AGENDA

REGULAR COMMISSION MEETING

7:00 PM - Wednesday, January 14, 2026

Commission Chambers

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. DELETIONS OR WITHDRAWALS TO THE AGENDA
5. PRESENTATIONS / PROCLAMATIONS

5.1. Presentation from Florida Atlantic University on Re-Districting 7 - 28

Agenda Item Report - AIR-26-001

6. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE
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 29 - 36

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.

Agenda Item Report - AIR-26-014

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 37 - 81

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.

Agenda Item Report - AIR-26-017

7.3. Motion of Approval to Waive Competitive Procurement and Approve Agreement with Blue Digital Corp. for Document Scanning Services - 82 - 102

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.
Agenda Item Report - AIR-26-018

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 103 - 115
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.
Agenda Item Report - AIR-26-003

7.5. Motion to Approve of HIDTA State and Local Task Force Agreement with the DEA - Sponsored by Police Chief DeCoursey 116 - 126
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.
Agenda Item Report - AIR-26-002

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 127 - 128
Agenda Item Report - AIR-26-013

7.7. Approval of Meeting Minutes - Sponsored by Town Clerk Garcia-Lima 129 - 204

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

Agenda Item Report - AIR-26-004

7.8. Motion to Approve to continue the Utilization of the Temporary Generator - Sponsored by Town Manager Lynch — 205 - 209

Agenda Item Report - AIR-26-005

7.9. Motion to Approve the purchase of Backup system for the Police Department not to exceed $20,000 - Sponsored by IT Director Pakula — 210 - 213

Agenda Item Report - AIR-26-006

7.10. Motion to ratify expenses incurred for leased vehicles obtained through Enterprise Fleet Management without prior Commission approval - Procurement Specialist Woodbury — 214 - 247

Agenda Item Report - AIR-26-015

8. APPLICATIONS/PUBLIC HEARINGS

8.1. Consideration and approval of a sign variance - Town Planner Consultant Von der Meulen — 248 - 266
File No.: 25-SV-02
Applicant: Lucky Cigar, Inc.
Address: 2865 SW 30th Avenue
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.

Agenda Item Report - AIR-26-007

8.2. Consideration and approval of a sign variance - Town Planner Consultant Von der Meulen — 267 - 287
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.

Agenda Item Report - AIR-26-008

9. ORDINANCES - SECOND READING

9.1. Consideration and approval of an Ordinance Amending the Purchasing Thresholds - Sponsored by Procurement Administrator Woodbury & Town Attorney Horrowitz 288 - 295

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.

Agenda Item Report - AIR-26-009

9.2. Consideration and approval of the Revised Town Personnel Handbook - Sponsored by HR Director Frishman 296 - 450

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.

Agenda Item Report - AIR-26-010 - Pdf

10. ORDINANCES - FIRST READING

10.1. Certificate of Use Application Ordinance - Sponsored by Building Department Manager Louis 451 - 457

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.

Agenda Item Report - AIR-26-011

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 458 - 463

Agenda Item Report - AIR-26-012

12. DISCUSSION

12.1. Updates on town purchasing manual, and P-Card purchases - Sponsored by Commissioner Mohammed 464

Agenda Item Report - AIR-26-019

13. ATTORNEY REPORTS

14. TOWN MANAGER REPORTS

15. COMMISSION REPORTS
Commissioner Mohammed
Acting Clerk Commissioner Morrissette
Clerk Commissioner Hodgkins
Vice Mayor Kashem
Mayor Jacobs

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

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:	Presentation from Florida Atlantic University on Re-Districting
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

Pembroke Park District Anlaysis and Map Alternatives Report- Part 2

Consultant Report: District Analysis and Map Alternatives for the Town of Pembroke Park

December 1, 2025

Department of Geosciences
Florida Atlantic University

James Gammack-Clark, M.A., Ph.D. candidate (ABD)
University Instructor, Department of Geosciences

Ronald R. Schultz, Ph.D.
Professor Emeritus, Department of Geosciences

Michael Stamm Jr., MURP
Adjunct Faculty, Department of Urban and Regional Planning

Introduction

The Town of Pembroke Park contracted with Florida Atlantic University (FAU) to conduct an analysis of its Town Commission election districts. A two-part process is being applied to the study. Part 1 involved a population analysis of the current election districts, including a population estimate that reflects the growth experienced by the town since the 2020 Census. Part 2 involves creating redistricting options for the Town. FAU has performed numerous redistricting analyses for municipalities within the tri-county area for over 40 years.

On October 20, 2025, the FAU teams submitted a general analysis of the 2020 U.S. Census apportionment dataset and a population estimate of the existing Town Commission election districts. The Town of Pembroke Park's election districts were established in 2002 via Ordinance 02-11-01. The ordinance states that in September 2002, the electorate approved an amendment to the Town Charter and supported the creation of five separate geographic districts for the election of the Town Commission. Section 2-15 of the Code of Ordinances, named the five Commission District Boundaries, and described their boundaries. The Town tasked the consulting team to prepare an analysis of population balance among the districts, incorporating the 2020 U.S. Census population count and population growth since the Census, to determine if the districts have fallen out of alignment.

The 2020 Census

Two primary differences make the 2020 U.S. Census stand out from those that preceded it: a significant delay in its release due to the COVID-19 pandemic, and the implementation of a brand new 'differential privacy' policy. We briefly address both issues as they are central to understanding the 2020 U.S. Census population data.

The decennial census aims to capture a 'snapshot in time' of the population of the United States of America. Recognizing that the population is constantly changing, with births, deaths, and migration patterns continually adjusting the fabric of the American people, Census Day represents a single moment in time for which the U.S. population is enumerated with a high degree of precision. This day is April 1st. By this date, every household in America received an invitation to participate in the 2020 census, with three options to respond: online, by mail, or by phone. 2020 represented the first census to include an online response option. Subsequent to this day is a period of time in which the U.S. Census Bureau follows

up with non-responders and begins a quality control process. Traditionally, the Census Bureau would deliver an apportionment count to the U.S. President on December 31st, followed by a distribution of redistricting data to the states exactly one year to the day after Census Day: in this case, April 1, 2021.

However, due to complications caused by the COVID-19 pandemic, the Census Bureau sought statutory relief from Congress that would allow for apportionment counts to be delivered to the President by April 30, 2021, and redistricting data to be delivered to the states no later than September 30, 2021. Additionally, the Census Bureau compressed the typical three-month nonresponse follow-up enumeration period to two and a half months. Ultimately, redistricting data was released in a 'legacy format' on August 12, 2021. This delay inevitably and unavoidably complicated redistricting efforts for every electoral district in the nation. It also meant that the amount of error in the data, inherent to every census, would likely be greater in the 2020 census than in previous censuses. The Census Bureau has since confirmed that the rate of missing information was higher in the 2020 census than in the 2010 census. However, they have also stated that this rate was lower than they initially feared.

The 2020 redistricting data is the first to employ 'differential privacy protection'. This represents the Census Bureau's introduction of 'noise' into the data at the more local geographic scale (Blocks and Block Groups) with the intention of striking a balance between data protection and data precision. The effect is that while the enumeration counts can be trusted at the Census Tract level, we must anticipate a certain degree of 'fuzziness' at the Block level. Specifically, while the aggregate count of population for a Census Tract will be accurate, a certain proportion of people/housing units will have been *deliberately* misallocated by the Census Bureau at the Block level. While this may not be problematic in the realignment of Congressional Districts, for example, it certainly represents a challenge for Municipal Districts, for which the geographic precision of Census Blocks is highly desirable.

Taken together, therefore, the complications related to the COVID-19 pandemic and the implementation of 'differential privacy' introduce a certain amount of additional uncertainty to the primary source of data for this analysis (2020 Census Redistricting Data (PL 94-171)) that is unprecedented. Nevertheless, this data remains the standard base upon which municipal (and other) redistricting efforts are based nationwide.

Town of Pembroke Park Charter

Further review of the Town Charter reveals clear guidance regarding redistricting:

Sect.9. Town Commission: *Election of Commissioners: The government of the Town of Pembroke Park shall be vested in a Commission consisting of five (5) members elected from five (5) separate geographic districts. For the purpose of representation upon and election of the Commissioners, the Town of Pembroke Park Commission shall, by ordinance, prior to December 1, 2002, apportion the Town in accordance with the Constitutions of the State of Florida and of the United States into five (5) consecutively numbered geographic districts. Thereafter, by subsequently enacted ordinances, the Town of Pembroke Park Commission shall adjust the boundary lines of said districts as may be required from time to time in order that the apportionment of the Town shall continue to be in accordance with the Constitution of the State of Florida and of the United States, but in any event not less frequently than within the first calendar year following each decennial census.*

Current Districts

An Evaluation of the Existing Districts:

The 2020 U.S. Census indicates that the population of Pembroke Park was 6,260 on April 1, 2020. Thus, the mathematical average district would be 1,252 (20% of the town population in each district). The three leftmost numerical columns of **Table 1** present the 2020 U.S. Census population of the Town's current geographic districts, the percentage each district represents of the Town's total population, and each district's deviation from the mathematical average district size. The district with the largest census population is District 5 with 2,677 residents (42.8% of the town's population); the district with the smallest census population is District 2 with 531 residents (8.5% of the town's population). District 5 deviates from the mathematical average district population by 113.8% (more than twice the size of the average district), and District 2 is 57.6% below the average district population (less than half the size of the average district).

Thus, based on 2020 Census data, the election districts have a mean deviation of **61.9%** and a spread between the largest and smallest districts of **171.4%** (57.6% + 113.8 %).

Table 1 – Current Commission Districts
Town of Pembroke Park 2020 Enumeration and 2025 Population Estimate

Current Districts	2020 Population	% of City	Deviation From Average	2025 Population Estimate	% of City	Deviation From Average
District 1	624	10.0	-50.2%	597	9.4	-53.0%
District 2	531	8.5	-57.6%	531	8.4	-58.2%
District 3	663	10.6	-47.0%	663	10.4	-47.8%
District 4	1,765	28.2	41.0%	1,765	27.8	38.9%
District 5	2,677	42.8	113.8%	2,798	44.0	120.2%
Total	**6,260**	**100**	**309.6%**	**6,354**	**100**	**318.1%**
Average	**1,252**	**20**	**61.9%**	**1,271**	**20**	**63.6%**

An Evaluation of Population Change:

The U.S. Census was conducted over five years ago, and its data is growing older each day. Thus, to ensure that any recommendations for redistricting reflect the city's growth since Census Day (April 1st, 2020), we have generated a population estimate, standard practice for mid-cycle redistricting. To this end, Town staff identified a single development, Magnolia Townhomes, that was not included in the 2020 Census. This project added 48 units to the Town's existing housing stock. A population estimate was calculated for the project by multiplying the number of units by the persons per household value (2.52) established by the U.S. Census American Community Survey (2019-2023) for the Town of Pembroke Park (with the result rounded to the nearest whole number). The resultant population estimate for the Magnolia Townhomes project is 121 people. Following the initial report in this study, Town staff identified an RV Park formerly known as Lakeside Park Estates (Folio: 514220000370), located at 3300 Pembroke Road, which had closed since Census Day. The 27 residents that the US Census had attributed to this community were removed from the population estimate. On balance, this results in a net growth of 94 people in the Town.

Accounting for this growth results in a 2025 population estimate for the Town of Pembroke Park of 6,354. The mathematical average population for each district is 1,271. The **Existing Districts Map** and the three rightmost columns of **Table 1** display the current districts' geographic boundaries and the estimated population for 2025.

Using the 2025 population estimate, the district with the most significant portion of the Town's population remains District 5, with 2,798 residents (44.0% of the town); the district with the smallest population remains District 2, with 531 residents (8.4% of the town).

The modest growth that has occurred since Census Day has further exacerbated population inequality between the districts, with the mean deviation rising slightly from 61.9% to 63.6% and the spread between the largest and smallest districts increasing from 171.4% to 178.4% (58.2% + 120.2%).

Thus, the 2025 population estimate slightly increases the very significant population imbalance seen in the 2020 census data. Each district should have approximately one-fifth of the town population. Hence, a realignment of district boundaries is needed to better balance the population in the districts. The overall pattern of district boundary changes will need to reduce the population of Districts 4 and 5, and expand the population of Districts 1, 2, and 3. This will necessitate an adjustment of their geographic boundaries, where Districts 4 and 5 must contract in size, while Districts 1, 2, and 3 must all gain territory. Each district boundary change will have a domino effect on the boundaries of its neighboring districts.

Existing Commission Districts

Commission Districts

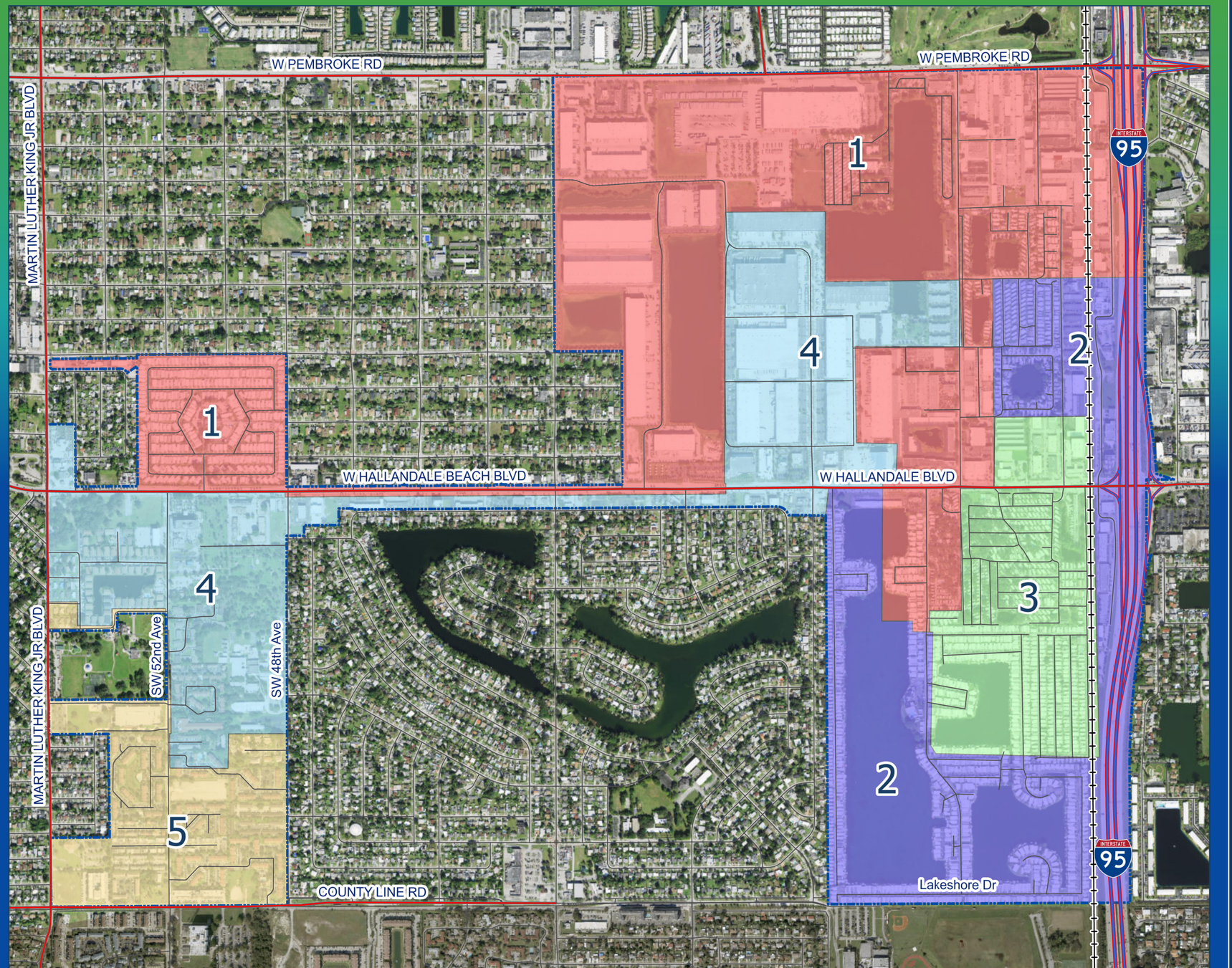
- District 1
- District 2
- District 3
- District 4
- District 5

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TOWN OF PEMBROKE PARK
FLORIDA
The Small Town that Means Big Business

Revision Date: 10/19/2025
Contact: James Gammack-Clark
Filename: Pembroke_Park.aprx
Sources: US Census 2020 Redistricting File
Town of Pembroke Park
Florida Atlantic University



Redistricting Criteria and Data Sources

Beyond the timing requiring redistricting following the census, specific guidelines are not included in the Town's Charter. The consultant will adhere to the standards listed below, by which rational districts are developed nationwide and are supported by case law and practice throughout the nation. These criteria can be summarized as follows:

1) Reasonable population equality across districts:
    - Districts should have approximately the same number of people. All residents, regardless of age or other characteristics, are included in the count. The ideal district size is determined by dividing the total population by the number of districts.
    - Redistricting should adhere to Section 2 of the Voting Rights Act of 1965, as amended and interpreted through case law. This criterion requires that minority population clusters be respected when developing district boundaries. Arbitrary dilution and other discriminatory practices are prohibited.
    - Redistricting should adhere to Florida's Fair Districting Amendment.
    - Although deviations should be avoided wherever possible, a goal of no more than a 10% overall deviation from the ideal size across districts is sought.
2) Geographic contiguity and appropriate compactness:
    - District boundaries should follow major natural and manmade features to the extent possible in defining the geography of election districts.
    - Districts should seek to maintain the integrity of communities of interest based on race, life cycle/age, income, and other community identity characteristics.
    - Where possible, districts should minimize the degree of change in pre-existing patterns of districts to promote continuity of citizen identification with a district.
    - Districts should be compact and spatially contiguous to the extent possible, given the geographic shape of the municipality/town.

The first criterion is of primary importance; the second is significant in guiding decisions in reaching a reasonable population balance. The contiguity and compactness criterion are subject to the reality of the town's geography.

In developing revised Pembroke Park Town Commission election districts, the spatial units used in composing or building the districts are residential housing subdivisions (communities) and U.S. Census

blocks. Subdivisions are typically homogeneous in their housing characteristics and thus serve households with broadly similar interests. Therefore, district borders are generally subdivision boundaries, associated major roadways, or other prominent physical features. U.S. Census blocks are typically subunits in subdivisions and are the smallest spatial unit used in tabulating Census data.

In addition to the above criteria, recent legislation enacted by the Florida Legislature states explicitly that districts may not be drawn with the intent to favor or disfavor a candidate for, or a member of, the governing body based on their residential address. The legislation also defines a timeline for the adoption of election districts. House Bill No. 411 created section 166.0321, F.S., which states:

> *Each municipality shall, from time to time, fix the boundaries of its districts so as to keep them as nearly equal in proportion to their respective populations as practicable, provided that such changes may not be made in the 270 days before a regular general election for the governing body of the municipality. Districts may not be drawn with the intent to favor or disfavor a candidate for member of the governing body, or an incumbent member of the governing body based on the candidate's or incumbent's residential address. Any ordinance enacted or adopted by a municipality on or after July 1, 2023, which is in conflict with this section is void.*

Map Alternatives

Given the necessity for redistricting, three alternatives have been developed for review and discussion by the Town Commission, in accordance with the requirements outlined in the Town Charter. All of the alternatives presented here meet standard districting guidelines. They represent alternative ways to better balance district populations, while also keeping with the intent of the other identified guidelines. Alternatives 1, 2, and 3 each create five election districts with improved population equity. Due to the degree of change required to achieve improved population equity in each of the alternatives, the consulting team has assigned labels to the districts, designated as A, B, C, D, and E, in place of the current district identification numbers. The consulting team has taken this approach when there is such a significant degree of change from the existing election district map. The alternatives each improve population equity as well as compactness. Due to the concentration of population in the southwest section of the town, each of the alternatives has three western districts, with the remainder of the town being split between the other two districts.

Alternative 1

The intent of Alternative 1 is to achieve the most improved population balance. The impacts of these modifications on the districts' 2025 estimated populations and geographic boundaries are reflected in **Table 2** and the **Alternative 1 Map**.

Table 2 – Alternative Districts 1
Town of Pembroke Park 2025 Population Estimate

Alt. 1	2020 Population	% of City	Deviation From Average	2025 Population Estimate	% of City	Deviation From Average
District A	1,311	20.94	4.71%	1,311	20.63	3.16%
District B	1,225	19.57	-2.16%	1,198	18.85	-5.73%
District C	1,223	19.54	-2.32%	1,223	19.25	-3.76%
District D	1,202	19.20	-3.99%	1,323	20.82	4.11%
District E	1,299	20.75	3.75%	1,299	20.44	2.22%
Total	**6,260**	**100**	**16.93%**	**6,354**	**100**	**18.98%**
Average	**1,252**	**20**	**3.39%**	**1,271**	**20**	**3.80%**

Alternative 1 reduces the mean deviation from 63.6% to 3.8%. The overall spread between the largest and smallest Districts is reduced from 178.4% to 9.84%. Each of the five districts would be closer to the ideal district average of 1,271 residents.

The Districts in this Alternative have the following boundaries:

- District A: That part of the town found to the south and east of the intersection of Hallandale Beach Boulevard and SW 32nd Park Avenue, together with that part of the town found to the northeast of the intersection of Hallandale Beach Boulevard and Bryan Road, south of the northern boundaries of parcels 514220000570 (Bamboo Paradise Mobile Home Park), 514220070031 (2401 John P Lyons Lane), and 514221010113 (2500 SW 30th Avenue).
- District B: That part of the town found to the north of Hallandale Beach Boulevard, excluding lands described as being part of Districts A and C, together with that part of the town found to the south and west of the intersection of Hallandale Beach Boulevard and SW 32nd Park Avenue, east of SW 52nd Avenue, and north of the northern boundaries of parcels 514230130350 (Pembroke Park Apartments), and 514230130370 (Lake Forest Baptist Church).
- District C: That part of the town found to the south and west of the intersection of Hallandale Beach Boulevard and SW 52nd Avenue, and north of the southern boundary of parcel 514230260010 (Pembroke Park Apartments), together with that part of the town found to the northwest of the intersection of Hallandale Beach Boulevard and SW 55th Avenue.

- District D: That part of the town found to the south of the northern boundaries of parcels 514230130350 (Pembroke Park Apartments), and 514230130370 (Lake Forest Baptist Church), east of SW 52nd Avenue, and north of the southern boundaries of Pembroke Gardens Apartments and Pembroke Place.
- District E: That part of the town found to the south of the southern boundaries of Pembroke Gardens Apartments and Pembroke Place, east of SW 52nd Avenue, together with that part of the town found to the south of the southern boundary of parcel 514230260010 (Pembroke Park Apartments), and west of SW 52nd Avenue.

Alternative Commission Districts 1

Commission Districts

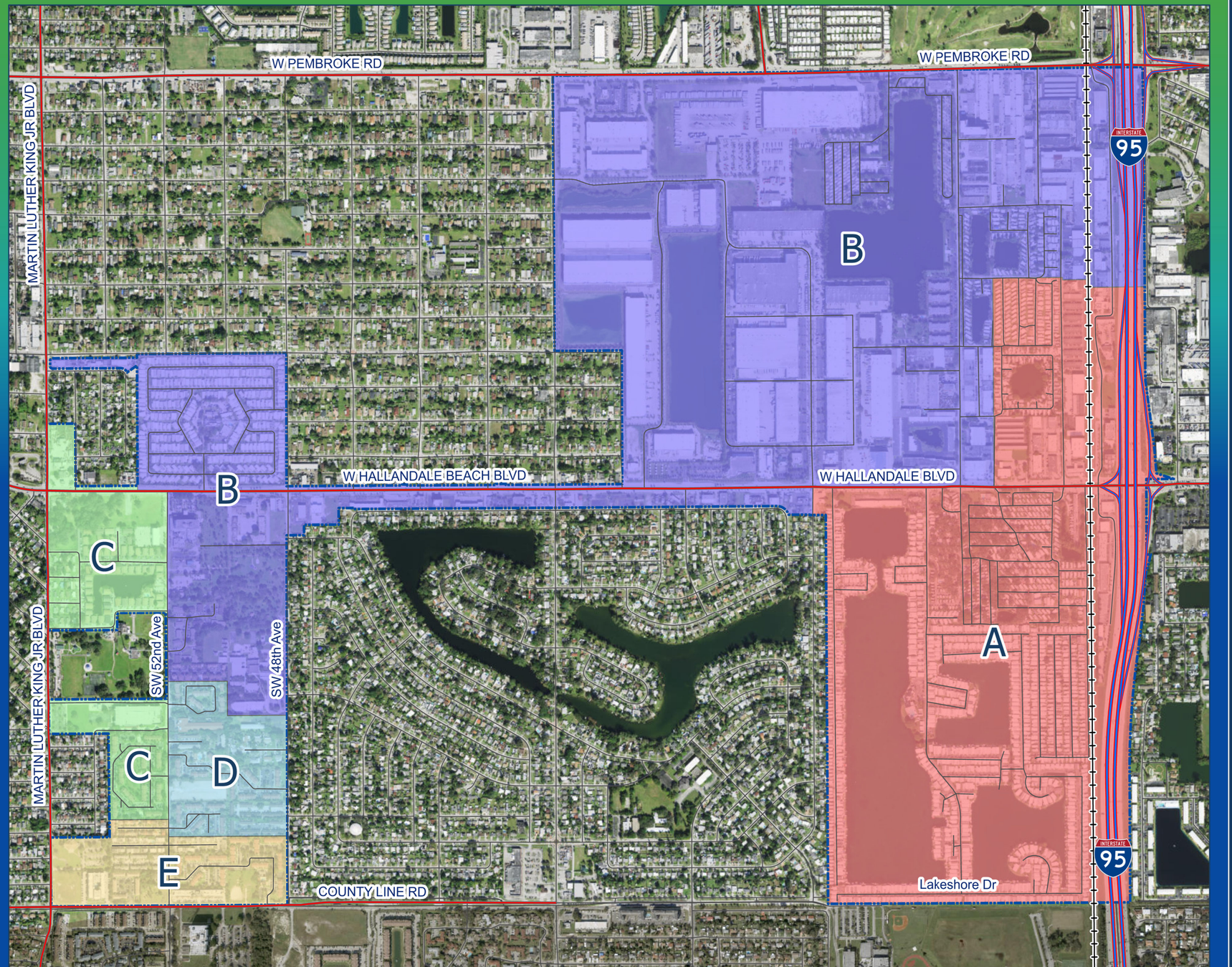
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TOWN OF PEMBROKE PARK
FLORIDA
The Small Town that Means Big Business

Revision Date: 11/29/2025
Contact: James Gammack-Clark
Filename: Pembroke_Park.aprx
Sources: US Census 2020 Redistricting File
Town of Pembroke Park
Florida Atlantic University



Alternative 2

Alternative 2 sacrifices some population balance in favor of more compact districts that utilize easily identifiable major roadways as district boundaries. Specifically, Hallandale Beach Boulevard is employed to create a single district to its north. The impacts of these modifications on the districts' 2025 estimated populations and geographic boundaries are reflected in **Table 3** and the **Alternative 2 Map**.

Table 3 – Alternative Districts 2
Town of Pembroke Park 2025 Population Estimate

Alt. 2	2020 Population	% of City	Deviation From Average	2025 Population Estimate	% of City	Deviation From Average
District A	1,383	22.09	10.46%	1,383	21.77	8.83%
District B	1,153	18.42	-7.91%	1,126	17.72	-11.39%
District C	1,223	19.54	-2.32%	1,223	19.25	-3.76%
District D	1,202	19.20	-3.99%	1,323	20.82	4.11%
District E	1,299	20.75	3.75%	1,299	20.44	2.22%
Total	**6,260**	**100**	**28.43%**	**6,354**	**100**	**30.31%**
Average	**1,252**	**20**	**5.69%**	**1,271**	**20**	**6.06%**

Alternative 2 reduces the mean deviation from 63.6% to 6.06%. The overall spread between the largest and smallest Districts is reduced from 178.4% to 20.22%.

The Districts in this Alternative have the following boundaries:

- District A: That part of the town found to the south and east of the intersection of Hallandale Beach Boulevard and SW 48th Avenue, together with that part of the town found to the south and east of the intersection of Hallandale Beach Boulevard and SW 52nd Avenue, and north of the northern boundaries of parcels 514230130350 (Pembroke Park Apartments), and 514230130370 (Lake Forest Baptist Church).
- District B: That part of the town found to the north of Hallandale Beach Boulevard.
- District C: That part of the town found to the south and west of the intersection of Hallandale Beach Boulevard and SW 52nd Avenue, and north of the southern boundary of parcel 514230260010 (Pembroke Park Apartments).
- District D: That part of the town found to the south of the northern boundaries of parcels 514230130350 (Pembroke Park Apartments), and 514230130370 (Lake Forest Baptist Church), east of SW 52nd Avenue, and north of the southern boundaries of Pembroke Gardens Apartments and Pembroke Place.

- District E: That part of the town found to the south of the southern boundaries of Pembroke Gardens Apartments and Pembroke Place, east of SW 52nd Avenue, together with that part of the town found to the south of the southern boundary of parcel 514230260010 (Pembroke Park Apartments), and west of SW 52nd Avenue.

Alternative Commission Districts 2

Commission Districts

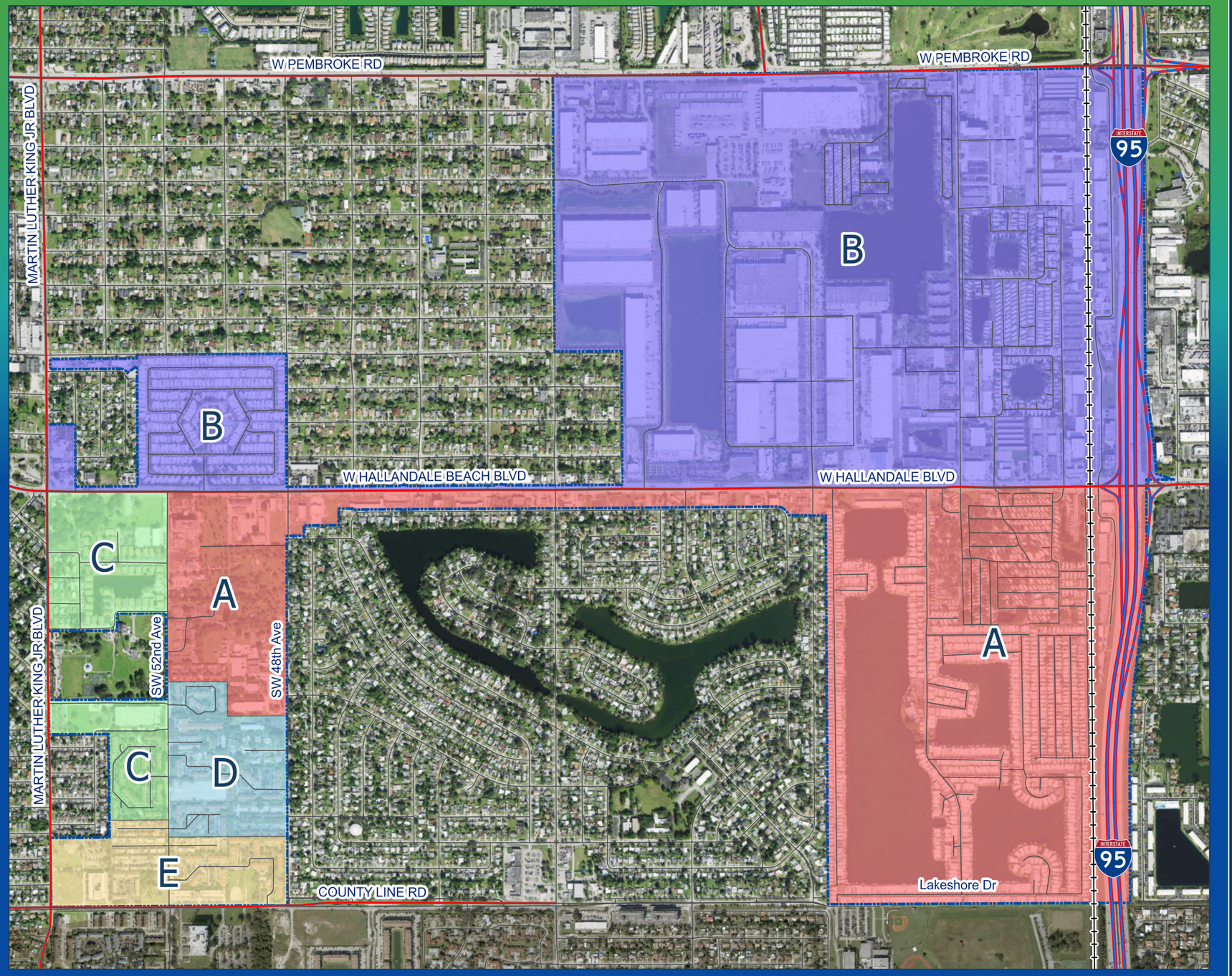
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TOWN OF PEMBROKE PARK
FLORIDA
The Small Town that Means Big Business

Revision Date: 11/29/2025
Contact: James Gammack-Clark
Filename: Pembroke_Park.aprx
Sources: US Census 2020 Redistricting File
Town of Pembroke Park
Florida Atlantic University



Alternative 3

The intent of Alternative 3 is to provide an additional option for dividing the western election districts. A single northern district is not possible in this scenario. The impacts of these modifications on the districts' 2025 estimated populations and geographic boundaries are reflected in **Table 4** and the **Alternative 3 Map**.

Table 4 – Alternative Districts 3
Town of Pembroke Park 2025 Population Estimate

Alt. 3	2020 Population	% of City	Deviation From Average	2025 Population Estimate	% of City	Deviation From Average
District A	1,311	20.94	4.71%	1,311	20.63	3.16%
District B	1,220	19.49	-2.56%	1,193	18.78	-6.12%
District C	1,173	18.74	-6.31%	1,173	18.46	-7.70%
District D	1,432	22.88	14.38%	1,432	22.54	12.68%
District E	1,124	17.96	-10.22%	1,245	19.59	-2.03%
Total	**6,260**	**100**	**38.18%**	**6,354**	**100**	**31.70%**
Average	**1,252**	**20**	**7.64%**	**1,271**	**20**	**6.34%**

Alternative 3 reduces the mean deviation from 63.6% to 6.34%. The overall spread between the largest and smallest Districts is reduced from 178.4% to 20.38%.

The Districts in this Alternative have the following boundaries:

- District A: That part of the town found to the south and east of the intersection of Hallandale Beach Boulevard and SW 32nd Park Avenue, together with that part of the town found to the northeast of the intersection of Hallandale Beach Boulevard and Bryan Road, south of the northern boundaries of parcels 514220000570 (Bamboo Paradise Mobile Home Park), 514220070031 (2401 John P Lyons Lane), and 514221010113 (2500 SW 30th Avenue).
- District B: That part of the town found to the north of Hallandale Beach Boulevard, excluding lands described as being part of District A, together with that part of the town found to the south and east of the intersection of Hallandale Beach Boulevard and SW 48th Avenue, east of SW 52nd Avenue, and north of the southern boundaries of parcels 514230130470 (3115 SW 52nd Avenue), and 514230130580 (3150 SW 52nd Avenue), and that part of the town found to the south and west of the intersection of Hallandale Beach Boulevard and SW 52nd Avenue, north and west of the intersection of SW 32nd Street and SW 55th Avenue.
- District C: That part of the town found between SW 52nd Avenue and SW 48th Avenue, south of the southern boundaries of parcels 514230130470 (3115 SW 52nd Avenue), and 514230130580 (3150

SW 52nd Avenue), and north of the southern boundary of parcel 514230130261 (Pembroke Gardens).

- District D: That part of the town found to the north and west of the intersection of County Line Road and SW 52nd Avenue, and to the south and east of the intersection of SW 32nd Street and SW 55th Avenue.
- District E: That part of the town found to the north and east of the intersection of County Line Road and SW 52nd Avenue, and to the south and east of the intersection of SW 32nd Street and SW 55th Avenue, and south of the southern boundary of parcel 514230130261 (Pembroke Gardens).

Alternative Commission Districts 3

Commission Districts

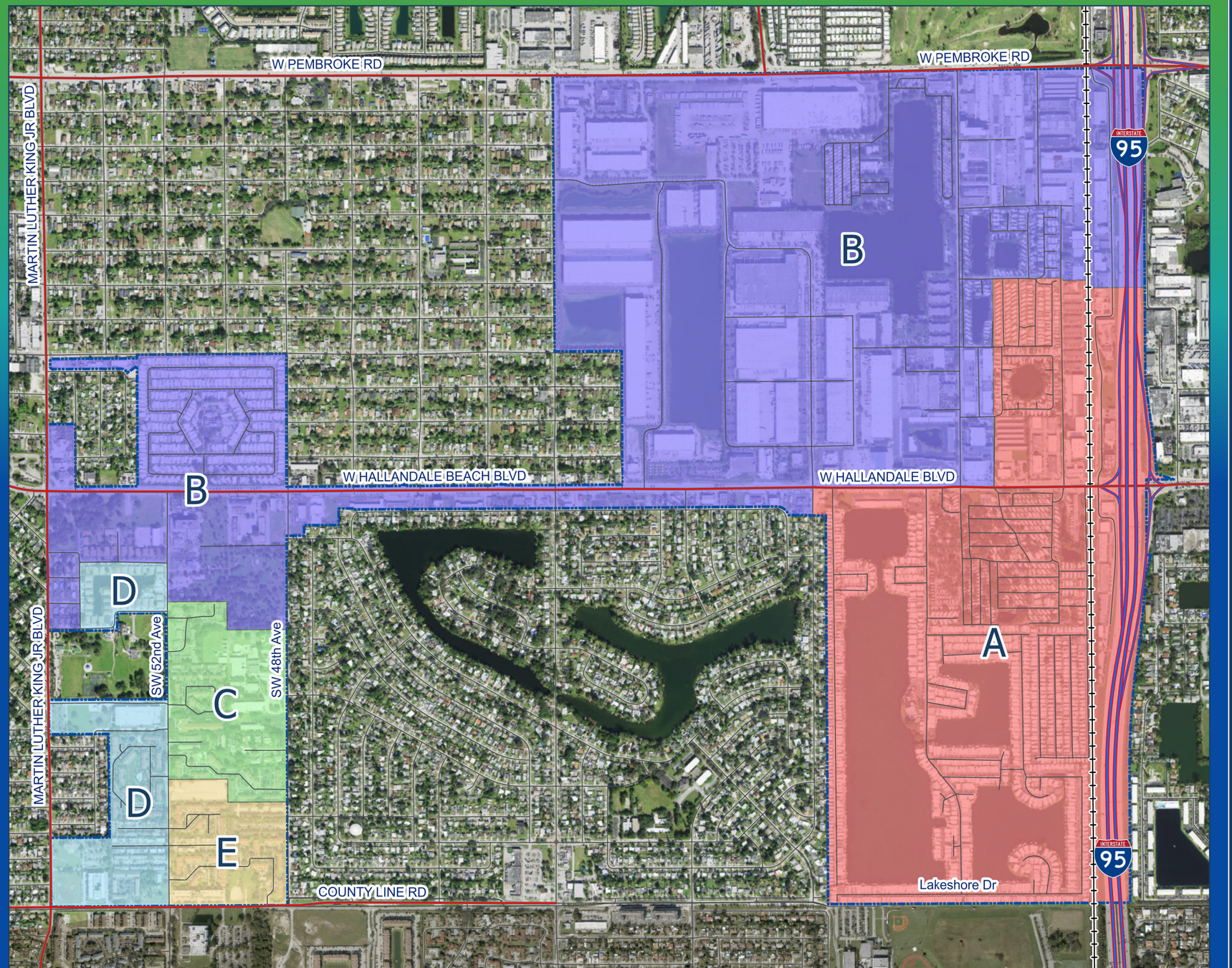
- District A
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TOWN OF PEMBROKE PARK
FLORIDA
The Small Town that Means Big Business

Revision Date: 11/29/2025
Contact: James Gammack-Clark
Filename: Pembroke_Park.aprx
Sources: US Census 2020 Redistricting File
Town of Pembroke Park
Florida Atlantic University



Summary

Based on the analysis of the estimated current district populations through 2025, the FAU redistricting team believes that a realignment of the Pembroke Park Town Commission election district boundaries is necessary to better balance their population.

The alternatives presented here reflect different approaches to improve population equity between the five election districts. Currently, the districts are significantly out of alignment in terms of population equity.

Table 5 –District Configurations
Town of Pembroke Park Deviation Statistics Summary

Configuration	Total Deviation	Mean Deviation	Spread
Existing	318.10	63.60	178.40
Alternative 1	18.98	3.80	9.84
Alternative 2	30.31	6.06	20.22
Alternative 3	31.70	6.34	20.38

Appendix

District Demographics

Table 6 below presents the demographics of race and ethnicity, as reported in the 2020 U.S. Census, for the existing Town Commission districts. The columns 'White' through 'Other' sum to the City's population total. These categories represent the U.S. Census definition of Race. The last two columns, 'Hispanic or Latino' and 'Not Hispanic or Latino', also sum to the City's population total. These two categories represent the U.S. Census classification of Ethnicity as presented in the apportionment data set. Race and Ethnicity are separate self-identified categories.

Table 6 – Town of Pembroke Park
Current Commission Districts Expanded Demographics, U.S. Census 2020

District (Existing)	Total Population	White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Other	Hispanic or Latino	Not Hispanic or Latino
1	624	340 (54.49%)	41 (6.57%)	7 (1.12%)	22 (3.53%)	0 (0%)	214 (34.29%)	308 (49.36%)	315 (50.48%)
2	531	219 (41.24%)	20 (3.77%)	3 (0.56%)	4 (0.75%)	0 (0%)	286 (53.86%)	331 (62.34%)	201 (37.85%)
3	663	261 (39.37%)	55 (8.3%)	10 (1.51%)	14 (2.11%)	0 (0%)	322 (48.57%)	421 (63.5%)	242 (36.5%)
4	1,765	180 (10.2%)	1,229 (69.63%)	5 (0.28%)	40 (2.27%)	0 (0%)	311 (17.62%)	310 (17.56%)	1,454 (82.38%)
5	2,677	139 (5.19%)	2,044 (76.35%)	3 (0.11%)	34 (1.27%)	0 (0%)	457 (17.07%)	544 (20.32%)	2,134 (79.72%)
	6,260	**1,139 (18.19%)**	**3,389 (54.14%)**	**28 (0.45%)**	**114 (1.82%)**	**0 (0%)**	**1,590 (25.4%)**	**1,914 (30.58%)**	**4,346 (69.42%)**

Table 7 – Town of Pembroke Park
Map Alternative 1 Expanded Demographics, U.S. Census 2020

District (Alt 1)	Total Population	White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Other	Hispanic or Latino	Not Hispanic or Latino
A	1,311	547 (41.72%)	81 (6.18%)	13 (0.99%)	18 (1.37%)	0 (0%)	652 (49.73%)	824 (62.85%)	488 (37.22%)
B	1,225	362 (29.55%)	488 (39.84%)	7 (0.57%)	38 (3.1%)	0 (0%)	329 (26.86%)	399 (32.57%)	825 (67.35%)
C	1,223	74 (6.05%)	960 (78.5%)	6 (0.49%)	17 (1.39%)	0 (0%)	166 (13.57%)	168 (13.74%)	1,055 (86.26%)
D	1,202	91 (7.57%)	858 (71.38%)	1 (0.08%)	25 (2.08%)	0 (0%)	228 (18.97%)	262 (21.8%)	939 (78.12%)
E	1,299	65 (5%)	1,002 (77.14%)	1 (0.08%)	16 (1.23%)	0 (0%)	215 (16.55%)	261 (20.09%)	1,039 (79.98%)
	6,260	**1,139 (18.19%)**	**3,389 (54.14%)**	**28 (0.45%)**	**114 (1.82%)**	**0 (0%)**	**1,590 (25.4%)**	**1,914 (30.58%)**	**4,346 (69.42%)**

Table 8 – Town of Pembroke Park
Map Alternative 2 Expanded Demographics, U.S. Census 2020

District (Alt 2)	Total Population	White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Other	Hispanic or Latino	Not Hispanic or Latino
A	1,383	501 (36.23%)	362 (26.17%)	11 (0.8%)	25 (1.81%)	0 (0%)	483 (34.92%)	621 (44.9%)	762 (55.1%)
B	1,153	408 (35.39%)	207 (17.95%)	9 (0.78%)	31 (2.69%)	0 (0%)	498 (43.19%)	602 (52.21%)	551 (47.79%)
C	1,223	74 (6.05%)	960 (78.5%)	6 (0.49%)	17 (1.39%)	0 (0%)	166 (13.57%)	168 (13.74%)	1,055 (86.26%)
D	1,202	91 (7.57%)	858 (71.38%)	1 (0.08%)	25 (2.08%)	0 (0%)	228 (18.97%)	262 (21.8%)	939 (78.12%)
E	1,299	65 (5%)	1,002 (77.14%)	1 (0.08%)	16 (1.23%)	0 (0%)	215 (16.55%)	261 (20.09%)	1,039 (79.98%)
	6,260	**1,139 (18.19%)**	**3,389 (54.14%)**	**28 (0.45%)**	**114 (1.82%)**	**0 (0%)**	**1,590 (25.4%)**	**1,914 (30.58%)**	**4,346 (69.42%)**

Table 9 – Town of Pembroke Park
Map Alternative 3 Expanded Demographics, U.S. Census 2020

District (Alt 3)	Total Population	White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Other	Hispanic or Latino	Not Hispanic or Latino
A	1,311	547 (41.72%)	81 (6.18%)	13 (0.99%)	18 (1.37%)	0 (0%)	652 (49.73%)	824 (62.85%)	488 (37.22%)
B	1,220	346 (28.36%)	476 (39.02%)	10 (0.82%)	33 (2.7%)	0 (0%)	355 (29.1%)	411 (33.69%)	808 (66.23%)
C	1,173	122 (10.4%)	829 (70.67%)	0 (0%)	27 (2.3%)	0 (0%)	194 (16.54%)	210 (17.9%)	961 (81.93%)
D	1,432	63 (4.4%)	1,196 (83.52%)	3 (0.21%)	15 (1.05%)	0 (0%)	155 (10.82%)	191 (13.34%)	1,241 (86.66%)
E	1,124	61 (5.43%)	807 (71.8%)	2 (0.18%)	21 (1.87%)	0 (0%)	234 (20.82%)	278 (24.73%)	848 (75.44%)
	6,260	**1,139 (18.19%)**	**3,389 (54.14%)**	**28 (0.45%)**	**114 (1.82%)**	**0 (0%)**	**1,590 (25.4%)**	**1,914 (30.58%)**	**4,346 (69.42%)**

Agenda Item Report

Subject:	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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Geoffrey Jacobs, Commissioner
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	The Town Commission is requested to consider and approve a request from Rose Heart Foundation and Earthly Doula to use a local Town park at no cost for a community outreach event scheduled for Saturday, April 11, from 12:00 PM to 4:00 PM. • Rose Heart Foundation is a nonprofit organization committed to empowering families by providing community support, resources, and events that promote family stability, wellness, and connection. • Earthly Doula focuses on supporting pregnant and postpartum mothers through education, emotional support, and advocacy, with an emphasis on families from low-income communities. The proposed event will be free and open to the public, designed to support low-income families, specifically pregnant and postpartum mothers and their children. Planned activities include: • Community outreach and family engagement • Music and entertainment • Bounce house and games for children and adults • Face painting • Food vendors • Raffles and giveaways The organizers have requested that the Town waive any park rental fees to allow the event to take place at no cost, as part of their mission to provide accessible resources and support to the community.

Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

RESOLUTION NO 2026-001
Re_ Community event

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.

WHEREAS, the Town of Pembroke Park, Florida, supports initiatives that promote family wellness, community engagement, and public service; and

WHEREAS, Rose Heart Foundation and Earthly Doula have requested the use of a Town park at no cost for a community outreach event scheduled for Saturday, April 11, 2025, from 12:00 PM to 4:00 PM; and

WHEREAS, Rose Heart Foundation is a nonprofit organization committed to empowering families by providing resources and events that foster stability and connection; and

WHEREAS, Earthly Doula is dedicated to supporting pregnant and postpartum mothers through education, emotional support, and advocacy, with a focus on low-income families; and

WHEREAS, the proposed event will be free and open to the public, featuring activities such as music, entertainment, games, face painting, food vendors, and raffles, all designed to strengthen community ties and provide support to families in need; and

WHEREAS, the Town Commission finds that approving this request aligns with the Town's mission to encourage community engagement and support charitable initiatives.

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

Section 1. The Town Commission hereby approves the request from Rose Heart Foundation and Earthly Doula to use a local Town park at no cost for their community outreach event on April 11, 2025, from 12:00 PM to 4:00 PM.

Section 2. Town staff is authorized to coordinate with the event organizers to ensure compliance with all applicable rules, regulations, and safety requirements.

Section 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 14h day of January 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

From: Dieulene Jeanlouis
To: Town Clerk
Cc: Geoffrey Jacobs; David Lynch
Subject: Re: Community event
Date: Tuesday, December 30, 2025 10:52:40 AM

I will be there, thank you!

On Tue, Dec 30, 2025 at 10:04 AM Town Clerk <townclerk@tppfl.gov> wrote:

> Good morning,
>
> The next workshop agenda is on January 7, 2026 at 7 pm in the commission chambers in Town Hall. We are located at 3150 SW 52 Ave, Pembroke Park, FL 33023.
>
> Let me know if you need further assistance.
>
> Thank you,
>
> Cynthia
>
> Get Outlook for iOS
>
> ---
>
> **From:** Dieulene Jeanlouis <earthlydoula@gmail.com>
> **Sent:** Tuesday, December 30, 2025 8:35:59 AM
> **To:** Geoffrey Jacobs <gjacobs@tppfl.gov>
> **Cc:** David Lynch <dlynch@tppfl.gov>; Town Clerk <townclerk@tppfl.gov>
> **Subject:** Re: Community event
>
> Good morning,
>
> Thank you so much for your response and for outlining the next steps in the process. I truly appreciate your openness and support, as well as your willingness to move this forward for discussion.
>
> I completely understand and respect the need for the event to go before the commission for final approval, and I appreciate you including the Town Manager and Town Clerk and placing this item on the next workshop agenda. I would be more than happy to attend the commission meeting and present the event to the commission, and to engage in a public discussion alongside you.
>
> Please let me know the date, time, and any materials you would like me to prepare in

advance. I am grateful for the opportunity to collaborate and look forward to continuing this conversation.

Thank you again for your time and support.

Warm regards,

Dieulene Jean Louis, Founder

Earthly Doula & Rose Heart Foundation

On Tue, Dec 30, 2025 at 7:10 AM Geoffrey Jacobs <gjacobs@tppfl.gov> wrote:

> Good morning, Dieulene,
>
> Personally, I do not have a problem with an event like this as long as there are zero charges to the community, That said it would have to go before the commission for a final decision. I've included the town manager in town clerk on this email and will have it put on the next workshop for discussion. I would appreciate it if you attended the commission meeting and brought it forward to the commission where you and I could have that discussion publicly with the commission.
>
> Have a happy new year.
>
> **Mayor Geoffrey Jacobs**
> **Town of Pembroke Park**
> **GJacobs@TPPFL.Gov**
> **3150 SW 52 Avenue**
> **Pembroke Park, FL 33023**
> **(Office) 954-966-4600**
>
> ***I firmly commit to the principles of truth, transparency, and accountability in governance. As I have repeatedly declared, any actions that are illegal, unethical, or immoral will not be tolerated and must be reported to the appropriate authorities. Our residents, business owners, and the public at large deserve nothing less than a municipal government that operates with integrity and unwavering dedication to the highest ethical standards. Commissioner Geoffrey Jacobs***
>
> ---
>
> **From:** Dieulene Jeanlouis <earthlydoula@gmail.com>
> **Sent:** Monday, December 29, 2025 7:22:48 PM
> **To:** Geoffrey Jacobs <gjacobs@tppfl.gov>
> **Subject:** Community event

Hello,

Happy New Year! I hope this message finds you well.

My name is Dieulene Jean Louis, and I am the founder of Rose Heart Foundation and Earthly Doula. I am writing to respectfully inquire whether the Town of Pembroke Park would consider allowing us to use a local park at no cost for a community outreach event.

Earthly Doula is dedicated to supporting pregnant and postpartum mothers through education, emotional support, and advocacy, with a strong focus on families from low-income communities.

Rose Heart Foundation is a nonprofit organization committed to empowering families by providing community support, resources, and events that promote family stability, wellness, and connection.

We are planning a free community event on Saturday, April 11, from 12:00 PM to 4:00 PM, designed to support low-income families, specifically pregnant and postpartum mothers and their children. Our goal is to create a welcoming and uplifting environment that encourages community connection and support.

The event will include:

- Community outreach and family engagement
- Music and entertainment
- Bounce house and games for children and adults
- Face painting
- Food vendors
- Raffles and giveaways

This event will be completely free and open to the community, and all activities are centered around bringing families together in a safe, joyful, and supportive space.

We would be honored to partner with the Town of Pembroke Park for this event. If participation or park usage is not possible at this time, we completely understand and hope there may be an opportunity to collaborate in the future.

Thank you very much for your time and consideration. I truly appreciate the work the Town of Pembroke Park does to support the community, and I look forward to the possibility of working together.

Warm regards,

Dieulene Jean Louis, Founder

Rose Heart Foundation & Earthly Doula

(954) 232-1133

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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.

Agenda Item Report

Subject:	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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Finance Director, Finance & Budget Director
Dept/Group:	Public Works
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.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

TPP Capital Improvements Element 12.30.25
RESOLUTION NO 2026-002

Town of Pembroke Park

Capital Improvements Element

Goals, Objectives, and Policies Document

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 balance 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 1993 [and Rule 9J-5.055 Florida Administrative Code 1989] as may be 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.

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.

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.

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.

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 6.2:

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.

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 7.3.5 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

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.

WHEREAS, the Town Commission of 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) outlines anticipated projects, priorities, estimated costs, and funding strategies for the next five fiscal years; and

WHEREAS, submission of the approved CIE to the Department of Commerce is required to ensure compliance with applicable regulations and eligibility for funding opportunities.

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

Section 1. The Town Commission hereby approves the Capital Improvement Element as presented attached hereto as Exhibit A.

Section 2. The Town Commission authorizes Town staff to submit the approved plan to the Department of Commerce and take all necessary actions to comply with submission requirements.

Section 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 14h day of January 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:	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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	The Town Commission is requested to waive competitive procurement pursuant to Section 2-125(d)(17) of the Town Code and approve an agreement with Blue Digital Corp. for document scanning and related services. Blue Digital Corp. has been providing document scanning services for the Town for some time and has consistently delivered high-quality, reliable results. They are a local company, which allows for responsive service and strong familiarity with the Town's records management needs. Based on their proven track record and established working relationship, staff recommends continuing with Blue Digital Corp. as they are the best company for the job.
Staff Recommendations:	Motion to waive competitive procurement pursuant to Section 2-125(d)(17) of the Town Code and approve an agreement with Blue Digital Corp. for document scanning and related services.
Procurement:	
Financial Implications:	The cost will be coming from the Clerk's and Building Department budget.
Alternatives:	

ATTACHMENTS:

Resolution No. 2026-003
Services Agreement - Blue Digital_DRAFT

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.

WHEREAS, the Town Commission recognizes the need for document scanning and related services to maintain efficient records management; and

WHEREAS, Blue Digital Corp. has been providing these services to the Town for some time and has demonstrated reliability, quality, and responsiveness; and

WHEREAS, Blue Digital Corp. is a local company familiar with the Town's operational needs, making them the best choice for continued service; and

WHEREAS, pursuant to Section 2-125(d)(17) of the Town Code, the Town Commission may waive competitive procurement when it is in the best interest of the Town; and

WHEREAS, the Town Commission finds that waiving competitive procurement and continuing services with Blue Digital Corp. serves the best interest of the Town.

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

Section 1. The Town Commission hereby approves the waiver of competitive procurement pursuant to Section 2-125(d)(17) of the Town Code.

Section 2. The Town Commission approves the agreement between the Town and Blue Digital Corp. for document scanning and related services and authorizes the Town Manager

to execute the agreement attached hereto as Exhibit A and take all necessary actions to implement this resolution.

Section 3. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 14h day of January 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

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

Blue Digital Corp., authorized to do business in the State of Florida, with a business address of **1740 N.W. 94th Avenue, Doral, FL 33172** (hereinafter referred to as the "CONTRACTOR"). TOWN and CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR, as a professional service provider, as defined in Section 2-121 of the Town's Code of Ordinances; however, the Town Commission may waive competitive procurement when it is in the best interest of the Town, PURSUANT TO Section 2-125 (d)(17); the services provided by the CONTRACTOR, 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 CONTRACTOR were undertaken and this Agreement incorporates the results of such negotiation.

ARTICLE 2
SERVICES AND RESPONSIBILITIES

2.1 CONTRACTOR hereby agrees to perform general financial consulting and finance department assistance**,** 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 CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR thereof in writing, CONTRACTOR agrees to re-perform such deficient services without charge to the TOWN.

2.5 CONTRACTOR 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 of the work set forth in Exhibit "A," to the satisfaction of the TOWN.

3.2 This Agreement may be terminated by either party for cause, or by the TOWN for convenience, upon seven (7) days' written notice by the TOWN to CONTRACTOR in which event the CONTRACTOR shall be paid its compensation for services performed to termination date. In the event that the CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR 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 CONTRACTOR shall become the property of TOWN and shall be delivered by CONTRACTOR to TOWN immediately.

3.3 SCRUTINIZED COMPANIES. CONTRACTOR certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, CONTRACTOR 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 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 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 CONTRACTOR 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. The CONTRACTOR'S rate of compensation shall be set forth in Exhibit "B."

4.2 TOWN will make its best efforts to pay CONTRACTOR 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 CONTRACTOR at:

Blue Digital Corp.
1740 N.W. 94th Avenue
Doral, FL 33172

ARTICLE 5
CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

5.1 TOWN or CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR, 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 CONTRACTOR pursuant to this Agreement.

6.2 CONTRACTOR 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. CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR'S aggregate liability shall not exceed the proceeds of insurance required to be placed pursuant to this Agreement plus the compensation received by CONTRACTOR, or extend to any claims brought subsequent to the expiration of warranty period outlined above. The TOWN's rights and remedies and CONTRACTOR's liabilities as set forth in this Agreement, are exclusive, and the TOWN hereby releases CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR. 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 CONTRACTOR 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 CONTRACTOR or its employees, agents, servants, partners principals or subContractors. The CONTRACTOR 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 CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR allow any subContractor to commence work on his subcontract until all similar such insurance required of the subContractor 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 CONTRACTOR 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 CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR 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 CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subContractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subContractors 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 CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide TOWN proof of such exemption along with a written request for TOWN to exempt CONTRACTOR, written on CONTRACTOR 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 CONTRACTORs' 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
7.7.6 The Town of Pembroke Park shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

7.8 CONTRACTOR 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 CONTRACTOR pursuant to this Agreement must also be required by any subContractor 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 subContractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to TOWN. The CONTRACTOR and any subContractors 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 CONTRACTOR

8.1 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 provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with TOWN, State, H.U.D., or United States policies, rules or regulations relating to the use of CONTRACTOR's Funds provided for herein. 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.

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 CONTRACTOR shall comply with Florida's Public Records Law. Specifically, the CONTRACTOR 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, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the TOWN; and

10.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the TOWN, at no cost to the TOWN, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR's work product for its intended purposes.

11.2 **Records.** CONTRACTOR shall keep such records and accounts and require any and all subContractors 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 CONTRACTOR 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 CONTRACTOR without the prior written consent of TOWN. For purposes of this Agreement, any change of ownership of CONTRACTOR 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.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR 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 CONTRACTOR 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, CONTRACTOR 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, Interim 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

Contractor: Blue Digital Corp.
1740 N.W. 94th Avenue
Doral, FL 33172
Telephone No. (305) 262-4920

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 CONTRACTOR 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** CONTRACTOR, 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** 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.

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 GARCIA-LIMA, TOWN CLERK MAYOR GEOFFREY JAOBS

APPROVED AS TO FORM:

_____

OFFICE OF THE TOWN ATTORNEY

CONTRACTOR:

Blue Digital Corp.

By: _____
Name: _____
Title: _____

STATE OF _____)
COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____ 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"
(SCOPE OF SERVICES / COMPENSATION)

Document Preparation, Indexing, Scanning, Destruction, and Delivery

The Contractor shall provide full-service document preparation, indexing, scanning, destruction, and digital delivery to ensure all records are accurately converted and ready for import into the Town's Laserfiche Electronic Records Management (ERM) system. Services include, but are not limited to, the following:

1. Document Preparation

The Contractor will prepare all documents for scanning to ensure efficient processing and high-quality image capture. Tasks include:

- Removing staples, paper clips, bindings, and fasteners to prevent scanner jams or double feeds.
- Flattening, separating, and organizing documents to ensure clean and consistent scanning.
- Grouping documents according to the Town's filing structure to support accurate indexing and retrieval.

2. Indexing (Metadata Entry)

The Contractor will index all scanned documents by entering required metadata fields, including:

- Folio number
- Permit number
- Property address
- Document description

All metadata will be entered accurately and consistently to support searchability and compliance with the Town's records standards.

3. Scanning

The Contractor will:

- Scan all documents at the required resolution and format to meet the Town's archival and retrieval standards.
- Ensure all pages are captured, in order, and fully legible.
- Handle oversized, fragile, or mixed media documents appropriately to prevent damage and ensure quality.

4. Quality Control

A multi-step quality control process will be performed to ensure:

- Accuracy of all metadata fields
- Clarity, completeness, and legibility of scanned images
- Verification that no pages are missing or duplicated

Any errors identified during QC will be corrected prior to final delivery.

5. Optical Character Recognition (OCR)

The Contractor will:

- Run OCR on all scanned documents to enable full text search capabilities.
- Ensure OCR output meets industry standards for accuracy and readability.

6. Secure Document Destruction

After the Town confirms successful receipt and acceptance of all digital files, the Contractor will:

- Securely destroy all physical documents in accordance with industry standard destruction practices and any applicable Town retention policies.
- Provide a certificate of destruction, if required by the Town.

7. Final Packaging and Delivery

Upon completion of scanning and QC, the Contractor will:

- Prepare a zipped Laserfiche briefcase containing all scanned images and metadata.
- Format the briefcase for direct import into the Town's Laserfiche ERM system without additional processing required by Town staff.

EXHIBIT "B"

Blue Digital Corp
1740 NW 94th Avenue
Doral, FL 33172
3052624920
www.bluedigitalonline.com

Estimate

"Digital Printing & More..."

ADDRESS
Cynthia Garcia-Lima
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023 USA

ESTIMATE #	DATE	
31539	11/07/2025	

SHIP DATE	SALES REP	WORK ORDER / JOB REFERENCE
03/03/2020	Wayne B	Additional Scanning Project

QTY	ITEM CODE	DESCRIPTION	RATE	AMOUNT
1,049,400	**SCANNING SERVICES:8-Scan to PDF file 8.5 x11**	B/W Small Format Scanning to PDF file 8.5x11, 8.5x14, 11x17	0.07	73,458.00T
13,380	**SCANNING SERVICES:12-Scan to PDF File 12x18**	B/W Large Format Scanning to PD File 12x18,18x24, 24x36,30x42, 36x48	0.85	11,373.00T
25,000	**Scan to Tiff File Small Format**	Small Format Color Scanning to PDF file 8.5x11, 8.5x14, 11x17	0.14	3,500.00T
2,500	**Large Format Scanning:Color Scanning Large Format**	Large Format Color Scanning to PD File 12x18,18x24, 24x36,30x42, 36x48	1.75	4,375.00T
7,800	**MULTIMEDIA DUPLICATION:MULTIMEDIA DUPLICATION**	CD, Video, Cassette Duplication, DVD	0.49	3,822.00T
252	**MULTIMEDIA DUPLICATION:Burn CD**	CD Burning (PDF images)	4.95	1,247.40T
6	**MULTIMEDIA DUPLICATION:MULTIMEDIA DUPLICATION**	DVD Burning (DVD images)	9.99	59.94T
883	**Production**	Document Prep/ Indexing/OCR/Create Laserfiche Briefcase)	25.00	22,075.00T
2	**Production**	Certified Document Destruction(Qty.= # of Bins)	39.00	78.00T
2	**Production**	Certified Document Destruction(Qty.= # of Bins)	39.00	78.00T
4	**SHIPPING & HANDLING:Delivery**	Pick-Up Documents from Town of Pembroke Park	225.00	900.00T

SIGNATURE_____ FED TAX ID#05-0528104

SUBTOTAL	120,966.34
TAX	0.00
TOTAL	**$120,966.34**

Accepted By

Accepted Date

Agenda Item Report

Subject:	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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	The Town Clerk's Office is requesting approval to transition from the current agenda management platform, iCompass, to CivicClerk, a modern, cloud-based agenda and meeting management solution designed specifically for local governments. CivicClerk offers enhanced functionality, improved user experience, and ensures the Town retains full ownership of its data. Background: The current system, iCompass, no longer meets the evolving needs of the Town's agenda preparation and meeting management processes. After evaluating available solutions, CivicClerk has been identified as the most suitable replacement due to its: • Cloud-based infrastructure with secure, remote access • Streamlined agenda creation and publishing tools • Public transparency features and mobile-friendly interface • Seamless integration with municipal websites and video systems • Commitment to data ownership and security
Staff Recommendations:	

Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

Resolution No.: 2026-004
Pembroke Park Agenda and Meeting Management
Terms & Conditions_Civic Plus

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.

WHEREAS, the Town currently utilizes iCompass for agenda management services, which no longer meets the operational needs of the Town Clerk's Office; and

WHEREAS, Civic Clerk, a product of CivicPlus, is a cloud-based agenda management platform specifically designed for local governments, offering enhanced functionality, improved efficiency, and public transparency tools; and

WHEREAS, Civic Clerk ensures the Town retains full ownership of its data and provides seamless integration with existing municipal systems; and

WHEREAS, Civic Clerk's proprietary software and unique capabilities make it the only known vendor that meets the Town's specific requirements, justifying procurement; and

WHEREAS, pursuant to Section 2-125(d)(17) of the Town Code, the Town Commission may waive competitive procurement when it is determined to be in the best interests of the Town; and

WHEREAS, the Town Commission finds that it is in the best interests of the Town to waive competitive procurement and engage CivicPlus for the provision of Civic Clerk agenda management services.

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

Section 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. The Town Commission hereby waives competitive procurement pursuant to Section 2-125(d)(17) of the Town Code and approves the procurement of Civic Clerk agenda management services from CivicPlus.

Section 3. The Town Clerk is authorized to execute all necessary agreements with CivicPlus, subject to legal review, to implement the Civic Clerk agenda management system.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 14th day of January 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-111999-1
Date: 11/10/2025 10:10 AM
Expires On: 12/31/2025

Client:
Town of Pembroke Park, FL

Bill To:
PEMBROKE PARK TOWN, FLORIDA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Joseph Borelli		joseph.borelli@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design
1.00	CivicPlus Media: Implementation Fee	CivicPlus Media: Implementation Fee
1.00	AMM Select: Historical Import Fee with Videos (750+)	Historical import of more than 750 meetings; Volume is calculated based on number of meetings being imported; Import does include video files

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicPlus Media: Annual Fee	CivicPlus Media Annual Fee: Unlimited storage, unlimited users, up to 3 concurrent streams

~~List Price - Initial Term Total~~	~~USD 18,000.00~~
Total Investment - Initial Term	USD 10,000.00
Annual Recurring Services (Subject to Uplift)	USD 9,000.00

Initial Term	12/1/2025 - 11/30/2026, Renewal Term 12/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-111999-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____

_____
Mailing Address: (If different from above)

_____

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

Addendum to Terms and Conditions

The following shall be included as part of the CivicPlus. Agreement (the "Proposal") between the **Town of Pembroke Park**, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023 ("Town") and **CivicPlus** with offices at 302 South 4th Street, Suite 500, Manhattan, KS 66502 ("CP"). In the event of any conflict between the language in the Proposal and this Addendum, the terms of this Addendum shall take precedence.

1. **Payment Terms**

All payments shall be governed by the Local Government Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

2. **Governing Law and Venue**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida as now and hereafter in force. The venue for any and all actions or claims arising out of or related to this Agreement shall be in Broward County, Florida.

3. **Sovereign Immunity**

Nothing contained herein is intended nor shall be construed to waive Town's rights and immunities under the common law or Section 768.28, Florida Statutes, as may be amended from time to time.

4. **Termination.**

Notwithstanding anything contained in the Proposal or herein to the contrary, the Town may terminate this Agreement for convenience by providing CP with no less than thirty (30) days of its intention to termination. In the event of a termination pursuant to this section, CP shall be entitled to compensation for all services rendered through the date of such termination.

5. **Non-Discrimination & Equal Opportunity Employment**

During the performance of the Agreement, neither CP nor any subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CP will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. JPC further agrees that CP will ensure that subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

6. **Independent Contractor**

This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that CP 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. CP shall retain sole and absolute discretion in the judgment of the manner and

means of carrying out STS's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CP. CP 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 takes all precautions that are standard in the industry to increase the likelihood of a successful performance for the CP Products and Services; however, the CP Products and Services are provided "AS IS" and as available. This Agreement shall not be construed as creating any joint employment relationship between CP and the Town and the Town will not be liable for any obligation incurred by JPC, including but not limited to unpaid minimum wages and/or overtime premiums.

7. **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.

8. **Assignments; Amendments**

This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CP without the prior written consent of Town. For purposes of this Agreement, any change of ownership of CP 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.

9. **Public Records**

9.1 The Town of Pembroke Park is a public agency subject to Chapter 119, Florida Statutes. CP shall comply with Florida's Public Records Law. Specifically, CP shall:

9.1.1 Keep and maintain public records required by the Town to perform the service;

9.1.2 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, Florida Statutes, or as otherwise provided by law;

9.1.3 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 Agreement term and, following completion of the Agreement, CP shall destroy all copies of such confidential and exempt records remaining in its possession after CP transfers the records in its possession to the Town, unless otherwise required by law; and

9.1.4 Upon completion of the Agreement, CP shall ensure the transfer to the Town, at no cost to the Town, all public records in CP's possession. All records stored electronically by CP 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.

9.2 The failure of CP 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 by providing CP with at least thirty (30) days prior, provided, however, that CP will be given the opportunity to cure the breach within said period of time.

IF FFI HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CP'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

TOWN CLERK
3150 SW 52nd Avenue
Pembroke Park, FL 33023
(954) 966-4600 #235
townclerk@tppfl.gov

10. **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 or by email. For the present, CP and Town designate the following as the respective places for giving of notice:

TOWN: Town Manager
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
Telephone No. (954) 966-4600

Copy To: Jacob G. Horowitz, Interim Town Attorney
Goren, Cherof, Doody & Ezrol, P.A.
3099 East Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308
Telephone No. (954) 771-4500
Email: jhorowitz@gorencherof.com

CP: CivicPlus
302 South 4th Street, Suite 500
Manhattan, KS 66502

11. **Attorneys' Fees**
In the event that either party brings suit for enforcement of this Agreement, each party shall bear its own attorney's fees and court costs.

12. **Counterparts and Execution.** This Agreement may be executed by hand or electronically 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.

13. **Scrutinized Companies**
CP, 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:

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

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:

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

13.2.2 Is engaged in business operations in Syria.

14. **E-Verify**
CP 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.

14.1 Definitions for this Section:

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 MII or consultant.

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.

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.

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:

14.2.1 All persons employed by a Contractor to perform employment duties within Florida during the term of the contract;

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

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.

SIGNATURE PAGE TO FOLLOW

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

ATTEST:

_____
CYNTHIA GARCIA-LIMA,
TOWN CLERK

BY:_____
GEOFFREY JACOBS
MAYOR

APPROVED AS TO FORM.

_____
JACOB G. HOROWITZ
TOWN ATTORNEY

CIVICPLUS:

Signed By: _____

Print Name: _____

Title: _____

Agenda Item Report

Subject:	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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Daniel DeCoursey, Police Chief
Dept/Group:	Police Department
Recommendation for Counsel to consider:	
Background Information:	The Town of Pembroke Park Police Department seeks approval to enter into a cooperative agreement with the United States Department of Justice, Drug Enforcement Administration (DEA), under the High Intensity Drug Trafficking Areas (HIDTA) program. This agreement, effective November 3, 2025, formalizes the participation of the Pembroke Park Police Department in a joint task force aimed at combating narcotics trafficking and drug-related criminal activity in the region. Pursuant to 21 U.S.C. § 873, the DEA is authorized to collaborate with state and local law enforcement agencies to address the use and abuse of controlled substances. The agreement outlines the roles, responsibilities, and resource-sharing arrangements between the DEA and the Pembroke Park Police Department. Participation in this task force will enhance interagency coordination and provide access to federal resources and intelligence to support local enforcement efforts.
Staff Recommendations:	Motion to approve the HIDTA State and Local Task Force Agreement between the Pembroke Park Police Department and the DEA, and authorize the Town Clerk and Police Chief to execute all necessary documents.
Procurement:	

Financial Implications:	There is no financial impact.
Alternatives:	

ATTACHMENTS:

Resolution No.: 2026-005
Pembroke Park DOJ 4061 use for FY 2026
Pembroke Park PD HIDTA STATE AND LOCAL TASK FORCE AGREEMENT

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.

WHEREAS, the United States Department of Justice, Drug Enforcement Administration (DEA), is authorized under 21 U.S.C. § 873 to enter into cooperative agreements with state and local law enforcement agencies to combat the use and abuse of controlled substances; and

WHEREAS, the Town of Pembroke Park recognizes the detrimental impact of narcotics trafficking and drug-related crimes on the health, safety, and welfare of its residents; and

WHEREAS, the DEA and the Pembroke Park Police Department desire to enter into a HIDTA (High Intensity Drug Trafficking Areas) State and Local Task Force Agreement to enhance interagency collaboration and enforcement efforts; and

WHEREAS, the Town Commission finds that entering into this agreement is in the best interest of the Town and will strengthen public safety initiatives.

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

Section 1. The Town Commission hereby approves 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, effective November 3, 2025.

Section 2. The Town Clerk and the Chief of Police are hereby authorized to execute the agreement and any related documents necessary to implement the terms of the agreement.

Section 3. The Town Manager, Police Chief, and Town Clerk are authorized to take all necessary actions to carry out the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 14th day of January 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

Exhibit A

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this from. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Department and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Prt 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615, and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drugs abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site (s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, country, state, zip code)

Check ☐ if there are workplace on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in condition any activity with the grant; and

B. If convinced of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

   Pembroke Park Police Department
   3150 SW 52nd Avenue
   Pembroke Park, Florida 33023

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

   Daniel DeCoursey
   Chief of Police

5. Signature

6. Date

HIDTA STATE AND LOCAL TASK FORCE AGREEMENT

This agreement is made this 3rd day of November 2025, between the United States Department of Justice, Drug Enforcement Administration (hereinafter "DEA"), and the Pembroke Park Police Department ORI# FL0063000 (hereinafter "parent agency"). The DEA is authorized to enter into this cooperative agreement concerning the use and abuse of controlled substances under the provisions of 21 USC § 873.

Whereas there is evidence that trafficking in narcotics and dangerous drugs exists in the Pembroke Park, Florida area and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of Pembroke Park, Florida, the parties hereto agree to the following:

1 The DEA HIDTA Task Force Group 44 (hereinafter referred to as "HIDTA Task Force") will perform the activities and duties described below:

   a. disrupt the illicit drug traffic in the Pembroke Park, Florida area by immobilizing targeted violators and trafficking organizations;

   b. gather and report intelligence data relating to trafficking in narcotics and dangerous drugs; and

   c. conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the task force's activities will result in effective prosecution before the courts of the United States and the State of Florida.

2 To accomplish the objectives of the HIDTA Task Force, the parent agency agrees to detail one (1) experienced officer(s) to the HIDTA Task Force for a period of not less than two years. During this period of assignment, the parent agency officers will be under the direct supervision and control of DEA supervisory personnel assigned to the task force.

3 The parent agency officers assigned to the task force shall adhere to all DEA policies and procedures. Failure to adhere to DEA policies and procedures shall be grounds for dismissal from the task force.

4 The parent agency officers assigned to the task force shall be deputized as task force officers pursuant to 21 USC § 878.

5 To accomplish the objectives of the HIDTA Task Force, DEA will assign four (4) Special Agents to the task force. The parties to this agreement understand that financial reimbursement to participating organizations is subject to the budgeting, administrative and managerial decisions of the HIDTA Executive Board as well as the availability of HIDTA funding (from whatever source). Subject to this planning and budgeting guidance, the HIDTA will provide funding to support the activities of Federal Special Agents, Task Force Officers, and other specified employees (if any). This support will include: office space, office supplies travel funds, funds for the purchase of evidence and information, investigative equipment, training and other support items.

6 During the period of assignment to the HIDTA Task Force, the parent agency will remain responsible for establishing the salaries and benefits, including overtime, of the parent agency officers assigned to the task force and for making all payments due them. HIDTA will, subject to availability of annually appropriated funds, HIDTA funds may reimburse the parent agency for overtime payments incurred by its Task Force Officers in an amount not to exceed a sum equivalent to 25% of the salary of a GS-12, Step 1 of the general pay scale for the rest of the United States The parent agency will bill overtime as it is performed and no later than 60 days after the end of the quarter in which the overtime is performed. The invoice will identify each investigator who incurred overtime for the tasking during the invoiced period, the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator, and the total cost for the invoiced period. ***Note: Task Force Officer's overtime "Shall not include any costs for benefits, such as retirement, FICA, and other expenses."***

7 In no event will the parent agency charge any indirect cost rate to DEA for the administration or implementation of this agreement.

8 The parent agency shall maintain on a current basis complete and accurate records and accounts of all obligations and expenditures of funds under this agreement in accordance with generally accepted accounting principles and instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.

9 The parent agency shall permit and have readily available for examination and auditing by DEA, the United States Department of Justice, the Comptroller General of the United States and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts or expenditures relating to this agreement. The parent agency shall maintain all such reports and records until all audits and examinations are completed and resolved or for a period of six (6) years after termination of this agreement, whichever is later.

10 The parent agency shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the United States Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H and I.

11 The parent agency agrees that an authorized officer or employee will execute and return to DEA the attached OJP Form 4061/6, Certification Regarding Lobbying; Debarment, suspension and Other Responsibility Matters; and drug-Free Workplace Requirements. The parent agency acknowledges that this agreement will not take effect and no federal funds will be awarded until the completed certification is received.

12 When issuing statements, press releases requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or part with federal money, the parent agency shall clearly state: (1) percentage of the total cost of the program or project which will be financed with federal money and (2) the dollar amount of federal funds for the program or project.

13 Vehicles may be provided by the parent agency or furnished by DEA subject to the availability and approval of HIDTA funding for vehicle leases. DEA may request that HIDTA fund installation and removal of mobile radios in task force vehicles and reimburse the parent agency for fuel, maintenance, and repair attributable to use of the vehicles for task force purposes. Accidents involving vehicles while in use for task force purposes shall be reported and investigated in accordance with the procedures of DEA and the parent agency.

14. While on duty and acting on task force business, the parent agency officers assigned to the HIDTA task force shall be subject to all DEA and federal government rules, regulations and procedures governing the use of OGV's for home to work transportation and for personal business. The parties acknowledge and understand that the United States of America is liable for the wrongful actions or inactions of Federal employees, including those Federal deputized as Task Force Officers, who are acting within the scope of their employment under the Federal Torts Claim Act (2 8 U.S.C §§ 2671 – 2680). This may extend to representation of the covered employee if in the best interests of the United States (28 C.F.R. § 50.15(a)(2)). A state or local employee participating in the Task Force may concurrently or separately be covered for the purposes of liability by their employer.

15. This agreement shall be effective from the date of the last signature of a party and will continue in effect until September 30, 2026. This agreement may be terminated by either party on 30 days advance written notice. Federal funding of the HIDTA Task Force is subject to the availability of annual appropriated funds for each federal fiscal year (October 1 through September 30 of the next year). Billing for all outstanding obligations must be received by DEA within 60 days of the end of each fiscal year or within 60 days of the date of termination of this agreement. DEA will be responsible only for obligations incurred by the parent agency during the term of this agreement on a fiscal year basis, subject to the availability of funds.

For the Drug Enforcement Administration:

Deanne L. Reuter	Date
Special Agent in Charge Miami Field Division	

For the Pembroke Park Police Department
Chief of Police

Name	Date
Chief of Police	
Title	

Agenda Item Report

Subject:	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
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

Meeting Calendar

TO: Honorable Mayor & Commissioners

FROM: Cynthia Garcia-Lima, Town Clerk

DATE: December 31, 2025

TITLE: Approval of 2026 Regular Commission Meetings and Workshops

The following is the list of Regular Commission Meeting and Commission Workshop Meetings for the year 2026.

Regular Commission Meeting Dates	Commission Workshop Meeting Dates
Wednesday, January 14, 2026	Wednesday, January 7, 2026
Wednesday, February 11, 2026	Wednesday, February 3, 2026
Wednesday, March 11, 2026	Wednesday, February 25, 2026
Wednesday, April 8, 2026	Wednesday, March 25, 2026
Wednesday, May 13, 2026	Wednesday, April 29, 2026
Wednesday, June 10, 2026	Wednesday, May 27, 2026
Wednesday, July 8, 2026	Wednesday, June 24, 2025, 2026
Wednesday, August 12, 2026	Wednesday, July 22, 2026
Wednesday, September 9, 2026	Wednesday, August 26, 2026
Wednesday, October 14, 2026	Wednesday, September 30, 2026
Thursday, November 12, 2026*	Wednesday, October 28, 2026
Wednesday, December 9, 2026	Monday, November 30, 2026 **

Re
gular Commission meetings set to begin at 7:00 p.m.
Workshop Commission Meetings set to begin at 6:00 p.m.

** November 11, 2026 is Veteran's Day, therefore, the regular commission meeting was changed to Thursday, November 12, 2026. Meeting can be changed by the Town Commission.

** November 25, 2026 is the day before Thanksgiving, therefore, the workshop commission meeting was changed to Monday, November 30, 2026.

Agenda Item Report

Subject:	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
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

09.10.2025 - Regular Commission Meeting
09-10-2025 - First Budget Public Hearing Minutes
09-24-2025 - Second Budget Public Hearing Minutes
09-24-2025 - Special Commission Meeting Minutes
09-24-2025 - Workshop Commission Minutes
09-29-2025 - Regular Commission Minutes
10-29-2025 - Workshop Commission Minutes

REGULAR WORKSHOP COMMISSION MEETING

7:00 PM - Wednesday, September 10, 2025

The REGULAR COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, September 10, 2025, at 7:00 PM, in the Town Commission Chambers, with the following members present:

PRESENT: Commissioner Ashira Mohammed; Acting Clerk Commissioner Erik Morrissette; Clerk Commissioner William Hodgkins; Vice Mayor Musfika Kashem; and Mayor Geoffrey Jacobs

EXCUSED:

1 CALL TO ORDER

Mayor Jacobs called the meeting to order at 7:11 PM.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 ROLL CALL

The meeting was called to order at 7:11 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; 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

Town Attorney noted regarding item 7.1 on the Workshop Meeting on the compensation and class study that a resolution had been prepared that was consistent with the commission's discussion at the workshop, but there had been no substantive change to the item.

5 PRESENTATIONS/ PROCLAMATIONS

5.1 Proclamation National Diaper Need Awareness Week

5.2 Commendation for Officer Alvin Pollock – Chief Daniel DeCoursey

Police Chief DeCoursey presented a commendation to Officer Alvin Pollock for his actions on August 10th. The Chief explained that Officer Pollock was conducting a business check at the Polo Club when he was notified of a vehicle burglary at Domino's Pizza in West Park. While canvassing the area, he was flagged down by an agitated man who stayed at the Polo. Officer Pollock requested BSO response since the crime occurred in their jurisdiction.

A physical altercation occurred between the black male victim of the vehicle burglary and security staff. After Officer Pollock broke up the fight, the man ran to his vehicle, retrieved an AK-style rifle, and went back toward the Polo Club. Officer Pollock used his vehicle to intercept the man and gave commands for him to stop, which he did, returning the weapon to his trunk. Officer Pollock kept the suspect contained until other officers arrived, and BSO took the suspect into custody for aggravated assault with a deadly weapon.

Chief DeCoursey praised Officer Pollock's quick thinking and verbal de-escalation techniques, noting that his actions prevented a potentially tragic situation. Officer Pollock was presented with a certificate of commendation and photographs were taken with his family.

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

David Roach, 5001 W Hallandale Blvd, addressed the Commission regarding Item 11.1 concerning commissioner compensation. He stated that the proposed compensation between $60,000-$70,000 per year seemed excessive for a town with a population of 7,000, especially when compared to the City of Hollywood which has a population of 150,000 and was having difficulty approving $70,000 for their commissioners. Mr.

Roach stated that while he understood a cost-of-living increase, he believed the proposed amount was excessive.

7 CONSENT AGENDA

7.1 Approval of Minutes - Town Clerk Garcia-Lima
Regular Commission Meeting - May 14, 2025
Special Commission Meeting - May 22, 2025

7.2 Consideration and Approval of Cooperative Purchasing Agreement with Garber Ford Inc. through the Florida Sheriffs Association Contract - Police Chief DeCoursey
RESOLUTION NO.: 2025-033 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF A COOPERATIVE PURCHASING AGREEMENT WITH GARBER FORD INC. THROUGH THE FLORIDA SHERIFFS ASSOCIATION CONTRACT FOR THE ACQUISITION OF POLICE VEHICLES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

7.3 Consideration and approval of purchase of firearms for the Police Department - Chief DeCoursey
RESOLUTION NO.: 2025-034 382 - 392 Regular Commission Meeting September 10, 2025, A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF FIREARMS FROM LOU'S POLICE DISTRIBUTORS NOT TO EXCEED THE AMOUNT OF $25,000; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

7.4 Consideration and approval of agreement with GL Distributors for protective items for the Police Department - Chief DeCoursey
RESOLUTION NO.: 2025-035 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF PROTECTIVE EQUIPMENT FOR THE POLICE DEPARTMENT FROM GL DISTRIBUTORS THROUGH THE NASPO COOPERATIVE PURCHASING CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

7.5 Consideration and approval to sign agreement with Laura Cole, Crisis Management Expert for the Police Department - Town Manager Lynch & Chief DeCoursey
RESOLUTION NO.: 2025-036 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LAURA COLE TO PROVIDE CRISIS MANAGEMENT EXPERTISE TO THE POLICE DEPARTMENT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

7.6 Consideration and Approval of Agreement with ClearGov for the Finance Department - Finance Director Daverman RESOLUTION NO.: 2025-037 A **RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH CLEARGOV FOR THE FINANCE DEPARTMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

7.7 Consideration and Approval of the 2025 Amended and Restated Transportation System Surtax Interlocal Agreement (Third Amendment) – Public Services Director Jeff Odoms
RESOLUTION NO.: 2025-038 440 - 480 Regular Commission Meeting September 10, 2025 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE 2025 AMENDED AND RESTATED TRANSPORTATION SYSTEM SURTAX INTERLOCAL AGREEMENT (THIRD AMENDMENT), SUBSTANTIALLY IN THE FORM ATTACHED AS EXHIBIT "A" AND INCORPORATED HEREIN; AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE THE INTERLOCAL AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

7.8 Consideration and Approval of Proposal from TK Elevator (TKE) for Town Hall Elevator Modernization - Public Services Director Odoms
RESOLUTION NO.: 2025-039 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH TK ELEVATOR (TKE) FOR THE MODERNIZATION OF THE TOWN HALL ELEVATOR UTILIZING THE SOURCEWELL COOPERATIVE PURCHASING CONTRACT IN THE AMOUNT OF $485,007.64; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

7.9 Review and Update of EMS Service Fee Schedules - Town Manager Lynch

RESOLUTION NO.: 2025-040 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AMENDING THE EMERGENCY MEDICAL TRANSPORT SERVICES FEE WITHIN THE TOWN; ESTABLISHING AN EMERGENCY MEDICAL TRANSPORT SERVICES FEE OF $1,200 FOR BASIC LIFE SUPPORT ("BLS"), ADVANCED LIFE SUPPORT LEVEL 1 ("ALS1") AND ADVANCED LIFE SUPPORT LEVEL 2 ("ALS2") TRANSPORT SERVICES; AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO TAKE ANY AND ALL ACTION NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

.10 Approval of Compensation and Classification Study Findings - Human Resources Director Frishman

RESOLUTION NO.: 2025-041 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RATIFYING THE APPROVAL AND ACCEPTANCE OF THE COMPENSATION STUDY; PROVIDING FOR 562 - 574 Regular Commission Meeting September 10, 2025, IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve Consent Agenda Items 7.1 through 7.14. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

7.11 Consideration and Approval of New Color Palette for the Town - Planning Consultant Vonder Meulen

File No.: 25-Z-02

Request: Town Color Palette

RESOLUTION NO.: 2025-043 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A REVISED COLOR PALETTE FOR THE PAINTING OF EXTERIOR STRUCTURES LOCATED WITHIN THE TOWN, ATTACHED HERETO AS EXHIBIT "A;" REPEALING RESOLUTION NO. 04-06-05, ADOPTED ON JUNE 9, 2004, ATTACHED HERETO AS EXHIBIT "B;" PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

7.12 Ratification of Emergency AC Repairs - Town Manager Lynch
RESOLUTION NO.: 2025-044
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RATIFYING THE TOWN MANAGER'S AUTHORIZATION OF EMERGENCY AIR CONDITIONING REPAIRS COMPLETED BY QUAMEC ON AUGUST 14, 2025, IN THE AMOUNT OF $2,200; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

7.13 Consideration of Contribution to the Broward Early Learning Coalition (ELC) – School Readiness Match Program - Town Clerk Garcia-Lima
RESOLUTION NO.: 2025-045
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING A CONTRIBUTION TO THE BROWARD EARLY LEARNING COALITION (ELC) IN SUPPORT OF THE SCHOOL READINESS MATCH PROGRAM FOR FISCAL YEAR 2025–2026; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

7.14 Motion to approve the recommendation of the Town's insurance consultant to engage Cigna Healthcare as the Town's insurance carrier pursuant to Sec. 2-125(C)(4) of the Town's Code of Ordinances

ACTION: Commissioner Mohammed made a motion to approve Consent Agenda Items 7.1 through 7.14. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

8 RESOLUTIONS

There were no resolutions read into record.

9 PUBLIC HEARING

9.1 Consideration and approval of adopting an inventory list of all real property owned by the town and whether said properties are appropriate for affordable housing as per the Live Local Act requirements- Planning Consultant Vonder Meulen
RESOLUTION NO.: 2025-042
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AN INVENTORY LIST OF ALL REAL PROPERTY OWNED BY THE TOWN OF PEMBROKE PARK AND WHETHER SAID PROPERTY IS APPROPRIATE FOR

AFFORDABLE HOUSING, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney noted that this was Resolution 2025-042 for the record.

Mike Vonder Meulen, Town Planner, explained this was a requirement from the state of Florida as part of the Live Local Act. He stated that out of all properties owned by the Town of Pembroke Park, there are two parcels that could be used for affordable housing. One is in one of the townhouse projects just west of City Hall. He noted the Live Local Act requires this to be held as a public hearing before adopting the resolution, and that the inventory list would be placed on the town's website.

Mayor Jacobs opened the public hearing. There were no public comments, and the hearing was closed.

ACTION: Commissioner Mohammed made a motion to Adopt Resolution 2025-042. Vice Mayor Kashem seconded the motion, and it passed unanimously on a poll vote.

10 **ORDINANCES – SECOND HEARING**

10.1 Consideration of Approval of Ordinance Amending Article III, Division 6, M-1 Industrial District, of the Town Code - Town Planning Consultant Vonder Meulen
File No.: 25-Z-03
Request: M-1 Text Amendment
ORDINANCE NO.: 2025-004
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 28 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ZONING;" BY SPECIFICALLY AMENDING ARTICLE III, DIVISION 6, ENTITLED "M-1 INDUSTRIAL DISTRICT;" AMENDING SEC. 28-211, ENTITLED "INTENT AND DEFINITIONS;" AMENDING SEC. 28-211.5, ENTITLED "PERMITTED USES;" AND AMENDING SEC. 28-218, ENTITLED "SPECIAL HOURS OF BUSINESS OPERATIONS;" PROVIDING FOR A TEXT AMENDMENT TO THE M-1 (INDUSTRIAL) ZONING DISTRICT TO ALLOW FOR CERTAIN LARGE RETAIL USES WITHIN THE DISTRICT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The Town Attorney presented Ordinance 2025-004 for second reading, noting that there had been no changes between first and second readings.

Mayor Jacobs opened the public hearing. There were no public comments, and the hearing was closed.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Ordinance 2025-004. Commissioner Mohammed seconded the motion, and it passed unanimously on a poll vote.

10.2 Discussion and possible action on Tax Abatement Referendum - Town Manager Lynch

ORDINANCE NO. 2025-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUBMITTING TO REFERENDUM AN ECONOMIC DEVELOPMENT INCENTIVE AD VALOREM TAX EXEMPTION; CREATING AN ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION PROGRAM FOR THE TOWN OF PEMBROKE PARK; PROVIDING FOR JURISDICTION; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS; ESTABLISHING AN APPLICATION PROCESS AND PROCEDURE; PROVIDING FOR ELIGIBILITY; PROVIDING FOR CONTINUATION AND REVOCATION OF THE PROGRAM; PROVIDING THAT THIS ORDINANCE, WHEN ADOPTED, SHALL BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE TOWN OF PEMBROKE PARK ON THE NOVEMBER 3, 2026 ELECTION BALLOT AND IT SHALL BECOME EFFECTIVE AS PROVIDED BY LAW; PROVIDING FOR THE ADVERTISING OF THE REFERENDUM ELECTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney presented Ordinance 2025-005 for second reading, noting that this was a public hearing. Town Manager Lynch noted that he had made a presentation regarding this at the workshop and that the ordinance would allow voters to decide if the Commission could be empowered at a future date regarding tax abatement.

Town Attorney added for the record that the ballot question and ballot title included in the ordinance were provided directly by Florida Statutes verbatim, and that his office had no hand in drafting the ballot question.

Mayor Jacobs opened the public hearing. There were no public comments, and the hearing was closed.

ACTION: Vice Mayor Kashem made a motion to approve Ordinance 2025-005. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

11 ORDINANCES – FIRST READING

11.1 Consideration and approval of Ordinance Providing an adjustment to the Commission's compensation and Cost of Living Adjustment (COLA) - Town Manager Lynch

ORDINANCE NO.: 2025-006

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 II, DIVISION 2, ENTITLED "COMPENSATION;" AMENDING SEC. 2-21, ENTITLED "TOWN COMMISSION COMPENSATION;" PROVIDING FOR AN ADJUSTMENT TO THE COMMISSION'S COMPENSATION AND AN ANNUAL COST OF LIVING ADJUSTMENT IN ACCORDANCE WITH THE CONSUMER PRICE INDEX; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The Town Attorney presented Ordinance 2025-006 for first reading.

Town Manager Lynch suggested substituting the language "cost of living allowance" for "consumer price index" in the ordinance to maintain consistency with what applies to the rest of the town workforce. The Town Attorney noted that if there was consensus, this change would be incorporated for second reading.

During discussion, Mayor Jacobs noted that he was the one who brought the salary up to $52,000 previously after conducting extensive research. He explained that when comparing Pembroke Park to other municipalities in Broward County, the appropriate salary range should be $72,000-$75,000, which is what other comparable municipalities offer. Mayor Jacobs calculated that if cost of living adjustments had been applied to the original $52,000 salary over the past five years, it would have reached approximately $66,366.63, which is close to the proposed amount.

Commissioner Mohammed noted his income had dropped by $8,000-$9,000 during the COVID period and had not recovered.

ACTION: Clerk Commissioner Hodgkins made a motion to adopt Ordinance 2025-006. Clerk Commissioner Mohammed seconded the motion, and it passed unanimously on a poll vote.

11.2 Consideration and approval of ordinance to authorize the Town Manager and Finance Director to be included as authorized signatories - Town Manager Lynch

ORDINANCE NO.: 2025-007

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 24 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "TAXATION AND FINANCE;" BY SPECIFICALLY AMENDING ARTICLE III, ENTITLED "FINANCE;" AMENDING SEC. 24-102, ENTITLED "DISBURSEMENT BY CHECK ONLY; AUTHORIZATIONS TO SIGN CHECKS; TRANSFER FUNDS;" PROVIDING FOR THE TOWN MANAGER AND THE TOWN FINANCE DIRECTOR TO BE INCLUDED AS AUTHORIZED SIGNATORIES FOR TOWN CHECKS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The Town Attorney presented Ordinance 2025-007 for first reading.

The Town Attorney clarified that the current ordinance provides that funds shall only be distributed by check signed by the Mayor or Vice Mayor and countersigned by the Clerk Commissioner or Acting Clerk Commissioner. The proposed amendment would add the Town Manager and Finance Director as authorized signatories but would still require at least one member of the Commission to sign.

Mayor Jacobs noted that since the Vice Mayor position is responsible for town finance, that person should be the primary commissioner responsible for signing checks, with the ability to designate another commissioner if unavailable.

ACTION: Commissioner Mohammed made a motion to approve Ordinance 2025-007 as amended to clarify that at least one commissioner must sign checks, with the Vice Mayor as the primary commissioner. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

12 NEW BUSINESS

12.1 Consideration and Approval of the Contract with All County Paving for Roadway and Facility Paving Improvements - Public Services Director Odoms

Public Services Director Jeff Odoms presented a contract for roadway improvements and repairs around the town. The scope included improvements to several areas including: the Town hall parking area (front and back), 52 Avenue, 36th Court and 48th Avenue, Carolina Street and 25th, South Park Road and Pembroke Park Town Hall.

The total expenditure for the project is $276,486.10, rounded to a not exceeding amount of $276,500. Odoms explained that they were using a piggyback opportunity from a contract with the City of Hallandale Beach that had been reviewed and approved by the Town Attorney.

Director Odoms explained that he had requested the quote be broken so that work could proceed in an incremental fashion, allowing them to ensure satisfaction with completed work before proceeding to the next phase. He noted that some projects, like South Park Road, had more extensive long-term plans for approximately 2-2.5 years out, but current repairs would help residents and businesses in the meantime.

Acting Clerk Commissioner Morissette raised concerns about several streets, particularly 36th Court, which he noted has significant flooding issues with "tidal pools" in the center and edges of the road. He questioned whether the 1-inch milling would exacerbate the flooding problems, especially since storm water projects were 3-4 years away. Similar concerns were raised about 48th Avenue.

Director Odoms explained that they would try to improve the crown of 36th Court to better direct water flow. Regarding flooding generally, he noted that the focus of these projects was primarily on aesthetics and safety features rather than comprehensive drainage solutions, which would come from the future stormwater master plan projects.

ACTION: Commissioner Mohammed made a motion to approve All County Paving for Roadway and Facility Paving Improvements for an amount not to exceed $276,500. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

13 ATTORNEY REPORTS

Town Attorney reported the license agreement with Westwind Contracting for leasing the vacant lot next to Channel 10 has been executed, with the first annual payment delivered and recorded with the clerk's office. He continued to say the Inspector General's office issued two reports regarding disclosure of gifts, one county wide compliance review about disclosure of gifts, particularly admission to charitable events provided to elected officials by municipalities, focusing on the 2023 and 2024 United Way Mayors Gala. Also, the Town Attorney continued with a second report specifically targeting the City of Margate and three commissioners were found to be in violation of disclosure requirements.

Lastly, the Town Attorney addressed a matter regarding ethics training. He noted that when the Vice Mayor requested ethics training, he scheduled a session, but the Vice Mayor later canceled after finding other training opportunities. Commissioner Hodgkins raised a valid concern about the cost to the town for this training. The Town Attorney clarified that while his office is always willing to provide ethics training, there are other no-cost options available, and commissioners should try those first.

14 TOWN MANAGER REPORTS

Town Manager Lynch requested approval for the town to participate in the Jewish Law Enforcement Association event on November 6th at the silver sponsorship level of $2,800, which includes a table.

ACTION: Mayor Jacobs made a motion to approve $2,800.00 for the Jewish Law Enforcement Association event on November 6th. Commissioner Mohammed seconded the motion, and it passed unanimously on a poll vote.

Town Manager also recognized Building Official Emmanuel Agbenohevi, noting that for the first time in two years, all plan reviews in the Town of Pembroke Park are current.

15 COMMISSIONER REPORTS

15.1 Commissioner Mohammed had no reports.

Acting Clerk Commissioner Morrissette briefly mentioned being impressed with all the red tape involved in the solar program but would provide more details in the future.

Clerk Commissioner Hodgkins had no reports.

Vice Mayor Kashem thanked the Finance Department for the budget preparation.

Mayor Jacobs thanked the public works staff, Director Odoms, and the Town Manager for their quick response to flooding during recent rainstorms.

16 ANNOUNCEMENTS

16.1 Special Magistrate Hearing, Wednesday, September 17, 2025, at 9:00 a.m.
Second Budget Public Hearing, Wednesday, September 24, 2025, at 6:00 p.m.
Special Commission Meeting, Wednesday, September 24, 2025, at 6:30 p.m.
Workshop Commission meeting, Wednesday, September 24, 2025, at 7:00 p.m. or as soon as the Special Commission Meeting is completed.
Regular Commission meeting, Wednesday, October 15, 2025, at 7:00 p.m.

17 ADJOURNMENT

The meeting was adjourned at 8:10pm.

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.

BUDGET HEARING MEETING

6:00 PM - Monday, September 10, 2025
Commission Chambers

The BUDGET HEARING MEETING of the Town of Pembroke Park was called to order on Monday, September 10, 2025, at 6:00 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

EXCUSED:

Mayor Geoffrey Jacobs walked in at 6:46pm.

1 CALL TO ORDER

Vice Mayor Kusham called the Budget Hearing Meeting to order at 6:05 p.m.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was resided.

3 ROLL CALL

The meeting was called to order at 6:05 pm by Vice Mayor Kashem. Present at the meeting were Ashira Mohammed, Commissioner; Erik Morrissette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; and Musfika Kashem, Vice 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

There were no deletions or withdrawals to the agenda.

5 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

There were no public comments.

6 RESOLUTION

6.1 Consideration and Approval of a resolution adopting a Tentative Millage Rate of 8.5000 mills for Fiscal Year 2025-2026, which is 8.04% more than the rolled back rate of 7.8676 mills per $1,000 of taxable property value.

RESOLUTION NO.: 2025-031

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK ADOPTING A PROPOSED MILLAGE RATE OF 8.5000 MILLS FOR GENERAL OPERATING BUDGET PURPOSES FOR FISCAL YEAR 2025-2026; PROVIDING FOR THE ESTABLISHMENT OF AND SETTING FORTH THE DATE, TIME AND LOCATION OF THE PUBLIC HEARING TO FORMALLY ADOPT THE FY 2025-2026 MILLAGE RATE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney provided background on the first budget hearing, explaining that this meeting was being held pursuant to Chapter 200.065 of the Florida Statutes. He noted that this was the first of two public hearings on both the proposed tentative millage rate and the tentative budget for the upcoming fiscal year. He explained that according to statute, the commission would first consider the millage rate followed by the budget. He formally presented Resolution No. 2025-031, a resolution adopting a proposed millage rate of 8.5 mills for fiscal year 2025-2026, which is 8.04% more than the rollback rate of 7.8676 mills per $1,000 of taxable property value.

Finance Director James Davermann presented a comprehensive budget overview, beginning by noting he has been with the town for one year and was pleased to help guide the town's financial performance. He first outlined the town's overall financial position, stating the town had approximately $25.2 million in total reserves across all funds: $11.3 million in governmental funds ($9 million in general funds and $2 million in building fund) and $16.2 million in enterprise funds ($7 million in sewer and $9.2 million in stormwater).

Finance Director Davermann explained that the proposed millage rate would remain unchanged at 8.5 mills, as it had been for the past 6-7 years. He noted the town had seen approximately 10% average annual growth in ad valorem tax revenue, with an anticipated collection of $10.4 million in fiscal year 2026.

He outlined key budget highlights stating taxable values increased to $1.3 billion, resulting in a $8,000,000 increase in ad valorm revenue, $25 million in total fund balance, 5% COLA for all employees included in the budget, 100% increase in the community events budget, which Finance Director Davermann credited to Commissioner Muhammad's advocacy. He continued stating the Fully staffed police department with only 2-3 additional positions expected next year, Town fully staffed with only 3 additional headcounts anticipated, and Contractors now represent less than 35% of total town expenses, down from 62% in 2019. Overall budget increase of only 1% across all four funds, $1.1 million in ARPA funds already spent with all remaining funds obligated (only $0.48 unobligated) and general fund spending increased by 8.5% versus 33% in the prior year.

Mr. Davermann explained they used a zero-based budgeting approach, having each department justify every expense line by line. He presented detailed information on each fund.

He concluded by noting that the second budget hearing would be on September 24, 2025, with final budget updates due by September 19.

The Town Manager acknowledged the Finance Director's presentation and emphasized the significant improvement in reducing contracted services from 62% to 33% of the budget. He explained this shift resulted in cost savings and provided greater control and flexibility for the town.

Vice Mayor Kisham asked about the projected $2 million reserve for 2026, and Finance Director Davermann confirmed they were projecting $22 million in revenue against $19.7 million in expenses, creating the $2 million surplus.

ACTION: Commissioner Mohammed moved to approve Resolution No. 2025-031, adopting a tentative Millage Rate of 8.5000 mills for Fiscal Year 2025-2026. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

6.2 Consideration and Approval of a resolution adopting a Tentative Budget for the Fiscal year commencing October 1, 2025, and ending September 30, 2026 - Finance Director Davermann

RESOLUTION NO.: 2025-032

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026, ATTACHED HERETO AS EXHIBIT "A;" DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE TOWN FOR THE ENSUING YEAR; DETERMINING THE AMOUNT OF APPLICABLE FUNDS ON HAND; ESTIMATING RECEIPTS AND EXPENDITURES FOR ALL FUNDS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney explained that Resolution No. 2025-032 would adopt the tentative budget for fiscal year 2025-2026. He noted that unlike in previous years, this resolution encompassed all town funds (general, wastewater, and surface/storm water) in a streamlined approach that began last year. He also explained that this resolution satisfied the town code requirement for setting forth pension funding.

ACTION: Commissioner Mohammed moved to approve Resolution No. 2025-032, adopting a Tentative Budget for Fiscal Year commencing October 1, 2025, and ending September 30, 2026. Vice Mayor Kashem seconded the motion, and it passed unanimously on a poll vote.

7 ATTORNEY REPORTS

The Town Attorney noted that the second and final budget hearing would be held on September 24, 2025, in the Commission Chambers.

8 TOWN MANAGER REPORTS

The Town Manager had nothing to report.

9 COMMISSION REPORTS

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 had nothing to report.

10 ANNOUNCEMENTS

10.1 Special Magistrate Hearing, Wednesday, September 17, 2025, at 9:00 a.m.
Second Budget Public Hearing, Wednesday, September 24, 2025, at 6:00 p.m.
Special Commission Meeting, Wednesday, September 24, 2025, at 6:30 p.m.
Workshop Commission meeting, Wednesday, September 24, 2025, at 7:00 p.m. or as soon as the Special Commission Meeting is completed.
Regular Commission meeting, Wednesday, October 15, 2025, at 7:00 p.m.

11 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. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

SECOND PUBLIC BUDGET HEARING MEETING

6:00 PM - Wednesday, September 24, 2025
Commission Chambers

The SECOND PUBLIC BUDGET HEARING MEETING of the Town of Pembroke Park was called to order on Wednesday, September 24, 2025, at 6:00 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 and Mayor Geoffrey Jacobs

EXCUSED:

1 CALL TO ORDER

Mayor Jacobs called the meeting to order at 6:03 PM on Wednesday, September 24, 2025.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was resided.

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; and Musfika Kashem, Vice 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

There were no deletions or withdrawals to the agenda.

5 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

There were no public comments.

6 PUBLIC HEARING

6.1 Consideration and Approval of a resolution adopting a Final Millage Rate of 8.5000 mills for Fiscal Year 2025-2026, which is 8.04% more than the rolled back rate of 7.8676 mills per $1,000 of taxable property value.

RESOLUTION NO.: 2025-046

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK ADOPTING A FINAL MILLAGE RATE OF 8.5000 FOR GENERAL OPERATING BUDGET PURPOSES FOR FISCAL YEAR 2025-2026; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney explained that this was the second and final public hearing on the millage rate and budget for the upcoming fiscal year in accordance with section 200.065 of the Florida statutes. Both items had been properly advertised by the Clerk's office. The resolution was to adopt a final millage rate of 8.5 mills for the general operating budget purposes for fiscal year 2025-26, which is 8.04 percent more than the rollback rate of 7.8676 mills per thousand dollars of taxable property value.

The mayor opened the item for public comment. There were no public comments.

ACTION: Commissioner Mohammed moved to approve Resolution No. 2025-046. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

6.2 Consideration and Approval of a resolution adopting a Final Budget for the Fiscal year commencing October 1, 2025, and ending September 30, 2026 - Finance Director Davermann

RESOLUTION NO.: 2025-047

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026, ATTACHED HERETO AS EXHIBIT "A;" DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE TOWN FOR THE ENSUING YEAR; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney explained that this resolution would adopt the final budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026.

Finance Director James Davermann presented the final budget to the Commission. He noted that there had not been significant changes since their last meeting, but he had added several pages to the budget document to increase transparency and provide greater detail. The budget document had expanded from 66 to approximately 82 pages with these changes.

Finance Director Davermann highlighted the following key points; the budget summary that was sent to newspapers for printing, general fund would be $20,192,889, building fund would be just under $1 million, stormwater fund would be $4,400,000, sewer fund would be $3,900,000, and total budget was $29,498,205, which is 5% more than what was spent the previous year.

Finance Director Davermann explained that he had added detailed breakdowns by general ledger code to show greater transparency in the budget. He had also added department level details for the Commission, Administration, and other departments, showing line-item expenditures. He noted that a template was being developed that would show five-year trend analysis, which was currently missing but would be included by September 30th.

The Finance Director also presented the capital budget detail, explaining that projects were divided into two categories: those with funding available for immediate construction (approximately $10 million), and those without allocated budget that would require seeking funding opportunities (approximately $17 million, including $12 million for sewer and $5 million for stormwater projects).

He concluded by stating that the town was in a good position financially, with a strong credit rating. He mentioned that he was working with department heads to close purchase orders by September 29th, with any ongoing POs being rolled over rather than budgeted for efficiency.

Commissioner Hodgkins thanked Finance Director for his quick response in providing general ledger information on short notice and asked about the status of the town's bond rating.

The Finance Director confirmed that there had been no changes to the bond rating, noting that the town maintains a strong credit rating with banks willing to extend credit at a moment's notice.

PUBLIC COMMENT

Mr. David Roach, 5000 W Hallandale Beach Blvd, from Dale Village complimented the Finance Director on his detailed presentation, stating that in all his years attending meetings since 1971 (before the town was incorporated), he had never seen such a thorough presentation.

PUBLIC COMMENT CLOSED

ACTION: Commissioner Mohammed moved to approve Resolution No. 2025-047, adopting a Final Budget for the Fiscal year commencing October 1, 2025, and ending September 30, 2026. Vice Mayor Kashem seconded the motion, and it passed unanimously on a poll vote.

7 ATTORNEY REPORTS

The Town Attorney had nothing to report.

8 TOWN MANAGER REPORTS

The Town Manager had nothing to report.

9 COMMISSION REPORTS

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 had nothing to report.

10 ANNOUNCEMENTS

10.1 Regular Commission Meeting: Monday, September 29, 2025, at 7:00 p.m.
Special Magistrate: Wednesday, October 15, 2025, at 9:00 a.m.
Workshop Commission Meeting: October 29, 2025, at 6:00 p.m.

Special Events:

Food Drive: Saturday, October 4, 2025, at 9:00 a.m.
Fall Festival: Friday, October 24, 2025, at 4:00 p.m.

11 ADJOURNMENT

The meeting was adjourned at 6:21 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.

SPECIAL COMMISSION MEETING

6:30 PM - Wednesday, September 24, 2025
Commission Chambers

The SPECIAL COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, September 24, 2025, at 6:30 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 and Mayor Geoffrey Jacobs

EXCUSED:

1 CALL TO ORDER

The meeting was called to order at 6:30 PM on Wednesday, September 24, 2025.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was resided.

3 ROLL CALL

The meeting was called to order at 6:30 pm by Mayor Geoffrey Jacobs. Present at the meeting were Ashira Mohammed, Commissioner; Erik Morrissette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; and Musfika Kashem, Vice Mayor.

Additional staff in attendance were Jacob Horowitz, Town Attorney, and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

The Town Manager noted that there was a consent item on the agenda that was supposed to be voted on September 10th, explaining this was for clarification in case there were questions about its inclusion on the special commission meeting agenda.

5 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

Mr. David Roach, 5000 W Hallandale Beach Blvd, from Dale Village spoke regarding Item 8.1, expressing concern about the proposed rise for commissioners from $50,000 to $75,000, which he felt was excessive. He acknowledged that commissioners dedicate significant time, attend conferences, and represent the city in various capacities, but still believed the increase was "over the top." He also noted that commissioners receive payment during the summer months when some are absent and no meetings are held.

6 PRESENTATION

There were no presentations.

7 CONSENT AGENDA

7.1 Renewal for Backup system and security - IT Director Pakula

The Commission approved the consent agenda without discussion.

ACTION: Clerk Commissioner Hodgkins made a motion to approve consent agenda item 7.1. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

8 ORDINANCES

8.1 Consideration and approval of Ordinance Providing an adjustment to the Commission's compensation and Cost of Living Adjustment (COLA) - Town Manager Lynch

ORDINANCE NO.: 2025-006

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 II, DIVISION 2, ENTITLED "COMPENSATION;" AMENDING SEC. 2-21, ENTITLED "TOWN COMMISSION COMPENSATION;"

PROVIDING FOR AN ADJUSTMENT TO THE COMMISSION'S COMPENSATION AND AN ANNUAL COST OF LIVING ADJUSTMENT IN ACCORDANCE WITH THE COST OF LIVING ADJUSTMENT PROVIDED TO GENERAL TOWN EMPLOYEES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Attorney introduced Ordinance No. 2025-006, explaining that at the first reading, the manager had recommended revising the ordinance to eliminate reference to the Consumer Price Index (CPI) and instead provide for an annual cost of living adjustment consistent with what is provided to all general town employees.

The Town Attorney further explained that the town's recently adopted pay plan included a note referencing a CPI adjustment for commission members. If the current ordinance were approved, an amendment to the pay plan would be needed to align with the ordinance to avoid conflict.

The Town Attorney also raised a second issue regarding the pay plan. Note 5 in the pay plan provided for alignment of compensation between the Town Manager and Police Chief positions. He explained that while the Commission's intent was to align the salaries for the current individuals in those positions, Mr. Lynch and Chief DeCoursey, the language might unintentionally apply to future individuals in those roles. The Town Attorney suggested an amendment to clarify that the alignment applies only to the current office holders, not automatically to future ones.

Vice Mayor Kashem expressed concern about not being able to start new hires at the top tier of the salary range in the future when new people eventually fill these positions. The Town Attorney clarified that the current compensation was at the mid-range, not the top tier.

Commissioner Mohammed raised concerns about binding the compensation of the two positions together permanently. She explained that the two employees have separate contracts which state that salary increases are based on performance as determined by the Commission. She noted that binding the positions together would mean that regardless of performance differences, both would receive the same compensation. She also pointed out that Gehring Group, who did salary research, had not considered the Town Manager's salary in their analysis, as this position's compensation is typically negotiated by the Commission separately.

The Town Manager and Town Attorney clarified that the recommendation was to strike Note 5 entirely, thereby eliminating the automatic parity

requirement. This would maintain the individual nature of the contracts while still allowing the Commission to independently evaluate each position's compensation.

ACTION: Commissioner Mohammed made a motion to approve Ordinance 2025-006, Cost of Living Adjustment. Vice Mayor Kashem seconded the motion, 4-1 with Mayor Jacobs opposing.

ACTION: Commissioner Mohammed made a motion to amend with the CPI Adjustment and striking the manager and chief agreement rule number 5. Vice Mayor Kashem seconded the motion; it passed unanimously on a poll vote.

8.2 Consideration and approval of ordinance to authorize the Town Manager and Finance Director to be included as authorized signatories - Town Manager Lynch

ORDINANCE NO.: 2025-007

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 24 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "TAXATION AND FINANCE;" BY SPECIFICALLY AMENDING ARTICLE III, ENTITLED "FINANCE;" AMENDING SEC. 24-102, ENTITLED "DISBURSEMENT BY CHECK ONLY; AUTHORIZATIONS TO SIGN CHECKS; TRANSFER FUNDS;" PROVIDING FOR THE TOWN MANAGER AND THE TOWN FINANCE DIRECTOR TO BE INCLUDED AS AUTHORIZED SIGNATORIES FOR TOWN CHECKS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Attorney introduced Ordinance No. 2025-007, explaining that at the last meeting, the Commission had expressed interest in ensuring that at least one elected official would sign all town checks. The ordinance would include the Town Manager and Finance Director as authorized signatories, but no check would be issued without at least one signature from a town elected official.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Ordinance 2025-007, authorized signatures. Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

9 NEW BUSINESS

9.1 Consideration and approval of a resolution regarding Amendment No. 2 to the FY 2024-2025 Budget - Finance Director Davermann

RESOLUTION NO.: 2025-048
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE FISCAL YEAR 2024-2025 TOWN BUDGET ADOPTED ON SEPTEMBER 25, 2024, PURSUANT TO RESOLUTION NO. 2024-020, AS AMENDED; PROVIDING FOR AN AMENDED BUDGET FOR FISCAL YEAR 2024-2025 FOR THE TOWN, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney presented Resolution No. 2025-048, which would amend the fiscal year 2024-25 town budget that had been adopted on September 25, 2024.

ACTION: Clerk Commissioner Hodgkins made a motion to approve Resolution 2025-0048, amend the fiscal year 2024-25. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

9.2 First Amendment to Town Manager's Employment Agreement – Town Manager Lynch

RESOLUTION NO.: 2025-049
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING THE FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE TOWN AND THE TOWN MANAGER, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Town Attorney presented Resolution No. 2025-049, explaining that the substantive change in the amendment was to allow the Town Manager to participate in the town's health insurance, dental, and vision plans. He noted that when the manager was first engaged, there was a provision waving participation in exchange for a relocation stipend, which was apparently intended for the first year of employment. The amendment would also reflect the compensation adjustment based on the Commission's prior action.

ACTION: Acting Clerk Commissioner Morrissette made a motion approving Resolution 2025-0049, Employment Agreement. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

9.3 Ratification of the Town Manager's Termination of Agreement with Public Communicators Group - Town Manager Lynch

RESOLUTION NO.: 2025-050

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RATIFYING THE TOWN MANAGER'S TERMINATION OF THE AGREEMENT BETWEEN THE TOWN OF PEMBROKE PARK AND THE PUBLIC COMMUNICATORS GROUP PURSUANT TO SECTION 1.3 OF THE AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney presented Resolution No. 2025-050, which would ratify the Town Manager's termination of the agreement between the Town of Pembroke Park and the Public Communicators Group.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Resolution 2025-050. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

10 ATTORNEY COMMENTS

The Town Attorney had no comments.

11 TOWN MANAGER COMMENTS

The Town Manager had no comments.

12 COMMISSIONER COMMENTS

Commissioner Mohammed had no comments.
Vice Mayor Kashem had no comments.
Mayor Jacobs had no comments.
Acting Clerk Commissioner Morrissette had no comments.
Clerk Commissioner Hodgkins had no comments.

13 ANNOUNCEMENTS

13.1 Regular Commission Meeting, Monday, September 29, 2025, at 7:00 p.m.
Special Magistrate, Wednesday, October 15, 2025, at 9:00 a.m.
Workshop Commission Meeting, October 29, 2025, at 6:00 p.m.

Special Events

Food Drive, Saturday, October 4,2025, at 9:00am
Fall Festival, Friday, October 24, 2025, at 4:00pm

14 ADJOURNMENT

The meeting was adjourned at 6:50 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.

MINUTES
WORKSHOP COMMISSION MEETING

7:00 PM - Wednesday, September 24, 2025
Commission Chambers

The WORKSHOP COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, September 24, 2025, 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

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Jacobs.

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; Natalie Monfiston, Assistant Town Clerk; Cynthia Garcia-Lima, Town Clerk, and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

No deletions or withdrawals were noted to the agenda.

5 PRESENTATIONS / PROCLAMATIONS

There were no presentations.

6 REPORTS OF COMMITTEES AND TOWN STAFF

6.1. Multi-Purpose Community Center - Town Consultant Sigerson

Town Consultant David Sigerson and Connie Benash presented the multi-purpose community center project. Sigerson requested guidance on how to structure his presentation, with Mayor Jacobs asking him to keep it simple and brief.

Mr. Sigerson explained that Pembroke Park does not have a community center, unlike other cities, and they wanted to initiate this project. Connie Benash provided details about requesting $500,000 in design funding for an 18,000 square foot, three-story (possibly four-story) multipurpose community wide service center, with each floor being 6,000 square feet.

Mayor Jacobs provided context, noting he had met with Representative Marie Woodson who encouraged them to pursue this project despite initial concerns about the governor's final year in office. The proposed center would be a multipurpose building that could serve as an emergency management center, parks recreation center, and emergency evacuation shelter.

Mayor Jacobs clarified that the pink building at the park would be demolished as it is not a historical building, is infested with termites, and has a non-functioning air conditioning system. The commissioners discussed concerns about historical designations, with confirmation that the building was not historically protected.

The proposed community center would include a commercial kitchen and gymnasium, serving multiple purposes for the community's needs.

6.2 Senior Program - Town Consultant Sigerson

David Sigerson presented the senior program initiative, explaining that while the initial backup documentation outlined a more comprehensive plan, they had decided to start with a simpler

approach. Representative Woodson had inquired why Pembroke Park lacked a senior program despite having a significant senior population.

Connie Benash described their revised proposal for an automated welfare check phone system for seniors, based on successful programs in Massachusetts and Ohio. The system would call registered seniors daily or weekly, and if they don't respond, it would notify the police department to conduct a welfare check. Mayor Jacobs noted this would help prevent situations like a recent incident where a resident was found in distress after not being seen for days.

Commissioner Hodgkins mentioned he was in early conversations with the John P. Hussman Institute for brain health programs, including dementia and Alzheimer's care. He suggested having a roundtable discussion with elderly residents and consultants to explore program possibilities.

David Sigerson added they were also planning to conduct a community survey to determine what services seniors most need, noting that some services might already be available locally, with transportation possibly being the primary need.

6.3 South Park Road Improvement Project - Town Consultant Sigerson

Mr. Sigerson briefly mentioned this was the final piece of a flooding project that the commission was already familiar with, requiring no further explanation.

6.4 CSX Master Arm - Town Consultant Sigerson

Mr. Sigerson explained they needed to do more research on this subject related to the railroad crossing and quiet zone ordinance. It involves determining responsibility between the town, CSX, FDOT, and possibly the Federal Railroad Administration. He noted that cities with horn ordinances must make substantial improvements to railroad crossings, which could be expensive. This item may require future funding, and more information will be provided later.

6.5 Fire Department Updates - Chief Kane

Battalion Chief Michael Kane from Broward Sheriff's Fire Rescue presented the August 2025 statistics for Pembroke Park, reporting

175 total calls: 7 fire calls, 15 vehicle accidents, 18 highway vehicle accidents, 12 fire alarms, 118 medical calls, and 5 service calls.

When questioned about fire trucks responding to medical calls, Chief Kane explained that for high priority medical calls, additional personnel beyond the two paramedics on a rescue truck are needed to provide adequate care. This led to a discussion about potentially adding a third person to rescue units instead of dispatching fire trucks, with commissioners noting the cost implications but potential benefits of this approach.

6.6 Police Department Report - Chief Daniel Decoursey

Police Chief Daniel DeCoursey reported on department activities from August 20 through September 15, including 33 traffic incidents, 41 alarms, 5 burglaries, 110 traffic stops, 27 suspicious person calls, 11 suspicious vehicle calls, 8 larcenies, 8 assaults, 5 domestic disturbances, 1 armed robbery, 15 trespassing incidents, and 62 parking complaints. The department also assisted other agencies 65 times, handled 435 general incidents, responded to 759 total police service calls, made 17 arrests, and issued 116 citations.

Chief DeCoursey reviewed a variety of ongoing initiatives, which included the implementation of photo enforcement cameras on 52nd Street, where warning notices are currently being issued, as well as the planned installation of similar cameras on West Hallandale Beach Boulevard. In terms of community engagement, the department is actively participating in activities such as a food drive and issuing public safety announcements. Operational training involved a joint active shooter exercise with the Sea Ranch Lakes Police Department, and the Chief noted the continuation of recruitment efforts to fill vacant police officer positions. Furthermore, the department is engaged in interagency collaboration with the Hollywood Police Department and the DEA, and is making good progress on its accreditation process, with a target completion date set for August 2026.

7 OLD BUSINESS

8 NEW BUSINESS

8.1 Revisions to the Purchasing Manual - Procurement Administrator Woodbury

Procurement Administrator Stephanie Woodberry proposed increasing spending authority thresholds, raising the Town Manager's approval limit from $10,000 to $15,000, requiring Commission approval at $15,000 instead of $10,000, and increasing the competitive solicitation threshold from $25,000 to $30,000.

Town Attorney Horowitz noted that these thresholds are codified in ordinance form and would require an amendment with two readings and a public hearing. He also provided context that Pembroke Park's current threshold of $10,000 for manager approval is lower than nearby municipalities, with Pembroke Pines at $25,000, Cooper City at $20,000, and Tamarac at $75,000.

The Commission directed preparation of an updated ordinance for a future meeting.

The Commission unanimously approved directing preparation of an ordinance to update purchasing thresholds.

8.2 Consideration and Approval of a bid award for ITB 25-03 to Headway Construction for the renovation of the third floor - Procurement Administrator Woodbury

RESOLUTION NO.: 2025-051

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE THIRD-FLOOR RENOVATION PROJECT TO HEADWAY CONSTRUCTION; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Procurement Administrator Woodberry presented the bid award for third-floor renovations to Headway Construction as the lowest and most responsive bidder. Town Manager requested a not to exceed amount of $60,000 to cover any contingencies. This item was moved to the consent agenda.

8.3 Consideration and Approval of a bid award for ITB 25-04 to Quick Painting Group for the renovation of the third floor - Procurement Administrator Woodbury

RESOLUTION NO.: 2025-052

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE TOWN HALL EXTERIOR RESTORATION AND PAINTING PROJECT TO QUICK PAINTING GROUP IN THE AMOUNT OF $89,590.00; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney clarified this was for town hall exterior restoration and painting by Quick Painting Group in the amount of $89,580. Town Manager requested a not to exceed amount of $90,000. This item was moved to the consent agenda.

8.4 Consideration and approval of recurring operational expenses necessary for the continued functioning of Town services - Procurement Administrator Woodbury

RESOLUTION NO.: 2025-053

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYMENT OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2025-26; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Procurement Administrator Woodbury explained this annual list covers recurring monthly expenses for vendors that don't require purchase orders. This item was moved to the consent agenda.

8.5 Mutual Aid Agreement between the Pembroke Park Police Department and the Hallandale Beach Police Department - Chief DeCoursey

RESOLUTION NO.: 2025-055

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A MUTUAL AID AGREEMENT BETWEEN THE PEMBROKE PARK POLICE DEPARTMENT AND THE HALLANDALE BEACH POLICE DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

Chief DeCoursey explained that while there is a countywide mutual aid agreement, this direct agreement with Hallandale Beach Police

Department would allow quicker cooperation without requiring additional permission. This item was moved to the consent agenda.

8.6 DELL purchase for end of the year - IT Director Pakula

RESOLUTION NO.: 2025-056

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE INFORMATION TECHNOLOGY (IT) DIRECTOR TO PURCHASE END-OF-YEAR ITEMS FROM DELL AND PROVIDING FOR AN EFFECTIVE DATE.

IT Director Mark Pakula presented this item for end-of-year equipment purchases from Dell. When questioned about frequent equipment purchases, he explained that they purchase as needed, particularly with Windows 11 upgrades and for new employees. This item was moved to the consent agenda.

8.7 Consideration and approval of purchase of New Equipment for IT Department - IT Director Pakula

RESOLUTION NO.: 2025-057

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF NEW INFORMATION TECHNOLOGY EQUIPMENT IN THE AMOUNT OF $18,176.00; CONFIRMING THAT THE EXPENSE IS A BUDGETED ITEM; AUTHORIZING THE TOWN MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

This resolution for the purchase of new IT equipment in the amount of $18,176 was moved to the consent agenda.

8.8 **Holiday Party - IT Director Pakula**

IT Director Pakula presented options for the town's holiday party, including GG's, Tropic Lakers, and a catering company. After brief discussion, the Commission agreed to use GG's as they had done in previous years, noting it was a nice waterfront location. This item was moved to the consent agenda.

8.9 **Approval of Minutes (ADDED SUPPORTING DOCUMENTS):**

August 6, 2025 - Special Commission Meeting
August 6, 2025 - Workshop Commission Meeting
August 21, 2025 - Regular Commission Meeting

The Commission approved minutes from August 6, 2025, Special Commission Meeting, August 6, 2025, Workshop Commission Meeting, and August 21, 2025, Regular Commission Meeting. This item was moved to the consent agenda.

8.10 Consideration of a Resolution amending Resolution No. 04-01-03, increasing the Town's lien search fee from fifty dollars ($50.00) to seventy-five dollars ($75.00), effective January 1, 2026 - Town Clerk Garcia-Lima

RESOLUTION NO.: 2025-059

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AMENDING RESOLUTION NO. 04-01-03, ADOPTED ON JANUARY 14, 2004; INCREASING THE TOWN'S LIEN SEARCH FEE FROM FIFTY DOLLARS ($50.00) TO SEVENTY-FIVE DOLLARS ($75.00), EFFECTIVE JANUARY 1, 2026; PROVIDING FOR AN EXPEDITED SERVICE FEE; AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO TAKE ANY AND ALL ACTION NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk explained that lien searches were recently returned to the clerk's office and the fee had not been increased since 2004. The proposal would increase the fee from $50 to $75, effective January 1, 2026, and add a $50 expedited fee option (for a total of $125) for rush requests. This item was moved to the consent agenda.

8.11 Consideration and Approval of Agreement with Raftelis Financial Consultants, Inc - Public Services Director Odoms

RESOLUTION NO. 2025-060

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES; AUTHORIZING THE TOWN OFFICIALS TO EXECUTE THE AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Services Director Odoms explained this agreement would allow Raftelis to assess appropriate stormwater and sewer fees, noting that the town had not conducted a rate study in over 10

years. Any potential rate increases would help fund infrastructure projects. This item was moved to the consent agenda.

8.12 Consideration and approval of renewal of agreements with the Town's Lobbyist and Consulting Firms - Town Manager Lynch

RESOLUTION NO: 2025-061

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE THE THIRD AMENDMENTS TO THE TOWN'S LOBBYIST AND CONSULTING CONTRACTS WITH TIDEWATER CONSULTING, CAS GOVERNMENTAL SERVICES, CAPITAL HILL CONSULTANTS, AND HELMICH CONSULTING, ATTACHED HERETO AS EXHIBITS A-D, RESPECTIVELY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Manager Lynch presented the renewal of contracts with various lobbying firms, noting that Capitol Hill Consultants, David Sigerson's company, had not received an increase in 10 years. He requested a 10% increase for Capitol Hill Consultants while renewing the other contracts.

Mayor Jacobs noted he works with these lobbyists almost daily and emphasized their importance in securing state funding.

Commissioners asked for clarification about the various firms and their roles, with Town Manager explaining that Tidewater Consulting, CAS Government Services, Capitol Hill Consultants, and Helmick Consulting all work together but have different specialties and connections.

The Commission moved this item to the consent agenda with the requested 10% increase for Capitol Hill Consultants.

9 DISCUSSIONS

9.1 Consideration and Approval of donation to the Jason Dwayne Campbell Foundation, Inc. - Acting Clerk Commissioner Morrissette

RESOLUTION NO.: 2025-054

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE, FLORIDA, AUTHORIZING A $500 DONATION TO THE JASON DWAYNE CAMPBELL FOUNDATION, INC., AND PROVIDING FOR AN EFFECTIVE DATE.

This item was pulled from the agenda.

9.2 2025 Hallandale Beach Business Gala - Commissioner Mohammed

RESOLUTION NO.: 2025-058

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.

The Commission discussed sponsoring a table at the Hallandale Beach Chamber of Commerce gala on October 17 for $2,000, noting they sponsor this event annually. This item was moved to the consent agenda.

9.3 Update on Park's Progress by Vice Mayor Kashem - Mayor Jacobs

Mayor Jacobs reported on a company interested in providing a comprehensive package for the park development including workout center, covered space, amphitheater, splash pad, and bathrooms. He noted that while the splash pad is expensive, this company is trying to enter the Florida market and might offer favorable pricing. Multiple quotes would be obtained before proceeding, and the Commission would follow all procurement requirements.

9.4 Demolition of the Park's Building upon the installation of the module building - Mayor Jacobs

Mayor Jacobs proposed demolishing the pink building in the park once the new modular building is installed, citing issues with termites and non-functioning air conditioning.

Commissioner Hodgkins suggested also demolishing the building in Behan Park that has similar issues.

The Commission agreed to include both buildings in the demolition directive.

9.5 **Consideration of a resolution directing the Town Manager to work with Gloria Rosen of Evershore Financial to provide whole life insurance as alternative to the town's group life insurance for all employees who reach the age of 65 years old - Town Manager Lynch**

This item regarding providing whole life insurance as an alternative to the town's group life insurance for employees who reach 65 was moved to the consent agenda. It was clarified that this applies to employees, not commissioners.

9.6 **Discussion and possible action of waiver of fees in the Building Department - Town Manager Lynch (ADDED)**

Town Manager Lynch explained he has occasionally waived accumulated late fees in the building department (not related to state building code) as an economic development incentive, citing a recent example where this helped keep a business in town.

The Town Attorney suggested formalizing this authority through a resolution rather than handling it on a case-by-case basis.

The Commission directed preparation of a resolution by giving the Town Manager authority to waive certain fees up to $5,000.

10 ATTORNEY COMMENTS

The Town Attorney had no comments.

11 TOWN MANAGER COMMENTS

12 COMMISSIONER COMMENTS

12.1 Commissioner Mohammed
Acting Clerk Commissioner Morrissette
Clerk Commissioner Hodgkins
Vice Mayor Kashem

Mayor Jacobs

13 ANNOUNCEMENTS

13.1 Regular Commission Meeting, Monday, September 29, 2025, at 7:00 p.m.
Special Magistrate, Wednesday, October 15, 2025, at 9:00 a.m.
Workshop Commission Meeting, October 29, 2025, at 6:00 p.m.
Regular Commission Meeting, Wednesday, November 12, 2025, at 7:00 p.m.

14 ADJOURNMENT

ATTEST:

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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.

MINUTES
REGULAR COMMISSION MEETING

7:00 PM - Monday, September 29, 2025
Commission Chambers

The REGULAR COMMISSION MEETING of the Town of Pembroke Park was called to order on Monday, September 29, 2025, 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

2 PLEDGE OF ALLEGIANCE

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; Natalie Monfiston, Assistant Town Clerk; and David Lynch, Town Manager

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

Commissioner Mohammed requested to withdraw 7.9 – Consideration of Resolution directing the Town Manager to work with Gloria Rosen of Evershore Financial to provide whole life insurance as alternative to the town's group life insurance for all employees who reach the age of 65 years old, Resolution No. 2025-058.

5 PRESENTATIONS / PROCLAMATIONS

5.1 Proclamation for National Cybersecurity Awareness Month

5.2 Proclamation for National Taiwan Day - October 10th

5.3 Proclamation for Jason Dwayne Campbell Foundation

5.4 Officer Commendations - Chief DeCoursey

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

7 CONSENT AGENDA

7.1 Approval of Minutes:
August 6, 2025 - Special Commission Meeting
August 6, 2025 - Workshop Commission Meeting
August 21, 2025 - Regular Commission Meeting

ACTION: Commissioner Mohammed made a motion to approve the Approval of Minutes. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.2 Consideration and Approval of a bid award for ITB 25-03 to Headway Construction for the renovation of the third floor - Procurement Administrator Woodbury
RESOLUTION NO.: 2025-051
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE THIRD-FLOOR RENOVATION PROJECT TO HEADWAY CONSTRUCTION; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve the ITB 25-03, Resolution No. 2025-051. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.3 Consideration and Approval of a bid award for ITB 25-04 to Quick Painting Group for the town hall exterior restoration and painting project - Procurement Administrator Woodbury
RESOLUTION NO.: 2025-052
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR

THE TOWN HALL EXTERIOR RESTORATION AND PAINTING PROJECT TO QUICK PAINTING GROUP IN THE AMOUNT OF $89,590.00; AUTHORIZING THE TOWN CLERK TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve the ITB 25-04, Resolution No. 2025-052. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.4 Consideration and approval of recurring operational expenses necessary for the continued functioning of Town services - Procurement Administrator Woodbury

RESOLUTION NO.: 2025-053

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYMENT OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2025-26; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve the operational expenses necessary for the continued functioning of Town Services, Resolution No. 2025-053. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.5 2025 Hallandale Beach Business Gala - Commissioner Mohammed

RESOLUTION NO.: 2025-054

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.

ACTION: Commissioner Mohammed made a motion to approve the 2025 Hallandale Beach Business Gala, Resolution No. 2025-054. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.6 Mutual Aid Agreement between the Pembroke Park Police Department and the Hallandale Beach Police Department - Chief DeCoursey

RESOLUTION NO.: 2025-055
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A MUTUAL AID AGREEMENT BETWEEN THE PEMBROKE PARK POLICE DEPARTMENT AND THE HALLANDALE BEACH POLICE DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve Resolution No. 2025-055. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.7 DELL purchase for end of the year - IT Director Pakula

RESOLUTION NO.: 2025-056
A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE INFORMATION TECHNOLOGY (IT) DIRECTOR TO PURCHASE END-OF-YEAR ITEMS FROM DELL AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve the DELL purchase for end of the year, Resolution No. 2025-056. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.8 Consideration and approval of purchase of New Equipment for IT Department - IT Director Pakula

RESOLUTION NO.: 2025-057
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF NEW INFORMATION TECHNOLOGY EQUIPMENT IN THE AMOUNT OF $18,176.00; CONFIRMING THAT THE EXPENSE IS A BUDGETED ITEM; AUTHORIZING THE TOWN MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Clerk Commissioner Hodgkins made a motion to approve the purchase of New Equipment for IT Department and not to exceed $20,000, Resolution No. 2025-057. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

7.9 Consideration of a resolution directing the Town Manager to work with Gloria Rosen of Evershore Financial to provide whole life insurance as

alternative to the town's group life insurance for all employees who reach the age of 65 years old - Town Manager Lynch

RESOLUTION NO.: 2025-058

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE TOWN MANAGER, IN COORDINATION WITH EVERSHORE FINANCIAL GROUP, TO IMPLEMENT A WHOLE LIFE INSURANCE PLAN AS A SUBSTITUTE FOR THE TOWN'S GROUP LIFE INSURANCE PLAN BENEFIT FOR ALL EMPLOYEES WHO REACH THE AGE OF SIXTY-FIVE (65) YEARS OLD; AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ANY AND ALL ACTION NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Withdrawn

7.10 Consideration of a Resolution amending Resolution No. 04-01-03, increasing the Town's lien search fee from fifty dollars ($50.00) to seventy-five dollars ($75.00), effective January 1, 2026 - Town Clerk Garcia-Lima

RESOLUTION NO.: 2025-059

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AMENDING RESOLUTION NO. 04-01-03, ADOPTED ON JANUARY 14, 2004; INCREASING THE TOWN'S LIEN SEARCH FEE FROM FIFTY DOLLARS ($50.00) TO SEVENTY-FIVE DOLLARS ($75.00), EFFECTIVE JANUARY 1, 2026; PROVIDING FOR AN EXPEDITED SERVICE FEE; AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO TAKE ANY AND ALL ACTION NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve the Amending Resolution No. 04-01-03, increase the Town's Lien Search amount. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.11 Consideration and Approval of Agreement with Raftelis Financial Consultants, Inc - Public Services Director Odoms

RESOLUTION NO. 2025-060

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS,

INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES; AUTHORIZING THE TOWN OFFICIALS TO EXECUTE THE AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Commissioners requested 7.11 to be put as a Line Item at the next Regular Commission Meeting.

7.12 Consideration and approval of renewal of agreements with the Town's Lobbyist and Consulting Firms - Town Manager Lynch

RESOLUTION NO: 2025-061

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE THE THIRD AMENDMENTS TO THE TOWN'S LOBBYIST AND CONSULTING CONTRACTS WITH TIDEWATER CONSULTING, CAS GOVERNMENTAL SERVICES, CAPITAL HILL CONSULTANTS, AND HELMICH CONSULTING, ATTACHED HERETO AS EXHIBITS A-D, RESPECTIVELY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve the renewal agreements for Town's lobbyist and consulting firms, Resolution No. 2025-061. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.13 Consideration and approval of waiver of fees in the Building Department - Town Manager Lynch

RESOLUTION NO.: 2025-062

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ESTABLISHNG A FEE WAIVER POLICY FOR CERTAIN BUILDING DEPARTMENT FEES; DELEGATING CERTAIN AUTHORITY TO THE TOWN MANAGER; PROVIDING FOR LIMITATIONS; PROVIDING FOR REPORTING; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Jacobs and Commissioners Mohammed discussed item and agreed to move this item to next regular commission meeting.

Action: Commissioners requested this item be moved to the next regular commission meeting.

ACTION: Clerk Commissioner Hodgkins made a motion to approve the manager subway topic, Resolution No. 2025-062. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

7.14 Motion to Approve holding the Town's 2025 Holiday Party at Gigi's Restaurant and authorizing payment in an amount not to exceed $7,500.00.

ACTION: Commissioner Mohammed made a motion to approve the 2025 Holiday Party at Gigi's Restaurant and not to exceed $7,500.00. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

7.15 Motion to Authorize the Town Manager to coordinate the demolition of the Parks' Buildings in Raymond P. Oglesby Preserve Park and Patrick Behan Park - Mayor Jacobs

ACTION: Commissioner Mohammed made a motion to approve the Town Manager to coordinate the demolition of the Park's Buildings in Raymond P. Oglesby Preserve Park and Patrick Behan Park. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

8 DISCUSSION

8.1 Consideration and Approval of donation to the Jason Dwayne Campbell Foundation, Inc. - Acting Clerk Commissioner Morrissette (ADDED)

RESOLUTION NO.: 2025-063
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE, FLORIDA, AUTHORIZING A ONE THOUSAND DOLLAR ($1,000.00) DONATION TO THE JASON DWAYNE CAMPBELL FOUNDATION, INC., AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Commissioner Mohammed made a motion to approve donation to the Jason Dwayne Campbell Foundation Inc in the mount of $1,000.00. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

8.2 Motion to approve contract with Artistic Holiday Designs for a lighting display for a price not to exceed $97,000.00 - Town Manager Lynch (ADDED)

ACTION: Acting Clerk Commissioner Hodgkins made a motion to approve contract with Artistic Holiday Designs for a lighting display for a price not to exceed $97,000.00. Clerk Commissioner Hodgkins seconded the motion, and it passed 3-2 with Commissioner Mohammed and Vice Mayor Kashem opposing.

9 ATTORNEY REPORTS

Town Attorney reminded commissioners that the Broward League of Cities is providing a two-hour ethics training concentrating on gifts and it is taking place on October 30th.

10 TOWN MANAGER REPORTS

Town Manager mentioned IT Director Mark Pakula asked to correct the amount to purchase New Information Technology Equipment from $18,176.00 to $20,000.00. This pertains to Item number 7.8, Consideration and approval of purchase of New Equipment for IT Department.

Commissioners did not oppose and did not have questions. Mayor Jacobs requested a motion for action.

ACTION: Clerk Commissioner Hodgkins made a motion to approve the increase and correct amount from $18,176.00 to $20,000.00 for New Information Technology Equipment for IT Department. Acting Clerk Commissioner Morrissette seconded the motion, and it passed unanimously on a poll vote.

11 COMMISSION REPORTS

Commissioner Mohammed commented she went to the DC Conference, and she was thankful to attend the conference. Commissioner Mohammed was able to meet and connect with new people that can be beneficial to the town.

Acting Clerk Commissioner Morrissette did not have any reports or comments.

Clerk Commissioner Hodgkins did not have any reports or comments.

Vice Mayor Kashem has requested that staff/Town Clerk provide two to three alternative dates when scheduling commission meetings, along with providing those dates with ample time.

Mayor Jacobs did not have any reports or comments.

12 ANNOUNCEMENTS

12.1 Workshop Commission meeting, Wednesday, October 29, 2025 @ 6PM
Regular Commission meeting, Wednesday, November 12, 2025 @ 7PM

Special Events

Food Drive - Saturday, October 4, 2025, at 9:00 a.m.
Fall Festival - Friday, October 24, 2025, at 4:00 p.m.
Health Fair - Saturday, November 8, 2025, at 12:00 p.m. to 4:00 p.m.

13 ADJOURNMENT

ATTEST:

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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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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.

MINUTES
WORKSHOP COMMISSION MEETING

6:00 PM - Wednesday, October 29, 2025
Commission Chambers

The WORKSHOP COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, October 29, 2025, at 6:00 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**

The Workshop Commission Meeting was called to order by Mayor Geoffrey Jacobs at 6:06 PM on Wednesday, October 29, 2025.

2 **PLEDGE OF ALLEGIANCE**

Mayor Jacobs led the Pledge of Allegiance.

3 **ROLL CALL**

The meeting was called to order at 6:06 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; Natalie Monfiston, Assistant Town Clerk; and David Lynch, Town Manager

4 **DELETIONS OR WITHDRAWALS TO THE AGENDA**

Town Manager Lynch requested that agenda item 8.10 regarding procurement specifications be moved to the front of the New Business section, as Donna

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Rockfeld was present and needed to return to her family. Mayor Jacobs agreed to move item 8.10 to the beginning of New Business.

The Commission also agreed to pull item 8.1 regarding potential changes to the Pension Insurance from this workshop and move it to the next workshop.

5 PRESENTATIONS / PROCLAMATIONS

5.1 Update from Florida Atlantic University regarding redistricting of the Town's commission districts - Town Attorney Horowitz

Town Attorney Horowitz introduced Mike Stamm from Florida Atlantic University, who was present to provide an update on the town's redistricting analysis. Attorney Horowitz explained that this was a two-step process: first presenting initial findings, followed by recommendations for revised commission maps in December.

Mr. Stamm explained that he was part of a team at FAU with over 50 years of combined redistricting experience, including Dr. Ron Schultz who had originally drawn the town's districts in 2004. Mr. Stamm provided background on the town's districts, noting they were adopted by ordinance in 2002 after a charter amendment creating five separate geographic districts.

Mr. Stamm explained that redistricting is based on census data specifically created for apportionment purposes. He also emphasized that the current district populations are significantly out of alignment.

He explained that the goal is population equity, with each district ideally containing about 1,276 residents. The current deviation is 177% between the highest and lowest populated districts, whereas the accepted standard is closer to 10%.

Mayor Jacobs commented that "District 5 is hoarding all the residents," to which Mr. Stamm responded that District 5 and District 4, the western districts, contain most of the population and most of the town's growth.

Clerk Commissioner Hodgkins mentioned that a large mobile home park in District 1 had closed about three years ago, which would further impact the population figures. Mayor Jacobs added that the 2020 Census was conducted during COVID, which affected data collection, and that shortly after the census, a mobile home community in District 1 closed with 30 days' notice, resulting in about 300 lost residents.

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Mr. Stamm informed the Commission that Florida Senate Bill 181 (now Florida Statute 166.0321) requires municipalities to maintain districts with nearly equal populations and prohibits drawing districts to favor or disfavor candidates. Based on his analysis, Mr. Stamm strongly recommended redistricting, as the current districts are significantly imbalanced. He proposed bringing back three map alternatives in December for the Commission to consider.

The Commission agreed to move forward with the second phase of the redistricting process.

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

6.1 Police Department Report – Chief Daniel DeCoursey

Police Chief DeCoursey presented the police department's activities for October 2025; Training and community activities: Co-hosted active shooter training with Sea Ranch Lakes Police Department, Participated in food drive on October 4, Met with business relations committee and HR department on October 9, Met with property managers regarding issues with homeless individuals and trespassing, Planning to participate in Lake Forest Elementary School's trunk or treat event. Operational updates: Met with potential vendor for speed camera enforcement project, continuing successful trial with Fort Lauderdale PD teletype, Staff received training on media and crisis management, Continuing progress on accreditation and policy development. Chief DeCoursey mentioned they were in the process of restoring all police vehicles, which would complete the rebranding of the organization.

6.2 Fire Department Report – Chief Michael Kane

Battalion Chief Michael Kane from Broward Sheriff's Office Fire and Rescue presented the statistics for September 2025; Total calls for service 188, Structure fires 8, Vehicle accidents with injuries 10, Vehicle accidents on highway 29, Fire alarms 14, Medical calls 116, and Service calls 11.

Chief Kane noted that the call volume was consistent with the previous month but anticipated an increase in December.

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7 **OLD BUSINESS**

8 **NEW BUSINESS**

8.1 Discussion of Potential changes to the Pension Insurance - Insurance Consultant Rosen

Commissioners agreed to remove 8.1 from the agenda and be heard on the next workshop meeting.

8.10(A) -

Donna Rockfeld, a procurement consultant with 47 years of experience in government procurement, presented recommendations for updating the town's purchasing thresholds. She explained that she had conducted an analysis comparing Pembroke Park's thresholds with other municipalities.

Ms. Rockfeld noted that Pembroke Park currently has the lowest manager approval threshold at $10,000, while other municipalities typically range between $25,000 and $50,000. Her recommendations included Keeping the verbal quote threshold at $5,000, maintaining the requirement for two written quotes for purchases between $5,000 and $10,000, increasing the manager's approval threshold from $10,000-$15,000 to $10,000-$25,000 for purchases requiring three written quotes, and raising the formal competitive solicitation threshold from $25,000 to $30,000.

Ms. Rockfeld emphasized that raising these thresholds would streamline operations without changing transparency requirements, as all purchases would still require proper documentation and approvals.

Town Attorney Horowitz clarified that they would prepare the ordinance for first reading at the next meeting, incorporating the recommendation to increase the manager's spending threshold to $25,000.

Motion to prepare an ordinance amending the purchasing thresholds as recommended by Donna Rockfeld for first reading as line item on regular commission meeting.

8.2 Approval of Meeting Minutes:
August 27, 2025 - Special Commission Meeting
August 27, 2025 - Workshop Commission Meeting

Motion to approve Meeting Minutes for consent agenda on the next regular commission meeting.

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8.3 Building Department: Surplus and Purchase Vehicles - Building Manager Louis

Building Manager Jeffrey Louis presented a request to replace code compliance division vehicles that are approaching the 3.5 to 4-year mark. He explained that the vehicles were purchased in 2022, and the department has since switched to Enterprise fleet management. He proposed selling the current vehicles to Enterprise and leasing new Ford Escapes through them. For logistical purposes, they would replace the vehicles one at a time to maintain operations.

Motion to move Surplus and Purchase Vehicles as line item on the next regular commission meeting.

8.4 Consideration and Approval of an agreement with Flagler Technologies - Omnia - IT Director Pakula

IT Director Mark Pakula explained that items 8.4 and 8.5 were housekeeping matters to align contracts with audit requirements. The agreements with Flagler Technologies would allow for regular billing through open purchase orders rather than month-to-month payments.

Motion to approve agreement with Flagler Technologies for consent agenda at the next regular commission meeting.

8.5 Consideration and approval of updating the agreement with Flagler Technologies - IT Director Pakula

IT Director Pakula explained that this item was also updating language in agreements with Flagler Technologies to include current practices, future projects, and emergency management response capabilities for IT.

Motion to approve updating the agreement with Flagler Technologies for consent agenda at the next regular commission meeting.

8.6 Lightening and Tornado warning system for The Preserve and Behan Park - IT Director Pakula

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE IMPLEMENTATION

DRAFT

OF THE TG 360 WEATHER DETECTION AND EMERGENCY ALERT SYSTEM AND NOT TO EXCEED AN AMOUNT OF $45,000.00; PROVIDING FOR ENHANCED WEATHER MONITORING, PUBLIC SAFETY, AND COMMUNITY ACCESS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

IT Director Pakula presented a project for a lightning and tornado warning system that would benefit the town in multiple ways. He explained that technology can predict weather events before they hit, protecting schools, parks, and residents. Features include Mobile apps for residents to receive warnings, Capability for police to trigger alarms if needed, Website integration showing heat index and warnings, Audible warning system at parks, Solar-powered, and self-contained operation.

The system would be installed at the main park (The Preserve) with a radio transmitter to send warnings to Behan Park. The initial installation would cost $39,000, with annual maintenance at $1,500 per year.

Town Manager Lynch noted that this system uses ionization technology to detect lightning conditions before they form, checking the atmosphere 170,000 times per second compared to older technology that checked 50 times per second.

Town Attorney Horowitz confirmed this was a proprietary technology unique to this vendor.

Motion to approve Lightening and Tornado warning system for consent agenda on the next regular commission meeting.

8.7 Recuring Services for Backup internet for Police and Town - IT Director Pakula

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, AUTHORIZING THE APPROVAL OF RECURRING SERVICES FOR BACKUP INTERNET CONNECTIVITY FOR THE POLICE DEPARTMENT AND TOWN OPERATIONS WITH FMC GLOBALSAT, INC.; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

IT Director Pakula requested approval for recurring services for backup internet via satellite dishes for both the police department and town networks. The cost would be $12,120 per year.

Motion to approve Recurring services for backup internet for police and town for consent agenda on the next regular commission meeting.

8.8 Consideration and Approval of Fiber Internet Service Renewal for the Police Department - IT Director Pakula

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, APPROVING THE RENEWAL OF FIBER INTERNET SERVICES FOR THE POLICE DEPARTMENT WITH CROWN CASTLE; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE RENEWAL AGREEMENT ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

IT Director Pakula presented the renewal of fiber internet service for the Police Department. He noted that the original cost when the police department was established was $849 per month, but now that the infrastructure was in place, the rate had been reduced to $399 per month.

Motion to approve Fiber internet service renewal for consent agenda on the next regular commission meeting.

8.9 Consideration and Approval of Furniture Purchase for the Third Floor Emergency Operations Center (EOC) and Waiting Area - IT Director Pakula

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING THE PURCHASE OF FURNITURE FOR THE THIRD FLOOR EMERGENCY OPERATIONS CENTER (EOC) AND WAITING AREA; AUTHORIZING THE TOWN MANAGER TO EXECUTE NECESSARY PURCHASE AGREEMENTS; PROVIDING FOR A TOTAL COST OF $14,691.55 NOT TO EXCEED $16,000.00; LIMITING THE PURCHASE TO SPECIFIED ITEMS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

IT Director Pakula presented a request to purchase furniture for the third-floor Emergency Operations Center and waiting area using ARPA funds. The cost would be $14,691.55, with not to exceed amount of $16,000.

Motion to approve furniture purchase for third floor emergency operations center and waiting area for consent agenda on the next regular commission meeting.

8.10 Consideration and approval of an Ordinance Amending the Purchasing Thresholds - Procurement Administrator Woodbury & Town Attorney Horowitz

ORDINANCE NO.: 2025-XXX

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.

Moved to be heard first as 8.10 A.

8.11 Consideration and approval of the Revised Town Personnel Handbook - HR Director Frishman

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION 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; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Mayor Jacobs noted that HR Director Frishman was excused from the meeting as his wife had recently had a child. He commented that this was the best version of an HR manual the town had seen to date.

Town Attorney Horowitz explained that Section 19.1 of the town code adopts the manual of personnel policies by ordinance, so the revisions would need to be approved by ordinance rather than resolution. He suggested converting the resolution to an ordinance that would also provide for future amendments to be adopted by resolution.

Commissioner Mohammed requested a modification to eliminate the requirement that employees must work for the town for one year before being eligible for maternity leave, noting that several employees had recently given birth, adopted, or would be giving birth soon.

Motion to approve the Revised Town Personnel Handbook as an ordinance, with a modification to remove the one-year employment requirement for maternity leave as a line item for the next regular commission meeting.

8.12 Consideration and approval to Hire a Traffic Infraction Enforcement Officer as an Independent Contractor -Chief DeCoursey

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH JOHN WILSON TO SERVE AS TRAFFIC INFRACTION ENFORCEMENT OFFICER AS AN INDEPENDENT CONTRACTOR, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR AN EFFECTIVE DATE.

Police Chief DeCoursey requested approval to hire John Wilson, a retired captain from Hollywood Police Department, as an independent contractor to handle the town's school zone speed cameras. Chief DeCoursey explained that Mr. Wilson currently performs this service for the City of Davie and previously for West Park, making him experienced with the review process, preparing court evidence packages, and providing sworn testimony for magistrate hearings. He would work approximately 20 hours per week at $40 per hour, funded through monies received from traffic enforcement cameras.

Motion approval to hire a traffic infraction enforcement officer for consent agenda on the next regular commission meeting.

8.13 Discussion and possible approval of Interagency Agreement between Fort Lauderdale and Pembroke Park - Chief Daniel DeCoursey (ADDED)

Chief DeCoursey presented an interagency agreement for teletype services with Fort Lauderdale Police Department. He explained that the town currently uses Margate for these services at a cost of $9,000-$10,000 per month, but Fort Lauderdale would provide the same services for approximately $5,000 less per month. The Chief noted that Fort Lauderdale's city manager and attorney had already signed off on the agreement. If approved, he would work with the town attorney to issue a 60-day closeout letter to Margate.

Motion to approve Interagency agreement for consent agenda on the next regular commission meeting.

8.14 South Florida Business & Wealth's 2025 Apogee Awards Gala Honoring Mayor Jacobs - Town Manager Lynch

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPROVING SPONSORSHIP OF THE 2025 SFBW APOGEE AWARDS IN THE AMOUNT OF FOUR THOUSAND FIVE HUNDRED ($4,500) AND RECOGNIZING THE SELECTION OF MAYOR GEOFFREY JACOBS AS AN HONOREE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Lynch explained that Mayor Jacobs had been nominated by a third party and selected by the South Florida Business and Wealth Association to receive an award for his community contributions. The event would be held on November 19 at The Venue on Wilton Drive in Fort Lauderdale from 11:30 AM to 1:00 PM. The Manager recommended approval as it would provide positive recognition for the town.

Clerk Commissioner Hodgkins expressed concern about spending town funds for an out-of-county organization, but Town Manager Lynch clarified that the organization serves the entire South Florida region including Broward County, and the event would provide valuable networking opportunities for the town's economic development efforts.

Motion to approve South Florida Business & Wealth's 2025 Apogee Awards Gala Honoring Mayor Jacobs in the amount of $4,500, for consent agenda for the next regular commission meeting.

8.15 Consideration and Approval of Town Hall Exterior Lighting Project Using ARPA Funds - Public Works Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE TOWN HALL EXTERIOR LIGHTING PROJECT FUNDED THROUGH THE AMERICAN RESCUE PLAN ACT (ARPA); AUTHORIZING THE USE OF A PIGGYBACK CONTRACT WITH JLMB CONSTRUCTION GROUP CORP ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENTS; PROVIDING FOR A NOT-TO-EXCEED AMOUNT OF $28,000.00; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Jeff Odoms presented a project to add exterior lighting to Town Hall using ARPA funds. The lighting would be installed around the perimeter of the building roof, in the rear parking area, and at

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the front of the building at ground level. The project would also include electrical outlets near trees for decorative purposes. The project would utilize a piggyback contract with JLMB Construction through the City of Aventura for a not-to-exceed amount of $28,000.

Motion to approve Town Hall Exterior Lighting Project using ARPA Funds for a not-to-exceed amount of $28,000 for consent agenda for the next regular commission meeting.

8.16 Consideration and Approval of Complete A/C Replacement and duct work for Town Hall - Public Works Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE COMPLETE REPLACEMENT OF THE AIR CONDITIONING SYSTEM AND DUCTWORK FOR TOWN HALL; AUTHORIZING THE USE OF ARPA FUNDS AND CAPITAL OUTLAY ACCOUNT 001-530541-640003-00-0000; CONFIRMING PROCUREMENT THROUGH SOURCEWELL WITH HALL MECHANICAL AND AIR CONDITIONING LLC AS THE CONTRACTOR; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENTS; PROVIDING FOR A NOT-TO-EXCEED AMOUNT OF $1,600,000.00; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms presented a request for replacing the Town Hall's original air conditioning system from the 1970s. He explained that the design takes into account the building's modified airflow needs due to office additions and wall changes over the years.

The estimated cost would be $1.6 million. Director Odoms noted that the town had previously received bids averaging $1.3-$1.5 million (with one as high as $2.1 million) before utilizing the Sourcewell cooperative agreement for this proposal.

Clerk Commissioner Hodgkins suggested investigating whether some of the existing ductwork could be cleaned and saved rather than replaced entirely, potentially saving money and reducing disruption. Town Manager Lynch proposed that the item be approved contingent upon a review of the ductwork to determine if all components are necessary.

Public Works Director Odoms emphasized that the work would include bringing all systems up to current code requirements. Deputy Public Works Director Olarzabal added that regardless of whether the town

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obtained grant funding, the work needed to be done to bring the building into compliance.

The Commission agreed to place this as a line item for the next meeting, allowing time for further evaluation of the ductwork requirements.

8.17 Consideration and Approval of Purchase for Additional Tower Gardens for Community Garden - Public Works Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF ADDITIONAL TOWER GARDENS FOR THE COMMUNITY GARDEN PROGRAM; AUTHORIZING THE USE OF FUNDS FROM THE CAPITAL OUTLAY – MACHINERY AND EQUIPMENT COMMUNITY GARDEN ACCOUNT (001-570572-640003-00-0000); CONFIRMING SOLE SOURCE PROCUREMENT AGREEMENT ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms requested approval to purchase additional tower gardens for the community garden for the current planting season at a cost of $12,441.92, not to exceed $13,000.

Motion to approve purchase of additional Tower Gardens for the Community Garden for an amount not to exceed $13,000 for consent agenda for the next regular commission meeting.

8.18 Consideration of Approval of Emergency Street Repair for Sinkhole on SW 52 Avenue - Public Works Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, APPROVING EMERGENCY STREET REPAIR FOR A SINKHOLE ON SW 52 AVENUE; AUTHORIZING THE USE OF A PIGGYBACK CONTRACT WITH SOUTHEASTERN ENGINEERING CONTRACTORS ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms presented a ratification of emergency repairs that had already been initiated for a sinkhole on SW 52nd Avenue. He explained that one side of the repair was complete, but the other side

still required cleanup due to a major rainstorm that affected the settling of the asphalt.

Commissioner Hodgkins asked whether the original contractor who had previously worked in the area should be responsible for repairs, as there may have been improper compaction that led to the issue.

Town Attorney Horowitz agreed to research the original contract to determine if there were any options for recourse.

Motion to approve to ratify the emergency street repair for sinkhole on SW 52 Avenue, for consent agenda for the next regular commission meeting.

8.19 Consideration and approval for a light pole replacement for Public Services - Public Services Director Odoms

RESOLUTION NO.: 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FL, APPROVING THE REPLACEMENT OF A LIGHT POLE UTILIZING A PIGGYBACK CONTRACT WITH UPRIGHT ELECTRICAL SERVICES ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE NECESSARY AGREEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms requested approval to replace two light poles that were damaged in a car accident at a cost of $14,691.55. Mayor Jacobs directed the director to pursue reimbursement from the responsible parties' insurance companies.

Motion to approve the replacement of light poles for Public Services, for consent agenda for the next regular commission meeting.

9 DISCUSSIONS

9.1 Discussion and possible action to amend Agreement with RG Underground for SW 30th Street Forcemain Project - Public Works Director Odoms

Public Works Director Odoms explained that during research of the project, he discovered that the contract documentation did not match the final approved scope of work. He presented an addendum to align the documents with the actual work performed for transparency and proper record keeping.

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Motion to amend the Agreement with RG Underground for SW 30th Street Forcemain Project, for consent agenda for the next regular commission meeting.

9.2 Consideration and approval of amending the agreement with TK Elevator - Public Works Director Odoms

Town Attorney Horowitz explained that after the Commission had approved an agreement with TKE Elevator in September, the vendor requested several amendments. Since the changes came after Commission approval, staff couldn't accept these changes without bringing them back to the Commission. The amendments included changing the quote date, addressing tariffs and taxes (which don't affect the town due to tax-exempt status), and modifying indemnification language.

Motion to approve amending the agreement with TK Elevator, for consent agenda for the next regular commission meeting.

9.3 Discussion and possible action on SW 36th Court Drainage Improvements - Public Works Director Odoms

Public Works Director Odoms presented a stormwater management project for SW 36th Court as part of the town's stormwater master plan. He requested approval to move forward with the design phase at a cost of just over $40,000, noting that the project would utilize Craven Thompson as a continuing consultant through the CCNA process. The director confirmed that funding was already budgeted for the project.

Motion to approve proceeding with design for SW 36th Court Drainage Improvements for consent agenda on the next regular commission meeting.

9.4 Discussion and Consideration of the use of 2-Acre Parcel Adjacent to Meekin Lake for Modular Building Placement - Public Works Director Odoms

Public Works Director Odoms proposed utilizing a portion of the 2-acre space near Meekin Lake behind Channel 10 for placement of the previously approved modular building. He explained that West Wind Construction is currently using the area, but he had met with them and determined that the space was large enough for both uses. Commissioner

Hopkins expressed concern about the contractor's rights as a tenant, but Town Attorney Horowitz clarified that the town's agreement with West Wind Construction reserves the town's right to utilize the property.

Motion to approve exploring the use of the 2-acre parcel adjacent to Meekan Park for modular building placement for consent agenda on the next regular commission meeting.

9.5 Discussion and Consideration of Additional Construction Funding – Town Emergency Generator Project - Public Works Director Odoms

Public Works Director Odoms presented the emergency generator project, explaining that the project was designed five years ago but costs had increased significantly. The current projection is approximately $1.6 million, with a grant reimbursement of up to $400,000. He noted that the project must be completed by December 2026 to comply with grant requirements.

Town Manager Lynch pointed out that the town currently rents a functional generator for $4,500 per month, which works well for their needs. He questioned whether spending $1.6 million to receive a $400,000 grant made financial sense.

Commissioner Mohammed emphasized that this was funding from the Florida Department of Emergency Management, which provides numerous other grants to the town, and that rejecting the grant could jeopardize future funding opportunities.

Director Odoms added that having a permanent generator that meets FEMA standards is critical for disaster reimbursement eligibility. If the town suffered damage during an emergency and did not have proper infrastructure in place, FEMA would not provide reimbursement.

The Commission agreed to place this as a line item on the next meeting agenda and directed staff to prepare bid specifications that would include substantial liquidated damages for missing the grant deadline.

9.6 Discussion and Consideration of Additional Design Funding – South Park Road CSLIP Project (Inclusive of SW 25th Street Drainage Design) - Public Works Director Odoms

Public Works Director Odoms presented a request for additional design funding for the South Park Road Complete Streets Project through the FDOT/Broward County CSLIP grant program. He explained that the

design company Tetra Tech would incorporate design for both this project and the second part of the SW 25th Street stormwater project, saving money on the drainage aspects. The additional design funds would amount to $501,000, which had already been appropriated in the budget.

Motion to approve additional design funding for the South Park Road CSLIP Project in the amount of $501,000 as consent agenda for the next regular commission meeting.

9.7 Consideration and Approval of Agreement with Raftelis Financial Consultants, Inc - Public Services Director Odoms

RESOLUTION NO. 2025-060

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES; AUTHORIZING THE TOWN OFFICIALS TO EXECUTE THE AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Odoms requested approval to engage Raftelis, a company he was familiar with, for a rate study of the town's sewer and stormwater rates. The scope would include reviewing the entire stormwater master plan, infrastructure projects, and assessing rates compared to other municipalities in the area. The director mentioned he was still exploring options for potentially lower-cost local alternatives.

The Commission agreed to place this as a line item for the next meeting to allow time for further research.

9.8 Discussion and possible action regarding the processing of automated clearing house (ACH) payments for town vendors and contractors - Town Attorney Horowitz & Finance Director Davermann

Town Attorney Horowitz explained that when the Commission recently adopted an ordinance amending check signing policies, the language stated that municipal funds would be dispersed "by checks only." However, for the past 8-9 years, the town has used ACH wire transfers for most recurring expenses. The attorney sought clarification that it was not the Commission's intent to stop all ACH transfers but rather to ensure that when checks are issued, they follow the revised signature requirements. He suggested an amendment to the ordinance to clarify this point at a future meeting.

The Commission directed the manager and finance director to continue with current ACH payment practices while the attorney prepares the clarifying ordinance.

9.9 Discussion of the matter identified in the October 14, 2025, JLAC Committee Meeting, and update on Audit Findings - Town Manager Lynch

Finance Director James Davermann reported on remediation efforts for audit findings identified in the Joint Legislative Auditing Committee (JLAC) meeting. He explained that persistent audit findings included timing of bank reconciliations, payment processes, procurement processes, and accounts payable processes.

Finance Director Davermann noted that the town's auditors, James Moore and Company, had provided a letter stating it was unlikely there would be punitive action if the town continued to address the audit findings proactively.

The Commission gave directions to Finance Director for later updates.

9.10 Discussion and possible action of Additional Benefits for Employees in the form of a car wash - Town Manager Lynch

Town Manager Lynch proposed providing town employees with car wash benefits at Sud Stop, which currently washes police vehicles at no charge. The cost would be approximately $11-12 per month per employee for unlimited washes. He suggested this as a small but meaningful employee benefit to improve morale.

Town Attorney Horowitz raised concerns about potential tax implications for employees and questioned whether selecting one business in the community might create issues. He recommended researching the matter further.

The Commission agreed to postpone this item to allow the town attorney to conduct additional research.

9.11 Discussion and possible action to engage the Akerman law firm to represent the Town as special counsel to pursue potential recovery from the City of Hollywood for overcharging and related matters relative to the Large User Agreement - Town Attorney Horowitz & Town Manager David Lynch
RESOLUTION NO.: 2025-XXX

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A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE ENGAGEMENT OF THE LAW FIRM OF AKERMAN LLP AS SPECIAL COUNSEL TO REPRESENT THE TOWN IN CONNECTION WITH POTENTIAL RECOVERY FROM THE CITY OF HOLLYWOOD FOR OVERCHARGING AND RELATED MATTERS UNDER THE LARGE USER AGREEMENT; APPROVING THE FEE ENGAGEMENT AGREEMENT WITH AKERMAN, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Horowitz explained that the town is a participant in the Large User Agreement with the City of Hollywood for wastewater treatment. Recently, Pembroke Pines settled a lawsuit with Hollywood for approximately $8.5 million regarding misapplication of the agreement's methodology. The Akerman law firm represented Pembroke Pines in this lawsuit.

Based on preliminary analysis, Pembroke Park could potentially recover by about $100,000 per year, going back five years based on similar overcharges. The cities of Hallandale Beach and Dania have already engaged Akerman to pursue recovery against Hollywood.

The Commission directed the town manager and town attorney to first have a conversation with their counterparts in Hollywood about potential resolutions before engaging Akerman, with the item to be placed on the next meeting agenda as a line item for formal consideration.

9.12 Consideration and Approval of Declaration of Surplus Property and Approval of Intergovernmental Sale for Ford Explorer - Town Attorney Horowitz & Town Manager Lynch

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING A 2022 FORD EXPLORER AS SURPLUS PROPERTY; AUTHORIZING THE SALE OF SAID VEHICLE TO THE VILLAGE OF SEA RANCH LAKES PURSUANT TO SECTION 274.05, FLORIDA STATUTES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Police Chief DeCoursey requested approval to declare a Building Department vehicle as surplus property and sell it to the Village of Sea Ranch Lakes for their police department at Blue Book value. Town Attorney Horowitz explained that state law allows for government-to-government transfers without the normal advertising requirements for surplus property.

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Motion to approve the Declaration of Surplus Property and Intergovernmental Sale of Ford Explorer to the Village of Sea Ranch Lakes for consent agenda for the next regular commission meeting.

9.13 Motion to direct the Town Attorney's Office to draft an ordinance implementing Sec. 9 of the Town Charter and providing for the rotation by commission district, every two years of the mayor, vice mayor, clerk commissioner and acting clerk commissioner - Clerk Commissioner Hodgkins & Town Attorney Horowitz

Clerk Commissioner Hodgkins explained that he was concerned about how the last selection of mayor and vice mayor occurred, with one commissioner not voting. He suggested implementing an ordinance to provide for rotation by commission district every two years for the mayor, vice mayor, clerk commissioner, and acting clerk commissioner positions.

Town Attorney Horowitz explained that such an ordinance would implement the charter provision requiring rotation every two years. He noted that other municipalities, like Pembroke Pines, have similar rotation systems for their vice mayor position. The attorney mentioned some unique challenges due to the town having all commissioners elected at the same time rather than having staggered terms.

After discussion, the Commission agreed to place this as a line item for further consideration at the next meeting.

9.14 Discussion and/or possible action regarding the reporting structure and oversight responsibilities for certain Town positions hired by the Town Commission - Commissioner Mohammed

Commissioner Mohammed raised concerns about clarifying which positions report directly to the Commission versus the town manager. She noted that historically, positions hired by the Commission were terminated by the Commission, including the assistant town manager, HR director, and IT director.

Town Manager Lynch requested that this item be postponed to the next workshop to allow him time to prepare and present his position on the matter, as it directly affects his management authority.

The Commission agreed to table this item until the next workshop meeting.

9.15 Discussion and possible action regarding the publication of agendas for Town Commission meetings and related commission agenda procedures - Mayor Geoffrey Jacobs

Mayor Jacobs acknowledged he had made a mistake in previously instructing that agenda documents needed to be submitted to the town clerk by Friday at 5:00 PM before meetings. He clarified that the correct deadline is Thursday at 5:00 PM, which gives the clerk's office Friday to prepare the agenda.

9.16 Designation of Delegate for NLC Annual Business - Town Clerk Garcia-Lima

The Commission discussed who would serve as the delegate for the National League of Cities annual business meeting. After discussion, they designated Acting Clerk Commissioner Morrissette as the delegate.

Motion to designate Acting Clerk Commissioner Morrissette as the delegate for NLC Annual Business.

10 ATTORNEY COMMENTS

Town Attorney Horowitz noted a housekeeping issue regarding the town's agreement with DC Strategies (Dee Carper). He explained that there were two competing agreements - one from 2022 extending the relationship through 2026, and another from 2023. He requested permission to amend the 2023 agreement to align with the terms of the 2022 agreement. The Commission granted this direction.

11 TOWN MANAGER COMMENTS

Town Manager Lynch reported that the FITC conference was a success, with Mayor Jacobs, Vice Mayor Kashem, and Commissioner Mohammed attending. He requested retroactive approval for hotel rooms for town staff who had to be at the event from 6:30 AM until 7:00 PM, despite a town travel policy prohibiting hotel stays within Broward County. The Commission granted him forgiveness for this exception.

The Manager also requested approval to provide donations of $1,500 each to Phoenix South Florida and Farm Share to help with food assistance during the federal government shutdown. The Commission approved this request.

For the upcoming health fair on November 8th, he agreed to work with staff to provide prizes or incentives to encourage residents to visit all vendor booths, as the food giveaway that typically served this purpose would be held on a different date.

12 COMMISSIONER COMMENTS

12.1 Mayor Jacobs Mayor Jacobs reminded everyone to be vigilant for children while driving on Halloween.

Vice Mayor Kashem invited all commissioners to attend the press release event for the Bangladesh Consular General on November 10th at 4:00 PM.

Clerk Commissioner Hodgkins had no comments.

Commissioner Mohammed had no comments.

Acting Clerk Commissioner Morrissette reported on the successful rollout of the Narcan distribution project, which provided nearly 40 kits. He mentioned plans to install a Narcan dispenser at the Town Hall entrance and discussed potentially placing them at apartment complexes and other locations.

13 ANNOUNCEMENTS

13.1 Regular Commission Meeting, November 12, 2025
Health Fair - Saturday, November 8, 2025, at 12:00 p.m. to 4:00 p.m.
Food giveaway with Farm Share at the Preserve on November 1st
Turkey Giveaway on November 24th
Tree Lighting Ceremony on November 25th

14 ADJOURNMENT

The meeting was adjourned at 10:10 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.

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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Agenda Item Report

Subject:	Motion to Approve to continue the Utilization of the Temporary Generator - Sponsored by Town Manager Lynch
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	David Lynch, Town Manager
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	The temporary generator currently in use has been providing essential backup power to Town Hall since the beginning of hurricane season. It was initially deployed due to have an emergency back up generator for the event of natural disaster during the hurricane season. The generator has proven effective in maintaining operations during periods of power instability. As is, the agreement is set to expire November 30, 2025 which is the last day of the season. We would like to extend the generator agreement until the permanent generator is installed in Town Hall.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

Town of Pembroke Park - Provide Temporary Generator and Automatic transfer switch TownOfPembrokeParkTemporaryGenerator

R&R ELECTRICAL CONTRACTING, INC.
5655 DAWSON STREET
HOLLYWOOD, FL 33023
(954) 894-2900
FAX: (954) 894-2990
EC13013991

PROPOSAL

TO: Town of Pembroke Park
3150 SW 52nd Ave
Pembroke Park, FL 33023
Attn: Misael

DATE: December 1st, 2025

We hereby propose to furnish all labor and material necessary to provide electrical installation in accordance with the following:

PROJECT: Provide Temporary Generator and Automatic transfer switch

SCOPE:

- 150 KVA 120 KV Trailer mounted generator dual axle DOT approved trailer.
Diesel fuel not included in rental.
PRICE: $ 3,500.00
Service required every 500 hours of run time at $695.00
$3,500.00 per month on location.

- 800 Amp Non SER, voltage adjustable portable automatic transfer switch.
$2,000.00 per month. **PRICE: $ 2,000.00**

- 26 - 4/0 assorted male and female cam lock pigtails. **PRICE: $ 520.00**
Cabling rated at 400 Amps each. $20 x 26 each per month.

- 16 - 4/0 75' Type W superflex copper cables with color **PRICE: $ 800.00**
coded cam locks. $50.00 each per month x 16.

- 10 - 4/0 25' Type W superflex copper cables with color. **PRICE: $ 200.00**
coded cam lock. $20.00 each per month x 10.

- Diesel fuel not included in rental. If returned full no charge. If R&R provides fuel it will be charged at market delivery rate.
- Delivery/Pickup included in Install.

Monthly Reoccurring Rental: $7,020.00

Payable upon the following terms: Due upon receipt of invoice.

Town of Pembroke Park - continued
Proposal - Provide Temporary Generator and Automatic Transfer Switch

Terms and Conditions: A non-refundable 50% deposit due at signing, with balance due upon completion. Order cancellations are not accepted after work has started. Buyers agree to pay for goods ordered and delivered plus attorney's fees and court cost in the event of litigation. The courts of The State of Florida and Broward County Florida will have jurisdiction over a dispute arising hereunder. Acceptance of and or payment for merchandise constitutes agreement of terms. Late payments are subject to a 1.5% per month interest charge.

The above price, specifications, terms and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as stated above. Issuing funds or purchase order for commencement of project indicates acceptance of proposal as outlined above. R & R Electrical Contracting, Inc. will not be held responsible for any other existing conditions not covered under this proposal. All patching and painting of surfaces necessary for electrical installation to be by others.

This proposal void if not accepted in writing within 10 days after this date: December 1st, 2025

Accepted: _____ Russell Robinson
By: _____
Date: _____ _____

R&R ELECTRICAL CONTRACTING, INC.
5655 DAWSON STREET
HOLLYWOOD, FL 33023
(954) 894-2900
FAX: (954) 894-2990
EC13013991

PROPOSAL

TO: Town of Pembroke Park
3150 SW 52nd Ave,
Pembroke Park, Fl 33023
Attn: Misael

DATE: May 30th, 2025

We hereby propose to furnish all labor and material necessary to provide electrical installation in accordance with the following:

PROJECT: Provide Temporary Generator and Automatic Transfer Switch

SCOPE:

- 150 KVA 120 KV Trailer mounted generator dual axle DOT approved trailer.
  Diesel fuel not included in rental
  PRICE: $ 3,500.00
  Service required every 500 hours of run time at $695.00.
  $3,500.00 per month on location.

- 800 amp Non SER, voltage adjustable portable automatic transfer switch.
  $2,000 per month PRICE: $ 2,000.00

- 26 - 4/0 Assorted male and female cam lock pigtails. PRICE: $ 520.00
  Cabling rated at 400 amps each. $20 X 26 each per month

- 16 - 4/0 75' Type W superflex copper cables with color coded cam locks. $50.00 each per month x 16. PRICE: $ 800.00

- 10 - 4/0 25' Type W Superflex copper cables with color coded cam lock. $20.00 each per month x 10. PRICE: $ 200.00

- Provide the following equipment.
  A. Fire Extinguisher.
  B. Ground rod and wiring to ground frame of unit.
  C. Mechanical lugs for bolting inside switch gear.
  D. PVC and metal chase nipples, for entry and exit of switch gear.
  E. Locks to secure all equipment.

- Diesel fuel not included in rental. If returned full no charge. If R&R provides fuel it will be charged at market delivery rate.
- Delivery/Pickup included in Install.

Town of Pembroke Park - continued
Proposal - Provide Temporary Generator and Automatic Transfer Switch

Electrical Connection Cost: PRICE: $3,100.00

1. Shutdown power to entire building for temporary cable connection.
2. Install mechanical lugs in switch gear to connect pigtails for temporary cabling.
3. Test phase rotation in existing switch gear.
4. Core 4 holes in electrical room and elevator machine room walls.
5. Run line and load temporary casing feeds from main switchgear to Automatic Transfer Switch.
6. Run cabling from Generator to Automatic Transfer Switch.
7. Hookup generator start circuit and battery charger.
8. Test all temporary equipment, simulate power failure and run a test on equipment.
9. Provide Electrical Riser Diagram for permitting.
10. Pull electrical permit (permit fee not included).
11. Meet electrical inspector for all required inspections.
12. Installation to be done after hours when offices are closed.

First Month Rental including Electrical Installation Cost **PRICE:** **$10,120.00**

Monthly Reoccurring Rental (Month 2-6) **PRICE:** **$35,100.00**
$7,020.00 x 5 months

Total 6 Month cost: $45,220.00

Payable upon the following terms: Due upon Receipt of invoice.

Terms and Conditions: A non-refundable 50% deposit due at signing, with balance due upon completion. Order cancellations are not accepted after work has started. Buyers agree to pay for goods ordered and delivered plus attorney's fees and court cost in the event of litigation. The courts of The State of Florida and Broward County Florida will have jurisdiction over a dispute arising hereunder. Acceptance of and or payment for merchandise constitutes agreement of terms. Late payments are subject to a 1.5% per month interest charge.

The above price, specifications, terms and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as stated above. Issuing funds or purchase order for commencement of project indicates acceptance of proposal as outlined above. R & R Electrical Contracting, Inc. will not be held responsible for any other existing conditions not covered under this proposal. All patching and painting of surfaces necessary for electrical installation to be by others.

This proposal void if not accepted in writing within 10 days after this date: May 30th , 2025

Accepted: _____ Russell Robinson
By: _____
Date: _____ _____

Agenda Item Report

Subject:	Motion to Approve the purchase of Backup system for the Police Department not to exceed $20,000 - Sponsored by IT Director Pakula
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Mark Pakula, Information Technology Director
Dept/Group:	IT
Recommendation for Counsel to consider:	Approve Item
Background Information:	This is a backup system for the Police RMS system
Staff Recommendations:	Approving the SmartCop solution for the Police department.
Procurement:	This is for an add on for a system we are already using, and it is Sole source.
Financial Implications:	This is an annual cost of $17,609.00 for hosting the backup solution. I would ask not to exceed $20,000.00 per year.
Alternatives:	

ATTACHMENTS:

FL Pembroke Park AWS Hosting 102225
SmartCOP Sole Source Letter - Pembroke Park Police

Appendix 1
Product Schedule & Pricing
Summary Page

FL Pembroke Park AWS Hosting (Warm-Site)

10/22/2025

Reference Number: 2510220916

Professional Services		
Project Management, Implementation & Training	$	944
	$	**944**
Professional Services Subtotal	**$**	**944**
Hosting/Hardware		
Hosting/Cloud	$	16,665
Total Purchase Price	**$**	**17,609**

Payment Terms			**Purchase**
Due on signing of contract	40%	$	*378*
Due on Installation	50%	$	*472*
Due on Completion of Training	10%	$	*94*
Hosting/Cloud Due on Installation		$	*16,665*

Maintenance/Subscription Period begins on installation

Maintenance/Subscription/Hosting Fees increase minimum 5% annually - Includes Product Releases, Upgrades, and 24/7/365 Phone Support

Maintenance Fees for Trancite Products increase 10% annually - Includes Product Releases, Upgrades

Pricing Valid For 180 Days

All Information contained on this page is Proprietary and Confidential to SmartCOP, Inc.

Hardware / Hosting
Detailed Pricing
FL Pembroke Park AWS Hosting (Warm-Site)

Item Description	Part #	Unit	Qty.	List Price	Ext. Price
AWS Hosting					
Disaster Recovery Instance (Warm/Manual Failover)		*Per Year*	1	$ 16,665	$ 16,665
Hosting SUBTOTAL				**SUB TOTAL**	**$ 16,665**
Installation Services					
Setup and Configuration	H-INST	*Per Hour*	4	$ 236	$ 944
				Subtotal	$ 944
Hardware and Services Total				**TOTAL**	**$ 17,609**

Pricing Valid For 90 Days

All Information contained on this page is Proprietary and Confidential to SmartCOP, Inc.

November 24, 2025

Dear Mark Pakula,

SmartCOP software is proprietary and there are no resellers, distributors or retailers authorized to sell SmartCOP software maintenance, support or solution hosting.

SmartCOP is the only supplier of its licenses, annual maintenance, system support, training services and customizing services for the SmartCOP software. Copyright restrictions preclude any other vendor from accessing or modifying the SmartCOP source code.

Thank you for doing business with SmartCOP. Please contact me if you have any questions or concerns regarding this issue.

Sincerely,



Steven J. Williams
Executive Vice President
SmartCOP
410 East Government Street | Pensacola, Florida 32502
(850) 429-0082 Office
Steven.williams@smartcop.com
www.smartcop.com

Agenda Item Report

Subject:	Motion to ratify expenses incurred for leased vehicles obtained through Enterprise Fleet Management without prior Commission approval - Procurement Specialist Woodbury
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Stephanie Woodbury, Project Manager
Dept/Group:	Finance
Recommendation for Counsel to consider:	
Background Information:	This item seeks Commission ratification of expenses associated with leased vehicles acquired through the Enterprise Fleet program. These leases were initiated without prior authorization from the Commission, and formal ratification is required to properly recognize and approve the related expenditures.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

3810_001
Enterprise Fleet

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Open - End (Equity) Lease Schedule

Quote No: 8279759

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida			**Delivery Date**	10/07/2024
Address	3150 SW 52nd Ave			**Customer#**	597381
City	PEMBROKE PARK	**State**	FL	**Postal Code**	33023
ATTN					
Driver	Police	**Alternate Driver**	Please Provide		
Address	3150 SW 52nd Ave	**Garage County**	BROWARD		
City	PEMBROKE PARK	**State**	FL	**Postal Code**	33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** Explorer
Series Active 4dr 4x2
License # TEMP **Unit #** 28D9KN **Replacement Unit #** **VIN#** 1FMUK7DH7SGA20479

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$47,715.53	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Sales Tax
$50.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$7,164.83	Less Capitalized Price Reduction
$40,600.70	Total Capitalized Amount (Delivered Price)
$609.01	Depreciation Reserve @1.50%
$207.56	Monthly Lease Charge
$816.57	**Total Monthly Rental Excluding Additional Services**

Additional Services

$73.95	Full Maintenance[1]	**Contract Miles**	75,000	**Overmileage Charge** $0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$890.52	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$890.52	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$718.16	Pro-Rated Rental
$890.52	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$7,164.83	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $0.00)
$200.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$200.00	Other: (See Page 2)
$9,173.51	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$4,060.10** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **15,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8279759

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		**$0.00**
Radio Equipment (AME Quote: 24121)	C	**$0.00**
Lighting - Miami Amber Quote 24121 (AME Quote: 24121)	C	**$4,950.81**
Total Capitalized		**$4,950.81**
Total		$4,950.81

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	**$200.00**
Total Billed		**$200.00**
Courtesy Delivery Fee	C	**$0.00**
Tax on Courtesy Delivery Fee	C	**$0.00**
Est delivery charge	C	**$50.00**
Tax on Est delivery charge	C	**$0.00**
Total Capitalized		**$50.00**
Total		**$250.00**

***** Report is based on *****
***** Delivery/Activation Date *****

Enterprise FLEET MANAGEMENT

Open - End (Equity) Lease Schedule

Quote No: 8279559

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 10/07/2024
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver Police — **Alternate Driver** Please Provide
Address 3150 SW 52nd Ave — **Garage County** BROWARD
City PEMBROKE PARK — **State** FL — **Postal Code** 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date. with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** Explorer
Series Active 4dr 4x2
License # XK0869 **Unit #** 28D9NJ **Replacement Unit #** **VIN#** 1FMUK7DH8SGA21463

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

*** Report is based on ***
*** Delivery/Activation Date ***

$47,715.53	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Sales Tax
$50.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$7,164.83	Less Capitalized Price Reduction
$40,600.70	Total Capitalized Amount (Delivered Price)
$609.01	Depreciation Reserve @1.50%
$207.56	Monthly Lease Charge
$816.57	**Total Monthly Rental Excluding Additional Services**

Additional Services

$73.95	Full Maintenance[1]	**Contract Miles**	75,000	**Overmileage Charge** $0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$890.52	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$890.52	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$718.16	Pro-Rated Rental
$890.52	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$7,164.83	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $0.00)
$200.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$200.00	Other: (See Page 2)
$9,173.51	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$4,060.10** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **15,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8279559

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Radio Equipment (AME Quote: 24121)	C	$0.00
Lighting - Miami Amber Quote 24121 (AME Quote: 24121)	C	$4,950.81
Total Capitalized		$4,950.81
Total		$4,950.81

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$200.00
Total Billed		$200.00
Courtesy Delivery Fee	C	$0.00
Tax on Courtesy Delivery Fee	C	$0.00
Est delivery charge	C	$50.00
Tax on Est delivery charge	C	$0.00
Total Capitalized		$50.00
Total		$250.00

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8689361

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida			**Delivery Date**	07/31/2025
Address	3150 SW 52nd Ave			**Customer#**	597381
City	PEMBROKE PARK	**State**	FL	**Postal Code**	33023
ATTN					
Driver	police	**Alternate Driver**	Donald Prichard		
Address	3150 SW 52nd Ave	**Garage County**	Broward		
City	Hollywood	**State**	FL	**Postal Code**	33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date. with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** Explorer
Series Active 4dr 4x2
License # FKLJ36 **Unit #** 28WJ6D **Replacement Unit #** **VIN#** 1FMUK7DHXSGC28808

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$46,966.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$450.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$6,284.50	Less Gain Applied From Prior Unit
$0.00	Less Capitalized Price Reduction
$41,132.34	Total Capitalized Amount (Delivered Price)
$678.13	Depreciation Reserve @1.65%
$179.10	Monthly Lease Charge
$857.23	**Total Monthly Rental Excluding Additional Services**

Additional Services

$73.95	Full Maintenance[1]	**Contract Miles**	75,000	**Overmileage Charge**	$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**	
	Master Policy Enrollment Fees				
$0.00	Physical Damage Management			Comp/Collision Deductible	0/0
$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	$0.00			
$931.18	Monthly Rental Sub-Total				
$0.00	Tax	0.0000		State	FL
$931.18	**Total Monthly Rental Including Additional Services**				

4B. Initial Charges

$30.04	Pro-Rated Rental
$931.18	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$0.00	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $2,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$250.96	Other: (See Page 2)
$1,662.18	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$444.54** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **15,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8689361

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Lighting - Miami Amber (estimate)	C	$5,553.00
Total Capitalized		$5,553.00
Total		$5,553.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$200.00
Iransport lo ame	B	$14.00
GAS	B	$25.00
Transport to client	B	$11.96
Total Billed		$250.96
Courtesy Delivery Fee	C	$450.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$450.00
Total		$700.96

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8782634

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida			**Delivery Date**	08/01/2025
Address	3150 SW 52nd Ave			**Customer#**	597381
City	PEMBROKE PARK	**State**	FL	**Postal Code**	33023
ATTN					
Driver	~~Merentus, Stanley~~ Parks				
Address	3150 SW 52nd Ave	**Garage County**	Broward		
City	Hollywood	**State**	FL	**Postal Code**	33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-250
Series XL 4x2 SD Super Cab 8 ft. box 164 in. WB SRW
License # XM6107 **Unit #** 292W2W **Replacement Unit #** 245C9N **VIN#** 1FT7X2AA8SED43531

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$53,680.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$7,322.85	Less Capitalized Price Reduction
$46,637.99	Total Capitalized Amount (Delivered Price)
$769.02	Depreciation Reserve @1.65%
$202.92	Monthly Lease Charge
$971.94	**Total Monthly Rental Excluding Additional Services**

Additional Services

$68.93	Full Maintenance[1]	**Contract Miles**	60,000	**Overmileage Charge** $0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$1,040.87	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$1,040.87	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$0.00	Pro-Rated Rental
$1,040.87	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$7,322.85	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $1,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$525.00	Other: (See Page 2)
$9,338.72	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$496.79** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **15,000**

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8782634

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		**$0.00**
Strobe Lights - Advanced FTL-SO13772 (AME Quote: FTL-SO13772)	C	$0.00
Legacy Liftgate - Advanced FTL-SO13772 (AME Quote: FTL-SO13772)	C	$6,560.00
Total Capitalized		**$6,560.00**
Total		**$6,560.00**

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$200.00
Estimated Transport	B	$75.00
Transport to client	B	$250.00
Total Billed		**$525.00**
Courtesy Delivery Fee	C	$280.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		**$280.00**
Total		**$805.00**

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8782635

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida			**Delivery Date**	08/01/2025
Address	3150 SW 52nd Ave			**Customer#**	597381
City	PEMBROKE PARK	**State**	FL	**Postal Code**	33023
ATTN					
Driver	~~Merantus, Stanley~~ R&S				
Address	3150 SW 52nd Ave	**Garage County**	Broward		
City	Hollywood	**State**	FL	**Postal Code**	33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date. with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-250
Series XL 4x2 SD Super Cab 8 ft. box 164 in. WB SRW
License # XM5388 **Unit #** 292W9B **Replacement Unit #** 245C9W **VIN#** 1FT7X2AA8SED45618

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$53,680.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$7,322.85	Less Capitalized Price Reduction
$46,637.99	Total Capitalized Amount (Delivered Price)
$769.02	Depreciation Reserve @1.65%
$202.92	Monthly Lease Charge
$971.94	**Total Monthly Rental Excluding Additional Services**

Additional Services

$68.93	Full Maintenance[1]	**Contract Miles**	**60,000**	**Overmileage Charge** $0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) **0**	**# Tires** **0**		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$1,040.87	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$1,040.87	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$0.00	Pro-Rated Rental
$1,040.87	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$7,322.85	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $1,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$525.00	Other: (See Page 2)
$9,338.72	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$496.79** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **15,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8782635

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Legacy Liftgate - Advanced FTL-SO13772 (AME Quote: FTL-SO13772)	C	$6,560.00
Strobe Lights - Advanced FTL-SO13772 (AME Quote: FTL-SO13772)	C	$0.00
Total Capitalized		$6,560.00
Total		$6,560.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$200.00
Estimated Transport	B	$75.00
Transport to client	B	$250.00
Total Billed		$525.00
Courtesy Delivery Fee	C	$280.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$280.00
Total		$805.00

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8668121

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida			**Delivery Date**	08/27/2025
Address	3150 SW 52nd Ave			**Customer#**	597381
City	PEMBROKE PARK	**State**	FL	**Postal Code**	33023
ATTN					
Driver	Stormwater	**Alternate Driver**	Please Provide		
Address	3150 SW 52nd Ave	**Garage County**	Broward		
City	Hollywood	**State**	FL	**Postal Code**	33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description Year 2025 **Make** Ford **Model** Explorer
Series Active 4dr 4x2
License # XM5417 **Unit #** 2949PJ **Replacement Unit #** **VIN#** 1FMUK7DH5SGC54801

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$43,492.22	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$5,958.60	Less Capitalized Price Reduction
$37,813.62	Total Capitalized Amount (Delivered Price)
$623.57	Depreciation Reserve @1.65%
$162.68	Monthly Lease Charge
$786.25	**Total Monthly Rental Excluding Additional Services**

Additional Services

$51.35	Full Maintenance[1]	**Contract Miles**	**50,000**	**Overmileage Charge** $0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$837.60	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$837.60	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$135.09	Pro-Rated Rental
$837.60	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$5,958.60	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $2,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$383.08	Other: (See Page 2)
$7,764.37	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**

4D. Reduced Book Value **$399.42** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **10,000**

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8668121

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Strobe Lights - Strobes, Q#816, Strobes R Us	C	$1,960.38
Total Capitalized		$1,960.38
Total		$1,960.38

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$60.00
Transport to AME	B	$295.00
transport to client	B	$28.08
Total Billed		$383.08
Courtesy Delivery Fee	C	$280.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$280.00
Total		$663.08

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8782275

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name	Town of Pembroke Park, Florida			**Delivery Date**	09/25/2025
Address	3150 SW 52nd Ave			**Customer#**	597381
City	PEMBROKE PARK	**State**	FL	**Postal Code**	33023
ATTN					
Driver	~~Odoms, Jeff~~ A&S				
Address	3150 SW 52nd Ave	**Garage County**	Broward		
City	Hollywood	**State**	FL	**Postal Code**	33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-150
Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB
License # XM8606 **Unit #** 294B9T **Replacement Unit #** **VIN#** 1FTEX1KP0SKE71879

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$46,203.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$6,412.65	Less Capitalized Price Reduction
$40,071.19	Total Capitalized Amount (Delivered Price)
$660.40	Depreciation Reserve @1.65%
$170.32	Monthly Lease Charge
$830.72	**Total Monthly Rental Excluding Additional Services**

Additional Services

$48.83	Full Maintenance[1]	**Contract Miles**	40,000	**Overmileage Charge**	$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**	
	Master Policy Enrollment Fees				
$0.00	Physical Damage Management			Comp/Collision Deductible	0/0
$0.00	Commercial Automobile Liability Enrollment				
	Liability Limit	$0.00			
$879.55	Monthly Rental Sub-Total				
$0.00	Tax	0.0000		State	FL
$879.55	**Total Monthly Rental Including Additional Services**				

4B. Initial Charges

$175.91	Pro-Rated Rental
$879.55	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$6,412.65	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $1,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$302.16	Other: (See Page 2)
$8,220.27	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$447.19** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **10,000**

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8782275

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	$0.00
Tailgate Lift - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	$6,560.00
Interior Lighting (AME Quote: FTL-SO13772)	C	$0.00
Total Capitalized		$6,560.00
Total		$6,560.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$60.00
Iransport to AME	B	$225.00
Iranspor to client	B	$17.16
Total Billed		$302.16
Courtesy Delivery Fee	C	$280.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$280.00
Total		$582.16

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8782276

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 09/25/2025
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver ~~Odums, Jeff~~ Parks
Address 3150 SW 52nd Ave — **Garage County** Broward
City Hollywood — **State** FL — **Postal Code** 33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-150
Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB
License # XM8607 **Unit #** 294B9V **Replacement Unit #** **VIN#** 1FTEX1KP8SKE72276

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$46,191.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$6,412.65	Less Capitalized Price Reduction
$40,059.19	Total Capitalized Amount (Delivered Price)
$660.20	Depreciation Reserve @1.65%
$170.27	Monthly Lease Charge
$830.47	**Total Monthly Rental Excluding Additional Services**

Additional Services

$48.83 Full Maintenance[1] — **Contract Miles** 40,000 — **Overmileage Charge** $0.0500 Per Mile
Incl: # Brake Sets (1 Set = 1Axle) 0 — **# Tires** 0 — **Loaner Vehicle Not Included**
Master Policy Enrollment Fees
$0.00 Physical Damage Management — Comp/Collision Deductible 0/0
$0.00 Commercial Automobile Liability Enrollment
Liability Limit $0.00
$879.30 Monthly Rental Sub-Total
$0.00 Tax — 0.0000 — State FL
$879.30 Total Monthly Rental Including Additional Services

4B. Initial Charges

$175.86	Pro-Rated Rental
$879.30	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$6,412.65	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $1,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$327.16	Other: (See Page 2)
$8,244.97	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$447.19** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **10,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8782276

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	$0.00
Tailgate Lift - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	$6,548.00
Interior Lighting (AME Quote: FTL-SO13772)	C	$0.00
Total Capitalized		$6,548.00
Total		$6,548.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$60.00
transport to AME	B	$250.00
Transport to client	B	$17.16
Total Billed		$327.16
Courtesy Delivery Fee	C	$280.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$280.00
Total		$607.16

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8782277

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 09/25/2025
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver ~~Odame, Jeff~~ Parks
Address 3150 SW 52nd Ave — **Garage County** Broward
City Hollywood — **State** FL — **Postal Code** 33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date. with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-150
Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB
License # XM8608 **Unit #** 294B9X **Replacement Unit #** **VIN#** 1FTEX1KP5SKE71988

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$46,203.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$6,412.65	Less Capitalized Price Reduction
$40,071.19	Total Capitalized Amount (Delivered Price)
$660.40	Depreciation Reserve @1.65%
$170.32	Monthly Lease Charge
$830.72	**Total Monthly Rental Excluding Additional Services**

Additional Services

$48.83	Full Maintenance[1]	**Contract Miles**	**40,000**	**Overmileage Charge** $0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$879.55	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$879.55	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$175.91	Pro-Rated Rental
$879.55	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$6,412.65	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $1,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$302.16	Other: (See Page 2)
$8,220.27	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$447.19** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **10,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8782277

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Tailgate Lift - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	$6,560.00
Interior Lighting (AME Quote: FTL-SO13772)	C	$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	$0.00
Total Capitalized		$6,560.00
Total		$6,560.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$60.00
transport to AME	B	$225.00
Transport to client	B	$17.16
Total Billed		$302.16
Courtesy Delivery Fee	C	$280.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$280.00
Total		$582.16

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8782278

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 09/25/2025
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver ~~Odoms, Jeff~~ RES
Address 3150 SW 52nd Ave — **Garage County** Broward
City Hollywood — **State** FL — **Postal Code** 33023

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-150
Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB
License # XM8609 **Unit #** 294BB2 **Replacement Unit #** **VIN#** 1FTEX1KP4SKE72372

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$46,191.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$6,412.65	Less Capitalized Price Reduction
$40,059.19	Total Capitalized Amount (Delivered Price)
$660.20	Depreciation Reserve @1.65%
$170.27	Monthly Lease Charge
$830.47	**Total Monthly Rental Excluding Additional Services**

Additional Services

$48.83	Full Maintenance[1]	**Contract Miles**	**40,000**	**Overmileage Charge** $0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$879.30	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$879.30	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$175.86	Pro-Rated Rental
$879.30	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$6,412.65	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $1,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$327.16	Other: (See Page 2)
$8,244.97	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$447.19** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **10,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8782278

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		**$0.00**
Tailgate Lift - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	**$6,548.00**
Interior Lighting (AME Quote: FTL-SO13772)	C	**$0.00**
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13772)	C	**$0.00**
Total Capitalized		$6,548.00
Total		$6,548.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	**$60.00**
Transport to AME	B	**$250.00**
Transport to client	B	**$17.16**
Total Billed		**$327.16**
Courtesy Delivery Fee	C	**$280.00**
Tax on Courtesy Delivery Fee	C	**$0.00**
Total Capitalized		**$280.00**
Total		**$607.16**

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8782248

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 08/25/2025
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver Sewer — **Alternate Driver** Mike Flores
Address 3150 SW 52nd Ave — **Garage County** Broward
City Hollywood — **State** FL — **Postal Code** 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date. with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** Transit-150 Cargo
Series Base Rear-Wheel Drive Medium Roof Van 148 in. WB
License # XM5436 **Unit #** 294BCR **Replacement Unit #** **VIN#** 1FTYE1C80SKA77602

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$57,192.16	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$7,664.24	Less Capitalized Price Reduction
$49,807.92	Total Capitalized Amount (Delivered Price)
$821.07	Depreciation Reserve @1.65%
$213.39	Monthly Lease Charge
$1,034.46	**Total Monthly Rental Excluding Additional Services**

Additional Services

$67.04	Full Maintenance[1]	**Contract Miles**	60,000	**Overmileage Charge** $0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$1,101.50	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$1,101.50	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$248.73	Pro-Rated Rental
$1,101.50	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$7,664.24	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $0.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$324.30	Other: (See Page 2)
$9,788.77	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$543.72** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **10,000**

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8782248

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Shelving - AWV Quote FTL-SO12887 (AME Quote: FTL-SO12887)	C	$7,547.90
Laptop Mount (AME Quote: FTL-SO12887)	C	$0.00
Strobe Lights (AME Quote: FTL-SO12887)	C	$0.00
Partition/Bulkhead (AME Quote: FTL-SO12887)	C	$0.00
Racks and Bins (AME Quote: FTL-SO12887)	C	$0.00
Total Capitalized		$7,547.90
Total		$7,547.90

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$60.00
Transport to AME	B	$250.00
transport to client	B	$14.30
Total Billed		$324.30
Courtesy Delivery Fee	C	$280.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$280.00
Total		$604.30

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8782298

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 09/25/2025
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver — **Alternate Driver** Please provide
Address 3150 SW 52nd Ave — **Garage County** Broward
City Hollywood — **State** FL — **Postal Code** 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date. with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-150
Series XLT 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB
License # XM5418 **Unit #** 294BDT **Replacement Unit #** **VIN#** 1FTEW3KP3SKE71972

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$44,818.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$280.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$7,170.15	Less Capitalized Price Reduction
$37,928.69	Total Capitalized Amount (Delivered Price)
$624.96	Depreciation Reserve @1.65%
$162.47	Monthly Lease Charge
$787.43	**Total Monthly Rental Excluding Additional Services**

Additional Services

$67.04	Full Maintenance[1]	**Contract Miles**	**60,000**	**Overmileage Charge** $0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$854.47	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$854.47	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$170.90	Pro-Rated Rental
$854.47	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$7,170.15	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $2,000.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$302.16	Other: (See Page 2)
$8,947.68	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$431.09** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **15,000**

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8782298

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Strobe Lights - AWV Quote FTL-SO13466 (AME Quote: FTL-SO13466)	C	$635.00
Total Capitalized		$635.00
Total		$635.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$60.00
transport to AME	B	$225.00
Transport to celint	B	$17.16
Total Billed		$302.16
Courtesy Delivery Fee	C	$280.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$280.00
Total		$582.16

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8668028

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 10/01/2025
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver ~~Larzabal, Osmanny~~ Sauer
Address 3150 SW 52nd Ave — **Garage County** Broward
City Hollywood — **State** FL — **Postal Code** 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-250
Series XL 4x2 SD Super Cab 8 ft. box 164 in. WB SRW
License # XM7764 **Unit #** 295SRV **Replacement Unit #** **VIN#** 1FT7X2AA0SED86387

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$46,455.84	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$450.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$10,804.50	Less Capitalized Price Reduction
$36,101.34	Total Capitalized Amount (Delivered Price)
$591.94	Depreciation Reserve @1.64%
$159.71	Monthly Lease Charge
$751.65	**Total Monthly Rental Excluding Additional Services**

Additional Services

$0.00	Full Maintenance[1]	**Contract Miles** 0	**Overmileage Charge** $0.0000 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0	**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees		
$0.00	Physical Damage Management		Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	$0.00	
$751.65	Monthly Rental Sub-Total		
$0.00	Tax	0.0000	State FL
$751.65	**Total Monthly Rental Including Additional Services**		

4B. Initial Charges

$0.00	Pro-Rated Rental
$751.65	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$10,804.50	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $1,000.00)
$450.00	License and Certain Other Charges
$24,331.00	Aftermarket Equipment
$102.64	Other: (See Page 2)
$36,439.79	**Total Initial Charges**

4C. Service Charge — **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value — **$584.94** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **10,000**

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 8668028

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Service/Utility - 8' Service Body Knapheide Quote# L2354-25 (AME Quote: L2354-25)	B	$24,331.00
Legacy Auto Transporter - Knapheide Quote# L2354-25	B	$0.00
Total Billed		**$24,331.00**
Total Capitalized		**$0.00**
Total		$24,331.00

Other Totals

Description	(B)illed or (C)apped	Price
Transport to AME	B	$16.64
Estimated Transport	B	$1.00
GAS	B	$25.00
Initial Administration Fee	B	$60.00
Total Billed		**$102.64**
Courtesy Delivery Fee	C	$450.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		**$450.00**
Total		**$552.64**

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 9181147

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 09/18/2025
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver Sever — **Alternate Driver** Please provide
Address 3150 SW 52nd Ave — **Garage County** Broward
City Hollywood — **State** FL — **Postal Code** 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-150
Series XLT 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB
License # XM8612 **Unit #** 29HXGC **Replacement Unit #** **VIN#** 1FTEW3KP0SKD86135

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

*** Report is based on ***
*** Delivery/Activation Date ***

$51,578.60	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$0.00	Other
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$8,164.44	Less Capitalized Price Reduction
$43,414.16	Total Capitalized Amount (Delivered Price)
$720.68	Depreciation Reserve @1.66%
$210.44	Monthly Lease Charge
$931.12	**Total Monthly Rental Excluding Additional Services**

Additional Services

$74.98	Full Maintenance[1]	**Contract Miles**	**75,000**	**Overmileage Charge** $0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$1,006.10	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$1,006.10	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$435.98	Pro-Rated Rental
$1,006.10	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$8,164.44	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $3,600.00)
$450.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$89.38	Other: (See Page 2)
$10,145.90	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$173.36** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **15,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 9181147

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Window Tint	C	$249.00
Total Capitalized		$249.00
Total		$249.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$60.00
Transport to client	B	$29.38
Total Billed		$89.38
Courtesy Delivery Fee	C	$0.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		$0.00
Total		$89.38

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 9367953

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 11/14/2025
Address 3150 SW 52nd Ave — **Customer#** 597381
City PEMBROKE PARK — **State** FL — **Postal Code** 33023
ATTN
Driver Larzabal, Manny
Address 3150 SW 52nd Ave — **Garage County** Broward
City Hollywood — **State** FL — **Postal Code** 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 48 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2025 **Make** Ford **Model** F-150
Series XLT 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB
License # XM9353 **Unit #** 29P9P3 **Replacement Unit #** **VIN#** 1FTEW3KP9SKF22956

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$46,150.50	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Certain Other Charges
$0.00	Other
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$7,416.30	Less Capitalized Price Reduction
$38,734.20	Total Capitalized Amount (Delivered Price)
$581.01	Depreciation Reserve @1.50%
$219.99	Monthly Lease Charge
$801.00	**Total Monthly Rental Excluding Additional Services**

Additional Services

$53.83	Full Maintenance[1]	**Contract Miles**	40,000	**Overmileage Charge** $0.0648 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 0	**# Tires** 0		**Loaner Vehicle Not Included**
	Master Policy Enrollment Fees			
$0.00	Physical Damage Management			Comp/Collision Deductible 0/0
$0.00	Commercial Automobile Liability Enrollment			
	Liability Limit	$0.00		
$854.83	Monthly Rental Sub-Total			
$0.00	Tax	0.0000		State FL
$854.83	**Total Monthly Rental Including Additional Services**			

4B. Initial Charges

$484.40	Pro-Rated Rental
$854.83	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$7,416.30	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $3,000.00)
$450.00	License and Certain Other Charges
$635.00	Aftermarket Equipment
$510.00	Other: (See Page 2)
$10,350.53	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$10,845.72** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **10,000**

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

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Open - End (Equity) Lease Schedule

Quote No: 9367953

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Utility Lights - Adv Work Vans 117825 (AME Quote: 117825)	B	$635.00
Total Billed		**$635.00**
Total Capitalized		**$0.00**
Total		**$635.00**

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$60.00
transport to ame	B	$450.00
Total Billed		**$510.00**
Courtesy Delivery Fee	C	$0.00
Tax on Courtesy Delivery Fee	C	$0.00
Total Capitalized		**$0.00**
Total		**$510.00**

***** Report is based on *****
***** Delivery/Activation Date *****

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Open - End (Equity) Lease Schedule

Quote No: 8133915

Supplemental to and part of Master Equity Lease Agreement date: 02/26/2021

1. Lessee Name Town of Pembroke Park, Florida — **Delivery Date** 08/09/2024
Address 3150 SW 52nd Ave — **Customer#** 597381
City Hollywood — **State** FL — **Postal Code** 33023
ATTN
Driver Williamson, Chandler
Address 3150 SW 52nd Ave — **Garage County** BROWARD
City PEMBROKE PARK — **State** FL — **Postal Code** 33023-5413

2. Lease Term Commencing on the delivery date of the vehicle and ending 48 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.

3. Vehicle Description **Year** 2024 **Make** Ford **Model** Ranger
Series XL 4x2 SuperCrew 5 ft. box 128.7 in. WB
License # TEMP **Unit #** 288SBS **Replacement Unit #** **VIN#** 1FTER4BH6RLE36403

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

***** Report is based on *****
***** Delivery/Activation Date *****

$36,673.00	Capitalized Price of Vehicle
$0.00	Initial License Fee
$0.00	Sales Tax
$249.00	Other: (See Page 2)
$0.00	Extended Mechanical Service Program
$0.00	Less Gain Applied From Prior Unit
$5,538.30	Less Capitalized Price Reduction
$31,383.70	Total Capitalized Amount (Delivered Price)
$470.76	Depreciation Reserve @1.50%
$186.61	Monthly Lease Charge
$657.37	**Total Monthly Rental Excluding Additional Services**

Additional Services

$67.04 Full Maintenance[1] — **Contract Miles** 60,000 — **Overmileage Charge** $0.0648 Per Mile
Incl: # Brake Sets (1 Set = 1Axle) 0 — **# Tires** 0 — **Loaner Vehicle Not Included**
Master Policy Enrollment Fees
$0.00 Physical Damage Management — Comp/Collision Deductible 0/0
$0.00 Commercial Automobile Liability Enrollment
Liability Limit $0.00
$724.41 Monthly Rental Sub-Total
$0.00 Sales Tax — 7.0000 — State FL
$724.41 Total Monthly Rental Including Additional Services

4B. Initial Charges

$537.47	Pro-Rated Rental
$724.41	First Month's Rental
$0.00	Security Deposit
$0.00	Tax on Security Deposit
$5,538.30	Capitalized Price Reduction
$0.00	Tax on Capitalized Price Reduction
$0.00	Tax on Gain On Prior
$0.00	Tax on Incentive (Taxable Incentive Total : $0.00)
$0.00	License and Certain Other Charges
$0.00	Aftermarket Equipment
$350.00	Other: (See Page 2)
$7,200.18	**Total Initial Charges**

4C. Service Charge **$400.00** **Service Charge Due at Lease Termination**
4D. Reduced Book Value **$8,787.22** **Reduced Book Value at Lease Termination**

Quote based on estimated annual mileage of **15,000**
Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

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Open - End (Equity) Lease Schedule

Quote No: 8133915

[1]The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		$0.00
Custom Equipment - Window Tinting Dealer Installed	C	$249.00
Total Capitalized		$249.00
Total		$249.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	$200.00
Delivery Charge	B	$150.00
Total Billed		$350.00
temp tag	C	$249.00
Courtesy Delivery Fee	C	$0.00
Total Capitalized		$249.00
Total		$599.00

***** Report is based on *****
***** Delivery/Activation Date *****

Department	Vehicle Description	Monthly Cost	Lease Terms	Total Lease Cost	Additional Costs	Total
Police	2025 Ford Explorer	$ 890.52	60 months	$ 53,431.20	$ 5,200.81	$ 58,632.01
Police	2025 Ford Explorer	$ 890.52	60 months	$ 53,431.20	$ 5,200.81	$ 58,632.01
Police	2025 Ford Explorer	$ 931.18	60 months	$ 55,870.80	$ 6,253.96	$ 62,124.76
Public Services - Parks	2025 Ford F-250	$ 1,040.87	60 months	$ 62,452.20	$ 7,365.00	$ 69,817.20
Public Services - Roads & Streets	2025 Ford F-250	$ 1,040.87	60 months	$ 62,452.20	$ 7,365.00	$ 69,817.20
Public Services - Stormwater	2025 Ford Explorer	$ 837.60	60 months	$ 50,256.00	$ 2,623.46	$ 52,879.46
Public Services - Roads & Streets	2025 Ford F-250	$ 879.55	60 months	$ 52,773.00	$ 7,142.16	$ 59,915.16
Public Services - Parks	2025 Ford F-250	$ 879.30	60 months	$ 52,758.00	$ 7,155.16	$ 59,913.16
Public Services - Parks	2025 Ford F-150	$ 879.55	60 months	$ 52,773.00	$ 7,142.16	$ 59,915.16
Public Services - Roads & Streets	2025 Ford F-150	$ 879.30	60 months	$ 52,758.00	$ 7,155.16	$ 59,913.16
Public Services - Sewer	2025 Ford Transit-150	$ 1,101.50	60 months	$ 66,090.00	$ 8,152.20	$ 74,242.20
Building	2025 Ford F-150	$ 854.47	60 months	$ 51,268.20	$ 1,217.16	$ 52,485.36
Public Services - Sewer	2025 Ford F-250	$ 751.65	60 months	$ 45,099.00	$ 24,883.64	$ 69,982.64
Public Services - Sewer	2025 Ford F-150	$ 1,006.10	60 months	$ 60,366.00	$ 338.38	$ 60,704.38
Public Services - Sewer	2025 Ford F-150	$ 854.83	48 months	$ 41,031.84	$ 1,145.00	$ 42,176.84
Building	2024 Ford Ranger	$ 724.41	48 months	$ 34,771.68	$ 848.00	$ 35,619.68
						$ 946,770.38

Agenda Item Report

Subject:	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 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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	The property is located on the East side of SW 30th Avenue, west of Interstate 95. The immediate surrounding properties have a similar designation of MXE zoning and Commercial land use. The nearest residential zoning is approximately 425' to the southwest outside of the Town jurisdiction. The property sits directly adjacent to I-95, which presents a significant visibility challenge. Due to the high-speed nature of traffic on the interstate, drivers have limited time to notice signage along the east façade of the building, making it difficult for them to see and register the sign effectively as they pass by.
Staff Recommendations:	
Procurement:	

Financial Implications:	
Alternatives:	

ATTACHMENTS:

Resolution No: 2026-006
01 - 25-SV-02 Staff Report
02- Sign Variance Application
03-Lucky Cigar Justification Letter
04- Sign Renderings
05-Boundary Survey
06- Legal Description

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.

WHEREAS, Carlos Blanco/ C Bee Permit Inc, agent for the owner LUCKY CIGAR INC, the "Applicant," of the property located at 2865 SW 30th Avenue, Pembroke Park, Florida 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 two (2) sign variances:

1. A variance from §21-20(c)(1)(A) to allow for a 28" letter height in lieu of the 18" letter height permitted by the Town code for the east elevation;
2. A variance from §21-20(c)(1)(B) to allow for a 40' foot 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 considered the application, through a presentation of the Town's professional consultant at its December 1, 2025, commission workshop ; 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 Lucky Cigar Inc's variance application for the property located at 2865 SW 30th 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 14th day of January 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

EXHIBIT A

Town of Pembroke Park

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

TO: Town Workshop

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

MEETING DATE: January 14, 2026

SUBJECT: 25-SV-02 / Lucky Cigar Inc. Sign Variance
2865 SW 30th Ave

APPLICANT: Carlos Blanco / Lucky Cigar Inc.

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.

SITE DATA:

ADDRESS:	2865 SW 30th Ave
FOLIO:	514228000102
PARCEL SIZE:	0.26 acres
EXISTING USE:	Warehouse
ZONING:	MXE – Mixed Use Entertainment
FUTURE LAND USE:	C- Commercial

ADJACENT PROPERTY DESCRIPTION:
NORTH: MXE- Mixed Use Entertainment
SOUTH: MXE- Mixed Use Entertainment
EAST: I-95/City of Hallandale Beach
WEST: M-1 – Industrial/ CX Transportation

PROJECT BACKGROUND:
The property is located on the East side of SW 30th Avenue, west of Interstate 95. The immediate surrounding properties have a similar designation of MXE zoning and Commercial land use. The nearest residential zoning is approximately 425' to the southwest outside of the Town jurisdiction.

The property sits directly adjacent to I-95, which presents a significant visibility challenge. Due to the high-speed nature of traffic on the interstate, drivers have limited time to notice signage along the east façade of the building, making it difficult for them to see and register the sign effectively as they pass by.

STAFF ANALYSIS:
The applicant is proposing one wall sign facing Interstate 95. The sign is proposed to have the following information: "Lucky Cigar Wholesale" with a rendering of company logo.

The applicant is requesting two (2) variances from the sign code for this property to increase the letter height and to increase the length of the sign. The applicant is proposing the following:

East Elevation:

Code Section	Max Allowed	Proposed	Variance
21-20.(c).1.A for letter height	18" inches	28" inches	+10'' inches
21-20.(c).1.B for length of sign	20' feet	40' feet	+20' feet

SPECIFIC VARIANCE CRITERIA SECTION 21-73:
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 not demonstrated a hardship for the multiple variances.

STAFF CONDITIONS OF APPROVAL:

If Approved by the Town Commission, the consultant Town Planner recommends including 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.

RECOMMENDATION:

The Consultant Town Planner recommends denial of the requested sign variances. The applicant has not provided sufficient responses to address the specific criteria established by the Town for granting a variance. Furthermore, the applicant has failed to demonstrate the existence of a legitimate hardship that would justify approval.

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

Sign Variance Checklist

This checklist must be initialed and filled out. All of the following drawings are required unless initialed by project planner.

	Project Narrative		Survey		Site Plan(s)		Architectural Plan(s)
	Civil Plan(s)		Landscape Plan(s)		Concurrency Report(s)		Description

All plans to be oriented the same as survey. Each plan must be submitted as a single-sheet PDF. Plans must be named using a 3-digit ordering number, sheet name, and sheet title as named in the checklist above. An example is provided below:
001 S-1 Survey
002 SP-1 Site Plan
003 C-1 Civil Plan
004 A-1 Architectural Floor Plan

	Project Narrative
	Introduction APPLICATION # 966858
	Project Contact CARLOS BLANCO
	Location and Property Control Number (PCN) 5142 28 00 0102
	Land Use and Zoning COMMERCIAL
	History APPROVED BY STRUCTURAL AND ELECTRICAL REJECTED BY ZONING
	Justification addressing Review Standards in Sec. 21-73
	Conclusion PROPOSED SIZE EXCEEDS ALLOWED LTR. HEIGHT ABOVE ALLOWABLE 20") (A).PROPOSED HEIGHT 32", (B)PROPOSED 494" W (C). PROPOSED 109.70 SQR.FT.
	Proof of Ownership Copy of signed Warranty Deed, Property Appraisers Report, Letter of Authorization, or Corporate Resolution
	Survey Copy of signed and sealed original
	Current and dated within 1 year of submittal
	Location of all easements and utilities
	All adjacent rights-of-way with dimensions to centerline, dimension of width, pavement width
	Legal Description of Property Must be in Word/text format
	Sign Plan(s): Must be drawn to **ONE (1") INCH = TWENTY (20') FEET** where practical
	A. General Information
	Names of project, applicant, owner, architect and/or engineer preparing plans with their respective addresses and telephone
	Scale and north arrow
	Revision cloud demonstrating requested sign(s)
	B. Design Information **(Drawings should be signed and sealed)**
	Required and proposed sign requirements (Reference Chapter 21, Article II - Signs)
	Façade dimensions for the building and indicate the elevation where the sign will be installed
	Dimensions of the sign(s)
	Color rendering of the sign proposal

TOWN USE ONLY	*Submittal Date:*	*Project Number:*

Section 21-73 - Required Information

Code language as of August, 2024

Applications for a variance from this chapter shall contain the following information:

1. All the information required in an application for a sign permit;
2. The variance requested from the provisions of this chapter;
3. The reason why the variance is desired and the details of the hardship which would result from the denial of same.

Section 21-23 - Permit

Code language as of August, 2024

(b) Application. Applications for a permit required by this section shall be filed with the building department and shall contain the following information:

1. Name and address of the owner of the proposed sign or his authorized agent;
2. Type of sign and/or sign structure with all relevant dimensions;
3. Location of premises upon which the sign is to be located;
4. A plan or design of the sign showing the square foot area of the sign as well as the sign face, height of letters, lettering style, colors, materials, lighting equipment, if any, and its position relative to the building and/or property line;
5. Estimated value of sign;
6. Such other structural and technical information as may be required by the Building Department.

Variance Description

PROPOSED CHANNEL LETTERS ON WIRE WAY FOR EAST ELEVATION @ 2865 SW 30TH AVE .,PEMBROKE PARK.
A.LTR. HEIGHT ABOVE ALLOWABLE 20") A.PROPOSED HEIGHT 28"

B.PROPOSED SIGN WIDT 40'.0"

C.PROPOSED :96 SQR.FT.

POSED 480" WIDTH

LTR. HEIGHT PROPOSED HEIGHT 28",



28"

Application Submittal Steps:

1. Send a copy of the completed application, checklist, plans, and other exhibits to the Town Planner and Town Building Department via e-mail.
2. Request payment of application fees from Town Building Clerk via e-mail.

Jeffrey Louis, *Building Manager*
jlouis@tppfl.gov
954-966-4600 ext. 300

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
LUCKY CIGAR SIGN	112' X 100'.1"	Sign Variance
Address		Parcel ID
2865 SW 30TH AVE ,PEMBROKE PARK ,FL. 33009		5142 28 00 0102
Owner / Applicant Name(s)	Phone	Email
LUCKY CIGAR INC	954-822-1570	simoncohen55@yahoo.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 LEGAL DESCRIPTION : 28-51-42 COMM AT SW CORNER OF NW 1/4 OF NW 1/4 ELY 200.N 643 TO POB.CON

CHANGE OF COPY OF EXISTING SIGN (CORS-AIR) THE CHANGE TO BE LOGO/ LUCKY CIGAR WHOLESALE SALE, THE SIGN SPECS ARE LTRS. 28"H X 40'W TOTAL 96 SQR. FT.

Agent

Name	Company/Firm
Carlos Blanco	C Bee Permit Inc
Address	City, State, Zip
488 NE 5th Lane	Florida City,Fl. 33034
Phone	Email
305 323-8354	cbeepermit@gmail.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.

Carlos Blanco — *Agent's Signature*

08/07/2025 — *Date*

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.

SHIMON COHEN — *Printed Name of Property Owner*

Shimon Cohen — *Signature of Property Owner*

Date 08/07/25

State of FLORIDA , County of DADE
Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization.
This 08 day of 07 , 20 25 , by SHIMON COHEN (name of perso
X Personally known: OR Produced Identification, Type
Notary Public Signature My Commission Expires:

Notary Public State of Florida
Nicolas Raudales
My Commission
HH 185027
Exp.10/11/2026

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

CBEE PERMIT INC.
488 NE 5TH LANE
FLORIDA CITY, FL.33034
305-323-8354

09/02/2025

TOWN OF PEMBROKE PARK
ZONING & PLANNING DEPT.
3150 SW 52ND AVE.
PEMBROKE PARK, FL.33009

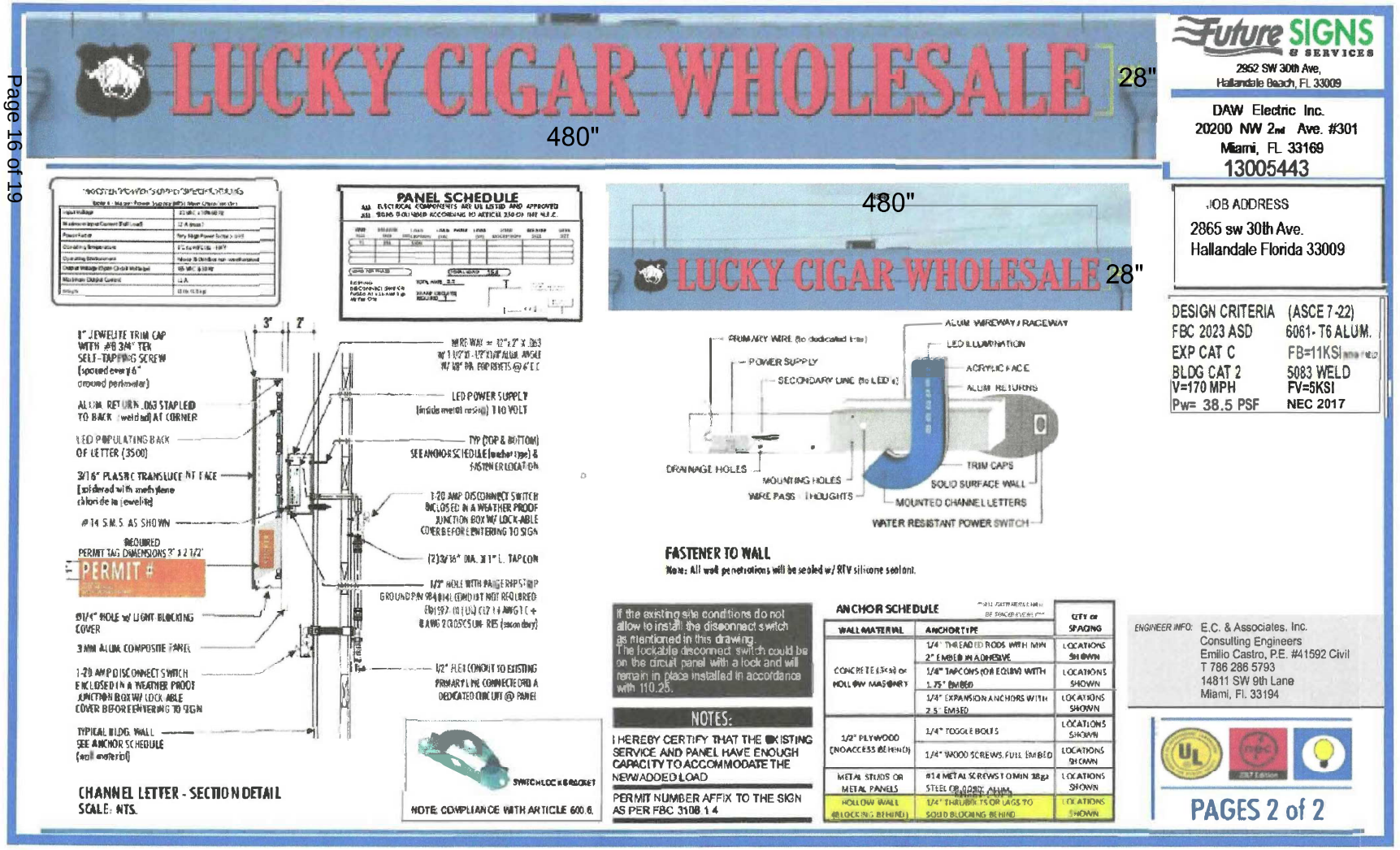
RE: LUCKY CIGAR INC.
COMMERCIAL SIGN VARIANCES EAST ELEVATION
2865 SW 30TH AVE.
PEMBROKE PARK, FL 33009
FOLIO: 514228000102
28-51-42 COMM AT SW COR OF NW1/4 OF NW1/4 ELY 200,N 643.3 TO POB,CONT NLY 100,W 71.18,SLY 100.01,ELY 72 TO POB,TOGETHER WITH COMM AT NW COR OF SEC,ELY 0.50,S 606.75,ELY 88.21 TO POB,CONT ELY 40.26,S 100.01,WLY 40.26,N 100.01 TO POB.

At this time the enterprise LUCKY CIGAR INC,has applied for a change of copy of an existing sign on the east elevation of the building now home to Lucky Cigar Wholesale that permit application #966858,that has since been rejected for non compliance with sign code SEC.21-20.

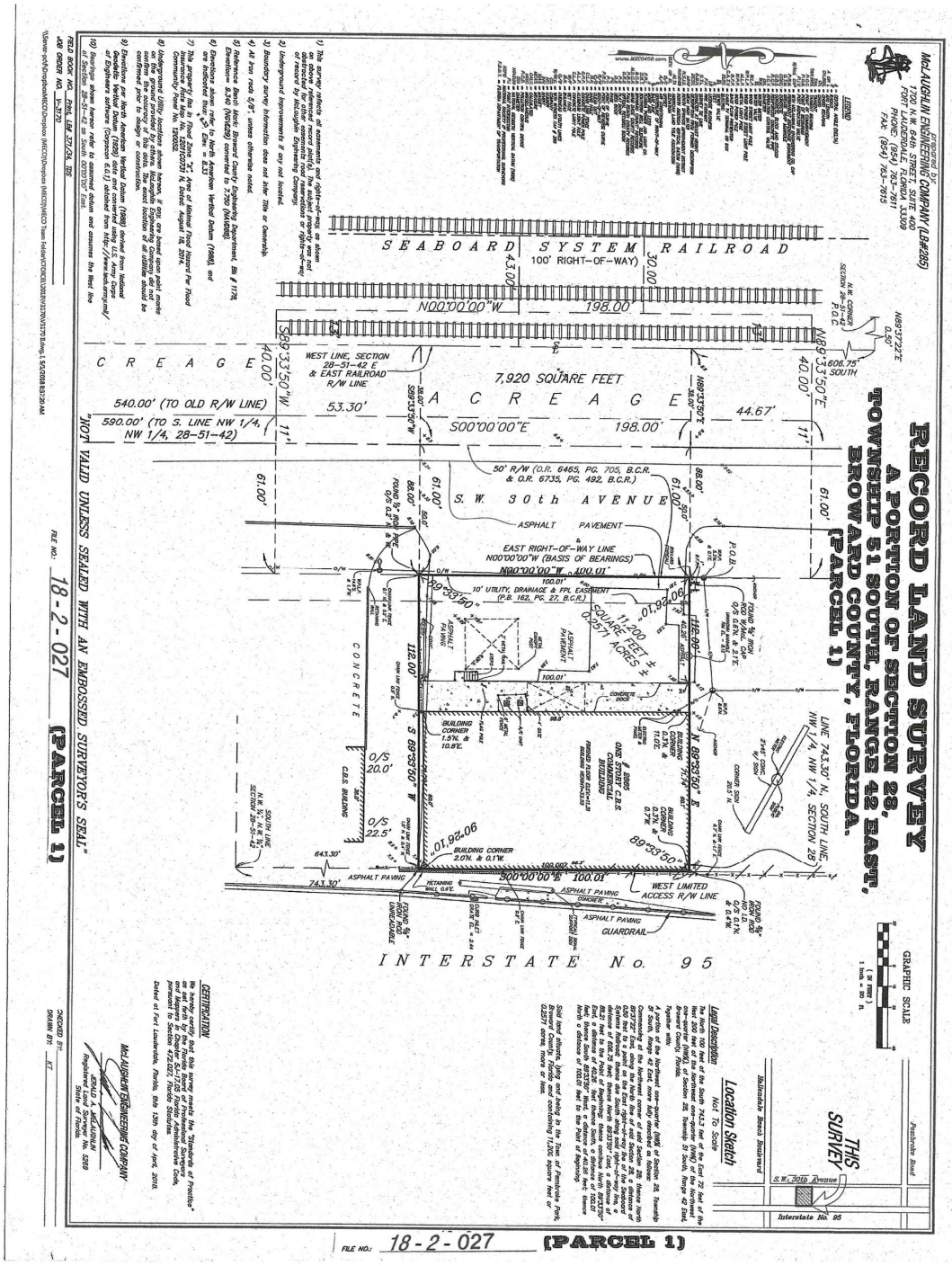
This variance is of great importance for the company and in it's commerce and Town' presence.
The present sign is of the previous corporation on the property's east elevation.
The urgency to change the present sign to the company now vacating the property.
"LOGO LUCKY CIGAR WHOLESALE" is of great importance.
Lucky Cigar has been located at its present location since October of 20223,but hindered with the delay for such change of copy,due to the proposed preferred size of logo and letters (28"in height and 40' in width),sign on its east elevation of which faces the I-95 highway and off ramp that is subject to a variance.
Unfortunately the thruway of SW 30Th Ave is not a trafficked avenue,therefore limiting its visual commerce presence, so an identification company name is greatly needed and further delays will continue to hinder the company's business commerce.
The building is zoned commercial warehouse and is flanked by a vacant lot to it's North and commercial office, warehouse to the south. Therefore the recognition of Lucky Cigars's Identification sign needs complete favorable review and urgency.

Thank you kindly


LUCKY CIGAR
100".1"
30'.0"
LUCKY CIGAR WHOLESALE
28"
W
S
N
E
EAST ELEVATION: SIGN SQR FT.96 (28.0"H X 480"W)
480"
LUCKY CIGAR WHOLESALE
28"
PGE 1-2


LUCKY CIGAR WHOLESALE
28"
480"
Future SIGNS & SERVICES
2952 SW 30th Ave,
Hallandale Beach, FL 33009
DAW Electric Inc.
20200 NW 2nd Ave. #301
Miami, FL 33169
13005443
JOB ADDRESS
2865 sw 30th Ave.
Hallandale Florida 33009
PANEL SCHEDULE
ALL ELECTRICAL COMPONENTS ARE UL LISTED AND APPROVED
ALL SIGNS BUILT AND ACCORDING TO ARTICLE 600 OF THE N.E.C.
DESIGN CRITERIA (ASCE 7-22)
FBC 2023 ASD 6061- T6 ALUM.
EXP CAT C FB=11KSI
BLDG CAT 2 5083 WELD
V=170 MPH FV=5KSI
Pw= 38.5 PSF NEC 2017
1" JEWELITE TRIM CAP WITH #8 3/4" TEK SELF-TAPPING SCREW (spaced every 6" around perimeter)
ALUM. RETURN .063 STAPLED TO BACK (welded) AT CORNER
LED POPULATING BACK OF LETTER (3500)
3/16" PLASTIC TRANSLUCENT FACE (soldered with methylene chloride to jewelite)
#14 S.M.S. AS SHOWN
REQUIRED PERMIT TAG DIMENSIONS 3" x 2 1/2"
PERMIT #
5/1/4" HOLE w/ LIGHT BLOCKING COVER
3 MM ALUM. COMPOSITE PANEL
1-20 AMP DISCONNECT SWITCH ENCLOSED IN A WEATHER PROOF JUNCTION BOX W/ LOCK ABLE COVER BEFORE ENTERING TO SIGN
TYPICAL BLDG. WALL SEE ANCHOR SCHEDULE (wall material)
WIRE WAY = 12" x 2" X .063 w/ 1 1/2" D. -1/2" D. ALUM. ANGLE W/ 1/8" DIA. RIVETS @ 6" O.C.
LED POWER SUPPLY (inside metal raceway) 110 VOLT
TYP (TOP & BOTTOM) SEE ANCHOR SCHEDULE (anchor type) & FASTENER LOCATION
1-20 AMP DISCONNECT SWITCH ENCLOSED IN A WEATHER PROOF JUNCTION BOX W/ LOCK-ABLE COVER BEFORE ENTERING TO SIGN
(2) 3/16" DIA. X 1" L. TAPCON
1/2" HOLE WITH RACEWAYS @ P
GROUNDING #8 BARE (EGC) IS NOT REQUIRED
1/2" FLEX CONDUIT TO EXISTING PRIMARY LINE CONNECTED TO A DEDICATED CIRCUIT @ PANEL
SWITCH LOCK BRACKET
NOTE: COMPLIANCE WITH ARTICLE 600.6.
CHANNEL LETTER - SECTION DETAIL
SCALE: NTS.
480"
28"
PRIMARY WIRE (to dedicated line)
POWER SUPPLY
SECONDARY LINE (to LED's)
ALUM. WIREWAY / RACEWAY
LED ILLUMINATION
ACRYLIC FACE
ALUM. RETURNS
DRAINAGE HOLES
MOUNTING HOLES
WIRE PASS THOUGHTS
TRIM CAPS
SOLID SURFACE WALL
MOUNTED CHANNEL LETTERS
WATER RESISTANT POWER SWITCH
FASTENER TO WALL
Note: All wall penetrations will be sealed w/ RTV silicone sealant.
If the existing site conditions do not allow to install the disconnect switch as mentioned in this drawing. The lockable disconnect switch could be on the circuit panel with a lock and will remain in place installed in accordance with 110.25.
NOTES:
I HEREBY CERTIFY THAT THE EXISTING SERVICE AND PANEL HAVE ENOUGH CAPACITY TO ACCOMMODATE THE NEW ADDED LOAD
PERMIT NUMBER AFFIX TO THE SIGN AS PER FBC 3108.1.4
ANCHOR SCHEDULE
WALL MATERIAL | ANCHOR TYPE | QTY or SPACING
CONCRETE (3Kpsi or HOLLOW MASONRY | 1/4" THREADED RODS WITH MIN 2" EMBED IN ADHESIVE | LOCATIONS SHOWN
1/4" TAPCONS (OR EQUIV) WITH 1.75" EMBED | LOCATIONS SHOWN
1/4" EXPANSION ANCHORS WITH 2.5" EMBED | LOCATIONS SHOWN
1/2" PLYWOOD (NO ACCESS BEHIND) | 1/4" TOGGLE BOLTS | LOCATIONS SHOWN
1/4" WOOD SCREWS, FULL EMBED | LOCATIONS SHOWN
METAL STUDS OR METAL PANELS | #14 METAL SCREWS TO MIN 18ga STEEL OR BASIC ALUM. | LOCATIONS SHOWN
HOLLOW WALL (BLOCKING BEHIND) | 1/4" THRUBOLTS OR LAGS TO SOLID BLOCKING BEHIND | LOCATIONS SHOWN
ENGINEER INFO: E.C. & Associates, Inc.
Consulting Engineers
Emilio Castro, P.E. #41592 Civil
T 786 286 5793
14811 SW 9th Lane
Miami, Fl. 33194
PAGES 2 of 2

CORS-AIR
Google


RECORD LAND SURVEY
A PORTION OF SECTION 28, TOWNSHIP 51 SOUTH, RANGE 42 EAST, BROWARD COUNTY, FLORIDA.
(PARCEL 1)
THIS SURVEY
Location Sketch
Not To Scale
Legal Description
GRAPHIC SCALE
CERTIFICATION
McLAUGHLIN ENGINEERING COMPANY
GERALD A. McLAUGHLIN
Registered Land Surveyor No. 3269
State of Florida
VALID UNLESS SEALED WITH AN EMBOSSED SURVEYOR'S SEAL"
FILE NO: 18 - 2 - 027 (PARCEL 1)
SEABOARD SYSTEM RAILROAD
100' RIGHT-OF-WAY)
CREAGE
7,920 SQUARE FEET
ACREAGE
S.W. 30th AVENUE
50' R/W (O.R. 6465, PG. 705, B.C.R. & O.R. 6735, PG. 492, B.C.R.)
EAST RIGHT-OF-WAY LINE
N00°00'00"W (BASIS OF BEARINGS)
10' UTILITY, DRAINAGE & FPL EASEMENT (P.B. 162, PG. 27, B.C.R.)
11,200 SQUARE FEET ± 0.257 ACRES ±
CONCRETE
BUILDING CORNER 1.5'N. & 10.9'E.
ONE STORY CONCRETE BLOCK COMMERCIAL BUILDING
BUILDING CORNER 0.7'N. & 0.7'E.
BUILDING CORNER 2.0'N. & 0.1'W.
WEST LIMITED ACCESS R/W LINE
ASPHALT PAVING
GUARDRAIL
INTERSTATE No. 95
Pembroke Road
Hallandale Beach Boulevard
S.W. 30th Avenue
Interstate No. 95

PROPERTY ADDRESS:
2865 SW 30th AVENUE, PEMBROKE PARK, FLORIDA 33009
FOLIO # | 514228000102

LEGAL DESCRIPTION:

71.18,SLY 100.01,ELY 72 TO POB,TOGETHER WITH COMM AT NW COR OF SEC,ELY 0.50,S 606.75,ELY

Agenda Item Report

Subject:	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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	The property is located on the east side of Hallandale Beach Blvd. The immediate surrounding properties have a similar designation of B-1 zoning and Commercial land use. In 2021, O'reily Auto Parts received site plan approval and completed construction in early 2024. The subject site is located along a linear commercial corridor on Hallandale Beach Blvd. The building is set back approximately 80 feet from Hallandale Beach- a major arterial roadway. Currently the existing sign complies with sign code standards. The applicant states that due to the building's 80-foot setback from W Hallandale Beach Boulevard, a standard wall sign is not easily visible to passing vehicles. A larger sign would be necessary to improve visibility, particularly for drivers experiencing vehicle issues who may urgently need

	auto parts. The proposed signage is presented as serving a functional role beyond advertising, enhancing wayfinding and contributing to traffic safety.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

Resolution No.: 2026-007
01-25-SV-05 Staff Report
02-Master Application
03- O'reilly Justification Letter
04-Sign Renderings
05-Survey
06-Legal Description

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.

WHEREAS, Jennifer Ronneburg/ GoPermit, agent for the owner O'Reilly Automotive Stores Inc, the "Applicant," of the property located at 4700 West Hallandale Beach Boulevard, Pembroke Park, Florida 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 three (3) sign variances:

1. A variance from §21-20(c)(1)(A) to allow for a 63" letter height in lieu of the 21" letter height permitted by the Town code for the north elevation;
2. A variance from §21-20(c)(1)(B) to allow for a 27'4" foot long sign in lieu of the 20' foot length permitted by the Town code;
3. A variance from §21-20(c)(1)(C) to allow for a 145' foot long sign in lieu of the 102'8" foot sign area 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 considered the application, through a presentation of the Town's professional consultant at its December 1, 2025, commission workshop ; 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 O'Reilly Automotive Stores Inc's variance application for the property located at 4700 West Hallandale Beach Boulevard, 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 14th day of January 2026.

_____
MAYOR GEOFFREY JACOBS

ATTEST:

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

_____
JACOB G. HOROWITZ
Town Attorney

EXHIBIT A

Town of Pembroke Park

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

TO: Town Commission Meeting

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

MEETING DATE: January 14, 2026

SUBJECT: 25-SV-05 / O'riellys Sign Variance
4700 W. Hallandale Beach Blvd

APPLICANT: Jennifer Ronneburg / GoPermit

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.

SITE DATA:

ADDRESS:	4700 W. Hallandale Beach Blvd.
FOLIO:	514230090491
PARCEL SIZE:	0.79 acres
EXISTING USE:	Commercial
ZONING:	B-1 Business District
FUTURE LAND USE:	C- Commercial

ADJACENT PROPERTY DESCRIPTION:
NORTH: West Park
SOUTH: West Park
EAST: B-1 Business District
WEST: B-1 Business District

PROJECT BACKGROUND:
The property is located on the east side of Hallandale Beach Blvd. The immediate surrounding properties have a similar designation of B-1 zoning and Commercial land use.

In 2021, O'reily Auto Parts received site plan approval and completed construction in early 2024. The subject site is located along a linear commercial corridor on Hallandale Beach Blvd. The building is set back approximately 80 feet from Hallandale Beach Boulevard, a major arterial roadway. Currently the existing sign complies with sign code standards.



STAFF ANALYSIS:
The applicant is proposing to replace existing sign on the front façade facing Hallandale Beach Boulevard. The proposed sign will display the business name "O'Reilly Auto Parts". The signage is intended to enhance visibility from Hallandale Beach Boulevard. The applicant states that due to the building's 80-foot setback from W Hallandale Beach Boulevard, a standard wall sign is not easily visible to passing vehicles. A larger sign would be necessary to improve visibility, particularly for drivers experiencing vehicle issues who may urgently need auto parts. The proposed signage is presented as serving a functional role beyond advertising, enhancing wayfinding and contributing to traffic safety.

The applicant is requesting three (3) variances from the sign code for this property to increase the letter height, increase the length of the sign and increase the sign area. The applicant is proposing the following:

West Elevation:

Code Section	Max Allowed	Proposed	Variance
21-20.(c).1.A for letter height	21"	63"	+42"
21-20.(c).1.B for length of sign	20'	27'9"	+7'-9"
21-20.(c).1.C for sign area	102'-8"	145'	+42'-2"

SPECIFIC VARIANCE CRITERIA SECTION 21-73:
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.

STAFF CONDITIONS OF APPROVAL:
If Approved by the Town Commission, the consultant Town Planner recommends including 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.

RECOMMENDATION:
Staff recommends approval for the sign variance request.

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
O'Reilly Auto Parts	0.79 acre	Sign Variance
Address		**Parcel ID**
4700 W Hallandale Beach Blvd, Pembroke Park, FL 33023		514230090490 and 514230090491
Owner / Applicant Name(s)	**Phone**	**Email**
O'Reilly Automotive Stores Inc.	417-862-2674	

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

Requesting a sign variance for O'Reilly Auto Parts at 4700 W Hallandale Beach Blvd to modify dimensional standards found in the Town of Pembroke Park Zoning Code in Section 21-20(c)(1)(A), (B), and (C) to allow an increase in wall sign height, length, and sign area, respectively, for the wall sign on the front of the building. The proposed new dimensions are 5'3"H x 27'-9"L and 145.69 sq. ft.

Agent

Name	Company/Firm
Jennifer Ronneburger	GoPermit
Address	**City, State, Zip**
9061 Woodlark Terrace	Boynton Beach, FL33472
Phone	**E-mail**
631-882-4718	gopermit@gmail.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.

Agent's Signature _____ *Date* 09 / 25 / 2025

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 Phil Hopper | *Signature of Property Owner* _____ | *Date* 11 / 6 / 2025

State of Missouri, County of Greene
Sworn to (or affirmed) and subscribed before me by means of X physical presence or online notarization.
This 7th day of November, 20 25, by Colin Patrick McGregor (name of person making statement)
X Personally known: OR Produced Identification, Type
Colin Patrick McGregor My Commission Expires: 04/26/2025
Notary Public Signature

Colin Patrick McGregor
Notary Public Notary Seal
State of Missouri
Greene County
My Commission Expires 04 25 2025
Commission # 22254171

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

9061 Woodlark Terrace. Boynton Beach, FL 33436
631.882.4718 ◆ gopermit@gmail.com

October 8, 2025

Town of Pembroke Park
3150 SW 52nd Ave
Pembroke Park, FL 33023

Re: O'Reilly Auto Parts
4700 W Hallandale Beach Blvd
Pembroke Park, FL 33023
Request for Exterior Signage Variance

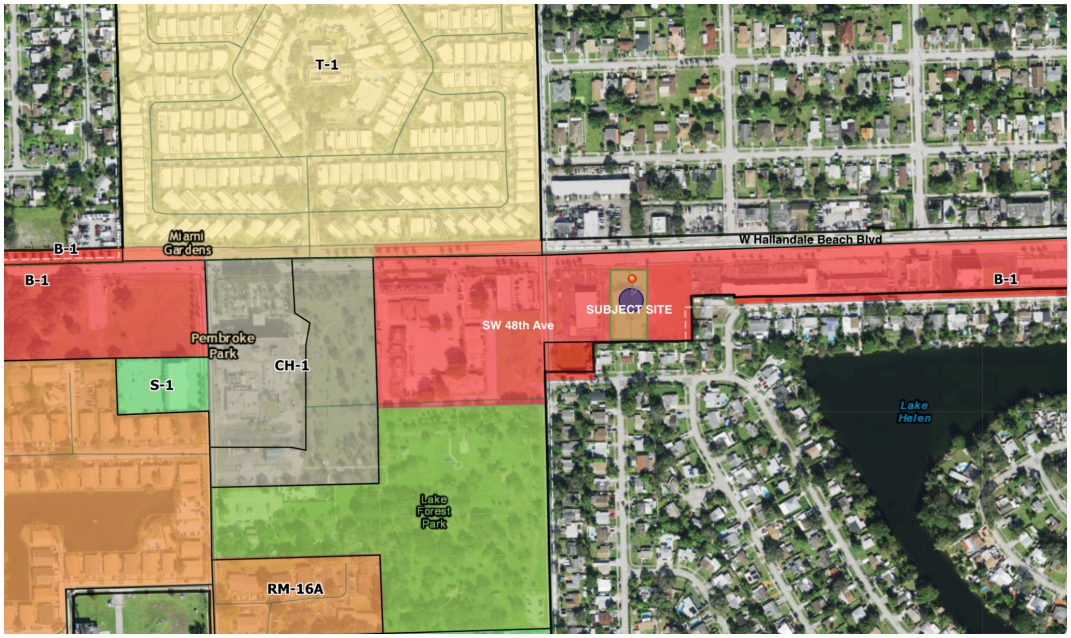
Dear Town Commission,

Please allow this letter to serve as notification to request an exterior sign variance for O'Reilly Auto Parts at the above referenced location. Jennifer Ronneburger with GoPermit will serve as applicant on behalf of O'Reilly Auto Parts.

Property Information: This property is located east of SW 48th Ave along State Route 858, also known as Hallandale Beach Blvd. The Town of Pembroke Park identifies this site under property identification number 514230090490. The land use is C Commercial and the zoning is B-1 Business District and is currently occupied by O'Reilly Auto Parts business.

Property History: The property has been vacant land with one billboard until 2017 when it was used as a temporary lot for storage of construction materials including gravel, piping, and earth moving machinery. The O'Reilly Auto Parts began construction in early 2023 and was completed in early 2024.

Surrounding Property Information: The subject site is located on a long, horizontal commercial strip within the Town Pembroke Park jurisdiction. The neighboring jurisdiction is the City of West Park jurisdiction. In the photo below, the unhighlighted areas north and south of the subject site are residential neighborhoods in the City of West Park. To the immediate west and east of the subject site are commercial businesses within the same Pembroke Park B-1 Business District zoning.



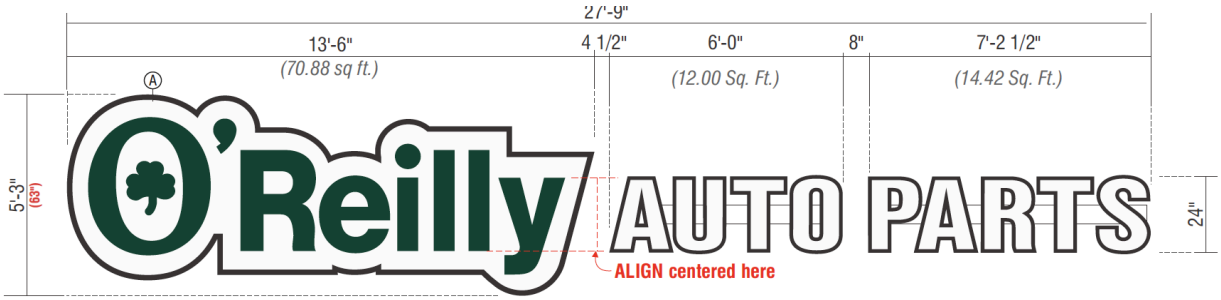
Subject Request: GoPermit, on behalf of O'Reilly Auto Parts, is respectfully requesting relief to increase the overall dimensions of one (1) wall sign "O'Reilly Auto Parts" on the front facade of the building that faces W Hallandale Beach Blvd. The relief is from the following code sections:

- Variance from 21-20.(c).1.A for height of letters
  - Requesting an increase from 20" to 63"
- Variance from 21-20.(c).1.B for length of sign
  - Requesting an increase from 154.5" to 333"
- Variance from 21-20.(c).1.C for sign area
  - Requesting an increase from 24 square feet to 145 square feet

Our proposal is to replace the existing sign (right) that complies with current sign code standards with one (1) exterior illuminated wall sign reading "O'Reilly Auto Parts" on the front facade/north elevation that faces Hallandale Beach Blvd.



The photo below depicts a rendering of the proposed sign, which is identical to the current sign in stylization and logo.



The building's front facade is set back 80’ from W Hallandale Beach Blvd, a major arterial road. The building is set far back from the street, making the standard-sized wall sign difficult for auto parts seekers to see at traveling speeds. A larger, more visible sign will serve as an essential navigational beacon as it minimizes the "searching" time for a distressed driver. When a motorist has a critical vehicle failure (e.g., a burst hose, dead battery) near the vicinity, their need for immediate, easily-locatable auto parts becomes imperative. The sign's function is elevated from mere advertising to a critical element of local traffic safety and consumer utility.

O'Reilly Auto Parts serves a vital, non-aesthetic function in our car-dependent community by ensuring vehicles remain functional and reliable. While sign ordinances promote aesthetic harmony, the current sign is undersized relative to the building's facade height. A larger sign would remain aesthetically proportional and enhance the visual identity and legibility of the store.

Beyond advertising, signs are crucial for public welfare by providing rapid communication to essential services. An auto parts store is a critical local infrastructure component, comparable to a pharmacy or convenience store, particularly for the working population reliant on their vehicles. Granting a variance for a larger sign would enhance public welfare by making this vital resource easily identifiable, especially in stressful, time-sensitive situations.

The proposed larger sign will be professionally designed, utilizing existing branding to be a complementary enhancement rather than a detraction. Furthermore, current code limitations would prevent a signage size increase should the building's height or facade architecture change in the future, potentially causing the sign to be grossly out of proportion.

In summary, we believe that the proposed signage is not just a matter of commercial preference but a necessary adjustment to enhance public safety and convenience, ensuring O'Reilly Auto Parts can effectively serve the community's needs. We respectfully request your approval of this variance request.

Sincerely,

Jennifer Ronneburger
President, GoPermit

O'Reilly AUTO PARTS

Pembroke Park, FL 33023

#6614

Code Description: **Reference Chapter 21, Article II - Signs**

Max height of letters: No wall sign shall have either letters, cabinets or border exceeding 18" in height, provided, however, that the height of such letters may be increased in height 1" for each 24' or major portion thereof setback distance between the front building line and the street property line.

Sign Area Specifications:

NTE (1) SF for each LF of building/bay frontage= 102.67 sq. ft.

Proposed:
Front: 145.69 sq. ft.

Proposed Signage:

N1 New Channel Letters w/ formed caps.

TAG TUBE ART GROUP

Yakima Office
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Yakima, WA 98902
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Fax 509.469.8211

0080 Customer Number
144231 Quote Number
144231A OAP6614 PembrokeParkFL File Name

Paul Gengé Salesperson
Venetia Hancock Drawn By
Jeannine Pike Project Manager

January 11, 2024 Date

Revisions
1.0
9/4/25 0.5
10/20/25 0.5
10/27/25 0.5

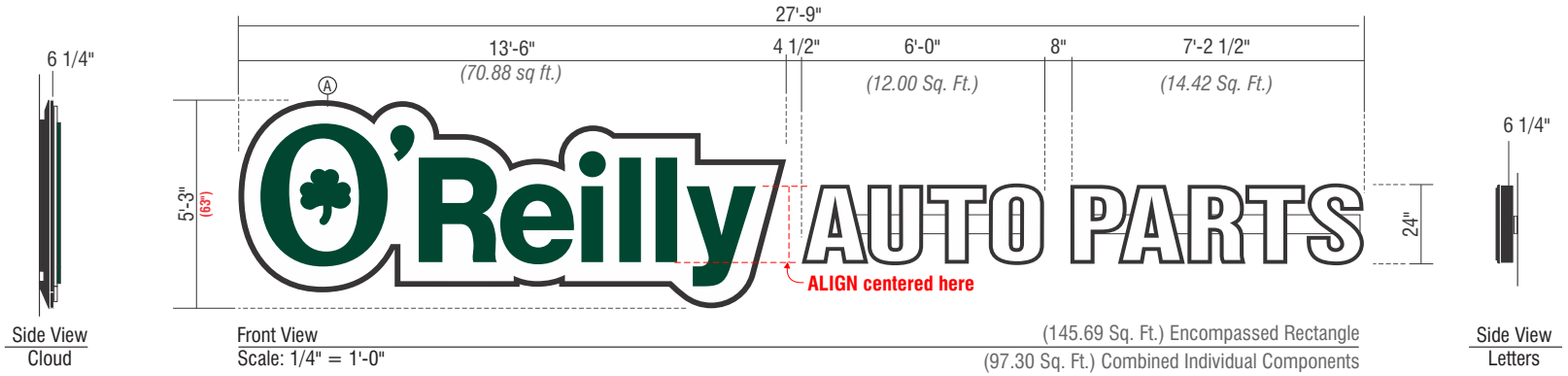
[ ] Approved
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Customer Signature Date
Landlord Signature Date

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O'Reilly
4700 W. Hallandale Beach Blvd.
Pembroke Park, FL 33023



Manufacture & Supply: One (1) Set of Illuminated Formed Cloud Logo & Channel Letters w/Formed Cap Faces - Wireways

Ⓐ **Cloud Logo**
- Formed polycarbonate face and back with double embossment & 2nd surface painted graphics.
- Paint match to: Green (PMS# 342c), Black & White.
- Principal White 7100K LEDs (12V 60W Power Supply)

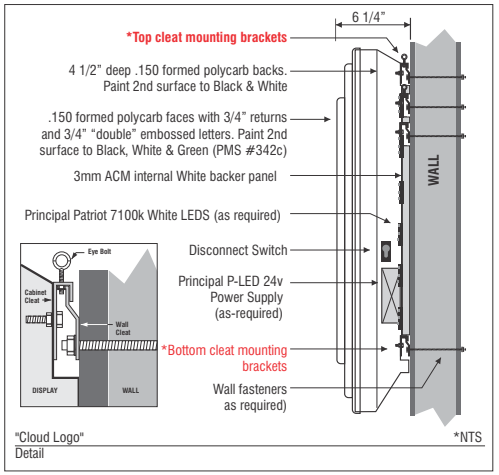
Ⓑ **Auto Parts Letters**
- Formed polycarbonate caps with 1/4" (White) letter "bumps".
- Black 5" aluminum coil returns.
- 2nd surface Black & White paint.
- Principal White 7100K LEDs (12V 60W Power Supply)

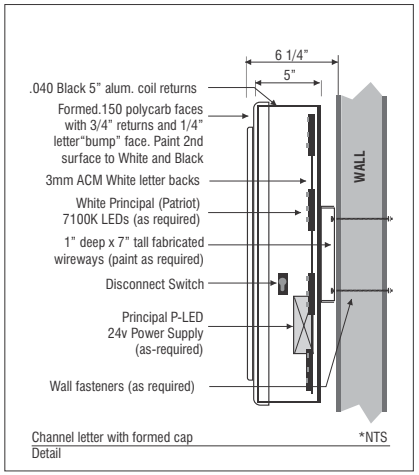
Ⓒ **Wireways**
- 7" x 1" Deep Fabricated alum. painted to match: **346 Patchwood.**
- Mount w/required fasteners
- Final electrical connection & supply by others

***ALL SIGNS TO HAVE 15'-0" POWER WHIP**

***Install Pattern Required**

***Include mounting cleats.**





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WALL SIGN SPECIFICATIONS

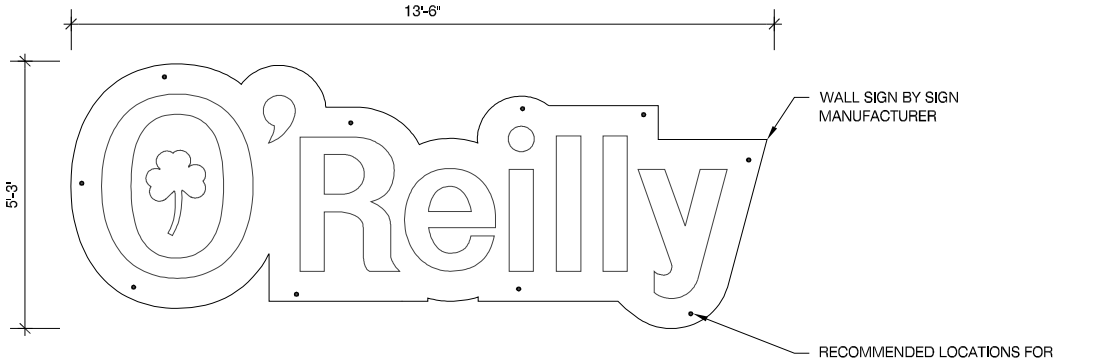
1. REFER TO SIGN COMPANY'S DRAWING(s) FOR MORE DETAILS. ALL DESIGNS, DETAILING, FABRICATION AND CONSTRUCTION SHALL CONFORM TO:
   2023 FLORIDA BUILDING CODE 8TH ED
   ACI
   AISC
   AMERICAN WELDING SOCIETY
   LOCAL BUILDING CODES & ORDINANCES
2. ALUMINUM PIPE: 6061-T6 ALLOY
3. ALUMINUM SQUARE/RECTANGULAR: 6061-T6 ALLOY U.N.O.
4. THREADED ROD: ASTM A193 GRADE B7, U.N.O.
5. ANCHOR BOLTS: STAINLESS STEEL OR GALVANIZED ASTM F1554 GRADE 36 U.N.O. (ALTERNATES GRADE 55 & 105)
6. CONNECTION BOLTS: STAINLESS STEEL OR GALVANIZED ASTM A325
7. ALUMINUM ANGLES, CHANNELS, STRUCTURAL SHAPES: 6061-T6 ALLOY U.N.O.
8. ALUMINUM PLATE: 5052-H34 ALLOY
9. ALUMINUM SHEET: 5052-H32 ALLOY
10. WELDING ELECTRODES: E70XX
11. WELDERS SHALL BE CERTIFIED FOR TYPE OF WELDING.
12. THIS ENGINEER DOES NOT WARRANT THE ACCURACY OF DIMENSIONS FURNISHED BY OTHERS.
13. ALL EXPOSED STEEL SHALL BE PAINTED WITH AN ENAMEL PAINT TO PROHIBIT CORROSION.
14. THE CONTRACTOR (INSTALLER) IS RESPONSIBLE FOR THE MEANS & METHODS OF CONSTRUCTION IN REGARDS TO JOB SITE SAFETY.
15. THIS DESIGN IS FOR THE INDICATED ADDRESS ONLY, AND SHOULD NOT BE USED AT OTHER LOCATIONS WITHOUT WRITTEN PERMISSION OF THE ENGINEER.
16. DESIGN OF DETAILS AND STRUCTURAL MEMBERS NOT SHOWN, ARE BY OTHERS.
17. INSTALLED FASTENERS MUST MEET OR EXCEED THE VALUES SHOWN IN THE LIST ON THE CALCULATIONS SHEET.
18. ALL ANCHORS SHALL BE COATED TO PREVENT CORROSION.
19. WALL SIGNS ATTACHED TO EXTERIOR WALLS OF SOLID MASONRY OR CONCRETE, SHALL BE SAFELY AND SECURELY ATTACHED BY MEANS OF METAL ANCHORS, BOLTS OR EXPANSION BOLTS OF NOT LESS THAN 3/8' DIAMETER AND SHALL BE EMBEDDED AT LEAST 5 INCHES, U.N.O.
20. WOOD BLOCKS SHALL NOT BE USED FOR ANCHORAGE, EXCEPT IN THE CASE OF WALL SIGNS ATTACHED TO BUILDINGS WITH WALLS OF WOOD.
21. A WALL SIGN SHALL NOT BE SUPPORTED BY ANCHORAGE SECURED TO AN UNBRACED PARAPET WALL. LAG BOLT ANCHORAGE INTO WOOD 3" MIN. EMBEDMENT.
22. A THREADED ROD MAY BE USED FOR THRU BOLT CONNECTION (USE WASHER AND DOUBLE NUT OR CRIMP THREADS BOTH ENDS TYP.)
23. SIGN MUST BE ATTACHED TO OR THROUGH SOLID BLOCKING, U.N.O.
24. AT E.I.F.S. INSTALLATIONS INSTALL WITH PIPE SLEEVE. SEAL ALL PENETRATIONS.
25. THIS DESIGN FOR ANCHORAGE TO EXISTING STRUCTURE ONLY. BUILDING DESIGNER TO VERIFY ADEQUACY OF STRUCTURE TO RESIST THE ADDITIONAL LOADING. THIS ENGINEER NOT RESPONSIBLE FOR EXISTING STRUCTURE.
26. CHANNEL LETTERS AND WALL SIGNS ARE BY OTHERS
27. ELECTRICAL RACEWAYS ARE BY OTHERS.

NOTES

1.) SEE MANUFACTURERS DRAWINGS FOR ADDITIONAL DETAILS AND DIMENSIONS.

* CLIENT - TUBE ART GROUP
* 2023 FLORIDA BUILDING CODE 8TH ED
* RISK CATEGORY II
* 170 MPH WIND SPEED, EXP. C

CALCULATIONS INCLUDE THE FOLLOWING CONSIDERATIONS AS OUTLINED IN THE 2023 FLORIDA BUILDING CODE (8th ED.) :
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CHAPTER 17-SPECIAL INSPECTIONS AND TESTING
CHAPTER 18- SOILS AND FOUNDATIONS
CHAPTER 19-CONCRETE
CHAPTER 20-ALUMINUM
CHAPTER 21-MASONRY
CHAPTER 22-STEEL
CHAPTER 23-WOOD
'ALL SIGNS SHALL BE COMPLIANT WITH CURRENT NEC CODES'



FRONT ELEVATION @ 5'-3" O'REILLY FLUSH MOUNT CLOUD SIGN 1

SCALE: N.T.S.

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY DARREN S. ANTLE, P.E. USING A DIGITAL SIGNATURE AND DATE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

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Fax 509.469.8211

0080 Customer Number
144231 Quote Number
144231A 0AP6614 PembrokeParkFL File Name

Paul Gengé Salesperson
Venetia Hancock Drawn By
Jeannine Pike Project Manager

January 11, 2024 Date

Revisions
1.0
9/4/25 0.5
10/20/25 0.5

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O'Reilly
4700 W. Hallandale Beach Blvd.
Pembroke Park, FL 33023

WIND DATA

Building Code	2023 Florida Buildir	Importance Factor, I	1.0	Base Pressure, q_{10}/K_{zt}	37.7 psf
Wind Load Criteria	ASCE 7-22	Directionality Factor, K_d	0.85	Mean Roof Height, h	20 ft
Wind Speed, V	170 mph	Topography Factor, K_{zt}	1.0	Exposure Coefficient, K_h	0.75
Exposure Category	C	ASD Wind Load Factor, y	0.6	Velocity Pressure, q_h	28.4 psf

FASTENER DATA

Mark	Used Yes/No	Type	Wall Type	Allow. Shear	Allow. Pullout	Anchor Embed	Wood Thickness	Notes
1	No	3/8" Liberty Anchor	Masonry (Hollow), Wood, Cold-Form Steel	300	300	--	--	
2	No	3/8" Lag Bolt	Wood	200	300	3	3	
3	No	3/8" Hilti HLC Anchor	Masonry & Clay brick	300	300	1 1/4	--	Refer to manufacturers specifications for minimum req's
4	Yes	3/8" Thru Bolt	Masonry (Hollow), Wood, Cold-Form Steel	300	300	--	--	
5	No	3/8" Expansion Bolt	Masonry (Filled), Concrete	300	300	3	--	
6	Yes	3/8" LDT - Hollow CMU	Hollow CMU	220	220	1 1/2"	--	Anchors must be installed by hand in hollow CMU

WALL SIGN #1 - FLUSH MOUNT TO WALL

Description	63" Cloud
# of Fasteners	10

Wind Pressure Override : 0 psf

Interior Application : No

Loads

Section	Location	Height	Width	Weight	Area	Weight	Top Elevatio	GC_p	$q_h GC_p$	Pullout Force
		ft	ft	psf	sf	lbs	ft		psf	lbs
--	Ht. Above Grade	15.0	--	--	--	--	15	--	--	--
1	Base of Sign	5.3	9.5	5	50	250	20.25	-1.15	-32.8	1637
2		0.0	0.0	5	0	0	20.25	-1.40	-39.8	0
3		0.0	0.0	5	0	0	20.25	-1.40	-39.8	0
4	Top of Sign	0.0	0.0	5	0	0	20.25	-1.40	-39.8	0
Totals		5.3	9.5		50	250				1637

Fastener Analysis

Fastener Mark	# of Fasteners Required			Used Yes/No	Status
	Shear	Pullout	Governs		
1	1	6	6	No	Not Used
2	2	6	6	No	Not Used
3	1	6	6	No	Not Used
4	1	6	6	Yes	Ok
5	1	6	6	No	Not Used
6	2	8	8	Yes	OK

CALCUATIONS A
SCALE: N.T.S.

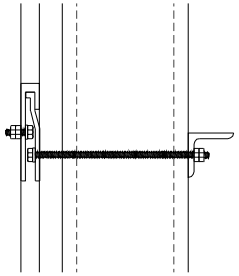
NOTES

1.) SEE MANUFACTURERS DRAWINGS FOR ADDITIONAL DETAILS AND DIMENSIONS.

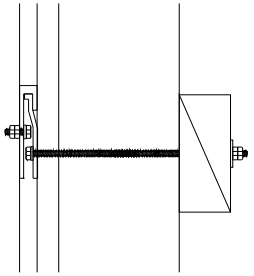
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* 170 MPH WIND SPEED, EXP. C

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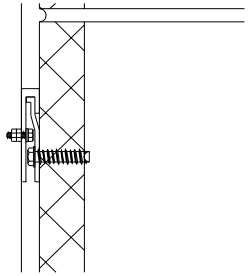
NOTE:
IF WALL SURFACE IS EIFS OR EQUIVALENT FINISH, METAL PIPE SPACERS ARE NECESSARY AT ALL MOUNTING LOCATIONS.



WALL-HANGING CLEAT W/ 3/8" Ø THRU BOLT (NON WOOD STUD WALL) 4a
SCALE: N.T.S.



WALL-HANGING CLEAT W/ 3/8" Ø THRU BOLT (WOOD STUD WALL) 4b
SCALE: N.T.S.



WALL-HANGING CLEAT W/ 3/8" LDT ANCHOR 6
SCALE: N.T.S.

TUBE ART GROUP

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0080
Customer Number

144231
Quote Number

144231A 0AP6614 PembrokeParkFL
File Name

Paul Gengé
Salesperson

Venetia Hancock
Drawn By

Jeannine Pike
Project Manager

January 11, 2024
Date

1.0
9/4/25 0.5
10/20/25 0.5
Revisions

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Customer Signature
Date

Landlord Signature
Date

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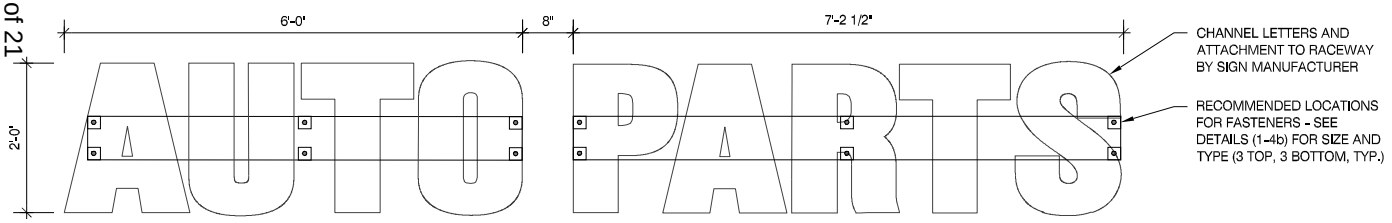
O'Reilly
4700 W. Hallandale Beach Blvd.
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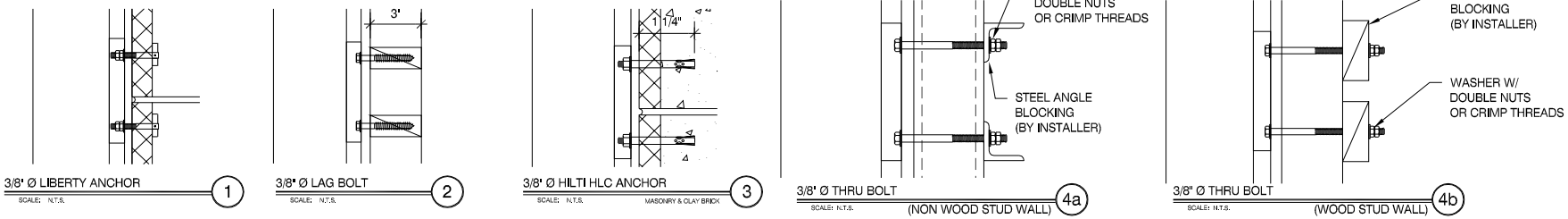
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'AUTO PARTS' - LETTERS ON RACEWAY — A
SCALE: N.T.S.

NOTE:
IF WALL SURFACE IS EIFS OR EQUIVALENT FINISH, METAL PIPE SPACERS ARE NECESSARY AT ALL MOUNTING LOCATIONS.



3/8" Ø LIBERTY ANCHOR — 1
SCALE: N.T.S.

3/8" Ø LAG BOLT — 2
SCALE: N.T.S.

3/8" Ø HILTI HLC ANCHOR — 3
SCALE: N.T.S. MASONRY & CLAY BRICK

3/8" Ø THRU BOLT — 4a
SCALE: N.T.S. (NON WOOD STUD WALL)

3/8" Ø THRU BOLT — 4b
SCALE: N.T.S. (WOOD STUD WALL)

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WIND DATA

Building Code	2023 FLORIDA BUIL	Importance Factor, I	1.0	Base Pressure, $q_h(GC_{pi})$	37.7 psf
Wind Load Criteria	ASCE 7-22	Directionality Factor, K_d	0.85	Mean Roof Height, h	20 ft
Wind Speed, V	170 mph	Topography Factor, K_{zt}	1.0	Exposure Coefficient, K_h	0.75
Exposure Category	C	ASD Wind Load Factor, y	0.6	Velocity Pressure, q_h	28.4 psf

FASTENER DATA

Mark	Used Yes/No	Type	Wall Type	Allow. Shear	Allow. Pullout	Anchor Embed	Wood Thickness	Notes
1	Yes	3/8" Liberty Anchor	Masonry (Hollow), Wood, Cold-Form Steel	300	300	--	--	
2	Yes	3/8" Lag Bolt	Wood	200	300	3	3	
3	Yes	3/8" HRD HLC Anchor	Masonry & Clay Brick	300	300	1 1/4	--	Refer to manufacturers specifications for minimum req's
4	Yes	3/8" Thru Bolt	Masonry (Hollow), Wood, Cold-Form Steel	300	300	--	--	
5	No	3/8" Expansion Bolt	Masonry (Filled), Concrete	300	300	5	--	
6	No	None	None	0	0	--	--	--

WALL SIGN #3 - MOUNTED VIA RACEWAY TO WALL

Description: Auto
# of Fastener Pairs: 3 | # of Fasteners: 6 | Interior Application: No

Loads

Section	Location	Height ft	Width ft	Weight psf	Area sf	Weight lbs	Top ft	GC_p	$q_h GC_p$ psf	Pullout lbs
--	Ht. Above Grade	15.0	--	--	--	--	15	--	--	--
1	Base of Sign	2.0	6.0	5	12	60	17	-1.37	-39.0	468
2		0.0	0.0	5	0	0	17	-1.40	-39.8	0
3		0.0	0.0	5	0	0	17	-1.40	-39.8	0
4	Top of Sign	0.0	0.0	5	0	0	17	-1.40	-39.8	0
Totals		2.0	6.0		12	60				468

Fastener Analysis

Fastener Mark	# of Fastener Pairs: Shear	Pullout	Governs	Used Yes/No	Status
1	1	2	2	Yes	OK
2	1	2	2	Yes	OK
3	1	2	2	Yes	OK
4	1	2	2	Yes	OK
5	1	2	2	No	Not Used
6				No	Not Used

Raceway Input Parameters

Sign Height, H	2.00 ft
Sign Depth, A	0.42 ft
Raceway Depth, B	0.29 ft
Raceway Height, C	0.58 ft
Fastener Row Spacing, D	0.42 ft
Lower Row from Base, E	0.75 ft
Raceway Length	6.00 ft

Raceway Prying Action Analysis

Pullout Along Top Row	350 lbs	(+) Denotes Pullout
Per Fastener Along Row	117 lbs	
Pullout Along Bottom Row	118 lbs	(-) Denotes Compression
Per Fastener Along Row	39 lbs	
Total Shear Along Each Row	60 lbs	
Per Fastener	10 lbs	

WALL SIGN #3 - MOUNTED VIA RACEWAY TO WALL

Description: Parts
# of Fastener Pairs: 4 | # of Fasteners: 8 | Interior Application: No

Loads

Section	Location	Height ft	Width ft	Weight psf	Area sf	Weight lbs	Top ft	GC_p	$q_h GC_p$ psf	Pullout lbs
--	Ht. Above Grade	15.0	--	--	--	--	15	--	--	--
1	Base of Sign	2.0	7.2	5	14	72	17	-1.34	-38.2	550
2		0.0	0.0	5	0	0	17	-1.40	-39.8	0
3		0.0	0.0	5	0	0	17	-1.40	-39.8	0
4	Top of Sign	0.0	0.0	5	0	0	17	-1.40	-39.8	0
Totals		2.0	7.2		14	72				550

Fastener Analysis

Fastener Mark	# of Fastener Pairs: Shear	Pullout	Governs	Used Yes/No	Status
1	1	2	2	Yes	OK
2	1	2	2	Yes	OK
3	1	2	2	Yes	OK
4	1	2	2	Yes	OK
5	1	2	2	No	Not Used
6				No	Not Used

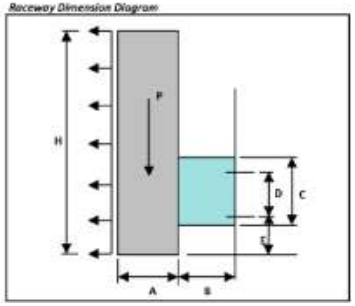
Raceway Input Parameters

Sign Height, H	2.00 ft
Sign Depth, A	0.42 ft
Raceway Depth, B	0.08 ft
Raceway Height, C	0.58 ft
Fastener Row Spacing, D	0.42 ft
Lower Row from Base, E	0.75 ft
Raceway Length	7.20 ft

Raceway Prying Action Analysis

Pullout Along Top Row	377 lbs	(+) Denotes Pullout
Per Fastener Along Row	94 lbs	
Pullout Along Bottom Row	173 lbs	(-) Denotes Compression
Per Fastener Along Row	43 lbs	
Total Shear Along Each Row	72 lbs	
Per Fastener	9 lbs	

Raceway Dimension Diagram



NOTES

1.) SEE MANUFACTURERS DRAWINGS FOR ADDITIONAL DETAILS AND DIMENSIONS.

* CLIENT - TUBE ART GROUP
* 2023 FLORIDA BUILDING CODE 8TH ED
* RISK CATEGORY II
* 170 MPH WIND SPEED, EXP. C

CALCULATIONS INCLUDE THE FOLLOWING CONSIDERATIONS AS OUTLINED IN THE 2023 FLORIDA BUILDING CODE (8th ED.) :
CHAPTER 16-STRUCTURAL DESIGN
CHAPTER 17-SPECIAL INSPECTIONS AND TESTING
CHAPTER 18- SOILS AND FOUNDATIONS
CHAPTER 19-CONCRETE
CHAPTER 20-ALUMINUM
CHAPTER 21-MASONRY
CHAPTER 22-STEEL
CHAPTER 23-WOOD
ALL SIGNS SHALL BE COMPLIANT WITH CURRENT NEC CODES

"AUTO PARTS" ON RACEWAY CALCULATIONS

SCALE: N.T.S.

1

TUBE ART GROUP

Yakima Office
2323 W. Washington Ave
Yakima, WA 98902
509.469.8186
800.562.2854
Fax 509.469.8211

0080	Paul Gengé	January 11, 2024	
Customer Number	Salesperson	Date	
144231	Venetia Hancock		1.0
Quote Number	Drawn By	9/4/25	0.5
144231A 0AP6614 PembrokeParkFL	Jeannine Pike	10/20/25	0.5
File Name	Project Manager	Revisions	

[ ] Approved
[ ] Approved With Changes Noted

Customer Signature | Landlord Signature

Date | Date

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This drawing is intended to provide a reasonable representation of the final manufactured article. Fasteners & seams in materials may not be represented exactly as they will be fabricated.

O'Reilly
4700 W. Hallandale Beach Blvd.
Pembroke Park, FL 33023

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

SURVEY LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, TOWN OF PEMBROKE PARK, BROWARD COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, SAID POINT LYING ON THE SURVEY CENTERLINE OF STATE ROAD NO. S-824-A (100' PUBLIC RIGHT OF WAY) ACCORDING TO FLORIDA DOT SECTION MAP 86509-2601, ALSO AS WEST HALLANDALE BEACH BOULEVARD, THENCE ALONG SAID CENTERLINE N88°02'30"E, A DISTANCE OF 237.69 FEET TO A POINT; THENCE LEAVING SAID CENTERLINE S01°57'30"E, A DISTANCE OF 60.00 FEET TO A 1/2" REBAR & CAP FOUND ON THE SOUTHERLY RIGHT OF WAY LINE OF SAID HALLANDALE BEACH BOULEVARD, SAID POINT BEING THE **POINT OF BEGINNING** FOR THE HEREIN DESCRIBED PARCEL OF LAND; THENCE ALONG SAID RIGHT OF WAY LINE N88°02'30"E, A DISTANCE OF 130.65 FEET TO A 1/2" REBAR FOUND; THENCE S01°56'19"E, A DISTANCE OF 265.00 FEET TO A 5/8" REBAR FOUND; THENCE S88°02'30"W, A DISTANCE OF 130.65 FEET TO A POINT ON A CONCRETE BLOCK WALL, SAID POINT LYING 0.92 FEET WESTWARD FROM A 1/2" REBAR & CAP (LB6552) SET; THENCE N01°56'19"W, A DISTANCE OF 265.00 FEET TO THE **POINT OF BEGINNING.**

SAID TRACT OF LAND CONTAINS 34,622 SQUARE FEET OR 0.795 ACRE MORE OR LESS.

RECORD LEGAL DESCRIPTION

THE WEST 130.65 FEET OF THE EAST 280.65 FEET OF TRACT Q, IN BLOCK 50, OF A RESUBDIVISION OF LAKE FOREST SECTION FOUR, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 43, PAGE 45, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, TOGETHER WITH APPURTENANT EASEMENTS AS RECORDED IN OFFICIAL RECORDS BOOK 50677, PAGE 1118, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA. LESS AND EXCEPT THOSE LAND DESCRIBED IN OFFICIAL RECORDS BOOK 50514, PAGE 497, AS AFFECTED BY AFFIDAVIT RECORDED IN OFFICIAL RECORDS BOOK 50547, PAGE 690, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

SCHEDULE B SECTION II

FIDELITY NATIONAL TITLE INSURANCE COMPANY
ORDER NUMBER: 6288102
EFFECTIVE DATE: APRIL 11, 2017 @ 8:00 A.M.

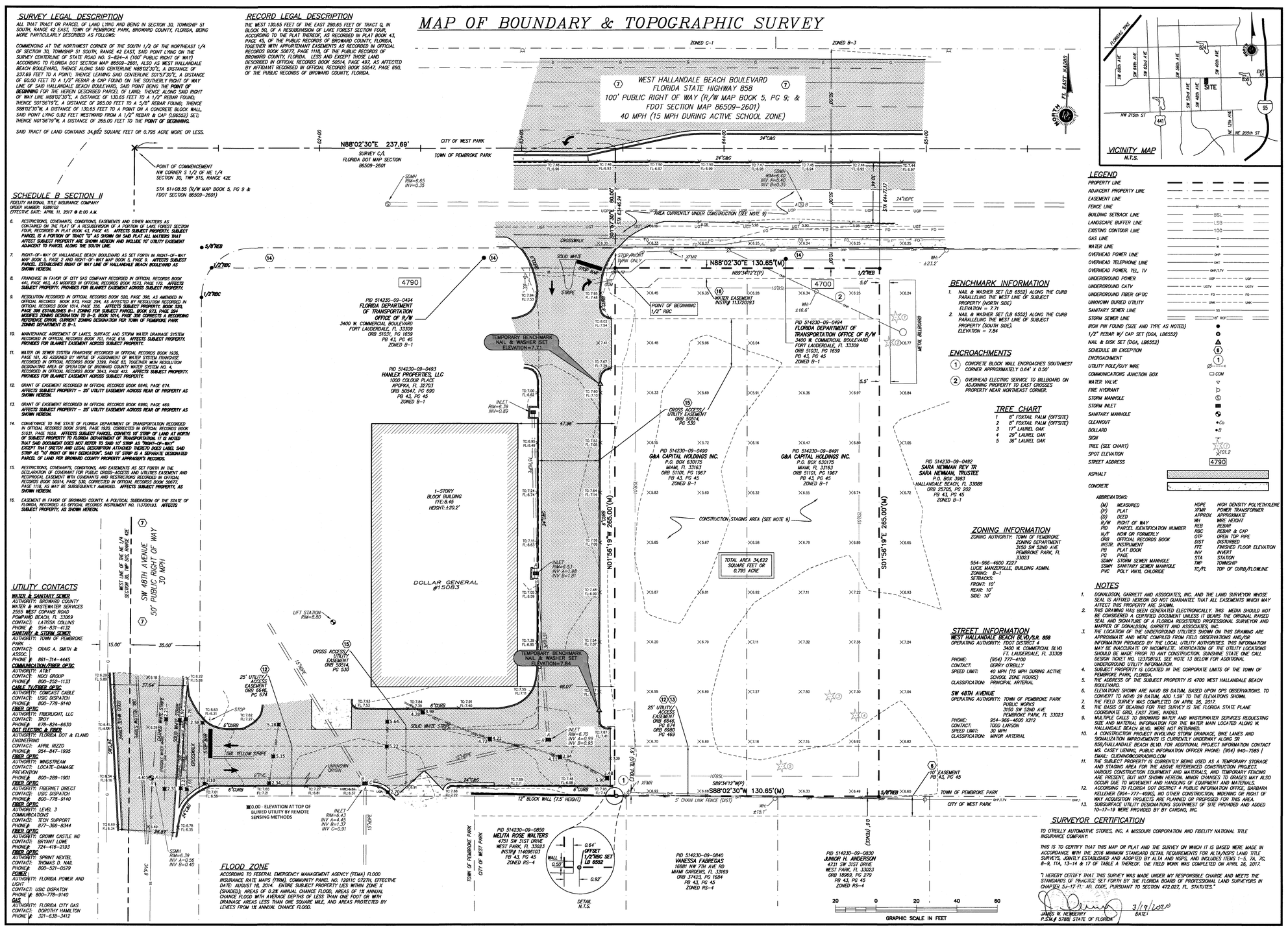
6. RESTRICTIONS, COVENANTS, CONDITIONS, EASEMENTS AND OTHER MATTERS AS CONTAINED ON THE PLAT OF A RESUBDIVISION OF A PORTION OF LAKE FOREST SECTION FOUR, RECORDED IN PLAT BOOK 43, PAGE 45. ***AFFECTS SUBJECT PROPERTY. SUBJECT PARCEL IS A PORTION OF TRACT "Q" AS SHOWN ON SAID PLAT ALL MATTERS THAT AFFECT SUBJECT PROPERTY ARE SHOWN HEREON AND INCLUDE 10' UTILITY EASEMENT ADJACENT TO PARCEL ALONG THE SOUTH LINE.***
7. RIGHT-OF-WAY OF HALLANDALE BEACH BOULEVARD AS SET FORTH IN RIGHT-OF-WAY MAP BOOK 5, PAGE 2 AND RIGHT-OF-WAY MAP BOOK 5, PAGE 9. ***AFFECTS SUBJECT PARCEL. ESTABLISHES RIGHT OF WAY LINE OF HALLANDALE BEACH BOULEVARD AS SHOWN HEREON.***
8. FRANCHISE IN FAVOR OF CITY GAS COMPANY RECORDED IN OFFICIAL RECORDS BOOK 441, PAGE 463, AS MODIFIED IN OFFICIAL RECORDS BOOK 1573, PAGE 172. ***AFFECTS SUBJECT PROPERTY. PROVIDES FOR BLANKET EASEMENT ACROSS SUBJECT PROPERTY.***
9. RESOLUTION RECORDED IN OFFICIAL RECORDS BOOK 520, PAGE 398, AS AMENDED IN OFFICIAL RECORDS BOOK 973, PAGE 294, AS AFFECTED BY RESOLUTION RECORDED IN OFFICIAL RECORDS BOOK 1014, PAGE 336. ***AFFECTS SUBJECT PROPERTY. BOOK 520, PAGE 398 ESTABLISHES B-1 ZONING FOR SUBJECT PARCEL. BOOK 973, PAGE 294 MODIFIES ZONING DESIGNATION TO B-2. BOOK 1014, PAGE 336 CORRECTS A TYPOGRAPHIC REFERENCE ERROR. CURRENT ZONING DESIGNATION PER TOWN OF PEMBROKE PARK ZONING DEPARTMENT IS B-1.***
10. MAINTENANCE AGREEMENT OF LAKES, SURFACE AND STORM WATER DRAINAGE SYSTEM RECORDED IN OFFICIAL RECORDS BOOK 701, PAGE 618. ***AFFECTS SUBJECT PROPERTY. PROVIDES FOR BLANKET EASEMENT ACROSS SUBJECT PROPERTY.***
11. WATER OR SEWER SYSTEM FRANCHISE RECORDED IN OFFICIAL RECORDS BOOK 1835, PAGE 161, AS ASSIGNED BY MYTOE OF ASSIGNMENT OF WATER SYSTEM FRANCHISE RECORDED IN OFFICIAL RECORDS BOOK 3399, PAGE 63, TOGETHER WITH RESOLUTION DESIGNATING AREA OF OPERATION OF BROWARD COUNTY WATER SYSTEM NO. 4, RECORDED IN OFFICIAL RECORDS BOOK 3843, PAGE 412. ***AFFECTS SUBJECT PROPERTY. PROVIDES FOR BLANKET EASEMENT ACROSS SUBJECT PROPERTY.***
12. GRANT OF EASEMENT RECORDED IN OFFICIAL RECORDS BOOK 6646, PAGE 674. ***AFFECTS SUBJECT PROPERTY – 25' UTILITY EASEMENT ACROSS REAR OF PROPERTY AS SHOWN HEREON.***
13. GRANT OF EASEMENT RECORDED IN OFFICIAL RECORDS BOOK 6980, PAGE 469. ***AFFECTS SUBJECT PROPERTY – 25' UTILITY EASEMENT ACROSS REAR OF PROPERTY AS SHOWN HEREON.***
14. CONVEYANCE TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RECORDED IN OFFICIAL RECORDS BOOK 51016, PAGE 1920, CORRECTED IN OFFICIAL RECORDS BOOK 51031, PAGE 1659. ***AFFECTS SUBJECT PARCEL. CONVEYS 10' STRIP OF LAND AT NORTH OF SUBJECT PROPERTY TO FLORIDA DEPARTMENT OF TRANSPORTATION. IT IS NOTED THAT SAID DOCUMENT DOES NOT REFER TO SAID 10' STRIP AS "RIGHT-OF-WAY" EXCEPT THAT SKETCH AND LEGAL DESCRIPTION ATTACHED THERETO DOES LABEL SAID STRIP AS "10' RIGHT OF WAY DEDICATION". SAID 10' STRIP IS A SEPARATE DESIGNATED PARCEL OF LAND PER BROWARD COUNTY PROPERTY APPRAISER'S RECORDS.***
15. RESTRICTIONS, COVENANTS, CONDITIONS, AND EASEMENTS AS SET FORTH IN THE DECLARATION OF COVENANT FOR PUBLIC CROSS-ACCESS AND UTILITIES EASEMENT AND RECIPROCAL EASEMENT WITH COVENANTS AND RESTRICTIONS RECORDED IN OFFICIAL RECORDS BOOK 50514, PAGE 530, CORRECTED IN OFFICIAL RECORDS BOOK 50677, PAGE 1118, AS MAY BE SUBSEQUENTLY AMENDED. ***AFFECTS SUBJECT PROPERTY, AS SHOWN HEREON.***
16. EASEMENT IN FAVOR OF BROWARD COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, RECORDED AS OFFICIAL RECORDS INSTRUMENT NO. 113726163. ***AFFECTS SUBJECT PROPERTY, AS SHOWN HEREON.***

UTILITY CONTACTS

WATER & SANITARY SEWER
AUTHORITY: BROWARD COUNTY WATER & WASTEWATER SERVICES
2555 WEST COPANS ROAD
POMPANO BEACH, FL 33069
CONTACT: LATOSA COLLINS
PHONE #: 954-831-4132
SANITARY & STORM SEWER
AUTHORITY: TOWN OF PEMBROKE PARK
CONTACT: CRAIG A. SMITH & ASSOC.
PHONE #: 861-314-4445
COMMUNICATION/FIBER OPTIC
AUTHORITY: AT&T
CONTACT: NOC1 GROUP
PHONE #: 800-252-1133
CABLE TV/FIBER OPTIC
AUTHORITY: COMCAST CABLE
CONTACT: USIC DISPATCH
PHONE #: 800-778-9140
FIBER OPTIC
AUTHORITY: FIBERLIGHT, LLC
CONTACT: TROY
PHONE #: 602-824-6630
DOT ELECTRIC & FIBER
AUTHORITY: FLORIDA DOT & ELAND ENGINEERING
CONTACT: APRIL RIZZO
PHONE #: 954-847-1935
FIBER OPTIC
AUTHORITY: WINDSTREAM
CONTACT: LOCATE-DAMAGE PREVENTION
PHONE #: 800-289-1901
FIBER OPTIC
AUTHORITY: FIBERNET DIRECT
CONTACT: USIC DISPATCH
PHONE #: 800-778-9140
FIBER OPTIC
AUTHORITY: LEVEL 3 COMMUNICATIONS
CONTACT: TECH SUPPORT
PHONE #: 877-366-8344
FIBER OPTIC
AUTHORITY: CROWN CASTLE NG
CONTACT: BRYANT LOWE
PHONE #: 724-416-2133
FIBER OPTIC
AUTHORITY: SPRINT NEXTEL
CONTACT: THOMAS D. NAIL
PHONE #: 800-521-0578
POWER
AUTHORITY: FLORIDA POWER AND LIGHT
CONTACT: USIC DISPATCH
PHONE #: 800-778-9140
GAS
AUTHORITY: FLORIDA CITY GAS
CONTACT: DOROTHY HAMILTON
PHONE #: 321-638-3412

FLOOD ZONE

ACCORDING TO FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAPS (FIRM), COMMUNITY PANEL NO. 12011C 0727H, EFFECTIVE DATE: AUGUST 18, 2014. ENTIRE SUBJECT PROPERTY LIES WITHIN ZONE 'X (SHADED); AREAS OF 0.2% ANNUAL CHANCE FLOOD, AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTHS OF LESS THAN ONE FOOT OR WITH DRAINAGE AREAS LESS THAN ONE SQUARE MILE, AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD.



BENCHMARK INFORMATION

1. NAIL & WASHER SET (LB 6552) ALONG THE CURB PARALLELING THE WEST LINE OF SUBJECT PROPERTY (NORTH SIDE). ELEVATION = 7.71
2. NAIL & WASHER SET (LB 6552) ALONG THE CURB PARALLELING THE WEST LINE OF SUBJECT PROPERTY (SOUTH SIDE). ELEVATION = 7.84

ENCROACHMENTS

1. CONCRETE BLOCK WALL ENCROACHES SOUTHWEST CORNER APPROXIMATELY 0.64' X 0.50'
2. OVERHEAD ELECTRIC SERVICE TO BILLBOARD ON ADJOINING PROPERTY TO EAST CROSSES PROPERTY NEAR NORTHEAST CORNER.

TREE CHART

1	8"	FOXTAIL PALM (OFFSITE)
2	8"	FOXTAIL PALM (OFFSITE)
3	17"	LAUREL OAK
4	29"	LAUREL OAK
5	38"	LAUREL OAK

ZONING INFORMATION

ZONING AUTHORITY: TOWN OF PEMBROKE ZONING DEPARTMENT
3150 SW 52ND AVE.
PEMBROKE PARK, FL 33023
954-966-4600 X227
LUCIE MANZOTVILLE, BUILDING ADMIN.
ZONING: B-1
SETBACKS:
FRONT: 10'
REAR: 10'
SIDE: 10'

STREET INFORMATION

WEST HALLANDALE BEACH BLVD/S.R. 858
OPERATING AUTHORITY: FDOT DISTRICT 4
3400 W. COMMERCIAL BLVD
FT. LAUDERDALE, FL 33309
PHONE: (954) 777-4100
CONTACT: GERRY O'REILLY
SPEED LIMIT: 40 MPH (15 MPH DURING ACTIVE SCHOOL ZONE HOURS)
CLASSIFICATION: PRINCIPAL ARTERIAL

SW 48TH AVENUE
OPERATING AUTHORITY: TOWN OF PEMBROKE PARK PUBLIC WORKS
3150 SW 52ND AVE.
PEMBROKE PARK, FL 33023
PHONE: 954-966-4600 X212
CONTACT: TODD LARSON
SPEED LIMIT: 30 MPH
CLASSIFICATION: MINOR ARTERIAL

NOTES

1. DONALDSON, GARRETT AND ASSOCIATES, INC. AND THE LAND SURVEYOR WHOSE SEAL IS AFFIXED HEREON DO NOT GUARANTEE THAT ALL EASEMENTS WHICH MAY AFFECT THIS PROPERTY ARE SHOWN.
2. THIS DRAWING HAS BEEN GENERATED ELECTRONICALLY. THIS MEDIA SHOULD NOT BE CONSIDERED A CERTIFIED DOCUMENT UNLESS IT BEARS THE ORIGINAL RAISED SEAL AND SIGNATURE OF A FLORIDA REGISTERED PROFESSIONAL SURVEYOR AND MAPPER OF DONALDSON, GARRETT AND ASSOCIATES, INC.
3. THE LOCATION OF THE UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE APPROXIMATE AND WERE COMPILED FROM FIELD OBSERVATIONS AND/OR INFORMATION PROVIDED BY THE LOCAL UTILITY AUTHORITIES. THIS INFORMATION MAY BE INACCURATE OR INCOMPLETE. VERIFICATION OF THE UTILITY LOCATIONS SHOULD BE MADE PRIOR TO ANY CONSTRUCTION. SUNSHINE STATE ONE CALL DESIGN TICKET NO. 123708193. SEE NOTE 13 BELOW FOR ADDITIONAL UNDERGROUND UTILITY INFORMATION.
4. SUBJECT PROPERTY IS LOCATED IN THE CORPORATE LIMITS OF THE TOWN OF PEMBROKE PARK, FLORIDA.
5. THE ADDRESS OF THE SUBJECT PROPERTY IS 4700 WEST HALLANDALE BEACH BOULEVARD.
6. ELEVATIONS SHOWN ARE NAVD 88 DATUM, BASED UPON GPS OBSERVATIONS. TO CONVERT TO NGVD 29 DATUM, ADD 1.59' TO THE ELEVATIONS SHOWN.
7. THE FIELD SURVEY WAS COMPLETED ON APRIL 26, 2017.
8. THE BASIS OF BEARING FOR THIS SURVEY IS THE FLORIDA STATE PLANE COORDINATE GRID, EAST ZONE, NAD83.
9. MULTIPLE CALLS TO BROWARD WATER AND WASTEWATER SERVICES REQUESTING SIZE AND MATERIAL INFORMATION FOR THE WATER MAIN LOCATED ALONG W. HALLANDALE BEACH BLVD. WERE NOT RETURNED.
10. A CONSTRUCTION PROJECT INVOLVING STORM DRAINAGE, BIKE LANES AND SIGNALIZATION IMPROVEMENTS IS CURRENTLY UNDERWAY ALONG SR 858/HALLANDALE BEACH BLVD. FOR ADDITIONAL PROJECT INFORMATION CONTACT MS. CASEY LIENING, PUBLIC INFORMATION OFFICER PHONE: (954) 940-7585 / EMAIL: CLIENING@CORRADINO.COM
11. THE SUBJECT PROPERTY IS CURRENTLY BEING USED AS A TEMPORARY STORAGE AND STAGING AREA FOR THE ABOVE REFERENCED CONSTRUCTION PROJECT. VARIOUS CONSTRUCTION EQUIPMENT AND MATERIALS, AND TEMPORARY FENCING ARE PRESENT, BUT NOT SHOWN HEREON. ANY GRADE CHANGES MAY ALSO OCCUR DUE TO MOVEMENT AND HANDLING OF EQUIPMENT AND MATERIALS.
12. ACCORDING TO FLORIDA DOT DISTRICT 4 PUBLIC INFORMATION OFFICE, BARBARA KEARNEY (954-777-4090), NO OTHER CONSTRUCTION, WIDENING OR RIGHT OF WAY ACQUISITION PROJECTS ARE PLANNED OR PROPOSED FOR THIS AREA.
13. SUBSURFACE UTILITY DESIGNATIONS SOUTHWEST OF SITE PROVIDED AND ADDED 10-17-19 WERE PROVIDED BY BY CARDNO, INC.

SURVEYOR CERTIFICATION

TO O'REILLY AUTOMOTIVE STORES, INC. A MISSOURI CORPORATION AND FIDELITY NATIONAL TITLE INSURANCE COMPANY:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1-5, 7A, 7C, 8-9, 11A, 13-14 & 17 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON APRIL 26, 2017.

"I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE CHARGE AND MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17 F.A.C. AND, PURSUANT TO SECTION 472.027, FL. STATUTES."

JAMES W. NEWBERRY
P.S.M.# 5788 STATE OF FLORIDA

3/19/2020
DATE

DONALDSON, GARRETT & ASSOCIATES, INC.
MACON, GEORGIA P.O. BOX 7306
4875 ANDERSON DRIVE MACON, GA 31210
(478)474-3559 FAX: (478) 477-2534
FLORIDA CERTIFICATE OF AUTHORIZATION NO. LB6552

ALTA/NSPS LAND TITLE SURVEY
FOR
O'REILLY AUTOMOTIVE STORES, INC.

4700 WEST HALLANDALE BEACH BLVD
SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST
TOWN OF PEMBROKE PARK BROWARD COUNTY FLORIDA

O'Reilly AUTO PARTS

REVISIONS		
DATE	CLIENT COMMENTS	
7/25/17	ADD UTILS/SPOT ELEV TO CROSS ACCESS ESMT	
10/17/19	REVISE CROSS ACCESS/UTILITY EASEMENT	
3/19/20		

DATE: 5/5/2017
SCALE: 1"=20'
DRAWING #: 3563-17-D
PROJ. #: 4539-452
DRWN: JH
CHKD: JWN

SV1

SHEET 1 OF 1

THESE DRAWINGS, AS INSTRUMENTS OF SERVICE, SHALL REMAIN THE PROPERTY OF D.G.A. & A. WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. THE REPRODUCTION OF ANY OF THESE DRAWINGS WITHOUT WRITTEN PERMISSION

THE WEST 130.65 FEET OF THE EAST 280.65 FEET OF TRACT Q, IN BLOCK 50, OF A RESUBDIVISION OF LAKE FOREST SECTION FOUR, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 43, PAGE 5, OF THE PUBLIC RECPRDS OF BROWARD COUNTY, FLORIDA, TOGETHER WITH APPURTENANT EASEMENTS AS RECORDED IN OFFICIAL RECORDS BOOK 50677, PAGE 1118, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA. LESS AND EXCEPT THOSE LAND DESCRIBED IN OFFICIAL RECORDS BOOK 50514, PAGE 497, AS AFFEXTED BY AFFIDAVIT RECORDED IN OFFICIAL RECORDS BOOK 50547, PAGE 690, OF THE PUBLIC RECORDS OF BROWARD COUTY, FLORIDA.

Agenda Item Report

Subject:	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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Stephanie Woodbury, Project Manager
Dept/Group:	Finance
Recommendation for Counsel to consider:	
Background Information:	In order to improve operational efficiency, ensure timely procurement of goods and services, and align with inflationary adjustments and best practices of comparable municipalities, staff recommends revising the purchasing thresholds. The proposed ordinance increases the purchasing limits for departments to obtain quotes and issue purchase orders without formal solicitation, while maintaining transparency and fiscal responsibility. The changes also clarify procedures for competitive bidding, written quotes, and emergency purchases.
Staff Recommendations:	
Procurement:	
Financial Implications:	

Alternatives:	

ATTACHMENTS:

Ordinance No. 2026-001
Business Impact Statement for 2026-001, Purchasing Thresholds 2nd Reading

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.

WHEREAS, in order to ensure the efficient and transparent acquisition of goods and services for the Town, the Town Commission has established purchasing thresholds that require verbal and written quotes, as well as competitive solicitation; and

WHEREAS, the Town Commission has delegated certain purchasing authority to the Town Manager to enable the smooth and effective daily operation of the Town; and

WHEREAS, the Town Commission seeks to amend the purchasing thresholds for the acquisition of goods and services, including the Town Manager's authorized spending authority; and

WHEREAS, the purchasing thresholds and procedures set forth herein are intended promote fiscal responsibility, competitive fairness, and accountability in Town procurement; and

WHEREAS, the Town Commission has further adopted a Purchasing Manual to provide guidelines to the Town's professional staff for the purchase of goods and services; and

WHEREAS, the Town Commission seeks to align the Purchasing Manual with the amended purchasing thresholds set forth herein; and

WHEREAS, the Town Commission finds that amending the purchasing thresholds and procedures as set forth herein 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 V, entitled "Procurement," of Chapter 2 of the Town Code, entitled "Administration," is hereby amended by specifically amending Section 2-128, entitled "Procurement Amount Thresholds," as follows:

Sec. 2-128. - Procurement amount thresholds.

(a) The Town Manager, or designee, may authorize the purchase of services or commodities in an amount of ~~ten thousand dollar~~twenty-five thousand dollars ($~~1~~250~~0~~,000.00) or less without the approval of the Town Commission.

(b) The purchase of services or commodities in the amount of greater than twenty-five ~~ten~~ thousand dollars ($25~~1~~0,000.00), requires the prior approval of the Town Commission at a regular or special meeting, except as may otherwise be provided in this article.

(c) All purchases over one thousand five hundred ($1,500.00) dollars made by the Town shall be made by a written, signed purchase order.

(d) The purchase of services or commodities in an amount of one thousand five hundred dollars ($1,500) but less than five thousand dollars ($5,000) shall be permitted only after obtaining at least one (1) written, documented quote or proposal.

(~~e~~e) The purchase of services or commodities in the amount of five thousand dollars ($5,000.00) or greater but less than ten thousand dollars ($10,000) shall be permitted only after written proposals from at least two (2) different sources are received by the Town for consideration, and the Town approves the most responsible and responsive proposal.

(fd) The purchase of services or commodities in the amount of ten thousand dollars ($10,000.00) but not greater than twenty-five thousand dollars ($25,000) or greater shall be permitted only after written proposals from at least three (3) different sources are received by the Town ~~Commission~~ Manager, or his/her designee, for consideration. ~~, and the~~ The Town ~~Commission~~ Manager, or his/her designee, may approve~~s~~ the most responsible and responsive proposal up to twenty-five thousand dollars ($25,000).

(ge) The purchase of services or commodities in the amount of twenty-five thousand dollars ($25,000.00) or greater shall be permitted only after a competitive solicitation process (as defined in this chapter) and the Town Commission approves the most responsible and responsive proposal.

Section 3. Purchasing Manual Amended. The Town's Purchase Manual, adopted pursuant to Resolution No. 2023-025, dated November 8, 2023, is hereby amended, as necessary, to align with the purchasing thresholds and procedures set forth herein.

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 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.

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

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 14TH DAY OF JANUARY, 2026.

ATTEST:

_____
MAYOR GEOFFREY JACOBS

_____
CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency:

_____
JACOB G. HOROWITZ
Town Attorney

BUSINESS IMPACT ESTIMATE[1]

Meeting Date: January 14, 2026	Agenda Item No. 9.1

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

The proposed ordinance seeks to amend Section 2-128 of the Town's Code of Ordinances to update the procurement amount thresholds for the acquisition of goods and services. The amendment is intended to align the Town's procurement practices with current operational needs and ensure consistency with the Town's Purchasing Manual.

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 to the internal procurement thresholds used by the Town to determine the level of review and approval required for purchases. Businesses that contract with the Town may benefit from streamlined procurement processes, but they will not be 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 does not create new regulations for private entities but rather updates the Town's internal thresholds for when competitive bidding or commission approval is required.

Good Faith Estimate of Number of Businesses Likely Impacted: The ordinance applies to **Town procurement operations** and does not directly regulate private businesses. However, vendors who do business with the Town may experience **indirect benefits** from more efficient procurement timelines. The number of businesses positively impacted will vary depending on the volume of Town purchasing activity and vendor participation.

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 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 - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	Administrative
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 Council approve the updated Personnel Handbook as presented.
Procurement:	
Financial Implications:	There is no financial impact.
Alternatives:	

ATTACHMENTS:

Ordinance No.: 2026-002
Tracked Changes - Pembroke Park Handbook DRAFT v1.1 - 2025-10-21 4902-4556-7348 1

2021-12 Employee Handbook Approved by Commission
Business Impact for 2026-002 Personnel Handbook 2nd 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 14TH DAY OF JANUARY, 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

~~July~~ October 2025 – 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

TOWN - 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

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.

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) 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.~~

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.~~

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 & 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 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 $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) days~~80 ~~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.

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.

- **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**.

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.

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 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.

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

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.

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

Prepared By: LagomHR Inc.

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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: January 14, 2026	Agenda Item No. 9.2

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:	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.
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Jeffrey Louis, Emergency Management Manager
Dept/Group:	Business Tax Receipt
Recommendation for Counsel to consider:	
Background Information:	With the elimination of the Business Tax Receipt, the Business Licensing Division needs a new application process for the Certificate of Use. The proposed ordinance is moving the application requirement from Business Tax Receipt to Certificate of Use.
Staff Recommendations:	Approval of the Ordinance, there are no significate changes from the Business Tax Receipt requirement to the Certificate of Use requirement.
Procurement:	N/A
Financial Implications:	N/A
Alternatives:	

ATTACHMENTS:

Ordinance No: 2026-003

Business Impact Statement for 2026-003 - Certificate of Use

ORDINANCE NO. 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.

WHEREAS, Section 15-175 of the Town's Code of Ordinances establishes the requirement that businesses operating within the Town obtain a Certificate of Use; and

WHEREAS, the Town Commission previously abolished the Local Business Tax and its attendant application process; and

WHEREAS, the Town Commission used the information obtained from Local Business Tax applicants in its Certificate of Use application process; and

WHEREAS, the Town Commission seeks to incorporate the relevant portions of the prior Local Business Tax application process into the Certificate of Use application for administrative purposes only; and

WHEREAS, the Town Commission finds that amending Section 15-175 of the Town of Pembroke Park Code of Ordinances 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:

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Words in underlined type are additions.

Section 1. RECITALS ADOPTED. That each of the above-stated recitals is hereby adopted and confirmed.

Section 2. CHAPTER 15 OF TOWN CODE AMENDED. Article VIII, entitled "Certificates of Use," of Chapter 15 of the Town Code, entitled "Licenses and Business Regulations," is hereby specifically amended as follows:

Sec. 15-175. Certificate of use requirements.

…

(e) An applicant for a Certificate of Use shall provide a sworn and notarized affidavit to the Town, stating:

(1) The applicant's name, mailing address, telephone number and email address;

(2) The particular location in the Town where the applicant proposes to engage in the business for which the Certificate of Use is sought;

(3) The exact nature of the business;

(4) The date the applicant proposes to commence business;

(6) Where a property is leased to a business, the owner shall file a certificate of use for the proposed business rental certificate of use; upon commencement of a lease of the premises, the owner shall ensure that an amendment to the certificate of use is filed with the Town, providing the information required in subsections 1-4 above for the lessee.

(f) Home Occupations. Home occupations, subject to the provisions contained herein, shall be permitted in all residential zoning districts.

(1) A home occupation means the use of a portion of a dwelling unit or accessory building as a personal office or business by a resident of the dwelling only.

(2) A person desiring to conduct a home occupation shall submit a completed application, including a signed affidavit, on forms provided by the Town. The application will be reviewed to make sure that the application includes all the required information. The applicant will be notified within seven (7) calendar days after filing as to whether the application is complete. The applicant shall be notified by the Town within fourteen (14) calendar days as to whether the application for a home occupation certificate of use is approved.

(3) Any home occupation must comply with the individual residential zoning regulations applicable to the particular address and the following provisions:

a. There shall be no display of goods, machinery, equipment, nor any performance of work visible or audible from any street or adjoining property, nor shall there be any sign identifying or providing any information of any nature regarding the home occupation. There shall be no retail sales, repair,

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manufacture or the storage of merchandise on the premises. This includes hazardous materials.

b. No equipment or process shall be used in any home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectible to the normal senses off the premises.

c. No home occupation shall generate or attract unsafe, excessive or hazardous vehicular or pedestrian traffic to the dwelling unit.

d. The applicant may use his or her home address only for receiving mail and not for any advertising purposes.

e. No more than one (1) employee or independent contractor of any type shall be permitted at the dwelling unit or accessory building at any time in connection with the home occupation.

f. No customers or clients are permitted in the dwelling unit or accessory building in connection with the home occupation.

g. Notwithstanding the above provisions, under no circumstances shall the cultivation, growing, processing or distribution of medical or recreational marijuana or prescription drugs or substances be permitted, including medical marijuana treatment centers or dispensaries, as a home occupation.

(4) The Town reserves the right to conduct an inspection of the home occupation premises at least once a year, but does not require an annual inspection.

(g) No Certificate of Use shall be granted until there has been full compliance with this section, and all applicable provisions of the ordinances of the Town and all regulations adopted pursuant thereto, including, but not limited to, the building and fire codes.

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.

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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 14TH DAY OF JANUARY 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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BUSINESS IMPACT ESTIMATE[1]

Meeting Date: January 14, 2026	Agenda Item No. 10.1

Summary of Proposed Ordinance and Statement of Public Purpose to be Served

The proposed ordinance seeks to amend Section 15-175 of the Town of Pembroke Park's Code of Ordinances to revise the Certificate of Use (COU) requirements. The amendment incorporates relevant elements from the previously repealed Local Business Tax application process into the COU application for administrative purposes. It also clarifies the application and approval process for home occupations and outlines the responsibilities of property owners leasing to businesses. The purpose of the ordinance is to streamline business registration procedures, ensure accurate business information is collected, and maintain compliance with applicable zoning, building, and fire codes. These changes are intended to improve administrative efficiency and support safe, lawful business operations within the Town.

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 are administrative in nature and primarily affect the information required during the Certificate of Use application process. Businesses will not be required to alter their operations or incur new expenses beyond standard application procedures.

b. New Charges/Fees on Businesses Impacted:
The ordinance does not impose any new charges or fees on businesses. It does not reinstate the Local Business Tax or introduce any new financial obligations.

c. Estimate of Regulatory Costs:

There are no new regulatory costs imposed on businesses. The ordinance does not create new regulations for private entities but rather updates the Town's internal procedures for processing Certificate of Use applications and clarifies requirements for home-based businesses.

Good Faith Estimate of Number of Businesses Likely Impacted: The ordinance applies to all businesses operating within the Town that are required to obtain a Certificate of Use. While the number of impacted businesses may vary, all new and existing businesses seeking to operate legally in the Town will be subject to the clarified application requirements. Home-based businesses may also be positively impacted by the formalization of a clear and accessible application process.

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:	Motion to Approve contract between Cigna and Town of Pembroke Park for insurance agent compensation - Sponsored by Town Manager Lynch
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	David Lynch, Town Manager
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	Under the section of the meeting identified as the report of the town attorney, the commission will be asked to approve by motion a contract for Gloria Rosen to receive a commission in relation to the town's health insurance contract with Cigna. This contract will be available at the meeting and is also available for viewing as an attachment to this posting.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

Town_of_Pembroke_Park_-_Cigna_Commission_Form_Redacted

Docusign Envelope ID: 01DAD4FC-4BF0-4352-9E15-0AA056D68CB9

Client and Benefit Advisor Acknowledgement Form

For use in connection with insurance policies, HMO group services agreements, and/or administrative services offered by one or more subsidiaries of Cigna Corporation (collectively "Cigna").

Acknowledgement of Benefit Advisor Designation

Client (name) Town of Pembroke Park, Account (number) 0659798, hereby acknowledges that the individual/firm listed below has been designated by Client as its producer of record/consultant ("**Benefit Advisor**") as of: October 1, 2025.

Client shall promptly notify Cigna of a change in the Benefit Advisor designation. Benefit Advisor changes are effective the first of the month following the month in which notification is received by Cigna.

Confirmation of Benefit Advisor Fee

Client has engaged the Benefit Advisor to perform agreed upon services exclusively for the benefit of Client and not Cigna regarding the purchase of insurance/HMO products and/or benefit plan administrative services (the **"Benefit Advisor Services"**). Client has agreed that Benefit Advisor shall be compensated as indicated in the Compensation Details below for the performance of Benefit Advisor Services (the **"Benefit Advisor Fee"**).

(Premium or membership attributable to individuals covered under state continuation laws will not be used in calculating the Benefit Advisor Fee.)

Client and Benefit Advisor acknowledge that the Benefit Advisor Fee is:

- exclusively for the performance of the Services by the Benefit Advisor;
- not consideration for insurance under the Policy;
- not determined by Cigna; and
- the sole payment obligation of Client.

Client shall promptly notify Cigna of any change in the Benefit Advisor Fee.

Note: If the Benefit Advisor Fee is based upon a percentage of premium, a premium equivalent (as determined by Cigna) will be used in determining the Benefit Advisor Fee with respect to a "Minimum Premium" policy or self-insured plan.

Authorizations/Additional Acknowledgements:
Client and Benefit Advisor authorize Cigna to:

- Bill, on behalf of the Benefit Advisor, the applicable Benefit Advisor Fee with its monthly premium billing statement to the Client (Benefit Advisor Fee will be reflected in the total amount billed);
- Remit, on behalf of the Client, any Benefit Advisor Fee payments received from the Client to the Benefit Advisor within 60 business days of receipt (Note: Unless the client specifically directs that a portion of its payment be applied to Benefit Advisor Fees, any payments received by Cigna will first be applied toward any outstanding insurance premium and will not be prorated between premium and Benefit Advisor Fee); and
- Attempt, on behalf of the Client, to recover overpayments made to the Benefit Advisor; however, Cigna shall not be responsible to the client for any uncollected amount.

Client and Benefit Advisor further acknowledge that:

- Cigna shall have no obligations with respect to the billing and remittance of the Benefit Advisor Fee other than as set forth above; and
- Such obligations shall terminate:
    - when the Cigna insurance policy or administrative services agreement with the Client to which the Benefit Advisor Fee relates terminates;
    - when the Benefit Advisor ceases to be the Client's Benefit Advisor;
    - when Client and/or Benefit Advisor revoke the foregoing authorizations, or
    - the date specified by Cigna when Cigna notifies Client and Benefit Advisor that it will cease billing and remitting the Benefit Advisor Fee.

This section is only for Group Dental & Vision Insurance sitused in the state of NY:
Client and Benefit Advisor have agreed to the Benefit Advisor Fee reflected in the Compensation Details below. However, the Benefit Advisor Fee that will be included by Cigna in the premium for group dental and vision insurance and billed to the Client and paid to the Benefit Advisor will be determined exclusively based upon Cigna's commission schedule and any Supplemental Compensation for Special Services included in the NY Dental and Vision Producer Acknowledgement Form executed by the Benefit Advisor.

Additional Terms (applicable to all business):
Client and/or Benefit Advisor may revoke these authorizations at any time by giving 30 days' prior written notice to Cigna. Client acknowledges that in the event of such revocation, it will thereafter be responsible for the payment of all Benefit Advisor Fees and the performance of the tax information reporting and backup withholding with respect to the Benefit Advisor Fees.

This document constitutes the entire understanding and agreement of the parties and supersedes any prior agreement or understanding between them with regard to the subject matter hereof. The terms of this document can only be changed or waived by the mutual, written consent of the Client, the Benefit Advisor and Cigna.

Client hereby authorizes Cigna to act as its agent in paying the Benefit Advisor Fee identified in the Compensation Details to its designated Benefit Advisor within 60 business days of receipt of premium.

Note: No compensation whatever will be paid to the Benefit Advisor unless Benefit Advisor has met all applicable legal requirements (e.g. resident or non-resident license and appointment).

"Cigna" is a registered service mark and the "Tree of Life" logo is a service mark of Cigna Intellectual Property, Inc., licensed for use by Cigna Corporation and its operating subsidiaries. All products and services are provided exclusively by such operating subsidiaries and not by Cigna Corporation. Such operating subsidiaries include Connecticut General Life Insurance Company (CGLIC), Cigna Health and Life Insurance Company (CHLIC), and HMO or service company subsidiaries of Cigna Health Corporation, HealthSpring, Inc. and Cigna Dental Health, Inc.

PRODUCER COMPENSATION DETAILS								
Client Name: Town of Pembroke Park							**Client Situs State: FL**	
Product	**Compensation Effective Date**	**Per Employee**	**Per Member**	**Employee Plus 1/ Spouse**	**Employee Plus 2/ Child**	**Employee Plus 3/ Family**	**Monthly Flat Amount (For Self-Insured Plan Only)**	**Percentage of Premium or Equivalent determined by Cigna as of 10/1/2025 converted to a PEPM amount (for self-insured plan only)**
Facets Open Access Plus	10/1/2025	$	$	$	$	$	$	5.00%

CLIENT INFORMATION **By signing below, you are confirming that you have agreed to the preceding terms and the Compensation Details outlined above.a**	
Signer Name (Print): Bradley Frishman	
Authorized Client Signature:	Date:

WRITING PRODUCER/BENEFIT ADVISOR INFORMATION

Writing Producer Name (Print):	NPN or last 4-digits of SSN:	Percentage of Compensation:
Gloria Rosen	[redacted]	100.00%

Producer Sales Office Location:
7284 W Palmetto Park Road Suite 106 Boca Raton FL 33433

* if participating in our producer comp programs, this address will be used for qualification reporting.

Authorized Agent or Writing Producer Signature:	Date:
DocuSigned by: GLORIA ROSEN 2E17FA9B44E04EA...	12/2/2025

By signing this document, I confirm that the person listed as the Writing Producer solicited, sold and /or negotiated the contract for this account and is properly licensed under applicable state regulations and appointed with Cigna to do so.

Compensation made payable to:

Individual/Agency Name (Print):
Gloria Rosen (Individual Producer)

Compensation Mailing Address
(Street/P.O. Box): 21549 Cavandish Road
(City): Boca Raton
(State): FL
(Zip Code): 33433

Corporate TIN or NPN:	Phone Number:	Email Address:
18448	(561) 910-2510	grosen@evershore.com

Additional Information (complete only if clarification is required):

GENERAL AGENCY INFORMATION (if applicable)

General Agency Name (Print):
Centerstone Insurance and Financial Services dba: CRC Benefits

Producer Sales Office Location:
2300 Maitland Center Parkway Maitland FL 32751

* if participating in our producer comp programs, this address will be used for qualification reporting.

General Agency Mailing Address
(Street/P.O. Box): 6750 N Andrews Ave
(City): Ft Lauderdale
(State): FL
(Zip Code): 33309

Sub-Agent or Employee Name (Print): TALLEY STEPHENS

Sub-Agent or Employee Signature:	Date:
DocuSigned by: TALLEY STEPHENS 2CCD434E8333489...	12/5/2025

Additional Information (complete only if clarification is required):

Docusign Envelope ID: 01DAD4FC-4BF0-4352-9E15-0AA056D68CB9



Agenda Item Report

Subject:	Updates on town purchasing manual, and P-Card purchases - Sponsored by Commissioner Mohammed
Meeting Date:	REGULAR COMMISSION MEETING - January 14, 2026
Prepared For:	Town Commission
Staff Contact:	Ashira Mohammed, Mayor
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	