



AGENDA

REGULAR COMMISSION MEETING

7:00 PM - Wednesday, September 8, 2021
Council 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. Constitutional Week - Mayor and Commissioners Proclamation Constitutional Week	8
5.2. Health Insurance Presentation - Advisor Rosen Supporting documents are placed on agenda items 11.1 and 11.2	
5.3. Set Legislative Priorities - Lobbyist Sigerson and Town Manager Jimenez Lobby REVISED 2021-22 Final Draft PPK LEGISLATIVE PROGRAM	9 - 14
5.4. Presentation by Florida Department of Transportation regarding I-95 PD&E Study FDOT Briefing Presentation	15 - 24
6. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE	
7. CONSENT AGENDA	
7.1. Approval of Minutes - Town Clerk Martell Regular Commission Meeting - June 9, 2021 Cancelled Special Commission Meeting - July 6, 2021 Special Commission Meeting - August 25, 2021 Workshop Commission Meeting - August 25, 2021 06 09 2021 Regular Commission Meeting 07 06 2021 Special Commission Meeting 08 25 2021 Special Commission Meeting 08 25 2021 Workshop Commission Meeting	25 - 39
7.2. Bills over \$500 - Finance Director Taubenfeld Finance R Bills Over \$500 September 8th 2021 (002)	40 - 41
7.3. Pension Plan Annual Contribution - Finance Director Taubenfeld Seeking approval of payment to Securion Retirement Services Agenda Item Report - AIR-21-164 - Pdf	42 - 76

- | | | |
|------|--|-----------|
| 7.4. | <p>Purchase of Scanners and Printers for Building Department from CDW-G - IT Director Pakula</p> <p>Approval of of Scanners and Printers for Building Department from CDW-G</p> <p>Agenda Item Report - AIR-21-171 - Pdf</p> | 77 - 79 |
| 7.5. | <p>Adobe Acrobat for 2021 to 2022 - IT Director Pakula</p> <p>Approve the renewal of Adobe Acrobat</p> <p>Agenda Item Report - AIR-21-169 - Pdf</p> | 80 - 82 |
| 7.6. | <p>Training Officer 2000 Software Application - Interim Police Chief Howard</p> <p>Staff recommends purchase and implementation of the Training Officer software in order to facilitate tracking of critical officer training that will ensure officers remain current with Law Enforcement credentials mandated by the Florida Department of Law Enforcement.</p> <p>Agenda Item Report - July 21, 2021 - Pdf</p> | 83 - 99 |
| 7.7. | <p>UPDATED RECRUITMENT ACTION PLAN FOR POLICE - Interim Police Chief Howard, HR Consultant Menegazzo</p> <p>Staff recommends adopting this updated recruitment plan in order to better reflect staffing levels moving forward. Staff also recommends initiating the hiring process as early as October 2021 in-order to comply with numerous Department of Justice granting opportunities previously applied for. This will additionally allow the Town of Pembroke Park to sever patrol contracts prior to February 2022.</p> <p>Agenda Item Report - AIR-21-168 - Pdf</p> <p>Police Revised Recruitment Plan</p> | 100 - 171 |
| 7.8. | <p>Johnson, Anselmo, Murdoch, Burke, Piper and Hochman, P.A. Engagement Agreement - Town Attorney Anderson</p> <p>Staff recommended approval of the Engagement Agreement with Johnson Anselmo.</p> <p>Agenda Item Report - AIR-21-163 - Pdf</p> | 172 - 173 |
| 7.9. | <p>2021 ICMA Annual Conference - Town Manager Jimenez</p> <p>2021 ICMA Conference AIR 21-157</p> | 174 - 181 |

- 7.10. Non-Vehicular Access Line ("NVAL") Modification -- 3195 West Hallandale Beach Boulevard - Town Planner Siegel 182 - 195

RESOLUTION NO. 2021-044

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING A MODIFICATION TO THE NON-VEHICULAR ACCESS LINE OPENING ALONG WEST HALLANDALE BEACH BOULEVARD, AS MORE PARTICULARLY DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND INCORPORATED HEREIN;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Approve the Non-Vehicular Access Line ("NVAL") Modification for 3195 West Hallandale Beach Boulevard.

[2021-044 Seneca Parcel B NVAL Reso](#)
[Agenda Item Report - AIR-21-185 - Pdf](#)

- 7.11. Modifications to a previously approved site plan and building design -- 3441 West Hallandale Beach Boulevard (Car Wash) - Town Planner Siegel 196 - 250

RESOLUTION NO. 2021-043

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **RESCINDING RESOLUTION NO. 2021 – 019 AND APPROVING A SITE DEVELOPMENT PLAN APPLICATION FOR AN ENCLOSED AUTO LAUNDRY AND USE OCCURRING OUTSIDE AN ENCLOSED BUILDING AT 3441 WEST HALLANDALE BEACH BOULEVARD AS REQUIRED BY TOWN OF PEMBROKE PARK CODE SECTION 20-16;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Approve the proposed changes to the site plan and architectural design for a proposed car wash at 3441 West Hallandale Beach Boulevard.

[2021-043 Modification to Carwash Site Plan Reso](#)
[Agenda Item Report - AIR-21-184 - Pdf](#)

8. RESOLUTIONS

- 8.1. Requesting that FDOT remove the impacts to existing businesses in the Town of Pembroke Park from the PD&E study for Interstate 95 and any future design - Town Planner Siegel 251 - 254

RESOLUTION NO. 2021-045

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **REQUESTING THAT THE FLORIDA DEPARTMENT OF TRANSPORTATION REMOVE THE IMPACTS TO EXISTING BUSINESSES IN THE TOWN OF PEMBROKE PARK FROM THE PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDY FOR INTERSTATE 95 (I-95) FROM SOUTH OF HALLANDALE BEACH BOULEVARD (SR 858) TO NORTH OF HOLLYWOOD BOULEVARD (SR 820) AND ANY FUTURE DESIGN; REQUESTING THE FLORIDA DEPARTMENT OF TRANSPORTATION TO CONSIDER IMPROVEMENTS TO INTERSTATE 95 IN THE TOWN OF PEMBROKE PARK THAT DO NOT INCLUDE IMPACTS TO PROPERTIES IN THE TOWN; AND INSTRUCTING THE TOWN CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO CERTAIN ENTITIES AND PEOPLE; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

Approved the Resolution

[2021-045 FDOT Impact to TPP](#)

[Agenda Item Report - AIR-21-186 - Pdf](#)

- 8.2. Appointment of Robert Clark - HR Consultant Menegazzo 255 - 256

RESOLUTION NO. 2021-041

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPOINTING ROBERT CLARK AS PUBLIC SERVICES DIRECTOR; PROVIDING FOR PUBLIC SERVICES DIRECTOR'S COMPENSATION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.**

[2021-041 Public Services Director](#)

9. ORDINANCES 1ST READING

- 9.1. Solid Waste Collection - Town Attorney Anderson 257 - 263

ORDINANCE 2021-005

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **REVISING CHAPTER 11, ARTICLE IV, DIVISION 4 "SOLID WASTE COLLECTION" OF THE TOWN'S CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

Approve revisions to Chapter 11, Article IV, Division 4 "Solid Waste Collection"

[Agenda Item Report - AIR-21-107 - Pdf](#)

[2021-005 solid waste collection ord](#)

- 9.2. Procurement Code Ordinance - Town Attorney Anderson 264 - 291
ORDINANCE NO. 2021-006
 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AMENDING ARTICLE V “PROCUREMENT” BY DELETING THE EXISTING ARTICLE IN ITS ENTIRETY AND REPLACING IT WITH THE NEW ARTICLE V “PROCUREMENT”**; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.
- Recommend the Commission approve the Procurement Code Ordinance
- [Agenda Item Report - AIR-21-106 - Pdf](#)
[2021-006 PROCUREMENT ENACTING ORDINANCE](#)
[2021-006 Exhibit procurement strikethrough](#)
10. OLD BUSINESS
- 10.1. CDBG 45th Year - ADA Restrooms - Interim Public Services Director 292 - 295
 Jacques
 A.C.T. Services - Change Order # 4
- We recommend approval of the change order. This item is acceptable based on the contract.
- [Agenda Item Report - AIR-21-177 - Pdf](#)
11. NEW BUSINESS
- 11.1. Health Insurance Renewal - Advisor Rosen, Finance Director 296 - 306
 Taubenfeld
[Insurance 1 BCBS Renewal Rates](#)
[Insurance 2 18410 Benefits](#)
[Insurance 3 14256 Benefits](#)
- 11.2. Health Care Benefits - Advisor Rosen, Finance Director Taubenfeld 307 - 309
[Insurance BENEFITS Pembroke Park Cost Comparison For Rees](#)
- 11.3. Appointment of Planning and Zoning Board Members - Town Planner 310 - 313
 Siegel
- Town Commission to appoint members to the Planning and Zoning Board
- [Agenda Item Report - AIR-21-183 - Pdf](#)

- 11.4. Range Ammo for Police - Interim Police Chief Howard 314 - 316

Staff recommends purchase of Range Ammo in order to adequately supply newly hired officers to prepare and train for Firearms Certification. This ammo will be for both handguns and rifles. Firearms Certification is an annual event. This ammo is being purchased for one year of officer qualifications and therefore is in accordance with the procurement code.

[Agenda Item Report - AIR-21-187 - Pdf](#)

- 11.5. MEMORANDUM OF UNDERSTANDING - Interim Police Chief Howard REGARDING THE BROWARD COUNTY JUVENILE CIVIL CITATION PROGRAM 317 - 321

Staff recommends entering this agreement with the Broward States Attorneys Office in order to be consistent with Juvenile Justice practices throughout Broward County.

[Agenda Item Report - AIR-21-188 - Pdf](#)

- 11.6. Special Election District 1 - Commissioner Clark
- 11.7. Special Election District 5 - Commissioner Clark
- 11.8. CDC Requirements: COVID 19 - Commissioner Clark
- 11.9. Police Department. Cost and expenses - Commissioner Clark
- 11.10. Awarding of Invitation to Bid Replacement of Lift Station #15 Rev. 1- Interim Public Services Director Jacques 322 - 373

RESOLUTION NO. 2021-046

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AWARDING THE CONTRACT FOR ITB 21-03 FOR REPLACEMENT OF LIFT STATION #15 TO C&I CONSTRUCTION AND DESIGN, INC. AFTER A COMPETITIVE SELECTION PROCESS; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

[2021-046 Award ITB 21-03 Lift station](#)

[PS Agenda ITB 21-03 Memo](#)

[08 16 2021 ITB21-03 Lift Station #15 Replacement rev1](#)

12. DISCUSSION
13. TOWN ATTORNEY REPORTS
14. TOWN MANAGER REPORTS
15. COMMISSION REPORTS
Commissioner Clark
Clerk Commissioner Dieuveille
Mayor Jacobs

16. ANNOUNCEMENTS

Planning & Zoning Meeting - Thursday, September 9, 2021 at 6:00 PM
1st Budget Hearing Meeting - Monday, September 13, 2021 at 6:00 PM
Special Magistrate Hearing - Wednesday, September 15, 2021 at 9:00 AM
Workshop Commission Meeting - Wednesday, September 22, 2021 at 6:00 PM
2nd Budget Hearing Meeting - Thursday, September 23, 2021 at 6:00 PM

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.

TOWN OF PEMBROKE PARK



PROCLAMATION

PROCLAMATIONS FOR CONSTITUTION WEEK

WHEREAS: September 17, 2021, marks the two hundred and thirty-fourth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE WE, Mayor Geoffrey Jacobs, Clerk Commissioner Reynold Dieuville and Commissioner Howard P. Clark Jr. by virtue of the authority vested by the State of Florida do hereby proclaim the week of September 17 through 23 as **CONSTITUTION WEEK**

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, proclaiming the week of September 17 through 23 as;

CONSTITUTION WEEK

Dated this 8th day of September, 2021.

Mayor Geoffrey Jacobs

Clerk Commissioner Reynold Dieuville

Commissioner Howard P. Clark Jr.

2021-2022 Legislative Program - Issues and Projects List

Prepared for Pembroke Park

City Commission Meeting

September 8, 2021

I. Substantive Legislation

General Policy Guidelines:

Support for legislation that generally benefits the Town of Pembroke Park (the Town), protects and expands the Town's ability raise revenue to provide for the needs of its residents and specifically legislation that protects the Town from unwanted attempts to reduce its boundaries or that would preserve, protect and promote the mobile home lifestyle or facilitates the Town's ability to achieve that objective.

Oppose legislation that tends to limit, restrict or diminish the Town's ability to raise and spend revenue to provide for the needs of its residents, infringes upon home rule authority or annexation legislation that would either specifically harm the Town of Pembroke Park or that could be used generally to undermine or diminish the Town's ability to maintain its size and character.

As little in the way of substantive legislation has been pre-filed, listed below are proposed policy issue statements that should serve as more specific guidelines for supporting or opposing legislation consistent with the general policy statements above, and, as a matter of course, all mobile home bills will be reviewed in light of the long-standing mobile home policies of the Town – see Mobile Homes below. Sponsors will be sought for annexation legislation drafted as historically supported by the Town and developed through its participation and leadership on the Ad Hoc committee on Annexation and which is currently supported by the Florida League of Cities as one of its Policy Positions. See Annexation below.

Also, I have listed below various issue positions of the Florida League of Cities that relate to issues that have come up each year for the last several years and are issues chosen because they touch issues that have historically been of interest to the Town.

Attached as Section II of this proposed legislative program is a list of projects that has been developed in discussions with senior staff and/or have been previously supported by the Commission. This list is provided for the Commission to discuss, authorize and prioritize for either submission as a Legislative Budget Requests (LBR) and/or to be pursued through federal, state or county grant programs.

The Town of Pembroke Park:

General Local Government General Taxing Authority:

The Town of Pembroke Park supports legislation that protects or enhances the ability of the Town of Pembroke Park to raise revenue to meet the needs of its residents.

It opposes legislation that limits or restricts local government authority to raise and spend funds necessary to protect the health, safety and welfare of its citizens and to provide the services that its residents expect.

Communications Services Tax Reform

The Town of Pembroke Park supports reforming the Communications Services Tax in a manner that is revenue neutral; provides for a broad and equitable tax base; provides for enhanced stability and reliability of an important revenue source for municipalities; and provides for a uniform taxing method. Reform should promote a competitively neutral tax policy that will free consumers to choose a provider based on tax-neutral considerations.

Local Business Tax Preservation

The Town of Pembroke Park supports legislation that preserves general revenues collected from the local business tax. These revenues are used to fund essential municipal services such as public safety, and constructing and maintaining roads and bridges, public parks and open spaces. Maintaining a diversified revenue base also strengthens the fiscal stability of municipalities and improves their respective ability to serve citizens and businesses.

Transportation, Housing & Economic Development

Economic Development Incentives

The Town of Pembroke Park supports legislation and policies that encourage coordination among Enterprise Florida, the Department of Economic Opportunity, other state agencies and cities to promote local economic development by providing increased funding, technical assistance and increased collaboration between the state and cities on offering incentives that maximize economic development opportunities for retention, expansion, and attraction, and building sustainable economic resiliency.

Annexation

The Town of Pembroke Park supports legislation that facilitates the municipal annexation of unincorporated areas while protecting private property rights and respecting municipal boundaries.

Support legislation that would require both municipalities to agree to any de-annexation/annexation proposal as between two neighboring municipalities.

Transportation Funding

The Town of Pembroke Park supports legislation:

- Directing the Florida Department of Transportation to establish a grant program to provide financial assistance for the installation of publicly available electric vehicle charging infrastructure on public or private property
- Providing technical assistance for the development and adoption of local or regional plans for charging infrastructure and associated equipment
- Identifying additional transportation revenue to support innovative infrastructure and transit projects to meet the surging transportation demands driven by dramatic growth throughout Florida.

Affordable Housing

The Town of Pembroke Park supports legislation that requires all money from the Sadowski State and Local Housing Trust Fund be used only for Florida's affordable housing programs targeted to meet the needs of workforce housing, including low income, very low income and disabled persons, for both home ownership and rental unit availability.

Mobile Homes

The Town of Pembroke Park supports legislation that preserves, protects and promotes the mobile home lifestyle and specifically oppose legislation that would impose relocation costs on, or reduce or eliminate any home rule authority of, local government.

Each Legislative Session, legislation affecting mobile homes, mobile home parks or homeowners' association regulation is reviewed for consistency with the above stated long-standing policy of the Town of Pembroke Park.

Municipal Administration/Home Rule Powers/Preemption of Local Regulation/Unfunded Mandates:

Home Rule in General

The Town of Pembroke Park supports legislation that promotes or protects local government control over traditional areas of local government regulation, such as those involving the health, safety and welfare of its residents.

Opposes legislation that would limit or eliminate local control and home rule powers or that would impose an unfunded mandate upon local government.

Tree Protection

The Town of Pembroke Park supports legislation to close loopholes and create standards in current law exemptions from municipal tree ordinances that have caused litigation and abuses, including the clear-cutting of land pre-development and the removal of healthy trees that present little, if any, risk to persons or structures. Current law should be amended to apply only to developed single-family residential property, identify industry-appropriate standards for assessing tree risk and identify necessary documentation.

Short-Term Rentals

The Town of Pembroke Park supports legislation that restores authority to local governments for the regulation of short-term rental properties as necessary for quality of life, public safety and a fair lodging marketplace. The Town opposes legislation that preempts municipal authority as it relates to the regulation of short-term rental properties.

Cybersecurity

The Town of Pembroke Park supports legislation dedicating state resources for the development and enhancement of municipal cybersecurity by providing funding for technical assistance, threat assessments, employee training, infrastructure improvements and data protection, including the protection of exempt and confidential information such as law enforcement personnel information and security plans for government buildings and other key critical infrastructure.

School Resource Officers Funding

The Town of Pembroke Park supports legislation creating a dedicated and recurring state revenue stream to offset any impacts for those cities providing SROs to schools.

Sober Homes

The Town of Pembroke Park supports legislation requiring businesses classified as "Day or Night Treatment with Community Housing" to comply with current statutory requirements for certified recovery residences. In addition, the will support legislation clarifying the fire-safety standards that can be imposed on sober homes in order to ensure compliance with federal fair housing laws.

Utilities, Natural Resources & Public Works

Water Supply & Water Quality

The Town of Pembroke Park supports legislation to address Florida's critical water quality crisis and water supply that:

- provides for an annual assessment of the state's water infrastructure and water quality improvement needs at the state, regional and local levels.
- establishes a framework for a state water infrastructure and water quality funding program that includes objective criteria tied to beneficial returns on investment, sustainable utility practices and intergovernmental coordination.
- identifies potential sources of funding or financing.

Per- and Polyfluoroalkyl Substances (PFAS)

The Town of Pembroke Park supports legislative action to address growing concerns about PFAS in soil and water, including coordinating with the Environmental Protection Agency to establish science-based cleanup target levels, providing resources for testing and research, public education and risk assessment guidelines, establishing liability protection for entities that have legally used PFAS for fire suppression or have passively received PFAS, and developing cost-effective and risk-based corrective strategies for PFAS.

II. Appropriations:

2022 Legislative Projects List

General Guidelines to Prioritizing Projects –

- *Careful consideration should be given to the total number of projects that are actually submitted to the Legislature, assuring that multiple projects will not come from the same funding source.*
- *Projects selected for submission must have a reasonably accurate cost estimation, with projects requiring engineering/architect professional proposals having those attachments (i.e. Construction only, engineering/architect professional fees only.)*
- *Will there be a local match? If so, how much? Will it be in cash or in-kind services.*
- *Projects must have a Return on Investment (ROI) estimation.*
- *What is the target population to be served, and approximate number of people that will be served.*
- *Will the project serve a statewide interest?*

Another consideration is staff time or outside professional assistance needed to get all of the specific data (cost estimations) for a given project or project grouping.

Below is the Proposed Project List for the 2021-22 Legislative Session which has been developed through staff and consultant input and submitted for Commission discussion, prioritization and approval. The list include both items for Legislative Budget Requests and items that are the subject of grant funding or which can be funded from either or both Legislative Appropriations or grants.

2021-2022 Priority Project Funding Wish List

Includes Direct Legislative Appropriation Requests and Agency Program Grants

Proposed 2021-2022 Legislative projects for consideration. Presentation at September 8, 2021 Commission meeting:

1. Bike Lanes/Sidewalks– 3 locations where bike lanes/sidewalks are missing; Approximately 3.5 miles; landscape architect; surveying, engineering; Surtax funding
Project Cost: \$370,000
Surtax Funding: \$250,000

Design Costs: \$150,000;
Surtax Grant Funds: \$30,000
Additional Design Funds Needed: \$120,000

Construction Cost: \$220,000
Surtax Grant Funds: \$220,000

2. 52nd Avenue Complete Streets – 0.75 mile of street improvements to include bike lanes, sidewalks with complete connectivity; adjust drainage system, roadway resurfacing, street lights, pavement marking and landscaping.

Total Project Cost: \$1,275,000
Surtax Funding: \$1,200,000

Design Cost: \$219,000
Surtax Grant Funds: \$144,000
Additional Design Funds Needed: \$75,000

Construction Cost: \$1,056,000
Surtax Grant Funds: \$1,056,000

Water Projects:

3. Septic to Sewer/SW 30th Avenue - design and construction to install wastewater infrastructure to remove 18 old commercial failing septic systems.

Applied for FDEP water quality grant July 13, 2021 – outcome pending
Route study underway; RFQ for design to start 2022; shovel ready by Dec. 2022.

Design/Construction Project Costs: \$2,750,000
Town Match Pledged: \$250,000
FDEP Grant Funding Request: \$2,500,000

4. John P. Lyons Stormwater Pumping Station Improvements – HMGP funded project

Design Costs: \$185,000
HMGP Funding: \$84,131
Town Match Pledged: \$28,044
Additional Design Funds needed: \$72,825

Construction Project Costs: \$1,000,219
HMGP funding: \$600,131
Town Match Pledged: \$200,044
Additional Construction Funds needed: \$200,044

5. Asbestos 6" Force Main Pipe Replacement –
Project Cost: \$209,000

6. Stormwater Master Plan - \$200,000; 20 years old; needs updating

7. SW 25th Street Drainage Improvements – improve drainage control flooding on Park Road, SW 27th and 25th Streets and Park Lane

Total Project Cost: Design & Construction: \$1,736,358
FEMA-HMGP/Surtax Funds: \$1,613,217

Design Costs: \$236,358 (underway/completion 12/31/21)

Town Match Pledged: \$37,757

FEMA-HMGP Grant Award: \$113,271

Additional Design Funds needed: \$85,330

Other Projects Discussed:

1. Sanitary Sewer Master Plan – \$200,000 -- old; needs updating
2. Law Enforcement Radios worn by Officers; connects to 911 system; required communications
3. Affordable Housing – mobile home restoration and rehabilitation
4. Local Streets Resurfacing Project – \$2,115,716
5. Equipment needs: dump truck; recycle truck; paving equipment
6. Agro-Eco Education Center Building & Site Improvements – Canopy/parking resurfacing
Cost: \$995,000 (FDACS Grant awarded but not funded by the Legislators)

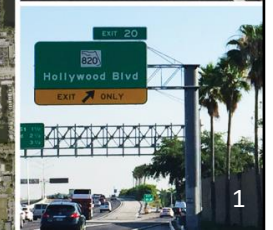
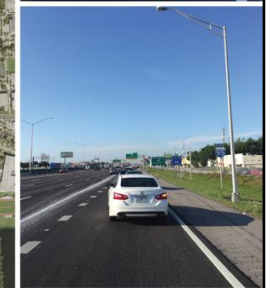


FLORIDA DEPARTMENT OF TRANSPORTATION



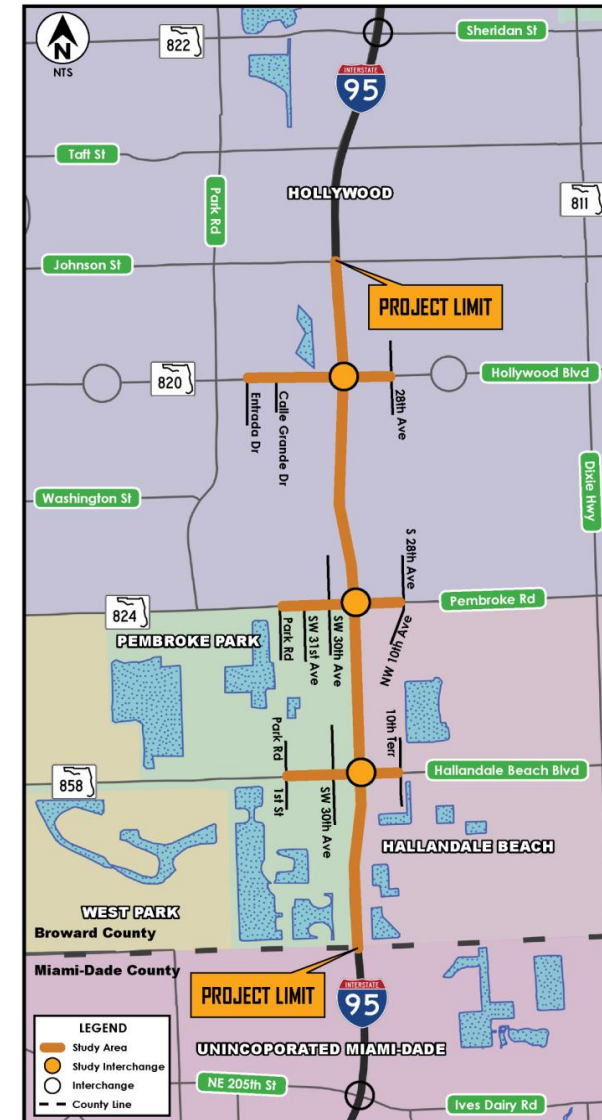
PROJECT DEVELOPMENT & ENVIRONMENT (PD&E) STUDY

Interstate 95 (I-95/SR 9) • From South of Hallandale Beach Boulevard (SR 858) to North of Hollywood Boulevard (SR 820)
Broward County, FL • FPID No.: 436903-I-22-02 • ETDM No.: 14254



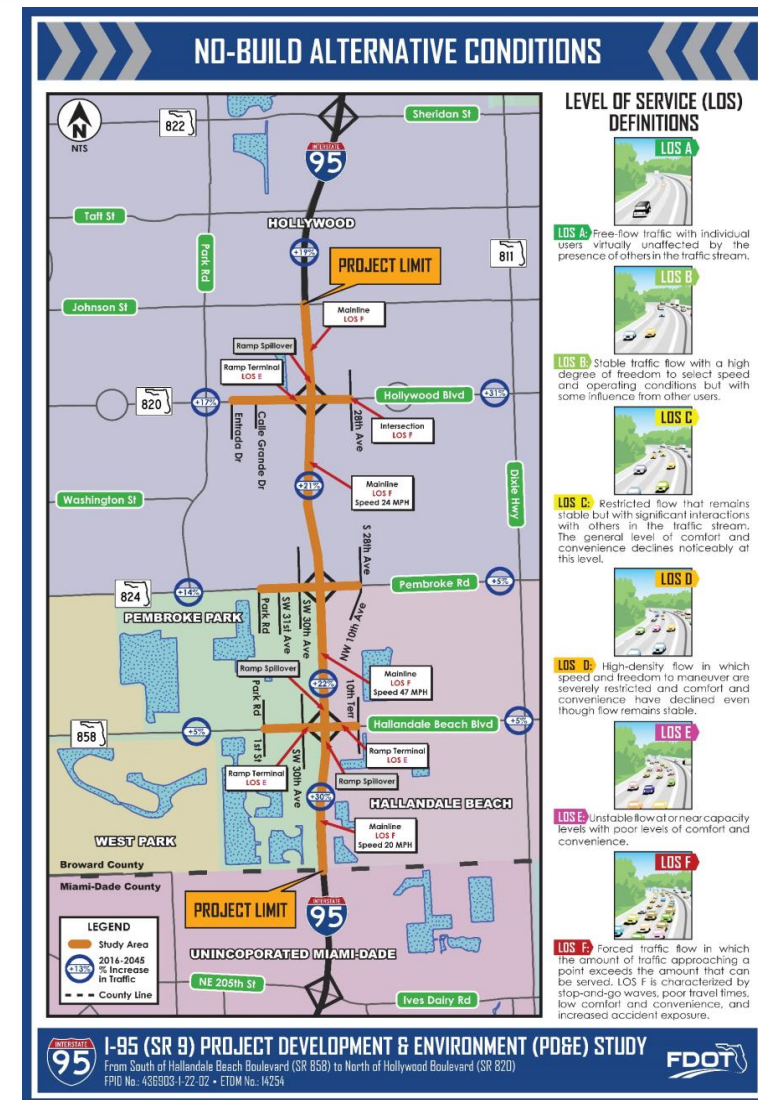
PD&E Study - Project Limits and Study Area

- ❑ From: South of Hallandale Beach Boulevard
(Miami-Dade/Broward Countyline)
- ❑ To: North of Hollywood Boulevard
(Johnson Street)
- ❑ 3 Miles
- ❑ 3 Interchanges
- ❑ Broward County, Florida
- ❑ Municipalities:
 - Hallandale Beach
 - Pembroke Park
 - Hollywood



PD&E Study - Scope of Project

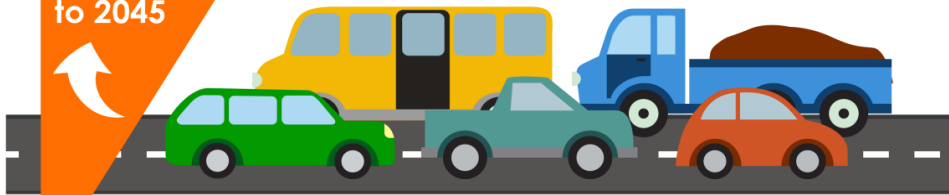
- ❑ Evaluate Interchange Improvements
- ❑ Identify Ramp Terminal Intersection Improvements
- ❑ Evaluate the social, economic, physical and environmental impacts associated with the potential improvements
- ❑ Evaluate Traffic Operations
 - Opening Year 2030
 - Design Year 2045
- ❑ Identify a Preferred Alternative



Corridor Traffic Demand

13-23% increase in traffic from year 2016 to 2045

- Interstate 95: 23% Average Increase
- Hallandale Beach Boulevard, Pembroke Road and Hollywood Boulevard: 13% Average Increase



Collisions due to heavy congestion and constant stop-and-go

Safety

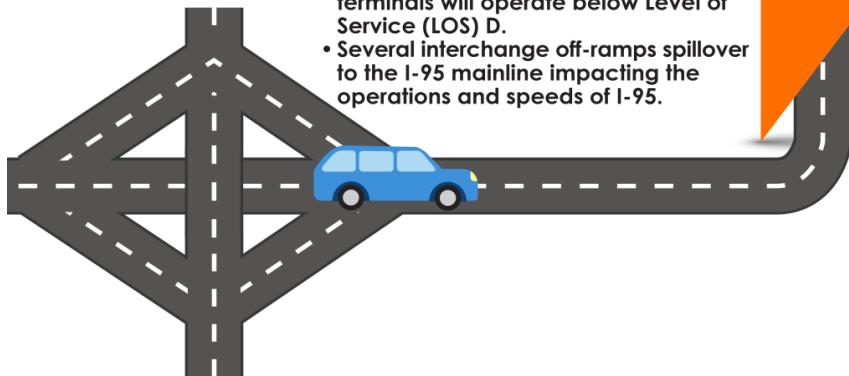
- Over 2,800 crashes on I-95 between 2008-2015.
- Congestion and additional future traffic will increase accidents within the area.



Interchange Capacity Needs

- I-95 freeway segments between interchanges and interchange ramp terminals will operate below Level of Service (LOS) D.
- Several interchange off-ramps spillover to the I-95 mainline impacting the operations and speeds of I-95.

Additional capacity is needed now



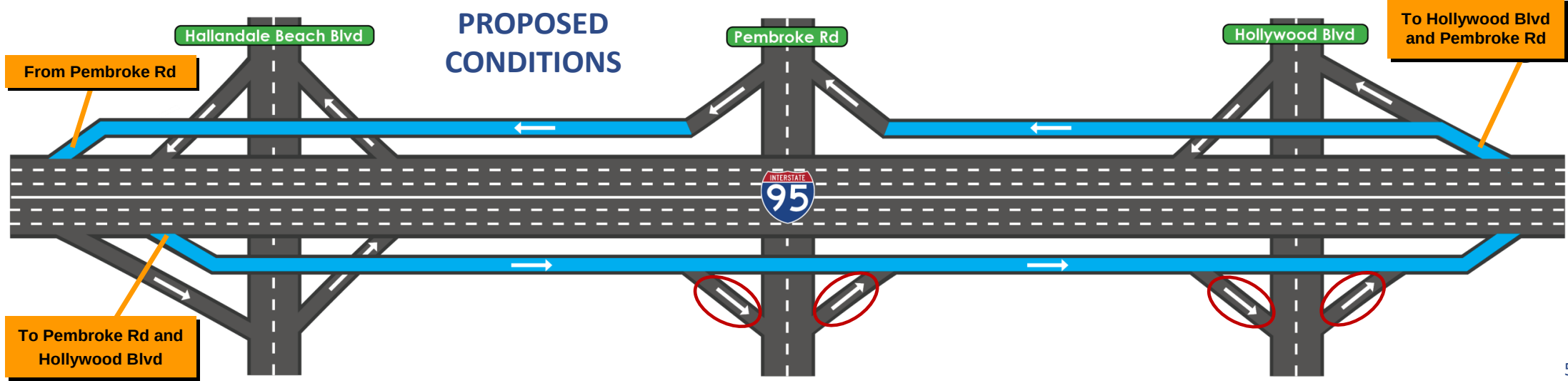
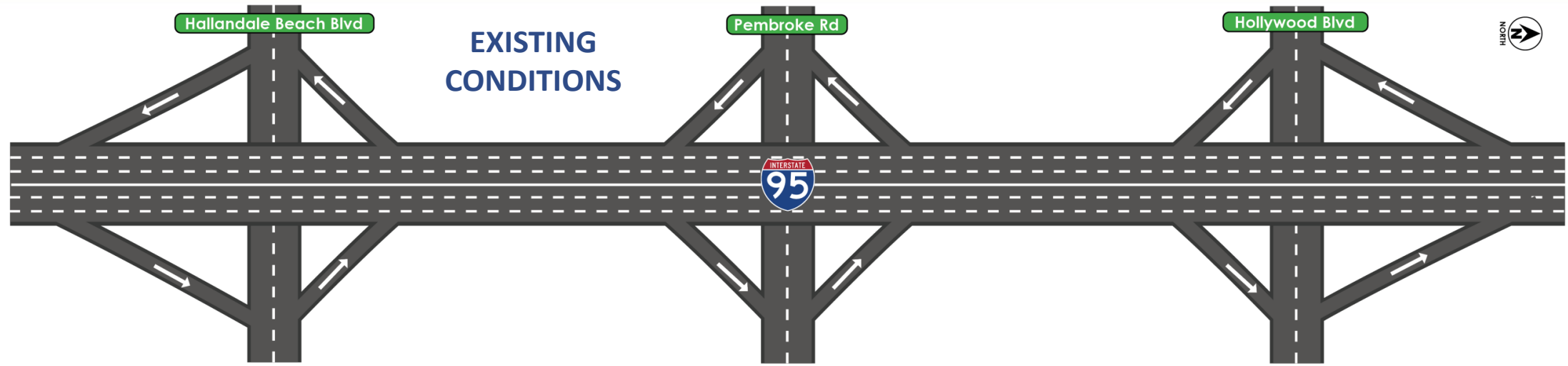
Part of emergency evacuation route



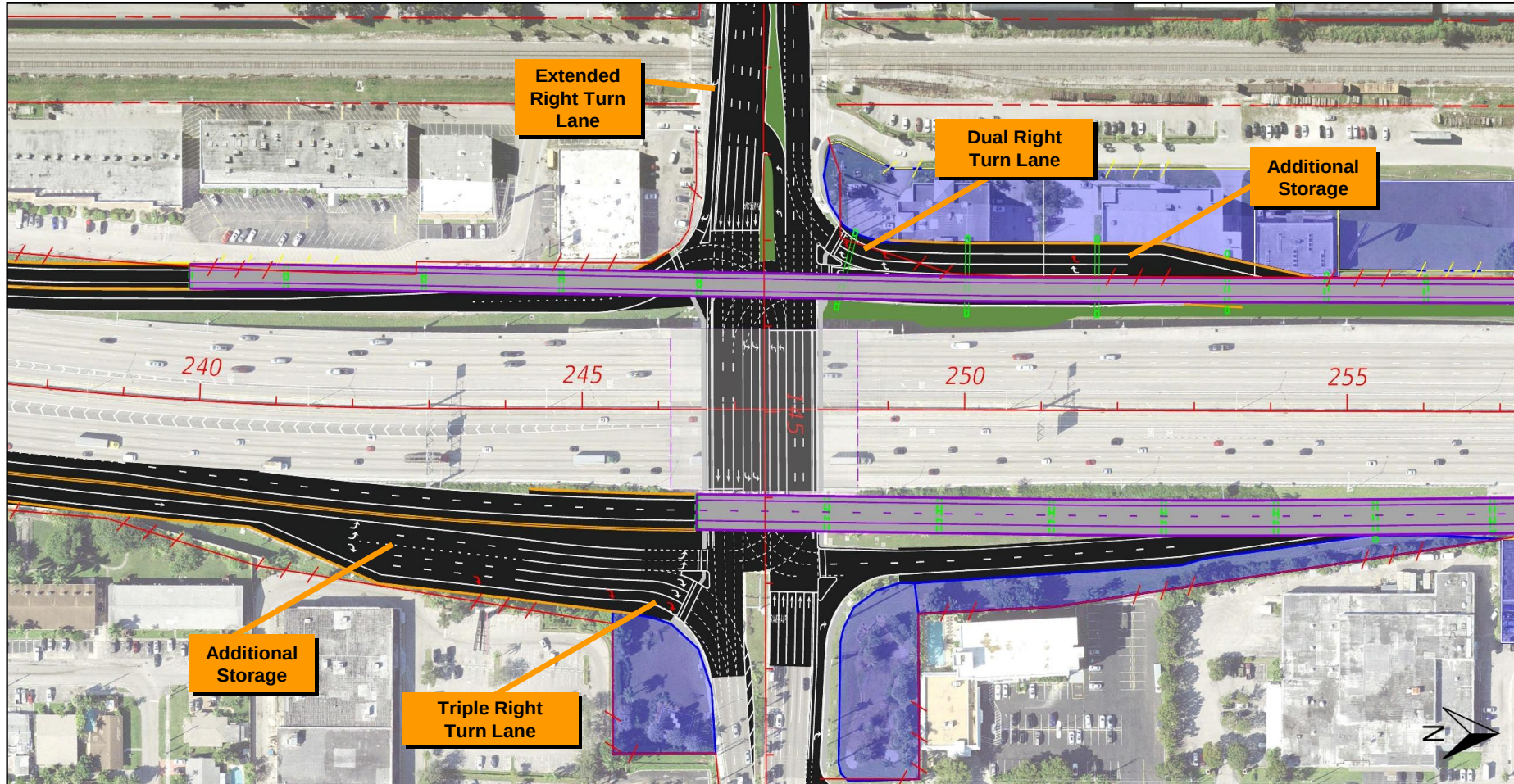
Emergency Evacuation

- The I-95 corridor is vital during emergency evacuation periods.
- Hallandale Beach Boulevard, Pembroke Road, and Hollywood Boulevard are also part of the emergency evacuation routes network.

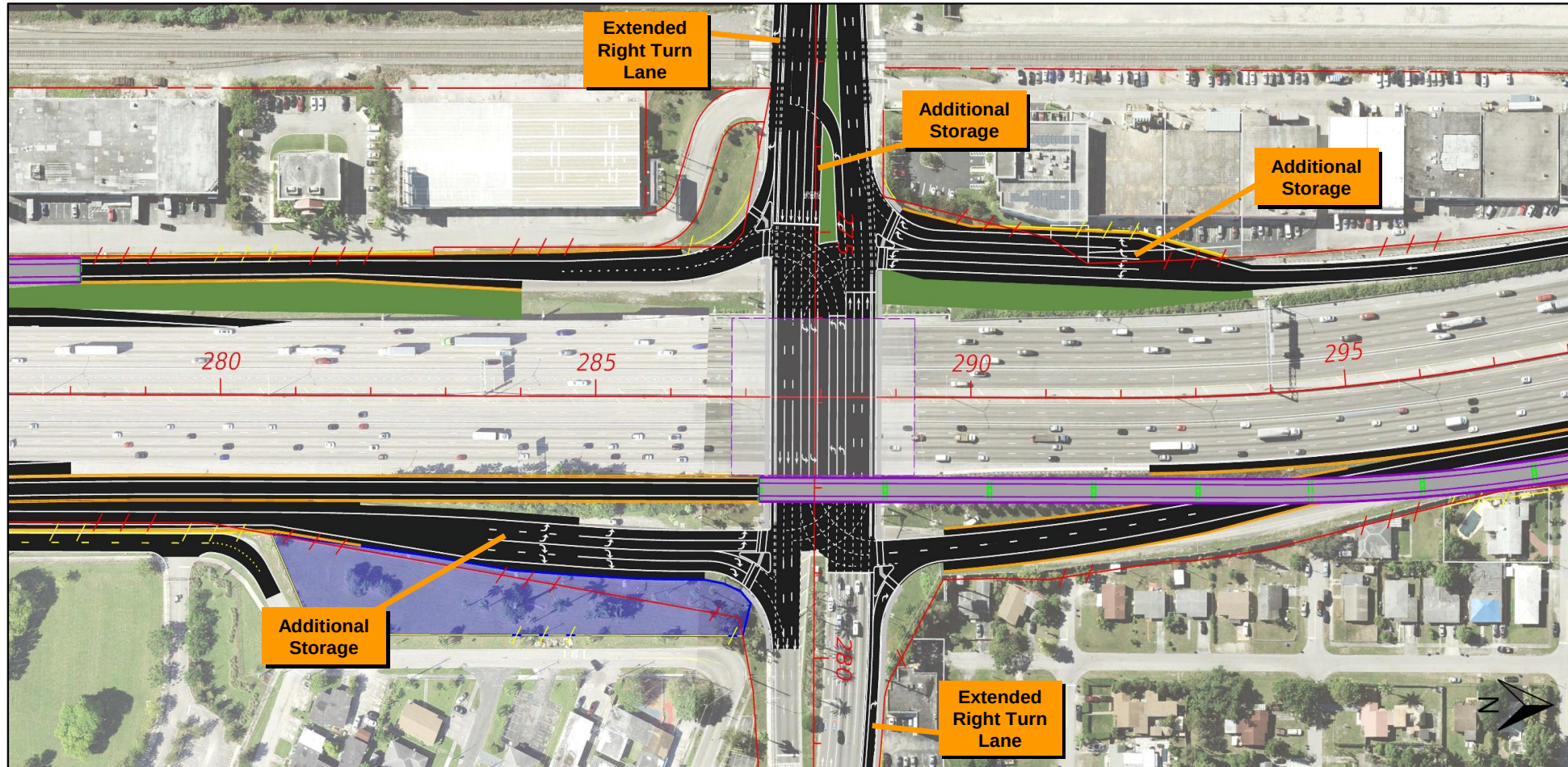
Preferred Alternative – Collector Distributor Roadway System



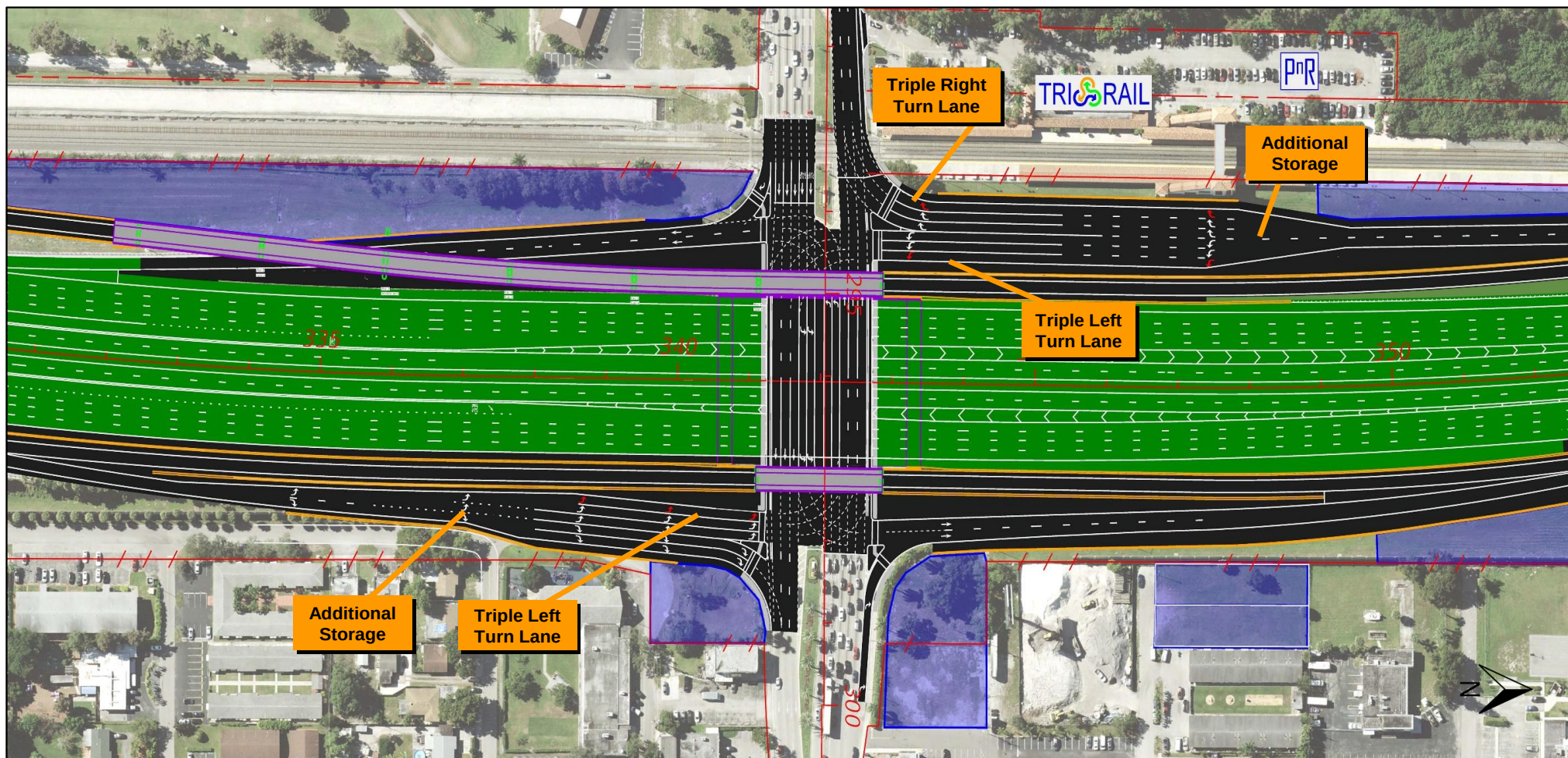
Preferred Alternative – Hallandale Beach Boulevard Interchange



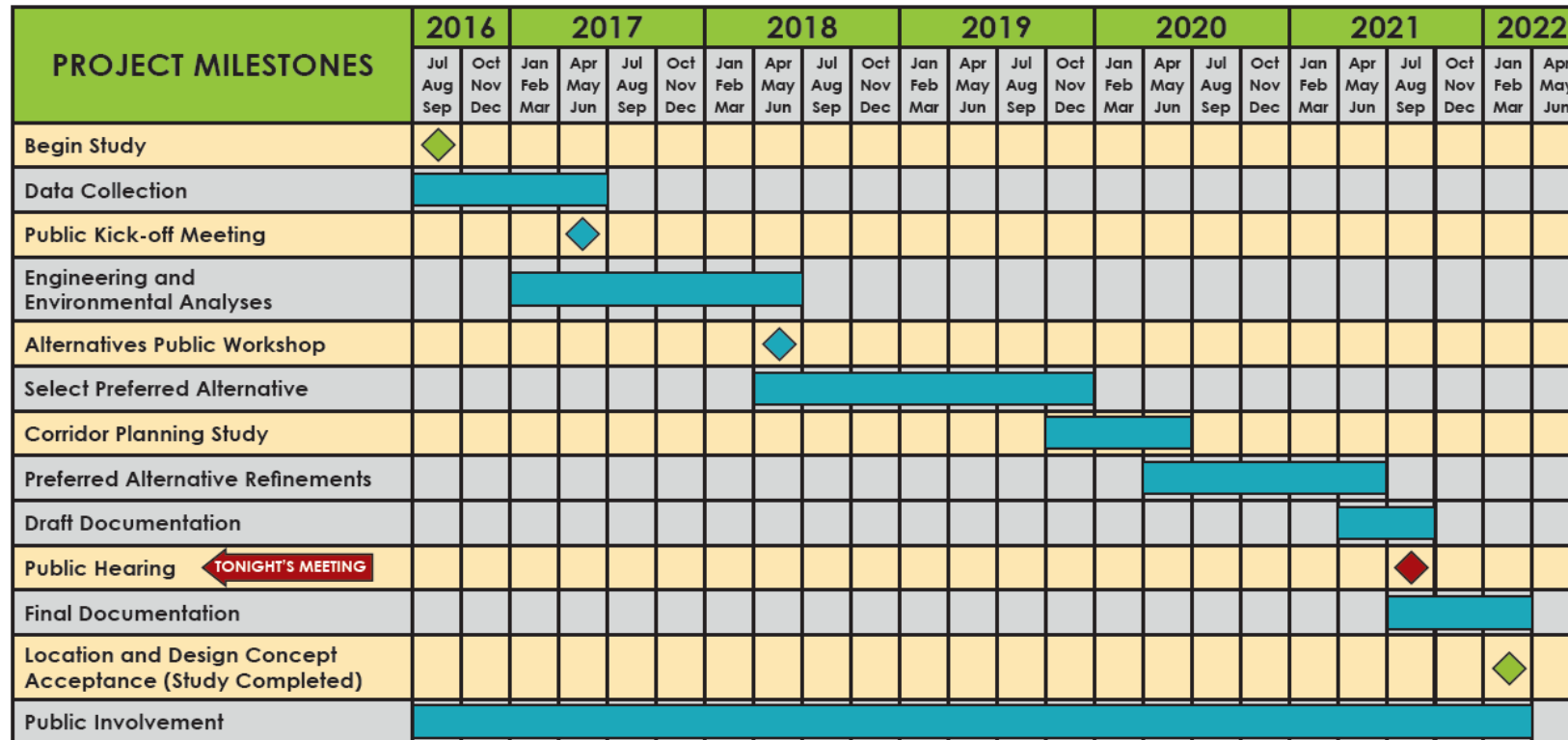
Preferred Alternative – Pembroke Road Interchange



Preferred Alternative – Hollywood Boulevard Interchange



PD&E Study – Milestone Schedule



• Design Phase - Scheduled for Fiscal Year 2022

• Construction Phase - Unfunded at this time

Schedule Subject to Change

- ❑ PD&E Study to be completed by January 2022
- ❑ The Design phase is funded in the FDOT Work Program in Fiscal Year 2022
- ❑ Right of Way and Construction phases are currently unfunded





TOWN OF PEMBROKE PARK

Regular Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL. 33023
June 9, 2021
7:00 PM

Due to the lack of a quorum a meeting will not be held. Meeting will be postponed date to be determined.

Commission approved on: _____

ATTEST:

(SEAL)

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.

1

Town of Pembroke Park
Regular Commission Meeting
June 9, 2021



TOWN OF PEMBROKE PARK

Special Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL. 33023
July 6, 2021
6:00 PM

Mayor Geoffrey Jacobs
Clerk Commissioner Reynold Dieuville
Commissioner Howard P. Clark

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

SPECIAL COMMISSION MEETING MINUTES

1. CALL TO ORDER –The meeting was called to order at 6:06 pm by Mayor Geoffrey Jacobs.

2. PLEDGE OF ALLEGIANCE led by Commission.

3. ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 6:06 pm by Mayor Jacobs. Present at the meeting were Mayor Geoffrey Jacobs; Clerk Commissioner Reynold Dieuville; Commissioner Howard P. Clark.

Additional staff in attendance were Town Attorney Melissa Anderson; Town Clerk Marlen D. Martell; Administrative Assistant to the Commissioners Joy Brown; IT Director Mark Pakula; Interim Building Official Miguel Nunez; Building Manager Lucie Manzerolle and other staff.

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

Resident David Roach spoke on record.

5. CONSENT AGENDA

5.1 Approval of Minutes - Town Clerk Martell
May 12, 2021, Regular Commission Meeting
May 12, 2021, Pension Board Meeting
May 26, 2021, Workshop Commission Meeting

1

Town of Pembroke Park
Special Commission Meeting
July 6, 2021

5.2 Bills over \$500 - Finance Director Taubenfeld

5.3 2020 Fiscal Year End Audit report - Finance Director Taubenfeld

5.4 Requesting Commission Approval for Police Vehicles - Interim Police Chief Howard

5.5 Resolution 2021-034 FDEP Water Protection Grants Program - Town Planner Siegel

RESOLUTION NO. 2021-034

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO APPLY FOR THE FLORIDA WATER PROTECTION GRANT PROGRAM; AUTHORIZING THE TOWN PLANNER TO EXECUTE THE GRANT APPLICATION;** PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

5.6 Easement Agreement - School Board of Broward County - Interim Public Services Director Jacques

5.7 SOC Software for the Town and Police department - IT Director Pakula

5.8 Purchase of Software Firewall for Police Department - IT Director Pakula

5.9 Anti-Virus for Police Department - IT Director Pakula

5.10 Engineering and Consulting Services for Hardening of the Town Hall and Police Department - Interim Public Services Director Jacques

5.11 Internet for the New Police Department and backup for the Town - IT Director Pakula

5.12 Purchase of new laptops for Town Staff - IT Director Pakula

5.13 Internet for backup for the Town - IT Director Pakula

5.14 Purchase of Dell servers and hardware for Police Department - IT Director Pakula

5.15 Calvin, Giordano & Associates - engineering contract renewal - Interim Public Services Director Jacques

5.16 Keith and Associates Hardening of Town Hall and Police Build out - Town Manager Jimenez

5.17 Mayor Jacobs and/or Commissioners attending the FLC Conference - Mayor Jacobs
Florida League of Cities Annual Conference on August 12-14, 2021

2

5.18 Structural repairs to Air Conditioning Duct Work System at Town Hall Lobby - Building
Official Nunez, Finance Director Taubenfeld

5.19 Building Department Renovation Change Orders - Town Manager Jimenez

5.20 Appointments to the Charter Review Committee - Town Attorney Anderson

Ms. Lucy Weber, District 3

Mr. Gary Schrader, District 1

Ms. Evelyn Cunningham, District 4

Ms. Paulette Walker, District 5

Ms. Bianca Buchanan, District 2

5.21 Juneteenth Holiday - Mayor Jacobs, HR Menegazzo, Town Manager Jimenez

5.22 Appointment of Planning and Zoning Board Member - Town Planner Siegel, Town Clerk
Martell

Shauniel Brown

5.23 Preserve ADA Restroom Change Order Requests 1-3 (\$28,446.25) - Interim Public Services
Director Jacques

MOTION MADE BY COMMISSIONER CLARK TO APPROVE THE CONSENT AGENDA,
SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 3-0.**

6. NEW BUSINESS

6.1 Financing for the Police Department - Finance Director Taubenfeld

RESOLUTION NO. 2021-036

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; **APPROVING THE TERMS OF INDEBTEDNESS WITH SYNOVUS NOT TO EXCEED 2.5 MILLION DOLLARS AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS AND TAKE ALL ACTIONS NECESSARY TO COMPLETE THE LOAN PROCESS;** SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

MOTION TO ADOPT RESOLUTION 2021-036 MADE BY COMMISSIONER CLARK,
SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 3-0**

6.2 RESOLUTION ESTABLISHING THE TOWN'S INTENT TO REIMBURSE CERTAIN
CAPITAL IMPROVEMENT PROJECT COSTS INCURRED WITH PROCEEDS OF FUTURE
TAX-EXEMPT FINANCING OR OTHER OBLIGATIONS - Town Attorney Anderson

RESOLUTION NO. 2021-035

3

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; **APPROVING THE TERMS OF INDEBTEDNESS WITH SYNOVUS NOT TO EXCEED 2.5 MILLION DOLLARS AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS AND TAKE ALL ACTIONS NECESSARY TO COMPLETE THE LOAN PROCESS;** SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE RESOLUTION 2021-035 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 3-0**

6.3 Bond Counsel - Town Attorney Anderson

MOTION TO APPROVE BOND COUNSEL MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 3-0.**

6.4 Discussion on the proposed Millage Rate for upcoming Fiscal Year (2021/2022) and Budget Hearing Dates - Finance Director Taubenfeld

RESOLUTION NO. 2021 - 037

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ADOPTING A TENTATIVE MILLAGE RATE FOR FISCAL YEAR 2021-22** AND PROVIDING AN EFFECTIVE DATE.

MOTION TO ADOPT RESOLUTION 2021-037 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 3-0.**

FIRST READING ON SEPTEMBER 8, 2021, AT 7:00PM

SECOND READING ON SEPTEMBER 22, 2021, AT 6:00PM

7.0 DISCUSSION – NONE

8.0 REPORTS OF COMMITTEES AND CITY STAFF - NONE

9.0 ANNOUNCEMENTS

Special Magistrate Code Enforcement Hearing - Tuesday, July 20th

Workshop Committee Meeting - Wednesday, August 25th

10. ADJOURNMENT

With no further items for discuss, meeting adjourned at 6:24 PM, **ALL IN FAVOR 3-0.**

Commission approved on: _____

ATTEST:

4

Town of Pembroke Park
Special Commission Meeting
July 6, 2021

(SEAL)

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

Special Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL. 33023
August 25, 2021
6:00 PM

Mayor Geoffrey Jacobs
Clerk Reynold Dieuville
Commissioner Howard Clark

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

SPECIAL COMMISSION MEETING MINUTES

1. CALL TO ORDER –The meeting was called to order at 6:11 pm by Mayor Geoffrey Jacobs.

2. PLEDGE OF ALLEGIANCE led by Commission.

3. ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 6:11 pm by Mayor Jacobs. Present at the meeting were Mayor Geoffrey Jacobs; Clerk Commissioner Reynold Dieuville; Commissioner Howard P. Clark.

Additional staff in attendance were Town Attorney Melissa Anderson; Deputy Town Clerk Marlen D. Martell; Administrative Assistant to the Commissioners Joy Brown; IT Director Mark Pakula; Interim Building Official Miguel Nunez; Building Manager Lucie Manzerolle and other staff.

4. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

NONE

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

Resident David Roach from Dale Village spoke on record.

Resident Robert Janzer spoke on record.

Karen Kassebeer From the Children's Bereavement Center

1

Dr. **Katrina Curtstow** resident of West Park Spoke on record
Jeffrey Kaskey resident of Delray Beach spoke on record

6. NEW BUSINESS

6.1 Local Fiscal Recovery Fund Agreement - Town Manager Jimenez, Finance Director Taubenfeld

RESOLUTION NO. 2021-042

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO ACCEPT FUNDS THROUGH THE AMERICAN RESCUE PLAN: AUTHORIZING THE TOWN MANAGER OR THE TOWN FINANCE DIRECTOR TO EXECUTE THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND AGREEMENT AND ALL SUPPORTING DOCUMENTS: PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

MOTION TO ADOPT RESOLUTION 2021-042 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 3-0**

6.2 Discussion and approval of Police Department Budget - Town Manager Jimenez, Finance Director Taubenfeld, Interim Police Chief Howard

Discussion of the Police Budget

MOTION TO APPROVE THE POLICE DEPARTMENT BUDGET MADE BY CLERK COMMISSIONER DIEUVEILLE, SECONDED BY COMMISSIONER CLARK, **MOTION PASSED 3-0**

7. RESOLUTIONS

7.1 Resolution Authorizing the Issuance of Non Ad Valorem Revenue Note in an Amount Not to Exceed Two Million Five Hundred Thousand Dollars - Town Attorney Anderson, Finance Director Taubenfeld

RESOLUTION NO. 2021-040

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **AUTHORIZING THE ISSUANCE OF A NON- AD VALOREM REVENUE NOTE, SERIES 2021 OF THE TOWN IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$2,500,000, TO (I) FINANCE THE COST OF THE PROJECT, AND (II) PAY ASSOCIATED TRANSACTIONAL COSTS; PROVIDING THAT THE NATE SHALL BE A LIMITED OBLIGATION OF THE TOWN PAYABLE FROM NON-AD VALOREM REVENUES BUDGETED AND APPROPRIATED AS PROVIDED HEREIN; PROVIDING FOR THE RIGHTS, SECURITIES AND REMEDIES FOR THE**

2

OWNER OF THE NOTE; DESIGNATING THE NOTE AS A QUALIFIED TAX-EXEMPT OBLIGATION WITHIN THE MEANING OF THE INTERNAL REVENUE CODE; MAKING CERTAIN COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION TO ADOPT RESOLUTION 2021-040 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 3-0**

8.0 DISCUSSION

8.1 Hire Miguel Nunez as full-time Building Official - Mayor Jacobs, HRConsultant Menegazzo

MOTION TO TABLE ITEM 8.1 TO HIRE MIGUEL NUNEZ AS THE FULL TIME BUILDING OFFICIAL UNTIL THE NEXT WORKSHOP MEETING ON SEPTEMBER 22, 2021 AT 6:00PM MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 2-0**, Mayor Jacobs opposed.

8.2 Hire Public Services Director - Mayor Jacobs, HR ConsultantMenegazzo

RESOLUTION NO. 2021-041

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING _____ AS PUBLIC SERVICES DIRECTOR; PROVIDING FOR PUBLIC SERVICES DIRECTOR'S COMPENSATION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE RESOLUTION 2021-041 TO HIRE ROBERT CLARK AS THE PUBLIC SERVICE DIRECTOR AND NEGOTIATE A SALARY NOT TO EXCEED \$120,000. MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSED 3-0**

9.0 TOWN ATTORNEY REPORTS

FIRST CHARTER REVIEW COMMITTEE TO MEET MONDAY AUGUST 30, 2021

10. TOWN MANAGER REPORTS

TOWN MANAGER IS IN FAVOR OF THIS POLICE DEPARTMENT

11. COMMISSION REPORTS

Commissioner Clark

NONE

Clerk Commissioner Dieuville

NONE

3

Mayor Jacobs

ATTENDED THE LEAGUE OF MAYORS FOLLOWED BY THE LEAGUE OF CITIES
FOUND NO MATCH FUNDS BUT PROJECTS NEED TO BE SHOVEL READY
MAYOR JACOBS TO SET UP A MEETING FOR THE TOWN MANAGER TO MEET WITH
CONSULTING FIRM

12. ANNOUNCEMENTS

Charter Review Committee Meeting - Monday, August 30, 2021 at 6:00
PMRegular Commission Meeting - Wednesday, September 8, 2021 at 7:00
PMPlanning & Zoning Meeting - Thursday, September 9, 2021 at 6:00 PM

1st Budget Hearing Meeting - Monday, September 13, 2021 at 6:00 PM
Workshop Commission Meeting - Wednesday, September 22, 2021 at 6:00 PM
2nd Budget Hearing Meeting - Thursday, September 23, 2021 at 6:00 PM

13. ADJOURNMENT

With no further items for discuss, meeting adjourned at 7:19 PM, **ALL IN FAVOR 3-0.**

Commission approved on: _____

ATTEST:

(SEAL)

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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Town of Pembroke Park
Special Commission Meeting
August 25, 2021



TOWN OF PEMBROKE PARK

Workshop Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL. 33023
August 25, 2021
6:30 PM

Mayor Geoffrey Jacobs
Clerk Reynold Dieuville
Commissioner Howard Clark

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

WORKSHOP COMMISSION MEETING MINUTES

1. CALL TO ORDER –The meeting was called to order at 7:49 pm by Mayor Geoffrey Jacobs.

2. PLEDGE OF ALLEGIANCE led by Commission.

3. ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 7:49 pm by Mayor Jacobs. Present at the meeting were Mayor Geoffrey Jacobs; Clerk Commissioner Reynold Dieuville

Additional staff in attendance were Town Attorney Melissa Anderson; Town Clerk Marlen D. Martell; Administrative Assistant to the Commissioners Joy Brown; IT Director Mark Pakula; Interim Building Official Miguel Nunez; Building Manager Lucie Manzerolle and other staff.

4. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

MOTION TO APPROVE THE AGENDA AS IS MADE BY COMMISSIONER CLARK,
SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSES 3-0**

5. PRESENTATION'S

NONE

6. REPORTS OF COMMITTEES AND CITY STAFF

1

Town of Pembroke Park
Workshop Commission Meeting
August 25, 2021

6.1 Broward Sheriff's Office - Captain Coker
REPORT GIVEN TO THE COMMISSION FOR REVIEW

6.2 Fire Department – Chief Kane
REPORT GIVEN TO THE COMMISSION FOR REVIEW

7. BUILDING DEPARTMENT - BUILDING OFFICIAL NUNEZ

7.1 Building Department Report
REPORT GIVEN TO THE COMMISSION FOR REVIEW

8. CODE ENFORCEMENT - CHIEF CODE ENFORCEMENT OFFICER RAMIREZ

8.1 Code Enforcement Department April 2021 Monthly Status Report
REPORT GIVEN TO THE COMMISSION FOR REVIEW

9. FINANCE DEPARTMENT – FINANCE DIRECTOR TAUBENFELD

9.1 Business Tax Receipt and Billing Update - BTR Administrator Grooms
REPORT GIVEN TO THE COMMISSION FOR REVIEW

9.2 Bills Over \$500
REPORT GIVEN TO THE COMMISSION FOR REVIEW
ITEM PLACED ON THE CONSENT AGENDA

9.3 Pension Plan Annual Contribution
ITEM PLACED ON THE CONSENT AGENDA

9.4 Revenue & Expenditures through July 31, 2020
REPORT GIVEN TO THE COMMISSION FOR REVIEW

10. HUMAN RESOURCES – HR CONSULTANT MENEGAZZO
NONE

11. IT DEPARTMENT- IT DIRECTOR PAKULA

11.1 Purchase of Scanners and printers for Building Department for CDWG
ITEM PLACED ON THE CONSENT AGENDA

11.2 Adobe Acrobat for 2021 to 2022
ITEM PLACED ON THE CONSENT AGENDA

12. LOBBYIST REPORT
PRIORITIES SET AT THE NEXT MEETING

13. TOWN PLANNER SIEGEL, AICP

13.1 Town Planner Monthly Report

REPORT GIVEN TO THE COMMISSION FOR REVIEW
THE REPORT WAS PLACED ON THE NEXT MEETING
TWO INDIVIDUALS REQUESTING TO BE APPOINTED INTO THE P&Z BOARD

13.2 FDOT I-95 Project Development & Environment (PD&E) Study

REPORT GIVEN TO THE COMMISSION FOR REVIEW

13.3 Comprehensive Plan – Property Rights Element

REPORT GIVEN TO THE COMMISSION FOR REVIEW

13.4 Modifications to a previously approved site plan and building design -- 3441 West Hallandale Beach Boulevard (car wash)

ITEM PLACED ON THE CONSENT AGENDA

13.5 Non-Vehicular Access Line ("NVAL") Modification -- 3195 West Hallandale Beach Boulevard

ITEM PLACED ON THE CONSENT AGENDA

14. POLICE DEPARTMENT - INTERIM POLICE CHIEF HOWARD

14.1 Training Officer 2000 Software Application - Police Chief Howard

ITEM PLACED ON THE CONSENT AGENDA

14.2 Updated Recruitment Action Plan for Police

ITEM PLACED ON THE CONSENT AGENDA

15. PUBLIC SERVICES DEPARTMENT - INTERIM PUBLIC SERVICES DIRECTOR JACQUES

15.1 Public Services Department August 2021 Report

REPORT GIVEN TO THE COMMISSION FOR REVIEW

15.2 Holiday Decoration Presentation from Artistic Holiday Designs

START BID PROCESS FOR HOLIDAY LIGHTS

15.3 CDBG 45th Year - ADA Restrooms - Interim Public Services Director Jacques

PLACED AS A LINE ITEM

16. DISCUSSION

16.1 Special Election for District 1 and District 5 - Commissioner Clark
ITEM MOVED TO SEPTEMBER 8 MEETING AS A LINE ITEM

16.2 Police Department expenses and cost - Commissioner Clark
WAS DISCUSSED EARLIER

17. TOWN ATTORNEY REPORTS:

17.1 Johnson, Anselmo, Murdoch, Burke, Piper and Hochman, P.A. Engagement Agreement -
Town Attorney Anderson
ITEM PLACED ON THE CONSENT AGENDA
ADD TWO ORDINANCES TO THE NEXT AGENDA THE PURCHASING AND SOLID
WASTE ORDINANCE

18. TOWN MANAGER REPORTS:

18.1 2021 ICMA Annual Conference - Town Manager Jimenez
ITEM PLACED ON CONSENT AGENDA

19. COMMISSION COMMENTS

Commissioner Clark: None

Clerk Commissioner Dieuville: Discussed accidents on the intersection of 56th Avenue and
Countyline road.

Mayor Jacob: None

20. ANNOUNCEMENTS

Charter Review Committee Meeting - Monday, August 30, 2021 at 6:00 PM
Regular Commission Meeting - Wednesday, September 8, 2021 at 7:00 PM
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1st Budget Hearing Meeting - Monday, September 13, 2021 at 6:00 PM
Workshop Commission Meeting - Wednesday, September 22, 2021 at 6:00 PM
2nd Budget Hearing Meeting - Thursday, September 23, 2021 at 6:00 PM

ADJOURNMENT

With no further items for discuss, meeting adjourned at 9:26 PM, **ALL IN FAVOR 3-0.**

Commission approved on: _____

ATTEST:

(SEAL)

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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**Town of Pembroke Park
Bills Over \$500
September 8, 2021
Regular Commission Meeting**

Payments				
Invoice#	Vendor	Service/Product	Dept.	Amount
2259-4821	Aluminart Corp	Irrigation Pump Cover (W Hallandale Bch Blvd & 32nd Ave)	Roads	\$ 1,800.00
June2021BORA	Broward County Board of Commissioners	Bldg. B.O.R.A. Surcharge Fees	Bldg.	\$ 3,563.24
JU-2154-A1	Charles O. Buckalew Consulting Engineering Services	Structural Svc for the 1st Floor Tie Beam Alteration	NonDept	\$ 1,500.00
125643637	Comcast Business	Town Hall and Parks Ethernet/Internet (July 2021)	NonDept/Parks	\$ 4,064.60
127562103	Comcast Business	Town Hall and Parks Ethernet/Internet (August 2021)	NonDept/Parks	\$ 4,136.55
210604917	CyberTech Analytics LLC	Consulting Fees for Police Dept	Police Dept	\$ 600.00
35724	Goren, Cherof, Doody & Ezrol P.A.	General Legal Svc Rendered March 29-April 8, 2021	Legal	\$ 1,753.40
36176	Goren, Cherof, Doody & Ezrol P.A.	General Legal Svc Rendered May 5-May 31, 2021	Legal	\$ 1,656.00
07212021STMT	Harry Hipler	Special Magistrate for Code Enforcement Hearings July 20, 2021	Legal	\$ 562.50
2021-PP-0601	Michael Miller Planning Associates	General Planning Services Rendered Through June 30th 2021	Planning	\$ 3,500.00
2021-PP-0701	Michael Miller Planning Associates	General Planning Services Rendered Through July 31st 2021	Planning	\$ 3,500.00
6345	PCI Stormwater	Drainage Catch Basin Cleaning	Stormwater	\$ 1,500.00
1021	R & P Glass Doors and Windows	Television and Whiteboard Installation in the New Building Dept	Bldg.	\$ 1,000.00
06162021STMT	Rafael Suarez-Rivas Esq.	Code Enforcement Special Magistrate Services Held June 16, 2021	Legal	\$ 600.00
08192021STMT	Rafael Suarez-Rivas Esq.	Code Enforcement Special Magistrate Services Held August 19th, 2021	Legal	\$ 787.50
35213	SafeGuard Document Destruction	Document Shredding	NonDept	\$ 712.80
59071	Savquick Printing Inc.	8.5 x 5.5 Post Cards and Mailings	NonDept	\$ 751.44
59434	Savquick Printing Inc.	Business Cards for Building and Code Enforcement	Bldg./Code	\$ 527.64
143568	Southeast Mechanical Service	Repair A/C Unit at Town Hall	NonDept	\$ 1,837.44
3477086905	Staples	Various Office Supplies for Code Enforcement	Code	\$ 510.42
3481994217	Staples	Various Office Supplies for New Building/ Code Enforcement Dept	Bldg./Code	\$ 988.77
INV1000792	Sunshine State One Call of Florida Inc	Annual Billable Tickets June 1 2021-June 30, 2022	Sewer/Storm	\$ 555.42
BehanParkFY2021	Terminix	Termite Treatment at Behan Park Initial Treatment and Term Fee	Parks	\$ 899.10
211607	The Sign Men	12x18 Custom "Unauthorized Vehicles Will Get Towed" and "Warning No Dumping" Signs	Code	\$ 766.37
135953001	Uline	On-Site Mobile Eyewash and On-Site Waste Cart	Roads	\$ 830.72
Total:				\$38,903.91

Addendums				
217942	Brinkley Morgan	Matters Regarding the Progressive Waste Litigation Through June 30, 2021	Legal	\$ 3,568.95
218311	Brinkley Morgan	Matters Regarding the Progressive Waste Litigation Through July 31, 2021	Legal	\$ 1,117.55
CUST_INV-000008367	Broward College	Conducting Background Investigations Class August 9-13, 2021 for Police Dept Employees	Police	\$ 880.00
215310	Civic Plus	Annual Maintenance and AudioEye for Town Website (FY 2021-2022)	NonDept	\$ 7,612.50
4327	Flagler Technologies LLC	August Office 365 for Town Employees	NonDept	\$ 1,186.55
07/22/2021STMT	Gallo Signs	Welded Aluminum Channel Town Seal to Bldg Dept	Bldg	\$ 763.00
08132021STMT	Gallo Signs	Repaired Monument Sign on 56th Ave and Hallandale Beach Damaged By Car Accident	Roads	\$ 823.00
42660	Lou's Gloves	XL Nitrile Exam Grade Powder Free Black Gloves	Sewer	\$ 657.00
2021-PP-0801	Michael Miller Planning Associates	General Planning Services Rendered Through August 31st, 2021	Planning	\$ 3,920.00
171960	Sach Sax and Caplan	Professional Services in Regards to the BSO Litigation #13965-00003 (Billed Through August 31st, 2021)	Legal	\$ 885.80
68803	Southern Sewer Equipment Sales	Proximity Switch for Recycle Truck	Roads	\$ 532.69
Total:				\$21,947.04

Purchase Orders				
305581	Burkhard's Tractor & Equipment	Replace Gear Box Assembly on Scag Turf Tiger Riding Lawnmower	Roads	\$ 779.36
305384	Russell Thomas Electric Inc.	Install LED Lighting in Town Clerk and Attorneys Office	NonDept	\$ 1,425.00
305585	CDW Government	E-Fax for Various Dept	Various	\$ 2,192.79
305587	Southeast Mechanical Service	Repair A/C Unit at Town Hall on 3rd Floor	NonDept	\$ 1,435.00
305589	Window Blind Distributor Inc.	New Blinds for Building Dept	Bldg.	\$ 1,755.00
305590	Dell Computer Corporation	Two Servers for SOC Blumira	NonDept	\$ 1,062.42
TBD	Timuti Engineering & Construction LLC	Town Hall Building 40 Year Safety Inspection	NonDept	\$ 3,800.00
Total:				\$12,449.57

Grand Total:	\$73,300.52
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AGENDA ITEM REPORT



To: Commission
Subject: Pension Plan Annual Contribution
Meeting: 08 25 2021 draft WORKSHOP COMMISSION MEETING - Aug 25 2021
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

BACKGROUND INFORMATION:

For the annual audit, every year the Town receives a Report on the status of the of the pension fund from its provider. The report includes an estimated contribution needed to support the future disbursements to retired commissioners. The estimated amount is \$110,484, approximately \$30,000 more than budgeted..

FINANCIAL IMPACT:

A full payment of \$110,484 would be approximately \$30,000 more than budget.

RECOMMENDATION:

Seeking approval of payment to Securion Retirement Services

ATTACHMENTS:

[2020 Actuarial Report Town of Pembroke Park](#)

Town Of Pembroke Park Commission Supplemental Retirement Plan

Actuarial Valuation Report

For the plan year beginning October 1, 2020



Actuarial Certification

In our opinion, based on the data furnished to us, the following report presents fairly the actuarial position of Town Of Pembroke Park Commission Supplemental Retirement Plan in accordance with generally accepted actuarial principles.

The actuarial valuation was performed as of October 1, 2020. The purpose of the actuarial valuation is to assign a value to the prospective benefit payments and determine a level of contributions which will meet these benefit obligations. These determinations are based on the actuarial method and assumptions currently in use.

The contribution figures exhibited in this report are necessarily only estimates since they are predicated on the actuarial assumptions employed. Should the plan's actual experience deviate from these assumptions, future required contributions for the plan will differ from the figures shown in this report.

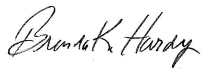
We certify that all actuarial figures in this report have been determined on the basis of actuarial assumptions, which, in our opinion, are reasonably related to the experience of the plan and to reasonable expectations, and represent our best estimate of anticipated experience under the plan.

To the best of our knowledge, this report is complete and accurate.

SECURIAN RETIREMENT SERVICES
A Business Unit of
The Minnesota Life Insurance Company

Certified by

I, Brenda Hardy, am a member of the American Academy of Actuaries and I meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.



Brenda Hardy, EA, ASA
Consulting Actuary



Lynn Barnum
Securian Retirement Services
February 4, 2021

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Summary of valuation results

Actuarial valuation results	<u>10/01/2020</u>	<u>10/01/2019</u>
1. Participants		
a. Active	3	3
b. Active, at or past assumed retirement age	2	2
c. Terminated with vested deferred benefits	0	0
d. Disabled	0	0
e. Retired and beneficiaries	<u>2</u>	<u>2</u>
f. Total participants included in valuation	7	7
2. Annual covered payroll for active participants	\$129,780	\$129,780
3. Actuarial present value of future plan benefits	\$4,272,954	\$3,866,370
4. Actuarial value of assets	\$3,331,498	\$3,097,667
5. Normal cost rate	76.54%	59.50%
6. Normal cost at beginning of year, including expenses	\$104,230	\$80,096
7. Recommended contribution requirement as of end of year	\$110,484	\$85,303

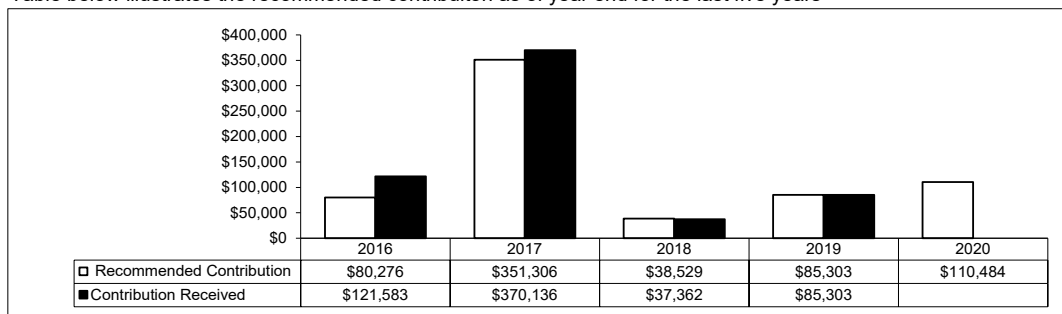
Commentary

For the plan year beginning October 1, 2020 we have performed an actuarial valuation based on the employee data provided, the current plan provisions, the actuarial assumptions and actuarial cost method. The purpose of the actuarial valuation is to assign a value to the future expected benefit payments and determine a level of funding that will systematically accumulate the funds needed to meet those benefit obligations. There is no benefit provision or related expenses to be provided by the plan and/or paid from the plan assets for which liabilities or current costs have not been established or otherwise taken into account in the valuation. To the best of our knowledge, there was no events that were not taken into account in the valuation.

Contribution Recommendation

The recommended contribution the plan year beginning October 1, 2020 is \$110,484. This amount was determined as a level percent of the annual covered payroll. It should be noted that since two of the five active participants are already retirement eligible, their payroll has been excluded from this calculation since they are assumed to retire immediately.

Table below illustrates the recommended contribution as of year end for the last five years



Assumptions

The long term rate of return was reduced from 6.5% to 6.00% to reflect lower expected returns based on surveys of capital market expectations applied to the trust asset allocation. The post-retirement mortality tables have been updated to the PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year and the Headcount Weighted General Below Median Healthy Retiree Female Table. Note the mortality tables are consistent with the tables used for the Florida Retirement System as required by Florida Statutes, subsection (1) of section 112.63.

GASB

GASB 67/68 requires the use of the Entry Age Normal funding method, as a level percent of compensation, which spreads the cost of the benefits from hire to expected decrement age.

Reconciliation of plan assets

	10/01/2018 to 09/30/2019	10/01/2019 to 09/30/2020
1. Assets at beginning of the year		
a. Value of plan assets excluding contributions receivable	\$3,083,393	\$3,097,667
b. Contributions receivable	\$0	\$0
c. Value of plan assets including contributions receivable	\$3,083,393	\$3,097,667
2. Additions		
a. Paid during the year	\$37,362	\$85,303
b. Contributions made after year end	\$0	\$0
c. Transferred cash values	\$0	\$0
3. Benefits paid	(\$86,834)	(\$88,137)
4. Expense payments	(\$4,202)	(\$4,895)
5. Investment Income		
Interest Income	\$0	\$0
Dividend Income	\$0	\$0
Real Estate Income	\$0	\$0
Other	\$0	\$0
Realized gains/losses	\$104,148	\$73,210
Unrealized gains/losses	(\$36,199)	\$168,350
	\$67,948	\$241,560
6. Assets at end of the year		
a. Value of plan assets excluding contributions receivable	\$3,097,667	\$3,331,498
b. Contributions/Transfers receivable	\$0	\$0
c. Change in asset method		
d. Value of plan assets including contributions receivable	\$3,097,667	\$3,331,498
7. Actual Return on Market Value	2.24%	7.38%

Accumulated benefit obligation - ASC 960

Based on basic valuation assumptions

	<u>10/01/2019</u>	<u>10/01/2020</u>
1. Vested accumulated benefits		
a. Active participants	\$1,924,055	\$2,272,054
b. Terminated vested	\$0	\$0
c. Disabled	\$0	\$0
d. Retired	\$1,098,719	\$1,095,761
e. Total	\$3,022,774	\$3,367,815
2. Non-vested accumulated benefits	\$32,495	\$74,712
3. Total accumulated benefits*	\$3,055,269	\$3,442,527
4. Value of assets from financial report	\$3,097,667	\$3,331,498

* The values above are not meant to represent a plan termination situation.

Statement of changes in accumulated plan benefits

1. Actuarial present value of accumulated plan benefits as of October 1, 2019	\$3,055,269 ¹
2. Increase (decrease) during the year attributable to:	
a. Plan Amendment	\$0
b. Change in actuarial assumptions or methods	\$91,499
c. Benefits accumulated, gains/losses	\$188,168
d. Increase for interest due to decrease in the discount period	\$195,728
e. Benefits paid	<u>(\$88,137)</u>
f. Net increase (decrease)	\$387,258
3. Actuarial present value of accumulated plan benefits as of October 1, 2020	\$3,442,527 ²

¹ 6.50% and for post retirement the IRS Prescribed Mortality RP2000 – Generational White Collar Annuitant using Scale BB for females and the RP2000 – Generational Blended 50% White Collar and 50% Blue Collar Annuitant using Scale BB for Males.

² 6.00% and for post retirement the PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale and PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale.

Contribution requirements

	<u>2019</u>	<u>2020</u>
Normal cost		
1. Actuarial present value of future benefits	\$3,866,370	\$4,272,954
2. Actuarial value of plan assets	\$3,097,667	\$3,331,498
3. Present value of future normal costs (1) - (2)	\$768,703	\$941,456
4. Present value of future covered payroll	\$1,291,900	\$1,230,000
5. Normal cost rate [(3)/(4)]	59.50%	76.54%
6. Annual covered payroll	\$129,780	\$129,780
7. Normal cost	\$77,221	\$99,335
Expense	\$2,875	\$4,895
Recommended contribution at beginning of year	\$80,096	\$104,230
8. Recommended contribution at end of year (7) x 1.06	\$85,303	\$110,484

Accounting disclosure information relating to GASB

Long-Term Expected Rate of Return

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Historical rates of return for individual asset classes and future estimated returns, reduced by expected expense adjustments and adjusted for inflation are used to develop expected rates of return. The expected inflation assumption was developed based on an analysis of historical CPI experience adjusted for future expectations. These rates of return are applied to the plan's investment policy to determine a rate of expected return. The long-term expected return is then rounded to the nearest quarter percent point.

<u>Asset Class</u>	<u>Allocation Policy at Measurement Date</u>	<u>Long-Term Expected Real Rate of Return</u>	<u>Long-Term Expected Nominal Rate of Return</u>
Domestic equity	38%	5.03%	7.53%
International equity	10%	5.32%	7.82%
Fixed Income	32%	1.40%	3.90%
Real estate and alternatives	0%	4.43%	6.93%
General account	0%	1.40%	3.90%
Alternative	20%	4.43%	6.93%
Total ²	100%		6.75%
Reduced for assumed investment expense			0.66%
Net assumed investment return (rounded to 1/4%)			6.00%

¹Nominal rates of return are equal to real rates of return plus the assumed inflation rate.

²Portfolio total expected return is weighted average of arithmetic asset class returns, with adjustment to reflect geometric averages. It is not equal to the weighted average of the asset class geometric returns shown above.

³Assumed investment expenses include investment management fees.

Accounting disclosure information relating to GASB

Money-weighted rate of return

Page 11 of 35

	Plan Investments/ Net External Cash Flows (a)	Periods Invested (b)	Period Weight (c) = (b) / 12	(d) = (a) x (1 + R _{MW}) (c)
Asset value as of October 1, 2019	\$3,097,667	12	1.00	3097667 x (1 + Rmw) 1.00
October-19	(\$7,236)	11	0.92	-7236 x (1 + Rmw) .92
November-19	(\$7,236)	10	0.83	-7236 x (1 + Rmw) .83
December-19	(\$7,236)	9	0.75	-7236 x (1 + Rmw) .75
January-20	(\$7,236)	8	0.67	-7236 x (1 + Rmw) .67
February-20	(\$7,236)	7	0.58	-7236 x (1 + Rmw) .58
March-20	(\$7,236)	6	0.50	-7236 x (1 + Rmw) .50
April-20	(\$7,236)	5	0.42	-7236 x (1 + Rmw) .42
May-20	(\$7,236)	4	0.33	-7236 x (1 + Rmw) .33
June-20	(\$7,236)	3	0.25	-7236 x (1 + Rmw) .25
July-20	(\$7,236)	2	0.17	-7236 x (1 + Rmw) .17
August-20	(\$12,131)	1	0.08	-12131 x (1 + Rmw) .08
September-20	\$76,764	0	0.00	76764 x (1 + Rmw) .00
Asset value as of September 30, 2020	\$3,331,498			
Rmw =	7.38%			

Accounting disclosure information relating to GASB

Statement of fiduciary net position

September 30, 2020 and September 30, 2019

	Fiscal Year Ending in	
	2020	2019
Assets		
Cash and cash equivalents	\$0	\$0
Receivables and prepaid expenses:		
Contributions/Transfer Assets	\$0	\$0
Investment income	\$0	\$0
Receivables from brokers for unsettled trades	\$0	\$0
Prepaid expenses	\$0	\$0
Total receivables	<u>\$0</u>	<u>\$0</u>
Investments		
Fixed Income	\$0	\$0
Stocks	\$1,641,984	\$1,519,199
Short-term investments	\$766,703	\$727,371
Real estate	\$0	\$0
Alternative investments	\$922,811	\$851,097
Total investments	<u>\$3,331,498</u>	<u>\$3,097,667</u>
Invested securities lending cash collateral	\$0	\$0
Capital assets, net of accumulated depreciation	\$0	\$0
Total assets	<u>\$3,331,498</u>	<u>\$3,097,667</u>
Liabilities		
Accrued expenses and benefits payable	\$0	\$0
Securities lending cash collateral	\$0	\$0
Payable to brokers for unsettled trades	\$0	\$0
Total liabilities	<u>\$0</u>	<u>\$0</u>
Net position restricted for pensions	<u>\$3,331,498</u>	<u>\$3,097,667</u>

Accounting disclosure information relating to GASB

Statement of changes in fiduciary net position

for the year ended September 30, 2020

	Fiscal year ending in: 2020
Additions	
Member contributions	\$0
Employer Contributions	\$85,303
Transferred Cash Values	\$0
Total Contributions	<u>\$85,303</u>
Investment income(loss):	
Interest	\$241,560
Dividends	\$0
Equity fund income, net	\$0
Net increase in fair value of investments	\$0
Securities lending income	\$0
Less Investment expenses:	
Direct investment expense	\$0
Securities lending management fees	\$0
Securities lending borrower rebates	\$0
Net investment income	<u>\$241,560</u>
Other income	
Total additions	<u>\$326,863</u>
Deductions	
Service benefits	\$88,137
Disability benefits	\$0
Death benefits	\$0
Refunds	\$0
Administrative expenses	\$4,895
Total deductions	<u>\$93,032</u>
Net increase (decrease)	\$233,831
Net position restricted for pensions	
Beginning of year	<u>\$3,097,667</u>
End of year	<u><u>\$3,331,498</u></u>

Accounting disclosure information relating to GASB

Determination of beginning and ending balances of pension plan investments for purposes of calculating the annual money-weighted rate of return September 30, 2020 and September 30, 2019

	Ending Pension Plan Investments 09/30/2020	Beginning Pension Plan Investments 09/30/2019
Assets		
Cash and cash equivalents	\$0	\$0
Receivables:		
Investment income	\$0	\$0
Receivables from brokers for unsettled trades	\$0	\$0
Transfer assets	\$0	\$0
Investments		
Fixed Income	\$0	\$0
Equity Funds	\$1,641,984	\$1,519,199
Bond Funds	\$766,703	\$727,371
Real estate	\$0	\$0
Other/Alternative investments	\$922,811	\$851,097
Invested securities lending cash collateral	\$0	\$0
Liabilities		
Securities lending cash collateral	\$0	\$0
Payable to brokers for unsettled trades	\$0	\$0
Total pension plan investments	<u>\$3,331,498</u>	<u>\$3,097,667</u>

Accounting disclosure information relating to GASB

Aggregate external (noninvestment) cash flows for the year ended September 30, 2020

	<u>2020</u>
Additions	
Contributions:	
Member contributions	\$0
Employer Contributions	\$85,303
Other income	\$0
Deductions	
Service benefits	(\$88,137)
Disability benefits	\$0
Death benefits	\$0
Refunds	\$0
Administrative expenses	(\$4,895)
Beginning balances of noninvestment-related assets and liabilities from balance at September 30, 2019	
Contributions receivable	\$0
Prepaid expenses	\$0
Accrued expenses and benefit payable	\$0
Ending balances of noninvestment-related assets and liabilities from balance at September 30, 2020	
Contributions/Transfers receivable	\$0
Prepaid expenses	\$0
Accrued expenses and benefit payable	\$0
Change in capital assets-depreciation	<u>\$0</u>
Aggregate external cash flows	(\$7,729)

Reconciliation of beginning and ending balances of pension plan investments, aggregate external cash flows, and net investment income

	<u>2020</u>
Total pension plan investments, beginning of year	\$3,097,667
Aggregate external cash flows	(\$7,729)
Net Investment Income	\$241,560
Total pension plan investments, end of year	\$3,331,498

Accounting disclosure information relating to GASB

Schedule of changes in net pension liability and related ratios

Fiscal year ending	<u>September 30, 2020</u>
Total pension liability	
Service cost	\$83,600
Interest	\$196,664
Changes of benefit terms	\$0
Differences between expected and actual experience	\$113,830
Changes in assumptions and method	\$84,433
Benefit payments, including refunds of member contributions	<u>(\$88,137)</u>
Net change in total pension liability	\$390,390
Total pension liability - beginning of year at 6.5%	<u>\$3,069,669</u>
Total pension liability - end of year at 6% (a)	\$3,460,059
Fiduciary net position	
Contributions - employer	\$85,303
Contributions - member	\$0
Net investment income	\$241,560
Benefit payment, including refunds of member contributions	(\$88,137)
Administrative expense	(\$4,895)
Other	<u>\$0</u>
Net change in plan fiduciary net position	\$233,831
Plan fiduciary net position - beginning	\$3,097,667
Plan fiduciary net position - ending (b)	\$3,331,498
Net pension liability - ending (a) - (b)	\$128,561
Plan fiduciary net position as a percentage of the total pension liability	96.28%
Covered-employee payroll	\$129,780
Net pension liability as a percentage of covered-employee payroll	99.06%
1% Sensitivity Analysis	
Net pension liability - discount rate	\$128,561
Net pension liability - discount rate -1%	\$455,687
Net pension liability - discount rate +1%	(\$144,446)

Accounting disclosure information relating to GASB

Calculation of pension expense

Fiscal year ending	<u>September 30, 2020</u>
Service cost	\$83,600
Interest cost	\$196,664
Differences between expected and actual experience	\$29,898
Changes in assumptions	\$16,887
Employee contributions	\$0
Projected earnings on pension plan investments	(\$201,097)
Differences between expected and actual earnings on pension plan investments	(\$19,753)
Pension Plan administrative expense	\$4,895
Other changes in fiduciary net pension	<u>\$0</u>
Total pension expense	\$111,094

Accounting disclosure information relating to GASB

Deferred outflows and deferred inflows of resources related to pensions

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual liability	\$142,360	\$0
Changes in assumptions	\$84,433	\$0
Differences between expected and actual earnings on pension plan investments	\$104,582	\$123,561
	\$331,375	\$123,561

Amounts reported as deferred inflows/outflows of resources related to pensions will be recognized in pension expenses as follows:

<u>Year ended:</u>	<u>Future recognition</u>
2020	\$27,032
2021	\$33,893
2022	\$50,491
2023	\$64,838
2024	\$31,560
Thereafter	\$0

Accounting disclosure information relating to GASB

Schedule of amortizations: liability experience gains and (losses)

Year	Difference between actual and expected experience	Recognition Period	Amortization	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
2011		N/A		-	-	-	-	-	-	-	-	-	-
2012		N/A		-	-	-	-	-	-	-	-	-	-
2013		N/A		-	-	-	-	-	-	-	-	-	-
2014		N/A		-	-	-	-	-	-	-	-	-	-
2015	\$321,666	2	\$160,833	\$160,833	\$160,833	-	-	-	-	-	-	-	-
2016	\$177,571	2	\$88,786		\$88,786	\$88,785	-	-	-	-	-	-	-
2017	(\$146,601)	2	(\$73,301)	\$0	\$0	(\$73,301)	(\$73,300)	-	-	-	-	-	-
2018	(\$370,636)	2	(\$185,318)	\$0	\$0	\$0	(\$185,318)	(\$185,318)	-	-	-	-	-
2019	\$35,662	5	\$7,132	\$0	\$0	\$0	\$0	\$7,132	\$7,132	\$7,132	\$7,132	\$7,134	-
2020	\$113,830	5	<u>\$22,766</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$22,766</u>	<u>\$22,766</u>	<u>\$22,766</u>	<u>\$22,766</u>	<u>\$22,766</u>
			\$29,898	\$160,833	\$249,619	\$15,484	(\$258,618)	(\$178,186)	\$29,898	\$29,898	\$29,898	\$29,900	\$22,766
Net increase/(decrease) in pension expense													

Schedule of amortizations: assumption changes

Year	Difference between actual and expected experience	Recognition Period	Amortization	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
2011		N/A		-	-	-	-	-	-	-	-	-	-
2012		N/A		-	-	-	-	-	-	-	-	-	-
2013		N/A		-	-	-	-	-	-	-	-	-	-
2014		N/A		-	-	-	-	-	-	-	-	-	-
2015	(\$427,321)	2		(\$213,661)	(\$213,660)	-	-	-	-	-	-	-	-
2016	\$420,088	2	\$0	\$0	\$210,044	\$210,044	-	-	-	-	-	-	-
2017	\$0	2	\$0	\$0	\$0	\$0	-	-	-	-	-	-	-
2018	\$0	2	\$0	\$0	\$0	\$0	-	-	-	-	-	-	-
2019	\$0	5	\$0	\$0	\$0	\$0	\$0	-	-	-	-	-	-
2020	\$84,433	5	<u>\$16,887</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$16,887</u>	<u>\$16,887</u>	<u>\$16,887</u>	<u>\$16,887</u>	<u>\$16,885</u>
			\$16,887	(\$213,661)	(\$3,616)	\$210,044	\$0	\$0	\$16,887	\$16,887	\$16,887	\$16,887	\$16,885
Net increase/(decrease) in pension expense													

Schedule of amortizations: investment gains and (losses)

Year	Difference between actual and expected experience	Recognition Period	Amortization	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
2015	\$154,113	5	\$30,823	\$30,823	\$30,823	\$30,823	\$30,822	\$30,822					
2016	(\$34,308)	5	(\$6,861)	\$0	(\$6,862)	(\$6,862)	(\$6,862)	(\$6,861)	(\$6,861)				
2017	(\$82,985)	5	(\$16,597)			(\$16,597)	(\$16,597)	(\$16,597)	(\$16,597)	(\$16,597)			
2018	(\$71,739)	5	(\$14,348)				(\$14,348)	(\$14,348)	(\$14,348)	(\$14,348)	(\$14,347)		
2019	\$130,728	5	\$26,146	\$0	\$0	\$0	\$0	\$26,146	\$26,146	\$26,146	\$26,146	\$26,144	
2020	(\$40,463)	5	<u>(\$8,093)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$8,093)</u>	<u>(\$8,093)</u>	<u>(\$8,093)</u>	<u>(\$8,093)</u>	<u>(\$8,091)</u>
			(\$19,753)	\$30,823	\$23,961	\$7,364	(\$6,985)	\$19,162	(\$19,753)	(\$12,892)	\$3,706	\$18,051	(\$8,091)
Net increase/(decrease) in pension expense													

Florida disclosures

Reconciliation of participants

	Active	Terminated Vested	Disabled	Retired	Total
October 1, 2019	5	0	0	2	7
New Entrants					
Retired					
Disabled					
Terminated					
Non Vested					
Terminated Deferred					
Terminated Distributed					
Correction					
Deaths					
Benefits Expired					
Rehire					
October 1, 2020	5	0	0	2	7

Florida disclosures

Reconciliation of plan assets

	09/30/2009	09/30/2010	09/30/2011	09/30/2012	09/30/2013	09/30/2014	09/30/2015	09/30/2016	09/30/2017	09/30/2018	09/30/2019	09/30/2020
1. Assets at beginning of the year												
a. Value of plan assets excluding contributions receivable	\$0	\$726,421	\$873,807	\$808,880	\$1,079,901	\$1,383,455	\$1,552,115	\$1,511,083	\$2,208,214	\$2,528,419	\$3,083,393	(\$3,097,667)
b. Contributions/Transfers receivable	\$700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$445,681	\$0	\$0	\$0	\$0
c. Value of plan assets including contributions receivable	\$700,000	\$726,421	\$873,807	\$808,880	\$1,079,901	\$1,383,455	\$1,552,115	\$1,956,764	\$2,208,214	\$2,528,419	\$3,083,393	(\$3,097,667)
2. Contributions												
a. Paid during the year	\$0	\$94,591	\$0	\$141,245	\$190,977	\$66,669	\$62,510	\$137,490	\$121,583	\$370,136	\$37,362	\$85,303
b. Contributions made after year end	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
c. Other income								\$0	\$0	\$0	\$0	\$0
3. Benefits paid	\$0	(\$23,924)	(\$23,924)	(\$23,924)	(\$23,924)	(\$30,087)	(\$27,900)	(\$27,956)	(\$26,663)	(\$56,882)	(\$86,834)	(\$88,137)
4. Expense payments	\$0	\$0	\$0	\$0	(\$4,017)	(\$4,192)	\$0	(\$8,384)	(\$4,183)	(\$4,404)	(\$4,202)	(\$4,895)
5. Earnings	\$26,421	\$76,719	(\$41,003)	\$153,700	\$136,501	\$136,270	(\$75,642)	\$150,300	\$229,468	\$246,124	\$67,948	\$241,559
6. Assets at end of the year												
a. Value of plan assets excluding contributions receivable	\$726,421	\$873,807	\$808,880	\$1,079,901	\$1,383,455	\$1,552,115	\$1,511,083	\$2,208,214	\$2,528,419	\$3,083,393	\$3,097,667	(\$2,863,837)
b. Contributions receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
c. Value of plan assets including contributions receivable	\$726,421	\$873,807	\$808,880	\$1,079,901	\$1,383,455	\$1,552,115	\$1,511,083	\$2,208,214	\$2,528,419	\$3,083,393	\$3,097,667	(\$2,863,837)
7. Actual Return on Market Value	3.77%	9.85%	-4.76%	17.34%	11.97%	9.65%	-4.79%	9.47%	10.13%	8.67%	2.24%	7.38%
9. Assumed Rate of Return	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	6.50%	6.50%	6.50%	6.50%	6.50%
Cash	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equity	\$436,273	\$517,200	\$450,796	\$634,826	\$870,795	\$997,247	\$970,983	\$1,136,249	\$1,343,883	\$1,552,664	\$1,519,199	\$1,641,984
Bond	\$289,968	\$356,607	\$357,083	\$445,076	\$512,661	\$554,868	\$540,100	\$626,284	\$672,780	\$704,901	\$727,371	\$766,703
Real Estate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alternative	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$445,681	\$511,758	\$825,828	\$861,097	\$922,811
	\$726,241	\$873,807	\$807,880	\$1,079,902	\$1,383,455	\$1,552,115	\$1,511,083	\$2,208,214	\$2,528,419	\$3,083,393	\$3,097,667	\$3,331,498
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	101%

Florida disclosures

Schedule of changes in net pension liability and related ratios for the fiscal year ending September 30, 2020

	<u>112.664(1)(a)</u>	<u>112.664(1)(b)</u>
Total pension liability	6.00%	4.00%
Service cost	\$83,600	\$129,736
Interest	\$196,664	\$165,723
Changes of benefit terms	\$0	\$0
Differences between expected and actual experience	\$113,830	\$132,626
Changes in assumptions and method	\$84,433	\$116,632
Benefit payments, including refunds of member contributions	<u>(\$88,137)</u>	<u>(\$88,137)</u>
Net change in total pension liability	\$390,390	\$456,580
Total pension liability - beginning of year at 6.5%	<u>\$3,069,669</u>	<u>\$3,726,791</u>
Total pension liability - end of year at 6% (a)	\$3,460,059	\$4,183,371
Fiduciary net position		
Contributions - employer	\$85,303	\$85,303
Contributions - member	\$0	\$0
Net investment income	\$241,560	\$241,560
Benefit payment, including refunds of member contributions	(\$88,137)	(\$88,137)
Administrative expense	(\$4,895)	(\$4,895)
Other	<u>\$0</u>	<u>\$0</u>
Net change in plan fiduciary net position	\$233,831	\$233,831
Plan fiduciary net position - beginning	\$3,097,667	\$3,097,667
Plan fiduciary net position - ending (b)	\$3,331,498	\$3,331,498
Net pension liability - ending (a) - (b)	\$128,561	\$851,873
Plan Fiduciary net position as a percentage of the total pension liability	96.28%	79.64%
Covered-employee payroll	\$129,780	\$129,780
Net pension liability as a percentage of covered-employee payroll	99.06%	656.40%
Number of years for which the market value of assets are adequate to sustain expected retirement benefits	25.4127	19.9179

Florida disclosures

Investment breakdown

	<u>Assets</u>	<u>Actual</u>	<u>Policy</u>
Fixed Income			
Loomis Sayles Investment Grade Bond A	\$766,703.00	23.01%	32.00%
US Stock			
Janus Opportunistic Growth	\$714,152.19	21.44%	14.00%
Vanguard Equity-Income	\$445,125.02	13.36%	14.00%
Janus Henderson Triton N	\$177,126.81	5.32%	5.00%
DFA US Targeted Value I	\$118,796.19	3.57%	5.00%
International Stock			
Invesco International Growth R5	\$186,783.12	5.61%	10.00%
Other Investments			
Jackson National Life Insurance Co.	\$553,824.45	16.62%	10.00%
Minnesota Life Insurance Cash Value	\$368,987.03	11.08%	10.00%
	\$3,331,497.81	100.00%	100.00%

Investment return history

Year Beginning	Year End	Actual Rate of return	Assumed Rate of Return
10/01/2009	09/30/2010	9.85%	5.00%
10/01/2010	09/30/2011	-4.76%	5.00%
10/01/2011	09/30/2012	17.34%	5.00%
10/01/2012	09/30/2013	11.97%	5.00%
10/01/2013	09/30/2014	9.65%	5.00%
10/01/2014	09/30/2015	-4.79%	5.00%
10/01/2015	09/30/2016	9.47%	6.50%
10/01/2016	09/30/2017	10.13%	6.50%
10/01/2017	09/30/2018	2.24%	6.50%
10/01/2018	09/30/2019	2.24%	6.50%
10/01/2019	09/30/2020	7.38%	6.50%

Florida disclosures

Accrued liabilities

		Before assumption and/or method change <u>10/01/2020</u>	After assumption and/or method change <u>10/01/2020</u>
1.	Accrued liability	<u>10/01/2019</u>	
	a. Active participants	\$1,970,950	\$2,298,848
	b. Terminated vested	\$0	\$0
	c. Disabled	\$0	\$0
	d. Retired	\$1,098,719	\$1,076,778
2.	Total accrued liability	\$3,069,669	\$3,375,626

Florida disclosures

Unfunded accrued liability

<u>Year</u>	<u>UAL</u>
10/01/2009	\$436,048
10/01/2010	\$771,239
10/01/2011	\$854,023
10/01/2012	\$556,067
10/01/2013	\$530,543
10/01/2014 ⁽¹⁾	\$443,162
10/01/2015	\$471,646
10/01/2016	\$527,972
10/01/2017	\$277,582
10/01/2018	(\$207,709)
10/01/2019	(\$27,998)
10/01/2020	\$128,561

¹ 10/01/2013 method changed from Projected Unit Credit to Individual Entry Age Normal

Projected unfunded accrued liability

A Schedule illustrating the amortization of the Unfunded Accrued Liability (UAL) is shown below. This assumes:

1) No future changes in the UAL due to plan amendments, assumption changes or gains and losses

<u>Year</u>	<u>Projected UAL</u>
10/01/2020	\$128,561
10/01/2021	\$67,698
10/01/2022	\$46,683
10/01/2023	\$24,143
10/01/2024	\$38
10/01/2025	\$0
10/01/2026	\$0
10/01/2027	\$0

Florida disclosures

Accumulated benefit obligation

		Before assumption and/or method change <u>10/01/2020</u>	After assumption and/or method change <u>10/01/2020</u>
1. Vested accumulated benefits	<u>10/01/2019</u>		
a. Active participants	\$1,924,055	\$2,205,036	\$2,272,054
b. Terminated vested	\$0	\$0	\$0
c. Disabled	\$0	\$0	\$0
d. Retired	\$1,098,719	\$1,076,778	\$1,095,761
e. Total	\$3,022,774	\$3,281,814	\$3,367,815
2. Non-vested accumulated benefits	\$32,495	\$69,214	\$74,712
3. Total accumulated benefits	\$3,055,269	\$3,351,028	\$3,442,527

Statement of changes in accumulated plan benefits

1. Actuarial present value of accumulated plan benefits as of October 1, 2019	\$3,055,269
2. Increase (decrease) during the year attributable to:	
a. Plan Amendment	\$0
b. Change in actuarial assumptions or methods	\$91,499
c. Benefits accumulated, gains/losses	\$188,168
d. Increase for interest due to decrease in the discount period	\$195,728
e. Benefits paid	<u>(\$88,137)</u>
f. Net increase (decrease)	\$387,258
3. Actuarial present value of accumulated plan benefits as of October 1, 2020	\$3,442,527

Florida disclosures

Pension funding cost (Actuarial funding contribution)

		Before assumption and method change <u>10/01/2020</u>	After assumption and method change <u>10/01/2020</u>
1. Normal cost (beginning of year)	<u>10/01/2019</u>		
a. Base normal cost	\$77,221	\$99,335	\$99,335
b. Expense *	\$2,875	\$4,895	\$4,895
c. Total	\$80,096	\$104,230	\$104,230
3. Expected plan sponsor contributions	\$85,303	\$110,484	\$110,484
3. As % of payroll	65.73%	85.13%	85.13%
4. Expected plan participant contributions	\$0	\$0	\$0
5. As % of payroll	0%	0%	0%

Florida disclosures

Past contributions

	Plan year beginning		
	<u>10/01/2018</u>	<u>10/01/2019</u>	<u>10/01/2020</u>
Required plan sponsor contribution (end of year)	\$38,529	\$85,303	\$110,484
Required participant contributions	\$0	\$0	\$0
Actual Contributions made by			
Plan sponsor	\$37,362	\$85,303	
Participants	\$0	\$0	\$0
Other	\$0	\$0	\$0

Florida disclosures

Other disclosures

	<u>10/01/2019</u>	10/01/2020 Before assumption change	10/01/2020 After assumption change
1. Present value future compensation	\$1,291,900	\$1,201,600	\$1,230,000

Three year comparison of actual and assumed covered payroll increases

Plan year beginning	Actual increases	Assumed increases
10/01/2019	0.00%	3%
10/01/2018	0.00%	3%
10/01/2017	0.00%	3%

Cost of \$1.00 monthly benefit on normal form

	Valuation assumptions	
Retirement Age	Male	Female
55	219.71	240.49
60	198.63	218.91
62	189.56	209.27
65	175.07	193.73

Florida disclosures

Schedule of active participant data

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Attained age	YEARS OF CREDITED SERVICE									
	Under 1	1 To 4	5 To 9	10 To 14	15 To 19	20 To 24	25 To 29	30 To 34	35 To 39	40 & Up
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp
Under 25										
25 To 29										
30 To 34										
35 To 39		1								
40 To 44		1								
45 To 49					1					
50 To 54										
55 To 59										
60 To 64				1						
65 To 69										
70 & Up							1			

Florida disclosures

Schedule of retired participant data

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Attained age	Annual Benefit							Annual benefit by age
	\$0 - \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	> \$25,000	Total	
49 and under							0	
50 to 54							0	
55 to 59							0	
60 to 64							0	
65 to 69						1	1	\$44,972
70 to 74							0	
75 to 79						1	1	\$44,047
80 to 84							0	
85 to 89							0	
90 and Over							0	
Totals	0	0	0	0	0	2	2	

Summary of plan provisions

This summary of plan provisions provides an overview of the major provisions of the pension plan used in the actuarial valuation. Because it is only a summary, and is not intended to replace the more precise language of the plan document, if there is any difference between the description of the plan herein and the actual text of the plan document, the plan document will govern.

Effective date of Plan	October 1, 2008
Eligibility requirements	
Minimum age	None
Service	None
Normal retirement	
Age	For Participants on the plan as of October 1, 2008 Later of age 62 or the 4th anniversary of date of hire For Participants who enter the plan after October 1, 2008 Later of age 62 or the 13th anniversary of date of hire
Average monthly compensation	The average of the high 4 months of compensation
Normal form of annuity	Life Only
Monthly Benefit	5% of average monthly compensation multiplied by credited years of service, maximum \$195,000 (indexed according to IRS regulations) reduced for less than 10 years of participation and if annuity payment age is prior to age 62.
Cost of Living Adjustment	An annual Cost of Living Adjustment will apply to all retirees and beneficiaries with payments in force for at least 12 months as of October 1st. After October 1, 2011 the Cost of Living adjustment equal to the increase in the Consumer Price Index from October to the following September.
Early retirement	
Eligibility	For Participants on the plan as of October 1, 2008 Later of age 55 or the 4th anniversary of date of hire For Participants who enter the plan after October 1, 2008 Later of age 55 or the 13th anniversary of date of hire
Monthly benefit	Accrued benefit without reduction
Postponed retirement	
Eligibility	Past normal retirement age
Monthly benefit	The greater of the accrued benefit determined as of the participant's actual retirement date or the actuarial equivalent of the benefit payable at the participant's normal retirement date.
Death benefit	Beneficiary(s) will receive an annuity equal to the Participant's Accrued Benefit payable for a period of 10 years.
Vesting	For Participants on the plan as of October 1, 2008 Less than 4 years of service 0% 4 or more years of service 100% For Participants who enter the plan after October 1, 2008 Less than 13 years of service 0% 13 or more years of service 100%

Statement of actuarial assumptions

1. Actuarial cost method

Contribution Requirement

Under the aggregate cost method the excess of the actuarial present value of future plan benefits over the plan's assets is the present value of future normal costs. The current year's normal cost is determined by multiplying the covered payroll by the ratio of the future normal costs to the present value of future covered payroll. If all actuarial assumptions are realized, this will result in future normal costs which are a constant percentage of payroll.

No specific actuarial gains and losses arising from deviations from the assumptions are identified for a particular year, but are spread over the future working lifetime of the plan participants as part of the normal cost.

GASB

Under the individual entry age normal cost method the normal cost is the level amount which would exactly fund for any individual his projected benefit at retirement if it were contributed from date of eligibility until retirement. Since benefit accruals are frozen the normal cost is zero and the accrued liability is equal to the present value of accrued benefits.

The accrued liability is the excess of the present value of the projected benefits over the present value of future normal costs. The unfunded accrued liability is that portion of the accrued liability in excess of plan assets.

When the actual experience deviates from the actuarial assumptions, gains or losses are produced. These amounts, along with the unfunded accrued liability, are amortized separately from the annual normal cost.

The effect of cost-of-living increases in the IRC Section 415 dollar limitation on benefits and in the IRC Section 401(a)(17) limitation on compensation is treated as part of the actuarial gain (loss).

2. Actuarial valuation method

The actuarial value of assets equals the contract value of assets held in an insurance company general account (unallocated contracts), plus the market value of assets held in pooled separate accounts, adjusted for the value of any contributions which may be receivable or prepaid as of the valuation date, plus cash value of insurance policies and current value of purchased annuities owned by the plan.

3. Funding target assumptions

	10/01/2020	10/01/2019
a. Interest		
Pre-retirement	6.00%	6.50%
Post-retirement	6.00%	6.50%
b. Mortality rates		
Pre-retirement male	None	None
Pre-retirement female	None	None
Post-retirement male	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale	RP2000 – Generational Blended 50% White Collar and 50% Blue Collar Annuitant using Scale BB for Males
Post-retirement female	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale	RP2000 – Generational White Collar Annuitant using Scale BB for females
c. Termination rates	None	None
d. Disability rates	None	None
e. Salary projections	Annual compensation is assumed to increase 3% per annum compounded annually	Annual compensation is assumed to increase 3% per annum compounded annually
f. Retirement age	Early Retirement Age	Early Retirement Age
g. Percentage of married participants	N/A	N/A
h. Expense	Estimated annual administration expenses	Estimated annual administration expenses
i. Cost of Living Increase	2.75% per annum	2.75% per annum

Statement of actuarial assumptions

4. Accumulated benefit assumptions (ASC 960)

All assumptions the same as funding except interest and mortality rates

a. Assumed rate of return	6.00%	6.50%
b. Mortality rates		
Pre-retirement male	None	None
Pre-retirement female	None	None
Post-retirement male	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale	RP2000 – Generational Blended 50% White Collar and 50% Blue Collar Annuitant using Scale BB for Males
Post-retirement female	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale	RP2000 – Generational White Collar Annuitant using Scale BB for females

5. Determination of economic assumptions

Long term rate of return	Historical rates of return for individual asset classes and future estimated returns, reduced by expected expense adjustments are used to develop expected rates of return. These rates of return are applied to the plan's investment policy to determine a rate of expected return.
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6. Determination of demographic assumptions

Mortality table	Used rates consistent with the Florida Retirement System
Retirement age	The retirement age assumption is based on several factors which may include, but not be limited to, historical trends, and survey results, and actual plan experience.

7. Actuarial Standard of Practice No. 56

The results in this report are based on an actuarial valuation model with three components as outlined in Actuarial Standard of Practice No. 56 (ASOP 56):

- Information inputs including the data, assumptions, methods and plan provisions outlined in this report,
- Processing by the Lynchval Systems Worldwide, Inc.® software,
- Our report template which translates the Lynchval output into valuation results.

The model is intended to convert the information input above to usable actuarial valuation results. We have reviewed the Lynchval Systems Worldwide, Inc. software's output for reasonableness, and have independently checked sample one-person output where appropriate, but have otherwise relied on it.

Other models used in this actuarial valuation include:

- Capital market assumption model based on the Horizon Actuarial Service 2020 Survey of Capital Market Assumptions

8. Employee data

This report is based on employee and salary data furnished by Town Of Pembroke Park Commission Supplemental Retirement Plan.

Emerging liability

EMERGING LIABILITY

The emerging liability in a year is the expected payments made to participants who are entitled to benefits because of retirement, termination, disability or death. The chart below assumes no new entrants into the plan (i.e. a "closed" population).

Note that the benefit payments illustrated below are based on the assumptions used for the funding method of the actuarial valuation. Any change in the assumptions, employee data, or plan provisions will change the results.

Market Value of assets as of October 1, 2020: \$3,331,498

Plan year beginning	Expected Charge to Assets	Cumulative Charges
10/01/2020	\$160,053	\$160,053
10/01/2021	\$161,988	\$322,041
10/01/2022	\$163,722	\$485,763
10/01/2023	\$165,220	\$650,983
10/01/2024	\$166,448	\$817,431
10/01/2025	\$167,375	\$984,806
10/01/2026	\$167,964	\$1,152,770
10/01/2027	\$168,178	\$1,320,948
10/01/2028	\$167,984	\$1,488,932
10/01/2029	\$220,564	\$1,709,496

AGENDA ITEM REPORT



To:

Subject: Purchase of Scanners and Printers for Building Department from CDW-G

Meeting: PUBLIC NOTICE - WORKSHOP COMMISSION MEETING - August 25, 2021

Department: Building

Staff Contact: Miguel Nunez, Building Official

BACKGROUND INFORMATION:

This purchase will be through the cooperative: National IPA Technology Solutions (2018011-01) and therefore the requirements of the procurement code have been met.

FINANCIAL IMPACT:

one time purchase of \$6,917.90

RECOMMENDATION:

Approval of of Scanners and Printers for Building Department from CDW-G

ATTACHMENTS:

[MHJZ923 SCANNERS](#)

[MHJZ727 PRINTERS](#)

	Status:
Miguel Nunez, Building Official	Approved - Aug 12 2021
Harry Taubenfeld, Finance & Budget Director	Approved - Aug 12 2021
Melissa Anderson, Town Attorney	Pending
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None

QUOTE CONFIRMATION



DEAR MARK PAKULA,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MHJZ923	8/12/2021	FUJITSU	8245953	\$4,643.25

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Fujitsu fi-7160 - document scanner - desktop - USB 3.0 Mfg. Part#: PA03670-B085 UNSPSC: 43211711 Contract: National IPA Technology Solutions (2018011-01)	5	5046017	\$928.65	\$4,643.25

PURCHASER BILLING INFO		SUBTOTAL	\$4,643.25
Billing Address: TOWN OF PEMBROKE PARK ACCTS PAYABLE 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
DELIVER TO Shipping Address: TOWN OF PEMBROKE PARK MARK PAKULA 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Shipping Method: UPS Ground		SALES TAX	\$0.00
		GRAND TOTAL	\$4,643.25
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION



Alex Powell

(866) 253-1086

alex.powell@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2021 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

QUOTE CONFIRMATION



DEAR MARK PAKULA,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below.
[Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MHJZ727	8/12/2021	M454DN	8245953	\$2,274.65

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP Color LaserJet Pro M454dn - printer - color - laser Mfg. Part#: W1Y44A#BGJ UNSPSC: 43212105 Contract: National IPA Technology Solutions (2018011-01)	5	5545893	\$454.93	\$2,274.65

PURCHASER BILLING INFO		SUBTOTAL	\$2,274.65
Billing Address: TOWN OF PEMBROKE PARK ACCTS PAYABLE 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
DELIVER TO Shipping Address: TOWN OF PEMBROKE PARK MARK PAKULA 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Shipping Method: UPS Ground		SALES TAX	\$0.00
		GRAND TOTAL	\$2,274.65
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

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AGENDA ITEM REPORT



To:

Subject: Adobe Acrobat for 2021 to 2022

Meeting: PUBLIC NOTICE - WORKSHOP COMMISSION MEETING - August 25, 2021

Department: IT

Staff Contact: Mark Pakula, Information Technology Director

BACKGROUND INFORMATION:

This is a renewal for Adobe Acrobat for the Town for 2021 to 2022.

FINANCIAL IMPACT:

Licensing for one year \$6,156.15. This is a government rate from Insight.

RECOMMENDATION:

Approve the renewal of Adobe Acrobat

ATTACHMENTS:

[Quotation #0223943899 - Adobe Acrobat Renewal](#)



INSIGHT PUBLIC SECTOR SLED
6820 S HARL AVE
TEMPE AZ 85283-4318
Tel: 800-467-4448

Page 1 of 2

SOLD-TO PARTY 11115292

TOWN OF PEMBROKE PARK
3150 SW 52ND AVE
PEMBROKE PARK FL 33023-5413

SHIP-TO

TOWN OF PEMBROKE PARK
3150 SW 52ND AVE
PEMBROKE PARK FL 33023-5413

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB ORIGIN
Currency : USD

Quotation

Quotation Number : [223943899](#)
Document Date : 26-JUL-2021
PO Number :
PO Release :
Sales Rep : Ricardo Pryor
Email : RICARDO.PRYOR@INSIGHT.COM
Telephone : 4804096992
Sales Rep 2 : Janis McCoy
Email : JANIS.MCCOY@INSIGHT.COM
Telephone : 8136377048

Material	Material Description	Quantity	Unit Price	Extended Price
65297930BC02A12	Adobe Acrobat Pro DC for teams - Team Licensing Subscription Renewal (monthly) - 1 user VIPG 12 MONTH SUB RENEWAL L2 50-249 (IPS ONLY) Coverage Dates: 19-AUG-2021 - 18-SEP-2021 STATE OF FLORIDA NASPO VALUEPOINT SOFTWARE VAR(# ADSP016-138244 / 43230000-NASPO-16-ACS-SOFTWARE VAR) LICENSE : 0272B2072CC46892E48A DEPLOY DATE : 26-JUL-2021	35	175.89	6,156.15
Product Subtotal				6,156.15
TAX				0.00
Total				6,156.15

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Ricardo Pryor
4804096992
RICARDO.PRYOR@INSIGHT.COM
Fax 4807607266

Janis McCoy
8136377048
JANIS.MCCOY@INSIGHT.COM
Fax 8136377093

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

Effective Oct. 1, 2018, the U.S. government imposed tariffs on technology-related goods. Technology manufacturers are evaluating the impact on their cost and are providing us with frequent cost updates. For this reason, quote and ecommerce product pricing is subject to change as costs are updated. If you have any questions regarding the impact of the tariff on your pricing, please reach out to your sales team.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.
<https://www.insight.com/terms-and-policies>

AGENDA ITEM REPORT



To:

Subject: Training Officer 2000 Software Application

Meeting: PUBLIC NOTICE - Special Commission Meeting July 21, 2021

Department: Police Department

Staff Contact: David Howard, Interim Chief of Police

BACKGROUND INFORMATION:

1. Sworn police officers must comply with many training mandates of the State of Florida, Additionally, officers will have City training requirements that they will have to comply with.
2. This software will both track and provide individual ongoing reporting that will better facilitate compliance with these mandates.
3. The use of this software will greatly lesson the administrative costs of tracking this ongoing training by hand.

FINANCIAL IMPACT:

\$1495

RECOMMENDATION:

Staff recommends purchase and implementation of the Training Officer software in order to facilitate tracking of critical officer training that will ensure officers remain current with Law Enforcement credentials mandated by the Florida Department of Law Enforcement.

ATTACHMENTS:

[Pembroke Park PD Estimate](#)

[2021 flyer](#)

[The Training Officer 2000](#)

Quote

Sierra-Pacific Software LLC

12784 SW Rembrandt Lane
Tigard, OR 97224

sales@trainingofficer2000.com (503) 840-0855 - Sales

Date	Quote #
7/14/2021	175

Custom quotation for:

Pembroke Park Police Department
David Howard, Chief
3150 SW 52nd
Pembroke Park, FL 33023

Description	Qty	Total
New Customer V3 - Training Officer 2000 records management software	1	2,495.00
2021 Incentive pricing -		-1,000.00
Thank you for your interest in our product. Estimate valid for 30 days.		Total \$1,495.00



Special Pricing!
Call today for more information
or a demonstration.

Training Officer 2000

Version 3

"If it isn't documented, it didn't occur"

Imagine all of your training and personnel records in one place.

Track training hours, certifications, qualifications, special skills, demographics and more!

TO2K lets you maintain accurate personnel records, assignments, workstation history, seniority and training needs.

Keep your equipment, uniform and vehicle inventory up to date with records of materials and expendables assigned to individuals, groups or special teams.

Receive notices when employee certifications are due to expire.

Customize training notifications to fit your agency's policies.

Monitor vendor information and associated training costs.

Establish cost centers for employees.

Add multiple attachments to records such as employee photos, training certificates, lesson plans and course handout materials.

Query over 100 different reports to get the information you need, when you need it.

Customizable options allow you to set up your data to align with your agency's rank structure, civilian job titles and budget items.

Create training categories, courses and training sessions for in-house and outside training.

Create custom 'tags' to track specific mandated training hours.

F-6 (Oregon) and TCLEOSE (Texas) forms automatically generated from training course roster or sign off sheets.

No licensing restrictions. Install on as many workstations as needed.

Fee based technical support and on-site user training available.

Training Officer 2000 is used nation-wide by police departments, sheriff's offices, corrections facilities, dispatch centers, universities and federal agencies.

Sierra Pacific Software, LLC
12784 SW Rembrandt Ln
Tigard, OR 97224
503-840-0855

www.trainingofficer2000.com



Take control of your training, personnel
and inventory records

The Training Officer 2000 solution

“If it isn’t documented, it didn’t occur”

David Carlson, Owner
Sierra Pacific Software, LLC
Tigard, OR 97224

A POWERFUL SOFTWARE PROGRAM FOR ANY AGENCY

Abstract

Historically, public safety and government agencies have been required to provide continuing and on-going training to employees in order to meet minimum job standards and requirements, maintain certification levels or demonstrate compliance in order to meet accreditation criteria. However, due to the inherent challenges associated with that training and record keeping agencies have resorted to ineffective and out-dated retention methods, haphazard compliance documentation and burdensome paper records often stored in multiple or inaccessible locations.

This overview discusses these challenges and how agencies are using the Training Officer 2000 software to augment or replace their current record keeping system in order to:

- Increase employee accountability
- Standardize training concepts and terminology
- Reduce costs associated with training records management
- Track training related costs
- Attach documents and images to personnel files, training courses and inventory items
- Access any information within the database easily through over 125 specific and user defined reports

Traditional record keeping: Ineffective and time consuming

Agencies establishing or maintaining training programs face many challenges. Training courses are often created within a system without a targeted structure or under dissimilar names or training categories.

Employees required to maintain certain certifications may lapse without any record or forewarning which increases liability and could threaten an employee's position or expertise standing.

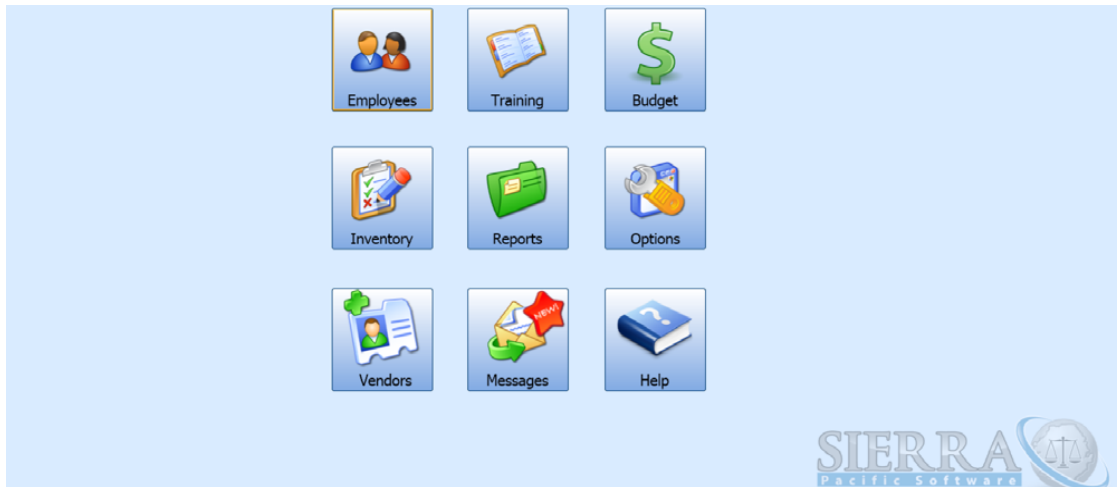
Employee requests for training often have no agency established protocol for submission, review and approval, notification of scheduled training or archival of records.

Critical maintenance training is often overlooked until after notification of lapse is received from governing entities.

Records of requests for training, training lesson plans, instructors and revisions or updates are generally discarded over time creating questions about what was taught, who taught it and if it was relevant.

Lack of standardization allows for course duplication or courses not accurately assigned within training subjects or categories.

Home Central



Easy navigation features improve user experience and increases accuracy

The challenges of trying to maintain up to date personnel, training and inventory records in one central and accessible location can be daunting. The Training Officer 2000 does just that however. The nine component modules of the software can be accessed from the home screen on start up. Each module is clearly identified as to its content and or purpose for the user(s).

Within each module, users are able to customize employee cost centers, terminology, required data entry items, training Subjects, Categories, Courses and Sessions as well as agency specific notifications of scheduled training and travel procedures.

In addition, a Message Center serves to provide advance notice of expiring certifications, training courses without either credit completion or inaccurate training hours approved and more!

Employee module

The screenshot shows the 'Employee' window with the 'Personal Information' tab selected. The employee's name is JAMIE SMITH, Employee ID is 6574, and Department is 124. The address is 555 NASH ST, OREGON CITY, OR 97045. The phone number is (555) 555-5555. The date of birth is 01/01/1977. The last updated date is 04/22/2009. A photo of the employee is displayed on the right.

Personal information

- At a glance overview
- Current ID photo
- Agency ID #s
- Update information
- Sworn vs Non-sworn

Training/Miscellaneous

- Employment date(s)
- Hiring rank
- CPR/First Aid expirations
- Second language(s)
- Training/Instructor hours overview

The screenshot shows the 'Employee' window with the 'Training/Misc' tab selected. The employee's name is JAMIE SMITH, Employee ID is 6574, and Department is 124. The employment date is 01/01/1999. The hiring rank is 1. The training hours are 176.00. The CPR/First Aid expiration date is 02/01/2019. The second language is SPANISH. A photo of the employee is displayed on the right.

The screenshot shows the 'Employee' window with the 'Courses / Registrations' tab selected. The employee's name is JAMIE SMITH, Employee ID is 6574, and Department is 124. The table below shows the courses and registrations for the employee.

Course ID	Course Code	Course Name	Grade
4/8/2018	290-006-0020-001	QA BOWENLY	P
7/3/2018	290-003-0020-001	TEST 123	P
12/12/2018	240-001-0002-002	WORKING WITH	P
1/11/2017	180-009-0009-001	BEYOND IDENT KIT	P
8/6/2017	335-002-0006-001	PREPARING FOR	P
3/5/2018	130-004-0001-001	DEPARTMENT HA	P

Courses/Registrations

- Scheduled training over user defined time frames
- Completion grades
- Quick print entire training history

Employee module

Other features

- **Cost center information-** Agency assigned unit of duty station e.g.: Patrol, Inspections, Compliance etc; Rank; Days off; Supervisor and shift assigned.
- **Education-** Record of any formal, secondary education by institution/school, degree earned or hours received.
- **Certificates-** Professional certificate levels attained such as Basic, Intermediate, Supervisory etc. Ability to attach a copy of document(s). Agencies can also create a 'Training Certificate' category and keep copies of all training completion certificates by date received or alpha order.
- **Special Skills-** Agency defined skills recognized or approved e.g.: PIO, Negotiator, DRE etc.
- **Instructor Qualifications-** Agency recognized instructor qualifications e.g.: Firearms, Compliance inspections, Defensive Tactics, Driving etc.
- **Priority information-** Agency generated priority training information for specific employee in order to better develop professionally.
- **Waiting list-** Priority training course assignment to be considered over other employees. Software automatically notifies training authority when an employee is waiting priority training and another employee is scheduled to attend instead.
- **Notes-** Agency defined notes or documents specific to the employee's personnel record e.g.: Leave notice, Commendation, Citizen/Peer recognition, Firearm maintenance record, assignment of vehicle, promotion/demotion/reassignment orders etc. Copies can be attached and sorted by date or alpha order. May be added to any individual or group of employees.
- **Equipment/Firearms-** List of all equipment (materials or consumables) or firearms issued to employee or carried by employee e.g.: personal weapon/backup. May be filtered by Inventory Type, Item Type and sorted by date.
- **Groups-** Agency identified group or groups of employees e.g.: Special Teams, Special skill set group (SWAT, K9, DRE, FTO etc). Can be filtered when setting up training to enroll an entire group into a specific training course or session.
- **Certifications-** Any agency or governing body certification earned or required beyond CPR/First Aid e.g.: Helipad procedures, Forensic Artist, Breacher, Bomb Technician etc.

Options Module

Agency defined terminology and defaults

- Agency info
- Budget tracking
- Education hours
- Letterhead options
- Password logins
- Message Center parameters
- User(s) / Permissions
- Fields (mandatory vs optional data entries) to include:
 - Employee info
 - Training course info
 - Materials / Consumables / Packages / Vehicles and Maintenance
- Lists
 - Training - Course Tags & Sessions
 - Employee info
 - Inventory details
 - Note type for Employees and Inventory
- Report templates
 - Assorted vendor letters (7)
 - Training approval memo /order (agency customizable)
 - Class roster sign off
 - Course completion memo
 - Potential (recommended) class roster memo
 - Supervisor follow up evaluation
 - Non-priority completion memo

Vendor information

Training providers - In-house and outside vendors

- Vendor name
- Address
- Point of Contact
- Phone
- System generated ID #

Information can be sorted and queried by Name, Location of training provided and System generated ID code.

Help

System Help

- Screen accessible Help/User Manual supplement
- Setup 1st run procedures
- Introduction and overview
- Tips on setting up Cost Centers
- Course numbering overview
- Beginning the registration process
- Module descriptions
- Glossary of terms

Easily accessible reference guide Not intended to replace the User Manual

Budget

Training Budget

- Track and account budgeted training related funds
- Use for Travel and/or Training
- Cost Center specific
- Transfer funds between Cost Centers
- Create Cost Center accounts to manage Miscellaneous costs and Reimbursements

Message Center

Add Reminder Postpone Delete Refresh Close	
Messages	
Filter: Pending	These messages are awaiting resolution. Showing 1 - 100 (of 167 Records) Load More
Date	Message
10/7/2014	DAVID CARLSON has a class (200-005-0002-001-FTEP FOR NEW BOMB TECHS: 7/31/2013, ST.LOUIS, MO) which has a pas...
10/7/2014	SONIA FLORES has a class (200-005-0002-001-FTEP FOR NEW BOMB TECHS: 7/31/2013, ST.LOUIS, MO) which has a passi...
10/7/2014	TY LEE has a class (200-005-0002-001-FTEP FOR NEW BOMB TECHS: 7/31/2013, ST.LOUIS, MO) which has a passing grad...
10/7/2014	MATT LOMBARD has a class (200-005-0002-001-FTEP FOR NEW BOMB TECHS: 7/31/2013, ST.LOUIS, MO) which has a pas...
10/7/2014	JOSE RAMIREZ has a class (200-005-0002-001-FTEP FOR NEW BOMB TECHS: 7/31/2013, ST.LOUIS, MO) which has a passi...
12/12/2016	Class "WORKING WITH NTSB" has registrations that need to be graded and finalized.
1/2/2018	Class "EVOC/PIT " has registrations that need to be graded and finalized.
3/7/2018	Class "BASIC SWAT OPERATOR COURSE" has registrations that need to be graded and finalized.
3/7/2018	Class "BASIC SWAT OPERATOR COURSE" has registrations that need to be graded and finalized.
3/7/2018	Class "BASIC SWAT OPERATOR COURSE" has registrations that need to be graded and finalized.
8/14/2018	GEOFF SPALDING needs enrolled in COURSE 240-001-0004-001: WORKING WITH NTSB to maintain HELIPAD Certification C...
8/14/2018	MATT RIDDLE needs enrolled in COURSE 240-001-0004-001: WORKING WITH NTSB to maintain HELIPAD Certification Comp...
8/14/2018	DAVID CARLSON needs enrolled in COURSE 200-005-0010-001: HDS BASIC COURSE to maintain BOMB TECHNICIAN Certific...
11/9/2018	Class "DEPARTMENT HANDGUN OUALIFICATION COURSE" has registrations that need to be graded and finalized.
1/29/2019	6522-GEOFF SPALDING's First Aid Certification has expired or will soon expire.
1/29/2019	2347-MATT RIDDLE's First Aid Certification has expired or will soon expire.
1/29/2019	3579-DAVID CARLSON's First Aid Certification has expired or will soon expire.
1/29/2019	3215-MATT LOMBARD's First Aid Certification has expired or will soon expire.
10/7/2014	MATT RIDDLE has a class (200-005-0002-001-FTEP FOR NEW BOMB TECHS: 7/31/2013, ST.LOUIS, MO) which has a passin...
12/12/2016	CALL AZUMANU TRAVEL
6/24/2014	Class "EMBRACING FOREIGN NATIONALS INTO YOUR AGENCY " has registrations that need to be graded and finalized.
6/24/2014	Class "EMBRACING FOREIGN NATIONALS INTO YOUR AGENCY " has registrations that need to be graded and finalized.
7/16/2014	Class "WORKING WITH NTSB" has registrations that need to be graded and finalized.
7/16/2014	Class "WORKING WITH NTSB" has registrations that need to be graded and finalized.

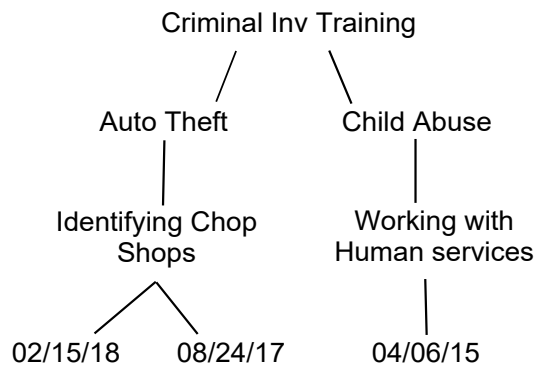
System and User generated reminders

- Automatically generated notifications of un-graded or inaccurately reconciled training courses/sessions
- Certification compliance renewal notices
- User created task reminders
- CPR/First Aid expirations
- User defined alert periods

Training

Eliminating duplication and errors

Many organizations have hundreds if not thousands of training classes on the books. Of those, it's safe to assume many are probably the same course or training topic but created or entered into the records under a different name or abbreviation. The Training Officer 2000 is designed to prevent that issue and ultimately the errors and inconsistencies associated with it. The Training Module is set up by the user to fit the user agency and governing authority needs and requirements. If you think of an organizational chart, you can compare the training module set up flow.

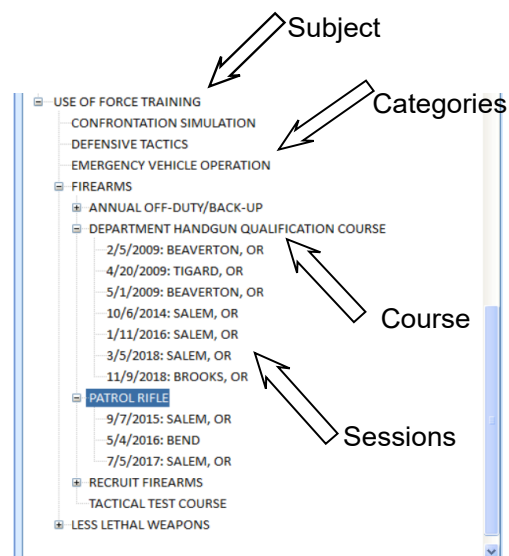


Training is broken down from broad Subjects to more focused Categories to more focused Courses and finally Sessions (dates).

- Subject - Use of Force
- Category - Firearms; Def. Tactics etc
- Course - Quarterly Handgun Quals; Ground fighting etc
- Session - August, 23, 2018

With the Training Officer 2000, a typical agency might have 30-40 training Subjects, 50-75 training Categories, 75-100 training Courses and several hundred total sessions.

MOST IMPORTANTLY: All can be accessed through the Reports module with the assurance the records are consistent and accurate.



Training

The Training Officer 2000 makes setting up new training quick and easy

- Built in set up Wizard
- Add a new course within the appropriate Subject and Category
- ID the course name
- Enter associated costs or number of students for discount (optional)
- Enter course hours
- Add a new session
- Add registrations

You can add an individual employee, all or a group of employees, entire cost centers and sort by Name, Type of employee (sworn/non-sworn), ID number(s) or employment status

- Add course attachments (lesson plans, videos, ppt files, sketches, course handouts etc)
- Add a course 'Tag' (user defined identifier of the nature of course content eg; Course- Pursuit Management for Supervisors: Tags might include: Leadership, Risk Management, Officer Safety etc) Training hours associated with specific Tags can be searched in the Reports Module.

The screenshot displays the 'Training/Courses List' window. On the left, a tree view shows the course hierarchy: ALL TRAINING/COURSES > DEPUTY MEDICAL EXAMINER TRAINING > ME BASIC COURSE. The selected course is highlighted. The main area shows course details for 'ME BASIC COURSE' (Code: 230-001-0002-001). Fields include Subject (230 ~ DEPUTY MEDICAL EXAMINER TRAINING), Category (230-001-0000-000 ~ ORIENTATION FOR DEPUTY MEDICAL EXAMINERS), Vendor (SALEM POLICE DEPARTMENT (SALEM, OR)), Course Hours (20), Course Cost (\$), Discount Cost (\$), and Number Required for Discount (0). There are checkboxes for 'This course meets Subordinate Maintenance requirements' and 'This course meets a MINIMUM HOUR compliance requirement'. Below these are buttons for 'Course Attachments [0]', 'Course Tags [0]', and 'Add Session'. The 'Session' section shows Start Date (04/08/2014), End Date (04/09/2014), and Location (SALEM, OR). At the bottom, a table lists session participants:

Last Name	First Name	Grade	Note
CARLSON	DAVID	T	COURSE/TRAINING INSTRUCTOR
RIDDLE	REBECCA	P	COURSE SATISFACTORILY COMPLETED
SMITH	JAMIE	P	COURSE SATISFACTORILY COMPLETED

Training

Reconciling training records

- One window access for all aspects of the course, instructor and attendees
- Minimum Hours compliance check
- Pre/Post scores (optional)
- Employee/Supervisor rating of the course (optional)
- Instructor notes (optional)
- Firearm information capability (optional)
- Cost editing if needed (course and travel)
- Adjust hours attended/credited if needed
- Instructor hours if applicable
- Grade or update single or group of employees

Provide 'alpha' grade, Pass, Instructed, Qualified, No show, Illness / Workload absence or Void but retain record

- Specific sessions to be graded or adjusted can be accessed from the Message Center as well as Course session listings

The screenshot displays the 'Course Details' window of a Training Management System. The window is divided into two main sections: 'Course Details' on the left and 'Employee List' on the right. The 'Course Details' section includes fields for Code (150-004-0002-002), Name (ANNUAL OFF-DUTY/BACK-UP), Start Date (5/7/2015), End Date (5/7/2015), Enrolled (4), Location (SALEM, OR), and Instructor (JOHNSON). It also has checkboxes for 'Reimbursement funds expected for this course', 'This course meets a MINIMUM HOURS compliance requirement', and 'This course is a Televised/Video Program course'. The 'Employee List' section shows a search bar and a list of enrolled employees: UNGRADED, GRADED, ABEL, CURT (checked), BOYCE, GARON, and CARLSON, DAVID. The 'Course Details' section also includes a 'Grade' dropdown (Q), 'Test or Pre/Post Scores' (Pre: 0, Post: 0), 'Employee Rating' (5), 'Supervisor Rating', 'Range Note' (FIRED BHQ), 'Firearm Serial #' (QW2345), 'Make' (RUGER), 'Firearm Type' (FIREARMS), 'Model' (SP101), 'Course Cost' (\$), 'Travel Cost' (\$), and 'Instructor Hours' (0). A 'Session Attachments [0]' button is also present. Two arrows point to specific fields: one from the text 'Course satisfaction based on employee follow up' to the 'Employee Rating' dropdown, and another from the text 'Cost Center' to the 'Travel Cost' field.

Course satisfaction based on employee follow up

Cost Center

Reports

Making use of all your data

The Training Officer 2000 has over 125 reports that allow the user to set parameters to their specific needs. Whether you need a listing of all Spanish speakers, seniority rankings, instructor hours, certification compliance, comprehensive training records, complete personnel listings or vehicle and inventory information it's all available through well defined and easy to navigate reports. Print class rosters, training memos and vendor letters and more.

REPORTS

- Budget
 - Cost Centers Budget Report
 - Detailed Training Costs Report
 - List All Cost Centers
 - Misc. Charges / Reimbursements
 - Training / Travel Cost Summary
- Employee
 - Basic Profile Information
- Certification Tracking
 - Certification Compliance
 - Employee Certification Training Report
 - License / CPR / First Aid Renewal
 - Registration "Exception" Report
 - Confidential Personnel Info
 - Employee Details
 - Employees by Date of Hire
 - Employees by Separation Date
 - Enhanced Profile Information
- Miscellaneous Statistical Listings
 - Certificate Status
 - Employee Signature Verification (All Personnel)
 - Employee Signature Verification (Law Enforcement)
 - Instructor Qualifications
 - Second Language Skill
 - Special Skill
 - Work Location & Phone

Personnel Statistics

- Employee Location Listing
- Personnel / Minority Listing
- Position Rank / Title Summary
- Seniority & Age Listing

Supervisor / Employee Lists

- Employees by Supervisor
- Supervisors Only
- Telephone Roster
- Training History List

Inventory

Consumables

- Consumable Item(s) by Location
- Consumable Item(s) Issued by Employee
- Consumable Item(s) Issued by Vehicle
- Consumable Item(s) Stock Listing
- Item Issue by Title / Stock #

Materials

- Material Items Assigned To Employee
- Material Items Assigned To Vehicle
- Material Items by Employee / Location
- Material Overdue Status
- Materials "In-Stock" Listing
- Materials "Issued" Location Listing

Vehicles

- Vehicle Details
- Vehicle Maintenance

Training

- All Courses on the System

Category Priority / Trainers List

- Category Priority Listing
- Instructor Listing for Category
- Vendor Listing for Category
- Confirmation Follow Up Request
- Course Cost Expense Summary
- Course Frequency Summary

Course/Category Roster Listing

- Course & Category Roster
- Training Summary Report
- Training Summary Report (Condensed)
- Courses w/ Specific Subject/Category
- Courses w/ Specific Vendor/Sponsor
- Personnel Training Information
- Prioritized Training Plan
- Ranked Prioritized Plan

Re-Print Training Memos and Letters

- Certified Attendance Roster
- Print the Enrollment Training Memo / Order
- Print the F6 Course Roster
- Print the In-house Class Roster List
- Vendor Enrollment Letter
- Specific Course Data
- Subject/Category Listing
- Supervisor Follow-up Evaluation

Training Calendar

Training Hours / Min. hours Compliance

- Instructor Hours
- Min Hours Supervisors
- Min. hours Compliance
- Training Hours
- Training Hours (Summarized)
- Training Priorities
- Wait Lists

Vendor

- Vendor Information

SIERRA PACIFIC SOFTWARE, LLC

Date: 3/9/2019

Employee Second Language Skills
for Entire Organization

Page #: 1

Name	Rank	Language	Work Location
CARLSON, DAVID	SGT	FRENCH	RETIRED
CARLSON, DAVID	SGT	VARIOUS QUAL	RETIRED
DAZ, JOHN G	OFC	SPANISH	DETECTIVES
FLORES, SONIA	OFC	SPANISH	SCHOOL RESOURCE
LEE, TY	OFC	CHINESE	DETECTIVES
LOMBARD, MATT	OFC	SPANISH	PATROL
PETERSEN, MARSHA	OFC	SPANISH	DETECTIVES
RAMIREZ, JOSE	SGT	SPANISH	PATROL
RIDDLE, MATT	OFC	SPANISH	PATROL
RIDDLE, REBECCA	LT	FRENCH	PATROL
SMITH, JAMIE	SGT	SPANISH	DETECTIVES

Filter settings within each report can be set so users get the specific information they need and nothing more. Reports can be printed or exported to PDF, Excel or a variety of other different formats.

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System requirements

Client User Workstation

- Windows XP or higher (Windows 10 compatible)
- Pentium 1GHZ processor or faster
- Minimum 1GB of RAM
- Minimum 1.5GB of free space on hard drive
- CD or DVD ROM drive
- Keyboard, Microsoft mouse or compatible pointing device, video adapter and monitor with Super VGA (800x600) or higher

Server

- Windows based server operating system,
- Networked to client workstations to create a path to the database
- Sufficient storage to house agency database files (varies)

NOTE: Actual server is not required but highly recommended to keep data separate from workstations. This is done under the assumption the server is backed up regularly and data is recoverable if the workstation(s) are compromised. Users may choose to keep data on a workstation or other networked workstation that shares the data with others, NOT recommended but theoretically possible.

Why choose the Training Officer 2000?

Experience: Sierra Pacific Software has been serving public agencies and private organizations since 1989. The owner has over 34 years law enforcement service, 32 years as a trainer and over seven years supervising the personnel and training unit of the second largest municipal police department in Oregon. Our developer has over 15 years of law enforcement technology experience and has developed many applications, utilities and reports to aid personnel in getting the information they need to do their jobs.

Value: Unlike many product offerings available, the Training Officer 2000 is a complete software system which doesn't require clients to choose from packages, add-on options or expensive customized features.

Affordability: The Training Officer 2000 is affordably priced at \$2,495. Unlike other companies, there are no additional licensing fees, expensive annual support subscriptions or higher costs associated with additional users or the amount of data input into the system. Clients may install the software on as many workstations and allow access to as many employees they deem necessary. Optional annual support is \$299 for unlimited phone and email resolution of issues. Subscribers also have access to 'how to' tutorials on our premium support page as they are developed. Purchase of the software includes technical support for the remainder of the calendar year in which the purchase was made or up to 15 months if the purchase was after September.

Reliability: The Training Officer 2000 is in use around the US with satisfied customers in 26 states and the District of Columbia. The software and all its features are time tested and used by agencies large and small. In fact, many agencies are still using an older version of the software which was replaced in 2012 with the current Version 3 as it fits their needs well.

Flexibility: With this software, customers can 'customize' reports with built in search parameters, amend system memos and letters and identify required/optional information to fit their specific agency or jurisdictional needs.

Service: We strive to respond to requests for technical support within two hours of receiving the inquiry and no later than the next business day. Most requests can be resolved immediately however there are rare instances where our developer has to review data log files or even remote into a workstation to address the issue.

Development: We are always looking for ways to improve the Training Officer 2000 and often incorporate client suggestions into new releases. Currently the software is set up for full access to anyone authorized to use it. We expect a significant improvement release Spring, 2019 with great new features to include a permissions access wherein an administrator can assign different levels of read/write access as needed and each user would have their unique access logon and password.

AGENDA ITEM REPORT



To:

Subject: UPDATED RECRUITMENT ACTION PLAN FOR POLICE

Meeting: PUBLIC NOTICE - SPECIAL COMMISSION MEETING - August 25, 2021

Department: Police Department

Staff Contact: David Howard, Interim Chief of Police

BACKGROUND INFORMATION:

Community outreach, crime prevention initiatives; current and future, and criminal activities will always impact Police Department response. To better prepare for these and other factors Pembroke Park Police will maintain a Reserve and Part-Time Police Program. Part-time and reserve will be utilized to meet and respond to the needs of the Town at a much reduced cost. Additionally, future full-time vacancies can be met immediately by moving our part-time staff into a full-time role.

FINANCIAL IMPACT:

The Police Department has applied for numerous grants and will not know if we have been approved until September 2021. Cost of three part time officers is estimated to be \$112,000 per year.

POLICY IMPLICATIONS:

Our start date is ultimately tied very closely to our technology efforts or IT. Mark has performed flawlessly throughout this process and the department is currently awaiting State and local cooperatives in order to stand the agency up. It is Staff's intent to start policing as soon as these mandatory items are in-place. This Staff request is to seek permission to both proceed with a Reserve/Part-time program but also to initiate policing efforts as soon as it is able to do so.

RECOMMENDATION:

Staff recommends adopting this updated recruitment plan in order to better reflect staffing levels moving forward. Staff also recommends initiating the hiring process as early as October 2021 in-order to comply with numerous Department of Justice granting opportunities previously applied for. This will additionally allow the Town of Pembroke Park to sever patrol contracts prior to February 2022.

ATTACHMENTS:

[2021 Town of Pembroke Park Police Department Recruitment Plan Final](#)

Harry Taubenfeld, Finance &
Budget Director

Status:
Denied - Aug 11 2021

Melissa Anderson, Town Attorney	None
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None



RECRUITMENT PLAN

TOWN OF PEMBROKE PARK
POLICE DEPARTMENT

PREPARED BY:
DAVID HOWARD, POLICE CHIEF
YOLANDA MENEGAZZO, HUMAN RESOURCES

APRIL 2021

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The Town of Pembroke Park is a proud Equal Employer Opportunity Employer



OBJECTIVE

The Town has a recruitment plan to develop racial, ethnic and gender diversity that includes the following:

- A statement of objectives.
- An action plan designed to achieve the objectives.
- Annual evaluation of progress towards objectives; and
- Updates or revisions, as necessary.

SCOPE

Staffing of Police agencies is a critical and challenging task that greatly impacts the municipality's ability to deliver on community policing and crime prevention services. The purpose of the Town of Pembroke Park Police Department Recruitment Plan is to establish and document organizational strategies to recruit top talented law enforcement professionals that embraces the Town's culture and vision for public service.

Documentation of this process assists in the ability to constantly assess the recruitment process and ensure it is streamlined. This plan, which is not all encompassing, represents the Town's ideas on an efficient recruitment processes for law enforcement personnel to establishing an excellent first impression for all future recruits.

The Town advertises as an equal opportunity employer on all *recruitment literature* and all *employment applications*. Equal employment opportunities shall be provided to all applicants, regardless of race, sex, sexual orientation, gender identity or expression, ethnic background, and all other federal, state, and local protected classes.

Individuals assigned to *recruitment activities* are trained in *equal employment opportunity*. Specific attention will be paid to the recruitment and hiring of minorities and women for both sworn Police Officers, and non-sworn administrative personnel positions. All continued employment and promotion decisions shall be consistent with the principles of Equal Employment Opportunity (EEO) for all employment matters including compensation, benefits, transfers, layoffs, re-calls, training opportunities, promotions, and any other tangible employment action.

The responsibility of analyzing the Recruitment Plan will fall under the Police Chief, Human Resources, and the Town Manager.



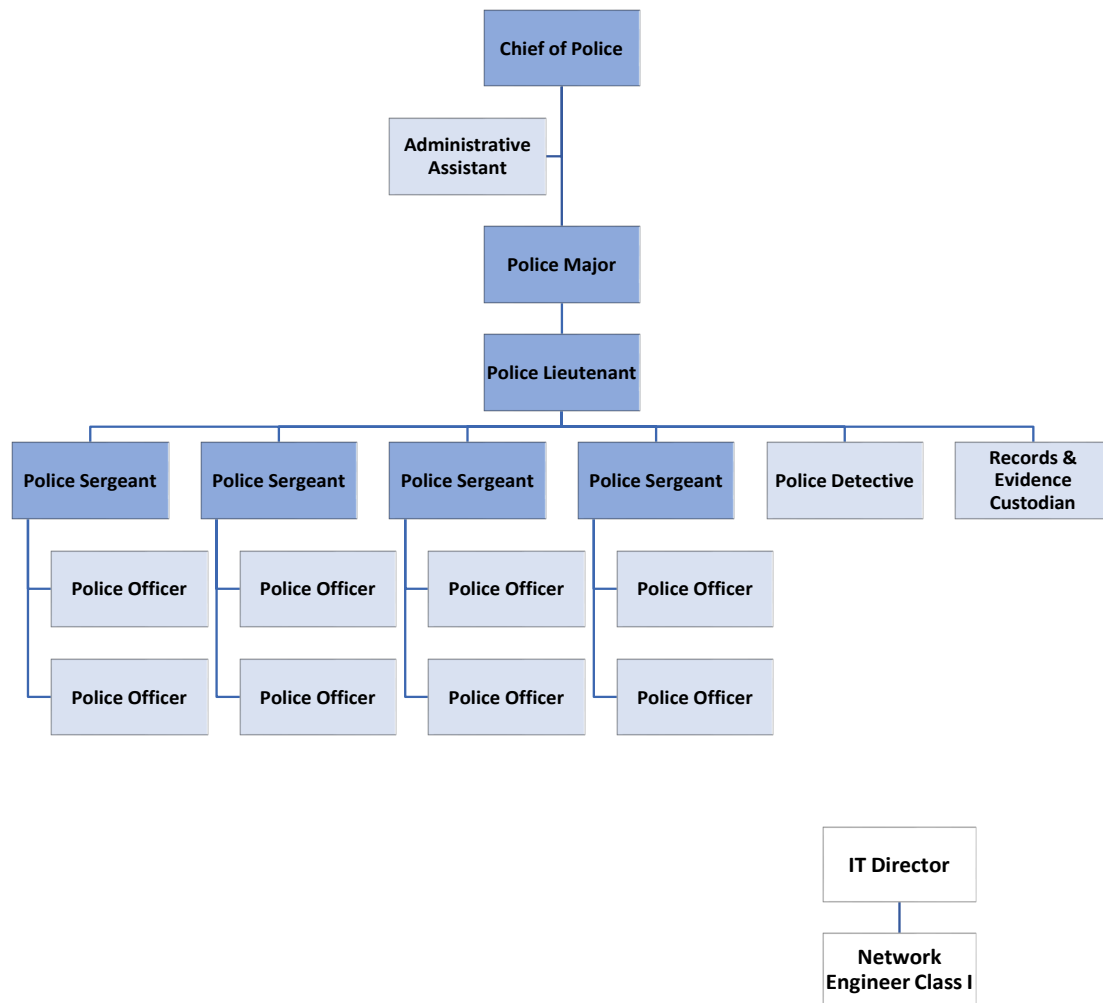
EMPLOYER BRANDING & RECRUITMENT STRATEGIES

There are multiple avenues for proactively recruiting law enforcement professionals by branding the Police Department. Some of these recruitment methods may be implemented immediately, while others will be developed over time as the Police Department becomes more established. The following is a list of methods that will be utilized to seek those candidates:

- **Engaging the Community:** every Police interaction is an opportunity to develop excellent relations with the community as well as identify future Police Recruits. Sending information to residents regarding positive accomplishments, crime prevention efforts, crime alerts, community concerns, and showcasing the department as well as the law enforcement profession.
- **Establishing a Citizen Minority Recruitment Committee:** this committee will consist of Police personnel members that are enlisted to interact with the community, educate interested parties on a career in law enforcement, serve as mentors to youth, and recruit individuals of diverse backgrounds to join the Police Department.
- **Employee Referrals:** one of the best strategies for recruitment is to encourage existing team members to refer individuals for open positions within the organization. Efforts to engage the entire agency to support recruitment efforts will increase the chances of success.
- **Career Booths & College Job Fairs:** setting up visits to the tri-county areas at Police academies.
- **Communication & Mentorship throughout the Recruitment Process:** communicate with candidates throughout the recruitment process to ensure transparency and keep the applicants eager to join the Town. Mentorship is very important to ensure the integrity and values of the Town are upheld and instilled in future employees.
- **Recruitment of Certified Police Officers:** attempting to network with and recruit certified Police Officers from other Police agencies or retired Police Officers with an active Police certification.
- **Online, Job Boards, Magazines, Organizations, and Local Media Outlet Advertisements:** posting announcements on various internet job search engines, utilizing Police magazines, law enforcement organizations, local news announcements, local gyms, military organizations, and more to reach candidates nation-wide to attract as many credentialed, experienced, and top talented law enforcement professionals as possible.

PROJECTED HIRING NEEDS

The Town of Pembroke Park has proposed the following organizational structure in order to meet the needs of the community and run a highly efficient Police Department operation.





Town of Pembroke Park Police Department Budgeted Positions		
Position/Title	Sworn/Non-Sworn	Number of Positions
Chief of Police	Sworn	1
Police Major	Sworn	1
Police Lieutenant	Sworn	1
Police Sergeant	Sworn	4
Police Detective	Sworn	1
Police Officer	Sworn	8
Administrative Assistant	Non-Sworn	1
Records & Evidence Custodian	Non-Sworn	1
Network Engineer Class I	Non-Sworn	.5
Total Staff		18.5

Police Department Salary Ranges

Police Officer Range	\$ 55,504.56	\$ 58,425.85	\$ 64,917.61	\$ 71,409.37	\$ 85,691.25
Police Sergeant Range	\$ 68,400.00	\$ 72,000.00	\$ 80,000.00	\$ 88,000.00	\$ 105,600.00
Police Lieutenant Range	\$ 81,225.00	\$ 85,500.00	\$ 95,000.00	\$ 104,500.00	\$ 125,400.00
Police Major Range	\$ 88,999.82	\$ 93,684.02	\$ 104,093.36	\$ 114,502.69	\$ 137,403.23
Police Chief Range	\$ 101,686.39	\$ 107,038.31	\$ 118,931.45	\$ 130,824.60	\$ 156,989.52
Records & Evidence Custodian Range	\$ 29,858.31	\$ 31,429.80	\$ 34,922.00	\$ 38,414.20	\$ 46,097.04
Administrative Assistant Range	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42
Network Engineer Class I Range	\$ 45,339.80	\$ 47,726.10	\$ 53,029.00	\$ 58,331.90	\$ 69,998.28

Job Descriptions: A job description is a clear and concise resource used as a guide to explain the tasks, duties, function, and responsibilities of a position as it relates to the organization's mission and goals. The purpose of the job description is to give guidance to employees as well as provide a measuring tool for employers to ensure employees are meeting job expectations. Each of the budgeted positions listed above have a job description. These job descriptions will be reviewed annually by the Chief of Police and Human Resources. They will be updated as needed to ensure the Police Department personnel are clear on any modifications or additional responsibilities that are part of their essential job functions.



Chief of Police

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: All Police Department Personnel

Position Reports To: Town Manager

Sworn: Yes

Job Specifications

NATURE OF WORK

Plans, directs, manages and oversees the activities and operations of the Police Department including law enforcement, criminal investigations, crime prevention and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and participates in outreach programs to create a strong and trusted relationship with the community.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Chief of Police include, but are not limited to:

- Direct, supervise, and evaluate all Police Department personnel and direct all daily Police Department operations.
- Conduct the planning and assignment of programs and Police activities.
- Conduct, coordinate, and supervise training for Police personnel.
- Develop new policies and regulations for arrest procedures, dress codes, use of equipment and vehicles, and other day-to-day operations; update those policies regularly.
- Manage the Police Department budget.
- Design various community and department programs to prevent crime, make it easier to report crime, and increase officer involvement within the community.
- Drive results related to crime rates, unsolved crimes, behavioral issues within the department, and other pertinent matters.



- Speak at press conferences regarding high profile criminal cases and criminal activity within the community.
- Make public appearances at community events.
- Oversee internal affairs investigations and take lead on high-profile criminal cases.
- Analyze crime data and statistics to find patterns and determine areas where a greater Police presence may be required.
- Address community concerns for crime and safety; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Keep abreast of all local, state, and federal laws, and take notice when new laws are introduced or existing laws are changed; stay abreast of new trends and innovations in the field of law enforcement.
- Ensure all Police personnel are up to date with all law enforcement required credentials.
- Monitor the effectiveness and efficiency of service delivery methods and procedures and allocate resources accordingly.
- Represent the Police Department and maintain a positive working relationship with other departments, elected officials, media, and outside agencies.
- Prepare reports to the Town Manager and Town Commission regularly to report Police operations and criminal activity in the community.
- Any/all other assignments from the Town Manager.

KNOWLEDGE, SKILLS, ABILITIES

The Chief of Police should possess the following knowledge, skills, and abilities:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of program development and administration.
- Modern principles, practices, and techniques of Police administration, organization, and operation.
- Methods and techniques of investigation, identification and collection of evidence.
- Law enforcement theory, principles, and practices, and their application to a wide variety of services and programs.
- Principles and practices of crime prevention, suppression, and law enforcement.
- Methods and techniques of public relations and excellent communication skills.
- Leadership and supervision skills.
- Use of firearms and mother modern Police equipment.
- Pertinent federal, state, and local laws, codes, and regulations knowledge.
- Analytical data skills.
- Budgeting skills.
- Perform criminal investigations involving complex and sensitive situations.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice Management, Public Administration, or a related field. Master's Degree preferred.
- Minimum of fifteen (15) years as a law enforcement professional, of which a minimum of five (5) years must be in a senior command staff capacity.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.



- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- Graduation from the FBI National Academy or comparable executive training is highly desired.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

The Town of Pembroke Park is an Equal Opportunity Employer that does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.



Police Major

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: Police Lieutenant

Position Reports To: Chief of Police

Sworn: Yes

Job Specifications

NATURE OF WORK

Under general direction, performs administrative and operational work in planning, directing and evaluating the activities and operations of a specific bureau or division within the Police Department oversees budgetary, administrative and supervisory functions; and performs other related duties and special projects as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Major include, but are not limited to:

- Oversees proper scheduling of all divisional personnel; and approves assignment and manpower distribution for division responsibilities.
- Prepares, administers, and monitors the bureau budget and approves all expenditures.
- Conducts research and strategic planning functions.
- Analyzes type and severity of crime occurring throughout the Town and makes recommendations for patrol strength adjustments. (depending on assignment).
- Responds to major crime scenes or incidents and fulfills all requirements of a certified sworn officer.
- Reviews deadly force and physical confrontation incidents. (depending on assignment)
- Evaluates and analyzes bureau problems and recommends and implements solutions.



- Oversees selection of staff, completes employee performance appraisals, evaluates assigned staff, and reviews and recommends disposition of discipline.
- Plans, formulates, and revises policies. Investigates and responds to complex or sensitive citizen complaints. Attends community meetings with citizens as required. (depending on assignment)
- Performs other related duties as assigned.
- Any/all other assignments from the Chief of Police.

KNOWLEDGE, SKILLS, ABILITIES

The Police Major should possess the following knowledge, skills, and abilities:

- Knowledge of the issues and trends within the Town.
- Knowledge of the theories, principles and practices of modern Police administration and law enforcement methods.
- Knowledge of municipal government organization and administration.
- Knowledge of the geography of the Town.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of departmental policies and procedures.
- Skill in budget preparation and management.
- Skill in the use of handgun and self-defense.
- Skill in the use of computers and related software.
- Skill in both verbal and written communication.
- Skill in planning, organizing and managing the operations and staff of a bureau or division.
- Skill in analyzing Police issues and effective resolution or preparation recommendations.
- Skill in preparing accurate and comprehensive reports.
- Ability to speak at neighborhood meetings, business associations and clubs or organizations to provide information on department initiatives and programs.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice Management, Public Administration, or a related field. Master's Degree preferred.
- Minimum of ten (10) years as a law enforcement professional, of which a minimum of three (3) years must be in a capacity of Lieutenant or higher.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.



- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Lieutenant

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department:	Police
Supervises:	Police Sergeant, Police Detective, and Records & Evidence Custodian
Position Reports To:	Police Major
Sworn:	Yes

Job Specifications

NATURE OF WORK

Under general direction, supervises a division or section of the Police department; develops innovative programs and seeks associated grant funding sources; provides daily direction, guidance, inspection and evaluation of the tasks assigned to sworn and civilian employees; and performs related duties as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Lieutenant include, but are not limited to:

- Supervises, trains and schedules assigned staff.
- Provides direction for assigned areas.
- Develops innovative programs and seeks out grant funding sources, writes the grant and budget, handles all aspects of award document, monitors and assists with grant reporting, provides recommendations for budget amendments and residual fund allocation.
- Prepares subordinate's evaluations, counsels and makes recommendations on disciplinary actions.
- Investigates citizens' complaints and questions regarding subordinate's actions.
- Ensures purchases are within budget and in accordance with fund requirements.
- Any/all other assignments from the Police Command Staff.

KNOWLEDGE, SKILLS, ABILITIES



The Police Lieutenant should possess the following knowledge, skills, and abilities:

- Knowledge of proper Police protocols.
- Knowledge of the principles and practices of modern Police administration and law enforcement methods.
- Knowledge of the principles and practices of supervision.
- Knowledge of business English, grammar, punctuation and spelling.
- Knowledge of Town and departmental policies and procedures.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.
- Skill in both verbal and written communication.
- Skill in budget preparation and management.
- Skill in preparing accurate and comprehensive reports.
- Skill in researching and analyzing Police issues and recommending solutions.
- Skill in training and supervising assigned staff.
- Skill in the use of computers and related software.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice Management, Public Administration, or a related field. Master's Degree preferred.
- Five (5) to seven (7) years as a law enforcement professional, of which a minimum of two (2) years must be in a capacity of Sergeant or higher.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

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- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
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- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Sergeant

EEO Class Code: Service Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police
Supervises: Police Officer
Position Reports To: Police Lieutenant
Sworn: Yes

Job Specifications

NATURE OF WORK

Under limited direction, supervises and participates in the activities of Police patrol, detective, traffic or other specialized squad/section on an assigned shift; provides daily direction, guidance, inspection and evaluation of the tasks assigned to sworn and civilian employees; and performs related duties as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Sergeant include, but are not limited to:

- Supervises, trains and evaluates Police Officers and civilian employees. Schedules and coordinates personnel assignments.
- Patrols assigned area of the Town for the prevention of crime and enforcement of all applicable criminal, traffic and other laws and ordinances.
- Responds to citizen complaints or questions regarding subordinate actions.
- Responds to calls for service involving crimes (e.g., robberies, assaults, homicides, narcotics, etc.)
- Responds to general public service calls for civil or societal problems.
- Completes necessary reports and checks written reports for completeness and accuracy. Reviews a variety of Police related reports prepared by officers and civilian employees.
- Prepares and presents daily briefings.
- Coordinates investigative activities by maintaining contact with all involved personnel.



- Advise employees concerning questions on departmental policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

The Police Sergeant should possess the following knowledge, skills, and abilities:

- Knowledge of principles and practices of supervision.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of Town and departmental policies and procedures.
- Knowledge of general law enforcement problems.
- Knowledge of patrol, criminal and traffic investigations.
- Skill in both verbal and written communication.
- Skill in training and supervising assigned staff.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Minimum of four (4) years as a certified Police Officer.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.



- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Detective

EEO Class Code: Service Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: None

Position Reports To: Police Lieutenant

Sworn: Yes

Job Specifications

NATURE OF WORK

Police Detective is a law enforcement professional that serves as the investigator of crimes and gathers evidence against criminals for prosecution. This individual is responsible for investigating crimes that have been reported to the department or discovered by Police Officers.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Detective include, but are not limited to:

- Gather facts and collect evidence for criminal cases.
- Determine which individuals and pieces of information are credible.
- Conducts interviews when investigating crimes.
- Creates and examines records.
- Observes suspects.
- Participates in raids and arrests.
- Writes detailed reports on findings.
- Testifies in court proceedings.
- Collaborate with Police Officers, crime scene investigators, and evidence technicians to build a case for prosecution.
- Analyzes physical evidence and reaches conclusions about truths during an incident.



- Performs all other assigned activities as required in relation to Police operations.

KNOWLEDGE, SKILLS, ABILITIES

The Police Detective should possess the following knowledge, skills, and abilities:

- Analytical skills.
- Communication skills both orally and in writing.
- Interviewing skills.
- Physical and mental stamina.
- Ability to complete accident and criminal investigations.
- Ability to investigate and analyze information to draw conclusions.
- Ability to gather and organize legal evidence.
- Ability to communicate and interact with officials at all levels.
- Knowledge of legal documentation procedures and requirements.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Minimum of two (2) years as a certified Police Officer.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.



- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Officer

EEO Class Code: Service Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: None

Position Reports To: Police Sergeant

Sworn: Yes

Job Specifications

NATURE OF WORK

Under limited supervision, performs general and specialized Police work involving the enforcement of laws and ordinances; protecting life and property; detection and arrest of violators; crime prevention; community services or other specialized assignments; and performs related duties as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Officer include, but are not limited to:

- Patrols assigned area of the Town for the prevention of crime and enforcement of all applicable criminal, traffic and other laws and ordinances.
- Responds to calls for service involving crimes such as robberies, assaults, homicides, narcotics, etc. Responds to general public service calls for civil or societal problems.
- Secures the scene of a crime, makes arrests and books prisoners.
- Prepares reports to accurately document information.
- Enforces laws, codes and statutes. Carries out duties in conformance with federal, state, county and Town laws and ordinances.
- Investigates reports of criminal activity.
- Performs a variety of general and specialized criminal investigations involving property and persons crimes, gathers evidence and preserves crime scene.



- Prepares and presents cases for prosecution and testifies in court.
- Maintains contact with Police supervisory personnel to coordinate investigative activities.
- Provides mutual assistance during emergency situations.
- Assists in the training of officers as assigned.
- Performs all other assigned activities as required in relation to Police operations.

KNOWLEDGE, SKILLS, ABILITIES

The Police Officer should possess the following knowledge, skills, and abilities:

- Knowledge of the protocols in a law enforcement agency.
- Knowledge of the proper maintenance and upkeep of law enforcement tools.
- Knowledge of the principles and practices of the criminal justice system.
- Knowledge of principles and practices of modern Police work and law enforcement methods.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of departmental policies and procedures.
- Knowledge of general law enforcement problems.
- Knowledge of patrol, criminal and traffic investigations.
- Skill in the use of handgun and self-defense.
- Skill in the use of crime scene evidence collection.
- Skill in both verbal and written communication.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.
- Skill in remembering names, faces and details of incidents.
- Skill in performing work requiring physical vigor.
- Skill in remaining in control physically and emotionally during stressful situations.
- Skill in pursuing and controlling suspects.
- Skill in learning the Town's geography.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Must be a Certified Police Officer by closing date of application.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- Must be able to successfully complete all phases of the pre-employment process, which includes physical agility test, written examination, oral interview, background investigation, polygraph, psychological evaluation, medical exam, and drug testing.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS



- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

SPECIAL REQUIREMENTS

- Must be capable of performing the essential functions of the job with or without reasonable accommodation.
- Have a stable work history free of repeated disciplinary actions, suspensions, terminations, and resignations.
- Free of convictions involving domestic abuse or violence.
- Free of convictions of any felony.
- Free of convictions and violations pertaining to Florida Department of Law Enforcement Good Moral Character guidelines.
- Free of misdemeanor convictions involving perjury or false statements.
- Free of convictions or pleas of nolo contendere to any 1st or 2nd degree misdemeanor within the last three (3) years.
- Have not been dishonorably discharged from any of the Armed Forces of the United States.
- Must present proof of automobile insurance upon offer of employment.
- Have not been convicted of driving under the influence of alcohol or control substances in the preceding five (5) year period in Florida or any other state.
- Have not had a Driver's license suspended under the point system in the past five (5) years, as provided for in the Florida Statute, Chapter 322.
- Have not been convicted of three (3) moving violations in the preceding 36 months in Florida or any other state.
- Have not used marijuana in the three (3) years prior to employment application submission; all other illegal drug use in the five (5) years prior to employment application submission.
- Have not failed the psychological evaluation or post offer physical, drug and alcohol screening within one (1) year from failure date.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.



The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Records & Evidence Custodian

EEO Class Code: Administrative Support Worker

Union Status: Unclassified

FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: None

Position Reports To: Police Lieutenant

Sworn: No

Job Specifications

NATURE OF WORK

Under limited supervision, receives, stores, logs, retrieves, disposes, and releases evidence and found property to appropriate persons; maintains accurate reports and records of inventory of property; transports sealed evidence to lab and handles biohazardous materials; plans and carry out assigned duties and resolved problems according to established procedures; and performs other related duties and special projects as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Records & Evidence Custodian include, but are not limited to:

- Receives impounded properties and evidence from Police Officers; releases property and evidence to designated personnel and owners following prescribed procedures. Safeguards the integrity of chain of custody.
- Reviews, catalogs, marks, documents, and stores submitted property and evidence.
- Responds to subpoenas to appear in court and testify as needed.
- Researches adjudicated evidence and unclaimed property in preparation for legal disposal and dispersal.
- Compiles data and prepare periodic and ad hoc reports.
- Works with various charities, organizations and others for donation of property from closed cases.
- Maintains storage area for property control.



- Assists general public, departmental personnel and representatives from other agencies in obtaining Police related information.
- Reviews, inputs, and processes Police related documents and responds to requests for documents from various departments.
- Maintains organized and accurate filing system.
- Reviews and processes requests for background checks.
- Processes arrest data and mail requests and review responses for quality; completes daily productivity reports.
- Organizes materials according to priority; refers to established procedural guidelines in carrying out assignments.
- Maintains and produces Police related documents for various reviews; distribute printed copies; updates various Police reports; accesses, enters data and updates local, state and federal computer databases.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

The Records & Evidence Custodian should possess the following knowledge, skills, and abilities:

- Knowledge of local, state and federal regulations affecting evidentiary procedures.
- Knowledge of principles and practices of warehousing.
- Knowledge of evidence and other types of property disposition and disposal.
- Skill in communicating effectively, both orally and in writing, and following verbal and written instructions.
- Ability to operate a variety of office equipment, including computers and other electronic equipment.
- Ability to respond to inquiries from victims, suspects and attorneys regarding personal property.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Two (2) years of inventory control or property is required, preferably in a Police Department.
- Must possess a valid Florida driver's license.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT



The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.

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Network Engineer Class I

EEO Class Code: Professionals

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police/Information Technology

Supervises: None

Position Reports To: IT Director

Sworn: No

Job Specifications

NATURE OF WORK

Under executive direction from the IT Director, the Network Engineer Class I will implement and manage equipment plans based on approved specifications, maintain each component of the network, and troubleshoot issues. The Network Engineer will be responsible for monitoring the network firewall, assessing the functionality of the network routers, ensuring all Internet security software is updated regularly, developing, ensuring compliance of the Town's acceptable use policies, and maintaining the Town's phone system. This position will partially be dedicated to the Town's Police Department while the other portion of the workload will service the remainder of the Town's Departments.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Network Engineer Class I include but are not limited to:

- Maintain, troubleshoot, and update the Town phone system.
- Record, troubleshoot, escalate, and follow-up with end-users regarding IT support matters.
- Assist in maintaining both hardware and software needs.
- Support computer users, both hardware and software needs.
- Install and deploy workstations, tablets, and other IT technology to users.
- Provide end-user training with IT systems and applications.
- Adhere to all IT processes, policies, standards, and procedures.
- Maintain complete and accurate logs and documentation of responsibilities and work completed.
- Assist in creating and maintaining network infrastructure documents and IT procedures.
- Respond to network connectivity issues and resolve any communication/IT issues within the confines of Town Hall and other Town facilities.
- Update the network maintenance manual as needed.



- Collaborate with third-party support and service vendors to ensure that the network stays operational.
- Builds network configurations and connections.
- Conduct IP address auditing.
- Defines, documents, and enforces system standards.
- Maximizes performance by troubleshooting network problems and outages and scheduling upgrades.
- Configures router(s).
- Updates data servers and network equipment.
- Collaborates with network architects on network optimization.
- Secures network system by establishing and enforcing policies and defining and monitoring access.
- Updates job knowledge by participating in educational opportunities, reading professional publications, and participating in professional organizations.
- Accomplishes information systems and organization mission by completing related results as needed.
- After-hours end-user, network, and IT infrastructure support required.
- Travel required to Town locations to support end-users, network, and IT infrastructure.
- Performs all other related tasks as assigned by IT Director.

KNOWLEDGE, ABILITIES AND SKILLS

Employees in the position of Network Engineer Class I should have:

- Considerable knowledge and experience in information technology, computer science and engineering.
- Ability to manage programs, functions and activities of the department.
- Ability to cooperate and communicate constructively with other Town departments, elected officials, and the public.
- Ability to perform multiple tasks correctly and efficiently under varying conditions.
- Ability to supervise employees including monitoring work activities, providing training, evaluating performance and foster creativity.
- Availability to work varying hours for meetings and elections.
- Computer skills – Microsoft 365 office in specific.
- Ability to work independently with little or no supervision.

MINIMUM REQUIREMENTS

- Minimum of 5 years' experience in managing sophisticated computer networks; preferably as a municipal network engineer.
- 3+ years' experience in network architecture and deployment.
- Bachelor's Degree in Information Technology, Engineering, Computer Science, or related field; Master's Degree in Information Technology, Computer Science, Engineering or related field (Preferred).
- Cisco Certified Internetwork Expert (CCIE) certificate preferred.
- CompTIA networking certifications preferred.
- An equivalent combination of education and experience may be considered.



PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Ability to lift up to 50lbs regularly.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.

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Administrative Assistant

EEO Class Code: Admin Support Workers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: None

Position Reports To: Chief of Police

Sworn: No

Job Specifications

NATURE OF WORK

This is a varied and advanced secretarial and administrative position as Administrative Assistant in the Police Department. This position performs routine administrative functions such as drafting correspondence, scheduling appointments, organizing, and maintaining paper and electronic files, and providing information to callers or visitors. This position's work will be performed with considerable independence and must be capable of carrying on varied tasks without direct supervision to provide administrative support to the Chief of Police. In addition, this position will be responsible for entering all certification data for the Police Department to ensure compliance with FDLE and any other regulatory agencies, as well as serve as a background investigator for all sworn law enforcement candidates.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Administrative Assistant include, but are not limited to:

- Greet and assist visitors, answer, and direct telephone calls: and be able to respond to general department inquiries.
- Prepare and maintain departmental Personnel forms, payroll requisitions, employee certification and training records and submit those confidential personnel records to Human Resources, Payroll, and/or keep in the internal Police files.
- Support the Chief of Police and senior Command Staff with all document retention related to certifications and compliance.
- Submitting invoices and reimbursement requests to Finance Department for all Police Department expenses.
- Arrange schedules and meetings on behalf of the Chief of Police.
- Record detailed meeting minute notes as requested by the Chief of Police.
- Write and distribute email, correspondence memos, letters, faxes, and forms.
- Coordinates and compiles department-wide reports, grants, and correspondence. Assigns work to ensure effective and efficient results.
- Administers special projects as assigned by the Chief of Police.

Town of Pembroke Park Police Department Recruitment Plan 2021

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- Perform administrative and clerical duties within the Police Department, including ordering supplies and arranging for equipment repair.
- Assist with regularly scheduled reports and budget preparations.
- Conduct research as requested.
- Maintain contact lists.
- Act as a point of contact on behalf of the Police Department and Chief of Police.
- Liaise with other employees to handle requests such as public records requests.
- Serve as a background investigator for all sworn law enforcement applicants.
- Attends all Town events as needed.
- Any/all other assigned duties related to the Police Department.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Administrative Assistant to the Chief of Police should have:

- Knowledge and skill in modern office practices and procedures.
- Computer operational knowledge and proficiency in Microsoft Office Suite.
- Ability to follow, understand, and communicate both orally and in writing.
- Ability to manage time and prioritize multiple tasks effectively.
- Strong organizational skills.
- Ability to maintain effective working relationships with other employees.
- Ability to deal with the public in an effective and courteous manner using diplomacy.
- Must have considerable knowledge to read and understand Town codes, ordinances, policies, and procedures.
- Basic knowledge of state-mandated codes and standards, permitting and contractor licensing as they relate to utilities and building code requirements.
- Basic knowledge of law enforcement practices and procedures, including certification requirements and backgrounds investigations.

MINIMUM REQUIREMENTS

- High School Diploma or GED required; Associate degree in Public Administration, Criminal Justice, or a related field (Preferred).
- Specialized Executive/Administrative Assistant certificate of completion or certification (Preferred).
- Three (3) years of experience in a clerical/administrative position required; three (3) to five (5) years of Law Enforcement or Public Sector clerical/administrative experience (Preferred).
- Obtain Florida Notary Public within three (3) months from date of hire required.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.



The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

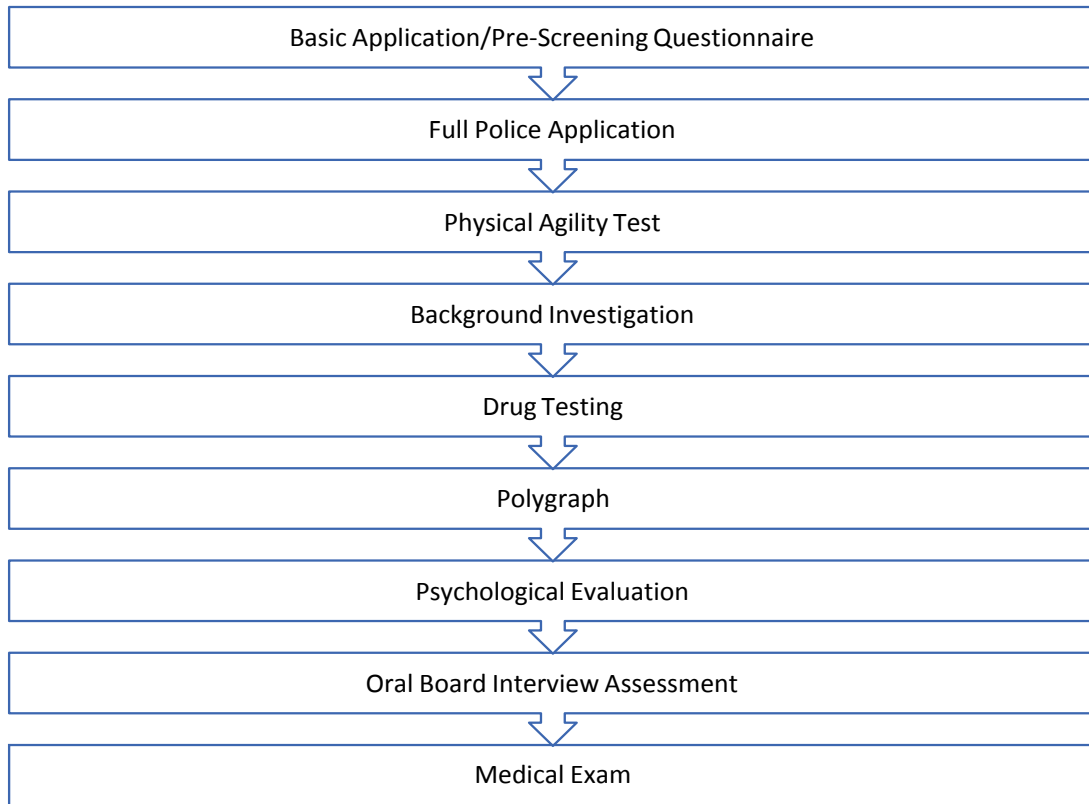
- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events and emergency situations.

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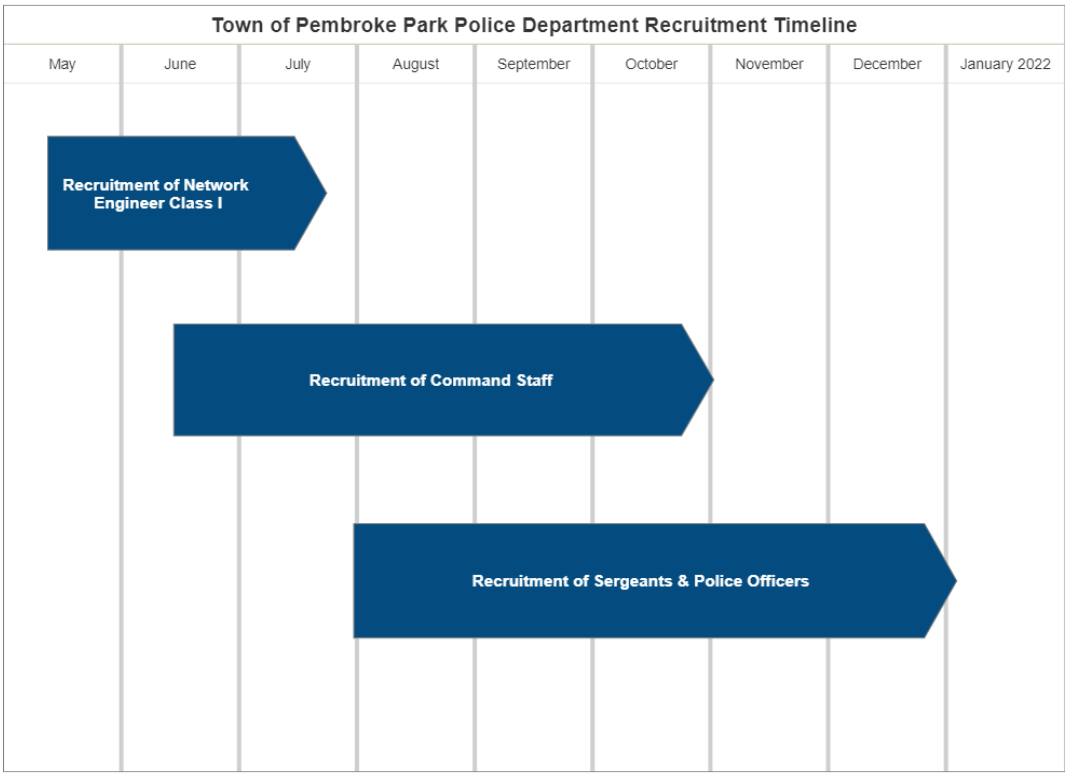
APPLICATION PROCESS STEPS

The application process for future sworn personnel will consist of the following steps, which helps identify top talent. Some of the steps listed below require an outside service vendor. Those costs range from \$100 - \$600 each depending on the service. All services rendered shall be in compliance with the Town's Procurement policies & procedures.





RECRUITMENT TIMELINE



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RECRUITMENT PLAN

TOWN OF PEMBROKE PARK
POLICE DEPARTMENT

PREPARED BY:
DAVID HOWARD, POLICE CHIEF
YOLANDA MENEGAZZO, HUMAN RESOURCES

AUGUST 2021

The Town of Pembroke Park is a proud Equal Employer Opportunity Employer



OBJECTIVE

The Town has a recruitment plan to develop racial, ethnic and gender diversity that includes the following:

- A statement of objectives.
- An action plan designed to achieve the objectives.
- Annual evaluation of progress towards objectives; and
- Updates or revisions, as necessary.

SCOPE

Staffing of Police agencies is a critical and challenging task that greatly impacts the municipality's ability to deliver on community policing and crime prevention services. The purpose of the Town of Pembroke Park Police Department Recruitment Plan is to establish and document organizational strategies to recruit top talented law enforcement professionals that embraces the Town's culture and vision for public service.

Documentation of this process assists in the ability to constantly assess the recruitment process and ensure it is streamlined. This plan, which is not all encompassing, represents the Town's ideas on an efficient recruitment processes for law enforcement personnel to establishing an excellent first impression for all future recruits.

The Town advertises as an equal opportunity employer on all *recruitment literature* and all *employment applications*. Equal employment opportunities shall be provided to all applicants, regardless of race, sex, sexual orientation, gender identity or expression, ethnic background, and all other federal, state, and local protected classes.

Individuals assigned to *recruitment activities* are trained in *equal employment opportunity*. Specific attention will be paid to the recruitment and hiring of minorities and women for both sworn Police Officers, and non-sworn administrative personnel positions. All continued employment and promotion decisions shall be consistent with the principles of Equal Employment Opportunity (EEO) for all employment matters including compensation, benefits, transfers, layoffs, re-calls, training opportunities, promotions, and any other tangible employment action.

The responsibility of analyzing the Recruitment Plan will fall under the Police Chief, Human Resources, and the Town Manager.



EMPLOYER BRANDING & RECRUITMENT STRATEGIES

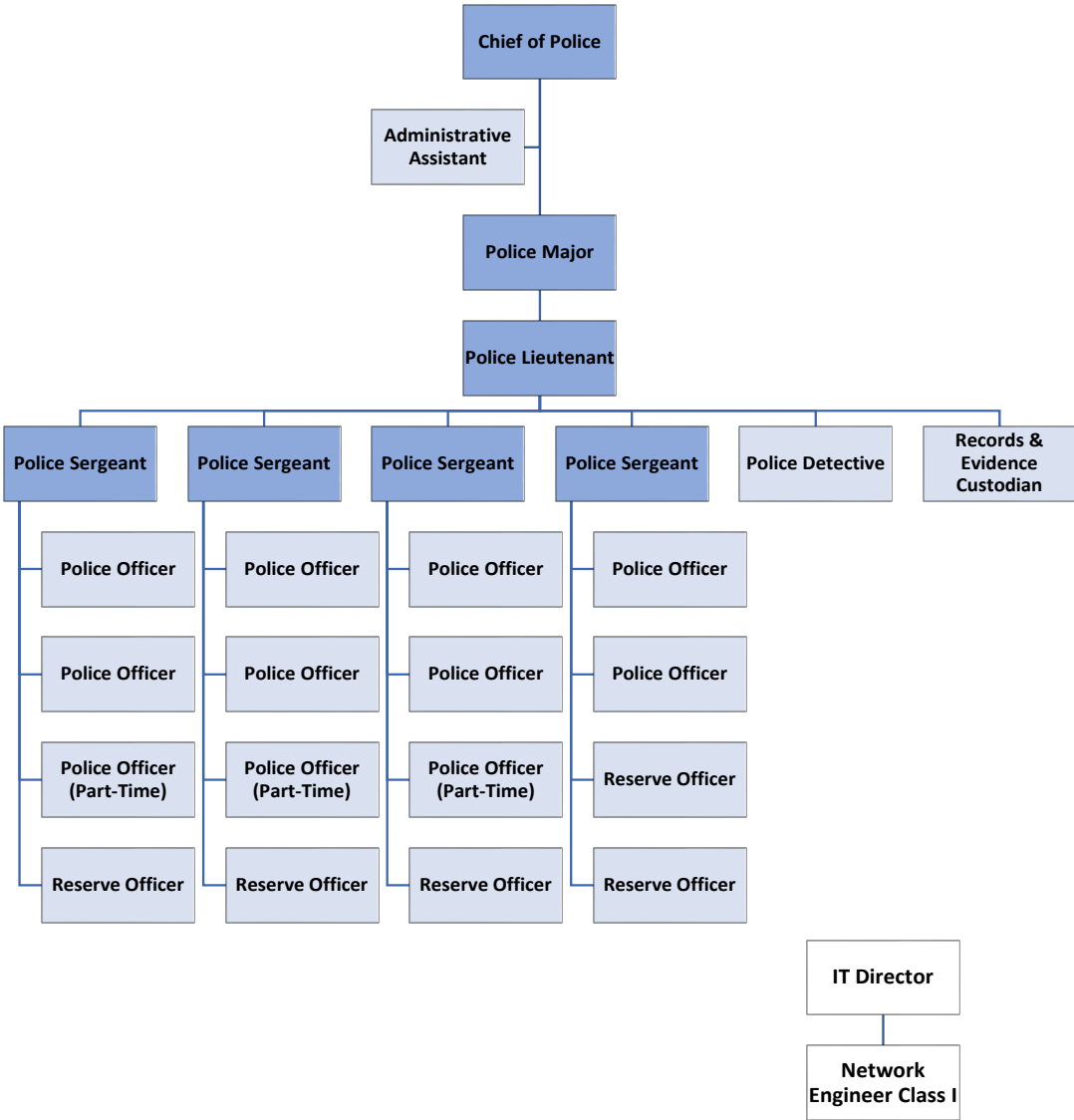
There are multiple avenues for proactively recruiting law enforcement professionals by branding the Police Department. Some of these recruitment methods may be implemented immediately, while others will be developed over time as the Police Department becomes more established. The following is a list of methods that will be utilized to seek those candidates:

- **Engaging the Community:** every Police interaction is an opportunity to develop excellent relations with the community as well as identify future Police Recruits. Sending information to residents regarding positive accomplishments, crime prevention efforts, crime alerts, community concerns, and showcasing the department as well as the law enforcement profession.
- **Establishing a Citizen Minority Recruitment Committee:** this committee will consist of Police personnel members that are enlisted to interact with the community, educate interested parties on a career in law enforcement, serve as mentors to youth, and recruit individuals of diverse backgrounds to join the Police Department.
- **Employee Referrals:** one of the best strategies for recruitment is to encourage existing team members to refer individuals for open positions within the organization. Efforts to engage the entire agency to support recruitment efforts will increase the chances of success.
- **Career Booths & College Job Fairs:** setting up visits to the tri-county areas at Police academies.
- **Communication & Mentorship throughout the Recruitment Process:** communicate with candidates throughout the recruitment process to ensure transparency and keep the applicants eager to join the Town. Mentorship is very important to ensure the integrity and values of the Town are upheld and instilled in future employees.
- **Recruitment of Certified Police Officers:** attempting to network with and recruit certified Police Officers from other Police agencies or retired Police Officers with an active Police certification.
- **Online, Job Boards, Magazines, Organizations, and Local Media Outlet Advertisements:** posting announcements on various internet job search engines, utilizing Police magazines, law enforcement organizations, local news announcements, local gyms, military organizations, and more to reach candidates nation-wide to attract as many credentialed, experienced, and top talented law enforcement professionals as possible.



PROJECTED HIRING NEEDS

The Town of Pembroke Park has proposed the following organizational structure in order to meet the needs of the community and run a highly efficient Police Department operation.





Town of Pembroke Park Police Department Budgeted Positions		
Position/Title	Sworn/Non-Sworn	Number of Positions
Chief of Police	Sworn	1
Police Major	Sworn	1
Police Lieutenant	Sworn	1
Police Sergeant	Sworn	4
Police Detective	Sworn	1
Police Officer	Sworn	8 full time, 3 part time, 5 reserve
Administrative Assistant	Non-Sworn	1
Records & Evidence Custodian	Non-Sworn	1
Network Engineer Class I	Non-Sworn	1 (50% budgeted by Police Dept)
Total Staff		27

Police Department Salary Ranges

Police Officer Range	\$ 55,504.56	\$ 58,425.85	\$ 64,917.61	\$ 71,409.37	\$ 85,691.25
Police Sergeant Range	\$ 68,400.00	\$ 72,000.00	\$ 80,000.00	\$ 88,000.00	\$ 105,600.00
Police Lieutenant Range	\$ 81,225.00	\$ 85,500.00	\$ 95,000.00	\$ 104,500.00	\$ 125,400.00
Police Major Range	\$ 88,999.82	\$ 93,684.02	\$ 104,093.36	\$ 114,502.69	\$ 137,403.23
Police Chief Range	\$ 101,686.39	\$ 107,038.31	\$ 118,931.45	\$ 130,824.60	\$ 156,989.52
Records & Evidence Custodian Range	\$ 29,858.31	\$ 31,429.80	\$ 34,922.00	\$ 38,414.20	\$ 46,097.04
Administrative Assistant Range	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42
Network Engineer Class I Range	\$ 45,339.80	\$ 47,726.10	\$ 53,029.00	\$ 58,331.90	\$ 69,998.28

Job Descriptions: A job description is a clear and concise resource used as a guide to explain the tasks, duties, function, and responsibilities of a position as it relates to the organization's mission and goals. The purpose of the job description is to give guidance to employees as well as provide a measuring tool for employers to ensure employees are meeting job expectations. Each of the budgeted positions listed above have a job description. These job descriptions will be reviewed annually by the Chief of Police and Human Resources. They will be updated as needed to ensure the Police Department personnel are clear on any modifications or additional responsibilities that are part of their essential job functions.



Chief of Police

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: All Police Department Personnel

Position Reports To: Town Manager

Sworn: Yes

Job Specifications

NATURE OF WORK

Plans, directs, manages and oversees the activities and operations of the Police Department including law enforcement, criminal investigations, crime prevention and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and participates in outreach programs to create a strong and trusted relationship with the community.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Chief of Police include, but are not limited to:

- Direct, supervise, and evaluate all Police Department personnel and direct all daily Police Department operations.
- Conduct the planning and assignment of programs and Police activities.
- Conduct, coordinate, and supervise training for Police personnel.
- Develop new policies and regulations for arrest procedures, dress codes, use of equipment and vehicles, and other day-to-day operations; update those policies regularly.
- Manage the Police Department budget.
- Design various community and department programs to prevent crime, make it easier to report crime, and increase officer involvement within the community.
- Drive results related to crime rates, unsolved crimes, behavioral issues within the department, and other pertinent matters.



- Speak at press conferences regarding high profile criminal cases and criminal activity within the community.
- Make public appearances at community events.
- Oversee internal affairs investigations and take lead on high-profile criminal cases.
- Analyze crime data and statistics to find patterns and determine areas where a greater Police presence may be required.
- Address community concerns for crime and safety; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Keep abreast of all local, state, and federal laws, and take notice when new laws are introduced or existing laws are changed; stay abreast of new trends and innovations in the field of law enforcement.
- Ensure all Police personnel are up to date with all law enforcement required credentials.
- Monitor the effectiveness and efficiency of service delivery methods and procedures and allocate resources accordingly.
- Represent the Police Department and maintain a positive working relationship with other departments, elected officials, media, and outside agencies.
- Prepare reports to the Town Manager and Town Commission regularly to report Police operations and criminal activity in the community.
- Any/all other assignments from the Town Manager.

KNOWLEDGE, SKILLS, ABILITIES

The Chief of Police should possess the following knowledge, skills, and abilities:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of program development and administration.
- Modern principles, practices, and techniques of Police administration, organization, and operation.
- Methods and techniques of investigation, identification and collection of evidence.
- Law enforcement theory, principles, and practices, and their application to a wide variety of services and programs.
- Principles and practices of crime prevention, suppression, and law enforcement.
- Methods and techniques of public relations and excellent communication skills.
- Leadership and supervision skills.
- Use of firearms and mother modern Police equipment.
- Pertinent federal, state, and local laws, codes, and regulations knowledge.
- Analytical data skills.
- Budgeting skills.
- Perform criminal investigations involving complex and sensitive situations.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice Management, Public Administration, or a related field. Master's Degree preferred.
- Minimum of fifteen (15) years as a law enforcement professional, of which a minimum of five (5) years must be in a senior command staff capacity.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.



- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- Graduation from the FBI National Academy or comparable executive training is highly desired.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Major

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: Police Lieutenant

Position Reports To: Chief of Police

Sworn: Yes

Job Specifications

NATURE OF WORK

Under general direction, performs administrative and operational work in planning, directing and evaluating the activities and operations of a specific bureau or division within the Police Department oversees budgetary, administrative and supervisory functions; and performs other related duties and special projects as assigned.

STATE OF EMERGENCY

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ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Major include, but are not limited to:

- Oversees proper scheduling of all divisional personnel; and approves assignment and manpower distribution for division responsibilities.
- Prepares, administers, and monitors the bureau budget and approves all expenditures.
- Conducts research and strategic planning functions.
- Analyzes type and severity of crime occurring throughout the Town and makes recommendations for patrol strength adjustments. (depending on assignment).
- Responds to major crime scenes or incidents and fulfills all requirements of a certified sworn officer.
- Reviews deadly force and physical confrontation incidents. (depending on assignment)
- Evaluates and analyzes bureau problems and recommends and implements solutions.



- Oversees selection of staff, completes employee performance appraisals, evaluates assigned staff, and reviews and recommends disposition of discipline.
- Plans, formulates, and revises policies. Investigates and responds to complex or sensitive citizen complaints. Attends community meetings with citizens as required. (depending on assignment)
- Performs other related duties as assigned.
- Any/all other assignments from the Chief of Police.

KNOWLEDGE, SKILLS, ABILITIES

The Police Major should possess the following knowledge, skills, and abilities:

- Knowledge of the issues and trends within the Town.
- Knowledge of the theories, principles and practices of modern Police administration and law enforcement methods.
- Knowledge of municipal government organization and administration.
- Knowledge of the geography of the Town.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of departmental policies and procedures.
- Skill in budget preparation and management.
- Skill in the use of handgun and self-defense.
- Skill in the use of computers and related software.
- Skill in both verbal and written communication.
- Skill in planning, organizing and managing the operations and staff of a bureau or division.
- Skill in analyzing Police issues and effective resolution or preparation recommendations.
- Skill in preparing accurate and comprehensive reports.
- Ability to speak at neighborhood meetings, business associations and clubs or organizations to provide information on department initiatives and programs.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice Management, Public Administration, or a related field. Master's Degree preferred.
- Minimum of ten (10) years as a law enforcement professional, of which a minimum of three (3) years must be in a capacity of Lieutenant or higher.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.



- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Lieutenant

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: Police Sergeant, Police Detective, and Records & Evidence Custodian

Position Reports To: Police Major

Sworn: Yes

Job Specifications

NATURE OF WORK

Under general direction, supervises a division or section of the Police department; develops innovative programs and seeks associated grant funding sources; provides daily direction, guidance, inspection and evaluation of the tasks assigned to sworn and civilian employees; and performs related duties as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Lieutenant include, but are not limited to:

- Supervises, trains and schedules assigned staff.
- Provides direction for assigned areas.
- Develops innovative programs and seeks out grant funding sources, writes the grant and budget. handles all aspects of award document, monitors and assists with grant reporting, provides recommendations for budget amendments and residual fund allocation.
- Prepares subordinate's evaluations, counsels and makes recommendations on disciplinary actions.
- Investigates citizens' complaints and questions regarding subordinate's actions.
- Ensures purchases are within budget and in accordance with fund requirements.
- Any/all other assignments from the Police Command Staff.

KNOWLEDGE, SKILLS, ABILITIES



The Police Lieutenant should possess the following knowledge, skills, and abilities:

- Knowledge of proper Police protocols.
- Knowledge of the principles and practices of modern Police administration and law enforcement methods.
- Knowledge of the principles and practices of supervision.
- Knowledge of business English, grammar, punctuation and spelling.
- Knowledge of Town and departmental policies and procedures.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.
- Skill in both verbal and written communication.
- Skill in budget preparation and management.
- Skill in preparing accurate and comprehensive reports.
- Skill in researching and analyzing Police issues and recommending solutions.
- Skill in training and supervising assigned staff.
- Skill in the use of computers and related software.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice Management, Public Administration, or a related field. Master's Degree preferred.
- Five (5) to seven (7) years as a law enforcement professional, of which a minimum of two (2) years must be in a capacity of Sergeant or higher.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Sergeant

EEO Class Code: Service Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: Police Officer

Position Reports To: Police Lieutenant

Sworn: Yes

Job Specifications

NATURE OF WORK

Under limited direction, supervises and participates in the activities of Police patrol, detective, traffic or other specialized squad/section on an assigned shift; provides daily direction, guidance, inspection and evaluation of the tasks assigned to sworn and civilian employees; and performs related duties as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Sergeant include, but are not limited to:

- Supervises, trains and evaluates Police Officers and civilian employees. Schedules and coordinates personnel assignments.
- Patrols assigned area of the Town for the prevention of crime and enforcement of all applicable criminal, traffic and other laws and ordinances.
- Responds to citizen complaints or questions regarding subordinate actions.
- Responds to calls for service involving crimes (e.g., robberies, assaults, homicides, narcotics, etc.)
- Responds to general public service calls for civil or societal problems.
- Completes necessary reports and checks written reports for completeness and accuracy. Reviews a variety of Police related reports prepared by officers and civilian employees.
- Prepares and presents daily briefings.
- Coordinates investigative activities by maintaining contact with all involved personnel.



- Advise employees concerning questions on departmental policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

The Police Sergeant should possess the following knowledge, skills, and abilities:

- Knowledge of principles and practices of supervision.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of Town and departmental policies and procedures.
- Knowledge of general law enforcement problems.
- Knowledge of patrol, criminal and traffic investigations.
- Skill in both verbal and written communication.
- Skill in training and supervising assigned staff.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Minimum of four (4) years as a certified Police Officer.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.



- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Detective

EEO Class Code: Service Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: None

Position Reports To: Police Lieutenant

Sworn: Yes

Job Specifications

NATURE OF WORK

Police Detective is a law enforcement professional that serves as the investigator of crimes and gathers evidence against criminals for prosecution. This individual is responsible for investigating crimes that have been reported to the department or discovered by Police Officers.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Detective include, but are not limited to:

- Gather facts and collect evidence for criminal cases.
- Determine which individuals and pieces of information are credible.
- Conducts interviews when investigating crimes.
- Creates and examines records.
- Observes suspects.
- Participates in raids and arrests.
- Writes detailed reports on findings.
- Testifies in court proceedings.
- Collaborate with Police Officers, crime scene investigators, and evidence technicians to build a case for prosecution.
- Analyzes physical evidence and reaches conclusions about truths during an incident.



- Performs all other assigned activities as required in relation to Police operations.

KNOWLEDGE, SKILLS, ABILITIES

The Police Detective should possess the following knowledge, skills, and abilities:

- Analytical skills.
- Communication skills both orally and in writing.
- Interviewing skills.
- Physical and mental stamina.
- Ability to complete accident and criminal investigations.
- Ability to investigate and analyze information to draw conclusions.
- Ability to gather and organize legal evidence.
- Ability to communicate and interact with officials at all levels.
- Knowledge of legal documentation procedures and requirements.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Minimum of two (2) years as a certified Police Officer.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.



- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

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- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Police Officer

EEO Class Code: Service Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: None

Position Reports To: Police Sergeant

Sworn: Yes

Job Specifications

NATURE OF WORK

Under limited supervision, performs general and specialized Police work involving the enforcement of laws and ordinances; protecting life and property; detection and arrest of violators; crime prevention; community services or other specialized assignments; and performs related duties as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Officer include, but are not limited to:

- Patrols assigned area of the Town for the prevention of crime and enforcement of all applicable criminal, traffic and other laws and ordinances.
- Responds to calls for service involving crimes such as robberies, assaults, homicides, narcotics, etc. Responds to general public service calls for civil or societal problems.
- Secures the scene of a crime, makes arrests and books prisoners.
- Prepares reports to accurately document information.
- Enforces laws, codes and statutes. Carries out duties in conformance with federal, state, county and Town laws and ordinances.
- Investigates reports of criminal activity.
- Performs a variety of general and specialized criminal investigations involving property and persons crimes, gathers evidence and preserves crime scene.



- Prepares and presents cases for prosecution and testifies in court.
- Maintains contact with Police supervisory personnel to coordinate investigative activities.
- Provides mutual assistance during emergency situations.
- Assists in the training of officers as assigned.
- Performs all other assigned activities as required in relation to Police operations.

KNOWLEDGE, SKILLS, ABILITIES

The Police Officer should possess the following knowledge, skills, and abilities:

- Knowledge of the protocols in a law enforcement agency.
- Knowledge of the proper maintenance and upkeep of law enforcement tools.
- Knowledge of the principles and practices of the criminal justice system.
- Knowledge of principles and practices of modern Police work and law enforcement methods.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of departmental policies and procedures.
- Knowledge of general law enforcement problems.
- Knowledge of patrol, criminal and traffic investigations.
- Skill in the use of handgun and self-defense.
- Skill in the use of crime scene evidence collection.
- Skill in both verbal and written communication.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.
- Skill in remembering names, faces and details of incidents.
- Skill in performing work requiring physical vigor.
- Skill in remaining in control physically and emotionally during stressful situations.
- Skill in pursuing and controlling suspects.
- Skill in learning the Town's geography.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Must be a Certified Police Officer by closing date of application.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- Must be able to successfully complete all phases of the pre-employment process, which includes physical agility test, written examination, oral interview, background investigation, polygraph, psychological evaluation, medical exam, and drug testing.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS



- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

SPECIAL REQUIREMENTS

- Must be capable of performing the essential functions of the job with or without reasonable accommodation.
- Have a stable work history free of repeated disciplinary actions, suspensions, terminations, and resignations.
- Free of convictions involving domestic abuse or violence.
- Free of convictions of any felony.
- Free of convictions and violations pertaining to Florida Department of Law Enforcement Good Moral Character guidelines.
- Free of misdemeanor convictions involving perjury or false statements.
- Free of convictions or pleas of nolo contendere to any 1st or 2nd degree misdemeanor within the last three (3) years.
- Have not been dishonorable discharged from any of the Armed Forces of the United States.
- Must present proof of automobile insurance upon offer of employment.
- Have not been convicted of driving under the influence of alcohol or control substances in the preceding five (5) year period in Florida or any other state.
- Have not had a Driver's license suspended under the point system in the past five (5) years, as provided for in the Florida Statute, Chapter 322.
- Have not been convicted of three (3) moving violations in the preceding 36 months in Florida or any other state.
- Have not used marijuana in the three (3) years prior to employment application submission; all other illegal drug use in the five (5) years prior to employment application submission.
- Have not failed the psychological evaluation or post offer physical, drug and alcohol screening within one (1) year from failure date.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.



The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

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Records & Evidence Custodian

EEO Class Code: Administrative Support Worker

Union Status: Unclassified

FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Police
Supervises: None
Position Reports To: Police Lieutenant
Sworn: No

Job Specifications

NATURE OF WORK

Under limited supervision, receives, stores, logs, retrieves, disposes, and releases evidence and found property to appropriate persons; maintains accurate reports and records of inventory of property; transports sealed evidence to lab and handles biohazardous materials; plans and carry out assigned duties and resolved problems according to established procedures; and performs other related duties and special projects as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Records & Evidence Custodian include, but are not limited to:

- Receives impounded properties and evidence from Police Officers; releases property and evidence to designated personnel and owners following prescribed procedures. Safeguards the integrity of chain of custody.
- Reviews, catalogs, marks, documents, and stores submitted property and evidence.
- Responds to subpoenas to appear in court and testify as needed.
- Researches adjudicated evidence and unclaimed property in preparation for legal disposal and dispersal.
- Compiles data and prepare periodic and ad hoc reports.
- Works with various charities, organizations and others for donation of property from closed cases.
- Maintains storage area for property control.



- Assists general public, departmental personnel and representatives from other agencies in obtaining Police related information.
- Reviews, inputs, and processes Police related documents and responds to requests for documents from various departments.
- Maintains organized and accurate filing system.
- Reviews and processes requests for background checks.
- Processes arrest data and mail requests and review responses for quality; completes daily productivity reports.
- Organizes materials according to priority; refers to established procedural guidelines in carrying out assignments.
- Maintains and produces Police related documents for various reviews; distribute printed copies; updates various Police reports; accesses, enters data and updates local, state and federal computer databases.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

The Records & Evidence Custodian should possess the following knowledge, skills, and abilities:

- Knowledge of local, state and federal regulations affecting evidentiary procedures.
- Knowledge of principles and practices of warehousing.
- Knowledge of evidence and other types of property disposition and disposal.
- Skill in communicating effectively, both orally and in writing, and following verbal and written instructions.
- Ability to operate a variety of office equipment, including computers and other electronic equipment.
- Ability to respond to inquiries from victims, suspects and attorneys regarding personal property.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Two (2) years of inventory control or property is required, preferably in a Police Department.
- Must possess a valid Florida driver's license.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT



The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.

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Network Engineer Class I

EEO Class Code: Professionals

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police/Information Technology

Supervises: None

Position Reports To: IT Director

Sworn: No

Job Specifications

NATURE OF WORK

Under executive direction from the IT Director, the Network Engineer Class I will implement and manage equipment plans based on approved specifications, maintain each component of the network, and troubleshoot issues. The Network Engineer will be responsible for monitoring the network firewall, assessing the functionality of the network routers, ensuring all Internet security software is updated regularly, developing, ensuring compliance of the Town's acceptable use policies, and maintaining the Town's phone system. This position will partially be dedicated to the Town's Police Department while the other portion of the workload will service the remainder of the Town's Departments.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Network Engineer Class I include but are not limited to:

- Maintain, troubleshoot, and update the Town phone system.
- Record, troubleshoot, escalate, and follow-up with end-users regarding IT support matters.
- Assist in maintaining both hardware and software needs.
- Support computer users, both hardware and software needs.
- Install and deploy workstations, tablets, and other IT technology to users.
- Provide end-user training with IT systems and applications.
- Adhere to all IT processes, policies, standards, and procedures.
- Maintain complete and accurate logs and documentation of responsibilities and work completed.
- Assist in creating and maintaining network infrastructure documents and IT procedures.
- Respond to network connectivity issues and resolve any communication/IT issues within the confines of Town Hall and other Town facilities.
- Update the network maintenance manual as needed.



- Collaborate with third-party support and service vendors to ensure that the network stays operational.
- Builds network configurations and connections.
- Conduct IP address auditing.
- Defines, documents, and enforces system standards.
- Maximizes performance by troubleshooting network problems and outages and scheduling upgrades.
- Configures router(s).
- Updates data servers and network equipment.
- Collaborates with network architects on network optimization.
- Secures network system by establishing and enforcing policies and defining and monitoring access.
- Updates job knowledge by participating in educational opportunities, reading professional publications, and participating in professional organizations.
- Accomplishes information systems and organization mission by completing related results as needed.
- After-hours end-user, network, and IT infrastructure support required.
- Travel required to Town locations to support end-users, network, and IT infrastructure.
- Performs all other related tasks as assigned by IT Director.

KNOWLEDGE, ABILITIES AND SKILLS

Employees in the position of Network Engineer Class I should have:

- Considerable knowledge and experience in information technology, computer science and engineering.
- Ability to manage programs, functions and activities of the department.
- Ability to cooperate and communicate constructively with other Town departments, elected officials, and the public.
- Ability to perform multiple tasks correctly and efficiently under varying conditions.
- Ability to supervise employees including monitoring work activities, providing training, evaluating performance and foster creativity.
- Availability to work varying hours for meetings and elections.
- Computer skills – Microsoft 365 office in specific.
- Ability to work independently with little or no supervision.

MINIMUM REQUIREMENTS

- Minimum of 5 years' experience in managing sophisticated computer networks; preferably as a municipal network engineer.
- 3+ years' experience in network architecture and deployment.
- Bachelor's Degree in Information Technology, Engineering, Computer Science, or related field; Master's Degree in Information Technology, Computer Science, Engineering or related field (Preferred).
- Cisco Certified Internetwork Expert (CCIE) certificate preferred.
- CompTIA networking certifications preferred.
- An equivalent combination of education and experience may be considered.



PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Ability to lift up to 50lbs regularly.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.

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Administrative Assistant

EEO Class Code: Admin Support Workers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: None

Position Reports To: Chief of Police

Sworn: No

Job Specifications

NATURE OF WORK

This is a varied and advanced secretarial and administrative position as Administrative Assistant in the Police Department. This position performs routine administrative functions such as drafting correspondence, scheduling appointments, organizing, and maintaining paper and electronic files, and providing information to callers or visitors. This position's work will be performed with considerable independence and must be capable of carrying on varied tasks without direct supervision to provide administrative support to the Chief of Police. In addition, this position will be responsible for entering all certification data for the Police Department to ensure compliance with FDLE and any other regulatory agencies, as well as serve as a backgrounds investigator for all sworn law enforcement candidates.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Administrative Assistant include, but are not limited to:

- Greet and assist visitors, answer, and direct telephone calls: and be able to respond to general department inquiries.
- Prepare and maintain departmental Personnel forms, payroll requisitions, employee certification and training records and submit those confidential personnel records to Human Resources, Payroll, and/or keep in the internal Police files.
- Support the Chief of Police and senior Command Staff with all document retention related to certifications and compliance.
- Submitting invoices and reimbursement requests to Finance Department for all Police Department expenses.
- Arrange schedules and meetings on behalf of the Chief of Police.
- Record detailed meeting minute notes as requested by the Chief of Police.
- Write and distribute email, correspondence memos, letters, faxes, and forms.



- Perform administrative and clerical duties within the Police Department, including ordering supplies and arranging for equipment repair.
- Assist with regularly scheduled reports and budget preparations.
- Conduct research as requested.
- Maintain contact lists.
- Act as a point of contact on behalf of the Police Department and Chief of Police.
- Liaise with other employees to handle requests such as public records requests.
- Serve as a backgrounds investigator for all sworn law enforcement applicants.
- Coordinates and compiles department-wide reports, grants, and correspondence. Assigns work to ensure effective and efficient results.
- Administers special projects as assigned by the Chief of Police.
- Attends all Town events as needed.
- Any/all other assigned duties related to the Police Department.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Administrative Assistant to the Chief of Police should have:

- Knowledge and skill in modern office practices and procedures.
- Computer operational knowledge and proficiency in Microsoft Office Suite.
- Ability to follow, understand, and communicate both orally and in writing.
- Ability to manage time and prioritize multiple tasks effectively.
- Strong organizational skills.
- Ability to maintain effective working relationships with other employees.
- Ability to deal with the public in an effective and courteous manner using diplomacy.
- Must have considerable knowledge to read and understand Town codes, ordinances, policies, and procedures.
- Basic knowledge of state-mandated codes and standards, permitting and contractor licensing as they relate to utilities and building code requirements.
- Basic knowledge of law enforcement practices and procedures, including certification requirements and backgrounds investigations.

MINIMUM REQUIREMENTS

- High School Diploma or GED required; Associate degree in Public Administration, Criminal Justice, or a related field (Preferred).
- Specialized Executive/Administrative Assistant certificate of completion or certification (Preferred).
- Three (3) years of experience in a clerical/administrative position required; three (3) to five (5) years of Law Enforcement or Public Sector clerical/administrative experience (Preferred).
- Obtain Florida Notary Public within three (3) months from date of hire required.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

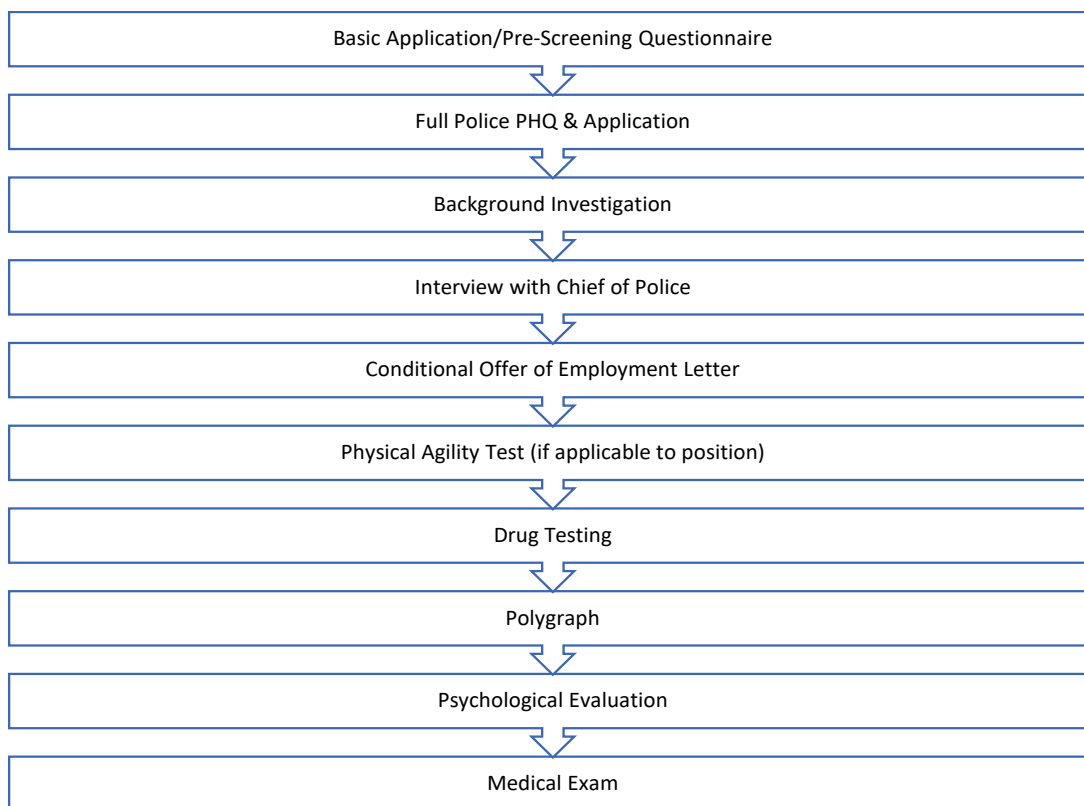
- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events and emergency situations.

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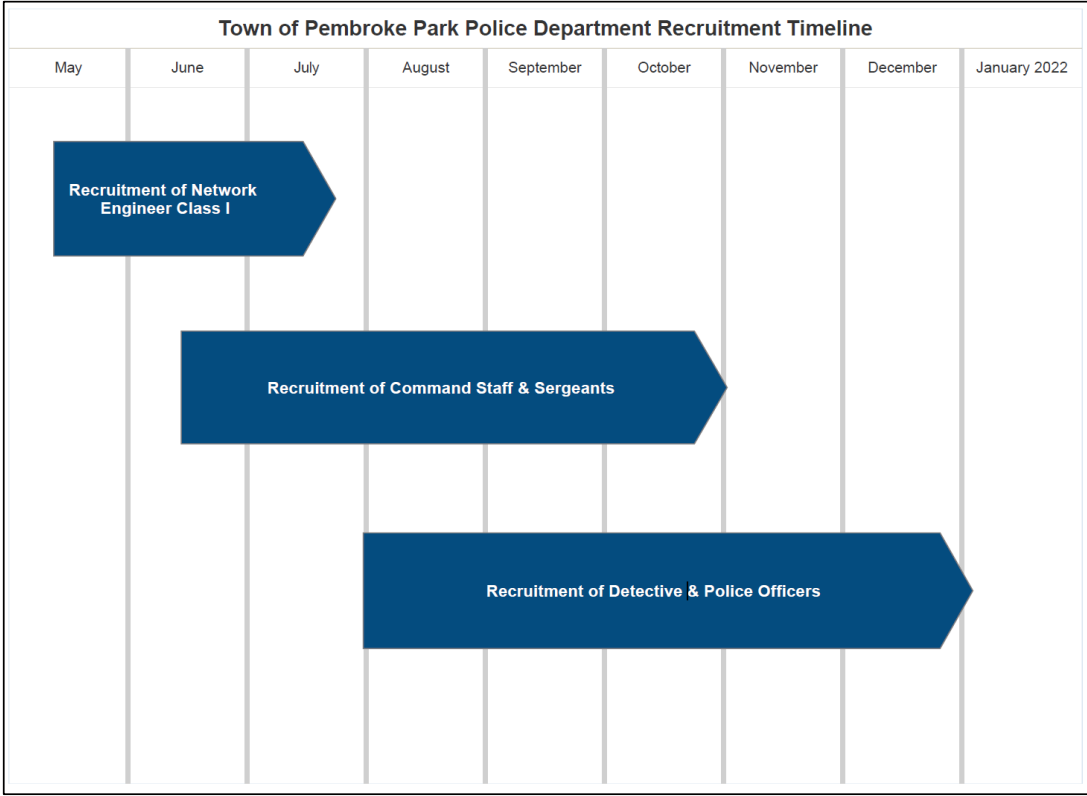
APPLICATION PROCESS STEPS

The application process for future sworn personnel will consist of the following steps, which helps identify top talent. Some of the steps listed below require an outside service vendor. Those costs range from \$100 - \$600 each depending on the service. All services rendered shall be in compliance with the Town's Procurement policies & procedures.





RECRUITMENT TIMELINE



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AGENDA ITEM REPORT



To:

Subject: Johnson, Anselmo, Murdoch, Burke, Piper and Hochman, P.A. Engagement Agreement

Meeting:

Department: Legal

Staff Contact: Melissa Anderson, Town Attorney

BACKGROUND INFORMATION:

Jeff Hochman with the law firm of Johnson Anselmo Murdoch, Burke, Piper and Hochman, P.A. ("Johnson Anselmo") has represented the Town in the Progressive land use litigation since its inception through Florida Mutual Insurance Trust ("FMIT"). Because the Town was notified by FMIT that it no longer will cover the cost of the Progressive litigation, the Town must enter into an engagement agreement directly with Johnson Anselmo for continued litigation representation in the Progressive case.

FINANCIAL IMPACT:

FMIT has informed the Town that it is no longer covering the costs of the Progressive litigation. The Town must now pay for the cost of the litigation in the Progressive case.

RECOMMENDATION:

Approval of the Engagement Agreement with Johnson Anselmo

ATTACHMENTS:

[johnson anselmo](#)

ENGAGEMENT AGREEMENT

TOWN OF PEMBROKE PARK (hereinafter referred to as "Client" or "you") hereby engages, retains, and employs JOHNSON, ANSELMO, MURDOCH, BURKE, PIPER, & HOCHMAN, P.A., including its attorneys, paralegals, staff, and other professionals (the "Firm"), to provide legal representation with respect to the case captioned PROGRESSIVE WASTE SOLUTIONS OF FL., INC. d/b/a WASTE CONNECTIONS OF FLORIDA, a foreign for-profit corporation, Plaintiff, v. TOWN OF PEMBROKE PARK, a Florida municipality, Defendant, Case No. CACE-17-021811 (13), on the following terms:

1. **FEES**: The Firm is employed in this case on an hourly basis. No maximum fee has been quoted, and no guarantee of results has been or will be made. All of the Firm's expressions relative to this case are only opinions. Our fee is based on the amount of time we devote to this case. It is impossible to determine in advance how much time will be needed. The amount of time spent on this case reflects all services provided by our attorneys and paralegals, including, without limitation, conferences, telephone calls, document drafting, correspondence, motions, briefs, oral arguments, negotiations, analysis, legal research, court time, and travel to and from locations away from our offices. Any figures we quote to you for the total charge for our services are merely estimates. Your adversary, the opposing attorney, or others, may engage in activities beyond our control that require time that was not originally contemplated.

2. **RATES**: You will be billed for the time expended on this case at the discounted rate of **\$250.00** per hour for the Firm's attorneys and at the discounted rate of **\$125.00** per hour for the Firm's paralegals. This discounted rate schedule, provided as a courtesy, may be adjusted from time to time and, if adjusted, will affect the hourly rates of the attorneys and paralegals working on this case. As an additional courtesy, the Firm's initial retainer in the amount of \$15,000 has been reduced in this case to \$7,500. The \$7,500 initial retainer will be used to satisfy, to the extent possible, the last bill issued by the Firm, and any remaining amount will be refunded to you at the end of the case after all amounts incurred for attorney's fees and costs have been satisfied.

3. **BILLS**: You will be billed on a monthly basis for the attorney's fees and costs incurred in this case. Full payment of each monthly bill is due within 30 days of the date the bill is issued.

4. **COSTS**: We may advance costs on your behalf in such amounts as we determine are necessary to represent you. Such advances of costs will be for expenses, including, without limitation, postage, photocopies, document imaging, computerized research, out-of-town travel expenses (including all meals, travel, and out-of-town lodging), deposition expenses (including costs of transcripts and court reporters' fees for attendance), court costs (such as filing fees, service of process, subpoena costs, witness fees, etc.), fees for accountants, appraisers, actuaries, investigators, economists, other attorneys, and other experts and professionals that we deem necessary to assist in the preparation and handling this case. You are responsible for paying all costs incurred on your behalf, including, without limitation, the fees of any experts or professionals engaged on your behalf. By this Engagement Agreement you appoint us as your agent to engage such experts and professionals on your behalf.

5. **PUBLIC RECORDS**: As part of the services provided under this Engagement Agreement, the Firm will comply with Florida's public records laws, including section 119.0701(2)(b), Florida Statutes, the text of which statutory provision is hereby incorporated into the Engagement Agreement by reference as if fully printed on this page. **IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS ENGAGEMENT AGREEMENT, THE FIRM WILL CONTACT the Town Clerk, Marlen D. Martell, Town of Pembroke Park, 3150 SW 52 Avenue, Pembroke Park, FL 33023.**

DATED this _____ day of July 2021.

TOWN OF PEMBROKE PARK

By: JC Jimenez as Town Manager



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RESTART

October 3-6 | Portland, Oregon &
Digital

Pre-Conference begins October 2

Registration Opens July 14 at Noon
ET

2021 ICMA: Let's Restart & Begin to Reimagine.

The experience of the past year is a unique opportunity to reset—and we're creating a global conference event just for local government professionals, thought leaders, experts, and students who need a space to learn from the hardships, focus on what matters, and chart a new course.

Join us in Portland, Oregon, and digitally, to share and receive new ideas, strategies, resources, and solutions for managing local governments – even during these ever-changing times.

JOIN US

2021 ICMA:
Portland

2021 ICMA:
Digital

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Registration

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Registration Details & Rates

Whether you're joining us in-person in Portland, Oregon, or digitally, the 2021 ICMA Annual Conference brings the local government community together for unparalleled leadership and professional development, networking, best-in-class programming, and more!

- **Inspirational keynote speakers with diverse**

Attendee Experience	2021 ICMA: Portland	2021 ICMA: Digital
Access to keynotes, trailblazers, and 150+ education sessions featuring 15+ content tracks	X	X
On-demand access to all digital content	X	X
Peer-to-peer networking	X	X

backgrounds and
expertise

- New tools and techniques presented by experts in the local government management profession
- Networking opportunities with local government professionals from around the world

**Registration
opens
Wednesday, July
14 at Noon ET.**

Attendee Experience	2021 ICMA: Portland	2021 ICMA: Digital
Health and wellness activities	X	X
Live tech support		X
Opportunity to ask questions in real time	X	
An Exhibit Hall featuring 100+ companies showcasing the latest and greatest in local government innovations	X	
Opportunity to register for ICMA University Workshops (<i>additional fee(s) apply</i>)	X	
Opportunity to register for Mobile Workshops (<i>additional fee(s) apply</i>)	X	

Registration Pricing



2021 ICMA: Portland

Attendee Type	Best Value Rate (By August 31)	Regular Rate (Beginning September 1)
ICMA Member	\$720	\$790
Nonmember	\$1,440	\$1,580
Life Member	\$215	\$215
Retired Member	\$215	\$215
Professor Member	\$270	\$270
International ICMA Member (non-U.S., non-Canada)*	\$720	\$790
International Nonmember (non- U.S., non-Canada)*	\$1,440	\$1,580
Partner/Guest/Spouse	\$110	\$110
Child (ages 0-18)	\$0	\$0
Honorary Member	\$0	\$0
ICMA Member-in-Transition	\$0	\$0
ICMA Senior Advisor	\$0	\$0

Attendee Type	Best Value Rate (By August 31)	Regular Rate (Beginning September 1)
Student Member	\$0	\$0
ICMA Management Fellows & Interns	\$0	\$0

**Individuals seeking assistance with funding should contact Berna Oztekin at boztekin@icma.org. Subject to availability.*

Full Conference In-Person Registration includes the Sunday Night Exhibit Hall Grand Opening Reception, all keynote speakers and general sessions, trailblazer speakers, exhibit hall access, education sessions, interactive roundtable discussions AND access to the digital event, too.



2021 ICMA: Digital

Group Rates

Team registrations are available for five (5) or more attendees. Each participant will receive 15% off their applicable registration rate. Registrations can be processed simultaneously online by one individual from your organization. The Team registration process will allow you to locate members of your organization in our database, or you can create new records if you are not able to locate your colleagues in the system.

Once the team registrations are completed and paid for, each member of the team will receive a confirmation email. The confirmation email will contain a link to each person's registration profile, where they can reserve their hotel room, purchase event tickets, or register a guest. If you would like to check on the ICMA membership status of any individual, please feel free to contact membership@icma.org.

If you encounter any other issues with your team registrations, please contact conferenceteam@icma.org for assistance.

Cancellations

Cancellations for the in-person event must be received in writing by Tuesday, August 31, 2021. Cancellations will not be accepted after this time. All in-person event cancellations will have a \$75 processing fee deducted from their refund. You can alternatively choose to substitute your registration for someone else in your organization. There is no processing fee for a substitution, and you will either be charged or refunded the difference between the two registration fees.

Cancellations for the digital event will not be accepted. Substitutions for cancelled registrations will be accepted and must be requested in writing (conferenceteam@icma.org) by Friday, September 10, 2021.

ABOUT ICMA

ICMA's vision is to be the leading association of local government professionals dedicated to creating and supporting thriving

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Contact

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Registration - 2021 ICMA Annual Conference

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2021 ICMA Annual Conference, All of the world's

RESOLUTION NO. 2021-044

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING A MODIFICATION TO THE NON-VEHICULAR ACCESS LINE OPENING ALONG WEST HALLANDALE BEACH BOULEVARD, AS MORE PARTICULARLY DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO AND INCORPORATED HEREIN; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an applicant has requested a modification to the non-vehicular access line opening along West Hallandale Beach Boulevard on Tract B of the Seneca Plat, as more particularly described in Exhibit “A”, attached hereto and incorporated herein, to provide for two fifty foot (50’) opening with the centerline located 324.8 feet east and 275 feet east of the centerline of the SW 32nd Avenue/Seneca Boulevard right-of-way; and

WHEREAS, Town of Pembroke Park (the “Town”) professional staff has reviewed the request to modify the non-vehicular access line at the subject location and recommends approval thereof; and

WHEREAS, the Town of Pembroke Park Town Commission (the “Commission”) finds that approving a modification to the non-vehicular access line along West Hallandale Beach Boulevard is in the best interests of the health, safety, and welfare of the citizens and residents of the Town.

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

Section 1: The Commission hereby approves the modification to the non-vehicular access line along West Hallandale Beach Boulevard on Tract B of the Seneca Plat, as more particularly described in Exhibit “A”, attached hereto and incorporated herein, to provide for two

fifty foot (50') opening with the centerline located 324.8 feet east and 275 feet east of the centerline of the SW 32nd Avenue/Seneca Boulevard right-of-way.

Section 2: The Commission hereby directs the Town Planner to send a letter of no objection to Broward County and to take any and all other action necessary to effectuate the intent of this resolution.

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

Section 4: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 5: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 8th day of September, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

AGENDA ITEM REPORT



To: Town Commission
Subject: Non-Vehicular Access Line ("NVAL") Modification -- 3195 West Hallandale Beach Boulevard
Meeting: 09 08 2021 DRAFT AGENDA REGULAR COMMISSION MEETING - Sep 08 2021
Department: Planning and Zoning
Staff Contact: Heidi Siegel, Town Planner

BACKGROUND INFORMATION:

Broward County typically designates Non-Vehicular Access Lines ("NVAL") on plats until an application for development is submitted. A NVAL is defined by Broward County Code of Ordinances as "a line illustrated on a plat which prohibits installation of driveways for regular use by motor vehicles". The decision to modify a NVAL is made by the Broward County Board of Commissioners with consent from the municipality and FDOT. FDOT has provided consent with certain design criteria.

The proposed development includes a Wawa, a popular fast-food chain, a small commercial building, and a self-storage. The NVAL request is for two new turn lanes on westbound West Hallandale Beach Boulevard. These include a right-in/right-out driveway approximately 295 feet east of SW 32nd Avenue/Seneca Boulevard (and 325 feet from the centerline of SW 32 Avenue as required by the Town's Code Section 13.5-32), and a right-in/left-in/right-out driveway approximately 275 feet east of the first driveway. These access points will reduce impacts to westbound Hallandale Beach Boulevard and allow for sufficient stacking of vehicle on-site.

Not subject to this NVAL request from the Town, but part of the approval from FDOT, the development will construct improvements to Seneca Boulevard/SW 32nd Avenue at Hallandale Beach Boulevard. This includes the introduction of an additional southbound travel lane. The modification will include three lanes, a left, a forward and a right dedicated lane leaving Seneca Industrial Park.

The proposed project will return to the Town Commission for site development plan review and other associated requests.

RECOMMENDATION:

Approve the Non-Vehicular Access Line ("NVAL") Modification for 3195 West Hallandale Beach Boulevard.

ATTACHMENTS:

[3195 WHBB NVAL Letter to Town Planner](#)
[3195 WHBB NVAL Site Plan](#)

[3195 WHBB 2021-06-10 Signed NVAL Application](#)
[3195 WHBB Letter to Broward County](#)



Brian S. Adler
Tel 305-350-2351
Fax 305-351-2206
badler@bilzin.com

August 16, 2021

VIA ELECTRONIC MAIL
townplanner@tppfl.gov

Heidi Siegel, AICP, Town Planner
Town of Pembroke Park
Town Planner
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Re: 3195 W. Hallandale Beach Boulevard, Pembroke Park, FL 33023
Property ID No.: 5142 20 17 0073 (the "Property")
Amended Request for Amendment of Non-Vehicular Access Line
("NVAL")

Dear Ms. Siegel:

Please consider this our request to the Town of Pembroke Park for approval of the Non-Vehicular Access Line ("NVAL") modification.

As part of this request, I attach our draft letter to Josie Sesodia, Director of the Broward County Planning & Development Management Division, providing the justification for the NVAL modification and the benefits of such modification.

Item 2 under the Required Documentation section to the Broward County application, requires a letter from the applicable municipality stating the municipality's position on the request.

FDOT's attached pre-application letter sets forth certain conditions regarding the NVAL modification. As noted in our letter, we are providing a right-in/right-out driveway approximately 324.8 feet east of and measured from the centerline of the SW 32nd Avenue/Seneca Boulevard right-of way, exceeding the minimum 300 feet required by Town Code Section 13.5-32, and a right-in/left-in/right-out driveway approximately 275 feet east of the first driveway. The net result will be improved access to the Property able

MIAMI 8606671.2 100009/300034

Bilzin Sumberg Baena Price & Axelrod LLP | 1450 Brickell Avenue, 23rd Floor, Miami, Florida 33131-3456
Tel 305.374.7580 | Fax 305.374.7593 | bilzin.com

Page 3 of 11

Heidi Siegel, AICP, Town Planner
August 16, 2021
Page 2



to accommodate a range of vehicle sizes, sufficient stacking and internal drives that reduce impacts to Hallandale Beach Boulevard.

Based on the foregoing, we respectfully request the Town's support of the NVAL modification.

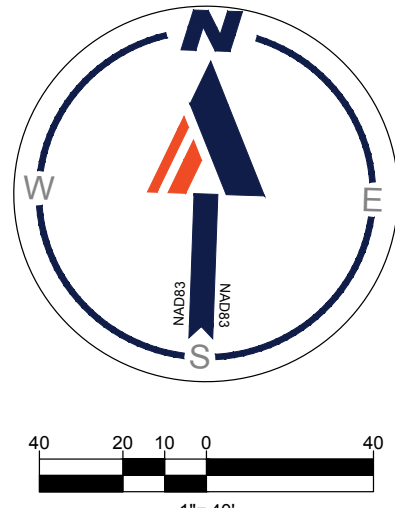
Should you have any questions or require additional information, please do not hesitate to contact me at (305) 350-2351.

Very truly yours,

Brian S. Adler

Brian S. Adler

BSA/ebf
Attachment



BOHLER

THE
FUTURE
OF
CONSTRUCTION

Sunshine 811

ALWAYS CALL 811

It's fast. It's free. It's the law.

THIS DRAWING IS INTENDED FOR MONITORIAL AND/OR AGENCY REVIEW AND APPROVAL. IT IS NOT INTENDED AS A CONSTRUCTION DOCUMENT UNLESS INDICATED OTHERWISE.

PROJECT:

FOR

 FERBER

BOHLER //

SHEET NUMBER:
C-301

ORG. DATE - 05/06/2021

1. ALL RADII DIMENSIONS ARE TO 3" FACE OF CURB UNLESS OTHERWISE NOTED. B/C INDICATES DIMENSIONS IS TO BACK OF CURB. ALL LANDSCAPE ISLANDS ARE DIMENSIONED FROM BACK OF CURB TO BACK OF CURB.
2. ALL PAVEMENT MARKINGS AND SIGNAGE SHALL BE IN ACCORDANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS," LATEST EDITION; AND LOCAL JURISDICTION LAND DEVELOPMENT CODE.
3. THE SUBJECT PROPERTY FALLS IN FLOOD ZONE "X" & "AH ELEVATION 6.5" ACCORDING TO THE FLOOD INSURANCE RATE MAP, MAP NUMBER 1201100731H, AND COMMUNITY NUMBER 120052 DATED AUGUST 16, 2014.
4. FREE STANDING SIGNAGE SHOWN ONLY FOR REPRESENTATIONAL PURPOSES, AND SHALL BE PERMITTED SEPARATELY.
5. ASPHALT AREA THAT IS HATCHED SHALL BE STANDARD DUTY ASPHALT PAVEMENT.
6. BUILDING IS BASED ON THE LATEST ARCHITECTURAL DRAWINGS DATED 08/08/2021 PREPARED BY FWH ARCHITECTS.

1. ALL HANDICAPPED PARKING SPACES AND ACCESS AISLES ADJACENT TO THE HANDICAP PARKING SPACES SHALL HAVE A MAXIMUM OF 2% SLOPE IN ALL DIRECTIONS (THIS INCLUDES RUNNING SLOPE AND CROSS SLOPE).
2. AN ACCESSIBLE ROUTE FROM THE PUBLIC STREET OR SIDEWALK TO ALL BUILDING ENTRANCES MUST BE PROVIDED. THIS ACCESSIBLE ROUTE SHALL BE A MINIMUM OF 60" WIDE. THE RUNNING SLOPE OF THE ACCESSIBLE ROUTE SHALL NOT EXCEED 5% AND THE CROSS SLOPE SHALL NOT EXCEED 2%.
3. SLOPES EXCEEDING 5% BUT LESS THAN 8% WILL REQUIRE A RAMP AND MUST CONFORM TO THE REQUIREMENTS OF THE ADA (2010) (SLOPES SHALL NOT EXCEED 8% RAMP SLOPE AND 8% RUNNING SLOPE OR 2% CROSS SLOPE).
4. IN THE CASE THAT A NEW SIDEWALK WILL BE CONSTRUCTED IN THE ROW OF A SITE THE EXISTING SIDEWALK SHALL BE MAINTAINED AND THE NEW SIDEWALK SHALL BE CONSTRUCTED TO MEET THIS STANDARD APPLIES TO CROSS WALKS IN THE DRIVEWAY AS WELL AND WILL REQUIRE SPECIAL CONSTRUCTION TO MEET THE REQUIREMENTS OF THE ADA (2010).
5. IT WILL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE THAT THE HANDICAP PARKING SPACES, ACCESSIBLE ROUTES, AND SIDEWALKS/CROSSWALKS ARE CONSTRUCTED TO MEET THE REQUIREMENTS.
6. ANY REQUIREMENTS LISTED ABOVE THAT CAN NOT BE MET SHALL BE BROUGHT TO THE ENGINEER'S ATTENTION IMMEDIATELY. ANYTHING NOT BUILT TO THE ABOVE STANDARDS WILL REQUIRE REMOVAL AND REPLACEMENT OF THE NON COMPLIANT AREAS AT THE GENERAL CONTRACTORS COST.



Environmental Protection and Growth Management Department
PLANNING AND DEVELOPMENT MANAGEMENT DIVISION
 1 N. University Drive, Box 102 · Plantation, FL 33324 · T: 954-357-6666 F: 954-357-6521 · Broward.org/Planning

Application Number _____

Application to Change or Waive Requirements of the Broward County Land Development Code

INSTRUCTIONS

This form is used to apply for changes or waivers to requirements of development permit applications processed under the Broward County Land Development Code. These include changes or waivers to the following:

ROADWAY RELATED

1. Non-Vehicular Access Lines
2. Roadway Improvements (such as turn lanes, bus bays traffic signals, etc.)
3. Right-of-Way Dedications
4. Sidewalks and Paved Access
5. Design Criteria

NON-ROADWAY RELATED

6. Design Criteria
7. Waste Water Disposal/Source of Potable Water
8. Fire Protection
9. Parks and/or School Dedications
10. Impact/Concurrency Fee(s)
11. Environmental Impact Report
12. Other Changes

For your application to be officially accepted for processing and scheduled for a County Commission meeting, you must complete this application in full. The owner/agent certification (on the reverse side of this form) must be signed and notarized with the appropriate documentation attached. Please type this application or print legibly in **black ink**.

Project Information

Plat/Site Plan Name

Seneca Plat Parcel B

Plat/Site Number

Plat Book - Page (if recorded)

Book 165- Page 9

Owner/Applicant/Petitioner Name

Southeast Investment, Inc. (Applicant)

Address

151 Sawgrass Corner Dr, Ste 202

City

Ponte Vedra Beach

State

FL

Zip

32082

Phone

561-210-9105

Email

jzito@ferbercompany.com

Agent for Owner/Applicant/Petitioner

Bohler FLA, LLC

Contact Person

Taylor Parker

Address

201 South Biscayne Blvd, 20th Floor

City

Miami

State

FL

Zip

33131

Phone

786-681-0800

Email

tparker@bohlereng.com

Folio(s)

5142 20 17 0073

Location

north

side of

Hallandale Beach Blvd

at/between/and

east

and/of

Seneca Blvd

north side/corner north

street name

street name / side/corner

street name

APPLICATION TO CHANGE OR WAIVE REQUIREMENTS...LAND DEVELOPMENT CODE

7/2020



Proposed Changes

Use this space below to provide the following information and clearly describe the proposed changes you are requesting. If you are requesting changes to a specific staff recommendation(s) listed in a Development Review Report, please specify the staff recommendation number(s). If you are requesting a waiver or variation of a provision of the Land Development Code, please cite the specific section(s).

Staff Recommendation No(s).

N/A

Land Development Code citation(s)

N/A

Have you contacted anyone in County Government regarding this request?

☒ Yes

☐ No

If yes, indicate name(s), department and date

Narrative explaining proposed changes in detail including the desired result and justification for the request (attach additional sheet if necessary):

See attached justification narrative.

REQUIRED DOCUMENTATION

Submit one (1) original and copy of each document listed below.

1. Narrative clearly describing proposed changes. Be sure to include detailed information of opening location, size, etc.
2. Letter from the applicable municipality, dated within six (6) months of this application, stating the city's position on this request.
3. Agreement and Title Opinion for staff review (contact staff for more information).
4. A valid pre-application approval letter from the Florida Department of Transportation, if applicable.
5. Approved or recorded plat. (A survey and site plan may be accepted for single family and duplex applications. Please consult with Planning and Development Management Division staff.)
6. A check for the application fees (if applicable) made payable to: **Broward County Board of County Commissioners**. Please consult the Development Permit Application Fee Schedule.

For ROADWAY RELATED items (1 through 5) listed under INSTRUCTIONS on Page 1 of this form, the following additional documents are also required:

1. The proposed site plan (2 original) which shows, at a minimum, the on-site traffic circulation system, adjacent roadway details, and the location of all existing and proposed driveway(s). The site plan must provide relevant dimensions and must be drawn to scale.
2. Signed and sealed drawings (2 original) clearly illustrating the proposed change(s). The drawings must provide relevant dimensions and must be drawn to scale.
3. A valid Pre-Application approval letter from the Florida Department of Transportation is required for all roadway and/or access related applications which abut a Trafficway that is functionally classified as a State Road. This requirement includes the creation or amendment of vehicular access and/or any improvements requiring permits from the State.

For NON-ROADWAY RELATED items (6 through 12) listed under INSTRUCTIONS on Page 1 of this form, please consult with Planning and Development Management staff to determine any additional required documentation.

All documents listed must also be submitted electronically as a separate pdf on a CD, flash drive, etc.

NOTARY PUBLIC: Owner/Agent Certification

This is to certify that I am the owner/agent of the property described in this application and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner/agent specifically agrees to allow access to described property at reasonable times by County personnel for the purpose of verification of information provided by owner/agent.

Owner/Agent Signature

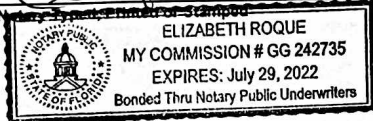
Date

6-10-2021

NOTARY PUBLIC**STATE OF FLORIDA
COUNTY OF BROWARD**

The foregoing instrument was acknowledged before me by means of ☐ physical presence | ☐ online notarization, this 10 day of June, 2021, who ☒ is personally known to me | ☐ has produced _____ as identification.

Name of Notary Public - Printed or Stamped



Signature of Notary Public - State of Florida

Notary Seal (or Title or Rank)

Serial Number (if applicable)

For Office Use Only

Application Type/Title of Request

Application Date	Acceptance Date	Fee
Comments Due	Report Due	CC Meeting Date
Adjacent City or Cities		
☐ Plats	☐ Site Plans	☐ City Letter
☐ FDOT Letter		
☐ Other:		
Distribute To	☐ Traffic Engineering	☐ Mass Transit
☐ Engineering		
☐ Other:		
Comments		
Received By		

APPLICATION TO CHANGE OR WAIVE REQUIREMENTS...LAND DEVELOPMENT CODE
7/2020

3

Brian S. Adler
Tel 305-350-2351
Fax 305-351-2206
badler@bilzin.com

August 16, 2021

VIA ELECTRONIC MAIL
jsesodia@broward.org

Josie Sesodia, Director
Planning and Development Management Division
Broward County Highway Construction
and Engineering Division
One North University Drive
Box 102
Plantation, Florida 33324

Re: 3195 W. Hallandale Beach Boulevard, Pembroke Park, FL 33023
Property ID No.: 5142 20 17 0073
Request for Amendment of Non-Vehicular Access Line ("NVAL")

Dear Ms. Sesodia:

Our firm represents Ferber Construction Management, LLC, an affiliate of Southeast Investments, Inc., the contract purchaser of the above Property. Our client is proposing to develop in the Town of Pembroke Park to develop the subject property with multiple users across the site, including a convenience store and self-service gas station, self-storage facility and fast food restaurant.

The Property is part of Tract B of the Seneca Plat recorded in 1998 in Plat Book 165 at Page 9 of the Public Records of Broward County, Florida. The site has been the subject of prior approvals, however, the Property currently remains vacant at this juncture. Our client is proposing to bring new development to the Property.

As part of the proposed development, our Client proposed certain modified driveways, and on December 3, 2020, pursuant to our Client's request, the District's Access Management Review Committee approved the following:

*A right-in/right out driveway located approximately 324.8 feet east of and measured from the centerline of the SW 32nd Avenue/Seneca Boulevard right-of way SW 32nd Avenue/Seneca Boulevard;

*A right in/left-in/right out driveway approximately 275 feet east of the driveway noted above; and

*Access to the Property through the intersection of SR858/Hallandale Beach Boulevard and SW 32nd Avenue/Seneca Boulevard.

The above approval included certain conditions. The conditions are met as reflected in the attached the legal description and sketches prepared by Fortin, Leavy, Skiles, Inc. and site plan prepared by Bohler.

The existing NVAL is illustrated on the site layout plan, Sheet C-301, prepared by Bohler and attached to the application as follows:

- a. Requirement: A minimum driveway length of 50 feet as measured from the ultimate right-of-way line to the first conflict point shall be provided at driveways 1 and 2. If a gate is installed a minimum driveway length of 100 feet is required.

Response: A minimum driveway length of 50 feet is provided for each of the driveways. No gate is proposed at this time, however, if a gate is proposed it will meet the minimum 100 feet at the time of the proposal.

- b. Requirement: Right turn lanes are required at driveways 1 and 2 and shall meet the minimum requirements in the Florida Design Manual (FDM) and shall provide a buffered bicycle lane.

Response: As reflected on the site plan accompanying this response, and in accordance with the approval, right turn lines are provided at driveways 1 and 2 meeting the minimum requirements in the Florida Design Manual (FDM). Further, a buffered bicycle lane is provided.

- c. Requirement: The southbound approach lane configuration of the SR 858 and Seneca Boulevard intersection shall be modified to an exclusive right turn lane, an exclusive through lane and an exclusive left turn lane. The required southbound left turn lane storage shall be determined by a traffic study and submitted at the time of Permit.

Response: In order to facilitate traffic flow in general in the area, the site plan proposes to alter the southbound approach lanes of Seneca Boulevard/S.W. 32nd Avenue at Hallandale Beach Boulevard. Specifically, the southbound travel lanes currently consist of two lanes, a dedicated right turn lane and combined left turn and forward lane. The modified lanes reflect three dedicated lanes, a left, a forward and a right dedicated lane. This will facilitate traffic flow not only for the subject site but improve the traffic flow for the Seneca Park industrial park located to the north of the Property.

Based on the foregoing, the required conditions of the AMRC approval are satisfied, reflecting a better functioning site that will accommodate the anticipated vehicles customarily associated with the above uses. Additionally, the end result is an overall

Based on the foregoing, we respectfully request the approval of the proposed permit. Should you have any questions or require additional information, please do not hesitate to contact me at 305-350-2351.

Very truly yours,


Brian S. Adler

BSA/ebf
Attachment

RESOLUTION NO. 2021-043

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RESCINDING RESOLUTION NO. 2021 – 019 AND APPROVING A SITE DEVELOPMENT PLAN APPLICATION FOR AN ENCLOSED AUTO LAUNDRY AND USE OCCURRING OUTSIDE AN ENCLOSED BUILDING AT 3441 WEST HALLANDALE BEACH BOULEVARD AS REQUIRED BY TOWN OF PEMBROKE PARK CODE SECTION 20-16; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 20-16 of the Town of Pembroke Park (the “Town”) Town Code (the “Code”) provides that, “No building or structure shall be erected or altered or any change of use consummated nor shall any building permit be issued therefor unless or until a site development plan for such building, structure or use shall have been approved by the Town Commission.”; and

WHEREAS, the Planning and Zoning Board (“P & Z Board”) reviewed the Site Development Plan application for 3441 West Hallandale Beach Boulevard at their virtual February 18, 2021, meeting, discussed the matter, and voted unanimously (3-0) to recommend approval of the application to the Town Commission, subject to certain conditions recommended by the Town Planner; and

WHEREAS, at the March 24, 2021 Town Commission Meeting, the Town Commission approved the Site Development Plan and Special Permit application; and

WHEREAS, a revised Site Development Plan was submitted to the Town Planner on June 25, 2021; and

WHEREAS, the Development Review Committee found the revisions to the Site Development Plan to be not be significant; and

WHEREAS, the Town Commission desires to approve the revised Site Development

Plan subject to the conditions set forth in the memorandum prepared by the Town Planner.

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

Section 1: The Site Development Plan application for an enclosed auto laundry and use occurring outside an enclosed building at 3441 West Hallandale Beach Boulevard is approved subject to the conditions listed in the Town Planner memorandum attached to the Agenda Item Report.

Section 2: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

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

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

PASSED AND ADOPTED, this 8th day of September, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

AGENDA ITEM REPORT



To: Town Commission
Subject: Modifications to a previously approved site plan and building design -- 3441 West Hallandale Beach Boulevard (Car Wash)
Meeting: 09 08 2021 DRAFT AGENDA REGULAR COMMISSION MEETING - Sep 08 2021
Department: Planning and Zoning
Staff Contact: Heidi Siegel, Town Planner

BACKGROUND INFORMATION:

On March 24, 2021 the Town Commission approved a site plan for a car wash (previous Town Site Plan Application 20-304). The site plan approval included building design.

Since the approval, the project was sold and the new owner wishes to make changes to the site design and building design.

The Town's Development Review Committee, which is made up of staff, reviewed the proposed changes to the site and they were not considered significant. In fact, some were seen as an improvement due to creating a less intense use of the site, such as reduction in outdoor vacuum stations. The attached files include the new proposed site plan and a side-by-side comparison including callouts.

During the March 24, 2021 Town Commission meeting, the architectural design was discussed and contributed to a favorable review of the project. The proposed changes are significant and no longer have the whimsical/futuristic look of the previous design. The previous consulting Town Planner stated in his staff report at the time:

Section 5-103 (p) of the Town Code requires all nonresidential buildings to avoid the appearance of a "box-like" structure. Sloped roof surfaces and enhanced architectural detailing are strongly encouraged. The proposed building does have a sloped roof surface and there are building undulations with varying projected architectural details. The Town has the latitude to approve alternatives if deemed acceptable (enhanced architecture). Although the color renderings on the plans shows a "white" scheme, the building colors will generally follow the common color scheme found in the Seneca Industrial Park (SIP). Based on the architectural enhancements MMPA recommends approval.

The new building design under consideration by the Town Commission is a box-like structure and lacks sloped roofs or enhanced architectural features.

RECOMMENDATION:

Approve the proposed changes to the site plan and architectural design for a proposed car wash at 3441 West Hallandale Beach Boulevard.

ATTACHMENTS:

[21-SP-06 TC Staff Report](#)

[Letter to Heidi Siegel - Site Plan Modification 08.06.2021](#)

[Previous Car Wash Design \(Approved\)](#)

[Proposed Site Plan Changes - Exhibit](#)

[Proposed Car Wash Exterior Elevations 1](#)

[Proposed Car Wash Exterior Elevations 2](#)

[Proposed Car Wash Rendering 1](#)

[Proposed Car Wash Rendering 2](#)

[Proposed Car Wash Rendering 3](#)

[Proposed Car Wash Rendering 4](#)

[MMPA 3441 West Hallandale Beach Blvd Site Plan Previous Staff Report](#)

[21-SP-06 DRC Review Administrative](#)



TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE PEMBROKE PARK, FLORIDA 33023 · BROWARD (954) 966-4600 FAX (954) 966-5186

DATE: September 8, 2021
TO: Town Commission
FROM: Heidi Siegel, AICP, Town Planner
SUBJECT: 21-SP-06 Site Plan Modification -- 3441 West Hallandale Beach Boulevard / Car Wash (Auto Laundry)

Property Folio ID: 514220170074
Owner/Agent: M&M Hallandale LLC
Land Use: Commercial
Zoning: B-1 Business District

PROJECT BACKGROUND

On March 24, 2021 the Town Commission approved a site plan for a car wash (previous Town Site Plan Application 20-304). The site plan approval included building design.

Since the approval, the project was sold and the new owner wishes to make changes to the site design and building design.

ANALYSIS

The Town's Development Review Committee, which is made up of staff, reviewed the proposed changes to the site and they were not considered significant. In fact, some were seen as an improvement due to creating a less intense use of the site, such as reduction in outdoor vacuum stations.

During the March 24, 2021 Town Commission meeting, the architectural design was discussed and contributed to a favorable review of the project. The proposed changes are significant and no longer have the whimsical/futuristic look of the previous design. The previous consulting Town Planner stated in his staff report at the time:

Section 5-103 (p) of the Town Code requires all nonresidential buildings to avoid the appearance of a "box-like" structure. Sloped roof surfaces and enhanced architectural detailing are strongly encouraged. The proposed building does have a sloped roof surface and there are building undulations with varying projected architectural details. The Town has the latitude to approve alternatives if deemed acceptable (enhanced architecture). Although the color renderings on the plans shows a "white" scheme, the building colors will generally follow the common color scheme found in the Seneca Industrial Park (SIP). Based on the architectural enhancements MMPA recommends approval.

The new building design under consideration by the Town Commission is a box-like structure and lacks sloped roofs or enhanced architectural features.



TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE PEMBROKE PARK, FLORIDA 33023 · BROWARD (954) 966-4600 FAX (954) 966-5186

RECOMMENDATION

Approve the modification of the Site Plan for a car wash with the following conditions:

1. Special Permit for Auto Laundry within an Enclosed Building – Approved by the Town Commission March 24, 2021.
2. Special Permit for Use Outside a Completely Enclosed Building (30 Outdoor Vacuum Stations) - – Approved by the Town Commission March 24, 2021.
3. Exterior Building Colors - The preliminary exterior building colors submitted appear to comply with the Town's Official Paint Color Palette. Prior to painting the exterior of the building, the applicant shall submit a separate Town Color application for formal approval by the Town Planner.
4. Business Signage – All signage shall meet Code or the applicant may apply for a sign variance.
5. Granting of Missing Access / Utility Easement to Existing WPLG Driveway Easement & Existing Cross Access Easement on the Site - Prior to the issuance of building permits a new vehicular access/ utility easement with a legal description I sketch of survey shall be submitted to and approved by the Town Attorney / recorded in the public records for the east / west "missing link" from the Credit Union site to the WPLG site to provide adequate cross-access between the commercial sites fronting W. Hallandale Beach Blvd as required by FDOT/ Town Code.
6. BSO Fire Protection Water Supply Design Analysis Prior to the issuance of building permits BSO must review/ sign-off on an adequate fire/water supply (lines/ pressure) to the site. If BSO requires additional improvements the developer shall provide these at their sole expense.
7. Building Architecture - Section 5-103(p) of the Town Code requires all non-residential buildings to avoid the appearance of a "box-like" structure. Sloped roof surfaces strongly encouraged. While the proposed structure does include a sloped roof surfaces the main building is somewhat "box-like". There are building undulations and architectural details. The Town has the latitude to approve alternatives if deemed acceptable. Staff recommends the Town approve the architectural design as submitted.
8. Impact Fee Payments - Prior to the issuance of building permits the developer/ owner shall pay all required Broward County and Town impact fees, connection fees and Building Permit fees.
9. Site Plan Expiration - This Site Development Plan approval will expire 18 months from the date of Town Commission approval in accordance with Section 20-25 of the Code if no valid Building Permit for the principal building has been issued and kept in force.



August 6, 2021

Heidi Siegel, AICP
Town Planner
Town of Pembroke Park
3150 SW 52nd Ave.
Pembroke Park, FL 33023

**RE: Express Car Wash - 3441 West Hallandale Beach Blvd.
Modification to a Previously Approved Site Plan (Application 20-304)/21-SP-06**
Bowman File: 010858-01-001

Dear Ms. Siegel,

Heidi,

On behalf of the property owner, M&M HALLANDALE LCC, please accept this letter as our formal request to amend the Town Commission approved site plan and architecture for the proposed EZ Express Car Wash located at 3441 West Hallandale Beach Boulevard (Formerly Seneca Car Wash). It is understanding that all the changes below have been approved by the Town's Development Review Committee (DRC) and now will be reviewed by the Town Commission at an August Workshop and regular meeting in September.

Below is a summary of all the changes, which are also on the "Proposed Site Plan Changes" exhibit submitted to the DRC with callouts showing exactly where these changes are occurring.

Summary of Changes:

- Vacuum equipment relocated to new islands – The vacuums are now placed in a central location within an enclosure to screen and to provide some noise buffering. Also located next to the west vacuum enclosure and west side of building are floor mat cleaners.
- Turned dumpster at angle and reconfigured sidewalk – The proposed dumpster was angled properly for easier truck access and enclosure was reconfigured. Also, sidewalk access to dumpster was reconfigured.
- Widened (11' to 13') and double striped vacuum spaces (typ.) New total = 25 vacuum spaces – Widened the vacuum spaces to provide more room between vehicles while customers are vacuuming and make all vacuum spaces ADA accessible.
- Added wheel stops – Previous plan did not show wheel stops.
- Reworked car wash entrance and added sidewalk – As a result of the grades in this area and finished floor elevation, a sidewalk was added (in lieu of a switchback) for employees to access the pay stations and vehicles in line for wash. Also, the circulation is improved for larger trucks and vans.
- Increased landscape island on north side of ADA space.
- Added retaining walls at entrance and exit to tunnel – As a result of the grades, this is necessary for proposed finished floor elevation at 11.1'.
- New building architecture and reconfigured floor plan from 3,770 SF to 4,117 SF – The building architecture changed as new property owner/developer (M7M Hallandale, LLC) is trying to brand

13450 W. Sunrise Boulevard, Suite 320, Sunrise, Florida 33323
P: 954.314.8480 | F: 954.332.2301
bowman.com

multiple car wash locations in South Florida. This proposed building has been designed for the proposed car was operator (EZ Express Car Wash) as opposed to the previous (El Car Wash).

- Added trench drain – This is placed to capture water as vehicles exit wash tunnel.
- Added FPL Transformer – The consultants are now coordinating with utilities, and this is the location for FPL transformer.
- Added directional signage – These signs will direct customers through site.
- Reconfigured south customer/employee parking and added landscape island. Lost one space – The lost space is due to providing a landscape island and curbing for ADA access to right-of-way.
- Relocated monument sign and added flagpole – This location is more central and more visible for signage.
- Showing all setbacks and landscape buffers – This occurs throughout site. Previous plans did not show setbacks and landscape buffers.
- Added stop bar and striping to various locations – This occurs throughout the site including all egress and ingress, at the bail-out lane before tunnel, ADA access to right-of-way across drive aisle, and in front of dumpster.

We greatly appreciate your assistance with this matter and look forward to working with you and your staff through the permitting processes.

Sincerely,



DAMIAN BRINK

Senior Planner | **BOWMAN**

13450 W. Sunrise Blvd, Suite 320, Sunrise, FL 33323

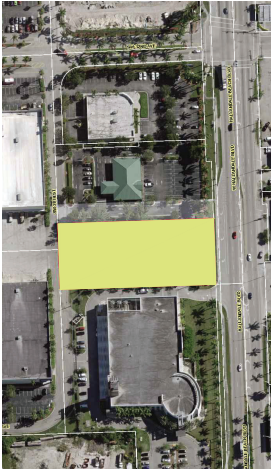
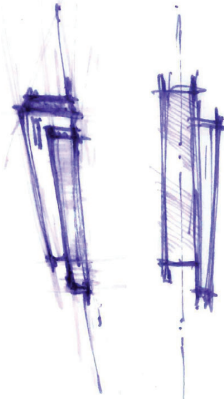
O: (954) 314-8480 | D: (954) 314-8471 | M: (561) 632-5387

dbrink@bowman.com | bowman.com

bowman.com

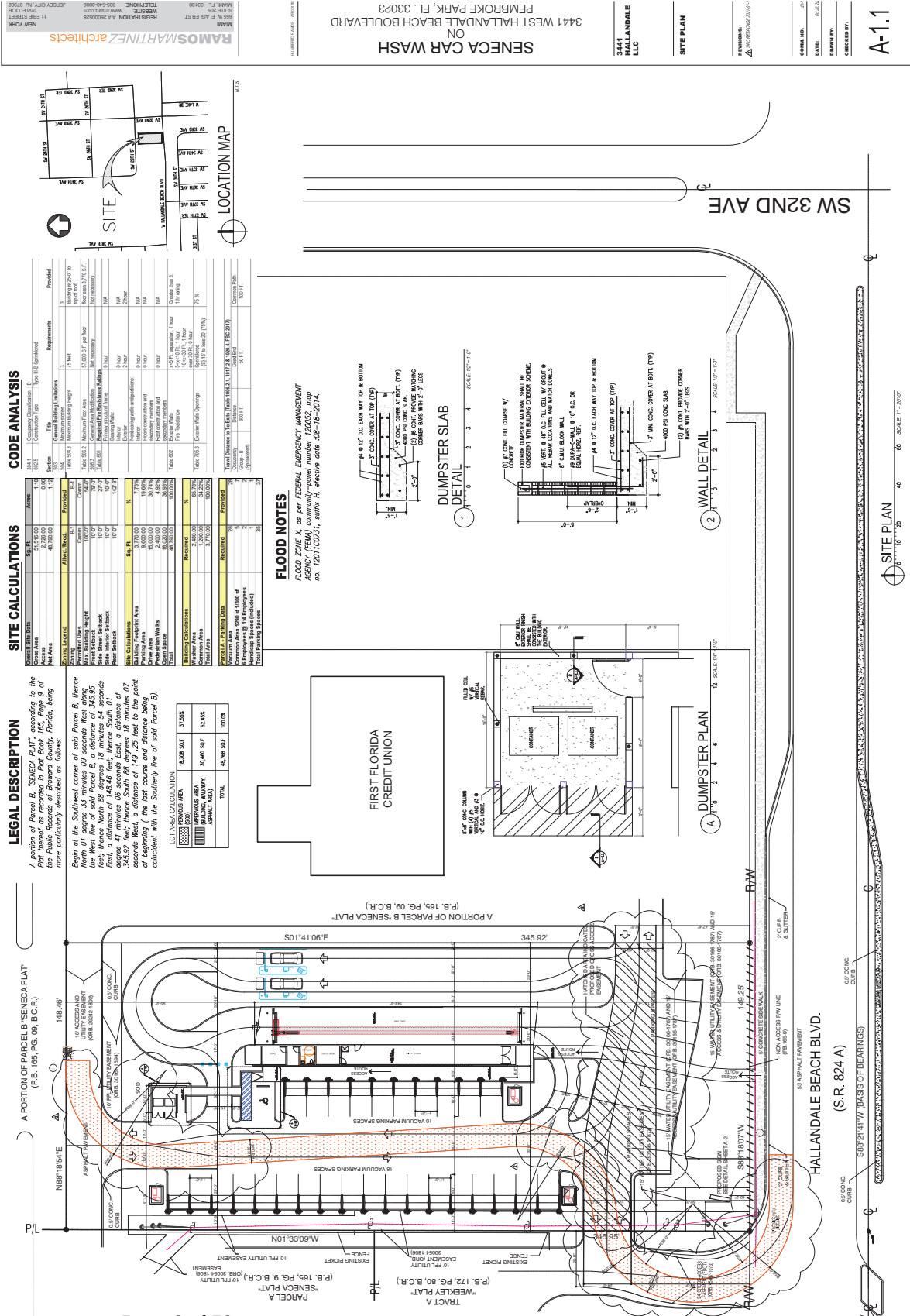
Previous Approved Plans

SENECA CAR WASH
3441 WEST HALLANDALE BEACH BLVD.
PEMBROKE PARK, FLORIDA 33023
FOR
3441 HALLANDALE, LLC



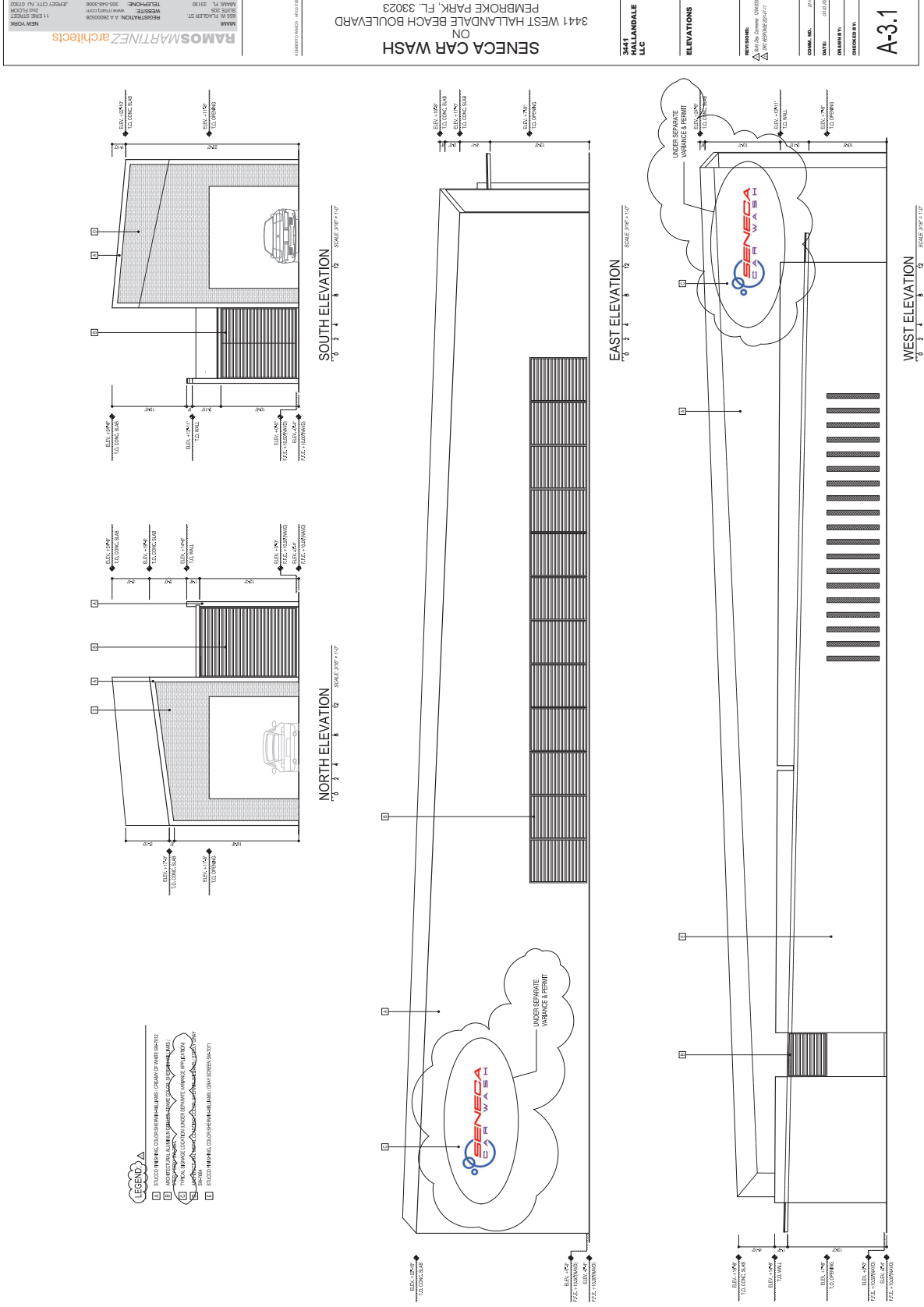
RAMOSMARTINEZarchitects			
SURVEYOR	CIVIL ENGINEER	LANDSCAPE ARCHITECT	MIAMI
			NEW YORK
BENIGNO SUAREZ - LS 6983	ANDRE D. MARTINEZ P.E. - 85425	CASIO MIGUEL JUNCAL	REGISTRATION: A.A. 26000528
BENNY SUAREZ SURVEYING, INC.	AM CIVIL - ENGINEERS & PLANNERS	REGISTERED LANDSCAPE ARCH.	WEBSITE: www.rmaid.com
3441 WEST HALLANDALE BEACH BLVD.	3441 WEST HALLANDALE BEACH BLVD.	3441 WEST HALLANDALE BEACH BLVD.	TELEPHONE: 305-548-3006
MIAMI, FLORIDA 33185	MIAMI, FLORIDA 33185	CUTLER BAY, FLORIDA 33189	
TEL.: 305-807-4319	TEL.: 786-269-9414	TEL.: 786-877-2034, LIC.: LA6667184	
benny@suarez@msm.com	amck305@gmail.com	JuncalDesignStudio@gmail.com	

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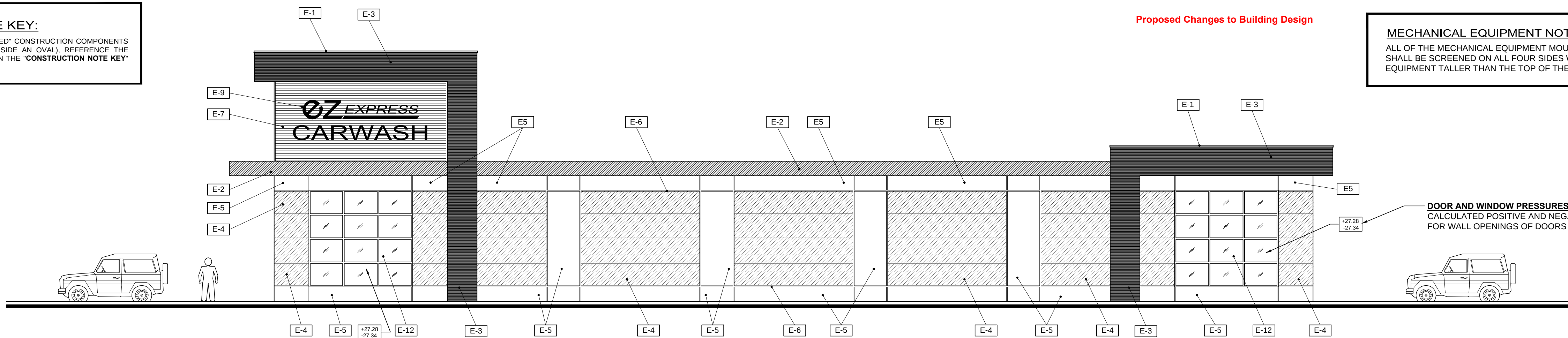


Previous Approved Plans

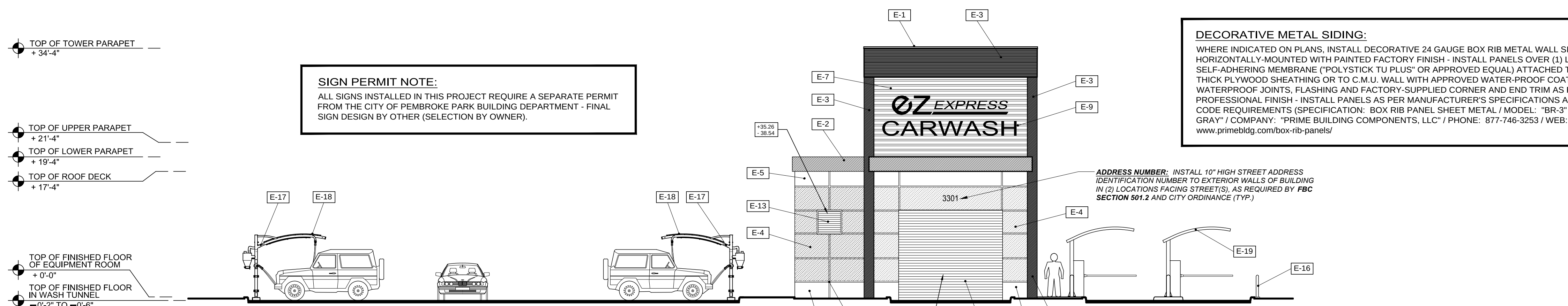
Page 9 of 52



0.00 CONSTRUCTION NOTE KEY:
FOR A COMPLETE DESCRIPTION OF ALL "LABELED" CONSTRUCTION COMPONENTS ON THIS SHEET (INDICATED BY A NUMBER INSIDE AN OVAL), REFERENCE THE INDICATED DIVISION AND NUMBER AS SHOWN IN THE "CONSTRUCTION NOTE KEY" ON ARCHITECTURAL SHEET NUMBER "N1.0".



RIGHT SIDE ELEVATION



FRONT ELEVATION

EXTERIOR ELEVATIONS 1

SCALE: 1/8" = 1'-0"

EXTERIOR FINISH AND PAINT SCHEDULE										
MARK	DESCRIPTION	CONSTRUCTION NOTE REFERENCE NUMBER	MANUFACTURER	MODEL NUMBER	PAINT AND COLOR SCHEDULE					NOTES / REMARKS
					BRAND/COLOR NAME TO MATCH	NUMBER	COMMON COLOR NAME	TYPE	FINISH	COATS
E-1	CONTINUOUS METAL COPING CAP FLASHING, PAINTED	7.20	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	POWDER-COAT	AS PER MANUF.	AS PER MANUF.
E-2	DECORATIVE MOLDING, SMOOTH STUCCO FINISH, PAINTED	9.13	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	MEDIUM GRAY	EXTERIOR LATEX	FLAT	TWO (2)
E-3	STUCCO WALL, PAINTED SMOOTH FINISH (TYPE 1)	9.02 OR 9.03	---	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	EXTERIOR LATEX	FLAT	TWO (2)
E-4	STUCCO WALL, PAINTED SMOOTH FINISH (TYPE 2)	9.02 OR 9.03	---	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	LIGHT GRAY	EXTERIOR LATEX	FLAT	TWO (2)
E-5	STUCCO WALL, PAINTED SMOOTH FINISH (TYPE 3)	9.02 OR 9.03	---	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	WHITE	EXTERIOR LATEX	FLAT	TWO (2)
E-6	STUCCO WALL, PAINTED SMOOTH FINISH (TYPE 3)	9.05	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	MEDIUM GRAY	EXTERIOR LATEX	FLAT	TWO (2)
E-7	DECORATIVE BOX RIB PANEL METAL WALL SIDING, PAINTED	9.06	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	MEDIUM GRAY	POWDER-COAT	AS PER MANUF.	AS PER MANUF.
E-8	METAL SECONDARY ROOF SCUPPERS, PAINTED	7.11	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	EXTERIOR LATEX	FLAT	TWO (2)
E-9	LETTERS, NUMBERS, AND ARROWS OF MONUMENT / POLE SIGN, IDENTIFICATION SIGN ON BUILDING, AND DIRECTIONAL SIGNS	10.03 OR 10.04	SELECTION BY OWNER	CUSTOM DESIGN	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	COLOR OF PLASTIC SIGN MATERIAL	---	---	---
E-10	METAL OVERHEAD DOORS AND FRAMES, PAINTED	8.01	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	POWDER-COAT	AS PER MANUF.	AS PER MANUF.
E-11	METAL DOORS AND FRAMES, PAINTED	8.02	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	EXTERIOR ENAMEL	SEMI-GLOSS	TWO (2)
E-12	METAL WINDOWS AND FRAMES, PAINTED	8.05	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	POWDER-COAT	AS PER MANUF.	AS PER MANUF.
E-13	METAL LOUVERED AIR VENTS AND FRAME, PAINTED	8.08	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	EXTERIOR ENAMEL	SEMI-GLOSS	TWO (2)
E-14	METAL GATES AND FRAMES, PAINTED	8.09	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	EXTERIOR ENAMEL	SEMI-GLOSS	TWO (2)
E-15	TALL BOLLARDS (DUMPSTER GATES), PAINTED	2.10 (SIMILAR)	SELECTION BY OWNER	CUSTOM DESIGN	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	EXTERIOR ENAMEL	SEMI-GLOSS	TWO (2)
E-16	BOLLARDS WITH PVC COLORED SLEEVE COVERS	2.10	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	YELLOW	---	---	---
E-17	FABRICATED METAL VACUUM HOSE ARCHES, PAINTED	2.25	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	POWDER-COAT	AS PER MANUF.	AS PER MANUF.
E-18	FABRICATED FABRIC AWNINGS OF VACUUM ARCHES (OPTIONAL)	2.25	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	---	---	---
E-19	FABRICATED CURVED METAL PAY SHELTERS, PAINTED	2.26	SELECTION BY OWNER	---	SHERWIN-WILLIAMS / SELECTION BY OWNER	---	DARK GRAY	POWDER-COAT	AS PER MANUF.	AS PER MANUF.

Proposed Changes to Building Design

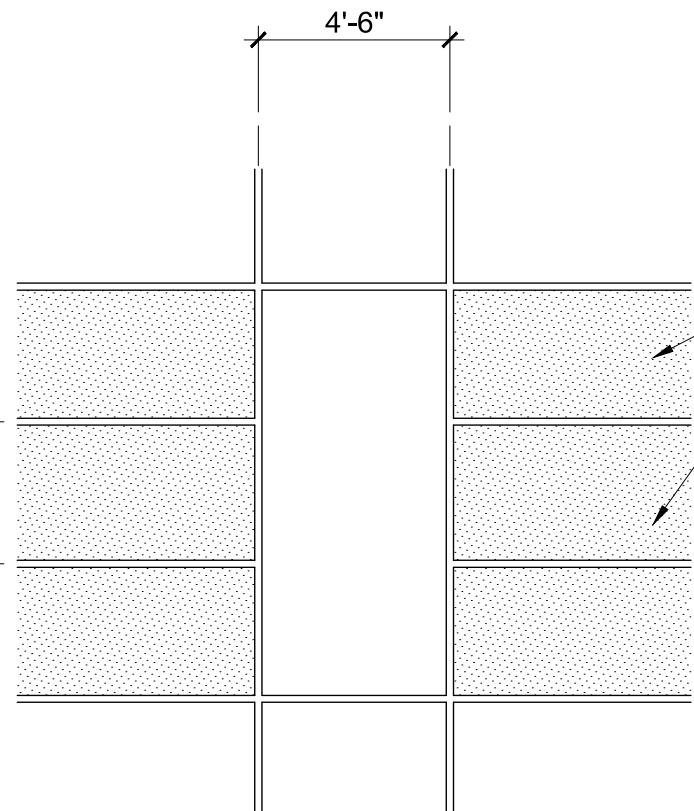
MECHANICAL EQUIPMENT NOTE:
ALL OF THE MECHANICAL EQUIPMENT MOUNTED TO THE ROOFTOP SHALL BE SCREENED ON ALL FOUR SIDES WITH NONE OF THE EQUIPMENT TALLER THAN THE TOP OF THE PARAPET WALLS.

DOOR AND WINDOW PRESSURES: NUMBERS INDICATE CALCULATED POSITIVE AND NEGATIVE PRESSURES (PSF) FOR WALL OPENINGS OF DOORS AND WINDOWS (TYP.)

DECORATIVE METAL SIDING:
WHERE INDICATED ON PLANS, INSTALL DECORATIVE 24 GAUGE BOX RIB METAL WALL SIDING PANELS HORIZONTALLY-MOUNTED WITH PAINTED FACTORY FINISH - INSTALL PANELS OVER (1) LAYER OF SELF-ADHERING MEMBRANE (POLYSTICK TU PLUS) OR APPROVED EQUAL ATTACHED TO MINIMUM 5/8" THICK PLYWOOD SHEATHING OR TO C.M.U. WALL WITH APPROVED WATER-PROOF COATING - PROVIDE WATERPROOF JOINTS, FLASHING AND FACTORY-SUPPLIED CORNER AND END TRIM AS REQUIRED FOR A PROFESSIONAL FINISH - INSTALL PANELS AS PER MANUFACTURER'S SPECIFICATIONS AND BUILDING CODE REQUIREMENTS (SPECIFICATION: BOX RIB PANEL SHEET METAL / MODEL: "BR-3" / COLOR: "ASH GRAY" / COMPANY: "PRIME BUILDING COMPONENTS, LLC" / PHONE: 877-746-3253 / WEB: www.primebldg.com/box-rib-panels/

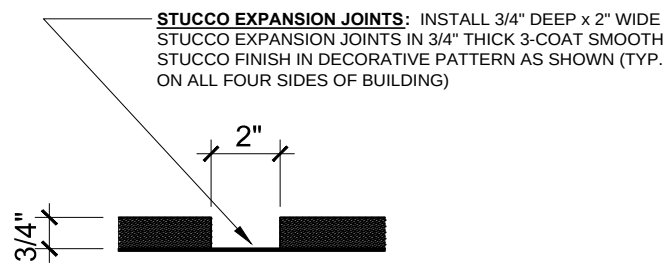
ADDRESS NUMBER: INSTALL 10" HIGH STREET ADDRESS IDENTIFICATION NUMBER TO EXTERIOR WALLS OF BUILDING IN (2) LOCATIONS FACING STREET(S), AS REQUIRED BY FBC SECTION 501.2 AND CITY ORDINANCE (TYP.)

1
A7.0



PATTERN NOTE:
REFERENCE EXTERIOR BUILDING ELEVATIONS ON SHEETS A7.0 AND A7.1 TO LOCATE STORY-TO-TOY PATTERN OF DECORATIVE STUCCO EXPANSION JOINTS - ADJUST WHERE REQUIRED IN FIELD TO ACHIEVE DESIRED FACADE APPEARANCE AS INDICATED (TYP.)

DECORATIVE WALL PATTERN: ENTIRE BUILDING WALLS OF EXTERIOR FACADE TO BE 3/4" THICK 3-COAT SMOOTH STUCCO FINISH WITH DECORATIVE 3/4" DEEP x 2" WIDE STUCCO EXPANSION JOINTS IN A CONTINUOUS PATTERN SET AS SHOWN ON ELEVATIONS (TYP. ON ALL FOUR SIDES OF BUILDING)



BUILDING FACADE PATTERN

NOT TO SCALE

2
A7.0

STEVE SIEBERT ARCHITECTURE
485 NORTH PEBBLE BEACH, FLORIDA 33435
Phone: (863) 880-7884
Fax: (863) 880-7885
Florida Architect License: AR0017834

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New Express Car Wash Facility for
E-Z EXPRESS CAR WASH
3301 W. Hallandale Beach Boulevard
Pembroke Park, Florida 33023

REVISIONS	BY

Sheet Description:
EXTERIOR BUILDING ELEVATIONS 1

Project Number:
20213.01
Date: JULY 30, 2021
Drawn By: CPC, NSY
Seal:

Steven W. Siebert
AR0017834
Sheet:
A7.0

FOR A COMPLETE DESCRIPTION OF ALL "LABELED" CONSTRUCTION COMPONENTS ON THIS SHEET (INDICATED BY A NUMBER INSIDE AN OVAL), REFERENCE THE INDICATED DIVISION AND NUMBER AS SHOWN IN THE "CONSTRUCTION NOTE KEY" ON ARCHITECTURAL SHEET NUMBER "N1.0".



SCALE: 1/8" = 1'-0'



SCALE: 1/2" = 1'-0"

CABINET MANUFACTURER NOTE:
CABINET AND COUNTER SELECTION AND FINISHES BY OWNER - FINAL
DESIGN AND SHOP DRAWINGS BY OTHER - PRIOR TO START OF
FABRICATION, CABINET MANUFACTURER TO VERIFY IN FIELD ALL
DIMENSIONS AND PLUMBING AND ELECTRICAL OUTLET LOCATIONS.

CABINET NOTE: ALL CABINETS AND COUNTERS TO BE CONSTRUCTED OF COMMERCIAL-GRADE PLASTIC LAMINATE SURFACE WITH SOLID SURFACE COUNTER, EDGE AND SPLASH, MELAMINE FINISHED INTERIORS AND ADJUSTABLE HEIGHT SHELVING, EUROPEAN STYLE COMMERCIAL GRADE HINGES, FULL ROLLER-GLIDE DRAWER GUIDES AND WIRE PULLS OR RECESSED DOOR AND DRAWER PULLS. COLORS, FINISHES AND HARDWARE SELECTION BY OWNER (DESIGN BY OTHER - VERIFY ALL DIMENSIONS AND REFRIGERATOR SIZE PRIOR TO FABRICATION - SEE MANUFACTURER'S SHOP DRAWINGS).



106 OFFICE - DESK AND CABINETS

A7.1 SCALE: 3/8" = 1'-0"

WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. ERRORS OR OMISSIONS FROM THESE PLANS DO NOT RELIEVE CONTRACTORS, SUBCONTRACTORS OR MANUFACTURERS FROM ANY RESPONSIBILITY FROM COMPLYING WITH CODE OR JURISDICTIONAL AUTHORITY REQUIREMENTS. ANY DISCREPANCIES OR ADDITIONAL REQUIREMENTS MUST BE REPORTED TO THE ARCHITECT IMMEDIATELY FOR APPROPRIATE ACTION.

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New Express Car Wash Facility for
E-Z EXPRESS CAR WASH
33301 W. Hallandale Beach Boulevard
Pembroke Park, Florida 33023

[illegible]

Sheet Description:

***EXTERIOR
BUILDING
ELEVATIONS 2***

Project Number:	20213.01
Date:	JULY 30, 2021
Drawn By:	CPC , NSY
Seal:	

Steven W. Siebert
AR0017834

Sheet:
A7.1



Page 13 of 52

Proposed Changes to Building Design







Page 16 of 52

MICHAEL MILLER PLANNING ASSOCIATES, INC.
Land Design Municipal Planning Services Transportation Planning

**TOWN OF PEMBROKE PARK
COMMUNITY DEVELOPMENT
MEMORANDUM**

To: Mayor and Town Commissioners
Town of Pembroke Park

From: Michael J. Miller, AICP *MJM*
Consultant Town Planner

Date: February 22nd, 2021

Subject: Site Development Plan Application (Major)
Proposed Seneca Car Wash (Sonny's)
3441 West Hallandale Beach Boulevard
Pembroke Park Acct. No.: 19-302
MMPA Acct. No.: 00-1101-1118

RECOMMENDED ACTION

MMPA recommends the Town Commission review this staff report, the most recent revised plans dated January 11th, 2021, and the related Special Permit application, and, if found acceptable, **APPROVE** the proposed Site Development Plan application, subject to any staff recommended conditions listed herein or other conditions deemed appropriate by the Town Commission.

GENERAL PROJECT INFORMATION

Land Use Designation: C- Commercial

Zoning District: B-1 Business District

General Location: 3441 West Hallandale Beach Boulevard
Between the WPLG Channel 10 TV Station and Credit Union Site
South of SW 28th Street (Private Road)

Legal Description: A portion of Parcel "B" of the Seneca Plat, according to the plat thereof, as recorded in Plat Book 165, Page 29, of the public records of Broward County, Florida. Containing 1.18 acres, more or less.

7522 Wiles Road Suite B-203 Coral Springs, Florida 33067 Telephone: 954-757-9909

BACKGROUND INFORMATION

Architectural firm Ramos Martinez Architects, as agent for the owner of the above site, 3441 Hallandale LLC, has submitted a new Major Site Development Plan application to allow for the construction of a fully enclosed 3,770 sq. ft. automated car wash with 30 outdoor vacuum stations located at 3441 W. Hallandale Beach Boulevard (HBB). The subject site is located north of HBB between the WPLG Channel 10 TV station and the 1st Florida Credit Union. The site is within the commercial portion of the Seneca Industrial Park (SIP). When the SIP commercial lands were created in 2002 a special B-1 Business Zoning District Ordinance #03-06-03 was adopted with modifications for land uses (additions / deletions / special permits required) versus the standard B-1 Business District. An "Auto Laundry within an Enclosed Building" is listed in that Ordinance as a use that requires a Special Permit issued by the Town Commission prior to construction. Further, per Zoning Code Sec. 28-188 all activities in the B-1 Business District must occur inside a completely enclosed building unless the Town Commission approves a Special Permit – this applies to the proposed thirty (30) outdoor vacuum stations. The applicant has filed a concurrent Special Permit application for both the Auto Laundry (car wash) and outdoor vacuum use.

On November 20th, 2020 the Town's DRC held a meeting to discuss the above project. Due to the amount of missing information and required changes the DRC deferred action to allow the applicant to address the comments, provide the missing information, and revise the plans. On December 9th, 2020 the applicant submitted revised plans / documents. MMPA reviewed the new documents and noted the plans were partially revised as requested by the DRC members, and some information was still missing. However, at the January 8th, 2021 DRC meeting corrected supplemental plans / information was submitted. Therefore, the DRC agreed to recommend that the application be allowed to proceed to the PZB / TC subject to submitting the remaining corrected plans / documents and having the DRC members sign-off. On January 13th, 2021 the applicant submitted final corrected plans to MMPA (approved) and water pressure test info to the BSO Fire Dept. staff.

PROJECT DESCRIPTION

As a matter of information and to avoid future confusion, **this application replaces a Site Development Plan application filed on 8/22/19 for a proposed 3-story office building on this site (Seneca Executive Offices).** The DRC reviewed that project on several occasions, and it was ready to move forward for final PZB / TC consideration. However, due to the COVID-19 pandemic impacts on real estate (especially office space) the current landowners have decided to pursue other land development opportunities. The proposed car wash operation (Sonny's) is a well-known brand that features memberships and modern facilities. They feel the site is attractive due to the SCC / SIP employment centers / WPLG / local market and proximity near I-95. As the site is currently vacant a full-scale Site Development Plan application is required.

The site will have multiple vehicular access points including recorded cross-access driveway easements that extends across the BSO site and Credit Union site and the subject site - but stops short of the west property line. On the east side of the BSO site the cross-access driveway turns north parallel to Seneca Blvd. connecting to a private east / west road referred to as SW 28th Street. SW 28th Street intersects with Seneca Blvd. (aka SW 32nd Ave.) at a stop-controlled intersection which allows motorists to travel either south to the signalized intersection with HBB or northerly to

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
Town Commission Staff Report
Seneca Car Wash (Sonny's)
3441 W. Hallandale Beach Boulevard
February 22nd, 2021
Page 3**

Pembroke Road via Coca Cola Drive / SW 40th Ave. The recorded plat included a possible driveway connection to HBB from the Credit Union site, but this was not built (FDOT objected). However, on the WPLG site immediately west of the subject site a HBB connection driveway already exists and an easement allows joint access. The former office project was reviewed by FDOT staff and they issued a pre-app letter that would allow a new HBB driveway connection directly to the site (NVAL Amendment would be required); however, we believe FDOT forgot about the WPLG joint access easement. FDOT reviewed the new land use and issued a new pre-app letter for the car wash project. On December 3rd, 2020 FDOT issued a new pre-app letter for the car wash approving the access arrangements (WPLG driveway easement / SIP cross access easements).

The Town's Off-Street Parking Code (Sec. 28-301) does not include a separate calculation for auto laundries / car washes, but MMPA believes this would fall within the standard commercial category at 1:300 sq. ft. The plans calculate the required parking as follows: Common Interior Building Area @ 1,290 sq. ft. = 5 spaces plus 6 employees @ 1:4 employees = 2 spaces = 7 total spaces required. A total of nine (9) parking spaces are provided including 1 ADA parking space. The site plan provides 30 vacuum area spaces outdoors west of the car wash building. It was noted on the original site plan submission that the proposed ADA parking space was shown on the south side of the east / west driveway near the south property line; therefore, a person with disabilities (wheelchair / other) would be required to travel across the main driveway to and from the car wash. A better and safer location would be on the west side of the building near the office / bathroom area of the building. An accessible route will be required from the ADA space to the building entry and also to the HBB walkway. The DRC members agreed at the November 20th, 2020 DRC meeting and requested the site layout be modified – it has been modified. An ADA accessible walkway from the HBB sidewalk to the building is now provided as well.

The Landscaping Plan includes a variety of trees / shrubs / ground cover / grass along the perimeter and within the interior parking areas. Generally, the proposed landscaping meets the Town's minimum landscape requirements.

COMPREHENSIVE PLAN / ZONING ANALYSIS

Comprehensive Plan

The Town's adopted Comprehensive Plan Future Land Use Map (FLUM) identifies the site for "C" Commercial development. The list of allowable uses includes retail & offices. The proposed land uses are deemed consistent with the Comprehensive Plan / FLUM.

Land Development Regulations / Zoning Code

The Town's adopted Official Zoning Map identifies the site in the B-1 Business District. Retail and office uses are listed as permitted uses. An auto laundry / car wash is not listed as a permitted use; however, as stated above, when the SIP commercial lands were created in 2002 a special B-1 Business Zoning District Ordinance #03-06-03 was adopted with modifications for land uses (additions / deletions / special permits required) versus the standard B-1 Business District. An "Auto Laundry within an Enclosed Building" is listed in that Ordinance as a use that requires a Special Permit issued by the Town Commission prior to construction. Further, per Zoning Code Sec. 28-188 all activities in the B-1 Business District must occur inside a completely enclosed building unless the

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
Town Commission Staff Report
Seneca Car Wash (Sonny's)
3441 W. Hallandale Beach Boulevard
February 22nd, 2021
Page 4**

Town Commission approves a Special Permit – this applies to the proposed thirty (30) outdoor vacuum stations. The applicant has filed a concurrent Special Permit application for both the Auto Laundry (car wash) use and outdoor vacuum use. These zoning regulations control the types of future land uses that may occupy the buildings / land within the commercial SIP sites.

PLATTING

The site will not require re-platting, as the site is currently platted as described above. Please note that no re-subdivision is permitted in the future without the Town's prior written consent. If sites are to be "split" in the future, each site must be able to stand alone as to building setbacks, off-street parking, open space, etc. and approved by the Town via a plat waiver / re-subdivision survey.

RIGHT-OF-WAY AND ACCESS DESCRIPTION

As mentioned above, the site will have multiple vehicular access points including recorded cross-access driveway easements. One extends across the BSO site, the Credit Union site and the subject site - but stops short of the west property line (will need to be extended to west PL). On the east side of the BSO site the cross-access driveway turns north parallel to Seneca Blvd. connecting to a private east / west road referred to as SW 28th Street. The subject site also proposes one (1) two-way driveway connections to SW 28th Street on its northern border. SW 28th Street intersects with Seneca Blvd. at a stop-controlled intersection which allows motorists to travel either south to the signalized intersection with HBB or northerly to Pembroke Road via Coca Cola Drive / SW 40th Ave. The recorded plat included a driveway connection to HBB from the Credit Union site, but this was not built (FDOT objected). However, on the WPLG site immediately west of the subject site a HBB connection driveway already exists and an easement allows joint access. The former office project was reviewed by FDOT staff and they issued a pre-app letter that would allow a new HBB driveway connection directly to the site (NVAL Amendment would be required); however, we believe FDOT forgot about the WPLG joint access easement. As requested at the earlier DRC meeting FDOT reviewed the applicant's revised request for a car wash land use and issued a new pre-app letter approving the access arrangements.

CONCURRENCY ISSUES

Potable Water / Wastewater – Based on the development level indicated in the development plan the proposed project, according to the Town's LDR criteria, would generate a need of about 2,800 gallons per day for potable water and the same 2,800 gallons per day for wastewater (1,022,000 gallons per year). The Town owns the local Sanitary Sewer system (main lines / pumps) and all property owners must connect. Broward County owns and operates the Potable Water system in the South County area. The Town has large user agreements for both Potable Water (Broward County) and sanitary sewer treatment (Hollywood). Based on the probable demand, the operating and plant capacities of potable water and wastewater are sufficient and can serve the development without expansion. Water service will be provided by existing 8-inch / 10-inch water mains located in either SW 28th Street (8-inch line in private road on north side of the site) or within the access / utility easement in the private driveway within the front of the site next to West Hallandale Beach Blvd. The proposed domestic and irrigation water meters will tie into this existing water main. The project will be served by an existing 8-inch sanitary sewer force main within SW 28th Street to be extended.

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Transportation System – Based on average ITE criteria, this property is anticipated to generate approximately 40 new trips per day on a typical weekday and about 86 trips on Saturdays (peak day). Hallandale Beach Boulevard is currently a four (4) lane divided road with turn lanes at certain intersections near this site. The Town / FDOT has adopted a concurrency Level of Service (LOS) for this road of "D". The Town was previously within the County's Transportation Concurrency Exception Area (TCEA) but the County has now abandoned that concurrency method and adopted a Transit Oriented Concurrency / TCMA system that is focused more on mass transit than vehicles. Development is allowed to proceed with the payment of transit impact fees. Hallandale Beach Boulevard in this area carries about 30,000 trips per day / 2,790 trips in the PM Peak Hour. The design capacity of the roadway as a 4LD roadway @ LOS D is 32,700 trips per day / 3,110 trips in the PM Peak Hour. Therefore, the current V/C (volume to capacity) ratio is .92 or LOS D. The Town may approve the development despite any LOS problems in the area. There are long-range plans to possibly widen Hallandale Beach Boulevard to a 6LD roadway, but the exact timetable is unknown. Finally, there are existing mass transit bus routes along Hallandale Beach Boulevard and bus stops adjoining the site.

Stormwater System - The applicant has submitted drainage plans and calculations showing that they will comply with the Town's LOS criteria (25-year storm event @ 24-hour duration). Prior to development the developer will have to obtain a Broward County drainage permit. Therefore, the on-site drainage system is oversized and should adequately serve the site.

Solid Waste – Based on the site plan data listed, this development would generate about 182 pounds per day / 66,430 pounds of solid waste per year. The Town's solid waste provider is Waste Management. At this time sufficient service / capacity exists.

BUILDING AND ARCHITECTURAL DESIGN COMMENTS

Section 5-103 (p) of the Town Code requires all non-residential buildings to avoid the appearance of a "box-like" structure. Sloped roof surfaces and enhanced architectural detailing are strongly encouraged. The proposed building does have a sloped roof surface and there are building undulations with varying projected architectural details. The Town has the latitude to approve alternatives if deemed acceptable – enhanced architecture). Although the color renderings on the plans shows a "white" scheme, the building colors will generally follow the common color scheme found in the Seneca Industrial Park (SIP). Based on the architectural enhancements MMPA recommends approval.

COMMENTS / STAFF RECOMMENDATIONS

MMPA recommends **APPROVAL** of the proposed Site Development Plan prepared by project architect (Ramos Martinez Architects) as well as several engineering / landscape architect subconsultants, based on the latest revised plans dated January 11th, 2021 to allow for the construction of a one-story / 3,770 square foot Enclosed Auto Laundry (Car Wash) with 30 outdoor vacuum stations subject to the following conditions:

Michael Miller Planning Associates, Inc.

- 1) **Special Permit for Auto Laundry within an Enclosed Building** – The site is within the commercial portion of the Seneca Industrial Park (SIP). When the SIP commercial lands were created in 2002 a special B-1 Business Zoning District Ordinance #03-06-03 was adopted with modifications for land uses (additions / deletions / special permits required) versus the standard B-1 Business District. An “Auto Laundry within an Enclosed Building” is listed in that Ordinance as a use that requires a Special Permit issued by the Town Commission prior to construction. This approval is subject to the Town Commission approving the Special Permit for the Auto Laundry. If the Special Permit is denied this application is deemed null and void.
- 2) **Special Permit for Use Outside a Completely Enclosed Building (30 Outdoor Vacuum Stations)** – Per Zoning Code Sec. 28-188 all activities in the B-1 Business District must occur inside a completely enclosed building unless the Town Commission approves a Special Permit. This applies to the proposed thirty (30) outdoor vacuum stations. Therefore, this approval is subject to the Town Commission approving the Special Permit for the 30 outdoor vacuum stations. If the Special Permit is denied this portion of the application is deemed null and void.
- 3) **Exterior Building Colors** – The preliminary exterior building colors submitted appear to comply with the Town's Official Paint Color Palette. Prior to painting the exterior of the building, the applicant shall submit a separate Town Color application for formal approval by the Town Planner.
- 4) **Business Signage** - On Sheet A-3.1 the east / west building elevations include proposed business signs. Neither would be permitted via the Town Sign Code without a sign variance. Building signage is only allowed on a building façade facing an adjoining street (HBB / SW 28th Street). Notations were added on the plans indicating the signs will only be allowed if the Town Commission grants a sign variance, otherwise all signs must meet normal Sign Code requirements.
- 5) **Granting of Missing Access / Utility Easement to Existing WPLG Driveway Easement & Existing Cross Access Easement on the Site** - Prior to the issuance of building permits a new vehicular access / utility easement with a legal description / sketch of survey shall be submitted to and approved by the Town Attorney / recorded in the public records for the east / west “missing link” from the Credit Union site to the WPLG site to provide adequate cross-access between the commercial sites fronting W. Hallandale Beach Blvd. as required by FDOT / Town Code.
- 6) **BSO Fire Protection Water Supply Design Analysis** – Prior to the issuance of building permits BSO must review / sign-off on an adequate fire water supply (lines / pressure) to the site. If BSO requires additional improvements the developer shall provide these at their sole expense.

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- 7) **Building Architecture** – Section 5-103(p) of the Town Code requires all non-residential buildings to avoid the appearance of a “box-like” structure. Sloped roof surfaces strongly encouraged. While the proposed structure does include a sloped roof surfaces the main building is somewhat “box-like”. There are building undulations and architectural details. The Town has the latitude to approve alternatives if deemed acceptable. MMPA recommends the Town approve the architectural design as submitted, as enhanced building articulation has been provided. If the Town does not approve the current building architectural design, the applicant shall modify the plans accordingly prior to approval.
- 8) **Impact Fee Payments** – Prior to the issuance of building permits the developer / owner shall pay all required Broward County and Town impact fees, connection fees and Building Permit fees.
- 9) **Site Plan Expiration** - This Site Development Plan approval will expire 18 months from the date of Town Commission approval in accordance with Section 20-25 of the Code if no valid Building Permit for the principal building has been issued and kept in force.

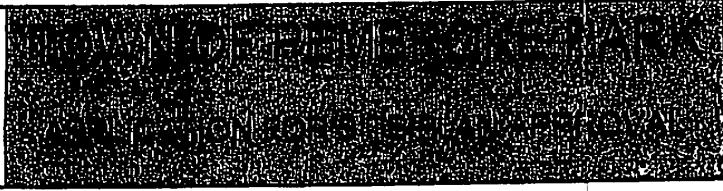
PLANNING AND ZONING BOARD ACTION

The Planning and Zoning Board reviewed the proposed Site Development Plan (and related Special Permit application) at their virtual February 18th, 2021 meeting, discussed the matter, and voted unanimously (3-0) to recommend **APPROVAL** of the application to the Town Commission, subject to the following conditions:

- (1) The Site Development Plan is subject to the above listed MMPA conditions.

Michael Miller Planning Associates, Inc.

SP



Date: 10-29-2020
Case No: 20-304
Receipt No.: 10005

- Fee: (1) Major: The initial cost recovery fee shall be \$7,500.00 plus the non-administrative costs incurred by the Town in processing the request. \$500.00 of the above referenced fee shall be non-refundable.
- (2) Minor: The initial cost recovery fee shall be \$1,750.00 plus the non-administrative costs incurred by the Town in processing the request. \$500.00 of the above referenced fee shall be non-refundable.

IN ADDITION TO THE APPLICATION FOR SITE PLAN APPROVAL, THE APPLICANT SHALL SUPPLY THE DOCUMENTATION REQUIRED BY SECTION 20-18 OF THE TOWN'S CODE OF ORDINANCES AS WELL AS THE TOWN'S SITE PLAN SUBMISSION CHECKLIST. THE SITE PLAN APPLICATION CHECKLIST IS AVAILABLE FROM THE TOWN PLANNER.

PETITIONER: 3441 West Hallandale LLC
ADDRESS: 3441 West Hallandale Blvd
CITY: Pembroke Park FL 33027
PHONE: 954-6080101

IF PETITIONER IS NOT OWNER, NAME OF OWNER: _____

SIGNATURE OF PETITIONER: _____

PRESENT ZONING: _____ PRESENT LAND USE PLAN DESIGNATION: _____

ADDRESS OF PROPERTY: _____

LEGAL DESCRIPTION OF PROPERTY (Plat Book/Page or Metes and Bounds): _____

OWNER / AGENT CERTIFICATE:

This is to certify that I am the owner/agent of the subject lands described above in the application for Site Plan Approval, and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner/agent specifically agrees to allow access to described property at reasonable times by Town personnel, for the purpose of verification of information provided by owner/agent.

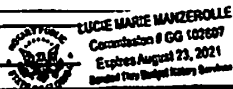
Signature of owner/agent: _____ Sworn to and subscribed before me this 29 day of October, 2020 by Nadine A. B. [Signature]

☒ He/She is personally known to me or

☐ He/She has presented _____ as identification.

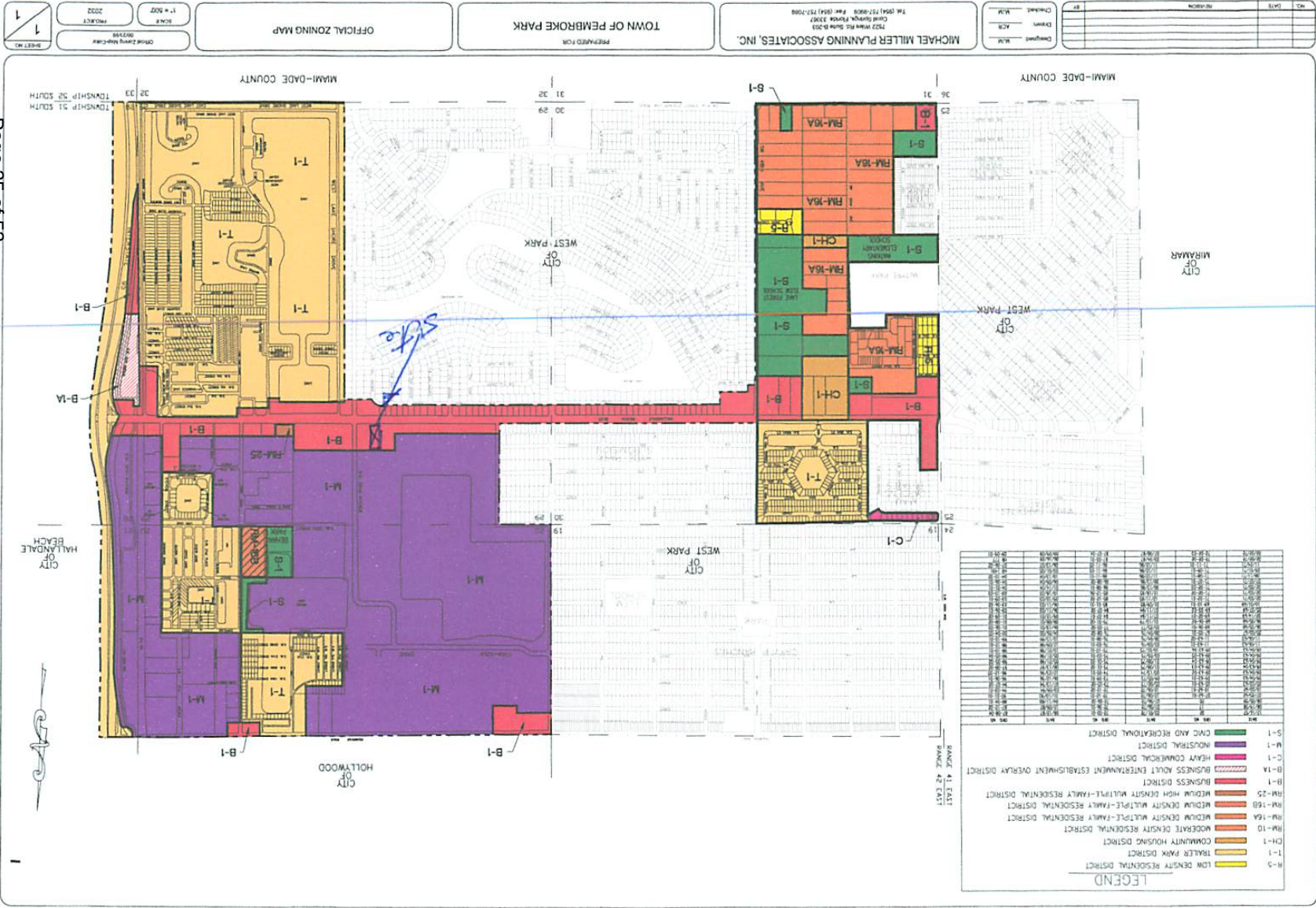
Signature of Notary Public: _____

Type or Print Name: Lucie Marie Manzerolle



3465 NW LLC 4520 W HALLANDALE BCH BLVD STE 2 PEMBROKE PARK, FL 33023		10005 43-041670660
DATE <u>10-29-20</u>		
PAY TO THE ORDER OF <u>Town of Pembroke Park</u>		\$ <u>5000.00</u>
<u>Five thousand &</u>		DOLLARS
City National Bank Bd Financial Group		
Seyoua		

⑈10005⑈ ⑆066004367⑆ 30000020188⑈





The just values displayed below were set in compliance with [Sec. 193.011](#), Fla. Stat., and include a reduction for costs of sale and other adjustments required by [Sec. 193.011\(8\)](#).

Property Assessment Values

2021 Exemptions and Taxable Values by Taxing Authority

Sales History

Land Calculations

* Denotes Multi-Parcel Sale (See Deed)

[illegible]

Property Id: 514220170074

**Please see map disclaimer



November 6, 2020

1:1,200
0 55 110 22
0 15 30 60 m

Flight Date : Between Dec 15, 2019 and Jan 26, 2020 Broward County Proper

SD #2

ORDINANCE NO. 03-06-03

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 28, ZONING; AMENDING THE ZONING CLASSIFICATION FOR A PORTION OF PARCEL B, SENECA PLAT, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 165, PAGE 9, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Hallandale Remaining Lands, LLC and Seneca Security Holdings, LLC have submitted an application to amend the permitted use for their property described in Section 1 hereof and located in the B-1 Business Zoning District; and

WHEREAS, the subject property previously was entitled to all of the permitted uses described in the B-1 Business Zoning District; and

WHEREAS, the prior owners of the subject property requested that the permitted uses be amended to a more restricted schedule of permitted uses of their property for their development purposes; and

WHEREAS, the Town amended the permitted uses on the subject property as set forth in Ordinance No. 96-6-1; and

WHEREAS, the applicants have requested that the permitted uses be amended so that they are more consistent with the permitted uses of other properties within the B-1 Business Zoning District; and

WHEREAS, the Town's Consultant Planner has reviewed the re-zoning application, the Town's Code of Ordinances and Comprehensive Plan, the development of the property in the area, and has prepared a report setting forth the appropriate permitted uses for the subject property; and

WHEREAS, the Hearing Examiner of the Town of Pembroke Park pursuant to the notice requirements of Chapter 28, of the Code of Ordinances of the Town of Pembroke Park, and Chapter 166, Florida Statutes, conducted a public hearing on June 9, 2003 to consider the re-zoning application and took testimony from the applicant, Town Staff and interested parties; and

WHEREAS, the Hearing Examiner has prepared a report based upon the evidence submitted at the aforesaid public hearing and has recommended that the Pembroke Park Town Commission

grant the request for amendment of the permitted uses on the property as set forth in the attached Exhibit "A", and

WHEREAS, the Pembroke Park Town Commission has reviewed the Hearing Examiner's Report and conducted a public hearing on June 11, 2003 and deems it in the best interest of the Town of Pembroke Park to amend the permitted uses of the subject property as set forth in the attached Exhibit "A".

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

Section 1: That the re-zoning petition filed by Hallandale Remaining Lands, LLC and

Seneca Security Holdings, LLC to amend the zoning classification for the following described

property, to wit:

Parcel B, "SENECA PLAT", according to the plat thereof, as recorded in Plat Book 165, Page 9 of the Public Records of Broward County, Florida

Less the following described parcel of land:

Commence at the Southeast corner of said Parcel B;
Thence North 01°39'19" West along the East line of said Parcel B, a distance of 346.34 feet to the Point of Beginning;
Thence South 88°18'54" West, a distance of 1,341.09 feet;

Thence North 01°33'09" West along the West line of said Parcel B, a distance of 104.05 feet;
Thence North 88°18'07" East along the North line of Parcel B, a distance of 670.28 feet;

Thence North 88°21'41" East along the North line of said Parcel B, a distance of 670.63 feet;
Thence South 01°39'13" East along the East line of said Parcel B, a distance of 103.66 feet to the Point of Beginning.

Said lands situate, lying and being in the Town of Pembroke Park, Broward County, Florida; containing 10.43 acres, more or less.

be and the same is hereby granted, and the permitted uses for the subject property shall be those set forth in the attached Exhibit "A".

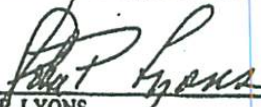
Section 2: That if any section, paragraph, sentence or word of this Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity shall not effect the other sections, paragraphs, sentences, words or application of this Ordinance.

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

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

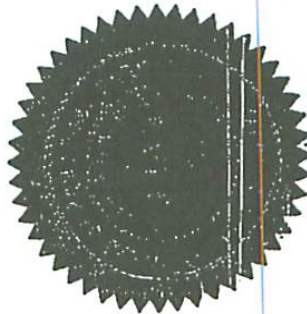
PASSED AND ADOPTED on First Reading this 11th day of June, A.D., 2003.

PASSED AND ADOPTED on Second Reading this 20th day of June, A.D., 2003.


JOHN P. LYONS
Mayor/Commissioner

ATTEST:


HOWARD P. CLARK, JR.
Clerk-Commissioner



03-01-05 Ord rep/7/12/03

EXHIBIT "A"

PERMITTED USES OF REAL PROPERTY DESCRIBED IN SECTION 1 OF
ORDINANCE 03-06-03

- (1) The following types of retail stores:
Antiques, art supply, automobile accessory, automobile new parts, bait and tackle, boat and marine motors in buildings, business machines, camera and photographic supply, confectionery, dairy products, dairy supplies and equipment not including feed or fertilizer, department, dresses, poultry, drug, dry goods, floral, fruit and vegetable, furniture, furrier, garden supply, gift, greeting cards, grocery, hardware, hobby hobby supply, home appliances, household furnishings, ice cream, jewelry, leather goods and luggage, linens, fabrics and draperies, meat market, music and musical instruments, newsstand, notions, office furniture and equipment, optical goods, package liquor, paint, pets and pet supply, seafood, souvenir, sporting goods, stationary and books, sundry, supermarket, television, tobacco, radio and phonograph, toy, wallpaper, wearing apparel, swimming pool supplies and equipment, variety.
- (2) Bakery and delicatessen provided all preparation of food is for retail sale on the premises, and the services of not more than six (6) persons are utilized in any such establishment including the preparation, distribution and retail sales of products (uses such as Dunkin Donuts / Krispy Kreme).
- (3) The following personal services:
Barber, beauty parlor, pressing and mending, shoe repair, shoe shine.
- (4) The following miscellaneous uses:
Day nursery, dressmaking, laundry and dry cleaning pickup station, medical and dental offices, nonalcoholic beverage bar, nursery school, restaurant, tailor, watch and jewelry repair, self-service laundry.
- (5) Automobile parking lot and parking garage.
- (6) Hotel and motel.
- (7) The following services:
Bath and massage parlors, commercial gymnasiums, service stations (see Special Permit Use List), fur storage, hospitals as defined in Section 386.002, Florida Statutes 1995, radio, television and phonographic repair incidental to sales, reducing studio, quick-service laundry, utility trailer display and storage incidental to a service station with not more than ten (10) such trailers for rental or sale purposes (see Special Permit Use List).
- (8) Dry cleaning establishment for direct services to customers, subject to the following limitations and requirements:
 - a. Service shall be rendered directly to customers who bring in and pick up the articles to be dry-cleaned.
 - b. The establishment shall not provide wholesale or commercial pickup or delivery service.
 - c. The services of not more than five (5) persons shall be utilized in the operation of the establishment.
 - d. Not more than two (2) cleaning units shall be used in any establishment, neither of which shall have a rated capacity of forty (40) pounds.
 - e. The entire cleaning and drying process shall be carried on within completely enclosed solvent-reclaiming units.

1. All solvents used in the cleaning process and the vapors therefrom shall be non-explosive and nonflammable.

(9) The following amusement and recreational uses:

(10) The following types of office uses:

(11) The following miscellaneous uses:

(12) New or used automobiles, truck and trailer display, sales and repairs, when a special permit has been issued by the Town Commission approving the operation of the business, and located on a lot.

(13) Home appliance repair, hand laundry, boat sales (see Special Permit Use List).

(14) Archery (indoor), barbecue stand, boxing and sports arena, drive-in restaurant, refreshment stand, golf driving range, miniature golf course, bowling alley, party-parlor and party-hall, swimming pool, drive-in theater.

(15) Research and testing laboratory, mortuary or undertaker, pest control agency, plant nursery or landscape.

(16) Tire and battery store (see Special Permit Use List), retail plumbing and electrical fixtures, lawn mower rental, sales and service, ship chandlery, upholstery and upholstery services of not more than four (4) persons on the premises and occupying not more than for thousand (4,000) square feet of floor space, offices or electrical and plumbing contractors, including not over four thousand (4,000) square feet of enclosed storage and shop space, with no outside or open air storage of supplies or materials, used furniture and household appliances within a fully enclosed building.

(17) Accessory uses and structures.

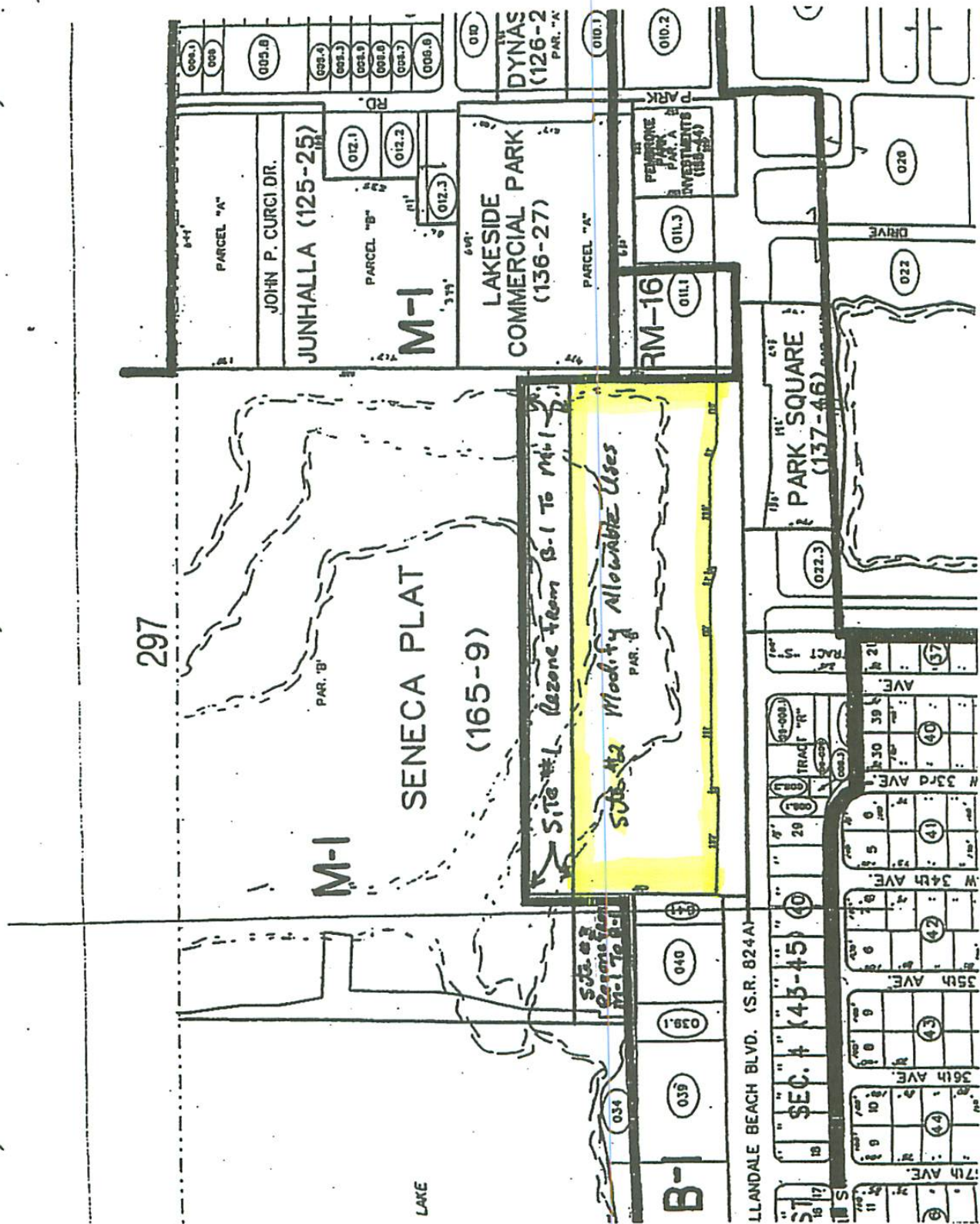
The following uses may be permitted by the Town of Pembroke Park by Special Permit in accordance with the procedures in Section 28-1.04 of the Code of Ordinances:

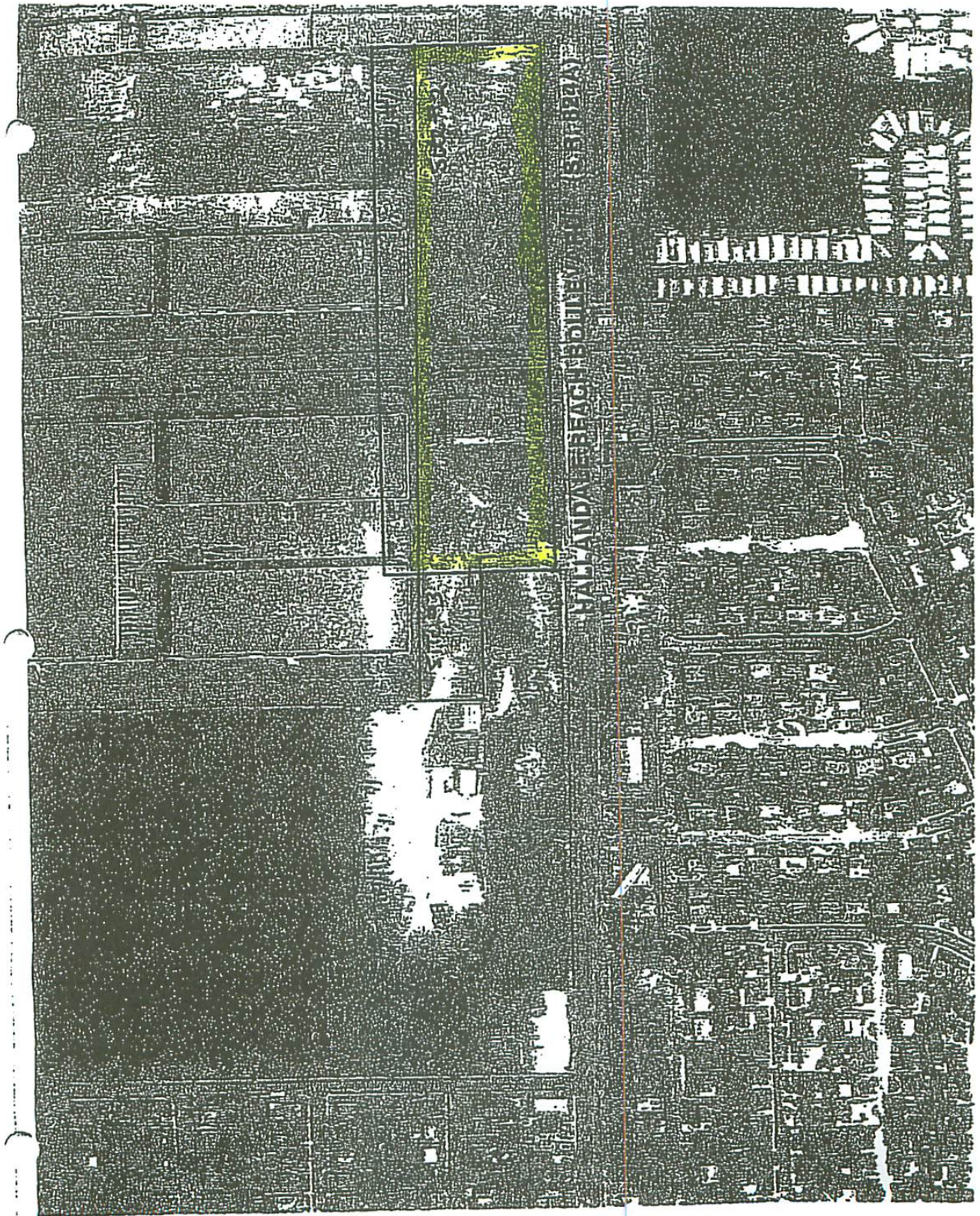
- (1) Gasoline, diesel or natural gas sales, motor vehicle service stations limited to one within Parcel B.
- (2) Truck fitting facilities.
- (3) Aircrafts, sailboats, motor vehicles, motorcycles, RVs, truck or trailer display, sales and repair.
- (4) New or used automobiles, boat, motorcycle, RV, truck or trailer display, sales and repair.
- (5) Auto laundry within an enclosed building.
- (6) Tire and battery store.

None of the following uses shall be permitted:

- (1) Bath and massage parlors, adult entertainment uses as defined in Chapter 15 Article IX of the Town's Code of Ordinances. This provision shall not be construed to prohibit the owner from requesting a specific zoning to the Town's B-1A Business Adult Use Overlay Zoning District. The Town is not obligated to approve any such rezoning.
- (2) Pawn shops.
- (3) Thrift stores.
- (4) Tattoo and piercing parlors.
- (5) Fortune tellers / Astrology.
- (6) Flea markets.
- (7) Religious establishments.

3 of 3





Development Impact Analysis Report

December 8, 2020

Project Name: Seneca Car Wash
Address: 3441 West Hallandale Beach Blvd.
General Project Description: Business
Site Square Feet / Acreage: 51,493 SF / 1.18 Acres

The following information and analysis is intended to satisfy the requirements set forth in Article 5 of Chapter 13.5 of the Town of Pembroke Park, Florida Code of Ordinances, which provides guidelines and requirements to ensure that the Level of Service (LOS) standards as set forth in the adopted Comprehensive Plan will be maintained, unless mitigation is provided. The following LOS standards shall be used to analyze the infrastructure of each development.

Potable Water

Based on Section 13.5.51 of the Town of Pembroke Park, Florida Code of Ordinances

Car Wash:

Total (as provided by Owner)	2,800 GPD
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Sanitary Sewer

Based on Section 13.5.52 of the Town of Pembroke Park, Florida Code of Ordinances

Car Wash:

Total (as provided by Owner)	2,800 GPD
------------------------------	-----------

Local Streets

Based on Section 13.5.53 of the Town of Pembroke Park, Florida Code of Ordinances

See traffic study provided by owner. Trip generation calculated should not exceed LOS "D".

Arterial / Collector Roadways

Based on Section 13.5.53 of the Town of Pembroke Park, Florida Code of Ordinances

See traffic study provided by owner. Trip generation calculated should not exceed LOS "D".

Drainage

Based on Section 13.5.54 of the Town of Pembroke Park, Florida Code of Ordinances

To meet 1" in 25-year/24-hour storm event:

See drainage calculation report prepared by AM Civil Engineers & Planners

Solid Waste

Based on Section 13.5.55 of the Town of Pembroke Park, Florida Code of Ordinances

Storage Space:

Storage area (790 SF / 100) x2	158 lbs.
Total	158 lbs.

Office Space:

Office area (237 SF/ 100) x1	24 lbs.
Total	24 lbs.

Recreation

Based on Section 13.5.56 of the Town of Pembroke Park, Florida Code of Ordinances

Not applicable in non-residential projects.

Public School Facilities

Based on Section 13.5.57 of the Town of Pembroke Park, Florida Code of Ordinances

Not applicable in non-residential projects.

TABLE 1 Trip Generation Summary (Proposed Use) Seneca Car Wash								
Land Use	Size	Daily Trips	Weekday Peak Hour			Saturday Peak Hour		
			Total Trips	Inbound	Outbound	Total Trips	Inbound	Outbound
Car Wash (LUC 948)	3,770 sf	n/a	54	27	27	115	58	58
Gross Trips		n/a	54	27	27	115	58	58
Pass-by (25%)		n/a	-14	-7	-7	-29	-14	-14
External Trips		n/a	40	20	20	86	44	44

Source: ITE Trip Generation Manual (10th Edition)

2

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

KEVIN J. THIBAUT
SECRETARY

December 3, 2020

THIS PRE-APPLICATION LETTER IS VALID UNTIL – December 3, 2021
THIS LETTER IS NOT A PERMIT APPROVAL

Danel Martinez
RamosMartinez Architects
655 W. Flagler St.

Dear Danel Martinez:

RE: Pre-application Review for **Category B Driveway**, Pre-application Meeting Date: **December 3, 2020**
Broward County - Pembroke Park; SR 858; Sec. # 86200; MP: 1.85; Access Class - 5;
Posted Speed - 40; SIS - Influence Area; Ref. Project:

Request: Use existing joint-use, right-in/left-in/right-out driveway and right-turn lane on the north side of SR 858, located approximately 520 feet west of Seneca Blvd.

SITE SPECIFIC INFORMATION

Project Name & Address: **Seneca Car Wash – 3301 W. Hallandale Beach Blvd.**
Applicant/Property Owner: 3441 Hallandale, LLC; Parcel Size: 1.18 Acres
Development Size: 1 Tunnel Car Wash

WE APPROVE YOUR REQUEST

This decision is based on your presentation of the facts, site plan and survey - please see the conditions and comments below. You may choose to review this concept further with the District Access Management Review Committee (AMRC).

Conditions:

- A minimum driveway length of 50 feet, as measured from the ultimate right-of-way line to the first conflict point shall be provided. If a gate is installed a minimum driveway length of 100 feet is required.
- A recorded cross access agreement or easement with the adjacent property to the west shall be provided prior to the Permit approval.

Comments:

- All driveways not approved in this letter must be fully removed and the area restored.
- A Drainage Permit is required for any stormwater impacts within FDOT right-of-way (i.e. increased runoff or reduction of existing storage).
- The applicant shall donate property to the Department if right-of-way dedication is required to implement the improvements.
- Dimensions between driveways are measured from the near edge of pavement to near edge of pavement and for median openings are measured from centerline to centerline unless otherwise indicated.

The purpose of this Pre-Application letter is to document the conceptual review of the approximate location of driveway(s) to the State Highway System and to note required improvements, if any. This letter shall be submitted with any further reviews and for permitting. The Department's personnel shall review permit plans for compliance with this letter as well as current Department standards and/or specifications. Final design must consider the existing roadway profile and any impacts to the existing drainage system. **Note, this letter does not guarantee permit approval.** The permit may be denied based on the review of the submitted engineering plans. Be aware that any approved median openings may be modified (or closed) in the future, at the sole discretion of the Department. For right-of-way dedication requirements go to: <https://osp.fdot.gov>; click on Statewide Permit News; Scroll down to District 4; Scroll down to Additional Information and Examples and choose Right-of-way Donations/Dedications.

Please contact the Access Management Manager - Tel. # 954-777-4363 or e-mail: D4AccessManagement@dot.state.fl.us with any questions regarding the Pre-Approval Letter and Permits Office - Tel. # 954-777-4383 with any questions regarding permits.

Sincerely,

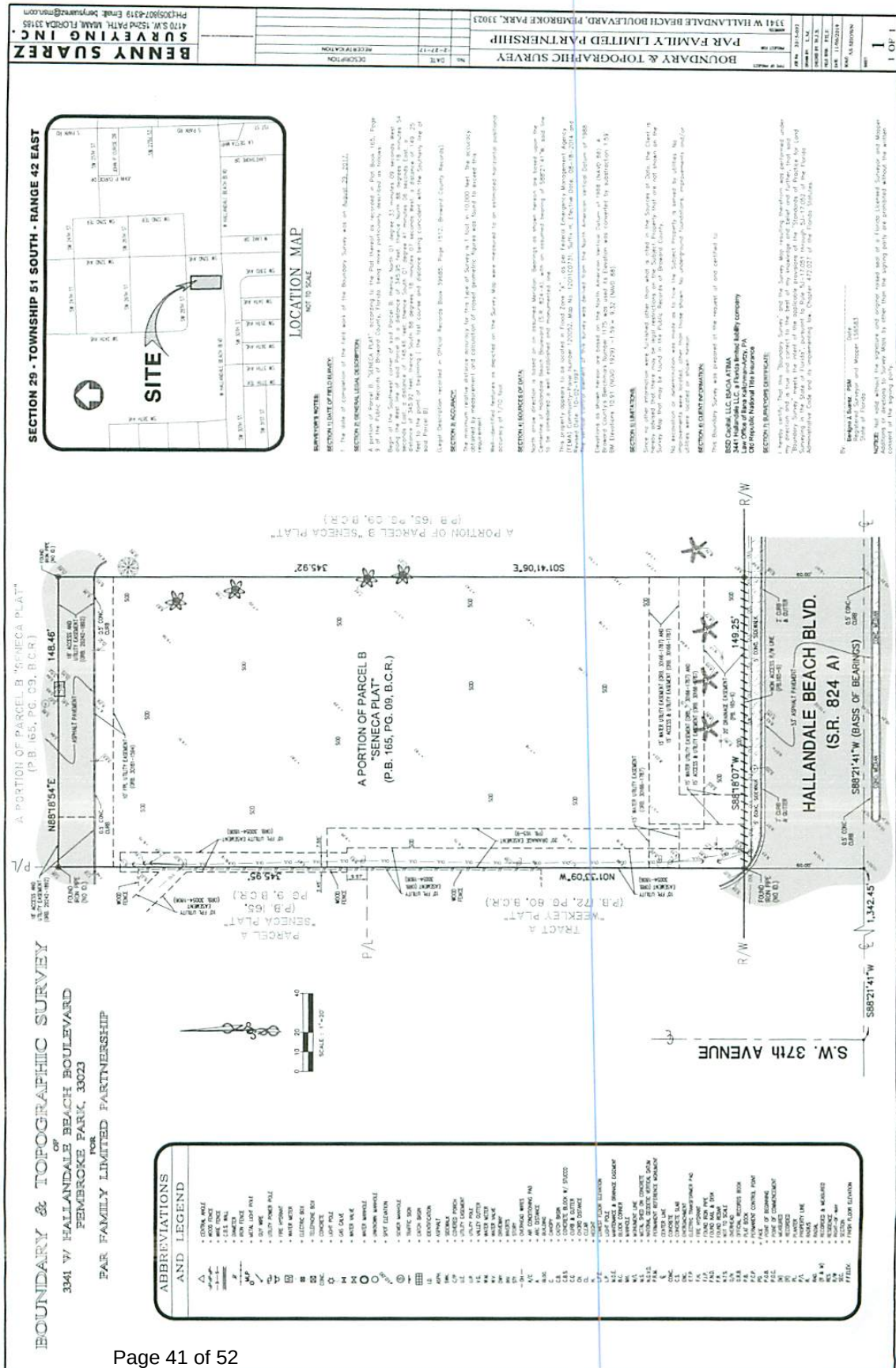
Date: 2020.
12.03 15:21:
48 -05'00'

Dalila Fernandez, P.E.
District Access Management Manager

cc: Jonathan Overton, P.E., Roger Lemieux

File: \\DOTSD4HQFS\Share\Transportation Operations\Traffic Operations\Access Management\1. Pre-Apps and Variance\2020-12-03 & AMRC Meeting\2. Seneca Car Wash\Seneca Car Wash.docx

www.dot.state.fl.us



INSTR # 107983744
OR BK 45467 Pages 1073 - 1077
RECORDED 06/30/08 11:11:08
BROWARD COUNTY COMMISSION
DEPUTY CLERK 1043
#1, 5 Pages

This instrument prepared by, and
after recording, returned to:

Jorge E. Blanco, Esq.
1401 Ponce de Leon Blvd.
Suite 202
Coral Gables, Florida 33134

Parcel Id. No.: 11229-10-00100

Reserved for Cle

GRANT OF CROSS-ACCESS EASEMENT

THIS GRANT OF CROSS-ACCESS EASEMENT ("Easement") is made this 11th day
of June, 2008 by POST-NEWSWEEK STATIONS, FLORIDA, INC., doing business
as WPLG TV Channel 10, 3900 Biscayne Blvd., Miami, Florida, 33137, (hereinafter known as
"POST-NEWSWEEK")

WITNESSETH:

WHEREAS, POST-NEWSWEEK holds legal title to certain parcel of real property situated
in the City of Pembroke Park, Broward County, Florida, known as Tract "A" Weekly Plat
hereinafter called the "POST-NEWSWEEK Parcel" which abuts on the east side property line with
Parcel "B" Seneca Plat, as described on Exhibit "A," attached hereto and ;

WHEREAS, POST-NEWSWEEK'S property, is being developed in accordance with the
Approved Site Plan, and as part of FDOT application for Vehicular Access Connection (VAC), a
cross-access easement of ingress and egress in favor of Parcel "B" Seneca Plat, is required along
the east property line.

WHEREAS, POST-NEWSWEEK desires to grant a cross-access easement for ingress and
egress across and over the Tract A Weekly Plat as shown and described on Exhibit "A," such
casement area referred to as the "Post-Newsweek Tract A Weekly Plat Easement Area" or
"Easement Area" as described and shown on Exhibit "A";

WHEREAS, the POST-NEWSWEEK desire to set forth the terms and conditions upon which
the easement and undertakings shall be granted or made and to record such terms and conditions in
the land records of Broward County, Florida.

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto, POST-
NEWSWEEK hereby covenants and agrees as follows:

1. **RECITALS:** The foregoing recitals are true and correct are hereby incorporated in their

6

entirety.

2. **GRANT OF EASEMENT.** POST-NEWSWEEK hereby declares, grants and agrees that the Property and any improvements hereafter located on or in the Property shall be subject to the following easement:

To Parcel B Seneca Plat, and the owner or owners thereof, as an easement appurtenant to the Parcel B Seneca Plat, a non-exclusive perpetual surface easement for pedestrian and vehicular ingress and egress over and across the Post-Newsweek Tract A Weekly Plat Easement Area as are paved and/or otherwise intended for such purposes, for the construction and installation of sidewalks and roadways across those portions of such property as are intended for pedestrian and vehicular ingress and egress, for the construction, installation, maintenance, repair and replacement of utilities and related facilities (water, sewer, electric, telephone, cable tv, etc, that may be located within the Easement Parcels, and for drainage. POST-NEWSWEEK reserves the right to use the Post-Newsweek Tract A Weekly Plat Easement Area for ingress and egress across and over the Post-Newsweek Tract A Weekly Plat and for other purposes not inconsistent with this easement.

3. **NON-EXCLUSIVE USE.** The Easement Area may be used by the owners of each of the Parcels and their respective invitees, licensees, agents, customers, tenants, and employees for the purpose of pedestrian and vehicular ingress and egress to, from and across the Parcels.

4. **FEES.** The Parties shall not be required to pay to each other any fee, compensation, or other consideration for use of the Easement Area.

5. **NO OBSTRUCTION.** POST-NEWSWEEK, shall at all times keep the Post-Newsweek Tract A Weekly Plat Easement Area free and clear of any and all obstructions and shall not allow any vehicles or equipment to park or stand thereon.

6. **MAINTENANCE.** Upon the request of the Owners, from time to time, of the Parcels, or to the extent that any property owner's association govern same, the association shall at all times, at its, or their sole cost and expense shall maintain any and all portions of Property burdened by the Easement granted herein, including any and all improvements which may be constructed thereon from time to time (i) keep the Easement Area clean, and free and clear of waste, rubbish and debris, (ii) maintain the Easement Area in a good state of repair, (iii) provide for directional markers or similar items, and (iv) resurface the Easement Area, as and when necessary, with an impervious surface suitable for motor vehicular ingress and egress, and in such a way so that same shall not unreasonably interfere with the easements herein granted .

7. **SUPERIOR ENCUMBRANCE.** POST-NEWSWEEK, covenants and agrees that the easements and restrictions established by this grant and all other terms and provisions hereof shall at all times be senior to any liens and encumbrances against the Easement Area or any portion thereof.

8. **UTILITY EASEMENTS.** In the event that utility lines are located under and/or within the Easement Area, the parties being serviced by such lines shall have the right of access and maintenance for such utilities, provided that at all times such repairs and /or maintenance are done

in a manner to minimize disruption to the use of the access roads and the provision of the utility services and provided that at all times the party performing such repairs and/or maintenance shall be responsible for the repair of any damage caused thereby to the access roads, Property common areas, and or to the provision of the utility services.

9. **ENFORCEMENT.** The provisions of this Grant of Easement may be enforced by all appropriate actions at law and in equity by the respective fee owners of the Property serviced and burdened by this Grant of Easement, provided, however that to the extent any property owners' association is established to govern same, but not all of the Property, then by such association in lieu of the fee owners of such portion.

10. **ATTORNEY'S FEES AND COSTS.** In the event either Party is required or elects to take legal action at law or in equity, to enforce against the other Party the performance of such other Party's obligations under this Grant of Easement the prevailing party shall have the right to an award of reasonable attorneys' fees, including any appeals, incurred by said Party in its successful prosecution or defense of that legal action.

11. **NON-INTERFERENCE.** It is the intention that the foregoing easement be located and utilized in such a way as not to interfere with the development of the POST-NEWSWEEK PROPERTY in accordance with the Approved Site Plan and said easements may be relocated within the property at the discretion of the owner of said parcel in accordance with the Approved site plan as may be amended from time to time with appropriate governmental approval, as required, to accomplish said development.

12. **BENEFIT.** The easement hereby granted and the covenants herein contained shall be easements and covenants appurtenant to and running with the land in perpetuity and shall inure to the benefit of, and be binding upon, the fee owners from time to time of the Property, and any property owner's association established to govern all or any portion of the Property, the parties hereto and their respective successors and assigns. Each property Owner may confer the benefits to which such owner is entitled hereunder to any of such owner's agents, employees, invitees, contractors, tenants or subtenants or any agents, or to any agents, employees, invitees and contractors of any such tenants or subtenants.

13. **EFFECTIVE DATE.** The provisions of this instrument shall become effective upon its recordation in the public records of Broward County, Florida.

14. **MODIFICATION.** The provisions of this instrument may not be amended, added to, derogated, deleted, modified, or changed from time to time except by recorded instrument executed by the then fee owners of the Properties burdened and serviced by the Grant of Easement with the approval of the Office of the County Attorney of Broward County, and FDOT, except any portion of the easement parcels owned at any time by Broward County, Florida, or other governmental entity, or dedicated to the public, provided however, that with respect to any portion of the Property for which property owners' or other similar association then exists other than an association governing the entire Property, the instrument of amendment or termination shall be executed by such association in lieu of the fee owners of such portions of the Property. Further, no modification or amendment shall be effective unless all existing mortgagees have approved same in writing.

15. **SEVERABILITY.** Invalidation of any one of the covenants, or portions thereof, contained herein shall in no way affect any of the remaining provisions, or portions thereof, which shall remain in full force and effect.

16. **CONSTRUCTION, JURISDICTION AND VENUE.** The Easement Declaration shall be governed by, and construed and enforced in accordance with the laws of the State of Florida. In construing this Grant of Easement, the singular shall be held to include the plural, the plural shall be held to include the singular and the use of any gender shall be held to include every other gender. The captions of the various paragraphs of this Grant of Easement are inserted for the purpose of convenient reference only and shall not affect the construction or interpretation to be given any of the provisions hereof or be deemed in any manner to define, limit, modify or prescribe the scope or intent of this Grant of Easement or any provision hereof. Jurisdiction and venue shall lie in the County Court in and for Broward County, Florida.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first hereinabove written.

POST-NEWSWEEK STATIONS, FLORIDA, INC.:

By: [Signature] (SEAL)
Name: DAVE BOYLAN, Vice-President

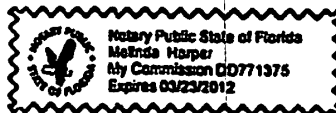
STATE OF FLORIDA)
)
COUNTY OF MIAMI-DADE)

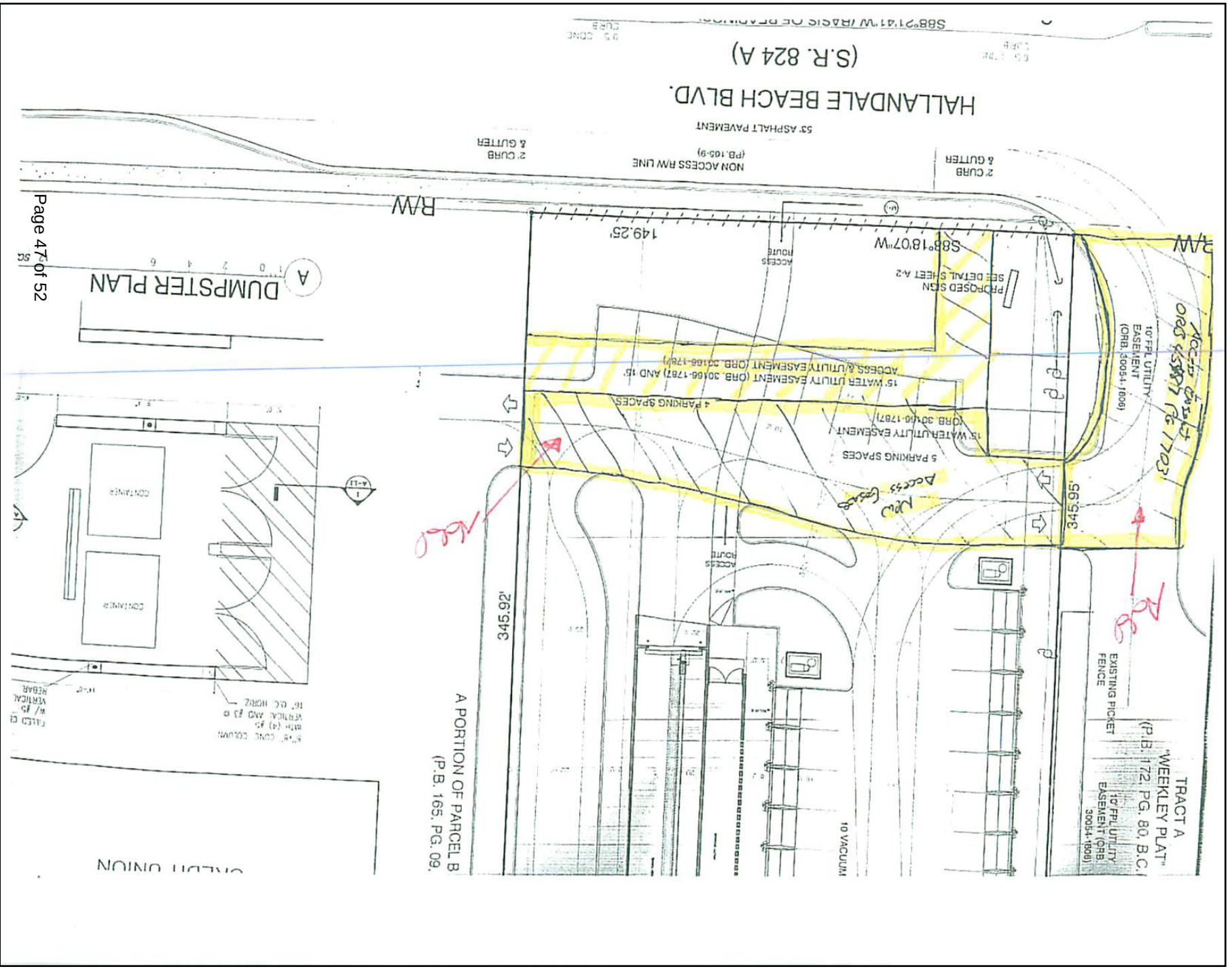
I, the undersigned Notary Public of and for the State of Florida in the County of Miami-Dade do certify that DAVE BOYLAN, Vice President of POST-NEWSWEEK STATIONS FLORIDA, INC., whose name is signed to the attached instrument, has acknowledged the same before me, this 11 day of June, 2008, and is personally known to me or has provided FL DL # as proof of identification.

[Signature]
Notary Public, State of Florida

My Commission Expires:

2012





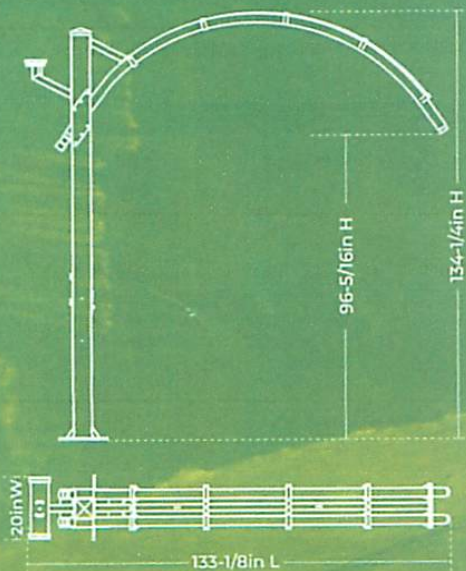
Vacuum Booms



Provide customers with an inviting free vacuum area that doesn't require a lot of staff, or effort, to keep ready to serve the next customer.

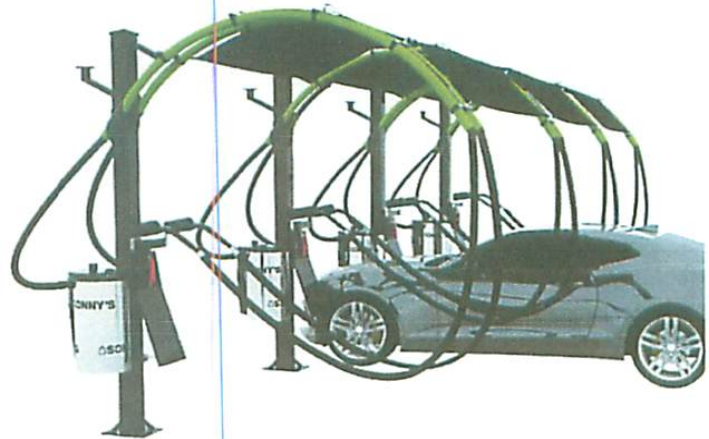
The boom style keeps hoses securely off the ground providing better access to both sides of the vehicle and reducing wear and tear. Choose from different boom styles, canopy colors, drop kits, attachments and piping.

Double-Drop Boom



Single Drop Boom

Dimensions	114-1/2inL x 20inW x 132-7-8inH
Clearance	Height Clearance 95-5/16inH



Boom Styles



Custom Color Powder Coating Options
Contact a Sonny's Sales Representative for details

Join Sonny's
OneWash
and Save

MAXIMIZE CUSTOMER EXPERIENCE

VACUUMS



VAC2500 Boom
Material ID:
VACUUM_BOOM_2500



Double-Drop Boom
Material ID:
VACUUM_BOOM_DOUBLE



65° Powder Coated Boom
Material ID:
VACUUM_BOOM

Choose your Boom Style*

DESCRIPTION	PRICE
Single VAC Drop 2500 with Powder Coating	\$1,834.00
Vacuum Canopy Double Drop Boom with Powder Coating	\$3,130.00
Vacuum Canopy Boom with Powder Coating	\$2,310.00

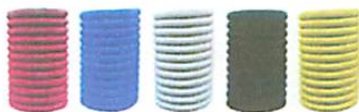
* No accessories included



Crevice Tool



Express Claw



Hose



Cuffs, Valves, Adapters

Boom Options Available

The post mounted holster provides an air tight connection, reducing energy consumption and eliminating unnecessary air draw. Requires 1 Box of 1-1/2in or 2in hose for every 3 booms. For complete size, color selection and pricing refer to the vacuum parts section.

DROP KITS	CREVICE TOOL	EXPRESS CLAW
Single Vacuum Drop Kit Includes: (1) inlet valve (1) hose valve (1) cuff (1) swivel cuff (1) tool & holster selected. Vacuum hose not included	\$106.46	\$117.03
Dual Vacuum Drop Kit Includes: (1) double Y adapter (2) inlet valves (2) hose valves (2) cuffs (2) swivel cuffs (2) tools & holsters selected. Vacuum hose not included	\$291.72	\$304.29
1-1/2in Vacuum Hose (Box)	Requires 1 box of hose for every 3 booms. See Vacuum Parts section for colors and pricing	
2in Vacuum Hose (Box)		



Vacuum Post Foot Covers

- Fits all vacuum posts and booms
- Attractive polypropylene cover
- Improves site appearance and reduces trip hazards

ITEM NO.	DESCRIPTION	PRICE
10012466	Vacuum Post, Foot Cover set w/hdwr Black	\$54.05
10012467	Vacuum Post, Foot Cover set w/hdwr Red	\$55.11
10012468	Vacuum Post, Foot Cover set w/hdwr Blue	\$55.11

www.SonnysDirect.com | 1-800-327-8723

© 2020 SONNY'S Enterprises, LLC. All prices & availability subject to change without notice.

SONNY'S
The CarWash Factory

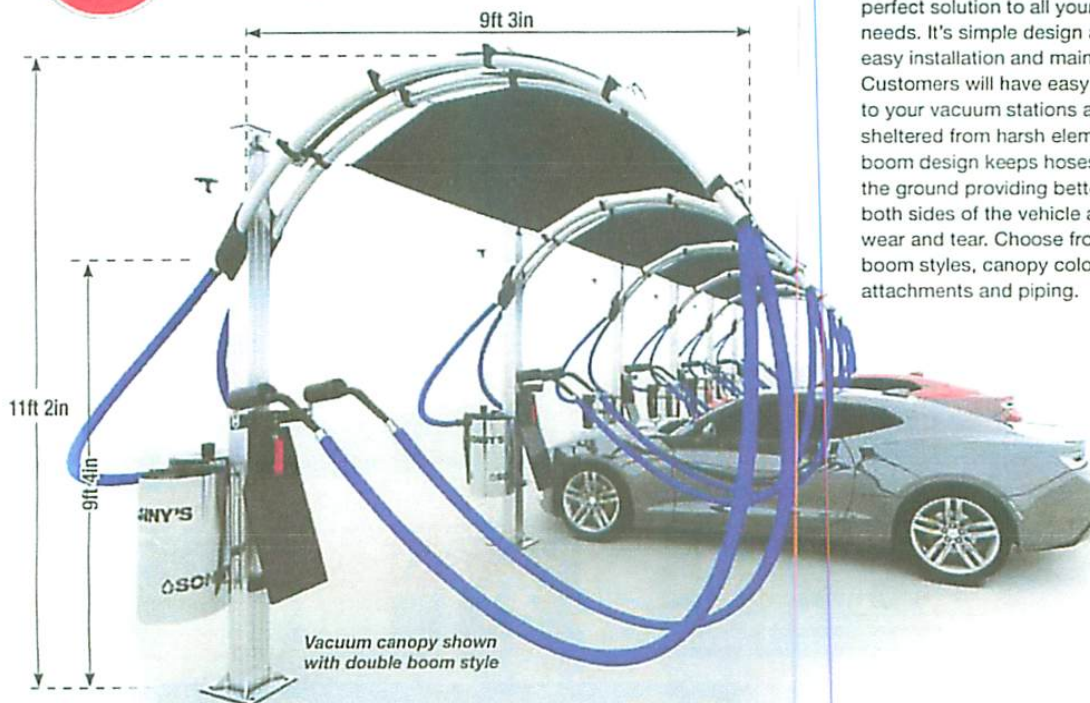


Vacuum Canopy Systems

SONNY'S Vacuum Canopy Systems

new

Longer boom reach makes it even easier to vacuum cargo areas.



Overview:

SONNY'S Vacuum Canopy is the perfect solution to all your vacuuming needs. It's simple design allows for easy installation and maintenance. Customers will have easy access to your vacuum stations and will be sheltered from harsh elements. The boom design keeps hoses securely off the ground providing better access to both sides of the vehicle and reducing wear and tear. Choose from different boom styles, canopy colors, drop kits, attachments and piping.



Vacuum booms with dual drops without canopies



Vacuum booms with dual drops with canopies

Vacuum Canopy Systems

Select Your Style and Quantity of Booms



Description	Price ea.
Vacuum Canopy Double Drop Boom with Powder Coating	CALL
Vacuum Canopy Boom Stainless Steel	\$2,545.00
Vacuum Canopy Boom with Powder Coating	\$2,092.00

Material ID: VACUUM_BOOM



Select Your Vacuum Drop Kits



Description	Crevice Tool	Express Claw
Single Vacuum Drop Kit* Includes: (1) inlet valve (1) hose valve (1) cuff (1) swivel cuff (1) tool & holster selected	\$90.52	\$108.57
Dual Vacuum Drop Kit Includes: (1) double Y adapter (2) inlet valves (2) hose valves (2) cuffs (2) swivel cuffs (2) tools & holsters selected	\$310.36	\$346.46
1-1/2in Vacuum Hose (Box)	Requires 1 Box of hose for every 3 booms - See Page 151 for colors & pricing.	
2in Vacuum Hose (Box)		

*For Double Drop Boom, order (2) Single Vacuum Drop Kits

Select Your Attachments



For attachments details start on page 149

Select Your Canopy Color

*Call for pricing



new



Let there be light!

Linear LED design for uniform lighting

WDL Series

Item #	Description	Price
40011690	Tunnel & Bay Light, 4ft White	\$1,021.00
40011691	Tunnel & Bay Light, 6ft White	\$1,200.00

SONNY'S
The CarWash Factory

The Tunnel Experts™

Town of Pembroke Park

3150 SW 52nd Avenue • Pembroke Park, Florida 33023

954.966.4600 • www.tppfl.gov



REVIEW DATE: July 14, 2021

SUBJECT: DRC Review #1 (Administrative)/Modification to a Previously Approved
Site Plan (Application 20-304)/21-SP-06
3441 West Hallandale Beach Boulevard

Request: Modification of a previously approved site plan (Application 20-304) for a car wash.

Property Folio ID: 514220170074

Land Use: Commercial

Zoning: B-1 Business District

This review is based on the plans received by the Town of Pembroke Park on June 25, 2021. Based on the comments below no additional DRC review is required.

Planning and Zoning Comments

1. The proposed changes to the site design include a reduction in vacuum stations from 30 stations to 25 stations. This will further mitigate the impact of this use.
2. Per the consulting Town Planner's January 15, 2021 memorandum, the project requires seven parking spaces. The application originally proposed nine parking spaces, these have been reduced to eight to increase landscape areas. The project still meets the parking standard.
3. The proposed changes to the building architecture will require review by the Town Commission.

Town Engineer Comments

No Comments.

Fire Safety Comments

No Comments.

Building Department Comments

No Comments.

RESOLUTION NO. 2021-045

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REQUESTING THAT THE FLORIDA DEPARTMENT OF TRANSPORTATION REMOVE THE IMPACTS TO EXISTING BUSINESSES IN THE TOWN OF PEMBROKE PARK FROM THE PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDY FOR INTERSTATE 95 (I-95) FROM SOUTH OF HALLANDALE BEACH BOULEVARD (SR 858) TO NORTH OF HOLLYWOOD BOULEVARD (SR 820) AND ANY FUTURE DESIGN; REQUESTING THE FLORIDA DEPARTMENT OF TRANSPORTATION TO CONSIDER IMPROVEMENTS TO INTERSTATE 95 IN THE TOWN OF PEMBROKE PARK THAT DO NOT INCLUDE IMPACTS TO PROPERTIES IN THE TOWN; AND INSTRUCTING THE TOWN CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO CERTAIN ENTITIES AND PEOPLE; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park (“Town”) has a transportation network that includes roadways under the control of the Florida Department of Transportation (“Department”); and

WHEREAS, the Town is almost built-out with a large stable residential/mobile home park population; and

WHEREAS, there is limited lands available in the Town for commercial and industrial uses; and

WHEREAS, SW 30th Avenue and West Hallandale Beach Boulevard are key commercial and industrial corridors in the Town; and

WHEREAS, FDOT has proposed a project (the “Project”) to improve Interstate 95 (I-95) from south of Hallandale Beach Boulevard (SR 858) to north of Hollywood Boulevard (SR 820); and

WHEREAS, the Town of Pembroke Park Town Commission reviewed Project Development and Environment (PD&E) Study for the Project and the Town has concerns about how the planned interchange and pond will affect businesses in along SW 30th Avenue and West Hallandale Beach Boulevard, including: significant impact to ad valorem tax revenue for the Town; access to the northern portion of SW 30th Avenue; and limiting economic redevelopment opportunities for the underserved populations of the Town.

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

Section 1: The Town opposes the Project due to the negative impacts of the Project on the Town of Pembroke Park and requests the FDOT modify the Project to minimize negative impacts to the Town. Specifically, the Town requests that the FDOT project be redesigned so that the Project does not eliminate businesses within the Town.

Section 2: Be it further resolved that this Commission hereby instructs the Town Clerk to transmit a copy of this Resolution to the Florida Department of Transportation Secretary, the District 4 Secretary of the Department, the City of Hollywood, the City of Hallandale Beach, the Broward County state legislative delegation, and the Executive Director of Broward MPO.

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

Section 4: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 5: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 8th day of September , 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

AGENDA ITEM REPORT



To: Town Commission
Subject: Requesting that FDOT remove the impacts to existing businesses in the Town of Pembroke Park from the PD&E study for Interstate 95 and any future design.
Meeting: 09 08 2021 DRAFT AGENDA REGULAR COMMISSION MEETING - Sep 08 2021
Department:
Staff Contact:

BACKGROUND INFORMATION:

The Florida Department of Transportation (FDOT) is currently conducting a study to alter I-95 from south of Hallandale Beach Boulevard to north of Hollywood Boulevard.

Based on the FDOT preferred alternative, there will be impacts to properties in the Town that include multiple businesses. These properties are generally located north of Hallandale Beach Blvd along SW 30 Avenue. Pages 9-15 of the attached FDOT "Conceptual Stage Relocation Plan" addresses potential impacts to Town of Pembroke Park businesses.

The attached resolution opposes the preferred alternative presented by FDOT.

FINANCIAL IMPACT:

The loss of businesses will negatively impact the Town's ad valorem tax revenue.

RECOMMENDATION:

Approved the Resolution

RESOLUTION NO. 2021-041

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING ROBERT CLARK AS PUBLIC SERVICES DIRECTOR; PROVIDING FOR PUBLIC SERVICES DIRECTOR'S COMPENSATION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 2, Article III, Division 4, Pembroke Park Code of Ordinances, created the office of Public Services Director and provides for the Public Services Director's appointment, compensation, duties, responsibilities, and related matters for the office of Public Services Director; and

WHEREAS, Town Commission has solicited applications from qualified candidates to serve as Public Services Director; and

WHEREAS, the Town Commission has reviewed the applications received in response to the solicitation, and interviewed the candidates for Public Services Director; and

WHEREAS, the Town Commission desires to select and hire Robert Clark to serve as the Public Services Director.

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

Section 1: That the Town Commission hereby selects and hires Robert Clark to serve as Public Services Director for the Town of Pembroke Park.

Section 2: That Robert Clark shall serve as Public Services Director at the pleasure of the Town Commission, and he shall receive annual compensation in an amount of one hundred and fifteen thousand (\$115,000) Dollars for the performance of the duties of Public Services Director.

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

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

PASSED AND ADOPTED this 8th day of September, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

AGENDA ITEM REPORT



To:

Subject: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REVISING CHAPTER 11, ARTICLE IV, DIVISION 4 "SOLID WASTE COLLECTION" OF THE TOWN'S CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Meeting:

Department: Legal

Staff Contact: Town Attorney, Town Attorney

BACKGROUND INFORMATION:

The Town of Pembroke Park finds it in the best interest of the Town to revise Chapter 11, Article IV, Division 4 "Solid Waste Collection" of the Code of Ordinances in order to streamline and delineate solid waste collection procedures and fees and to ensure compliance with local, state and federal regulations.

FINANCIAL IMPACT:

none

POLICY IMPLICATIONS:

none

RECOMMENDATION:

Approve revisions to Chapter 11, Article IV, Division 4 "Solid Waste Collection"

	Status:
Harry Taubenfeld, Finance & Budget Director	Approved - May 06 2021
JC Jimenez, Town Manager	Approved - May 07 2021

(strikethrough = deletion; underline = addition)

ORDINANCE NO. 2021-005

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REVISING CHAPTER 11, ARTICLE IV, DIVISION 4 "SOLID WASTE COLLECTION" OF THE TOWN'S CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, Florida Constitution, grants municipalities the power to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Section 166.021, Florida Statutes, referred to as the Municipal Home Rule Powers Act, grants all municipalities the expansive home rule power contemplated by the Florida Constitution; and

WHEREAS, the Town of Pembroke Park (the "Town") finds it in the best interest of the Town to revise Chapter 11, Article IV, Division 4 "Solid Waste Collection" of the Code of Ordinances in order to streamline and delineate solid waste collection procedures and fees and to ensure compliance with local, state and federal regulations.

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

Section 1: Chapter 11, Article IV, Division 4 of the Code of Ordinances shall be revised as follows:

DIVISION 4. - SOLID WASTE COLLECTION

Sec. 11-61. - Permit required.

No person, partnership, association or corporation shall collect, convey, or dispose of any solid waste accumulated in the Town without first having obtained a permit ~~from the Administrative Assistant to the Mayor~~. A permit shall be issued only upon the criteria set forth in this division.

Sec. 11-62. - Application for permit.

(strikethrough = deletion; underline = addition)

~~Any person, partnership, association or corporation who wishes to obtain a~~ A ~~permit must be obtained prior to collecting, conveying or dispose~~ disposing of any solid waste accumulated in the Town ~~must first make application to the Administrative Assistant to the Mayor. The application shall include a cashier's check or certified in the amount of five hundred fifty dollars (\$550.00) or two hundred seventy-five dollars (\$275.00), as applicable under section 11-64 hereof. Each applicant shall submit in writing a list of its qualifications for a solid waste permit. The permit application and the requisite fee, which shall be set by resolution by the Town Commission. Such list shall include the following:~~

- (1) Evidence of adequate number of trucks to provide service and backup level to properly service the number of customers' accounts; including one (1) backup truck for every five (5) trucks in service.
- (2) Certification of proper and adequate insurance coverage of not less than one million three hundred thousand dollars (\$300,000.00~~1,000,000)~~ public liability insurance.
- (3) Demonstration that the permit applicant owns and maintains in good condition the various types of trucks, equipment and compaction units to provide the level of service desired by the Town.
- (4) Evidence of sufficient maintenance ability to meet the service needs of the number of trucks and equipment to be used by permittee.
- (5) Demonstration that a local business office with a local telephone number will be operated to provide adequate response to customer inquiries or complaints. The office must be in Dade or Broward County. ~~The telephone number must be a toll-free call from the Town.~~
- ~~(6) Agreement that hours of service will be limited to the hours of 7:00 a.m. to 9:00 p.m.~~
- ~~(7) Agreement that all pickup of food and other putrescents shall be at least twice a week, regardless of the size of the container.~~
- ~~(8) Agreement that service will not be discontinued unless written notice is delivered to the address receiving the service ten (10) days prior to the discontinuance of service, with a copy of the notice being sent at the same time to the Administrative Assistant to the Mayor.~~
- ~~(96)~~ Name, address and telephone number of the person to be contacted by the Town with reference to the operation of this section.
- ~~(107)~~ Name and addresses of the owners of the company making the application. If the applicant is a corporation, this includes a list of all stockholders who own more than five (5) per cent of the voting shares of the corporation and all officers and directors. If the applicant is a partnership this includes a list of all partners.
- ~~(118)~~ The application shall provide a list of all convictions within the past ten (10) years in federal court, or the court of any state of violation of antitrust, anticompetitive, racketeering or fraudulent practice laws with a brief description of the circumstances. The applicant shall also list any and all indictments, informations, charges or investigations against the company within the past ten (10) years pertaining to the above referenced matters with a brief description of the circumstances. This paragraph also applies to all individuals listed in paragraph (j) above.
- ~~(129)~~ The applicant shall list any and all cities and counties from which the applicant has voluntarily or involuntarily withdrawn service during the five-year period immediately preceding the date of the application. The applicant shall also list any and all franchises issued to the applicant which have been voluntarily or involuntarily withdrawn, suspended, revoked or abandoned by either the issuing governmental entity or the applicant for the five-year period immediately preceding the date of the application with a brief description of the reason for such withdrawal. The applicant may also provide a list of cities and counties where it is currently or has in the past provided service.

Sec. 11-63. - ~~Considerations for issuance of p~~Permit issuance; permit conditions and fees.

(strikethrough = deletion; underline = addition)

- (a) In determining whether to issue a permit, the ~~Administrative Assistant to the Mayor~~ Town shall consider the information provided by the applicant under section 11-62 hereof. The ~~Town Administrative Assistant to the Mayor~~ shall determine, based on these criteria, whether the applicant has sufficient experience, ability and expertise to allow the applicant to successfully operate within the Town in accordance with all applicable laws and regulations.
- (b) In analyzing the information provided pursuant to section 11-62(11) and (12) hereof, the ~~Administrative Assistant to the Mayor~~ Town shall consider the number and seriousness of the specific incidents listed and whether any penalty imposed has been satisfied.
- (c) Standard permit conditions:
 - i. hours of service will be limited to the hours of 7:00 a.m. to 9:00 p.m.; and
 - ii. all pickup of food and other putrescents shall be at least twice a week, regardless of the size of the container; and
 - iii. service will not be discontinued unless written notice is delivered to the address receiving the service ten (10) days prior to the discontinuance of service, with a copy of the notice being sent to the Town Manager's Office.

~~Sec. 11-64. - Application and permit fees.~~

(d) The fee for a permit shall be set by resolution by the Town Commission. five hundred fifty dollars (\$550.00) in addition to an application fee of fifty dollars (\$50.00). All permits shall expire each October 1st. However, if a permit is granted for a period of less than six (6) months, the fee shall be two hundred seventy-five dollars (\$275.00) in addition to an application fee of fifty dollars (\$50.00). A new application and fee are required for each permit.

~~Sec. 11-65. - Permit fee an operational expense.~~

~~It is understood and agreed that the license fee paid pursuant to this division shall not be added on as a separate item on the trash collection bills, but rather shall be considered as an operational expense of the waste hauler. WHY?~~

~~Sec. 11-66. - License fee rebate.~~

~~The waste hauler may produce audited billing evidence satisfactory to the Town Administrative Assistant to the Mayor and in order to receive the difference between the license fee paid and seven (7) per cent of the waste hauler's billings for the preceding license period in the Town of Pembroke Park as a rebate.~~

~~Sec. 11-67. - Filing and updating customer list.~~

~~All persons who hold a current permit or license for solid waste collection must file a current customer list with the Town Administrative Assistant to the Mayor and must update such list with the Administrative Assistant to the Mayor on a semi-annual basis.~~

~~Sec. 11-68. - Reporting account changes.~~

~~All changes in accounts, whether additions or deletions, shall be reported in writing to the Town Administrative Assistant to the Mayor within three (3) days of such change.~~

~~Sec. 11-69. - Appeal of permit refusal.~~

~~Any person who applies for a permit for solid waste collection and is refused such a permit may appeal directly to the Town Commission for a review of the decision of the Administrative Assistant to the Mayor.~~

(strikethrough = deletion; underline = addition)

Sec. 11-70. - Contents of appeal.

The appeal shall be forwarded in writing to the Clerk-Commissioner for placement on the Commission agenda and shall state:

- (1) The grounds for appeal, with specificity.
- (2) Why, in the opinion of the applicant, the ~~Administrative Assistant to the Mayor~~ Town erred in not issuing a permit to the applicant.

Sec. 11-71. - Denial of permit, refund of permit fee.

If a permit application is denied and no appeal is taken under sections 11-69 and 11-70, or if the Town Commission upholds the ~~Administrative Assistant to the Mayor's~~ denial of a permit, the ~~Town Administrative Assistant to the Mayor~~ shall refund the money submitted under section 11-64, less fifty dollars (\$50.00), which is to be retained as the application fee.

Sec. 11-72. ~~Violation of division; r~~Revocation of permit; review.

Should any person who holds a permit for solid waste collection violate any of the provisions of this division or fail to do a required act by this division, ~~he~~ Solid waste permits shall be subject to the following:

- (1) Should the ~~Town Administrative Assistant to the Mayor~~ determine that a permittee is operating in a manner harmful to the health, safety or welfare of the citizens of the Town public, the Town shall revoke the permit or place the permit holder in a probationary period, as set forth herein based upon the requirements of section 11-62, 11-63, 11-64, 11-67 or 11-68 herein, or in violation of any of said requirements, he shall notify the Clerk-Commissioner of that fact in writing. If the Clerk-Commissioner concurs with the determination of the Administrative Assistant to the Mayor, the Clerk-Commissioner shall place on the Town Commission agenda the matter of revoking the permit for collection of solid waste. The determination as to permit revocation shall be made by the Town Commission.
- (2) Such agenda item shall be publicly advertised in a newspaper of local circulation and written notice of the charges against the permittee shall be sent to it at least fourteen (14) days in advance and shall also contain the date, time and place of such agenda item.
- (3) After consideration of the matter, and allowing the permittee to be heard, the Town Commission may shall revoke the solid waste permit or shall place the permit holder on a time certain probationary period with enumerated conditions regarding what the permit holder must do to in order for the probation to be abated. The Town Commission may only allow the solid waste permit holder to continue to operate during the probationary period if the permit holder can ensure the health, safety and welfare of the public during the probationary period. If at the end of the probationary period, the permit holder has not met the conditions enumerated in the probation, the permit shall be revoked. The criteria to be used by the Town Commission shall be the criteria set forth in sections 11-2, 11-3, 11-4, 11-7 and 11-8.
- (4) ~~Should the permit be revoked, the former permittee may seek review of such action before the Town Commission within three (3) months of the date of revocation. The Town Commission may then reverse or refuse to reverse its action. Only one (1) such review shall be given within a twelve-month period.~~

Sec. 11-73. - Solid waste defined; processable waste, unprocessable waste; unacceptable waste.

For the purpose of this division, solid waste shall mean "processable waste" and "unprocessable waste" as herein defined:

- (1) Processable waste shall mean that portion of the solid waste stream which is capable of being processed in a mass burn resource recovery facility, including, but not be limited to, all forms of household and other garbage, trash, rubbish, refuse, combustible agricultural, commercial and light industrial waste, commercial waste, leaves and brush, paper and cardboard, plastics, wood

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and lumber, rags, carpeting, occasional tires, wood furniture, mattresses, stumps, wood pallets, timber, tree limbs, ties and logs, not separated and recycled at the source of generation, but excluding unacceptable waste and unprocessable waste, except, to the extent consistent with the regulatory and permit requirements applicable to the processing of waste by a mass burn resource recovery facility, such minor amounts of such waste (other than hazardous waste) as may be contained in the normal processable waste stream.

- (2) Unprocessable waste shall mean that portion of the solid waste stream that is predominantly noncombustible and therefore, should not be processed in a mass burn resource recovery system. Unprocessable waste shall include, but not be limited to, metal furniture and appliances, concrete rubble, mixed roofing materials, noncombustible building debris, rock, gravel and other earthen materials, equipment, wire and cable, and any item of solid waste exceeding six (6) feet in any one of its dimensions or being in whole or in part a solid mass, the solid mass portion of which has dimensions such that a sphere with a diameter of eight (8) inches could be contained within such solid mass portion, and processable waste (to the extent that it is contained in the normal unprocessable waste stream). This term excludes unacceptable waste.
- (3) Unacceptable waste shall mean motor vehicles, trailers, comparable bulky items of machinery or equipment, highly inflammable substances, hazardous waste, sludges, pathological and biological wastes, liquid wastes, sewage, manure, explosives and ordinance materials, and radioactive materials. Unacceptable waste shall also include any other material not permitted by law or regulation to be disposed of at a landfill unless such landfill is specifically designed, constructed and licensed or permitted to receive such material. None of such material shall constitute either processable or unprocessable waste.

Sec. 11-74. - Penalty for violation.

Any individual, firm or corporation that shall violate any of the provisions of this division shall, ~~upon conviction thereof, be punished by a fine not to exceed five hundred dollars (\$500.00) or~~ as allowed by law. Each day any violation of any provision of this division shall continue shall constitute a separate offense. ~~In addition, any person, firm or corporation violating the provisions of this division shall be subject to the jurisdiction of the Town of Pembroke Park Code Enforcement Board as heretofore established.~~

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 it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and the sections may be renumbered, or re-lettered, ordinance may be changed to "section", "article" or such other appropriate word or phrase in order to accomplish such intentions.

(strikethrough = deletion; underline = addition)

Section 4: 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 5: That this Ordinance shall be in force and take effect as provided by law.

PASSED AND ADOPTED on First Reading this ____ day of _____, 2021.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency:

MELISSA P. ANDERSON, ESQ
Town Attorney

AGENDA ITEM REPORT



To:

Subject: Procurement Code Ordinance

Meeting: 10 13 2021 DRAFT REGULAR COMMISSION MEETING - Oct 13 2021

Department: Legal

Staff Contact: Melissa Anderson, Town Attorney

BACKGROUND INFORMATION:

The Town of Pembroke Park finds it in the best interest of the Town to revise its Procurement Code in order to streamline and delineate procurement procedures and to ensure that the Procurement code is up to date and in compliance with local, state and federal regulations.

FINANCIAL IMPACT:

Increases the amount of spending requiring Commission approval to \$10,000 or more.

POLICY IMPLICATIONS:

Allows Town Manager to approve spending on goods and services for \$10,000 or less.

RECOMMENDATION:

Recommend the Commission approve the Procurement Code Ordinance

Harry Taubenfeld, Finance &
Budget Director

JC Jimenez, Town Manager

Status:

Approved - May 06 2021

Approved - May 07 2021

ORDINANCE NO. 2021-006

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING ARTICLE V "PROCUREMENT" BY DELETING THE EXISTING ARTICLE IN ITS ENTIRETY AND REPLACING IT WITH THE NEW ARTICLE V "PROCUREMENT"; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, Florida Constitution, grants municipalities the power to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Section 166.021, Florida Statutes, referred to as the Municipal Home Rule Powers Act, grants all municipalities the expansive home rule power contemplated by the Florida Constitution; and

WHEREAS, the Town of Pembroke Park (the "Town") finds it in the best interest of the Town to revise its Procurement Code in order to streamline and delineate procurement procedures and to ensure that the Procurement code is up to date and in compliance with local, state and federal regulations.

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

Section 1: Article V "Procurement" shall be deleted in its entirety (attached hereto as Attachment A is a strikethrough of the deleted code) and shall be replaced as follows:

ARTICLE V. – PROCUREMENT

Sec. 2-120. – Purpose. The Town wishes to provide for the purchase of the highest quality and best value of goods and services at fair and reasonable cost, and ensure equitable treatment of entities doing business with the Town. The Town's procurement code shall:

- (a) Establish policies governing all purchases and contracts;
- (b) Encourage and promote fair and equal opportunity for all entities doing business with the Town;
- (c) Obtain goods and services of good quality and appropriate quantity at fair and reasonable cost for the Town;
- (d) Permit the continued development of procurement policies and procedures through the promulgation of internal procedures (Procurement Manual), containing administrative regulations and internal processes of procurement;
- (e) Foster effective broad-based competition within the free enterprise system; and,
- (f) Provide safeguards for the maintenance of a procurement system of quality and integrity.

Sec. 2-121. Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agreement. See Contract.

Award. The selection of a bidder, proposer, or offeror prior to issuance of a purchase order or contract.

Best interest of the Town. A term which grants the Town manager or Town manager's designee the discretion to take the most advantageous action on behalf of the Town.

Best value. A procurement method that emphasizes value as much as, or more than, price. Best value may be based on, but not be limited to the following: the competitive solicitation evaluation criteria, subsequent discussions, presentations, demonstrations, negotiations, past performance, project management experience, prime contractor qualifications, sub-contractor qualifications, similar project's completed, adequacy of facilities or equipment, technology, location, sustainability, diversity, contract terms and conditions, project completion time, technical solutions, and pricing.

Bid. A formal written price offer by a vendor offering to furnish specific goods or services to the Town in response to an invitation to bid.

Business. See Firm.

Chief procurement officer (CPO). The procurement and contracts manager, who is the individual in charge of and responsible for centralized procurement for the Town.

Competitive solicitation. Competitive procurement via any of the following procurement solicitation methods: invitation to bid, request for information, request for proposals, request for qualifications, invitation to negotiate, or any other methodology which may be used to competitively select vendors to perform the delivery of goods and services to the Town.

Construction services. means all labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or any other improvements to real property.

Consultant. A firm providing professional services for the Town.

Consultants' Competitive Negotiation Act (CCNA). F.S. § 287.055, pertaining to the acquisition of architects, engineers, land surveyors, landscape architects, and mapping services.

Contract. All types of agreements, including purchase orders, for procurement of supplies, services, and construction, regardless of what these agreements may be called.

Contractor. Any firm having a contract with the Town. Also referred to as a "Vendor".

Contractual services. Any services provided to the Town through contract, and includes, but shall not be limited to, security, maintenance and cleaning services; and the repair or maintenance of equipment and machinery or other Town-owned personal property.

Cooperative procurement. The action taken when two (2) or more public entities combine their requirements to obtain advantages of volume purchases including administrative savings and other benefits; a variety of arrangements whereby two (2) or more public entities purchase from the same supplier or multiple suppliers using a single solicitation. Cooperative procurement efforts may result in contracts that other public entities may "piggyback".

Debarment. Permanent prohibition of a vendor or contractor engaging in future procurement actions with the Town.

Design-build contract. A single contract with a design-build firm for the design and construction of a Town construction project.

Designee. An authorized representative of a person holding a position of authority.

Emergency purchase. A purchase made due to an unexpected and urgent request where health and safety or the conservation of public resources is at risk.

Firm. Any corporation, partnership, individual, sole proprietorship, limited liability company, joint stock company, joint venture, governmental body or other legal entity.

Goods. Anything purchased other than services or real property.

Internal procedures of procurement. Those appropriately promulgated directives having general or particular applicability designed to implement or interpret this article, or describing organization, procedure, processes, or practice requirements as prescribed by the chief procurement officer. Such directives shall be included in the Town's Procurement Manual.

Invitation to bid (ITB). The solicitation document used for soliciting competitive sealed bids for goods or services.

Invitation to negotiate (ITN). All solicitation documents, regardless of medium, whether attached to or incorporated by reference in solicitations for responses from firms that invite proposals from interested and qualified firms so the Town may enter into negotiations with the firm(s) determined most capable of providing the required goods or services.

Piggyback. A form of intergovernmental purchasing in which the Town will be extended the pricing, terms, or conditions of a competitively solicited contract entered into by another public entity; also referred to as accessing another public entity's contract.

Procurement. All functions pertaining to buying, purchasing, renting, leasing, contracting for, or otherwise acquiring any goods, supplies, services, professional services, capital improvement and construction projects, including description of requirements, solicitation and selection of sources, negotiations, preparation, award and execution of contracts and orders. Procurement may also include the combined functions of purchasing, inventory control, transportation, receiving, inspection, storekeeping, salvage and disposal operations.

Procurement Manual. The administrative regulations which implement this article and the internal procedures of procurement services and describes rules, regulations, policies and procedures to be followed by procurement services and the departments it serves.

Professional services. Services, the value of which is substantially measured by the professional competence of the person performing them, and which are not susceptible to realistic competition by cost of services alone, rendered by members of a recognized profession or possessing a special skill. Such services are generally acquired to obtain information, advice, training, or direct assistance. Professional services shall include, but not be limited to, services customarily rendered by architects, engineers, surveyors, certified public accountants, financial experts, attorneys, planners, lobbyists, and consultants.

Proposal. The response to a competitive solicitation that addresses a proposer's experience, qualifications, approach and other factors that may be required by the Town in the solicitation documents.

Public entity. A county or municipal government, school board, school district, authority, special taxing district, other political subdivision, or any office, board, bureau, commission, department, branch, division, or institution thereof.

Purchase order (PO). A document, including electronic document, by which the Town acquires goods and services at a stated price, specifying all the terms and conditions of a proposed transaction, such as a description of the requested items, delivery schedule, terms of payment, and transportation.

Request for information (RFI). A non-binding method whereby the Town publishes its need for input from interested parties for an upcoming solicitation. A procurement practice used to obtain comments, feedback or reactions from potential suppliers (contractors) prior to the issuing of a solicitation. Generally, price or cost is not required. Feedback may include best practices, industry standards, technology options, preferred timeframes, innovative approaches, or other related criteria.

Request for proposals (RFP). A solicitation method used for soliciting competitive sealed proposals to determine the best value among proposals for goods or services for which price may or may not be the prevailing factor in award of the contract, or the scope of work, specifications or contract terms and conditions may be difficult to define. Such solicitation will consider the qualifications of the proposers along with evaluation of each proposal using identified and generally weighted evaluation criteria. RFPs shall include price criteria.

Request for qualifications (RFQ). A solicitation method used for requesting statements of qualifications in order to determine the most qualified proposer for professional services.

Responsible vendor, bidder, offeror, or respondent. A firm who is fully capable of meeting all requirements of the solicitation and subsequent contract. The respondent must possess the full capability, including financial and technical, ability, business judgment, experience, qualifications, facilities, equipment, integrity, capability, and reliability, in all respects to perform fully the contract requirements and assure good faith performance as determined by the Town.

Responsive vendor, bidder, offeror, or respondent. A firm who has submitted a bid, offer, quote, or response which conforms in all material respects to the competitive solicitation document and all of its requirements.

Services. The furnishing of labor, time, skill, expertise, or effort by a consultant or a contractor rather than providing specific goods and commodities. Such services may include, but not be limited to: general consultations, construction, operation, repairs, maintenance, studies, reports, and technical and social services. This term shall not include employment agreements or collective bargaining agreements for purposes of this article.

Sole source. An item that is the only one (1) that will produce the desired results, or fulfill the specific need, and the item is available from only one (1) source of supply.

Specifications. A precise description of the physical or functional characteristics of a good, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply or service for delivery. It may also include a reference to a specific name brand name, model, or equal.

Supplies. All tangible items purchased or consumed by the Town.

Suspension. The temporary prohibition of a vendor or contractor from doing business with the Town for a period not to exceed two (2) years.

Unauthorized purchase. Any item(s) or service(s) that is purchased in a manner that is inconsistent with this article or the Procurement Manual, including any item or service that is: (a) Purchased without sufficient funds as determined by finance, or (b) Splitting orders of the same or like materials/requirements into two (2) or more individual purchases with the intention of circumventing the competitive solicitation requirements.

Vendor or supplier. A supplier of goods or services.

Sec. 2-122.Chief Purchasing Officer.

The Town Manager, or his or her designee, shall be the Town's Chief Purchasing Officer ("CPO"). The CPO shall serve as the principal officer for the contracting and/or purchase of goods and services and shall have the authority to approve all purchases, contracts, change orders, and purchase orders for the purchase of goods and services, provided they are in conformance with the Procurement Manual, the law, and all applicable rules and regulations. The chief procurement officer may delegate rights, powers, and authority vested in the CPO to subordinate procurement services employees, or other Town staff, when deemed necessary by the chief procurement officer, provided such staff shall comply with all applicable laws, ordinances, resolutions, rules and procedures established by the Town. The CPO shall have the authority to do as follows:

- (a) Purchase or lease or contract for the purchase or lease of commodities or services required for or by the Town, in accordance with purchasing procedures prescribed in this article and in accordance with such administrative policies and procedures as the Town may prescribe for internal management and operation of the purchasing office;
- (b) Negotiate and recommend execution of contracts for the purchase of commodities or services;
- (c) Act to procure for the Town the needed quality in commodities or services at the least expense;
- (d) Encourage uniform bidding and full and open competition on all purchases;
- (e) Prepare revisions and amendments to the purchasing regulations set forth herein, as necessary, and recommend such revisions and amendments to the Town Commission;
- (f) Prepare policies and procedures governing the purchase of commodities or services for the Town;
- (g) Keep informed of current developments in the field of purchasing, prices, market conditions and new projects;
- (h) Prescribe and maintain such forms as may be reasonably necessary to the operation as well as other rules and regulations;
- (i) Supervise the inspection of all commodities and services purchased to ensure conformance with specifications;
- (j) Transfer surplus commodities between Town departments as needed;
- (k) Maintain a vendors' list, vendors' catalog file and records needed for the efficient operation of the purchasing office;
- (l) Conduct all sales of surplus property that the Town Commission may authorize to be sold as having become unnecessary or unfit for the Town's use;
- (m) Upon direction by the Town Commission, the CPO shall have the power to negotiate options on real property for consideration by the Town commission so long as any good faith deposit money does not exceed the purchasing limits contained in this Article; however, the CPO may not purchase or close on the purchase of real property without the direct authorization of Town commission. All statutory requirements governing the purchase of real property by a municipality shall be complied with. This section does not authorize the CPO to borrow any money on the Town's behalf, including the financing of any purchases that may be made pursuant to this article, without the direct authorization of the Town commission.

2-123. Applicable Laws; County Ethics Ordinance. The Town shall comply with all applicable federal, state and local laws. In the event of a conflict between the provisions of this Article and the County Ethics Ordinance, the County Ethics Ordinance shall control.

2-124. Requirement of good faith. The provisions of this article require all parties involved in the procurement of good or services and the issuance of contracts for the Town to act in good faith.

2-125. Application and Exclusions.

(a) Unauthorized purchases. No officer of the Town shall, except in cases of emergency as specified herein, issue any oral or written purchase order, contract, or conduct open market purchases in any manner unless specifically authorized by this article. The Town shall not be bound by purchases made without proper authorization or in any unauthorized manner. Except as provided in this division, it shall be unlawful for any Town officer or employee under the supervision of the Town manager to order the purchase of any materials or supplies or make any contract for municipal materials or supplies or services within the purview of this division other than through the central purchasing organization, and the Town shall not be bound by any purchase order or contract made contrary to the provisions of this division.

(b) Prohibition against subdivision. No contract or purchase shall be subdivided to avoid the requirements of this article and the Procurement Manual.

(c) Competitive solicitation and selection. The competitive solicitation and selection process provisions of this article shall apply to every purchase by the Town commission and the departments that are under the control of the Town commission, regardless of their fund source, including state and federal assistance monies and grants, except as otherwise specified in this article, or by federal, state or local laws or grant terms and conditions, or as follows:

- (1) Emergency procurements as defined herein.
- (2) Sole source and proprietary procurements as defined herein.
- (3) Real property (land or buildings) purchase, lease or rental.
- (4) Insurance and insurance-related products.
- (5) Works of art for public places.
- (6) Goods and/or services accepted by the Town via grant, gift, or bequest.

(d) Exclusions. The mandatory commission approval amount and the competitive solicitation and selection processes set forth in this article shall not apply to the following:

- (1) Contracts with, and purchases from, other public entities, i.e.: public state colleges, public state universities, federal government agencies, state governments, county governments, Town governments, government school boards, county sheriff's offices, and other government entities.
- (2) Utilities, including water, wastewater, sewer, gas, electric, or other utilities as defined by law.
- (3) Cable and satellite television services.
- (4) Magazine subscriptions, periodicals, and publications.
- (5) Membership dues for trade or professional organizations.
- (6) Travel and training expenses for employees.
- (7) Items purchased for resale.
- (8) Advertisement: radio, newspapers, magazines, professional organizations, trade shows, television, and any other related media.
- (9) Shipping services, including postage, overnight delivery, and courier services.
- (10) Copyrighted materials or patented works, including books, maps, periodicals, testing or instructional materials.
- (11) Governmental fees.
- (12) Regulatory or government licenses and permits.
- (13) Real estate transaction-related costs, including closing/processing fees, abstracts of titles, title insurance.
- (14) Durable medical equipment (DME).
- (15) Professional services, including:
 - a. Court reporter services.
 - b. Medical services, including wellness activities and pharmacy services.
 - c. Animal services, including veterinary services and the acquisition or training of animals.

- d. Legal services.
- e. Expert witnesses.
- f. Entertainers.
- g. Teaching, training and specialized services.
- h. Recreational program instructors.
- i. Professional services when used by the Town in the settlement and administration of workers' compensation and liability claims, such as:
 - 1. Private investigators and workplace investigators.
 - 2. Claim adjusting services.
- (16) On-going maintenance and support of existing software/hardware.
- (17) Purchases of goods or services for which the provisions of this article are waived by the Town commission by resolution.
- (18) Direct material purchases. Purchases of materials, equipment, prefabricated elements and components, appliances, fixtures, and other goods, pursuant to a program contained in a construction contract that has been awarded in accordance with any provision of this article, whereby the Town makes such purchases directly.
- (19) Services provided by, or in partnership with, institutions of higher learning, not-for-profit organizations, state sponsored institutions, and other governmental and public agencies.
- (20) Purchases from contracts established by local, state, or national cooperative procurement organizations, Federal General Services Administration, and the State of Florida contracts.
- (21) Purchase for services and facilities at hotels, motels, restaurants and similar facilities for Town sponsored events.
- (22) Products purchased from the blind, and other severely impaired persons (RESPECT) in accordance with F.S. §§ 413.032, 413.033 and 413.036.
- (23) Products purchased from the Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE), in accordance with F.S. § 946.515.
- (24) Publications from publishers or exclusive distributors of such publications.
- (25) Media such as movies, slides, videos, and similar forms of media.

2-126. Purchasing and related transactions.

- (a) Except as otherwise exempted or provided herein, or by state or federal law, the procurement of all goods, supplies, material, equipment, services and combinations of goods and services by or on behalf of the Town, including those transactions through which the Town shall receive revenue, in an amount equal to or in excess of the mandatory commission approval amount, shall be solicited by a competitive selection process, such as: the competitive sealed bidding (ITB) process, competitive sealed proposal (RFP) process, the request for qualifications (RFQ) process, or the competitive negotiations (ITN) process, or other methods, as determined by the CPO.
- (b) The use of electronic media, including acceptance of electronic signatures, is authorized consistent with F.S. Ch. 668, as may be amended, for use of such media, when practical or appropriate.
- (c) Evaluation and negotiation teams shall be considered dissolved upon award or rejection by the Town for any specific competitive solicitation.
- (d) The Town manager is delegated the authority to execute contracts for purchases that have been approved by the Town commission.

2-127. Administrative authority to issue change order.

- (a) The Town manager or the Town manager's designee is authorized to issue a change order or multiple change orders increasing the adjusted contract price of any contract awarded by the Town commission up to a cumulative maximum amount of ten percent (10%) of the adjusted contract value. For purposes herein, "adjusted contract value" means the original contract value or the contract value resulting from Town commission-approved change orders or contract amendments.

(b) The Town manager or the Town manager's designee is authorized to issue a change order increasing the value of a contract awarded by the Town commission in excess of the amount set forth in (a) of this section where the increase is necessary to effect emergency repairs or replacements, due to exigent circumstances encountered during the performance of the contract, or to prevent increased costs due to reasonable delay claims by the contractor. A full report of change orders exceeding the amount set forth in subsection (a) of this section shall be submitted to the Town commission at the earliest available commission meeting.

2-128. Procurement in an amount less than \$25,000.00.

(a) The Town Manager, or designee, or designee of the Town Commission, may authorize the purchase of services or commodities in an amount less than \$5,000 (Five Thousand Dollars) without the approval of the Town Commission.

(b) The purchase of services or commodities in the amount of \$5,000.00 (Five Thousand Dollars) or greater, requires the prior approval of the Town Commission at a regular or special meeting, except as may otherwise be provided in this article.

(c) The purchase of services or commodities in the amount of five thousand dollars (\$5,000.00) or greater shall be permitted only after written competitive proposals from at least two (2) different sources are received by the Town Commission for consideration, and the Town Commission approves the most responsible and responsive proposal.

(d) The purchase of services or commodities in the amount of ten thousand dollars (\$10,000.00) or greater shall be permitted only after written competitive proposals from at least three (3) different sources are received by the Town Commission for consideration, and the Town Commission approves the most responsible and responsive proposal.

2.129. Methods of procurement.

The CPO shall determine the appropriate method of source selection for each procurement, including but not limited to the following:

(a) *Competitive sealed bid process.*

(1) Invitation to bid. The invitation to bid ("ITB") solicitation document shall include the specifications and all contractual terms and conditions applicable to the procurement.

(2) ITBs may include pricing for the life cycle cost of items and shall be awarded to the lowest responsive and responsible bidder, considering all pertinent qualifications of the recommended awardee.

(b) *Competitive sealed proposal process/Request for Proposal.* The Town may use a request for proposal ("RFP"), when it is determined by the CPO that the use of competitive sealed bidding is either not practical, not advantageous to the Town due to the technical or specialized nature of the goods and/or services sought, or best value procurement will result in selection of the best qualified vendor/contractor at a reasonable price.

(c) *Request for qualifications ("RFQ") process.*

(1) The services of professional architects, engineers, landscape architect, surveyors, and mapping services shall be acquired in accordance with F.S. § 287.055, and as further delineated in the Procurement Manual.

(2) Continuing contracts for these services may be solicited and entered into on a rotational basis between at least three (3) firms, in accordance with F.S. § 287.055(2)(g), as may be amended, and as further delineated in the Procurement Manual.

(d) *Competitive negotiations process.*

(1) When the CPO determines that the use of competitive negotiations is advantageous to the Town, the competitive negotiations process may be used. An invitation to negotiate ("ITN") may be the solicitation method.

(2) The goal of an ITN is to obtain proposals from interested and qualified firms so that the Town may enter into negotiations with the firm or firms determined most capable of providing the required supplies and services.

(3) The ITN document will supply the firms with information necessary to understand the need; however, the terms, scope of work, price, method of delivery, conditions of performance, and approaches of the project may be open to consideration and negotiations, including simultaneous negotiations with the most qualified firms.

(4) ITNs may not be used for procuring professional services addressed by F.S. Ch. 287.055 (the "Consultants' Competitive Negotiation Act").

(e) *Request for information process.* When it is considered impractical to prepare a purchase description to support an award based on price or detailed scope of work, any competitive solicitation may be preceded by a request for information ("RFI") requesting the submission of unpriced submittals, which will provide input for the specifications or scope of work to be included in a subsequent competitive solicitation.

(f) *Late competitive responses.* Bids and responses received after the time and date specified in the solicitation document shall not be opened, but will be reported to the Town manager. Only the Town manager may authorize the opening of a late bid or proposal.

(g) *Alternative source selection.*

(1) Small purchases. Any purchase for an amount less than the mandatory commission approval amount shall be made in accordance with those procedures promulgated in the Procurement Manual, provided, however, no purchase shall be artificially divided so as to constitute a small purchase under this section.

(2) Sole source purchases. The CPO may make or authorize the procurement of goods and/or services, subject to the mandatory commission approval level stipulated in this article, without competitive solicitation when the director of the client department has documented in writing that such good or service is the only item that meets the need and is available through only one (1) source of supply, or when the intent to award through sole source is posted on the Town's website for a reasonable time period, or when a documented research effort by the CPO or designee fails to identify further competing sources of the goods or services. Such written determinations and supporting documentation shall be retained by the CPO for public inspection and auditing purposes. The sole source process shall be further delineated in the Procurement Manual.

(3) Proprietary purchases. The CPO may make or authorize the procurement of goods and/or services, subject to the mandatory commission approval level stipulated in this article, without competitive solicitation when the director of the client department has documented in writing that such goods and/or services is proprietary in nature. Such written determination and supporting documentation shall be retained by the CPO for public inspection and auditing purposes. The proprietary purchase process shall be further delineated in the Procurement Manual.

(4) Emergency purchases. The Town manager and/or designee may make or authorize emergency purchases as defined herein.

a. In the event of an emergency, such as an equipment failure, catastrophic damage to Town property, or other similar unexpected event, all normal procurement procedures and requirements directly related to such emergency shall be suspended; and with the approval of the Town manager or designee, the head of any department may purchase any required emergency supplies,

materials, equipment or services. The head of such department shall send to the CPO, a requisition and copy of the delivery record together with a full justification and circumstances of the emergency.

b. Records of emergency purchases shall be maintained by the CPO. A full report of emergency purchases exceeding the mandatory commission approval amount shall be submitted to the Town commission at the earliest available commission meeting. The emergency purchase process shall be further delineated in the Procurement Manual.

(5) Cooperative purchases.

a. The Town may purchase from any cooperative contract, including but not limited to, term contracts by the State of Florida, Federal General Services Administration, and other governmental or public entity and entities within and outside the State of Florida provided that the cooperative contract is established in compliance with the procurement procedures and requirements of the issuing body, entity, authority, or cooperative. If such other governmental or cooperative contract is utilized, the public notice requirements and the need to utilize the methods of selection processes included in this article and the Procurement Manual are obviated.

b. The Town may purchase from (piggyback) a contract entered into by another governmental or public entity and a provider of supplies or services required by the Town, if the CPO determines that it is practicable and advantageous for the Town to employ this method of procurement. If such other governmental or public entity contract is utilized, the public notice requirements and the need to use the methods of selection processes included in this article and the Procurement Manual are obviated.

c. The cooperative and piggyback procurement processes shall be further delineated in the Procurement Manual.

(6) Design-build services.

a. In accordance with Florida Statutes, the Town may use a competitive solicitation process to establish a design-build contract.

b. The design-build process shall be further delineated in the Procurement Manual which implements this section.

c. Prohibition against contingent fees. Each contract for design-build services shall contain a prohibition against contingent fees as required by Florida Statute.

(7) Capital improvement and construction services. Construction services shall be acquired in accordance with the competitive selection process as determined by the CPO. Performance bonds and payment bonds shall be as stipulated in F.S. § 255.05, as may be amended. Public notice for competitive solicitations related to construction and capital improvement projects shall be in accordance with F.S. § 255.0525(2), as may be amended. The capital improvement and construction procurement process shall be further delineated in the Procurement Manual.

(h) Matters applicable to all competitive solicitations.

(1) Notice inviting competitive solicitations. Notices inviting competitive solicitations shall be published at least one time in a newspaper of general circulation within the county or posted electronically on a centralized Internet website designated by the Town for this purpose, and shall include a general description of the commodities or services to be purchased, a statement of where competitive solicitations may be obtained, and the date, time, and place of the public opening of competitive solicitations. The notice shall be published in accordance with state statutes, but in no event shall the notice be published less than ten calendar days before the bid opening date.

(2) Security (bid bonds). When the estimated cost of a public works contract is \$150,000.00 or higher, or when otherwise deemed necessary by the Town administrator or designee, security in the form of a bid bond issued by a surety company licensed to do business in the state or a cash bond in an amount equal to ten percent of the bid shall be prescribed in the public notices inviting

competitive solicitations. A vendor shall forfeit a bid security upon a refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the Town is solely responsible for the delay in executing the contract.

(3) Next lowest vendor. The Town commission may, upon the refusal or failure of the successful vendor to execute the contract, award the contract to the next lowest vendor.

(4) Bid opening procedures. Sealed written bids shall be returned to the Town and identified as bids on the envelope, together with other information as may be specified in the invitation to bid. Bids shall be opened in public on the date and at the time and place stated in the public notices. A tabulation of all bids received shall be made available to the public within ten days of bid opening.

(5) Rejection of bids. The Town commission may authorize the Town administrator or designee to: (1) Reject all bids; (2) Reject all bids and re-advertise for bids, pursuant to the procedure prescribed in this section; or (3) Reject all bids and direct that the project or service in question be performed by the Town upon determining that such activities are in the best interest of the Town.

(6) Performance and payment bonds. A performance bond and a payment bond, or a "contract bond" combining the elements of a performance and a payment bond, issued by a surety company licensed to do business in the state, may be required before entering into a contract, in an amount at least equal to the contract price or such higher amount as may be found reasonably necessary to protect the best interests of the Town except, in limited circumstances, such as incremental services contracts or blanket purchase orders, where it has been determined by the department director that the potential liability resulting from the performance or payment under the contract is an amount less than the full contract price. The department director, or other authorized person, shall obtain the approval of the Town administrator or designee to require a bond for less than the full contract price before proceeding with the bid process. If such bond is required, the form and amount of the bond shall be described in the notice inviting bids. Bonds required hereunder shall be subject to all other provisions of this section.

(7) Security in lieu of performance and payment bonds. In lieu of the bond required by this section, a contractor may file with the Town, an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in F.S. ch. 625, pt. II (F.S. § 625.50 et seq.). Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the bond required hereunder. The appropriate representative of the Town shall make the determination of the value of the alternative form of security.

2-130. Protests of solicitations.

(a) *Applicability.* This section shall apply to protests of specifications contained in solicitations for the purchase of goods, supplies, equipment, or services.

(b) *Procedure.*

(1) Any person may protest the specifications contained in a solicitation issued by the Town by delivering a letter of specification protest to the CPO between the date of the electronic release of the solicitation and five (5) days prior to the date the bids or proposals are due, excluding Saturdays, Sundays, and holidays observed by the Town. The date on which the letter of protest is received in the office of the CPO shall constitute the date of delivery.

(2) The written protest shall state with particularity the specific facts and any law or ordinance on which it is based, and shall include any and all pertinent documents and evidence.

(c) *Authority to resolve protests.*

(1) The CPO shall first have the authority to settle and resolve any written protest within seven (7) days from receipt of a timely written protest by sending a written decision to the protesting party by mail or email upholding or denying the protest or staying the award process for further investigation.

(2) The protesting party may appeal to the Town manager a decision by the CPO denying the protest by delivering a notice of appeal to the CPO within three (3) days from the protesting party's receipt of the CPO's decision. Upon receipt of a timely notice of appeal the CPO will forward the protest to the Town manager for consideration. The Town manager may affirm, reverse, or modify the CPO's decision.

(3) The Town's consideration of a timely written protest shall not necessarily stay the solicitation process, as may be in the best interest of the Town. The CPO may recommend to the Town manager to render moot any written protest that is overtaken by events, in which case such protest may be abated and dismissed as determined by the Town manager.

(d) *Timely submittal of a protest or appeal required.* Failure of a person to submit timely a written protest or a notice of appeal to the CPO within the time provided in this section shall constitute a waiver of such person's right to do so.

(e) *Computation of days.* In computing any period of time prescribed or allowed by this protest policy, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or holiday observed by the Town, in which event the period shall run until the end of the next business day which is neither a Saturday nor Sunday, nor a holiday observed by the Town. Service of a protest or a notice of appeal by mail or courier shall not expand the time period allowed for delivery.

(f) *Costs.* Any and all costs incurred by a protesting party in connection with a protest pursuant to this section shall be the sole responsibility of the protesting party.

2-131. Preference to businesses with drug-free workplace programs. The Town hereby adopts by reference F.S. § 287.087, as amended, regarding bidding preferences for businesses with drug-free workplace programs. Whenever two (2) or more bids which are equal with respect to price, quality and service are received by the Town for the procurement of commodities or services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given a preference, provided that the drug-free workplace program complies with F.S. § 287.087, and any other applicable state law. An announcement of this preference shall be included in the bid documents.

2-132. Non-discrimination. Contractors shall not discriminate against any person in its operations, activities or delivery of services. Contractors shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, pregnancy, sexual orientation, gender identity and expression, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

2-133. Non-collusion. A bidder shall not collude, conspire, connive or agree, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the service or commodities for which the bid has been submitted. A bidder shall refrain from bidding in connection with such service or commodities and shall not have in any manner, directly or indirectly, sought by person to fix the price or prices in the bid or of any other bidder, or to fix any overhead profit, or cost elements of the bid price or the bid price of any other bidder, or to secure through any collusion,

conspiracy, connivance, or unlawful agreement any advantage against any other bidder, or any person interested in providing the proposed service or commodities.

2-134. Applicability to salaries, benefits. The provisions in this article should not apply to the payment of salaries or other employment benefits to officers or employees of the Town.

2-135. Adoption of Procurement Procedures Manual. The Town Commission shall adopt a Procurement Procedure Manual by resolution to be used by the Town's staff setting forth the policies and rules for billing of accounts due, processing payments received by the Town, purchase orders for procurement of goods or services and such other matters as are necessary for orderly operation of the financial affairs of the Town.

2-136. Debarment and suspensions.

(a) Authority and requirement to debar and suspend. After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity for such party to be heard, the Town Commission, after consultation with the Town Attorney or Town staff, shall have the authority to debar a person or entity for the causes listed in this section from consideration for award of Town contracts. The debarment shall be for a period of not fewer than three (3) years. The Town Manager, the Chief Procurement Officer or the Using Department shall also each have the authority to suspend a contractor from consideration for award of Town contracts when there is probable cause for debarment pending the debarment determination by the Town Commission.

(b) Causes for debarment or suspension. Causes for debarment or suspension include the following:

(1) Conviction of a criminal offense incident to obtaining or attempting to obtain a public or private contractor, subcontract, or incident to the performance of such contract or subcontract;

(2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty;

(3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;

(4) Violation of Town's contract provisions, which violation is regarded by the Chief Procurement Officer or Using Department to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a Town contract or to perform within the time limits provided in the Town contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension;

(5) Debarment or suspension of the person or entity by any federal, state, or other governmental entity; or

(6) Any other cause judged by the Town Commission to be so serious and compelling as to affect the responsibility of the person or entity performing Town contracts.

(c) Debarment and suspension decisions. Subject to the provisions of this section the Town Attorney shall render a written decision stating the reasons for the debarment or suspension. A copy of the decision shall be provided promptly to the debarred or suspended party.

2-137. Surplus property.

(a) Disposal of surplus property. The Town may sell, trade or otherwise dispose of surplus and obsolete personal property belonging to the Town either by sale, barter or exchange, by competitive

sealed bid, public auction, cannibalization, trade in or any other means of disposal as may be appropriate and in the best interests of the Town. Disposal of surplus or obsolete personal property requires prior approval by the Town Commission. No employee may purchase any such property without Town Commission approval.

(b) Donation of surplus property. Surplus property may be donated by Town Commission approval, in any manner as the Town Commission deems fit.

* * *

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 it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and the sections may be renumbered, or re-lettered, ordinance may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

Section 4: 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 5: That this Ordinance shall be in force and take effect as provided by law.

PASSED AND ADOPTED on First Reading this ____ day of _____, 2021.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2021.

ATTEST:

Town of Pembroke Park
Ordinance No. 2021-006

GEOFFREY JACOBS
Mayor Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency:

MELISSA P. ANDERSON, ESQ
Town Attorney

Approved as to form and legal sufficiency

Melissa P. Anderson
Town Attorney

ARTICLE V. -- PROCUREMENT

Sec. 2-121. -- Definitions.

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Addenda or addendum. Written or graphic instruments issued prior to the opening of bids which clarify, correct or change the bidding documents or the contract documents.

Business location. A permanent office or other site where the vendor operates, conducts, engages in, or carries on all, or a portion of, its business. A post-office box shall not be sufficient to constitute a business location.

Change order. Changes, due to unanticipated conditions or developments, made to an executory contract, which do not substantially alter the character of the work contracted for, and which do not vary so substantially from the original specifications as to constitute a new undertaking. The changes must reasonably and conscientiously be viewed as being in fulfillment of the original scope of the contract rather than as departing therefrom. Further, the changes, when viewed against the background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result or the elimination of work not necessary to the satisfactory completion of the contract.

Chief Procurement Officer. The individual responsible for the procurement of commodities and services as well as the management and disposal of commodities. The Town Finance and Budget Director is the ex-officio Chief Procurement Officer.

Town Standard Commodities. Those situations where the Town has determined that a particular style, brand, make, or model is the only type that meets the Town's requirements for performance, compatibility or other salient characteristics.

Commodities. Personal property, including, but not limited to, goods, supplies, apparatus, equipment, material and other forms of tangible personal property.

Contractor. Any person or business entity having a contract with the Town.

Cooperative purchasing. Situations where the Town participates in joint procurement of commodities or services with other public entities within the state, in order to obtain lower prices through greater purchasing volume.

Invitation for bid. A written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the Town is capable of specifically defining the scope of work for which a service is required or when the Town is capable of establishing precise specifications defining the actual commodities required. The invitation for bid shall include instruction to bidders, plans, drawings and specifications, if any, bid form and other required forms and documents to be submitted with the bid.

Purchase order. A document by which the Town acquires goods and services at a stated price, specifying all the terms and conditions of a proposed transaction, such as a description of the required items, delivery schedule, terms of payment and transportation.

A purchase order is required for purchases of goods or services in an amount greater than one thousand five hundred dollars (\$1,500.00). The Chief Procurement Officer is authorized to pay the amount stated in the purchase order after Town Commission approval.

Quotations. Unsealed facsimile or written bids for commodities or services.

Request for letters of interest. A written solicitation for offers with the title, date and hour of the submission deadline designated. A request for letters of interests shall include, but is not limited to, general information and submission deadline. The Town shall engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose

of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion.

Request for proposals. A written solicitation for competitive sealed proposals with the title, date and hour of the public opening designated. A request for proposals shall include, but is not limited to, general information, functional or general specifications, a statement of work, proposal instruction and evaluation criteria. All requests for proposals shall state the relative importance of price and any other evaluation criteria. The Town may engage in competitive negotiations with responsible proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

Request for qualifications. A written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include, but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The Town may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

Responsible bidder, responsible offeror, or responsible proposer. A person or business entity having the capability in all respects to perform fully the contract requirements and sufficient experience, ability, reliability, capacity, facilities, equipment, financial resources and credit to give the Town a reasonable expectation of good faith performance, determined solely within the Town's discretion.

Responsive bidder, responsive offeror, or responsive proposer. A person who has submitted a bid, offer, or proposal that conforms in all material respects to the invitation for bid, request for letters of interest, request for qualifications, or request for proposals, determined solely within the Town's discretion.

Services. The furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end-product other than reports that are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

Sole source. The commodities or services are available from only one (1) responsible vendor. Specific criteria for sole source purchases is set forth in the Procurement Procedures Manual.

Surplus property. Any personal property belonging to the Town that is capable of being used, but is in excess of the normal operating requirements of the Town or which is no longer being used or which has become obsolete, worn out or scrapped.

Using department. Any department, agency, commission, bureau or other unit in the Town government using commodities or procuring services as provided in this article.

Sec. 2-122.—Procurement responsibility.

The procurement of commodities and services shall be under the supervision of the Chief Procurement Officer, or designee.

Sec. 2-123.—Compliance required.

It shall be unlawful for any Town officer or employee to purchase any commodities or services or make any contract within the purview of this article unless there has been compliance with the requirements of this article. Any purchase made or contract executed contrary to the provisions hereof shall be null and void, and the Town shall not be bound thereby.

~~Sec. 2-124. Procurement of commodities or services in an amount less than \$25,000.00.~~

- ~~(a) The Town Manager, or designee, or designee of the Town Commission, may authorize the purchase of services or commodities in an amount less than one thousand five hundred dollars (\$1,500.00) without the approval of the Town Commission.~~
- ~~(b) The purchase of services or commodities in an amount in excess of one thousand five hundred dollars (\$1,500.00) requires the prior approval of the Town Commission at a regular or special meeting, except as may otherwise be provided in this article.~~
- ~~(c) The purchase of services or commodities in excess of five thousand dollars (\$5,000.00) shall be permitted only after written competitive proposals from at least two (2) different sources are received by the Town Commission for consideration, and the Town Commission approves the most responsible and responsive proposal.~~
- ~~(d) The purchase of services or commodities in excess of ten thousand dollars (\$10,000.00) shall be permitted only after written competitive proposals from at least three (3) different sources are received by the Town Commission for consideration, and the Town Commission approves the most responsible and responsive proposal.~~

~~Sec. 2-125. Regular, recurring procurements.~~

~~The Town Commission may, by resolution from time to time, provide for the payment of certain services or commodities which are procured on a regular or recurring basis, either pursuant to contract or otherwise, without the requirement of a purchase order for same, or the submission of such invoice to the Town Commission for individual approval.~~

~~Sec. 2-126. Competitive bidding or competitive proposals required; exceptions.~~

- ~~(a) A purchase of or contract for commodities or services that is estimated by the Chief Procurement Officer or Using Department to cost more than twenty-five thousand dollars (\$25,000.00) shall be based on competitive bids or competitive proposals as determined by the Chief Procurement Officer or Using Department, except as specifically provided herein.~~
- ~~(b) For all capital improvement projects where the services of professional architectural, engineering, landscape architectural, or survey and mapping services are required, the Chief Procurement Officer or Using Department, with the approval of the Town Commission, shall determine the project delivery method to be utilized to complete the project, and shall present the recommendation as part of the request for approval of bid advertisement as required in section 2-127.~~
- ~~(c) Only the following situations are exempt from the competitive bid and competitive proposal requirements of this section:~~
 - ~~(1) *Emergency purchases.* In urgent cases of compelling emergency that require the immediate purchase of commodities or services, the Town Manager, or designee, is empowered to waive competitive bidding or competitive proposals and authorize the Chief Procurement Officer, or designee, to secure by open market procedure any commodities or services, notwithstanding the estimated cost of the commodities or services.~~

~~It is recognized that not all situations or occurrences can be anticipated. Emergency situations may include, but are not limited to, imminent danger to life safety, health, property or breakdowns of equipment that may cause serious curtailment of services to residents. Examples of these purchases are repairs for vehicles, broken water and sewer lines, and hurricane or other disaster purchases during a declared disaster. Any department head who authorizes an emergency purchase pursuant to this section must seek oral or written approval from the Town Manager, or designee, (only required during normal business hours), and must provide a written explanation of the emergency to the Town Manager, or designee, as early as possible, but not later than twenty-four (24) hours after the purchase and provide a copy of written explanation to the Finance and Budget Department. Town Commission confirmation shall be required when the amount of the emergency purchase exceeds one thousand five~~

hundred dollars (\$1,500.00). Emergency purchasing procedures may not be implemented to procure goods or services required to perform normal Town operations. Failure to anticipate normal operating needs shall not be considered grounds for an emergency situation.

- (2) ~~Professional services.~~ Contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding, or competitive proposals, are exempt from this section; however, state laws, such as the Consultants' Competitive Negotiation Act (CCNA) to the extent applicable, shall be followed.
- (3) ~~Town standard, single source and sole source commodities or services.~~ Town standard, single source and sole source commodities or services are exempt from this section.
- (4) ~~Disaster preparedness.~~ Contracts for purchases of commodities or services that are made in contemplation and preparation for and in response to the occurrence of a natural or man-made disaster or civil unrest, where time or availability rather than price is the controlling factor, are exempt from this section.
- (5) ~~Utilization of other governmental agencies' contracts.~~ Commodities or services that are the subject of contracts with the State of Florida, its political subdivisions or other governmental entities located within the State of Florida, including the United States government, are exempt from this article, provided, however, that this section shall apply only if the contract expressly permits or if the awarding jurisdiction or the vendor agrees to allow the Town to purchase on the same terms and conditions, and if either:
 - a. The commodities or services are the subject of a price schedule negotiated by the state or federal government or by competitive bid by another Florida governmental agency and not on any preference; or
 - b. The price offered for the commodity or service exactly equals or is lower than the governmental contract from vendors awarded the governmental contract.

Where an award is made pursuant to this section, the terms and conditions agreeable to the Town may be used in lieu of those terms and conditions of the contract with the other governmental agency.

- (6) ~~Cooperative purchasing.~~ Cooperative purchasing plans are exempt from this section.
- (7) ~~Exclusions from competitive procurement requirement.~~ The following contractual services are not subject to the competitive procurement requirement:
 - a. Academic program reviews or lectures or seminars by individuals;
 - b. Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration;
 - c. Artistic services which are original and creative in character and skill in a recognized field of artistic endeavor such as music, dance, drama, painting and sculpture, photography, culinary arts, fashion design and the like;
 - d. Maintenance service of equipment when considered to be in the best interest of the Town and recommended by the Using Department and the services to be performed are by the equipment manufacturer, manufacturer's service representative or a distributor of the manufacturer's equipment, the services may be procured without following the competitive sealed bid process;
 - e. Advertising for the purpose of public notifications;
 - f. Utilities, including but not limited to electric, water and communications;
 - g. Copyrighted materials, except computer software; or
 - h. Food, clothing and other promotional items purchased for resale or distribution to the public.

- (8) ~~Additional exclusions.~~ The foregoing enumeration of services deemed to be exempt from the competitive procurement requirements is not intended to be an exhaustive or exclusive list. The Town Manager, or designee, may determine if a contractual service must be procured through the competitive procurement process, if not expressly indicated herein.
- (9) ~~Best interest of the Town.~~ Purchases of and contracts for commodities or services are exempt from this section when the Town Commission declares by a majority affirmative vote that the process of competitive bidding and competitive proposals is not in the best interest of the Town. The Town Commission shall make specific factual findings that support its determination, and such contracts shall not be placed on the Town Commission consent agenda.
- (d) ~~Any other provision of this section to the contrary notwithstanding, Town purchasing shall be conducted in accordance with applicable state law, including F.S. § 180.24 and F.S. § 255.20, as may be amended.~~

~~Sec. 2-127. Competitive bidding procedure.~~

~~The competitive bidding procedures below shall be followed:~~

- (a) ~~Presentation to Town Commission.~~ All competitive bidding or competitive proposal solicitations as defined in section 2-126 shall be presented to the Town Commission for consideration prior to advertisement.
- (b) ~~Advertisement for bids required.~~ Notice of the competitive bid shall be advertised in a newspaper of general circulation in the Town of Pembroke Park not less than ten (10) days prior to the date set forth in the notice for the opening of bids or proposals.
- (c) (1) ~~Bid deposits.~~ When deemed necessary by the Chief Procurement Officer or Using Department, bid deposits or sureties shall be prescribed in the public notice inviting bids. A successful bidder shall forfeit any deposit or surety required by the Chief Procurement Officer or Using Department upon failure on its part to enter into a contract with Town within fifteen (15) days after the bid award.
- (2) ~~Deposit requirements.~~ Each bid, where so required in the bid documents, must be accompanied by a bid bond, a cashier's check or certified bank check in an amount of not less than five (5) percent of the total bid amount. The applicable bid documents will specify the details of individual bid requirements. Unless otherwise stated in the bid documents, the bid security of the successful bidder will be retained by the Chief Procurement Officer until such bidder has executed and furnished to the Town an agreement and required contract security. Upon receipt of the executed agreement and contract security, the bid security will be returned. If the successful bidder fails to execute and deliver the agreement or fails to furnish the contract security within the time required by the bid documents after the notice of award, the Town may cancel the notice of award and the bid security of the successful bidder shall be forfeited to Town. The bid security of other bidders whom the Town determines to have a reasonable chance of receiving the award may be retained by the Town until the time specified in the bid documents. Bid security for bids which are deemed not competitive will be returned within seven (7) days after the bid opening.
- (3) ~~Sureties on performance.~~ All competitive bids seeking commodities or services in excess of twenty-five thousand dollars (\$25,000.00), shall include as a requirement of such advertised bids a performance bond in the total contract amount. The Chief Procurement Officer, in his or her discretion, may require such performance bonds for bids seeking commodities or services in an amount less than twenty-five thousand dollars (\$25,000.00). The Town Manager shall have the discretion to waive the performance bond requirement in the event of an emergency. Any bonding company providing bid surety must be listed on the United States Department of Treasury's Circular 570. Additionally, the bonding company must be rated at least "A," Class VI, by Best's Key Rating Guide, published by A.M. Best Company, and be authorized to do business in the state.

- (d) ~~Addenda.~~ Written addenda will be issued when changes, clarifications or amendments to the invitation for bids are deemed necessary.
- (e) ~~Bid opening procedure.~~
- (1) ~~Sealed bids shall be submitted to the Deputy Town Clerk, or designee, at such location as designated in the bid documents, and shall be identified as bids on the envelope.~~
 - (2) ~~Bids shall be opened in public at Town Hall by the Deputy Town Clerk, or designee, at the time and place stated in the public notice. All bids shall be publicly announced at the time of opening.~~
 - (3) ~~A tabulation of all bids received shall be posted for public inspection.~~
 - (4) ~~No late bids shall be accepted or opened, and, if received after the date and time called for in the bid notice, shall be retained unopened by the Deputy Town Clerk, or designee.~~
 - (5) ~~Failure to properly sign a bid shall invalidate the bid and it shall not be considered.~~
 - (6) ~~All bids opened shall contain a copy of the bid to be filed in the Clerk's office.~~
 - (7) ~~The Town reserves the right to waive any irregularities in the bids, as determined by the Chief Procurement Officer and approved by the Town Manager.~~
- (f) ~~Rejection of bids.~~ The Town Commission may reject any bids, parts of all bids or all bids for any one (1) or more commodities or services included in the proposed contract when the public interest will be served thereby. The Chief Procurement Officer shall not accept a bid from a contractor who is known to be in default on the payment of taxes, licenses or other moneys due the Town.
- (g) ~~Contracts award criteria.~~ Contracts shall be awarded to the lowest responsive, responsible bidder. In determining the "lowest responsive, responsible bidder," the Chief Procurement Officer shall consider:
- (1) ~~The prices contained in the bid;~~
 - (2) ~~The ability, capacity and skill of the bidder to perform the contract or provide the service required;~~
 - (3) ~~Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;~~
 - (4) ~~The character, integrity, reputation, judgment, experience and efficiency of the bidder;~~
 - (5) ~~The quality of performance of previous contracts or services, including, but not limited to, contracts or services with Town;~~
 - (6) ~~The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;~~
 - (7) ~~The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;~~
 - (8) ~~The quality, availability and adaptability of the commodities or services to the particular use required;~~
 - (9) ~~The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;~~
 - (10) ~~The number and scope of conditions attached to the bid by bidder;~~
 - (11) ~~The overall cost to the Town;~~
 - (12) ~~Whether the bidder is involved in any pending litigation with the Town; and~~
 - (13) ~~The best interests of the Town.~~

- ~~(h) *Determination and findings statement.* When the award is not given to the most responsive, responsible bidder, a determination and findings statement shall be prepared by the Chief Procurement Officer and filed with the other papers relating to the transaction.~~
- ~~(i) *Tie bids.*~~
 - ~~(1) If the determination of lowest responsive, responsible bidder results in a tie, the contract may be split when it is to the Town's advantage as determined by the Chief Procurement Officer or Using Department.~~
 - ~~(2) If the Chief Procurement Officer determines not to split the bid, the contract shall be awarded by first preference to businesses with drug-free workplace programs as described in section 2-136, and then by publicly drawing lots.~~
- ~~(j) *Prohibition against subdivision.* No contract for purchase of goods or services may be subdivided to avoid the requirements of this section.~~
- ~~(k) *Inspection of bids.* Inspection of the Town's formal bids and proposals shall be conducted in accordance with applicable state law, including F.S. Ch. 119, as amended.~~

~~Sec. 2-128.—Competitive negotiations.~~

~~When the use of competitive bidding is not in the best interest of the Town for a purchase of, or contract for, commodities or services estimated to cost in excess of twenty-five thousand dollars (\$25,000.00), the commodities or services may be purchased by competitive negotiations. A request for proposals, a request for qualifications, or a request for letters of interest shall be issued by Town in lieu of competitive bidding. Adequate public notice of the solicitation shall be given in the same manner as provided in section 2-127. Other procedural provisions applicable to the sealed bid process shall also apply. To assure full understanding of and responsiveness to the solicitation requirements and full understanding of qualified proposals or offers, discussions may be conducted with qualified proposers or offerors who submit responses determined to be reasonably acceptable of being selected for award for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of responses, and such revisions may be permitted through negotiations prior to award for the purpose of obtaining the best and final proposals or offers. The contract award shall be made to the responsible proposer or offeror whose proposal or offer is determined to be the most advantageous to the Town taking into consideration price and the evaluation factors set forth in the solicitation. No other criteria shall be used in the evaluation. A written summary of the basis on which the award is made shall be included in the contract file.~~

~~Sec. 2-129.—Award of contract.~~

- ~~(a) An initial purchase of, or contract for, commodities or services, in excess of twenty-five thousand dollars (\$25,000.00), shall require the prior approval of the Town Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed. Emergency purchases, however, as described in section 2-126, shall not require advance Town Commission approval. In such emergency situations, the Town Manager, or designee, may approve the purchase or contract, subject to later ratification by the Town Commission. Emergency purchases are to be made only when the normal function and operation of the Town would be hampered to such an extent by submittal of a requisition in the usual manner that it may adversely affect the life, health, safety or welfare of citizens.~~
- ~~(b) Purchases exceeding the sum of seventy-five thousand dollars (\$75,000.00) in the aggregate shall not be purchased from the same person or entity during the course of any fiscal year, unless the purchases are first authorized by the Town Commission. The above provision shall not apply to purchases of utilities or to ongoing contracts.~~

~~Sec. 2-130.—Town Attorney to review and approve form and content of purchasing contracts.~~

The Town Attorney shall review all contracts awarded under this article and shall approve the contracts as to form and content prior to their execution by the appropriate Town officials. Notwithstanding the above, the Town Attorney, in his or her discretion, may approve form contracts bearing a pre-printed Town Attorney approval, provided that the provisions of the form contracts are not modified.

~~Sec. 2-131. -- Debarment and suspensions.~~

- (a) ~~Authority and requirement to debar and suspend.~~ After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity for such party to be heard, the Town Commission, after consultation with the Town Attorney or Town staff, shall have the authority to debar a person or entity for the causes listed in this section from consideration for award of Town contracts. The debarment shall be for a period of not fewer than three (3) years. The Town Manager, the Chief Procurement Officer or the Using Department shall also each have the authority to suspend a contractor from consideration for award of Town contracts when there is probable cause for debarment pending the debarment determination by the Town Commission.
- (b) ~~Causes for debarment or suspension.~~ Causes for debarment or suspension include the following:
- (1) ~~Conviction of a criminal offense incident to obtaining or attempting to obtain a public or private contractor, subcontract, or incident to the performance of such contract or subcontract;~~
 - (2) ~~Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty;~~
 - (3) ~~Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;~~
 - (4) ~~Violation of Town's contract provisions, which violation is regarded by the Chief Procurement Officer or Using Department to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a Town contract or to perform within the time limits provided in the Town contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension;~~
 - (5) ~~Debarment or suspension of the person or entity by any federal, state, or other governmental entity; or~~
 - (6) ~~Any other cause judged by the Town Commission to be so serious and compelling as to affect the responsibility of the person or entity performing Town contracts.~~
- (c) ~~Debarment and suspension decisions.~~ Subject to the provisions of this section the Town Attorney shall render a written decision stating the reasons for the debarment or suspension. A copy of the decision shall be provided promptly to the debarred or suspended party.

~~Sec. 2-132. -- Availability of funds.~~

~~Except in cases of emergency, the Town Manager, or designee, shall not issue any order for delivery on a contract or any open-market order unless and until the Chief Procurement Officer, or designee, certifies that there are unencumbered funds available in the budget, in excess of all unpaid obligations, to defray the cost of the commodities or services.~~

~~Sec. 2-133. -- Surplus property.~~

- (a) ~~Disposal of surplus property.~~ The Town may sell, trade or otherwise dispose of surplus and obsolete personal property belonging to the Town either by sale, barter or exchange, by competitive sealed bid, public auction, cannibalization, trade in or any other means of disposal as may be appropriate and in the best interests of the Town. Disposal of surplus or obsolete personal property requires prior

~~approval by the Town Commission. No employee may purchase any such property without Town Commission approval.~~

- ~~(b) — *Donation of surplus property.* Surplus property may be donated by Town Commission approval, in any manner as the Town Commission deems fit.~~

~~Sec. 2-134. — Change orders.~~

- ~~(a) — Subject to the restrictions contained in division (b) below, the Town Manager, or designee, is authorized to approve all change orders decreasing the cost of the contract to the Town that do not materially alter the character of the work contemplated by the contract as determined in his or her judgment, to be in the public interest.~~
- ~~(b) — Notwithstanding the provisions of division (a) above, the Town Manager, or designee, is not authorized to approve a change order without authorization of the Town Commission where the sum of all change orders issued under the contract increases the cost of the contract by one thousand five hundred dollars (\$1,500.00) or greater.~~

~~Sec. 2-135. — Term, termination, extension and renewal of contracts.~~

- ~~(a) — *Term.*~~

~~(1) — Unless otherwise provided by law, a contract for supplies or services may be entered into for any time period deemed to be in the best interests of the Town provided the extension, if any, is included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for future fiscal periods shall be subject to the availability of funds.~~

~~(2) — Contracts may be awarded with provisions of upward or downward price adjustments provided this allowance is part of the original bid solicitation and the adjustments are based on a nationally recognized or published index or other criteria acceptable to the Chief Procurement Officer.~~

- ~~(b) — *Termination.* The Town Commission is authorized to terminate any contract entered into by the Town when the Town Commission determines that the contracting party has breached or failed to perform one (1) or more of its obligations under the contract. When a contract is entered into by the Town pursuant to Town Commission approval and is terminable by the Town without cause, only the Town Commission is authorized to terminate the contract without cause. If any Commissioner desires that a contract be terminated without cause, he or she shall notify the Town Manager in writing and request that the item be placed on the next Town Commission agenda.~~

- ~~(c) — *Extensions.* The Town Manager, or designee, is authorized to extend, for operational purposes only, and for a maximum of one hundred eighty (180) days, any contract previously approved by the Town Commission and entered into by the Town. Any other extensions of the contract term require the approval of the Town Commission.~~

- ~~(d) — *Town Commission notification.* The Town Manager, or designee, shall notify the Town Commission, in writing at least three (3) months in advance of the expiration, renewal, automatic renewal or extension date of a contract, and shall provide a copy of the contract and a vendor performance report card for the contract to the Town Commission.~~

- ~~(e) — *Application to existing and future contracts.* The provisions of this section shall apply to every contract in existence on the effective date of this section and every contract entered into thereafter.~~

~~Sec. 2-136. — Preference to businesses with drug-free workplace programs.~~

- ~~(a) — The Town hereby adopts by reference F.S. § 287.087, as amended, regarding bidding preferences for businesses with drug-free workplace programs.~~
- ~~(b) — Whenever two (2) or more bids which are equal with respect to price, quality and service are received by the Town for the procurement of commodities or services, a bid received from a~~

~~business that certifies that it has implemented a drug-free workplace program shall be given a preference, provided that the drug-free workplace program complies with F.S. § 287.087, and any other applicable state law. An announcement of this preference shall be included in the bid documents.~~

~~Sec. 2-137. Non-discrimination.~~

~~Contractors shall not discriminate against any person in its operations, activities or delivery of services. Contractors shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, pregnancy, sexual orientation, gender identity and expression, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.~~

~~Sec. 2-138. Non-collusion.~~

~~A bidder shall not collude, conspire, connive or agree, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the service or commodities for which the bid has been submitted. A bidder shall refrain from bidding in connection with such service or commodities and shall not have in any manner, directly or indirectly, sought by person to fix the price or prices in the bid or of any other bidder, or to fix any overhead profit, or cost elements of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other bidder, or any person interested in providing the proposed service or commodities.~~

~~Sec. 2-139. Bid protest procedures.~~

- ~~(a) Upon completion of the evaluation of all bids for a particular procurement, the Chief Procurement Officer or Using Department shall issue a notice of bid/proposal action. This notice, containing the date and time of issuance, shall be posted on the Town website and at a conspicuous location at Town Hall.~~
- ~~(b) A bidder with a "substantial interest" who has been adversely affected by the Town's selection of a bidder may protest the selection by complying with the requirements set forth herein. A bidder shall be deemed to have a "substantial interest" if the bidder would have been selected as the lowest responsive and responsible bidder but for the alleged mistake or irregularly described in the protest. If the Using Department or Chief Procurement Officer determines that a bidder does not have a "substantial interest," that bidder is precluded from bringing a bid protest pursuant to this section.~~
- ~~(c) A bidder wishing to object to terms, conditions, specifications, procedures, selection criteria, weight of evaluation criteria or other matter set forth in the bid or proposed documents must make such objections in writing during the period of time set forth for questions and answers in the invitation to bid, request for proposal, request for qualifications or request for letters of interest. A bidder who has not raised such objections in writing during the question and answer time may not use the bid protest process to object to these matters once a notice of bid/proposal action has been posted.~~
- ~~(d) A bidder may file a "Notice of Intent to Protest" by emailing said notice to the Using Department or Chief Procurement Officer within two (2) business days of the issuance of the notice of bid/proposal action pursuant to subsection (a) hereof or the publication of a Town Commission agenda recommending the award of the bid, whichever is sooner. Such Notice of Intent to Protest shall include the bid or proposal number and title, the name and address of the protester, and a brief statement as to the basis of the bid protest.~~
- ~~(e) The complete written bid protest must be filed with the Using Department or Chief Procurement Officer within ten (10) calendar days of the issuance of the notice of bid/proposal action. To be considered, the written protest of bid must include:
 - ~~(1) The bid or proposal number and title;~~~~

- ~~(2) Company name, protester's name and title, mailing address of protester, and email address of protester;~~
- ~~(3) The facts and law upon which the protest is based; and grounds not stated shall be deemed waived;~~
- ~~(4) Rules, regulations or statutes pertinent to the protest;~~
- ~~(5) Relief which the protester seeks;~~
- ~~(6) Any other information that the protester deems to be material to the protest; and~~
- ~~(7) A bid protest bond in the form of a certified check, cashier's check, or money order made payable to the Town of Pembroke Park in an amount equal to five (5) percent of the awarded bid amount or five thousand dollars (\$5,000.00), whichever is greater. If the protest is upheld by the Town, the bond will be refunded to the protester. If the protest is denied, the entire bid protest bond amount shall be forfeited to the Town.~~
- ~~(f) Upon receipt of a timely filled and complete formal written bid protest, the Using Department and Chief Procurement Officer shall stay the award of the purchase order or contract until the bid protest is resolved, unless the Using Department and Chief Procurement Officer determine in writing that compelling circumstances exist which require that the award be processed without further delay in order to protect the Town's interest or for the purpose of avoiding an immediate and serious danger to the public health, safety or welfare of the citizens or substantial disruption of Town operations.~~
- ~~(g) After receipt of the timely filed and complete written bid protest, and upon the protester's request, the Using Department and Chief Procurement Officer shall meet with the protester to discuss the allegations and to attempt to resolve the matter. The Using Department and Chief Procurement Officer shall issue their decision on the bid protest within fourteen (14) calendar days of the meeting, or if no meeting is requested, within fourteen (14) days of receipt of the timely filed and complete written bid protest. Such decision shall be e-mailed to the protester on the date of issuance unless otherwise directed by the protester.~~
- ~~(h) The protester may appeal the decision of the Using Department and Finance and Budget Director to the Town Manager by filing a written appeal with the Town Clerk's office within three (3) business days of issuance of the Using Department and Chief Procurement Officer's decision. The appeal must be in writing and must include a full explanation of the basis of disagreement with the decision rendered by the Using Department and Chief Procurement Officer, as well as the relief sought. The Town Commission will review the bid protest appeal and shall overturn the bid award if the protester proves that the bid award did not comply in material respects with the requirements contained in the invitation to bid, request for proposal, request for qualifications or request for letters of interest, this procurement code, or Florida law. The Town Commission's decision shall be e-mailed to the protester on the date of issuance unless another method of delivery is otherwise directed by the protester.~~
- ~~(i) Failure by a bidder to comply with the timelines and requirements set forth herein shall result in an immediate invalidation and termination of the bid protest and a waiver of the right to seek further redress or to appeal the alleged adverse action in a court of law.~~
- ~~(j) Any and all costs incurred by a protesting party in connection with a bid protest pursuant to this section shall be the sole responsibility of the protesting party.~~

~~Sec. 2-140.—Applicability to salaries, benefits.~~

~~The provisions in this article should not apply to the payment of salaries or other employment benefits to officers or employees of the Town.~~

~~Sec. 2-141.—Adoption of Procurement Procedures Manual.~~

~~The Town Commission shall adopt a Procurement Procedure Manual by resolution to be used by the Town's staff setting forth the policies and rules for billing of accounts due, processing payments received~~

by the Town, purchase orders for procurement of goods or services and such other matters as are necessary for orderly operation of the financial affairs of the Town.

AGENDA ITEM REPORT



To:

Subject: CDBG 45th Year - ADA Restrooms
A.C.T. Services - Change Order # 4

Meeting: 08 25 2021 draft WORKSHOP COMMISSION MEETING - Aug 25 2021

Department: Public Works

Staff Contact: Stephanie Woodbury, Project Manager

RECOMMENDATION:

We recommend approval of the change order. This item is acceptable based on the contract.

ATTACHMENTS:

[ACT Change Order #4](#)

	Status:
Myriam Jacques, Interim Public Services Director	Pending
Harry Taubenfeld, Finance & Budget Director	None
Melissa Anderson, Town Attorney	None
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None

CONTRACTOR COR DETAILED BREAKDOWN

Date: 7/19/2021

COR No. 004R

From:

Vendor: **A. C. T. Services, Inc.**
Contact: Alfred Quero
Address: 6157 N. W. 167th Street - Unit F-1
Hialeah, FL 33015

To:

Town of Pembroke Park
Attention: Daniel (Dan) Ortiz, P.E.
Address: 3150 SW 52nd Ave
Pembroke Park, FL 33023

Project Name:

Pembroke Park Preserve ADA Restroom

Time Extension: 0 consecutive calendar days

Project No.: **ITB No. 21-01 Extended**

Description:

Unforeseen condition of the existing unstable soil unable to support the weight of the heavy equipment delivery the ADA prefabricated bathroom building at the new location.

1. Remove 70 cubic yards of unstable soil condition composed of topsoil and grass to expose existing fill.
2. Dispose of 70 cubic yards of topsoil grass.
3. Compact existing expose soil using an 11-ton compactor vibrator roller.
4. Provide and spread 6" of lime rock base and compact to 98%
5. Upon delivery of ADA Building, remove and dispose of previously installed 6" lime rock base.

MATERIAL BREAKDOWN

Description	Qty	Unit	Rate	Total Material
Disposal of existing unstable soil and grass. 4 tons	4.00	loads	580.00	2,320.00
Lime Rock	70.00	cy	35.00	2,450.00
Top Soil	70.00	cy	18.28	1,279.60
St. Augustine Grass including installation	3,100.00	sq ft	1.80	5,580.00
Upon delivery of ADA Building-Removal and Disposal of previously installed 6" lime rock base.	4.00	loads	350.00	1,400.00
Subtotal				13,029.60
Total Material Cost				13,029.60
OH & P (20%)	13,029.60			2,605.92
GRAND TOTAL MATERIAL COST				15,635.52

CONTRACTOR COR DETAILED BREAKDOWN

Date: 7/19/2021

COR No. 004R

From:

Vendor: **A. C. T. Services, Inc.**
Contact: Alfred Quero
Address: 6157 N. W. 167th Street - Unit F-1
Hialeah, FL 33015

To:

Town of Pembroke Park
Attention: Daniel (Dan) Ortiz, P.E.
Address: 3150 SW 52nd Ave
Pembroke Park, FL 33023

Project Name:

Pembroke Park Preserve ADA Restroom

Time Extension: 0 consecutive calendar days

Project No.: **ITB No. 21-01 Extended**

LABOR BREAKDOWN

Description	Qty	Unit	Rate	Total Labor
Dozer Operator	24.00	Hour	30.00	720.00
Roller Compactor Operator	8.00	Hour	30.00	240.00
Backhoe Operator	24.00	Hour	30.00	720.00
General Labor-Does not include Landscape and it covers all other work not related to landscape.	40.00	Hour	30.00	1,200.00
Subtotal				2,880.00
33.33% Labor Burden				959.90
Total Labor Cost				3,839.90
OH & P (20%)	3,839.90			767.98
GRAND TOTAL LABOR COST				4,607.88

EQUIPMENT BREAKDOWN

Description	Qty	Unit	Rate	Total Equipment
450 Dozer	1.00	Week	1500.00	1,500.00
Roller Compactor- 11 ton	1.00	Week	1600.00	1,600.00
Backhoe	1.00	Week	1300.00	1,300.00
Subtotal				4,400.00
Total Equipment Cost				4,400.00
OH & P (20%)	4,400.00			880.00
GRAND TOTAL EQUIPMENT COST				5,280.00

CONTRACTOR COR DETAILED BREAKDOWN

Date: 7/19/2021

COR No. 004R

From:

Vendor: **A. C. T. Services, Inc.**

Contact: Alfred Quero

Address: 6157 N. W. 167th Street - Unit F-1
Hialeah, FL 33015

To:

Town of Pembroke Park

Attention: Daniel (Dan) Ortiz, P.E.

Address: 3150 SW 52nd Ave
Pembroke Park, FL 33023

Project Name:

Pembroke Park Preserve ADA Restroom

Time Extension: 0 consecutive calendar days

Project No.: **ITB No. 21-01 Extended**

PROFESSIONAL/SERVICES COST

Description	Qty	Unit	Rate	Total Professional/ Services
	0.00			0.00
Subtotal				0.00
OH & P (20%)	0.00			0.00
GRAND TOTAL PROFESSIONAL/SERVICES COST				0.00

SUBCONTRACTOR OH&P

0 LS

0.00

0.00

SUB TOTAL				\$25,523.40
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	0%			\$0.00
	0%			\$0.00

Time Extension: 0 consecutive calendar days

TOTAL COST				\$25,523.40
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EMPLOYEE GROUP HEALTH BENEFIT RENEWAL PROPOSAL

Group Name: TOWN OF PEMBROKE PARK
Renewal Date: 10/01/2021
Agency Name: GLORIA ROSEN
Agent Name: ROSEN, GLORIA
General Agency: ROGERS BENEFIT GROUP
Group Number: 86810
Renewal Benefit Plans: BlueCare All Copay 14256, BlueCare Essential 18410

EMPLOYEE GROUP HEALTH BENEFITS (RENEWAL PLANS AND RATES)

BENEFIT Plan Name/Family Name # Metal Category	PLAN OPTIONS			
	BlueCare/All Copay 14256 Gold		BlueCare/Essential 18410 Bronze	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible	\$1,000/\$3,000	NA/NA	\$7,400/\$14,800	NA/NA
Coinsurance	80%/20%	NA/NA	50%/50%	NA/NA
Out of Pocket Maximum	\$4,500/\$9,000	NA/NA	\$8,550/\$17,100	NA/NA
Value Choice PCP	\$0 Copayment	NA	\$0 Copayment	NA
Value Choice Specialist	\$20 Copayment	NA	\$20 Copayment	NA
Family Physician	\$20 Copayment	Not Covered	\$65 Copayment	Not Covered
Specialist	\$45 Copayment	Not Covered	\$100 Copayment	Not Covered
Virtual Visits – Family Physician	\$0 Copayment	NA	\$0 Copayment	NA
Inpatient	\$400 per Day / \$2,000 Max	Not Covered	DED + 50%	Not Covered
Outpatient	\$350 Copayment	Not Covered	DED + 50%	Not Covered
Emergency Room	\$300 Copayment	\$300 Copayment	DED + 50%	INN DED + 50%
Rx Benefit	\$15/\$60/\$100/\$200	Not Covered	\$40/\$150/\$250/\$0	Not Covered
Tier	Current Rates	Renewal Rates	Current Rates	Renewal Rates
Employee	\$760.12	\$776.84(11)	\$541.86	\$562.14(8)
Employee Spouse	\$1,520.24	\$1,553.68(0)	\$1,083.72	\$1,124.28(2)
Employee Child(ren)	\$1,406.22	\$1,437.15(0)	\$1,002.44	\$1,039.96(7)
Family	\$2,166.34	\$2,213.99(0)	\$1,544.30	\$1,602.10(6)
Total Premium	Current Group Premium = \$31,146.52 Renewal Group Premium = \$32,183.24			
Employer Contribution	50%		50%	
Approximate % Change	3.33%		3.33%	



BlueCare 18410

Coverage Period: 10/01/2021 - 09/30/2022

HMO

Essential

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services

Coverage for: Individual and/or Family | Plan Type: HMO



The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. **NOTE: Information about the cost of this plan (called the premium) will be provided separately.**

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, www.floridablue.com/plancontracts/group. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.floridablue.com/plancontracts/group or call 1-800-352-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	In-Network: \$7,400 Per Person \$14,800 Family. Out-of-Network: Not Applicable.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes. Preventive care.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply.
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	Yes. In-Network: \$8,550 Per Person \$17,100 Family. Out-Of-Network: Not Applicable.	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.
What is not included in the out-of-pocket limit?	Premium, balance-billed charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See https://providersearch.floridablue.com/providersearch/pub/index.htm or call 1-800-352-2583 for a list of network providers.	This plan uses a <u>provider network</u> . You will pay less if you use a <u>provider in the plan's network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your network provider might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a referral to see a specialist?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .



All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	Value Choice Provider: No Charge/ Primary Care Visits: \$65 Copay per Visit/ Virtual Visits: No Charge	Not Covered	Physician administered drugs may have higher cost share. Virtual Visit services are only covered for In-Network designated providers.
	Specialist visit	Value Choice Specialist: \$20 Copay per Visit/ Specialist: \$100 Copay per Visit/ Virtual Visits: \$100 Copay per Visit	Not Covered	Physician administered drugs may have higher cost share. Virtual Visit services are only covered for In-Network designated providers.
	Preventive care/screening/immunization	No Charge	Not Covered	Physician administered drugs may have higher cost share. You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	Value Choice Specialist: \$20 Copay per Visit/ Independent Clinical Lab: \$75 Copay per Visit/ Independent Diagnostic Testing Center: Deductible + 50% Coinsurance	Not Covered	Tests performed in hospitals may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.
	Imaging (CT/PET scans, MRIs)	Physician Office: \$100 Copay per Visit/ Independent Diagnostic Testing Center: Deductible + 50% Coinsurance	Not Covered	Tests performed in hospitals may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at www.floridablue.com/fools-resources/pharmacy/m medication-guide	Generic drugs	Preventive: No Charge (retail) / Condition Care Rx: \$4 Copay per Prescription (retail) / All Other Generic: \$40 Copay per Prescription (retail)	Not Covered	Up to 30 day supply for retail, 90 day supply for mail order at 2 times the retail amount. Responsible Rx programs such as Prior Authorization may apply. Cost shares are for Preferred Pharmacies. Prescriptions filled at a Standard Pharmacy have higher cost share. See Medication guide for more information.
	Preferred brand drugs	Condition Care Rx: \$75 Copay per Prescription (retail) / All Other Preferred Brand: \$150 Copay per Prescription (retail)	Not Covered	Up to 30 day supply for retail, 90 day supply for mail order at 2 times the retail amount. Cost shares are for Preferred Pharmacies. Prescriptions filled at a Standard Pharmacy have higher cost share.
	Non-preferred brand drugs	\$250 Copay per Prescription (retail)	Not Covered	Up to 30 day supply for retail, 90 day supply for mail order at 2 times the retail amount. Cost shares are for Preferred Pharmacies. Prescriptions filled at a Standard Pharmacy have higher cost share.
	Specialty drugs	Deductible	Not Covered	Up to 30 day supply for retail. Not covered through Mail Order.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	Ambulatory Surgical Center: 50% Coinsurance/ Hospital: Deductible + 50% Coinsurance	Not Covered	Prior Authorization may be required. Your benefits/services may be denied.
	Physician/surgeon fees	Deductible + 50% Coinsurance	Not Covered	none
If you need immediate medical attention	Emergency room care	Deductible + 50% Coinsurance	In-Network Deductible + 50% Coinsurance	none
	Emergency medical transportation	Deductible + 50% Coinsurance	In-Network Deductible + 50% Coinsurance	Out-of-Network only covered for emergencies.
	Urgent care	Value Choice Provider.	Not Covered	Out-of-Network only covered out-of-state.

For more information about limitations and exceptions, see the [plan](#) or policy document at www.floridablue.com/plancontracts/group.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
		No Charge - Visits 1-2 \$105 Copay for remaining Visits/ Urgent Care Visits: \$105 Copay per Visit		
If you have a hospital stay	Facility fee (e.g., hospital room)	Deductible + 50% Coinsurance	Not Covered	Inpatient Rehab Services limited to 30 days. Inpatient Habilitation Services limited to 30 days. Prior Authorization may be required. Your benefits/services may be denied.
	Physician/surgeon fees	Deductible + 50% Coinsurance	Not Covered	none
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Physician Office: No Charge/ Specialist Virtual Visits: No Charge/ Hospital: Deductible + 50% Coinsurance	Not Covered	Prior Authorization may be required. Your benefits/services may be denied. Virtual Visit services are only covered for In-Network designated providers.
	Inpatient services	Physician Services: No Charge / Hospital: Deductible + 50% Coinsurance	Not Covered	Prior Authorization may be required. Your benefits/services may be denied.
If you are pregnant	Office visits	\$100 Copay on initial Visit	Not Covered	Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
	Childbirth/delivery professional services	Deductible + 50% Coinsurance	Not Covered	none
	Childbirth/delivery facility services	Deductible + 50% Coinsurance	Not Covered	none
If you need help recovering or have other special health needs	Home health care	Deductible + 50% Coinsurance	Not Covered	Coverage limited to 30 visits.
	Rehabilitation services	\$100 Copay per Visit	Not Covered	Coverage limited to 35 visits, including 35 manipulations. Services performed in hospital

For more information about limitations and exceptions, see the [plan or policy document at www.floridablue.com/plancontracts/group](http://www.floridablue.com/plancontracts/group).

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
				may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.
	<u>Habilitation services</u>	\$100 Copay per Visit	Not Covered	Coverage limited to 35 visits. Services performed in hospital may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.
	<u>Skilled nursing care</u>	Deductible + 50% Coinsurance	Not Covered	Coverage limited to 60 days. Prior Authorization may be required. Your benefits/services may be denied.
	<u>Durable medical equipment</u>	Motorized Wheelchairs: Deductible + 50% Coinsurance/ All Other: No Charge	Not Covered	Excludes vehicle modifications, home modifications, exercise, bathroom equipment and replacement of DME due to use/age. Prior Authorization may be required. Your benefits/services may be denied.
	<u>Hospice services</u>	Deductible + 50% Coinsurance	Not Covered	Prior Authorization may be required. Your benefits/services may be denied.
If your child needs dental or eye care	Children's eye exam	No Charge	Not Covered	One exam per calendar year.
	Children's glasses	No Charge	Not Covered	One pair per calendar year. Additional cost shares may apply for Non-Collection Frame.
	Children's dental check-up	No Charge	Not Covered	Coverage includes preventive cleanings once per 6 months, and 1 set of bitewing x-rays.

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

• Acupuncture • Bariatric surgery • Cosmetic surgery • Dental care (Adult)	• Hearing aids • Infertility treatment • Long-term care • Non-emergency care when traveling outside the U.S.	• Private-duty nursing • Routine eye care (Adult) • Routine foot care unless for treatment of diabetes • Weight loss programs
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For more information about limitations and exceptions, see the plan or policy document at www.floridablue.com/plancontracts/group.



BlueCare 14256

Coverage Period: 10/01/2021 - 09/30/2022

HMO

All Copay

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services

Coverage for: Individual and/or Family | Plan Type: HMO

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, www.floridablue.com/plancontracts/group. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.floridablue.com/plancontracts/group or call 1-800-352-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	In-Network: \$1,000 Per Person \$3,000 Family, Out-Of-Network: Not Applicable.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes. Preventive care.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply.
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	Yes. In-Network: \$4,500 Per Person \$9,000 Family, Out-Of-Network: Not Applicable.	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.
What is not included in the out-of-pocket limit?	Premium, balance-billed charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See https://providersearch.floridablue.com/providersearch/pub/index.htm or call 1-800-352-2583 for a list of network providers.	This plan uses a <u>provider network</u> . You will pay less if you use a <u>provider in the plan's network</u> . You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your network provider might use an out-of-network provider for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a referral to see a specialist?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .



All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	Value Choice Provider: No Charge/ Primary Care Visits: \$20 Copay per Visit/ Virtual Visits: No Charge	Not Covered	Physician administered drugs may have higher cost share. Virtual Visit services are <u>only</u> covered for In-Network designated providers.
	Specialist visit	Value Choice Specialist: \$20 Copay per Visit/ Specialist: \$45 Copay per Visit/ Virtual Visits: \$45 Copay per Visit	Not Covered	Physician administered drugs may have higher cost share. Virtual Visit services are <u>only</u> covered for In-Network designated providers.
	Preventive care/ <u>screening</u> /immunization	No Charge	Not Covered	Physician administered drugs may have higher cost share. You may have to pay for services that aren't <u>preventive</u> . Ask your <u>provider</u> if the services needed are <u>preventive</u> . Then check what your <u>plan</u> will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	Value Choice Specialist: \$20 Copay per Visit/ Independent Clinical Lab: \$25 Copay per Visit/ Independent Diagnostic Testing Center: \$100 Copay per Visit	Not Covered	Tests performed in hospitals may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.
		Physician Office: \$45 Copay per Visit/ Independent Diagnostic Testing Center: \$250 Copay per Visit	Not Covered	Tests performed in hospitals may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.
	Imaging (CT/PET scans, MRIs)		Not Covered	Tests performed in hospitals may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at www.floridablue.com/fools-resources/pharmacy/medication-guide	Generic drugs	Preventive: No Charge (retail)/ Condition Care Rx: \$4 Copay per Prescription (retail)/ All Other Generic: \$15 Copay per Prescription (retail)	Not Covered	Up to 30 day supply for retail, 90 day supply for mail order at 2 times the retail amount. Responsible Rx programs such as Prior Authorization may apply. Cost shares are for Preferred Pharmacies. Prescriptions filled at a Standard Pharmacy have higher cost share. See Medication guide for more information.
	Preferred brand drugs	Condition Care Rx: \$30 Copay per Prescription (retail)/ All Other Preferred Brand: \$60 Copay per Prescription (retail)	Not Covered	Up to 30 day supply for retail, 90 day supply for mail order at 2 times the retail amount. Cost shares are for Preferred Pharmacies. Prescriptions filled at a Standard Pharmacy have higher cost share.
	Non-preferred brand drugs	\$100 Copay per Prescription (retail)	Not Covered	Up to 30 day supply for retail, 90 day supply for mail order at 2 times the retail amount. Cost shares are for Preferred Pharmacies. Prescriptions filled at a Standard Pharmacy have higher cost share.
	Specialty drugs	\$200 Copay per Prescription (retail)	Not Covered	Up to 30 day supply for retail. Not covered through Mail Order.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	Ambulatory Surgical Center: \$200 Copay per Visit/ Hospital: \$350 Copay per Visit	Not Covered	Prior Authorization may be required. Your benefits/services may be denied.
	Physician/surgeon fees	\$100 Copay per Visit	Not Covered	none
If you need immediate medical attention	Emergency room care	\$300 Copay per Visit	\$300 Copay per Visit	none
	Emergency medical transportation	Deductible + 20% Coinsurance	In-Network Deductible + 20% Coinsurance	Out-of-Network only covered for emergencies.
	Urgent care	Value Choice Provider: No Charge - Visits 1-2 \$50 Copay for remaining Visits/ Urgent	Not Covered	Out-of-Network only covered out-of-state.

For more information about limitations and exceptions, see the [plan or policy document at www.floridablue.com/plancontracts/group](http://www.floridablue.com/plancontracts/group).

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
		Care Visits: \$50 Copay per Visit		
If you have a hospital stay	Facility fee (e.g., hospital room)	\$400 Copay per Day / \$2,000 maximum	Not Covered	Inpatient Rehab Services limited to 30 days. Inpatient Habilitation Services limited to 30 days. Prior Authorization may be required. Your benefits/services may be denied.
	Physician/surgeon fees	\$100 Copay per Visit	Not Covered	none
If you need mental health, behavioral health, or substance abuse services	Outpatient services	No Charge/ Specialist Virtual Visits: No Charge	Not Covered	Prior Authorization may be required. Your benefits/services may be denied. Virtual Visit services are only covered for In-Network designated providers.
	Inpatient services	No Charge	Not Covered	Prior Authorization may be required. Your benefits/services may be denied.
If you are pregnant	Office visits	\$45 Copay on initial Visit	Not Covered	Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
	Childbirth/delivery professional services	\$100 Copay per Visit	Not Covered	none
	Childbirth/delivery facility services	\$400 Copay per Day / \$2,000 maximum	Not Covered	none
	Home health care	No Charge	Not Covered	Coverage limited to 30 visits.
If you need help recovering or have other special health needs	Rehabilitation services	\$45 Copay per Visit	Not Covered	Coverage limited to 35 visits, including 35 manipulations. Services performed in hospital may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.
	Habilitation services	\$45 Copay per Visit	Not Covered	Coverage limited to 35 visits. Services performed in hospital may have higher cost share. Prior Authorization may be required. Your benefits/services may be denied.
	Skilled nursing care	Deductible + 20% Coinsurance	Not Covered	Coverage limited to 60 days. Prior Authorization may be required. Your
				Authorization may be required. Your

For more information about limitations and exceptions, see the [plan or policy document at www.floridablue.com/plancontracts/group](http://www.floridablue.com/plancontracts/group).

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
	Durable medical equipment	Motorized Wheelchairs: Deductible + 20% Coinsurance/ All Other: No Charge	Not Covered	benefits/services may be denied. Excludes vehicle modifications, home modifications, exercise, bathroom equipment and replacement of DME due to usage. Prior Authorization may be required. Your benefits/services may be denied.
	Hospice services	Deductible + 20% Coinsurance	Not Covered	Prior Authorization may be required. Your benefits/services may be denied.
	Children's eye exam	No Charge	Not Covered	One exam per calendar year.
	Children's glasses	No Charge	Not Covered	One pair per calendar year. Additional cost shares may apply for Non-Collection Frame.
	Children's dental check-up	No Charge	Not Covered	Coverage includes preventive cleanings once per 6 months, and 1 set of bitewing x-rays.

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)			
- Acupuncture - Bariatric surgery - Cosmetic surgery - Dental care (Adult)	- Hearing aids - Infertility treatment - Long-term care - Non-emergency care when traveling outside the U.S.	- Private-duty nursing - Routine eye care (Adult) - Routine foot care unless for treatment of diabetes - Weight loss programs	
Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)			
Chiropractic care - Limited to 35 visits	Most coverage provided outside the United States. See www.floridablue.com.		

For more information about limitations and exceptions, see the [plan](#) or policy document at www.floridablue.com/plancontracts/group.

Life / AD&D, STD & LTD Cost Comparison
Prepared For
TOWN OF PEMBROKE PARK

	Current Plan	
LIFE / AD&D	RELIAANCE STANDARD	MUTUAL OF OMAHA
Volume	\$4,399,850	\$4,399,850
Life / AD&D Rate	\$0.370	\$0.330
Monthly Cost	\$1,627.94	\$1,451.95
Annual Cost	\$19,535.33	\$17,423.41
Annual Savings Over Current Plan	-	\$2,111.93

	Current Plan	
STD	RELIAANCE STANDARD	MUTUAL OF OMAHA
Volume	\$23,966	\$23,966
STD Rate	\$0.330	\$0.160
Monthly Cost	\$790.88	\$383.46
Annual Cost	\$9,490.54	\$4,601.47
Annual Savings Over Current Plan	-	\$4,889.06

	Current Plan	
LTD	RELIAANCE STANDARD	MUTUAL OF OMAHA
Volume	\$190,601	\$190,601
LTD Rate	\$0.510	\$0.430
Monthly Cost	\$972.07	\$819.58
Annual Cost	\$11,664.78	\$9,835.01
Annual Savings Over Current Plan	-	\$1,829.77

PLEASE NOTE: All figures may vary due to rounding. Final rates, premiums and volumes are based on actual enrollment on plan inception.

Dental & Vision Cost Comparison
 Prepared For
TOWN OF PEMBROKE PARK

DENTAL		Current Plan / Rates	
		RELIANCE STANDARD	MUTUAL OF OMAHA
Employee	12	\$45.24	\$39.00
Employee & Spouse	4	\$92.00	\$84.00
Employee & Child(ren)	8	\$134.44	\$126.00
Employee & Family	10	\$181.20	\$168.00
Monthly Cost		\$3,798.40	\$3,492.00
Annual Cost		\$45,580.80	\$41,904.00
Annual Savings Over Current Plan		-	\$3,676.80

VISION		Current Plan / Rates	
		RELIANCE STANDARD	MUTUAL OF OMAHA
Employee	12	\$9.72	\$6.80
Employee & Spouse	4	\$18.76	\$15.80
Employee & Child(ren)	8	\$16.00	\$13.80
Employee & Family	10	\$25.04	\$22.80
Monthly Cost		\$570.08	\$483.20
Annual Cost		\$6,840.96	\$5,798.40
Annual Savings Over Current Plan		-	\$1,042.56

PLEASE NOTE: All figures are approximate & subject to rounding. Final numbers based on actual enrollment on the effective date.

Cost Comparison
Prepared For
TOWN OF PEMBROKE PARK

OVERALL COST ANALYSIS	Current Plan	
	RELIANCE STANDARD	MUTUAL OF OMAHA
Life / AD&D, STD, LTD, Dental & Vision Monthly Cost	\$7,759.37	\$6,630.19
Life / AD&D, STD, LTD, Dental & Vision Annual Cost	\$93,112.44	\$79,562.28
Total Annual Savings Over Current Plans	-	\$13,550.16

PLEASE NOTE: All figures may vary due to rounding. Final rates, premiums and volumes are based on actual enrollment on plan inception.

AGENDA ITEM REPORT



To: Town Commission
Subject: Appointment of Planning and Zoning Board Members
Meeting: 09 08 2021 DRAFT AGENDA REGULAR COMMISSION MEETING - Sep 08 2021
Department: Planning and Zoning
Staff Contact: Heidi Siegel, Town Planner

BACKGROUND INFORMATION:

Town Code of Ordinances Sec. 28-401(a) states that the the Planning and Zoning Board (PZB) shall consist of five (5) individuals who are residents of the Town over the age of eighteen (18) years. The board members shall be appointed by resolution of the Town Commission. There are current two vacancies on the PZB.

The Town has has received an application from residents Eric Morrisette and Charisse Colon. The Town Clerk has performed the background check, per Town policy.

Staff is requesting that the Town Commission appoint Eric Morrisette and Charisse Colon to the PZB.

POLICY IMPLICATIONS:

The Planning and Zoning Board is an integral part of the Town's governance and is required for future development to take place.

RECOMMENDATION:

Town Commission to appoint members to the Planning and Zoning Board

ATTACHMENTS:

[Charisse Colon PZB Application](#)

[Eric Morrisette PZB Application](#)



**TOWN OF PEMBROKE PARK APPLICATION
FOR ADVISORY BOARD APPOINTMENT**

Your Service to our Town is Earnestly Solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Pembroke Park. Residents are cordially invited to apply for appointment by the City Commission to a City Board. Applications are valid for three (3) years.

Please check Boards/Committees for which you wish to be considered:

- | | | |
|--|--|---|
| ☐ Art and Cultural Board | ☐ Code Enforcement Board* | ☐ School Advisory Board |
| ☐ Beautification Advisory Board | ☐ Historic Preservation Board | ☐ Unsafe Structures Board* |
| ☐ Board of Adjustment* | ☒ Planning and Zoning Board* | ☐ Local Government Academy (Eight-week course) |
| ☐ Civil Service Board | ☐ Police/Fire Pension Board* | |

Application is for: ☒ New Appointment ☐ Re-submission ☐ If you currently serve on a Board, please state which Board _____
* Per Section 112.317 Florida Statutes, Members of Some Boards are required to file a Financial Disclosure Report.

Please type or print information.

PERSONAL:

Name: CHARISSE COLON E-Mail Address: 1cclateside1@gmail.com
Residential Address: 3300 pembroke Rd Apt 1 33021 Telephone Number: () _____
Business Number: () (# T 38) Cell Number: 754 581.6062

(You must use your Pembroke Park home address on this application.) Voting Precinct Number: _____

EDUCATION:

Name of High School: McArthur High Location: Pembroke Pines
College (if applicable): Regent University Location: Virginia Bch, VA
Years Completed: 4 Degree: BA Field of Study: Law / Mediation
Other professional or technical training (Name of school, course name, etc.): Supreme Court Virginia

EMPLOYMENT:

Current or last employer: Prime Guard Security Address: Regions Bank Bldg (5th fl) NMB, FL 33169
Position: Paralegal / Administrative Years of Service: 1 1/2
Duties: Immigration Filings, Asst, Public Relations, Answering phones

OTHER QUALIFICATIONS: Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board: Seers & 2002-2010 I am founding Principal own (501c3) Seekers Foundation
Specialize Negotiations / Arbitrations Public VA Bch, VA
MEMBERSHIPS: Pembroke Park Organization(s) Years in Membership Office Held (if any) Affairs

Outside City

ACKNOWLEDGMENT (Check Below):

- ☒ I understand that in accordance with the Florida Sunshine Law, this information will be available for public review and I waive any objections to such publication.
- ☒ I understand that appointment to any of the positions indicated above is a voluntary service.
- ☒ If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the City, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- ☒ I understand, if appointed, an updated application must be submitted to seek appointment to another advisory board.
- ☒ I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- ☒ I understand that I may sit on only one Commission appointed board.

Signature of Applicant _____

Date 26 Aug 21



**TOWN OF PEMBROKE PARK APPLICATION
FOR ADVISORY BOARD APPOINTMENT**

Your Service to our Town is Earnestly Solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Pembroke Park. Residents are cordially invited to apply for appointment by the City Commission to a City Board. **Applications are valid for three (3) years.**

Please check Boards/Committees for which you wish to be considered:

Art and Cultural Board
Beautification Advisory
Board Board of
Adjustment*
Civil Service Board

Code Enforcement
Board* Historic
✓ Preservation Board
Planning and Zoning
Board* Police/Fire
Pension Board*

School Advisory
Board Unsafe
Structures Board*
Local Government Academy (Eight-week course)

Application is for: ☒ New Appointment ☐ Re-submission ☐ If you currently serve on a Board, please state which Board _____

** Per Section 112.317 Florida Statutes, Members of Some Boards are required to file a Financial Disclosure Report.*

Please type or print information.

PERSONAL:

Name: Erik Morrisette

E-Mail Address: erikmorrisette@comcast.net

Residential Address: 3005 SW 23rd Terrace

Zip: 33009

Telephone Number: (954) 559 6738

Business Number: () _____

Cell Number: (954) 559 6738

(You must use your Pembroke Park home address on this application.) Voting Precinct Number: _____

EDUCATION:

Name of High School: Kalundborg

Location: Denmark

College (if applicable): Hong landbrugsskole, Denmark

Location: _____

Years Completed: 1976

Degree: _____

Field of Study: agro management

Other professional or technical training (Name of school, course name, etc.): Ophthalmic instrument technician

EMPLOYMENT:

Current or last employer: _____

Address: _____

Position: Selfemployed

Years of Service: _____

Duties: _____

OTHER QUALIFICATIONS: Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board: _____

MEMBERSHIPS: Pembroke Park Organization(s) Years in Membership Office Held (if any)

Outside City

ACKNOWLEDGMENT (Check Below:)

☒ I understand that in accordance with the Florida Sunshine Law, this information will be available for public review and I waive any objections to such publication.

☒ I understand that appointment to any of the positions indicated above is a voluntary service.

☒ If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the City, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.

☒ I understand, if appointed, an updated application must be submitted to seek appointment to another advisory board.

☒ I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.

☒ I understand that I may sit on only one Commission appointed board.

Signature of Applicant 

Date 08/23/2021

Please Completely Fill Out & Return this Application to the City
Clerk's Office for Processing, Town of Pembroke Park · 3150 SW
52 Avenue · Pembroke Park, FL 33023 · (954)966-4600 ext 235.

Email to: townclerk@tppfl.gov

Applications will be valid for a period of three years

AGENDA ITEM REPORT



To:

Subject: Range Ammo for Police

Meeting: PUBLIC NOTICE - Regular Commission Meeting Sep 08 2021

Department: Police Department

Staff Contact: David Howard, Interim Chief of Police

BACKGROUND INFORMATION:

FDLE requires a bi-annual range qualification however the standard nationwide is an annual event.

FINANCIAL IMPACT:

\$4991.10

RECOMMENDATION:

Staff recommends purchase of Range Ammo in order to adequately supply newly hired officers to prepare and train for Firearms Certification. This ammo will be for both handguns and rifles. Firearms Certification is an annual event. This ammo is being purchased for one year of officer qualifications and therefore is in accordance with the procurement code.

ATTACHMENTS:

[PEMBROKE PARK PD 566064 08-16-21 REVISED](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	Approved - Sep 01 2021
Melissa Anderson, Town Attorney	Pending
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None

PROFORCE LAW ENFORCEMENT

2625 Stearman Drive, Prescott AZ, 86301
Tel: 928-776-7192 Fax: 928-445-3468
email: sales@proforceonline.com www.proforceonline.com

ORDER

QUOTE

QUOTE# PAGE

566064 1

SHIP DATE

A.S.A.P.

SOLD
TO

PEMBROKE PARK PD
3150 SW 52ND AVE

PEMBROKE PARK FL 33023

SHIP
TO

PEMBROKE PARK PD
CHIEF DAVID HOWARD
3150 SW 52ND AVE
PEMBROKE PARK FL 33023

JOB #	ORD. DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	08/16/21	100667	A	RALPH SALAS	FX G-FOB ORIGIN	

QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
---------------	----------------	------------	--------------	-----------

16	1E097704-1000-D AGU 9MM 115GR FMJ 1000 ROUNDS *D/S ONLY*	228.00	EA .00	3,648.00
2	1E223110-1000-D AGU 223 55GR FMJ 1000 ROUNDS *D/S ONLY*	428.22	EA .00	856.44
3	NON-STOCK SFL 6378-2222-481 S&W M&P9M2.0 X300U STX BSK BLK RH PDL	42.22	EA .00	126.66

This quote is valid for 45 days from the date of the quote, pending credit approval, and is subject to inventory, manufacturer's availability and price change. Please call to receive price update upon expiration.
ORDERING INSTRUCTIONS: Please reply to your sales representative in writing to process this order or send an email to danny.gonzales@proforceonline.com. For orders over \$5,000, a PO or signed quote is required to process the order.
Returned items are subject to 20% restocking fee. All sales are final on non-stocked/special order items
IMPORTANT: To order from this quotation, please sign below.

Printed Name: _____
-

COMMENT

TERMS



2625 Stearman Drive, Prescott AZ, 86301
 Tel: 928-776-7192 Fax: 928-445-3468
 email: sales@proforceonline.com www.proforceonline.com

ORDER

QUOTE

QUOTE#	PAGE
566064	2
SHIP DATE	
A.S.A.P.	

**SOLD
TO**

PEMBROKE PARK PD
 3150 SW 52ND AVE
 PEMBROKE PARK FL 33023

**SHIP
TO**

PEMBROKE PARK PD
 CHIEF DAVID HOWARD
 3150 SW 52ND AVE
 PEMBROKE PARK FL 33023

JOB #	ORD. DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	08/16/21	100667	A	RALPH SALAS	FX G-FOB ORIGIN	
QTY. ORDER	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE		
Date: _____		P.O.: _____				
Signature: _____						
COMMENT FOR: DAVID HOWARD BY: DANNY GONZALES TERMS Credit Card					SALES AMOUNT HANDLING SUB TOTAL	4,631.10 360.00 4,991.10

AGENDA ITEM REPORT



To:

Subject: MEMORANDUM OF UNDERSTANDING
REGARDING THE BROWARD COUNTY JUVENILE CIVIL CITATION PROGRAM

Meeting: 09 08 2021 DRAFT AGENDA REGULAR COMMISSION MEETING - Sep 08 2021

Department: Police Department

Staff Contact: David Howard, Interim Chief of Police

BACKGROUND INFORMATION:

Juvenile Civil Citation Program is an alternative to formal arrest and criminal prosecution of people that are seventeen (17) years of age or under ("juveniles") who commit the misdemeanor offenses of assault, battery, resisting arrest without violence, disorderly conduct, disruption of school function, petit theft/retail theft, trespass, drug possession, possession of drug paraphernalia, loitering and prowling, criminal mischief, possession of alcohol, or traffic offenses, ("eligible offenses")

RECOMMENDATION:

Staff recommends entering this agreement with the Broward States Attorneys Office in order to be consistent with Juvenile Justice practices throughout Broward County.

ATTACHMENTS:

[MOU- Juvenile Civil Citation Program final draft 090121](#)

**MEMORANDUM OF UNDERSTANDING
REGARDING THE BROWARD COUNTY JUVENILE
CIVIL CITATION PROGRAM**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter “MOU”) is made and entered this _____ day of _____, 2021, by and between Harold Pryor, State Attorney, 17th Judicial Circuit, and the undersigned law enforcement agency (hereinafter “Law Enforcement Agency” or “Law Enforcement Agencies”).

WHEREAS, the Parties to this MOU desire to establish consistent practices throughout Broward County, as it relates to the Juvenile Civil Citation Program; and

WHEREAS, the Juvenile Civil Citation Program is an alternative to formal arrest and criminal prosecution of people that are seventeen (17) years of age or under (“juveniles”) who commit the misdemeanor offenses of assault, battery, resisting arrest without violence, disorderly conduct, disruption of school function, petit theft/retail theft, trespass, drug possession, possession of drug paraphernalia, loitering and prowling, criminal mischief, possession of alcohol, or traffic offenses, (“eligible offenses”); and

WHEREAS, this MOU promotes interagency cooperation and public safety in Broward County; and

WHEREAS, per Section 985.12, Florida Statutes, the Florida Legislature has determined that the widespread use of civil citation has a positive effect on the criminal justice system and contributes to an overall reduction in the crime rate and recidivism in the state.

NOW THEREFORE, the parties agree as follows:

1. Law Enforcement Agency agrees to adopt a policy that provides that if a law enforcement officer encounters a juvenile who has committed or is committing an eligible offense, then the officer shall consider the issuance of a civil citation before the custodial arrest and transport of the

juvenile to the Juvenile Assessment Center. The policy may provide that law enforcement officers maintain the sole discretion whether to issue a civil citation or to effectuate a custodial arrest of a juvenile for an eligible offense.

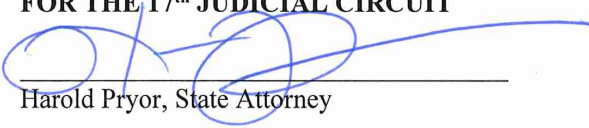
2. Law Enforcement Agency agrees to adopt a policy that provides that if an officer effectuates a custodial arrest for an eligible offense and transports the juvenile to the Juvenile Assessment Center, the officer will include in their probable cause affidavit and incident report the reason(s) for the custodial arrest and document the missed opportunity.

3. The State Attorney will review custodial arrests resulting in delivery or processing through the Clerk of the Court for determination of whether the juvenile should be afforded the opportunity to participate in the Juvenile Civil Citation Program.

[BALANCE OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Memorandum of Understanding Regarding the Broward County Juvenile Civil Citation Program on the date first written above.

**FOR HAROLD PRYOR, STATE ATTORNEY
FOR THE 17th JUDICIAL CIRCUIT**



Harold Pryor, State Attorney

**MEMORANDUM OF UNDERSTANDING
REGARDING THE BROWARD COUNTY JUVENILE
CIVIL CITATION PROGRAM**

FOR LAW ENFORCEMENT AGENCY

Name: _____
Title: _____
Agency: _____

Approved to form:

RESOLUTION NO. 2021-046

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AWARDED THE CONTRACT FOR ITB 21-03 FOR REPLACEMENT OF LIFT STATION #15 TO C&I CONSTRUCTION AND DESIGN, INC. AFTER A COMPETITIVE SELECTION PROCESS; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park (the “Town”) issued Invitation to Bid (“ITB”) 21-03 for the replacement of the Town’s lift station #15 located 4250 Hallandale Beach Boulevard; and

WHEREAS, the Selection Committee met on September 7, 2021, and has recommended to the Town Commission of Pembroke Park (the “Commission”) that selecting C&I Construction and Design, Inc., (“Contractor”) for ITB 21-03 would best benefit the Town; and

WHEREAS, the Commission agrees with the recommendation of the Selection Committee and desires to award ITB to Contractor.

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

Section 1: The Commission hereby awards the contract for ITB 21-03 to C&I Construction and Design, Inc.

Section 2: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

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

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

PASSED AND ADOPTED, this 8th day of September, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney



Memorandum

TO: Town Commission

FROM: Town Engineer,

MEETING DATE: September 8, 2021

TITLE: ITB21-03 Replacement of Lift Station 15 rev1 – Award Recommendation

Background

The Town lift station 15 must be replaced and upgraded because it is an outdated and under capacity for the newly built shopping plaza at 4250 W Hallandale Beach Blvd.

Summary

Solicitations were requested from qualified Bidders and four bids were received on September 7, 2021. The bids were: \$508,000; \$240,550; \$195,543.13; and \$173,000.

Fiscal Impact

\$83,000 over estimated amount

Recommendation

After reviewing all four bids and Bidder's responsiveness for the project, the Town Engineer recommends awarding the lowest bid lumpsum contract in the amount of \$173,000.00 to C&I Construction and Design, Inc.

Prepared by: Daniel Ortiz

Commission Meeting
Date: 09/08/2021

Page 1 of 1

BID Tabulation**REPLACEMENT OF LIFT STATION #15
BID PACKAGE ITB NO. 21-03****Date: 09/07/2021**

ITEM #	DESCRIPTION	C&I Construction and Design, Inc.	Baco Engineering Contractor, Inc.	Southeastern Engineering Contractors, Inc	David Mancini & Sons, Inc
1	Retrofit Existing Wet Well, New Valve Box Chamber, New concrete slab and access doors, Final Grading	\$25,000.00	\$16,493.13	\$68,000.00	\$272,000.00
2	Discharge piping, pump accessories and Electrical	\$25,000.00	\$38,950.00	\$170,670.00	\$139,000.00
3	Pumps and 5-year Warranty	\$88,000.00	\$85,750.00	\$1,250.00	\$91,000.00
4	Lift Station Equipment and Labor: One (1) Year Minimum Warranty	\$35,000.00	\$54,350.00	\$630.00	\$6,000.00
	TOTALS	\$173,000.00	\$195,543.13	\$240,550.00	\$508,000.00

**Town of Pembroke Park
Replacement of Lift Station #15**

ITB No. 21-03 Bid Review Matrix

Documents	C&I Construction and Design, Inc.	Baco Engineering Contractor, Inc.	Southeastern Engineering Contractors, Inc.	David Mancini & Sons, Inc
Total Bid Amount	\$173,000.00	\$195,543.13	\$240,550.00	\$508,000.00
•Bid Form	X	X	X	X
•Bid Signature Page	X	X	X	X
•Questionnaire	X	X	X	X
•Bid Acknowledgment	X	X	X	X
•Vendor/Bidder Disclosure	X	X	X	X
•References	X	X	? ¹	X
•Subcontractors	X	X	X	X
•Public Entity Crimes	X	X	X	X
•Conflict of Interest Disclosure	X	X	? ²	X
•Non-Collusion Statement	X	X	X	X
•Confirmation of Drug-Free Workplace	X	X	X	X
•Acknowledgement of Addenda	X	X	X	X

¹ missing description of work and dates of projects

² missing check mark



TOWN OF PEMBROKE PARK

3150 SW 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-4600 • FAX (954) 966-5186

TOWN OF PEMBROKE PARK
INVITATION TO BID (ITB)
REPLACEMENT OF LIFT STATION #15 REV1
BID PACKAGE ITB NO. 21-03

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

Tuesday, August 31, 2021 at 3:00 PM, EST

TOWN OF PEMBROKE PARK
ATTENTION: TOWN CLERK
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS ITB ON OR BEFORE THE STATED DATE AND TIME WILL BE
SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR

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Town of Pembroke Park
ITB 21-03 Replacement of Lift Station #15 rev1

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TOWN OF PEMBROKE PARK

INVITATION TO BID REPLACEMENT OF LIFT STATION #15 REV1 ITB NO. 21-03

SECTION 1

1. BACKGROUND

The Town of Pembroke Park is a Florida municipal corporation and is located in the southeastern part of the state in Broward County. The Town has a current estimated permanent population of 6,700 residents with a large influx of seasonal residents each winter. The Town has a total area of 1.7 square miles.

The Town is governed by a Mayor and four (4) Town Commissioners, operating under a Commissioner form of government and currently has 33 employees. Commissioners are elected at large and serve for four (4) year terms. The Town Commission is responsible for passing Town Ordinances and Resolutions, adopting the annual budget, appointing committees, and setting policies. The Town Manager is responsible for the overall management and administration of each Department within the Town and implements Town policy at the direction of the Town Commission.

The Town provides a range of traditional municipal functions. These include police protection, fire rescue services, water, and sewer services, planning and zoning services, maintenance of roadways, and recreational opportunities.

2. DESCRIPTION OF WORK

Town of Pembroke Park, Florida ("TOWN") is soliciting sealed bids from qualified licensed contractors to furnish all materials, labor, supervision, transportation, inspections, permits, licenses, equipment, and all incidentals necessary to replace and upgrade an outdated lift station at the Town of Pembroke Park. The lift station shall be complete with dual pumps and control panel, discharge pipe, valve vault with pipe fittings and valves, and power electrical service.

The project (Replacement of Lift Station #15 rev1) is located at 4250 Hallandale Beach Boulevard, Pembroke Park, FL 33023.

The TOWN will consider Bids only from responsible and responsive Bidder(s) licensed and qualified by experience to provide and do the work specified.

These instructions herein are standard for all service contracts issued through the Town of Pembroke Park Finance and Budget Department. In this document, Invitation to Bid (ITB) and Request for Proposal (RFP), bids and proposals are interchangeable.

3. SCHEDULE

The proposed time schedule as related to this procurement is as follows:

Site visit meeting	Thursday, August 19, 2021
Deadline for questions	Monday, August 23, 2021
Bids due date	Tuesday, August 31, 2021
Award bid selection recommendation	Wednesday, September 08, 2021
Pre-construction meeting	Thursday, September 16, 2021

**All dates are subject to change at the discretion of the Town.*

4. SITE VISIT

All interested vendors are recommended to meet for a site visit at 11:00 AM on Thursday, August 19, 2021 at 4250 Hallandale Beach Boulevard, Pembroke Park, FL 33023. Interested vendors may also request a self-guided site visit at any other time.

5. BID CONTENT

MINIMUM BID CONTENT

Bidder Statement of Organization

- A. Provide Bidder information as follows: (Use TOWN Forms)
 - i. Legal contracting name including any fictitious name.
 - ii. State of organization or incorporation.
 - iii. Ownership structure of Bidder's company. (e.g., Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation)
 - iv. Federal Identification Number.
 - v. Contact information for Bidder's Local office (if any).
 - vi. List of officers, owners and/or partners, or managers of the firm. Include names, business addresses, email addresses, and phone numbers.
 - vii. Any additional organizational information that Bidder wishes to supply to augment its organizational structure.
 - viii. Contact information for Bidder's primary representative during this ITB process. Include name, phone number, e-mail, mailing address, city, state, zip.
 - ix. Briefly summarize any potential conflicts of interest, pending or current litigation relating to the performance of requested financial advisory services in which Bidder is a party, if applicable.
- B. Bidder Personnel and References: (Use TOWN Forms)
 - i. Identify the key staff members Contractor intends to assign to the project.
 - ii. Submit at least three (3) client references for whom Contractor has provided services similar to those specified in this ITB in the past five (5) years. Each client reference should include the following:
 - Organization name
 - Contact name(s)
 - Contact email address

- Street address
- Telephone numbers
- Dates of service (start/end)
- Scope of work (brief description)

6. BID SUBMISSION INSTRUCTIONS

- A. Bidder shall complete and submit the following documents by the deadline set forth herein:
- Quotes Bid
 - Bidder Statement of Organization as described in Section 5 above using TOWN forms herein the bid documents.
 - Bid Signature Page
 - Questionnaire
 - Acknowledgement
 - Vendor/Bidder Disclosure
 - References
 - Public Entity Crimes
 - Conflict of Interest Disclosure
 - Non-Collusion Statement
 - Confirmation of Drug-Free Workplace
 - Acknowledgement of Addenda
- B. Submit one (1) original complete package, three (3) duplicate complete packages, and one (1) electronic copy of the Bid package on USB drive in a sealed envelope to the Town of Pembroke Park Town Clerk. All packages shall be clearly marked on the outside of the envelope: **TOWN OF PEMBROKE PARK ITB 21-03 REPLACEMENT OF LIFT STATION #15 REV1**
- C. The Bidder's name and address, date and hour set for the Bid opening shall also be included on the outside of the envelope, along with documents listed in Section 7 below.
- D. Submit the sealed Bid package to Town of Pembroke Park, Attn: Town Clerk, 3150 SW 52nd Avenue, Pembroke Park, Florida 33023 on or before **Tuesday, August 31, 2021** at 3:00 P.M. Late Bids shall not be accepted.
- E. Please allow for normal mail delivery time to ensure timely receipt of bids, if using regular mail.
- F. Bids may not be submitted by e-mail or fax.
- G. Selected Bidder shall return the following items:
- Business License
 - Insurance Certificate
 - Completed Form W-9

7. ITB PACKAGE CONTENTS

- A. This ITB package includes:
- Sections 1 through 6 hereof
 - Town of Pembroke Park Required Submittal Forms:
 - Bid Forms
 - Bid Signature Page
 - Questionnaire
 - Bid Acknowledgment
 - Vendor/Bidder Disclosure
 - References
 - Subcontractors
 - Public Entity Crimes
 - Conflict of Interest Disclosure
 - Non-Collusion Statement
 - Confirmation of Drug-Free Workplace
 - Acknowledgement of Addenda
- B. If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other errors in the ITB, the Bidder must immediately notify TOWN of such error and request modification or clarification. Modifications or clarifications will be posted as addenda to the Town and DemandStar's websites, at www.tppfl.gov and www.demandstar.com respectively.
- C. Questions must be submitted in writing to the Public Services Director at MJacques@tppfl.gov no later than 5:00 PM on or before Monday, August 23, 2021. Answers to questions related to the project will be posted on the Town's website www.tppfl.gov, and DemandStar at www.demandstar.com as an Addendum by 3:00 PM on Tuesday, August 24, 2021. Respondents are responsible for checking the websites to ensure they have all addenda prior to submitting their Bid, as failing to acknowledge any addenda may result in disqualification.

SECTION 2

1. EVALUATION CRITERIA

Town shall tabulate and evaluate only bids received from responsive and responsible Bidders, and award to the lowest Bidder.

2. TABULATION OF BIDS AND SELECTION PROCESS

To receive consideration, bids must be received prior to, or on the Bid opening date and time. Unless otherwise specified, Bidders shall use the Bid forms provided with the Bid Documents by TOWN. These forms may be duplicated, but failure to use the forms will cause the Bid to be rejected. All corrections on the Bid shall be made in ink and initialed by Bidders in ink. All information submitted by the Bidder shall be printed, typewritten, or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by TOWN in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Bids sent via FAX will be rejected. Bids will be publicly opened by the Town Clerk, in the presence of Bidders, the public, and TOWN's staff. Bidders and the public are invited and encouraged to attend Bid openings. Bids will be tabulated and made available for review by Bidders and the public in accordance with applicable regulations.

3. CONTRACT CONDITIONS

APPROVED EQUAL: All manufacturer's names, trade names, brand names, or catalog numbers used in the technical specifications with acceptance of APPROVED EQUAL are for the purpose of describing and

establishing TOWN's minimum requirements or level of quality, standards of performance, and design required, and are in no way intended to prohibit the bidding of other manufacturers' items of equal material, unless specifications state "NO SUBSTITUTIONS". In such cases, TOWN will be receptive to any item considered by qualified Town personnel as an APPROVED EQUAL. The specified make and model shall represent the level of quality and features desired by TOWN, and the Bidder shall state clearly in the Bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the Bid, to enable TOWN to ensure that the Bid meets the required criteria. TOWN may reject the item, if adequate information is not submitted with the Bid. TOWN will be the sole judge in determining if the item bid qualifies as an APPROVED EQUAL.

LEGAL REQUIREMENTS: Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto, and shall govern any and all claims and disputes which may arise between person(s) submitting a Bid response hereto and TOWN by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any Bidder shall not constitute a cognizable defense against the legal effect thereof.

BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY TOWN TO FOLLOW TOWN'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE USER'S DEPARTMENT OR THE FINANCE & BUDGET DIRECTOR, BY DELIVERING A LETTER OF PROTEST TO TOWN WITHIN TEN (10) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON TOWN'S WEBSITE AT THE FOLLOWING LINK: [https://www.tppfl.gov/How do I/bid-openings/](https://www.tppfl.gov/How%20to%20bid-openings/).

THE COMPLETE PROCUREMENT ORDINANCE MAY BE FOUND ON TOWN'S WEB SITE AT THE FOLLOWING LINK: <https://www.tppfl.gov>.

MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS: The technical specifications may include items that are considered minimum, mandatory, or required. Bidders must notify the Finance and Budget Department immediately, if they are unable to meet or exceed these items' specifications, and believe that the technical specifications are overly restrictive. Such notifications must be received by the Finance and Budget Department prior to the questions' submittal deadline date, or five (5) days before Bid due and open date. TOWN shall consider the technical specifications to be acceptable to all Bidders, if no questions or comments are received before the Bid's submittal date.

PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT: The Bidder's response to the RFP/ITB is a public record pursuant to Florida law, which is subject to disclosure by TOWN under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). TOWN shall permit public access to all documents, papers, letters, or other material submitted in connection with this ITB and the Contract to be executed for this ITB, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Bidder's response to the ITB purporting to require confidentiality of any portion of the Bidder's response to the ITB, except to the extent that certain information is in TOWN's opinion a Trade Secret pursuant to Florida law, shall be void. If a Bidder submits any documents or other information to TOWN which the Bidder claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Bidder shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Bidder must specifically identify the exemption being claimed under Florida Statutes 119.07. TOWN shall be the final arbiter of whether any information contained in the Bidder's response to the ITB constitutes a Trade Secret. TOWN's determination of whether an exemption applies shall be final, and the Bidder agrees to defend, indemnify, and hold harmless TOWN and TOWN's officers, employees, and agent, against any loss or damages

incurred by any person or entity as a result of TOWN's treatment of records as public records. Bids purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP/ITB AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP/ITB OR ANY PART THEREOF AS COPYRIGHTED.

QUALIFICATIONS/INSPECTION: Bids will only be considered from firms licensed by the State of Florida or Broward County, manufacture-certified firms with representatives having five (5) years of experience in providing the types of services specified herein. TOWN reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform the work. The Finance Director reserves the right to reject Bids where evidence or evaluation is determined to indicate the Contractor's inability to perform the work.

QUANTITIES: All quantities listed in this ITB as estimated or projected are provided for tabulation and informational purposes only. No guarantee of quantities is given or implied. TOWN specifically reserves the right to accept all or any part of the Bid, to split the award, to increase or decrease the quantity to meet additional or reduced requirements of TOWN, without such change affecting the contract unit price set forth in the Bid form by the Bidder.

SAMPLES AND DEMONSTRATIONS: Samples or inspection of product may be requested to determine their suitability. Unless otherwise specified, samples shall be requested after the date of Bid opening and shall be received by TOWN within seven (7) working days of request and must be furnished free of charge to TOWN. Upon request of the Bidder, TOWN shall return all samples if not used in testing or destroyed within thirty (30) days of Bid award at Bidder's expense. In addition, TOWN may request full demonstrations of items prior to award. The Bidder shall respond promptly and arrange a demonstration at a convenient location, when they are requested. Failure to provide samples or demonstrations as specified by TOWN may result in rejection of a Bid.

TAXES: The Town of Pembroke Park is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property.

SECTION 3

1. CONDITIONS TO AGREEMENT

ACCEPTANCE, CONDITION, AND PACKAGING: All material delivered on site shall remain the property of the Seller until after TOWN's physical inspection and satisfactory acceptance of the material. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. TOWN will not accept substitutes of any kind. All items or material not meeting specifications will be returned to the Bidder at the Bidder's expense. Payment will be made only after TOWN's receipt and acceptance of materials or services.

ASBESTOS STATEMENT: All material supplied must be 100% asbestos free. Bidders, by virtue of bidding, certify that if awarded any portion of the ITB the Bidder will supply only material or equipment that is 100% asbestos free.

ASSIGNMENT: Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of TOWN. Any award issued pursuant to this ITB, and the monies, which may

become due hereunder, are not assignable except with the prior written approval of TOWN Commission, or TOWN Manager, or Town Manager's designee, depending on original award approval.

CANCELLATION FOR UNAPPROPRIATED FUNDS: The obligation of TOWN for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES: Items offered may be tested for compliance to Bid specifications. Items delivered which do not conform to Bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in Contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidder's name being removed from TOWN's Bidder mailing list for a specified period of time, during which Bidders will not be recommended for contract award.
- All Town Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

ELIGIBILITY: The Contractor must be registered with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with TOWN.

INDEPENDENT CONTRACTOR: The Contractor is an independent contractor under any Contractor pursuant to this ITB. Personnel services for the Contractor shall be performed and supervised by the Contractor, and not by officers, employees, or agents of TOWN. Contractor's personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under any Contract shall be those of the Contractor.

LAWS/ORDINANCES: The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that apply to the Bid Documents and Contract Documents.

LITIGATION VENUE: The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

OTHER GOVERNMENTAL ENTITIES: An awarded Bidder may be requested to provide goods and services to other governmental agencies if Bidders have sufficient capacity or good quantities available. The awarded good or services shall be provided in accordance with the terms and conditions of the ITB and contract. Prices shall be F.O.B. delivered to the requesting agency.

PATENTS AND ROYALTIES: The Contractor, without exception, shall indemnify and save harmless TOWN and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented, or un-patented invention, process, or article manufactured or used in the performance of a Contract, including its use by TOWN. If the Contractor uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the Bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

PERMITS, TAXES, LICENSES: The successful Contractor shall, at its own expense, obtain all necessary permits, pay all licenses, fees, and taxes, required to comply with all local ordinances, state and federal laws, rules, and regulations applicable to business to be carried out under any Contract. Contractor will be reimbursed for all TOWN building permits.

RECORDS/AUDIT: The Contractor shall maintain during the term of the contract all books of account, reports, and records in accordance with generally accepted accounting practices and standards for records directly related to a Contract. The Contractor agrees to make available to TOWN's Internal Auditor, during normal business hours all books of account, reports and records relating to a Contract. These accounting records shall be retained for the duration of a Contract and for three years after the final payment under a Contract, or until all pending audits, investigations or litigation matters relating to a Contract are closed, whichever is later.

SAFETY STANDARDS: All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Safety Data Sheet (SDS).

TERMINATION FOR CAUSE: If, through any cause, the Contractor fails to fulfill in a timely and proper manner its obligations under the Bid Documents or Contract Documents, or if the Contractor violates any of the provisions of this the Bid Documents or Contract Documents, TOWN may upon written notice to the Contractor terminate the right of the Contractor to proceed under the Bid Documents or Contract Documents, or with such part or parts of the Bid Documents or Contract Documents as to which there has been default, and may hold the Contractor liable for any damages caused to TOWN by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under the Bid Documents or Contract Documents shall, at the option of TOWN, become TOWN's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of TOWN. The Contractor, however, shall not be relieved of liability to TOWN for damages sustained by TOWN by reason of any breach of the Bid Documents or Contract Documents by the Contractor, and TOWN may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to TOWN from the Contractor can be determined.

TERMINATION FOR CONVENIENCE: TOWN reserves the right, in its best interest as determined by TOWN, to cancel a Contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

VERBAL INSTRUCTIONS PROCEDURE: No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of discussions with Town employees. Only those communications which are in writing from an authorized TOWN representative shall be considered.

2. PERFORMANCE OF SERVICES

Contractor agrees to perform contracted services in a professional and workmanlike manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits. Services, equipment, and workmanship not conforming to the intent of the Contract Agreement or meeting the approval of TOWN may be rejected. Replacements and/or rework, as required, shall be accomplished on a timely basis at no additional cost to TOWN.

Bids must clearly state any warranties and guarantees against Subcontractor's workmanship and material. In the event of default by the Bidder, TOWN reserves the right to procure the necessary services from other sources and hold the Bidder responsible for any excess costs incurred as a result of such action.

Any variations from the RFP/ITB specifications, no matter how slight, including substitutions of products or methods must be noted and explained fully in a submittal with Bid entitled "Proposed Specifications". If no exceptions are noted, it shall be understood that the specifications will be adhered to exactly as listed in the specifications section of this document.

Where an "or EQUAL" is specified, TOWN shall be the sole judge in determining equality. Any deviation from these specifications and/or changes during construction must be approved by TOWN in writing. If specifications are in contradiction, or if they contain any errors or omissions, Bidders shall notify the Public Services Director at MJacques@tppl.gov at least ten (10) working days before the Bid opening, or at the pre-bid conference, to allow sufficient time to resolve all discrepancies.

3. EMPLOYEES

Contractor shall provide qualified staff to perform all installation activities. Contractor shall have an "on-site" supervisor who speaks and reads English and is fully conversant in the safety procedures to be followed in case of injury and/or accident. All work must be performed following EPA requirements, and OSHA safety standards and regulations.

4. NON-DISCRIMINATION

Bidder agrees and warrants that in the performance of the contract pursuant to this solicitation, Bidder will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, history of mental disorder, or physical disability or other basis in any manner prohibited by federal, state, or local laws.

5. VARIATIONS TO SPECIFICATIONS

For each work authorization, Bidder must indicate any variance to the specifications, terms, and/or conditions, provided by TOWN, no matter how slight. If variations are not stated in the cost estimate to TOWN; it will be assumed that the product or service fully complies with the specifications, terms and/or conditions given for each specific work request.

6. REQUESTS FOR INFORMATION (RFI)

Any questions regarding the specifications shall be addressed to TOWN's Public Services Director, or designee, by the deadline stated herein via e-mail at MJacques@tppl.gov. Oral instructions are not binding. All questions and interpretations will be clarified in writing to all Bidders by written addenda. Failure of a Bidder to receive and/or acknowledge any addendum shall not release the Bidder from any obligations under this Bid.

7. RIGHT OF REJECTION

The Town reserves the right to waive any informality in any bid, to reject any or all bids in whole or in part, with or without cause, and/or to accept the bid that in its judgment will be in the best interest of the Town.

8. PERFORMANCE BOND

A 50% performance bond is required for this project. Contractor shall within fifteen (15) working days after notification of award, furnish to TOWN a Performance Bond, payable to the Town of Pembroke Park, Florida, in the face amount specified as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to TOWN thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement are given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be liquidated damages nor is it intended

to limit the liability of the Contractor to TOWN in the event of a material breach of this Contract Agreement by the Contractor.

9. INSURANCE

The Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by TOWN or as specified in the Special Conditions.

The Contractor must purchase and maintain, at its own cost, primary insurance(s) with the minimum coverage limits described below. Insurance(s) must be with insurers and formats acceptable to Town, covering all premises and operations, and in force from the beginning of the project through the warranty period. The selected Contractor will be responsible for any deductible losses required in its insurance(s).

Commercial General Liability

- Combined single limits of one million dollars (\$1,000,000) each occurrence
- One million dollars (\$1,000,000) aggregate

Coverage must include bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy must also contain a provision for severability of interests. TOWN, its elected officials, officers, and employees must be named on the certificate as additional insured.

Professional Liability

- One million dollars (\$1,000,000) each occurrence
- One million dollars (\$1,000,000) aggregate

Employer's Liability Insurance

- Six hundred thousand dollars (\$600,000) each accident
- Six hundred thousand dollars (\$600,000) disease - policy limit
- Six hundred thousand dollars (\$600,000) disease

TOWN, its elected officials, officers, and employees must be named on the certificate as additional insured.

Comprehensive Automobile Liability - bodily injury and property damage

- Combined single limits of six hundred thousand dollars (\$600,000) each occurrence
- Six hundred thousand dollars (\$600,000) aggregate

Automobile coverage shall be for each owned, non-owned or hired Contractor vehicle (including employee-owned vehicles) used for the project and shall also contain a provision for severability of interests. TOWN, its officials and employees must be named on the certificate as additional insured.

Certificates of insurance must be received and approved by TOWN prior to the beginning of services. Certificate(s) must identify the project and indicate that cancellation, termination, or material change to the policy will not occur without 30 days prior written notice to TOWN. If asked, the Contractor must provide a certified copy of any policy and/or endorsement. Should the Contractor fail to purchase or maintain insurance(s) as required, TOWN may either terminate the contract or purchase the required insurance and recover the cost from the Contractor.

10. INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses,

direct, indirect or consequential (including but not limited to attorney's fees and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any intentional or negligent act or omission by the Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish the services, or anyone for whose acts the Bidder may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of Bidder, by any person or organization directly or indirectly employed by Bidder to perform or furnish any of the work, or by anyone for whose acts Bidder may be liable, the indemnification obligation under this requirement shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Bidder under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

11. WARRANTY

The Contractor shall provide warranty for the lift station equipment, and labor at a minimum for a period of one (1) year after construction of said lift station, equipment, and material approval by TOWN. Further, Contractor warrants that the work will be performed in a professional manner in accordance with Town, State, and Federal standards applicable to the project.

SECTION 4

1. GENERAL TERMS AND DEFINITIONS

i. Definitions

Addendum/Addenda: A written change to a solicitation.

Contract: The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The proposer to whom award has been made.

Invitation to Bid (ITB): Shall mean this solicitation documentation, including any and all addenda. An ITB involves tabulation of Bids, and award shall to the lowest bidder.

Modification: A written change to a contract.

Proposal: Shall refer to any offer(s) submitted in response to a Request for Proposal.

Proposer: Shall refer to anyone submitting an offer in response to a Request for Proposal.

Removal: To be removed, hauled away from site, and safely disposed at Contractor's expense.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Town: Shall refer to the Town of Pembroke Park

Vendor: a general reference to any entity responding to this solicitation or performing under any resulting contract.

The Town has established for purposes of this ITB that the words "shall", "must", or "will" indicate an essential requirement or condition which may not be waived.

ii. Equal Opportunity Agreement

In connection with work performed under a Town contract, a Bidder agrees, upon receipt of a written award or acceptance of a contract, to support and abide by all State and Federal Equal Opportunity laws and regulations.

By submitting a bid in response to this solicitation, a Bidder agrees to:

- Not discriminate against any employee or job applicant because of their race, creed, color, sex, age, marital status or national origin;
- Post a copy of this pledge in a conspicuous place, available to all employees and job applicants; and
- Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontracts, that the Bidder is an "Equal Opportunity Employer".

iii. Public Entity Crimes

Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

iv. Issuance of Addenda

If this solicitation is amended, the Town will issue an appropriate addendum to the solicitation. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

Bidders shall acknowledge receipt of each addendum to this solicitation by signing and returning the addendum. The Town must receive the acknowledgment by the time and date, and at the location specified for receipt of bids.

v. Payment

Prompt Pay Policy: It is the policy of TOWN to fully implement the provisions of the State of Florida Prompt Payment Act.

Payment for work shall be authorized upon completion of all work specified in "Scope of Work" of this specification. Invoices will be subject to verification by the Interim Public Services Director Myriam Jacques. Request for payment invoices shall be submitted to TOWN using company Contractor's letterhead and logo, addressed to: Town of Pembroke Park, 3150 SW 52nd Avenue, ATTN: Director of Finance, Pembroke Park, FL 33023. The invoice shall include the following: Company name, invoice number, date of invoice, project name, purchase order number, Town's address, and work item for which payment is being requested.

Withholding Payment: In the event a contract is canceled under any provision herein, TOWN may withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

vi. Access To Meetings

Persons with disabilities requiring reasonable accommodations to attend meetings, please call the Town Clerk at (954) 966-4600 at least forty-eight (48) hours in advance (excluding weekends and holidays). Public notice of all Evaluation Committee meetings will be posted in TOWN's office as far in advance of the meeting as possible.

vii. Confidentiality

By submitting a bid in response to this solicitation, a Bidder acknowledges that TOWN is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The Bidder further acknowledges that any materials or documents provided to TOWN may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a Bidder provide TOWN with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law, the Bidder shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The Bidder shall submit to Town both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a Bidder fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

Should any person request to examine or copy any material so designated and provided the affected Bidder has otherwise fully complied with this provision, TOWN, in reliance on the representations of the Bidder, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, TOWN shall notify the Bidder of that request, and the Bidder shall reply to such notification, in a writing that must be received by TOWN no later than 4:00 p.m., ET, of the second Town business day following Bidder's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the Bidder refuses to permit disclosure or copying, the Bidder agrees to, and shall, hold harmless and indemnify TOWN for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by TOWN, or assessed or awarded against TOWN, in regard to TOWN's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the Bidder is not initially named as a party, the Bidder shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any bid submitted by a Bidder in response to the ITB and shall constitute TOWN's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to TOWN.

2. CONTRACT AWARD

Any contract, as a result of this ITB, will be submitted to the Town Commission for its approval. The Contract award, if any, shall be made to the lowest responsive and responsible Bidder whose Bid shall be deemed by TOWN to be in the best interest of TOWN. TOWN's decision to make the award and which Bid is in the best interest of TOWN shall be final.

3. GENERAL LOCATION OF WORK

The location of Lift Station #15 to be replaced is located at 4250 Hallandale Beach Boulevard, Pembroke Park, FL 33023.

4. TIME OF COMPLETION

The Contractor shall complete the work within ninety (90) days and shall commence work ten (10) days after issuance of Notice to Proceed (NTP).

5. INSPECTIONS

The Contractor and the TOWN's representative shall meet once the job is completed to discuss any areas of concern. The dates and times for reviewing work will be mutually agreed to by both parties.

6. PERMIT FEES

TOWN will reimburse the selected Contractor municipal permit fees up to the second review and first Inspection. Administrative re-inspection fees may be assessed to the selected Contractor, in instances, where the required re-inspection is the direct result of Contractor's omission or error.

7. CONTRACTOR'S EQUIPMENT

All Contractors' equipment shall be maintained in a safe operating condition while performing work under this contract. The Contractor shall always have proper safety devices maintained at all times while in use. If equipment does not contain proper safety devices and/or is being operated in an unsafe manner, TOWN shall direct the Contractor to remove such equipment and/or the operator until the deficiency is corrected to the satisfaction of TOWN. The Contractor shall be responsible for injury to persons caused by the operation of its equipment.

8. STORAGE OF MATERIALS

Contractor must provide for own storage of material and equipment, if needed. No on-site storage is permitted at the work area or other public areas, unless it is pre-approved by TOWN.

9. DISPOSAL OF WASTE

The Contractor shall properly dispose, at its own cost, of any waste resulting from the work being performed in an approved facility at an approved site unless otherwise specified in this document. It is the Bidder's responsibility to become familiar with the existing conditions of Preserve to determine the type of equipment necessary to successfully provide the specified services.

10. PROTECTION OF PROPERTY

The Contractor shall take extra precaution to protect all property while conducting services. Any damage done by the Contractor shall be corrected to its original or better state and shall be corrected to the satisfaction of the Public Services Director Todd Larson.

11. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

If property (public or private) is damaged while Contractor is performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the Contractor in a manner acceptable to TOWN prior to the final acceptance of the work. Contractor will be responsible for applying and securing any permits that may be required to complete such repairs. Such property shall include but not be limited to existing facilities and all of its components, site amenities, concrete and/or asphalt surfaces, vehicles, structures, sidewalks, curbs and gutters, driveways, utilities, etc.

Contractor must provide protection necessary to prevent damage to property being repaired or replaced. If the work site has any pre-existing damage, the Contractor shall notify the Public Services Director in writing via electronic mail at MJacques@tppl.gov. Failure to do so shall obligate the Contractor to make repairs per the above section.

12. LIQUIDATED DAMAGES

If TOWN finds any deficiencies in work performed under Scope of Work, the deficiencies will be addressed in a letter addressed to the Contractor within five (5) calendar days from inspection. The Contractor will have (10) calendar days to correct such deficiencies. No work will be paid for until all work has been inspected and approved by TOWN. Time is of the essence and \$500.00 a day liquidated damages may be assessed for every calendar day the project is late.

SECTION 5

SCOPE OF WORK

Contractor shall design and provide all materials, equipment, and labor for the replacement or upgrade outdated lift station #15-located at 4520 Hallandale Beach Boulevard. The lift station shall be complete with dual pumps and control panel, discharge pipe, valve vault with pipe fittings and valves, and power electrical service.

TOWN will consider Bids only from responsible and responsive Bidder(s) licensed and qualified by experience to provide and do the work specified herein. Contractor shall use the provided drawings on Attachment A and submit them for the building permit. All materials furnished and all work performed shall be in accordance with the project specifications, Federal, State, and local codes, and other Bid Documents herein. All measurements below are estimated dimensions. Contractor shall field-verify all measurements for their Bids and shall confirm measurements before building construction.

The contractor shall provide the following with the given specifications:

1. LIFT STATION EXISTING CONCRETE WET WELL RETROFIT

Existing conditions where the current lift station is located, see DWG LS-6 on Attachment A, does not have enough space and the conditions to install a new Wet-Well. The existing lift station's wet well is four (4) feet in diameter, and approximately nine (9) feet high, from the bottom of the 3.5 feet access chimney to the invert.

Contractor shall perform, but is not limited to, the following:

- A. Remove the top existing cylindrical tapered concrete section, approximately 3.5 feet high, and replace it with new cylindrical precast concrete section; construct a new top 10-inch-thick reinforced concrete slab, as shown on Drawings LS-1 through LS-6, and Drawings E-1 through E-4 on Attachment A.
- B. Clean and remove all loose deleterious concrete from the inside of existing wet well's concrete surfaces and apply a skim coat of at least ¼-inch thick and cover larger voids up to 2-inch deep with Repair/Resurfacing Mortar, by Epoxytec Mortatec Silicate, or approved equal.
- C. Apply sealer to the entire inside of the wet well's new and repaired existing concrete surfaces, with Urethane-modified-epoxy (UME) coating system, Uroflex by EpoxyTech, or approved equal.
- D. Construct a concrete valve box chamber adjacent to the existing wet well, and install two double door access systems in the top of the concrete cover on the influent lift station and the valve box chamber, as per drawings on Attachment A. All doors shall be recessed/ flush with the top concrete slab. The doors shall be of all reinforced diamond pattern aluminum construction at a

minimum of ¼-inch thick, with welded deflection stiffeners plates underneath, and as required by pump manufacturer. All hardware shall be stainless steel and include the necessary stainless-steel angle frame embedded into concrete slab around the openings with welded steel Nelson Studs anchors. The doors shall have an auto lock feature when fully open and include a release handle and allow enough open space to remove the pumps.

2. PUMP, PIPING, AND CONTROL

The lift station shall have a duplex set of ABS/Sulzer submersible pumps, Model XFP100C-CB1.4-PE20/6W or approve equal. Each pump shall be of the solids handling type capable of passing 3-inch solids, discharging to a 4-inch diameter Force Main. The pumps shall have a capacity of 80 GPM at 19.5 feet total dynamic head (TDH). The pump motors shall be 2.68 to 3 horsepower, 230 volts, 1 phase, and 60 Hertz; and supplied with lift out chains.

Contractor shall provide and install all wall penetrations or wall sleeves for discharge piping and connect to the existing 4-inch diameter underground Force Main and 2-inch PVC Drainpipe, from the Valve Box Chamber to the inside of the Wet Well. All underground and inside the wet well discharge piping and fittings shall be 4-inch diameter Ductile Iron schedule 40 and Class 125 flanged ends, with an exterior asphaltic protective coating. Each pump discharge line shall have a check valve and a gate valve, and a bypass 4-inch diameter pipe. All the above as shown on Attachment A. All piping inside the valve box chamber shall have an additional exterior coating with an approved epoxy paint.

3. LEVEL CONTROLS

Contractor shall install four (4) mercury float switches to be suspended from a cable hanger bracket mounted inside the lift station. Three float switches shall be suspended at proper depths to control the "OFF", "ON", and "Both Pumps ON" levels. The fourth float switch is for "Emergency High Water Alarm". Contractor shall also provide and install an audible red flashing warning light mounted on top of the control panel to indicate a high-water condition.

4. ELECTRICAL

All materials and equipment shall conform to the latest edition of references to the International Building Code (IBC), National Electrical Code (NEC), Underwriters Laboratories, Inc. (UL) and National Fire Protection Association (NFPA) are minimum installation requirement standards. Copper conductors shall be properly sized for the amperage used, with metal conduit and raceways accordingly sized. Aluminum conductors are prohibited.

Contractor shall supply, install, test, and deliver all electrical installation for this project. The installations comprise, but are not limited to, the following:

- A. Central control system within a weatherproof enclosure properly secured to the 4-inch steel posts on a separate concrete slab. The stainless-steel enclosure shall be rated NEMA 3R and mounted on or near the top of the station lid. The panel shall contain a magnetic starter or contactor and an H-O-A selector switch for each pump to alternate the pumps on successive cycles and turn on the second pump if the first one fails or if the inflow exceeds the capacity of one pump. Contractor shall properly size circuit breakers or fuses to protect all pumps and controls. All pump and level control conduit and wiring shall pass through the top section of the vertical side walls of the wet well run underground and come up into the bottom of the control panel.
- B. Weatherproof junction box to connect the equipment control and power cables, with all the necessary properly sized conduits/raceways. Conduits shall be Rigid steel, zinc-coated, threaded type conforming to FS WW-C-581, ANSI C80.1 and UL 6. Provide zinc coating fused to inside and

outside walls. All power and data cables shall be tagged with the proper identification. After installation, all conduits/raceways shall be sealed with a UL approved Electrical Sealing Epoxy putty.

- C. Meter Box with Stainless - Steel Disconnect Switch and all the necessary piping and electrical conductors to connect to the existing Florida Power & Light (FPL) overhead power distribution line. Rigid conduit and power cables shall be installed above ground to the nearest existing FPL Power pole and finally connecting to existing electrical transformer. Contractor to shall arrange and coordinate with FPL for connection of power to the Electrical Service point.
- D. High Level Alarm light and Horn - The location or conduits, cables, etc. shown on the drawings is approximate, therefore the actual route of cables and conduits may differ from the plans. Any modifications on the route of cables and conduits that are found necessary during the work shall be approved by the Engineer.

5. DRILLING AND CUTTING

The Contractor shall have to do all drillings and cutting of concrete walls or other parts of the structures for the complete proper installation of the plumbing piping, electrical conduits, cables, and other parts of equipment. All annular spaces between the bore and piping to be properly sealed with an approved non-shrink grout.

6. LIFT HOIST SYSTEM

Contractor shall provide a lift guide rail system for each pump. The system shall consist of a cast base unit, a pump adapter assembly, upper guide rail bracket and 304 Stainless Steel guide rails, and an intermediate support to stabilize the rail system, as necessary.

Contractor shall provide for each pump a lifting hoist hook and Stainless-Steel cable or chain to ease pump removal from the well. The hoist assembly shall include an embedded socket for hoist placement in the top of the concrete cover.

7. REINFORCED CONCRETE

Cast in place concrete mixture shall have a minimum 28-day compressive strength of 4,000 psi. Precast concrete shall have a minimum 28-day compressive strength of 5,000 psi. Steel reinforcement shall have a minimum 60 KSI tensile strength.

8. MAINTAINING EXISTING SEWER FLOW

During the entire duration of the proposed work, the existing lift station sewer flow shall be maintained, by installing a temporary pumping system connected temporarily to the existing 4-inch Force Main.

9. WARRANTY

Lift station and all component equipment shall have one (1) year warranty free from defective materials and workmanship beginning after first day of operation date. Contractor shall furnish replacement parts for any component to be defective, whether of Contractor's or other manufacturer during the warranty period.

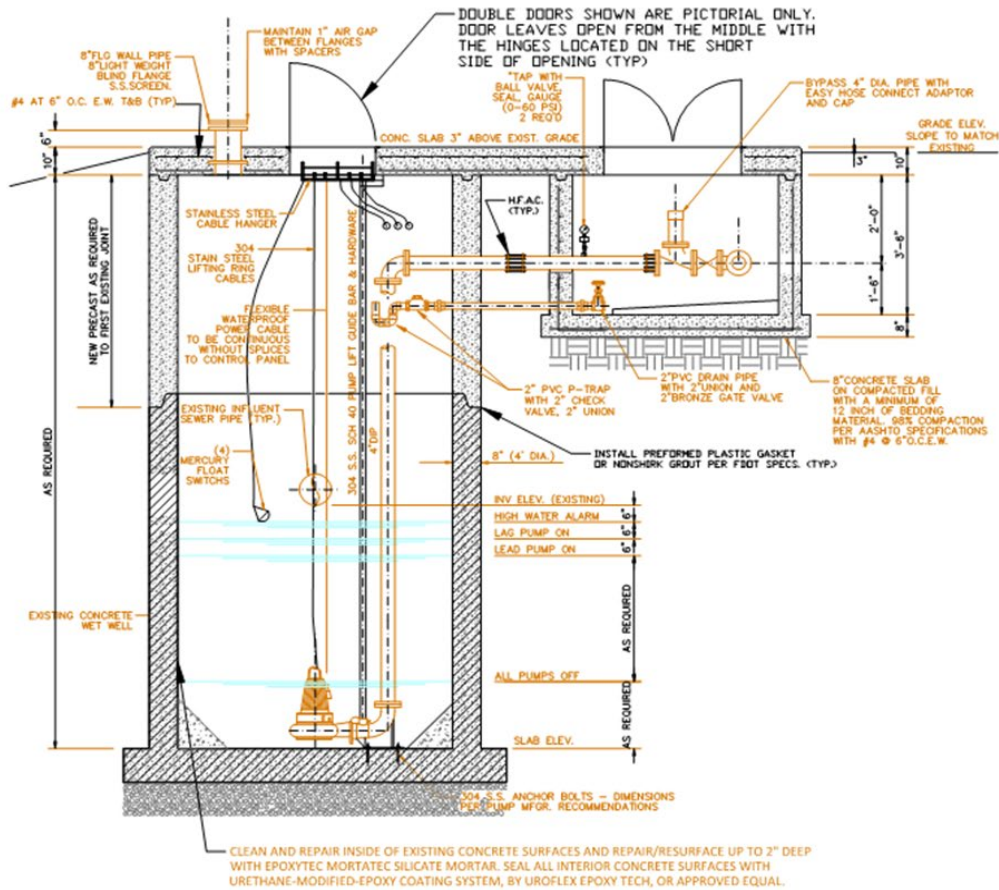
The pumps shall have a separate five (5) year warranty, from the time of their installation.

ATTACHMENT A
LIFT STATION # 15 DRAWINGS

- LS - 1 [Lift Station #15 Plan](#)
- LS - 2 [Lift Station #15 Section](#)
- LS 3 - [Lift Station #15 Top Slab Detail](#)
- LS 4 - [Control Panel Installation](#)
- LS 5 - [Existing Lift Station Wet Well Section](#)
- LS 6 - [Existing Lift Station Wet Well Plan View](#)
- E 1 - [Electrical General Notes](#)
- E 2 - [Electrical Pump Location Plan](#)
- E 3 - [Electrical Pump Riser Diagram](#)
- E 4 - [Electrical Lift Station Diagrams](#)

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Town of Pembroke Park
ITB 21-03 Replacement of Lift Station #15 rev1

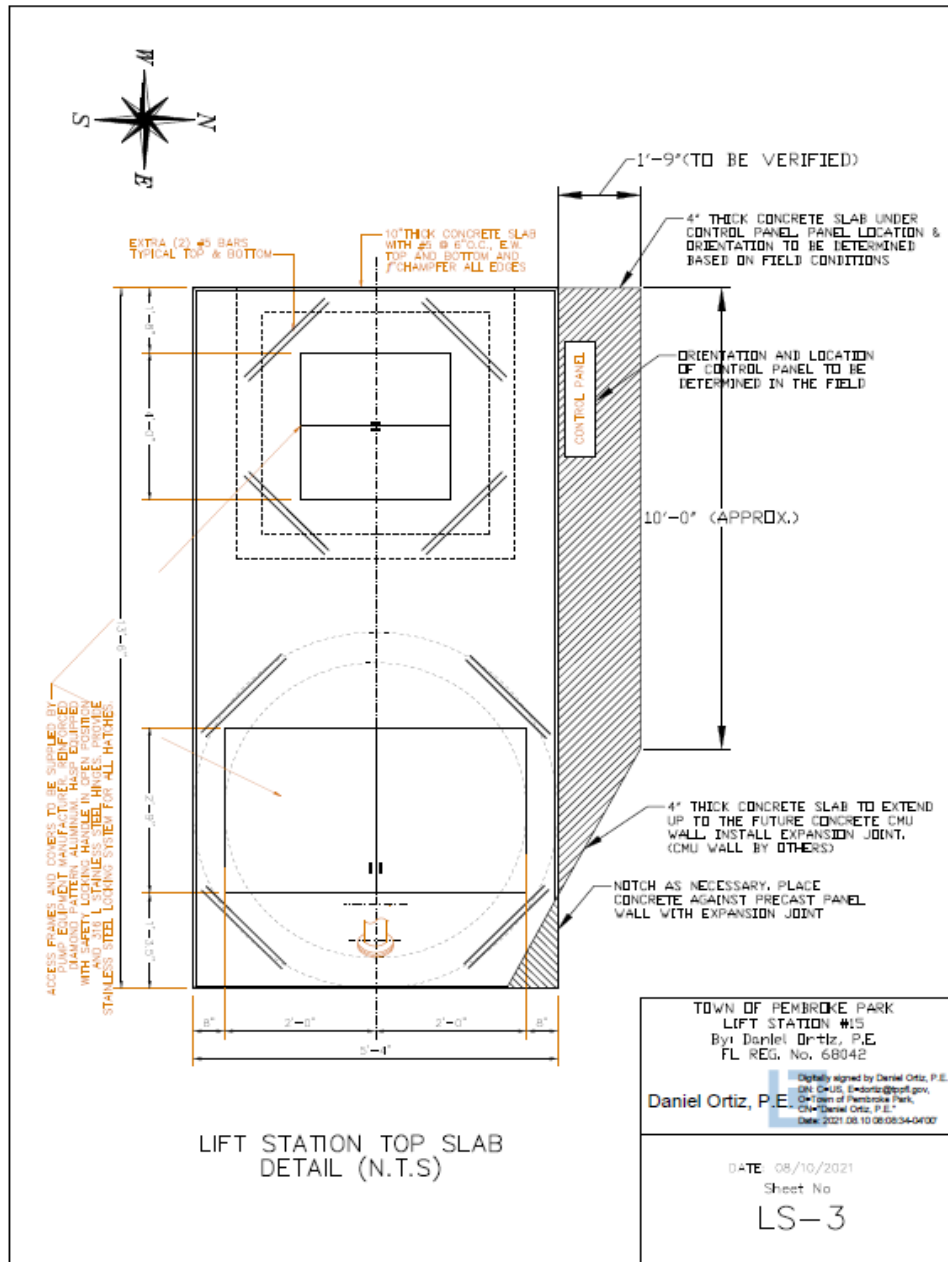


LIFT STATION SECTION
(N.T.S.)

TOWN OF PEMBROKE PARK
LIFT STATION #15
By: Daniel Ortiz, P.E.
FL REG. No. 68042
Digitally signed by Daniel Ortiz, P.E.
DN: cn=US, e=dortiz@tpptf.gov,
o=Town of Pembroke Park,
cn=Daniel Ortiz, P.E.
Date: 2021.04.16 10:01:17 -04'00'

DATE: 04/16/2021
Sheet No
LS-2

Town of Pembroke Park
ITB 21-03 Replacement of Lift Station #15 rev1



230 VOLT 3-PHASE POWER TO BE CONNECTED TO NEAREST OVERHEAD FPL SERVICE POINT

2" DIA. STAINLESS STEEL POST

ALARM LIGHT

METER PAN INSTALLED TO ENABLE READING FROM THE WEST SIDE OF THE PROPERTY

PCP

NEMA 3R WITH UL LABEL STAINLESS STEEL CONTROL PANEL. SEE ELECTRICAL DRAWINGS

4" DIA. STAINLESS STEEL POST WITH CAP (TYP.)

1 1/2" STAINLESS STEEL CHANNEL. BOLT THRU PIPE (TYP.)

ALARM HORN

FUSED SERVICE DISCONNECT SWITCH

1" PVC W/GND. WIRE

MECH. BRONZE GND. CONNECTION

12" MIN (TYP.)

CROUSE HINDS EYSR FITTING, (TYP.) FILLED WITH CHICO CEMENT AND FIBER

4" HOUSEKEEPING PAD

FINISHED GRADE

UNDISTURBED SOIL

CONCRETE 3000 PSI (TYP.)

2" CONDUITS TO FLOAT SWITCHES

2" CONDUITS TO PUMPS

5/8" DIA. x 10' COPPERWELD GROUND RODS

NOTE:
ALL HARDWARE SHALL BE STAINLESS STEEL UNLESS OTHERWISE NOTED.

FRONT ELEVATION

CONTROL PANEL INSTALLATION (N.T.S.)

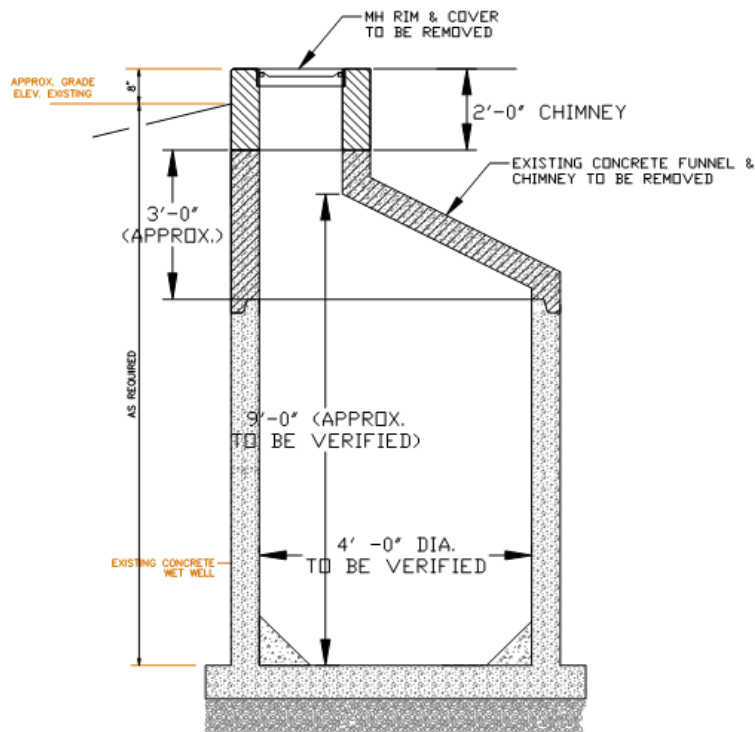
TOWN OF PEMBROKE PARK
LIFT STATION #15
By: Daniel Ortiz, P.E.
FL REG. No. 68042

Digitally signed by Daniel Ortiz, P.E.
DN: cn=DANIEL E. ORTIZ, o=Town of Pembroke Park, ou=Daniel Ortiz, P.E., email=Daniel.Ortiz@tpopf.gov, c=US
Date: 2021.08.10 09:50:15-0400

Daniel Ortiz, P.E.

DATE: 08/10/2021
Sheet No
LS-4

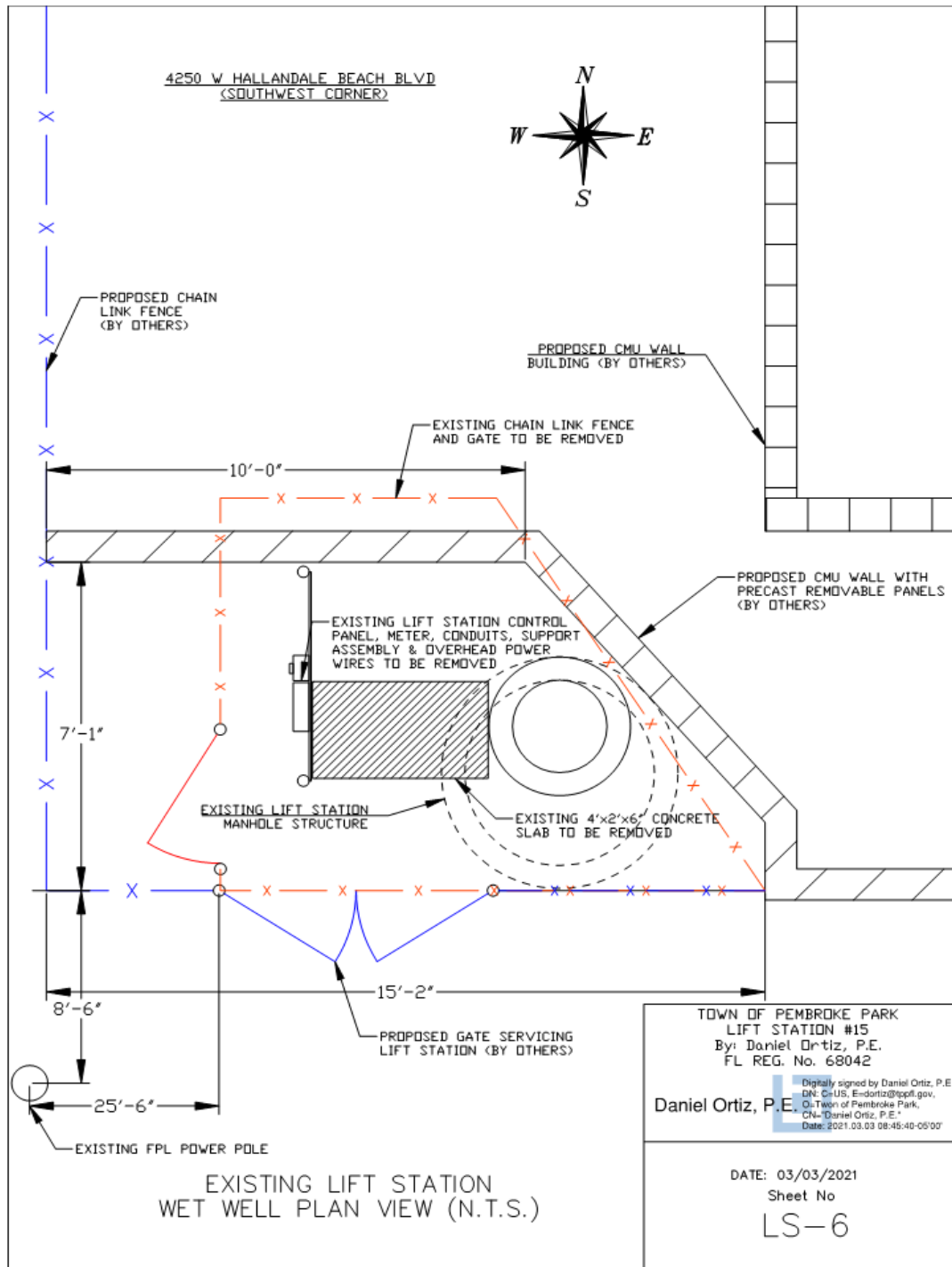
Town of Pembroke Park
ITB 21-03 Replacement of Lift Station #15 rev1



EXISTING LIFT STATION
WET WELL
SECTION (N.T.S.)

TOWN OF PEMBROKE PARK LIFT STATION #15 By: Daniel Ortiz, P.E. FL REG. No. 68042 Digitally signed by Daniel Ortiz, P.E. DN: c=US, E=dortiz@ppfl.gov, O=Town of Pembroke Park, CN=Daniel Ortiz, P.E. Date: 2021.03.03 08:39:59-05'00' Daniel Ortiz, P.E.	DATE: 03/03/2021 Sheet No LS-5
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Town of Pembroke Park
ITB 21-03 Replacement of Lift Station #15 rev1



ELECTRICAL GENERAL NOTES

I. GENERAL REQUIREMENTS

A. DRAWINGS. THE DRAWINGS ARE TO BE CONSIDERED DIAGRAMMATIC, NOT NECESSARILY SHOWING IN DETAIL OR TO SCALE ALL OF THE MINOR ITEMS. UNLESS SPECIFIC DIMENSIONS ARE SHOWN, THE STRUCTURAL, ARCHITECTURAL, AND SITE CONDITIONS SHALL GOVERN THE EXACT LOCATIONS. CONTRACTOR SHALL FOLLOW DRAWINGS IN LAYING OUT WORK. CHECK DRAWINGS OF ALL TRADES TO VERIFY SPACES IN WHICH WORK WILL BE INSTALLED. WHERE HEADROOM OR SPACE CONDITIONS APPEAR INADEQUATE, CONTRACTOR SHALL, WITHOUT EXTRA CHARGE, MAKE FIELD MODIFICATION IN LAYOUT AS NEEDED TO PREVENT CONFLICT WITH WORK OF VARIOUS TRADES OR FOR PROPER EXECUTION OF THE WORK. SITE CONDITIONS SHALL GOVERN THE EXACT LOCATION OF ALL ELECTRICAL EQUIPMENT, DEVICES, WIRING, CONDUIT, ETC.

ONE COMPLETE SET OF DRAWINGS AND SPECIFICATIONS SHALL BE KEPT ON FILE AT THE SITE FOR THE SOLE USE OF MARKING AS-BUILT DATA. ALL CHANGES SHALL BE MARKED IN RED ON THESE PRINTS AS WORK PROGRESSES.

PRIOR TO EACH REQUESTION FOR PAYMENT, AS-BUILT PRINTS SHALL BE BROUGHT UP TO DATE FOR ACCEPTANCE BY OWNER'S REPRESENTATIVE.

THE COMPLETED SET OF AS-BUILT PRINTS SHALL BE DELIVERED TO THE ARCHITECT/ENGINEER PRIOR TO FINAL PAYMENT FOR INCORPORATION ONTO ORIGINALS.

RIISERS ARE DIAGRAMMATIC AND DON'T INTEND TO SHOW EVERY BEND REQUIRED FOR THE INSTALLATION.

B. COORDINATION. CONTRACTOR WILL BE REQUIRED TO FURNISH, INSTALL AND/OR CONNECT WITH APPROPRIATE SERVICES ALL ELECTRICAL ITEMS SHOWN ON ANY OF THE ARCHITECTURAL, PLUMBING, AIR CONDITIONING, SPRINKLER, INTERIOR DESIGN AND ELECTRICAL DRAWINGS WITHOUT ADDITIONAL EXPENSE TO THE OWNER. IF DISCREPANCIES, CONFLICTS, INTERFERENCE OR OMISSIONS OCCUR BETWEEN DRAWINGS, NOTIFY IN WRITING THE ARCHITECT/ENGINEER IN AMPLE TIME TO PERMIT REVISIONS BEFORE THE BIDS ARE SUBMITTED.

ELECTRICAL CONTRACTOR SHALL COORDINATE THE REQUIREMENTS OF PLUG AND CHORD TYPE EQUIPMENT WITH MANUFACTURER AND IS REQUIRED TO PROVIDE ELECTRICAL OUTLETS THAT WILL ACCEPT MANUFACTURER'S SUPPLIED PLUGS.

SEE MECHANICAL DRAWINGS FOR ELECTRICAL REQUIREMENTS AND LOCATION OF A/C UNITS AND ALL OTHER MECHANICAL EQUIPMENT (SOLENOIDS, VALVS, THERMOSTATS, PUMPS, FANS, SMOKE DETECTORS, DUCT HEATERS, ETC.). PROVIDE CONTRACTOR WITH AS-BUILT DRAWINGS OF CIRCUIT AND CONTROL WIRING AS INDICATED OR REQUIRED AND IN CONFORMANCE WITH N.E.C. ARTICLE 440 AND MANUFACTURER'S RECOMMENDATIONS. ALL PENETRATIONS SHALL BE MADE WEATHERPROOF DURING CONSTRUCTION AND AFTER FINAL INSTALLATION. ALL EQUIPMENT WIRING, BREAKERS, AND FUSES ARE BASED ON A/C EQUIPMENT SPECIFIED ON CONTRACT DRAWINGS. CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL WIRING, AND OVERCURRENT PROTECTION REQUIREMENTS IF EQUIPMENT USED IS DIFFERENT FROM THAT SPECIFIED. CONTRACTOR SHALL MAKE THESE CHANGES AT NO ADDITIONAL COST TO THE OWNER.

C. TEMPORARY SERVICE.TEMPORARY ELECTRICAL POWER AND LIGHTING SHALL BE FURNISHED, INSTALLED AND MAINTAINED FOR ALL TRADES REQUIRING SAME. SYSTEM SHALL CONSIST OF DISTRIBUTION SYSTEM, PANELBOARDS, GROUNDING, BRANCH CIRCUITS, SWITCHES, RECEPTACLES, OUTLETS. SERVICE SHALL BE ARRANGED FOR WITH POWER COMPANY, IF REQUIRED.

D. PERMITS.THE CONTRACTOR SHALL SECURE AND PAY FOR ALL PERMITS, STATE SALES TAX, FEDERAL EXCISE TAX, ROYALTIES AND OTHER TAXES OR FEES AS REQUIRED FOR INSTALLATION OF A COMPLETE SYSTEM AS OUTLINED HEREIN AND AS SHOWN ON THE PLANS. THE CONTRACTOR SHALL SECURE ALL NECESSARY LICENSES AND INSURANCE.

E. BASIS FOR BID.EQUIPMENT SPECIFIED SHALL BE ADHERED TO. HOWEVER, OWNER HAS FINAL DECISION ON THE TYPE AND QUALITY OF EQUIPMENT TO BE SUPPLIED.

WITHIN 30-DAYS AFTER THE CONTRACT HAS BEEN EXECUTED, A FORMAL REQUEST FOR THE SUBSTITUTION OF PRODUCTS IN PLACE OF THOSE SPECIFIED WILL BE CONSIDERED, UNDER THE FOLLOWING CONDITIONS:

THE REQUEST IS ACCOMPANIED BY COMPLETE DATA ON THE PROPOSED SUBSTITUTION SUBSTANTIATING COMPLIANCE WITH THE CONTRACT DOCUMENTS INCLUDING PRODUCT IDENTIFICATION AND DESCRIPTION, PERFORMANCE AND TEST DATA, REFERENCES AND SAMPLES WHERE APPLICABLE AND AN ITEMIZED COMPARISON OF THE PROPOSED SUBSTITUTION WITH THE PRODUCTS SPECIFIED, WITH DATA RELATING TO CONTRACT TIME SCHEDULE, DESIGN AND AESTHETIC EFFECT WHERE APPLICABLE.

THE REQUEST IS ACCOMPANIED BY ACCURATE COST DATA ON THE PROPOSED SUBSTITUTION IN COMPARISON WITH THE PRODUCT SPECIFIED, WHETHER OR NOT MODIFICATION OF THE CONTRACT SUM IS TO BE A CONSIDERATION. F REDESIGN BY THE ARCHITECT OR HIS CONSULTANTS IS REQUIRED TO ACCOMMODATE AN ALTERNATE PRODUCT OR SYSTEM. ALL COSTS OF THIS REDESIGN SHALL BE BORNE BY THE CONTRACTOR REQUESTING THE CHANGE. IF ADDITIONAL WORK IS REQUIRED BY OTHER CONTRACTORS TO ACCOMMODATE AN ALTERNATE PRODUCT OR SYSTEM, ALL ADDITIONAL COSTS OF THIS WORK SHALL BE BORNE BY THE CONTRACTOR REQUESTING THE CHANGE.

THE REQUEST SHALL BE ACCEPTED OR REJECTED SOLELY AT THE DISCRETION OF THE OWNER WITH ARCHITECT'S OR ENGINEER'S WRITTEN APPROVAL.

F. CODES & STANDARDS.THE WORK PERFORMED UNDER DIVISION 16 SHALL COMPLY WITH THE LATEST EDITION AND REQUIREMENTS OF THE FOLLOWING:

APPLICABLE LOCAL CODES AND ORDINANCES, NATIONAL ELECTRICAL CODE, AS AMENDED BY LOCAL CODE, ALL APPLICABLE FEDERAL AND STATE CODES, REGULATIONS AND STATUTES, APPLICABLE ENERGY CODE, OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA), NATIONAL FIRE PROTECTION ASSOCIATION (NFPA), NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA), UNDERWRITERS LABORATORIES, INC. (UL), AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI), AMERICANS WITH DISABILITIES ACT (ADA).

G. MATERIALS & EQUIPMENT.MATERIAL AND EQUIPMENT SHALL BE NEW, STANDARD, CURRENT PRODUCTS OF MANUFACTURERS REGULARLY ENGAGED IN THE PRODUCTION OF SUCH EQUIPMENT, AND SHALL BE THE MANUFACTURER'S LATEST DESIGN.

ALL MATERIALS SHALL BEAR THE LABEL OF THE UNDERWRITERS LABORATORY FOR THE INTENDED USE OR SHALL BE MATERIALS APPROVED BY THE CODE ENFORCING AUTHORITIES AND THE ARCHITECT.

FOLLOW THE INSTALLATION DIRECTIONS AND RECOMMENDATIONS OF MATERIAL AND EQUIPMENT MANUFACTURERS.

ALL WORK SHALL BE PERFORMED BY WORKERS SKILLED IN THEIR RESPECTIVE TRADES AND ALL MATERIALS AND EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS' RECOMMENDATIONS. ALL WORK SHALL BE EXECUTED IN A NEAT AND WORKMANLIKE MANNER.

INSTALL EQUIPMENT, INCLUDING SWITCHES, CONTROLLERS, FIXTURES AND TRANSFORMERS SUCH THAT REMOVAL OR REPLACEMENT MAY BE READILY ACCOMPLISHED WITHOUT DAMAGE TO EQUIPMENT OR FASTENERS.

IDENTIFY ALL EQUIPMENT, INCLUDING SAFETY SWITCHES, STARTERS, TRANSFORMERS, PANELS, TERMINAL BOXES, MOTORS, SPECIAL OUTLETS, RELAYS. IDENTIFICATION SHALL CORRESPOND TO THE TERMINOLOGY ON THE CONTRACT DOCUMENTS.

EXAMPLES: 1. AHU #1 STARTER
2. TRANSFORMER T-4
3. EMERGENCY STOP STATION
4. PANEL BC

H. SUPPORTING DEVICES. DEVICES, INCLUDING ANCHORS, FASTENERS, HANGERS AND SUPPORTS, SHALL BE OF A TYPE DESIGNED OR FABRICATED FOR THE PURPOSE, AND SHALL ADEQUATELY AND SAFELY SECURE THE MATERIAL AND EQUIPMENT AND PRESENT A NEAT APPEARANCE. USE DEVICES WITH CORROSION RESISTANT CHARACTERISTICS FOR THE ATMOSPHERIC CONDITIONS IN WHICH THEY ARE INSTALLED.

I. BACKBOARDS.USE 3/4" THICK EXTERIOR GRADE PLYWOOD, FIRE RETARDANT TREATED, OF WIDTH AND HEIGHT REQUIRED. PLYWOOD SHALL BE NEW AND PAINTED ON ALL SIDES AND EDGES. PAINT BACK SIDE WITH ASPHALTUM WHEN MOUNTED ON MASONRY.

PROVIDE BACKBOARDS FOR ALL GROUP-MOUNTED ELECTRICAL EQUIPMENT, AND FOR COMMUNICATIONS SYSTEMS AS CALLED FOR ON PLANS.

J. RACEWAYS & BOXES.ROUTING OF RACEWAYS, INTERCONNECTING OUTLETS AND HOME-RUNS IS UP TO THE ELECTRICAL CONTRACTOR, BUT AFTER COMPLETION OF THE INSTALLATION, HE SHALL SUBMIT TO THE ENGINEER AS-BUILT DRAWINGS OF HIS WORK FOR FUTURE RECORD. DEVICE BOXES SHALL BE INSTALLED FLUSH. CONDUIT SHALL BE CONCEALED UNLESS OTHERWISE INDICATED. ALL CONDUCTORS SHALL BE IN CONDUIT. FOR UNDERGROUND/IN-SLAB LOCATIONS USE GALVANIZED RIGID STEEL (GRS) CONDUIT OR SCHEDULE 40 PVC CONDUIT WITH GROUND WIRE SIZED AS INDICATED OR REQUIRED BY N.E.C., SUB-SPS FROM UNDERGROUND/IN-SLAB PVC CONDUIT SHALL BE GRS. UNDERGROUND GRS SHALL BE COATED WITH TWO COATS OF BITUMASTIC #50 APPLIED WITHOUT THINNING. ALL SECTIONS OF METALLIC CONDUIT SYSTEM SHALL BE GROUNDED AND ELECTRICALLY CONTINUOUS. USE ELECTRICAL METALLIC TUBING (EMT) FOR INTERIOR CONCEALED WIRING AND ELSEWHERE AS PERMITTED BY THE N.E.C. USE FLEXIBLE METAL CONDUIT FOR FLEXIBLE CONNECTIONS IN ALL WET LOCATIONS. INSTALL A NYLON PULL-CORD IN ALL EMPTY RACEWAYS FOR FUTURE USE. SIZE ALL CUTTERS AND PULL-BOXES PER NEC 370 AND 374. ALL PULL AND JUNCTION BOXES SHALL REMAIN ACCESSIBLE AT ALL TIMES.

ALL JUNCTION BOXES SHALL HAVE THE TYPE OF SYSTEM AND VOLTAGE OF CONTAINED CONDUCTORS STENCILED ON THE OUTSIDE OF THE BOX COVER.

EXAMPLES: POWER 120/208
CONTR 120 V
F.V. FIRE ALARM

INSTALL EXPOSED CONDUIT PARALLEL WITH OR AT RIGHT ANGLES TO THE BUILDING LINES. CONDUIT IN CONCRETE MEMBERS AND SLABS SHALL BE LOCATED SO AS NOT TO AFFECT THEIR STRUCTURAL STRENGTH. CONCEAL CONDUIT IN WALLS, ABOVE CEILINGS, IN OR UNDER SLABS OR IN FURNING, EXCEPT IN MECHANICAL AND ELECTRICAL ROOMS. ROUTE RACEWAYS TO AVOID CONFLICTS WITH THE WORK OF OTHER TRADES.

MINIMUM SIZE OUTLET BOX SHALL BE 4" SQUARE BY 1-1/2" DEEP UNLESS APPROVED OR INDICATED OTHERWISE.

USE CAST METAL OUTLET BOXES WITH GASKETED COVERS FOR ALL EXTERIOR AND FOR ALL DAMP LOCATIONS.

PROVIDE APPROVED FIRE STOPPING MATERIALS AT ALL CHASES TO PREVENT DRAFTS, AT PENETRATIONS INTO RATED SPACES, AND OTHER LOCATIONS AS REQUIRED BY CODES.

PROVIDE CABLE SUPPORTS IN ACCORDANCE WITH NEC ARTICLE 300.

PROVIDE EXPANSION FITTINGS IN CONDUIT RUNS CROSSING EXPANSION JOINTS IN THE STRUCTURE.

K. CONDUCTORS.UNLESS OTHERWISE INDICATED, ALL CONDUCTORS ARE #12 IN 1/2" CONDUIT. CONDUCTORS SHALL BE COPPER. ACCEPTABLE INSULATION TYPES ARE TW, THW, THHN, THWN, AND XHHW, WITH USES AS RESTRICTED BY THE NEC. AMPACITIES OF CONDUCTORS IS TO BE BASED ON ARTICLE 310 OF THE NEC WITH UL LIMITATIONS. 60 DEG. RATING FOR SIZES #14 THROUGH #1; 75 DEG. FOR #1/0 AND LARGER. CABLES 3/0 AND LARGER SHALL BE TERMINATED WITH PRESSURE CRIMP CONNECTORS.

FOR 20 AMP BRANCH CIRCUITS GREATER THAN 100 FT. IN LENGTH, ONE WAY, UP TO 200 FT. USE #10 WIRE; OVER 200 FT. USE #8 WIRE. INCREASE CONDUIT SIZE AS REQUIRED FOR THE LARGER CONDUCTORS. THIS SUPERSEDES WIRE SIZES CALLED FOR ON THE DRAWINGS.

CONDUCTORS SIZE #10 AND SMALLER SHALL HAVE INSULATION COLORED FOR PHASES A, B, C, AND N AND RESPECTIVELY AS FOLLOWS FOR 3 PHASE SYSTEM:

120/208 VOLTS: BLACK, RED, BLUE AND WHITE
120/240 VOLTS: BLACK, ORANGE (HIGH), BLUE AND WHITE
277/480 VOLTS: BROWN, ORANGE, YELLOW AND GRAY

ALL CONDUCTORS OF THE SAME PHASE IN PARALLEL FEEDERS OR SERVICES SHALL BE SOLIDLY CONNECTED TOGETHER AT THEIR TERMINATION IN A WIREWAY OR SPLICE BOX. MAKE CONDUCTOR LENGTH FOR PARALLEL FEEDERS IDENTICAL.

THE PHASE DESIGNATION OF ALL SECONDARY CONDUCTORS SHALL BE THE SAME AND SHALL BE INDICATED IN OR ON ALL 3 PHASE OUTLETS, TRANSFORMERS, PANELBOARDS, AND DISCONNECT SWITCHES, AND THEY SHALL BE CONNECTED WITH UNIFORM PHASE SEQUENCE.

MAINTAIN A, B, C PHASE RELATION LEFT TO RIGHT WHEN VIEWED FROM THE FRONT. TAG ALL FEEDER CONDUCTORS AND IDENTIFY MAJOR CONDUITS IN OR AT WIREWAYS, PANELS, PULL BOXES, SWITCHBOARDS, MOTOR CONTROLLERS, CABINETS AND SIMILAR ITEMS TO ASSIST IN FUTURE CIRCUIT TRACING. CONDUCTOR TAGS SHALL BE NONCONDUCTIVE. IDENTIFICATION SHALL CORRESPOND TO THE CONTRACT DOCUMENTS.

COMMUNICATIONS, DATA, AND/OR WIRING WHICH IS NOT INSTALLED IN CONDUIT, AND WHICH IS ROUTED THROUGH ENVIRONMENTAL AIR SPACES, SHALL COMPLY WITH THE REQUIREMENTS OF NEC 300-22. PROVIDE TRAPEZE HANGER ASSEMBLY FOR PLENUM CABLES USING 3/8" DIAMETER HANGER ROD AND CHANNEL ASSEMBLY TO SUPPORT CABLE BUNDLES EVERY 4 FEET. ALL BUNDLES SHALL BE PROPERLY STRAPPED WITH SELF-LOCKING CABLE TIES. EXPOSED CABLES SHALL NOT LIE ON TOP OF CEILING TILES OR LUMINAIRES.

L. GROUNDING.END-TO-END LIGHTING FIXTURES SHALL BE CONTINUOUSLY BONDED.

GROUNDING CONTACTS OF RECEPTACLES SHALL BE CONNECTED TO A SOLIDLY GROUNDED CONDUIT SYSTEM OR TO A SYSTEM GROUNDING CONDUCTOR (NOT THE SYSTEM NEUTRAL) BY A STRANDED COPPER WIRE NOT SMALLER THAN #12 AND OR SHALL BE GROUNDED IN SOME OTHER APPROVED MANNER; THE RESISTANCE BETWEEN THE CONTACTS AND SERVICE GROUND SHALL NOT EXCEED 3 OHMS.

ALL CIRCUITS SHALL HAVE AN EQUIPMENT GROUNDING CONDUCTOR.

M. SAFETY SWITCHES/CIRCUIT BREAKER DISCONNECTS. SAFETY SWITCHES SHALL BE HEAVY DUTY TYPE KD, FUSIBLE, OR NON-FUSIBLE, WITH POLES, AMPERE, VOLTAGE AND HORSEPOWER RATINGS INDICATED AND SHALL HAVE SOLID NEUTRALS. LUGS SHALL BE UL LISTED FOR COPPER-ALUMINUM.

ENCLOSURES FOR SAFETY SWITCHES SHALL BE NEMA-1, GENERAL PURPOSE, EXCEPT THAT SWITCHES INDICATED (WP) WEATHERPROOF, SHALL BE NEMA-3R ENCLOSURES WITH SUITABLE GASKETS AND BONDING MEANS.

SWITCHES AND DISCONNECT SHALL BE AS MANUFACTURED BY SQUARE "D", OR APPROVED EQUAL.

CIRCUIT BREAKER DISCONNECTS MAY BE USED IN LIEU OF SAFETY SWITCHES PROVIDING THEY COMPLY WITH THE SAFETY SWITCH REQUIREMENTS AND ARE SUPPLIED WITHIN THEIR RATINGS AND A SCHEDULE IS SUBMITTED FOR APPROVAL.

P. MOLDED CASE CIRCUIT BREAKERS. CIRCUIT BREAKERS SHALL CONFORM TO APPLICABLE FEDERAL SPECIFICATIONS AND NEMA STANDARDS. CIRCUIT BREAKERS SHALL BE OF THE AMPERE RATING, VOLTAGE RATING, NUMBER OF POLES AND CLASS OR INTERRUPTING CAPACITY (IC) AS INDICATED. INTERRUPTING RATINGS ARE GIVEN IN ROOT MEAN SQUARE (RMS), SYMMETRICAL AMPERES BASED ON NEMA TEST PROCEDURES. LUGS AND TERMINALS SHALL BE UL APPROVED FOR COPPER-ALUMINUM. ACCESSORIES SHALL BE 120 VOLT. A.I.C. OF BREAKER TO BE INSTALLED ON EXIST. PANELS SHALL MATCH EXIST.

EACH CIRCUIT BREAKER SHALL HAVE A TRIP UNIT FOR EACH POLE WITH ELEMENTS PROVIDING INVERSE TIME DELAY UNDER OVERLOAD CONDITIONS AND INSTANTANEOUS MAGNETIC TRIP FOR SHORT CIRCUIT PROTECTION UNLESS INDICATED AS NON-AUTOMATIC. TRIP ELEMENTS SHALL OPERATE A COMMON TRIP BAR TO OPEN ALL ELEMENTS. BREAKERS USED FOR SWITCHING SHALL BE RATED FOR SWITCHING DUTY.

O. FUSES.FUSES SHALL CONFORM TO NEMA AND U.L. AND SHALL BE OF THE VOLTAGE, CLASS AND AMPERE RATING INDICATED.

FUSES FOR MAIN DISCONNECT DEVICES SHALL BE HIGH INTERRUPTING CAPACITY, TIME DELAY, OR TYPE SUITABLE FOR DEVICE. PROVIDE ONE SPARE SET MOUNTED INSIDE THE CUBICLE, FOR EACH MAIN DEVICE.

FUSES FOR MOTORS AND ENCLOSED SWITCHES, NEMA CLASS K-5, UNLESS INDICATED OTHERWISE, DUAL ELEMENT, TIME DELAY. BUSSMAN - FUSEIRON, FRN AND FR5, OR EQUAL. OTHER FUSES SHALL BE AS INDICATED.

P. WIRING DEVICES. DEVICES SHALL BE AS SPECIFIED IN CONTRACT DOCUMENTS.

INSTALL PLATES AND COVERS ON ALL OUTLETS. INSTALL ALL DEVICES UNIFORMLY IN EACH AREA.

PLATES SHALL BE ALIGNED VERTICALLY AND HORIZONTALLY AND ALL EDGES SHALL BE IN FIRM CONTACT WITH SURROUNDING WALL FINISH.

MOUNTING HEIGHTS (TO CENTER LINE OF BOX):

GENERALLY MOUNT RECEPTACLES 18" AFF (ABOVE FINISHED FLOOR) UNLESS NOTED OTHERWISE.
MOUNT SWITCHES AND DIMMERS AT 48" AFF.
MOUNT OUTLETS OVER MIRRORS 8" HIGHER THAN MIRROR.
MOUNT OUTLETS OVER COUNTERS AND CENTERED IN THE BACK SPLASH WHERE IT OCCURS; RECEPTACLE SHALL BE HORIZONTAL.

ADJUST OUTLET HEIGHTS IN CERAMIC TILE WALLS TO BE ENTIRELY IN OR ENTIRELY OUT OF THE TILE. OUTLETS MAY BE HORIZONTAL TO KEEP SPACE CONDITIONS.

TEST EACH SOCKET OF EACH OUTLET WITH A DEVICE INTENDED FOR THE PURPOSE.

ALL DEDICATED DATA EQUIPMENT BRANCH CIRCUITS SHALL FEED THIS TYPE OF EQUIPMENT ONLY AND SHALL CARRY A DEDICATED GROUNDING CONDUCTOR TO THE PANEL TO BE CONNECTED TO THE GROUNDING SYSTEM.

III DEMOLITION

REMOVE EXISTING RECEPTACLES, TELEPHONE, SWITCHES, AND ANY ELECTRICAL DEVICES IN WALLS TO BE DEMOLISHED. RELOCATE ANY OF THESE DEVICES AS INDICATED OR REQUIRED BY THE DRAWINGS. PROVIDE ARCHITECT WITH AS-BUILT DRAWINGS OF FINAL INSTALLATION FOR RECORD PURPOSES. CONTRACTOR IS NOTIFIED THAT NOT ALL EXISTING DEVICES MAY HAVE BEEN INDICATED ON THE DRAWINGS AND THAT SOME EXISTING ELECTRICAL DEVICES MAY NOT HAVE BEEN SHOWN IN THEIR ACTUAL LOCATION. CONTRACTOR IS REQUIRED TO VISIT SITE AND BECOME FAMILIAR WITH THE EXISTING CONDITIONS PRIOR TO DETERMINING THE WORK THAT NEEDS TO BE ACCOMPLISHED AS PART OF HIS/HER BID.

THE WORK SHALL INCLUDE THE FURNISHING OF ALL MATERIALS, CUTTING, EXTENDING, CONNECTING, REPAIRING, ADAPTING, AND OTHER WORK CONSIDERABLE HERETO, TOGETHER WITH SUCH TEMPORARY INSTALLATIONS AS MAY BE NECESSARY TO SATISFY THE DEMOLITION PROGRAM. APPROVAL SHALL BE SECURED FROM THE LANDLORD/ARCHITECT PRIOR TO CUTTING/DRILLING ANY STRUCTURAL SUPPORT.

ALL BUILDING CONSTRUCTION AFFECTED BY THE REMOVAL, RELOCATION, INSTALLATION OF ANY PIECE OF EQUIPMENT SHALL BE REPAIRED AND FINISHED AS REQUIRED TO MATCH EXISTING CONDITIONS OR AS DIRECTED BY THE ARCHITECTURAL DRAWINGS, SPECIFICATIONS, OR OWNER'S REPRESENTATIVE.

WHEN ELECTRICAL DEVICES ARE INSTALLED IN PARTITIONS OR CEILINGS TO BE REMOVED, THE ELECTRICAL CONTRACTOR/TRACTOR SHALL DISCONNECT THEM UP TO THE NEXT OUTLET TO REMAIN OR BACK TO THE PANELBOARD; IF EXISTING TO REMAIN OUTLETS ARE FED THROUGH DEMOLISHED PARTITIONS OR CEILINGS, THE CIRCUIT SHALL BE REARRANGED TO MAINTAIN CIRCUIT CONTINUITY. WIRE SHALL BE REMOVED BACK TO SOURCE FROM INACCESSIBLE RACEWAYS NOT REUSED. INSTALL BLANK PLATES ON FLUSH OUTLETS NOT REUSED. PLATE COLOR SHALL MATCH ADJACENT SURFACE AS NEAR AS POSSIBLE IN FINISHED AREAS.

ALL ELECTRICAL EQUIPMENT SHALL BE REMOVED FROM STRUCTURE TO BE REMOVED. ACCESSIBLE RACEWAYS, WIRES, BOXES, SWITCHES, AND OTHER ELECTRICAL ITEMS ASSOCIATED WITH THIS WORK SHALL BE REMOVED IF NOT REQUIRED FOR NEW EQUIPMENT TO CONTINUE IN SERVICE.

ALL MATERIAL REMOVED SHALL BE DISPOSED OF AS DIRECTED BY OWNER.

GENERAL ELECTRICAL NOTES

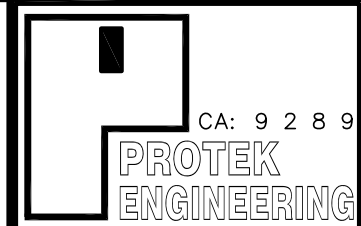
1. ALL ELECTRICAL WORK PERFORMED UNDER THIS CONTRACT SHALL COMPLY WITH NEC 2017, FBC 2020, LOCAL CODES AND ORDINANCES AND ALL STANDARDS OF CONSTRUCTION ESTABLISHED BY THE LANDLORD.
2. SUBMIT SHOP DRAWINGS FOR ACCEPTANCE BY THE ARCHITECT AND/OR ENGINEER BEFORE PROCEEDING WITH THE PURCHASE OR INSTALLATION OF THE EQUIPMENT AND MATERIALS. NO FACSIMILES OR FACSIMILE COPIES SHALL BE ACCEPTED.
3. ALL CONDUCTORS SHALL BE THW OR THWN COPPER. ALL EXPOSED CONDUITS SHALL BE RUN AS NEAT AS POSSIBLE. P.V.C. CONDUIT SHALL ONLY BE USED IN SLAB OR UNDERGROUND AT A MINIMUM DEPTH OF 24 INCHES.
4. FLEXIBLE CONDUIT SHALL BE USED FOR CONNECTION TO ALL VIBRATING EQUIPMENT SUCH AS MOTORS, ETC.
5. ALL ELECTRICAL EQUIPMENT SHALL BE APPROVED AS SAFE FOR USE IN THE U.S. WORKPLACE, AS PER A "NRTL" RECOGNIZED ORGANIZATION (UL, C.S.A, ETC.).
6. ALL EQUIPMENT SHALL BE MOUNTED ABOVE FLOOD CRITERIA.
7. PRIOR TO BID, THE CONTRACTOR SHALL VISIT THE JOB SITE AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS. NOTIFY THE ARCHITECT OR ENGINEER OF ANY DISCREPANCIES. THE CONTRACTOR SHALL QUALIFY THE BID ACCORDINGLY.
8. THE DESIGNATED NUMBERS ARE SHOWN ON THESE PLANS AS PER THE ORIGINAL DOCUMENTS OR SITE INVESTIGATION FOR THE EXISTING CONDITIONS AND ARE FOR IDENTIFICATION ONLY. CONTRACTOR SHALL VERIFY AND SHOW THE CIRCUIT NUMBERS ACTUALLY USED IN THE INSTALLATION ON THE "AS-BUILT" DRAWINGS.
9. CONTRACTOR SHALL WARRANT ALL WORK TO BE FREE OF DEFECT IN WORKMANSHIP AND MATERIALS FOR A PRIOR OF ONE YEAR AFTER ACCEPTANCE OF THE PROJECT.

ELECTRICAL NOTES:

1. ALL CONTRACTOR WORK SHALL BE IN ACCORDANCE WITH LOCAL CODES
2. CONTRACTOR SHALL SEAL OFF CONDUIT RUNS
3. CONTRACTOR TO MOUNT LIGHTNING ARRESTOR AT SWITCH DISCONNECT
4. CONTRACTOR SHALL VERIFY POWER SOURCE PRIOR TO ORDERING EQUIPMENT
5. NEUTRAL TO BE SUPPLIED FOR 230V-3 PHASE POWER.

SYMBOLS LEGEND

-  -G.F.I. RECEPTACLE
15 AMP/120 VOLT (TAMPER RESISTANT)
-  JUNCTION BOX
-  MOTOR



IN MY PROFESSIONAL CAPACITY AND THE BEST OF MY KNOWLEDGE AND BELIEF, THESE DRAWINGS IS TRUE AND CORRECT, AND I AM NOT PROVIDING ANY SERVICE OR MATERIALS WITH APPLICABLE CODES AND REGULATIONS.

9702 S.W. 131 St. Miami, FL 33176
TEL: (305) 238-4977 CELL: (305) 934 1416
Gustavo S. Frances PE, FL License #48996
E-mail: gsf@protekes.com

LIFT STATION #15 FOR
TOWN OF PEMROKE PARK AT
4250 W HALLANDALE BEACH BLVD, PEMROKE PARK, FL 33023

REVISIONS / NOTES

210614

ELECTRICAL NOTES

SCALE:



E-1
1 OF 4
9 August 2021

1. PROVIDE NEW ELECTRICAL SERVICE 120/240V 3φ
2. NEW FUSED SERVICE DISCONNECT SWITCH/FUSES
3. NEW LIFT CONTROLLER FEEDER INSTALLATION.



NOTES:
① AMPACITIES PER TABLE 430-150 OF THE NATIONAL ELECTRIC CODE.
② SERVICE ENTRANCE MINIMUM SIZE AS PER ARTICLE 230 OF THE NATIONAL ELECTRIC CODE.



- NOTES:
1. ENGINEER CALCULATED A FAULT CURRENT OF 5.50K AC BASE ON CALCULATED FAULT CURRENT PROTEK RECOMMENDS 10K AC. CONTRACTOR SHALL COORDINATE WITH FPL FOR ACTUAL FAULT CURRENT. EQUIPMENT INSTALLED SHALL WITHSTAND FPL'S AVAILABLE FAULT CURRENT. PRIOR TO ORDERING THE ELECTRICAL SWITCHGEAR THE CONTRACTOR SHALL OBTAIN FROM FPL A LETTER STATING THE AVAILABLE FAULT CURRENT. NO EXTRAS WILL BE ALLOWED FOR FAILURE TO DO SO.
 2. ALL EQUIPMENT TO BE MOUNTED ABOVE FLOOD CRITERIA.
 3. COORDINATE NEW SERVICE REQUIREMENTS WITH FPL.



Assumed Fault Current Calculation					
$I = kVA \times 1000 \div trans FLA$	KVA	=	500		
$E \times I^{1.332}$	E	=	240		
	trans. FLA	=	1203		
$Isc = trans_FLA \times 100$					
Transformer %					
					%
Isc = ampere short-circuit current RMS symmetrical	Isc	=	24,057	amperes	
Fault Current from	POINT TO POINT METHOD				
	Length (distance) FEET	L	=	90	Three Phase 240V
	(ASC)	Isc	=	24,057	
	# conductors per phase	N	=	3	Copper In Nonmetallic Race
	Phase conductor constant	C	=	4,633	Volt Conductor
	Volt Line to Line	E - L	=	240	Volt
		E - L	=	240	Volt
T' factor = $1.732 \times L \times I$					
$N \times C \times E \times L$					
	Neutral conductor constant	C	=	4,633	Neutral Conductor
	Volt Line to Neutral	E - N	=	120	Volt
		E - N	=	120	Volt
		E - N	=	120	Volt
Multipier	M	=	1	+ f	
	Line to Line	M	=	0.229	
	Line to Neutral	M	=	0.129	
Isc x M = fault current at terminals of main disconnect L-L =					5,504 amperes
Isc x M = fault current at terminals of main disconnect L-N =					3,108 amperes

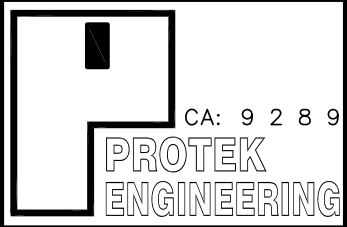
REVISIONS / NOTES

210614

ELECTRICAL PLAN,
SYMBOLS,
DETAILS, NOTES,
SCHEDULE & RISER

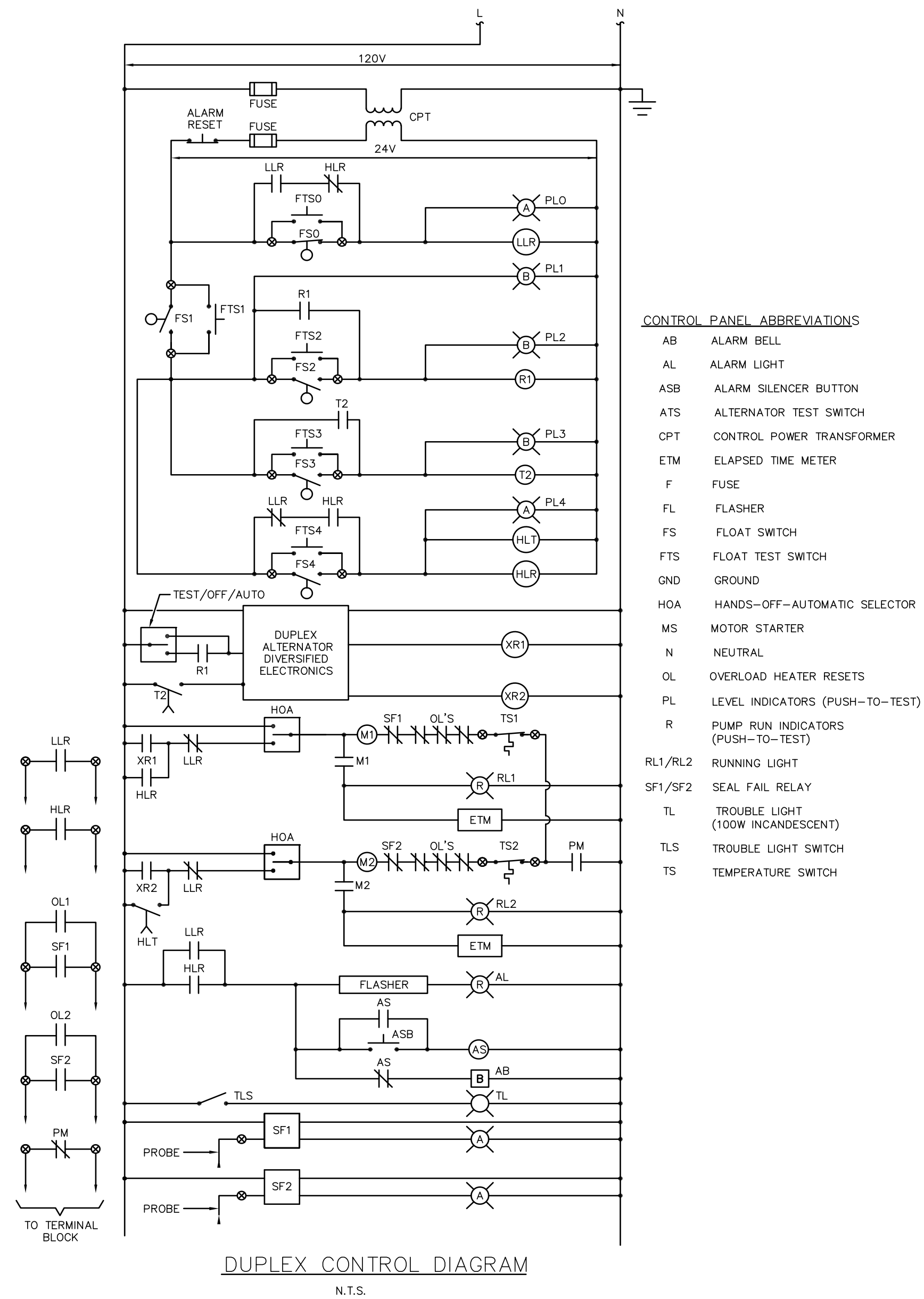
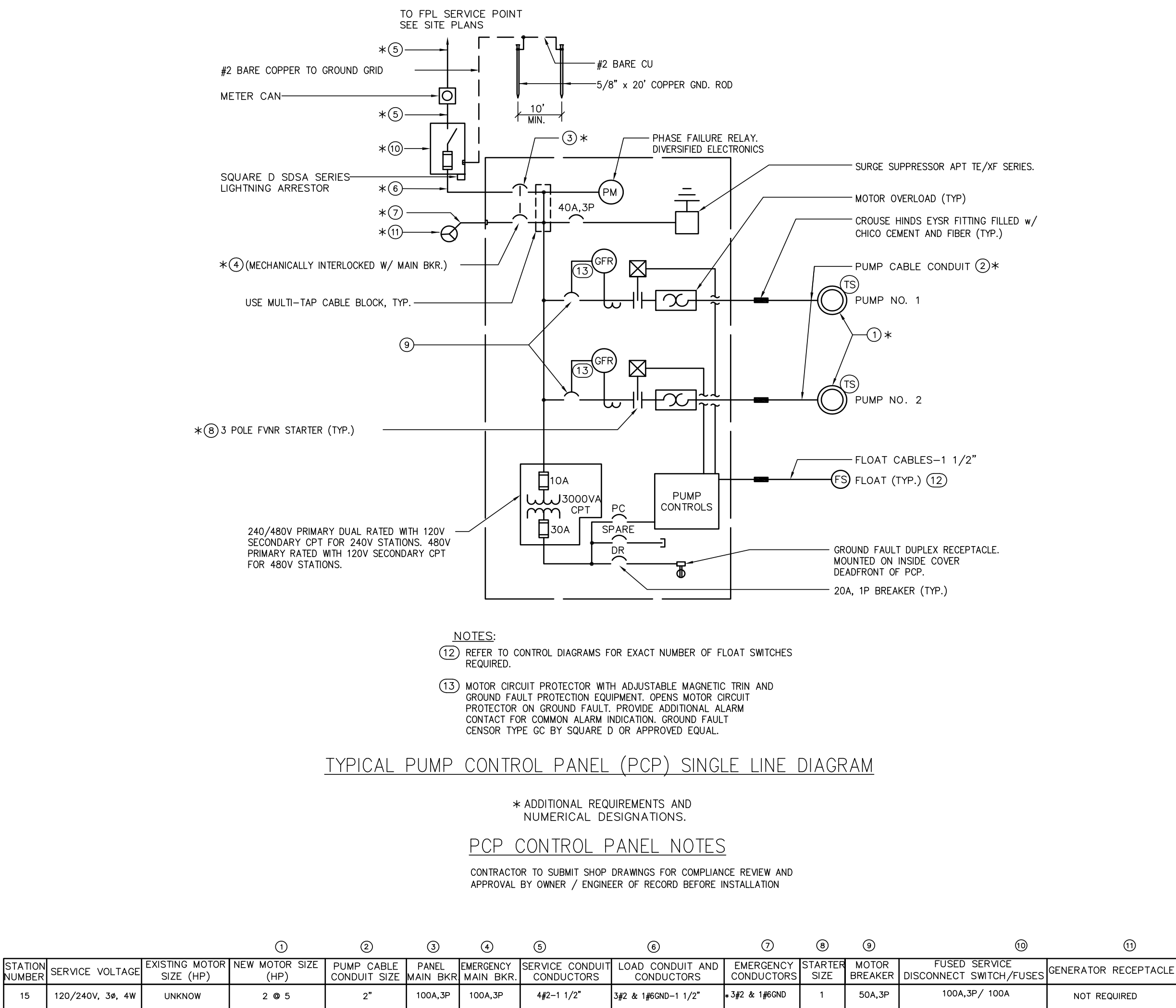


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2 OF 4
9 August 2021



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LIFT STATION # 15 FOR
TOWN OF PEMBROKE PARK AT
4250 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023



REVISIONS / NOTES

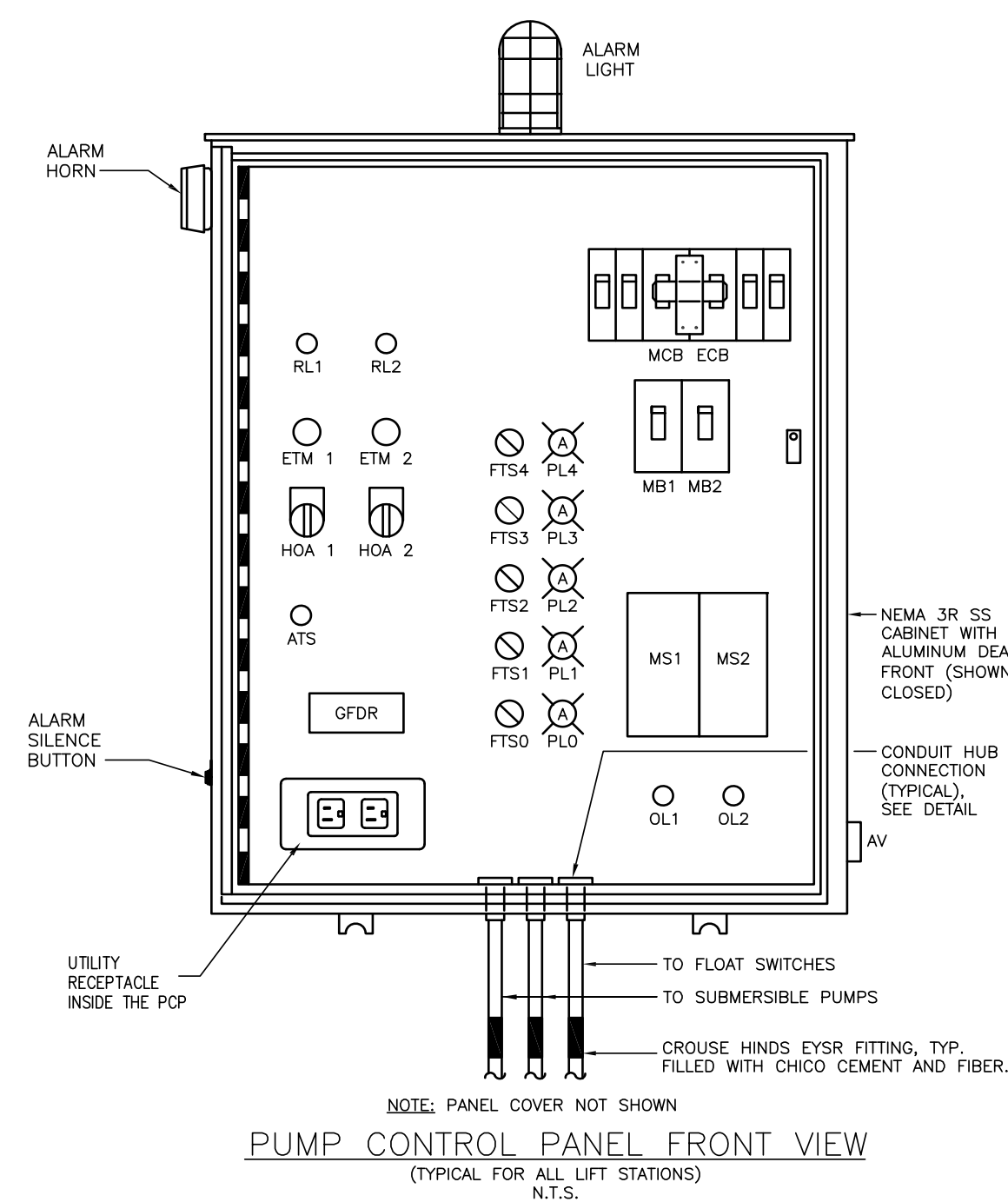
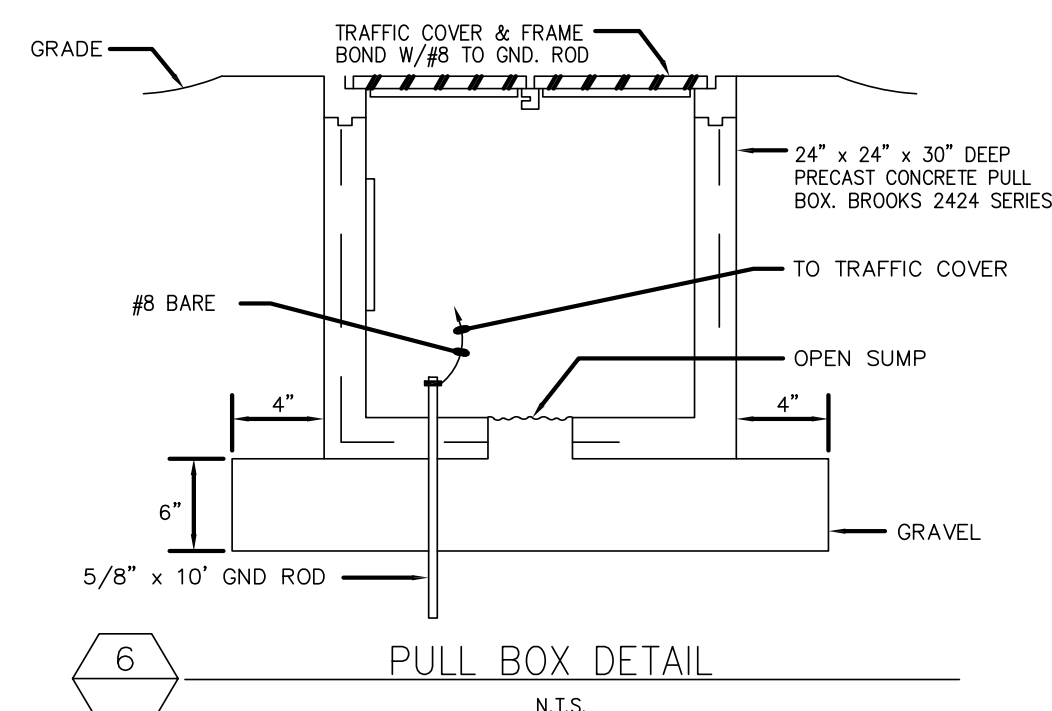
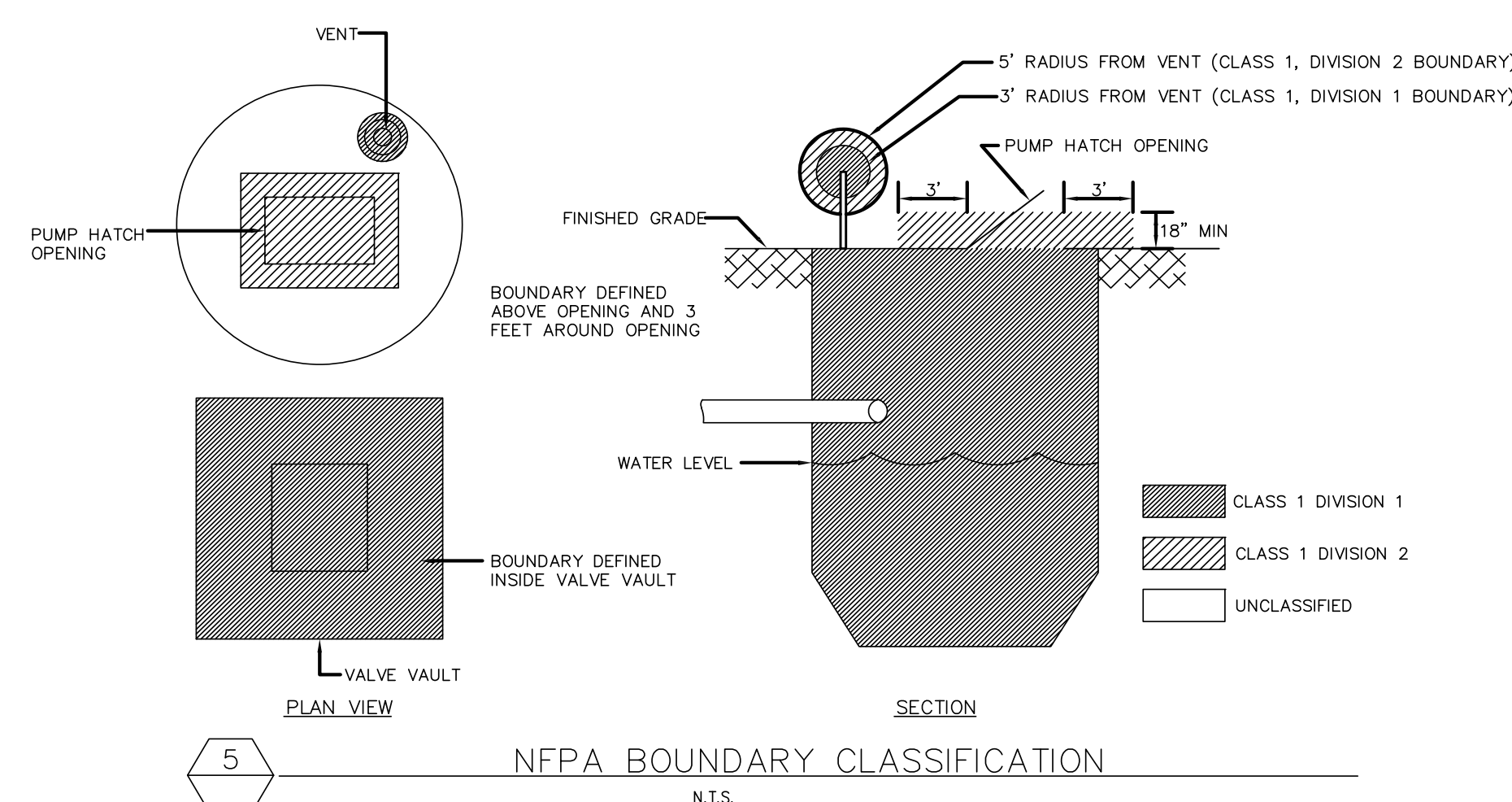
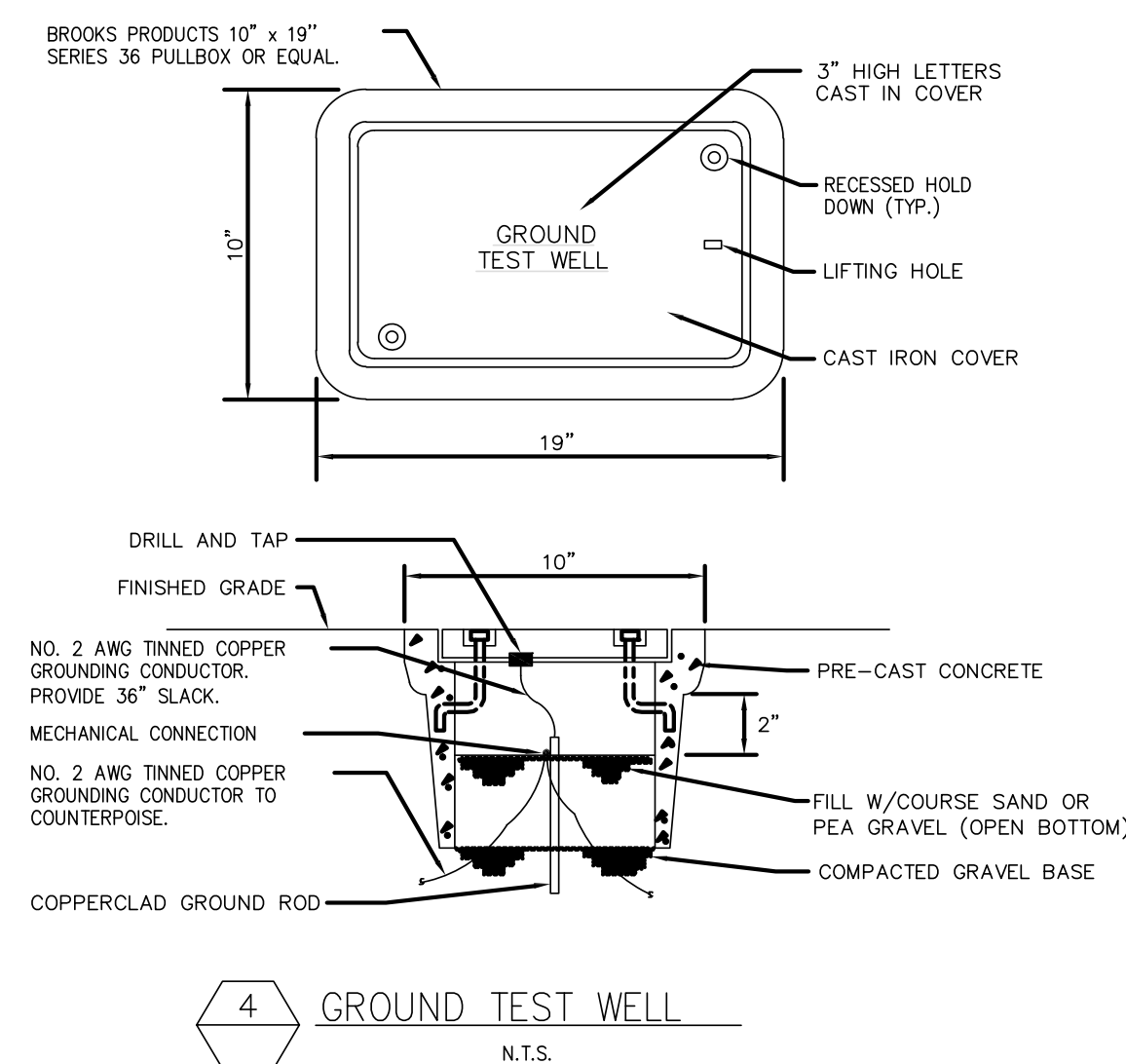
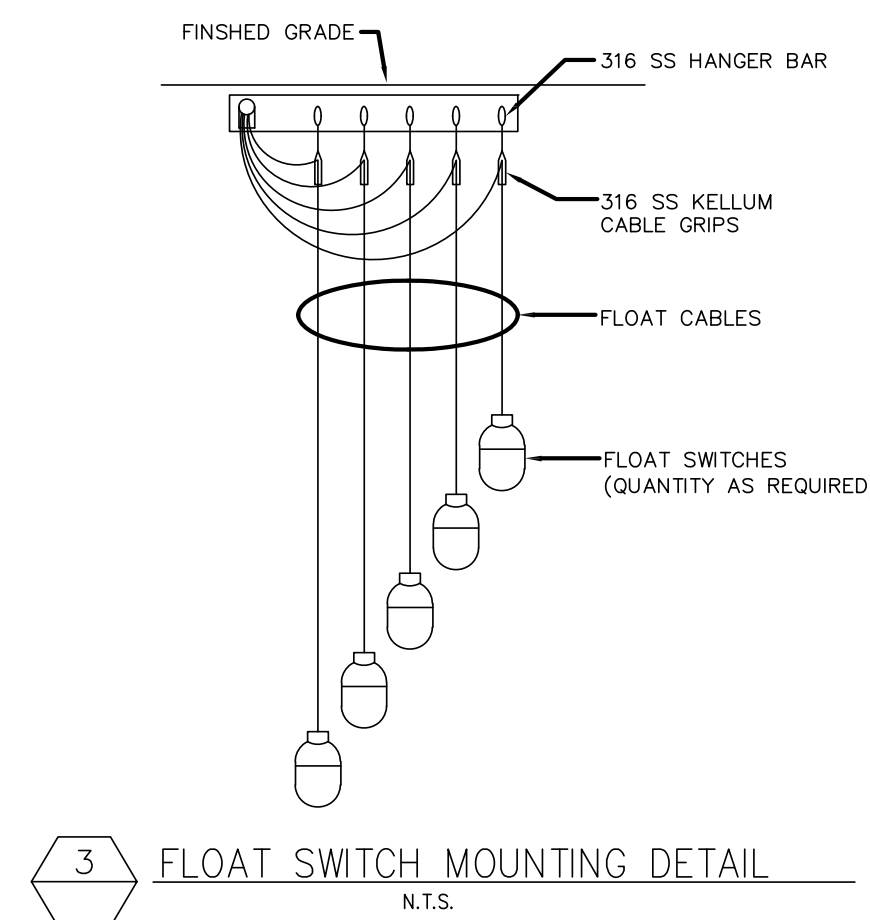
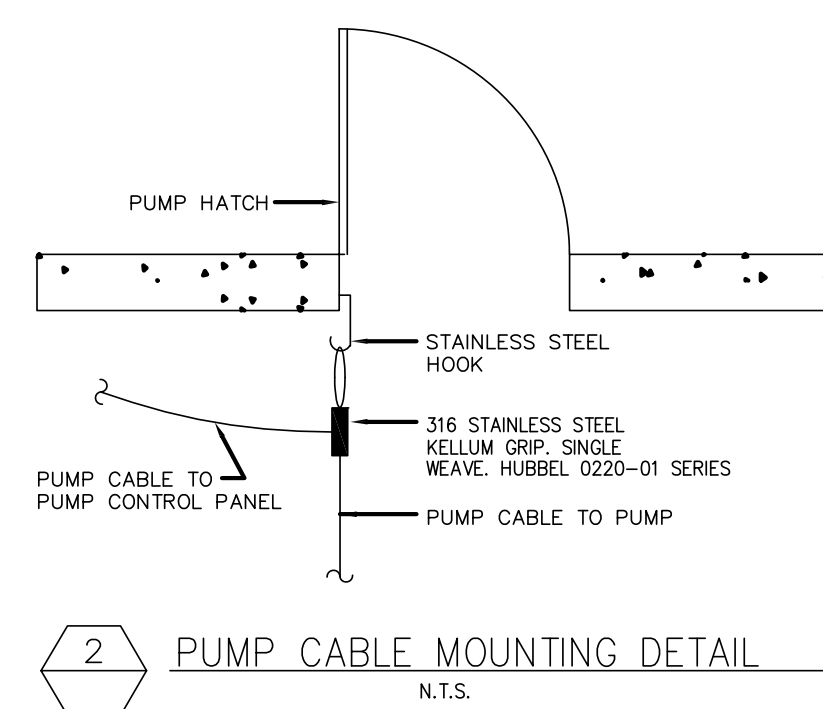
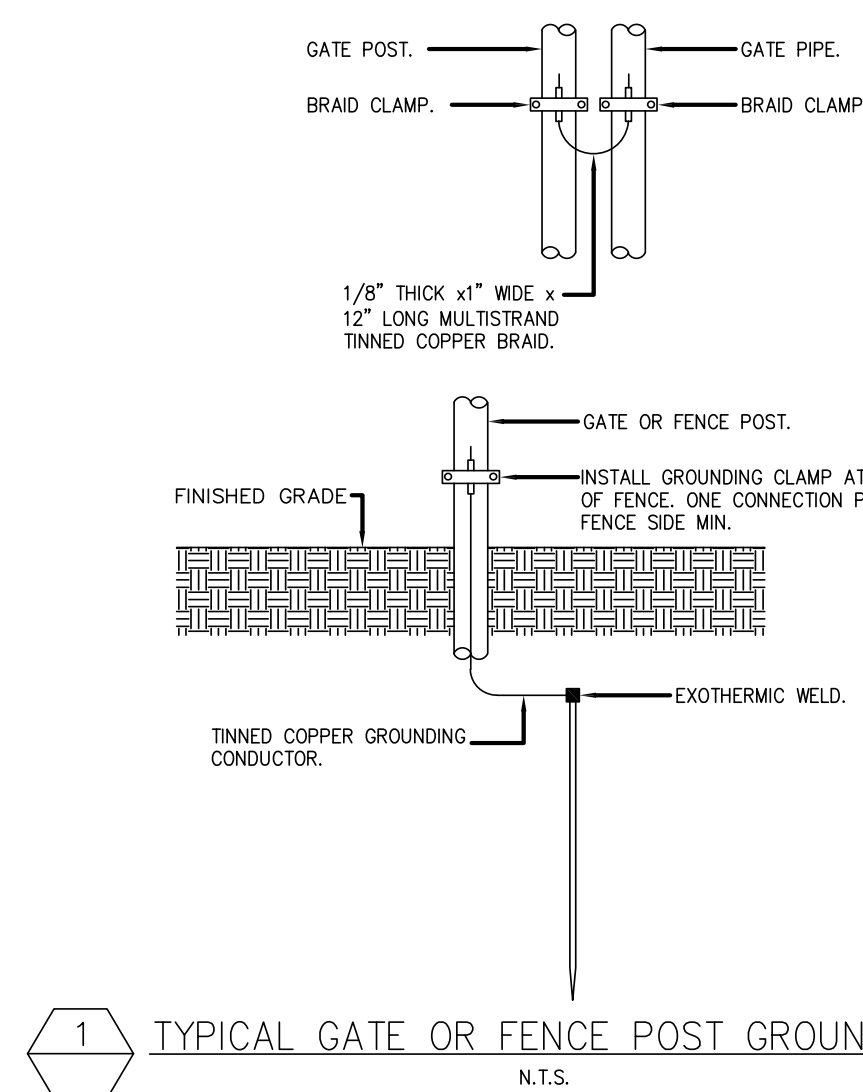
210614

CONTROL PANEL
DIAGRAM

SCALE:



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3 OF 4
9 August 2021

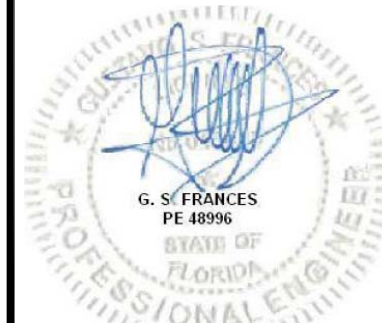


LIFT STATION # 15 FOR
TOWN OF PEMBROKE PARK AT
4250 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023

[illegible]

DETAILS

SCALE:



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4 OF 4
9 August 202

SECTION 6

FORMS

1. BID FORM

SCHEDULE OF BID PRICES

Bidder warrants, by virtue of bidding, that the Bid and the prices quoted in the Bid will be firm for acceptance by TOWN, and that the Bid prices will be in compliance with the Broward County Prevailing Wages.

(Please fill in all blanks and return with your Bid.)

NOTE: Bidder shall perform the work with its own organization, amounting to not less than 35 percent of the contract price.

Bidder agrees to perform all the work described in the contract documents for the following unit prices or lump sums. BIDS shall include shipping costs, sales tax, and all other applicable taxes. Bidder also understands that the extended total for each and every item is the result of multiplying the quantity times the unit cost. The unit cost shall prevail, if discrepancies between the unit and total costs are found.

Bid Prices Shall Be Based Pursuant to Specifications and Attachments A Unless Otherwise Stated. Contractor Shall Calculate and Provide Quantity Required for Each Line Item.

In accordance with the Town's Invitation to Bid (ITB 21-03) and the specifications contained herein, the undersigned proposes the following Bid prices:

A. REPLACEMENT OF LIFT STATION #15 rev1

Bidder's Company Name:				
ITEM #	DESCRIPTION	QTY	UNIT	TOTAL COST (\$)
1.	Retrofit Existing Wet Well, New Valve Box Chamber, New Concrete Slab and Access Doors, Final Grading	1	LS	
2.	Discharge Piping, Pump Accessories and Electrical	1	LS	
3.	Pumps and 5-year Warranty	1	LS	
4.	Lift Station Equipment, and Labor One (1) Year Minimum Warranty	1	LS	
5.	TOTAL	\$		

Authorized Signatory:

(Signature)

Executed by:

(Type or Print Name)

Title:

For (Company):

Address:

Telephone Number:

Email:

B. BID SIGNATURE PAGE

HOW TO SUBMIT BIDS: Bids must be submitted by hard copy. It is the sole responsibility of the Bidder to ensure that the Bid reaches the Town of Pembroke Park, Town Hall, Town Clerk's Office, 3150 SW 52nd Avenue, Pembroke Park, FL 33023, on or prior to the Bid due date and time listed. Bids submitted by fax or email will not be accepted.

The undersigned hereby agrees to furnish services subject to all instructions, terms, conditions, specifications, and addenda contained in the Invitation to Bid (ITB).

I have read the ITB, and all attachments including the specifications and fully understand what is required. By submitting this signed Bid, I understand any resulting Town contract will be subject to ITB instructions, terms, conditions, specifications, and addenda.

_____ Submitted by		_____ Date
_____ Signature		_____ Date
_____ Name Print		_____ Title
_____ Company (Legal Registration)		

FOREIGN CORPORATIONS MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).

_____ Address		

_____ City	_____ State	_____ Zip

_____ Telephone No.	_____ FAX No	_____ Email

_____ Does your firm qualify for MBE or WBE status? Circle one.			_____ MBE	_____ WBE
--	--	--	--------------	--------------



2. TOWN OF PEMBROKE PARK SUBMITTAL REQUIRED FORMS

Bidders must complete and submit all TOWN requested documentation to be considered a responsive and responsible Bidder.

1. Documentation from Sections 5 and 6
2. Questionnaire
3. Bid Acknowledgment
4. Vendor/Bidder Disclosure
5. Subcontractors
6. References
7. Public Entity Crimes
8. Conflict of Interest Disclosure
9. Non-Collusion Statement
10. Confirmation of Drug-Free Workplace
11. Acknowledgement of Addenda

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QUESTIONNAIRE

Submitted by (*Company Name*):

Corporation

Partnership

Individual

Joint Venture

Other

Describe:

Office Location:

Number of people in your organization:

Length of time the Contractor has been doing business under this name in Florida:

Years

Under what other name(s) has your firm operated:

Has or is your firm currently involved in any formal court proceedings regarding any of your contracts?

YES

(*Attach a detailed explanation*)

NO



BID ACKNOWLEDGMENT

The undersigned, having carefully read and considered the Invitation to Bid, ITB 21-03, Replacement of Lift Station #15 for the Town of Pembroke Park, does hereby offer to perform such services for the Town of Pembroke Park, in the manner described and subject to the terms and conditions set forth in the attached ITB.

The undersigned gives permission for Pembroke Park to contact business references provided in this Bid, and any others for whom the undersigned has performed work.

The undersigned further states that this Bid is made in good faith and is not founded on, or in consequence of, any collusion, anti-competitive agreement, or other type of anti-competitive activities between themselves and any other interested party, in restraint of free competition.

Bidder Business Name: _____

Authorized Representative Signature: _____

Authorized Representative Name (Print): _____

Authorized Representative Title (Print): _____

Address: _____

Date: _____

Phone: _____

Fax: _____

Email Address: _____

Key Staff Member(s) Will Assign to Project: _____



VENDOR/BIDDER DISCLOSURE

I, _____, being first duly sworn state that:

The full legal name and business address of the person(s) or entity contracting with the Town of Pembroke Park ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: _____

Address: _____

FEIN: _____

State and date of incorporation _____

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	% Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The full legal names and business addresses of any other individual (other than subcontractors, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest Town of Pembroke Park in the contract or business transaction with TOWN are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	% Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Town of Pembroke Park
ITB 21-03 Replacement of Lift Station #15 rev1

STATE OF FLORIDA)
)
COUNTY OF _____)

By: _____ Date: _____
Signature of Affiant

Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this _____ day of
_____ 20____, by _____, he/she is personally known
to me or has presented _____ as identification.

Notary Public, State of Florida at Large

Print or Stamp of Notary:



SUBCONTRACTORS

The Bidder shall list all Subcontractors to be used on this project, if awarded the Contract for this project in the form below.

	CLASSIFICATION OF WORK	NAME OF SUBCONTRACTOR	ADDRESS OF SUBCONTRACTOR
1.			
2.			
3.			
4.			
5.			

REFERENCES

All references must be from customers for whom your company has provided similar services as the specifications of this Bid. *(Invalid contact information will result in default of references and may cause the bid to be disqualified.)*

Company Name:

1.	Company
Street Address	
City, State & Zip	
Contact Person Name	Title
Phone	Email
Describe Scope of Work and dates of project/service (start/end)	
2.	Company
Street Address	
City, State & Zip	
Contact Person Name	Title
Phone	Email
Describe Scope of Work and dates of project/service (start/end)	
3.	Company
Street Address	
City, State & Zip	
Contact Person Name	Title
Phone	Email
Describe Scope of Work and dates of project/service (start/end)	



PUBLIC ENTITY CRIMES

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity; may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit Bids on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Bidder, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged By:

Firm Name:

Printed Name:

Title:

Signature:

Date:



CONFLICT OF INTEREST DISCLOSURE

The award of the agreement is subject to the provisions of Chapter 112, Florida Statutes. All Bidders must disclose within their Bid, the name of any officer, director, or agent who is also an employee or relative of an employee of the Town of Pembroke Park ("TOWN").

Furthermore, all Bidders must disclose the name of any TOWN employee or relative(s) of a TOWN employee who owns, directly or indirectly, an interest in the Bidders firm or any of its branches.

The purpose of this disclosure form is to give TOWN the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any TOWN duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation, if necessary:

- ☐ To the best of our knowledge, the undersigned Contractor has no potential conflict of interest as defined in Chapter 112, Florida Statutes.
- ☐ The undersigned Contractor, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this ITB.

Acknowledged By:

Firm Name:

Printed Name:

Title:

Signature:

Date:



NON-COLLUSION STATEMENT

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any Town of Pembroke Park ("TOWN") officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any TOWN officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with TOWN Policy and Standards:

1. TOWN employees may not contract with TOWN through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).
2. Immediate family members (spouse, parents, and children) are also prohibited from contracting with TOWN subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of TOWN Finance Code.

NAME	RELATIONSHIPS

In the event the vendor does not indicate any names, TOWN shall interpret this to mean that the vendor has indicated that no such relationships exist.

Company/Firm: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____



CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder's Signature

Date



ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

ADDENDUM ACKNOWLEDGEMENT - Bidder acknowledges that the following addenda have been received and are included in its Bid:

Addendum No. 1 Date Issued

Addendum No. 2 Date Issued

Addendum No. 3 Date Issued

Addendum No. 4 Date Issued

Addendum No. 5 Date Issued

Addendum No. 6 Date Issued

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS ITB.
