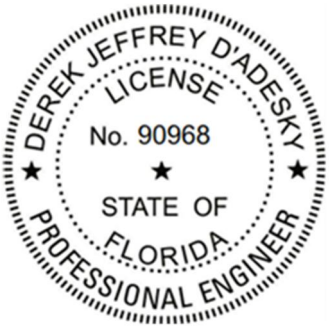
KIMLEY-HORN AND ASSOCIATES, INC.

Derek J. d'Adesky, P.E.



Attachments

Attachment A – Location Map
Attachment B – Parking Demand Data



Derek Jeffrey d'Adesky, P.E.
Florida Registration Number 90968
Kimley-Horn and Associates, Inc.
8201 Peters Road, Suite 2200
Plantation, FL 33324

This item has been digitally signed and sealed by Derek Jeffrey d'Adesky, P.E., on the date adjacent to the seal.

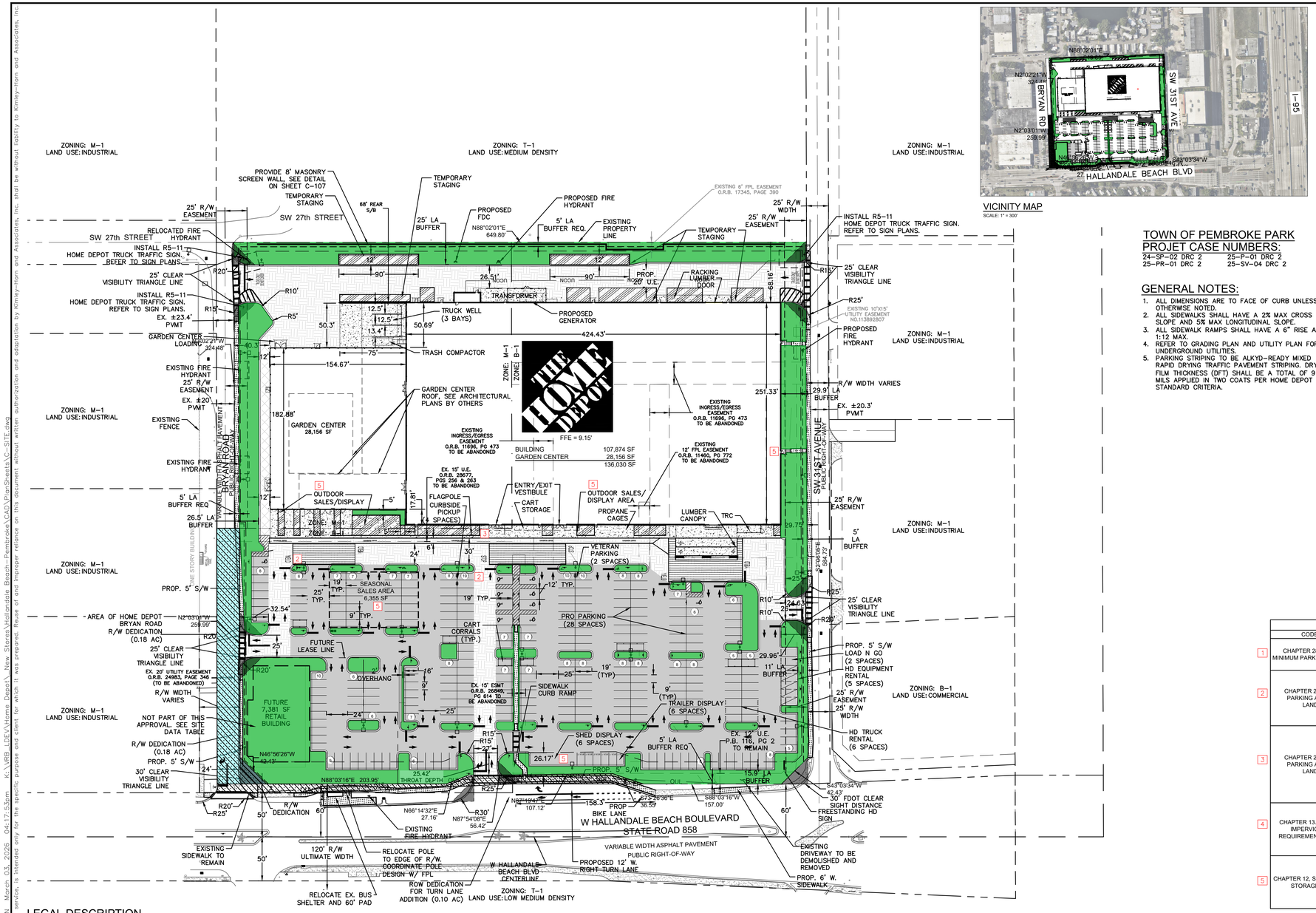
Derek J d'Adesky Digitally signed by Derek J d'Adesky Date: 2026.03.04 10:19:05 -05'00'

Printed copies of this document are not considered signed and sealed and the signature must be verified on

k:\ftl_tpto\047096448 hd town of pembroke park\parking\memo\2026 01 home depot parking demand study.docx

Attachment A

Site Plan



VICINITY MAP
SCALE: 1" = 300'

SITE AREA

GROSS AREA	9.35 AC	407,360 SF
LESS R/W DEDICATION(BRYAN RD)	0.18 AC	7,971 SF
LESS R/W DEDICATION (SR 858)	0.10 AC	4,544 SF
FUTURE RETAIL PARCEL	0.53 AC	22,786 SF
PARCEL NET AREA	8.54 AC	372,059 SF

BUILDING AREA

THE HOME DEPOT	107,874 SF
GARDEN CENTER	28,156 SF
FUTURE RETAIL	7,381 SF
TOTAL BUILDING AREA	143,411 SF

PARKING REQUIRED

THE HOME DEPOT (107,874 SF)	1 / 300 SF	360 STALLS
+ 1/4 EMPLOYEES (50 EMPLOYEES MAX. SHIFT)		13 STALLS
1 FUTURE RETAIL (7,381 SF)	1 / 300 SF	25 STALLS
+ 1/4 EMPLOYEES (4 EMPLOYEES MAX. SHIFT)		1 STALLS
TOTAL PARKING		399 STALLS

PARKING PROVIDED

HD FRONT FIELD	257 STALLS *
FUTURE RETAIL	26 STALLS
TOTAL PARKING	283 STALLS *

*PARKING VARIANCE REQUIRED, REFER TO PROVIDED PARKING STUDY FOR DETERMINATION OF PARKING PROVIDED.

VEHICULAR USE AREAS PROVIDED

PARKING (HD):	47,777 SF
PARKING (FUTURE RETAIL):	3,906 SF
AISLES (HD):	105,089 SF
AISLES (FUTURE RETAIL):	4,368 SF
TOTAL:	161,140 SF

NORTH

GRAPHIC SCALE IN FEET
0 30 60 120
SCALE: 1" = 60'

INCLUDED IN HD PARKING PROVIDED

ACCESSIBLE STALLS	10 STALLS (9 REQUIRED)
PRO PARKING	28 STALLS
VETERANS PARKING	2 STALLS
CURBSIDE PICKUP	4 STALLS
SEASONAL SALES AREA	28 STALLS

NOT INCLUDED IN HD PARKING PROVIDED

LOAD-N-GO	2 STALLS
THD TRUCK RENTAL	6 STALLS
TRAILER DISPLAY	6 STALLS
SHED DISPLAY	6 STALLS
THD EQUIPMENT RENTAL	5 STALLS
CART CORRAL	8 STALLS
ACCESSORY PARKING NOT INCLUDED	33 STALLS
TOTAL THD PARKING PROVIDED	316 STALLS

ZONING DATA

PARCEL IDENTIFICATION NUMBER(S):	THE PROPOSED SITE CONSISTS OF 7 PARCELS 514229020010 514229020012 514229020011 514229020013 514229020020 514229000090 514229000091
JURISDICTION:	TOWN OF PEMBROKE PARK, FL
ZONING CLASSIFICATION EXISTING:	B-1 (BUSINESS DISTRICT) & M-1 (INDUSTRIAL DISTRICT)
ZONING CLASSIFICATION PROPOSED:	B-1 BUSINESS, M-1 INDUSTRIAL (TEXT AMENDMENT)
4 LAND USE EXISTING:	COMMERCIAL (295,417 SF/ 6.78 AC) & INDUSTRIAL - COMMERCIAL FLEX (102,226 SF/ 2.35 AC)
LAND USE PROPOSED:	COMMERCIAL (397,019 SF/ 9.11 AC)

BULK REGULATIONS

	REQUIRED	PROPOSED
PRIMARY STREET	10'	293.93' (S)
SECONDARY STREET	10'	29.14' (E)
SIDE SETBACK	10'	N/A
REAR SETBACK	10'	68.16' (N)
REAR ABOVE 5 STORY	10'	N/A
MAXIMUM IMPERVIOUS COVERAGE	80% (316,114 SF)	84.2% (314,096 SF)
MINIMUM PERVIOUS COVERAGE	20% (79,028 SF)	15.8% (58,934 SF)*
MAXIMUM BUILDING HEIGHT	100'	37'
INTERIOR LANDSCAPE AREA	3,177 SF	9,348 SF

(SEE CODE SECTION DIV 2., SEC. 27-39 (A) FOR INTERIOR LANDSCAPE AREA REQUIREMENT CALCULATIONS.)

*ANTICIPATES THE IMPACT FROM THE DEVELOPMENT OF A FUTURE 7,381 SF RETAIL BUILDING AND INCLUDES 4,397 SF OF PERVIOUS ASPHALT IN THE PARKING FIELD (SEE PLAN FOR LOCATIONS).

TOWN OF PEMBROKE PARK PROJET CASE NUMBERS:

24-SP-02 DRC 2	25-P-01 DRC 2
25-PR-01 DRC 2	25-SV-04 DRC 2

GENERAL NOTES:

1. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
2. ALL SIDEWALKS SHALL HAVE A 2% MAX CROSS SLOPE AND 5% MAX LONGITUDINAL SLOPE.
3. ALL SIDEWALK RAMPS SHALL HAVE A 6" RISE AT 1:12 MAX.
4. REFER TO GRADING PLAN AND UTILITY PLAN FOR UNDERGROUND UTILITIES.
5. PARKING STRIPING TO BE ALKYD-READY MIXED RAPID DRYING TRAFFIC PAVEMENT STRIPING. DRY FILM THICKNESS (DFT) SHALL BE A TOTAL OF 9 MILS APPLIED IN TWO COATS PER HOME DEPOT STANDARD CRITERIA.

PEMBROKE PARK - WAIVERS REQUESTED

	CODE SECTION	REQUIRED	PROPOSED
1	CHAPTER 28, SEC. 28-301 (5) MINIMUM PARKING REQUIREMENTS	(1) SPACE PER 300 SF OF GFA + (1) SPACE FOR EVERY 4 EMPLOYEES = 360 SPACES + 13 SPACES = 373 TOTAL SPACES REQUIRED.	257 TOTAL PROVIDED SPACES FOR HOME DEPOT FUTURE OUTPARCEL TO MEET CODE
2	CHAPTER 27, SEC. 27-39 (B) PARKING AREA INTERIOR LANDSCAPING	EACH SEPARATE LANDSCAPE AREA SHALL HAVE A MIN. DIMENSION OF 5' AND HAVE A MIN. AREA OF 50 SF WITH AT LEAST 1 TREE HAVING A CLEAR TRUNK OF AT LEAST 5' ADDITIONALLY, PLANTER ISLANDS SHALL BE LOCATED AN AVERAGE OF 10 PARKING STALLS APART WITH A MAXIMUM OF 14 CONTINUOUS SPACES IN A ROW.	MIN. PROPOSED LANDSCAPE ISLAND HAS AN AREA GREATER THAN 50 SF, WITHOUT A PROPOSED TREE. ADDITIONALLY, ONE ROW OF PARKING EXCEEDS 14 CONTINUOUS SPACES IN A ROW WITHOUT A LANDSCAPE ISLAND.
3	CHAPTER 27, SEC. 27-39 (A) PARKING AREA INTERIOR LANDSCAPING	VEHICULAR USE AREAS SHALL BE SEPARATED FROM BUILDINGS AND STRUCTURES BY AN AVERAGE OF TEN (10) FEET OF LANDSCAPED AREA. NOT MORE THAN FIFTY (50) PERCENT OF THE WIDTH OF THIS AREA MAY BE COMPRISED OF SIDEWALKS. THIS CRITERIA SHALL NOT APPLY TO THOSE PORTIONS OF A SITE AREA WITHIN COMMERCIAL OR INDUSTRIAL ZONING DISTRICTS WHERE LOADING AREAS WITH OVERHEAD DOORS EXIST.	PROPOSED REDUCTION TO 0 FEET.
4	CHAPTER 13.5, SEC. 13.5-38 (D) IMPERVIOUS SURFACE REQUIREMENTS FOR ALL USES	THE MAXIMUM IMPERVIOUS SURFACE RATIO FOR GENERAL COMMERCIAL LAND USE IS 0.80.	THE MAXIMUM IMPERVIOUS AREA COVERAGE OF THE SITE IS 84.2% (314,096 SF) INCLUDING THE FUTURE RETAIL
5	CHAPTER 12, SEC. 12-48 OUTDOOR STORAGE PROHIBITED	THE TOWN PROHIBITS THE STORAGE OF OUTDOOR MATERIALS INCLUDING BUT NOT LIMITED TO MERCHANDISE, MANUFACTURED ITEMS, BOXES, APPLIANCES, DILAPIDATED FURNITURE, PALLETS, COMMERCIAL EQUIPMENT, BUILDING CONSTRUCTION MATERIALS AND SUPPLIES, ETC.)	OUTDOOR STORAGE IS PROPOSED IN THE FRONT OF THE BUILDING, EAST SIDE AND SHED/TRAILER DISPLAY AREA

LEGAL DESCRIPTION

A PORTION OF PARCELS "A" AND "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

TOGETHER WITH:

A PORTION OF THE E 1/2 OF THE SW 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

HATCH LEGEND

- AREA OF EXISTING CONCRETE
- AREA OF NEW CONCRETE SIDEWALK PAVEMENT (SEE DETAIL ON SHT C-108)
- CONCRETE PAVING PER ARCHITECTURAL PLANS BY OTHERS
- AREA OF NEW HEAVY DUTY ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- AREA OF NEW REGULAR DUTY ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- AREA OF NEW PERVIOUS ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- LANDSCAPE AREA, SEE LANDSCAPE PLANS SHEETS L-100 THRU L-451
- RIGHT OF WAY DEDICATION

OUTDOOR STORAGE

DESIGNATED AREA OF OUTDOOR STORAGE AND/OR SALES - NOT A PAVEMENT MARKING

FLOOD INFORMATION

FLOOD ZONE: AE/X; BASE FLOOD ELEVATION: 6 FEET/NONE; PANEL #12011C0731J; COMMUNITY #120052; MAP DATE: 07/31/2024.

PROJECT DATUM: NAVD '88

THE PRESENCE OF GROUNDWATER SHOULD BE ANTICIPATED ON THIS PROJECT. CONTRACTOR'S BID SHALL INCLUDE CONSIDERATION FOR ADDRESSING THIS ISSUE

Always call 811 two full business days before you dig to have underground utilities located and marked.

Sunshine811.com

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY PETER J. VAN RENS, P.E. ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

PETER J. VAN RENS LICENSE No. 55653 STATE OF FLORIDA PROFESSIONAL ENGINEER DATE: 3/2/2026

No.	REVISIONS	DATE	BY

Kimley»Horn
© 2026 KIMLEY-HORN AND ASSOCIATES, INC.
445 24TH STREET, SUITE 200, VERO BEACH, FL 32960
PHONE: 772-794-4100
WWW.KIMLEY-HORN.COM REGISTRY NO. 35106

KHA PROJECT 047096448
DATE 3/2/2026
SCALE AS SHOWN
DESIGNED BY KB
DRAWN BY KB
CHECKED BY PVR

OVERALL SITE PLAN

HALLANDALE BEACH BLVD
PREPARED FOR
THE HOME DEPOT
PEMBROKE PARK FLORIDA

SHEET NUMBER
C-100

Plotted By: Sabel, Slater Sheet Set: HALLANDALE Layout: C-100 OVERALL SITE PLAN March 03, 2026 04:17:45pm K:\VRB_LDEV\Home Depot\New Stores\Hallandale Beach-Pembroke\CAD\PlanSheets\C-SITE.dwg
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

Attachment B

Parking Data

Prepared by National Data & Surveying Services

Parking Study

Location: **The Home Depot -** 1951 S State Rd 7

City: West Park, FL

Date: 5/8/2025

Day: Thursday

Space Type	LOT-001					
	Regular	Handicap	Pro Customer Parking	Rental today	Reserved Curside Pickup	Illegal
Space	**511**	**14**	**5**	**29**	**4**	**-**
6:00 AM	116	7	3	17	2	0
7:00 AM	103	6	4	17	1	1
8:00 AM	214	11	4	17	0	0
9:00 AM	254	9	5	17	1	1
10:00 AM	269	9	5	17	1	2
11:00 AM	264	11	5	17	0	0
12:00 PM	246	12	5	16	0	0
1:00 PM	234	12	3	16	0	1
2:00 PM	212	12	4	16	1	1
3:00 PM	201	10	5	17	0	1
4:00 PM	168	8	4	16	0	0
5:00 PM	178	7	5	16	1	0
6:00 PM	162	12	5	17	1	0
7:00 PM	145	9	5	17	1	0
8:00 PM	122	3	5	17	2	0
9:00 PM	90	5	2	17	0	1
10:00 PM	89	2	3	17	1	1

Notes: ***LOT-001 (Regular) -*** *1 large vehicle occupied 2 spaces for the entire study , counted as 2 occupancy.*

1 trailer occupied 2 spaces for the entire study, counted as 2 occupancy.

Prepared by National Data & Surveying Services

Parking Study

Location: **The Home Depot -** 1951 S State Rd 7

City: West Park, FL

Date: 5/10/2025

Day: Saturday

Space Type	LOT-001					
	Regular	Handicap	Pro Customer Parking	Rental today	Reserved Curside Pickup	Illegal
Space	**511**	**14**	**5**	**29**	**4**	**-**
6:00 AM	64	1	3	15	1	1
7:00 AM	98	2	4	15	2	0
8:00 AM	145	2	4	14	0	0
9:00 AM	186	6	5	14	0	0
10:00 AM	251	11	5	12	1	0
11:00 AM	273	12	5	11	3	1
12:00 PM	256	11	5	11	2	1
1:00 PM	268	13	5	11	2	2
2:00 PM	234	10	2	11	0	1
3:00 PM	242	13	5	12	3	0
4:00 PM	178	11	5	12	1	0
5:00 PM	174	7	5	14	2	0
6:00 PM	140	7	5	13	2	0
7:00 PM	114	9	5	13	2	0
8:00 PM	115	5	4	14	1	0
9:00 PM	97	4	3	14	0	0
10:00 PM	96	4	3	14	0	0

Notes: ***LOT-001 (Regular) -*** *1 large trailer truck occupied 9 spaces from 6am-10pm, counted as 9 occupancy.*

2 food truck occupied 3 spaces each from 11am-6pm, counted as 6 occupancy.

Peak Season Conversion Factor

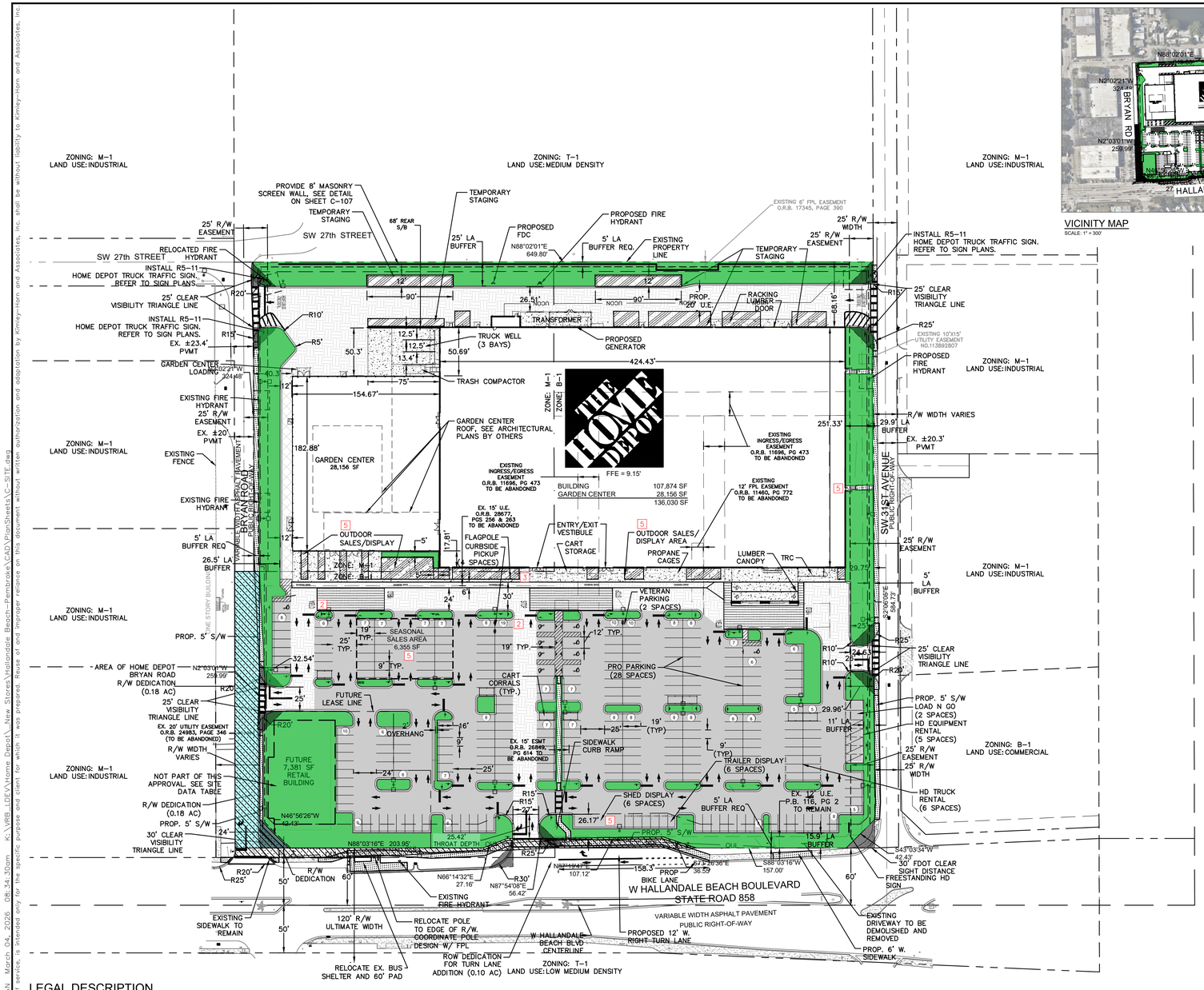
2024 PEAK SEASON FACTOR CATEGORY REPORT - REPORT TYPE: ALL
CATEGORY: 8601 CEN.-W OF US1 TO SR7

MOCF: 0.99

WEEK	DATES	SF	PSCF
1	01/01/2024 - 01/06/2024	0.99	1.00
2	01/07/2024 - 01/13/2024	1.01	1.02
3	01/14/2024 - 01/20/2024	1.04	1.05
4	01/21/2024 - 01/27/2024	1.03	1.04
5	01/28/2024 - 02/03/2024	1.02	1.03
6	02/04/2024 - 02/10/2024	1.01	1.02
7	02/11/2024 - 02/17/2024	1.00	1.01
8	02/18/2024 - 02/24/2024	1.00	1.01
9	02/25/2024 - 03/02/2024	1.00	1.01
10	03/03/2024 - 03/09/2024	0.99	1.00
11	03/10/2024 - 03/16/2024	0.99	1.00
12	03/17/2024 - 03/23/2024	0.99	1.00
13	03/24/2024 - 03/30/2024	0.99	1.00
14	03/31/2024 - 04/06/2024	0.99	1.00
15	04/07/2024 - 04/13/2024	0.99	1.00
16	04/14/2024 - 04/20/2024	0.99	1.00
17	04/21/2024 - 04/27/2024	0.99	1.00
18	04/28/2024 - 05/04/2024	1.00	1.01
19	05/05/2024 - 05/11/2024	1.00	1.01
20	05/12/2024 - 05/18/2024	1.00	1.01
21	05/19/2024 - 05/25/2024	1.01	1.02
22	05/26/2024 - 06/01/2024	1.02	1.03
23	06/02/2024 - 06/08/2024	1.03	1.04
24	06/09/2024 - 06/15/2024	1.04	1.05
25	06/16/2024 - 06/22/2024	1.04	1.05
26	06/23/2024 - 06/29/2024	1.04	1.05
27	06/30/2024 - 07/06/2024	1.04	1.05
28	07/07/2024 - 07/13/2024	1.04	1.05
29	07/14/2024 - 07/20/2024	1.04	1.05
30	07/21/2024 - 07/27/2024	1.02	1.03
31	07/28/2024 - 08/03/2024	1.01	1.02
32	08/04/2024 - 08/10/2024	1.00	1.01
33	08/11/2024 - 08/17/2024	0.99	1.00
34	08/18/2024 - 08/24/2024	0.99	1.00
35	08/25/2024 - 08/31/2024	0.99	1.00
36	09/01/2024 - 09/07/2024	1.00	1.01
37	09/08/2024 - 09/14/2024	1.00	1.01
38	09/15/2024 - 09/21/2024	1.00	1.01
*39	09/22/2024 - 09/28/2024	1.00	1.01
*40	09/29/2024 - 10/05/2024	1.00	1.01
*41	10/06/2024 - 10/12/2024	1.00	1.01
*42	10/13/2024 - 10/19/2024	1.00	1.01
*43	10/20/2024 - 10/26/2024	1.00	1.01
*44	10/27/2024 - 11/02/2024	0.99	1.00
*45	11/03/2024 - 11/09/2024	0.99	1.00
*46	11/10/2024 - 11/16/2024	0.99	1.00
*47	11/17/2024 - 11/23/2024	0.99	1.00
*48	11/24/2024 - 11/30/2024	0.99	1.00
*49	12/01/2024 - 12/07/2024	0.99	1.00
*50	12/08/2024 - 12/14/2024	0.99	1.00
*51	12/15/2024 - 12/21/2024	0.99	1.00
52	12/22/2024 - 12/28/2024	1.01	1.02
53	12/29/2024 - 12/31/2024	1.04	1.05

* PEAK SEASON

04-MAR-2025 16:32:53 830UPD 4_8601_PKSEASON.TXT





VICINITY MAP
SCALE: 1" = 300'

SITE AREA

GROSS AREA	9.35 AC	407,360 SF
LESS R/W DEDICATION(BRYAN RD)	0.18 AC	7,971 SF
LESS R/W DEDICATION (SR 858)	0.10 AC	4,544 SF
FUTURE RETAIL PARCEL	0.53 AC	22,786 SF
PARCEL NET AREA	8.54 AC	372,059 SF

BUILDING AREA

THE HOME DEPOT	107,874 SF
GARDEN CENTER	28,156 SF
FUTURE RETAIL	7,381 SF
TOTAL BUILDING AREA	143,411 SF

PARKING REQUIRED

THE HOME DEPOT (107,874 SF)	1 / 300 SF	360 STALLS
+ 1/4 EMPLOYEES (50 EMPLOYEES MAX. SHIFT)		13 STALLS
1 FUTURE RETAIL (7,381 SF)	1 / 300 SF	25 STALLS
+ 1/4 EMPLOYEES (4 EMPLOYEES MAX. SHIFT)		1 STALLS
TOTAL PARKING		399 STALLS

PARKING PROVIDED

HD FRONT FIELD	257 STALLS *
FUTURE RETAIL	26 STALLS
TOTAL PARKING	283 STALLS *

*PARKING VARIANCE REQUIRED. REFER TO PROVIDED PARKING STUDY FOR DETERMINATION OF PARKING PROVIDED.

VEHICULAR USE AREAS PROVIDED

PARKING (HD):	47,777 SF
PARKING (FUTURE RETAIL):	3,906 SF
AISLES (HD):	105,089 SF
AISLES (FUTURE RETAIL):	4,368 SF
TOTAL:	161,140 SF

INCLUDED IN HD PARKING PROVIDED

ACCESSIBLE STALLS	10 STALLS (9 REQUIRED)
PRO PARKING	28 STALLS
VETERANS PARKING	2 STALLS
CURBSIDE PICKUP	4 STALLS
SEASONAL SALES AREA	28 STALLS

NOT INCLUDED IN HD PARKING PROVIDED

LOAD-N-GO	2 STALLS
THD TRUCK RENTAL	6 STALLS
TRAILER DISPLAY	6 STALLS
SHED DISPLAY	6 STALLS
THD EQUIPMENT RENTAL	5 STALLS
CART CORRAL	8 STALLS
ACCESSORY PARKING NOT INCLUDED	33 STALLS
TOTAL THD PARKING PROVIDED	316 STALLS

ZONING DATA

PARCEL IDENTIFICATION NUMBER(S):	THE PROPOSED SITE CONSISTS OF 7 PARCELS 514229020010 514229020012 514229020011 514229020013 514229020020 514229000090 514229000091
JURISDICTION:	TOWN OF PEMBROKE PARK, FL
ZONING CLASSIFICATION EXISTING:	B-1 (BUSINESS DISTRICT) & M-1 (INDUSTRIAL DISTRICT)
ZONING CLASSIFICATION PROPOSED:	B-1 BUSINESS, M-1 INDUSTRIAL (TEXT AMENDMENT)
4 LAND USE EXISTING:	COMMERCIAL (295,417 SF/ 6.78 AC) & INDUSTRIAL - COMMERCIAL FLEX (102,226 SF/ 2.35 AC)
LAND USE PROPOSED:	COMMERCIAL (397,019 SF/ 9.11 AC)

BULK REGULATIONS

	REQUIRED	PROPOSED
PRIMARY STREET	10'	293.93' (S)
SECONDARY STREET	10'	29.14' (E)
SIDE SETBACK	10'	N/A
REAR SETBACK	10'	68.16' (N)
REAR ABOVE 5 STORY	10'	N/A
MAXIMUM IMPERVIOUS COVERAGE	80% (316,114 SF)	84.2% (314,096 SF)
MINIMUM PERVIOUS COVERAGE	20% (79,028 SF)	15.8% (58,934 SF)*
MAXIMUM BUILDING HEIGHT	100'	37'
INTERIOR LANDSCAPE AREA	3,177 SF	9,348 SF

(SEE CODE SECTION DIV 2., SEC. 27-39 (A) FOR INTERIOR LANDSCAPE AREA REQUIREMENT CALCULATIONS.)

*ANTICIPATES THE IMPACT FROM THE DEVELOPMENT OF A FUTURE 7,381 SF RETAIL BUILDING AND INCLUDES 4,397 SF OF PERVIOUS ASPHALT IN THE PARKING FIELD (SEE PLAN FOR LOCATIONS).

TOWN OF PEMBROKE PARK PROJET CASE NUMBERS:

24-SP-02 DRC 2	25-P-01 DRC 2
25-PR-01 DRC 2	25-SV-04 DRC 2

GENERAL NOTES:

1. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
2. ALL SIDEWALKS SHALL HAVE A 2% MAX CROSS SLOPE AND 5% MAX LONGITUDINAL SLOPE.
3. ALL SIDEWALK RAMPS SHALL HAVE A 6" RISE AT 1:12 MAX.
4. REFER TO GRADING PLAN AND UTILITY PLAN FOR UNDERGROUND UTILITIES.
5. PARKING STRIPING TO BE ALKYD-READY MIXED RAPID DRYING TRAFFIC PAVEMENT STRIPING. DRY FILM THICKNESS (DFT) SHALL BE A TOTAL OF 9 MILS APPLIED IN TWO COATS PER HOME DEPOT STANDARD CRITERIA.

NORTH

GRAPHIC SCALE IN FEET
0 30 60 120
SCALE: 1" = 60'

PEMBROKE PARK - WAIVERS REQUESTED

	CODE SECTION	REQUIRED	PROPOSED
1	CHAPTER 28, SEC. 28-301 (5) MINIMUM PARKING REQUIREMENTS	(1) SPACE PER 300 SF OF GFA + (1) SPACE FOR EVERY 4 EMPLOYEES = 360 SPACES + 13 SPACES = 373 TOTAL SPACES REQUIRED.	257 TOTAL PROVIDED SPACES FOR HOME DEPOT FUTURE OUTPARCEL TO MEET CODE
2	CHAPTER 27, SEC. 27-39 (B) PARKING AREA INTERIOR LANDSCAPING	EACH SEPARATE LANDSCAPE AREA SHALL HAVE A MIN. DIMENSION OF 5' AND HAVE A MIN. AREA OF 50 SF WITH AT LEAST 1 TREE HAVING A CLEAR TRUNK OF AT LEAST 5'. ADDITIONALLY, PLANTER ISLANDS SHALL BE LOCATED AN AVERAGE OF 10 PARKING STALLS APART WITH A MAXIMUM OF 14 CONTINUOUS SPACES IN A ROW.	MIN. PROPOSED LANDSCAPE ISLAND HAS AN AREA GREATER THAN 50 SF, WITHOUT A PROPOSED TREE. ADDITIONALLY, ONE ROW OF PARKING EXCEEDS 14 CONTINUOUS SPACES IN A ROW WITHOUT A LANDSCAPE ISLAND.
3	CHAPTER 27, SEC. 27-39 (A) PARKING AREA INTERIOR LANDSCAPING	VEHICULAR USE AREAS SHALL BE SEPARATED FROM BUILDINGS AND STRUCTURES BY AN AVERAGE OF TEN (10) FEET OF LANDSCAPED AREA, NOT MORE THAN FIFTY (50) PERCENT OF THE WIDTH OF THIS AREA MAY BE COMPRISED OF SIDEWALKS. THIS CRITERIA SHALL NOT APPLY TO THOSE PORTIONS OF A SITE AREA WITHIN COMMERCIAL OR INDUSTRIAL ZONING DISTRICTS WHERE LOADING AREAS WITH OVERHEAD DOORS EXIST.	PROPOSED REDUCTION TO 0 FEET.
4	CHAPTER 13.5, SEC. 13.5-38 (D) IMPERVIOUS SURFACE REQUIREMENTS FOR ALL USES	THE MAXIMUM IMPERVIOUS SURFACE RATIO FOR GENERAL COMMERCIAL LAND USE IS 0.80.	THE MAXIMUM IMPERVIOUS AREA COVERAGE OF THE SITE IS 84.2% (314,096 SF) INCLUDING THE FUTURE RETAIL
5	CHAPTER 12, SEC. 12-48 OUTDOOR STORAGE PROHIBITED	THE TOWN PROHIBITS THE STORAGE OF OUTDOOR MATERIALS INCLUDING BUT NOT LIMITED TO MERCHANDISE, MANUFACTURED ITEMS, BOXES, APPLIANCES, DILAPIDATED FURNITURE, PALLETS, COMMERCIAL EQUIPMENT, BUILDING CONSTRUCTION MATERIALS AND SUPPLIES, ETC.)	OUTDOOR STORAGE IS PROPOSED IN THE FRONT OF THE BUILDING, EAST SIDE AND SHED/TRAILER DISPLAY AREA

LEGAL DESCRIPTION

A PORTION OF PARCELS "A" AND "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

TOGETHER WITH:

A PORTION OF THE E 1/2 OF THE SW 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

HATCH LEGEND

- AREA OF EXISTING CONCRETE
- AREA OF NEW CONCRETE SIDEWALK PAVEMENT (SEE DETAIL ON SHT C-108)
- CONCRETE PAVING PER ARCHITECTURAL PLANS BY OTHERS
- AREA OF NEW HEAVY DUTY ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- AREA OF NEW REGULAR DUTY ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- AREA OF NEW PERVIOUS ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- LANDSCAPE AREA, SEE LANDSCAPE PLANS SHEETS L-100 THRU L-451
- RIGHT OF WAY DEDICATION

OUTDOOR STORAGE

DESIGNATED AREA OF OUTDOOR STORAGE AND/OR SALES - NOT A PAVEMENT MARKING

FLOOD INFORMATION

FLOOD ZONE: AE/X; BASE FLOOD ELEVATION: 6 FEET/NONE; PANEL #12011C0731J; COMMUNITY #120052; MAP DATE: 07/31/2024.

PROJECT DATUM: NAVD '88

THE PRESENCE OF GROUNDWATER SHOULD BE ANTICIPATED ON THIS PROJECT. CONTRACTOR'S BID SHALL INCLUDE CONSIDERATION FOR ADDRESSING THIS ISSUE

Always call 811 two full business days before you dig to have underground utilities located and marked.

Sunshine811.com

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY PETER J. VAN RENS, P.E. ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

PETER J. VAN RENS LICENSE No. 55653 STATE OF FLORIDA PROFESSIONAL ENGINEER DATE: 3/4/2026

No.	REVISIONS	DATE	BY

Kimley»Horn
© 2026 KIMLEY-HORN AND ASSOCIATES, INC.
445 24TH STREET, SUITE 200, VERO BEACH, FL 32960
PHONE: 772-794-4100
WWW.KIMLEY-HORN.COM REGISTRY NO. 35106

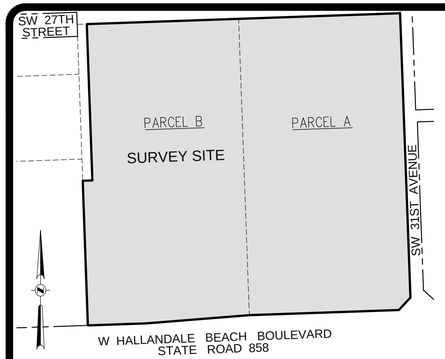
KHA PROJECT 047096448
DATE 3/2/2026
SCALE AS SHOWN
DESIGNED BY KB
DRAWN BY KB
CHECKED BY PVR

OVERALL SITE PLAN

HALLANDALE BEACH BLVD
PREPARED FOR
THE HOME DEPOT
PEMBROKE PARK FLORIDA

SHEET NUMBER
C-100

Plotted By: Sabel, Slater Sheet Set: HALLANDALE Layout: C-100 OVERALL SITE PLAN March 04, 2026 08:34:30am K:\VRB_LOE\Home Depot_New Stores\Hallandale Beach-Pembroke\Cad\PlanSheets\C-SITE.dwg
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



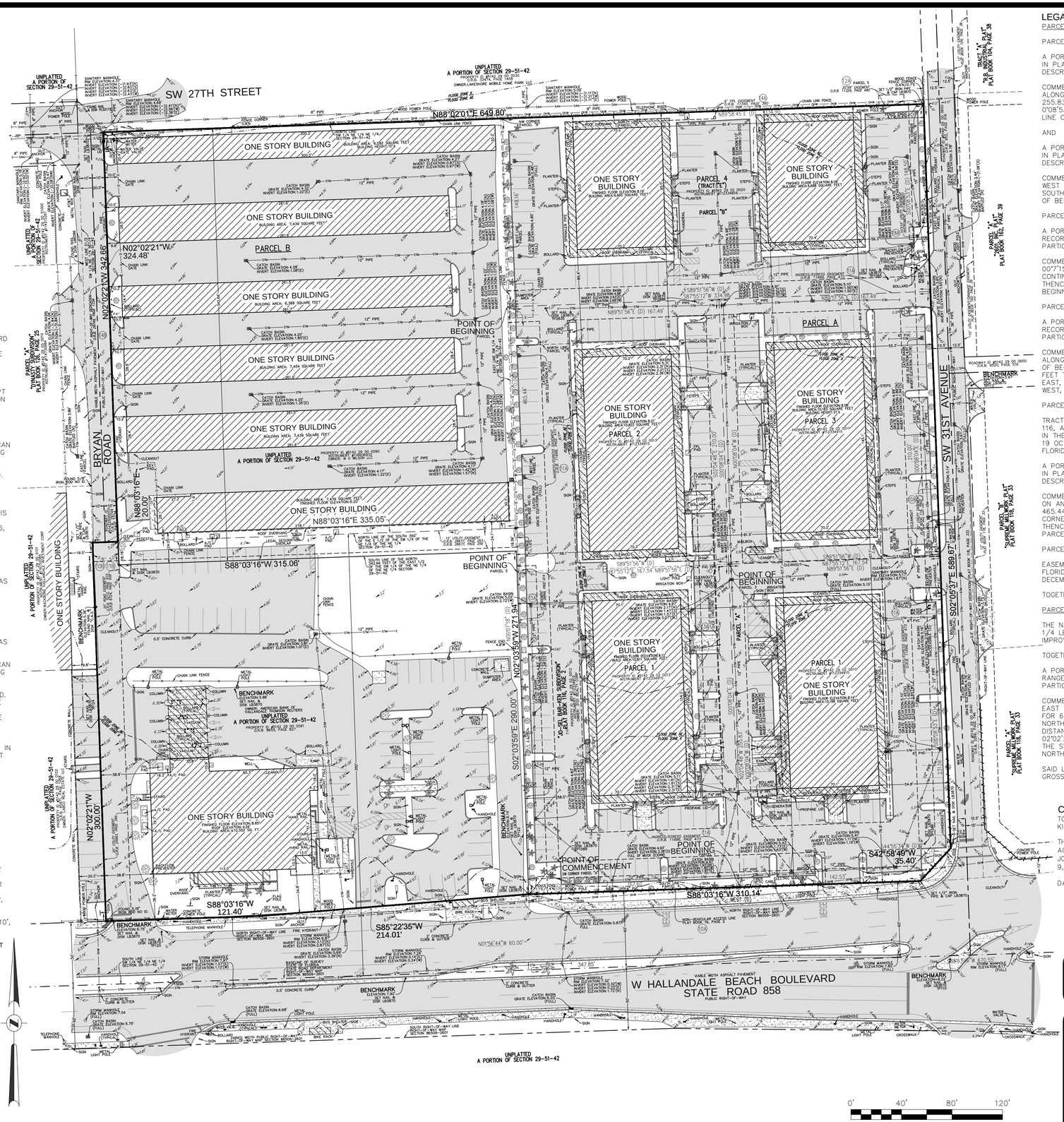
VICINITY MAP
NOT TO SCALE

NOTES:

1. THIS SURVEY MAP AND REPORT OR THE COPIES THEREOF ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL OR AN ELECTRONIC SIGNATURE AND ELECTRONIC SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
2. ELEVATIONS ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988. BROWARD COUNTY BENCHMARK #1175, ELEVATION: 9.325 FEET FLOOD ZONE: AE/X; BASE FLOOD ELEVATION: 6 FEET/NONE; PANEL #12011C0731J; COMMUNITY #120052; MAP DATE: 8/18/14.
3. THIS SITE LIES IN SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST, BROWARD COUNTY, FLORIDA.
4. GRID BEARINGS SHOWN HEREON ARE BASED ON FIELD OBSERVATIONS AND ARE RELATIVE TO THE NORTH AMERICAN DATUM OF 1983 WITH THE 2011 ADJUSTMENT, FL-E ZONE, WITH THE NORTH RIGHT-OF-WAY LINE OF HALLANDALE BEACH BOULEVARD BEING S88°03'16"W.
5. REASONABLE EFFORTS WERE MADE REGARDING THE EXISTENCE AND THE LOCATION OF UNDERGROUND UTILITIES. THIS FIRM, HOWEVER, DOES NOT ACCEPT RESPONSIBILITY FOR THIS INFORMATION. BEFORE EXCAVATION OR CONSTRUCTION CONTACT THE APPROPRIATE UTILITY COMPANIES FOR FIELD VERIFICATION.
6. THE HORIZONTAL POSITIONAL ACCURACY OF WELL DEFINED IMPROVEMENTS ON THIS SURVEY IS ±0.07'. THE VERTICAL ACCURACY OF ELEVATIONS OF WELL DEFINED IMPROVEMENTS ON THIS SURVEY IS ±0.07'.
7. THIS SURVEY WAS PREPARED WITH BENEFIT OF A COMMITMENT FOR TITLE INSURANCE, ORDER NUMBER NCS-1225309B-ATL, PREPARED BY FIRST AMERICAN TITLE INSURANCE COMPANY, DATED JULY 2, 2024 AT 7:30 AM. THE FOLLOWING ITEMS ARE EXCEPTIONS IN SCHEDULE B, PART II OF SAID COMMITMENT AS TO PARCEL A:
   - ITEMS 1, 2, 3, 4, 5, 6, 7, 8 & 9: STANDARD EXCEPTIONS, NOT ADDRESSED.
   - ITEM 10: MATTERS IN PLAT BOOK 116, PAGE 2 APPLY TO THIS SITE AS DEPICTED HEREON.
   - ITEM 11: TERMS, PROVISIONS, AND CONDITIONS IN EASEMENT AGREEMENT IN O.R.B. 11210, PAGE 258; AS AFFECTED BY MODIFICATION TO EASEMENT AGREEMENT IN O.R.B. 11696, AT PAGE 473 APPLY TO THIS SITE AS DEPICTED HEREON.
   - ITEM 12: TERMS AND CONDITIONS OF EASEMENT AGREEMENT IN O.R.B. 11326, PAGE 480 LIES ADJACENT TO THIS SITE AS DEPICTED HEREON. (PARCEL 5)
   - ITEM 13: FLORIDA POWER & LIGHT COMPANY EASEMENT IN O.R.B. 11460, PAGE 772 APPLIES TO THIS SITE AS DEPICTED HEREON
   - ITEM 14: FLORIDA POWER & LIGHT COMPANY EASEMENT IN O.R.B. 17345, PAGE 390 APPLIES TO THIS SITE AS DEPICTED HEREON
   - ITEM 15: EASEMENT IN O.R.B. 26849, AT PAGE 614 APPLIES TO THIS SITE AS DEPICTED HEREON.
   - ITEM 16: TERMS AND CONDITIONS OF INDEMNIFICATION AGREEMENT IN INSTRUMENT NO. 113892805 APPLY TO THIS SITE BUT CANNOT BE PLOTTED.
   - ITEM 17: TERMS, PROVISIONS, AND CONDITIONS IN BILL OF SALE IN INSTRUMENT NO. 113892806 APPLY TO THIS SITE BUT CANNOT BE PLOTTED.
   - ITEM 18: EASEMENT IN INSTRUMENT NO. 113892807 APPLIES TO THIS SITE AS DEPICTED HEREON.
8. THIS SURVEY WAS PREPARED WITH BENEFIT OF A COMMITMENT FOR TITLE INSURANCE, ORDER NUMBER NCS-1225309A-ATL, PREPARED BY FIRST AMERICAN TITLE INSURANCE COMPANY, DATED JULY 2, 2024 AT 7:30 AM. THE FOLLOWING ITEMS ARE EXCEPTIONS IN SCHEDULE B, PART II OF SAID COMMITMENT AS TO PARCEL B:
   - ITEMS: 1, 2, 3, 4, 5, 6, 7, 8 & 9: STANDARD EXCEPTIONS, NOT ADDRESSED.
   - ITEM 10: EASEMENT IN O.R.B. 5212, PAGE 610 LIES ADJACENT TO THIS SITE AS DEPICTED HEREON.
   - ITEM 11: EASEMENT IN O.R.B. 6724, PAGE 658 LIES ADJACENT TO THIS SITE AS DEPICTED HEREON.
   - ITEM 12: UNRECORDED LEASE AS EVIDENCED BY QUITCLAIM DEED IN O.R.B. 13759, PAGE 20 APPLIES TO THIS SITE BUT CANNOT BE PLOTTED.
   - ITEM 13: TERMS, PROVISIONS, AND CONDITIONS IN RESOLUTION NO. 99-2-2 IN O.R.B. 29749, PAGE 1723 LIES ADJACENT TO THIS SITE BUT CANNOT BE PLOTTED.
   - ITEM 14: EASEMENT FOR RIGHT OF WAY IN INSTRUMENT IN O.R.B 29749, PAGE 1734 APPLIES TO THIS SITE AS DEPICTED HEREON.
   - ITEM 15: NOT ADDRESSED.
9. THIS SITE CONTAINS 261 TOTAL CLEARLY IDENTIFIABLE PARKING SPACES (249 REGULAR & 12 DISABLED).
10. ALL RECORDED DOCUMENTS ARE PER BROWARD COUNTY PUBLIC RECORDS.
11. THE FLOOD ZONE DESIGNATION LINES DEPICTED HEREON ARE PLACED IN APPROXIMATE LOCATIONS, AS SCALED FROM THE IMAGE FROM THE FEMA.ORG WEBSITE.
12. THERE WAS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.
13. THERE ARE NO KNOWN PROPOSED CHANGES IN STREET RIGHT-OF-WAY LINES. THERE WAS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.
14. THE PARCELS DESCRIBED HEREON ARE CONTIGUOUS WITH NO GAPS, GORES OR OVERLAPS.
15. THERE WAS NO OBSERVABLE EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP, OR SANITARY LANDFILL.
16. ZONING: THIS SITE IS ZONED B-1 (BUSINESS DISTRICT) & M-1 (INDUSTRIAL DISTRICT); REQUIRED SET BACKS: PRIMARY STREET-10', SECONDARY STREET-10', SIDE-10', REAR-10', REAR ABOVE 5 STORY-10'. REQUIRED PARKING-453 STALLS. MAXIMUM BUILDING HEIGHT: 100'.
17. **CONTAINING 201,691 SQUARE FEET (4.630 ACRES) UNPLATTED AND 205,626 SQUARE FEET (4.721 ACRES) PLATTED MORE OR LESS.**

LEGEND & ABBREVIATIONS

	CONCRETE
	ASPHALT PAVEMENT
6.00	ELEVATION
OHW	OVERHEAD WIRES
STM	UNDERGROUND STORM SEWER LINE
SAN	UNDERGROUND SANITARY SEWER LINE
℄	CENTERLINE
FPL	FLORIDA POWER & LIGHT COMPANY
LB	LICENSED BUSINESS
O.R.B.	OFFICIAL RECORDS BOOK
TP	TRAVERSE POINT (FOR FIELD INFORMATION ONLY)
(D)	DEED BEARING
(M)	MEASURED BEARING
	PALM TREE
	TREE
10A 10B	EXCEPTION LABEL
PVC	POLYVINYL CHLORIDE PIPE



LEGAL DESCRIPTION:

PARCEL A: PLATTED EAST SIDE

PARCEL 1:

A PORTION OF PARCEL "A", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL "A", RUN ON AN ASSUMED BEARING OF DUE EAST ALONG THE SOUTH LINE OF PARCEL "A", 167.60 FEET TO A POINT OF BEGINNING; THENCE NORTH 0°08'04" WEST, 255.83 FEET; THENCE NORTH 89°51'56" EAST, 167.54 FEET TO THE EAST LINE OF PARCEL "A"; THENCE SOUTH 0°08'53" EAST ALONG SAID EAST LINE, 231.16 FEET; THENCE SOUTH 44°55'34" WEST, 35.40 FEET TO THE SOUTH LINE OF PARCEL "A"; THENCE WEST, 142.53 FEET TO THE POINT OF BEGINNING.

AND

A PORTION OF PARCEL "A", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL "A", RUN ON AN ASSUMED BEARING OF NORTH 0°07'15" WEST ALONG THE WEST LINE OF PARCEL "A", 255.44 FEET; THENCE NORTH 89°51'56" EAST, 167.54 FEET; THENCE SOUTH 0°08'04" EAST, 255.83 FEET TO THE SOUTH LINE OF PARCEL "A"; THENCE WEST 167.60 FEET TO THE POINT OF BEGINNING.

PARCEL 2:

A PORTION OF PARCELS "A" AND "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL "A", THENCE RUN ON AN ASSUMED BEARING OF NORTH 0°07'15" WEST, ALONG THE WEST LINE OF PARCEL "A", 255.44 FEET TO THE POINT OF BEGINNING; THENCE, CONTINUE NORTH 00°7'15" WEST ALONG SAID WEST LINE, 210.00 FEET; THENCE NORTH 89°51'56" EAST, 167.49 FEET; THENCE SOUTH 00°8'04" EAST, 210.00 FEET; THENCE SOUTH 89°51'56" WEST, 167.54 FEET TO THE POINT OF BEGINNING.

PARCEL 3:

A PORTION OF PARCELS "A" AND "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL "A", RUN ON AN ASSUMED BEARING OF DUE EAST, ALONG THE SOUTH LINE OF PARCEL "A", 167.60 FEET; THENCE NORTH 00°08'04" WEST, 255.83 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00°08'04" WEST, 210.00 FEET; THENCE NORTH 89°51'56" EAST, 167.49 FEET TO THE EAST LINE OF SAID PARCEL "B"; THENCE (SOUTH 00°08'04" EAST, AS PER DEED) (SOUTH 00°08'53" EAST, AS MEASURED) ALONG THE EAST LINE OF SAID PARCELS "A" AND "B", 210.00 FEET; THENCE SOUTH 89°51'56" WEST, 167.54 FEET TO THE POINT OF BEGINNING.

PARCEL 4:

TRACT "E", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA. SAID TRACT "E" IS LEGALLY DESCRIBED IN THE EASEMENT AGREEMENT AND LEGAL DESCRIPTION OF TRACTS FOR "JO-SEL BAR-KEN SUBDIVISION", RECORDED 19 OCTOBER 1983 IN OFFICIAL RECORDS BOOK 11210, AT PAGE 258 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA. ALSO DESCRIBED AS FOLLOWS:

A PORTION OF PARCEL "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL "A" OF SAID "JO-SEL BAR-KEN SUBDIVISION", THENCE RUN ON AN ASSUMED BEARING OF NORTH 00°07'15" WEST, ALONG THE WEST LINE OF SAID PARCELS "A" AND "B", 465.44 FEET TO A POINT OF BEGINNING; THENCE CONTINUE NORTH 00°07'15" WEST, 149.16 FEET TO THE NORTHWEST CORNER OF PARCEL "B"; THENCE NORTH 89°58'45" EAST, 334.90 FEET TO THE NORTHEAST CORNER OF PARCEL "B"; THENCE (SOUTH 00°08'53" WEST, AS PER DEED) (SOUTH 00°08'53" EAST, AS MEASURED) ALONG THE EAST LINE OF PARCEL "B" 148.50 FEET; THENCE SOUTH 89°51'56" WEST, 334.98 FEET TO THE POINT OF BEGINNING.

PARCEL 5:

EASEMENTS, AS CONTAINED IN THAT CERTAIN EASEMENT AGREEMENT BY PARK ROAD MOBILE MANOR, INC., A FLORIDA CORPORATION AND BETWEEN AND PARK PLAZA 95, LIMITED, A FLORIDA LIMITED PARTNERSHIP, FILED DECEMBER 9, 1983, IN OFFICIAL RECORDS BOOK 11326, AT PAGE 480, AS MORE PARTICULARLY DESCRIBED THEREIN.

TOGETHER WITH

PARCEL B: UNPLATTED WEST SIDE

THE NORTH 342.66 FEET OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 LESS THE WEST 20' THEREOF OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST TOGETHER WITH ALL IMPROVEMENTS LOCATED THEREON AND ANY INTEREST IN ANY AND ALL LEASES UPON THE PROPERTY.

TOGETHER WITH:

A PORTION OF THE E 1/2 OF THE SW 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST, BROWARD COUNTY, FLORIDA, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SE CORNER OF THE NE 1/4 OF THE NE 1/4 OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST THENCE SOUTH 88°03'16" WEST ALONG THE SOUTH LINE OF THE NE 1/4 OF THE NE 1/4 OF SAID SECTION 29 FOR 67.55 FEET; THENCE NORTH 01°56'44" WEST 60.00 FEET TO THE POINT OF BEGINNING; THENCE ALONG THE NORTH RIGHT-OF-WAY LINE OF F.D.O.T. RIGHT-OF-WAY MAP SECTION 86509-2601 THE FOLLOWING 2 COURSES AND DISTANCES: 1) SOUTH 85°22'35" WEST 214.01 FEET; 2) SOUTH 88°03'16" WEST 121.40 FEET; THENCE NORTH 02°02'21" WEST 300.00 FEET TO A POINT ON THE NORTH LINE OF THE SOUTH 350.00 FEET OF THE EAST 1/2 OF THE SW 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SAID SECTION 29; THENCE NORTH 88°03'16" EAST ALONG SAID NORTH LINE 335.05 FEET; THENCE SOUTH 02°03'59" EAST 290.00 FEET TO THE POINT OF BEGINNING.

SAID LANDS LYING AND BEING IN THE TOWN OF PEMBROKE PARK, BROWARD COUNTY, FLORIDA AND CONTAINING A GROSS OF 452,062 SQUARE FEET (10.378 ACRES), A NET OF 407,317 SQUARE FEET (9.351).

CERTIFICATION:

TO HOME DEPOT U.S.A, INC., A DELAWARE CORPORATION; FIRST AMERICAN TITLE INSURANCE COMPANY; KIMLEY-HORN AND ASSOCIATES, INC.:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(a), 7(a), 7(c), 8, 9, 10, 11, 13, 14, 16, 17 & 20 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON 12/7/24.

DATE OF PLAT OR MAP:

John F Pulice

Digitally signed by John F Pulice
Date: 2025.06.09 14:26:22 -04'00'

☐ JOHN F. PULICE, PROFESSIONAL SURVEYOR AND MAPPER LS2691
☐ VICTOR R. GILBERT, PROFESSIONAL SURVEYOR AND MAPPER LS6274
☐ MICHAEL M. MOSSEY, PROFESSIONAL SURVEYOR AND MAPPER PSM5660
STATE OF FLORIDA

NO.	REVISIONS	BY
5		
4		
3		
2	74247-INVERT INFO-5/19/25	J.S.
1	74291-ORIGINAL SURVEY-12/7/24	J.S.

PROPOSED HOME DEPOT
3101, 3107, 3121, 3127 & 3129 WEST HALLANDALE BEACH BOULEVARD AND 2701 BRYAN ROAD
PEMBROKE PARK, FLORIDA 33009
(TOWN OF PEMBROKE PARK, BROWARD COUNTY)

BOUNDARY AND TOPOGRAPHIC SURVEY
ALTA/NSPS LAND TITLE SURVEY

PULICE LAND SURVEYORS, INC.
5381 NOB HILL ROAD
SUNRISE, FLORIDA 33351
TELEPHONE: (954) 572-1777
FAX: (954) 572-1778
E-MAIL: surveys@pulicelandsurveyors.com
WEBSITE: www.pulicelandsurveyors.com
CERTIFICATE OF AUTHORIZATION LB#3870

DRAWN BY: J.S.	SCALE: 1" = 40'	CLIENT: KIMLEY-HORN AND ASSOCIATES, INC.
CHECKED BY: J.F.P.	SURVEY DATE: 12/7/24	ORDER NO.: 74247

Agenda Item Report

Subject:	Consideration and approval of Site Plan Application — Town Planner Consultant Von der Meulen File No.: 25-SP-02 Applicant: Home Depot USA Inc. Address: North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road Request: The applicant is seeking site plan approval for a proposed 107,874-square-foot big box retail development, which includes a 28,167-square-foot garden center. **RESOLUTION NO: 2026-018** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SITE DEVELOPMENT PLAN FOR APPLICATION 25-SP-02 FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Planning & Zoning
Recommendation for Counsel to Consider:	
Background Information:	The applicant, Home Depot USA, Inc., is requesting Site Plan approval for a new development consisting of a 107,874 square foot Home Depot store with a 28,167

	square foot garden center. The property is located on the north side of W. Hallandale Beach Blvd, east of SW 31st Ave and west of Bryan Road. The site consists of seven (7) parcels with six (6) commercial/ industrial office buildings on the east, a self-storage facility, known as Armadillo Storage on the northwest and a vacant Well Fargo bank at the southwest corner of the property. All existing buildings will be demolished to accommodate the proposed project. A majority of the project is located in the B-1 zoning district and only the northwest corner of the project area is located in the M-1 zoning district. A text amendment was approved through Ordinance 2025-004 to allow certain large retail uses under this zoning district.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. 2026-018 Home Depot Site Plan Reso
2. 01-25-SP-02 Home Depot
3. 02- Site Plan Application
4. 03-Site Plan Narrative - Home Depot
5. 04-Plat Determination Letter - Home Depot
6. 05-Colored Elevations
7. 06- Site Plan

RESOLUTION NO. 2026-018

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SITE DEVELOPMENT PLAN FOR APPLICATION 25-SP-02 FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 20-16 of the Town of Pembroke Park (the "Town") Town Code (the "Code") provides that, "No building or structure shall be erected or altered or any change of use consummated nor shall any building permit be issued therefor unless or until a site development plan for such building, structure or use shall have been approved by the Town Commission."; and

WHEREAS, the Planning and Zoning Board reviewed the Site Development Plan for application 25-SP-02 at their March 5, 2026, meeting; discussed the matter; and voted to recommend approval of the amendment to the Site Development Plan, subject to the conditions recommended by the Town Planner (planning report attached as Exhibit A); and

WHEREAS, the Town Commission desires approve the Site Development Plan application subject to the conditions set forth by the Town Planner.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: The aforementioned "Whereas" clause is hereby ratified and confirmed as being true and correct and is incorporated herein.

Section 2: The Site Development Plan application 25-SP-02 located on the Northwest corner of Hallandale Beach Boulevard and John P Lyons Lane/Southwest 31 Avenue is approved subject to the conditions set forth by the Town Planner (see Exhibit A).

Section 3: That if any clause, section, other part or application of this Resolution is

held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 4: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 5: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 8th day of April, 2026.

ATTEST:

GEOFFREY JACOBS
Mayor

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

Town of Pembroke Park

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov

TO: Town Commission

FROM: Michael Vonder Meulen, AICP, Consultant Town Planner, KEITH

MEETING DATE: April 8, 2026

SUBJECT: 25-SP-02 / Home Depot Site Plan Application
North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road

APPLICANT: Home Depot USA, Inc.

REQUEST:
The applicant is seeking site plan approval for a proposed 107,874-square-foot big box retail development, which includes a 28,156-square-foot garden center. The out-parcel retail is not part of this approval.

COMPANION ITEMS TO BE CONSIDERED:

- 25-PR-01 Parking Reduction
- 25-P-01 Special Permit
- 25-SV-04 Sign Variance

SITE DATA:

GENERAL LOCATION:	North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road
FOLIO:	514229000090, 514229000091, 514229020020, 514229020013, 514229020011, 514229020012, 514229020010
PARCEL SIZE:	9.35 Acres (gross)
EXISTING USE:	Commercial/Industrial office buildings, self-storage facility and a bank.
ZONING:	B-1 Business District, M-1 Industrial District
FUTURE LAND USE:	C- Commercial, I- Industrial

ADJACENT PROPERTY DESCRIPTION:
NORTH: T-1/ Mobile Home Park
SOUTH: T-1/ Mobile Home Park (W Hallandale Beach)
EAST: M-1/ Warehouse
WEST: M-1/ Warehouse

PROJECT BACKGROUND
The applicant, Home Depot USA, Inc., is requesting Site Plan approval for a new development consisting of a 107,874 square foot Home Depot store with a 28,156 square foot garden center. The property is located on the north side of W. Hallandale Beach Blvd, east of SW 31st Ave and west of Bryan Road.

The site consists of seven (7) parcels with six (6) commercial/ industrial office buildings on the east, a self-storage facility, known as Armadillo Storage on the northwest and a vacant Well Fargo bank at the southwest corner of the property. All existing buildings will be demolished to accommodate the proposed project.

A majority of the project is located in the B-1 zoning district and only the northwest corner of the project area is located in the M-1 zoning district. A text amendment was approved through Ordinance 2025-004 to allow certain large retail uses under this zoning district.

PROJECT ANALYSIS
The proposed project includes one building with a garden center, with a total of 136,030 square feet.

The proposed site plan was reviewed by the Town's Development Review Committee that includes the Town Planner, Town Landscape Architect, Town Engineer, the Building Official and BSO Fire Prevention. The project was found to be substantially compliant with the Town's regulations and ordinances. The review included required water and sewer service and was found to be adequate. A final determination of concurrency will be made prior to Town Council approval. The project will be required to pay impact fees at the time of building permit.

Comprehensive Plan and Zoning Analysis
The subject land is identified on the Town's Official Zoning Map in the B-1 Business District and M-1 Industrial District. The B-1 zoning district is intended primarily for business establishments that serves the local neighborhood and service needs for the surrounding areas, the proposed use is aligned with the zoning intention and consistent with the adopted FLUM designation of "C" Commercial.

The M-1 zoning district is intended for industrial uses certain large retail uses; the proposed use is aligned with the zoning intention and consistent with the adopted FLUM designation of "I" Industrial. The M-1 Industrial Zoning District was amended per Ordinance No. 2025-004 to allow for certain large retail uses within the district. A commercial flex allocation application was submitted concurrently with the site plan application to allow for commercial uses within the M-1 zoning district. Per Sec. 28-211.5.m, commercial flexibility can be requested for retail uses with a minimum

building square footage of 75,000 square feet as part of a unified development site with direct access to Hallandale Beach Boulevard.

Site Zoning Requirements

The maximum height allowed on the site is 100 feet. The proposed height of the big box retail is 37'.

Use	Front Setback (W. Hallandale Beach Blvd.)		Side Setback (Bryan Road)		Side Setback (SW 31st Ave)		Rear Setback	
	Required	Provided	Required	Provided	Required	Provided	Required	Provided
Big Box Retail	10 ft	293.93 ft	10 ft	40 ft	10 ft	29.14 ft	10 ft	68.16 ft

Waivers

Using Section 13.5-38.e.2.- Impervious surface requirements for all uses, the applicant is requesting a wavier for the maximum impervious requirement of 0.80. The applicant is proposing 84.2% of impervious area coverage.

Architecture

The proposed project is compatible with the surrounding parcels. Section 5-103(p) of the Code of Ordinances addresses building design in the Town. A relatively wide variety of architectural designs and materials are permitted. However, it is intended that a basic harmony of architecture shall prevail so that no building shall detract from the attractiveness of the overall environment.

The proposed project follows design guidelines from Home Depot corporation; the applicant has worked closely with the Town Planner to achieve an architectural style that aligns with the Town's building design and Home Depot's aesthetic.

Parking/Traffic

A parking reduction is being requested under application 25-PR-01. The proposed development will provide 283 parking spaces. An additional 33 accessory parking spaces—used for Load-N-Go, truck rental, trailer displays, equipment rental, and the cart corral—are not included in the 283-space total. The project's primary access point is from W. Hallandale Beach Boulevard, with Bryan Road and SW 31st Avenue serving as secondary access points. The applicant has submitted an FDOT letter for W. Hallandale Beach Boulevard and has complied with all FDOT requirements.

Traffic Impact Analysis

As part of the application the applicant provided a Traffic Impact Analysis. The Traffic Impact Analysis details the projected vehicle trip the proposed uses on site will generate. The report determined that the proposed project will not degrade the level of service on W. Hallandale Beach.

Plat

A platting determination letter from the Broward County Planning Council, dated February 24, 2025, for a "non-residential development" confirmed that replatting is not required.

RECOMMENDATION

The Planning and Zoning Board unanimously recommended approval of this project subject to staff conditions on March 5, 2026. The Consultant Town planner recommends approval subject to the following conditions.

1. The Site Development Plan approval will expire 18 months from the date of Town Commission approval unless extended in accordance with Section 20-25 of the Code if no valid building permit for site work or a principal building has been issued and kept in force.
2. At time of application for a Building Permit, the Property Owner shall provide a copy of all approved plans associated with the Home Depot development to the Building Department.
3. The Project will be required to pay impact fees at the time of building permit.
4. Provide copies of the recorded right-of-way easement of Bryan Road and SW 31st Avenue, prior to the issuance of the building permit.
5. Left turn subject to approval by FDOT prior to the issuance of the Certificate of Occupancy (CO).
6. Provide right-of-way dedication and/or right-of-way easement to Broward County to comply with the Broward Trafficways Plan prior to the issuance of the Certification of Occupancy (CO).
7. The site is a combination of seven (7) parcels. Provide a Unity of Title Agreement or Lot Combination; Unity of Title or Lot combination, prior to the issuance building permit.
8. All existing easements that are proposed to be abandoned and that are encroaching onto the proposed building must be abandoned prior to the issuance of the building permit.
9. All DRC comments must be satisfied prior to issuance of building permit.

ATTACHMENTS

Application
Project Narrative
Plat Letter from Broward County
Color Elevations
Site Plan

Town of Pembroke Park

Planning and Zoning Division

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov

Master Application

Consideration of a parking reduction application by the Town does not in of itself in any way create a right to obtain a permit from a County, State or Federal Agency. Applicants must comply with all legal requirements and obtain all requisite approvals imposed by County, State and Federal Agencies and the Town bears no legal responsibility for Applicant's failure to do so.

Project Name	Parcel Size	Application Type
Home Depot - Pembroke Park	9.13 ac	Site Plan Review
Address		**Parcel ID**
3121 W Hallandale Beach Blvd, Hallandale Beach, FL 33009		5142 2900 0090, -0091, -0020, -0013
Owner / Applicant Name(s)	**Phone**	**Email**
Home Depot USA, Inc.	(770) 433-8211 x84888	connie_rockwell@homedepot.com

Code Information	Yes	No
Is this an after-the-fact request or Town code violation? (If yes, attach a copy of any related information)		✓
Is this request the result of a site plan application or other application? (If yes, please attach site plan)	✓	
Has this same or similar request been proposed previously on the property?		✓

Project Description

Request for Site Plan approval to redevelop the above-described Property with a 106,651 square foot Home Depot store with a 28,156 square foot garden center and a 7,400 square foot commercial outparcel.

Agent

Name	Company/Firm
Tracy Lautenschlager	Greenberg Traurig, P.A.
Address	**City, State, Zip**
401 E Las Olas Blvd., Suite 2000	Fort Lauderdale, FL 33301
Phone	**E-mail**
954.768.8270	tracy.lautenschlager@gtlaw.com

This is to certify that I am the agent of this application for the subject property(s) and the statements contained herein are accurate to the best of my knowledge and I will be present at any required hearings to represent this application.

Tracy Lautenschlager Digitally signed by Tracy Lautenschlager Date: 2025.08.11 16:06:48 -04'00'
Agent's Signature

08 / 11 / 2025
Date

SEE OWNER CONSENT LETTERS ATTACHED

Property Owner Certification

This is to certify that I am the owner of the subject property(s) described in this application. By signing this application, I hereby authorize the above signatory to serve as agent for this project. The agent is authorized by me to agree to any and all binding conditions throughout the review of this application. I hereby agree to be bound by any and all conditions, or amendments required by this application.

Printed Name of Property Owner *Signature of Property Owner* *Date* ____/____/____

State of _____ , County of _____
Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization.
This _____ day of _____ , 20____ , by _____ (name of person making statement)
Personally known: OR Produced Identification, Type
_____ My Commission Expires:
Notary Public Signature

TOWN USE ONLY	*Submittal Date:*	*Project Number:*
Review Staff:	*Decision Date:*	*Decision:*

2455 Paces Ferry Road, C-20, Atlanta, GA 30339

May 19, 2025

Re: 2701 Bryan Road (Folio No. 5142 2900 0090)
3131 W Hallandale Beach Blvd (Folio No. 5142 2900 0091)
3129 W Hallandale Beach Blvd (Folio No. 5142 2902 0020)
3127 W Hallandale Beach Blvd (Folio No. 5142 2902 0013)
3107 W Hallandale Beach Blvd (Folio No. 5142 2902 0011)
3121 W Hallandale Beach Blvd (Folio No. 5142 2902 0012)
3101 W Hallandale Beach Blvd (Folio No. 5142 2902 0010)

To Whom It May Concern:

The above-described property ("Property"), with the exception of 2701 Bryan Road, is owned by Home Depot USA, Inc. ("Home Depot"). Home Depot has a ground lease over 2701 Bryan Road. The Home Depot authorizes Tracy Lautenschlager of Greenberg Traurig, P.A., to act as its agent with respect to the development approvals necessary for the development of a Home Depot on the Property.

Yours truly,

Home Depot U.S.A., Inc.

Name: Thomas E. Best
Title: VP, Deputy GC + Asst. Secretary

STATE OF GA)
)
COUNTY OF Cobb)

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this 19th day of May, 2025, by Thomas E. Best as VP, Deputy GC + Asst. Secretary of Home Depot USA, Inc.

[SEAL]

Ivelisse Guadalupe
Notary Public
Dekalb County, Georgia
My Commission Expires 03/06/2027

Ivelisse Guadalupe
Signature of Notary

Ivelisse Guadalupe
Print Name

Expires: 03/06/2027

Personally Known X (OR) Produced Identification _____ (Type of Identification Produced)

7/24, 2025

Re: 2701 Bryan Road
(Folio No. 5142 2900 0090)

To Whom It May Concern:

The above-described property ("Property") is owned by M. G. Wilson, LLC ("Owner"), which Property is subject to a ground lease that Home Depot USA, Inc. has a contract to purchase. The Owner consents to the filing of the following development approvals necessary for the development of a Home Depot on the Property:

- Allocation of commercial flexibility to allow for commercial uses within the Property's existing M-1 industrial zoning and land use designation.
- Site Plan approval.
- Sign variances, special permit, parking variances, and other variances in connection with the Home Depot site plan.
- No changes to the zoning shall be made or requested that would in any way prevent the current or future use of the property from continuing to operate as a mini storage facility without Landlord and Ground Lessee's prior written consent.

Yours truly,

M. G. Wilson, LLC

Name: Jessica Stacklestill
Title: Managing Director

[Notarization on next page]

STATE OF MA)
)
COUNTY OF Suffolk)

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this 24th day of July, 2025, by Jessica Stockstill as managing director of M. G. Wilson, LLC.

[SEAL]

Kayanna M Black
Signature of Notary

Kayanna Black
Print Name

Expires: 06/07/2031

Personally Known ____ (OR) Produced Identification License (Type of Identification Produced)

Kayanna M Black
NOTARY PUBLIC
Commonwealth of
Massachusetts
My Commission Expires
06/07/2031

ACTIVE 708866513v5

7/7, 2025

Re: 2701 Bryan Road
(Folio No. 5142 2900 0090)

To Whom It May Concern:

WFS Armadillo Limited ("Ground Lessee") has a ground lease for the above-described property ("Property"). Home Depot USA, Inc. has a contract to purchase the ground lease from the Ground Lessee. The Ground Lessee consents to the filing of the following development approvals necessary for the development of a Home Depot on the Property:

- Allocation of commercial flexibility to allow for commercial uses within the Property's existing M-1 industrial zoning and land use designation.
- Site Plan approval.
- Sign variances, special permit, parking variances, and other variances in connection with the Home Depot site plan.
- No changes to the zoning shall be made or requested that would in any way prevent the current or future use of the property from continuing to operate as a mini storage facility without Landlord and Ground Lessee's prior written consent.

Yours truly,

WFS Armadillo Limited, a Texas limited partnership

By: H.C. Weil Properties, Inc., a Texas corporation,
its general partner

Name: H.C. Weil
Title: President

[Notarization on next page]

STATE OF Texas)
)
COUNTY OF Nueces)

The foregoing instrument was acknowledged before me by means of [X] physical presence or [_] online notarization this 7th day of July, 2025, by H.C. Weil as President of H.C. Weil Properties, Inc., as general partner of WFS Armadillo Limited, a Texas limited partners.

[SEAL]

SANDRA S. CUEVAS
My Notary ID # 3380264
Expires January 15, 2028

Sandra S. Cuevas
Signature of Notary

Sandra S. Cuevas
Print Name

Expires: January 15, 2028

Personally Known ✓ (OR) Produced Identification _____ (Type of Identification Produced)

Tracy H. Lautenschlager
Tel 954.768.8270
tracy.lautenschlager@gtlaw.com

August 12, 2025 (Last Updated March 6, 2026)

Michael Vonder-Meulen
Town of Pembroke Park
3150 SW 52 Ave.
Pembroke Park, FL 33203
mvondermeulen@keithteam.com

Re: Home Depot – Site Plan Narrative

Dear Mr. Vonder-Meulen:

INTRODUCTION

Home Depot USA, Inc. (the "Applicant") is requesting development approvals to build a 107,874 square foot Home Depot store with a 28,156 square foot garden center and an approximately 7,381 square foot commercial outparcel (the "Project") on a 9.35-acre parcel of land (the "Property"). The uses within the 7,381 square foot commercial building have not been determined as of this time; however, any future development on the outparcel will be subject to review by the Town in accordance with the regulations in effect at the time applications are submitted.

PROJECT CONTACT

Tracy Lautenschlager
Greenberg Traurig, P.A.
401 E. Las Olas Blvd., Suite 2000,
Fort Lauderdale, FL 33301
Tel. 954.768.8270
Email: tracy.lautenschlager@gtlaw.com

LOCATION AND PROPERTY CONTROL NUMBER

The Property is comprised of seven (7) folio numbers, which are listed below:

- 2701 Bryan Road (Folio No. 5142 2900 0090) (the "**NW Parcel**")
- 3131 W Hallandale Beach Blvd (Folio No. 5142 2900 0091)

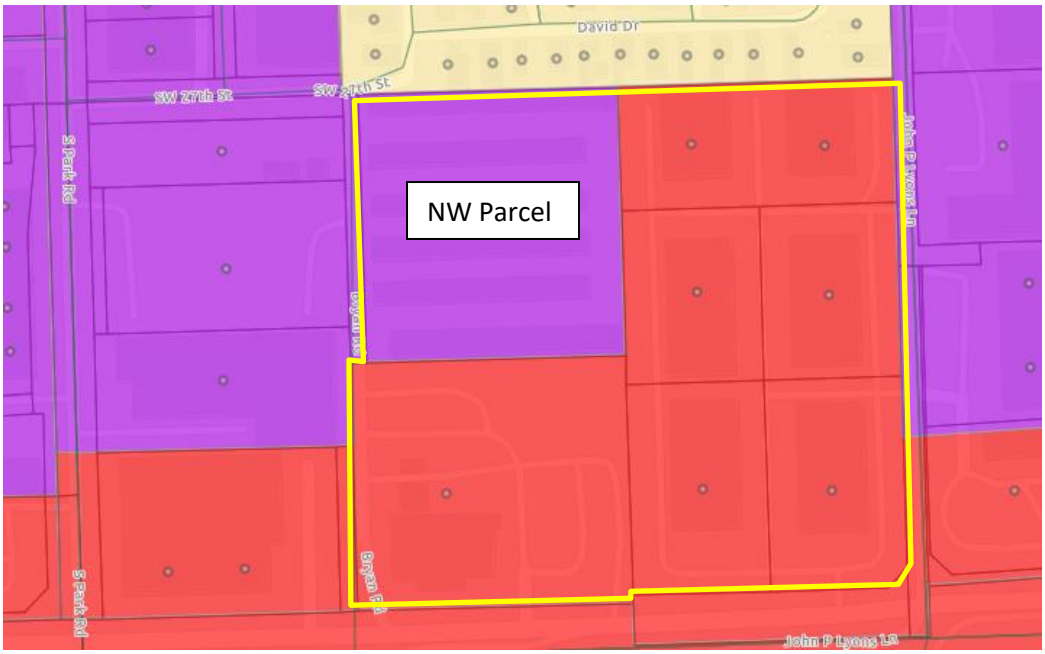
- 3129 W Hallandale Beach Blvd (Folio No. 5142 2902 0020)
- 3127 W Hallandale Beach Blvd (Folio No. 5142 2902 0013)
- 3107 W Hallandale Beach Blvd (Folio No. 5142 2902 0011)
- 3121 W Hallandale Beach Blvd (Folio No. 5142 2902 0012)
- 3101 W Hallandale Beach Blvd (Folio No. 5142 2902 0010)

An aerial of the Property is shown below. The Property is north of Hallandale Beach Boulevard, west of I-95, near Bryan Road and SW 31 Avenue.



LAND USE AND ZONING

As shown on the map below, the Property, with the exception of the NW Parcel, has a B-1 zoning designation and a "Commercial" land use designation. The NW Parcel has a M-1 zoning designation and an "Industrial Land Use" designation. The M-1 zoning regulations were recently amended to permit a large retail use such as the proposed Home Depot store.



SUBJECT REQUEST

To allow for the development of the Project, the Applicant is requesting the following approvals from the Town Commission:

1. Site Plan approval for the Project;
2. An allocation of commercial flexibility to the NW Parcel;
3. A Special Permit to allow for the outdoor sale and display of certain items sold or rented as part of the Project; and
4. Sign variance and parking reduction.

HISTORY

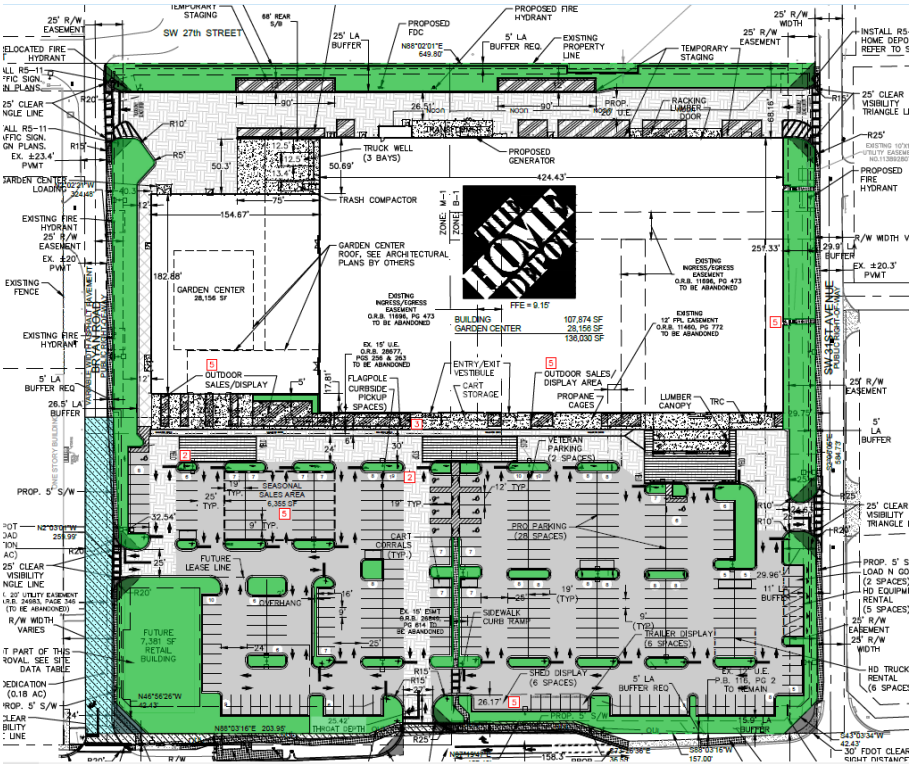
As shown in the aerial above, the Property is developed with 6 commercial/industrial office buildings to the east, 6 self-storage buildings to the northwest of the Property, and a bank at the southwest corner of the Property. All of these buildings will be demolished to accommodate the Project.

SURROUNDING PROPERTIES

To the east and west of the Property are industrial and commercial buildings, including a self-storage facility, a RaceTrac gas station, and Goodwill. To the north of the Property is the Lakeshore Mobile Home Park.

SITE PLAN

The Site Plan for the Home Depot proposes a 107,874 square foot Home Depot store with a 28,156 square foot garden center and an approximately 7,381 square foot commercial outparcel at the southwest corner of the Property.



Parking for the Home Depot will be in the front of the building with approximately 257 parking spaces. In addition to the 257 parking spaces, the parking area will include load-n-go parking spots, truck rental spaces, trailer and shed display spaces, equipment rental spaces and cart corrals. These features are unique to a Home Depot type of use and enhance and improve the efficient operation of the site.

The Property will have one main entry along Hallandale Beach Boulevard as well as two supplemental curb cuts along Bryan Road and SW 31st Avenue for access to the parking field. The Project is proposing a 12' wide right turn into the Property from Hallandale Beach Boulevard. Loading and racking for the Project will be in the rear of the Property and will be accessible through two additional curb cuts along Bryan Road and SW 31st Avenue.

CONCLUSION

The Project will provide a significant beneficial redevelopment of the area and economic impact for the Town of Pembroke Park. As noted in the Economic Impact Analysis prepared by consulting group EY, the Project will create 115 one-year construction jobs, 184 long-term jobs with an average salary of $44,500 per employee, approximately $2,000,000.00 in new property tax in the first 10 years, and approximately $180,000.00 in annual taxes to the Town.

If you have any questions or need anything further to process this request, please feel free to contact me.

Yours truly,

Tracy H. Lautenschlager

Tracy H. Lautenschlager

BROWARD COUNTY Planning Council

February 24, 2025

Cushla E. Talbut
Greenberg Traurig
401 East Las Olas Boulevard, Suite 2000
Fort Lauderdale, Florida 33301

Via Email Only

Dear Ms. Talbut:

Re: Platting requirements for a parcel legally described as Parcels A and B, "Jo-Sel Bar-Ken Subdivision," according to the Plat thereof, as recorded in Plat Book 116, Page 2, of the Public Records of Broward County, Florida, together with a portion of the East ½ of the Southwest ¼ of the Northeast ¼ of the Northeast ¼ of Section 29, Township 51 South, Range 42 East, said lands situate, lying and being in Broward County, Florida. This parcel is generally located on the northwest corner of Hallandale Beach Boulevard and John P-Lyons Lane/Southwest 31 Avenue, in the Town of Pembroke Park.

This letter is in response to your request regarding the Broward County Land Use Plan's platting requirements for a proposed non-residential development on the above referenced parcel.

Regarding the portion of the proposed development located within the "Jo-Sel Bar-Ken Subdivision," Planning Council staff has determined that replatting **would not be required** by Policy 2.13.1 of the Broward County Land Use Plan (BCLUP). Policy 2.13.1 would not require replatting of parcels included in plats approved by the Broward County Commission and recorded after June 4, 1953. Information from the Broward County Records, Taxes and Treasury Division indicates that the above referenced plat was recorded on March 31, 1983. Land platted after June 4, 1953, may be divided by metes and bounds and developed in accordance with local regulations and the effective land use plan, unless local regulations are more restrictive and would require platting. It is noted that per BCLUP Policy 2.17.6, to protect the transportation corridors identified on the Broward County Trafficways Plan, local governments shall require development is set back from identified rights-of-way while providing an administrative relief process to ensure the set back does not deny all beneficial use of the property.

Planning Council staff notes that when a parcel that has been platted subsequent to June 4, 1953 (i.e. Jo-Sel Bar-Ken Subdivision) is combined with unplatted lands (i.e. a portion of the East ½ of the Southwest ¼ of the Northeast ¼ of the Northeast ¼ of Section 29, Township 51 South, Range 42 East), BCLUP Policy 2.13.1 **would not require platting** if the post-1953 portion of the parcel constitutes the majority of the enlarged parcel and the development parcel is less than 10 acres; in this case the post-1953 portion constitutes a majority of the enlarged parcel (4.7 acres) and the development parcel is less than 10 acres total (9.3 acres).

Some jurisdictions may be more restrictive and require platting in more situations than the BCLUP. The Town of Pembroke Park's platting requirements should be investigated.

It is recommended that you contact Broward County's Urban Planning Division at 954-357-6666, to inquire about whether additional County review, such as a plat note modification, may be required.

The contents of this letter are not a judgment as to whether this development proposal complies with State or local vehicular access provisions, the Broward County Trafficways Plan, permitted uses and densities, local zoning, the land development regulations of the municipality or the development review requirements of the BCLUP, including concurrency requirements.

If you have any additional questions concerning the BCLUP's platting requirements, please contact Huda Ashwas at your convenience.

Respectfully,

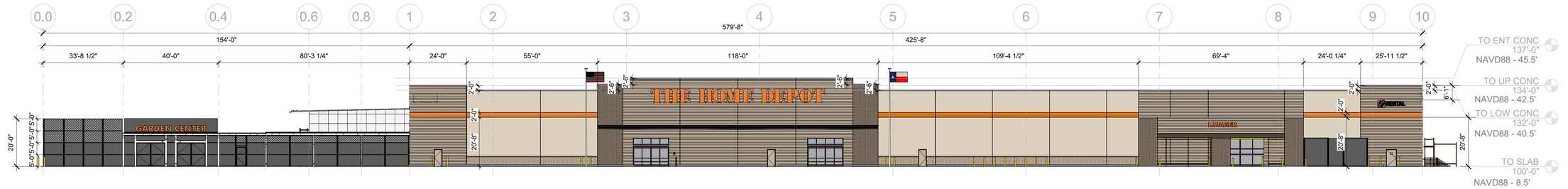


Barbara Blake Boy
Executive Director

BBB:HHA

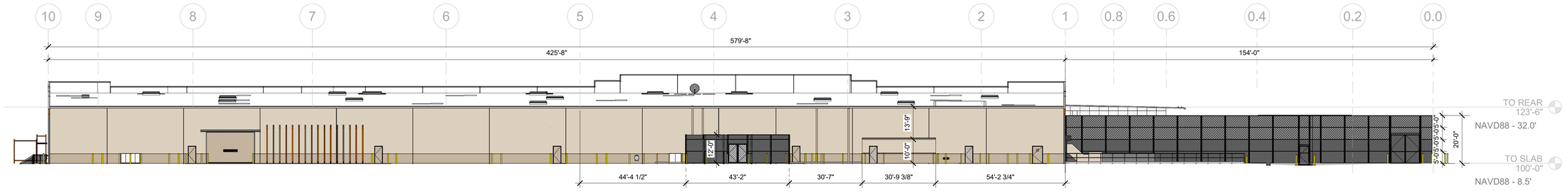
cc/email: David Lynch, Town Manager
Town of Pembroke Park

Mike Vonder Meulen, AICP, Town Planning Consultant
Town of Pembroke Park



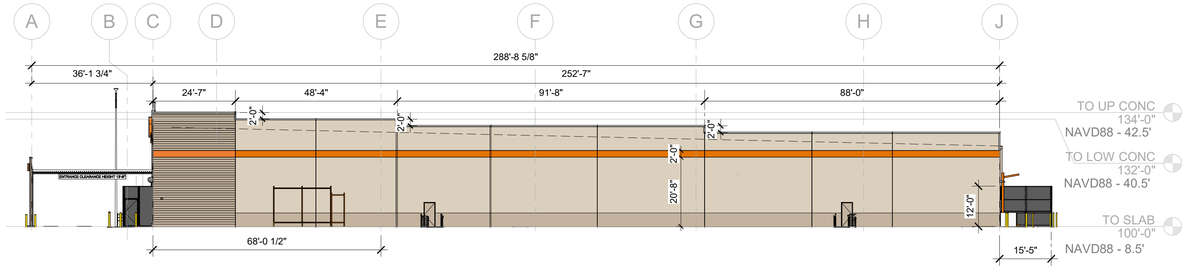
1 exterior elevation - front (south)

SCALE | 3/64" = 1'-0"



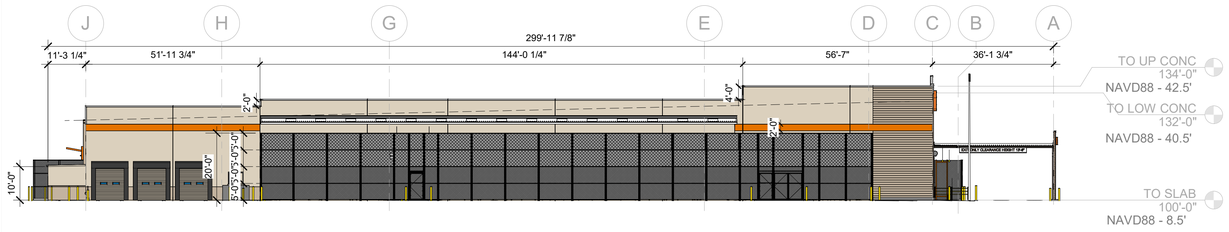
2 exterior elevation - rear (north)

SCALE | 3/64" = 1'-0"



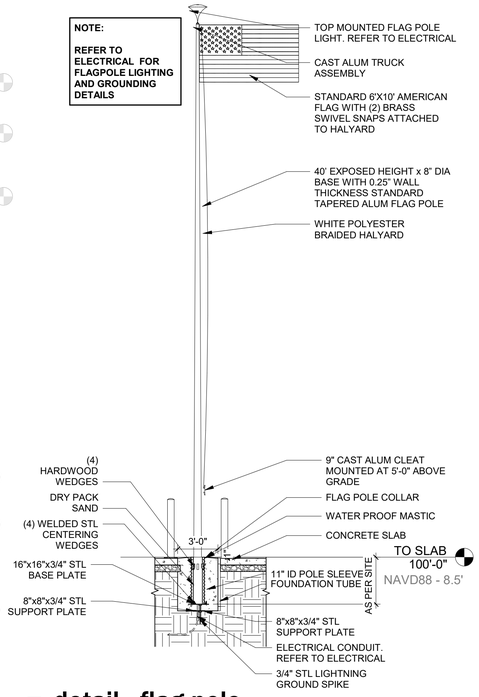
3 exterior elevation - trc side (east)

SCALE | 3/64" = 1'-0"



4 exterior elevation - garden center side (west)

SCALE | 3/64" = 1'-0"



5 detail - flag pole

SCALE | 3/16" = 1'-0"

exterior material legend

#	ITEM	MATERIAL	FINISH	COLOR	NOTES
1	ACCENT BAND	METAL	PRE-FINISHED	THD HOMER BUCKET ORANGE	CUSTOM PPG
2	TILT PANEL SMOOTH	CONCRETE	PAINT	THD BEIGE	CUSTOM PPG
3	TILT PANEL SMOOTH	CONCRETE	PAINT	THD SUEDE	CUSTOM PPG
4	TILT PANEL CMU FORMLINER	CONCRETE	PAINT	THD SUEDE	CUSTOM PPG
5	TILT PANEL SIDING FORMLINER	CONCRETE	PAINT	THD SUEDE	CUSTOM PPG
6	TILT PANEL CMU FORMLINER	CONCRETE	PAINT	WICKER BASKET	PPG
7	ACCENT BAND	METAL	PRE-FINISHED	THD BRONZE	CUSTOM PPG
8	PARAPET CAP	METAL	PRE-FINISHED	DARK GREY	STANDARD
9	SECURITY FENCE	METAL	PRE-FINISHED	BLACK	STANDARD
10	CHAIN LINK FENCE	METAL	PRE-FINISHED	BLACK	STANDARD
11	CANOPY	METAL	PRE-FINISHED	BRONZE	STANDARD
12	PIPE BOLLARD	METAL	PAINTED	YELLOW	STANDARD
13	CONCRETE CURB	CONCRETE	TROWEL	NATURAL	STANDARD
14	SIGNAGE	METAL	PRE-FINISHED	ORANGE	CUSTOM
15	STOREFRONT	ALUMINUM	PRE-FINISHED	BRONZE ANODIZED	STANDARD
16	LIGHTING	METAL	PRE-FINISHED	BRONZE	STANDARD
17	EQUIPMENT	STEEL	PRE-FINISHED	GRAY	STANDARD
18	OVERHEAD COILING DOOR PERFORATED	STEEL	PRE-FINISHED	GRAY	STANDARD
19	OVERHEAD COILING DOOR	STEEL	PRE-FINISHED	BEIGE/TAN	STANDARD
20	SECTIONAL DOCK DOOR	STEEL	PRE-FINISHED	BEIGE/TAN	STANDARD

paint finish schedule

MARK	PITT COLOR NAME AND NO.
P-1	THD HOMER BUCKET ORANGE*
P-2	THD BEIGE*
P-3	THD SUEDE*
P-4	"WICKER BASKET" PPG1020-6
P-5	THD BRONZE*
P-6	CLOUDY SLATE PPG0996-4
P-7	SAFETY YELLOW
P-8	SAFETY RED
P-9	PACKAGED WHITE (NO TINT)
P-10	STARLESS SKY PPG0995-7
P-11	
P-12	PREFINISHED STANDARD MANUFACTURER'S WHITE

*PITT DOES NOT IDENTIFY CUSTOM COLORS WITH A PAINT NUMBER OR COLOR CODE

HOMER BUCKET ORANGE

THD BEIGE

WICKER BASKET

METAL COLOR BEST BRONZE

GREY MIST

Concrete Tilt-up Color Palette



Concrete Tilt-Up Textures

architect + engineer

ARCHITECT:
Greenbergfarrow
92 East Main Street,
Suite 410
Somerville, NJ 08876

STRUCTURAL:
Greenbergfarrow
92 East Main Street,
Suite 410
Somerville, NJ 08876

MEP ENGINEER:
Acies Engineering
400 N. McCarthy Blvd.,
Suite 250
Milpitas, CA 95035

FP & FA ENGINEER:
Code Consultants, INC.
2043 Woodland Parkway
Suite 300
St. Louis, MO 63146

owner

THE HOME DEPOT
2455 PACES FERRY ROAD, C-19
ATLANTA, GA 30339-4024
PHONE: (770) 433-8211

project info

PEMBROKE PARK

HALLANDALE BEACH BOULEVARD
PEMBROKE PARK, FL 33021

project no. | 202404100

issue dates

#	Description	Date
	SITE PLAN COMMENTS	09/22/25
	SITE PLAN COMMENTS	10/13/25
	SITE PLAN COMMENTS	01/09/26

designed by: AS
checked by: JB
prototype version: 26H1

seal

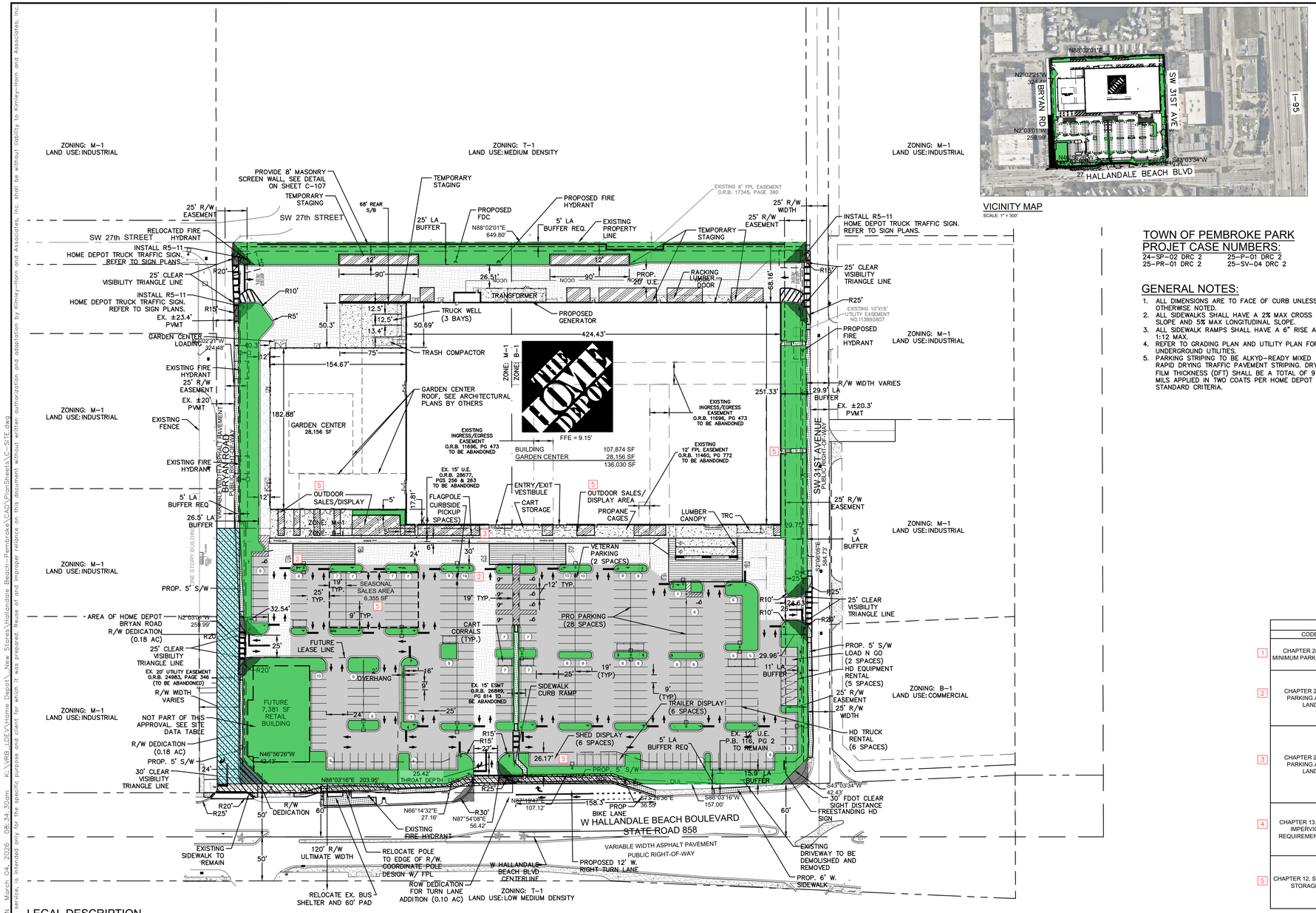
SITE PLAN REVIEW FOR REFERENCE ONLY
NOT FOR CONSTRUCTION

sheet info

EXTERIOR ELEVATIONS

A2.03

fire alarm | fire protection | refrigeration | technology | electrical | mechanical | plumbing | equipment | interiors | architectural | structural | landscaping | civil | general



VICINITY MAP
SCALE: 1" = 300'

SITE AREA

GROSS AREA	9.35 AC	407,360 SF
LESS R/W DEDICATION(BRYAN RD)	0.18 AC	7,971 SF
LESS R/W DEDICATION (SR 858)	0.10 AC	4,544 SF
FUTURE RETAIL PARCEL	0.53 AC	22,786 SF
PARCEL NET AREA	8.54 AC	372,059 SF

BUILDING AREA

THE HOME DEPOT	107,874 SF
GARDEN CENTER	28,156 SF
FUTURE RETAIL	7,381 SF
TOTAL BUILDING AREA	143,411 SF

PARKING REQUIRED

THE HOME DEPOT (107,874 SF)	1 / 300 SF	360 STALLS
+ 1/4 EMPLOYEES (50 EMPLOYEES MAX. SHIFT)		13 STALLS
1 FUTURE RETAIL (7,381 SF)	1 / 300 SF	25 STALLS
+ 1/4 EMPLOYEES (4 EMPLOYEES MAX. SHIFT)		1 STALLS
TOTAL PARKING		399 STALLS

PARKING PROVIDED

HD FRONT FIELD	257 STALLS *
FUTURE RETAIL	26 STALLS
TOTAL PARKING	283 STALLS *

*PARKING VARIANCE REQUIRED. REFER TO PROVIDED PARKING STUDY FOR DETERMINATION OF PARKING PROVIDED.

VEHICULAR USE AREAS PROVIDED

PARKING (HD):	47,777 SF
PARKING (FUTURE RETAIL):	3,906 SF
AISLES (HD):	105,089 SF
AISLES (FUTURE RETAIL):	4,368 SF
TOTAL:	161,140 SF

INCLUDED IN HD PARKING PROVIDED

ACCESSIBLE STALLS	10 STALLS (9 REQUIRED)
PRO PARKING	28 STALLS
VETERANS PARKING	2 STALLS
CURBSIDE PICKUP	4 STALLS
SEASONAL SALES AREA	28 STALLS

NOT INCLUDED IN HD PARKING PROVIDED

LOAD-N-GO	2 STALLS
THD TRUCK RENTAL	6 STALLS
TRAILER DISPLAY	6 STALLS
SHED DISPLAY	6 STALLS
THD EQUIPMENT RENTAL	5 STALLS
CART CORRAL	8 STALLS
ACCESSORY PARKING NOT INCLUDED	33 STALLS
TOTAL THD PARKING PROVIDED	316 STALLS

ZONING DATA

PARCEL IDENTIFICATION NUMBER(S):	THE PROPOSED SITE CONSISTS OF 7 PARCELS 514229020010 514229020012 514229020011 514229020013 514229020020 514229000090 514229000091
JURISDICTION:	TOWN OF PEMBROKE PARK, FL
ZONING CLASSIFICATION EXISTING:	B-1 (BUSINESS DISTRICT) & M-1 (INDUSTRIAL DISTRICT)
ZONING CLASSIFICATION PROPOSED:	B-1 BUSINESS, M-1 INDUSTRIAL (TEXT AMENDMENT)
4 LAND USE EXISTING:	COMMERCIAL (295,417 SF/ 6.78 AC) & INDUSTRIAL - COMMERCIAL FLEX (102,226 SF/ 2.35 AC)
LAND USE PROPOSED:	COMMERCIAL (397,019 SF/ 9.11 AC)

BULK REGULATIONS

	REQUIRED	PROPOSED
PRIMARY STREET	10'	293.93' (S)
SECONDARY STREET	10'	29.14' (E)
SIDE SETBACK	10'	N/A
REAR SETBACK	10'	68.16' (N)
REAR ABOVE 5 STORY	10'	N/A
MAXIMUM IMPERVIOUS COVERAGE	80% (316,114 SF)	84.2% (314,096 SF)
MINIMUM PERVIOUS COVERAGE	20% (79,028 SF)	15.8% (58,934 SF)*
MAXIMUM BUILDING HEIGHT	100'	37'
INTERIOR LANDSCAPE AREA	3,177 SF	9,348 SF

(SEE CODE SECTION DIV 2., SEC. 27-39 (A) FOR INTERIOR LANDSCAPE AREA REQUIREMENT CALCULATIONS.)

*ANTICIPATES THE IMPACT FROM THE DEVELOPMENT OF A FUTURE 7,381 SF RETAIL BUILDING AND INCLUDES 4,397 SF OF PERVIOUS ASPHALT IN THE PARKING FIELD (SEE PLAN FOR LOCATIONS).

TOWN OF PEMBROKE PARK PROJET CASE NUMBERS:

24-SP-02 DRC 2	25-P-01 DRC 2
25-PR-01 DRC 2	25-SV-04 DRC 2

GENERAL NOTES:

1. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
2. ALL SIDEWALKS SHALL HAVE A 2% MAX CROSS SLOPE AND 5% MAX LONGITUDINAL SLOPE.
3. ALL SIDEWALK RAMPS SHALL HAVE A 6" RISE AT 1:12 MAX.
4. REFER TO GRADING PLAN AND UTILITY PLAN FOR UNDERGROUND UTILITIES.
5. PARKING STRIPING TO BE ALKYD-READY MIXED RAPID DRYING TRAFFIC PAVEMENT STRIPING. DRY FILM THICKNESS (DFT) SHALL BE A TOTAL OF 9 MILS APPLIED IN TWO COATS PER HOME DEPOT STANDARD CRITERIA.

NORTH

GRAPHIC SCALE IN FEET
0 30 60 120
SCALE: 1" = 60'

PEMBROKE PARK - WAIVERS REQUESTED

	CODE SECTION	REQUIRED	PROPOSED
1	CHAPTER 28, SEC. 28-301 (5) MINIMUM PARKING REQUIREMENTS	(1) SPACE PER 300 SF OF GFA + (1) SPACE FOR EVERY 4 EMPLOYEES = 360 SPACES + 13 SPACES = 373 TOTAL SPACES REQUIRED.	257 TOTAL PROVIDED SPACES FOR HOME DEPOT FUTURE OUTPARCEL TO MEET CODE
2	CHAPTER 27, SEC. 27-39 (B) PARKING AREA INTERIOR LANDSCAPING	EACH SEPARATE LANDSCAPE AREA SHALL HAVE A MIN. DIMENSION OF 5' AND HAVE A MIN. AREA OF 50 SF WITH AT LEAST 1 TREE HAVING A CLEAR TRUNK OF AT LEAST 5'. ADDITIONALLY, PLANTER ISLANDS SHALL BE LOCATED AN AVERAGE OF 10 PARKING STALLS APART WITH A MAXIMUM OF 14 CONTINUOUS SPACES IN A ROW.	MIN. PROPOSED LANDSCAPE ISLAND HAS AN AREA GREATER THAN 50 SF, WITHOUT A PROPOSED TREE. ADDITIONALLY, ONE ROW OF PARKING EXCEEDS 14 CONTINUOUS SPACES IN A ROW WITHOUT A LANDSCAPE ISLAND.
3	CHAPTER 27, SEC. 27-39 (A) PARKING AREA INTERIOR LANDSCAPING	VEHICULAR USE AREAS SHALL BE SEPARATED FROM BUILDINGS AND STRUCTURES BY AN AVERAGE OF TEN (10) FEET OF LANDSCAPED AREA, NOT MORE THAN FIFTY (50) PERCENT OF THE WIDTH OF THIS AREA MAY BE COMPRISED OF SIDEWALKS. THIS CRITERIA SHALL NOT APPLY TO THOSE PORTIONS OF A SITE AREA WITHIN COMMERCIAL OR INDUSTRIAL ZONING DISTRICTS WHERE LOADING AREAS WITH OVERHEAD DOORS EXIST.	PROPOSED REDUCTION TO 0 FEET.
4	CHAPTER 13.5, SEC. 13.5-38 (D) IMPERVIOUS SURFACE REQUIREMENTS FOR ALL USES	THE MAXIMUM IMPERVIOUS SURFACE RATIO FOR GENERAL COMMERCIAL LAND USE IS 0.80.	THE MAXIMUM IMPERVIOUS AREA COVERAGE OF THE SITE IS 84.2% (314,096 SF) INCLUDING THE FUTURE RETAIL
5	CHAPTER 12, SEC. 12-48 OUTDOOR STORAGE PROHIBITED	THE TOWN PROHIBITS THE STORAGE OF OUTDOOR MATERIALS INCLUDING BUT NOT LIMITED TO MERCHANDISE, MANUFACTURED ITEMS, BOXES, APPLIANCES, DILAPIDATED FURNITURE, PALLETS, COMMERCIAL EQUIPMENT, BUILDING CONSTRUCTION MATERIALS AND SUPPLIES, ETC.)	OUTDOOR STORAGE IS PROPOSED IN THE FRONT OF THE BUILDING, EAST SIDE AND SHED/TRAILER DISPLAY AREA

LEGAL DESCRIPTION

A PORTION OF PARCELS "A" AND "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

TOGETHER WITH:

A PORTION OF THE E 1/2 OF THE SW 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

HATCH LEGEND

- AREA OF EXISTING CONCRETE
- AREA OF NEW CONCRETE SIDEWALK PAVEMENT (SEE DETAIL ON SHT C-108)
- CONCRETE PAVING PER ARCHITECTURAL PLANS BY OTHERS
- AREA OF NEW HEAVY DUTY ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- AREA OF NEW REGULAR DUTY ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- AREA OF NEW PERVIOUS ASPHALT PAVEMENT (SEE DETAIL ON SHT C-108)
- LANDSCAPE AREA, SEE LANDSCAPE PLANS SHEETS L-100 THRU L-451
- RIGHT OF WAY DEDICATION

OUTDOOR STORAGE

- DESIGNATED AREA OF OUTDOOR STORAGE AND/OR SALES - NOT A PAVEMENT MARKING

FLOOD INFORMATION

FLOOD ZONE: AE/X; BASE FLOOD ELEVATION: 6 FEET/NONE; PANEL #12011C0731J; COMMUNITY #120052; MAP DATE: 07/31/2024.

PROJECT DATUM: NAVD '88

THE PRESENCE OF GROUNDWATER SHOULD BE ANTICIPATED ON THIS PROJECT. CONTRACTOR'S BID SHALL INCLUDE CONSIDERATION FOR ADDRESSING THIS ISSUE

Always call 811 two full business days before you dig to have underground utilities located and marked.

Sunshine811.com

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY PETER J. VAN RENS, P.E. ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

No.	REVISIONS	DATE	BY

Kimley»Horn
© 2026 KIMLEY-HORN AND ASSOCIATES, INC.
445 24TH STREET, SUITE 200, VERO BEACH, FL 32960
PHONE: 772-794-4100
WWW.KIMLEY-HORN.COM REGISTRY NO. 35106

PETER J. VAN RENS — LICENSE No. 55553 — DATE: 3/4/2026 — STATE OF FLORIDA — PROFESSIONAL ENGINEER

KHA PROJECT 047096448
DATE 3/2/2026
SCALE AS SHOWN
DESIGNED BY KB
DRAWN BY KB
CHECKED BY PVR

OVERALL SITE PLAN

HALLANDALE BEACH BLVD
PREPARED FOR
THE HOME DEPOT
PEMBROKE PARK FLORIDA

SHEET NUMBER
C-100

Plotted By: Sabel, Slater Sheet Set: HALLANDALE Layout: C-100 OVERALL SITE PLAN March 04, 2026 08:34:30am K:\VRB_LOE\Home Depot_New Stores\Hallandale Beach-Pembroke\Cad\PlanSheets\C-SITE.dwg
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

Agenda Item Report

Subject:	Consideration and approval of a sign variance - Town Planner Consultant Von der Meulen File No.: 25-SV-04 Applicant: Home Depot USA Inc. Address: North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road Request: The applicant is requesting five (5) variances from the sign code to increase the length, letter height and total number of signs. This application requests a variance from Section 21-20. (c).1.A limiting the letter height, Section 21-20. (c).1. B limiting the length of the sign and Section 21-20(c)(1) limiting the maximum number of signs. **RESOLUTION NO: 2026-019** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SIGN VARIANCE APPLICATION 25-SV-04 AND GRANTING FIVE (5) SIGN VARIANCES FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Planning & Zoning
Recommendation for Counsel to Consider:	

Background Information:	The applicant, Home Depot USA, Inc., is requesting Site Plan approval for a new development consisting of a 107,874 square foot Home Depot store with a 28,167 square foot garden center and a 7,400 square foot commercial out parcel. The property is located on the north side of W. Hallandale Beach Blvd, east of SW 31st Ave and west of Bryan Road.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. (Home Depot Sign Variance) 2026-019
2. 01-25-SV-04 Home Depot Sign Variance
3. 02- Sign Variance Application
4. 03-Justification Statement (1)
5. 04-Sign Exhibit
6. 05-Survey - Home Depot

RESOLUTION NO. 2026-019

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SIGN VARIANCE APPLICATION 25-SV-04 AND GRANTING FIVE (5) SIGN VARIANCES FOR THE PROPERTY LOCATED ON THE NORTHWEST CORNER OF HALLANDALE BEACH BOULEVARD AND JOHN P LYONS/SOUTHWEST 31 AVENUE, PEMBROKE PARK, FL/ HOME DEPOT RETAIL DEVELOPMENT SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Home Depot USA Inc., the ("Applicant") has applied for a sign variance pursuant to Chapter 21, Division 4 of the Town of Pembroke Park ("Town") code, the application is attached hereto and incorporated herein as **Exhibit "A."**; and

WHEREAS, the Applicant is requesting the following five (5) sign variances:

1. A variance from §21-20(c)(1) to allow for four (4) wall signs in lieu of the one (1) wall sign permitted by the Town code;
2. A variance from §21-20(c)(1)(A) to allow for a 36" letter height in lieu of the 30" letter height permitted by the Town code for the north elevation;
3. A variance from §21-20(c)(1)(A) to allow for a 72" letter height in lieu of the 30" letter height permitted by the Town code for the north elevation;
4. A variance from §21-20(c)(1)(B) to allow for a 28'-9" long sign in lieu of the 20' foot length permitted by the Town code;
5. A variance from §21-20(c)(1)(B) to allow for a 72'-11" long sign long sign in lieu of the 20' foot length permitted by the Town code;

WHEREAS, §21-72 of the Town code provides that a variance may be granted whenever the enforcement of the applicable Town code results in an undue hardship upon a party and does not endanger the health, safety, and welfare of the resident of the Town; and

WHEREAS, §21-73 of the Town code provides that the application for a variance shall contain all the information required in a sign permit, the variance requested, and the reasons why the variance is desired and the details of the resulting hardship; and

WHEREAS, the Town Commission held a public hearing and considered the input of the public; and,

WHEREAS, the Town Commission of the Town of Pembroke Park, Florida, finds the Applicant's variance application, attached hereto and incorporated herein as **Exhibit "A,"** is sufficient and that the enforcement of the applicable Town code results in an undue hardship upon the applicant and does not endanger the health, safety, and welfare of the resident of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:

Section 1. The aforementioned "Whereas" clause is hereby ratified and confirmed as being true and correct and is incorporated herein.

Section 2. The Town Commission of the Town of Pembroke Park, Florida, hereby approves and authorizes Home Depot USA Inc's variance application for the property located on the Northwest corner of Hallandale Beach Boulevard and John P Lyons Lane/Southwest 31 Avenue, Pembroke Park, Florida, attached hereto and incorporated herein as **Exhibit "A,"** that the enforcement of the applicable Town code results in an undue hardship upon the applicant, and variances do not endanger the health, safety, and welfare of the resident of the Town.

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

Section 4. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 5. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 8th day of April, 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

Town of PembrokePark

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov

TO: Town Commission

FROM: Michael Vonder Meulen, AICP, Consultant Town Planner, KEITH

MEETING DATE: April 8, 2026

SUBJECT: 25-SV-04 / Home Depot Sign Variance Application
North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road

APPLICANT: Home Depot USA, Inc.

REQUEST: The applicant is requesting five (5) variances from the sign code to increase the length, letter height and total number of signs. This application requests a variance from Section 21-20. (c).1.A limiting the letter height, Section 21-20. (c).1. B limiting the length of the sign and Section 21-20(c)(1) limiting the maximum number of signs.

COMPANION ITEMS TO BE CONSIDERED:

- 25-SP-02 Site Plan
- 25-P-01 Special Permit
- 25-PR-01 Parking Reduction

SITE DATA:

ADDRESS:	North of W. Hallandale Beach Blvd., west of SW 31st Ave and east of Bryan Road
FOLIO:	514229000090, 514229000091, 514229020020, 514229020013, 514229020011, 514229020012, 514229020010
PARCEL SIZE:	9.35 Acres (gross)
EXISTING USE:	Commercial/Industrial office buildings, self-storage facility and a bank.
ZONING:	B-1 Business District, M-1 Industrial District
FUTURE LAND USE:	C- Commercial, I- Industrial

ADJACENT PROPERTY DESCRIPTION:
NORTH: T-1/ Mobile Home Park
SOUTH: T-1/ Mobile Home Park (W Hallandale Beach)
EAST: M-1/ Warehouse
WEST: M-1/ Warehouse

PROJECT BACKGROUND:
The applicant, Home Depot USA, Inc., is requesting Site Plan approval for a new development consisting of a 107,874 square foot Home Depot store with a 28,167 square foot garden center and a 7,400 square foot commercial out parcel. The property is located on the north side of W. Hallandale Beach Blvd, east of SW 31st Ave and west of Bryan Road.

STAFF ANALYSIS:
The applicant proposes the installation of four wall-mounted signs facing W. Hallandale Beach Boulevard. These signs are designed to identify key building entrances and enhance visibility from the roadway, while also maintaining consistent branding across the site.

The building is set back approximately 283 feet from W. Hallandale Beach Boulevard. All signage included in this variance request is located along the building's primary frontage.

The applicant is requesting five (5) variances from the sign code for this property to increase the number of signs, the letter height and to increase the length of the sign. The applicant is proposing the following:

Maximum Number of Signs

Code Section	Max Allowed	Proposed	Variance
21-20.(c).1	1 wall sign	4 wall signs	+ 3 signs



Maximum Letter Height

Code Section	Max Allowed	Proposed	Variance
21-20.(c).1.A	30"	Sign A: 72"	+42"
		Sign D: 36"	+6"

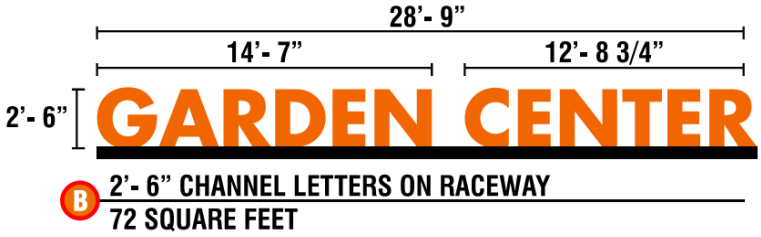




Maximum Sign Length

Code Section	Max Allowed	Proposed	Variance
21-20.(c).1.B	20’	Sign A: 72’-11 13/16”	+52’-11 13/16”
		Sign B: 28’-9”	+8’-9”





SPECIFIC VARIANCE CRITERIAS

Pursuant to Section 21-72 of the Town’s Code the Commission may grant a variance from the provisions of this chapter whenever the enforcement of same would result in an undue hardship upon a party and not endanger the health, safety and welfare of the residents of the Town. The Project meets these requirements as follows:

i. The enforcement of the sign code would result in an undue hardship upon a party.
This proposed project is unique within the Town’s commercially zoned properties, as it features a single-user tenant on a site of unprecedented size. The existing sign code does not account for developments of this scale. The proposed signage reflects Home Depot’s national standards and supports the building’s multiple functional areas—including a garden center and lumber yard—by providing clear identification at various entrances. This enhances customer experience.

ii. The variance does not endanger the health, safety and welfare of the residents of the Town.
The requested variances do not compromise the health, safety, or welfare of the Town’s residents. The Project is set back approximately 321.75 feet from the right-of-way, providing ample separation from public access points. The proposed signage enhances site safety by allowing customers to clearly identify the entrance from Hallandale Beach Boulevard and efficiently navigate to designated parking areas for convenient access to the main entrance, garden center, lumber yard, and rental zone.

Pursuant to Section 21-73 of the Town's Code, for a variance to be approved the Town Commission must find that the application meets the following criteria:

1. All the information required in an application for a sign permit.
   Yes, the applicant submitted all the information required in the application.

2. The variance requested from the provisions of sign code.
   Yes, the variances requested are from specific provisions of the sign code.

3. The reason why the variance is desired and the detail of hardship which would result from the denial of same.
   The consultant Town Planner believes that the applicant has demonstrated a hardship for the multiple variances.

RECOMMENDATION:
The Consultant Town planner recommends approval subject to the following conditions.

1. At time of application for a Building Permit for the sign, the Property Owner shall provide a copy of the Sign Variance Resolution and copies of the final approved plans to the Building Department.
2. Sign variance approval is only for signage matching drawings attached to this application.

ATTACHMENTS:
Application
Justification Statement
Sign Renderings
Survey
Legal Description

Town of Pembroke Park

Planning and Zoning Division

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov

Master Application

Consideration of a parking reduction application by the Town does not in of itself in any way create a right to obtain a permit from a County, State or Federal Agency. Applicants must comply with all legal requirements and obtain all requisite approvals imposed by County, State and Federal Agencies and the Town bears no legal responsibility for Applicant's failure to do so.

Project Name	Parcel Size	Application Type
Home Depot - Pembroke Park	9.13 ac	Sign Variance
Address		**Parcel ID**
3121 W Hallandale Beach Blvd, Hallandale Beach, FL 33009		514229020010
Owner / Applicant Name(s)	**Phone**	**Email**
Home Depot USA, Inc.	(770) 433-8211 x84888	connie_rockwell@homedepot.com

Code Information	Yes	No
Is this an after-the-fact request or Town code violation? (If yes, attach a copy of any related information)		✓
Is this request the result of a site plan application or other application? (If yes, please attach site plan)	✓	
Has this same or similar request been proposed previously on the property?		✓

Project Description

Signage variance request in connection with the proposed 106,651 square foot Home Depot store with a 28,156 square foot garden center. See attached detailed signage request.

Agent

Name	Company/Firm
Tracy Lautenschlager	Greenberg Traurig, P.A.
Address	**City, State, Zip**
401 E Las Olas Blvd., Suite 2000	Fort Lauderdale, FL 33301
Phone	**E-mail**
954.768.8270	tracy.lautenschlager@gtlaw.com

This is to certify that I am the agent of this application for the subject property(s) and the statements contained herein are accurate to the best of my knowledge and I will be present at any required hearings to represent this application.

Tracy Lautenschlager Digitally signed by Tracy Lautenschlager Date: 2025.08.11 16:04:05 -04'00'
Agent's Signature

08 / 11 / 2025
Date

SEE OWNER CONSENT LETTERS ATTACHED

Property Owner Certification

This is to certify that I am the owner of the subject property(s) described in this application. By signing this application, I hereby authorize the above signatory to serve as agent for this project. The agent is authorized by me to agree to any and all binding conditions throughout the review of this application. I hereby agree to be bound by any and all conditions, or amendments required by this application.

Printed Name of Property Owner *Signature of Property Owner* *Date* ____/____/____

State of _____ , County of _____
Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization.
This _____ day of _____ , 20____ , by _____ (name of person making statement)
☐ Personally known: OR ☐ Produced Identification, Type _____
_____ My Commission Expires:
Notary Public Signature

TOWN USE ONLY	*Submittal Date:*	*Project Number:*
Review Staff:	*Decision Date:*	*Decision:*

2455 Paces Ferry Road, C-20, Atlanta, GA 30339

May 19, 2025

Re: 2701 Bryan Road (Folio No. 5142 2900 0090)
3131 W Hallandale Beach Blvd (Folio No. 5142 2900 0091)
3129 W Hallandale Beach Blvd (Folio No. 5142 2902 0020)
3127 W Hallandale Beach Blvd (Folio No. 5142 2902 0013)
3107 W Hallandale Beach Blvd (Folio No. 5142 2902 0011)
3121 W Hallandale Beach Blvd (Folio No. 5142 2902 0012)
3101 W Hallandale Beach Blvd (Folio No. 5142 2902 0010)

To Whom It May Concern:

The above-described property ("Property"), with the exception of 2701 Bryan Road, is owned by Home Depot USA, Inc. ("Home Depot"). Home Depot has a ground lease over 2701 Bryan Road. The Home Depot authorizes Tracy Lautenschlager of Greenberg Traurig, P.A., to act as its agent with respect to the development approvals necessary for the development of a Home Depot on the Property.

Yours truly,

Home Depot U.S.A., Inc.

Name: Thomas E. Best
Title: VP, Deputy GC + Asst. Secretary

STATE OF GA)
)
COUNTY OF Cobb)

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this 19th day of May, 2025, by Thomas E. Best as VP, Deputy GC + Asst. Secretary of Home Depot USA, Inc.

[SEAL]

Ivelisse Guadalupe
Notary Public
Dekalb County, Georgia
My Commission Expires 03/06/2027

Ivelisse Guadalupe
Signature of Notary

Ivelisse Guadalupe
Print Name

Expires: 03/06/2027

Personally Known X (OR) Produced Identification _____ (Type of Identification Produced)

7/24, 2025

Re: 2701 Bryan Road
(Folio No. 5142 2900 0090)

To Whom It May Concern:

The above-described property ("Property") is owned by M. G. Wilson, LLC ("Owner"), which Property is subject to a ground lease that Home Depot USA, Inc. has a contract to purchase. The Owner consents to the filing of the following development approvals necessary for the development of a Home Depot on the Property:

- Allocation of commercial flexibility to allow for commercial uses within the Property's existing M-1 industrial zoning and land use designation.
- Site Plan approval.
- Sign variances, special permit, parking variances, and other variances in connection with the Home Depot site plan.
- No changes to the zoning shall be made or requested that would in any way prevent the current or future use of the property from continuing to operate as a mini storage facility without Landlord and Ground Lessee's prior written consent.

Yours truly,

M. G. Wilson, LLC

Name: Jessica Stacklestill
Title: Managing Director

[Notarization on next page]

STATE OF MA)
)
COUNTY OF Suffolk)

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this 24th day of July, 2025, by Jessica Stockstill as managing director of M. G. Wilson, LLC.

[SEAL]

Kayanna M Black
Signature of Notary

Kayanna Black
Print Name

Expires: 06/07/2031

Personally Known ____ (OR) Produced Identification License (Type of Identification Produced)

Kayanna M Black
NOTARY PUBLIC
Commonwealth of
Massachusetts
My Commission Expires
06/07/2031

7/7, 2025

Re: 2701 Bryan Road
(Folio No. 5142 2900 0090)

To Whom It May Concern:

WFS Armadillo Limited ("Ground Lessee") has a ground lease for the above-described property ("Property"). Home Depot USA, Inc. has a contract to purchase the ground lease from the Ground Lessee. The Ground Lessee consents to the filing of the following development approvals necessary for the development of a Home Depot on the Property:

- Allocation of commercial flexibility to allow for commercial uses within the Property's existing M-1 industrial zoning and land use designation.
- Site Plan approval.
- Sign variances, special permit, parking variances, and other variances in connection with the Home Depot site plan.
- No changes to the zoning shall be made or requested that would in any way prevent the current or future use of the property from continuing to operate as a mini storage facility without Landlord and Ground Lessee's prior written consent.

Yours truly,

WFS Armadillo Limited, a Texas limited partnership

By: H.C. Weil Properties, Inc., a Texas corporation,
its general partner

Name: H.C. Weil
Title: President

[Notarization on next page]

STATE OF Texas)
)
COUNTY OF Nueces)

The foregoing instrument was acknowledged before me by means of [X] physical presence or [_] online notarization this 7th day of July, 2025, by H.C. Weil as President of H.C. Weil Properties, Inc., as general partner of WFS Armadillo Limited, a Texas limited partners.

[SEAL]

SANDRA S. CUEVAS
My Notary ID # 3380264
Expires January 15, 2028

Sandra S. Cuevas
Signature of Notary

Sandra S. Cuevas
Print Name

Expires: January 15, 2028

Personally Known ✓ (OR) Produced Identification _____ (Type of Identification Produced)

GT GreenbergTraurig

Tracy H. Lautenschlager
Tel 954.768.8270
tracy.lautenschlager@gtlaw.com

August 12, 2025 (Last Updated October 16, 2025)

Michael Vonder-Meulen
Town of Pembroke Park
3150 SW 52 Ave
Pembroke Park, FL 33203
mvondermeulen@keithteam.com

Re: Home Depot – Sign Variance Request

Dear Mr. Vonder-Meulen:

In connection with the site plan request for a 106,651 square foot Home Depot store with a 28,156 square foot garden center (the "Project") on the 9.35-acre property located at 3131 W Hallandale Beach Boulevard, Home Depot is requesting 7 variances from 3 of the Town's signage code requirements:

VARIANCE REQUESTS			
Code Section	***Signage Standard***	***Permitted under Code***	***Requested Variance***
21-20(c)(1)	Max. # of Wall Signs	1 wall sign	4 wall signs
			
21-20(c)(1)(A)	Max. Height of Letters	30"	36" and 72"
			

VARIANCE REQUESTS			
Code Section	***Signage Standard***	***Permitted under Code***	***Requested Variance***
21-20(c)(1)(B)	Max. Length	20’	72’-11 13/16” and 28’-9”



Pursuant to Section 21-72 of the Town’s signage code, the Commission may grant a variance from the provisions of this chapter whenever the enforcement of same would result in an undue hardship upon a party and not endanger the health, safety and welfare of the residents of the Town. The Project meets these requirements as follows:

i. **The enforcement of the sign code would result in an undue hardship upon a party.**

None of the Town’s other commercially zoned properties have a single development site of this size with a single-user tenant, like this Project. As such, the sign code parameters do not contemplate a development like the Home Depot. The sign proposal that Home Depot has put together for this Project is typical of their sites across the United States. Given the square footage of the building, as well as the multiple features and complementary uses of a typical Home Depot, such as a garden center and a lumber area, having multiple wall signs creates a better customer experience with clear identification of the various building entrances. Additionally, similar variances have been granted by the Commission in connection with smaller commercial developments.

ii. **The variance does not endanger the health, safety and welfare of the residents of the Town.**

The requested variances do not endanger the health, safety and welfare of the residents of the Town. The Project is set back approximately 321.75 feet away from the right-of-way. Adequate signage for the site will create a safer environment by enabling customers to easily identify the entrance to the Project from Hallandale Beach Boulevard and navigate to the most convenient parking area for easy access to either the main entrance, the garden center, the lumber area or rentals.

As demonstrated above, the Project meets the requirements for a variance under Section 21-72 of the Town's signage code. If you have any questions or need anything further to process this request, please feel free to contact me.

Yours truly,

Tracy H. Lautenschlager

Tracy H. Lautenschlager

Hallandale Beach Blvd. & Southwest 31st Avenue - Pembroke Park, Florida 33009



NEW THD SIGNS

- A 6'- 0" THE HOME DEPOT LED CHANNEL LETTERS
- B 2'- 6" GARDEN CENTER LED CHANNEL LETTERS
- C 2'- 6" LUMBER LED CHANNEL LETTERS
- D 3'- 0" TOOL RENTAL LED SIGN
- E 12" X 12" NEW TOOL RENTAL STORE HOUR SIGN
- F 12" X 12" NEW TOOL RENTAL ENRANCE SIGN
- G ENTRANCE CLEARANCE PANEL (NON-ILLUMINATED)
- H EXIT CLEARANCE PANEL (NON-ILLUMINATED)
- I 9'-6" X 9'-6" THD MONUMENT @ 14' OAH (90.25 SF)

NOTE:

ALL WALL SIGNS EXCEED AHJ CODE.
THD WILL NEED ENTITLEMENT CONCESSIONS
OR VARIANCE TO CODE.

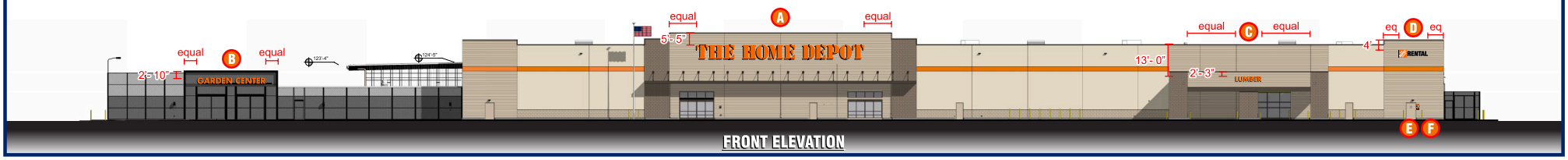
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Underwriters Laboratories Inc.

CLIENT: THE HOME DEPOT	**STORE NO:** TBD	**REV:** R1 06/10/25 JAS	**REV:**	**REV:**
LOCATION: PEMBROKE PARK, FLORIDA	**DATE:** 06/03/25	**REV:**	**REV:**	**REV:**
ACCOUNT REP: KEVIN CRAMER	**DRAWN BY:** JAS	**REV:**	**REV:**	**REV:**
DRAWING NO: THD-PEMBROKE PARK FL #TBD-SIGN EXHIBIT				

EXHIBIT APPROVED BY:

Hallandale Beach Blvd. & Southwest 31st Avenue - Pembroke Park, Florida 33009

NOTE: INSTALL DIMENSIONS SUBJECT TO CHANGE WHEN SCALABLE ELEVATIONS BECOME AVAILABLE.



FRONT ELEVATION

72'- 11 13/16"
16'- 6 5/8" | 22'- 10 316" | 26'- 9 7/16"
6'- 0"
THE HOME DEPOT

A 6'- 0" CHANNEL LETTERS
437.91 SQUARE FEET

28'- 9"
2'- 6"
GARDEN CENTER

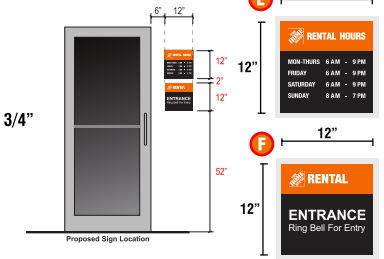
B 2'- 6" CHANNEL LETTERS ON RACEWAY
72 SQUARE FEET

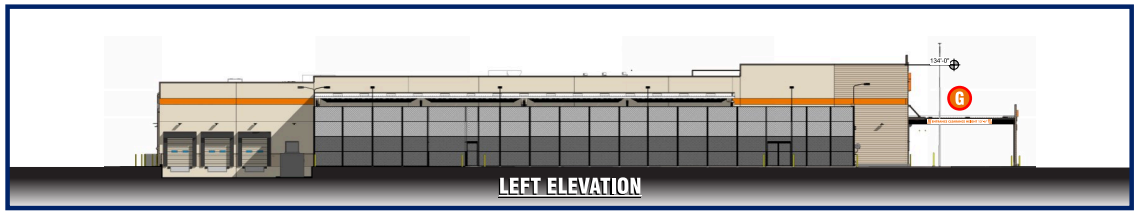
13'- 7 7/16"
2'- 6"
LUMBER

C 2'- 6" CHANNEL LETTERS
34 SQUARE FEET

11'- 6"
3'- 0" | 8'- 1 1/8"
3'- 0"
RENTAL
1'- 10 3/4"

D 3'- 0" LOGO W/ LETTERS
34.5 SQUARE FEET

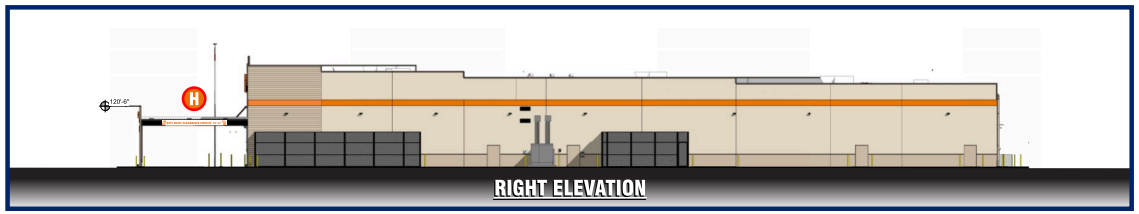




LEFT ELEVATION

20'- 0"
1'- 6" | 8"
ENTRANCE CLEARANCE HEIGHT 13'-6"

G CANOPY CLEARANCE SIGNS (NON-ILLUMINATED)
30 SQUARE FEET



RIGHT ELEVATION

20'- 0"
1'- 6" | 8"
EXIT ONLY CLEARANCE HEIGHT 13'-6"

H CANOPY CLEARANCE SIGNS (NON-ILLUMINATED)
30 SQUARE FEET

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www.idassociatesinc.com

CLIENT: THE HOME DEPOT	**STORE NO:** TBD	**REV:** R1 06/10/25 JAS	**REV:**	**REV:**
LOCATION: PEMBROKE PARK, FLORIDA	**DATE:** 06/03/25	**REV:**	**REV:**	**REV:**
ACCOUNT REP: KEVIN CRAMER	**DRAWN BY:** JAS	**REV:**	**REV:**	**REV:**
DRAWING NO: THD-PEMBROKE PARK FL #TBD-SIGN EXHIBIT				

EXHIBIT APPROVED BY:

Hallandale Beach Blvd. & Southwest 31st Avenue - Pembroke Park, Florida 33009

72'- 11 13/16"

16'- 6 5/8" | 22'- 10 316" | 26'- 9 7/16"

6'- 0"

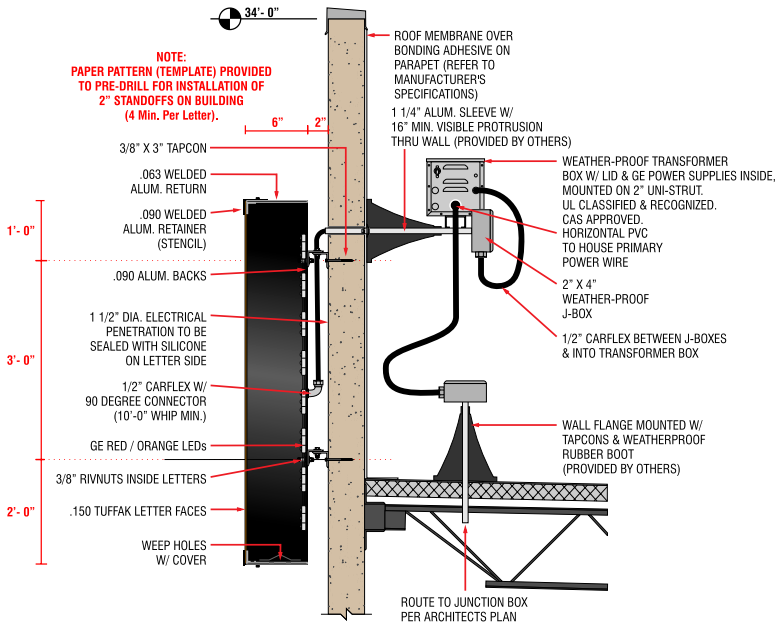
THE HOME DEPOT

A 6'- 0" CHANNEL LETTERS
437.91 SQUARE FEET

1" Black Trimcap

Aluminum Retainers

A	B	C	D	E	A X B = SQ. FT.
3'- 0"	36'- 5 15/16"	8'- 3 3/16"	11'- 5 1/16"	13'- 4 11/16"	109.48
3'- 6"	42'- 6 7/8"	9'- 7 11/16"	13'- 3 15/16"	15'- 7 1/2"	149.01
4'- 0"	48'- 7 7/8"	11'- 0 3/16"	15'- 2 3/4"	17'- 10 1/4"	194.63
4'- 6"	54'- 8 7/8"	12'- 4 3/4"	17'- 1 5/8"	20'- 1 1/16"	246.33
5'- 0"	60'- 9 7/8"	13'- 9 1/4"	19'- 0 1/2"	22'- 3 13/16"	304.11
5'- 6"	66'- 10 13/16"	15'- 1 13/16"	20'- 11 5/16"	24'- 6 5/8"	367.96
6'- 0"	72'- 11 13/16"	16'- 6 5/16"	22'- 10 3/16"	26'- 9 7/16"	437.91
6'- 6"	79'- 0 13/16"	17'- 10 13/16"	24'- 9"	29'- 0 3/16"	513.94
7'- 0"	85'- 1 13/16"	19'- 3 3/8"	26'- 7 7/8"	31'- 3"	596.06



28'- 9"

14'- 7" | 12'- 8 3/4"

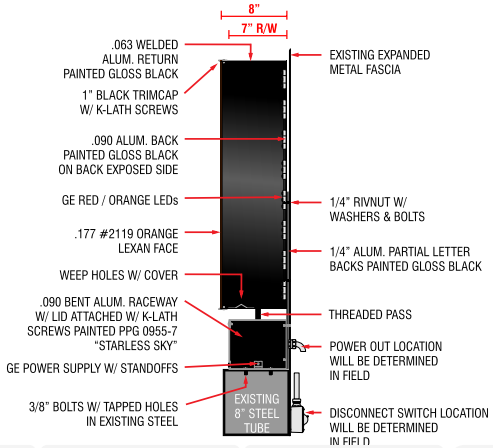
2'- 6"

GARDEN CENTER

B 2'- 6" CHANNEL LETTERS ON RACEWAY
72 SQUARE FEET

A	B	C	D	A X B = SQ. FT.
1'- 0"	11'- 6"	5'- 10"	5'- 1 3/8"	11.5
1'- 6"	17'- 3"	8'- 9"	7'- 7 11/16"	25.88
2'- 0"	23'- 0"	11'- 8"	10'- 2 3/16"	46
*2'- 6"	28'- 9"	14'- 7"	12'- 8 3/4"	71.88
3'- 0"	34'- 6"	17'- 6"	15'- 3 5/16"	103.5

*STANDARD SIZE



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CLIENT: THE HOME DEPOT	**STORE NO:** TBD	**REV:** R1 06/10/25 JAS	**REV:**	**REV:**
LOCATION: PEMBROKE PARK, FLORIDA	**DATE:** 06/03/25	**REV:**	**REV:**	**REV:**
ACCOUNT REP: KEVIN CRAMER	**DRAWN BY:** JAS	**REV:**	**REV:**	**REV:**
DRAWING NO: THD-PEMBROKE PARK FL #TBD-SIGN EXHIBIT				**EXHIBIT APPROVED BY:**

Hallandale Beach Blvd. & Southwest 31st Avenue - Pembroke Park, Florida 33009

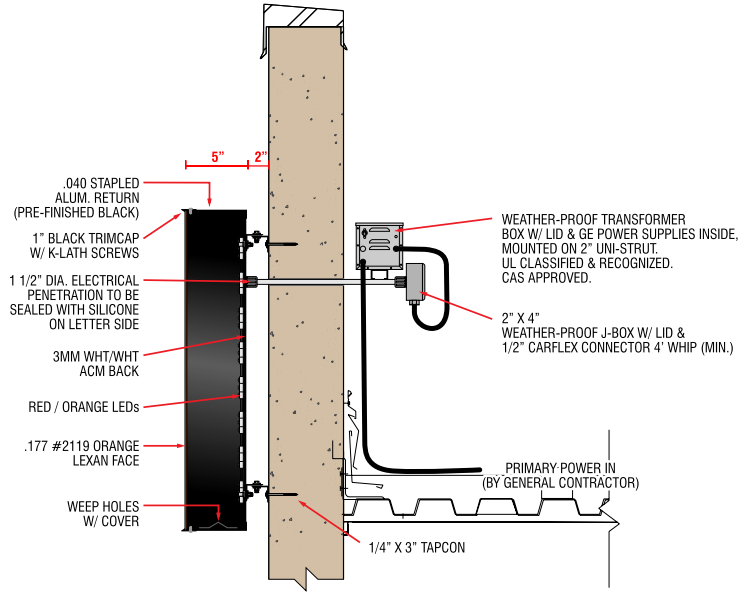
13'- 7 7/16"

2'- 6" **LUMBER**

C 2'- 6" CHANNEL LETTERS
34 SQUARE FEET

A	B	A X B = SQ. FT.
1'- 0"	5'- 5 3/8"	5.45
1'- 6"	8'- 2 1/16"	12.26
2'- 0"	10'- 10 3/4"	21.8
*2'- 6"	13'- 7 7/16"	34
3'- 0"	16'- 4 1/8"	49

*STANDARD SIZE



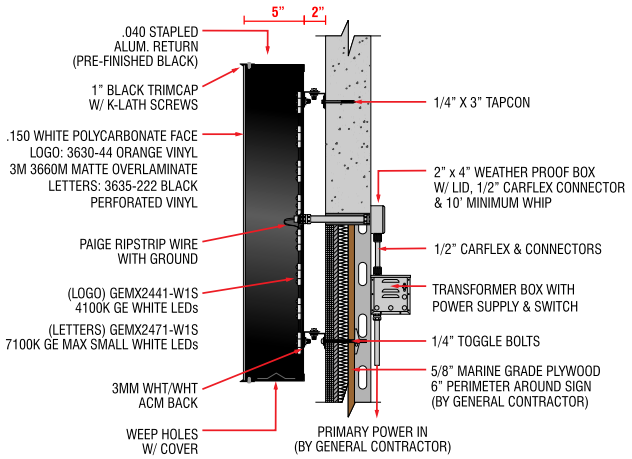
11'- 6"
3'- 0" 8'- 1 1/8"

3'- 0" THE HOME DEPOT **RENTAL** 1'- 10 3/4"

D 3'- 0" LOGO W/ LETTERS
34.5 SQUARE FEET

A	B	C	D	A X D = SQ. FT.
1'- 0"	7 1/2"	2'- 8 3/8"	3'- 10"	3.8
1'- 8"	12 1/2"	4'- 6"	6'- 4 5/8"	10.6
2'- 0"	1'- 3 3/16"	5'- 4 3/4"	7'- 8"	15.33
*3'- 0"	1'- 10 3/4"	8'- 1 1/8"	11'- 6"	34.5
4'- 0"	2'- 6 3/8"	10'- 9 7/16"	15'- 4"	61.33

*STANDARD SIZE

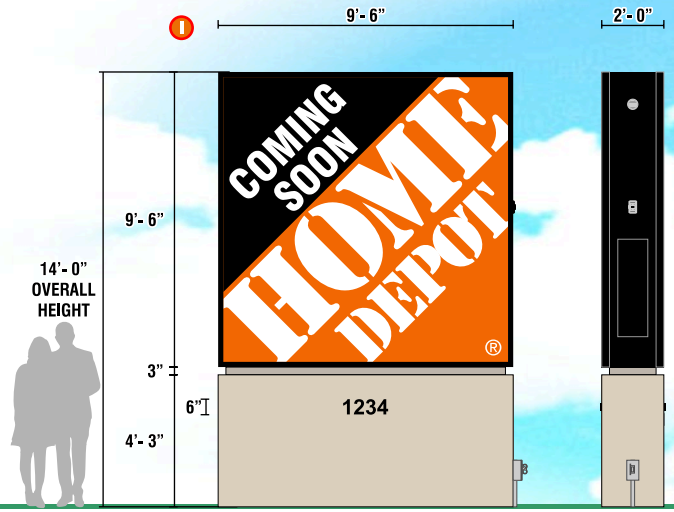


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(888) 303-5534 (334) 836-1401
www.idassociatesinc.com

CLIENT: THE HOME DEPOT	**STORE NO:** TBD	**REV:** R1 06/10/25 JAS	**REV:**	**REV:**
LOCATION: PEMBROKE PARK, FLORIDA	**DATE:** 06/03/25	**REV:**	**REV:**	**REV:**
ACCOUNT REP: KEVIN CRAMER	**DRAWN BY:** JAS	**REV:**	**REV:**	**REV:**
DRAWING NO: THD-PEMBROKE PARK FL #TBD-SIGN EXHIBIT				

EXHIBIT APPROVED BY:

Hallandale Beach Blvd. & Southwest 31st Avenue - Pembroke Park, Florida 33009



SIGN CABINET:
-Frame is 2" x 2" x 16 Gauge Square Tube Steel Frame w/ 2" x 2" x 3/16" Steel Angle.
-Filler is .063 Exterior Aluminum Painted Polyurethane Gloss Black
-Retainer is .063 Aluminum (2" Face Side-4" Return Side) Painted Polyurethane Gloss Black
-Faces are 3M Panagraphics III Flexible Substrate w/ 3M 3630-44 Orange Vinyl First Surface (White Copy Weeded Out) & 3M 3660m Matte Over Laminate. **For Printed Graphics: Contact a 3M MCS Warranty Printer Certified For Flex-Face Printing.**
-Illumination by GE 4100K Snap White LEDs Mounted on Vertical Rails.
-Power Supplies are GE Tetra Ti-10 (10 Year Warranty).

REVEAL:
-3" Tall .063 Aluminum Painted PPG Fly Ash (Matt Finish)

BASE:
Fabricated Aluminum Painted PPG Sawdust (Texcoated)

SIGN NOTES:
-All exterior aluminum surfaces (excluding backs) must be painted Gloss Black or Pre-Finish Black.
-All interior aluminum surfaces (excluding backs) must be painted white or Pre-Finish White.
-LED Illumination-Must follow specifications provided by GE.

90.25 SQUARE FEET

STEEL STRUCTURE & CONCRETE FOUNDATIONS:
-Sized Within Accordance With Local Wind Load & Other Requirements.
-Must be Approved By Atlantic / SSC Construction.
-All Exposed Steel Must Be Painted Polyurethane Gloss Black.

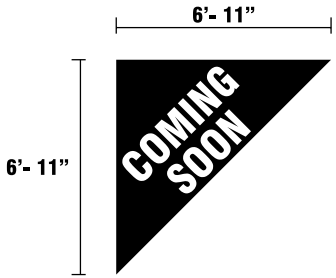
ELECTRICAL SPECIFICATIONS:
-277 Volts
-20 Amp Primary Power to be Privided By Others to Within 6'- 0" (72") of Sign Location. General Contractor and/or Electrician to Coordinate with Sign Contractor the Exact Location Before Sign Placement. Final Connection to Primary Power by Sign Contractor.

COLORS:

3M PANAGRAPHICS III FLEXIBLE FACES	3M 7725-12 BLACK VINYL
3M 3630-44 ORANGE VINYL	3M 3660M MATTE OVERLAMINATE





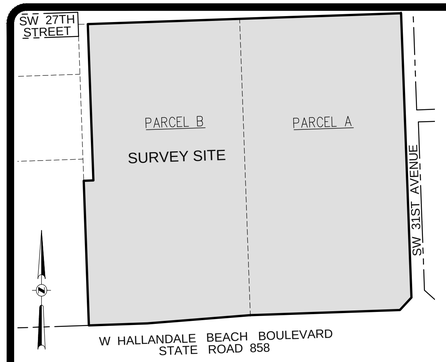


NOTES: (QTY:2)
First Surface Print on 3M IJ 46-20 (temp vinyl)
White Copy / Black Background

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CLIENT: THE HOME DEPOT	**STORE NO:** TBD	**REV:** R1 06/10/25 JAS	**REV:**	**REV:**
LOCATION: PEMBROKE PARK, FLORIDA	**DATE:** 06/03/25	**REV:**	**REV:**	**REV:**
ACCOUNT REP: KEVIN CRAMER	**DRAWN BY:** JAS	**REV:**	**REV:**	**REV:**
DRAWING NO: THD-PEMBROKE PARK FL #TBD-SIGN EXHIBIT				

EXHIBIT APPROVED BY:



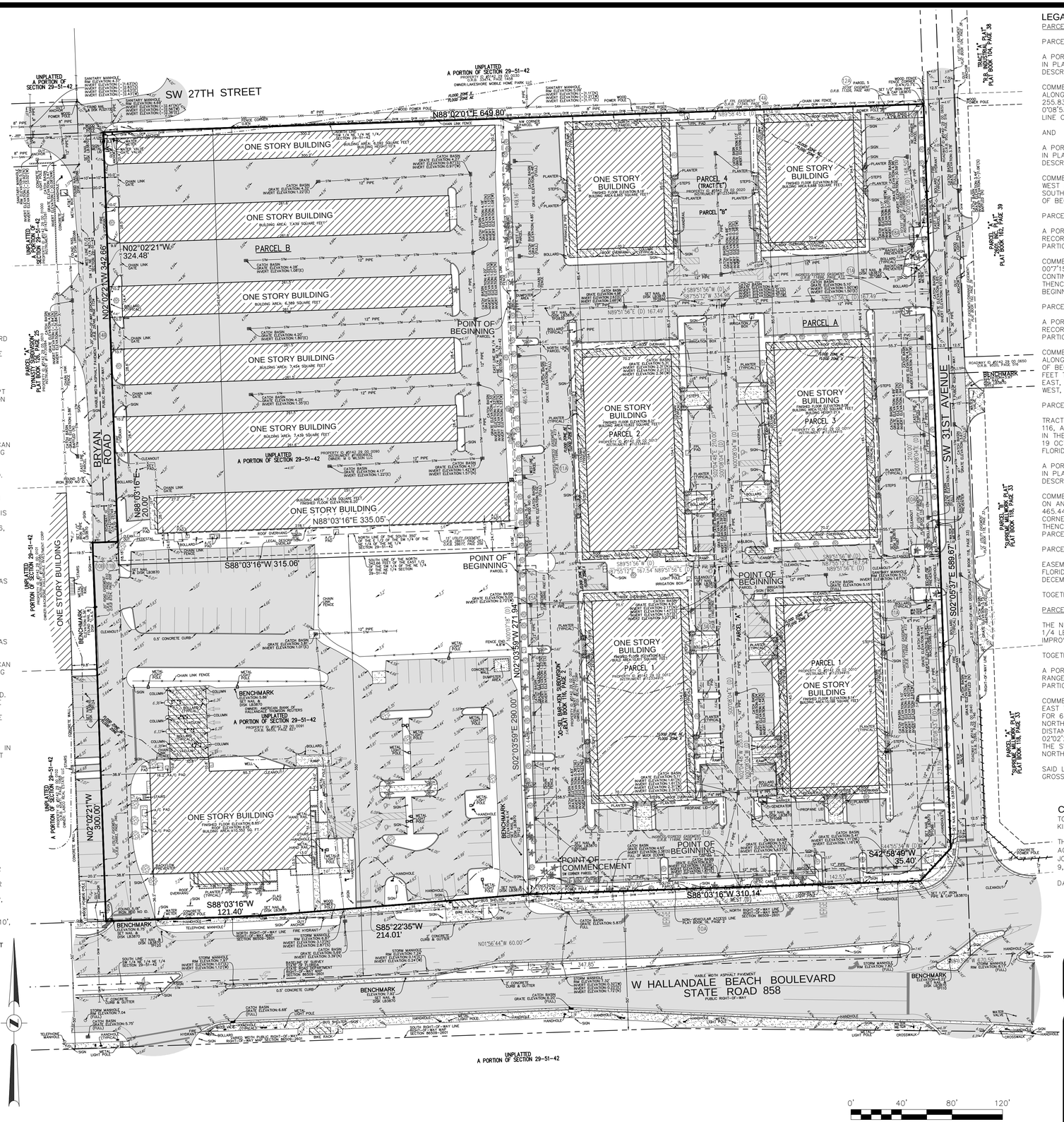
VICINITY MAP
NOT TO SCALE

NOTES:

1. THIS SURVEY MAP AND REPORT OR THE COPIES THEREOF ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL OR AN ELECTRONIC SIGNATURE AND ELECTRONIC SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
2. ELEVATIONS ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988. BROWARD COUNTY BENCHMARK #1175, ELEVATION: 9.325 FEET FLOOD ZONE: AE/X; BASE FLOOD ELEVATION: 6 FEET/NONE; PANEL #12011C0731J; COMMUNITY #120052; MAP DATE: 8/18/14.
3. THIS SITE LIES IN SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST, BROWARD COUNTY, FLORIDA.
4. GRID BEARINGS SHOWN HEREON ARE BASED ON FIELD OBSERVATIONS AND ARE RELATIVE TO THE NORTH AMERICAN DATUM OF 1983 WITH THE 2011 ADJUSTMENT, FL-E ZONE, WITH THE NORTH RIGHT-OF-WAY LINE OF HALLANDALE BEACH BOULEVARD BEING S88°03'16"W.
5. REASONABLE EFFORTS WERE MADE REGARDING THE EXISTENCE AND THE LOCATION OF UNDERGROUND UTILITIES. THIS FIRM, HOWEVER, DOES NOT ACCEPT RESPONSIBILITY FOR THIS INFORMATION. BEFORE EXCAVATION OR CONSTRUCTION CONTACT THE APPROPRIATE UTILITY COMPANIES FOR FIELD VERIFICATION.
6. THE HORIZONTAL POSITIONAL ACCURACY OF WELL DEFINED IMPROVEMENTS ON THIS SURVEY IS ±0.07'. THE VERTICAL ACCURACY OF ELEVATIONS OF WELL DEFINED IMPROVEMENTS ON THIS SURVEY IS ±0.07'.
7. THIS SURVEY WAS PREPARED WITH BENEFIT OF A COMMITMENT FOR TITLE INSURANCE, ORDER NUMBER NCS-1225309B-ATL, PREPARED BY FIRST AMERICAN TITLE INSURANCE COMPANY, DATED JULY 2, 2024 AT 7:30 AM. THE FOLLOWING ITEMS ARE EXCEPTIONS IN SCHEDULE B, PART II OF SAID COMMITMENT AS TO PARCEL A:
   - ITEMS 1, 2, 3, 4, 5, 6, 7, 8 & 9: STANDARD EXCEPTIONS, NOT ADDRESSED.
   - ITEM 10: MATTERS IN PLAT BOOK 116, PAGE 2 APPLY TO THIS SITE AS DEPICTED HEREON.
   - ITEM 11: TERMS, PROVISIONS, AND CONDITIONS IN EASEMENT AGREEMENT IN O.R.B. 11210, PAGE 258; AS AFFECTED BY MODIFICATION TO EASEMENT AGREEMENT IN O.R.B. 11696, AT PAGE 473 APPLY TO THIS SITE AS DEPICTED HEREON.
   - ITEM 12: TERMS AND CONDITIONS OF EASEMENT AGREEMENT IN O.R.B. 11326, PAGE 480 LIES ADJACENT TO THIS SITE AS DEPICTED HEREON. (PARCEL 5)
   - ITEM 13: FLORIDA POWER & LIGHT COMPANY EASEMENT IN O.R.B. 11460, PAGE 772 APPLIES TO THIS SITE AS DEPICTED HEREON
   - ITEM 14: FLORIDA POWER & LIGHT COMPANY EASEMENT IN O.R.B. 17345, PAGE 390 APPLIES TO THIS SITE AS DEPICTED HEREON
   - ITEM 15: EASEMENT IN O.R.B. 26849, AT PAGE 614 APPLIES TO THIS SITE AS DEPICTED HEREON.
   - ITEM 16: TERMS AND CONDITIONS OF INDEMNIFICATION AGREEMENT IN INSTRUMENT NO. 113892805 APPLY TO THIS SITE BUT CANNOT BE PLOTTED.
   - ITEM 17: TERMS, PROVISIONS, AND CONDITIONS IN BILL OF SALE IN INSTRUMENT NO. 113892806 APPLY TO THIS SITE BUT CANNOT BE PLOTTED.
   - ITEM 18: EASEMENT IN INSTRUMENT NO. 113892807 APPLIES TO THIS SITE AS DEPICTED HEREON.
8. THIS SURVEY WAS PREPARED WITH BENEFIT OF A COMMITMENT FOR TITLE INSURANCE, ORDER NUMBER NCS-1225309A-ATL, PREPARED BY FIRST AMERICAN TITLE INSURANCE COMPANY, DATED JULY 2, 2024 AT 7:30 AM. THE FOLLOWING ITEMS ARE EXCEPTIONS IN SCHEDULE B, PART II OF SAID COMMITMENT AS TO PARCEL B:
   - ITEMS: 1, 2, 3, 4, 5, 6, 7, 8 & 9: STANDARD EXCEPTIONS, NOT ADDRESSED.
   - ITEM 10: EASEMENT IN O.R.B. 5212, PAGE 610 LIES ADJACENT TO THIS SITE AS DEPICTED HEREON.
   - ITEM 11: EASEMENT IN O.R.B. 6724, PAGE 658 LIES ADJACENT TO THIS SITE AS DEPICTED HEREON.
   - ITEM 12: UNRECORDED LEASE AS EVIDENCED BY QUITCLAIM DEED IN O.R.B. 13759, PAGE 20 APPLIES TO THIS SITE BUT CANNOT BE PLOTTED.
   - ITEM 13: TERMS, PROVISIONS, AND CONDITIONS IN RESOLUTION NO. 99-2-2 IN O.R.B. 29749, PAGE 1723 LIES ADJACENT TO THIS SITE BUT CANNOT BE PLOTTED.
   - ITEM 14: EASEMENT FOR RIGHT OF WAY IN INSTRUMENT NO. 113892807 APPLIES TO THIS SITE AS DEPICTED HEREON.
   - ITEM 15: NOT ADDRESSED.
9. THIS SITE CONTAINS 261 TOTAL CLEARLY IDENTIFIABLE PARKING SPACES (249 REGULAR & 12 DISABLED).
10. ALL RECORDED DOCUMENTS ARE PER BROWARD COUNTY PUBLIC RECORDS.
11. THE FLOOD ZONE DESIGNATION LINES DEPICTED HEREON ARE PLACED IN APPROXIMATE LOCATIONS, AS SCALED FROM THE IMAGE FROM THE FEMA.ORG WEBSITE.
12. THERE WAS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.
13. THERE ARE NO KNOWN PROPOSED CHANGES IN STREET RIGHT-OF-WAY LINES. THERE WAS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.
14. THE PARCELS DESCRIBED HEREON ARE CONTIGUOUS WITH NO GAPS, GORES OR OVERLAPS.
15. THERE WAS NO OBSERVABLE EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP, OR SANITARY LANDFILL.
16. ZONING: THIS SITE IS ZONED B-1 (BUSINESS DISTRICT) & M-1 (INDUSTRIAL DISTRICT); REQUIRED SET BACKS: PRIMARY STREET-10', SECONDARY STREET-10', SIDE-10', REAR-10', REAR ABOVE 5 STORY-10'. REQUIRED PARKING-453 STALLS. MAXIMUM BUILDING HEIGHT: 100'.
17. **CONTAINING 201,691 SQUARE FEET (4.630 ACRES) UNPLATTED AND 205,626 SQUARE FEET (4.721 ACRES) PLATTED MORE OR LESS.**

LEGEND & ABBREVIATIONS

	CONCRETE
	ASPHALT PAVEMENT
6.00	ELEVATION
OHW	OVERHEAD WIRES
STM	UNDERGROUND STORM SEWER LINE
SAN	UNDERGROUND SANITARY SEWER LINE
℄	CENTERLINE
FPL	FLORIDA POWER & LIGHT COMPANY
LB	LICENSED BUSINESS
O.R.B.	OFFICIAL RECORDS BOOK
TP	TRAVERSE POINT (FOR FIELD INFORMATION ONLY)
(D)	DEED BEARING
(M)	MEASURED BEARING
	PALM TREE
	TREE
10A 10B	EXCEPTION LABEL
PVC	POLYVINYL CHLORIDE PIPE



0' 40' 80' 120'
GRAPHIC SCALE
1"=40'

LEGAL DESCRIPTION:

PARCEL A: PLATTED EAST SIDE

PARCEL 1:

A PORTION OF PARCEL "A", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL "A", RUN ON AN ASSUMED BEARING OF DUE EAST ALONG THE SOUTH LINE OF PARCEL "A", 167.60 FEET TO A POINT OF BEGINNING; THENCE NORTH 0°08'04" WEST, 255.83 FEET; THENCE NORTH 89°51'56" EAST, 167.54 FEET TO THE EAST LINE OF PARCEL "A"; THENCE SOUTH 0°08'53" EAST ALONG SAID EAST LINE, 231.16 FEET; THENCE SOUTH 44°55'34" WEST, 35.40 FEET TO THE SOUTH LINE OF PARCEL "A"; THENCE WEST, 142.53 FEET TO THE POINT OF BEGINNING.

AND

A PORTION OF PARCEL "A", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL "A", RUN ON AN ASSUMED BEARING OF NORTH 0°07'15" WEST ALONG THE WEST LINE OF PARCEL "A", 255.44 FEET; THENCE NORTH 89°51'56" EAST, 167.54 FEET; THENCE SOUTH 0°08'04" EAST, 255.83 FEET TO THE SOUTH LINE OF PARCEL "A"; THENCE WEST 167.60 FEET TO THE POINT OF BEGINNING.

PARCEL 2:

A PORTION OF PARCELS "A" AND "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL "A", THENCE RUN ON AN ASSUMED BEARING OF NORTH 0°07'15" WEST, ALONG THE WEST LINE OF PARCEL "A", 255.44 FEET TO THE POINT OF BEGINNING; THENCE, CONTINUE NORTH 00°7'15" WEST ALONG SAID WEST LINE, 210.00 FEET; THENCE NORTH 89°51'56" EAST, 167.49 FEET; THENCE SOUTH 00°8'04" EAST, 210.00 FEET; THENCE SOUTH 89°51'56" WEST, 167.54 FEET TO THE POINT OF BEGINNING.

PARCEL 3:

A PORTION OF PARCELS "A" AND "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL "A", RUN ON AN ASSUMED BEARING OF DUE EAST, ALONG THE SOUTH LINE OF PARCEL "A", 167.60 FEET; THENCE NORTH 00°08'04" WEST, 255.83 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00°08'04" WEST, 210.00 FEET; THENCE NORTH 89°51'56" EAST, 167.49 FEET TO THE EAST LINE OF SAID PARCEL "B"; THENCE (SOUTH 00°08'04" EAST, AS PER DEED) (SOUTH 00°08'53" EAST, AS MEASURED) ALONG THE EAST LINE OF SAID PARCELS "A" AND "B", 210.00 FEET; THENCE SOUTH 89°51'56" WEST, 167.54 FEET TO THE POINT OF BEGINNING.

PARCEL 4:

TRACT "E", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA. SAID TRACT "E" IS LEGALLY DESCRIBED IN THE EASEMENT AGREEMENT AND LEGAL DESCRIPTION OF TRACTS FOR "JO-SEL BAR-KEN SUBDIVISION", RECORDED 19 OCTOBER 1983 IN OFFICIAL RECORDS BOOK 11210, AT PAGE 258 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA. ALSO DESCRIBED AS FOLLOWS:

A PORTION OF PARCEL "B", OF "JO-SEL BAR-KEN SUBDIVISION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 116, AT PAGE 2, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL "A" OF SAID "JO-SEL BAR-KEN SUBDIVISION", THENCE RUN ON AN ASSUMED BEARING OF NORTH 00°07'15" WEST, ALONG THE WEST LINE OF SAID PARCELS "A" AND "B", 465.44 FEET TO A POINT OF BEGINNING; THENCE CONTINUE NORTH 00°07'15" WEST, 149.16 FEET TO THE NORTHWEST CORNER OF PARCEL "B"; THENCE NORTH 89°58'45" EAST, 334.90 FEET TO THE NORTHEAST CORNER OF PARCEL "B"; THENCE (SOUTH 00°08'53" WEST, AS PER DEED) (SOUTH 00°08'53" EAST, AS MEASURED) ALONG THE EAST LINE OF PARCEL "B" 148.50 FEET; THENCE SOUTH 89°51'56" WEST, 334.98 FEET TO THE POINT OF BEGINNING.

PARCEL 5:

EASEMENTS, AS CONTAINED IN THAT CERTAIN EASEMENT AGREEMENT BY PARK ROAD MOBILE MANOR, INC., A FLORIDA CORPORATION AND PARK PLAZA 95, LIMITED, A FLORIDA LIMITED PARTNERSHIP, FILED DECEMBER 9, 1983, IN OFFICIAL RECORDS BOOK 11326, AT PAGE 480, AS MORE PARTICULARLY DESCRIBED THEREIN.

TOGETHER WITH

PARCEL B: UNPLATTED WEST SIDE

THE NORTH 342.66 FEET OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 LESS THE WEST 20' THEREOF OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST TOGETHER WITH ALL IMPROVEMENTS LOCATED THEREON AND ANY INTEREST IN ANY AND ALL LEASES UPON THE PROPERTY.

TOGETHER WITH:

A PORTION OF THE E 1/2 OF THE SW 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST, BROWARD COUNTY, FLORIDA, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SE CORNER OF THE NE 1/4 OF THE NE 1/4 OF SECTION 29, TOWNSHIP 51 SOUTH, RANGE 42 EAST THENCE SOUTH 88°03'16" WEST ALONG THE SOUTH LINE OF THE NE 1/4 OF THE NE 1/4 OF SAID SECTION 29 FOR 67.55 FEET; THENCE NORTH 01°56'44" WEST 60.00 FEET TO THE POINT OF BEGINNING; THENCE ALONG THE NORTH RIGHT-OF-WAY LINE OF F.D.O.T. RIGHT-OF-WAY MAP SECTION 86509-2601 THE FOLLOWING 2 COURSES AND DISTANCES: 1) SOUTH 85°22'35" WEST 214.01 FEET; 2) SOUTH 88°03'16" WEST 121.40 FEET; THENCE NORTH 02°02'21" WEST 300.00 FEET TO A POINT ON THE NORTH LINE OF THE SOUTH 350.00 FEET OF THE EAST 1/2 OF THE SW 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SAID SECTION 29; THENCE NORTH 88°03'16" EAST ALONG SAID NORTH LINE 335.05 FEET; THENCE SOUTH 02°03'59" EAST 290.00 FEET TO THE POINT OF BEGINNING.

SAID LANDS LYING AND BEING IN THE TOWN OF PEMBROKE PARK, BROWARD COUNTY, FLORIDA AND CONTAINING A GROSS OF 452,062 SQUARE FEET (10.378 ACRES), A NET OF 407,317 SQUARE FEET (9.351).

CERTIFICATION:

TO HOME DEPOT U.S.A, INC., A DELAWARE CORPORATION; FIRST AMERICAN TITLE INSURANCE COMPANY; KIMLEY-HORN AND ASSOCIATES, INC.:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(a), 7(a), 7(c), 8, 9, 10, 11, 13, 14, 16, 17 & 20 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON 12/7/24.

DATE OF PLAT OR MAP:

John F Pulice

Digitally signed by John F Pulice
Date: 2025.06.09 14:26:22 -04'00'

☐ JOHN F. PULICE, PROFESSIONAL SURVEYOR AND MAPPER LS2691
☐ VICTOR R. GILBERT, PROFESSIONAL SURVEYOR AND MAPPER LS6274
☐ MICHAEL M. MOSSEY, PROFESSIONAL SURVEYOR AND MAPPER PSM5660
STATE OF FLORIDA

NO.	REVISIONS	BY	
5			
4			
3			
2	74247-INVERT INFO-5/19/25	J.S.	
1	74291-ORIGINAL SURVEY-12/7/24	J.S.	

PROPOSED HOME DEPOT
3101, 3107, 3121, 3127 & 3129 WEST HALLANDALE BEACH BOULEVARD AND 2701 BRYAN ROAD
PEMBROKE PARK, FLORIDA 33009
(TOWN OF PEMBROKE PARK, BROWARD COUNTY)

BOUNDARY AND TOPOGRAPHIC SURVEY ALTA/NSPS LAND TITLE SURVEY

PULICE LAND SURVEYORS, INC.
5381 NOB HILL ROAD
SUNRISE, FLORIDA 33351
TELEPHONE: (954) 572-1777
FAX: (954) 572-1778
E-MAIL: surveys@pulicelandsurveyors.com
WEBSITE: www.pulicelandsurveyors.com
CERTIFICATE OF AUTHORIZATION LB#3870

DRAWN BY: J.S.	SCALE: 1" = 40'	CLIENT: KIMLEY-HORN AND ASSOCIATES, INC.
CHECKED BY: J.F.P.	SURVEY DATE: 12/7/24	ORDER NO.: 74247

Agenda Item Report

Subject:	Consideration and approval for Premier Sponsorship for the Broward League of Cities Annual Gala - Sponsored by Town Clerk Garcia-Lima **RESOLUTION NO: 2026-024** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE TOWN'S PARTICIPATION AS A PREMIER SPONSOR FOR THE BROWARD LEAGUE OF CITIES ANNUAL GALA; AUTHORIZING THE TOWN MANAGER OR DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Town Clerk
Recommendation for Counsel to Consider:	
Background Information:	The Broward League of Cities will host its Annual Gala, an event that brings together municipal leaders, regional partners, and community stakeholders from across Broward County. The Town of Pembroke Park has the opportunity to participate as a Premier Sponsor, which provides the highest level of visibility and recognition at the event. This sponsorship supports the Town's ongoing commitment to regional collaboration, intergovernmental relations, and community engagement.

Staff Recommendations:	Approve the Town of Pembroke Park's participation as a **Premier Sponsor** for the Broward League of Cities Annual Gala and authorize the Town Manager, or designee, to execute all necessary sponsorship agreements and related documents.
Procurement:	
Financial Implications:	The Premier Sponsorship fee is $5,000.
Alternatives:	

Attachments:

1. 2026-024 - blc gala
2. Save the Date
3. Municipal Friend-1

RESOLUTION NO. 2026-024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE TOWN'S PARTICIPATION AS A PREMIER SPONSOR FOR THE BROWARD LEAGUE OF CITIES ANNUAL GALA; AUTHORIZING THE TOWN MANAGER OR DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Broward League of Cities will host its Annual Gala, an event that brings together municipal leaders, regional partners, and community stakeholders from across Broward County; and

WHEREAS, the Town of Pembroke Park recognizes the value of participating in regional events that promote intergovernmental collaboration, visibility, and community engagement; and

WHEREAS, the Town has been offered the opportunity to participate as a Premier Sponsor of the Broward League of Cities Annual Gala, which provides the highest level of recognition and promotional benefits; and

WHEREAS, the Premier Sponsorship cost is $5,000; and

WHEREAS, the Town Commission finds that participation as a Premier Sponsor serves a valid public purpose and is in the best interest of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution. All exhibits attached hereto are incorporated herein and expressly made a part of this Resolution.

Section 2: The Town Manager, or designee, is authorized to execute all necessary documents, purchase orders, and related agreements required to complete the acquisition.

Section 3: The Town Commission hereby approves the Town of Pembroke Park's participation as a Premier Sponsor for the Broward League of Cities Annual Gala at a cost of $5,000.

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

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

Section 6: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 8th day of April, 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

SAVE THE DATE

BROWARD LEAGUE OF CITIES

69TH ANNUAL DINNER

SATURDAY, MAY 30, 2026

6:30 PM

MARGARITAVILLE HOLLYWOOD BEACH RESORT

1111 N Ocean Dr, Hollywood, FL 33019

Invitation to follow

BROWARD LEAGUE OF CITIES

69th Annual Dinner

Margaritaville Hollywood Beach Resort

Saturday, May 30, 2026 | 6:30 PM

MUNICIPAL FRIEND LEVELS & BENEFITS

PRESIDENTIAL SPONSOR | $15,000

- Premium Reserved Table for 10
- Complimentary Valet Parking
- Full Page Ad in Event e-Program
- Prominent Screen Recognition at Event & on League Website
- Two Branded 6.5’ Pop Up Banners
- Pre & Post Social Media Recognition
- Signage Recognition at Event
- Verbal Recognition at Event
- Pre & Post Event Press Release Recognition

PARAMOUNT SPONSORS | $10,000

- Premium Reserved Table for 10
- Complimentary Valet Parking
- Full Page Ad in Event e-Program
- Prominent Screen Recognition at Event & on League Website
- One Branded 6.5’ Pop Up Banner
- Pre & Post Social Media Recognition
- Prominent Signage Recognition at Event
- Verbal Recognition at Event
- Pre & Post Event Press Release Recognition

PREMIER SPONSORS | $5,000

- Reserved Table for 10
- Complimentary Valet Parking
- Half Page Ad in Event e-Program
- Screen Recognition at Event & on League Website
- Signage Recognition at Event
- Verbal Recognition at Event
- Pre & Post Social Media Recognition
- Pre & Post Event Press Release Recognition

MINIMUM SPONSORS | $3,500

- 6 Dinner Tickets
- Complimentary Valet Parking
- City Listing in Event e-Program
- Signage Recognition at Event
- Pre & Post Social Media Recognition

BROWARD LEAGUE OF CITIES

69th Annual Dinner

Margaritaville Hollywood Beach Resort

Saturday, May 30, 2026 6:30 PM

Please complete and return to:

Broward League of Cities
115 South Andrews Avenue, Suite 122
Fort Lauderdale, Florida 33301

For additional information, contact 954.357.7370 or mltighe@browardleague.org.
All cancellations must be received by May 8, 2026

WE ARE PLEASED TO SUPPORT THE BROWARD LEAGUE OF CITIES 69TH ANNUAL DINNER AT THE FOLLOWING LEVEL:

____PRESIDENTIAL SPONSOR….$15,000
____PARAMOUNT SPONSOR…..$10,000
____PREMIER SPONSOR……$5,000
____MINIMUM SPONSOR…….$3,500

City: _____

Contact:_____

Address:_____

City:_____State:_____Zip:_____

Phone:_____Email:_____

Agenda Item Report

Subject:	Consideration and Approval of Resolution for Employee Cooperation in Official Reviews Policy - Sponsored by Commissioner Mohammed **RESOLUTION NO: 2026-035** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ESTABLISHING A POLICY REQUIRING EMPLOYEE COOPERATION IN OFFICIAL REVIEWS, PROHIBITING RETALIATION, PREVENTING INTERFERENCE AND MISUSE OF SUCH PROCESSES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Ashira Mohammed, Commissioner
Dept/Group:	Commission
Recommendation for Counsel to Consider:	
Background Information:	Resolution No. 2026-035 creates a comprehensive policy governing employee responsibilities and protections during official Town reviews, audits, investigations, and evaluations. The resolution emphasizes transparency, accountability, and the need for full, truthful cooperation from all Town employees. The policy outlines expectations for participation, prohibits retaliation and interference, and clarifies that protections apply only to good-faith participation. It also establishes enforcement mechanisms and directs the

	Human Resources Department to distribute the policy, provide training, and maintain reporting procedures. **Purpose and Need** • Ensure full cooperation in official Town reviews, audits, and investigations • Protect employees who participate in good faith • Prevent retaliation, interference, and misuse of investigative processes • Establish clear standards for conduct and accountability • Support lawful, transparent administration of Town operations
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Resolution No: 2026-035

RESOLUTION NO. 2026-035

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ESTABLISHING A POLICY REQUIRING EMPLOYEE COOPERATION IN OFFICIAL REVIEWS, PROHIBITING RETALIATION, PREVENTING INTERFERENCE AND MISUSE OF SUCH PROCESSES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission is committed to transparency, accountability, and the lawful administration of public resources; and

WHEREAS, internal reviews, audits, investigations, and policy evaluations require full, truthful, and unimpeded cooperation from employees; and

WHEREAS, employees may be requested or directed to provide information, documents, or statements in connection with such reviews; and

WHEREAS, it is essential that employees be able to participate in these processes without fear of retaliation, while also ensuring such protections are not misused; and

WHEREAS, the Town Commission finds it necessary to establish clear standards governing cooperation, non-retaliation, non-interference, and good faith participation.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

SECTION 1. The Town hereby establishes a policy requiring employee cooperation and prohibiting retaliation in connection with official reviews, audits, investigations, and policy evaluations.

SECTION 2. All Town employees, supervisors, appointed officials, and agents who are requested, directed, or reasonably expected to participate in any official review shall:

- Provide complete, accurate, and truthful information
- Cooperate in good faith with internal or external reviewers
- Preserve and produce relevant records and materials
- Provide full and complete disclosure and shall not provide partial, misleading, or selective information

Failure to cooperate may result in disciplinary action, up to and including termination.

SECTION 3. No employee, supervisor, appointed official, or agent shall take or threaten any adverse action against an employee for good-faith participation in an official review.

Prohibited retaliation includes, but is not limited to:

- Termination, demotion, or discipline
- Reassignment, schedule changes, or exclusion
- Harassment, intimidation, or creation of a hostile work environment

SECTION 4. No employee, supervisor, appointed official, or agent shall:

- Interfere with, delay, or obstruct any official review
- Withhold, alter, conceal, or destroy records
- Direct, coach, or attempt to influence another employee's participation or statements
- Use intermediaries or informal channels to influence or discourage participation

Such conduct shall result in disciplinary action, up to and including termination, and may be referred for further investigation.

SECTION 5. Protections under this policy apply only to employees who participate in official reviews in good faith.

Good faith participation requires that the employee:

- Provides information reasonably believed to be true and accurate
- Does not knowingly provide false, misleading, or exaggerated information
- Does not misuse the process for personal, political, or retaliatory purposes

Employees acting in bad faith shall not be entitled to protection under this policy.

SECTION 6. This policy applies only to participation in:

- Official Town-directed reviews, audits, or investigations
- Requests for information by authorized Town departments, including Human Resources, Finance, or legal counsel
- Lawfully initiated investigations by external agencies

This policy does not apply to:

- Independent complaints or reports made outside official review processes
- Actions taken outside the scope of requested cooperation
- Conduct unrelated to participation in an official review

SECTION 7. Nothing in this policy shall be construed to:

- Shield any employee from accountability for misconduct
- Prevent disciplinary action based on independently established facts
- Create immunity from consequences unrelated to participation in a review

SECTION 8. The existence of a complaint, report, or participation in any investigation shall not preclude the Town from taking disciplinary action based on independently established facts and findings.

Employment decisions may proceed where supported by documented evidence, regardless of any claimed protected activity.

SECTION 9. Knowingly making false statements, filing false reports, or misrepresenting facts in connection with any review or investigation may result in disciplinary action, up to and including termination, and may be referred to appropriate authorities.

SECTION 10. All employees shall preserve all documents, communications, and data relevant to any official review.

The destruction, alteration, or concealment of records may result in disciplinary action and potential referral for further investigation.

SECTION 11. Supervisors and managers shall:

- Not interfere with or discourage participation
- Not direct, coach, or influence employee statements
- Immediately report any known or suspected retaliation or interference

Failure to comply shall result in disciplinary action.

SECTION 12. Any employee who believes retaliation, interference, or misuse has occurred may report such conduct to:

- Human Resources
- The Town Attorney or designated ethics contact
- The Town Commission through appropriate channels

All complaints shall be promptly reviewed, documented, and addressed.

SECTION 13. This policy supplements all applicable federal and state laws, including whistleblower protections, and shall be interpreted consistent with those laws.

SECTION 14. Nothing in this policy shall be construed to limit any employee's rights under applicable law or require disclosure of privileged or legally protected information.

SECTION 15. The timing of an employee's participation in a review shall not, by itself, create a presumption of retaliation.

SECTION 16. Actions taken for the purpose of manufacturing or creating a claim of protected activity shall not be entitled to protection under this policy.

SECTION 17. Employees may seek legal counsel; however, such representation shall not excuse compliance with lawful directives to cooperate in official reviews**.**

SECTION 18. The filing of a retaliation complaint shall not delay, prevent, or stay the Town from proceeding with employment actions supported by independent findings.

SECTION 19. The filing of a report or complaint with any external agency shall not, by itself, create protection under this policy or limit the Town's authority to act on independently established facts**.**

SECTION 20. A lack of awareness of this policy shall not excuse violations. All employees are expected to comply upon adoption.

SECTION 21. This policy shall take effect immediately upon adoption.

The Human Resources Department shall:

- Distribute this policy to all employees
- Provide training to supervisors and management

- Maintain procedures for reporting and enforcement

SECTION 22. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 23. If any provision of this Resolution is held invalid, the remainder shall not be affected.

SECTION 24. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 8TH day of April, 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

Agenda Item Report

Subject:	Consideration and approval of Budget Amendment for Fiscal Year 2025-2026 — Sponsored by Financial Director Davermann **RESOLUTION NO: 2026-036** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE FISCAL YEAR 2025-2026 TOWN BUDGET ADOPTED ON DECEMBER 1, 2025 PURSUANT TO RESOLUTION NO. 2025-078; PROVIDING FOR AN AMENDED BUDGET FOR FISCAL YEAR 2025-2026 FOR THE TOWN, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	James Davermann, Finance Director
Dept/Group:	Finance
Recommendation for Counsel to Consider:	
Background Information:	Staff respectfully requests that the Town Commission adopt a resolution approving Budget Amendment BA-2026-01 to appropriate $2,018,920.96 in previously received American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) from the General Fund's fund balance for authorized project expenditures across the General Fund, Sewer Fund (400), and Stormwater Fund (401). In September 2021, the Town received its full

	ARPA/SLFRF allocation from the U.S. Department of the Treasury. The entire amount was recognized as revenue in fiscal year 2021 (Journal Entry JN00710, posted 09/23/2021) and deposited into the General Fund, where it has remained in the fund's unassigned fund balance. While the funds have been on hand in the General Fund since FY2021, we require formal budget appropriation to bring the remaining funds into the current fiscal year and to fund specific projects in the Town's Enterprise Funds (Sewer & Stormwater). Because the Town's ARPA-funded projects span the General Fund, Sewer Fund, and Stormwater Fund, the amendment uses the standard interfund transfer mechanism. This budget amendment establishes the necessary appropriation authority so that ARPA-eligible project costs can be charged against dedicated budget lines with proper accounting controls and audit traceability. ADDITIONAL NOTE OF INTEREST The transaction is structured as follows (see attachment): The General Fund appropriates the full amount from fund balance, retains its share for direct General Fund projects, and transfers the remaining portions to Fund 400 and Fund 401 via transfer-out (581-series) and transfer-in (381-series) accounts. Each receiving fund then has its own dedicated ARPA expenditure line, ensuring that project costs are tracked by fund and that interfund balances reconcile. The project costs have been reviewed in concert with the Public Works dept. and will require their approval for processing. In addition to this budget amendment, a Second Amendment is needed for the emergency generator system. This budget amendment supports the acquisition of an emergency generator system for the Town Hall, as approved by the Town Commission on November 7th, 2025. Exhibit A details the exact specifications of the generator and the budget impact. Revenue / Source of Funds: Account Number Description Current Budget

	Amendment 001-000000-271001- 00-0000 Fund Balance – Unreserved $0.00 $1,200,000.00 Expenditure / Use of Funds: Account Number Description Current Budget Amendment 001-510519-640000- 00-9068 Capital Outlay – Emergency Generator System $0.00 $1,200,000.00 The Town's recently developed CIE identifies the installation of an emergency generator as a high-priority infrastructure project. Procurement is being facilitated via the Florida Sheriffs Association Cooperative Purchasing Program. The vendor in place is Tradewinds Power Corp of Miami, FL This appropriation will be funded entirely from General Fund Unassigned Fund Balance (Account 001-000000-271001-00-0000), which currently stands at $5,399,682.64. After this amendment, the remaining unassigned balance will be approximately $4,199,682.64, which continues to exceed the Government Finance Officers Association's recommended minimum reserve of two months of operating expenditures. The total project cost of $1,200,000 represents savings of $613,653 (33.8%) compared to the $1,813,653 estimated in the Capital Improvements Element. The expenditure will be charged to a newly created capital outlay account: 001-510519-640000-00-9068 (Capital Outlay – Emergency Generator System), classified under Machinery and Equipment within the Non-Departmental / Other General Government cost center (The Town's Overhead line item, for reference).
Staff Recommendations:	Staff recommends that the Town Commission adopt the attached resolution approving Budget Amendment BA-2026-01 as presented, authorizing the appropriation of $2,018,920.96 in ARPA/SLFRF funds from General Fund fund balance and establishing the associated

	expenditure and interfund transfer accounts necessary for project implementation.
Procurement:	
Financial Implications:	This amendment increases total appropriations by $2,018,920.96. The funding source is the General Fund's existing fund balance where the ARPA funds sit — no new revenue or tax increase is required.
Alternatives:	

Attachments:

1. Resolution No: 2026-036
2. Budget Amendment #1 4.1 FY 2026
3. ARPA_Budget_Amendment_Schedule_3.30.36 (final)
4. Original ARPA Entry
5. Budget Amendment #2 4.1.26
6. Quotation # AV26518Q-rev 1200 amp Eaton Contactor type ATS
7. 26-02 #176 Florida Sheriff Association 500kw Stationary Generator Binder
8. Quotation # AV26518Q-rev 1200 amp Eaton Contactor type ATS
9. 26-03 #496 FSA ATS Binder
10. Generator Specs & Budget Impact 4.1.26
11. Pembroke Park Agenda Backup Generator Electrical

RESOLUTION NO. 2026-036

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE FISCAL YEAR 2025-2026 TOWN BUDGET ADOPTED ON DECEMBER 1, 2025 PURSUANT TO RESOLUTION NO. 2025-078; PROVIDING FOR AN AMENDED BUDGET FOR FISCAL YEAR 2025-2026 FOR THE TOWN, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on December 1, 2025, the Town Commission of the Town of Pembroke Park adopted Resolution No. 2025-078, thereby adopting a budget for the Fiscal Year 2025-2026; and

WHEREAS, additional revisions to the Fiscal Year 2025-2026 budget are now necessary, in accordance with Section 166.241, F.S.; and

WHEREAS, Town Staff has reviewed the proposed amendments to the Fiscal Year 2025-2026 budget, and recommends the adoption of the same by the Town Commission; and

WHEREAS, the Town Commission has reviewed the proposed budget amendments set forth in Exhibit "A" and finds the adoption thereof to be in the best interests of the citizens and residents of the Town of Pembroke Park, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:

Section 1. Each of the "WHEREAS" clauses set forth above are true and correct and herein incorporated by this reference. All exhibits attached hereto as incorporated herein and made a part hereof.

Section 2. That the Town Commission hereby amends Resolution No. 2025-078,

and provides for an Amended Budget for the Fiscal Year 2025-2026, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference. In accordance with Sec. 166.241(9), F.S., a copy of the Amended Budget shall be posted on the Town's website within five (5) days of the adoption of this Resolution.

Section 3. The provisions of this resolution shall not be deemed to be a limitation on the powers granted to the Town Commission by the Town Charter, which relates to the fiscal management of the Town's funds.

Section 4. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the remaining portions of this Resolution.

Section 5. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. This Resolution shall become effective upon its passage and adoption.

THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

PASSED AND ADOPTED this 8th day of April, 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB HOROWITZ
Town Attorney

TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE
PEMBROKE PARK, FLORIDA 33023
PHONE (954) 966-4600 FAX (954) 966-5186

TO: Honorable Mayor Jacobs and Town Commission
FROM: James Davermann, Budget & Finance Director
DATE: April 8th, 2026
RE: Budget Amendment — Appropriation of ARPA/SLFRF Funds

REQUESTED ACTION

Staff respectfully requests that the Town Commission adopt a resolution approving Budget Amendment BA-2026-01 to appropriate $2,018,920.96 in previously received American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) from the General Fund's fund balance for authorized project expenditures across the General Fund, Sewer Fund (400), and Stormwater Fund (401).

BACKGROUND

In September 2021, the Town received its full ARPA/SLFRF allocation from the U.S. Department of the Treasury. The entire amount was recognized as revenue in fiscal year 2021 **(Journal Entry JN00710, posted 09/23/2021)** and deposited into the General Fund, where it has remained in the fund's unassigned fund balance.

While the funds have been on hand in the General Fund since FY2021, we require formal budget appropriation to bring the remaining funds into the current fiscal year and to fund specific projects in the Town's Enterprise Funds (Sewer & Stormwater). Because the Town's ARPA-funded projects span the General Fund, Sewer Fund, and Stormwater Fund, the amendment uses the standard interfund transfer mechanism. This budget amendment establishes the necessary appropriation authority so that ARPA-eligible project costs can be charged against dedicated budget lines with proper accounting controls and audit traceability.

FISCAL IMPACT

This amendment increases total appropriations by $2,018,920.96. The funding source is the General Fund's existing fund balance where the ARPA funds sit — no new revenue or tax increase is required.

ADDITIONAL NOTE OF INTEREST

The transaction is structured as follows (see attachment): The General Fund appropriates the full amount from fund balance, retains its share for direct General Fund projects, and transfers the remaining portions to Fund 400 and Fund 401 via transfer-out (581-series) and transfer-in (381-series) accounts. Each receiving

fund then has its own dedicated ARPA expenditure line, ensuring that project costs are tracked by fund and that interfund balances reconcile. The project costs have been reviewed in concert with the Public Works dept. and will require their approval for processing.

ATTACHMENTS

1. Budget Amendment Schedule (Excel workbook with fund allocation detail)
2. General Ledger excerpt — JN00710 (original ARPA revenue recognition, 09/23/2021)

RECOMMENDATION

Staff recommends that the Town Commission adopt the attached resolution approving Budget Amendment BA-2026-01 as presented, authorizing the appropriation of $2,018,920.96 in ARPA/SLFRF funds from General Fund fund balance and establishing the associated expenditure and interfund transfer accounts necessary for project implementation.

TOWN OF PEMBROKE PA

BUDGET AMENDMENT — ARPA/SLFRF

Fiscal Year 2025-2(

Date: 04/08/202

ASSUMPTIONS

	General Fund (001)
ARPA Project Allocation by Fund	**1,478,920.96**

Variance (net zero):

Account Number	Account Description	Current Budget
	FUND 001 — GENERAL FUND	
	Revenue:	
001-000380-399000-00-0000	Use of Fund Balance	-
	Revenue Amendment Total — Fund 001	
	Expenditures:	
001-510519-640005-00-0000	ARPA Project Expenditures	-
001-510519-581400-00-0000	Transfer Out to Sewer Fund 400	-
001-510519-581401-00-0000	Transfer Out to Stormwater Fund 401	-
	Expense Amendment Total — Fund 001	
	Fund 001 Balance Check (Rev - Exp = 0)	

	FUND 400 — SEWER FUND	
	Revenue:	
400-000380-381001-00-0000	Transfer In from General Fund	-
	Revenue Amendment Total — Fund 400	
	Expenditures:	
400-530535-640005-00-0000	ARPA Project Expenditures — Sewer	-
	Expense Amendment Total — Fund 400	
	Fund 400 Balance Check (Rev - Exp = 0)	

	FUND 401 — STORMWATER FUND	
	Revenue:	
401-000380-381001-00-0000	Transfer In from General Fund	-
	Revenue Amendment Total — Fund 401	
	Expenditures:	
401-530538-640005-00-0000	ARPA Project Expenditures — Stormwater	-
	Expense Amendment Total — Fund 401	
	Fund 401 Balance Check (Rev - Exp = 0)	

GRAND TOTAL — ALL FUNDS		
	Total Revenue Amendments (All Funds)	
	Total Expense Amendments (All Funds)	
	Net Impact (net zero)	

NOTES:

1. The "Use of Fund Balance" account (399-series) appropriates ARPA funds already sitting in the General Fund.
2. Amendment allocates General Fund dollars across Enterprise Funds

ARK, FLORIDA
F FUND APPROPRIATION
026
26

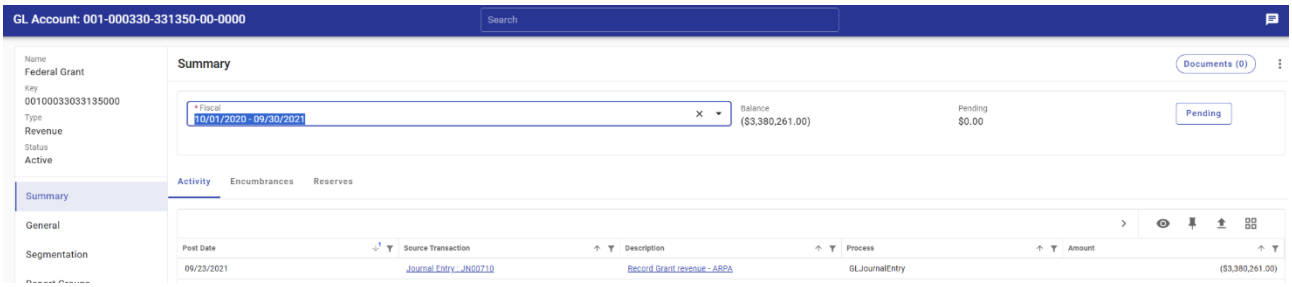
Sewer Fund (400)	Stormwater (401)	Total
40,000.00	500,000.00	2,018,920.96
		2,018,920.96
		-

Amendment (Increase)	Amended Budget	Notes
2,018,920.96	2,018,920.96	*Appropriates ARPA funds from prior-year fund balance*
2,018,920.96	**2,018,920.96**	
1,478,920.96	1,478,920.96	*GF share of ARPA project costs*
40,000.00	40,000.00	*ARPA transfer to Fund 400*
500,000.00	500,000.00	*ARPA transfer to Fund 401*
2,018,920.96	**2,018,920.96**	
	-	

40,000.00	40,000.00	*Receives ARPA transfer from GF*
40,000.00	**40,000.00**	
40,000.00	40,000.00	*Sewer ARPA project costs*
40,000.00	**40,000.00**	
	-	

500,000.00	500,000.00	*Receives ARPA transfer from GF*
500,000.00	**500,000.00**	
500,000.00	500,000.00	*Stormwater ARPA project costs*
500,000.00	**500,000.00**	
	-	

2,558,920.96	**2,558,920.96**	
2,558,920.96	**2,558,920.96**	
	-	*Balanced budget confirmation*


GL Account: 001-000330-331350-00-0000
Search
Name
Federal Grant
Key
00100033033135000
Type
Revenue
Status
Active
Summary
General
Segmentation
Summary
Documents (0)
* Fiscal
10/01/2020 - 09/30/2021
Balance
($3,380,261.00)
Pending
$0.00
Pending
Activity
Encumbrances
Reserves
Post Date
Source Transaction
Description
Process
Amount
09/23/2021
Journal Entry : JN00710
Record Grant revenue - ARPA
GLJournalEntry
($3,380,261.00)

Budget Amendment #2 FY 2026

This budget amendment supports the acquisition of an emergency generator system for the Town Hall, as approved by the Town Commission on November 7th, 2025. Exhibit A details the exact specifications of the generator and the budget impact.

Revenue / Source of Funds:

Account Number	Description	Current Budget	Amendment
001-000000-271001-00-0000	Fund Balance – Unreserved	$0.00	**$1,200,000.00**

Expenditure / Use of Funds:

Account Number	Description	Current Budget	Amendment
001-510519-640000-00-9068	Capital Outlay – Emergency Generator System	$0.00	**$1,200,000.00**

The Town's recently developed CIE identifies the installation of an emergency generator as a high-priority infrastructure project. Procurement is being facilitated via the Florida Sheriffs Association Cooperative Purchasing Program. The vendor in place is Tradewinds Power Corp of Miami, FL

This appropriation will be funded entirely from General Fund Unassigned Fund Balance (Account **001-000000-271001-00-0000),** which currently stands at **$5,399,682.64**. After this amendment, the remaining unassigned balance will be approximately **$4,199,682.64**, which continues to exceed the Government Finance Officers Association's recommended minimum reserve of two months of operating expenditures.

The total project cost of $1,200,000 represents savings of **$613,653 (33.8%)** compared to the $1,813,653 estimated in the Capital Improvements Element.

The expenditure will be charged to a newly created capital outlay account: **001-510519-640000-00-9068 (Capital Outlay – Emergency Generator System),** classified under Machinery and Equipment within the Non-Departmental / Other General Government cost center (The Town's Overhead line item, for reference).

TRADEWINDS POWER CORP
5820 NW 84th Avenue Miami, Florida 33166
Tel 305-592-9745 FAX 305-592-7461
www.tradewindspower.com

Filters
Pump Sets
Power Units
Generator Sets
Automatic Engine Controls

TO: **Town of Pembroke Park**
3150 S.W. 52nd Ave
Pembroke Park, FL 33023
Attn: Mr. Osmanny Larzabal

Quotation # AV26518Q-rev
March 24, 2026

Eaton ATC 1200 Amp ATS

We are pleased to offer this Quotation as detailed below

Amount	Description	Each	Extended
1	**Model TS870 Automatic Transfer Switch was Awarded to Tradewinds under FSA Contract No. FSA23-EQU21.1, Spec #496.**	$10,545	$10,545
1	**TT1200-FS** Upgrade 1200amp, 120/240vac, 3ph, 60hz, Thomson TS870 Series Automatic Transfer Switch mounted in a NEMA 3R enclosure with the following features: **Enclosed Contact Power Switching Units:** * Fully enclosed silver alloy contacts provide high withstand rating & 100% continuous current rating. * 3 cycle short circuit current withstand tested allows use of non-series rated upstream protection devices. * completely separate utility and generator side switching units provide superior reliability through redundancy (no common parts), as well as excellent serviceability * power switching units can incorporate over current protection. * not damaged if manually switched while in service since contacts have inherent spring over center design. **Reliable Motor-Operated Transfer Mechanism:** * heavy duty brushless gear motor and operating mechanism provide mechanical interlocking and extreme long life with minimal maintenance * safe manual operation permits easy operation even under adverse conditions. **Superior Serviceability** * all mechanical control devices are visible and read accessible * all control wires and power busses are front accessible **Control Features** * Deep Sea 7320 microprocessor base controller * Isolation plug permits disconnecting control circuits from all power sources for safety and convenience. **Safety Standards** * UL 1008 Automatic Transfer Switches for use in Emergency Systems * CSA C22.2 No. 178	$11,025	$11,025
	* **Optional Equipment not included in above pricing:**		
	Out of Contract option Net Cost Adder for Eaton ATC9C5C31200WSU contactor type 1200 Amps, NEMA Type-1, Fixed Mounted, Service Entrance Rated automatic transfer switch 240/120 Vac, 60hz, 3 Phase, 4 Wire, 3 poles. **Wall mounting ATS**	23,656	23,656
	TPC-WAR2-AT-FS Adder for 1001 - 4000A 5yr factory extended warranty. Net cost of warranty will be 10% of total cost of switch.	4,523	4,523
	Sub Total, Ex-works our warehouse, Miami, Florida		**$49,749**
	Delivery to Pembroke Park, Fl. Curbside. Off-Loading by others.	Inc.	Inc.
	Total		**$49,749**
	State & Local Tax as Applicable		
	Estimated Shipping date from receipt of order: 35 weeks		

Price Validity: 15 days; 25% Cancellation Charge for Restocking.

Wire-Transfer: Tradewinds Power Corp Division of Southeast Power Group
F/B/O SouthState Bank
Acct# 8010002336606 ABA# 063114030

Abe Vargas

TRADEWINDS®
POWER CORP
5820 NW 84th Avenue • Miami Florida 33166
Tel 305 592 9745 • FAX 305 592 7461

Filters
Pump Sets
Power Units
Generator Sets
Automatic Engine Controls

Tradewinds Power Corp
Bid No. FSA23-EQU21.1
Specification No. #176
500KW GENERATOR PACKAGE



TRADEWINDS
GENERATOR SETS

TP550 Parallel

FSA Cooperative Purchasing Program

FSA23-EQU21.1: Equipment Extension Packet

PROTECTING, LEADING & UNITING SINCE 1893
FLORIDA SHERIFFS ASSOCIATION
2617 Mahan Drive
Tallahassee, Florida 32308
p: (850) 877-2165 f: (850) 878-8665
flsheriffs.org

Contract Extension Amendment

Contract FSA23-EQU21.0: Equipment

Extension Term: October 1, 2025, through September 30, 2026

The Terms and Conditions of this Contract allow for modification via contract addenda as provided for in Section 1.23. The effective dates of the original contract term for FSA23-EQU21.0 are October 1, 2023, through September 30, 2025. The Florida Sheriffs Association (FSA) shall extend this contract for an additional one (1) year term from October 1, 2025, through September 30, 2026. The Terms and Conditions remain in effect for the contract extension term. Items and pricing may be updated in accordance with Sections 3.05 and 3.06 of the Terms and Conditions.

FSA is amending the original contract to reflect the following modifications:

- Modify the contract number to FSA23-EQU21.1, which reflects the extension; and
- Amend Section 1.03 to recognize the term of the contract extension.

Section 1.03 is amended to include the following language:

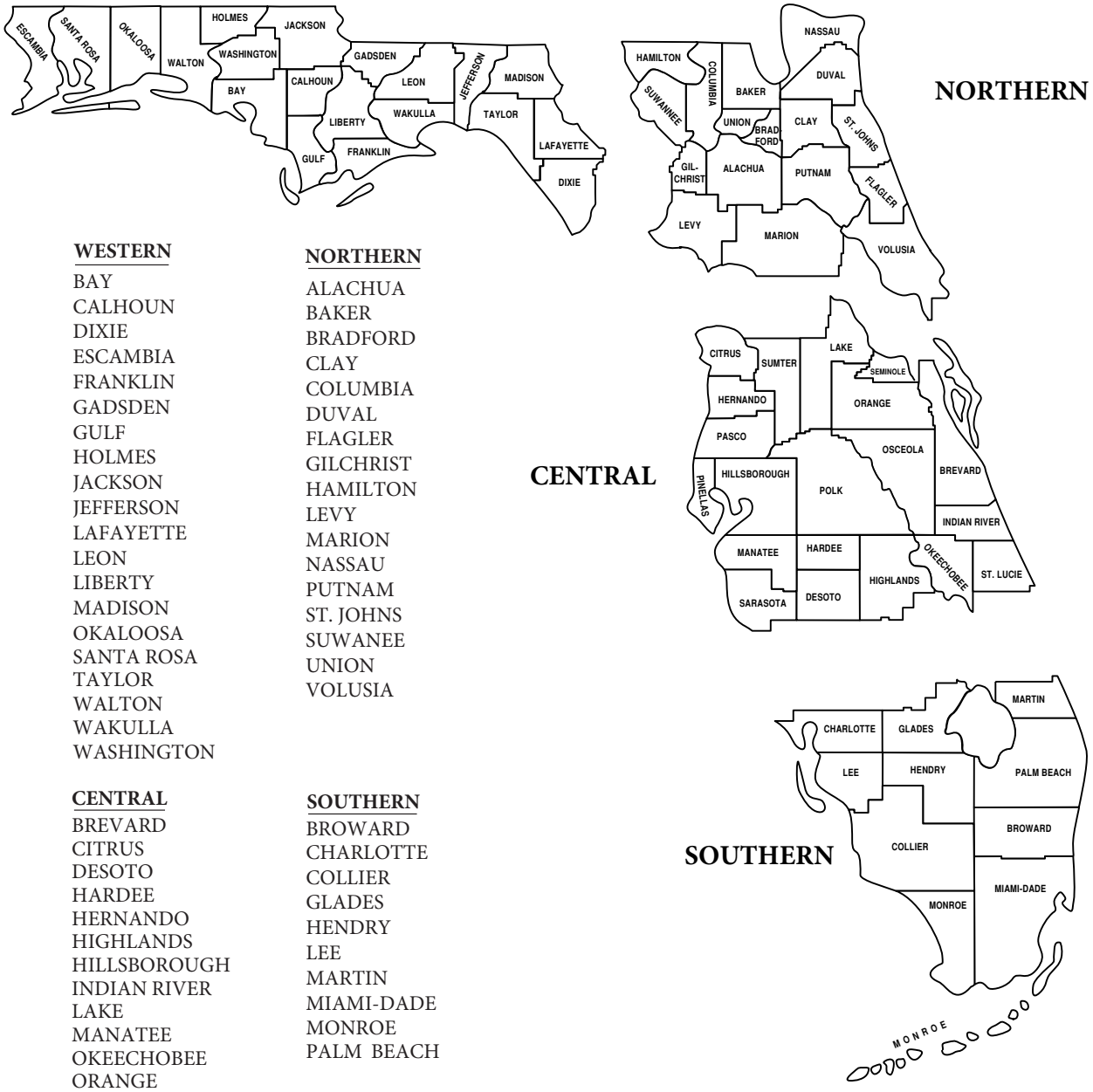
1.03 TERM OF CONTRACT

The FSA elected to renew the contract and extend the term of the contract for another twelve (12) months. The contract extension term will begin October 1, 2025, and end September 30, 2026.

For questions regarding this contract extension, please email Sarrah Carroll at scarroll@flsheriffs.org.

Sarrah Carroll
Deputy Executive Director of Administration

FSA CONTRACT ZONE MAP



WESTERN
BAY
CALHOUN
DIXIE
ESCAMBIA
FRANKLIN
GADSDEN
GULF
HOLMES
JACKSON
JEFFERSON
LAFAYETTE
LEON
LIBERTY
MADISON
OKALOOSA
SANTA ROSA
TAYLOR
WALTON
WAKULLA
WASHINGTON

CENTRAL
BREVARD
CITRUS
DESOTO
HARDEE
HERNANDO
HIGHLANDS
HILLSBOROUGH
INDIAN RIVER
LAKE
MANATEE
OKEECHOBEE
ORANGE
OSCEOLA
PASCO
PINELLAS
POLK
ST. LUCIE
SARASOTA
SEMINOLE
SUMTER

NORTHERN
ALACHUA
BAKER
BRADFORD
CLAY
COLUMBIA
DUVAL
FLAGLER
GILCHRIST
HAMILTON
LEVY
MARION
NASSAU
PUTNAM
ST. JOHNS
SUWANEE
UNION
VOLUSIA

SOUTHERN
BROWARD
CHARLOTTE
COLLIER
GLADES
HENDRY
LEE
MARTIN
MIAMI-DADE
MONROE
PALM BEACH

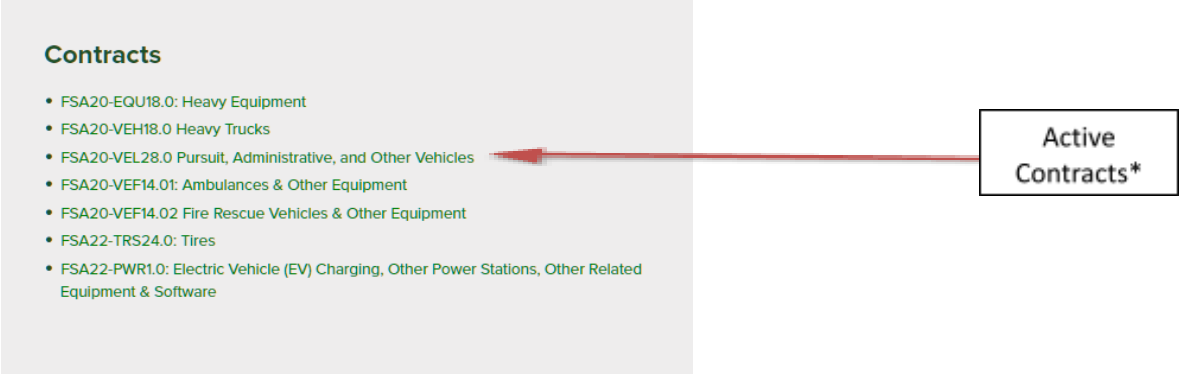
v.07_2021

CPP Ordering Instructions

1) The Florida Sheriffs Association (FSA) Cooperative Purchasing Program (CPP) welcomes purchasers to utilize our available contracts at no cost. FSA CPP currently has seven (7) active contracts, each are hyperlinked below and can be found on the CPP home page.

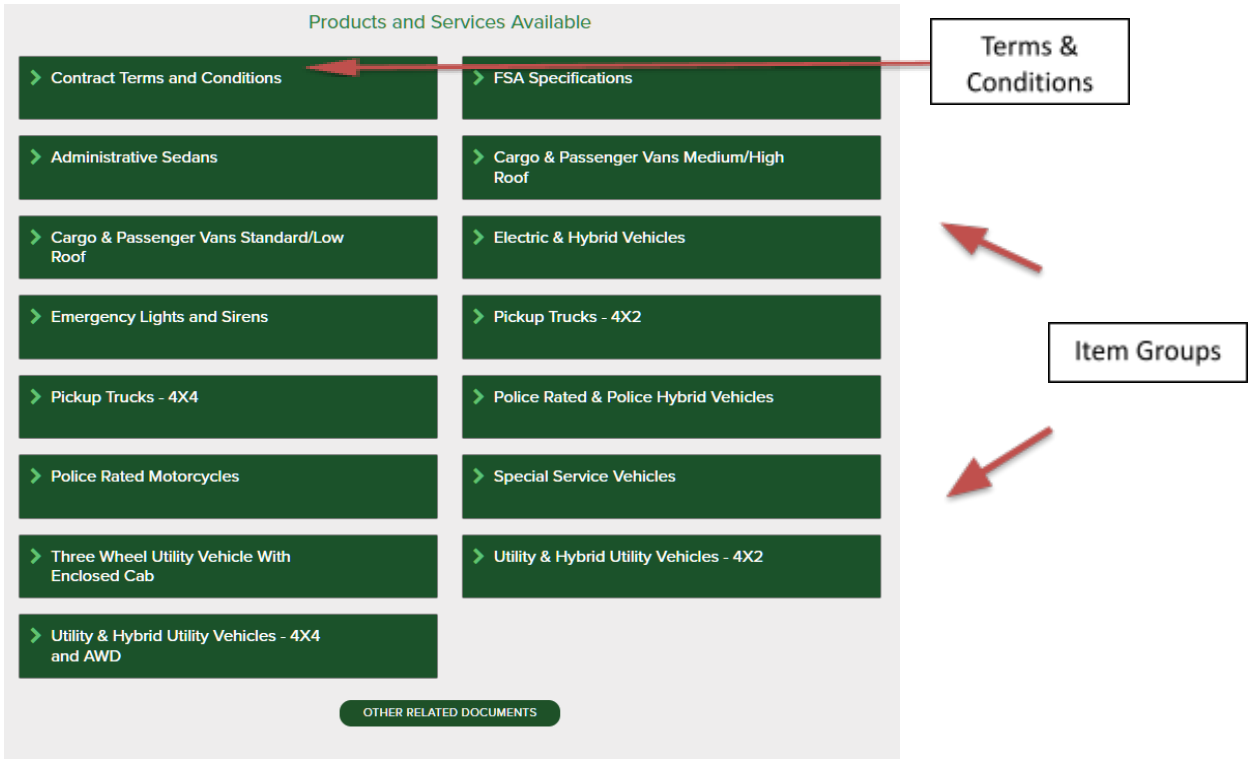
- ✔ Pursuit, Administrative and Other Vehicles
- ✔ Heavy Trucks & Buses
- ✔ Heavy Equipment
- ✔ Tires
- ✔ Electric Vehicle (EV) Charging, Power Stations, Equipment & Software
- ✔ Fire & Rescue Vehicles, Boats, & Equipment

2) Select the contract you are interested in. This can be done via the CPP home page or the Purchaser Resources page. *Note: information shown is for visual purposes only and may not reflect all current contracts.

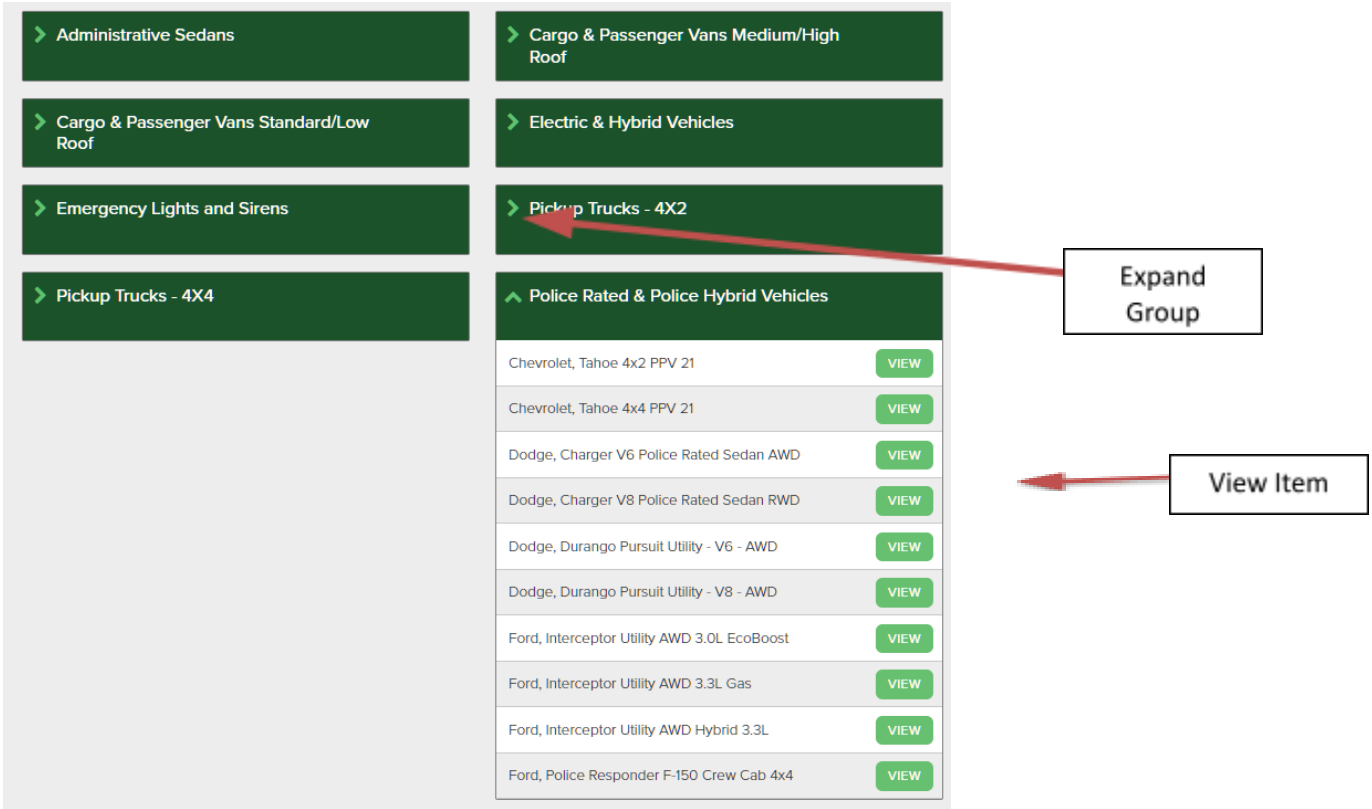


3) Scroll down to the Products & Services portion of the webpage, where there will be green boxes containing the Terms & Conditions and Item Groups.

CPP Ordering Instructions



4) To view available items, expand the Item Group by clicking on the green arrow to the left of each name. To view prices, awarded vendors by zone, build sheets, and option pricing select the green “View” button on the right.



CPP Ordering Instructions

5) A new tab will open, displaying the item award page. This page shows the primary awarded vendor for each zone and alternate vendors (if applicable). **Prices listed on this page are the current base price for contract items.** Click the "Build" link to review the vendor's Build Sheet. Click the "Options" link to review the vendor's options and their accompanying prices. Items can be upgraded or downgraded within the options.

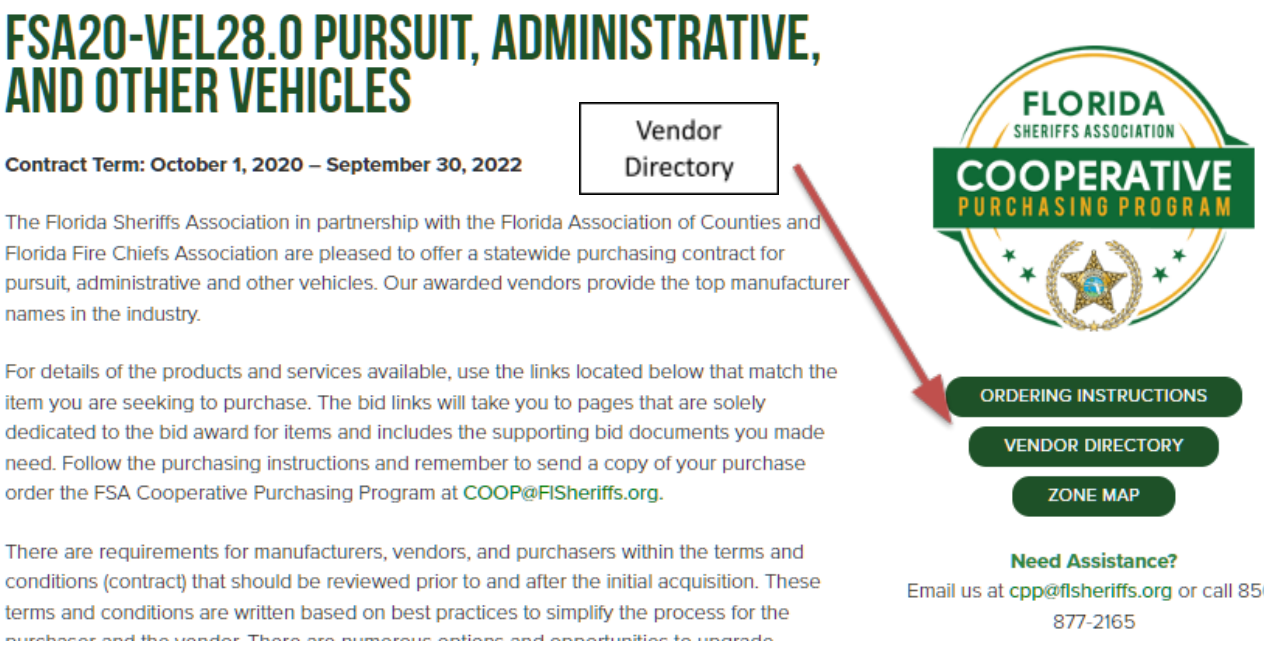
Zone	Rank	Vendor	Price	Percent:	Build File	Options File
Western	Primary	Duval Ford LLC	$36,767.00	0.00%	Build	Options
	Alternate	BOZARD FORD	$37,267.00	0.00%	Build	Options
	Alternate	Garber Ford Inc	$37,303.00	0.00%	Build	Options
Northern	Primary	Duval Ford LLC	$36,767.00	0.00%	Build	Options
	Alternate	Garber Ford Inc	$37,145.00	0.00%	Build	Options
	Alternate	BOZARD FORD	$37,162.00	0.00%	Build	Options
Central	Primary	Duval Ford LLC	$36,767.00	0.00%	Build	Options
	Alternate	Garber Ford Inc	$37,250.00	0.00%	Build	Options
	Alternate	Bachrodt FT, LLC dba Palmetto Ford of Miami	$37,259.00	0.00%	Build	Options
Southern	Primary	Duval Ford LLC	$36,767.00	0.00%	Build	Options
	Alternate	Bachrodt FT, LLC dba Palmetto Ford of Miami	$37,259.00	0.00%	Build	Options
	Alternate	Garber Ford Inc	$37,303.00	0.00%	Build	Options

Awarded Vendors

Build Sheets

Option Sheets

6) Each contract page contains a contract specific Vendor Directory (see below). The directory provides the company name, if they opted-in for federal compliance, Sales/Fleet contact name, email address, and phone number. If a vendor has changed names, or been bought by another company both names will be shown in the directory.



CPP Ordering Instructions

7) The "Purchaser Resources" page contains a Master Directory of CPP Vendors, in addition to the contract specific directories available on each award page.

8) FSA can make multiple awards by zone (if applicable). The purchaser has the choice of awarded vendors. The primary vendor offers the lowest price on the base item. If adding options, you may choose to get quotes from multiple awarded vendors. If a purchaser determines that a vendor in another zone can better serve their needs, they may order from that vendor; however, vendors may charge an out-of-zone delivery fee upon mutual agreement between the vendor and the purchaser.

9) Once a vendor has been identified for the item you wish to purchase, contact the vendor to request a quote.

10) Discuss delivery dates with the vendor. If no quote is provided, be sure to discuss delivery dates prior to issuing the purchase order to the vendor.

**Note: Vendors do not have any control over production delays in schedules from the manufacturer. **

Following the issuance of a purchase order, please send the PO to the selected vendors and the Florida Sheriffs Association at COOP@FlSheriffs.org.

11) Issue and submit a purchase order (PO) to the vendor.

12) The purchase order should include:
- The awarded vendor's name and address;
- The FSA contract number and title;
- The FSA item number and item description;
- The purchaser's federal identification number;
- The purchasing point of contacts name, phone number and email address; and
- Include the following FSA FIN/FAN/Certification codes on your purchase order for the corresponding manufacturer.

Manufacturer	Code Type	FSA Code	Contact
Ford	FIN	QE065	1-800-343-5338
Stellantis	FAN	917872	1-800-999-3533
General Motors	FAN	49313	1-800-353-3867
Nissan	Certification	FSA	FleetDistribution@Nissan-usa.com
Toyota	FIN	GE159	1-800-732-2798

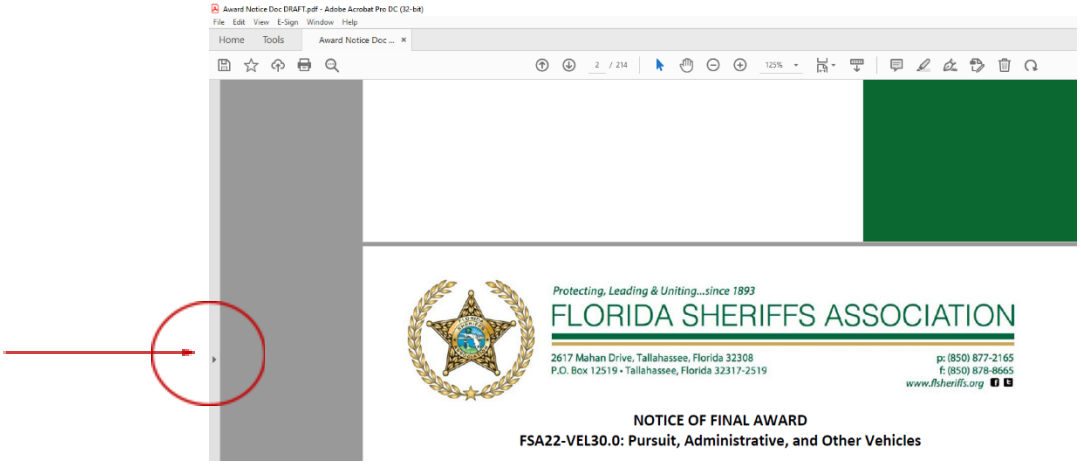
13) As a courtesy, CPP asks that purchasers submit copies of purchase orders to COOP@flsheriffs.org.

We hope you enjoy your purchasing experience with the FSA Cooperative Purchasing Program, if you need any assistance, please contact our staff at CPP@FlSheriffs.org .

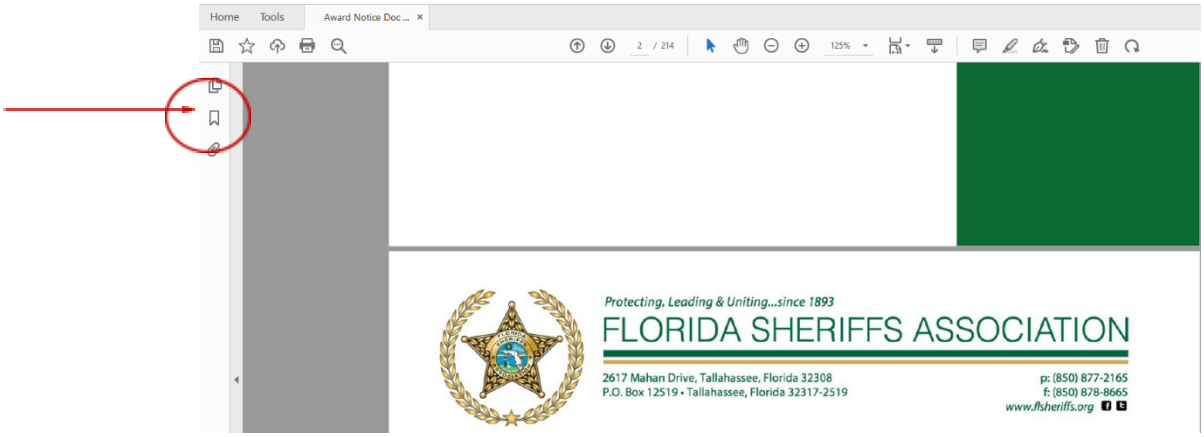
How To Navigate the Full Award Document

1. Open the Full Award Notice document in Adobe Acrobat.

2. Click on the small arrow on the left side of your screen

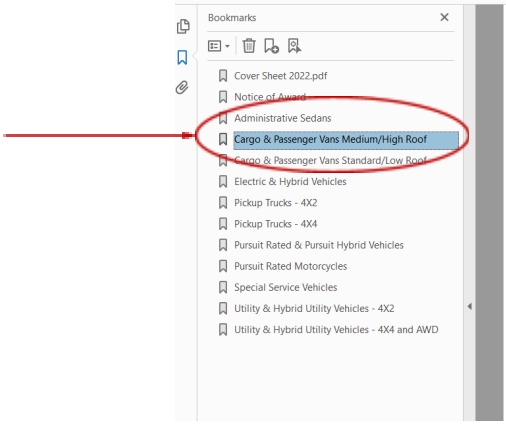


3. Click on the flag icon on the left-hand side of your screen.



4. A Table of Contents will appear to the left of your document. Select the item group that you are looking for. The document should automatically skip to the section clicked on.

How To Navigate the Full Award Document



FSA22-VEL30.0
Item Group Descriptions

The following items will be factory installed on the base vehicle/equipment to meet the model number and build codes of the vehicle listed.

Item Group:

- Cargo & Passenger Vans Medium/High Roof

FSA Item Group Description

- Standard Manufacturer Equipment and Specifications, plus the following if not already included in manufacturer standard equipment and base specifications:
- ENGINE: Manufacturer`s standard gas engine, alternator, battery and cooling package.
- TRANSMISSION/AXLES: Manufacturer`s standard automatic transmission; Manufacturer`s standard drive axle ratio for engine and transmission combination.

Bid Award

Contract: FSA23-EQU21.0, Equipment

Group: Generator: 500kW Stationary

Item: 176, Tradewinds, T500, T500

Zone	Rank	Vendor	Price	Build File	Options File
Western	Primary	Tradewinds Power Corp.	$159,741.00	Build	Options
Northern	Primary	Tradewinds Power Corp.	$159,741.00	Build	Options
Central	Primary	Tradewinds Power Corp.	$159,741.00	Build	Options
Southern	Primary	Tradewinds Power Corp.	$159,741.00	Build	Options

TRADEWINDS®
POWER CORP

FLORIDA SHERIFFS
ASSOCIATION BID:
FSA23-EQU21.1 SPEC. NO. 176
500KW STATIONARY GENERATOR SET

Row	Spec. Number	Code	Description	Price - All Zones
1	176	T350-UL-FS	Downgrade-Downgrade to a 350 kW 480V, UL 2200 listed generator package with EPA compliant 1800 rpm diesel engine; 600A breaker; NFPA 110 controller; marine grade aluminum enclosure, sound attenuated; 500gal UL 142 subbase fuel tank. Unit non-proprietary.	($3,835)
2	176	T400-UL-FS	Upgrade - Upgrade to a 400 kW, 480V, UL 2200 listed generator package with EPA compliant 1800 rpm diesel engine; 600A breaker; NFPA 110 controller; marine grade aluminum enclosure, sound attenuated; 500gal UL 142 subbase fuel tank. Unit non-proprietary.	$1,123
3	176	T450-UL-FS	Upgrade - Upgrade to a 450 kW, 480V, UL 2200 listed generator package UL 2200 listed , EPA compliant 1800 rpm diesel engine; 700A breaker; NFPA 110 controller; marine grade aluminum enclosure, sound attenuated; 500gal UL 142 subbase fuel tank Unit non-proprietary.	$5,697
4	176	T600-UL-FS	Upgrade - Upgrade to a 600 kW, 480V, UL 2200 listed generator package with EPA compliant 1800 rpm diesel engine; 1000A breaker; NFPA 110 controller; marine grade aluminum enclosure, sound attenuated; 500gal UL 142 subbase fuel tank. Unit non-proprietary.	$69,449
5	176	T750-UL-FS	Upgrade - Upgrade to a 750 kW, 480V generator package with EPA compliant 1800 rpm diesel engine; 1200A breaker; NFPA 110 controller; marine grade aluminum enclosure, sound attenuated; 1000gal UL 142 tank, Unit non-proprietary.	$110,592
6	176	T900-UL-FS	Upgrade - Upgrade to a 900 kW, 480V generator package with EPA compliant 1800 rpm diesel engine; 1600A breaker; NFPA 110 controller; marine grade aluminum enclosure, sound attenuated; 1000gal UL 142 tank, Unit non-proprietary.	$194,728
7	176	T-208-350-FS	Net Cost Adder - 350kW 208V - 240V AC Alternator and 1600A breaker.	$7,681
8	176	T-208-400-FS	Net Cost Adder - 400kW 208V - 240V AC Alternator and correct size breaker.	$10,295
9	176	T-208-450-FS	Net Cost Adder - 450kW 208V - 240V AC Alternator and correct size breaker.	$13,390
10	176	T-208-500-FS	Net Cost Adder - 500kW 208V - 240V AC Alternator and correct size breaker.	$13,390
11	176	T-208-600-FS	Net Cost Adder - 600kW 208V - 240V AC Alternator and correct size breaker.	$15,346
12	176	TREG-01-FS	Net Cost Adder - Supply and install Digital Voltage Regulator for 3 ph sensing with PMG.	$1,472
13	176	TGSHEAT-1-FS	Net Cost Adder - Space heater, 240/120V, to prevent accumulation of moisture and condensation in the AC alternator insulation.	$1,003
14	176	TVPI-FS	Net Cost Adder - Harsh duty alternator upgrade, with reinforced windings, fully encapsulated exciter stator, heavy duty rectifier. Up to 600kw. 1% of basic unit price.	1%
15	176	THDPAN-FS	Net cost Adder - Upgrade to Digital Control Panel for parallel ready application.	$12,932
16	176	TCEM-FS	Net cost Adder - Contact Expansion Module for paralleling application, for others to program.	$4,184
17	176	TAEM-FS	Net cost Adder - Analog Expansion Module for paralleling application, for others to program.	$2,830
18	176	TVRM-FS	Net cost Adder - Voltage Regulation Module for paralleling application, for others to program.	$2,266
19	176	TPARALLEL-FS	Net cost Adder - Paralleling system, and labor required for any two (2) machines together at the factory. Perform onsite start-up and adjustment.	$32,619
20	176	TSCD-02-FS	Net Cost Adder - Control Panel for Supervisory Controls and Data Acquisition (SCADA) with dry contacts interface on NEMA box	$1,704
21	176	TSCD-01-FS	Net Cost Adder - Design, Engineer, and supply Supervisory Controls and Data Acquisition (SCADA) system to remotely monitor, control and provide analytical data of a pumping station. Price includes all material except, computer and monitors.	$27,833

Tradewinds Contact Person: Paul Staples
pstaples@tradewindspower.com
Phone: 800.223.3289
www.tradewindspower.com

TRADEWINDS® POWER CORP

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Row	Spec. Number	Code	Description	Price - All Zones
22	176	TRMA-03-FS	Net Cost Adder - Supply NFPA 110 compliant generator remote annunciation panel, Flush or Surface mount type. Shipped loose.	$1,041
23	176	TBGPB-04-FS	Net Cost Adder - Supply Emergency break glass push button mounted in a NEMA 3R box. Shipped Loose.	$837
24	176	T100%BRK-FS	Net Cost Adder - 100% rated mainline circuit breaker; up to 250 amps.	$1,579
25	176	T100%BRK01-FS	Net Cost Adder - 100% rated mainline circuit breaker 300 amp through 800 amp.	$2,728
26	176	T100%BRK02-FS	Net Cost Adder - 100% rated mainline circuit breaker 1000 amp and above.	$3,876
27		T-MOTORIZEDBRKR-FS	Net Cost Adder - Upgrade to Motorized breaker for paralleling application.	$5,616
28	176	TAUXBRK-FS	Net Cost Adder - Auxiliary switch and alarm for circuit breakers	$722
29	176	T2BCHNFPA-FS	Net Cost Adder - Battery Charger MicroGenius 300 series; NFPA 110 regulatory compliance; 2 alarms; selectable 12/10A, 12/24 VDC output, 90-265 VAC, 50/60Hz; up to 93 percent efficiency. LCD display.	$2,073
30	176	T5BCHNFPA-FS	Net Cost Adder - Battery Charger MicroGenius 300 series; NFPA 110 regulatory compliance; 5 alarms; selectable 12/10A, 12/24 VDC output, 90-265 VAC, 50/60Hz; up to 93 percent efficiency. LCD display.	$2,338
31	176	T100LB-FS	Net Cost Adder-100KW 480V,93KW 240V Resistive Load Bank, Suitcase type ASCO 2705 Series. Digital control toggle switch operating with LED indicating lights.	$22,787
32	176	T265LB-FS	Net Cost Adder-265KW 480V,257KW 240V Resistive Load Bank, Suitcase type ASCO 2705 Series. Digital control toggle switch operating with LED indicating lights.	$37,726
33	176	T63DBA-E-FS	Net Cost Adder- Upgrade aluminum enclosure to meet 63dBA at 21 ft. 300-500kW	$18,995
34	176	T63DBA-F-FS	Net Cost Adder- Upgrade aluminum enclosure to meet 63dBA at 21 ft. 600kW	$29,470
35	176	T63DBA-G-FS	Net Cost Adder- Upgrade aluminum enclosure to meet 63dBA at 21 ft. 750-900kW	$32,810
36	176	DELETE-E-FS	Credit - Delete aluminum weather enclosure and subbase fuel tank from 301kW - 500 kW packages, and provide loose muffler, exhaust flex connector and rain cap.	($40,128)
37	176	DELETE-F-FS	Credit - Delete aluminum weather enclosure and subbase fuel tank from 600 kW package, and provide loose muffler, exhaust flex connector and rain cap.	($50,267)
38	176	DELETE-G-FS	Credit - Delete aluminum weather enclosure and subbase fuel tank from 750KW - 900 kW packages, and provide loose muffler, exhaust flex connector and rain cap.	($61,266)
39	176	TSUBBASE-E-FS	Net Cost Adder- To provide steel subbase with anticorriseve coating, for 350-500kW unit.	$3,783
40	176	TSUBBASE-F-FS	Net Cost Adder- To provide steel subbase with anticorriseve coating, for 600kW unit.	$5,868
41	176	TSUBBASE-G-FS	Net Cost Adder- To provide steel subbase with anticorriseve coating, for 750-900kW unit.	$6,770
42	176	T-1000Etank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 1000gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 350-500kW units.	$4,993
43	176	T-1500Etank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 1500gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 350-500kW units.	$10,796
44	176	T-2000Etank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 2000gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 350-500kW units.	$20,224
45	176	T-2500Etank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 2500gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 350-500kW units.	$23,097
46	176	T-3100Etank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 3100gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 350-500kW units.	$33,645
47	176	T-1200Ftank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 1000gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 600kW unit.	$5,445
48	176	T-2000Ftank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 2000gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 600KW unit.	$19,904

Tradewinds Contact Person: Paul Staples
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TRADEWINDS® POWER CORP

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500KW STATIONARY GENERATOR SET

Row	Spec. Number	Code	Description	Price - All Zones
49	176	T-2500Ftank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 2500gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 600KW unit.	$26,063
50	176	T-3100Ftank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 3100gal UL 142 with FDEP package and exterior corrosion resistant paint applied.For 600KW unit.	$33,140
51	176	T-2750Gtank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 2750gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 750-900KW unit.	$36,516
52	176	T-3150Gtank-FS	Net Cost Adder - Upgrade existing UL 142 subbase fuel tank to 3150gal UL 142 with FDEP package and exterior corrosion resistant paint applied. For 750-900KW unit.	$42,183
53	176	T-2531CW-FS	Net Cost Adder - Engineer, provide, and ship loose walk around cat walk with stairs and OSHA approved hand rails. Partially assembled and requires final site assembly.	$23,872
54	176	T-DTNK100-FS	Net Cost Adder - 50 gal day tank, 1/3 hp motor, 115V, 1 ph, 60Hz, high/low alarm and remote signal, solenoid valve; high fuel level shutdown; leak detector; check valve; control panel, UL, N3R.	$16,997
55	176	T-DTNK200-FS	Net Cost Adder - 100 gal day tank, 1/3 hp motor, 115V, 1 ph, 60Hz, high/low alarm and remote signal, solenoid valve; high fuel level shutdown; leak detector; check valve; control panel, UL, N3R.	$21,546
56	176	TC-1000-UL-FS	Net Cost Adder - 1000gal UL 142, above ground steel storage subbase fuel tank with required fittings, delivery included. Off-loading by others.	$52,494
57	176	TC-2000-UL-FS	Net Cost Adder - 2000gal UL 142, above ground steel storage subbase fuel tank with required fittings, delivery included. Off-loading by others.	$81,829
58	176	TC3000-UL-FS	Net Cost Adder - 3000gal UL 2085, above ground concrete subbase fuel tank with all necessary fittings, ground level fill point, and alarms. Delivery and off loading by others.	$96,086
59	176	TC8000-UL-FS	Net Cost Adder - 8000gal UL 2085, above ground concrete subbase fuel tank with all necessary fittings, ground level fill point, and alarms. Delivery and off loading by others.	$175,448
60	176	TPOL-FS	Net Cost Adder - Supply and install diesel fuel polishing system 54 gph with N3R enclosure. 0-400 gal tank.	$12,371
61	176	TPOL1-FS	Net Cost Adder - Supply and install diesel fuel polishing system 126 gph with N3R enclosure.300-1000 gal tank.	$21,418
62	176	TPOL2-FS	Net Cost Adder - Supply and install diesel fuel polishing system 180 gph. 1000-5000 gal tank.	$25,591
63	176	IT100-150-FS	Credit - Downgrade 100-150 A, 2 or 3 pole Automatic Transfer Switch and generator set package installation, up to 15 ft away from main power source. Price includes concrete pad, permits, setting and start-up. Cost per amp.	($159,567)
64	176	IT151-200-FS	Credit - Downgrade 151 - 200 A, 2 or 3 pole Automatic Transfer Switch and generator set package installation, up to 15 ft away from main power source. Price includes concrete pad, permits, setting and start-up. Cost per amp.	($159,580)
65	176	IT201-400-FS	Credit - Downgrade 201 - 400 A, 2 or 3 pole Automatic Transfer Switch and generator set package installation, up to 15 ft away from main power source. Price includes concrete pad, permits, setting and start-up. Cost per amp.	($159,590)
66	176	IT401-600-FS	Credit - Downgrade 401 - 600 A, 2 or 3 pole Automatic Transfer Switch and generator set package installation, up to 15 ft away from main power source. Price includes concrete pad, permits, setting and start-up. Cost per amp.	($159,618)
67	176	IT601-800-FS	Credit - Downgrade 601 - 800 A, 2 or 3 pole Automatic Transfer Switch and generator set package installation, up to 15 ft away from main power source. Price includes concrete pad, permits, setting and start-up. Cost per amp.	($159,637)

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Row	Spec. Number	Code	Description	Price - All Zones
68	176	IT801-1200-FS	Credit - Downgrade 801 - 1200 A, 2 or 3 pole Automatic Transfer Switch and generator set package installation, up to 15 ft away from main power source. Price includes concrete pad, permits, setting and start-up. Cost per amp.	($159,600)
69	176	IT1201-4000-FS	Credit - Downgrade 1201 - 4000 A, 2 or 3 pole Automatic Transfer Switch and generator set package installation, up to 15 ft away from main power source. Price includes concrete pad, permits, setting and start-up. Cost per amp.	($159,580)
70	176	T100LB-FS	Net Cost Adder-100KW 480V,93KW 240V Resistive Load Bank, Suitcase type ASCO 2705 Series. Digital control toggle switch operating with LED indicating lights.	$22,787
71	176	T265LB-FS	Net Cost Adder-265KW 480V,257KW 240V Resistive Load Bank, Suitcase type ASCO 2705 Series. Digital control toggle switch operating with LED indicating lights.	$37,726
72	176	TQCP-400S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 400A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$12,791
73	176	TQCP-800S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 800A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$14,107
74	176	TQCP-1200S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 1200A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$15,907
75	176	TQCP-1600S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 1600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$20,919
76	176	TQCP-2000S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 2000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$20,907
77	176	TQCP-2400S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 2400A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$25,833
78	176	TQCP-2800S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 2800A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$29,721
79	176	TQCP-3000S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 3200A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$31,947
80	176	TQCP-3600S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 3600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$32,952
81	176	TQCP-4000S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 4000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$32,848
82	176	TQCP-400D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 400A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$23,024
83	176	TQCP-600D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$25,152
84	176	TQCP-800D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 800A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$28,317
85	176	TQCP-1200D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 1200A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$43,406
86	176	TQCP-1600D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 1600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$48,730
87	176	TQCP-2000D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 2000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$61,713
88	176	TQCP-2400D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 2400A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$74,656

Tradewinds Contact Person: Paul Staples
pstaples@tradewindspower.com
Phone: 800.223.3289
www.tradewindspower.com

TRADEWINDS®
POWER CORP

FLORIDA SHERIFFS
ASSOCIATION BID:
FSA23-EQU21.1 SPEC. NO. 176
500KW STATIONARY GENERATOR SET

Row	Spec. Number	Code	Description	Price - All Zones
89	176	TQCP-2800D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 2800A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$89,175
90	176	TQCP-3000D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 3000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$95,418
91	176	TQCP-3200D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 3200A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$103,367
92	176	TQCP-3600D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 3600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$113,278
93	176	TQCP-4000D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 4000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$138,818
94	176	TMAIN-1-FS	Net Cost Adder - One (1) maintenance trip for 20 kW - 200 kW packages to change oil, oil filter, and fuel filters. Inspect/check operation.	$1,898
95	176	TMAIN-2-FS	Net Cost Adder - One (1) maintenance trip for 201kw - 300 kW packages to change oil, oil filter, and fuel filters. Inspect/check operation.	$2,332
96	176	TMAIN-3-FS	Net Cost Adder - One (1) maintenance trip for 301kw - 600 kW packages to change oil, oil filter, and fuel filters. Inspect/check operation.	$4,062
97	176	TMAIN-4-FS	Net Cost Adder - One (1) maintenance trip for 900 kW packages to change oil, oil filter, and fuel filters. Inspect/check operation.	$6,706
98	176	T-SERV-FS	Net Cost Adder -SERVICE JOB :Modification of new or existing equipment as requested by the customer. Evaluation and troubleshooting, component replacement, system testing, and upgrades as applicable. Parts not included. Standard Field Service or Standard Shop Labor -in house, PER HOUR (In and Out freight not included).	$185
99	176	5yr - FS	Net Cost Adder - Add 5 year, 5000 hour standby power extended warranty to include 1800rpm engine; alternator, breaker; control panel, Enclosure. subbase fuel tank excluded. Price is 5% of total purchase price.	5%
100	176	T-CCP-FS	Net Cost Adder - Payment made by Credit Card, 4% fee of total purchase.	4%

Tradewinds Contact Person: Paul Staples
pstaples@tradewindspower.com
Phone: 800.223.3289
www.tradewindspower.com

TRADEWINDS POWER CORP

5820 NW 84th Avenue Miami, Florida 33166
Tel 305-592-9745 FAX 305-592-7461
www.tradewindspower.com

Filters
Pump Sets
Power Units
Generator Sets
Automatic Engine Controls

TO: **Town of Pembroke Park**
3150 S.W. 52nd Ave
Pembroke Park, FL 33023
Attn: Mr. Osmanny Larzabal

Quotation # AV26518Q-rev
March 24, 2026

Eaton ATC 1200 Amp ATS

We are pleased to offer this Quotation as detailed below

Amount	Description	Each	Extended
1	**Model TS870 Automatic Transfer Switch was Awarded to Tradewinds under FSA Contract No. FSA23-EQU21.1, Spec #496.**	$10,545	$10,545
1	**TT1200-FS** Upgrade 1200amp, 120/240vac, 3ph, 60hz, Thomson TS870 Series Automatic Transfer Switch mounted in a NEMA 3R enclosure with the following features: **Enclosed Contact Power Switching Units:** * Fully enclosed silver alloy contacts provide high withstand rating & 100% continuous current rating. * 3 cycle short circuit current withstand tested allows use of non-series rated upstream protection devices. * completely separate utility and generator side switching units provide superior reliability through redundancy (no common parts), as well as excellent serviceability * power switching units can incorporate over current protection. * not damaged if manually switched while in service since contacts have inherent spring over center design. **Reliable Motor-Operated Transfer Mechanism:** * heavy duty brushless gear motor and operating mechanism provide mechanical interlocking and extreme long life with minimal maintenance * safe manual operation permits easy operation even under adverse conditions. **Superior Serviceability** * all mechanical control devices are visible and read accessible * all control wires and power busses are front accessible **Control Features** * Deep Sea 7320 microprocessor base controller * Isolation plug permits disconnecting control circuits from all power sources for safety and convenience. **Safety Standards** * UL 1008 Automatic Transfer Switches for use in Emergency Systems * CSA C22.2 No. 178	$11,025	$11,025
	* **Optional Equipment not included in above pricing:**		
	Out of Contract option Net Cost Adder for Eaton ATC9C5C31200WSU contactor type 1200 Amps, NEMA Type-1, Fixed Mounted, Service Entrance Rated automatic transfer switch 240/120 Vac, 60hz, 3 Phase, 4 Wire, 3 poles. **Wall mounting ATS**	23,656	23,656
	TPC-WAR2-AT-FS Adder for 1001 - 4000A 5yr factory extended warranty. Net cost of warranty will be 10% of total cost of switch.	4,523	4,523
	Sub Total, Ex-works our warehouse, Miami, Florida		**$49,749**
	Delivery to Pembroke Park, Fl. Curbside. Off-Loading by others.	Inc.	Inc.
	Total		**$49,749**
	State & Local Tax as Applicable		
	Estimated Shipping date from receipt of order: 35 weeks		

Price Validity: 15 days; 25% Cancellation Charge for Restocking.

Wire-Transfer: Tradewinds Power Corp Division of Southeast Power Group
F/B/O SouthState Bank
Acct# 8010002336606 ABA# 063114030

Abe Vargas

TRADEWINDS®
POWER CORP
5820 NW 84th Avenue • Miami Florida 33166
Tel 305 592 9745 • FAX 305 592 7461

Filters
Pump Sets
Power Units
Generator Sets
Automatic Engine Controls

Tradewinds Power Corp

Bid No. FSA23-EQU21.1
Specification No. #496
600amp Automatic Transfer Switch



FSA Cooperative Purchasing Program



FSA23-EQU21.1: Equipment Extension Packet

PROTECTING, LEADING & UNITING SINCE 1893
FLORIDA SHERIFFS ASSOCIATION
2617 Mahan Drive
Tallahassee, Florida 32308
p: (850) 877-2165 f: (850) 878-8665
flsheriffs.org

Contract Extension Amendment

Contract FSA23-EQU21.0: Equipment

Extension Term: October 1, 2025, through September 30, 2026

The Terms and Conditions of this Contract allow for modification via contract addenda as provided for in Section 1.23. The effective dates of the original contract term for FSA23-EQU21.0 are October 1, 2023, through September 30, 2025. The Florida Sheriffs Association (FSA) shall extend this contract for an additional one (1) year term from October 1, 2025, through September 30, 2026. The Terms and Conditions remain in effect for the contract extension term. Items and pricing may be updated in accordance with Sections 3.05 and 3.06 of the Terms and Conditions.

FSA is amending the original contract to reflect the following modifications:

- Modify the contract number to FSA23-EQU21.1, which reflects the extension; and
- Amend Section 1.03 to recognize the term of the contract extension.

Section 1.03 is amended to include the following language:

1.03 TERM OF CONTRACT

The FSA elected to renew the contract and extend the term of the contract for another twelve (12) months. The contract extension term will begin October 1, 2025, and end September 30, 2026.

For questions regarding this contract extension, please email Sarrah Carroll at scarroll@flsheriffs.org.

Sarrah Carroll
Deputy Executive Director of Administration

Protecting, Leading & Uniting Since 1893
FLORIDA SHERIFFS ASSOCIATION
2617 Mahan Drive, Tallahassee, Florida 32308
P.O. Box 12519, Tallahassee, Florida 32317-2519
ph: (850) 877-2165
fax: (850) 878-8665
www.flsheriffs.org

May 12, 2023

FSA22-VEL30.0 & FSA22-VEH20.0 Model Year Price Adjustment

Awarded Vendors,

The Contract Terms and Conditions allow for price adjustments due to significant changes to manufacturer production in Section 3.06. FSA is allowing awarded vendors to submit adjusted pricing for model year 2024 vehicles in conjunction with order dates published by the manufacturer or with other manufacturer documentation.

FSA is requesting vendors submit a new price per item per zone for each item currently awarded. Adjusted pricing should be submitted prior to the date the manufacturer will begin accepting orders for model year 2024 vehicles when possible. FSA will consider the request and make a final determination on the changes in price. FSA reserves the right to refuse any excess price adjustment requests.

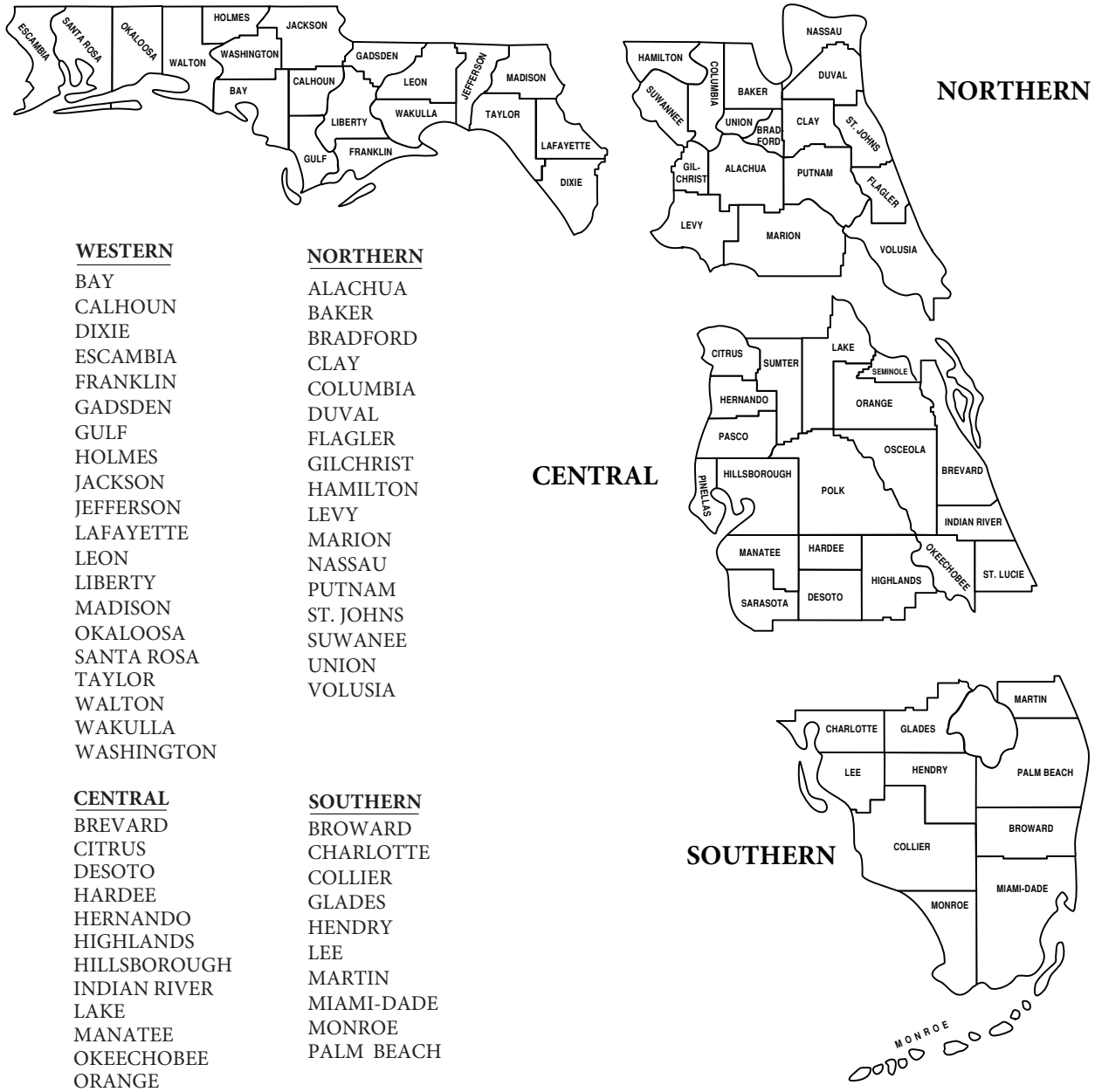
If pricing is not available when the manufacturer begins accepting orders, purchasers can submit a letter of intent referencing the FSA Contract to an awarded vendor indicating the models and quantities of vehicles they wish to purchase. After pricing is published, purchasers can issue a purchase order to the vendor to replace the letter of intent.

If you have any questions, please contact Cooperative Purchasing Program staff at CPP@flsheriffs.org.

Thank you,

Hugh Oliver
Cooperative Purchasing Program Manager

FSA CONTRACT ZONE MAP



WESTERN
BAY
CALHOUN
DIXIE
ESCAMBIA
FRANKLIN
GADSDEN
GULF
HOLMES
JACKSON
JEFFERSON
LAFAYETTE
LEON
LIBERTY
MADISON
OKALOOSA
SANTA ROSA
TAYLOR
WALTON
WAKULLA
WASHINGTON

CENTRAL
BREVARD
CITRUS
DESOTO
HARDEE
HERNANDO
HIGHLANDS
HILLSBOROUGH
INDIAN RIVER
LAKE
MANATEE
OKEECHOBEE
ORANGE
OSCEOLA
PASCO
PINELLAS
POLK
ST. LUCIE
SARASOTA
SEMINOLE
SUMTER

NORTHERN
ALACHUA
BAKER
BRADFORD
CLAY
COLUMBIA
DUVAL
FLAGLER
GILCHRIST
HAMILTON
LEVY
MARION
NASSAU
PUTNAM
ST. JOHNS
SUWANEE
UNION
VOLUSIA

SOUTHERN
BROWARD
CHARLOTTE
COLLIER
GLADES
HENDRY
LEE
MARTIN
MIAMI-DADE
MONROE
PALM BEACH

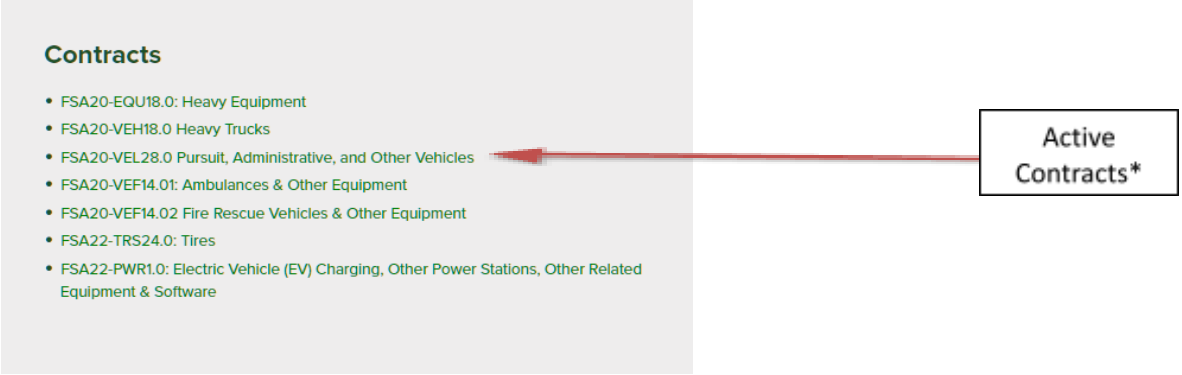
v.07_2021

CPP Ordering Instructions

1) The Florida Sheriffs Association (FSA) Cooperative Purchasing Program (CPP) welcomes purchasers to utilize our available contracts at no cost. FSA CPP currently has seven (7) active contracts, each are hyperlinked below and can be found on the CPP home page.

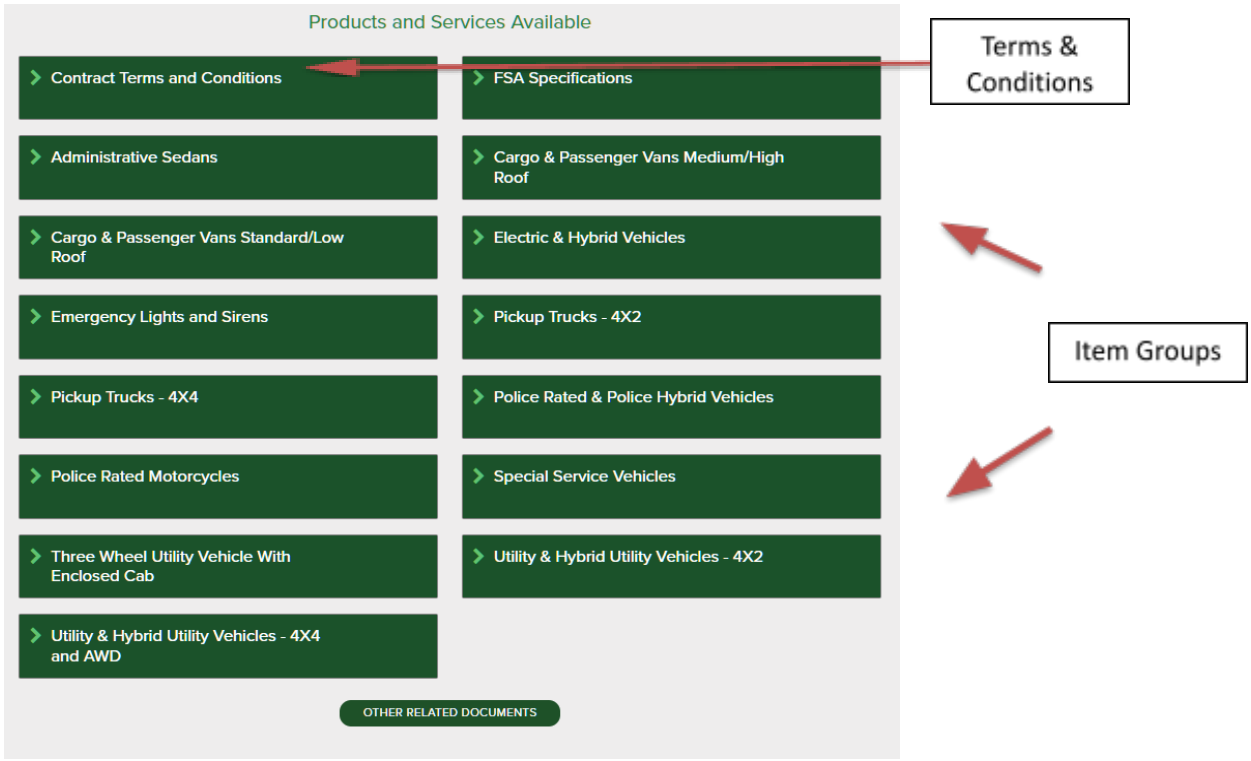
- ✔ Pursuit, Administrative and Other Vehicles
- ✔ Heavy Trucks & Buses
- ✔ Heavy Equipment
- ✔ Tires
- ✔ Electric Vehicle (EV) Charging, Power Stations, Equipment & Software
- ✔ Fire & Rescue Vehicles, Boats, & Equipment

2) Select the contract you are interested in. This can be done via the CPP home page or the Purchaser Resources page. *Note: information shown is for visual purposes only and may not reflect all current contracts.

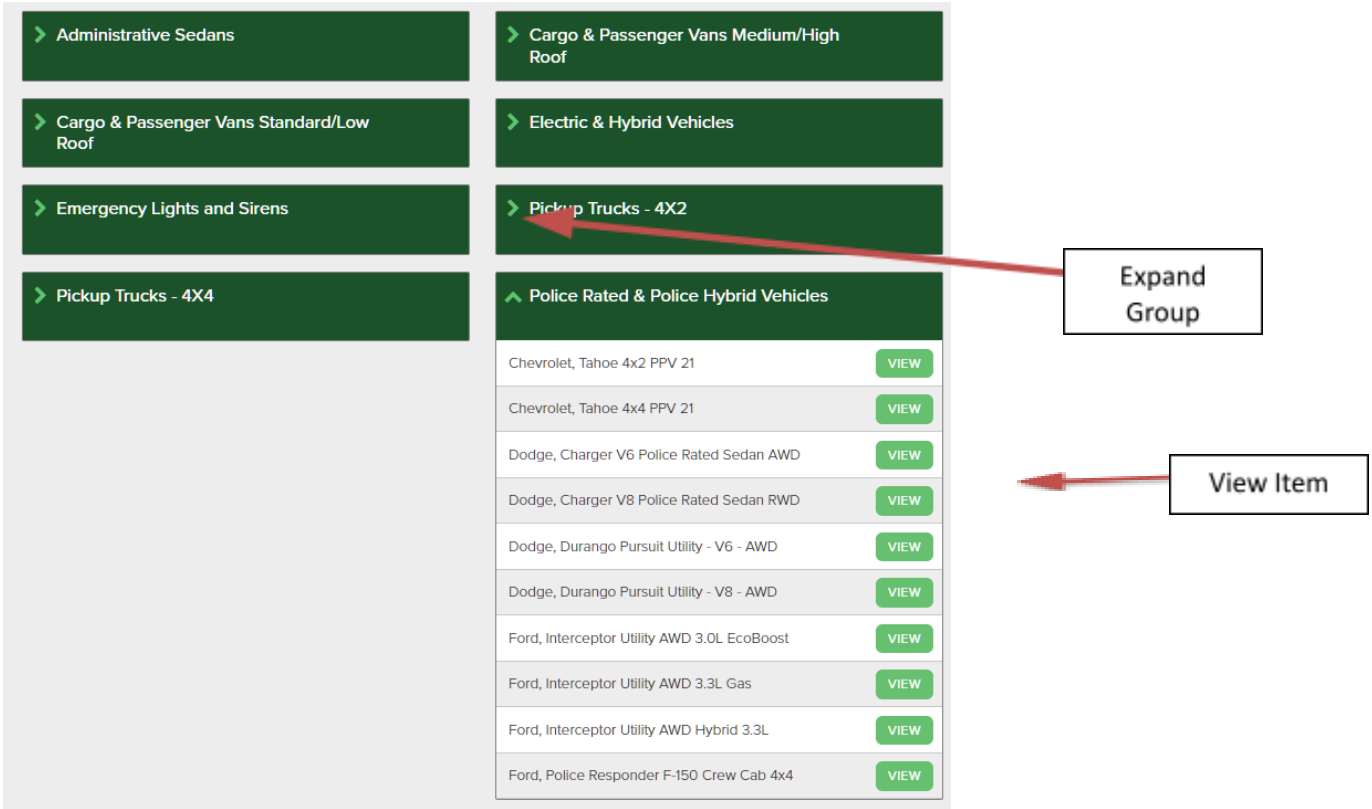


3) Scroll down to the Products & Services portion of the webpage, where there will be green boxes containing the Terms & Conditions and Item Groups.

CPP Ordering Instructions



4) To view available items, expand the Item Group by clicking on the green arrow to the left of each name. To view prices, awarded vendors by zone, build sheets, and option pricing select the green "View" button on the right.



CPP Ordering Instructions

5) A new tab will open, displaying the item award page. This page shows the primary awarded vendor for each zone and alternate vendors (if applicable). **Prices listed on this page are the current base price for contract items.** Click the "Build" link to review the vendor's Build Sheet. Click the "Options" link to review the vendor's options and their accompanying prices. Items can be upgraded or downgraded within the options.

Zone	Rank	Vendor	Price	Percent:	Build File	Options File
Western	Primary	Duval Ford LLC	$36,767.00	0.00%	Build	Options
	Alternate	BOZARD FORD	$37,267.00	0.00%	Build	Options
	Alternate	Garber Ford Inc	$37,303.00	0.00%	Build	Options
Northern	Primary	Duval Ford LLC	$36,767.00	0.00%	Build	Options
	Alternate	Garber Ford Inc	$37,145.00	0.00%	Build	Options
	Alternate	BOZARD FORD	$37,162.00	0.00%	Build	Options
Central	Primary	Duval Ford LLC	$36,767.00	0.00%	Build	Options
	Alternate	Garber Ford Inc	$37,250.00	0.00%	Build	Options
	Alternate	Bachrodt FT, LLC dba Palmetto Ford of Miami	$37,259.00	0.00%	Build	Options
Southern	Primary	Duval Ford LLC	$36,767.00	0.00%	Build	Options
	Alternate	Bachrodt FT, LLC dba Palmetto Ford of Miami	$37,259.00	0.00%	Build	Options
	Alternate	Garber Ford Inc	$37,303.00	0.00%	Build	Options

Awarded Vendors

Build Sheets

Option Sheets

6) Each contract page contains a contract specific Vendor Directory (see below). The directory provides the company name, if they opted-in for federal compliance, Sales/Fleet contact name, email address, and phone number. If a vendor has changed names, or been bought by another company both names will be shown in the directory.

FSA20-VEL28.0 PURSUIT, ADMINISTRATIVE, AND OTHER VEHICLES

Contract Term: October 1, 2020 – September 30, 2022

Vendor Directory

The Florida Sheriffs Association in partnership with the Florida Association of Counties and Florida Fire Chiefs Association are pleased to offer a statewide purchasing contract for pursuit, administrative and other vehicles. Our awarded vendors provide the top manufacturer names in the industry.

For details of the products and services available, use the links located below that match the item you are seeking to purchase. The bid links will take you to pages that are solely dedicated to the bid award for items and includes the supporting bid documents you made need. Follow the purchasing instructions and remember to send a copy of your purchase order the FSA Cooperative Purchasing Program at COOP@FlSheriffs.org.

There are requirements for manufacturers, vendors, and purchasers within the terms and conditions (contract) that should be reviewed prior to and after the initial acquisition. These terms and conditions are written based on best practices to simplify the process for the

ORDERING INSTRUCTIONS

VENDOR DIRECTORY

ZONE MAP

Need Assistance?

Email us at cpp@flsheriffs.org or call 850-877-2165

CPP Ordering Instructions

7) The "Purchaser Resources" page contains a Master Directory of CPP Vendors, in addition to the contract specific directories available on each award page.

8) FSA can make multiple awards by zone (if applicable). The purchaser has the choice of awarded vendors. The primary vendor offers the lowest price on the base item. If adding options, you may choose to get quotes from multiple awarded vendors. If a purchaser determines that a vendor in another zone can better serve their needs, they may order from that vendor; however, vendors may charge an out-of-zone delivery fee upon mutual agreement between the vendor and the purchaser.

9) Once a vendor has been identified for the item you wish to purchase, contact the vendor to request a quote.

10) Discuss delivery dates with the vendor. If no quote is provided, be sure to discuss delivery dates prior to issuing the purchase order to the vendor.

**Note: Vendors do not have any control over production delays in schedules from the manufacturer. **

Following the issuance of a purchase order, please send the PO to the selected vendors and the Florida Sheriffs Association at COOP@FlSheriffs.org.

11) Issue and submit a purchase order (PO) to the vendor.

12) The purchase order should include:
- The awarded vendor's name and address;
- The FSA contract number and title;
- The FSA item number and item description;
- The purchaser's federal identification number;
- The purchasing point of contacts name, phone number and email address; and
- Include the following FSA FIN/FAN/Certification codes on your purchase order for the corresponding manufacturer.

Manufacturer	Code Type	FSA Code	Contact
Ford	FIN	QE065	1-800-343-5338
Stellantis	FAN	917872	1-800-999-3533
General Motors	FAN	49313	1-800-353-3867
Nissan	Certification	FSA	FleetDistribution@Nissan-usa.com
Toyota	FIN	GE159	1-800-732-2798

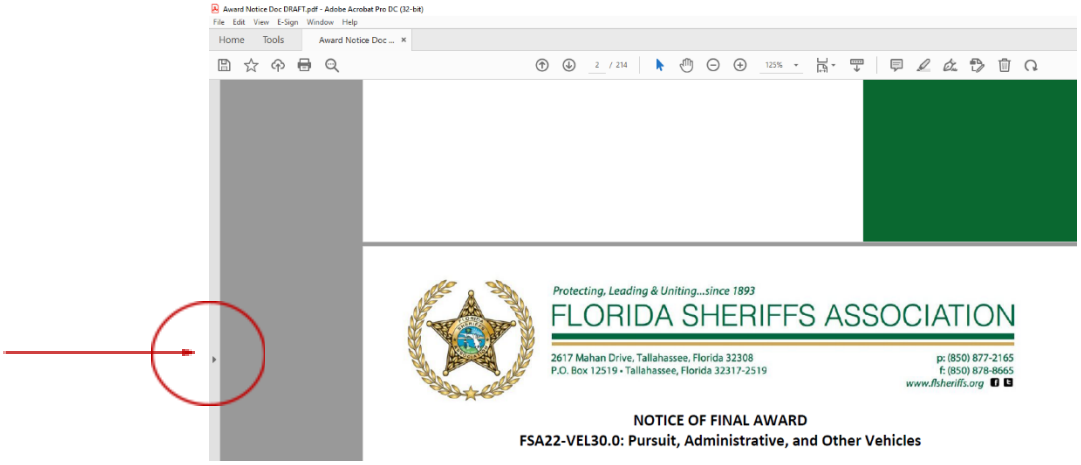
13) As a courtesy, CPP asks that purchasers submit copies of purchase orders to COOP@flsheriffs.org.

We hope you enjoy your purchasing experience with the FSA Cooperative Purchasing Program, if you need any assistance, please contact our staff at CPP@FlSheriffs.org .

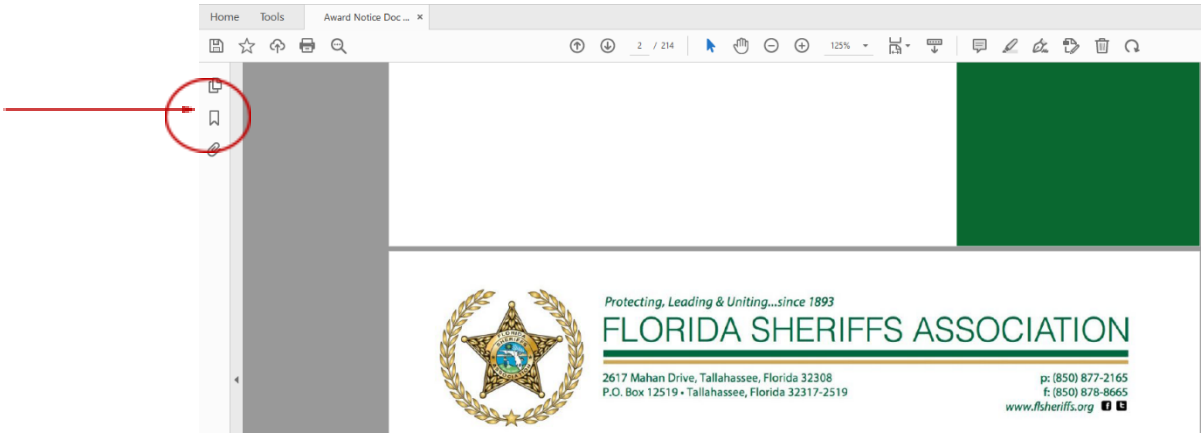
How To Navigate the Full Award Document

1. Open the Full Award Notice document in Adobe Acrobat.

2. Click on the small arrow on the left side of your screen

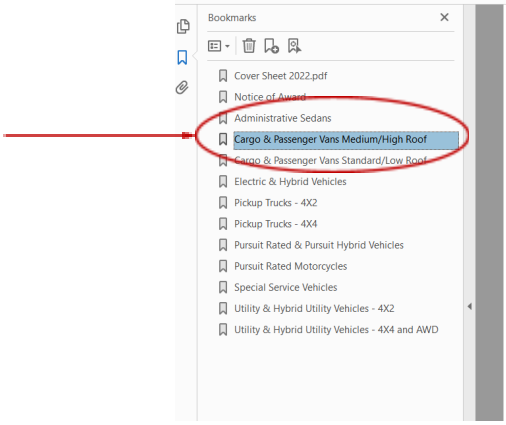


3. Click on the flag icon on the left-hand side of your screen.



4. A Table of Contents will appear to the left of your document. Select the item group that you are looking for. The document should automatically skip to the section clicked on.

How To Navigate the Full Award Document



FSA22-VEL30.0
Item Group Descriptions

The following items will be factory installed on the base vehicle/equipment to meet the model number and build codes of the vehicle listed.

Item Group:

- Cargo & Passenger Vans Medium/High Roof

FSA Item Group Description

- Standard Manufacturer Equipment and Specifications, plus the following if not already included in manufacturer standard equipment and base specifications:
- ENGINE: Manufacturer`s standard gas engine, alternator, battery and cooling package.
- TRANSMISSION/AXLES: Manufacturer`s standard automatic transmission; Manufacturer`s standard drive axle ratio for engine and transmission combination.

Bid Award

Contract: FSA23-EQU21.0, Equipment

Group: Transfer Switch: 600 Amp Automatic Transfer Switch

Item: 496, Thomson, Auto Transfer Switch, TS 870

Zone	Rank	Vendor	Price	Build File	Options File
Western	Primary	Tradewinds Power Corp.	$10,545.00	Build	Options
Northern	Primary	Tradewinds Power Corp.	$10,545.00	Build	Options
Central	Primary	Tradewinds Power Corp.	$10,545.00	Build	Options
Southern	Primary	Tradewinds Power Corp.	$10,545.00	Build	Options

TRADEWINDS®
POWER CORP

FLORIDA SHERIFFS
ASSOCIATION BID:
FSA23-EQU21.1 SPEC. NO. 496
600 AMP AUTOMATIC TRANSFER SWITCH

Row	Specification Number	Code	Description	Price - All Zoner
1	496	TT100-FS	Credit - Downgrade to 100A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	($4,684)
2	496	TT150-FS	Credit - Downgrade to 150A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	($4,227)
3	496	TT200-FS	Credit - Downgrade to 200A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	($4,087)
4	496	TT250-FS	Credit - Downgrade to 250A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	($2,778)
5	496	TT400-FS	Credit - Downgrade to 400A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	($1,341)
6	496	TT800-FS	Upgrade - Upgrade to 800A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	$2,907
7	496	TT1000-FS	Upgrade - Upgrade to 1000A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	$8,152
8	496	TT1200-FS	Upgrade - Upgrade to 1200A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	$11,025
9	496	TT1600-FS	Upgrade - Upgrade to 1600A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	$30,531
10	496	TT2000-FS	Upgrade - Upgrade to 2000A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	$35,533
11	496	TT3000-FS	Upgrade - Upgrade to 3000A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	$81,004
12	496	TT4000-FS	Upgrade - Upgrade to 4000A, 277/480V, 3Ph, 3 Poles, 60Hz, NEMA 3R enclosure.	$127,794
13	496	TTSE-100-FS	Upgrade- Upgrade to 100A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	($1,947)
14	496	TTSE-150-FS	Upgrade- Upgrade to 150A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	($1,874)
15	496	TTSE-200-FS	Upgrade- Upgrade to 200A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	($1,799)
16	496	TTSE-250-FS	Upgrade- Upgrade to 250A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	($1,045)
17	496	TTSE-400-FS	Upgrade - Upgrade to 400A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$10,469
18	496	TTSE-600-FS	Upgrade - Upgrade to 600A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$5,818
19	496	TTSE-800-FS	Upgrade - Upgrade to 800A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$8,452
20	496	TTSE-1000-FS	Upgrade - Upgrade to 1000A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$18,552
21	496	TTSE-1200-FS	Upgrade - Upgrade to 1200A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$19,817
22	496	TTSE-1600-FS	Upgrade - Upgrade to 1600A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$25,033
23	496	TTSE-2000-FS	Upgrade - Upgrade to 2000A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$48,132
24	496	TTSE-3000-FS	Upgrade - Upgrade to 3000A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$75,809
25	496	TTSE-4000-FS	Upgrade - Upgrade to 4000A Service Entrance Rated, 2 or 3 pole, 208V or 240V or 480V, NEMA 3R enclosure.	$117,805
26	496	TT913-100-FS	Credit - Downgrade to 100A, 120/240V only, 3 Ph, 60Hz, NEMA 3R enclosure.	($7,282)
27	496	TT913-200-FS	Credit - Downgrade to 200A, 120/240V only, 3 Ph, 60Hz, NEMA 3R enclosure.	($6,454)
28	496	TT913-400-FS	Credit - Downgrade to 400A, 120/240V only, 3 Ph, 60Hz, NEMA 3R enclosure.	($4,667)
29	496	TTSE-913-100-FS	Credit - Downgrade to 100A, 120/240V only, 3 Ph, 60Hz, Service Entrance Rated, NEMA 3R Aluminum weather enclosure.	($6,297)
30	496	TTSE-913-200-FS	Credit - Downgrade to 200A, 120/240V only, 3 Ph, 60Hz, Service Entrance Rated, NEMA 3R Aluminum weather enclosure.	($5,252)

Tradewinds Contact Person:Paul Staples
pstaples@tradewindspower.com
Phone: 800.223.3 289
www.tradewindspower.com

FLORIDA SHERIFFS
ASSOCIATION BID:
FSA23-EQU21.1 SPEC. NO. 496
600 AMP AUTOMATIC TRANSFER SWITCH

Row	Specification Number	Code	Description	Price - All Zoner
31	496	TTSE-913-400-FS	Credit - Downgrade to 400A, 120/240V only, 3 Ph, 60Hz, Service Entrance Rated, NEMA 3R Aluminum weather enclosure.	($1,579)
32	496	TTSS-100-FS	Credit-Downgrade 100A to NEMA 4x, 304 Stainless Steel enclosure by adding from Bid price.	($6,151)
33	496	TTSS-150-FS	Credit-Downgrade 150A to NEMA 4x, 304 Stainless Steel enclosure by adding from Bid price.	($6,151)
34	496	TTSS-200-FS	Credit-Downgrade 200A to NEMA 4x, 304 Stainless Steel enclosure by adding from Bid price.	($6,151)
35	496	TTSS-250-FS	Credit-Downgrade 250A to NEMA 4x, 304 Stainless Steel enclosure by adding from Bid price.	($4,853)
36	496	TTSS-400-FS	Credit-Downgrade 400A to NEMA 4x, 304 Stainless Steel enclosure by adding from Bid price.	($3,223)
37	496	TTSS-600-FS	Credit-Downgrade 600A to NEMA 4x, 304 Stainless Steel enclosure by adding from Bid price.	($3,184)
38	496	TTSS-800-FS	Credit-Downgrade to 800A to NEMA 4x, 304 Stainless Steel enclosure by adding from Bid price.	($3,533)
39	496	TTSS-1000-FS	Upgrade- Upgrade to 1000 - 1200A to NEMA 4x, 304 Stainless Steel enclosure by adding from Bid price.	($818)
40	496	TTSS-SE-100-FS	Credit-Downgrade to SERVICE ENTRANCE 100 - 200A to NEMA 3x, 304 Stainless Steel enclosure by adding from Bid price.	($1,006)
41	496	TTSS-SE-200-FS	Credit-Downgrade to SERVICE ENTRANCE 100 - 200A to NEMA 3x, 304 Stainless Steel enclosure by adding from Bid price.	($10,955)
42	496	TTSS-SE-250-FS	Upgrade- Upgrade to SERVICE ENTRANCE 250A to NEMA 3x, 304 Stainless Steel enclosure by adding from Bid price.	($10,958)
43	496	TTSS-SE-400-FS	Upgrade- Upgrade to SERVICE ENTRANCE 400A to NEMA 3x, 304 Stainless Steel enclosure by adding from Bid price.	($10,960)
44	496	TTSS-SE-600-FS	Upgrade- Upgrade to SERVICE ENTRANCE 600A to NEMA 3x, 304 Stainless Steel enclosure by adding from Bid price.	($11,025)
45	496	TTSS-SE-800-FS	Upgrade - Upgrade to SERVICE ENTRANCE 800A to NEMA 3x, 304 Stainless Steel enclosure by adding to Bid price.	($11,159)
46	496	TTSS-SE-1000-FS	Upgrade - Upgrade to SERVICE ENTRANCE 1000 - 1200A to NEMA 3x, 304 Stainless Steel enclosure by adding to Bid price.	($11,317)
47	496	TT-H2-FS	Net Cost Adder - ATS Strip Heater with Thermostat	$788
48	496	TT-ERMS-FS	Net Cost Adder - Arc Flash Maintenance Switch	$1,502
49	496	TT-CLOSEDTRANS-FS	Net Cost Adder - Upgrade to closed transition switch 8% of switch price.	25%
50	496	TT4PSWITCH-FS	Net Cost Adder - Percentage to change to a 4 Pole transfer switch to meet site requirements	15%
51	496	TT-SURGE-1PH-240-FS	Net Cost Adder - Surge Suppression for 1 Ph units rated up to 240V.	$1,571
52	496	TT-SURGE-3PH-240-FS	Net Cost Adder - Surge Suppression for 3 Ph units rated up to 240V.	$2,286
53	496	TT-SURGE-3PH-480-FS	Net Cost Adder - Surge Suppression for 3 Ph units rated for 480V.	$3,567
54	496	TPC-ATS-MAIN1-FS	Net Cost Adder - Test, adjust, activate and provide general instructions on the operation of the automatic transfer switch. Note: this is a net cost adder per switch.	$1,027

TRADEWINDS® POWER CORP

FLORIDA SHERIFFS
ASSOCIATION BID:
FSA23-EQU21.1 SPEC. NO. 496
600 AMP AUTOMATIC TRANSFER SWITCH

Row	Specification Number	Code	Description	Price - All Zoner
55	496	TPC-ATS-MAIN2-FS	Net Cost Adder - Tighten Line, Load, and Emergency leads for secure connection to transfer switch. Transfer generator and provide condition summary report of emergency system. Note: this is a net cost adder per switch.	$1,546
56	496	TPC-WAR1-AT-FS	Net Cost Adder - 100 - 1000A 5yr factory extended warranty. Net cost of warranty will be 15% of total cost of switch.	15%
57	496	TPC-WAR2-AT-FS	Net Cost Adder - 1001 - 4000A 5yr factory extended warranty. Net cost of warranty will be 10% of total cost of switch.	10%
58	496	IT100-150-FS	Credit - Downgrade for 100 -150A, 1 Ph or 3 Ph, installation of transfer switch, mounted up to 15 ft away from main power source. Installation of generator power not to exceed 50 ft away. Obtain permit, pour pad, set and install generator, and transfer switch. Cost per amp.	($10,371)
59	496	IT151-200-FS	Credit - Downgrade for 151-200A, 1 Ph or 3 Ph, installation of transfer switch, mounted up to 15 ft away from main power source. Installation of generator power not to exceed 50 ft away. Obtain permit, pour pad, set and install generator, and transfer switch. Cost per amp.	($10,384)
60	496	IT201-400-FS	Credit - Downgrade for 201 - 400A, 1 Ph or 3 Ph, installation of transfer switch, mounted up to 15 ft away from main power source. Installation of generator power not to exceed 50 ft away. Obtain permit, pour pad, set and install generator, and transfer switch. Cost per amp.	($10,394)
61	496	IT401-600-FS	Credit - Downgrade for 401 - 600A, 1 Ph or 3 Ph, installation of transfer switch, mounted up to 15 ft away from main power source. Installation of generator power not to exceed 50 ft away. Obtain permit, pour pad, set and install generator, and transfer switch. Cost per amp.	($10,422)
62	496	IT601-800-FS	Credit - Downgrade for 601 - 800A, 1 Ph or 3 Ph, installation of transfer switch, mounted up to 15 ft away from main power source. Installation of generator power not to exceed 50 ft away. Obtain permit, pour pad, set and install generator, and transfer switch. Cost per amp.	($10,441)
63	496	IT801-1200-FS	Credit - Downgrade for 801 - 1200A, 1 Ph or 3 Ph, installation of transfer switch, mounted up to 15 ft away from main power source. Installation of generator power not to exceed 50 ft away. Obtain permit, pour pad, set and install generator, and transfer switch. Cost per amp.	($10,404)
64	496	IT1201-4000-FS	Credit - Downgrade for 1201 - 4000A, 1 Ph or 3 Ph, installation of transfer switch, mounted up to 15 ft away from main power source. Installation of generator power not to exceed 50 ft away. Obtain permit, pour pad, set and install generator, and transfer switch. Cost per amp.	($10,384)
65	496	TT-RMAC-FS	Net Cost Adder - Remote Annunciator for Eaton ATS	$2,950
66	496	TT-RCELC-FS	Net Cost Adder - Protocol conversion MODBUS TCP/IP to MODBUS Ethernet for Eaton ATS	$1,639
67	496	TT-MAGFA-1600-5000-FS	Net Cost Adder - Front Access Cabinet for 1600A to 5000A Magnum Eaton ATS.	$24,586
68	496	TT87-100-400-TT-FS	Net Cost Adder - Quick-connect Camlok panel for N3R Eaton 100A to 400A ATS.	$3,775
69	496	TT87-600-800-TT-FS	Net Cost Adder - Quick-connect Camlok panel for N3R Eaton 600A to 800A ATS.	$5,120
70	496	TT87-1000-1200-TT-FS	Net Cost Adder - Quick-connect Camlok panel for N3R Eaton 1000A to 1200A ATS.	$7,941
71	496	TT87-1600-TT-FS	Net Cost Adder - Quick-connect Camlok panel for N3R Eaton 1600A ATS.	$13,122
72	496	TQCP-400S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 400A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$12,791

Tradewinds Contact Person:Paul Staples
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TRADEWINDS®
POWER CORP

FLORIDA SHERIFFS
ASSOCIATION BID:
FSA23-EQU21.1 SPEC. NO. 496
600 AMP AUTOMATIC TRANSFER SWITCH

Row	Specification Number	Code	Description	Price - All Zoner
73	496	TQCP-800S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 800A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$13,704
74	496	TQCP-1200S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 1200A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$15,907
75	496	TQCP-1600S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 1600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$20,919
76	496	TQCP-2000S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 2000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$20,907
77	496	TQCP-2400S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 2400A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$25,833
78	496	TQCP-2800S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 2800A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$29,570
79	496	TQCP-3000S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 3200A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$31,947
80	496	TQCP-3600S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 3600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$32,952
81	496	TQCP-4000S-FS	Net Cost Adder - Pad mounted docking station for single purpose only rated for 4000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$33,402
82	496	TQCP-400D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 400A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$23,024
83	496	TQCP-600D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$25,152
84	496	TQCP-800D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 800A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$27,914
85	496	TQCP-1200D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 1200A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$43,406
86	496	TQCP-1600D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 1600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$48,730
87	496	TQCP-2000D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 2000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$61,713
88	496	TQCP-2400D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 2400A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$74,656
89	496	TQCP-2800D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 2800A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$89,024
90	496	TQCP-3000D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 3000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$95,418
91	496	TQCP-3200D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 3200A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$103,367
92	496	TQCP-3600D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 3600A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$113,278
93	496	TQCP-4000D-FS	Net Cost Adder - Pad mounted docking station for dual purpose rated for 4000A, in accordance with NEC 700.3 requirements. N3RX, UL 1008.	$139,825
94	496	T-CCP-FS	Net Cost Adder - Payment made by Credit Card. Price is 4% of total purchase.	4%

Tradewinds Contact Person:Paul Staples
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EXHIBIT A

EMERGENCY GENERATOR SYSTEM – COST SUMMARY

FSA Contract No. FSA23-EQU21.1 | Tradewinds Power Corp

Component 1: 500kW Stationary Generator (Spec #176)

Description	Amount
Base 500kW Generator Package – FSA Contract Award Price (All Zones)	$159,741.00
Generator Subtotal	**$159,741.00**

Component 2: 1200A Automatic Transfer Switch (Spec #496)

Description	Amount
Base 600A ATS – FSA Contract Award Price (All Zones)	$10,545.00
TT1200-FS: Upgrade to 1200A, 120/240VAC, 3Ph, 60Hz, Thomson TS870, NEMA 3R	$11,025.00
Eaton ATC9C5C31200WSU: Contactor-type 1200A, NEMA Type-1, SE Rated, 240/120VAC, 3Ph, 4-Wire, 3-Pole, Wall Mount (Out-of-Contract Option)	$23,656.00
TPC-WAR2-AT-FS: 5-Year Factory Extended Warranty (10% of switch cost)	$4,523.00
ATS Subtotal (per Quotation #AV26518Q-rev, March 24, 2026)	**$49,749.00**

Project Budget Summary

Item	Amount
500kW Stationary Generator (Spec #176)	$159,741.00
1200A Automatic Transfer Switch (Spec #496, Quotation #AV26518Q-rev)	$49,749.00
Equipment Subtotal	**$209,490.00**
Installation, Site Preparation, Electrical, Permitting & Contingency	$990,510.00
TOTAL APPROPRIATION	**$1,200,000.00**

Capital Improvements Element estimated cost for this project: $1,813,653. This appropriation of $1,200,000 represents a savings of $613,653 (33.8%) versus the CIE estimate.

Fund Balance Impact:

Description	Amount
Current Unassigned Fund Balance (001-000000-271001-00-0000)	$5,399,682.64
Less: This Appropriation	($1,200,000.00)
Remaining Unassigned Fund Balance	**$4,199,682.64**

TOWN OF PEMBROKE PARK
AGENDA BACKUP DOCUMENT

Agenda Item:

Consideration and Ratification of Expenditure for Electrical Drawing Development – Town Hall Emergency Generator Project- P.O Change Order

Meeting Date:

April 8th, 2026

Department:

Public Works

Sponsored By:

Jeff Odoms, Public Works Director

PURPOSE:

To obtain Commission ratification and approval of a $3,200 expenditure associated with the development of electrical drawings required for the Town Hall Emergency Generator Project.

BACKGROUND:

In June 2025, under the authorization of the Public Works Director, Stanley Merantus, additional electrical design work was required to support the Town Hall Emergency Generator Project. This work was necessary to advance the design and integration of the generator system and associated electrical infrastructure into the existing Town Hall facility.

Craven Thompson & Associates, serving as the Town's engineering consultant, coordinated with PGAL, the electrical subcontractor, to complete the required drawings. As identified in the PGAL proposal, optional services for preparation of base drawings and field verification were included at a cost of $3,200.

The work was completed and paid for under the existing Craven Thompson purchase order to maintain project schedule continuity.

ANALYSIS:

The preparation of electrical drawings ensured proper integration of the generator system, compliance with codes, and avoidance of project delays. The cost is consistent with the

proposal and represents a necessary project expense. Commission ratification ensures transparency and proper documentation.

FISCAL IMPACT:

Amount: $3,200
Funding Source: Capital Improvement – Town Hall Emergency Generator Project
Status: Paid under existing purchase order

RECOMMENDATION:

Approve and ratify the $3,200 expenditure for electrical drawing development services.

ATTACHMENTS:

1. PGAL Proposal
2. Supporting Documentation

Prepared By: _____
Public Works Department

Approved By: _____
Town Manager

Reviewed By: _____
Finance Director

Agenda Item Report

Subject:	Consideration and approval of Authorization for Non-Profit Use of Town Facilities - Sponsored by Commissioner Mohammed **RESOLUTION NO: 2026-037** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN ADMINISTRATION TO REVIEW AND APPROVE REQUESTS FROM QUALIFYING NON-PROFIT ORGANIZATIONS FOR THE USE OF TOWN FACILITIES WITHOUT REQUIRING TOWN COMMISSION ACTION; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Ashira Mohammed, Commissioner
Dept/Group:	Commission
Recommendation for Counsel to Consider:	
Background Information:	Non-profit organizations frequently request the use of town facilities for community-based programs, meetings, and events. Currently, these requests require placement on a Commission agenda for formal approval, even when the events are routine, low-impact, or consistent with past practice. To streamline operations and reduce unnecessary delays, staff recommends authorizing the Town Administration to review and approve facility-use

	requests from qualifying nonprofit organizations, provided that all established criteria, policies, and fee schedules (if applicable) are met. This change would allow nonprofit partners to plan events more efficiently while maintaining appropriate oversight and accountability.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. 2026-037 - non profit

RESOLUTION NO. 2026-037

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN ADMINISTRATION TO REVIEW AND APPROVE REQUESTS FROM QUALIFYING NON-PROFIT ORGANIZATIONS FOR THE USE OF TOWN FACILITIES WITHOUT REQUIRING TOWN COMMISSION ACTION; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park regularly receives requests from non-profit organizations seeking to use Town facilities for community-based programs, meetings, and events; and

WHEREAS, many of these requests are routine, time-sensitive, and consistent with the Town's mission to support community engagement and public benefit activities; and

WHEREAS, requiring each request to be placed on a Town Commission agenda for formal approval creates unnecessary administrative delays and increases the volume of Commission business; and

WHEREAS, the Town Commission finds that allowing Town Administration to review and approve such requests, subject to established policies, procedures, and facility-use requirements, will streamline operations while maintaining appropriate oversight; and

WHEREAS, the Town Commission desires to authorize an administrative approval process for qualifying non-profit organizations requesting use of Town facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution. All exhibits attached hereto are incorporated herein and expressly made a part of this Resolution.

Section 2: The Town Administration is hereby authorized to review and approve requests from qualifying non-profit organizations for the use of Town facilities, provided that all applicable Town policies, procedures, insurance requirements, and fee schedules (if any) are satisfied. Such approvals shall not require individual action by the Town Commission.

Section 3: The Town Administration is authorized to develop and implement any necessary forms, guidelines, or internal procedures to ensure consistent and transparent processing of non-profit facility-use requests.

Section 4: The Town Administration shall provide periodic reports to the Town Commission summarizing approved non-profit facility uses, as requested.

Section 5: All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

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

Section 7: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 8th day of April, 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

Agenda Item Report

Subject:	Consideration and Approval of Agreement with David Sigerson for Interim Town Manager — Sponsored by Town Attorney Horrowitz **RESOLUTION NO: 2026-038** **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PURSUANT TO SECTION 2-92 OF THE TOWN'S CODE OF ORDINANCES, APPOINTING DAVID SIGERSON AS THE INTERIM TOWN MANAGER, IN ACCORDANCE WITH THE AGREEMENT ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Jacob Horowitz, Town Attorney
Dept/Group:	Town Attorney
Recommendation for Counsel to Consider:	
Background Information:	The Town is seeking approval to enter into an agreement with David Sigerson to assume the role of Interim Town Manager. This action is necessary to ensure continuity of executive leadership and day-to-day administrative oversight during the transition period following the vacancy in the Town Manager position. Mr. Sigerson brings extensive municipal management experience and is prepared to assume operational responsibilities immediately upon approval. The proposed agreement outlines the scope of duties,

	compensation, term of service, and other conditions necessary to support stable and effective Town operations.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Independent Contractor Agreement (Sigerson - Interim Town Manager)
2. Sigerson - Interim Town Manager 2026-038

INDEPENDENT CONTRACTOR AGREEMENT

THIS IS AN AGREEMENT, made this ____ day of _____, 2026, by and between:

TOWN OF PEMBROKE PARK, a municipal corporation of the State of Florida with a business address of **3150 S.W. 52nd Avenue, Pembroke Park, FL 33023** (hereinafter referred to as the "TOWN")

and

DAVID SIGERSON, an individual with a principal address of **2436 N. Federal Highway, #483, Lighthouse Point, FL 33064**, hereinafter referred to as "CONTRACTOR". TOWN and CONTRACTOR may hereinafter collectively be referred to as the "PARTIES."

W I T N E S S E T H:

WHEREAS, the TOWN desires to utilize the services of an independent contractor to serve as the Interim Town Manager to perform the duties and responsibilities of the Town Manager pursuant to Sec. 2-94 of the Town's Code of Ordinances while the Town Commission pursues the hiring of a new Town Manager; and

WHEREAS, the CONTRACTOR possesses specific skills, expertise, experience and knowledge necessary to provide the TOWN with Interim Town Manager Services; and

WHEREAS, CONTRACTOR currently has an agreement with the TOWN through CONTRACTOR's consulting firm, Capital Hill Consultants, for lobbying services, dated September 14, 2022, as amended ("Lobbying Agreement"), and the Parties seek to abate the Lobbying Agreement during the term of this agreement; and

WHEREAS, the TOWN deems it to be in the best interest of the TOWN to enter into this Agreement with the CONTRACTOR for the Services.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the TOWN and CONTRACTOR as follows:

1. Services; Responsibilities, and Time for Performance. CONTRACTOR agrees to provide Interim Town Manager Services, as more particularly described in the duties and responsibilities of the Town Manager set forth in Sec. 2-94 of the Town's Code of Ordinances and as might otherwise be directed by the Town Commission from time to time.

    1.1 CONTRACTOR shall furnish all services, labor, and materials necessary and as may be required in the performance of this Agreement. The CONTRACTOR shall perform all of its obligations pursuant to this Agreement in a professional and timely manner.

    1.2 CONTRACTOR hereby represents to the TOWN, with full knowledge that the

TOWN is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

1.3 CONTRACTOR shall have all authority to perform the duties and responsibilities of Town Manager, on an interim basis, set forth in the Town's Code of Ordinances and administrative policies of the Town, as may be amended from time to time.

1.4 Capital Hill Consultants – The Parties agree that the Lobbying Agreement shall be abated during the term of this Agreement. CONTRACTOR's compensation from the TOWN during the term of this Agreement shall be limited to the compensation set forth herein. Upon the termination of this Agreement by either party, the Parties may resume the relationship established by the Lobbying Agreement.

1.5 During the term of this Agreement, the TOWN agrees to work in good faith and with reasonable diligence to secure the services of a Town Manager on a permanent basis. The Parties acknowledge that the hiring of a Town Manager is an integral part of the municipal operations of the TOWN, and the CONTRACTOR agrees to work with the TOWN to ensure a smooth transition upon the engagement of a Town Manager.

2. Compensation and Method of Payment. CONTRACTOR has agreed to provide the Scope of Services to the TOWN for an annual rate of compensation equal to $207,398.10, payable bi-weekly along with other Town employees. CONTRACTOR shall not be entitled to any benefits of employment, including, but not limited to, health insurance, life insurance or retirement benefits. CONTRACTOR shall be responsible for the payment of all taxes associated with the compensation provided pursuant to this Agreement.

Automobile Allowance – During the term of this Agreement, the Town will provide the CONTRACTOR will an automobile allowance in the amount of five hundred dollars and 00/100 ($500.00) per month. The CONTRACTOR shall be responsible for providing all insurance, including liability and collision, and shall pay the cost of all fuel and maintenance of his own vehicle. The Town shall not be responsible for any vehicle-related expenses for the CONTRACTOR other than the automobile allowance established by the section. The CONTRACTOR shall be further responsible for any and all income taxes and other tax obligations that may be payable as a result of this allowance.

3. Term and Termination. This Agreement shall take effect upon full execution by both Parties and shall continue until terminate by either party pursuant to this section.

This Agreement may be terminated by either party for convenience, upon thirty (30) days written notice. Upon termination by TOWN, CONTRACTOR shall cease all work performed hereunder and TOWN shall pay to CONTRACTOR any earned and unpaid portion of the compensation due CONTRACTOR.

4. Indemnification. The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless

the TOWN, its officers, employees, and agents from and against any and all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges, and other expenses or liabilities of every kind in connection with or arising directly out of the work agreed to be performed herein, to the extent caused by the error, omission, negligence, recklessness, or intentional wrongful misconduct of CONTRACTOR, its employees, servants, agents, and subcontractors. Without limiting the foregoing, any and all such claims, suits, etc., relating to personal injury, death, damage to property, defects in the Services provided, actual or alleged infringement of any patent, trademark, copyright or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court, is included in this indemnity. During the term of this Agreement, the CONTRACTOR shall be afforded the indemnification provided to all Town Officials pursuant to Chapter 2, Article X of the Town's Code of Ordinances.

5. Independent Contractor. This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the TOWN's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder. The CONTRACTOR agrees that it is a separate and independent enterprise from the TOWN, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the TOWN and the TOWN will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

6. Assignments; Amendments. This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of TOWN. For purposes of this Agreement any sale or transfer of assets, stocks or worth of CONTRACTOR shall be deemed a prohibited assignment and will result in the automatic termination of this Agreement. However, this Agreement shall run to the TOWN and its successors and assigns.

7. The CONTRACTOR warrants that its services are to be performed within the limits prescribed by the TOWN with the usual thoroughness and competence of its trade.

8. Attorney's Fees. In the event it becomes necessary for either party herein to seek legal means to enforce the terms of the Agreement, the prevailing party shall be entitled to its reasonable attorney fees and court costs and paralegal fees at both the trial and appellate levels, to the extent permitted by law.

9. Governing Law. This Agreement shall be governed by and construed in accordance with the Laws of the State of Florida.

10. Venue. Venue for litigation concerning this Agreement shall be in Broward County, Florida.

11. Severability. If any portions of this Agreement shall be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provisions hereof, and this Agreement shall be construed and enforced as if such provisions had not been included.

12. Notices. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by certified mail, addressed to the party for whom it is intended at the place last specified or by facsimile transfer with confirmation thereof. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective place for giving of notice, to-wit:

For TOWN: Town Manager
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, Florida 33023
Telephone No. (954) 966-4600

Copy to: Jacob G. Horowitz, Esq.
Goren, Cherof, Doody & Ezrol, P.A.
3099 East Commercial Blvd., Suite 200
Fort Lauderdale, FL 33308
Telephone: (954) 771-4500
Facsimile: (954) 771-4923

For Contractor: David Sigerson
2436 N. Federal Highway, #483
Lighthouse Point, FL 33064
Telephone: (954) 540-7252

13. Public Records. CONTRACTOR shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, CONTRACTOR shall:

13.1 Keep and maintain public records required by the TOWN to perform the service.

13.2 Upon request from the TOWN's custodian of public records, provide the TOWN with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

13.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement term and following completion of this Agreement if the CONTRACTOR does not transfer the records to the TOWN.

13.4 Upon completion of this Agreement, transfer, at no cost, to the public agency all public records in possession of the CONTRACTOR or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the

TOWN upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the TOWN's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

TOWN CLERK
3150 S.W. 52nd AVENUE
PEMBROKE PARK, FL 33023
(954) 966-4600
townclerk@tppfl.gov

The failure of CONTRACTOR to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement.

14. Certification and Scrutinized Company Requirements. The TOWN shall have the option to terminate this Agreement if CONTRACTOR:

14.1 Is found to have submitted a false certification as provided under section 287.135 (5) Florida Statutes;
14.2 Has been placed on the Scrutinized Companies that Boycott Israel List;
14.3 Has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or
14.4 Has been engaged in business operations in Cuba or Syria.

15. Patriot Act Requirements. Each party shall take any actions that may be required to comply with the terms of the USA Patriot Act of 2001, as amended, any regulations promulgated under the foregoing law, Executive Order No. 13224 on Terrorist Financing, any sanctions program administrated by the U.S. Department of Treasury's Office of Foreign Asset Control or Financial Crimes Enforcement Network, or any other laws, regulations, executive orders or government programs designed to combat terrorism or money laundering, if applicable, with respect to this Agreement. Each party represents and warrants to the other party that it is not an entity named on the List of Specially Designated Nationals and Blocked Persons maintained by the U.S. Department of Treasury, as last updated prior to the date of this Agreement.

16. Default. In the event the CONTRACTOR fails to comply with the provisions of this Agreement, the TOWN may declare the CONTRACTOR in default and notify it in writing, giving a reasonable time to cure the default, but in no event shall this time period exceed five

(5) calendar days unless otherwise agreed to by the parties. In such event, the CONTRACTOR shall only be compensated for any services completed as of the date written notice of default is served. Furthermore, the amount of compensation to the CONTRACTOR in the event of default, shall be determined by deducting any additional costs, charges and/or damages incurred by the TOWN due to the CONTRACTOR'S default.

17. Acceptance of Agreement. Execution of this Agreement by both parties signifies agreement with all the terms and conditions and serves as a notice to proceed.

18. To the extent there is any conflict between the terms and conditions of this Agreement and any Exhibit to the Agreement, the terms of this Agreement shall control.

19 Registration Requirement; Termination. Pursuant to §448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. CONTRACTOR shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company

All persons (including subvendors/subconsultants/subcontractors) assigned by CONTRACTOR to perform work pursuant to the contract with the TOWN. The CONTRACTOR acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the TOWN; and

The CONTRACTOR shall comply with the provisions of Section 448.095, Florida Statutes., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The CONTRACTOR shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the CONTRACTOR, the CONTRACTOR may not be awarded a public contract for a period of one (1) year after the date of termination.

IN WITNESS WHEREOF, the TOWN, and _____ have hereunto set its hand the day and year above written.

TOWN OF PEMBROKE PARK

MAYOR GEOFFREY JACOBS

ATTEST:

_____
Name: Cynthia Garcia-Lima, Town Clerk

APPROVED AS TO FORM:

_____
Jacob Horowitz, Town Attorney

CONTRACTOR:

_____
DAVID SIGERSON

ATTEST:

_____
Print Name: _____
Title: _____

RESOLUTION NO. 2026-038

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PURSUANT TO SECTION 2-92 OF THE TOWN'S CODE OF ORDINANCES, APPOINTING DAVID SIGERSON AS THE INTERIM TOWN MANAGER, IN ACCORDANCE WITH THE AGREEMENT ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 2-92 of the Town's Code of Ordinances provides for the appointment of a Town Manager by resolution of the Town Commission; and

WHEREAS, on March 31, 2026, the Town Commission suspended David Lynch, with pay, pending the formal termination of his employment with the Town pursuant to his employment agreement and selected David Sigerson to serve at the Interim Town Manager; and

WHEREAS, the Town Commission seeks to memorialize Mr. Sigerson's relationship with the Town as Interim Town Manager, in accordance with the terms and conditions set forth in the agreement attached hereto as Exhibit "A;" and

WHEREAS, the Town Commission of the Town of Pembroke Park finds that confirming the appoint of David Sigerson as the Interim Town Manager and approving the attached agreement between the Town and Mr. Sigerson is in the bests interests of the citizens and residents of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and is hereby made a specific part of this Resolution.

Section 2. That, in accordance with Sec. 2-92 of the Town's Code of Ordinances, the Town Commission hereby ratifies and approves the appointment of David Sigerson to serve as the Interim Town Manager of the Town of Pembroke Park, in accordance with the Agreement attached hereto as Exhibit "A."

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

Section 4. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 5. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 8th day of April, 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

Agenda Item Report

Subject:	Consideration and approval of the Revised Town Personnel Handbook - Sponsored by HR Director Frishman **ORDINANCE NO.: 2026-002** **AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA ADOPTING THE AMENDED PEMBROKE PARK PERSONNEL POLICIES AND PROCEDURES MANUAL, ATTACHED HERETO AS EXHIBIT "A," AND INCORPORATED AS IF FULLY SET FORTH HEREIN; AMENDING CHAPTER 19 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "PERSONNEL;" AMENDING ARTICLE I, ENTITLED "IN GENERAL" BY SPECIFICALLY AMENDING SECTION 19-1, ENTITLED "ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL;" PROVIDING FOR FUTURE AMENDMENTS TO THE TOWN'S PERSONNEL MANUAL BY RESOLUTION OF THE TOWN COMMISSION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Bradley Frishman, Human Resources Director
Dept/Group:	Human Resources
Recommendation for Counsel to Consider:	
Background Information:	The Town has completed a comprehensive review and update of the Personnel Handbook to ensure

	compliance with current laws, regulations, and best practices. The revised handbook includes updates to policies related to employee conduct, leave, benefits, remote work, and other employment matters.
Staff Recommendations:	Staff recommends that the Town Commission approve the updated Personnel Handbook as presented.
Procurement:	
Financial Implications:	There is no financial impact.
Alternatives:	

Attachments:

1. Ordinance No: 2026-002
2. Tracked Changes - Pembroke Park Handbook DRAFT v1.1 - 2025-10-21 4902-4556-7348 1
3. 2021-12 Employee Handbook Approved by Commission
4. Business Impact Statement - Second Reading

ORDINANCE NO. 2026-002

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA ADOPTING THE AMENDED PEMBROKE PARK PERSONNEL POLICIES AND PROCEDURES MANUAL, ATTACHED HERETO AS EXHIBIT "A," AND INCORPORATED AS IF FULLY SET FORTH HEREIN; AMENDING CHAPTER 19 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "PERSONNEL;" AMENDING ARTICLE I, ENTITLED "IN GENERAL" BY SPECIFICALLY AMENDING SECTION 19-1, ENTITLED "ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL;" PROVIDING FOR FUTURE AMENDMENTS TO THE TOWN'S PERSONNEL MANUAL BY RESOLUTION OF THE TOWN COMMISSION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park Code of Ordinances, Chapter 19 – *Personnel*; Article I. – *In General*, Section 19-1. *Adoption of personnel policies and procedures manual*, states "The Town of Pembroke Park Employee Handbook (the "handbook") is hereby adopted by reference as if it were fully incorporated herein, as the Personnel Policies and Procedures Manual of the Town of Pembroke Park;" and

WHEREAS, the Town's personnel policies and procedures manual was most recently amended pursuant to Ordinance 2023-007; and

WHEREAS, the Town Administration has recommended additional amendments and revisions to the Pembroke Park Employee Handbook; and

WHEREAS, the Town Commission of the Town of Pembroke Park, having reviewed the proposed amendments, accepts the recommendations and seeks to adopt the amended Pembroke Park Employee Handbook; and

WHEREAS, the Town Commission seeks to further repeal and eliminate any conflicting

personnel policies; and

WHEREAS, the Town Commission seeks to provide for future revisions to the Handbook by resolution of the Town Commission; and

WHEREAS, the Town Commission has conducted a public hearing and considered the input of the public; and

WHEREAS, the Town Commission finds that amending the Pembroke Park Employee Handbook, as set for therein, is in the best interests of the citizens and residents of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

Section 2: That the Town Commission hereby approves and adopts the amended Pembroke Park Employee Handbook, as shown on Exhibit "A," attached hereto and made a part hereof by this reference.

Section 3. Chapter 19 of the Town's Code of Ordinances entitled "Personnel," is amended by specifically amending Article I, entitled "In General;" by amending Section 1-19, entitled "Adoption of Personnel Policies and Procedures Manual," as follows:

Sec. 19-1 Adoption of personnel policies and procedures manual.

> The Town of Pembroke Park Employee Handbook (the "Handbook") is hereby adopted by reference as if it were fully incorporated herein, as the Personnel Policies and Procedures Manual of the Town of Pembroke Park. The Handbook includes, but is not limited to, benefits offered, policies, progressive discipline and other applicable personnel procedures. The Handbook may be further amended by resolution of the Town Commission, which may be adopted from time to time.

Section 4. It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances

of the Town of Pembroke Park, Florida, and that the Sections 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.

Section 5. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 6. If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the remaining portions or applications remaining in full force and effect.

Section 7. This Ordinance shall become effective upon passage and adoption.

THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS 7TH DAY OF NOVEMBER, 2025.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS 11TH DAY OF APRIL, 2026.

ATTEST:

_____
MAYOR GEOFFREY JACOBS

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency:

_____
Jacob G. Horowitz
Town Attorney

VOTE

ASHIRA MOHAMMED _____

GEOFFREY JACOBS _____

MUSFIKA KASHEM _____

WILLIAM R. HODGKINS _____

ERIK MORRISSETTE _____



Employee Handbook

March 2026 – Draft

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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Town of Pembroke Park. Nothing in this manual shall be construed as contract terms for any Town employees.

These policies are not intended to be all-inclusive or to cover every situation that may arise. The Handbook contains general information and guidelines. These policies may be amended with or without notice at any time at the sole discretion of the Town and supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Town Commission.

If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to Human Resources or your Department Head.

Scope

These policies and procedures apply to all Town employees unless specifically addressed in an individual employment contract, collective bargaining agreement, or applicable insurance plan document. In cases where such documents conflict with this Handbook, the provisions of the applicable agreement shall govern for the covered employees.

These policies are designed to work in combination with individual departmental policies and procedures; however, Town-wide policies shall prevail should they come into conflict with departmental policies or procedures.

To the extent any provisions of this Handbook conflict with a current collective bargaining agreement, the provisions of the collective bargaining agreement shall control for employees covered by that agreement

No person, other than the Mayor and Town Commission or the Town Manager as authorized by the Town Commission, has the authority to enter into any agreement for employment with an employee for any specified period of time, or to make any agreement contrary to the provisions of this manual.

These policies govern regardless of past practices or former policies. This manual supersedes any previous verbal or written policies, statements, understandings, or agreements concerning terms and conditions of employment, except in cases of formal employment contracts or other legally binding agreements.

Please note that personnel records and other employment-related documents may be subject to disclosure under the Florida Public Records Law (Chapter 119, Florida Statues), unless specifically exempted by law.

Severability

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, insurance plan documents, state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.

Distribution and Revisions

A copy of this manual shall be provided to each employee, who will be required to sign an acknowledgment of receipt and review. Employees are responsible for reading, understanding, and complying with the policies outlined

in this Handbook.

All policies contained herein are subject to revision, amendment, or elimination at the secretion of the Town. Revisions or updates shall become effective upon approval by the Town Commission and may be communicated in paper form, by email, or through other electronic means such as the intranet.

Employees are expected to review all updates and remain informed of current personnel policies. The Town may periodically require employees to sign updated acknowledgment forms to confirm receipt and review of policy changes.

Disclaimer

Unless otherwise specified by applicable law, ordinance, collective bargaining agreement, or individual written contract, employment with the Town is at-will. This means that either the employee or the Town may terminate employment at any time, with or without cause or notice.

This Handbook is not a contract of employment and does not create any enforceable contractual rights. No policy or provision in this Handbook may be construed to create a binding employment agreement unless:

1. The terms are in writing.
2. The document is labeled “contract”.
3. The document specifically outlines terms of employment; and
4. The document is signed by the Mayor and approved by a vote of the Town Commission.

GENERAL EMPLOYMENT POLICIES

Equal Employment Opportunity (EEO)

The Town of Pembroke Park is committed to providing equal employment opportunities in all aspects of employment, including but not limited to recruitment, hiring, promotion, transfer, compensation, training, benefits, discipline, and termination.

The Town prohibits discrimination or harassment against any applicant or employee based on race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, age, national origin, marital status, veteran status, disability, political affiliation, genetic information, or any other characteristic protected by applicable federal, state, or local law.

The Town adheres to all applicable federal laws enforced by the U.S. Equal Employment Opportunity Commission (EEOC), including:

- Title VII of the Civil Rights Act of 1964
- The Pregnancy Discrimination Act
- The Equal Pay Act of 1963
- The Age Discrimination in Employment Act of 1967
- The Americans with Disabilities Act (ADA)
- The Civil Rights Act of 1991
- The Genetic Information Nondiscrimination Act (GINA)
- Pregnancy Workers Fairness Act (PWFA)

The Town also complies with the Florida Civil Rights Act (FCRA) and any other relevant state or local nondiscrimination laws.

All employment decisions are based on merit, qualifications, and business needs. The Town only hires individuals authorized to work in the United States.

Requesting a Reasonable Accommodation

If you are an applicant or employee and need a reasonable accommodation for a disability or sincerely held religious belief, please notify your supervisor or Human Resources. The Town will engage in an interactive process to determine whether an effective accommodation is available without imposing undue hardship on Town operations.

Employees must comply with all safety requirements. If an individual poses a direct threat to the health or safety of others - and that risk cannot be mitigated through reasonable accommodation – the individual may be denied employment or placed on leave while the Town evaluates the situation.

Veterans' Preference

Title 5 USC, Section 2108 and Chapter 295, F.S., set forth the requirements for public employers to provide preferences in employment, retention, and promotion to eligible veterans, spouses of veterans, and other veterans' preference eligible individuals.

Harassment, Discrimination, and Bullying

The Town of Pembroke Park is committed to maintaining a work environment that is respectful, inclusive, and free of discrimination, harassment, and bullying. The Town prohibits discrimination and harassment based on race, color, religion, sex (including pregnancy, childbirth, sexual orientation, gender identity or expression), national

origin, age, disability, marital status, genetic information, veteran status, or any other characteristic protected by federal, state, or local law.

This policy applies to all employees, officials, contractors, volunteers, and any individual conducting business with the Town. Violations of this policy will result in disciplinary action, up to and including termination.

Harassment Defined

Harassment is unwelcome conduct based on a protected characteristic that:

- Becomes a condition of continued employment, or
- Creates a work environment that a reasonable person would find intimidating, hostile, or abusive.

Examples of harassment include:

- Offensive jokes, slurs, name-calling, or insults
- Physical threats, intimidation, or interference with work performance
- Displaying offensive images or gestures

Harassment may occur between employees, supervisors, or even third parties such as vendors or members of the public.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission is made a condition of employment,
- Submission or rejection is used as the basis for employment decisions, or
- The conduct creates a hostile, intimidating, or offensive work environment.

Examples include:

- Unwanted touching, sexual gestures, leering
- Sexual jokes, comments, or stories
- Displaying sexually explicit material
- Making employment benefits contingent on sexual conduct

This policy applies both in and outside the workplace, including Town-sponsored events and interactions with non-employees.

Bullying

The Town does not tolerate bullying in any form. Bullying is repeated, health-harming mistreatment of an individual through abusive conduct such as:

- Verbal abuse or insults
- Physical intimidation or threats
- Work interference or sabotage
- Deliberate exclusion or social isolation

Examples include shouting, public humiliation, malicious gossip, assigning impossible tasks, or interfering with communications.

Bullying violates the Town's Code of Conduct and may result in disciplinary action.

Reporting Procedure

Any employee who believes they have been subjected to harassment, discrimination, or bullying should report the

behavior as soon as possible to:

- Their immediate supervisor, or
- Human Resources, or
- Any Department Head or the Town Manager

If the alleged offender is the employee's supervisor, the employee should report directly to Human Resources or the Town Manager.

Employees are encouraged to report concerns early—before behavior escalates.

Investigation and Corrective Action
All reported complaints will be investigated promptly, fairly, and confidentially to the extent possible. If a violation is substantiated, the Town will take immediate and appropriate corrective action, which may include training, counseling, discipline, or termination.

Protection Against Retaliation
The Town strictly prohibits retaliation against anyone who reports harassment, participates in an investigation, or exercises rights under this policy. Any form of retaliation should be reported immediately and will result in disciplinary action.

Drugs and Alcohol Policy

The Town of Pembroke Park is committed to maintaining a safe, healthy, and productive work environment for all employees. The unlawful use, possession, distribution, manufacture, or being under the influence of drugs or alcohol in the workplace is strictly prohibited.

~~This policy applies to all employees while on Town premises, operating Town vehicles or equipment, or conducting Town business.~~

~~**Prohibited Conduct**~~
~~Employees are prohibited from:~~

- ~~Possessing, using, distributing, or being under the influence of alcohol or illegal drugs while at work or on Town property;~~
- ~~Misusing legally prescribed drugs or Medical Marijuana;~~
- ~~Using prescription or over-the-counter drugs that impair safe job performance without prior disclosure to their supervisor or Human Resources;~~
- ~~Distributing or soliciting prescription drugs or Medical Marijuana at work.~~

~~**Drug and Alcohol Testing**~~
~~The Town may conduct the following types of testing, consistent with applicable state and federal laws:~~

- ~~**Pre-Employment Testing**~~
  ~~Required for safety-sensitive positions and as a condition of employment where applicable.~~
- ~~**Reasonable Suspicion Testing**~~
  ~~Employees may be tested when there is a reasonable belief they are under the influence of drugs or alcohol while working. Indicators may include, but are not limited to, unusual behavior, appearance, or job performance.~~

  ~~Supervisors who observe such behavior must immediately contact Human Resources and ensure testing is conducted.~~

Refusal to submit to testing will result in disciplinary action, up to and including termination.

- **Post-Accident Testing**
  Required following work-related accidents or incidents involving injury, property damage, or safety violations, particularly in safety-sensitive roles.
- **Random Testing**
  Employees in positions requiring a Commercial Driver's License (CDL) or governed by other federal or state mandates may be subject to random drug and alcohol testing.
- **Follow-Up Testing**
  Employees returning to work following treatment or rehabilitation may be subject to unannounced testing.

Mandatory Testing for Safety-Sensitive Roles
Mandatory drug and alcohol testing is required for employees who:

- Carry a firearm or work closely with those who do,
- Operate heavy or dangerous machinery,
- Work with children or vulnerable populations,
- Perform life-threatening or safety-sensitive duties,
- Require a security background check under Florida Statutes § 110.1127,
- Handle confidential criminal investigation documents or controlled substances, or
- Hold positions where a lapse in attention could endanger others.

Prescription Drugs and Medical Marijuana
Employees must inform their supervisor and Human Resources if they are taking prescription or over-the-counter medications that may impair their ability to safely perform job duties. This information will be kept confidential in accordance with the **Health Insurance Portability and Accountability Act (HIPAA)**.

Use of Medical Marijuana under Florida law does not excuse being impaired at work. Employees are not permitted to possess or use Medical Marijuana while on duty or on Town property, regardless of prescription status.

Employee Responsibilities and Disciplinary Action

- Any employee who violates this policy or refuses required testing may face disciplinary action, up to and including termination.
- Supervisors must not send employees home in lieu of testing when reasonable suspicion exists.
- Employees must notify the Town within **five (5) business days** of any drug- or alcohol-related conviction, whether or not it occurred at work.

Employee Assistance Program (EAP)
The Town encourages employees with substance abuse concerns to seek help. Support and resources are available through the Town's Employee Assistance Program (EAP). Voluntary participation in EAP before a policy violation may be considered a mitigating factor.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act, Title 29 U.S.C. (Sections 201-219) is the federal law requiring that covered employees be paid at least the federal minimum wage and overtime pay (at time and one-half of the employee's regular rate of pay) for all hours worked over 40 hours in a workweek.

The Town Personnel Manual refers to employees covered by FLSA as "non-exempt" and to those not covered by the FLSA minimum wage and overtime provisions as "exempt".

Medical Examinations

The Town may require an employee to submit to a medical or psychological exam to determine fitness for duty provided the examinations are job related and consistent with business necessity. Tests for alcohol or illegal drug use are not considered medical examinations, nor are physical agility tests. Fitness for duty exams shall be conducted by a licensed professional designated by the Town and shall be paid for by the Town.

The Town shall comply with all applicable laws including ADA, FMLA, HIPAA, Worker's Compensation and related laws and guidelines in addressing circumstances where an employee is found to be unfit to perform some or all their essential job functions. This policy in no way shall be construed to limit employees' rights under any federal or State Law.

Employees determined to be un-fit for duty and requiring associated leave, may access accrued leave banks and other paid or unpaid leave time consistent with the policies contained within this manual and state and federal laws.

Light duty or modified return-to-work arrangements are not guaranteed and would not indicate continued employment if provided.

Procedures for Reporting Fraudulent Activity

The Town of Pembroke Park recognizes the potential for fraudulent activity and is committed to maintaining the highest standards of honesty and integrity in all operations. Fraudulent activity may include, but is not limited to:

- Corruption or unethical behavior;
- Theft, embezzlement, or misappropriation of cash, property, or assets;
- Falsification or alteration of financial records, invoices, or expense reports;
- Manipulation or falsification of data processing or other official records;
- Knowingly providing false information on job applications or other official documents.

Information or concerns about fraudulent activities may arise from employees, vendors, citizens, audit findings, or other sources.

Reporting Procedure:

All employees are required to report any suspected fraudulent activity promptly. Reports may be made to any of the following:

- Town Manager
- Town Attorney
- Human Resources Director

To facilitate confidential reporting, employees may also submit anonymous tips via:

- Email: hr@tppfl.gov
- Phone: (954) 251-2611 (754)232-1622

County

With regard to ethics, Municipal employees must follow the Constitution of the State of Florida, the State Code of Ethics (Chapter 112 of the Florida Statutes), and any applicable, more restrictive municipal laws (see F.S. 112.326). The Broward County Charter empowers the Office of Inspector General to investigate, report, and refer "misconduct" and "gross mismanagement." "Misconduct" is defined as (1) any violation of federal, state, or local constitution, statute, code, charter, or ordinance or (2) conduct involving fraud, corruption, or abuse. "Gross mismanagement" is defined as the material waste or significant mismanagement of public resources. Misconduce

may be reported on the OIG's website, and there are procedures to remain anonymous if you choose: https://www.broward.org/InspectorGeneral/Pages/ReportMisconduct.aspx

State

The Florida Commission on Ethics has the authority to review and investigate complaints concerning possible violations of the State's ethics laws by state and local elected or appointed public officers and public employees and others as designated by Florida law. Complaints must be submitted on the form created by the Commission, which is available on the Commission's website: https://ethics.state.fl.us/Complaints/Complaints.aspx

Protection Against Retaliation

Employees who report suspected fraudulent activity in **good faith** will be protected against retaliation or adverse employment actions. The Town strictly prohibits retaliation against anyone who participates in investigations or reports concerns honestly and responsibly.

Investigation Committee

The Town of Pembroke Park strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the Town should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. The Town of Pembroke Park will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the Town of Pembroke Park will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Confidentiality

The Town has determined if a complaint of misconduct is filed against a Town employee by another Town employee or resident/business owner. All information obtained pursuant to an investigation of misconduct is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the investigation ceases to be active.

When a formal complaint is filed by an employee, the Town Manager, Town Attorney, and Human Resources Director shall serve as the Investigation Committee to review the complaint.

The committee will:

- Evaluate the nature, severity, and details of the complaint;
- Determine whether a formal workplace investigation is warranted;
- Oversee the investigation process to ensure fairness, confidentiality, and thoroughness.

Employees are expected to provide truthful information during the complaint and investigation process. Malicious or knowingly false allegations may result in disciplinary action, up to and including termination.

Outside Counsel

In the event the Town Manager, Town Attorney, Human Resources Director, or Town Commission are the subject of the complaint, the Town must contract out to Outside Counsel to ensure a fair investigative process. The cost and expense of Outside Counsel to conduct an investigation pursuant to this section shall not exceed $25,000 without the prior approval of the Town Commission. Outside Counsel shall advise the Town if an investigation reaches $20,000 in cost and expense to ensure that the Town Manager has an opportunity to seek additional funding for the investigation from the Town Commission, if necessary.

Please review **General Overview of Investigative Procedures** for further information.

Whistleblower Protection

In accordance with the Florida Whistleblower Act (Florida Statutes §112.3187), the Town of Pembroke Park prohibits retaliation against any employee who discloses, in good faith, violations of law, gross mismanagement, gross waste of public funds, or other abuses of authority.

Employees may report concerns to the Town Manager, Town Attorney, Human Resources Director, or other designated authorities. Reports will be handled confidentially and investigated appropriately. Retaliation against whistleblowers is strictly prohibited and may result in disciplinary action.

Americans with Disabilities Act (ADA) & Reasonable Accommodation

The Town complies with the Americans with Disabilities Act (ADA) and applicable state laws by providing reasonable accommodations to qualified employees and applicants with disabilities.

Employees who require accommodations to perform the essential functions of their job should submit a request to Human Resources. The Town will engage in an interactive process to determine appropriate accommodations that do not impose undue hardship.

Immigration Law Compliance and E-Verify

The Town complies with all federal and state immigration laws. In accordance with Florida law (SB 1718), the Town uses the E-Verify system to confirm the identity and employment eligibility of all new hires.

All newly hired employees are required to complete Form I-9 and present documentation establishing identity and eligibility to work in the United States.

TERMS OF EMPLOYMENT

Personnel Files

The Town of Pembroke Park maintains a personnel file for each employee. These files include, but are not limited to:

- Job application and resume
- Records of training and certifications
- Documentation of performance appraisals and disciplinary actions
- Salary and compensation records
- Benefits and employment-related documentation

Employee Responsibility for Updates

Employees are responsible for ensuring that their personnel records are accurate and current. Updates may be made during performance evaluations or at any time by notifying the Human Resources Department. Employees must promptly notify Human Resources (within two (2) weeks of change) if any of the following changes occur:

- Name or address
- Telephone number
- Marital status
- Emergency contact information
- Education status
- Military status
- Driver's license or status, including expiration, cancellation, revocation, etc.
- Licensing, certifications, or training relevant to the position
- Beneficiary designations
- Direct deposit or bank account information
- Any other information that may affect employment or benefits eligibility

Access to Personnel Records

Personnel files are the property of the Town. Access to information within the files is governed by applicable federal and state laws, including Florida's Public Records Law (Chapter 119, Florida Statutes). Records may be released in response to a lawful public records request, except for information specifically exempt or confidential by law (e.g., Social Security numbers, certain law enforcement personnel data, medical records).

Employees may review their own personnel file at any time upon reasonable advance notice. Reviews will take place in the presence of a Human Resources representative at the Town's offices. Copies of documents may be requested in accordance with public records procedures and any applicable fees.

Centralized Records

All original personnel records must be maintained by the Human Resources Department. Departments shall not retain original documents in separate departmental files. This ensures compliance with legal retention standards and confidentiality safeguards.

Hiring of New Employees

The hiring of all new employees ~~shall be~~is coordinated through the Human Resources Department in accordance with applicable ~~employment~~ laws and the Town ~~policies~~Charter.

Final approval for the hiring of new employees rests with the Town Manager, with the following exceptions:

- The Town Commission shall have sole authority to hire the Town Manager, Divisional Directors, and Department Heads.
    - Town Charter Section 15.B states "The Town Commission shall hire or engage by contact an individual or firm to serve in the following ~~positions;~~positions: Town Manager, Town Clerk, Public Works Director, Building Official, Town Attorney, Finance Director, Town Planner and Chief of Police. These positions shall be considered Charter Officers of the Town of Pembroke Park and shall report directly to the Town Commission. The Town Commission shall adopt job descriptions for each of these positions and may, by ordinance, further set forth the duties and responsibilities of each position."
- ~~The Town Commission also retains the exclusive authority to approve the hiring of independent contractors.~~

All employment offers are contingent upon successful completion of applicable pre-employment requirements, which may include background checks, ~~verification of~~ employment eligibility ~~to work in the United States~~, medical examinations (as necessary), drug ~~and alcohol~~ testing, and credential/licensure verification, as applicable to the position.

Hiring of Former Employees

Former employees of the Town may be considered for re-employment under the following conditions:

Separation in Good Standing

Individuals who previously left Town employment in good standing are eligible to apply for re-employment. "Good standing" generally refers to voluntary resignation with appropriate notice and no significant disciplinary issues at the time of separation.

Separation Not in Good Standing

Individuals who did not leave the Town in good standing may still be considered for re-employment; however, they must demonstrate, to the satisfaction of the Town, sufficient improvement in work performance, conduct, or attitude before being eligible for rehire.

Application Process

All former employees must apply through the Town's standard recruitment process for open positions.

- Applications must clearly indicate the individual is a former Town employee seeking re-employment.
- The relevant Department Head will review the application, assess any additional information needed, and make a recommendation to Human Resources and the Town Manager regarding rehire eligibility.

Retirement Benefit Restrictions

Former employees receiving disbursements from the Town's retirement plan may not be eligible to continue receiving those benefits upon rehire, subject to the terms of the plan and applicable laws.

The Town will comply with all applicable laws, including Florida Retirement System (FRS) guidelines or other retirement plan restrictions, regarding the re-employment of retirees.

Nepotism/Employment of Relatives

In accordance with Section 112.3135, Florida Statutes, it is the policy of the Town to prevent conflicts of interest and perceptions of favoritism in employment matters involving relatives.

No elected official, Town employee with hiring or supervisory authority, or official exercising jurisdiction or control over personnel decisions shall employ, appoint, promote, advance, or advocate for the employment, promotion, or advancement of any individual who is a relative, in any position under their supervision, influence, or within the

same chain of command.

Definition of Relative
For the purpose of this policy, "relative" is defined as:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

(As defined by Section 112.3135, Florida Statutes)

Disclosure Requirement
All applicants and current employees are required to disclose if they are related to any current Town employee or elected official. This disclosure must be made:

- At the time of application for employment, or
- Promptly upon becoming aware of a relationship formed during employment.

Failure to disclose a qualifying relationship may result in disciplinary action, up to and including termination.

Management of Conflicts
In the event that relatives are employed in the same department or division:

- One relative may not supervise or participate in employment decisions (such as hiring, evaluation, discipline, scheduling, or promotion) affecting the other.
- The Town will evaluate the reporting structure and take steps to remove supervisory conflicts, which may include reassignment, restructuring of responsibilities, or relocation to a different department when feasible.

All such situations will be reviewed and managed by Human Resources in coordination with the Town Manager to ensure compliance with this policy and Florida law.

Personal Relationships Among Employees

A ***personal relationship*** is defined as a continuing romantic, intimate, or sexual relationship between two employees, regardless of whether the relationship is current or has previously existed.

To preserve the integrity of the workplace and avoid conflicts of interest, favoritism, or the appearance of impropriety, employees involved in a personal relationship may not:

- Work within the same chain of command,
- Be assigned to the same department if one has authority over the other's terms and conditions of employment, or
- Supervise or be supervised by the other individual involved in the relationship.

Disclosure Requirement
Employees engaged in a personal relationship must promptly disclose the relationship to the Human Resources Department. Early disclosure allows the Town to assess whether a conflict of interest or inappropriate workplace dynamic exists and take proactive steps to mitigate any issues.

Conflict Resolution
If an actual or potential conflict of interest is identified, the Town may take steps including, but not limited to:

- Reassignment to a different department or position,

- Transfer to an equivalent role with no supervisory relationship, or
- Termination of employment, if no alternative placement is available.

The employees involved will be given the opportunity to voluntarily determine which individual will accept a reassignment or separation. If the employees do not reach a mutual decision within 30 calendar days of notification, the Town reserves the right to make the determination as to which employee will be transferred or, if necessary, terminated.

Prohibited Conduct
Supervisors and managers are strictly prohibited from initiating or maintaining romantic or intimate relationships with employees under their direct or indirect supervision. Such conduct may result in disciplinary action, up to and including termination.

Employee Classification

In accordance with the Fair Labor Standards Act (FLSA) and applicable state laws, each position is classified as either:

- **Exempt:** Salaried employees who are not eligible for overtime pay. These positions generally include executive, administrative, professional, and certain technology-based roles, based on FLSA duties and salary tests.
- **Non-Exempt:** Employees eligible to receive overtime pay for all hours worked in excess of 40 in a workweek.

The Town of Pembroke Park recognizes several types of employment classifications to determine eligibility for benefits, compliance with applicable wage and hour laws, and internal personnel procedures. These classifications do not guarantee employment for any specific period of time and may be modified as necessary to meet operational needs.

Full-Time Employees
Employees who are regularly scheduled to work 30 hours or more per week on a continuous basis. These employees are eligible for the Town's employee benefits programs as outlined in later sections of this Handbook, subject to the terms, conditions, and limitations of each benefit plan.

Part-Time Employees
Employees who are regularly scheduled to work less than 30 hours per week on a continuing basis. Part-time employees are generally not eligible for Town-sponsored benefits, unless specified by law or plan documents. However, part-time employees may be eligible for certain statutory protections, such as:

- Workers' Compensation (Florida Statutes §440)
- Family and Medical Leave Act (FMLA), if the employee meets federal eligibility standards

Temporary or Seasonal Employees
Employees hired to work on a temporary basis (e.g., to fill in for an absent employee or during peak periods) or for a specific season or project. These employees:

- Are **not eligible** for the Town's employee benefit programs
- Are employed **at-will** for the duration of their assignment
- Are covered by relevant state and federal employment laws, including minimum wage and workers' compensation coverage

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act, Title 29 U.S.C. (Sections 201-219) is the federal law requiring that covered employees

be paid at least the federal minimum wage and overtime pay (at time and one-half of the employee's regular rate of pay) for all hours worked over 40 hours in a workweek.

The Town Personnel Manual refers to employees covered by FLSA as "non-exempt" and to those not covered by the FLSA minimum wage and overtime provisions as "exempt".

Probationary Employment

Initial Probation Period (New Hires)

All new employees shall serve a probationary period of one (1) year beginning on their first day of employment. This period allows the Town to assess the employee's performance, dependability, attendance, and general fitness for continued employment.

- New Hires will receive a ninety (90) day evaluation from their supervisor during their probationary period.
- The Town may extend the probationary period for up to six (6) additional months if more time is needed to assess performance.
- During this time, the employee may be terminated at any time without cause and without the right to appeal or procedural protections provided to non-probationary employees.

Probation Following Promotion or Reassignment

An employee who is promoted or reassigned to a new position will also serve a six (6) month ~~one-year~~ probationary period in the new role. If the employee does not meet expectations in the new position:

- The Town may reassign the employee to their prior position, if it is vacant and available.
- If no appropriate position is available, the employee may be separated from employment.

Appointed Officials and Town Commission Employees

Employees appointed directly by and serving at the pleasure of the Town Commission (e.g., Town Manager, Department Heads, Divisional Directors) do not serve a formal probationary period but are subject to annual performance evaluations by ~~September 30th~~July 31st of each year. These employees are at-will and may be terminated with or without cause, at the sole discretion of the Town Commission.

Changes in Employment Status

The Town of Pembroke Park recognizes that organizational needs and employee development may result in changes to an employee's job assignment. The following categories describe the various types of employment status changes that may occur within the Town's workforce.

Transfers

A transfer is a reassignment of an employee to a different position that generally includes comparable duties, responsibilities, authority, and compensation. Transfers may occur within a department or between departments and are typically used to improve workforce efficiency, accommodate operational needs, or address employee development.

Transfers do not necessarily result in a change in pay, job classification, or benefits eligibility.

Promotions

A promotion occurs when an employee is reassigned to a position that involves:

- A broader or more complex scope of responsibilities;
- A higher level of authority or leadership; and/or
- Placement in a higher salary grade or pay range.

Promotions may occur:

- Through the filling of a posted vacancy, or
- Through reclassification of the employee's existing position due to a sustained and substantial increase in duties and responsibilities.

Promotions may result in an increase in pay, subject to budgetary approval and applicable compensation policies.

Demotions
A demotion occurs when an employee is reassigned to a position that involves:

- Reduced responsibilities or authority;
- A lower pay grade or classification level; and/or
- A decrease in compensation.

Demotions may occur for the following reasons:

- Performance-related issues;
- Organizational restructuring or job elimination;
- Employee request; or
- Reclassification of the position due to a decrease in job scope.

Demotions may result in a decrease in pay. Employees will be notified of changes in writing and may be eligible to apply for other open positions.

Temporary Reassignments
A temporary reassignment involves the assignment of an employee to a different role or set of duties for a limited period of time. Temporary reassignments are typically used:

- To fill a vacant position during the recruitment process;
- To cover an extended absence (e.g., leave of absence); or
- For training or cross-functional coverage purposes.

Temporary reassignments must meet the following criteria:

- Last at least two (2) full pay periods; and
- Are typically used when the vacancy or assignment is expected to exceed thirty (30) calendar days.

The Town Manager has discretion to initiate and approve temporary assignments. Compensation for temporary assignments, if applicable, will be determined in accordance with Town policy.

Work Hours

To ensure employee availability and accountability to the public the Town serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the normal workdays of Monday through Friday~~,~~ from 8:00 a.m. to 5:00 p.m., except on recognized holidays, during approved leave, or when away from the worksite for an approved work-related activity.

The standard workweek for purposes of calculating overtime under the Fair Labor Standards Act (FLSA) is Monday through Sunday.

Supervisors, with the approval of the Town Manager, may establish alternative schedules as needed to meet

departmental operational needs.

Time Clocks

All exempt and non-exempt employees must accurately record their work hours using the Town's designated timekeeping system. A missed clock in/out is a violation of this policy and includes:

1. Failure to clock in/out at the beginning or end of the assigned shift.
2. Failure to clock in/out for lunch breaks.
3. Failure to accurately or timely report all time worked.
4. Clocking in/out earlier or later than scheduled without supervisor approval.
5. Clocking in or out for another employee ("buddy punching") is strictly prohibited and grounds for immediate disciplinary action~~.~~, up to and including termination.
6. Employees may not clock in more than seven (7) minutes prior or after ~~to~~ the start of their shift without prior approval.

Hourly or non-exempt employees must clock in and out four (4) times daily:

- Beginning of shift
- Beginning of lunch break
- End of lunch break
- End of shift

All employees must certify that their time records are accurate. Intentional falsification of time records is grounds for disciplinary action, up to and including termination.

Employees may use a physical timeclock or the Town's mobile timekeeping app. A geofencing feature restricts clock-in/clock-out to within one mile of Town Hall. Technical issues must be immediately reported to the employee's Department Head.

Unexcused Absences

Employees are expected to report for duty at their scheduled time. Employees who will be absent or late must notify their supervisor as soon as possible, and no later than sixty (60)~~thirty (30)~~ minutes before the start of their scheduled shift.

Failure to notify a supervisor or excessive absenteeism may result in disciplinary action. Excessive absenteeism is considered three (3) or more unexcused absences in a quarter or three (3) month period. An absence of three (3) consecutive business days without notification will be considered job abandonment.

Tardiness

Tardiness is defined as arriving after the scheduled start time or returning late from a break or lunch period.

Employees must notify their supervisor of expected tardiness within one (1) hour prior to ~~of the~~ their scheduled start time.

Three (3) or more instances of tardiness per month is considered excessive tardiness.

Chronic, excessive, or unexcused tardiness may result in progressive disciplinary action.

On-Call, Standby, Call-In/Call-Back

Any employee may be called to work at unscheduled times or to perform duties outside their regular scope during emergencies.

- Non-exempt employees who are called back to work after a regular shift or on a scheduled day off shall be paid for a minimum of three (3) hours or actual time worked—whichever is greater—at time and a half.

- These hours are compensable even if the employee has not reached 40 hours in the workweek, consistent with Town policy.
- "Standby" status requires availability for work and may be assigned verbally, in writing, or through official rosters.
- Call-back time is paid at straight time or provided as compensatory time and does not count toward overtime unless total hours exceed 40.

Exempt employees are not entitled to overtime under the FLSA and are excluded from this provision.

Meal and Rest Breaks

One unpaid 60-minute meal break is provided to employees working eight (8) or more consecutive hours.

- Non-exempt employees must clock out for lunch. Employees may not perform work duties during unpaid meal periods.
- Employees are not permitted to skip or shorten meal or rest breaks to arrive late or leave early unless approved by the department head prior to the start of the shift.

Rest breaks:

- Employees may receive two (2) paid 15-minute rest breaks per full workday—one during each half of the shift.
- Rest breaks are not required by Florida law but are provided as a privilege and must not interfere with operations.

Breaks for Nursing Mothers

The Town complies with state and federal law in providing reasonable break time to express breast milk for up to two (2) years after a child's birth.

- These breaks are paid and do not require clocking out.
- Employees must coordinate the timing of these breaks with their supervisor.
- A private space—not a restroom—that is shielded from view and free from intrusion from coworkers and the public will be provided upon request.

Work Cancellation / Adverse Weather Conditions

In cases of temporary closure (one day or less), the Town Manager will determine compensation for non-essential staff.

- The Town Manager will also determine compensation or time-off for exempt essential staff.
- Non-exempt essential staff will be compensated in accordance with FLSA and Town emergency pay policies.

Closures exceeding one day will be addressed on a case-by-case basis. Employees are expected to remain available during their normal work schedule unless otherwise instructed.

The Town Manager or Town Commission will determine when facilities close and when essential staff are required to remain on-site before, during, or after a storm. Employees may use accrued leave or request modified schedules during such periods~~.~~; however, the town has the right to withdraw or shorten any previously approved time off in the case of an emergency.

Employees designated essential under the Emergency Management section must report when required.

Town-Sponsored Events

~~Employees may be requested to attend Town-sponsored events as part of their duties.~~ Employees may be requested to attend Town sponsored events as part of their duties. Employees are expected to honor these requests unless previously discussed and approved by their supervisor.

Public services employees who work the events will be awarded their regular and/or overtime rate along with an equivalent credit of compensatory time for time worked during that event to use for a later day off. ~~Employees with a conflict due to religious observance or a medical condition must notify their supervisor in advance.~~

Volunteer Time Off

The purpose of this policy is to outline the opportunities and procedures for the Town of Pembroke Park employees to engage in community volunteering activities. We encourage employees to volunteer at Town events and other local non-profit organizations.

The purpose of the Town of Pembroke Park's volunteer program is to:

- Support volunteer activities that enhance and serve the communities in which we live and work.
- Support communities that are impacted by disasters.
- Address issues that impact quality of life.

The additional purpose of this program is to create community engagement opportunities for the Town of Pembroke Park's employees that are meaningful, purposeful and helps those in need. At the same time, the Town of Pembroke Park recognizes that participating in these activities will also enrich and inspire the lives of our employees. ·Community· is not defined as just local community but may encompass a global perspective.

Guidelines

All full-time employees who volunteer will receive hour for hour leave added to their volunteer leave bank up to 20 hours. Volunteer hours will only be approved for 50 I (c)(3) nonprofit organizations or Town sponsored events where the employee is not paid to work. Volunteer leave bank hours must be used by the end of the calendar year.

More than one organization may be chosen. If you are not sure of the status of your chosen organization, please contact Human Resources for guidelines.

Criteria

All full-time employees of the Town of Pembroke Park are eligible to participate in this program after one month from date-of-hire. The employee must be in good standing. Employees also must sign in at the Town Sponsored event or provide documentation that they volunteered at an eligible 50 I (c)(3) nonprofit to receive credit.

The Town of Pembroke Park reserves the right to modify. amend. suspend, or discontinue this program at any time without prior notice. The town also reserves the right to revoke approval if it is felt that the employee is misusing the program.

Approval Process

The employee must submit the request form to Human Resources at least 5 days before the event for approval. Approval is at the discretion of the Town Manager and Human Resources.

Examples of appropriate uses for Volunteer Time Off Program:

- Volunteering at a Town Sponsored Event (i.e. Back to School Event, Fall Music Festival)
- Building a house for Habitat for Humanity
- Volunteering at a food bank
- Cleaning up a beach, park or trail
- Becoming a Big Brother/Big Sister
- Volunteering at a local hospital
- Volunteering at 50 I (c)(3) nonprofit (i.e. Feeding South Florida, Make a Wish, Goodwill)

Pay and Classification Plan

Compensation and Benefit levels are determined by the Town's overall financial condition, general fiscal responsibility to taxpayers, and individual job performance. The value of a position is established in the Town's Pay and Classification Plan.

Pay Plan

The pay plan lists each position title, pay grade, salary range, FLSA status, and Department Head designation. It is published at the beginning of each fiscal year after the Annual Budget is passed.

Departments seeking to add, reclassify, or change a position title in the Pay Plan after the start of the fiscal year must receive written approval from the Town Manager, Human Resources Director, and Finance & Budget Director.

Pay Ranges may be adjusted annually, depending on available resources, to reflect cost of living adjustments. Adjustments are subject to Town Commission approval.

Classification Plan

The classification structure is based on systematic internal job evaluation and external labor market analysis, conducted at least every two years.

Job descriptions are created through comprehensive job analysis and include:

- Title
- Duties and responsibilities
- Exemption status (FLSA)
- Essential job functions
- Required knowledge, skills, and abilities
- Physical demands

Job descriptions are reviewed annually.

Employee compensation is based on time-in-position, performance, qualifications, experience, education level, and other job-related factors. New hires are paid within their assigned pay range.

Merit Increases

Merit increases are evaluated during the annual budget preparation process and, if approved, are implemented at the beginning of the new fiscal year. All merit increases must be budgeted and align with the Town's approved Compensation and Classification Plan.

Merit increases may be issued outside of the annual process on a case-by-case basis, with approval from the Town Manager and/or the Town Commission, depending on the position's reporting structure.

Merit increases must be based on the results of a formal performance evaluation using clearly defined standards that are applied consistently across all positions. To be eligible, the employee's performance evaluation must sufficiently document performance that meets ~~exceeds~~ the expectations and duties of the assigned position.

~~To preserve the integrity of the classification and compensation system and avoid pay compression, merit increases and cost-of-living adjustments (COLAs) shall only be awarded in the form of a single, combined annual adjustment.~~

The ~~total combined annual~~ increase for merit ~~and COLA~~ shall not exceed 5% of the employee's base pay. Any proposed salary increase exceeding this threshold must be approved by the Town Commission.

Performance Evaluations

All new employees ~~shall~~ will receive a formal performance evaluation after ~~six~~ three (3) ~~(6) months~~ of employment. Thereafter, all employees will receive an annual performance evaluation conducted by their direct supervisor, with

completion due by ~~September~~ July 31st ~~30th~~ of each year.

Performance evaluations serve as an essential management tool to assess individual contributions, establish and align performance expectations, and support employee development. Evaluations provide a formal opportunity to:

- Review progress toward established goals and objectives
- Identify employee strengths and areas for improvement
- Determine training or professional development needs
- Support decisions related to merit increases, promotions, discipline, and other employment actions

All performance evaluations may be reviewed by the Town Manager, and when appropriate, by the Town Commission or its designee.

Employees shall have an opportunity to meet with their supervisor to discuss the contents of the evaluation and may submit written comments or a formal response to be attached to the evaluation in their personnel file.

Employees who receive an unsatisfactory or marginal performance rating may be placed on a Performance Improvement Plan (PIP) and may be subject to progressive disciplinary action, depending on the severity and duration of performance issues.

Appeal Procedure for Performance Evaluations

An employee who receives an overall performance rating of "Marginal/Needs Improvement" or below may appeal the evaluation through the following process:

1. **Initial Appeal to Human Resources**
   The employee must submit a written appeal to the Human Resources Director within fourteen (14) calendar days of signing the performance evaluation. The appeal must include supporting facts and documentation explaining why the employee believes the rating should be "Expected Performance" or higher.

   The Human Resources Director shall review the documentation and respond in writing within fourteen (14) calendar days of receipt of the appeal.

2. **Outcome of HR Review**
   - If the Human Resources Director modifies the evaluation to a rating of "Expected Performance" or higher, or if the evaluation does not impact a merit increase, the appeal process ends.
   - If the Human Resources Director upholds the original rating and the evaluation results in the denial of a merit increase, the employee may proceed to a second-level appeal.

3. **Appeal to the Town Manager**
   - The employee must submit a written request for appeal to the Town Manager within fourteen (14) calendar days of receiving the decision from Human Resources.
   - The Town Manager shall schedule a meeting with the employee, their supervisor, and the Department Head. During this meeting, both the employee and the supervisor may present relevant evidence and justification for their positions.
   - The Town Manager shall issue a final, binding decision in writing within a reasonable time frame after the hearing.

4. **Positions Exempt from Appeal**
   Employees who serve at the pleasure of the Town Commission are not eligible to appeal their evaluations under this policy.

Cost of Living Increase

Applied annually to pay ranges and individual salaries and may not exceed 5% ~~if~~ unless approved by the Town

Commission. ~~Combined with merit increases, Ttotal increases may not exceed 5% without approval.~~

Performance Awards Program

The objective of this program is to provide the Town of Pembroke Park with the sole discretion to recognize individuals with performance awards in the form of monetary payments in addition to merit increases. These awards should be granted only to those individuals who clearly demonstrate outstanding performance levels. The awards may be granted for outstanding performance upon completion of a special project or assignment, job-related skill, or professional development accomplishment, or for overall outstanding performance throughout the year.

No more than fifteen percent (15%) of the eligible group shall be granted a performance award during any one fiscal year. Exceptions could be made based on the actual number of people performing in an outstanding manner, subject to approval by the Town Commission.

Guidelines

Commendable Performance Award: This award is for outstanding performance or accomplishment to the benefit of the Town. It includes a lump sum payment of up to $2,500. The Commendable Performance Award is based on evaluation of the criteria enumerated in this policy.

Distinguished Service Award: This award is for sustained accomplishment and outstanding performance to the benefit of the Town. It includes a lump sum payment of up to $5,000.

Criteria

A nominee must have demonstrated (a) superior performance and accomplishment for Commendable Service Award and (b) sustained extraordinary accomplishment for Distinguished Service Award. Criteria upon which nominees will be evaluated may include, but need not be limited to, the following:

- Career achievements that are recognized throughout the County or are acknowledged on a state or national level.
- Specific achievement of significant cost reduction or cost avoidance enabling the agency to reallocate resources to high priority activities, such as implementation of a departmental business plan.
- Unusual levels of cooperative effort with other Counties/Cities, state or federal agencies, governmental jurisdictions, and/or the private sector, including community involvement.
- Major professional and career related awards and honors received.
- Demonstrable managerial effectiveness as indicated by decision making and problem-solving skills.
- Outstanding performance upon completion of a special project or assignment.

In documenting the above criteria and in all other areas cited in support of the nomination, it must be clear that the nominee has demonstrated qualities of strength, leadership, integrity, industry, and personal conduct of a level that has established and maintained a high degree of public confidence and trust.

Selection Process

A memorandum with supporting documentation must be submitted to The Town Manager and Town Commission for approval.

Award Payment

A lump sum payment will be made to each recipient. These lump sum payments, as well as the costs of pins and plaques, will come from the recipient employee's department.

The performance award amount is considered to be separate from base pay. The amount will not be added to base pay when calculating future pay adjustments. No employee may receive more than two awards in any five-year period.

Overtime

Exempt Employees

Employees classified as exempt under the Fair Labor Standards Act (FLSA) are not eligible to receive overtime compensation. Exempt employees are expected to work their regularly scheduled hours and any additional time necessary to meet the responsibilities of their position.

In cases where exempt employees are required to work significant additional hours beyond their normal schedule due to extraordinary work demands, time-off consideration (informal compensatory time) may be granted. Such time off requires the prior approval of the Town Manager and is granted at the sole discretion of the Town Manager.

Non-Exempt Employees

Employees classified as non-exempt under the FLSA are eligible for overtime compensation. Based on the operational needs of the Town, non-exempt employees may be required to work overtime and are expected to do so upon request. Personal needs or preferences are not sufficient grounds to refuse overtime when required for business purposes.

Overtime Compensation

Non-exempt employees will be compensated at one and one-half (1.5) times their regular hourly rate for all hours worked in excess of 40 hours in a workweek (seven consecutive days, Monday through Sunday).

Exclusion of Leave Time

For the purpose of calculating overtime eligibility, only hours actually worked count toward the 40-hour threshold. Paid or unpaid leave hours (e.g., vacation, sick, or holiday leave) do not count as hours worked.

Form of Compensation

Overtime may be compensated through either:

- Wages, or
- Compensatory time off (comp time), granted at a rate of 1.5 hours for each hour of overtime worked, where permitted.

The Town reserves the right to:

- Substitute monetary payment for accrued compensatory time at its discretion.
- Approve employee requests to convert compensatory time to cash, with payment made on the next regular payroll cycle.

Pre-Approval Requirement

Overtime (including compensatory time) must be approved in advance by the employee's supervisor and authorized by the Department Head and Town Manager, and only if funds are provided for in the annual Town budget.

Scheduling of Overtime

Overtime will be scheduled in a manner that is most beneficial to the Town and in accordance with operational priorities. When possible, the Town may adjust an employee's work schedule within the same 40-hour workweek to avoid incurring overtime.

Unauthorized Overtime

Non-exempt employees who work overtime without prior approval may be subject to disciplinary action, up to and including termination.

Change in Status Pay

Promotion Pay
Employees who are promoted to a position in a higher pay grade shall receive:

- The minimum of the new pay grade, or
- An increase of up to 10% of their current base pay, whichever results in a greater increase, subject to available budget and approval by the Town Manager.

All promotional pay changes must be in accordance with the current Pay Plan and require a Personnel Action Form and appropriate documentation justifying the promotion and pay rate, to be approved by Human Resources, the Department Head, and the Town Manager.

Temporary Reassignment / Acting Pay
Employees who are temporarily assigned to a position in a higher pay grade and are assuming additional responsibilities may receive:

- Either the minimum of the higher pay grade, or
- An increase of up to 10% of their current base pay, whichever is greater, for the duration of the temporary assignment.

A Personnel Action Form is required for any acting ~~assignment, and~~assignment and must be approved by the Town Manager. Temporary assignment pay is not retroactive unless explicitly stated in writing at the start of the assignment.

Upon returning to the employee's previous position, the employee's base pay shall revert to the pre-assignment rate.

Vacant positions do not automatically designate a subordinate as "acting." Acting assignments must be formally authorized and are not presumed.

Demotion Pay
For voluntary or involuntary demotions, the employee's new pay shall be calculated based on a comparative ratio formula:

For example, if the employee's current salary is at 50% of the range for their existing grade, the demoted salary shall be placed at 50% of the new, lower pay grade.

All demotions must be documented with a clear explanation of cause (voluntary, disciplinary, reclassification, etc.) and approved by the Town Manager and Human Resources.

Pay Periods and Direct Deposit

Pay periods for Town of Pembroke Park employees cover two weeks, beginning at 12:00 a.m. every other Monday. The pay period covers two seven-day work periods of 40 hours for regular employees. Paydays are every other Friday. When a payday falls on a holiday, employees shall be paid the day prior to the holiday.

All payroll payments are by direct deposit only.

Travel Reimbursement and Advances

The Town of Pembroke Park employees may be required to travel for work-related purposes such as professional development, training, conferences, and meetings. Employees are expected to manage expenses prudently and professionally. The Town will reimburse necessary and reasonable travel costs, subject to this policy and prior approvals.

General Guidelines

- Travel must be directly related to official Town business.
- Travel expenses for spouses or non-employees are not reimbursable unless prior written approval is granted by the Town Manager.
- All travel must be pre-approved by the appropriate Department Head and the Town Manager.
- Abuse of travel privileges may result in disciplinary action, up to and including termination.

Reimbursable Expenses

Transportation

Use of Town vehicles is preferred. When not available, personal vehicle mileage may be reimbursed at the IRS standard mileage rate. ~~, up to 250 miles per trip.~~

- Mileage is calculated using the most direct route.
- No reimbursement will be provided for commuting from home to regular worksite.

Lodging

Reasonable lodging will be reimbursed when:

- A full day's work is required at a considerable distance from the Town, or
- Overnight stay is necessary and approved in advance by the Town Manager.
- Luxury lodging and excessive costs are not eligible for reimbursement.

Meals

~~Reasonable meal expenses are reimbursable when incurred during official travel or meetings that serve the Town's interests.~~ The Town will provide up to eighty-six dollars ($86.00) per day for meals prior to traveling for any authorized travel that serves the Town's interest with the exception of the first and last day of travel. On those days, the town will provide up to sixty dollars ($60.00) for meals prior to traveling for any authorized travel that serves the Town's interest.

- Costs for alcohol, luxury meals, or excessive claims will not be reimbursed. ~~without prior Town Manager approval.~~

Other expenses

- Only necessary expenses (parking, tolls, baggage fees) are reimbursable.
- Convenience services (valet parking, in-room movies, room service, laundry, etc.) are not reimbursable unless a specific and reasonable need is clearly demonstrated and approved.

Non-Reimbursable Items

- Expenses for family, guests, or personal activities
- Upgraded travel arrangements without business justification and approval of Town Manager
- Late fees or penalties due to employee negligence

Documentation Requirements

All reimbursement requests must:

- Be submitted on the Town's official travel reimbursement form
- Include itemized receipts for all expenses
- Be submitted within 10 business days of travel completion

Travel Advances

- May be issued with Town Manager approval
- Must be reconciled with receipts upon return
- Any unused advance must be returned promptly

Professional Memberships, Certifications, Training & Development

The Town of Pembroke Park may pay for or reimburse the costs of job-related memberships, training, licenses, and certifications, provided such costs:

- Are budgeted and pre-approved by the Department Head and Town Manager
- Directly relate to the employee's current role or advancement within the Town

Eligible Expenses

- Memberships in recognized professional associations
- Job-specific seminars, trainings, or workshops
- Licensing or certification required by the employee's position
- Renewal of job-required certifications

Conditions

- The employee is responsible for maintaining any required certifications in an active status.
- Employees must notify their supervisor immediately if a license or certification lapses or is lost.
- Approval does not guarantee reimbursement if budget limits have been met.

Educational Assistance ~~and Training~~

The Town of Pembroke Park encourages professional development and continuing education for employees by providing tuition reimbursement for approved ~~training or~~ college courses. ~~directly related to the employee's work.~~

This policy applies to all eligible Town employees seeking tuition reimbursement for college education ~~or training~~ that enhances ~~job-related~~ knowledge, skills, and abilities.

Eligibility

- Employees must have prior approval from Human Resources, ~~and the~~ Town Manager, Department Director, and/or Finance & Budget Director before enrolling in any course or program.
- Tuition reimbursement is subject to sufficient funds in the approved budget.
- Employees are eligible for up to $5200 ~~$4,200~~ ~~$2,000~~ per fiscal year. ~~for undergraduate coursework and up to $3,000 per fiscal year for graduate coursework.~~

Approval Process

- Employees must submit a ~~written request for~~ tuition reimbursement form through Human Resources outlining the course or program details and its direct relation to their job duties.
- ~~The Town Manager will determine if the course or program qualifies as "directly related" to the employee's work.~~
- ~~Employees may appeal a denial by submitting a written request to the Town Commission.~~

Tuition Reimbursement

- Employees may be reimbursed up to 100% of tuition costs for courses taken on their own initiative, subject to budget availability and satisfactory course completion.
    - Maximum credits per year: 12
    - Course grade of 70% or higher for reimbursement
    - Courses graded as pass~~/fail~~ will receive ~~100%~~ max reimbursement based on eligible funding ~~for passing~~ and 0% for failing.
- Employees must provide official payment receipts and grade reports to Human Resources to receive reimbursement.

~~**Grading and Reimbursement Scale**~~

~~Grade~~	~~Reimbursement Percentage~~
~~A (90-100)~~	~~100%~~
~~B (80-89)~~	~~80%~~
~~C (70-79)~~	~~60%~~
~~D (60-69)~~	~~0%~~
~~F (59 and below)~~	~~0%~~

~~***Courses graded as pass/fail will receive 100% reimbursement for passing and 0% for failing.***~~

Repayment Agreement

Employees must agree to remain employed with the Town for a minimum of twenty-four (24) months after receiving tuition reimbursement.

If an employee voluntarily terminates employment or is terminated for cause before the 24-month period ends, they must repay the full amount of tuition reimbursed within the prior 24 months.

Repayment terms will be detailed in a written agreement signed before reimbursement is provided.

General Provisions

Tuition reimbursement does not cover fees unrelated to tuition such as books, lab fees, or travel unless specifically approved by the Town Manager.

All reimbursements are subject to budget availability and are not guaranteed.

Responsibilities

- Employees are responsible for timely submission of reimbursement requests and required documentation.
- Human Resources will maintain records of reimbursements and monitor compliance with the policy.
- Department Heads and supervisors will support employees seeking educational opportunities. ~~that benefit their roles.~~

Conference and Seminar Policy

Requests to attend a conference or seminar must be pre-approved by the Department Head and the Town Manager and must be included in the adopted department budget.

Employees who conduct formal group training sessions for staff may be eligible for a training premium of up to 10% of their annual salary, prorated for the actual hours spent conducting the training. This premium is provided in addition to their regular compensation and is subject to approval by the Town Manager.

This premium applies only to the trainer and not to trainees. To qualify, the training must:

- Be pre-approved;
- Be job-related and offered to a group of Town employees;
- Include submission of a training agenda, attendee list, and post-training summary.

Employees attending required or job-related training during regular work hours will be compensated for their attendance in accordance with the Fair Labor Standards Act (FLSA).

Separation from Employment

Voluntary Termination
Voluntary termination occurs when an employee initiates separation from employment, including:

1. **Resignation** – a voluntary decision to leave employment.
2. **Retirement** – a voluntary separation when the employee meets the Town's retirement criteria.

Notice Expectations

- All regular full-time and part-time employees are requested to provide at least two (2) weeks' written notice to resign in good standing.
- Department heads and management personnel are requested to provide thirty (30) days' notice to allow for transition and adequate replacement.
- For retirements, at least six (6) weeks' notice is requested to ensure benefits and documentation are processed properly.

Involuntary Termination
Involuntary termination (discharge) may occur at the discretion of the Town for reasons such as unsatisfactory performance, misconduct, or other violations of policy.

Layoff and Recall
The Town may conduct a layoff due to operational, financial, or organizational needs. In such cases, affected employees will be notified as early as possible and provided relevant information regarding benefits and the possibility of recall, if applicable.

Layoff and recall decisions will be based on factors such as operational need, job performance, employment history, qualifications, and, where applicable, seniority.

Impact on Benefits
Upon separation:

- All accrued, vested benefits that are due and payable will be paid out according to policy.
- Employees may be eligible to continue certain benefits at their own expense under COBRA or other applicable regulations.
- Final wages will be paid on the next regularly scheduled payday unless otherwise required by law.

Exit Interviews
Employees who resign in good standing are strongly encouraged to participate in an exit interview with Human Resources. Participation may be considered in decisions regarding future rehire eligibility. Exit interviews are conducted during paid work hours.

Return of Property
Employees must return all Town-issued property, including keys, ID badges, uniforms, technology, and other equipment, before their final day or prior to receiving their final paycheck.

The Town will not withhold final wages for unreturned property but may pursue recovery through appropriate legal channels.

Disciplinary Action

The Town of Pembroke Park intends disciplinary action to be constructive, aiming to motivate employees toward proper conduct and improved performance. Minor issues are typically addressed informally by the employee's immediate supervisor and may result in a verbal warning, which can be documented and retained in the employee's personnel file.

Formal disciplinary actions are administered by the Department Head in coordination with the Human Resources Director and Town Manager. Suspensions and discharges require approval from the Town Manager and Human Resources. Department Heads may submit recommendations for suspension or discharge for review.

Disciplinary actions may include, but are not limited to, the following steps. They are not necessarily sequential, and the Town reserves the right to proceed directly to discharge when warranted:

1. Verbal Coaching: A coaching to the employee that the behavior or performance is not acceptable and offer methods for improvement and expectations. This is not a written record to be placed in the personnel file.
2. **Verbal Reprimand:** A verbal notice to the employee that behavior or performance must improve. A written record will be placed in the personnel file and a copy given to the employee.
3. **Written Reprimand:** A formal written notice requiring improvement, placed in the personnel file and provided to the employee.
4. **Suspension:** Temporary removal from duty with or without pay. The length depends on the offense's severity and frequency. Documented and placed in the personnel file.
5. **Discharge:** Termination of employment.

Employees may submit written responses to disciplinary actions for inclusion in their personnel files. In some cases, particularly discharge, employees may have additional due process rights.

Performance Improvement Plan (PIP)

To address performance concerns, an employee may be placed on a PIP. The plan clarifies expectations and provides an opportunity to improve specific behaviors or job performance issues identified in the Annual Performance Evaluation.

- The employee will be regularly evaluated, typically weekly, by the department manager.
- The PIP document will outline discussion points, improvement goals, required activities, and timelines (usually 90 days).
- Failure to improve during the PIP period may result in termination.
- Successful completion means no further disciplinary action will be taken.

Causes for Demotion, Suspension, or Dismissal

A permanent employee may be demoted, suspended, or dismissed when work performance or conduct warrants such action. The Department Head shall provide written notification with reasons to the Town Manager and Human Resources and notify the employee of the effective date.

Examples of causes include, but are not limited to:

1. Violation of Town or personnel policies, procedures, or rules
2. Incompetence or inefficiency
3. Offensive or unequal treatment of coworkers or the public
4. Insubordination or failure to obey lawful, reasonable directions
5. Soliciting or accepting gifts or fees in connection with employment
6. Failure to settle debts owed to the Town in a timely manner
7. Conviction of a felony or serious crime
8. Excessive tardiness, carelessness, or negligence
9. Absence for three or more consecutive workdays without proper notice
10. Excessive accidents causing injury or property damage
11. Use of political influence improperly in personnel matters
12. Dishonesty or lack of integrity in job duties
13. Excessive absenteeism or abuse of leave policies
14. Violation of departmental rules or safety regulations
15. Conduct unbecoming an employee, on or off duty

16. Intoxication or use of unauthorized substances during work hours

This list is not exhaustive; the Town may take disciplinary action for any justifiable reason. The employee's service record will be considered in all actions.

Employee Arrest or Charge Policy

The Town of Pembroke Park requires employees to promptly report certain legal actions to ensure workplace safety, maintain public trust, and comply with applicable laws.

As a condition of employment, all employees must notify their immediate supervisor no later than the next scheduled workday if they are:

- Arrested,
- Charged by a prosecuting authority with an offense or violation of law,
- Indicted by a Grand Jury, or
- Subject to related legal actions including violation of probation, promises/notice to appear, injunctions involving violent or threatening behavior, or moving traffic violations.

Failure to provide timely notification may result in disciplinary action, up to and including termination.

Employees may not report to work following an arrest, indictment, promise to appear, or conviction without prior approval from the Human Resources Director.

Procedure

Upon notification or discovery of an arrest or charge, the Town will conduct an independent investigation considering:

- Nature and severity of the alleged offense,
- Circumstances surrounding the incident,
- Employee's job duties, work location, and public or coworker interaction,
- Employee's work history, including performance and length of service,
- Attendance impacts and potential conflicts,
- Other relevant factors as deemed appropriate by the Town.

If the employee pleads guilty, nolo contendere, enters a plea agreement (including pre-trial intervention), or is convicted of any felony or crime involving dishonesty or moral turpitude, immediate termination may occur.

If the employee is acquitted or the charges are dismissed, the Town Manager will review the employment status to determine if reinstatement or continued employment is appropriate.

Administrative Leave

Employees arrested, indicted, or charged with felonious offenses, crimes involving dishonesty or moral turpitude, or offenses potentially related to their work may be placed on Administrative Leave—with or without pay—pending investigation and with Town Manager approval.

Independent Disciplinary Action

Serious or work-related offenses may lead to disciplinary action independent of any criminal proceedings.

Ongoing Reporting Requirements

Employees must notify the Human Resources Director the next business day following any change in the status of criminal drug or alcohol-related charges, including convictions, pleas, adjudications, acquittals, or dismissals.

Failure to report such convictions or status changes within the required timeframe may result in immediate

termination unless the employee can demonstrate good cause for the delay.

Employee Procedural Rights

Involuntary Termination and Procedural Rights

The Town Manager, Divisional Directors, Department Heads and Chartered Positions serve at the pleasure of the Town Commission. All other employees may be terminated by the Town Manager.

Employees subject to termination have certain due process rights when the adverse employment action affects a liberty or property interest.

Where an employment decision could stigmatize the employee—such as placing a record in the personnel file that may be subject to public disclosure or foreclosing future employment opportunities—the employee shall be provided notice of the proposed action and an opportunity to respond prior to finalization.

Examples of stigmatizing reasons include, but are not limited to: dishonesty, immorality, moral turpitude, criminal conduct, harassment, falsifying records, drug use, prostitution, misuse of position for personal gain, or other charges that impugn moral character.

Performance-related issues such as incompetence, negligence, poor attendance, insubordination, failure to meet standards, or failure to submit required documentation are typically not considered sufficiently stigmatizing to trigger due process protections.

When stigmatizing information may be publicly disclosed, the employee shall receive oral or written notice of the charges, an explanation of the evidence, and an opportunity to respond before the decision is finalized and documented in the personnel file. The employee's response shall be directed to the Town Manager, who may consult with the Town Attorney, Mayor, and/or Commission as needed.

This procedural protection does not alter the Town's at-will employment status. The Town Manager's findings are final, provided in writing to the employee, and documented in the personnel file.

Right of Appeal

Any ~~permanent~~ employee who is discharged may appeal the action in writing to the Town Manager within fifteen (15) business days of the action. The Town Manager shall promptly schedule a hearing with the employee and the relevant department head, at which both may present evidence regarding the action and its reasons. If the disciplinary action is initiated by the Town Manager, the hearing shall be conducted by the Town Commission.

During any investigation or hearing, the Town Manager or Town Commission may require any employee to attend and provide testimony.

Probationary employees terminated during the probation period are not entitled to appeal.

~~Permanent e~~Employees who are demoted or suspended may appeal by filing a written grievance following the Town's grievance procedures, within fifteen (15) working days of the action.

Grievance Procedures

The Town promotes a constructive work environment and provides a formal grievance procedure for employees who believe they are treated unfairly.

Step 1: Verbal Communication with Supervisor

Employees should discuss complaints or concerns with their immediate supervisor within five (5) working days of the incident. Supervisors will respond verbally within five (5) working days.

Step 2: Written Communication with Department Head

If unresolved, employees must submit a written grievance to their department head within five (5) working days of the Step 1 response. The grievance must include:

- Date of incident
- Description of incident
- Summary of prior discussions with supervisor
- Desired resolution
- Employee's printed name, signature, and date

The department head shall respond in writing within five (5) working days.

Step 3: Written Communication with Town Manager
If still unresolved, the employee may request a meeting with the Town Manager within five (5) working days of receiving the Step 2 response. The request must be in writing and copied to the department head.

The meeting shall occur within ten (10) working days or on a mutually agreed date. The Town Manager may include the department head, supervisor, or other representatives. The employee may be accompanied by a fellow employee or representative.

The Town Manager's written decision after the meeting is final.

BENEFITS

Employee Benefits Overview

The Town of Pembroke Park ~~[Name]~~ provides a comprehensive benefits package to all full-time regular employees. These benefits are designed to support the health, well-being, and financial security of employees and their families.

Benefits offered by the Town are subject to periodic review and may change at the Town's discretion. The Town reserves the right to modify or discontinue benefit plans, provider networks, third-party administrators, and insurance carriers as necessary.

At a minimum, the Town offers a Health Insurance Plan and a Retirement Plan to eligible full-time regular employees. Other benefits may include, but are not limited to, dental insurance, vision coverage, life insurance, paid leave, and employee assistance programs.

Employees will receive a current Summary of Benefits document each year, which provides detailed information on available plans, eligibility, and enrollment procedures.

Prior to receiving an offer of employment, prospective employees will be provided a summary of the benefits available to full-time regular employees. Any questions regarding benefits should be directed to ~~the Town Manager or~~ the Human Resources Department.

Eligibility for health insurance coverage begins on the first day of the month following thirty (30) days of employment.

Continuation of Benefits (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees and their eligible dependents to continue health insurance coverage under the Town's group health plan when coverage would otherwise end due to a qualifying event, such as termination (for reasons other than gross misconduct), reduction in hours, divorce, or death of the employee.

Eligible individuals pay the full cost of coverage at the Town's group rate plus a 2% administrative fee.

Questions about COBRA coverage and eligibility should be directed to Human Resources.

Short-Term & Long-Term Disability Benefit

The Town provides a group short-term & long-term disability insurance benefit to eligible full-time employees. This benefit may provide income replacement if an employee is medically unable to work due to a non-work-related illness or injury.

Eligibility, waiting periods, benefit levels, and duration are defined in the plan documents. For detailed information, please contact Human Resources or refer to the current Summary Plan Description (SPD).

Unemployment Compensation

The Town participates in the State of Florida unemployment insurance program according to statutory guidelines. Terminated employees are advised to refer questions of benefit eligibility to the appropriate State office.

Workers' Compensation

The Town provides workers' compensation coverage in accordance with the Florida Workers' Compensation Act. Employees who suffer a job-related injury or illness—no matter how minor—must report the incident immediately to their supervisor. Supervisors are responsible for notifying Human Resources without delay to ensure the claim is processed promptly.

Workers' compensation may provide payment for authorized medical care, wage replacement, and other benefits as defined by law. Questions about claims or coverage should be directed to Human Resources.

Social Security

All employees are covered under Social Security, a federally administered program that provides retirement, disability, and survivor benefits. Contributions are made by both the employee and the Town as required by federal law. Questions about benefits and coverage should be directed to the local Social Security Administration office.

Telecommuting

Telecommuting allows eligible employees to work from home, on the road, or at an alternate location. The Town considers telecommuting a flexible work benefit for certain positions and employees, but it is not a right, entitlement, or universal benefit. It does not alter the terms and conditions of employment.

Telecommuting is limited to Department Directors. Any exception requires prior written approval by the Town Manager.

Requests must be submitted in writing to the Town Manager and include a specific reason. Each request will be evaluated on a case-by-case basis. Approved telecommuting arrangements are limited to a maximum of two (2) days per month, unless otherwise authorized by the Town Manager.

To be eligible, employees must:

- ~~Have a minimum of six (6) months of continuous, regular employment,~~
- Hold a satisfactory performance record,
- Maintain availability during scheduled work hours, and
- Be accessible for meetings and communication.

Employees may use Town-issued equipment for telecommuting. If unavailable, personal equipment may be approved for use. Town equipment and systems are for business use only.

The employee is responsible for establishing a safe, secure home workspace. The Town does not reimburse for home office costs such as furniture or internet.

Employees must safeguard confidential or sensitive Town information. This includes using secure passwords, locking physical files, and following Town policies on data protection.

Telecommuting is not a substitute for childcare. Employees are expected to work without interruptions and remain focused on work performance.

Injuries occurring while telecommuting must be reported immediately in accordance with the Town's workers' compensation procedures.

Non-exempt employees must use the Town's timekeeping system and record all hours worked. Any overtime must be approved in advance by the Town Manager. Unauthorized overtime may result in termination of the

telecommuting agreement.

Temporary telecommuting may be approved for special projects, weather events, or business travel, with no expectation of permanency.

LEAVES OF ABSENCE AND TIME OFF – PAID LEAVE

Holidays

All full-time salaried employees and hourly employees regularly scheduled to work at least thirty (30) hours per week are eligible for paid time off on designated holidays, unless otherwise provided by a collective bargaining agreement.

- ~~Designated Holidays~~
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- One (1) Personal Day – hours equivalent to a full~~y~~ shift

Employees who are not required to work on a designated holiday will receive their regular pay for the day. Employees required to work on a holiday may be granted an alternate day off, subject to department needs.

Holiday Pay Eligibility

To qualify for holiday pay, employees must be present or on approved paid leave the scheduled workday before and after the holiday. Unexcused absences or unpaid leave immediately before or after a holiday will disqualify the employee from holiday pay.

If a holiday occurs during a period of authorized paid leave, the day will not be deducted from the employee's leave balance.

Personal Day (Floating Holiday)

The Personal Day must be used within the fiscal year and does not carry over. Employees may request use of the Personal Day through the PTO system with at least two (2) weeks' notice. Approval is subject to department staffing needs. Employees are eligible for this day and all other listed holidays beginning on their first day of employment.

Vacation / Annual Leave

Employees accrue vacation leave based on continuous service with the Town as follows:

Length of Service (Continuous Months)	Vacation Hours Accrued Per Year
0 to 48 months	80 hours (10 days)
48 to 96 ~~120~~ months	120 hours (15 days)
96 ~~120~~ months or more	160 hours (20 days)

Vacation leave begins to accrue upon employment; however, employees are not eligible to use vacation leave until

completing six (6) months of continuous service, unless approved by the Town Manager.~~.~~

Use and Scheduling

- Vacation requests must be submitted in advance using the approved form and are subject to supervisor approval based on department staffing and operational needs. Employees are expected and encouraged to submit vacation requests as soon as possible to assist with proper departmental planning and staffing.
- Employees may divide their vacation time as needed, using whole or partial hours.
- Vacation may be used for sick leave only after all accrued sick leave has been exhausted.
- Department heads may require employees to use accrued vacation leave with reasonable notice.

Carryover and Buy-Back

- Unused vacation leave may be carried over from year to year, up to two (2) years of an employee's annual accrual based on years of service. Any vacation accrued in excess of the two (2) year maximum becomes a "use it or lose it" policy which will be forfeited at the end of the calendar year.
    - The vacation carry-over maximum is effective January 2026. Employees with maximums over aforementioned amount will not lose vacation hours accrued prior to 2026, even if it is above the two (2) year maximum.
- Employees with more than 80 hours of accrued vacation ~~and who have used at least ten (10) days80 hours~~ during the fiscal year may elect, during a designated period, to sell back excess vacation leave at the Town's discretion and subject to budget availability.
- The Town Manager may grant a one-time extension for unused leave above the carryover limit for up to 12 months.

Termination

Upon termination, employees will be paid for unused accrued vacation leave up to a maximum of 400 hours. The termination date is the employee's last day worked.

Sick Leave

All full-time employees accrue sick leave at the rate of one day (8 hours) per full calendar month of continuous service, beginning on the first day of the month.

Sick leave is intended for personal illness, injury, or quarantine due to contagious disease exposure. It may also be used for medical appointments that cannot be scheduled outside of work hours, pregnancy or maternity, or for illness or death in the immediate family (defined as the employee's or spouse's spouse, grandparents, parents, siblings, children, or grandchildren). Employees are expected and encouraged to request sick time for medical appointments as soon as possible to assist with departmental operations and staffing.

Employees may use accrued sick leave from their start date. Sick time off taken without available accruals will be unpaid. Abuse of sick leave may result in disciplinary action.

Conversion to Special Vacation Time

Employees may convert one-fourth (¼) of unused sick leave earned in the previous calendar year to special vacation time. Requests must be submitted within the first two (2) weeks of the calendar year. If unused by year-end, converted hours revert to the employee's sick leave balance. To be eligible for conversion, employees must have a balance of eighty (80) in their sick bank after conversion.

Payment for Accrued Sick Leave

Upon separation from employment, or in the event of the employee's death, employees or their beneficiaries are eligible to receive payment for accrued sick leave up to a maximum of $500.

Medical Certification and Notification

Employees using three (3) or more consecutive sick days ~~must~~ will be required to provide a physician's note to Human Resources. Employees are not permitted to start working without Human Resources authorization.~~their supervisor~~. The Town reserves the right to require a physician's note for any sick leave usage and may verify employee illness with a visit or a required medical examination—if job-related and consistent with business necessity.

Employees must notify their supervisor no later than sixty (60)~~30~~ minutes before their scheduled shift begins on the first day of absence and each subsequent day unless otherwise approved by the department head. Failure to notify may result in leave being recorded as unpaid.

Workers' Compensation and Sick Leave Coordination

Employees with job-related injuries may receive full pay for up to five (5) scheduled workdays without charging leave balances. Absences beyond five days reduce FMLA eligibility time.

Employees may use accrued sick or vacation leave to supplement workers' compensation payments to equal their regular rate of pay. Once leave balances are exhausted, employees are placed in leave without pay (LWOP) status but retain their service date.

The Town may hold a position open for up to one year following a work-related injury, provided departmental operations allow. If the employee cannot return to work after one year, separation from employment may occur. If released for work during this period, the employee may be eligible for reduction-in-force benefits.

Jury Duty

Employees summoned for jury duty will be granted leave for the duration of their required service. Full-time employees will be paid their regular wages, minus any compensation received for jury service, excluding mileage or expense reimbursements.

Employees must provide a copy of the jury summons as soon as possible and are expected to report to work during any days or portions of days they are not required to serve.

Employees are expected to return to work promptly upon release from jury duty.

Bereavement/Funeral Leave

Employees may be granted up to three (3) business days ~~or twenty-four (24) hours~~ of paid leave in the event of a death in the immediate family. Employees are eligible for five (5) business days of paid leave if they must travel out of state and eight (8) business days of paid leave if they must travel out of the country due to the death of an immediate family member.

Immediate family includes: spouse, domestic partner, parent, stepparent, child, stepchild, sibling, grandparent, grandchild, in-law equivalent, aunt, uncle, first cousin, or any individual residing in the employee's household.

Employees must notify their supervisor as soon as possible and may be required to submit documentation verifying the death or service (e.g., obituary, service program, or death notice). Photographs are not accepted as supporting documentation.

Additional Provisions

- Employees may request unpaid leave or use accrued vacation~~/sick~~ leave if additional time is needed for travel, arrangements, or extended bereavement.
- Requests for leave due to the death of a non-immediate family member or close friend may be considered on a case-by-case basis and may be unpaid or charged to other available leave.

- The Town will make reasonable accommodations for employees observing cultural or religious mourning practices, subject to operational needs.

Voting Time

Full-time regular employees may be granted up to one (1) hour of paid time off at the beginning or end of their shift to vote, provided:

- The time is requested at least 24 hours in advance;
- Departmental operations are not disrupted and coverage is maintained;
- Granting such time off does not require the Town to incur overtime costs.

Approval is at the discretion of the department head.

Political campaigning or solicitation of political contributions is strictly prohibited while on duty or while on Town property.

Paid Parental Leave

Paid Parental leave provides leave with pay to enable eligible employees to care for and bond with a newborn, newly adopted, newly placed foster child, or with a child newly placed in the employee's guardianship, or in loco parentis (qualified placement).

Eligible male and female employees will receive a maximum of eight (8) weeks of paid parental leave per birth, adoption, or qualified placement of a child/children, for the purpose of bonding with the new child.

In no case will an employee receive more than one period of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or qualified placement event occurs within that 12-month time frame. An eligible employee includes a mother, father, stepparent, legal guardian, individual who is in loco parentis, or certified domestic partner of the parent at the time of the birth or date of the adoption or placement of the child.

All full-time employees are eligible for paid parental leave upon hire. Paid parental leave will run concurrently with FMLA if the employee is eligible and must be utilized within one (1) year starting the date of the birth, adoption, or qualified placement of a child. Annual leave and sick leave will continue to accrue during the period of paid parental leave, and the employee's regular payroll deductions for health insurance, retirement, and all other benefits will continue during the duration of paid parental leave.

Employees must agree to remain employed with the Town for a minimum of twenty-four (24) months after receiving paid parental leave if they have not already been employed with the town for twelve (12) months.

If an employee voluntarily terminates employment or is terminated for cause before the 24-month period ends, they must repay the full amount of paid parental leave that was received within the prior 24 months.

Repayment terms will be detailed in a written agreement signed before paid parental leave is granted.

LEAVES OF ABSENCE AND TIME OFF – UNPAID LEAVE

Family and Medical Leave Act (FMLA)

In accordance with the Family and Medical Leave Act (FMLA), eligible employees may take up to twelve (12) workweeks of unpaid, job-protected leave in a twelve-month period for qualifying family and medical reasons.

Eligibility

Employees are eligible for FMLA leave if they:

- Have worked for the Town for at least twelve (12) months (need not be consecutive); and
- Have worked at least 1,250 hours during the twelve months immediately preceding the start of leave.

Qualifying Reasons for Leave

Eligible employees may take FMLA leave for the following:

- The birth of a child, and to care for the newborn within one year of birth.
- The placement of a child for adoption or foster care, and to care for the newly placed child within one year of placement.
- To care for a spouse, child, or parent with a serious health condition.
- The employee's own serious health condition that makes them unable to perform their job.
- A qualifying exigency due to a spouse, child, or parent being on or called to active military duty.

In addition, up to twenty-six (26) workweeks of leave may be taken to care for a covered service member with a serious injury or illness.

Intermittent or Reduced Leave

FMLA leave may be taken intermittently or on a reduced schedule when medically necessary. The Town may temporarily reassign the employee to an alternative position with equivalent pay and benefits to better accommodate the leave schedule.

Combined Leave for Spouses

If both spouses work for the Town, they may be limited to a combined 12 weeks of FMLA leave in a 12-month period for:

- Birth, adoption, or placement of a child; or
- To care for a parent with a serious health condition.

Leave Usage and Paid Time Off

Available paid leave (~~vacation, PTO, or sick~~sick, personal day, vacation, etc.)~~.~~ must be used concurrently with FMLA leave, as applicable. The remainder of the leave, if any, will be unpaid.

12-Month Measurement Period

The Town uses a rolling 12-month period measured backward from the date the employee uses any FMLA leave.

Request and Notification Procedures

- Foreseeable Leave: Employees must provide at least 30 days' advance notice when the need for leave is foreseeable.
- Unforeseeable Leave: Employees must notify the Town as soon as practicable, generally within one to two business days of becoming aware of the need.

Employees must contact Human Resources to request FMLA leave. Supporting medical certification may be required within 15 calendar days of the request.

Insurance and Benefits During Leave

The Town will continue to provide group health benefits during FMLA leave under the same terms as if the employee were actively working. The employee must continue to pay their portion of the premiums on time. If payment is not received within 30 days, coverage may be terminated with written notice.

Accrual of other benefits (e.g., vacation, sick leave) will be suspended during any unpaid portion of the leave and resume upon return to work.

Return to Work

Employees returning from FMLA leave will be restored to their original job or an equivalent position with the same pay, benefits, and terms. A fitness-for-duty certification may be required for medical leave before reinstatement.

Employees who fail to return to work at the end of an approved leave and do not request an extension may be considered to have voluntarily resigned.

Military Leave (USERRA)

The Town of Pembroke Park complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable Florida laws regarding military service leave.

Employees will be granted a military leave of absence for service in the U.S. Armed Forces, Reserves, or National Guard. Advance notice of leave is required unless prevented by military necessity.

Paid Leave

- Employees are entitled to 30 days of full paid military leave each calendar year in accordance with Florida Statutes, Chapter 115.
- After 30 days, and upon providing proof of military pay (excluding expense reimbursements), employees will be paid the difference between their regular base pay and their military compensation.
- In addition, employees may receive up to 240 hours of paid administrative leave per calendar year for annual training in the Reserves or National Guard (per F.S. 115.07).

Benefits During Leave

- Health insurance benefits will continue in accordance with USERRA and applicable state law based on the duration of leave.
- Employees may elect to continue group health coverage for up to 24 months, subject to applicable premiums.
- Leave accruals (such as sick or vacation) will continue during periods of paid military leave.

Reinstatement Rights

Employees returning from military leave will be reinstated in accordance with USERRA, generally to the position they would have held had they not left (known as the "escalator position") or a position of equivalent seniority, status, and pay.

- For service of 1 to 30 days: Employees must report to work at the beginning of the next regularly scheduled work period following safe travel and rest time.
- For service of 31 to 180 days: Employees must apply for reemployment within 14 days of completing service.
- For service of 181+ days: Employees must apply for reemployment within 90 days of completing service.

Reemployment is contingent on the employee’s timely return and honorable discharge.

Contact the Human Resources Department with questions or to begin the reemployment process.

Domestic and Sexual Violence Leave

In accordance with Florida Statutes §741.313, employees who have been employed by the Town for at least three (3) months may request up to three (3) days of leave within any 12-month period if the employee or a family or household member is a victim of domestic or sexual violence.

Employees must use all applicable accrued paid leave (such as annual, personal, or sick leave) before taking unpaid leave under this policy.

Requests for leave should be submitted in writing to the Human Resources Department as soon as reasonably possible. Supporting documentation or certification from an authorized individual (e.g., healthcare provider, attorney, counselor, law enforcement officer, or victim advocate) may be required to verify the need for leave.

All information provided under this policy will be kept confidential to the extent permitted by law.

Employees who take leave to obtain medical or dental assistance must provide a fitness-for-duty certification before returning to work. Failure to provide this certification may result in a delay or denial of reinstatement.

Leave taken under this policy will not result in the loss of accrued employment benefits. Upon return from leave, employees will be reinstated to their previous position or an equivalent position with the same pay, benefits, and terms of employment.

The Town prohibits retaliation against any employee for exercising their rights under this policy. Employees who believe they have experienced retaliation should report it to Human Resources.

Definitions of "domestic violence," "sexual violence," and "family or household member" are consistent with Florida law and may be found in the Town's external leave policy or upon request.

Unpaid Leave / Leave Without Pay

Employees who have completed at least twelve (12) months of continuous service may request a leave of absence without pay for- up to thirty (30) days and may be extended on a case-by-case basis.~~twelve (12) weeks.~~ Such leave may be granted for ~~extraordinary~~ circumstances not otherwise covered under the Town's Family and Medical Leave policy and is subject to approval by the Town Manager.

Eligibility and Conditions

- All accrued paid leave must be exhausted before unpaid leave may be taken.
- No annual or sick leave will accrue during an unpaid leave period.
- Failure to return to work at the conclusion of the approved leave may result in termination of employment.

Request Procedure

- Employees must submit a written request to the Town Manager at least two (2) weeks in advance, unless the leave is due to an unforeseeable emergency.
- Requests must include the reason for leave and the anticipated duration.
- Final approval is at the sole discretion of the Town Manager.

Benefits During Leave

- Employees may continue health and life insurance benefits at their own expense during the unpaid leave period.
- Payments must be submitted by check to the Finance/Payroll Department on the same schedule as regular payroll deductions or in advance. The Town will not cover or advance benefit costs.
- If timely payments are not made, coverage will lapse.

Leave Donation Policy

The Town recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in need for additional time off in excess of their available paid time off accruals. To address this need, all eligible employees will be allowed to donate accrued sick or personal leave hours from their unused balance to their co-workers in need of additional paid time off. This policy is strictly voluntary.

- Employees must be employed with the Town for a minimum of one (1) year to donate and/or receive donated sick/personal time.
- Recipient identity will not be disclosed to the donating employees.
- Employees may not donate more than fifty percent (50%) of their current balance. Employee must have an available bank balance of 40 hours post donation.
- Employees cannot borrow against future sick/personal time to donate.
- Employees who receive donated sick/personal time may receive no more than ~~480 hours (12 weeks)~~12 weeks within a rolling 12-month period.
- ~~Eligible employees can donate sick time once (1) per year during a designated period specified by the Town.~~

Nothing in this policy will be construed to limit or extend the maximum allowable absence under FMLA.

WORK RULES AND CODE OF CONDUCT

The Town of Pembroke Park values the diverse perspectives, skills, and talents that each employee, officer, and volunteer brings to our organization. This diversity enriches our workplace and enhances our ability to serve the community effectively.

All individuals within the Town, regardless of position or status, are expected to conduct themselves with professionalism, respect, and integrity. This includes respectful and courteous interactions with colleagues, supervisors, elected and appointed officials, and members of the public.

Respectful communication is required in all forms—verbal, written, and electronic—and ~~at all times~~ always reflects the Town's commitment to a positive, inclusive, and collaborative work environment.

Adherence to these standards supports the Town's mission and helps maintain a workplace where everyone can contribute their best.

Code of Ethics

Employees and officials of the Town of Pembroke Park are subject to both the Florida Code of Ethics and the Town's adopted Employee Code of Ethics. These standards promote integrity, transparency, and accountability in public service and establish expectations for professional conduct.

Florida Code of Ethics for Public Officers and Employees

In accordance with Chapter 112, Part III, Florida Statutes, no public officer or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business activity that substantially conflicts with the proper discharge of their duties.

All employees will be provided a copy of the Florida Code of Ethics during onboarding and are expected to review both the state law and department-specific Rules and Regulations. These documents serve as the foundation for ethical conduct while employed by the Town.

Pembroke Park Employee Code of Ethics

Per Article IX, Chapter 2, Section 260 of the Town Code:

"Employees of the Town hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain... Town employees must act in a manner that promotes public trust and confidence in government, with complete transparency and honesty, and must avoid even the appearance or perception of impropriety."

The following policies are derived from and enforce this standard.

Gifts

Town employees must not solicit or accept any gift—regardless of value—in a manner that may reasonably be perceived as intended to influence an official act or decision.

Lobbying and Procurement Communication

Employees must avoid the appearance of impropriety in interactions with registered lobbyists, vendors, or prospective vendors. The following rules apply:

- All lobbyists, vendors, or prospective vendors who meet or communicate with Town employees for the purpose of influencing decisions must complete a contact log maintained by the Town Manager.
- Employees must disclose any off-site meetings, phone calls, or electronic communications where lobbying occurs.
- Town employees are prohibited from lobbying the Town Commission or selection committees on behalf of

any outside entity for compensation.
- Providing factual information in the course of one's job duties is not considered lobbying.

Outside Employment
Employees may engage in outside employment only if:

1. It does not conflict with their public duties or Chapter 112, Florida Statutes.
2. It is not performed for a current or prospective Town vendor.

Employees must notify their supervisor of outside employment and may be asked to complete a disclosure form.

Prohibition on Use of Position for Personal Gain
Employees shall not use their position to secure benefits or advantages for themselves, immediate family, or affiliated organizations.

Post-Employment Restrictions
Employees may not solicit or accept employment from any individual or organization with pending matters before them or their committee, during or within 30 days following the final disposition of the matter.

Use of Town Resources
Town resources—including personnel, funds, vehicles, equipment, and supplies—must only be used for authorized Town business.

Exceptions:

- Use authorized by law or Town policy.
- Incidental use of phones or email for necessary personal matters during the workday.

Nepotism
Employees and consultants are prohibited from participating in hiring, promotion, or disciplinary decisions involving family members.

Political Activity
Employees may not:

- Engage in campaign activity during work hours or using Town property.
- Solicit political contributions from coworkers.
- Wear uniforms or operate Town vehicles while campaigning.

Employees seeking elected office must notify their supervisor and department head within three (3) business days of filing candidacy papers and may be required to take leave to avoid conflicts.

Confidential Information
Employees must not disclose confidential information obtained through Town employment unless legally required or necessary to perform official duties.

Enforcement and Appeals
Investigation Authority:

- The Town Manager is responsible for investigating ethics violations involving Town employees.
- The Town Commission has jurisdiction over cases involving the Town Manager, Directors, Chartered Positions, or where the Town Manager fails to act.

Appeal Process:
- Employees may appeal the Town Manager's decision to the Town Commission in writing within fifteen (15)

business days.
- The Commission may affirm, modify, or reverse the disciplinary decision.

Public Records Act

It is the policy of the Town of Pembroke Park to comply fully with Florida's Public Records Act, Chapter 119, Florida Statutes. The law provides the public with a right of access to records related to official Town business.

All public records requests must be accepted by any employee at any given time then promptly directed to the Town Clerk or their designee for processing. Requests may be made verbally, in writing, or anonymously. The Town will respond in a reasonable time, generally within five business days, unless additional time is needed due to the volume or complexity of the request.

Original documents may not be removed from Town property. Copies will be provided in accordance with Florida law and the Town's adopted fee schedule.

Public records are defined as materials made or received by the Town in connection with official business and intended to perpetuate, communicate, or formalize knowledge. Examples include paper documents, electronic files, emails, text messages, photographs, videos, and audio recordings.

Town employees are required to store public records under their control in a manner that allows them to be retrieved upon request. This includes maintaining organized filing systems, both physical and digital. Public records may not be destroyed except in accordance with Florida's records retention schedule and applicable law.

Certain records are exempt or confidential under Florida law and may not be released. Examples of such records include:

- Social Security numbers of current or former Town employees;
- Direct deposit records identifying bank account numbers;
- Ongoing investigations of discrimination complaints (until concluded);
- Contact information of public safety employees, their spouses and children.

Because exemptions are numerous, employees must consult their supervisor or the Town Clerk when unsure whether a record is exempt or confidential.

Florida law provides that a knowing violation of the Public Records Act may result in criminal charges. All other violations are subject to civil fines. No employee may remove or misuse Town property, including documents, files, reports, photographs, personnel records, or sensitive material.

Violations of this policy may result in disciplinary action, up to and including termination.

Personal Conduct

Employees of the Town of Pembroke Park serve as representatives of the Town and are expected to conduct themselves with professionalism, integrity, and respect at all times. This includes maintaining appropriate personal appearance and behavior consistent with the standards of public service.

Employees often engage with members of the public and other stakeholders on matters related to Town operations and policies. While employees retain their constitutional rights, including freedom of speech, they must recognize that public expressions—whether verbal, written, or online—may be perceived as official Town positions. Therefore, employees should exercise discretion and ensure their statements are factual, appropriate to their role, and in alignment with Town policies.

Employees are expected to be informed about Town policies and procedures relevant to their duties. If unsure about a specific topic, it is preferable to refer the inquirer to the appropriate department or offer to follow up with accurate information rather than provide incorrect or speculative responses.

Employees are expected to:

- Foster a respectful and collaborative work environment;
- Avoid spreading unverified information or rumors;
- Refrain from creating or contributing to discord or conflict within the workplace;
- Limit visits to other departments to official business only;
- Avoid loitering or unproductive time during work hours;
- Promptly request additional tasks from a supervisor if primary assignments are completed.

Violation of these expectations may result in disciplinary action, up to and including termination.

Outside Employment Guidelines

All employees of the Town of Pembroke Park that engage or expect to engage in outside employment are required to complete an Outside Employment Form the moment that they begin to seek outside employment. ~~(Exhibit C) annually by October 1st, even if they do not currently engage in any outside employment. The form includes a section for employees to affirm that they are not currently engaged in outside work.~~

Employees who wish to begin, continue, or change any supplemental or part-time employment in addition to their employment with the Town must submit an updated form and obtain prior written approval from the Town Manager. A new form must be submitted any time an employee starts, changes, or ends outside employment.

The form requires the following information:

- Name of the outside employer;
- Nature of the employment and duties to be performed;
- Approximate number of hours to be worked per week.

The Town Manager will evaluate whether a conflict of interest exists or whether the outside employment may impair the employee's ability to perform their duties for the Town. The employee will receive written notification of the Town Manager's decision.

A conflict of interest may include, but is not limited to:

- Using Town time, resources, equipment, supplies, facilities, or the prestige of the Town for personal or private gain;
- Accepting payment or consideration from an outside party for services that the employee is expected to perform as part of their Town role;
- Engaging in activities outside of work that are subject to oversight, enforcement, or approval by the same employee or department;
- Any employment that conflicts with, interferes with, or diminishes the employee's ability to fulfill their Town duties, including work schedule availability and job performance.

Additional guidelines:

- Employees may not wear a Town uniform, shoes, or any other Town-issued apparel while performing outside employment.
- Outside employment may not occur during the employee's regular Town work hours.
- Town property, equipment, tools, and other resources must not be used for outside employment purposes.

Employees found to be in violation of this policy may be subject to disciplinary action, up to and including termination.

Political Activity and Solicitation

The Town of Pembroke Park encourages civic participation; however, it is essential that employees maintain the integrity and impartiality of Town government operations. To ensure this, the following political activity and solicitation restrictions apply:

General Restrictions

- Town employees shall not engage in political activities, including campaigning or distributing literature, during work hours or while performing job duties.
- Employees shall not use Town equipment, facilities, supplies, uniforms, or resources for political purposes.
- Employees shall not solicit, receive, or contribute to political parties, candidates, or ballot initiatives during work hours or while representing the Town.
- Solicitation and/or distribution of political materials, petitions, or campaign literature is prohibited in work areas during working time.
- Employees must not reference their employment status with the Town while engaging in political activity or imply that their opinions reflect those of the Town.
- Town employees are prohibited from using their Town positions to influence others for political purposes or engage in political patronage.

Candidacy for Public Office

- Any Town employee who becomes a candidate for any public elective office must resign from their Town position upon formally qualifying, in accordance with Florida's elections and resign-to-run laws.
- Employees who become candidates for the Town Commission must take an unpaid leave of absence upon qualifying or within sixty (60) days of the election—whichever is sooner.
- Employees elected to the Town Commission must resign from Town employment before the start of their term of office.

Hatch Act and Florida Law Compliance

- Employees whose positions are funded in whole or part by federal funds may also be subject to restrictions under the Hatch Act. All employees must comply with Florida Statutes, which impose additional limitations on political activities by municipal officers and employees.
- Violations of this policy may result in disciplinary action, up to and including termination of employment.

For voting leave information, refer to the "Voting Time" section under **Leaves of Absence and Time Off – Paid Time**.

Customer Service

Employees of the Town of Pembroke Park are expected to consistently represent the Town in a positive, professional, and respectful manner. Providing excellent service to residents, customers, and the general public is a core responsibility of every Town employee.

Employees must treat all individuals with courtesy, patience, and professionalism, including when responding to questions, concerns, or complaints. Employees should listen attentively, remain calm, and make every effort to resolve issues promptly and effectively.

If a member of the public becomes unreasonable, hostile, or abusive, the employee should not attempt to handle the situation alone. Instead, the individual should be referred to the employee’s supervisor or the appropriate department head. In any such case, the employee should document the interaction and notify their supervisor as

soon as possible.

Public Statements and Mediaca Inquiries

Unless otherwise delegated in writing, the Town Manager is the designated spokesperson for the Town of Pembroke Park.

All media inquiries, interview requests, or requests for formal statements regarding Town matters must be immediately referred to the Town Manager or their designee.

Employees are not authorized to make public statements, represent the Town in the media, or release official information on behalf of the Town unless specifically approved in advance.

Routine communications related to day-to-day operations that do not involve Town policy, legal matters, personnel issues, or emergency events may be shared as appropriate, with prior supervisory approval.

Any employee who is unsure whether a communication falls under this policy should consult their supervisor or the Town Manager before responding. The Town is committed to fostering a welcoming and respectful environment for all who interact with Town services and personnel.

Appearance and Attire

All employees are expected to report to work each day with appropriate personal hygiene and attire consistent with the professionalism of the Town of Pembroke Park. Clothing and grooming should reflect the employee's position and not compromise safety or distract others.

Prohibited attire includes:

- Excessively worn, torn, or dirty clothing
- Clothing with offensive or suggestive language, logos, or images
- Tight, revealing, or sexually suggestive clothing
- Exercise attire (e.g., sweatpants)

Supervisors may send an employee home to change if attire is inappropriate. Questions about attire should be directed to a supervisor in advance.

For further clarification, please review and refer to the **Town Hall Dress Code Policy**.

Use of Town Resources

Town property is to be used solely for official Town business. Employees may not perform non-Town work during working hours or use Town resources for personal use. Town property includes, but is not limited to:

- **Mail & Letterhead:** No use of Town postage or letterhead for personal correspondence. Personal mail or packages should not be sent to the workplace.
- **Telephones:** Town phones are for business use. Personal calls should be minimal. Long-distance or excessive personal calls must be reimbursed.
- **Cell Phones:** Personal use is allowed only when it does not exceed contracted minutes or result in additional charges. Overages must be reimbursed.
    - For further clarification, please review and refer to the **Policy for Use of Cell Phones Issued by the Town and for Personal Cell Phones**.
- **Vehicles:** Town-owned vehicles are for official use only unless approved by the Town Manager.

- **Equipment and Supplies:** All tools, machinery, copiers, computers, etc., are for Town use only.
- **Personnel:** Staff time during work hours is for Town business exclusively.

Employees are prohibited from borrowing Town resources for personal use.

Employee Identification and Access Control

Employees are issued photo identification cards by the IT department during orientation. Cards must be presented upon request and used only for employment purposes.

- Lost ID cards must be reported immediately. Replacement fee: $5.00.
- Cards expire after five (5) years and must be renewed by the employee.
- ID cards must be returned upon separation of employment, along with other Town property.

Keys to Town buildings, vehicles, and facilities are issued only as needed. Employees must not duplicate, lend, or give keys to others without written authorization. Lost or stolen keys must be reported immediately.

Uniforms and Safety Attire

Where applicable, the Town provides uniforms, work boots, or safety attire, either directly or through reimbursement. These items:

- Must be kept clean and in good condition
- Are for use only during Town work hours
- Are Town property and may be replaced once per year or as necessary

Uniforms or Town apparel may not be worn for outside employment or personal use.

Personal Property and Workspace Expectations

The Town is not responsible for personal belongings brought into the workplace. Employees are encouraged to use discretion in bringing valuables to work.

All Town property—including desks, lockers, phones, vehicles, and digital systems—is subject to search or inspection at any time without notice. Employees should not expect privacy.

Personal workspace should be kept tidy and presentable to the public. Displays of personal items (e.g., photos, small decorations) are acceptable if professional and not offensive. The Town Manager or department head has final authority on appropriateness.

Smoke-Free and Tobacco-Free Workplace

Pursuant to Florida Statute § 386.206, the Town of Pembroke Park prohibits smoking and vaping in all enclosed indoor workplaces and on all Town property, including outdoor areas, vehicles, and facilities.

What is prohibited: Use of tobacco, nicotine, or vaping products (cigarettes, cigars, pipes, chewing tobacco, snuff, and electronic devices) during work hours and on Town premises.

Enforcement: Violations of this policy may result in disciplinary action, up to and including termination.

~~To promote a healthy environment, all Town property is smoke- and tobacco-free. This includes:~~

- ~~Indoor and outdoor workspaces~~
- ~~Town-owned, leased, or rented vehicles~~
- ~~Prohibited products include cigarettes, cigars, pipes, chewing tobacco, snuff, and electronic cigarettes.~~

~~Applicants must sign an affidavit confirming they have not used tobacco within 12 months prior to applying. Employees are prohibited from using tobacco products during employment. Violations may result in corrective action, up to and including termination.~~

Care and Use of Equipment

Employees are expected to:

- Follow safety procedures when using equipment
- Report malfunctions or accidents immediately
- Avoid careless or abusive use of equipment

Negligent or intentional misuse may result in disciplinary action.

Vehicle Use

Employees may operate Town vehicles only with supervisor approval. Personal use is not permitted unless authorized by the Town Manager.

Requirements:

- Valid Florida driver's license and acceptable driving record
- Immediate reporting of restrictions, revocations, or medical conditions affecting driving ability
- Observance of all traffic laws
- No use of handheld devices while driving
- Mandatory use of seat belts

Any accident involving a Town vehicle must be immediately reported and may result in disciplinary action if negligence is found. Only authorized employees may operate or ride in Town vehicles unless otherwise approved.

Take-Home Vehicles

Employees assigned a take-home vehicle are subject to the IRS Commuting Rule and may incur a bi-weekly taxable fringe benefit. Use is limited to commuting and minimal personal errands during travel between home and work.

Town Credit Card Usage

Employees may be issued a Town credit card with approval from the Town Manager. These cards:

- Must be used only for Town-related business expenses
- Must be safeguarded at all times

Lost or stolen cards must be reported to the Finance & Budget Director immediately. Improper use of the card may result in revocation and disciplinary action. Cards must be surrendered upon request or termination of employment.

Technology and Acceptable Use Policy (Summary)

The Town of Pembroke Park ("TPP") provides computers, mobile devices, software, internet, email, and other IT resources to employees for official business use. All employees are expected to use these resources ethically, responsibly, and in compliance with Town policies and applicable laws.

Acceptable and Ethical Use

Town IT resources are to be used for legitimate work-related purposes. Limited personal use is permitted if it does not interfere with job duties, consume excessive bandwidth, or violate Town policies. Employees may not use Town systems to access, transmit, or store offensive, discriminatory, or inappropriate material.

User Monitoring and Privacy

Employees have no expectation of privacy when using Town technology. All systems are subject to monitoring and audits. The Town may review email, files, internet activity, and communications as needed.

Passwords and User Accountability

Employees are responsible for safeguarding their login credentials. Passwords must be strong, kept confidential, and changed regularly. Employees may not share login information or allow others to use their accounts. All activity under an employee's user ID is their responsibility.

Use of Personal Devices

Only approved personal devices may access the Town's systems and must meet security requirements. Personal mobile devices used to access Town systems may be subject to limited monitoring or remote data removal if lost or compromised. Employees may not change default settings on Town-issued devices without IT approval.

Email, Messaging, and Internet Use

- Town email and messaging systems must be used professionally.
- Inappropriate, harassing, or offensive messages are strictly prohibited.
- Employees may not use personal email accounts for Town business.
- Internet use must not disrupt Town operations or violate Town policies.
- Accessing or distributing illegal, offensive, or unapproved material is not allowed.

Social Media

Employees are prohibited from representing the Town on personal social media accounts unless authorized. Personal accounts should not include Town logos or branding and must not disclose confidential Town information. Town social media accounts are managed only by designated, trained personnel.

Security and Incident Reporting

Employees must immediately report suspected data breaches, phishing attempts, or other security incidents to the IT Department.

Important

This is only a summary. Employees must comply with the full **Technology and Acceptable Use Policy**, which is available from the **IT Department or Human Resources**. Violations of this policy may result in disciplinary action, up to and including termination.

All IT issues and concerns must be directed to the IT department at **support@tppfl.gov**.

Body Worn Cameras (BWC)

The Procedure for Body Worn Cameras (BWC) outlines the necessary steps to utilize a body worn camera (BWC) to document Building and Code Enforcement (BCEO) interactions with the public by providing recorded evidence of actions, conditions, and statements. BCEO have a legal right to capture and record footage during all official

interactions. This Standard Operating Procedure (SOP) applies to all Department BCEO and established guidelines for the use, maintenance, and management of the BWC.

The procedure is intended to be a guide to facilitate BCEO staff in the BWC use and management, for their Safety and Customer Service interaction(s); also, for as needed evidentiary purposes.

Failure to comply with the Body Worn Cameras (BWC) Policy or the Procedure for Body Worn Cameras (BWC) may result in discipline, up to and including termination of employment as determined by the Town Manager, the HR Department, and/or their designee.

SAFETY AND SECURITY

Commitment to a Safe Workplace

The Town of Pembroke Park is committed to providing a safe and healthy work environment for all employees. Safety is a shared responsibility between the Town and its employees at all levels. The Town will make every reasonable effort to comply with applicable federal, state, and local safety regulations and to eliminate or reduce known safety hazards.

Employees are expected to follow all safety rules, exercise caution in their work, and promptly report any unsafe conditions or practices to their immediate supervisor, Department Director, the Town Manager, or the Human Resources Department.

Employees should:

- Report hazardous conditions or safety concerns immediately.
- Ask their supervisor if uncertain about a procedure or workplace safety issue.
- Actively participate in maintaining a safe work environment by reporting hazards and offering suggestions for improvement.

General Safety Rules

To ensure the health and safety of all employees and the public, the following rules apply:

- **Footwear and PPE:** OSHA-approved footwear and personal protective equipment (PPE) such as eye protection, gloves, hard hats, back braces, and safety vests must be worn as required by job duties or departmental policy.
- **Lifting Safety:** Employees must use proper lifting techniques. Back braces are suggested ~~required~~ when lifting more than 25 pounds, and assistance ~~must~~ should be obtained for loads over 50 pounds. If you have any lifting restrictions or not able to lift 25 or more pounds, you must seek assistance.
- **Spills and Hazards:** Spills, broken glass, or other hazards must be addressed or reported immediately to ensure prompt cleanup.
- **Defective Equipment:** Any malfunctioning or defective tools, equipment, or machinery must be taken out of service and reported to a supervisor or Department Director immediately.
- **Machine Safety:** Equipment must be operated safely. Power sources must be turned off or unplugged before cleaning, adjustments, or repairs.
- **Exposure to Bodily Fluids:** Employees must follow the CDC's Universal Precaution Guidelines when handling any bodily fluids or waste.
- **Hazardous Materials:** Unknown substances should always be treated as potentially hazardous.
- **Falsification of Records:** Filing false statements, reports, timesheets, or other documents is considered falsification of records and may result in immediate termination.
- **Electronic Devices:** The use of MP3/MP4 players, headphones, or similar devices is prohibited during work hours, except during authorized breaks. Single-ear Bluetooth devices may be used only for phone communication, provided it does not interfere with job duties or safety. Dual-ear and noise cancelling headphones are prohibited at all times.

Accident and Injury Reporting

All work-related accidents, injuries, and near-misses must be reported to the employee's immediate supervisor or Department Director immediately.

Accident Procedure

- The supervisor must complete an official accident report and submit it to Human Resources within 24 hours.
- Property or equipment involved in the accident must also be documented and reported.
- Accidents involving Town-owned vehicles must be reported to the appropriate law enforcement agency at the scene.

Post-Accident Drug Screening

Employees involved in an on-the-job accident will be required to undergo a drug screening. Human Resources will assist in scheduling this appointment.

Failure to report incidents or complete required forms may delay investigations, impact benefits, and result in disciplinary action.

Building Security

To ensure a safe and secure work environment for employees and visitors, the following procedures apply to Town Hall and other secured Town facilities:

- All visitors must check in with the receptionist and state their business before being escorted by Town personnel into secured areas.
- The front door of Town Hall will remain unlocked between the hours of 8:00AM – 5:00PM Monday through Friday. ~~locked at all times; visitors must use the rear door during business hours.~~
- After hours, visitors must use the intercom system located at the ~~rear~~ front door to request access.
- Employees should exercise caution when admitting unknown individuals after hours.
- Any unauthorized person found in secured areas must be questioned or immediately reported.

Visitor Escort Exceptions

The following individuals do not require an escort but should have their access limited to appropriate areas:

- Government officials (including Town of Pembroke Park and other agencies)
- Family members of employees
- Known and recognized visitors
- Pre-authorized service providers (e.g., repair technicians)

Employee Responsibility

Maintaining a safe and secure workplace is everyone's responsibility. Employees must comply with safety policies, report any violations or unsafe behavior, and participate in creating a secure and productive environment. Violations of these safety or security policies may result in disciplinary action, up to and including termination.

Emergency Management

The Town Manager is responsible for implementing this policy during emergencies. The Town of Pembroke Park is committed to maintaining operations during natural or man-made disasters and will make reasonable efforts to release employees from work before, during, or after emergencies to attend to family and property matters when appropriate.

During a declared emergency, Town operations may be suspended, altered, or reassigned. All employees are considered essential unless otherwise notified and must be prepared to support emergency operations in alignment with their designated emergency classification, skills, and physical capabilities. Compensation will be provided in accordance with the Fair Labor Standards Act (FLSA), applicable Town pay policies, collective bargaining agreements, and state and federal law.

Responsibility

When the Town Commission, County Administrator, or Governor declares a state of emergency, and/or when Town operations are closed due to circumstances such as hurricanes, floods, wildfires, or man-made disasters (e.g., hazardous materials incidents, mass casualty events), this policy applies to all Town employees.

Procedures

1. The Town Manager will notify Department Heads of an emergency declaration. Department Heads will notify their respective teams of the emergency scope and expectations.
2. Despite suspended operations, employees may be required to work before, during, or after an emergency. Media reports of closings do not relieve employees of duty.
3. Employees may be assigned to perform normal duties or reassigned to alternate locations or emergency functions (e.g., Emergency Operations Center, Department Operations Centers, staging areas, or distribution sites), based on their skills and abilities.
4. Department Heads are responsible for:
    - Developing and updating Departmental Disaster Preparedness Plans.
    - Identifying critical personnel and alternates for each phase of the emergency.
    - Ensuring all personnel understand their roles and receive required training.

Employees without specific assignments will be placed on a standby list and must remain available to report as directed.

Town of Pembroke Park Alerts Emergency Registration System

To ensure timely communication, all employees must enroll in the Town's electronic alerts system within 30 days of hire and must update their contact information whenever it changes. Department Heads are responsible for verifying and updating this information annually.

Employee Responsibilities

- **Have a Plan:** Employees should have a family emergency plan and a 72-hour supply kit.
- **Service Priority:** Emergency service demands may override routine operations and processing timelines.
- **Alternate Work Assignments:** Employees may be temporarily reassigned to other duties or work locations.
- **Pre-Assigned Employees:** Must report to their designated site when directed and carry Town-issued ID for access.
- **Communication:** Employees must remain in daily contact with supervisors and report any changes in location or contact details.
- **Timesheets:** Hours worked must be accurately reported and submitted promptly. Falsification is subject to discipline.
- **Return to Work:** Employees must return to regular duties once normal operations resume.

Management Responsibilities

- Verify employee safety and well-being.
- Ensure all employees are enrolled in the alerts system and review data annually.

- Review and approve all reported hours worked.
- Ensure essential workers receive adequate rest and comply with safe work-hour practices.

Compliance and Accommodations

The Town will make reasonable accommodations during emergency assignments for employees with disabilities or other legally protected needs, consistent with the Americans with Disabilities Act (ADA), Title VII, and applicable laws.

The Town Manager retains final discretion to modify work assignments, emergency response roles, or compensation policies as necessary to respond to operational needs or public safety concerns, subject to applicable laws and regulations.

Employee Disaster Work Classification Tiers

The Town of Pembroke Park classifies employees into disaster work tiers based on their job responsibilities during emergencies. These tiers guide assignments and expectations during pre-disaster, disaster, and post-disaster operations.

Emergency Response & Recovery Employee (ERR - Tier I)

Employees in this tier perform tactical response and recovery duties directly related to community safety and restoration. Typical positions include Law Enforcement, Public Safety, Code Enforcement/Building, and Public Works.

- Assignments may require sheltering during the event to ensure rapid response afterward.
- The Town Manager and Department Heads determine work assignments and classification tiers.
- Department Heads are responsible for communicating emergency assignments and expectations.
- Employees must maintain contact accessibility and report as assigned. Failure to report may result in disciplinary action, up to termination.
- If unable to report, employees must notify their supervisor as soon as possible, using alternative methods if phone lines are down.

Emergency Operations Center Support Employee (EOC - Tier 2)

These employees support the Town's Emergency Operations Center and other authorized agencies in disaster response roles outside their regular duties.

- Assignments may include leadership or support roles defined in the Town's Comprehensive Emergency Management Plan (CEMP) and Recovery Plan.
- Contact accessibility must be maintained; employees may be reassigned temporarily to alternative supervisors.
- Failure to report as assigned may lead to disciplinary action, including termination.
- Inability to report should be communicated promptly to supervisors.

Department Emergency Essential (DEE - Tier 3)

Department Emergency Essential employees may perform their regular duties or assist in disaster response and recovery as designated in departmental plans.

- These employees may or may not be required to shelter during an emergency.
- Department Operating Centers (DOCs) coordination is a typical role in this tier.
- Employees must maintain communication with supervisors and report as assigned.
- Failure to report may result in disciplinary measures, including termination.
- Employees unable to report must notify supervisors promptly.

Essential Ready Reserve (RR - Tier 4)

Essential Ready Reserve employees may be excused from regular assignments during emergencies but can be reassigned to support roles as needed. Possible duties include:

- Town staging areas
- Points of Distribution (PODs)
- Food or services distribution sites
- Sandbag filling stations
- Disaster recovery centers
- Emergency Operations Center support

Note: Assignments may be pre-designated or assigned dynamically based on the situation. All employees must comply with emergency work directives to ensure effective Town response and recovery operations.

Emergency Management Compensation

Once an emergency has been declared in the Town of Pembroke Park and the Town Administrative Offices are closed, the following pay procedures shall apply:

1. **Regular Full-Time Employees Not Reporting to Work:**
   All regular full-time hourly and salaried employees whose regular work schedule occurs during the Declared Emergency and who are instructed not to report to work or are released early will be paid their regular wages for all hours they would have otherwise worked.
2. **Overtime Pay for Hourly Employees Working During Declared Emergency:**
   All regular full-time hourly employees who work during a declared emergency when Town Administrative Offices are closed shall be compensated at time and one-half for all hours worked during that period. Emergency on-call hourly personnel who report during such emergencies will also receive time and one-half pay for hours worked. This provision does not apply to emergency Public Works responses occurring outside of declared emergencies.
3. **Overtime Pay for Hours Worked Over 40 in a Workweek:**
   Non-represented hourly employees physically working more than 40 hours in a workweek shall receive overtime pay at one and one-half times their normal hourly rate in accordance with the Fair Labor Standards Act (FLSA). Paid administrative leave hours will not count as hours worked for overtime calculation.
4. ~~**Collective Bargaining Agreements:**~~
   ~~Represented employees will be compensated in accordance with the terms of their collective bargaining agreements.~~
5. 4. **Salaried Employee Compensation and Administrative Leave:**
   Salaried employees will be paid their regular salary for any hours worked during the declared emergency. Additionally, salaried employees will receive one (1) hour of administrative leave for each hour worked during their regularly scheduled shift, up to a maximum of eight (8) hours per 24-hour period. The maximum administrative leave per workweek shall not exceed forty (40) hours. The 24-hour period is defined as midnight to 11:59 p.m. This administrative leave provision does not apply to senior-level management (Department Heads, Division Managers, Assistant Directors, etc.). Any hours worked over 40 hours in a workweek will be subject to overtime pay at a rate of one and one-half times the pay per hour. This must be recorded on the proper FEMA form for later reimbursement to the Town.
6. 5. **Administrative Leave for Senior-Level Management:**
   Once normal operations resume, the Town Manager will evaluate and determine administrative leave eligibility and accrual for senior-level management on a case-by-case basis, considering hours worked and leave provided to other employees during the emergency.
7. 6. **Employees on Approved Leave During Emergency:**
   Employees on approved leave who are not required to return to work shall be paid according to the

applicable leave policies.

8.7. **Essential Employees Taking Leave During Emergency:**
Essential employees required to report to work who call in sick or take unscheduled leave during the emergency period will be charged leave time and may be required to submit medical certification.

9.8. **Compensation for Part-Time, Temporary, and Seasonal Employees:**
Part-time, temporary, and seasonal employees who do not work during a declared emergency will not receive compensation. Those who do work during this period will be paid their regular hourly rate.

10.9. **Call-Back Pay:**
No employee shall be eligible for call-back pay during a declared emergency.

11.10. **Collective Bargaining Unit Members:**
Employees covered by collective bargaining agreements will receive wages and benefits as stipulated in their respective agreements.

12.11. **Terms and Conditions of Employment:**
All other terms and conditions as defined by collective bargaining agreements or Town pay policies remain in effect before, during, and after the declared emergency.

13.12. **Policy Flexibility:**
The Town Manager reserves the right to make exceptions and adjustments to this policy as unique situations arise during a declared emergency.

Documentation and Verification

- Employees must document all hours worked during an emergency using designated emergency timesheets provided by the Finance Department.
- Hours worked should be accurately recorded using appropriate emergency coding.
- Department supervisors are responsible for verifying and approving all reported hours, including those for alternate assignments.
- Departments must maintain accurate timekeeping records and forward Disaster Daily Logs to the Finance Department for payroll coordination.

Eventualities Not Covered

Any situations not specifically addressed by this policy will be reviewed and decided on a case-by-case basis by the Town Manager or designee.

Workplace Violence prevention

The Town of Pembroke Park is committed to providing a safe, respectful, and violence-free workplace. To support this goal, the Town strictly prohibits any act or threat of violence—whether verbal, physical, or psychological—by or against employees, supervisors, elected officials, citizens, contractors, or visitors.

Prohibited Conduct

Examples of prohibited workplace violence include, but are not limited to:

- Threatening, intimidating, or coercive behavior;
- Physical assaults or threats of bodily harm;
- Verbal abuse or harassment that reasonably causes fear;
- Stalking, following, or surveillance of employees or others on Town property;
- Possession of weapons on Town premises or while conducting Town business, unless specifically authorized by law or written policy;
- Vandalism or intentional destruction of property;
- Any action or statement interpreted as intent to cause harm.

Scope

This policy applies to all Town employees, elected officials, contractors, vendors, volunteers, and visitors, at all

Town-controlled locations or while performing duties on behalf of the Town.

Reporting Requirements
Employees must immediately report any acts of violence, threats, suspicious behavior, or concerning communications to their supervisor, Human Resources, or the Town Manager. All reports will be handled with discretion and in accordance with applicable laws.

Note: Reports made in good faith will be kept as confidential as possible and will not result in retaliation against the reporting employee.

Investigation and Response
All reported threats or acts of violence will be promptly investigated. Confirmed violations will result in disciplinary action, up to and including termination of employment and, where applicable, referral to law enforcement.

Threat Assessments & Support
Employees exhibiting threatening or abusive behavior may be:

- Referred to the Employee Assistance Program (EAP) or other health services for counseling;
- Placed on leave while an investigation is conducted;
- Subject to fitness-for-duty evaluation, as permitted by law.

Non-Employees
The Town may take immediate action against any **non-employee** (including former employees, contractors, or visitors) who engages in threatening or violent behavior on Town property. Such actions may include removal from premises and notification of law enforcement.

Zero Tolerance and Retaliation Prohibited
The Town maintains a **zero-tolerance policy** for workplace violence and prohibits retaliation against any individual who makes a good-faith report under this policy or participates in an investigation.

Workplace safety and right-to-know (Hazard Communication)

The Town of Pembroke Park is committed to providing a safe and healthy workplace for all employees and complies fully with all applicable federal and state safety laws, including the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) and Florida's Right-to-Know laws.

Hazard Communication / "Right-to-Know"
Employees have the right to know about the hazardous substances they may be exposed to on the job and how to protect themselves.

To meet this obligation, the Town maintains a **Hazard Communication Program** that includes:

- **Safety Data Sheets (SDS):** The Town ensures that SDSs are available for all hazardous chemicals used in the workplace. These documents contain critical information about handling, storage, emergency measures, and protective equipment.
- **Labeling:** All containers of hazardous substances must be labeled clearly in accordance with OSHA's Globally Harmonized System (GHS) standards.
- **Access:** Right-to-Know materials and SDSs are posted or stored in accessible locations near work areas where hazardous materials are present. Employees are expected to read and understand posted information and ask questions if clarification is needed.
- **Training:** Employees who work with or near hazardous materials will receive initial and periodic training on safe handling, protective equipment, emergency response, and their right to know about potential workplace hazards.

Employee Responsibilities

Employees are expected to:

- Read and understand safety signage and SDSs in their work areas;
- Use required personal protective equipment (PPE);
- Follow all safety protocols when handling chemicals or hazardous substances;
- Immediately report any spills, exposures, or safety concerns to a supervisor.

Safety Commitment

The Town promotes a safety-first culture and expects all employees to actively participate in maintaining a safe and hazard-free work environment. Employees are encouraged to report any unsafe conditions or practices to their supervisor or the Human Resources Department.

DEFINITION OF TERMS

Anniversary Date – The calendar date on which any of the following occur: Completion of probationary period, Promotion or demotion to another position

Appointing Authority – The Town Commission or department heads who have the authority to appoint or remove employees under their jurisdiction.

Classification – A position or group of positions which involve a comparable level of duties and responsibilities and similar qualifications and is designated by a title indicative of the kind of work and for which the same pay range can be applied with reasonable equity.

Classification Plan – A thorough compilation of job descriptions which have been organized according to class.

Compensation – Wages. salaries, fees, allowances, and all other forms of valuable consideration or the amount of any one or more of them paid to an employee, by reason of service rendered in any position, but not including any allowances for expenses authorized and incurred as incidental to employment and which may be separately authorized and/or reimbursed.

Compensation Plan – A schedule of compensation established for each class of positions so that all positions of a given class shall be paid in the same pay range established for the class.

Comprehensive Emergency Management Plan (CEMP) – A strategic document that is a blueprint for an emergency management program containing the 4 phases of emergency management: mitigation, preparedness, response, and recovery.

Conduct Unbecoming – refers to the conduct on the part of a certified professional that is contrary to the public interests, or which harms his/her standing of the profession in the eyes of the public.

Continuity of Operations Program (COOP) – the initiative that ensures that government departments/agencies are able to continue operation of their essential functions under a broad range of circumstances including all-hazard emergencies as well as natural, man-made, and technological threats and national security emergencies.

Data Information Assets – Any data, electronic file, record, printed material, message or communication, etc. This is to include ALL data residing in, accessed by, processed by, used, by, transmitted by or through, or generated by those information assets regardless of its medium, media, format, or storage device from its creation or inception through its disposal

Department Head – Employees of the Town designated to be head of a department.

Department Operating Centers (DOCs) – established and activated by individual departments to coordinate and control actions specific to that department during an emergency event.

Demotion – A change in employment status from a position of one class to a position of another class having a lower maximum pay rate than the original class.

Dismissal – Complete separation of an employee from the employment of the Town.

Domestic violence – any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member, or any crime the underling factual basis of which has been found by a court to include an act of domestic violence.

Employee – Any employee of the Town covered by the provisions of these rules and regulations.

Family or household member – spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. Except for persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

(FLSA) Exempt Employment – Employees who are exempt from the overtime provisions under the definitions of the Fair Labor Standards Act (i.e. salaried employees).

Full Time Employee – An employee who works 30 or more hours per week.

Hardware Information Assets – Any hardware, personal computer, server, workstation, network, router, switch, tape, CD, disk, mobile computing device (phones/smartphones/PDAs, tablets, jump drives/flash drives)

Information Technology (IT) Resources - Any of the following information assets, which are purchased by, owned by, leased to, contracted by, operated by, used by, or controlled by TPP regardless of media, form, or format.

Job Description – A narrative statement describing the current duties, responsibilities, general requirements, and qualifications for a single position.

Layoff – Separation of a permanently appointed employee from a position in the personnel system because of the reduction on workload available, lack of funds by the Town, abolishment of the position after study, material alteration in the organization or for other related causes.

Overtime – Overtime is any hours worked in excess of the scheduled work hours.

Part-Time Employee – Any employee who works less than twenty-nine (29) hours or less per week.

Performance Evaluation – The periodic evaluation or appraisal of an employee's work performance.

Permanent Employee – An employee who has successfully completed the probationary period.

Probationary Employee – An employee who has:

- Not completed the required probationary period; or
- Been placed into probationary status for cause.

Probationary Period – A working test period and an integral part of the evaluation, testing, and/or examination process during which the employee is required to demonstrate fitness for the position by satisfactory performance of the duties of the position and by satisfactory conduct and attendance as prior conditions to receiving permanent status. Initial probationary periods shall normally be one year for all employees. Employees placed on probation for cause may be placed into that status for durations determined by their department heads or the Town Commission.

Promotion – The upgrading of an employee from a position of one class to a position of another class which has a higher maximum pay rate.

Reclassification – The action taken to officially change an existing position to a different appropriate class because of a change in the duties, responsibilities, and/or requirements of the existing position, or because of a revision to the classification.

Resignation – The voluntary termination of employment by an employee.

Sexual violence – sexual violence, as defined in Florida Statutes § 784.046, or any crime the underlying factual basis of which has been found by a court to include an act of sexual violence. Florida Statutes § 784.046 defines "sexual violence" to mean any one incident of: (1) sexual battery; (2) a lewd or lascivious act, committed upon or in the presence of a person younger than 16 years of age; (3) luring or enticing a child; (4) sexual performance by a child; or (5) any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the State Attorney.

Software Information Assets – Any software, program, business application, operating system, script, macro, service, voicemail system, Intranet/Extranet, etc.

Suspension – Enforced leave of absence, without pay, of an employee for disciplinary purposes or, with or without pay, as determined by the Town Commission, during the investigation of alleged misconduct of the employee.

Temporary employee – Employee whose tenure is intended to be of limited duration (i.e., filling in for illness, vacations, summer months, maternity leave) and usually not to exceed six months in duration.

Transfer – Change of an employee from one position to another.

Users - Users of IT Resources include company and affiliate employees, contractors, and consultants, and any other individual under TPP's control or influence, that directly accesses IT Resources.

Vacancy – A position established in a current budget as duly created and not currently occupied by an incumbent

ACKNOWLEDGMENT AND RECEIPT

I acknowledge that I have received a copy of the Town of Pembroke Park Employee Handbook, which outlines important information about the Town's policies, procedures, and expectations. I understand that it is my responsibility to read and comply with the policies contained in the handbook and any future updates.

I understand that the handbook is not a contract of employment and does not create any contractual rights. I acknowledge that my employment with the Town of Pembroke Park is at-will, which means that either I or the Town may terminate the employment relationship at any time, with or without cause or notice, and in compliance with applicable federal or state law. I further understand that no representative of the Town has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the at-will nature of employment, except in a written agreement signed by the Town Manager.

I understand that this handbook supersedes all prior handbooks, policies, practices, and oral or written representations concerning the terms and conditions of my employment with the Town of Pembroke Park. The Town reserves the right to modify, revoke, suspend, terminate, or change any or all plans, policies, or procedures in the handbook, in whole or in part, at any time, with or without notice. Such changes may be communicated by official notice, and any revised policies will replace and supersede prior versions.

If I have questions about the handbook or any employment policy, I understand that I should consult the Department of Human Resources or the Town Manager.

By signing below, I acknowledge that I have read and understand this statement and that I agree to abide by the policies and procedures outlined in the handbook.

Employee Signature: _____

Employee Name (Print): _____

Date: _____



Employee Handbook

December 2021

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INTRODUCTION

PURPOSE

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Town of Pembroke Park. Nothing in this manual shall be construed as contract terms for any Town employees.

These policies are not intended to be all-inclusive or to cover every situation that may arise. The Handbook contains general information and guidelines. These policies may be amended with or without notice at any time at the sole discretion of the Town and supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Town Commission.

If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to Human Resources or your Department Head.

SCOPE

These policies and procedures apply to all the Town's employees unless specifically addressed in a formal employment contract or insurance plan document. Where such documents specifically differ from these policies, then the applicable provision(s) of the subject agreement shall supersede these policies.

These policies are designed to work in combination with individual departmental policies and procedures; however, these policies shall prevail should they come into conflict with departmental policies or procedures.

No person, other than the Mayor and Town Commission or the Town Manager as authorized by the Town Commission, has the authority to enter into any agreement for employment with an employee for any specified period of time, or to make any agreement contrary to the provisions of this manual.

These policies govern regardless of past practices or former policies. This manual supersedes any previous verbal or written policies, statements, understandings, or agreements concerning terms and conditions of employment, except in cases of formal employment contracts or other legally binding agreements.

SEVERABILITY

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, insurance plan documents, state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.

DISTRIBUTION AND REVISIONS

A copy of this manual shall be provided to each employee, who shall be required to sign a standard form certifying his/her receipt and review of the manual.

Revisions or updates to the manual shall be provided to all employees in either paper form, by email, or by other electronic communication such as posting on the intranet. Employees are expected to review all

changes and updates and remain abreast of all current personnel policies. Periodically employees may be required to provide an updated sign-off that they have received and reviewed the manual and changes in policy.

DISCLAIMER

All employees of the Town are employed at will and may quit or be terminated at any time and for any or no reason. Nothing in any of the Town's rules, policies, handbooks, procedures or other documents relating to employment creates any express or implied contract or employment.

This handbook replaces any previously issued policies, practices and understandings, written or oral, governing employment. Nothing contrary to or inconsistent with the limitations in this paragraph creates any contract of employment unless:

1) The terms are in writing.

2) The document is labeled "contract'.

3) The document states the terms of employment; and

4) The document is signed by the Mayor and approved by a vote of the Town Commission.

GENERAL EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Town of Pembroke Park is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training.

The Town shall not discriminate against any employee or job applicant and prohibits discrimination against any person on the basis of race, color, sex, sexual orientation, sexual gender identity, age, religion, national origin, marital or veteran status, height, weight, disability, political affiliation, or other protected classes.

The Town hires those individuals authorized to work in the United States.

The Town adheres to the following federal laws which prohibit workplace discrimination and are enforced by the U.S. Equal Employment Opportunity Commission (EEOC).

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

This law makes it illegal to discriminate against someone based on race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants and employees, unless doing so would impose an undue hardship on the operation of the employer's business.

THE PREGNANCY DISCRIMINATION ACT

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

THE EQUAL PAY ACT OF 1963 (EPA)

This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA)

This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

TITLE I OF THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

SECTIONS 102 AND 103 OF THE CIVIL RIGHTS ACT OF 1991

Among other things, this law amends Title VII and the ADA to permit jury trials and compensatory and punitive damage awards in intentional discrimination cases.

THE GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

REQUESTING A REASONABLE ACCOMMODATION

Employees should notify their manager or the Human Resources department when a reasonable accommodation is needed. Where necessary and feasible, reasonable accommodations will be made for qualified employees to perform the essential functions of the job in question if the accommodation does not cause the Town undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be considered for employment. The Town will attempt to keep all employees so long as they do not cause undue hardship to the Town or its employees. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a solution has been identified by management.

HARASSMENT AND DISCRIMINATION

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

1. Harassment is unwelcome conduct that is based on race, color, religion, sex-gender (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

A) Enduring the offensive conduct becomes a condition of continued employment, or

B) The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

2. Sexual Harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) shall not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, isolation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
2. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
3. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Prevention is the best tool to eliminate harassment in the workplace. Managers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct shall not be tolerated. They can do this by adhering to the complaint or grievance process and taking immediate and appropriate action when an employee complains. Managers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns shall be addressed.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

BULLYING

The Town will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying is defined as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating, or intimidating behaviors.
- Work interference/sabotage that prevents work from being done.
- Verbal abuse.

Such behaviors violate the Town's Code of Ethics and Code of Conduct, as all employees will be treated equally with dignity and respect.

The Town considers the following types of behavior examples of bullying:

- Verbal bullying: slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property.
- Gesture bullying: nonverbal gestures that can convey threatening messages.
- Exclusion: socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself of herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their supervisor or to

Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the Town to take appropriate action.

SEXUAL HARASSMENT

The Town prohibits sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Town prohibits sexual harassment from occurring in and out of the workplace when representing the Town. Sexual harassment of non-employees by Town employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly in exchange for a benefit.
2. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or the Human Resources department.

Harassment of Town employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor or the Human Resources department. Appropriate action shall be taken against any

non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Town generally. The Town cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy shall subject employees to disciplinary action, up to and including immediate discharge.

DRUGS AND ALCOHOL POLICY

The Town recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. All job applicants shall be subject to pre-employment drug testing as a prerequisite to employment with the Town. It is the obligation of the job applicant to notify the approved testing facility of any legal drug prescribed for the job applicant by a physician. Any employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head shall immediately report any reasonable suspicions to the Human Resources department.

An employee shall be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Town premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) business days of conviction for a drug or alcohol related violation, regardless if the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify their supervisor and Human Resources, who are required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. A program to assist employees who may have a drug/alcohol problem is provided through the Town's Employee Assistance Program.

No prescription drug or Medical Marijuana should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over the counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs or utilizing Medical Marijuana that are not prescribed in their name on Town property or while performing Town business. Soliciting or distributing prescription drugs or Medical Marijuana for or to other employees is

also strictly prohibited.

FAIR LABOR STANDARDS ACT (FLSA)

The Fair Labor Standards Act, Title 29 U.S.C. (Sections 201-219) is the federal law requiring that covered employees be paid at least the federal minimum wage and overtime pay (at time and one-half of the employee's regular rate of pay) for all hours worked over 40 hours in a workweek.

The Town Personnel Manual refers to employees covered by FLSA as "non-exempt" and to those not covered by the FLSA minimum wage and overtime provisions as "exempt".

VETERANS' PREFERENCE

Title 5 USC, Section 2108 and Chapter 295, F.S., set forth the requirements for public employers to provide preferences in employment, retention, and promotion to eligible veterans, spouses of veterans, and other veterans' preference eligible individuals.

MEDICAL EXAMINATIONS

The Town may require an employee to submit to a medical or psychological exam to determine fitness for duty provided the examinations are job related and consistent with business necessity. Tests for alcohol or illegal drug use are not considered medical examinations, nor are physical agility tests. Fitness for duty exams shall be conducted by a licensed professional designated by the Town and shall be paid for by the Town.

The Town shall comply with all applicable laws including ADA, FMLA, HIPAA, Worker's Compensation and related laws and guidelines in addressing circumstances where an employee is found to be unfit to perform some or all their essential job functions. This policy in no way shall be construed to limit employees' rights under any federal or State Law.

Employees determined to be un-fit for duty and requiring associated leave, may access accrued leave banks and other paid or unpaid leave time consistent with the policies contained within this manual and state and federal laws.

Light duty or modified return-to-work arrangements are not guaranteed and would not indicate continued employment if provided.

WORKPLACE VIOLENCE

The Town of Pembroke Park is committed to reducing the potential for workplace violence. In this regard, it is the policy of the Town to prohibit acts or threats of verbal or physical violence by any party, directed toward employees, citizens, elected officials, and visitors to the Town's facilities or others.

The Town is committed to providing a safe and healthy work environment, consistent with health and safety rules and shall take prompt remedial action, up to and including discharge or criminal prosecution, against any employee who engages in threatening behavior or acts of violence.

The Town shall take appropriate action against any non-employee who engages in threatening behavior including former employees and visitors to Town facilities, up to and including criminal prosecution.

Employees who display a tendency to engage in violent, abusive or threatening behavior shall be referred

to the Town's health plan for counseling or other appropriate treatment. Such employees shall also be subject to disciplinary action, up to and including immediate discharge.

Additionally, it is the responsibility of Town employees to assist in identifying problem employees. The Town Manager should be immediately notified of situations or incidents involving threats, acts of violence, aggressive behavior, threatening or offensive comments and similar acts. Employee reports made pursuant to this policy shall be held in confidence to the maximum possible extent. The Town shall not tolerate retaliation against any employee reporting a violation of this policy.

SAFETY AND RIGHT TO KNOW

The Town complies with federal and state Right-To-Know laws and shall make every effort to provide information to employees about any hazardous chemical to which they may be exposed. Right-To-Know information is posted near the areas in which employees may be exposed to chemicals or other potentially hazardous materials. Employees are required to read and be familiar with all posted materials.

TERMS OF EMPLOYMENT

PERSONNEL FILES

The Town maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. It is important that personnel records be kept up to date by employees and will be updated at performance reviews.

Employees should notify Human Resources when any of the following personal information changes:

Name	**Education status**
Address	**Military status**
Telephone number	**Driver's license status**
Marital status	**Licensing, certification, and training, or**
Emergency notification contacts	**Other information which may impact the job requirements**
Beneficiary Information	**Direct Deposit/Bank Account Information**

Personnel files are the property of the Town, and access to some of the information those files contain may be restricted in accordance with state and or federal law. Personnel records are subject to the Florida Public Records Law and contents must be provided as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes, except for information that is exempt and confidential pursuant to law.

Anyone who wishes to review a personnel file should contact the Human Resources Department. With reasonable advance notice, personnel files may be reviewed in the Town's offices and in the presence of an individual appointed by the Town to maintain the files. An employee may view personal (associated with that employee) personnel records at any time in their entirety.

No originals of any personnel records shall be kept at the Department level. All originals shall be

maintained by the Human Resources Department.

HIRING OF NEW EMPLOYEES

The Town Manager has final approval of hiring new employees, with the exception of the following positions that are hired by the Town Commission. The Town Commission shall have the sole authority to hire the Town Manager, Divisional Directors, and Department Heads. The Town Commission also has the sole authority to hire independent contractors.

HIRING OF FORMER EMPLOYEES

It shall be the policy of the Town of Pembroke Park that any individual who has been formerly employed by the Town may be considered for re-employment provided the individual left the Town in good standing. If the individual did not leave the Town in good standing, he/she must reasonably demonstrate improved work ability and attitude before re-employment is considered.

If the candidate for re-employment is hired, he/she may not continue to receive disbursements from the Town's retirement plan. The Town shall follow all applicable laws and regulations related to retirement benefits when rehiring a former employee.

Individuals interested in applying for re-employment with the Town should follow the appropriate application process for an open position. The application shall indicate that the individual is applying for re-employment. The Department Head shall examine the application to determine if any additional information is needed and make a recommendation of whether to rehire the applicant.

NEPOTISM/EMPLOYMENT OF RELATIVES

No elected official or Town employee with supervisory authority, shall employ, promote, advance or advocate the employment, promotion, or advancement of an individual who is a relative, to a position in the agency over which he or she exercises jurisdiction or control.

Relatives include: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. [Section 112.3135, F.S.].

PERSONAL RELATIONSHIP AMONGST EMPLOYEES

A “personal relationship” is defined as a relationship between employees who have or have had a continuing relationship of a romantic or intimate nature.

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he or she is involved.

The Town reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Human Resources department.

When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or terminated, if no position is available. If no decision is made within 30 calendar days of the offer to resolve the situation, the Town will determine who is to be transferred or, if necessary, terminated from employment.

EMPLOYMENT STATUS

PROBATIONARY EMPLOYEE

New employees who receive a position within the Town shall have a one (1) year probationary period. If an employee is promoted to a new position, the employee shall have a probationary period of one (1) year. This gives an employee the opportunity to demonstrate their skill and ability in performing the requirements of the new position. The Town may extend the job probationary period, not to exceed six (6) months, to allow an employee more time to learn the new job requirements and fully master their position or learn the processes of the Town.

All new hires will receive a performance evaluation report after three (3) months of employment. All employees will receive a performance evaluation report from their supervisor every six (6) months in June and December. A performance evaluation report may be issued for employees placed on a performance improvement plan.

A department head may terminate a probationary employee anytime during the probationary period if, in the department head's opinion, the employee is unable or unwilling to perform the duties of the position satisfactorily or that work habits and dependability do not merit continuance in the position. The employee so terminated shall be notified in writing of the termination.

Probationary employees do not have any proprietary rights to their position and may be terminated from the Town at any time during their probationary period without the right of appeal.

The Town may, however, return a promoted employee to their previous position if the requirements of the new job are not being met, provided the prior position is vacant.

Employees who are hired and serve at the pleasure of the Town Commission do not serve a probationary period of employment but will be subject to evaluation every six (6) months. These employees may be terminated at any time with or without cause, in the Town Commission's sole discretion.

FULL-TIME EMPLOYEES

Full-time employees are regularly scheduled to work thirty (30) hours per week and are eligible for

the Town's employee benefits program, as outlined in later sections.

PART-TIME EMPLOYEES

Part-time employees are regularly scheduled to work less than thirty (30) hours per week on a year-round basis. Part-time employees are not eligible for the Town's insurance benefits but may be covered by certain statutory protections such as Family Medical Leave and worker's compensation.

SEASONAL OR TEMPORARY EMPLOYEES

Temporary employees may be scheduled to work on a full- or part-time basis, as dictated by operational needs, for specific, limited time periods. Seasonal or temporary employees are not eligible for employee benefits.

EXEMPT OR NON-EXEMPT

Based on job content, job duties, salary status and other criteria set by the Fair Labor Standards Act, each position within the Town is classified as either "exempt" or "non-exempt".

CHANGES IN EMPLOYMENT STATUS

TRANSFERS

A transfer is an assignment to a position with comparable duties, responsibilities, authority, and compensation.

PROMOTIONS:

A promotion is a change in work assignment that results in an expanded scope of job duties and responsibilities. An employee can be promoted to fill an existing, vacant classification; or an employee's position can be reclassified if duties and responsibilities have been expanded over time. Promotions may result in an increase in pay.

DEMOTIONS:

A demotion is a change in work assignment that results in a reduced scope of job duties and responsibilities. An employee can be demoted to fill an existing, vacant classification; or an employee's position can be reclassified if duties and responsibilities have been reduced over time. Demotions may result in a decrease in pay.

TEMPORARY RE-ASSIGNMENTS:

In order to be considered a temporary re-assignment, the re-assignment must last at least two (2) full pay periods. The Town Manager may choose to temporarily fill a vacancy during the selection process. Temporary assignments are not generally made unless it is anticipated that it shall take more than thirty (30) calendar days to fill the position.

WORK HOURS

To ensure employee availability and accountability to the public the Town serves, all full-time employees

(exempt and non-exempt) are to be at work or available to the public and co-workers during the **normal** workdays Monday through Friday and the hours of 8:00 am to 5p.m, except on recognized holidays or away from the work site for an approved work-related activity or on approved leave. However, the work period is 7 days – Monday through Sunday, for the purposes of calculating overtime.

Employee work schedules shall be established by supervisors with the approval of the Town Manager.

TIME CLOCKS

Non-Exempt employees are required to follow established guidelines to accurately record hours of work by using the designated time-clock system for recording actual hours worked. A missed clock in/out is a violation of this policy and includes:

1. Failure to clock in/out on the Town's designated time clock at the beginning and/or end of their assigned shift consistent with established procedures.
2. Failure to clock in/out on their designated time clock for the meal break.
3. Failure to accurately and timely report time worked; or
4. Clocking in/out early, late or not at all when working an assigned shift.
5. Employees are not permitted to clock in more than seven (7) minutes prior to the start of their shift.
6. Hourly or non-exempt employees will clock in and out 4 times daily (beginning of shift, beginning of lunch break, end of lunch break and end of shift)

Employees may utilize a physical timeclock or clock in/out through the mobile app. The Town utilizes a feature in the HR payroll system called geofencing that sets a virtual barrier for where employees may clock in and out. The system will not allow employees to clock in and out outside of the 1-mile barrier from Town Hall. Employees having technical difficulties with clocking in and out must contact their Department Head for assistance.

UNEXCUSED ABSENCES

Employees are expected to report for work and be at their workstations at the scheduled time. If an employee expects to be absent from or late to work, he/she must inform his/her supervisor as soon as possible and under no circumstances later than thirty (30) minutes PRIOR to the scheduled workday. Unexcused and excessive absences and failure to notify the appropriate supervisor in case of absence may result in disciplinary action up to and including termination. Failure to report for work or failure to call-in to report expected absence after three (3) consecutive business days) is considered will be considered as job abandonment.

TARDINESS

A "tardiness" occurs when an employee does not report to work at the scheduled start time or does not report back from lunch or work breaks on time. An employee is expected to be at work and ready to begin work at the start of the scheduled workday. An employee who is or expects to be tardy and has not made prior arrangements with his/her supervisor must report the tardiness to his/her supervisor within the first hour of the scheduled start time. Excessive unexcused tardiness may result in progressive discipline.

ON CALL, STAND BY STATUS & CALL IN/CALL BACK

The Town has extensive responsibilities during an emergency. As such, any employee may be called in to work at unscheduled times and may be required to perform duties outside his/her normal job function. As with mandatory overtime, employees are expected to be available and as flexible as possible to meet operational demands.

Hourly employees who are called back to work after having completed a normal workday or are called into work on their day off shall be paid for three (3) hours or the actual time worked, whichever is greater. These additional hours shall be paid at time and a half of the employee's straight hourly rate, regardless if the employee has met the FLSA standards of working a minimum of 40 hours .

The Town reserves the right to require employees to be in a "stand-by" status, meaning that the employee needs to be available to report to work during an off-duty. Stand-by status may be instructed verbally or in writing by the department supervisor, or the employee may be named on the official call-back roster. Off-duty time may include nights, weekends, or holidays.

Call Back time shall be paid, or compensatory time accrued as straight time, and not added to the employee's total hours for the week to constitute overtime.

Compensatory time shall be paid at the employee's current rate of pay on the day earned. Exempt employees are not entitled to overtime therefore, excluding them from this policy.

MEAL BREAKS AND REST PERIODS

Department heads or supervisors are responsible for scheduling lunch or rest periods that do not interfere with work requirements.

Employees are expected to use the rest and lunch breaks provided as intended and shall not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Rest period - a fifteen (15) minute rest period may be allowed during each half of a full-time employee's shift. Such rest periods are to begin and end at the employee's assigned work area. Department heads are responsible for scheduling rest periods that do not interfere with work requirements.

Lunch Period - An unpaid sixty (60) minute lunch period is provided when an employee works eight (8) or more consecutive hours. The lunch period shall begin and end at the employee's assigned work area and the employee shall "clock out" for the duration of the lunch period.

Non-exempt employees shall not be allowed to work during their lunch break.

BREAKS FOR NURSING MOTHERS

The Town supports breastfeeding mothers by providing reasonable break time for an employee to breast feed her nursing child for up to two (2) years after the child's birth.

For both non-exempt and exempt employees, this break time is paid, and employees are not required to punch out. Both exempt and non-exempt employees must schedule any break time to express breast milk with their supervisor.

Upon notice, the employee's Department Head, or the Human Resources Department will provide the employee with a private area for the purpose of expressing breast milk.

WORK CANCELLATION/ADVERSE WEATHER CONDITIONS

If the Town is forced to temporarily close its operations for one day or less, the Town Manager will determine compensation for non-essential staff on a case by case basis. The Town manager, will also, determine appropriate compensation or time-off for exempt essential workers on a case by case basis. All non-exempt essential staff are subject to the FLSA overtime standards. Employees are expected to remain available to return to work throughout the regular workday. Closures of more than one day shall be addressed on a case-by-case basis, with the Town Manager providing timely directive.

During adverse weather conditions, the Town Commission or Town Manager will determine when Town facilities are closed. The Town Manager will determine when essential staff are required to remain on site before, during and/or after a storm. Employees shall be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Decisions to cancel departmental programs (special events, recreation programs, etc.) shall be made by the Town Manager.

TOWN-SPONSORED EVENTS

From time to time, employees may be asked to attend events that are sponsored by the Town. Employees are expected to honor these requests unless there is a conflict due to religious reasons or documented medical issues.

EMERGENCY MANAGEMENT

The Town Manager is responsible for implementation of this policy during an emergency. The Town of Pembroke Park will make a reasonable effort to release employees from work prior to, during, and after emergency conditions to take care of personal situations such as family and property needs.

During a disaster or declared emergency, Town operations may be suspended, altered, or changed requiring an employee to be reassigned according to their emergency classification and the needs of the Town based upon the size, scope, and magnitude of the emergency. All employees are considered essential to this operation and must be prepared to support the community as assigned. In all cases, the goal of this directive is to ensure continuation and restoration of Town services, maintain safety and fulfill the Town's responsibilities to its citizens. Employees will be compensated in accordance with these guidelines, established pay policies, collective bargaining agreements, and regulations.

RESPONSIBILITY

When the Town Commission, County Administrator, or Governor declares a state of emergency and/or the normal operations of the Town of Pembroke Park or a facility, whether in part or whole, wherein Town operation(s) is closed for regular business due to emergency circumstances including but not limited to natural hazards such as fire(s), hurricane(s), tornadoes, flood(s), and/or

man-made disasters such as bombs, hazardous material incidents, mass casualty incidents, the following guidelines will apply to all Town of Pembroke Park Departments and Employees.

PROCEDURES

1. Upon declaration of a local emergency, the Town Manager will notify Department Heads of the emergency declaration and Department Heads will see that their respective employees are notified as to the extent and scope of the declared emergency.

2. Despite suspension of government operations, employees may be required to be available to work either before, during, or immediately after an emergency occurs. Employees may be required to work flexible hours as required by the Town. Employees shall not assume they are not required to work based solely on any media or news reports regarding Town closings.

3. During an emergency or disaster event, employees may be assigned to perform their normal duties or they may be temporarily assigned to work at different job sites specific to an emergency event (i.e., working inside the Emergency Operations Center (EOC), Department Operating Centers (DOCs), a staging area or point of distribution, etc.). Efforts shall be made to assign employees to duties according to their respective knowledge, skills, abilities, and physical capabilities.

4. All Department Heads are responsible for training their employees and implementing their respective Departmental Disaster Preparedness Plans. Department Heads shall establish an emergency schedule and identify those positions required to work during the pre-emergency, emergency, and post-emergency phases. Additionally, each Department Head shall designate an alternate manager as a contact person should an emergency or disaster occur.

5. Employees will be notified of duty assignments either prior to an event, if practical, or when contact is made with the Department Head or designee. Those who do not have an assignment shall be placed on a standby list and are to report to a designated location identified by the Department Head or designee.

TOWN OF PEMBROKE PARK ALERTS EMERGENCY REGISTRATION SYSTEM

Addressing the needs of Town of Pembroke Park citizens must continue during an impending or declared local state of emergency and subsequent recovery period. To accomplish this, Town employees shall complete electronic alert(s) system registration within 30 days of employment. Every employee shall update electronic alert(s) system anytime pertinent information changes.

EMPLOYEE RESPONSIBILITIES

- Have a Plan: Employees should have an emergency preparedness plan to ensure their family is safe during an emergency. Employees should have at least 72 hours of supplies for each family member.

- Service Priority: Town operations to provide emergency services may supersede normal operations resulting in altering or suspending processing timeframes for personnel actions until the disaster recovery period has ended.
- Alternate Work Assignments: During the pre-disaster and disaster recovery periods, employees may perform duties other than the essential functions of their position. Depending on the needs of the Town, employees may work at different locations rather than their normal duty assignments.
- Pre-Assigned Employees: Many employees are assigned duties assisting with official Town disaster response/recovery efforts. These employees will report to their designated worksite when requested/directed to do so. Employees are to always keep their Town ID badge with them to aid law enforcement officials during curfews and re-entry.
- Contact with the Town: Regardless of an employee's disaster assignment, all employees must apprise themselves of the Town's and their department's operational status, maintain daily contact with their manager or other designated department representative, and provide the Town with up-to-date contact information for any temporary changes in address.
- Accurately report all hours worked and submit required timesheet and relevant forms in a timely manner to their manager for approval. Falsification of these records shall subject an employee to disciplinary actions, up to and including termination.
- All employees are required to report to work when regular Town/Department business and operations resume.

MANAGEMENT RESPONSIBILITIES

- Department Heads and Supervisors must confirm the safety and well-being of all Town of Pembroke Park Team members.
- Department Heads and managers shall ensure all employees are enrolled in the electronic alerts system and shall ensure accuracy of electronic alerts data on an annual basis.
- Approve all hours worked and verify information reported by the employee on required forms is accurate.
- Department Heads or designees must ensure that essential employees on duty receive sufficient sleep to avoid endangering their safety or the safety of others due to fatigue.

EMPLOYEE DISASTER WORK CLASSIFICATION TIERS

EMERGENCY RESPONSE & RECOVERY EMPLOYEE (ERR - TIER I):

Emergency Response & Recovery Employees are those employees with job classifications directly related to tactical response and recovery efforts within the community. Generally, this may include, but is not limited to Law Enforcement, Public Safety, Code Enforcement/Building, and Public Works.

Work assignments during disasters and work classification tiers assigned to an employee is determined by Town Manager and Department Heads. These employees will be required to assist in the Town's disaster response and recovery efforts, which includes assignments requiring sheltering during the storm to ensure rapid response post storm. Roles may be pre-assigned or assigned as the situation dictates.

Department Heads and Managers are responsible for identifying Emergency Essential positions and shall ensure that employees are aware of individual responsibilities by communicating and notifying them of their emergency work assignment prior to the declaration of an emergency.

Employees designated as Emergency Essential must maintain contact accessibility with their supervisors. Emergency Essential employees who fail to report to their work assignment may be subject to disciplinary action up to and including termination.

Employees who are unable to report to work should contact their supervisor by telephone. If telephone lines are down or existing conditions prevent contact by telephone, employees are to contact their work unit as soon as possible.

EMERGENCY OPERATIONS CENTER SUPPORT EMPLOYEE (EOC - TIER 2)

Emergency Operations Center (EOC) Support Employees are those specifically assigned through the Town Manager and Pembroke Park Office of Emergency Management and other authorized agencies to perform in one or more support functions outside their regular work duties.

Employees assigned to a leadership/support position within EOC or to specific roles as delineated within the Town's Comprehensive Emergency Management Plan (CEMP), Emergency Operations Plan, and Recovery Plan. These employees will be required to assist in the Town's disaster response efforts which may include assignments requiring sheltering during the storm to ensure rapid response post storm. Roles may be pre-assigned or assigned as the situation dictates.

EOC Support employees must maintain contact accessibility with their supervisors and may be reassigned to an alternative operational supervisor for the duration of the disaster or emergency. EOC Support Employees who fail to report to their work assignment may be subject to disciplinary action up to and including termination.

Employees who are unable to report to work should contact their supervisor by telephone. If telephone lines are down or existing conditions prevent contact by telephone, employees are to contact their work unit as soon as possible.

DEPARTMENT EMERGENCY ESSENTIAL (DEE-TIER 3)

Employees designated as Department Emergency Essential may be required to perform regular work functions during the pre-disaster, disaster, and post-disaster phases of an imminent or declared emergency. These employees may or may not be required to shelter during the storm. Examples of employees that would be assigned sheltering roles would include department personnel assigned to Department Operating Centers (DOCs) to coordinate department response and recovery efforts.

Employees in this tier may also be assigned to complete essential functions as designated in the department's Continuity of Operations Plan (COOP).

Department Heads and Managers are responsible for identifying Emergency Essential positions and shall ensure that employees are aware of individual responsibilities by communicating and notifying them of their emergency work assignment prior to the declaration of an emergency.

Employees designated as Emergency Essential must maintain contact accessibility with their supervisors. Emergency Essential employees who fail to report to their work assignment may be subject to disciplinary action up to and including termination.

Employees who are unable to report to work should contact their supervisor by telephone. If telephone lines are down or existing conditions prevent contact by telephone, employees are to contact their work unit as soon as possible.

ESSENTIAL READY RESERVE (RR-TIER 4)

Employees classified as Essential Non-Emergency may be directed not to report to their regular job assignment during the pre-disaster, disaster, and post-disaster phases of a locally declared state of emergency or disaster. They may work other assignments and activities as situations necessitate. Reassignment may include, but is not limited to support of the following:

- Town Staging Area(s)
- Point of Distribution Sites (POD' s)
- Food or Services Distribution Sites
- Sandbag Filling Stations
- Disaster Recovery Centers
- Emergency Operation Center

EMERGENCY MANAGEMENT COMPENSATION

Once an emergency has been declared in the Town of Pembroke Park and the Town Administrative Offices are closed, the following pay procedure shall be utilized:

1. All regular full-time, hourly or salaried employees, whose regular work schedule occurs during the Declared Emergency, who are instructed to not report to work or who are released from work will be paid their regular wages for all hours not worked during their regular work schedule.

2. All regular full-time hourly employees who work their regularly scheduled work period during a declared emergency and Town Administrative Offices are closed shall be paid their regular hourly wages at time and a half for any hour(s) worked during this period. Emergency on-call hourly personnel who report to work during an emergency situation (example: hurricane when Town Hall is closed, and non-essential employees are not required to work but are paid) will also be paid time and a half for all hours worked. This does not apply to emergency Public Works response to a water break, sewer leaks, or other work-related emergencies during the remainder of the year.

3. Unrepresented employees covered under this provision who physically work more than 40 hours in the workweek will be compensated at the rate of one and one-half times their normal hourly rate, in accordance with the Fair Labor Standards Act. Paid Administrative Leave hours shall not count as hours worked for the purpose of computing overtime.

4. Represented employees will be compensated in accordance with their respective collective bargaining agreement.

5. All regular full-time salaried employees shall be paid their regular salary for any hour(s) worked during the Declared Emergency. Additionally, such employees will be credited with one (1) hour of Administrative Leave time for each hour worked within their regularly scheduled work period up to a maximum of eight hours (8) hours during each twenty-four (24) hour period of the Declared Emergency. The maximum Administrative Leave time an employee will be eligible to receive per day will be determined by their regularly scheduled workday and shall not exceed forty (40) hours in a work week. Additionally, the twenty-four (24) hour period shall be defined as a day beginning at 12:00 midnight and ending on the next 24 hours at 11:59 p.m. This Administrative Leave credit shall not be provided to Senior Level Management positions (Department Heads, Division Managers, Assistant Directors, etc.).

6. Once administrative offices are reopened and other employees are called back to work, the Town Manager shall evaluate whether and how Administrative Leave time will be provided/credited to Senior Level Management employees that worked during the declared emergency. This will be evaluated on a case by case basis and shall take into consideration the number of hours worked by the employee during the declared emergency and the number of hours paid as Administrative Leave to other employees that did not work during the Preparation and Response phases of the emergency.

7. All regular full time hourly or salaried employees who are on prior approved leave and are not required to return to work shall be paid in accordance with the applicable leave policy.

8. All regular full or part time, hourly or salaried employees considered essential by their supervisor and required to report to work who call in sick, or take unscheduled leave during the period for which they were required to report to work, will be charged leave time, and may be required to submit a written certification from a health care provider substantiating the reason for absence.

9. All part-time/temporary/seasonal employees who do not report to work for any reason during a Declared Emergency will not receive any compensation for this time period. This includes not reporting to work when Town operations are officially closed.

10. All temporary/seasonal or regularly scheduled part-time employees who work during a Declared Emergency will receive their regular rate of pay for any hours worked during this time period.

11. No employee is eligible for call back pay during a Declared Emergency.

12. Members of collective bargaining units will receive wages and benefits in accordance with their respective collective bargaining agreement.

13. All other terms and conditions of employment as determined by a pertinent Collective Bargaining Agreement or Town Pay Policy shall remain in effect prior to, during and after the Declared Emergency.

14. The Town Manager reserves the right to consider unique pay situations as they arise throughout a Declared Emergency. In situations deemed appropriate by the Town Manager, adjustments to this Policy may be made.

DOCUMENTATION

Employees are required to document and report to management all hours worked during an emergency utilizing the time sheets designated for emergencies, as provided by the Finance Department.

Time should be recorded identifying hours worked with appropriate emergency coding as provided by the Finance Department.

It is each Department's responsibility to verify all hours worked. Since departments are responsible for all wages paid to Town employees during a disaster/disaster recovery period, departments shall carefully review hours submitted, including those for alternate work assignments. All hours reported shall be verified by the employee's supervisor and approved through the timecard approval process. A copy of the Disaster Daily Log, supporting disaster hours worked, must be forwarded to the Finance Department who is responsible for coordinating payment of all emergency-related hours worked.

All Departments must maintain accurate timekeeping records during disaster/disaster recovery periods for submittal to the Finance Department.

EVENTUALITIES NOT COVERED

Exceptions may be made for unique situations as they arise throughout a declared emergency, and eventualities not covered by these guidelines shall be decided on a case-by-case basis by the Town Manager or designee.

CLASSIFICATION AND COMPENSATION

Compensation and Benefit levels are tempered by the Town's ability to pay, overall financial condition, and general fiscal responsibility to the taxpayers, as well as an individual's performance on the job. The value of a position is established in the Town's Classification Plan.

CLASSIFICATION PLAN

The position classification structure is based upon a systematic internal job evaluation and an analysis of the external labor market, which shall occur at a minimum every five years.

A comprehensive job analysis is used to establish written job descriptions for all positions which serve as the basis for all internal and external evaluations and comparisons.

Each job description includes a title, a general statement of duties and responsibilities, a determination on whether or not the position is exempt from overtime pay, a listing of essential

job functions, a statement of required knowledge, skills, and abilities, and the physical demands of the position. These factors are used to determine classification and pay range for each position.

Job descriptions shall be reviewed annually to ensure they are up to date.

Pay Ranges shall be adjusted annually depending upon resources to reflect cost of living adjustments to the system and approved by the Town Commission.

Individual employee compensation, or placement in and progression through the respective pay range, is based upon time-on-the-job, performance, qualifications, experience, education level, and other job-related factors established by a comparative ratio to ensure pay based on objective standards.

Newly hired employees shall be paid within the pay range. Any salary proposition outside of the established compensation plan must be approved by the Town Commission.

WAGES

Merit Increases

Merit increases are evaluated during the annual budget preparation process and implemented effective the start of the new fiscal year. Merit increases must be budgeted and fall within the approved compensation plan. Merit increases may be issued outside of the annual process on a case by case basis if approved by the Town Manager and/or Town Commission depending on the reporting structure.

Merit increases shall be based on an annual performance evaluation process based on clearly established standards applied equally and consistently across all positions.

Merit increases may only be given when sufficiently documented through an annual performance evaluation reflecting performance above and beyond the duties required of the assigned position.

Merit increases and Cost of Living adjustments shall only be given on an annual bonus to avoid compression of the competitively established classification and compensation plan. The maximum salary increases for Merit based increase and Cost of Living adjustment is a combined 5%. Any salary increase based on Merit or performance exceeding 5% requires Town Commission approval.

Performance Evaluations

Semi-annually, employees shall be provided with a formal evaluation of their performance by their supervisors, which may be reviewed by the Town Manager and Town Commission, or its designee. A performance evaluation is an ongoing assessment process that assists employees and employers in reaching their goals by providing a formal opportunity to develop goals and objectives, to identify strengths, and to define training or improvement programs for areas requiring development. Completion of the performance evaluation form and discussion of noted ratings shall facilitate communication and an understanding of expectations while providing a history of employee progress and development.

The results of evaluations support various employment actions and decisions such as promotion, discipline, and compensation. Employees shall have an opportunity to meet with and discuss the results of their evaluation with their supervisor and submit additional comment or points of disagreement to be included within their personnel file. Employees who receive poor performance

ratings may be placed on a performance improvement plan and/or receive progressive discipline.

Cost of Living Increase

An annual cost of living raise may be applied to the minimum and maximum ranges of the pay plan and to every individual's salary if approved by the Town Commission during the annual budget process. The maximum combined salary increase for Merit and Cost of Living adjustment is 5% annually. Any salary increases exceeding 5% for Merit or performance requires Town Commission approval.

Overtime - Exempt Employees

Exempt employees, as defined by the Fair Labor Standards Act (FLSA) are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities.

Time off consideration for large amounts of additional hours may be provided with the Town Manager's prior approval and at the sole discretion of the Town Manager.

Overtime - Non-Exempt Employees

Non-Exempt employees, as defined by the Fair Labor Standards Act (FLSA), are subject to the overtime provisions of the Act. Depending on work needs not personal needs, Non-Exempt employees may be required to work overtime and are expected to work overtime upon request.

Non-exempt employees shall be compensated for overtime work at the rate of time and one-half (1.5) for all hours worked over forty (40) hours in a 7-day work week. For purposes of overtime calculation, time off (not working) with or without pay shall not be calculated as hours worked.

Compensation may be in the form of wages or compensatory time off. The Town reserves the right to substitute cash payments for accumulated compensatory time at its discretion. Similarly, employees may request that accrued compensatory time off be converted to monetary payment, which shall be made in the next applicable payroll.

Overtime including compensatory time may not be authorized by the Department Head and the Town Manager unless funds are provided for and adopted in the annual Town budget.

For non-exempt employees, overtime shall be scheduled in a manner most advantageous to the Town and consistent with the operational needs of the Town.

In some cases, at the Town's option, hours may be adjusted within a 40-hour work week to avoid overtime. Any adjustments and or overtime hours worked must be approved in advance by the employee's supervisor and must be based on work needs not personal needs.

Non-Exempt employees working overtime without prior approval shall be subject to disciplinary action.

Change in Status Pay

Promotion Pay shall be the minimum of the new pay grade or up to a 10% increase.

Temporary Reassignment to a higher pay grade and additional responsibility shall be the minimum of the new pay grade or current pay up to a 10% increase, whichever is greater. Upon return to

the former position, the pay shall return to the original pay amount. Any employee serving in an acting capacity in a higher position requires a formal Personnel Action form approved by the Town Manager. Vacant positions do not automatically designate a subordinate employee to an acting capacity.

Demotion Pay shall be calculated based on a comparative ratio formula (i.e. if employee is 50% of the way through current pay grade, the demoted salary shall be at the 50% level of the new pay grade.)

Any recommendation exceeding a 10% increase must be approved by the Town Commission.

PAY PERIODS AND DIRECT DEPOSIT

Pay periods for Town of Pembroke Park employees cover two weeks, beginning at 12:00 a.m. every other Monday. The pay period covers two seven-day work periods of 40 hours for regular employees. Paydays are every other Friday. When a payday falls on a holiday, employees shall be paid the day prior to the holiday.

All payroll payments are by direct deposit only.

TRAVEL REIMBURSEMENT AND ADVANCES

On occasion, employees may be required to travel on Town business or attend professional development and training functions as a part of the job. Employees must always be mindful that they are stewards of the public's trust and resources. Work-related travel must never be abused, treated as a "perk" or seen as opportunity to spend lavishly. The Town shall not cover expenses for spouses or other non-employees during Town travel, unless prior approval is received from the Town Manager. Travel on Town business, including professional development, must demonstrate respect for the public's trust and prudence with their resources.

Expenses related to professional conferences, seminars, technical meetings, trainings, or other professional development functions may be paid by the Town or reimbursed to the employee if the expense has been adopted in the budget. Requests for reimbursements that are not included in the budget require approval from the Town Manager.

Whenever possible, a Town vehicle should be used to travel for Town business and employees should carpool to limit travel expenses. Employees who are required to use their personal vehicle for work-related travel shall be reimbursed at the rate established by the IRS for up to 250 miles. Employees are to record the exact number of miles traveled, by most direct route, from the first place of business to the next. No reimbursement shall be made for travel between home and a normal place of business.

Employees shall be reimbursed for reasonable, actual meal expenses incurred in conjunction with a program or meeting that provides a primary benefit for, or serves the best interests of, the Town. Luxury meals, costs for alcohol, or excessive reimbursement claims shall not be reimbursed without approval of the Town Manager.

Employees shall be reimbursed for reasonable, actual lodging expenses when a full day's work must be performed a considerable distance from the Town, or under other appropriate circumstances with prior Town Manager approval. Luxury lodging or excessive claims shall not be

reimbursed.

Employees should avoid using unnecessary convenience services such as valet parking, in-room movies, laundry and room service. Only under specific circumstances where a reasonable need for such services is clearly demonstrated shall such items be reimbursed.

Employees submitting reimbursement requests for travel expenses, or those requiring a travel advance, should use the appropriate form and must submit all receipts.

PROFESSIONAL & SERVICE MEMBERSHIPS

The Town encourages department heads to take part in the activities of professional and service organizations and may pay the cost of certain job-related memberships to professional organizations, job-related trainings, seminars, conferences and related events that enhance the employee's job knowledge and performance.

The Town may pay the cost to become licensed or certified in a job-related field and may pay the cost to remain so qualified. Employer-paid memberships, training, licensing and certifications are subject to budgetary approval and require advance approval.

Any employee within the Town whose position requires a professional certification must keep such certification active and current. The employee must notify their supervisor in the event such certification is lost or lapses.

EDUCATIONAL ASSISTANCE AND TRAINING POLICY

Subject to sufficient funds in the budget and with prior approval of the Town Manager, employees may apply for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's work. The Town Manager shall be the sole judge of whether a course or program is "directly related" to the employee's work. Any employee wishing to appeal a decision rendered by the Town Manager may present an appeal to the Town Commission.

Employees must obtain approval before enrolling in a course or program.

Employees may receive reimbursement for up to 100% percent of the tuition cost for training or college courses that they take on their own initiative depending on the Town budget and individual grades earned. The reimbursement must be repaid if the employee leaves employment within twenty-four months of receipt.

GRADING/REIMBURSEMENT SCALE

A (90-100)	100% reimbursement
B (80-89)	80% reimbursement
C (70-79)	60% reimbursement
D (69-60)	0% reimbursement
F (59 and below)	0% reimbursement

Courses that are deemed pass or fail will be subject to 100% reimbursement for passing grade and 0% reimbursement for failing grade.

CONFERENCE AND SEMINAR POLICY

Requests to attend a conference or seminar must be budgeted and approved by the Department Head and the Town Manager.

Employees training other employees will receive a premium for the hours of actual training up to a maximum of 10% of their annual salary only for hours actually conducting the training. This policy is not applicable to the trainee, only the trainer. In order to be eligible for this benefit, the training must be a formal group training for staff and is 100% subject to approval by the Town Manager.

BENEFITS

The Town of Pembroke Park provides full time regular employees with a wide range of benefits. The type of benefits and level of benefits provided is subject to change. The Town reserves the right to change provider networks, claims agents, and insurance mechanisms. At a minimum, the Town provides Health Insurance Policy and a Retirement Policy for full time regular employees.

Detailed descriptions of current benefits are outlined in the annual summary of benefits plan.

Benefits provided to these employees may include but are not limited to Dental Insurance

Prior to an offer of employment with the Town, prospective employees shall be given a list of the various benefits offered to full-time regular employees. Questions regarding any of the listed benefits shall be referred to the Town Manager. Employees are eligible for the health insurance on the 1st of the month following thirty (30) days of employment.

CONTINUATION OF BENEFITS (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and qualified beneficiaries the opportunity to continue, for a limited period, health insurance coverage under the Town's group health insurance plan when a "qualifying event" would normally result in the loss of coverage. Some common qualifying events are termination of employment (other than for gross misconduct), or death of an employee; a reduction in your hours; a divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee pays the full cost of coverage at the Town's group rates plus an administration fee.

SHORT TERM DISABILITY BENEFIT

The Town provides group short-term disability insurance to full-time employees allowing them to receive paid leave if they are, medically, unable to return to work for a short time. For more information regarding the plan and plan details, contact Human Resources.

UNEMPLOYMENT COMPENSATION

The Town participates in the State of Florida unemployment insurance program according to statutory guidelines. Terminated employees are advised to refer questions of benefit eligibility to the appropriate State office.

WORKERS COMPENSATION POLICY:

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income, and other compensation under the Florida Workers Compensation Act. Worker's Compensation Employees are responsible for immediately reporting any work-related injury, no matter how slight, to their supervisor. Supervisors must immediately report the incident to Human Resources for proper processing of the Workers Compensation claim.

SOCIAL SECURITY

Employees are covered by Social Security, a federally administered plan for supplemental old age retirements and survivor's insurance. Questions concerning Social Security benefits and coverage should be directed to any Social Security office.

TELECOMMUTING

Telecommuting allows employees to work at home, on the road or in a satellite location for a part of their workweek. The Town considers telecommuting to be a viable, flexible work benefit when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a Townwide benefit, and it in no way changes the terms and conditions of employment with the Town.

The telecommuting benefit may only be utilized by Department Directors. Any exceptions must be pre-approved by the Town Manager.

Any telecommuting requests must be sent in writing to the Town Manager for pre-approval with a specific reason for the request. Each request will be evaluated on a case by case basis. Employees on average may utilize a maximum of 2 telecommuting days per month. Any exceptions must be pre-approved by the Town Manager.

Individuals requesting formal telecommuting arrangements must be employed with the Town for a minimum of 6 months of continuous, regular employment and must have a satisfactory performance record.

The employee is required to follow the same work schedule, unless otherwise approved by the Town Manager and be available for all meetings and communication as needed.

Employees may utilize their Town issued equipment when telecommuting. If the employee does not have a Town-issued equipment, the employee may be authorized to utilize their home equipment and remote log in to their work computer. Equipment supplied by the organization is to be used for business purposes only.

The employee will establish an appropriate work environment within his or her home for work purposes. The Town will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Town information accessible from their home office. Steps include the use of locked file cabinets

and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Town's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the Town Manager. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

OTHER INFORMAL, SHORT-TERM ARRANGEMENTS MAY BE MADE FOR EMPLOYEES ON FAMILY OR MEDICAL LEAVE TO THE EXTENT PRACTICAL FOR THE EMPLOYEE AND THE ORGANIZATION AND WITH THE CONSENT OF THE EMPLOYEE'S HEALTH CARE PROVIDER, IF APPROPRIATE. PAID AND UNPAID LEAVE

HOLIDAYS

All regular hourly employees working a minimum of thirty (30) hours per work week and all salaried employees shall be granted leave with pay on the following holidays unless otherwise provided for in a collective bargaining agreement.

Sec. 19-26.

New Year's Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Day
One (1) Personal Day

All officers and employees not required by their department heads to work on such days shall be excused from work but shall be compensated for the day as if the officer or employee had performed his normal work schedule.

In order to qualify for holiday pay, the officer or employee must be present on his or her scheduled working days before and after the applicable holiday.

Officers or employees with an unexcused absence or unpaid leave time before or after a holiday shall not be eligible for holiday pay.

If an officer or employee is on authorized paid leave when a holiday occurs, that holiday shall not be charged against such officer's or employee's leave.

Effective June 19, 2021, the Town observes Juneteenth as a paid holiday. In 2021, employees may choose to observe the Juneteenth holiday as a floating holiday within the calendar year and expires on December 21st, 2021. Moving forward in 2022, Juneteenth will be observed on the actual holiday and treated as the other holidays listed above.

The floating holiday and personal holiday are use it or lose it. Employees must request the time off in the Paid Time Off Request system at least two (2) weeks in advance. Approval is subject to the Department Head's discretion based on the number of employees absent that day to ensure the department is operational and properly staffed.

Employees are eligible to use floating holidays and personal days after six (6) months of employment. Employees are eligible for paid time off on the remaining holidays listed above from their employment start date.

VACATION/ANNUAL LEAVE

Accrual Rate

Number of Months of Continuous Employment	Number of Hours Per Year
0 to 48	80.00
48 to 120	120.00
120 or more	160.00

No officer or employee shall be entitled to utilize accrued vacation time until such officer or employee shall have completed six (6) months service with the Town.

No vacation time shall be granted in advance of accrual thereof.

All vacation schedules shall be determined by the department heads giving recognition to the seniority of officers or employees in the determination of when vacation time shall be granted.

An officer or employee may use accrued vacation time for sick leave provided such officer or employee has used all existing accrued sick leave time.

An officer or employee may divide his or her vacation time as is desired with the prior approval of such officer's or employee's supervisor. Employees will use whole hours, partial hours, or full days for any PTO request.

Annual leave shall be requested in advance using the appropriate form and submitted to the department head who shall have the right to determine if the work schedule permits the absence of the employee during the requested period. Vacation leave may be denied when department operations are hindered due to staff scheduling, workload assignments or a legitimate emergency exists.

Upon reasonable notice to the employee a department head may require an employee to use annual leave.

Accumulation of Annual Leave Credits

Earned leave not used during the calendar year in which it is eligible to be taken may be carried over or accumulated to the following calendar year. Employees with accrued vacation leave in excess of eighty (80) hours and who have utilized at least eight (80) hours of leave time during the fiscal year, may be allowed to make an election during one month of the year (to be determined by the Town Manager or designee) to sell the excess vacation leave time back to the Town, subject to available funds, at the discretion of the Town Manager or designee. An employee may request the Town Manager or designee to provide an extension of those hours above the amount set forth herein for a period not to exceed twelve months. All time sold will be deduction from the vacation time accumulation.

Upon the effective date of termination of employment with the Town an employee shall be entitled to a lump sum payment for earned and unused annual leave not to exceed 400 hours. The effective date of termination shall be the last day worked.

SICK LEAVE

Accrual Rate

All full-time employees of the Town shall accrue sick leave time at the equivalent rate of one day (8 hours) for each full month of continuous service. Full month means a full calendar month starting on the first day of the month.

Rules

Sick leave is intended to be used for personal illness, injury or quarantine due to exposure to contagious disease for the employee. Sick leave may also be used for medical or health treatment which cannot be arranged outside of working hours. Sick leave may be used for illness or death in the immediate family. Immediate family is defined as the spouse, grandparents, brothers, sisters, children, and grandchildren of both the employee and the spouse. Sick leave may also be used for reasons of pregnancy and maternity. Employees shall be entitled to utilize accrued sick time immediately upon their employment start date. Any sick time off taken without accrued sick leave will be unpaid. Employees may be subject to disciplinary action for abuse of sick leave.

Conversion to Special Vacation Time

Employees shall be entitled to convert one-fourth (l/4) of each year's accrued, but unused, sick leave time to special vacation time. Such special vacation must be used during the calendar year following the one in which it was accrued. Conversion must be requested within the first two (2) weeks of a calendar year or it shall be disallowed. Thereafter, it shall be disallowed (if the conversion privileges of this paragraph have been exercised) and the credits shall revert to the employee's sick leave balance.

Payment for Accumulated Sick Leave

Every employee or beneficiary in the event of death, upon termination for whatever reason shall be entitled to receive payment for accrued sick leave. Such payment is limited to a maximum of five hundred dollars ($500.00).

Use and Restrictions

Any officer or employee who shall utilize three (3) or more days of sick leave on a continuous basis shall submit to his department head a doctor's certificate as to the illness or injury for which sick leave was utilized.

The Town shall have the right to require a doctor's certificate for any officer or employee reporting in as sick, as well as the right to visit the place of confinement of the sick or ill officer or employee.

If an officer or employee repeatedly utilizes sick leave, the Town shall have the right at the Town's expense to require such officer or employee to submit to a physical examination by a doctor selected by the Town to determine if such officer or employee is physically fit for continued employment by the Town.

Employees are required to notify their immediate supervisor on the first day of sick leave not later than thirty (30) minutes before the shift of which they are employed is scheduled to report for duty. This shall be followed for each day the employee is unable to work unless prior approval is given by the department head. Failure to comply may result in the absence being charged as leave without pay.

In the event an employee repeatedly uses sick leave or is on leave for an extended duration, the Town shall have the right at Town expense to require the employee to submit to a physical examination by a physician designated by the Town to determine if the employee is physically fit for continued employment.

Job Injury Workers Compensation and Use of Sick Leave

Employees who are eligible to receive workers' compensation (including temporary employees) are entitled to work-related injury leave with full pay for up to five scheduled workdays (40 hours or normal number of hours scheduled in a week). This leave, for illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.

Absence from work of five days or more due to a work-related injury shall reduce the 12 weeks of eligibility for family/medical leave.

Employees receiving workers' compensation for job-related injuries or disease may use sick and/or vacation leave to supplement the payment up to, but not to exceed, their regular rate of pay.

After all sick and vacation leave has been exhausted, employees are not entitled to leave or pay benefits other than workers' compensation. Employees may be put into a leave without pay status during this time without adjustment in the service date.

For a regular employee disabled with a work-related injury, a position shall be held open if the department can function with the vacant position. At some point (not later than one year after the date of injury) the employee, if unable to return to work, shall be separated from Town employment. If during the one-year period following the injury the separated employee is released by the attending physician for any kind of work duty, the employee shall be entitled to benefits

under the reduction-in-force policy.

JURY DUTY

An employee required to render jury service shall be entitled to be absent from work during that service and shall be paid the difference between any payment received for jury duty and the employee's regular salary.

BEREAVEMENT/FUNERAL LEAVE

Leave may be granted by an employee's immediate supervisor without loss of pay for death in the immediate family. Up to three (3) business days or twenty-four (24) hours of pay shall be allowed an employee to attend a funeral within an immediate family. Immediate family shall include spouse, domestic partner, mother, father, children, brother, sister, grandparents, in-laws, stepchildren, grandchildren, aunt, uncle, first cousin, or anyone living in the employee's household. Employees are required to submit proof of death within 2 weeks of the bereavement leave. Proof includes a death certificate or other documents confirming the date of the death or the date of the funeral/burial/viewing service. Photographs are **not** acceptable supporting documents.

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), an employee may be eligible to request and receive an unpaid leave of absence as outlined below.

Eligibility

All regular full-time or part-time employees who have worked for the Town for at least twelve months and for at least 1,250 hours during the twelve months preceding the start of the leave shall be eligible for leave under this policy.

Conditions of Leave

Leave may be taken only for the following reasons:

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a twelve-month period for:

- the birth of a child and to care for the newborn child within one year of birth.
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- to care for the employee's spouse, child, or parent who has a serious health condition.
- a serious health condition that makes the employee unable to perform the essential functions of the employee's job.
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or

parent is a covered military member on "covered active duty;" or

- Twenty-six workweeks of leave during a single twelve-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

If medically necessary for a serious health condition of the employee or spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Town may require an employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence, provided the position has equivalent pay and benefits.

Any leave granted due solely to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the Town and must be completed within twelve months of the qualifying event.

Spouses who are both employed by the Town are entitled to a combined total of twelve weeks (rather than twelve weeks each) for the birth or adoption of a child.

Any accrued vacation/PTO/sick leave, as applicable, must be taken concurrently as part of the twelve weeks of leave requested.

In determining eligibility, the twelve-month period shall be calculated by using a rolling 12- month period measured backward from the first day of the new leave period the employee is requesting. Any requests for FMLA extensions may be granted at the sole discretion of the Town Manager.

Notification Requirements

When need for leave is foreseeable, such as the birth, adoption or placement of a child, or planned medical treatment, the employee must provide thirty days' notice to an immediate supervisor and must make efforts to schedule leave so as not to disrupt Town operations. If the need for leave is not foreseeable, notice must be given as soon as practicable, generally within one or two days of learning of the need for leave.

Request Procedures

All requests for family and medical leave should be made by contacting the Human Resource department. If possible, the request should be made thirty (30) days in advance of the effective date of the leave. The Human Resource department shall ask for the following information:

- The date FMLA leave shall begin.
- The probable/approximate duration of the leave; and
- The qualifying reason for the leave.

The employee shall be sent a packet indicating initial eligibility with instructions to complete the Certification of Physician or Practitioner form and return the form to the Human Resource department where final approval shall be determined.

If the employee takes leave without previously advising the Town of the medical or family reasons for leave and desires that leave be counted as FMLA leave, the employee must notify an immediate supervisor within two business days of returning to work that the leave was for an FMLA reason.

Status of Employee Benefits During Leave

Employee health insurance benefits shall be maintained as if the employee were actively working, but at the employee's expense. The employee must submit a check to the Finance/Payroll department to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternatively, advance payments may be made to cover an agreed upon period. The Town shall not advance the funds to pay for these benefits. If payments are missed the employee's health and life benefits shall be no longer be maintained.

Basic life insurance benefits shall continue at no additional cost to the employee. Optional life insurance and personal accident insurance (if applicable) may be continued at the employee's expense.

Benefit accruals, such as vacation, sick leave, or holiday benefits, shall be suspended during the unpaid leave and shall resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Town with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee shall be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Town shall assume that the employee has resigned.

MILITARY LEAVE

A military leave of absence shall be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Florida law. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Employees shall be paid full pay for the first thirty days of military leave in accordance with Chapter 115, Florida Statutes. After the first thirty days of military service and upon presentation of satisfactory military pay verification data, employees shall be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

Employees are entitled to up to 240 hours (annually) paid administrative leave for reserve or guard training in accordance with Section 115.07, Florida Statutes.

Continuation of health insurance benefits is available as required by Florida law and USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Leave benefits shall continue to accrue during a military leave of absence.

Employees on military leave for up to thirty days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

An employee returning from military leave shall be placed in a position otherwise attained had employment continued or a comparable position depending on the length of military service in accordance with USERRA. The employee shall be treated as though employment were continuous for purposes of determining benefits based on length of service.

Contact the Human Resource department for more information or questions about military leave.

DOMESTIC AND SEXUAL VIOLENCE LEAVE OF ABSENCE

In accordance with Florida Statutes, Section 741.313, any employee employed by the Town for three (3) or more months may request and take up to three (3) working days of leave from work in any 12-month period if the employee or a family or household member is the victim of domestic violence or sexual violence. The leave may be paid or unpaid, but an employee must use all applicable paid annual, personal, sick, and/or other applicable paid leave prior to being eligible for unpaid leave.

An employee seeking domestic or sexual violence leave must provide the Town with written notice of his or her request for leave as far in advance of the desired leave as possible. The request should be submitted to the Human Resource Department. If the need for leave is not foreseeable, the employee must provide notice (verbal or written) as soon as is practicable under the facts and circumstances of the case and in accordance with his or her department's procedures for unforeseeable absences.

A request for domestic violence or sexual violence leave must be supported by certification issued by an authorized person such as a health care provider, attorney of record, counselor, law enforcement agency, clergy, domestic violence advocacy agency, domestic violence center or domestic violence shelter. The certification will be sufficient if it indicates that the employee is being subjected to domestic or repeat violence, or sexual violence, and needs time off to attend to one of the matters.

To the extent possible, information regarding the employee's request for leave under this policy will be kept confidential.

If the employee took leave to obtain or receive medical and/or dental assistance for him/herself, the employee must provide a fitness for duty certification from the employee's health care provider in order to return to work. The Town will specify the information that must be provided on the fitness for duty certification. The employee must pay the cost of obtaining the fitness for duty certification and the employee is not entitled to be paid for the time or travel costs spent to obtain the certification. If the employee fails to provide such a certification before the leave ends, the Town may delay the employee's restoration to employment until the fitness for duty certification is provided to the Town. If the employee never produces the certification, the employee may be terminated from employment.

The taking of leave will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.

Upon his or her return to work from a domestic or sexual violence leave, the employee shall be entitled to: restoration to the position of employment held by the employee when leave

commenced; or restoration to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. However, an employee taking domestic violence leave for three (3) days or less will be restored to the same position held by the employee at the time leave commenced.

An employee on domestic or sexual violence leave must periodically report to the Human Resources Department on the status and intention of the employee to return to work.

The Town prohibits discrimination or retaliation against any employee for exercising his or her rights under this policy. If an employee believes that he or she is being retaliated against, the employee must report the retaliation to the Human Resources Department.

DEFINITIONS

Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member, or any crime the underling factual basis of which has been found by a court to include an act of domestic violence.

Family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. Except for persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Sexual violence means sexual violence, as defined in Florida Statutes § 784.046, or any crime the underlying factual basis of which has been found by a court to include an act of sexual violence. Florida Statutes § 784.046 defines "sexual violence" to mean any one incident of: (1) sexual battery; (2) a lewd or lascivious act, committed upon or in the presence of a person younger than 16 years of age; (3) luring or enticing a child; (4) sexual performance by a child; or (5) any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the State Attorney.

UNPAID LEAVE/LEAVE WITHOUT PAY-

Any regular employee who has been employed with the Town for a period of twelve (12) continuous months may be granted a leave of absence without pay for a period not to exceed twelve (12) weeks. Failure to return to work at the end of the leave without pay, may be grounds for termination.

In no instances shall an employee be granted a leave without pay until all accumulated paid leave is used.

The reason for such leave shall be attributable to an extraordinary condition not directly covered by the provisions of the Family and Medical Leave Policy.

Requests for leave without pay must be submitted in writing and approved by the Town Manager.

No annual or sick leave shall be accrued while an employee is on leave without pay.

Employee health and life insurance benefits may be maintained as if the employee were actively working, but at the employee's expense. The employee must submit a check to the Finance/Payroll department to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternatively, advance payments may be made to cover an agreed upon period. The Town shall not advance the funds to pay for these benefits. If payments are missed the employee's health and life benefits shall be no longer be maintained.

Employees who qualify for a leave without pay shall initiate a request for such leave by sending a written request to their immediate supervisor. Such request shall be made not less than two (2) weeks prior to the requested leave date unless it is an unforeseeable emergency. Such request shall include the purpose of the leave and an estimate of the amount of time needed for such leave. The leave approval is 100% subject to discretion by the Town Manager.

LEAVE DONATION POLICY

The Town recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in need for additional time off in excess of their available paid time off accruals. To address this need, all eligible employees will be allowed to donate accrued sick or personal leave hours from their unused balance to their co-workers in need of additional paid time off. This policy is strictly voluntary.

- Employees must be employed with the Town for a minimum of one (1) year to donate and/or receive donated sick/personal time.
- Recipient identity will not be disclosed to the donating employees.
- Employees may not donate more than fifty percent (50%) of their current balance.
- Employees cannot borrow against future sick/personal time to donate.
- Employees who receive donated sick/personal time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under FMLA.

SEPARATION FROM EMPLOYMENT

VOLUNTARY TERMINATION

Voluntary Terminations are initiated by the employee and include

1. Resignation – voluntary employment termination initiated by an employee.
2. Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Notice Required for Voluntary Terminations

1. All regular full-time and part-time employees are requested to give a minimum of two (2) weeks' notice, in writing, prior to leaving Town employment in order to resign in good standing.
2. Department heads and other management personnel are requested to give a minimum of thirty (30) days' notice in order to allow for adequate replacement in order to resign in good standing.
3. In the case of retirement, it is recommended that an employee provide the Town with as much notice as possible; a minimum of 6 weeks is requested. This advance notice shall ensure that retirement issues are satisfactorily addressed prior to the actual date of retirement.

DISCHARGE/INVOLUNTARY TERMINATION

Discharge is an involuntary employment termination initiated by the organization generally for cause.

LAYOFF AND RECALL

If the Town determines that a reduction in staff or "layoff" is necessary, affected employees shall be notified of the effective date, pertinent benefits information and possibility of recall, if any as soon as it is practical.

All layoffs and recalls of positions shall be based upon the Town's operational needs, financial position and the employee's employment history, performance and job-related qualifications and abilities as determined by the Town. Seniority may also be considered in making non-union layoff and recall determinations.

IMPACT ON BENEFITS

Employee benefits shall be affected by employment termination as follows. All accrued, vested benefits that are due and payable at termination shall be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee shall be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

EXIT INTERVIEW

In the event of separation, voluntary or involuntary, the employee is encouraged to engage in an exit interview with the Human Resource department.

All employees who resign in "good standing" must take part in exit interviews to be eligible for rehire. The exit interview is on the clock and the employee shall be paid for participating.

RETURN OF PROPERTY

An employee separating from employment with the Town shall return all Town-owned equipment, uniforms, property, Town identification badges, and all building and equipment keys before picking up a final paycheck. The Town may not and shall not withhold earnings for failure to return

property but shall take appropriate action including legal prosecution for any Town-owned items that are not returned by a separating employee.

DISCIPLINARY ACTION

It is the intention of the Town to utilize disciplinary action in a constructive manner to motivate the employee toward proper conduct in the future. Situations of a minor nature are expected to be handled informally by the employee's immediate supervisor and may result in a verbal warning which may be documented and retained in the employee's personnel file.

Formal disciplinary action shall be administered by the Department Head in coordination with the Town Manager.

Suspensions and discharge are officially administered by the Town Manager. Department Heads may submit or be requested to submit recommendation for suspension or discharge to the Town manager for review.

Disciplinary actions may include any or all the following, which are not necessarily administered in order, nor are all types of disciplinary action required prior to discharge. The Town may immediately discharge an employee.

1. Verbal Reprimand is a verbal notice to an employee that his/her behavior or performance must be improved or corrected. A written record of the oral reprimand shall be placed in the employee's personnel file and a copy provided to the employee.
2. Written Reprimand is a written notice to an employee that his/her behavior or performance must be improved or corrected. Written reprimands shall be placed in the employee's personnel file and furnished to the employee.
3. Suspension is the temporary removal of an employee from duty, with or without pay. Suspensions shall vary in length depending upon the seriousness of the offense or frequency of occurrence. Suspensions shall be documented and placed in the employee's personnel file.
4. Discharge (also may be referred to as Dismissal or Involuntary Termination) is the removal of an employee from the employ of the Town.

Employees may submit written explanations or responses to disciplinary actions to their personnel file. In some cases, particularly discharge, an employee may have certain additional due process rights.

PERFORMANCE IMPROVEMENT PLAN (PIP)

In efforts to rectify disciplinary action, an employee may be placed on a performance improvement plan (PIP). The purpose of this plan is to provide the employee the opportunity to correct performance and behaviors in the workplace. Employees on a PIP will be evaluated periodically by the department manager in efforts to measure progress.

A staff member whose performance, attendance, or conduct does not meet the Town's standards will receive a written warning/counseling and will be provided a clarification of expectations along with a 90-day time period to demonstrate improvement. The manager placing the employee on a PIP is required to document the meeting by outlining the topics discussed during the meeting,

goals for improvement, and activities which the employee must complete with a corresponding timeframe.

If the deficiencies are not corrected during the allotted time, termination procedures should be followed.

If staff member's performance, attendance, or conduct improve, the employee will have successfully completed the PIP and no further disciplinary action shall be taken.

CAUSES FOR DEMOTION, SUSPENSION OR DISMISSAL

A permanent employee may be demoted, suspended, or dismissed when, in the judgment of the department head the employee's work or misconduct so warrants. When the department head takes such action, he or she shall file a written notification with the Town Manager and the Human Resource department containing a statement of reasons for the action. The employee shall be notified of the effective date of the action. Employees may be demoted, dismissed, or suspended without pay for violation of these rules which include, but are not limited to, the following:

1. Violation of town and/or personnel policies, procedures or rules.
2. Incompetency or inefficiency in the performance of assigned duties.
3. Offensiveness or unequal conduct or treatment toward fellow employees or the public.
4. Violation of any lawful official regulation, or order, or failure to obey any lawful and reasonable direction given by a supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in lower morale in the organization or result in a loss, inconvenience, or injury to the Town's service or to the public.
5. Solicitation or taking for personal use a fee, gift, or other valuable thing in the course of work, or in connection with it, when such fee, gift, or other valuable thing solicited or given might be construed to be a means of receiving a favor or obtaining better treatment than that accorded other persons either on a present or future basis.
6. Failure to pay or make reasonable provisions for payment of just debts owed the Town in a timely manner.
7. Conviction of a felony or other serious crime.
8. Inattention to duty, tardiness to excess, laziness, carelessness, and unnecessary breakage or loss of property.
9. Absence from work for three (3) business days in a row without proper notification to immediate supervisor as required by the personnel policies and procedures.
10. The employee has been subject to an excessive number of accidents, resulting in personal injury, injury to others, and/or Town property.
11. The employee has been guilty of attempting to use political influence in securing or attaining a position or salary increase. Soliciting elected officials to intercede for or attempt to influence officers or supervisory employees in personnel matters shall be construed as violations of these rules.

12. Dishonesty in connection with assigned duties and responsibilities as an employee of the Town.
13. Immorality or lack of integrity in connection with assigned duties and responsibilities as an employee of the Town.
14. Excessive absenteeism and/or abuse of time off.
15. Violation of departmental rules.
16. Willful violation of any safety rule or practice.
17. Guilty of conduct unbecoming of an employee of the Town's service whether on duty, or off.
18. Intoxication while on duty, or use of alcoholic beverages, or any form of intoxicants, or narcotics, except such drugs as are being used upon the advice and prescription of a physician, during working hours.

None of the foregoing shall be deemed to prevent the demotion, dismissal, or suspension of an employee for any reason which is justifiable, even though such cause is not among those enumerated, provided, however, that an employee shall have the right of appeal. Any action taken against an employee for violation of these rules shall take into consideration the employee's service record.

EMPLOYEE ARREST OF CHARGE

POLICY

As a condition of employment with the Town of Pembroke Park, employees are required to notify their immediate supervisors, no later than the next working day, when an employee has been arrested or when information has been filed by a prosecuting official against him/her for an offense or violation of law and/or when the employee is indicted by a Grand Jury. This shall include, but not be limited to violation of probation, promise/notice to appear, injunction for any prohibited violent or threatening behavior, or moving traffic violations. Failure to notify shall result in appropriate disciplinary action, including termination of employment.

Under no circumstances may the employee report for duty without prior consent from the Human Resources Director following an arrest/indictment, promise to appear, or conviction.

PROCEDURE

The Town will conduct its own independent investigation taking into consideration the employee's testimony and will review any police report or other available documents. The Town will evaluate each arrest/indictment on a case by case basis taking into consideration multiple factors including:

- The nature and severity of the alleged incident or crime,
- The totality of circumstances surrounding the incident,
- The employee's job responsibilities, job location, and potential interaction with employees and the public,

- Employment record of the employee (e.g., performance, length of service, etc.)
- Circumstances that adversely affect the staff member's attendance,
- The future potential for conflict that may arise,
- Any other factors the Town, in its sole discretion, deems relevant.

If the employee pleads nolo contendere or guilty, enters into a plea agreement including pre-trial intervention or is tried and found guilty of any felonious charge and/or crime involving dishonesty or moral turpitude, the employee may be immediately terminated from Town of Pembroke Park employment. In the event such person is tried and acquitted, or the information or indictment is dismissed or quashed, the Town Manager will review his/her employment status to determine whether reinstatement or continuing employment is appropriate.

Employees arrested or indicted by a Grand Jury or on whom information has been filed by a prosecuting official for a felonious offense, a crime involving dishonesty or moral turpitude, or a charge that could be related to their work, may be placed on Administrative Leave with or without pay with approval of the Town Manager.

If an incident or charge is directly work related, or the offense is of a serious nature, nothing shall preclude the Town from initiating disciplinary action independent of any judicial hearing or proceeding.

Employees are also required to notify the Human Resources Director of the outcome of all criminal drug statute or alcohol related criminal charges on the next business day after any change in status, including the notification of a conviction, a plea of guilty, an adjudication of guilt, a plea of nolo contendere, an adjudication withheld, an acquittal or a dismissal of the charges. A failure to report a drug or alcohol conviction to the Town within the applicable time periods will result in immediate termination of the employee, unless good cause exists for the employee's failure to report the conviction to the Town

EMPLOYEE PROCEDURAL RIGHTS

INVOLUNTARY TERMINATION AND PROCEDURAL RIGHTS

The Town Manager, Divisional Directors, and Chartered Positions serve at the pleasure of the Town Commission. All other employees shall be terminated by the Town Manager.

Terminated employees have certain due process rights prior to discharge or other adverse employment decisions if they have a liberty or property interest that is affected by the adverse employment action.

Where an employment decision could be stigmatizing to the employee, and the Town intends to place a record of the action in the employee's personnel file (which makes it potentially subject to public disclosure) or if the action would foreclose a definite range of future employment opportunities, an employee shall be provided notice of the action and an opportunity to respond prior to the employment action.

Stigmatizing reasons for discipline or discharge may include dishonesty, immorality, moral turpitude, criminality, racism, harassment, falsifying forms, drug use, engaging in prostitution, use

of position to obtain kickbacks or other privileges, or other charges impugning the employee's moral character.

Charges of incompetence, negligence, poor attendance, insubordination, failure to meet performance standards, failure to submit required forms or documentation and related performance-based criteria have typically been held to be insufficiently stigmatizing to trigger a liberty interest.

In cases where public disclosure of stigmatizing information is possible, the employee shall receive oral or written notice of the charges, an explanation of the evidence and an opportunity to respond and clear his/her name prior to the decision being finalized and documented in the personnel file. The employee shall direct their response to the Town Manager, who may consult with the Town Attorney, Mayor and/or Commission as needed.

This process is a procedural protection and in no way limits the Town's at-will employment status. The findings of the Town Manager are final, shall be stated in writing and provided to the employee as well as documented within the personnel file.

RIGHT OF APPEAL

Any permanent employee who is discharged may appeal such action in writing to the Town Manager within fifteen (15) business days after such action is taken. As promptly as possible, the employee shall be granted a hearing by the Town Manager and the department head concerned, at which time the employee and immediate supervisor may present relevant evidence regarding the action and the reasons, therefore. When the disciplinary action is personally initiated by the Town Manager, the hearing shall be conducted by the Town Commission. During any investigation or hearing, the Town Manager, or the Town Commission may direct any employee to attend and give testimony. Probationary employees who are terminated during the probation period are not permitted the right of appeal.

Any permanent employee who is demoted or suspended may appeal such action by filing a written grievance in keeping with the Town's grievance procedures. Any such grievance shall be filed within fifteen (15) working days from the date of action against the employee.

GRIEVANCE PROCEDURES

The Town intends to provide a constructive, positive work environment in which employees are empowered to contribute to the continuous improvement in the operations and services provided by the Town. To this end a formal grievance procedure is available to help resolve complaints of employees who believe they are not receiving fair treatment in the workplace.

STEP 1: Verbal Communication with Supervisor

Employees are encouraged to share their suggestions, as well as discuss any complaints or issues that may arise related to their employment and work environment with their immediate supervisor within five (5) working days from the time of the occurrence. The supervisor shall provide a verbal response to the complaint within five (5) working days of the discussion with the employee.

STEP 2: Written Communication with Department Head

Should an employee not find adequate resolution through verbal discussion with their immediate supervisor, the employee shall respond in writing to the employee's department head within five (5) working days from the oral response in Step 1.

The employee shall submit a written grievance to their department head which must include:

- ✓ Date of incident,
- ✓ Description of incident,
- ✓ Summary of previous discussion(s) with supervisor regarding the incident,
- ✓ Desired resolution, and
- ✓ Employee's printed name, signature and date of submission.

The department head shall provide a written response to the employee within five (5) working days of the receipt of the grievance.

STEP 3: Written Communication with Town Manager

If the grievance is not resolved in the first two steps, the employee may request a meeting with the Town Manager. This request must be in writing, dated and submitted within five (5) working days after receiving the response from Step 2. The department head shall be copied on the request.

The meeting with the Town Manager and the employee shall occur within ten (10) working days of receipt of the request to meet, or on a date mutually convenient for all parties. At the Manager's discretion this meeting may include the department head and/or supervisor, and/or other Town representatives as appropriate. At the employee's option, the meeting may include a fellow employee or other representative.

The Town Manager, or designated representative, shall provide a written response to the employee within ten working days of the meeting. The Town Manager's response to the grievance is final.

WORK RULES AND CODE OF CONDUCT

The workplace brings together many different types of people whose unique perspectives and individual skills and talents add tremendous value to the Town of Pembroke Park. All employees, officers, and volunteers, at every level within the organization, are expected to treat each other as respected and valuable colleagues. Employees are required to engage respectfully with elected or appointed officials in all forms of communication, both verbal and written.

CODE OF ETHICS

Employees and officials of the Town of Pembroke Park are bound by the both the State of Florida and the Town's Code of Ethics.

FLORIDA CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES

Chapter 112 (Part III) of the Florida Statutes and the "Code of Ethics for Public Officers and Employees" which states in part, that "no officer or employee of a state agency or of a county, city or other political subdivision of the state shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his duties in the public interest."

All Town employees shall be furnished with a copy of Florida Statutes Chapter 112 (Part III) during their orientation. All employees are required to review the Statute along with the employment Rules and Regulations for their respective department. This information shall serve as a guide for employee conduct while in the employ of the Town.

PEMBROKE PARK EMPLOYEE CODE OF ETHICS

Article IX, Chapter 2, 260 of the Town Code states, "Employees of the Town hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official duties. Further, Town employees must act in a manner that promotes public trust and confidence in government with complete transparency and honesty in their services and must avoid even the appearance or perception of impropriety. The Town Commission recognizes that, in the furtherance of these fundamental principles, there is a need for clear and reasonable standards of ethical conduct. This Pembroke Park Employee Code of Ethics establishes those standards." The following sections provide the expected code of conduct employees of the Town shall follow.

Gifts

Town employees shall not solicit or accept any gift, regardless of value, in their official capacity as employees, nor shall they solicit or accept any gift in either an official or personal capacity that may be reasonably perceived to be given to encourage or discourage them from taking any action in connection with their Town employment.

Lobbying

Town employees should avoid even the appearance of impropriety in their interaction and dealings with lobbyists registered with the Town and in their interaction and dealings with Town vendors and prospective vendors.

To promote full and complete transparency, lobbyists, Town vendors, and prospective vendors who intend to meet or otherwise communicate with a Town employee, either at such employee's office or elsewhere on Town government premises, for the purpose of influencing a decision to be made by the Town Commission, a decision to be made by any decision-making body under the jurisdiction of the Town Commission, or a final procurement decision to be made by a Town employee, must complete a contact log as prepared and maintained by the Town Manager. This contact log shall be completed for each individual Town employee with whom the lobbyist, Town vendor, or prospective vendor intends to meet or communicate. The contact log shall be legibly completed contemporaneously with the meeting and shall be available for public inspection in a database designated by the Town Manager.

To further promote full and complete transparency, a Town employee shall disclose any meeting outside of his or her Town office, any telephonic discussion, or electronic communication with a registered lobbyist, Town vendor or prospective vendor, during or in which meeting, discussion or other communication the lobbyist, Town vendor, or prospective vendor seeks to influence a decision to be made by the Town Commission, decision to be made by any decision-making body of the Town, or a final procurement decision to be made by a Town employee.

A Town employee is prohibited from lobbying on behalf of an outside principal or employer for compensation, Town Commissioners, members of any Town Selection/Evaluation committee, or the governmental unit in which he or she is employed. Lobbying does not include providing information, advice or recommendations to any Town Commissioner or member of a Selection/Evaluation committee in furtherance of the employee's job responsibilities. Except as stated in this paragraph, Town employees may engage in lobbying activities provided such activities would not be inconsistent with their public duties or the provisions of Chapter 112, Florida Statutes.

Outside Employment

For purposes of this section, other employment means any compensated employment performed by a Town employee aside from his or her employment with the Town, including any part-time employment, self-employment, or consultant-related employment. Town employees may engage in other employment provided:

1. The other employment will not be inconsistent with the employee's public duties or the provisions of Chapter 112, Florida Statutes; or
2. The individual or business entity for whom the Town employee will engage in other employment is not a vendor under contract with Town or a prospective vendor seeking to do business with Town.

Prohibition on Use of Town Position for Personal or Private Gain

No Town employee shall use his or her municipal position or powers and duties to secure a financial benefit for himself or herself, an immediate family member or any private organization in which he or she is deemed to have an interest.

Future Employment

No Town employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion

pending before the Town employee, either individually or as a member of a Town Committee, while the matter is pending or within the 30 days following final disposition of the matter.

Use of Town Resources

Town resources shall be used solely for lawful Town purposes. Town resources include, but are not limited to, Town personnel, and the Town's money, vehicles, equipment, materials, supplies or other property.

No Town employee may use or permit the use of Town resources for personal or private purposes, but this provision shall not be construed as prohibiting:

1. Any use of Town resources authorized by law or Town policy.
2. The use of Town resources for personal or private purposes when provided to a Town officer or employee as part of his or her compensation; or
3. The occasional and incidental use during the business day of Town telephones and computers for necessary personal matters such as family care and changes in work schedule.

Nepotism

No Town employee or consultant may participate in any decision specifically to appoint, hire, promote, discipline or discharge an family member for any position at, for, or within the Town.

Political Solicitations

No Town employee shall directly or indirectly compel or induce a subordinate employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

No Town employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining or in any manner changing the official rank, status or compensation of any Town employee, or an applicant for a position as a Town employee, on the basis of the giving or withholding or neglecting to make any contributions in money or service or any other valuable thing for any political purpose.

Elected Public Office

A Town employee seeking elected public office is not permitted to engage in any activity related to seeking the office during working hours or in other ways which might constitute an inappropriate use of Town time and resources or lead to the impression that the Town government endorses his or her candidacy.

The prohibition against the use of Town time and resources in a campaign for elective office includes a ban against using Town equipment, including vehicles, telephones, copy machines, inter-office mail, or other equipment owned by the Town. The employee/candidate is prohibited from participation in campaign activities off duty wearing a Town uniform or driving a Town vehicle.

Town employees are prohibited from soliciting campaign contributions or any in kind gifts to support his or her campaign, including soliciting campaign workers or contributions from among Town employees when the solicitation takes place on duty or when the solicitation could be

reasonably construed as having a connection to a real or expected employment decision. The employee/candidate for public office must avoid the appearance or reality of a conflict of interest between their employment with the Town and the outside candidacy.

A Town employee choosing to run for elected public office must disclose his/her candidacy to the employee's immediate supervisor and the head of their Department within three (3) business days after the time the employee becomes an official candidate by filing the necessary candidate papers. All campaign-related activities by an employee/candidate occurring before official candidacy are also subject to these restrictions.

The employee/candidate must take reasonable steps, with approval by his or her supervisor, to minimize the prospect of a conflict of interest between the employee/candidate's work duties and campaign activities. These steps may include the use of annual leave, personal days, or unpaid leave of absence following approval in advance by his/her supervisor pursuant to Town policies.

Confidential Information

No Town employee who acquires confidential information in the course of exercising or performing his or her powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers or duties.

Enforcement Procedures

The authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics is vested in the Town Manager. A Town employee may appeal the decision of the Town Manager by filing a written appeal to the Town Commission within fifteen (15) business days of the final decision of the Town Manager is rendered. The Town Commission may affirm, modify or reverse the disciplinary decision rendered by the Town Manager.

The authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics by the Town Manager, Directors or any Chartered Position is vested in the Town Commission.

Town Commission shall have the authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics when the Town Manager fails to do so, or when the Town Commission determines that such investigation is required.

FREEDOM OF INFORMATION ACT AND PUBLIC RECORDS ACT

It is the policy of the Town of Pembroke Park to comply fully with the Freedom of Information Act. All individuals are entitled to certain and specific information regarding the affairs of government and the actions of public officials and public employees.

All FOIA requests are to be immediately directed to and processed by the Town Clerk or his/her designee. Requests for public information may be either oral or written and ideally are handled within five business days after the request has been received. In some cases, an extension may be required, and certain information may be denied or redacted. Originals of any documents shall not be allowed to leave Town property, and the costs associated with compiling and providing the information shall be charged.

PUBLIC RECORDS

Under no circumstance may an employee remove documents, photos, reports, personal or personnel information or any sensitive material that is the property of the Town of Pembroke Park.

Employees found to be in violation of this policy may be disciplined, up to and including discharge.

PERSONAL CONDUCT

All persons employed by the Town must remain constantly aware of their responsibilities to the public and of the fact that they are representatives of the Town. It is expected that their conduct and appearance shall be commensurate with the positions which they hold.

Town employees are frequently called upon to express opinions and to provide information concerning the Town government, its operations and its policies. Expressions of opinions should be carefully weighed in the light of their probable affect and should be based upon facts within the knowledge of the employee. A Town employee is not deprived of the rights of citizenship which affords the right of free speech. He should be keenly aware of responsibilities and privileges as an employee of the Town and understand that personal opinions shall often be interpreted by others as representing the official opinion of the Town.

Employees shall be well informed concerning the policies and operations of Town government. Such responsibilities increase with the importance of the position held. Admitting lack of knowledge concerning a question asked is far superior to an incorrect answer, but if the situation requires it, the employee, under such circumstances, should refer the questioner to the proper source of information or obtain the actual facts and inform the person making the inquiry.

Employees are expected to refrain from repeating rumors and from creating dissension within the organization.

Employees shall visit departments other than those in which employed only on official business. Reasonable breaks in routine work may be taken as long as the privilege is not abused but loitering is expressly forbidden. Any employee who has completed assigned tasks, or the work for which that employee is responsible shall report to a supervisor for assignment of other duties.

OUTSIDE EMPLOYMENT GUIDELINES

Full-time Town employees wishing to hold supplemental, part-time employment in addition to his or her Town employment must request approval in writing to their department head and must do so each year that supplemental employment is held on their Town anniversary date.

The request should include the:

- Name of the employer.
- Nature of the employment and duties to be performed; and
- Approximate number of hours to be worked per week.

The Town Manager shall determine whether a conflict of interest exists or if the employee's ability to effectively perform their Town work shall be hampered and shall inform the employee in writing of his or her determination.

A conflict of interest may include, but is not limited to:

- Any employment, activity, or enterprise which involves for private gain the use of the Town's time, facilities, equipment, supplies, or prestige or influence of the Town Office.
- Any activity which involves receipt or acceptance of any money or other consideration from anyone other than the Town for performance of an act with the employee should be required or expected to render in the regular course of their Town employment.
- Any activity which involves a performance of an act other than in their capacity as a Town employee which may later be subject to the control, inspection, review, or enforcement by the employee or the department in which they work; or
- Any activity which involves so much of an employee's time that it impairs their attendance or efficiency in the performance of their duties.

Employees may not wear a Town uniform, work shoes/boots, or any other apparel furnished by the Town in performing outside work. Outside work may not be performed during regularly scheduled Town work hours or at a Town facility, and no Town resources, equipment, tools or supplies may be used for outside work.

POLITICAL ACTIVITY AND VOTING TIME

All employees should register to vote and should exercise this privilege at each opportunity afforded. It is Town policy that it is in the public interest and at governmental benefit to remove career employees from the arena of partisan political activity. Florida statutes impose certain restrictions on the political activities of state, county, and municipal officers and employees.

Also, those employees in positions supported in whole or in part by Federal funds may be subject to those restrictions contained in the federal "Hatch Act." The following prohibitions shall apply to all Town officers and employees:

- No person shall promise, attempt, or use political position, influence, or coercion in an effort to erode the merit system nature of the Town work force by patronage or favoritism for past or future political influences or services, either implied or actual.
- The Town of Pembroke Park shall not permit the use of its equipment, property, facilities or supplies for partisan political purposes.
- Employees shall not take an active political role on behalf of any candidate or incumbent for Town elective office.
- Employees shall not be solicited for contributions or any other sort of support or influence for any political party, office, or candidate, either from other employees, superiors, elected officials, or candidates.
- A Town employee who becomes a candidate for any public elective office shall, at the time of formally qualifying, resign in good standing from the Town service in accordance with Florida elections and resign to run applicable laws.

Violations of any of these restrictions shall result in disciplinary action including discharge, as determined by the provisions of these rules.

Full-time regular employees shall be granted one (1) hour off to vote at the start or end of their shift,

provided such time does not result in the Town having to replace employees at overtime rates of pay and coverage is maintained in, each department.

Employees interested in utilizing voting time must request the use of such time at least twenty-four (24) hours in advance of using such time. Granting the use of such time under all conditions shall be made at the discretion of the department head.

Active political campaigning or solicitations for political contributions while on duty is strictly prohibited.

POLITICAL ACTIVITY AND GENERAL SOLICITATION

The Town does not discourage political participation or activity. However, certain restrictions are imposed to ensure the integrity and impartiality of the Town. In this regard:

- Employees of the Town shall not engage in political activities on behalf of a candidate for partisan or non-partisan election during those hours when the employee is being compensated for the performance of his/her duties as a Town of Pembroke Park employee. This includes distributing or circulating literature or paraphernalia for or against an issue or candidate.
- Solicitation and/or distribution of literature, including signing and circulating petitions for candidates, propositions and other political matters, is prohibited during working hours or in work areas. Working hours include the actual working time of both the individual performing the solicitation or distribution and the employee to whom it is directed.
- Employees of the Town shall not solicit, receive or in any way participate in soliciting or receiving any assessment, subscription or contribution for any political party or any political purpose whatsoever, during those hours when the employee is being compensated for the performance of his/her duties as a Town of Pembroke Park employee.
- Employees involved with political campaigns shall do so as private citizens. Employment status with the Town shall not be referenced when campaigning for or against any candidate or ballot issue, question or proposal. Employees involved with political activity shall neither claim to represent the Town nor claim their views or opinions reflect the views or opinions of the Town.
- Equipment, materials and supplies belonging to the Town, including the Town's letterhead, business cards or other such material supplied by the Town, shall not be used in support of political activities.

Employees who become candidates for the Town Commission of the Town of Pembroke Park shall be required to take a leave of absence without pay when that employee complies with the candidacy filing requirements or sixty (60) days before any election relating to that position, whichever date is closest to the election. Employees who are elected to Town Commission must resign their Town employment prior to the commencement of their term of office.

CUSTOMER SERVICE

The Town of Pembroke Park always requires employees to represent the Town in a positive manner and treat customers and residents with courtesy and respect .

Employees should be prepared to listen patiently to complaints and deal with them in a helpful, professional manner. Residents or customers who become unreasonable, abusive or harassing should be

referred to the employee's supervisor.

PUBLIC STATEMENT/PRESS CALLS

Unless otherwise delegated, the Town Manager is the official designated spokesperson for Town staff. Employees should refer all requests for formal statements, interviews, and related activities to the Town Manager. Employees may not make formal statements on behalf of the Town, except in cases of sharing routine, information, without prior authorization.

THE WORKPLACE AND TOWN RESOURCES

APPEARANCE

Your appearance is important to demonstrating the professionalism of Town organization. For this reason, each employee is expected to report for work each day with appropriate hygiene, appearance and attire for his or her position.

Personal cleanliness is a must for all employees. Body odors, strong perfume or smoke may all be particularly offensive to the public or coworkers. Employees should take pride in their personal hygiene and appearance and report to work clean and groomed appropriately.

Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others. Anyone reporting to work in inappropriate clothing shall be sent home to change.

It is impossible to describe or define every possible acceptable or unacceptable example of attire. Clothing should be in keeping with the image of a professional organization; the following is prohibited:

- Excessively worn, torn or dirty clothing,
- Clothing with suggestive or offensive logos, pictures, insignia, etc.,
- Very tight, revealing or otherwise sexually suggestive clothing, and
- Exercise attire including "sweats"

If in doubt, ask prior to wearing the item. Your supervisor shall determine whether attire is acceptable.

USE OF TOWN RESOURCES

Vehicles, materials, facilities and equipment owned by the Town are intended for Town business use only. Further, Town employees are expected to perform work related only to Town business while on work time. Specifically:

1. Mail & Letterhead - Employees may not use the Town's postage for personal mail. Additionally, employees should not routinely receive personal mail or package deliveries while at work. Town letterhead is to be used for official Town business only.
2. Phone - All phone lines are to be kept available for the Town's business. Personal calls must be held to a minimum. Employees are expected to reimburse any expense

associated with personal long-distance calls or excessive personal calls made using a Town telephone.

3. Cell Phone - Personal calls on Town cell phones are to be held to a minimum and are allowed provided only where personal use does not result in an overage of the contracted minutes. If the minutes are exceeded, the employee is required to pay the additional charges or costs.
4. Vehicles – Town-owned vehicles are to be used for official Town business only, unless otherwise approved by the Town Manager.
5. Equipment, Facilities and Supplies - Equipment, facilities and supplies are to be used for Town business only, including tools, machinery, computers, copiers, faxes and other office machines.
6. Personnel – Town personnel are only to perform work related to Town business and/or projects while on work time.

The Town's resources, including Town vehicles, may not be borrowed for personal use by employees.

EMPLOYEE IDENTIFICATION

It is the policy of the Town of Pembroke Park that all employees be photographed as a method of establishing proper identification and records for the employee. The identification shall be handled by the IT department during orientation.

The IT department shall issue picture identification cards to all employees except for the Fire Department.

Town identification cards are to be presented upon request. The cards are only to be used for employment purposes.

Upon separation of employment, identification cards shall be turned into the employee's department and submitted to the IT department along with a completed "Town Property Form" which shall authorize the tendering of the employee's last paycheck.

Employees are to report lost identification cards immediately. Replacement identification cards shall be reissued at a fee of five dollars ($5.00) each.

Upon expiration, the identification card is to be exchanged for a new card.

Identification cards shall expire five (5) years from the date of issuance and it shall be the employee's responsibility to get a new one from the IT department.

KEY DISPERSAL

Keys to Town buildings, facilities, vehicles or equipment may be issued to employees. Keys should never be duplicated, given or lent to anyone else, including a fellow employee, without prior approval from the Department Director. Lost or stolen items must be immediately reported to the Town Manager. All keys must be returned to the original employee immediately to prevent lost keys.

UNIFORMS AND SAFETY ATTIRE

The Town may issue directly, provide allowance for, or reimburse employees in certain departments for safety attire, work shoes/boots, uniforms, etc. These items are to be clean and worn with reasonable care. The Town shall replace worn or damaged items as needed and within reason, generally not more than once per year. Town attire or uniforms are considered Town property and are to be worn while on duty for Town business only.

PERSONAL ARTICLES IN THE WORKPLACE & SEARCH OF PROPERTY

The Town is not responsible for lost or damaged personal articles brought into the workplace. All property belonging to the Town, including Town vehicles, computers, phones, desks, file cabinets, lockers and other storage areas, is subject to inspection or search at any time without notice to retrieve work-related materials or to investigate a violation of workplace rules. Employees should not have any expectation to privacy regarding Town premises.

PERSONAL WORKSPACE & DISPLAYS

Personal workspace is also considered property of the Town and is oftentimes accessible and viewable by co-workers and the public. Reasonable, tasteful displays of personal pictures, decorations, and related items are acceptable. However, any personal displays that violate harassment, code of conduct, or other policies shall be addressed as a violation according to those procedures. Your department head and/or the Town Manager have the final authority to determine what is acceptable.

SMOKE-FREE WORKPLACE

In its commitment to providing a safe, healthy, and comfortable workplace for all employees, the Town of Pembroke Park maintains a smoke and tobacco-free environment. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, electronic cigarettes, or chewing tobacco) is permitted in any Town workspace (indoor and outdoor) or in vehicles owned, leased, or rented by the Town.

The Town of Pembroke Park does not employ individuals who have used tobacco products within twelve (12) months of submitting an employment application. All applicants for employment must sign an affidavit certifying that they have not used tobacco or tobacco products for at least twelve (12) months immediately preceding the date of application. Furthermore, an employee is prohibited from using tobacco products during his or her employment with the Town of Pembroke Park.

Compliance with the smoke-free workplace policy is mandatory for all employees. Employees who violate the policy are subject to corrective action, up to and including termination from employment.

Any employee who observes a violation of this policy should report it immediately to the Human Resources Director.

CARE OF EQUIPMENT

Employees are expected to follow prescribed safety procedures for equipment and vehicle usage,

refrain from and/or report equipment abuse and guard against equipment loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment shall not be tolerated and may result in disciplinary action, up to and including discharge.

VEHICLE USAGE

The Town allows certain job classifications to use Town-owned vehicles with prior supervisor approval.

- Employees who use their personal vehicles for Town business shall be reimbursed in accordance with the Florida mileage reimbursement rate.
- Any employee driving on Town business, whether using their own vehicle or the Town's, must have a valid Florida driver's license and a satisfactory driving record. Any restrictions on, or revocation of, an employee's legal right to drive must be immediately reported to the appropriate department head. The same applies for employees diagnosed with a medical condition which temporarily or permanently affects their ability to drive. Employees driving Town vehicles may be subject to regular driving history/DMV checks.
- Employees who drive a vehicle on Town business must exercise due diligence to drive safely, observe all traffic laws, speed limits and related rules of the road, and maintain the security of the vehicle and its contents. The use of hand-held cellphone is **prohibited** while operating vehicles.
- When riding in or operating the Town vehicles, safety belts shall be worn by all.
- Employees shall promptly report to their supervisor or Department Head any accident with any Town vehicle that is operated by them or in their charge. Notification should be made to the local police agency so that a report can be prepared.
- If, in the event of an accident, carelessness or negligence on the part of the operating employee is determined to be a contributing factor, charges will be brought against the employee, leading up to termination. Drivers are responsible for any driving infractions or fines that result from their driving and must report them to their supervisor.
- No one other than authorized Town employees is authorized to drive or ride in Town vehicles, unless prior approval has been obtained from the Town Manager.
- Employees may transport citizens in the Town vehicles only for an authorized purpose, and/or with the approval of a Department Head.
- Smoking is strictly prohibited in Town vehicles.

TAKE HOME VEHICLES

Employees with an assigned take home vehicle will be subject to a bi-weekly taxable fringe benefit as per the IRS Commuting Rule. The Town does not allow the employee, nor any individual whose use would be taxable to the employee, to use the vehicle for personal purposes other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between

a business delivery and the employee's home).

CREDIT CARDS

The Town recognizes that in certain instances, it is in its best interests to issue a Town credit card to certain employees. Town credit cards are limited to employees in positions that demonstrate that having a credit card shall assist them in performing their assigned responsibilities. Any issuance of a Town credit card must first be authorized by the Town Manager.

The credit card may only be used for the purchase of goods or services related to the official business of the Town. It is not to be used for any personal business.

Any employee that is issued a Town credit card is responsible for the card's protection and custody and shall immediately notify the Finance Director, if the card is lost or stolen.

The issuance of a Town credit card is a privilege that may be revoked at any time. Any card holder found in violation of this policy may be forced to surrender the card and may be subject to discipline. Employees shall surrender their Town credit card upon request, including at the time of termination.

SAFETY

The Town believes in maintaining safe and healthy working conditions for its employees. Establishment and maintenance of a safe work environment is the shared responsibility of the Town and employees from all levels of the organization. The Town will attempt to do everything within its control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. All perceived safety hazards are to be reported immediately to the Town Manager, Department Supervisor, or the Human Resources department.

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If an employee observes an unsafe condition, the employee should warn others, if possible, and report that condition to the Town Manager, Department Supervisor, or the Human Resources department immediately. If an employee has a question regarding the safety of the workplace and practices, ask a supervisor for clarification. Any issues on safety will be investigated and rectified to ensure employees safety at work.

To achieve the goal of providing a safe workplace, each employee must be safety conscious. The Town encourages employees to provide suggestions to enhance the work experience through comments, suggestions, or complaints.

GENERAL SAFETY RULES:

- OSHA approved footwear is to be worn if deemed required by department.
- All issued Personal Protective Equipment (PPE) such as eyewear, back braces, hard hats, safety vests, hearing protection and all others are always to be used as appropriate for the task assigned.
- All employees must follow the standard method of lifting. If the load is over twenty-five (25) pounds, back braces are required to be worn. If the load is over fifty (50) pounds, you must obtain assistance.

- All spills, broken glass, debris or any other hazard, must be cleaned up if you are assigned to complete such activities and if you are not able to complete the cleanup, you are to report the issue to a supervisor or Department Head immediately.
- Any defective tools/equipment/machines must be taken out of service and reported to a supervisor or Department Head immediately.
- All machines/equipment must be operated in a safe manner. Shut off/unplug any machines/equipment before making any adjustments, cleaning or repairs.
- Report all accidents or injuries to your supervisor or Department Head immediately. You must complete the required written reports as required as soon as possible. This report should be forwarded to the Human Resources department immediately. Failure to file the required reports, may lead to delays in the subsequent investigations which can affect medical benefits and possible disciplinary action.
- Any employees that come into contact with any type of body fluids/waste must adhere to the Center for Disease Control Universal Precaution Guidelines.
- All unknown materials are to be considered hazardous and appropriate precautions taken.
- Filing false statements, reports, timesheets and all other documents constitutes a falsification of records and is subject to immediate termination.
- MP3 Players, headphones and all similar type devices during working hours is prohibited except for authorized break and lunch periods. Single ear Bluetooth devices for phone use is permitted.

BUILDING SECURITY

In order to ensure the security of the Town Hall, all visitors will be required to be escorted by Town personnel while in secured areas. All visitors must report to the receptionist and advise their reason for being in the building. The front door to Town Hall will always be locked, and all visitors will enter through the rear door.

After Town Hall working hours, the rear door to Town Hall will be locked, and visitors are to utilize the intercom at the rear of Town Hall to request admittance. During this after-hours period, caution should be exercised when admitting persons to utilize the telephone, restrooms, or water fountain as the building is closed. Any person that is found in the secured areas of the building who is unknown should be challenged as to their business in Town Hall.

The following visitors do not require escort; however, their movements should be limited: Any Government Official (Town of Pembroke Park, other Municipalities, County, US Government). family members of employee, visitors who are personally known, recognized, or whose purpose (such as repairman) has been previously announced.

ACCEPTABLE USE POLICY

The Acceptable Use Policy establishes a minimum set of rules of behavior for users of Town of Pembroke Park (TPP) IT (Information Technology) resources. Personal and Contractor owned devices that are connected to TPP systems or used to store TPP or client related data are also considered IT resources.

ENFORCEMENT

Users of IT Resources who violate these rules of behavior may be subject to company disciplinary action and/or criminal prosecution. Such action will be at the discretion of the appropriate TPP management in conformance with the Disciplinary Action Policy section in the employee handbook and TPP Information Security Policy. Third party users who violate these rules of behavior may be subject to account revocation and/or

ETHICAL AND APPROPRIATE USE

TPP provides the IT Resources to assist users in performing their job responsibilities. The resources are to be used for legitimate and authorized business purposes only. Incidental and reasonable personal use of TPP's IT Resources (e.g. Internet, email) is acceptable, if it does not consume more than a trivial amount of Company resources (financial, bandwidth, etc.), adversely affect the intended business use of the IT Resources, or impair a user's job performance.

The display of any sexually explicit image, document or text on any IT Resources is prohibited and in violation of TPP's sexual harassment policies. Sexually explicit material may not be accessed, archived, stored, distributed, edited or recorded using any IT Resources. Material that is, or could reasonably be regarded as, derogatory or discriminatory based on race, sex, religion, national origin, age, sexual orientation or disability, or is fraudulent, harassing, embarrassing, profane, obscene, intimidating, defamatory or otherwise unlawful, may not be sent, either within TPP or from TPP to someone outside TPP, by email or other form of electronic communication (such as bulletin board systems, newsgroups and chat groups) or displayed or stored using IT Resources.

In their use of IT Resources, users must comply with all state, federal and international laws, including the laws and regulations of any state, city, province or other jurisdiction and any laws

governing intellectual property and online activities. Users are prohibited from using TPP's IT Resources for any other business solicitation or profitmaking activities. Without prior written permission of the Chief Information Officer, IT Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations or promotions

USER MONITORING AND PRIVACY

Users acknowledge that they have no expectation of privacy regarding their activity on TPP IT Resources.

All TPP IT Resources are always subject to monitoring and auditing. Users should expect that electronic communication may be accessed by authorized supervisors, local system administrators, Information Security, Legal and Human Resources with or without the permission of the employee. However, no other users may monitor or access IT Resources of another user without the express approval of the Chief Information Officer and Chief Human Resources Officer

PASSWORDS AND USER IDS

Passwords for all TPP IT Resources are considered private and confidential. Users are prohibited **from sharing any of their system passwords with anyone.**

Note: In the process of troubleshooting an end user issue with an IT Resource over the phone or in person, a Technical Support associate may need to reset a users' password. If the user has any reason to question any aspects of the way the Technical Support technician is handling the

situation, they should contact mpakula@townofpembrokepark.com. Technical Support Technicians **WILL NOT** send notifications directing users to change an existing password to a specific password; or otherwise solicit their password to be submitted via message. Such methods are often unsolicited attempts on public services such as banking to obtain unauthorized access to an account. If this happens, contact mpakula@townofpembrokepark.com

To minimize the risk of compromising systems as a result of poor password selection, users are responsible or selecting passwords that are difficult to break. **Wherever technically supported and not configured centrally,** the following password criteria should be employed:

- Passwords must be a minimum of 8 Characters.
- Passwords should have 3 or more of the following types of characters:
    - Lowercase characters
    - Uppercase characters
    - Numbers
    - Symbols
- Passwords must be changed every 120 days, and passwords must not be re-used for at least 6 iterations.
- Dictionary words, derivatives of User IDs, and common character or easily guessable sequences such as “123456”, “Password”, may not be used.
- Personal details such as a spouse’s name, social security numbers, and birthdays may not be used unless accompanied by additional unrelated characters.
- Proper names, geographical locations, common acronyms, and slang may not be used.
- Personal Identification Numbers (PINs) may be used for authentication on designated systems (such as voicemail), in instances where the target asset is low sensitivity, the system does not support passwords, or the PIN is used in conjunction with another factor to authenticate the user (such as a hard-soft token or device fingerprint, out of wallet/knowledge-based authentication). If exposed or compromised, passwords/pins must be changed immediately. **Passwords/pins must not be written down**
- Passwords must not be saved or “remembered” within applications (i.e. when a dialog box has a ‘save password’ box to check).
- Passwords must not be hard coded into programs/function keys/macros etc.
- Passwords must not be stored in an unencrypted format

USER ACCOUNTABILITY

User access to IT Resources is tied directly to an individual’s User ID. Users are accountable for all actions associated with the use of their assigned User ID and will be held responsible for unauthorized actions found to be intentional, malicious, or negligent. Each user must protect their user ID by:

1. Never allowing another person to use or share his/her logon session; because the session is directly associated with an individual's User ID, the user is personally accountable for all actions performed with the ID.
2. Locking the workstation or logging off an active session when leaving the workstation

DATA CONFIDENTIALITY AND SECURITY

All data on TPP IT resources is classified as Company Confidential information, unless otherwise specified. If you come into contact with sensitive (i.e. Highly Confidential) company, associate, or customer information (i.e. credit card numbers, personally identifiable information, protected health information) that you were not the intended recipient of, or otherwise do not have business justification to access, notify the Information Security department immediately.

Information must be handled in accordance with requirements associated with its classification. Users are prohibited from sharing TPP Confidential or Highly Confidential information with a third party unless the third party has been authorized to receive that information in accordance with the Third-Party Management Program.

UNAUTHORIZED ACCESS

Users are forbidden from taking actions that are intended to breach or may result in a breach of TPP's or any other companies' or individuals' security, confidentiality or privacy of information assets. These actions include, but are not limited to:

1. Accessing an account not assigned to the user or one in which they have not been expressly authorized.
2. Taking actions meant to capture information to which the user is not authorized, such as network sniffing, network mapping, port scanning or vulnerability scanning.
3. Circumventing any authentication or security mechanism.
4. Interfering with or denying service to any authorized user or process. Users should note that the **ability** to perform an action does not correspond with the **authority** to perform that action

Note: Designated personnel may perform the above listed activities in the course of their duties. These individuals authorized by the TPP Chief Information Security Officer. No other individuals may perform these functions, regardless of their intent.

TOWN WEBSITE

The Town Website currently has main informational pages and then individual department pages. The Main Town Webpage shall be managed by the Clerk's Office. All requests for updates/changes to the Main Town Website must be submitted in writing to the Clerk's Office. Each Department will be responsible for updating their individual department webpages. Oversight of this procedure will be provided by the IT Department. It is important to note that some employees may have access to modify the Main Town Page, however, the Clerk's Office is the only authorized party to make changes to the Main Page. Town Website credentials shall not be shared with any unauthorized users.

DENIAL OF SERVICE

Users may not initiate actions which results in limited or preventing other authorized users or systems from performing authorized functions by deliberately generating excessive network traffic (with the exception of performance or load testing by the IT department), and thereby limiting or blocking telecommunications capabilities. This prohibition includes:

- The creation or forwarding of unauthorized mass mailings such as “chain letters”.
- Messages with excessively large attachments or embedded graphics that consume large quantities of network bandwidth or streaming excessive video/music.

MALICIOUS CODE

Users are prohibited from intentionally writing, compiling, copying, propagating, executing, or introducing in any manner any code designed to self-replicate, damage, or otherwise hinder the performance of any TPP IT Resource. Examples of these include computer viruses, worms, and Trojan horses.

To prevent this from occurring, unsolicited emails with suspect subject lines/text, attachments, hyperlinks, even if from a known individual, should not be opened or executed. Antivirus/antimalware/antispyware software, device specific firewalls, and other security software installed by the IT Department on company PCs, servers, and other devices should not be suspended, removed, or otherwise interfered with without express approval from the IT Infrastructure department. Users should take reasonable precautions to prevent the propagation of malicious code amongst TPP IT Resources by evaluating the credibility of a link, email, SMS, or attachment received by a user.

TIPS FOR EVALUATING CREDIBILITY INCLUDE:

- Evaluating what was received.
- Does it appear to be a Microsoft Office (Word/Excel) or Adobe document but carry a different file extension (i.e.’ .exe’)?
- If it includes a link/URL, does it look odd or attempt to download or execute a file? For example, links that make use of a subdomain such as www.<legitamite_destination>.<fake_destination> .com or use top level domain such as “.in” or ” .tk” verses ” .com” or “.net” may be suspicious.
- Is it soliciting an action from you, such as divulging personal or corporate information about you or others, such as phone numbers, titles, user IDs/passwords, company procedures?
- Is it asking you to download or install something?
- Evaluating the source.
- Is this a known source whose identity has been reasonably confirmed, and should be contacting you?

- If it is a known sender, are there signs that they are being impersonated by sending a non-specific message, requesting something unusual, or leveraging an unusual communication medium?

PERSONAL (USER OWNED/LEASED) AND CONTRACTOR DEVICES

Only TPP owned/leased/managed personal computers are permitted to access the Corporate Network. Contractor and employee computers may connect to designated guest networks. Personal mobile devices including smartphones and tablets are permitted to connect to TPP systems through the enterprise Mobile Device Management (MDM) utility.

See "Mobile Devices" section for further provisions

Personal mobile devices are prohibited from connecting to the TPP corporate Wi-Fi network, but are permitted to connect to designated guest networks

MOBILE DEVICES - SMARTPHONES, TABLETS, PERSONAL DIGITAL ASSISTANTS, AND JUMP DRIVES

Smartphones or Tablets that access TPP systems may only do so provided they are secured with the company-provided Mobile Device Management utility. TPP Information Technology will provide limited support for personal devices approved to access company resources. Support is limited to the Mobile Device Management utility and any other TPP- provided software. Users are responsible for:

1. Costs associated with wireless data plans, personal software purchases/licensing, replacement of lost device, repairs to damaged device.
2. Registering and maintaining device warranty.
3. Service/billing disputes with seller/wireless carrier.
4. Backing up all personal data.
5. Device troubleshooting with manufacturer or wireless carrier

TPP-provided mobile devices are supported by the TPP IT Department. Users are responsible for the following:

1. Costs associated with personal software purchases/licensing.
2. Backing up any personal data.

Users are required to notify the Service/Help Desk immediately in the event of a lost or stolen mobile device, or a device that is sold, given to another individual, sent for repair, or disposed of. Devices will be wiped remotely or reset in the following scenarios:

- Device is lost, stolen, changes custody, or believed to be compromised.
- User is found to be in violation of this policy.
- User no longer has a working relationship with TPP.

- User fails to authenticate successfully after an established number of attempts, in which case the device will be configured to automatically reset.

Users who connect personal devices through the corporate Mobile Device Management Utility recognize and understand that some functionality may be disabled to preserve the security and effective utilization of TPP IT Infrastructure. TPP retains the right to perform limited monitoring and take certain actions on personal mobile devices configured to access TPP data or systems.

TPP may monitor and/or block any activity when leveraging the corporate network as the conduit to the Internet (e.g. browsing the internet while connected to corporate Wi-Fi). TPP may monitor or inspect security configurations, Mobile Device Management (MDM) profiles, and operating system version/patch levels. TPP may block some devices if found to present risk to TPP data or systems.

TPP will perform a "selective wipe" of a device if lost or stolen, which will only remove company data.

TPP may leverage device location monitoring to aid in the recovery of lost or stolen devices. Users are prohibited from compromising, replacing, or significantly altering the operating systems of mobile devices (e.g. jailbreaking or rooting a smartphone or tablet). Devices that are found to have been inappropriately configured in this regard will be blocked from accessing the TPP environment.

Mobile devices with Wi-Fi capability should not be configured to connect automatically to unsecured wireless access points. Wi-Fi capabilities should be turned off when not in use. Mobile devices should not be configured to download Apps from Third Party marketplaces or other untrusted sources. Third party marketplaces circumvent screening and protections put in place by Operating System manufacturers and can be a source of mobile malware.

The Apple App store, Android Marketplace, BlackBerry App World and Windows App Store are examples of de facto platform marketplaces.

Direct downloads from websites or Third-Party marketplaces not endorsed by platform manufacturers should be avoided. Users are prohibited from inserting jump drives, flash drives or any peripheral devices whose origin is not trusted into TPP devices. Jump drives whose origin is known must be scanned by Antivirus/Antimalware utilities prior to use. Highly Confidential company data may not be stored on jump drives or flash drives without the use of encryption.

Users are prohibited from configuring devices to connect to assets not specifically sanctioned or supported by the Information Technology department. Users are prohibited from texting, emailing, surfing the internet, or other distracting activities while operating a motor vehicle. Users should leverage hands free calling capabilities while driving, in accordance with local laws and as necessary to ensure the safety of the user and others

Users are not permitted to change any default settings on a Town-issued phone, iPad, or any other device without prior written authorization from the IT Director.

MESSAGING (EMAIL, TEXT, SMS, INSTANT MESSAGE)

To limit capacity and email processing performance issues, do not use TPP corporate email accounts to sign up for non-work-related solicitations and notifications. The following rules are required by law and are to be strictly adhered to:

1. It is strictly prohibited to send or forward messages containing libelous, defamatory, offensive, racist or obscene remarks. If you receive message of this nature, users must promptly notify their supervisor.
2. Do not forge or attempt to forge messages.
3. Do not send messages using another person's account.
4. Do not disguise or attempt to disguise your identity when sending messages

Users should not transmit sensitive information via messaging systems, such as usernames, passwords, credit card information, and social security numbers. If it is necessary to send sensitive information via email, encryption must be used.

Users are prohibited from sending broadcast e-mails such as chain letters, advertisements that are for personal gain or use.

Users are prohibited from using personal email accounts (Gmail, Yahoo, AOL etc.) to conduct TPP business. Email accounts should only be publicized for TPP business use.

Users are Prohibited from Turning ON I Message in Town owned I Phones. This Feature must always remain **DISABLED.**

INTERNET USAGE

Users are prohibited from using public cloud or other third-party services not procured by TPP IT (such as Gmail, Google Docs, Dropbox) to store or transmit TPP Confidential or Highly Confidential data. Do not download unauthorized content, files or software from the Internet. Do not engage in personal Internet activity that interferes with normal business activities. Any personal use cannot:

- Be associated with for-profit outside business activity,
- Involve solicitation, or
- Impact the TPP brand identity

Do not engage in inappropriate or potentially harmful Internet or communications activities, including but not limited to:

- Posting or disclosing non-public TPP information on any publicly accessible Internet computer, bulletin board, chat room, blogs and social media sites.
- Clicking on pop-up links on social media and other websites.
- Participating in gambling activities.
- Using the Internet for unlawful or malicious activities.
- Accessing pornographic or other objectionable material.
- Using abusive or objectionable language or harassment.

- Violating trademark or copyright laws.
- Misrepresenting oneself or TPP.
- Engaging in other activities that could cause congestion and disruption of networks and systems, including the sending of chain messages.
- Responding to external inquiries when not authorized to do so (e.g. press inquiries, sales calls).

When using social media, disclosing TPP information or otherwise representing yourself as a TPP Employee is prohibited. Professional networking sites such as LinkedIn are acceptable, providing company information is not disclosed therein. Designated employees who manage TPP's social networking assets are exempt from this provision within the confines of TPP social media accounts

SOCIAL MEDIA, SOCIAL NETWORKING, AND BLOGGING

This document defines the social networking and social media procedure for the Town of Pembroke Park, the "Town". To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Town departments may consider using social media tools to reach a broader audience. The Town encourages the use of social media to further the goals of the Town and the missions of its departments, where appropriate. The Town has an overriding interest and expectation in deciding what is "spoken" on its behalf on social media sites. This procedure establishes guidelines for the use of social media.

All Town social media accounts will have login and password credentials for those authorized to have access to post and never be linked to someone's personal page without prior consent by the Town Manager. All individuals posting will have training on archiving and public records management as it pertains to social media. All Town social media pages are to be managed by the Town Manager's designee. The Town has multiple social media pages, of which each designee is responsible for providing accurate information that professionally represents the Town. IT provides additional oversight for usage and permissions of the social media sites. Designees and users of the social media sites must be pre-approved by the Town Manager. Social media credentials may be not shared with any unauthorized users.

PERSONAL USE

All Town employees may have personal social media accounts/blogs. These accounts/blogs should remain personal in nature and be used to share personal opinions or non-work-related information. Following this outline helps ensure a distinction between sharing personal and Town views.

Town employees must never use their Town e-mail in conjunction with any personal social media accounts/blogs.

The following guidance is for Town employees, who decide to have personal social media accounts/blogs or who decide to comment on posts about official Town business:

- Always state your name and, if relevant, role, when discussing Town business.

- Use a disclaimer such as: "The postings on this site are of my own and don't reflect or represent the opinions of the Town of Pembroke Park, for which I work."
- Always write in the first person and please consider that even anonymous postings on blogs/social media accounts can be traced.
- When participating in online communities, the employee should not misrepresent himself or any roll he/she may have within the Town.
- Think twice before posting. The employee is personally responsible for the content published on blogs, Wikipedia or any other form of user-generated media. Please remember that postings on the internet, even if removed/deleted by a user, are either permanently archived or could be saved as screen shots by other users, meaning that everything an employee publishes could be visible to the world permanently. Prior to publishing any post that could make a viewer uncomfortable, employees should review and reconsider that post. If the employee remains unsure and the post is related to the Town, the employee should speak with the Public Information Officer or Human Resources Department.
- Employees should not post comments on work-related legal matters unless he/she has received written legal approval by the Town to do so.
- The use of ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Town's workplace is strictly prohibited. Proper consideration for the privacy of others and for topics that may be considered objectionable or inflammatory (like religion or politics) should be exercised.
- Personal grievances and/or comments that compromise or disrupt the efficient operation of the Administration or represent the Town in a negative light are discouraged.
- Employees must refrain from speech containing obscene or sexually graphic or explicit material, images, acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias.
- Employees should ensure that all Facebook, Linked-in, Twitter, Instagram or YouTube profiles and related content are consistent with how he/she wishes to present himself/herself with clients and colleagues.
- Do not create a link to the Town's website.
- Do not use the Town's Seal, logo, other intellectual property, or proprietary graphics, or any copyrighted materials.

Employees are responsible for what they post online. Employees who engage in blogging or social networking on the Internet should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on the Town's legitimate business interests.

REMOTE ACCESS

Any IT Resource used for remote access to TPP IT Resources that is not the property of TPP must be configured to comply with TPP Information Security Policies, Standards, and Procedures. Remote access to the TPP network may not be conducted with a personal or public (i.e. kiosk or internet café) computer. Outlook Web Access is excluded from this provision as it does not

facilitate connectivity to the company network. Outlook Web Access should generally not be used on public or kiosk type computers as they may have malware installed.

See section entitled "Mobile Devices" for provisions specific to related devices

SOFTWARE

Peer to Peer File Sharing programs such as BitTorrent clients, Kazaa, LimeWire, Napster etc. are not permitted on IT Resources. Remote Control/Remote Administration software (e.g. PC Anywhere or Microsoft Remote Desktop Connection, Pocket PC) are not permitted to manage IT Resources, with the exception of those used in an official capacity by the Information Technology department to provide support and administration activities. Users are prohibited from installing Shareware/Freeware, or any software not licensed specifically to TPP.

PHYSICAL SECURITY AND UNATTENDED EQUIPMENT/INFORMATION

Users are responsible for the physical security of IT Resources provisioned to them. Portable devices such as laptops, phones, and tablets should not be left unsecured when left for extended periods, whether within TPP facilities or offsite. Portable devices should be physically locked in a cabinet or through use of a cable when left anywhere for extended periods. Portable devices should not be kept in the passenger compartment of cars but kept out of site and locked in the trunk.

Users staying in hotels should not depend on the security of the hotel room to protect a portable device. Devices left for extended periods should be cable locked or put into a hotel safe. When travelling by air, laptops should be identified with a luggage tag, taken as carry-on luggage whenever possible, and kept in constant contact aboard the aircraft or when in an airport.

Terminate active sessions when finished and secure the workstation or mobile device with an appropriate locking mechanism when leaving the system unattended (i.e. password protected screen saver). Maintain a clean and secure desk and/or work area to reduce the risks of information being inappropriately disclosed, used, altered or destroyed. Remove printouts and faxes from devices immediately. Dispose of documents labeled Confidential or Confidential/Proprietary in appropriate locked shred bins or shred them using a cross-cut type shredder.

SECURITY INCIDENTS

Users and management are required to report all security incidents or suspicious activity (viruses, intrusion attempts, system compromises, offensive emails, inadequate protection of sensitive data, phishing attacks) to the Service/Help Desk or the Information Security department (mpakula@townofpembrokepark.com) as soon as encountered.

DEFINITION OF TERMS

Anniversary Date – The calendar date on which any of the following occur: Completion of probationary period, Promotion or demotion to another position

Appointing Authority – The Town Commission or department heads who have the authority to appoint or remove employees under their jurisdiction.

Classification – A position or group of positions which involve a comparable level of duties and responsibilities and similar qualifications and is designated by a title indicative of the kind of work and for which the same pay range can be applied with reasonable equity.

Classification Plan – A thorough compilation of job descriptions which have been organized according to class.

Compensation – Wages. salaries, fees, allowances, and all other forms of valuable consideration or the amount of any one or more of them paid to an employee, by reason of service rendered in any position, but not including any allowances for expenses authorized and incurred as incidental to employment and which may be separately authorized and/or reimbursed.

Compensation Plan – A schedule of compensation established for each class of positions so that all positions of a given class shall be paid in the same pay range established for the class.

Comprehensive Emergency Management Plan (CEMP) – A strategic document that is a blueprint for an emergency management program containing the 4 phases of emergency management: mitigation, preparedness, response, and recovery.

Conduct Unbecoming – refers to the conduct on the part of a certified professional that is contrary to the public interests, or which harms his/her standing of the profession in the eyes of the public.

Continuity of Operations Program (COOP) – the initiative that ensures that government departments/agencies are able to continue operation of their essential functions under a broad range of circumstances including all-hazard emergencies as well as natural, man-made, and technological threats and national security emergencies.

Data Information Assets – Any data, electronic file, record, printed material, message or communication, etc. This is to include ALL data residing in, accessed by, processed by, used, by, transmitted by or through, or generated by those information assets regardless of its medium, media, format, or storage device from its creation or inception through its disposal

Department Head – Employees of the Town designated to be head of a department.

Department Operating Centers (DOCs) – established and activated by individual departments to coordinate and control actions specific to that department during an emergency event.

Demotion – A change in employment status from a position of one class to a position of another class having a lower maximum pay rate than the original class.

Dismissal – Complete separation of an employee from the employment of the Town.

Employee – Any employee of the Town covered by the provisions of these rules and regulations.

(FLSA) Exempt Employment – Employees who are exempt from the overtime provisions under the definitions of the Fair Labor Standards Act (i.e. salaried employees).

Full Time Employee – An employee who has successfully completed the probationary period and who works 40 or more hours per week.

Hardware Information Assets – Any hardware, personal computer, server, workstation, network, router, switch, tape, CD, disk, mobile computing device (phones/smartphones/PDAs, tablets, jump drives/flash drives)

Information Technology (IT) Resources - Any of the following information assets, which are purchased by, owned by, leased to, contracted by, operated by, used by, or controlled by TPP regardless of media, form, or format.

Temporary Employee – Employee whose tenure is intended to be of limited duration (i.e., filling in for illness, vacations, summer months, maternity leave) and usually not to exceed six months in duration. Such employment may be either full or part time.

Job Description – A narrative statement describing the current duties, responsibilities, general requirements, and qualifications for a single position.

Layoff – Separation of a permanently appointed employee from a position in the personnel system because of the reduction on workload available, lack of funds by the Town, abolishment of the position after study, material alteration in the organization or for other related causes.

Overtime – Overtime is any hours worked in excess of the scheduled work hours.

Performance Evaluation – The periodic evaluation or appraisal of an employee's work performance.

Part-Time Employee – Any employee who works less than forty (40) hours per week.

Probationary Employee – An employee who has:

- Not completed the required probationary period; or
- Been placed into probationary status for cause.

Probationary Period – A working test period and an integral part of the evaluation, testing, and/or examination process during which the employee is required to demonstrate fitness for the position by satisfactory performance of the duties of the position and by satisfactory conduct and attendance as prior conditions to receiving permanent status. Initial probationary periods shall normally be one year for Fire Department personnel included in the collective bargaining unit and six months for all other employees. Employees placed on probation for cause may be placed into that status for durations determined by their department heads or the Town Commission.

Promotion – The upgrading of an employee from a position of one class to a position of another class which has a higher maximum pay rate.

Reclassification – The action taken to officially change an existing position to a different appropriate class because of a change in the duties, responsibilities, and/or requirements of the existing position, or because of a revision to the classification.

Resignation – The voluntary termination of employment by an employee.

Software Information Assets – Any software, program, business application, operating system, script, macro, service, voicemail system, Intranet/Extranet, etc.

Suspension – Enforced leave of absence, without pay, of an employee for disciplinary purposes or, with

or without pay, as determined by the Town Commission, during the investigation of alleged misconduct of the employee.

Temporary employee – An employee employed for a period of up to 90 days, when permanent employment for the job to be performed is not anticipated.

Transfer – Change of an employee from one position to another.

Users - Users of IT Resources include company and affiliate employees, contractors, and consultants, and any other individual under TPP's control or influence, that directly accesses IT Resources.

Vacancy – A position established in a current budget as duly created and not currently occupied by an incumbent

ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Town of Pembroke Park, and I understand that I should consult with the Department of Human Resources, or Town Manager regarding any questions not answered in the handbook. I have entered my employment relationship with Town of Pembroke Park voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Town of Pembroke Park can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that no manager, supervisor, or representative of Town of Pembroke Park has any authority to enter into any agreement for employment other than at-will.

This manual and the policies and procedures contained herein supersede all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Town of Pembroke Park. By distributing this handbook, Town of Pembroke Park expressly revokes all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Town of Pembroke Park, and the Town reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. The Town Manager can adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Town of Pembroke Park is employment at-will, which may be terminated at the will of either Town of Pembroke Park or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Town of Pembroke Park or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____

Employee's Signature

_____

Employee's Name (Print)

_____

Date

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: April 8, 2026	Agenda Item No. 9.1

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

The purpose of this ordinance is to adopt the amended Pembroke Park Personnel Policies and Procedures Manual, which serves as the comprehensive framework for the Town's human resources policies, procedures, and employee standards. By formally codifying these policies and providing the ability to update them by resolution, the Town ensures clarity, consistency, and transparency in personnel management practices.

Estimate of Direct Economic Impact on Private/For Profit Businesses

a. Estimate of Direct Business Compliance Costs:

This ordinance is not expected to impose direct compliance costs on private or for-profit businesses. The changes pertain solely to the Town's internal personnel policies and procedures, which govern the Town's management of its employees. Businesses that contract with or provide services to the Town are not required to modify their operations or incur new compliance obligations as a result of this ordinance.

b. New Charges/Fees on Businesses Impacted:
The ordinance does not impose any new charges or fees on businesses

c. Estimate of Regulatory Costs:

There are no new regulatory costs imposed on businesses. The ordinance updates internal personnel policies for Town employees and does not create new regulations for private entities.

Good Faith Estimate of Number of Businesses Likely Impacted: The ordinance applies to Town personnel operations and does not directly regulate private businesses. Vendors or contractors who interact with Town employees may experience indirect benefits from a well-managed, professional workforce, but the number of businesses impacted will vary based on the nature and volume of interactions with Town operations.

Any Additional Information:

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

[1] Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

Agenda Item Report

Subject:	Consideration to Approve the Capital Improvement Element for Submission to the Department of Commerce - Sponsored by Public Services Director Odoms and Finance Director Davermann **ORDINANCE NO: 2026-005** **AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN TO PROVIDE FOR THE 2026 ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING AND DIRECTING TRANSMITTAL TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	James Davermann, Finance Director, Jeff Odoms, Public Services Director
Dept/Group:	Finance
Recommendation for Counsel to Consider:	
Background Information:	The Town Commission is requested to review and approve the proposed Capital Improvement Element (CIE). This plan outlines anticipated capital projects, priorities, and funding strategies for the next five fiscal years. Approval of this plan is required for submission to the Department of Commerce in compliance with applicable regulations and funding requirements. The Capital Improvement Element serves as a strategic roadmap

	for infrastructure improvements, facility upgrades, and other major capital investments. The plan includes estimated costs, timelines, and potential funding sources for each project. Submission to the Department of Commerce ensures eligibility for grants, funding programs, and compliance with state and federal guidelines. On January 14, the Commission approved by resolution the submittal of document to the State; however, the state advised this must be presented as ordinance instead of resolution.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Ordinance No: 2026-005
2. TPP Capital Improvements Element
3. 2026-005 - Business Impact Statement - Capital Improvement Element - Second Reading
4. 2026-005 - Business Impact Statement - Capital Improvement Element

ORDINANCE NO. 2026-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN TO PROVIDE FOR THE 2026 ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING AND DIRECTING TRANSMITTAL TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park, Florida recognizes the importance of planning for future infrastructure and capital needs; and

WHEREAS, the proposed Capital Improvement Element (CIE), attached hereto as Exhibit "A" outlines anticipated projects, priorities, estimated costs, and funding strategies for the next five fiscal years; and

WHEREAS the Town Commission of the Town of Pembroke Park held a public hearing to allow for public participation concerning the preparation and review of the proposed updates to the CIE; and

WHEREAS, the Town Commission of the Town of Pembroke Park, Florida, held a public hearing, according to Chapter 163 of the Florida Statutes, at which time the parties and interests and all other citizens and residents of Oakland Park so desiring to participate had an opportunity to be and were heard; and

WHEREAS, the Town Commission of the Town of Pembroke Park, Florida finds the adoption of the amendments to the CIE, attached hereto as Exhibit "A" to be in the best interests of the citizens and residents of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION

OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:

SECTION 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a part of this ordinance.

SECTION 2. The Town Commission of the Town of Pembroke Park, Florida hereby approves and adopts the proposed updates to the Capital Improvement Elements of the Comprehensive Plan, attached and identified as Exhibit "A," as amended. The Commission further authorizes and directs the transmittal of the CIE to the Department of Commerce.

SECTION 3. If any clause, section, or other part of this Ordinance shall be held by any Court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affect the validity of the other provisions of this Ordinance.

SECTION 4. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflicts.

SECTION 5. This Ordinance shall be effective upon its passage and adoption by the Town Commission of the Town of Pembroke Park, Florida.

THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS 20TH DAY OF FEBRUARY, 2026.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS 11TH DAY OF APRIL, 2026.

ATTEST:

_____
MAYOR GEOFFREY JACOBS

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency:

_____
JACOB G. HOROWITZ
Town Attorney

EXHIBIT A

Town of Pembroke Park

Capital Improvements Element
Goals, Objectives, and Policies Document

Adopted January 14, 2026

Capital Improvements Element

Goals, Objectives, and Policies

Capital Improvements Element (CIE) Adoption Document
Town of Pembroke Park

1. Introduction, Purpose and Policies

The goal of the Capital Improvements Element of the Town of Pembroke Park Comprehensive Plan is to identify, prioritize, and fund capital projects necessary to support existing and future development, maintain adopted Levels of Service (LOS), and ensure consistency with the Town's goals, objectives, and policies.

This Capital Improvement Element (CIE) for the Town of Pembroke Park assesses public facility and infrastructure requirements for the Town, and identifies specific level-of-service standards related to municipal services. Development must always demonstrate that the adopted level-of-service standard is maintained in order to receive approval.

Additionally, the CIE prioritizes the implementation of capital improvements projects based on public facility requirements, and specifies the funding required to pay for implementation. The entire Capital Improvements Element must be reviewed on an annual basis.

SECTION I: CAPITAL IMPROVEMENTS

OBJECTIVE 1.1:

The Town shall adopt, and annually amend, a balanced 5-year Capital Improvement Plan (CIP) prepared to be implemented in the Town's yearly budget with anticipated projected expenditures for the following four year period.

POLICY 1.1.1: The 5-year CIP shall be financially feasible and address all capital improvements identified in the comprehensive plan including existing and estimated deficiencies with estimated cost for replacement, renovation or substituted alternatives.

POLICY 1.1.2: All future building owners shall assist in paying their share of future anticipated impact on the Town's capital facilities and improvements.

POLICY 1.1.3: All Land Use decisions for public and private construction shall be based on the 5-year CIP which shall assure the Town's available and projected fiscal resources are allocated for construction of the necessary public facilities to meet LOS concurrent

with actual need for said services consistent with Chapter 163.3180 Florida Statutes as amended.

POLICY 1.1.4: The Town shall establish criteria to evaluate future capital improvement projects. Such criteria shall be directly related to the individual elements of the comprehensive plan and shall include consideration of:

a. The elimination of public hazards;

b. The elimination of existing capacity deficiencies;

c. Local budget impact and financial feasibility;

d. The accommodation of new development and redevelopment facility service demand;

e. Plans of State Agencies that provide public facilities within the Town's jurisdiction.

OBJECTIVE I.2

The Town shall approve development or redevelopment proposals that are consistent with existing services availability or coincides with budgeted provisions of additional services at the adopted Level of Service (LOS) standards; and that all future development bears their proportionate cost of new facility improvements required by the Town to maintain adopted levels of service and improvements.

POLICY 1.2.1: All development proposals and redevelopment proposals shall be reviewed cognizant of level of service standards, existing levels of service and where appropriate, the timeframe for implementation of additional facility improvements.

POLICY 1.2.2: The approval of proposed development or redevelopment projects shall be based on the project related service needs being concurrently available at the adopted level of service standards or that development orders and permits are conditioned on the availability of facilities to serve the proposed development.

POLICY 1.2.3: The recommended Level of Service (LOS) Standards for basic urban services within the Town are as follows:

FACILITY	LOS STANDARDS TO BE MAINTAINED
A. Sanitary Sewer Facilities	Average sewage generation rate is 258 gallons per capita per day
B. Solid Waste Facilities	Average solid waste generation rate is 8.9 pounds per residential unit
C. Drainage Facilities	1-in-100 year storm with attenuation (24 hour storm event) and treatment of the first 1" of run off on site
D. Potable Water Facilities	Average water consumption rate is 103 gallons per capita per day
E. Arterial / Collector Roadways**	See Below
F. Local Roadways	LOS "D"
G. Recreation Standard for Land	3 acres per 1,000 permanent population

[The Town is located in a Broward County Transportation Concurrency Management Area (TCMA). All new development is subject to payment of Transit Impact Fees to Broward County.]**

OBJECTIVE 1.3:

The Town shall utilize the Capital Improvements Element of the Comprehensive Plan as a means to correct existing deficiencies, replace obsolete or worn out facilities and limit public expenditures that subsidize private development in High Hazard Coastal Area.

As defined in Section 163.3178(2)(h), F.S., the Coastal High Hazard Area (CHHA) is the area below the elevation of the category 1 storm surge line as established by the Sea, Lake, and Overland Surges from Hurricanes (SLOSH) model

POLICY 1.3.1: The Town shall annually review the need for providing public facilities to serve developments approved before the adoption of this comprehensive plan and replacing existing capital improvements as required in the 5-year CIP.

POLICY 1.3.2: The Level of Service (LOS) Standards established in accordance with the other elements of the Comprehensive Plan and identifying in Objective

1.2 shall be maintained and available concurrently with the impact of all new development

OBJECTIVE 1.4: The annual budget shall demonstrate the Town's ability to provide needed facilities identified in the Comprehensive Plan Elements so that current and future public facility needs do not exceed the Town's available revenue sources.

POLICY 1.4.1: The annual budget adopted by the Town shall contain an annual capital budget that corresponds to the Capital Improvement Program and Schedule of Improvements included in the Comprehensive Plan

POLICY 1.4.2: The Town shall continue to encourage private developers to construct and donate to the Town capital improvements needed to mitigate impacts of new development in order to meet adopted level of service standards.

POLICY 1.4.3: The Town shall not incur any debt from financing capital improvements unless plans are adopted for borrowing funds and providing the necessary debt service within its capital improvement budget in accordance with Town Charter.

POLICY 1.4: The Town hereby certifies that the capital improvements identified in this element are financially feasible based on currently available revenue sources and projected revenues, consistent with Section 163.3177(3)(a)5, F.S.

OBJECTIVE 1.5: The Town shall insure that the land development regulations require that developers of proposed development and redevelopment projects participate in any facility improvement costs necessary to maintain LOS standards.

POLICY 1.5.1: Require the performance bonding of project related utility or transportation improvements necessary to accommodate the development of vacant parcels or substantial redevelopment of existing properties.

POLICY 1.5.2: Establish a preference for the actual construction of adjacent site road improvements in lieu of impact fee payments.

OBJECTIVE 1.6: The Town shall consider the flood-related impacts of future development and redevelopment when prioritizing capital improvements.

POLICY 1.6.1: Capital improvement projects shall be evaluated for resilience to flooding and sea level rise consistent with Section 163.3178(2)(f), F.S.

POLICY 1.6.2: The Town shall coordinate with Broward County on regional resilience and adaptation planning efforts."

Public Infrastructure Element

Goals, Objectives, and Policies

SECTION II: PUBLIC INFRASTRUCTURE

SECTION II-A: SANITARY SEWER

GOAL II-A: Ensure efficient and economical sanitary sewage disposal.

OBJECTIVE 2-A.1:
Continue to coordinate with the City of Hollywood to ensure compliance with the Large Users Agreement pertaining to the capacity made available for sewage disposal to the Town.

POLICY 2-A.1.1: Provide and monitor metering of all sewage flows to the Hollywood treatment plant.

POLICY 2-A.1.2: Provide annual information to the City of Hollywood Utilities Department about Pembroke Park's projected and actual growth.

OBJECTIVE 2-A.2:
Complete the process begun in 1995 to phase out all septic tanks in the Town. Maintain and improve the Town's sewage collection system in order to maximize the use of the Town's existing infrastructure.

POLICY 2-A.2.1: Continue to establish a priority system for replacing / correcting existing collection lines, and a sewer maintenance and replacement schedule.

POLICY 2-A.2.2: Adopt regulations to require the adoption of a "special assessment district" for connection of all septic tanks to available sanitary sewer lines.

POLICY 2-A.2.3: Continue to extend sanitary sewer service to all areas of the Town where septic tanks are in use.

SECTION II-B: SOLID WASTE

GOAL 2-B: Secure the most efficient and economical solid waste disposal for residents and commercial establishments.

OBJECTIVE 2-B.1:
Continue to evaluate current waste collection practices and recommend methods to coordinate disposal carriers, increase current capacities or reduce per capita generation and address priorities, deficiencies and needs.

POLICY 2-B.1.1: Require the committee to report to the Commission its findings and recommendations within two years.

POLICY 2-B.1.2: Continue to enforce regulations to discourage litter and illegal dumping.

POLICY 2-B.1.3: Continue to enforce regulations to prohibit solid waste incinerators within the Town.

POLICY 2-B.1.4: Continue to enforce regulations to prohibit solid waste transfer stations within the Town.

OBJECTIVE 2-B.2:

The Town shall coordinate with Broward County to comply with programs to meet the State of Florida goal of recycling 75 percent of municipal solid waste by 2030.

POLICY 2-B.2.1: The Town shall continue to implement a comprehensive recycling program to be completed as follows:

a. Continue to collect recycling from all Mobile Home Parks.

b. Continue to collect recycling from apartment complexes as requested by owners.

POLICY 2-B.2.2: The Town will participate with Broward County in the development and use of a resource reduction and recovery system for non-diverted solid waste.

POLICY 2-B.2.3: The Town will coordinate and participate with local governments in programs designed to collect and dispose of small-volume hazardous wastes.

POLICY 2-B.2.4: The Town will coordinate and participate with local governments to find alternative methods for disposing of materials no longer acceptable at landfills according to the Solid Waste Act of 1988 (Section 403.70-.7221).

SECTION III-C DRAINAGE

GOAL III-C: Protect structures and roadways from the effects of 100 years storms.

OBJECTIVE 3-C.1:

The Town shall continue to use the Master Drainage Plan developed in 2000 and updated in 2001 and 2010 as a basis for selecting drainage projects that are ongoing.

> **POLICY 3-C.1.1**: Continually review and enforce regulations pertaining to the Town's adopted Flood Prevention and Protection Ordinance.

OBJECTIVE 3-C.2:
The Town shall continue to complete drainage improvements in flood prone areas.

> **POLICY 3-C.2.1**: The Town shall continue to utilize the Master Drainage Plan.
>
> **POLICY 3-C.2.2**: The Town shall continue to utilize the adopted drainage standard that requires all commercial properties to hold a 25-year storm event on site. This shall continue to be enforced on all new developments and redevelopments. The first inch of rainfall shall be treated.
>
> **POLICY 3-C.2.3:** The Town shall continue to encourage public facility and service providers to give priority to the elimination of any infrastructure deficiencies which would impede the rehabilitation or redevelopment of blighted areas.
>
> **POLICY 3-C.2.4:** The Town shall continue to utilize the Master Plan developed in 2000 and Drainage Regulations updated in 2003 and 2014 to alleviate recurring critical flooding problems.
>
> **POLICY 3-C.2.5:** The Town shall continue to coordinate with the requirement of the Broward County NPDES Permit.

OBJECTIVE 3-C.3:

The Town will continue to enforce wellfield protection regulations providing for the surveillance and enforcement of the existing and proposed wellfields within and adjacent to the municipal boundaries.

POLICY 3-C.3.1: Areas determined to be located within wellfield cones of influence will not be allowed to be constructed for new industrial of toxic storage purposes. All existing non-residential developments located in wellfield zone 3 shall be required to coordinate with Broward County the requirement of installing monitoring wells.

SECTION IV-D: GENERAL REQUIREMENTS

GOAL IV-D: Existing deficiencies will be corrected by undertaking the projects identified in thePembroke Park 5 year Capital Improvement Plan.

OBJECTIVE 4-D.1:
During the annual review process, the Commission shall rank proposed capital improvement projects as follows:

Level One – whether the project is needed to protect public health and safety, to fulfill the Town's legal commitment to provide facilities and services, or to preserve or achieve full use of existing facilities and structure.

Level Two – whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement costs, provides services or to developed areas lacking full service or promotes "in-fill" development.

Level Three – whether the project represents a logical extension of facilities and services within a designated service area.

OBJECTIVE 4-D.2:
Needed public facilities and improvements shall be coordinated and provided concurrent with projected growth and costs of the system shall be proportionately allocated based on the added benefits received by the Town's existing and future residents

POLICY 4-D.2.1: All improvements for replacements, expansion or increase in capacity of facilities shall be compatible with the adopted Level of Service standards for the facilities

POLICY 4-D.2.2: The following level of service standards are hereby adopted and shall be used as the basis for determining the availability of facility capacity and demand generated by a development:

FACILITY	LOS STANDARDS TO BE MAINTAINED
A. Sanitary Sewer Faciltiies	Average sewage generation rate is 258 gallons per capita per day
B. Solid Waste Facilities	Average solid waste generation rate is 8.9 pounds per residential unit
C. Drainage Facilities	1 in 100 yearstorm with attenuation (24 hour storm event) and treatment of the first 1st run off on site
D. Potable Water Facilities	Average water consumption rate is 103 gallons per capita per day

In order to ensure that level of service standards are maintained, methodologies for determining available capacity and demand shall incorporate appropriate peak demand coefficients for each facility and for the type of development proposed.

POLICY 4-D.2.3: The Town shall continue to promote the availability of consistent information on existing and planned facilities and services provided by different governmental entities.

POLICY 4-D.2.4: The Town shall continue to utilize coordinated regulatory and programmatic approaches and financial incentives to promote compact, efficient urban growth patterns and redevelopment activities.

Recreation and Open Space Element

Goals, Objectives, and Policies

SECTION V: RECREATION AND OPEN SPACE

GOAL V: Plan and build recreational facilities that fulfill the needs and leisure-time desires of the various population groups in the Town.

OBJECTIVE 5.1:

Continue to require private development to pay their fair share of needed park facilities and maintenance.

POLICY 5.1.1: Continue to fund and maintain all existing park sites and operations.

POLICY 5.1.2: Maximize the public utilization of Behan Park located along SW 21st Street in the eastern part of the Town. Continue to enhance the passive linear park adjacent to Behan Park and that portion within the Bamboo Mobile Home Park east of Park Road (Howard P. Clark, Sr. Linear Walkway).

POLICY 5.1.3: The Town shall continue to evaluate the acquisition and improvements of potential park sites utilizing available funding for natural areas or other sources for active parks.

OBJECTIVE 5.2:

The Town hereby adopts the level of service for the Town, to consist of 3 acres of recreational space per 1,000 permanent residents.

POLICY 5.2.1: Ensure the protection of natural areas through public acquisition with emphasis on ecologically intact systems.

POLICY 5.2.2: The Town shall place passive recreational furniture, equipment and displays in all public passive parks such as: benches, tables, trails, interpretive displays and wildlife observation areas.

POLICY 5.2.3: The Town shall link all public parks, community centers, schools, etc. with greenways including native landscaping. The greenway corridors, shall provide access for handicap residents, bikes, pedestrians, and other non-motorized vehicles.

POLICY 5.2.4: All publicly owned parks less than 20 acres in size shall be defined as neighborhood parks. The public shall be able to walk and bike in neighborhood parks without encountering heavy vehicular traffic.

POLICY 5.2.5: The Town shall continue to promote active and passive recreational programs, as well as social programs for its residents, guests and workforce. This may include health fairs, holiday festivals and tourist related activities and programs.

POLICY 5.2.6: The Town shall continue to require new residential developments to mitigate the impacts of new residents by dedicating land, construction facilities, paying impact fees, or combinations thereof.

POLICY 5.2.7: The Town may elect to adopt regulations to govern activities within its parks (alcohol use / tobacco use / drug use / animals / hours of operation / etc.) and may require fees to utilize its facilities.

OBJECTIVE 5.3:
The Town's natural areas, environmental preserves and recreational facilities shall continue to be accessible by all motorized and non-motorized means.

POLICY 5.3.1: All parks, public recreation areas, natural areas, environmental preserves and other recreational facilities shall continue to be accessible to pedestrians and automobiles and provide access to handicapped residents.

Intergovernmental Coordination Element

Goals, Objectives, and Policies

SECTION VI: INTERGOVERNMENTAL COORDINATION

GOAL VI: Continue to coordinate to the maximum extent possible all regional issues with applicable governmental agencies and adjacent municipalities in order to achieve a compatible built and natural environment.

OBJECTIVE 6.1:

Coordinate the Town's adopted Comprehensive Plan with the plans of adjacent cities (West Park, Miramar, Hollywood, Hallandale Beach), Broward County, Miami-Dade County, the State Comprehensive Plan, the Broward County School Board (BCSB), State of Florida Department of Transportation (FDOT), South Florida Regional Planning Council (SFRPC), South Florida Water Management District (SFWMD) and the Broward County Department of Environmental Protection and Growth Management (DEPGM).

POLICY 6.1.1: The Town shall request the opportunity to review Comprehensive Plans and proposed amendments thereto of West Park, Miramar, Hollywood, Hallandale Beach, Broward County, Miami-Dade County and the Regional POLICY Plan prepared by the SFRPC to identify potential impacts to or conflicts with the Town's Comprehensive Plan.

POLICY 6.1.2: Upon identification of potential impacts to or conflicts with the Town's Comprehensive Plan arising from review of Comprehensive Plans or amendments pursuant to Policy 6.1.1 the Town shall consider adoption of amendments to the Town's Comprehensive Plan to address identified conflicts or impacts.

POLICY 6.1.3: The Town shall annually review the current short range and long range plans of the Broward County School Board, South Florida Water Management District, State of Florida Department of Transportation, and the Broward County Metropolitan Planning Organization to identify impacts to or conflicts with the Town's Comprehensive Plan.

POLICY 6.1.4: The Town shall utilize the SFRPC's informal mediation process to resolve conflicts with other local governments when agreed to by all affected parties.

POLICY 6.1.5: The Town shall identify the programs and activities of adjacent municipalities, Broward and Miami-Dade Counties, the SFRPC, FDOT, DEPGM and the SFWMD which are determined to impact the Town during the review of the plans contained within Policies 6.1.1 and 6.1.3. Upon identification of programs impacting the Town, the Town shall consider amendments to the Town's Comprehensive Plan addressing coordination with identified programs as appropriate. Said coordination may include but is not limited to interlocal agreements, joint work groups and coordinated activities.

OBJECTIVE 6.2:

Continue to monitor State Department of Transportation, South Florida Water Management District, County MPO and Regional Plans, studies and/or changes to the level of service standards that may affect the Town's future actions and policies pertaining to the maintenance of the adopted Level of Service Standards within the Town's boundaries.

POLICY 6.2.1: The Town Commission shall continue to review all correspondence pertaining to the Town Comprehensive Plan's effect on the comprehensive plans of adjacent municipalities.

POLICY 6.2.2: The Town shall continue to be active in the Broward County League of Cities in order to address regional issues and issues the Town or effecting other local government units and agencies providing service to the Town of Pembroke Park.

POLICY 6.2.3: The Town shall utilize the dispute resolution process of the South Florida Regional Planning Council when potential conflicts arise with adjacent municipalities.

POLICY 6.2.4: In accordance with State law and Broward County Charter, the Town herby elects to accept by reference the adopted Level of Service (LOS) of the applicable agencies having operational maintenance responsibility for public facilities located within the Town boundaries.

POLICY 6.2.5: The Town shall continue to coordinate with the Broward County Legislative Delegation relating to annexation issues which may affect southeastern Broward County including the Town of Pembroke Park.

POLICY 6.2.6: The Town shall coordinate and provide information to the providers of services and adjacent communities. Said coordination shall include, but is not limited to, review of population projections and estimates prepared by Broward County and included in the Broward County 10-Year Water Supply Facilities Work Plan to ensure consistency with Town estimates and projections.

POLICY 6.2.7: The Town shall coordinate with Broward County in the review of proposed amendments to Level of Service (LOS) standards for potable water which impact the Town to ensure that adequate capacity remains available to serve the existing and future needs of the Town.

POLICY 6.2.8: The Town shall participate in on-going collaborative efforts with the City of Hollywood and Broward County Water and Wastewater Services and other governments and agencies regarding water supply needs, long-term alternative water supply projects, sharing of information, establishing level of service standards and serving newly annexed areas, where applicable.

POLICY 6.2.9: The Town shall consider the impacts of proposed amendments to the Town's Comprehensive Plan upon existing development of adjacent municipalities, unincorporated areas, Miami-Dade County, the SFRPC's regional POLICY Plan and the State of Florida Comprehensive Plan prior to adoption of proposed amendments, in order to insure that all future development is compatible with neighboring municipalities.

POLICY 6.2.10: The Town shall continue to attend the monthly meetings of the League of Cities Technical Advisory Committee (TAC) or its equivalent to coordinate planning activities with adjacent municipalities, the Broward County School Board and other governmental units and agencies providing services but not having regulatory authority over the use of land in the Town, the County, the Region and/or State.

POLICY 6.2.11: The Town will consider amendment of its Comprehensive Plan to address issues affecting adjacent local governments the County, the Region and/or the State identified through coordination with the Technical Advisory Committee as per Policy 6.2.10.

POLICY 6.2.12: Where the Town's land development regulations require mailing of public notices for various land development applications, a copy of the notice will be mailed to neighboring jurisdictions for comments pertaining to the proposed action in relationship to their plans when those jurisdictions fall within the required notice area.

POLICY 6.2.13: The Town will review Special District Facility Reports prepared by the South Florida Water Management District (SFWMD) and the Broward County Solid Waste Disposal District (BCSWDD) pursuant to Chapter 189.415 F.S. and identify potential conflicts with the Town's adopted Comprehensive Plan.

POLICY 6.2.14: The Town will coordinate with the governing boards of the SFWMD and the BCSWDD in order to resolve issues identified in Policy 6.1.2.

POLICY 6.2.15: The Town will consider amending its Comprehensive Plan based upon the review of the plans and discussions identified in Policies 6.1.1 and 6.1.2.

OBJECTIVE 6.3:

The Town of Pembroke Park shall pursue the identification and implementation of joint planning areas for the purposes joint infrastructure service areas.

POLICY 6.3.1: The Town will coordinate with existing and future service providers that have no regulatory authority over the use of land within the Town including, but not limited to, the City of Hollywood, Broward County and the Broward County School Board to develop recommendations that address ways to improve existing and future coordination of the Town's concurrency management methodologies, systems and levels of service.

POLICY 6.3.2: The Town shall pursue and support the establishment of joint planning areas with adjacent municipalities, Broward County and agencies or other governmental units providing services including but not limited to the maintenance of sanitary sewer, potable water, roadway, drainage, public schools, solid waste and parks and recreations facilities in order to enhance, improve or increase the efficiency with which these facilities are currently provided.

POLICY 6.3.3: "Joint Planning Areas" described in Policy 6.3.2 shall be established through formal agreements among the necessary governmental bodies and shall include and not be limited to as many of the following planning considerations as possible:

A. Cooperative planning and review of land development activities within the areas covered by an agreement.

B. Specification of service delivery

C. Funding and cost-sharing issues with joint planning areas.

- Enforcement/Implementation

POLICY 6.3.4: The Town shall pursue coordination of activities with FDOT to address capacity and stormwater management issues and needs along state roadway, including I-95, Hallandale Beach Boulevard and Pembroke Road.

POLICY 6.3.5: The Town shall continue to coordinate with DNRP as necessary to comply with the requirements of the Broward County Joint Municipal National Pollutant Discharge Elimination System (NPDES) Permit.

POLICY 6.3.6: The Town shall continue to hold discussions with Broward County or other service providers relating to the provision of fire protection services within the Town and shall consider amendment of the Comprehensive Plan (if necessary) to reflect and future change to the existing method of fire protections.

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CAPITAL IMPROVEMENT PLAN

Fiscal Years 2025 - 2030

Town of Pembroke Park
Capital Improvement Plan (2025 - 2030)

	PROJECT NAME	PROJECT CATEGORY	BUDGET					FIVE-YEAR TOTAL	Grant Funded	Town Funded	Funding Needed	Total Project Cost
			FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30					
1	Town Hall Generator	Facilities Improvements	$1,800,000	$ -	$ -	$ -	$ -	$1,800,000	$400,000	$1,400,000	$ -	$1,813,653
2	Replacement of Town Hall AC/HV and System Upgrades	Facilities Improvements	$1,500,000	$ -	$ -	$ -	$ -	$1,500,000	$ -	$1,500,000	$ -	$1,517,896
3	Surtax Road Improvements Projects PPRK-010	Road & Street Improvements	$ -	$274,156	$ -	$ -	$ -	$274,156	$264,000	$10,156	$ -	$274,156
4	S.W. 30th Avenue Wastewater Project- Septic to Sewer	Sewer Improvements	$ -	$ -	$9,734,400	$ -	$ -	$9,734,400	$ -	$ -	$9,734,400	$9,734,400
5	Lift Station 14 Improvements	Sewer Improvements	$3,824,538	$ -	$ -	$ -	$ -	$3,824,538	$ -	$ -	$3,824,538	$3,824,538
6	Lift Station 17 Improvements	Sewer Improvements	$3,536,000	$ -	$ -	$ -	$ -	$3,536,000	$ -	$ -	$3,536,000	$3,536,000
7	Lift Station 19 Improvements	Sewer Improvements	$ -	$ -	$ -	$2,690,675	$ -	$2,690,675	$ -	$ -	$2,690,675	$2,690,675
8	Inflow and Infiltration Location and Repair	Sewer Improvements	$585,036	$ -	$ -	$ -	$ -	$585,036	$ -	$ -	$585,036	$585,036
9	Pipe Bursting	Sewer Improvements	$2,817,390	$ -	$ -	$ -	$ -	$2,817,390	$ -	$ -	$2,817,390	$2,817,390
10	SW 31st Avenue South	Stormwater Improvements	$ -	$ -	$744,000	$ -	$ -	$744,000	$ -	$ -	$744,000	$744,000
11	SW 25th St. Park Rd N. & S. Stormwater Improvements Project II	Stormwater Improvements	$1,527,000	$1,026,000	$513,000	$ -	$ -	$3,066,000	$513,000	$2,553,000	$1,760,213	$4,826,213
12	SW 36th Court	Stormwater Improvements	$444,000	$ -	$ -	$ -	$ -	$444,000	$ -	$ -	$444,000	$444,000
13	SW 55th Avenue	Stormwater Improvements	$ -	$ -	$1,036,000	$ -	$ -	$1,036,000	$ -	$ -	$1,036,000	$1,036,000
14	County Line Rd. Stormwater Connection	Stormwater Improvements	$ -	$ -	$862,500	$ -	$ -	$862,500	$ -	$ -	$862,500	$862,500
15	John P. Lyons Lane Stormwater Improvements	Stormwater Improvements	$2,200,000	$ -	$ -	$ -	$ -	$2,200,000	$ -	$2,200,000	$ -	$2,200,000
16	Preserve Lighting Project	Parks Improvements	$138,000	$ -	$ -	$ -	$ -	$138,000	$ -	$138,000	$ -	$138,000
17	Partheon at Preserve Park Amphitheater	Parks Improvements	$345,000	$ -	$ -	$ -	$ -	$345,000	$200,000	$145,000	$ -	$345,000
18	Splash Pad at Preserve Park	Parks Improvements	$517,500	$ -	$ -	$ -	$ -	$517,500	$200,000	$317,500	$ -	$517,500
			$19,234,464	**$1,300,156**	**$12,889,900**	**$2,690,675**	**$0**	**$36,115,195**	**$1,577,000**	**$8,263,656**	**$28,034,752**	**$37,906,957**

Town of Pembroke Park
Capital Improvement Plan (2025 - 2030) By Category

PROJECT CATEGORY	BUDGET					FIVE-YEAR TOTAL	Grant Funded	Town Funded	Funded Needed
	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30				
Facilities Improvements	$ 3,300,000	$ -	$ -	$ -	$ -	$ 3,300,000	$ 400,000	$ 2,900,000	$ 0
Road & Street Improvements	$ -	$ 274,156	$ -	$ -	$ -	$ 274,156	$ 264,000	$ 10,156	$ 0
Sewer Improvements	$ 10,762,964	$ -	$ 9,734,400	$ 2,690,675	$ -	$ 23,188,039	$ 0	$ 0	$ 23,188,039
Stormwater Improvements	$ 4,171,000	$ 1,026,000	$ 3,155,500	$ -	$ -	$ 8,352,500	$ 513,000	$ 4,753,000	$ 4,846,713
Parks Improvements	$ 1,000,500	$ 0	$ 0	$ -	$ -	$ 1,000,500	$ 400,000	$ 600,500	$ 0
	$ 19,234,464	**$ 1,300,156**	**$ 12,889,900**	**$ 2,690,675**	**$ 0**	**$ 36,115,195**	**$ 1,577,000**	**$ 8,263,656**	**$ 28,034,752**

Town of Pembroke Park
Capital Improvement Plan (2025 - 2030) By Fund

PROJECT Fund	BUDGET					FIVE-YEAR TOTAL	Grant Funded	Town Funded	Funded Needed
	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30				
General Fund	$4,300,500	$274,156	$ -	$ -	$ -	$4,574,656	$1,064,000	$3,510,656	$ -
Building Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sewer Fund	$10,762,964	$ -	$9,734,400	$2,690,675	$ -	$23,188,039	$ -	$ -	$23,188,039
Stormwater Fund	$4,171,000	$1,026,000	$3,155,500	$ -	$ -	$8,352,500	$513,000	$4,753,000	$4,846,713
	$19,234,464	**$1,300,156**	**$12,889,900**	**$2,690,675**	**$0**	**$36,115,195**	**$1,577,000**	**$8,263,656**	**$28,034,752**

CIP Request Form FY25 - FY30

Project Name:	Town Hall Generator				
Department:		Address:		Totals	$1,813,653
Account Number:		State		Request Type:	New Request
Project Category	Community Facilities				

Description:

General improvements to Town Hall will include a new, larger capacity, generator unit retrofit and installed in accordance with current Building Code requirements

Justification:

This generator unit is necessary to power the building in the event of a emergency or power outage.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Generator		1,813,653					1,813,653
								-
								-
								-
								-
								-
Total		**-**	**1,813,653**	**-**	**-**	**-**	**-**	**1,813,653**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
HMGP		22%	-	400,000	-	-	-	-	400,000
Gen Fund		78%		1,413,653					1,413,653
		0%							-
		0%							-
Total		100%	**-**	**1,813,653**	**-**	**-**	**-**	**-**	**1,813,653**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Replacement of Town Hall AC/HV and System Upgrades				
Department:	Public Services	Address:		Totals	$1,517,896
Account Number:		State		Request Type:	New Request
Project Category	Community Facilities				

Description:

General Improvements to Town Hall will include upgrades to the existing building security and camera system

Justification:

The existing own Hall AC/HV system is approaching disrepair with the scarcity of replacement parts due to the system's age. Repeated outage has become costly and uncomfortable to staff and the public who visit Town business.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	HVAC Replacement		1,517,896					1,517,896
								-
								-
								-
								-
								-
Total		**-**	**1,517,896**	**-**	**-**	**-**	**-**	**1,517,896**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Gen Fund		100%	-	1,517,896	-	-	-	-	1,517,896
		0%							-
		0%							-
		0%							-
Total		100%	**-**	**1,517,896**	**-**	**-**	**-**	**-**	**1,517,896**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Surtax Road Improvements Projects PPRK-010				
Department:	Roads & Streets	Address:		Totals	$274,156
Account Number:		State		Request Type:	New Request
Project Category	Roads & Streets Improvements				

Description:

This project constructs sidewalks along the targeted corridors

Justification:

Combined projects will consist of construction of water piping between S. W 52nd avenue and S.W. 56th avenue. 1.5 miles of complete street improvement including bike lanes, improved sidewalks with complete connectivity, adjustment to drainage, roadway resurfacing, streetlights, pavement marking and landscaping. Complete missing sections of sidewalk and bike paths S.W. 40th Ave Park Rd. and County Line Road.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	SW 52nd Ave			**91,385**				91,385
	County Line Road			**91,385**				91,385
	SW 40th Avenue			**91,386**				91,386
								-
								-
								-
Total		**-**	**-**	**274,156**	**-**	**-**	**-**	**274,156**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
MPO Surtax		96%	-	-	264,000	-	-	-	264,000
General Fund		4%			10,156				10,156
		0%							-
		0%							-
Total		0%	**-**		**274,156**	**-**	**-**	**-**	**274,156**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	S.W. 30th Avenue Wastewater Project- Septic to Sewer				
Department:	Sewer	Address:		Totals	$9,734,400
Account Number:		State		Request Type:	New Request
Project Category	Sewer and Wastewater				

Description:

This project includes the construction of a gravity sewer collection system and pumping station for the section of S.W. 30th Avenue north of Hallandale Beach Boulevard.

Justification:

The proposed gravity sewer and lift station design will be in conformance with new Broward County/DEP construction standards.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Gravity Sewer Collection Construction		9,734,400					9,734,400
								-
								-
								-
								-
Total		**-**	**9,734,400**	**-**	**-**	**-**	**-**	**9,734,400**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%	-	9,734,400	-	-	-	-	9,734,400
		0%							-
		0%							-
		0%							-
Total		100%	**-**	**9,734,400**	**-**	**-**	**-**	**-**	**9,734,400**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Waste Lift Station 14 Improvements				
Department:	Sewer	Address:		Totals	$3,824,538
Account Number:		State		Request Type:	New Request
Project Category	Sewer and Wastewater				

Description:

The design and construction plan for the replacement of this existing sanitary sewer pumping station and will be in conformance with new construction standards.

Justification:

Lift Station 14 serves Peninsula Assisted Living Facility, Dale Village Mobile Home Community, & Town Hall areas. Improvements are needed to assure good quality of life for Pembroke Parks residents.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Lift Station 14 Improvements		3,824,538					3,824,538
								-
								-
								-
								-
								-
Total			**3,824,538**					**3,824,538**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%		3,824,538					3,814,538
		0%							-
		0%							-
		0%							-
Total		100%		3,824,538				-	**3,824,538**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Waste Lift Station 17 Improvements				
Department:	Sewer	Address:		Totals	$3,536,000
Account Number:		State		Request Type:	New Request
Project Category	Sewer and Wastewater				

Description:

Contractual design, engineering and construction services to replace Lift Station No. 17, which serves the local Watkins elementary school and nearby homes.

Justification:

This critical infrastructure has exceeded its life span and is no longer viable or reliable and must be replaced. Proper operation of critical infrastructure prevents pollutants from entering surface waters, which also protects public health, life and safety of visitors, citizenry, and the business community.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Lift Station 17 Improvements		3,536,000					3,536,000
	Maintenance							-
								-
								-
								-
								-
Total		**-**	**3,536,000**	**-**	**-**	**-**	**-**	**3,536,000**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%	-	3,536,000	-	-	-	-	3,536,000
		0%							-
		0%							-
		0%							-
Total		100%	**-**	**3,536,000**	**-**	**-**	**-**	**-**	**3,536,000**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25- FY30

Project Name:	Waste Lift Station 19 Improvements				
Department:	Sewer	Address:		Totals	$2,690,675
Account Number:		State		Request Type:	New Request
Project Category	Sewer and Wastewater				

Description:

The design and construction is for the replacement of this existing sanitary sewer pumping stations, serves Coca Cola on Pembroke Road and will be in conformance with new construction standards.

Justification:

This critical infrastructure has exceeded its life span and is no longer viable or reliable and must be replaced. Proper operation of critical infrastructure prevents pollutants from entering surface waters, which also protects public health, life and safety of visitors, citizenry, and the business community.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Lift Station 17 Improvements					2,690,675		2,690,675
								-
								-
								-
								-
								-
Total		**-**	**-**	**-**	**-**	**2,690,675**		**2,690,675**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%	-		-	-	2,690,675	-	2,690,675
		0%							-
		0%							-
		0%							-
Total		100%	**-**	**-**	**-**	**-**	**2,690,675**	**-**	**2,690,675**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Inflow and Infiltration Location and Repair				
Department:	Sewer	Address:		Totals	$585,036
Account Number:		State		Request Type:	New Request
Project Category	Sewer and Wastewater				

Description:

This project will scope and repair all of the identified Lift Stations: Number 3,7, 22 and including analysis and repair.

Justification:

The net gain will reduce the overall cost for wastewater treatment from 3 party contractor because this system will reduce the amount of water requiring treatment.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Lift Station 14 Improvements		585,036					585,036
								-
								-
								-
								-
								-
Total		**-**	**585,036**	**-**	**-**	**-**	**-**	**585,036**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Sewer Trust Fund		100%	-	585,036	-	-	-	-	585,036
		0%							-
		0%							-
		0%							-
Total		100%	**-**	**585,036**	**-**	**-**	**-**	**-**	**585,036**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Pipe Bursting				
Department:	Public Works			Totals	$2,817,390
Account Number:		State	FL	Request Type:	New Request

Description:

Town is required to perform a pipe-bursting project along SW 52nd Avenue to increase sanitary sewer capacity and ensure adequate serviceability for current and future development in the surrounding area. As new development places additional demand on the wastewater collection system, the existing pipe size and condition are no longer sufficient to meet required service levels or regulatory standards. By utilizing pipe bursting to upsize the line, the Town can enhance conveyance capacity, reduce the risk of surcharging or backups, and support the planned growth corridor without significant roadway excavation or long-term disruption to the community. This improvement is a necessary component of the Town's infrastructure readiness strategy and is essential for ensuring reliable, compliant sewer service to the development area.

Justification:

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Pipe Bursting		2,817,390					2,817,390
								-
								-
								-
								-
								-
Total		-	**2,817,390**	-		-		**2,817,390**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
W&S		100%	-	2,817,390	-		-	-	**2,817,390**
		0%							-
		0%							-
		0%							-
Total		100%	-	**2,817,390**	-		-	-	**2,817,390**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	SW 31st Avenue South				
Department:	Public Works	Address:	SW 31st Ave/ North of Carolir	Totals	$744,000
Account Number:		State	FL	Request Type:	New Request

Description:

The recommendation is the addition of an exfiltration trench as well as the addition of catch basins throughout the project area. The overall flow of water is to be facilitated through the proposed main trunk line exfiltration trench system that is fully connected with pipes. These pipes will be connected to the proposed catch basin inlets as well as core drilled into the existing inlets. The lack of existing connectivity and underground storage currently results in ponding or flooding. The proposed improvements will connect the stormwater system to the system that is along Carolina Street and was designed to complement the permitted plans for John P. Lyons.

Justification:

This sub-basin consists of approximately 1.02 acres of existing industrial development adjacent to manufactured home developments with approximately 720 LF of roadway. The current stormwater system consists of sparsely scattered drainage inlets. Some of the inlets along this portion of road fall behind curbing which inhibits the flows to the structures causing further flooding.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	SW 31st Avenue South				744,000			744,000
								-
								-
								-
								-
								-
Total		-	-	-	**744,000**	-	-	**744,000**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Storm Wtr		100%	-		-	744,000	-	-	744,000
		0%							-
		0%							-
		0%							-
Total		100%	-	-	-	**744,000**	-	-	**744,000**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	SW 25th Street, Park RD N. & S. Stormwater Improvements Project II				
Department:		Address:		Totals	$4,826,213
Account Number:		State		Request Type:	New Request
Project Category	Stormwater				

Description:

Stormwater improvements include drainage structures, stormwater piping, an exfiltration water quality system, and a larger outfall located on Behan Lake.

Justification:

These improvements are a rehabilitation and upsizing of an existing drainage system.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Phase II - Improvements		1,527,000	1,026,000	513,000			**3,066,000**
								-
								-
								-
								-
Total		**-**	**3,066,000**	**1,026,000**	**513,000**	**-**	**-**	**3,066,000**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Stormwater Trust		32%	-	1,527,000	-	-	-	-	1,527,,000
Stormwater Trust		21%			1,026,000				1,026,000
CSLIP		11%				513,000			513,000
Unfunded		36%							1,760,213
Total		100%	**-**	**1,527,000**	**1,026,000**	**513,000**	**-**	**-**	**4,826,213**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	SW 36th Court				
Department:	Public Works	Address:	SW 36 Ct /W of SW 48th Ave	Totals	$444,000
Account Number:		State	FL	Request Type:	New Request

Description:

The recommendation is most of the existing swales be regraded and that new swales be constructed in flatter areas more susceptible to flooding. The cumulative length of the proposed swales is approximately 600 LF. The swales are to be designed with a minimum width of 4 feet and a minimum depth of 0.5 feet. KHA recommends the addition of exfiltration trench as well as the addition of catch basins throughout the project area. The overall flow of water is to be facilitated through the proposed main trunk line exfiltration trench system that is fully connected with pipes. These pipes will be connected to the proposed catch basin inlets and connected to the existing system along SW 48th Avenue. The lack of existing stormwater infrastructure and connectivity results in flooding and ponding.

Justification:

This sub-basin consists of approximately 1.69 acres of an existing detached single-family development with approximately 500 LF of roadway. There is currently an absence of any stormwater infrastructure along this portion of road.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	SW 36th Court		444,000					444,000
								-
								-
								-
								-
								-
Total			**444,000**	**-**	**-**	**-**		**444,000**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Storm Water		100%	-	444,000	-	-	-		444,000
		0%							-
		0%							-
		0%							-
Total		100%	**-**	**444,000**	**-**	**-**	**-**		**444,000**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	SW 55th Avenue				
Department:	Public Works	Address:	SW 55th Ave/N of Mc Tyre Pa	Totals	$1,036,000
Account Number:		State	FL	Request Type:	New Request

Description:

The recommendation is the addition of an exfiltration trench as well as the addition of catch basins throughout the project area. The overall flow of water to the existing outfall to the east of the development is to be facilitated through the proposed main trunk line exfiltration trench system that is fully connected with pipes. These pipes will be connected to the proposed catch basin inlets as well as core drilled into the existing inlets. The lack of existing connectivity and underground storage currently disrupts uninterrupted flow to the outfall resulting in ponding or flooding. The proposed improvements will connect and compliment the stormwater system at Infinity Azure home development, eventually reaching an outfall into the lake on site.

Justification:

Based on the hydrologic and hydraulic calculations for this project area, the existing drainage infrastructure does not discharge quickly enough to meet the desired performance criteria. Improvements to drainage infrastructure will be needed to address these inadequacies.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	SW 55th Avenue				1,036,000			1,036,000
								-
								-
								-
								-
								-
Total		-	-	-	**1,036,000**	-	-	**1,036,000**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Storm Water		100%	-		-	1,036,000	-	-	1,036,000
		0%							-
		0%							-
		0%							-
Total		100%	-	-	-	**1,036,000**	-	-	**1,036,000**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	County Line Rd. Stormwater Connection				
Department:	Stormwater	Address:		Totals	$862,500
Account Number:		State		Request Type:	New Request
Project Category	Stormwater				

Description:

Stormwater improvements include the construction of stormwater piping between S.W. 52nd Avenue and S.W. 56th Avenue

Justification:

Stormwater piping construction will convey stormwater west to discharge into the Broward County Neighborhood Improvement Stormwater Conveyance System located on S.W. 56th Avenue.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Construction				862,500			862,500
								-
								-
								-
								-
								-
Total		**-**	**-**	**-**	**862,500**	**-**	**-**	**862,500**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Stormwater Trust		100%	-	-	-	862,500	-	-	862,500
		0%							-
		0%							-
		0%							-
Total		100%	**-**	**-**	**-**	**862,500**	**-**	**-**	**862,500**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	John P. Lyons Lane Stormwater Improvements				
Department:	Public Works	Address:	3150 SW 52nd Ave	Totals	$2,200,000
Account Number:		State	FL	Request Type:	New Request
Project Category	Stormwater				

Description:

Stormwater improvements include drainage structures, an exfiltration water quality system, and regrading and paving of the street.

Justification:

Stormwater improvements include drainage structures, an exfiltration water quality system, a stormwater pumping station and force main, and regrading and paving of the street.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Construction		2,200,000					2,200,000
								-
								-
								-
								-
Total		-	**2,200,000**		-			**2,200,000**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Stormwater Trust		100%		2,200,000					**2,200,000**
		0%							
		0%							-
		0%							-
Total		100%		**2,200,000**		-	-		**2,200,000**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Preserve Lighting Project				
Department:	Parks & Recreation	Address:		Totals	$138,000
Account Number:		State		Request Type:	New Request
Project Category	Parks & Recreation				

Description:

This item is for engineering design services for the construction of lighting improvement and upgrades at the Preserve.

Justification:

New LED lighting fixtures needed throughout the Preserve, which will provide an additional measure of illumination and safety for residents.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Engineering		86,250					86,250
	Design Services		51,750					51,750
								-
								-
								-
								-
Total		**-**	**138,000**	**-**	**-**	**-**	**-**	**138,000**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
Gen Fund		100%	-	138,000	-	-	-	-	138,000
		0%							
		0%							
		0%							-
Total		100%	**-**	**138,000**	**-**	**-**	**-**	**-**	**138,000**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Partheon at Preserve Park Amphitheater				
Department:	Parks & Recreation	Address:		Totals	$345,000
Account Number:		State		Request Type:	New Request
Project Category	Parks & Recreation				

Description:

Justification:

The addition of a semicircular, open-air, covered structure with stage, extends the Preserve's "recreation only" park into a fully cultural & recreational epicenter within walking distance of all residential & commercial areas of Town. The structure's multiple usages include, concerts, theater, movie screenings and other performances and gatherings.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Amphitheater		345,000					345,000
								-
								-
								-
								-
								-
Total		**-**	**345,000**	**-**	**-**	**-**	**-**	**345,000**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
LWCF		87%	-	200,000	-	-	-	-	200,000
Gen Fund		13%		145,000					145,000
		0%							-
		0%							-
Total		100%	**-**	**345,000**	**-**	**-**	**-**	**-**	**345,000**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

CIP Request Form FY25 - FY30

Project Name:	Splash Pad at Preserve Park				
Department:	Parks & Recreation	Address:		Totals	$517,500
Account Number:		State		Request Type:	New Request
Project Category	Parks & Recreation				

Description:

A Splash Pad is an automated colorful area where water is dispersed through varied hoses and buckets with very little standing water, offering a safe environment in which children can play without the risk of drowning.

Justification:

Many design options and theming opportunities offer universal accessibility for all types of physical abilities. These options can help the Town tie into existing design elements, or create a new sense of place. Cost varies based on size, design, water accessories, etc.

Project Estimates:

Object Code	Description	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
	Splash Pad			517,500				517,500
								-
								-
								-
								-
								-
Total		**-**	**-**	**517,500**	**-**	**-**	**-**	**517,500**

Funding Source	Fund #	% Funding	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
LWCF		38%	-	-	200,000				200,000
Gen Fund		62%			317,500				317,500
		0%							-
		0%							-
Total		100%	**-**	**-**	**517,500**	**-**	**-**	**-**	**517,500**

Impact on Operating Budget:

Object Code	Description	Available $	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total Estimate
								-
								-
								-
								-
								-
Total		-	-	-	-	-	-	-

Budget Office Use Only

☐	Funded
☐	Not Funded
☐	Partially Funded
☐	Pending

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: April 8, 2026	Agenda Item No. 9.2

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

This ordinance adopts the 2026 annual update to the Capital Improvements Element (CIE) of the Town's Comprehensive Plan. The update outlines anticipated infrastructure projects, priorities, estimated costs, and funding strategies for the next five fiscal years and authorizes transmittal to the Department of Commerce.

Estimate of Direct Economic Impact on Private/For Profit Businesses

a. Estimate of Direct Business Compliance Costs:

There are no direct compliance costs for businesses, as the ordinance does not impose new requirements, operational changes, or mandates.

b. New Charges/Fees on Businesses Impacted:
Not applicable. The ordinance does not impose any new charges, fees, or taxes on businesses.

c. Estimate of Regulatory Costs:

There are no new regulatory costs associated with this ordinance.

Good Faith Estimate of Number of Businesses Likely Impacted: No businesses will be directly impacted by adoption of the ordinance.

Any Additional Information:

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

[1] Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: February 20, 2026	Agenda Item No. 8.2

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

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2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

Agenda Item Report

Subject:	Consideration of Ordinance, amending Chapter 2 of the Town's Code of Ordinances to establish Town departments and repeal Ordinance No. 18-06-01 - Sponsored by Commissioner Mohammed **ORDINANCE NO: 2026-006** **AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE III, ENTITLED "OFFICERS AND EMPLOYEES;" CREATING SECTION 2-56, TO BE ENTITLED "ESTABLISHMENT OF TOWN DEPARTMENTS;" REPEALING ORDINANCE NO. 18-06-01, ADOPTED JUNE 29, 2018; PROVIDING FOR THE CREATION OF CERTAIN DEPARTMENTS PURSUANT TO SEC. 12 OF THE TOWN CHARTER; ELIMINATING THE ADMINISTRATIVE SERVICES DIRECTOR POSITION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Ashira Mohammed, Commissioner, Jacob Horowitz, Town Attorney
Dept/Group:	Commission
Recommendation for Counsel to Consider:	
Background Information:	• **Purpose:** The Town Commission seeks to codify the creation of certain Town departments pursuant to

	Section 12 of the Town Charter and eliminate the Administrative Services Director position, which has been vacant for years.
	• **Current Action:** Ordinance No. 2026-006 creates Section 2-56, "Establishment of Town Departments," under Article III of Chapter 2, and repeals Ordinance No. 18-06-01.
	• **Departments Established:**
	  • Human Resources
	  • Information Technology
	  • Building
	  • Town Clerk's Office
	  • Police
	  • Finance
	  • Administration
	  • Public Works
	• **Reporting Structure:** Department Directors will report directly to the Town Commission, except where operational independence is specified (e.g., Human Resources Director).

Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. OrdInance No: 2026-006
2. Ord (Creation of Departments - Commission reports) Version 2 4896-5636-3669 1
3. Commission appointment
4. 2026-006 - Business Impact Statement - Change of Town Departments - Second Reading
5. 2026-006 - Business Impact Statement - Change of Town Departments

ORDINANCE NO. 2026-006

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE III, ENTITLED "OFFICERS AND EMPLOYEES;" CREATING SECTION 2-56, TO BE ENTITLED "ESTABLISHMENT OF TOWN DEPARTMENTS;" REPEALING ORDINANCE NO. 18-06-01, ADOPTED JUNE 29, 2018; PROVIDING FOR THE CREATION OF CERTAIN DEPARTMENTS PURSUANT TO SEC. 12 OF THE TOWN CHARTER; ELIMINATING THE ADMINISTRATIVE SERVICES DIRECTOR POSITION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Sec. 12 of the Town Charter authorizes the Town Commission to "designate or create such offices, departments or divisions, other than those provided [in the Charter] as may be necessary for the administration of the affairs of the City; to provide duties and powers of the officers and employees of such office, department or division; [to] provide for the appointment and fix the salary or compensation of such officers or employee;" and

WHEREAS, Sec. 15 of the Town Charter further designates certain positions as "Charter Officers" of the Town; and

WHEREAS, the Town Commission seeks to memorialize and codify those departments and positions in the Town, aside from the Charter Officers, who shall report directly to the Town Commission; and

WHEREAS, on June 29, 2018, the Town Commission adopted Ordinance No. 18-06-01, thereby creating the Administrative Services Director position, and establishing the duties and responsibilities thereof; and

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

WHEREAS, the Administrative Services Director position has been vacant for years, and the Town Commission now seeks to repeal Ordinance No. 18-06-01 and eliminate the position; and

WHEREAS, the Town Commission finds that memorializing the departments and positions in the Town that report to the Town Commission and eliminating the Administrative Services Director position is in the best interests of the citizens and residents of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1. RECITALS ADOPTED. That each of the above-stated recitals is hereby adopted and confirmed.

Section 2. CHAPTER 2 OF TOWN CODE AMENDED. Article III, entitled "Officers and Employees," of Chapter 2 of the Town Code, entitled "Administration," is hereby amended by specifically creating Section 2-56, to be entitled "Establishment of Town Departments," as follows:

Sec. 2-56. Establishment of Town Departments

A) In addition to the departments that are established pursuant to Sec. 15 of the Town Charter, the Town Commission, accordance with Sec. 12 of the Town Charter, hereby establishes the following offices, departments or divisions, and finds that such offices, departments and divisions are necessary for the administration of the Town:

1) Human Resources Department
2) Information Technology Department
3) Building Department
4) Town Clerk's Office
5) Police Department
6) Finance Department
7) Administration
8) Public Works

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B) In addition to the Charter Officers set forth in Sec. 15(B) of the Town Charter, the directors of each department established pursuant to this section shall report directly to the Town Commission. For purposes of this section, all Charter Officers and department directors shall be collectively referred to as "Department Directors."

C) Unless otherwise provided for in this section, direction to Department Directors shall be provided by the Town Manager in accordance with the Town Manager's duties and responsibilities as set forth in Sec. 2-94(g) of the Town's Code of Ordinances or by majority of the Town Commission pursuant to action taken at a public meeting.

D) Notwithstanding any provisions contained in this Code of Ordinances to the contrary, the Human Resources Director shall retain operational independence from the Town Manager and the Town Commission. The Human Resources Director's duties and responsibilities shall be set forth a job description approved by the Town Commission. The Human Resources Director is further charged with administering the Town's Manual of Personnel Policies, unless such policies expressly delegate certain authority to the Town Manager, and other policies that may be adopted by the Town Commission from time to time.

Section 3. ORDINANCE REPEALED AND CHAPTER 2 OF TOWN CODE AMENDED. Ordinance No. 18-06-01, adopted on June 29, 2018 is hereby repealed in its entirety. Article III, entitled "Officers and Employees," of Chapter 2 of the Town Code, entitled "Administration," is hereby amended by deleting Division 6, entitled "Administrative Services Director," and specifically deleting Section 2-96 through Sec. 2-99 as follows:

~~DIVISION 6. - ADMINISTRATIVE SERVICES DIRECTOR~~

~~Sec. 2-96. - Office created.~~

~~The position of Administrative Services Director for the Town of Pembroke Park is hereby created.~~

~~Sec. 2-97. - Appointment.~~

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~~The Administrative Services Director shall be appointed and designated by the Town Commission by resolution, and shall serve in the office at the pleasure of the Town Commission.~~

~~Sec. 2-98. - Compensation.~~

~~The Administrative Services Director shall be paid such compensation as may be authorized by the Town Commission.~~

~~Sec. 2-99. - Duties and responsibilities.~~

~~The Administrative Services Director shall serve under the general supervision of the Town Manager and will provide support to the Town Manager by serving as a liaison on major projects; managing the oversight and effectiveness of including, but not limited to, the Administration, Clerk's Office, Code Enforcement, Finance and Budget, Human Resources, and Information Technology departments and other divisions as assigned; supervision and directing staff; and expediting resolution of certain matters.~~

~~The duties and responsibilities of the Administrative Services Director shall be as follows:~~

~~(a) To maintain regular contact with and keep the Town Commission and Town Manager apprised of situations and issues.~~

~~(b) To provide assistance to the Town Commission and Town Manager.~~

~~(c) To work with the Town Manager on matters concerning major departmental activities and community problems and recommend a course of action.~~

~~(d) To exercise general oversight of the operations of the Administrative Division of the Town.~~

~~(e)To actively participate in the development of the Town's strategic plan and strategies to achieve stated goals.~~

~~(f) To directly supervise departmental heads and staff, establishing goals, objectives and performance targets; preparing and administering reviews of individual and department performance.~~

~~(g) To coordinate and supervise the activities of department and division heads to ensure the efficient operation of the Town government as directed by the Town Commission.~~

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~~(h) Meet with department heads to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including budget, personnel, customer service and intradepartmental issues.~~

~~(i) Promote an effective, responsive and value-based organizational culture.~~

~~(j) To attend all meetings of the Town Commission.~~

~~(k) To prepare the agenda for all meetings of the Town Commission including, but not limited to, special and workshop meetings.~~

~~(l) To perform such other duties as may be required of him or her by ordinance, resolution, or other direction of the Town Commission.~~

~~(m) To direct the activities of Town departments as assigned, and oversee the operations thereof.~~

~~(n) To work in conjunction with departmental heads to establish policies and practices.~~

~~(o) Conducting performance reviews, hiring new employees, and handling disciplinary measures.~~

~~(p) To direct and coordinate special projects and programs. To oversee the preparation of the annual budget and the administration thereof.~~

~~(q) Promote an effective, responsive and value-based organizational culture.~~

Section 4. It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections 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.

Section 5. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

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Section 6. If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

Section 7. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS 20th DAY OF FEBRUARY, 2026.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS 11TH DAY OF APRIL, 2026.

ATTEST:

_____
MAYOR GEOFFREY JACOBS

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency:

_____
JACOB G. HOROWITZ
Town Attorney

CODING: Words in ~~strike-through~~ type are deletions from existing law;
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ORDINANCE NO. 26-_____

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE III, ENTITLED "OFFICERS AND EMPLOYEES;" CREATING SECTION 2-56, TO BE ENTITLED "ESTABLISHMENT OF TOWN DEPARTMENTS;" PROVIDING FOR THE CREATION OF CERTAIN DEPARTMENTS PURSUANT TO SEC. 12 OF THE TOWN CHARTER; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Sec. 12 of the Town Charter authorizes the Town Commission to "designate or create such offices, departments or divisions, other than those provided [in the Charter] as may be necessary for the administration of the affairs of the City; to provide duties and powers of the officers and employees of such office, department or division; [to] provide for the appointment and fix the salary or compensation of such officers or employee;" and

WHEREAS, Sec. 15 of the Town Charter further designates certain positions as "Charter Officers" of the Town; and

WHEREAS, the Town Commission seeks to memorialize and codify those departments and positions in the Town, aside from the Charter Officers, who shall report directly to the Town Commission; and

WHEREAS, on June 29, 2018, the Town Commission adopted Ordinance No. 18-06-01, thereby creating the Administrative Services Director position, and establishing the duties and responsibilities thereof; and

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

WHEREAS, the Administrative Services Director position has been vacant for years, and the Town Commission now seeks to repeal Ordinance No. 18-06-01 and eliminate the position; and

WHEREAS, the Town Commission finds that memorializing the departments and positions in the Town that report to the Town Commission and eliminating the Administrative Services Director position is in the best interests of the citizens and residents of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1. RECITALS ADOPTED. That each of the above-stated recitals is hereby adopted and confirmed.

Section 2. CHAPTER 2 OF TOWN CODE AMENDED. Article III, entitled "Officers and Employees," of Chapter 2 of the Town Code, entitled "Administration," is hereby amended by specifically creating Section 2-56, to be entitled "Establishment of Town Departments," as follows:

Sec. 2-56. Establishment of Town Departments

A) In addition to the departments that are established pursuant to Sec. 15 of the Town Charter, the Town Commission, accordance with Sec. 12 of the Town Charter, hereby establishes the following offices, departments or divisions, and finds that such offices, departments and divisions are necessary for the administration of the Town:

1) Human Resources Department
2) Information Technology Department
3) Building Department
4) Town Clerk's Office
5) Police Department
6) Finance Department
7) Administration
8) Public Works

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B) In addition to the Charter Officers set forth in Sec. 15(B) of the Town Charter, the directors of each department established pursuant to this section shall report directly to the Town Commission. For purposes of this section, all Charter Officers and department directors shall be collectively referred to as "Department Directors."

C) Unless otherwise provided for in this section, direction to Department Directors shall be provided by the Town Manager in accordance with the Town Manager's duties and responsibilities as set forth in Sec. 2-94(g) of the Town's Code of Ordinances or by majority of the Town Commission pursuant to action taken at a public meeting.

D) Notwithstanding any provisions contained in this Code of Ordinances to the contrary, the Human Resources Director shall retain operational independence from the Town Manager and the Town Commission. The Human Resources Director's duties and responsibilities shall be set forth a job description approved by the Town Commission. The Human Resources Director is further charged with administering the Town's Manual of Personnel Policies, unless such policies expressly delegate certain authority to the Town Manager, and other policies that may be adopted by the Town Commission from time to time.

Section 3. It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections 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.

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

Section 5. If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

CODING: Words in ~~strike-through~~ type are deletions from existing law;
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Section 7. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS ___ DAY OF _____, 2026.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS ___ DAY OF _____, 2026.

ATTEST:

_____
MAYOR GEOFFREY JACOBS

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency:

_____
JACOB G. HOROWITZ
Town Attorney

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From: Ashira Mohammed
To: Town Clerk
Subject: Commission appointment
Date: Wednesday, January 28, 2026 11:00:11 AM

—

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AFFIRMING AND CLARIFYING THE AUTHORITY, REPORTING STRUCTURE, AND OVERSIGHT OF CHARTER POSITIONS AND COMMISSION-APPOINTED DIRECTORS; REAFFIRMING THAT ALL EMPLOYMENT AUTHORITY RESTS SOLELY WITH THE TOWN COMMISSION ACTING COLLECTIVELY; DEFINING AND LIMITING THE ADMINISTRATIVE AUTHORITY OF THE TOWN MANAGER; ESTABLISHING A MANDATORY COMMISSION REVIEW PROCESS FOR ALLEGED MISCONDUCT; PROVIDING A NARROW AND CONTROLLED EMERGENCY PAID SUSPENSION EXCEPTION WITH AUTOMATIC COMMISSION OVERSIGHT; PROHIBITING THREATS, COERCION, AND RETALIATION; PROVIDING ENFORCEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

—

WHEREAS,

WHEREAS, the Town of Pembroke Park operates under a Commission-Manager form of government pursuant to its Town Charter; and

WHEREAS, the Town Commission is the governing body of the Town and is vested exclusively with the authority to appoint, evaluate, discipline, and remove Charter officers and Commission-appointed directors; and

WHEREAS, the Town Manager serves as the chief administrative officer and is authorized to conduct day-to-day administrative operations only within the limits of the Town Charter and lawful Commission policy; and

WHEREAS, no individual official, including the Town Manager, possesses unilateral authority to discipline, threaten, coerce, suspend, demote, reassign, or terminate Charter officers or Commission-appointed directors except as expressly authorized by formal action of the Town Commission; and

WHEREAS, the Town Commission finds that misuse of administrative authority—whether through threats, informal discipline, retaliation, or coercive practices—undermines lawful governance and exposes the Town to significant legal and operational risk; and

WHEREAS, the Town Commission further finds it necessary to allow for limited emergency action in rare circumstances involving serious misconduct, while ensuring immediate Commission oversight and control;

—

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:

—

Section 1. Exclusive Commission Authority.

All Charter positions and Commission-appointed directors shall be appointed, evaluated, disciplined, and removed solely by the Town Commission acting collectively, through formal Commission action in accordance with the Town Charter and applicable law.

—

Section 2. Strict Limitation on Town Manager Authority.

The Town Manager shall conduct day-to-day administrative and operational functions strictly within the limits established by the Town Charter and Commission policy. Nothing in this Resolution shall be construed to authorize the Town Manager to independently discipline, threaten, intimidate, suspend, demote, reassign, evaluate for punitive purposes, or terminate any Charter officer or Commission-appointed director.

—

Section 3. Mandatory Commission Review of Alleged Misconduct.

In the event the Town Manager alleges misconduct, performance deficiencies, or policy violations by a Charter officer or Commission-appointed director:

a. The allegation shall be reduced to writing and submitted to the Town Commission through the Town Attorney or Human Resources Director;

b. No disciplinary or adverse employment action of any kind, including threats, written warnings, adverse evaluations, reassignments, or changes in duties or compensation, shall be initiated, threatened, or implied unless and until the Town Commission reviews the matter and provides formal direction;

c. The Town Commission shall determine whether:
1. An investigation is warranted;
2. Corrective or disciplinary action is appropriate; or
3. No action shall be taken; and

d. Any action taken in violation of this Section is declared unauthorized, improper, void, and of no legal effect.

—

Section 4. Limited Emergency Paid Suspension Authority.

Notwithstanding the foregoing, the Town Manager may impose a temporary paid administrative suspension of a Charter officer or Commission-appointed director only under the following narrow circumstances:

a. Emergency Defined.
An emergency suspension may be imposed only where the Town Manager has a good-faith, articulable belief, supported by specific facts, that the employee's continued presence presents an immediate and substantial risk to:
• Workplace safety;
• An ongoing criminal or serious misconduct investigation;
• Evidence preservation; or
• The Town's legal or ethical obligations, including but not limited to allegations of sexual misconduct, harassment, violence, or abuse of authority.

Mere allegations of insubordination, policy disagreement, performance concerns, or refusal to carry out directives reasonably believed to be unauthorized shall not constitute an emergency.

b. Immediate Written Notice.
Any emergency suspension shall:
1. Be paid;
2. Be expressly characterized as non-punitive;
3. Be documented in writing within twenty-four (24) hours, stating the specific factual basis; and
4. Be immediately transmitted to the Town Commission through the Town Attorney and Human Resources Director.

c. Automatic Commission Review and Expiration.
Any emergency suspension imposed by the Town Manager shall automatically expire unless reviewed and affirmed, modified, or lifted by the Town Commission at the next available Commission meeting or within seven (7) calendar days, whichever occurs first.

d. No Expansion or Circumvention.
An emergency suspension:
• Shall not be extended, converted, or repeated without express Commission approval;
• Shall not be used as leverage, retaliation, or coercion; and
• Shall not result in discipline, adverse evaluation, reassignment, or reduction in pay or benefits absent Commission action.

e. Void if Improper.
Any suspension imposed outside the strict confines of this Section is declared

unauthorized, improper, void, and of no effect, and may constitute grounds for disciplinary action against the official imposing it.

—

Section 5. Absolute Prohibition on Threats, Coercion, and Retaliation.

No individual official, including the Town Manager, shall threaten, coerce, retaliate against, or otherwise interfere with a Charter officer or Commission-appointed director for adhering to the Town Charter, lawful Commission directives, or professional and legal obligations.

—

Section 6. Enforcement.

Failure to comply with this Resolution by any individual official, including the Town Manager, shall constitute grounds for corrective or disciplinary action by the Town Commission, up to and including termination, subject to applicable law.

—

Section 7. Implementation.

The Town Attorney and Human Resources Director are directed to immediately align all personnel policies, supervisory practices, and procedures with this Resolution and the Town Charter.

—

Section 8. Severability.

If any provision of this Resolution is held invalid, such invalidity shall not affect the remaining provisions.

—

Section 9. Effective Date.

This Resolution shall take effect immediately upon adoption.

—

Sent from my iPhone

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: April 8, 2026	Agenda Item No. 9.3

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

This ordinance amends Chapter 2 of the Town's Code of Ordinances to establish specific Town departments and repeal Ordinance No. 18-06-01, which created the Administrative Services Director position. The ordinance formalizes the organizational structure and reporting relationships for department directors.

Estimate of Direct Economic Impact on Private/For Profit Businesses

a. Estimate of Direct Business Compliance Costs:

There are no direct compliance costs for businesses, as the ordinance does not impose new requirements, operational changes, or mandates.

b. New Charges/Fees on Businesses Impacted:
Not applicable. The ordinance does not impose any new charges, fees, or taxes on businesses.

c. Estimate of Regulatory Costs:

There are no new regulatory costs associated with this ordinance.

Good Faith Estimate of Number of Businesses Likely Impacted: No businesses will be directly impacted by adoption of the ordinance.

Any Additional Information:

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

[1] Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: February 20, 2026	Agenda Item No. 8.3

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

This ordinance amends Chapter 2 of the Town's Code of Ordinances to establish specific Town departments and repeal Ordinance No. 18-06-01, which created the Administrative Services Director position. The ordinance formalizes the organizational structure and reporting relationships for department directors.

Estimate of Direct Economic Impact on Private/For Profit Businesses

a. Estimate of Direct Business Compliance Costs:

There are no direct compliance costs for businesses, as the ordinance does not impose new requirements, operational changes, or mandates.

b. New Charges/Fees on Businesses Impacted:
Not applicable. The ordinance does not impose any new charges, fees, or taxes on businesses.

c. Estimate of Regulatory Costs:

There are no new regulatory costs associated with this ordinance.

Good Faith Estimate of Number of Businesses Likely Impacted: No businesses will be directly impacted by adoption of the ordinance.

Any Additional Information:

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

[1] Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

Agenda Item Report

Subject:	Consideration of Alcohol License Ordinance Amendment — Sponsored by Town Planner Von der Meulen **ORDINANCE NO: 2026-008** **AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 3, ENTITLED "ALCOHOLIC BEVERAGES;" AMENDING ARTICLE I ENTITLED "IN GENERAL;" AMENDING SECTION 3-1 DEFINITIONS; AMENDING SECTION 3-2.5 EXTENDED HOURS LICENSE; AMENDING SECTION 3-4 PROXIMITY TO LICENSED BUSINESS; REPEALING AND REPLACING SECTION 3-5 PROXIMITY TO LICENSED BUSINESSES TO CHURCHES, SCHOOLS; AMENDING SECTION 3-6 NOISE RESTRICTION IN ESTABLISHMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Planning & Zoning
Recommendation for Counsel to Consider:	
Background Information:	The proposed ordinance amends Chapter 3 of the Town's Code of Ordinances relating to alcoholic beverages. Key revisions include updated definitions to align with state law, modifications to extended hours licensing procedures, adjustments to proximity requirements for licensed establishments, and clarification of noise restrictions. The amendments aim to ensure

	consistency with Florida Statutes, provide flexibility for businesses, and maintain standards that protect public health, safety, and welfare. A detailed memorandum is attached for reference.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Ordinance No: 2026-008
2. Statute 561.20
3. 24-Z-04 Staff Report-033126
4. 2026-008 - Alcohol Licensing - First Reading - Business Impact Statement
5. 2026-008 - Alcohol Licensing - Second Reading - Business Impact Statement

ORDINANCE NO. 2026-008——

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 3, ENTITLED "ALCOHOLIC BEVERAGES;" AMENDING ARTICLE I ENTITLED "IN GENERAL;" AMENDING SECTION 3-1 DEFINITIONS; AMENDING SECTION 3-2.5 EXTENDED HOURS LICENSE; AMENDING SECTION 3-4 PROXIMITY TO LICENSED BUSINESS; REPEALING AND REPLACING SECTION 3-5 PROXIMITY TO LICENSED BUSINESSES TO CHURCHES, SCHOOLS; AMENDING SECTION 3-6 NOISE RESTRICTION IN ESTABLISHMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2(b), Florida Constitution, Chapter 166 Florida Statutes (Municipal Home Rules Powers Act); grants municipalities the power to conduct municipal government, perform municipal functions, and render municipal services; and

WHEREAS, Title XXXIV, Florida Statutes (Alcoholic Beverages and Tobacco); establishes licensing of operations engaging in the sale of alcoholic beverages in the State,

WHEREAS, the Town has adopted Chapter 3 (Alcoholic Beverages) regulating the sale and on-premises consumption of alcoholic beverages within the Town,

WHEREAS, the Town Commission seeks to amend certain provisions of the Town's alcoholic beverages chapter to conform with state regulations, adopt state definitions, align Chapter provisions with the intention of the MXE district, and further define separation requirements; and

WHEREAS, the amendments included herein clarify the Town's current code and otherwise provide additional flexibility for applicable businesses, and ;

WHEREAS, the general purpose and intent of this ordinance is to provide proper regulations in the best interest of the health, safety, welfare, and aesthetics of the community and the proper administration of its government; and

WHEREAS, the Town Commission has conducted a public hearing in accordance with the requirements of Florida law; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:

Section 1: That each of the above stated recitals is hereby adopted and confirmed. All exhibits attached hereto are incorporated herein and made a part hereof.

Section 2: Chapter 3 entitled "ALCOHOLIC BEVERAGES" of the Code of Ordinances of the Town of Pembroke Park, Florida is hereby amended to read as follows:

Sec. 3-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alcoholic beverages means distilled spirits and all beverages containing ~~more than~~ one-half of one (1) percent or more of alcohol by ~~weight~~ volume. The percentage of alcohol by volume shall be determined by measuring the volume of the standard ethyl alcohol in the beverage and comparing it with the volume of the remainder of the ingredients as though said remainder ingredients were distilled water.

Beer ~~means~~ shall have the same meaning as "beer" and "malt beverage" as provided in Section 563.01, F.S., as amended. ~~all malt beverages containing more than one (1) percent of alcohol by weight and not over fourteen (14) percent by weight.~~ alcohol by volume.

Condo Bar means any condominium accommodation of which no fewer than 100 condominium units are wholly rentable to transients and which is licensed Chapter 509, Florida Statutes.

Consumption off the premises means selling of beers, wines, or alcoholic beverages of every kind

in the original unbroken containers to be taken by the purchaser off the premises where sold before being consumed.

Consumption on the premises means consumption of beer, wine or alcoholic beverages of any kind upon the premises where purchased, or the right to sell by the drink or bottle such beverages for consumption where purchased.

Convenience store means any place of business that is primarily engaged in the retail sale of groceries, or both groceries and gasoline, that is open for business at any time between the hours of 11 p.m. and 5 a.m., and that is licensed by the Division of Alcoholic Beverages and Tobacco.

Grocery store means any place of business that is primarily engaged in the retail sale of groceries such as vegetables, dairy, bakery, and other non-alcoholic retail products and is in excess of 5,000 square feet of floor space.

Hotel Bar means any hotel, motel, or motor court of not fewer than 100 guest rooms, or historic hotel or motel with fewer than 100 guest rooms, which derives at least 60 percent of its gross revenue from the rental of hotel or motel rooms and the sale of food and non-alcoholic beverages, and which is licensed as a public lodging establishment by the Division of Hotels and Restaurants.

Intoxicating beverages means ~~all liquors, wines and beers~~ only those alcoholic beverages containing more than ~~three and two-tenths (3.2)~~ four and seventh thousandths (4.007) of a percent of alcohol by ~~weight~~ volume.

Liquor means ~~and includes any kind and all distilled or rectified spirits, brandy, whiskey, rum, gin, cordials or similar distilled alcoholic beverages, including all dilutions and mixtures of one (1) or more of the foregoing.~~ that substance known as ethyl alcohol, ethanol, or spirits of wine in any form, including all dilutions and mixtures thereof from whatever source or by whatever process produced.

Package store means vendors licensed to sell all alcoholic beverages, but in sealed containers only, and for consumption off the premises. The sealed package must not be broken, and the contents must not be consumed in or on the premises~~, under a package store license~~.

Restaurant, means a bona fide food service establishment that has a minimum of 2,000 square feet of service area, is equipped to serve meals to 120 persons at one time, has at least 120 physical seats available for patrons to use during operating hours, holds itself out as a restaurant, and derives at least 51 percent of its gross food and beverage revenue from the sale of food and nonalcoholic beverages during the first 120-day operating period and the first 12-month operating period thereafter. The sale of beers, wines and liquor shall be prohibited except during the time the restaurant is actually engaged in and open to the public for the serving of full course meals.

Vendor means all persons selling or keeping with the intention to sell, or dealing in, the beverages defined in this section. This does not include grocery or drug stores in excess of 5,000 square feet of floor space.

Wine means ~~the product of the normal alcoholic fermentation of the juice of fresh, sound, ripe fruit, with the usual cellar treatment and necessary additions to correct defects due to climatic saccharine and seasonal conditions, including champagne, sparkling and fortified wine of an alcoholic content not to exceed twenty-four (24) percent by volume. No other product shall be called "wine" unless designated by appropriate prefixes descriptive of the fruit or other product from which the same was predominantly produced or as artificial or imitation wine.~~ all beverages made from fresh fruits, berries, or grapes, either by natural fermentation or by natural fermentation with brandy added, in the manner required by the laws and regulations of the United States, and includes all sparkling wines, champagnes, combination of the aforesaid beverages, sake, vermouths, and like products. Sugar, flavors, and coloring materials may be added to wine to make

it conform to the consumer's taste, except that the ultimate flavor or the color of the product may not be altered to imitate a beverage other than wine or to change the character of the wine.

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Sec. 3-2.5. Extended hours license.

(a) Any vendor of alcoholic beverages operating as a restaurant ~~or restaurant bar~~ in the Town which is duly and regularly licensed by the State to prepare, sell and serve full course meals to the public and such vendor of alcoholic beverages is duly and regularly licensed by the State and the Town to sell and dispense alcoholic beverages, wine, or beer therein, may apply for an extended hours license for the sale of alcoholic beverages, wine, or beer between the hours of midnight and 6:00 a.m. The applicant for extended hours license shall complete an application form prepared by the Town and pay a nonrefundable application fee in the amount of one thousand five hundred dollars ($1,500.00) to defray the Town's cost of processing the application in addition to the license fee. No application shall be accepted by the Town unless the application form is fully completed and accompanied by the application fee.

The application shall be processed by the Town Staff and placed on the Planning and Zoning Board agenda for a public hearing and applicant shall be notified of the date and time of such public hearing. Following the public hearing, the Planning and Zoning Board shall make a recommendation to the Town Commission that they grant the license, deny the license, or grant the license subject to specific conditions. Upon such recommendation by the Planning and Zoning Board, the application shall be placed on the Town Commission agenda for a public hearing, and the applicant shall be notified of the date and time of the Town Commission public hearing on such application. The Town Commission, after the public hearing may grant the license, deny the

license or grant the license subject to specific conditions.

~~(b) For the purposes of this section, a restaurant bar means a bar operated in connection with a restaurant and by the same owner or management, and in a business zone area, which restaurant has all necessary equipment and supplies for and serves full course meals regularly and having accommodations at all times for the service of seventy-five (75) or more patrons and occupying more than two thousand (2,000) square feet of space inside a permanent building. The sale of beers, wines and liquor shall be prohibited except during the time the restaurant is actually engaged in and open to the public for the serving of full course meals.~~

~~For the purposes of this section, a restaurant is defined as any food establishment where the principal business is to prepare, sell, and regularly serve full course meals to the public; where the establishment has adequate and sanitary kitchen and dining room equipment; and where the sale of alcoholic beverages shall be strictly incidental to the serving of food. The sale of any alcoholic beverages shall be prohibited except during the time the restaurant is actually engaged in and open to the public for the serving of full course meals.~~

(c) The specific criteria for the Planning and Zoning Board's evaluation of an application and for the Town Commission's determination in making a decision on the application may include, without being limited to, the following:

(1) The amount of off-street parking in relation to the demands created by the extra hours of operation, especially with regard to the adverse impact on adjacent residential areas of any illegal or hazardous parking.

(2) The amount and degree of law enforcement activities generated by the operation of any restaurant ~~or restaurant bar~~, both outside and inside the particular location, with particular emphasis on vandalism, noise, vehicular use by patrons and illegal activity of any kind of

employees, patrons or others associated with the establishments.

(3) The adverse effects, if any, that the extended hours of operation will have on neighboring properties, especially with respect to the effects of noise, parking and glare from headlights or exterior lighting on nearby residential properties.

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Sec. 3-4. Proximity of licensed business.

No extended hour license ~~shall be issued~~ to sell any alcoholic or intoxicating beverages, except beer and wine, for consumption on or off the premises under provisions of this chapter shall be issued or renewed for ~~in~~ any place of business located within: ~~five hundred (500) feet by following the shortest route by pedestrian travel, measured from main entrance to main entrance of the place of business, in which there is already a retail vendor's license to sell such alcoholic or intoxicating beverages for consumption on or off the premises; nor shall such license be issued during the period in which the existing license is renewable at such location; provided, however, that the owner by vested right of a license to do business within the prohibited area may transfer the license to another location within the same prohibited area.~~

Proximity of Licensed Business	
Existing Use	**Minimum Separation***
Licensed Alcoholic Beverage Establishment	500 feet
Sexually Oriented Business	
Place of Worship	300 feet
School	
Child Care Facility	

*Separation is measured from the main entrance to main entrance of the establishments by the shortest route of ordinary pedestrian travel.

Whenever a license has been lawfully procured and thereafter a church or school is established within a distance otherwise prohibited by law, the establishment of such church or school shall not be cause for the revocation of the license or prevent the subsequent renewal of same.

~~**Sec. 3-5. Proximity of licensed businesses to churches, schools.**~~

~~No license shall be issued under the provisions of this chapter to any person at any location within three hundred (300) feet from any established church or school, measured by following the shortest distance by pedestrian travel from main entrance to main entrance, except that in case of a school to the nearest point of the school grounds used as part of the school facilities. Whenever a license has been lawfully procured and thereafter a church or school is established within a distance otherwise prohibited by law, the establishment of such church or school shall not be cause for the revocation of the license or prevent the subsequent renewal of same.~~

Sec. 3-5 . Exceptions to Minimum Separation Requirement.

Vendors issued a licensed to sell alcoholic beverages by the Division of Alcoholic Beverages and Tobacco under applicable state law shall not be subject to the minimum separation requirements for after-hours licenses, as set forth in Sec. 3-4 as set forth below:

Exceptions to Minimum Separation Requirements		
Use & Criteria	**Licensed Alcoholic Beverage Establishment and Sexually Oriented Business**	**Place of Worship, School, and Child Care Facility**
Vendors exempt by Section 561.20, F.S.	Exempt	Exempt

An establishment limited by its state beverage license for the distribution of alcoholic beverages to vendors and other distributors	Exempt	Exempt
Grocery or convenience store not exceeding 20% of the total display area for alcoholic products	Exempt	Exempt
A bowling alley that contains more than twelve (12) bowling lanes	Exempt	Exempt
A motion picture theater that contains more than 100 seats	Exempt	Exempt
A restaurant as defined by this Article	Exempt	Exempt
A condo bar or hotel bar	Exempt	Exempt
A lodge, benevolent club, or athletic club which limits on-premise consumption of alcoholic beverages to only lodge or club members	Exempt	Exempt
A use located on city owned property	Exempt	Exempt
Any licensed operation within the MXE district	Exempt	Exempt

Sec. 3-6. Noise restriction in establishments.

No person shall allow or permit, between the hours of 11:00 p.m. and 7:00 a.m. the following morning, instrumental music, singing or other forms of entertainment, in any room where beers, wines, liquors or alcoholic beverages are sold or offered for sale, indoors or outdoors, unless such room or rooms are soundproofed in order that the noise therefrom may not disrupt the peace and quiet of the neighborhood. It is intended by this section that in rooms soundproofed, music, singing and other forms of entertainment may be conducted during hours that alcoholic beverages may be sold, as set forth in this chapter, but at no other hours. Vendors within the MXE district are exempt from these noise restrictions, but remain subject to all other sections of this code.

Section 3: It is the intention of the Town Commission of the Town of Pembroke Park that

the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections 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.

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

Section 5: If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

Section 6: This Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS ___ DAY OF _____, 202_.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS ___ DAY OF _____, 202_.

ATTEST:

GEOFFREY JACOBS
Mayor Commissioner

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

Jacob G. Horowitz
Interim Town Attorney

VOTE

CODE: ~~Strikethrough~~ indicates deletion. Underline indicates additions.

561.20 Limitation upon number of licenses issued.—

(1) No license under s. 565.02(1)(a)-(f), inclusive, shall be issued so that the number of such licenses within the limits of the territory of any county exceeds one such license to each 7,500 residents within such county. Regardless of the number of quota licenses issued prior to October 1, 2000, on and after that date, a new license under s. 565.02(1)(a)-(f), inclusive, shall be issued for each population increase of 7,500 residents above the number of residents who resided in the county according to the April 1, 1999, Florida Estimate of Population as published by the Bureau of Economic and Business Research at the University of Florida, and thereafter, based on the last regular population estimate prepared pursuant to s. 186.901, for such county. Such population estimates shall be the basis for annual license issuance regardless of any local acts to the contrary. However, such limitation shall not prohibit the issuance of at least three licenses in any county that may approve the sale of intoxicating liquors in such county.

(2)(a) The limitation of the number of licenses as provided in this section does not prohibit the issuance of a special license to:

1. Any bona fide hotel, motel, or motor court of not fewer than 80 guest rooms in any county having a population of less than 50,000 residents, and of not fewer than 100 guest rooms in any county having a population of 50,000 residents or greater; or any bona fide hotel or motel located in a historic structure, as defined in s. 561.01(20), with fewer than 100 guest rooms which derives at least 51 percent of its gross revenue from the rental of hotel or motel rooms, which is licensed as a public lodging establishment by the Division of Hotels and Restaurants; provided, however, that a bona fide hotel or motel with no fewer than 10 and no more than 25 guest rooms which is a historic structure, as defined in s. 561.01(20), in a municipality that on the effective date of this act has a population, according to the University of Florida's Bureau of Economic and Business Research Estimates of Population for 1998, of no fewer than 25,000 and no more than 35,000 residents and that is within a constitutionally chartered county may be issued a special license. This special license shall allow the sale and consumption of alcoholic beverages only on the licensed premises of the hotel or motel. In addition, the hotel or motel must derive at least 60 percent of its gross revenue from the rental of hotel or motel rooms and the sale of food and nonalcoholic beverages; provided that this subparagraph shall supersede local laws requiring a greater number of hotel rooms;

2. Any condominium accommodation of which no fewer than 100 condominium units are wholly rentable to transients and which is licensed under chapter 509, except that the license shall be issued only to the person or corporation that operates the hotel or motel operation and not to the association of condominium owners;

3. Any condominium accommodation of which no fewer than 50 condominium units are wholly rentable to transients, which is licensed under chapter 509, and which is located in any county having home rule under s. 10 or s. 11, Art. VIII of the State Constitution of 1885, as amended, and incorporated by reference in s. 6(e), Art. VIII of the State Constitution, except that the license shall be issued only to the person or corporation that operates the hotel or motel operation and not to the association of condominium owners;

4. A bona fide food service establishment that has a minimum of 2,000 square feet of service area, is equipped to serve meals to 120 persons at one time, has at least 120 physical seats available for patrons to use during operating hours, holds itself out as a restaurant, and derives at least 51 percent of its gross food and beverage

revenue from the sale of food and nonalcoholic beverages during the first 120-day operating period and the first 12-month operating period thereafter. Subsequent audit timeframes must be based upon the audit percentage established by the most recent audit and conducted on a staggered scale as follows: level 1, 51 percent to 60 percent, every year; level 2, 61 percent to 75 percent, every 2 years; level 3, 76 percent to 90 percent, every 3 years; and level 4, 91 percent to 100 percent, every 4 years. A licensee under this subparagraph may sell or deliver alcoholic beverages in a sealed container for off-premises consumption if the sale or delivery is accompanied by the sale of food within the same order. Such authorized sale or delivery includes wine-based and liquor-based beverages prepared by the licensee or its employee and packaged in a container sealed by the licensee or its employee. This subparagraph may not be construed to authorize public food service establishments licensed under this subparagraph to sell a bottle of distilled spirits sealed by a manufacturer. Any sale or delivery of malt beverages must comply with the container size, labeling, and filling requirements imposed under s. 563.06. Any delivery of an alcoholic beverage under this subparagraph must comply with s. 561.57. An alcoholic beverage drink prepared by the vendor and sold or delivered for consumption off the premises must be placed in a container securely sealed by the licensee or its employees with an unbroken seal that prevents the beverage from being immediately consumed before removal from the premises. Such alcoholic beverage also must be placed in a bag or other container that is secured in such a manner that it is visibly apparent if the container has been subsequently opened or tampered with, and a dated receipt for the alcoholic beverage and food must be provided by the licensee and attached to the bag or container. If transported in a motor vehicle, an alcoholic beverage that is not in a container sealed by the manufacturer must be placed in a locked compartment, a locked trunk, or the area behind the last upright seat of a motor vehicle. It is a violation of the prohibition in s. 562.11 to allow any person under the age of 21 to deliver alcoholic beverages on behalf of a vendor. The vendor or the agent or employee of the vendor must verify the age of the person making the delivery of the alcoholic beverage before allowing any person to take possession of an alcoholic beverage for the purpose of making a delivery on behalf of a vendor under this section. A food service establishment granted a special license on or after January 1, 1958, pursuant to general or special law may not operate as a package store and may not sell intoxicating beverages under such license after the hours of serving or consumption of food have elapsed. Failure by a licensee to meet the required percentage of food and nonalcoholic beverage gross revenues during the covered operating period shall result in revocation of the license or denial of the pending license application. A licensee whose license is revoked or an applicant whose pending application is denied, or any person required to qualify on the special license application, is ineligible to have any interest in a subsequent application for such a license for a period of 120 days after the date of the final denial or revocation;

5. Any caterer, deriving at least 51 percent of its gross food and beverage revenue from the sale of food and nonalcoholic beverages at each catered event, licensed by the Division of Hotels and Restaurants under chapter 509. This subparagraph does not apply to a culinary education program, as defined in s. 381.0072(2), which is licensed as a public food service establishment by the Division of Hotels and Restaurants and provides catering services. Notwithstanding any law to the contrary, a licensee under this subparagraph shall sell or serve alcoholic beverages only for consumption on the premises of a catered event at which the licensee is also providing prepared food, and shall prominently display its license at any catered event at which the caterer is selling or serving alcoholic beverages. A licensee under this subparagraph shall purchase all alcoholic beverages it sells or serves at a catered event from a vendor licensed under s. 563.02(1), s. 564.02(1), or licensed under s. 565.02(1) subject to the limitation imposed in subsection (1), as appropriate. A licensee under this subparagraph may not store any alcoholic beverages to be sold or served at a catered event. Any alcoholic beverages purchased by a licensee under this subparagraph for a catered event that are not used at that event must remain with the customer; provided that if the vendor accepts unopened alcoholic beverages, the licensee may return such alcoholic beverages to the vendor for a credit or reimbursement. Regardless of the county or counties in which the licensee operates, a licensee under this subparagraph shall pay the annual state license tax set forth in s. 565.02(1)(b). A licensee under this subparagraph must maintain for a period of 3 years all records and receipts for each catered event, including all contracts, customers' names, event locations, event dates, food purchases and sales, alcoholic beverage purchases and sales, nonalcoholic beverage purchases and sales, and any other records required by the department by rule to

demonstrate compliance with the requirements of this subparagraph. Notwithstanding any law to the contrary, any vendor licensed under s. 565.02(1) subject to the limitation imposed in subsection (1), may, without any additional licensure under this subparagraph, serve or sell alcoholic beverages for consumption on the premises of a catered event at which prepared food is provided by a caterer licensed under chapter 509. If a licensee under this subparagraph also possesses any other license under the Beverage Law, the license issued under this subparagraph may not authorize the holder to conduct activities on the premises to which the other license or licenses apply that would otherwise be prohibited by the terms of that license or the Beverage Law. This section does not permit the licensee to conduct activities that are otherwise prohibited by the Beverage Law or local law. The Division of Alcoholic Beverages and Tobacco is hereby authorized to adopt rules to administer the license created in this subparagraph, to include rules governing licensure, recordkeeping, and enforcement. The first $300,000 in fees collected by the division each fiscal year pursuant to this subparagraph shall be deposited in the Department of Children and Families' Operations and Maintenance Trust Fund to be used only for alcohol and drug abuse education, treatment, and prevention programs. The remainder of the fees collected shall be deposited into the Hotel and Restaurant Trust Fund created pursuant to s. 509.072; or

6. A culinary education program as defined in s. 381.0072(2) which is licensed as a public food service establishment by the Division of Hotels and Restaurants.

a. This special license shall allow the sale and consumption of alcoholic beverages on the licensed premises of the culinary education program. The culinary education program shall specify designated areas in the facility where the alcoholic beverages may be consumed at the time of application. Alcoholic beverages sold for consumption on the premises may be consumed only in areas designated under s. 561.01(11) and may not be removed from the designated area. Such license shall be applicable only in and for designated areas used by the culinary education program.

b. If the culinary education program provides catering services, this special license shall also allow the sale and consumption of alcoholic beverages on the premises of a catered event at which the licensee is also providing prepared food. A culinary education program that provides catering services is not required to derive at least 51 percent of its gross revenue from the sale of food and nonalcoholic beverages. Notwithstanding any law to the contrary, a licensee that provides catering services under this sub-subparagraph shall prominently display its beverage license at any catered event at which the caterer is selling or serving alcoholic beverages. Regardless of the county or counties in which the licensee operates, a licensee under this sub-subparagraph shall pay the annual state license tax set forth in s. 565.02(1)(b). A licensee under this sub-subparagraph must maintain for a period of 3 years all records required by the department by rule to demonstrate compliance with the requirements of this sub-subparagraph.

c. If a licensee under this subparagraph also possesses any other license under the Beverage Law, the license issued under this subparagraph does not authorize the holder to conduct activities on the premises to which the other license or licenses apply that would otherwise be prohibited by the terms of that license or the Beverage Law. This subparagraph does not permit the licensee to conduct activities that are otherwise prohibited by the Beverage Law or local law. Any culinary education program that holds a license to sell alcoholic beverages shall comply with the age requirements set forth in ss. 562.11(4), 562.111(2), and 562.13.

d. The Division of Alcoholic Beverages and Tobacco may adopt rules to administer the license created in this subparagraph, to include rules governing licensure, recordkeeping, and enforcement.

e. A license issued pursuant to this subparagraph does not permit the licensee to sell alcoholic beverages by the package for off-premises consumption.

However, any license heretofore issued to any such hotel, motel, motor court, or restaurant or hereafter issued to any such hotel, motel, or motor court, including a condominium accommodation, under the general law may not be moved to a new location, such license being valid only on the premises of such hotel, motel, motor court, or restaurant. Licenses issued to hotels, motels, motor courts, or restaurants under the general law and held by such hotels, motels, motor courts, or restaurants on May 24, 1947, shall be counted in the quota limitation contained in subsection (1). Any license issued for any hotel, motel, or motor court under this law shall be issued only to the

owner of the hotel, motel, or motor court or, in the event the hotel, motel, or motor court is leased, to the lessee of the hotel, motel, or motor court; and the license shall remain in the name of the owner or lessee so long as the license is in existence. Any special license now in existence heretofore issued under this law cannot be renewed except in the name of the owner of the hotel, motel, motor court, or restaurant or, in the event the hotel, motel, motor court, or restaurant is leased, in the name of the lessee of the hotel, motel, motor court, or restaurant in which the license is located and must remain in the name of the owner or lessee so long as the license is in existence. Any license issued under this section shall be marked "Special," and nothing herein provided shall limit, restrict, or prevent the issuance of a special license for any restaurant or motel which shall hereafter meet the requirements of the law existing immediately before the effective date of this act, if construction of such restaurant has commenced before the effective date of this act and is completed within 30 days thereafter, or if an application is on file for such special license at the time this act takes effect; and any such licenses issued under this proviso may be annually renewed as now provided by law. Nothing herein prevents an application for transfer of a license to a bona fide purchaser of any hotel, motel, motor court, or restaurant by the purchaser of such facility or the transfer of such license pursuant to law.

(b) Any county in which special licenses were issued under the provisions of s. 561.20(2)(b) in effect prior to the effective date of this act shall continue to qualify for such licenses pursuant to those provisions in effect prior to the effective date of this act, and shall not be affected by the provisions of paragraph (a), except that in such counties, any restaurant located in a specialty center built on governmentally owned land shall be subject to the provisions of paragraph (a).

1. A specialty center means any development having at least 50,000 square feet of leasable area, containing restaurants, entertainment facilities, and specialty shops, and located adjacent to a navigable water body. Alcoholic beverages sold for consumption on the premises by a vendor in a specialty center may be consumed within the specialty center but may not be removed from such premises.

2. A specialty center also means any enclosed development that has at least 170,000 square feet of leasable area that is under the dominion and physical control of the owner or manager of the enclosed development, containing restaurants, entertainment facilities, specialty shops, and a movie theater with at least 18 operating screens. Alcoholic beverages sold for consumption on the premises by a vendor in a specialty center may be consumed only in areas designated pursuant to s. 561.01(11) and may not be removed from the designated area.

(c) In addition to any special licenses that may be issued under the provisions of paragraph (a), the division is authorized to issue special licenses to qualified applicants who own or lease bowling establishments having 12 or more lanes and all necessary equipment to operate them. Any license issued for any bowling establishment under the provisions of this paragraph shall be issued only to the owner of the bowling establishment or, in the event the bowling establishment is leased, to the lessee of the bowling establishment; and the license shall remain in the name of the owner or lessee so long as the license is in existence. Any such license issued under this paragraph shall not be moved to a new location. No license issued pursuant to this paragraph shall permit the licensee to sell alcoholic beverages by the package for off-the-premises consumption. The provisions of this paragraph do not preclude any bowling establishment from holding a beverage license issued pursuant to any other provision of this section.

(d) Any board of county commissioners may be issued a special license which shall be issued in the name of the county and be applicable only in and for facilities which are owned and operated by the county and in which the sale and consumption of alcoholic beverages are not otherwise prohibited. The license may be transferred from one qualified county facility to another upon written notification to the department.

(e) The owner of a hotel, motel, or motor court may lease his or her restaurant operation to another corporation, individual, or business association that, upon meeting the requirements for a restaurant license set forth in this chapter, may operate independently of the hotel, motel, or motor court and be permitted to provide room service for alcoholic and intoxicating beverages within such hotel, motel, or motor court in which the restaurant is located.

(f) In addition to the exceptions set forth in this subsection, no such limitation of the number of licenses as herein provided shall prohibit the issuance of special airport licenses as defined in s. 561.01(12) to restaurants that

are a part of, or serve, publicly owned or leased airports. The special airport license provided for herein shall allow for consumption within designated areas of the airport terminal as defined in s. 561.01(13). Any holder of such special license located at a publicly owned and operated airport may sell and serve alcoholic beverages for consumption on the premises to the general public under such license in not more than four places or locations in control of the holder of such license. Any license so issued may not be transferred to a new location, except that a vendor operating a place of business under a special license may transfer such license when the publicly owned or leased airport at which the vendor operates a place of business under a special license moves its terminal facilities on the same airport premises, or when the airport is required by law to move its entire operation to a new location. Any license so issued shall entitle the vendor operating a place of business under such license to sell to airlines vinous beverages and distilled spirits in sealed miniature containers and other alcoholic beverages for consumption on the aircraft using the facility, but only for consumption by the passengers of the aircraft when such aircraft is airborne.

(g) In addition to any special licenses issued under the Beverage Law, the division may issue a special license for consumption on the premises only to any public fair or exposition which is organized in accordance with chapter 616. No licensee under this special license shall enter into any exclusive contract for its use. The special license may not be used in connection with any youth agricultural activity or during any regularly scheduled public fair or exposition, and such license may be used only in connection with special events held on the premises of the fairgrounds, which premises are considered to be licensed premises under the dominion and control of the public fair or exposition authority at all times. This special license is not transferable.

(h) In addition to any special licenses issued under the Beverage Law, the division may issue a special license for consumption on the premises only to any civic center authority or sports arena authority which is authorized by state law or by a local government ordinance or which civic center or sports arena is otherwise owned by a political subdivision of this state. The license may be transferred to a qualified applicant authorized by contract with the authority to provide food service for the facility. The license shall at all times remain the exclusive property of the authority, and upon termination by any manner of the contract between the authority and the applicant concerning the furnishing of food service, the license shall revert to the authority by operation of law.

(i) The division shall not charge a fee in excess of $250 for the license authorized by paragraph (g) or paragraph (h).

(j) In addition to any special licenses issued under the Beverage Law, the division may issue a special license for consumption on the premises only to a performing arts center, provided that any consumption of alcoholic beverages under this license, except as part of food and beverage service for banquets or receptions, may occur only in conjunction with an artistic, educational, cultural, promotional, civic, or charitable event occurring on the premises under the authorization of or offered directly by the performing arts center. The license may be transferred to a qualified applicant authorized by contract with the performing arts center to provide food and beverage service for the center. The license shall at all times remain the exclusive property of the performing arts center, and upon termination by any manner of the contract between the performing arts center and the applicant concerning the furnishing of food and beverage service, the license shall revert to the performing arts center by operation of law. The division shall not charge a fee in excess of $400 for the license authorized by this paragraph.

(3) The limitation upon the number of such licenses to be issued as herein provided does not apply to existing licenses or to the renewal or transfer of such licenses; but upon the revocation of any existing license, no renewal thereof or new license therefor shall be issued contrary to the limitation herein prescribed.

(4) The limitations herein prescribed shall not affect or repeal any existing or future local or special act relating to the limitation by population and exceptions or exemptions from such limitation by population of such licenses within any incorporated city or town or county that may be in conflict herewith. Any license issued under a local or special act relating to the limitation by population shall be subject to all requirements and restrictions contained in the Beverage Law that are applicable to licenses issued under subsection (1).

(5) Provisions of subsections (2) and (4) as amended by chapter 57-773, Laws of Florida, shall take effect January 1, 1958, and shall apply only to those places of business licensed to operate after January 1, 1958, and shall in no manner repeal or nullify any license issued under provisions of law which are now operating or will

operate prior to the effective date January 1, 1958; and all such places of business shall be exempt from the provisions of this law so long as they are in continuous operation.

(6) When additional licenses become available by reason of an increase in population or by reason of a county permitting the sale of intoxicating beverages when such sale has been prohibited, the division may issue the number of new licenses that become available by reason of the last regular population estimate; however, in no event shall any person, firm, or corporation licensed as a vendor under subsection (1) have an interest, directly or indirectly, in more than 30 percent of the number of licenses authorized for issuance in such county. Notwithstanding the foregoing limitation, any licensed vendor having an interest, directly or indirectly, in more than 30 percent of the licenses authorized for issuance in any one county on July 1, 1981, may continue to qualify for such licenses.

(7)(a) There shall be no limitation as to the number of licenses issued pursuant to s. 565.02(4). However, any licenses issued under this section shall be limited to:

1. Subordinate lodges or clubs of national fraternal or benevolent associations;

2. Golf clubs, tennis clubs, and beach or cabana clubs which are municipally or privately owned or leased;

3. Nonprofit corporations or clubs devoted to promoting community, municipal, or county development or any phase of community, municipal, or county development;

4. Clubs fostering and promoting the general welfare and prosperity of members of showmen and amusement enterprises;

5. Clubs assisting, promoting, and developing subordinate lodges or clubs of national fraternal or benevolent associations; and

6. Clubs promoting, developing, and maintaining cultural relations of people of the same nationality.

(b) Any corporation, partnership, or individual operating a club owning or leasing and maintaining any bona fide regular, standard golf course consisting of at least nine holes, with clubhouse, locker rooms, and attendant golf facilities and comprising in all at least 35 acres of land owned or leased by such club may be issued a license under s. 565.02(4); but failure of such club to maintain the golf course and golf facilities shall be grounds for revocation of the license.

(c) Any corporation, partnership, or individual operating a club owning or leasing and maintaining any bona fide tennis club or four-wall indoor racquetball club consisting of not fewer than 10 regulation-size tennis courts or 10 regulation-size four-wall indoor racquetball courts, or a combination of such courts totaling in the aggregate not fewer than 10 courts, or a combination of 8 such courts and exercise facilities which in square footage total not fewer than the aggregate square foot equivalent of 10 regulation-size courts with clubhouse facilities, pro shop, locker rooms, and attendant tennis or racquetball facilities, all located on a contiguous tract of land owned or leased by such club, may be issued a license under s. 565.02(4); but failure of such club to maintain such courts and facilities shall be grounds for revocation of any such license so issued. Any racquetball or tennis club which has been constructed and completed on or before July 1, 1980, and which contains the requisite number of courts of proper size and attendant facilities may be granted a license without the necessity of securing additional approval from the incorporated municipality or county in which the racquetball or tennis club facility is located. It is intended that this subsection be an exception to s. 562.45(2) preempting the zoning power of local government to the state only in instances involving tennis and racquetball clubs constructed and completed on or before July 1, 1980. Nothing in this paragraph, however, shall be construed to limit the power of incorporated municipalities or counties to enact ordinances regulating hours of business and prescribing sanitary regulations for such racquetball or tennis club facilities.

(d) Any corporation, partnership, or individual operating a club which owns or leases and which maintains any bona fide beach or cabana club consisting of beach facilities, swimming pool, locker rooms or bathroom facilities for at least 100 persons, and a public food service establishment as defined in s. 509.013(5)(a), comprising in all an area of at least 5,000 square feet located on a contiguous tract of land of in excess of 1 acre may be issued a license under s. 565.02(4). The failure of such club to maintain the facilities shall be a ground for revocation of the license.

(8) In addition to any licenses that may be issued to restaurants under the provisions of this section, the division is authorized to issue special licenses to qualified applicants whose applications have been approved by the Inter-American Center Authority for use within the confines of the Inter-American Cultural and Trade Center; however, any such license issued pursuant to this subsection shall not permit the licensee to sell alcoholic beverages by the package for off-premises consumption.

(9) In addition to any licenses that may be issued under the provisions of this chapter, the division is authorized to issue special licenses to any county which has a population of at least 1 million persons according to the latest federal census and which owns and operates airport facilities pursuant to chapters 125 and 332, for transfer to qualified applicants who have secured approval from the board of county commissioners of such county for use within the confines of such airport facilities. Such licenses shall not be valid in any location beyond the confines of the terminal facilities of the airport. In the event of expiration or revocation of such licenses, such licenses shall revert to the board of county commissioners automatically, by operation of law. However, no special license issued pursuant to this subsection shall permit the county or its transferee to sell alcoholic beverages by the package for off-premises consumption.

(10) In addition to any licenses that may be issued under the provisions of this chapter, the division is authorized to issue a special license to any marketing association of horse breeders organized under the laws of the state. Such license shall be applicable only in and for facilities used by the association for public auction of its products. No license issued pursuant to this subsection shall permit the licensee to sell alcoholic beverages by the package for off-premises consumption. The provisions of this subsection do not preclude any cooperative marketing association of horse breeders from holding a license issued pursuant to any other provision of this chapter.

(11) In addition to any licenses that may be issued under the provisions of this chapter, the division is authorized to issue a special license to historic American Legion Posts in Florida which were chartered prior to September 16, 1919, the date on which the United States Congress issued the National Charter for the American Legion. Any holder of a license issued pursuant to this subsection shall, at its option, be permitted to sell alcoholic beverages to resident guests as well as members and nonresident guests for consumption on the premises only. Revenue from the sale of such alcoholic beverages must be used to operate, maintain, or improve said American Legion Post facilities, grounds, or activities and to maintain an emergency fund not to exceed the costs of operation of the American Legion Post for the prior calendar year. Any remaining revenue from the sale of alcoholic beverages shall be donated to local nonprofit charitable organizations on an annual basis. Posts exercising their option under this subsection shall pay an annual license fee of $500. This section shall not apply to any county which has held an election under s. 567.01 and whose electors have voted to prohibit the sale of alcoholic beverages for consumption on the licensed premises.

(12)(a) In addition to any other licenses issued under the provisions of this chapter, the division is authorized to issue a special license to a person or to an organization for the purpose of authorizing:

1. A sale pursuant to a levy and execution;
2. A sale by an insurance company in possession of alcoholic beverages;
3. A bankruptcy sale;
4. A sale resulting from a license suspension or revocation;
5. A sale of damaged goods by a common carrier;
6. A sale by a bona fide wine collector; or
7. A sale of packaged alcoholic beverages pursuant to part V of chapter 679.

(b) A special license shall be issued under this subsection upon filing an application at the district office and paying a $25 fee. Such fee shall be deposited in the Alcoholic Beverages and Tobacco Trust Fund.

(c) A special license is valid for 3 days after the time of its effective date and time as set by the division. A license issued pursuant to this subsection does not permit the licensee to sell alcoholic beverages for consumption on the premises.

(d) A distributor may purchase packaged alcoholic beverages at any sale specified in paragraph (a).

(13) Notwithstanding any other provision of law, any license to sell or serve alcoholic beverages issued to a port authority, as defined in s. 315.02, entitles that port authority, or the lessee or lessees which it may choose, to sell

and serve alcoholic beverages at any terminal within the port jurisdictional boundaries upon annual payment to the division of an annual fee equivalent to the annual license fee for each sales or service location. However, any lessees chosen by the port authority shall meet the criteria for licensure for sales and service of alcoholic beverages.

History.—s. 2, ch. 16774, 1935; CGL 1936 Supp. 4151(228); s. 2, ch. 23746, 1947; s. 7, ch. 25359, 1949; s. 1, ch. 28113, s. 1, ch. 28117, 1953; s. 4, ch. 29786, s. 1, ch. 29829, s. 1, ch. 29978, 1955; s. 24, ch. 57-1; s. 1, ch. 57-299; s. 17, ch. 57-420; ss. 1, 2, ch. 57-773; s. 1, ch. 57-837; s. 1, ch. 57-1991; s. 1, ch. 59-370; s. 2, ch. 61-219; ss. 1, 2, 4, ch. 61-300; s. 1, ch. 61-439; s. 1, ch. 67-173; ss. 16, 35, ch. 69-106; s. 1, ch. 71-238; s. 1, ch. 72-61; s. 1, ch. 72-83; s. 1, ch. 72-230; s. 1, ch. 72-260; s. 1, ch. 73-366; s. 1, ch. 73-367; ss. 1, 2, 3, ch. 76-2; s. 1, ch. 76-242; s. 5, ch. 77-471; s. 1, ch. 77-474; s. 1, ch. 78-103; s. 1, ch. 80-232; s. 2, ch. 80-339; s. 4, ch. 81-158; s. 1, ch. 84-95; ss. 1, 3, ch. 84-286; s. 6, ch. 85-161; s. 69, ch. 86-163; s. 2, ch. 86-228; ss. 29, 30, ch. 86-269; s. 3, ch. 87-63; s. 13, ch. 88-308; s. 1, ch. 88-404; s. 1, ch. 89-230; s. 1, ch. 89-248; s. 2, ch. 89-361; s. 9, ch. 90-17; ss. 1, 8, ch. 91-60; s. 3, ch. 92-176; s. 2, ch. 92-205; s. 3, ch. 93-134; s. 842, ch. 97-103; s. 2, ch. 99-216; s. 68, ch. 2000-154; s. 6, ch. 2000-191; s. 278, ch. 2014-19; s. 3, ch. 2016-120; s. 3, ch. 2016-190; s. 3, ch. 2017-137; s. 1, ch. 2021-30; s. 16, ch. 2021-135; s. 1, ch. 2023-65.

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Town of PembrokePark

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TO: Town Workshop Meeting

FROM: Michael Vonder Meulen, AICP, Consultant Town Planner, KEITH

MEETING DATE: March 31, 2026

SUBJECT: 25-Z-04 / Alcoholic Beverage Amendment

APPLICANT: Town of Pembroke Park

REQUEST:

Amend various provisions of Chapter 3 titled "Alcoholic Beverages" of the Pembroke Park Code of Ordinances to comply with new State regulation, align Chapter provisions with the intention of the MXE district, and further define separation requirements between certain establishments.

RECOMMENDED ACTION:

The Consultant Town Planner recommends approval of this code amendment.

ITEM TO BE CONSIDERED BY THE TOWN COMMISSION:

- 25-Z-04 / Alcoholic Beverage Amendment

BACKGROUND

The Town Commission adopted Ordinance 1-62-1 on January 3rd, 1962, which established basic alcoholic beverage regulations for operations licensed by the State within the Town. On August 29th, 1962, the Town Commission adopted Ordinance 8-62-1 which contained a large portion of the currently existing provisions in Chapter 3. Subsequent amendments were made to the chapter, including:

- September 14th, 1977 – Ordinance 77-9-2 amended hours of operation and added sale prohibitions
- May 8th, 1996 – Ordinance 96-5-1 tied hours of operation to delivery and on-premises consumption
- April 8th, 1998 – Ordinance 98-4-1 created the extended hours license provision
- June 11th, 2014 – Ordinance 14-06-01 updated fees and administrative/procedure clarifications
- June 10th, 2020 – Ordinance 2020-003 updated fees

STUDY

Planning staff conducted a review of existing licensee locations and other municipal regulations on alcohol operations. The Town currently contains forty-three (43) alcohol operations with a State license, most located along Hallandale Beach Boulevard or within the M-1 zoning district.

Most of Chapter 3 has remained relatively the same when compared to the Ordinance adopted in 1962. The State Legislature, however, has slowly adopted newer definitions, regulations, and exemptions to their Alcohol Licensing laws. Multiple municipalities in the South Florida have already adopted new regulations that either exempt State-preempted uses, businesses that do not solely rely on alcohol sales to operate, or specific districts. Municipalities studied by staff include Pompano Beach, Palm Beach County, and Miami Beach. Furthermore, the recent establishment of the MXE district, which is focused on creating an entertainment-like atmosphere, relies on the attraction, retention, and success of businesses that may need an alcohol license to operate.

Planning staff have determined that it is in the best interest of the Town to update Chapter 3 to better align with State law and maintain compatibility and competitiveness with neighboring municipalities. Staff has also determined that the success of the MXE district, as envisioned by the Town, necessitates an exemption from distance requirements due to the district's small coverage.

TEXT AMENDMENTS AND JUSTIFICATIONS

The proposed text amendments, taking into consideration the issues addressed in the study section, are as follows:

Section	Amendment	Action
Sec. 3-1	Amended existing and added new definitions to align with those of the State	Addition & Modification
Sec. 3-2.5	Moved definitions to Sec. 3-1	Modification
Sec. 3-4	Updated the minimum separation as follows: • 500 feet between an alcohol licensed business and another alcohol licensed business or sexually oriented business • 300 feet between an alcohol licensed business and a place of worship, school, or child care facility • Non-revocation clause	Modification
Sec. 3-5	Removal of existing section, as its regulation was moved to Sec. 3-4. New section list state and town exempted uses from the distance separation of Sec 3-4, including: • Grocery or Convenience Stores • Alcohol distributors • Bowling Alley • Movie theater • Restaurant (49% or less of sales are alcoholic beverages) • Condo Bar (time-share) or Hotel Bar • Lodge, benevolent club, or athletic club • City uses • Licensed operation in MXE	Repeal and Replacement
Sec. 3-6	Exempts MXE vendors from noise reduction regulation	Addition

CONSISTENCY WITH COMPREHENSIVE PLAN

The proposed text amendments are consistent with the goals, objectives, and policies of the comprehensive plan. Specifically, the amendment aligns with the following:

GOAL I
Encourage the private and public sectors to adhere to the patterns of planned development in the Town which shall promote environmental protection, strive to meet the Town's social and economic needs and contribute to the health, welfare, and safety of its residents.

POLICY #1.1.2
The Town shall periodically review its current Land Development Regulations to:
(2) Eliminate duplication and inconsistencies within code by revising the code to current standards, address current needs identified in the Comprehensive Plan and provide a more efficient system of timely completing public facilities and regular maintenance, which, at a minimum:
(b) Regulates the use of land and water by adopting land development regulations consistent with this Comprehensive Plan and ensures the compatibility of adjacent land uses, protecting adjacent residential areas and mobile home parks, providing for open space and placing industrial uses along major arterial highways

POLICY #1.2.1.1
The Town shall periodically review, study, update as deemed necessary, enforce its land development regulations, including building permit and other site improvement reviews, to ensure land use compatibility between all residential and non-residential (commercial / industrial) land uses. This may include mandatory separations of certain land uses, limitations on the hours of operation, limitations on the intensity of operations, and other site specific limitations.

ATTACHMENTS
Exhibit A - Proposed Ordinance

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: March 31, 2026	Agenda Item No. 7.2

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

The ordinance updates definitions to align with Florida law, revises extended-hours licensing (midnight–6:00 a.m.), clarifies proximity/separation requirements, and refines noise restrictions with targeted exemptions (including the MXE district). The changes are intended to improve regulatory clarity, harmonize Town code with state frameworks, and offer measured flexibility to qualified businesses while preserving public welfare.

Estimate of Direct Economic Impact on Private/For Profit Businesses

a. Estimate of Direct Business Compliance Costs:

There are no direct compliance costs for businesses, as the ordinance does not impose new requirements, operational changes, or mandates.

b. New Charges/Fees on Businesses Impacted:
Not applicable. The ordinance does not impose any new charges, fees, or taxes on businesses.

c. Estimate of Regulatory Costs:

There are no new regulatory costs associated with this ordinance.

Good Faith Estimate of Number of Businesses Likely Impacted: Businesses operating under alcohol licenses may be affected by updated definitions and extended-hours provisions. Additionally, businesses in different election districts could experience changes in commissioner representation.

Any Additional Information:

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

[1] Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: April 8, 2026	Agenda Item No. 9.4

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

The ordinance updates definitions to align with Florida law, revises extended-hours licensing (midnight–6:00 a.m.), clarifies proximity/separation requirements, and refines noise restrictions with targeted exemptions (including the MXE district). The changes are intended to improve regulatory clarity, harmonize Town code with state frameworks, and offer measured flexibility to qualified businesses while preserving public welfare.

Estimate of Direct Economic Impact on Private/For Profit Businesses

a. Estimate of Direct Business Compliance Costs:

There are no direct compliance costs for businesses, as the ordinance does not impose new requirements, operational changes, or mandates.

b. New Charges/Fees on Businesses Impacted:
Not applicable. The ordinance does not impose any new charges, fees, or taxes on businesses.

c. Estimate of Regulatory Costs:

There are no new regulatory costs associated with this ordinance.

Good Faith Estimate of Number of Businesses Likely Impacted: Businesses operating under alcohol licenses may be affected by updated definitions and extended-hours provisions. Additionally, businesses in different election districts could experience changes in commissioner representation.

Any Additional Information:

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

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5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

Agenda Item Report

Subject:	Consideration and Approval of Ordinance to Amend Sec. 2-45, Supplemental Commission Procedures (Agenda Preparation) - Sponsored by Commissioner Mohammed **ORDINANCE NO: 2026-009** **AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE II, ENTITLED "TOWN COMMISSION" BY AMENDING DIVISION 3, ENTITLED "MEETINGS;" AMENDING SECTION 2-45, ENTITLED, "SUPPLEMENTAL COMMISSION PROCEDURES;" AMENDING THE PROCEDURES RELATED TO THE PREPARATION OF THE COMMISSION AGENDA; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Ashira Mohammed, Commissioner
Dept/Group:	Administrative
Recommendation for Counsel to Consider:	
Background Information:	This ordinance updates the Town's Supplemental Commission Procedures to clarify the process for preparing Commission meeting agendas. Key provisions include: • Codifying the right of any duly elected Commission member to place items on the agenda and specifying

	that staff may not remove, delay, or alter such submissions. • Establishing rules for when an item may be removed from an agenda. • Reaffirming the Town Manager's administrative role and the Town Clerk's responsibility to compile and distribute agendas. • Setting deadlines for agenda submissions and allowing emergency additions only under exigent circumstances pursuant to Ch. 286, F.S. • Minor updates to procedural and decorum rules for Commission meetings. The ordinance provides for codification, conflicts, severability, and an effective date upon adoption.
Staff Recommendations:	
Procurement:	
Financial Implications:	There are no financial impacts.
Alternatives:	

Attachments:

1. Ordinance No: 2026-009
2. Business Impact Statement - First Reading
3. Business Impact Statement - Second Reading

ORDINANCE NO. _____. 2026-009

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE II, ENTITLED "TOWN COMMISSION" BY AMENDING DIVISION 3, ENTITLED "MEETINGS;" AMENDING SECTION 2-45, ENTITLED, "SUPPLEMENTAL COMMISSION PROCEDURES;" AMENDING THE PROCEDURES RELATED TO THE PREPARATION OF THE COMMISSION AGENDA; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Pembroke Park seeks to ensure that meetings of the Town Commission are conducted in an orderly manner with the necessary formality in place to protect the rights and interests of all interested parties; and

WHEREAS, Sec. 2-45 of the Town's Code of Ordinances establishes supplement procedures for meetings of the Town Commission, including the preparation of the agenda for such meetings; and

WHEREAS, the Town Commission seeks to clarify and amend the process for the placement of items on the agenda by members of the Town Commission; and

WHEREAS, the Town Commission has conducted a public hearing and considered the input of the public; and

WHEREAS, the Town Commission finds that amending the commission's procedures related to agenda preparation, as set for therein, is in the best interests of the citizens and residents of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

Section 2. Chapter 2 of the Town's Code of Ordinances, entitled "Administration," is amended by specifically amending Division 3, entitled "Meetings," by amending Sec. 2-45, entitled "Supplemental Commission Procedures," as follows:

Division 3 Meetings

Sec. 2-45 Supplemental Commission Procedures

These rules, consistent with the Town Charter and applicable Town ordinance, statute or other legal requirement shall govern the proceedings of the Town Commission.

1) *Charter Authority, Purpose and Construction.* This section is adopted pursuant to and consistent with the authority of the Town Commission under the Town Charter and shall be interpreted in a manner that preserves the legislative powers granted to the Town Commission by the Town Charter. This section establishes procedures governing the preparation of agendas and conduct of meetings of the Town Commission. The Town operates under a Commission form of government, and this section shall be interpreted to preserve the legislative authority of the Town Commission. Nothing in this section shall be interpreted to create administrative authority to control, veto, delay or prevent legislative matters submitted by members of the Town Commission.

~~1)~~2) *Legislative authority of the Town Commission.* The Town Commission is the governing and legislative body of the Town and shall determine the matters it wishes to consider at its meetings. Administrative officers and employees assist in the administration of meetings, but do not possess authority over the legislative agenda of the Town Commission.

~~2)~~3) ~~*Authority of the Chair*~~*Presiding Officer*. The Mayor shall serve as the presiding officer of meetings of the Town Commission. In the absence of the Mayor, the Vice Mayor or another member designated by the Town Commission shall serve as the presiding officer. The commission, by majority vote, may remove the Mayor or other member as presiding officer and designate another member of the commission to serve as the presiding officer for the remainder of the meeting. The authority of presiding officer is limited to facilitating the orderly conduct of meetings and shall not include authority to remove, refuse, delay or otherwise prevent consideration of agenda items

submitted by members of the Town Commission. Subject to appeal to the full Town Commission, the ~~Mayor~~ presiding officer shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the obstruction of the business of the Town Commission by ruling any such matter out of order. In so ruling, the presiding officer ~~Mayor~~ shall be courteous and fair and should presume that the moving party is acting in good faith. Any member of the Town Commission may move to require enforcement of the rules, and the affirmative vote of a majority of the Town Commission shall require the presiding officer to act. A majority vote of the Town Commission may overrule any parliamentary ruling made by the presiding officer~~Mayor~~.

~~3)~~4) *~~Mayor~~ Presiding Officer to Facilitate Commission Meetings.* ~~——~~In the role of facilitator, the ~~Mayor~~ presiding officer shall assist the Town Commission in focusing agenda discussions and deliberations.

~~4)~~5) *Commission Deliberation and Order of Speakers*. The presiding officer ~~Mayor~~ has been delegated the responsibility to control the debate and the order of speakers. Speakers will generally be called upon in the order of their request to speak. With the concurrence of the presiding officer ~~Mayor~~, a Commission member holding the floor may address a question to another Commission member and that Commission member may respond while the floor is still held by the Commission member asking the question. A Commission member may opt not to answer a question while another Commission member has the floor.

~~5)~~6) *Limit Deliberations to the Item at Hand.* Commission member shall limit their comments to the subject matter, time or motion being currently considered by the Town Commission.

~~6)~~7) *Length of Commissioner Comments*. Each time a Commission member is given an opportunity to speak on an item on the agenda, the Commission member shall limit their comments on the item to three (3) minutes. Each Commission member shall be given an opportunity to speak on an item before a Commission member is given a second opportunity to do so. The presiding officer ~~Mayor~~ shall have discretion to grant additional time to members of the Commission to finish their comments on an agenda item.

~~7)~~8) *Obtaining the Floor.* Any member of the Town Commission wishing to speak must first obtain the floor by being recognized by the presiding officer ~~Mayor~~. The presiding officer ~~Mayor~~ must recognize any Commission member who seeks the floor when appropriately entitled to do so.

~~8)~~9) *Motions.* Motions may be made by any member of the Town Commission, including the presiding officer~~Mayor or the then presiding officer~~, provided that before the presiding officer ~~Mayor or the then presiding officer~~ offer a motion, the opportunity for making a motion should be offered to other members of the Town

Commission. Any member of the Town Commission, other than the person offering the motion, may second a motion.

~~9)~~10) *Procedures for Motions.* The following is the general procedure for making motions:

a) Before a motion can be considered or debated, it must be seconded.

b) A Commission member who wishes to make a motion should do so through a verbal request to the presiding officer ~~Mayor~~.

c) A Commission member who wishes to second a motion should do so through a verbal request to the presiding officer ~~Mayor~~.

d) Once the motion has been properly made and seconded, the presiding officer ~~Mayor~~ shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Commission member properly recognized by the presiding officer ~~Mayor~~.

e) Once the matter has been fully discussed and the presiding officer ~~Mayor~~ calls for a vote, no further discussion will be allowed, provided, however, Commission member may be allowed to explain their vote.

f) The motions set forth in Subsection (9) are examples of possible motions. Commission members may word motions in any common manner provided such motions and intended action is clear. The presiding officer ~~Mayor or then-presiding officer~~ will confirm that each of the Commission members under the motion prior to calling for a vote on the motion.

g) When a motion is on the floor and an amendment is offered, the amendment should be acted upon prior to acting on the main motion. No motion of a subject different from that under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amendment an amendment to an amendment shall not be in order. Action shall be taken on the amended amendment prior to any other action to further amend the original motion.

~~10)~~11) *Examples of Motions.*

a) *Motion to Approve or Deny.* A motion to approve or deny is a proposal to take specific action. The maker of the motion may state "I move to approve/deny Agenda Item #..." or may state the recommended motion in clear and concise terms.

b) *Motion to Approve with Amendments*. A motion to approve a specific action may include amendments recommended by Town staff, another Commission member or the Town Attorney. The maker of the motion may state, "I move to

approve Agenda Item #..... with the following amendments…." or may state the recommended motion in clear and concise terms.

c) *Motion to Reconsider.* A motion to reconsider indicates that a Commission member wants the Town Commission to reconsider a prior action of the Commission and, if successful, for the Commission to consider taking different action. A motion to reconsider may only be made by a Commission member who voted on the prevailing side of the motion they are seeking to have reconsidered. A motion to reconsider may be made at the same meeting or at the next succeeding meeting following the relevant Commission, provided that the reconsideration request complies with the requirements of Ch. 286, F.S. If the motion to reconsider a prior action is not made at the same meeting, such motion and the related agenda item must be posted on the agenda for the meeting at which the motion is to be reconsidered. If a motion to reconsider fails, the action seeking to be reconsidered remains in effect. If the motion to reconsider passes, then a motion is made for the different action on the item being reconsidered.

d) *Motion to Adjourn.* A motion to adjourn is to end a meeting. The maker of the motion may state, "I move to adjourn the meeting." A motion to adjourn is not required to adjourn a meeting once all business on the meeting agenda is concluded.

e) *Withdrawal of Motion.* A withdrawal of a motion indicates a motion may be withdrawn or modified by the Commission member who originally made the motion at any time prior to passage. If a motion is withdrawn the Commission member who originally made the motion, or another Commission member may then make a motion to be seconded by another Commission member.

~~11)~~12) *Non-observance of Rule.* The procedures set forth in this section are intended to expedite and facilitate the transaction of the business of the Town Commission in an orderly fashion and shall be deemed to be procedural only. The failure of the Town Commission to strictly adhere to any of the rules set forth in this section shall not affect the jurisdiction of, or invalidate any action taken by, the Town Commission.

~~12)~~13) *Decorum.* Members of the Town commission, staff members, citizens and others are required to use civil and appropriate language when addressing the Commission or anyone present at the meeting, and must refrain from using profanity, cursing, or exhibiting aggressive or threatening behavior. No personal, verbal attacks towards any individual by either the Commission staff, citizens or other shall be allowed during any meeting of the Commission. Any persons making impertinent or slanderous remarks or who becomes boisterous or disruptive while addressing the Commission or who otherwise violates the Town's Code of Conduct, as set forth in Sec. 2-16 of the Town's Code of Ordinances, shall, after two (2) warnings, be barred from further audience before the Commission by the Mayor, or by request of any

member of the Commission, unless permission to continue or again address the Commission be granted by a majority vote of the Commission members present.

~~13)~~14) *Town Commission Meeting agenda.*

a) *Preparation of Meeting Agendas.* The Town Clerk shall compile, organize and distribution meeting agenda and supporting materials. Administrative responsibility for the preparation, organization or distribution of meeting agendas shall eb purely ministerial and shall not be construed as authority to limit, delay, remove, reject or veto matters submitted by members of the Town Commission.

~~a)~~b) ~~The Town Manager, or his/her designee shall be responsible for preparing the agenda for all city commission meetings.~~ City staff may request that a matter of business be placed on the agenda provided sufficient notice is provided to the Town Commission and the Town Manager. Agenda items shall clearly identify the sponsoring commissioner, department or administrative office responsible for submitting the item. Administrative staff shall not attribute sponsorship of an agenda item to a commissioner without the commissioner's consent. Unless otherwise provided for in this section, items previously brought before the Town Commission for consideration or for an expression of interest on three (3) occasions, may not be brought forward for reconsideration or expression of interest again before six (6) months have lapsed from the last consideration or expression of interest pertaining to said item, unless a super majority four-fifths (⅘) of the Town Commission agrees to reconsider the item. All proposed agenda items shall be delivered to the Town Clerk's office at a minimum of six (6) business days before a city commission meeting.

c) ~~Members of the Town Commission may submit items for placement on the agenda~~Placement of items on the agenda by members of the Town Commission:

1) ~~.~~ Any duly elected member of the Town Commission shall have the authority to place items on the agenda of any meeting of the Town Commission. Commissioners shall not be limited on the number of items that may be placed on an agenda; however, if necessary to facility meeting efficiency, the presiding officer may coordinate the scheduling of items across successive meeting agendas with the sponsoring commissioner at a public meeting. Such coordination shall not prevent the consideration of items at a commission meeting without the consent of the sponsoring commissioner. ~~All proposed agenda items shall be delivered to the Town Clerk at a minimum of six (6) business days before a Town Commission meeting. These items shall be part of the meeting notice and part of the meeting agenda. No member of the Town Commission may present more than four (4) items at any meetings. Commission members adding items to the agenda must include an agenda cover sheet, fiscal impact of the item, and sufficient back-up to their item to ensure that the public has a reasonable understanding of the item's intent. The~~

~~limitations on agenda items herein shall not include proclamations or keys to the Town.~~

2) The administrative responsibility for preparing the agenda, as set forth in this section, shall not be interpreted to grant Town staff the authority to remove, refuse, delay or alter an item from an agenda that has been properly submitted by a member of the Town Commission.

3) The Town Manager, the Town Clerk of administrative staff may assist members of the Town Commission with the formatting, organization and preparation of agenda materials for distribution, but such administrative functions shall not include discretionary authority to remove or reject an agenda item submitted by a member of the Town Commission. Administrative staff may make clerical or formatting revisions to agenda materials. Administrative staff shall not substantively alter the title, description recommended action or intent of a Commissioner-submitted item without the consent of the sponsoring Commissioner.

4) *Removal of Commissioner Items*. An agenda item submitted by a commission member may only be removed from the agenda by the sponsoring commissioner or by a majority vote of the Town Commission occurring a publicly noticed meeting. Neither the Town Manager, nor any other administrative employee shall have the authority to remove an item placed on the agenda by a member of the Town Commission.

5) *Timing Requirements*. Members of the Town Commission shall submit agenda items in accordance with the agenda deadlines set forth in this section, unless the item is being placed on an emergency meeting agenda or waived by a majority vote of the Town Commission. Failure to meet these agenda deadlines shall not be grounds for permanent denial of an item, but may result in the placement of the item on the next available meeting agenda.

6) *Commissioner Access to Information.* Members of the Town Commission may request factual information, reports, data or existing records necessary to perform their legislative and oversight duties. Such requires shall not be considered public records requests unless the commissioner expressly submits the request pursuant to Ch. 119, F.S. Commissioners may request information directly from the Town department, officer or employee reasonably believed to possess the requested information. Administrative procedures may be used to coordinate responses for efficiency; however, such procedures shall not restrict, delay or interfere with a commissioner's ability to obtain information necessary to perform official duties. Nothing in this section shall require a Town Commissioner to submit a public records request in order to obtain information from Town staff while performing official responsibilities.

~~1)~~7) *Staff Cooperation with Commissioners.* Town employees shall cooperate with reasonable requests for factual information from members of the Town Commission made in the course of performing official duties. No Town officer, employee or administrative official shall discourage, prohibit, or take adverse employment action against any Town employee for providing factual information existing records, or routine operational information to a Commissioner. Town staff shall respond to reasonable requests for information within a reasonable time frame, consistent with department responsibilities.

d) *Agenda publication and distribution.* The agenda and supporting materials for regular meetings of the Town Commission shall be compiled and distributed to members of the Town Commission and made available to the public no later than seventy-two (72) hours prior to the scheduled meeting, except in emergency or special meetings circumstances where shorter notice may be required by law. Supplemental materials provided after the seventy-two (72) hour deadline shall be clearly identified as supplemental and distributed to the Commission and the public as soon as practicable. To the extent practicable, supporting materials shall be included in the agenda packet at the time the agenda is published and shall not be withheld for the purpose of delaying review by members of the Town Commission or the public. No changes to a commission agenda shall occur on the day of a commission meeting without notification to the Town Commission. ~~It is the responsibility of the Town Clerk to compile and deliver the agenda and all supporting documentation under the general supervision and direction of the Town Manager. All members of the Town organization are encouraged to cooperate with the clerk in making the agenda complete and accurate. Pursuant to F.S. Ch. 286, as amended from time to time, additional items may only be added to the agenda under exigent circumstances to protect to life, health, safety and welfare of the citizens and residents of the Town. The Town Manager may request additional time to study an item not included on the agenda but presented for action at the meeting.~~

e) *Administrative review of agenda materials.* Administrative staff and the Town Attorney may review agenda materials for formatting, completeness and legal sufficiency. Such review shall not be required as a condition precedent to the placement of a commissioner-submitted item on the agenda. Incomplete review shall not serve as a basis to delay or prevent the placement of an item by a member of the commission.

f) *Agenda sequencing.* Agenda sequencing shall be used to facilitate the orderly and efficient conduct of meetings. Agenda sequencing shall not be used to delay, diminish, bury, or avoid consideration of Commissioner-submitted items. The presiding officer may adjust the order of items during a meeting unless otherwise directed by a majority vote of the Town Commission.

~~b)~~g) *Administrative Neutrality in Legislative Matters.* Administrative officers and employees of the Town shall remain neutral in the administration of legislative

processes of the Town Commission. Administrative authority related to agenda preparation, meeting logistics, or distribution of materials shall not be interpreted as authority to control the legislative business of the Town Commission. No administrative procedure shall be implemented in a manner that consolidates control over legislative agenda items in any administrative office.

~~e)~~h) *Construction in Favor of Legislative Access.* This section shall be interpreted to preserve the ability of Town Commissioners to bring matters before the commission and possible action. This section shall be liberally construed to promote transparency, legislative access and the effective exercise of the governing authority of the Town Commission.

Section 4. It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections 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.

Section 5. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 6. If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the remaining portions or applications remaining in full force and effect.

Section 7. This Ordinance shall become effective upon passage and adoption.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS 31ST DAY OF MARCH, 2026.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS 8TH DAY OF APRIL, 2026.

ATTEST:

_____
MAYOR GEOFFREY JACOBS

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency:

_____
Jacob G. Horowitz
Town Attorney

	VOTE
ASHIRA MOHAMMED	_____
GEOFFREY JACOBS	_____
MUSFIKA KASHEM	_____
WILLIAM R. HODGKINS	_____
ERIK MORRISSETTE	_____

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: March 31, 2026	Agenda Item No. 7.1

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

This ordinance amends Section 2-45 of the Town Code to clarify and update the procedures for preparing, placing, and administratively handling agenda items for Town Commission meetings. The revisions improve procedural transparency, confirm the authority of elected Commission members to place items on agendas, and refine the respective responsibilities of the Town Manager and Town Clerk in the agenda preparation process.

Estimate of Direct Economic Impact on Private/For Profit Businesses

a. Estimate of Direct Business Compliance Costs:

None.

b. New Charges/Fees on Businesses Impacted:
None.

c. Estimate of Regulatory Costs:

None.

Good Faith Estimate of Number of Businesses Likely Impacted: No direct business impacts are anticipated.

Any Additional Information:

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

[1] Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: April 8, 2026	Agenda Item No. 9.5

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

This ordinance amends Section 2-45 of the Town Code to clarify and update the procedures for preparing, placing, and administratively handling agenda items for Town Commission meetings. The revisions improve procedural transparency, confirm the authority of elected Commission members to place items on agendas, and refine the respective responsibilities of the Town Manager and Town Clerk in the agenda preparation process.

Estimate of Direct Economic Impact on Private/For Profit Businesses

a. Estimate of Direct Business Compliance Costs:

None.

b. New Charges/Fees on Businesses Impacted:
None.

c. Estimate of Regulatory Costs:

None.

Good Faith Estimate of Number of Businesses Likely Impacted: No direct business impacts are anticipated.

Any Additional Information:

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

[1] Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
    a. Part II of Chapter 163, F.S.;
    b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
    c. Sec. 553.73, F.S. (Fla. Building Code);
    d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).

Agenda Item Report

Subject:	Approval of Minutes January 14, 2026 - Regular Commission Meeting February 3, 2026 - Workshop Commission Meeting February 11, 2026 - Regular Commission Meeting February 11, 2026 - Special Commission Meeting February 16, 2026 - Special Commission Meeting February 20, 2026 - Special Commission Meeting February 23, 2026 - Special Commission Meeting February 24, 2026 - Special Commission Meeting
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Town Clerk
Recommendation for Counsel to Consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	There is no financial impact.
Alternatives:	

Attachments:

1. 01.14.2026 -Regular Commission Meeting Minutes
2. 02.03.2026 - Workshop Commission Meeting
3. 02.11.2026 - Regular Commission Meeting
4. 02.11.2026- Special Commission Meeting

5. 02.16.2026- Special Commission Meeting
6. 02.20.2026- Special Commission Meeting
7. 02.23.2026- Special Commission Meeting
8. 02.24.2026- Special Commission Meeting

MINUTES REGULAR COMMISSION MEETING

7:00 PM - Wednesday, January 14, 2026
Commission Chambers

The REGULAR COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, January 14, 2026, at 7:00 PM, in the Commission Chambers, with the following members present:

PRESENT: Commissioner Ashira Mohammed; Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins; Vice Mayor Musfika Kashem; Mayor Geoffrey Jacobs

EXCUSED:

1 CALL TO ORDER

Mayor Jacobs called the meeting to order at 7:00PM.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 ROLL CALL

The meeting was called to order at 7:00 pm by Mayor Jacobs. Present at the meeting were Ashira Mohammed, Commissioner; Erik Morrissette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; Musfika Kashem, Vice Mayor; Geoffrey Jacobs, Mayor.

Additional staff in attendance were Jacob Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

Town Attorney noted that item 9.2 regarding the second reading of the ordinance on personnel procedures manual would be pulled and re-

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advertised for the next meeting. Commissioner Mohammed requested to pull item 12.1 regarding updates to the purchasing manual. Mayor Jacobs pulled all consent agenda items to make them individual items for consideration.

Motion to approve the amended agenda was made by Clerk Commissioner Hodgkins. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

5 PRESENTATIONS / PROCLAMATIONS

5.1 Presentation from Florida Atlantic University on Re-Districting

Mike Stam and James Clark from Florida Atlantic University presented their analysis and recommendations for the town's redistricting process. Mr. Stam explained that the current districts are severely out of balance, noting that they haven't been updated in over 25 years. According to the 2020 census, Pembroke Park has a population of 6,260, with an average of 1,252 people per district. The estimated 2025 population is 6,354 with an average of 1,271 people per district.

The current districts show significant population disparities: District 1: 597 people, District 2: 531 people, District 3: 663 people, District 4: 1,765 people, District 5: 2,798 people.

Mr. Stam emphasized that the total deviation between districts is over 300%, with a mean deviation of 63%, significantly exceeding the recommended 10% maximum deviation. The presenters offered three redistricting alternatives, each designed to reduce populations in Districts 4 and 5 while increasing populations in Districts 1, 2, and 3.

Mr. Clark explained the criteria used for redistricting, including population equity, compliance with the Voting Rights Act, geographic contiguity and compactness, and maintaining communities of interest. He provided details for each of the three proposed alternatives: Alternative 1: Best population balance with a total deviation of 18.98% and a mean deviation of 3.8%, Alternative 2: Improves district recognizability using Hallandale Beach Boulevard as a boundary, with a mean deviation of 6.06%, Alternative 3: Provides a different configuration of the western boundaries with a mean deviation of 6.34%.

Acting Clerk Commissioner Morrissette expressed concern about the practical effect of redistricting when commissioners are elected at large.

Town Attorney explained that even with at-large elections, redistricting is required by law to ensure equal opportunity for residents to run for office. The attorney also clarified that the town charter requires redistricting and that commissioners must reside in their district one year prior to the election date, which creates a time constraint for implementation.

The commission agreed to discuss the redistricting options further at the February 3rd workshop and scheduled a special meeting to meet the March 9th, 2026, deadline for adoption.

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

There were no public comments.

7 CONSENT AGENDA

7.1 Motion of Approval of Park Use Fee Waiver for Community Outreach Event Hosted by Rose Heart Foundation and Earthly Doula - Sponsored by Mayor Jacobs

RESOLUTION NO.: 2026-001

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE REQUEST FROM ROSE HEART FOUNDATION AND EARTHLY DOULA TO USE A LOCAL TOWN PARK AT NO COST FOR A COMMUNITY OUTREACH EVENT; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Jacobs explained this was a nonprofit community event with bounce houses at Raymond Preserve that would benefit the community.

ACTION: Motion to approve Resolution 2026-001 made by Clerk Commissioner Hodgkins. Seconded by Vice Mayor Kashem, and it passed unanimously on a poll vote.

7.2 Motion to Approve the Capital Improvement Element for Submission to the Department of Commerce - Sponsored by Public Services Director Odoms and Finance Director Davermann

RESOLUTION NO: 2026-002

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE CAPITAL IMPROVEMENT ELEMENT ATTACHED HERETO AS EXHIBIT A AND AUTHORIZING SUBMISSION TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR AN EFFECTIVE DATE.

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ACTION: Motion to approve Resolution 2026-002 made by Clerk Commissioner Hodgkins. Seconded by Vice Mayor Kashem, and it passed unanimously on a poll vote.

7.3 Motion of Approval to Waive Competitive Procurement and Approve Agreement with Blue Digital Corp. for Document Scanning Services - Sponsored by Town Clerk Garcia-Lima

RESOLUTION NO: 2026-003

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE WAIVER OF COMPETITIVE PROCUREMENT PURSUANT TO SECTION 2-125(d)(17) OF THE TOWN CODE AND APPROVING AN AGREEMENT ATTACHED HERETO AS EXHIBIT A BETWEEN THE TOWN AND BLUE DIGITAL CORP. FOR DOCUMENT SCANNING AND RELATED SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk explained that Blue Digital has already been handling the town's digital records, they are located locally, and the town can access their warehouse if documents need to be retrieved. The Town Attorney noted that Coral Gables had used the same vendor through a similar waiver process.

ACTION: Motion to approve Resolution 2026-003 was made by Acting Clerk Commissioner Morrissette. Seconded by Hodgkins, and it passed unanimously on a poll vote.

7.4 Motion to waive competitive procurement pursuant to Sec. 2-125(d)(17) of the Town's Code and finding that it is in the Town's best interests to engage CivicPlus for agenda management services - Sponsored by Town Clerk Garcia-Lima

RESOLUTION NO.: 2026-004

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, WAIVING COMPETITIVE PROCUREMENT PURSUANT TO SECTION 2-125(d)(17) OF THE TOWN CODE; FINDING THAT IT IS IN THE BEST INTERESTS OF THE TOWN TO ENGAGE CIVICPLUS FOR THE PROVISION OF CIVIC CLERK AGENDA MANAGEMENT SERVICES; AUTHORIZING THE TOWN CLERK TO EXECUTE ALL NECESSARY AGREEMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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The Town Clerk explained that CivicPlus already manages the town's website and public records request platform and offered a discount because the town already uses their services.

ACTION: Motion to approve Resolution 2026-004 was made by Clerk Commissioner Hodgkins. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

7.5 Motion to Approve of HIDTA State and Local Task Force Agreement with the DEA - Sponsored by Police Chief DeCoursey

RESOLUTION NO: 2026-005

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF THE HIDTA STATE AND LOCAL TASK FORCE AGREEMENT BETWEEN THE UNITED STATES DEPARTMENT OF JUSTICE, DRUG ENFORCEMENT ADMINISTRATION (DEA), AND THE PEMBROKE PARK POLICE DEPARTMENT ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Motion to approve Resolution No. 2026-005 was made by Acting Clerk Commissioner Morrissette. Seconded by Vice Mayor Kashem, and it passed unanimously on a poll vote.

7.6 Motion to Approve the Commission Meeting dates for the 2026 calendar year. Enclosed is a list of the proposed dates - Sponsored by Town Clerk Garcia-Lima

ACTION: Motion to approve the commission meeting dates for 2026 was made by Clerk Commissioner Hodgkins. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

7.7 Approval of Meeting Minutes - Sponsored by Town Clerk Garcia-Lima

September 10, 2025 - First Public Budget Hearing Meeting
September 10, 2025 - Regular Commission Meeting
September 24, 2025 - Special Commission Meeting
September 24, 2025 - Second Public Budget Meeting
September 24, 2025 - Workshop Commission Meeting
September 29, 2025 - Regular Commission Meeting
October 29, 2025 - Workshop Commission Meeting

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ACTION: Motion to approve the minutes made by Clerk Commissioner Hodgkins. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

7.8 Motion to Approve to continue the Utilization of the Temporary Generator - Sponsored by Town Manager Lynch

A lengthy discussion took place regarding the emergency generator project.

Mayor Jacobs expressed frustration over the slow progress of the project, noting it has been pending for more than 10 years.

Town Manager Lynch explained that the current rental generator costs $7,020 per month, and Public Works Director Odoms estimated that a permanent generator installation would take approximately one year to complete due to supply chain issues and building modifications required.

The mayor voiced concern about spending over $84,000 annually on generator rental and questioned why the project has been delayed so long despite having grant funding.

Commissioner Mohammed and Mayor Jacobs noted similar concerns about the air conditioning system replacement which was also delayed.

Town Manager Lynch mentioned that there had been some pause to the project while considering a potential offer to purchase Town Hall, but the commission agreed that projects should move forward regardless.

ACTION: Mayor Jacobs gave directions to Public Works Director Jeffrey Odoms to include in his accountability presentation discussion on generator and AC Projects.

ACTION: Motion to approve to continue utilization of the temporary generator for a period of 12 months, the commission will revisit discussion depending on the installation and outcome of the town's emergency generator/new generator made by Clerk Commissioner Hodgkins. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

Town Manager Lynch requested an ancillary motion before heading into the next item. Town Manager requested a motion to have him respond to Mr. Pelosi in reference to the email he sent out a week ago.

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Direction was given to respond to Mr. Pelosi**.**

7.9 Motion to Approve the purchase of Backup system for the Police Department not to exceed $20,000 - Sponsored by IT Director Pakula

IT Director explained that this backup system would allow the police department to operate outside of Town Hall if the on-premises servers went down.

ACTION: Motion to approve the purchase of backup system for the Police Department not to exceed $20,000 made by Clerk Commissioner Hodgkins. Seconded by Vice Mayor Kashem, and it passed unanimously on a poll vote.

7.10 Motion to ratify expenses incurred for leased vehicles obtained through Enterprise Fleet Management without prior Commission approval - Procurement Specialist Woodbury

James Davermann explained that 16 vehicles had lease renewals at the same time, totaling approximately $946,000 over five years. He clarified that the town has an ongoing agreement with Enterprise Fleet Management that began in 2020, but the size of this renewal required commission ratification.

Commissioners expressed concern that vehicle acquisitions had not come before the commission for approval as had been the practice in the past.

Commissioner Mohammed emphasized the need for better oversight on spending and proper training on procurement procedures.

ACTION: Motion to ratify expenses incurred for leased vehicles obtained through Enterprise Fleet Management made by Clerk Commissioner Hodgkins. Seconded by Vice Mayor Kashem, and it passed unanimously on a poll vote.

8 APPLICATIONS/PUBLIC HEARINGS

8.1 Consideration and approval of a sign variance - Town Planner Consultant Von der Meulen
File No.: 25-SV-02
Applicant: Lucky Cigar, Inc.
Address: 2865 SW 30th Avenue

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Request: The applicant is requesting two (2) variances from the sign code to increase the length
and height of the east sign. This application requests a variance from Section 21-20. (c).1.A limiting the letter height and Section 21-20. (c).1. B limiting the length of the sign.

RESOLUTION NO: 2026-006

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SIGN VARIANCE APPLICATION NO. 25-SV-02 AND GRANTING TWO (2) SIGN VARIANCES FOR THE PROPERTY LOCATED AT 2865 SW 30th AVENUE, PEMBROKE PARK, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Planner Michael Von der Meulen presented a request for two sign variances from Lucky Cigar at 2865 SW 30th Avenue. The variances would allow for an increase in sign length by 20 feet and letter height by 10 inches. Staff recommended approval, noting the sign would comply with the new sign code being developed.

ACTION: Motion to approve Resolution 2026-006 made by Commissioner Mohammed. Seconded by Vice Mayor Kashem, and it passed unanimously on a poll vote.

8.2 Consideration and approval of a sign variance - Town Planner Consultant Von der Meulen
File No.: 25-SV-05
Applicant: O'Reilly's
Address: 4700 W. Hallandale Beach Blvd
Request: The applicant is requesting three (3) variances from the sign code to increase the height, length and sign area. This application requests a variance from Section 21-20. (c).1.A limiting the letter height, Section 21-20. (c).1. B limiting the length of the sign and Section 21-20. (c).1.C limiting the sign area.

RESOLUTION NO: 2026-007

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SIGN VARIANCE APPLICATION NO. 25-SV-05 AND GRANTING THREE (3) SIGN VARIANCES FOR THE PROPERTY LOCATED AT 4700 WEST HALLANDALE BEACH BOULEVARD, PEMBROKE PARK, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Planner Michael Von der Meulen presented a request for three sign variances from O'Reilly's at 4700 W. Hallandale Beach Boulevard. The

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variances would allow for increases in letter height, sign length, and sign area. Staff recommended approval, noting this sign would also comply with the proposed new sign code.

ACTION: Motion to approve Resolution 2026-007 made by Clerk Commissioner Hodgkins. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

9 ORDINANCES - SECOND READING

9.1 Consideration and approval of an Ordinance Amending the Purchasing Thresholds - Sponsored by Procurement Administrator Woodbury & Town Attorney Horrowitz

ORDINANCE NO.: 2026-001
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" BY SPECIFICALLY AMENDING ARTICLE V, ENTITLED "PROCUREMENT;" AMENDING SEC. 2-128, ENTITLED "PROCUREMENT AMOUNT THRESHOLDS;" AMENDING THE PROCUREMENT THRESHOLDS FOR THE TOWN'S ACQUISITION OF GOODS AND SERVICES; PROVIDING FOR CONSISTENCY WITH THE TOWN'S PURCHASING MANUAL; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The Town Attorney presented Ordinance 2026-001, which would increase the town's procurement thresholds.

Mayor Jacobs expressed concerns about raising the thresholds after discovering the nearly $1 million vehicle lease oversight.

Commissioner Mohammed agreed, stating she was uncomfortable with raising thresholds without proper procurement oversight and training.

Town Manager Lynch argued that current thresholds were restrictive and cited examples of programs they couldn't implement because costs exceeded his authority. He noted that the proposed thresholds were recommended by procurement professionals and were still lower than many other municipalities.

ACTION: Motion to approve Ordinance 2026-001 made by Vice Mayor Kashem. Seconded by Clerk Commissioner Hodgkins, and motion failed

with Mayor Jacobs, Commissioner Mohammed and Vice Mayor Kashem voting no, poll 2-3.

9.2 Consideration and approval of the Revised Town Personnel Handbook - Sponsored by HR Director Frishman

ORDINANCE NO.: 2026-002

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA ADOPTING THE AMENDED PEMBROKE PARK PERSONNEL POLICIES AND PROCEDURES MANUAL, ATTACHED HERETO AS EXHIBIT "A," AND INCORPORATED AS IF FULLY SET FORTH HEREIN; AMENDING CHAPTER 19 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "PERSONNEL;" AMENDING ARTICLE I, ENTITLED "IN GENERAL" BY SPECIFICALLY AMENDING SECTION 19-1, ENTITLED "ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL;" PROVIDING FOR FUTURE AMENDMENTS TO THE TOWN'S PERSONNEL MANUAL BY RESOLUTION OF THE TOWN COMMISSION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Item was pulled.

10 ORDINANCES - FIRST READING

10.1 Certificate of Use Application Ordinance - Sponsored by Building Department Manager Louis

ORDINANCE: 2026-003

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 15 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "LICENSES AND BUSINESS REGULATIONS;" BY SPECIFICALLY AMENDING ARTICLE VIII, ENTITLED "CERTIFICATES OF USE;" AMENDING SEC. 15-175, ENTITLED "CERTIFICATE OF USE REQUIREMENTS;" PROVIDING FOR AN APPLICATION AND APPROVAL PROCESS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The Town Attorney explained that this ordinance would establish an application process for Certificates of Use to replace the process that was eliminated when Local Business Tax Receipts were discontinued. The ordinance essentially copies the previous BTR application process to the Certificate of Use process with minor changes, including accommodations for home businesses.

ACTION: Motion to approve Ordinance 2026-003 on first reading made by Clerk Commissioner Hodgkins. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

11 NEW BUSINESS

11.1 Motion to Approve contract between Cigna and Town of Pembroke Park for insurance agent compensation - Sponsored by Town Manager Lynch

Town Manager Lynch explained that Evershore (formerly Cigna) provides health care plan administration for the town and operates on a standard commission basis. This agreement would formalize that arrangement.

ACTION: Motion to approve the contract with Cigna for insurance agent compensation made by Commissioner Mohammed. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

12 DISCUSSION

12.1 Updates on town purchasing manual, and P-Card purchases - Sponsored by Commissioner Mohammed

Item was pulled.

13 ATTORNEY REPORTS

The Town Attorney reported on two items: Changes to the county's ethics code, eliminating various gift categories and simplifying the requirements to align with state law. Along with an update on the large user agreement with the City of Hollywood, noting that the town is working with the Akerman law firm and economic consultant Kevin Kwan to prepare correspondence to Hollywood outlining potential economic damages claims.

14 TOWN MANAGER REPORTS

Town Manager Lynch reported that the micro-hospital project next to Wawa is back online after some design issues had temporarily put it on hold. The project is being fast-tracked, and the town is planning a press conference to announce the hospital, which is expected to be an economic catalyst for the area.

15 COMMISSION REPORTS

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Commissioner Mohammed had nothing to report.

Acting Clerk Commissioner Morrissette had nothing to report.

Clerk Commissioner Hodgkins had nothing to report.

Vice Mayor Kashem had nothing to report.

Mayor Jacobs delivered a statement addressing recent media attention and defending his record of advocating for accountability in town government. He detailed ongoing infrastructure issues, delayed projects, and his commitment to transparency and progress despite challenges.

16 ANNOUNCEMENTS

16.1 Workshop Commission meeting, Tuesday, February 3, 2026, at 6:00 pm
Regular Commission meeting, Wednesday, February 11, 2026, at 7:00 pm
Special Magistrate Hearing, Wednesday, February 18, 2026, at 9:00 am

17 ADJOURNMENT

ATTEST:

_____
Cynthia Garcia Lima, Town Clerk
Commission approved on: _____

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (tdd).

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting.

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Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

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MINUTES WORKSHOP COMMISSION MEETING

6:00 PM - Tuesday, February 3, 2026
Commission Chambers

The WORKSHOP COMMISSION MEETING of the Town of Pembroke Park was called to order on Tuesday, February 3, 2026, at 6:00 PM, in the Commission Chambers, with the following members present:

PRESENT:	Commissioner Ashira Mohammed and Mayor Geoffrey Jacobs
EXCUSED:	Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins; Vice Mayor Musfika Kashem

No quorum was established.

1 CALL TO ORDER

Mayor Jacobs called meeting to order at 6:00pm.

2 PLEDGE OF ALLEGIANCE

There was no recited pledge as there was no quorum.

3 ROLL CALL

The meeting was called to order at 6:00 pm by Mayor Jacobs. Present at the meeting were Ashira Mohammed, Commissioner, and Geoffrey Jacobs, Mayor.

Additional staff in attendance were Jacob Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

5 PRESENTATIONS

DRAFT

6 REPORTS OF COMMITTEES AND TOWN STAFF

6.1 Accountability - Sponsored by Mayor Jacobs

6.2 Report from the Public Services Department - Public Services Director Odoms

6.3 Report from the Finance Department - Finance Director Davermann

6.4 Report from the IT Department - IT Director Pakula

6.5 Report from the Town Clerk Department - Town Clerk Garcia-Lima

6.6 Report from the Building Department - Building Department Manager Louis

6.7 Report from the Police Department - Chief DeCoursey

6.8 Fire Department Update - Sponsored by Chief Kane

7 ORDINANCES - FIRST READING

7.1 Consideration and Approval of Ordinance Amending Commission Meeting Time from 7:00 p.m. to 6:00 p.m. - Sponsored by Town Manager Lynch

ORDINANCE NO: 2026-004

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING SECTION 2-36 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "DATE AND TIME FOR REGULAR MEETINGS;" BY SPECIFICALLY CHANGING THE TIME THE COMMISSION MEETS FROM 7:00 P.M. TO 6:00 P.M.; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

7.2 Consideration to Approve the Capital Improvement Element for Submission to the Department of Commerce - Sponsored by Public Services Director Odoms and Finance Director Davermann

ORDINANCE NO: 2026-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN TO PROVIDE FOR THE 2026 ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING AND DIRECTING TRANSMITTAL TO THE DEPARTMENT OF COMMERCE; PROVIDING

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

7.3 Consideration of Ordinance, amending Chapter 2 of the Town's Code of Ordinances to establish Town departments and repeal Ordinance No. 18-06-01 - Sponsored by Commissioner Mohammed

ORDINANCE NO: 2026-006

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE III, ENTITLED "OFFICERS AND EMPLOYEES;" CREATING SECTION 2-56, TO BE ENTITLED "ESTABLISHMENT OF TOWN DEPARTMENTS;" REPEALING ORDINANCE NO. 18-06-01, ADOPTED JUNE 29, 2018; PROVIDING FOR THE CREATION OF CERTAIN DEPARTMENTS PURSUANT TO SEC. 12 OF THE TOWN CHARTER; ELIMINATING THE ADMINISTRATIVE SERVICES DIRECTOR POSITION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

8 ORDINANCES - SECOND READING

8.1 Certificate of Use Application Ordinance - Sponsored by Building Department Manager Louis

ORDINANCE: 2026-003

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 15 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "LICENSES AND BUSINESS REGULATIONS;" BY SPECIFICALLY AMENDING ARTICLE VIII, ENTITLED "CERTIFICATES OF USE;" AMENDING SEC. 15-175, ENTITLED "CERTIFICATE OF USE REQUIREMENTS;" PROVIDING FOR AN APPLICATION AND APPROVAL PROCESS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

9 NEW BUSINESS

9.1 Consideration and approval of a sign variance - Town Planner Consultant Von der Meulen

File No.: 26-SV-01

Applicant: Antonio Acosta/Solutions Electrical Corp

Address: 2540 SW 30th Avenue

Request: The applicant is requesting a variance from the sign code to increase the sign height. This application requests a variance from Section 21-20. (c).1.A limiting the letter height.

RESOLUTION NO: 2026-011
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SIGN VARIANCE APPLICATION NO. 26-SV-01 AND GRANTING ONE (1) SIGN VARIANCES FOR THE PROPERTY LOCATED AT 2540 SW 30th AVENUE, PEMBROKE PARK, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

9.2 Consideration of Approval of Agreement with the Broward County Supervisor of Elections for Administration of the 2026 General Election Referendum - Sponsored by Town Clerk Garcia-Lima

RESOLUTION NO: 2026-008
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH THE BROWARD COUNTY SUPERVISOR OF ELECTIONS FOR SERVICES RELATED TO THE ADMINISTRATION OF THE 2026 GENERAL ELECTION REFERENDUM AS REQUIRED BY ORDINANCE 2025 005; PROVIDING FOR AUTHORIZATION, IMPLEMENTATION, AND AN EFFECTIVE DATE.

9.3 Discussion and Possible action on Policy for Acceptance & Tracking of Tickets to Events (Ethics) - Sponsored by Town Attorney Horowitz

RESOLUTION NO: 2026-009
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING THE COMMISSION POLICY ATTACHED HERETO AS EXHIBIT "A," RELATED TO THE ACCEPTANCE, CONTROL AND DISTRIBUTION OF TICKETS TO CHARITABLE AND OTHER EVENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

9.4 Consideration and Approval for Adoption of Fixed Asset Management SOP Policy - Sponsored by Finance Director Davermann

RESOLUTION NO: 2026-010
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A FIXED ASSET MANAGEMENT STANDARD OPERATING PROCEDURES POLICY, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR PURPOSE AND AUTHORITY; PROVIDING FOR IMPLEMENTATION AND ADMINISTRATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

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9.5 2026 Hallandale Beach Chamber of Commerce Board Installation - Sponsored by Town Manager Lynch

RESOLUTION NO: 2026-012

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE TOWN TO SPONSOR A TABLE IN THE AMOUNT OF TWO THOUSAND DOLLARS ($2,000.00); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

9.6 Consideration and Approval for Creation of Town-Wide Wellness & Weight-Loss Program With Incentives and Commercial Scale "Walking under the Stars" - Sponsored by Commissioner Mohammed

RESOLUTION NO. 2026-013

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE ESTABLISHMENT OF A VOLUNTARY TOWN-WIDE WELLNESS PROGRAM; AUTHORIZING THE PURCHASE OF A COMMERCIAL-GRADE SCALE SUBJECT TO BUDGET AND PROCUREMENT REQUIREMENTS; AUTHORIZING THE USE OF GUEST TRAINERS SUBJECT TO INSURANCE AND WAIVER REQUIREMENTS; AUTHORIZING THE TOWN MANAGER TO ADMINISTER THE PROGRAM; PROVIDING FOR PRIVACY PROTECTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

9.7 Consideration and Approval to Cancel Otis Elevator Maintenance Contract - Sponsored by Public Services Director Odoms

RESOLUTION NO: 2026-014

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE CANCELLATION OF THE OTIS ELEVATOR MAINTENANCE CONTRACT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

9.8 Consideration and Approval of Eggstravaganza Budget - Sponsored by Procurement Administrator Woodbury

RESOLUTION NO: 2026-015

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK APPROVING THE BUDGETED EXPENSES TOTALING $12,000.00 FOR THE 2026 EGGSTRAVAGANZA EVENT SCHEDULED FOR MARCH 28, 2026; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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9.9 Vehicle Maintenance Plan Quote and Coverage - Sponsored by Chief DeCoursey

9.10 Consideration and approval of ESRI Renewal for 2026 to 2027 - Sponsored by Mark Pakula
Approve ESRI Renewal (Geographic Information Systems)

9.11 Approval of Minutes - Sponsored by Town Clerk Garcia-Lima

November 7, 2025 - Regular Commission Meeting
December 1, 2025 - Final Budget Commission Meeting
December 1, 2025 - Workshop Commission Meeting
December 10, 2025 - Final Budget Commission Meeting
January 7, 2026 - Workshop Commission Meeting

10 DISCUSSION

10.1 Discussion and possible action on Town Re-Districting - Sponsored by Town Attorney Horowitz

10.2 Discussion on the Creation of a Pembroke Park Community Benefit Fund Modeled After Tamarac's Program - Sponsored by Commissioner Mohammed

10.3 Christmas Tree - Sponsored by Mayor Jacobs

10.4 Discussion on the Building Department - Sponsored by Mayor Jacobs

10.5 Discussion on ARPA funds - Sponsored by Mayor Jacobs

10.6 Discussion on the Assistant Town Manager/Administrative Services Director Position - Sponsored by Mayor Jacobs

10.7 Discussion on Taxation/ Utilities/fire suppression - Sponsored by Mayor Jacobs

10.8 Discussion on Little Free Libraries - Sponsored by Mayor Jacobs

10.9 Discussion on Vulnerability Assessment March 2025 - Sponsored by Mayor Jacobs

DRAFT

10.10 Discussion on Employee Carwash Benefit Program - Sponsored by Town Manager Lynch

10.11 Discussion on Direction to Human Resources Director to Initiate Search for an Assistant Town Manager - Sponsored by Acting Clerk Commissioner Morrissette

10.12 Discussion on Attendance to the ICSC Las Vegas Conference - Sponsored by Commissioner Mohammed

11 ATTORNEY COMMENTS

The Town Attorney is currently drafting a Redistricting Ordinance for the Commission's consideration. The body of the Ordinance will formally refer to a redistricting map as an 'Exhibit,' which the Commission must finalize and select. The goal is to present the completed Ordinance and Exhibit for a first reading at the February 11th meeting.

12 TOWN MANAGER COMMENTS

13 COMMISSIONER COMMENTS

13.1 Commissioner Mohammed

Acting Clerk Commissioner Morrissette

Clerk Commissioner Hodgkins

Vice Mayor Kashem

Mayor Jacobs stated there are no commissioners here. Therefore, they do not have a quorum for the commission meeting. He also stated he sent an open invitation to the Broward Office of Inspector General to be a part of the meeting. He hopes they attended online. He asked for all items to be transferred to the next commission meeting as a line item. He lastly mentioned the following meeting he will need to attend via zoom as he will be out for work.

14 ANNOUNCEMENTS

14.1 Regular Commission Meeting, Wednesday, February 11, 2026, at 7:00 p.m.
Special Magistrate Hearing, Wednesday, February 18, 2026, at 9:00 a.m.

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Workshop Commission Meeting, Wednesday, February 25, 2026, at 6:00 p.m.

15 ADJOURNMENT

Meeting was adjourned at 6:02 pm.

ATTEST:

_____
Cynthia Garcia Lima, Town Clerk
Commission approved on: _____

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

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MINUTES REGULAR COMMISSION MEETING

7:00 PM - Wednesday, February 11, 2026
Commission Chambers

The REGULAR COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, February 11, 2026, at 7:00 PM, in the Commission Chambers, with the following members present:

PRESENT:	Commissioner Ashira Mohammed and Mayor Geoffrey Jacobs
EXCUSED:	Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins; Vice Mayor Musfika Kashem

No quorum was established.

1 CALL TO ORDER

Mayor Jacobs called meeting to order at 7:13pm.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Jacobs.

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3 ROLL CALL

The meeting was called to order at 7:13 pm by Mayor Jacobs. Present at the meeting were Ashira Mohammed, Commissioner, and Geoffrey Jacobs, Mayor.

Additional staff in attendance were Jacob Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

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5 PRESENTATIONS

5.1 Accountability - Sponsored by Mayor Jacobs

5.2 Report from the Public Services Department - Public Services Director Odoms

5.3 Report from the Finance Department - Finance Director Davermann

5.4 Report from the IT Department - IT Director Pakula

5.5 Report from the Town Clerk Department - Town Clerk Garcia-Lima

5.6 Report from the Building Department - Building Department Manager Louis

5.7 Report from the Police Department - Chief DeCoursey

5.8 Fire Department Update - Sponsored by Chief Kane

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS/GOOD & WELFARE

7 APPLICATIONS/PUBLIC HEARINGS

7.1 Consideration and approval of a sign variance - Town Planner Consultant Von der Meulen
File No.: 26-SV-01
Applicant: Antonio Acosta/Solutions Electrical Corp
Address: 2540 SW 30th Avenue
Request: The applicant is requesting a variance from the sign code to increase the sign height. This application requests a variance from Section 21-20. (c).1. A limiting the letter height.

RESOLUTION NO: 2026-011

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING SIGN VARIANCE APPLICATION NO. 26-SV-01 AND GRANTING ONE (1) SIGN VARIANCES FOR THE PROPERTY LOCATED AT 2540 SW 30th AVENUE, PEMBROKE PARK, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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8 RESOLUTIONS

8.1 Consideration of Approval of Agreement with the Broward County Supervisor of Elections for Administration of the 2026 General Election Referendum - Sponsored by Town Clerk Garcia-Lima

RESOLUTION NO: 2026-008

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH THE BROWARD COUNTY SUPERVISOR OF ELECTIONS FOR SERVICES RELATED TO THE ADMINISTRATION OF THE 2026 GENERAL ELECTION REFERENDUM AS REQUIRED BY ORDINANCE 2025 005; PROVIDING FOR AUTHORIZATION, IMPLEMENTATION, AND AN EFFECTIVE DATE.

8.2 Discussion and Possible action on Policy for Acceptance & Tracking of Tickets to Events (Ethics) - Sponsored by Town Attorney Horowitz

RESOLUTION NO: 2026-009

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING THE COMMISSION POLICY ATTACHED HERETO AS EXHIBIT "A," RELATED TO THE ACCEPTANCE, CONTROL AND DISTRIBUTION OF TICKETS TO CHARITABLE AND OTHER EVENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

8.3 Consideration and Approval for Adoption of Fixed Asset Management SOP Policy - Sponsored by Finance Director Davermann

RESOLUTION NO: 2026-010

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A FIXED ASSET MANAGEMENT STANDARD OPERATING PROCEDURES POLICY, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR PURPOSE AND AUTHORITY; PROVIDING FOR IMPLEMENTATION AND ADMINISTRATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

8.4 2026 Hallandale Beach Chamber of Commerce Board Installation - Sponsored by Town Manager Lynch

RESOLUTION NO: 2026-012

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE TOWN TO SPONSOR A TABLE IN THE AMOUNT OF TWO THOUSAND DOLLARS ($2,000.00); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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8.5 Consideration and Approval for Creation of Town-Wide Wellness & Weight-Loss Program With Incentives and Commercial Scale "Walking under the Stars" - Sponsored by Commissioner Mohammed

RESOLUTION NO. 2026-013

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE ESTABLISHMENT OF A VOLUNTARY TOWN-WIDE WELLNESS PROGRAM; AUTHORIZING THE PURCHASE OF A COMMERCIAL-GRADE SCALE SUBJECT TO BUDGET AND PROCUREMENT REQUIREMENTS; AUTHORIZING THE USE OF GUEST TRAINERS SUBJECT TO INSURANCE AND WAIVER REQUIREMENTS; AUTHORIZING THE TOWN MANAGER TO ADMINISTER THE PROGRAM; PROVIDING FOR PRIVACY PROTECTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

8.6 Consideration and Approval to Cancel Otis Elevator Maintenance Contract - Sponsored by Public Services Director Odoms

RESOLUTION NO: 2026-014

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE CANCELLATION OF THE OTIS ELEVATOR MAINTENANCE CONTRACT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

8.7 Consideration and Approval of Eggstravaganza Budget - Sponsored by Procurement Administrator Woodbury

RESOLUTION NO: 2026-015

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK APPROVING THE BUDGETED EXPENSES TOTALING $12,000.00 FOR THE 2026 EGGSTRAVAGANZA EVENT SCHEDULED FOR MARCH 28, 2026; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

9 ORDINANCES – SECOND READING

9.1 Certificate of Use Application Ordinance - Sponsored by Building Department Manager Louis

ORDINANCE: 2026-003

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 15 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "LICENSES AND BUSINESS REGULATIONS;" BY SPECIFICALLY AMENDING ARTICLE VIII, ENTITLED "CERTIFICATES OF USE;" AMENDING SEC. 15-175, ENTITLED "CERTIFICATE OF USE REQUIREMENTS;" PROVIDING FOR AN APPLICATION AND APPROVAL PROCESS; PROVIDING FOR CODIFICATION;

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

10 ORDINANCES

10.1 Consideration and Approval of Ordinance Amending Commission Meeting Time from 7:00 p.m. to 6:00 p.m. - Sponsored by Town Manager Lynch
ORDINANCE NO: 2026-004
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING SECTION 2-36 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "DATE AND TIME FOR REGULAR MEETINGS;" BY SPECIFICALLY CHANGING THE TIME THE COMMISSION MEETS FROM 7:00 P.M. TO 6:00 P.M.; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

10.2 Consideration to Approve the Capital Improvement Element for Submission to the Department of Commerce - Sponsored by Public Services Director Odoms and Finance Director Davermann
ORDINANCE NO: 2026-005
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN TO PROVIDE FOR THE 2026 ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING AND DIRECTING TRANSMITTAL TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

10.3 Consideration of Ordinance, amending Chapter 2 of the Town's Code of Ordinances to establish Town departments and repeal Ordinance No. 18-06-01 - Sponsored by Commissioner Mohammed
ORDINANCE NO: 2026-006
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE III, ENTITLED "OFFICERS AND EMPLOYEES;" CREATING SECTION 2-56, TO BE ENTITLED "ESTABLISHMENT OF TOWN DEPARTMENTS;" REPEALING ORDINANCE NO. 18-06-01, ADOPTED JUNE 29, 2018; PROVIDING FOR THE CREATION OF CERTAIN DEPARTMENTS PURSUANT TO SEC. 12 OF THE TOWN CHARTER; ELIMINATING THE ADMINISTRATIVE SERVICES DIRECTOR POSITION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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11 NEW BUSINESS

11.1 Vehicle Maintenance Plan Quote and Coverage - Sponsored by Chief DeCoursey

11.2 Consideration and approval of ESRI Renewal for 2026 to 2027 - Sponsored by Mark Pakula

11.3 Approval of Minutes - Sponsored by Town Clerk Garcia-Lima

November 7, 2025 - Regular Commission Meeting
December 1, 2025 - Final Budget Commission Meeting
December 1, 2025 - Workshop Commission Meeting
December 10, 2025 - Final Budget Commission Meeting
January 7, 2026 - Workshop Commission Meeting

12 OLD BUSINESS

13 DISCUSSION

13.1 Discussion on the Creation of a Pembroke Park Community Benefit Fund Modeled After Tamarac's Program - Sponsored by Commissioner Mohammed

13.2 Discussion on Attendance to the ICSC Las Vegas Conference - Sponsored by Commissioner Mohammed

13.3 Discussion on Direction to Human Resources Director to Initiate Search for an Assistant Town Manager - Sponsored by Acting Clerk Commissioner Morrissette

13.4 Discussion on Employee Carwash Benefit Program - Sponsored by Town Manager Lynch

13.5 Discussion on the Assistant Town Manager/Administrative Services Director Position - Sponsored by Mayor Jacobs

13.6 Christmas Tree - Sponsored by Mayor Jacobs

13.7 Discussion on the Building Department - Sponsored by Mayor Jacobs

13.8 Discussion on ARPA funds - Sponsored by Mayor Jacobs

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13.9 Discussion on Taxation/ Utilities/fire suppression - Sponsored by Mayor Jacobs

13.10 Discussion on Little Free Libraries - Sponsored by Mayor Jacobs

13.11 Discussion on Vulnerability Assessment March 2025 - Sponsored by Mayor Jacobs

14 ATTORNEY REPORTS

15 TOWN MANAGER COMMENTS

16 COMMISSIONER COMMENTS

13.1 Commissioner Mohammed

Acting Clerk Commissioner Morrissette

Clerk Commissioner Hodgkins

Vice Mayor Kashem

Mayor Jacobs noted that he had taken three flights in the last 24 hours and fought traffic to make it to this critical meeting. He expressed frustration that the other three commissioners had walked out of the dais after the previous meeting to prevent this meeting from occurring, stating that their absence was "self-serving" while he came for the residents, accountability, and to move the town forward.

Due to lack of quorum, Mayor Jacobs announced that the meeting could not proceed. After discussion with staff about timing requirements for various agenda items, particularly the sign variance that would need separate advertising and the second reading ordinance requiring 10 days prior advertising, it was determined that the entire meeting would be rescheduled.

The mayor and staff agreed to schedule a special meeting for Friday, February 20, 2026, at 6:00 PM to handle the regular agenda items. Additionally, a decision was made to schedule the second reading of the redistricting ordinance (item 7.2) for February 25, 2026, at 6:30 PM, prior to the workshop meeting, to allow sufficient time for proper advertisement.

DRAFT

17 ANNOUNCEMENTS

17.1 Special Magistrate Hearing, Wednesday, February 18, 2026, at 9:00 a.m.
Workshop Commission Meeting, Wednesday, February 25, 2026, at 6:00 p.m.
Regular Commission Meeting, Wednesday, March 11, 2026, at 7:00 p.m.

SPECIAL EVENT
Food Give Aways - Saturday, February 28, 2026, at 9:00 a.m.

18 ADJOURNMENT

Meeting was adjourned at 7:19 pm.

ATTEST:

_____
Cynthia Garcia Lima, Town Clerk
Commission approved on: _____

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

DRAFT

MINUTES SPECIAL COMMISSION MEETING

6:00 PM - Wednesday, February 11, 2026
Commission Chambers

The SPECIAL COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, February 11, 2026, at 6:00 PM, in the Commission Chambers, with the following members present:

PRESENT: Mayor Geoffrey Jacobs (via Teams); Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins; Commissioner Ashira Mohammed (via Teams) and Vice Mayor Musfika Kashem

EXCUSED:

1 CALL TO ORDER

Mayor Jacobs called the meeting to order at 6:01pm.

2 PLEDGE OF ALLEGIANCE

Led by Mayor and Commissioners

3 ROLL CALL

The meeting was called to order at 6:01 pm by Mayor Jacobs. Present at the meeting were Ashira Mohammed, Commissioner (via Teams); Erik Morrissette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; Musfika Kashem, Vice Mayor.

Additional staff in attendance were Jacobs Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager

DRAFT

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

There were no deletions or withdrawals to the agenda.

5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

There were no public comments.

Clerk Commissioner Hodgkins made a motion to pass the gavel to Vice Mayor Kashem. Acting Clerk Commissioner Morrissette seconded the motion and it passed with Vice Mayor Kashem, Acting Clerk Commissioner Morrissette, Clerk Commissioner Hodgkins voting yes, Commissioner Mohammed not voting and Mayor Jacobs opposing (3-1).

Vice Mayor Kashem made a motion to pass the gavel to Acting Clerk Commissioner Morrissette. Acting Clerk Commissioner Morrissette seconded the motion, and it passed with Acting Clerk Commissioner Morrissette, Vice Mayor Kashem, Clerk Commissioner Hodgkins voting yes, Commissioner Mohammed not voting and Mayor Jacobs voting no (3-1).

6 DISCUSSION

6.1 Discussion and possible action on Town Re-Districting - Sponsored by Town Attorney Horowitz

Town Attorney Horowitz introduced the item, reminding the Commission that at their last regular commission meeting, consultants from Florida Atlantic University (FAU) had made a preliminary presentation about redistricting. The item was originally scheduled for the February 3 workshop, which did not take place, so it was added to this special meeting.

Attorney Horowitz explained the timing issue with redistricting, noting that under the Town Charter, there's a requirement that commission members be permanent residents of the Town for at least one year prior to the date of election. With elections scheduled for March 2027, the ordinance needed to be adopted by March 2026 to comply with this requirement.

Michael Stamm from FAU presented redistricting options to the Commission. He explained that Pembroke Park's current population according to the 2020 Census was 6,280, meaning each district should have approximately 1,252 people. Based on current population estimates including new developments, the population was now approximately 6,354, requiring 1,271 people per district.

DRAFT

Mr. Stamm showed that the current districts were significantly out of balance, with District 5 far above average population and District 2 far below. He presented three alternative maps: Alternative 1: Had the lowest, population deviation (under 10%), Alternative 2: Improved equity with approximately 20% deviation, Alternative 3: Another option with approximately 20% deviation.

All three alternatives dramatically improved the current situation, which had a 178% deviation.

During discussion, Vice Mayor Kashem expressed concern about potentially running against another commissioner if districts were redrawn.

Attorney Horowitz clarified that under state law (Chapter 166), districts cannot be drawn with the intent to favor or disfavor any candidate or incumbent, and consultants were not allowed to consider where commissioners lived when creating the maps.

Town Manager Lynch suggested the possibility of eliminating districts entirely and having commissioners run for numbered seats townwide, which would require a charter amendment voted on by residents.

Attorney Horowitz confirmed this was legally possible but noted that if such a ballot measure failed in November, they would still need redistricting.

After discussion, the Commission decided to proceed with Alternative 1 on first reading, with the understanding they could make adjustments before second reading.

ACTION: Clerk Commissioner Hodgkins moved to approve Alternative 1 as the exhibit for Ordinance 2026-007 on first reading. Seconded by Vice Mayor Kashem, and it passed unanimously on a poll vote.

6.2 Recommendation to engage Michael Garcia, Esq. to represent the Town in response to the Complaint filed on behalf of Mayor Geoffrey Jacobs including the filing of any counterclaims deemed to be necessary and appropriate - Sponsored by Town Manager Lynch

Town Manager Lynch presented this item, explaining that it was for the appointment of Michael Garcia to represent the Town in pending litigation.

DRAFT

Mayor Jacobs stated this is not the way business is done in Pembroke Park. The Town manager does not get to go out and attorney shop to find the attorney that he wants to use at the taxpayer's expense. He continued stating the town has council through the Florida League of Cities that when a lawsuit is filed, it goes through the insurance, and this is going to come out of the general funds. This is not the proper procedure that the town follows in doing business when it comes to attorneys.

Attorney Horowitz clarified that when the Town is served with a complaint, it is forwarded to their insurance carrier, the Municipal Insurance Trust (FMIT). He stated that he had spoken with the insurance defense team and adjuster, who indicated there is limited coverage for this matter (up to $100,000). The Town would need to engage counsel and would be reimbursed through the insurance if the Town prevailed in the litigation.
Commissioner Mohammed asked whether the attorney had to be from an approved list, and Town Attorney Horowitz read a statement from the Florida League of Cities stating that this was "reimbursable coverage only" and the Town would need to hire its own counsel and submit the bills for reimbursement later.

Commissioner Mohammed abstained from voting, citing concerns about other pending litigation that might create a conflict of interest.

ACTION: Clerk Commissioner Hodgkins made a motion to engage Michael Garcia, Esq., to represent the Town in response to the complaint filed on behalf of Mayor Geoffrey Jacobs. Second, by Acting Clerk Commissioner Morrissette and the motion passed 3-1, with Commissioner Mohammed abstaining vote and Mayor Jacobs opposed.

7 ORDINANCES

7.1 Consideration and Approval of Ordinance for Re-Districting - Sponsored by Town Attorney Horowitz

ORDINANCE NO: 2026-007

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA PROVIDING FOR THE RE-CREATION AND RE-ESTABLISHMENT OF THE GEOGRAPHIC BOUNDARIES FOR FIVE (5) ELECTION DISTRICTS IN THE TOWN OF PEMBROKE PARK IN ACCORDANCE WITH SECTION 9 OF THE TOWN CHARTER; PROVIDING FOR FINDINGS AND CONCLUSIONS OF THE TOWN COMMISSION; PROVIDING FOR THE IMPLEMENTATION OF REVISED ELECTION DISTRICTS TO BE EFFECTIVE FOR THE ELECTIONS TO BE HELD IN THE TOWN OF PEMBROKE PARK, FLORIDA, COMMENCING AT THE GENERAL MUNICIPAL ELECTION IN MARCH 2027, AND THEREAFTER;

PROVIDING A FORM OF REQUEST TO THE SUPERVISOR OF ELECTIONS OF BROWARD COUNTY, FLORIDA, TO IMPLEMENT THE REVISED PLAN ESTABLISHED PURSUANT TO THIS RE-DISTRICTING ORDINANCE AND TO CREATE FUNCTIONAL DISTRICTS CONSISTENT WITH THE IDENTIFICATION OF GEOGRAPHIC BOUNDARIES FOR ELECTION DISTRICTS; PROVIDING FOR THE ATTACHMENT OF ELECTION DISTRICT MAPS, CHARTS, STREET ADDRESSES, AND GRAPHIC DESCRIPTIONS, WHICH SHALL BE ATTACHED TO AND MADE A PART OF THIS ORDINANCE, AS EXHIBIT "A;" PROVIDING FOR AUTHORIZATION AND DIRECTION TO THE TOWN ADMINISTRATION TO IMPLEMENT THE TERMS, CONDITIONS, AND PROVISIONS OF THIS ORDINANCE EFFECTIVE FOR THE NEXT ENSUING GENERAL MUNICIPAL ELECTION OF MARCH 2027 OR AS OTHERWISE PROVIDED BY LAW; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Horowitz read Ordinance 2026-007 into the record, which provides for the recreation and reestablishment of geographic boundaries for five election districts in the Town of Pembroke Park. He noted that based on the Commission's previous discussion, Alternative 1 offered by FAU consultants would be included as Exhibit A to the ordinance.

ACTION: Commissioner Hodgkins made a motion to approve Ordinance no. 2026-007. Seconded by Vice Mayor Kashem, and it passed unanimously on a poll vote.

8 TOWN ATTORNEY COMMENTS

Town Attorney Horowitz had no comments to report.

9 TOWN MANAGER COMMENTS

Town Manager Lynch had no comments to report.

10 COMMISSIONER COMMENTS

Commissioner Mohammed attempted to bring up several items during commissioner comments, including authorization for conferences and discussion of data centers. Acting Clerk Commissioner Morrissette, who was chairing the meeting at this point, ruled her comments out of order as they were not related to the special meeting agenda. Commissioner

DRAFT

Mohammed continued commenting her concern on budget for commissioners conference trips.

Town Manager Lynch clarified that he had already approved Commissioner Mohammed's conference attendance as it was under the $10,000 threshold requiring Commission approval.

Acting Clerk Commissioner Morrissette had no comments to report.

Vice Mayor Kashem had no comments to report.

Clerk Commissioner Hodgkins had no comment to report.

Mayor Jacobs had no comment to report.

11 ANNOUNCEMENTS

Acting Clerk Commissioner Morrissette announced:

Special Magistrate Hearing, Wednesday, February 18, 2026, at 9:00 a.m.

Workshop Commission Meeting, Wednesday, February 25, 2026, at 6:00 p.m.

Regular Commission Meeting, Wednesday, March 11, 2026, at 7:00 p.m.

SPECIAL EVENT: Food Give Away - Saturday, February 28, 2026, at 9:00 a.m.

12 ADJOURNMENT

With no further business to discuss, the meeting adjourned at 7:07pm.

ATTEST:

DRAFT

Cynthia Garcia-Lima, Town Clerk

Commission approved on:

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (tdd).

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

DRAFT

MINUTES SPECIAL COMMISSION MEETING

9:00 AM - Monday, February 16, 2026
Commission Chambers

The SPECIAL COMMISSION MEETING of the Town of Pembroke Park was called to order on Monday, February 16, 2026, at 9:00 AM, in the Commission Chambers, with the following members present:

PRESENT:	Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins; and Vice Mayor Musfika Kashem
EXCUSED:	Commissioner Mohammed and Mayor Jacobs

1 CALL TO ORDER

Vice Mayor Kashem called the meeting to order at 9:01 am.

2 PLEDGE OF ALLEGIANCE

Led by Vice Mayor and Commissioners

3 ROLL CALL

The meeting was called to order at 9:01 am by Vice Mayor Kashem. Present at the meeting were Erik Morrissette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; and Musfika Kashem, Vice Mayor.

Additional staff in attendance were Jacobs Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

DRAFT

There were no deletions or withdrawals to the agenda.

5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

There were no public comments.

6 RESOLUTIONS

6.1 Consideration and Approval of Resolution for Codification of Charter Amendment Related to Residency of Elected Officials - Sponsored by Clerk Commissioner Hodgkins

RESOLUTION NO: 2026-008

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE TOWN ATTORNEY AND THE TOWN CLERK TO COORDINATE THE CODIFICATION OF THE CHARTER AMENDMENT ADOPTED BY THE ELECTORS OF THE TOWN OF PEMBROKE PARK AT THE GENERAL MUNICIPAL ELECTION ON NOVEMBER 8, 1988 RELATED TO THE RESIDENCY OF ELECTED MUNICIPAL OFFICIALS; DIRECTING THE TOWN ATTORNEY AND THE TOWN CLERK TO TAKE ANY AND ALL ACTION NECESSARY TO IMPLEMENT AND CODIFY THE CHARTER AMENDMENT ADOPTED BY THE ELECTORATE ON NOVEMBER 8, 1988; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Attorney Horowitz presented Resolution No. 2026-008, explaining that this was a housekeeping item to address a historical oversight. He provided extensive background, noting that in November 1988, the voters of Pembroke Park approved a ballot question by approximately 85 percent requiring that elected officials be residents of the town. The ballot question asked: "Should section 9 of the charter of the town of Pembroke Park be amended to require that the electors and those holding elective office be residents of the town of Pembroke Park, Florida?"

The Town Attorney explained that while the voters approved of this amendment and the town commission certified the election results the following day, the charter change was never actually implemented into the written charter. The current charter requires electors to be residents and state law also contains similar requirements, but there is no language requiring elected officials to be town residents.

DRAFT

Commissioner Hodgkins engaged in a colloquy with the Town Attorney to clarify the issue. The Attorney confirmed that the charter has technically been amended since 1988 as approved by the voters, but the codification (printed version) never reflected this change.

Commissioner Hodgkins asked if they even needed to vote since the voters had already approved it, to which the Attorney explained that the commission was simply providing directions to correct the printed version of the charter.

The Town Attorney emphasized that this resolution does not amend the charter, as it has already been amended by the voters. Rather, it provides directions to the town clerk and town attorney's office to work with the codifier to add the language that was approved by voters in 1988.

Vice Mayor Kashem asked if there was any discussion, and heard none, and called for a motion.

ACTION: Clerk Commissioner Hodgkins moved to approve Resolution 2026-008. Seconded by Acting Clerk Commissioner Morrissette, and it passed unanimously on a poll vote.

7 TOWN ATTORNEY COMMENTS

Town Attorney Horowitz had no comments to report.

8 TOWN MANAGER COMMENTS

Town Manager Lynch had no comments to report.

9 COMMISSIONER COMMENTS

Commissioner Mohammed was absent.

Acting Clerk Commissioner Morrissette expressed satisfaction that the matter was finally straightened out and stated it was effective, encouraging the commission to move forward.

Vice Mayor Kashem had no comments to report.

Clerk Commissioner Hodgkins had no comment to report.

Mayor Jacobs was absent.

DRAFT

10 ANNOUNCEMENTS

Acting Clerk Commissioner Morrissette announced:

- Special Magistrate Hearing: Wednesday, February 18, 2026, at 9:00 AM
- Special Commission Meeting: Friday, February 20, 2026, at 6:00 PM
- Special Commission Meeting: Wednesday, February 20, 2026, at 5:30 PM (corrected from original announcement)
- Workshop Commission Meeting: Wednesday, February 25, 2026, at 6:00 PM
- Regular Commission Meeting: Wednesday, March 11, 2026, at 7:00 PM
- Special Event Food Giveaway: Saturday, February 28, 2026, at 9:00 AM

11 ADJOURNMENT

With no further business to discuss, the meeting adjourned at 9:16am.

ATTEST:

_____

Cynthia Garcia-Lima, Town Clerk

Commission approved on:

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (tdd).

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DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

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MINUTES SPECIAL COMMISSION MEETING

6:00 PM - Friday, February 20, 2026
Commission Chambers

The SPECIAL COMMISSION MEETING of the Town of Pembroke Park was called to order on Friday, February 20, 2026, at 6:00 PM, in the Commission Chambers, with the following members present:

PRESENT:	Mayor Geoffrey Jacobs; Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins; Commissioner Ashira Mohammed and Vice Mayor Musfika Kashem
EXCUSED:	Commissioner Mohammed left the meeting at 6:31pm.

1 CALL TO ORDER

Mayor Jacobs called the meeting to order at 6:03pm.

2 PLEDGE OF ALLEGIANCE

Led by Mayor and Commissioners

3 ROLL CALL

The meeting was called to order at 6:03 pm by Mayor Jacobs. Present at the meeting were Ashira Mohammed, Commissioner; Erik Morrissette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; Musfika Kashem, Vice Mayor.

Additional staff in attendance were Jacobs Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager

DRAFT

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

Mayor Jacobs expressed frustration that items 5.1 through 5.8 had been removed from the agenda by the town manager. These accountability items included reports from various departments (building, public services, finance, IT, town clerk, police, and fire) that had been rolled over from previous meetings due to commissioner absences.

A motion was made to pass the gavel to Vice Mayor Kashem, which carried 3-2 with Mayor Jacobs and Commissioner Mohammed opposing. Vice Mayor Kashem then immediately motioned to pass the gavel to Clerk Commissioner Hodgkins, which also carried.

Under Commissioner Hodgkins' leadership, items 10.3 through 10.9 were systematically tabled indefinitely over Mayor Jacobs' objections. These items included discussions on Little Free Libraries, vulnerability assessment, assistant town manager position, fire suppression, building department, ARPA funds, and Christmas tree projects.

5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

Cheryl Robinson addressed the commission, expressing disappointment with the ongoing disputes and encouraging commissioners to work together for the community. She emphasized that commissioners represent the people and should focus on their duties rather than personal conflicts.

6 DISCUSSION

6.1 **Accountability – Sponsored by Mayor Jacobs**

This item was not discussed due to the agenda modifications.

7 ORDINANCES

7.1 Discussion and Possible action on Policy for Acceptance & Tracking of Tickets to Events (Ethics) - Sponsored by Town Attorney Horowitz

RESOLUTION NO: 2026-009

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING THE COMMISSION POLICY ATTACHED HERETO AS EXHIBIT "A," RELATED TO THE

DRAFT

ACCEPTANCE, CONTROL AND DISTRIBUTION OF TICKETS TO CHARITABLE AND OTHER EVENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Town Attorney Horowitz explained that this resolution establishes a framework for tracking charitable event tickets purchased by the town and distributed to commissioners or staff. The policy addresses recommendations from the Office of Inspector General's county-wide report on ticket tracking and gift disclosure requirements under state ethics laws.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Resolution No. 2026-009. Second, Vice Mayor Kashem, and it passed 4-1 with Mayor Jacobs opposing.

7.2 Consideration and Approval for Adoption of Fixed Asset Management SOP Policy - Sponsored by Finance Director Davermann

RESOLUTION NO: 2026-010

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A FIXED ASSET MANAGEMENT STANDARD OPERATING PROCEDURES POLICY, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR PURPOSE AND AUTHORITY; PROVIDING FOR IMPLEMENTATION AND ADMINISTRATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Finance Director Davermann explained that the current capitalization threshold of $250 creates administrative burdens and audit findings. Most municipalities use a $5,000 threshold, which would align with materiality principles and reduce tracking costs for items that quickly depreciate.

Mayor Jacobs opposed the change, citing recent financial issues and questioning the timing of any financial policy changes.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Resolution No. 2026-10. Second, by Vice Mayor Kashem and it passed 4-1 with Mayor Jacobs opposing.

7.3 Consideration and Approval to Cancel Otis Elevator Maintenance Contract - Sponsored by Public Services Director Odoms

RESOLUTION NO: 2026-011

DRAFT

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE CANCELLATION OF THE OTIS ELEVATOR MAINTENANCE CONTRACT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Director Odoms explained that the town has experienced service challenges with Otis and plans to transition to a new contractor once the new elevator system is installed.

Mayor Jacobs questioned whether Odoms had been directed by the town manager to halt progress on town hall projects, which Odoms confirmed had occurred during an investigation period.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Resolution No. 2026-011. Second, by Vice Mayor Kashem and it passed by unanimously vote.

7.4 Consideration of Approval of Agreement with the Broward County Supervisor of Elections for Administration of the 2026 General Election Referendum - Sponsored by Town Clerk Garcia-Lima

RESOLUTION NO: 2026-012

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH THE BROWARD COUNTY SUPERVISOR OF ELECTIONS FOR SERVICES RELATED TO THE ADMINISTRATION OF THE 2026 GENERAL ELECTION REFERENDUM AS REQUIRED BY ORDINANCE 2025 005; PROVIDING FOR AUTHORIZATION, IMPLEMENTATION, AND AN EFFECTIVE DATE.

Town Clerk Garcia-Lima explained that this agreement is necessary for Broward County to administer the tax abatement referendum approved by the commission last year.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Resolution No. 2026-012. Second, by Vice Mayor Kashem and it passed by unanimously vote.

8 ORDINANCES - FIRST READING

8.1 Consideration and Approval of Ordinance Amending Commission Meeting Time from 7:00 p.m. to 6:00 p.m. - Sponsored by Town Manager Lynch

ORDINANCE NO: 2026-004

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING SECTION 2-36 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "DATE AND TIME FOR REGULAR MEETINGS;" BY SPECIFICALLY CHANGING THE TIME THE COMMISSION MEETS FROM 7:00 P.M. TO 6:00 P.M.; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Manager Lynch explained that changing meeting times from 7 PM to 6 PM would create consistency with workshop times and benefit staff who work long days during meeting weeks. Mayor Jacobs and Commissioner Hodgkins opposed the change, arguing that 7 PM meetings allow greater public participation since most people work until 5 or 6 PM.

The item failed for lack of motion to approve.

8.2 Consideration and Approval for Creation of Town-Wide Wellness & Weight-Loss Program With Incentives and Commercial Scale "Walking under the Stars" - Sponsored by Commissioner Mohammed

RESOLUTION NO. 2026-013

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE ESTABLISHMENT OF A VOLUNTARY TOWN-WIDE WELLNESS PROGRAM; AUTHORIZING THE PURCHASE OF A COMMERCIAL-GRADE SCALE SUBJECT TO BUDGET AND PROCUREMENT REQUIREMENTS; AUTHORIZING THE USE OF GUEST TRAINERS SUBJECT TO INSURANCE AND WAIVER REQUIREMENTS; AUTHORIZING THE TOWN MANAGER TO ADMINISTER THE PROGRAM; PROVIDING FOR PRIVACY PROTECTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Horowitz explained that this voluntary wellness program would include purchasing a commercial-grade scale and allowing guest trainers with appropriate insurance and waivers.

Town Manager Lynch expressed support for the health initiative.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Resolution No. 2026-013. Second by Vice Mayor Kashem, and it passed by unanimously vote.

DRAFT

8.3 Consideration to Approve the Capital Improvement Element for Submission to the Department of Commerce - Sponsored by Public Services Director Odoms and Finance Director Davermann

ORDINANCE NO: 2026-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN TO PROVIDE FOR THE 2026 ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT, ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING AND DIRECTING TRANSMITTAL TO THE DEPARTMENT OF COMMERCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Finance Director Davermann noted that the town had not submitted a capital improvement element in 11 years and this submission covers $36 million in projects over five years across various infrastructure categories.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Ordinance No. 2026-005. Second by Vice Mayor Kashem, and it passed by unanimously vote.

8.4 Consideration of Ordinance, amending Chapter 2 of the Town's Code of Ordinances to establish Town departments and repeal Ordinance No. 18-06-01 - Sponsored by Commissioner Mohammed

ORDINANCE NO: 2026-006

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE III, ENTITLED "OFFICERS AND EMPLOYEES;" CREATING SECTION 2-56, TO BE ENTITLED "ESTABLISHMENT OF TOWN DEPARTMENTS;" REPEALING ORDINANCE NO. 18-06-01, ADOPTED JUNE 29, 2018; PROVIDING FOR THE CREATION OF CERTAIN DEPARTMENTS PURSUANT TO SEC. 12 OF THE TOWN CHARTER; ELIMINATING THE ADMINISTRATIVE SERVICES DIRECTOR POSITION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Attorney Horowitz explained that this ordinance codifies town departments, establishes HR and IT directors as direct reports to the commission, and eliminates the unfilled administrative services director position.

DRAFT

Clerk Commissioner Hodgkins supported removing the administrative services director position due to its excessive authority, while Mayor Jacobs preferred keeping it available for future use.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Ordinance 2026-006. Second by Vice Mayor Kashem, and it passed by unanimously vote.

9 NEW BUSINESS

9.1 Approval of Minutes - Sponsored by Town Clerk Garcia-Lima

November 7, 2025 - Regular Commission Meeting
December 1, 2025 - Final Budget Commission Meeting
December 1, 2025 - Workshop Commission Meeting
December 10, 2025 - Final Budget Commission Meeting
January 7, 2026 - Workshop Commission Meeting

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve the minutes. Second by Vice Mayor Kashem, and it passed by unanimously vote.

9.2 Consideration and approval of ESRI Renewal for 2026 to 2027 - Sponsored by Mark Pakula

IT Director Pakula explained this is a renewal for the town's GIS system used by all departments, with costs decreasing from the previous year.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve the minutes. Second by Vice Mayor Kashem, and it passed by unanimously vote.

9.3 Vehicle Maintenance Plan Quote and Coverage - Sponsored by Chief DeCoursey

Chief DeCoursey presented a 5-year maintenance plan for new police vehicles totaling $16,325 ($3,265 per vehicle) covering everything except tires over 100,000 miles.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve the minutes. Second by Vice Mayor Kashem, and it passed by unanimously vote.

DRAFT

10 DISCUSSION

10.1 Discussion on the Creation of a Pembroke Park Community Benefit Fund Modeled After Tamarac's Program - Sponsored by Commissioner Mohammed

Town Attorney Horowitz indicated Commissioner Mohammed requested research into Tamarac's program and direction to explore creating a similar benefit fund.

The commission provided consensus to proceed with research.

10.2 Discussion on Attendance to the ICSC Las Vegas Conference - Sponsored by Commissioner Mohammed

Town Clerk Garcia-Lima explained this item was placed back on the agenda for formal approval after previous consensus approval.
The commission confirmed support for the attendance.

10.3 Discussion on Little Free Libraries - Sponsored by Mayor Jacobs

ACTION: Acting Clerk Commissioner Morrissette made a Motion to table 10.3 for a later time/date. Seconded by Vice Mayor Kashem, and it passed on 3-1 with Mayor Jacobs opposing.

10.4 Discussion on Vulnerability Assessment March 2025 - Sponsored by Mayor Jacobs

ACTION: Acting Clerk Commissioner Morrissette made a motion to table 10.4 for a later time/date. Second by Vice Mayor Kashem and it passed on 3-1 with Mayor Jacobs opposing.

10.5 Discussion on the Assistant Town Manager/Administrative Services Director Position - Sponsored by Mayor Jacobs

Mayor Jacobs asked for discussion and mentioned the town needs an assistant manager as an oversight is needed in the town.

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ACTION: Acting Clerk Commissioner Morrissette made a motion to table 10.5 for a later time/date. Second by Vice Mayor Kashem and it passed on 3-1 with Mayor Jacobs opposing.

10.6 Discussion on Taxation/ Utilities/fire suppression - Sponsored by Mayor Jacobs

ACTION: Acting Clerk Commissioner Morrissette made a motion to table 10.6 for a later time/date. Second by Vice Mayor Kashem and it passed on 3-1 with Mayor Jacobs opposing.

10.7 Discussion on the Building Department - Sponsored by Mayor Jacobs

ACTION: Acting Clerk Commissioner Morrissette made a motion to table 10.7 for a later time/date. Second by Vice Mayor Kashem and it passed on 3-1 with Mayor Jacobs opposing.

10.8 Discussion on ARPA funds - Sponsored by Mayor Jacobs

ACTION: Acting Clerk Commissioner Morrissette made a motion to table 10.8 for a later time/date. Second by Vice Mayor Kashem and it passed on 3-1 with Mayor Jacobs opposing.

10.9 Christmas Tree - Sponsored by Mayor Jacobs

ACTION: Acting Clerk Commissioner Morrissette made a motion to table 10.9 for a later time/date. Second by Vice Mayor Kashem and it passed on 3-1 with Mayor Jacobs opposing.

10.10 Discussion and Direction to Prepare and Advance Data Center Regulatory Ordinance for DRC and Planning Review - Sponsored by Commissioner Mohammed (ADDED) Item was not discussed.

11 TOWN ATTORNEY COMMENTS

Town Attorney Horowitz had no additional comments but answered questions about mobile home park protections under the town charter, confirming that the charter prevents rezoning mobile home parks away from that use except by referendum with 65% voter approval.

12 TOWN MANAGER COMMENTS

Town Manager Lynch had no comments to report.

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13 COMMISSIONER COMMENTS

Commissioner Mohammed had no comments to report.

Acting Clerk Commissioner Morrissette discussed his role in the Solid Waste Authority and urged support for upcoming waste management recommendations, noting that prices will increase due to landfill capacity issues.

Vice Mayor Kashem had no comments.

Clerk Commissioner Hodgkins had no comments.

Mayor Jacobs raised concerns about the PayActive service that provides employee pay advances, questioning whether the town should offer payday loan-type services. HR Director Frishman explained it's a free ADP service with minimal fees. Mayor Jacobs also addressed Inspector General Jody Breeze about alleged Sunshine Law violations and announced special commission meetings scheduled for the following week to address accountability items.

14 ANNOUNCEMENTS

14.1 Special Commission Meeting, Wednesday, February 25, 2026, at 5:30 p.m.
Workshop Commission Meeting, Wednesday, February 25, 2026, at 6:30 p.m.
Regular Commission Meeting, Wednesday, March 11, 2026, at 7:00 p.m.
Food Giveaway, Saturday, February 28, 2026, at 9:00 a.m.

15 ADJOURNMENT

With no further business to discuss, the meeting adjourned at 8:30pm.

ATTEST:

DRAFT

Cynthia Garcia-Lima, Town Clerk

Commission approved on:

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (tdd).

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

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MINUTES SPECIAL COMMISSION MEETING

6:00 PM - Monday, February 23, 2026
Commission Chambers

The SPECIAL COMMISSION MEETING of the Town of Pembroke Park was called to order on Monday, February 23, 2026, at 6:00 PM, in the Commission Chambers, with the following members present:

PRESENT:	Mayor Geoffrey Jacobs; Commissioner Ashira Mohammed (participating remotely)
EXCUSED:	Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins and Vice Mayor Musfika Kashem

No quorum was established.

1 CALL TO ORDER

Mayor Jacobs called the meeting to order at 6:00pm.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 ROLL CALL

The meeting was called to order at 6:00 pm by Town Clerk. Present at the meeting were Ashira Mohammed, Commissioner (remotely); and Geoffrey Jacobs, Mayor.

Additional staff in attendance were Jacobs Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager

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4 DELETIONS OR WITHDRAWALS TO THE AGENDA

No agenda modifications were discussed due to lack of quorum.

5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

No public comments were made due to lack of quorum.

6 PRESENTATION

6.1 Report from the Building Department - Building Department Manager Louis

6.2 Report from the Police Department - Chief DeCoursey

6.3 Report from the Town Clerk Department - Town Clerk Garcia-Lima

6.4 Report from the Finance Department - Finance Director Davermann

6.5 Report from the Public Services Department - Public Services Director Odoms

6.6 Report from the IT Department - IT Director Pakula

6.7 Accountability - Sponsored by Mayor Jacobs

7 DISCUSSION

7.1 Discussion on Little Free Libraries - Sponsored by Mayor Jacobs (ADDED)

7.2 Discussion on Vulnerability Assessment March 2025 - Sponsored by Mayor Jacobs (ADDED)

7.3 Discussion on the Assistant Town Manager/Administrative Services Director Position - Sponsored by Mayor Jacobs (ADDED)

7.4 Discussion on Taxation/ Utilities/fire suppression - Sponsored by Mayor Jacobs (ADDED)

DRAFT

7.5 Discussion on the Building Department - Sponsored by Mayor Jacobs (ADDED)

7.6 Discussion on ARPA funds - Sponsored by Mayor Jacobs (ADDED)

7.7 Christmas Tree - Sponsored by Mayor Jacobs (ADDED)

8 TOWN ATTORNEY COMMENTS

No attorney comments were provided due to lack of quorum.

9 TOWN MANAGER COMMENTS

No town manager comments were provided due to lack of quorum.

10 COMMISSIONER COMMENTS

Commissioner Mohammed had no comments.

Acting Clerk Commissioner Morrissette had no comments.

Vice Mayor Kashem had no comments.

Clerk Commissioner Hodgkins had no comments.

Mayor Jacobs noted that the Town Clerk had contacted each commissioner prior to the meeting. Commissioners Kashem and Morrissette confirmed they would not be attending, while Commissioner Hodgkins did not respond to contact attempts.

With only two commissioners present, Mayor Jacobs declared there was no quorum to conduct official business. The Mayor expressed strong criticism of the absent commissioners and Town Manager David Lynch, stating this was the third consecutive meeting where commissioners failed to attend, which he characterized as abandoning their positions. Mayor Jacobs accused Lynch of manipulating the commissioners and preventing them from attending meetings to avoid accountability discussions.

The Mayor emphasized that Pembroke Park operates under a commission form of government, not a manager form, and criticized the continued absence of commissioners as detrimental to both residents and staff. He announced plans to invite the Office of Inspector General (OIG) to future

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meetings and indicated another meeting was scheduled for the following evening.

He indicated that another meeting would be attempted the following evening at 6:00 PM and expressed doubt about commissioner attendance at future meetings.

11 ANNOUNCEMENTS

11.1 Regular Commission Meeting, Wednesday, March 11, 2026, at 7:00 p.m.
Special Magistrate Hearing, Wednesday, March 18, 2026, at 9:00 a.m.
Workshop Commission Meeting, Wednesday March 25, 2026, at 6:00 p.m.

SPECIAL EVENTS

Food Giveaway, Saturday, February 28, 2026, at 9:00 a.m.
Food Giveaway, Saturday, March 21, 2026, at 9:00 a.m.
Eggstravaganza, Saturday, March 28, 2026, at 10:00 a.m.

12 ADJOURNMENT

With no quorum present and no business able to be conducted, Mayor Jacobs adjourned the meeting at 6:04 PM.

ATTEST:

_____
Cynthia Garcia-Lima, Town Clerk

Commission approved on:

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

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Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (tdd).

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

DRAFT

MINUTES SPECIAL COMMISSION MEETING

6:00 PM - Tuesday, February 24, 2026
Commission Chambers

The SPECIAL COMMISSION MEETING of the Town of Pembroke Park was called to order on Tuesday, February 24, 2026, at 6:00 PM, in the Commission Chambers, with the following members present:

PRESENT: Mayor Geoffrey Jacobs; Commissioner Ashira Mohammed (participating remotely)

EXCUSED: Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins and Vice Mayor Musfika Kashem

No quorum was established.

1 CALL TO ORDER

Mayor Jacobs called the meeting to order at 6:00pm.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 ROLL CALL

The meeting was called to order at 6:00 pm by Town Clerk. Present at the meeting were Ashira Mohammed, Commissioner (remotely), and Geoffrey Jacobs, Mayor.

Additional staff in attendance were Jacobs Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

No agenda modifications were discussed due to lack of quorum.

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5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

Despite the lack of quorum, Mayor Jacobs allowed public comment. Howard Clark III of 2405 Howard Road addressed the Commission with two concerns. First, he reported ongoing noise issues from a speaker company testing equipment on Saturday and Sunday mornings starting at 7:30 AM at the mini storage facility in bay E or F on John P. Lyons Road. He stated he had called police and filed reports about this disturbance. Mayor Jacobs indicated he would ensure this matter was addressed.

Mr. Clark's second concern involved questioning Mayor Jacobs' residency in Pembroke Park, referencing news reports suggesting the Mayor lives in St. Lucie County with a homestead exemption there while representing Pembroke Park. He expressed confusion about the frequency of special meetings and questioned how someone not residing in the town could vote on ordinances and laws.

Mayor Jacobs responded that he has maintained residency in Pembroke Park since 2016 and does have a house in St. Lucie County where his wife and children live, as well as a farm in Osceola County. He clarified there has never been a homestead exemption on the Wellington property mentioned and directed questions about the town's media coverage to the Town Manager, noting that the Town Manager had already left and that three commissioners were unavailable to respond to concerns.

6 PRESENTATION

6.1 Report from the Building Department - Building Department Manager Louis

6.2 Report from the Police Department - Chief DeCoursey

6.3 Report from the Town Clerk Department - Town Clerk Garcia-Lima

6.4 Report from the Finance Department - Finance Director Davermann

6.5 Report from the Public Services Department - Public Services Director Odoms

6.6 Report from the IT Department - IT Director Pakula

6.7 Accountability - Sponsored by Mayor Jacobs

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7 DISCUSSION

7.1 Discussion on Little Free Libraries - Sponsored by Mayor Jacobs (ADDED)

7.2 Discussion on Vulnerability Assessment March 2025 - Sponsored by Mayor Jacobs (ADDED)

7.3 Discussion on the Assistant Town Manager/Administrative Services Director Position - Sponsored by Mayor Jacobs (ADDED)

7.4 Discussion on Taxation/ Utilities/fire suppression - Sponsored by Mayor Jacobs (ADDED)

7.5 Discussion on the Building Department - Sponsored by Mayor Jacobs (ADDED)

7.6 Discussion on ARPA funds - Sponsored by Mayor Jacobs (ADDED)

7.7 Christmas Tree - Sponsored by Mayor Jacobs (ADDED)

8 TOWN ATTORNEY COMMENTS

No attorney comments were provided due to lack of quorum.

9 TOWN MANAGER COMMENTS

No town manager comments were provided due to lack of quorum.

10 COMMISSIONER COMMENTS

Commissioner Mohammed had no comments.

Acting Clerk Commissioner Morrissette had no comments.

Vice Mayor Kashem had no comments.

Clerk Commissioner Hodgkins had no comments.

Mayor Jacobs noted that without a quorum, the meeting could not proceed with official business. He expressed frustration that this was the fourth meeting since December 26th regarding accountability matters where three commissioners chose not to attend, preventing the town from moving

DRAFT

forward with important items. The Mayor emphasized that elected officials are there to serve the community and that the absence of a quorum prevents them from doing the work for the people of Pembroke Park.

11 ANNOUNCEMENTS

11.1 Regular Commission Meeting, Wednesday, March 11, 2026, at 7:00 p.m.
Special Magistrate Hearing, Wednesday, March 18, 2026, at 9:00 a.m.
Workshop Commission Meeting, Wednesday March 25, 2026, at 6:00 p.m.

SPECIAL EVENTS

Food Giveaway, Saturday, February 28, 2026, at 9:00 a.m.
Food Giveaway, Saturday, March 21, 2026, at 9:00 a.m.
Eggstravaganza, Saturday, March 28, 2026, at 10:00 a.m.

12 ADJOURNMENT

With no quorum present and no business able to be conducted, Mayor Jacobs adjourned the meeting at 6:39 PM.

ATTEST:

_____
Cynthia Garcia-Lima, Town Clerk

Commission approved on:

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In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

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Agenda Item Report

Subject:	Consideration and Approval of Payment for CAS Outstanding Invoices - Sponsored by Building Department Manager Louis
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Building
Recommendation for Counsel to Consider:	
Background Information:	Staff is requesting authorization to process payment for outstanding invoices submitted by CAS for services previously rendered to the Town. These invoices represent completed work that has been reviewed, verified, and deemed accurate by the responsible department. Timely payment is necessary to maintain good standing with the vendor, avoid service interruptions, and ensure compliance with the Town's financial obligations.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. 2412909-PemPark-Invoice-Rev2-7-25

2. Jan-2222799LS-PemPark-Invoice
3. Apr-PemPark-2222799LS-Invoice
4. Jul-Town-PemPark-2222799LS-Invoice
5. Oct-Town-PemPark-2222799LS-Invoice
6. Dec-Town-PemPark-2222799LS-Combined-Invoice
7. Jan26-TownPemPark-2222799-UtiliSync-Invoice
8. AUG-08-22-007-CSLIP
9. OCT_08-24-031
10. OCT_08-22-007-GEN
11. OCT_08-22-007-I-95
12. NOV_08-22-007
13. DEC_08-22-007
14. JAN_08-24-031

Craig A. Smith & Associates

Utility Locations / Vacuum Excavation
4152 W. Blue Heron Blvd., #116
Riviera Beach, Fl 33404

Invoice

DATE: 01/02/2025
Invoice #: CASA-INV-002594
Customer ID C0644
PP Project No.: Utility Locates
CAS Project No: 22-2279-9LS
Detail ID #: 2412909-PemPark-Detail

Bill To:
Town of Pembroke Park
c/o Myriam Jacques
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Stephanie W.<swoodbury@tppfl.gov>

Locate / Mark Underground Utilities
Perform One Call Ticket Management, Response and Location of Pembroke Park Utilities

Unit Pricing Escalation Effective April 13, 2017

Code	Description	Unit Price	Quantity	Total
1E Emergency Utility Marking	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 1.05	-	$ -
1 Marked Utilities	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	14.00	$ 185.50
3A Unmarked-No Access	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	1.00	$ 13.25
3B Unmarked-Bad Address Info	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3G Updated to Ongoing job	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3H Contact prvt Fac Owner	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	3.00	$ 39.75
3N Wht Line per FS556 Required	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3R Excv perfmd prior to locat	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	1.00	$ 13.25
3U Outside Member Service Area	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ 2.10	143.00	$ 300.30
3W No Locate Req Per Contract	No Locate Required per Contract	$ 2.10	7.00	$ 14.70
5 No Conflict with Propsd Excvtn	Responded No Conflict with excavation area	$ 13.25	14.00	$ 185.50
8A Ongoing Tik-intital Visit	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ -	-	$ -
9A Cancelled	Cancelled work	$ 2.10	1.00	$ 2.10
GPR-R	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities.	$ 25.00	14.00	$ 350.00
Tickets managed	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	$ 0.85	184.00	$ 156.40
	Invoice Period from 12/01/24 through 12/31/24	**INVOICE TOTAL**		**$ 1,260.75**

Payment Terms are Invoice Net 30. Late Fees of 1.5% per month accrue after 30 days.

THANK YOU FOR YOUR BUSINESS!

4152 W. Blue Heron Blvd., Suite 116, Riviera Beach, Fl 33404

Phone: 561-314-4445 Fax: 561-314-4459

Website: www.craigasmith.com

Craig A. Smith & Associates

Invoice

Utility Locations / Vacuum Excavation
4152 W. Blue Heron Blvd., #116
Riviera Beach, Fl 33404

DATE: 02/03/2025
Invoice #: CASA-INV-002686
Customer ID C0644
PP Project No.: Utility Locates
CAS Project No: 22-2279-9LS
Detail ID #: Jan-2222799LS-PemPark-Detail

Bill To:
Town of Pembroke Park
c/o Myriam Jacques
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Stephanie W.<swoodbury@tppfl.gov>

Locate / Mark Underground Utilities
Perform One Call Ticket Management, Response and Location of Pembroke Park Utilities

Unit Pricing Escalation Effective April 13, 2017

Code	Description	Unit Price	Quantity	Total
1E Emergency Utility Marking	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 1.05	-	$ -
1 Marked Utilities	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	34.00	$ 450.50
3A Unmarked-No Access	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3B Unmarked-Bad Address Info	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3G Updated to Ongoing job	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3H Contact prvt Fac Owner	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3N Wht Line per FS556 Required	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3R Excv perfmd prior to locat	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3U Outside Member Service Area	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ 2.10	171.00	$ 359.10
3W No Locate Req Per Contract	No Locate Required per Contract	$ 2.10	6.00	$ 12.60
5 No Conflict with Propsd Excvtn	Responded No Conflict with excavation area	$ 13.25	21.00	$ 278.25
8A Ongoing Tik-intital Visit	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ -	-	$ -
9A Cancelled	Cancelled work	$ 2.10	-	$ -
GPR-R	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities.	$ 25.00	31.00	$ 775.00
Tickets managed	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	$ 0.85	229.00	$ 194.65
	Invoice Period from 01/01/25 through 01/31/25	**INVOICE TOTAL**		**$ 2,070.10**

Payment Terms are Invoice Net 30. Late Fees of 1.5% per month accrue after 30 days.

THANK YOU FOR YOUR BUSINESS!

4152 W. Blue Heron Blvd., Suite 116, Riviera Beach, Fl 33404

Phone: 561-314-4445 Fax: 561-314-4459

Website: www.craigasmith.com

Craig A. Smith & Associates

Utility Locations / Vacuum Excavation
4152 W. Blue Heron Blvd., #116
Riviera Beach, Fl 33404

Invoice

DATE: 05/01/2025
Invoice #: CASA-INV-002918
Customer ID C0644
PP Project No.: Utility Locates
CAS Project No: 22-2279-9LS
Detail ID #: Apr-PemPark-2222799LS-Detail

Bill To:
Town of Pembroke Park
c/o Myriam Jacques
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Stephanie W.<swoodbury@tppfl.gov>

Locate / Mark Underground Utilities
Perform One Call Ticket Management, Response and Location of Pembroke Park Utilities

Unit Pricing Escalation Effective April 13, 2017

Code	Description	Unit Price	Quantity	Total
1E Emergency Utility Marking	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 1.05	-	$ -
1 Marked Utilities	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	8.00	$ 106.00
2C High Profile Facility	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3A Unmarked-No Access	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3B Unmarked-Bad Address Info	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3G Updated to Ongoing job	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3H Contact prvt Fac Owner	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3N Wht Line per FS556 Required	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3R Excv perfmd prior to locat	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.25	-	$ -
3U Outside Member Service Area	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ 2.10	48.00	$ 100.80
3W No Locate Req Per Contract	No Locate Required per Contract	$ 2.10	6.00	$ 12.60
5 No Conflict with Propsd Excvtn	Responded No Conflict with excavation area	$ 13.25	13.00	$ 172.25
8A Ongoing Tik-intital Visit	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ -	1.00	$ -
9A Cancelled	Cancelled work	$ 2.10	3.00	$ 6.30
GPR-R	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities.	$ 25.00	8.00	$ 200.00
Tickets managed	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	$ 0.85	79.00	$ 67.15
	Invoice Period from 04/01/25 through 04/30/25	**INVOICE TOTAL**		**$ 665.10**

Payment Terms are Invoice Net 30. Late Fees of 1.5% per month accrue after 30 days.

THANK YOU FOR YOUR BUSINESS!

4152 W. Blue Heron Blvd., Suite 116, Riviera Beach, Fl 33404

Phone: 561-314-4445 Fax: 561-314-4459

Website: www.craigasmith.com

Craig A. Smith & Associates

Invoice

Utility Locations / Vacuum Excavation
4152 W. Blue Heron Blvd., #116
Riviera Beach, Fl 33404

DATE: 08/01/2025
Invoice #: **CASA-INV-003129**
Customer ID C0644
PP Project No.: Utility Locates
CAS Project No: 22-2279-9LS
Detail ID #: Jul-PemPark-2222799LS-Detail

Bill To:
Town of Pembroke Park
c/o Myriam Jacques
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Email to:
AP: ap@tppfl.gov
Osmanny Larzabal: olarzabal@tppfl.gov

Locate / Mark Underground Utilities
Perform One Call Ticket Management, Response and Location of Pembroke Park Utilities

Unit Pricing Escalation Effective May 11th, 2025

Code	Description	Unit Price	Quantity	Total
1E Emergency Utility Marking	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 1.08	-	$ -
1 Marked Utilities	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	5.00	$ 68.10
2C High Profile Facility	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	9.00	$ 122.58
3A Unmarked-No Access	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3B Unmarked-Bad Address Info	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3G Updated to Ongoing job	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3H Contact prvt Fac Owner	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3N Wht Line per FS556 Required	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3R Excv perfmd prior to locat	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3U Outside Member Service Area	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ 2.16	48.00	$ 103.68
3W No Locate Req Per Contract	No Locate Required per Contract	$ 2.16	36.00	$ 77.76
5 No Conflict with Propsd Excvtn	Responded No Conflict with excavation area	$ 13.62	11.00	$ 149.82
8 Ongoing job	Ongoing Job	$ 13.62	1.00	$ 13.62
8A Ongoing Tik-intital Visit	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ -	-	$ -
9A Cancelled	Cancelled work	$ 2.16	-	$ -
GPR-R	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities.	$ 25.71	11.00	$ 282.81
Tickets managed	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	$ 0.87	107.00	$ 93.09
	Invoice Period from 07/01/25 through 07/31/25	**SUBTOTAL**		**$ 911.46**

Payment Terms are Invoice Net 30. Late Fees of 1.5% per month accrue after 30 days.

THANK YOU FOR YOUR BUSINESS!

4152 W. Blue Heron Blvd., Suite 116, Riviera Beach, Fl 33404
Phone: 561-314-4445 Fax: 561-314-4459

Website: www.craigasmith.com

Craig A. Smith & Associates

Invoice

Utility Locations / Vacuum Excavation
4152 W. Blue Heron Blvd., #116
Riviera Beach, Fl 33404

DATE: 11/03/2025
Invoice #: **CASA-INV-003392**
Customer ID C0644
PP Project No.: Utility Locates
CAS Project No: 22-2279-9LS
Detail ID #: Oct-PemPark-2222799LS-Detail

Bill To:
Town of Pembroke Park
c/o Myriam Jacques
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Email to:
AP: ap@tppfl.gov
Osmanny Larzabal: olarzabal@tppfl.gov

Locate / Mark Underground Utilities
Perform One Call Ticket Management, Response and Location of Pembroke Park Utilities

Unit Pricing Escalation Effective May 11th, 2025

Code	Description	Unit Price	Quantity	Total
1E Emergency Utility Marking	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 1.08	-	$ -
1 Marked Utilities	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	5.00	$ 68.10
2C High Profile Facility	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	7.00	$ 95.34
3A Unmarked-No Access	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3B Unmarked-Bad Address Info	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3G Updated to Ongoing job	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3H Contact prvt Fac Owner	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3N Wht Line per FS556 Required	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3R Excv perfmd prior to locat	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3U Outside Member Service Area	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ 2.16	52.00	$ 112.32
3W No Locate Req Per Contract	No Locate Required per Contract	$ 2.16	2.00	$ 4.32
5 No Conflict with Propsd Excvtn	Responded No Conflict with excavation area	$ 13.62	10.00	$ 136.20
8 Ongoing job	Ongoing Job	$ 13.62	-	$ -
8A Ongoing Tik-intital Visit	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ -	-	$ -
9A Cancelled	Cancelled work	$ 2.16	1.00	$ 2.16
GPR-R	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities.	$ 25.71	12.00	$ 308.52
Tickets managed	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	$ 0.87	77.00	$ 66.99
	Invoice Period from 10/01/25 through 10/31/25	**SUBTOTAL**		**$ 793.95**

Payment Terms are Invoice Net 30. Late Fees of 1.5% per month accrue after 30 days.

THANK YOU FOR YOUR BUSINESS!

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Phone: 561-314-4445 Fax: 561-314-4459

Website: www.craigasmith.com

Craig A. Smith & Associates

Invoice

Utility Locations / Vacuum Excavation
4152 W. Blue Heron Blvd., #116
Riviera Beach, Fl 33404

DATE: 01/02/2026
Invoice #: **CASA-INV-003551**
Customer ID C0644
PP Project No.: Utility Locates
CAS Project No: 22-2279-9LS
Detail ID #: Dec-PemPark-2222799LS-Detail

Bill To:
Town of Pembroke Park
c/o Myriam Jacques
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Email to:
AP: ap@tppfl.gov
Osmanny Larzabal: olarzabal@tppfl.gov

Locate / Mark Underground Utilities
Perform One Call Ticket Management, Response and Location of Pembroke Park Utilities

Unit Pricing Escalation Effective May 11th, 2025

Code	Description	Unit Price	Quantity	Total
1E Emergency Utility Marking	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 1.08		$ -
1 Marked Utilities	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	6.00	$ 81.72
2C High Profile Facility	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	36.00	$ 490.32
3A Unmarked-No Access	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3B Unmarked-Bad Address Info	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3G Updated to Ongoing job	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3H Contact prvt Fac Owner	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3N Wht Line per FS556 Required	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3R Excv perfmd prior to locat	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	-	$ -
3U Outside Member Service Area	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ 2.16	40.00	$ 86.40
3W No Locate Req Per Contract	No Locate Required per Contract	$ 2.16	-	$ -
5 No Conflict with Propsd Excvtn	Responded No Conflict with excavation area	$ 13.62	10.00	$ 136.20
8 Ongoing job	Ongoing Job	$ 13.62	-	$ -
8A Ongoing Tik-intital Visit	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ -	-	$ -
9A Cancelled	Cancelled work	$ 2.16	-	$ -
GPR-R	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities.	$ 25.71	30.00	$ 771.30
Tickets managed	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	$ 0.87	159.00	$ 138.33
	Invoice Period from 12/01/25 through 12/31/25	**SUBTOTAL**		**$ 1,704.27**

Payment Terms are Invoice Net 30. Late Fees of 1.5% per month accrue after 30 days.

THANK YOU FOR YOUR BUSINESS!

4152 W. Blue Heron Blvd., Suite 116, Riviera Beach, Fl 33404
Phone: 561-314-4445 Fax: 561-314-4459

Website: www.craigasmith.com

Craig A. Smith & Associates

Invoice

Utility Locations / Vacuum Excavation

4152 W. Blue Heron Blvd., #116
Riviera Beach, FL 33404

DATE: 02/02/2026
Invoice #: CASA-INV-003626
Customer ID: C0644
PP Project No.: Utility Locates
CAS Project No: 22-2279-9LS
Detail ID #: Jan26-Town-PemPark-2222799LS-Detail

Bill To:

Town of Pembroke Park
c/o Myriam Jacques
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Email to:
AP: ap@tppfl.gov
Osmanny Larzabal: olarzabal@tppfl.gov

Locate / Mark Underground Utilities

Perform One Call Ticket Management, Response and Location of Pembroke Park Utilities

Codes	Description	Unit Price	Quantity	Total
1 Marked Utilities	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, and White Lined by Excavator.	$ 13.62	9	$ 122.58
2C High Profile Facilities	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, and White Lined by Excavator.	$ 13.62	10	$ 136.20
3A - Unmarked - No Access	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, and White Lined by Excavator.	$ 13.62	0	$ -
3B Unmarked - Bad Address Info	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, and White Lined by Excavator.	$ 13.62	0	$ -
3H Contact Prvt Fac Owner	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, and White Lined by Excavator.	$ 13.62	0	$ -
3M Mrking instrctns unclear	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, and White Lined by Excavator.	$ 13.62	1	$ 13.62
3N Wht Line per FS556 Required	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, and White Lined by Excavator.	$ 13.62	0	$ -
3R Excv Perfmd Prior to Locate	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, and White Lined by Excavator.	$ 13.62	1	$ 13.62
3U Outside Member Service Area	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc.	$ 2.16	83	$ 179.28
3W No Locate Req Per Contract	No locate required per contract	$ 2.16	0	$ -
5 No Conflict with Propsd Excvtn	Responded No Conflict with excavation area	$ 13.62	10	$ 136.20
8 Ongoing Job	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator.	$ 13.62	2	$ 27.24
9A Cancelled	Cancelled work	$ 2.16	0	$ -
GPR-R	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities.	$ 25.71	15	$ 385.65
Tickets Managed	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	$ 0.87	113	$ 98.31
Invoice Period:	**1/1/2026 - 1/31/2026**		**INVOICE TOTAL:**	**$ 1,112.70**

Payment Terms are Invoice Net 30. Late Fees of 1.5% per month accrue after 30 days.

THANK YOU FOR YOUR BUSINESS!

4152 W. Blue Heron Blvd., Suite 116, Riviera Beach, Fl 33404
Phone: 561-314-4445 Fax: 561-314-4459

Website: www.craigasmith.com

CRAIG A. SMITH & ASSOCIATES
CIVIL ENGINEERS | SURVEYORS | UTILITY LOCATORS

Invoice

CRAIG A SMITH AND ASSOCIATES. LLC
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
(954) 782 8222

Date 8/31/2025

Invoice number 3209
Payment terms Net30

TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE
Pembroke Park, FL 33023
USA
swoodbury@tppfl.gov

All checks payable at 4152 W Blue Heron Blvd, 116 Riviera Beach, FL 33404

Invoice through 8/31/2025

Project : 08-22-007 TOWN OF PEMBROKE PARK-CSLIP

	Quantity	Rate	Billed Amount
Hour			
Senior Supervisor Engineer	1.00	$195.00	$195.00
Invoice total			**$195.00**

Project : 08-22-007 -- TOWN OF PEMBROKE PARK

Phase : CSLIP PARK ROAD PHASE 2 25TH STREET

Rate Schedule Labor

Class/Employee Name	Date	Quantity	Rate	Amount
Senior Supervisor Engineer				
Priscilla Cygielnik	08/26/2025	1.00	$195.00	$195.00
Conference Call with Town and TetraTech on S. Park Road drainage and CSLIP scope				
		1		**$195.00**
Rate Schedule Labor				**$195.00**
Total Phase : CSLIP PARK ROAD PHASE 2 25TH STREET			**Labor :**	**$195.00**
			Expense :	**$0.00**
Total Project : 08-22-007 -- TOWN OF PEMBROKE PARK				**$195.00**

Invoice

CRAIG A SMITH AND ASSOCIATES, LLC
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
(954) 782 8222

Date 10/31/2025

Invoice number 3342

TOWN OF PEMBROKE PARK

Payment terms Net30

3150 S.W. 52ND AVENUE
Pembroke Park, FL 33023
USA
swoodbury@tppfl.gov

Invoice through 10/31/2025

Project : 08-24-031 PEMBROKE PARK-SW 25 STREET STORMWATER IMP

TASKS		Fee Amount	Current Billing	Percent Completed	Amount
CASA-003129	FINAL ENGINEERING DESIGN PLANS REVISIONS	$12,800.00	$0.00	100.00%	$12,800.00
CASA-003130	BID SPECIFICATIONS AND COST ESTIMATE REVISIONS	$4,680.00	$0.00	100.00%	$4,680.00
CASA-003131	BIDDING ASSISTANCE	$5,070.00	$0.00	100.00%	$5,070.00
CASA-003132	ESDC	$60,840.00	$4,258.80	13.00%	$7,909.20
CASA-003133	CONSTRUCTION OBSERVATION SERVICES	$130,000.00	$2,600.00	2.00%	$2,600.00
CASA-003134	SHOP DRAWING REVIEWS	$6,240.00	$0.00	100.00%	$6,240.00
CASA-003135	FINAL CERTIFICATIONS	$9,360.00	$0.00	0.00%	$0.00
CASA-003136	CONSTRUCTION MEETINGS AND COORDINATION	$3,750.00	$0.00	100.00%	$3,750.00
CASA-003137	FUNDING ASSISTANCE DURING CONSTRUCTION	$15,210.00	$0.00	97.00%	$14,753.70
CASA-003138	PUMP STATION ELECTRICAL SERVICES(SUBCONSULTANT)	$5,000.00	$0.00	65.00%	$3,250.00
FEE SUMMARY - LUMP SUM TOTAL		**$252,950.00**			

Total Fee Earned to Date	$61,052.90
Less Previous Billings	$54,194.10
Current LS Amount Due	**$6,858.80**

All checks payable at 4152 W Blue Heron Blvd, 116 Riviera Beach, FL 33404
WE APPRECIATE YOUR BUSINESS
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
Website: www.craigasmith.com

Invoice

CRAIG A SMITH AND ASSOCIATES, LLC
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
(954) 782 8222

TOWN OF PEMBROKE PARK
3150 S.W. 52ND AVENUE
Pembroke Park, FL 33023
USA
swoodbury@tppfl.gov

Date	10/31/2025
Invoice number	CASA-INV-003359
Payment terms	Net30

All checks payable at 4152 W Blue Heron Blvd, 116 Riviera Beach, FL 33404

Invoice through 10/31/2025

Project : 08-22-007 TOWN OF PEMBROKE PARK

	Quantity	Rate	Billed Amount
Hour			
Project Manager	3.50	$145.00	$507.50
Invoice total			**$507.50**

Project : 08-22-007 -- TOWN OF PEMBROKE PARK **Invoice # : CASA-INV-003359**

Phase : PLAN REVIEW

Rate Schedule Labor

Class/Employee Name	Date	Quantity	Rate	Amount
Project Manager				
Daniel Shonk	10/23/2025	3.50	$145.00	$507.50
review plans for lake fill Project in the industrial project...				
		3.5		**$507.50**
	Rate Schedule Labor			**$507.50**
Total Phase : PLAN REVIEW			**Labor :**	**$507.50**
			Expense :	**$0.00**
Total Project : 08-22-007 -- TOWN OF PEMBROKE PARK				**$507.50**

Invoice

CRAIG A SMITH AND ASSOCIATES, LLC
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
(954) 782 8222

TOWN OF PEMBROKE PARK
3150 S.W. 52ND AVENUE
Pembroke Park, FL 33023
USA
swoodbury@tppfl.gov

Date	10/31/2025
Invoice number	CASA-INV-003357
Payment terms	Net30

All checks payable at 4152 W Blue Heron Blvd, 116 Riviera Beach, FL 33404

Invoice through 10/31/2025

Project : 08-22-007 TOWN OF PEMBROKE PARK

	Quantity	Rate	Billed Amount
Hour			
Project Manager	2.00	$145.00	$290.00
Invoice total			**$290.00**

Project : 08-22-007 -- TOWN OF PEMBROKE PARK **Invoice # : CASA-INV-003357**

Phase : I-95 PUMP STATION

Rate Schedule Labor

Class/Employee Name	Date	Quantity	Rate	Amount
Project Manager				
Todd Larson	10/29/2025	2.00	$145.00	$290.00
		2		**$290.00**
	Rate Schedule Labor			**$290.00**
Total Phase : I-95 PUMP STATION			**Labor :**	**$290.00**
			Expense :	**$0.00**
Total Project : 08-22-007 -- TOWN OF PEMBROKE PARK				**$290.00**

CRAIG A. SMITH & ASSOCIATES
CIVIL ENGINEERS · SURVEYORS · UTILITY LOCATORS

Invoice

CRAIG A SMITH AND ASSOCIATES. LLC
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
(954) 782 8222

Date 11/30/2025

Invoice number 3450
Payment terms Net30

TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE
Pembroke Park, FL 33023
USA
swoodbury@tppfl.gov

All checks payable at 4152 W Blue Heron Blvd, 116 Riviera Beach, FL 33404

Invoice through 11/30/2025

Project : 08-22-007 TOWN OF PEMBROKE PARK

	Quantity	Rate	Amount
Hour			
Senior Supervisor Engineer	7.00	$195.00	$1,365.00
Invoice total			**$1,365.00**

Project : 08-22-007 -- TOWN OF PEMBROKE PARK

Phase : ANALYSIS

Rate Schedule Labor

Class/Employee Name	Date	Quantity	Rate	Amount
Senior Supervisor Engineer				
Daniel Shonk	11/14/2025	0.50	$195.00	$97.50
Phone conversation with Kimly Horn regarding corrections to the Home Depot Plans				
Daniel Shonk	11/20/2025	0.50	$195.00	$97.50
Read email and start review of Pembroke Oaks project plan review.				
		1		**$195.00**
	Rate Schedule Labor			**$195.00**
Total Phase : ANALYSIS			**Labor :**	**$195.00**
			Expense :	**$0.00**

Phase : PLAN REVIEW

Rate Schedule Labor

Class/Employee Name	Date	Quantity	Rate	Amount
Senior Supervisor Engineer				
Daniel Shonk	11/07/2025	3.00	$195.00	$585.00
Home Depot plan review. Review and Markups of the Home Depot Plans.				
Daniel Shonk	11/10/2025	1.00	$195.00	$195.00
Reviewed Home Depot plans and spoke to town and Kieth associated regarding errors to be correct by Kimly Horn.				
Daniel Shonk	11/14/2025	2.00	$195.00	$390.00
Research local Bids from surrounding town to provide Pembroke Park with a cost estimate LS 14 with similar cost comparisons				
		6		**$1,170.00**
	Rate Schedule Labor			**$1,170.00**
Total Phase : PLAN REVIEW			**Labor :**	**$1,170.00**
			Expense :	**$0.00**

Total Project : 08-22-007 -- TOWN OF PEMBROKE PARK	**$1,365.00**

Invoice

CRAIG A SMITH AND ASSOCIATES, LLC
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
(954) 782 8222

TOWN OF PEMBROKE PARK
3150 S.W. 52ND AVENUE
Pembroke Park, FL 33023
USA
swoodbury@tppfl.gov

Date	12/31/2025
Invoice number	CASA-INV-003522
Payment terms	Net30

All checks payable at 4152 W Blue Heron Blvd, 116 Riviera Beach, FL 33404

Invoice through 12/31/2025

Project : 08-22-007 TOWN OF PEMBROKE PARK

	Quantity	Rate	Billed Amount
Hour			
Supervising Engineer	1.50	$195.00	$292.50
Invoice total			**$292.50**

Project : 08-22-007 -- TOWN OF PEMBROKE PARK **Invoice # : CASA-INV-003522**

Phase : PLAN REVIEW

Rate Schedule Labor

Class/Employee Name	Date	Quantity	Rate	Amount
Supervising Engineer				
Daniel Shonk	12/10/2025	1.50	$195.00	$292.50

Reviewed plans for Pembroke Oaks Development for the Town Of Pembroke Park DRC. Review Sewer utility plans and sent comments to Naudia Harty.

		1.5	**$292.50**
	Rate Schedule Labor		**$292.50**
Total Phase : PLAN REVIEW		**Labor :**	**$292.50**
		Expense :	**$0.00**
Total Project : 08-22-007 -- TOWN OF PEMBROKE PARK			**$292.50**

CRAIG A. SMITH & ASSOCIATES
CIVIL ENGINEERS | SURVEYORS | UTILITY LOCATORS

Invoice

CRAIG A SMITH AND ASSOCIATES, LLC
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
(954) 782 8222

Date 1/31/2026

Invoice number 8591

TOWN OF PEMBROKE PARK

Payment terms Net30

3150 S.W. 52ND AVENUE
Pembroke Park, FL 33023
USA
swoodbury@tppfl.gov

PO#306034

Invoice through 1/31/2026

Project : 08-24-031 PEMBROKE PARK-SW 25 STREET STORMWATER IMP

TASKS		Fee Amount	Current Billing	Percent Completed	Amount
CASA-003129	FINAL ENGINEERING DESIGN PLANS REVISIONS	$12,800.00	$0.00	100.00%	$12,800.00
CASA-003130	BID SPECIFICATIONS AND COST ESTIMATE REVISIONS	$4,680.00	$0.00	100.00%	$4,680.00
CASA-003131	BIDDING ASSISTANCE	$5,070.00	$0.00	100.00%	$5,070.00
CASA-003132	ESDC	$60,840.00	$2,336.26	20.20%	$12,289.68
CASA-003133	CONSTRUCTION OBSERVATION SERVICES	$130,000.00	$6,435.00	22.71%	$29,523.00
CASA-003134	SHOP DRAWING REVIEWS	$6,240.00	$0.00	100.00%	$6,240.00
CASA-003135	FINAL CERTIFICATIONS	$9,360.00	$0.00	0.00%	$0.00
CASA-003136	CONSTRUCTION MEETINGS AND COORDINATION	$3,750.00	$0.00	100.00%	$3,750.00
CASA-003137	FUNDING ASSISTANCE DURING CONSTRUCTION	$15,210.00	$0.00	97.00%	$14,753.70
CASA-003138	PUMP STATION ELECTRICAL SERVICES(SUBCONSULTANT)	$5,000.00	$0.00	65.00%	$3,250.00
FEE SUMMARY - LUMP SUM TOTAL		**$252,950.00**			

Total Fee Earned to Date	$92,356.38
Less Previous Billings	$83,585.12
Current LS Amount Due	**$8,771.26**

All checks payable at 4152 W Blue Heron Blvd, 116 Riviera Beach, FL 33404
WE APPRECIATE YOUR BUSINESS
4152 W Blue Heron Blvd, Suite 116
Riviera Beach, FL 33404
Website: www.craigasmith.com

Agenda Item Report

Subject:	Consideration and Ratification of Expenditure for Electrical Drawing Development – Town Hall Emergency Generator Project- P.O Change Order - Sponsored by Public Services Director Odoms
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Town Attorney
Recommendation for Counsel to Consider:	
Background Information:	In June 2025, under the authorization of the Public Works Director, Stanley Merantus, additional electrical design work was required to support the Town Hall Emergency Generator Project. This work was necessary to advance the design and integration of the generator system and associated electrical infrastructure into the existing Town Hall facility. Craven Thompson & Associates, serving as the Town's engineering consultant, coordinated with PGAL, the electrical subcontractor, to complete the required drawings. As identified in the PGAL proposal, optional services for preparation of base drawings and field verification were included at a cost of $3,200. The work was completed and paid for under the existing Craven Thompson purchase order to maintain project schedule continuity.
Staff Recommendations:	

Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Pembroke Park Agenda Backup Generator Electrical

TOWN OF PEMBROKE PARK
AGENDA BACKUP DOCUMENT

Agenda Item:

Consideration and Ratification of Expenditure for Electrical Drawing Development – Town Hall Emergency Generator Project- P.O Change Order

Meeting Date:

April 8th, 2026

Department:

Public Works

Sponsored By:

Jeff Odoms, Public Works Director

PURPOSE:

To obtain Commission ratification and approval of a $3,200 expenditure associated with the development of electrical drawings required for the Town Hall Emergency Generator Project.

BACKGROUND:

In June 2025, under the authorization of the Public Works Director, Stanley Merantus, additional electrical design work was required to support the Town Hall Emergency Generator Project. This work was necessary to advance the design and integration of the generator system and associated electrical infrastructure into the existing Town Hall facility.

Craven Thompson & Associates, serving as the Town's engineering consultant, coordinated with PGAL, the electrical subcontractor, to complete the required drawings. As identified in the PGAL proposal, optional services for preparation of base drawings and field verification were included at a cost of $3,200.

The work was completed and paid for under the existing Craven Thompson purchase order to maintain project schedule continuity.

ANALYSIS:

The preparation of electrical drawings ensured proper integration of the generator system, compliance with codes, and avoidance of project delays. The cost is consistent with the

proposal and represents a necessary project expense. Commission ratification ensures transparency and proper documentation.

FISCAL IMPACT:

Amount: $3,200
Funding Source: Capital Improvement – Town Hall Emergency Generator Project
Status: Paid under existing purchase order

RECOMMENDATION:

Approve and ratify the $3,200 expenditure for electrical drawing development services.

ATTACHMENTS:

1. PGAL Proposal
2. Supporting Documentation

Prepared By: _____
Public Works Department

Approved By: _____
Town Manager

Reviewed By: _____
Finance Director

Agenda Item Report

Subject:	Discussion and possible action for direction of park renovations— Sponsored by Public Services Director Odoms
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Public Services
Recommendation for Counsel to Consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. Town_Park_Commission_Backup

TOWN OF PEMBROKE PARK
AGENDA BACKUP DOCUMENT
TOWN PARK IMPROVEMENT PLAN

Agenda Item: Town Park Improvement Plan – Conceptual Approval and Cost Review

Meeting Date: April 8th, 2026

Department:

Public Works

Sponsored By:

Public Works Director

PURPOSE:

To present the Town Park Improvement Plan, including conceptual design elements, associated costs, and phased implementation options for Commission review and direction.

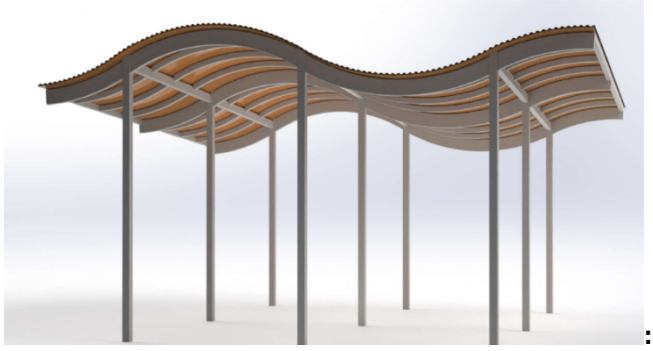
BACKGROUND:

The Town has developed a conceptual plan to enhance the existing park with modern recreational amenities including an amphitheater, splash pad, playground, fitness area, and toddler play zone. These improvements are intended to increase community engagement, improve safety, and maximize use of existing park space.

ANALYSIS:

The proposed improvements include multiple components with varying cost levels. The amphitheater represents the largest cost driver and may be considered as a phased implementation element. The project provides an opportunity to transform the park into a multi-functional community destination.

PROJECT COMPONENT COST SUMMARY

 **:**

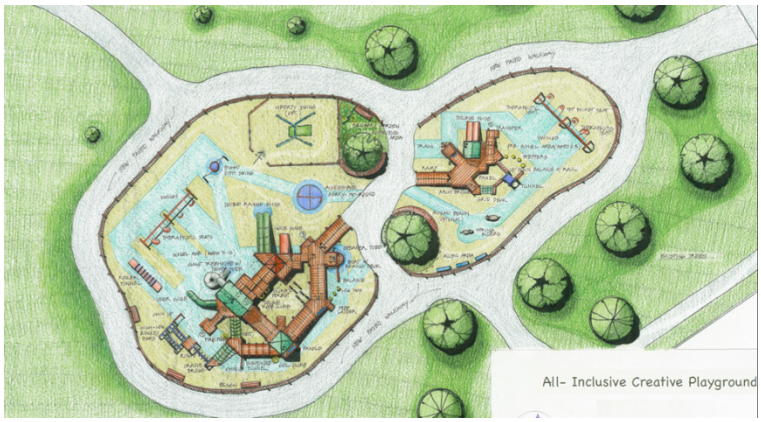
Amphitheater (Base): $730,000



Amphitheater (Enhanced): $3,000,000



Splash Pad: $1,000,000



Playground: $950,000



Fitness Park: $300,000



Toddler Playground: $200,000

TOTAL PROJECT COST:

Scenario 1 (Base Amphitheater): $3,180,000
Scenario 2 (Enhanced Amphitheater): $5,450,000

FISCAL IMPACT:

Funding sources may include Capital Improvement Funds, Grants, Surtax, and Public-Private Partnerships. Final funding strategy to be determined based on Commission direction.

RECOMMENDATION:

Provide direction on project scope, prioritize components, and authorize staff to proceed with design and funding strategy development.

Site Concept (Existing vs Proposed Areas):

Prepared By: _____
Public Works Department

Approved By: _____
Town Manager

Agenda Item Report

Subject:	Discussion on Emergency Repair and Redirection of Exposed Sewer Force Main – Holiday Park - Sponsored by Public Services Director Odoms
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Public Services
Recommendation for Counsel to Consider:	
Background Information:	An 8-inch sanitary sewer force main located within Holiday Park has become exposed and unsupported, creating a hazardous condition. This presents a significant risk of failure, potentially resulting in service disruption, environmental contamination, and public health concerns. Public Works has coordinated with Southeastern Engineering Contractors to perform emergency redirection and stabilization using an existing on-call piggyback contract. Craven and Thompson will provide civil engineering support.
Staff Recommendations:	
Procurement:	
Financial Implications:	Funding will be provided through the Sewer Fund. Construction Cost: $226,178.36 Materials & Allowances: $65,853.26 Engineering (NTE): $7,500.00

	Permits: $2,750.00 Total Estimated Project Cost: $302,281.62 Costs may vary based on field conditions.
Alternatives:	

Attachments:

1. Agenda Item Backup Holiday Park
2. Piggyback Agreement (2) - southeastern agreement
3. Contract, Payment and Performance Bond - SEC, Inc
4. Southeastern Engineering - Hollywood ON-CALL

TOWN OF PEMBROKE PARK
AGENDA ITEM BACKUP

Title: Emergency Repair and Redirection of Exposed Sewer Force Main – Holiday Park

Department: Public Works / Utilities Department

BACKGROUND

An 8-inch sanitary sewer force main located within Holiday Park has become exposed and unsupported, creating a hazardous condition. This presents a significant risk of failure, potentially resulting in service disruption, environmental contamination, and public health concerns.

Public Works has coordinated with Southeastern Engineering Contractors to perform emergency redirection and stabilization using an existing on-call piggyback contract. Craven and Thompson will provide civil engineering support.

SCOPE OF WORK

- Emergency stabilization of the exposed force main
- Redirection and support of the 8-inch force main
- Excavation and piping adjustments
- Pavement, sod, and site restoration
- Traffic control (MOT)
- Engineering support and construction oversight

FISCAL IMPACT

Funding will be provided through the Sewer Fund.

Construction Cost: $226,178.36
Materials & Allowances: $65,853.26
Engineering (NTE): $7,500.00
Permits: $2,750.00

Total Estimated Project Cost: $302,281.62

Costs may vary based on field conditions.

PROCUREMENT

Piggyback contract with Southeastern Engineering Contractors in accordance with Florida Statutes and Town policy.

Engineering services by Craven and Thompson under existing CCNA agreement.

TIMELINE

Work will begin immediately upon Commission approval due to the emergency nature of the condition.

RECOMMENDATION

Approve piggyback contract, authorize engineering services, and approve funding to proceed with emergency repairs.

Prepared By:

_____

Jeff Odoms
Public Works Director

AGREEMENT

THIS IS AN AGREEMENT ("Agreement"), dated this ____ day of ____ 2025, by and between:

> **TOWN OF PEMBROKE PARK, FLORIDA**, a municipal corporation organized and operating pursuant to the laws of the State of Florida, with a business address of 3150 S.W. 52nd Avenue, Pembroke Park, Florida 33023, hereinafter referred to as "Town";
>
> and
>
> **SOUTHEASTERN ENGINEERING CONTRACTORS, INC**, a corporation authorized to do business in the State of Florida, with a principal address of 911 N.W. 209th Avenue, Suite 101, Pembroke Pines, FL 33029, hereinafter "Contractor," who is authorized to do business in the State of Florida.

Town and Contractor may each be referred to herein as "party" or collectively as "parties".

WHEREAS, the Town desires to enter into this Agreement with Contractor to provide on-call and emergency water and sewer utility repair services; and

WHEREAS, the Town is authorized to select and contract through the use of the competitive bid process of another government entity as an exception to the otherwise required formal bidding process; and

WHEREAS, the parties wish to incorporate the terms and conditions of the agreement entered into on or about January 4, 2023, between the Contractor and the City of Hollywood (the "Agreement"), attached hereto as **Exhibit "A,"** and incorporated herein; and renewed on or about July 30, 2025; and

WHEREAS, the Parties agree to incorporate the provisions of this agreement into to **Exhibit "A"** as set forth herein; and

WHEREAS, Contractor has agreed to honor and extend the prices, terms, and conditions set forth in the Agreement to Town; and

WHEREAS, Town desires to retain the services of Contractor by "piggybacking" the terms and requirements set forth in **Exhibit "A"** and as modified herein. The scope is limited to finance services, no services being provided fall within the definition of "professional services," as defined by Sec. 287.055, F.S.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

Section 1. The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

Section 2. The prices, terms, and conditions set forth in **Exhibit "A"** shall govern the relationship between the Town and Contractor, except as amended below:

A. The Scope of Services to be performed under this Agreement shall be as set forth in **Exhibit "A**," except said services shall be performed in and for the Town.

B. This Agreement may be terminated at any time by the Town for convenience upon providing thirty days (30) notice to the Contractor. This agreement may also be terminated for cause at any time.

C. This Agreement shall be effective upon execution by both parties, and shall expire in accordance with the terms set forth in **Exhibit "A."**

D. The Contractor agrees at all times to indemnify, hold the Town harmless and, at the Town 's option, defend or pay for any attorney selected by the Town to defend the Town, its trustees, elected and appointed officers, agents, servants and employees, from and against any and all claims, demands, losses, liabilities, expenditures or causes of action of whatsoever kind or nature, and the resulting losses, costs, expenses, reasonable attorneys' fees, liabilities, damages, orders, judgments, or decrees, sustained by the Town or any third party arising out of, or by reason of, or resulting from the Contractor's negligent acts, errors, or omissions.

E. Contractor shall provide Town with proof of insurance as required by **Exhibit "A"**. Contractor hereby confirms that the Town is named as an additional insured under the provisions of Contractor's insurance.

F. Contractor shall not commence performance under this Agreement unless and until the requirements for insurance have been fully met by Contractor and appropriate evidence thereof, in the Town's sole discretion, has been provided to and approved by the Town.

G. All payments shall be governed by the Local Government Prompt Payment Act as provided under §§218.70-.80, Florida Statutes.

H. The term of this Agreement shall commence upon execution by both parties and shall terminate on January 27, 2026, subject to any renewals set forth in the Agreement.

Section 3. In all other respects, the terms and conditions of **Exhibit "A"** are hereby ratified and shall remain in full force and effect under this "piggybacking" arrangement, as provided by the terms of this Agreement. All recitals, representations, and warranties of Contractor made in **Exhibit "A"** are restated as if set forth fully herein, made for the benefit of the Town, and incorporated herein. In the event of any conflicts between this Agreement and Exhibit "A," this Agreement shall prevail, followed by Exhibit "A."

Section 4. Public Records.

A. Contractor shall comply with the Florida Public Records Act as follows:

1. Keep and maintain public records in the Contractor's possession or control in connection with the Contractor's performance under this Agreement that ordinarily and necessarily would be required by the Town in order to perform the service.

2. Upon request by Town's records custodian, provide Town with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement.

4. Upon completion of this Agreement or in the event of termination of this Agreement by either party, any and all public records relating to this Agreement in the possession of Contractor shall be delivered by Contractor to Town, at no cost to Town, within seven days. All records stored electronically by Contractor shall be delivered to Town in a format that is compatible with Town's information technology systems. Once the public records have been delivered to Town upon completion or termination of this Agreement, Contractor shall destroy any and all duplicate public records that are exempt or confidential and exempt from public record disclosure requirements.

5. Contractor's failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the Town.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE TOWN CLERK AT 954-966-4600, TOWNCLERK@TPPFL.GOV OR BY MAIL: 3150 SW 52nd AVENUE, PEMBROKE PARK, FL 33023.

Section 5. E-Verify. Contractor certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statues, as may be amended from time to time and briefly described herein below.

A. **Definitions** for this Section:

1. "*Contractor*" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a contractor or consultant.

2. "*Subcontractor*" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

3. "*E-Verify system*" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

B. **Registration Requirement; Termination:** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

1. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract;

2. All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the Town. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town; and

3. The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not

limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

Section 6. Scrutinized Companies.

A. Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the Town may immediately terminate this Agreement at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

B. If this Agreement is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the Town may immediately terminate this Agreement at its sole option if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

C. The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.

D. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

Section 7. Assignment. Neither party may assign its rights or obligations under this Agreement without the written consent of the other.

Section 8. Notice. Notice hereunder shall be provided in writing by certified mail, return receipt requested, or customarily used overnight transmission with proof of delivery, to the following parties, with mandatory copies, as provided below:

For Town:
Geoffrey Jacobs, Mayor
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023
gjacobs@tppfl.gov

Copy to:
Goren, Cherof, Doody, and Ezrol, P.A.
3099 E. Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308
jhorowitz@gorencherof.com

Contractor:
Eduardo Dominguez, President
Southeastern Engineering Contractors Inc.
911 N.W. 209th Avenue, Suite 101
Pembroke Pines, FL 33029

Section 9. Severability. This Agreement sets forth the entire agreement between Contractor and Town with respect to the subject matter of this Agreement. This Agreement supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, between the parties. This Agreement may not be modified except by the parties' mutual agreement set forth in writing and signed by the parties.

Section 10. Governing Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any dispute under this Agreement shall be an appropriate court of competent jurisdiction in Broward County, Florida.

(REMAINDER INTENTIONALLY LEFT BLANK)

IN WITNESS OF THE FOREGOING, the parties have hereunto set their hands and seals on the dates written below.

TOWN OF PEMBROKE PARK

DocuSigned by:
BY: Geoffrey Jacobs
E71F84706D88433...
GEOFFREY JACOBS
Mayor

APPROVED AS TO LEGAL FORM:
DocuSigned by:
BY: Jacob Horowitz
A583A1DDEED5417...
JACOB G. HOROWITZ
Town Attorney

SOUTHEASTERN ENGINEERING CONTRACTORS INC.

BY: _____
Name: *Eduardo Dominguez*
Title: *President*

STATE OF Florida)
COUNTY OF Broward)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, by means of ☑ physical presence or ☐ online notarization, on this 13 day of November, 2025, as President of Southeastern Engineering Contractors, Inc and acknowledged that he has executed the foregoing instrument for the use and purposes mentioned in it and that the instrument is the act and deed of Eduardo D. as President of Southeastern Engineering Contractors, Inc and who is personally known to me or has produced N/A as identification.

IN WITNESS WHEREOF, I have set my hand and seal in the State and County aforesaid this 13 day of November, 2025.

_____
NOTARY PUBLIC

_____
Print or Type Name

My Commission Expires:

Notary Public State of Florida
Natalia A Jofre
My Commission HH 369419
Expires 3/24/2027

SECTION 00500

CONTRACT

THIS AGREEMENT, made and entered into, this 4 day of Jan, A.D., 2023, by and between the CITY OF HOLLYWOOD, Florida, a municipal corporation of the State of Florida, party of the first part, (hereinafter sometimes called the "CITY"), and

Southeastern Engineering Contractors, Inc.

party of the second part (hereinafter sometimes called the "CONTRACTOR").

WITNESSETH: The parties hereto, for the considerations herein- after set forth, mutually agree as follows:

Article 1. Scope of Work: The CONTRACTOR shall furnish all labor, materials, and equipment and perform all work in the manner and form provided by the Contract Documents, for:

ON-CALL AND EMERGENCY WATER AND SEWER UTILITY REPAIR SERVICES
Bid No.: IFB-4730-22-OT

Article 2. The Contract Sum: The CITY shall pay to the CONTRACTOR, for the faithful performance of the Contract, in lawful money of the United States of America, and subject to additions and deductions as provided in the Contract Documents, as follows:

Based upon the prices shown in the Proposal heretofore submitted to the CITY by the CONTRACTOR, a copy of said Proposal being a part of these Contract Documents, the aggregate amount of this Contract being the sum of **One Million with 0/100 Dollars ($1,000,000.00)**

Article 3. Partial and Final Payments: In accordance with the provisions fully set forth in the "General Conditions" of the "Specifications", and subject to additions and deductions as provided, the CITY shall pay the CONTRACTOR as follows:

(a) On the 15th day, or the first business day thereafter, of each calendar month, the CITY shall make partial payments to the CONTRACTOR on the basis of a duly certified and approved estimate of work performed during the preceding calendar month by the CONTRACTOR, less five percent (5%) of the amount of such estimate which is to be retained by the CITY until all work has been performed strictly in accordance with this Agreement and until such work has been accepted by the CITY; The parties' rights and obligations regarding retainage are further specified in Florida Statute Section 218.735.

(b) Upon submission by the CONTRACTOR of evidence satisfactory to the CITY that all payrolls, material bills and other costs incurred by the CONTRACTOR in connection with the construction of the WORK have been paid in full, and also, after all guarantees that may be required in the Specifications have been furnished and are found acceptable by the CITY, final payment on account of this Agreement shall be made within sixty (60) days after completion by the CONTRACTOR of all work covered by this Agreement and acceptance of such work by the ENGINEER and approved by the CITY.

Article 4. Time of Completion: The CONTRACTOR shall commence work to be performed under this Contract within ten (10) consecutive calendar days after date of written Notice To Proceed and shall fully complete the Contract in accordance within the Contract Documents and meet all intermediate milestone completion dates required after said date of written notice as set forth in the Proposal, as may be modified

by Instructions to Bidders, and stated in the Notice to Proceed.

It is mutually agreed between the parties hereto, that time is the essence, and in the event that construction of the WORK is not completed within the Contract Time and per intermediate dates, as may have been modified solely in accordance with the General Conditions of this Contract, that from the compensation otherwise to be paid to the CONTRACTOR, the CITY is authorized and shall retain, for each day thereafter, Sundays and holidays included, the sum set forth in the Supplementary General Conditions of this Contract as liquidated damages sustained by the CITY in the event of such default by the CONTRACTOR, or shall withhold such compensation for actual and consequential damages as my be stated therein or contemplated therefrom.

Article 5. Additional Bond: It is further mutually agreed between the parties hereto, that if, at any time after the execution of this Agreement and the Payment and Performance Bonds required herein for the express purpose of assuring the faithful performance of the Contractor's work hereto attached, the CITY shall deem the surety or sureties' to be unsatisfactory, or, if for any reason, said bonds cease to be adequate to cover the performance of the work, the CONTRACTOR shall, at his expense, within five (5) days after receipt of notice from the CITY furnish an additional bond or bonds in such form and amount, and with such surety or sureties as shall be satisfactory to the CITY. In such event, no further payment to the CONTRACTOR shall be deemed to be due under this agreement until such new or additional security for the faithful performance of the work shall be furnished in manner and form satisfactory to the CITY.

Article 6. Contract Documents: All of the documents hereinafter listed form the Contract and they are as fully a part of the Contract as if hereto attached, or repeated in this Agreement:

1. Notice to Bidders
2. Instruction to Bidders
3. Proposal
4. Proposal Bid Form
5. Bid Bond
6. Information Required from Bidders
7 Local Preference (Exhibit A)
8. Trench Safety Form (N/A)
9. Contract
10. Performance Bond
11. Payment Bond
12. General Conditions
13. Supplementary General Conditions
14 Addenda
15. Specifications
16. Drawings

Article 7. The rate of wages and fringe benefits, or cash equivalent, for all laborers, mechanics and apprentices employed by any contractor or subcontractor on the work covered by the contract shall be not less than the prevailing rate of wages and fringe benefit payments or cash equivalent for similar skills or classifications of work as established by the General Wage Decision by the United States Department of Labor for Broward County, Florida that is in effect prior to the date the city issues its invitation for bids. If the General Wage Decision fails to provide for a fringe benefit rate for any worker classification, then the fringe benefit rate applicable to the worker classification shall be the fringe benefit rate applicable to the worker classification with a fringe benefit rate that has a basic hourly wage closest in dollar amount to the worker classification for which no fringe benefit rate has been provided.

Article 8. No additional work or extras shall be performed unless the same be duly authorized by appropriate action of the CITY.

Article 9. That in the event either party brings suit for enforcement of disagreement, the prevailing party shall be entitled to attorney's fees and court costs in addition to any other remedy afforded by law.

Article 10. The CONTRACTOR shall guarantee the complete project against poor workmanship and faulty materials for a period of twelve (12) months after final payment and shall immediately correct any defects which may appear during this period upon notification by the CITY or the ENGINEER.

Article 11. The making and acceptance of the final payment shall constitute a waiver of all claims by the

CONTRACTOR, except those previously made and still unsettled.

Article 12. Contract Term: The initial term of this contract shall be for a period of two (2) years beginning upon the notice to proceed. The CITY may renew three times this contract for one (1) additional one (1) year period subject to City's option, vendor acceptance, satisfactory performance, and determination that renewal will be in the best interest of the CITY.

****

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and date first above written in three (3) counterparts, each of which shall, without proof or accounting for the other counterparts, be deemed an original contract:

THE CITY OF HOLLYWOOD, FLORIDA
Party of the First Part

By:_____(SEAL)
JOSH LEVY, MAYOR

ATTEST:
PATRICIA A. CERNY, MMC, CITY CLERK

7-5-11

****

CONTRACTOR
Party of the Second Part

WHEN THE CONTRACTOR IS AN INDIVIDUAL:

Signed, sealed and delivered in the presence of:

_____ _____ (SEAL)
(Witness) (Signature of Individual)

_____ _____
(Witness) (Signature of Individual)

****

WHEN THE CONTRACTOR IS A SOLE PROPRIETORSHIP OR OPERATES UNDER A TRADE NAME:

Signed, sealed and delivered in the presence of:

_____ _____
(Witness) (Name of Firm)

_____ _____ (SEAL)
(Witness) (Signature of Individual)

****

WHEN THE CONTRACTOR IS A PARTNERSHIP:

_____ _____
(Witness) (Name of Firm) a Partnership

_____ BY:_____(SEAL)
(Witness) (Partner)

****

WHEN THE CONTRACTOR IS A CORPORATION:

Attest:

Secretary

Southeastern Engineering Contractors, Inc

(Correct Name of Corporation)

BY: _____ (SEAL)
President

****

APPROVED AS TO FORM AND LEGAL SUFFICIENCY for the use and reliance of the City of Hollywood, Florida only:

By _____
Douglas R. Gonzales
City Attorney

APPROVED AS TO FINANCE:

By _____
David E. Keller
Financial Services Director

CERTIFICATE

STATE OF FLORIDA)
COUNTY OF BROWARD)

I HEREBY CERTIFY that a meeting of the Board of Directors of Southeastern Engineering Contractors, Inc, a corporation under the laws of the State of Florida, was held on January 15, 2022, and the following resolution was duly passed and adopted:

> "RESOLVED, that Eduardo Dominguez as President of the corporation, be and he is hereby authorized to execute the contracts on behalf of this corporation, and that his execution thereof, attested by the Secretary of the corporation and with corporate seal affixed, shall be the official act and deed of this corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation, this 12 day of November, 2022.

Secretary

- END OF SECTION -

This is the *front page* of the performance/payment bond issued in compliance with Florida Statute Chapter 255.05

Surety Name:	FCCI Insurance Company 6300 University Parkway Sarasota, FL 34240 800-226-3224
Bond Number:	3303073
Contractor Name:	Southeastern Engineering Contractors Inc. 911 NW 209 Ave Ste 101 Pembroke Pines, FL 33029 (305)557-4226
Owner Name:	City of Hollywood 2600 Hollywood Blvd Room 221 Hollywood, FL 33022
Project Number:	IFB-4730-22-OT
Project Description:	On-Call and Emergency Water & Sewer Utility Repair Services
Project Address:	n/a
Legal Description of Property:	n/a

This is the *front page* of the bond. All other pages are subsequent regardless of the pre-printed numbers.

SECTION 00610

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:
That we Southeastern Engineering Contractors, Inc. 911 NW 209 Ave Ste 101, Prembroke Pines, FL 33029 305-557-4226
Name Address Tel. No.

as Principal, and FCCI Insurance Company, 6300 University Parkway, Sarasota, FL 34240 - 800-226-3224
Name Address Tel. No.

as Surety, are held and firmly bound unto the City of Hollywood in the sum of One Million and no/100 Dollars ($1,000,000.00), for the payment of said sum we bind ourselves, our heirs, executors, administrators and assigns, jointly and severally, for the faithful performance of a certain written contract, dated the _____day of _____,20_____ entered into between the Principal and the City of Hollywood, Florida, for the installation of the **ON-CALL AND EMERGENCY WATER AND SEWER UTILITY REPAIR SERVICES, Bid No. IFB-4730-22-OT.**

A copy of said Contract, No. **IFB-4730-22-OT**, is incorporated herein by reference and is made a part hereof as if fully copied herein.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that if the Principal shall in all respects comply with the terms and conditions of said Contract and his obligations thereunder, including all of the Contract Documents (that include the Notice to Bidders, Instructions to Bidders, Proposal, Proposal Bid Form, Basis of Payment, Approved Bid Bond, Trench Safety Form, Information Required from Bidders, Contract, Performance Bond, Payment Bond, General and Supplementary General Conditions, Technical Specifications, Addenda and Drawings), therein referred to and made a part thereof, and such alterations as may be made in said Drawings and Specifications as therein provided for, and shall indemnify and save harmless the City of Hollywood against and from all expenses, damages, injury or conduct, want of care of skill, negligence or default, including patent infringement on the part of said Principal, his agents or employees, in the execution or performance of said Contract, including errors in the Drawings furnished by said Principal, and further, if the Principal shall promptly make payments to all who supply him, with labor and/or materials, used directly or indirectly by the Principal in the prosecution of the work provided for in said Contract, then this obligation shall be null and void; otherwise, the Principal and Surety, jointly and severally, agree to pay the City of Hollywood any difference between the sum that the City of Hollywood may be obliged to pay for the completion of said work, by Contract or otherwise, and the sum that the City of Hollywood would have been obliged to pay for the completion said work had the Principal properly executed all of the provisions of said Contract, and any damages, whether direct, indirect, or consequential, which the City of Hollywood may incur as a result of the failure of the said Principal to properly execute all of the provisions of said Contract.

AND, the said Principal and Surety hereby further bind themselves, their successors, executors, administrators and assigns, jointly and severally, that they will amply and fully protect the City of Hollywood against, and will pay any and all amounts, damages, costs

and judgments which may be recovered against or which the Owner may be called upon to pay to any person or corporation by reason of any damage arising from the performance of the said work, repair or maintenance thereof, or the manner of doing the same, or his agents or his servants, or the infringements of any patent rights by reason of the use of any material furnished or work done, as aforesaid or otherwise.

AND, the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the Specifications and Drawings accompanying the same, shall in any way affect its obligations on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications and Drawings.

WHEN THE PRINCIPAL IS AN INDIVIDUAL:

Signed, sealed and delivered in the presence of:

_____ _____
(Witness) (Signature of Individual)

_____ _____
(Address) (Printed Name of Individual)

_____
(Witness)

_____
(Address)

WHEN THE PRINCIPAL IS A SOLE PROPRIETORSHIP OR OPERATES UNDER A TRADE NAME:

Signed, sealed and delivered in the presence of:

_____ _____
(Witness) (Name of Firm)

By: _____
_____ (Seal)
(Address) (Signature of Individual)

_____
(Witness)

_____
Address

****

WHEN THE PRINCIPAL IS A PARTNERSHIP:

Signed, sealed and delivered in the presence of:

_____ (Witness)

_____ (Address)

_____ (Witness)

_____ Address

_____ (Name of Partnership)

By: _____ (Seal) (Partner)

_____ (Printed Name of Partner)

****

WHEN THE PRINCIPAL IS A CORPORATION:

Attest:

_____ (Secretary)

Southeastern Engineering Contractors, Inc.
(Name of Corporation)

By: _____ (Seal)
(Affix Corporate Seal)

Eduardo Dominguez
(Printed Name)

President
(Official Title)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, Eduardo Dominguez, certify that I am the Secretary of the corporation named as Principal in the within bond; that Eduardo Dominguez, who signed the said bond on behalf of the Principal was then President of said corporation; that I know his signature, and his signature thereto is genuine; and that said Bond was duly signed, sealed and attested for and on behalf of said corporation by authority of its governing body.

_____ (SEAL)
Secretary

00610-3

TO BE EXECUTED BY CORPORATE SURETY

Attest: _____
(Secretary)

FCCI Insurance Company
(Corporate Surety)

6300 University Parkway
(Business Address)

Sarasota, FL 34240
By: _____
(Affix Corporate Seal)

Ramon A Rodriguez
(Attorney-In-Fact)

Brown & Brown Miami Dade
(Name of Local Agency)

8825 NW 21st Terrace
(Business Address)

Doral, FL 33172

STATE OF FLORIDA

Before me, a Notary Public, duly commissioned, qualified and acting, personally appeared, Ramon A Rodriguez to me well known, who being by me first duly sworn upon oath, says that he is the attorney-in-fact for the FCCI Insurance Company and that he has been authorized by Power of Attorney to execute the foregoing bond on behalf of the CONTRACTOR named therein in favor of the City of Hollywood, Florida.

Subscribed and sworn to before me this 9th day of November, 20 22.

NOTARY PUBLIC STATE OF FLORIDA
MAYRA RODRIGUEZ
Commission # HH 315319
Expires November 14, 2026

_____
Notary Public, State of Florida

My Commission Expires:

****

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
for the use and reliance of the
City of Hollywood, Florida only:

By _____
Douglas R. Gonzales
City Attorney

APPROVED AS TO FINANCE:

By _____
David E. Keller
Financial Services Director

00610-4

7.5.21

- END OF SECTION -

Bond No. 3303073

SECTION 00620

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, Southeastern Engineering Contractors, Inc. 911 NW 209 Ave Ste 101, Pembroke Pines, FL 33029
Name Address Tel. No.

As Principal and FCCI Insurance Company, 6300 University arkway, Sarasota, FL 34240 800-226-3224
Name Address Tel. No.

as Surety, are held and firmly bound to the CITY OF HOLLYWOOD, FLORIDA herein called the City, in the sum of One Million and no/100

Dollars ($ 1,000,000.00) for the payment of said sum we bind ourselves, our heirs, executors, administrators and assigns, jointly and severally, for the faithful performance of a certain written contract dated the _____ day of _____, 20_____, entered into between the Principal and the City of Hollywood, Florida for the **ON-CALL AND EMERGENCY WATER AND SEWER UTILITY REPAIR SERVICES, Bid No IFB-4730-22-OT** .

Which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

THE CONDITION of this bond is that if Principal promptly makes payments to all claimants defined in Section 255.05 (1), F.S., supplying Principal with labor, materials or supplies used directly or indirectly by principal in the prosecution of the work provided for in the Contract, then this bond shall be null and void and of no further force and effect; otherwise to remain in full force and effect.

Said surety for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or any other changes in or under contract documents and compliance or noncompliance with any formalities connected with the contract does not affect Surety's obligation under this bond and Surety waives notice of any such change, extension of time, alteration or addition to the terms of the Contract or any other changes, compliance, or noncompliance to the terms of the Contract or to the Work or to the Specifications.

This bond is furnished pursuant to the statutory requirements for bond on public works projects being Florida Statute 255.05. Claimants are hereby notified that the Statute 255.05(2) specifically requires that notice be given to Contractor within 45 days after beginning to furnish labor, materials or supplies for the prosecution of the work that claimants intends to look to the bond for protection. Further notice is hereby given claimants that written notice of nonpayment within ninety (90) days after performance of the labor or after complete delivery of the materials or supplies must be delivered to the Contractor and to the Surety. Further notice is hereby given that no action for labor, materials or supplies may be instituted against the Contractor or the Surety on the bond after one year for the performance of the labor or completion of delivery of the materials or supplies.

Without modifying the foregoing, this bond shall be construed as requiring of the principal and surety no more and no less than is specified in F.S. 255.050.

SIGNED AND SEALED, this 9th day of November, 2022.

PRINCIPAL: Southeastern Engineering Contractors, Inc.

ATTEST: _____

_____ (Signature) Eduardo Dominguez

Joe Paella Project Manager _____ President

(Title)

(SEAL)

SURETY:

FCCI Insurance Company

(Surety)

ATTEST: _____

Maria Li

_____ (Signature)

Yamile Corral

Ramon A Rodriguez

(Attorney-in-Fact)

****

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
for the use and reliance of the
City of Hollywood, Florida only:

By _____
Douglas R. Gonzales
City Attorney

APPROVED AS TO FINANCE:

By _____
David E. Keller
Financial Services Director

- END OF SECTION -

7.3.22

FCCI INSURANCE GROUP

GENERAL POWER OF ATTORNEY

Know all men by these presents: That the FCCI Insurance Company, a Corporation organized and existing under the laws of the State of Florida (the "Corporation") does make, constitute and appoint:

Ramon A. Rodriguez; Mayra Rodriguez; Fausto Alvarez, Jr.

Each, its true and lawful Attorney-In-Fact, to make, execute, seal and deliver, for and on its behalf as surety, and as its act and deed in all bonds and undertakings provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the sum of (not to exceed $10,000,000.00): $10,000,000.00

This Power of Attorney is made and executed by authority of a Resolution adopted by the Board of Directors. That resolution also authorized any further action by the officers of the Company necessary to effect such transaction.

The signatures below and the seal of the Corporation may be affixed by facsimile, and any such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.

In witness whereof, the FCCI Insurance Company has caused these presents to be signed by its duly authorized officers and its corporate Seal to be hereunto affixed, this 25TH day of June, 2020.

Attest: _____
Christina D. Welch, President
FCCI Insurance Company

FCCI INSURANCE COMPANY CORPORATE SEAL 1964 FLORIDA

_____
Christina D. Welch, EVP, General Counsel,
Chief Audit & Compliance Officer, Secretary
FCCI Insurance Company

State of Florida
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2023

Notary Public State of Florida
Peggy Snow
My Commission GG 283505
Expires 02/27/2023

_____
Notary Public

State of Florida
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2023

Notary Public State of Florida
Peggy Snow
My Commission GG 283505
Expires 02/27/2023

_____
Notary Public

CERTIFICATE

I, the undersigned Secretary of FCCI Insurance Company, a Florida Corporation, DO HEREBY CERTIFY that the foregoing Power of Attorney remains in full force and has not been revoked; and furthermore that the February 27, 2020 Resolution of the Board of Directors, referenced in said Power of Attorney, is now in force.

Dated this 9th day of November, 2022

_____
Christina D. Welch, EVP, General Counsel, Chief Audit &
Compliance Officer, Secretary FCCI Insurance Company

1-IONA-3592-NA-04, 7/2020

SECTION 00300

PROPOSAL

TO THE MAYOR AND COMMISSIONERS
CITY OF HOLLYWOOD, FLORIDA

SUBMITTED 08-03-2022

Dear Mayor and Commissioners:

The undersigned, as BIDDER, hereby declares that the only person or persons interested in the Proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Proposal or in the Contract to be entered into; that this Proposal is made without connection with any other person, company or parties making a Bid or Proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the site of the Work and informed himself fully in regard to all conditions pertaining to the place where the Work is to be done; that he has examined the Drawings and Specifications for the Work and contractual documents relative thereto, including the Notice to Bidders, Instructions to Bidders, Proposal Bid Form, Form of Bid Bond, Form of Contract and Form of Performance Bond, General, Supplementary and Technical Specifications, Addenda, Drawings, and Local Preference Program, Exhibit A, and has read all of the Provisions furnished prior to the opening of bids; and that he has satisfied himself relative to the work to be performed.

The undersigned BIDDER has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other BIDDER of parties to this bid whatever.

If this Proposal is accepted, the undersigned BIDDER proposes and agrees to enter into and execute the Contract with the City of Hollywood, Florida, in the form of Contract specified; of which this Proposal, Instructions to Bidders, General Specifications, Supplementary Conditions and Drawings shall be made a part for the performance of Work described therein; to furnish the necessary bond equal to one hundred (100) percent of the total Contract base bid, the said bond being in the form of a Cash Bond or Surety Bond prepared on the applicable approved bond form furnished by the CITY; to furnish all necessary materials, equipment, machinery, tools, apparatus, transportation, supervision, labor and all means necessary to construct and complete the work specified in the Proposal and Contract and called for in the Drawings and in the manner specified; to commence Work on the effective date established in the "Notice to Proceed" from the ENGINEER; and to substantially complete all Contract Work as per Project Schedule of Section 00800, and as stated in the "Notice to Proceed" or pay liquidated damages for each calendar day in excess thereof, or such actual and consequential damages as may result therefrom, and to abide by the Local Preference Ordinance.

The BIDDER acknowledges receipt of the following addenda:

No. 1 Dated July 26, 2022
No. _____ Dated _____
No. _____ Dated _____

And the undersigned agrees that in case of failure on his part to execute the said Contract and the Bond within ten (10) days after being presented with the prescribed Contract forms, the check or Bid Bond accompanying his bid, and the money payable thereon, shall be paid into the funds of the City of Hollywood, Florida, otherwise, the check or Bid Bond accompanying this Proposal shall be returned to the undersigned.

Attached hereto is a certified check on the

_____ Bank of _____

or approved Bid Bond for the sum of

5% Bid Amount Dollars ($) according to the conditions under the Instructions to Bidders and provisions therein.

NOTE: If a Bidder is a corporation, the legal name of the corporation shall be set forth below, together with signature(s) of the officer or officers authorized to sign Contracts on behalf of the corporation and corporate seal; if Bidder is a partnership, the true name of the firm shall be set forth below with the signature(s) of the partner or partners authorized to sign Contracts in behalf of the partnership; and if the Bidder is an individual, his signature shall be placed below; if a partnership, the names of the general partners.

WHEN THE BIDDER IS AN INDIVIDUAL:

_____
(Signature of Individual)

_____
(Printed Name of Individual)

_____
(Address)

****

WHEN THE BIDDER IS A SOLE PROPRIETORSHIP OR OPERATES UNDER A TRADE NAME:

_____
(Name of Firm)

_____
(Address)

_____ (SEAL)
(Signature of Individual)

****

WHEN THE BIDDER IS A PARTNERSHIP:

_____
(Name of Firm) A Partnership

_____
(Address)

By: _____
(SEAL)
(Partner)

Name and Address of all Partners:

_____

_____

****

WHEN THE BIDDER IS A JOINT VENTURE:

_____
(Correct Name of Corporation

By: _____
(SEAL)
(Address)

_____
(Official Title)

As Joint Venture
(Corporate Seal)

Organized under the laws of the State of_____, and authorized by the law to make this bid and perform all Work and furnish materials and equipment required under the Contract Documents.

********** WHEN

THE BIDDER IS A CORPORATION:

Southeastern Engineering Contractors, Inc
(Correct Name of Corporation)

By: _____ (SEAL)
President
(Official Title)

911 NW 209th Ave. #101 Pembroke Pines, FL 33029
(Address of Corporation)

Organized under the laws of the State of Florida, and authorized by the law to make this bid and perform all Work and furnish materials and equipment required under the Contract Documents.

CERTIFIED COPY OF RESOLUTION OF
BOARD OF DIRECTORS

Southeastern Engineering Contractors, Inc
(Name of Corporation)

RESOLVED that Eduardo Dominguez
(Person Authorized to Sign)

President Southeastern Engineering Contractors, Inc of
(Title) (Name of Corporation)

be authorized to sign and submit the Bid or Proposal of this corporation for the following project:

CITY OF HOLLYWOOD, FLORIDA

ON-CALL AND EMERGENCY WATER AND SEWER UTILITY REPAIR SERVICES

Bid No.: IFB-4730-22-OT

The foregoing is a true and correct copy of the Resolution adopted by

Southeastern Engineering Contractors, Inc at a meeting of its Board of
(Name of Corporation)

Directors held on the 15 day of January, 2022.

By: _____

Title: President

(SEAL)

The above Resolution MUST BE COMPLETED if the Bidder is a Corporation.

- END OF SECTION -

SECTION 00301

CITY OF HOLLYWOOD
DEPARTMENT OF PUBLIC UTILITIES
ENGINEERING AND CONSTRUCTION
SERVICES DIVISION

PROPOSAL BID FORM

Bid No.: **IFB-4730-22-OT**
Project Name: **ON-CALL AND EMERGENCY WATER AND SEWER UTILITY REPAIR SERVICES (7112 & 5144)**

BASE BID

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**

Item No.	Description	Est. Qty	Unit	Unit Price	Total Price
Bid Package 1 – On-call Routine Repair Services (labor, equipment, tools, and parts)					
1	Mobilization for On-call Routine Work Order (≤$25,000)	1	EA	$ 1,540.00	$ 1,540.00
2	Mobilization for On-call Routine Work Order (>$25,000 to $100,000)	1	EA	$ 1,920.00	$ 1,920.00
3	Mobilization for On-call Routine Work Order (≥$100,000)	1	EA	$ 2,560.00	$ 2,560.00
4	Cut and Connect 4-inch WM to Existing System (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 2,430.00	$ 2,430.00
5	Cut and Connect 6-inch WM to Existing System (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 2,940.00	$ 2,940.00
6	Cut and Connect 8-inch WM to Existing System (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 3,640.00	$ 3,640.00
7	Cut and Connect 10 inch or 12-inch WM to Existing System (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 4,660.00	$ 4,660.00
8	Cut and Connect 16-inch WM to Existing System (5 feet MAX and up to 6 – 10 feet depth)	1	EA	$ 9,190.00	$ 9,190.00

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**					
9	Cut and Connect 20-inch WM to Existing System (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 13,600.00	$ 13,600.00
10	Cut and Connect 24-inch WM to Existing System (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 18,210.00	$ 18,210.00
11	Cut and Connect 6 inch or 8-inch FM to Existing System. No Bypass. (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 6,670.00	$ 6,670.00
12	Cut and Connect 10 inch or 12-inch FM to Existing System. No Bypass. (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 9,470.00	$ 9,470.00
13	Cut and Connect 16 inch or 20-inch FM to Existing System. No Bypass. (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 18,390.00	$ 18,390.00
14	Cut and Connect 24-inch FM to Existing System. No Bypass. (5 feet MAX and up to 6 - 10 feet depth)	1	EA	$ 23,770.00	$ 23,770.00
15	Cut and Grout 8-inch pipe abandoned (up to 12 feet depth) (payment based on Min 100 feet)	1	LF	$ 13.40	$ 13.40
16	Cut and Grout 12-inch pipe abandoned (up to 12 feet depth) (payment based on Min 100 feet)	1	LF	$ 20.00	$ 20.00
17	Cut and Grout 16-inch pipe abandoned (up to 12 feet depth) (payment based on Min 100 feet)	1	LF	$ 27.20	$ 27.20
18	Cut and Grout 24-inch pipe abandoned (up to 12 feet depth) (payment based on Min 100 feet)	1	LF	$ 46.10	$ 46.10
19	Install Sanitary Service Line on Private Property by Licensed Plumber and Permitting (Min 10 LF)	1	LF	$ 111.40	$ 111.40

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**					
20	Install Water Service Line on Private Property by Licensed Plumber and Permitting (Min 10 LF)	1	LF	$ 93.50	$ 93.50
21	Furnish and Install Tapping Saddle and Water Service Line (1-inch) on Existing Water Main	1	EA	$ 2,130.00	$ 2,130.00
22	Furnish and Install Tapping Saddle and Water Service Line (2-inch) on Existing Water Main	1	EA	$ 2,320.00	$ 2,320.00
23	Furnish and Install Asphalt Concrete Pavement Patch (Min 7 SY)	1	SY	$ 144.30	$ 144.30
24	Mill Asphalt Concrete Pavement 1 - inch Thick (Min 60 SY)	1	SY	$ 12.80	$ 12.80
25	Vertical Valve Box Adjustment	1	EA	$ 256.00	$ 256.00
26	Adjust Manhole Ring Elevation	1	EA	$ 670.00	$ 670.00
27	Replace Concrete Curb and Gutter Type F (Min 50 LF)	1	LF	$ 59.00	$ 59.00
28	Replace Reflective Pavement Marker RPM (Min 5 RPMs)	1	EA	$ 10.30	$ 10.30
29	Replace Thermoplastic Striping White or Yellow Solid 6 inch (Min 50 LF)	1	LF	$ 6.40	$ 6.40
30	Replace Thermoplastic Striping White or Yellow Solid 8 inch (Min 50 LF)	1	LF	$ 10.30	$ 10.30
31	Replace Thermoplastic Striping White or Yellow Solid 12 inch (Min 50 LF)	1	LF	$ 12.80	$ 12.80
32	Replace Thermoplastic Striping White or Yellow Solid 24 inch (Min 50 LF)	1	LF	$ 15.40	$ 15.40
33	Restoration of Asphalt Driveways (Min 10 SY)	1	SY	$ 101.00	$ 101.00
34	Restoration of Concrete Driveways (Min 10 SY)	1	SY	$ 115.20	$ 115.20
35	Furnish and Install Sod Saint Augustine (Min 50 SY)	1	SY	$ 10.30	$ 10.30

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**					
36	Furnish and Install Sod Bahia (Min 50 SY)	1	SY	$ 9.00	$ 9.00
37	Replacement of 4-inch Concrete Sidewalk (Min 30 SY)	1	SY	$ 77.80	$ 77.80
38	Replacement of 6-inch Concrete Sidewalk (Min 30 SY)	1	SY	$ 95.10	$ 95.10
39	Furnish and Install FDOT Number 89 Stone (Min 5 CY)	1	CY	$ 99.10	$ 99.10
40	Furnish and Install Compacted Subgrade (Min 5 CY)	1	CY	$ 61.50	$ 61.50
41	Furnish and Install Compacted Limerock (Min 5 CY)	1	CY	$ 114.70	$ 114.70
42	Maintenance of Traffic (MOT) Plans	1	SHEET	$ 448.00	$ 448.00
43	Traffic control - Flagman (Each)	1	HR	$ 23.10	$ 23.10
44	Traffic control - Arrow Board (Each)	1	DAY	$ 25.60	$ 25.60
45	Traffic control – Barricade (Each)	1	DAY	$ 12.80	$ 12.80
46	Traffic Cones w/Reflective Marker (Each)	1	DAY	$ 2.60	$ 2.60
47	Advanced Warning / Detour Sign (Each)	1	DAY	$ 2.60	$ 2.60
48	Furnish and Install Trench Safety Steel Plates (Each)	1	EA	$ 192.00	$ 192.00
49	Flowable Fill Non-Excavatable (Min 5 CY)	1	CY	$ 295.00	$ 295.00
50	Flowable Fill Excavatable (Min 5 CY)	1	CY	$ 256.00	$ 256.00
51	Dewatering Using Well Point Dewatering System, Equal to 25 Well Points	1	DAY	$ 2,240.00	$ 2,240.00
52	Dewatering Using Submersible Pump	1	EA	$ 704.00	$ 704.00
Items Below Shall Only Be Used for On-Call Routine Work NOT Covered By Other Pay Items					
Equipment Cost					

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**

53	Excavator CAT 314 or Equal	1	DAY	$ 614.40	$ 614.40
54	Bobcat	1	DAY	$ 307.20	$ 307.20
55	Excavator / Backhoe CAT 225 or Equal	1	DAY	$ 614.40	$ 614.40
56	Wheel Loader CAT 926 or Equal	1	DAY	$ 486.40	$ 486.40
57	Backhoe Loader Combo CAT 416 or Equal	1	DAY	$ 614.40	$ 614.40
58	Bulldozer CAT D-3 or Equal	1	DAY	$ 716.80	$ 716.80
59	Double Drum Compactor Wacker W74 or Equal	1	DAY	$ 640.00	$ 640.00
60	Vibratory Plate Compactor VPR 1740 or Equal	1	DAY	$ 128.00	$ 128.00
61	Asphalt Roller	1	DAY	$ 256.00	$ 256.00
62	Vacuum Truck	1	DAY	$ 2,690.00	$ 2,690.00
63	Water Truck	1	DAY	$ 832.00	$ 832.00
64	Generator with Mass Lighting	1	DAY	$ 281.60	$ 281.60
65	Flat Bed Truck under 25,000 lbs GVW	1	DAY	$ 640.00	$ 640.00
66	18 Yard Dump Truck	1	DAY	$ 512.00	$ 512.00
67	1/2 Ton Pickup Truck under 10,000 lbs GVW	1	DAY	$ 243.20	$ 243.20
68	Cleaning/Television Inspection Equipment	1	DAY	$ 2,688.00	$ 2,688.00
69	CFM Air Compressor w/hose and hammer	1	DAY	$ 384.00	$ 384.00
70	6 inch x 6 inch Self Priming Silent Trash Pump	1	DAY	$ 512.00	$ 512.00
71	Ride-On Sweeper	1	DAY	$ 384.00	$ 384.00

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**

72	Skid Steer Track Loader	1	DAY	$ 384.00	$ 384.00
73	Trench Shoring	1	DAY	$ 115.20	$ 115.20
74	Miscellaneous Small Tools	1	DAY	$ 102.40	$ 102.40
Labor					
75	Project Manager	100	HR	$ 57.60	$ 5,760.00
76	Superintendent	200	HR	$ 51.20	$ 10,240.00
77	Foreman	400	HR	$ 48.70	$ 19,480.00
78	Pipe Layer	400	HR	$ 30.80	$ 12,320.00
79	Laborer	400	HR	$ 21.80	$ 8,720.00
80	Operator	400	HR	$ 32.00	$ 12,800.00
81	Truck Driver	400	HR	$ 21.80	$ 8,720.00
Labor (Overtime)					
82	Project Manager (overtime)	25	HR	$ 64.00	$ 1,600.00
83	Superintendent (overtime)	50	HR	$ 57.60	$ 2,880.00
84	Foreman (overtime)	100	HR	$ 73.00	$ 7,300.00
85	Pipe Layer (overtime)	100	HR	$ 46.10	$ 4,610.00
86	Laborer (overtime)	100	HR	$ 33.30	$ 3,330.00
87	Operator (overtime)	100	HR	$ 48.70	$ 4,870.00
88	Truck Driver (overtime)	100	HR	$ 33.30	$ 3,330.00

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**

Bid Package 2 - Items Below Shall Be Used for ALL Emergency Repair Services

89	Expedited Mobilization (within 4 hours of request) (≤$100,000)	1	EA	$ 2,176.00	$ 2,176.00
90	Expedited Mobilization (within 24 hours of request) (≤$100,000)	1	EA	$ 1,920.00	$ 1,920.00
91	Expedited Mobilization (within 4 hours of request) (>$100,000)	1	EA	$ 2,560.00	$ 2,560.00
92	Expedited Mobilization (within 24 hours of request) (>$100,000)	1	EA	$ 3,840.00	$ 3,840.00
93	Flowable Fill Non-Excavatable (Min 5 CY)	1	CY	$ 294.40	$ 294.40
94	Flowable Fill Excavatable (Min 5 CY)	1	CY	$ 256.00	$ 256.00
95	Maintenance of Traffic (MOT) Plans	1	SHEET	$ 448.00	$ 448.00
96	Traffic control - Flagman (Each)	1	HR	$ 23.10	$ 23.10
97	Traffic control - Arrow Board (Each)	1	DAY	$ 25.60	$ 25.60
98	Traffic control - Barricade (Each)	1	DAY	$ 12.80	$ 12.80
99	Traffic Cones w/Reflective Marker (Each)	1	DAY	$ 2.60	$ 2.60
100	Advanced Warning / Detour Sign (Each)	1	DAY	$ 2.60	$ 2.60
101	Furnish and Install Steel Traffic Plates (Each)	1	EA	$ 192.00	$ 192.00
102	Dewatering Using Well Point Dewatering System, Equal to 25 Well Points	1	DAY	$ 2,240.00	$ 2,240.00
103	Dewatering Using Submersible Pump	1	DAY	$ 256.00	$ 256.00
Items Below Shall Be Used ONLY for Emergency Work NOT Covered By Other Pay Items					
Equipment Cost					
104	Excavator CAT 314 or Equal	1	DAY	$ 614.40	$ 614.40

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**					
105	Bobcat	1	DAY	$ 307.20	$ 307.20
106	Excavator / Backhoe CAT 225 or Equal	1	DAY	$ 614.40	$ 614.40
107	Wheel Loader CAT 926 or Equal	1	DAY	$ 486.40	$ 486.40
108	Backhoe Loader Combo CAT 416 or Equal	1	DAY	$ 614.40	$ 614.40
109	Bulldozer CAT D-3 or Equal	1	DAY	$ 716.80	$ 716.80
110	Double Drum Compactor Wacker W74 or Equal	1	DAY	$ 640.00	$ 640.00
111	Vibratory Plate Compactor VPR 1740 or Equal	1	DAY	$ 128.00	$ 128.00
112	Asphalt Roller	1	DAY	$ 256.00	$ 256.00
113	Vacuum Truck	1	DAY	$ 2,690.00	$ 2,690.00
114	Water Truck	1	DAY	$ 832.00	$ 832.00
115	Generator with Mass Lighting	1	DAY	$ 281.60	$ 281.60
116	Flat Bed Truck under 25,000 lbs GVW	1	DAY	$ 640.00	$ 640.00
117	18 Yard Dump Truck	1	DAY	$ 512.00	$ 512.00
118	1/2 Ton Pickup Truck under 10,000 lbs GVW	1	DAY	$ 243.20	$ 243.20
119	Cleaning/Television Inspection Equipment	1	DAY	$ 2,688.00	$ 2,688.00
120	CFM Air Compressor w/hose and hammer	1	DAY	$ 384.00	$ 384.00
121	6 inch x 6 inch Self Priming Silent Pump	1	DAY	$ 512.00	$ 512.00
122	Ride-On Sweeper	1	DAY	$ 384.00	$ 384.00
123	Skid Steer Track Loader	1	DAY	$ 384.00	$ 384.00

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**

124	Trench Shoring	1	DAY	$ 115.20	$ 115.20
125	Miscellaneous Small Tools	1	DAY	$ 102.40	$ 102.40
Labor					
126	Project Manager	100	HR	$ 57.60	$ 5,760.00
127	Superintendent	200	HR	$ 51.20	$ 10,240.00
128	Foreman	400	HR	$ 48.70	$ 19,480.00
129	Pipe Layer	400	HR	$ 30.80	$ 12,320.00
130	Laborer	400	HR	$ 21.80	$ 8,720.00
131	Operator	400	HR	$ 32.00	$ 12,800.00
132	Truck Driver	400	HR	$ 21.80	$ 8,720.00
Labor (Overtime)					
133	Project Manager (overtime)	25	HR	$ 64.00	$ 1,600.00
134	Superintendent (overtime)	50	HR	$ 57.60	$ 2,880.00
135	Foreman (overtime)	100	HR	$ 73.00	$ 7,300.00
136	Pipe Layer (overtime)	100	HR	$ 46.10	$ 4,610.00
137	Laborer (overtime)	100	HR	$ 33.30	$ 3,330.00
138	Operator (overtime)	100	HR	$ 48.70	$ 4,870.00
139	Truck Driver (overtime)	100	HR	$ 33.30	$ 3,330.00
Bid Package 3 – Reuse Pipe Repair					

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**					
140	Excavate and expose existing 24-inch reclaimed water pipe having an invert depth of approximately 5.5 feet below grade in the vicinity of 12th Avenue and S. North Lake Drive	1	LS	$ 17,490.00	$ 17,490.00
141	Excavate and expose existing 24-inch reclaimed water pipe having an invert depth of approximately 7.5 feet below grade in the vicinity of 12th Avenue and Tyler Street	1	LS	$ 20,405.00	$ 20,405.00
142	Excavate and expose existing 24-inch reclaimed water pipe having an invert depth of approximately 8.5 feet below grade in the vicinity of 12th Avenue and Harrison Street	1	LS	$ 22,710.00	$ 22,710.00
143	Excavate and expose existing 24-inch reclaimed water pipe having an invert depth of approximately 7.5 feet below grade in the vicinity of 12th Avenue and N. South Lake Drive	1	LS	$ 20,410.00	$ 20,410.00
144	Install 24-inch liner end seal	1	EA	$ 13,050.00	$ 13,050.00
145	Install 24-inch pressure coupling	1	EA	$ 4,740.00	$ 4,740.00
146	Install 24-inch restraint harness	1	EA	$ 2,560.00	$ 2,560.00
ALLOWANCES					
147	Permit and Fees Allowance	1	EA	$75,000	$75,000
148	Testing Allowance	1	EA	$75,000	$75,000
149	Material / Equipment Supply/Subcontractor Allowance	1	EA	$400,000	$400,000
150	Owner Allowance	1	EA	$200,000	$200,000
151	Indemnification	1	EA	$10	$10

The City is seeking bids/proposals from qualified vendors for the items listed below in accordance with the terms, conditions, and specifications contained in this solicitation. Estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. **CONTRACTOR SHALL PROVIDE UNIT PRICE FOR EACH LINE ITEM**
GRAND TOTAL BASE BID PRICE (FROM BID ITEM NO.1 THROUGH NO. 151): $ 1,235,670.40
GRAND TOTAL BASE BID PRICE (in words): $ One million two hundred thirty five thousand six hundred seventy dollars and forty cents.

NOTES

1. **REFER TO SECTION 01025 FOR ADDITIONAL DESCRIPTION OF BASE BID ITEMS.**
2. **THE CITY WILL EVALUATE THE BID PROPOSALS AND DETERMINE THE LOWEST, RESPONSIVE, RESPONSIBLE BIDDER(S) FOR THE TOTAL BASE BID (ITEMS 1 THROUGH 151). IT IS THE CITY'S INTENT TO AWARD TO MULTIPLE CONTRACTORS FOR THE PROJECT BASED UPON THE TOTAL BASE BID.**
3. **WORK ORDERS FOR ON-CALL AND EMERGENCY REPAIR SERVICES WILL BE ISSUED AS REPAIR WORK IS IDENTIFIED BY THE CITY.**

SECTION 00410

APPROVED BID BOND

(Construction)

STATE OF FLORIDA

KNOW ALL MEN BY THESE PRESENTS:
That we Southeastern Engineering Contractors, Inc., as Principal, and FCCI Insurance Company, as Surety, are held and firmly bound unto the City of Hollywood in the sum of Five Percent of amount of bid Dollars ($5% amount of bid) lawful money of the United States, amounting to **5%** of the total Bid Price, for the payment of said sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal has submitted the accompanying bid, dated August 3, 2022 20_____ for

ON-CALL AND EMERGENCY WATER AND SEWER UTILITY REPAIR SERVICES

Bid No.: IFB-4730-22-OT

NOW, THEREFORE, if the principal shall not withdraw said bid within 90 days after date of the same and shall within ten days after the prescribed forms are presented to him for signature, enter into a written contract with the CITY, in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, and provide the necessary Insurance Certificates as may be required for the faithful performance and proper fulfillment of such Contract, then this obligation shall be null and void.

WHEN THE PRINCIPAL IS A CORPORATION:

Attest:

Secretary

Southeastern Engineering Contractors, Inc.
Name of Corporation

911 NW 209 Ave Ste 101
Business Address

Pembroke Pines, FL 33029

By:

(Affix Corporate Seal)

Eduardo Dominguez, President
Printed Name

Official Title

CERTIFICATE AS TO CORPORATE PRINCIPAL

I _____, certify that I am the secretary of the Corporation named as Principal in the attached bond; that Eduardo DOminguez _____who signed the said bond on behalf of the Principal, was then President _____of said Corporation; that I know his signature, and his signature thereto is genuine and that said bond was duly signed, sealed and attested for and on behalf of said Corporation by authority of its governing body.

_____ (SEAL)
Secretary

TO BE EXECUTED BY CORPORATE SURETY:

Attest:

Secretary

FCCI Insurance COmpany

Corporate Surety

6300 University Parkway

Business Address

Sarasota, FL 34240

BY:

(Affix Corporate Seal)

Attorney-in-Fact Ramon A Rodriguez

Brown & Brown - Miami Dade

Name of Local Agency

8825 NW 21st terrace

Business Address

Doral, FL 34240

STATE OF FLORIDA

Before me, a Notary Public, duly commissioned, qualified and acting, personally appeared Ramon A Rodriguez to me well known, who being by me first duly sworn upon oath says that he is the attorney-in-fact for the FCCI Insurance Company and that the has been authorized by Power of Attorney to execute the forgoing bond on behalf of the CONTRACTOR named therein in favor of the City of Hollywood Florida. Subscribed and sworn to before me this 3rd day of August, 20 22

Notary Public, State of Florida

My Commission Expires:

MAYRA RODRIGUEZ
Commission # GG 255859
Expires November 14, 2022
Bonded Thru Budget Notary Services

- END OF SECTION -

FCCI INSURANCE GROUP

GENERAL POWER OF ATTORNEY

Know all men by these presents: That the FCCI Insurance Company, a Corporation organized and existing under the laws of the State of Florida (the "Corporation") does make, constitute and appoint:

Ramon A. Rodriguez; Mayra Rodriguez; Fausto Alvarez, Jr.

Each, its true and lawful Attorney-In-Fact, to make, execute, seal and deliver, for and on its behalf as surety, and as its act and deed in all bonds and undertakings provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the sum of (not to exceed $10,000,000.00): $10,000,000.00

This Power of Attorney is made and executed by authority of a Resolution adopted by the Board of Directors. That resolution also authorized any further action by the officers of the Company necessary to effect such transaction.

The signatures below and the seal of the Corporation may be affixed by facsimile, and any such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.

In witness whereof, the FCCI Insurance Company has caused these presents to be signed by its duly authorized officers and its corporate Seal to be hereunto affixed, this 25TH day of June, 2020.

Attest: _____
Christina D. Welch, President
FCCI Insurance Company

FCCI INSURANCE COMPANY CORPORATE SEAL FLORIDA

_____
Christina D. Welch, EVP, General Counsel,
Chief Audit & Compliance Officer, Secretary
FCCI Insurance Company

State of Florida
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2023

Notary Public State of Florida
Peggy Snow
My Commission GG 283505
Expires 02/27/2023

_____
Notary Public

State of Florida
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2023

Notary Public State of Florida
Peggy Snow
My Commission GG 283505
Expires 02/27/2023

_____
Notary Public

CERTIFICATE

I, the undersigned Secretary of FCCI Insurance Company, a Florida Corporation, DO HEREBY CERTIFY that the foregoing Power of Attorney remains in full force and has not been revoked; and furthermore that the February 27, 2020 Resolution of the Board of Directors, referenced in said Power of Attorney, is now in force.

Dated this 3rd day of August, 2022

_____
Christina D. Welch, EVP, General Counsel, Chief Audit & Compliance Officer, Secretary FCCI Insurance Company

1-IONA-3592-NA-04 7/2020

SECTION 00420

INFORMATION REQUIRED FROM BIDDERS

GENERAL INFORMATION

The Bidder shall furnish the following information. Failure to comply with this requirement may cause its rejection. Additional sheets shall be attached as required.

1. Contractor's Name/Address: Southeastern Engineering Contractors, Inc
911 NW 209th Ave. #101 Pembroke Pines, FL 33029

2. Contractor's Telephone Number: 305 557 4226
and e-mail address: eddie@southeasterneng.com

3. Contractor's License (attach copy): RG0066528
Primary Classification: Gral Contractor
Broward County License Number (attach copy): 93-1360

4. Number of years as a Contractor in construction work of the type involved in this Contract: 38 years

5. List the names and titles of all officers of Contractor's firm:
Eduardo Dominguez President
Cindy Dominguez VP

6. Name of person who inspected site or proposed work for your firm:
Name: Jose C Peralta
Date of Inspection: 07-20-2022

7. What is the last project of this nature you have completed?
Emergency Replacement of City of Hollywood LS E-4 Force main

8. Have you ever failed to complete work awarded to you; if so, where and why?
No

Ron DeSantis, Governor

Julie I. Brown, Secretary

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

(INDIVIDUAL MUST MEET ALL LOCAL LICENSING REQUIREMENTS PRIOR TO CONTRACTING IN ANY AREA)

DOMINGUEZ, EDUARDO

SOUTHEASTERN ENGINEERING CONTRACTORS, INC.
12054 N W 98TH AVE
HIALEAH GARDENS FL 33018

LICENSE NUMBER: RG0066528

EXPIRATION DATE: AUGUST 31, 2023

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

GENERAL ENGINEERED CONSTRUCTION BUILDER

93-1360
DOMINGUEZ, EDUARDO - QUALIFYING
SOUTHEASTERN ENGINEERING CONTRACTORS INC
12054 NW 98 AVE
HIALEAH GARDENS FL 33018
EXPIRES 08/31/2022

BR WARD
FLORIDA

CERTIFICATE OF COMPETENCY
Detach and SIGN the reverse side of this card IMMEDIATELY upon receipt. You should carry this card with you at all times.

Contractor must obtain a photo I.D. Certificate of Competency Card every two years.

DOMINGUEZ EDUARDO
8961 BAHAMAS SWALLOW WAY
NAPLES FL 34120

BROWARD COUNTY, FLORIDA
CERTIFICATE OF COMPETENCY

CC# GENERAL ENGINEERED CONSTRUCTION BUILDER
93-1360
DOMINGUEZ, EDUARDO - QUALIFYING
SOUTHEASTERN ENGINEERING CONTRACTORS INC
12054 NW 98 AVE
HIALEAH GARDENS FL 33018

EXPIRES 08/31/2022

9. Name three (3) individuals or corporations for which you have performed work and to which you refer:

Refer to attached list

10. List the following information concerning all contracts on hand as of the date of submission of this proposal (in case of co-venture, list the information for all coventures).

Name of Project	City	Total Contract Value	Contracted Date of Completion	% Completion to Date
Refer to attached list				

(Continue list on inset sheet, if necessary)

11. What equipment do you own that is available for the work?

All

12. What equipment will you purchase for the proposed work?

None

NOTE:
If requested by CITY, the Bidder shall furnish a notarized financial statement, references and other information, sufficiently comprehensive to permit an appraisal of its current financial condition.

Southeastern ENGINEERING CONTRACTORS, INC.

Previous Experience with Water & Sewer Emergency Repair Work

Emergency Work No. 1	**E4 8in Forcemain Emergency Repair**
Type of Construction:	Sewer Force Main
Client:	City of Hollywood
Client's Rep:	Wilhelmina Montero, P.E. Project Manager (954) 921 3930
Completion Date:	Jul-22

Emergency Work No. 2	**16in Water Main Emergency Repair at 344th ST**
Type of Construction:	Water Main
Client:	City of Florida City
Client's Rep:	Pedro Gonzalez. PE. City Engineer (786) 302 1862
Completion Date:	Aug-20

Emergency Work No. 3	**Emergency Lift Station 2 Repair 501 Golden Isles Dr.**
Type of Construction:	Sewer Lift Station
Client:	City of Hallandale Beach
Client's Rep:	Charles E. Casimir, Operations Manager (786) 284 2222
Completion Date:	Nov-21

Southeastern ENGINEERING CONTRACTORS, INC.

FIRM REFERENCES

Project Title:	Hollywood State Road 7 Lift Stations W12, W13, W23, W24
Contract Amount:	$3,007,950.00
Client:	City of Hollywood
Client's Rep.:	Feng Jiang, Assistant Director Public Utilities 954-921-3930, FJIANG@hollywoodfl.org Scottie Paulino, Public Utilities 954-350-1266, SPAULINO@hollywoodfl.org

Project Title:	Center Island Stormwater Pump Station.
Contract Amount:	$1,235,288.50
Client:	Town of Golden Beach
Client's Rep.:	Alex Diaz, Town Manager, 305-932 0744 alexdiaz@goldenbeach.us

Project Title:	Lift Station No. 103
Contract Amount:	$873,461.59
Client:	City of Plantation
Client's Rep.:	John Adams, Capital Improvement Administrator 954-865-8296 jadams@plantation.org

Project Title:	Lift Station 21 Renovation
Contract Amount:	$454,528.88
Client:	City of Margate
Client's Rep.:	Keith Schriner (Craig A. Smith & Associates), 954-618-9978 kschriner@craigasmith.com

Project Title:	Hallandale Pump Stations Maintenance
Contract Amount:	Varies
Client:	City of Hallandale
Client's Rep.:	Charles Casimir, Utilities Director, 786-284-2222 / 954-457-1629 ccasimir@hallandalebeachfl.gov

Southeastern ENGINEERING CONTRACTORS, INC.

PROJECTS UNDER CONSTRUCTION

Project Title:	**Lift Station W-14 Upgrade**
Type of Construction:	Sewer Pump Station
Contract Amount:	$2,395,072.00
Type of Contract:	Unit Prices
Completed To Date:	99%
Client:	City of Hollywood
Client's Rep:	Mr. Feng Jian PE, Assistant Director (954)-921-3930
Completion Date:	Jul-22

Project Title:	**Annual Storm Drainage Contract**
Type of Construction:	Drainage and Roadway Improvements
Contract Amount:	2,000,000 Contract Cap
Type of Contract:	Unit Prices
Completed To Date:	30%
Client:	City of Fort Lauderdale
Client's Rep:	Mr. Rares Petrica, Project Manager , Public Words, 954 828-6720
Completion Date:	Jun-23

Project Title:	**Center Island Pump Station**
Type of Construction:	Stormwater Pump Station
Contract Amount:	$1,235,280.50
Type of Contract:	Unit Prices
Completed To Date:	99%
Client:	Town of Golden Beach
Client's Rep:	Mr. Orlando Rubio, Senior Supervising Engineer 561 314 4445, x203
Completion Date:	Jul-22

Project Title:	**CDBG 47th NW 8th Ave**
Type of Construction:	Drainage and Roadway Improvements
Contract Amount:	$136,387.50
Type of Contract:	Unit Prices
Completed To Date:	99%
Client:	City of Wilton Manors
Client's Rep:	Todd De Jesus, City Project Manager 954 290 5378
Completion Date:	Jul-22

Project Title:	**Rehabilitation of Lift Station 22A, 21D, and New Force Main**
Type of Construction:	Sewer Pump Stations and Force Main
Contract Amount:	$2,623,312.75
Type of Contract:	Unit Prices
Completed To Date:	0%
Client:	City of Coral Springs
Client's Rep:	Najla Zerrouki, City Engineer 954 510 4700
Completion Date:	Feb-23

Project Title:	**Water System Interconnect Upgrades**
Type of Construction:	Water Main Improvements
Contract Amount:	$642,890.00
Type of Contract:	Unit Prices
Completed To Date:	30%
Client:	City of Pompano Beach
Client's Rep:	Mathew Marsh, McCafferty Brinson Consulting, LLC 954 918 0744
Completion Date:	Dec-22

Project Title:	**Civil Work Related to Taft Street FM Wall Loss Verification**
Type of Construction:	Water Main, FM and Sanitary Sewer Improvements
Contract Amount:	$469,887.00
Type of Contract:	Unit Prices
Completed To Date:	6%
Client:	City of Hollywood
Client's Rep:	Juan Jose Figueroa, PE Senior Project Manager- ECSD 954-864-6622
Completion Date:	Dec-22

Southeastern ENGINEERING CONTRACTORS, INC.

PROJECT EXPERIENCE (Last 5 Years)

Project Title:	**El Jardin Stormwater Improvements**
Type of Construction:	Drainage and Roadway Improvements
Contract Amount:	$322,643.00
Type of Contract:	Unit Prices
Client:	Village Of El Portal
Client's Rep:	Mr. Orlando Rubio, Senior Supervising Engineer, 561 314 4445, x203
Completion Date:	Apr-22

Project Title:	**CDBG 45th and 46th NW 8th Ave**
Type of Construction:	Drainage and Roadway Improvements
Contract Amount:	$419,350.50
Type of Contract:	Unit Prices
Client:	City of Wilton Manors
Client's Rep:	Todd De Jesus, City Project Manager
Completion Date:	Jan-22

Project Title:	**Annual Storm Drainage Contract**
Type of Construction:	Drainage and Roadway Improvements
Contract Amount:	2,000,000 Contract Cap
Type of Contract:	Unit Prices
Client:	City of Fort Lauderdale
Client's Rep:	Mr. Rares Petrica, Project Manager , Public Words, 954 828-6720
Completion Date:	Jun-21

Project Title:	**Outfall 13 at 14 Harbor Point Construction Project**
Type of Construction:	Drainage
Contract Amount:	$234,302.30
Type of Contract:	Unit Prices
Client:	Village of Key Biscayne
Client's Rep:	Natanael Diaz, Project Manager
Completion Date:	Dec-20

Project Title:	**Lift Station W-27 Upgrade**
Type of Construction:	Sewer Pump Station
Contract Amount:	$402,740.01
Type of Contract:	Unit Prices
Client:	City of Hollywood
Client's Rep:	Feng Jian PE, Assistant Director (954)-921-3930
Completion Date:	Oct-20

Project Title:	**Lift Station No. 103**
Type of Construction:	Sewer Pump Stations
Contract Amount:	$873,461.59
Type of Contract:	Unit Prices
Client:	City of Plantation
Client's Rep:	John Adams, Capital Improvement Administrator 954-865-8296
Completion Date:	Dec-20

Project Title:	**NW 67th Avenue Widening Project**
Type of Construction:	Roadway improvements

Contract Amount:	$505,725.93
Type of Contract:	Unit Prices
Client:	Town of Miami Lakes
Client's Rep:	Omar Santos Public Works Engineer (305) 364-6100 Ext.1182
Completion Date:	Sept. 2020

Project Title:	**Rehabilitation of Wastewater Pump Station No. 12**
Type of Construction:	Sewer Pump Station
Contract Amount:	$918,527.09
Type of Contract:	Unit Prices
Client:	City of North Miami
Client's Rep:	Miguel A Lockward, EI, ENV SP (305).265.5420
Completion Date:	Sept. 2020

Project Title:	**Lift Station 117 and 307 Rehabilitation**
Type of Construction:	Sewer Pump Stations
Contract Amount:	$914,313.75
Type of Contract:	Unit Prices
Client:	City of Sunrise
Client's Rep:	Gregg Bagnall 954-888-6097
Completion Date:	Jan. 2021

Project Title:	**Margate Lift Station 21 Renovation**
Type of Construction:	Sewer Pump Station
Contract Amount:	$454,528.88
Type of Contract:	Unit Prices
Client:	City of Margate
Client's Rep:	Keith Schriner (Craig A. Smith & Associates), 954-618-9978
Completion Date:	Nov. 2020

Project Title:	**High Tide Stormwater Improvements**
Type of Construction:	Drainage
Contract Amount:	$131,512.00
Type of Contract:	Unit Prices
Client:	Town of Golden Beach
Client's Rep:	Mr. Orlando Rubio, Senior Supervising Engineer, 561 314 4445, x203
Completion Date:	Mar. 2020

Project Title:	**State Road 7 Lift Stations (W-12, W-13, W-23 & W-24)**
Type of Construction:	Sewer Pump Stations
Contract Amount:	$3,007,950
Type of Contract:	Unit Prices
Client:	City of Hollywood
Client's Rep:	Jitendra Patel, PE, Assistant Director
Completion Date:	Mar. 2020

Project Title:	**Florida City Water & Sewer Utility Relocation-Adjustments**
Type of Construction:	Water and Sewer
Contract Amount:	$323,755
Type of Contract:	Unit Prices
Client:	City of Florida City
Client's Rep:	Pedro Gonzalez PE, City Engineer 786-302-1862
Completion Date:	Dec. 2020

Project Title:	**Lift Station E-4 Repair Project**

Type of Construction:	Sewer Pump Station
Contract Amount:	$204,247.00
Type of Contract:	Unit Prices
Client:	City of Hollywood
Client's Rep:	Jitendra Patel, PE, Assistant Director
Completion Date:	Dec. 2019

Project Title:	**Pump Stations D-10 & D-11 Flow Analysis and Redesign**
Type of Construction:	Sewer Pump Stations
Contract Amount:	$1,026,980
Type of Contract:	Unit Prices
Client:	City of Fort Lauderdale
Client's Rep:	Daniel Fisher, PE, Project Manager 954-632-6487
Completion Date:	Feb. 2019

Project Title:	**2017 Alley Reconstruction Program**
Type of Construction:	Drainage and Roadway Improvements
Contract Amount:	$1,159,138
Type of Contract:	Unit Prices
Client:	City of Hollywood
Client's Rep:	Clarissa Ip Project Manager 954-921-3915
Completion Date:	Oct. 2019

Project Title:	**Master Lift Station No. 1 Rehabilitation**
Type of Construction:	Sewer Pump Station
Contract Amount:	$1,323,689
Type of Contract:	Unit Prices
Client:	City of Delray Beach
Client's Rep:	Richard Chipman, Construction Manager 561-655 6175
Completion Date:	July. 2019

Project Title:	**Mary Brickell Village Drainage Improvements (Pump Station)**
Type of Construction:	Drainage Pump Station
Contract Amount:	$2,576, 882
Type of Contract:	Unit Prices
Client:	City of Miami
Client's Rep:	Valentine Onuigbo, Construction Manager 305-416-2588
Completion Date:	Jan. 2019

Project Title:	**Tribute Element**
Type of Construction:	Drainage and Water Main Improvements
Contract Amount:	$722,213
Type of Contract:	Lump Sum
Client:	Tutor Perini
Client's Rep:	Scott Prince
Completion Date:	Jan. 2019

Project Title:	**State Road A1A Water Main Improvements**
Type of Construction:	Water Main and Roadway Improvements
Contract Amount:	$955,489
Type of Contract:	Unit Prices
Client:	City of Pompano Beach
Client's Rep:	Bradley Wolak, PE Project Manager 954-786-5520
Completion Date:	May. 2018

Project Title:	**Sanitary Sewer Pump Station D-45 Replacement.**
Type of Construction:	Sewer Pump Station
Contract Amount:	$374,534
Type of Contract:	Unit Prices
Client:	City of Fort Lauderdale
Client's Rep:	Maureen Lewis, 954-828 5239
Completion Date:	July. 2018

Project Title:	**Miscellaneous Roadway & Drainage Services**
Type of Construction:	Drainage and Roadway Improvements
Contract Amount:	$769,943
Type of Contract:	Unit Prices
Client:	City of Miami Lakes
Client's Rep:	Carlos Acosta, Public Works Director 305-364 6100
Completion Date:	July. 2018

Project Title:	**Lift Station 21C Reconstruction and New Force Main**
Type of Construction:	Sewer Pump Station and 10" Force Main
Contract Amount:	$986,387
Type of Contract:	Unit Prices
Client:	City of Coral Springs
Client's Rep:	Omar Khan, PE, City Representative 954-510-4700
Completion Date	Feb. 2018

Project Title:	**Florida National University**
Type of Construction:	Roadway, Drainage, 2" & 3" Water-Main.
Contract Amount:	$550,000
Type of Contract:	Unit Prices
Client:	Tutor Perini
Client's Rep:	David Timpe, Project Manager 954-733-4211
Completion Date	March. 2018

Project Title:	**Lauderhill Lift Station 2**
Type of Construction:	Sewer Pump Station
Contract Amount:	$677,029
Type of Contract:	Unit Prices
Client:	City of Lauderhill
Client's Rep:	Herb Johnson, Utilities Director, 954-730-4207
Completion Date:	Dec. 2017

Project Title:	**Margate Water System Atlantic Boulevar Interconnect**
Type of Construction:	Water Main Improvements
Contract Amount:	$135,857
Type of Contract:	Unit Prices
Client:	City of Pompano Beach
Client's Rep:	Jeff English
Completion Date:	Dec. 2017

Project Title:	**Repair Work for City Roads, Streets and Facilities**
Type of Construction:	Sidewalk, Drainage and Water Main Improvements
Contract Amount:	$332,156.10
Type of Contract:	Unit Prices
Client:	City of Aventura
Client's Rep:	Anthony Mihalko, Project Manager
Completion Date:	Dec. 2017

LIST OF SUBCONTRACTORS

The Bidder shall list below the name and address of each Subcontractor who will perform work under this Contract in excess of one-half percent of the total bid price, and shall also list the portion of the work which will be done by such Subcontractor. After the opening of Proposals, changes or substitutions will be allowed with written approval of the City of Hollywood. Subcontractors must be properly licensed and hold a valid Hollywood Certificate of Competency.

	Work to be Performed	Subcontractor's Name / Address
1.		
	Weko-Seals installation	Miller Pipeline
2.		8850 Crawfordsville Rd
		Indianapolis, IN 46234
3.	Concrete	Carried by w/ J
		15411 SW 294 terrace
4.		Homestead Fl 33033
	Tapping	Rangeline Tapping Services
5.		Royal Palm Beach, Fl 33421
		PO Box 210155
6.		
7.		
8.		
9.		
10.		

NOTE: Attach additional sheets if required.

- END OF SECTION -

SECTION 004350

LOCAL PREFERENCE

(EXHIBIT "A")

Pursuant to §38.50 of the City of Hollywood *Code of Ordinances*, the City shall grant a preference to local Hollywood vendors if their initial bid is within 5% of the bid of the lowest responsive responsible bidder that is a non-local Hollywood vendor. The preference shall allow the local Hollywood vendor to submit a second and final offer, which must be at least 1% less than the bid of the lowest responsible responsive non-local Hollywood vendor to be awarded. The local Hollywood vendor shall have the burden of demonstrating that it maintains a permanent place of business with full-time employees within the City limits and has done so for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation within Hollywood, Florida. All supporting documentation (e.g. City of Hollywood valid local business tax receipt) for local preference eligibility must be received with the bid package prior to the bid opening date and time.

SECTION 00495

TRENCH SAFETY FORM

This form must be completed and signed by the Bidder.

Failure to complete this form may result in the bid being declared non-responsive.

Bidder acknowledges that the Florida Trench Safety Act, Section 553.60 et. seq., which became effective October 1, 1990, shall be in effect during the period of construction of the project. The Bidder by signing and submitting the bid is, in writing, assuring that it will perform any trench excavation in accordance with applicable trench safety standards. The Bidder further identifies the following separate item of cost of compliance with the applicable trench safety standards as well as the method of compliance:

Method of Compliance	Cost
Trench Box	
	Total $ 2,500.00

Bidder acknowledges that this cost is included in the applicable items of the Proposal and in the Grand Total Bid Price. Failure to complete the above will result in the bid being declared non-responsive.

The Bidder is, and the Owner and Engineer are not, responsible to review or assess Bidder's safety precautions, programs or costs, or the means, methods, techniques or technique adequacy, reasonableness of cost, sequences or procedures of any safety precaution, program or cost, including but not limited to, compliance with any and all requirements of Florida Statute Section 553.60 et. seq. cited as the "Trench Safety Act". Bidder is, and the owner and Engineer are not, responsible to determine if any safety related standards apply to the project, including but not limited to, the "Trench Safety Act".

Witness Signature	Contractor's Signature
Joe C Perello	Eduardo Dominguez
Witness Printed Name	Printed Name
911 NW 29th Ave. #101 Pembroke Pines, FL 33069	President
Witness Address	Title
07/28/2022	07/28/2022
Date	Date

- END OF SECTION -

SECTION 00200

NOTICE OF IMPOSITION OF CONE OF SILENCE

On June 27th, 2022, the City of Hollywood, Florida Department of Procurement Services Division issued the following:

Bid #IFB-4730-22-OT: ON-CALL AND EMERGENCY WATER AND SEWER UTILITY REPAIR SERVICES

Project Scope: Work to be performed under this Contract shall consist of furnishing all labor, tools, materials, supplies, machinery, essential communications, equipment, transportation, services and incidentals required for routine or emergency installation and repair services, including repair and installation of water mains, gravity sewer mains, force mains and appurtenances within the City of Hollywood, as well as any collateral damages, including but not limited to, pavement restoration, sod restoration and related restoration services in a competent, timely and professional manner. All emergency Work shall be completed in compliance with the solicitation documents, American Water Works Association standard practices and the City of Hollywood Public Utilities Department "Standard Details, Specifications Policies and Procedures for Water Distribution and Sewage Collection", all applicable local, state and Federal laws and regulations including the Occupational Safety and Health Act Administration of the U.S. Department of Labor (OSHA), including all costs of permits and cost of regulatory compliance.

Pursuant to Section 30.15(F) of the Code of Ordinances, a Cone of Silence has been imposed on the items set forth above. The Cone of Silence will continue until the City awards or approves a contract, votes to reject all bids or responses, or otherwise takes action which ends the solicitation. If the City Commission refers the item back to the City Manager and staff for further review, the Cone of Silence shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

cc: City Commission Office
City Manager
City Clerk (sunshine board)
Affected department(s)/office(s)

- END OF SECTION -

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022

DBA:
Business Name: SOUTHEASTERN ENGINEERING CONTRACTORS, INC.

Owner Name: EDUARDO DOMINGUEZ
Business Location: 911 NW 209TH AVE STE 101 PEMBROKE PINES
Business Phone: 305-557-4226

Receipt #: 189-319371
Business Type: ALL OTHER TYPES CONTRACTOR (GENERAL ENGINEERED CONSTRUCTION BUILDER)
Business Opened: 01/01/2021
State/County/Cert/Reg: 93-1360
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		23		

For Vending Business Only — Number of Machines: — Vending Type:

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
81.00	0.00	0.00	0.00	0.00	0.00	81.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

SOUTHEASTERN ENGINEERING CONTRACTO
911 NW 209TH AVE STE 101
PEMBROKE PINES, FL
33029-2112

Receipt #02A-20-00004247
Paid 09/10/2021 81.00

2021 - 2022

CITY OF PEMBROKE PINES
601 CITY CENTER WAY, LBTR-4TH FLOOR
PEMBROKE PINES, FL 33025

LOCAL BUSINESS TAX RECEIPT

ACCOUNT-NO:
RECEIPT-NO:

RECEIPT-YEAR:

BUS NAME :
BUS ADDR :

BUS DESCR :

NOTICE
In the event the business to which this receipt was issued changes hands, the receipt will become null and void. An application for a new receipt must be made.

RECEIPT-TYPE:

BUSINESS-CLASSIFICATION		INV/UNITS	EFFECTIVE	PERMIT-NUMBER/COMMENTS	RCT-TYPE
ADMSER	ADMINISTRATIVE SERVICES				
SIGN	BUSINESS SIGN				

SOUTENG-01 STWIGGS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Collinsworth, Alter, Fowler & French, LLC
15050 NW 79th Court
Suite 200
Miami Lakes, FL 33016

CONTACT NAME:
PHONE (A/C, No, Ext): (305) 822-7800 FAX (A/C, No): (305) 362-2443
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : American Casualty Co Reading	20427
INSURER B : Continental Insurance Company	35289
INSURER C : Valley Forge Insurance Company	20508
INSURER D : Federal Insurance Company	20281
INSURER E :	
INSURER F :	

INSURED
Southeastern Engineering Contractors, Inc.
911 NW 209th Ave,
Suite 101
Pembroke Pines, FL 33029

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		6081171774	9/22/2021	9/22/2022	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			6081171807	9/22/2021	9/22/2022	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 2,000,000
	X EXCESS LIAB CLAIMS-MADE			7017643364	10/30/2021	9/22/2022	AGGREGATE	$ 2,000,000
	DED X RETENTION $ 10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N / N/A			6081171791	9/22/2021	9/22/2022	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Equipment Floater			45472831	9/22/2021	9/22/2022	Leased/Rented	500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

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

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
SOUTHEASTERN ENGINEERING CONTRACTORS, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
911 NW 209TH AVE. #101

Requester's name and address (optional)

6 City, state, and ZIP code
PEMBROKE PINES, FL 33029

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
5 9 - 2 4 2 5 8 5 0

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶ _____ Date ▶ 07/28/2022

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*.

Purpose of Form

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

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

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

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

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

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

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

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

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

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

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

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

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

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

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

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

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

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

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

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

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

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

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

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

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

Line 2

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

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

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

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

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

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

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

5—A corporation

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

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

8—A real estate investment trust

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

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

11—A financial institution

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

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

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

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

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
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[2]
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee[1] The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
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 under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] 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.

[2] Circle the minor's name and furnish the minor's SSN.

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

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

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

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

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

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

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

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

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

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

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

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

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

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

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

Agenda Item Report

Subject:	Discussion and possible action to join the ICLEI USA - Local Governments for Sustainability - Sponsored by Commissioner Mohammed
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Ashira Mohammed, Commissioner
Dept/Group:	Commission
Recommendation for Counsel to Consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

1. ICLEI_Member-Application_2026
2. ICLEI-USAs-Opportunities-for-Elected-Officials

ICLEI Membership Application

Contact information

1. The Member

Provide the following information about your local government organization

Official name	
Official name (in English)	
State/Province	
Country	
Population (municipal)	
Municipal Budget (US dollars)/year	
Territory size	
Website	

2. The Municipal Leader

Provide the name of the mayor, municipal leader or head of your local government or association and the respective contact details.

First name			
Surname			
Title (e.g. Dr. , Ms. , Mr.)			
Department			
Function (e.g. Mayor, Governor)			
Street Address			
City		Province/State	
Postal Code of the city		Country	
Phone (Mayor's Office)		Phone (secondary)	
Email (Mayor's Office)			
Date Last Elected			
Length of term			

3. The Political contact

Designate a Councilor or other political leader in your local government to serve as your political contact for ICLEI. Ideally this person should have a portfolio or interest in Sustainable Development and/or the environment

First name			
Surname			
Title (e.g. Dr. , Ms. , Mr.)			
Department			
Function (e.g. Commissioner of the Environment)			
Street Address			
City		Province/State	
Postal Code of the city		Country	
Phone		Phone (secondary)	
Email			
Date Last Elected			
Length of term			

4. The Staff contact (Liaison to ICLEI)

Please designate a staff person in your municipal government to serve as your municipality's primary contact for ICLEI.

This person should have good overview of Sustainability and/or environment activities in your municipality, should have a coordinating function in the field of sustainable development and/or the environment, as well as contact with the appropriate political representatives for decision-making and be a long-term municipal employee.

First name			
Surname			
Title (e.g. Dr. , Ms. , Mr.)			
Department			
Function			
Street Address			
City		Province/State	
Postal Code of the city		Country	
Phone		Phone (secondary)	
Email			

5. Media Contact

Please provide contact details for the media relations person in your organization

First name of Media contact			
Surname of Media contact			
Title (e.g. Dr. , Ms. , Mr.)			
Department			
Function			
Street Address			
City		Province/State	
Postal Code of the city		Country	
Phone		Phone (secondary)	
Email			

*On behalf of the aforementioned local government, I hereby submit this application to become an ICLEI Member, certify that I have received and accepted the provision of the **ICLEI Charter** and **By-Laws**.*

Date: Signature (please type):

Please send your filled in application to membership@iclei.org.
After receiving your application our Membership unit will contact you regarding the Membership fee. Your local government will be considered an ICLEI Member after the application is processed and the fee is transferred.

ICLEI Membership Application

Additional Information

1. Your other memberships

Please list any other local government association of which your municipality is a member

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2. City Relations

List all municipalities that are twin or sister cities with your local government

---

3. Your Expectations

How, in general, could ICLEI best help your municipality in terms of sustainability?

---

4. Current global ICLEI initiatives the local government would like to join

ICLEI has a number of initiatives already running and available for Members to join, free of charge. Please indicate those you would like to receive information about.

☐CDP-ICLEI Unified Reporting System
☐CITYFOOD Network
☐CitiesWithNature
☐Ecologistics Community
☐Ecomobility Alliance

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5. Your sustainable development and environmental reporting

Please list the key reports you have issued on the state of the environment / sustainable development in your local government.

---

6. This application

Please provide contact details of the person completing this form

Name of Person Completing this form			
Phone		Phone (secondary)	
Email			

ICLEI - World Secretariat
ICLEI – Local Governments for Sustainability e.V.
Kaiser-Friedrich Strasse 7
53113 Bonn, Germany

Executive Director/Geschäftsführer: Gino Van Begin
Company Registration/Amtsgericht Bonn: 8929
Bank Account/Konto Nr. 535 666 00; Bank Code/BLZ: 380 700 59

ICLEI USA's Opportunities for Elected Officials



Mayor Jeni Arndt, City of Fort Collins, Colorado, advocates to put local communities at the heart of international agreements during the World Assembly of Local and Regional Governments at the United Nations Headquarters in New York City.

At ICLEI USA, we empower mayors, county commissioners, council members, and other elected officials to take a strong and proactive stance on sustainability and resilience-building. Through ICLEI's role as the United Nations' focal point organization on local governments — and initiatives like Race to Resilience Culture and Cities Forward — we provide a leadership platform that drives meaningful local and global impact throughout the year.

KEY OPPORTUNITIES

Advocate at annual events, including Climate, Nature, & Land Use COPs

ICLEI leaders share their community's story by attending United Nations' international conferences, where participation entails speaking on panels, attending Summits, and exchanging knowledge with local elected leaders from around the world. Regular events include the:

- Climate COPs (annually around November/December)
- Biodiversity COPs and land use COPs (every 2 years)
- High-Level Political Forum (every year in July in NYC)
- UN Oceans Conference
- Plastics Treaty Negotiations
- Semi-annual United Nations Environment Assembly
- G7 or G20 bloc of countries meetings
- Climate Week NYC (each year in September)
- More

Pass impactful policies at home

ICLEI USA supports data-driven policies to advance decarbonization and resilience at the local level. Demonstrate your government's leadership with our policy guidance. Recent initiatives include:

- passing a Climate Emergency Declaration with ICLEI's template
- setting science-based GHG reduction targets with calculation support, or
- leveraging state-local connections through the Capital Cities Clean Energy Collaborative.



Caption: Mayor Ravi Bhalla, City of Hoboken, New Jersey and ICLEI USA Board of Directors member (left), shared coastal storm resilience lessons learned with Councilor Everes Coke, St. James Municipality, Jamaica, following Hurricane Beryl devastation through the Cities Forward program.

"As local elected officials, we have to do more to prepare our residents for the devastating impacts of climate change. The nations of the world can't do this by themselves – they need to meaningfully partner with us at the local level."
–Commissioner Brigid Shea, Precinct 2, Travis County, Texas



Caption: Mayor Barbara Buffaloe, City of Columbia, Missouri (right), tells COP28 about city leadership within the Urban7 engagement group the G7 bloc of countries. ICLEI serves as co-secretariat for the Urban7.

Engage in Local Diplomacy

In partnership with ICLEI offices around the world, we foster international exchange and local-to-local connections through programs such as:

- Cities Forward
- Race to Resilience Culture
- U.S.-China Urban Climate Collaborative
- U.S.-South Asia Mayoral Renewable Energy Platform

These programs match community leaders facing similar challenges and guide them through a technical assistance cohort, providing opportunity for staff to share innovative technical solutions and for elected leaders to drive cross-cultural collaboration.

LEAD ON ICLEI GLOBAL LEADERSHIP GROUPS

ICLEI's North American Regional Executive Committee is a powerful force for sustainability action for the U.S. and Canada. Comprised of local elected officials from the ICLEI network, RexCom is responsible for guiding ICLEI in response to the pressing biodiversity, pollution, and climate crises. Committee elections are held every 3 years, with votes submitted by ICLEI Members. Meet the current RexCom at https://icleiusa.org/iclei-regional-executive-committee/.

"Everyone has a role to play and it will take all of us – individually and at all levels of government – to prepare for a climate ready future for our kids and grandkids."
-Mayor Lauren McLean, Boise, Idaho

HOW TO PARTICIPATE

f you're interested, schedule a meeting with ICLEI USA to scope out your advocacy goals and upcoming opportunities. Following this conversation, ICLEI USA's Advocacy team will coordinate with your office for upcoming local, national and international opportunities, as they arise.

Contact your member advisor or reach out to iclei-usa@iclei.org

Agenda Item Report

Subject:	Discussion and approval to provide funding for a Lightning Lounge for Lake Forest Elementary - Sponsored by Commissioner Mohammed
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	David Lynch, Town Manager
Dept/Group:	Administrative
Recommendation for Counsel to Consider:	
Background Information:	The funds will be used to provide a room filled with education materials on **STEAM topics** (STEAM was formerly known as **STEM,** which was an acronym for **S**cience, **T**echnology, **E**ngineering, and **M**ath----the added **A** stands for **Arts**). This special room would be a privileged place where students are rewarded by being given the opportunity to hang out in the **LIGHTNING LOUNGE** to further their education on an independent basis away from the regular classroom.
Staff Recommendations:	
Procurement:	
Financial Implications:	There is a cost of $16,000.00.
Alternatives:	

Attachments:

1. FW_ Thank You and Follow-Up_ Lightning Lounge at Lake Forest Elementary

2. The Lightning Lounge Partnership Overview
3. The Lightning Lounge Budget

From: David Lynch
To: Town Clerk
Cc: Christine Portala
Subject: FW: Thank You and Follow-Up: Lightning Lounge at Lake Forest Elementary
Date: Thursday, March 5, 2026 3:07:19 PM
Attachments: The Lightning Lounge Budget .docx
The Lightning Lounge Partnership Overview.docx

---

fyi

Sincerely, Dave Lynch

David M. Lynch
Town Manager
Town of Pembroke Park
954.966.4600 ext. 228
dlynch@tppfl.gov
www.tppfl.gov
3150 SW 52nd Ave
Pembroke Park, FL 33023

From: Irvon Plummer <info@teedc.org>
Sent: Thursday, March 5, 2026 8:00 AM
To: David Lynch <dlynch@tppfl.gov>
Cc: Denise M. Dopico-Lizano <denise.dopico-lizano@browardschools.com>
Subject: Thank You and Follow-Up: Lightning Lounge at Lake Forest Elementary

Good morning Mr. Lynch,

Thank you again for taking the time to meet with me and learn more about the vision for the Lightning Lounge at Lake Forest Elementary. I truly appreciate the opportunity to share the concept and discuss how this space can support students and families within the Town of Pembroke Park.

Following our conversation, I wanted to share two documents that provide additional context for the project: a brief Lightning Lounge overview and an itemized budget outlining the materials and equipment connected to the development of the space.

Lake Forest Elementary School is currently exploring the possibility of securing $16,000 in support from the Town of Pembroke Park Commission to help establish the Lightning Lounge prior to the start of the upcoming school year. The overview document explains the purpose of the space, while the budget document provides a breakdown of the equipment, materials, and supplies needed for implementation.

The budget also reflects that a portion of the funding would be reserved for ongoing supplies and

replacement materials to help ensure the space remains functional throughout the school year, including items such as 3D printer materials and other tools that may require maintenance or replacement over time.

Both documents are attached for your review. Please feel free to let me know if there is any additional information that would be helpful as the school continues exploring this opportunity.

Thank you again for your time and for the conversation we had. I truly appreciate your willingness to learn more about the Lightning Lounge and the potential impact it could have for students.

Respectfully,

--

Irvon C. Plummer
Founder & President | Entrepreneur Education & Development Center (TEEDC)
info@teedc.org | 754-610-6765
www.teedc.org

WARNING: This email originated from outside of the Town of Pembroke Park Organization. Do not click links/images or open attachments unless you recognize the sender and know the content is safe.



The Lightning Lounge

A STEM Innovation & Engagement Space at Lake Forest Elementary

The Lightning Lounge is a hands-on STEM innovation and engagement space designed to spark curiosity, creativity, and confidence in students at Lake Forest Elementary School.

The space provides elementary students with opportunities to explore science, technology, engineering, and math through play, experimentation, and hands-on learning experiences.

The goal of the Lightning Lounge is to introduce students to tools and experiences that help them begin thinking like builders, problem-solvers, and innovators at an early age.

What Happens in the Lightning Lounge

Students participate in rotating activities and open learning experiences that include:

• Building and engineering challenges using STEM kits and construction tools
• Robotics and coding activities that promote logical thinking and experimentation
• Digital exploration through age-appropriate technology and interactive learning tools
• Strategy-based games that strengthen math skills, collaboration, and critical thinking
• Creative and movement-based activities that support focus, confidence, and social development

These experiences combine hands-on learning, technology exploration, and collaborative play in a structured but engaging environment.

Why This Space Matters

The Lightning Lounge supports student development through:



- Early exposure to STEM learning experiences
- Development of teamwork, creativity, communication, and problem-solving skills
- Age-appropriate digital literacy experiences
- Increased student engagement through an interactive learning environment

Introducing these experiences at the elementary level helps students build familiarity and confidence with STEM concepts early in their academic journey.

Leadership & Program Partnership

The Lightning Lounge is being developed in collaboration with the Entrepreneur Education and Development Center (TEEDC) and Lake Forest Elementary School under the leadership of Principal Denise Dopico-Lizano.

TEEDC is a nonprofit organization focused on empowering youth through entrepreneurship education, financial literacy, and hands-on learning experiences that build confidence, creativity, and practical skills.

Through this partnership, TEEDC works alongside Lake Forest Elementary School to support the development of engaging STEM-based learning experiences that complement the school's instructional goals.

Use of Funds (Total Request: $16,000)

The requested $16,000 investment will support the purchase of equipment, technology, learning materials, and furniture needed to establish the Lightning Lounge learning space.

In addition to the initial equipment purchases, a portion of the funding will be reserved to ensure the space remains functional throughout the school year.

Approximately **$6,000 will be allocated toward supplies, consumables, and replacement materials**, including items such as:

- 3D printer filament and maintenance parts
- Replacement materials for STEM kits and robotics activities
- Replacement of damaged equipment due to regular student use
- Classroom activity materials and learning supplies

This reserve ensures the Lightning Lounge can remain operational and fully stocked throughout the school year.

Lightning Lounge Equipment & Materials Budget

1. STEM Technology & Digital Learning Equipment

Item	Qty	Unit Cost	Total
Dell 24" All-in-One Desktop Computer	4	$809.00	$3,236.00
Apple iPad 11" (128GB)	5	$329.00	$1,645.00
Amazon Basics 27" Monitor	1	$99.99	$99.99
Creality K2 Combo 3D Printer	1	$799.00	$799.00
WEEDO TINA2S Mini 3D Printer	1	$215.49	$215.49

Section Total: $5,995.48

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2. Robotics, Coding & STEM Exploration Kits

Item	Qty	Unit Cost	Total
V-Opitos Fort Building Kit	1	$39.99	$39.99
OleFun Fort Building Kit	1	$54.99	$54.99
Magnetic STEM Tile Set	2	$19.99	$39.98
STEM Robotics Craft Kits	2	$17.99	$35.98
Coding Chameleon STEM Robot	2	$37.99	$75.98
Mega Cyborg Hand Engineering Kit	2	$29.97	$59.94

Section Total: $306.86

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3. Interactive Engagement Technology

Item	Qty	Unit Cost	Total
PlayStation 5 Console	1	$549.00	$549.00
Xbox One X Console	1	$289.00	$289.00
Xbox Wireless Controllers	3	—	$149.30
PlayStation DualSense Controllers	3	—	$231.87
Xbox Controller Charging Stations	2	$27.94	$55.88

PS5 Charging Stations	2	$24.99	$49.98
Gaming Headsets	10	$21.68	$216.80
RGB Headset Stand	1	$23.36	$23.36
Nex Playground Gaming System	1	$362.97	$362.97
Sonic Racing Game	1	$35.20	$35.20

Section Total: $1,963.36

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4. Collaborative Games & Student Engagement

Item	Qty	Unit Cost	Total
Giant Jenga	1	$129.95	$129.95
Twister Game	1	$13.99	$13.99
Giant Checkers/Tic Tac Toe	1	$15.15	$15.15
Giant 4-in-a-Row Game	2	$71.31	$142.62
Giant UNO	1	$19.97	$19.97
Giant Sorry Game	1	$23.95	$23.95
Cornhole Game Set	2	$44.73	$89.46
Bean Bag Toss Game	1	$35.99	$35.99
Spring Fling Bounce Game	1	$36.99	$36.99
Prize Wheel	1	$42.99	$42.99
Bingo Card Set	1	$32.98	$32.98
Dance Bomb Game	1	$19.99	$19.99
Basketball Arcade Game	1	$119.99	$119.99

Section Total: $724.02

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5. Furniture & Seating

Item	Qty	Unit Cost	Total
Bean Bag Lounge Chairs	4	$69.99	$279.96
Kids Table & Chair Set	1	$59.99	$59.99
Kids Picnic Table	1	$104.99	$104.99

Section Total: $444.94

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6. Learning Environment Setup

Item	Qty	Unit Cost	Total
Gaming Rug (5x8)	1	$56.99	$56.99
Gaming Rug (4x6)	1	$47.49	$47.49
Gaming Rug (5x7)	1	$69.99	$69.99
Hopscotch Learning Rug	1	$23.99	$23.99

Section Total: $198.46

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7. Audio & Presentation Equipment

Item	Qty	Unit Cost	Total
JBL Wireless Microphone System	1	$109.95	$109.95
Microphone Storage Case	1	$21.99	$21.99
Monster Rockin’ Roller Speaker	1	$239.00	$239.00

Section Total: $370.94

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8. Supplies, Maintenance & Replacement Reserve

Item	Purpose	Total
3D printer filament, maintenance parts, replacement components	Equipment upkeep	
Replacement STEM kit parts and classroom materials	Ongoing program supplies	
Replacement of worn or damaged equipment	Sustainability of the space	

Reserve Allocation: $6,000



Total Funding Request

Initial Equipment & Materials: **~$10,000**
Operational Supply & Replacement Reserve: **~$6,000**

Total Request: $16,000

Agenda Item Report

Subject:	Discussion and possible action on Approval to Waive Competitive Procurement and Approve Agreement with Forvis Mazars for Financial Audit Services — Sponsored by Town Attorney Horowitz
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	
Dept/Group:	Town Attorney
Recommendation for Counsel to Consider:	
Background Information:	At the March 20 Special Meeting, the Commission directed the Town Attorney to prepare the attached agreement with Forvis Mazars. However, no formal action has been taken by the Commission to engage the firm. The attached agreement is therefore being provided for the Commission's further consideration should they choose to move forward with retaining Forvis Mazars. The commission is legally authorized to waive competitive bidding in the Town's best interests pursuant to Sec. 2-125(d) and engage Forvis Mazars should they choose to do so. Alternatively, the Town may authorize and direct the solicitation of proposals for a Finance Department audit.
Staff Recommendations:	
Procurement:	
Financial Implications:	

Alternatives:	

Attachments:

1. Professional Services Agreement (Forvis Mazars) 4908-0576-0154 1
2. DRAFT - Town of Pembroke Park Risk Assessment & Service Offerings

PROFESSIONAL SERVICES AGREEMENT

THIS IS AN AGREEMENT, dated the _____ day of _____, 2026, by and between:

Town of Pembroke Park, a municipal corporation of the State of Florida with a business address of **3150 S.W. 52nd Avenue, Pembroke Park, FL 33023** (hereinafter referred to as the "TOWN")

and

Forvis Mazars, authorized to do business in the State of Florida, with a business address of **500 E. Broward Boulevard, Suite 1550, Ft. Lauderdale, FL 33308** (hereinafter referred to as the "CONSULTANT"). TOWN and CONSULTANT may hereinafter be referred to collectively as the "Parties."

W I T N E S S E T H:

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, TOWN and CONSULTANT agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Agreement and to generally express the objectives, and intentions of the respective parties herein, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 The TOWN seeks to engage CONSULTANT, as a professional service provider, as defined in Section 2-121 of the Town's Code of Ordinances; however, the services provided by the CONSULTANT, as more particularly described in Exhibit "A," shall not include any professional services as defined by Section 287.055, F.S.

1.2 Negotiations pertaining to the services to be performed by the CONSULTANT were undertaken and this Agreement incorporates the results of such negotiation.

ARTICLE 2
SERVICES AND RESPONSIBILITIES

2.1 CONSULTANT hereby agrees to perform an audit of the Town's Finance Department**,** as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof. In the event of any conflicts between this Agreement and Exhibit "A" this Agreement shall prevail.

2.2 CONSULTANT shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 CONSULTANT hereby represents to TOWN, with full knowledge that TOWN is relying upon these representations when entering into this Agreement with CONSULTANT, that CONSULTANT has the professional expertise, experience and manpower to perform the services to be provided by CONSULTANT pursuant to the terms of this Agreement.

2.4 CONSULTANT assumes professional and technical responsibility for performance of its services to be provided hereunder in accordance with recognized professional standards of good engineering practice. If within one year following completion of its services, such services fail to meet the aforesaid standards, and the TOWN promptly advises CONSULTANT thereof in writing, CONSULTANT agrees to re-perform such deficient services without charge to the TOWN.

2.5 CONSULTANT shall not utilize the services of any sub-consultant without the prior written approval of TOWN.

ARTICLE 3
TERM AND TERMINATION

3.1 The term of this Agreement shall commence upon execution of this Agreement and shall terminate upon completion to the satisfaction of the Town of the scope of services set forth in Exhibit "A." This agreement may be renewed upon the mutual written consent of both parties.

3.2 This Agreement may be terminated by either party for cause, or by the TOWN for convenience, upon ten (10) days' written notice by the TOWN to CONSULTANT in which event the CONSULTANT shall be paid its compensation for services performed to termination date. In the event that the CONSULTANT abandons this Agreement or causes it to be terminated, CONSULTANT shall indemnify the TOWN against any loss pertaining to this termination up to a maximum of the full contracted fee amount. All finished or unfinished documents, data, studies, plans, surveys, and reports prepared by CONSULTANT shall become the property of TOWN and shall be delivered by CONSULTANT to TOWN immediately.

3.3 SCRUTINIZED COMPANIES. CONSULTANT certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, CONSULTANT agrees to observe the requirements of Section 287.135, F.S., for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the TOWN may immediately terminate this Agreement for cause if the CONSULTANT, its affiliates, or its subConsultants are found to have submitted a false certification; or if the CONSULTANT, its affiliates, or its subConsultants are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of the Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

ARTICLE 4

COMPENSATION AND METHOD OF PAYMENT

4.1 CONSULTANT shall be entitled to invoice TOWN on a monthly basis for services performed. The invoice shall include, but not be limited to, date of service, the amount of time spent, a description of the service, and any other information reasonably required by TOWN. TOWN shall pay CONSULTANT in accordance with the Fees and Rate Card included in Exhibit "A;" however, the total amount of compensation paid to CONSULTANT pursuant to this agreement shall not exceed $36,000 without a subsequent written amendment approved by the Town Commission.

4.2 TOWN will make its best efforts to pay CONSULTANT within thirty (30) days of receipt of proper invoice the total shown to be due on such invoice.

4.3 All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

4.4 Payment will be made to CONSULTANT at:

_____
_____
_____

ARTICLE 5
CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

5.1 TOWN or CONSULTANT may request changes that would increase, decrease, or otherwise modify the Scope of Services, as described in **Exhibit "A,"** to be provided under this Agreement as described in Article 2 of this Agreement. These changes will affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the Code of Ordinances of the TOWN, and must be contained in a written amendment, executed by the parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONSULTANT be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

ARTICLE 6
INDEMNIFICATION

6.1 CONSULTANT shall indemnify and save harmless and defend the TOWN, its trustees, elected and appointed officials, agents, servants and employees from and against any and all claims, demands, or causes of action of whatsoever kind or nature sustained by the TOWN or any third party arising out of, or by reason of, or resulting from acts, error, omission, or negligent act of CONSULTANT, its agents, servants or employees in the performance under this Agreement, for all costs, losses and expenses, including but not limited to, damages to persons or third party property, judgments and attorneys' fees arising out of or in connection with the performance by CONSULTANT pursuant to this Agreement.

6.2 CONSULTANT shall indemnify TOWN for all loss, damage, expense or liability including, without limitation, court costs and attorneys' fees that may result by reason of any infringement or claim of infringement of any patent, trademark, copyright, trade secret or other proprietary right due to services furnished pursuant to this Agreement. CONSULTANT will defend and/or settle at its own expense any action brought against the TOWN to the extent that it is based on a claim that products or services furnished to TOWN by CONSULTANT pursuant to this Agreement, or if any portion of the services or goods furnished in the performance of the service becomes unusable as a result of any such infringement or claim.

6.3 CONSULTANT'S aggregate liability shall not exceed the proceeds of insurance required to be placed pursuant to this Agreement plus the compensation received by CONSULTANT, or extend to any claims brought subsequent to the expiration of warranty period outlined above. The TOWN's rights and remedies and CONSULTANT's liabilities as set forth in this Agreement, are exclusive, and the TOWN hereby releases CONSULTANT from all further or subsequent liability, whether based in contract or tort and irrespective of fault, negligence, or strict liability.

6.4 The parties recognize that various provisions of this Agreement, including but not necessarily limited to this Section, provide for indemnification by the CONSULTANT and that Florida Statutes §725.06 requires a specific consideration be given therefor. The parties therefore agree that the sum of **Ten Dollars and 00/100 ($10.00)**, receipt of which is hereby acknowledged, is the specific consideration for such indemnities, and the providing of such indemnities is deemed to be part of the specifications with respect to the services to be provided by CONSULTANT. Furthermore, the parties understand and agree that the covenants and representations relating to this indemnification provision shall serve the term of this Agreement and continue in full force and effect as to the party's responsibility to indemnify.

ARTICLE 7
INSURANCE

7.1 The CONSULTANT shall indemnify and hold harmless the TOWN and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the TOWN or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONSULTANT or its employees, agents, servants, partners principals or subConsultants. The CONSULTANT shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the TOWN, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONSULTANT expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONSULTANT shall in no way limit the responsibility to indemnify, keep and save harmless and defend the TOWN or its officers, employees, agents and instrumentalities as herein provided.

7.2 CONSULTANT shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager

of the TOWN nor shall the CONSULTANT allow any subConsultant to commence work on his subcontract until all similar such insurance required of the subConsultant has been obtained and similarly approved.

7.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the TOWN's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

7.4 Policies shall be endorsed to provide the TOWN with notice of cancellation or the CONSULTANT shall obtain written agreement from its Agent to provide the TOWN with notice of cancellation.

7.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the TOWN. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONSULTANT shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONSULTANT shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONSULTANT shall be liable to TOWN for any lapses in service resulting from a gap in insurance coverage.

7.6 REQUIRED INSURANCE

7.6.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - $1,000,000
2. Fire Damage Limit (Damage to rented premises) - $100,000
3. Personal & Advertising Injury Limit - $1,000,000
4. General Aggregate Limit - $2,000,000
5. Products & Completed Operations Aggregate Limit - $2,000,000

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

The Town of Pembroke Park must be shown as an additional insured with respect to this coverage.

7.6.2 Worker's Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the CONSULTANT engaged in the performance of the

scope of work associated with this Agreement. In the case any work is sublet, the CONSULTANT shall require the subConsultants similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONSULTANT. Coverage for the CONSULTANT and his subConsultants shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation:	Coverage A –	Statutory
2. Employers Liability:	Coverage B	$500,000 Each Accident
		$500,000 Disease – Policy Limit
		$500,000 Disease – Each Employee

If CONSULTANT claims to be exempt from this requirement, CONSULTANT shall provide TOWN proof of such exemption along with a written request for TOWN to exempt CONSULTANT, written on CONSULTANT letterhead.

7.6.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)
   Combined Single Limit (Each Accident) - $1,000,000
2. Hired Autos (Symbol 8)
   Combined Single Limit (Each Accident) - $1,000,000
3. Non-Owned Autos (Symbol 9)
   Combined Single Limit (Each Accident) - $1,000,000

7.6.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than $1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

7.6.5 Sexual Abuse may not be excluded from any policy.

7.7 REQUIRED ENDORSEMENTS

7.7.1 The Town of Pembroke Park shall be named as an Additional Insured on each of the General Liability policies required herein
7.7.1 Waiver of all Rights of Subrogation against the TOWN
7.7.3 30 Day Notice of Cancellation or Non-Renewal to the TOWN
7.7.4 CONSULTANTs' policies shall be Primary & Non-Contributory
7.7.5 All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the TOWN

7.8 CONSULTANT shall name the TOWN, as an additional insured on each of the General Liability policies required herein and shall hold the TOWN its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.

7.9 Any insurance required of the CONSULTANT pursuant to this Agreement must also be required by any subConsultant in the same limits and with all requirements as provided herein, including naming the TOWN as an additional insured, in any work that is subcontracted unless such subConsultant is covered by the protection afforded by the CONSULTANT and provided proof of such coverage is provided to TOWN. The CONSULTANT and any subConsultants shall maintain such policies during the term of this Agreement.

7.10 The TOWN reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

ARTICLE 8
INDEPENDENT CONSULTANT

8.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONSULTANT is an independent Consultant under this Agreement and not the TOWN 's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONSULTANT shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONSULTANT's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONSULTANT, which policies of CONSULTANT shall not conflict with TOWN, State, H.U.D., or United States policies, rules or regulations relating to the use of CONSULTANT's Funds provided for herein. The CONSULTANT agrees that it is a separate and independent enterprise from the TOWN, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONSULTANT and the TOWN and the TOWN will not be liable for any obligation incurred by CONSULTANT, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 9
VENUE

9.1 This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement shall be in Broward County, Florida.

ARTICLE 10
PUBLIC RECORDS

10.1 The Town of Pembroke Park is public agency subject to Chapter 119, Florida Statutes. The CONSULTANT shall comply with Florida’s Public Records Law. Specifically, the CONSULTANT shall:

10.1.1 Keep and maintain public records required by the TOWN to perform the service;

10.1.2 Upon request from the TOWN's custodian of public records, provide the TOWN with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Fla. Stat., or as otherwise provided by law;

10.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONSULTANT shall destroy all copies of such confidential and exempt records remaining in its possession after the CONSULTANT transfers the records in its possession to the TOWN; and

10.1.4 Upon completion of the contract, CONSULTANT shall transfer to the TOWN, at no cost to the TOWN, all public records in CONSULTANT's possession. All records stored electronically by the CONSULTANT must be provided to the TOWN, upon request from the TOWN's custodian of public records, in a format that is compatible with the information technology systems of the TOWN.

10.2 The failure of CONSULTANT to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement, for which, the TOWN may terminate the Agreement.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

TOWN CLERK
3150 S.W. 52nd AVENUE
PEMBROKE PARK, FL 33023
(954) 966-4600
townclerk@tppfl.gov

ARTICLE 11
MISCELLANEOUS

11.1 **Ownership of Documents.** Reports, surveys, plans, studies and other data provided in connection with this Agreement are and shall remain the property of TOWN whether or not the project for which they are made is completed. TOWN hereby agrees to use CONSULTANT's work product for its intended purposes.

11.2 **Records.** CONSULTANT shall keep such records and accounts and require any and all subConsultants to keep records and accounts as may be necessary in order to record complete and

correct entries as to personnel hours charged to this engagement, and any expenses for which CONSULTANT expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by TOWN and shall be kept for a period of ten (10) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by TOWN of any fees or expenses based upon such entries. All records shall be maintained and available for disclosure, as appropriate, in accordance with Chapter 119, F.S.

11.3 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONSULTANT without the prior written consent of TOWN. For purposes of this Agreement, any change of ownership of CONSULTANT shall constitute an assignment which requires TOWN approval. However, this Agreement shall run to the benefit of TOWN and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

11.4 **No Contingent Fees.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, TOWN shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

11.5 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONSULTANT and TOWN designate the following as the respective places for giving of notice:

TOWN: Town Manager
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, Florida 33023
Telephone No. (954) 966-4600

Copy To: Jacob G. Horowitz, Town Attorney
Goren, Cherof, Doody & Ezrol, P.A.
3099 East Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308
Telephone No. (954) 771-4500
Facsimile No. (954) 771-4923

Consultant: Forvis Mazars
500 E. Broward Boulevard
Suite 1550
Fort Lauderdale, Florida 33394
Email: _____

11.6 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

11.7 **Headings.** Headings herein are for convenience of reference only and shall not be considered on any interpretation of this Agreement.

11.8 **Exhibits.** Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

11.9 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

11.10 **Extent of Agreement.** This Agreement represents the entire and integrated agreement between the TOWN and the CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral.

11.11 **Legal Representation.** It is acknowledged that each party was represented by counsel in the preparation of and contributed equally to the terms and conditions of this Agreement and, accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

11.12 **Counterparts and Execution.** This Agreement may be executed in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

11.13 **Scrutinized Companies** CONSULTANT, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations with Syria. In accordance with Section 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:

11.13.1 Any amount 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 Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

11.13.2 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:

11.13.2.1 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

11.13.2.2 Is engaged in business operations in Syria.

11.14 **E-Verify** CONSUTLANT certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statues, as may be amended from time to time and briefly described herein below.

11.14.1 Definitions for this Section:

11.14.1.1 "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a Flagler or consultant.

11.14.1.2 "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

11.14.1.3 "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

11.14.2 Registration Requirement; Termination:

Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

11.14.2.1 All persons employed by a Contractor to perform employment duties within Florida during the term of the contract;

11.14.2.2 All persons (including subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the Town of Pembroke Park. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town of Pembroke Park; and

11.14.2.3 The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

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

TOWN:

TOWN OF PEMBROKE PARK, FLORIDA

ATTEST:

_____ By: _____

CYNTHIA LIMA-GARCIA, TOWN CLERK

MAYOR GEOFFREY JACOBS

APPROVED AS TO FORM:

_____

OFFICE OF THE TOWN ATTORNEY

CONSULTANT:

Forvis Mazars

By: _____
Name: _____
Title: _____

STATE OF _____)
COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____**,** on behalf of Forvis Mazars for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____day of _____, **2026**.

_____
NOTARY PUBLIC

_____
(Name of Notary Typed, Printed or Stamped)

EXHIBIT "A"

(FORVIS MAZARS PROPOSAL / SCOPE AND COMPENSATION)



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Forvis Mazars

Proposal– Town of Pembroke Park

Florida Market – Forvis Mazars Leadership Team

Draft



Christie Clements, CIA, CISA, CRMA
Managing Director, Internal Audit

317.363.6718
christie.clements@us.forvismazars.com

- National Internal Audit Sector Leader – Nonprofit, Education and Public Sector
- 25+ years of internal audit leadership
- Experienced in navigating complex environments, often incorporating AI, data mining, and analytics
- Drives business transformation with a mindset toward continuous improvement



Jamie Amos, Ph. D., CFE, PMP
Senior Manager, Internal Audit

770.377.1887
jamie.amos@us.forvismazars.com

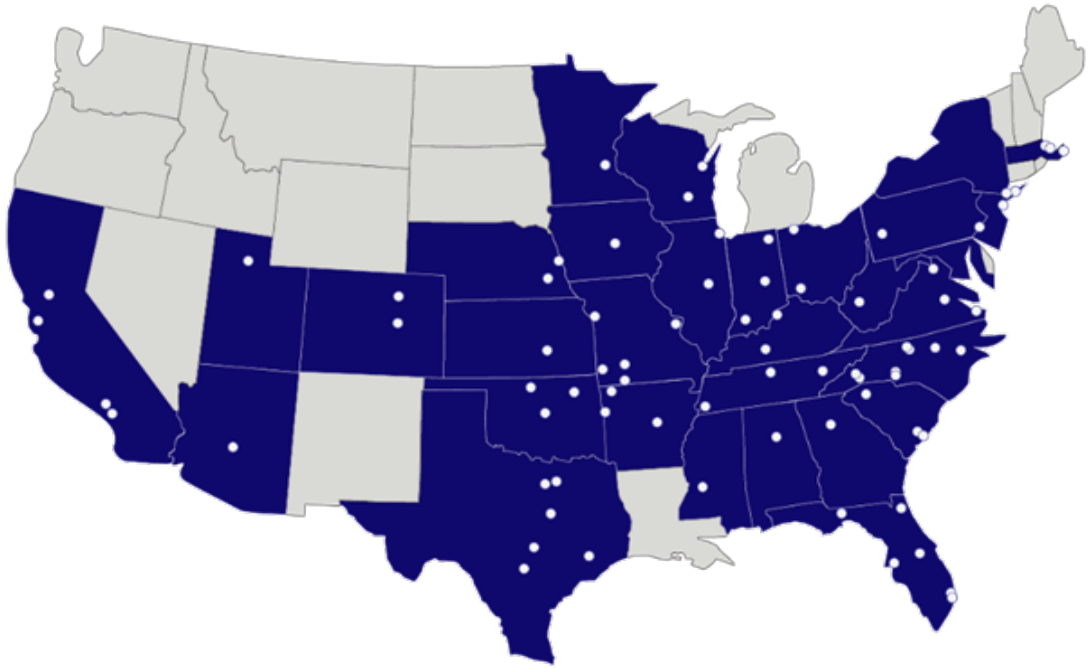
- Over 25 years of audit experience within the public sector
- Manages multimillion-dollar revenue streams
- Experienced assisting public sector clients with a wide range of assessments, including governance reviews, capital expenditure audits, and evaluations of third-party risks, to name a few
- Supports audit committees and executive leadership teams in governance roles

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Forvis Mazars – About Us

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Forvis Mazars spans across 30 states in the U.S.



Florida Office Locations

Boca Raton	Orlando
Fort Lauderdale	Tallahassee
Jacksonville	Tampa

Forvis Mazars, LLP was formed in 2022 through the combination of **two nearly 100-year-old** firms, both committed to providing **Unmatched Client Experiences**®—BKD, established in Kansas City and Joplin, Missouri, in 1923, and Dixon Hughes Goodman LLP (DHG), established in Norfolk, Virginia, in 1932.

BKD and DHG each bring a distinct legacy of what it means to provide professional services that go above and beyond. The current name, **Forvis Mazars, LLP**, was created in 2024 when FORVIS and Mazars created a two-firm network.

Forvis Mazars, LLP is an independent member of Forvis Mazars Global Limited, a leading global professional services network. Ranked among the largest public accounting firms in the United States, the firm's more than **7,000 dedicated team members** provide an Unmatched Client Experience through the delivery of assurance, tax, and consulting services for **clients in all 50 states** and internationally through the global network.

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Our Consulting Practice in the U.S.

1,900
Consulting Professionals

28
States

10+
Industries

Subsidiaries & Affiliates Supporting Forvis Mazars

- Forvis Mazars Capital Advisors, LLC
- Forvis Mazars Wealth Advisors, LLC
- TALENT SHIFT, LLC

Forvis Mazars received a Net Promoter® Score of 83% in FY 2023.* In 2024, Forvis Mazars won ClearlyRated's Best of Accounting™ Award for Service Excellence for the 4th consecutive year. ClearlyRated® utilizes a Net Promoter® Score (NPS®) to determine results.

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*ClearlyRated® - NPS® 101 for Accounting Firms & Relational FYE 2023 Survey.

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National Internal Audit Practice

- Deep Expertise – Internal Audit & Industry
- 80 + Dedicated Internal Audit Professionals
- Highly Credentialed Professionals
- Robust Bench Strength
- Flexible & Scalable Support
- Cutting Edge Tools
- Data Driven Approach
- Focus on Value Creation



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Consulting Services Built for the Public Sector

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Helping governmental agencies improve performance today to create sustainable benefits for communities tomorrow.

Accounting & Finance

- Accounting and finance transformation
- Technical accounting advisory
- Internal control assessment
- Budgeting & forecasting support
- Improving transparency through public reporting and dashboards

Strategic Planning

- Aligning agency objectives with community priorities
- Performance management & benchmarking
- Operational efficiency reviews
- Mission and vision alignment
- Rapid process re-engineering
- Performance metrics & dashboards

Risk Management

- Enterprise Risk Assessment (ERA)
- Enterprise Risk Management (ERM) assistance
- Fraud risk management
- Regulatory & compliance reviews
- Business Continuity Planning (BCP)
- Policy & control framework development
- Third party risk management

Internal Audit

- Internal audit outsource, co-source and subject matter support
- Internal audit and controls transformation
- Audit automation and analytics
- Operational process assessment
- IT & Cyber audits
- Continuous monitoring & data analytics

Governance & Board Advisory

- Governance structure reviews
- Policy & bylaw development
- Strategic oversight support
- Board self-assessment facilitation
- Ethics and compliance program development

Digital & Technology

- Enterprise IT strategy & operations
- Technology road mapping
- Technology evaluation, selection & implementation
- Cloud enablement & transformation
- Data protection and privacy
- IT risk and controls
- Identity and access management
- Digital transformation

Data Management

- Data quality & integrity assessments
- Governance & policies
- Data analytics & visualization
- Data architecture & infrastructure

Taxation & Revenue

- Tax collection process assessment
- State & local tax guidance
- Policy impact studies & revenue forecasting

Grant Compliance

- Grant compliance reviews
- Risk assessments
- Grant reporting & documentation
- Training & capacity building

Community & Stakeholders

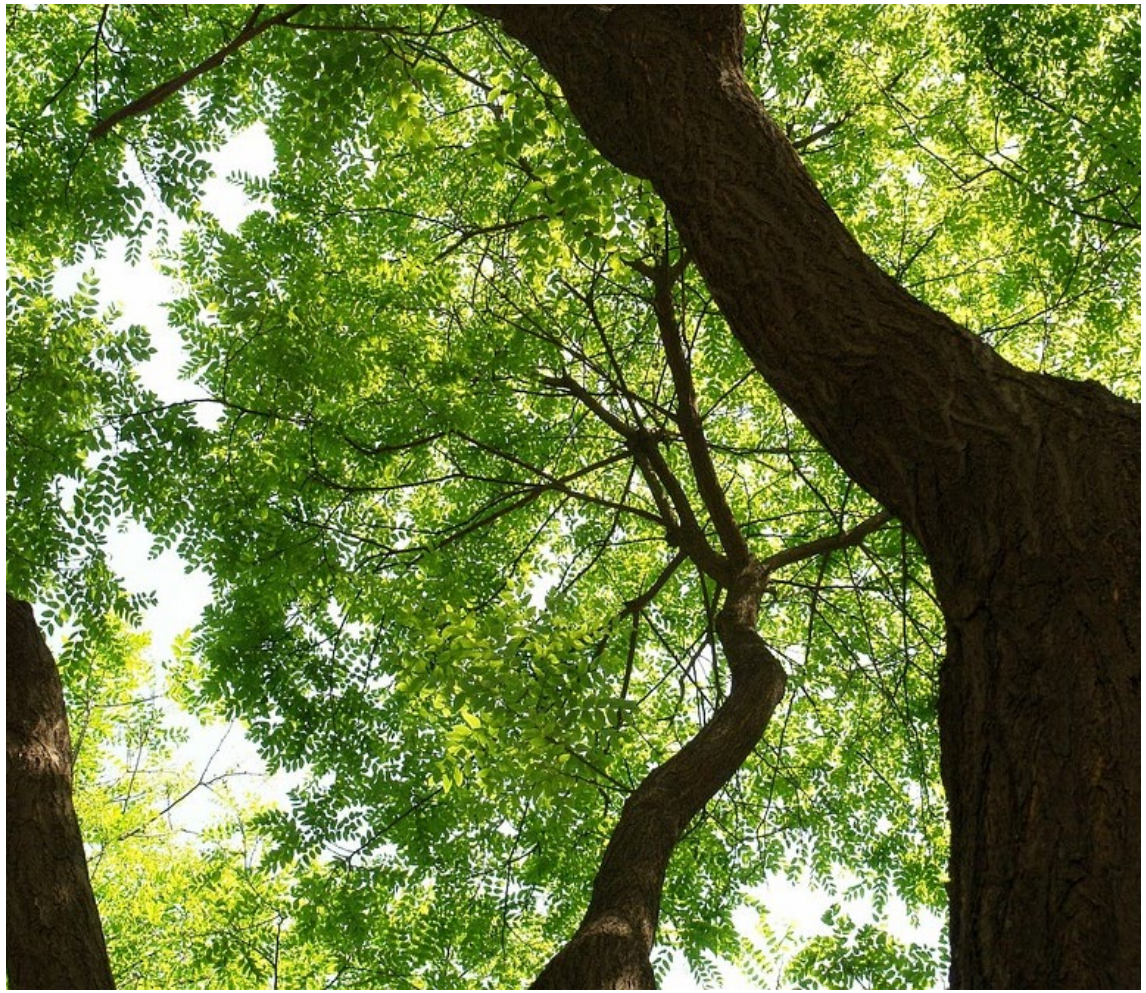
- Stakeholder feedback & surveys
- Membership data analytics
- Engagement strategies
- Member needs alignment
- Process improvement – member services

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Reported Concerns

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- Allegations of improper financial practices
- Weaknesses in financial oversight and internal controls
- Breakdowns in governance and accountability
- Investigations or legal actions
- Limited transparency and inconsistent financial reporting



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Phase One – Discovery Phase, Financial Operations

The objective of Phase One is to obtain an informed understanding of the Town of Pembroke Park's financial operations, functions, governance and responsibilities. This phase is designed to provide a structured and process centric path to identify areas of potential risk and improvement for a subsequent Phase Two operational assessment.

1. Project Initiation & Planning - We will establish the project governance structure, confirm roles and responsibilities, and distribute an initial document request list.

2. Current State Assessment – We will be focused on identifying how activities are currently performed across governance, compliance, monitoring, third-party management, and operational areas. Our team will conduct a risk assessment to inform and prioritize areas of focus for Phase Two.

3. Prioritization Framework Development - We will establish a structured prioritization framework to categorize areas and transaction cycles based on risk, potential impact, and likelihood of occurrence.

4. Reporting & Closeout - We will consolidate results for Phase Two scope.

5. Delivery - Present results to Town's Commission.

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Forvis Mazars Fees & Rate Card

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Our goal is to be candid, timely, answer your questions about fees upfront, and avoid fee surprises. We determine our fees by evaluating several variables: the complexity of the work, the project's scope, the time we will spend, and the level of professional staff needed. We estimate fees for Phase One to range from $32,000 - $36,000*.

Our fees may increase if our duties or responsibilities change because of new rules, regulations, and accounting or auditing standards. We will consult with you should this happen.

Resource Level	Forvis Mazars Standard Hourly Rate Card	Town of Pembroke Park Hourly Rate Card
Partner/Managing Director	$545	$335
Director	$500	$309
Senior Manager	$450	$294
IT Specialist	$435	$283
Manager/Lead Consultant	$400	$258
Senior Consultant	$355	$165
Consultant	$300	$134

**** This estimate is based on our current understanding of existing operations. Pricing will be refined following the completion of planning and discovery procedures. Travel expenses will be charged separately.***



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Direct Contacts

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Appendix

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Flexible Delivery Models – Internal Audit
Tailored for Quality and Efficiency

Co-Sourced:

We integrate seamlessly with your existing Internal Audit team, providing specialist skillsets, surge capacity, or targeted risk expertise—while you retain oversight and ownership of the audit program.

Outsourced:

For organizations seeking full delivery responsibility, we provide end-to-end Internal Audit services, managing the full audit lifecycle while aligning to your governance and reporting standards.

Both models are designed to optimize cost while maintaining rigorous quality.



Right-Sized, Risk-Aligned Resourcing



Proven Audit Programs and Methodologies



Risk-Based Audit Execution



Ongoing Budget and Time Management



Quality Assurance Built into Every Model



Continuous Learning and Process Improvement



Outcome-Focused Partnership

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Consulting Services Built for the Public Sector

Example Audit Universe

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Financial Management	Fleet Management	Public Works & Utilities	Airport(s)
Budgeting & Financial Planning	Vehicle Maintenance	Infrastructure Maintenance	Airport Operations
Revenue Collection	Fuel Management	Solid Waste Management	Regulatory Compliance
Bonds	MRO Inventory	Engineering	Security & Safety
Accounts Payables & Receivables	Vehicle Procurement	Water & Sewer Services	Revenue Management
Grants Management	Asset Disposal	Energy Efficiency - Public Buildings	Capital Projects & Infrastructure
Treasury & Cash Management	**Economic Development**	EV Charging Infrastructure	Concessions & Retail Operations
Human Resources	Zoning & Permitting	Recycling Programs	Grants
Payroll & Benefits	Economic Incentive Programs	Pedestrian Pathways	Financial & Budgeting Management
Recruitment & Onboarding	Community Development	Customer Service Operations	Customer Experience
Training & Development	**Risk Management**	Water Quality	Airline Relations
Labor Relations	Insurance & Claims	Public Transparency	Environmental Sustainability
Retiree Programs	Health & Safety	**Parks & Recreation**	Emergency Preparedness
Procurement & Contract Management	BCP	Facilities Management	Technology & Cybersecurity
TPRM Lifecycle	**Public Communications**	Volunteer Program	Procurement
Contract Compliance	Citizen Complaints	Event Planning	Transportation & Accessibility
Bid	Public Information Campaigns	Camps	Wildlife Hazard Management
Purchasing Policies	Critical Community Alerts	Accessibility	Airfield Inspections & Maintenance
Public Health & Social Services	Social Media & Digital Platforms	**Emergency Services**	**Environmental & Sustainability Programs**
Health Services	**Culture & Art**	Fire Department	Stormwater Management
Mental Health Services	Museums & Culture Centers	Police Department	Recycling & Waste Reduction
Homelessness Assistance	Public Art Programming	EOC Management	Climate Action Plans
Substance Abuse Programs	Events & Festivals	Emergency Response Plans	Urban Forestry
HIPAA Compliance	**Innovation & Smart Cities**	Mutual Aid Agreements	**Economic Recovery & Resiliency**
Privacy	Smart Technology Projects	Personnel Training & Certifications	Small Business Programming & Support
Education & School Systems	Data Analytics & Transparency	**Community & Public Services**	Tourism & Hospitality
District Oversight	Public Wi-Fi Networks	Libraries	**Courts**
Student Safety	**Governance & Transparency**	Transit	Case Management
Transportation	Policy Development & Oversight	Nutrition	Judicial Compliance & Integrity
Public Safety	Internal Controls & Governance	Health Programs	Court Fees & Fines
Jails & Correctional Facilities	Transparency & Public Access	Transportation	Access to Justice
Emergency Preparedness	Public Reporting & Accountability	Adult Daycare	Jury Management
Animal Control	Strategic Planning & Performance	Housing Assistance	Court Security
Information Technology	Stakeholder Engagement	Museums	Probation Operations
Cybersecurity	Election Management	**Housing & Urban Development**	Community Supervision
IT Change Management	**Legal & Compliance**	Affordable Housing	Court Technology (e-filing)
Infrastructure Maintenance	Legal Services	Section 8 Housing	Special Programs
Data Management	Ethics	Redevelopment Projects	Records Management
Helpdesk Operations	Code of Conduct	Land Use & Planning	Public Outreach/Transparency
DRP	Open Records & Meetings	**Real Estate & Asset Management**	
Permitting, Licensing & Code Enforcement	Hotline Reporting	Property Management	
Building Inspections	Ethics & Anti-Corruption	Asset Inventory	
Vacant Property Registration	**Utilities**	Capital Projects	
Business Licensing	Water Meter Installation & Maintenance	Leasing Revenue	
Code Enforcement	Backflow	Public Access & Use	
Public Transportation	Sewage & Sanitation	Facility Utilization & Optimization	
Transit Operations	Natural Gas	Disposal	
Infrastructure Maintenance			
Accessibility Programs			

The **audit universe** provides a high-level view of everything the City is responsible for, while **auditable units** represent specific areas where **oversight**, **transparency**, and **accountability** may be assessed over time.

By organizing City operations into an audit universe and auditable units, leadership can focus audit attention on the **areas that matter most**—those with higher risk, greater public impact, or significant financial activity.

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Measuring what matters: Quality, Client Experience, Efficiency, and Impact

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Our approach to measuring engagement success goes beyond just meeting deadlines. We apply a balanced KPI framework that focuses on four critical dimensions:

Quality of Work

KPIs / Measures:

- Completion of Internal QA Reviews
- Compliance with Internal Audit Methodology
- Low number of QA review iterations (minimal rework)
- Positive results in External Quality Assessments (if applicable)

"Delivering high-quality, risk-aligned audit work that meets Internal Audit standards."

Client Satisfaction

KPIs / Measures:

- Post-engagement client feedback scores
- Qualitative feedback from Internal Audit leadership
- Business stakeholder feedback (where appropriate)
- Repeat engagement requests / continued partnership

"Ensuring the client experience is collaborative, responsive, and impactful."

Success

Execution Efficiency

KPIs / Measures:

- On-time milestone completion (fieldwork, draft report, final report)
- Actual hours vs. budgeted hours
- Early identification and management of scope changes
- Minimal schedule overruns

"Delivering efficiently within agreed timelines and budgets, with proactive communication."

Audit Impact & Actionability

KPIs / Measures:

- Relevance and risk-focus of findings
- Quality of management responses
- Timely issue closure rates (where applicable)
- Evidence of driving process improvements or risk mitigation

"Delivering findings that drive real business action and control improvements."

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Technology & Trends
Hot Topics and Emerging Risks

1 **Regulatory Landscape**
Growing state, federal, and international privacy laws (e.g., GDPR, CCPA) create compliance challenges for agencies handling large volumes of public data

2 **AI Governance**
Rapid focus and adoption brings inherent risks with misuse, bias, lack of transparency, oversight, and governance.

3 **Emerging Technologies & Public Trust**
Adoption of new technologies such as blockchain, IoT, and smart city tools raises concerns around surveillance, equity and data ethics while providing opportunities to improve transparency and efficiencies.

4 **Cloud Adoption & Data Management**
Shifting to cloud platforms can improve efficiency and access, but introduces risks around data governances, security and vendor dependence.

5 **Digital Fraud & Payment Risks**
Expanded digital payment platforms for taxes, fees, and benefits can expose governmental agencies to a higher risk of fraud, identity theft and misuse of funds.

6 **Cyber & Data Privacy**
Public sector agencies are often targeted due to limited security budgets, risking data breaches, financial loss and public trust.

7 **Third-Party & Vendor Relationships**
Heighten focus on managing risk exposure based on services provided by 3rd and ‘nth’ parties raising risks around outages, data security and contract management

8 **Technology and Legacy Systems**
Legacy systems often lack adequate controls, integration and create operational inefficiencies and vulnerabilities.

9 **Social Media & Reputational Risks**
Transparency risks are instantly exposed by social media that can damage trust and create reputational and compliance risks.

10 **GRC Integration**
Shift towards agile GRC frameworks, processes and interconnected risk mitigation strategies



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Internal Audit Transformation

How We've Helped Internal Audit Teams Shift from Traditional Execution to Strategic Impact



Embedding Data Analytics into Audit Execution

Challenge: The Internal Audit team was manually testing small samples, limiting their ability to uncover hidden risks in large transaction volumes.

Our Innovation:

- Introduced full-population analytics to audit high-volume processes (e.g., transaction monitoring, exception reporting).
- Delivered user-friendly testing scripts and trained the team to run analytics independently for future audits.

Impact:

- Moved from "spot-checking" to comprehensive risk detection across the entire data set.
- Helped Internal Audit uncover previously unidentified exceptions and trends.
- Elevated the team's credibility with stakeholders by delivering more data-driven insights.



Redesigning Risk-Based Audit Planning

Challenge: The Internal Audit plan was locked in at the start of the year, making it difficult to pivot when new risks emerged.

Our Innovation:

- Built a dynamic risk assessment model that refreshed quarterly, incorporating inputs from risk management, regulatory monitoring, and business leadership.

Impact:

- Internal Audit could now pivot quickly to address emerging risks, without waiting for next year's plan.
- Gave the Chief Audit Executive stronger strategic standing with the Audit Committee and Board, showing responsiveness and alignment to business risk.
- The function shifted from being seen as process-focused to being viewed as an agile, risk-sensing partner.



Enhancing Executive Reporting and Risk Communication

Challenge: Audit reports were dense and overly technical, making it hard for executive stakeholders to absorb key messages.

Our Innovation:

- Redefined reporting formats to focus on clear, visual, and action-oriented content—executive summaries, heat maps, thematic risk dashboards, and issue aging trends.

Impact:

- Shifted Audit Committee meetings from lengthy report reviews to focused discussions on risk themes and management accountability.
- Created stronger alignment between Internal Audit findings and enterprise risk management priorities.
- Boosted senior leadership's view of Internal Audit as a strategic advisor, not just a compliance function.

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Agenda Item Report

Subject:	Discussion and possible action regarding a repayment plan from Clerk Commissioner Hodgkins - Sponsored by Mayor Jacobs
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Geoffrey Jacobs, Mayor
Dept/Group:	Commission
Recommendation for Counsel to Consider:	
Background Information:	The Commission will review and consider approval of a structured repayment plan for Clerk Commissioner Hodgkins to reimburse the Town for outstanding amounts owed. Staff will present the balance due, proposed repayment schedule, and any related documentation.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

Attachments:

None

Agenda Item Report

Subject:	Discussion and Possible Action on the Appointment of a Voting Delegate for the Broward League of Cities Board of Directors — Town Clerk Garcia-Lima
Meeting Date:	Regular Commission Meeting - April 8, 2026
Prepared For:	Town Commission
Staff Conact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Town Clerk
Recommendation for Counsel to Consider:	
Background Information:	The Commission is requested to consider and approve the designation of a Director, Alternate, or Second-Alternate to serve as the voting delegate for the Broward League of Cities Board of Directors' meetings. The appointed representative(s) will be responsible for representing the Town's interests and voting on matters before the Board. Enclosed is the correspondence from the Broward League of Cities detailing the request and the responsibilities associated with the role.
Staff Recommendations:	The Commission is requested to: 1. Appoint a Director to represent the municipality. 2. Appoint an Alternate and/or Second-Alternate, if necessary. 3. Approve the designated representatives to ensure participation in the League's decision-making process.
Procurement:	

Financial Implications:	There is no financial impact.
Alternatives:	

Attachments:

1. 2026-2027 Board Member Request

MEMORANDUM

To: City Clerks
From: Mary Lou Tighe, Executive Director
Date: February 24, 2026
Re: 2026-27 Board of Director Appointments

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-Pittman
Commissioner, Fort Lauderdale
Heather Berman
Commissioner, Hillsboro Beach
Samson Borgelin
Mayor, North Lauderdale
Slava Borshchukov
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, Lauderhill
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 Morrissette
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

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 69th Annual Gala at Margaritaville. The term will end in May of 2027.

Please forward the information below to scochrane@browardleague.org.

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Municipality: _____

Commissioner/Council Appointments:

Director: _____

Alternate: _____

Second Alternate: _____

Governmental Center, Suite 122
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Phone: 954.357.73
Internet: 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		