



# MINUTES REGULAR COMMISSION MEETING

7:00 PM - Wednesday, April 08, 2026  
Commission Chambers

The REGULAR COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, April 08, 2026, at 7:00 PM, in the Commission Chambers, with the following members present:

**PRESENT:** Mayor Geoffrey Jacobs (participating remotely); Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner Bill Hodgkins, Commissioner Ashira Mohammed and Vice Mayor Musfika Kashem

**EXCUSED:** Mayor Jacobs presided remotely, attending from Alaska due to an urgent matter. Mayor Jacobs noted his remote attendance and passed the gavel to Commissioner Mohammed to preside over the meeting in the interest of conducting a timely session.

## 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 Geoffrey Jacobs, Mayor (remotely), William Hodgkins, Clerk Commissioner and Erik Morrissette, Acting Clerk Commissioner, Musfika Kashem, Vice Mayor and Ashira Mohammed, Commissioner.

Additional staff in attendance were Jacob Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Segerson, Interim Town Manager.

#### **4 DELETIONS OR WITHDRAWALS TO THE AGENDA**

Two items were withdrawn from the agenda prior to adoption of the modified agenda.

**Item 9.1 — Revised Town Personnel Handbook:** Interim Town Manager Sigerson requested that Item 9.1 be pulled, stating that he had only recently arrived and had not yet had sufficient opportunity to review the personnel handbook with the HR Director. He indicated the item would be ready for reconsideration at the next regular meeting on May 13, 2026. The Town Attorney confirmed the second reading ordinance would be re-advertised as directed by the manager.

**Item 12.6 — Repayment Plan from Clerk Commissioner Hodgkins:** Mayor Jacobs requested that Item 12.6 be pulled, stating that the matter is under active investigation by the Florida Department of Law Enforcement (FDLE) and the Broward Office of the Inspector General with possible criminal implications. Mayor Jacobs directed the Town Manager and Town Attorney to handle the matter appropriately outside of the Commission setting. Acting Clerk Commissioner Morrissette concurred that neither this item nor related matters under active investigation should be addressed by the Commission at this time.

#### **5. PRESENTATIONS/PROCLAMATIONS**

5.1 Police Department Reports — Sponsored by Chief Daniel Decoursey

#### **6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE**

No public comments were recorded under this item.

#### **7 APPLICATIONS/PUBLIC HEARINGS**

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 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.**

Town Planner Consultant Michael Von Der Meulen presented all four Home Depot applications in a consolidated presentation. The 9.3-acre site is located at the northwest corner of Hallandale Beach Boulevard and John P. Lyons/SW 31st Avenue, encompassing parcels zoned B-1 and M-1. The proposed development consists of a 107,874-square-foot Home Depot store with a 28,167-square-foot garden center, with a maximum building height of 37 feet. The special permit request authorizes outdoor display, sale, and storage of goods consistent with typical Home Depot operations, including a garden center, propane exchange, and equipment rental.

The applicant's legal counsel, Tracy Lautenschleger of Greenber and Taurig, and the civil and traffic engineers also addressed the Commission. The applicant confirmed they would be granting easements to the Town on the east (John P. Lyons) and west (Bryan Road) sides to widen the rights-of-way and would pay all lawfully enacted impact fees at the time of building permit. An economic impact study by EY projected approximately \$2 million in new property tax over the first ten years, \$180,000 in annual taxes to the Town, 115 one-year construction jobs, and 184 permanent jobs averaging mid-\$40,000 in annual salary.

A public hearing was opened. One member of the public, David Roach of Dale Village, asked why another Home Depot was being built given the existing West Park location. The applicant's counsel noted both stores would remain operational. Mr. Roach also inquired about a potential Hallandale Beach Boulevard widening, which was addressed by the traffic engineer. The public hearing was closed.

**ACTION:** Clerk Commissioner Hodgkins made a motion to approve Resolution No. 2026-016 (Special Permit Application 25-P-01). Acting Clerk Commissioner Morrissette seconded the motion, and it passed on by unanimous vote.

**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.**

Town Planner Von Der Meulen stated the parking reduction from the code-required 399 spaces to 283 spaces was supported by a parking study conducted by the applicant's traffic engineer. The study projected peak parking demand at 254 spaces; the applicant voluntarily retained an additional 29-space buffer. Town Planner Von Der Meulen noted that the current code does not differentiate between general retail and big-box retail, and that operational efficiencies inherent to big-box formats justify the reduction.

**ACTION:** Clerk Commissioner Hodgkins made a motion to approve Resolution No. 2026-017 (Parking Reduction Application 25-PR-01). Acting Clerk Commissioner Morrissette seconded the motion, and it passed on by unanimous vote.

**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.**

The Town Attorney noted that the site plan resolution (7.3) would be amended to include the allocation of commercial flexibility units from the M-1 (industrial) portion of the site to commercial use, as required under the Broward County Comprehensive Plan, and to reflect the applicant's commitment to coordinate with the Town's Public Works Department. The Commission also discussed the commercial flexibility provision, noting it had never previously been used and that this allocation would not approach the citywide 10% cap.

The site plan was approved as amended to include the commercial flexibility allocation for the M-1 portion of the site and a condition requiring coordination with the Town's Public Works Department.

**ACTION:** Clerk Commissioner Hodgkins made a motion to approve Resolution No. 2026-018 (Site Development Plan Application 25-SP-02) and work with Public Works department. Vice Mayor Kashem seconded the motion, and it passed on by unanimous vote.

**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.**

The Town Planner Von der Meulen mentioned five sign variances were requested from the Town's sign code. The variances address the maximum number of wall signs (from 1 to 4), letter height, and sign length. Von Der Meulen noted that given the building's significant setback from Hallandale Beach Boulevard, the increased letter sizes and sign lengths are warranted for visibility and that, as a single-tenant big-box facility, the total signage is still less than what a multi-tenant strip center would generate.

**ACTION:** Clerk Commissioner Hodgkins made a motion to approve Resolution No. 2026-019 (Sign Variance Application 25-SV-04). Acting Clerk Commissioner Morrissette seconded the motion, and it passed on by unanimous vote.

**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.**

**ACTION:** Clerk Commissioner Hodgkins made a motion to approve Resolution No. 2026-024, authorizing the Town's participation as a premier sponsor for the Broward League of Cities Annual Gala in the amount of \$5,000. Vice Mayor Kashem seconded the motion, and it passed on by unanimous vote.

- 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.**

**ACTION:** Clerk Commissioner Hodgkins made a motion to approve Resolution No. 2026-035, establishing a policy requiring employee cooperation in official reviews, prohibiting retaliation, and preventing interference. Acting Clerk Commissioner Morrissette seconded the motion, and it passed by a unanimous vote.

- 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.**

Finance Director Davermann presented two budget amendments under Resolution No. 2026-036. The first amendment addressed a longstanding accounting deficiency relating to American Rescue Plan Act (ARPA) funds. He explained that when the Town received ARPA funds in fiscal year 2021, the entire amount was recognized as revenue in that year under the standard allowance method. However, the required annual reappropriation of unspent funds back into the budget—along with the necessary interfund transfers to sewer and stormwater enterprise funds—was not performed over the subsequent five years. The amendment corrects this accounting treatment by drawing the remaining ARPA balance from fund balance, establishing dedicated ARPA expenditure line items in the general fund, sewer, and stormwater funds, and executing the required interfund transfers.

The second amendment addressed the generator project approved by the Commission in November 2025. The original capital improvement estimate was \$1,800,000; Public Works was able to secure a vendor at \$1,200,000, representing significant savings. The budget amendment formally appropriates those funds.

Acting Clerk Commissioner Morrissette raised substantive concerns about the accounting irregularities, questioning how purchase orders could have been created and projects initiated without the corresponding funding source properly in place, and why auditors had not flagged the issue previously.

Finance Director Davermann clarified that the ARPA funds were in fact drawn from a dedicated ARPA bank account to pay for projects; the deficiency was in the accounting treatment and budget documentation rather than in the actual disbursement of imaginary funds. The current year audit is ongoing and is expected to capture the fiscal year 2025 period during which the alleged financial irregularities occurred.

The Town Attorney noted that pursuant to Chapter 166, the amended budget must be posted on the Town's website within five days of adoption.

**ACTION:** Acting Clerk Commissioner Morrissette made a motion to approve Resolution No. 2026-036. Vice Mayor Kashem seconded the motion, and it passed by a unanimous vote.

**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.**

**ACTION:** Mayor Jacob made a motion to approve Resolution No. 2026-037, authorizing the Town administration to review and approve qualifying non-profit organization requests for use of Town facilities without requiring Commission action. Vice Mayor Kashem seconded the motion, and it passed by a unanimous vote.

**8.5** Consideration and Approval of Agreement with David Sigerson for Interim Town Manager — Sponsored by Town Attorney Horowitz (**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**

The Town Attorney presented Resolution No. 2026-038, engaging David Sigerson as Interim Town Manager as an independent contractor pursuant to Section 2-92 of the Town's Code. Key terms include compensation at the same rate as the prior Town Manager; a \$500 per month automobile allowance consistent with prior practice; no health or retirement benefits; and a 30-day termination clause exercising by either party without cause or severance. Mr. Sigerson will receive 1099 compensation. The agreement provides that Mr. Sigerson's existing consulting contract with Capital Hill Consultants will be abated for the duration of his tenure, reverting upon its conclusion.

Mr. Sigerson confirmed he would also be suspending all other client activities while serving as Interim Town Manager.

Vice Mayor Kashem raised a concern, recalling that the prior manager had initially declined benefits and later requested them, resulting in additional cost.

The Town Attorney confirmed that no such provision exists in this agreement—it is strictly a compensation-for-services contract with no benefits whatsoever.

**ACTION:** Vice Mayor Kashem made a motion to approve Resolution No. 2026-038, appointing David Sigerson as Interim Town Manager. Acting Clerk Commissioner Morrissette seconded the motion, and it passed by a unanimous vote.

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.**

*This item was withdrawn from the agenda. See Item 4 — Deletions or Withdrawals*

- 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.**

The Town Attorney read Ordinance No. 2026-005 into the record, amending the Town's Comprehensive Plan to provide for the 2026 annual update to the Capital Improvements Element, and authorizing transmittal to the Department of Commerce.

A public hearing was opened; no members of the public wished to speak.

The public hearing was closed.

**ACTION:** Vice Mayor Kashem made a motion to approve Ordinance No. 2026-005. Acting Clerk Commissioner Morrissette seconded the motion, and it passed by a unanimous vote.

- 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.**

The Town Attorney presented Ordinance No. 2026-006 on second reading. The original draft proposed to repeal Ordinance No. 18-06-01, which created the Administrative Services Director position. Following discussion, the Commission reached consensus that the position—while currently unfunded and vacant—should remain codified as a placeholder available for future use if needed, and that any revision to the job description could be addressed later.

The Commission clarified that the primary intent of the ordinance, as sponsored by Commissioner Mohammed, was to ensure that specific department heads (including IT and HR Directors) report directly to the Commission. The ordinance was approved as amended to remove the repeal of Ordinance No. 18-06-01, thereby retaining the Administrative Services Director position in the code.

A public hearing was opened; no members of the public wished to speak.

The public hearing was closed.

**ACTION:** Mayor Jacobs made a motion to approve as amended Ordinance No. 2026-006. Clerk Commissioner Hodgkins seconded the motion, and it passed by a unanimous vote.

- 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.**

The Town Attorney read Ordinance No. 2026-008 into the record on second reading.

Chief of Police Daniel Decoursey addressed the Commission and recommended the item be postponed, citing several concerns: inadequate definitions affecting law enforcement, the risk that restaurants using an SRX license (requiring 51% food revenue) could effectively operate as nightclubs after reducing food service, the lack of enforceable noise standards, the absence of required security measures, and the potential for extended hours to attract late-night patrons displaced from surrounding cities. The Chief requested that the Police Department be included in the drafting process from the outset going forward.

Clerk Commissioner Hodgkins expressed strong personal opposition to expanding alcohol licensing in the community, noting existing noise issues from current establishments.

Town Planner Von Der Meulen acknowledged that the ordinance originated as a necessary update to bring the Town into compliance with changes in state statutes but had expanded in scope beyond that original purpose.

The Commission directed the Town Attorney to work with staff and the Police Department to bring back a revised ordinance limited to the required state statutory updates, to be re-advertised and heard at second reading at a future meeting.

- 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.**

The Town Attorney presented Ordinance No. 2026-009 on second reading. The original draft proposed to repeal Ordinance No. 18-06-01, which created the Administrative Services Director position. Following discussion, the Commission reached consensus that the position—while currently unfunded and vacant—should remain codified as a placeholder available for future use if needed, and that any revision to the job description could be addressed later.

The Commission clarified that the primary intent of the ordinance, as sponsored by Commissioner Mohammed, was to ensure that specific department heads (including IT and HR Directors) report directly to the Commission. The ordinance was approved as amended to remove the repeal of Ordinance No. 18-06-01, thereby retaining the Administrative Services Director position in the code. A public hearing was opened; no members of the public wished to speak. The public hearing was closed.

**ACTION:** Vice Mayor Kashem made a motion to approve Ordinance NO. 2026-009, as amended. Clerk Commissioner Hodgkins seconded the motion, and it passed on a unanimous vote.

## 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

**ACTION:** Vice Mayor Kashem made a motion to approve Meeting Minutes. Acting Clerk Commissioner Morrissette seconded the motion, and it passed on a unanimous vote.

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

Interim Town Manager Sigerson (via Building Department Manager) presented nine outstanding invoices from Craig A. Smith and Associates totaling \$52,680.00. It was noted that the invoices relating to work performed in January of the prior year were received by the Town significantly later than expected.

Acting Clerk Commissioner Morrissette expressed concern about the lack of timely invoicing and directed that future contracts include a standard 30-day invoicing provision.

The Town Attorney confirmed that such a provision is standard in the Town's agreements and would be confirmed for this contract.

**ACTION:** Vice Mayor Kashem made a motion to approve payment of outstanding Craig A. Smith and Associates invoices totaling \$52,680.00. Acting Clerk Commissioner Morrissette seconded the motion, and it passed on a unanimous vote.

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

Public Services Director Odoms explained that during the generator project design phase, a subcontractor was engaged by the former deputy town manager to develop as-built electrical drawings for the Town Hall electrical system. That work was paid for by the design engineer, Craven and Thompson, out of their existing purchase order. The change order of \$3,200 restores those funds to the purchase order.

**ACTION:** Vice Mayor Kashem made a motion to approve the purchase order change order in the amount of \$3,200. Acting Clerk Commissioner Morrissette seconded the motion, and it passed on a unanimous vote.

11 **OLD BUSINESS**

No items were presented under Old Business.

## 12 DISCUSSION

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

Public Services Director Odoms presented preliminary cost estimates for proposed park amenities, including a splash pad, playground, and amphitheater. He requested that the Commission provide a budget figure to work within so that staff could return with two to three options per amenity for Commission selection.

Vice Mayor Kashem emphasized the urgency of moving forward given the ARPA expenditure deadline at the end of the calendar year and suggested a budget of \$5,500,000 with approximate allocations of \$1,000,000 for the splash pad, \$1,000,000 for the playground, and the remainder for the amphitheater.

The Commission ultimately agreed on a not-to-exceed budget of \$7,000,000 and directed staff to return with options. It was agreed that a roundtable or workshop session would be held to review proposals in detail before a final decision.

**ACTION:** Vice Mayor Kashem made a motion to authorize park renovation planning with a not-to-exceed budget of \$7,000,000. Acting Clerk Commissioner Morrissette seconded the motion, and it passed on a unanimous vote.

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

Public Services Director Odoms reported that a sewer force main at Holiday Park, previously buried alongside the lake, has become exposed due to bank erosion and is no longer adequately supported. The main remains in active use. The recommended repair involves rerouting the pipe around the affected section, removing the compromised segment, and reconnecting with new pipe. The estimated cost is \$302,281.62. Acting Clerk Commissioner Morrissette noted the environmental urgency of the repair, observing that a pipe failure would create a sewage spill and potential EPA fine exposure.

**ACTION:** Acting Clerk Commissioner Morrissette made a motion to approve emergency repair of the Holiday Park sewer force main, not to exceed \$315,000. Clerk Commissioner Hodgkins seconded the motion, and it passed on a unanimous vote.

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

Commissioner Mohammed introduced this item in memory of Nancy Bowens, who served as regional director for ICLEI and was a strong advocate for municipal membership. The Commission approved joining ICLEI, the international climate action organization, at an annual membership cost of under \$2,500.

**ACTION:** Clerk Commissioner Hodgkins made a motion to approve joining ICLEI USA. Vice Mayor Kashem seconded the motion, and it passed on a unanimous vote.

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

**ACTION:** Clerk Commissioner Hodgkins made a motion to approve funding for the Lightning Lounge STEM program at Lake Forest Elementary. Vice Mayor Kashem Mayor seconded the motion, and it passed by unanimous vote.

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

Mayor Jacobs advocated strongly for engaging Forvis Mazars without delay, noting that he had been requesting a forensic audit for four years and that the Town is currently in a critical financial position with active investigations by FDLE and the Broward Office of the Inspector General. He argued that going through a full competitive bid process would take six to nine months, time the Town does not have given the severity of the financial irregularities identified.

Clerk Commissioner Hodgkins raised a procedural concern about one commissioner having invited the firm to attend a prior meeting and then requesting the Commission ratify the selection, noting the importance of commission-wide decision-making on professional service agreements.

Vice Mayor Kashem and Commissioner Mohammed supported proceeding, with Mohammed noting unreconciled reserves and the need to understand where funds had been allocated.

Finance Director Davermann addressed the Commission, clarifying that the Town's financial statements are in good condition, reserves are strong, there is no extreme debt, and operations are fully funded. He explained that the existing annual audit covered fiscal year 2024 and that the issues of concern arose in fiscal year 2025, which is currently being audited. He acknowledged there would be some overlap between the two audits but expressed no objection to an independent review.

Forvis Mazars representatives Christie Clements (Managing Director and National Public Sector Leader) and Jamie Amos (Senior Manager, Certified Fraud Examiner) presented to the Commission. Ms. Clements noted Forvis Mazars is a top-10 public sector firm with a national internal audit practice of over 80 professionals, a consulting practice of 1,900 people across 28 states, and serves as the Commissioner Auditor for Pembroke Pines, among other South Florida municipalities. She described a phased approach: Phase 1 would be an enterprise risk assessment and discovery audit lasting approximately three weeks, resulting in a report identifying the highest-risk areas and recommended scope for Phase 2 targeted audits. The contract is capped of \$36,000 for Phase 1. The Town Attorney confirmed that auditing services of this nature qualify as professional services under the Town's procurement code and that the Commission has the authority to waive competitive bidding upon a finding that engagement is in the Town's best interests.

**ACTION:** Vice Mayor Kashem made a motion to approve the agreement with Forvis Mazara for financial audit services, including a finding that engagement is in the Town's best interests. Acting Clerk Commissioner Morrissette seconded the motion, and it passed by unanimous vote.

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

This item was withdrawn from the agenda. See Item 4 — Deletions or Withdrawals.

- 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

The Commission appointed delegates to represent the Town at the Broward League of Cities.

Acting Clerk Commissioner Morrissette was appointed as primary voting delegate; Clerk Commissioner Hodgkins as alternate; and Commissioner Mohammed as second alternate.

**ACTION:** Acting Clerk Commissioner Morrissette made a motion to appoint Commissioner Mohammed as third alternate, Clerk Commissioner Hodgkins as second alternate, and Acting Clerk Commissioner Morrissette as primary. Commissioner Mohammed seconded the motion, and it passed 3-1 with Acting Clerk Commissioner Morrissette voting against.

### 13 **ATTORNEY COMMENTS**

The Town Attorney had no comments.

### 14 **TOWN MANAGER COMMENTS**

Interim Town Manager Sigerson advised the Commission that the collective bargaining agreement with the Police Officers' union is set to expire on October 1, 2026. He stated that he, the HR Director, Finance Director, and Town Attorney would begin preparing for negotiations and would keep the Commission informed.

### 15 **COMMISSIONER COMMENTS**

Commissioner Mohammed had no comments.

Acting Clerk Commissioner Morrissette noted that the Solid Waste Authority is approaching its final vote on the solid waste agreement, which had been delayed. He indicated that once the vote occurs, a presentation on the master plan would be brought before the Town Commission for approval, and invited commissioners to review the Solid Waste Authority's website in the meantime.

Vice Mayor Kashem inquired about the status of the search for an in-house Town Planner and Assistant Town Manager. HR Director Bradley Price reported that the positions were advertised beginning March 17, 2026, and that approximately 77 applications had been received for both positions. The Commission directed staff to begin screening candidates and to notify commissioners when interviews are ready to be scheduled, emphasizing the importance of filling the Town Planner position.

Clerk Commissioner Hodgkins had no additional comments.

Mayor Jacobs had to leave the meeting early.

## 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

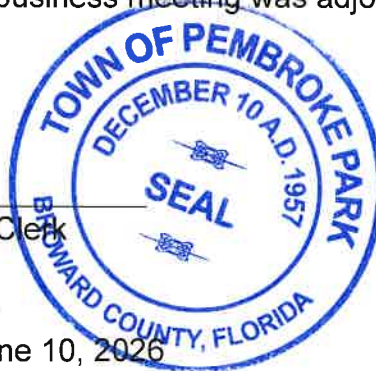
## 17 ADJOURNMENT

With no further business meeting was adjourned at 9:40 PM.

ATTEST:



Cynthia Garcia-Lima, Town Clerk



Commission approved on: June 10, 2026

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.

