



AGENDA

REGULAR COMMISSION MEETING

7:00 PM - Wednesday, June 8, 2022
Commission Chambers

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA
5. PRESENTATIONS / PROCLAMATIONS
 - 5.1. Legislative Update - Honorable State Senator Shevrin D. Jones
 - 5.2. Presentation of newly hired Police Officers - Interim Police Chief Howard
6. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE
7. CONSENT AGENDA
 - 7.1. Approval of Minutes - Town Clerk Martell
Workshop Meeting on March 23, 2022
Regular Commission Meeting on April 13, 2022
Workshop Meeting on April 27, 2022
Regular Commission Meeting on May 11, 2022
Pension Board Meeting on May 11, 2022
Workshop Meeting on May 25, 2022
[03 23 2022 WORKSHOP COMMISSION MEETING - iCompass](#)
[04 13 2022 Marlen 3 AGENDA REGULAR COMMISSION MEETING](#)
[04 27 2022 WORKSHOP COMMISSION MEETING](#)
[05 11 2022 REGULAR COMMISSION MEETING](#)
[05 11 2022 PENSION BOARD MEETING](#)
[05 25 2022 WORKSHOP COMMISSION MEETING](#)
4 - 39
 - 7.2. SW 30th Street Sanitary Sewer Force Main
[PS SW 30th Street-Force Main replacement plans](#)
[PS Cost Estimate SW 30th Street Sanitary Sewer Force Main Replacement](#)
40 - 57
 - 7.3. Chief Joseline Ramirez Salary Adjustment - Building Official Nunez
58 - 66

Staff recommends approval
[Agenda Item Report - AIR-22-059 - Pdf](#)

8. RESOLUTIONS - NONE
9. ORDINANCES
 - 9.1. Proposed Building Standards Ordinance (Ch. 5) Changes and Addition - Building Official Nunez 67 - 80
ORDINANCE NO. 2022-004
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AMENDING AND UPDATING “CHAPTER 5 – BUILDINGS AND BUILDING REGULATION” “ OF TOWN’S CODE**; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Approval for the Town Attorney Ordinance preparation for presenting formally in the next commission meeting.
[Agenda Item Report - AIR-22-063 - Pdf](#)
[2022-004 Building Code Amend 2022](#)
 - 9.2. Proposed Changes to the Floodplain Ordinance - Building Official Nunez 81 - 87
ORDINANCE NO. 2022-005
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AMENDING AND UPDATING CHAPTER 10 “FLOOD PREVENTION AND PROTECTION” OF TOWN’S CODE**; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Staff recommends approval
[Agenda Item Report - AIR-22-056 - Pdf](#)
10. NEW BUSINESS
 - 10.1. Rescind Ordinance No. 2022-003 Property Rights Element - Planning Consultant Michael Vonder Meulen 88 - 93
[Ordinance 2022-003 Letter from DEO](#)
[2022-003 property rights enacting ord_2022](#)
 - 10.2. Order Microsoft Surface Pro - IT Director Pakula 94 - 95

Purchase Surface Pro
[Agenda Item Report - AIR-22-064 - Pdf](#)
 - 10.3. Body Cam Policy - Town Manager Jimenez 96 - 99
[Procedure for Body Worn Cameras \(BWC\)](#)
 - 10.4. Golf cart drop charges - Mayor Jacobs
11. OLD BUSINESS

11.1. Finance Director - HR Consultant Menegazzo

11.2. BSO contract and FIRE contract - Town Attorney Anderson
Seeking direction from the Commission to negotiate both contracts.

12. DISCUSSION

13. ATTORNEY REPORTS

14. TOWN MANAGER REPORTS

15. COMMISSION REPORTS
Clerk Commissioner Hodgkins
Vice Mayor Dieuville
Mayor Jacobs

16. ANNOUNCEMENTS
Special Magistrate Meeting, Wednesday, June 15, 2022 at 9:00 AM
Town Hall Closed - Observance Juneteenth, Monday, June 20, 2022
Workshop Commission Meeting, Wednesday, June 22, 2022 at 6:00 PM
Food Drive, Saturday, July 9, 2022

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.

Marlen D. Martell
Town Clerk



TOWN OF PEMBROKE PARK

Workshop Commission Meeting

Commission Chambers

3150 SW 52 Avenue

Pembroke Park, FL. 33023

Wednesday, March 23, 2022

6:00 PM

Mayor Geoffrey Jacobs

Vice Mayor Reynold Dieuville

Clerk Commissioner William Hodgkins

Town Manager JC Jimenez

Town Attorney Melissa P. Anderson

Town Clerk Marlen D. Martell

WORKSHOP COMMISSION MEETING MINUTES

1 CALL TO ORDER by Mayor Jacobs at 6:14 pm

2 PLEDGE OF ALLEGIANCE Led by Mayor and Commissioners.

3 ROLL CALL The meeting was called to order at 6:14 pm by Mayor Jacobs. Present at the meeting were Geoffrey Jacobs, Mayor, Reynold Dieuville, Clerk Commissioner, and Williams Hodgkins, Clerk Commissioner.

Additional staff in attendance were JC Jimenez, Town Manager, Melissa Anderson, Town Attorney, Marlen Martell, Town Clerk, Suzi Reutlinger, Assistant to Town Clerk, Heidi Siegel, Town Planner, Harry Taubenfeld, Finance & Budget Director, Joseline Ramirez, Chief Code Enforcement Officer, Joy Brown, Administrative Assistant, Dierdre Davis, Administrative Assistant, Lucie Manzerolle, Building Manager, Mark Pakula, Information Technology Director, Michelle Grooms, BTR/Billing Administrator, Miguel Nunez, Building Official, Robert Clark, Public Services Director, Myriam Jacques, Interim Public Services Director, and David Howard, Interim Chief of Police

4 ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA ADD PUBLIC COMMENTS AS ITEM # 5

Town of Pembroke Park
Workshop Commission Meeting
March 23, 2022

5 PUBLIC COMMENTS FERNANDO ACUNA A RESIDENT OF LAKE SIDE PARK ESTATES SPOKE ON RECORD

DIANA KULLANDER A RESIDENT OF LAKE SIDE PARK ESTATES SPOKE ON RECORD

6 REPORTS OF COMMITTEES AND CITY STAFF

a) Broward Sheriff's Office - Captain Coker, Lieutenant Charles
REPORT SUBMITTED TO THE COMMISSION FOR REVIEW

[BSO January 2022](#)

[BSO February 2022](#)

b) Fire Department - Chief Kane
REPORT SUBMITTED TO THE COMMISSION FOR REVIEW

[Fire December 2021](#)

[Fire January 2022](#)

7 BUILDING DEPARTMENT - BUILDING OFFICIAL NUNEZ

a) Monthly Report - January / February 2022
REPORT SUBMITTED TO THE COMMISSION FOR REVIEW

[Agenda Item Report - AIR-22-016 - Pdf](#)

8 CODE ENFORCEMENT - CHIEF CODE ENFORCEMENT OFFICER RAMIREZ

a) Code Enforcement Report Dec 2021, Jan 2022, Feb 2022
REPORT SUBMITTED TO THE COMMISSION FOR REVIEW

[Code Enforcement Report - Dec 2021, Jan 2022, Feb 2022 - Pdf](#)

9 FINANCE DEPARTMENT - FINANCE DIRECTOR TAUBENFELD

a) Business Tax Receipt and Billing Update - BTR/Billing Administrator Grooms
REPORT SUBMITTED TO THE COMMISSION FOR REVIEW

[Billing Division Monthly Report - Pdf](#)

b) Waiver Request - Flecia McGriff - BTR/Billing Administrator Grooms
PLACED AS A LINE ITEM

[Waiver Request - Flecia McGriff - Pdf](#)

c) Waiver Request - Nakima Walker - BTR/Billing Administrator Grooms
PLACED AS A LINE ITEM

[Waiver Request - Nakima Walker - Pdf](#)

d) Waiver Request - Just Ins Broker & Marc Bonhomme - BTR/Billing Administrator Grooms
PLACED AS A LINE ITEM

[Waiver Request - Just Ins Broker - M Bonhomme - Pdf](#)

e) Refund Request - Wal-Mart - BTR/Billing Administrator Grooms
PLACED AS A LINE ITEM

[Wal-Mart Refund Request - Pdf](#)

f) Revenue & Expenditures through January 31, 2022
REPORT SUBMITTED TO THE COMMISSION FOR REVIEW

[Finance Rev and Exp January 2021](#)

g) Budget Amendment - FY 2022
PLACED AS A LINE ITEM

[Finance Budget Amendment - Mar 2022](#)

10 POLICE DEPARTMENT - INTERIM POLICE CHIEF HOWARD

a) FDLE FIBRS Grant
ITEM PLACED ON CONSENT

[Agenda Item Report - AIR-22-014 - Pdf](#)

11 TOWN PLANNER SIEGEL, AICP

a) Town Planner Monthly Report December 2021 - February 2022
REPORT SUBMITTED TO THE COMMISSION FOR REVIEW

[Agenda Item Report - AIR-22-015 - Pdf](#)

12 HUMAN RESOURCES - HR CONSULTANT MENEGAZZO

a) Human Resources Update - HR Consultant Menegazzo
VERBAL UPDATE ON EMPLOYEE PROGRAM AND A COMPENSATION STUDY

13 IT DEPARTMENT - IT DIRECTOR PAKULA - NONE

14 PUBLIC SERVICES DEPARTMENT - PUBLIC SERVICES DIRECTOR CLARK

a) Public Services Department Monthly Report
REPORT SUBMITTED TO THE COMMISSION FOR REVIEW

[Agenda Item Report - AIR-22-017 - Pdf](#)

b) Approval for Keith & Associates (Keith) Proposal - John P Lyons Lane Drainage Improvement, RFP 21-09, FEMA-HMGP Project.

ITEM WAS PLACED ON CONSENT

[Agenda Item Report - AIR-22-004 - Pdf](#)

15 DISCUSSION

a) Commissioners responsibilities regarding Directors/Department heads: hiring, firing, disciplinary action and accountability - Mayor Jacobs

COMMISSION TO MEET WITH THE TOWN MANAGER

16 TOWN CLERK COMMENTS NONE

17 ATTORNEY COMMENTS TOWN ATTORNEY WORKING ON BSO PROPOSED AMENDMENT TO COMPLETE THE FISCAL YEAR, AMENDING THE CITATION PROCESS, TWO (2) ORDINANCES TO FINALIZE SETTLEMENT, TOWING ORDINANCE AND A COMPREHENSIVE PLAN AMENDMENT ORDINANCE.

18 TOWN MANAGER COMMENTS

a) Preserve Playground Replacement

TOWN MANAGER TO DISCUSS WITH COMMISSION LATER THIS FISCAL YEAR

[Agenda Item Report - AIR-22-005 - Pdf](#)

19 COMMISSIONER COMMENTS

a) Clerk Commissioner Hodgkins - NONE

Vice Mayor Dieuville - NONE

Mayor Jacobs - Resources provided to the residents at Lake Side Estates

20 ANNOUNCEMENTS Eggstravaganza April 2, 2022 from 11:00 AM to 3:00 PM at the Preserve

Regular Commission Meeting, April 13, 2022 at 7:00 PM

21 ADJOURNMENT With no further items for discuss, meeting adjourned at 08:11pm

ATTEST:

Marlen D. Martell, Town Clerk

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.



TOWN OF PEMBROKE PARK

3150 SW 52 Avenue, Pembroke Park, FL 33023
Broward (954) 966- 4600 - Fax (954)966-5186

REGULAR COMMISSION MEETING MINUTES Wednesday, April 13, 2022 at 7:00 PM

Mayor Geoffrey Jacobs
Vice Mayor Reynold Dieuveille
Clerk Commissioner William Hodgkins

Town Manager JC Jimenez
Town Attorney Melissa P. Anderson
Town Clerk Marlen D. Martell

1. CALL TO ORDER

Meeting called to order at 7:02 PM

2. PLEDGE OF ALLEGIANCE

Led by Mayor and Commissioners

3. ROLL CALL

Meeting was called to order at 7:02pm by Mayor Jacobs. Present at the meeting were: Mayor Geoffrey Jacobs; Vice Mayor Reynold Dieuveille and Clerk Commissioner William Hodgkins.

4. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

Removed Item 11.5 and 12.1

Added 11.13 National conference of Mayors

11.7 was moved to 8.3

Moved by Vice Mayor Reynold Dieuveille

Seconded by Clerk Commissioner Williams Hodgkins

Motion to approve amended agenda.

Ayes: Vice Mayor Reynold Dieuveille, Clerk Commissioner Williams Hodgkins, and Mayor Geoffrey Jacobs

PASSED 3-0 on a recorded vote

5. PRESENTATIONS / PROCLAMATIONS

- 5.1** Legislative Update - Honorable Senator Shevrin Jones Marina Braynon-Moore
Legislative Assistant, Florida Senate District 35 for State Senator Shevrin D. Jones

Regular commission meeting
April 13, 2022

spoke on record.

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

NONE

7. CONSENT AGENDA

7.1 01 05 2022 SPECIAL COMMISSION MINUTES

02 11 2022 SPECIAL COMMISSION MINUTES

7.2 FDLE FIBRS Grant - Interim Police Chief Howard

7.3 Approval for Keith & Associates (Keith) Proposal - John P Lyons Lane
Drainage Improvement, RFP 21-09, FEMA-HMGP Project - Public Services
Director Clark

Moved by Vice Mayor Reynold Dieuville

Seconded by Clerk Commissioner Williams Hodgkins

MOTION TO APPROVE CONSENT AGENDA

Ayes: Vice Mayor Reynold Dieuville, Clerk Commissioner Williams
Hodgkins, and Mayor Geoffrey Jacobs

PASSED 3-0 on a recorded vote

8. RESOLUTIONS

8.1 RESOLUTION NO. 2022-003 - Planning Consultant Michael Vonder Meulen
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
PEMBROKE PARK, FLORIDA, **APPROVING AN AMENDMENT TO THE SITE
DEVELOPMENT PLAN FOR APPLICATION 21-SP-05 LOCATED AT 3195
West Hallandale Beach Boulevard**; SUPERSEDING CONFLICTING
RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

File No: 21-SP-05 - Planning Consultant Michael Vonder Meulen

Applicant: Southeast Investments, Inc.

Location: 3195 West Hallandale Beach Blvd

Request: Site Development Plan Amendment for a previously approved site
plan to remove the fast-food restaurant and bank/medical/retail/office building
and include a medical building (hospital) / (Seneca Town Center).

All Commissioners disclosed they had spoken to the applicant but would be
able to vote on the item fair and impartial based on the information provided.

Mike Vonder Meulen gave presentation and Brian Adler and Jeff Zito were
available for questions

Regular commission meeting
April 13, 2022

Moved by Vice Mayor Reynold Dieuveille
Seconded by Clerk Commissioner Williams Hodgkins

Motion to approve the amended site plan for Resolution No. 2022-003.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

- 8.2** Requesting for Plat Note Amendment for 3191-3195 W. Hallandale Beach
Boulevard - Planning Consultant Michael Vonder Meulen

RESOLUTION NO. 2022-004

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE
PARK, FLORIDA, **APPROVING A PLAT NOTE AMENDMENT FOR THE
SENECA PLAT ON HALLANDALE BEACH BOULEVARD TO ALLOW
PARCEL B-1 TO BE USED FOR EMERGENCY ROOM/MEDICAL
PURPOSES; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING
AN EFFECTIVE DATE.**

All Commissioners disclosed they had spoken to the applicant but would be
able to vote on the item fair and impartial based on the information provided

Mike Vonder Meulen gave presentation and Brian Adler and Jeff Zito were
available for questions

Moved by Clerk Commissioner Williams Hodgkins
Seconded by Vice Mayor Reynold Dieuveille

**Motion to approve the plat note amendment for the Seneca Plat as stated
on Resolution No. 2022-004.**

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

- 8.3** 22-SV-01 Sign Variance 3195 West Hallandale Beach Boulevard (Wawa
Gasoline Station Wall Sign) - Planning Consultant Michael Vonder Meulen

All Commissioners disclosed they had spoken to the applicant but would be
able to vote on the item fair and impartial based on the information provided

Mike Vonder Meulen gave presentation and Brian Adler and Jeff Zito were
available for questions

Moved by Clerk Commissioner Williams Hodgkins
Seconded by Vice Mayor Reynold Dieuveille

Motion to adopt the 22-SV-01 sign variance for the Wawa Gasoline Station Wall sign

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

9. ORDINANCES - 2ND READING

- 9.1 ORDINANCE NO. 2022-001** - Town Attorney Anderson
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA,
PERTAINING TO THE SUBJECT OF ENVIRONMENTAL CONTROL;
AMENDING THE TOWN'S CODE OF ORDINANCES TO ESTABLISHING
NEW REGULATIONS FOR MATERIALS RECOVERY FACILITIES
OPERATING IN THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING
FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE
THEREFORE.

Mayor Jacobs opened for public comment.

NONE

Mayor Jacobs closed for public comment.

Moved by Vice Mayor Reynold Dieuveille
Seconded by Clerk Commissioner Williams Hodgkins

Motion to adopt Ordinance No. 2022-001

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

- 9.2 ORDINANCE NO. 2022-002** - Town Attorney Anderson
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF
PEMBROKE PARK, FLORIDA, PERTAINING TO THE SUBJECT OF
GROWTH MANAGEMENT; AMENDING THE ZONING REGULATIONS IN
THE M-1 INDUSTRIAL ZONING DISTRICT; AMENDING DEFINITIONS;
AMENDING THE LISTS OF PERMITTED, SPECIAL EXCEPTION, AND
PROHIBITED USES; AMENDING PROVISIONS FOR NON-CONFORMING
USES; AMENDING OTHER DISTRICT REGULATIONS; AMENDING
PROCEDURES FOR ZONING REVIEW AND APPROVAL; PROVIDING FOR
SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN
EFFECTIVE DATE.

Mayor Jacobs opened for public comment.

NONE

Mayor Jacobs closed for public comment.

Moved by Vice Mayor Reynold Dieuveille

Seconded by Clerk Commissioner Williams Hodgkins

Motion to adopt Ordinance No. 2022-002.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

10. ORDINANCES - 1ST READING

- 10.1 ORDINANCE NO. 2022-003** - Planning Consultant Michael Vonder Meulen
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA,
AMENDING THE TOWN'S COMPREHENSIVE PLAN BY ADOPTING A
"PROPERTY RIGHTS" ELEMENT; PROVIDING FOR SEVERABILITY;
SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND
PROVIDING AN EFFECTIVE DATE.

Presentation made by Michael Vonder Meulen, Second reading scheduled for
May 11, 2022

Mayor Jacobs opened for public comment.

NONE

Mayor Jacobs closed for public comment.

Moved by Vice Mayor Reynold Dieuveille

Seconded by Clerk Commissioner Williams Hodgkins

Motion to adopt Ordinance 2022-003.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

11. NEW BUSINESS

- 11.1** Waiver Request - Flecia McGriff - BTR/Billing Administrator Grooms

Moved by Vice Mayor Reynold Dieuveille

Seconded by Clerk Commissioner Williams Hodgkins

Motion to waive the fees.

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Ayes: Vice Mayor Reynold Dieuveille and Clerk Commissioner Williams Hodgkins

Nays: Mayor Geoffrey Jacobs

PASSED 2-1 on a recorded vote

11.2 Waiver Request - Nakima Walker - BTR/Billing Administrator Grooms

Moved by Vice Mayor Reynold Dieuveille

Seconded by Clerk Commissioner Williams Hodgkins

Motion to apply the fees.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

11.3 Waiver Request - Just Ins Broker & Marc Bonhomme - BTR/Billing Administrator Grooms

Moved by Vice Mayor Reynold Dieuveille

Seconded by Clerk Commissioner Williams Hodgkins

Motion to apply fees.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

11.4 Refund Request - Wal-Mart - BTR/Billing Administrator Grooms

Moved by Clerk Commissioner Williams Hodgkins

Seconded by Vice Mayor Reynold Dieuveille

Motion to approve the refund of \$271.92.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

11.5 Renovation of Commission Chambers in the amount of \$25,000 - Public Services Director Clark

This includes: paint, flooring, new audience chairs, chairs for the dais and refurbishing the exterior of the dais

ITEM WAS REMOVED FROM THE AGENDA.

11.6 Broward County Sheriff's Office CJIS - Interim Police Chief Howard

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Moved by Clerk Commissioner Williams Hodgkins
Seconded by Vice Mayor Reynold Dieuveille

Motion to approve.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

- 11.7** 22-SV-01 Sign Variance 3195 West Hallandale beach Boulevard (WAWA Gasoline Station Wall Sign)

Item moved to 8.3

- 11.8** Dell Roughbook Laptops - Interim Police Chief Howard
Staff recommends the purchase of these laptop computers to assist the officers in their daily duties.

Moved by Clerk Commissioner Williams Hodgkins
Seconded by Vice Mayor Reynold Dieuveille

Motion to approve.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

- 11.9** BSO Sixth Amendment to Agreement - Town Attorney Anderson

Motion to table item

Moved by Vice Mayor Reynold Dieuveille
Seconded by Clerk Commissioner Williams Hodgkins

Motion to approve.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

- 11.10** Florida League of Cities - Designation - Mayor Jacobs

Appointment of Board of Directors: Jacobs, Director; Dieuveille Alternate;
Hodgkins Second Alternate

Regular commission meeting
April 13, 2022

Moved by Vice Mayor Reynold Dieuveille
Seconded by Clerk Commissioner Williams Hodgkins

Motion to approve.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

11.11 65th Annual Gala - Mayor Jacobs

Moved by Vice Mayor Reynold Dieuveille
Seconded by Clerk Commissioner Williams Hodgkins

Motion to approve sponsorship \$5,000.00.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

11.12 Payment Registry as of April 1st - Mayor Jacobs

look into changes to the system to view registry supporting documents

Moved by Clerk Commissioner Williams Hodgkins
Seconded by Vice Mayor Reynold Dieuveille

Motion to approve payment register as of April 1st.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

12. OLD BUSINESS

12.1 Follow up on policy - Employee reward program - HR Consultant Menegazzo

ITEM REMOVED FROM THE AGENDA

13. DISCUSSION

13.1 Color pallet - Town Manager Jimenez

Keith to update

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April 13, 2022

Moved by Vice Mayor Reynold Dieuveille
Seconded by Clerk Commissioner Williams Hodgkins

Motion to approve color to add to color scheme.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

13.2 Director Position - Town Manager Jimenez

Moved by Clerk Commissioner Williams Hodgkins
Seconded by Vice Mayor Reynold Dieuveille

Motion to terminate Finance Director.

Ayes: Mayor Geoffrey Jacobs, Vice Mayor Reynold Dieuveille, and
Clerk Commissioner Williams Hodgkins

PASSED 3-0 on a recorded vote

14. ATTORNEY REPORTS

Attorney wanted to mention that there is lots of movement with A&B Recycling.

15. TOWN MANAGER REPORTS

Consultant report within the next 2 weeks

16. COMMISSION REPORTS

Mayor Jacobs expressed his appreciation for the attendance and support of the dignitaries that came to the swearing in of the police officers

17. ANNOUNCEMENTS

17.1 Swearing in of Police Reserve Officers - April 13, 2022 at 10:00 AM
Special Magistrate, Wednesday, April 20, 2022 at 9:00 AM
Workshop Commission meeting, Wednesday, April 27, 2022 at 6:00 PM
Pension Board Meeting, Wednesday, May 11, 2022 at 6:45 PM
Regular Commission meeting, Wednesday, May 11, 2022 at 7:00 PM

18. ADJOURNMENT

With no further items for discussion, meeting adjourned at 9:22 PM

Regular commission meeting
April 13, 2022

Marlen D. Martell, Town Clerk

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.

Regular commission meeting
April 13, 2022



TOWN OF PEMBROKE PARK

Workshop Commission Meeting

Commission Chambers

3150 SW 52 Avenue

Pembroke Park, FL. 33023

Wednesday, April 27, 2022

6:00 PM

Mayor Geoffrey Jacobs

Vice Mayor Reynold Dieuveille

Clerk Commissioner William Hodgkins

Town Manager JC Jimenez

Town Attorney Melissa P. Anderson

Town Clerk Marlen D. Martell

WORKSHOP COMMISSION MEETING MINUTES

1 VIRTUAL INSTRUCTIONS WORKSHOP COMMISSION MEETING

Wednesday, April 27, 2022 6:00 PM - 10:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/155216365>

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2 CALL TO ORDER Vice Mayor Dieuveille called meeting to order at 6:04pm

3 PLEDGE OF ALLEGIANCE Led by Vice Mayor Dieuveille

4 ROLL CALL The meeting was called to order at 6:04 pm by Vice Mayor Dieuveille. Present at the meeting were Reynold Dieuveille, Vice Mayor and Williams Hodgkins, Clerk Commissioner.

Additional staff in attendance were JC Jimenez, Town Manager, Melissa Anderson, Town Attorney, Marlen Martell, Town Clerk, Suzi Reutlinger, Assistant to Town Clerk, Robert Clark,

Town of Pembroke Park
Workshop Commission Meeting
April 27, 2022

Public Services Director, Myriam Jacques, Interim Public Services Director, Miguel Nunez, Building Official, Michelle Grooms, BTR/Billing Administrator, Mark Pakula, Information Technology Director, Lucie Manzerolle, Building Manager, David Howard, Interim Chief of Police, Joy Brown, Administrative Assistant, Joseline Ramirez, Code Enforcement Officer, Dierdre Davis,

5 ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA NONE

6 PRESENTATIONS

a) Lobbyist update - Lobbyist Sigerson

DAVE SIGERSON SPOKE ON RECORD. REPORT WAS SUBMITTED FOR COMMISSION REVIEW.

7 REPORTS OF COMMITTEES AND CITY STAFF

a) Broward Sheriff's Office - Captain Coker and Lieutenant Charles

LIEUTENANT CHARLES SPOKE ON RECORD. REPORT WAS SUBMITTED FOR COMMISSION REVIEW.

b) Fire Department - Chief Kane

CHIEF CANE SPOKE ON RECORD. REPORT WAS SUBMITTED FOR COMMISSION REVIEW.

8 BUILDING DEPARTMENT - BUILDING OFFICIAL NUNEZ

a) Monthly Status Report (March 2022)

REPORT WAS SUBMITTED FOR COMMISSION REVIEW

b) Purchase of vehicle for the Building Department.

ITEM PLACED AS A LINE ITEM TO NEXT AGENDA

RES-1-2022

Approval of purchase

c) Purchase of Gov-Easy software

ITEM PLACED ON CONSENT AGENDA.

RES-2-2022

Recommending purchase of Gov-Easy software

9 CODE ENFORCEMENT - CHIEF CODE ENFORCEMENT OFFICER RAMIREZ

a) Code Enforcement Dept Report for the Month of March 2022

REPORT WAS SUBMITTED FOR COMMISSION REVIEW.

10 FINANCE DEPARTMENT

a) Credit card replacement - Mayor Jacobs

b) Business Tax Receipt and Billing Update - BTR/Billing Administrator Grooms

REPORT WAS SUBMITTED FOR COMMISSION REVIEW.

RES-3-2022

None

c) Refund Request - Reliable Lien Search - BTR/Billing Administrator Grooms

TOWN MANAGER WILL REFUND

RES-4-2022

Recommend refund request to business account holder because payment was a duplicate charge.

d) Waiver Request - Department Coffee LLC - BTR/Billing Administrator Grooms

ITEM PLACED AS A LINE ITEM

RES-5-2022

Discretion of the Commission.

11 POLICE DEPARTMENT - INTERIM POLICE CHIEF HOWARD - NONE

12 PLANNING CONSULTANT - NONE

13 HUMAN RESOURCES - HR CONSULTANT MENEGAZZO - NONE

14 IT DEPARTMENT - IT DIRECTOR PAKULA - NONE

15 PUBLIC SERVICES DEPARTMENT - PUBLIC SERVICES DIRECTOR CLARK

a) FPL Generator for Town Hall & Stormwater Pump Station #1

ITEM WAS TABLED

ITEM POSTPONED UNTIL THERE IS A FINANCE DIRECTOR TO REVIEW

RES-6-2022

Seeking Commission's Direction to find best method of utilizing FPL's generator program for the Town.

b) Town Hall beautification Project (Pressure Wash, Shrubs and Paint)

ITEM PLACED ON THE CONSENT AGENDA

RES-7-2022

Seeking Commission's Direction to solicit vendors, request for quotes for various beautification projects at Town Hall

c) Engineering Study Sewer Master Plan

ITEM PLACED AS A LINE ITEM

RES-8-2022

Seeking Commission's Direction to solicit Consulting firms, and prepare request for qualification solicitation documents for an updated Sewer Master Plan

d) Town New Recycling Truck

ITEM PLACED ON HOLD

RES-9-2022

Seeking Commission's direction for procurement of a new Town recycling truck

e) Town Hall AC Repair

ITEM TABLED

RES-10-2022

Seeking Commission's Direction to solicit vendors to repair AC unit on 3rd Floor

f) Town Hall AC Replacement

ITEM TABLED

RES-11-2022

Seeking Commission's Direction to solicit vendors, request for quotes, then prepare bid solicitation documents

g) Utility Locates Selection and Award Recommendation

ITEM PLACED ON CONSENT AGENDA

RES-12-2022

Staff recommends awarding the 3-year term contract to the only bidder, Craig A. Smith.

h) Preserve Playground, Splash Pad & Exercise Equipment/ Signs

ITEM PLACED ON HOLD

RES-13-2022

Seeking Commission's Direction to solicit vendors, request for quotes, then prepare bid solicitation documents for Parks equipment

16 OLD BUSINESS

17 NEW BUSINESS

18 DISCUSSION

a) Food Drive - Mayor Jacobs

19 TOWN CLERK COMMENTS

a) Office of Inspector General Final Findings - Town Clerk Martell
REPORT SUBMITTED FOR COMMISSION REVIEW
RES-14-2022

We ask for the support of the Commission and staff to continue to provide information in a timely manner as recommended by the Clerk.

20 ATTORNEY COMMENTS

21 TOWN MANAGER COMMENTS

22 COMMISSIONER COMMENTS

a) Clerk Commissioner Hodgkins
Vice Mayor Dieuville
Mayor Jacobs - Credit card replacement

23 ANNOUNCEMENTS

a) Pension Board Meeting, Wednesday, May 11, 2022 at 6:45 PM
Regular Commission Board Meeting, May 11, 2022 at 7:00 PM

24 ADJOURNMENTS WITH NO FURTHER ITEMS FOR DISCUSSION, MEETING WAS
ADJOURNED AT 09:00PM

ATTEST:

Marlen D. Martell, Town Clerk

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)

Town of Pembroke Park
Workshop Commission Meeting
April 27, 2022

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.



TOWN OF PEMBROKE PARK

3150 SW 52 Avenue, Pembroke Park, FL 33023
Broward (954) 966- 4600 - Fax (954)966-5186

REGULAR COMMISSION MEETING MINUTES Wednesday, May 11, 2022 at 7:00 PM

Mayor Geoffrey Jacobs
Vice Mayor Reynold Dieuville
Clerk Commissioner William Hodgkins

Town Manager JC Jimenez
Town Attorney Melissa P. Anderson
Town Clerk Marlen D. Martell

1 CALL TO ORDER MEETING CALLED TO ORDER AT 7:06PM

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL The meeting was called to order at 0:00 pm by Mayor Jacobs. Present at the meeting were Geoffrey Jacobs, Mayor, Reynold Dieuville, Vice Mayor, and Williams Hodgkins, Clerk Commissioner.

Additional staff in attendance were Dierdre Davis, Administrative Assistant, David Howard, Interim Chief of Police, Harry Taubenfeld, Finance & Budget Director, JC Jimenez, Town Manager, jeffrey louis, Emergency Management Manager, Joseline Ramirez, Chief Code Enforcement Officer, Joy Brown, Administrative Assistant, Lucie Manzerolle, Building Manager, Mark Pakula, Information Technology Director, Michelle Grooms, BTR/Billing Administrator, Miguel Nunez, Building Official, Myriam Jacques, Interim Public Services Director, Stephanie Woodbury, Project Manager, Teresa Malcolm, Code Enforcement Officer, Melissa Anderson, Town Attorney, Marlen Martell, Town Clerk, Heidi Siegel, Town Planner, Erik Richwagen, Code Enforcement Officer, Robert Clark, Public Services Director, and Suzi Reutlinger, Assistant to Town Clerk

4 ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA ADDED 5.3 PENSION BOARD UPDATE APPROVAL AND APPROVAL OF MOVING FUNDS APPROVED.

10.05 BSO

10.13 HIRING (5) POLICE OFFICERS IN ORDER TO APPLY FOR GRANT

11.2 INTERIM POLICE CHIEF DISCUSSION

5 PRESENTATIONS / PROCLAMATIONS

Regular Commission Meeting
May 11, 2022

5.1 Municipal Clerk's Week - May 1-7, 2022

MAJOR JACOBS READ THE PROCLAMATION INTO THE RECORD.

Public Services Week - May 15-21, 2022

Retirees:

Michelle Grooms, BTR/Billing Administrator

MAYOR JACOBS READ THE PROCLAMATION AND PRESENTED MICHELLE WITH A PLAQUE.

Gary Nereus, Superintendent, Sewer Department - PROCLAMATION FORWARDED TO THE FOLLOWING MEETING, EMPLOYEE UNABLE TO ATTEND

5.2 Proclamation of the 2022 National Public Works Week "Ready & Resilient" - May 15-21, 2022 - Mayor and Commission - MAYOR JACOBS READ PROCLAMATION

Commission recognition of the 2022 National Public Works Week "Ready & Resilient"

5.3 PENSION - PRESENTATION BY GLORIA ROSEN CONSULTANT

MOTION TO APPROVE PENSION UPDATE

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

RICARDO RODRIGUEZ SPOKE ON RECORD; CAPTIAN COKER SPOKE ON RECORD - MAY 21 GRAND REOPENING 10:00PM TO 3:00PM; MARTHA SILVA SPOKE ON RECORD; FRENANDO ACQUINA SPOKE ON RECORD; DIANA COLLANDER SPOKE ON RECORD; NORMA RODRIGUEZ SPOKE ON RECORD; MARY MACNAMARA; GREG JACOBS SPOKE ON RECORD; LORY LANIE SPOKE ON RECORD; STEVE HARRIS SPOKE ON RECORD;

7 CONSENT AGENDA

7.1 Approval of Minutes - Town Clerk Martell

03 23 2022 Workshop Meeting

04 13 2022 Regular Commission Meeting

7.2 Purchase of Gov-Easy software - Building Official Nunez

Recommending purchase of Gov-Easy software

7.3 Town Hall beautification Project (Pressure Wash, Shrubs and Paint) - Public Services Director Clark

Seeking Commission's Direction to solicit vendors, request for quotes for various beautification projects at Town Hall

7.4 Utility Locates Selection and Award Recommendation - Public Services Director Clark

Regular Commission Meeting

May 11, 2022

Staff recommends awarding the 3-year term contract to the only bidder, Craig A. Smith.

CONSENT AGENDA APPROVED

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

8 RESOLUTIONS

8.1 THREE-CENT Local Option Gas Tax - Public Services Director Clark

RESOLUTION NO. 2022-005

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2022 AMENDMENT TO THE INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA, PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY ADDITIONAL LOCAL OPTION GAS TAX ON MOTOR FUEL ORDINANCE;** AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID 2022 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

Resolution for each Local option Gas Tax Interlocal Agreement

MOTION TO APPROVE RESOLUTION 2022-005

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

8.2 FIFTH CENT Local Gas Tax - Public Services Director Clark

RESOLUTION NO. 2022-006

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2022 AMENDMENT TO THE INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA, PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY ADDITIONAL LOCAL OPTION GAS TAX ON MOTOR FUEL ORDINANCE;** AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID 2022 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

MOTION ADOPT RESOLUTION 2022-006

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

9 ORDINANCES - 2ND PUBLIC HEARING

Regular Commission Meeting

May 11, 2022

9.1 **ORDINANCE NO. 2022-003** - Planning Consultant Michael Vonder Meulen
AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AMENDING THE TOWN'S COMPREHENSIVE PLAN BY ADOPTING A "PROPERTY RIGHTS" ELEMENT**; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.
MUST SEND TO THE STATE WITHIN 10 DAYS

Presentation made by Michael Vonder Meulen, Second reading scheduled for May 11, 2022

Mayor Jacobs opened for public comment
MICHAEL VONDERMULEN SPOKE ON RECORD

Mayor Jacobs closed for public comment

Motion to approve Ordinance 2022-003

MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE, SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION PASSED 3-0.

10 NEW BUSINESS 10.05 BSO QUESTIONS

LT. GERALD CHARLES SPOKE ON RECORD.

MAYOR JACOBS REQUESTED RESPONSE TIME AND CALLS LEFT WITHOUT RESPONDING AT THE NEXT MEETING

10.1 Waiver Request - Department Coffee LLC - BTR/Billing Administrator Grooms Discretion of the Commission.

MOTION NOT TO WAIVE FEES

MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS, SECONDED BY VICE MAYOR REYNOLD DIEUVEILLE. MOTION PASSED 3-0.

10.2 Purchase of vehicle for the Building Department - Building Official Nunez

Approval of purchase

MOTION THE PURCHASE 2 VEHICLES NOT TO EXCEED THE \$24,000.00 EACH VEHICLE

MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS, SECONDED BY VICE MAYOR REYNOLD DIEUVEILLE. MOTION PASSED 3-0.

10.3 Replacement Pump for Master Lift Station #34 - Public Services Director Clark

Commission Approval to proceed with procurement process

MOTION FOR THE REPLACEMENT PUMP FOR MASTER LIFT STATION NOT TO EXCEED \$40,000.00

Regular Commission Meeting

May 11, 2022

MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS, SECONDED BY VICE MAYOR REYNOLD DIEUVEILLE. MOTION PASSED 3-0.

10.4 MPO Surtax Project Approval - Carolina Street Capacity Increase - Public Services Director Clark

RESOLUTION NO. 2022-007

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING TOWN PROJECTS FOR SUBMITTAL TO THE BROWARD METROPOLITAN PLANNING ORGANIZATION FOR EVALUATION AND RANKING FOR TRANSPORTATION SURTAX FUNDING FOR FISCAL YEAR 2023; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Resolution from the Commission to authorize and support the application for funding of MPO Surtax Project: Carolina Street Capacity Increase

MOTION TO APPROVE MPO RESOLUTION

MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS, SECONDED BY VICE MAYOR REYNOLD DIEUVEILLE. MOTION PASSED 3-0.

10.5 MEETING RECESSED AT 8:42PM

MEETING RESUMED AT 9:02 PM

5.3 WAS APPROVED

Renewal of Engineering Services Agreement with Calvin Giordano & Associates - Public Services Director Clark

Seeking Commission Approval

MOTION TO RENEW ENGINEERING SERVICES

MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE, SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION PASSED 3-0.

10.6 Engineering Study Sewer Master Plan - Public Services Director Clark

COMMISSION DIRECTED PUBLIC WORKS STAFF TO GO APPLY FOR A STUDY

Seeking Commission's Direction to solicit Consulting firms, and prepare request for qualification solicitation documents for an updated Sewer Master Plan

10.7 Monument Signs Locations in the Preserve and Ryan Parks - Public Services Director Clark

MOTION FOR SELECTION AND LOCATION TO ERECT MONUMENT SIGN AT THE PRESERVE AND RYAN PARKS

MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS HODGKINS, SECONDED BY VICE MAYOR REYNOLD DIEUVEILLE. MOTION PASSED 3-0.

Regular Commission Meeting

May 11, 2022

10.8 Ranking of CCNA Engineering Consultants, Selection, and Award Recommendation -
Public Services Director Clark

MOTION TO APPROVE RANKING

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

10.9 Milling and Repaving of SW 32nd Street Between 52nd and 55th Avenue - Public Services
Director Clark

MOTION TO APPROVE MILLING AND REPAVING IN AN AMOUNT NOT TO EXCEED
\$33,000.00

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

10.10 48th Year CDBG - Preserve Playground Replacement - Public Services Director Clark
MOTION TO APPLY FOR GRANT

**MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS
HODGKINS, SECONDED BY VICE MAYOR REYNOLD DIEUVEILLE. MOTION
PASSED 3-0.**

10.11 Proposal for Finance Director Consultant - Town Manager Jimenez

MOTION TO APPROVE 2 MONTHS OF SERVICE

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 2-1.**

10.12 Upgrade for Cloud Security - IT Director Pakula

MOTION TO APPROVE SECURITY SYSTEM UPGRADE

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

10.13 Cops More Grant

MOTION NOT TO EXCEED \$175,000.00 FOR 5 OFFICERS AS LONG AS ARPA COVERS
THE COST

**MOTION TO APPROVE MADE BY CLERK COMMISSIONER WILLIAMS
HODGKINS, SECONDED BY VICE MAYOR REYNOLD DIEUVEILLE. MOTION
PASSED 3-0.**

11 OLD BUSINESS

Regular Commission Meeting

May 11, 2022

11.1 BSO Sixth Amendment to Agreement - Town Attorney Anderson

Motion to table item

Staff recommends commission approval

MOTION TO APPROVE 6TH AMENDEMENT TO AGREE WITH BSO

**MOTION TO APPROVE MADE BY VICE MAYOR REYNOLD DIEUVEILLE,
SECONDED BY CLERK COMMISSIONER WILLIAMS HODGKINS. MOTION
PASSED 3-0.**

11.2 Interim Police Chief Howard

DISCUSSION

12 DISCUSSION

12.1 Food drive dates, time, location - Mayor Jacobs

June 25, 2022

August 27, 2022

December 3, 2022

From 11am to 3pm

At the preserve.

ITEM WILL BE FORWARDED TO THE WORKSHOP FOR FINAL DATES

12.2 Chamber of Commerce - Clerk Commissioner Hodgkins

DISCUSSION

13 ATTORNEY REPORTS NONE

14 TOWN MANAGER REPORTS THE SUGGESTION FROM THE TOWN MANAGER
WAS TO GO WITH A MID LEVEL PLANNER NOT A DIRECTOR

15 COMMISSION REPORTS

16 ANNOUNCEMENTS

17 ADJOURNMENT WITH NO FURTHER ITEMS FOR DISUSSION, MEETING
ADJOURNED AT 10:51PM

ATTEST:

Marlen D. Martell, Town Clerk

Regular Commission Meeting

May 11, 2022

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.

Regular Commission Meeting
May 11, 2022



MINUTES PENSION BOARD MEETING Meeting

6:45 PM - Wednesday, May 11, 2022
Commission Chambers

The PENSION BOARD MEETING of the Town of Pembroke Park was called to order on Wednesday, May 11, 2022, at 6:45 PM, in the Commission Chambers, with the following members present:

PRESENT: Mayor Geoffrey Jacobs and Vice Mayor Reynold Dieuville

EXCUSED:

1 CALL TO ORDER

MEETING CALLED TO ORDER AT 6:52pm

2 PLEDGE OF ALLEGIANCE

WAS RECITED IN UNISON

3 ROLL CALL

COMMISSIONERS PRESENT: MAYOR JACOBS; VICE MAYOR DIEUVEILLE, AND COMMISSIONER HODGKINS.

4 PRESENTATIONS

GLORIA ROSEN GAVE PRESENTATION
ITEM MOVED TO THE REGULAR COMMISSION MEETING

a) Pension Plan Update - Pension Advisor Rosen

5 ATTORNEY COMMENTS

NONE

6 TOWN MANAGER COMMENTS

NONE

7 COMMISSIONER COMMENTS

NONE

8 ADJOURNMENT

WITH NO FURTHER BUSINESS MOTION TO ADJOURN PASSED UNANIMOUSLY
AT 7:12PM

CAO

Mayor



TOWN OF PEMBROKE PARK

Workshop Commission Meeting

Commission Chambers

3150 SW 52 Avenue

Pembroke Park, FL. 33023

Wednesday, May 25, 2022

6:00 PM

Mayor Geoffrey Jacobs

Vice Mayor Reynold Dieuville

Clerk Commissioner William Hodgkins

Town Manager JC Jimenez

Town Attorney Melissa P. Anderson

Town Clerk Marlen D. Martell

WORKSHOP COMMISSION MEETING MINUTES

1 CALL TO ORDER Mayor Jacobs called the meeting to order at 6:03p.m.

2 PLEDGE OF ALLEGIANCE Led by Mayor Jacobs

3 ROLL CALL The meeting was called to order at 0:00 pm by Mayor Jacobs. Present at the meeting were Geoffrey Jacobs, Mayor, Reynold Dieuville, Vice Mayor, and Williams Hodgkins, Clerk Commissioner.

Additional staff in attendance were JC Jimenez, Town Manager, Melissa Anderson, Town Attorney, Marlen Martell, Town Clerk, Suzi Reutlinger, Assistant to Town Clerk, Robert Clark, Public Services Director, Myriam Jacques, Interim Public Services Director, Miguel Nunez, Building Official, Michelle Grooms, BTR/Billing Administrator, Lucie Manzerolle, Building Manager, David Howard, Interim Chief of Police, Joy Brown, Administrative Assistant, Joseline Ramirez, Chief Code Enforcement Officer, jeffrey louis, Emergency Management Manager, Dierdre Davis, Administrative Assistant

4 ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA - 14.3 Add 4.1 Mayors Position; 12.1 Finance Director; 15.1 Ordinance; 15.2 Fire

5 PRESENTATIONS

Town of Pembroke Park
Workshop Commission Meeting
May 25, 2022

5.1. Legislative Update - Lobbyist Sigerson

DAVE SIGERSON AND CONNIE V SPOKE ON RECORD. REPORT WAS SUBMITTED FOR COMMISSION REVIEW.

6 REPORTS OF COMMITTEES AND CITY STAFF

6.1. Broward Sheriff's Office - Captain Coker, Lt. Gerard Charles

CAPTAIN COKER SPOKE ON RECORD. REPORT WAS SUBMITTED FOR COMMISSION REVIEW.

6.2. Fire Department - Chief Kane

CHIEF CANE SPOKE ON RECORD. REPORT WAS SUBMITTED FOR COMMISSION REVIEW.

7 BUILDING DEPARTMENT - BUILDING OFFICIAL NUNEZ

7.1. Monthly Status Report - April 2022

REPORT SUBMITTED FOR COMMISSION REVIEW

7.2. Proposed Changes to the Floodplain Ordinance

ITEM MOVED TO LINE ITEM

RES-2-2022

Staff recommends approval

7.3. Proposed Building Standards Ordinance (Ch. 5) Changes and Addition

ITEM PLACED ON LINE ITEM

RES-3-2022

Approval for the Town Attorney Ordinance preparation for presenting formally in the next commission meeting.

7.4. Chief Joseline Ramirez Salary Adjustment

ITEM PLACED ON CONSENT

RES-4-2022

Staff recommends approval

8 CODE ENFORCEMENT - CHIEF CODE ENFORCEMENT OFFICER RAMIREZ

8.1. Code Enforcement Dept. Report - April 2022

REPORT WAS SUBMITTED FOR COMMISSION REVIEW

9 FINANCE DEPARTMENT

9.1. Business Tax Receipt and Billing Update - BTR/Billing Administrator Grooms
REPORT SUBMITTED FOR COMMISSION REVIEW
PAYMENT OF LIEU OF TAXES FOR CHURCH OF CHRIST, TOWN MANAGER STATED
THAT CHECK WAS RETURNED TO CHURCH OF CHRIST. CHURCH OF CHRIST STILL
PENDING BALANCE. REFUND WAS ISSUED FOR MULTIPLE RESIDENCE AT
LAKESIDE FOR THE PERMANENT RV FEE.
RES-5-2022
None

10 POLICE DEPARTMENT - INTERIM POLICE CHIEF HOWARD

11 PLANNING CONSULTANT NONE

12 HUMAN RESOURCES - HR CONSULTANT MENEGAZZO

12.1. Finance Director
HR DIRECTOR MENEGAZZO TO CONTACT TOP CANDIDATE AND START WORKING
WITH MANAGER FOR SALARY. NEGOTIATIONS TO BEGIN AT \$86,000.00 TO
\$126,000.00

13 IT DEPARTMENT - IT DIRECTOR PAKULA NONE

14 PUBLIC SERVICES DEPARTMENT - PUBLIC SERVICES DIRECTOR CLARK

14.1. Public Services Monthly Report - May 2022
REPORT WAS SUBMITTED FOR COMMISSION REVIEW.
RES-6-2022
For Information

14.2. SW 30th Street Sanitary Sewer Force Main
ITEM MOVED TO CONSENT

14.3. ARPA (America Rescue Plan Act) Funding - Public Services Director Clark

ITEM TO BE BROUGHT BACK AT A LATER DATE.

15 OLD BUSINESS

15.1. Civility Resolution
Meeting Recessed at 7:40 p.m.
Meeting Resumed at 7:45 p.m.

Town Attorney read complaint regarding Mayor Jacobs behavior at meetings.

15.2. Fire Fee

Mayor Jacobs discussed changing the fire fee from the Ad Valorem to a separate line item.

16 NEW BUSINESS

17 DISCUSSION

17.1. Town Attorney Contracts - Mayor Jacobs

Mayor Jacobs discussed BSO contract.

17.2. Policy and Procedures - Mayor Jacobs

Mayor Jacobs asked as to the policy of terminating a department head.

18 TOWN CLERK COMMENTS NONE

19 ATTORNEY COMMENTS

19.1. BSO contract

ITEM PLACED AS A LINE ITEM TO DISCUSS NEGOTIATION FOR POLICE SERVICE.

20 TOWN MANAGER COMMENTS

20.1. Hiring a permanent Human Resources Director

TOWN MANAGER JIMENEZ REQUESTED DIRECTION REGARDING THE HIRING OF A PERMANENT IN HOUSE HR DIRECTOR. COMMISSIONERS ALL IN FAVOR.

21 COMMISSIONER COMMENTS

21.1. Clerk Commissioner Hodgkins - none

Vice Mayor Dieuville - stated that we all needed to behave in a professional manner

Mayor Jacobs -

22 ANNOUNCEMENTS

22.1. Regular Commission Meeting, Wednesday, June 8th at 7:00 PM

Special Magistrate Hearing, Wednesday, June 15th at 9:00 AM

Workshop Commission Meeting, Wednesday, June 22nd at 6:00 PM

23 ADJOURNMENT WITH NO FURTHER BUSINESS MEETING WAS ADJOURNED AT 8:42 P.M.

Town of Pembroke Park
Workshop Commission Meeting
May 25, 2022

ATTEST:

Marlen D. Martell, Town Clerk

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.

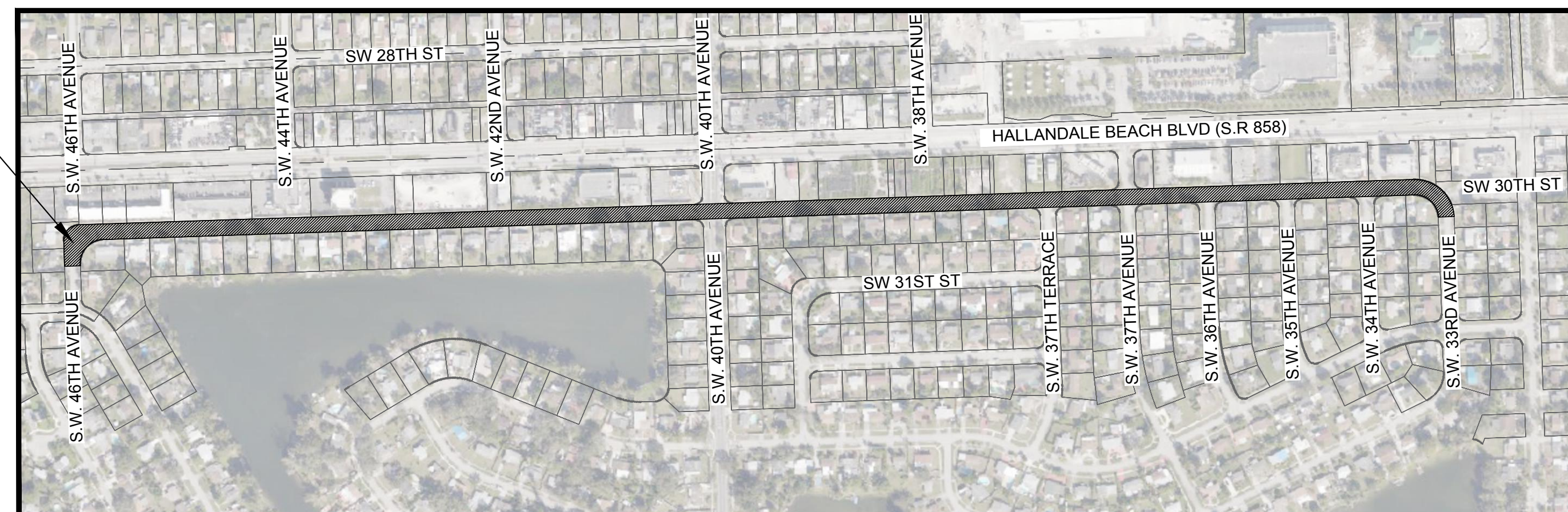
Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (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.

SW 30 STREET FROM SW 33 AVENUE TO SW 46 AVENUE
PEMBROKE PARK, BROWARD COUNTY, FL, 33023

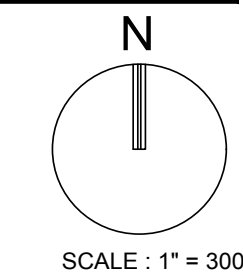
INDEX OF SHEETS	
SHEET IDENTIFICATION	SHEET TITLE
-	COVER SHEET
GI-001	KEY SHEET
GI-002	LEGEND AND ABBREVIATIONS
GI-003	GENERAL CONSTRUCTION NOTES
GI-004	GENERAL SPECIFICATIONS
CU-101 TO CU-110	FORCE MAIN UTILITY PLAN
CU-501 TO CU-502	FORCE MAIN UTILITY DETAILS

SITE LOCATION



LOCATION MAP

SECTION 30, TOWNSHIP 51 S, RANGE 42 E



ALL ELEVATIONS SHOWN ON THESE PLANS ARE
BASED ON NAVD 1988 DATUM

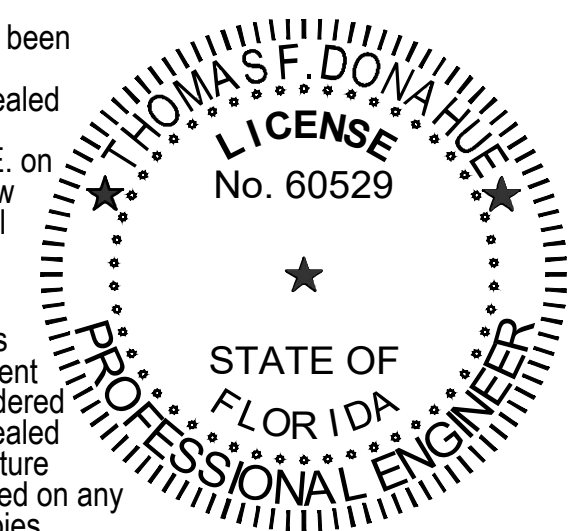


PREPARED FOR:
TOWN OF PEMBROKE PARK
3150 SW 52nd Avenue
Pembroke Park, FL 33023



PROJECT No. : 09630.14
DATE : MAY 2022

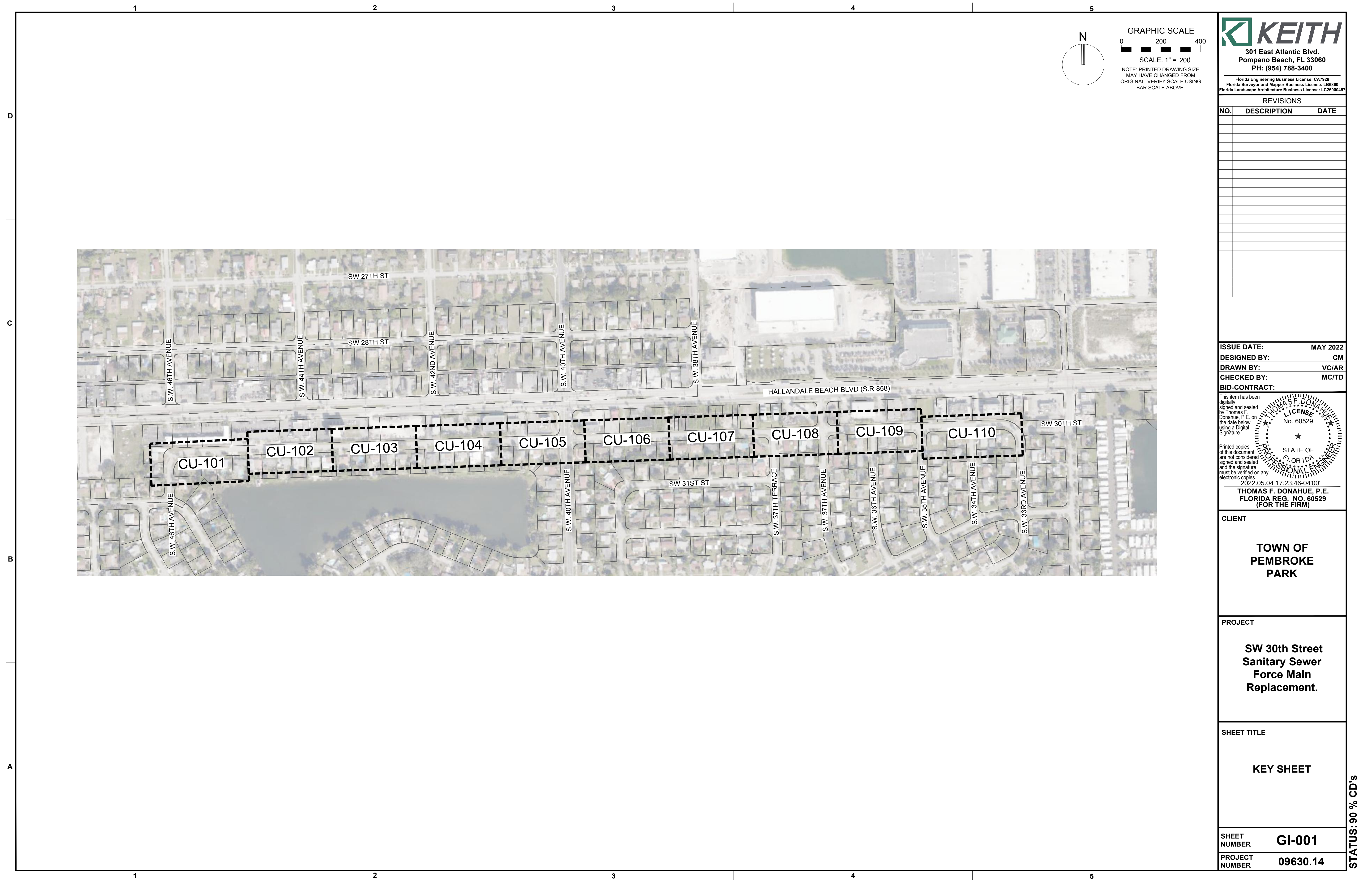
This item has been
digitally
signed and sealed
by Thomas F.
Donahue, P.E. on
the date below
using a Digital
Signature.



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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THOMAS F. DONAHUE, P.E.
FLORIDA REG. NO. 60529
(FOR THE FIRM)



GENERAL NOTES

THIS CONSTRUCTION PROJECT MAY OR MAY NOT INCLUDE ALL ITEMS COVERED BY THESE NOTES AND SPECIFICATIONS, I.E. PAVING, GRADING, DRAINAGE LINES, WATER LINES, OR SANITARY SEWER LINES. SEE PLANS FOR DETAILED PROJECT SCOPE. NOTES AND SPECIFICATIONS ON THIS SHEET REFER TO PAVING, GRADING, DRAINAGE, WATER, AND SANITARY SEWER, AND ARE INTENDED FOR THIS PROJECT'S SCOPE OF WORK AND FOR REFERENCE PURPOSES FOR OTHER WORK ITEMS THAT MAY BE REQUIRED DUE TO UNFORESEEN EXISTING CONDITIONS OR REQUIRED REMEDIAL WORK.

1. SPECIFIC SITE NOTES

1.1. COUNTY AND "CITY" IN THESE NOTES REFERS TO COUNTY AND CITY IN WHICH PROJECT RESIDES.

1.2. STATE IN THESE NOTES REFERS TO THE STATE OF FLORIDA.

1.3. EXISTING TOPOGRAPHIC INFORMATION IN THE PLANS IS BASED ON SURVEY DATA AND BEST AVAILABLE INFORMATION. SEE PROJECT SURVEY AND NOTES ON PLAN SHEETS REGARDING THE SOURCE OF THE TOPOGRAPHIC INFORMATION.

2. APPLICABLE CODES

2.1. ALL CONSTRUCTION AND MATERIALS SHALL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF THE CITY, COUNTY, AND ALL OTHER JURISDICTIONAL, STATE AND NATIONAL CODES WHERE APPLICABLE.

2.2. IN THE EVENT OF A CONFLICT BETWEEN THE GENERAL NOTES AND CONSTRUCTION SPECIFICATIONS IN THESE PLANS, AND THE CONTRACT DOCUMENTS AND SPECIFICATIONS IN THE SPECIFICATION BOOKLET, THE CONTRACTOR SHALL SUBMIT WRITTEN REQUEST FOR CLARIFICATION.

2.3. ALL CONSTRUCTION SHALL BE DONE IN A SAFE MANNER AND IN STRICT COMPLIANCE WITH ALL THE REQUIREMENTS OF THE FEDERAL OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AND ALL STATE AND JURISDICTIONAL SAFETY AND HEALTH REGULATIONS.

2.4. THE CONTRACTOR SHALL BE REQUIRED TO COMPLY WITH FEDERAL, STATE, COUNTY, AND CITY LAWS, CODES, AND REGULATIONS.

2.5. ALL HANDICAP ACCESSIBLE AREAS TO CONFORM TO THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (ADA), STATE ADA CODES, AND FLORIDA BUILDING CODE ADA CODES LATEST EDITION.

2.6. TRENCH SAFETY ACT

2.6.1. ALL TRENCH EXCAVATION SHALL BE PERFORMED IN ACCORDANCE WITH CHAPTER 90-96 OF THE LAWS OF FLORIDA (THE TRENCH SAFETY ACT).

2.6.2. ALL TRENCH EXCAVATION IN EXCESS OF 5 FEET IN DEPTH SHALL BE UNDERTAKEN IN ACCORDANCE WITH O.S.H.A. STANDARD 29 CFR. SECTION 1926.650 SUBPART P.

2.6.3. THE CONTRACTOR SHALL SUBMIT WITH HIS CONTRACT A COMPLETED, SIGNED, AND NOTARIZED COPY OF THE TRENCH SAFETY ACT COMPLIANCE STATEMENT. THE CONTRACTOR SHALL ALSO SUBMIT A SEPARATE COST ITEM IDENTIFYING THE COST OF COMPLIANCE WITH THE APPLICABLE TRENCH SAFETY CODES.

2.6.4. A TRENCH SAFETY SYSTEM, IF REQUIRED, SHALL BE DESIGNED BY THE EXCAVATION CONTRACTOR UTILIZING A SPECIALTY ENGINEER AS REQUIRED.

3. CONSTRUCTION NOTES:

3.1. CONTRACTOR SHALL TIE TO EXISTING GRADE BY EVENLY SLOPING FROM CLOSEST PROPOSED GRADE PROVIDED TO EXISTING GRADE AT LIMITS OF CONSTRUCTION, UNLESS OTHERWISE NOTED ON THE PLANS. IF NO LIMIT OF WORK LINE IS INDICATED, SLOPE TO ADJACENT PROPERTY LINE OR RIGHT-OF-WAY LINE, AS APPLICABLE.

3.2. UNLESS OTHERWISE INDICATED ON THE PLANS, ALL EXISTING MANHOLES, CATCH BASINS, METERS AND OTHER STRUCTURES, WHETHER INDICATED ON THE PLANS OR NOT SHALL BE ADJUSTED TO MATCH THE NEW GRADE, BY THE CONTRACTOR.

3.3. THE CURB SHALL BE SLOPED TO ACCOMMODATE THE NEW PAVEMENT, CATCH BASIN AND GRATE, AND THE SURFACE FLOW PATTERN.

3.4. THE CONTRACTOR SHALL USE CARE WHEN CUTTING THE EXISTING ASPHALT PAVEMENT AND DURING EXCAVATIONS, SO THAT THE EXISTING CATCH BASINS AND GRATES THAT ARE TO REMAIN WILL NOT BE DAMAGED.

3.5. THE CONTRACTOR SHALL MAINTAIN THE ROADWAY SLOPE WHEN RESURFACING THE ROADWAY. THE EDGE OF PAVEMENT SHALL MATCH THE NEW GUTTER LIP PER FOOT INDEX 520-001.

3.6. THE NEW SIDEWALK SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE GIVEN ELEVATIONS AND AT THE PROPER SLOPES DEPICTED IN THE SPECIFICATIONS, DETAILS AND STANDARDS. EXISTING DRIVEWAYS AND OTHER FEATURES SHALL BE MATCHED WHEN POSSIBLE AS DIRECTED BY THE ENGINEER.

3.7. RADII SHOWN ARE TO THE EDGE OF PAVEMENT.

3.8. ALL BENCH MARK MONUMENTS WITHIN THE LIMITS OF CONSTRUCTION SHALL BE PROTECTED AND REFERENCED BY THE CONTRACTOR IN THE SAME WAY AS PUBLIC LAND CORNERS.

3.9. ALL EXCESS MATERIAL IS TO BE DISPOSED BY THE CONTRACTOR WITHIN 72 HOURS

3.10. IN AREAS WHERE THE BASE IS EXPOSED BY THE MILLING OPERATION, THE CONTRACTOR SHALL RESTORE THE BASE TO ITS ORIGINAL THICKNESS AND STRUCTURAL CAPACITY BEFORE PAVING OVER SUCH AREAS. THIS INCLUDES BUT IS NOT LIMITED TO RESTORING ORIGINAL DEGREE OF COMPACTION, MOISTURE CONTENT, COMPOSITION, STABILITY, AND INTENDED SLOPE. IF PAVING WILL NOT TAKE PLACE THE SAME DAY THE BASE IS EXPOSED AND REWORKED, THE BASE SHALL BE SEALED ACCORDING TO THE GOVERNING STANDARDS AND SPECIFICATIONS. ANY ADDITIONAL WORK RESULTING FROM THE CONTRACTOR'S FAILURE TO PROTECT THE EXPOSED BASE AS STATED ABOVE IN ORDER TO RESTORE THE ORIGINAL STRUCTURAL CAPACITY SHALL BE THE CONTRACTOR'S COST

3.11. THE CONTRACTOR IS TO MAINTAIN EXISTING SIGNAGE DURING CONSTRUCTION OPERATIONS, IN ORDER TO FACILITATE EMERGENCY VEHICLE TRAFFIC.

3.12. THE TOPOGRAPHIC SURVEY INCLUDED WITH THIS SET OF PLANS

REFLECTS PRE-DEMOLITION CONDITIONS AND DOES NOT REFLECT THE SITE CONDITIONS AFTER DEMOLITION. THE CONTRACTOR IS FULLY AND SOLELY RESPONSIBLE IN DETERMINING THE REQUIRED EARTHWORK FOR THE PROPOSED DEVELOPMENT OF THE SITE. THIS INCLUDES, BUT IS NOT LIMITED TO, ANY EXCAVATION/DREDGE AND FILL ACTIVITIES REQUIRED AT ANY PHASE OF THE PROJECT. THE CONTRACTOR SHALL USE THE FINAL APPROVED (RELEASED FOR CONSTRUCTION) PLANS, SURVEYS, GEOTECHNICAL REPORTS, AND ANY OTHER AVAILABLE INFORMATION FOR DETERMINING THE AMOUNT OF EXCAVATION/DREDGING AND FILLING REQUIRED. ANY QUANTITIES INCLUDED IN THE APPROVED PERMITS WERE ESTIMATED BY THE ENGINEER FOR PURPOSES OF OBTAINING THE PERMIT AND UNDER NO CIRCUMSTANCES SHALL BE USED BY THE CONTRACTOR IN LIEU OF PERFORMING THEIR OWN EARTHWORK CALCULATIONS REQUIRED FOR COST ESTIMATING AND BIDDING THE PROJECT.

3.13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR READING AND FAMILIARIZING THEMSELVES WITH ANY AND ALL AVAILABLE GEOTECHNICAL REPORTS PREPARED BY OTHERS AND/OR ANY RECOMMENDATIONS WRITTEN OR ORAL BY THE GEOTECHNICAL ENGINEER FOR THIS PROJECT. THE GEOTECHNICAL CONDITIONS AND RECOMMENDATIONS OUTLINED IN THESE REPORTS ARE IN FORCE AND IN FULL EFFECT AS PART OF THE PROPOSED IMPROVEMENTS. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT ALL THE WORK ASSOCIATED WITH THIS PROJECT IS IN COMPLIANCE WITH THE GEOTECHNICAL ENGINEER'S RECOMMENDATIONS. KEITH AND ASSOCIATES, INC. IS NOT RESPONSIBLE FOR THE SUITABILITY OR UNSUITABILITY OF THE SOILS ENCOUNTERED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT THE MEANS AND METHODS OF CONSTRUCTION USED CAN AND WILL ALLOW FOR THE SUCCESSFUL COMPLETION OF THE REQUIRED SITE IMPROVEMENTS.

3.14. THE CONTRACTOR SHALL ENSURE THAT THE AVAILABLE GEOTECHNICAL INFORMATION IS SUFFICIENT FOR HIS COMPLETE UNDERSTANDING OF THE SOIL CONDITIONS FOR THE SITE. IF ADDITIONAL GEOTECHNICAL INVESTIGATION IS REQUIRED BY THE CONTRACTOR, THIS ADDITIONAL WORK SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT AND NO ADDITIONAL COMPENSATION SHALL BE ALLOWED.

3.15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR AND RESTORATION OF EXISTING PAVEMENT, PIPES, CONDUITS, SPRINKLER HEADS, CABLES, ETC., AND LANDSCAPED AREAS DAMAGED AS A RESULT OF THE CONTRACTOR'S OPERATIONS AND/OR THOSE OF HIS SUBCONTRACTORS AND SHALL RESTORE AT NO ADDITIONAL COST.

3.16. THE CONTRACTOR SHALL NOT BRING ANY HAZARDOUS MATERIALS ONTO THE PROJECT. SHOULD THE CONTRACTOR REQUIRE SUCH FOR PERFORMING THE CONTRACTED WORK, THE CONTRACTOR SHALL REQUEST, IN WRITING, PERMISSION FROM THE OWNER, CITY AND ENGINEER. THE CONTRACTOR SHALL PROVIDE THE OWNER, CITY AND ENGINEER WITH A COPY OF THE MATERIAL SAFETY DATA SHEET (MSDS) FOR EACH HAZARDOUS MATERIAL PROPOSED FOR USE. THE PROJECT ENGINEER SHALL COORDINATE WITH THE OWNER AND CITY PRIOR TO ISSUING WRITTEN APPROVAL TO THE CONTRACTOR.

3.17. ANY KNOWN OR SUSPECTED HAZARDOUS MATERIAL FOUND ON THE PROJECT BY THE CONTRACTOR SHALL BE IMMEDIATELY REPORTED TO THE CITY AND/OR ENGINEER, WHO SHALL DIRECT THE CONTRACTOR TO PROTECT THE AREA OF KNOWN OR SUSPECTED CONTAMINATION FROM FURTHER ACCESS. THE CITY AND/OR ENGINEER ARE TO NOTIFY THE OWNER/ENGINEER OF THE DISCOVERY. THE OWNER/ENGINEER WILL ARRANGE FOR INVESTIGATION, IDENTIFICATION, AND REMEDIATION OF THE HAZARDOUS MATERIAL. THE CONTRACTOR SHALL NOT RETURN TO THE AREA OF CONTAMINATION UNTIL APPROVAL IS PROVIDED BY THE ENGINEER.

3.18. THE CONTRACTOR SHALL CONTACT THE APPROPRIATE CITY ENGINEERING INSPECTOR AND ENGINEER 48 HOURS IN ADVANCE OF THE EVENT TO NOTIFY THE CITY OF CONSTRUCTION START UP, OR TO SCHEDULE ALL REQUIRED TESTS AND INSPECTIONS INCLUDING FINAL WALK-THROUGHS.

4. PRECONSTRUCTION RESPONSIBILITIES

4.1. ALL UTILITY / ACCESS EASEMENTS TO BE SECURED PRIOR TO CONSTRUCTION.

4.2. NO CONSTRUCTION MAY COMMENCE UNTIL THE APPROPRIATE PERMITS HAVE BEEN OBTAINED FROM ALL MUNICIPAL, STATE, COUNTY, AND FEDERAL AGENCIES AND A PRE-CONSTRUCTION MEETING HAS BEEN CONDUCTED.

4.3. ALL REQUIRED GOVERNMENTAL AGENCY BUILDING PERMITS TO BE OBTAINED BY THE CONTRACTOR PRIOR TO ANY CONSTRUCTION ACTIVITY.

4.4. CONTRACTOR TO COORDINATE CONSTRUCTION SCHEDULING FOR CONNECTION TO THE EXISTING WATER AND SEWER LINES WITH THE UTILITY DEPARTMENT THAT OWNS AND/OR MAINTAINS THE WATER AND SEWER LINES.

4.5. PRIOR TO THE START OF CONSTRUCTION, THE OWNER SHALL SUBMIT AN NPDES CONSTRUCTION GENERAL PERMIT (CGP) "NOTICE OF INTENT (N.O.I.) TO USE GENERIC PERMIT FOR STORM WATER DISCHARGE FROM CONSTRUCTION ACTIVITIES FORM (DEP FORM 62-621.300(4)(B)) TO FDEP NOTICES CENTER. THE CONTRACTOR WILL BE RESPONSIBLE FOR (1) IMPLEMENTATION OF THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) THAT WAS REQUIRED TO BE DEVELOPED PRIOR TO NOI SUBMITTAL, AND (2) RETENTION OF RECORDS REQUIRED BY THE PERMIT, INCLUDING RETENTION OF A COPY OF THE SWPPP AT THE CONSTRUCTION SITE FROM THE DATE OF PROJECT INITIATION TO THE DATE OF FINAL SITE STABILIZATION. A "NOTICE OF TERMINATION (N.O.T.) OF GENERIC PERMIT COVERAGE" FORM (DEP FORM 62-621.300(6)) MUST BE SUBMITTED TO FDEP TO DISCONTINUE PERMIT COVERAGE, SUBSEQUENT TO COMPLETION OF CONSTRUCTION. FOR ADDITIONAL INFORMATION SEE FDEP WEBSITE: <http://www.dep.state.fl.us/water/> STORM WATER NPDES.

4.6. PRIOR TO CONSTRUCTION OR INSTALLATION, 5 SETS OF SHOP

DRAWINGS SHALL BE SUBMITTED FOR REVIEW AS REQUIRED FOR THE FOLLOWING ITEMS LISTED BELOW, BUT NOT LIMITED TO:

•DRAINAGE: CATCH BASINS, MANHOLES, HEADWALLS, GRATES/TOPS, YARD DRAINS.

•WATER: FIRE HYDRANTS, VALVES, BACKFLOW PREVENTER, DDV, METER BOX.

•SEWER: MANHOLES, LIFT STATIONS (WETWELL, HATCHES, VALVES, PUMP DATA, ELECTRICAL PANEL)

4.0.1. CATALOGUE LITERATURE SHALL BE SUBMITTED FOR DRAINAGE, WATER AND SEWER PIPES, FITTINGS, AND APPURTENANCES.

4.0.2. PRIOR TO SUBMITTING SHOP DRAWINGS TO THE ENGINEER, THE CONTRACTOR SHALL REVIEW AND APPROVE THE DRAWINGS, AND SHALL NOTE IN RED ANY DEVIATIONS FROM THE ENGINEER'S PLANS OR SPECIFICATIONS.

4.0.3. INDIVIDUAL SHOP DRAWINGS FOR ALL PRECAST STRUCTURES ARE REQUIRED. CATALOGUE LITERATURE WILL NOT BE ACCEPTED FOR PRECAST STRUCTURES.

4.7.CONTRACTOR TO SUBMIT MAINTENANCE OF TRAFFIC PLAN(S) IN ACCORDANCE WITH FOOT AND COUNTY REQUIREMENTS, AND CONDITIONS AND SUBMIT FOR APPROVAL PRIOR TO BEGINNING CONSTRUCTION.

5. INSPECTIONS / TESTING:

5.1. THE CONTRACTOR SHALL NOTIFY IN WRITING THE OWNER, CITY, COUNTY, ENGINEER OF RECORD, AND ANY OTHER GOVERNMENTAL AGENCIES HAVING JURISDICTION AT LEAST 48 HOURS PRIOR TO BEGINNING CONSTRUCTION AND PRIOR TO REQUIRED INSPECTIONS OF THE FOLLOWING ITEMS, WHERE APPLICABLE:

•CLEARING AND EARTHWORK

•STORM DRAINAGE SYSTEMS

•SANITARY SEWER SYSTEMS

•WATER DISTRIBUTION SYSTEMS

•SUBGRADE

•LIMEROCK BASE

•ASPHALT OR CONCRETE PAVEMENT

•SIDEWALKS, CONCRETE FLATWORK/CURBING

•LANDSCAPING

•PAVEMENT MARKING AND SIGNAGE

•SIGNALIZATION

•SITE LIGHTING

•ELECTRICAL AND COMMUNICATION LINES

•UTILITY CONDUITS

•IRRIGATION

•FINAL

5.1. THE OWNER, ENGINEER, AND JURISDICTIONAL PERMITTING AGENCIES MAY MAKE INSPECTIONS OF THE WORK AT ANY TIME. THE CONTRACTOR SHALL COOPERATE FULLY WITH ALL INSPECTIONS.

5.3. TESTING - ALL TESTING REQUIRED BY THE PLANS AND SPECIFICATIONS SHALL BE PERFORMED BY A LICENSED / FDOT QUALIFIED TESTING COMPANY. REQUIRED TEST FOR ASPHALT AND LIMEROCK SHALL BE TAKEN AT THE DIRECTION OF THE ENGINEER OR THE JURISDICTIONAL GOVERNMENTAL AGENCY IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.

6. TEMPORARY FACILITIES

6.1. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ARRANGE FOR OR SUPPLY TEMPORARY WATER SERVICE, SANITARY FACILITIES, COMMUNICATIONS, AND ELECTRICITY, FOR HIS OPERATIONS AND WORKS, COST INCLUDED UNDER MOBILIZATION.

6.2. CONTRACTOR SHALL CONSTRUCT TEMPORARY FENCING TO SECURE CONSTRUCTION AREAS AT ALL TIMES, COST INCLUDED IN MOBILIZATION.

6.3. CONTRACTOR TO OBTAIN A SECURE STAGING AREA AND OBTAIN ALL NECESSARY APPROVALS FROM THE OWNER.

6.4. CONTRACTOR SHALL CONSTRUCT AND MAINTAIN TEMPORARY LIGHTING AS REQUIRED TO LIGHT THE CONSTRUCTION PROJECT LIMITS AT ALL TIMES, TO AT LEAST THE SAME LIGHTING INTENSITY LEVELS AS THE EXISTING CONDITIONS.

6.5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ADJACENT PROPERTIES AT ALL TIMES.

7. PROJECT PROGRESS AND CLOSEOUT

7.1. DURING CONSTRUCTION, THE PROJECT SITE AND ALL ADJACENT AREAS SHALL BE MAINTAINED IN A NEAT AND CLEAN MANNER, AND UPON FINAL CLEAN-UP, THE PROJECT SITE SHALL BE LEFT CLEAR OF ALL SURPLUS MATERIAL OR TRASH. THE PAVED AREAS SHALL BE BROOM SWEEPED CLEAN.

7.2. THE CONTRACTOR SHALL RESTORE OR REPLACE ANY PUBLIC OR PRIVATE PROPERTY (SUCH AS HIGHWAY, DRIVEWAY, WALKWAY, AND LANDSCAPING), DAMAGED BY HIS WORK, EQUIPMENT, OR EMPLOYEES, TO A CONDITION AT LEAST EQUAL TO THAT EXISTING IMMEDIATELY PRIOR TO THE BEGINNING OF CONSTRUCTION. SUITABLE MATERIALS AND METHODS SHALL BE USED FOR SUCH RESTORATION.

7.3. MATERIAL OR DEBRIS SHALL BE HAULED IN ACCORDANCE WITH NPDES PERMIT AND JURISDICTIONAL LAWS.

7.4. ALL LAND SURVEY PROPERTY MONUMENTS OR PERMANENT REFERENCE MARKERS, REMOVED OR DESTROYED BY THE CONTRACTOR DURING CONSTRUCTION SHALL BE RESTORED BY A STATE OF FLORIDA REGISTERED LAND SURVEYOR AT THE CONTRACTOR'S EXPENSE.

7.5. ALL UNPAVED SURFACES DISTURBED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE GRADED, SODDED, & RESTORED TO A CONDITION EQUAL TO OR BETTER THAN THAT WHICH EXISTED BEFORE THE CONSTRUCTION.

8. PROJECT RECORD DOCUMENTS:

8.1. DURING THE DAILY PROGRESS OF THE JOB, THE CONTRACTOR SHALL RECORD ON HIS SET OF CONSTRUCTION DRAWINGS THE LOCATION, LENGTH, MATERIAL AND ELEVATION OF ANY FACILITY NOT BUILT ACCORDING TO PLANS. THIS COPY OF THE "AS-BUILT" SHALL BE SUBMITTED TO ENGINEER FOR PROJECT RECORD.

8.2. UPON COMPLETION OF DRAINAGE IMPROVEMENTS AND LIMEROCK BASE CONSTRUCTION (AT LEAST 48 HOURS BEFORE PLACING ASPHALT PAVEMENT) THE CONTRACTOR SHALL FURNISH THE

ENGINEER OF RECORD "AS-BUILT" PLANS FOR THESE IMPROVEMENTS, SHOWING THE LOCATIONS AND PERTINENT GRADES OF ALL DRAINAGE INSTALLATIONS AND THE FINISHED ROCK GRADES OF THE ROAD CROWN AND EDGES OF PAVEMENT AT 50 FOOT INTERVALS, INCLUDING LOCATIONS AND ELEVATIONS OF ALL HIGH AND LOW POINTS.

8.3. UPON COMPLETION OF CONSTRUCTION, AND PRIOR TO FINAL ACCEPTANCE, THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER OF RECORD ONE COMPLETE SET OF ALL "AS-BUILT" CONTRACT DRAWINGS. THESE DRAWINGS SHALL BE MARKED TO SHOW "AS-BUILT" CONSTRUCTION CHANGES, DIMENSIONS, LOCATIONS, AND ELEVATIONS OF ALL IMPROVEMENTS.

8.4. "AS-BUILT" DRAWINGS OF WATER LINES AND FORCE MAINS SHALL INCLUDE THE FOLLOWING INFORMATION:

8.4.1. TOP OF PIPE ELEVATIONS EVERY 100 LF.

8.4.2. LOCATIONS AND ELEVATIONS OF ALL FITTINGS INCLUDING BENDS, TEES, GATE VALVES, DOUBLE DETECTOR CHECK VALVES, FIRE HYDRANTS, AND APPURTENANCES.

8.4.3. ALL CONNECTIONS TO EXISTING LINES.

8.4.4. ENDS OF ALL WATER SERVICES AT THE BUILDINGS WHERE THE WATER SERVICE TERMINATES.

8.5. "AS-BUILT" DRAWINGS OF GRAVITY SANITARY SEWER LINES SHALL INCLUDE THE FOLLOWING INFORMATION:

8.5.1. RIM ELEVATIONS, INVERT ELEVATIONS, LENGTH OF PIPING BETWEEN STRUCTURES, AND SLOPES.

8.5.2. THE STUB ENDS AND CLEANOUTS OF ALL SEWER LATERALS SHALL BE LOCATED HORIZONTALLY AND VERTICALLY.

8.6. "AS-BUILT" DRAWINGS OF ALL DRAINAGE LINES SHALL INCLUDE THE FOLLOWING INFORMATION:

8.6.1. RIM ELEVATION, INVERT ELEVATION, LENGTH OF PIPING BETWEEN STRUCTURES, AND CONTROL STRUCTURE ELEVATIONS IF APPLICABLE.

8.6.2. THE SIZE OF THE LINES.

8.6.3. DRAINAGE WELL STRUCTURE SHALL INCLUDE, BUT NOT BE LIMITED TO, TOP OF CASING ELEVATION, TOP AND BOTTOM ELEVATIONS OF THE STRUCTURE AND BAFFLE WALLS, RIM ELEVATIONS AND PIPE INVERTS.

8.7. "AS-BUILT" DRAWINGS OF CONSTRUCTION AREAS SHALL INCLUDE THE FOLLOWING:

8.7.1. ROCK ELEVATIONS AT ALL HIGH, AND LOW POINTS, AND AT ENOUGH INTERMEDIATE POINTS TO CONFIRM SLOPE CONSISTENCY.

8.7.2. ROCK ELEVATIONS AND CONCRETE BASE ELEVATIONS SHALL BE TAKEN AT ALL LOCATIONS WHERE THERE IS A FINISH GRADE ELEVATION SHOWN ON THE DESIGN PLANS.

8.7.3. ALL CATCH BASIN AND MANHOLE RIM ELEVATIONS.

8.7.4. FINISH GRADE ELEVATIONS IN ISLAND AREAS.

8.7.5. "AS-BUILT" ELEVATIONS SHALL BE TAKEN ON ALL PAVED AND UNPAVED SWALES, AT ENOUGH INTERMEDIATE POINTS TO CONFIRM SLOPE CONSISTENCY AND CONFORMANCE TO THE PLAN DETAILS.

8.7.6. LAKE AND CANAL BANK "AS-BUILT" DRAWINGS SHALL INCLUDE A KEY SHEET OF THE LAKE FOR THE LOCATION OF CROSS SECTIONS. LAKE AND CANAL BANK CROSS SECTIONS SHALL BE PLOTTED AT A MINIMUM OF EVERY 100 LF. UNLESS OTHERWISE SPECIFIED, "AS-BUILT" DRAWINGS SHALL CONSIST OF THE LOCATION AND ELEVATION OF THE TOP OF BANK, EDGE OF WATER, AND THE DEEP CUT LINE, WITH THE DISTANCE BETWEEN EACH SHOWN ON THE DRAWING.

8.7.7. RETENTION AREA "AS-BUILT" ELEVATIONS SHALL BE TAKEN AT THE BOTTOM OF THE RETENTION AREA AND AT THE TOP OF BANK, IF THERE ARE CONTOURS INDICATED ON THE DESIGN PLANS, THEN THEY SHALL BE INCLUDED IN "AS-BUILT" DRAWINGS AS WELL.

8.8. UPON COMPLETION OF THE WORK, THE CONTRACTOR SHALL PREPARE "AS-BUILT" DRAWINGS ON FULL SIZE, 24" X 36" SHEETS. ALL "AS-BUILT" INFORMATION SHALL BE PUT ON THE LATEST ENGINEERING DRAWINGS. EIGHT (8) SETS OF BLUE OR BLACK LINE DRAWINGS SHALL BE SUBMITTED. THESE DRAWINGS SHALL BE SIGNED AND SEALED BY A FLORIDA REGISTERED PROFESSIONAL ENGINEER OR LAND SURVEYOR.

8.9. AN ELECTRONIC COPY OF THESE "AS-BUILT" DRAWINGS SHALL BE SUBMITTED TO THE ENGINEER OF RECORD IN AUTOCAD, VERSION 2008 OR LATER.

9. UTILITY NOTES

9.1. CONTRACTOR IS RESPONSIBLE FOR UTILITY VERIFICATION PRIOR TO FABRICATION.

9.2. THE CONTRACTOR IS ADVISED THAT PROPERTIES ADJACENT TO THE PROJECT HAVE ELECTRIC, TELEPHONE, GAS, WATER AND/OR SEWER SERVICE LATERALS WHICH MAY NOT BE SHOWN IN PLANS. THE CONTRACTOR MUST REQUEST THE LOCATION OF THESE LATERAL SERVICES FROM THE UTILITY COMPANIES.

9.3. THE CONTRACTOR SHALL USE HAND DIGGING WHEN EXCAVATING NEAR EXISTING UTILITIES. EXTREME CAUTION SHALL BE EXERCISED BY THE CONTRACTOR WHILE EXCAVATING, INSTALLING, BACKFILLING OR COMPACTING AROUND THE UTILITIES.

9.4. THE CONTRACTOR SHALL NOTIFY AND OBTAIN AN UNDERGROUND CLEARANCE FROM ALL UTILITY COMPANIES AND GOVERNMENTAL AGENCIES AT LEAST 48 HOURS PRIOR TO BEGINNING ANY CONSTRUCTION. THE CONTRACTOR SHALL OBTAIN A SUNSHINE811.COM CERTIFICATION CLEARANCE NUMBER AND FIELD MARKINGS AT LEAST 48 HOURS PRIOR TO BEGINNING ANY EXCAVATION.

•PRIOR TO COMMENCEMENT OF ANY EXCAVATION, THE CONTRACTOR SHALL COMPLY WITH FLORIDA STATUTE 553.851 FOR THE PROTECTION OF UNDERGROUND GAS PIPELINES.

9.1. FOR STREET EXCAVATION OR CLOSING OR FOR ALTERATION OF ACCESS TO PUBLIC OR PRIVATE PROPERTY, THE CONTRACTOR SHALL NOTIFY:

•ROADWAY JURISDICTIONAL ENGINEERING / PUBLIC WORKS AUTHORITY.

•COUNTY TRANSIT AUTHORITY

•SCHOOL BOARD TRANSPORTATION AUTHORITY

•JURISDICTIONAL FIRE DEPARTMENT DISPATCH

•JURISDICTIONAL POLICE DEPARTMENT(S)

9.1. THE CONTRACTOR SHALL USE EXTREME CAUTION WORKING UNDER, OVER, AND AROUND EXISTING ELECTRIC LINES. THE CONTRACTOR SHALL CONTACT THE ELECTRIC PROVIDER COMPANY TO VERIFY LOCATIONS, VOLTAGE, AND REQUIRED CLEARANCES, ONSITE, IN RIGHT-OF-WAYS, AND IN EASEMENTS, PRIOR TO ANY CONSTRUCTION IN THE VICINITY OF EXISTING LINES.

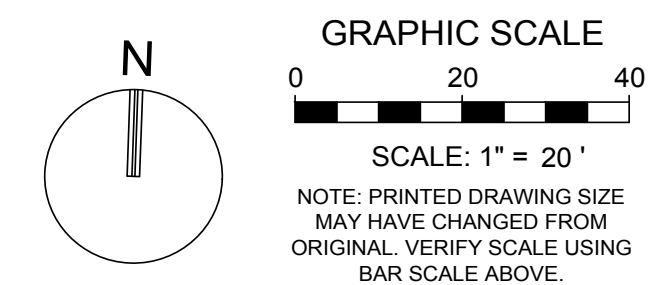
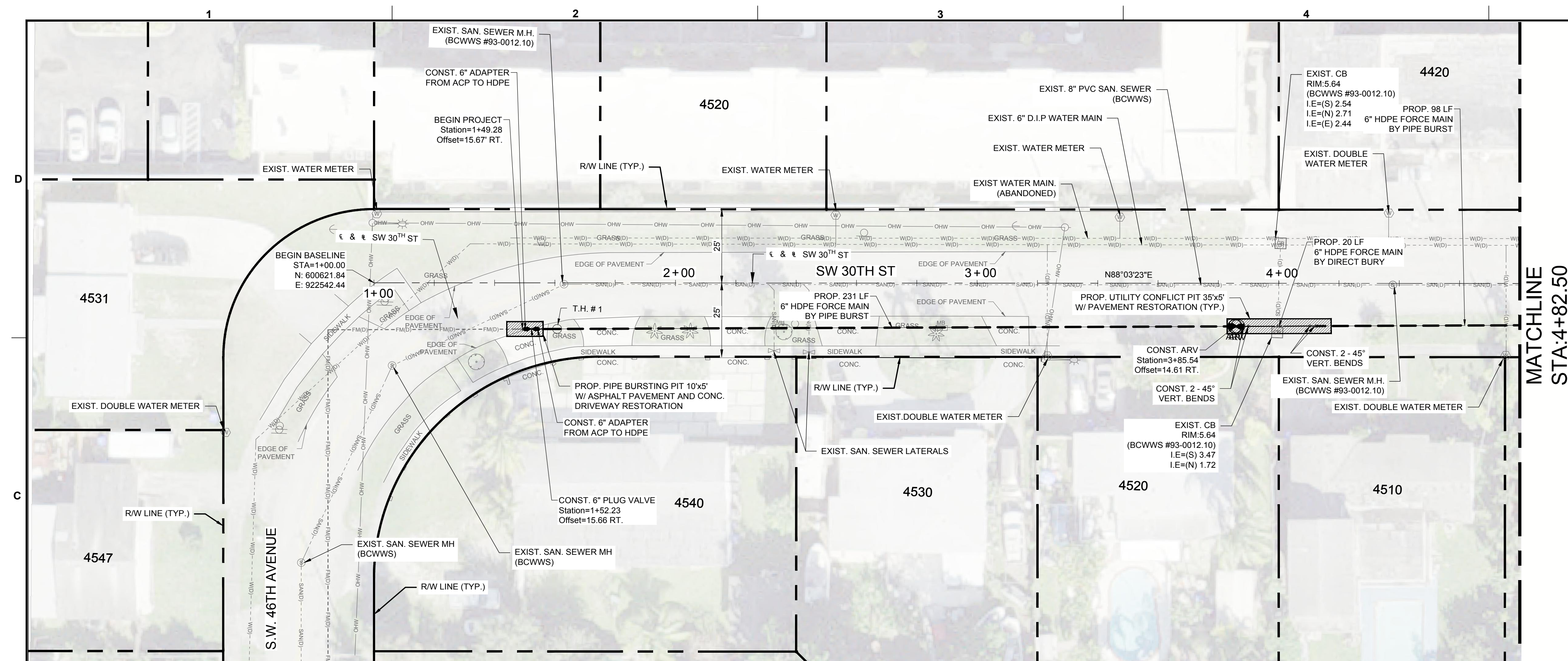
9.2. LOCATION AND SIZE OF ALL EXISTING UTILITIES AND TOPOGRAPHY (FACILITIES) AS SHOWN ON CONSTRUCTION DRAWINGS ARE DRAWN FROM AVAILABLE RECORDS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE FACILITIES SHOWN OR FOR ANY FACILITY NOT SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION (VERTICAL & HORIZONTAL) OF ANY EXISTING UTILITIES AND TOPOGRAPHY PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL VERIFY THE ELEVATIONS AND LOCATIONS OF ALL EXISTING FACILITIES, IN COORDINATION WITH ALL UTILITY COMPANIES, PRIOR TO BEGINNING ANY CONSTRUCTION OPERATIONS. IF AN EXISTING FACILITY IS FOUND TO CONFLICT WITH THE PROPOSED CONSTRUCTION, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER SO THAT APPROPRIATE MEASURES CAN BE TAKEN TO RESOLVE THE CONFLICT.

9.3. THE CONTRACTOR SHALL COORDINATE THE WORK WITH OTHER CONTRACTORS IN THE AREA AND ANY OTHER UNDERGROUND UTILITY COMPANIES REQUIRED. THE CONTRACTOR SHALL COORDINATE RELOCATION OF ALL EXISTING UTILITIES WITH APPLICABLE UTILITY COMPANIES.

REVISIONS

NO.	DESCRIPTION	DATE

CONSTRUCTION SPECIFICATIONS	
SECTION 20 - GENERAL SPECIFICATIONS PAVING GRADING AND EARTHWORK	
20.GENERAL	
20.1. IT IS THE INTENT OF THESE SPECIFICATIONS TO DESCRIBE THE MINIMUM ACCEPTABLE TECHNICAL REQUIREMENTS FOR THE MATERIALS AND WORKMANSHIP FOR CONSTRUCTION OF SITE IMPROVEMENTS FOR THIS PROJECT. SUCH IMPROVEMENTS MAY GENERALLY INCLUDE, BUT NOT TO BE LIMITED TO, CLEARING, GRADING, PAVING, REMOVAL OF EXISTING PAVEMENT STORM DRAINAGE, WATER LINES AND SANITARY SEWERS.	
20.2. IT IS THE INTENT THAT THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION: (CURRENT EDITION) TOGETHER WITH "SUPPLEMENTAL SPECIFICATIONS TO THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" (CURRENT EDITION), AND THE FDOT ROADWAY AND TRAFFIC DESIGN STANDARDS (CURRENT EDITION) BE USED WHERE APPLICABLE FOR THE VARIOUS WORK, AND THAT WHERE SUCH WORDING THEREIN REFERS TO THE STATE OF FLORIDA AND ITS DEPARTMENT OF TRANSPORTATION AND PERSONNEL, SUCH WORDING IS INTENDED TO BE REPLACED WITH THE WORDING WHICH WOULD PROVIDE PROPER TERMINOLOGY; THEREBY MAKING SUCH "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" TOGETHER WITH THE "FDOT ROADWAY AND TRAFFIC DESIGN STANDARDS" AS THE "STANDARD SPECIFICATIONS" FOR THIS PROJECT, IF WITHIN A PARTICULAR SECTION, ANOTHER SECTION, ARTICLE OR PARAGRAPH IS REFERRED TO, IT SHALL BE PART OF THE STANDARD SPECIFICATIONS ALSO, THE CONTRACTOR SHALL ABIDE BY ALL LOCAL AND STATE LAWS, REGULATIONS AND BUILDING CODES WHICH HAVE JURISDICTION IN THE AREA.	
20.3. THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS AND EQUIPMENT AND PERFORM ALL OPERATIONS REQUIRED TO COMPLETE THE CONSTRUCTION OF A PAVING AND DRAINAGE SYSTEM AS SHOWN ON THE PLANS, SPECIFIED HEREIN, OR BOTH. IT IS THE INTENT TO PROVIDE A COMPLETE AND OPERATING FACILITY IN ACCORDANCE WITH THESE SPECIFICATIONS AND THE CONSTRUCTION DRAWINGS. THE MATERIAL AND EQUIPMENT SHOWN OR SPECIFIED SHALL NOT BE TAKEN TO EXCLUDE ANY OTHER INCIDENTALS NECESSARY TO COMPLETE THE WORK.	
20.4. ALL LABOR, MATERIALS, AND METHODS OF CONSTRUCTION SHALL BE IN STRICT ACCORDANCE WITH THE PLANS AND CONSTRUCTION SPECIFICATIONS AND THE MINIMUM ENGINEERING AND CONSTRUCTION STANDARDS ADOPTED BY THE UNIT OF GOVERNMENT WHICH HAS JURISDICTION AND RESPONSIBILITY FOR THE CONSTRUCTION, WHERE CONFLICTS OR OMISSIONS EXIST, THE JURISDICTIONAL GOVERNMENT ENGINEERING DEPARTMENTS' STANDARDS SHALL GOVERN. SUBSTITUTIONS AND DEVIATIONS FROM PLANS AND SPECIFICATIONS SHALL BE PERMITTED ONLY WHEN WRITTEN APPROVAL HAS BEEN ISSUED BY THE ENGINEER.	
20.5. GUARANTEE - ALL MATERIALS AND EQUIPMENT TO BE FURNISHED AND/OR INSTALLED BY THE CONTRACTOR UNDER THIS CONTRACT, SHALL BE GUARANTEED FOR A PERIOD OF (L) ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE THEREOF, AGAINST DEFECTIVE MATERIALS, DESIGN AND WORKMANSHIP. UPON RECEIPT OF NOTICE FROM THE OWNER OF FAILURE OF ANY PART OF THE GUARANTEED EQUIPMENT OR MATERIALS, DURING THE GUARANTEE PERIOD, THE AFFECTED PART OR MATERIALS SHALL BE REPLACED PROMPTLY WITH NEW PARTS OR MATERIALS BY THE CONTRACTOR, AT NO EXPENSE TO THE OWNER. IN THE EVENT THE CONTRACTOR FAILS TO MAKE NECESSARY REPLACEMENT OR REPAIRS WITHIN (7) SEVEN DAYS AFTER NOTIFICATION BY THE OWNER, THE OWNER MAY ACCOMPLISH THE WORK AT THE EXPENSE OF THE CONTRACTOR.	
21.EARTHWORK	
21.1. ALL AREAS WITHIN THE PROJECT LIMITS SHALL BE CLEARED AND GRUBBED PRIOR TO CONSTRUCTION. THIS SHALL CONSIST OF THE COMPLETE REMOVAL AND DISPOSAL OF ALL TREES, BRUSH, STUMPS, ROOTS, GRASS, WEEDS, RUBBISH AND ALL OTHER OBSTRUCTIONS RESTING ON OR PROTRUDING THROUGH THE SURFACE OF THE EXISTING GROUND TO A DEPTH OF 1' ALL WORK SHALL BE IN ACCORDANCE WITH SECTION 110 OF THE STANDARD SPECIFICATIONS.	
21.2. FILL MATERIAL SHALL BE CLASSIFIED AS A-1, A-3, OR A-2.4 IN ACCORDANCE WITH AASHTO N-145 AND SHALL BE FREE FROM VEGETATION AND ORGANIC MATERIAL. NOT MORE THAN 12% BY WEIGHT OF FILL MATERIAL SHALL PASS THE NO. 200 SIEVE.	
21.3. ALL FILL MATERIAL IN AREAS NOT TO BE PAVED SHALL BE COMPACTED TO 95% OF THE MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99.	
21.4. ALL MATERIAL OF CONSTRUCTION SHALL BE SUBJECT TO INSPECTION AND TESTING TO ESTABLISH CONFORMANCE WITH THE SPECIFICATIONS AND SUITABLY FOR THE USES INTENDED. THE CONTRACTOR SHALL NOTIFY THE ENGINEER AT LEAST 24 HOURS PRIOR TO THE TIME HE WILL BE READY FOR AN INSPECTION OR TEST. THE CONTRACTOR SHALL FOLLOW CITY AND COUNTY INSPECTION PROCEDURES. THE CONTRACTOR SHALL NOT PROCEED WITH ANY PHASE OF WORK DEPENDENT ON AN INSPECTION OR TEST OF AN EARLIER PHASE OF WORK, PRIOR TO THAT TEST OR INSPECTION PASSING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING CERTIFIED MATERIAL TEST RESULTS TO THE ENGINEER OF RECORD PRIOR TO THE RELEASE OF FINAL CERTIFICATION BY THE ENGINEER. TEST RESULTS MUST INCLUDE, BUT MAY NOT BE LIMITED TO, DENSITIES FOR SUBGRADE AND LIMEROCK, UTILITIES, EXCAVATION, ASPHALT GRADATION REPORTS, CONCRETE CYLINDERS, ETC.	
21.5. ALL UNDERGROUND UTILITIES AND DRAINAGE INSTALLATIONS SHALL BE IN PLACE PRIOR TO SUBGRADE COMPACTION AND PAVEMENT CONSTRUCTION.	
21.6. THE CONTRACTOR SHALL PERFORM ALL EXCAVATION, FILL, EMBANKMENT AND GRADING TO ACHIEVE THE PROPOSED PLAN GRADES INCLUDING TYPICAL ROAD SECTIONS, SIDE SLOPES AND CANAL SECTIONS. ALL WORK SHALL BE IN ACCORDANCE WITH SECTION 120 OF THE STANDARD SPECIFICATIONS. IF FILL MATERIAL IS REQUIRED IN EXCESS OF THAT GENERATED BY THE EXCAVATION, THE CONTRACTOR SHALL SUPPLY THIS MATERIAL AS REQUIRED FROM OFF-SITE.	
21.7. A 2" BLANKET OF TOP SOIL SHALL BE PLACED OVER ALL AREAS TO BE SODDED OR SEEDED AND MULCHED WITHIN THE PROJECT LIMITS UNLESS OTHERWISE INDICATED ON THE PLANS.	
22.ASPHALT PAVING	
22.1. WHERE NEW ASPHALT MEETS EXISTING ASPHALT, THE EXISTING ASPHALT SHALL BE SAW CUT TO PROVIDE A STRAIGHT EVEN LINE. PRIOR TO REMOVING CURB OR GUTTER, THE ADJACENT ASPHALT SHALL BE SAW CUT TO PROVIDE A STRAIGHT EVEN LINE.	
22.2. INTERNAL ASPHALT PAVING CONSTRUCTED ON EXISTING SANDY SOILS SHALL BE CONSTRUCTED WITH A 12" SUBGRADE, COMPACTED TO A MINIMUM DENSITY OF 100% MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99. THE COMPACTED SUBGRADE SHALL BE CONSTRUCTED IN THE LIMITS SHOWN ON THE PLANS. ALL SUBGRADE SHALL HAVE AN LBR OF 40 UNLESS OTHERWISE NOTED.	
22.3. ASPHALTIC CONCRETE SURFACE COURSE SHALL BE CONSTRUCTED TO THE LIMITS SHOWN ON THE PLANS. THE SURFACE COURSE SHALL CONSIST OF THE THICKNESS AND TYPE ASPHALTIC CONCRETE AS SPECIFIED IN THE PLANS. ALL ASPHALTIC CONCRETE SHALL BE IN ACCORDANCE WITH SECTIONS 320, 327, 330, 334, 336, 337, 337, 338, 339 AND 341 OF THE STANDARD SPECIFICATIONS.	
22.4. ASPHALT EDGES THAT ARE NOT CURBED SHALL BE SAW CUT TO PROVIDE A STRAIGHT EVEN LINE TO THE DIMENSIONS SHOWN ON PLANS.	
23.CONCRETE CONSTRUCTION	
23.1. CONCRETE SIDEWALK SHALL BE IN ACCORDANCE WITH SECTION 522 OF THE STANDARD SPECIFICATIONS AND IN ACCORDANCE WITH F.D.O.T. ROADWAY AND TRAFFIC DESIGN STANDARDS, INDEX NO. 310. CONCRETE SIDEWALK SHALL BE 4" THICK, UNLESS OTHERWISE NOTED AND CONSTRUCTED ON COMPACTED SUBGRADE, WITH 1/2" EXPANSION JOINTS PLACED AT A MAXIMUM OF 75' UNLESS OTHERWISE NOTED ON PLANS. CRACK CONTROL JOINTS SHALL BE 5' ON CENTER. ALL CONCRETE SIDEWALKS THAT CROSS DRIVEWAYS SHALL BE 6" THICK, UNLESS OTHERWISE NOTED ON PLANS.	
23.2. SIDEWALK CURB RAMP SHALL BE IN ACCORDANCE WITH F.D.O.T. ROADWAY AND TRAFFIC DESIGN STANDARDS, INDEX NO. 304.	
23.3. CONCRETE CURB SHALL BE CONSTRUCTED TO THE LIMITS SHOWN ON THE PLANS. THE CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 2500 PSI AT 28 DAYS AND SHALL BE IN ACCORDANCE WITH SECTION 520 OF THE STANDARD SPECIFICATIONS. CONCRETE CURBING SHALL BE IN ACCORDANCE WITH F.D.O.T. ROADWAY AND TRAFFIC DESIGN STANDARDS, INDEX NO. 300.	
SECTION 30 - SANITARY SEWER FORCE MAINS.	
30. MATERIALS	
NOTE: IF MATERIALS LIST HERE ON ARE IN CONFLICT WITH UTILITY OWNER, MATERIAL OWNER REQUIREMENTS SHALL GOVERN.	
30.1. DUCTILE IRON PIPE FOR SEWAGE FORCE MAINS SHALL CONFORM TO ANSI/AWWA STANDARD C151/A21.51 LATEST REVISION, "DUCTILE IRON PIPE CENTRIFUGALLY CAST IN METAL MOLDS OR SAND- LINED MOLDS" WITH A MINIMUM WALL THICKNESS OF CLASS 51 (PRESSURE CLASS 350) UNLESS OTHERWISE NOTED IN THE PLANS. DUCTILE IRON PIPE SHALL BE INTERIOR CERAMIC EPOXY LINED AND EXTERIOR COATED WITH THE MANUFACTURER'S COATING SYSTEM (PROTECO 401 CERAMIC EPOXY WITH A MINIMUM DRY FILM THICKNESS OF 40 MILS AND AN OUTSIDE COATING OF EITHER COAL TAR EPOXY OR ASPHALT) CEMENT MORTARED LININGS ARE NOT APPROPRIATE FOR THIS APPLICATION.	
30.2. ALL PIPE & FITTINGS ON THE LIFT STATION SITES SHALL BE DUCTILE IRON CONFORMING TO THE SAME SPECIFICATIONS AS ABOVE FOR SEWAGE FORCE MAINS EXCEPT THAT FLANGED DUCTILE IRON PIPE & FITTINGS SHALL BE USED INSIDE VALVE PITS AND WET WELLS. FLANGED PIPE AND FITTINGS SHALL CONFORM TO ANSI/AWWA C115/A21.15 LATEST REVISION AND ANSI/AWWA C110/A21.10 LATEST REVISION. THE FOLLOWING THICKNESS CLASSES SHALL BE ADHERED TO: 4" - 12" - CLASS 52, 14" & LARGER - CLASS 51.	
30.3. PVC PRESSURE PIPE FOR SIZES 4" THROUGH 12" AND SHALL CONFORM TO ANSI/AWWA STANDARD C900 LATEST REVISION. PVC PRESSURE PIPE SHALL BE MADE FROM CLASS 12454-A OR CLASS 12454-B VIRGIN MATERIAL AND CONFORM WITH THE OUTSIDE DIAMETER OF CAST IRON PIPE WITH A MINIMUM WALL THICKNESS OF DR SERIES 18. ULTRA VIOLET DEGRADATION OR SUN BLEACHED PIPE WILL BE CAUSE FOR REJECTION. WATER MAIN SHALL BE COLORED BLUE IN ACCORDANCE WITH FLORIDA STATE STATUTES. FORCE MAIN SHALL BE IMPREGNATED WITH GREEN PIGMENT. REUSE MAIN SHALL BE IMPREGNATED WITH PURPLE PIGMENT.	
30.4. DUCTILE IRON FITTINGS FOR WATER DISTRIBUTION MAINS SHALL CONFORM TO ANSI/AWWA STANDARD C110/A21.10 LATEST REVISION. FITTINGS 4" AND LARGER SHALL BE CEMENT LINED AND SEAL COATED IN ACCORDANCE WITH ANSI/AWWA STANDARD C104/A21.4 LATEST REVISION. WATER MAIN FITTING SHALL BE COLORED BLUE IN ACCORDANCE WITH FLORIDA STATE STATUTES.	
30.5. CAST IRON AND DUCTILE IRON FITTINGS FOR SEWAGE FORCE MAINS SHALL CONFORM TO ANSI/AWWA STANDARD C110/A21.10 LATEST REVISION. FITTINGS 4" AND LARGER SHALL BE COATED IN ACCORDANCE WITH THE REQUIREMENTS OF DUCTILE IRON PIPE FOR SEWAGE FORCE MAINS.	
30.6. JOINTS FOR BELL AND SPIGOT DUCTILE IRON PIPE AND FITTINGS SHALL CONFORM TO ANSI/AWWA STANDARD C111/A21.11 LATEST REVISION. MECHANICAL JOINT OR PUSH-ON JOINT TO BE RUBBER GASKET COMPRESSION-TYPE. SPECIAL FITTINGS AND JOINTS SHALL BE CONSIDERED FOR SPECIFIC INSTALLATION SUBJECT TO THE APPROVAL OF THE ENGINEER.	
30.7. JOINTS FOR PVC PRESSURE PIPE SHALL BE BELL AND SPIGOT PUSH-ON RUBBER GASKET TYPE ONLY. NO SOLVENT WELD OR THREADED JOINTS WILL BE PERMITTED.	
30.11. SEWAGE FORCE MAIN SYSTEM RESTRAINT: ALL FITTINGS AND SPECIFIC PIPE JOINTS SHALL BE RESTRAINED AS OUTLINED BELOW	
• JOINT RESTRAINT	
• PUSH-ON P.V.C. EBAA IRON SERIES 1600	
• PUSH-ON DIP EBAA IRON SERIES 1700	
• TR-FLEX BY U.S. PIPE OR	
• FLEX RING BY AMERICAN	
• FITTINGS W/ DIP EBAA IRON SERIES 1100 MEGALUG	
• FITTINGS W/ P.V.C. EBAA IRON SERIES 2000 MEGALUG	
• LENGTH OF RESTRAINED PIPE SHALL BE AS INDICATED ON RESTRAINED JOINT PIPE DETAIL. (SEE WATER & SEWER DETAIL SHEET)	
30.12.1. GATE VALVES 4" AND LARGER SHALL BE MUELLER A-2361/2362, AMERICAN 250 LINE OR CLOW F-6100, CONFORMING TO ANSI/AWWA C500 LATEST REVISION OR APPROVED EQUAL.	
30.12.2. TAPPING VALVES SHALL BE MUELLER T-2361/2362 OR APPROVED EQUAL.	
30.12.3. GATE VALVES 3" OR LESS SHALL BE NIBCO T-133 OR T-136 WITH MALLEABLE HAND WHEELS OR APPROVED EQUAL.	
30.13.TAPPING SLEEVES SHALL BE MUELLER H615, CLOW F. 2505 OR APPROVED EQUAL.	
30.14.VALVE BOXES SHALL BE U.S. FOUNDRY 7500 OR APPROVED EQUAL PAINTED BLUE WITH THE DESIGNATION "WATER".	
30.15.RETAINER GLANDS FOR DIP SHALL CONFORM TO ANSI/AWWA C111/A21.11 LATEST REVISION. ALL GLANDS SHALL BE MANUFACTURED FROM DUCTILE IRON AS LISTED BY UNDERWRITERS LABORATORIES FOR 250 PSI MINIMUM WATER PRESSURE RATING. CLOW CORPORATION MODEL F-1058, STANDARD FIRE PROTECTION EQUIPMENT COMPANY OR APPROVED EQUAL.	
30.16.DRESSER COUPLINGS SHALL BE REGULAR BLACK COUPLINGS WITH PLAIN GASKETS FOR GALVANIZED STEEL PIPE. THEY SHALL BE DRESSER STYLE 90. NO SUBSTITUTIONS ALLOWED.	
30.17.SEWAGE FORCE MAIN VALVES SHALL BE PLUG VALVES WHICH SHALL BE OF THE NON-LUBRICATED, ECCENTRIC TYPE WITH RESILIENT FACED PLUGS,	



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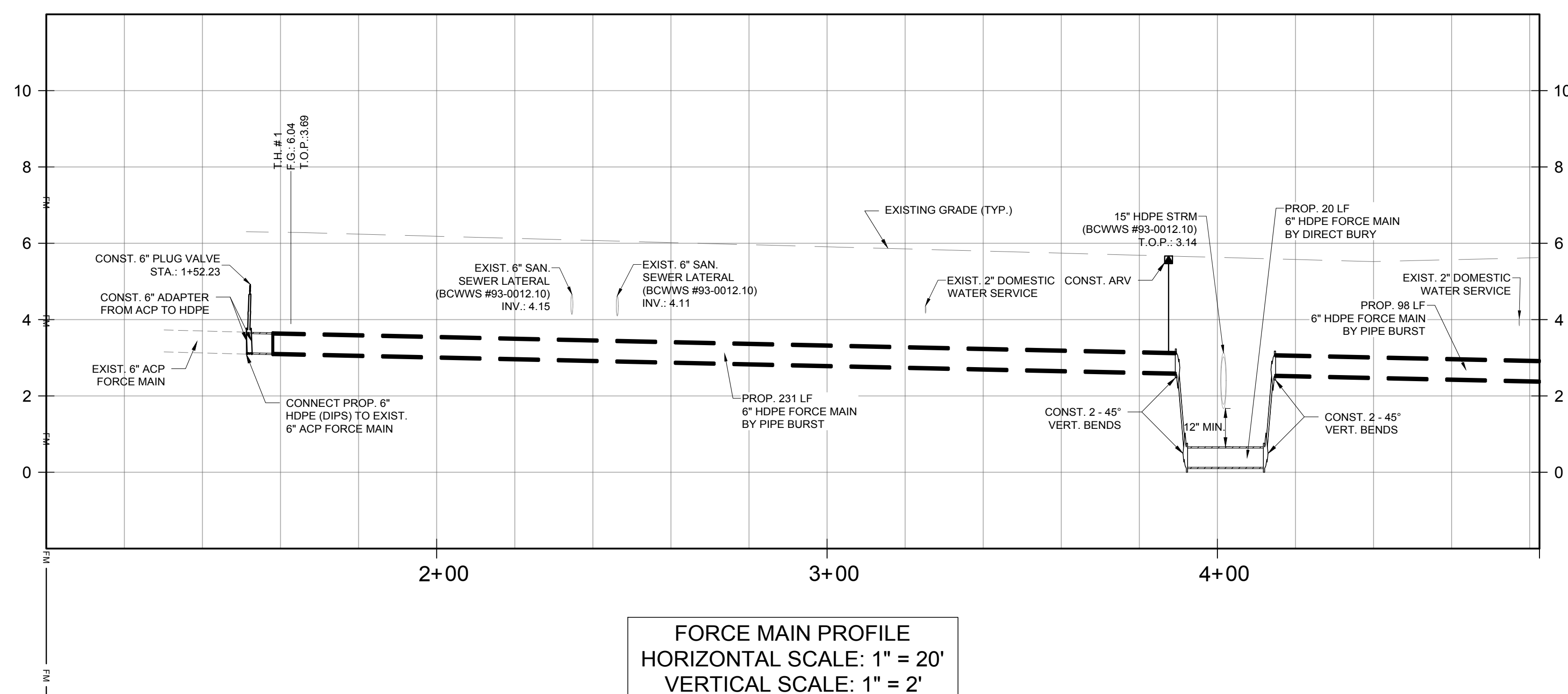
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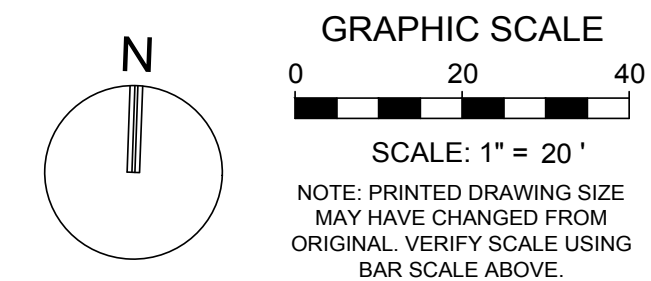
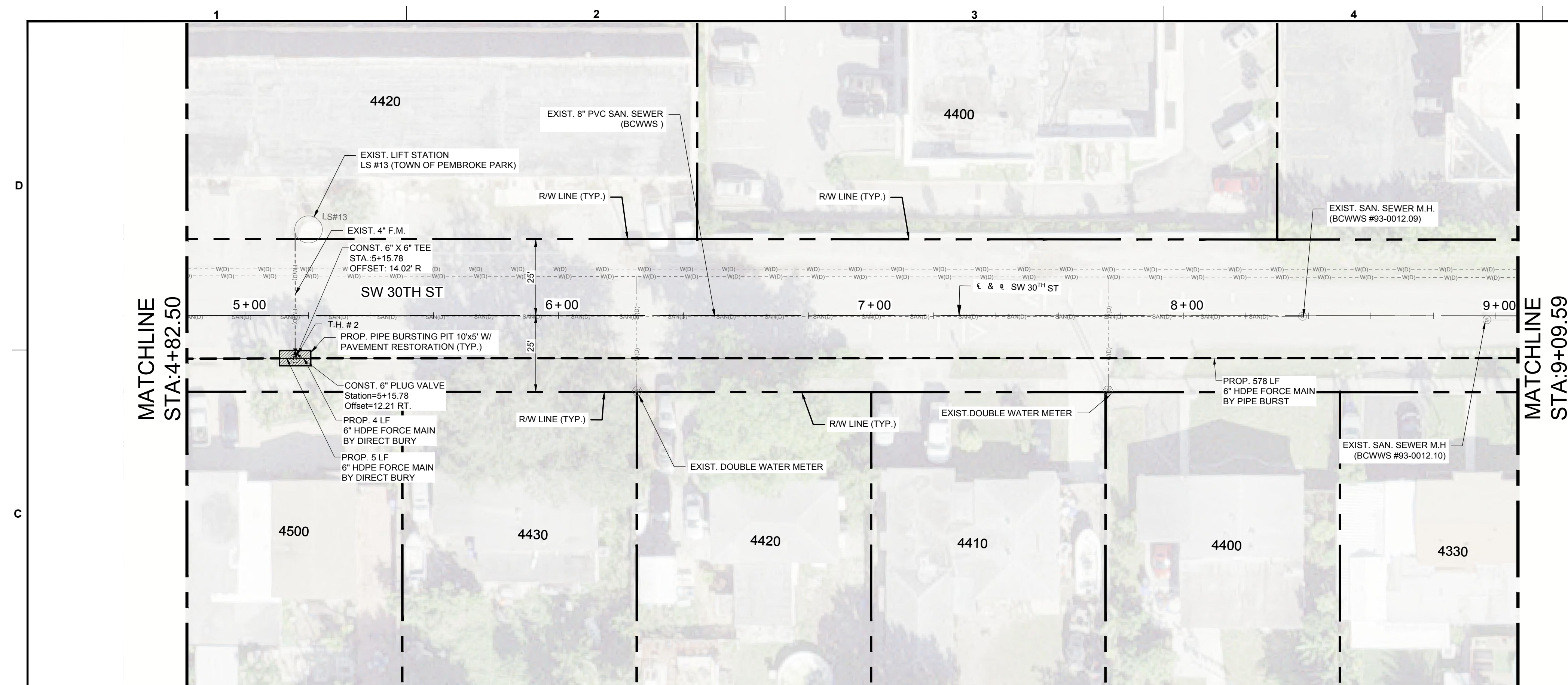
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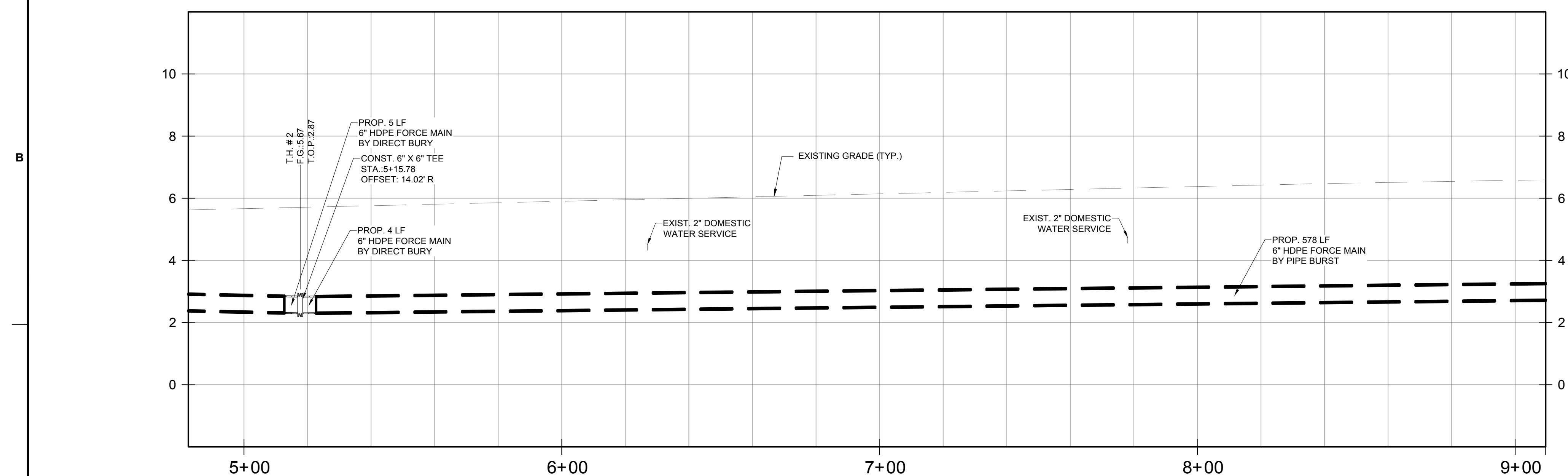
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NUMBER** **CU-102**

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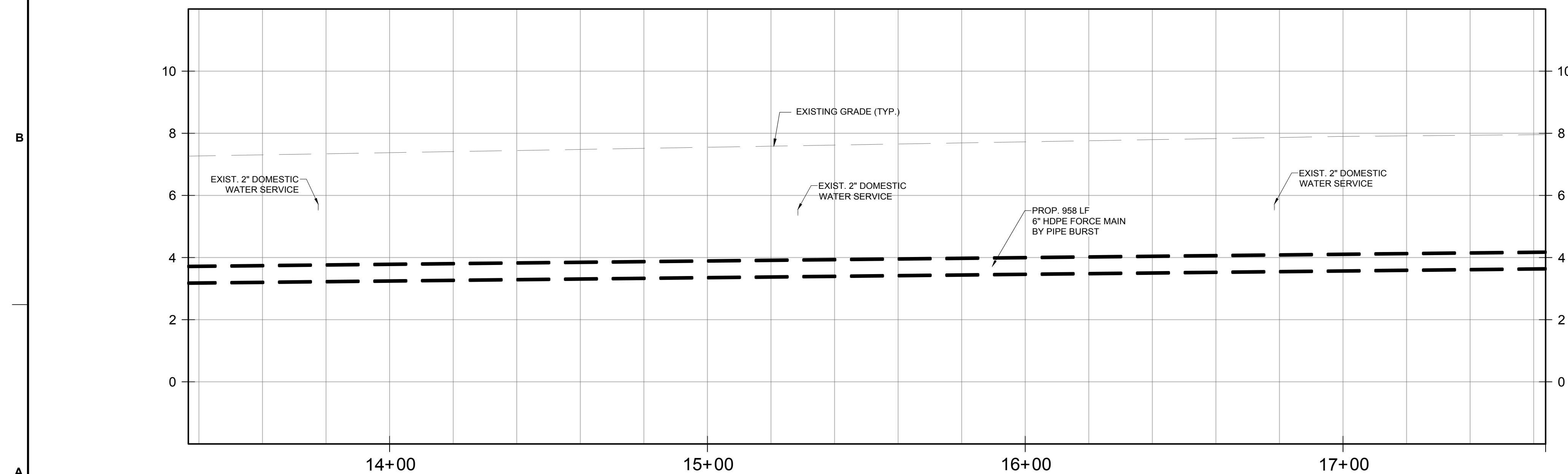
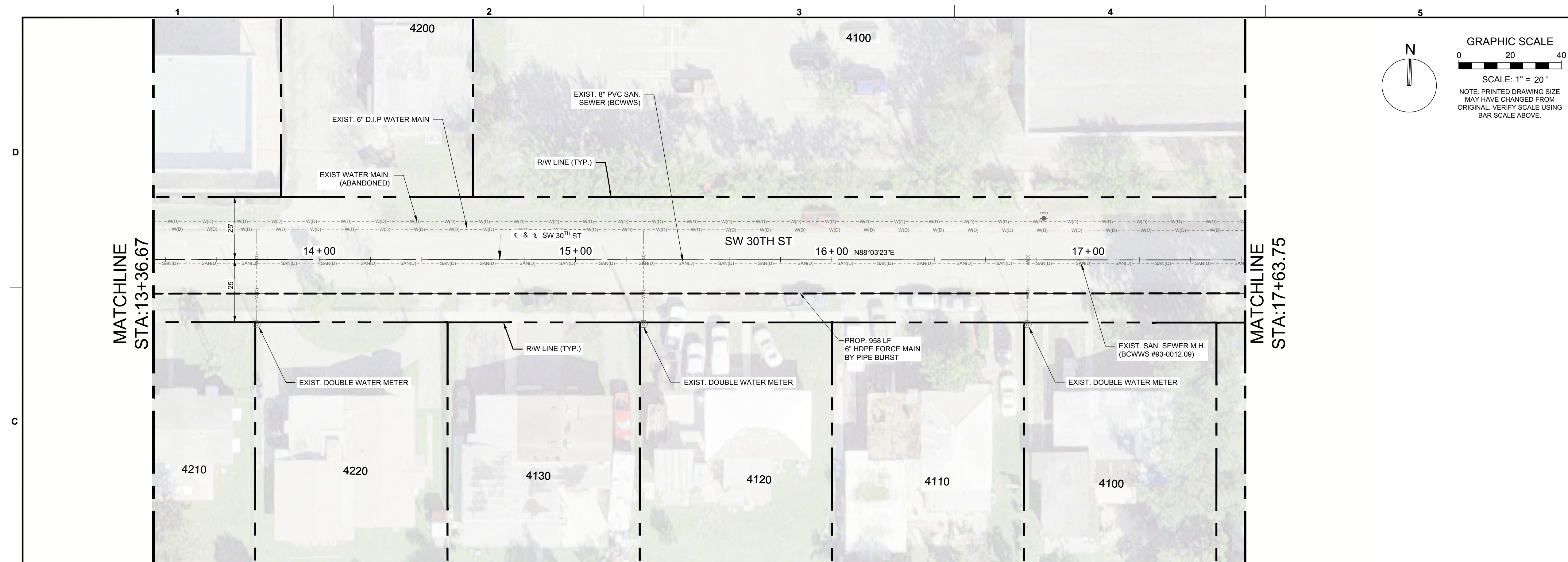
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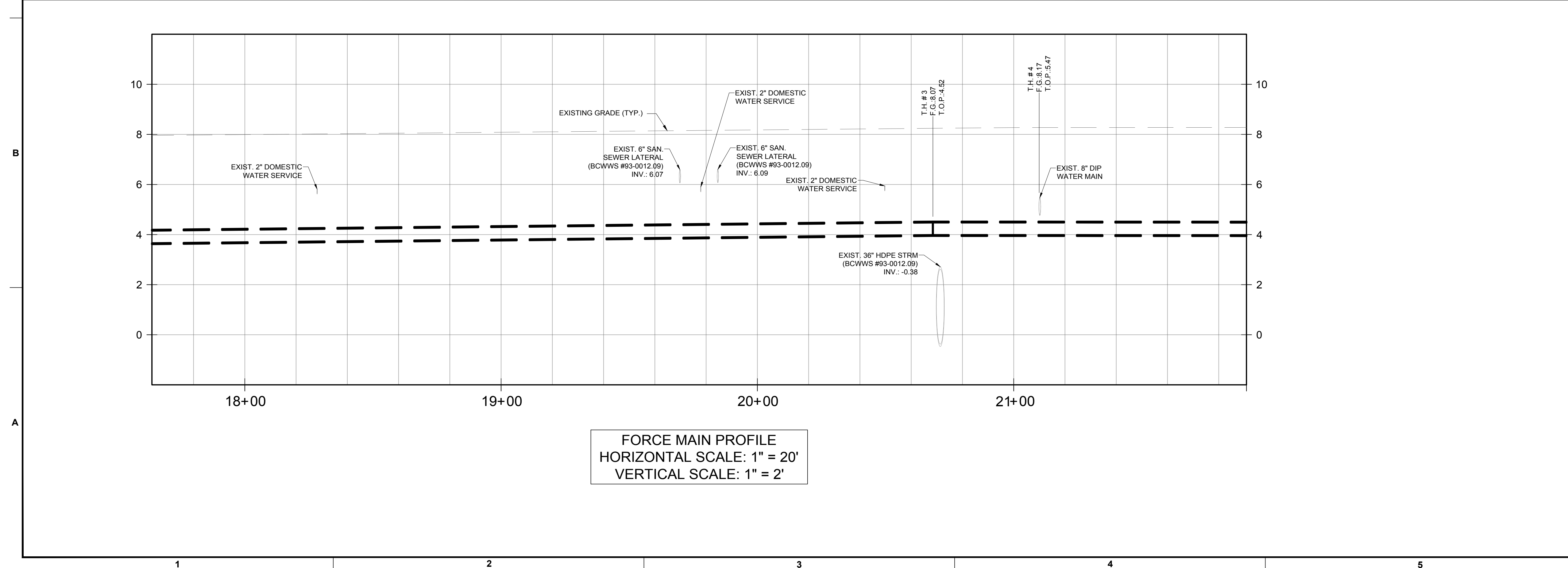
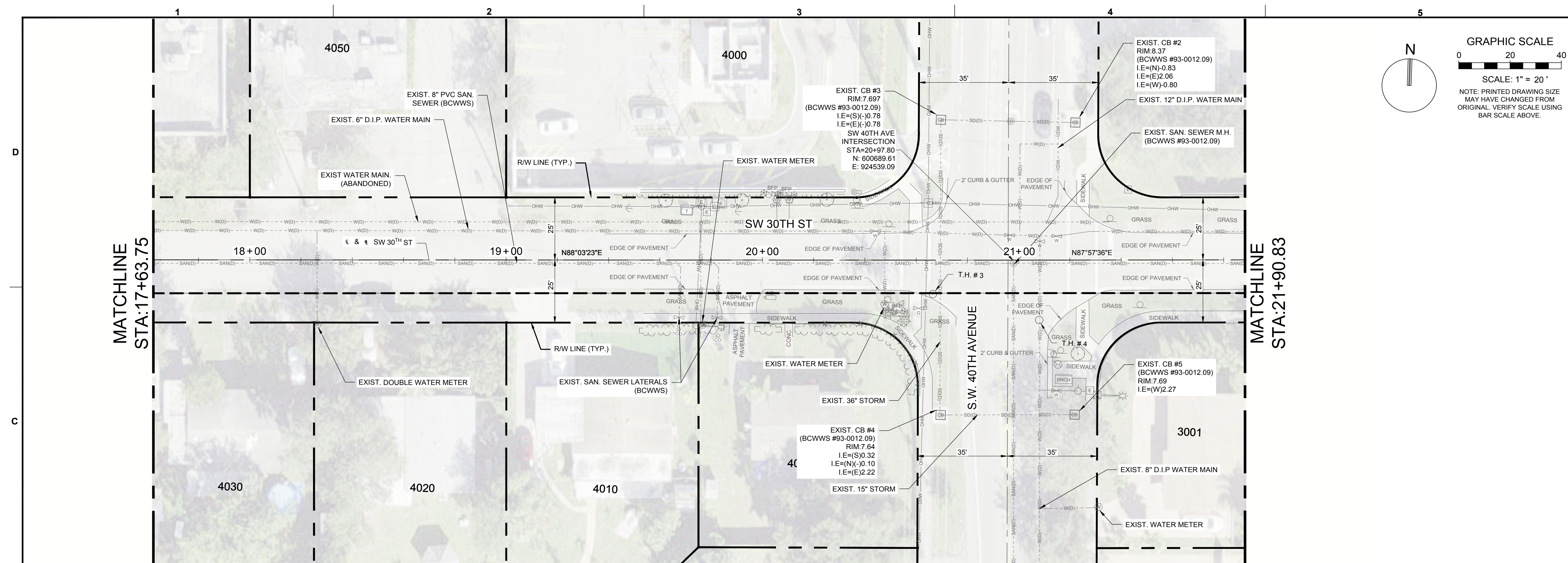
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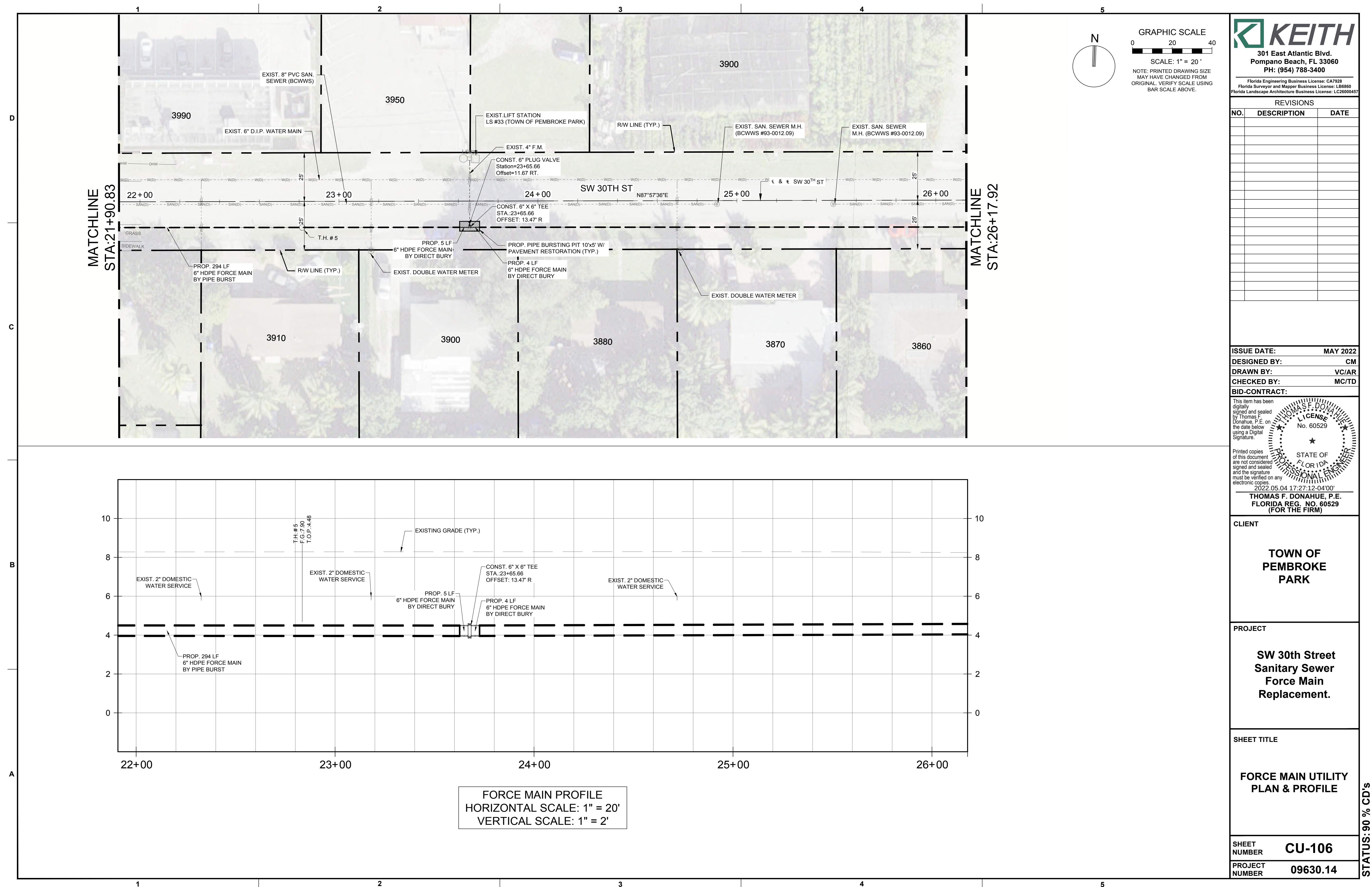
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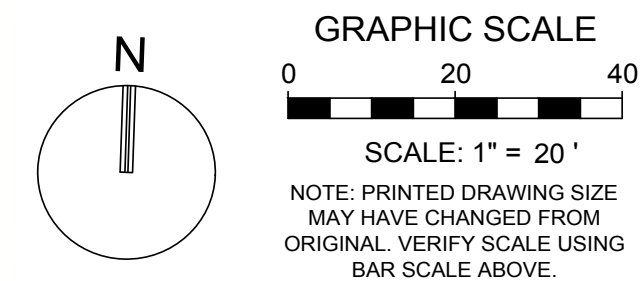
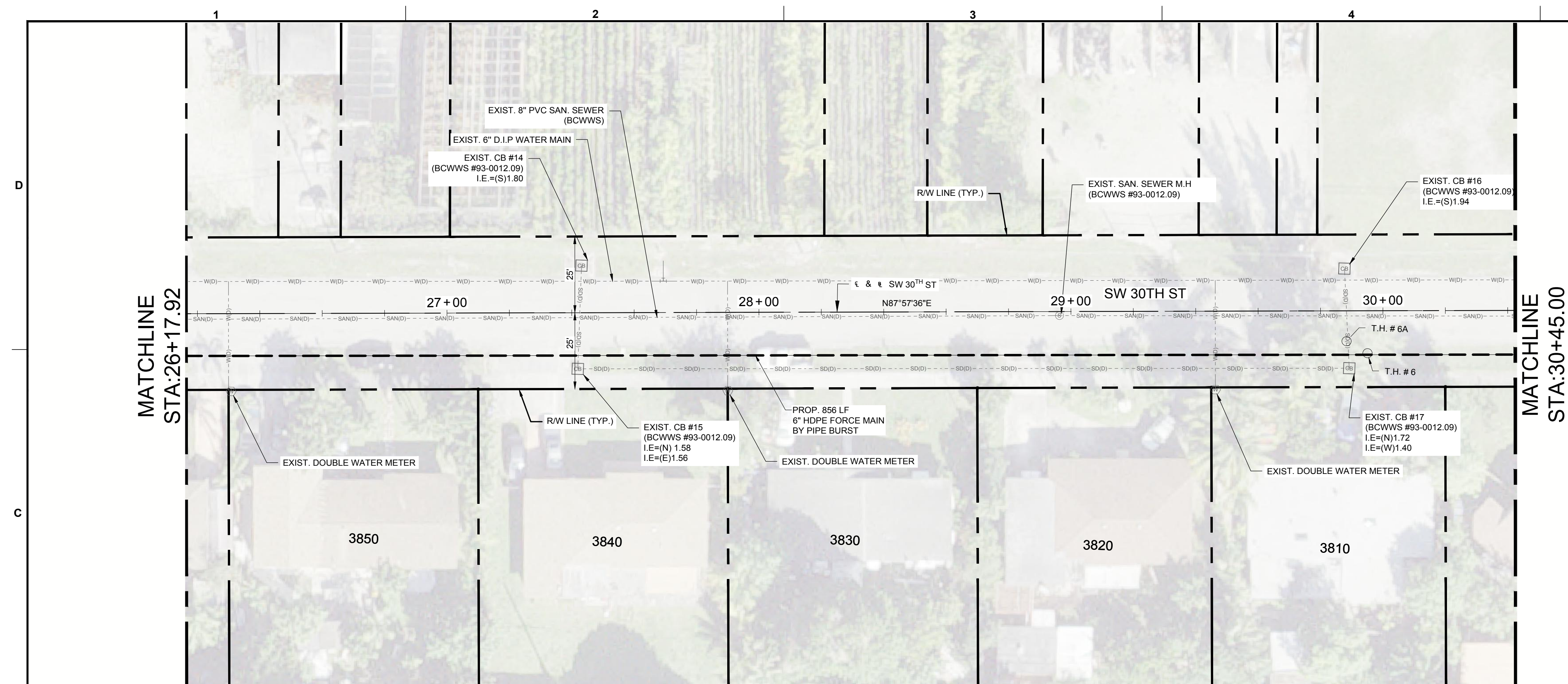
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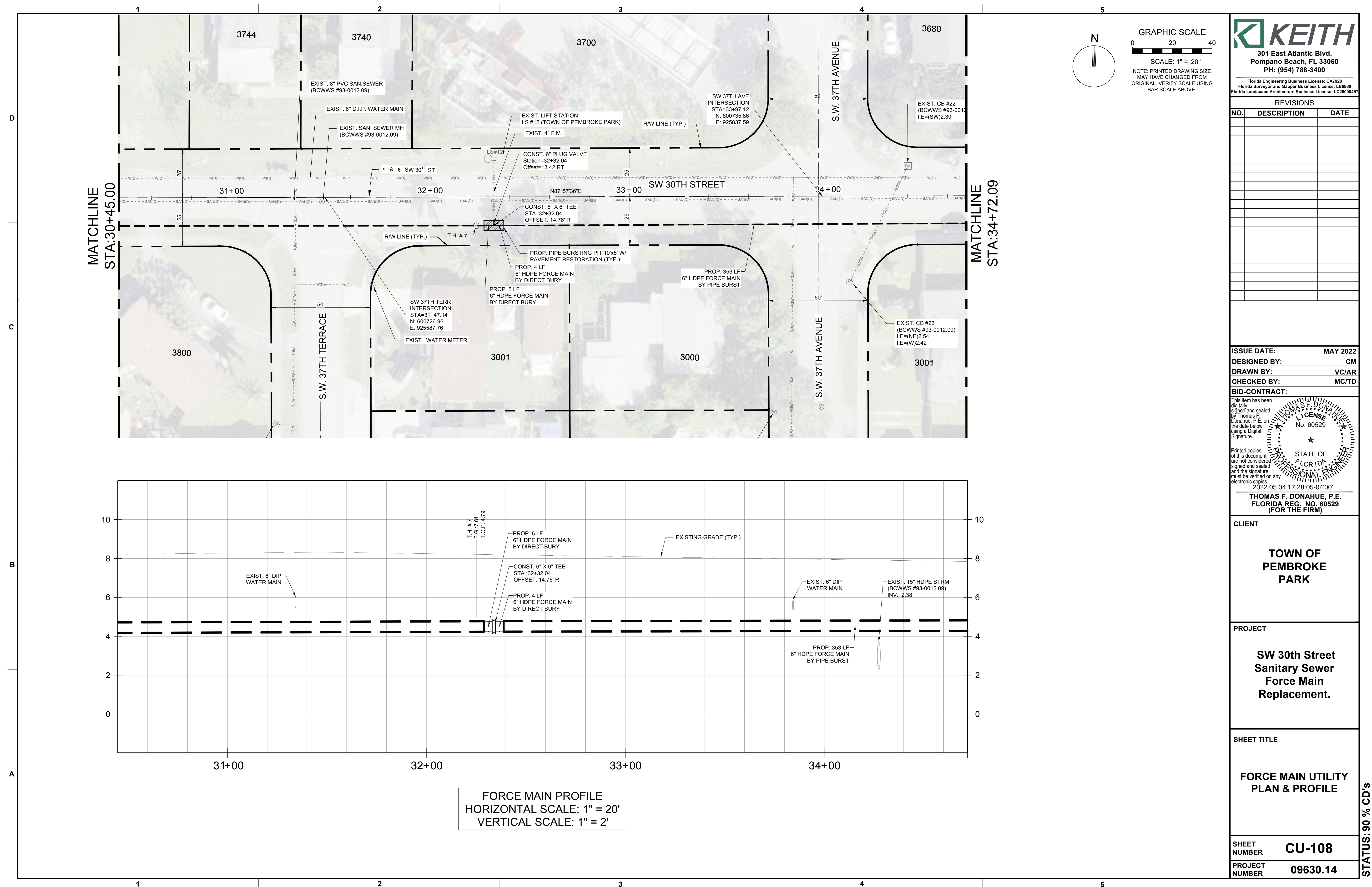
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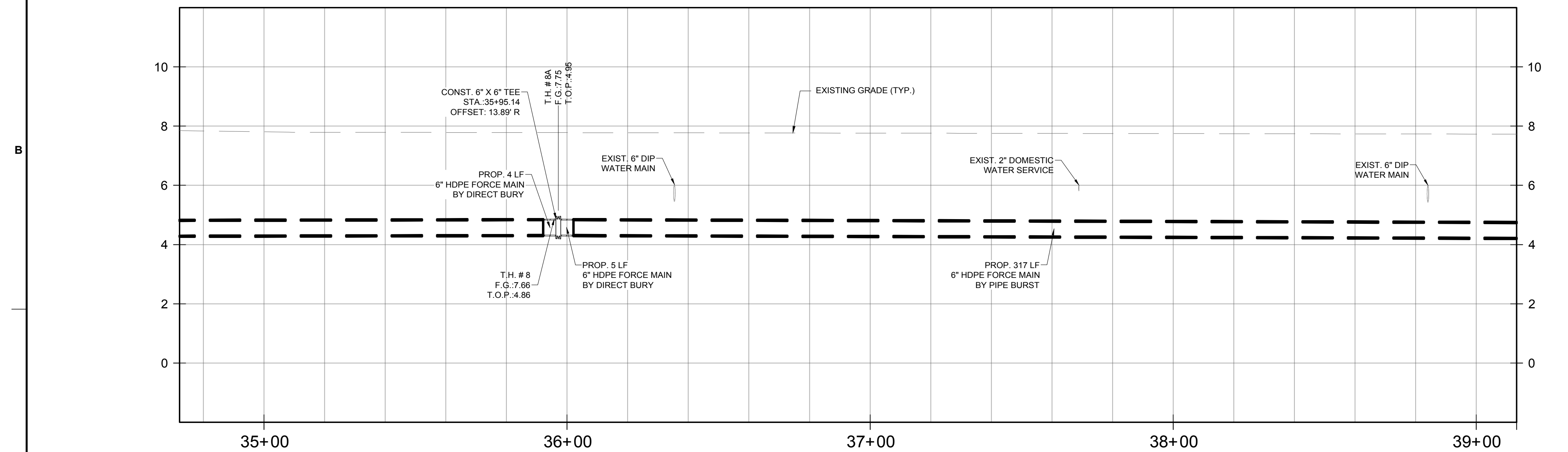
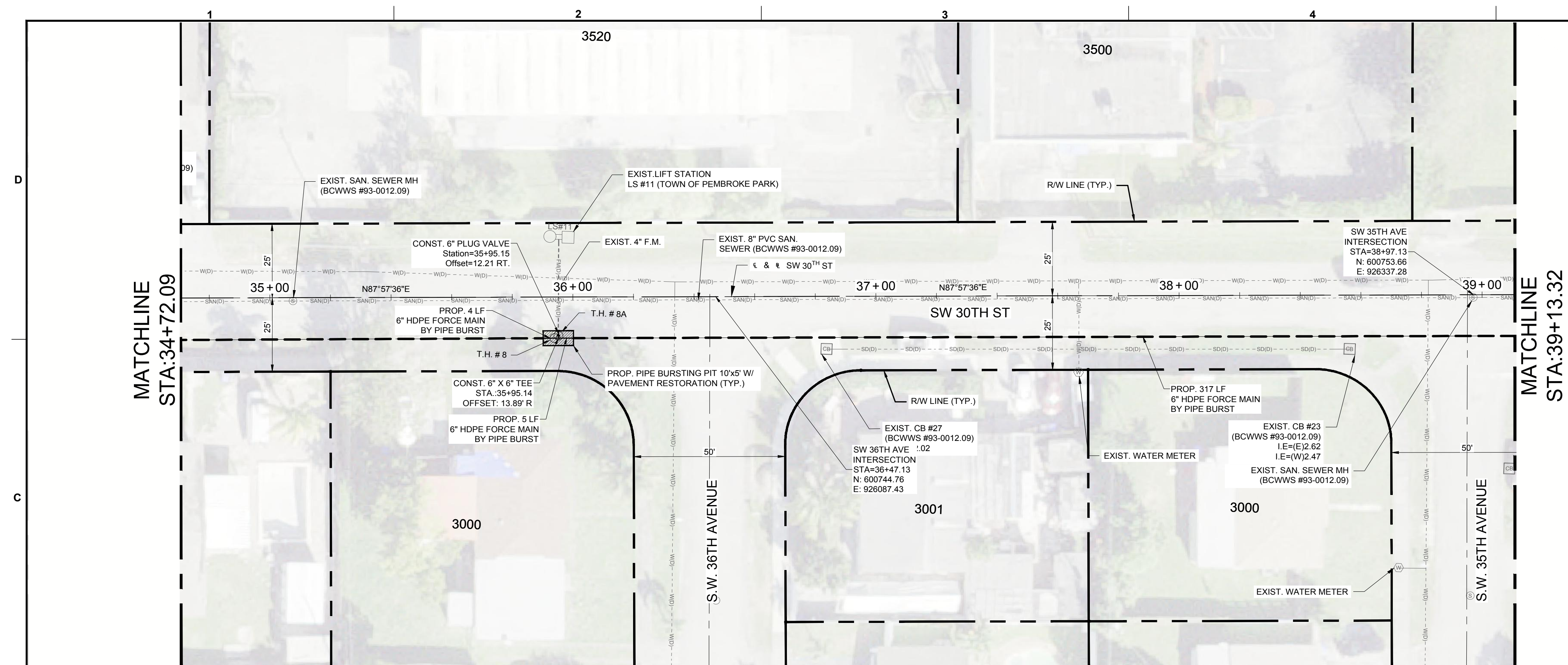
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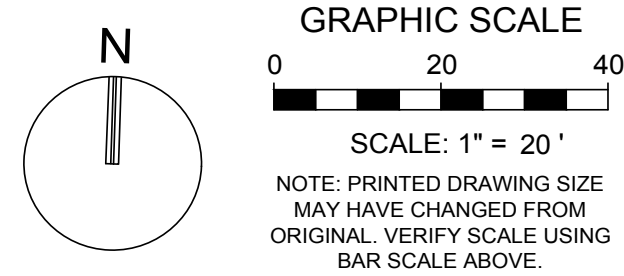
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PROJECT

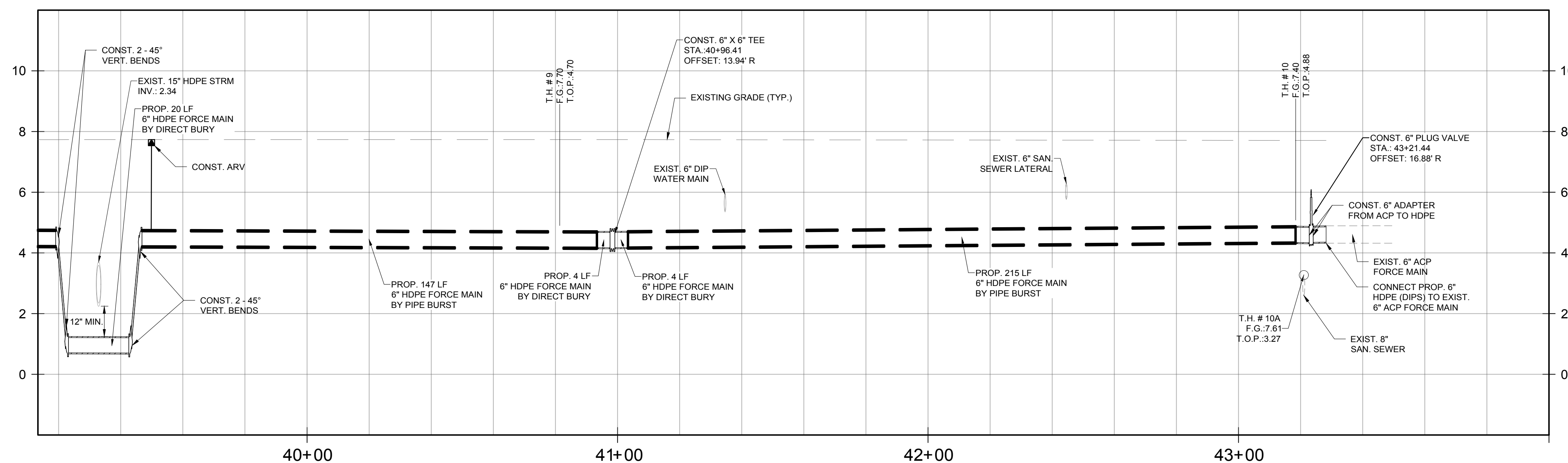
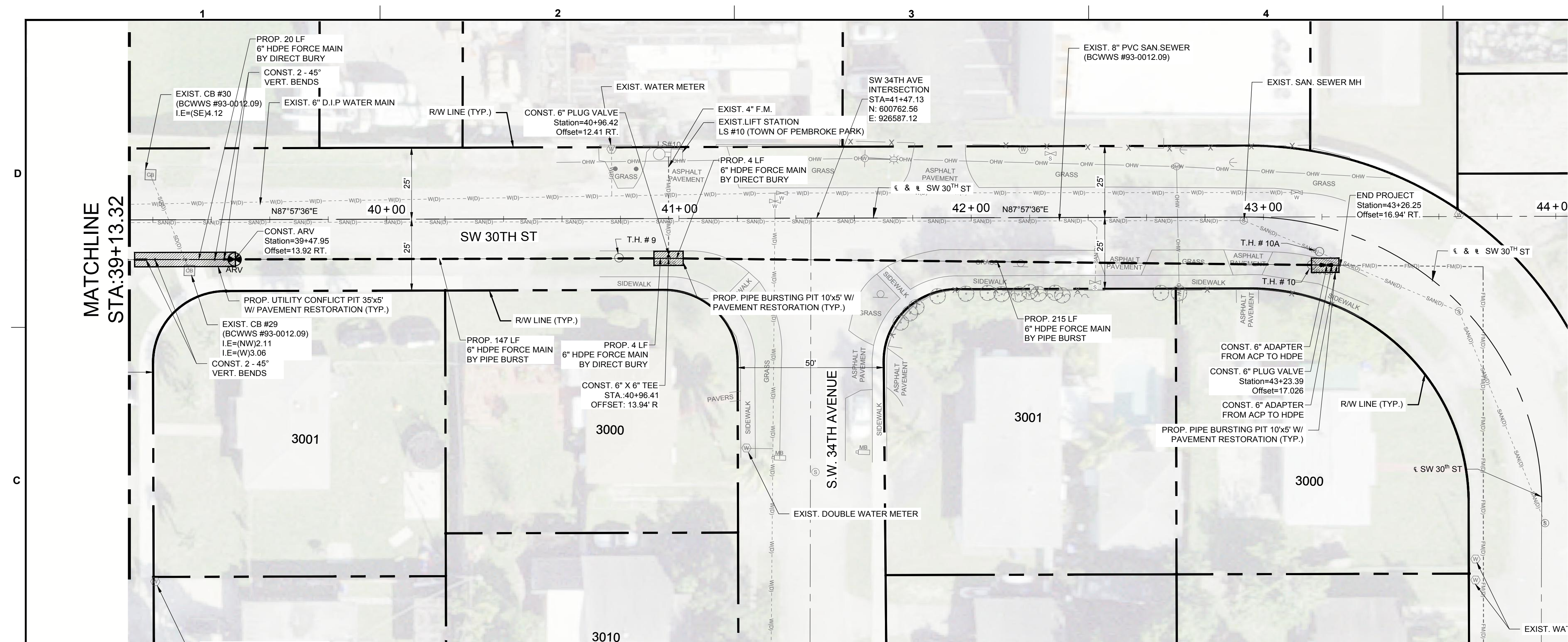
**SW 30th Street
Sanitary Sewer
Force Main
Replacement.**

SHEET TITLE

**FORCE MAIN UTILITY
PLAN & PROFILE**

SHEET NUMBER	CU-109
PROJECT NUMBER	09630.14

STATUS: 90 % CD's



FORCE MAIN PROFILE
HORIZONTAL SCALE: 1" = 20'
VERTICAL SCALE: 1" = 2'

 **KEITH**
301 East Atlantic Blvd.
Pompano Beach, FL 33060
PH: (954) 788-3400

Florida Engineering Business License: CA7928
Florida Surveyor and Mapper Business License: LB6860
Florida Landscape Architecture Business License: LC26000457

[illegible]

ISSUE DATE:	MAY 2022
DESIGNED BY:	CM
DRAWN BY:	VC/AR
CHECKED BY:	MC/TD
BID-CONTRACT:	

This item has been digitally signed and sealed by Thomas F. Donahue, P.E. on the date below using a Digital Signature.

Printed copies of this document are not considered valid unless the seal and the signature must be verified on any electronic copy.

2022.05.04 17:29:02-04'00'

THOMAS F. DONAHUE, P.E.
FLORIDA REG. NO. 60529
(FOR THE FIRM)

CLIENT

**TOWN OF
PEMBROKE
PARK**

PROJECT

**SW 30th Street
Sanitary Sewer
Force Main
Replacement.**

**FORCE MAIN UTILITY
PLAN & PROFILE**

SHEET NUMBER	CU-110
PROJECT NUMBER	09630.14

STATUS: 90 % CD's

BROWARD COUNTY
PUBLIC WORKS DEPARTMENT

WATER & WASTEWATER SERVICES
ENGINEERING DIVISION
3301 N.W. 17TH AVENUE ROAD
FORTLAUDERDALE, FL 33609
PHONE NO. 954-531-0743
FAX: 954-531-0920

STANDARD DETAIL

HORIZONTAL

VALVE
OR DEAD END

11 1/4" - 90° BEND TAPPING SLEEVE

45° VERT OFFSET

CROSSES SHALL BE RESTRAINED IN ALL DIRECTIONS. FITTINGS AND VALVES NEED TO BE RESTRAINED PER STANDARD DETAILS 109-112, EVEN WHEN THE FITTINGS OR VALVES ARE CUT IN AFTER THE INITIAL PIPE INSTALLATION. ASBESTOS CEMENT PIPE WILL BE REPLACED WITH DUCTILE IRON PIPE AT LEAST THROUGH THE RESTRAINING LENGTH.

DUCTILE IRON PIPE

HORIZONTAL, L (FEET)

45° VERTICAL OFFSET (FEET)

Diameter	11 1/4"	22 1/2"	45"	90"	Tee or Cross	Valves and Dead End	UPPER	LOWER
4	1	2	4	10	7	20	9	4
6	2	3	6	14	15	28	12	5
8	2	4	8	17	23	37	16	7
10	2	5	9	21	30	44	19	8
12	3	5	10	24	38	52	22	9

PVC PIPE

HORIZONTAL, L (FEET)

45° VERTICAL OFFSET (FEET)

Diameter	11 1/4"	22 1/2"	45"	90"	Tee or Cross	Valves and Dead End	UPPER	LOWER
4	2	3	5	12	11	32	14	5
6	2	4	7	16	13	45	19	6
8	3	5	9	21	17	59	25	8
10	3	5	11	25	48	71	30	9
12	3	6	12	29	61	83	35	11

THE NOTED REQUIREMENTS WERE CALCULATED IN ACCORDANCE WITH THRUST RESTRAINT CALCULATOR V7.2 BY EBAAL IRON WITH THE FOLLOWING ASSUMPTIONS:

SOIL CONDITIONS: SW OR GW; NOMINAL SIZE EQUALS BRANCH SIZE; LENGTH ALONG RUN EQUALS 4 FEET

LAYING CONDITION: 4" SAND BEDDING, BACKFILL COMPACTED > 80%; VERTICAL LOW SIDE DEPTH EQUALS 3.5 FEET

MINIMUM COVER: 3.0 FT SAFETY FACTOR: 1.5 BARE PIPE (NO POLY WRAP)

IF FIELD CONDITIONS DIFFER FROM THE ABOVE, CONTRACTOR SHALL NOTIFY AWWA.

FOR PIPE LARGER THAN INCLUDED IN THE ABOVE TABLES, ENGINEER OF RECORD SHALL SUBMIT CALCULATIONS FOR EACH JOINT REQUIRING RESTRAINT.

SINGLE FITTING RESTRAINED JOINT
150 PSI TEST PRESSURE

REVISED

7/7/2021

RESTRAINED JOINT
REQUIREMENTS SINGLE FITTING

FIGURE
109

Keith and Associates, Inc.

[illegible]



**ENGINEER'S ESTIMATED CONSTRUCTION COST - PIPE BURST
ENGINEER'S REPORT**

PROJECT TITLE				K&A PROJECT NO.		DATE	
SW 30th Street Sanitary Sewer Force Main Replacement				09630.14		5/3/2022	
LOCATION							
SW 30th Street from SW 33rd Avenue to SW 46th Avenue Pembroke Park, FL, 33023							
ESTIMATED BY CMP				CHECKED BY		APPROVED BY	
NO.	DESCRIPTION			QUANTITY	UNIT	UNIT PRICE	AMOUNT
	HARD COSTS & CONSTRUCTION COSTS						
68	Mobilization			1	LF	\$ 200.00	\$ 200.00
69	Pre-Construction Video			1	LF	\$ 4.00	\$ 4.00
69.A	Survey/As-builts			1	LF	\$ 1.65	\$ 1.65
70	Erosion Control			4,047	LF	\$ 5.00	\$ 20,235.00
72.A	Excavation/Backfill - 0-4 feet deep			1,488	CU FT	\$ 2.00	\$ 2,976.00
74.D	Surface Restoration - 2 inch asphalt			93	SF	\$ 5.00	\$ 465.00
396	Pipe Bursting for Force Main Replacement Procedure (6-inch diameter)			4,047	LF	\$ 74.00	\$ 299,478.00
411	Install 6" Plug Valves			8	EA	\$ 1,700.00	\$ 13,600.00
424	ARV Vacuum/Air/With structure (2" Diameter)			2	EA	\$ 4,572.00	\$ 9,144.00
						Subtotal	\$ 346,103.65
SUBTOTAL BASE HARD COSTS & CONSTRUCTION COST							\$346,103.65
CONTINGENCY (25%)							\$86,525.91
SOIL REPLACEMENT CONIGENCY (SEE NOTE 5)							\$12,700.00
MOBILIZATION (10%)							\$34,610.37
MOT (7%)							\$24,227.26
CONSTRUCTION SURVEYING/STAKE-OUT/AS-BUILT (5%)							\$17,305.18
CONSTRUCTION MATERIALS TESTING (4%)							\$13,844.15
TOTAL HARD COSTS & CONSTRUCTION COST							\$535,316.51
CONSTRUCTION MANAGEMENT AND CEI							N/A
TOTAL PROJECT COST =							\$535,316.51

NOTES:

1. Quantities were calculated based on aeriels and no Design
2. The locations and sizes of the existing utilities are based on best available information and cannot be guaranteed for their accuracy.
3. This estimate does not include professional services.
4. Any unforeseen utility locates or break repair would be considered under contingency.

AGENDA ITEM REPORT



To:

Subject: Chief Joseline Ramirez Salary Adjustment

Meeting: AGENDA WORKSHOP COMMISSION MEETING - May 25 2022

Department: Code

Staff Contact: Miguel Nunez, Building Official

RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

[Salary Doral](#)

[Salary Medley](#)

[Salary Miami Lakes](#)

[22-007R](#)

Status:

Christian Noel, Accounts Payable Approved - May 19 2022

Melissa Anderson, Town Attorney Approved - May 20 2022

JC Jimenez, Town Manager Approved - May 20 2022

Marlen Martell, Town Clerk Approved - May 20 2022

Miguel Nunez

From: Joseline Ramirez
Sent: Thursday, May 19, 2022 8:31 AM
To: Miguel Nunez
Subject: Fwd: Salary info

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From: Ricardo Alarcon (CE) <Ricardo.Alarcon@cityofdoral.com>
Sent: Thursday, May 19, 2022 8:29:17 AM
To: Joseline Ramirez <jramirez@tpfpl.gov>
Subject: RE: Salary info

These are the salaries for our entire team. We do not negotiate salaries everyone starts at the starting salary and you have your yearly increase by merit and cost of living. Code Officers are promoted only after they obtain FACE level 2 or 3, level 1 is required for the first level.

Position	Starting Salary	Max after X years in grade.
Code Compliance Officer I	\$48,303	\$74,869
Code Compliance Officer II	\$51,032	\$79,099
Code Compliance Officer III	\$54,170	\$83,964
Administrative Assistant	\$43,729	\$65,594
Special Magistrate Coordinator	\$48,303	\$74,869
Code Compliance Supervisor	\$65,570	\$104,912
Assistant Director Code Compliance	\$84,072	\$134,516
Director Code Compliance	\$106,900	\$187,076

Best Regards,

Ricardo J. Alarcon, CEP

Code Compliance Supervisor

City of Doral

8401 NW 53rd Terrace

Second Floor

Doral, FL 33166

T (305) 593-6680 ext. 3202

F (305) 593-6612

Ricardo.Alarcon@cityofdoral.com

www.cityofdoral.com

Connect with us on [Twitter](#), [Facebook](#) and [Instagram](#) !

As per FL §162.21(3)(b), no Code Compliance Department in the State of Florida may initiate investigations into potential violations of a code or ordinance by way of an anonymous complaint. A person who reports a potential violation must provide his or her name and address before an investigation occurs.



From: Joseline Ramirez <jramirez@tppfl.gov>
Sent: Wednesday, May 18, 2022 7:08 PM
To: Ricardo Alarcon (CE) <Ricardo.Alarcon@cityofdoral.com>
Subject: Salary info

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening Ricardo,

I hope to find you well, if it's no trouble to ask, can you please advise how much is the Code Compliance Supervisor current salary?

We are collecting this information from different cities for a salary comparison.

Thank you for your attention to this matter.

Respectfully ,

Joseline Ramirez

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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.

Miguel Nunez

From: Joseline Ramirez
Sent: Wednesday, May 18, 2022 5:35 PM
To: Miguel Nunez
Subject: Fwd: Salary info

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From: Jose Guasch <jguasch@townofmedley.com>
Sent: Wednesday, May 18, 2022 5:27:18 PM
To: Joseline Ramirez <jramirez@tppfl.gov>
Subject: Re: Salary info

Hi Jocelyn, everything is well, thank you for asking. Hope everything is well on your end. My current salary is \$79,081.54.
Feel free to reach out if you need anything else.

Jose Guasch
Code Compliance Director
Town of Medley

On May 18, 2022, at 4:50 PM, Joseline Ramirez <jramirez@tppfl.gov> wrote:

External Email: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good evening Jose,

I hope to find you well, if it's not trouble to ask, can you please advise how much is the Code Compliance Director current salary?

We are collecting this information from different cities for a salary comparison.

Respectfully ,

Joseline Ramirez

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Miguel Nunez

From: Joseline Ramirez
Sent: Thursday, May 19, 2022 12:53 PM
To: Miguel Nunez
Subject: FW: Salary info

From: Cynthia Alejo <AlejoC@miamilakes-fl.gov>
Sent: Thursday, May 19, 2022 12:14 PM
To: Joseline Ramirez <jramirez@tppl.gov>
Subject: RE: Salary info

Good morning, Ms. Ramirez:

Per your inquiry, the current salary for the Code Compliance Supervisor is: \$77,728

Cynthia Alejo, PHR
Human Resources Specialist



Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014
(305) 364-6100 Ext. 1109
Email: alejoc@miamilakes-fl.gov
www.miamilakes-fl.gov



From: Lourdes Sosa <Sosal@miamilakes-fl.gov>
Sent: Thursday, May 19, 2022 9:04 AM
To: Cynthia Alejo <AlejoC@miamilakes-fl.gov>
Subject: FW: Salary info

Hi Cynthia, see below

From: Joseline Ramirez <jramirez@tppl.gov>
Sent: Wednesday, May 18, 2022 7:12 PM

To: Lourdes Sosa <SosaL@miamilakes-fl.gov>
Subject: Salary info

CAUTION: External e-mail

Good evening Lourdes,

I hope to find you well, if it's no trouble to ask, can you please advise how much is the Code Compliance Supervisor/Manager current salary?

We are collecting this information from different cities for a salary comparison.

Thank you for your attention to this matter.

Respectfully ,



Joseline Ramirez

Chief Code Enforcement Officer

P: (954) 966-4600 ext. 215 • C: (954) 551-

7147 / jramirez@tpfpl.gov

Town of Pembroke Park / Code Enforcement Dept.

3150 SW 52nd Avenue, Pembroke Park, FL 33023

Follow us on: [Facebook](#) / www.townofpembrokepark.com

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TOWN OF PEMBROKE PARK
BUILDING DEPARTMENT
3150 SW 52ND Avenue
Pembroke Park, FL 33023
Office 954-966-4600 • Fax 954-966-5310

MEMORANDUM NO.: 22-007

DATE: May 18, 2022

TO: Juan C. Jimenez, Town Manager

FROM: Miguel A. Núñez, Chief Building Official *MN*

RE: **JOSELINE RAMIREZ ADJUSTMENT IN PAY**

This Memorandum is in reference to an adjustment in pay for Joseline Ramirez as referenced above.

- Ms. Ramirez was hired by the Town of Pembroke Park on January 27th, 2014.
- Ms. Ramirez was promoted to Chief Compliance Officer on February 8th, 2021.
- Ms. Ramirez received at the time of her promotion as a Chief Code Enforcement Officer, a salary increase of approximately 11% placing her at the beginning of the salary range for the Supervisor position.
- Ms. Ramirez has recently completed all 4 levels of the Florida Association of Code Enforcement (FACE) program, which is the standard for all code officers in the State of Florida and has now accomplished the highest certification level possible for Code Enforcement Supervisory.

Given the information above, I would like to recommend that the Commission consider a salary increase/adjustment for Chief Joseline Ramirez that is representative of the position she holds and as well as her recent educational accomplishments in the Code Enforcement field. In addition to Joseline's educational accomplishments, it is important to note her outstanding performance in turning the Code Enforcement Department into a proactive and productive operation. She is a committed employee of the Town of Pembroke Park and should be recognized for her efforts to improve the quality of life for the Town residents, business owners, and visitors.

The recommendation is to increase Joseline's salary to \$75,000 annual salary effective June 1st, 2022. The salary range for the position of Code Enforcement Supervisor, which is the current salary range used for the Chief Code Enforcement Officer position, ranges from approximately \$54,000.00 - \$83,000 annual salary. Ms. Ramirez, current annual salary is \$56,373.46. In addition, see attached the salary survey for several cities with the same position.

Furthermore, some of the funds to cover this adjustment, will come from the Building Department at 20%; since this position enforces work without permits and assist in the enforcement of the building code, as per our code of ordinances; thus, the split will be as follows:

[https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building official/topp-man/pp documents/memos/2022/22-007.docx](https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building%20official/topp-man/pp%20documents/memos/2022/22-007.docx)

Proposed Salary: \$75,000
Current Salary: \$56,373.46 (100% General Fund)
Building Department proposed contribution: \$15,000 (20%)
General fund addition to proposed salary: \$3,626.54 (4.84%)

We appreciate the Town Commission's consideration in reviewing this request.

Thank you.

Cc: File.

AGENDA ITEM REPORT



To:

Subject: Proposed Building Standards Ordinance (Ch. 5) Changes and Addition

Meeting: AGENDA WORKSHOP COMMISSION MEETING - May 25 2022

Department: Building

Staff Contact: Miguel Nunez, Building Official

POLICY IMPLICATIONS:

Allow for added dust controls at sites, added penalty fees and expenses recuperation

RECOMMENDATION:

Approval for the Town Attorney Ordinance preparation for presenting formally in the next commission meeting.

ATTACHMENTS:

[22-008](#)

[Chapter 5 BUILDINGS AND BUILDING REGULATIONS](#)

	Status:
Miguel Nunez, Building Official	Pending
Christian Noel, Accounts Payable	None
Melissa Anderson, Town Attorney	None
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None



TOWN OF PEMBROKE PARK
BUILDING DEPARTMENT
3150 SW 52ND Avenue
Pembroke Park, FL 33023
Office 954-966-4600 ● Fax 954-966-5310

MEMORANDUM NO.: 22-008

DATE: May 19, 2022

TO: Hon. Geoffrey Jacobs, Mayor
Hon. Ray Dieuville, Vice-Mayor
Hon. William Hodgkins, Clerk-Commissioner

VIA: Juan C. Jimenez, Town Manager
Melissa Anderson, Town Attorney

FROM: Miguel A. Núñez, Chief Building Official *MN*

RE: **PROPOSED CHANGES TO BUILDING STANDARDS ORDINANCE (CHAPTER 5)**

At this time, I would like to propose the attached proposed changes and addition to the Town's Building Standards Ordinance, as outlined below:

Currently there is no regulation for dust control, penalties (aside of other than the ones imposed by the building code), posting of notices control, and fees recuperation path for unsafe structures in our town code of ordinances; therefore, the addition of these elements will assist in closing the gap, while starting a site and neighboring properties for any dust adverse impact during construction and development.

Therefore, It's the opinion of the Building Official that these ordinance additions and adjustments will place us in a positive direction by implementing reasonable controls during construction and enforcement.

As always, if you have further questions or comments, do not hesitate to contact me at your earliest convenience.

Respectfully submitted.

Cc: Marlen Martell, Interim Deputy Clerk.
File.

[https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building official/topp-man/pp documents/memos/2022/22-008.docx](https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building%20official/topp-man/pp%20documents/memos/2022/22-008.docx)

DRAFT

ARTICLE II. BUILDING STANDARDS

Sec. 5-16. Adoption of Florida Building code.

The Florida Building Code, with applicable Broward County Amendments, is hereby adopted and shall be the building code of the Town.

- (a) The Florida Building Code as amended from time to time is hereby adopted in its entirety as Chapter 152, Buildings.
- (b) It shall be unlawful for any person, firm, or corporation to violate any of the requirements of the Florida Building Code, as adopted by this chapter. Each such person, firm, or corporation shall be deemed to be in violation of a separate offense for each and every day during which any violation of any of the provisions of said Code is committed or continued, and upon conviction thereof, shall be punished.
- (c) It shall be unlawful for any person, firm, or corporation to fail to comply with the requirements contained within any order issued by the Broward County Unsafe Structures Board, as established pursuant to Section 113 of the Florida Building Code and adopted as per section 5-125 below. Each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day the violation of this provision occurs, which shall be punishable by a fine of not more than \$250, or by imprisonment not exceeding 60 days, or by both such fine and imprisonment.

(Ord. No. 75-6-1, § 1, 6-4-75; Ord. No. 13-09-01, § 1, 9-11-13)

Sec. 5-17. ~~Building permit(s). application.~~

The Building Official or designee, may require certain documentation to complete the permitting application process including, but not limited to, pictures, maps, sealed plans, survey, specifications, calculations and any other documents that are necessary to further the permitting application process.

- (a) For the purpose of this section the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONSTRUCTION PERMIT. A written authorization by the Building Official to proceed with construction, alteration, repairs, installation, or demolition, and which includes the names of the various contractors authorized to work at the construction project.

CONSTRUCTION PROJECT. A proposed building(s) or structure(s).

- (b) The purpose and intent of this section is to provide a uniform system for the issuance of building permits, thereby reducing the amount of time required to issue building permits and improving communication between the owner of property, property agent, contractors and the Building Department.
- (c) The Building Department shall issue construction permits, as required by Section 105 of the Florida Building Code, hereinafter referred to as permits, to the owner or agent acting on behalf of the owner for all phases of a construction project upon completion of the following requirements.
 - (1) Plans and specifications for all phases of the construction project shall be submitted at the same time in accordance with Section 107 of the Florida Building Code.
 - (2) Each application for permitting of the construction project must be submitted in accordance with Section 713.135(5), and bear the seal of a Notary Public, including the owner's or owner's agent and contractor's signature, where applicable.

-
- (3) The application for the permit and all plans and specifications shall be examined by each discipline at the same time to determine compliance with all applicable state and local laws and shall be approved by the appropriate plans examiners/inspectors.
 - (4) Payment of the permit fee, which includes the sum total of the various fee schedules and other related costs as set forth in this chapter, is required.
 - (5) The applicants for the permit shall be deemed qualified by the Building Official in accordance with Section 105.3.0.1.1 of the Florida Building Code and other applicable state and local laws.
 - (6) Any other valid requirement as may be lawfully imposed must be complied with.
- (d) The provisions of this section shall not be construed to repeal, modify, or restrict the applicable provisions of the Florida Building Code or any other applicable state or local provision of law.

Sec. 5-18 Permit expiration.

- (a) The expiration of all applications for permits shall be subject to the requirements set forth in Section 105.3.1.1 of the Florida Building Code.
- (b) The expiration of all issued permits shall be subject to the requirements set forth in Section 105.3.2 of the Florida Building Code.

Sec. 5-19 Removing, Defacing or Obscuring Posted Notices.

- (a) No person shall remove, deface, mark, disfigure, injure, tamper with, displace, cover, or in any way obscure, a sign or notice posted on a property or structure by the City Building Official or designee. This shall include the following signs or notices:
 - (1) Notice of Violation;
 - (2) Correction Notice;
 - (3) Unsafe Building Notice;
 - (4) Stop Work Order;
 - (5) Any other sign/notice/placard posted by the Town Building Department for health or safety reasons, and which displays a penalty provision on the face thereof.
- (b) The Building Official or designee shall order the sign or notice removed whenever the defect or defects upon which the noticed action was based have been eliminated or determined to be non-existent by a court of competent jurisdiction or through a proper quasi-judicial administrative proceeding.
- (c) Any person who violates this section shall be deemed guilty of a separate offense for each and every sign or notice removed and shall be punished by a fine of not more than \$100, or by imprisonment not exceeding 60 days, or by both such fine and imprisonment.

Sec. 5-20 Construction debris mitigation and screening.

- (a) A building permit applicant and the owner of the real property located within the Town on which any construction activity will occur, shall contain all construction debris, airborne and otherwise, on the subject construction site. For purposes of this section, demolition is included within the term CONSTRUCTION. CONSTRUCTION DEBRIS shall mean any materials, supplies, equipment, garbage, solid waste, recyclables, earthen material, or particles derived from or arising out of the permitted construction activity. CONSTRUCTION SITE shall mean the real property on which construction is occurring.
- (b) Temporary perimeter site fencing shall be required for construction sites pursuant to the following guidelines:

-
- (1) The fence shall be six feet high, with approved 90% opaque wind screening material outside and securely and tightly attached to the fence to prevent dust and debris intrusion upon adjacent properties. The barrier or screening must be kept secure from any wind damage, free of rips, tears, graffiti and discoloration. Except where specified otherwise, the barrier must cover the entire construction site. Approval of the screening material shall be part of the permitting process in subsection (b)(3) below, and all applicants shall provide samples or photos or other information with regard to the desired screening material depicting the type and nature of such materials.
 - (2) The fence shall be installed and maintained at ground level on all sides of a construction site no sooner than ten days before commencement of construction on a previously vacant lot or lot which is not vacant with an additional structure being erected on same.
 - (3) A permit is required for the proposed temporary site fencing including a survey identifying all easements on the property or an aerial map which shall be submitted along with the building permit application. Property lines where the fence is to be installed shall be visually inspected for the presence of possible underground drainage pipes and those pipes shall be marked for protection.
 - (4) Temporary construction screening may include the following graphics:
 - a. Project renderings may cover the entire length of the fence but shall not extend above the top of the required fence.
 - b. The canvas or mesh fence panel covering may provide identification of the name and intended use of the project, project rendering, project website address and owner or agent, the contact information for the owner or agent, and the name and emergency contact information of the general contractor. Optional information may include the names of the developer, architect, engineer, lending institution, general contractor, and their corporate logos.
 - c. The town logo, aerial images of the project location and/or town, photographic images of town owned land, buildings or structures, may be included in the barrier and/or the towns's adopted screening graphics as approved by the Town manager or his/her designee.
 - d. No part of the fence covering may contain advertising or sales information.
 - e. Screening may not be political in nature and cannot include nudity or profanity. With exception of the project information described in § 5-20(b)(4), a & b, screening may not be commercial in nature.
 - f. Any letters and logos included in the screening are limited to 24" and may not exceed up to 1/3 of the total fence screening surface.
 - (5) Applicable construction sites must include the installation and maintenance of a silt fence approved by a Public Works Department permit to prevent any soil or construction debris from the construction site from entering any town stormwater system. (Silt fence must be installed in accordance with the Florida Stormwater, Erosion and Sedimentation Control Inspector's Manual.)
 - (6) Gates may be installed on the front, back or street side property lines. Gates may open inward, slide open or open outward only if the gate when opened does not block any right-of-way or sidewalk. The gate shall be same height as the fence with an allowance of up to four inches on the bottom of the gate to allow for clearance from the ground to open.
 - (7) All construction materials, dumpsters and portable toilets shall be required to be placed within the fenced area at all times; and construction sites shall be secured at night and on weekends when no work is being performed on the structure.
 - (8) The area outside the fence, especially between the fence and the street pavement, must be kept clean, level, and free of any debris or construction material at all times.
 - (9) Temporary site fences must remain on the property until the building construction and landscaping are substantially completed as determined by the Building Official or his/her designee.
 - (10) A waiver of the temporary site fencing or silt fencing may be granted by the Public Works Director or his/her designee, as follows:

-
- a. Where the property has or abuts to an existing six-foot high concrete wall, the Public Works Director or his/her designee may grant a waiver for the portion of the temporary site fencing that would otherwise be installed along the portion of the property where the wall is located.
 - b. If a structure is to be occupied after partial demolition and during construction, the property owner may request, and the Public Works Director or his/her designee may grant, a waiver of all or a portion of the fencing requirement.
- (11) Storm drain inlet protection must be placed over all stormwater catch basins in accordance with National Pollutant Discharge Elimination System (NPDES) practices. Catch basins shall include those on the right-of-way of the affected property as well as those within 100 feet on adjacent properties. The inlets must be inspected and cleaned by the property owner or his/her designee after each rainfall and maintained as needed.
- (12) In the event of a hurricane, the screening material on the temporary site fences and stormwater drains shall be removed or lowered and secured as part of the "Special Hurricane Inspection" pursuant to Section 110.13 of the Broward County Amendments to the Florida Building Code as may be amended from time to time.
- (13) No construction site may be used for storage of additional fill, building materials or construction equipment until a building permit has been issued for the property or as authorized by the Building Official or his/her designee.
- (c) When an existing building or structure is to be demolished the following are required for the construction site:
- (1) Temporary chain link fencing and screening as required in subsection (b), which meets the requirements contained in subsections (b)(1) through (b)(9); and
 - (2) Following demolition, and if the property does not maintain an active building permit, the temporary fencing must be removed.
- (d) The permit applicant/holder and the property owner shall be jointly and severally responsible for compliance with this section.
- (e) The provisions and procedures of this section shall be in addition and supplementary to any other requirements and remedies now existing or subsequently provided by law.
- (f) Failure to comply with any requirement contained within this section shall constitute a violation punishable before the Special Magistrate for Code Enforcement pursuant to the provisions of Chapter 7 of this Code, and of F.S. Chapter 162. Each day a violation of this section occurs shall be considered a separate violation. When the Building Official or his/her designee deems there to be a public safety concern, the Building Official or his/her designee may issue a stop work order, which may remain valid until such time as compliance with the section is achieved.

Secs. 5-~~1822~~—5-25. Reserved.

ARTICLE III. FEES¹

Sec. 5-27. Reserved. Double fees; reinspection fees; certificate of occupancy.

The Building Department shall charge and collect for permits at the rates listed in the Town Commission and published in the town's website.

- (a) Double fees. When work for which a permit is required is commenced prior to the obtaining of a permit, pursuant to Section 105.1 of the Florida Building Code, the fees as specified herein shall be doubled. The applicant for a permit shall be required to pay a minimum of double the fee as specified herein as the cost of the permit. When work for which a permit is required is commenced prior to the obtaining of a permit, a one-

time per project penalty fee of \$100 plus a double permit fee shall be charged. The payment of the double fee shall not relieve any person, firm, or corporation from fully complying with all of the requirements of all applicable regulations and codes, nor shall it relieve them from being subject to any of the penalties therein.

- (b) Reinspection fees. All fees shall include payment for the permit and for inspection of the work. If the building inspector, upon inspection after completion of the work or apparatus, finds that the work does not conform to or comply with the provisions of the state law, the building code, or town code of ordinances, the inspector shall notify the contractor or owner, indicating the corrections required. When the corrections have been made, the inspector shall be notified by the owner or contractor that the corrections have been made, and the inspector shall again inspect the work or apparatus for a charge as determined in the Building Department Fee schedule.
- (c) Overtime inspections. Inspections requested outside of normal business hours shall be charged as determined in the Building Department Fee schedule.
- (d) Permits may be revoked in the event a worthless check is used for payment of permit fees or for checks written and subsequently not honored by a bank due to insufficient funds, for misrepresentation of the information on the permit application or documents, or for forged signatures on permit documents or applications. Revoked permits shall reapply under new application and documents. A service charge shall become due for uncollected checks as per Town Code of Ordinances.

ARTICLE VII. UNSAFE BUILDINGS

Sec. 5-125. Incorporation of Florida Building Code with applicable Broward County amendments regarding unsafe buildings.

The Florida Building Code with applicable Broward County Amendments are hereby adopted and incorporated herein by reference for all matters relating to unsafe buildings in the Town.

(Ord. No. 96-4-1, § 1, 4-10-96; Ord. No. 13-09-01, § 11, 9-11-13)

Sec. 5-126 Assessment of costs, interest and attorney's fees on unsafe structure liens.

All out-of-pocket costs incurred by the Building Official pursuant to Chapter 1 of the Florida Building Code-Broward County Administrative Provisions, § 116.5 to 116.10, Unsafe Structures and Equipment, as now enacted or as may hereafter be amended, shall be charged against the property as a lien or special assessment collectable according to established procedures. Interest on said lien shall accrue at the per annum rate prescribed by F.S. § 55.03 as now enacted or as may hereafter be amended, and if collection proceedings are necessary, the property owner shall be required to pay the cost of such proceedings, including a reasonable attorney's fee.

ORDINANCE NO. 2022-004

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING AND UPDATING “CHAPTER 5 – BUILDINGS AND BUILDING REGULATION” “ OF TOWN’S CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Legislature of the State of Florida has, in Chapter 166, Florida Statutes, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Building Official for the Town of Pembroke Park has determined that Chapter 5 of the Town’s Code must be updated to incorporate the most up to date provisions of the Florida Building Code; and

WHEREAS, the Town Commission of the Town of Pembroke Park finds that it is in the best interest of the Town and serves a public purpose to update Chapter 5 – Buildings and Building Regulations of the Town’s Code.

NOW, THEREFORE, BE IT ORDAINED by the **Town Commission** of the **Town of Pembroke Park**:

Section 1: Chapter 5 Buildings and Building Regulation. Chapter 5 is amended as set forth below, as shown in ~~strike through~~ and underline format.

* * *

Sec. 5-16. Adoption of Florida Building code. The Florida Building Code, with applicable Broward County amendments, is hereby adopted and shall be the building code of the Town.

- (a) The Florida Building Code as amended from time to time is hereby adopted in its entirety as Chapter 5, Buildings and Building Regulation.
- (b) It shall be unlawful for any person, firm, or corporation to violate any of the requirements of the Florida Building Code, as adopted by this chapter. Each such person, firm, or corporation shall be deemed to be in violation of a separate offense for each and every day during which any violation of any of the provisions of said Code is committed or continued, and upon conviction thereof, shall be punished.

- (c) It shall be unlawful for any person, firm, or corporation to fail to comply with the requirements contained within any order issued by the Broward County Unsafe Structures Board, as established pursuant to Section 113 of the Florida Building Code and adopted as per section 5-125 below. Each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day the violation of this provision occurs, which shall be punishable by a fine of not more than \$250, or by imprisonment not exceeding 60 days, or by both such fine and imprisonment.

Sec. 5-17. Building permit(s). application.

The Building Official or designee, may require certain documentation to complete the permitting application process including, but not limited to, pictures, maps, sealed plans, survey, specifications, calculations and any other documents that are necessary to further the permitting application process.

- (a) For the purpose of this section the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONSTRUCTION PERMIT. A written authorization by the Building Official to proceed with construction, alteration, repairs, installation, or demolition, and which includes the names of the various contractors authorized to work at the construction project.

CONSTRUCTION PROJECT. A proposed building(s) or structure(s).

- (b) The purpose and intent of this section is to provide a uniform system for the issuance of building permits, thereby reducing the amount of time required to issue building permits and improving communication between the owner of property, property agent, contractors and the Building Department.
- (c) The Building Department shall issue construction permits, as required by Section 105 of the Florida Building Code, hereinafter referred to as permits, to the owner or agent acting on behalf of the owner for all phases of a construction project upon completion of the following requirements.
- (1) Plans and specifications for all phases of the construction project shall be submitted at the same time in accordance with Section 107 of the Florida Building Code.
- (2) Each application for permitting of the construction project must be submitted in accordance with Section 713.135(5), and bear the seal of a Notary Public, including the owner's or owner's agent and contractor's signature, where applicable.
- (3) The application for the permit and all plans and specifications shall be examined by each discipline at the same time to determine compliance with all applicable state and local laws and shall be approved by the appropriate plans examiners/inspectors.
- (4) Payment of the permit fee, which includes the sum total of the various fee schedules and other related costs as set forth in this chapter, is required.
- (5) The applicants for the permit shall be deemed qualified by the Building Official in accordance with Section 105.3.0.1.1 of the Florida Building Code and other applicable state and local laws.
- (6) Any other valid requirement as may be lawfully imposed must be complied with.
- (d) The provisions of this section shall not be construed to repeal, modify, or restrict the applicable provisions of the Florida Building Code or any other applicable state or local provision of law.

Sec. 5-18 Permit expiration.

- (a) The expiration of all applications for permits shall be subject to the requirements set forth in Section 105.3.1.1 of the Florida Building Code.
- (b) The expiration of all issued permits shall be subject to the requirements set forth in Section 105.3.2 of the Florida Building Code.

Sec. 5-19 Removing, Defacing or Obscuring Posted Notices.

- (a) No person shall remove, deface, mark, disfigure, injure, tamper with, displace, cover, or in any way obscure, a sign or notice posted on a property or structure by the City Building Official or designee. This shall include the following signs or notices:
 - (1) Notice of Violation;
 - (2) Correction Notice;
 - (3) Unsafe Building Notice;
 - (4) Stop Work Order;
 - (5) Any other sign/notice/placard posted by the Town Building Department for health or safety reasons, and which displays a penalty provision on the face thereof.
- (b) The Building Official or designee shall order the sign or notice removed whenever the defect or defects upon which the noticed action was based have been eliminated or determined to be non-existent by a court of competent jurisdiction or through a proper quasi-judicial administrative proceeding.
- (c) Any person who violates this section shall be deemed guilty of a separate offense for each and every sign or notice removed and shall be punished by a fine of not more than \$100, or by imprisonment not exceeding 60 days, or by both such fine and imprisonment.

Sec. 5-20 Construction debris mitigation and screening.

- (a) A building permit applicant and the owner of the real property located within the Town on which any construction activity will occur, shall contain all construction debris, airborne and otherwise, on the subject construction site. For purposes of this section, demolition is included within the term CONSTRUCTION. CONSTRUCTION DEBRIS shall mean any materials, supplies, equipment, garbage, solid waste, recyclables, earthen material, or particles derived from or arising out of the permitted construction activity. CONSTRUCTION SITE shall mean the real property on which construction is occurring.
- (b) Temporary perimeter site fencing shall be required for construction sites pursuant to the following guidelines:
 - (1) The fence shall be six feet high, with approved 90% opaque wind screening material outside and securely and tightly attached to the fence to prevent dust and debris intrusion upon adjacent properties. The barrier or screening must be kept secure from any wind damage, free of rips, tears, graffiti and discoloration. Except where specified otherwise, the barrier must cover the entire construction site. Approval of the screening material shall be part of the permitting process in subsection (b)(3) below, and all applicants shall provide samples or photos or other information with regard to the desired screening material depicting the type and nature of such materials.
 - (2) The fence shall be installed and maintained at ground level on all sides of a construction site no sooner than ten days before commencement of construction on a previously vacant lot or lot which is not vacant with an additional structure being erected on same.
 - (3) A permit is required for the proposed temporary site fencing including a survey identifying all easements on the property or an aerial map which shall be submitted along with the building permit application. Property lines where the fence is to be installed shall be visually inspected for the presence of possible underground drainage pipes and those pipes shall be marked for protection.
 - (4) Temporary construction screening may include the following graphics:
 - a. Project renderings may cover the entire length of the fence but shall not extend above the top of the required fence.
 - b. The canvas or mesh fence panel covering may provide identification of the name and intended use of the project, project rendering, project website address and owner or agent, the contact information for the owner or agent, and the name and emergency contact information of the general contractor. Optional information may include the names of the developer, architect, engineer, lending institution, general contractor, and their corporate logos.
 - c. The town logo, aerial images of the project location and/or town, photographic images of town owned land, buildings or structures, may be included in the barrier and/or the towns's adopted screening graphics as approved by the Town manager or his/her designee.
 - d. No part of the fence covering may contain advertising or sales information.

- e. Screening may not be political in nature and cannot include nudity or profanity. With exception of the project information described in § 5-20(b)(4), a & b, screening may not be commercial in nature.
 - f. Any letters and logos included in the screening are limited to 24" and may not exceed up to 1/3 of the total fence screening surface.
- (5) Applicable construction sites must include the installation and maintenance of a silt fence approved by a Public Works Department permit to prevent any soil or construction debris from the construction site from entering any town stormwater system. (Silt fence must be installed in accordance with the Florida Stormwater, Erosion and Sedimentation Control Inspector's Manual.)
 - (6) Gates may be installed on the front, back or street side property lines. Gates may open inward, slide open or open outward only if the gate when opened does not block any right-of-way or sidewalk. The gate shall be same height as the fence with an allowance of up to four inches on the bottom of the gate to allow for clearance from the ground to open.
 - (7) All construction materials, dumpsters and portable toilets shall be required to be placed within the fenced area at all times; and construction sites shall be secured at night and on weekends when no work is being performed on the structure.
 - (8) The area outside the fence, especially between the fence and the street pavement, must be kept clean, level, and free of any debris or construction material at all times.
 - (9) Temporary site fences must remain on the property until the building construction and landscaping are substantially completed as determined by the Building Official or his/her designee.
 - (10) A waiver of the temporary site fencing or silt fencing may be granted by the Public Works Director or his/her designee, as follows:
 - a. Where the property has or abuts to an existing six-foot high concrete wall, the Public Works Director or his/her designee may grant a waiver for the portion of the temporary site fencing that would otherwise be installed along the portion of the property where the wall is located.
 - b. If a structure is to be occupied after partial demolition and during construction, the property owner may request, and the Public Works Director or his/her designee may grant, a waiver of all or a portion of the fencing requirement.
 - (11) Storm drain inlet protection must be placed over all stormwater catch basins in accordance with National Pollutant Discharge Elimination System (NPDES) practices. Catch basins shall include those on the right-of-way of the affected property as well as those within 100 feet on adjacent properties. The inlets must be inspected and cleaned by the property owner or his/her designee after each rainfall and maintained as needed.
 - (12) In the event of a hurricane, the screening material on the temporary site fences and stormwater drains shall be removed or lowered and secured as part of the "Special Hurricane Inspection" pursuant to Section 110.13 of the Broward County Amendments to the Florida Building Code as may be amended from time to time.
 - (13) No construction site may be used for storage of additional fill, building materials or construction equipment until a building permit has been issued for the property or as authorized by the Building Official or his/her designee.
- (c) When an existing building or structure is to be demolished the following are required for the construction site:
 - (1) Temporary chain link fencing and screening as required in subsection (b), which meets the requirements contained in subsections (b)(1) through (b)(9); and
 - (2) Following demolition, and if the property does not maintain an active building permit, the temporary fencing must be removed.
 - (d) The permit applicant/holder and the property owner shall be jointly and severally responsible for compliance with this section.
 - (e) The provisions and procedures of this section shall be in addition and supplementary to any other requirements and remedies now existing or subsequently provided by law.

(f) Failure to comply with any requirement contained within this section shall constitute a violation punishable before the Special Magistrate for Code Enforcement pursuant to the provisions of Chapter 7 of this Code, and of F.S. Chapter 162. Each day a violation of this section occurs shall be considered a separate violation. When the Building Official or his/her designee deems there to be a public safety concern, the Building Official or his/her designee may issue a stop work order, which may remain valid until such time as compliance with the section is achieved.

* * *

Sec. 5-27. Double fees; reinspection fees; certificate of occupancy.

The Building Department shall charge and collect for permits at the rates listed in the Town Commission and published in the town's website.

- (a) Double fees. When work for which a permit is required is commenced prior to the obtaining of a permit, pursuant to Section 105.1 of the Florida Building Code, the fees as specified herein shall be doubled. The applicant for a permit shall be required to pay a minimum of double the fee as specified herein as the cost of the permit. When work for which a permit is required is commenced prior to the obtaining of a permit, a one-time per project penalty fee of \$100 plus a double permit fee shall be charged. The payment of the double fee shall not relieve any person, firm, or corporation from fully complying with all of the requirements of all applicable regulations and codes, nor shall it relieve them from being subject to any of the penalties therein.
- (b) Reinspection fees. All fees shall include payment for the permit and for inspection of the work. If the building inspector, upon inspection after completion of the work or apparatus, finds that the work does not conform to or comply with the provisions of the state law, the building code, or town code of ordinances, the inspector shall notify the contractor or owner, indicating the corrections required. When the corrections have been made, the inspector shall be notified by the owner or contractor that the corrections have been made, and the inspector shall again inspect the work or apparatus for a charge as determined in the Building Department Fee schedule.
- (c) Overtime inspections. Inspections requested outside of normal business hours shall be charged as determined in the Building Department Fee schedule.
- (d) Permits may be revoked in the event a worthless check is used for payment of permit fees or for checks written and subsequently not honored by a bank due to insufficient funds, for misrepresentation of the information on the permit application or documents, or for forged signatures on permit documents or applications. Revoked permits shall reapply under new application and documents. A service charge shall become due for uncollected checks as per Town Code of Ordinances.

* * *

Sec. 5-126 Assessment of costs, interest and attorney's fees on unsafe structure liens.

All out-of-pocket costs incurred by the Building Official pursuant to Chapter 1 of the Florida Building Code-Broward County Administrative Provisions, § 116.5 to 116.10, Unsafe Structures and Equipment, as now enacted or as may hereafter be amended, shall be charged against the property as a lien or special assessment collectable according to established procedures. Interest on said lien shall accrue at the per annum rate prescribed by F.S. § 55.03 as now enacted or as may hereafter be amended, and if collection proceedings are necessary, the property owner shall be required to pay the cost of such proceedings, including a reasonable attorney's fee.

* * *

Section 2. Codification. It is the intention of the Town Commission of the Town of Pembroke Park, and it is therefore ordained, that the provisions of the Ordinance shall become and be made a part of the Town of Pembroke Park's Code of Ordinances, that sections of this

Ordinance may be re-numbered or re-lettered to accomplish such intentions, and that the word “Ordinance” shall be changed to “Section” or other appropriate word.

Section 3: Severability. The provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4: Conflict. All Ordinances, parts of Ordinances, Resolutions or parts of Resolutions, in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 5: Effective Date. This Ordinance shall be enacted immediately upon its passage and adoption after Second Reading by the Town Commission.

PASSED AND ADOPTED on First Reading this ____ day of _____, 2022.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2022.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

VOTE

GEOFFREY JACOBS

REYNOLD DIEUVEILLE

WILLIAM HODGKINS

AGENDA ITEM REPORT



To:

Subject: Proposed Changes to the Floodplain Ordinance

Meeting: AGENDA WORKSHOP COMMISSION MEETING - May 25 2022

Department: Building

Staff Contact: Miguel Nunez, Building Official

FINANCIAL IMPACT:

None

RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

[22-006](#)

[2022-005 Floodplain Ordinance](#)

Miguel Nunez, Building Official
Christian Noel, Accounts Payable
Melissa Anderson, Town Attorney
JC Jimenez, Town Manager
Marlen Martell, Town Clerk

Status:

Approved - May 19 2022
Approved - May 19 2022
Approved - May 19 2022
Approved - May 19 2022
Approved - May 19 2022



TOWN OF PEMBROKE PARK
BUILDING DEPARTMENT
3150 SW 52ND Avenue
Pembroke Park, FL 33023
Office 954-966-4600 • Fax 954-966-5310

MEMORANDUM NO.: 22-006

DATE: May 18, 2022

TO: Hon. Geoffrey Jacobs, Mayor
Hon. Ray Dieuville, Vice-Mayor
Hon. William Hodgkins, Clerk-Commissioner

VIA: Juan C. Jimenez, Town Manager

FROM: Miguel A. Núñez, Chief Building Official / Floodplain Administrator *MN*

RE: **PROPOSED CHANGES TO THE FLOODPLAIN ORDINANCE**

At this time, I would like to propose the attached correction to the Town's Floodplain Ordinances, as outlined below:

Certain areas of the Town's Floodplain ordinance have been discussed and proposed with the assistance of the State Floodplain Managers Office (SFMO) for compliance and synchronization to the National Flood Insurance Program (NFIP) and the Florida Building Code.

It's the opinion of the Building Official / Floodplain Administrator that these ordinance corrections and adjustments will place us in a positive direction to obtain a higher rating under the Community Rating System (CRS) guidelines; with the intent to increase the town residents and business owners discount on the flood insurance policies.

As always, if you have further questions or comments, do not hesitate to contact me at your earliest convenience.

Respectfully submitted.

Cc: Malen Martell, Interim Deputy Clerk.
File.

[https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building official/topp-man/pp documents/memos/2022/22-006.docx](https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building%20official/topp-man/pp%20documents/memos/2022/22-006.docx)

ORDINANCE NO. 2022-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING AND UPDATING CHAPTER 10 “FLOOD PREVENTION AND PROTECTION” OF TOWN’S CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Legislature of the State of Florida has, in Chapter 166, Florida Statutes, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Town of Pembroke Park participates in the National Flood Insurance Program and participates in the NFIP’s Community Rating System, a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum program requirements and achieved a CRS rating of Class 9, making citizens who purchase NFIP flood insurance policies eligible for premium discounts; and

WHEREAS, in 2020 the NFIP Community Rating System established certain minimum prerequisites for communities to qualify for or maintain class ratings of Class 8 or better; and

WHEREAS, to satisfy the prerequisite and for the Town of Pembroke Park to qualify for a higher CRS rating in the future, all manufactured homes installed or replaced in special flood hazard areas must be elevated to or above at least the base flood elevation plus 1 foot, which necessitates modification of the existing requirements; and

WHEREAS, the Federal Emergency Management Agency released FEMA Policy #104-008-03 Floodplain Management Requirements for Agricultural Structures and Accessory Structures; and

WHEREAS, the Town Commission of the Town of Pembroke Park (the “Town

Commission”) has determined it appropriate to adopt regulations that are consistent with the FEMA Policy to allow issuance of permits for non-elevated wet floodproofed accessory structures that are not larger than the sizes specified in the FEMA Policy; and

WHEREAS, the Town Commission determined that it is in the public interest to amend the floodplain management regulations contained in Chapter 10 of the Town’s Code to better protect manufactured homes and to continue participating in the Community Rating System at the current class rating.

NOW, THEREFORE, BE IT ORDAINED by the **Town Commission** of the **Town of Pembroke Park**:

Section 1: Chapter 10 “Flood Prevention and Protection” Amendment. Chapter 10 is amended as set forth below, as shown in ~~striketrough~~ and underline format.

* * *

Sec. 10-61. Historic buildings.

A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to thy flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter ~~44~~ 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed precludes the building's continued designation as a historic building, a variance shall be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.

* * *

Sec. 10-75. Definitions and scope.

Unless otherwise expressly stated, the following words and terms shall, for the purposes of this article, have the meanings shown in this section:

Accessory structure. A structure on the same parcel of property as a principal structure and the use of which is limited to parking and storage incidental to the use of the principal structure.

* * *

~~Existing manufactured home park or subdivision.~~ A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be

affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before May 1, 1979.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

* * *

Historic structure. Any structure that is determined eligible for the exception to the flood hazard area requirements of the Florida Building Code, Existing Building, Chapter 14 12 Historic Buildings.

* * *

Market value. The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in this article, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, is the Actual Cash Value (in-kind replacement cost depreciated for age, wear and tear, neglect, and quality of construction), determined by a qualified independent appraiser or tax assessment value adjusted to approximate market value by a factor provided by the Property Appraiser.

New construction. For the purposes of administration of this article and the flood resistant construction requirements of the Florida Building Code, structures for which the "start of construction" commenced on or after May 1, 1979 and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after May 1, 1979.

* * *

Sec. 10-98. Elevation.

All manufactured homes that are placed, replaced, or substantially improved in flood hazard areas shall be elevated such that the bottom of the frame is at or above the elevation required in the Florida Building Code, Residential Section R3222.2 (Zone A). ~~Manufactured homes that are placed, replaced, or substantially improved in flood hazard areas shall comply with section 10-99 or 10-100 of this chapter, as applicable.~~ In areas of the Town not mapped special flood hazard areas, the bottom of the frame shall be supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than twenty (20) inches in height above grade.

Sec. 10-99. General elevation requirement.

Unless subject to the requirements of Section 10-100 of this chapter, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the Florida Building Code, Residential Section R322.

~~Sec. 10-100. Elevation requirement for certain existing manufactured home parks and subdivisions.~~

~~Manufactured homes that are not subject to section 10-99 of this chapter, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:~~

- ~~(a) Bottom of the frame of the manufactured home is at or above the elevation required in the Florida Building Code, Residential Section R322; or~~
- ~~(b) Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than thirty-six (36) inches in height above grade.~~

* * *

Sec. 10-119. Non-elevated accessory structures. Accessory structures are permitted below elevations required by the Florida Building Code provided the accessory structures are used only for parking or storage and:

- (a) Are one-story and not larger than 600 sq. ft.
- (b) Have flood openings in accordance with Section R322.2 of the Florida Building Code, Residential.
- (c) Are anchored to resist flotation, collapse or lateral movement resulting from flood loads.
- (d) Have flood damage-resistant materials used below the base flood elevation plus one (1) foot.
- (e) Have mechanical, plumbing and electrical systems, including plumbing fixtures, elevated to or above the base flood elevation plus one (1) foot.

* * *

Section 2. Codification. It is the intention of the Town Commission of the Town of Pembroke Park, and it is therefore ordained, that the provisions of the Ordinance shall become and be made a part of the Town of Pembroke Park's Code of Ordinances, that sections of this Ordinance may be re-numbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 3: Severability. The provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the

legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4: Conflict. All Ordinances, parts of Ordinances, Resolutions or parts of Resolutions, in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 5: Effective Date. This Ordinance shall be in force and take effect as provided by law.

PASSED AND ADOPTED on First Reading this ____ day of _____, 2022.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2022.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

VOTE

GEOFFREY JACOBS

REYNOLD DIEUVEILLE

WILLIAM HODGKINS

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

May 31, 2022

Mr. Michael Vonder Meulen
Keith & Associates
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

Dear Mr. Vonder Meulen:

The Department has received a large-scale amendment adopted by Ordinance No. 2022-003 on May 11, 2022. The amendment package is being returned to the Town because it was not proposed pursuant to Section 163.3184(3), Florida Statutes, prior to adoption.

The Department did not receive the proposed amendment for initial review and therefore, the Town did not have the authority to adopt Ordinance No. 2022-003 on May 11, 2022.

The Department is returning the adopted amendment because the amendment was not submitted proposed for review by the Department prior to being adopted. The Town should rescind the ordinance adopting the plan amendment and transmit the proposed amendment following the procedures outlined in Sections 163.3174(4)(a), 163.3184(11), and 163.3184(3), Florida Statutes.

If you have any questions concerning this request, please contact Ray Eubanks at (850) 717-8483.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Ray Eubanks", is written over a horizontal line.

D. Ray Eubanks
Plan Processing Administrator

DRE/ts

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
(850) 245.7105 | www.FloridaJobs.org | [www.Twitter.com/FLDEO](https://twitter.com/FLDEO) | www.Facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

ORDINANCE NO. 2022-003

**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK,
FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE
PLAN BY ADOPTING A "PROPERTY RIGHTS" ELEMENT;
PROVIDING FOR SEVERABILITY; SUPERSEDING
CONFLICTING ORDINANCES AND RESOLUTIONS; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, WHEREAS, Section 163.3167, Florida Statutes, requires the Town of Pembroke Park (the "Town") to maintain a comprehensive plan to guide its future development and growth; and

WHEREAS, Section 163.3177(6)(i)1., Florida Statutes, requires the comprehensive plan to include a property rights element; and

WHEREAS, the Town respects judicially acknowledged and constitutionally protected private property rights; and

WHEREAS, the Town respects the rights of all people to participate in land use planning processes; and

WHEREAS, this ordinance will amend the comprehensive plan by adding a property rights element.

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

Section 1: The comprehensive plan is amended by adding the property rights element attached as EXHIBIT A and made a part of this ordinance as if set forth in full.

Section 2: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences,

clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

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

Section 4: That this Ordinance shall be in force and take effect as provided by law.

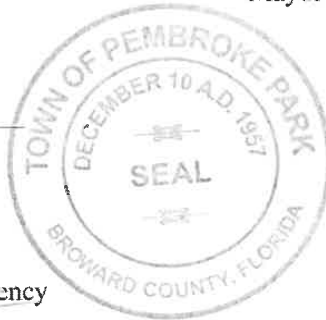
PASSED AND ADOPTED on First Reading this 13th day of April, 2022.

PASSED AND ADOPTED on Second Reading this 11th day of May, 2022.

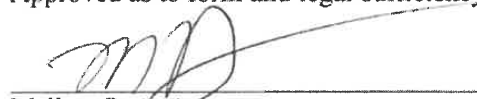
ATTEST:


GEOFFREY JACOBS
Mayor-Commissioner


MARLEN D. MARTELL
Town Clerk



Approved as to form and legal sufficiency


Melissa P. Anderson
Town Attorney

	VOTE
GEOFFREY JACOBS	YES
REYNOLD DIEUVEILLE	YES
WILLIAM HODGKINS	YES

EXHIBIT A

Property Rights Element
Goals, Objectives, and Policies
2022

SECTION I PROPERTY RIGHTS

The Property Rights Element states how private property rights considerations factor into local government decision-making processes.

GOAL I: The Town shall recognize, and respect judicially acknowledged or constitutionally protected private property rights.

OBJECTIVE #1.1: Property Rights and Local Decision Making:

A property owner has various rights to property that shall be considered by the Town when making decisions.

POLICY #1.1.1: A person who owns property within the Town has rights to:

- a. Physically possess and control his or her interests in the property, including easements, leases, or mineral rights;
- b. Use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances;
- c. Privacy and to exclude others from the property to protect the owner's possessions and property;
- d. Dispose of his or her property through sale or gift.



PRE GOP-1

ORDINANCE NO. 2022-003

**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK,
FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE
PLAN BY ADOPTING A "PROPERTY RIGHTS"
ELEMENT; PROVIDING FOR SEVERABILITY;
SUPERSEDING CONFLICTING ORDINANCES AND
RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

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WHEREAS, Section 163.3177(6)(i)1., Florida Statutes, requires the comprehensive plan to include a property rights element; and

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WHEREAS, the Town respects the rights of all people to participate in land use planning processes; and

WHEREAS, this ordinance will amend the comprehensive plan by adding a property rights element.

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ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

	VOTE
GEOFFREY JACOBS	YES
REYNOLD DIEUVEILLE	YES
WILLIAM HODGKINS	YES

AGENDA ITEM REPORT



To:

Subject: Order Microsoft Surface Pro

Meeting: 06 08 2022 AGENDA REGULAR COMMISSION MEETING - Jun 08 2022

Department: IT

Staff Contact: Mark Pakula, Information Technology Director

BACKGROUND INFORMATION:

GSA #GS-35F-0511T Comments: Pricing based off GSA Discounting Government Contract

FINANCIAL IMPACT:

\$1855.00 This is a budgeted item.

RECOMMENDATION:

Purchase Surface Pro

ATTACHMENTS:

[Quote_0320-19780](#)



Modcomp, Inc.

DBA CSPI Technology Solutions

1182 East Newport Center Drive

Deerfield Beach FL 33442

Phone: (800) 940-1111 Ph/Ext: 954-571-4626

Quote

0320-19780

Date: 05/31/2022

Customer

Town Of Pembroke Park

Customer Purchase Order:

Representative: Bob Palmisano
(bob.palmisano@cspi.com)

Project Name: Surface Pro 8

End User Registration Details:

FOB:

Name: Mark Pakula

Phone: 954-966-4600

Email: mpakula@tppl.gov

Billing Address

Shipping Address

Contact:

Contact: Mark Pakula

3150 SW 52ND AVE.

3150 SW 52ND AVE.

PEMBROKE PARK FL 33023

PEMBROKE PARK FL 33023

Phone: (000) 000-0000

Phone: (000) 000-0000

County:

County:

Terms: NET 30

Items

No.	Qty	Item No.	Description	Unit Price	Ext. Price
1	1	8PY-00046	Surface Pro8 i7/16/512 W10 Graphite Comments: Instock	\$1,600.00	\$1,600.00
2	1	8X8-00001	Srvc Pro Sig Comm Black Bndl Comments: Item Backordered	\$235.00	\$235.00
3	1	GSA	GSA #GS-35F-0511T Comments: Pricing based off GSA Discounting	\$0.00	\$0.00
				Sub Total:	\$1,835.00
				Shipping:	\$20.00
				Tax:	\$0.00
				Total:	\$1,855.00

Partial orders and quotes over 30 days from issuance are subject to price change.

CSPI Technology Solutions is your single source for IT Solutions. We are an authorized partner for Juniper, Cisco, Dell/EMC, Palo Alto, HPE/Aruba, VMWare, Nutanix, Microsoft, Citrix, Fortinet and many more.

MODCOMP, Inc. DBA CSPI Technology Solutions is an affirmative action/equal opportunity employer.

All sales are subject to CSPI terms and conditions unless specifically stated otherwise on the quote or if Customer has executed a separate Purchase agreement with CSPI, then the terms of that agreement shall govern.

http://www.cspi.com/wp-content/uploads/2016/07/CSPITS_modcomp_TC.pdf



TOWN OF PEMBROKE PARK
BUILDING DEPARTMENT

POLICY AND PROCEDURES

PROCEDURE FOR BODY WORN CAMERAS (BWC)

RE: Body Worn Cameras (BWC) POLICY: 2022.0201
EFFECTIVE DATE #: February 25, 2022 UPDATED:

Policy:

The following procedure outlines the necessary steps to utilize a body worn camera (BWC) to document Building and Code Enforcement (BCEO) interactions with the public by providing recorded evidence of actions, conditions, and statements. BCEO have a legal right to capture and record footage during all official interactions. This Standard Operating Procedure (SOP) applies to all Department BCEO and establishes guidelines for the use, maintenance, and management of the BWC.

Purpose:

This procedure is intended to be a guide to facilitate BCEO staff in the BWC use and management, for their Safety and Customer Service interaction(s); also, for as needed evidentiary purposes,

Procedure:

- A. Building Code, and Code Enforcement BCEO (BCEO) who are assigned body worn recording equipment will adhere to the following procedures.
- B. Operation and use of the BWC is Optional for all BCEO working in the Town of Pembroke Park duties, as follows:
 1. Regular On-duty assignments.
 2. Special events or any events where required attendance by the Town of Pembroke Park.

At the start of the BCEO shift or assignment, they will ensure the BWC system is functioning properly, and the following must be checked:

1. Check the status light(s) or start-up message (depending on the type of equipment) to ensure the system is ready.
2. Ensure the unit is fully charged prior to each shift or assignment or have spare batteries at the vehicle and ready to use.
3. BCEO who discover their issued equipment is not operating correctly must notify their immediate supervisor.
4. Supervisors will consider the type of damage and will determine the necessary actions to replace faulty equipment.

5. Mounting options are determined by the type of equipment issued and/or at the users' preference.

EQUIPMENT ACTIVATION:

- A. The BWC may be activated prior to arriving to the area of inspection or at the BCEO discretion during the encounter with the citizen interactions or as soon as possible upon initiation of a citizen interaction.
 1. BCEO have discretion whether to record informal non- inspections, complaints, and other non-related interactions with the public.
 2. The BWC will be activated at the discretion of the BCEO if an involved party or bystander becomes confrontational.
- B. The BWC will be activated by all BCEO when they anticipate or intends involvement in, the following situations:
 1. Potentially confrontational citizen contacts.
 2. building searches.
 3. Any other code enforcement activity which the BCEO feels could benefit from the use of the BWC.
- A. The use of the BWC will be documented in all reports.
- B. Upon initial contact and when reasonable, the BCEO can try to notify any citizen of the use of the BWC.

When asked, the BCEO will acknowledge the BWC is recording.

- C. BCEO will only use their department issued BWC. Use of any unauthorized recording devices is not permitted.
- D. At the conclusion of any encounter that may generate a complaint, BCEO will notify their supervisor so the supervisor may view the video and determine the appropriate actions or further instructions.

EQUIPMENT DEACTIVATION:

- A. The BWC may only be deactivated once the interaction or incident is completed, or when the BCEO can articulate a reasonable level of safety which started the activation to stop recording. The following circumstances may be considered when deciding to terminate a recording:
 1. The recording is prohibited.
- B. Unless conducting authorized official code enforcement business, the BWC operator is prohibited from using the system to:
 1. Record personal activities.
 2. Record conversations with fellow agency personnel without their knowledge during routine non-enforcement activities.
- C. Record in places where there is a commonly held expectation of privacy, such as locker rooms, dressing rooms or restrooms.

- D. BCEOs will not release, post, or share any BWC footage on any social media sites or any site on the internet.
- E. BCEOs will not make copies of any BWC recordings for personal or any other use.
- F. Tampering with the BWC or intentionally deploying any device which interferes with the operation of the BWC is prohibited.
- G. BWC operators will not allow citizens to review the recordings unless an official inquiry or investigation is made, and such review would be consistent with governing rules, regulations, and laws.
- H. Information recorded at some locations is likely to include highly sensitive personal information. When responding to complaints, investigations, and inspections at the following locations BCEO discretion will be utilized.
 - 1. Inside private residences
 - 2. Any areas where a reasonable person would expect to be private
- I. In cases where an BCEO has captured restricted/prohibited footage, the BCEO will notify their immediate supervisor and provide the details of the incident.

VIEWING, DATA TRANSFER, AND BWC RECORDINGS:

- A. Recordings should be viewed by BCEOs when preparing and categorizing incident reports to ensure the accuracy and consistency of the incident documentation.
- B. Recordings may be accessed immediately, via the issued media player (PMP), or by accessing the storage server or software after the data has been uploaded.
- C. BCEOs who will be working in official police related tasks (city overtime or contract overtime) may take their assigned BWC with them on their days off.
- D. Supervisors may review video footage when requested by an BCEO for documentation of exemplary performance, heroic actions, or other praiseworthy service for appropriate recognition and commendation.
- E. Any use of a BWC video for training purposes must be approved by the Town manager, the HR Department, the Town Attorney, and the Department Head.

SUPERVISOR RESPONSABILITIES:

- A. will ensure BCEOs comply with all BWC related training and in addition:
- B. Citizen Complaints:
 - 1. The reviewing supervisor will utilize any form or verbal request by the citizen and initiate an investigation of the allegations associated to the BWC (if applicable).
 - 2. Once the complaint is taken, the supervisor will review and mark any BWC video in as being involved in a complaint.

TRAINING:

- A. BCEOs will receive hands-on training by the Town Attorney or his/her designee, prior to

being issued a BWC. The initial training will include at a minimum:

1. A review of this policy, relevant state and federal laws governing the BWC as determined by the Town Attorney.
 2. Hardware operation, charging, docking, malfunctions, lost or damaged equipment by the IT Department.
 3. Categorization, data transfer procedures, data access, security, and retention guidelines, reporting improper recordings by the Town Records Custodian (TRC).
- B. Hands-on exercises that replicate operating the BWC, by the IT Department and/or his/her designee.
- C. Additional training will be provided by the Human Resources Department, the Town Attorney, and the IT Department on an as needed basis.

DATA RETENTION AND PUBLIC RECORDS REQUESTS:

- A. The release, dissemination, copying, broadcasting, or distributing of any portion of any BWC recording without the express prior approval of the Town of Pembroke Park Records Custodian (TRC), or his/her designee, is strictly prohibited.
- B. Public records requests will be managed, and any findings will be released/provided by the TRC or his/her designee.
- C. BWC Video Retention Guidelines:
1. Unless otherwise specified below, all recordings shall be retained for thirty (30) days or as determined by the TRC and or will be retained pursuant to Florida State Statutes Public Records laws, the most stringing will govern.
- D. All BWC recordings will be uploaded to the assigned storage place as determined by the TRC or his/her designee.
- E. Release of BWC recordings will be governed by Florida State Statute Public Records laws and only by the TRC or his/her designee.

DISCIPLINE:

- A. Failure to comply with this policy may result in discipline up to and including termination of employment as determined by the Town manager, the HR Department and/or their designee.

Approved:

Juan Carlos (JC) Jimenez, Town Manager

Date