



AGENDA

REGULAR COMMISSION MEETING

7:00 PM - Wednesday, May 12, 2021
Virtual Meeting

Page

1. VIRTUAL INSTRUCTIONS

Regular Commission Meeting

NOTICE IS HEREBY GIVEN

that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Regular Commission Meeting utilizing communications media technology ("CMT"), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

REGULAR COMMISSION MEETING

Virtual meeting instructions

Wednesday, May 12, 2021 7:00 PM - 11:00 PM (EDT)

You can dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

Access Code: 213-605-397

Two hours prior to the meeting you can submit a text or voicemail at (954) 707-9820. Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Town Clerk at townclerk@tppfl.gov.

All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, ext: 235

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

6. PRESENTATIONS / PROCLAMATIONS

6.1. Pension Report - Pension Advisor Rosen

[2020-2021 Pembroke Park March 31, 2021](#)

[2020-2021 Pension Plan totals PDF](#)

8 - 9

6.2.	Lobbyist Reports - Commissioner Clark, Lobbyist Siegerson Capital Hill 03-31-2021 March Rpts CASGS Mar Rpt DC Strategies Pembroke Park February-March 2021 Report HC-Pembroke Park Mar Report 04-15-21 Tidewater	10 - 29
6.3.	2020 Fiscal Year End Audit report - Finance Director Taubenfeld Fiscal 2020 Year End Audit 2020 PEMBROKE PARK FS - DRAFT	30 - 106
6.4.	Municipal Clerk's Week May 2 thru 8, 2021 - Mayor and Commission Haitian Heritage Month and May 18th is Haitian Flag Day - Mayor and Commission National Public Works Week May 16 thru 23, 2021 - Mayor and Commission Proclamations Clerk Week and Haitian Flag Day Proclamation Public Works	107 - 109
7.	PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE	
8.	CONSENT AGENDA	
8.1.	Approval of Minutes - Town Clerk Martell April 14, 2021 Regular Commission Meeting April 28, 2021 Workshop Commission Meeting 04 14 2021 Regular Commission Meeting 04 28 2021 Workshop Commission Meeting	110 - 127
8.2.	Bills over \$500- Finance Director Taubenfeld Finance is requesting Commission approval of payments over \$1,500 Bills Over \$500 May 12th 2021	128
8.3.	Lobby renovation amended scope - Building Official Nunez, Finance Director Taubenfeld AMENDED Building Lobby renovation Sagoma Proposal	129 - 141
8.4.	Police Recruitment Process - HR Menegazzo HR 2021 Town of Pembroke Park Police Department Recruitment Plan Final	142 - 173
8.5.	Maintenance of Traffic (MOT) Training for Public Works Staff - HR Menegazzo hr mot	174 - 175

- 8.6. Gas Tax .03 and fifth cent - Interim Public Services Director Jacques 176 - 216

RESOLUTION NO. 2021-028

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2021 AMENDMENT TO THE INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA, PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY ADDITIONAL LOCAL OPTION GAS TAX ON MOTOR FUEL ORDINANCE**; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID 2021 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

RESOLUTION NO. 2021-027

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT REGARDING THE 2021 LOCAL OPTION GAS TAX; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN**; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

[2021-028 .03 gas tax](#)

[2021-027 fifth cent penny tax](#)

[Gas Tax Memo to Cities 2021](#)

[Gas Local 6 Cents Tax Administrative Update Chart 2021](#)

[2021-027 .05 GAS TAX](#)

[2021-028 .03 GAS TAX](#)

- 8.7. Keith & Associates - contract renewal - Interim Public Services Director Jacques 217 - 220

We recommend that the Commission approve the last renewal of this contract.

[Agenda Item Report - AIR-21-108 - Pdf](#)

[keith renewal 2021](#)

- 8.8. CSLIP resolution for upcoming FDOT work program cycle - Commissioner Clark, Interim Public Services Director Jacques 221 - 231
RESOLUTION NO. 2021-030
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **SUPPORTING BROWARD METROPOLITAN PLANNING ORGANIZATION'S COMPLETE STREETS MASTER PLAN INITIATIVES FOR IMPROVEMENTS TO BICYCLE PATH AND SIDEWALK ON SW 52 AVE AND SW PARK ROAD** ; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- Commission approval to go forward with CSLIP project
[Agenda Item Report - AIR-21-100 - Pdf](#)
[2021-030 mpo cslip](#)
- 8.9. State of Florida Community Planning Technical Assistance Grant for an Economic Redevelopment Strategy Plan - Town Planner Siegel 232 - 240
RESOLUTION NO. 2021 -029
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO APPLY FOR THE FLORIDA COMMUNITY PLANNING AND TECHNICAL ASSISTANCE GRANT FOR AN ECONOMIC REDEVELOPMENT STRATEGY PLAN (THE "GRANT")**; **AUTHORIZING THE TOWN PLANNER TO EXECUTE THE GRANT**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- Approve Staff Submitting a Funding Request for a State of Florida Community Planning Technical Assistance Grant.
[Agenda Item Report - AIR-21-111 - Pdf](#)
[2021-029 community planning grant 2021](#)
- 8.10. SW 30th Avenue Sanitary Sewer Project - Route Study - Town Planner Siegel 241 - 251
- Approve Task Order 6 with Keith & Associates for the SW 30th Avenue Sanitary Sewer Project -- Route Study
[Agenda Item Report - AIR-21-109 - Pdf](#)
- 8.11. Resolution authorizing the Manager to make purchases while the Commissioners are on summer hiatus - Town Manager Jimenez 252 - 253
RESOLUTION NO. 2021-032
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN MANAGER TO APPROVE PAYMENT FOR SERVICES AND COMMODITIES IN AN AMOUNT NOT TO EXCEED \$5,000.00**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2021-032 summer break](#)

- 8.12. Resolution hiring the Finance Director Harry Taubenfeld - Town Manager Jimenez 254 - 255

RESOLUTION NO. 2021-033

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPOINTING HARRY TAUBENFELD AS FINANCE AND BUDGET DIRECTOR FOR THE TOWN OF PEMBROKE PARK**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[2021-033 HARRY TAUBENFELD](#)

- 8.13. Broward League of Cities Board appointment - Mayor Jacobs 256

[Broward League of Cities Board Request REVISED](#)

9. RESOLUTIONS

9. Appointments to the Charter Review Committee - Town Attorney Anderson 2

1. **RESOLUTION NO. 2021-031** 5

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ESTABLISHING A CHARTER REVIEW COMMITTEE CONSISTING OF FIVE TOWN RESIDENTS FOR THE PURPOSE OF RECOMMENDING TO THE TOWN COMMISSION PROPOSED CHANGES TO THE TOWN CHARTER**; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE. 7

Ms. Lucy Weber, District 3

Mr. Gary Schrader, District 1

Ms. Evelyn Cunningham, District 4

Paulette Walker, District 5

Mr. David Roach, District 2

Recommend the Commission appoint members to the Charter Review Committee and set a date for the first meeting of the Committee

[Agenda Item Report - AIR-21-082 - Pdf](#)

10. ORDINANCES

- 10.1. Amendments to T-1 Mobile Home Park District - Town Attorney Anderson 258 - 266

ORDINANCE NO. 2021-004

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **REVISING CHAPTER 28, ARTICLE III, DIVISION 8 "T-1 MOBILE HOME PARK DISTRICT" OF THE TOWN'S CODE OF ORDINANCES BY AMENDING SECTIONS 28-257, 28-260, 28-269, 28-274, 28-276, 28-278, 28-280, 28-281, 28-282, 28-283, AND 28-285**; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Approve Ordinance No. 2021-004 -- Amendments to T-1 Mobile Home Park District on First Reading

[Agenda Item Report - AIR-21-110 - Pdf](#)

[2021-004 T-1 ord SEWERS 2021](#)

- 10.2. Solid Waste Collection - Town Attorney Anderson 267 - 273
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](#)
- 10.3. Procurement Code Ordinance - Town Attorney Anderson 274 - 289
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](#)
11. NEW BUSINESS - NONE
12. OLD BUSINESS - NONE
13. DISCUSSION
- 13.1. Approval for travel accommodations for Mayor Jacobs to meet with Representatives in Washington DC to discuss Police Department funding opportunities - Mayor Jacobs
- 13.2. Police Building RFP and Request for Building Quotes - Interim Police Chief Howard 290
- Staff recommends obtaining three quotes for engineering plans for the new police department construction and publishing an RFP for cost of construction.
- [Agenda Item Report - AIR-21-112 - Pdf](#)
- 13.3. Emergency Orders 21-101 and 21-102 - Town Attorney Anderson 291 - 295
[Agenda Item Report - AIR-21-113 - Pdf](#)

13.4. Sanitary Sewer Maintenance Operational Issues and Costs - Town Attorney Anderson

296

Discussion of how to proceed in relation to maintenance of sanitary sewer systems within privately owned mobile home parks.

[Agenda Item Report - AIR-21-114 - Pdf](#)

13.5. Vice Mayor Cohen Retirement - Town Manager Jimenez

14. ATTORNEY REPORTS

15. TOWN MANAGER REPORTS

16. COMMISSION REPORTS

Commissioner Clark

Clerk Commissioner Dieuveille

Vice Mayor Cohen

Mayor Jacobs

17. ANNOUNCEMENTS

COVID Pfizer 1st Vaccine, Saturday, May 15th from 8:00 AM to 4:00 PM at Raymond P. Oglesby Preserve Park

Haitian Flag Day is May 18th, 2021

Special Magistrate Hearing, May 18, 2021 at 9:00 AM

Workshop Commission Meeting, May 26, 2021 at 6:00 PM

Feeding South Florida - Warehouse Training Program, starting Monday 31, 2021 thru Friday, June 4, 2021 at 9:00 AM

COVID Pfizer 2nd Vaccine, Saturday, June 5th from 8:00 AM to 4:00 PM at Raymond P. Oglesby Preserve Park

Regular Commission Meeting, June 9, 2021 at 7:00 PM

18. 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.

NOTES

Town of Pembroke Park Commission Supplemental Retirement Plan

Page 2

Breakdown of Death Benefits, Cash Values of Life Insurance and Annuity Values As of March 31, 2021

		<u>Life Insurance and Annuity Death Benefit</u>		<u>Cash Values Life & Annuity</u>
Ashira Mohammed	Minnesota Life	\$600,000.00		\$30,727.30
Howard Clark	Minnesota Life	\$300,000.00		\$180,031.57
Howard Clark	Jackson National Annuity	<u>\$182,867.06</u>		<u>\$179,858.50</u>
	Howard's Total Death Benefit	\$482,867.06	Howard's Total Cash Value	\$359,890.07
Georgina Cohen	Minnesota Life	\$600,000.00		\$60,244.60
Annette Wexler	Minnesota Life	\$400,000.00		\$92,011.47
Emma Shoaff	Jackson National Annuity	\$533,086.70		\$470,286.81
Geoffrey Jacobs	Minnesota Life	\$500,000.00		
Reynold Dieuville	Minnesota Life	\$500,000.00		
	<u>Total</u>			
3/31/2021 Valuation Assets	Securian Investment Contract			\$2,721,231.57
	Life Insurance and Annuity cash value			<u>\$1,013,160.25</u>
			Total	\$3,734,391.82

NOTES**Town of Pembroke Park Commission Supplemental Retirement Plan**

Page 1

Pension Plan plus Cash Values of Life Insurance and Annuities
Owned by The Pension Plan**10/01/2019 to 9/30/2020**

9/30/2020 Valuation Assets	Securian Investment Contract	\$2,408,686.33
	Life Insurance and Annuity cash value	<u>\$922,811.48</u>
	Total	\$3,331,497.81

10/01/2020 to 3/31/2021

3/31/2021 Valuation Assets	Securian Investment Contract	\$2,721,231.57
	Life Insurance and Annuity cash value	<u>\$1,013,160.25</u>
	Total	\$3,734,391.82

CAPITAL HILLS CONSULTANTS
Governmental & Political Consulting

2436 N. Federal Hwy, #483
Lighthouse Point, FL 33064

E-mail: sigersonatlaw@aol.com

Phone: (954) 540-7252
Alt. Ph: (954) 336-3544

M E M O R A N D U M

DATE: April 18, 2021

TO: The Mayor, Vice Mayor and Commissioners

FROM: David K. Sigerson, Jr., Esq. for Capital Hills Consultants
And the Governmental Consulting Team

SUBJECT: Regular Monthly Report for March, 2021

This report covers the Activities of the Town's Lobby & Consultant Team for the Month of March, 2021, in addition, the Report contains a list of Municipal Bills of Interest updated through April 28st.

CHC – David Sigerson Activities:

Activities and Meetings. Legislative Committee meetings began in earnest starting on the first day of the Legislative Session, Tuesday, March 2nd, and continued through March, a month when the bulk of the committee work is done during a Regular Session. Some of the committee meetings attended on the House and Senate side (virtually online): House and Senate Appropriations (full) and Subcommittees on Agriculture and Natural Resources, Transportation and Economic Development and Criminal & Civil Justice; the House and Senate local government committees and subcommittees (House State Affairs, Local Admin & Vets Affairs and Senate Community Affairs); House and Senate Finance & Tax (Ways & Means in the House) committees; and, Senate Rules Committee.

As has been reported, the Covid-19 Pandemic continued to be a concern to legislative leaders during March and the Capital remained virtually locked down (no Senate Office Bldg. public access at all). Access to House committee meetings was allowed to presenters and a small number persons who had to sign up in advance if they were speaking on a particular bill on that committee's agenda. Appointments to see individual House members can be made, but not all members are taking in-person meetings. Alternatively, some members are taking zoom meetings only. I have made appointments using the zoom technology. Members of the team and I continue to monitor Legislative committee meetings online at: myfloridahouse.gov and fsenate.gov.

The appropriate Team members and I continued to attend the March Town Commission meetings and workshops online and were available to make presentations or answer questions regarding the progress of the Legislative Session, particularly with respect to the Legislative budget process and the Town's Legislative Budget Requests (LBRs).

By the March 2nd noon deadline, more bills were filed. As a result, I reviewed additional filed bills and updated by "Bills of Interest" list accordingly. The list and a short explanation of the bills I reviewed, (and believe both affect local government and have a chance to pass), is included below.

Legislation on Annexation: – Annexation of Property

Although we had contacted several legislative offices concerning sponsoring our legislation, we couldn't find the right House sponsor (we have a Senate sponsor). Having consulted our legislative strategy options with Mr. Coates, Mr. Helmich and Mr. Cruz (of the Florida League of Cities, we began looking for a suitable piece of legislation to serve as a vehicle for an amendment for our (and the FLC's) annexation proposals. In particular, for example, we continued to monitor HB 59, a growth management bill by Rep. McClain and Senate Bill 496, the companion senate bill, as potential amendment vehicles. In addition, Mr. Cruz is in negotiations with an industry group over the possibility of placing our amendment onto a bill proposed by that group.

Pembroke Park Legislative Program.

The Pembroke Park Legislative Program for 2021 was discussed and developed during several Commission workshop meetings and then formally presented to the Commission at the November 28th workshop meeting. The 2021 Pembroke Park Legislative Program essentially consists of three elements: First, legislation that impacts municipalities in general; Second, legislation affecting the Town in particular (for example: mobile home legislation that would force local governments to pay mobile home relocation costs) or legislation that relates to our long-term strategy to protect and preserve the Town (e.g. annexation); and, Third, Legislative Budget Requests (LBRs) - as developed from the priority project list as recommended by staff and approved by the Commission. The LBR priority list was approved during the December Commission meeting. The LBRs have been submitted to our House and Senate sponsors: Rep. Woodson and Sen. Jones. They are:

1. Septic to Sewer Improvements - SW 30 Avenue
2. John P. Lyons Lane Stormwater Pumping Station
3. Community Garden Solar Safety Lighting
4. Police Department Startup.

The following contains a Municipal Bills of Interest list of bills that are "in play," meaning that they have been heard in at least one committee or that are not totally "dead." These bills (and dozens of others that I have determined are not going anywhere this Session) have been reviewed by me and include a brief description of the bill. If you have questions about a bill or just wish to know more about the impact of a particular bill, please contact me and I will provide you with additional information. Please also note, that this is by no means a complete list. I will only be able to put that together

2021 BILLS OF INTEREST AFFECTING LOCAL GOVERNMENT

HB 1 by Rep. Fernandez-Barquin/SB 484 by Sen. Burgess – Combating Public Disorder: addresses various civil disorder issues: obstructing traffic, defunding police, municipal failure to protect law enforcement officers, assault and battery on a person or police officer in furtherance of a riot, damaging a memorial, etc.

HB 1 passed and was signed into law: Ch. 2021-6, Laws Of Florida (LOF).

HB 35 by Rep Fine/SB 402 by Sen Rodrigues - Legal Notice: Provides for website publication of legal notices, requires government agency to provide specified notice to residents concerning alternative methods of receiving legal notices.

HB 35 – message to Senate, SB in Approp. Cmte.

SB 50 by Sen. Gruters/HB 15 by Reps Clemens, LaMarca – Sales and Use Tax: Expands tax to “remote sales” which include sales by means of the internet or other means of communications from outside the state for delivery inside the state.

SB passed by House and Senate, Ch. 2021-2, LOF

SB 60 by Sen Bradley/HB 883 by Rep Overdorf – County & Municipal Code Enforcement: Prohibits city or county code enforcement based upon anonymous complaint.

SB passed House, sent to Senate, ordered enrolled, HB Laid on Table (LOT).

SB 64 by Sen Albritton/HB 263 by Rep Maggard – Reclaimed Water: Requiring certain wastewater utilities to submit a plan for eliminating “nonbeneficial” surface water discharge to DEP by certain date.

SB passed, ordered engrossed and enrolled.

SB 266 by Perry/HB 403 by Rep Giallomabardo - Home-based Businesses: Specifying conditions under which a business is considered a home-based business; providing requirements for home-based businesses; authorizing a home-based business to operate in a residential zone under certain circumstances; specifying that home-based businesses are subject to certain business taxes; prohibiting a local government from taking certain actions relating to home-based businesses, etc.

SB – on 3rd R Cal./HB passed House – in Messages to Sen.

SB 268 by Sen Perry/HB 735 by Rep Harding – Preemption of Local Occupational licensing:

SB on Spl Order (SO) Cal.; HB passed House, in Messages to Sen.

S B 284 by Sen Perry/H55 by Rep McClain– Bldg Design: Prohibits local governments from adopting zoning and development regulations that require specific building design elements for single or two-family dwellings, except when: The dwelling is a historic property or a contributing property to a historic district; or The regulations are adopted in order to implement the National Flood Insurance Program; The regulations are adopted pursuant to and meet the building construction standards in ch. 553, F.S.; The dwelling is located in a community redevelopment area; or The dwelling is located in a pre-existing planned unit development or master planned community.

SB on SO Cal.; HB on 3rd R Cal. (for final House passage).

SB 302 by Sen Taddeo/HB 637 by Rep Tant – Small Business Saturday Sales Tax Holiday: Defines small business and provides Saturday sales tax holiday for small businesses.

SB in full Approp Cmte., HB has not moved – these bills are probably dead.

SB 334 by Sen Gruters/HB 239 by Rep Altman – Regulation of Smoking in Public Places: Authorizes local governments to restrict smoking in public places, beaches and parks; prohibits smoking in State Parks.

SB on Rules agenda-TP’d (Temporarily Postponed), HB still in Envrnmt., Ag & Flooding SubCom. These bills are probably dead.

SB 378 by Sen Bradley/HB 585 by Rep DiCeglie – Payment for Construction Services: criminalizes withholding payment for construction services on public project, increases interest rate for late payments, etc.

SB passed Sen., placed on H. 3rd R Cal., HB Laid on Table (LOT), see SB 378.

SB 400 by Se n Rodrigues/HB 913 by Rep McClure - Public Records: Prohibits agency from filing action for declaratory relief in response to a request for a record.

SB passed by Senate and House, ordered enrolled/HB LOT, see SB 400.

SB 496 by Sen Perry/HB 59 by Rep M cLean —Growth Management: requiring local governments to include a property rights element in their comprehensive plans; providing that the consent of certain property owners is not required for development agreement changes under certain circumstances, etc.

SB LOT, see HB 59 – passed by House and Senate, ordered enrolled.

Also see SB 1274

SB 522 by Sen Diaz/HB 219 by Rep Fischer—Vacation Rentals: Requiring advertising platforms to collect and remit taxes for certain transactions; revising an exemption to the prohibition against certain local regulation of vacation rentals; preempting the regulation of advertising platforms to the state; etc.

SB on Rule agenda – TP'd, HB added to Ways & Means agenda. This bill is very likely dead for this Session.

SB 750 by Gruters/HB 337 (Similar) by Rep DiCeglie —Impact Fees: Requiring local governments and special districts to credit against the collection of impact fees any contribution related to public facilities; providing limitations on impact fee increases; providing for retroactive operation; requiring specified entities to submit an affidavit attesting that impact fees were appropriately collected and expended; requiring school districts to report specified information regarding impact fees, etc.

SB LOT, refer to HB 337 – passed both houses, ordered enrolled

HB 853 by Rep Sirois/no SB – Local Gov. Ethics Reform: requires elected officials of municipalities with more than \$10 Million in revenue for 3 years in a row, to file full financial disclosure (CE Form 6), conflicts of interest to be disclosed prior to matter being discussed, etc.

HB passed the House, in Messages to the Senate, ref. to Rules Cmte. This bill is likely dead for this Session.

SB 970 by Sen Hooper/HB 313 - Firefighters' Bill of Rights: Expanding the rights of firefighters to include informal inquiries; prohibiting firefighters from being threatened with transfer, dismissal, or disciplinary action during an interrogation, etc.

SB in Governmental Oversight and Accountability, HB passed the House, in Messages to the Sen. These bills are probably dead.

SB 1146 by Brodeur/CS/HB 401 by – Florida Building Code: Florida Building Code; Prohibiting the Department of Health from requiring that pools serving assisted living facilities be compliant with rules relating to swimming pool lifeguards; authorizing a substantially affected person to file a petition with the Florida Building Commission to review certain local government regulations, laws, ordinances, policies, amendments, or land use or zoning provisions; prohibiting a local government from requiring certain contracts for the application for or issuance of a building permit, etc.

SB LOT, refer to CS/CS/HB 401 passed the Senate, in Returning Messages to the House

SB 1382 by Sen Perry/HB 667 by Rep Mooney – Building Inspections: Requiring that certain counties allow requests for inspections to be submitted electronically; requiring that local enforcement agencies allow requests for inspections to be submitted electronically; authorizing enforcement agencies to perform virtual inspections, etc.

SB LOT, refer to CS/CS/HB 667, passed House and Senate, ordered enrolled.

CS/SB 1788 by Sen Boyd/HB 1059 by Rep Robinson - Construction Permits: Revising the requirements for when a county may request certain information; authorizing all components of a completed application to be submitted electronically or in person; requiring a local enforcement agency to reduce a building permit fee by a specified percentage for failing to meet certain

deadlines; requiring a local government or a local building department, respectively, to reduce a building permit fee or master building permit fee, as applicable, by a specified percentage for failing to meet certain deadlines, etc.

SB LOT, refer to CS/CS/HB 1059 passed both houses, ordered enrolled.

CS/SB 1876 by Sen Albritton/HB 421 by Rep Tuck - Relief from Burdens on Real Property Rights: Relief from Burdens on Real Property Rights; Revising the definitions of the terms “action of a governmental entity” and “real property”; revising notice of claim requirements for property owners; authorizing property owners to bring actions to declare prohibited exactions invalid; revising the definition of the terms “land” or “real property”, etc.

SB LOT, see CS/CS/HBs 421 & 1101 – passed by Sen. in Returning Messages to the House.

SB 1884 by Sen Rodrigues/HB 1409 Rep Byrd – Preemption of Firearms and Ammunition Regulation: Providing that written or unwritten policies are subject to provisions allowing for recovery of damages if such policies violate specified provisions; providing that a plaintiff challenging a local government regulation concerning firearms is considered a prevailing plaintiff for certain purposes in specified circumstances, etc.

SB passed by Sen., Message to House, passed by House, HB LOT.

SB 1924 by Sen Diaz/HB 945 by Rep Rommel - Emergency Management Powers of Political Subdivisions: Specifying that a political subdivision has the burden of proving the proper exercise of its police power in the issuance of certain emergency orders; authorizing the Governor or the Legislature to invalidate emergency measures issued by a political subdivision under specified conditions; providing for the automatic expiration of emergency orders issued by a political subdivision; authorizing the extension of such orders if certain conditions are met; prohibiting a political subdivision from issuing a subsequent order for the same emergency that is substantially similar to the expired order, etc.

SB on Rules agenda-TP'd, HB in State Affairs. These bills are likely dead.

SB 2500 by Appropriations/HB 5001 (Similar) by House Appropriations – The General Appropriations Act (GAA).

The House & Senate passed their respective bills, a Budget Conference Committee was convened and a final was agreed to by Monday April 26th, the budget will be voted upon on the last day of the Session, Friday, April 30th.

SB 2512 by Approp/HB 5401 by Rep Tomkow – Documentary Stamp Tax Distribution:

Requires that 1/3 of the Doc Stamp Tax be spent on affordable housing, 1/3 on resiliency, 1/3 septic to sewer conversions.

SB is part of the package of budget bills that will be voted on Friday, April 30th.

HB 7047 by Rep Leek/SB 2006 by Burgess – Emergency Management:

Revises & creates emergency management provisions relating to transfer & expenditure of moneys in Emergency Preparedness & Response Fund; state comprehensive emergency management plan; statewide awareness & education programs; personal protection equipment; contracts with providers for care of persons with disabilities or limitations; duration of emergency orders & rules issued by Governor; agency disaster preparedness plans; agency & political subdivision spending plans; significant emergency orders; emergency mitigation studies; DOH public health emergency plan; collection & reporting & publication of information by State Health Officer; & functions of district medical examiners.

HB LOT, see SB 2006, passed Sen., amended and passed by the House, in Returning Message to the Senate.

Note: see compare bills: SB 1924 and HB 945.

HB 7051 by Rep Duran* - Law Enforcement and Correctional Officer Practices:

Requires application for employment or appointment as law enforcement or correctional officer to contain specified disclosures; requires background investigation of applicant to include specified information; requires employing agencies to maintain employment information for minimum period; requires establishment of standards for officer training & policies concerning use of force; requires law enforcement agencies to establish policies for specified use of force investigations; requires investigation to include an independent report; requires report to be submitted to state attorney; requires law

enforcement agencies to submit specified data to FDLE; prohibits child younger than certain age from being arrested, charged, or adjudicated delinquent for delinquent act or violation of law.

HB passed by House, sent as Message to the Sen., on Sen SO Cal. * There was no SB because this HB combined and subsumed the various House and Senate Law Enforcement reform bills that were filed for the 2021 Session.

Annexation/De-annexation – West Park:

Nothing new in this area. We will be watching what Sen. Thurston, the Delegation Chair, does after the Legislative Session, when he indicated he intends to hold an Annexation Workshop.

I regularly update all of the other team members and consult with them concerning what we need to do going forward to protect the Town from this ongoing potential threat.

As we continue to find ourselves in a defensive position, we must be continuously vigilant. This is why our attempts to pass annexation legislation that provides some protection to the Town was and is deemed to be so very important.

Important Meeting Dates:

Broward Legislative Delegation: The Delegation held a public hearing on January 6, 2021, at which they heard public testimony and also voted on local bills and provided the required public hearing for voluntary annexations. None of these local bills or annexation matters affected the Town. Although no date for a Delegation workshop on annexation has not been set, I anticipate that it will not be in May as the middle of May will likely be taken up with a Special Session on Gaming.

<u>Important State</u>	March 2, 2021 – 2021 Regular Session convened - 12 noon deadline for filing bills
	April 20, 2021 – 50 th day – last day for regularly scheduled committee meetings
	April 30, 2021 – 60 th day – last day of the Regular Session.
	May 17, 2021 – Proposed date for Special Session on Gaming.

Lobbyist team members reported:

Tidewater - Richard Coates:

Mr. Richard Coates monitored committee meetings and general session of the Legislature March as the Legislative Session convened with Covid-19 protocols limiting access to the Capital continuing. In addition, the Tidewater Report provides a list of important Legislative dates for the 2021 Legislative cycle, continues to report on legislative and executive branch staff changes and outlines the highlights of the Governor's budget funding priorities. For details, see Tidewater report attached.

Mr. Coates reports that he continues to be in contact with key legislators who have growth management bills that might be used as a vehicle for the Town's and the FLC supported annexation language. The Tidewater Report includes a list bills that they have tagged that could be used as vehicles for an annexation amendment and some bills that could have an impact on the Town.

Also, Mr. Coates continues to monitor any other legislative activities at the Capital that might be harmful to the Town.

The full Tidewater report for is attached.

Helmich Consulting - Bill Helmich:

Mr. Helmich and I continued to discuss the possibilities of amending the annexation language that was made a priority issue by the Florida League of Cities in November and included our annexation language. He monitored a number of potential compatible bills as my request, including HB 59 and SB 496. He and I periodically discussed the status of the Town's LBRs.

He continues to stay in touch with high level Governor's staff members about our annexation issue. Bill Helmich monitors other Legislative and Executive branch activities at the Capital through his various staff contacts and maintains relationships with the House and Senate leadership teams on both sides of the aisle.

Mr. Helmich's written report is attached.

CAS Government Services, LLC - Dale Milita

CAS Government Services and Ms. Vanassche having submitted the House and Senate legislative budget request (LBRs) forms for the priority budget requests, worked with staff to prepare the talking points and detailed explanations of the various LBRs. She then supplied our sponsors with those project details and explanations and contacted the staff of our sponsors to make sure they got the information and understood the important points.

The following are the Senate budget submission identifying numbers and HB #s: Septic to Sewer (Sen LFIR#1562/HB 3711), John P. Lyons Lane Stormwater Improvements (Sen LFIR #1329/HB 3753), the Police Dept. Startup Program (LFIR #1379/HB 3757) and the Community Garden Solar Safety Lighting Program (LFIR #1563/no HB#). Ms. Vanassche worked with staff when our LBRs received a budget committee hearing and attended relevant committee hearings (virtually or in person) when needed.

GAS reports on various bills of interest including the House and Senate budget bills and the Documentary Stamp Tax Distribution bill (which set out the amount of funding for the Affordable Housing Trust Fund).

Ms. Vanassche continues to work with the Team on appropriations matters including continuing to research grant opportunities. Ms. Vanassche attended virtually and participated, when appropriate, in the Marchy Commission meetings and workshops. See CASGS report attached.

The CAS Report is attached.

DC Strategies - Desinda Wood-Carper

Ms. Wood-Carper has continued to research grant opportunities in areas of need identified by the Town's Commission or Senior Staff. Her report outline numerous grant program opportunities to consider in a variety of areas of need, including but not limited to: various law enforcement related grants (both governmental and private sector) in the areas of equipment, training and salary; Neighborhood Improvement Program; and, housing restoration. She has participated in numerous phone call discussions involving the Police Startup Program and others of the Town's LBR submissions with myself, Connie Vanassche and Town staff. Ms. Wood-Carper reports on contacts with the Governor's Office of Planning and Budgeting and the Florida Housing Finance Corporation; attending the Feb. and March meetings of the Florida Housing Finance Corporations; and monitoring the activities of the Department of Economic Opportunity (possible sources for housing repair funding, see report for details). She has also attended and participated in the February and March Town Commission meetings (online).

The DC Strategies Report for February and March is attached.

CAS Governmental Services, LLC
Communication Advocacy Specialists

Governmental – Legislative Services – Grants – Special Funding

P.O. Box 35 • Canal Point, Florida 33438-0035
Office: 561.924.7702 • Fax: 866.929.8006

To: Mayor, Vice Mayor and Commissioners

From: Connie Vanassche, Jim Spratt and Dale Milita
CAS (Communication Advocacy Specialists) Governmental Services, LLC

Date: April 7, 2021

Copies To: Town Manager Jimenez
Marlen D. Martell, Town Clerk
David K. Sigerson, Jr., Esq

RE: March Legislative Monthly Report

Communication Advocacy Specialists Governmental Services, LLC (CASGS) appreciates the opportunity to represent the Town of Pembroke Park and to provide the March Legislative activities monthly progress report, which included:

- CASGS coordinated and consulted with Staff regarding the Town's legislative appropriation projects, police department start-up program, grants and funding.
- CASGS monitored the House and Senate Appropriation websites for the processing and posting of the Town's Legislative funding request projects.
- CASGS communicated with Staff when the Town's projects were processed and published by the House and Senate.
- Attestation forms were prepared and completed for each House APR project that was processed and posted. Completed forms were provided for signature per the Commissions direction. As per House rules, CASGS submitted the executed Attestation forms to the Public Integrity & Elections Committee.
- CASGS prepared and submitted talking points to assist with the promotion and support of the Town's Legislative funding requests to Representative Woodson and to Senator Jones.
- CASGS coordinated with Staff in the preparation of a narrative regarding the Police Dept. Start Up Program to use in the promotion and support of the project.
- CASGS reached out to Legislators throughout the reporting period in promotion and support for the Town's Legislative projects and priorities.

- CASGS communicated to Staff when the House Appropriation Projects were placed on agendas.
- CASGS monitored House and Senate Committee meetings that included presentations by State agencies, updates of COVID/CARES Act, the State's Revenue Estimating Impact Conferences and Legislation introduced by House and Senate Members.
- CASGS coordinated with the Team and staff throughout the reporting period regarding the Town's Legislative priorities.
- CASGS monitored the Town's meetings online throughout the month.
- House and Senate COVID-19 safety protocols have stayed in place through March for the 2021 Legislative Session. Senate areas including the gallery remain closed to the public and Members are meeting virtually or by telephone. House access restrictions continued as well.
- CASGS monitored House and Senate Appropriation Subcommittees meetings for legislation presented, amended as placed on agendas and their proposed budgets.
- The Legislature has proposed new flooding and septic to sewer programs in their proposed budgets through new grant programs that the Legislature has agreed to fund through FDEP. These grant programs provide additional opportunities for the Town's water quality stormwater and septic to sewer projects to be addressed.

Legislation:

- The House and Senate published their proposed budgets during the reporting period. The filed full text of their General Appropriations Acts, HB 5001 and SB 2500 – provides for moneys for the annual period beginning July 1, 2021 and ending June 30, 2022; supplemental appropriations for the period ending June 30, 2021, to pay salaries and other expenses, capital outlay - buildings and other improvements and for other specified purposes of the various agencies of State government, etc.
 - House General Appropriations Act: \$97,077,881,519
 - Senate Appropriations: \$94,958,184,153

The Senate and House begin with \$2.12 billion apart as the work on budgets gets underway. The Senate budget doesn't include any of the American Rescue Plan funding the State is expected to receive. The House budget has \$4.4 billion in federal funding for increased Medicaid costs and COVID-19 response money for the Department of Education.

The State economists met April 6 and agreed that Florida will bring in \$2 billion more in general revenue than previously anticipated, above the \$10.5 billion expected from the American Rescue Plan.

- Governor DeSantis signed SB 72: Civil Liability for Damages Related to COVID-19 into law. It specifies requirements for civil actions based on COVID-19-related claims; requires the court to make certain determinations in such actions and provides that plaintiffs have the burden of proof in such actions. SB 72 also provides preliminary procedures for civil actions based on COVID-19-related claims and requires COVID-19-related claims to commence within specified timeframes.
- SB268 -- Preemption of Local Occupational Licensing; passed favorably out of three committees. Preempting licensing of occupations to the state; prohibiting local governments from imposing additional licensing requirements or modifying licensing unless specified conditions are met; specifying that certain specialty contractors are not required to register with the Construction Industry Licensing Board; authorizing counties and municipalities to issue certain journeyman licenses, etc.
- SB1522 -- Implementation of the Recommendations of the Blue-Green Algae Task Force -- Passed its first referenced committee that includes provisions that require FDEP to:
 - Administer an onsite sewage treatment and disposal system (OSTDS) inspection program to inspect systems at least once every 5 years, beginning on July 1, 2024.
 - Assess whether certain pollution reduction projects are effectively reducing nutrient pollution or water use. The bill requires basin management action plans to identify and prioritize spatially focused suites of projects in areas likely to yield maximum pollutant reductions. The bill continues to move forward.
- SB1924 -- Emergency Management Powers of Political Subdivisions; Passed favorably out of two committees and has been temporarily postponed by Rules. The bill specifies that a political subdivision has the burden of proving the proper exercise of its police power in the issuance of certain emergency orders; authorizing the Governor or the Legislature to invalidate emergency measures issued by a political subdivision under specified conditions; providing for the automatic expiration of emergency orders issued by a political subdivision; authorizing the extension of such orders if certain conditions are met; prohibiting a political subdivision from issuing a subsequent order for the same emergency that is substantially similar to the expired order, etc.
- SB1954 -- Statewide Flooding and Sea-level Rise Resilience; Has passed out of two committees and has been placed on the Special-Order Calendar. The bill establishes the Resilient Florida Grant Program within the Department of Environmental Protection; requiring the department to notify the Legislature when specifically referenced sources or standards are updated or replaced; requiring the department to develop a Statewide Flooding and Sea-Level Rise Resilience Plan and annually submit the plan to the Governor and Legislature by a specified date; establishing the Florida Flood Hub for Applied Research and Innovation within the University of South Florida College of Marine Science for a specified purpose; requiring the Office of Economic and Demographic Research to include specified information relating to inland and coastal flood control in certain assessments, etc.
- SB2514 -- Resilient Florida Trust created within FDEP; providing for the purpose of the fund; providing for future review and termination or re-creation of the fund, etc. Effective Date: Except as otherwise expressly provided in this act, this act shall take effect on the

same date that SB 1954 or similar legislation takes effect, if such legislation is adopted in the same legislative session or an extension thereof and becomes a law

- SB2512 -- Documentary Stamp Tax Distributions; the Senate added about \$60 million to the initially agreed upon allocation for affordable housing increasing to about \$200 million for the coming fiscal year. The remaining portion from the documentary stamp tax would still go to infrastructure wastewater grants and sea level rise environmental projects. SB 2512 revises the Documentary Stamp Tax distributions of the remainder after distributions made to the Land Acquisition Trust Fund, Department of Revenue Administration cost, and the General Revenue Service Charge by: • Adding a distribution of 6.84519 percent of the remainder to the newly created Resilient Florida Trust Fund to be used for the new Resilient Florida Program. • Adding a distribution of 6.84519 percent of the remainder to the Water Sustainability and Accountability Trust Fund to be used for the wastewater grant program provided in s. 403.0673, F.S. • Amending the distributions made to the State Housing Trust Fund and Local Government Housing Trust Fund to 6.84519 percent of the remainder. Also, prevents funds distributed to the State Housing Trust Fund and the Local Government Housing Trust Fund from being transferred to General Revenue. • Amends the use of the Water Protection and Sustainability Trust Fund to authorize the fund to be used for the wastewater grant program. • Makes other technical adjustments to clean up the subsection. • The bill is linked to Resilient Florida Trust Fund bill (SPB 2514) and Statewide Flooding and Sea-Level Rise Resilience (SB 1954) For Fiscal Year 2021-2022, the bill would reduce transfers of documentary stamp revenues to the State Housing Trust Fund by \$85.9 million and to the Local Government Housing Trust Fund by \$196.3 million. It would create a transfer of \$141.1 million to the Resilient Florida Trust Fund and another \$141.1 million to the Water Protection and Sustainability Trust Fund
- HB5401 -- Documentary Stamp Tax Distributions; The bill revises documentary stamp tax distributions as follows: • Reduces the distributions paid into the State Housing Trust Fund and Local Government Housing Trust Fund from a combined 24.17 percent to a combined 6.84519 percent and removes the required \$75 million annual transfer to the State Economic Enhancement and Development Trust Fund. • Creates a distribution of 6.84519 percent to be paid into the Resilient Florida Trust Fund to be used for lawful purposes of the trust fund, including planning and project grants. • Creates a distribution of 6.84519 percent to be paid into the Water Protection and Sustainability Program Trust Fund to be used for wastewater grants. • Creates a direct distribution of \$75 million to the State Economic Enhancement and Development Trust Fund. • Revises the distribution to the State Transportation Trust Fund by eliminating the required \$75 million transfer to the General Revenue Fund and recalculating the minimum distribution levels to the State Transportation Trust Fund to reflect the elimination of the transfer. The bill prohibits the funds distributed to the State Housing Trust Fund and the Local Government Housing Trust Fund from being transferred to the General Revenue Fund in the General Appropriations Act. The bill also reenacts statutes related to the housing distributions to incorporate the changes to the documentary stamp tax distributions provided in the bill. The bill expands the use of the Water Protection and Sustainability Program Trust Fund to include the wastewater grant program authorized in section 403.0673, Florida Statutes. The effective date of the bill is contingent upon House Bill 7019, relating to statewide flooding and sea level rise resilience, and House Bill 7021, relating to the Resilient Florida

Trust Fund/the Department of Environmental Protection (DEP), or similar legislation taking effect.

- SB2510 -- State Agency Law Enforcement Radio System; Revising expiration dates of provisions relating to the remission of surcharges for specified criminal offenses and noncriminal moving traffic violations to the Department of Revenue to fund the state agency law enforcement radio system and to provide technical assistance with respect to statewide systems of regional law enforcement communications, etc.
- HB7019 -- Statewide Flooding and Sea Level Rise Resilience: Establishes Resilient Florida Grant Program within DEP to fund costs of community resilience planning; requires DEP to complete data set & assessment, develop annual Statewide Flooding & Sea Level Rise Resilience Plan & submit plan to Governor & Legislature; authorizes local governments, WMDs, & flood control districts to annually submit proposed projects to DEP; authorizes DEP to provide funding to regional resilience entities, subject to appropriation; establishes Florida Flood Hub for Applied Research & Innovation; requires Hub to annually submit report to Governor & Legislature; requires OEDR to include flood control information in assessments. Effective Date: upon becoming a law
- HB7021 -- Resilient Florida Trust Fund/DEP: Creates Resilient Florida Trust Fund within DEP; provides for purpose of fund; provides for future review & termination or re-creation of fund. Effective Date: on the same date that HB 7019 or similar legislation takes effect

Calendar of Events:

- March 2, 2021 - Regular Session convened
- March 15, 2021 - Broward Days 2021 - *Virtual Event*
- March 15-19, 2021 - League of Cities Legislative Action Days – *Virtual Event*
- April 17, 2021 - All bills are immediately certified
- April 20, 2021 - 50th day – last day for regularly scheduled committee meetings
- April 30, 2021 - 60th day – last day of Regular Session

Thank you for the opportunity to represent and advocate on behalf of the Town of Pembroke Park. We enjoy assisting the Town and being part of your Team.

Respectfully Submitted,
Connie C. Vanassche
James R. Spratt
M. Dale Milita



MEMORANDUM

DATE: March 13, 2021

TO: Town of Pembroke Park Commission
Town of Pembroke Park Town Manager
Town of Pembroke Park Town Clerk

FROM: Desinda Wood-Carper
DC Strategies LLC

RE: February – March 2021 Activity Report

DC Strategies LLC continues to provide grant opportunity information and special project coordination for the Town of Pembroke Park and appreciates the opportunity to provide this progress report and monthly activity update.

February - March

- DC Strategies LLC assisted the Town's Lobbying team with the crafting of the legislative budget request form and supportive documentation for Police Department funding.
- Each month, DC Strategies LLC monitored the Town's workshop meetings and Commission meetings via online participation and responded when clarification was requested.
- DC Strategies consulted with the Town's Lobbying Team and Staff regarding project funding for the Police Department from State and federally-issued grants.
- DC Strategies LLC has monitored the activity of the Florida Department of Economic Opportunity for departmental funding programs for local governments, i.e. the Rebuild Housing Repair & Replacement Program for Hurricane Irma. Possible unincumbered funding could be shifted to accommodate the housing restoration needs of Pembroke Park. This funding would be used to launch the Neighborhood Improvement Program
- DC Strategies LLC has monitored the activity of the Florida Housing Finance Corporation for departmental funding programs for local governments, i.e. SHIP funding that is

P.O. Box 470 Winter Park, FL 32792 (850) 363-3781



targeted as a funding source to the Pembroke Park Neighborhood Improvement Program.

- DC Strategies LLC met with Trey Price, Executive Director of Florida Housing Finance Corporation to discuss utilizing SHIP affordable housing funds for mobile home restoration/repair. Funding is stalled due to Covid 19-Care Act fund shifts. When released, the Corporation fears that Trust Fund levels will never return to previous levels of funding.
- DC Strategies LLC has attended the February & March Florida Housing Finance Corporation (FHFC) Board of Directors meetings to obtain information on Sadowski Affordable Housing program funding
- DC Strategies LLC meet with key Pembroke Park lobbyist during the month of February to prepare for the 2021 Legislative Session and set legislative strategy.
- DC Strategies LLC has discussed the Governors Budget with key staff in the Office of Planning & Budgeting. The Governor supports law enforcement initiatives and an overhaul of Police Bill of Rights initiatives. Support for Law enforcement training and policy reviews are also supported.
- DC Strategies LLC has met numerous times this month with key Pembroke Park Lobbying Team members to share all information from sources impacting the legislative process.
- DC Strategies LLC continue to research all sources (Federal, State & private sources) to accomplish the funding goals for the Pembroke Park Police Department. Particularly funding programs at Florida Department of Law Enforcement: 2 grants
 - ✓ Grant for officer salaries for up to 24 months
 - ✓ Grant for training
- DC Strategies LLC has targeted the Edward Byrne Memorial Justice Assistance Grant (JAG) Program at the federal Department of Justice and is the primary provider of federal criminal justice funding to states and units of local government.

P.O. Box 470 Winter Park, FL 32792 (850) 363-3781



- Bureau of Judicial Administration will award JAG Program funds to eligible units of local government as described in their FY 2020 JAG Program Local Solicitation. It is expected that the grant cycle for FY 2021-2022 will commence in the fall. DC Strategies LLC will secure all required information and forward to Chief of Police and Staff.
- DC Strategies LLC has located several corporations and utilities that, in the past, have administer grant programs to fund security operations, safety equipment, and other law enforcement needs. Chain stores such as Target, Kroger, Aldi, and Safeway have awarded grants to police departments, as have corporations such as Lockheed Martin and insurance companies such as Metlife. Police Department programs are the recipients. Additional grant information from the forementioned companies is forthcoming.
- Federal Care Act direct fund from the federal government directly to Pembroke Park will be distributed shortly. The requirement for funding is forthcoming.

Please contact me directly should you require any additional information or would like to discuss specific grant initiatives. You may contact me at (850) 363-3781.

Regards,

Desinda L. Wood-Carper
DC Strategies LLC

P.O. Box 470 Winter Park, FL 32792 (850) 363-3781

303 Johns Drive, Tallahassee, FL 32301 • (850) 251-3126 • Bill@HelmichConsulting.com

Helmich Consulting, Inc.

MEMORANDUM

To: David Sigerson
From: Helmich Consulting, Inc.
Date: April 15, 2021
RE: Town of Pembroke Park March Report

During the month of March the Legislature convened for the 2021 Legislative Session holding committee meetings and general session of the House and Senate.

Covid-19 protocols restricting in person contact with legislators continue (no contact with Senators, by appointment only with House Members). However, in addition to monitoring the relevant committee meetings online as well as meeting with legislators and staff “off campus,” I continue to monitor the issue of annexation and periodically discuss it with Mr. Sigerson as we actively search for an opportunity to amend our language on a compatible growth management or other local government related piece of legislation. Also, I stayed informed on the Town’s LBR’s.

As previously reported, we continue to keep in close contact with the new House and Senate leadership and their teams on both sides to lend assistance where needed.

If you have any questions or need anything always feel free to reach out to me at Bill@helmichconsulting.com or 850-251-3126



MEMORANDUM

DATE: March, 2021

TO: The Mayor, Vice Mayor and Commissioners

FROM: Richard E. Coates, President
Tidewater Consulting, Inc.

SUBJECT: Regular Monthly Report for March 2021

This report covers the Month of March 2021.

Tidewater Consulting, Inc. Activities:

Activities and Meetings: We have continuously monitored the situation from Tallahassee involving COVID-19. As we are about to embark upon the year mark with COVID-19, and have moved swiftly into committee meetings, we are now at the midway point of the 2021 legislative session (see important dates listed below). The "new norm" is requiring a lot adjustment with legislative members and staff, lobbyists, constituents, etc. and have affected the legislative process moving forward, but both Senate President Simpson and Speaker Sprowls have put protocols in place for conducting interim committee meetings and Session. We are fortunate to have specialized relationships with members, since meetings within the Capitol Building are being restricted to legislative members and staff only.

August 1, 2020	Deadline for filing Senate claim bills- Deadline has passed
March 2, 2021	Regular Session convenes
	Noon, deadline for filing bills for introduction
April 17, 2021	All bills are immediately certified
	Motion to reconsider made and considered the same day
April 20, 2021	50 th Day rule (Senate)- last day for regularly scheduled committee meetings
April 30, 2021	60 th Day- last day of regular Session

As always, we have engaged with varying members to continue talking about the needs of the Town of Pembroke Park on behalf of the Town.

Legislation on Annexation: – Annexation of Property

Just as in the previous year, we have been in touch with Senator Perry with regards to the annexation language with respect to the Town of Pembroke Park. We will advise of updates and progress as that transpires over the weeks to come. We do have a number of bills tagged with regards to the annexation language and other bills that could have impact on the Town of Pembroke Park.

2021 Bills (9)

Number	Title	Sponsor	Last Action	Date Foldered
HB 0053	Public Works Projects	DiCeglie	04/01/21	12/21/20 11:23AM
04/01/21 - HOUSE Now in State Affairs Committee				
HB 0059	Growth Management	McClain	04/01/21	12/21/20 11:24AM
04/01/21 - HOUSE Read Third Time; Passed (Vote: 82 Yeas / 32 Nays)				
SB 0060	County and Municipal Code Enforcement	Bradley	03/25/21	01/06/21 03:05PM
03/25/21 - HOUSE In Messages				
SB 0154	Local Government Fiscal Transparency	Diaz	12/09/20	12/21/20 11:31AM
12/09/20 - SENATE Referred to Community Affairs; Finance and Tax; Appropriations				
HB 0215	Prohibition of Public Funds for Lobbying by Local Governments	Sabatini	01/22/21	01/12/21 11:20AM
01/22/21 - HOUSE Now in Public Integrity & Elections Committee				
SB 0496	Growth Management	Perry	04/01/21	02/25/21 11:27AM
04/01/21 - SENATE Placed on Special Order Calendar, 04/07/21				
SB 1274	Growth Management	Perry	04/02/21	02/23/21 10:59AM
04/02/21 - SENATE Now in Rules				
HB 1595	Emergency Preparedness and Response Fund	Williamson	04/02/21	03/08/21 11:47AM
04/02/21 - HOUSE Placed on Calendar, on 2nd reading				
SB 1892	Emergency Preparedness	Diaz	04/02/21	03/08/21 11:47AM

[and Response
Fund](#)

04/02/21 - SENATE Placed on Calendar, on 2nd reading

Pembroke Park Legislative Program:

We are consistently and constantly working with all team members regarding alternative strategies for achieving our legislative objectives and for obtaining legislative funding for future projects, including securing grant money. Our current project list includes the following bills:

HB 3711 Pembroke Park Septic to Sewer Improvements SW 30th Avenue
HB 3753 Pembroke Park John P. Lyons Lane Stormwater Pumping Station
HB 3757 Town of Pembroke Park Police Start Up Program.

HB 3711 and HB 3753 have been referred to the following committees: Agriculture & Natural Resources Appropriations Subcommittee and the Appropriations Committee. HB 3757 has been referred to Justice Appropriations Subcommittee and the Appropriations Committee.

Background Note:

As previously mentioned, we are a stable office in Tallahassee and are able to monitor the activities of certain legislative movements throughout the year, and listen out for anything that might be beneficial or harmful to the Town. We continuously have public officials and members of the legislature that frequent the Tallahassee area even long after Session has concluded. We currently have many members that are frequenting our office throughout the committee weeks, since the Capitol is still closed due to COVID-19.

Budget Update:

Governor Ron DeSantis released his "Florida Leads" budget proposal for 2021-22. Despite the pandemic and an estimated deficit of more than \$2.6 billion, the Governor is recommending a total budget of \$96.6 billion—\$4.3 billion *higher* than the current year's budget. The Florida Legislature has begun hearings on these recommendations which will ultimately result in the passage of the July 1 fiscal year budget.

Highlights of the Florida Leads budget proposal include:

- \$2.6 billion for pandemic response and relief
- \$65 million in proposed tax cuts
- \$625 million for Everglades restoration and the protection of water resources
- \$50 million for Florida Forever land acquisition program
- \$12.9 billion for K-12 education (would be the highest ever)
- \$233 million for workforce and affordable housing programs
- \$50 million for VISIT Florida marketing efforts
- \$178 million to fight the opioid epidemic
- \$9.47 billion for the State Transportation Work Program
- \$6.6 billion in total reserves

Recent Updates:

Legislative Shuffle

House

- **Speaker Chris Sprowls** appointed **Rep. Linda Chaney** to the [Florida Cancer Control & Research Advisory Council](#).

Executive Shuffle

Governor Ron DeSantis made the following appointments:

- **Dr. Mark Rains** as Florida's next [Chief Science Officer](#).
- **Carrie Ann Wozniak** to the Fifth District Court of Appeal, **Rebecca White** to the Nineteenth Circuit Court, and **Michael Deen** to the Orange County Court. [[release](#)]
- **Michael Wasylik, Maria Garcia, Nicholas Romanello, Ravi Chandra** and **Wael Barsoum** to the [Board of Medicine](#).
- **Diana Taub** to the [State Retirement Commission](#).
- **Andrew Clark, Sanjena Clay, Christian Jensen, John Williams** and **Jay Lyons** to the [Board of Funeral, Cemetery and Consumer Services](#)
- **Antoinette Appell, Robert Dean** and **Nicholas Mulick** to the [Florida Keys Aqueduct Authority Board of Directors](#)
- **Randy Stapleford, Stephen Boehning, Carl Blow** and **Buddy Davenport** to the [Florida Inland Navigation District Board of Commissioners](#)
- **Levi Williams, Christopher Pernicano** and **Jonathan Hage** and the reappointment of **Ray Berry** to the [North Broward Hospital District Board of Commissioners](#).

**TOWN OF PEMBROKE PARK, FLORIDA
AUDITED FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2020**

DRAFT 5/7/2021

TABLE OF CONTENTS

	<u>Page</u>
FINANCIAL SECTION	
Independent Auditor's Report.....	1
Management's Discussion and Analysis.....	3
Basic Financial Statements	
Statement of Net Position.....	10
Statement of Activities	11
Balance Sheet – Governmental Fund	12
Reconciliation of the Balance Sheet of the Governmental Funds to the Statement of Net Position	13
Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund.....	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities.....	15
Statement of Net Position – Proprietary Funds	16
Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds.....	17
Statement of Cash Flows – Proprietary Funds	18
Statement of Changes in Fiduciary Net Position.....	20
Notes to the Financial Statements	22
Required Supplementary Information	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund.....	54
Notes to Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	55
Pension Plan for Town Commissioners – Schedule of changes in Net Pension Liability and Related Ratios	56
Pension Plan for Town Commissioners – Schedule of Contributions.....	57
Pension Plan for Town Commissioners – Annual Money-weighted Rate of Return	58
Schedule of Proportionate Share of Net Pension Liability – Retiree Health Insurance Subsidy Program	59
Schedule of Contributions – Florida Retirement System Pension Plan	60
Other Post-Employment Benefits Plan – Schedule of Changes in the Town's Total OPEB Liability and Related Ratios	61
COMPLIANCE SECTION	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	62
Independent Accountant's Report on Compliance with the Requirements of Section 218.415, Florida Statutes	64
Management Letter Pursuant to the Rules of the Auditor General of the State of Florida.....	65

FINANCIAL SECTION

DRAFT 5/7/2021

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor
and Members of the Town Commission
Town of Pembroke Park

Report of the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the fiduciary funds of the Town of Pembroke Park, Florida ("the Town") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and fiduciary funds information of the Town, as of September 30, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedules, pension schedules and other post-employment benefits schedule listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May __, 2021, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Hollywood, Florida
May __, 2021

Town of Pembroke Park, Florida
Management's Discussion and Analysis
Fiscal Year Ended September 30, 2020

Management's Discussion and analysis ("MD&A") is presented to offer readers of the Town of Pembroke Park's ("the Town") financial statements a narrative presentation of the Town's financial performance for the fiscal year ended September 30, 2020, in accordance with Government Accounting Standard Board. This discussion and analysis will provide an overview of the Town's financial activities when read in conjunction with the Town's financial statements.

FINANCIAL HIGHLIGHTS

- The Town of Pembroke Park's assets and deferred outflows of resources of the Town of Pembroke Park exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$21,233,749 (net position). Unrestricted governmental activities is \$1,745,594 and unrestricted business-types activities \$11,789,261 totaling \$13,534,854.
- During the 2020 fiscal year, the net position decreased by \$43,586, from \$21,277,335 to \$21,233,749. Governmental activities net position decreased by \$ 679,436 (11.70 percent) and business type activities net position increased by \$635,851(4.11percent). Pension liabilities mainly contribute to the decrease in Governmental activities net position.
- A decrease in the General Fund revenues has been noted during the fiscal year 2020. Indeed the General Fund Revenues has decreased from \$11,071,882 to \$10,551,982; hence a depletion of \$519,900. This decrease is primarily due to a decrease in intergovernmental revenue, licenses and permits, grant revenue, fines and forfeitures and charges services. The governmental fund received transfers in of \$635,053 from the sewer utility and stormwater drainage funds of \$423,847 and \$211,206 respectively. General Fund expenditures increased by \$1,163,778, from \$10,198,503to \$11,362,281. Increases in salaries and public safety were the primary causes of that variance.
- During the current fiscal year, the General Fund reported a negative balance of (\$810,999) as revenues in excess of expenditures compared to a positive balance of \$873,379 in the prior fiscal year. As mentioned above, the decrease in revenues and the increase of the expenditures were the main causes of that variance.
- Business-type activities generated a net operating income of \$1,136,704 in fiscal year 2020, compared to \$1,534,510 in 2019. During the fiscal year 2020, operating revenues increased by \$161,924 from fiscal year 2019, while operating expenditures increased by 559,730 from \$2,631,586 in 2019 to \$3,191,316 in 2020. Increases in salaries and contractual services were the principal reasons of the variance.

OVERVIEW OF THE FINANCIAL STATEMENTS

The MD&A is intended to serve as an introduction to the Town's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also

Town of Pembroke Park, Florida
Management's Discussion and Analysis
Fiscal Year Ended September 30, 2020

contains other required supplementary information in addition to the basic financial statements themselves.

Government-wide statements: The government-wide financial statements are designed to provide information about the activities of the Town as a whole, in a manner similar to a private sector business. Both long-term and short-term information regarding the Town's finances are presented.

The statement of net position presents information on all of the Town's assets and liabilities, with the difference between the two reported as net position. Increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Fund financial statements: A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town categorizes funds into two basic fund types: governmental funds and proprietary funds.

Governmental funds: These funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. Such information may be useful in evaluating the Town's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Town's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide reconciliations to facilitate this comparison between governmental funds and governmental activities.

Proprietary funds: These funds are comprised of the enterprise funds which are the equivalent of business-type activities in the government-wide statements. These include the Sewer Utility Fund and the Stormwater Drainage Fund.

The fiduciary fund: The Town reports a pension trust for its defined benefit pension plan in the fiduciary fund. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not included in the government-wide financial

Town of Pembroke Park, Florida
Management's Discussion and Analysis
Fiscal Year Ended September 30, 2020

statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. Fiduciary funds statements can be found in the fund financial statements section of this report and a more detailed description of the Town's pension trust fund may be found in the notes to financial statements.

Notes to the financial statements: The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The Town's analysis of the financial statements begin below. The statement of net position and the statement of activities reports information about the Town's activities that will help answer questions about the financial position and results of operations of the Town. Information for both fiscal year ended 2019 and 2020 are presented for comparison purpose.

The schedule below summarizes the Town net position for the fiscal year ended 2020 and 2019.

	NET POSITION SEPTEMBER 30,					
	Governmental activities		Business-type activities		Total	
	2020	2019	2020	2019	2020	2019
Current and other assets	\$ 6,060,981	\$ 5,518,962	\$ 13,645,256	\$ 12,091,489	\$ 19,706,237	\$ 17,610,451
Capital assets, net of depreciation	3,339,911	3,377,233	5,363,221	6,055,857	8,703,132	9,433,090
Total assets	9,400,892	8,896,195	19,008,477	18,147,346	28,409,369	27,043,541
Deferred outflows of resources	1,089,810	877,287	216,696	176,316	1,306,506	1,053,603
Current liabilities	1,819,923	946,101	201,685	147,069	2,021,608	1,093,170
Long-term liabilities (restated)	2,823,166	2,387,117	2,746,460	2,621,050	5,569,626	5,008,167
Total liabilities	4,643,089	3,333,218	2,948,145	2,768,119	7,591,234	6,101,337
Deferred inflows of resources	720,374	633,589	170,518	84,873	890,892	718,462
Net position						
Net investment in capital assets	3,339,911	3,377,233	3,290,468	3,938,936	6,630,379	7,316,169
Restricted	41,735	42,679	1,026,781	932,235	1,068,516	974,914
Unrestricted	1,745,594	2,386,764	11,789,261	10,599,488	13,534,854	12,986,252
Total net position	\$ 5,127,240	\$ 5,806,676	\$ 16,106,510	\$ 15,470,659	\$ 21,233,749	\$ 21,277,335

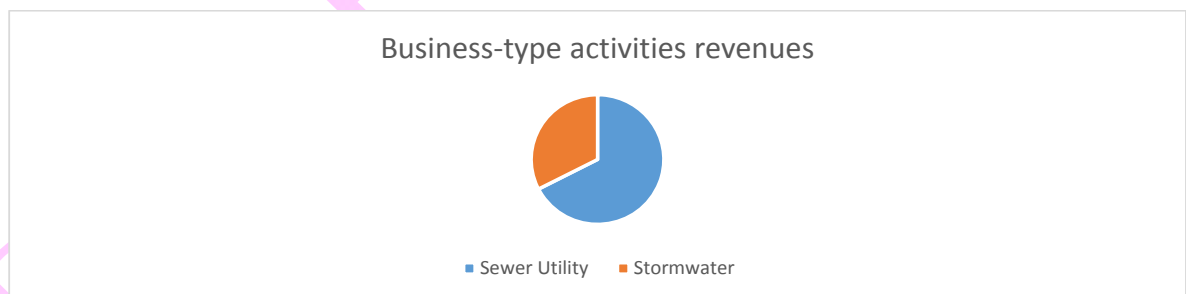
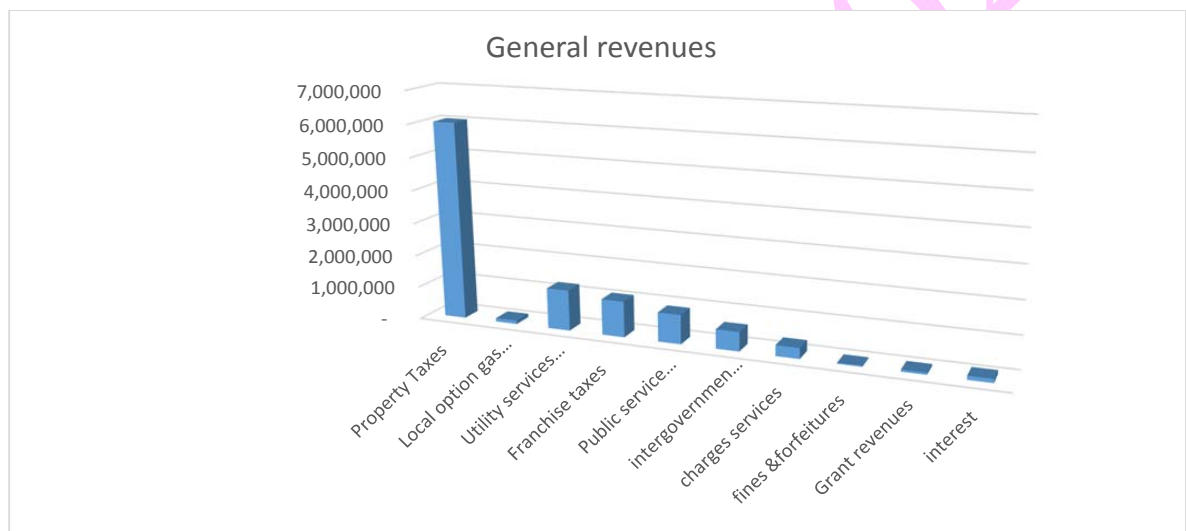
The Town's combined net position was \$21,233,749 as of September 30, 2020. Governmental activities net position totaled \$5,127,240 and business-type activities net position totaled \$16,106,510. This represent an increase of \$43,586 from fiscal year 2019.

Unrestricted net position is that portion of net position that can be used to finance daily operations without constraints established by debt covenants, enabling legislation, or other legal requirements. As of September 30, 2020, the Town's unrestricted net position increased by \$ 548,603 which resulted from a combination of the governmental activities unrestricted net position decrease of \$641,170 and the business-type activities net position increase of \$1,189,773. The combined unrestricted net position amounted to \$3,534,854 as of September 30, 2020. A key component to the Town's growth in net position is the Town's effort to encourage business investments in the Town. The Town's open door policy with the private sector together with the

Town of Pembroke Park, Florida
Management's Discussion and Analysis
Fiscal Year Ended September 30, 2020

Town's strict zoning regulations and a balanced land use provide for the Town's stable growth of industrial, commercial, residential and recreational development.

General discussion on revenues: Property tax revenues is the major revenue source in the General Fund and it accounts for 57% of the fund revenues and 58% of the government-wide general revenues in the fiscal year 2020. The millage rate established by the Town during the budget process determines how much property tax revenue is generated in the General Fund. Property tax revenues increased by \$321,311 to \$6,031,078 compared to prior year revenues of \$5,709,767. Increase was due to the increase in property value. The Town has kept its millage rate unchanged for the past years at 8.5000 mills.



The Town experienced a decrease in total general fund revenues of \$519,900 which was due mainly to a decrease in licenses and permits by \$199,076, intergovernmental revenue by \$441,238, grant revenue by \$63,328 and fines and forfeitures by \$40,947.

Business type activities for the year resulted in an increase in the net position of \$635,850. The main reason for this change are:

**Town of Pembroke Park, Florida
Management's Discussion and Analysis
Fiscal Year Ended September 30, 2020**

- Sewer utility fund revenue exceeded total expenses by \$235,576. Stormwater drainage fund revenue exceeded total expenses by \$400,274.

General discussion on expenses: Expenses for the governmental and business type activities were \$11,866,469 and \$3,282,530, respectively. One of the Town's major expenses is to Broward County for police and fire rescue which accounts for \$6,844,639 or 58% of the total expenses for governmental activities.

During the fiscal year 2020 the Town experienced an increased in salaries of \$947,870 which is mainly due to the arrival of 2 new commissioners in the Board. Program expenses for business type activities funds increased by \$558,273. This increase was due mainly to the increase in employees' salaries combined with an increase in contractual services.

The following table presents a condensed Statement of Activities:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,						
	Governmental activities		Business-type activities		Total	
	2020	2019	2020	2019	2020	2019
Revenues:						
Program revenues:						
Charges for services	\$ 1,447,434	\$ 1,703,766	\$ 4,328,020	\$ 4,166,096	\$ 5,775,454	\$ 5,869,862
Operating grants and contributions	61,672	125,000	-	-	61,672	125,000
Capital grants and contributions	-	-	5,376	40,011	5,376	40,011
General revenues:						
Property taxes	6,031,078	5,709,767	-	-	6,031,078	5,709,767
Other taxes and fees	2,233,911	2,208,703	-	-	2,233,911	2,208,703
Intergovernmental revenue	584,069	1,025,307	-	-	584,069	1,025,307
Unrestricted investment earnings	115,692	125,487	213,571	243,408	329,263	368,895
Miscellaneous	78,124	173,852	6,467	-	84,591	173,852
Transfers	635,053	623,681	(635,053)	(623,681)	-	-
Total revenues	11,187,033	11,695,563	3,918,381	3,825,834	15,105,414	15,521,397
Expenses:						
Governmental activities:						
General government	2,900,151	1,959,316	-	-	2,900,151	1,959,316
Public safety	6,850,677	6,055,296	-	-	6,850,677	6,055,296
Building	501,838	436,730	-	-	501,838	436,730
Physical environment	345,266	307,184	-	-	345,266	307,184
Public works	626,939	377,999	-	-	626,939	377,999
Culture and recreation	641,599	516,604	-	-	641,599	516,604
Business - type activities:						
Sewer utilities	-	-	2,383,422	1,931,740	2,383,422	1,931,740
Stormwater drainage district	-	-	899,108	792,517	899,108	792,517
Total expenses	11,866,469	9,653,129	3,282,530	2,724,257	15,148,999	12,377,386
Change in net position (before 2018 restatement)	(679,436)	2,042,434	635,851	1,101,577	(43,585)	3,144,011
Net position - beginning (restated)	5,806,676	3,764,242	15,470,659	14,369,082	21,277,335	18,133,324
Net position - ending	\$ 5,127,240	\$ 5,806,676	\$ 16,106,510	\$ 15,470,659	\$ 21,233,750	\$ 21,277,335

**Town of Pembroke Park, Florida
Management's Discussion and Analysis
Fiscal Year Ended September 30, 2020**

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

The Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds: The purpose of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of available resources relative to the Town's financing requirements. Unassigned fund balance serve as the most useful measure of a Town's net resources available for spending at the end of the fiscal year.

At the end of the fiscal year ended September 30, 2020, unassigned fund balance of the General Fund was \$ 4,124,494 down by \$180,513 compared with fiscal year 2019.

Proprietary Funds: The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Total net position of the proprietary funds amounted to \$15,470,660 at the end of the fiscal year ended September 30, 2020, an increase of \$635,850 over the prior fiscal year. Other factors concerning the finances of these two funds are covered in more detail in the discussion of the Town's business-type activities in the Government-wide Financial Analysis section.

General Fund Budgetary Highlights

The Commission approves purchase orders and nonrecurring expenditures over \$1,500 on a monthly basis. The Commission uses this procedure to closely monitor expenditures and commitments made by the Town.

Actual General Fund revenues for fiscal year 2020 were below final budget by \$ 574,980. Actual expenditures for the year were \$1,220,653 less than the final budget. The major expenditure variances between the budget and actual in the general fund are reflected in general government, which is due to an overall decrease in capital outlay and public works.

The Town collected \$16,373, \$152,165, 63,307 and \$91,192 more than the final budget for Ad Valorem Taxes, Licenses and permits, Franchise taxes and Interest, respectively. Grant revenue Charges for services, Intergovernmental revenues and local option gas were less than final budget by \$610,768, 133,422, \$52,674, and \$14,469 respectively.

Capital Assets

The Town's investment in capital assets for its governmental and business-type activities as of September 2020 totaled \$8,703,132 (net of accumulated depreciation). This investment in capital assets includes land, buildings, water distribution and sewer collection storm and drainage systems, park improvements, equipment and street improvements. Please refer to the schedules in the Notes to the Financial Statements that summarizes capital asset activity over the past fiscal year.

**Town of Pembroke Park, Florida
Management's Discussion and Analysis
Fiscal Year Ended September 30, 2020**

The Town continues its capital outlay efforts by upgrading the water and wastewater lines. But this year due to COVID-19 the amount spent on these infrastructure improvements decreased by \$378,396 to \$159,930 compared to \$538,326, for the year 2019.

Debt Administration

At the end of the fiscal year 2020 the Town has debt totaling \$ 5,569,626. This amount includes compensated absences, net pension liability, OPEB obligation, Notes Payable, and Revenue Bond Payable. For more detailed information, please refer to the notes to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Town's primary sources of revenue are property taxes, utility service taxes and charges for services. State shared revenues, which include telecommunication taxes, account for another large source of revenue.

The pandemic (Covid-19) had severe economic impact on local economy this year which resulted in a decrease of the Town revenues. The main factor contributing to this has been the increase of unemployment.

The Town has a very diverse tax base including substantial amounts of commercial and industrial property which should allow for a smaller impact to ad valorem revenues in the future years should the economy experience a much severe downturn. For more information regarding the Town's property taxes please refer to the notes to the financial statements.

For the following fiscal years, the Town might still have a decrease of its revenues considering the economic impact of the pandemic (Covid-19).

REQUEST FOR INFORMATION

The financial report is designed to provide a general overview of the Town's finances for all readers with an interest in its finances. The report has been prepared by the finance department of the Town of Pembroke Park, Florida with the assistance of the Town's external auditors. Any questions or comments about this report are welcomed and may be directed to the Town's Finance Director at (954) 966-4600, extension 232, fax at (954) 961-4760, or by mail to the Town of Pembroke Park, Finance Director, 3150 SW 52nd Avenue, Pembroke Park, Florida 33023.

Basic Financial Statements

DRAFT 5/7/2021

Town of Pembroke Park, Florida
Statement of Net Position
September 30, 2020

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash, cash equivalents and equity in pooled cash	\$ 689,234	\$ 7,168,822	\$ 7,858,056
Investments	4,973,490	4,595,983	9,569,473
Accounts receivable, net	285,238	853,670	1,138,908
Intergovernmental receivables	157,458	-	157,458
Prepays	42,387	-	42,387
Restricted cash	41,735	1,026,781	1,068,516
Net pension asset – Commissioner pension	(128,561)	-	(128,561)
Capital assets:			
Nondepreciable	2,167,660	34,347	2,202,007
Depreciable, net	1,172,251	5,328,874	6,501,125
Total assets	<u>9,400,892</u>	<u>19,008,477</u>	<u>28,409,369</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pension	1,089,810	216,696	1,306,506
LIABILITIES			
Accounts payable	1,495,761	180,863	1,676,624
Accrued liabilities	77,907	13,344	91,251
Accrued interest payable	-	7,478	7,478
Unearned revenues	172,369	-	172,369
Customer deposits	73,888	-	73,888
Noncurrent liabilities:			
Due in less than one year:			
Note payable	-	39,000	39,000
Compensated absences	341,515	-	341,515
Due in more than one year:			
Note payable	-	2,012,000	2,012,000
Compensated absences	123,675	21,753	145,428
Net OPEB liability	31,313	8,946	40,259
Net pension liability	2,326,661	664,761	2,991,422
Total liabilities	<u>4,643,089</u>	<u>2,948,145</u>	<u>7,591,234</u>
DEFERRED INFLOWS OF RESOURCES			
Pension	720,374	170,518	890,892
NET POSITION			
Net investment in capital assets	3,339,911	3,290,468	6,630,379
Restricted for:			
Law enforcement	41,735	-	41,735
Debt service	-	162,900	162,900
Capital projects	-	863,881	863,881
Unrestricted	1,745,594	11,789,261	13,534,855
Total net position	<u>\$ 5,127,240</u>	<u>\$ 16,106,510</u>	<u>\$ 21,233,750</u>

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Statement of Activities
For the Year Ended September 30, 2020

Functions/Programs	Program Revenues				Net (Expenses) Revenue and Changes in Net Position		Total
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	
Primary government							
General government	\$ 2,900,151	\$ 334,940	\$ -	\$ -	\$ (2,565,211)	\$ -	\$ (2,565,211)
Public safety	6,850,677	405,940	-	-	(6,444,737)	-	(6,444,737)
Building	501,838	704,854	-	-	203,016	-	203,016
Physical environment	345,266	-	61,672	-	(283,594)	-	(283,594)
Public works	626,938	-	-	-	(626,938)	-	(626,938)
Culture and recreation	641,599	1,700	-	-	(639,899)	-	(639,899)
Total governmental activities	11,866,469	1,447,434	61,672	-	(10,357,363)	-	(10,357,363)
Business-type activities:							
Sewer utilities	2,383,422	2,919,982	-	5,376	-	541,936	541,936
Stormwater drainage district	899,108	1,408,038	-	-	-	508,930	508,930
Total business-type activities	3,282,530	4,328,020	-	5,376	-	1,050,866	1,050,866
Total	15,148,999	5,775,454	61,672	5,376	(10,375,363)	1,050,866	(9,306,497)
General revenues:							
Property taxes					6,031,078	-	6,031,078
Local option gas tax					104,667	-	104,667
Utility service taxes					1,241,188	-	1,241,188
Franchise taxes					888,056	-	888,056
Intergovernmental revenue					584,069	-	584,069
Unrestricted investment earnings					115,692	213,571	329,263
Miscellaneous					78,124	6,467	84,591
Transfers					635,053	(635,053)	-
Total general revenues					9,677,927	(415,015)	9,262,912
Change in net position					(679,436)	635,851	(43,585)
Net position - beginning					5,806,676	15,470,659	21,277,335
Net position - ending					\$ 5,127,240	\$ 16,106,510	\$ 21,233,750

The accompanying notes to financial statements are an integral part of these statements.

**Town of Pembroke Park, Florida
Balance Sheet – Governmental Fund
September 30, 2020**

	Major Fund	Non-Major	Total Governmental Funds
	General Fund	Governmental fund	
ASSETS			
Cash – unrestricted and restricted	\$ 44,199	\$ 686,770	\$ 730,969
Equity in pooled investments and pooled cash	4,973,490	-	4,973,490
Accounts receivable, net	285,238	-	285,238
Intergovernmental receivable	157,458	-	157,458
Prepays	42,387	-	42,387
Total assets	\$ 5,502,772	\$ 686,770	\$ 6,189,542
LIABILITIES AND FUND BALANCE			
Liabilities:			
Accounts payable	\$ 1,477,603	\$ 18,157	\$ 1,495,760
Accrued liabilities	77,907	-	77,907
Accrued compensated absences	341,515	-	341,515
Unearned revenue	172,369	-	172,369
Customer deposits	73,888	-	73,888
Total liabilities	2,143,282	\$18,157	2,161,439
Fund balance			
Nonspendable			
Prepaid items	42,387	-	42,387
Restricted:			
Law enforcement	41,735	-	41,735
Unassigned	3,275,368	668,613	3,943,981
Total fund balance	3,359,490	668,613	4,028,103
Total liabilities and fund balances	\$ 5,502,771	686,770	\$ 6,189,542

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Reconciliation of the Balance Sheet of the Governmental Fund to
the Statement of Net Position
September 30, 2020

Fund balance - governmental funds		\$ 4,028,103
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.		
Cost of capital assets	\$ 7,977,112	
Accumulated depreciation	<u>(4,657,201)</u>	3,399,911
Deferred outflows of resources related to pensions are recorded in the statement of net position.		1,089,810
Deferred inflows of resources related to pensions are recorded in the statement of net position.		(720,374)
Net pension asset created through funding of the plan as employer contribution to the Commissioner pension plan is not recognized in the governmental fund financial statements.		(128,561)
Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund financial statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.		
Net OPEB liability		(31,313)
Net pension liability		(2,326,661)
Compensated absences		<u>(123,675)</u>
Net position of governmental activities		<u>\$ 5,127,240</u>

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Statement of Revenues, Expenditures and
Changes in Fund Balance – Governmental Fund
For the Year Ended September 30, 2020

	Major Fund	Non-Major	Total
	General Fund	Governmental Fund	Governmental Funds
REVENUES			
Property taxes	\$ 6,031,078	-	\$ 6,031,078
Local option gas tax	104,668	-	104,668
Utility service taxes	1,241,188	-	1,241,188
Licenses and permits	370,213	721,087	1,091,300
Franchise taxes	888,057	-	888,057
Intergovernmental revenues	584,069	-	584,069
Charges for services	323,678	-	323,678
Fines and forfeitures	32,456	-	32,456
Grants revenues	61,672	-	61,672
Interest	115,692	-	115,692
Miscellaneous	78,124	-	78,124
Total revenues	9,830,895	721,087	10,551,982
EXPENDITURES			
Current			
General government	2,943,794	-	2,943,794
Public safety	6,845,467	-	6,845,467
Building	-	407,244	407,244
Physical environment	189,082	-	189,082
Public works	414,727	-	414,727
Culture and recreation	402,037	-	402,037
Capital outlay	159,930	-	159,930
Total expenditures	10,955,037	407,244	11,362,281
Excess of revenues over expenditures	(1,124,142)	313,843	(810,299)
OTHER FINANCING SOURCES			
Transfers in	635,053	-	635,053
Total other Financing Sources	635,053	-	635,053
Net change in fund balances	(489,089)	313,843	(175,246)
Fund balance – beginning	3,848,579	354,770	4,203,349
Fund balance – ending	\$ 3,359,490	668,613	\$ 4,028,103

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Reconciliation of the Statement of Revenues, Expenditures
and Change in Fund Balance of the Governmental Fund to
the Statement of Activities
For the Year Ended September 30, 2020

Net change in fund balance - total governmental funds	\$ (175,246)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures, however, in the statement of activities, the cost of those assets is eliminated and are capitalized and reported as capital assets in the statement of net position.	159,930
Depreciation on capital assets is not recognized in the governmental fund statements but is reported as an expense in the statement of activities.	(230,733)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. The details of the differences are as follows:	
Pension expense	(496,791)
Change in compensated absence	22,605
Change in other post-employment benefit obligation	40,799
Change in net position of governmental activities	<u>\$ (679,436)</u>

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Statement of Net Position - Proprietary Funds
September 30, 2020

	Sewer Utility	Stormwater Drainage	Total
ASSETS			
Current assets:			
Equity in pooled cash and cash equivalents	\$ 3,179,871	\$ 3,988,951	\$ 7,168,822
Equity in pooled investments	2,262,958	2,333,025	4,595,983
Accounts receivable, net	636,201	217,469	853,670
Restricted cash	1,026,781		1,026,781
Prepaid	-	-	-
Total current assets	7,105,811	6,539,445	13,645,256
Noncurrent assets:			
Capital assets:			
Construction in progress	-	34,347	34,347
Infrastructure	7,185,955	10,574,128	17,760,083
Machinery and equipment	183,500	98,016	281,516
Less accumulated depreciation	(5,052,229)	(7,660,496)	(12,712,725)
Total capital assets, net	2,317,226	3,045,995	5,363,221
Total noncurrent assets	2,317,226	3,045,995	5,363,221
Total assets	9,423,037	9,585,440	19,008,477
DEFERRED OUTFLOWS OF RESOURCE			
Pension	135,435	81,261	216,696
LIABILITIES			
Current liabilities:			
Accounts payable	171,647	9,216	180,863
Accrued liabilities	9,955	3,389	13,344
Accrued interest payable	7,478	-	7,478
Current portion of loan payable	39,000		39,000
Total current liabilities	228,080	12,605	240,685
Noncurrent liabilities:			
Notes and loans payable	2,012,000	-	2,012,000
Compensated absences	14,149	7,604	21,753
OPEB liability	5,591	3,355	8,946
Net pension liability	415,476	249,285	664,761
Total noncurrent liabilities	2,447,216	260,244	2,707,460
Total liabilities	2,675,296	272,849	2,948,145
DEFERRED INFLOWS OF RESOURCES			
Pension	106,574	63,944	170,518
NET POSITION			
Net investment in capital assets	252,077	3,038,391	3,290,468
Restricted for debt service	162,900	-	162,900
Restricted for capital projects	863,881	-	863,881
Unrestricted	5,497,745	6,291,516	11,789,261
Total net position	\$ 6,776,603	\$ 9,329,907	\$ 16,106,510

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Statement of Revenues, Expenses and Changes in Net Position -
Proprietary Funds
For the Year Ended September 30, 2020

	Major Funds		
	Sewer Utility	Stormwater Drainage	Total
OPERATING REVENUES			
Charges for services	\$ 2,919,982	\$ 1,408,038	\$ 4,328,020
Total operating revenues	2,919,982	1,408,038	4,328,020
OPERATING EXPENSES			
Salaries and benefits	495,676	279,005	774,681
Contractual services	1,178,711	-	1,178,711
Repairs and maintenance	138,596	22,954	161,550
Miscellaneous expense	26,247	20,032	46,279
Insurance premiums	111,870	58,591	170,461
Utilities	60,144	34,166	94,310
Depreciation and amortization	280,963	484,361	765,324
Total operating expense	2,292,207	899,109	3,191,316
Operating income	627,775	508,929	1,136,704
NON OPERATING REVENUES (EXPENSES)			
Interest revenue	117,487	96,084	213,571
Interest expense	(91,215)	-	(91,215)
Impact Fee	5,376	6,467	11,843
Total non-operating revenue (expenses)	31,648	102,551	134,199
Transfers	(423,847)	(211,206)	(635,053)
Change in net position	235,576	400,274	635,850
Net position - beginning	6,541,027	8,929,633	15,470,660
Net position - ending	\$ 6,776,603	\$ 9,329,907	\$ 16,106,510

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Statement of Cash Flows -
Proprietary Funds
For the Year Ended September 30, 2020

	Major Funds		
	Sewer Utility	Stormwater Drainage	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers and users	\$ 2,960,731	\$ 1,375,533	\$ 4,336,264
Payments to employees	(502,708)	(184,583)	(687,291)
Payments to suppliers of goods and services	(1,352,310)	(75,020)	(1,427,330)
Net cash provided by operating activities	1,105,713	1,115,930	2,221,643
CASH FLOWS FROM NON CAPITAL FINANCING ACTIVITIES			
Transfers	(423,847)	(211,206)	(635,053)
Cash received from impact fees and other	5,376	6,467	11,843
Net cash used in non-capital and related financing activities	(418,471)	(204,739)	(623,210)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchases of capital assets	(68,960)	(3,728)	(72,688)
Principal paid	(37,000)	-	(37,000)
Interest paid	(91,350)	-	(91,350)
Net cash used in capital and related financing activities	(197,310)	(3,728)	(201,038)
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest earnings	117,487	96,084	213,571
Sales of investments	306,360	115,122	421,482
Net cash provided by capital and related financing activities	423,847	211,206	635,053
Net increase in cash and cash equivalents	913,779	1,118,669	2,032,448
Cash and cash equivalents – October 1	3,292,873	2,870,282	6,163,155
Cash and cash equivalents – September 30	\$ 4,206,652	\$ 3,988,951	\$ 8,195,603

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Statement of cash flows – Proprietary Funds (Continued)
September 30, 2020

	Sewer Utility	Drainage	Total
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES			
Operating income	\$ 627,775	\$ 508,929	\$ 1,136,704
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation and amortization	280,963	484,361	765,324
Pension expense	97,424	115,420	212,844
OPEB expense	-	4,371	4,371
Decrease in accounts receivable	50,243	(1,620)	48,623
Increase in prepaids	6,810	1,764	8,574
Decrease in accounts payable	-	-	-
(Decrease) increase in accrued liabilities	51,387	2,132	53,519
Decrease in compensated absences	(9,548)	-	(9,548)
Increased in accrued payroll	659	573	1,232
Total adjustments	477,939	607,002	1,084,941
Net cash provided by operating activities	\$ 1,105,713	\$ 1,115,930	\$ 2,221,643

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Statement of Fiduciary Net Position
For the Year Ended September 30, 2020

	Commissioner Pension Trust Fund	Total
ASSETS		
Investments	\$ 2,408,686	\$ 2,408,686
Life insurance and variable annuity contracts	922,812	922,812
Total assets	<u>3,331,498</u>	<u>3,331,498</u>
LIABILITIES		
Total liabilities	<u>\$ -</u>	<u>\$ -</u>
NET POSITION		
Held in trust for pension benefits	3,331,498	3,331,498
Total net position	<u>\$ 3,331,498</u>	<u>\$ 3,331,498</u>

The accompanying notes to financial statements are an integral part of these statements.

Town of Pembroke Park, Florida
Statement of Change in Fiduciary Net Position
For the Year Ended September 30, 2020

	Commissioner Pension Trust Fund	Total
ADDITIONS		
Employer contributions	\$ 85,303	\$ 85,303
Investment income, net	241,560	241,560
Total additions	<u>326,863</u>	<u>326,863</u>
DEDUCTIONS		
Benefit payments	88,137	88,137
Administrative expenses	4,895	4,895
Total liabilities	<u>93,032</u>	<u>93,032</u>
Change in net position	233,831	233,831
Net position held in trust for pension benefits - beginning	3,097,667	3,097,667
Net position held in trust for pension benefits - ending	<u>\$ 3,331,498</u>	<u>\$ 3,331,498</u>

The accompanying notes to financial statements are an integral part of these statements.

**Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020**

NOTE - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial reporting entity

The Town of Pembroke Park was incorporated on December 10, 1957 and established on June 20, 1959 by Chapter 59-1722, Laws of Florida, as amended. The Town provides the following services as authorized by its charter; general government, public safety, physical environment, public works and culture and recreation.

The financial statements of Town of Pembroke Park, Florida (the "Town"), have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant accounting policies of the Town:

The reporting entity is defined as the primary government and any organizations for which the primary government is financially accountable, and identification of legally separate organizations for which the elected officials of the Town are financially accountable. This criterion also includes identification of organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's basic financial statements to be misleading or incomplete. Based upon this review, there were no potential component units or related organizations of the Town.

Financial accountability is deemed to exist if the primary government appoints a voting majority of an organization's governing board and is either able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government. A primary government may also be financially accountable for governmental organizations with a separately elected governing board, a governing board appointed by another government, or a jointly appointed board that is fiscally dependent on the primary government.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and user charges for services.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those expenses that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures and compensated absences are recorded only when payment is due.

Property taxes, franchise fees, utility service taxes and interest are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items such as fines and forfeitures and licenses and permits are considered to be measurable and available only when cash is received by the government.

The Town reports the following major governmental fund:

The General Fund is the principal operating fund of the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this Fund.

The Town reports the following major proprietary funds:

The Sewer Utility Fund accounts for the operation of the Town's sewer utility system.

The Stormwater Drainage Fund accounts for providing drainage services to the residents of the Town.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Additionally, the Town reports the following fiduciary fund:

Commissioners' Pension Trust Fund as a fiduciary fund, which accounts for the activities of the pension plan provided to the Town's commissioners.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Interfund services provided and used are not eliminated in the process of consolidation.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, and fines and forfeitures, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The principal operating revenue of the Sewer Utility Fund and Stormwater Drainage Fund are charges to customers for sales and services.

Operating expenses for enterprise funds include the costs of sales and services, administrative expenses, and the provision for depreciation of capital assets. All revenues and expenses that do not meet this definition are reported as non-operating revenue and expenses.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, and then unrestricted resources as they are needed.

D. Assets, liabilities and net position or equity

1. Cash and Cash Equivalents

In connection with the statement of cash flows, the Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less when purchased.

The Town maintains a cash and investment pool that is available for use by all funds to facilitate the cash management process. Each fund's portion of this pool is included on the statement of net position/balance sheet as equity in pooled cash, cash equivalents and investments.

2. Investments

Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

3. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements using the consumption method. Expenditures for services extending over more than one accounting period are accounted for as expenditures of the period of use.

4. Restricted Assets

These assets represent cash and investments set aside pursuant to debt covenants or other contractual restrictions.

5. Capital Assets

Capital assets, which include land, construction in progress, buildings, improvements other than buildings, infrastructure and machinery and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. The Town defines capital assets as assets with an initial, individual cost of more than \$ 250 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Contributed capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period for Enterprise Funds.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings	50 years
Improvements other than buildings	10-20 years
Infrastructure	20 years
Machinery and equipment	5 years

GASB No. 34 encourages but does not require certain governments to retroactively report infrastructure assets. The Town has elected not to retroactively report any unrecorded infrastructure that may exist.

6. Long-Term Debt

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond issue costs are expensed as incurred.

7. Compensated Absences Payable

Town employees may accumulate unused vacation and sick time and may be compensated for such time upon termination of employment at their pay rate in effect at their retirement date. For sick time, there is a limit payable upon termination of no more than \$500 for employees. For vacation time, the amount payable upon termination is limited to 400 hours of leave, except for the amount accrued by the Town Manager which is based on the contract between the Town and the Manager. The liability for these compensated absences in the General Fund is recorded as a long-term liability in the government-wide statement of net position. In the fund financial statements, governmental funds report only the compensated absence liabilities that have matured. In addition, the General Fund has always been used to liquidate compensated absences payable.

8. Encumbrances

Appropriations in budgetary funds are encumbered upon issuance of purchase orders, contracts, or other forms of legal commitments. Encumbrances outstanding at year end represent the estimated amount of the expenditures ultimately to result if unperformed contracts in process at year end are completed. Encumbrances outstanding at year end do not constitute expenditures or liabilities.

9. Accounts Receivable

Accounts receivable and allowance for doubtful accounts at September 30, 2020 were as follows:

	General	Sewer	Stormwater Drainage	Total
State of Florida	\$ 157,457	\$ -	\$ -	\$ 157,457
Utility taxes	77,393	-	-	77,393
Franchise fee	131,974	-	-	131,974
Broward County	29,889	595,534	240,388	865,811
Other receivables	66,253	-	-	66,253
City of Hollywood	-	88,535	-	88,535
Customer accounts receivable	154,071	-	-	154,071
Gross accounts receivable	617,037	684,069	240,388	1,541,494
Less: Allowance for uncollectable accounts	(174,341)	(47,868)	(22,919)	(245,128)
Accounts receivable, net	442,696	\$ 636,201	\$ 217,469	\$ 1,296,366

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

10. Deferred outflows/inflows of resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town presents a deferred outflow of resources related to its pension liability.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town presents a deferred outflow of resources related to its pension liability.

11. Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangement outstanding at the end of the year are referred to as either "interfund receivables/payables." Any residual outstanding balances between the governmental activities and business-type activities at year end are reported in the government-wide financial statements as internal balances.

12. Unavailable/Unearned Revenue

Unavailable revenue (a deferred inflow of resources) is recorded for governmental fund receivables that are not both measurable and available. In addition, inflows that do not yet meet the criteria for revenue recognition, such as lease revenue collected in advance, are recorded as unearned revenue in the government-wide and fund statements.

13. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

14. Equity Classifications

Government-wide statements

Equity is classified as net position and displayed in three components:

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

- a. Net investment in capital assets - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any debt, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. Restricted net position - consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - all other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Fund Statements

The Town presents fund balance in accordance with GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This statement requires that governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed: The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Town Commission is the highest level of decision-making authority for the government that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Assigned: This classification includes amounts that are constrained by the Town's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Town Council or through the Town Council delegating this responsibility to the Town manager through the

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.

Unassigned: This classification includes the residual fund balance for the General Fund.

It is the Town's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

15. New Accounting Standards Adopted

The following pronouncements did not have a material impact on the financial position or results of operations of the Town.

GASB Statement No. 83 - Certain Asset Retirement Obligations

This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018.

GASB Statement No. 88 - Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements

The objective of this Statement is to improve consistency in the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements, and to provide financial statement users with additional essential information about debt. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged. This Statement applies to notes to financial statements of all periods presented. If application for prior periods presented is not practicable, the reason for not applying this Statement to prior periods presented should be disclosed.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

16. Pronouncements Issued, but Not Yet Adopted

GASB Statement No. 84 - Fiduciary Activities

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018.

GASB Statement No. 87 - Leases

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

GASB 89 - Accounting for Interest Cost Incurred before the End of a Construction Period

The objectives of this Statement are (a) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (b) to simplify accounting for certain interest costs. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. Changes adopted to conform to the provisions of this Statement should be applied prospectively. For construction-in-progress, interest cost incurred after the beginning of the first reporting period to which this Statement is applied should not be capitalized.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

GASB 90 - Majority Equity Interests an amendment of GASB Statements No. 14 and No. 61

The primary objectives of this Statement are to improve consistency in the measurement and comparability of the financial statement presentation of majority equity interests in legally separate organizations and to improve the relevance of financial statement information for certain component units. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. Except as discussed in paragraph 11, in the period this Statement is first applied, changes adopted to conform to the provisions of this

Statement should be applied retroactively by restating financial statements, if practicable, for all periods presented. If restatement for prior periods is not practicable, the cumulative effect, if any, of applying this Statement should be reported as a restatement of beginning net position (or fund balance or fund net position, as applicable) for the earliest period restated. Also, the reason for not restating prior periods presented should be disclosed. In the first period that this Statement is applied, the notes to financial statements should disclose the nature of the restatement and its effect.

GASB 91 – Conduit Debt Obligations.

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. This Statement also addresses arrangements often characterized as leases that are associated with conduit debt obligations. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020.

GASB 93 – Replacement of Interbank Offered Rates.

The objective of this Statement is to address the accounting and financial reporting implications that result from the replacement of an Interbank offered rate (IBOR). The removal of London Interbank Offered Rate (LIBOR) as an appropriate benchmark interest rate is effective for reporting periods ending after

The Town's management has not yet determined the effect these Statements will have on the Town's financial statements.

17. Subsequent Events

Subsequent events are events or transactions that occur after the balance sheet date, but before the financial statements are issued or are available to be issued. Subsequent events should be disclosed in the financial statements if exclusion of such disclosure would cause the financial

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

statements to be misleading.

Management has evaluated subsequent events through May __, 2021 the date the financial statements were available, and does not believe that there are any other events or transactions that require disclosure. See Note 10 – Commitments and Contingencies, Litigation.

NOTE 2 - BUDGETARY INFORMATION

Annual operating budgets are adopted by the Town for the General Fund and the Enterprise Funds, which are prepared on a basis consistent with generally accepted accounting principles. Amendments are made to the budgets during the year as approved by the Town Commission. The Town follows State guidelines in filing and submitting their budgets. Appropriations are legally controlled at the department level. Unexpended portions of budget categories lapse at year end.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 2 - BUDGETARY INFORMATION (continued)

The adoption of the budget by the Town Commission constitutes the legal appropriation of the amounts specified therein as expenditures from the appropriate governmental fund. A department budget cannot be exceeded unless the Town Commission has approved a supplemental appropriation, by motion, at a public meeting. The Town Manager may authorize a budget adjustment among the various line items within a department, as long as the total budget for the department does not change.

NOTE 3 - DEPOSITS AND INVESTMENTS

Deposits: In addition to insurance provided by the Federal Depository Insurance Corporation, all deposits are held in banking institutions approved by the State Treasurer of the State of Florida to hold public funds. Under Florida Statutes Chapter 280, Florida Security for Public Deposits Act, the State Treasurer requires all Florida qualified public depositories to deposit with the Treasurer or other banking institution eligible collateral. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses. Accordingly, all amounts reported as deposits are insured or collateralized with securities held by the entity or its agent in the entity's name.

Investments - Town: The investment of funds is authorized by Florida Statutes, which allows the Town to invest in the Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Inter local Cooperation Act, SEC registered money market funds with the highest credit quality rating, interest-bearing time deposits or savings accounts in qualified public depositories and direct obligations of the U.S. Treasury.

The Town invests surplus funds in external investment pools, the Local Government Surplus Funds Trust Fund (the "State Pool"), administered by the Florida State Board of Administration ("SBA") and the Florida Municipal Investment Trust administered by the Florida League of Cities.

The Town's investments follow the investment rules as defined in Florida Statutes Chapter 215. The Town has not adopted a separate investment policy.

The State Board of Administration's ("SBA") Local Government Surplus Funds Trust Fund ("Florida PRIME") is a "2a-7 like" pool. A "2a-7 like" pool is an external investment pool that is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which comprises the rules governing money market funds. Thus, the pool operates essentially as a money market fund. The Town has reported its investment in Florida PRIME at amortized cost for financial reporting purposes.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 3 - DEPOSITS AND INVESTMENTS (continued)

As of September 30, 2020, the Town had the following investments:

Governmental Activities	Fair Value	Amortized Cost	Total	Fair Value Level	Credit Risk	Maturities
Investment in Local Government Surplus Funds Trust Fund (Florida PRIME) FL Municipal Investment Trust 1-3 Year High Quality Bond	\$ -	\$ 146,867	\$ 146,867	N/A	S&P AAAm	Weighted average of the fund portfolio: 33 days
	4,826,623		4,826,623	2	Not Available	Not Available
	<u>\$ 4,826,623</u>	<u>\$ 146,867</u>	<u>\$4,973,490</u>			
Business-Type Activities						
Investment in Local Government Surplus Funds Trust Fund (Florida PRIME) FL Municipal Investment Trust 1-3 Year High Quality Bond	\$ -	222,841	\$222,841	N/A	S&P AAAm	Weighted average of the fund portfolio: 33 days
	4,373,142	-	4,373,142	2	Not Available	Not Available
	<u>\$ 4,373,142</u>	<u>\$ 221,841</u>	<u>\$4,595,983</u>			

Credit Risk: For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk: The Town places no limit on the amount the Town may invest in any one issuer.

Interest Rate Risk: Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect an investments fair value. The Town's investment within the Florida Municipal Investment Trust and SBA are exposed to interest rate risk.

Fair Value Measurement: When applicable, the Town measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 3 - DEPOSITS AND INVESTMENTS (continued)

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- Level 1: Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the Town has the ability to access;
- Level 2: Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- Level 3: Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. For external investment pools that qualify to be measured at amortized cost, the pool's participants should also measure their investments in that external investment pool at amortized cost for financial reporting purposes. Accordingly, the Town's investments in PRIME have been reported at amortized cost above.

FMIvT 1-3 Year High Quality Bond Fund - This fund invests mainly in US Government and agency securities and asset-backed securities. The underlying securities have observable level 1 quoted pricing inputs or observable level 2 significant other observable pricing inputs. Most of the security prices were obtained from a pricing service, Interactive Data Corporation (IDC). While the underlying asset values are based on quoted prices or market-corroborated inputs, the net asset value of the portfolio is not publicly quoted. The Town considers these shares as level 2, since the value is based on market-corroborated data.

Florida Prime – With regard to redemption gates, Chapter 218.409(8) (a), Florida Statutes, states that “The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 3 - DEPOSITS AND INVESTMENTS (continued)

additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days.”

With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2020, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant’s daily access to 100% of their account value.

Investments – Town Commissioner Pension Plan: As of September 30, 2020, the Town’s Commissioner Pension Plan (the “Plan”) had the following investments:

	Fair Value	Fair Value Level	Credit Risk	Weighted Average Maturity
Loomis Sayles Investment Grade Bond A	\$ 766,703	2	AAA 21%, A 31%, BBB 29%, BB 10%, B 1%, Not Rated 8%	4.65 years
Janus Opportunistic Growth	714,152	2	N/A	N/A
Vanguard Equity- Income ADM	445,125	2	N/A	N/A
Invesco International Growth R5	186,783	2	N/A	N/A
Janus Triton N	177,127	2	N/A	N/A
DFA US Targeted Value I	118,796	2	N/A	N/A
	<u>\$ 2,408,686</u>			
	<u>Value</u>			
Life insurance and variable annuity contracts	\$ 922,812			

Interest Rate Risk: Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect an investments fair value. The investments held within the Loomis Sayles Investment Grade Bond Fund have an average maturity of 4.65 years. The other mutual funds are not subject to interest rate risk.

Credit Risk: For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 3 - DEPOSITS AND INVESTMENTS (continued)

Life Insurance and Variable Annuity Contracts: In order to provide death benefits to Town Commissioners (Note 8), the Town has entered into life insurance and variable annuity contracts with a financial institution.

NOTE 4 - PROPERTY TAXES

Property taxes are levied and become a lien on real and personal property prior to September 30, and are payable November 1, with discounts of one to four percent if paid prior to March 1 of the following calendar year. All unpaid taxes on real and personal property become delinquent on April 1, and bear interest of eighteen percent from April 1 until a tax sale certificate is sold at auction.

The Town is permitted by Article 7, Section 8 of the Florida Constitution to levy taxes up to \$ 10 per \$1,000 of assessed valuation for general governmental services (other than the payment of principal and interest on general obligation long-term debt). In addition, unlimited amounts may be levied for the payment of principal and interest on general obligation long-term debt subject to a limitation on the amount of debt outstanding. The tax rate to finance general governmental services and debt service requirements for the year ended September 30, 2020 was 8.5000 per \$1,000.

NOTE 5 - CAPITAL ASSETS

Capital asset activity governmental activities for the year ended September 30, 2020, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities				
Capital assets, not being depreciated				
Land	\$ 2,120,064	\$ -	\$ -	\$ 2,120,064
Construction in progress	47,596	-	-	47,596
Total capital assets, not being depreciated	2,167,660	-	-	2,167,660
Capital assets, being depreciated				
Buildings	984,935	-	-	984,935
Machinery and equipment	3,305,022	193,411	5,578	3,492,855
Improvements other than buildings	1,351,662	-	-	1,351,662
Total capital assets, being depreciated	5,641,619	193,411	5,578	5,829,452
Less accumulated depreciation for:				
Buildings	965,236	-	-	965,236
Machinery and equipment	2,061,429	112,765	5,578	2,168,616
Improvements other than buildings	1,405,381	117,968	-	1,523,349
Total accumulated depreciation	4,432,046	230,733	5,578	4,657,201
Total capital assets, being depreciated, net	1,209,573	(37,322)	-	1,172,251
Governmental activities capital assets, net	\$ 3,377,233	\$ (37,322)	\$ -	\$ 3,339,911

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 5 - CAPITAL ASSETS (continued)

Provision for depreciation was charged to functions of the Town as follows:

	Governmental Activities
General government	\$ 54,889
Public safety	5,210
Building	5,312
Physical Environment	10,323
Public works	117,968
Culture and recreation	37,031
	<u>\$ 230,733</u>

Capital asset activity business-type activities for the year ended September 30, 2020, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
Business-type activities				
Capital assets, not being depreciated				
Construction in progress	\$ 34,347	\$ -	\$ -	\$34,347
Total capital assets, not being depreciated	<u>34,347</u>	<u>-</u>	<u>\$ -</u>	<u>34,347</u>
Capital assets, being depreciated				
Infrastructure	17,760,083	-	-	17,760,083
Machinery and equipment	208,828	72,688	-	281,516
Total capital assets, being depreciated	<u>17,968,911</u>	<u>72,688</u>		<u>18,041,599</u>
Less accumulated depreciation for:				
Infrastructure	11,817,924	739,986	-	12,557,910
Machinery and equipment	129,477	25,338	-	154,815
Total accumulated depreciation	<u>11,947,401</u>	<u>765,324</u>	<u>-</u>	<u>12,712,725</u>
Total capital assets, being depreciated, net	<u>6,021,510</u>	<u>(692,636)</u>	<u>-</u>	<u>5,328,874</u>
Business-type activities capital assets, net	<u>\$ 6,055,857</u>	<u>(692,636)</u>	<u>\$ -</u>	<u>\$ 5,363,221</u>

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 5 - CAPITAL ASSETS (continued)

Provision for depreciation was charged to functions of the Town as follows:

	Business-type Activities
Sewer utility	\$ 280,963
Stormwater drainage district	484,361
	<u>\$ 765,324</u>

NOTE 6 – LONG-TERM DEBT

Debt: During the year ended September 30, 2020, the following changes occurred in debt of governmental and business-type activities:

	Beginning balance	Additions	Reductions	Ending Balance	Due in less than one year
Governmental activities					
Net pension liability	\$1,867,846	\$458,817	\$ -	\$2,326,663	
Net OPEB Liability (restated)	76,686	-	45,373	31,313	
Compensated absences	101,070	22,605	-	123,675	
	<u>\$ 2,045,602</u>	<u>\$481,422</u>	<u>\$45,373</u>	<u>\$2,481,651</u>	
Business-type activities					
Revenue Bond, Series 2009	\$2,088,000	\$ -	37,000	2,051,000	39,000
Net pension liability	484,256	180,505	-	664,761	
Net OPEB Liability	19,882		10,936	8,946	
Compensated absences	28,922		7,169	21,753	
	<u>\$2,621,060</u>	<u>\$180,505</u>	<u>\$ 55,105</u>	<u>\$2,746,460</u>	<u>\$ 39,000</u>

The Town previously issued Sewer Revenue Bond, Series 2009, in the amount of \$2,360,000. The bond proceeds were used to pay off the entire balance of the interim financing that had been used to finance a part of the cost of acquiring, constructing and erecting extensions and improvements to the municipal sewer system of the Town. The Bond bears interest, payable annually on September 1, at the rate of 4.375% per annum through September 2048. Principal is due beginning on September 1, 2011 through September 1, 2048. The Bond contains certain restrictive covenants which include; adopting annual operating budgets, the establishment of revenue, operation and maintenance and bond sinking funds; and the establishment of rates sufficient to satisfy debt service requirements. For the year ended September 30, 2020, these covenants have been met. The Bond is secured by a pledge of revenues from the Town's revenues from the Sewer Utility Fund.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 6 – LONG-TERM DEBT (continued)

The following is a schedule of approximate future debt service requirements for business-type activities at September 30, 2020

Year ending			
September 30,	Principal	Interest	Total
2021	\$ 39,000	\$ 89,731	\$ 128,731
2022	40,000	88,025	128,025
2023	42,000	86,275	128,275
2024	44,000	84,438	128,438
20245	46,000	82,513	128,513
2026-2030	262,000	380,581	642,581
2031-2035	325,000	318,063	643,063
2036-2040	402,000	240,363	642,363
2041-2045	497,000	144,550	641,550
2046-2048	354,000	31,411	385,411
Total	\$ 2,051,000	\$ 1,545,950	\$ 3,596,950

NOTE 7 - FLORIDA RETIREMENT SYSTEM

As provided by Chapters 121 and 112, Florida Statutes, the Florida Retirement System (“FRS”) provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan (“Pension Plan”) and the Retiree Health Insurance Subsidy (“HIS Plan”). The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature. Employees of the Town are eligible to participate in FRS.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the Web site: www.dms.myflorida.com/workforce_operations/retirement/publications.

Pension Plan

Plan Description

The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (“DROP”) for eligible employees.

Benefits Provided

Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.60% of their final average compensation based on the five highest years of salary for each year of credited service.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 7 - FLORIDA RETIREMENT SYSTEM (continued)

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Elected Officers' class members. Also, the final average compensation for all these members will be based on the eight highest years of salary

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants.

Contributions

Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. Contribution rates during the 2020 fiscal year were as follows:

Class	Percent of Gross Salary July 1, 2019 to September 30, 2019		Percent of Gross Salary July 1, 2020 to September 30, 2020	
	Employee	Employer (1)	Employee	Employer (1)
FRS, Regular	3.00	8.47	3.00	10.00
FRS, Senior Management	3.00	25.41	3.00	27.29
FRS, Elected Officers	3.00	48.82	3.00	49.18

(1) Employer rates include a postemployment HIS contribution rate of 1.66%. Also, employer rates include .06% for administrative costs of the Investment plan.

The Town's contributions to the Pension Plan totaled \$284,459 for the fiscal year ended September 30, 2020.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 7 - FLORIDA RETIREMENT SYSTEM (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2020, the Town reported a liability of \$2,370,244 for its proportionate share of the Pension Plan's net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2020. The Town's proportion of the net pension liability was based on a projection of the Town's 2019-20 fiscal year contributions relative to the 2019-20 fiscal year contributions of all participating members. At June 30, 2020, the Town's proportion was .0054% percent, which was an increase of .0001% percentage points from its proportion measured as of June 30, 2019.

For the year ended September 30, 2020, the Town recognized pension expense of \$435,986 related to the FRS plan. At September 30, 2020, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 90,714	\$ -
Change of assumptions	429,090	-
Net difference between projected and actual on FRS earnings pension plan investments	141,127	-
Changes in proportion and differences between Town FRS contributions and proportionate share of FRS contributions	85,100	(553,255)
Town FRS contributions subsequent to the measurement date	54,881	
Total	\$ 800,912	(553,255)

\$54,881 reported as deferred outflows of resources related to the Pension Plan resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending September 30,	Amount
2020	\$ 69,911
2021	21,090
2022	50,957
2023	34,439
2024	9,914
Thereafter	2,465
Total	\$ 192,776

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 7 - FLORIDA RETIREMENT SYSTEM (continued)

Actuarial Assumptions

The total pension liability in the July 1, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases	3.25%, average, including inflation
Investment rate of return	6.80%, net of pension plan investment expense, including inflation

During the fiscal year 2020 the following changing occurred:

Mortality assumption was changed from Generational RP-2000 with projection scale BB tables to PUB-2010 base table, projected generationally with Scale MP-2018.

The actuarial assumptions used in the June 30, 2019, valuation were based on the results of an actuarial experience study for the period July 1, 2013 through June 30, 2018.

The long-term expected rate of return on Pension Plan investments was decreased from 6.90% to 6.80%. The rate is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption.

The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation (1)	Arithmetic Return	(Geometric) Return	Standard Deviation
Cash	1.0%	3.30%	3.30%	1.2%
Fixed income	18.0%	4.10%	4.10%	3.50%
Global equity	54.0%	8.00%	6.80%	16.50%
Real estate (property)	11.0%	6.70%	6.0%	11.70%
Private equity	10.0%	11.20%	8.40%	25.80%
Strategic investments	6.0%	5.90%	5.70%	6.70%
Total	100.0%			
Assumed inflation-mean			2.60%	1.70%

(1) As outlined in the Plan's investment policy

Discount Rate

The discount rate used to measure the total pension liability was 6.80%. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation the total pension liability is equal to the long-term expected rate of return.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 7 - FLORIDA RETIREMENT SYSTEM (continued)

Sensitivity of the Town's proportion share of the net pension liability to changes in the discount rate - The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.80 percent, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.8 percent) or 1-percentage-point higher (7.8 percent) than the current rate:

	1% Decrease (5.8%)	Current Discount Rate (6.8%)	1% Increase (7.8%)
Town's proportionate share of net pension liability	\$ 3,784,881	\$ 2,730,244	\$ 1,188,733

Pension Plan Fiduciary Net Position

Detailed information regarding the Pension Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

HIS Plan

Plan Description

The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided

For the fiscal year ended September 30, 2020, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions

The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2020, the HIS contribution for the period October 1, 2018 through September 30, 2020 was 1.66%. The Town contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

The Town's contributions to the HIS Plan totaled \$32,118 for the fiscal year ended September 20, 2020.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 7 - FLORIDA RETIREMENT SYSTEM (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2020, the Town reported a liability of \$621,180 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2019. The Town's proportionate share of the net pension liability was based on the Town's 2018-19 fiscal year contributions relative to the 2017-18 fiscal year contributions of all participating members. At June 30, 2020, the Town's proportionate share was .00508% percent, which was an increase of .00005% percent from its proportionate share measured as of June 30, 2020.

For the fiscal year ended September 30, 2020, the Town recognized pension expense of \$34,904 related to the HIS plan. In addition the Town reported deferred outflows of resources and deferred in flows of resources related to pensions from the following sources:

Description	Deferred outflows of resources	Deferred inflows of resources
Differences between expected and actual experience	\$ 25,410	\$ (479)
Change of assumptions	66,795	(36,119)
Net difference between projected and actual earnings on HIS plan investments	496	-
Changes in proportion and differences between Town HIS contributions and proportionate share of HIS contributions	73,335	(177,478)
Town HIS contributions to the measurement date	8,183	-
Total	<u>\$ 174,219</u>	<u>\$ (214,076)</u>

The deferred outflows of resources related to the HIS Plan, totaling \$8,183 resulting from Town contributions to the HIS Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

Year Ending September 30:	Amount
2021	\$ (13,295)
2022	(9,862)
2023	(2,695)
2024	(6,258)
2025	(8,521)
Thereafter	(7,409)
Total	<u>\$ (48,040)</u>

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 7 - FLORIDA RETIREMENT SYSTEM (continued)

Actuarial Assumptions

The total pension liability in the July 1, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases	3.25%, average, including inflation
Municipal bond rate	2.21%

Mortality rates was changed from Generational RP-2000 with Projection Scale BB tables to the PUB-2010 base table, projected generationally with Scale MP-2018. The municipal bond rate used to determine total pension liability was decreased from 3.50% to 2.21%

The actuarial assumptions used in the July 1, 2019, valuation were based on the results of an actuarial experience study for the period July 1, 2013 through June 30, 2018.

Discount Rate

The discount rate used to measure the total pension liability was 2.21%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

The following represents the Town's proportionate share of the net pension liability calculated using the discount rate of 2.21%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (1.21%) or one percentage point higher (3.21%) than the current rate:

	1% Decrease (1.21%)	Current Discount Rate (2.21%)	1% Increase (3.21%)
Town's proportionate share of net pension liability	\$ 718,056	\$ 621,180	\$ 541,887

Pension Plan Fiduciary Net Position

Detailed information regarding the Pension Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 8 - TOWN COMMISSIONER PENSION PLAN

During the fiscal year ended September 30, 2008, the Town Commission created, under the laws of the State of Florida, a single employer defined benefit pension plan that covers members of the Town Commission (the "Plan"). The administrative duties for this Plan are handled through Securian Retirement Services. A more detailed description of the Plan appears in the ordinances constituting the Plan and in the Summary Plan Description. The Plan does not issue a stand-alone financial report, but is included in the reporting entity of the Town as a pension trust fund. Amendments to the plan document can only be authorized by the Town Commission.

At September 30, 2020, there are 5 active plan members and 2 retiree and beneficiaries receiving benefits.

Members of the Plan are eligible for benefits at their normal retirement date, which is the first day of the month coincident with, or next, following attainment of age 62 or 4 years of credited service if hired prior to October 1, 2008 or attainment of age 62 or 13 years of credited service if hired after.

Normal benefits are equal to 5% of the average monthly compensation multiplied by the credited years of service, with a maximum of 20 credited years. The maximum benefit under the plan is \$195,000, which is subject to certain limitations if less than 10 years of credited service are attained.

Upon the death of a member, benefits cease to be paid out of Plan assets. However, a beneficiary will receive an annuity equal to the accrued benefit owed to the plan member, payable over 10 years.

During the year, the Town made a contribution to the Plan in the amount of \$85,303. At September 30, 2020, the Plan holds \$2,408,686 in investments (Note 3).

Actuarial methods and significant assumptions used to measure the total pension liability for the current year are as follows:

Valuation date	October 1, 2020
Measurement date	September 30, 2020
Actuarial cost method	Entry age normal
Actuarial assumptions	
Rate of return	6.00%
Projected salary increases	3.00%
Inflation adjustment	2.75%
Retirement age	Early retirement age
	IRS Prescribed Mortality RP2000
	Generational White Collar Annuitant
	using scale BB for females and
	RP2000 Generational Blended 50%
	White Collar and 50% Blue Collar
	Annuitant using Scale BB for males
Mortality	

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 8 – TOWN COMMISSIONER PENSION PLAN (continued)

Development of Single Discount Rate

Single Discount Rate	6.00%
Long-Term Expected Rate of Return	6.00%
Long-Term Municipal Bond Rate	N/A

The Town does not issue audited stand-alone financial statements for the Plan. Therefore, the provisions of GASB Statement No.67, *Financial Reporting for Pension Plans - An Amendment of GASB Statement No.25* have been incorporated to this Annual Financial Report in the paragraphs below and Required Supplementary Information section.

Investments

The Plan's policy in regard to the allocation of invested assets is established by the Pension Board. The Plan currently has all of its funds invested through Securian Retirement Services. The investment policy may be amended by the Pension Board by a majority vote of its members. It is the policy of the Pension Board to pursue an investment strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of distinct asset classes. Overall asset allocation targets are reviewed on an annual basis. The following is the adopted asset allocation policy as of September 30, 2020:

<u>Asset Class/Investment Category</u>	<u>Target Allocation</u>
Equity Securities and Similar Funds:	
U.S. stocks	38.00%
Global stocks	10.00%
	<u>48.00%</u>
Fixed Income and Similar Funds:	
Multi Sector Bonds	32.00%
Alternative Investments	20.00%
Total	<u>100.00%</u>

Concentrations - Governmental entities need to disclose the concentration of credit risk with a single issuer. If 5.00% or more of the total assets of the portfolio are invested with one issuer, an additional disclosure is required. Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from the concentration of credit risk disclosure requirements. There were no individual investments that represent 5.00% or more, at September 30, 2020, that met the criteria for disclosure.

Rate of Return – For the year ended September 30, 2020, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 7.38%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 8 – TOWN COMMISSIONER PENSION PLAN (continued)

The long-term expected rate of return on Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the Town's target asset allocation as of September 30, 2020 are summarized in the following table:

Target Allocation	Asset Class	Long Term Expected Real Rate or Return (Arithmetic)
38%	U.S. Stocks	5.03%
10%	Global Stocks	5.32%
32%	Multi Sector Bonds	1.40%

Discount rate

The discount rate used to measure the total pension liability was 6.00% per annum. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that the Town contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The changes in net pension liability (asset) for the year ended September 30, 2020 is as follows:

	Increases (Decreases)		
	Total Pension Liability (a)	Plan Fiduciary Position (b)	Net Pension Liability (a) (b)
Balances at September 30, 2019	\$ 3,069,669	\$ 3,097,667	\$ (27,998)
Changes for the year:			
Service cost	83,600	-	83,600
Interest cost	196,664	-	196,664
Contributions employer	-	85,303	(85,303)
Differences between expected and actual experience	113,830	-	113,830
Change in assumptions and method	84,433		84,433
Net investment income	-	241,560	(241,560)
Benefit payments, including refunds of member contributions	(88,137)	(88,137)	-
Administrative expense		(4,895)	4,895
Net Changes	390,390	233,831	156,559
Balances at September 30, 2020	\$ 3,460,059	\$ 3,331,498	\$ 128,561

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 8 – TOWN COMMISSIONER PENSION PLAN (continued)

Sensitivity of the net pension liability to changes in the discount rate

The following presents the net pension liability of the Town, calculated using the discount rate of 6.00%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1.00% lower (5.00%) or 1.00% higher (7.00%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
	5.00%	6.00%	7.00%
Net Pension Liability (Asset)	\$ 455,687	\$ 128,561	\$ (144,446)

Pension Expense and Deferred Outflows of Resources Related to Pensions

For the year ended September 30, 2020, the Town recognized pension expense of \$ 111,094 for this Plan. At September 30, 2020 the Town reported deferred outflow of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 142,360	\$ -
Change of assumptions	84,433	-
Difference between projected and actual earnings on pension plan investments	104,582	(123,561)
Total	\$ 331,375	\$ (123,561)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follow:

Year Ending September 30:	Amount
2020	\$ 27,032
2021	33,893
2022	50,491
2023	64,838
2024	31,560
Thereafter	-
Total	\$ 207,814

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 9 - OTHER POST-EMPLOYMENT BENEFITS

Plan Description and Funding Policy: The Town offers retired employees the opportunity to retain the Town's health insurance coverage. Retirees contribute an amount equal to the actual premium for health insurance that is charged by the carrier. However, there is an implied subsidy in the insurance premium for retirees because the premium charged for retirees is the same as the premium charged for active employees, who are younger than retirees on average.

Additionally, Town Commissioner's beneficiaries are eligible for a pre-funded benefit should the Commissioner become deceased while in active service. The funding for this benefit has been accomplished through the purchase of life insurance products or an annuity product that is expected to cover the costs of the possible benefits.

During the year, the Town had 34 active participants and no retirees receiving benefits.

Actuarial Assumptions: Projections of benefits are based on the substantive plan and include the types of benefits in force at the time of valuation date and the pattern of sharing benefits between the Town and the plan members at that point. Actuarial calculations reflect a long-term perspective and employ methods and assumptions that are designed to reduce the short-term volatility in actuarial accrued liabilities and the actuarial value of assets. Additionally, actuarial valuations for OPEB plans involve estimates of the value of reported amounts and assumptions about the probability of events far into the future and actuarially determined amounts are subject to continual revision as results are compared to past expectations and new estimates are made about the future. The cost developed is only an estimate of the true cost of providing post-employment benefits. The basis for these benefits is authorized by the Town Commission by resolution.

Significant actuarial assumptions used to calculate the total OPEB liability were as follows:

Actuarial valuation date	9/30/2019
Actuarial cost method	Entry Age Cost Method (Level % of pay)
	3.58% per annum (based on the September 20, 2019 S&P Municipal Bond Buyer 20 Year High Grade Rate Index published by S&P Dow Jones Indices.
Discount rate	
Projected salary increases	2.50%
Inflation	2.50%
	Initial trend rate of 7.50% in fiscal 2020, grading down to the ultimate trend rate of 4.0% in fiscal year 2075
Health Care inflation	
	PubG-2010 Combined Healthy Mortality Tables projected to the valuation date using MP-2019
Mortality rates	

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 9 - OTHER POST-EMPLOYMENT BENEFITS (continued)

Retirement rates	100% at normal retirement eligibility of 62
FRS Retirement eligibility	FRS Tier 1 (hired before July 1, 2011): age 62 with 6 years of service, or 30 years of service regardless of age FRS Tier 2 (hired on or after July 1, 2011): age 65 with 8 years of service or 33 years of service regardless of age.
Marital status	100% assumed married, with male spouses 3 years older than female spouses
Health care participation	20% participation assumed, with 50% electing spouse coverage
Health contributions	
Employee	100% of the active premium rate
Town	Remaining amount necessary for payment of claims

During the current year, the discount rate was decreased from 4.18% to 3.58%.

The total OPEB liability at September 30, 2020 has been reflected on the Statement of Net Position. The plan is not pre-funded and is therefore supported on a pay-as-you-go basis.

Changes in the Total OPEB Liability: Sources of changes in the total OPEB liability for the fiscal year ended September 30, 2020 were as follows:

	Total OPEB Liability	Fiduciary Net Position	Net OPEB Liability
Balance as of September 30, 2018 for FY 19	\$ 96,568	\$ -	\$ 96,568
Changes due to:			
Service cost	6,423	-	6,423
Interest	4,263	-	4,263
Differences between Expected and Actual Experience	(29,801)		(29,801)
Experience losses/(gains)	-	-	-
Changes in assumptions	(35,142)	-	(35,142)
Benefit payments and refunds	(2,052)	-	(2,052)
Balance as of September 30, 2019 for FY 20	<u>\$ 40,259</u>	<u>\$ -</u>	<u>\$ 40,259</u>

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 9 - OTHER POST-EMPLOYMENT BENEFITS (continued)

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate: The following presents the total OPEB liability of the Town, as well as what the Town's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.58%) or 1-percentage-point higher (4.58%) than the current discount rate:

	1% Decrease (2.58%)	Current Discount Rate (3.58%)	1% Increase (4.58%)
Total OPEB liability	\$ 46,292	\$ 40,259	\$ 35,303

Sensitivity of the Total OPEB Liability Using Alternative Healthcare Cost Trend Rates: The following presents the total OPEB liability of the Town, as well as what the Town's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1- percentage-point lower (3% to 7.5%) or 1-percentage- point higher (5% increasing to 9.5%) than the current healthcare cost trend rates:

	1% Decrease (3.0% to 6.5%)	Healthcare Cost Trend (4.0% to 7.5%)	1% Increase (5.0% to 8.5%)
Total OPEB liability	\$ 34,902	\$ 40,259	\$ 46,783

OPEB Expense

For the year ended September 30, 2020, the Town recognized OPEB expense of \$(52,457).

NOTE 10 - COMMITMENTS AND CONTINGENCIES

Risk Management:

During the fiscal year ended September 30, 2020 the Town has participated in the Florida League of Cities which is a not-for-profit corporation, self-insurance program for workers' compensation, general and auto liability, and property insurance. With this program the Town has limited its exposure to a variety of risks such as loss related to torts; theft of, damage to and destruction of assets, errors and omissions; and natural disasters.

Annually, participants in this program are billed for their portion of the cost of the program adjusted for actual experience during the period of coverage. Participants are not assessed for unanticipated losses incurred by the program.

Grant Contingency:

The Town usually, in the form of grant, receives financial assistance from federal, state and local governmental agencies. Funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and may be subject to audit by the grantor agencies.

Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020

NOTE 10 - COMMITMENTS AND CONTINGENCIES (continued)

In accordance with Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Florida Single Audit Act, the Town is required to conduct "single audits" when the required thresholds of \$ 750,000 in grant expenditures from either source is exceeded. For the year ended September 30, 2020, neither a Federal single audit in accordance with the Uniform Guidance nor a state single audit in accordance with the Florida Single Audit Act was required.

Significant Agreements:

During the fiscal year 2020 the Town was still into an agreement with the Broward Sheriff's Office (BSO) to provide professional police services. According to this initial term of this agreement the contract may be renewed for an additional three years, and then for an additional five years upon mutual agreement of the parties.

The agreement may be terminated upon default if one of the parties gives the other party thirty days written notice. As of September 30, 2020, this agreement was in a continuing month to month basis. The maximum increase in the fee each year will be five percent for operating costs and nine percent for costs relating to health insurance premiums. There is no limitation on the cost increase related to workers' compensation premiums and pension contributions. The Town paid a total of \$3,300,127 for police services and traffic enforcement for the year ended September 30, 2020.

The Town also has an agreement with Broward Sheriff's Office to provide emergency medical and fire protection services. The renewal and termination terms are the same as noted for the police services agreement. As of September 30, 2020, this agreement was in a continuing month to month basis. For the subsequent fiscal years, the amount owed will be based on the Sheriff's budgeted costs, subject to the restrictions noted under the police services agreement. The amount paid for emergency medical and fire protection services for the year ended September 30, 2020 was \$3,545,340.

As of September 30, 2020 the Town is still in a dispute with BSO regarding possible overpayments under the contract. The result of this dispute is still not determined. The Town financial statements have not been adjusted in relation to this matter.

The Town has an agreement with the City of Hollywood for sewage disposal. The monthly charges for the disposal service are included in the operating expenses of the Sewer Utility Fund.

Litigation:

The Town settled its lawsuit with a terminated employee in fiscal year ended September 30, 2020 for \$60,000. The Town is still involved in various claims and litigation arising in the ordinary course of operations. According to the management none of them will have a material effect on the Town's financial position.

**Town of Pembroke Park, Florida
Notes to the Financial Statements
For the Year Ended September 30, 2020**

NOTE 10 - COMMITMENTS AND CONTINGENCIES (continued)

Outstanding Claim:

As of the report date, the Town has not paid the former Town Manager his compensated absences as the amount owed is in dispute. During the fiscal year ended September 30, 2020 Town Manager's Compensated absence has been calculated based on the effective time of services. The total amount is approximately \$341,500.

Broward Office of the Inspector General (OIG) Investigation:

As of the report date, the Town is still under an ongoing investigation by the OIG. In February 2, 2018 the OIG issued a report noting misconduct and gross mismanagement in the procurement of certain professional engineering services between 1995 and 2015. According to the OIG report the Town violated federal procurement requirements relating to certain federal grants that were sub-awarded by Broward County to the Town and thus referred the matter to the Office of the Inspector General of the U.S. Department of Housing and Urban Development (HUD).

Last year, the OIG started additional investigations into:

- Other areas of expenditures, including payroll.
- Whether Town of Pembroke Park Mayor Ashira Mohammed misused her public position to benefit herself and her law firm.

The outcome of these investigation cannot be determined. Therefore, the financial statements have not been adjusted in relation to these matters.

Required Supplementary Information

DRAFT 5/7/2021

Town of Pembroke Park, Florida
Required Supplementary Information
Schedule of Revenues, Expenditures and Changes in Fund Balance –
Budget and Actual – General Fund
For the Fiscal Year Ended September 30, 2020

	Budgeted Amounts	Actual	Variance with
	Original and Final	Amounts	Final Budget –
			Positive
			(Negative)
REVENUES			
Property taxes	\$ 6,014,705	\$ 6,031,078	\$ 16,373
Local option gas tax	119,137	104,668	(14,469)
Utility service taxes	1,225,000	1,091,300	152,165
Licenses and permits	939,135	1,290,376	250,305
Franchise taxes	824,750	888,057	63,307
Intergovernmental revenues	636,743	584,069	(52,674)
Charges for services	457,100	323,678	(133,422)
Fines and forfeitures	39,000	32,456	(6,544)
Grant Revenue	672,440	61,672	(610,768)
Interest	24,500	115,692	91,192
Miscellaneous	809,505	713,177	(96,328)
Total revenues	<u>11,762,015</u>	<u>11,187,035</u>	<u>(574,980)</u>
EXPENDITURES			
Current:			
General government:			
Mayor and Commission	439,725	394,583	(45,142)
Financial and administrative	1,527,294	1,419,620	(107,674)
Town attorney	283,500	283,159	(341)
Comprehensive planning	270,000	265,318	(4,682)
Non-departmental	514,412	568,802	54,390
Total general governmental	<u>3,034,931</u>	<u>2,931,482</u>	<u>(103,449)</u>
Public safety			
Police	3,316,064	3,300,127	(15,937)
Fire	3,545,340	3,545,340	-
Total public safety	<u>6,891,404</u>	<u>6,845,467</u>	<u>(15,937)</u>
Building	406,518	407,244	726
Physical environment	281,016	189,082	(91,934)
Public works	587,353	414,727	(172,626)
Culture and recreation	490,314	414,349	(75,965)
Capital outlay	921,398	159,332	(761,468)
Total expenditures	<u>12,582,934</u>	<u>11,362,281</u>	<u>(1,220,653)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ -</u>	<u>(175,246)</u>	<u>\$ (1,795,633)</u>
Fund balance – beginning		4,203,349	
Fund balance – ending		<u>\$ 4,028,103</u>	

See notes to schedule of revenues, expenditures and changes in fund balance –
budget and actual – general fund.

Town of Pembroke Park, Florida
Required Supplementary Information
Notes to Schedule of Revenues, Expenditures and
Changes in Fund Balance – Budget and Actual –
General Fund
For the Fiscal Year Ended September 30, 2020

Budgets and Budgetary Accounting

Annual Budget for the General Fund and the Enterprise Funds are adopted on a basis consistent with generally accepted accounting principles, except for the provision for depreciation and amortization which is not budgeted in the Enterprise Funds. The Budget process is as follows:

1. Prior to August 1, The Town Manager submits to the town Commission a proposed budget for the Fiscal year commencing in October 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to October 1, the budget is legally enacted through passage of an appropriation ordinance.
4. The appropriated budget is prepared and adopted by fund, function and department. A department budget cannot be exceeded unless the Town Commission has approved a supplemental appropriation, by motion, at a public meeting. The Town Manager may authorize a budget adjustment among the various line items within a department, as long as the total budget for the department does not change.

Excess of expenditures over appropriations

For the year ended September 30, 2020, expenditures exceeded appropriations in the following departments.

<u>Department</u>	<u>Excess Expenditures over Budget</u>
Non- Departmental	\$ 54,390
Building	726

Town of Pembroke Park, Florida
Required Supplementary Information
Pension Plan for Town Commissioners
Schedule of Changes in Net Pension Liability and Related Ratios

	2020	2019	2018	2017	2016	2015	2014
Total pension liability							
Service cost	\$ 83,600	\$ 61,060	\$ 316,660	\$ 66,093	\$ 55,785	\$ 21,941	\$ 21,303
Interest	196,664	184,097	180,541	176,986	127,969	99,066	94,948
Differences between expected and actual experiences							
	113,830	35,662	(370,636)	(146,601)	177,571	321,666	(4,885)
Changes in assumptions and methods	84,433	-	-	-	(420,088)	(427,321)	-
Benefit payments, including refunds of member contributions							
	(88,137)	(86,834)	(56,882)	(26,663)	(27,956)	(27,900)	(30,087)
Net change in total pension liability	390,390	193,985	69,683	69,815	753,457	(12,548)	81,279
Total pension liability – beginning	3,069,669	2,875,684	2,806,001	2,736,186	1,982,729	1,995,277	1,913,998
Total pension liability – ending	3,460,059	3,069,669	2,875,684	2,806,001	2,736,186	1,982,729	1,995,277
Plan fiduciary net position							
Contributions – employer	85,303	37,362	370,136	121,583	137,490	62,510	66,669
Net investment income	241,560	67,948	246,124	229,468	150,300	(75,642)	136,270
Benefit payments, including refunds of member contributions							
	(88,137)	(86,834)	(56,882)	(26,663)	(27,956)	(27,900)	(30,087)
Administrative expenses	(4,895)	(4,202)	(4,404)	(4,183)	(8,384)	-	(4,192)
Other	-	-	-	-	445,681	-	-
Net change in plan fiduciary net position	233,831	14,274	554,974	320,205	697,131	(41,032)	168,660
Plan fiduciary net position – beginning	3,097,667	3,083,393	2,528,419	2,208,214	1,511,083	1,552,115	1,383,455
Plan fiduciary net position – ending	3,331,498	3,097,667	3,083,393	2,528,419	2,208,214	1,511,083	1,552,115
Town net pension liability – ending	128,561	(27,998)	(207,709)	277,582	527,972	471,646	443,162
Plan fiduciary net position as a percentage of the total pension liability							
	96.28%	100.91%	107%	90%	81%	76%	78%
Covered payroll	\$ 129,780	\$ 43,260	\$ 43,260	\$ 43,260	\$ 42,000	\$ 36,000	\$ 28,000
Town net pension liability as a percentage of covered payroll	99.06%	-64.72%	-480%	642%	1257%	1310%	1583%

*Schedule is intended to show information for ten years. Additional years will be displayed as they become available.

**Town of Pembroke Park, Florida
Required Supplementary Information
Pension Plan for Town Commissioners
Schedule of Contributions
For the year ended September 30, 2020**

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Actuarially determined contribution	\$ 85,303	\$ 38,529	\$351,306	\$ 80,278	\$ 67,848	\$ 62,510	\$ 66,669	\$ 67,003	\$ 82,875	\$141,245	\$ 94,591
Actual contribution	85,303	37,362	370,136	121,583	137,490	62,510	66,669	108,012	82,875	141,245	94,591
Contribution deficiency (excess)	-	\$ 1,167	(18,830)	(41,305)	(69,642)	-	-	(41,009)	-	-	-
Covered payroll	\$129,780	\$129,780	\$154,000	\$180,000	\$180,000	\$144,000	\$140,000	\$140,000	\$126,000	\$126,000	\$126,000
Contributions as a % of covered payroll	65.73%	28.79%	240.35%	67.55%	76.38%	43.41%	47.62%	85.72%	65.77%	112.10%	75.07%

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Aggregate
Amortization method	Level dollar closed
Inflation	2.75%
Salary increases	3.00%
Investment rate of return	6.00%
Retirement age	Early retirement age
Mortality	IRS Prescribed Mortality PUB-2010 – Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale.

**Town of Pembroke Park, Florida
Required Supplementary Information
Pension Plan for Town Commissioners
Annual Money-Weighted Rate of Return
Last Ten Fiscal Years**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Annual money weighted rate of return, net of investment expense	9.85%	4.76%	17.34%	11.97%	9.65%	4.79%	9.47%	10.13%	8.67%	2.24%	7.38%

Town of Pembroke Park, Florida
Schedule of Proportionate Share of Net Pension Liability
Retiree Health Insurance Subsidy Program
Last 10 Fiscal Years*

Florida Retirement System Pension Plan

	2020	2019	2018	2017	2016	2015	2014
Town's proportion of the FRS net pension liability	0.0054%	0.0053%	0.0092%	0.0089%	0.0085%	0.0092%	0.0080%
Town's proportionate share of the FRS net pension liability	\$ 2,370,244	\$ 1,837,772	\$ 2,761,625	\$ 2,461,826	\$ 2,145,618	\$ 1,971,713	\$ 485,749
Town's covered payroll	1,934,795	\$ 1,541,730	\$ 2,150,710	\$ 2,045,188	\$ 1,836,696	\$ 1,978,680	\$ 1,852,809
Town's proportionate share of the FRS net pension liability as a percentage of its covered payroll	122.51%	119.20%	128.41%	129.17%	116.82%	60.23%	26.22%
FRS plan fiduciary net position as a percentage of the total pension liability	78.85%	82.61%	84.26%	83.80%	84.88%	92.00%	96.09%

Retiree Health Insurance Subsidy Program

	2020	2019	2018	2017	2016	2015	2014
Town's proportion of the HIS net pension liability	0.0050%	0.0046%	0.0069%	0.0070%	0.0065%	0.0064%	0.0061%
Town's proportionate share of the HIS net pension liability	\$ 621,180	\$ 514,330	\$ 727,357	\$ 747,307	\$ 752,274	\$ 657,431	\$ 574,234
Town's covered payroll	1,934,795	\$ 1,541,730	\$ 2,150,710	\$ 2,045,188	\$ 1,836,696	\$ 1,978,680	\$ 1,852,809
Town's proportionate share of the HIS net pension liability as a percentage of its covered payroll	32.11%	33.36%	33.82%	36.54%	40.96%	33.23%	30.99%
HIS plan fiduciary net position as a percentage of the total pension liability	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

* This schedule is intended to present information for ten years. However, until a full ten year trend is compiled, the pension plan will present information for those years for which the information is available.

Town of Pembroke Park, Florida
Schedule of Contributions
Florida Retirement System Pension Plan
Last 10 Fiscal Years*

Florida Retirement System
Pension Plan

	2020	2019	2018	2017	2016	2015	2014
Contractually required FRS contribution	\$ 284,459	\$ 172,378	\$ 225,033	\$ 233,168	\$ 211,718	\$ 228,392	\$ 207,813
FRS contributions in relation to the contractually required contribution	(284,459)	(172,378)	(225,033)	(233,168)	(211,718)	(228,392)	(207,813)
FRS contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town's covered payroll	\$ 1,934,795	\$ 1,541,730	\$ 1,907,590	\$ 2,074,311	\$ 1,902,689	\$ 1,978,680	\$ 1,852,809
FRS contributions as a percentage of covered payroll	14.70%	11.18%	11.80%	11.24%	11.13%	11.54%	11.22%

Retiree Health Insurance
Subsidy Program

	2020	2019	2018	2017	2016	2015	2014
Contractually required HIS contribution	\$ 31,118	\$ 25,593	\$ 31,666	\$ 34,433	\$ 31,588	\$ 26,843	\$ 22,507
HIS contributions in relation to the contractually required contribution	(32,118)	(25,593)	(31,666)	(34,433)	(31,588)	(26,843)	(22,507)
HIS contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town's covered payroll	\$ 1,934,795	\$ 1,541,730	\$ 1,907,590	\$ 2,074,311	\$ 1,902,689	\$ 1,978,680	\$ 1,852,809
HIS contributions as a percentage of covered payroll	1.66%	1.66%	1.66%	1.66%	1.66%	1.36%	1.21%

* This schedule is intended to present information for ten years. However, until a full ten year trend is compiled the pension plan will present information for those years for which the information is available.

Town of Pembroke Park, Florida
Required Supplementary Information
Other Post-Employment Benefits Plan
Schedule of Changes in the Town's Total OPEB Liability and Related Ratios

	<u>2020</u>
Total OPEB Liability	
Service cost	\$ 6,423
Interest	4,263
Difference between expected and actual experience	(29,801)
Assumption changes	(35,142)
Benefit payments and refunds	(2,052)
Net change in Total OPEB Liability	(56,309)
Total OPEB Liability - Beginning of Year	96,568
Total OPEB Liability - End of Year	<u>40,259</u>
Total OPEB Liability	
Fiduciary net position as a % of Total OPEB Liability	0.00%
Covered payroll	\$ 1,864,504
Total OPEB liability as a percentage of covered payroll	2.16%

*(1) GASB 75 requires information for 10 years.
However, until a full ten- year trend is compiled,
information will be presented for only those years
which information is available.*

Notes to Schedule

Changes of assumptions: The discount
rate was changed as follows:

Fiscal year ending	Discount Rate
9/30/2017	3.06%
9/30/2018	3.64%
9/30/2019	4.18%
9/30/2020	3.58%

COMPLIANCE SECTION

DRAFT 5/7/2021

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor and Town Commission
Town of Pembroke Park, Florida
Pembroke Park, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type type activities, each major fund, the aggregate remaining fund information, and the fiduciary funds information of Town of Pembroke Park, Florida (the "Town") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated May __, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant

deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify deficiencies in internal control that we consider to be significant deficiencies. We did identify deficiencies in internal control described in the accompanying schedule of findings and responses as item 2020-01 to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, and which are described in the accompanying schedule of findings and responses as items 2020-01 and 2020-02.

Town's Response to Findings

The Town's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hollywood, Florida
May __, 2021

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

To the Honorable Mayor and Town Commission
Town of Pembroke Park, Florida
Pembroke Park, Florida

We have examined Town of Pembroke Park, Florida's (the "Town") compliance with the requirements of Section 218.415, Florida Statutes, Local Government Investment Policies, during the fiscal year ended September 30, 2020. Management of the Town is responsible for the Town's compliance with the specified requirements. Our responsibility is to express an opinion on the Town's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Town complied, in all material respects, with the specified requirements referenced above. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Town's compliance with specified requirements.

In our opinion, the Town complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Town Commission of the Town of Pembroke Park, Florida and is not intended to be and should not be used by anyone other than these specified parties.

Hollywood, Florida
May __, 2021

**MANAGEMENT LETTER PURSUANT TO THE RULES OF THE
AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Honorable Mayor and Town Commission
Town of Pembroke Park,
Florida Pembroke Park, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of the Town of Pembroke Park, Florida (the "Town") as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated May __, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated May __, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. Corrective actions have been taken to address certain findings and recommendations made in the preceding annual financial audit report and the current status is described in our Schedule of Findings and Responses.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority of the primary government is disclosed in the notes to the financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Town has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Town did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the Town. It is management's responsibility to monitor the Town's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, recommendations accompany this report in the Schedule of Findings and Responses.

Special District Component Units

Section 10.554(1)(i)5.d., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we determined that there were no special district component unit associated with the Town of Pembroke Park that was required to provide information for reporting in accordance with Section 218.39(3)(b), Florida Statutes. There are no component units.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not noted any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Mayor, Town Commission, the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Hollywood, Florida
May __, 2021

DRAFT 5/17/2021

**REPORT TO MANAGEMENT
SCHEDULE OF FINDINGS AND RESPONSES**

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

Significant Deficiencies

2020-01 Accounts Receivable Aging

Observation: Several negative balances in the account receivable aging have been noted. These amounts represent the remaining credit balances available for refund to clients.

Recommendation: The Town should have a policy in place to handle outstanding debt or credit balances for inactive accounts by making necessary refund to clients or write-offs, as appropriate, when the accounts are closed.

Management's response: The Town has approved a policy for credit balance accounts and has written off the inactive balances. Implementation of the policy began in the first quarter of Fiscal Year 2021 and we anticipate completing the process prior to the close of Fiscal Year 2021.

Other Findings

2020-02 Internal Controls over Payroll and Payroll Documentation

Observation: During our procedures, discrepancies in payroll policies and documentation have been noted. In some instances:

- 36% of the selected employees did not sign the employee's Handbook
- Job descriptions for certain employees have not been signed by the employee and department head.
- 8% of the Personal Action form were not signed by the employee and department head.

We were unable to verify that all employee understand their job description and that the control process at hiring was implemented and respected.

Recommendation: The Town should ensure that all active employees' files are in order and maintained with all required and necessary forms signed at a minimum, by the hired employee and the department head.

Management's response: The Town will be implementing new policies and procedures to resolve the listed issues by the end of the Fiscal Year.

II. PRIOR YEAR FINDINGS

2019-01 Internal Controls over Payroll and Payroll Documentation

Current Status: See finding no. 2020-02 above.

2019-02 Account receivable aging

Current Status: See finding no. 2020-01.

2019-03 Minutes

Current Status: Finding has been resolved.

2019-04 Outstanding Checks

Current Status: Finding has been resolved.

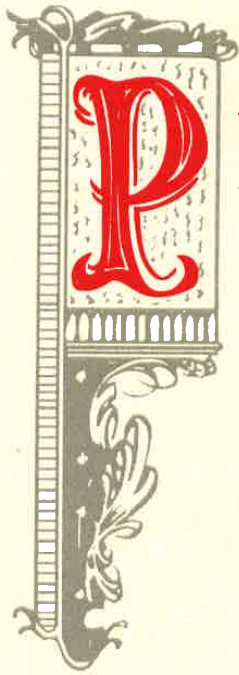
2019-05 Budget

Current Status: Finding has been resolved.

2019-06 Reconciliation of separate accounting systems

Current Status: Finding has been resolved.

Town of Pembroke Park



Proclamation

Municipal Clerks Week

May 2-8, 2021

WHEREAS, the office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world and;

WHEREAS, the office of the Municipal Clerk is the oldest among public servants and;

WHEREAS, the office of the Municipal Clerk provides the professional link between the citizens, local governing bodies and agencies of government at other levels and;

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all and;

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community and;

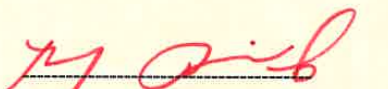
WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial county and international professional organizations and;

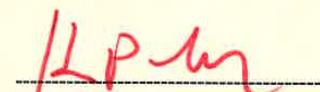
WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk

NOW THEREFORE, I, Geoffrey Jacobs, Mayor and Georgina Cohen Vice-Mayor, and the Commission of The Town of Pembroke Park Florida, do recognize the week of May 2 through May 8, 2021 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerks Marlen Martell and Assistant Clerk Suzi Reutlinger and to all municipal clerks for the vital services they perform and their exemplary dedication to the communities they represent.


Geoffrey Jacobs, Mayor


Georgina Cohen Vice-Mayor


Reynold Dieuveille Clerk-Commissioner


Howard P. Clark, Commissioner

Town of Pembroke Park



Proclamation

HAITIAN HERITAGE MONTH

MAY 2021

WHEREAS,

the recorded history of Haiti began on 5 December 1492 when the European navigator Christopher Columbus happened upon a large island in the region of the western Atlantic Ocean that later came to be known as the Caribbean and.,

WHEREAS,

in 1862, The United States recognizes Haiti as a republic when President Abraham Lincoln was in office. and.,

WHEREAS,

the first president of Haiti was Jean Jacques Dessalines (1758 -1806). Dessalines was the leader of the Haitian Revolution, and later ruled the country when it became Independent. He renamed the island Haiti and crowned himself Emperor Jacques I of Haiti. and;

WHEREAS,

initially named Hispaniola Haiti pronounced "*Ayiti*" means land of high mountains. The name was given by the native habitants of the island and.,

WHEREAS,

Haiti's capital, Port-Au-Prince, was founded in 1749 and named for the *Prince*, a French ship anchored in the bay and.,

WHEREAS

Ertha Pascal Trouillot was he first woman president of Haiti was From 1990 to 1991, she was the provisional President of Haiti for 11 months. She was the First woman in Haitian history to hold that office. and,

WHEREAS,

Haitian Heritage Month is a celebration in the United States, of **Haitian heritage** and culture. It was first celebrated in Boston, Massachusetts, in 1998. and.,

WHEREAS,

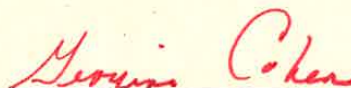
Haitian Flag Day is a Haitian holiday to celebrate the creation of the Flag of Haiti and revolution in Haiti that got its people freedom from France, ... The **day** is observed in numerous cities of the US that have a large **Haitian** population.

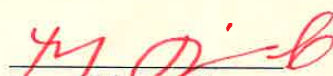
NOW THEREFORE I, Geoffrey Jacobs, Mayor and Georgina Cohen, Vice Mayor, and the Commission of The Town of Pembroke Park Florida, recognize the month of May as:

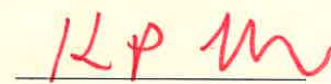
HAITIAN HERITAGE MONTH

Please join us in celebration with our friends of Haitian decent.


Geoffrey Jacobs-Mayor


Georgina Cohen- Vice Mayor


Reynold Dieuville- Clerk Commissioner


Howard P. Clark Jr.-Commissioner



National Public Works Week Proclamation

May 16 – 23, 2021

“Stronger Together”

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **Pembroke Park, Florida**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Pembroke Park, Florida]** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, **Geoffrey Jacobs, Mayor, Georgina Cohen, Vice Mayor and the Commission of The Town of Pembroke Park, Florida**, do hereby designate the week May 16 – 22, 2021 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Geoffrey Jacobs, Mayor

Georgina Cohen, Vice Mayor

Reynold Dieuveille, Clerk Commissioner

Howard P. Clark Jr., Commissioner



TOWN OF PEMBROKE PARK

Regular Commission Meeting

Commission Chambers

3152 SW 52 Avenue

Pembroke Park, FL 33023

Wednesday, March 14, 2021

7:00 PM

Mayor Geoffrey Jacobs

Vice Mayor Georgina A. Cohen

Clerk Commissioner Reynold Dieuville

Commissioner Howard Clark

Town Manager JC Jimenez

Town Attorney Melissa P. Anderson

Town Clerk Marlen D. Martell

VIRTUAL REGULAR COMMISSION MEETING MINUTES

VIRTUAL MEETING INSTRUCTION

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a “Virtual” Regular Commission Meeting utilizing communications media technology (“CMT”), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

DATE: Wednesday April 14, 2021

TIME: 7:00 P.M.

Town Hall is closed to the public.

Public access to this virtual meeting can be accomplished as follows:

You can dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (646) 749-3129

Access Code: 703 315 861

During the meeting you can submit a text or leave a message at (954) 707-9820

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments two hours prior to the meeting by email to the Town Clerk at townclerk@tppfl.gov.

All comments submitted by email that, if read orally, are limited to three minutes or less and shall be read into the record. All comments submitted by email shall be made a part of the public

1

record. If any member of the public requires additional information about this Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, ext: 235
townclerk@tppl.gov

CALL TO ORDER by Mayor Jacobs at 7:04 PM.

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 7:04 pm by Mayor Jacobs. Present at the meeting were Mayor Jacobs; Vice Mayor Cohen; Clerk Commissioner Reynold Dieuveille; Commissioner Clark.

Additional staff in attendance via telephone were: Town Manager JC Jimenez, Town Attorney Melissa P. Anderson; Town Clerk Marlen D. Martell; Interim Finance Director Harry Taubenfeld; Assistant to the Town Clerk Suzi Reutlinger; Assistant to the Commissioners Joy Brown ; Administrative Assistant to the Town Manager Dierdre Davis; Emergency Management Manager Jeffrey Louis; Building Official Miguel Nunez; Building Administrative Assistant Lucy Manzerolle; Consultant Planner Michael Miller; BTR/Billing Michelle Grooms, IT Director Mark Pakula, HR Director Yolanda Menegazzo, Interim Public Services Director Myriam Jacques, Project Manager Stephanie Woodbury, Town Planner Heidi Siegel, Interim Chief of Police David Howard, Chief Code Enforcement Officer Joseline Ramirez, Town Engineer Daniel Ortiz and other staff.

PLEDGE OF ALLEGIANCE led by Commission.

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA.

ADDITIONS: 11.19 BUILDING FURNITURE

MOTION TO ADOPT THE AMENDED AGENDA MADE BY COMMISSIONER CLARK,
SECONDED BY VICE MAYOR COHEN. **MOTION PASSED 4-0.**

PRESENTATIONS / PROCLAMATIONS

6.1 Introduction of Law Firm Goren, Cherof, Doody & Ezrol PA - Town Attorney Anderson
SAM GORDEN AND JACOB HOROWITZ SPOKE ON RECORD

2

6.2 Legislative Update - Lobbyist Sigerson
REPORT SUBMITTED FOR COMMISSION REVIEW
DISCUSSION

6.3 Fiscal 2020 Year End Audit - Interim Finance Director Taubenfeld
ITEM WITHDRAWN FROM THE AGENDA

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

11.1 Waiver Request - R.S. Trading Company - BTR/Billing Administrator Grooms
TONY RATZ SPOKE ON RECORD

MOTION NOT TO WAIVE ANY FINES OR FEES AMOUNT TOTALING \$2,562.83 TO BE
PAID TO THE TOWN OF PEMBROKE PARK MADE BY COMMISSIONER CLARK,
SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0.**

8. CONSENT AGENDA

8.1 Approval of Minutes - Town Clerk Martell
02 24 2021 Workshop Commission Meeting
03 24 2021 Special Commission Meeting
03 24 2021 Workshop Commission Meeting

8.2 Bills over \$500 (removed from consent)

8.3 Janitorial Services - contract renewal - Interim Public Services Director Jacques, Project
Manager Woodbury

8.4 Traffic Tech Engineering (removed from consent)

8.5 Goren, Cherof, Doody & Ezrol, PA Fee Agreement - Town Attorney Anderson

8.6 Wells Fargo -Facsimile Signature Agreement - Interim Finance Director Taubenfeld

8.7 Enroll Police Department into the Florida Retirement System (FRS) - Interim Finance
Director Taubenfeld

RESOLUTION NO. 2021-023

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK,
FLORIDA PROVIDING FOR PARTICIPATION IN THE FLORIDA RETIREMENT SYSTEM
("FRS") FOR TOWN OF PEMBROKE PARK POLICE OFFICERS; PROVIDING FOR
CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE
DATE.

3

8.8 Officer sidearms only as both the ammo and handcuffs are available on a state contract. 3 quotes provided for consideration - Interim Police Chief Howard

8.9 Stop Sticks - Interim Police Chief Howard

8.10 Power DMS Software Application - Interim Police Chief Howard

8.11 Peacekeeper Expandable Baton (ASP) Non-lethal Use of Force Implement - Interim Police Chief Howard

8.12 Officer badge design - Interim Police Chief Howard

8.13 Patch selection for Officer Uniforms - Interim Police Chief Howard

8.14 Body Armor - Interim Police Chief Howard

8.15 Sabre Red Pepper spray - Interim Police Chief Howard

8.16 Portable radios for Officers - Interim Police Chief Howard

8.17 Keeper system for office and vehicle keys - Interim Police Chief Howard

8.18 Traffic Flares - Interim Police Chief Howard

8.19 Vehicle lease/purchase options for 11 police vehicles - Interim Police Chief Howard (removed from consent)

8.20 Guardian Internal Affairs/asset Management software - Interim Police Chief Howard

8.21 Net Motion Laptop Software - Interim Police Chief Howard

8.22 Hand Held Tasers and Body Cameras - Interim Police Chief Howard

8.23 AARP Community Challenge Grant - Town Planner Siegel

RESOLUTION NO. 2021-022

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO APPLY FOR THE AARP COMMUNITY CHALLENGE GRANT; AUTHORIZING THE TOWN PLANNER TO EXECUTE THE ASPHALT ART INITIATIVE GRANT APPLICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

8.24 Impact Fee Study - Town Planner Siegel

RESOLUTION NO. 2021-024

4

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH TINDALE-OLIVER & ASSOCIATES, INC.; AUTHORIZING THE MAYOR TO EXECUTE SUCH AGREEMENT**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO ADOPT THE CONSENT AGENDA REMOVING ITEM 8.2 BILLS OVER \$500; ITEM 8.4 AGREEMENT WITH TRAFFIC TECH ENGINEERING, INC. - AND 8.19 VEHICLE LEASE/PURCHASE OPTIONS FOR 11 POLICE VEHICLES, MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0.**

8.2 Bills Over \$500 – Interim Finance Director Taubenfeld;

MOTION TO BRING UP 8.2 BILLS OVER \$500 FROM THE CONSENT AGENDA MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE.

MOTION TO APPROVE BILLS OVER \$500 EXCEPT FOR LINE ITEM 305540 BIG IDEA WRAPS INCORPORATED MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0.**

8.4 AGREEMENT WITH TRAFFIC TECH ENGINEERING, INC. – TOWN ATTORNEY ANDERSON

MOTION TO ADOPT AGREEMENT WITH TRAFFIC TECH ENGINEERING MADE BY CLERK COMMISSIONER DIEUVEILLE (GAVEL PASSED TO CLERK COMMISSIONER DIEUVEILLE) SECONDED BY MAYOR JACOBS (GAVEL PASSED TO MAYOR JACOBS). **MOTION PASSES 2-0.** Commissioner Clark, and Vice Mayor Cohen or Abstain from this vote.

8.19 VEHICLE LEASE/PURCHASE OPTIONS FOR 11 POLICE VEHICLES- CHIEF OF POLICE HOWARD

MOTION TO ADOPT THE VEHICLE LEASE/PURCHASE OPTIONS FOR 11 POLICE VEHICLES MADE BY CLERK COMMISSIONER DIEUVEILLE, SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0.**

9. RESOLUTIONS

9.1 Proposed Settlement Agreement - Pembroke Park Church of Christ - Interim Finance Director Taubenfeld

RESOLUTION NO. 2021-020

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO ENTER INTO A SETTLEMENT WITH THE PEMBROKE CHURCH OF CHRIST; APPROVING THE RECISSION OF THE PAYMENT IN LIEU OF TAXES AGREEMENT WITH THE PEMBROKE CHURCH OF CHRIST;** PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO ADOPT RESOLUTION 2021-020 A SETTLEMENT AGREEMENT WITH THE PEMBROKE CHURCH OF CHRIST TO PAY A ONE TIME LUMP SUM FEE OF \$40,000.00 MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0.**

9.2 Resolution supporting municipal Home Rule Power - Mayor Jacobs, Town Attorney Anderson

RESOLUTION NO. 2021-021

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **OPPOSING UNWARRANTED OR OVERLY BROAD PREEMPTIONS OF MUNICIPAL HOME RULE POWERS;** DIRECTING THE CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO MEMBERS OF THE FLORIDA LEGISLATURE, THE FLORIDA LEAGUE OF CITIES, AND ANY OTHER INTERESTED PARTIES.

MOTION TO ADOPT RESOLUTION 2021-021 A SETTLEMENT AGREEMENT WITH THE PEMBROKE CHURCH OF CHRIST TO PAY A ONE TIME LUMP SUM FEE OF \$40,000.00 MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0.**

10. ORDINANCE - None

11. NEW BUSINESS

11. Waiver Request - R.S. Trading Company - BTR/Billing Administrator Grooms
ITEM TAKEN OUT OF SEQUENCE

11.2 Craig A. Smith & Associates - S.W. 25th Street Stormwater Improvement Project - Interim Public Services Director Jacques, Project Manager Woodbury

MOTION TO ADOPT SW 25TH STREET STORMWATER IMPROVEMENT PROJECT MADE BY CLERK COMMISSIONER DIEUVEILLE (MAYOR JACOBS PASSED THE GAVEL TO CLERK COMMISSIONER DIEUVEILLE) COMMISSIONER CLARK SECONDED (CLERK COMMISSIONER DIEUVEILLE PASSED THE GAVEL BACK TO MAYOR JACOBS) **MOTION PASSES 2-0.** Commissioner Clark, and Vice Mayor Cohen or Abstain from this vote.

6

11.3 RFP Approval for Town Video System

RFP Harding Infrastructure - IT Director Pakula

MOTION TO ADOPT/APPROVE RFP FOR THE TOWN VIDEO SYSTEM MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSES 4-0.**

MOTION TO APPROVE THE HARDENING OF THE INFRASTRUCTURE MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSES 4-0.**

11.4 USDA Community Facilities Loan & Grant Application - Police Equipment - Interim Finance Director Taubenfeld

RESOLUTION NO. 2021-025

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE TOWN TO APPLY FOR A LOAN FROM THE COMMUNITY FACILITIES DIRECT LOAN AND GRANT PROGRAM; AUTHORIZING THE FINANCE DIRECTOR TO EXECUTE SUCH LOAN APPLICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO ADOPT RESOLUTION 2021-021 USDA COMMUNITY FACILITIES LOAN & GRANT APPLICATION MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSES 4-0.**

11.5 Security Support Services CyberTech Analytics - Interim Police Chief Howard, IT Director Pakula

MOTION TO AUTHORIZE THE SERVICES OF CYBERTECH ANALYTICS NOT TO EXCEED \$4,800.00 MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0.**

11.6 ID Badging system - Interim Police Chief Howard

MOTION TO APPROVE STAFF RECOMMENDATION OF FARGO PRINTER AND ACCESS CARS IN AN AMOUNT NOT TO EXCEED \$9,745.00 MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN, **MOTION PASSES 4-0.**

11.7 FDLE Falcon ID Device - Interim Police Chief Howard

MOTION TO APPROVE THE PURCHASE OR AUTHORIZE THE PURCHASE OF A SCANNER AT A TOTAL OF \$4,404.00 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSES 4-0.**

7

11.8 Live Scan Fingerprinting - Interim Police Chief Howard

MOTION TO DIRECT STAFF TO PURCHASE A LIVE SCAN FINGERPRINTING SYSTEM IN AN AMOUNT NOT TO EXCEED \$10,725.00 MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0.**

11.9 Purchase of Barracuda Hardware and Software backup system for Police Department - Interim Police Chief Howard, IT Director Pakula

MOTION TO ADOPT THE PURCHASE OF THE BARRACUDA HARDWARE AND SOFTWARE BACKUP SYSTEM FOR THE POLICE DEPARTMENT IN THE AMOUNT OF \$44,800.00 TO BE PAID OVER A FIVE-YEAR PERIOD, MADE BY COMMISSIONER DIEUVEILLE, SECONDED BY VICE MAYOR COHEN, **MOTION PASSES 4-0.**

11.10 Ballistic Helmets -Interim Police Chief Howard

MOTION TO APPROVE THE BALLISTIC HELMETS IN AN AMOUNT NOT TO EXCEED \$6,694.65 MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN, **MOTION PASSES 4-0.**

11.11 Purchase of Ballistic Shields from GL Distributors - Interim Police Chief Howard

MOTION TO APPROVE THE BALLISTIC SHIELDS IN AN AMOUNT NOT TO EXCEED \$3,598.00 MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN, **MOTION PASSES 4-0.**

11.12 AED's for both the patrol vehicles and police department - Interim Police Chief Howard

MOTION TO PURCHASE AED'S FOR THE PATROL VEHICLES FOR THE POLICE DEPARTMENT, ONE FOR THE GYM AND ONE FOR THE TOWN HALL IN AN AMOUNT NOT TO EXCEED \$18,130.00 MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN, **MOTION PASSES 4-0.**

11.13 Verizon wireless data cards - Interim Police Chief Howard, IT Director Pakula

MOTION TO AUTHORIZE ONE WIRELESS CARD FOR EACH LAPTOP IN AN AMOUNT NOT TO EXCEED \$800.00 PER MONTH MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, **MOTION PASSES 4-0.**

11.14 Records Management Software (RMS) - Interim Police Chief Howard, IT Director Pakula

MOTION TO PURCHASE THE RECORDS MANAGEMENT SOFTWARE IN AN AMOUNT NOT TO EXCEED \$221,000.00 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSES 4-0.**

11.15 Purchase of Two Hand-held traffic lasers from Applied Concepts, Inc. - Interim Police Chief Howard

MOTION TO PURCHASE TWO HAND-HELD TRAFFIC LASERS IN AN AMOUNT NOT TO EXCEED \$4,759.00 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSES 4-0.**

11.16 Awarding 21-01 - 45th CDBG ADA Restrooms - Interim Finance Director Taubenfeld

MOTION MADE TO AWARD ACT SERVICE INC., FOR THE RFP 21-01, 45TH CDBG ADA RESTROOMS MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSES 4-0.**

11.17 Planning & Zoning Board - Town Planner Siegel, AICP, Town Clerk Martell

MOTION TO APPROVE LAURITA ROBINSON AND RENEE SHA MCNEIL AS BOARD MEMBERS MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSES 4-0.**

11.18 Appointments to the Charter Review Committee - Town Attorney Anderson

Mayor Jacobs - Ms. Yahira Polanco

Vice Mayor Cohen - Mr. Gary Schrader

Clerk Commissioner Dieuveille - Mr. Kenya Lewis, District 5

Commissioner Clark - Mr. Preston Clark

MOTION TO HAVE CANDIDATES TO SERVE ON THE CHARTER COMMITTEE WAIT UNTIL NEXT MONTHS WORKSHOP MADE BY VICE MAYOR COHEN, SECONDED BY COMMISSIONER CLARK. **MOTION PASSES 4-0.**

11.19 Building Furniture

MOTION TO APPROVE OR AUTHORIZE STAFF TO PURCHASE THE OFFICE FURNITURE FOR THE BUILDING DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$11,000.00 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSES 4-0.**

12. OLD BUSINESS-NONE

12.1 Vision Session - DATE WAS SET FOR FRIDAY, MAY 7, 2021 AT 10:30AM

9

13. DISCUSSION

13.1 6 Month Employee Evaluations - Town Manager Jimenez

Myriam Jacques - Interim Public Services Director

MOTION TO APPOINT MYRIAM JACQUES PERMANENT PUBLIC SERVICES DIRECTOR MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION FAILS 1-3.** Clerk Commissioner Dieuville. Vice Mayor Cohen and Mayor Jacobs opposed.

Harry Taubenfeld - Interim Finance Director

MOTION TO APPOINT HARRY TAUBENFELD AS THE FINANCIAL DIRECTOR MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN. **MOTION PASSES 4-0**
PER REQUEST OF MAYOR JACOBS, HE WOULD LIKE MR. TAUBENFELD TO WORK TOWARDS GETTING A CERTIFICATION OR ACCREDITATION.

13.2 Public Services Update - Vice Mayor Cohen

EVERYTHING IS LOOKING GOOD AND THE RESIDENTS ARE GIVING POSITIVE FEEDBACK.

14. ATTORNEY REPORT – NONE

15. TOWN MANAGER REPORTS-

FUTURE PLANS OF SELLING THE PROPERTY WHERE “THE WALL” IS LOCATED. TOWN MANAGER WILL BE ATTENDING THE FLORIDA CITY COUNTY MANAGERS ASSOCIATION CONFERENCE.

16. COMMISSION REPORTS

BEAUTIFICATION LOOKS GREAT

Clerk Commissioner Dieuville

LAST FRIDAY WE VISITED THE ELEMENTARY SCHOOLS IN WAY OF BUILDING RELATIONSHIPS WITH THEM A WAY TO REGAIN ESTABLISHING COMMUNITY ENGAGEMENT WITH THE TOWN, IT WAS A VERY PRODUCTIVE MEETING.

RECREATION ROOM LOCATED AT THE PARK IS BEING UNDERUTILIZED, BUT DISCUSSIONS OF TRYING TO HOLD ACTIVITIES OR PROGRAMS ARE BEING DISCUSSED.

Vice Mayor Cohen: NONE

10

Mayor Jacobs:

FIRST MAGISTRATE MEETING WAS HELD THIS PAST TUESDAY.
WE ARE CURRENTLY WORKING ON A PLAN FOR AMNESTY.
AMAZON WILL BE OVER IN THE SENECA BUILDING

ANNOUNCEMENTS

Workshop Commission on Wednesday, April 28th at 6:00 PM
Regular Commission Meeting on Wednesday, May 12th at 7:00 PM

ADJOURNMENT

With no further items for discuss, meeting adjourned at 09:28pm, **ALL IN FAVOR 4-0.**

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.

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.

11

Town of Pembroke Park
Regular Commission Meeting
April 14, 2021



TOWN OF PEMBROKE PARK

Workshop Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL. 33023
April 28, 2021
6:00 PM

Mayor Geoffrey Jacobs
Vice Mayor Georgina A. Cohen
Clerk Reynold Dieuveille
Commissioner Howard Clark

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

WORKSHOP COMMISSION MEETING MINUTES

VIRTUAL MEETING INSTRUCTION

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a “Virtual” Workshop Commission Meeting utilizing communications media technology (“CMT”), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19).

DATE: Wednesday April 28, 2021

TIME: 6:00 P.M.

Town Hall is closed to the public.

Public access to this virtual meeting can be accomplished as follows:

You can dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (571) 317-3129

Access Code: 398-946-093

During the meeting you can submit a text or leave a message at (954) 707-9820

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments two hours prior to the meeting by email to the Town Clerk at townclerk@ttpfl.gov.

1

Town of Pembroke Park
Workshop Commission Meeting
April 28, 2021

All comments submitted by email that, if read orally, are limited to three minutes or less and shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, ext: 235
townclerk@tppfl.gov

CALL TO ORDER by Mayor Jacobs at 6:24 PM.

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 6:24 pm by Mayor Jacobs. Present at the meeting were Mayor Jacobs; Vice Mayor Cohen; Clerk Commissioner Reynold Dieuveille; Commissioner Clark.

Additional staff in attendance via telephone were: Town Manager JC Jimenez, Town Attorney Melissa P. Anderson; Town Clerk Marlen D. Martell; Interim Finance Director Harry Taubenfeld; Assistant to the Town Clerk Suzi Reutlinger; Assistant to the Commissioners Joy Brown ; Administrative Assistant to the Town Manager Dierdre Davis; Emergency Management Manager Jeffrey Louis; Building Official Miguel Nunez; Building Administrative Assistant Lucy Manzerolle; Consultant Planner Michael Miller; BTR/Billing Michelle Grooms, IT Director Mark Pakula, HR Director Yolanda Menegazzo, Interim Public Services Director Myriam Jacques, Project Manager Stephanie Woodbury, Town Planner Heidi Siegel, Interim Chief of Police David Howard, Chief Code Enforcement Officer Joseline Ramirez, Town Engineer Daniel Ortiz and other staff.

3. PLEDGE OF ALLEGIANCE led by Commission.

5. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

17.3 ADDED BROWARD COUNTY LEAGUE OF CITIES BOARD APPOINTMENT

6. PRESENTATIONS

ERIK MORRISSETTE SPOKE ON RECORD

6.1 Amending Pension Plan - Gloria Rosen

2

Town of Pembroke Park
Workshop Commission Meeting
April 28, 2021

ITEM PLACED AS AN AGENDA ITEM ON REGULAR COMMISSION MEETING MAY 12TH.

7. REPORTS OF COMMITTEES AND CITY STAFF

7.1 Broward Sheriff's Office - Captain Coker

REPORT GIVEN TO THE COMMISSION FOR REVIEW

Clerk commissioner Dieuveille joined the meeting at 6:44pm

7.2 Broward Sheriff's Office - Captain Coker

REPORT GIVEN TO THE COMMISSION FOR REVIEW

8. TOWN ATTORNEY

8.1 Appointments to the Charter Review Committee - Town Attorney Anderson

Mayor Jacobs - Ms. Yahira Polanco

Vice Mayor Cohen - Mr. Gary Schrader

Clerk Commissioner Dieuveille -

Mr. Kenya Lewis, District 5

Commissioner Clark - Mr. Preston Clark

ITEM FORWARDED TO THE CONSENT AGENDA

8.2 Repeal of Resolutions 01-09-02 and 02-02-12

MR. ZELL SPOKE ON RECORD

Mr. ZELL TO SUBMIT DOCUMENTS TO THE TOWN CLERK

ITEM PLACED AS LINE ITEM

8.3 New procurement code

ITEM PLACED AS LINE ITEM

Meeting Recessed at 7:36pm

Meeting Resumed at 7:39pm

8.4 Amendments to Chapter 11, Article IV, Division 4 "Solid Waste Collection"

ITEM FORWARDED TO THE CONSENT AGENDA

9. BUILDING DEPARTMENT – BUILDING OFFICIAL NUNEZ

9.1 March 2021 Monthly Report

REPORT GIVEN TO THE COMMISSION FOR REVIEW

9.2 Lobby renovation expanded scope

ITEM FORWARDED TO THE CONSENT AGENDA

10. CODE ENFORCEMENT - CHIEF CODE ENFORCEMENT OFFICER RAMIREZ

10.1 Monthly Report

REPORT GIVEN TO THE COMMISSION FOR REVIEW

11. FINANCE DEPARTMENT – FINANCE DIRECTOR TAUBENFELD

11.1 Bills Over \$500

ITEM FORWARDED TO THE CONSENT AGENDA

11.2 Revenue and Expenditures as of March 31, 2021

REPORT GIVEN TO THE COMMISSION FOR REVIEW

11.3 Business Tax Receipt and Billing Update - BTR Administrator Grooms

REPORT GIVEN TO THE COMMISSION FOR REVIEW

12. HUMAN RESOURCES – HR CONSULTANT MENEGAZZO

12.1 Recruitment Process

PROCESS ATTACHED

ITEM FORWARDED TO CONSENT AGENDA

12.2 Maintenance of Traffic (MOT) Training for Public Works Staff

ITEM FORWARDED TO CONSENT AGENDA

13. TOWN PLANNER SIEGEL, AICP

13.1 Town Planner Monthly Report March / April 2021

REPORT GIVEN TO THE COMMISSION FOR REVIEW

13.2 Amendments to T-1 Mobile Home Park District

ITEM FORWARDED TO CONSENT AGENDA

13.3 SW 30th Avenue Sanitary Sewer Project -- Route Study

ITEM FORWARDED TO CONSENT AGENDA

**13.4 State of Florida Community Planning Technical Assistance Grant for an Economic
Redevelopment Strategy Plan**

ITEM FORWARDED TO CONSENT AGENDA

14. POLICE DEPARTMENT – INTERIM POLICE CHIEF HOWARD

14.1 Request for proposal for build out of Police Department.

ITEM PLACED AS LINE ITEM

15. PUBLIC SERVICES DEPARTMENT - INTERIM PUBLIC SERVICES DIRECTOR JACQUES

15.1 Public Services Department April 2021 Report

REPORT GIVEN TO THE COMMISSION FOR REVIEW

15.2 Gas Tax

ITEM FORWARDED TO CONSENT AGENDA

15.3 Keith & Associates - contract renewal

ITEM FORWARDED TO CONSENT AGENDA

RESOLUTION NEEDED

15.4 CSLIP resolution for upcoming FDOT work program cycle - Commissioner Clark, Interim Public Services Director Jacques

ITEM FORWARDED TO CONSENT AGENDA

RESOLUTION NEEDED

16. TOWN CLERK

16.1 Summer Hiatus

COMMISSION WILL BE OUT FROM JUNE 10TH UNTIL AUGUST 24, 2021

RESOLUTION NEEDED FOR SPENDING AUTHORITY FOR TOWN MANAGER UP TO \$5,000.00

16.2 Muni-Code

ITEM WAS DISCUSSED

17. DISCUSSION

17.1 Public Services Update - Vice Mayor Cohen

DISCUSSION ONLY

17.2 Amnesty Program - Mayor Jacobs, Town Manager Jimenez, Building Official Nunez

ITEM WILL BE BROUGHT FORTH IN THE FUTURE

17.3 Appointment of positions for the Broward League of Cities

DIRECTED STAFF TO PLACE GEOFFREY JACOBS MAYOR, DIRECTOR

5

GEORGINA COHEN VICE MAYOR, ALTERNATE
REYNOLD DIEUVEILLE CLERK COMMISSIONER, SECOND ALTERNATE

18. ATTORNEY COMMENTS: NONE

19. TOWN MANAGER COMMENTS: NONE

20. COMMISSION COMMENTS

Commissioner Clark:

Staff to follow up on preserving and protecting the regional pump stations for drainage.

Clerk Commissioner Dieuville:

Lake Forest Elementary is having a ceremony and invited us to attend if possible.

Vice Mayor Cohen:

Everything is looking good and the meetings are fantastic.

Mayor Jacob:

The Town has made much progress with staff change, we have now the right people in the right positions.

20. ANNOUNCEMENTS

May 15th at the Raymond Oglesby Preserve, we will be offering the Pfizer COVID-19 vaccine walk-in site first injection, second injection is on Saturday June 5th. For ages 16 and above.

Proclamation read for Municipal Clerk week from May 2 thru May 18th.

Proclamation read for Haitian Heritage month in May.

Feeding South Florida is offering a warehouse training program for five weeks.

Goal Setting Meeting, Friday, May 7, 2021 at 10:30 AM

Pension Board Meeting, May 12, 2021 at 6:45 PM

Regular Commission Meeting, May 12, 2021 at 7:00 PM

Special Magistrate Hearing, May 18, 2021 at 9:00 AM

Workshop Commission Meeting, May 26, 2021 at 6:00 PM

Pension Board Meeting, May 12th at 6:45PM

ADJOURNMENT

With no further items for discuss, meeting adjourned at 9:32pm, **ALL IN FAVOR 4-0.**

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.

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
Bills Over \$500
May 12th 2021
Workshop**

Payments				
Invoice#	Vendor	Service/Product	Dept.	Amount
2021-0786.03.exp	CAS Governmental Services LLC	Tallahassee Legislative Travel Expenses for Legislative Session 2020-2021 (February 28, 2021 Thru April 2, 2021)	Legislative	\$ 4,371.10
3177	C & I Construction and Design Inc.	Repair Force Main Break on S. Park Road and SW 25th Street Emergency Repair	Sewer	\$ 6,030.00
120177264	Comcast Business	Town Hall and Parks Ethernet/Internet (April 2021)	NonDept/Parks	\$ 5,884.27
14345487DEC2020	Florida Department of Revenue	Reemployment Tax Reimbursement Invoice for Unemployment Compensation Thru December 31st 2020	Various	\$ 4,790.29
168558	Sach Sax and Caplan P.L.	Professional Services in Regards to the BSO Litigation #13965-00003 (Billed Through March 31st, 2021)	Legal	\$ 4,218.88
Total:				\$25,294.54

Addendums				
Invoice#	Vendor	Service/Product	Dept.	Amount
216552	Brinkley Morgan	Matters Regarding the Progressive Waste Litigation Through March 31st, 2021	Legal	\$ 8,131.08
2021-0786.04.exp	CAS Governmental Services LLC	Tallahassee Legislative Travel Expenses for Legislative Session 2021 (April 4, 2021 Thru April 30, 2021)	Legislative	\$ 3,496.88
2008283279041	Dell Technologies	Mobile Precision 3560 Laptop and Dell Thunderbolt Dock for Code/Bldg Dept	Bldg/Code	\$ 1,438.00
4282021	Harry Hipler P.A.	Town of Pembroke Park Code Enforcement Hearings April 13, 2021	Legal	\$ 1,522.50
2021-PP-0401	Michael Miller Planning Associates	General Planning Services Rendered Through April 30th, 2021	Planning	\$ 4,690.00
168951	Sach Sax and Caplan	Professional Services in Regards to the BSO Litigation #13965-00003 (Billed Through April 30th, 2021)	Legal	\$ 4,759.43
627673	Quigar Electric Inc. d.b.a. Ace Pump and Supply	60 PVC Pipes for Restrooms at Preserve Park	Parks	\$ 957.60
3474770443	Staples	HP 410A CMY Color Toner, HP 410X Black Toner, 8.5x11 Copy Paper, Mounting Tape and Envelopes	Various	\$ 593.22
Total:				\$25,588.71

Purchase Orders				
TBD New Software	Gold Star Graphics & Marketing	(500) 2x2" Alarm Registration Labels, (250) Vending Machine Registration Labels and (1000) 8.5x11" Void Perforated Paper for Business Tax (Not to Exceed)	Finance	\$ 1,500.00
TBD New Software	Hydra Services Inc.	(2) ABS Pump Brackets for Lift Station #37	Sewer	\$ 1,088.74
TBD New Software	Dell Technologies	Mobile Precision 5750 Laptop and Dell Thunderbolt Dock for Assistant to Town Clerk	Admin	\$ 2,412.13
TBD New Software	PCI Stormwater Solutions Inc.	Storm Drainage Catch Basin Cleaning	Stormwater	\$ 1,500.00
Total:				\$1,500.00

Grand Total:	\$52,383.25
---------------------	--------------------



FL License # CGC 1511575

FDOT DBE
State of Florida MBE
Broward County CBE
Broward County Public Schools MBE
School District of Palm Beach County MBE, SBE
Miami-Dade County Public Schools MBE
LEED Accredited

Proposal

To: Mr. Miguel Nunez (Building Official)
Town of Pembroke Park

Fr: Jason Bertram

Date: April 27th, 2021

Re: Town of Pembroke Park Main Lobby / Corridors Amended Scope Proposal

Sagoma Construction Services, Inc. proposes to provide construction services as per Owner's request. Please see attached backup for selective demolition, furnish and install new ACT ceiling, light fixtures, drywall repairs, paint walls, installation of new wood base, two (2) interior wood doors and recessing of fire alarm fixtures.

SCOPE OF WORK:

No.	COST SUMMARY	UNIT	QTY	UNIT COST	TOTAL
1	General Requirement - (15% Overhead & Profit)	LS	1	\$ 3,789.87	\$ 3,789.87
2	Onsite Supervision	MH	80	\$ 35.00	\$ 2,800.00
3	Direct Cost to perform added work	LS	1	\$ 25,270.13	\$ 25,270.13
TOTAL COST SUMMARY					\$ 31,860.00

No.	SUBCONTRACTOR COST	UNIT	QTY	UNIT COST	TOTAL
1	GC's cost to provide dumpster and haul-off	LS	1	\$ 600.00	\$ 600.00
2	Drywall Subcontractor - Perform demolition, furnish and install new drywall, patch and repair, furnish and install new ACT and grid, prime and paint - See backup	LS	1	\$ 12,850.00	\$ 12,850.00
3	Millwork Subcontractor - Furnish and install new wood wall base	LF	275	\$ 6.00	\$ 1,650.00
4	Electrical Subcontractor - Furnish and install new (1) 2x2 and (12) 2x4 lay-in lights w/ battery backup, Exit signs and Emergency lights - See backup	LS	1	\$ 6,580.00	\$ 6,580.00
5	Demolition of two (2) existing doors with trim	ea	2	\$ 40.00	\$ 80.00
6	Two (2) Additional 36" x 80" Doors (Home Depot SKU #0117871) - including taxes, shipping & handling	ea	2	\$ 1,000.00	\$ 2,000.00
7	Additional Door Hardware	ea	2	\$ 150.00	\$ 300.00
8	Door Subcontractor - Door & Hardware Installation	ea	2	\$ 325.00	\$ 650.00
9	Fire Alarm Subcontractor - Recess existing Fire Alarm pull station and strobe within wall	LS	1	\$ 560.13	\$ 560.13
TOTAL SUBCONTRACTOR COST					\$ 25,270.13

Grand Total: \$ 31,860.00

ADD ALTERNATES:

1. Furnish and install five (5) new Wall Sconces (14" FOLSOM DWELED OUTDOOR) ...\$2,730.00 (ADD)

10032 NW 46th Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com



FL License # CGC 1511575

*FDOT DBE
State of Florida MBE
Broward County CBE
Broward County Public Schools MBE
School District of Palm Beach County MBE, SBE
Miami-Dade County Public Schools MBE
LEED Accredited*

CLARIFICATIONS & ASSUMPTIONS:

1. Specifications for ACT (ceiling tile and grid), light fixtures and wood base are assumed to be the same as within the renovated Building Department space.
2. Our schedule and GCs are based on one (1) mobilization.
3. All work is to be performed under normal business hours.
4. Asbestos survey is excluded.
5. All work associated with hazardous materials including, but not limited to asbestos, petrochemicals, PCB containing ballasts, arsenic, or any other hazardous material abatement, handling and/or remediation is excluded.
6. Any additional work due to unforeseen conditions is excluded.

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____ Date: _____

SAGOMA CONSTRUCTION SERVICES, INC.

Jason Bertram
Project Engineer

File: Precon/Town of Pembroke Park (REV#2)

10032 NW 46th Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com

Change Order

3

P. D. G. Construction
7105 SW 8 ST. Miami, FL 33144
Office # 305-668-9772 fax # 305 400 2237
Date: 04/12/021



Customer: Sagoma Construction

Home #: _____

Street: 3150 SW 52ⁿ (Town of Pembroke Park)

Cell #: _____

City/State/Zip: Coral Gables, FL

Work #: _____

Contractor hereby submits the following specifications

Demolition:

Remove existing ceiling tiles and grid

Remove 5 mirrors

Remove base moldings

Total: \$1,900.00

Accoustical ceiling installation:

Install 1,270 sqft of acoustical ceiling grid and tile

Total: \$6,350.00

Patch and repair:

Repair areas where mirror will be removed as well baseboard and trim moldings

Total: \$2,500.00

Prime and paint:

Apply SW PVA Primer

Apply SW Promar 200

Total: \$ 2,100.00

As stated the specification we propose to furnish material and labor for the sum of:
(\$12,850.00) Twelve Thousand Eight Hundred Fifty Dollars .

Terms and conditions

Changes in the work.

Should the owner, construction lender, or any public body or inspector direct any modification or addition covered by this contract, the contract price shall be adjusted accordingly. Modification or addition shall be executed only when both the owner and the contractor have signed a contract change order. The change order may also increase the time within which the contract is to be completed.

Turn Two Electric
 991 S SR7 Ste C-3
 EC13005874
 Plantation, FL 33317 US
 (954) 727-3555
 info@turntwoelectric.com

Estimate



ADDRESS
 Terry Byrd
 Sagoma
 10032 NW 46th Street
 Sunrise, FL 33351

SHIP TO
 Town of Pembroke Park
 3150 Southwest 52nd Avenue
 Pembroke Park, FL 33023

ESTIMATE #	DATE
1635	04/09/2021

SALES REP
 Shawn

ACTIVITY	QTY	RATE	AMOUNT
16 Electrical & Lighting Luminoso 2X4' Troffer LMR24 18 50W 35K Y 50 Watts 5210 Lumens 35K White Lay In 120 80 CRI 0-10V 5 Year Warranty. To purchase and install	12	325.00	3,900.00
16 Electrical & Lighting Luminoso Battery Back Up EM EMBE 25W Y 25 Watts Battery Backup 5 Year Warranty. To purchase and install	2	295.00	590.00
16 Electrical & Lighting Luminoso 2x2' Troffer LMR22 18 40W 35K Y 40 Watts 4180 Lumens 35K White Lay In 120 80 CRI 0-10V 5 Year Warranty. To purchase and install	1	300.00	300.00
16 Electrical & Lighting Luminoso Exit Sign EM Green Letters LE XEL U1 GA N IP20. To purchase and install	2	325.00	650.00
16 Electrical & Lighting Luminoso Exit Sign EM Green Letters LE XEL U2 RM N IP20. To purchase and install	2	325.00	650.00
16 Electrical & Lighting Luminoso Emergency Light EM LE BPL 2S W N IP20. To purchase and install	2	245.00	490.00
16 Electrical & Lighting Wall Sconce 14" FOLSOM DWELED OUTDOOR	5	475.00	2,375.00

TOTAL

~~\$8,955.00~~

ADD ALTERNATE

\$6,580.00

**MORRIS
MICA CABINETS INC.**

**PURCHASE ORDER
TO MORRIS MICA CABINETS**

1820 N.W. 72nd Ct
Pompano Beach, FL 33069
(954) 979-6838
Fax (954) 917-2929

ORDER # 340004 Contracted Specimen
11032 AM 4053466
SUNSHINE FL 33351
954 456 8560 954 WG 7085 Fax 1 800 925 1823

PLACE OF DELIVERY 14th St Pompano Park
Beachline Wood Corporation
350 SW 2nd Ave
Pompano Beach FL 33

Buyer agrees to purchase from Morris Mica Inc. the following goods & services

*Supply and Install 4 1/2 - 5" Aqua Board
275 Lm ft @ 6.00*

- Buyer, whose signature appears below, agrees to purchase from Morris Mica Inc., Seller, whose address appears above the goods and services described above upon the following terms and conditions:
- 1) Delivery and installation date is subject to change due to strikes or delay caused by circumstances beyond Seller's control.
 - 2) Any cancellation or change shall be effective unless in writing signed by both parties.
 - 3) Risk of loss of the goods shall pass to the Buyer upon delivery of the goods at the designated place of delivery.
 - 4) Title to the goods, in whole or in part, whether or by what manner or to what degree said goods may be encumbered in reality, shall remain in the possession of the Seller until the total purchase price is paid.
 - 5) The Seller's lien rights under the laws of Florida shall be unimpaired by this agreement, and shall be fully enforceable by the Seller.
 - 6) In the event Seller shall deem it necessary to place this contract in the hands of an attorney for collection or suit, Buyer agrees to pay Seller's reasonable attorney's fee and all court costs incurred in connection therewith.
 - 7) Default in payment shall be subject to interest charges of 10 percent per annum and it shall be the obligation of the Buyer to pay the same to Seller.
 - 8) This writing is intended by the parties as a final expression of their agreement and is intended as a complete and exclusive statement of the terms of their agreement.
 - 9) TERMS:

NET THE SIGN OF \$ 1650.00
INSTALLATION ☒
SALES TAX
TOTAL PURCHASE PRICE \$ 1650.00

This offer may be accepted only by signing one copy of the offer and returning it to Seller so that it is retained by Seller no later than 5:00 P.M. on

The Buyer accepts the foregoing offer
MORRIS MICA CABINETS

BY [Signature] 4-13 2021

Buyer

20

4/27/2021

Belldinni 36 in. x 80 in. Gina Gray Oak Left-Hand Solid Core Composite 5-Lite Frosted Glass Single Prehung Interior Door-0117871 - The...

FREE IN-STORE PICKUP Over one million online items eligible >



You're shopping
Miami (calle O... ▾
● **OPEN** until 10 pm

Delivering to

33135 ▾

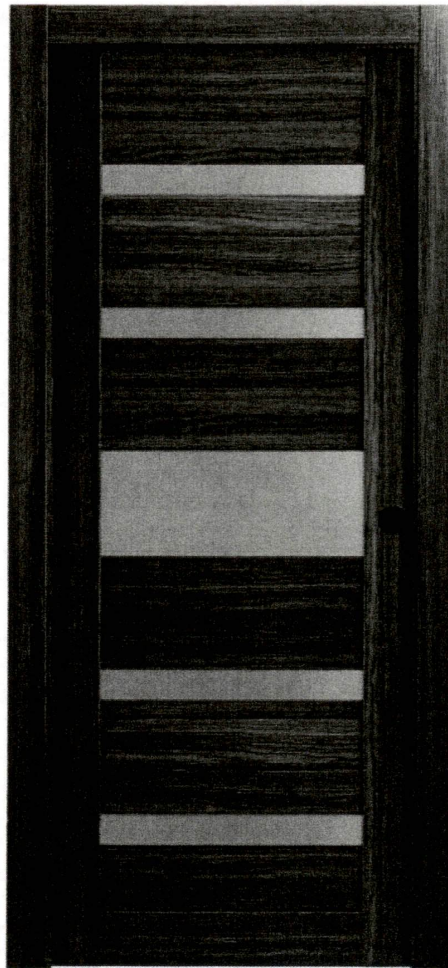
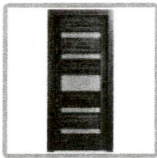
SKU #0117871



Cart | 0 items

[Home](#) / [Doors & Windows](#) / [Interior & Closet Doors](#) / [Prehung Doors](#) / [Single Prehung Doors](#)

Internet #311029354 Model #0117871



Feedback

Hover Image to Zoom

36 in. x 80 in. Gina Gray Oak Left-Hand Solid Core Composite 5-Lite Frosted
Glass Single Prehung Interior Door

by **Belldinni** > (Brand Rating: 3.7/5) ⓘ

<https://www.homedepot.com/p/Belldinni-36-in-x-80-in-Gina-Gray-Oak-Left-Hand-Solid-Core-Composite-5-Lite-Frosted-Glass-Single-Prehung-Interior-...> 1/9



4/27/2021

Belldinni 36 in. x 80 in. Gina Gray Oak Left-Hand Solid Core Composite 5-Lite Frosted Glass Single Prehung Interior Door-0117871 - The...

★ ★ ★ ★ ★ (1) Write the First Review Questions & Answers

\$773¹¹

OR

\$129⁰⁰ per month* suggested payments with 6 months* financing on this \$773.11 purchase* ⓘ

Apply for a Home Depot Consumer Card

Common Door Size (WxH) in.: **36 x 80**

18 x 80

24 x 80

28 x 80

30 x 80

32 x 80

36 x 80

Feedback

How to Get It

Delivering to: **33135** | Change



Ship to Store

Pickup
May 12 - May 17

FREE



Ship to Home

Expect it
May 18 - May 21

Standard Delivery



Scheduled Delivery

Not available for this item

We'll send up to **15** to **Miami (calle Ocho)** for free pickup
Curbside pickup available.
[Change Store](#)

-

1

+

Add to Cart

Product Overview

Gina Gray Oak is a constituent part door. The pre-finished panels are sided horizontally with the inlays of frosted glass, which in combination with sharp angles makes the door a unique designer solution for any modern interior. The stiles and rails of the door are made of solid pine and the middle panels are made of a high

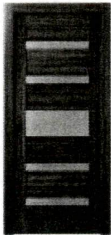
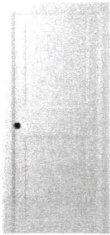
Info & Guides

You will need Adobe® Acrobat® Reader to view PDF documents. Download a free copy from the Adobe Web site.

<https://www.homedepot.com/p/Belldinni-36-in-x-80-in-Gina-Gray-Oak-Left-Hand-Solid-Core-Composite-5-Lite-Frosted-Glass-Single-Prehung-Interior-...> 2/9

4/27/2021 Belldinni 36 in. x 80 in. Gina Gray Oak Left-Hand Solid Core Composite 5-Lite Frosted Glass Single Prehung Interior Door-0117871 - The...
quality MDF board coated with an eco-friendly Evo Pro finish. The panels are intermittent with the inlays of 1/4 in. thick frosted glass. Also the modern design is accentuated with the inlay frosted glass in the middle. The door is coated with Gray Oak Evo Pro finish with a decorative pattern on it. It is a safe, durable and eco-friendly material with a number of advantages.

Compare Similar Single Prehung Doors >

CURRENT PRODUCT				
				
Brand	VERT	Belldinni	Belldinni	Belldinni
Name	36 in. x 80 in. Modern 6-Panel White Left-Handed Solid Core Wood Single Prehung Interior Door	36 in. x 80 in. Gina Gray Oak Left-Hand Solid Core Composite 5-Lite Frosted Glass Single Prehung Interior Door	32 in. x 80 in. Gina Gray Oak Right-Hand Solid Core Composite 5-Lite Frosted Glass Single Prehung Interior Door	36 in. x 80 in. Liah Bianco Noble Right-Hand Solid Core Composite 4-Lite Frosted Glass Single Prehung Interior Door
Price	\$399 ⁰⁰	\$773 ¹¹	\$773 ¹¹	\$784 ²¹
Ratings	★★★★★ (6)	★★★☆☆ (1)	★★★★★ (1)	★★★★☆ (0)
Core Type				
Panel Type				
Door				
Heading				

4/27/2021 Belldinni 36 in. x 80 in. Gina Gray Oak Left-Hand Solid Core Composite 5-Lite Frosted Glass Single Prehung Interior Door-0117871 - The...

Material

Finish

Type

Wood

Species

Bore

Type

Features

Glass

Style

View Product

View Product

View Product

View Product

Feedback

Specifications

Dimensions

Door Height (in.)	80
Door Thickness (in.)	1.57
Door Width (in.)	36
Jamb Size (in.)	4-9/16"
Nominal Door Height (in.)	80
Nominal Door Width (in.)	36
Rough Opening Height (In.)	82
Rough Opening Width (In.)	38

Details

Bore offset 2 375
<https://www.homedepot.com/p/Belldinni-36-in-x-80-in-Gina-Gray-Oak-Left-Hand-Solid-Core-Composite-5-Lite-Frosted-Glass-Single-Prehung-Interior-...> 4/9

4/27/2021 Belldinni 36 in. x 80 in. Gina Gray Oak Left-Hand Solid Core Composite 5-Lite Frosted Glass Single Prehung Interior Door-0117871 - The...

Bore Type	Single Bore
Color Family	Gray
Color/Finish	Gray Oak
Core Type	Solid Core
Door Handing	Left-Handed
Door Jamb Type	Flat Jamb
Door Type	Interior Prehung
Features	Interior Casing,Lockset Bore (Single Bore),Soft Close
Finish Type	Finished
Frame Material	Wood
Glass Layout	1/4 Lite
Glass Shape	Rectangle Lite
Glass Style	Decorative Glass
Hinge Finish	Satin Nickel
Hinge Type	Ball Bearing
Material	Composite
Number of Lites	5 Lite
Panel Type	6 Panel
Product Weight (lb.)	102
Returnable	90-Day
Texture Type	Textured
Wood Species	Pine



Warranty / Certifications

Manufacturer Warranty	2 Year Manufacturer's Warranty
-----------------------	--------------------------------

R & P Glass Doors and Windows

22700 sw 127 pl
Miami, FL 33170 US

Estimate

ADDRESS
Town of Pembroke

ESTIMATE 1023
DATE 03/05/2021
EXPIRATION DATE 03/05/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Belldinni Door		2	325.00	650.00
TOTAL					\$650.00

Accepted By

Accepted Date

4/27/2021

Print : Quoteview : ServiceTrade



Port. FED18-000056 Sys. FED18-000057

From **CITY FIRE, INC.**
5708 SW 25TH STREET
HOLLYWOOD FL 33023-4011
954-987-1338

Quote No. 1670049
Type Repair
Prepared By KELLY KRUIZENGA
Created On 04/27/2021

Quote For **TOWN OF PEMBROKE PARK**
3150 SW 52ND AVENUE
PEMBROKE PARK FL 33023
954-966-4600

Description of Work

FIRE ALARM ESTHETICAL EMPROVEMENT REPAIR QUOTE

- Please read the narratives in this quote. There may be additional details and fees to consider beyond the pricing on this quote.

This quote is to reinstall 2 existing surface mounted pull stations and horns strobes on the first floor.

- Will reuse what boxes and hardware we can reuse and will invoice accordingly
- The intent is to re-install the existing pull stations and horn strobes
- Labor
- Conduit
- Fittings
- Misc. materials
- Wire
- It was specified on site that any drywall repairs due to recessing the pull stations will be repaired by others.

TERMS

Balance due at time of completion

Additional notes/exclusions

City Fire is not responsible for any drywall repairs, patching or painting. We do make an effort to be as careful as possible to avoid any unnecessary repairs. If there is any digging, chipping, hammering, excavating or trenching. We will backfill. We will not repair, grow or replace grass, bushes or landscaping unless specified in this quote.

Ceiling tiles may be effected and will need replacement. City Fire is not responsible for ceiling tile replacements.

- An approved change order will be needed if there are requests beyond this quote. Additionally, This quote is itemized and if the item in question is not on this quote, it is not covered. Work may stop until change order is approved.
- Job site conditions or unforeseen building issues could effect this quote pricing. The local Fire department may request changes or additional devices to be added. If so, additional charges may apply.
- City Fire Inc. is not a licensed mechanical contractor. We do not perform any mechanical / air condition work. Including installation of any new duct smoke detectors, new sample tubes or new ac shut down wiring. We also will not connect any wiring or devices to any air handlers or any associated air condition components / control panels/boards. If such work is required, please contact a Licensed mechanical contractor. City Fire will not assume any responsibility for any issues related to the air condition systems.

<https://app.servicetrade.com/quoteview/print?id=AyFs16o1b5N2zUaL%2BXQJ8NKd1vf8pJpG6Q3cCyACHSXV6R6PcR2p952izgXxYe%2Bu69EKOYu...> 1/2

4/27/2021

Print : Quoteview : ServiceTrade

WARRANTY COVERAGE

The period of warranty is 1 year from the city acceptance date/project end date. EXCLUSIONS: City Fire Inc. will not have any liability or obligation under this limited warranty, in case of, 1. Any defect caused by misuse or abuse of the product. 2. Damage caused by natural disasters. 3. Damage caused by unauthorized modification.

SERVICE CALLS

Weekdays: Monday through Friday, 8am-5pm; \$95.00+tax per hour

After hours: Monday through Friday, 5pm-9pm \$142.50+tax, 9pm-8am, Weekends and Holidays.\$190.00+tax per hour.

Services to be completed

[Alarm Systems] Location - Building

FIRE ALARM REPAIR

Parts, labor, and fees	Quantity	Unit Price	Tax	Total
LABOR RATE, FIRE ALARM, REGULAR	5	\$95.00	\$33.25	\$508.25
CONDUIT & FITTINGS	1	\$21.99	\$1.54	\$23.53
WIRE	1	\$0.00	\$0.00	\$0.00
MISC. HARDWARE / MATERIALS	1	\$26.50	\$1.86	\$28.36
SUB TOTAL				\$523.49
TAX @ 7%				\$36.64
GRAND TOTAL				\$560.13

By my signature below, I authorize work to begin and agree to pay the Grand Total.

Name: _____ Date: _____

Signature: _____



RECRUITMENT PLAN

TOWN OF PEMBROKE PARK
POLICE DEPARTMENT

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

APRIL 2021



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

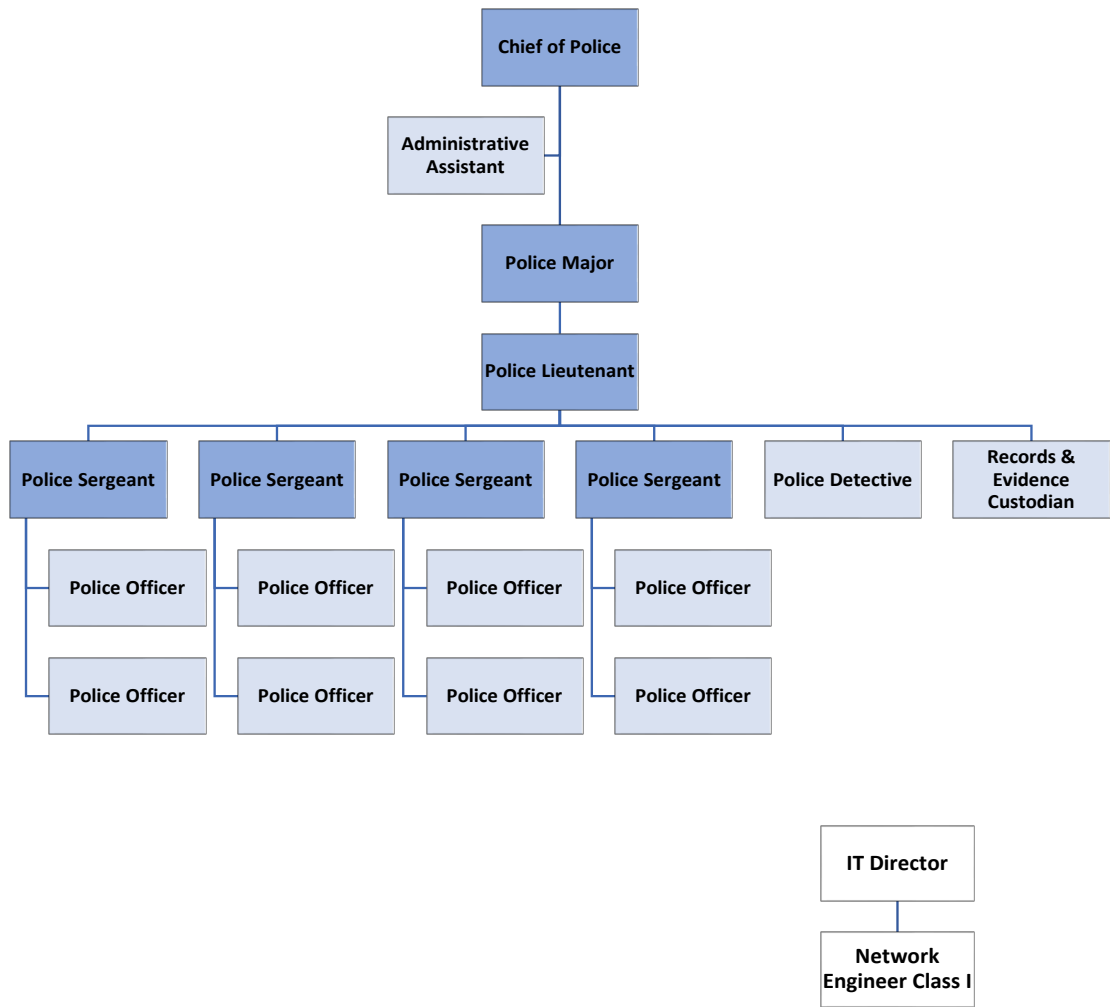
There are multiple avenues for proactively recruiting law enforcement professionals by branding the Police Department. Some of these recruitment methods may be implemented immediately, while others will be developed over time as the Police Department becomes more established. The following is a list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

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 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.

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 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.

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 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.

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 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.

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.



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.

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.



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 y 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.

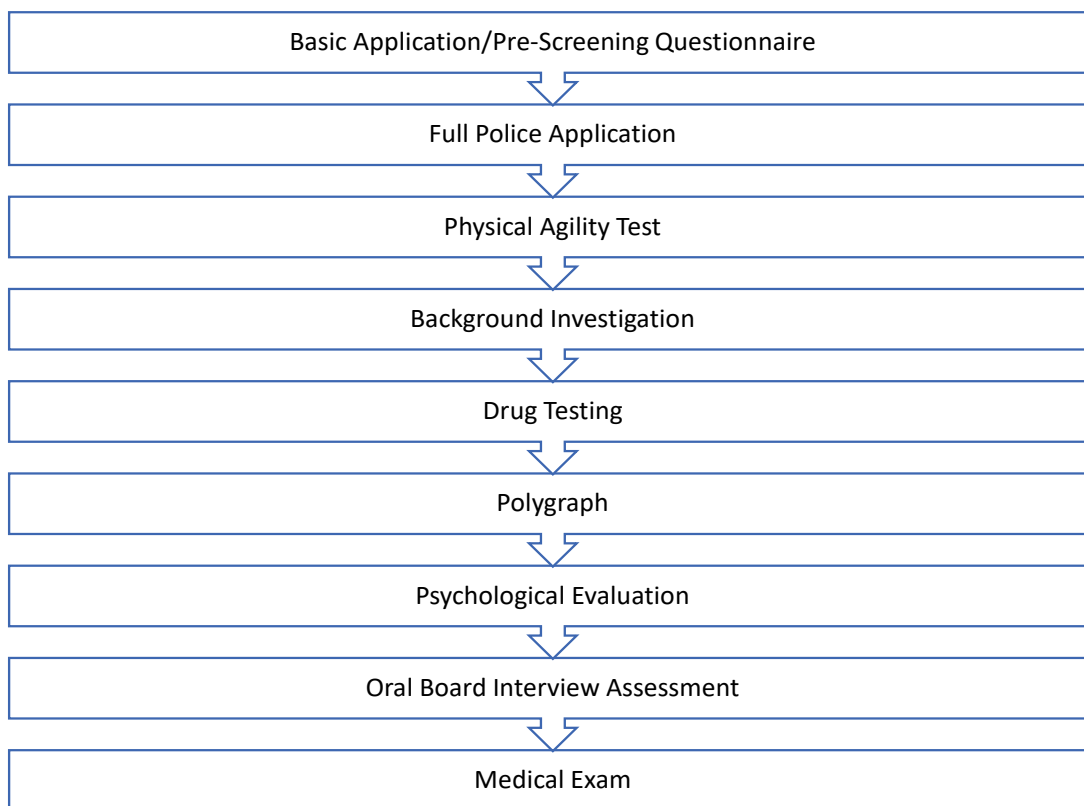
- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.

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.



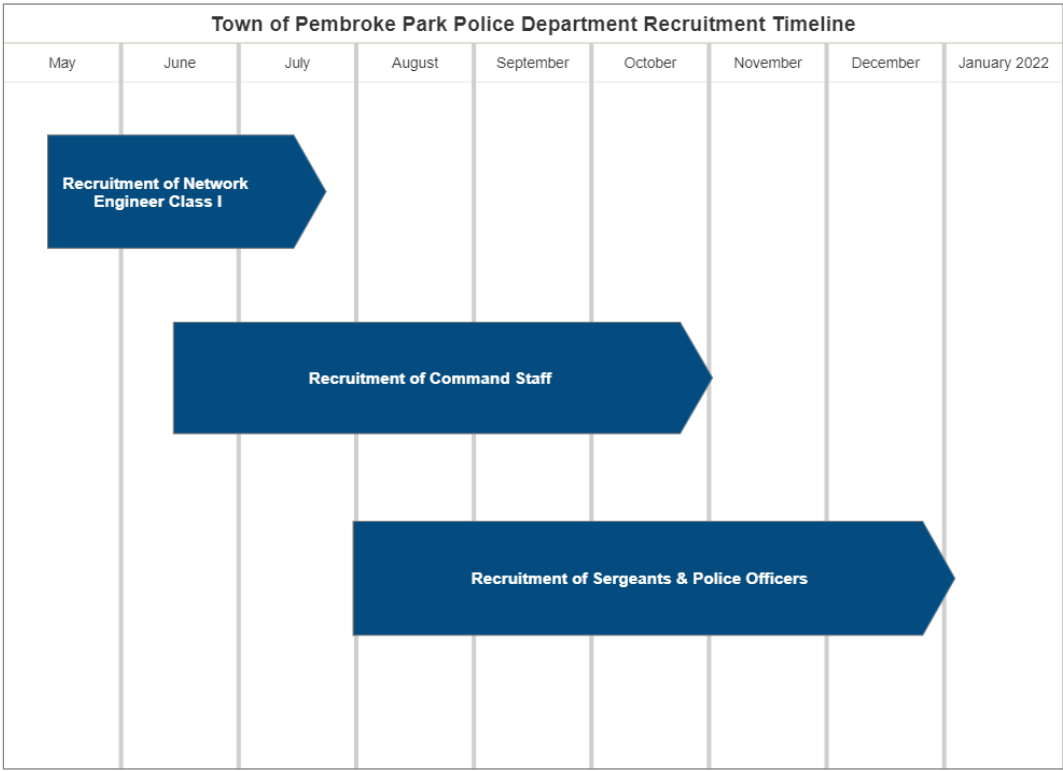
APPLICATION PROCESS STEPS

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



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.



Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	April 28, 2021
Subject:	Maintenance of Traffic (MOT) Training for Public Works Staff
Initiated by:	☐ City Commission ☐ City Attorney ☒ City Manager / Staff
Prepared by:	Name & Title: Yolanda Menegazzo, Human Resources
Reviewed by:	Name & Title: Myriam Jacques + JC Jimenez
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Proposal from the FL League of Cities
Fiscal Impact:	\$ 1,875.00 one-time training fee (15 ppl)
Policy Question(s) for Commission Considerations:	
Summary:	MOT Training for safety + professional development
Background:	All public services staff will attend
Discussion/Analysis:	Scheduled to take place on June 24 + 25. 16 hrs course.
Options:	
Advantages:	Best practice
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	Please approve this training
Additional Action Needed:	



FLORIDA LEAGUE OF CITIES, INC.
ADMINISTRATOR OF THE
FLORIDA MUNICIPAL INSURANCE TRUST

Yolanda Menegazzo, SHRM-SCP, MPA, CCWS, Founder & CEO,
LagomHR, Inc.
Cell: 305.494.2152
yolanda@lagomhr.net

COST PROPOSAL
April 14, 2021

Class Name: **TTC/MOT 16 Hour Work Zone Traffic Course**
Class Dates: t/b/d
Class Location: Pembroke Park, Florida
Class Cost: **Flat Fee of \$1,875 for a class size of up to 15 attendees.**
If this training session has more than 15 persons attending, an additional fee of \$125 per person will be charged.

- Prior to the class, please provide a typed list of the names of the persons who plan to attend.
- Attendees should bring a **valid Photo ID/Driver's License**, **#2 pencil** and a **highlighter** to this class.
- Instructor requires a dry erase board and the ability to show a power point presentation. Students are required to write throughout this training session; therefore, a desk or table and a chair should be provided for each attendee. A U-shape set up for the classroom is requested, but not required.
- Students are advised that the Standard Plans are revised frequently, and the Standard Plans are subject to change. Students, or their supervisors, should check the FDOT website on a regular basis to note any changes to the Standard Plans. <http://www.motadmin.com/ttc-resources.aspx>
- Per the MOT Administrator: "The FDOT does not permit providers of MOT training to offer the class in any language other than English. The 600 series design standards, which are essentially the backbone of the entire MOT process, are written in English and require a person who can fluently speak and read English." If you have questions or comments - contact the MOT Administrator ALFKA, LLC, Attn Maria Yulee, 100 S. Ashley Dr., Ste. 600, Tampa, FL 33602 - 813.419.1730 - admin@motadmin.com - <http://www.motadmin.com/intermediate-and-advanced.aspx>
- After the class, we will submit the paperwork to the MOT Administrator, and you should receive the exam results electronically usually within 10-14 business days. Exam results will also be available by logging on to the MOT Administrator's website at: <http://www.motadmin.com/intermediate-and-advanced.aspx>

To accept this Price Quote, please sign and date below and return to:

* **Anita Wick, RMPE, Risk and Safety Specialist, Florida League of Cities, Inc.**

✉ Mailing Address: 125 East Colonial Drive, Orlando, FL 32801

✉ E-Mail: AWick@flcities.com ☎ Phone: 407-367-1734 📠 Fax: 407-425-9378

FMIT Member

Name: _____ Date: _____ Price Quote Prepared by Anita Wick, Risk and Safety Specialist

Questions regarding this class may also be directed to:
Ron Peters, Director, Risk and Safety Mgmt. Dept. ✉ E-Mail: RPeters@flcities.com ☎ Phone: 407-616-2259

Florida League of Cities, Inc. # FDOT MOT Provider No. 142 # 125 E. Colonial Dr, Orlando, FL 32801
Visit our website at: <https://insurance.flcities.com/services/risk-and-safety-management>

RESOLUTION NO. 2021-028

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2021 AMENDMENT TO THE INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA, PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY ADDITIONAL LOCAL OPTION GAS TAX ON MOTOR FUEL ORDINANCE; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID 2021 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Broward County, Florida enacted an Ordinance pursuant to Section 336.025(1)(b)(2), Florida Statutes, which granted Broward County the authority to levy a three (3) cents local option gas tax on motor fuel to be used only for transportation expenditures necessary to meet requirements of the capital improvements element of the adopted comprehensive plan; and

WHEREAS, the Town of Pembroke Park is eligible to receive a portion of this local option gas tax when imposed and collected by Broward County; and

WHEREAS, the Town of Pembroke Park has heretofore entered into an Interlocal Agreement with Broward County, and Addendum thereto, relating to the division and distribution of the proceeds of the local option gas tax on motor fuel ordinance; and

WHEREAS, the parties hereto desire to further amend said Interlocal Agreement to reflect the change in population of the municipalities and Broward County, with the resulting change in the division of proceeds among the municipalities and Broward County, and to provide for the further distribution of said local option gas tax pursuant to the formula contained therein.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE

TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: That the Town of Pembroke Park is authorized to make and enter into the 2021 Amendment to the Interlocal Agreement between Broward County and the Town of Pembroke Park, Providing for the Division and Distribution of the Proceeds from the Broward County Additional Local Option Gas Tax on Motor Fuel Ordinance, a copy of the 2021 Amendment to Interlocal Agreement is on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is hereby authorized and directed to execute and deliver said 2021 Amendment to the Interlocal Agreement for and on behalf of the Town of Pembroke Park.

Section 3: 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 12nd day of May, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency:

MELISSA P. ANDERSON, ESQ
Town Attorney

RESOLUTION NO. 2021-027

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT REGARDING THE 2021 LOCAL OPTION GAS TAX; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Broward County, Florida enacted an Ordinance pursuant to Section 336.025(1)(b)(2), Florida Statutes, which increased the authority of Broward County to levy a fifth-cent local option gas tax on motor fuel to be used only for transportation expenditures necessary to meet requirements of the capital improvements element of the adopted comprehensive plan; and

WHEREAS, the Town of Pembroke Park is eligible to receive a portion of this local option gas tax when imposed and collected by Broward County; and

WHEREAS, the Town of Pembroke Park has heretofore entered into an Interlocal Agreement with Broward County, and Addendum thereto, relating to the division and distribution of the proceeds of the additional local option gas tax on motor fuel ordinance; and

WHEREAS, the parties hereto desire to further amend said Interlocal Agreement to reflect the change in population of the municipalities in Broward County, with the resulting change in the division of proceeds among the municipalities, and to provide for the further distribution of said local option gas tax pursuant to the formula contained therein.

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

Section 1: That the Town of Pembroke Park is authorized to make and enter into the

Town of Pembroke Park
Resolution No. 2021-027

2021 Amendment to the Interlocal Agreement between Broward County and the Town of Pembroke Park, providing for the Division and Distribution of the Proceeds from the Broward County Additional Local Option Gas Tax on Motor Fuel Ordinance, a copy of the 2021 Amendment to Interlocal Agreement is on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is hereby authorized and directed to execute and deliver said 2020 Amendment to the Interlocal Agreement for and on behalf of the Town of Pembroke Park.

Section 3: 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 12 day of May, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency:

Town of Pembroke Park
Resolution No. 2021-027

MELISSA P. ANDERSON, ESQ
Town Attorney



Office of Management and Budget

115 S. Andrews Avenue, Room 404 • Fort Lauderdale, Florida 33301 • 954-357-6345 • FAX 954-357-6364

April 21, 2021

Dear Municipality:

Attached are the amendments to two interlocal gas tax agreements requiring approval by your municipal governing board no later than June 1, 2021. The two attached amendments for those gas tax agreements are required to adjust each City's percentage share based on updated population figures until they expire in 2024 and 2031. As a reminder, the "Original" Six Cents Local Option Gas Tax was renewed in 2018 for a period of 30 years from FY19-FY48. The updated BEBR population figures and the share of proceeds for FY22 are attached for your information.

Summary of Amendments

The two interlocal agreements and amendments are described below:

- The "additional" local option gas tax agreement levied in 1994 provides for Cities to receive 51.27% of three cents of gas tax. The Cities' share of this gas tax has increased over the years due to annexations, however, there were no annexations of populated areas effective September 2020 so the Cities' share of the three cents of gas tax will remain the same as last year. As a result, this amendment adjusts each City's percentage share of the 51.27% based on updated population figures.
- The "transit gas tax" agreement levied in 2001 provides for Cities to receive 26% of the proceeds of one cent of gas tax. This amendment includes adjustments to each City's percentage share based on updated population figures.

Revisions to Population Figures

The two interlocal agreements provide for the distribution of gas taxes among the Cities based on population figures published annually by the University of Florida Bureau of Economics and Business Research. The interlocal agreements also provide for the population numbers to be revised annually using the most current published figures.

Please place the two amendments on the agenda for approval by the municipal governing board as soon as possible and **return the signed agreement and a copy of your municipal resolution** to the County no later than June 1, 2021. This year we are accepting verifiable digital signatures, available through programs like DocuSign and Adobe. **Once we receive a majority of signed agreements from the cities, our County Attorney's office will execute the agreements and return an executed complete document which includes the agreement, county signature page and city signature pages for your records.** If you have any questions about the amendments, please contact Elise Cooper from the County's Office of Management and Budget at 954-357-6360.

Attached are copies of the above discussed amendments. **Please return three executed originals of each amendment which includes the agreement, city signature page, and a copy of your municipal resolution to:**

Trevor Fisher, Acting Director
Broward County Public Works Department
Attention: Highway and Bridge Maintenance Division
1600 N.W. 30th Ave. (Blount Road)
Pompano Beach, FL 33069
Ph. (954) 357-6040

Sincerely,
Norman Foster, Director
Office of Management and Budget



Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org

**"Original" Six Cents Local Option Gas Tax
Annual Administrative Update of BEBR Population
Year 4 of FY19 - FY48 per the Interlocal Agreement**

Recipient	FY22 Percent Share of Proceeds
Coconut Creek	1.150391%
Cooper City	0.665276%
Coral Springs	2.528834%
Dania Beach	0.630237%
Davie	2.055143%
Deerfield Beach	1.568561%
Fort Lauderdale	3.703777%
Hallandale Beach	0.781463%
Hillsboro Beach	0.037894%
Hollywood	2.970088%
Lauderdale-by-the-Sea	0.123348%
Lauderdale Lakes	0.714595%
Lauderhill	1.418489%
Lazy Lake	0.000548%
Lighthouse Point	0.206121%
Margate	1.161112%
Miramar	2.716839%
North Lauderdale	0.891097%
Oakland Park	0.894227%
Parkland	0.693291%
Pembroke Park	0.124678%
Pembroke Pines	3.305230%
Plantation	1.776403%
Pompano Beach	2.209519%
Sea Ranch Lakes	0.013342%
Southwest Ranches	0.152321%
Sunrise	1.845482%
Tamarac	1.292931%
Weston	1.319322%
West Park	0.297913%
Wilton Manors	0.251528%
Total Incorporated	37.500000%

Recipient	BEBR Population 4/1/20
Coconut Creek	58,803
Cooper City	34,006
Coral Springs	129,263
Dania Beach	32,215
Davie	105,050
Deerfield Beach	80,178
Fort Lauderdale	189,321
Hallandale Beach	39,945
Hillsboro Beach	1,937
Hollywood	151,818
Lauderdale-by-the-Sea	6,305
Lauderdale Lakes	36,527
Lauderhill	72,507
Lazy Lake	28
Lighthouse Point	10,536
Margate	59,351
Miramar	138,873
North Lauderdale	45,549
Oakland Park	45,709
Parkland	35,438
Pembroke Park	6,373
Pembroke Pines	168,949
Plantation	90,802
Pompano Beach	112,941
Sea Ranch Lakes	682
Southwest Ranches	7,786
Sunrise	94,333
Tamarac	66,089
Weston	67,438
West Park	15,228
Wilton Manors	12,857
Total Incorporated	1,916,837
Unincorporated Area	15,375
Total County	1,932,212

**2021 AMENDMENT TO INTERLOCAL AGREEMENT PROVIDING FOR DIVISION
AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY
ADDITIONAL FIFTH-CENT LOCAL OPTION GAS TAX ON MOTOR FUEL FOR
TRANSIT**

This 2021 Amendment to Interlocal Agreement ("2021 Amendment") is entered into by and between Broward County, a political subdivision of the State of Florida ("County"), and the municipalities executing a signature page bearing the above legend, each of which is a municipal corporation existing under the laws of the State of Florida (each a "Municipality" and, collectively "Municipalities") County and Municipalities are collectively referred to as the "Parties."

RECITALS

A. Section 336.025(1)(b), Florida Statutes, authorizes the counties to extend the levy of the additional fifth-cent local option gas tax upon every gallon of motor fuel sold in Broward County for a period not to exceed thirty (30) years on a majority vote of the governing body of the County.

B. On June 13, 2000, the Broward County Board of County Commissioners enacted Ordinance No. 2000-25, effective January 1, 2001, through December 31, 2031, pursuant to Section 336.025(1)(b), Florida Statutes, extending the levy of the additional fifth-cent local option gas tax for thirty (30) years and providing for a method of distribution of the proceeds of the tax.

C. The method for distribution of the proceeds is established by an Interlocal Agreement with Municipalities representing a majority of the population of the incorporated area within the County ("Interlocal Agreement").

D. Paragraph 4 of the Interlocal Agreement requires annual adjustment of the division and distribution of the proceeds based upon the population of the individual Municipalities and unincorporated Broward County utilizing the population figures set forth in the most current edition of "Florida Estimates of Population," published by the Bureau of Economics and Business Research, Population Division, University of Florida ("BEBR Figures").

E. Due to the delay in finalizing the decennial census numbers, the Parties must utilize the BEBR Figures available as of March 22, 2021, which have not been updated to include the decennial census numbers.

NOW, THEREFORE, for good and valuable consideration, and pursuant to Section 336.025(1)(b), Florida Statutes, the County and Municipalities agree as follows:

1. Section 2.1 of the Interlocal Agreement, as previously amended, is hereby amended to read as follows:

2.1 Seventy-four percent (74%) of the total proceeds from the additional fifth-cent local option gas tax shall be distributed to the County. The remaining twenty-six percent (26%) shall be distributed to the eligible municipalities in the County as follows:

Population of Each Eligible Municipality

Total County Incorporated Area X 26.0000%
Population

Recipient	BEBR Population 4/1/20	FY22 Percent Share of Proceeds
Coconut Creek	58,803	0.797605%
Cooper City	34,006	0.461258%
Coral Springs	129,263	1.753325%
Dania Beach	32,215	0.436965%
Davie	105,050	1.424899%
Deerfield Beach	80,178	1.087535%
Fort Lauderdale	189,321	2.567952%
Hallandale Beach	39,945	0.541814%
Hillsboro Beach	1,937	0.026273%
Hollywood	151,818	2.059261%
Lauderdale-by-the-Sea	6,305	0.085521%
Lauderdale Lakes	36,527	0.495453%
Lauderhill	72,507	0.983486%
Lazy Lake	28	0.000382%
Lighthouse Point	10,536	0.142910%
Margate	59,351	0.805038%
Miramar	138,873	1.883675%
North Lauderdale	45,549	0.617827%
Oakland Park	45,709	0.619997%
Parkland	35,438	0.480681%
Pembroke Park	6,373	0.086443%
Pembroke Pines	168,949	2.291626%
Plantation	90,802	1.231639%
Pompano Beach	112,941	1.531933%
Sea Ranch Lakes	682	0.009251%
Southwest Ranches	7,786	0.105609%
Sunrise	94,333	1.279534%
Tamarac	66,089	0.896432%
Weston	67,438	0.914730%
West Park	15,228	0.206553%
Wilton Manors	12,857	0.174393%

Recipient	BEBR Population 4/1/20	FY22 Percent Share of Proceeds
Total Incorporated	1,916,837	26.000000%
Unincorporated Area	15,375	
Total County	1,932,212	

The population figures set forth above are based on the figures contained in the document referred to as the "Florida Estimates of Population," published on an annual basis by the Bureau of Economic and Business Research, Population Division, of the University of Florida available as of March 22, 2021, attach hereto as **Exhibit A**. The population figures to be utilized in the formula described in this section for the distribution of the additional fifth-cent local option gas tax shall be adjusted annually based on the current Florida Estimates of Population.

2. This 2021 Amendment shall be effective as of the date it is executed by the County after having previously been executed by the Municipalities cumulatively representing a majority of the incorporated area population of the County. The amended population figures and share of proceeds shall take effect as provided by applicable law.

3. In the event any provision within this 2021 Amendment is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless the County or any executing Municipality necessary to maintain the cumulative majority referenced in the preceding paragraph elects to terminate the Interlocal Agreement. The election to terminate pursuant to this provision must be made within seven (7) days after such court ruling; provided, however, that if a timely notice appealing the court ruling is filed, the election shall be held in abeyance until the appeal is determined or dismissed.

4. Except to the extent amended, the Interlocal Agreement shall remain in full force and effect. In the event of any conflict between the terms of this 2021 Amendment and the Interlocal Agreement, as previously amended, the Parties acknowledge that this 2021 Amendment shall control.

5. This 2021 Amendment may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

[THE REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.]

IN WITNESS WHEREOF, the Parties hereto have made and executed this 2021 Amendment to the Interlocal Agreement on the respective dates under each signature: Broward County through its Board of County Commissioners, signing by and through its County Administrator, authorized to execute same by Board action on April 20th, 2021, and each Municipality, signing by and through the official indicated on each signature page, duly authorized to execute same.

COUNTY

WITNESSES:

Broward County, by and through
its County Administrator

Print Name: _____

By _____

Bertha Henry
County Administrator

Print Name: _____

_____ day of _____, 20____

Approved as to form by
Andrew J. Meyers
Broward County Attorney
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600
Telecopier: (954) 357-7641

By _____

Annika E. Ashton (Date)
Deputy County Attorney

**2021 AMENDMENT TO INTERLOCAL AGREEMENT PROVIDING FOR DIVISION
AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY
ADDITIONAL FIFTH-CENT LOCAL OPTION GAS TAX ON MOTOR FUEL FOR
TRANSIT**

MUNICIPALITY

WITNESSES:

Municipality: PEMBROKE PARK

By _____
Mayor-Commissioner

____ day of _____, 20__

ATTEST:

Municipal Clerk

By _____
Municipal Manager

____ day of _____, 20__

(CORPORATE SEAL)

APPROVED AS TO FORM:

By _____
Municipal Attorney

EXHIBIT A
To 2021 Amendment

Florida Estimates of Population
Bureau of Economic and Business Research, Population Division
University of Florida
Retrieved March 22, 2021

GaxTax_3 2021 Amendment

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Alachua County †	271,588	24,252	247,336	1,132	270,456
Alachua	10,470	1,411	9,059	0	10,470
Archer	1,204	86	1,118	0	1,204
Gainesville †	135,097	10,621	124,476	663	134,434
Hawthorne	1,463	46	1,417	0	1,463
High Springs	6,652	1,302	5,350	0	6,652
La Crosse	395	35	360	0	395
Micanopy	669	69	600	0	669
Newberry	6,873	1,923	4,950	0	6,873
Waldo	958	-57	1,015	0	958
UNINCORPORATED †	107,807	8,816	98,991	469	107,338
Baker County †	28,532	1,417	27,115	2,421	26,111
Glen St. Mary	457	20	437	0	457
Macclenny	7,186	812	6,374	0	7,186
UNINCORPORATED †	20,889	585	20,304	2,421	18,468
Bay County	174,410	5,558	168,852	1,110	173,300
Callaway	14,662	257	14,405	0	14,662
Lynn Haven	20,235	1,742	18,493	5	20,230
Mexico Beach	773	-299	1,072	0	773
Panama City	34,517	-988	35,505	98	34,419
Panama City Beach	13,691	1,673	12,018	0	13,691
Parker	3,865	-452	4,317	0	3,865
Springfield	8,938	35	8,903	0	8,938
UNINCORPORATED	77,729	3,590	74,139	1,007	76,722
Bradford County	28,725	205	28,520	3,827	24,898
Brooker	330	-8	338	0	330
Hampton	499	-1	500	0	499
Lawtey	728	-2	730	0	728
Starke	5,460	11	5,449	11	5,449
UNINCORPORATED	21,708	205	21,503	3,816	17,892
Brevard County	606,671	63,295	543,376	185	606,486
Cape Canaveral	10,342	430	9,912	0	10,342
Cocoa	19,327	2,187	17,140	0	19,327
Cocoa Beach	11,391	160	11,231	0	11,391
Grant-Valkaria	4,492	642	3,850	0	4,492
Indialantic	2,882	162	2,720	0	2,882
Indian Harbour Beach	8,751	526	8,225	0	8,751
Malabar	3,033	276	2,757	0	3,033
Melbourne	84,402	8,197	76,205	29	84,373
Melbourne Beach	3,150	49	3,101	0	3,150
Melbourne Village	677	15	662	0	677
Palm Bay	118,568	15,378	103,190	0	118,568
Palm Shores	1,137	237	900	0	1,137
Rockledge	27,946	3,020	24,926	17	27,929
Satellite Beach	10,887	778	10,109	0	10,887
Titusville	48,685	4,924	43,761	7	48,678
West Melbourne	25,385	7,030	18,355	0	25,385
UNINCORPORATED	225,616	19,284	206,332	132	225,484
Broward County †	1,932,212	184,146	1,748,066	887	1,931,325
Coconut Creek	58,803	5,894	52,909	0	58,803
Cooper City †	34,006	5,459	28,547	6	34,000
Coral Springs	129,263	8,167	121,096	0	129,263
Dania Beach	32,215	2,576	29,639	0	32,215
Davie	105,050	13,058	91,992	6	105,044
Deerfield Beach	80,178	5,160	75,018	0	80,178
Fort Lauderdale	189,321	23,800	165,521	33	189,288
Hallandale Beach	39,945	2,832	37,113	0	39,945
Hillsboro Beach	1,937	62	1,875	0	1,937
Hollywood	151,818	11,050	140,768	0	151,818
Lauderdale-By-The-Sea	6,305	249	6,056	0	6,305
Lauderdale Lakes	36,527	3,934	32,593	0	36,527
Lauderhill	72,507	5,620	66,887	0	72,507
Lazy Lake	28	4	24	0	28
Lighthouse Point	10,536	192	10,344	0	10,536

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Margate	59,351	6,067	53,284	0	59,351
Miramar	138,873	16,832	122,041	0	138,873
North Lauderdale	45,549	4,526	41,023	0	45,549
Oakland Park	45,709	4,346	41,363	0	45,709
Parkland	35,438	11,476	23,962	0	35,438
Pembroke Park	6,373	271	6,102	0	6,373
Pembroke Pines	168,949	14,930	154,019	623	168,326
Plantation	90,802	5,847	84,955	0	90,802
Pompano Beach	112,941	13,096	99,845	140	112,801
Sea Ranch Lakes	682	12	670	0	682
Southwest Ranches	7,786	441	7,345	0	7,786
Sunrise	94,333	9,894	84,439	0	94,333
Tamarac	66,089	5,662	60,427	0	66,089
Weston	67,438	2,105	65,333	0	67,438
West Park	15,228	1,072	14,156	0	15,228
Wilton Manors	12,857	1,225	11,632	0	12,857
UNINCORPORATED	15,375	-1,713	17,088	79	15,296
Calhoun County	14,489	-136	14,625	1,569	12,920
Altha	536	0	536	0	536
Blountstown	2,414	-100	2,514	0	2,414
UNINCORPORATED	11,539	-36	11,575	1,569	9,970
Charlotte County	187,904	27,926	159,978	1,242	186,662
Punta Gorda	20,405	3,764	16,641	0	20,405
UNINCORPORATED	167,499	24,162	143,337	1,242	166,257
Citrus County	149,383	8,147	141,236	118	149,265
Crystal River	3,190	82	3,108	0	3,190
Inverness	7,375	165	7,210	0	7,375
UNINCORPORATED	138,818	7,900	130,918	118	138,700
Clay County	219,575	28,710	190,865	0	219,575
Green Cove Springs	8,054	1,146	6,908	0	8,054
Keystone Heights	1,385	35	1,350	0	1,385
Orange Park	8,692	280	8,412	0	8,692
Penney Farms	789	40	749	0	789
UNINCORPORATED	200,655	27,209	173,446	0	200,655
Collier County	387,450	65,930	321,520	14	387,436
Everglades	430	30	400	0	430
Marco Island	17,595	1,182	16,413	0	17,595
Naples	21,063	1,526	19,537	0	21,063
UNINCORPORATED	348,362	63,192	285,170	14	348,348
Columbia County †	70,617	3,086	67,531	3,518	67,099
Fort White	605	38	567	0	605
Lake City †	12,303	257	12,046	291	12,012
UNINCORPORATED	57,709	2,791	54,918	3,227	54,482
DeSoto County	37,082	2,220	34,862	2,326	34,756
Arcadia	7,986	349	7,637	0	7,986
UNINCORPORATED	29,096	1,871	27,225	2,326	26,770
Dixie County	16,663	241	16,422	1,678	14,985
Cross City	1,726	-2	1,728	0	1,726
Horseshoe Beach	169	0	169	0	169
UNINCORPORATED	14,768	243	14,525	1,678	13,090
Duval County	982,080	117,817	864,263	590	981,490
Atlantic Beach	13,824	1,169	12,655	0	13,824
Baldwin	1,419	-6	1,425	0	1,419
Jacksonville	936,250	114,466	821,784	590	935,660
Jacksonville Beach	23,394	2,032	21,362	0	23,394
Neptune Beach	7,193	156	7,037	0	7,193

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
<i>Escambia County</i>	323,714	26,095	297,619	2,353	321,361
Century	1,782	84	1,698	0	1,782
Pensacola	55,498	3,575	51,923	22	55,476
UNINCORPORATED	266,434	22,436	243,998	2,331	264,103
<i>Flagler County</i>	114,173	18,477	95,696	0	114,173
Beverly Beach	382	44	338	0	382
Bunnell	3,507	831	2,676	0	3,507
Flagler Beach (part)	4,700	276	4,424	0	4,700
Marineland (part)	6	-10	16	0	6
Palm Coast	89,437	14,257	75,180	0	89,437
UNINCORPORATED	16,141	3,079	13,062	0	16,141
<i>Franklin County</i>	11,864	315	11,549	1,252	10,612
Apalachicola	2,350	119	2,231	0	2,350
Carrabelle	2,640	-138	2,778	987	1,653
UNINCORPORATED	6,874	334	6,540	265	6,609
<i>Gadsden County †</i>	46,226	-163	46,389	3,033	43,193
Chattahoochee †	3,302	-350	3,652	999	2,303
Greensboro	611	9	602	0	611
Gretna	1,667	207	1,460	0	1,667
Havana	1,880	126	1,754	0	1,880
Midway	3,467	463	3,004	0	3,467
Quincy	7,919	-53	7,972	403	7,516
UNINCORPORATED †	27,380	-565	27,945	1,631	25,749
<i>Gilchrist County</i>	18,269	1,330	16,939	777	17,492
Bell	542	86	456	0	542
Fanning Springs (part)	389	111	278	0	389
Trenton	2,234	235	1,999	0	2,234
UNINCORPORATED	15,104	898	14,206	777	14,327
<i>Glades County</i>	13,609	725	12,884	958	12,651
Moore Haven	1,778	98	1,680	0	1,778
UNINCORPORATED	11,831	627	11,204	958	10,873
<i>Gulf County</i>	14,724	-1,139	15,863	1,088	13,636
Port St. Joe	3,741	296	3,445	0	3,741
Wewahitchka	1,992	11	1,981	0	1,992
UNINCORPORATED	8,991	-1,446	10,437	1,088	7,903
<i>Hamilton County</i>	14,570	-229	14,799	2,295	12,275
Jasper	2,644	-1,902	4,546	1,033	1,611
Jennings	869	-9	878	0	869
White Springs	822	45	777	0	822
UNINCORPORATED	10,235	1,637	8,598	1,262	8,973
<i>Hardee County</i>	27,443	-288	27,731	1,676	25,767
Bowling Green	2,913	-17	2,930	0	2,913
Wauchula	5,240	239	5,001	0	5,240
Zolfo Springs	1,790	-37	1,827	0	1,790
UNINCORPORATED	17,500	-473	17,973	1,676	15,824
<i>Hendry County</i>	40,953	1,813	39,140	0	40,953
Clewiston	8,021	866	7,155	0	8,021
LaBelle	5,151	511	4,640	0	5,151
UNINCORPORATED	27,781	436	27,345	0	27,781
<i>Hernando County</i>	192,186	19,408	172,778	502	191,684
Brooksville	8,983	1,264	7,719	0	8,983
Weeki Wachee	9	-3	12	0	9
UNINCORPORATED	183,194	18,147	165,047	502	182,692
<i>Highlands County</i>	104,834	6,048	98,786	24	104,810
Avon Park	11,201	2,365	8,836	0	11,201
Lake Placid	2,840	617	2,223	0	2,840
Sebring	11,208	717	10,491	0	11,208
UNINCORPORATED	79,585	2,349	77,236	24	79,561

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Hillsborough County †	1,478,759	249,533	1,229,226	655	1,478,104
Plant City	39,846	5,125	34,721	0	39,846
Tampa †	392,953	57,244	335,709	483	392,470
Temple Terrace	26,832	2,291	24,541	0	26,832
UNINCORPORATED	1,019,128	184,873	834,255	172	1,018,956
Holmes County	20,001	74	19,927	1,489	18,512
Bonifay	2,709	-84	2,793	0	2,709
Esto	367	3	364	0	367
Noma	182	-29	211	0	182
Ponce de Leon	541	-57	598	0	541
Westville	355	66	289	0	355
UNINCORPORATED	15,847	175	15,672	1,489	14,358
Indian River County	158,834	20,806	138,028	0	158,834
Fellsmere	5,668	471	5,197	0	5,668
Indian River Shores	4,378	477	3,901	0	4,378
Orchid	428	13	415	0	428
Sebastian	25,658	3,729	21,929	0	25,658
Vero Beach	16,869	1,646	15,223	0	16,869
UNINCORPORATED	105,833	14,470	91,363	0	105,833
Jackson County †	46,587	-3,159	49,746	5,570	41,017
Alford	490	1	489	0	490
Bascom	120	-1	121	0	120
Campbellton	214	-16	230	0	214
Cottondale	861	-72	933	0	861
Graceville	2,224	-54	2,278	0	2,224
Grand Ridge	835	-57	892	0	835
Greenwood	677	-9	686	0	677
Jacob City	274	24	250	0	274
Malone	1,777	-311	2,088	1,347	430
Marianna †	6,215	113	6,102	324	5,891
Sneads	1,701	-148	1,849	0	1,701
UNINCORPORATED	31,199	-2,629	33,828	3,899	27,300
Jefferson County	14,394	-367	14,761	830	13,564
Monticello	2,437	-69	2,506	0	2,437
UNINCORPORATED	11,957	-298	12,255	830	11,127
Lafayette County	8,690	-180	8,870	1,397	7,293
Mayo	1,217	-20	1,237	0	1,217
UNINCORPORATED	7,473	-160	7,633	1,397	6,076
Lake County	366,742	69,695	297,047	1,034	365,708
Astatula	1,921	111	1,810	0	1,921
Clermont	44,301	15,559	28,742	0	44,301
Eustis	21,594	3,036	18,558	0	21,594
Fruitland Park	10,206	6,128	4,078	0	10,206
Groveland	20,510	11,781	8,729	0	20,510
Howey-in-the-Hills	1,702	604	1,098	0	1,702
Lady Lake	15,754	1,828	13,926	0	15,754
Leesburg	24,539	4,422	20,117	0	24,539
Mascotte	6,447	1,346	5,101	0	6,447
Minneola	13,175	3,772	9,403	0	13,175
Montverde	1,901	438	1,463	0	1,901
Mount Dora	15,200	2,830	12,370	0	15,200
Tavares	17,395	3,444	13,951	0	17,395
Umatilla	4,196	740	3,456	0	4,196
UNINCORPORATED	167,901	13,656	154,245	1,034	166,867

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Lee County	750,493	131,739	618,754	221	750,272
Bonita Springs	55,645	11,788	43,857	6	55,639
Cape Coral	187,307	33,002	154,305	28	187,279
Estero	33,120	33,120	0	0	33,120
Fort Myers	92,599	30,301	62,298	15	92,584
Fort Myers Beach	6,558	281	6,277	0	6,558
Sanibel	6,849	380	6,469	0	6,849
UNINCORPORATED	368,415	22,867	345,548	172	368,243
Leon County	299,484	23,997	275,487	1,210	298,274
Tallahassee	198,627	17,251	181,376	1,210	197,417
UNINCORPORATED	100,857	6,746	94,111	0	100,857
Levy County	41,699	898	40,801	0	41,699
Bronson	1,181	68	1,113	0	1,181
Cedar Key	726	24	702	0	726
Chiefland	2,217	-28	2,245	0	2,217
Fanning Springs (part)	517	31	486	0	517
Inglis	1,305	-20	1,325	0	1,305
Otter Creek	118	-16	134	0	118
Williston	2,906	138	2,768	0	2,906
Yankeetown	509	7	502	0	509
UNINCORPORATED	32,220	694	31,526	0	32,220
Liberty County	8,575	210	8,365	1,749	6,826
Bristol	912	-84	996	0	912
UNINCORPORATED	7,663	294	7,369	1,749	5,914
Madison County	18,954	-270	19,224	1,334	17,620
Greenville	756	-87	843	21	735
Lee	335	-17	352	0	335
Madison	2,899	-150	3,049	0	2,899
UNINCORPORATED	14,964	-16	14,980	1,313	13,651
Manatee County	398,503	75,670	322,833	136	398,367
Anna Maria	1,617	114	1,503	0	1,617
Bradenton	58,621	9,075	49,546	37	58,584
Bradenton Beach	1,188	17	1,171	0	1,188
Holmes Beach	3,913	77	3,836	0	3,913
Longboat Key (part)	2,481	83	2,398	0	2,481
Palmetto	13,661	1,055	12,606	0	13,661
UNINCORPORATED	317,022	65,249	251,773	99	316,923
Marion County	368,135	36,832	331,303	5,323	362,812
Bellevue	5,330	838	4,492	5	5,325
Dunnellon	1,864	131	1,733	0	1,864
McIntosh	486	34	452	0	486
Ocala	62,023	5,708	56,315	216	61,807
Reddick	577	71	506	0	577
UNINCORPORATED	297,855	30,050	267,805	5,102	292,753
Martin County	161,301	14,983	146,318	2,060	159,241
Indiantown	6,822	6,822	0	0	6,822
Jupiter Island	847	30	817	0	847
Ocean Breeze	428	73	355	0	428
Sewall's Point	2,127	131	1,996	0	2,127
Stuart	16,793	1,200	15,593	24	16,769
UNINCORPORATED	134,284	6,727	127,557	2,036	132,248

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
<i>Miami-Dade County †</i>	2,832,794	336,337	2,496,457	9,491	2,823,303
Aventura	38,041	2,279	35,762	0	38,041
Bal Harbour	2,932	419	2,513	0	2,932
Bay Harbor Islands	6,091	463	5,628	0	6,091
Biscayne Park	3,181	126	3,055	0	3,181
Coral Gables	51,133	4,357	46,776	0	51,133
Cutler Bay	45,480	5,194	40,286	0	45,480
Doral	71,314	25,605	45,709	0	71,314
El Portal	2,146	-179	2,325	0	2,146
Florida City	13,405	2,160	11,245	0	13,405
Golden Beach	943	24	919	0	943
Hialeah	239,956	15,289	224,667	0	239,956
Hialeah Gardens	23,644	1,900	21,744	0	23,644
Homestead	76,334	15,825	60,509	17	76,317
Indian Creek	87	1	86	0	87
Islandia	0	-18	18	0	0
Key Biscayne	12,925	581	12,344	0	12,925
Medley	995	157	838	0	995
Miami †	497,924	98,416	399,508	2,945	494,979
Miami Beach	94,161	6,383	87,778	0	94,161
Miami Gardens	114,363	7,197	107,166	0	114,363
Miami Lakes	32,299	2,938	29,361	11	32,288
Miami Shores	10,817	324	10,493	0	10,817
Miami Springs	14,255	446	13,809	0	14,255
North Bay Village	9,064	1,927	7,137	0	9,064
North Miami	65,089	6,177	58,912	0	65,089
North Miami Beach	47,722	6,199	41,523	0	47,722
Opa-locka	18,090	2,871	15,219	0	18,090
Palmetto Bay	24,870	1,462	23,408	0	24,870
Pinecrest	18,619	396	18,223	0	18,619
South Miami	12,900	1,243	11,657	0	12,900
Sunny Isles Beach	23,869	3,037	20,832	0	23,869
Surfside	5,997	253	5,744	0	5,997
Sweetwater	22,348	8,849	13,499	0	22,348
Virginia Gardens	2,439	64	2,375	0	2,439
West Miami	8,915	2,950	5,965	0	8,915
UNINCORPORATED	1,220,446	111,022	1,109,424	6,518	1,213,928
<i>Monroe County</i>	77,823	4,733	73,090	0	77,823
Islamorada, Village of Islands	6,400	281	6,119	0	6,400
Key Colony Beach	795	-2	797	0	795
Key West	24,868	219	24,649	0	24,868
Layton	186	2	184	0	186
Marathon	9,097	800	8,297	0	9,097
UNINCORPORATED	36,477	3,433	33,044	0	36,477
<i>Nassau County</i>	89,258	15,944	73,314	70	89,188
Callahan	1,347	224	1,123	0	1,347
Fernandina Beach	13,534	2,047	11,487	24	13,510
Hilliard	3,076	-10	3,086	0	3,076
UNINCORPORATED	71,301	13,683	57,618	46	71,255
<i>Okaloosa County</i>	203,951	23,129	180,822	1,295	202,656
Cinco Bayou	419	36	383	0	419
Crestview	26,178	5,200	20,978	0	26,178
Destin	13,480	1,175	12,305	0	13,480
Fort Walton Beach	21,064	1,557	19,507	0	21,064
Laurel Hill	590	53	537	0	590
Mary Esther	4,038	187	3,851	0	4,038
Niceville	14,976	2,227	12,749	0	14,976
Shalimar	844	127	717	0	844
Valparaiso	5,408	372	5,036	0	5,408
UNINCORPORATED	116,954	12,195	104,759	1,295	115,659
<i>Okeechobee County</i>	42,112	2,116	39,996	2,417	39,695
Okeechobee	5,688	67	5,621	0	5,688
UNINCORPORATED	36,424	2,049	34,375	2,417	34,007

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Orange County †	1,415,260	269,304	1,145,956	3,265	1,411,995
Apopka	53,632	12,090	41,542	0	53,632
Bay Lake	15	-32	47	0	15
Belle Isle	7,378	1,390	5,988	0	7,378
Eatonville	2,351	192	2,159	63	2,288
Edgewood	2,791	288	2,503	0	2,791
Lake Buena Vista	24	14	10	0	24
Maitland	21,113	5,362	15,751	0	21,113
Oakland	3,809	1,271	2,538	0	3,809
Ocoee	49,781	14,202	35,579	0	49,781
Orlando †	298,943	60,643	238,300	581	298,362
Windermere	3,024	562	2,462	0	3,024
Winter Garden	48,469	13,901	34,568	0	48,469
Winter Park	30,630	2,778	27,852	0	30,630
UNINCORPORATED	893,300	156,643	736,657	2,621	890,679
Osceola County	387,055	118,370	268,685	313	386,742
Kissimmee	75,644	15,962	59,682	171	75,473
St. Cloud	50,897	15,714	35,183	0	50,897
UNINCORPORATED	260,514	86,694	173,820	142	260,372
Palm Beach County †	1,466,494	146,360	1,320,134	2,772	1,463,722
Atlantis	2,055	50	2,005	0	2,055
Belle Glade	17,979	512	17,467	0	17,979
Boca Raton	95,139	10,747	84,392	0	95,139
Boynton Beach	78,495	10,278	68,217	0	78,495
Briny Breezes	600	-1	601	0	600
Cloud Lake	138	3	135	0	138
Delray Beach	67,168	6,646	60,522	0	67,168
Glen Ridge	235	16	219	0	235
Golf	275	23	252	0	275
Greenacres	39,945	2,372	37,573	0	39,945
GulfStream	1,032	246	786	0	1,032
Haverhill	2,090	217	1,873	0	2,090
Highland Beach	3,657	118	3,539	0	3,657
Hypoluxo	2,828	240	2,588	0	2,828
Juno Beach	3,463	287	3,176	0	3,463
Jupiter	63,188	8,032	55,156	0	63,188
Jupiter Inlet Colony	414	14	400	0	414
Lake Clarke Shores	3,426	50	3,376	0	3,426
Lake Park	8,912	757	8,155	0	8,912
Lake Worth	38,875	3,965	34,910	0	38,875
Lantana	12,081	1,658	10,423	19	12,062
Loxahatchee Groves	3,426	246	3,180	0	3,426
Manalapan	428	22	406	0	428
Mangonia Park	2,050	162	1,888	0	2,050
North Palm Beach	12,813	798	12,015	0	12,813
Ocean Ridge	1,854	68	1,786	0	1,854
Pahokee	5,847	198	5,649	338	5,509
Palm Beach	8,409	248	8,161	0	8,409
Palm Beach Gardens	56,709	8,269	48,440	0	56,709
Palm Beach Shores	1,251	109	1,142	0	1,251
Palm Springs	23,867	4,939	18,928	0	23,867
Riviera Beach	36,057	3,569	32,488	0	36,057
Royal Palm Beach	39,801	5,661	34,140	0	39,801
South Bay	5,271	395	4,876	1,909	3,362
South Palm Beach	1,460	102	1,358	0	1,460
Tequesta	5,874	245	5,629	0	5,874
Wellington	62,650	6,142	56,508	0	62,650
Westlake	951	951	0	0	951
West Palm Beach	116,781	16,438	100,343	165	116,616
UNINCORPORATED †	639,000	51,568	587,432	341	638,659

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Pasco County	542,638	77,941	464,697	680	541,958
Dade City	7,402	965	6,437	0	7,402
New Port Richey	16,935	2,024	14,911	0	16,935
Port Richey	3,047	376	2,671	0	3,047
St. Leo	1,380	40	1,340	0	1,380
San Antonio	1,343	205	1,138	0	1,343
Zephyrhills	17,092	3,804	13,288	0	17,092
UNINCORPORATED	495,439	70,527	424,912	680	494,759
Pinellas County †	984,054	67,512	916,542	868	983,186
Belleair	4,095	226	3,869	0	4,095
Belleair Beach	1,625	65	1,560	0	1,625
Belleair Bluffs	2,104	73	2,031	0	2,104
Belleair Shore	108	-1	109	0	108
Clearwater	118,017	10,332	107,685	0	118,017
Dunedin	37,869	2,548	35,321	6	37,863
Gulfport	12,598	569	12,029	0	12,598
Indian Rocks Beach	4,158	45	4,113	0	4,158
Indian Shores	1,479	59	1,420	0	1,479
Kenneth City	5,145	165	4,980	0	5,145
Largo	84,574	6,926	77,648	0	84,574
Madeira Beach	4,447	184	4,263	0	4,447
North Redington Beach	1,531	114	1,417	0	1,531
Oldsmar	14,998	1,407	13,591	0	14,998
Pinellas Park	54,202	5,123	49,079	0	54,202
Redington Beach	1,507	80	1,427	0	1,507
Redington Shores	2,182	61	2,121	0	2,182
Safety Harbor	17,696	812	16,884	6	17,690
St. Pete Beach	9,531	185	9,346	0	9,531
St. Petersburg	271,044	26,275	244,769	421	270,623
Seminole	19,705	2,472	17,233	0	19,705
South Pasadena	5,078	114	4,964	0	5,078
Tarpon Springs	25,937	2,453	23,484	0	25,937
Treasure Island	6,930	225	6,705	0	6,930
UNINCORPORATED †	277,494	7,000	270,494	435	277,059
Polk County	715,090	112,995	602,095	3,159	711,931
Auburndale	17,120	3,613	13,507	0	17,120
Bartow	20,757	3,459	17,298	156	20,601
Davenport	7,323	4,435	2,888	0	7,323
Dundee	5,159	1,442	3,717	0	5,159
Eagle Lake	2,785	530	2,255	0	2,785
Fort Meade	5,833	207	5,626	0	5,833
Frostproof	3,454	462	2,992	0	3,454
Haines City	27,268	6,708	20,560	0	27,268
Highland Park	266	36	230	0	266
Hillcrest Heights	243	-11	254	0	243
Lake Alfred	6,351	1,336	5,015	0	6,351
Lake Hamilton	1,556	325	1,231	0	1,556
Lakeland	109,238	11,816	97,422	0	109,238
Lake Wales	16,386	2,161	14,225	0	16,386
Mulberry	4,100	283	3,817	0	4,100
Polk City	2,490	928	1,562	0	2,490
Winter Haven	47,044	13,170	33,874	0	47,044
UNINCORPORATED	437,717	62,095	375,622	3,003	434,714
Putnam County	73,723	-641	74,364	464	73,259
Crescent City	1,589	12	1,577	0	1,589
Interlachen	1,372	-31	1,403	0	1,372
Palatka	10,770	212	10,558	0	10,770
Pomona Park	883	-29	912	0	883
Welaka	723	22	701	0	723
UNINCORPORATED	58,386	-827	59,213	464	57,922

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
St. Johns County	261,900	71,861	190,039	138	261,762
Hastings	0	-580	580	0	0
Marineland (part)	2	2	0	0	2
St. Augustine	15,306	2,331	12,975	0	15,306
St. Augustine Beach	6,852	676	6,176	0	6,852
UNINCORPORATED	239,740	69,432	170,308	138	239,602
St. Lucie County	322,265	44,476	277,789	108	322,157
Fort Pierce	44,476	2,886	41,590	31	44,445
Port St. Lucie	202,914	38,311	164,603	6	202,908
St. Lucie Village	661	71	590	0	661
UNINCORPORATED	74,214	3,208	71,006	71	74,143
Santa Rosa County	184,653	33,281	151,372	4,968	179,685
Gulf Breeze	5,910	147	5,763	0	5,910
Jay	527	-6	533	0	527
Milton	10,767	1,941	8,826	77	10,690
UNINCORPORATED	167,449	31,199	136,250	4,891	162,558
Sarasota County	438,816	59,368	379,448	6	438,810
Longboat Key (part)	4,617	127	4,490	0	4,617
North Port	77,561	20,204	57,357	0	77,561
Sarasota	57,683	5,766	51,917	6	57,677
Venice	24,016	3,268	20,748	0	24,016
UNINCORPORATED	274,939	30,003	244,936	0	274,939
Seminole County	476,727	54,009	422,718	131	476,596
Altamonte Springs	45,304	3,808	41,496	0	45,304
Casselberry	30,341	4,100	26,241	5	30,336
Lake Mary	17,633	3,811	13,822	0	17,633
Longwood	16,036	2,379	13,657	0	16,036
Oviedo	40,145	6,803	33,342	0	40,145
Sanford	61,791	8,221	53,570	1	61,790
Winter Springs	38,760	5,478	33,282	0	38,760
UNINCORPORATED	226,717	19,409	207,308	125	226,592
Sumter County	141,422	48,002	93,420	7,650	133,772
Bushnell	2,566	148	2,418	0	2,566
Center Hill	1,164	176	988	0	1,164
Coleman	734	31	703	0	734
Webster	790	5	785	0	790
Wildwood	17,354	10,645	6,709	0	17,354
UNINCORPORATED	118,814	36,997	81,817	7,650	111,164
Suwannee County	45,463	3,912	41,551	1,986	43,477
Branford	743	31	712	0	743
Live Oak	6,893	43	6,850	0	6,893
UNINCORPORATED	37,827	3,838	33,989	1,986	35,841
Taylor County	22,436	-134	22,570	2,283	20,153
Perry	6,937	-80	7,017	0	6,937
UNINCORPORATED	15,499	-54	15,553	2,283	13,216
Union County	15,410	-125	15,535	4,792	10,618
Lake Butler	1,758	-139	1,897	0	1,758
Raiford	242	-13	255	0	242
Worthington Springs	377	-30	407	0	377
UNINCORPORATED	13,033	57	12,976	4,792	8,241

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Volusia County	551,588	56,995	494,593	1,802	549,786
Daytona Beach	70,235	9,230	61,005	29	70,206
Daytona Beach Shores	4,489	242	4,247	0	4,489
DeBary	21,973	2,653	19,320	0	21,973
DeLand	37,043	10,012	27,031	0	37,043
Deltona	93,677	8,495	85,182	0	93,677
Edgewater	23,818	3,068	20,750	0	23,818
Flagler Beach (part)	60	0	60	0	60
Holly Hill	12,398	739	11,659	0	12,398
Lake Helen	2,849	225	2,624	0	2,849
New Smyrna Beach	28,594	6,130	22,464	0	28,594
Oak Hill	2,110	318	1,792	0	2,110
Orange City	12,436	1,837	10,599	0	12,436
Ormond Beach	41,782	3,645	38,137	5	41,777
Pierson	1,869	133	1,736	0	1,869
Ponce Inlet	3,205	173	3,032	0	3,205
Port Orange	62,832	6,784	56,048	0	62,832
South Daytona	13,007	755	12,252	0	13,007
UNINCORPORATED	119,211	2,556	116,655	1,768	117,443
Wakulla County	33,981	3,205	30,776	2,971	31,010
St. Marks	345	52	293	0	345
Sopchoppy	515	58	457	0	515
UNINCORPORATED	33,121	3,095	30,026	2,971	30,150
Walton County	74,724	19,681	55,043	1,478	73,246
DeFuniak Springs	5,653	476	5,177	25	5,628
Freeport	5,765	3,978	1,787	0	5,765
Paxton	608	-36	644	0	608
UNINCORPORATED	62,698	15,263	47,435	1,453	61,245
Washington County	25,334	438	24,896	1,969	23,365
Caryville	293	-118	411	0	293
Chipley	3,601	-4	3,605	0	3,601
Ebro	240	-30	270	0	240
Vernon	733	46	687	0	733
Wausau	310	-73	383	0	310
UNINCORPORATED	20,157	617	19,540	1,969	18,188
Florida †	21,596,068	2,794,736	18,801,332	112,659	21,483,409
Incorporated †	10,907,959	1,454,778	9,453,181	16,696	10,891,263
Unincorporated †	10,688,109	1,339,958	9,348,151	95,963	10,592,146

¹ The April 1, 2010 census counts include all corrections resulting from the U.S. Census Bureau's 2010 Census Count Question Resolution (CQR) Program received by the Florida Legislative Office of Economic and Demographic Research as of February 11, 2014.

² The city of Estero was incorporated as of December 31, 2014.

³ The village of Indiantown was incorporated as of December 31, 2017.

⁴ The city of Islandia was disincorporated as of March 6, 2012.

⁵ The city of Westlake was incorporated as of June 20, 2016.

⁶ The city of Hastings was disincorporated as of February 28, 2018.

† Inmates figure updated October 23, 2020. The April 1, 2020 population estimate was updated accordingly.

The estimate less inmates was not affected.

Source: University of Florida, Bureau of Economic and Business Research, 10/26/2020.

DOWNLOADED FROM THE EDR WEBSITE ON MARCH 22, 2021

EXHIBIT 1

2021 AMENDMENT TO INTERLOCAL AGREEMENT PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY ADDITIONAL THREE-CENT LOCAL OPTION GAS TAX ON MOTOR FUEL

This 2021 Amendment to Interlocal Agreement ("2021 Amendment") is entered into by and between Broward County, a political subdivision of the State of Florida ("County"), and the municipalities executing a signature page bearing the above legend, each of which is a municipal corporation existing under the laws of the State of Florida, (each a "Municipality" and, collectively "Municipalities"). County and Municipalities are collectively referred to as the "Parties."

RECITALS

A. Section 336.025(1)(b), Florida Statutes, authorizes the County to extend the levy of the additional three-cent local option gas tax upon every gallon of motor fuel sold in Broward County for a period not to exceed thirty (30) years on a majority vote of the governing body of the County.

B. The Broward County Board of County Commissioners enacted Section 31½-38, Broward County Code of Ordinances, effective January 1, 1994, through December 31, 2024, pursuant to Section 336.025(1)(b), Florida Statutes, imposing the levy of the three-cent (\$.03) local option fuel tax for thirty (30) years and providing for a method of distribution of the proceeds of the tax.

C. The method for distribution of the proceeds is established by an Interlocal Agreement with Municipalities representing a majority of the population of the incorporated area within the County ("Interlocal Agreement").

D. Paragraph 3 of the Interlocal Agreement requires annual adjustment of the division and distribution of the proceeds based upon the population of the individual Municipalities and unincorporated Broward County in accordance with the population figures set forth in the most current edition of "Florida Estimates of Population," published by the Bureau of Economics and Business Research, Population Division, University of Florida ("BEBR Figures").

E. Due to the delay in finalizing the decennial census numbers, the Parties must utilize the BEBR Figures available as of March 22, 2021, which have not been updated to include the decennial census numbers.

NOW, THEREFORE, for good and valuable consideration, and pursuant to the authorization of Section 336.025(1)(b)2., Florida Statutes, the County and Municipalities agree as follows:

1. Paragraph 2 of the Interlocal Agreement, as previously amended, is hereby amended to read:

2. Forty-eight and Seventy-three One-hundredths percent (48.73%) of the

total proceeds from the additional three-cent local option fuel tax shall be divided and distributed to the County, and the remaining Fifty-one and Twenty-seven One-hundredths percent (51.27%) of the total proceeds from the additional three-cent local option fuel tax shall be divided among and distributed to the eligible municipalities within the County as follows:

$$\frac{\text{Population of Each Eligible Municipality}}{\text{Total County Incorporated Area Population}} \times 51.27\% =$$

Recipient	FY22 Percent Share of Proceeds
Coconut Creek	1.572815%
Cooper City	0.909565%
Coral Springs	3.457422%
Dania Beach	0.861661%
Davie	2.809792%
Deerfield Beach	2.144536%
Fort Lauderdale	5.063804%
Hallandale Beach	1.068416%
Hillsboro Beach	0.051809%
Hollywood	4.060705%
Lauderdale-by-the-Sea	0.168641%
Lauderdale Lakes	0.976995%
Lauderhill	1.939358%
Lazy Lake	0.000748%
Lighthouse Point	0.281808%
Margate	1.587472%
Miramar	3.714462%
North Lauderdale	1.218308%
Oakland Park	1.222587%
Parkland	0.947867%
Pembroke Park	0.170460%
Pembroke Pines	4.518911%
Plantation	2.428698%
Pompano Beach	3.020854%
Sea Ranch Lakes	0.018242%
Southwest Ranches	0.208254%
Sunrise	2.523143%
Tamarac	1.767695%
Weston	1.803777%
West Park	0.407306%
Wilton Manors	0.343889%
Total Incorporated	51.270000%

2. Paragraph 3 of the Interlocal Agreement, as previously amended, is hereby amended to read:

3. The population figures set out herein are based on the figures contained in the document referred to as the "Florida Estimates of Population," published on an annual basis by the Bureau of Economics and Business Research, Population Division, University of Florida available as of March 22, 2021, attach hereto as **Exhibit A**. The population figures to be utilized in the formula described in Paragraph 2 of this Interlocal Agreement for the division and distribution of the proceeds from the additional three-cent local option fuel tax shall be adjusted annually based on the then-current "Florida Estimates of Population."

For the purpose of this Agreement, the population figures are as follows:

Recipient	BEBR Population 4/1/20
Coconut Creek	58,803
Cooper City	34,006
Coral Springs	129,263
Dania Beach	32,215
Davie	105,050
Deerfield Beach	80,178
Fort Lauderdale	189,321
Hallandale Beach	39,945
Hillsboro Beach	1,937
Hollywood	151,818
Lauderdale-by-the-Sea	6,305
Lauderdale Lakes	36,527
Lauderhill	72,507
Lazy Lake	28
Lighthouse Point	10,536
Margate	59,351
Miramar	138,873
North Lauderdale	45,549
Oakland Park	45,709
Parkland	35,438
Pembroke Park	6,373
Pembroke Pines	168,949
Plantation	90,802
Pompano Beach	112,941
Sea Ranch Lakes	682
Southwest Ranches	7,786

Recipient	BEBR Population 4/1/20
Sunrise	94,333
Tamarac	66,089
Weston	67,438
West Park	15,228
Wilton Manors	12,857
Total Incorporated	1,916,837
Unincorporated Area	15,375
Total County	1,932,212

3. This 2021 Amendment shall be effective as of the date it is executed by the County after having previously been executed by Municipalities cumulatively representing a majority of the incorporated area population of the County. The amended population figures and share of proceeds shall take effect as provided by applicable law.

4. In the event any provision within this 2021 Amendment is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless the County or any executing Municipality necessary to maintain the cumulative majority referenced in the preceding paragraph elects to terminate the Interlocal Agreement. The election to terminate pursuant to this provision must be made within seven (7) days after such court ruling; provided, however, that if a timely notice appealing the court ruling is filed, the election shall be held in abeyance until the appeal is determined or dismissed.

5. Except to the extent amended, the Interlocal Agreement shall remain in full force and effect. In the event of any conflict between the terms of this 2021 Amendment and the Interlocal Agreement, as previously amended, the Parties acknowledge that this 2021 Amendment shall control.

6. This 2021 Amendment may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

[THE REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.]

IN WITNESS WHEREOF, the Parties have made and executed this 2021 Amendment to the Interlocal Agreement on the respective dates under each signature: Broward County through its Board of County Commissioners, signing by and through its County Administrator, authorized to execute same by Board action on April 20th, 2021, and each Municipality, signing by and through the official indicated on each signature page, duly authorized to execute same.

COUNTY

WITNESSES:

Broward County, by and through
its County Administrator

Print Name: _____

By _____

Bertha Henry
County Administrator

Print Name: _____

_____ day of _____, 20____

Approved as to form by
Andrew J. Meyers
Broward County Attorney
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600
Telecopier: (954) 357-7641

By _____

Annika E. Ashton (Date)
Deputy County Attorney

**2021 AMENDMENT TO INTERLOCAL AGREEMENT PROVIDING FOR DIVISION AND
DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY ADDITIONAL
THREE-CENT LOCAL OPTION GAS TAX ON MOTOR FUEL**

MUNICIPALITY

WITNESSES:

Municipality: PEMBROKE PARK

By _____
Mayor-Commissioner

____ day of _____, 20____

ATTEST:

By _____
Municipal Clerk

Municipal Manager

____ day of _____, 20____

(CORPORATE SEAL)

APPROVED AS TO FORM:

By _____
Municipal Attorney

EXHIBIT A
2021 Amendment

Florida Estimates of Population
Bureau of Economic and Business Research, Population Division
University of Florida
Retrieved March 22, 2021

GaxTax_3 2021 Amendment

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Alachua County †	271,588	24,252	247,336	1,132	270,456
Alachua	10,470	1,411	9,059	0	10,470
Archer	1,204	86	1,118	0	1,204
Gainesville †	135,097	10,621	124,476	663	134,434
Hawthorne	1,463	46	1,417	0	1,463
High Springs	6,652	1,302	5,350	0	6,652
La Crosse	395	35	360	0	395
Micanopy	669	69	600	0	669
Newberry	6,873	1,923	4,950	0	6,873
Waldo	958	-57	1,015	0	958
UNINCORPORATED †	107,807	8,816	98,991	469	107,338
Baker County †	28,532	1,417	27,115	2,421	26,111
Glen St. Mary	457	20	437	0	457
Macclenny	7,186	812	6,374	0	7,186
UNINCORPORATED †	20,889	585	20,304	2,421	18,468
Bay County	174,410	5,558	168,852	1,110	173,300
Callaway	14,662	257	14,405	0	14,662
Lynn Haven	20,235	1,742	18,493	5	20,230
Mexico Beach	773	-299	1,072	0	773
Panama City	34,517	-988	35,505	98	34,419
Panama City Beach	13,691	1,673	12,018	0	13,691
Parker	3,865	-452	4,317	0	3,865
Springfield	8,938	35	8,903	0	8,938
UNINCORPORATED	77,729	3,590	74,139	1,007	76,722
Bradford County	28,725	205	28,520	3,827	24,898
Brooker	330	-8	338	0	330
Hampton	499	-1	500	0	499
Lawtey	728	-2	730	0	728
Starke	5,460	11	5,449	11	5,449
UNINCORPORATED	21,708	205	21,503	3,816	17,892
Brevard County	606,671	63,295	543,376	185	606,486
Cape Canaveral	10,342	430	9,912	0	10,342
Cocoa	19,327	2,187	17,140	0	19,327
Cocoa Beach	11,391	160	11,231	0	11,391
Grant-Valkaria	4,492	642	3,850	0	4,492
Indialantic	2,882	162	2,720	0	2,882
Indian Harbour Beach	8,751	526	8,225	0	8,751
Malabar	3,033	276	2,757	0	3,033
Melbourne	84,402	8,197	76,205	29	84,373
Melbourne Beach	3,150	49	3,101	0	3,150
Melbourne Village	677	15	662	0	677
Palm Bay	118,568	15,378	103,190	0	118,568
Palm Shores	1,137	237	900	0	1,137
Rockledge	27,946	3,020	24,926	17	27,929
Satellite Beach	10,887	778	10,109	0	10,887
Titusville	48,685	4,924	43,761	7	48,678
West Melbourne	25,385	7,030	18,355	0	25,385
UNINCORPORATED	225,616	19,284	206,332	132	225,484
Broward County †	1,932,212	184,146	1,748,066	887	1,931,325
Coconut Creek	58,803	5,894	52,909	0	58,803
Cooper City †	34,006	5,459	28,547	6	34,000
Coral Springs	129,263	8,167	121,096	0	129,263
Dania Beach	32,215	2,576	29,639	0	32,215
Davie	105,050	13,058	91,992	6	105,044
Deerfield Beach	80,178	5,160	75,018	0	80,178
Fort Lauderdale	189,321	23,800	165,521	33	189,288
Hallandale Beach	39,945	2,832	37,113	0	39,945
Hillsboro Beach	1,937	62	1,875	0	1,937
Hollywood	151,818	11,050	140,768	0	151,818
Lauderdale-By-The-Sea	6,305	249	6,056	0	6,305
Lauderdale Lakes	36,527	3,934	32,593	0	36,527
Lauderhill	72,507	5,620	66,887	0	72,507
Lazy Lake	28	4	24	0	28
Lighthouse Point	10,536	192	10,344	0	10,536

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Margate	59,351	6,067	53,284	0	59,351
Miramar	138,873	16,832	122,041	0	138,873
North Lauderdale	45,549	4,526	41,023	0	45,549
Oakland Park	45,709	4,346	41,363	0	45,709
Parkland	35,438	11,476	23,962	0	35,438
Pembroke Park	6,373	271	6,102	0	6,373
Pembroke Pines	168,949	14,930	154,019	623	168,326
Plantation	90,802	5,847	84,955	0	90,802
Pompano Beach	112,941	13,096	99,845	140	112,801
Sea Ranch Lakes	682	12	670	0	682
Southwest Ranches	7,786	441	7,345	0	7,786
Sunrise	94,333	9,894	84,439	0	94,333
Tamarac	66,089	5,662	60,427	0	66,089
Weston	67,438	2,105	65,333	0	67,438
West Park	15,228	1,072	14,156	0	15,228
Wilton Manors	12,857	1,225	11,632	0	12,857
UNINCORPORATED	15,375	-1,713	17,088	79	15,296
Calhoun County	14,489	-136	14,625	1,569	12,920
Altha	536	0	536	0	536
Blountstown	2,414	-100	2,514	0	2,414
UNINCORPORATED	11,539	-36	11,575	1,569	9,970
Charlotte County	187,904	27,926	159,978	1,242	186,662
Punta Gorda	20,405	3,764	16,641	0	20,405
UNINCORPORATED	167,499	24,162	143,337	1,242	166,257
Citrus County	149,383	8,147	141,236	118	149,265
Crystal River	3,190	82	3,108	0	3,190
Inverness	7,375	165	7,210	0	7,375
UNINCORPORATED	138,818	7,900	130,918	118	138,700
Clay County	219,575	28,710	190,865	0	219,575
Green Cove Springs	8,054	1,146	6,908	0	8,054
Keystone Heights	1,385	35	1,350	0	1,385
Orange Park	8,692	280	8,412	0	8,692
Penney Farms	789	40	749	0	789
UNINCORPORATED	200,655	27,209	173,446	0	200,655
Collier County	387,450	65,930	321,520	14	387,436
Everglades	430	30	400	0	430
Marco Island	17,595	1,182	16,413	0	17,595
Naples	21,063	1,526	19,537	0	21,063
UNINCORPORATED	348,362	63,192	285,170	14	348,348
Columbia County †	70,617	3,086	67,531	3,518	67,099
Fort White	605	38	567	0	605
Lake City †	12,303	257	12,046	291	12,012
UNINCORPORATED	57,709	2,791	54,918	3,227	54,482
DeSoto County	37,082	2,220	34,862	2,326	34,756
Arcadia	7,986	349	7,637	0	7,986
UNINCORPORATED	29,096	1,871	27,225	2,326	26,770
Dixie County	16,663	241	16,422	1,678	14,985
Cross City	1,726	-2	1,728	0	1,726
Horseshoe Beach	169	0	169	0	169
UNINCORPORATED	14,768	243	14,525	1,678	13,090
Duval County	982,080	117,817	864,263	590	981,490
Atlantic Beach	13,824	1,169	12,655	0	13,824
Baldwin	1,419	-6	1,425	0	1,419
Jacksonville	936,250	114,466	821,784	590	935,660
Jacksonville Beach	23,394	2,032	21,362	0	23,394
Neptune Beach	7,193	156	7,037	0	7,193

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Escambia County	323,714	26,095	297,619	2,353	321,361
Century	1,782	84	1,698	0	1,782
Pensacola	55,498	3,575	51,923	22	55,476
UNINCORPORATED	266,434	22,436	243,998	2,331	264,103
Flagler County	114,173	18,477	95,696	0	114,173
Beverly Beach	382	44	338	0	382
Bunnell	3,507	831	2,676	0	3,507
Flagler Beach (part)	4,700	276	4,424	0	4,700
Marineland (part)	6	-10	16	0	6
Palm Coast	89,437	14,257	75,180	0	89,437
UNINCORPORATED	16,141	3,079	13,062	0	16,141
Franklin County	11,864	315	11,549	1,252	10,612
Apalachicola	2,350	119	2,231	0	2,350
Carrabelle	2,640	-138	2,778	987	1,653
UNINCORPORATED	6,874	334	6,540	265	6,609
Gadsden County †	46,226	-163	46,389	3,033	43,193
Chattahoochee †	3,302	-350	3,652	999	2,303
Greensboro	611	9	602	0	611
Gretna	1,667	207	1,460	0	1,667
Havana	1,880	126	1,754	0	1,880
Midway	3,467	463	3,004	0	3,467
Quincy	7,919	-53	7,972	403	7,516
UNINCORPORATED †	27,380	-565	27,945	1,631	25,749
Gilchrist County	18,269	1,330	16,939	777	17,492
Bell	542	86	456	0	542
Fanning Springs (part)	389	111	278	0	389
Trenton	2,234	235	1,999	0	2,234
UNINCORPORATED	15,104	898	14,206	777	14,327
Glades County	13,609	725	12,884	958	12,651
Moore Haven	1,778	98	1,680	0	1,778
UNINCORPORATED	11,831	627	11,204	958	10,873
Gulf County	14,724	-1,139	15,863	1,088	13,636
Port St. Joe	3,741	296	3,445	0	3,741
Wewahitchka	1,992	11	1,981	0	1,992
UNINCORPORATED	8,991	-1,446	10,437	1,088	7,903
Hamilton County	14,570	-229	14,799	2,295	12,275
Jasper	2,644	-1,902	4,546	1,033	1,611
Jennings	869	-9	878	0	869
White Springs	822	45	777	0	822
UNINCORPORATED	10,235	1,637	8,598	1,262	8,973
Hardee County	27,443	-288	27,731	1,676	25,767
Bowling Green	2,913	-17	2,930	0	2,913
Wauchula	5,240	239	5,001	0	5,240
Zolfo Springs	1,790	-37	1,827	0	1,790
UNINCORPORATED	17,500	-473	17,973	1,676	15,824
Hendry County	40,953	1,813	39,140	0	40,953
Clewiston	8,021	866	7,155	0	8,021
LaBelle	5,151	511	4,640	0	5,151
UNINCORPORATED	27,781	436	27,345	0	27,781
Hernando County	192,186	19,408	172,778	502	191,684
Brooksville	8,983	1,264	7,719	0	8,983
Weeki Wachee	9	-3	12	0	9
UNINCORPORATED	183,194	18,147	165,047	502	182,692
Highlands County	104,834	6,048	98,786	24	104,810
Avon Park	11,201	2,365	8,836	0	11,201
Lake Placid	2,840	617	2,223	0	2,840
Sebring	11,208	717	10,491	0	11,208
UNINCORPORATED	79,585	2,349	77,236	24	79,561

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Hillsborough County †	1,478,759	249,533	1,229,226	655	1,478,104
Plant City	39,846	5,125	34,721	0	39,846
Tampa †	392,953	57,244	335,709	483	392,470
Temple Terrace	26,832	2,291	24,541	0	26,832
UNINCORPORATED	1,019,128	184,873	834,255	172	1,018,956
Holmes County	20,001	74	19,927	1,489	18,512
Bonifay	2,709	-84	2,793	0	2,709
Esto	367	3	364	0	367
Noma	182	-29	211	0	182
Ponce de Leon	541	-57	598	0	541
Westville	355	66	289	0	355
UNINCORPORATED	15,847	175	15,672	1,489	14,358
Indian River County	158,834	20,806	138,028	0	158,834
Fellsmere	5,668	471	5,197	0	5,668
Indian River Shores	4,378	477	3,901	0	4,378
Orchid	428	13	415	0	428
Sebastian	25,658	3,729	21,929	0	25,658
Vero Beach	16,869	1,646	15,223	0	16,869
UNINCORPORATED	105,833	14,470	91,363	0	105,833
Jackson County †	46,587	-3,159	49,746	5,570	41,017
Alford	490	1	489	0	490
Bascom	120	-1	121	0	120
Campbellton	214	-16	230	0	214
Cottondale	861	-72	933	0	861
Graceville	2,224	-54	2,278	0	2,224
Grand Ridge	835	-57	892	0	835
Greenwood	677	-9	686	0	677
Jacob City	274	24	250	0	274
Malone	1,777	-311	2,088	1,347	430
Marianna †	6,215	113	6,102	324	5,891
Sneads	1,701	-148	1,849	0	1,701
UNINCORPORATED	31,199	-2,629	33,828	3,899	27,300
Jefferson County	14,394	-367	14,761	830	13,564
Monticello	2,437	-69	2,506	0	2,437
UNINCORPORATED	11,957	-298	12,255	830	11,127
Lafayette County	8,690	-180	8,870	1,397	7,293
Mayo	1,217	-20	1,237	0	1,217
UNINCORPORATED	7,473	-160	7,633	1,397	6,076
Lake County	366,742	69,695	297,047	1,034	365,708
Astatula	1,921	111	1,810	0	1,921
Clermont	44,301	15,559	28,742	0	44,301
Eustis	21,594	3,036	18,558	0	21,594
Fruitland Park	10,206	6,128	4,078	0	10,206
Groveland	20,510	11,781	8,729	0	20,510
Howey-in-the-Hills	1,702	604	1,098	0	1,702
Lady Lake	15,754	1,828	13,926	0	15,754
Leesburg	24,539	4,422	20,117	0	24,539
Mascotte	6,447	1,346	5,101	0	6,447
Minneola	13,175	3,772	9,403	0	13,175
Montverde	1,901	438	1,463	0	1,901
Mount Dora	15,200	2,830	12,370	0	15,200
Tavares	17,395	3,444	13,951	0	17,395
Umatilla	4,196	740	3,456	0	4,196
UNINCORPORATED	167,901	13,656	154,245	1,034	166,867

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Lee County	750,493	131,739	618,754	221	750,272
Bonita Springs	55,645	11,788	43,857	6	55,639
Cape Coral	187,307	33,002	154,305	28	187,279
Estero	33,120	33,120	0	0	33,120
Fort Myers	92,599	30,301	62,298	15	92,584
Fort Myers Beach	6,558	281	6,277	0	6,558
Sanibel	6,849	380	6,469	0	6,849
UNINCORPORATED	368,415	22,867	345,548	172	368,243
Leon County	299,484	23,997	275,487	1,210	298,274
Tallahassee	198,627	17,251	181,376	1,210	197,417
UNINCORPORATED	100,857	6,746	94,111	0	100,857
Levy County	41,699	898	40,801	0	41,699
Bronson	1,181	68	1,113	0	1,181
Cedar Key	726	24	702	0	726
Chiefland	2,217	-28	2,245	0	2,217
Fanning Springs (part)	517	31	486	0	517
Inglis	1,305	-20	1,325	0	1,305
Otter Creek	118	-16	134	0	118
Williston	2,906	138	2,768	0	2,906
Yankeetown	509	7	502	0	509
UNINCORPORATED	32,220	694	31,526	0	32,220
Liberty County	8,575	210	8,365	1,749	6,826
Bristol	912	-84	996	0	912
UNINCORPORATED	7,663	294	7,369	1,749	5,914
Madison County	18,954	-270	19,224	1,334	17,620
Greenville	756	-87	843	21	735
Lee	335	-17	352	0	335
Madison	2,899	-150	3,049	0	2,899
UNINCORPORATED	14,964	-16	14,980	1,313	13,651
Manatee County	398,503	75,670	322,833	136	398,367
Anna Maria	1,617	114	1,503	0	1,617
Bradenton	58,621	9,075	49,546	37	58,584
Bradenton Beach	1,188	17	1,171	0	1,188
Holmes Beach	3,913	77	3,836	0	3,913
Longboat Key (part)	2,481	83	2,398	0	2,481
Palmetto	13,661	1,055	12,606	0	13,661
UNINCORPORATED	317,022	65,249	251,773	99	316,923
Marion County	368,135	36,832	331,303	5,323	362,812
Bellevue	5,330	838	4,492	5	5,325
Dunnellon	1,864	131	1,733	0	1,864
McIntosh	486	34	452	0	486
Ocala	62,023	5,708	56,315	216	61,807
Reddick	577	71	506	0	577
UNINCORPORATED	297,855	30,050	267,805	5,102	292,753
Martin County	161,301	14,983	146,318	2,060	159,241
Indiantown	6,822	6,822	0	0	6,822
Jupiter Island	847	30	817	0	847
Ocean Breeze	428	73	355	0	428
Sewall's Point	2,127	131	1,996	0	2,127
Stuart	16,793	1,200	15,593	24	16,769
UNINCORPORATED	134,284	6,727	127,557	2,036	132,248

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
<i>Miami-Dade County †</i>	2,832,794	336,337	2,496,457	9,491	2,823,303
Aventura	38,041	2,279	35,762	0	38,041
Bal Harbour	2,932	419	2,513	0	2,932
Bay Harbor Islands	6,091	463	5,628	0	6,091
Biscayne Park	3,181	126	3,055	0	3,181
Coral Gables	51,133	4,357	46,776	0	51,133
Cutler Bay	45,480	5,194	40,286	0	45,480
Doral	71,314	25,605	45,709	0	71,314
El Portal	2,146	-179	2,325	0	2,146
Florida City	13,405	2,160	11,245	0	13,405
Golden Beach	943	24	919	0	943
Hialeah	239,956	15,289	224,667	0	239,956
Hialeah Gardens	23,644	1,900	21,744	0	23,644
Homestead	76,334	15,825	60,509	17	76,317
Indian Creek	87	1	86	0	87
Islandia	0	-18	18	0	0
Key Biscayne	12,925	581	12,344	0	12,925
Medley	995	157	838	0	995
Miami †	497,924	98,416	399,508	2,945	494,979
Miami Beach	94,161	6,383	87,778	0	94,161
Miami Gardens	114,363	7,197	107,166	0	114,363
Miami Lakes	32,299	2,938	29,361	11	32,288
Miami Shores	10,817	324	10,493	0	10,817
Miami Springs	14,255	446	13,809	0	14,255
North Bay Village	9,064	1,927	7,137	0	9,064
North Miami	65,089	6,177	58,912	0	65,089
North Miami Beach	47,722	6,199	41,523	0	47,722
Opa-locka	18,090	2,871	15,219	0	18,090
Palmetto Bay	24,870	1,462	23,408	0	24,870
Pinecrest	18,619	396	18,223	0	18,619
South Miami	12,900	1,243	11,657	0	12,900
Sunny Isles Beach	23,869	3,037	20,832	0	23,869
Surfside	5,997	253	5,744	0	5,997
Sweetwater	22,348	8,849	13,499	0	22,348
Virginia Gardens	2,439	64	2,375	0	2,439
West Miami	8,915	2,950	5,965	0	8,915
UNINCORPORATED	1,220,446	111,022	1,109,424	6,518	1,213,928
<i>Monroe County</i>	77,823	4,733	73,090	0	77,823
Islamorada, Village of Islands	6,400	281	6,119	0	6,400
Key Colony Beach	795	-2	797	0	795
Key West	24,868	219	24,649	0	24,868
Layton	186	2	184	0	186
Marathon	9,097	800	8,297	0	9,097
UNINCORPORATED	36,477	3,433	33,044	0	36,477
<i>Nassau County</i>	89,258	15,944	73,314	70	89,188
Callahan	1,347	224	1,123	0	1,347
Fernandina Beach	13,534	2,047	11,487	24	13,510
Hilliard	3,076	-10	3,086	0	3,076
UNINCORPORATED	71,301	13,683	57,618	46	71,255
<i>Okaloosa County</i>	203,951	23,129	180,822	1,295	202,656
Cinco Bayou	419	36	383	0	419
Crestview	26,178	5,200	20,978	0	26,178
Destin	13,480	1,175	12,305	0	13,480
Fort Walton Beach	21,064	1,557	19,507	0	21,064
Laurel Hill	590	53	537	0	590
Mary Esther	4,038	187	3,851	0	4,038
Niceville	14,976	2,227	12,749	0	14,976
Shalimar	844	127	717	0	844
Valparaiso	5,408	372	5,036	0	5,408
UNINCORPORATED	116,954	12,195	104,759	1,295	115,659
<i>Okeechobee County</i>	42,112	2,116	39,996	2,417	39,695
Okeechobee	5,688	67	5,621	0	5,688
UNINCORPORATED	36,424	2,049	34,375	2,417	34,007

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Orange County †	1,415,260	269,304	1,145,956	3,265	1,411,995
Apopka	53,632	12,090	41,542	0	53,632
Bay Lake	15	-32	47	0	15
Belle Isle	7,378	1,390	5,988	0	7,378
Eatonville	2,351	192	2,159	63	2,288
Edgewood	2,791	288	2,503	0	2,791
Lake Buena Vista	24	14	10	0	24
Maitland	21,113	5,362	15,751	0	21,113
Oakland	3,809	1,271	2,538	0	3,809
Ocoee	49,781	14,202	35,579	0	49,781
Orlando †	298,943	60,643	238,300	581	298,362
Windermere	3,024	562	2,462	0	3,024
Winter Garden	48,469	13,901	34,568	0	48,469
Winter Park	30,630	2,778	27,852	0	30,630
UNINCORPORATED	893,300	156,643	736,657	2,621	890,679
Osceola County	387,055	118,370	268,685	313	386,742
Kissimmee	75,644	15,962	59,682	171	75,473
St. Cloud	50,897	15,714	35,183	0	50,897
UNINCORPORATED	260,514	86,694	173,820	142	260,372
Palm Beach County †	1,466,494	146,360	1,320,134	2,772	1,463,722
Atlantis	2,055	50	2,005	0	2,055
Belle Glade	17,979	512	17,467	0	17,979
Boca Raton	95,139	10,747	84,392	0	95,139
Boynton Beach	78,495	10,278	68,217	0	78,495
Briny Breezes	600	-1	601	0	600
Cloud Lake	138	3	135	0	138
Delray Beach	67,168	6,646	60,522	0	67,168
Glen Ridge	235	16	219	0	235
Golf	275	23	252	0	275
Greenacres	39,945	2,372	37,573	0	39,945
GulfStream	1,032	246	786	0	1,032
Haverhill	2,090	217	1,873	0	2,090
Highland Beach	3,657	118	3,539	0	3,657
Hypoluxo	2,828	240	2,588	0	2,828
Juno Beach	3,463	287	3,176	0	3,463
Jupiter	63,188	8,032	55,156	0	63,188
Jupiter Inlet Colony	414	14	400	0	414
Lake Clarke Shores	3,426	50	3,376	0	3,426
Lake Park	8,912	757	8,155	0	8,912
Lake Worth	38,875	3,965	34,910	0	38,875
Lantana	12,081	1,658	10,423	19	12,062
Loxahatchee Groves	3,426	246	3,180	0	3,426
Manalapan	428	22	406	0	428
Mangonia Park	2,050	162	1,888	0	2,050
North Palm Beach	12,813	798	12,015	0	12,813
Ocean Ridge	1,854	68	1,786	0	1,854
Pahokee	5,847	198	5,649	338	5,509
Palm Beach	8,409	248	8,161	0	8,409
Palm Beach Gardens	56,709	8,269	48,440	0	56,709
Palm Beach Shores	1,251	109	1,142	0	1,251
Palm Springs	23,867	4,939	18,928	0	23,867
Riviera Beach	36,057	3,569	32,488	0	36,057
Royal Palm Beach	39,801	5,661	34,140	0	39,801
South Bay	5,271	395	4,876	1,909	3,362
South Palm Beach	1,460	102	1,358	0	1,460
Tequesta	5,874	245	5,629	0	5,874
Wellington	62,650	6,142	56,508	0	62,650
Westlake	951	951	0	0	951
West Palm Beach	116,781	16,438	100,343	165	116,616
UNINCORPORATED †	639,000	51,568	587,432	341	638,659

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Pasco County	542,638	77,941	464,697	680	541,958
Dade City	7,402	965	6,437	0	7,402
New Port Richey	16,935	2,024	14,911	0	16,935
Port Richey	3,047	376	2,671	0	3,047
St. Leo	1,380	40	1,340	0	1,380
San Antonio	1,343	205	1,138	0	1,343
Zephyrhills	17,092	3,804	13,288	0	17,092
UNINCORPORATED	495,439	70,527	424,912	680	494,759
Pinellas County †	984,054	67,512	916,542	868	983,186
Belleair	4,095	226	3,869	0	4,095
Belleair Beach	1,625	65	1,560	0	1,625
Belleair Bluffs	2,104	73	2,031	0	2,104
Belleair Shore	108	-1	109	0	108
Clearwater	118,017	10,332	107,685	0	118,017
Dunedin	37,869	2,548	35,321	6	37,863
Gulfport	12,598	569	12,029	0	12,598
Indian Rocks Beach	4,158	45	4,113	0	4,158
Indian Shores	1,479	59	1,420	0	1,479
Kenneth City	5,145	165	4,980	0	5,145
Largo	84,574	6,926	77,648	0	84,574
Madeira Beach	4,447	184	4,263	0	4,447
North Redington Beach	1,531	114	1,417	0	1,531
Oldsmar	14,998	1,407	13,591	0	14,998
Pinellas Park	54,202	5,123	49,079	0	54,202
Redington Beach	1,507	80	1,427	0	1,507
Redington Shores	2,182	61	2,121	0	2,182
Safety Harbor	17,696	812	16,884	6	17,690
St. Pete Beach	9,531	185	9,346	0	9,531
St. Petersburg	271,044	26,275	244,769	421	270,623
Seminole	19,705	2,472	17,233	0	19,705
South Pasadena	5,078	114	4,964	0	5,078
Tarpon Springs	25,937	2,453	23,484	0	25,937
Treasure Island	6,930	225	6,705	0	6,930
UNINCORPORATED †	277,494	7,000	270,494	435	277,059
Polk County	715,090	112,995	602,095	3,159	711,931
Auburndale	17,120	3,613	13,507	0	17,120
Bartow	20,757	3,459	17,298	156	20,601
Davenport	7,323	4,435	2,888	0	7,323
Dundee	5,159	1,442	3,717	0	5,159
Eagle Lake	2,785	530	2,255	0	2,785
Fort Meade	5,833	207	5,626	0	5,833
Frostproof	3,454	462	2,992	0	3,454
Haines City	27,268	6,708	20,560	0	27,268
Highland Park	266	36	230	0	266
Hillcrest Heights	243	-11	254	0	243
Lake Alfred	6,351	1,336	5,015	0	6,351
Lake Hamilton	1,556	325	1,231	0	1,556
Lakeland	109,238	11,816	97,422	0	109,238
Lake Wales	16,386	2,161	14,225	0	16,386
Mulberry	4,100	283	3,817	0	4,100
Polk City	2,490	928	1,562	0	2,490
Winter Haven	47,044	13,170	33,874	0	47,044
UNINCORPORATED	437,717	62,095	375,622	3,003	434,714
Putnam County	73,723	-641	74,364	464	73,259
Crescent City	1,589	12	1,577	0	1,589
Interlachen	1,372	-31	1,403	0	1,372
Palatka	10,770	212	10,558	0	10,770
Pomona Park	883	-29	912	0	883
Welaka	723	22	701	0	723
UNINCORPORATED	58,386	-827	59,213	464	57,922

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
<i>St. Johns County</i>	261,900	71,861	190,039	138	261,762
Hastings	0	-580	580	0	0
Marineland (part)	2	2	0	0	2
St. Augustine	15,306	2,331	12,975	0	15,306
St. Augustine Beach	6,852	676	6,176	0	6,852
UNINCORPORATED	239,740	69,432	170,308	138	239,602
<i>St. Lucie County</i>	322,265	44,476	277,789	108	322,157
Fort Pierce	44,476	2,886	41,590	31	44,445
Port St. Lucie	202,914	38,311	164,603	6	202,908
St. Lucie Village	661	71	590	0	661
UNINCORPORATED	74,214	3,208	71,006	71	74,143
<i>Santa Rosa County</i>	184,653	33,281	151,372	4,968	179,685
Gulf Breeze	5,910	147	5,763	0	5,910
Jay	527	-6	533	0	527
Milton	10,767	1,941	8,826	77	10,690
UNINCORPORATED	167,449	31,199	136,250	4,891	162,558
<i>Sarasota County</i>	438,816	59,368	379,448	6	438,810
Longboat Key (part)	4,617	127	4,490	0	4,617
North Port	77,561	20,204	57,357	0	77,561
Sarasota	57,683	5,766	51,917	6	57,677
Venice	24,016	3,268	20,748	0	24,016
UNINCORPORATED	274,939	30,003	244,936	0	274,939
<i>Seminole County</i>	476,727	54,009	422,718	131	476,596
Altamonte Springs	45,304	3,808	41,496	0	45,304
Casselberry	30,341	4,100	26,241	5	30,336
Lake Mary	17,633	3,811	13,822	0	17,633
Longwood	16,036	2,379	13,657	0	16,036
Oviedo	40,145	6,803	33,342	0	40,145
Sanford	61,791	8,221	53,570	1	61,790
Winter Springs	38,760	5,478	33,282	0	38,760
UNINCORPORATED	226,717	19,409	207,308	125	226,592
<i>Sumter County</i>	141,422	48,002	93,420	7,650	133,772
Bushnell	2,566	148	2,418	0	2,566
Center Hill	1,164	176	988	0	1,164
Coleman	734	31	703	0	734
Webster	790	5	785	0	790
Wildwood	17,354	10,645	6,709	0	17,354
UNINCORPORATED	118,814	36,997	81,817	7,650	111,164
<i>Suwannee County</i>	45,463	3,912	41,551	1,986	43,477
Branford	743	31	712	0	743
Live Oak	6,893	43	6,850	0	6,893
UNINCORPORATED	37,827	3,838	33,989	1,986	35,841
<i>Taylor County</i>	22,436	-134	22,570	2,283	20,153
Perry	6,937	-80	7,017	0	6,937
UNINCORPORATED	15,499	-54	15,553	2,283	13,216
<i>Union County</i>	15,410	-125	15,535	4,792	10,618
Lake Butler	1,758	-139	1,897	0	1,758
Raiford	242	-13	255	0	242
Worthington Springs	377	-30	407	0	377
UNINCORPORATED	13,033	57	12,976	4,792	8,241

**Florida Population Estimates by County and Municipality
April 1, 2020**

Area	April 1, 2020 Population Estimate	Total Change	April 1, 2010 ¹ Census	April 1, 2020 Inmates	April 1, 2020 Estimate less Inmates
Volusia County	551,588	56,995	494,593	1,802	549,786
Daytona Beach	70,235	9,230	61,005	29	70,206
Daytona Beach Shores	4,489	242	4,247	0	4,489
DeBary	21,973	2,653	19,320	0	21,973
DeLand	37,043	10,012	27,031	0	37,043
Deltona	93,677	8,495	85,182	0	93,677
Edgewater	23,818	3,068	20,750	0	23,818
Flagler Beach (part)	60	0	60	0	60
Holly Hill	12,398	739	11,659	0	12,398
Lake Helen	2,849	225	2,624	0	2,849
New Smyrna Beach	28,594	6,130	22,464	0	28,594
Oak Hill	2,110	318	1,792	0	2,110
Orange City	12,436	1,837	10,599	0	12,436
Ormond Beach	41,782	3,645	38,137	5	41,777
Pierson	1,869	133	1,736	0	1,869
Ponce Inlet	3,205	173	3,032	0	3,205
Port Orange	62,832	6,784	56,048	0	62,832
South Daytona	13,007	755	12,252	0	13,007
UNINCORPORATED	119,211	2,556	116,655	1,768	117,443
Wakulla County	33,981	3,205	30,776	2,971	31,010
St. Marks	345	52	293	0	345
Sopchoppy	515	58	457	0	515
UNINCORPORATED	33,121	3,095	30,026	2,971	30,150
Walton County	74,724	19,681	55,043	1,478	73,246
DeFuniak Springs	5,653	476	5,177	25	5,628
Freeport	5,765	3,978	1,787	0	5,765
Paxton	608	-36	644	0	608
UNINCORPORATED	62,698	15,263	47,435	1,453	61,245
Washington County	25,334	438	24,896	1,969	23,365
Caryville	293	-118	411	0	293
Chipley	3,601	-4	3,605	0	3,601
Ebro	240	-30	270	0	240
Vernon	733	46	687	0	733
Wausau	310	-73	383	0	310
UNINCORPORATED	20,157	617	19,540	1,969	18,188
Florida †	21,596,068	2,794,736	18,801,332	112,659	21,483,409
Incorporated †	10,907,959	1,454,778	9,453,181	16,696	10,891,263
Unincorporated †	10,688,109	1,339,958	9,348,151	95,963	10,592,146

¹ The April 1, 2010 census counts include all corrections resulting from the U.S. Census Bureau's 2010 Census Count Question Resolution (CQR) Program received by the Florida Legislative Office of Economic and Demographic Research as of February 11, 2014.

² The city of Estero was incorporated as of December 31, 2014.

³ The village of Indiantown was incorporated as of December 31, 2017.

⁴ The city of Islandia was disincorporated as of March 6, 2012.

⁵ The city of Westlake was incorporated as of June 20, 2016.

⁶ The city of Hastings was disincorporated as of February 28, 2018.

† Inmates figure updated October 23, 2020. The April 1, 2020 population estimate was updated accordingly.

The estimate less inmates was not affected.

Source: University of Florida, Bureau of Economic and Business Research, 10/26/2020.

DOWNLOADED FROM THE EDR WEBSITE ON MARCH 22, 2021

AGENDA ITEM REPORT



To:

Subject: Keith & Associates - contract renewal

Meeting: AGENDA REGULAR COMMISSION MEETING - May 12, 2021

Department: Public Works

Staff Contact: Myriam Jacques, Public Service Interim Director

RECOMMENDATION:

We recommend that the Commission approve the last renewal of this contract.

ATTACHMENTS:

[1044_001](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	Pending
Town Attorney, Town Attorney	None
JC Jimenez, Town Manager	None



April 8, 2021

Stephanie Woodbury
Project Manager, Town of Pembroke Park
3150 SW 52nd Ave
Pembroke Park, FL 33023

954.966.4600 ext. 238
swoodbury@tppfl.gov
www.tppfl.gov

RE: Contract Extension No. 2 Renewal of Civil Engineering Consultant Services Contract

Dear Ms. Woodbury:

The one (1) year extensions contract period for the referenced project will expire on April 13, 2021. Under the terms and conditions of the contract, as stipulated under Article 6, section 6.1, KEITH and Associates, Inc. would like to extend and agrees to an extension of the referenced contract for an additional one (1) year term.

This would constitute the second of two possible one (1) year extensions. I understand that If it is accepted and approved, contract extension will begin April 14, 2021 and expire on April 13, 2022.

We look forward to continuing our long and successful business association with Pembroke Park.

Should you have any questions concerning this letter, please contact me at 954-788-3400.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephen D. Williams'.

STEPHEN D WILLIAMS
2021.04.08 18:44:29
-04'00'

Stephen D. Williams, P.E. Vice President
KEITH and Associates, Inc.

www.KEITHteam.com

pompano beach (HQ) • fort lauderdale • miami • west palm beach • orlando • tallahassee

TOWN OF PEMBROKE PARK RENEWAL

THE RENEWAL OF THE AGREEMENT by and between the Town of Pembroke Park ("Town"), a Florida municipal corporation, and Keith and Associates, Inc., a Florida corporation ("Vendor"), whose principal address is 301 _____ E. _____ Atlantic _____ Blvd., Pompano Beach, FL 33060, is entered into on this day of _____, 2021.

WHEREAS, on April 13, 2017, the Town entered into an Agreement for Civil Engineering consultation services with Vendor (the "Agreement") which provided for a period of three years and two one year renewals; and

WHEREAS, the Town finds it is in the best interest of the Town to enter into a second and final renewal of the Agreement.

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the sufficiency of which is acknowledged by both parties, Town and Vendor agree as follows:

1. Renewal. The Agreement with Vendor shall be renewed for a one year period and shall expire on April 14, 2022.
2. Remaining Terms and Conditions. All other terms and conditions of the Agreement shall remain the same.

**REMAINDER OF PAGE LEFT BLANK
SIGNATURE PAGE TO FOLLOW**

IN WITNESS OF THE FOREGOING, the parties have
set their hands and seals the day and year first written
above.

VENDOR TOWN OF PEMBROKE PARK

MAYOR

Name:

Title:

ATTEST: Approved as to form and legal
sufficiency

TOWN CLERK TOWN ATTORNEY

AGENDA ITEM REPORT



To: Town Commission
Subject: CSLIP resolution for upcoming FDOT work program cycle
Meeting: 04 28 2021 DRAFT WORKSHOP COMMISSION MEETING - Apr 28 2021
Department: Public Works
Staff Contact: Myriam Jacques, Public Service Interim Director

BACKGROUND INFORMATION:

This is to update the last cycle's resolution. Town has applied for funding from the MPO under the Complete Streets and other Localized Initiatives Program (CSLIP) for the purpose of constructing bicycle path and sidewalk improvements along SW 52nd Avenue and the east side of South Park Road. The project includes stormwater drainage, adjustment for lost swale areas, resurfacing to adjust road grades, construction of missing sections of sidewalk and new bike paths.

FINANCIAL IMPACT:

Project will be fully funded by the MPO if approved. Engineering cost estimates are \$3,116,343.62

RECOMMENDATION:

Commission approval to go forward with CSLIP project

ATTACHMENTS:

[MPO CSLIP Project Scope of Work \(Rev2\) \[2020-08-24\]](#)
[MPO CSLIP Project Resolution 2020-012](#)

	Status:
Myriam Jacques, Public Service Interim Director	Approved - Apr 22 2021
Harry Taubenfeld, Finance & Budget Director	Denied - Apr 22 2021
Town Attorney, Town Attorney	None
JC Jimenez, Town Manager	None



TOWN OF PEMBROKE PARK

3150 SW 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD • (954) 966-4600 • FAX (954) 966-5186

MPO-CSLIP Projects 2019 SW 52nd Avenue and S Park Road Bicycle Path and Sidewalk Improvements

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 6,100 residents with a large influx of seasonal residents each winter. The Town has a total area of 1.7 square miles.

The Town of Pembroke Park has an immediate need for several road improvements throughout its Town, and wants to utilize Broward Metropolitan Planning Organization's (MPO) new program to fund qualifying Town's significant projects under the Complete Streets and other Localized Initiatives Program (CSLIP). The Town is proposing one Broward MPO CSLIP Project for bicycle path and sidewalk improvements at SW 52nd Avenue, and at S. Park Road, both minor collector roadways.

Objectives:

The main purpose to construct bicycle path and sidewalk improvements that will enhance the safety and protection of the Lake Forest and Watkins Elementary School students who walk along SW 52nd Avenue on their way to school in the morning and on their way home in the afternoon. And, to improve the condition of the sidewalks east side of S. Park Road and thereby provide a safer route for pedestrians and bicyclists to travel.

Scope of Work:

The project includes:

South Park Road

- Drainage adjustment for lost swale areas
- Resurfacing to adjust road grades
- Construction of missing sections of sidewalks along the east side, and repair of existing sidewalks along east and west sides
- New bike path along the west side of the road and shared bike path with travel lane on the east side of the road.

52nd Avenue

- Construction of missing sections of sidewalks, and repair of existing sidewalks along east and west sides of the road
- New bike paths along the east side and west sides of the road.

Project Elements:

ADA compliant sidewalks – construct with ADA pavement and grade

Bike lanes – construct 5 feet wide on either side of the road, except where ROW is narrower

Crosswalk – will be added on S Park Road and 25th Street for school bus stop

Drainage – connection and improvement to the sewer main on S Park Road

Landscape – sod will be added or replaced along the roads

Sidewalks – construct 5 feet wide ADA compliant sidewalks, except where ROW is narrower

Cost Estimate of Project

The project for the bike paths and sidewalk improvements is estimated at **\$3,207,753.**

Location of Project:

The sidewalks, bicycles paths, and road improvements work will be located along the east and west sides of SW 52nd Avenue extending south to County Line Road; and on S. Park Road from Hallandale Beach Boulevard extending north to Pembroke Road.

Park Road & SW 25th Street (Looking South)



SW 52nd Avenue (Looking North)



This project includes no:

- Technical analysis
- Broward MPO endorsed corridor study
- Adjacent project to any upcoming or currently underway projects

RESOLUTION NO. 2020-012

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO APPLY TO THE BROWARD METROPOLITAN PLANNING ORGANIZATION FOR FUNDING UNDER THE COMPLETE STREETS AND OTHER LOCALIZED INITIATIVES PROGRAM; AUTHORIZING AND DIRECTING THE TOWN STAFF TO PREPARE AND FILE ALL DOCUMENTS REQUIRED FOR THE FUNDING APPLICATION; AUTHORIZING AND DIRECTING THE TOWN PUBLIC SERVICES DIRECTOR TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS FOR AND ON BEHALF OF THE TOWN FOR THE FUNDING APPLICATION; ENDORSING THE FLORIDA DEPARTMENT OF TRANSPORTATION DELIVERING THE PROJECT ON THE TOWN'S BEHALF, FULLY ADMINISTERING THE DESIGN AND CONSTRUCTION PHASES OF THE PROJECT; ACKNOWLEDGING THE TOWN'S RESPONSIBILITY TO MAINTAIN OR COORDINATE THE MAINTENANCE OF THE PROJECT AFTER PROJECT COMPLETION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Broward Metropolitan Planning Organization ("MPO") was created to collaboratively plan, prioritize, and fund the delivery of diverse transportation options for the residents of and visitors to Broward County; and

WHEREAS, the MPO understands the importance of creating a transportation system that addresses the needs of all users of the road, including the needs of people who walk, bike, drive, and ride mass transit; and

WHEREAS, to accomplish the aforesaid objectives, the MPO developed the Complete Streets Initiative based upon the principle that a street where the entire right-of-way is planned, designed, and operated for all modes of transportation and all users regardless of age or ability is the most effective way to serve the transportation needs of the community; and

WHEREAS, the MPO has funding available through the Complete Streets and other Localized Initiatives Program (“CSLIP”) to assist municipalities to improve their roadways to meet the Complete Streets Initiative objectives; and

WHEREAS, Town desires to obtain funding from the MPO under the CSLIP for the purpose of constructing bicycle path and sidewalk improvements to enhance the safety and protection of the Lake Forest and Watkins Elementary School students who walk along SW 52nd Avenue on their way to and from school, and to improve the condition of the sidewalks on the east side of South Park Road in order to provide a safer route for pedestrians and bicyclists who travel on said thoroughfare; and

WHEREAS, the projects will include stormwater drainage, adjustment for lost swale areas, resurfacing to adjust road grades, construction of missing sections of sidewalk and new bike paths on SW 52nd Avenue and South Park Road; and

WHEREAS, Town does not currently have sufficient funds available to pay for these Complete Streets improvements, and desires to obtain funding from the MPO through CSLIP to complete the projects; and

WHEREAS, the project will be evaluated and ranked by the MPO, then vetted to determine program ability in accordance with CSLIP policies; and

WHEREAS, Town Commission hereby states its support for the project and its willingness to cooperate with all project requirements; and

WHEREAS, Town Commission endorses Florida Department of Transportation (“FDOT”) delivering the project on the Town’s behalf, fully administering the design and construction phases of the project; and

WHEREAS, the sidewalk and bikeway improvements project will be constructed within the Town's right-of-way; and

WHEREAS, Town has been informed Town will be responsible for the operation and maintenance of the improvements upon completion of the project and agrees to assume the responsibility; and

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized to apply for funding through the Broward Metropolitan Planning Organization Complete Streets and other Localized Initiatives Program for funding for bicycle path and sidewalk improvements on SW 52nd Avenue and South Park Road as described herein.

Section 3: That the Town staff is authorized and directed to file all documents necessary and to complete the required applications for the funding request from the Broward Metropolitan Planning Organization for the Complete Streets and other Localized Initiatives Program funding for the stated projects.

Section 4: That the Town Public Services Director is authorized and directed to execute and deliver all required documents for and on behalf of the Town with respect to the Broward Metropolitan Planning Organization Complete Streets and other Localized Initiatives Program funding request.

Section 5: That the Town Commission endorses the Florida Department of Transportation delivering the project on Town's behalf, fully administering the design and construction phases of the project.

Section 6: The Town Commission acknowledges the responsibility of the Town of Pembroke Park to maintain or coordinate the maintenance of the roadways after the project's completion.

Section 7: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 8: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 8th day of January, 2020.

ATTEST:

A blue ink signature of Geoffrey Jacobs, consisting of a stylized 'G' and 'J' followed by a horizontal line.

GEOFFREY JACOBS
Clerk-Commissioner

A blue ink signature of Ashira A. Mohammed, featuring a large, looped 'A' and 'M' followed by a horizontal line.

ASHIRA A. MOHAMMED
Mayor-Commissioner

RESOLUTION NO. 2021-030

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA SUPPORTING BROWARD METROPOLITAN PLANNING ORGANIZATION'S COMPLETE STREETS MASTER PLAN INITIATIVES FOR IMPROVEMENTS TO BICYCLE PATH AND SIDEWALK ON SW 52 AVE AND SW PARK ROAD ; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Whereas, the Broward Metropolitan Planning Organization (MPO) approved the Complete Streets and other Localized Initiatives Program (CSLIP) on July 9th, 2015; and

WHEREAS, the Town of Pembroke Park (the "Town") project "SW 52nd Avenue and S Park Road/Bicycle Path and Sidewalk Improvements" (the "Project", attached hereto as Exhibit A) was evaluated and ranked by the MPO, then vetted to determine programmability in accordance to the CSLIP policies; and

WHEREAS, a resolution from the Town's Commission stating support for the project is required to establish funding eligibility; and

WHEREAS, federally funded projects off the state highway system are delivered using the federally mandated Local Agency Program (LAP) process; and

WHEREAS, the Town commits to administer and deliver the project under LAP; and

Whereas, the LAP program is reimbursement based as specified in the LAP agreement; and

WHEREAS, the Town commits to funding upfront costs for design, Construction Engineering and Inspection (CEI) services, and construction to be then reimbursed as per the LAP agreement; and

WHEREAS, the Town commits to program funding for construction contingency per the requirements of LAP; and

WHEREAS, the Project at a cost of \$3,207,753 (Three Million Two Hundred and Seven Thousand Seven Hundred and Fifty Three Dollars) will be constructed within the agency's right of way; and

WHEREAS, it is the responsibility of the Town to maintain or coordinate the maintenance of the roadways after the project's completion.

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

SECTION 1. That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct are made a specific part of this Resolution.

SECTION 2. That the Town supports the proposed Project as set forth in the attached "Exhibit A."

SECTION 3. That the appropriate Town officials are authorized to do all things necessary and expedient in order to carry out the aims of this Resolution.

SECTION 4. This Resolution shall become effective upon passage.

PASSED AND ADOPTED, this 12 day of May, 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: State of Florida Community Planning Technical Assistance Grant for an Economic Redevelopment Strategy Plan
Meeting: AGENDA REGULAR COMMISSION MEETING - May 12, 2021
Department: Planning and Zoning
Staff Contact: Town Planner, Town Planner

BACKGROUND INFORMATION:

The Florida Department of Economic Opportunity (DEO) administers the Community Planning Technical Assistance (CPTA) Grants. CPTA Grant projects include community planning and economic development strategies that implement the requirements in the Community Planning Act. DEO encourages communities to apply for projects related to planning for disaster recovery and community resiliency, especially related to flooding and the effects of sea level rise. Applicants are also encouraged to seek funding for innovative, creative, or unique approaches to planning and development and infrastructure in their community.

Typically, CPTA Grants are reimbursable and range from \$35,000 to \$50,000.

The Town Planner is proposing that the Town apply for a grant to hire an economic development consultant to create an Economic Redevelopment Strategy Plan that includes a current market study and a post-disaster economic recovery plan, including housing, in the Town.

The Economic Redevelopment Strategy Plan would be used to guide future updates to the Comprehensive Plan and Zoning Code.

The grant request for funding shall be submitted by Tuesday, May 18, 2021. Submission of a request for funding does not guarantee that funding will be provided. Final funding decisions are based on appropriations by the Florida Legislature.

FINANCIAL IMPACT:

The award of a grant will allow the Town to complete an Economic Redevelopment Strategy Plan with minimal impact to the Town's budget.

POLICY IMPLICATIONS:

An Economic Redevelopment Strategy Plan is further supported by the Town's Comprehensive Plan:

GOAL III: Provide housing to meet the needs of the present and future population at acceptable prices.

OBJECTIVE 3.1: At least every 10 years beginning in 2010 the Town shall initiate a study to identify the type of housing redevelopment strategies needed within the Town.

RECOMMENDATION:

Approve Staff Submitting a Funding Request for a State of Florida Community Planning Technical Assistance Grant.

ATTACHMENTS:

[Community Planning Technical Assistance Grants - FloridaJobs.org](#)
[Pembroke Park CPTA Grant 2021](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	Approved - May 05 2021
Town Attorney, Town Attorney	Approved - May 06 2021
JC Jimenez, Town Manager	Approved - May 06 2021

Community Planning Technical Assistance Grants

[Home](#) > [Community Planning, Development and Services](#) > [Community Planning](#) > [Community Planning Table of Contents](#) > [Community Planning Technical Assistance](#) > [Community Planning Technical Assistance Grants](#)

Community Planning

Community Planning Table of Contents

[Areas of Critical State
Concern Program](#)
[Accessing
Comprehensive Plans
and Plan Amendments
\(Florida Papers\)](#)
[ORC Reports and Notices
of Intent](#)
[Evaluation and Appraisal
Review of the
Comprehensive Plan](#)
[General Information
About Developments of
Regional Impact and
Florida Quality
Developments](#)
[List of Local
Governments Qualifying
as Dense Urban Land
Areas](#)
[Revitalization of Expired
Homeowners Association
Declarations and
Covenants](#)

Community Planning Staff Directory (Alphabetical)

[Community Planning
Review Team
Assignments](#)

Community Services

Community Development Block Grants

Community Partnerships

Broadband

Small and Minority Business Development Resources

Rural Community Programs

Special Districts

Anticipated Funding Announcement: Community Planning Technical Assistance Grants, State Fiscal Year 2021-2022

Purpose

The Florida Department of Economic Opportunity (DEO) anticipates that the Florida Legislature will appropriate funding for Community Planning Technical Assistance (CPTA) Grants for state fiscal year (SFY) 2021-2022. The CPTA Grants provide counties, municipalities, and regional planning councils the opportunity to create innovative plans and development strategies to promote a diverse economy, vibrant rural and suburban areas, and meeting statutory requirements for planning, while protecting environmentally sensitive areas. Understanding that many Florida communities have been impacted by hurricanes, CPTA grants may also be used for planning for disaster recovery or resiliency planning, and economic development planning.

Grant Request Submission Timeframe

Please submit a grant request for funding to DEO on or before **Tuesday, May 18, 2021, at 11:59 p.m.** Submission of a request for funding does not guarantee that funding will be provided. DEO will consider grant requests received by the above date and time before the grant requests received after the above date and time.

Eligibility

Community Planning Technical Assistance grants may be available to:

- ▶ Counties and municipalities; and
- ▶ Regional planning councils that propose projects on behalf of or for the benefit of counties, municipalities or the region **and** that have support, in writing, from the counties or municipalities affected by the proposed grant project.

Grant Period

July 1, 2021 - June 30, 2022. CPTA Grants are not eligible for multi-year projects, DEO cannot accept requests for multi-year projects.

Project Completion

If funding is appropriated, CPTA Grantees are expected to complete all work by May 31, 2022.

Grant Type: Cost Reimbursement

If funding is appropriated, CPTA Grants will likely be reimbursement grants. However, at DEO's discretion, fixed price grant agreements may be considered on a case-by-case basis.

Typical Award Range

If funding is appropriated, CPTA Grant awards may range from \$35,000 to \$50,000, but award amounts may vary.

Project Types

The county, municipality, or regional planning council develops projects that generally relate to community planning and economic development strategies that implement the requirements in the Community Planning Act. DEO encourages communities to apply for projects related to planning for disaster recovery and community resiliency, especially related to flooding and the effects of sea level rise and meeting the requirements in Chapter 163.3178(2)(f), Florida Statutes. Applicants are also encouraged to seek funding for innovative, creative, or unique approaches to planning and development and infrastructure in their community.

Request for Funding

Funding requests should include the following:

1. Funding Request

- The county, municipality or regional planning council should submit a letter request to DEO that identifies
 - The specific grant project and its significance to the community or region;
 - The product that will be produced under the grant;
 - The total amount of funding requested; and
 - Any additional information about the proposed project that the county, municipality or regional planning council chooses to include for DEO's consideration.

2. Scope of Work

- A proposed scope of work that describes:
 - The deliverables, which are descriptions of the specific work to be performed, including a clear, meaningful and feasible implementation component;
 - The deliverable due dates (the dates the deliverables will be received by DEO);
 - The project documentation that will be produced and provided to DEO to demonstrate that the work described in the deliverable has been completed; and
 - The cost or payment amount for each deliverable.
- **Scope of Work Examples**
 - The following links are to FY 2020-2021 Community Planning Technical Assistance grant agreements. The scopes of work in these grant agreements may be helpful in preparing a scope of work for this grant cycle (in particular, see scope of work paragraphs 2, 3 and 5 in each agreement):
 - [City of Crystal River](#)  – Collect, review, and develop essential baseline geographic data for the City to utilize for guide master planning and economic development activities using geographic information systems (GIS) and develop a City-managed GIS program that will use ESRI's ArcGIS online to publish and share information with City staff and the community throughout the development of online interactive Story Maps and Dashboards.

- [Town of Horseshoe Beach](#) – Prepare evaluation and appraisal amendments to the Town of Horseshoe Beach Comprehensive Plan. Amendments reflect changes in state requirements in the Community Planning Act and will include appropriate data and analysis supporting the plan amendments.
- [East Central Florida Regional Planning Council](#) – Develop a strategic Resilience Action Plan for the recently established East Central Florida Regional Resilience Collaborative to guide the direction of the Resilience Collaborative and identify regional scale initiatives, opportunities and strategies for collaboration among the group's partners.
- [Town of Lantana](#) – Develop a Post Disaster Plan to provide a framework for the community's recovery after a major or catastrophic disaster. The Plan will identify needs for short-term and long-term disaster response for Housing, Infrastructure, Environment, Economic Development, and Community.
- [City of Winter Springs](#) – Develop a Parks and Recreation Master Plan for improved recreational opportunities and an atmosphere for economic growth. The Master Plan will contain a parks and recreation projects and programs component and a bike and pedestrian opportunities component.
- [City of Key West](#) – An asset-based economic development strategy examining ways to establish a long-term strategy for diversifying their economy and developing a Post Disaster Recovery and Reconstruction Plan.
- Others are available upon request.

3. Budget

- o A budget that outlines anticipated expenditures by category.
- o Examples include:
 - Contracted services for consultants or subcontractors;
 - Salaries and fringe benefits for work performed in-house; and
 - Equipment needed directly for the requested project.
- o If indirect costs are sought, they should be identified along with a formula for calculating indirect costs. A federally-approved indirect cost rate, in effect at the time the request is submitted, may be included in the request for DEO's consideration.

How to Submit the Grant Request to DEO

DEO prefers electronic submissions but mailed requests for funding are also acceptable.

- ▶ Submit requests electronically to CPTAGrants@deo.myflorida.com
- ▶ Submit requests by U.S. Mail to:
 - ▶ Mario Rubio, Director
Division of Community Development
Florida Department of Economic Opportunity
107 East Madison Street, MSC 160
Tallahassee, FL 32399-4120

Additional Information

- ▶ Barbara Powell, Regional Planning Administrator
Bureau of Community Planning and Growth
Division of Community Development
Florida Department of Economic Opportunity
107 East Madison Street, MSC 160
Phone: (850) 717-8504
Email: barbara.powell@deo.myflorida.com

The availability of CPTA Grant Awards is contingent upon funding in the Florida state budget for FY 2021-22.





TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE PEMBROKE PARK, FLORIDA 33023· BROWARD (954) 966-4600 FAX (954) 966-5186

May 12, 2021

Mr. Mario Rubio, Director
Division of Community Development
Florida Department of Economic Opportunity
107 East Madison Street, MSC 160
Tallahassee, FL 32399-4120

RE: Request for Funding: Town of Pembroke Park Economic Redevelopment Strategy Plan

Dr. Mr. Rubio,

The Town of Pembroke is seeking funding for an Economic Redevelopment Strategy Plan that includes a current market study and a post-disaster economic recovery plan, including housing. The Town of Pembroke Park is one of Broward County's most unique municipalities. Within the Town's one-square mile, most of the Town's housing is located within one of sixteen mobile home parks. These mobile home communities are generally populated by retirees and seasonal residents.

Another unique attribute to the Town is the main commerce is manufacturing and distribution. As other communities in Broward County sought to limit industrial uses, Pembroke Park welcomed the uses.

Located in south Broward County, most of the Town is in the AE flood zone according to the 2021 Preliminary Flood Zone Panels Issues by FEMA. This is of great concern to the Town as the inventory of existing mobile homes in the Town are installed below current flood standards.

Finally, an Economic Redevelopment Strategy Plan is supported by the Town of Pembroke Park's Comprehensive Plan:

- GOAL III: Provide housing to meet the needs of the present and future population at acceptable prices.
- OBJECTIVE 3.1: At least every 10 years beginning in 2010 the Town shall initiate a study to identify the type of housing redevelopment strategies needed within the Town.

[Funding Request](#)

The Town will study housing trends and needs within the context of the mobile home communities and other alternative affordable housing options. The Town seeks to understand the current and projected trends in senior lifestyle housing and whether the use is sustainable. Additionally, the Town will determine what commercial uses are needed along the Town's four major corridors, Hallandale Beach Boulevard, Pembroke Road, Park Road, and SW 30th Avenue which fronts on I-95.

The Economic Redevelopment Strategy Plan will assist the Town in determining what types of residential and commercial projects are realistic and create an action-based post-disaster economic recovery plan that will address the mobile home and seasonal lifestyle that the Town has embraced in the past. Potential outcomes for the report could include innovative and affordable housing approaches and a realistic market study. Pembroke Park does not seek to be the next tourist destination, but instead a stable residential community that is known as the *"Small Town that Means Big Business"*.

The Town will use a professional economic development consultant to perform the scope of work. The Town is seeking \$40,000 in funding.

Scope of Work

Deliverable 1: Subcontract and Community Assessment and Data Collection

1. The Town will enter into a subcontract for work to be performed under this Agreement, provide a copy of the subcontract to DEO.
2. Data collection shall include a review of existing documents and policies, recent development, existing businesses, and existing housing in the Town. The Town (subcontractor) shall prepare a written Technical Memorandum regarding current residential and commercial market conditions that includes the following:
 - a) A summary review of each document and policy reviewed;
 - b) A summary of recent development applications in the Town;
 - c) A summary of existing businesses;
 - d) A summary of existing housing;
 - e) Recommended amendments to the Town's Comprehensive Plan and Zoning Code;
 - f) Analysis of senior housing trends;
 - g) General market and consumer activity and collected data.

Deliverable 1 Due Date: November 1, 2021

Deliverable 1 Payment Amount: \$10,000

Deliverable 2: Public Meeting and Draft Economic Redevelopment Strategy Plan

1. The Town (subcontractor) will conduct a public meeting to present the Community Assessment findings and solicit input on future residential and commercial uses in the Town. The meeting will be open to the public and include an opportunity for public comments and participation by the Town Commission. Due to the Town's seasonal population, the meeting will take place during the peak of the Town's population. The Town will provide all public notice and a written summary of the input received at the meeting.
2. The Town (subcontractor) will prepare a draft Economic Redevelopment Strategy Plan that includes the following components:
 - a. Summary of Public Input
 - b. Strength, Weakness, Opportunity and Challenge Analysis (SWOC)

- c. Market Assessment
- d. Housing Assessment
- e. Post-disaster economic recovery plan
- f. Post-disaster housing plan
- g. Summary of Action Steps

- 3. Review of draft Economic Redevelopment Strategy Plan by Town staff. Town staff will provide written comments to the subcontractor.

Deliverable 2 Due Date: March 1, 2021

Deliverable 2 Payment Amount: \$10,000

Deliverable 3: Final Economic Redevelopment Strategy Plan and Presentation to Town Commission

- 1. Upon feedback from the Town staff the subcontractor will finalize the Economic Redevelopment Strategy Plan. The Plan will include the following components:
 - a. Summary of Public Input
 - b. Strength, Weakness, Opportunity and Challenge Analysis (SWOC)
 - c. Market Assessment
 - d. Housing Assessment
 - e. Post-disaster economic recovery plan
 - f. Post-disaster housing plan
 - g. Summary of Action Steps
- 2. The Town staff and subcontractor will present the final Economic Redevelopment Strategy Plan at a regularly scheduled meeting of the Town Commission for acceptance and adoption.

Deliverable 3 Due Date: May 31, 2021

Deliverable 3 Payment Amount: \$20,000

Budget

Contracted Services	\$40,000
Salaries and fringe benefits	N/A
Equipment	N/A

The Town appreciates the opportunity to submit this funding request. Should you have any questions, please contact me at (954) 966-4600 ext 401 or townplanner@tppfl.gov.

Warm regards,



Heidi Siegel, AICP
Town Planner

RESOLUTION NO. 2021-029

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO APPLY FOR THE FLORIDA COMMUNITY PLANNING AND TECHNICAL ASSISTANCE GRANT FOR AN ECONOMIC REDEVELOPMENT STRATEGY PLAN (THE "GRANT"); AUTHORIZING THE TOWN PLANNER TO EXECUTE THE GRANT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Community Planning and Technical Assistance ("CPTA") Grant program provides counties, municipalities, and regional planning councils the opportunity to create innovative plans and development strategies to promote a diverse economy, vibrant rural and suburban areas, and meeting statutory requirements for planning, while protecting environmentally sensitive areas; and

WHEREAS, the Town desires to use CPTA grants funds to hire an economic development consultant to create an Economic Redevelopment Strategy Plan that includes a current market study and a post-disaster economic recovery plan, including housing, in the Town, which, in turn would be used to guide future updates to the Comprehensive Plan and Zoning Code

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

SECTION 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a part of this Resolution.

SECTION 2. The Town Commission authorizes the Town to apply for the CPTA grant.

SECTION 3. The Town Commission authorizes the Town Planner to execute the CPTA grant application.

SECTION 4. All resolutions inconsistent or in conflict herewith shall be and are hereby repealed.

SECTION 5. If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this resolution.

SECTION 6. This resolution shall become effective upon its passage and adoption by the Town Commission.

PASSED AND ADOPTED, this 12th day of May, 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: SW 30th Avenue Sanitary Sewer Project -- Route Study
Meeting: 05 12 2021 DRAFT REGULAR COMMISSION MEETING - May 12 2021
Department: Planning and Zoning
Staff Contact: Town Planner, Town Planner

BACKGROUND INFORMATION:

The Town wishes to study SW 30th Avenue between Pembroke Road and Hallandale Beach Boulevard for the conversion from septic to sanitary sewer. The introduction of sanitary sewer to the corridor would allow the Town to expand land use and zoning opportunities and diversify economic development activities in the Town. Prior to design plans/construction documents, the Town should perform a route study to determine the optimal approach to the expansion of the Town's sanitary sewer system.

Keith & Associates ("KEITH") provides services to the Town through a continuing services contract. In February 2020 the Town requested a project proposal from KEITH to provide professional civil engineering consultant services. At the May 13, 2020 Town Commission meeting, a previous version of the following proposal was tabled in order to identify funding.

The Town Planner has requested the following updated proposal from KEITH to include a all-inclusive price and to include coordination with Florida Department of Transportation (FDOT) due to the ongoing PD&E study along I-95 and its impact to SW 30th Avenue.

The following scope of work includes Subsurface Utility Engineering (SUE), a route study report, conceptual design, and coordination with the FDOT District 4. The proposal does not include include design plans/construction documents but will serve as a guide for future plans.

The proposed cost of the study is \$69,400 plus reimbursables. The reimbursables, if any, should not exceed and estimated 5%. The Finance Director has reviewed the proposal and identified available funding in the Sewer Fund for the proposed Study.

FINANCIAL IMPACT:

The investment in modern infrastructure will allow the Town to expand the types of land uses allowed along the SW 30th Avenue corridor.

POLICY IMPLICATIONS:

The conversion from septic to sanitary sewer is further supported by the Town's Comprehensive Plan:

POLICY #1.5.17: The Town will continue to eliminate all existing septic tanks systems in the Town and extending municipal sewage treatment facilities to each site where economically feasible.

OBJECTIVE 4-A.2: Complete the process begun in 1995 to phase out all septic tanks in the Town. Maintain and improve the Town's sewage collection system in order to maximize the use of the Town's existing infrastructure.

POLICY 4-A.2.3: Continue to extend sanitary sewer service to all areas of the Town where septic tanks are in use.

RECOMMENDATION:

Approve Task Order 6 with Keith & Associates for the SW 30th Avenue Sanitary Sewer Project -- Route Study

ATTACHMENTS:

[09630.M6 SW 30th Av Sanitary Sewer Project Proposal - Work Authorization #6 \(2021-04-19\)s](#)



AGREEMENT FOR PROFESSIONAL SERVICES

~~February 11, 2020~~

~~March 30, 2021~~

April 19, 2021 **Revised**

Heidi Siegel
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023
Phone: (954) 466 – 4600
E-mail: TownPlanner@tppfl.gov

Project Name: SW 30th Avenue Sanitary Sewer
Project – Route Study
Project Location: SW 30th Avenue between
Hallandale Beach Boulevard
& Pembroke Road
KEITH Project Number: 09630.M6

Dear Ms. Siegel:

In accordance with your request and pursuant to our Master Agreement to provide Professional General Engineering Consulting Services to the Town of Pembroke Park, as provided by Town's Agreement dated April 13, 2017, this agreement between Keith & Associates, Inc. dba KEITH ("CONSULTANT"), and the Town of Pembroke Park ("CLIENT") for civil engineering consultant services is submitted for your consideration and approval. All the terms and conditions of the Master Agreement apply to this Work Authorization.

PROJECT UNDERSTANDING

The CLIENT has requested that KEITH provide professional services associated with sanitary sewer improvements project of SW 30th Avenue, which is to be connected to the existing Town of Pembroke Park sanitary sewer system via a force main. The project will consist of a gravity sanitary sewer system and a pressurized system. The pressurized system has two (2) alternative routes to be able connect to the existing wastewater system. The preferred route will be selected by the CLIENT after the route study report has been completed by KEITH. After completion of the Route Study, KEITH will prepare a detailed scope of services, for the design plans/construction documents required for public bidding of the sanitary sewer improvements on the selected route.

The professional services provided by KEITH shall include the following: Subsurface Utility Engineering (SUE), a route study report, conceptual design, coordination with the Florida Department of Transportation (FDOT) District 4 (D-4) for the I-95 (SR 9) Project Development & Environment (PD&E) Study from South Hallandale Beach Boulevard to North Hollywood Boulevard for the proposed sanitary sewer system project of SW 30th Avenue as described below:

SW 30th Avenue - from Hallandale Beach Boulevard to Pembroke Road (approx. 4,200 ft). It is anticipated that the new sanitary sewer system will consist of a gravity sewer with manhole structures, pipes, and pressurized system with force main pipe, valves, air release valves, fittings, a pump station, and a connection to the existing system.

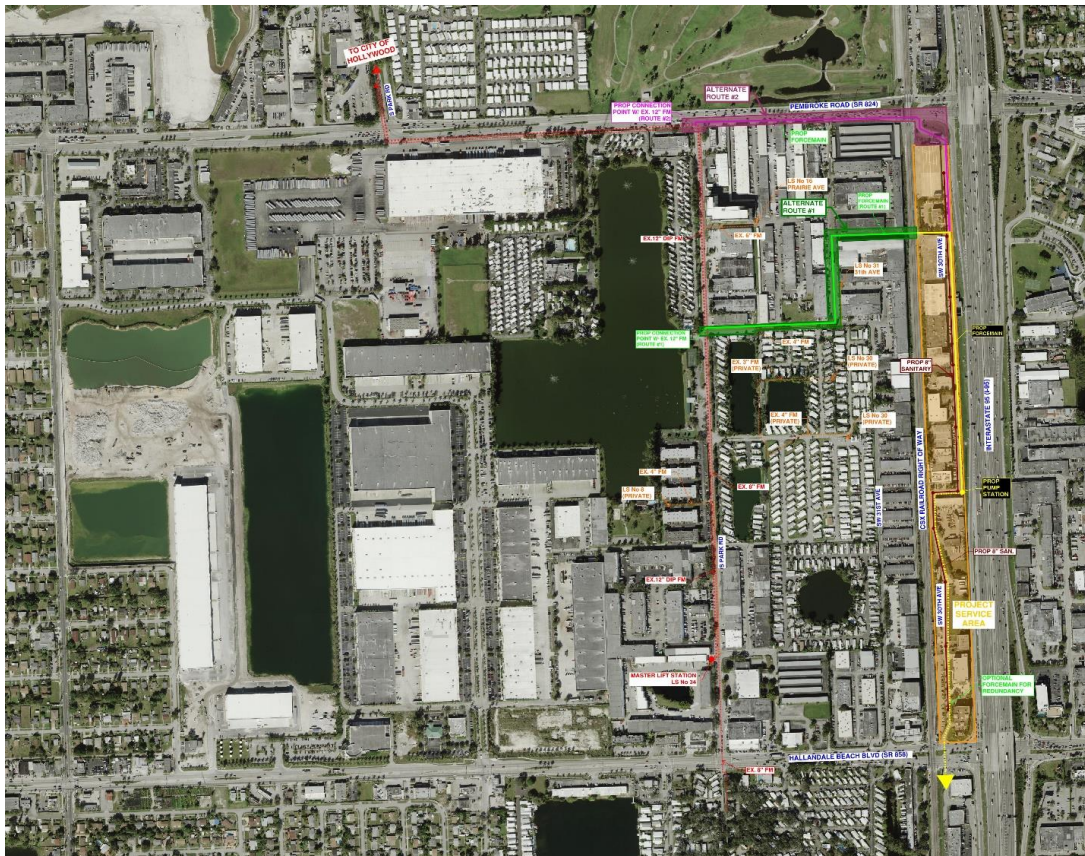
Alternative Route #1 – from SW 30th Avenue to S Park Rd through the utility easement between properties 1950 SW 30th Avenue & 1820 SW 30th Avenue and properties 1901 SW 31st Avenue 1841 SW 31st Avenue, along SW 31st Avenue and Carolina Street and connecting to the existing 12" DIP force main on S Park road (approx. 2,100 ft). It is anticipated that the new sanitary system will consist of valves, pipes, air release valves, fittings, a directional bore under the CSX railroad right of way, and a connection to the existing system.

www.KEITHteam.com

pompano beach (HQ) • fort Lauderdale • miami • west palm beach • orlando • tallahassee

Alternative Route #2 – from SW 30th Avenue to S Park Road along the southern portion of Pembroke Road right of way and connecting to the existing 12" DIP force main on Pembroke Road (approx. 2,350 ft). It is anticipated that the new sanitary system will consist of force main pipe, valves, air release valves, fittings, a directional bore under the CSX railroad right of way, and a connection to the existing system.

Project Areas – Site Map



APPROACH

KEITH believes in a context-based approach that considers multiple facets of the development process resulting in solutions that are curated for each authentic scenario. In addition to the traditional design approach, we believe careful consideration should be given to economic, ecological, and social factors. This cohesive approach to each project is engineered to enhance the opportunity for a resilient solution.

Our approach is categorized into the following three general phases:

Exploration Phase – The process of becoming familiar with an area through extensive analysis.

Inspiration Phase – The process of developing ideas emanating from the exploration process.

Implementation Phase – The process of activating a decision or plan.



PROJECT SCOPE

KEITH services included for this project:

☐ Survey

- ☐ ALTA/NSPS
- ☐ Topography
- ☐ Boundary
- ☐ Tree
- ☐ Sketch and Description
- ☐ Construction Layout
- ☐ Construction As-Built
- ☐ Other _____

☒ SUE

- ☒ Horizontal Designation
- ☐ Location Services
- ☒ Utility Mapping
- ☐ Records Research
- ☒ Other: Test Holes

☐ Planning Services

- ☐ Due Diligence
- ☐ Platting
- ☐ Rezoning
- ☐ Conditional Use Permit
- ☐ Right of Way Vacation
- ☐ Site Plan Processing and Coordination
- ☐ Other _____

☒ Civil Engineering Services

- ☐ Paving, Grading and Drainage
- ☐ Water Distribution and Sanitary Sewer
- ☐ Erosion Control Plan
- ☒ Other: Route Study Report
- ☒ Other: FDOT Coordination

☐ Transportation Engineering Services

- ☐ Major Roadway
- ☐ Minor Roadway
- ☐ Drainage
- ☐ Maintenance of Traffic Plans
- ☐ Quality Control
- ☐ Other _____

☐ Traffic Engineering Services

- ☐ Traffic Impact Study
- ☐ Traffic Impact Statement
- ☐ Parking Study
- ☐ Pavement Marking and Signage
- ☐ Signalization
- ☐ Roadway Lighting
- ☐ Other _____

☐ Landscape Architecture Services

- ☐ Hardscape and Paving
- ☐ Fine Grading
- ☐ Landscape
- ☐ Irrigation
- ☐ Site Lighting
- ☐ Pools or Water Features
- ☐ Specialty Features
- ☐ Other _____

☐ Construction/Program Management Services

- ☐ Permitting
- ☐ Bidding Assistance
- ☐ Construction Observation
- ☐ Construction Certification
- ☐ Other _____

It is assumed adequate service points already exist on-site or at the abutting site boundary or in the adjacent public right-of-way. No sewage pump station or offsite improvements or extensions, other than service connections, are anticipated under this Proposal.



DESCRIPTION OF SERVICES AND DELIVERABLES

SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES

KEITH will follow ASCE Standard 38-02 – “Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data” during the field and office operations for this project. The quality levels discussed below are defined within the standard. KEITH is to provide professional services associated with designation, and mapping of existing subsurface utilities. KEITH shall designate all known tone able and non-tone able utilities (within the limits of the 3 areas as listed below) Gravity systems, service laterals, irrigation or overhead facilities are not included in this investigation.

Task 201 Horizontal Designation Services

KEITH will horizontally mark any known tone able and non-tone able underground utilities that are represented on as-built plans, above ground appurtenances, and other miscellaneous utility records (to be provided by CLIENT). Conductive utilities will be marked on the surface utilizing active geophysical prospecting techniques in conjunction with electromagnetic equipment utilizing passive radio and audio frequencies. Known non-conductive utilities and/or structures will be marked on the surface utilizing Ground Penetrating Radar (GPR), above ground features, professional judgment, utility plats and/or as-builts. This task does not include identifying gravity systems, service laterals, irrigation, or overhead facilities unless specifically requested by the CLIENT and included in the scope of services.

Task 202 Utility Mapping

KEITH will perform surveying services to collect the surface markings completed in Task 201 that mark the underground utilities. Survey of said markings shall be based on Real-Time Kinematic (RTK) GPS observations and referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88).

Task 203 Test Holes (Contingency)

KEITH will perform up to (10) test holes at specific sites requested by the design engineer. Test holes will be utilized to expose utilities to minimize any potential for damage. Test holes performed will be of minimum size (usually 1' by 1'). Backfill of test holes will be performed utilizing the removed material, if suitable. Areas will be restored back as close as possible to their original condition. Installation of an identifiable above ground marker will be performed at each test hole location. Field markers will consist of a nail and disk in asphalt, or an iron rod and cap with survey stake in grassed areas. Test holes performed in the street will be patched using cold patch. The test hole number and utility will be identified on the ground or on the stake, as appropriate. A test hole summary report will be created providing coordinates, depth of cover, type, size, and material if applicable.

Subsurface Utility Engineering Conditions and Understandings

CLIENT is required by law to contract Sunshine State One Call of Florida forty-eight (48) hours in advance of any CLIENT excavation. KEITH will not access confined spaces. If confined spaces need to be accessed for locating purposes, then the client will be notified, and further arrangements will be made for said access. Additional fees may be applicable. If additional MOT is required beyond the capability of KEITHS standard MOT operations, KEITH will notify the client. Additional requests outside the scope of services, when requested by client and/or client's representative, will be invoiced on an hourly basis. This proposal assumes site access is available and work can be performed between the hours of 7:30 AM and 5:00 PM Monday through Friday.



CIVIL ENGINEERING SERVICES

Task 401 FDOT Coordination

FDOT Coordination

KEITH and the Town cooperatively shall coordinate with the FDOT -95 (SR 9) Project Development & Environment (PD&E) Study from South Hallandale Beach Blvd. to North Hollywood Blvd to avoid future conflicts.

Task 402 Preliminary Route Study Report

Conceptual Route Study Report

The CLIENT shall provide KEITH with all available information associated with the stormwater system, water system and other utilities systems within the project area. Also, the CLIENT shall provide all available information with the sanitary sewer system within the CLIENT limits.

Detailed Scope of Services provided by KEITH for Task 402:

1. Review all previously prepared As-Built/Topographic Surveys/Design Plans/Permits/Agreements/Sanitary Sewer Master Plan and Reports, and other relative information made available by the CLIENT and/or collected by KEITH.
2. Coordinate with the City of Hollywood for allocation for the proposed demand.
3. Coordinate with CSX Railroad for directional drill crossing.
4. Contact local utility companies that may have facilities in the area, water, sanitary sewer, power, telephone, cable, to obtain as-built information and request field location if possible.
5. Perform site observations in order to obtain a better understanding of the existing utilities patterns and conditions for the project area.
6. Perform a comprehensive evaluation of the Broward County Contamination Maps to determine if there is any contamination on the routes. If further investigation is required, then the services of RADISE International would be contracted to perform the geotechnical and environmental exploration.
7. Based on this information, KEITH will prepare a schematic base map outlining the approximate locations of the existing infrastructure and other utilities in the area. This information will be approximate, and its accuracy limited to the available information.
8. Describe the appropriate measures that can be implemented, including identifying viable alignment alternatives or any other engineering techniques.
9. Meet with CLIENT to review these alternatives prior to discussing with jurisdictional agencies.
10. Meet with jurisdictional agencies and/or other stakeholders which include the following:
 - Town of Pembroke Park Public Works Department.
 - City of Hollywood Public Utilities Department.
 - Broward County Environmental Protection and Growth Management Department (BCEPGMD) – Sanitary Sewer
 - Broward County Water and Wastewater Services (BCWWS)
 - CSX Railroad for directional drill crossing.
 - Florida Department of Transportation (FDOT)



11. Based on these meetings, KEITH will revise the previously described measures that can be implemented, including identifying alignment alternatives or any other engineering techniques that truly viable and "permittable".
12. Prepare a Route Study Report. The purpose of the route study report is to provide all collected documentation; describe existing facilities, design criteria, design constraints; identify potential viable/permittable wastewater design alternatives and provide recommendations in an effort for the CLIENT to select one alternative to move forward with engineering design.

KEITH shall attend one (1) coordination meeting with the CLIENT to review the schematic design, code and integration of the design with existing conditions (including utilities/trees/etc.) and environmental impacts of the project. KEITH will coordinate with the CLIENT and other team members in the preparation of plans to avoid conflicts between disciplines.

Initial Engineer's Opinion of Probable Cost for Alternatives

KEITH shall prepare a cost analysis of the scenarios generated. The cost estimates shall include all costs relative to the complete construction of each alternative (up to three). The estimates may be used by the CLIENT for initial budgeting of the project.

Once the CLIENT has decided on an Alternative and/or Recommendation based on the information provided under the Initial Engineering Services, KEITH shall proceed with Design Services.

Deliverables

1. Conceptual Route Study report.
2. Conceptual Sewer Calculations.
3. Conceptual Design Plans.
4. Initial Engineer's Opinion of Probable Cost



SCHEDULE

SUE SERVICES

Task 201 Horizontal Designation Services	6 Weeks
Task 202 Utility Mapping	6 Weeks
Task 203 Test Holes	6 Weeks

CIVIL ENGINEERING SERVICES

Task 401 FDOT Coordination	8 Weeks
Task 402 Preliminary Route Study Report	8 Weeks

Schedule Disclaimer:

Considering the ongoing outbreak of the Coronavirus 2019 (COVID-19), KEITH remains fully committed to pursuing the completion of our work in a safe, diligent, and reasonable manner under the current circumstances based on the schedule provided. It is possible that we will encounter certain delays because of this pandemic. Potential impacts may include, but are not limited to, labor shortages due to mandated quarantine regulations, material shortages and significant delays in lead times because of factory closings across the globe. We will continue to monitor the situation and advise of any delays resulting from the impacts of the current worldwide health scenario.

COMPENSATION

SUE SERVICES

Task 201 Horizontal Designation Services	\$27,000 (Lump Sum)
Task 202 Utility Mapping	\$10,000 (Lump Sum)
Task 203 Test Holes (Contingency 10 Test Holes)	\$4,400 (Rate Schedule, NTE)

CIVIL ENGINEERING SERVICES

Task 401 FDOT Coordination	\$8,000 (Rate Schedule, NTE)
Task 402 Preliminary Route Study Report	\$20,000 (Lump Sum)

Total Fee **\$69,400 + reimbursables**

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT
KEITH



STEPHEN D WILLIAMS
2021.04.19 14:35:01 -04'00'

Stephen Williams, Sr. PE

Vice President

DATED: _____

As to CLIENT
Heidi Siegel
Town of Pembroke Park

Signature: _____

Print Name: _____

Title: _____

DATED: _____



**EXHIBIT A
PROFESSIONAL SERVICE FEE SCHEDULE**

	Hourly Rate
01 Administrative Assistant	\$50.00
11 Technician	\$80.00
15 Senior Technician	\$90.00
30 Associate Planner	\$90.00
32 Senior Planner (AICP)	\$125.00
33 Landscape Designer	\$80.00
34 Senior Landscape Designer	\$100.00
35 Landscape Architect (RLA)	\$125.00
36 ISA Certified Arborist.....	\$125.00
50 Project Engineer	\$100.00
51 Senior Project Engineer	\$115.00
52 Professional Engineer (PE).....	\$125.00
53 Field Representative.....	\$75.00
54 Sr Field Representative.....	\$90.00
60 Project Manager.....	\$125.00
61 Senior Project Manager	\$160.00
70 Principal.....	\$190.00
72 Expert Witness Testimony.....	\$250.00
75 Model Specialist.....	\$100.00
76 BIM/CIM Modeler	\$150.00
77 GIS Specialist	\$100.00
78 Project Surveyor	\$95.00
79 Senior Project Surveyor.	\$110.00
80 Professional Surveyor & Mapper (PSM).....	\$120.00
81 Survey Party (2) Person.....	\$110.00
82 Survey Party (3) Person.....	\$130.00
83 Survey Laser Scanning	\$250.00
90 Utility Crew Supervisor.....	\$80.00
91 Utility Technician.....	\$70.00
92 Utility Project Manager	\$100.00
93 Utility Project Engineer.....	\$130.00
95 Utility Coordinator.....	\$120.00
96 Utility Designating/GPR	\$200.00
97 Vacuum Excavation Test Hole (Pervious Surface)	\$350.00/Each
98 Vacuum Excavation Test Hole (Impervious Surface).....	\$440.00/Each

Effective 11/15/2016

EXHIBIT B

<u>Direct Expenses</u>	<u>Cost per Unit</u>
Photographic Copies	
Color Copies	
a) 8.5" x 11"	\$ 1.00
b) 8.5" x 14 or 11"x 17"	\$ 2.00
c) 24"x 36"	\$18.00
Black & White Copies	
a) Any Size up to 11"x17"	\$ 0.15
b) 24"x 36" Blackline	\$ 2.00
c) 30" x 42" Blackline	\$ 2.00
d) 24"x 36" Mylar	\$15.00
Laminating/Transparency Film Covers	\$ 2.00
Display Boards	
Mounted (Foam) 30"x 40"	\$42.00
Mounted (Foam) 40"x 60" and larger	\$70.00
3 Ring Binders 1"	\$ 1.00
Dividers (Tabs) Set of 10	\$ 0.80
Acco/GBC Binding	\$ 1.50
Facsimiles	\$ 2.00
Overnight Packages	per service
Courier & Delivery Services	per service
Postage: 1 st Class	Current US Postal rate
Mileage:	\$ 0.54 / mile

Any other expenses will be billed at cost plus 10% carrying charge.

****NOTE:** Typical other reimbursable expenses include travel, lodging, and meals when traveling on CLIENT'S behalf, identifiable communication expenses, all reproduction costs, and special accounting expenses not applicable to general overhead.

Effective 11/15/16



RESOLUTION NO. 2021-032

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO APPROVE PAYMENT FOR SERVICES AND COMMODITIES IN AN AMOUNT NOT TO EXCEED \$5,000.00; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 2-124 (b) requires the approval by the Town Commission for purchases of services or commodities in an amount in the excess of \$1,500 (One Thousand Five Hundred Dollars); and

WHEREAS, the Town Commission intends to be in recess from June 10th through August 24th 2021; and

WHEREAS, it is necessary to provide for the purchase of certain services and commodities the cost of which exceed \$1,500 (One Thousand Five Hundred Dollars) for the orderly operation of the Town during the period of which the Town Commission is in recess; and

WHEREAS, the Town Commission desires to authorize the Town Manager to approve the purchase of services and commodities in an amount not to exceed \$5,000 (Five Thousand Dollars) during the period in which the Town Commission is in recess.

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

Section 1: That the Town Manager is hereby authorized to approve the purchase of services and commodities on behalf of the Town of Pembroke Park in an amount not to exceed \$5,000 (Five Thousand Dollars) during the period when the Town Commission is in recess from June 10th through August 24th 2021.

Section 2: That all Resolutions or parts of Resolutions in conflict herewith be and the same are superseded to the extent of such conflict.

Section 3: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 12th day of May, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency:

MELISSA P. ANDERSON, ESQ
Town Attorney

RESOLUTION NO. 2021-033

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING HARRY TAUBENFELD AS FINANCE AND BUDGET DIRECTOR FOR THE TOWN OF PEMBROKE PARK; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 24, Article III, Division 2, Town of Pembroke Park (the “Town”) Code of Ordinances, created the office of Finance and Budget Director and provides for the appointment, compensation, duties, responsibilities, and related matters for the office of Town’s Finance and Budget Director; and

WHEREAS, Mr. Harry Taubenfeld as served as the Town’s Interim Finance and Budget Director since _____ of 2020; and

WHEREAS, the Town Commission desires to appoint Mr. Taubenfeld as the Town’s Finance and Budget 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 Mr. Harry Taubenfeld to serve as the Finance and Budget Director for the Town of Pembroke Park.

Section 2: That Harry Taubenfeld shall serve as Finance and Budget Director at the pleasure of the Town Commission.

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 12th day of May, 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: City Clerks
From: Mary Lou Tighe, Executive Director
Date: March 15, 2021
Re: 2021-22 Board of Director Appointments

According to the League By-Laws:

- Each city shall appoint a Director, Alternate, and Second Alternate to attend and vote at any Board of Directors or General Membership meeting held where he/she represents his/her municipality.
- It is the responsibility of each Director to communicate with his/her respective municipal officials, employees, and constituents concerning actions taken or to be taken by the Board of Directors or the general membership. Directors are responsible for bringing issues of collective importance to the attention of the Board of Directors.
- Each member of the Board of Directors shall notify his or her Alternate to attend Board of Director Meetings when that voting member will not attend. The Alternate shall have the right to participate and vote. In the event the Alternate cannot attend, the Alternate shall notify his or her Second Alternate to attend Board of Director meetings when the Alternate cannot attend. The Second Alternate shall have the right to participate and vote.

Please agenda the selection of your Director, Alternate, and Second Alternate for an upcoming commission meeting. See the attached attendance record for the last year. **The deadline for board appointments is April 30, 2021.** The term will begin in May, 2021, and will end in May of 2022. The exact date in May is TBD.

Please forward the information below to scochrane@browardleague.org.

=====

Municipality: Town of Pembroke Park

Commissioner/Council Appointments:

Director: Geoffrey Jacobs, Mayor

Alternate: Reynold Dieuveille, Clerk Commissioner

Second Alternate: Howard Clark, Commissioner

2020-2021 OFFICERS

President Traci Callari
Commissioner, Hollywood
1st Vice President Beverly Williams
Commissioner, Lauderdale Lakes
2nd Vice Bob Mayersohn
Vice Mayor, Parkland
Secretary Todd Drosky
Vice Mayor, Deerfield Beach
Treasurer Gary Resnick
Commissioner, Wilton Manors

DIRECTORS

Past President Greg Ross
Mayor, Cooper City
Past President Susan Starkey
Councilmember, Davie
Past President Joy Cooper
Mayor, Hallandale Beach
Past President Frank Ortis
Mayor, Pembroke Pines
Jim Allbritton
Councilmember, Southwest Ranches
Barbara Baldassarre
Commissioner, Hillsboro Beach
Peggy Brown
Mayor, Weston
Felicia Brunson
Mayor, West Park
Joy Carter
Vice Mayor, Coral Springs
Mark Douglas
Commissioner, Sunrise
Rhonda Eaton
Commissioner, Pompano Beach
Beam Furr
Commissioner, Broward County
Michelle Gomez
Mayor, Tamarac
Denise Grant
Vice Mayor, Lauderdale
Denise Horland
Councilmember, Plantation
Geoffrey Jacobs
Mayor, Pembroke Park
Anabelle Lima-Taub
Commissioner, Hallandale Beach
Wayne Messam
Mayor, Miramar
Heather Moraitis
Commissioner, Fort Lauderdale
Tim Neal
Councilmember, Sea Ranch Lakes
Lauren Odman
Commissioner, Dania Beach
Paul Rolli
Vice Mayor, Wilton Manors
Tommy Ruzzano
Commissioner, Margate
Iris Siple
Commissioner, Pembroke Pines
Elliot Sokolow
Commissioner, Lauderdale-by-the-Sea
Matthew Sparks
Commissioner, Oakland Park
Becky Tooley
Commissioner, Coconut Creek
Glenn Troast
Mayor, Lighthouse Point
Ana Ziade
Mayor, North Lauderdale

Samuel S. Goren, Esquire
Goren Cherof Doody & Ezrol, P.A.
Legal Counsel

Mary Lou Tighe
Executive Director
Sely Cochrane
Deputy Executive Director

Suite 122 Governmental Center, 115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Phone: 954.357.73
Internet: www.browardleague.org

AGENDA ITEM REPORT



To:

Subject: Appointments to the Charter Review Committee

Meeting:

Department: Legal

Staff Contact: Town Attorney, Town Attorney

BACKGROUND INFORMATION:

On March 10, 2021, the Commission voted to form a Charter Review Committee to study the Town's charter and make recommendations to the Town Commission regarding suggested changes. The Commission must now appoint members to the Charter Review Committee.

FINANCIAL IMPACT:

The Town will support the Charter Review Committee with administrative and legal services through the duration of the Committee.

POLICY IMPLICATIONS:

Update the Town Charter

RECOMMENDATION:

Recommend the Commission appoint members to the Charter Review Committee and set a date for the first meeting of the Committee

AGENDA ITEM REPORT



To: Town Commission
Subject: Ordinance No. 2021-004 -- Amendments to T-1 Mobile Home Park District
Meeting: AGENDA REGULAR COMMISSION MEETING - May 12, 2021
Department: Planning and Zoning
Staff Contact: Town Planner, Town Planner

BACKGROUND INFORMATION:

Town Staff has identified amendments to the T-1 Mobile Home Park District to update definitions and procedural practices to be aligned with Florida Statutes, Broward County Land Use Plan, and best practices. These amendments maintain the "mobile home lifestyle" that is embraced by the Town.

The following amendments are proposed to the T-1 Mobile Home Park District:

1. Remove the following language: *"The Town shall be responsible for the maintenance of the wastewater collection system in each mobile home park up to the sanitation tee on each mobile home lot or recreational vehicle lot or site."* (Section 28-279)

The responsibility for the maintenance and upkeep of each mobile home park sanitary sewer system will now fall to the mobile home park property owner.
2. Update the definition of "Mobile Home" and "Recreation Vehicle Park" to be consistent with the Broward County Land Use Plan and Florida Statute definitions. (Section 28-257)
3. Remove the prohibition of modular homes to allow mobile home parks in the Town to modernize and provide more resilient housing options. This update is consistent with the Broward County Land Use Plan's Disaster Planning and Post-Disaster Redevelopment Vision. (Section 28-260)
4. Clean up Code language to reflect changes to documents and Town processes. (Section 28-269, Section 28-274, Section 28-276, Section 28-278, Section 28-285.10)

The proposed amendments will be presented at the May 12, 2021 (First Reading) and June 9, 2021 (Second Reading) Town Commission meetings.

The proposed amendments are provided in red font in a strikethrough/underline format in the following document.

FINANCIAL IMPACT:

The halting of maintenance of sanitary sewer systems in privately-owned mobile home parks will allow the Town to allocate its staff and financial resources to public projects.

POLICY IMPLICATIONS:

The proposed amendments to the T-1 Mobile Home Park District are further supported by the Town's Comprehensive Plan:

POLICY #1.1.2: The Town shall periodically review its current Land Development Regulations to:
1. Eliminate regulatory activities not tied to current or future needs, and required increased governmental efficiency.

GOAL III: Provide housing to meet the needs of the present and future population at acceptable prices.

OBJECTIVE 3.2: Continue to monitor the mobile homes and recreation vehicles, and other housing types in the Town in order to eliminate the possibility of substandard housing conditions and improve the dilapidated and aesthetic conditions of the existing housing.

RECOMMENDATION:

Approve Ordinance No. 2021-004 -- Amendments to T-1 Mobile Home Park District on First Reading

	Status:
Harry Taubenfeld, Finance & Budget Director	Approved - May 10 2021
Town Attorney, Town Attorney	Approved - May 10 2021
JC Jimenez, Town Manager	Approved - May 10 2021

(strikethrough = deletion; underline = addition)

ORDINANCE NO. 2021-004

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REVISING CHAPTER 28, ARTICLE III, DIVISION 8 “T-1 MOBILE HOME PARK DISTRICT” OF THE TOWN’S CODE OF ORDINANCES BY AMENDING SECTIONS 28-257, 28-260, 28-269, 28-274, 28-276, 28-278, 28-280, 28-281, 28-282, 28-283, AND 28-285; 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 28, Article III, Division 8 “T-1 Mobile Home Park District” of the Code of Ordinances in order to update definitions and procedural practices to be aligned with Florida Statutes, Broward County Land Use Plan, and local government best management practices.

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

Section 1: Chapter 28, Article III, Division 8 of the Code of Ordinances shall be revised as follows:

DIVISION 8. - T-1 MOBILE HOME PARK DISTRICT

Sec. 28-257. - Definitions.

The following words, terms and phrases, when used in this division shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(strikethrough = deletion; underline = addition)

Accessory structure means any shed, enclosed carport or garage, open carport, covered porch, raised deck, air conditioner unit/pad or similar structure which is constructed for use with a mobile home or recreational vehicle, but is not used as a living area.

Kitchen means a room or place equipped for cooking and containing, at a minimum, a built-in sink and a stove or oven for cooking.

Mobile home ~~means a structure, transportable in one (1) or more sections, which is eight (8) body feet or more in width and which is built on an integral chassis and designed to be used as a dwelling when connected to the required utilities and includes the plumbing, heating, air conditioning and electrical systems contained therein.~~ means a structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width, and which is built on a metal frame and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained herein. If fabricated after June 15, 1976, each section bears a U.S. Department of Housing and Urban Development label certifying that it is built in compliance with the federal Manufactured Home Construction and Safety Standards.

Mobile home park means a use of land in which lots or spaces are offered for rent or lease for the placement of mobile homes and/or recreational vehicles and in which the primary use of the park is residential.

Nonconforming lot means a lot which due to size, dimension or other characteristics does not comply with the provisions of this division.

Nonconforming structure means structures with dimensional nonconformities such as setbacks, height, area coverage and other similar standards which do not comply with the provisions of this division.

Nonpermanent location means the parking or location of a recreational vehicle on a site on the same parcel of real property for a period of time less than six (6) months.

Permanent location means the parking or location of a recreational vehicle on a site on the same parcel of real property for a period of time more than six (6) consecutive months.

Recreational vehicle means a motor vehicle primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle as more fully defined in F.S. § 320.01, as amended.

Recreational vehicle park - means a place set aside and offered by a person or public body, for either direct or indirect remuneration of the owners, lessor or operator of such place, for the parking and accommodation of six or more recreational vehicles (as defined in Section 320.01(1)(b), Florida Statutes) or tents utilized for sleeping or eating; and the term also includes buildings and sites set aside for group camping and similar recreational facilities.

* * *

(strikethrough = deletion; underline = addition)

Sec. 28-260. - Prohibited uses.

The permitted uses enumerated in the preceding section for the T-1 Mobile Home Park District shall not be construed to include, either as principal or accessory use, any of the following which are listed for emphasis:

- (1) Storage or parking of mobile homes or recreational vehicles except when a mobile home or recreational vehicle is located on a site preparatory to occupancy or between periods of occupancy;
- (2) Any gasoline service station, vehicle service or repair garage;
- (3) Any second-hand or used merchandise offered for sale, displayed or stored on the premises except as incidental to the bona fide sale of a mobile home;
- (4) Dwelling units or living quarters, except in a mobile home, recreational vehicle, or as a permitted accessory use;
- (5) Occupancy of a mobile home site by a mobile home, recreational vehicle or living quarters except on a rental basis for periods not in excess of one (1) year;
- (6) No second kitchen facility shall be permitted on any mobile home or recreational vehicle site;
- (7) No sanitary facilities shall be installed or maintained on any mobile home site in any building or structure thereon, other than in the mobile home or recreational vehicle itself or in an approved addition thereto;
- (8) The occupancy of any mobile home or recreational vehicle and/or addition thereto by more than one (1) family; or
- (9) ~~Placement, construction or location of a modular home for use as a dwelling unit or living quarters.~~

* * *

Sec. 28-269. - Porches, additions, appurtenances.

All permitted structures of a permanent nature, such as enclosed porches, screened enclosures, and other additions to mobile homes in the T-1 Mobile Home Park District shall conform to all applicable provisions of this section and to the ~~Town~~ Florida Building Code.

* * *

Sec. 28-274. - License required.

It shall be unlawful for any person to own, operate or manage in any manner whatsoever, a mobile home park within the Town without having first obtained a license for same from the Town, ~~which license shall be issued by the Town Clerk,~~ subject to the approval of the Commission set forth in this article.

* * *

(strikethrough = deletion; underline = addition)

Sec. 28-276. - ~~Contents of application; fee~~ Site Plan Review Requirements.

- (a) The application for licensing of a mobile home park shall contain a legal description of the property to be occupied by the mobile home park, which property shall be located within the T-1 Mobile Home Park District, a site plan depicting all mobile home and/or recreational sites, a plat, and traffic study. ~~and no property shall be used in connection with the mobile home park so licensed except upon approval of the Town Commission. The application shall contain a scale drawing of the location of the individual mobile home and/or recreational vehicle sites in the proposed mobile home park, together with the roadways to be located within the mobile home park.~~, and shall be accompanied by a nonrefundable application fee of one hundred dollars (\$100.00) which shall be deposited with the Clerk-Commissioner in the general revenue fund of the Town. The application shall also be accompanied by a certificate to the Town Commission from the Chief Building Official of the Town stating that he/she has examined the accompanying plat and that it is in conformance with the appropriate Town's Code of Ordinances or set forth any matters in which the mobile home park fails to meet the requirements of applicable ordinances. The Town Planner shall review the site plan and accompanying plat for conformance with the appropriate Town's Code of Ordinances. The applicant shall pay a cost recovery fee as established by resolution of the Town Commission to process the request.
- (b) The addition of new mobile home and/or recreational sites to an approved site plan shall require a Minor Site Plan review by the Development Review Committee.
- (c) The addition of new mobile home and/or recreational sites to an approved site plan that increases the number of sites by 10% percent shall require Site Plan review by the Development Review Committee, Planning and Zoning Board and Town Commission.

* * *

Sec. 28-278. - Connection to ~~Town~~ a wastewater system required.

- (a) Every mobile home or recreational vehicle parked or located on a lot or site in a mobile home park in the Town shall be connected to ~~the Town~~ a wastewater system by connection that is water tight and will not leak or permit infiltration of ground water or surface water into the wastewater collection system and has been approved by the Town Building Department.
- (b) It shall be unlawful to own or occupy a mobile home or recreational vehicle in the Town that is not connected to ~~the Town~~ a wastewater collection system as provided for in subsection (a) hereof.
- (c) It shall be the responsibility of every owner, operator or manager of a mobile home park in the Town to ensure that every mobile home or recreational vehicle located in the mobile home park which such person owns, operates or manages, is connected to ~~the Town~~ a wastewater collection system in accordance with the provisions of this article and to pay the cost and expense of making such connection.

Sec. 28-279. - ~~Responsibility for connection to Town system.~~

(strikethrough = deletion; underline = addition)

- (a) ~~It shall be the responsibility of every owner, operator or manager of a mobile home park in the Town to ensure that every mobile home or recreational vehicle located in the mobile home park which such person owns, operates or manages, is connected to the Town wastewater collection system in accordance with the provisions of this article and to pay the cost and expense of making such connection.~~
- (b) ~~The Town shall be responsible for the maintenance of the wastewater collection system in each mobile home park up to the sanitation tee on each mobile home lot or recreational vehicle lot or site.~~

* * *

Sec. 28-280. - Acceptance of units not connected to Town wastewater collection system.

It shall be unlawful for any owner, operator or manager of a mobile home park in the Town to permit a mobile home or recreational vehicle to be located in the mobile home park which such person owns, operates or manages unless such mobile home or recreational vehicle is connected to ~~the Town~~ a wastewater collection system as provided in section 28-278.

* * *

Sec. 28-281. - Capping connections on vacant lots required.

The opening connection or pipe located on a mobile home lot or recreational vehicle lot designated and located for the purpose of connecting a mobile home or recreational vehicle to ~~the Town~~ a wastewater collection system shall, whenever such lot is vacant or unoccupied, be capped with a water tight device in a manner approved by the Town Building Department. Such device shall prohibit the leakage or infiltration of any ground water or surface water into the wastewater collection system.

Sec. 28-282. - Park owner responsibility for capping connections.

It shall be the responsibility and duty of every owner, operator or manager of a mobile home park in the Town to ensure that the connection to ~~the Town~~ a wastewater collection system on a vacant or unoccupied mobile home or recreational vehicle lot work space is capped as provided in the preceding section.

* * *

Sec. 28-283. - Allowing vacant lots to remain connected.

It shall be unlawful for any owner, operator or manager of a mobile home park in the Town to permit the opening or connection to ~~the Town~~ a wastewater collection system on a vacant or unoccupied mobile home lot or recreational vehicle lot to remain uncapped or unsealed as otherwise provided in this article.

* * *

Sec. 28-285.10. - Removal of unsecured vehicles required.

(strikethrough = deletion; underline = addition)

All recreational vehicles that are not tied down in the manner and fashion as required for mobile homes shall be removed from the Town upon the issuance of a Broward County Emergency Order ~~an order to evacuate by the Civil Defense Director of the Town, or his designee, following a declaration of a hurricane watch.~~

* * *

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:

REYNOLD DIEUVIELLE
Clerk-Commissioner

GEOFFREY JACOBS
Mayor-Commissioner

(strikethrough = deletion; underline = addition)

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

(strikethrough = deletion; underline = addition)

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:

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 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 needed to require Commission review and approval to the purchases of goods and services more than \$5,000.

POLICY IMPLICATIONS:

Allows Town Manager to approve spending on goods and services for \$5,000 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:

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

AGENDA ITEM REPORT



To:

Subject: Police Building RFP and Request for Building Quotes

Meeting: PUBLIC NOTICE - REGULAR COMMISSION MEETING - May 12, 2021

Department: Police Department

Staff Contact: David Howard,

BACKGROUND INFORMATION:

The Town of Pembroke Park has endeavored to reestablish Town police services and to do so will require an appropriate venue to work out of.

RECOMMENDATION:

Staff recommends obtaining three quotes for engineering plans for the new police department construction and publishing an RFP for cost of construction.

AGENDA ITEM REPORT



To:

Subject: Emergency Orders 21-101 and 21-102

Meeting:

Department: Legal

Staff Contact: Town Attorney, Town Attorney

BACKGROUND INFORMATION:

On May 5th, 2021, the Governor signed Emergency Orders 21-101 and 21-102 which purport to "preempt" all emergency local government orders affecting "personal liberties" including the wearing of masks. The Town can no longer require the wearing of masks within the Town. If the Town desires to continue to require masks in Town Hall, the Town commission should consider passing an ordinance requiring such measures. Additionally, the Town is now required to transition back to "in person" meetings.

FINANCIAL IMPACT:

none

POLICY IMPLICATIONS:

The Emergency Orders affect the validity of all the Town's emergency orders affecting "personal liberties."

ATTACHMENTS:

[covid emergency orders may 2021](#)

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 21-101

(Invalidating All Remaining Local Emergency Orders Based on the COVID-19 Emergency)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52, subsequently extended, declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, the State of Florida led the national effort to distribute COVID-19 vaccines to seniors first and has now provided vaccines to nearly 9 million people; and

WHEREAS, every Floridian who desired a vaccine is eligible to obtain one, and Florida now maintains a sufficient supply of COVID-19 vaccines for every eligible Floridian who desires a vaccine to be vaccinated; and

WHEREAS, scientific studies show that vaccines protect individuals from COVID-19 and reduce hospitalizations and deaths caused by COVID-19; and

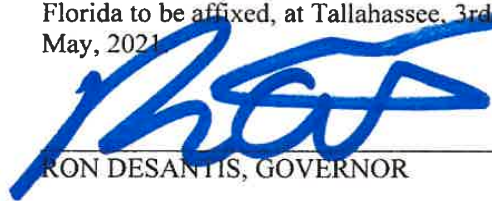
WHEREAS, on April 29, 2021, Surgeon General Dr. Scott Rivkees issued a Public Health Advisory (1) stating that continuing COVID-19 restrictions on individuals, including long-term use of face coverings and withdrawal from social and recreational gatherings, pose a risk of adverse and unintended consequences, (2) further expanding vaccine eligibility, and (3) advising government offices to resume in-person operations and services; and

WHEREAS, due to the tremendous steps the State has taken to protect Florida's most vulnerable populations and rapidly offer vaccines to every eligible Floridian who desires one, local communities lack justification in continuing to impose COVID-related emergency orders restricting the rights and liberties of their citizens; and

Section 3. This order is effective beginning on July 1, 2021 and shall be immediately filed with the Division of Administrative Hearings.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, 3rd day of May, 2021


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

FILED
2021 MAY -3 PM 4:06
DEPARTMENT OF STATE
TALLAHASSEE, FL

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 21-102

(Suspending All Remaining Local Government Mandates and Restrictions Based on the COVID-19 State of Emergency)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52, declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on September 25, 2020, I issued Executive Order 20-244, suspending the collection of local fines and penalties associated with COVID-19 regulations upon individuals, and on March 10, 2021, I issued Executive Order 21-65, categorically remitting all fines upon individuals and businesses alike related to local government COVID-19 restrictions; and

WHEREAS, on March 29, 2021, the Legislature presented, and I signed into law, SB 72 – Civil Liability for Damages Relating to COVID-19, enacted as Chapter 2021-1, Laws of Florida, which provides crucial liability protection to individuals, businesses, educational institutions, religious organizations, and health care providers for liability claims related to COVID-19; and

WHEREAS, on April 27, 2021, I extended the state of emergency initiated by Executive Order 20-52 as necessary to ensure Florida schools remain open for the remainder of the school year, to protect Floridians from being required to produce a so-called vaccine passport as a condition of participating in everyday life, and to implement budgetary response efforts to help Floridians to the greatest extent possible; and

WHEREAS, on April 29, 2021, Surgeon General Dr. Scott Rivkees issued a Public Health Advisory (1) stating that continuing COVID-19 restrictions on individuals, including long-term use of face coverings and withdrawal from social and recreational gatherings, pose a risk of

WHEREAS, in light of these recently enacted reforms, the widespread vaccination of Florida residents, and the sufficient supply of vaccines for all eligible Florida residents, I find that it is necessary for the State of Florida to enhance its rapid and orderly restoration and recovery from the COVID-19 emergency by preempting and suspending all remaining local emergency restrictions on individuals and businesses and to return day-to-day life back to normal everywhere in the State.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section 1(a) of the Florida Constitution and by the Florida Emergency Management Act, as amended, and all other applicable laws, promulgate the following Executive Order:

Section 1. In order to mitigate the adverse and unintended consequences of the COVID-19 emergency and to accelerate the State's recovery, all local COVID-19 restrictions and mandates on individuals and businesses are hereby suspended.

Section 2. This order eliminates and supersedes any existing emergency order or ordinance issued by a county or municipality that imposes restrictions or mandates upon businesses or individuals due to the COVID-19 emergency.

Section 3. For the remaining duration of the state of emergency initiated by Executive Order 20-52, no county or municipality may renew or enact an emergency order or ordinance, using a local state of emergency or using emergency enactment procedures under Chapters 125, 252, or 166, Florida Statutes, that imposes restrictions or mandates upon businesses or individuals due to the COVID-19 emergency.

Section 4. Nothing herein prohibits a political subdivision of the State from enacting ordinances pursuant to regular enactment procedures to protect the health, safety, and welfare of its population. Only orders and ordinances within the scope of Section 1 based on a local state of

AGENDA ITEM REPORT



To:

Subject: Sanitary Sewer Maintenance Operational Issues and Costs

Meeting:

Department: Legal

Staff Contact: Town Attorney, Town Attorney

BACKGROUND INFORMATION:

In 2002, the town passed resolutions 01-09-02 and 02-02-12 which purported to accept conveyance of certain privately owned sanitary sewer systems in the Town.

FINANCIAL IMPACT:

The Town continues to provide maintenance to sanitary sewer systems in most of the Town's privately owned mobile home parks.

POLICY IMPLICATIONS:

There is a cost in both staff time and money for the Town's continued maintenance of sewer systems within privately owned mobile home parks.

RECOMMENDATION:

Discussion of how to proceed in relation to maintenance of sanitary sewer systems within privately owned mobile home parks.