Town of Pembroke Park

Agenda

REGULAR COMMISSION MEETING
Wednesday, May 13, 2020 @ 7:00 PM
Virtual Meeting

Page

1. INSTRUCTION TO ATTEND VIRTUAL MEETING

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Special Meeting utilizing communications media technology ("CMT"), in accordance with Governor Ron DeSantis' Executive Order No. 20-69, dated March 20, 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, May 13, 2020

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): 1 866 899 4679
United States: +1 (646) 749-3117

Access Code: 249-019-373

During 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 Interim Deputy Clerk at townclerk@townofpembrokepark.com.

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 Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Interim Deputy 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. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELLFARE

7. REPORTS OF COMMITTEES AND CITY STAFF

a Monthly Report for April - Broward County Sheriff's Office - Captain Coker 7 - 10
BSO Pembroke Park Analysis - April 2020

8. CONSENT AGENDA

a Bills Over $500. - Assistant Finance Director Taubenfeld 11 - 36
Finance May13th Bills Over $500
Finance April - 2020 Revenue Expenditures
Finance Bank Balances - May 13thMeeting
Finance Leave Report - May 13th Meeting

b Approval of Minutes 37 - 53
04 08 2020 Workshop Minutes
04 22 2020 Special Minutes
04 27 2020 Special Minutes
04 08 2020 MINUTES Workshop
04 22 2020 Special Commission Meeting
04 27 2020 Special Commission Meeting MINUTES

9. FINANCE DEPARTMENT

a False Alarm Fee Waiver - Project Manager Woodbury 54 - 56
False Alarm

b Refund Request - Peoples Pawn Shop - BTR/Billing Grooms 57 - 61
People Pawn Shop Refund Request - Pdf
Peoples Pawn Sign Variance refund request

c Clear Channel Outdoor Seeking Immediate Relief - Assistant Finance Director Taubenfeld 62 - 64
Memo Clear Channel
Clear Channel

d Tuition Reimbursement - Assistant Finance Director Taubenfeld 65 - 87
Agenda Item Report - AIR-20-032 - Html
Tuition Ms Ramirez

10. HUMAN RESOURCES

a Selection of Town Manager - Mayor and Commissioners, Human Resource Director Menegazzo 88 - 169
HR MEMO Town Manager 1
Commission Ranking
HR Town Manager Candidate list
HR Public Notice for Town Manager Interviews

b Open position update - Human Resource Director Menegazzo 170
HR Open position update Memo

c Training - Customer Service and Professional Communication in the Workplace - Human Resources Director Menegazzo 171 - 186

HR Customer Service Memo
Customer Service and Professional Communication Training

d Administrative Services Director/Deputy Town Clerk Job Description and Job Announcement - Human Resource Director Menegazzo 187 - 192

HR Memo Clerk position
HR Job description Administrative Service Director Deputy Town Clerk

11. RESOLUTIONS

a Unity of Title - Town Attorney Ryan 193 - 194

RESOLUTION NO. 2020-057

ARESOLUTIONOFTHETOWNCOMMISSIONOFTHETOWNOF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO EXECUTE A PARTIAL RELEASE OF DECLARATION OF UNITY OF TITLE RELATING TO EXCELENTE, LLC, A FLORIDA LIMITED LIABILITY COMPANY; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID PARTIAL RELEASE OF DECLARATION OF UNITY OF TITLE FOR AND ON BEHALF OF TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

2020-057 Unity of Title 05 13 2020

b Stormwater Drainage SW 30th Avenue #8 Keith and Assoc. - Vice Mayor Clark, Town Attorney Ryan 195 - 209

RESOLUTION NO. 2020-058

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER TO WORK AUTHORIZATION #8 WITH KEITH & ASSOCIATES, INC. FOR SW 30TH AVENUE STORMWATER DRAINAGE PROJECT; AUTHORIZING AND DIRECTING THE MAYOR AND TOWN OFFICIALS TO EXECUTE SAID WORK AUTHORIZATION #8 FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Keith and Associate Proposal
2020-058 Keith 30th Avenue proposal

c Septic Sewer Proposal - Vice Mayor Clark 210 - 225

RESOLUTION 2020-031

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER TO WORK AUTHORIZATION #6 WITH KEITH & ASSOCIATES, INC FOR SW 30TH AVENUE SANITARY SEWER PROJECT;** AUTHORIZING AND DIRECTING THE MAYOR AND TOWN OFFICIALS TO EXECUTE SAID WORK AUTHORIZATION #6 FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

RESO 2020-031 SW 30 Ave Sanitary Sewer
Keith Septic Sewer 02 11 2020 letter #6
Sanitary Sewer Exhibit Legislature

d HMGP SW 25th Street Drainage Phase 1 - Vice Mayor Clark 226 - 229

RESOLUTION NO. 2020-059

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING MYRIAM JACQUES AS THE TOWN'S PROJECT POINT OF CONTACT WITH THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT FOR THE SW 25TH STREET DRAINAGE PHASE I PROJECT; AUTHORIZING THE ASSISTANT TOWN MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE APPOINTMENT; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

2020-059 HMGP SW 25th Avenue
PS HMGP SW 25TH Street

e HMGP John P. Lyons Drainage Phase 1 - Vice Mayor Clark 230 - 233

RESOLUTION NO. 2020-060

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING MYRIAM JACQUES AS THE TOWN'S PROJECT POINT OF CONTACT WITH THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT FOR THE JOHN P. LYONS LANE DRAINAGE PHASE I PROJECT; AUTHORIZING THE ASSISTANT TOWN MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE APPOINTMENT; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

2020-060 John P. Lyons
PS John P. Lyons Drainage Phase 1

f MPO Technical Advisory Committee (TAC) member replacement of Mr. Larson to Ms. Jacques, Assistant Public Services Director - Vice Mayor Clark 234 - 235

RESOLUTION NO. 2020-061

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING MYRIAM JACQUES AS THE TOWN'S REPRESENTATIVE ON THE BROWARD METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

2020-061 Myriam MPO designation

12. ORDINANCES

a Floodplain Ordinance - Interim Building Official Nunez, Town Attorney Ryan 236 - 248

ORDINANCE NO. 2020-004

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO CHAPTER 10, FLOOD PREVENTION AND PROTECTION; AMENDING SECTION 10-75, DEFINITIONS AND SCOPE; AMENDING SECTION 10-81, SPECIFIC METHODS OF CONSTRUCTION AND REQUIREMENTS; AMENDING SECTION 10-99, GENERAL ELEVATION REQUIREMENT; AMENDING SECTION 10-100, ELEVATION REQUIREMENT FOR EXISTING MANUFACTURED HOME PARKS AND SUBDIVISIONS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

2020-004 Floodplain Revision

13. TOWN BUSINESS

a Project List - Vice Mayor Clark 249 - 250
PS Progress and List of Active Projects memo

14. DISCUSSION

a Compensation Time - Commissioner Cohen 251
Compensation Commissioner Cohen

b Meeting schedule for July and August 252
Town Clerk Department minute process - Clerk Commissioner Jacobs
Clerk memo minutes

15. FOR YOUR INFORMATION

a JLAC Letter for your information - Assistant Town Manager Daughtrey 253 - 254
jlac

16. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

a Commission Town Manager Selection sheets 255 - 260
Ranking sheets

b CSLIP Keith and Associates - Vice Mayor Clark 261 - 276
KeithAssociates CSLIP Proposal
May13th Bills Over $500 (REVISED)

17. COMMISSION REPORTS

18. ATTORNEY REPORTS

19. TOWN MANAGER REPORTS

20. ANNOUNCEMENTS

a Everbridge has replaced CODE RED and we are asking residents to register to receive Town notifications. Go to the Town of Pembroke Park Homepage and click on this image and you can sign up.

b COVID-19 Testing Center 277 - 278
COVID-19 Testing information

c Broward College Flyer 279
Broward College Flyer

d Food Giveaway continues every Saturday

21. 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.

Broward County Sheriff's Office
West Park / Pembroke Park
3201 W. Hallandale Beach Blvd.
Pembroke Park, Fl. 33009
Captain Stephanie Coker
Phone # (954)985-1953

PEMBROKE PARK MONTHLY STATISTICS

CALLS FOR SERVICE: 499

A. NON 911 CALL 127
B. 911 CALL 282
C. MDT INITIATED CALL 009
D. FIELD INITIATED CALL 081

ACCIDENT INVESTIGATION: 19

A. MINOR ACCIDENT **15**
B. ACCIDENT WITH INJURIES **04**

CITATIONS/TRAFFIC STOPS:

A. CITATIONS **01**
   a. CRIMINAL **00**
   b. UNIFORM TRAFFIC **01**
   c. OTHER **00**
B. TRAFFIC STOPS 03

ARRESTS:

CLASSIFICATION	TOTAL
BATTERY-CAUSE BODILY HARM	1
BATTERY-CAUSE BODILY HARM – DOMESTIC VIOLENCE, M	1
TRESPASSING-STRUCTURE OR CONVEYANCE	1
GRAND TOTAL	**3**

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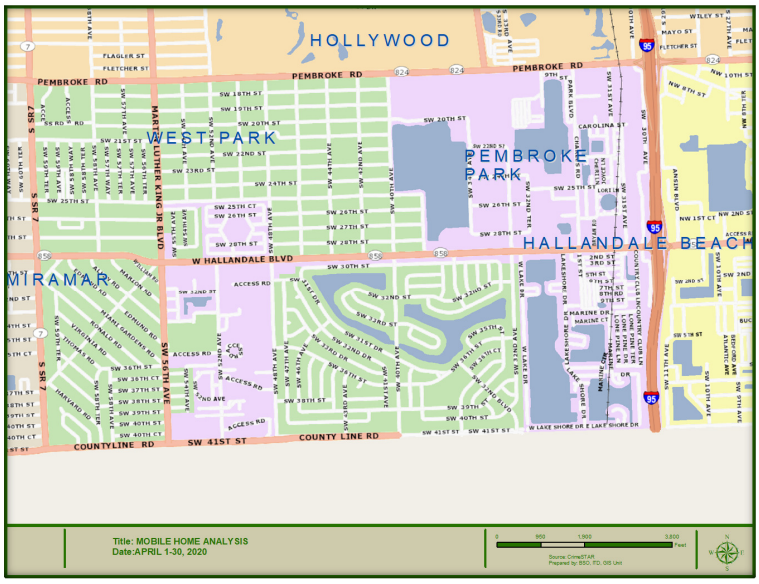
PEMBROKE PARK MOBILE HOME ANALYSIS

April 1-30, 2020



Mobile Home Community Crimes for the Month of April:

AUTO THEFTS - Other	0
RESIDENTIAL BURGLARIES	0
CONVEYANCE BURGLARIES	0
ROBBERIES	0

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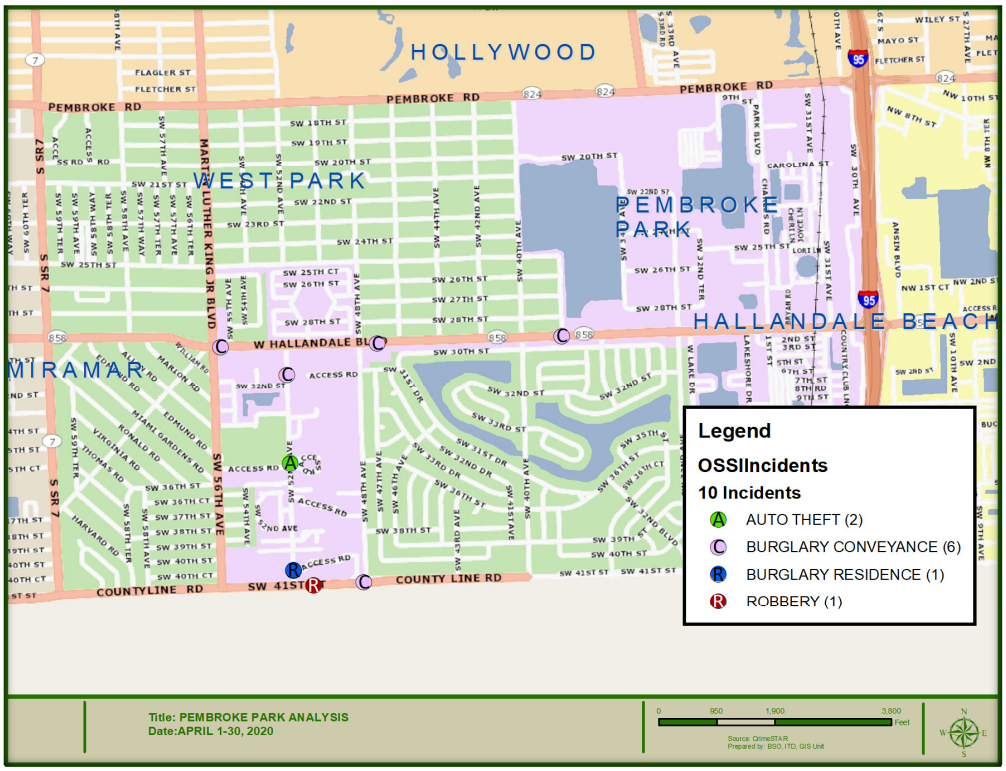
PEMBROKE PARK ANALYSIS

APRIL 1-30, 2020



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Pembroke Park, Fl. 33009
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Phone # (954)985-1953

PEMBROKE PARK ANALYSIS

April 1-30, 2020

CASE NUMBER	CLASSIFICATION	END DATE	DOW	ZONE	ADDRESS	CITY	NARRATIVE
192004000005	BURGLARY CONVEYANCE	4/1/2020 9:57:00 AM	WED	1912	3115 SW 52ND AV	PEMBROKE PARK	VEHICLE BURGLARIZED
192004000017	AUTO THEFT	4/2/2020 10:45:30 AM	THUR	1912	4005 SW 52ND AV	PEMBROKE PARK	VEHICLE TAKEN
192004000019	BURGLARY CONVEYANCE	4/2/2020 7:49:13 AM	THUR	1912	4003 SW 52ND AV	PEMBROKE PARK	VEHICLE BURGLARIZED
192004000028	BURGLARY CONVEYANCE	4/2/2020 6:45:45 PM	WED-THUR	1912	4815 SW 41ST ST	PEMBROKE PARK	VEHICLE BURGLARIZED
192004000078	ROBBERY	4/5/2020 9:14:28 PM	SUN	1912	5100 SW 41ST ST	PEMBROKE PARK	POSSIBLE ROBBERY SETUP
192004000082	BURGLARY CONVEYANCE	4/6/2020 9:31:48 AM	UNK	1911	3799 W HALLANDALE BEACH BLVD	PEMBROKE PARK	STORAGE CONTAINER BROKEN INTO
192004000134	BURGLARY RESIDENCE	4/9/2020 11:08:00 AM	THUR	1912	4003 SW 52ND AV	PEMBROKE PARK	APT BURGLARIZED NOTHING TAKEN
192004000215	BURGLARY CONVEYANCE	4/14/2020 2:29:33 PM	TUE	1912	4700 W HALLANDALE BEACH BLVD	PEMBROKE PARK	TRAILER BURGLARIZED
192004000337	BURGLARY CONVEYANCE	4/21/2020 4:30:00 PM	TUE	1912	5551 W HALLANDALE BEACH BLVD	PEMBROKE PARK	VEHICLE BURGLARIZED
192004000468	AUTO THEFT	4/26/2020 9:00:00 PM	UNK	1912	3501 SW 52ND AV	PEMBROKE PARK	VEHICLE TAKEN

Town of Pembroke Park
Bills over $500
May 13, 2020 Wednesday

Payments				
Invoice#	**Vendor**	**Service/Product**	**Dept.**	**Amount**
E09155	Delta/ Omni Business Solutions	Purchase Six Copiers for Town Hall	Various Dept	$ 23,438.70
2020-PP-0401	Michael Miller Planning Associates	General Planning Services Rendered April 1st Through April 30th, 2020	Planning	$ 13,775.74
2020-PP-0402	Michael Miller Planning Associates	Land Development Planning Services Rendered April 1st Through April 30th, 2020	Reimbursable	$ 845.00
982	Ryan & Ryan LLC	Matters Regarding Computer Cyber Security	Legal	$ 571.00
983	Ryan & Ryan LLC	Matters Regarding the Rezoning Application Filed By County Line Residences LLC	Legal	$ 1,791.25
985	Ryan & Ryan LLC	Matters Regarding the Florida Recreation Development Assistance Program Grant for Food Forest	Legal	$ 1,567.50
986	Ryan & Ryan LLC	Matters Regarding the 46th Year CDBG Application for Additional Oglesby Preserve Lighting	Legal	$ 822.50
10743	S. Davis & Associates P.A.	Progress Billing for Fiscal Year End 9/30/2019 Audit	Finance	$ 8,000.00
			Total:	**$50,811.69**

Purchase Orders				
305426	University of Central Fla.	Legal Issues for Code Enforcement Class and Exam for Teressa Malcolm	Bldg	$ 553.00
			Total:	**$553.00**

Grand Total:	**$51,364.69**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
001 - GENERAL FUND					
Tangible Personal Property Taxes	0.00	0.00	561,639.35	(561,639.35)	0.00%
Ad Valorem Taxes	6,014,705.00	0.00	5,239,882.10	774,822.90	87.12%
Tangible Personal Property Taxes - Delinquent	0.00	0.00	145.21	(145.21)	0.00%
Local Option Gas Tax	119,137.00	0.00	65,577.58	53,559.42	55.04%
Electric Utility Tax	790,000.00	0.00	402,489.56	387,510.44	50.95%
Communication Tax	160,000.00	0.00	96,022.69	63,977.31	60.01%
Water Utility Tax	260,000.00	0.00	156,203.78	103,796.22	60.08%
Gas Utility Tax	15,000.00	0.00	6,939.25	8,060.75	46.26%
Electric Franchise Fee	575,000.00	0.00	237,043.48	337,956.52	41.22%
Gas Franchise Fee	7,000.00	0.00	4,072.27	2,927.73	58.18%
Garbage Franchise Fee	225,000.00	0.00	144,029.91	80,970.09	64.01%
Towing Franchise Fee	10,000.00	0.00	0.00	10,000.00	0.00%
Bus Stop Shelter Franchise Fee	3,500.00	0.00	2,100.00	1,400.00	60.00%
Bus Stop Benches Franchise Fee	4,250.00	0.00	4,250.00	0.00	100.00%
Business Tax Receipt - Local	125,000.00	0.00	6,066.00	118,934.00	4.85%
Business Tax - County	2,500.00	0.00	1,426.07	1,073.93	57.04%
Electrical Permit -Reinspection Fee	0.00	0.00	2,625.25	(2,625.25)	0.00%
Certificate of Use Permits	29,000.00	0.00	52.50	28,947.50	0.18%
Building Inspection Fees	2,500.00	0.00	1,000.00	1,500.00	40.00%
Building Reinspection Fee B.T.R.	500.00	0.00	(75.00)	575.00	-15.00%
Fire Inspection Fees Business Tax	12,000.00	0.00	4,085.00	7,915.00	34.04%
Fire Inspection Fees Annual Renewals	49,000.00	0.00	4,565.00	44,435.00	9.32%
Fire Reinspection Fee B.T.R.	1,000.00	0.00	(65.00)	1,065.00	-6.50%
Sign Fees	58,000.00	0.00	0.00	58,000.00	0.00%
Zoning Variance Site Plans	0.00	0.00	390.00	(390.00)	0.00%
Engineering - Planning Services	0.00		1,050.00	(1,050.00)	0.00%
Alarm Registration Fees	2,900.00	0.00	150.00	2,750.00	5.17%
Other License, Fees, Permits	10,830.00	0.00	0.00	10,830.00	0.00%
Fedral Grants	513,563.00	0.00	0.00	513,563.00	0.00%
Other Grants	123,180.00	0.00	0.00	123,180.00	0.00%
Municipal Revenue Sharing Program	213,577.00	0.00	117,662.06	95,914.94	55.09%
Mobile Home Licenses	6,500.00	0.00	4,021.85	2,478.15	61.87%
Alcoholic Beverage Licenses	5,000.00	0.00	485.94	4,514.06	9.72%
Half Cent Sales Tax	447,363.00	0.00	217,711.76	229,651.24	48.67%
Lien Searches	4,000.00	0.00	1,300.00	2,700.00	32.50%
EMS Transport Collections	280,000.00	0.00	81,608.29	198,391.71	29.15%
Park Facility Rental-Preserve	3,000.00	0.00	1,700.00	1,300.00	56.67%
Reimburseable Charges - Filing Fees	0.00		1,500.00	(1,500.00)	#DIV/0!
Reimburseable Charges - Legal	0.00	0.00	3,401.00	(3,401.00)	0.00%
Reimburseable Charges - Misc, Late Fees Etc..	0.00	0.00	5,008.78	(5,008.78)	0.00%
Reimburseable Charges - Planning	0.00	0.00	7,354.00	(7,354.00)	0.00%
Local Law Enforcement Trust Fund Fines	1,000.00	0.00	0.00	1,000.00	0.00%
Rec. Vehicle Inspection Fee Revenue	2,500.00	0.00	1,000.00	1,500.00	40.00%
False Alarm Fees	7,000.00	0.00	3,450.00	3,550.00	49.29%
Code Enforcement Fines - Per Diem	1,000.00	0.00	0.00	1,000.00	0.00%
Other Fines and Forfeitures	7,000.00	0.00	1,509.62	5,490.38	21.57%
Interest - FL Dept Admin - LGIP Investments	18,000.00	0.00	0.00	18,000.00	0.00%
Interest/Penalties - Ad Valorem/Tangible Taxes	6,500.00	0.00	8,244.62	(1,744.62)	126.84%
Penalty and Late Charges	5,000.00	0.00	7,185.01	(2,185.01)	143.70%
Garbage Collection Fees OES	10,000.00	0.00	6,955.11	3,044.89	69.55%
Impact Fees - Fire	77,505.00	0.00	0.00	77,505.00	0.00%
Other Revenue	632,000.00	0.00	15,207.42	616,792.58	2.41%
Other Miscellaneous (JWL Community Event)	80,000.00	0.00	248,231.74	(168,231.74)	310.29%
Total Revenue	$ 10,920,510.00	**$ -**	**$ 7,675,202.20**	**$ 3,245,307.80**	**70.28%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Salaries	210,000.00	0.00	122,500.00	87,500.00	58.33%
FICA Taxes Expense	16,065.00	0.00	8,496.64	7,568.36	52.89%
Employer Contribution Retirement Fund	21,964.00	0.00	0.00	21,964.00	0.00%
Group Insurance Health	49,843.00	0.00	19,937.28	29,905.72	40.00%
Dental/Vision Insurance	9,889.00	0.00	6,592.96	3,296.04	66.67%
Life Insurance (Standard Insur.Co.)	3,895.00	0.00	2,471.71	1,423.29	63.46%
Long Term Care (John Hancock Co.)	8,693.00	0.00	5,173.26	3,519.74	59.51%
Life Insurance (John Hancock VUL)	5,082.00	0.00	3,833.31	1,248.69	75.43%
Workers' Compensation	412.00	0.00	194.29	217.71	47.16%
Travel	14,000.00	0.00	7,099.75	6,900.25	50.71%
Cell Phone	5,000.00	0.00	3,034.90	1,965.10	60.70%
Insurance - Property & Liability	682.00	0.00	514.60	167.40	75.45%
Business Meetings	5,000.00	0.00	1,928.83	3,071.17	38.58%
Misc. Charges	3,000.00	0.00	508.07	2,491.93	16.94%
Memberships	3,700.00	0.00	4,099.80	(399.80)	110.81%
Education and Training	2,500.00	0.00	770.00	1,730.00	30.80%
Election Services	15,000.00	0.00	0.00	15,000.00	0.00%
Total Expense Mayor & Commission Department	$ 374,725.00	**$ -**	**$ 187,155.40**	**$ 187,569.60**	**49.94%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Salaries	668,499.00	0.00	307,234.82	361,264.18	45.96%
Overtime	1,500.00	0.00	4,564.00	(3,064.00)	304.27%
FICA Taxes Expense	56,196.00	0.00	22,607.87	33,588.13	40.23%
Employee Retirement Expense	96,813.00	0.00	50,939.84	45,873.16	52.62%
Group Insurance	117,132.00	0.00	50,218.84	66,913.16	42.87%
Dental/Vision Insurance	19,501.00	0.00	6,951.88	12,549.12	35.65%
Life Insurance (Standard Insur.Co.)	12,937.00	0.00	5,231.83	7,705.17	40.44%
Long Term Care (John Hancock Co.)	686.00	0.00	640.45	45.55	93.36%
Life Insurance (John Hancock VUL)	18,544.00	0.00	5,066.72	13,477.28	27.32%
Workers' Compensation	1,232.00	0.00	582.90	649.10	47.31%
Town Hall-Janitorial Services	2,611.00	0.00	1,522.99	1,088.01	58.33%
Contractual Services	13,800.00	0.00	24,913.92	(11,113.92)	180.54%
Contractual Services - Professional Services	81,000.00	0.00	45,458.14	35,541.86	56.12%
Contractual Services - Business Tax Structual	0.00	0.00	3,625.00	0.00	0.00%
Travel	5,000.00	0.00	1,371.36	3,628.64	27.43%
Cellular Phones	1,750.00	0.00	1,908.67	(158.67)	109.07%
Lease Expense - Vehicles	18,000.00	0.00	8,250.00	9,750.00	45.83%
Lease Expense-Copy Machine	6,000.00	0.00	4,757.45	1,242.55	79.29%
General Liability - Property Insurance	4,738.00	0.00	3,677.39	1,060.61	77.61%
Misc. Maintenance - Car & Buildings	1,800.00	0.00	0.00	1,800.00	0.00%
Printing	2,000.00	0.00	1,197.00		59.85%
Misc. Charges	5,000.00	0.00	4,011.88	988.12	80.24%
Business Meetings/Meals	500.00	0.00	750.00	(250.00)	150.00%
Office Supplies	7,000.00	0.00	5,678.02	1,321.98	81.11%
Vehicle Expense - Gasoline	2,000.00	0.00	20.66	1,979.34	1.03%
Memberships/Subscriptions	5,300.00	0.00	1,357.10	3,942.90	25.61%
Education & Training, Tuition Assistance	10,000.00	0.00	1,474.64	8,525.36	14.75%
Education & Training, Registration/Books	1,000.00	0.00	900.00	100.00	90.00%
Total Expense Administration Department	**$ 1,160,539.00**	**$ -**	**$ 564,913.37**	**$ 598,447.63**	**48.68%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Salaries	311,434.00	0.00	130,116.96	181,317.04	41.78%
Overtime	2,000.00	0.00	317.87	1,682.13	15.89%
FICA Taxes Expense	23,825.00	0.00	9,912.35	13,912.65	41.60%
Employee Retirement Expense	44,168.00	0.00	20,514.61	23,653.39	46.45%
Group Insurance	39,875.00	0.00	19,937.28	19,937.72	50.00%
Dental/Vision Insurance	7,415.00	0.00	3,293.12	4,121.88	44.41%
Life Insurance (Standard Insur.Co.)	5,693.00	0.00	2,873.92	2,819.08	50.48%
Long Term Care (John Hancock Co.)	0.00	0.00	550.00	0.00	0.00%
Life Insurance (John Hancock VUL)	4,696.00	0.00	678.25	4,017.75	14.44%
Workers' Compensation	410.00	0.00	194.30	215.70	47.39%
Recurring Audit Costs	45,000.00	0.00	0.00	45,000.00	0.00%
Contractual Service	4,611.00	0.00	1,522.99	3,088.01	33.03%
Contractual Services-Software Maint Fees	4,000.00	0.00	3,985.00	15.00	99.63%
Travel	2,000.00	0.00	0.00	2,000.00	0.00%
Cellular Phones	700.00	0.00	376.64	323.36	53.81%
Lease Expense-Copiers	2,000.00	0.00	1,614.57	385.43	80.73%
General Liability - Property Insurance	2,428.00	0.00	1,945.07	482.93	80.11%
Maintenance & Repair	500.00	0.00	0.00	500.00	0.00%
Printing and Forms	1,000.00	0.00	977.07	22.93	97.71%
Business Meetings/Meals	500.00	0.00	0.00	500.00	0.00%
Misc. Charges	500.00	0.00	22.50	477.50	4.50%
Office Supplies	2,000.00	0.00	906.15	1,093.85	45.31%
Memberships	1,000.00	0.00	92.55	907.45	9.26%
Education & Training-Registration/Books	1,000.00	0.00	0.00	1,000.00	0.00%
Total Expense Finance Department	$ 506,755.00	**$ -**	**$ 199,831.20**	**$ 307,473.80**	**39.43%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Misc. Reimbursable Expense	10,000.00	0.00	3,856.00	6,144.00	38.56%
Contractual Services-Legal-Retainer	100,000.00	0.00	58,333.31	41,666.69	58.33%
Contractual Services-Legal-Non Retainer	100,000.00	0.00	41,380.40	58,619.60	41.38%
Advertising	7,500.00	0.00	4,087.05	3,412.95	54.49%
Total Expense Legal Department	**$ 217,500.00**	**$ -**	**$ 107,656.76**	**$ 109,843.24**	**49.50%**
Reimbursable Expense	50,000.00	0.00	33,971.94	16,028.06	67.94%
Contractual Services-Planning	200,000.00	0.00	108,202.36	91,797.64	54.10%
Contractual Services-Legis Svcs Planning	10,000.00	0.00	4,999.98	5,000.02	50.00%
Board Expenses - Planning & Zoning	1,000.00	0.00	150.00	850.00	15.00%
Total Expense Comprehensive Planning Dept.	**$ 261,000.00**	**$ -**	**$ 147,324.28**	**$ 113,675.72**	**56.45%**
Various Contractual Services	32,000.00	0.00	15,019.11	16,980.89	46.93%
Contractual Srvs-Town Hall-Pest Control	3,720.00	0.00	675.90	3,044.10	18.17%
Contractual Svc-Computer Related Service	98,000.00	0.00	54,414.25	43,585.75	55.52%
Telephone Cost - Cellular	3,000.00	0.00	924.95	2,075.05	30.83%
Town Hall Line Charge/Internet Connection	13,200.00	0.00	7,280.55	5,919.45	55.16%
Postage-Shipping-Fed Express	3,500.00	0.00	5,072.37	(1,572.37)	144.92%
Electricity-Town Hall	38,000.00	0.00	17,717.17	20,282.83	46.62%
Water-Town Hall	5,000.00	0.00	2,388.34	2,611.66	47.77%
Lease Expense-Copy Machine and Other	900.00	0.00	427.56	472.44	47.51%
Insurance Expense - General Liability/Prop.	2,642.00	0.00	2,164.04	477.96	81.91%
Maintenance & Repair Car Bldg & Equipmnt	15,000.00	0.00	9,876.66	5,123.34	65.84%
Maintenance and Repair-3RD FLOOR	2,500.00	0.00	62.84	2,437.16	2.51%
Donations	15,000.00	0.00	3,510.00	11,490.00	23.40%
Lobbying Expenses	134,000.00	0.00	53,628.30	80,371.70	40.02%
Misc Charges	48,000.00	0.00	29,225.50	18,774.50	60.89%
Misc. Market Supplies/Office Supplies	4,000.00	0.00	1,973.28	2,026.72	49.33%
Total Expense Non - Departmental General Gov't	**418,462.00**	**0.00**	**204,360.82**	**214,101.18**	**48.84%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Contractual Services-Law Enforcement	3,272,014.00	0.00	1,907,846.50	1,364,167.50	58.31%
LLETF - Explorer Progam	10,000.00	0.00	827.35	9,172.65	8.27%
BSO - Traffic Enforcement	5,000.00	0.00	0.00	5,000.00	0.00%
LLETF Town Hall Security	40,000.00	0.00	0.00	40,000.00	0.00%
Total Law Enforcement	3,327,014.00	**0.00**	**1,908,673.85**	**1,418,340.15**	**57.37%**
Contractual Services-Fire Rescue	3,205,828.00	0.00	1,870,066.10	1,335,761.90	58.33%
Total Fire Department	3,205,828.00	**0.00**	**1,870,066.10**	**1,335,761.90**	**58.33%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
100 - Building Department					
Building Permits	318,150.00	0.00	129,449.57	188,700.43	40.69%
Building Permit - Reinspection Fee	7,875.00	0.00	5,174.00	2,701.00	65.70%
Building Dept. Reinstatement Fee	5,555.00	0.00	400.00	5,155.00	7.20%
Building Inspection Fee	34,100.00	0.00	16,300.00	17,800.00	47.80%
Electrical Permits	34,715.00	0.00	30,633.87	4,081.13	88.24%
Electrical Permit-Reinspection Fee	4,850.00	0.00	375.00	4,475.00	7.73%
Electrical Inspection Fee	8,585.00	0.00	7,725.00	860.00	89.98%
Mechanical Permits	28,150.00	0.00	34,023.71	(5,873.71)	120.87%
Mechanical Permit-Reinspection Fee	500.00	0.00	787.00	(287.00)	157.40%
Mechanical Inspection Fee	3,385.00	0.00	2,425.00	960.00	71.64%
Plumbing Permits	44,450.00	0.00	10,670.87	33,779.13	24.01%
Plumbing Permit Reinspection Fee	760.00	0.00	2,250.00	(1,490.00)	296.05%
Plumbing Inspection Fee	2,830.00	0.00	2,550.00	280.00	90.11%
Fire Inspection Fees Permits	28,500.00	0.00	9,160.00	19,340.00	32.14%
Fire Reinspection Fee	59,000.00	0.00	18,454.50	40,545.50	31.28%
Zoning & Variance & Site Plan Fees	30,000.00	0.00	20,990.00	9,010.00	69.97%
Engineering-Planning Services	30,000.00	0.00	200.00	29,800.00	0.67%
Radon Fees - 10% Restricted for Education	4,500.00	0.00	2,127.24	2,372.76	47.27%
Insurance - Registration Fees	0.00	0.00	19.61	(19.61)	0.00%
Plan Review	68,680.00	0.00	41,665.00	27,015.00	60.67%
Processing Fee	52,520.00	0.00	36,325.00	16,195.00	69.16%
Certificate of Occupany Fee	5,050.00	0.00	389.75	4,660.25	7.72%
Certificate of Completion	34,350.00	0.00	23,781.63	10,568.37	69.23%
Code Enforcement Fines	30,000.00	0.00	12,523.00	17,477.00	41.74%
Other Revenue Building Depatment	5,000.00	0.00	650.25	4,349.75	13.01%
Total Revenue - Building Department	841,505.00	**0.00**	**409,050.00**	**432,455.00**	**48.61%**
Full Time Salaries	212,441.00	0.00	96,893.03	115,547.97	45.61%
Overtime	4,000.00	0.00	1,961.89	2,038.11	49.05%
FICA Taxes Expense	16,252.00	0.00	7,532.70	8,719.30	46.35%
Employee Retirement Expense	33,942.00	0.00	13,692.84	20,249.16	40.34%
Group Insurance	29,906.00	0.00	13,291.52	16,614.48	44.44%
Dental/Vision Insurance	3,794.00	0.00	879.36	2,914.64	23.18%
Life Insurance (Standard Insur.Co.)	3,906.00	0.00	1,467.12	2,438.88	37.56%
Long Term Care (John Hancock Co.)	0.00	0.00	800.00	(800.00)	0.00%
Life Insurance (John Hancock VUL)	3,420.00	0.00	480.00	2,940.00	14.04%
Workers' Compensation	1,643.00	0.00	777.20	865.80	47.30%
Contractual Service-Town Hall-Janitorial	2,611.00	0.00	1,522.99	1,088.01	58.33%
Contractual Services-Software Maint Fees	0.00	0.00	0.00	0.00	0.00%
Contractual Services-Bldg Dept Elect	34,000.00	0.00	18,462.50	15,537.50	54.30%
Contractual Services-Bldg Dept Plumb	15,000.00	0.00	8,775.00	6,225.00	58.50%
Contractual Services-Bldg Dept Mech	16,000.00	0.00	9,325.00	6,675.00	58.28%
Contractual Services-Bldg Dept Structural	0.00	0.00	7,712.50	(7,712.50)	0.00%
Contractual Services-User Fees Ink Force	6,000.00	0.00	3,000.00	3,000.00	50.00%
Travel	1,000.00	0.00	0.00	1,000.00	0.00%
Cell Phone	3,800.00	0.00	1,586.67	2,213.33	41.75%
Vehicle Expense - Interest	0.00	0.00	446.72	(446.72)	0.00%
Lease Expense-Copier	3,600.00	0.00	2,110.33	1,489.67	58.62%
Insurance - Property & Liability	6,203.00	0.00	4,776.47	1,426.53	77.00%
Maintenance & Repair Car Bldg & Equipmt.	1,000.00	0.00	178.20	821.80	17.82%
Printing & Forms	1,000.00	0.00	700.00	300.00	70.00%
Misc. Charges	1,000.00	0.00	0.00	1,000.00	0.00%
Office Supplies	3,000.00	0.00	1,980.96	1,019.04	66.03%
Uniforms	500.00	0.00	487.00	13.00	97.40%
Vehicle Expense-Gasoline Costs	1,000.00	0.00	29.95	970.05	3.00%
Memberships/Subscription	500.00	0.00	555.00	(55.00)	111.00%
Education & Training-Registration/Books	1,000.00	0.00	1,144.00	(144.00)	114.40%
Total Building Department	$ 406,518.00	**$ -**	$ 200,568.95	**$ 205,949.05**	**49.34%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Salaries	158,079.00	0.00	70,764.92	87,314.08	44.77%
Overtime	2,000.00	0.00	623.25	1,376.75	31.16%
FICA Taxes Expense	12,093.00	0.00	5,339.47	6,753.53	44.15%
Employee Retirement Expense	22,564.00	0.00	13,638.68	8,925.32	60.44%
Group Insurance	32,398.00	0.00	14,122.24	18,275.76	43.59%
Dental/Vision Insurance	6,061.00	0.00	2,240.04	3,820.96	36.96%
Life Insurance (Standard Insur.Co.)	2,914.00	0.00	1,397.11	1,516.89	47.94%
Long Term Care (John Hancock Co.)	229.00	0.00	593.33	(364.33)	259.10%
Life Insurance (John Hancock VUL)	2,790.00	0.00	322.50	2,467.50	11.56%
Workers' Compensation	1,642.00	0.00	777.20	864.80	47.33%
Town Hall-Janitorial	2,611.00	0.00	1,522.99	1,088.01	58.33%
Contractual Services	5,400.00	0.00	900.00	4,500.00	16.67%
Travel - Hotel, Airfare, Mileage, Tolls & Meals	2,500.00	0.00	39.97	2,460.03	1.60%
Cell Phones	3,000.00	0.00	815.13	2,184.87	27.17%
Lease Expense- Copier	1,000.00	0.00	253.08	746.92	25.31%
Insurance - Property & Liability	5,375.00	0.00	4,155.29	1,219.71	77.31%
Printing and Forms	1,300.00	0.00	880.68	419.32	67.74%
Misc. Charges	1,500.00	0.00	10.00	1,490.00	0.67%
Office Supplies	4,500.00	0.00	1,058.96	3,441.04	23.53%
Uniform Expense	800.00	0.00	50.62	749.38	6.33%
Vehicle Expense-Gasoline	3,000.00	0.00	343.67	2,656.33	11.46%
Vehicle Expense-Maintenance & Repair	1,000.00	0.00	33.49	966.51	3.35%
Board Expenses-Code & P&Z Boards	4,635.00	0.00	800.00	3,835.00	17.26%
Memberships	625.00	0.00	160.00	465.00	25.60%
Education & Training - Other	3,000.00	0.00	998.00	2,002.00	33.27%
Total Code Enforcement	$ 281,016.00	**$ -**	**$ 121,840.62**	**$ 159,175.38**	**43.36%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Employee Salaries	189,724.00	0.00	105,504.55	84,219.45	55.61%
Overtime	3,500.00	0.00	1,723.45	1,776.55	49.24%
FICA Taxes Expense	14,514.00	0.00	7,952.28	6,561.72	54.79%
Employee Retirement Expense	20,246.00	0.00	11,318.76	8,927.24	55.91%
Group Insurance	39,875.00	0.00	26,583.04	13,291.96	66.67%
Dental/Vision Insurance	7,392.00	0.00	4,928.16	2,463.84	66.67%
Life Insurance (Standard Insur.Co.)	3,506.00	0.00	2,343.43	1,162.57	66.84%
Long Term Care (John Hancock Co.)	291.00	0.00	1,718.64	(1,427.64)	590.60%
Life Insurance (John Hancock VUL)	4,733.00	0.00	1,931.73	2,801.27	40.81%
Workers' Compensation	6,983.00	0.00	3,303.10	3,679.90	47.30%
Town Hall Janitorial	2,611.00	0.00	1,523.06	1,087.94	58.33%
Travel	1,000.00	0.00	1.53	998.47	0.15%
Cellular Phones	2,400.00	0.00	1,473.57	926.43	61.40%
Town Hall Line Charge/Internet Connection	700.00	0.00	0.00	700.00	0.00%
Electricity-Outdoor Lighting	32,000.00	0.00	16,296.02	15,703.98	50.93%
Water-Public Works	2,000.00	0.00	224.79	1,775.21	11.24%
Rental Expense-Equipment Copier	3,600.00	0.00	2,303.96	1,296.04	64.00%
Insurance Expense Prop - General Liability	23,805.00	0.00	17,977.61	5,827.39	75.52%
Maintenance & Repair Car Bldg & Equipmnt	30,000.00	0.00	27,882.53	2,117.47	92.94%
Misc. Charges	15,000.00	0.00	3,317.84	11,682.16	22.12%
Office Supplies	1,500.00	0.00	1,792.38	(292.38)	119.49%
Uniform Expense	1,800.00	0.00	535.62	1,264.38	29.76%
Vehicle Expense-Gasoline	6,000.00	0.00	4,918.50	1,081.50	81.98%
Memberships/Subscriptions & Dues	1,000.00	0.00	170.00	830.00	17.00%
Education & Training-Registration/Books	1,500.00	0.00	250.00	1,250.00	16.67%
Total Roads & Streets Department	$ 415,680.00	**$ -**	**$ 245,974.55**	**$ 169,705.45**	**59.17%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Salaries	251,461.00	0.00	101,773.19	149,687.81	40.47%
Overtime	15,000.00	0.00	11,110.10	3,889.90	74.07%
FICA Taxes Expense	19,237.00	0.00	8,600.61	10,636.39	44.71%
Employee Retirement Expense	21,299.00	0.00	9,514.01	11,784.99	44.67%
Group Insurance	49,843.00	0.00	26,583.04	23,259.96	53.33%
Dental/Vision Insurance	10,559.00	0.00	5,389.44	5,169.56	51.04%
Life Insurance (Standard Insur.Co.)	4,664.00	0.00	2,300.64	2,363.36	49.33%
Long Term Care (John Hancock Co.)	0.00	0.00	1,010.00	(1,010.00)	#DIV/0!
Life Insurance (John Hancock VUL)	5,449.00	0.00	1,495.56	3,953.44	27.45%
Workers' Compensation	5,752.00	0.00	2,720.20	3,031.80	47.29%
Contractual Services	1,700.00	0.00	957.10	742.90	56.30%
Travel- Hotel, Airfare, Milage, Tolls & Meals	400.00	0.00	0.00	400.00	0.00%
Cellular Phones & Beepers	1,500.00	0.00	573.58	926.42	38.24%
Phone Line-Behan Park	3,200.00	0.00	1,873.22	1,326.78	58.54%
Phone Line- Oglesby Preserve	1,200.00	0.00	417.18	782.82	34.77%
Electricity	15,000.00	0.00	7,625.26	7,374.74	50.84%
Water Charges	3,000.00	0.00	2,090.21	909.79	69.67%
Insurance - Property & Liability	13,000.00	0.00	9,866.21	3,133.79	75.89%
Maintenance & Repair Car Bldg & Equipmt.	25,000.00	0.00	11,894.85	13,105.15	47.58%
Office Supplies	400.00	0.00	198.35	201.65	49.59%
Uniform Expense	2,000.00	0.00	475.35	1,524.65	23.77%
Misc. Charges	15,000.00	0.00	3,221.05	11,778.95	21.47%
Gasoline Costs	4,500.00	0.00	2,000.97	2,499.03	44.47%
Membership, Dues & Subscription	900.00	0.00	0.00	900.00	0.00%
Education & Training-Registration/Books	1,500.00	0.00	250.00	1,250.00	16.67%
Pembroke Park Health Fair Festival	10,000.00	0.00	9,916.83	83.17	99.17%
Pembroke Park- Egg Hunt	6,000.00	0.00	1,128.20	4,871.80	18.80%
Pembroke Park- Toy Drive	4,000.00	0.00	3,762.70	237.30	94.07%
Pembroke Park- Turkey Drive	6,000.00	0.00	6,442.04	(442.04)	107.37%
Community Garden	5,000.00	0.00	2,920.66	2,079.34	58.41%
Maculele Miami Brazalian Arts Institute	2,000.00	0.00	0.00	2,000.00	0.00%
Relay for Life Event	2,000.00	0.00	1,000.00	1,000.00	50.00%
School Supply Drive	3,500.00	0.00	0.00	3,500.00	0.00%
Church of Christ	1,500.00	0.00	0.00	1,500.00	0.00%
Newsletter Mailings	10,000.00	0.00	2,000.00	8,000.00	20.00%
60th Anniversary Celebration	25,000.00	0.00	0.00	25,000.00	0.00%
Food Distribution Farm Share	2,000.00	0.00	0.00	2,000.00	0.00%
Holiday Party	4,500.00	0.00	2,518.80	1,981.20	55.97%
Pet Fair	5,000.00	0.00	0.00	5,000.00	0.00%
Little Library Dispensers	2,000.00	0.00	93.89	1,906.11	4.69%
Halloween Spectacular Event	2,500.00	0.00	3,163.19	(663.19)	126.53%
Club Richelieu	1,000.00	0.00	0.00	1,000.00	0.00%
Promotions for All Community Events	7,500.00	0.00	0.00	7,500.00	0.00%
Walk A Thon	1,000.00	0.00	0.00	1,000.00	0.00%
Fl. Intl. Trade & Commission Expo (FITCE)	2,000.00	0.00	1,070.10	929.90	53.51%
Focal Point - Walk a thon	1,000.00	0.00	0.00	1,000.00	0.00%
One Blood	250.00	0.00	0.00	250.00	0.00%
Total Parks Department	575,314.00	**0.00**	**245,956.53**	**329,357.47**	**42.75%**
Machinery and Equipment	60,700.00	0.00	0.00	60,700.00	0.00%
Equipment, Security, Holiday Deco (+250)	6,000.00	0.00	561.56	5,438.44	9.36%
Community Garden - Irrigation System	8,000.00	0.00	0.00	8,000.00	0.00%
Park Rec - Concrete Slab	4,000.00	0.00	0.00	4,000.00	0.00%
Fire & EMS Study Project # 9075	40,000.00	0.00	0.00	40,000.00	0.00%
Municipal Complex Conceptual Design Project #9076	79,110.00	0.00	0.00	79,110.00	0.00%
Town all Restroom Improvements	20,000.00	0.00	0.00	20,000.00	0.00%
TownHall Hardening Project # 9078	684,750.00	0.00	0.00	684,750.00	0.00%
Hardware & Software Replacement	226,000.00	0.00	50,971.52	175,028.48	22.55%
Machinery and Equipment	10,000.00	0.00	0.00	10,000.00	0.00%
Vehicle Purchase	25,000.00	0.00	0.00	25,000.00	0.00%
Capital Outlay-Machinery and Equipment	5,000.00	0.00	386.53	4,613.47	7.73%
Machinery & Equipment (over $250.00)	2,500.00	0.00	0.00	2,500.00	0.00%
Vehicle Purchase	26,000.00	0.00	0.00	26,000.00	0.00%
Machinery and Equipment	63,850.00	0.00	752.50	63,097.50	1.18%
Total Capital Outlay & Equipment	1,260,910.00	**0.00**	**52,672.11**	**1,208,237.89**	**40.82%**
44 Year CDBG Tot Lot Project # 9078	66,672.00		0.00	66,672.00	0.00%
45 Year CDBG Tot Lot OlgesbyProject	105,000.00	0.00	0.00	105,000.00	0.00%
Total Capital Projects	171,672.00	**0.00**	**0.00**	**171,672.00**	**0.00%**
Total Expenditures - General Fund	$ 12,582,933.00		**$ 6,056,994.54**	**$ 6,529,310.46**	**48.14%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
400 - SEWER ENTERPRISE FUND					
Sewer Service Charges	2,680,000.00	0.00	1,652,207.50	1,027,792.50	61.65%
Fixture Charges	75,000.00	0.00	45,184.04	29,815.96	60.25%
Sewer Hookup Fees	10,000.00	0.00	1,500.00	8,500.00	15.00%
Interest - Revenue- LGIP	20,000.00	0.00	0.00	20,000.00	0.00%
Impact Fee Physical Environment	177,589.00	0.00	0.00	177,589.00	0.00%
Other Miscellaneous Revenue	0.00	0.00	0.00	0.00	#DIV/0!
Total Revenue - Sewer Fund	2,962,589.00	**0.00**	**1,698,891.54**	**1,263,697.46**	**57.34%**
Regular Full Time Salary	399,259.00	0.00	182,389.00	325,120.61	45.68%
Overtime	10,000.00	0.00	3,284.90	6,715.10	32.85%
FICA Taxes	30,543.00	0.00	13,624.60	16,918.40	44.61%
Employee Retirement Expense	46,346.00	0.00	22,496.89	23,849.11	48.54%
Group Insurance - Health	59,812.00	0.00	34,059.52	25,752.48	56.94%
Group Insurance - Dental & Vision	8,042.00	0.00	4,203.88	3,838.12	52.27%
Group Life Insurance (SIC)	6,934.00	0.00	3,980.98	2,953.02	57.41%
Long Term Care Insurance (JHC)	873.00	0.00	2,145.91	(1,272.91)	245.81%
Life Insurance - JHC VUL	7,511.00	0.00	2,455.08	5,055.92	32.69%
Workers' Compensation	13,969.00	0.00	6,606.20	7,362.80	47.29%
Reimbursable Expenses-Site Plan	0.00	0.00	0.00	0.00	#DIV/0!
Professional Services-Engineering	2,000.00	0.00	0.00	2,000.00	0.00%
Retainer	2,000.00	0.00	0.00	2,000.00	0.00%
Sewer Maintenenace & Treatment - Hollywood	1,000,000.00	0.00	574,244.44	425,755.56	57.42%
Misc. Contractual Services-Sewer Department	20,000.00	0.00	7,609.33	12,390.67	38.05%
Travel	2,000.00	0.00	4.59	1,995.41	0.23%
Cellular Phones/Beepers	3,500.00	0.00	1,501.63	1,998.37	42.90%
Telephone Lines	0.00	0.00	17,559.13	(17,559.13)	#DIV/0!
Electricity-Sewer Pumps	35,000.00	0.00	10,968.01	24,031.99	31.34%
Water-Public Works	20,000.00	0.00	29,522.85	(9,522.85)	147.61%
Insurance - Property & Liability FLC	37,516.00	0.00	33,310.48	4,205.52	88.79%
Maintenance-Lift Stations	150,000.00	0.00	36,017.57	113,982.43	24.01%
Maintenance & Repair Car Bldg & Equipmt.	80,000.00	0.00	12,029.82	67,970.18	15.04%
Misc. Charges	20,000.00	0.00	302.34	19,697.66	1.51%
Operating Supplies-Uniform Expense	1,500.00	0.00	2,395.87	(895.87)	159.72%
Vehicle Expense-Gasoline	6,000.00	0.00	237.50	5,762.50	3.96%
Memberships	2,000.00	0.00	0.00	2,000.00	0.00%
Education & Training-Registration/Books	2,500.00	0.00	250.00	2,250.00	10.00%
Administrative Services	410,000.00	0.00	0.00	410,000.00	0.00%
New Sewer Truck	30,000.00	0.00	14,068.50	15,931.50	46.90%
Master Plan Update	40,000.00	0.00	0.00	40,000.00	0.00%
Debt Service-Principal Payment	37,000.00	0.00	21,583.38	15,416.62	58.33%
Debt Service- Sinking Fund Interest	91,350.00	0.00	53,287.50	38,062.50	58.33%
Debt Service Reserve Account	12,912.00	0.00	7,532.00	5,380.00	58.33%
Debt Service S/T Assets Reserve	74,022.00	0.00	43,179.29	30,842.71	58.33%
Depreciation/Amortization Expense	300,000.00	0.00	0.00	300,000.00	0.00%
Total Sewer Fund Expenditures	2,962,589.00	**0.00**	**1,140,851.19**	**1,929,988.42**	**38.51%**

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 4/30/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
401 - STORMWATER MANAGEMENT FUND					
Stormwater Management Utility Fees	1,440,000.00	0.00	829,644.58	610,355.42	57.61%
FEMA Grant	1,590,428.00	0.00	0.00	1,590,428.00	0.00%
Impact Fee Revenue-Physical Environment	118,827.00	0.00	0.00	118,827.00	0.00%
Total Stormwater Revenue	3,149,255.00	**0.00**	**829,644.58**	**2,319,610.42**	**26.34%**
Salaries	178,340.00	0.00	54,703.85	123,636.15	30.67%
Overtime	10,000.00	0.00	5,287.16	4,712.84	52.87%
FICA Taxes	13,643.00	0.00	4,564.80	9,078.20	33.46%
Employee Retirement Expense	15,105.00	0.00	5,052.52	10,052.48	33.45%
Group Insurance - Health	29,906.00	0.00	9,968.64	19,937.36	33.33%
Group Insurance - Dental & Vision	6,517.00	0.00	1,869.76	4,647.24	28.69%
Group Life Insurance - SIC	2,877.00	0.00	1,192.41	1,684.59	41.45%
Long Term Care Insurance (JHC)	0.00	0.00	700.00	(700.00)	#DIV/0!
Life Insurance - JHC VUL	4,530.00	0.00	420.00	4,110.00	9.27%
Workers' Compensation	9,038.00	0.00	4,274.60	4,763.40	47.30%
Legal/Non Retainer	4,000.00	0.00	0.00	4,000.00	0.00%
Engineering	5,000.00	0.00	0.00	5,000.00	0.00%
Professional Services	5,000.00	0.00	0.00	5,000.00	0.00%
Cell Phones/Beepers	650.00	0.00	350.62	299.38	53.94%
Electricity-Drainage Pumps	25,000.00	0.00	10,047.49	14,952.51	40.19%
Insurance Expense FLC	2,500.00	0.00	0.00	2,500.00	0.00%
Insurance - Prop & General Liability	32,825.00	0.00	26,265.14	6,559.86	80.02%
Maintenance & Repair Cars, Building & Other	50,000.00	0.00	15,567.78	34,432.22	31.14%
Misc. Charges	15,000.00	0.00	8,610.47	6,389.53	57.40%
Uniform Expense	500.00	0.00	299.52	200.48	59.90%
Memberships/Subscriptions and Dues	600.00	0.00	592.50	7.50	98.75%
Education & Training,Registration, Books	2,500.00	0.00	0.00	2,500.00	0.00%
Administrative Services GF Cost Allocation	210,000.00	0.00	0.00	210,000.00	0.00%
Machinery and Equipment New Stormwater Truck	30,000.00	0.00	1,300.00	28,700.00	4.33%
Depreciation Expense	500,000.00	0.00	0.00	500,000.00	0.00%
County Line Stormwater & Sidewalk Project # 3353	150,000.00	0.00	0.00	150,000.00	0.00%
John P. Lyons Phase II Engineering & Design #3354	912,350.00	0.00	0.00	912,350.00	0.00%
S.W. 25th St. Stormwatr Improvement Phase II #3355	1,208,220.00	0.00	0.00	1,208,220.00	0.00%
Total Stormwater Expenditures	3,424,101.00	**0.00**	**151,067.26**	**3,273,033.74**	**4.41%**

Total Revenue - ALL FUNDS	$ 17,873,859.00	**$ 10,612,788.32**	**$ 7,261,070.68**	**59.38%**
Total Expenditures - ALL FUNDS	$ 18,969,623.00	**$ 7,348,912.99**	**$ 11,732,332.62**	**38.74%**

Express Balance Report

Standard Express Balance Report
As of 05/06/2020
Company: TOWN OF PEMBROKE PARK
User: Harry Taubenfeld

05/07/2020 09:21 AM ET

Commercial Electronic Office® **Treasury Information Reporting**

Note: Intraday information subject to change

Summary Section

Account Number	Account Name	Previous Day Balances: Closing Ledger Balance	Previous Day Balances: Closing Collected Balance	Intraday Balance: Opening Available Balance	Intraday Balance: Current Available Balance
Account Balances for 2000037266284	**121000248 WELLS FARGO BANK, N.A.** INVESTMENT	77,210.37	77,210.37	77,210.37	77,210.37
Account Balances for 2000044269847	**121000248 WELLS FARGO BANK, N.A.** LOCAL LAW ENFORCEMENT	41,782.10	41,782.10	41,782.10	41,782.10
Account Balances for 2000044270179	**121000248 WELLS FARGO BANK, N.A.** RESERVE	146,336.00	146,336.00	146,336.00	146,336.00
Account Balances for 2000044270182	**121000248 WELLS FARGO BANK, N.A.** CONSTRUCTION	839,207.11	839,207.11	839,207.11	839,207.11
Account Balances for 2000044270195	**121000248 WELLS FARGO BANK, N.A.** SINKING FUND	97,827.31	97,827.31	97,827.31	97,827.31
Account Balances for 2000143043498	**121000248 WELLS FARGO BANK, N.A.** PAYROLL	53,826.33	53,826.33	53,826.33	53,826.33
Account Balances for 2000143043605	**121000248 WELLS FARGO BANK, N.A.** OPERATING	1,165,041.70	1,165,041.70	1,165,041.70	1,165,041.70
Account Balances for 2000143044044	**121000248 WELLS FARGO BANK, N.A.** DEPOSIT	7,477,877.37	7,471,615.37	7,477,877.37	7,477,877.37

Account Section

Currency: USD
Bank: 121000248 **WELLS FARGO BANK, N.A.**
Account: 2000037266284(FL) **INVESTMENT**

Closing Ledger Balance	77,210.37	MTD Accrued Debit Interest	N/A
Closing Collected Balance	77,210.37	Total Credits	.00
Opening Available Balance	77,210.37	Total Debits	.00
Current Available Balance	77,210.37	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	0

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Currency: USD
Bank: 121000248 **WELLS FARGO BANK, N.A.**

Account: 2000044269847(FL) **LOCAL LAW ENFORCEMENT**

Closing Ledger Balance	41,782.10	MTD Accrued Debit Interest	N/A
Closing Collected Balance	41,782.10	Total Credits	.00
Opening Available Balance	41,782.10	Total Debits	.00
Current Available Balance	41,782.10	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	0

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Currency: USD
Bank: 121000248 **WELLS FARGO BANK, N.A.**
Account: 2000044270179(FL) **RESERVE**

Closing Ledger Balance	146,336.00	MTD Accrued Debit Interest	N/A
Closing Collected Balance	146,336.00	Total Credits	1,076.00
Opening Available Balance	146,336.00	Total Debits	.00
Current Available Balance	146,336.00	Total Number Credits	1
MTD Accrued Credit Interest	N/A	Total Number Debits	0

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Currency: USD
Bank: 121000248 **WELLS FARGO BANK, N.A.**
Account: 2000044270182(FL) **CONSTRUCTION**

Closing Ledger Balance	839,207.11	MTD Accrued Debit Interest	N/A
Closing Collected Balance	839,207.11	Total Credits	6,168.47
Opening Available Balance	839,207.11	Total Debits	.00
Current Available Balance	839,207.11	Total Number Credits	1
MTD Accrued Credit Interest	N/A	Total Number Debits	0

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Currency: USD
Bank: 121000248 **WELLS FARGO BANK, N.A.**
Account: 2000044270195(FL) **SINKING FUND**

Closing Ledger Balance	97,827.31	MTD Accrued Debit Interest	N/A
Closing Collected Balance	97,827.31	Total Credits	10,695.84
Opening Available Balance	97,827.31	Total Debits	.00
Current Available Balance	97,827.31	Total Number Credits	1
MTD Accrued Credit Interest	N/A	Total Number Debits	0

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Currency: USD
Bank: 121000248 **WELLS FARGO BANK, N.A.**
Account: 2000143043498(FL) **PAYROLL**

Closing Ledger Balance	53,826.33	MTD Accrued Debit Interest	N/A
Closing Collected Balance	53,826.33	Total Credits	35,604.97
Opening Available Balance	53,826.33	Total Debits	438.68
Current Available Balance	53,826.33	Total Number Credits	1
MTD Accrued Credit Interest	N/A	Total Number Debits	1

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Currency: USD
Bank: 121000248
Account: 2000143043605(FL)

WELLS FARGO BANK, N.A.
OPERATING

Closing Ledger Balance	1,165,041.70	MTD Accrued Debit Interest	N/A
Closing Collected Balance	1,165,041.70	Total Credits	436,614.79
Opening Available Balance	1,165,041.70	Total Debits	19,229.76
Current Available Balance	1,165,041.70	Total Number Credits	2
MTD Accrued Credit Interest	N/A	Total Number Debits	8

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Currency: USD
Bank: 121000248
Account: 2000143044044(FL)

WELLS FARGO BANK, N.A.
DEPOSIT

Closing Ledger Balance	7,477,877.37	MTD Accrued Debit Interest	N/A
Closing Collected Balance	7,471,615.37	Total Credits	27,793.04
Opening Available Balance	7,477,877.37	Total Debits	472,162.91
Current Available Balance	7,477,877.37	Total Number Credits	3
MTD Accrued Credit Interest	N/A	Total Number Debits	2

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Currency: USD
Bank: 121000248

Closing Ledger Balance	9,899,108.29	MTD Accrued Debit Interest	N/A
Closing Collected Balance	9,892,846.29	Total Credits	517,953.11
Opening Available Balance	9,899,108.29	Total Debits	491,831.35
Current Available Balance	9,899,108.29	Total Number Credits	9
MTD Accrued Credit Interest	N/A	Total Number Debits	11

Grand Total For Currency: USD

Closing Ledger Balance	9,899,108.29	MTD Accrued Debit Interest	N/A
Closing Collected Balance	9,892,846.29	Total Credits	517,953.11
Opening Available Balance	9,899,108.29	Total Debits	491,831.35
Current Available Balance	9,899,108.29	Total Number Credits	9
MTD Accrued Credit Interest	N/A	Total Number Debits	11

---- END OF REPORT ----

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

5/7/2020 9:24:17 AM

Sort by: Employee Number

Employee Number	Employee Name	Program	Status
10100	Manzerolle, Lucie M.	BLD-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	9.5000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.8520	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		9.5000	0.0000	17.5000	9,999,999.9999
Sick		35.0778	0.0000	325.1742	9,999,999.9999
Vacation		43.8520	0.0000	320.8300	9,999,999.9999

Employee Number	Employee Name	Program	Status
10250	Malcolm, Teressa N.	BLD-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.8520	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.2500	9,999,999.9999
Sick		35.0778	30.0000	62.3706	9,999,999.9999
Vacation		43.8520	0.0000	186.7266	9,999,999.9999

Employee Number	Employee Name	Program	Status
10360	Nunez, Miguel A.	BLD-RP	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
P1	Personal Leave (Comp Time)	Other	1.5000	Per unit	4.5000	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Other		4.5000	0.0000	4.5000	9,999,999.0000

Employee Number	Employee Name	Program	Status
10400	CLARK, JR, HOWARD P.	COM-ES	ACTIVE

Employee Number	Employee Name	Program	Status
10410	Jacobs, Geoffrey R.	COM-ES	ACTIVE

Employee Number	Employee Name	Program	Status
10420	Dieuveille, Reynold	COM-ES	ACTIVE

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

Sort by: Employee Number

Employee Number	Employee Name	Program	Status
10600	COHEN, GEORGINA A.	COM-ES	ACTIVE

Employee Number	Employee Name	Program	Status
10701	DAY, ROBERT M.	SEF-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.8520	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.9999
Sick		35.0778	32.2500	6.9644	9,999,999.9999
Vacation		43.8520	26.0000	144.3480	9,999,999.9999

Employee Number	Employee Name	Program	Status
11300	Daughtrey, Newall J.	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		35.0778	0.0000	65.5442	9,999,999.0000
Vacation		29.2220	0.0000	73.2080	9,999,999.0000

Employee Number	Employee Name	Program	Status
11400	Grooms, MICHELLE	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	3.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	58.4630	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		3.0000	15.0000	2.0000	9,999,999.9999
Sick		35.0778	29.0000	357.5222	9,999,999.9999
Vacation		58.4630	55.0000	80.9960	9,999,999.9999

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

Sort by: Employee Number

Employee Number	Employee Name	Program	Status
11500	CORNISH BROWN, MONTJOY	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	163.5000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		163.5000	80.0000	181.0000	9,999,999.0000
Sick		35.0778	0.0000	58.6132	9,999,999.0000
Vacation		29.2220	0.0000	63.2180	9,999,999.0000

Employee Number	Employee Name	Program	Status
11660	HILL, BYRON R.	PWS-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.8520	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.6200	9,999,999.9999
Sick		35.0778	37.1254	3.6924	9,999,999.9999
Vacation		43.8520	29.6246	84.9574	9,999,999.9999

Employee Number	Employee Name	Program	Status
11700	CHAVEZ, WERNER I.	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		35.0778	2.5000	54.7372	9,999,999.0000
Vacation		29.2220	10.0000	51.2100	9,999,999.0000

Employee Number	Employee Name	Program	Status
12350	Greene, Ramonda L.	SEF-RF	ACTIVE

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

Sort by: Employee Number

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	8.0000	0.0000	9,999,999.0000
Sick		35.0778	16.0000	65.2328	9,999,999.0000
Vacation		29.2220	21.2500	46.4220	9,999,999.0000

Employee Number	Employee Name	Program	Status
12400	LARSON, TODD V.	SEF-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	12.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	58.4630	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		12.0000	8.0000	12.0000	9,999,999.9999
Sick		35.0778	23.0000	611.5102	9,999,999.9999
Vacation		58.4630	4.0000	291.5770	9,999,999.9999

Employee Number	Employee Name	Program	Status
12500	Lawson, James	PWS-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.8520	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0900	9,999,999.9999
Sick		35.0778	32.0000	117.1362	9,999,999.9999
Vacation		43.8520	8.0000	170.9260	9,999,999.9999

Employee Number	Employee Name	Program	Status
12550	Brown, Patrick L.	PWS-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

Sort by: Employee Number

S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		35.0778	9.0000	64.0742	9,999,999.0000
Vacation		29.2220	8.0000	92.3260	9,999,999.0000

Employee Number	Employee Name	Program	Status
12800	LOUIS, JEFFERY J.	CDE-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	5.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.8520	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		5.0000	8.0000	22.0000	9,999,999.9999
Sick		35.0778	73.0000	153.6552	9,999,999.9999
Vacation		43.8520	0.0000	312.3960	9,999,999.9999

Employee Number	Employee Name	Program	Status
13200	Mckine, Christopher	PRK-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	107.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	58.4630	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		107.0000	1.5000	114.0000	9,999,999.9999
Sick		35.0778	0.0000	328.8402	9,999,999.9999
Vacation		58.4630	46.0000	229.7870	9,999,999.9999

Employee Number	Employee Name	Program	Status
13400	Mesa, Adrian	PRK-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	34.7500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	58.4630	999,999.9999	0.0000

Leave Totals

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

Sort by: Employee Number

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		34.7500	27.7500	15.5000	9,999,999.9999
Sick		35.0778	29.5000	116.6102	9,999,999.9999
Vacation		58.4630	40.0000	141.7970	9,999,999.9999

Employee Number	Employee Name	Program	Status
13600	Mohammed, Ashira A.	COM-ES	ACTIVE

Employee Number	Employee Name	Program	Status
13750	Flores, Misael	PRK-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	52.5000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.0820	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		52.5000	29.0000	48.5000	9,999,999.9999
Sick		35.0778	0.5000	248.1242	9,999,999.9999
Vacation		43.0820	16.0000	214.8800	9,999,999.9999

Employee Number	Employee Name	Program	Status
13800	NEREUS, GARY	STW-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	56.7500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	58.4630	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		56.7500	0.0000	66.7500	9,999,999.9999
Sick		35.0778	13.7500	423.4056	9,999,999.9999
Vacation		58.4630	80.0000	150.7960	9,999,999.9999

Employee Number	Employee Name	Program	Status
13950	Herrera, Jorge E.	PRK-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining

Sort by: Employee Number

Holiday	0.0000	24.0000	64.0000	9,999,999.0000
Other	0.0000	8.0000	8.0000	9,999,999.0000
Sick	35.0778	44.0000	32.3862	9,999,999.0000
Vacation	29.2220	0.0000	92.2080	9,999,999.0000

Employee Number	Employee Name	Program	Status
14100	RAMIREZ, JOSELINE D.	CDE-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	15.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.8520	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		15.0000	0.0000	23.0000	9,999,999.9999
Sick		35.0778	0.0000	115.1250	9,999,999.9999
Vacation		43.8520	0.0000	249.9200	9,999,999.9999

Employee Number	Employee Name	Program	Status
14350	Noel, Christian	FIN-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	2.0000	8.0000	9,999,999.0000
Sick		35.0778	36.2500	46.4692	9,999,999.0000
Vacation		29.2220	0.7500	116.1380	9,999,999.0000

Employee Number	Employee Name	Program	Status
14500	Price, Valerie	FIN-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	43.8520	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	7.0000	9.2500	9,999,999.9999
Sick		35.0778	24.0000	127.8842	9,999,999.9999
Vacation		43.8520	14.0000	203.8300	9,999,999.9999

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

Sort by: Employee Number

Employee Number	Employee Name	Program	Status
14560	Taubenfeld, Harry	FIN-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	8.0000	8.0000	9,999,999.0000
Sick		35.0778	32.0000	33.0792	9,999,999.0000
Vacation		29.2220	0.0000	63.2100	9,999,999.0000

Employee Number	Employee Name	Program	Status
16000	WOODBURY, STEPHANIE M.	SEF-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	50.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	58.4630	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		50.0000	0.0000	58.0800	9,999,999.9999
Sick		35.0778	43.5000	60.6424	9,999,999.9999
Vacation		58.4630	16.0000	203.0950	9,999,999.9999

Employee Number	Employee Name	Program	Status
16100	Myriam, Moise J.	PWS-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	35.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		35.0000	0.0000	43.0000	9,999,999.0000
Sick		35.0778	0.0000	102.9272	9,999,999.0000
Vacation		29.2220	28.0000	104.7360	9,999,999.0000

Employee Number	Employee Name	Program	Status
16300	Wallace, Timothy E.	PWS-RF	ACTIVE

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

Sort by: Employee Number

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	8.0000	11.0000	9,999,999.9999
Sick		35.0778	62.2500	117.5540	9,999,999.9999
Vacation		29.2220	88.0000	112.5100	9,999,999.9999

Employee Number	Employee Name	Program	Status
19000	Davis, Dierdre E.	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	7.7500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		7.7500	1.0000	14.7500	9,999,999.0000
Sick		35.0778	0.0000	38.8486	9,999,999.0000
Vacation		29.2220	0.0000	81.5140	9,999,999.0000

Employee Number	Employee Name	Program	Status
19100	Reutlinger, Susan	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	33.2500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		33.2500	11.5000	29.7500	9,999,999.0000
Sick		35.0778	4.7500	59.4082	9,999,999.0000
Vacation		29.2220	0.0000	71.2100	9,999,999.0000

Employee Number	Employee Name	Program	Status
19500	Segree, Orville A.	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.5000	999,999.9999	0.0000

Sort by: Employee Number

S1	Sick Leave Accrual	Sick	1.8462	Per period	35.0778	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	29.2220	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.5000	1.7500	8.0000	9,999,999.0000
Sick		35.0778	21.0000	43.1582	9,999,999.0000
Vacation		29.2220	0.0000	71.2100	9,999,999.0000

Report Totals

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued
HOLIDAY		Holiday	0.0000	Per period	0.0000
P1	Personal Leave (Comp Time)	Other	1.5000	Per unit	4.5000
PD	PERSONAL DAY	Other	1.0000	Per unit	585.5000
S1	Sick Leave Accrual	Sick	1.8462	Per period	982.1784
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	379.8860
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	393.8980
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	350.7780

Leave Totals

Leave Type	Accrued	Used	Remaining
Holiday	0.0000	672.0000	1,792.0000
Other	590.0000	224.5000	761.5400
Sick	982.1784	595.3754	3,840.6896
Vacation	1,124.5620	490.6246	4,025.9820

Report Summary

Report Selection Criteria

Report Type:	Detailed
Sort By:	Employee Number
Status Type:	Active
Skip employees without Leave Codes:	No
Include subtotals:	No
Vacation:	Yes
Sick:	Yes
PTO:	Yes
Holiday:	Yes
Compensation:	Yes
Other:	Yes
Page Break By Employee Number:	No
Additional Filter:	<None>

	Start	End
Employee Number:	Start	End
Employee Name:	Start	End
Program:	Start	End
Code:	Start	End
Status:	Start	End
Sort by UDF:	Start	End
Additional Filter:	Start	End

TOWN OF PEMBROKE
Workshop Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL 33023
Wednesday, April 8, 2020
7:00 PM

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

Assistant Town Manager Newall Daughtrey
Town Attorney Chris Ryan
Public Services Director Todd Larson
Interim Deputy Clerk Marlen D. Martell

WORKSHOP COMMISSION MEETING MINUTES

INSTRUCTIONS TO ATTEND VIRTUAL SPECIAL COMMISSION MEETING

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Special Meeting utilizing communications media technology ("CMT"), in accordance with Governor Ron DeSantis' Executive Order No. 20-69, dated March 20, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19).

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): 1 866 899 4679
United States: +1 (224) 501-3316
Access Code: 407-300-861

During the meeting you can submit a text at (954) 275-7467

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 Interim Deputy Clerk at townclerk@townofpembrokepark.com.

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 7:39 pm by Vice Mayor Clark. Present at the meeting were Vice Mayor Clark; Mayor Ashira Mohammed; Clerk Commissioner Jacobs; Commissioner Cohen and Commissioner Reynold Dieuveille.

Additional staff in attendance were: Town Assistant Manager Newall Daughtrey, Town Attorney Christopher Ryan; Interim Town Clerk Marlen D. Martell; Administrative Assistant to the Town Clerk Suzi Reutlinger; Administrative Assistant to the Commissioners Joy Brown; IT Director Mark Pakula; Public Service Director Todd Larson; Interim Building Official Miguel Nunez; Building Manager Lucie Manzerolle, Administrative Assistant to the Town Manager Dierdre Davis;

CALL TO ORDER by Vice Mayor Clark at 7:39 pm.

PLEDGE OF ALLEGIANCE: led by Vice Mayor and Commissioners.

PRESENTATIONS- PROCLAMATIONS

REPORTS OF COMMITTEES AND CITY STAFF:

Lobbyist Report Update - Vice Mayor Clark

Broward Sheriff's Office - Captain Coker Report was submitted

Fire Department - Chief Kane - NONE

Crisis Communication - Brian Andrews Crisis Communication Consultant – INTRODUCED himself to the Commissioners, Formal direction to be given next week for one on one meetings with Mr. Andrews.

Town of Pembroke Park Website Page - Mark Pakula, IT Director PLACE ON CONSENT AGENDA with recommendations from Commission Dieuveille and Vice Mayor Clark.

Building Department - Miguel Nunez, Interim Building Official – Monthly report submitted

Business Tax Receipt and Billing Update - Michelle Grooms, BTR/Billing Administrator
Waiver Request - V & L Debt Relief and Services, Inc. – PLACE ON CONSENT

Waiver Request - Point of Grace – PLACE ON CONSENT

Code Enforcement - Jeffrey Louis, Code Enforcement Officer – Report submitted
Directive was given to Todd Larson regarding Condado Real to set up a bulk removal day at the park to removed debris.

Finance Department - Harry Taubenfeld, Assistant Finance Director Finance REVISED Bills $500 April 8th Meeting ALREADY WAS APPROVED AT THE SPECIAL MEETING AT 6:00 PM ON APRIL 8TH

Public Services Division - Todd Larson, Public Services Director
Golf Cart Price Increase CONSENT NOT TO EXCEED $4,500.00
PS software system ITEM TABLED
Clerk commissioner Jacobs asked Mr. Larson about the letter he was asked to provide and policies/procedures. Mr. Larson stated that he did not have the information.
Todd Larson to have a thorough cleaning along with sanitizing done of Town Hall

DISCUSSION:

Smoke Free Town - Mayor Mohammed FORWARD TO NEXT MEETING
Mayor Mohammed suggested to Town Attorney to work with Town Clerk to obtain Hallandale Beach's Resolution regarding the Smoke Free City
Personnel Policy and Procedures - Mayor Mohammed FORWARD TO NEXT MEETING
Mayor Mohammed suggested formally voting on extension of probationary period, telephone and e-mail protocol and Personnel Manual on next week's agenda. Attorney Ryan to meet with HR to discuss.

Per Vice Mayor Clark, Mr. Daughtrey is to provide in writing to the Commission a description of the response to the JLAC letter

Mayor Mohammed suggested moving the Parks Department under the Assistant Public Works director Myriam Jacques. Item to be placed on the Agenda.

Proclamation Protocol - Mayor Mohammed FORWARD TO NEXT
Mayor Mohammed suggested following Miramar's Policy in Proclamations whereas if controversial Proclamations are denied, they will go before the Commission.

Public Private Partnership (P3) - Mayor Mohammed TABLED FOR A FUTURE MEETING

Agreement with FDOT for diversion of flood water from Hollywood pump station to C-9 - Vice Mayor Clark DIRECTIVE for Town Attorney to produce Resolution

Canopy extension at Food Garden - Vice Mayor Clark DIRECTIVE Mr. Larson to get quote

Annual Service Contract Review - Vice Mayor Clark FORWARD TO NEXT MEETING

Asphalt Seal Coating of parking lot at Ryan Park and Town Hall - Vice Mayor Clark
DIRECTIVE place on budget for next year

Agenda Item Updates - Vice Mayor Clark
Mr. Larson to provide updated grants list for the next meeting
1. Lobbyist Reports /Annexation, etc...
2. MPO/FDOT/FEMA HMGP grants
3. Agro-Eco Gardens & Centers

Town Attorney explained the CCNA process regarding the Mayors concern to move forward with Sewer System resolution.

Discussion Professional Services for Police Department - Clerk Commissioner Jacobs
FORWARD TO NEXT MEETING

Discussion Gray car registration - Clerk Commissioner Jacobs
DIRECTIVE Town Attorney to work with Clerk Commissioner

Update Public Services Director Flooding Back-up - Commissioner Cohen/ Attorney Ryan
FORWARD TO NEXT MEETING

Parks and Recreation Department - Park Supervisor McKine FORWARD TO NEXT MEETING

Public Information - Financial resource Information for residents

ORDINANCES:

Chris Ryan, Town Attorney - Attorney Ryan stated that Ordinances will be scheduled when meetings return back to normal

ADJOURNMENT:

With no further items for discuss, meeting adjourned at 12:05pm. Mayor Mohammed motioned for adjournment, seconded by Clerk Commissioner Jacobs, MOTION PASSED 5-0.

NEXT WORKSHOP TOWN COMMISSION MEETING is scheduled for Thursday April 22, 2020.

Commission approved on: _____

ATTEST:

(SEAL)

_____ _____

Ashira Mohammed, Mayor Marlen D. Martell, Interim Deputy 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

3152 SW 52 Avenue, Pembroke Park, FL 33023
Broward (954) 966- 4600 Fax (954)966-5186

VIRTUAL SPECIAL COMMISSION MEETING MINUTES
Wednesday, April 22, 2020 at 6:00 PM

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

Assistant Town Manager Newall Daughtrey
Town Attorney Chris Ryan
Interim Deputy Clerk Marlen D Martell

INSTRUCTIONS TO ATTEND VIRTUAL SPECIAL COMMISSION MEETING

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Special Meeting utilizing communications media technology ("CMT"), in accordance with Governor Ron DeSantis' Executive Order No. 20-69, dated March 20, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19).

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): 1 866 899 4679
United States: +1 (312) 757-3117
Access Code: 322-976-957

During the meeting you can submit a text 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 Interim Deputy Clerk at townclerk@townofpembrokepark.com.

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 6:22 pm by Mayor Ashira Mohammed. Present at the meeting were Mayor Ashira Mohammed; Vice Mayor Howard P. Clark; Clerk Commissioner Jacobs; Commissioner Georgina A. Cohen and Commissioner Reynold Dieuveille.

Additional staff in attendance were: Town Assistant Manager Newall Daughtrey, Town Attorney Christopher Ryan; Interim Town Clerk Marlen D. Martell; Administrative Assistant to the Town Clerk Suzi Reutlinger; Administrative Assistant to the Commissioners Joy Brown; IT Director Mark Pakula; Interim Building Official Miguel Nunez; Building Manager Lucie Manzerolle; and other staff attended dialing in by phone.

CALL TO ORDER by Mayor Mohammed at 6:22 pm.

PLEDGE OF ALLEGIANCE: led by Mayor and Commissioners

ADDITIONS, DELETIONS OR WITHDRAWLS TO THE AGENDA:

These items will be added to the Agenda:
Discussion on Arco-Eco by Commissioner Jacobs
Update on hiring of Town Manager by Commissioner Cohen
Temporary Signage for essential businesses by Mayor Mohammed.
12. AFTER PUBLICATION OF AGENDA
a. Memorandum of Understanding Broward College
b. FYI – Food Forest Newsletter
c. Comcast Emergency – Temporary Upgrade
d. Resolution for the Code Enforcement Applicant
e. 2020 Local option gas tax .05%
f. 2020 Local option gas tax .06%
g. 2020 Local option gas tax .03%

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELLFARE

No Public Comments

REPORTS OF COMMITTEES AND CITY STAFF

Building Department March Report by Miguel Nunez, Interim Building Official no discussion necessary.

BOARD AND COMMITTEE APPLICATION

Code Enforcement Board Applicant - Jeffrey Louise, Code Enforcement REJECTED
RESOLUTION NO. 2020-045 – DENIED
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING TONEA NICOLLS-CARY TO THE TOWN OF PEMBROKE PARK CODE ENFORCEMENT BOARD; PROVIDING FOR SEVERALBILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
Motion to reject the application appointing Tonea Nicolls Cary to serve on the Advisory Code Enforcement Board made by Commissioner Cohen, seconded by Vice Mayor Clark. **MOTION TO DENY PASSED 5-0.**

CONSENT AGENDA

CONSENT AGENDA APPROVED EXCEPT 9.E PERSONNEL MANUAL

Adoption of Minutes from April 8th Special Commission Meeting

Town of Pembroke Park Website Page

Waiver Request for the following: V & L Debt Relief and Services, Inc.; Jon Chistyakov and Point of Grace

Increase the purchase of a Golf Cart Price by $5,000.00

Proclamation Protocol

Security System Plan discussed at Executive Session

Motion to approve consent agenda by Clerk Commission Jacobs, seconded by Commissioner Dieuveille, **MOTION PASSED 5-0.**

ITEM REMOVED FROM CONSENT AGENDA

Adoption of Personnel Manual discussion took place and the consensus was to forward this item for detail review at a Special meeting set for April 27, 2020. The following are additional items for discussion: transferring of personnel, personnel restructuring and extension of probation.

The Personnel Manual would be discussed at a Special Meeting on April 27th, 2020 at 6:00 PM.

Telephone Protocol – MOTION TO APPROVE BY VICE MAYOR CLARK, SECONDED BY COMMISSIONER COHEN. **MOTION PASSED 5-0.**
Time Clock Policy – MOTION BY VICE MAYOR CLARK, SECONDED BY CLERK COMMISSIONER JACOBS. **MOTION PASSED 5-0.**

ORDINANCES

The Commission directed the Town Attorney to draft language for the Emergency Ordinance language.

TOWN BUSINESS

Vice Mayor Clark motioned to direct the Assistant Town Manager to compose a list of annual service contract to be evaluated yearly. VICE MAYOR MADE THE MOTION, SECONDED BY COMMISSIONER DIEUVEILLE. **MOTION PASSED 5-0.**

Vice Mayor informed the Commission of progress regarding the items below.
1. Lobbyist Reports /Annexation, etc...
2. MPO/FDOT/FEMA HMGP grants
3. Agro-Eco Gardens and Urban Partnership.

Further discussion took place by Clerk Commissioner Jacobs requested to know the cost to maintain the garden. Also, suggested to place on the budget a position for an assistant for the garden.

Discussion on FEMA monitoring information was made available by Mr. Preston Cook and Jeff Stevens discussing the importance to achieve financial recovery during an Emergency Declaration. The direction of the Commission was to have the Public Services Director work with Town Attorney to determine if an RFP is necessary.

Discussion granting temporary signs for essential businesses. A MOTION WAS MADE BY VICE MAYOR CLARK, SECONDED BY COMMISSIONER DIEUVEILLE TO WAIVE TEMPORARY FLAGS, BANNERS, FEATHER, WINDOW AND A-SIGNS ENFORCEMENT ACTION NOT TO EXCEED 60 DAYS. **MOTION PASSED 5-0.**

Discussion to change the vehicle from the Building Department enterprise fund to the Town's general fund. Town Attorney stated he would work with the Finance Director to address and finalize this issue.

Discussion to hire a consultant to create a Police Department. MOTION TO RETAIN THE SERVICES OF DAVID HOWARD IN AN AMOUNT NOT TO EXCEED $24,000.00 BY CLERK COMMISSIONER JACOBS, SECONDED BY VICE MAYOR CLARK. **MOTION PASSED 5-0.**

A second motion was entertained moving forward with the creation of the Police Department. MOTION MADE BY CLERK COMMISSIONER JACOBS, SECONDED BY VICE MAYOR CLARK. **MOTION PASSED 5-0.**

It was the directive of the Commission to place the Canopy extension used at the food garden on the FEMA cue for Covid 19 expenses. The canopy was necessary during the food drive giveaway. MOTION BY VICE MAYOR CLARK, SECONDED BY CLERK COMMISSIONER JACOBS. **MOTION PASSED 5-0.**

Mayor Mohammed passed the gavel to Vice Mayor Clark at 9:10 PM.

MOTION TO APPROVE RESOLUTION NO. 2020-046, 2020 Local Option **Gas Tax .6** cents BY CLERK COMMISSIONER JACOBS, SECONDED BY COMMISSIONER DIEUVEILLE.
MOTION PASSED 5-0.
RESOLUTION NO. 2020-046
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 2020 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.

MOTION TO APPROVE RESOLUTION NO. 2020-047, 2020 Local Option Gas Tax **.5 cents** BY COMMISSIONER DIEUVEILLE, SECONDED BY CLERK COMMISSIONER JACOBS.
MOTION PASSED 5-0.
RESOLUTION NO. 2020-047
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2020 AMENDMENT TO THE INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA, PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY FIFTH CENT ADDITIONAL LOCAL OPTION GAS TAX ON MOTOR FUEL FOR TRANSIT; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID 2020 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE RESOLUTION NO. 2020-048, 2020 Local Option Gas Tax .3 cents BY CLERK COMMISSIONER JACOBS, SECONDED BY COMMISSIONER COHEN.
MOTION PASSED 5-0.
RESOLUTION NO. 2020-048

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2020 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 2020 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

Vice Mayor Clark passed the gavel back to Mayor Mohammed.

A motion was made to approve Comcast's Emergency Temporary Upgrade cost not to exceed $5,000 over a four (4) months. MOTION BY VICE MAYOR CLARK, SECONDED BY CLERK COMMISSIONER JACOBS. **MOTION PASSED 5-0.**

The Food Forest Newsletter Article was submitted as an update by Vice Mayor Clark.

Broward Community College are not looking to occupy the third floor instead they are looking for locations within the Town of Pembroke Parks businesses that have existing computer labs.

Public Private Partnership (P3) discussion. Consultant proposal submitted by Larry Spring to bring a team to assess the administrative function of the Town. The discussion was not favorable to retain his professional management service.

Discussion of the Public Services Director Larson's performance was started. COMMISSIONER COHEN MADE A MOTION TO ASK DIRECTOR LARSON TO RETIRE, RESIGN OR BE TERMINATED.

The Commission took a (15) minute recess at 9:49 PM. Meeting reconvened at 10:08 PM.

A VOTE WAS NOT TAKEN ON THE MOTION REGARDING PUBLIC SERVICES DIRECTOR LARSON, DUE TO TECHNICAL DIFFICULTINGS.

Clerk Commissioner Jacobs stated that at the beginning of the next meeting this discussion needs to be continued.

Discussion to call future meeting would be taking place as needed.

ANNOUNCEMENTS

NONE

ADJOURNMENT

With no further items for discussion, meeting adjourned at 10:09 PM. Motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille. **MOTION PASSED 5-0.**

Commission approved on: _____

ATTEST:

(SEAL)

_____ _____

Ashira Mohammed, Mayor Marlen Martell, Interim Deputy Town Clerk

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

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DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

TOWN OF PEMBROKE
Special Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL 33023
Monday, April 27, 2020
6:00 PM

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

Assistant Town Manager Newall Daughtrey
Town Attorney Chris Ryan
Public Services Director Todd Larson
Interim Deputy Clerk Marlen D. Martell

SPECIAL COMMISSION MEETING MINUTES

VIRTUAL MEETING INSTRUCTIONS

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DATE: Monday, April 27, 2020
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): 1 866 899 4679

United States: +1 (571) 317-3117

Access Code: 208-773-005

During 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 Interim Deputy Clerk at townclerk@townofpembrokepark.com.

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 Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

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

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 6:15 pm by Mayor Mohammed. Present at the meeting were Mayor Mohammed; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen and Commissioner Reynold Dieuveille.

Additional staff attended via phone : Town Assistant Manager Newall Daughtrey, Town Attorney Christopher Ryan; Todd Larson, Public Services Director, Interim Town Clerk Marlen D. Martell; Assistant Finance Director Harry Taubenfeld; Administrative Assistant to the Town Clerk Suzi Reutlinger; Administrative Assistant to the Commissioners Joy Brown ; Administrative Assistant to the Town Manager Dierdre Davis; Chief Code Officer Jeffrey Louis; Interim Building Official Miguel Nunez; Building Administrative Assistant Lucy Manzerolle; Consultant Plan

CALL TO ORDER by Vice Mayor Clark at 7:04pm.

PLEDGE OF ALLEGIANCE: led by Vice Mayor and Commissioners.

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

Commissioner Cohen asked to add to the agenda an update of the interview process for the selection of the Town Manager.

MOTION TO ADOPT THE AMENDED AGENDA BY VICE MAYOR CLARK, SECONDED BY COMMISSIONER DIEUVEILLE. **MOTION PASSED 5-0.**

A MOTION WAS MADE TO BY VICE MAYOR CLARK TO CONTINUE REVIEWING THE PERSONNEL MANUAL ON THURSDAY AT 3:00 PM, SECONDED BY COMMISSIONER COHEN. **MOTION PASSED 5-0.**

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELLFARE
No public comments

CONSENT AGENDA
None

ADOPTION OF MINUTES
None

DISCUSSION/REVIEW

Human Resources Director Menegazzo informed the Commission regarding the Town Manager candidates and the interview process. Individual interviews would be on Thursday, April 30 and Friday, May 1 starting at 12:30 PM.

The Commission engaged in-depth discussion amending language to the Personnel Manual. Items to include and discuss were as follows: transferring of personnel, personnel restructuring, extension of probation, etc… The Commission completed 20 pages and will reconvene at a later time to continue with the process.

The Commission was on break from 8:03 pm until 8:09 pm.

UNFINISHED BUSINESS

Gavel was passed to Commissioner Dieuveille

Discussion regarding the original motion made at the last meeting by Commissioner Cohen to terminate, resign or retire. After further discussion Vice Mayor Clark made a motion to amend the original motion to ask for Mr. Larson's resignation with 60 days which would be June 26, but if he did not submit his resignation within (3) days he would be automatically terminated on Friday. VICE MAYOR CLARK MADE A MOTION FOR MR. LARSON TO SUBMIT HIS RESIGNATION WITH A (60) DAY NOTICE OR BE TERMINIATED WITHIN (3) DAYS, SECONDED BY MAYOR MOHAMMED. **MOTION PASSED 4-1, COMMISSIONER COHEN OPPOSED.**

ANNOUNCEMENTS

The Food Drive Giveaway is taking place every Saturday until further notice. Please volunteer if you can.

ADJOURNMENT

With no further business for discuss, meeting adjourned at 10:53 pm. Motion for adjournment by Clerk Commissioner Jacobs seconded by Vice Mayor Clark, **MOTION PASSED 5-0.**

NEXT SPECIAL TOWN COMMISSION MEETING to continue reviewing the personnel manual is scheduled for Monday, May 4th 2020.

Commission approved on: _____

ATTEST:

(SEAL)

_____ _____

Ashira Mohammed, Mayor Marlen D. Martell, Interim Deputy Town Clerk

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

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impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD).

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Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	05/13/2020
Subject:	Happy Islands - false alarm fee waiver
Initiated by:	☐ City Commission ☐ City Attorney ☑ City Manager / Staff
Prepared by:	Name & Title: Stephanie Woodbury, Project Manager
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Request of waiver from Happy Islands and invoice
Fiscal Impact:	
Policy Question(s) for Commission Considerations:	
Summary:	Happy Islands is asking for a partial waiver of false alarm fees
Background:	Happy Islands has a past due invoice for false alarms that occured in January and March
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

Stephanie Woodbury

From: office@happyislands.com
Sent: Tuesday, April 28, 2020 12:43 PM
To: Stephanie Woodbury
Subject: False Alarm

To whom this may concern,

I am contacting you from Happy Islands with account number 068450.
I would like to ask for a discount considering the false alarm were due from a family of mice.
We've been caught in this problem ever since we moved in and have been continuously keeping an eye for him and setting traps. We were notified of this issue when we received phone calls from the alarm company in the middle of the night asking if they should sent out a police to the area where we responded every time with a "no". We believe we caught the mice and it shouldn't happen again. If you can please lighten the charge, we would appreciate it.

Happy Islands
Aviya Avital

Tel:954-367-3265
Fax:954-367-3384
Email:office@happyislands.com
/********** EMAIL DISCLAIMER **********/ Please note: Florida has a very broad public records law. Most written communications to or from Town Officials and employees regarding Town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 966-5186

STATEMENT

HAPPY ISLANDS
2403 NE 202 STREET
N MIAMI FL 33180

ACCOUNT NO.	DATE
068450	5/6/2020

BUSINESS DESCRIPTION

PRINT SHOP / WHOLESALE
(NO BTR - STILL IN PROCESS)

BUSINESS ADDRESS
2665 S PARK LN

DATE	DESCRIPTION	CHARGES	BALANCE
FY 2020	False Alarm Fees	25.00	25.00
	- Alarm Date-01/01/20		
FY 2020	False Alarm Fees	25.00	25.00
	- Alarm Date-01/08/20		
FY 2020	False Alarm Fees	25.00	25.00
	- Alarm Date-01/11/20		
FY 2020	False Alarm Fees	50.00	50.00
	- Alarm Date-03/07/20		
FY 2020	False Alarm Fees	50.00	50.00
	- Alarm Date-03/19/20		
FY 2020	False Alarm Fees	50.00	50.00
	- Alarm Date-03/21/20		
FY 2020	False Alarm Fees	75.00	75.00
	- Alarm Date-03/22/20		

Payments not made within thirty (30) days of the billing date are considered LATE; a late payment charge of $10.00 or two percent (2%) of amount due, whichever greater will be applied and your account may be subject to additional interest fees.

SUB-TOTAL	**$300.00**
PLEASE PAY	**$300.00**

AGENDA ITEM REPORT

To:
Subject: Refund Request - Peoples Pawn Shop
Meeting: DRAFT Agenda Regular Commission Meeting - 13 May 2020
Department: Finance
Staff Contact: Michelle Grooms,

BACKGROUND INFORMATION:
See attachment

FINANCIAL IMPACT:
None

POLICY IMPLICATIONS:
None

RECOMMENDATION:
Recommend the credit balance refund request from the completed sign variance

ATTACHMENTS:
Peoples Pawn Sign Variance refund request

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 966-5186

STATEMENT

PEOPLES PAWN & JEWELRY-SIGN VAR
2910 SW 30 AVE
PEMBROKE PK FL 33009

ACCOUNT NO.	***DATE***
106706SV	***5/7/2020***

ACCOUNT DESCRIPTION

SIGN VARIANCE-#18-194
2910 SW 30 AVE

DATE	***TRANS / INV #***	***DESCRIPTION***	***CHARGES***	***CREDITS***	***BALANCE***
9/7/2018		*Previous Balance*			*$200.00*
9/7/2018	*18433*	*Money Order*		*$700.00*	*($500.00)*
12/10/2018	*91566*	*Engineering Services - By TL 10/12/18*	*$250.00*		*($250.00)*

Payments not made within thirty (30) days of the billing date are considered LATE; a late payment charge of $10.00 or two percent (2%) of amount due, whichever greater will be applied and your account may be subject to additional intrest fees.

PLEASE PAY ***($250.00)***

TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE · PEMBROKE PARK, FLORIDA 33023 · BROWARD (954) 966-4600 · FAX (954) 966-5186

Refund Request Form

Project Name:	Peoples Pawn & Jewelry
Applicant Name:	Jess Giberson
Phone number:	(954) 458-2274
Project Type:	Sign Variance Petition
Project Address:	2910 SW 30 Avenue, Pembroke Park, FL
Project Approval:	April 24, 2019
Amount of Refund:	$250.00 (corrected amount) 5/7/2020 (initial & date for approval)
Refund Payable to:	Peoples Pawn & Jewelry
Address:	2910 SW 30 Avenue Pembroke Park, FL 33009

I have reviewed and authorized the processing of this refund.

Signature: _____ Date: 3/13/20

Print Name: Jess Giberson Title: Owner

Please sign, date and return this form to the address listed below:

Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023

Attn: Michelle Grooms

Upon receipt of this refund request, a check will be processed and issued within 30-45 days.

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 966-5186

STATEMENT

PEOPLES PAWN & JEWELRY-SIGN VAR
2910 SW 30 AVE
PEMBROKE PK FL 33009

ACCOUNT NO.	***DATE***
106706SV	***5/7/2020***

ACCOUNT DESCRIPTION

SIGN VARIANCE-#18-194
2910 SW 30 AVE

DATE	***TRANS / INV #***	***DESCRIPTION***	***CHARGES***	***CREDITS***	***BALANCE***
9/7/2018		*Previous Balance*			*$200.00*
9/7/2018	*18433*	*Money Order*		*$700.00*	*($500.00)*
12/10/2018	*91566*	*Engineering Services - By TL 10/12/18*	*$250.00*		*($250.00)*

Payments not made within thirty (30) days of the billing date are considered LATE; a late payment charge of $10.00 or two percent (2%) of amount due, whichever greater will be applied and your account may be subject to additional intrest fees.

PLEASE PAY ($250.00)

TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE · PEMBROKE PARK, FLORIDA 33023 · BROWARD (954) 966-4600 · FAX (954) 966-5186

Refund Request Form

Project Name:	Peoples Pawn & Jewelry
Applicant Name:	Jess Giberson
Phone number:	(954) 458-2274
Project Type:	Sign Variance Petition
Project Address:	2910 SW 30 Avenue, Pembroke Park, FL
Project Approval:	April 24, 2019
Amount of Refund:	$250.00 (corrected amount) 5/7/2020 (initial & date for approval)
Refund Payable to:	Peoples Pawn & Jewelry
Address:	2910 SW 30 Avenue Pembroke Park, FL 33009

I have reviewed and authorized the processing of this refund.

Signature: _____ Date: 3/13/20

Print Name: Jess Giberson Title: Owner

Please sign, date and return this form to the address listed below:

Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023

Attn: Michelle Grooms

Upon receipt of this refund request, a check will be processed and issued within 30-45 days.

AGENDA ITEM REPORT

To: commission
Subject: Clear Channel is seeking immediate Relief of Annual Commitment
Meeting: PUBLIC NOTICE - Regular Commission Meeting - May 13 2020
Department: Finance
Staff Contact: Finance director, Finance & Budget Director

BACKGROUND INFORMATION:
Per the agreement with Clear Channel, the town received payment in the amount of $20,280 last month for the upcoming contract year (4/29/20 - 4/28/21). The attached letter is a request from Clear Channel to abate the 2020 payment and transfer this amount to the following year (4/29/21 - 4/28/22).

FINANCIAL IMPACT:
An abatement would impact the revenue for the town in the amount of $20,280 and create a budget shortfall.

ATTACHMENTS:
Agenda Item Report - AIR-20-030 - Pdf
Agenda Item Report - AIR-20-028 - Pdf

Clear Channel Outdoor

April 17, 2020

Mr. Newall J. Daughtrey, Assistant Town Manager
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Dear Mr. Daughtrey,

As we continue to face a crisis of uncharted territory and cascading impacts, we remain committed to continuing our services to our government partners, including the Town of Pembroke Park while attempting to maintain the status of our workforce. Like the Town of Pembroke Park, we are dealing with the constant evolution and effects of this situation, starting with the anticipation, then the reality, and the resulting magnitude of an entire societal shut-down, all within the past month. The COVID crisis is expected to be more damaging to the U.S. and Global economies than either 9/11 or the 2008 Financial Crisis. It is in that vein we are reaching out to you to begin what is an urgent discussion for us, as we are addressing the economic impacts on our business. I wanted to provide you with details regarding the impact the coronavirus pandemic is having on our ability to provide the services and revenues that underpin the successful delivery of our advertising agreements. Furthermore, we would like to share more detail on the type and scale of relief that will hopefully protect our aligned interests beyond the current crisis and aid our shared road to recovery.

We have remained in operation and work to provide these services in accordance with the "Stay at Home" directives. In response to these emergency orders Clear Channel has enacted a Work from Home (WFH) policy for employees who are able to perform their jobs remotely and implemented processes that allow workers who must engage with the infrastructure directly, such as Maintenance Technicians, to perform their jobs in the field or in our warehouses.

It is likely to be months before we see any signs of real recovery. The ability to carry out our functions and pay the Town of Pembroke Park, relies on our ability to generate advertising revenues on the advertising displays.

Although we are trying to generate revenues as best we can, the immediate sales pipeline has completely disappeared. We are trying to retain revenues attached to current campaigns as best we can by pushing those campaigns to later in the year, instead of cancelling their contracts. Those clients/campaigns that we are able to retain will insist on either retroactive credits for loss or at the very least demand term adjustments to compensate. These necessary accommodations will further drag the ability for a speedy recovery once the crisis begins to subside and numbers return to normal levels.

To that end, and in an effort to protect our own business, and by extension the jobs of those employed, we urgently need to abate our 2020 payment to the city. We propose the term outlined below:

- Immediate relief of our Annual Commitment of $20,280.00 for a period of 12 months.

(We have already made the payment on 4-29-2020 through 4-28-2021 and we would like this payment to be applied to the payment due on 4-29-2021)

Once the above condition has been satisfied, we would reinstate the contractual payments.

Clear Channel Outdoor
5800 NW 77th Court Miami, FL 33166
Call 305.592.6250 / Fax 305.477.0743 / Visit ClearChannelOutdoor.com / Follow @CCOutdoor

Clear Channel Outdoor

We understand that we are seeking extraordinary measures, however, these are extraordinary times. The fact is that the financial impact of this crisis is much worse than the stark downturn that we saw both in the aftermath of the 9/11 attacks and the financial crisis of 2008. CCO remains confident that if the relief measure proposed is implemented, we will be able to reinstate our contractual payments as well as protect our ongoing operations and maintain our workforce.

Once again, we are grateful for your patience and collaboration during these unprecedented times.

Sincerely,

Jasper Johnson
EVP/Regional President, Florida

Cc: file

Clear Channel Outdoor
5800 NW 77th Court Miami, FL 33166
Call 305.592.6250 / Fax 305.477.0743 / Visit ClearChannelOutdoor.com / Follow @CCOutdoor

AGENDA ITEM REPORT

To: Commission
Subject: Tutition Reimbursement
Meeting: PUBLIC NOTICE - Regular Commission Meeting - May 13 2020
Department: Finance
Staff Contact: Finance director, Finance & Budget Director

FINANCIAL IMPACT:

Joseline is seeking reimbursements for attending school in the Spring 2019, Fall 2019 and Winter 2019 semesters. She is seeking $3,798.82 for reimbursement to cover her registration, books and tests.

POLICY IMPLICATIONS:

The town implemented a tuition assistance program for the current fiscal year. To date, there is a remaining balance of $8,525.36

RECOMMENDATION:

Requesting approval from the commission for Tuition Assistance for Joseline Ramirez

2019-2020 Tuition Expenses

	Spring Term 2019	Summer Term 2019	Fall Term 2019	Spring 2020	Totals
Classes	$1,477.88	$1,034.51	$434.36	$137.49	**$3,084.24**
Books	$306.70	$75.94	$134.94		**$517.58**
Test Fees	$45.00	$30.50	$121.50		**$197.00**

Total for 2019-2020 $3,798.82

2019-202

	Spring Term 2019	Summer Term 2019	Fall Term 2019	Spring 2020	Totals
Classes	=1448.9+28.98	=1014.23+20.28	=443.36-9	=129.89+5+2.6	=SUM(B4:E4)
Books	=(14.95*5)+101.95+130	=14.95+60.99	=14.95+119.99		=SUM(B5:E5)
Test Fees	=(22.5*2)	30.5	=22.5+99		=SUM(B6:E6)

Total for 2019-2020	=SUM(F4:F6)

Favorites Main Menu Self Service Student Center

Miami Dade College

Joseline Ramirez go to ...

Search | Plan | Enroll | My Academics

my class schedule | add | drop | edit | term information

View My Grades

Fall 2019 | Undergraduate | Miami Dade College change term

Class Grades - Fall 2019

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
ISM 4011	Intro To Mgt Inf Sys	3.00	Graded	A	12.000

Term Statistics - Fall 2019

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	3.000	113.000
Passed	3.000	113.000
Units Not for GPA:		
Taken		22.000
Passed		9.000
GPA Calculation		
Total Grade Points	12.000	419.000
/ Units Taken Toward GPA	3.000	113.000
= GPA	**4.000**	**3.710**

Academic Standing Good Academic Standing

Printer Friendly Page

Search Plan Enroll My Academics

My Class Schedule Add Drop Edit Term Information

go to ...

Joseline Ramirez

View My Grades

Spring 2020 | Miami Dade College

change term

Class Grades - Spring 2020

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
MAN 4350	Professional Develop	1.00	Graded		

Term Statistics - Spring 2020

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Units Toward GPA:				
Taken				113.000
Passed				113.000
In Progress	1.000		1.000	1.000
Units Not for GPA:				
Taken				22.000
Passed				9.000
Transfer Units		8.000	8.000	8.000
GPA Calculation				
Total Grade Points				419.000
/ Units Taken Toward GPA				113.000
= GPA				**3.710**

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Favorites Main Menu Self Service Student Center

Miami Dade College

Joseline Ramirez go to ...

Search | Plan | Enroll | My Academics

my class schedule || add || drop || edit || term information

View My Grades

Summer 2019 | Undergraduate | Miami Dade College change term

Class Grades - Summer 2019

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
MAN 4720	Strategic Mgt Dec Mk	4.00	Graded	A	16.000
MAN 4941	Management Internship	3.00	Graded	A	12.000

Term Statistics - Summer 2019

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	7.000	110.000
Passed	7.000	110.000
Units Not for GPA:		
Taken		22.000
Passed		9.000
GPA Calculation		
Total Grade Points	28.000	407.000
/ Units Taken Toward GPA	7.000	110.000
= GPA	**4.000**	**3.700**

Academic Standing Good Academic Standing

Printer Friendly Page

Search Plan Enroll My Academics

My Class Schedule Add Drop Edit Term Information

go to ...

CHASE

Printed from Chase Personal Online

CREDIT CARD (...5564)
Current balance
$413.14

Available credit
$12,086.86

Ultimate Rewards

5% cash back
Activated
(Jan-Mar)

Next payment due
Mar 28, 2020

Minimum payment due
$0.00

Remaining statement balance
$0.00

Automatic payment is Off.

Account activity

SHOWING Search

Filtered by
All transactions MDC

Date	Description	Category	Amount
Dec 19, 2019	MDC WEB STUDENT	Education	$137.59
Sep 30, 2019	OSP*MDCPS-3281-MIAMI L	Education	$8.00
May 27, 2019	SMDCAC TICKETS	Bills & utilities	$20.00
Jan 4, 2019	MDC WEB STUDENT	Education	$1,477.88 Spring 2019
Apr 9, 2018	MDC WEB STUDENT	Education	$1,294.38

JPMorgan Chase Bank, N.A. Member FDIC ©2020 JPMorgan Chase & Co. Equal Opportunity Lender

Miami Dade College

Spring #1

Fee Invoice: Fall 2018
Fees Due Date: 08/24/2018
Name: Ramirez,Joseline D
Residency: Florida In-State Dade County
Program:

ID: 1000541171

Class Schedule

Class	Course	Campus	Session	Description	Days	Time	Bldg/Rm	Units	Repeat	Class Starts	Class Ends	Drop with Refund Date	Withdrawal Date	Course Fees
2397	MAN3025	*MDC Online	8W1	Organization Mgt		12:00 AM - 12:00 AM		3.00		08/27/2018	10/19/2018	08/30/2018	09/28/2018	
2403	MAN4162	*MDC Online	8W1	Customer Rel For Mgr		12:00 AM - 12:00 AM		3.00		08/27/2018	10/19/2018	08/30/2018	09/28/2018	
							Total Units	6.00						

CLASS DAYS: M = MON, T = TUE, W = WED, R = THUR, F = FRI, S = SAT, U = SUN

Class Notes

2395-Please visit online.mdc.edu for requirements and orientation. 2394-Please visit online.mdc.edu for requirements and orientation. 5713-Please visit online.mdc.edu for requirements and orientation. 1477-Please visit online.mdc.edu for requirements and orientation. 2403-Please visit online.mdc.edu for requirements and orientation. 2397-Please visit online.mdc.edu for requirements and orientation. 10320-Please visit online.mdc.edu for requirements and orientation. 10356-Please visit online.mdc.edu for requirements and orientation. 4785-Please visit online.mdc.edu for requirements and orientation. 6064-Please visit online.mdc.edu for requirements and orientation. 2279-Please visit online.mdc.edu for requirements and orientation. 2403-Please visit online.mdc.edu for requirements and orientation. 2397-Please visit online.mdc.edu for requirements and orientation.

Credit Units Fee Assessment

Fees	Term	Fees Due Date	Fees Assessed	Paid Amount	Fees Dues Now
Fees	Fall 2018	08/24/2018	$869.34	$869.34	$0.00

Credit Units Fee Payment Summary

Payment Description	Term	Posted Date		Fees Paid	
Visa - ePay	Fall 2018	08/16/2018		$869.34	
			Fee Payments:	$869.34	

Continuing Education (CE) Fee Assessment

Class Description	Term	Due Date	Fees Assessed	Paid Amount	Fees Due Now
			$0.00	$0.00	$0.00

Other Charges Posted This Term

Charge Description	Term	Due Date	Posted Amount	Paid Amount	Amount Due Now
Service Fee - ePay	Fall 2018		$28.98	$28.98	$0.00

Credits Posted This Term

Payment Description	Term	Posted Date		Paid Amount	Refund Amount
Visa - ePay	Fall 2018	01/04/2019		$1,477.88	$0.00
			Total Posted Payments:	$1,477.88 ✓	

Total Posted Refunds:	$0.00
Credit Units Fees Due Now:	$0.00
CE Fees Due Now:	$0.00
Other Charges Due Now:	$0.00
Total Due Now:	$0.00

THIS FEE INVOICE ONLY INCLUDES CHARGES DUE FOR THE SELECTED TERM. TO VIEW ALL UNPAID CHARGES CLICK THE PAY NOW OR CHARGES DUE/EPAY LINKS.

INFORMATION ON THIS FEE INVOICE IS SUBJECT TO CHANGE WITHOUT NOTICE.

This is your class schedule and official receipt when validated or paid. Please retain this document for future reference.

Most financial aid awards are based on average full-time enrollment and posted to your account as anticipated financial aid for tuition payment purposes. After Add/Drop ends, the estimated aid listed on your fee invoice will be updated based on your actual enrollment. To check your financial aid awards visit http://www.mdc.edu/main/financialaid/. Acceptable forms of payment are American Express, Discover, Master Card, Visa, eCheck and Nelnet Payment Plans. Credit Card, eCheck and Nelnet payments may be made by clicking the Pay Now or Charges due/epay links. The 2% service fee is non-refundable. If paid by credit card your refund will be sent to the original credit card used.

For additional information on your student finances, please contact Student Financial Services at 305-237-2141

04\13\2020 03:15:25PM

CHASE

Printed from Chase Personal Onlin

CREDIT CARD (...3367)

Current balance	Available credit	Amazon Prime Rewards
$1,590.69	$4,809.31	
Next payment due	Minimum payment du	Remaining statement balanc
Mar 26, 2020	$0.00	$1,440.70

Automatic payment is Off.

Account activity

SHOWING Search

Filtered by

All transactions MDC

Date	Description	Category	Amount
Feb 19, 2020	MDC WEB STUDENT	Education	−$9.00
May 21, 2019	MDC WEB STUDENT	Education	$443.36 Fall 2019
Mar 20, 2019	MDC WEB STUDENT	Education	$1,034.51 Summer 2019
Aug 16, 2018	MDC WEB STUDENT	Education	$886.73

JPMorgan Chase Bank, N.A. Member FDIC ©2020JPMorgan Chase & Co. Equal Opportunity Lender

Miami Dade College

Spring #1

Fee Invoice: Spr 2019
Fees Due Date: 01/04/2019
Name: Ramirez,Joseline D
Residency: Florida In-State Dade County
Program:

ID: 1000541171

Class Schedule

Class	Course	Campus	Session	Description	Days	Time	Bldg/Rm	Units	Repeat	Class Starts	Class Ends	Drop with Refund Date	Withdrawal Date	Course Fees
2278	MAN4900	*MDC Online	8W1	Capstne Proj Sup&Mgt		12:00 AM - 12:00 AM		4.00		01/08/2019	03/04/2019	01/11/2019	02/15/2019	
10320	FIN3400	*MDC Online	8W2	Fin For Non-Fin Mgrs				3.00		03/11/2019	05/03/2019	03/14/2019	04/11/2019	
10356	MAN4894	*MDC Online	8W1	App Case Studies Mgt				3.00		01/08/2019	03/04/2019	01/11/2019	02/15/2019	
							Total Units	10.00						

CLASS DAYS: M = MON, T = TUE, W = WED, R = THUR, F = FRI, S = SAT, U = SUN

Class Notes

2395-Please visit online.mdc.edu for requirements and orientation. 2394-Please visit online.mdc.edu for requirements and orientation. 5713-Please visit online.mdc.edu for requirements and orientation. 1477-Please visit online.mdc.edu for requirements and orientation. 2403-Please visit online.mdc.edu for requirements and orientation. 2397-Please visit online.mdc.edu for requirements and orientation. 10320-Please visit online.mdc.edu for requirements and orientation. 10356-Please visit online.mdc.edu for requirements and orientation. 4785-Please visit online.mdc.edu for requirements and orientation. 6064-Please visit online.mdc.edu for requirements and orientation. 2279-Please visit online.mdc.edu for requirements and orientation. 10356-Please visit online.mdc.edu for requirements and orientation. 10320-Please visit online.mdc.edu for requirements and orientation.

Credit Units Fee Assessment

Fees	Term	Fees Due Date	Fees Assessed	Paid Amount	Fees Dues Now
Fees	Spring 2019	01/04/2019	$1,448.90	$1,448.90	$0.00

Credit Units Fee Payment Summary

Payment Description	Term	Posted Date		Fees Paid
Visa - ePay	Spring 2019	01/04/2019		$1,448.90
			Fee Payments:	$1,448.90

+ Svc Fee $23.28 = 1,471.88

Continuing Education (CE) Fee Assessment

Class Description	Term	Due Date	Fees Assessed	Paid Amount	Fees Due Now
			$0.00	$0.00	$0.00

Other Charges Posted This Term

Charge Description	Term	Due Date	Posted Amount	Paid Amount	Amount Due Now
Service Fee - ePay	Spring 2019		$20.28	$20.28	$0.00

Credits Posted This Term

Payment Description	Term	Posted Date		Paid Amount	Refund Amount
Visa - ePay	Spring 2019	03/20/2019		$1,034.51	$0.00
			Total Posted Payments:	$1,034.51	

Summer #2

Total Posted Refunds:	$0.00
Credit Units Fees Due Now:	$0.00
CE Fees Due Now:	$0.00
Other Charges Due Now:	$0.00
Total Due Now:	$0.00

THIS FEE INVOICE ONLY INCLUDES CHARGES DUE FOR THE SELECTED TERM. TO VIEW ALL UNPAID CHARGES CLICK THE PAY NOW OR CHARGES DUE/EPAY LINKS.

INFORMATION ON THIS FEE INVOICE IS SUBJECT TO CHANGE WITHOUT NOTICE.

This is your class schedule and official receipt when validated or paid. Please retain this document for future reference.

Most financial aid awards are based on average full-time enrollment and posted to your account as anticipated financial aid for tuition payment purposes. After Add/Drop ends, the estimated aid listed on your fee invoice will be updated based on your actual enrollment. To check your financial aid awards visit http://www.mdc.edu/main/financialaid/. Acceptable forms of payment are American Express, Discover, Master Card, Visa, eCheck and Nelnet Payment Plans. Credit Card, eCheck and Nelnet payments may be made by clicking the Pay Now or Charges due/epay links. The 2% service fee is non-refundable. If paid by credit card your refund will be sent to the original credit card used.

For additional information on your student finances, please contact Student Financial Services at 305-237-2141

04\01\2020 09:19:20PM

Summer 2019
#2

Miami Dade College

Fee Invoice: Sum 2019
Fees Due Date: 03/20/2019
Name: Ramirez,Joseline D
Residency: Florida In-State Dade County
Program:

ID: 1000541171

Class Schedule

Class	Course	Campus	Session	Description	Days	Time	Bldg/Rm	Units	Repeat	Class Starts	Class Ends	Drop with Refund Date	Withdrawal Date	Course Fees
4785	MAN4941	*MDC Online	1	Management Internship				3.00		05/13/2019	08/02/2019	05/16/2019	07/02/2019	
6064	MAN4720	*MDC Online	6W2	Strategic Mgt Dec Mk				4.00		06/24/2019	08/02/2019	06/26/2019	07/19/2019	
							Total Units	7.00						

CLASS DAYS: M = MON, T = TUE, W = WED, R = THUR, F = FRI, S = SAT, U = SUN

Class Notes

2395-Please visit online.mdc.edu for requirements and orientation. 2394-Please visit online.mdc.edu for requirements and orientation. 5713-Please visit online.mdc.edu for requirements and orientation. 1477-Please visit online.mdc.edu for requirements and orientation. 2403-Please visit online.mdc.edu for requirements and orientation. 2397-Please visit online.mdc.edu for requirements and orientation. 10320-Please visit online.mdc.edu for requirements and orientation. 10356-Please visit online.mdc.edu for requirements and orientation. 4785-Please visit online.mdc.edu for requirements and orientation. 6064-Please visit online.mdc.edu for requirements and orientation. 2279-Please visit online.mdc.edu for requirements and orientation. 6064-Please visit online.mdc.edu for requirements and orientation. 4785-Please visit online.mdc.edu for requirements and orientation.

Credit Units Fee Assessment

Fees	Term	Fees Due Date	Fees Assessed	Paid Amount	Fees Dues Now
Fees	Summer 2019	03/20/2019	$1,014.23	$1,014.23	$0.00

Credit Units Fee Payment Summary

Payment Description	Term	Posted Date	Fees Paid
Visa - ePay	Summer 2019	03/20/2019	$1,014.23
		Fee Payments:	$1,014.23

Continuing Education (CE) Fee Assessment

Class Description	Term	Due Date	Fees Assessed	Paid Amount	Fees Due Now
			$0.00	$0.00	$0.00

Other Charges Posted This Term

Charge Description	Term	Due Date	Posted Amount	Paid Amount	Amount Due Now
Service Fee - ePay	Summer 2019		$8.69	$8.69	$0.00
Credit Card Refund	Summer 2019		$9.00	$9.00	$0.00

Credits Posted This Term

Payment Description	Term	Posted Date	Paid Amount	Refund Amount
Visa - ePay	Summer 2019	08/21/2019	$443.36	$9.00
		Total Posted Payments:	$443.36	

Fall 2019
#3

Total Posted Refunds:	$9.00
Credit Units Fees Due Now:	$0.00
CE Fees Due Now:	$0.00
Other Charges Due Now:	$0.00
Total Due Now:	$0.00

THIS FEE INVOICE ONLY INCLUDES CHARGES DUE FOR THE SELECTED TERM. TO VIEW ALL UNPAID CHARGES CLICK THE PAY NOW OR CHARGES DUE/EPAY LINKS.

INFORMATION ON THIS FEE INVOICE IS SUBJECT TO CHANGE WITHOUT NOTICE.

This is your class schedule and official receipt when validated or paid. Please retain this document for future reference.

Most financial aid awards are based on average full-time enrollment and posted to your account as anticipated financial aid for tuition payment purposes. After Add/Drop ends, the estimated aid listed on your fee invoice will be updated based on your actual enrollment. To check your financial aid awards visit http://www.mdc.edu/main/financialaid/. Acceptable forms of payment are American Express, Discover, Master Card, Visa, eCheck and Nelnet Payment Plans. Credit Card, eCheck and Nelnet payments may be made by clicking the Pay Now or Charges due/epay links. The 2% service fee is non-refundable. If paid by credit card your refund will be sent to the original credit card used.

For additional information on your student finances, please contact Student Financial Services at 305-237-2141

03\11\2020 05:47:04PM

CHASE

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CREDIT CARD (...5564)

Current balance	Available credit	Ultimate Rewards	5% cash back
$41.70	$12,458.30		Not activated (Apr-Jun)

Next payment due	Minimum payment du	Remaining statement balanc
Apr 28, 2020	$0.00	$0.00

Automatic payment is **Off.**

Account activity

SHOWING Search

Filtered by

All transactions mdc web

Date	Description	Category	Amount
Mar 24, 2020	MDC WEB STUDENT	Education	$132.49
Mar 18, 2020	MDC WEB STUDENT	Education	-$129.89
Dec 19, 2019	MDC WEB STUDENT	Education	$137.59 -Spring 2020
Jan 4, 2019	MDC WEB STUDENT	Education	$1,477.88

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Miami Dade College

Fee Invoice: Fall 2019
Fees Due Date: 05/22/2019
Name: Ramirez,Joseline D
Residency: Florida In-State Dade County
Program:

Fall Term 2019 #3

ID: 1000541171

Class Schedule

Class	Course	Campus	Session	Description	Days	Time	Bldg/Rm	Units	Repeat	Class Starts	Class Ends	Drop with Refund Date	Withdrawal Date	Course Fees
2279	ISM4011	*MDC Online	8W2	Intro To Mgt Inf Sys				3.00		10/28/2019	12/20/2019	10/31/2019	12/02/2019	
							Total Units	3.00						

CLASS DAYS: M = MON, T = TUE, W = WED, R = THUR, F = FRI, S = SAT, U = SUN

Class Notes

2395-Please visit online.mdc.edu for requirements and orientation. 2394-Please visit online.mdc.edu for requirements and orientation. 5713-Please visit online.mdc.edu for requirements and orientation. 1477-Please visit online.mdc.edu for requirements and orientation. 2403-Please visit online.mdc.edu for requirements and orientation. 2397-Please visit online.mdc.edu for requirements and orientation. 10320-Please visit online.mdc.edu for requirements and orientation. 10356-Please visit online.mdc.edu for requirements and orientation. 4785-Please visit online.mdc.edu for requirements and orientation. 6064-Please visit online.mdc.edu for requirements and orientation. 2279-Please visit online.mdc.edu for requirements and orientation. 2279-Please visit online.mdc.edu for requirements and orientation.

Credit Units Fee Assessment

Fees	Term	Fees Due Date	Fees Assessed	Paid Amount	Fees Dues Now
Fees	Fall 2019	05/22/2019	$425.67	$425.67	$0.00

Credit Units Fee Payment Summary

Payment Description	Term	Posted Date		Fees Paid	
Visa - ePay	Fall 2019	05/21/2019		$425.67	
				Fee Payments:	$425.67

Continuing Education (CE) Fee Assessment

Class Description	Term	Due Date	Fees Assessed	Paid Amount	Fees Due Now
			$0.00	$0.00	$0.00

Other Charges Posted This Term

Charge Description	Term	Due Date	Posted Amount	Paid Amount	Amount Due Now
Service Fee - ePay	Fall 2019		$2.70	$2.70	$0.00
Transcript Fee Web	Fall 2019		$5.00	$5.00	$0.00
Credit Card Refund	Fall 2019		$129.89	$129.89	$0.00

Credits Posted This Term

Payment Description	Term	Posted Date		Paid Amount	Refund Amount
Visa - ePay	Fall 2019	12/18/2019		$137.59	$129.89
			Total Posted Payments:	$137.59	

Spring 2020 #4

Total Posted Refunds:	$129.89
Credit Units Fees Due Now:	$0.00
CE Fees Due Now:	$0.00
Other Charges Due Now:	$0.00
Total Due Now:	$0.00

THIS FEE INVOICE ONLY INCLUDES CHARGES DUE FOR THE SELECTED TERM. TO VIEW ALL UNPAID CHARGES CLICK THE PAY NOW OR CHARGES DUE/EPAY LINKS.

INFORMATION ON THIS FEE INVOICE IS SUBJECT TO CHANGE WITHOUT NOTICE.

This is your class schedule and official receipt when validated or paid. Please retain this document for future reference.

Most financial aid awards are based on average full-time enrollment and posted to your account as anticipated financial aid for tuition payment purposes. After Add/Drop ends, the estimated aid listed on your fee invoice will be updated based on your actual enrollment. To check your financial aid awards visit http://www.mdc.edu/main/financialaid/.
Acceptable forms of payment are American Express, Discover, Master Card, Visa, eCheck and Nelnet Payment Plans. Credit Card, eCheck and Nelnet payments may be made by clicking the Pay Now or Charges due/epay links. The 2% service fee is non-refundable. If paid by credit card your refund will be sent to the original credit card used.

For additional information on your student finances, please contact Student Financial Services at 305-237-2141

04\13\2020 03:33:17PM

Summary Activity Send & Request Wallet Shopping Help LOG OUT

Start 01/01/19 End 12/31/19 books × C

All transaction

books ×

Subscription
14.95 x 7 = $104.65

Books
$119.99
60.99
101.95
282.93

Showing results for "books

NOV 08	Chegg, Inc. COMPLETED – Payment - PayPal Credit	-$14.95 Books	$134.94
OCT 30	Cengage Learning, INC COMPLETED – Payment	-$119.99 Books	
JUL 10	Chegg, Inc. COMPLETED – Payment	-$60.99 Books	$75.94
JUN 12	Chegg, Inc. COMPLETED – Payment	-$14.95 Books	
MAY 12	Chegg, Inc. COMPLETED – Payment	-$14.95 Books	
APR 12	Chegg, Inc. COMPLETED – Payment	-$14.95 Books	
MAR 12	Chegg, Inc. COMPLETED – Payment	-$14.95 Books	
FEB 12	Chegg, Inc. COMPLETED – Payment	-$14.95 Books	
JAN 24	Pearson Education, Inc. COMPLETED – Payment - PayPal Credit	-$101.95 Books	
JAN 13	Chegg, Inc. COMPLETED – Payment - PayPal Credit	-$14.95 Books	

Fall 2019

Summer 2019

Spring 2019

$176.70
+ 130.00
306.70

CHASE

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CREDIT CARD (...3367)

Current balance
$1,590.69

Available credit
$4,809.31

Amazon Prime Rewards

Next payment due
Mar 26, 2020

Minimum payment du
$0.00

Remaining statement balanc
$1,440.70

Automatic payment is Off.

Account activity

SHOWING Search

Filtered by
All transactions MCGRAW

Date	Description	Category	Amount
Apr 3, 2019	PAYPAL *MCGRAWHILLG	Education	$130.00

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FIN3400 4e Finance for Non-Financial Managers Spring 2019

Finance: Applications and Theory (SmartBook) (Cornett, 4e)

- LearnSmart

Instructor Georges De Schryver

Also includes:

Cornett, Finance: Applications and Theory, 4e (eBook) (4e)

section

INSTRUCTOR **FIN3400-2193-10320 - VC**

Chegg®

Order # ATQQBAE9

Order placed: July 7, 2019

Shipment 1 of 1

Online access expired

Strategic Management
ISBN-13: 9780134153872
eTextbook Rental

$59.99

$1 donation
Donation

$1.00

Subtotal **$60.99**

Billing Address
Joseline Ramirez
2312 york st
opa locka FL 33054

Payment Method
PayPal

Item(s) total$60.99

Total **$60.99**

MyManagementLab with eText for David, Strategic Management, 16e OLP

Order ID 237199759
Product ISBN 9780134153773
Order date Thu, 24 Jan 2019
Purchase price USD 101.95

Temporary Access for MyManagementLab for David, Strategic Management, 16e GP

Order ID 234558183
Product ISBN none
Order date Wed, 09 Jan 2019

CENGAGE UNLIMITED

Register another course or product

Purchase Date: 10/29/2019

Order number: #2534988

Shipping Address

Not Applicable

Billing Address

Joseline Ramirez
14630 Bull Run Road Apt 218
Miami Lakes FL
US 33014

Payment Method

Paypal

Order Summary

Subtotal:	$119.99
Shipping:	Free
Estimated Tax*:	$0.00
Order Total:	$119.99

Inventory fulfilled:

Cengage Unlimited, 1 term (4 months) Instant Access, 1st Edition
Authors: Cengage
ISBN 13: 978-0-357-70000-6
ISBN 10: 0-357-70000-7
@2018 | CLU

$119.99

CHASE

Printed from Chase Personal Online

– TEST FEES

CREDIT CARD (...5564)
Current balance
$413.14

Available credit
$12,086.86

Ultimate Rewards

5% cash back
Activated
(Jan-Mar)

Next payment due
Mar 28, 2020

Minimum payment due
$0.00

Remaining statement balance
$0.00

Automatic payment is **Off**.

Account activity

SHOWING Search

Filtered by
All transactions Proctor

$98.00
2014

Testing fees

	Date	Description	Category	Amount
Fall 2019	Nov 24, 2019	PROCTORU INC.	Education	$22.50
Summer 2019	Jul 31, 2019	PROCTORU INC.	Education	$30.50
	Jul 30, 2019	PROCTORU INC.	Education	–$22.50
	Jul 22, 2019	PROCTORU INC.	Education	$22.50
Spring 2018	Apr 30, 2019	PROCTORU INC.	Education	$22.50
	Feb 4, 2019	PROCTORU INC.	Education	$22.50
	Oct 18, 2018	PROCTORU INC.	Education	$30.50
	Sep 27, 2018	PROCTORU INC.	Education	$61.00
	Jul 30, 2018	PROCTORU INC.	Education	$30.50
	Jun 27, 2018	PROCTORU INC.	Education	$61.00
	May 31, 2018	PROCTORU INC.	Education	$30.50

credit

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Fall	Summer	Spring
22.50	30.50	45.00
99.00		
121.50	30.50	45.00

Important changes are coming to your Walmart credit card.

On October 11, 2019, your Walmart credit card may transfer to Capital One®—bringing you more ways to earn and redeem your rewards.

There will be a brief period from October 10th at 3:00 PM EST thru October 13th, 2019, during which payments will only be accepted by mail. Starting on October 14, 2019, payments made at Walmart stores may be accepted as a courtesy, but only if you present your card for this account. Payments may not be credited the same day we receive them.

For more details about the upcoming change, visit walmart.com/capitalone.

Walmart® Mastercard®

JOSELINE RAMIREZ
Account Number ending in 0269

Statement Closing Date 09/16/2019

Payments must be received by 5pm ET on due date if mailed, or by 11:59pm ET on due date for online and phone payments.

Visit walmart.com/credit or Call 1-866-611-1146

New Balance	**$98.01**
Total Minimum Payment Due	**$25.00**
Payment Due Date	**10/09/2019**

Previous Balance as of 08/17/2019	**$0.00**
Other Credits	-0.99
Purchases/Debits	+99.00
New Balance as of 09/16/2019	**$98.01**
Credit Limit	$3,600
Available Credit	$3,501
Cash Advance/Quick Cash Limit	$720
Available Cash	$720
Statement Closing Date	09/16/2019
Days in Billing Cycle	31

Late Payment Warning: If we do not receive your Total Minimum Payment Due by the Payment Due Date listed above, you may have to pay a late fee up to $38.00.
Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay	You will pay off the balance shown on this statement in about ...	And you will end up paying an estimated total of ...
Only the minimum payment	**5 months**	**$103.00**

If you would like information about **credit counseling services**, call 1-877-302-8775.

3% on Walmart.com	$0.00
2% on Walmart & Murphy USA Fuel	$0.00
1% on Other Purchases	$0.99
Total Redeemed this Statement	$0.99

You've earned $0.99 in Rewards statement credits this year with your Walmart Mastercard.

For information on earning and redeeming rewards, visit walmart.com/creditlogin

Date Tran	Date Post	Transaction Reference #	Description		Amount
09/06	09/06	75418237T29NBF85G	COLLEGEBOARD*CLEP	800-2579558 NY	$99.00

(Continued on next page)

Notice: We may convert your payment into an electronic debit. See Statement Disclosures link on your eServices Statement Page for details, Billing Rights and other important information.

5404 WGH 1 7 14 190916 PAGE 1 of 3 1136 1500 A403 01DTS404

Account Number: xxxx xxxx xxxx 0269

Walmart

$25.00	10/09/2019	$98.01

Save a Stamp, pay on-line at walmart.com/credit $ _____.__

JOSELINE RAMIREZ
14630 BULL RUN RD APT 216
MIAMI LAKES FL 33014-2017

Make Payment To: WALMART MASTERCARD/SYNCB
PO BOX 960024
ORLANDO, FL 32896-0024

Miami Dade College
Student Email

Joseline Ramirez <joseline.ramirez001@mymdc.net>

CLEP Exam Order Confirmation

1 message

College Board <collegeboard@e.collegeboard.org>
Reply-To: College Board <reply-feee1079726d00-100_HTML-167385375-100006071-115788@e.collegeboard.org>
To: joseline.ramirez001@mymdc.net

CLEP

Dear Joseline Ramirez,

Congratulations on completing your CLEP® order online! Taking a CLEP exam(s) offers you the opportunity to r what you already know and it can save you time and money, while accelerating your educational career.

You are registered to take the following exam(s):

Spanish Language Levels 1 and 2 -- Ticket ID: 11218408

Access and print a copy of each CLEP® Registration Ticket by signing in to My Account® at https://clepportal.collegeboard.org/myaccount.

BEFORE TEST DAY

SCHEDULE YOUR APPOINTMENT TO TAKE THE EXAM AT A TEST CENTER:

Below is your preferred test center information. **Please note that while you selected your preferred test cent you must still contact the test center directly to schedule your appointment to test.** If you choose not to te center or if your preferred test center is not available, you may use your registration ticket to test at another CLE contacting the new center and making an appointment. You are not required to change your test center selectio

Miami Dade College - Hialeah Campus
1780 West 49th Street #1225
Hialeah , FL
33012

STUDY PREPARATION:

Before taking your CLEP exam, you can prepare by purchasing and reviewing the *CLEP® Official Study Guide* guides for a specific subject as a downloadable PDF by signing into My Account®. Also, you may find suggestio resources available at http://clep.collegeboard.org/study-resources.

YOUR ACCOUNT INFORMATION:
The information on your CLEP Exam Registration Ticket(s) must match the information on your identification do update your account information prior to test day, go to https://clepportal.collegeboard.org/myaccount, update yo your CLEP Exam registration ticket.

ON TEST DAY
You must bring your Exam Registration Ticket with you on test day. You will not be admitted to the test do not already have a printed Exam Registration Ticket, please print your ticket now and bring it with you to the your acceptable identification documents. For more information about what to bring on test day, visit http://clep. day-info for more information.

YOUR PAYMENT:
Please see the itemized costs for your order:

Item Title	Qty Ordered	Item Cost	Funding Action	Total Am
CLEP Spanish Language Examination Guide	1	$10.00	Self Funded	$10.00
Spanish Language Levels 1 and 2	1	$89.00	Self Funded	$89.00

Tax: $0.00
Shipping: $0.00
Total Charges: $99.00
Total Paid: $198.00
Payment Type: MasterCard ****0269

If you have any additional questions, please contact CLEP Services at 1-800-257-9558 or send an e-mail to clep

Best of luck on your educational endeavors,

The CLEP Program

Please do not respond to this e-mail. Mail sent to this address cannot be answered. For assistance, please e-mail clep@info.collegeboard.org.

To ensure that collegeboard.org email is not incorrectly identified as spam, please add collegeboard@e.collegeboard.org to your address book.

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Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	5/13/2020
Subject:	Town Manager Ranking + Selection
Initiated by:	☐ City Commission ☐ City Attorney ☑ City Manager / Staff
Prepared by:	Name & Title: Yolanda Menegazzo, HR
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Town Manager Applications
Fiscal Impact:	Town Manager salary range $133k - $171k
Policy Question(s) for Commission Considerations:	Process questions for recruitment onboarding steps – Town Attorney to review
Summary:	Selection of Town Manager
Background:	Position of Town Manager currently vacant
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	None
Possible action:	Selection of finalist
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

RANKING OF TOWN MANAGER CANDIDATES	
CANDIDATES	**TOTAL POINTS**
Juan C. Jimenez	18
William Lawrence	14
Krishan Manners	8
Niema Walker	7
Newall Daughtrey	4
Kevin Knutson	3
Stanley Hawthorne	1
Christia Alou	1
Andrew Hyatt	1

Newall J. Daughtrey
P.O. Box 470307
Miami, FL 33247
(305) 319-2132

February 28, 2020

Yolanda Menegazzo
LagomHR , Inc.
1000 S.W. 57th Avenue
West Miami, FL 33144

Re: Town Manager Position (Town of Pembroke Park)

Dear Mrs. Menegazzo,

I am interested in the position of Town Manager for the Town of Pembroke Park. I have an extensive knowledge on the day-to-day operations related to administration. I am capable of conducting public meetings with stakeholders, business owners, employees, and the general public. My past experience will indicate myleadership qualities and how I have handled difficult and challenging situations.

My experience and knowledge makes me an ideal candidate for the position.

Thank you for the opportunity to present my credentials and I look forward to working with you as your new Town Manager.

Sincerely,

Newall J. Daughtrey
Newall J. Daughtrey

NEWALL J. DAUGHTREY
P.O. Box 470307, Miami, FL 33247

Phone: (305) 319-2132
Email: newall2779d@gmail.com

PROFESSIONAL EXPERIENCE

Assistant Town Manager, Town of Pembroke Park FL 10/2019- Present

Responsible for the overall direction, coordination and evaluation of all departments and staff. Planning, directing and reviewing the activities and operations of the City in the areas of strategic and operational planning and performance management. Performs complex professional work on a wide variety of project management and municipal managerial functions. Under the general direction of the City Commission, performs executive level administrative, technical, and professional work. Responsibilities include exercising supervision over all municipal employees either directly or through subordinate supervisors, providing administrative direction to the city department directors. Develop and manages the City's budget.

Interim City Manager, City of Opa-locka, Opa-locka FL *12/2018-10/2019*

Responsible for the overall direction, coordination and evaluation of all departments and staff. Planning, directing and reviewing the activities and operations of the City in the areas of strategic and operational planning and performance management. Performs complex professional work on a wide variety of project management and municipal managerial functions. Under the general direction of the City Commission, performs executive level administrative, technical, and professional work. Responsibilities include exercising supervision over all municipal employees either directly or through subordinate supervisors, providing administrative direction to the city department directors. Develop and manages the City's budget.

Interim City Manager, City of Opa-locka, Opa-locka FL *04/2018-October 2018*

Responsible for the overall direction, coordination and evaluation of all departments and staff. Planning, directing and reviewing the activities and operations of the City in the areas of strategic and operational planning and performance management. Performs complex professional work on a wide variety of project management and municipal managerial functions. Under the general direction of the City Commission, performs executive level administrative, technical, and professional work. Responsibilities include exercising supervision over all municipal employees either directly or through subordinate supervisors, providing administrative direction to the city department directors. Develop and manages the City's budget.

Newall J. Daughtrey & Associates, City of Opa-locka, Opa-locka, FL *08/2017-03/2018*

Served as a consultant with the City of Opa-locka to prepare their 5 Year Financial Recovery Plan to help the City get out of its Financial Emergency.

Community Redevelopment Executive Director, City of Opa-locka, Opa-locka, FL *03/2012-04/2015*

Manages the day-to-day operations, planning, budgeting, capital acquisitions, public relations, real estate negotiations, professional service contracts and capital planning for the Community Redevelopment (CRA) area. Advanced professional work focused on the revitalization and community enhancement within the CRA districts through redevelopment, capital improvement, and branding. Liaison to businesses and property owners with the overall goal of enhancing the physical and economic character of the districts.

Chairman, Newall J. Daughtrey & Associates ("NJDA") *01/1992-Present*

Professional services in business/economic development and municipal management. This consulting firm was

formed to help share the expertise Newall J. Daughtrey developed in implementing a successful banking community development corporation in Miami, Florida and his municipal expertise at the Cities of Opa-locka and Miami. NJDA managed Metro-Dade County Multi-Purpose Revolving Loan Fund from October 1992 to September 1998 and a WAGES Program from October 1998 to September 2000. NJDA works with the North Dade Community Development Federal Credit Union on policies and collections.

City Manager, City of Belle Glade, Belle Glade FL *08/2006-02/2007*

I was able to get the City Commission to approve a rate increase for water and sewer enterprise. This was the first rate increase since 1999. We were able to get the Commission to accept the Evaluation and Appraisal Report ("EAR") of the Comprehensive Plan. The EAR was last updated in 1999. One of the most important achievements as City Manager was to get the City Commission to update the City's purchasing ordinances.

Interim City Manager, Village of El Portal, El Portal FL *01/2003-07/2003*

Served as the first Manager for the Village of El Portal. The Village of El Portal operated as a Council form of government from 1937 until 2002. As Interim Manager, my job was to help transform the Village from the Council form of government to the Council-Manager form of government. We encountered all of the normal problems one encounters when there is a perception of the transfer of power from individual members of Council to the Village Manager. If the Council-Manager form of governance is fully implemented, the Village will be able to operate a long time.

City Manager, City of Opa-locka, Opa-locka FL *12/2000-11/2002*

Duties include supervision of the following departments: Police, Finance, Parks & Recreation, Library, Water and Sewer, Public Works, Sanitation, Building & License and Code Enforcement. Manages 175 employees in a community of approximately 15,000 people. The 2000-01 budget was $23 Million Dollars. The first day on the job I asked what was the status of the Water & Sewer Fund. I was informed that the City of Opa-locka had lost $1,500,000 in 1999-2000 budget year. I discovered that the water & sewer rates had not been increased since I did it in 1995. I requested permission for the City Commission to conduct a rate study to know what the new rate structure should be. A new rate increase was put in affect and the City was able to borrow $10,000,000 to start the repairs necessary to fix the sewer system. Next it was discovered that the City has a cash flow problem. There were more employees on the pay role than the City was able to pay. This required me to lay off 35 employees and put the remaining City employees on a 35-hour work week for six months in order to overcome the $500,000 budget shortfall. This budget shortfall was created because employees hired on a grant program three years ago and the employees were still working when the grant ended. The City received a $10 Million Dollar grant from FEMA and the State of Florida to clean out the City's canals. We were also successful in getting a $2.1 Million Dollar grant from the State of Florida to develop a Citywide Storm water Utility Master Plan. We were able to get the City Commission to approve $40 Million Dollars in Special Assessments for Capital Improvements for the City.

City Manager, City of Opa-locka, Opa-locka FL *11/1994-06/1995*

Duties include supervision of the following departments: Police, Finance, Parks & Recreation, Library, Water and Sewer, Public Works, Sanitation, Building & License and Code Enforcement. Manages 175 employees in a community of approximately 15,000 people. The 1994-95 budget was $15 Million Dollars. The first day on the job I was informed by the Finance Director that the City of Opa-locka was $500,000 in the rears by spending more money than the revenues that were received by the City. I reduced the City Manager's salary by 25% ($125,000 down to $93,750) in order to convince the Elected Officials that the City had a serious financial problem. All City employees were placed on a 35-hour work week in order to overcome the budget shortfall. This budget shortfall was created when the Commission approved a water & sewer rate increase in October 1994 to balance the budget but because the City Commission election was changed from March each year to November 1994, no rate increase took place but funds were spent as if the rate increase had gone in effect. Within the next six months we were able to overcome the budget shortfall but I became a causality of my success and lost my job for doing a good job.

President and Executive Director, Business Assistance Center, Inc. *08/1982-01/1992*

Responsible for the overall development and management of this private not-for-profit corporation. The Business Assistance Center, Inc. ("BAC") was founded to create and expand Black-owned business. Assisted BAC with raising $6.9 Million Dollars from the private business community of Miami-Dade County. The Greater Miami Chamber of Commerce led the fight to create this black business revitalization effort.

Achievements:

Created a business incubator, which housed 71 firms over a nine-year period.

Loaned and invested over $11 Million Dollars to 124 Black owned firms in Miami-Dade County.

Devised and implemented the Job Assistance Center Project. This effort placed over 36,000 Black people in non-subsidized jobs over a five-year period.

Founded a unique Banking Community Development Corporation called Business Assistance Consortium, Inc. The Consortium became the first black investment corporation in the State of Florida to receive a $1,000,000 investment from the Florida Black Business Investment Board.

Initiated and received approval of a proposal from the U.S. Small Business Administration to become a 301 (d) SBIC, licensee. This allowed the BAC to form the Business Assistance Center Minority Enterprise Small Business Investment Corporation ("BAC-MESBIC"). The new firm is able to leverage funds from the federal government through the Small Business Administration ("SBA"). The BAC-MESBIC was approved to issue $5,000,000 in capital stock (Class A) and up to $20,000,000 in Subordinated Stock (Class B).

Executive Director, Dade Community Revitalization Board. *07/1981-08/1982*

This board was appointed by Governor Robert ("Bob") Graham to develop economic solutions following the 1980 Miami Riots. Governor Graham persuaded the City Commission of the City of Opa-locka to grant Mr. Daughtrey, it's City Manager, a one-year leave of absence so that he could serve as Executive Director.

Three major recommendations made by this Blue Ribbon Revitalization Board were implemented. They were as follows:

Creation of a one-stop service center for Black business development (Business Assistance Center)

Creation of a Black owned bank (People National Bank)

Creation of a Black controlled credit union (Model Cities Credit Union)

The Dade Community Revitalization Board, the Greater Miami Chamber of Commerce and the Miami-Dade Chamber of Commerce worked together with the public and private sectors to raise $6.9 Million Dollars to help implement the Business Assistance Center concept.

City Manager, City of Opa-locka, Opa-locka FL *11/1979-06/1982*

Duties include supervision of the following departments: Police, Finance, Parks & Recreation, Library, Water and Sewer, Public Works, Sanitation, Building & License and Code Enforcement. Administered a general fund budget of $5 Million Dollars. Managed 135 employees in a community of approximately 15,000 people.

Achievements:

Developed and re-wrote the operational Policy and Procedures of the City.

Created new Personnel Policy and Procedures.

Established new Police Department Rules and Regulations.

Devised a new Safety Operations Policy and Procedures.

Initiated a new electronic system of monitoring the sewer lift stations.

Staffed the water plant with full time, around the clock, licensed water plant operators on a 24 hour, seven days a week basis.

Created better harmony in providing better police and recreational services to all of the citizens of Opa-locka.

Developed, in conjunction with the Miami-Dade Community College, North Campus, a Professional Development Program for the City Manager's Staff.

Special Assistant to the City Manager, Miami, Miami, FL *04/1977-11/1979*

Responsible for the coordination between the Culmer/Overtown Task Force of the Greater Miami Chamber of Commerce ("GMCC"), the Culmer/Overtown community and the various City of Miami Departments for the redevelopment of the Culmer/Overtown neighborhood locate in Downtown Miami. Greater Miami Chamber of Commerce sought ways in which they could directly and indirectly, positively affect the revitalization of the Culmer/Overtown area and its people. The Culmer/Overtown community was composed primarily of older citizens and their grandchildren. Most residents were on some type of transfer payments (AFDC or Social Security). They were not receiving the type of City services that most other neighborhoods received.

The goal was to increase service delivery by the City to the target neighborhood, implemented and Interim Assistance Program, as a holding action, while the redevelopment plans being developed and approved. The Interim Assistance Program had three major components: Clean-up, Fix-up and Painting Project; Lot Clearing Project; and Job Assistance Project.

The Clean-up, Fix-up and Painting Project was very complicated. Hired and trained unemployed workers in electrical, plumbing, carpentry, plastering and painting. Conducted on-the –job training. Provided the planning, labor and some materials needed to paint and fix up homes for Senior Citizens in the Culmer/Overtown area.

Cleared, cleaned and maintained over 50 lots in the Culmer/Overtown area. Completed 14 renovation projects over a two-year period.

Job Assistance Project had three major components: Introduction to the world of work, job development and job replacement and retention. We taught our clients how to prepare to get a job. Our staff worked with community businesses to get access to job slots for our clients. We placed over 200 persons through this project.

Served as Special Assistant to the City Manager for community relations. Coordinated the grand opening of the African Square Park. Handled the second Coconut Grove Goombay Festival, assigned to manage many projects that were critical in terms of operating on time. Most assignments dealt with the Black community or the Greater Miami Chamber of Commerce.

Chairman and President, Classic Stationers, Inc., Miami FL *04/1974-12/1996*

Classic is a commercial office supply, office furniture and equipment retailer.

Assistant City Manager, City of Opa-locka, Opa-locka FL *04/1973-03/1977*

Assumed the duties of Acting City Manager in the absence of the City Manager. Major responsibilities included coordination of all operating departments. Served as Safety Director, Code Enforcement Officer, Personnel Director and Acting Recreation Director, for time-to-time. In 1974, of necessity, became a Class "C" Water PlantOperator. Served as in-house Chief Labor Negotiator for the City.

Vice President and General Manager, Supreme Stationers, Inc., Miami FL *11/1972-04/1973*

Company was the first Black owned retail office supply firm in Florida. This company was founded as a result of an economic development study done by the South Florida Economic Development Center of Model Cities. NJD was one of the three owners.

Administrative Assistant, Senate 42nd District *02/1972-11/1972*

Worked with State Senator Lee Weissenborn in Tallahassee, during the 1972 legislative session, and in the district office in Miami. Responsible for handling constituent request, complaints and suggestions. Coordinated the services of various state and local agencies for the 42nd Senate District.

Earlier Experience

U.S Marine Corps. Attained the rank of Sergeant (E5). Served a tour of duty in the republic of South Vietnam. (November 1967-December 1968.

Trained as an aviation electrician.

Worked as a construction electrician with Cline Electric and Tool Electric in Miami.

Worked as a postal assistant at Biscayne Annex in Miami.

EDUCATION

Master of Science in Management
Florida International University, *Miami, FL* ***1975***
Concentration in Public Administration

Bachelor of Arts
Florida International University, *Miami, FL* ***1973***
Major in Economic

Attended Penn State University and Miami-Dade Community College

High School Diploma
Miami Edison Senior High School, *Miami, FL* ***1966***

Computer related skills: Proficient with Word Perfect, Microsoft Word, Microsoft Office, Excel, and Outlook.

AWARDS

Selected as one of ten Public Administrators, by the National Endowment for the Humanities, selected nationwide to attend a four-week seminar in Public Sector Management at Cornell University in 1976.

Chosen as one of twelve finalists in the Houston Urban Fellowes Program, sponsored by Texas Southern University and the Carnegie Corporation. The objective of the 1975 program was to select two persons to work two years for the City of Houston and Texas Southern University, January 1975.

PROFESSIONAL AFFILIATIONS

Former Member, International City Management Association

Former Member, American Society for Public Administration, South Florida Chapter

Former Member, National Association of MESBIC's

CIVIC

Former Vice Chairman, Board of Trustees Miami-Dade Community College

Former Member, Board of Governors, of Greater Miami Chamber of Commerce

Member, Board of Directors Goodwill Industries, Inc.

Former Member, Greater Miami Chamber of Commerce

Former Member, Miami-Dade Chamber of Commerce

Former Member, Florida Chamber of Commerce

Former Member, Leadership Florida Alumni

Former Member, Leadership Miami Alumni

Member, and General Church Secretary, Faith Temple Church of Christ, Inc.

Chairman, Edison Corps of the Salvation Army

Member, Board of Directors of the Salvation Army – Miami

Former Commission Member, Florida's By the People Commission

Newall J. Daughtrey

********** ***SALARY HISTORY*** **********

1. City Manager of Opa-Locka
   $112,500

2. Opa-locka CRA
   $88,000

3. City Manager of Belle Glades
   $125,000

4. Village of El Portal Manager
   $80,000

5. President of the BAC, Inc.
   $110,000

6. Assistant Town Manager: Town of Pembroke Park
   $ 124,152.00

Newall J. Daughtrey

********** ***REFERENCES*** **********

1. Dr. Kelvin L. Baker, Sr.
   Former Co-Worker and City Manager
   954-883-6888
   klbaker@miramarfl.gov

2. Rose Tydus
   Former Commissioner and City Clerk
   786-277-8148
   rosetydus@bellsouth.net

3. Reverend Joseph L. Kelley
   Former Mayor, Vice Mayor, and current Commissioner
   786-362-1346

4. Joanna Flores
   Current City Clerk
   786-877-4038

5. Merrett Stierheim
   305-255-8100

Juan C. Jimenez (JC), ICMA-CM
6799 Orchid Drive
Miami Lakes, Florida 33014
786-256-8987
jcjdx@yahoo.com

February 25, 2020

Town of Pembroke Park
Human Resources Department
3150 SW 52nd Avenue
Pembroke Park, FL 33023

RE: Letter of interest for the position of Town Manager

To whom it may concern:

I am writing to express my interest in the position of Village Manager for the Town Manager of Pembroke Park, which was recently advertised in the Florida League of Cities' website. I truly believe I possess the skills and experience that would make me a serious candidate for your consideration.

I am currently, the Town Manager for the Town of Bay Harbor Islands, a position I have held since 2018. Prior to being appointed Town Manager, I served as assistant manager since 2005. As you can see from my attached resume, my 18-year career clearly demonstrates that I am an achievement-oriented manager, a trait that will greatly assist the city manager to successfully reach and accomplish their goals.

With my experience and my Master's and Bachelor's Degrees in Public Administration from Florida International University, I am certain I can be a valued asset to the town in its continuing efforts to achieve the goals of the Town Council and to protect and improve the quality of life for residents, businesses and visitors.

Your consideration is greatly appreciated.

Sincerely,

Juan C. Jimenez

Enclosure

Juan C. Jimenez, ICMA-CM 6799 Orchid Drive, Miami Lakes, FL 33014
Telephone: (786)256-8987 Email: jcjdx@yahoo.com

Summary

Management professional with over 20 years of municipal administration experience; proven leadership qualities in the areas of budgeting, emergency management, communications, project management, capital improvement planning and intergovernmental relations. A strong effective leader with a talent for motivating people and inspiring confidence and trust.

Relevant Professional Experience

Town of Bay Harbor Islands, FL
Town Manager **2018-Present**

Responsible for overseeing the day to day operations of a municipal government serving 7,000 residents with 90 employees and a $25 million budget with direct oversight over the Police, Finance, Parks and Recreation, Building, Code Compliance, Parking and Public Works Departments.

Achievements:

- Coordinated and implemented the Town's first strategic plan which includes a Vision Statement, Mission Statement and Core Values
- Successfully lowered the Town's millage rate to 3.6245 from3.7199, the lowest since 1988
- Implemented the Town's new financial software system, last updated in 1998
- Implemented the Town's Transparency Portal showing the taxpayers where their tax dollars are being spent
- Updated and launched the Town's new ADA compliant website
- Received $250,000 in state funding for the lining of the sewer laterals
- Received $70,000 in state funding for the Town's Flood Vulnerability Assessment to determine the impact of sea level rise on the Town's infrastructure
- Created a new employee policy manual geared towards creating a culture of integrity and excellent customer service to our residents
- Completed construction of the new 95th Street Park
- Started the Bay Harbor Islands concert series at 95th Street Park

Assistant Town Manager **2005-2018**
Assistant to the Town Manager **2002-2005**

Assisted the Town Manager in overseeing the day to day operations of a municipal government with 90 employees and a $25 million budget. Responsible for the direct oversight and budgeting of the Public Works Department, Parks and Recreation Department, Solid Waste/Recycling Department and Public Transit. Additional responsibilities include: Grant Administrator, Community Rating System Coordinator, Intergovernmental Affairs Coordinator and Emergency Management Coordinator.

Achievements:

Parks and Recreation

- Coordinated the planning, design and construction of the Town's 8,000 sq. ft. community center at a cost of $1.5 million. Secured a $500,000 State Grant for the construction

Juan C. Jimenez, ICMA-CM 6799 Orchid Drive, Miami Lakes, FL 33014
Telephone: (786)256-8987 Email: jcjdx@yahoo.com

- Negotiated with Miami-Dade Public Library System the opening of the Bay Harbor Islands Branch in a portion of the new community center
- Coordinated the planning, design and construction of the Tot Lot Park at a cost of $500,000 and secured $292,000 in state grants to offset most of the cost
- Converted an under-utilized public parking lot into 92nd Street Park at a cost of $453,000 and secured all of the funding from state and county grants
- Acquired a three lot parcel of land and converted it into Officer Scott Winters Street Park. Construction of the park, which includes an interactive water/play feature, playground equipment, restrooms and a dog park, was completed at a cost of $650,000
- Coordinated the implementation of the Town's first Farmers Market
- Serve as the Town's staff liaison to the Parks and Recreation Committee

Capital Improvements/Public Works

- Coordinated the planning and design for the Causeway Corridor Improvement Project which is being partially funded by a Federal Earmark
- Coordinated the planning, design and construction for the Kane Concourse sidewalk replacement project with decorative brick pavers and decorative street furniture. This project was partially funded by the American Recovery and Reinvestment Act and required the Town to be LAP Certified by the Florida Department of Transportation.
- Responsible for the Town's LAP (Local Agency Planning) Certification with the Florida Department of Transportation
- Coordinated the design, purchase and installation of six new bus shelters along Kane Concourse. These shelters were purchased through funds from the American Recovery and Reinvestment Act and required an agreement between the Federal Transit Administration, Miami Dade Transit and the Town of Bay Harbor Islands
- Coordinated the design, purchase and installation of the decorative street signs throughout the entire Town
- Worked with the State of Florida to replace all of the streetlights along Kane Concourse/96th Street with decorative streetlights

Parking

- Oversaw the Town's Parking Department
- Replaced all of the traditional parking meters along Kane Concourse, three municipal parking lots and parking garage with new pay stations as well as Pay By Phone

Intergovernmental Affairs/Grants

- Served as the Town's Grant Coordinator and obtained over $8 million in Federal/State/County grants
- Coordinated the Town's lobbying efforts in conjunction with the Town's Lobbyist in Tallahassee

Solid Waste

- Managed the Town's solid waste and recycling contract

Public Transit

- Managed the Town's transit service contract
- Prepared the route for the Town's transit service
- Worked with the Town of Surfside and Bal Harbour Village to coordinate a unified transit system utilizing each town's transit service

Emergency Management/Disaster Preparedness

- Served as the Town's coordinator for FEMA's Community Rating System program which provides property owners with discounts in flood insurance
- Served as the Town's staff liaison to the Disaster Preparedness Committee

- Received a letter of commendation from the Mayor for the coordination and creation of the Town's Disaster Preparedness Program for residents. As part of this project, a $10,000 grant from the State of Florida was applied for and received for the publication of the Town's Disaster Preparedness Manual

- Served as the Town's Emergency Management Coordinator
- Oversaw the disaster debris cleanup efforts after Hurricane Irma in 2017
- Managed the Town's Disaster Debris Contract
- Prepared, submitted and managed the Town's Request for Public Assistance (RPA) to FEMA for disaster recovery assistance after Hurricane Irma
- Oversaw the recovery efforts after Hurricanes Katrina, Rita and Wilma in 2005

Code Enforcement

- Oversaw the Town's Code Enforcement Department from 2002-2004

Village of Key Biscayne
Administrative Assistant to the Village Manager **1999-2002**

Assisted the Village Manager in the day to day operation of the municipal government with 80 employees and a $20 million budget. The primary assignment was the creation of the first Hurricane Preparation Manual for residents.

Administrative Intern for the Village Manager, Village of Key Biscayne **1999**

Education

Florida International University, Master's Degree in Public Administration	Completed 2010
Florida International University, Bachelor's Degree in Public Administration	Completed 2000

Awards and Achievements

Nominated for ICMA's Assistant Excellence in Leadership Award	March 2018
International City Managers Association (ICMA) Credentialed Manager	March 2017
Town of Bay Harbor Islands – Distinguished Performance Award	March 2016

Professional and Community Affiliations

International City and County Manager's Association (Member)
Miami-Dade County City Management Association (Member) – Currently serving as Vice President
National Association of Schools of Public Affairs and Administration – Accreditation Site Reviewer
Florida International University Alumni Association Lifetime Member
Member of Pi Alpha Alpha Florida International University Chapter – National Honor Society for Public Affairs and Administration
Immaculate Conception Catholic Church – Parish Finance Council – currently serving as the Chairperson
Immaculate Conception Catholic School – Dads Club member

Juan C. Jimenez, ICMA-CM 6799 Orchid Drive, Miami Lakes, FL 33014
Telephone: (786)256-8987 Email: jcjdx@yahoo.com

References for Juan C. Jimenez

1. Mr. Ronald J. Wasson
   City Manager
   City of Aventra
   (516) 764-1120 (m)

2. Col. Kenneth Weinstein
   Former Mayor/Councilmember
   Town of Bay Harbor Islands
   (561) 536-4762 (h)

   Col. Weinstein served on the Town Council for 8 years, three of which he served as mayor.

3. Ms. Ileene S. Wallace
   Former Mayor/Councilmember
   Town of Bay Harbor Islands
   (305) 794-2602 (m)

4. Kelly Reid
   Current Councilmember
   Town of Bay Harbor Islands
   (305) 335-1087

5. Mr. Alberto Ruder
   Former Vice Mayor/Councilmember
   Town of Bay Harbor Islands
   (305) 439-7220 (m)

   Mr. Ruder served on the Town Council for 8 years. He was also the Parks and Recreation Director for the City of Miami for over 20 years.

William Lawrence
1210 Laurel Circle
Bartow, FL. 33830
lbrlawrence@aol.com
207-659-9943
01/24/2020

To Mayor Ashira Mohammed and Commissioners:

It is with great enthusiasm that I submit my qualifications for the Town Manager position for the Town of Pembroke Park. I have included my resume for your review.

I have over 30 years' experience working in municipal government in serving as a police officer, police supervisor, police chief and 8 years serving as city manager. It has been my passion to serve the public at the local level where you can make a difference in people's lives and ensure the best quality of life for the residents of the community. My greatest strength is my ability to solve problems and collaborate with others who have common interest in accomplishing goals.

During my years of experience, I have developed key skills that has helped my ability to solve problems such as active listening, empathy and tact. The key to my success in the past has been by my ability to develop relationships. I have negotiated several labor contracts with Police, Fire and Public Works.

I have extensive knowledge on the day to day operations related to public administration. I am a member of ICMA, FCCMA, Florida League of Cities and believe in ongoing education. I am fiscally conservative and have strong skills in preparing, presenting and executing the operating and capital budgets. Furthermore, I have excellent communication skills with an excellent record on community relations. I am a visionary and believe in transparency, keeping elected officials fully informed. I am a strategic thinker, innovator and creative problem solver. I have a proven skill set in establishing and maintaining effective working relationships with staff, elected officials, businesses and community groups.

I will be looking forward in meeting with you soon so we can discuss in more detail how the Town of Pembroke Park will benefit from my experience, knowledge and leadership.

Best Regards,

William Lawrence

- Moderate growth with new residential single-family housing added 3 million value in past 12 months.
- New Personnel Policy

Reason for Leaving: To move closer to family. I feel that Bowling Green encompasses my skill sets and I would be a perfect match for the city, staff and elected officials. I am looking for new challenges facing Bowling Green. The Town of Warren is in better shape than when I arrived.

07/2015 – 6/2016: **Town Manager for the Town of Howland, Me. Salary $58,500**

- Prepared, present and monitor the operating budget. Media Relations
- Project Manager for the Town working with the Penobscot River Restoration Trust that built an 18-million-dollar fish-bypass on the Piscatiquis River that will allows the Atlantic Salmon to migrate up the river.
- Promoted several community projects such as a Farmer's Market, Family Fun Day and Community Walk.
- Grant Writer for feasibility market study on economic development for the Town of Howland.
- Supervised Water / Wastewater Utilities

Reason for Leaving: Howland had searched me out based on my reputation is budgets & economic development: After these tasks were accomplished, I was offered another opportunity with a larger community that paid more. Town was left in better shape than when I arrived.

07/14 – 6/2015: **Town Manager for the Town of White Springs, FL. Salary $49,000**

- Managed the operating budget, personnel management, economic development and serve as the planning & zoning administrator.
- White Springs is one of 4 small towns in Florida designated in the new Competitive Florida Partnership that works with the Department of Economic Opportunity to enhance those opportunities in small rural towns.
- Written FLDOT grant for road resurfacing.
- Coordinate with the Town Attorney and Council on legal matters.
- Attracted Businesses
- Supervised Water / Wastewater Utilities

Reason for Leaving: Our house was not selling in Maine and move to Florida to help sick father-in law who passed away. The Town of Howland reached out to me and offered more money to come back to Maine. Town was left in better shape than when I arrived.

04/2011 – 07/2014 **Police Chief/Town Manager for the Town of Lincoln, Me. Salary $71,500**

- Manage the day to day operations of a full-service municipality. Media Relations
- Served as Economic Development Director / Tiff's.
- Negotiated Police, Fire & Public Works union contracts
- Negotiated contracts for Tiff's on Economic Development projects.
- While serving in Lincoln, we created 90 retail jobs and increased our tax base.
- Written COPS Federal Grant and several smaller grants.
- Supervised Municipal Airport Operations / FAA Grants / Land Acquisition

Reason for Leaving: My father in-law was sick in Florida and was offered a position there. Our family always comes first and made the decision to move. Town was left in better shape than when I arrived.

02/2003 – 04/2011 **City of Bangor Maine Police Department Salary $50,000**

- Served as a police officer and detective.
- Bangor Housing Authority Liaison Officer for 5 years. We developed relationships with the residence, school, businesses and the housing authority which led to the decrease in crime in the public housing neighborhood.

05/1996-04/2003 **Adjunct Instructor for Beal College** in the Law Enforcement Program.

- Instructed several courses and classes on a part time basis for over 7 years.

02/1996 – 2/2003 **Lieutenant Patrol, Penobscot County Sheriff's Office. Salary $40,000**

- Supervised a division of 3 patrol sergeants, 4 detectives, and 33 patrol deputies.
- Developed the current command structure and presented the proposal to the County commissioners.

3/1990 - 2/1996 **Chief of Police for the Town of Pittsfield Maine Salary $32,000**

- Managed a 17 member police department

7/1978 – 3/1990 **Police Officer/ Detective with the City of Bangor Maine Salary $24,000**

- Patrol Officer 7/1978 to 12/1980 Detective 12/1980 to 3/1990

WILLIAM R. LAWRENCE **RESUME** **P O Box 53, Union, Maine 04862**
Mobile: (207)659-9943 **E-Mail: lbrlawrence@aol.com**

High Lights of Skills:

- **Creative Problem Solver:** Largest employer shut down. We worked with State and Federal agencies to get the laid off workers signed up for benefits and retraining programs, we kicked of an economic development program that created 90 jobs in the community.
- **Fiscal Management:** I have prepared and presented 8 municipal budgets. These budgets have shown increases in revenues and some reductions in expenditures. When I started in Lincoln Maine, I was tasked to fix a 1,300,000 shortfall in the budget.
- **Proven Economic Development:** We created over 90 jobs in 18 months by 5 new businesses locating in our community.
- **Project Manager:** I had started a 1,800,000-road widening project in Lincoln, Maine. In White Springs we received a CDBG grant to replace our old sewer lines and Building of a new Fire Station. In Howland Maine, I oversaw a Tannery Mill site cleanup. Currently in Warren Maine we are preparing RFP for a Smart Stream Bridge replacement project.
- **Investigations:** Criminal and Personnel
- **Computers:** I have worked with Microsoft products since 2000 and webmaster.
- **Knowledge of Municipal Programs:** Maine and Florida
- **Grant Writing and Administering** for State and Federal Programs such as COPS Fast, DOT, DEP and USDA grants.
- **Labor Contracts Negotiating:** I have negotiated contracts for Police, Fire and Public Works.
- **Collaborative Management Style:** I allow input from the staff to encourage buy in and team building. I believe in praise and recognition and have an open-door policy for staff, elected official and citizens.
- **Public Speaking:** I have been requested to speak at School Events, Hospitals, Businesses and Civic Organizations.
- **Land Use, Planning and Zoning** experience when I was working for the Towns of White Springs, Howland, Warren and City of Bowling Green.

Education:

- University of Maine: Degree in Criminal Justice
- University of Louisville Southern Police Institute: Homicide Investigation
- National Fire Academy: Arson Investigations
- Northwestern Traffic Institute: Excellence through leadership
- Maine Criminal Justice Academy: Executive Development (Certified Police Chief)
- Over 200 hrs. of municipal manager workshops sponsored by Maine Municipal Ass.

Awards:

- Community Policing Fellowship Scholarship: University of Maine
- Special Recognition by the Lincoln Town Council for serving as Interim Town Manager
- Policy King from Partnership for Healthy Northern Penobscot
- Resolution from the Town of Howland serving as Town Manager
- MTCCMA Special Recognition for Leadership Service as Town Manager
- Ridge League of Cities Florida Scholarship

Memberships:

- Maine Municipal Association (MMA)-Past Member
- International City Manager Association (ICMA)
- Maine Town, City, County Management Association (MTCCMA)- Past Member
- Florida League of Cities
- Ridge League of Cities
- Hardee County Economic Development Authority Board Member
- Florida City & County Management Association
- Community Recreation Council Hardee County Board Member

References:

- *Chris Stevens*, Lincoln Council 207-631-5614
- *Steve Clay*, Lincoln, Maine Council Chair, stphn.clay@gmail.com, 207-794-2941
- *Mark Fucile, Police Detective, 207-217-5171*
- *Josh McNally, Fire Chief, 207-592-4739*
- *Wayne Luce, Warren Maine, Town Select Chair, 207-542-6088*
- *Roger Peabody, Warren Maine, Town Select Chair, 207-542-3637*

WILLIAM R. LAWRENCE **RESUME** **1210 Laurel Circle, Bartow, Fl**
Mobile: (207)659-9943 **E-Mail: lbrlawrence@aol.com**

https://www.linkedin.com/in/william-lawrence-3a0904b3

SUMMARY: Accomplished municipal manager seeking a great community that fits my skill set as a visionary, innovator and creative problem solver. I am passionate about serving the public and offering the best service that enhances the quality of life to its citizens.

ACCOMPLISHMENTS:

- Increased Law Enforcement clearance rate from 9% to 47%
- Decrease Crime rate by 15%
- Established Community Policing Programs
- Budget Management by reducing budgets by as much as 25% and increase revenue
- Job Creation by bring in 5 retail stores that created 90 jobs
- Promoted community events that draws people to town such as sporting events and parades.
- Promoted the community using the media and social media outlets
- Created team building with staff

EXPERIENCE:

04/2019 to present: **City Manager of Bowling Green, Fl. Salary $70,000**

- Prepare & Present operating Budget
- Manage day to day operation
- SRF Funding &CDBG grant for a new Wastewater Plant
- SRF Funding for a new Nano System Water Plant
- USDA Grant for new Community Center
- FDOT SCOP Road resurfacing projects
- FRDAP Grant for Main Street Park

Reason for Leaving: I do not share the same views as the Mayor and believe they should have a City Manager that aligns with his views.

06/2016 – 03/2019: **Town Manager for the Town of Warren, Me. Salary $70,000**

- Prepare & present the operating and capital budgets. Media Relations
- Manage day to day operations
- Personnel Director – Treasurer-Tax Collector- Road Commissioner
- Negotiate contracts with unions and vendors
- Grant writer currently received DOT Bridge Grant for a Smart Stream Project.
- General Assistance Administrator
- Debt free (No more TAN) – Reserves built up –Property Tax Rate lowest in the region

February 11, 2020

Honorable Mayor and Commissioners
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, Florida 33023

Dear Mayor and Commissioners:

Throughout my career, I have been led to new and exciting opportunites which contribute to the next chapter in my life. Upon learning about the opportunity for the Town Manager position in Pembroke Park, I am convinced there are synergies between the job requirements and my own passion for delivering excellence.

With respect to my qualifications for the position, I offer direct experience in Biscayne Park, a 100% residential community, serving as Village Manager from 2017 to today. I also served as Public Services Manager from 2014-2016. During that time, I worked closely with elected officials, the Village Manager and residents, which helped me to form a rich and thorough understanding of the community. Before that, I worked closely with city government, both elected officials and city staff, in Wilton Manors to aide with economic development. The experience gained through my career in city management, marketing, advertising, public relations, real estate, and economic development have prepared me for this position, by providing me with a working knowledge of Florida government, knowledge of Public Works, Building Departments, Code Enforcement and the ability to communicate clearly and effectively. I hope to bring those skills to Pembroke Park in the Town Manager position.

As Village Manager for Biscayne Park, some of my achievements incude:

- Addressed vacancies in all departments, hiring a Chief of Police, outsourcing our Finance Director position, hiring a Public Works Manager, Recreation Center Manager, Code Department Supervisor and new Village Clerk.
- Immediately began addressing past due Audits, completing four audits in two years to bring the Village up-to-date with State requirements.
- Remained on-site through Hurricane Irma, working directly with all departments to restore power, remove debris, file FEMA claims and all other aspects of disaster management and recovery.
- Addressed resident concerns regarding speeding by adding speed humps and additional stop signs, as well as increasing our Police department using approximately 25 Reserve Officers to reinforce our 12 full-time officers.
- Managed budgets from proposal through Commission approval.
- Currently addressing a roads project to repave throughout the Village.
- Working directly with FDOT to repave 6th Avenue, the main thoroughfare, and put in crosswalks, new lighting and sidewalks.
- Working directly with our Lobbyist, as well as visiting Tallahassee to lobby for State funding for Capital Improvement Projects.

2267 N. E. 9th Avenue |Wilton Manors, FL 33305

As Public Services Manager for the Village of Biscayne Park, some of my achievements included:

- Managed the RFP, construction and DEO grant to build a new city hall in my first year.
- Completed the historic restoration of the Village Hall Log Cabin.
- Completed the successful transition of sanitation from in-house to outsourced.
- Worked with Code Officer and Clerk to rectify years of code fines upon which liens were never recorded.
- Completed installation of two public art sculptures.
- Completed the installation of 600+ trees and shrubs along our entry corridor.
- Acted as staff liasion to the Planning & Zoning Board, Code Compliance Board, Parks & Parkways Board, and Code Review Board.
- Served as Acting Village Manager as needed during the Village Manager's absence.

I welcome the opportunity to speak with you further to answer any questions you may have about my experience and qualifications. I can best be reached via my mobile number at 954-401-2182, or via email at kmanners@yahoo.com. Thank you in advance for your time and consideration.

Sincerely,

Krishan Manners

2267 N. E. 9th Avenue |Wilton Manors, FL 33305

KRISHAN MANNERS
2267 N.E. 9th Avenue │ Wilton Manors, FL 33305
kmanners@yahoo.com │ 954.401.2182

SUMMARY OF QUALIFICATIONS

Professional with over 7 years of experience in city government in the State of Florida. Additionally, 20 years of experience in marketing, advertising, public relations, management, economic development, non-profits and governmental compliance.

PROFESSIONAL EXPERIENCE

Village of Biscayne Park **April 2017 - Present**
Village Manager

- Responsible for managing all aspects of City Government for the Village of Biscayne Park
- Hired and manage a Chief of Police, Village Clerk, Public Works Manager, Parks & Recreation Manager and Code Supervisor
- Crisis management throughout Hurricane Irma, staying on-site with the Police through the storm in order to be able to immediately evaluate the needs of our residents post-storm
- Oversight and management of all Requests for Proposal for Biscayne Park
- Negotiated Village contracts, including union contracts with the PBA and the IUPAT
- Out-sourced Finance Department, saving the Village approximately $30,000 annually and providing continuity of financial records and State compliance
- Manage budgeting process from formulation through Commission approval
- Managed four Annual Financial Reporting audits, bringing the Village into compliance with state requirements
- Working directly with Public Works Manager for repaving projects, lighting and drainage projects
- Outsourced Building Official and Inspectors for efficiency, cost reductions and continuity of service
- Met with residents and staff as needed, implementing an "open-door" environment at Village Hall
- Support Chief of Police, Commander and Captain with making certain all officers are well-equipped and trained.
- Maintained the Village's Tree City status, continuing to plant trees for beautification and to maintain our unique canopy
- Brought Village buildings into compliance with our Village Code with new paint, landscaping and trash enclosures
- Worked with Lobbyist and met with Legislators in Tallahassee to request funding for road improvements
- Implemented addition of a Nationwide 457 plan as an additional benefit to employees at no cost to the Village
- Migrated bank accounts to different bank and refinanced $300,000 loan with more favorable terms to the Village
- Meetings with Commissioners to keep them fully apprised of Village business

Grand Properties LLC **March 2016 – March 2017**
Consultant

- Responsible for managing the renovation of retail/office building.
- Manage existing tenants through the construction phase
- Work in conjunction with city staff and contractor to expedite permitting
- Show available spaces to prospective tenants
- Manage the advertising (print, social media and public relations) for the building owner, including copywriting and press releases
- Manage grand opening and other events to promote the building

Village of Biscayne Park **August 2014 – March 2016**
Public Services Manager

- Responsible for managing five departments within the city: Public Works, Building, Code Compliance, Roads and Sanitation
- Reported directly to the Village Manager, with acting Village Manager responsibility as needed
- Completed the construction of a new city hall and police department from architectural design, selecting a contractor, managing the project onsite and reporting the deliverables to the State of Florida for reimbursement via a DEO grant
- Completed the renovation of restrooms in the Recreation Center
- Successfully managed the transition of sanitation from in-house to outsourced
- Managed installation of 600+ plants near the entrance to the city
- Reorganized the building department processes to make them more efficient and compliant with records requirements
- Address a myriad of resident requests from assistance with code issues, questions about city processes or aide with utilities.
- Responsible as staff liaison for the Planning & Zoning Board, Code Compliance Board, Parks & Parkways Board and Code Review Board.
- Attend and assist with community events
- Managed the historic restoration of the old city hall log cabin

Atlantic Properties International | Ft. Lauderdale, FL **November 2011 – August 2014**
Real Estate Sales Associate

- Real Estate sales, commercial and residential
- Real Estate rentals, commercial and residential

Wilton Manors Development Alliance | Wilton Manors, FL **June 2010-February 2014**
CEO / President of the Board of Directors

- Managed all aspects, including compliance, of a 501(c)(3) non-profit, tasked with managing business, economic and community development within the City of Wilton Manors
- Lead generation for membership and created a database of business contacts for the organization
- Provided cross-referral of services within – and outside of – the membership
- Managed the marketing, advertising and public relations for the organization as well as member businesses
- Promoted and fundraised for capital projects within the City of Wilton Manors
- Addressed complaints and resolved problems for members, businesses and residents
- Engaged as a liaison between the membership and the City Commission/ City Staff
- Acted as the public face of the organization, including press interviews and public speaking engagements
- Worked closely with members of city boards, such as Planning and Zoning, to streamline permitting for WMDA members as well as to incentivize businesses to locate in Wilton Manors
- Created the agenda and chaired monthly Board of Directors meetings
- Oversaw all financial aspects of the organization including cash flow and audits with the Treasurer
- Managed all marketing materials, including social media such as Facebook
- Opened an office to create a retail environment that promotes the organization's services
- Wrote a monthly e-newsletter to inform membership of updated projects, upcoming events in the city and to promote other local business and social groups
- Became a licensed real estate associate, to further my knowledge of the local commercial and residential market

Fulton Area Business Alliance (B.I.D) │New York, NY **August 2009 – February 2010**
Marketing Team Volunteer

- Strategized with Board of Directors to develop initial launch tactics and events for new Business Improvement District.
- Wrote the copy for website launch (www.faballiance.org)
- Created "I Am FAB," a series of 10-question interviews highlighting business owners in the B.I.D.
- Worked on all aspects of initial branding, including logo, signage and public relations

The Manners Group │New York, NY **May 2005 – May 2010**
Marketing Consultant

- Owner of a full-service marketing and advertising consultancy, specializing in branding micro-businesses
- Consulting on numerous projects for small businesses, including branding, strategic planning and image development
- Responsible for writing web content and assuring consistency with brand image
- Determining target demographic for clients and SEO to expand reach

Richmond Events, Inc. │New York, NY **May 2000 – May 2005**
Director of Marketing

- Responsible for all aspects of the Richmond Events corporate brand in the U.S., including branding for five ship-based individual events each targeting different industry sectors
- Brought company from a $6MM loss to $12MM profit in 5 years, working directly with CEO
- Increased sales across all events by identifying profitable venues, partnerships, and developing synergistic relationships with clients, vendors and sponsors
- Instrumented brand re-launch, through a dynamic program of strategic advertising, marketing, public relations, website design and search engine optimization
- Improved the level of speakers at our conference, including the recruitment of such luminaries as Rudy Giuliani, Norman Schwarzkopf and Robert F. Kennedy, Jr.
- Researched and developed content/program for the Marketing Forum Conference
- Ensured maximum awareness of RE in the US market, including the CIO Forum, Financial Services, the Marketing Forum and the Human Resources Forum

Grey Worldwide │ New York, NY **April 1995 – May 2000**
Manager, New Business Development

- Primarily responsible for the acquisition of new multi-million dollar clients for Grey Worldwide, acting as a liaison between the account group/pitch team and prospective clients such as Proctor & Gamble, Liberty Mutual, Aetna and the US Mint
- Managed all aspects of new business presentations resulting in increased revenue for the organization
- Identified and made recommendations regarding the integrated capabilities prospective clients required in the Grey organization and followed through on their implementation
- Coordinated account groups to participate in presentation process ensuring the quality of delivery and satisfaction of clients
- Directed and managed the hiring, training and performance of a staff of five employees, as well as a team of graphic artists
- Developed and administered Grey's prospecting program, including database design and implementation
- Project manager of special projects from the Chairman's office

EDUCATION

University of South Carolina BA, Political Science – May 1991

CERTIFICATIONS

- Completed Florida Association of Code Enforcement (F.A.C.E.) certification and passed state exam
- Licensed Real Estate Associate from 2011-2015

MEMBERSHIPS

- International City Managers Association (ICMA)
- Miami Dade County City Managers Association (MDCCMA)

NIEMA WALKER, MPA

5016 Wapiti Way - Hollywood, SC 29449 – Cell: 843 568-0129 – Email: ngrw07@gmail.com

January 26, 2020

Town of Pembroke Park
Attn: Human Resources
3150 S. W. 52nd Avenue
Pembroke Park, FL 33023

Via Email: hr@townofpembrokepark.com

Re: Town Manager Position

Dear HR Staff,

I am excited after learning of the vacancy of Town Manager in Pembroke Park. I am a governmental finance manager with over 14 years of experience, currently working as the Town Administrator of Hollywood, SC. This small town is about 21 miles from Charleston, SC. Given my combined education and experience I feel I am an ideal candidate for the job.

Please see attached my Resume highlighting some of my background and knowledge along with five (5) job related references. I am eager to engage my unique skillset in a challenging environment and relocate from South Carolina within a couple of months. My negotiable starting salary request would be at the $145,000 level.

Please feel free to call or email me with any questions you may have at 843-568-0129 or ngrw07@gmail.com. I hope to hear from you soon. Thank you in advance for reviewing my letter of interest and resume.

Warmest Regards,

Niema Walker

NIEMA WALKER, MPA

5016 Wapiti Way - Hollywood, SC 29449 – Cell: 843 568-0129 – Email: ngrw07@gmail.com

PROFILE

Innovative, organized, multitasking professional with over fourteen (14) years of experience in governmental finance management. In depth knowledge of federal and state grant legislation. Demonstrated exceptional communication aptitude in building rapport with diverse audiences from various backgrounds.

STRENGTHS

*Budget, Grant and Capital Project Administration
*Various Fund Analysis
*Personnel Management
*Excellent Intergovernmental Skills
*Trustworthy and Responsible Teambuilder
*Fiscal Accountability

EDUCATION

Master of Public Administration
June 2010
Strayer University
5010 Wetland Crossing
N Charleston, SC 29418
GPA 3.69; Cum Laude

Bachelor of Science-Management
November 2007
Southern Wesleyan University
4055 Faber Place Drive
N Charleston, SC 29405
GPA 3.38

MEMBERSHIPS

GFOA of US/Canada
GFOA SC
MASC SCMIRF/SCMIT
SC PEBA Insurance, PORS/SCRS

CERTIFICATION

Current; 3/5 completed CGFO Program

SOFTWARE PROFICIENCY

Southern Software FMS
- InCode v9.1
- QuickBooks ▪ Publisher
- Power Point ▪ Access
- Word ▪ Excel ▪ Outlook

ACCOMPLISHMENTS

Current

- Plan, organize, direct and supervise operations at Town Hall.
- Oversee development and implementation of budget and annual audit procedures.
- Manage special projects to include capital projects and bonds.
- Select, train, motivate and evaluate personnel; implement discipline and termination procedures.
- Develop operating policies for Building, Business License, Senior Center, Facility Maintenance, Housing, Grants, Recreation and Finance departments.

Previous

- Administer $48 Million budget; to include a robust Capital Improvement Plan and resources for Police, Fire, Recreation, Court, Media, Public Works, Grants, Building, Planning, Finance and Administration departments.
- Oversee investment of over $19 Million in Restricted Funds.
- Reconcile General, Custodial, Special Revenue, Victims Advocate, 1% Fireman, Police Seizure and Police Forfeiture fund accounts.
- Manage Local Hospitality and Local Accommodations funds and State Accommodations Tax funds.
- Serve as Business License Official.

CAREER

Town Administrator, Town of Hollywood, SC
September 2019 to present
Finance Director, City of Hardeeville, SC
January 2016 – August 2019
Clerk/Treasurer, Town of Hollywood, SC
July 2007 to January 2016
Division Secretary, City of Charleston, SC
April 2006 to July 2007
Clerk/Treasurer, Town of Hollywood, SC
December 2003 to July 2005

JOB RELATED REFERENCES FOR NIEMA WALKER, MPA

Althea Salters
Hollywood Councilmember
843 297-1590
Salters49@aol.com

Derrick Cowart, CPA
Independent Governmental Auditor
Savannah, GA 31405
912 629-2127
Dcowart62@gmail.com

Ramona Brown, MHR
Comptroller, Dorchester County Two School District
Ladson, SC 29456
843 751-9378
Brownchick2010@gmail.com

Zachary Webb, CPA
Independent Private and Public Sector Auditor
Pawley's Island, SC 29585
864 934-5041
Zwebb17@gmail.com

Chardale Murray
Hollywood Councilmember
843 532-3657
Murraysmortuary@yahoo.com

DANIEL C. FINZ **38021 Snickersville Tpke. Purcellville, VA 20132**
Cell: (954) 249-7364
E-Mail: Dfinz954@gmail.com

SUMMARY

7-10 years of Local Government and Property/Land Management experience, including serving as a Consultant to Town's, Assistant to City Manager of full-service City's. Managed and directed several Special Taxing Districts, Master Planned Communities, and Departments in the Public Sector. Worked with several elected officials on many local government related issues. Served four years in the United States Marine Corp. My expertise lies in the following areas:

- Operations and Project Management
- Field Supervision/Emergency Ops
- Code Enforcement and Compliance
- Develop Board Agenda and Package
- Property/Facility Management
- Financial and Budget Analysis
- Strategic Planning
- Economic Development

EDUCATION

- **Strayer University**, Loudoun County, VA. Master's Degree, MBA/MPA, Graduated with Honors in Public Administration, GPA 3.83, June 2016
- **Auburn University**, Auburn, AL, Bachelor of Liberal Arts, Criminology, December 2008

EXPERIENCE

***Consultant* to Local Government** Present pop. 6,000

Finz & Associates is an independent consultant firm working with several jurisdictions in the Commonwealth of Virginia including Loudoun County and Prince William County, and the Towns of Lovettsville, Hamilton, and Quantico. The Firm performs consulting services including evaluating and reorganizing operations, establishing priorities with elected officials to implement strategies more cost-effectively. In addition to the tasks and responsibilities below, my role is to encourage business development and perform management consulting services in a timely manner. The Company provides the following services on a consulting basis:

- Develop and implement plans for achieving goals which includes identification of priorities, hurdles to overcome, proposed solutions, staffing requirements, cost of implementation, and scheduling
- Strategic Planning and Economic Development Consultation
- IT Upgrading (Hardware/Software), Planning and Zoning along with establishing updated Comprehensive Plans
- Management Consultation with Appointed, Elected Officials and local government staff
- Management Review and Productivity Analysis
- Staffing Analysis and Operations Support
- Utilities and Public Works Supervision
- Interim Local Government Management Support
- Training for upper-level and mid-level management.
- Developing fiscal policy and financial plans for jurisdictions

***Assistant to City Manager*, City of Manassas Park, VA** 2018 – 2019 pop. 17,000

Served under the City Manager for Manassas Park, VA, a full-service municipality with a budget of over $89M. Took the lead in strategic planning and performance management working with departments and doing outside research. Assisted the City Manager on a Downtown development project – engaging developers, managing marketing firms, and attending business meetings. Only Assistant to CM under newly developed Financial Plan to Improve Bond rating and Increase Reserves. Work Performed is as follows:

- Policy Analysis and Legislative Research
- Economic Development Analysis
- VEDP Block Grant and managing other State and Federal Monies
- Fleet analysis- conversion to consolidated lease program
- Demographic Research/Comprehensive Plan Analysis
- Social Services Facility Project Manager for Public Private Partnership
- Co-Managed the Emergency Operations Center during Hurricane Florence

***Assistant District Manager, Field Services Manager,* Governmental Management Services of South Florida, Public Infrastructure Management** 2016 – 2018 pop. 15,000

Reported to and served at the pleasure of five-member elected Board's of Supervisors. As a member of the Management Team, I worked alongside the District Engineering Firm, the District Counsel, and Field Supervisors to manage assets, operations, and debt service for each District ranging from $50,000 to $15 million in assets. In addition, supervised and managed the field services for these 15 Community Development Districts (CDD) and Master Planned Communities in Miami-Dade, Broward, Palm Beach, Orange, and Osceola Counties. This included the operation and maintenance of a number of Clubhouse facilities, Public Parks, Roads, Lakes, and other parcels of land. The total population of all of these Districts was about 15,000 residents, with about 7,000 landowners of commercial, residential, and industrial properties.

- Planned, organized, and presented Capital Improvement Projects, proposed budgets to the Board, managed finances and worked with the District Engineer and District Counsel to manage development contracts
- Responsible for Field Operations including supervising team members performing operations and maintenance of Public Parks, Lakes, Roads, and Public Facilities.
- Project Coordination, Financial Analysis for Bonds.
- Implemented Capital Improvement Projects- Project Management.
- Responsible for preparing agendas/packets for monthly Board Meetings.
- Annual Hurricane Preparation.
- Maintained a safe and aesthetically pleasing community for 15,000 residents.
- Refinanced public infrastructure bonds generating savings to the community.
- Economic Development, including acquisition, financing and construction of residential and non-residential facilities
- Code Enforcement; including review, interpretation of governing documents, identifying violations, issuing citations, and pursuing enforcement

***Community/Portfolio Manager,* Property Management People, Inc, Frederick, MD** 2015 – 2016 pop. 5,000

Served as the Management of staff and contractors providing services to six communities (5K residents) including O&M, project management, emergency services, trash removal, security, etc. Prepared budgets, financial reports, management reports, contracts for approval, etc. Operations management for both public safety & for clearing snow from roads.

***Site Manager,* Fimiani Development Corp, Opelika, AL (Sagauhatchee Square Plaza)** 2014 – 2015
Redevelopment, Operations, and Maintenance support for a regional shopping center in East Alabama.

Independent Contractor 2010 – 2014
Worked on several projects while in the USMC Reserve, including but not limited to services in the Trades of boat mechanics, facilities management, carpentry, martial arts and boxing, and private security.

***Lance Corporal (LCPL),* United States Marine Corp Reserves** 2009 – 2013
Infantry Fire Team and Squad Leader, Weapons and Mountain Specialist.

***Owner/CEO,* FBL Security, Auburn, AL** 2005 – 2008

January 29, 2020

Honorable Mayor and Commissioners
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023

Dear Mayor, Commissioners and/or Evaluation Team:

Please accept my resume as application for Town Manager of Pembroke Park. I am Stanley Doyle Hawthorne, an experienced administrator with a diverse public management background. In addition to the following highlights of my experience, I would welcome discussing in-depth my qualifications for this position with the Evaluation Team designated by the Town Commission.

My combination of experiences from diverse local government communities has prepared me for the challenges of Pembroke Park. My career has spanned from Charlottesville, Virginia, a university town; to Saginaw, Michigan, a midwestern community largely dependent on the automotive industry; to years of city management experience and leadership in Florida communities including Hollywood, Tamarac, Lauderdale Lakes, the Sun 'n Lake of Sebring Improvement District, Lakeland, and most recently, Fort Lauderdale.

The City of Fort Lauderdale is located in the east-central portion of Broward County encompassing nearly 36 square miles with an estimated population of 182,827. Fort Lauderdale is the largest of Broward County's 31 municipalities and one of the ten largest cities in Florida famous for its beaches, arts, culture, and events. The City employs a workforce of approximately 2,600 full-time employees with five bargaining units. As Assistant City Manager and original member of the last senior executive team, we were committed to strategic planning of improving productivity, streamlining expenses, and developing a stronger, more effective organization supporting the City's embracement of a vision based on fiscal responsibility, accountability, high ethical standards, and quality delivery of services. It is a vision that rewards excellence, not mediocrity, and above all, places the people of Fort Lauderdale first.

Lakeland, with a population of approximately 92,000 residents in an area of 72 square miles, lies between the two major urban areas of Tampa Bay and Orlando and is experiencing the tremendous growth of the central Florida region. Services provided by the Lakeland government range from traditional police, fire, public works, and an extensive parks and recreation system to electric power production and transmission, water supply, wastewater treatment, solid waste collection, as well as services offered through its municipal parking facilities,

regional airport, 27-hole golf course, and arena, performing arts and convention center. Responsibilities included assisting the City Manager in the full breadth of municipal services and direct oversight administering the City's Strategic Plan and Goals for Lakeland to be a vibrant, culturally inclusive, world-class community; human resources network and services for more than 2200 full-time employees; purchasing store of fuel, commodities and services valuing at more than $300 million annually; and information technology, risk management, and internal audit functions.

Sun 'n Lake is a 22 square mile independent district consisting of both matured urban area and vast area for new development and providing a full range of municipal services, as well as operation of a 36 hole golf course and country club. The district recruited nationally for its chief executive officer opening. I tossed my hat into the ring and was unanimously selected by the Board of Supervisors as General Manager of the Improvement District. In a short time, we determined the community's vision and made tremendous strides in advancing strategic goals to address the district's finances, community factions, and development opportunities. My employment contract expired on September 30, 2004.

From 1998 to 2002, I served as the first City Manager of Lauderdale Lakes. My appointment followed a referendum in which voters overwhelmingly approved a change in its charter from legislative committee oversight of day-to-day administration to a professionally managed structure. Coming from a neighboring city, I recognized the uphill challenges that would be faced by any administrator of this backwardly reputed local government. I was most enthusiastic at the opportunity. During my tenure, the city experienced rapid progress in pursuit of its goals. A first class team was assembled and motivated to take the city to a higher level of organizational performance and quality of life for the community. Lauderdale Lakes became a city "on the move."

In January 2001, I was honored when my professional peers asked me to lead our association of managers in the Fort Lauderdale metropolitan area, the Broward City/County Management Association (BCCMA). I believe that this was directly attributable to the obvious strides of success made in Lauderdale Lakes and my leadership reputation gained in other South Florida communities. During my tenure, the BCCMA too experienced a rebirth through redefining our mission, innovative new programming and venue changes. This collegial association of local government managers is sharing more than ever on issues and practices that benefit our respective communities. I was equally pleased to have been reelected for a second term.

Philosophically, I believe that the success of any organization is a function of a unified, strategic and participatory team whose members cooperate for the

attainment of a common purpose, in this instance, the best for the residents, businesses, and visitors of Pembroke Park. As a public servant, my most important job is to represent each constituent to the best of my ability with empathy and selflessly. Professionalism, ethics, competence and commitment are important to me personally and will guide my every action. I will use my substantive experience, high standards and motivational ability to achieve the goals of the Town Commission through the administration.

The governing body and residents of Pembroke Park deserve good government institutionalized into the administrative structure; a well run, responsive, accountable, and professional administration capable of providing effective and efficient services. Such will be the defining qualities of my service to the community. I pledge transparent, forthright and accurate information in fulfilling my public responsibilities. I'm confident that my strong background in sustainability planning, parks and recreation, social services, municipal finance, performance budgeting, cyber space and information technology, human resource management, labor relations, capital projects, infrastructure maintenance, utility operations, tourism, redevelopment and economic development will assist the town's future direction.

I hope you will favorably consider my application as I look forward to sharing more of my qualifications with the Mayor and Commission and/or Evaluation Team.

Very truly yours,

Stanley D. Hawthorne

Enclosure

Stanley D. Hawthorne
2528 Inlet Drive **(954) 683-0403**
Fort Lauderdale, FL 33316
stanleyhawthorne@yahoo.com

Education and Employment

Master of Arts in Public Administration University of Virginia Charlottesville, Virginia	1985
Bachelor of Science Troy State University Troy, Alabama	1982
Assistant City Manager City of Fort Lauderdale Fort Lauderdale, FL	2011-2019
Assistant City Manager City of Lakeland Lakeland, FL	2005-2011
General Manager Sun 'n Lake of Sebring Improvement District Highlands County, Florida	2002-2004
City Manager City of Lauderdale Lakes Lauderdale Lakes, Florida	1998-2002
Assistant City Manager/Director of Finance City of Tamarac Tamarac, Florida	1994-1998
Director of Management and Budget City of Hollywood Hollywood, Florida	1992-1994
Assistant to the City Manager City of Saginaw Saginaw, Michigan	1985-1992

Professional and Civic Affiliations

Past President, Camp Fire USA Sunshine Council
Past President, Broward City/County Management Association
Member, International and Florida City/County Management Association
Member, National Forum for Black Public Administrators
Member, Government Finance Officers Association

Stanley D. Hawthorne

Employment Experience

2011-2019 City of Fort Lauderdale Assistant City Manager

The City of Fort Lauderdale is located in the east-central portion of Broward County encompassing nearly 36 square miles with an estimated population of 182,827. Fort Lauderdale is the largest of Broward County's 31 municipalities and one of the ten largest cities in Florida famous for its beaches, arts, culture, and events. The City employs a workforce of approximately 2,600 full-time employees with five bargaining units. As Assistant City Manager and original member of the last senior executive team, we were committed to strategic planning of improving productivity, streamlining expenses, and developing a stronger, more effective organization supporting the City's embracement of a vision based on fiscal responsibility, accountability, high ethical standards, and quality delivery of services. It is a vision that rewards excellence, not mediocrity, and above all, places the people of Fort Lauderdale first.

2005-2011 City of Lakeland Assistant City Manager

Lakeland, with a population of approximately 92,000 residents in an area of 72 square miles, lies between the two major urban areas of Tampa Bay and Orlando and is experiencing the tremendous growth of the central Florida region. Services provided by the Lakeland government range from traditional police, fire, public works, and an extensive parks and recreation system to electric power production and transmission, water supply, wastewater treatment, solid waste collection, as well as services offered through its municipal parking facilities, regional airport, 27-hole golf course, and arena, performing arts and convention center. Responsibilities included assisting the City Manager in the full breadth of municipal services and direct oversight administering the City's Strategic Plan and Goals for Lakeland to be a vibrant, culturally inclusive, world-class community; human resources network and services for more than 2200 full-time employees; purchasing store of fuel, commodities and services valuing at more than $300 million annually; and information technology, risk management, and internal audit functions.

2002-2004 Sun 'n Lake Improvement District General Manager

As General Manager for the Sun 'n Lake of Sebring Improvement District, I had a rare opportunity to return home and share the benefit of my career education and experience in the fastest growth area of the County. Sun 'n Lake originally comprised of a 25 square mile area for development has grown from an unpopulated wilderness to approaching 7500 residents today and evolved from a retirement community into a diverse melting pot of age, racial and ethnic components. In its unique charter created by the State and County, the District is wholly independent of the County and a full municipal service provider. The General Manager reports to a 5-member elected Board of Supervisors and is responsible for hiring and supervision of district employees and day-to-day operations. During my tenure, we adopted and applied energetic and innovative approaches to steer the Improvement District through the new century for reaching its growth potential.

Stanley D. Hawthorne

Employment Experience (cont.)

1998-2002 City of Lauderdale Lakes City Manager

I served as the first City Manager of Lauderdale Lakes, a culturally diverse and economically challenged community of 32,000 residents. During strategic planning gatherings of the community and governing body, we determined a vision "to be the best city of its size through its commitment to safety, quality of life, government and efficient use of resources." At a staff level, we took the vision statement and applied it as a team to our daily working activities. We significantly expanded service delivery but maintained low property tax rates supplemented by grant opportunities and expanded user fees. A sampling of accomplishments included a new community center, new programs for youth and seniors, expedited building services for residents and developers, new street construction, a partnered new park and educational facility with the school board, significant technological advances including a web site (www.lauderdalelakes.org), beautiful entryway signage, a new passive park artfully landscaped by city staff, a wide variety of neighborhood improvements, improved bus transportation, crime reduction, and a community redevelopment area (CRA) designation promising significant redevelopment throughout the city.

1994-1998 City of Tamarac Assistant City Manager/Finance Director.

As Assistant City Manager/Director of Finance for the City of Tamarac, a community then of 56,000 residents with significant development opportunity abutting the Florida Everglades, I assisted the City Manager in the administration of daily city operations and special projects and in his absence, acted on his behalf managing the activities of the government. I represented the city in intergovernmental relations with federal, state and other local governments, and non-profit and private enterprises, as well as other groups and organizations. I also administered the city's $55 million program/performance-based budget, management analysis, finance and accounting services, purchasing and contracts management and utilities' customer services.

1992-1994 City of Hollywood Director of Management and Budget

The City of Hollywood with a residential population of 140,000 is located between Miami and Fort Lauderdale and is one of Florida's largest cities. During my tenure there, I served as Director of Management and Budget as well as Interim Director of the Departments of Finance and Information Services. The challenges of this mature, ocean coastal community with its golden sand beaches included strategic planning efforts for improvement to the city's aging residential sections and commercial centers, rebuilding the utilities infrastructure, and meeting the challenge of business opportunity at Port Everglades, one of the major ports on the eastern seaboard.

1985-1992 City of Saginaw Assistant to the City Manager

Saginaw is a central city in the Lower Peninsula of Michigan. It is an industrial town dominated by the General Motors automotive industry; a mature city with an economically challenged urban core and diverse population mixture. Its population dwindled from a high of near 100,000 in the 1970's to 69,000 in the 1990's. As an administrator there for seven years, the management team and I grappled with the management of limited public resources while managing growing urban problems and diversifying a one industry economic base. We met the challenges head on even with a severely restricted property tax base.

Stanley D. Hawthorne

Awards, Publications, Certifications

Senior Executive Institute Alumnus
-University of Virginia
Certified Government Financial Manager
Leadership Hollywood Alumnus
Leadership Lakeland Alumnus
Executive Leadership Institute
-Harvard University, Syracuse University,
University of Texas, Wharton School
Fifty Leaders of the Future
-Ebony Magazine
Municipal Annexation,
-thesis written during my enrollment
at the University of Virginia

References available upon request

ALPHONSO JEFFERSON, JR.
(C) 407-376-2541
ALPHONSOJEFFERSON@MSN.COM

CAREER SUMMARY

An effective and innovative leader with demonstrated performance in collaborating, interfacing and working successfully with various elected officials, executive staff, senior management, citizens and community leaders in public and private organizations, and built effective and productive teams to achieve the mission, vision and goals of organizations. Senior level executive with thirty-one (31) years of experience in governmental and private sectors with skills in the following areas:

Strategic Management	Financial Management	Operations Management	Workforce Management	Leadership Management	Economic Development
Strategic and Operational Planning	Revenue, Research and Statistical Analysis	Project Development and Execution	Human Resources and Operational Management	Listening Leader and Complex Decision Making	Job Creation
Critical Thinking/Customer Satisfaction	Procurement	Risk and Emergency Management	Organizational Alignment and Development	Relationship Building and Nurturing	Commercial and Small Business Initiatives
Business Process Improvement	Budgeting	Contract Management and Negotiation	Recruitment and Retention	Building High-Performance Teams	Growth Management, Planning and Code Enforcement Strategies
Process and Performance Management	Treasury Management	Planning, Scheduling and Task Management	Training and Development	Intergovernmental Coordination and Public Affairs	Redevelopment and Affordable Housing
Ongoing planning, monitoring, analysis and assessment	Financial Analysis and Forecasting	Cost, Project and Quality Management	Organizational Change Management	Development and Execution of Strategy: Short & Long-Term View	Apprenticeship Programs
Continuous Improvement and Balanced Scorecard	Capital and Facility Planning	Requirements Development and Communication	Labor Relations	Customer Service and Leadership Development	Revolving Loans Programs
Presentation Development and Delivery	Grants Preparation, Management and Monitoring	Capital Projects Development and Management	Forecasting Labor Requirements	Plan, Organize, Coordinate and Execute	Business Retention, Attraction and Enhancement Program
Development of Goals and Objectives	Return on Investment/Profit and Loss	Business Process Reengineering/Lean Six Sigma	Strategically Optimizing the Productivity of Employees	Lead High-Performance Teams to a Common Goal/Objective	Enterprise Zone, Opportunity Zone and Community Redevelopment Agency Strategies

EDUCATION

Master of Business Administration, University of Phoenix, Orlando, Florida,
Bachelor of Science in Business Administration, University of Central Florida, Orlando, Florida
Associate of Arts, General Studies, Valencia Community College, Orlando, Florida
Executive Leadership Program, Certificate of Completion, Rollins College, Winter Park, Florida
Lean Six-Sigma Green Belt, Certificate of Completion, Villanova University, Online
Certified Professional in Human Resources (PHR), expired, Society for Human Resources, Human Resources Certification Institute
Certified DDI Facilitator, Customer Service and Leadership Facilitator, Development Dimensions International and AchieveGlobal
Certified Florida Redevelopment Professional, Florida Redevelopment Association
National Incident Management System (NIMS); Incident Command System Courses: 100, 200, 300, 400, 700, 701, 702, 703, 706, 800

RELEVANT EXPERIENCE

Broward County Board of County Commissioners, FT. LAUDERDALE, FL 04/2012 – PRESENT
Assistant County Administrator/Assistant to County Administrator – County Administration
County Administration executive with the responsibility in the execution of policies and procedures for a full-service county governmental entity with human services, airport and port operations, mass transit, public works and jail functions in support of 6,200 employee operation and $5.0B budget. Appointed by and directly reports to the County Administrator and serves as the primary liaison to the Office of Management and Budget, Regional Communications and Technology (911 Emergency System), Public Works, Emergency Management, Municipal Services District (Unincorporated Area), Judiciary, Sheriff, State Attorney, Public Defender, Supervisor of Elections and Property Appraiser. Together these agencies comprise more than 50% of the County's operating budget. Oversight of agency budget development, coordination and administration is a key responsibility, including both operations and capital budgets. Duties also include performing research, conducting a variety of special studies and implementing administrative policies. Functions also include the coordination of the funding program and bid solicitation process in support a $300M County Courthouse building program. Broward County is the 2nd largest county in the State of Florida with 9 single member districts.

Achievements:
- Develop a $3.0M economic development toolbox for commercial businesses in the unincorporated area.
- Oversee over $1.0B in vertical and horizonal construction projects.
- Develop Economic Self-Sufficiency and Transit Employment projects to create jobs in the economic distressed areas of Broward County.
- Develop a $20M enhancement program for the unincorporated area of Broward County to include affordable housing, community development and parks improvements.
- Oversee the E911 Consolidated System in excess of $500M to include call-taking/dispatching, radio systems, computer aided dispatch and phone systems.
- Oversee the implementation of a $80M public safety radio system and $1.3M local government radio system.
- Manage the facility security initiatives throughout Broward County.
- Enhance Emergency Management policies and procedures to better respond to emergency situations.
- Develop Emergency Operations Plans for all courthouse facilities and county buildings in Broward County.
- Oversee FEMA related reimbursements in excess of $300M.
- Responsible for agencies that represent 50% of the County's operating budget.
- Coordinate funding program and bid solicitation process in support a $300M County Courthouse building program.
- Coordinate funding program and bid solicitation process in support of a $100M Joint Medical Examiner/Crime Laboratory building program.

Brevard County Board of County Commissioners, VIERA, FL 03/2010 – 04/2012
Director – Budget Office
Provided leadership and direction in strategic management, capital planning, budget and financial management for a $1.2B county governmental entity that is 10th largest in the State of Florida with 5 single member districts. Responsibilities include strategic and performance management, financial management, budgeting, capital improvement planning, FEMA and stimulus monitoring and implementation, performance measurement, and operational planning for a full service county governmental entity with human services, airport, mass transit, public works, and jail functions in support of a 2,700 employee operation.

Achievements:
- Presented a $1.2B dollar budget to the Board of County Commissioners, citizen groups, media and other stakeholders.
- Led the development and presentation of a Property Assessed Clean Energy (PACE) program for Brevard County, Florida.
- Led the development of a performance management system to include instituting a Balanced Scorecard Management System.
- Updated budget and financial policies to better reflect direction by the Board of County Commissioners and eliminated redundancy.
- Assisted reducing debt obligations and defeasing over $41M in bonds.
- Assisted in the organization receiving favorable bond ratings from rating agencies.
- Developed first strategy map to communicate the strategic framework and refined organizational performance measures.
- Refined the capital budgeting process to focus on capital planning and the development of a five-year capital improvement program.
- Coordinated with state, municipalities, community redevelopment agencies (CRAs) and other local governments.
- Led the refinement of the budget development process to include public engagement and the streamlining of processes.
- Enhanced the monitoring and reporting of financial information to better communicate financial information.
- Implemented a financial forecasting model to review financial impacts over a multi-year basis.
- Developed solutions to address budget shortfalls the range from $9.0M to $30.0M.
- Served as a member on labor negotiation teams for contract negotiations with IAFF (490 employees) and LIUNA (668 employees).
- Served as Chairman of the Deferred Compensation Investment Committee with total plan assets of $61M for 1,900 employees.

- Served on selection committee and contract negotiation teams to purchase services for the organization.
- Assisted in developing community outreach programs, responded to media inquiries and worked on legislative initiatives.

ORANGE COUNTY CLERK OF THE COURTS, ORLANDO, FL 06/2003 – 03/2010

Support Services Administrator

Provided leadership and direction to 43 employees in developing and managing a $47M annual operating and capital budget, processing of $222M in cash receipts, purchasing, implementing operational and performance excellence initiatives, developing workforce management strategies for a 600 employee operation, and facilitating strategic, performance measurement, financial and operational planning.

Achievements:

- Awarded the Florida Governor's Sterling Award in 2008, 2009 and 2010.
- Developed collection strategy resulting in an additional $14.0M of revenue at a ROI of 183%.
- Initiated partnerships with private agency to process over $4.0M in cash receipts at no cost and savings to the Clerk's Office.
- Implemented new revenue recovery approach resulting in of $3.0M in additional revenue in the first year.
- Assisted in developing community outreach programs, responded to media inquiries and worked on legislative initiatives.
- Led process improvements and cost savings efforts resulting in more than $10.2M in direct savings.
- Developed organization's first documented strategic plan, strategy map and performance measurement system.
- Developed, implemented and evaluated methods to address a $6.8M to $8.0M revenue shortfall.
- Worked directly with local/state officials, judicial and citizen groups to resolve financial, process and customer service problems.
- Presented budget to the CCOC Executive and Finance Committee for approval and established open government website.
- Negotiated contracts for performance and technology systems, office supplies, and third-party vendors.
- Planned and directed human resources management activities to maximize the strategic use of human resources to include payroll, employee relations, benefits administration, compensation, risk management, training/development, and recruitment/ retention.

Director of Financial Services

Provided leadership and direction to 25 employees in developing and managing a $40M annual operating and capital budget, processing over $200M in cash receipts, policy/procedures, financial management, analysis and planning, budgeting and forecasting, and developing workforce management strategies for a 553-employee operation.

Achievements:

- Implemented e-payment services to gain efficiencies that resulted in savings of $1.45 to $1.75 per financial transaction.
- Worked with judicial system stakeholders to include the local/state officials on the implementation of Revision 7 to Article V.
- Presented budgets to Executive and Finance Committee for approval.
- Led processing improvements initiatives and served as Champion of Performance Excellence initiatives.
- Developed cash handling/procurement policies to ensure proper procurement, and handling over $200M in cash receipts.
- Redesigned revenue recovery process to increase collections by 97%, and established performance measures.
- Implemented HRIS/Financial System to better account for financial, purchasing and human resources activities.
- Negotiated and implemented point-of-sale and electronic portals to process payments of over $200M in cash receipts.

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS, ORLANDO, FL 04/1996 – 06/2003

Assistant to the Director - Orange County Growth Management Department

Provided leadership and direction to 3 employees in developing and managing a $100M annual operating and capital budget, financial management and analysis, budget and forecasting, developing workforce management strategies for a 400 employee operation, and strategic, financial and operational planning to support Building Safety, Planning, Code Enforcement, Animal Services, Environmental Protection, Housing & Community Development and Zoning Divisions. Assumed responsibilities of Deputy Director from 6/2000 – 11/2000.

Achievements:

- Planned and directed human resources management activities to maximize the strategic use of human resources to include payroll, employee relations, benefits administration, compensation, risk management, training/development, and recruitment/ retention.
- Implemented $3.1M financial and expenditure plan for the Lake Apopka Restoration Act grant to address economic issues and serve as point-of-contact on media inquires.
- Worked with community non-profit groups and elected officials in executing economic development initiatives for grant funds. Worked on Capital Improvement Element (CIE) to ensure alignment with Comprehensive Plan.
- Optimized financial condition of agency by identifying over $2.0M in additional revenue and $1.0M in cost savings for Department.
- Worked with the Enterprise Zones (EZ) and Community Redevelopment Agencies (CRA) along with the Planning Division.
- Presented financial strategies to the Construction Council, Home Builder's Association, and Building Code and Adjustment Board.
- Presented budget to the Board of County Commissioners highlighting strategies, funding and challenges.
- Managed citizen task forces in implementing Holden Heights economic redevelopment and County Public Notification Criteria.
- Led and directed organizational development and process improvement activities.

Public Works Administrator – Orange County Public Works Department
Provided leadership and direction to 12 employees in developing and managing a $300M annual operating and $300M capital budget, financial management and analysis, budgeting and forecasting, developing workforce management strategies for a 584 employee operation, and strategic, financial and operational planning to support Roads & Drainage, Stormwater Management, Traffic Engineering, Development Engineering, Highway Construction, Engineering, and Transportation Planning Divisions.

Achievements:
- Developed a ten-year (10) financial plan (revenue and expenditures) to fund $200M in major transportation projects.
- Managed over $300M capital improvement program and presented financial outlook report to executive leadership.
- Presented budget to executive leadership communicating strategy, funding and challenges.
- Worked on Capital Improvement Element (CIE) to ensure alignment with Comprehensive Plan.
- Worked on Concurrency Management Issues with the Engineering, Traffic Engineering and Highway Construction divisions.
- Served on Impact Fee and Concurrency Management Committees to address funding and concerns by developers.
- Tracked and reported all reimbursable expenditures associated with emergency situations to FEMA.
- Led and directed organizational development and process improvement activities.

Capital Improvements Coordinator / Sr. Mgmt & Budget Analyst – Orange County Office of Management and Budget
Provided leadership and direction to 3 employees in developing, analyzing and managing various departments for an overall budget total of $1.7B and a capital budget of $500M in a 9,000-employee operation. Served as Orange County's Capital Improvement Coordinator with responsibilities in managing and developing a $500M capital improvement budget and plan, intergovernmental coordination, public affairs, policy development, project management, communications, planning and administrative functions to achieve the established vision, mission and goals of the organization.

Achievements:
- Created, coordinated and implemented polices regarding the use of over $1.0M in Community Funds on an annual basis.
- Worked with elected officials and legislative staff in the disseminating information to the community and execution of community projects. Provided program status reports to the Mayor and county commissioners.
- Worked directly with neighborhood organizations in the implementation of community funds.
- Developed policies to manage capital projects and to provide direction on forecasting and executing projects.
- Worked on Capital Improvement Element (CIE) to ensure alignment with Comprehensive Plan.
- Tracked and reported all reimbursable expenditures associated with emergency situations to FEMA.
- Led and directed organizational development and process improvement activities.

OTHER PROFESSIONAL EXPERIENCE

UNIVERSITY OF PHOENIX, PHOENIX, AZ - 07/2009 - present
Aixa College Online Faculty Member
Serve as an online instructor for a course entitled *Critical Thinking*. Students are given the opportunity to analyze and discuss various types of media to determine which sources provide the most reliable information. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

VALENCIA ENTERPRISES, ORLANDO, FL - 07/2009 – 04/2012
Adjunct Instructor
Certified Development Dimensions International (DDI) and AchieveGlobal Instructor with a focus on delivering Leadership Development and Customer Service trainings to corporate clients.

Achievements:
- Developed customized training course on leadership to include Motivating Others, Working with Teams, and Performance Development.
- Delivered leadership trainings to Orlando International Airport, CHEP, Tax Collector Association, TOHO Water Authority and Orange County Corrections Department.

SEA WORLD OF FLORIDA, ORLANDO, FLORIDA - 04/1992 - 04/1996
Productivity/Business Analyst - Business Analysis Department
Provided leadership, guidance and direction to business units in developing, analyzing and managing a $500M annual budget in support of a 2,000-employee operation.

Achievements:

- Analyzed theme park activity to identify cost containment, process improvements and revenue enhancement opportunities.
- Developed policies, procedures and tools regarding the implementation of Total Quality Management program.
- Developed and monitored workforce and presented the labor budget to corporate headquarters.
- Conducted labor, process, productivity and time studies to analyze department workflow systems and identify efficiencies.

UNITED STATES NAVAL RESERVES, ORLANDO, FL - 06/1988 - 07/2008

Retired Supply/Logistic Officer – Lieutenant (Veteran)

Provided leadership, guidance and direction to 50-unit members in procurement, supply chain management, inventory, and financial management to support efforts of the Navy's Sailors, ships, squadrons, submarines, and shore stations across the globe. Procured and managed inventories in excess of $2B and provided financial strategies to utilize resources in a cost-effective manner. This worldwide effort required strong leadership, organization, strategic planning skills, understanding of supply chain management systems, and experience in intergovernmental coordination and public affairs.

Achievements:

- Recalled to active duty in support of Operation Enduring Freedom in 2007. Served as Logistic Officer and worked with Afghanistan vendors in the procurement and transportation of construction materials to military basis throughout the country.
- Served as Strategic Communication Officer/Public Affairs for the Center for Security Forces for approximately one (1) year.
- Worked directly with media in communicating activities of Navy projects to the community and wrote and published articles on activities of the Center for Security Forces to highlight activities for the organization.
- Provided financial management, cost containment, transportation, logistical and inventory strategies.

AWARDS

Distinguished Budget Award (Orange County BoCC), Government Financial Officers Association (GFOA) – 1996 to 1998, **Best in Class Collections Program**, Florida Sterling Council – 2007, **Distinguished Budget Award (Clerk's Office)**, Government Financial Officers Association (GFOA) – 2008, 2009 and 2010, and **Florida Sterling Award for Performance Excellence**, Florida Sterling Council – 2008.

VOLUNTEER ACTIVITIES AND BOARDS

Orange County UNCF Advisory Council Member, National Forum for Black Public Administrators Mid-Florida Chapter (Pres.-7yrs, member-13yrs), American Society for Public Administrators Central Florida Chapter (Pres.-1yr, VP-1yr, member-5yrs), Society for Human Resources Management (SHRM), International City/County Managers Association(ICMA), Alpha Phi Alpha Fraternity, Inc., Florida Government Financial Officers Association (FGFOA), Government Financial Officers Association (GFOA) Budget Reviewer, Heart of Florida United Way Fund Distribution Committee, Orlando Chamber of Commerce Leadership Alumni –Class #65, Greater Orlando Organizational Development (GOOD) Network, Florida City and County Manager Association (FCCMA), and Orange County Leadership Institute Alumni.

Marc A. Woerner

Hanover, PA | 717-515-5992 | mwoerner87@gmail.com | linkedin.com/in/marc-woerner-794721132/

February 4, 2020

Human Resources
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, Florida 33023

Dear Human Resources:

Having seen the posting on the Indeed.com website for the available Town Manager position, I am writing to outline my skills and abilities in municipal government, people management, financial planning, and budget forecasting. After closely reviewing the position and its requirements, I am certain I would add significant value to your team. I am willing to relocate for this new opportunity.

My consistent focus is on the financial health of the township. My improvements have earned positive feedback from elected officials including "continually impressed by (his) job performance" and "doing a great job as our manager … steering us in the right direction..." With every task put before me, I endeavor to meet and exceed the expectations of my colleagues and customers. Whether collaborating with a team or operating independently, Pembroke Park can count on me to creatively solve problems, anticipate emerging needs, and promote fiscal and process efficiency.

Please note the following highlights of my qualifications:

- In my current role I execute all duties of Township Manager and the functions of Zoning Officer and Right-to-Know (Open Records) Officer for a community of 8,700 residents.

- As recently appointed Township Manager, I refinanced an existing loan to alleviate a long-standing financial crisis. To ease financial constraints for that year and beyond, I extended the loan term without incurring additional debt. The extension provided desperately needed cash flow by reducing the payment amounts. I negotiated with the lender to require one payment in all of 2016. The extension and negotiations saved $200,000.

- To earn income on resources in low-interest accounts, I moved two separate funds to high-yield accounts until the funds were needed by the township. The funds earned a combined $134,558 interest.

- In early 2019 I achieved the Graduate Diploma from the Pennsylvania State Association of Township Supervisors (PSATS) Pennsylvania Municipal Government Academy (PMGA). The program included Administration, Planning, Public Works, and Public Safety tracks for a total of 60 credits. Positive feedback I received from elected officials included "constantly educates himself for the best interest of the municipality".

I look forward to speaking with you regarding my qualifications for the available Town Manager position. Please contact me at mwoerner87@gmail.com or 717-515-5992.

Sincerely,

Marc A. Woerner
Attachment: Resume

Marc A. Woerner

Hanover, PA | 717-515-5992 | mwoerner87@gmail.com | linkedin.com/in/marc-woerner-794721132/

Town Manager

Public service leadership and management in customer service, staff training, and fiscal responsibility.

Approachable manager and public service leader, proud of ethics and integrity who is willing to relocate for a challenging new opportunity. Collaborates effectively to reach established goals. Expert capabilities in contract negotiation, performance management, policy enforcement, financial planning, and budget development. Dynamic business manager, customer service specialist, and community development director.

Core Competencies

- Coaching and Mentoring
- Municipal Government
- Budget Forecasting
- Labor and Contract Negotiation
- Data Collection and Analysis
- Operations Management
- Public Administration
- Logistics Management
- Fiscal Responsibility

PROFESSIONAL EXPERIENCE

Township Manager, West Manheim Township, PA 2015 - Present

West Manheim Township is a Pennsylvania Second Class Township with a Board of Supervisors form of government. As bonded Chief Administrative Officer of the township, duties include those of Zoning Officer and Right-to-Know (Open Records) Officer. Coordinate all operations functions for the township of 8,700 residents. Author township mission and goals statement. Manage all departments, including Public Works, Police, and Emergency Services, efficiently and safely to further the mission.

Supervise 25 full-time and eight part-time employees fulfilling roles in the police, public works, emergency services, and administration departments. Execute internal investigations regarding labor matters. Perform duties professionally, ethically, and with commitment to the citizens. Prepare, manage, and enforce budget across all funds totaling approximately $7.5M. Review budget periodically to verify compliance. Monitor revenues and expenses, review financial reports. Communicate effectively with officials, employees, professional consultants, and other citizens. Create Requests for Proposals (RFP) and develop municipal contracts with vendors. Interpret Zoning and Subdivision and Land Development Ordinances.

Achievements

- Executed elected position of Township Supervisor for almost six years prior to appointment as Township Manager. Possess unique perspective of an elected official *and* an appointed official. Works completed and successes achieved as Township Supervisor led to appointment as Township Manager.
- To reduce expenses and increase available cash, township refunded existing bond issue. Saved more than three years and $400K on the loan. At the time, township's credit rating from Standard & Poors was low. Negotiated with debtors; committed to improvement within two years. After that period, debt was raised from "A" to "A+" with a "stable outlook".
- Refinanced existing loan to ease financial constraints in 2016. Extended term without incurring additional debt. Increased cash flow by reducing payments and requiring one payment in all of 2016. Saved $200K.
- Moved township funds from low-interest to high-yield account until needed. Earned $134,558 interest.
- Originated budget narrative presentation for Board of Supervisors (BOS) and public review. Included brief executive summary and detailed analysis of budget rationale, process, and policy assumptions. Implemented template for future budget narratives and posted on township website with all budgets for ongoing public view.
- Required auditors to present information directly to BOS. BOS members could ask direct questions of auditors to establish financial transparency. Received clean financial audits in 2017 and 2018.
- Negotiated Comcast Franchise Agreement. Negotiations revealed opportunities for township to generate revenue. Annual revenue increase estimated at $40K-$60K.
- Due to involvement in Hanover Chamber of Commerce meetings, was asked to represent township at the Chamber's Local Government Day. Attended event as the first representative of West Manheim Township to participate. Several major area employers were present and discussed business and consumer opportunities in the township.
- Hired full-time and part-time office administrative assistants, part-time police office assistant, and part- and full-time Emergency Medical Technicians. Negotiated initial labor contracts simultaneously with two labor unions: American Federation of State, County, and Municipal Employees (AFSCME) and International Association of Fire Fighters (IAFF). Elected officials praised hiring practices and contract negotiations as "very fair with employees".

Township Supervisor, West Manheim Township, PA 2010 - 2015

Oversaw annual budget of $6M. Developed and maintained knowledge of township real estate developments and public works projects. Complied with Zoning Ordinances and Subdivision and Land Development Ordinances. Served as liaison to and supervised police, fire, and public works departments; managed administrative office staff. Wrote policies and ordinances for approval by the BOS.

A&S Kinard, York, PA 2005-2015

Driver Orientation Coordinator, 2015-2015

Instructed, managed and developed weekly driver training program to 5-25 drivers. Onboarded all new employees and completed orientation process including collection of all required documentation to validate driver eligibility. Processed employee compensation, payroll, Human Resources, equipment, and operations functions.

Business Relations Manager, 2011-2015

Trained new managers on computer and customer service procedures. Directly managed load requirements via TMW fleet management software. Liaised directly with large customers to monitor cartage needs. Served on workplace safety committee for two years.

- Increased annual revenue to more than $2M on one account.
- Wrote and published detailed process manual for handling customers and operating computers. Manual used by managers across the business as a reference for customer service.

Dispatch Operations-Driver Manager, Planner, 2010-2011

Collaborated with inbound and outbound planners to maximize efficiency when moving loads across the network. Managed approximately 40 locally-based drivers; monitored Federal Department of Transportation (DOT) hours of service availability to ensure regulatory compliance. Assigned loads and planned for next day, consistently mindful of loads and capacity. Directly contacted brokers to acquire inbound and/or backhaul loads to maximize earnings per truck and return on investment (ROI).

Professional Class A Commercial Driver, 2005-2010

Neither caused nor was involved in any safety-related driving incidents or accidents. All miles driven were safe miles.

EDUCATION

Graduate Diploma, 2019

Administration, Planning, Public Works, and Public Safety – 60 Credits

Pennsylvania State Association of Township Supervisors (PSATS) Pennsylvania Municipal Government Academy (PMGA)

Managing Conflict, Team Development, and Relationship Building 2019

Leadership: Effective Supervision 2019

Criminal Justice Information System Security and Awareness, 2018

Executive Series: Organizational Strategy, 2017

Strategic Planning for Police Negotiations 2017

Funding Solutions: Grant Writing, 2013

Comprehensive Municipal Finance, 2012

Associate of Arts | Applied Sciences

Catonsville Community College (now Community College of Baltimore County)

VOLUNTEER EXPERIENCE

West Manheim Township Emergency Services Board

President, York County Municipal Administrators Association, 2018

First Vice President, York County Association of Townships Second Class, 2020

Member, York County Department of Emergency Services, Public Safety Advisory Board, 2020

PROFESSIONAL AFFILIATIONS

Pennsylvania State Association of Township Supervisors (PSATS), 2010

Public Employer Labor Relations Advisory Service (PELRAS), 2016

Marc A. Woerner

Hanover, PA | 717-515-5992 | mwoerner87@gmail.com | linkedin.com/in/marc-woerner-794721132/

Professional References
Letters included

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When Decisions Matter

November 15, 2019

Walter A. Tilley, III, Esquire
Direct Dial: (717) 849-4127
wtilley@stockandleader.com

Re: Marc Woerner

To Whom It May Concern:

I am pleased to provide this reference letter for Marc Woerner, who has ably served the residents of West Manheim Township as their Township Manager. I have worked with Marc since my appointment as the Township Solicitor in January 2018. During that time, Marc has repeatedly demonstrated his professional competence and calm demeanor, with a deep understanding of laws that pertain to a municipal government, and an ability to work with elected officials, members of the general public, and professionals such as attorneys, auditors and engineers.

Marc has extensive experience with employment issues including a development of job descriptions; reviewing, interviewing and hiring job applicants; evaluating work performance of employees; discipline including verbal and written warnings, suspensions and terminations; assisting with the negotiation of collective bargaining agreements; resolving or litigating grievances; and conducting workplace investigations. I have provided legal advice to the Township on employment issues, and I have found Marc's work to be thorough, accurate, and impartial.

As Township Manager, Marc has applied and implemented laws and regulations pertaining to municipal government including the Sunshine Act – Open Meetings Law, the Right-to-Know Law, the Public Official and Employee Ethics Act, the Municipalities Planning Code, and the Second Class Township Code. Land development, zoning and code enforcement issues have been significant responsibilities since Marc is both the Township Manager and the Zoning Officer for West Manheim Township. In those capacities, Marc has worked with the subdivision of land development ordinance, the zoning ordinance, the Uniform Construction Code, and the Property Maintenance Code. Marc has overseen the Township's Act 537 Plan and related matters pertaining to sewer systems and on-lot treatment systems, and to stormwater management. Marc is very effective in working with developers and the Township is rarely engaged in litigation or appeals on development issues. But when the Township has been required to litigate, I found that Marc has applied the laws and ordinances fairly, and that he has provided the elected officials with the information that they need to make decisions that are supported by the law and the facts.

As the Township Manager, Marc is the person primarily responsible for the Township finances. Under his leadership, I have observed that Marc has created and implemented a budgeting system that has greatly improved the Township reserves and eliminated the need for Tax Anticipation Notes. Marc has created capital budgets and plans for large capital expenses such as vehicle purchases and major building maintenance needs such as roof replacement and HVAC system repairs. He is familiar with fees that are or can be charged for municipal services such as emergency services, stormwater management, and fire protection, in addition to his familiarity with municipal taxation. Recently, he developed a new collection process for West Manheim Township to collect past due amounts for municipal services through the Municipal Claims and Tax Liens Law, which will greatly improve the Township's collection of delinquent fees and charges.

Prior to being appointed as the Township Manager, Marc served as an elected Township Supervisor. It was his work as Supervisor that impressed his colleagues, ultimately leading to the decision to appoint Marc as the Township Manager.

I am pleased to offer this letter with my highest recommendation of support for Marc Woerner for any county, municipal or local government position. You will find Marc to be professional, ethical, and pragmatic, with excellent interpersonal skills. Please feel free to contact me if you would like further information.

Sincerely,

STOCK AND LEADER

Walter A. Tilley, III

WAT/mjb

ANDREW E. HYATT

6 Ponte Vedra Court
Ponte Vedra Beach, Florida 32082
Telephone: 904.609.6477
Email: andrewehyatt59@gmail.com

OBJECTIVE

Developing, Managing & Monitoring Programs That Move Initiatives Forward for Government & Non-Profit Organizations

CAREER PROFILE

Track record of accomplishments during 20-year career in government and non-profit. Sharp understanding of government budget management/accounting, government procurement and contract management, and public policy. Proactive professional, effective in communicating and building relationships with all intermediaries – government officials, corporations, interest groups, citizens, colleagues, staff, and management. Politically sensitive practitioner of principal-centered leadership and strong proponent of an empowerment management style. Master of Public Administration.

Core Competencies

- **Program Development & Management**
- **Budgeting & Financial Oversight**
- **Strategic Planning & Goal Setting**
- **Policy & Procedure Development**
- **Public & Private Partnerships**
- **Government Relations (Federal, State & Local)**
- **Grant Development & Funding**
- **Reports, Position Papers & Publications**
- **Legislative Affairs**
- **Human Resource Management**
- **Employee Hiring, Training & Mentoring**
- **Project Lifecycle Management**

NON-PROFIT EXPERIENCE

Texas State Director — JUN 2019 to Present
K9s FOR WARRIORS — 50 Hours per week
4710 State Highway151
San Antonio, Texas 78227
Supervisor: Patty Dodson – Chief of Staff/General Counsel (904.686.1956)

Plan and coordinate all development and community engagement activities. Develop and grow community relationships with donors, volunteers, community organizations or representatives. Build relationships with community stakeholders to advance the mission. Coordinate with the Development team by, researching funding opportunities, compiling donor information and assisting with grant writing and applications to gain sponsorship and donations and managing volunteers. Oversee Kennel Operations Manager and staff (including hiring full and part time kennel assistants). Participate in special projects and take on additional tasks as requested. Maintain good communication with kennel staff and management. Maintain good working relationships with all kennel and organization employees.

GOVERNMENT EXPERIENCE

City Manager — JUL 2015 to JUN 2019
CITY OF NEPTUNE BEACH — 50 hours/week
116 First Street
Neptune Beach, Florida 32266
Supervisor: City Council (904.270.2400)

Chief Administrative Officer in charge of managing a full-service municipal corporation. Responsible for the day-to day city-wide operations for a full-service city with a permanent population of approximately 7,200, 75 employees, operating budget of $5.3 million and fifteen (15) separate funds totaling over $12 million. Prepare City budget and business plan for coordination of policy development, planning and implementation of City goals and objectives; policies and procedures for providing City services; management and analysis of programs and services. Represented the City to business organizations, civic associations, developers, other governmental entities and the public. Develop programs for grant

applications and provide policy recommendations to the City Council. Interact and build partnerships with local/state/federal elected officials and maintain involvement in government, outside group, and private industry discussions on issues involving the City.

Accomplishments

- Successful in saving dollars by utilizing staff for projects like installing new sidewalks, parking spaces without going through the RFP process
- Restructured top tier of Police Department
- Successfully negotiated the Bargaining Agreements with the FOP and Local 630 Employee Union.
- Developed a plan to create additional parking spaces in the Town Center
- Negotiated a new Solid Waste contract with Waste Pro
- Restructured organizational chart to include Deputy City Manager, Deputy Director, Commanders without adding additional positions
- Prepare five (5) year strategic plan
- Developed Park Master Plan
- Completed construction on a community building
- Successful is several grants for the park and infrastructure.
- Developed Goals, Objectives and Performance Measures for each department to better track the progress of the departments and to assist in the evaluation of each employee.
- Resolved Tipping Fee issue with the City of Jacksonville, along with the City Attorney
- Established a format for evaluating each employee annually to include performance measures. Annual evaluations take place September
- Developed the following policies: Whistleblower, Compensatory Time, Internal Control, Cell Phone, Ethics, Take Home Vehicle, Compute/Internet Use, Cell Phone Use, Merit Increase, Social Media, Tobacco Use
- Worked with staff in preparation of and clean up of Hurricane Matthew and Hurricane Irma

City Manager OCT 2013 to JUN 2015
CITY OF EAST RIDGE 50 hours/week
1517 Tombras Avenue
East Ridge, Tennessee 37412
Supervisor: City Council (423.867.7711)

Chief Administrative Officer in charge of managing a full-service municipal corporation. Prepare City budget and business plan which included goals and objectives, develop programs for grant applications, and provide policy recommendations to the City Council. Gather data from various sources to be included in position papers in response to the Councilman's request for information on sensitive issues. Interact and build partnerships with local/federal elected officials and maintain involvement in government, outside group, and private industry discussions on controversial issues.

Accomplishments

- Successful in negotiations with Developer for the Jordan Crossing development to include a Bass Pro store.
- Successful in negotiations with Developer for a Wal-Mart Neighborhood store.
- Received Local Parks and Recreation Fund grant for playground.
- Implemented Border Region Legislation.
- Created an effective communication tool by preparing a monthly publication to the Council regarding organizational progress and upcoming projects and concerns.
- Implemented a merit-based Performance Measures evaluation program.
- Recruited and hired a Police Chief, Fire Chief and City Treasurer.
- Reviewed and rewrote City Employee Handbook.
- Revived Industrial Development Board (IDB).
- Developed inventory for leasable/for sale/or sale-lease space.
- Instituted a Pay Plan which includes Grades and steps for budgeting purposes.
- Oversee multiple projects throughout the city to include Economic Development/Redevelopment, Parks & Recreation, Paving/Resurfacing, Traffic light installation.
- Project Manager for relocation of a Fire Station.

City Manager
CITY OF FAIRVIEW
7100 City Center Way
Fairview, Tennessee 37062
Supervisor: Board of Commissioners (615.387.6084)

JAN 2010 to OCT 2013
50 hours/week

Chief Administrative Officer in charge of managing a full-service municipal corporation. Prepare City budget and strategic plan, oversee development of programs for grant applications, and provide policy recommendations to the City Commission. Gather data from various sources to be included in position papers in response to the Commissioner's request for information on sensitive issues. Interact and build partnerships with local/federal elected officials and maintain involvement in government, outside group, and private industry discussions on controversial issues.

Accomplishments

- Prepared Five-Year Strategic Plan.
- Empowered staff to implement changes within the organization by including them in executive decisions.
- Received a Local Parks & Recreation Fund grant for a Greenway Project.
- Received funding for Safe Routes to Schools sidewalk project.
- Received funding from MPO Active Transportation Program for resurfacing.
- Met with and prepared communications to U.S. Senators and Congress on policy issues (e.g., economic/community development, funding sources). Brief elected officials on policy impact of appropriations.
- Consistently meet 24 to 48-hour deadlines for information on issues from prospective industries/businesses requiring utility and tax information.
- Reduced tax rate by 7.5% in FY 2012.
- Improved employee morale by utilizing walk around management style.
- Instrumental in establishing Economic Task Force.
- Spearheaded project management efforts for design of 1,046-acre office/industrial park.
- Successful in negotiations with Landowner and Wal-Mart for construction of the Fairview Super Center.
- Obtained TDOT R.O.W. mowing contract.
- Received 4.17 out of possible 5 on 2012 Performance Evaluation (December 2012).

City Manager
CITY OF ETOWAH
415 Tennessee Avenue
Etowah, Tennessee 37331
Supervisor: Board of Commissioners (423.263.2202)

OCT 2007 to DEC 2009
50 hours/week

Chief Administrative Officer in charge of managing a full-service municipal corporation. Prepare City budget and 5-year strategic plan, develop programs for grant applications, and provide policy recommendations to the City Commission. Gather data from various sources to be included in position papers in response to the Commissioner's request for information on sensitive issues. Interact and build partnerships with local/federal elected officials and maintain involvement in government, outside group, and private industry discussions on controversial issues.

Member of Executive Committee of McMinn County Economic Development Authority, Director of the Emergency Operations Center, and Project Manager for 2 renovation projects – Streetscape and Community Center. Oversee Finance, HR, Building Inspection, Zoning, Code Enforcement, Fire, Police, Parks & Recreation, Purchasing, and Library. Departments. Educate, develop, train, and mentor staff. Develop and implement programs based on new or revised laws/regulations.

Accomplishments

- Prepared standard operating procedures manuals for each position in the city with all necessary components (e.g., City Mission, Department Mission, Position Purpose, Employee Evaluations/Training, Organizational Charts, etc.); actively involved in analyzing and revising SOPs and operational policies as necessary.
- Prepared first balanced budget (FY10) in eleven years, since FY00.
- Generated total cost savings of over $90K by creating temporary concrete finisher and carpenter positions.
- Delivered cost savings of over $5K annually by leasing a vehicle for City travel – reducing the number of claims for mileage reimbursement and $400 car allowance for City Manager.
- Received grant for a Wellness Center and obtained a $75K, 3-year grant for hiring a Recreation Director – representing a cost savings of $50K over 2 years for the City.
- Reduced overtime 67.17% in 1 fiscal year.

- Created an effective communication tool by preparing a monthly publication to the Commissioners regarding organizational progress and upcoming projects and concerns.
- Empowered staff to implement changes within the organization by including them in executive decisions.
- Strengthened employee performance and morale; emphasized the importance of immediate and constant feedback to employees and investigated employees' complaints/concerns with the highest attention to detail.
- Met with and prepared communications to U.S. Senators and Congress on policy issues (e.g., economic/community development, funding sources). Briefed elected officials on policy impact of appropriation.
- Briefed Commissioner on a pending sale of a county-owned hospital to private investors; sale of the hospital was successful and is proving to be a beneficial deal for the community.
- Consistently met 24 to 48-hour deadlines for information on issues from prospective industries/businesses requiring utility and tax information.

Community Development Manager MAR 2004 to OCT 2007
CITY OF DEERFIELD BEACH – PLANNING AND GROWTH MANAGEMENT DEPT. 45 hours/week
150 SE Second Avenue
Deerfield Beach, Florida 33441
Supervisor: Jerry Ferguson, Director (954.480.4211)

Managed a diverse range of initiatives for this beachfront community, including fiscal analysis, program budgeting, and economic development functions. Provided fiscal oversight for grant funded programs and produced information on grant opportunities and programs to management, other organizations, and City Commission. Provided Commissioners with information on HUD and State Housing Initiative Partnership programs to answer constituent concerns. Represented the City Manager and Director of Planning on boards, commissions, and committees. Team leader in preparing short/long-term goals, and key member of the management staff and liaison for citizen advisory boards; brainstormed with management team on issues affecting the community. Supervised and evaluated the performance of a 4-person staff. Member of Emergency Operations Center team and member of the Hurricane Emergency Preparedness team. Interfaced with federal, state, and local officials.

Accomplishments

- Delivered savings of over $20K in consulting fees for the City by taking the initiative to author its 5-year (2005-2009) Consolidated Action Plan.
- Initiated, obtained, managed and administered federal, state, and county grants for programs/projects, including Community Development Block Grant (CDBG), State Housing Initiative Partnership (SHIP), and First Time Homebuyer/Home Rehab programs.
- Grew the number of first-time homebuyer recipients over 400% in 1 year.
- Increased minor home repair recipients over 600% in 1 year.
- Increased productivity and reduced time spent on a waiting list from 2 years to 12 weeks by restructuring the division and assigning specific duties.
- Allowed a free flow of space, created atmosphere of cooperation and teamwork, and reduced application/waiting period by 40% through spearheading a reorganization of the office.
- Acted as a liaison between City Manager's office and community members affected by proposed programs.

Sales Consultant JUL 2002 to MAR 2004
GOBER ENTERPRISES 45 hours/week
7501 Philips Highway
Jacksonville, Florida 32256
Supervisor: Rob Walker, Owner (904.296.1356)

Provide consultation and sales presentations to homeowner's and businesses throughout Northeast Florida. Prepare production orders and follow up with production progress. Interact with manufacturing personnel on production of shutters and blinds. Prepare quarterly sales projections.

Senior Administrative Assistant, Human Resources APR 2000 to JUN 2002
CITY OF JACKSONVILLE – PARKS AND RECREATION DEPT. 45 hours/week
117 West Duval Street
Jacksonville, Florida 32202
Supervisor: Debra Igou, Director (904.630.1287)

Drove HR initiatives that had a tremendous impact on improving organizational performance. Handled primary HR functions, including personnel, payroll, permitting, purchasing, employee relations, training, EO/EA, ethics, permitting, budget/cost control, employee evaluations, Adopt-A-Park Program, and citizen communications. Implemented, analyzed, and evaluated program effectiveness on an ongoing basis.

Incorporated laws related to Ethics, EEO, ADA, and Sexual Harassment into the organization through staff education and training. Performed contract administrative functions, including the monitoring of bids to ensure adherence to contract requirements. Participated in various committees (e.g., Training, EEO, Employee Satisfaction, Ethics); Sterling Quality Award team member for the City of Jacksonville.

Accomplishments

- Played a key role in improving the City into a quality organization. Worked on the Sterling Quality Human Resources Team while the city competed for the Sterling Quality Award; advised senior staff on necessary changes.
- Saved the city over $5K annually by implementing a paperless format system for tracking evaluations, discipline, leave time, and training for all employees' department-wide.
- Produced and completed reports within tight deadlines for upcoming legislative meetings.
- Formulated ethics policy for the entire city (including elected officials) affecting over 8500 employees.
- Prepared new employees for success by creating an evaluation document that was adopted by the Sterling Quality team to be used as a communication tool during new employees' 6-month probation period.
- Secured funding for City projects by interfacing and forming partnerships with local/federal government officials.
- Enabled management to execute informed hiring decisions by compiling and presenting thorough information on potential candidates.

Administrator JUN 1994 to DEC 1996
SOUTH AIKEN CHRISTIAN SCHOOL 45 hours/week
980 Dougherty Road
Aiken, South Carolina 29803
Supervisor: School Board (803.648.7871)

Additional Experience

CITY OF CLEVELAND, TN/UNIVERSITY OF TENNESSEE AT CHATTANOOGA, TN (AUG 1998 to MAR 2000)

- Graduate Assistant (AUG 1998 to DEC 1999) University of Tennessee at Chattanooga
- County Planning (JUL 1999 to DEC 1999) Bradley County, Tennessee
- City Manager's Office (JAN 2000 to MAR 2000) City of Cleveland, Tennessee
- Conducted research for tenured professors, assisted in annual budget and capital improvement projects; prepared 2020 growth plan.

PRIVATE INDUSTRY (1994– 1979)

CARLISLE GEAUGA COMPANY (Injection and Blow Molding) Trenton, SC
PILLOWTEX (Textiles) Dallas, TX
INTERFACE, INC (Textiles) LaGrange, GA
MILLIKEN & COMPANY (Textiles) LaGrange, GA
WEST BUILDING MATERIALS, (Building Materials) Cleveland, TN
SCHERING PLOUGH, INC, (Foot Comfort Products) Cleveland, TN

Education

UNIVERSITY OF TENNESSEE AT CHATTANOOGA, TENNESSEE
Master of Public Administration
Bachelor of Science, Political Science: Public Administration

CLEVELAND STATE COMMUNITY COLLEGE, CLEVELAND, TENNESSEE
Associate of Applied Science, Business Management

Memberships

- International City Manager Association (Member since 1998)
- Tennessee City Manager Association (Member since 2007)
- Florida City/County Manager Association (Member since July 2015)
- Beaches Chamber of Commerce Board of Directors (Member since July 2015)

Additional Certifications

ICMA Credentialed City Manager January 2019
National Incident Management System (NIMS) Certified

MICHAEL P. POUNDS
ICMA CREDENTIALED CITY MANAGER

9330 SW 104th Avenue
Miami, Florida 33176
(305) 733-0351 Primary #
(786) 488-0852 Alternate #
Email Address: mike_stl@hotmail.com

PROFESSIONAL EXPERIENCE

City of Coral Gables, Florida (population approximately 50,000)

From 9/2016 to 2/2019 as the Contracts and Records Management Administrator (Retired):

Assists the City Clerk on contracts and records management consistent with Florida records retention law. Assists with the Citywide training of employees in contracts and records management. Assists the City Clerk with election process, including the Business Improvement District election, and advisory board elections. Assists the City Clerk or other City departments as designated in bid processes/request for proposals.

Accomplishments:

Planned and organized first annual City Clerk's Office Retreat. The retreat attended by 80 City staff and invited guests focused on innovation and change leadership.

Completed a vital records survey of all City departments in the City in the event of a hurricane or other disaster impacting City operations.

Assisted in developing and implementing a strategy city-wide for records redaction of exempt public records under the Florida Public Records Law.

Currently working on new Records Governance Plan and RFP for inactive records storage and scanning.

From 2/2009 to 9/2016 as Chief Procurement Officer:

Responsible for the procurement of all goods, services and construction for the City of Coral Gables under a centralized purchasing system. Negotiate and recommend contracts for approval by the City Commission. Determine and implement strategies for obtaining

and services and soliciting capital projects in the most efficient and effective manner in accordance with Federal, State and Local regulations.

Accomplishments:

Coral Gables Procurement Division obtained the OA4 Accreditation from the National Institute Governmental Purchasing in 2010 and 2013.

Coral Gables Procurement Division successfully took over the responsibility construction and professional architectural and engineering consulting procurements in 2009 from Public Works Department.

Conducted successful procurement processes in 2014-15 for Design and Construction Manager at Risk contracts for recently completed Miracle Mile Streetscape Project.

Supervised multiple procurements to complete the $23 million Neighborhood Renaissance Program, consisting of capital infrastructure projects throughout Coral Gables.

Selected as the Supervisor of the Quarter for the 3rd Quarter of Calendar Year 2016.

Barry University, Miami Shores, Florida, from 9/2009 to 12/2011 as *Adjunct Professor of Public Administration:*

Teach undergraduates students (primarily career City and County employees in Miami-Dade County) majoring in Public Administration the following courses: Public Administration Methods and Techniques, Human Resources and Ethics.

City of Glendale, Missouri (population 5,800) from 3/1988 to 3/2008 as City Administrator:

Responsible for day to day operations of a city of nearly 5,800 citizens with 50 full and part time employees. Supervise all departments in the City including: Police, Fire, Public Works and Administration Departments. Major duties include Preparation of a $6,000,000 Annual Operating Budget and a $3,000,000 Five-Year Capital Improvement Program; Management of all Capital Improvement Projects; Supervision of the City's Financial Program; Administration of the City's Personnel Program; Administration and Enforcement of the City's Land Use Code; Supervision of the Building Inspection and Code Compliance Program; Oversee Economic and Community Development Activities; Supervision of Permitting, Licensing and City Records as the City Clerk; and Advise on and Implementation of Policy Directives of the Mayor and Board of Aldermen.

Accomplishments:

Developed financial plans to present to the voters culminating in 2 successful tax elections to raise vital new revenue for the City of Glendale during my career.

Developed one of the first curbside recycling programs and sewer lateral repair programs in St. Louis County.

Served as the City's representative on a cooperative project to construct an aquatic center with Cities of Kirkwood and Oakland. This cooperative project was awarded the coveted Regional Cooperation Award by the East-West Gateway Council of Governments.

Served as the City's point person on the multi-city Manchester Road Transportation Development District (TDD) proposal.

Developed infill control ordinances designed to preserve character and architectural integrity of community, which included the establishment of an architectural review board and a floor area ratio (FAR) to control the size of residential structures.

Coordinated several large infrastructure projects in Glendale, culminating in the over $2,000,000 Sappington Road Improvement Project and the Berry Road sidewalk extension project.

Overseen the renovation and expansion of the Glendale Police Headquarters and the construction of equipment and salt storage buildings at the Public Works Center.

Honored in 2008 by the City of Glendale Board of Alderman with the naming of the City's Annual Employee of the Year Award the "Michael P. Pounds Employee of the Year Award."

City of Gape Girardeau, Missouri, from 5/82 to 3/88 as a Personnel/Risk Manager and Assistant to the City Manager (Population 35,349).

Accomplishments:

Developed a centralized purchasing system and coordinated program for four years. Served the City of Cape Girardeau as its first Purchasing Agent.

Prepared several successful Grant Applications funding City of Cape Girardeau Transit Program, served as Manager for popular program.

Worked on the bond issue to fund the 7,600 seat Show Me Center a multi-purpose sports and entertainment venue jointly operated by the City and University.

Served the City of Cape Girardeau, a City with nearly 300 employees at the time of my employment, as its first Personnel/Risk Manager.

EDUCATION

M.S. PUBLIC POLICY & ADMINISTRATION (MPPA), specialization: local government management, Mississippi State University, Starkville, MS 39762, August 1982. Recipient of Title IX Public Service Fellowship.

B.S. POLITICAL SCIENCE, emphasis: Public Administration, Southeast Missouri State University, Cape Girardeau, MO 63701, December 1980. Recipient of the Gramling Scholarship.

PROFESSIONAL ACTIVITIES

Life Member of the International City and County Management Association.

President of the St. Louis Area City Management Association in 2007-08.

ICMA Credentialed Manager since August 2002.

Certified Public Procurement Officer (CPPO) – Renewed in October, 2018.

Past Chairman and Board Member of the St. Louis Area Insurance Trust (SLAIT).

Leadership St. Louis, 2004-2005 Class.

Past President of the Kirkwood Area Rotary Club, 1999-2000

REFERENCES

Alderman John Schuster, City of Glendale, MO, 424 North Sappington Road, Glendale, M), 63122, Phone Number (314) 822-2935.

Billy Urquia, City Clerk, City of Coral Gables, 405 Biltmore Way, Coral Gables, FL, 33134, Phone Number 305-569-1812.

Maria Alberro Menendez, Former Assistant City Manager of Coral Gables, Coral Gables, FL, Phone Number 305-733-0039

Shawn Fletcher

2007 Cactus Rd
Dodge City, KS 67801

620.682.5009
a.fletcha@yahoo.com

PROFESSIONAL SUMMARY

I am an experienced Asst. County Administrator with years of successful leadership experience in Operations, Contract Administration, Procurement, Project Management, Education, and Training, and Supply. I work for the Ford County Board of County Commissioners and the County Administrator. The Board of County Commissioners provides the vision. The County Administrator and, I achieve the vision through strategic leadership of the various appointed county department heads and elected county department heads in adhering to current policy, state, and federal laws. I have worked in various administrative capacities in the US Navy and Johnson County Government. My skill set includes legal analysis, fiscal responsibility, budget administration, human resources, interviewing applicants, performance improvement plans, counseling, employee disciplinary actions, contract administration, contractual templates, RFX's, RFI's, RFP's, P&L's, SOW's, internal audits, staffing analysis, grant management, monitoring deliverables, and sourcing. I also provide strong leadership in creating budgets, negotiating contracts, amendments, master agreements, and monitoring various types of contracts such as; building maintenance, intergovernmental road agreements, engineering contracts, telecommunications service contracts, food service contracts, healthcare service providers, and contracts, grant application, and administration for compliance. I am also experienced in detailed risk compliance analysis, organizational security management, personnel safety, Kansas Statutes, and NFPA codes. As a manager training and development among all business lines is important as well as involvement with stakeholders in the government sector, private sector and the community that we provide services to comprehensively. I have a successful track record of providing strategic compliance and safety analysis with proven results in various areas; financial, OSHA, USDA, personnel safety, emergency preparedness, contingency response, air operations, fire safety, inspections, NIMS, etc. I also have taught business feasibility planning and grant management proposals as an adjunct instructor at Mid America Nazarene University in Olathe, Kansas.

CAREER HIGHLIGHTS AND ACCOMPLISHMENTS

Presently; Assistant County Administrator – Ford County

As the Asst. County Administrator I serve as an executive level non-elected government official that supervises the day-to-day operations of Ford County Government. This includes managing approximately 250 employees and a $28 million dollar budget. The basic duties of county administration is to oversee the departments that deliver services to the public. I develop budgets, monitor expenditures, develop staff, attend government meetings and respond to county emergency situations. The departments reporting to me include the following; County Administrative Services, 911/ Communications, Appraiser's Office, County Attorney's Office, Building and Grounds, County Clerk's Office, County Treasurer's Office, Election Office, Emergency Management, Ford County Fire and EMS, GIS / Survey Department, Household Hazardous Waste, Human Resources, Ford County Landfill, Noxious Weed Department, Planning, Zoning, Environmental Health, Register of Deeds, Road and Bridge Department, Santé Fe Trail Community Corrections, Sheriff's Office, Technology Group / IT, and the Western State Bank Expo Center. Some of the projects I managed while at Ford County include; a new Emergency Operations Center that houses Ford County Dispatch/

Communications and the Emergency Management Department, an employee free health care clinic, a new expansion to the Western Plains Expo Center, The Ford County Museum, A new County Landfill Building with new cells, A new Juvenile Justice Building for Community Corrections, etc. I have helped develop and implement new processes to improve the efficiencies of accomplishing county business that include; Personnel, IT, Communications, Emergency Management, Contracts, Purchasing, Bid Process, etc.

Pastor/Clinical Chaplain – Fort Dodge Chapel/Kansas Soldiers Home

- Provide vision, understanding, encouragement, and oversight for the church in the pursuit of its purpose.
- Preach God's Word at worship services and special events of the church.
- Model and encourage prayer in the flock and conduct scheduled prayer meetings of the church and any called for special occasions, needs, and circumstances.
- Teach the Scriptures in large and small group settings as part of the church's ministry of edification and evangelism.
- Administer the ceremonies and biblical ordinances of the church.
- Serve as moderator of session and board meetings.
- Provide personal, pre-marital, marital, crisis and conflict resolution counseling in a safe and non-intimate setting, being aware of his limitations and referring to professionals when necessary.
- Work with officers and congregants to identify, develop, and organize ministry opportunities for edification and outreach and to build community within the church.
- Identify, motivate, mentor, equip, train, and oversee officers, staff, and volunteers for ministry in the church.
- Provide, facilitate, and organize pastoral care for all within the church.
- Participate in on-going education and training opportunities that will enhance his ministerial understanding and ability.

June 2014 thru February 2017 – Non Credit Risk Management – Commerce Bank, KCMO

The Contract Office at Commerce Bank works diligently utilizing various forms of technology to monitor and release contract management and vendor risk monitoring planning information, requirements information, and other related information to internal business partners (Legal, Audit, IT, Credit, & LOB's) to insure corporate requirements meet OCC and FFIEC guidelines. Utilize Microsoft Office Works, IBM Content Manager, PeopleSoft, D&B Supply Manager. Ensures the compliance with federal regulations and contract monitoring through guidance from OCC, FDIC, PACI, GLBA, HIPPA, etc.

The Contract Office must safeguard the 3rd party risk and outsourced technology services by ensuring due diligence is achieved regarding vendor monitoring by the Vendor Relationship Manager whom assumes overall responsibility for understanding the risk and managing the relationship with the vendors they are assigned. The assignment is based on who is making decisions on a contracted business deal and the assignment comes from the business unit. The Contract Office has a list of assigned Vendor Managers and their assigned vendors for reconciliation.

Furthermore the analysis and monitoring provide guidance to Commerce Bank Business Units on the importance of assessing, identifying, and managing third-party contract vendor relationships. These relationships are specific to business arrangements between Commerce Bank and any other entity by contract.

- I reported to Chief Financial Officer, and the Sheriff on the status of contract vendor relationships and Agency contractual management issues. These included special projects to improve contract performance and validate contract deliverables were being achieved for multimillion dollar contracted services and projected sourcing.

- Initiated investigations, legal analysis, compliance analysis, performance reviews, etc. and reported and documented findings.

- Attended training and obtained professional credentials necessary for training, professional development, administration, safety, risk management, quality assurance, and compliance monitoring in accordance with industry standards.

- I completed Special Assignments additionally as directed by the Chief Financial Officer. This included gathering data for supporting contract negotiations, terminations, and extensions. I always utilized the SOW as the starting point in contractual administration. A detailed SOW provides details regarding the project history, scopes, responsibilities, equipment, etc. When I negotiated on new projects it was very important to have a detailed SOW that fit the project I was working on.

- Served on the Johnson County Trauma Informed Care Task Force for improving mental health and substance abuse services. This was a great opportunity to create an SOW for such a large number of stakeholders from many different disciplines. This was a project under the direction of SAMSHA.

- Member of the Kansas City Hate Crimes Task Force for improving community awareness and stopping violence. I worked with marginalized groups and underrepresented populations. Crisis Intervention trained through the State of Kansas.

- Responsible for emergency management, safety, maintenance, healthcare, and security. Attended advanced NIMS training. Certified Public Manager through KU Public Management Training Center located in Topeka, Kanas.

1992 – 1998; Assistant Fire Chief - Camp David, U.S. Navy

Managed and supervised a large Fire Department with over seventy plus firefighters. Responsible for developing and implementing fire service training programs to improve and develop the skills of firefighters, and emergency responders. Coordinated with the local municipalities and conducted live structural and aircraft fire training evolutions. Maintained supply records and contracts to include; SOW's, RFX's, deliverable's, the department budget, and enforced compliance with NFPA, EPA, and OSHA regulations, as well as life safety codes. I Negotiated contracts with local municipalities for mutual aid in emergency services, and training. I was responsible for the safety of all personnel during flight operations on the base, and conducted numerous aircraft exercises for the US Navy as a nationally certified firefighter II, emergency rescue technician, instructor, etc.

EDUCATION AND TRAINING

- Annual Professional Development Courses

- Doctorate in Pastoral Theology,
  Faith Bible College, December 2015.

MidAmerica Nazarene University

May 2013 – December 2016

I work in the adult professional studies department. I have taught courses in applied project management for working adults that are trying to complete their bachelor degree. I teach the capstone course which encompasses;

- Combining all elements learned during the courses in a cohort in order to maximize project thesis and research methods.
- I teach professional presentation skills
- I teach business feasibility studies
- I teach grant writing
- I teach design intervention for real job applications.
- I teach leadership.

December 1998 – March 2013; Contract Administrator / Captain - Johnson County SO Administrative Bureau

- Statement of Work Experience as a Contract Administrator for Johnson County Sheriff's Office. I reviewed regularly the SOW's to include; The scope of the projects being contracted, the contract deliverables, reviewed Johnson County Sheriff's Office responsibilities, reviewed the contracted service providers responsibilities, reviewed and submitted questions and assumptions being made by our organization, disclaimers, remuneration, signatures, etc. My detailed analysis of many contracts SOW's led to improvement in contract services, and recovered money.

- I provided for the achievement of the Administrative Bureau's mission and objectives through planning, coordinating, directing and evaluating contracts under the direction of the Chief Financial Officer. We helped save almost half a million dollars in contract deliverables.

- I worked with accountants, legal teams, and quality assurance departments to prepare and review contracts and grants for fairness, equity, and enforceability. This included researching the Consumer Price Index's during contract negotiations for cost saving measures for performance related contract deliverables and audits.

- Engaged critical thinking skills to create long and short-term goals in accordance with contractual and business commitments after conducting detailed financial analysis of contract deliverables, SOW's, and financial capital summary reports. I also reconciled the discrepancies to improve accountability and save money.

- Dedicated staffing analysis of contract staffing patterns of many companies like Correct Care Solutions, and ARAMARK.

- Reviewed the SOW's submitted by several telecommunication companies like; GTL, Paytel, and Securus. RFX's are easier to generate if the SOW is accurate, and precise regarding project deliverable's, remuneration, and responsibilities of all parties involved.

- Negotiate contracts and/or participate in contract negotiations, as assigned. This included RFX's, RFI's, and RFP's for better sourcing. The SOW's had to be clear and concise in order to spell out the expectations and requirements of the various parties participating in the projects.

Christia E. Alou

62 NE 93rd Street
Miami Shores, FL 33138

(305) 389-8401 cell
cealou@hotmail.com

Proven Government Relations Professional with a track record of success seeking an opportunity to use leadership and interpersonal skills in a progressive work environment

EXPERIENCE

Village of El Portal, Miami, Florida
08/17 – Present ***Village Manager, Chief Executive Administrator***

- Direct all operational tasks necessary for municipal function
- Supervise city departments and staff through department heads, including Public Safety Department directed by its Chief of Police and sworn officers
- Implementation of all capital improvement projects, including a septic to sewer conversion and storm water management improvement projects
- Prepare, monitor, and execute the city budget, including submittal of proposed budget package to council annually with options and recommendations for its consideration and approval
- Public relations and relationship building and maintenance, including representing the municipality in a variety of settings, meet with citizens, civic groups, businesses, and other stakeholders
- Seek opportunities and research issues important to the city and advise the mayor and the council on the best course of action
- Oversee all hiring, recruitment, dismissal, discipline and suspensions of municipal staff
- Serve as the main technical advisor to the council on overall governmental operations
- Participate in all council meetings, committee meetings, special council meetings, and other official meetings of the municipality

Alou Law, PA Miami, Florida
01/14 – Present ***Attorney and Consultant/Government Affairs and Labor and Employment***

- Generate and direct federal state, and municipal government affairs programs
- Execute termination documents, employment contracts and mediation for Florida businesses
- Advise, establish, participate in coalitions; act as liaison to various groups/projects, special interests groups
- Develop relationships with key legislators and their staff, and government department administration to advocate the goals and desires of association
- Represent associations, businesses either as a participant or advisor to develop and present testimony and public policy
- Organize, examine, track and administer federal/state/municipal activities
- Act as an information funnel to associations, provide technical resources for legislators and their staff, committees
- Provide clients with development updates in their field and provide strategic advice

Board of Directors and Advisory Board Memberships, Miami, Florida

4/15 – present Board Member Adrienne Arsht Center for the Performing Arts, Finance Committee
1/14 – present Advisory Board Member, Miami Dade County Building Better Communities
3/08 – 10/16 Advisory Board Member, Miami Shores Village Recreation Board
1/15-6/16 Board Member, Secretary, Dominican American National Foundation
10/09 – 11/13 Board Member Vice President, Friends Who Lunch (Inactive organization)

- Co-founded, established a charitable organization comprised of South Florida professionals committed to the community through philanthropy and community outreach. Conducted the business start-up and business wind-down (Friends Who Lunch)
- Strategic planning, organizational management, organizational development

- Lobby local and national elected officials for support of charitable causes and Friends Who Lunch's priority organizations, coalition building with local leadership, business owners to advance the mission of the organization
- Plan, coordinate and execute fundraising events and opportunities, including Susan G. Komen of Ft. Lauderdale/Miami Affiliate, Lotus House, and Miami Gay Men's Choir
- Public speaking, media relations, press releases and press packages for fundraising events
- Design and execute membership drives and recruit membership
- Coordination of corporate sponsorships

Miami Dade County Board of County Commissioners, Miami- Florida
7/06 – 04/08 ***Legislation and Policy Director (Aide), District 3***

- Generate and direct federal state, and municipal government affairs programs
- Execute termination documents, employment contracts and mediation for Florida businesses
- Advise, establish, participate in coalitions; act as liaison to various groups/projects, special interests groups
- Develop relationships with key legislators and their staff, and government department leadership to advocate the goals and desires of association.
- Represent associations, businesses either as a participant or advisor to develop and present testimony and public policy
- Organize, examine, track and administer federal/state/municipal activities
- Act as an information funnel to associations, provide technical resources for legislators and their staff, committees
- Provide clients with development updates in their field and provide strategic planning with District 3 Commissioner, Chairperson Audrey M. Edmonson

Ohio Civil Rights Commission (Government of State of Ohio)
1/04 – 2/06 ***Director, Office of Public Affairs***

- Agency spokesperson and government liaison
- Lobby and draft legislative language, consult with state legislators and the state executive branch on Ohio civil rights policies and related legislation
- Develop, deliver educational communications campaigns and initiatives, speeches, community and statewide briefings, agency newsletter, and all printed materials
- Research national and local civil rights laws and trends, and set the agency's legislative agenda
- Direct agency public relations and educational campaigns
- Establish and execute statewide events
- Supervise public affairs, legislative affairs, electronic publications and community service staff

Executive Office of the Mayor Office on Latino Affairs
(Government of District of Columbia)
4/02 – 11/03 ***Executive Director***

- Liaison between Latino community and the Mayor of the District of Columbia, and District government agencies
- Supervise staff in community outreach, grants management, and oversee annual budget of $3 million in grants to Latino community based organizations and programs
- Public relations and development of media campaign to inform Latino residents of important government services and programs, and political issues as they relate to the community
- Collaborate with embassies of Latin countries on accessing services for Latino community in the District
- Assist local Latino community-based organizations in the identification of funding opportunities and technical support in proposal writing and business development, and assist local Latino small businesses in technical support and economic development

Self- employed
2/01 – 04/02 ***Attorney***

- Representation of individuals and corporations in mergers and acquisitions, immigration, family, and labor and employment law, quality control/ privilege review of documents produced to the Federal Trade Commission for mergers (Pepsi/Gatorade, Pillsbury/GM, Northrup Gruman, Valero Oil Refineries, Compaq/Hewlitt Packard)

Verrill & Dana, LLP, Washington, D.C. and Portland, ME
1/98 – 1/01 ***Legislation and Sports Law Specialist and Labor Associate***

- Lobbied members of US Congress for baseball anti-trust, Major League Baseball Players Association
- Marketing and public relations for recruitment and retention of clients
- Representation of migrant workers and class members in labor and employment disputes against large corporations
- Supervised staff, administrative and client recruiters, to build Sports Law practice
- Provide counseling to colleges and universities on regulations for eligibility, gender issues, recruitment and equal employment
- Conducted legal research and legal writing, legal document preparation and translations (Spanish/English)
- Counseled corporate clients in labor relations, employment mediation, equal employment opportunity issues, client education and training, immigration and employment contracts

Shapiro, Robinson & Associates, Baltimore, MD
4/97 – 12/97 ***Attorney/ Latino Client Services Director***

- Supervised staff in recruitment of Latino clients
- Recruit clients through marketing activities
- Coalition building for practice expansion into Latin countries (Dominican Republic, Venezuela) and Puerto Rico
- Negotiation and management of client employment and endorsement contracts
- Prepared United States Immigration documents and filings for clients
- Provided statistical analysis for client salary arbitration and negotiation
- Developed and produced marketing materials, reviewed business proposals

Congressional Hispanic Caucus Institute, Inc. (CHCI), Washington, D.C.
3/92 – 12/96 ***Media and Public Relations Specialist***

- Program coordination of national Latino youth congressional internship programs
- Program coordination of corporate and public policy fellowships for Latino professional education students Produced videos, television and radio public service announcements for national Latino youth leadership projects
- Public relations and promotions of annual National Hispanic Heritage Month issues conference, electronic town hall meeting, music concerts, art showing and festival
- Supervised staff and volunteers in special events (Annual Gala, Press Conferences, Community Concerts and Program promotions events)

ACTIVITIES

Active Member, Florida State Bar
Member, The Links, Inc. Miami Biscayne Bay Chapter
Freelance Writing
Spanish Language Proficiency

EDUCATION
University of Maryland School of Law, Baltimore, MD
Juris Doctor

Howard University, Washington, DC
Bachelor of Arts, Broadcast Journalism, Minor in Spanish

Roy "Steve" Shiver

Summary of Qualifications
Homestead, FL 33035
roysteveshiver8_4ep@indeedemail.com
786-205-7113

Multi-faceted, accomplished, and strategic professional, with a distinguished career in the corporate and public sectors and a solid reputation for spearheading growth and creating long-term partnerships to accomplish organizational goals. Exemplifies extensive knowledge in government and business administration, large-scale project management and organization/team building to achieve operational efficiencies. Frequently tapped for management oversight consulting, skilled in rapid conflict resolution and the analysis of difficult business and social issues facing our communities today. Expert in establishing strong, professional relationships with partners, clients, and executives across industry and business lines.

Awards and recognitions include:

~Technology Leader of the Year, Public Technology Institute (PTI)
~Named Who's Who in Miami, Miami Metro Magazine
~Named one of the Most Powerful in Miami, Miami Business Magazine
~Up and Comer of the Year, South Florida Business Journal and Florida, International University College of Business
~Numerous awards and recognitions from community organizations, civic clubs and government associations

Willing to relocate: Anywhere

Work Experience

EXECUTIVE DIRECTOR • South Florida Police Benevolent Association, Inc.
South Florida Police Benevolent Association - Miami, FL
2018 to 2019

• Worked with newly elected union president and board of directors through transition of new administration.
• Positioned the non-profit for growth as reflected in strategic planning, smart and creative execution, and outstanding member service enhancements resulting in over 1,000 new members within the same period.
• Contributed strategic insights in streamlining budgeting and office administration with administrative oversight of all support personnel and 6-member legal team.
• Work with Executive Board members to plan coordinate several fundraising events to include writing scripts, coordinating multimedia and awards for two record setting annual Law Enforcement Awards Galas with over 950 attendees and Governor Ron DeSantis as our keynote speaker in 2019.
• Built and maintained long-term quality personal and professional relationships built on trust, communications, and professionalism.

CITY MANAGER -

City of Opa Locka, Florida - Opa-locka, FL
September 2015 to November 2015

Within a short period of time, I worked to successfully balance a budget of $20,000,000 a task that had not been done in the previous four years. Also, found numerous irregularities and instances of corruption which resulted in bringing in a Governor's Financial Oversight Committee and the FBI resulting in numerous arrests.

COUNTY MANAGER - Miami-Dade County, Florida

2001 to 2003

• Handpicked by county leaders to work as county manager of one of the largest local governments in the Southeastern U.S. with 30,000 employees and more than 40 departments.
• Initiated the development of various technological innovations, including the 3-1-1 call center, an unprecedented
collaborative effort of county and municipal governments.
• Successfully led the development and enhancement of the award-winning Miami-Dade web portal (www.miamidade.gov), which continually receives international acclaims for its wide array of information and direct and easy communication between residents and county government.
• Among other notable and significant accomplishments while Miami-Dade County Manager, successfully
negotiated and carried out one of the largest and most timely improvement projects having issued over $400
million in public works contracts in 30 days to provide jobs and improve Miami-Dade County after the attacks of September, 2001.

MAYOR & CITY COUNCILMAN - City of Homestead, Florida

1993 to 2001

After the devastation of Hurricane Andrew, progressively made Homestead and South Miami- Dade County one
of the most rapidly developing areas in the country, and Homestead became recognized as the "8th fastest growing
small city" in the U.S.
• Worked hand in hand with Former Miami-Motorsports Founder Ralph Sanchez and later NASCAR Executives to plan coordinate and construct a world renowned motorsports complex - Homestead-Miami Speedway resulting
in attracting the coveted NASCAR National Championship race held in Homestead, Fl. until 2019.
• Successfully re-elected in 1999 with an overwhelming majority.
• Pioneered and established solutions that significantly impacted bottom-line growth.

CAREER POSITIONS

OWNER

TCBY, National Franchise - Homestead, FL
1995 to 1997

Owner-Real Estate Broker

Century21 Shiver Realty - Homestead, FL
1993 to 1997

Mr. Rodney Lucas
P.O. Box 763
Bunnell, Florida 32110
Email Address: rodneylucas27@gmail.com

March 1, 2020

Board of Commissioners
The Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023

Dear Commissioners:

I am interested in filling the Town of Pembroke Park, Town Manager position. I learned about the job posting through the Florida League of Cities website and found my talents and experiences match your requirements for the position.

I'm a results-oriented and strategic leader with over 10 years of executive management experience in accomplishing remarkable outcomes in city management, economic and community development. Currently, I'm working for the City of Bunnell, Florida as the Community Development Director and I'm called upon by the City Manager to complete special assignments on behalf of his office. I'm relied upon for my input in the day to day operation of the City.

I have an extensive knowledge of day-to-day operations related to administration, preparing a city budget, monitoring and execute it in the proper manner. Furthermore, conducted public meetings with different types of groups such as stakeholders, businesses and citizens from the city. Under my direction as the Interim City Manager, City of Groveland, I was able to get City Council to approve the largest land acquisition in the history of Lake County, approve a City budget of $34 million with over 60 projects for the FY 2017 – 2018 and secure financing for a new $4.5 million public safety complex which is currently being built as well as a new outdoor downtown amphitheater and splash park at Lake David planned for under my direct supervision.

My city management experiences and knowledge above shows my leadership qualities and how using performance-based programs can be completed in a timely manner when projects are planned appropriately through strategic Commission workshops. My drive to make a town the very best it can be, makes me an ideal selection for this position. If you have any questions, please don't hesitate to contact me at (352) 449-2353 or email: rodneylucas27@gmail.com.

Sincerely,

Rodney D. Lucas

RODNEY D. LUCAS
P.O. Box 763
Bunnell, Florida 32110
| (352) 449-2353 | e-mail: rodneylucas27@gmail.com

PROFILE SUMMARY

Results oriented candidate with over ten years of progressively responsible senior management experience in public administration managing responsibilities in local, county and state governments. Excel in visionary leadership and collaborative team environments with all governments, nonprofits and private entities in resolving local municipal issues and priorities. Demonstrated proficiency in coordinating programs and interfacing with professionals of all levels; coupled with strong ability to assess services and support, including human service programs and general information dissemination. Profound knowledge of the government policies pertaining to budgeting, accounting and finance coupled with outstanding knowledge of municipal election laws and procedures. Highly skilled in city planning and zoning, economic development, and personnel management as well as possess strong concepts of all State and Federal laws and regulations. Great knowledge and understanding of MS Office (Word, Excel, PowerPoint and Outlook).

WORK EXPERIENCE

CITY OF BUNNELL, FLORIDA
Community Development Director **2018 - Current**
Direct the Planning, Zoning, Building Permits, Code Enforcement, Housing and Economic Development and Community Redevelopment Area (CRA) divisions and related programs, including Comprehensive Plan, development, land use, annexation, and other related activities. Work closely with the City Manager to manange special projects regarding economic development incentives, affordable housing, homelessness, land development code policy revisions, negotiate city contracts, assist with corporate fundraising for City events and other assignments as requested. Point person for building department new iWorq software data conversion.

CITY OF GROVELAND, FLORIDA
Interim City Manager, (11/16 – 12/17) **2014 - 2018**
City Manager's Office
Managed the day to day operations of the City with a population of 15,205 with 121 employees and operating budget of $34 million. Served as Public Information Officer, set city priorities through City Council retreats using strategic planning and performance measurements.

Director, Community Development Department **(03/16 - 11/16)** (formerly Assistant Director, 6/14 - 3/16) As director, oversaw Building Department, Planning and Zoning, Economic Development, Community Redevelopment Agency (CRA) and Code Enforcement divisions and managed the State of Florida's DEO's CDBG Housing Grant Initiatives. Lead person to over new $300,000 building department TRAKiT software data conversion.

***CRA Liaison,* (6/14 – 12/17)** Set monthly agenda and managed CRA budget of $760,248 and grew budget to $1.3 million and the redevelopment of Lake David Park. Oversaw Community Redevelopment Agency (CRA) day to day operation for redevelopment, events promoting downtown and businesses and façade grant for businesses located within in the CRA district.

***Project Manager,* (6/14 – 12/17)** Managed $650,000 Florida Department of Economic Opportunity (DEO) Small Cities Grant through the Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. Orchestrated City inter-local agreement with Lake County, Florida to provide Home Investment Partnership (HOME) Program to city residents.

***Economic Development Manager*, (6/14 - 10/16)** Coordinated, directed, and implemented economic development and CRA incentive programs and projects that support commercial, office, and industrial development inititive based on performance based evaluation using workforce, salesdomestic and international and small business development initiatives. Recruited 10 businesses to Groveland through economic developement and tax increment incentives. Increased business property value by $14,403,280 in taxable real estate tax income for the City. Established effective working relationships with public and private entities, public officials and other agencies.

ADDITIONAL GOVERNMENTAL WORK EXPERIENCES

CITY OF KANSAS CITY, MISSOURI **2011 - 2014**
Customer Service Specialist, City Manager's Office 3-1-1 Action Center
Recruited by the City Manager to work in the the 311 Action Center. Field citizens inquiries and request for city services in the City's call center.

CITY OF GLADSTONE, MISSOURI **2011 - 2012**
Management Intern, City Manager's Office
Recruited to fill Management Intern position. Researched high-level issues as they arose through special project assignments. Participated with the City Manager on budget, capital improvements, management team and city council meetings.

STATE OF MISSOURI, JEFFERSON CITY, MISSOURI **1995 - 1996**
Minority and Women-Owned Business Certification Coordinator
Managed from inception, develop and manage a statewide minority and women-owned business enterprise certification program for 12,000 businesses state wide to receive state contracts.

CITY OF LAS VEGAS, NEVADA **1993 - 1995**
Neighborhood Services Coordinator
Managed HUD Technical Assistance Grant. Established and managed $250,000 revolving line of credit program to purchase, rehab, resale forclosured HUD homes to establish a community self-sufficiency housing/jobs program. Recruited investors i.e. Magic Johnson, Sugar Ray Leonard and Andre Agassi to invest in the Westside of Las Vegas.

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY, KANSAS **1992 - 1993**
Program Manager
Managed the Community Housing Investment Partnership (C.H.I.P) program. Developed from stratch to increase home ownership throughout the City of Kansas City, Kansas. Leveraged $1.2 million in first mortgages from private financial institutions to assist over 25 families.

CITY OF GLADSTONE, MISSOURI **1991 - 1992**
Intern
Worked with Economic Development Manager and produced several research reports on local area businesses and completed Master Thesis with collected data and the impact of decisions by local government supporting the rapid growth of big businesses within the City of Gladstone.

ENTREPRENEURIAL WORK EXPERIENCES

CLEAN SITE OF KANSAS CITY, MISSOURI **1996 - 2011**
Owner and President
Started a consultant, construction cleaning and janitorial company from inception. Grew revenues to $40,000 a month. Managed over $200,000,000 in construction projects and oversaw as many as 50 staff and contractors. Ran an operational budget of $500,000. Prepared and presented financial reports to outside agencies, governmental officials, and financial lenders to secure loans and project funding and maintained financial compliance for loans and insurance requirements.

EDUCATION & PROFESSIONAL CERTIFICATIONS

Florida State University, Certified Public Manager Program, 8/2016
University of Missouri at Kansas City (UMKC), Kansas City, Missouri
MPA - Non-Profit Management, 20 + hours towards MBA – Entrepreneurship, 7/2009
Park University (Formerly Park College), Parkville, Missouri
BA – Finance, 5/1987 and MPA – Public Management, 5/1992

MILITARY SERVICE

- Honorable Discharge, United States Marine Corps, Reservist (1984-1990)

PROFESSIONAL AFFILIATIONS

- Member, International City/County Management Association (ICMA)
- Member, Florida City County Management Association (FCCMA)
- Member, Florida Redevelopment Association
- Enrolled in Florida Redevelopment Association (FRA) Certification - CRA

HOBBIES AND INTERESTS

- Restore classic vehicles - Collector of rare and fine items - Playing racquetball and golf

VOLUNTEER AND SERVICE WORK

- Committee Member, River to the Sea Transportation Planning Organization (TPO)
- Member, Flagler County Affordable Housing and Homelessness Committees
- Former Board member, Lake-Sumter Metropoliaton Planning Organization (MPO)
- Former Board of Director South Lake Chamber of Commerce
- Former Member South Lake Chamber of Commerce, Econ. Dev. Policy Committee
- Former Member of the Lake County Economic Development Advisory Board

(REFERENCES FURNISHED UPON REQUEST)

Kevin Knutson, ICMA-CM

15626 37 Avenue
Surrey, British Columbia V3Z 0L4

604.404.9270
kevinknutson@yahoo.com

The Honorable Town Commission
Town of Pembroke Park
3150 SW 52nd Ave.
Pembroke Park, Florida 33023

Dear Mayor Mohammed, Vice Mayor Clark and Commissioners Cohen, Dieuveille, and Jacobs:

I am pleased to submit my resume for the Town Manager position. I've been away from Broward County for the past decade, but lived and worked there for 37 years. My family and I are eager to return to our home and I was delighted to see that you have a need for a local government professional with my skill set.

Over my thirty year career in municipal government, I have had the opportunity to be involved in all aspects of municipal management, across all departments, including budget, public safety, human resources, economic development, redevelopment, parks, public works, community development, and dozens of projects requiring inter-agency cooperation.

One of the most unique experiences I have in my work history was my central role in implementing innovative quality management tools in Coral Springs that were key reasons that the City was honored as the first state or local government to be awarded the Malcolm Baldrige National Quality Award in 2007. I was part of a team that conclusively proved that government can operate at the same level as the best run companies in the world.

Looking at the criteria in the job description, I have demonstrated the necessary knowledge, skills and abilities:

- Thirty years working in local government administration and operations;
- Recognized national expert in strategic planning;
- Eight years managing budgets ranging from $115 million to $320 million, with an emphasis on fiscal resiliency;
- Twelve years of senior level leadership and personnel management for up to 1,250 employees;
- Seven years of setting quality standards and evaluating satisfaction;
- Six years of communications and resident engagement, including serving as chief spokesperson for two cities;
- Hands-on implementation of innovative approaches to local government service delivery, including process management, Lean, six sigma, and GE Work-Out methodologies;
- Four years of economic development experience with a multi-jurisdictional approach; and
- A participatory, emotionally intelligent, and collaborative leadership style.

My emphasis from day one will be on authentic engagement with the community, board, and staff; long-range strategic thinking; continuous process improvement; data-based decision making; and high quality customer service.

I look forward to hearing from you about my candidacy. I can be reached on my cell phone (604) 404-9270 or via e-mail at kevinknutson@yahoo.com.

Thank you for your time and consideration.

Sincerely,

Kevin Knutson

Kevin Knutson, ICMA-CM

15626 37 Avenue
Surrey, British Columbia V3Z 0L4

604.404.9270
kevinknutson@yahoo.com

Local government executive leadership, strategic planning, budget, process management, performance management, media relations, and communications expert with 21 years of experience in high-performing municipal governments and eight years in local government consulting. Strong record of successfully delivering large, complex, and politically sensitive projects while creating productive and robust relationships between government and constituents.

Additional areas of expertise include:

Performance management	Process improvement	Strategy development
Financial analysis	Financial forecasting	Intergovernmental relations
Data analysis and reporting	Customer service management	Facilitation
Emergency management	Economic development	Governance
Community Relations	Crisis and emergency communications	Media relations
Social media	Citizen engagement	Lean/six sigma/GE Work-Out

Experience & Results

Envisio Solutions, Inc. — 09/2018-present

Strategy and performance management software, 100+ local government clients, founded in 2012

Vice President of Planning & Performance Solutions

- Contribute to the development, marketing, sales and customer success functions for a SaaS solution providing strategic plan management, public dashboards, performance management, and integrated employee performance evaluations.
- Provide thought leadership and deliver webinars, presentations, journal articles and blog posts.
- Assist customers in addressing organizational culture issues, designing planning systems, conducting training, facilitating board workshops, communicating with residents, and improving performance management.

Management Partners, Inc. — 03/2012-08/2018

Local government management consulting, 1,000+ clients in 42 states, founded in 1994

Regional Vice President, 05/2012-08/2018
Senior Advisor, 03/2012-05/2012

- Manage all activities of the eastern practice covering 32 states from the Atlantic Ocean to the Rocky Mountains. Supervise professional consultants and management analysts, coordinate business development and client relations, and provide oversight for all projects in the region. **Managed 202 projects for 124 different clients.**
- Manage operational assessment, long-range financial planning, and process improvement projects. Serve as facilitator for goal setting, strategic planning, and governance workshops.

City of Reno, Nevada 01/2008-02/2012

218,000 population, $320 million budget, 1,123 employees, 7 council members, council-manager government

Assistant City Manager, 08/2011-02/2012

- Direct oversight of Human Resources; Neighborhood Services (including public information, media relations, Council support, and call center); Federal, State, and local intergovernmental affairs; grants management; Community Resources; economic development; and the Reno Redevelopment Agency.
- Organized Northern Nevada Economic Development Coalition's "ReCharge Nevada" event that brought together more than 200 stakeholders to kick-off a regional economic development effort.
- Provided executive oversight of numerous projects and committees, including shared services; managed competition; negotiations on tax increment agreements and sales tax districts; redevelopment land sales; facility leases; parks development; and fire deconsolidation.
- Acted as Emergency Operations Center Director and management liaison during November 2011 Caughlin Fire (2,000 acres, 9,500 evacuated) and January 2012 Washoe Drive Fire (3,200 acres, 10,000 evacuated).
- Performed level two grievance resolution for several bargaining units; negotiated resolutions. Chaired health benefits appeal committee. Lead negotiator for collective bargaining.

Interim City Manager, 03/2011-06/2011
Interim Executive Director, Reno Redevelopment Agency, 03/2011-06/2011

- Unanimously appointed as interim city manager. Provided leadership to a redevelopment agency with two districts, a new AAA baseball stadium, numerous catalyst projects, and retail properties.
- Prepared, presented and adopted $170 million Fiscal Year 2011-2012 General Fund budget that began to provide steps toward **financial stability** for the first time since the recession began in 2008, by adding $3.8 million to stabilization reserves, investing $4.0 million in capital projects, and shoring up fund balances across all fund types.
- During the recession, negotiated agreement with International Association of Firefighters after 15-month impasse before going to binding interest arbitration, meeting the City's goal of **7.5% reduction in salaries** with related benefits, including no salary increases for the next two years. Negotiated contract with Fire administrative union that had been at impasse for 12 months before going to fact-finding by an arbitrator. Closed two-year contracts with three Police bargaining units and a professional group with various concessions.
- Successfully avoided State takeover of City finances when process was initiated in February 2011. The City of Reno met 11 of 23 conditions defining "severe fiscal emergency" under Nevada Revised Statutes, and was called before Senate Revenue Committee, Assembly Taxation Committee, and the Committee on Local Government Finance. Developed corrective action plan to remedy all issues. Negotiated with Department of Taxation.
- Planning and negotiations with creditors of a **$634 million debt portfolio** experiencing severe revenue losses.

Director of the Office of Management & Budget, 06/2010-08/2011

- Designed budgetary response to major revenue losses, including a 30% drop in sales tax related revenues and a 16% drop in ad valorem property taxes. **Implemented budget reductions totaling $27 million**. Staff reductions totaled 32% over two years, from 1,648 to 1,123.
- Implemented process improvement program using lean manufacturing tools. First project in business licensing division reduced cycle time from 30-day to 6-day average and **generated more than $90,000 a year in savings.**

- Managed professional staff engaged in Community Development Block Grant program, federal grants program, homelessness initiative and Community Assistance Center, neighborhood stabilization program, low income housing, American Recovery & Reinvestment Act programs, and federal legislative lobbying.

Director of Community Relations, 01/2008-06/2010

- Direct responsibility for public relations, media relations, issue management, crisis communications, Reno TV (channel 213 on Charter Communications), the City's web site (reno.gov), the City's intranet (CORE), advertising, in-house video production, and numerous other print collateral for City of Reno. **Reduced overall cost** of community relations function **by $1.1 million** between 2008 and 2010.
- Managed community relations and ombudsman programs, including a neighborhood services program, eight Neighborhood Advisory Boards, the Community Pride Grant program ($220,000 - $440,000), Reno Direct call center (45,000+ calls per year), and town hall meetings.
- Launched Reno's first blog, *Around the Arch*, in April 2009. Developed and implemented social media communications outreach using Facebook (13,500+ fans), YouTube (127,500+ video views, 187 subscribers), Twitter (3,700+ followers), Flickr, LinkedIn (440+ followers), and Friendfeed. Wrote and established social media policies and procedures. Program won 2011 3CMA Award of Excellence – Social Media.

City of Coral Springs, Florida 05/1991-01/2008

135,000 population, $170 million budget, 820 employees, 5 commissioners, council-manager government

Director of Communications & Marketing, 11/2005-01/2008

- Creative and editorial direction of *Coral Springs* magazine, *CityTV* (channel 25 on Advanced Cable Communications), *CityRadio* (AM 1670), the City's web site (coralsprings.org), the City's intranet (The Knowledge Network), advertising, public relations, media relations, in-house video production, and other print collateral.
- After a 2006 comprehensive redesign, **market penetration** of *Coral Springs* magazine, mailed to 53,000 households and commercial addresses, was **72%**, well above the major local daily, the South Florida Sun-Sentinel, at 46%. (Readership as a percent of total population.) This was a significant increase from 60% in 2006. In 2007 was awarded 3CMA's Savvy Award for best magazine.
- Planned campaign, wrote and directed design of advocacy materials for a General Obligation bond issue that **generated 84% votes in favor of the referendum** during a period of public concern over tax rates. The campaign won the 2006 3CMA Award of Excellence - Community Issue.
- Resident satisfaction with communications in Coral Springs **rose from 89% in 2005 to 92% in 2007**. Satisfaction ratings for major communications vehicles in 2007 included 83% for *CityTV*, 91% for the magazine, and 89% for the website.

Budget & Strategic Planning Manager, 10/1998-11/2005

- Managed the preparation and execution of an annual operating budget of up to $135 million and a capital budget of $15 million for a large municipality (population 132,000), **maintaining or lowering ad valorem tax rates each year**, from 1998 through 2005.
- Created strategic planning process that linked policy direction to operations at all levels. Directed a professional staff that created reports, forecasts, variance analyses, trend analyses, financial models, and feasibility studies for

revenues, programs, and capital acquisitions. Prepared and delivered financial and statistical reports and presentations. Established policies and internal controls. Performed internal audits and program evaluations.

- Developed, wrote, designed, and published Strategic Plan, Business Plan and Budget documents that won the Government Finance Officers Association Distinguished Budget Presentation Award from 1998 through 2005. For 2001 through 2005, budget documents were given additional designations as an "Outstanding Policy Document," "An Outstanding Communications Device," "An Outstanding Financial Plan," and as an "Outstanding Operations Guide." Received special recognitions for Capital Improvement Program and for integration of performance measures numerous times.
- Mostly based on the strategic planning model and financial results, City of Coral Springs General Obligation Bonds and Water & Sewer Bonds were **rated AAA** by Moodys, Standard & Poors, and Fitch-ICBA from 1998 through 2005.
- Managed organization-wide performance measurement system, linking operational management to strategic goals. Performed performance audits and analyzed results. Charter member of the Florida Benchmarking Consortium. Charter participant in ICMA Center for Performance Measurement.
- Directed managed competition program. Wrote winning bid for City's Utility Billing Team during privatization of billing function. Wrote winning bid for operation and maintenance of a 60 acre community park. Wrote successful bid to provide neighboring city with Fire Rescue service in 2004. Successfully outsourced ongoing park maintenance and management of a performing arts center.
- **Central participant in implementing quality management program based on Baldrige criteria, culminating in 1997 and 2003 Florida Governor's Sterling Awards and the 2007 Malcolm Baldrige National Quality Award for Performance Excellence,** making Coral Springs the first government to earn the Baldrige Award. Served as a Sterling Examiner in 2001-2002. Coral Springs was also selected as the first entity to receive the Florida League of Cities' City of Excellence Award in 2004 and was listed in Money Magazine's Ten Best Places to Live in 2006.
- Coral Springs' Strategic Planning process was used as a best practice model for performance measurement in the National Partnership for Reinventing Government and the American Quality & Productivity Center and was a case study in Bob Paladino's *Five Key Principles of Corporate Performance Management* (2007) and Shayne Kavanagh's *Financing the Future: Long-Term Financial Planning for Local Government* (2007). Budget process was featured in the 2001 edition of GFOA's *Best Practices in Public Budgeting*.

Senior Budget Analyst, 07/1996-10/1998
Museum Director, Coral Springs Museum of Art, 10/1995-07/1996
Director of Event Services, Professional Facilities Management, 10/1994-10/1995 (subcontractor to City of Coral Springs)
Acting General Manager, Coral Springs Center for the Arts, 04/1994-10/1994
Business & Information Systems Manager, Coral Springs Center for the Arts, 05/1991-04/1994

Other Positions
Box Office Manager, Omni Auditorium, Broward College, 10/1989-05/1991
Sound Engineer/Stagehand/Gaffer's Assistant, Freelance/Self-employed, 06/1982-05/1991
Overseas service in the US Army, 3rd Infantry Division, 12/1984-12/1986 (Honorable discharge, 10/1992)

Education

Senior Executives in State & Local Government	John F. Kennedy School of Government, Harvard University, 2011
Leadership Development Program	Center for Creative Leadership, 2007
Incident Command System Certificates	Federal Emergency Management Administration, 2006 - 2010
Certified Public Pension Trustee	Florida Public Pension Trustees Association, 2006 - 2008
Advanced Government Finance Institute	University of Wisconsin - Madison, 2005
Board of Examiners Training	Florida Sterling Council, 2000
Certificate in Strategic Management	Florida Institute of Government, 2000
Master of Fine Arts in Creative Writing	Florida International University, 1995
Bachelor of Arts in English	Florida International University, 1991
Associate of Arts in Liberal Arts	Broward College, 1988

Selected Professional Activities

International City/County Management Association (ICMA)

Achieved Credentialed Manager designation, 2011

Member, Digital Strategies Advisory Board

Government Finance Officers Association (GFOA)

Advisor to the Budget & Fiscal Policy Committee

Member, Resiliency Task Force

City-County Communications & Marketing Association (3CMA)

Communicator of the Year, 2011

Active in the Alliance for Innovation, Engaging Local Government Leaders, and the Florida City/County Management Association

Recent Presentations and Publications

- "Building Trust through Strategy and Performance Communications"; City-County Communications & Marketing Association Annual Conference in Denver, Colorado on September 5, 2019.
- "Be a Data Storyteller"; City-County Communications & Marketing Association Webinar; August 20, 2019.
- "Three key elements to effective strategy deployment: How Maplewood drives strategy to the front line"; Alliance for Innovation's *Local Government Solutions Journal*; June 13, 2019.
- "Does Your Budget Support Your Strategy? Three Things You May Be Missing"; Alliance for Innovation *Local Government Solutions Journal*; December 6, 2018.
- "Building Trust through Strategic Planning"; *GovLove* Podcast; October 2, 2018.
- "Finding Your Leadership Mojo"; *Government Finance Review*; February 2017; Vol. 33, No. 1; pp. 46-49.
- "Social Media: Telling the Story of Local Government"; International City/County Management Association 102nd Annual Conference, Kansas City, Missouri; September 27, 2016. (Included in the Local Government 201 curriculum.)
- "Experimenting with Innovation"; *Government Finance Review*; April 2015; Vol. 31, No. 2; pp. 46-49.
- "Getting Past the Quick Fix: On the Road to Financial Resiliency"; *Government Finance Review*; October 2012; Vol. 28, No. 5; pp. 32-36.
- *Images of America: Coral Springs*; Arcadia Press, May 2003. Co-written with Wendy Wangberg.
- Editor for authors Reid Ewing and Michael King; *Flexible Design for New Jersey's Main Streets*, New Jersey Department of Transportation and the Vorhees Transportation Policy Institute at Rutgers University, 2002.

Personal Attributes

- In a 2007 Center for Creative Leadership Benchmarks 360-degree review, the greatest strengths identified by superiors, peers, and direct reports included being a quick study, resourcefulness, straightforwardness and composure, doing whatever it takes, and **leading employees**. In a second 360-degree designed to identify leadership competencies, highest scores were for **ethics, leading change, embracing flexibility, and leveraging differences. The lowest score for any of the 11 competencies was 4.48 on a five-point Likert scale**.
- The ICMA Management Practices Applied Knowledge Assessment in 2011 showed an overall score of 91% (as compared to the ICMA median of 84%) and identified scores significantly higher than the median (15 points or more) in the following core content areas: **staff effectiveness; initiative, risk taking, creativity and innovation; technological literacy; budgeting; financial analysis; human resources management; strategic planning; and media relations.**
- Team creativity climate assessment in 2007 showed very high scores from direct reports for **supervisory encouragement**, work group supports, and freedom.
- A 2012 DiSC Management Assessment showed my management style as heavily leaning toward **Support, Encouragement,** and **Collaboration**. The behavioral strengths identified included:
    - Likes a fast pace, change and variety
    - Quick to act and creates a sense of urgency in others
    - Enjoys challenges and competition
    - Can move forcefully to get results
    - Uses direct, action-oriented approach to solving problems

NOTICE OF PUBLIC MEETING

Special Meeting to Select a Town Manager

NOTICE IS HEREBY GIVEN that a Selection Committee Meeting Interviews for Town Manager will be held on Thursday, April 30, 2020 and Friday, May 1, 2020 at 12:00 PM. The meeting shall be held in the Town of Pembroke Park Commission Chambers, 3150 SW 52 Avenue, Pembroke Park, FL 33023.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD)

DECORUM - ALL COMMENTS MUST BE ADDRESSED TO THE COMMISSION AS A BODY AND NOT TO INDIVIDUALS. ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS, OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE COMMISSION, SHALL BE BARRED FROM FURTHER AUDIENCE BEFORE THE COMMISSION BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE COMMISSION IS GRANTED BY THE MAJORITY VOTE OF THE COMMISSION MEMBERS PRESENT. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OR IN OPPOSITION TO A SPEAKER OR HIS/HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE ALLOWED IN THE COMMISSION CHAMBERS. PLEASE MUTE OR TURN OFF YOUR CELL PHONE OR PAGER AT THE START OF THE MEETING. FAILURE TO DO SO MAY RESULT IN BEING BARRED FROM THE MEETING. PERSONS EXITING THE CHAMBER SHALL DO SO QUIETLY.

Marlen D. Martell
Interim Deputy Clerk

PUBLIC NOTICE
April 30, 2020

Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	5/13/2020
Subject:	open Posttions update
Initiated by:	☐ City Commission ☐ City Attorney ☑ City Manager / Staff
Prepared by:	Name & Title: Yolanda Menegazzo, HR
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	No attachments – verbal update. List of qualified
Fiscal Impact:	candidates to follow.
Policy Question(s) for Commission Considerations:	
Summary:	update for Commission on open positions
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	None
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	5/13/2020
Subject:	Customer Service + Professional Communication Training
Initiated by:	☐ City Commission ☐ City Attorney ☑ City Manager / Staff
Prepared by:	Name & Title: Yolanda Menegazzo, HR
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	PDF Customer Service + Professional Communication Training
Fiscal Impact:	$0.00 Training Cost. Recommended monthly $20 gift card reward for employee of the month.
Policy Question(s) for Commission Considerations:	
Summary:	Training request by Mayor, and Commission.
Background:	Prepared by LagomHR.
Discussion/Analysis:	Discussion for approval, roll out May 2020, and
Options:	
Advantages:	Enhanced customer service + professional interactions.
Disadvantages:	None.
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	Recommend to implement May 2020.
Additional Action Needed:	

Customer Service and Professional Communication in the Workplace

Lagom HR

PHONE **ETIQUETTE**

- Always introduce yourself and the Town of Pembroke Park when receiving a call!
- Take clear and **detailed** messages
- Always **ASK** before you place anyone on hold!
- Once they agree to be placed on hold, **never place on hold for too long**
- No filler words like "um's" or "uh's." **Use professional language**!

Remember to SMILE!
Smiling can be heard through the phone!

PHONE **ETIQUETTE**

EXAMPLES

Answering a Call:
"Good afternoon, thank you for calling the Town of Pembroke Park. This is Sarah speaking. How may I assist you?"

Transferring a Call:
"My supervisor would be able to help you with this matter. May I transfer your call?"

Placing a Call on Hold:
"May I place you on a brief hold?"

*Remember not to leave caller on hold for too long!

Taking Caller off of Hold:
"Thank you so much for holding, _____"

Taking a Message:
"Sally is not available at the moment. Would you like to leave a message?"……

"Allow me to repeat the information to ensure I have everything correct."….

"Again, my name is Yolanda and I'll be sure to provide this message to Sally. Thank you for calling. Have a great day."

Closing out a Phone Call:
ALWAYS FINISH THE CALL BY THANKING THE CALLER!
"Thank you for calling the Town of Pembroke Park. Have a nice day!"

EMAIL **ETIQUETTE & BEST PRACTICES**

- Who is your audience?
- **ALWAYS re-read emails**
- Ensure proper email TONE
- Specific and clear subject lines
- Review recipients and attachments
- **No unnecessarily lengthy emails!**

EMAIL **ETIQUETTE**

EXAMPLES

Email Greetings:

"Hello! I hope this email finds you well."
"Good morning! I hope you enjoyed your weekend."
"Hello team!"
"Mr. Smith, thank you for reaching out to the Town of Pembroke Park."

Seeking an Answer, Advice, or a Solution:

"Good morning! I'd love to get your advice on…"
"Hello! When you have the chance, I'd like to touch base on…"
"Good afternoon, I'm reaching out in regards to…

Email Follow Up:

"May you please provide me with an update on…"
"As we discussed on your phone call, …"
"I'd like to follow up with you about…"

Closing out an Email:

"Thank you so much for your assistance!"
"Have a great day!"
"It was a pleasure working with you."
"It was a pleasure assisting you."

PROFESSIONAL **ACKNOWLEDGEMENT**

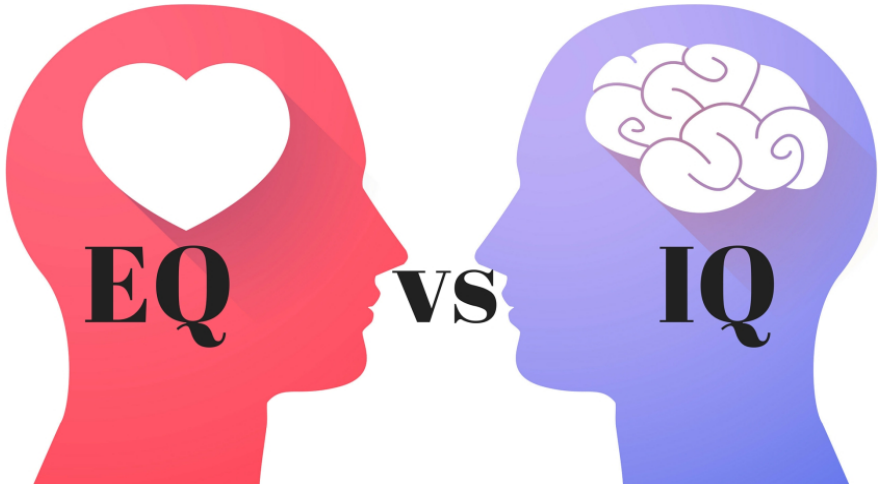
- **Following up** is extremely important and makes the person you are communicating with feel reassured and "seen."
- **Always reply to emails**, even if it's just to **confirm** that you've received it.
- If you miss a call or someone leaves a message, **always call back**!

ALL MISSED CALLS, VOICEMAILS, AND MESSAGES MUST BE RETURNED WITHIN THREE (3) BUSINESS DAYS – BUT ASAP IS BEST PRACTICE!!!

"Hello! My name is Sally from the Town of Pembroke Park, I am returning your call."

PROCEDURES FOR DIFFICULT PEOPLE AND SITUATIONS **IN THE WORKPLACE**

- Always **remain calm**. ATTITUDE IS CONTAGIOUS!
- **Perspective**: put yourself in the shoes of the person you are dealing with. Seeing the situation from their eyes may make you understand their frustrations.
- Treat the other person with **respect**…even if they are wrong!



BEST PRACTICES FOR DIFFICULT PEOPLE AND SITUATIONS **IN THE WORKPLACE**

- Re-iterate the issue. Confirm you understand the problem.
- Offer potential solutions.
- **POSITIVE LANGUAGE**! Focus on what you CAN do and not what you CANNOT do.

I don't know what to tell you. This is not my department.

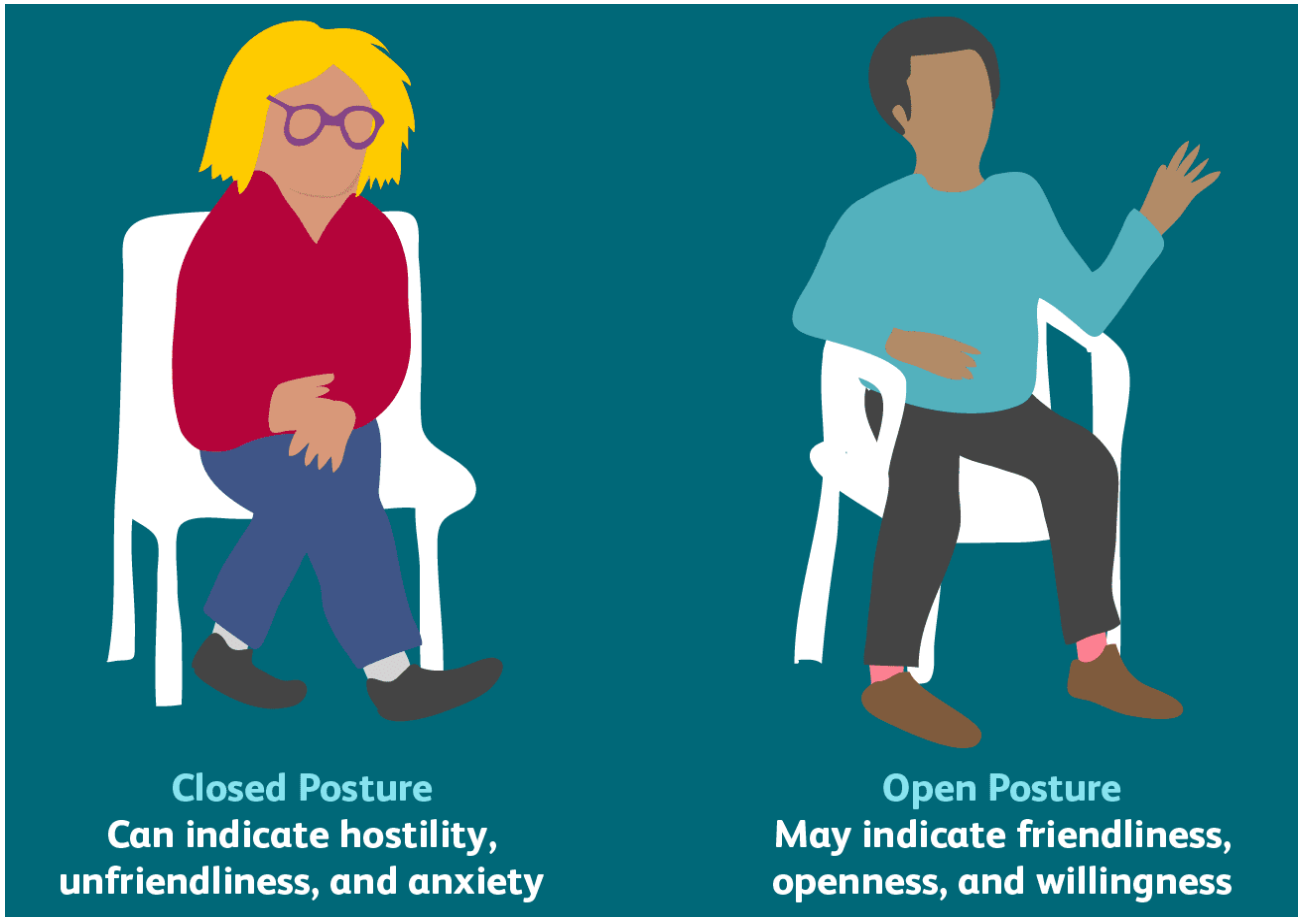
VS

Please allow me to look into this matter and get back to you as soon as possible.

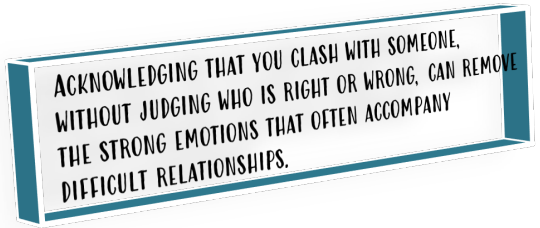
VERBAL AND NON-VERBAL **COMMUNICATION**

- Affirmative sounds and words like "yes" and "I understand" make your visitors, coworkers and staff feel understood.
- Learn to listen, not just hear!
- Open ended questions can stimulate dialogue.

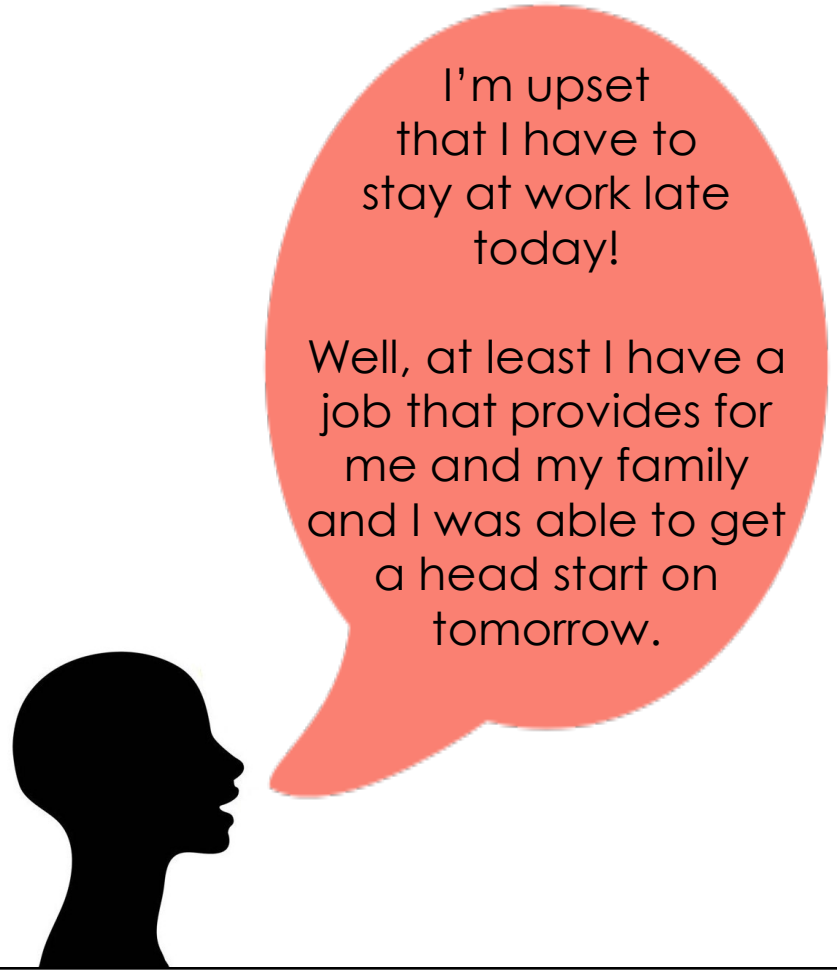
VERBAL AND NON-VERBAL **COMMUNICATION**



- Body language: open posture goes a long way!
- Keep calm even when stressed!



PERSONAL EMOTIONS **IN WORKPLACE**



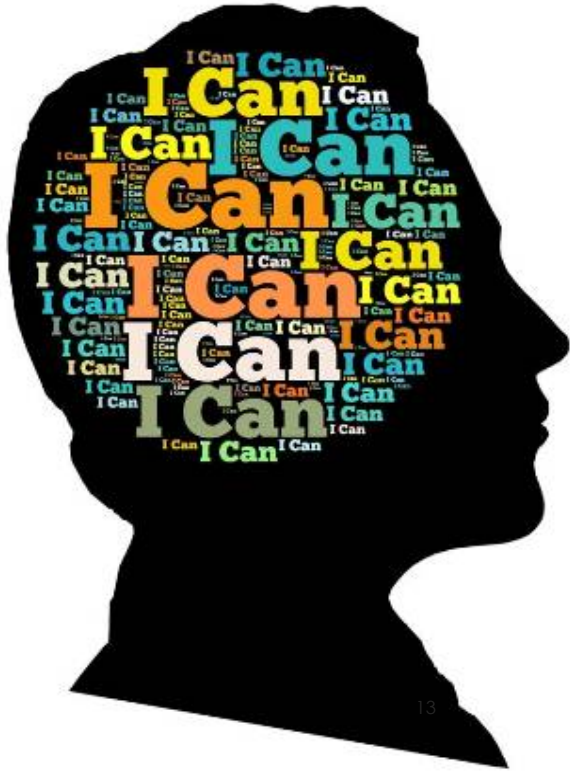
- Compartmentalize if possible: Try your best to keep your work and home life separate.
- **Stop and evaluate**: Why are you upset? How can you communicate your point in a way that will have the best possible outcome?
- Find positivity in the situation!
- Be grateful for your employment, your co-workers, your benefits, & your life. There is always someone who has a harder life than you do. Be grateful for what you have. Use that gratitude and energy to develop positive relationships!

PERSONAL EMOTIONS **IN WORKPLACE**

- Are you upset? Well….it's not worth it.
- **Contribution**: remember that what you bring to your workplace is your contribution. Is a negative attitude what you want to bring to work today?
- Professional courtesy is **REQUIRED**, not expected, but required.
- SMILE! You never know how your smile can positively impact someone's day.

ATTITUDE!

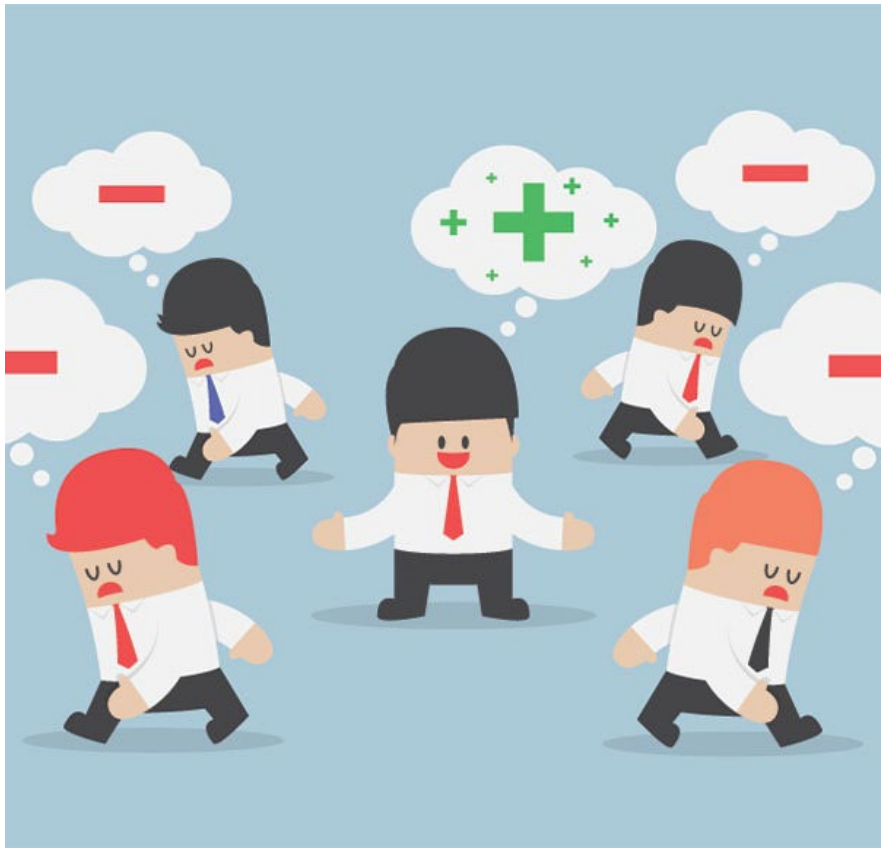
- Attitude is everything!
- Being positive and helpful is contagious. As a **leader/supervisor**, having a positive attitude can influence those around you to have the same.
- Be patient! Although something may seem "obvious" or simple to you, it may not be to others. You never know if you have the answer others are seeking!



Managers have the responsibility to be the EXEMPLARY employee!

ATTITUDE!

- Remember to be confident!
  - Confidence makes you more secure about what you are doing and saying, and will make others feel the same way as well.
- First Impressions are critical!
  - People will generally make the first judgement of you within the first 5-10 seconds of meeting you. Make them count!



MONTHLY THEMES

Starting June 1st, we will be focusing on one (1) theme of customer service and professionalism each month. Employees will be sent a reminder to submit all recommendations to nominate employees that have excelled in that monthly theme!

June: Best Phone Etiquette
July: Smiling & Positive Attitude
August: Best Email Etiquette
September: Make Lemonade Out of Lemons
October: Helpfulness & Teamwork
November: Positive Compliments
December: Creativity & Problem Solving

Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	5/13/2020
Subject:	Deputy Clerk Position – Job Description + Ordinance + Recruitment Plan
Initiated by:	☐ City Commission ☐ City Attorney ☑ City Manager / Staff
Prepared by:	Name & Title: Yolanda Menegazzo, HR
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	
Fiscal Impact:	None
Policy Question(s) for Commission Considerations:	Process review – Town Attorney
Summary:	Process review by Town Attorney on Recruitment Plan, Job Description Review, + Ordinance question
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	None
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

The Town of Pembroke Park Job Description

Administrative Services Director/ Deputy Town Clerk

EEO Class Code: First/Mid-Level Officials and Managers
Union Status: Unclassified
FLSA Code: Exempt

Department: Administration

Supervises: Administrative Assistant to Administrative Services Director/Deputy Town Clerk, Records Management Specialist, Receptionist, Contracts Administrator, IT Administrator

Position Reports To: Town Commission (Deputy Town Clerk duties)
Town Manager & Assistant Town Manager (Administrative Services duties)

Sworn: Yes

Job Specifications

NATURE OF WORK

The Administrative Services Director/Deputy Town Clerk serves as the official manager for all administrative functions in the areas of Office of the Clerk, Records and Contracts Management, Reception Services and Information Technology. Under the direction of the Town Commission this position is responsible for ensuring that all Town records, bids, public notices, public records requests, and Commission and Board meeting minutes and agendas are in compliance with all federal, state and local regulations. The Administrative Services Director/ Deputy Town Clerk is expected to perform all administrative duties with the highest level of ethics, efficiency and adherence to best practices.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Administrative Services Director include but are not limited to:

- Maintain public records by updating public information on various outlets.
- Process all public records requests.
- Stay abreast of all information pertaining to new legislation.
- Attend all Town Commission meetings and record minutes for both public and closed sessions.
- Create and distribute meeting agendas.

- Furnish information about meetings to the public.
- Educate the staff on compliance with federal, state, and local regulations related to public notices, public records requests, Town Charter, and Town Code of Ordinances.
- Manage lobbyist registration.
- Manage local election process by ensuring local standards are met at the polls, coordinating with Broward County Elections Department, submitting ballot information to the Elections Department, publicizing the election information, and obtaining the final election results and campaign reports.
- Reviews and approves transcribed minutes for Commission meetings.
- Provides support for various community and municipal events.
- Responsible for ensuring that all Town social media content meets public information standards.
- Act as a liaison between the Town Commission, the staff, and the public.
- Distribute public correspondence and ensure that municipal records are accessible to the public.
- Oversee the Town boards meetings in relation to public notices, meeting minutes, and public records requests.
- Coordinates with the Finance & Budget Department regarding the RFP process.
- Supervise the Receptionist to ensure excellent customer service is received by all callers and visitors of Town Hall.
- Supervise the IT Administrator to ensure both short-term and long-term information technology strategic plans are implemented and departments have the proper technological resources to complete their duties and responsibilities efficiently.
- Supervise all staff in the Clerk's Office.
- Supervise the Contracts Administrator position to ensure contracts are active and vendors are compliant with performing the services stated in the professional services agreement.
- Any/all other duties and projects assigned by the Commission for Deputy Town Clerk duties and the Town Manager / Assistant Town Manager for all administrative duties.
- Any/all other assigned duties as dictated in the Town of Pembroke Park Code of Ordinances Division 6 Section 2-99 Administrative Services Director.

KNOWLEDGE, ABILITIES AND SKILLS

Employees in the position of Administrative Service Director/Deputy Town Clerk should have:

- 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.
- High proficiency in computer skills from electronic records management to email communications.
- Project management skills including short term and long term planning.
- Excellent verbal and written communication skills.

- Proficiency in taking meeting minutes.
- Organization skills to maintain accurate records that are easily accessible.
- Knowledge of records management systems.

MINIMUM REQUIREMENTS

- Minimum of 5 years of experience in public administration required.
- Minimum of 2 years working in a municipal Clerk's office preferred.
- Bachelor's Degree in Public Administration, Business Administration, Public Relations/Political Science, Human Resources, Finance, Accounting, or related field.
- Master's Degree in Public Administration preferred.
- Proficiency in iCompass preferred.
- Certified Municipal Clerk 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.
- 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.
- May be requested to work nights and weekends for special town events, Commission meetings/workshops, emergencies, and other Town-related activities.

Reviewed By:

Employee Name	Title
Signature	Date
Human Resources Name	Title
Signature	Date
Town Commission Name	Title
Signature	Date
Town Commission Name	Title
Signature	Date
Town Commission Name	Title
Signature	Date
Town Commission Name	Title
Signature	Date

Town Commission Name	Title
Signature	Date
Assistant Town Manager Name	Title
Signature	Date

RESOLUTION NO. 2020-057

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO EXECUTE A PARTIAL RELEASE OF DECLARATION OF UNITY OF TITLE RELATING TO EXCELENTE, LLC, A FLORIDA LIMITED LIABILITY COMPANY; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID PARTIAL RELEASE OF DECLARATION OF UNITY OF TITLE FOR AND ON BEHALF OF TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Excelente, LLC, a Florida limited liability company, submitted a site development plan application for the following described property located in the Town of Pembroke Park, Broward County, Florida (hereinafter referred to "Subject Property")

THE WEST 10 FEET OF LOT 9, THE WEST 10 FEET OF LOT 9A, LOTS 10, 10A, 11, 11A, 12, AND 12A; THE EAST 55 FEET OF LOT 13, AND THE EAST 55 FEET OF LOT 13A, ALL IN BLOCK 50, OF THE RESUBDIVISION OF LAKE FOREST SECTION FOUR, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 43, PAGE 45, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; and

WHEREAS, Excelente, LLC executed and delivered a Unity of Title in favor of the Town of Pembroke Park relating to the Subject Property as a condition for the approval of site development plan application, said Unity of Title being recorded January 10, 2020 as Instrument Number 116280708 in the Public Records of Broward County, Florida; and

WHEREAS, the Florida Department of Transportation desires to acquire the north 10 feet of the Subject Property for the purposes of future transportation improvements on Hallandale Beach Boulevard (State Road 858); and

WHEREAS, it is necessary for the Town to release the north 10 feet of the Subject Property from the aforesaid Unity of Title in order for Excelente, LLC to

convey the north 10 feet of the Subject Property to the Florida Department of

Transportation.

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

Section 1: That the above recitals are true and correct and are incorporated in this resolution by reference herein.

Section 2: That the Town is authorized to execute the Partial Release of Declaration of Unity of Title releasing the north 10 feet of the Subject Property from that certain Unity of Title from Excelente, LLC to Town of Pembroke Park recorded January 10, 2020 as Instrument Number 116280708 in the Public Records of Broward County, Florida.

Section 3: That the Mayor is authorized and directed to execute and deliver said Partial Release of Declaration of Unity of Title for and on behalf of the Town and to affix the seal of the Town thereto.

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

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

PASSED AND ADOPTED this 13th day of May, 2020.

ATTEST:

_____
ASHIRA A. MOHAMMED
Mayor-Commissioner

_____
GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution No. 2020- Partial Release of Unity of Title.FN24416E.docx

AGENDA ITEM REPORT

To:	Town Manager
Subject:	Keith & Associates 09630.M8 SW 30th Av Stormwater Project Proposal - Work Authorization #8 4-14-2020
Meeting:	DRAFT SPECIAL COMMISSION MEETING - May 04 2020
Department:	Public Works
Staff Contact:	Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

Town was directed to request a proposal from Keith & Associates for the SW 30th Avenue drainage improvement. See proposal

FINANCIAL IMPACT:

$188,000

RECOMMENDATION:

Resolution to proceed with the project

ATTACHMENTS:

09630.M8 SW 30th Av Stormwater Project Proposal - Work Authorization #8 4-14-2020

KEITH

April 3, 2020

Todd Larson
Town Engineer / Public Works Director
Town of Pembroke Park
3150 SW 82nd Avenue
Pembroke Park, FL 33023
Phone: (954) 966-4600 x212
TLarson@townofpembrokepark.com

RE: Wok Authorization #8
Project Name: SW 30th Avenue Stormwater Improvement Project
Project Location: SW 30th Avenue between Hallandale Beach Boulevard & Pembroke Road
Our Project/Proposal Number: 09630.M8

Dear Mr. Larson:

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 stormwater improvements project of SW 30th Avenue between Hallandale Beach Boulevard and Pembroke Road. The project will consist of a stormwater structures, pipes and exfiltration trenches. The preferred route will be selected by the CLIENT after the route study report has been completed by KEITH.

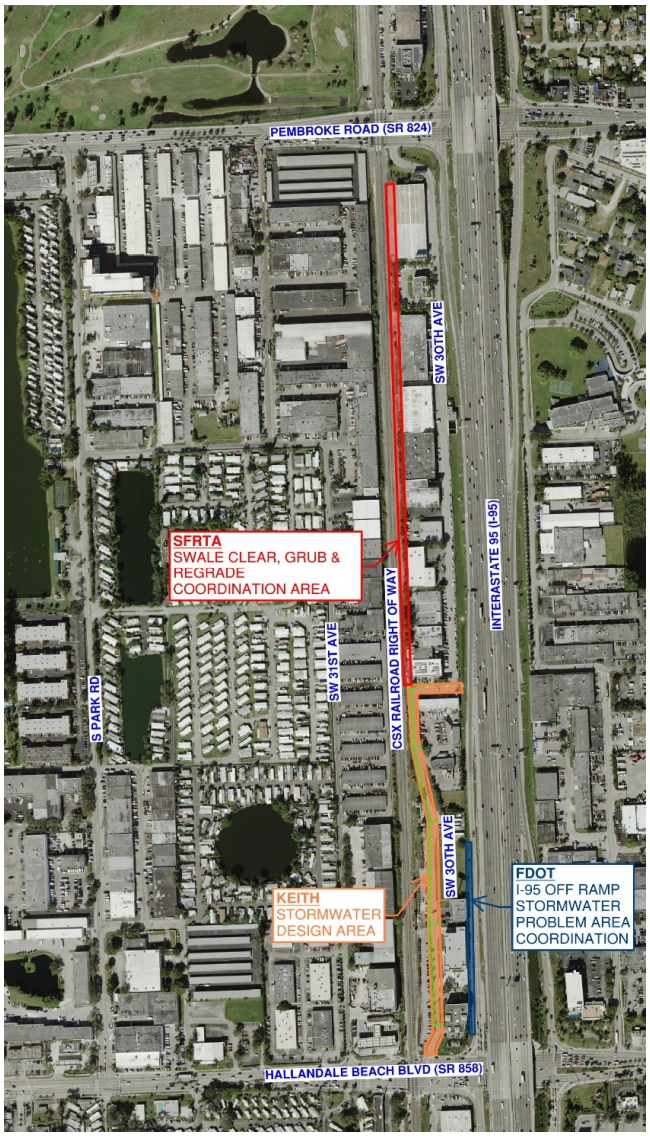
This professional service shall include surveying, analysis of the existing drainage conditions, design, permitting for the proposed drainage improvements, coordination with Florida Department of Transportation (FDOT) District 4 (D-4) for the anticipated stormwater system problems along the Hallandale Beach Blvd Interstate 95 (I-95) exit ramp and coordination with South Florida Regional Transportation Authority (SFRTA) to clear, grub and regrade the existing swale along the easterly CSX railroad right of way (ROW).

SW 30th Avenue - from Hallandale Beach Boulevard to approximately 1,600 ft north along SW 30th Ave. It is anticipated that the new stormwater system will consist of stormwater structures, pipes, exfiltration trenches and a connection to the existing drainage ditch east of SW 30th Avenue along I-95.

Hallandale Beach Blvd I-95 South exit ramp – from I-95 to Hallandale Beach Blvd (approx. 1,600 ft.). It is anticipated that KEITH will be required to coordinate with FDOT D-4 the anticipated stormwater system problems generated by the I-95 Hallandale Beach Blvd exit ramp.

CSX railroad ROW – from Hallandale Beach Blvd to Pembroke Road (approx. 4,200 ft.). It is anticipated that KEITH will be required to coordinate with SFRTA the clearing, grubbing, regrading and maintenance of the existing swale along the easterly CSX railroad ROW.

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_____

☐ 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
☒ Storm Water Prevention
☒ Other Permitting
☒ Other FDOT & SFRTA 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

SURVEY SERVICES

Task 101 Topographic Survey

KEITH shall prepare a Topographic Survey of the area outlined in orange in the exhibit above. Survey shall extend from right-of-way line to right-of-way line. Survey shall show surface improvements such as buildings, roadways, pavement, sidewalks, traffic striping, walls, fences, surface utilities, etc. Trees shall be noted by common name and trunk diameter. Storm and Sanitary structures shall be noted with invert elevation, diameter, material and direction. Survey shall be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). Elevations shall be shown at an interval of approximately 50 feet, including intermediate changes in grade.

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. CONSULTANT is to provide professional services associated with designation and location of existing subsurface utilities. KEITH shall designate all known tone able and non-tone able utilities (within the limits of the yellow highlighted KEITH- Stormwater Design Area) 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. The limits of SW 30th Avenue will include the full right of way of SW 30th Avenue in the yellow highlighted area.

Task 202 Location Services

KEITH will perform up to twenty (20) test holes at specific sites requested by the design engineer. A budget for 5 pervious and 15 impervious locations has been included. 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.

CIVIL ENGINEERING SERVICES

Task 401 Preliminary Engineering / Schematic Design (SD)

Preliminary Civil Engineering Design Plans
KEITH shall research existing available records for the project and prepare preliminary civil engineering plans for the infrastructure improvements to support the processing of the site plan layout for the Project. The preliminary civil engineering plans shall be prepared in accordance with the CLIENT and regulatory agency requirements and will include Paving, Grading and Drainage adjustments and services.

The preliminary engineering plan shall include available existing utility information collected from various sources (Government Agencies, Utility providers etc.). This preliminary utility information will be relied upon by KEITH in the preliminary design phase. Final design will require additional survey and Subsurface Utility investigation to verify the preliminary information supplied to or obtained by KEITH. KEITH will utilize a topographic survey and site plan supplied by the CLIENT, either as identified elsewhere in this agreement or from the CLIENT's other Consultant / Surveyor, as a base for the preliminary civil plans.

Preliminary drainage calculations shall be prepared based performed to address the impacts of the proposed development relating to the requirements of the site plan submission. One preliminary engineering plan will be prepared based on the supplied site plan design.

KEITH shall attend one (1) coordination meeting with the Town to review the schematic design, and integration of the design with existing conditions (including utilities/trees/etc.) and environmental impacts of the project.

Engineering Processing, Coordination and Meetings with Government Agencies / Permit Authorities
KEITH shall coordinate, prepare for and attend meetings with Government Agencies, including project orientation meetings for base-line design agreements, review with Town Public Works, Engineering, and Utility representatives. Also, coordinate with applicable State, and County Agencies required for final permit submittals.

Deliverables

1. Preliminary Design Plans
2. Preliminary Drainage Calculations as required
3. Preliminary Opinion of Probable Construction Cost – For above referenced Design Elements
4. Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 402 Construction Documents (CD) - Final Engineering

Paving, Grading, and Drainage Plans
KEITH shall prepare on-site paving, grading, and drainage construction plans, to support the proposed development, that meet the requirements of the jurisdictional regulatory agencies. Calculations shall be performed to address the impacts of the proposed development relating to the requirements for permit agency submittal. The stormwater management system will address water quality treatment and water quantity storage to meet the requirements of the jurisdictional agencies. It is anticipated that the proposed drainage system will consist of a series of catch basins, pipes, swales, and/or dry retention areas. Exfiltration trenches may be proposed for water quality treatment. Typical sections and standard paving and drainage details and notes for the construction of the paving, grading, and drainage system are included. Soils percolation tests to satisfy regulatory agency requirements will be performed by others as required.

No offsite improvements beyond a direct drainage connection to the immediately adjacent drainage infrastructure are anticipated and as such not included in this Agreement. Fees for these services will be submitted to CLIENT as additional services under a contract addendum if required.

Pavement Marking & Signing Plans
The CONSULTANT shall prepare a signing and pavement marking plan for the project that meets the requirements of the regulatory agencies. This plan shall include standard details and notes.

Erosion Control Plans
KEITH shall prepare an Erosion Control Plan for the project that meets the requirements of the regulatory agencies and for the Contractor's use in preparing and processing the required Stormwater Pollution Prevention Plan (SWPPP), in compliance with the "Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)" through FDEP. The Erosion Control Plan(s) shall include standard details and notes to meet the requirements of the regulatory agencies.

Deliverables

1. Construction Documents (60% and Final Construction Documents) for above referenced Plans
2. Specifications – For above referenced Design Elements (specifications may be included in the plan sheets or a separate documents for inclusion in the Contract Document Specification book.)
3. Drainage Calculations as required
4. Opinion of Cost – For above referenced Design Elements
5. Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 403 Engineering Permitting

KEITH shall attend required pre-application meetings with agencies having jurisdiction over the facilities designed by KEITH, and prepare and submit the permit applications for the construction of the following improvements and process them through the following regulatory agencies:

Development Review

- Town Floodplain Management

Paving, Grading, and Drainage System

- Broward County Environmental Protection and Growth Management Department (BCEPGMD) – Stormwater
- Florida Department of Environmental Protection (FDEP) – Stormwater ERP
- Florida Department of Environmental Protection (FDEP) – NPDES/SWPPP
- Town Public Works and Engineering Division

Pavement Markings and Signage

- County Traffic Engineering Division
- Town Public Works and Engineering

If additional permits are required, KEITH shall process them and the fees for these additional services will be submitted to CLIENT as additional services under a contract addendum if required.

Deliverables

1. Permit applications and submittal documents required for above listed regulatory agencies for the listed project improvements.

Task 404 FDOT & SFRTA Coordination

FDOT Coordination
KEITH and the Town cooperatively shall coordinate with the FDOT to resolve the I-95 Hallandale Beach Blvd. southbound exit-ramp anticipated stormwater drainage problem. The CLIENT is anticipating that run-off rainwater from the exit ramp to flow into the private property along said ramp

SFRTA Coordination
KEITH and the Town cooperatively shall coordinate with the SFRTA to resume the maintenance of the easterly swale along the CSX right of way. The swale needs to be cleared, grubbed and regraded.

Deliverables

1. Coordination Documents and correspondence with the above mentioned agencies

Task 405 Bidding Assistance Services (TBD)

Bidding assistance services – not included at this time

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation (TBD)

KEITH shall provide construction observation services in order to ensure the integrity of the design intent, and certify to the Town of Pembroke Park and other jurisdictional agencies that the construction work has been completed in substantial compliance with the approved documents and permits. Services included in this task are described as follows:

Shop Drawings: KEITH shall review shop drawings, samples and calculations, which the selected contractor is required to submit for review. This review will only be for conformance with the design concept of the project and compliance with the information provided on the design drawings and specifications. Such review will not extend to methods, means, techniques, construction sequence(s) or procedures, or to safety precautions and related programs. KEITH shall also determine the acceptability, subject to TOWN approval, of substitute materials and equipment proposed by contractors.

Periodic Site Visits and Construction Observation: KEITH shall visit the Project at intervals appropriate to the various stages of construction, as KEITH deems necessary to observe as an experienced and qualified design professional to review the progress and quality of the various aspects of the contractor's work. KEITH shall coordinate and attend one (1) Pre-construction Meetings. This task includes construction observation services for an anticipated construction period of eight (8) months. These services will be invoiced on a time and material basis in accordance with our Professional Service Fee schedule (attached).

As-builts Review: KEITH will review the record drawings (as-builts) to ensure substantial conformance to the approved plans. KEITH will only review and reject any particular as-built set a maximum of two (2) times, any additional review will be considered additional services. The contractor will be expected to have the as-builts revised in accordance with all comments.

Final Inspections: KEITH shall participate, with the TOWN's representative, in a semi-final inspection for the purpose of determining if the project is substantially complete, and participate in the preparation of a written "Punch List" of all incomplete, defective or deficient items. Upon notice from the TOWN, participate in a final inspection together with TOWN and contractor representatives to assure that all "Punch List" items are completed and the work is indeed completed in accordance with all contract documents. Upon completion of the final inspection, certify, in writing, that the work in-place is acceptable, subject to any conditions therein expressed.

Final Certification: KEITH will prepare final certification to all appropriate permitting agencies utilizing record drawings for the design from the survey information supplied by the contractor, or by other means agreed to by both KEITH and the TOWN.

Note: It is the contractor's responsibility to coordinate through KEITH the scheduling of testing. KEITH shall represent the TOWN in performing periodic observation of construction as necessary to confirm construction is in accordance with the approved plans.
The construction observation and certification for the civil work is an anticipated construction period for the site work of eight (8) months

We anticipate the following items requiring as-built certification:

- Paving Grading and Drainage System

Note: Construction-related surveying (stakeout, as–builts, etc.) and testing (densities, concrete, LBR'S, etc.) services are not included in this Agreement.

SCHEDULE

SURVEY SERVICES	
Task 101 Topographic Survey	30 Days
SUE SERVICES	
Task 201 Horizontal Designation Services	30 Days
Task 202 Location Services	45 Days
CIVIL ENGINEERING SERVICES	
Task 401 Preliminary Engineering / Schematic Design (SD)	30 Days
Task 402 Construction Documents (CD) - Final Engineering	45 Days
Task 403 Engineering Permitting	120 Days
Task 404 FDOT & SFRTA Coordination	90 Days
Task 405 Bidding Assistance Services	30 Days
CONSTRUCTION/PROGRAM MANAGEMENT SERVICES	
Task 801 Construction Observation	240 Days

COMPENSATION

SURVEY SERVICES		
Task 101 Topographic Survey	$16,500	(Lump Sum)
SUE SERVICES		
Task 201 Horizontal Designation Services	$7,000	(Lump Sum)
Task 202 Location Services	$12,000	(Lump Sum)
CIVIL ENGINEERING SERVICES		
Task 401 Preliminary Engineering / Schematic Design (SD)	$45,000	(Hourly NTE)
Task 402 Construction Documents (CD) - Final Engineering	$70,000	(Hourly NTE)
Task 403 Engineering Permitting	$19,500	(Hourly NTE)
Task 404 FDOT & SFRTA Coordination	$18,000	(Hourly NTE)
Task 405 Bidding Assistance Services	TBD	
CONSTRUCTION/PROGRAM MANAGEMENT SERVICES		
Task 801 Construction Observation	TBD	
Total Fee	**$188,000**	**+ reimbursables**

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT	As to CLIENT
KEITH	Todd Larson, Town Director of Public Works
	Town of Pembroke Park
	Signature: _____
Alex Lazowick	Print Name: _____
President	Title: _____
DATED: _____	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
40 Senior Traffic Engineer (PE)	$160.00
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 7/1/2017

EXHIBIT B

Direct Expenses	Cost per Unit
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: 1st 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 7/1/17

RESOLUTION NO. 2020-058

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER TO WORK AUTHORIZATION #8 WITH KEITH & ASSOCIATES, INC. FOR SW 30TH AVENUE STORMWATER DRAINAGE PROJECT; AUTHORIZING AND DIRECTING THE MAYOR AND TOWN OFFICIALS TO EXECUTE SAID WORK AUTHORIZATION #8 FOR AND ON BEHALF OF THE TOWN; SUPERCEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is in the best interests of the health, safety and welfare of the Town to install a stormwater drainage system on SW 30 Avenue between Pembroke Road and Hallandale Beach Boulevard to service the property owners and businesses in that location, and

WHEREAS, the Town previously entered into a Master Agreement with Keith & Associates, Inc. pursuant to provisions Section 287.055, Florida Statues, commonly referred to as the "Consultations' Competitive Negotiations Act", to provide engineering services to the Town;

WHEREAS, Keith & Associates, Inc. has prepared Work Authorization #8 relating to the SW 30 Avenue Stormwater Improvement Project setting forth the project understanding, approach, project scope, description of services and deliverables, and related matters for the project; and

WHEREAS, the Town staff has reviewed the Work Authorization #8 and has determined it is in compliance with the requirements of Section 287.055, Florida Statutes, and it is in the best interest of the Town to retain the services of Keith & Associates, Inc. for SW 30 Avenue Stormwater Improvement Project.

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

Section 1: The Town is authorized to make and enter to Work Authorization #8 with Keith & Associates, Inc. dated April 3, 2020, for SW 30 Avenue Stormwater Improvement Project, in an amount not to exceed ONE HUNDRED EIGHTY-EIGHT THOUSAND ($188,000.00) DOLLARS, copy of said Work Authorization #8 being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor and appropriate Town officials are authorized and directed to execute and deliver said Work Authorization #8 for and on behalf of the Town.

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 13th day of May, 2020.

ATTEST:

_____
ASHIRA A. MOHAMMED
Mayor-Commissioner

_____
GEOFFREY JACOBS
Clerk-Commissioner

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RESOLUTION 2020-031

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER TO WORK AUTHORIZATION #6 WITH KEITH & ASSOCIATES, INC FOR SW 30TH AVENUE SANITARY SEWER PROJECT; AUTHORIZING AND DIRECTING THE MAYOR AND TOWN OFFICIALS TO EXECUTE SAID WORK AUTHORIZATION #6 FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is in the best interests of the health, safety and welfare of the Town to install a sanitary sewer collection system on SW 30 Avenue between Pembroke Road and Hallandale Beach Boulevard to service the property owners in that location, and

WHEREAS, the Town previously entered into a Master Agreement with Keith & Associates, Inc. pursuant to provisions Section 287.055, Florida Statues, commonly referred to as the "Consultations' Competitive Negotiations Act", to provide engineering services to the Town;

WHEREAS, Keith & Associates, Inc. has prepared Work Authorization #6 relating to the SW 30 Avenue Sanitary Sewer Project setting forth the project understanding, approach, project scope, description of services and deliverables and related matters for the project; and

WHEREAS, the Town staff has reviewed the Work Authorization #6 and has determined it is in compliance with the requirements of Section 287.055, Florida Statutes, and it is in the best interest of the Town to retain the services of Keith & Associates, Inc. for SW 30 Avenue Sanitary Sewer Project.

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

Section 1: The Town is authorized to make and enter to Work Authorization #6 with

Keith & Associates, Inc. dated February 4, 2020, for SW 30 Avenue Sanitary Sewer Project, copy of said Work Authorization #6 being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor and appropriate Town officials are authorized and directed to execute and deliver said Work Authorization #6 for and on behalf of the Town.

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 March, 2020.

ATTEST:

_____
ASHIRA A. MOHAMMED
Mayor-Commissioner

_____
GEOFFREY JACOBS
Clerk-Commissioner

L:\Jordan\Chris\Town of Pembroke Park\Resolutions\Resolution NO. 2020- FN24716E.docx

February 11, 2020

Todd Larson
Town Engineer / Public Works Director
Town of Pembroke Park
3150 SW 82nd Avenue
Pembroke Park, FL 33023
Phone: (954) 966-4600 x212
TLarson@townofpembrokepark.com

RE: Work Authorization #6
Project Name: SW 30th Avenue Sanitary Sewer Project
Project Location: SW 30th Avenue between Hallandale Beach Boulevard & Pembroke Road
Our Project/Proposal Number: 09630.M6

Dear Mr. Larson:

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 forcemain. 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.

This professional service shall include surveying, subsurface utility engineering (SUE), a route study report, design and permitting for the proposed sanitary sewer system project of SW 30th Avenue as described below:

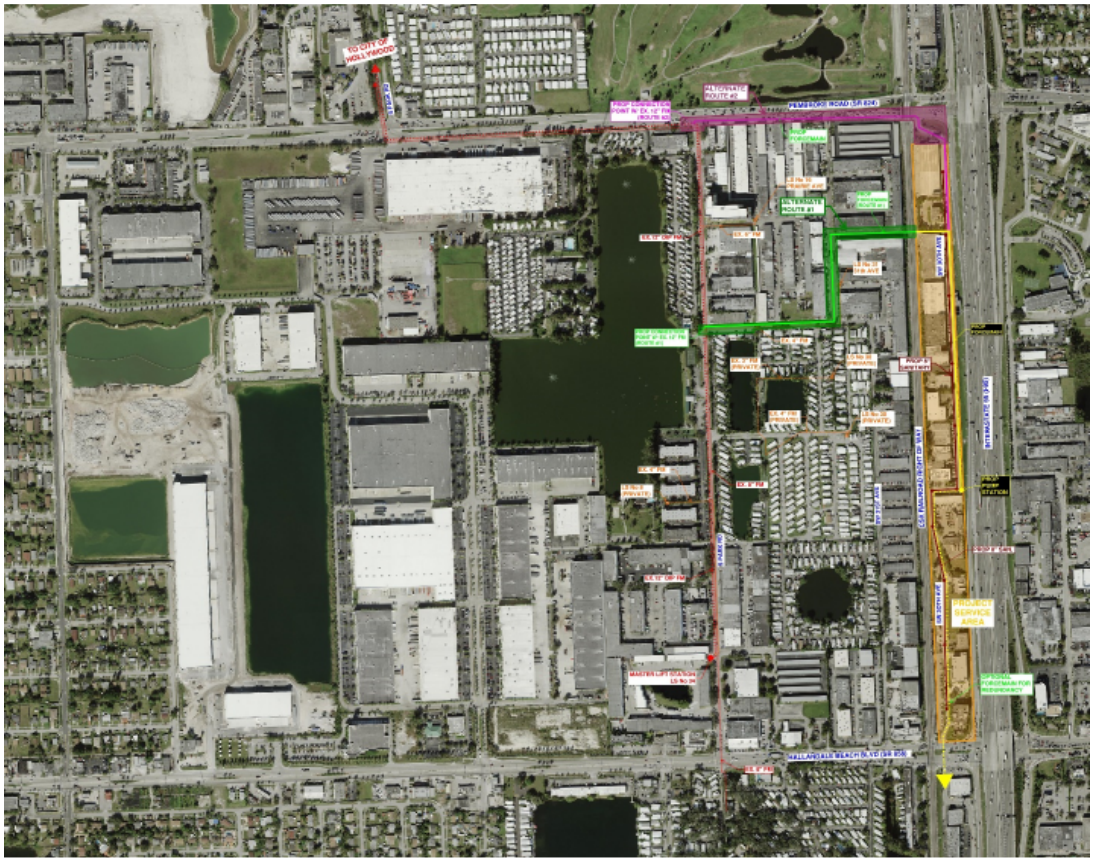
SW 30th Avenue - from Hallandale Beach Boulevard to Pembroke Road (approx. 4,200 ft). It is anticipated that the new sanitary sewer system will consist of a gravity sewer with manhole structures, pipes, and pressurized system with vales, pipes, air release valves, fittings, a pump station, and a connection 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 forcemain 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.

Alternative Route #2 – from SW 30th Avenue to S Park Rd along the southern portion of Pembroke Road right of way and connecting to the existing 12" DIP forcemain on Pembroke Road (approx. 2,350 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.

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_____

☐ 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
☒ Storm Water Prevention
☒ Other_____

☐ 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. CONSULTANT is to provide professional services associated with designation and location 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. The limits of SW 30th Avenue will include the full right of way of SW 30th Avenue. Alternate 1 limits will include the right of way for SW 31st Ave, Carolina St, a section S Park Rd, and in the easement from building's facade extending 15' beyond the north easement line. Alternate 2 limits will include the southern half right of way of Pembroke Rd from SW 30th Ave to 100 feet west beyond the westernmost ROW of S Park Rd.

Task 202 Location Services

Required utility location test holes will be incorporated in the design agreement. Test holes are not included in this proposal.

Task 203 Utility Mapping

KEITH shall survey the paint marks/flags/markers that designate the locations of underground utilities and test hole locations. Surveyed information shall be delivered in an AutoCAD Civil3d file referenced to the Florida State Plane Coordinate System (NAD83/11). Test holes shall be located with Real Time Kinematic (RTK) GPS with the Florida Permanent Reference Network (FPRN) for elevations referenced to the North American Vertical Datum of 1988 (NAVD88)

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 301 Preliminary Route Study Report

Preliminary 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 with the sanitary sewer system within the CLIENT limits

KEITH shall:

1. Review all previously prepared As-Builts/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.
   - Coordinate with City of Hollywood for allocation for the proposed demand.
   - Coordinate with the CSX Railroad for directional drill crossing.
2. 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.
3. Perform site observations in order to obtain a better understanding of the existing utilities patterns and conditions for the project area.
4. 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.
5. 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.
6. Describe the appropriate measures that can be implemented, including identifying viable alignment alternatives or any other engineering techniques.
7. Meet with CLIENT to review these alternatives prior to discussing with jurisdictional agencies.
8. Meet with jurisdictional agencies and/or other stake-holders; including:
   - 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)
9. Based on these meetings, revise the previously described measures that can be implemented, including identifying alignment alternatives or any other engineering techniques that truly viable and “permittable”.
10. 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. Preliminary Route Study report
2. Initial Engineer's Opinion of Probable Cost

Task 302 Preliminary Engineering / Schematic Design (SD) / Site Plan/DRC (TBD)

Preliminary Civil Engineering Design Plans
KEITH shall research existing available records for the project and prepare preliminary civil engineering plans for the infrastructure improvements to support the processing of the site plan layout for the Project. The preliminary civil engineering plans shall be prepared in accordance with the CLIENT and regulatory agency requirements and will include Sanitary Sewer System adjustments and services.

The Preliminary Plans are for regulatory agency (Development Review Committee, DRC), Site Plan review and approval.

The preliminary engineering plan shall include available existing utility information collected from various sources (Government Agencies, Utility providers etc.). This preliminary utility information will be relied upon by KEITH in the preliminary design phase. Final design may require additional survey and Subsurface Utility investigation to verify the preliminary information supplied to or obtained by KEITH. KEITH will utilize a topographic survey and site plan supplied by the CLIENT, either as identified elsewhere in this agreement or from the CLIENT's other Consultant / Surveyor, as a base for the preliminary civil plans.

Preliminary, sanitary sewer calculations shall be performed to address the impacts of the proposed development relating to the requirements of the site plan submission. One preliminary engineering plan will be prepared based on the supplied site plan design.

KEITH shall attend one (1) coordination meeting with the CLIENT and Development Services Department 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.

Engineering Processing, Coordination and Meetings with Government Agencies / Permit Authorities
KEITH shall coordinate, prepare for and attend meetings with Government Agencies, including project orientation meetings for base-line design agreements, review with the CLIENT Engineering, and Utility representatives. Also, coordinate with applicable State, and County Agencies required for final permit submittals.

Deliverables

1. Preliminary Design Plans
2. Preliminary Sewer Calculations as required
3. Preliminary Opinion of Probable Construction Cost – For above referenced Design Elements
4. Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 303 Construction Documents (CD) - Final Engineering (TBD)

Pavement Marking & Signing Plans
The CONSULTANT shall prepare a signing and pavement marking plan for the project that meets the requirements of the regulatory agencies. This plan shall include standard details and notes.

Water Distribution and Sanitary Sewer Plans

KEITH shall prepare sanitary sewer system plans to service the proposed service area. Sanitary sewer calculations shall be performed to address the impacts of the proposed development relating to the requirements for permit agency submittal.

It is anticipated that all existing utility infrastructure is adequate to provide the required sanitary sewer services to the proposed improvements. An evaluation of the existing infrastructure regarding capacity to service the proposed development will be made. Design services for Public Infrastructure improvements required to serve the proposed development will be addressed with a supplemental additional services agreement.

Erosion Control Plans

KEITH shall prepare an Erosion Control Plan for the project that meets the requirements of the regulatory agencies and for the Contractor's use in preparing and processing the required Stormwater Pollution Prevention Plan (SWPPP), in compliance with the "Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)" through FDEP. The Erosion Control Plan(s) shall include standard details and notes to meet the requirements of the regulatory agencies.

Demolition Plan
KEITH shall prepare a Demolition Plans incorporating removal of the existing improvements in conflict with the proposed facilities. This plan shall include standard details and notes. Should permitting be required for this work, it will need to be provided by a licensed demolition contractor.

Note: The use of explosive demolition materials and the assessment for or removal of hazardous materials or toxic waste are not included in these services and will not be incorporated in the Demolition Plan.

Deliverables

1. Construction Documents (60% and Final Construction Documents) for above referenced Plans

2. Specifications – For above referenced Design Elements (specifications may be included in the plan sheets or a separate documents for inclusion in the Contract Document Specification book.)
3. Sewer Calculations as required
4. Opinion of Cost – For above referenced Design Elements
5. Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 304 Engineering Permitting (TBD)

KEITH shall attend required pre-application meetings with agencies having jurisdiction over the facilities designed by KEITH, and prepare and submit the permit applications for the construction of the following improvements and process them through the following regulatory agencies:

Sewer System
- Broward County Environmental Protection and Growth Management Department (BCEPGMD) – Sanitary Sewer
- Florida Department of Environmental Protection (FDEP) –Water and Sanitary Sewer
- Broward County Water and Wastewater (BCWWS) – Sanitary Sewer
- City – Water and Sanitary Sewer

Pavement Markings and Signage
- County Traffic Engineering Division
- City Engineering

If additional permits are required, KEITH shall process them and the fees for these additional services will be submitted to CLIENT as additional services under a contract addendum if required.

Deliverables
1. Permit applications and submittal documents required for above listed regulatory agencies for the listed project improvements.

KEITH shall prepare a signage and pavement marking plan that meets the requirements of the regulatory agencies. This plan will be developed in accordance with the proposed site plan and shall include standard details and notes.

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES
Task 401 Construction Observation (TBD)

KEITH shall provide construction observation services in order to ensure the integrity of the design intent, and certify to the Town of Pembroke Park and other jurisdictional agencies that the construction work has been completed in substantial compliance with the approved documents and permits. Services included in this task are described as follows:

Shop Drawings: KEITH shall review shop drawings, samples and calculations, which the selected contractor is required to submit for review. This review will only be for conformance with the design concept of the project and compliance with the information provided on the design drawings and

specifications. Such review will not extend to methods, means, techniques, construction sequence(s) or procedures, or to safety precautions and related programs. KEITH shall also determine the acceptability, subject to CITY approval, of substitute materials and equipment proposed by contractors.

Periodic Site Visits and Construction Observation: KEITH shall visit the Project at intervals appropriate to the various stages of construction, as KEITH deems necessary to observe as an experienced and qualified design professional to review the progress and quality of the various aspects of the contractor's work. KEITH shall coordinate and attend one (1) Pre-construction Meetings. This task includes construction observation services for an anticipated construction period of eight (8) months. These services will be invoiced on a time and material basis in accordance with our Professional Service Fee schedule (attached).

As-builts Review: KEITH will review the record drawings (as-builts) to ensure substantial conformance to the approved plans. KEITH will only review and reject any particular as-built set a maximum of two (2) times, any additional review will be considered additional services. The contractor will be expected to have the as-builts revised in accordance with all comments.

Final Inspections: KEITH shall participate, with the CITY's representative, in a semi-final inspection for the purpose of determining if the project is substantially complete, and participate in the preparation of a written "Punch List" of all incomplete, defective or deficient items. Upon notice from the CITY, participate in a final inspection together with CITY and contractor representatives to assure that all "Punch List" items are completed and the work is indeed completed in accordance with all contract documents. Upon completion of the final inspection, certify, in writing, that the work in-place is acceptable, subject to any conditions therein expressed.

Final Certification: KEITH will prepare final certification to all appropriate permitting agencies utilizing record drawings for the design from the survey information supplied by the contractor, or by other means agreed to by both KEITH and CITY.

Note: It is the contractor's responsibility to coordinate through KEITH the scheduling of testing. KEITH shall represent the CITY in performing periodic observation of construction as necessary to confirm construction is in accordance with the approved plans.
The construction observation and certification for the civil work is an anticipated construction period for the site work of eight (8) months

We anticipate the following items requiring as-built certification:

- Water System
- Sanitary Sewer System
- Paving Grading and Drainage System

Note: Construction-related surveying (stakeout, as–builts, etc.) and testing (densities, concrete, LBR'S, etc.) services are not included in this Agreement.

SCHEDULE

SUE SERVICES	
Task 201 Horizontal Designation Services	30 Days
Task 203 Utility Mapping	30 Days
CIVIL ENGINEERING SERVICES	
Task 301 Preliminary Route Study Report	45 Days
Task 302 Preliminary Engineering / Schematic Design (SD) / Site Plan/DRC (TBD)	45 Days
Task 303 Construction Documents (CD) - Final Engineering (TBD)	30 Days
Task 304 Engineering Permitting (TBD)	120 Days
CONSTRUCTION/PROGRAM MANAGEMENT SERVICES	
Task 401 Construction Observation (TBD)	240 Days

COMPENSATION

SUE SERVICES		
Task 201 Horizontal Designation Services	$27,000	(Lump Sum)
Task 203 Utility Mapping	$10,000	(Lump Sum)
PLANNING SERVICES		
Not part of this contract		
CIVIL ENGINEERING SERVICES		
Task 301 Preliminary Route Study Report	$20,000	(Lump Sum)
Task 302 Preliminary Engineering / Site Plan (TBD)	$	(Lump Sum)
Task 303 Construction Documents (CD) (TBD)	$	(Lump Sum)
Task 304 Engineering Permitting (TBD)	$	(Lump Sum)
CONSTRUCTION/PROGRAM MANAGEMENT SERVICES		
Task 401 Construction Observation	$	(Lump Sum)
Total Fee	**$57,000**	**+ reimbursables**

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT
KEITH

Alex Lazowick

Executive Vice President

DATED: _____

As to CLIENT
Todd Larson
Town of Pembroke Park
Town Director of Public Works
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
40 Senior Traffic Engineer (PE)	$160.00
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 7/1/2017

EXHIBIT B

Direct Expenses	Cost per Unit
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: 1st 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 7/1/17

KEITH

SW 30TH AVENUE SANITARY SEWER IMRPOVEMENTS PROJECT

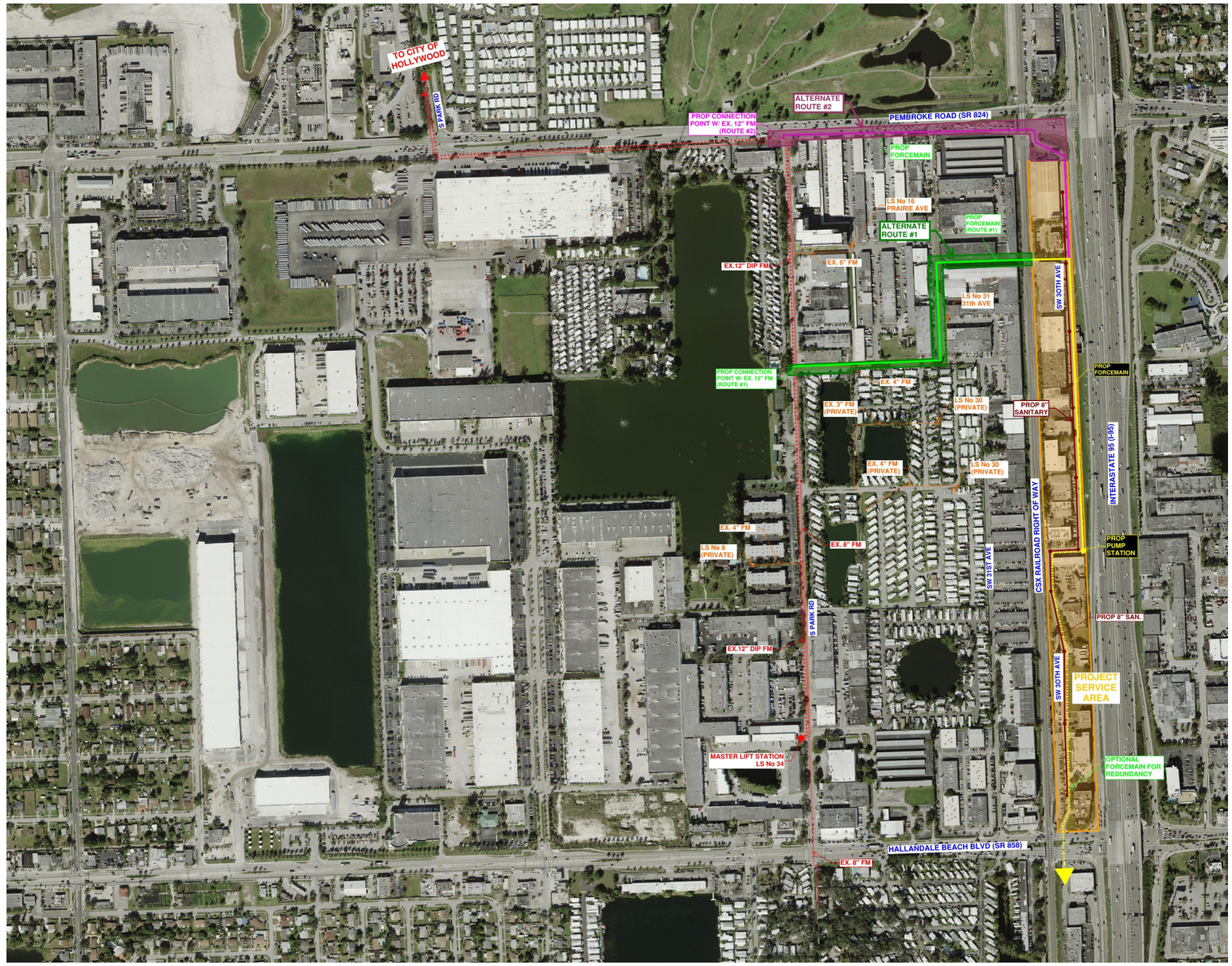
PREPARED FOR

THE TOWN OF PEMBROKE PARK

"The Small Town that Means Big Business"
Pembroke Park
Florida

LEGEND

- PROP. FORCEMAIN
- PROP. PUMP STATION
- OPTIONAL FORCEMAIN
- PROP FORCEMAIN (ROUTE#1)
- PROP FORCEMAIN (ROUTE#2)
- PROP. SANITARY
- PROP. SANITARY MANHOLE
- EX. PUBLIC FORCEMAIN
- EX. PIVATE FORCEMAIN
- EX. MASTER PUMP STATION
- EX. LIFT SATION



SANITARY SEWER ROUTE SCHEMATIC PLAN

Corporate Office
301 E Atlantic Blvd
Pompano Beach
FL 33060
954.788.3400

Miami-Dade County
5805 Blue Lagoon Drive
Suite 218
Miami, FL 33122
305.667.5474

Broward County
2312 S Andrews Ave
Fort Lauderdale
FL 33316
954.788.3400

Palm Beach County
120 N Federal Hwy
Suite 208
Lake Worth, FL 33460
561.469.0992

Orange County
2948 E Livingston Street
Suite 100
Orlando, FL 32803
954.788.3400

RESOLUTION NO. 2020-059

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING MYRIAM JACQUES AS THE TOWN'S PROJECT POINT OF CONTACT WITH THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT FOR THE SW 25TH STREET DRAINAGE PHASE I PROJECT; AUTHORIZING THE ASSISTANT TOWN MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE APPOINTMENT; SUPERCEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has applied to the State of Florida Division of Emergency Management for funding to assist in the completion of SW 25th Street Drainage Phase I Project; and

WHEREAS, the Division of Emergency Management requires that a specific individual is designated as the project point of contact for communication between the Division of Emergency Management and the Town, and to also have signature authority for project documents; and

WHEREAS, the Town Commission desires to designate Myriam Jacques as the primary point of contact and Assistant Town Manager Newall J. Daughtrey as the alternate point of contact for the SW 25th Street Drainage Phase I Project.

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

Section 1: The Town Commission hereby designates Myriam Jacques as the primary point of contact and Assistant Town Manager Newall J. Daughtrey as alternate point of contact for Town of Pembroke Park with respect to the State of Florida Division of Emergency Management SW 25th Street Drainage Phase I Project.

Section 2: That the Town Commission hereby designates Assistant Town Manager Newall J. Daughtrey as the authorized agent for and on behalf of the Town with respect to the SW 25th Street Drainage Phase I Project.

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 13th day of May, 2020.

ATTEST:

_____
ASHIRA A. MOHAMMED
Mayor-Commissioner

_____
GEOFFREY JACOBS
Clerk-Commissioner

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AGENDA ITEM REPORT

To:	Town Manager
Subject:	HMGP point of contact information update for project number 4337-393-R, Town of Pembroke Park, SW 25th Street Drainage-Phase I
Meeting:	DRAFT Agenda Regular Commission Meeting - 13 May 2020
Department:	Public Works
Staff Contact:	Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

Update point of contact to Myriam Jacques

FINANCIAL IMPACT:

None

RECOMMENDATION:

Resolution

ATTACHMENTS:

POC Update Form - SW 25th St

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

WESLEY MAUL
Director

PROJECT POINT OF CONTACT INFORMATION UPDATE

PROJECT NUMBER **4337-393-R**

PROJECT TITLE: **Town of Pembroke Park, SW 25th Street Drainage-Phase I**

NEW PRIMARY POINT OF CONTACT: AS OF: May 6, 2020

NAME & TITLE: **Myriam Jacques**

ADDRESS: **3150 SW 52nd Avenue**

CITY/STATE/ZIP: **Pembroke Park, FL 33023**

PHONE: **954-966-4600, ext 200** FAX: **954-966-9781** CELL: **954-275-2350**

E-MAIL ADDRESS: **MJacques@townofpembrokepark.com**

SIGNATURE: **Myriam Jacques**

ALTERNATE POINT OF CONTACT
NAME & TITLE: **Newall J Daugthrey, Assistant Town Manager**
ADDRESS: **3150 SW 52nd Avenue**
CITY/STATE/ZIP: **Pembroke Park, FL 33023**
PHONE: **954-966-4600, ext 130** FAX: **954-966-5186** CELL: **954-815-0327**
E-MAIL ADDRESS: **njdaughtrey@townofpembrokepark.com**

Restrictions (if any):

****AUTHORIZED AGENT**
NAME & TITLE: **Newall J Daugthrey, Assistant Town Manager**
ADDRESS: **3150 SW 52nd Avenue**
CITY/STATE/ZIP: **Pembroke Park, FL 33023**
PHONE: **954-966-4600, ext 130** FAX: **954-966-5186** CELL: **954-815-0327**
E-MAIL ADDRESS: **njdaughtrey@townofpembrokepark.com**

SIGNATURE: **Newall Daughtrey**

*****PLEASE SEND COPY OF RESOLUTION DESIGNATING INDIVIDUAL AS THE AUTHORIZED AGENT HAVING SIGNATURE AUTHORITY***

PLEASE E-MAIL COMPLETED FORM TO YOUR PROJECT MANAGER

RESOLUTION NO. 2020-060

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING MYRIAM JACQUES AS THE TOWN'S PROJECT POINT OF CONTACT WITH THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT FOR THE JOHN P. LYONS LANE DRAINAGE PHASE I PROJECT; AUTHORIZING THE ASSISTANT TOWN MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE APPOINTMENT; SUPERCEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has applied to the State of Florida Division of Emergency Management for funding to assist in the completion of the John P. Lyons Lane Drainage Phase I Project; and

WHEREAS, the Division of Emergency Management requires that a specific individual is designated as the project point of contact for communication between the Division of Emergency Management and the Town, and to also have signature authority for project documents; and

WHEREAS, the Town Commission desires to designate Myriam Jacques as the primary point of contact and Assistant Town Manager Newall J. Daughtrey as the alternate point of contact for the John P. Lyons Lane Drainage Phase I Project.

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

Section 1: The Town Commission hereby designates Myriam Jacques as the primary point of contact and Assistant Town Manager Newall J. Daughtrey as alternate point of contact for Town of Pembroke Park with respect to the State of Florida Division of Emergency Management John P. Lyons Lane Drainage Phase I Project.

Section 2: That the Town Commission hereby designates Assistant Town Manager Newall J. Daughtrey as the authorized agent for and on behalf of the Town with respect to the John P. Lyons Lane Drainage Phase I Project.

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 13th day of May, 2020.

ATTEST:

_____
ASHIRA A. MOHAMMED
Mayor-Commissioner

_____
GEOFFREY JACOBS
Clerk-Commissioner

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AGENDA ITEM REPORT

To:	Town Manager
Subject:	HMGP point of contact information update for project number 4337-488-R, Town of Pembroke Park, John P Lyons Lane, Drainage Phase I
Meeting:	DRAFT Agenda Regular Commission Meeting - 13 May 2020
Department:	Public Works
Staff Contact:	Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

Update point of contact to Myriam Jacques

FINANCIAL IMPACT:

None

RECOMMENDATION:

Resolution

ATTACHMENTS:

POC Update Form - JPL

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

WESLEY MAUL
Director

PROJECT POINT OF CONTACT INFORMATION UPDATE

PROJECT NUMBER **4337-448-R**

PROJECT TITLE: **Town of Pembroke Park, John P Lyons Lane, Drainage Phase I**

NEW PRIMARY POINT OF CONTACT: AS OF: May 6, 2020

NAME & TITLE: **Myriam Jacques**

ADDRESS: **3150 SW 52nd Avenue**

CITY/STATE/ZIP: **Pembroke Park, FL 33023**

PHONE: **954-966-4600, ext 200** FAX: **954-966-9781** CELL: **954-275-2350**

E-MAIL ADDRESS: **MJacques@townofpembrokepark.com**

SIGNATURE: **Myriam Jacques**

ALTERNATE POINT OF CONTACT
NAME & TITLE: **Newall J Daugthrey, Assistant Town Manager**
ADDRESS: **3150 SW 52nd Avenue**
CITY/STATE/ZIP: **Pembroke Park, FL 33023**
PHONE: **954-966-4600, ext 130** FAX: **954-966-5186** CELL: **954-815-0327**
E-MAIL ADDRESS: **njdaughtrey@townofpembrokepark.com**

Restrictions (if any):

****AUTHORIZED AGENT**
NAME & TITLE: **Newall J Daugthrey, Assistant Town Manager**
ADDRESS: **3150 SW 52nd Avenue**
CITY/STATE/ZIP: **Pembroke Park, FL 33023**
PHONE: **954-966-4600, ext 130** FAX: **954-966-5186** CELL: **954-815-0327**
E-MAIL ADDRESS: **njdaughtrey@townofpembrokepark.com**

SIGNATURE: **Newall Daughtrey**

*****PLEASE SEND COPY OF RESOLUTION DESIGNATING INDIVIDUAL AS THE AUTHORIZED AGENT HAVING SIGNATURE AUTHORITY***

PLEASE E-MAIL COMPLETED FORM TO YOUR PROJECT MANAGER

RESOLUTION NO. 2020-061

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING MYRIAM JACQUES AS THE TOWN'S REPRESENTATIVE ON THE BROWARD METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE; SUPERCEDING 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, MPO established the Technical Advisory Committee to advise and provide expertise for the MPO's decision making process and to provide valuable assessment of MPO plans and programs; and

WHEREAS, the Technical Advisor Committee serves in an advisory capacity by providing recommendations to the MPO Board based on current scientific information, technical sufficiency, accuracy and completeness of studies, plans, and programs; and

WHEREAS, as a member of the MPO, the Town is entitled to appoint a representative to the Technical Advisor Committee; and

WHEREAS, Myriam Jacques has demonstrated the technical skills needed to review technical and scientific information related to transportation studies, plans and programs that qualify her to be a productive member of the Technical Advisor Committee.

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 hereby appoints Myriam Jacques to serve as the Town of Pembroke Park's representative on the Broward Metropolitan Planning Organization Technical Advisor Committee.

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 13th day of May, 2020.

ATTEST:

_____
ASHIRA A. MOHAMMED
Mayor-Commissioner

_____
GEOFFREY JACOBS
Clerk-Commissioner

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ORDINANCE NO. 2020-004

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO CHAPTER 10, FLOOD PREVENTION AND PROTECTION; AMENDING SECTION 10-75, DEFINITIONS AND SCOPE; AMENDING SECTION 10-81, SPECIFIC METHODS OF CONSTRUCTION AND REQUIREMENTS; AMENDING SECTION 10-99, GENERAL ELEVATION REQUIREMENT; AMENDING SECTION 10-100, ELEVATION REQUIREMENT FOR EXISTING MANUFACTURED HOME PARKS AND SUBDIVISIONS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park was accepted for participation in the National Flood Insurance Program on May 1, 1979, and the Town currently meets the requirements of Title 44, Code of Federal Regulations, Sections 59 and 60, necessary for participation in the National Flood Insurance Program; and

WHEREAS, the Town staff recommends that the Town amend the current Code of Ordinances to clarify and establish the minimum elevation requirements related to mobile homes in compliance with the National Flood Insurance Program Community Rating System; and

WHEREAS, the Town Commission has conducted the public hearings required by Section 166.041, Florida Statutes, to allow interested persons an opportunity to comment on the proposed amendments to the Flood Prevention and Protection Ordinance; and

WHEREAS, the Town Commission has determined it is in the best interest of the Town to amend the Flood Prevention and Protection Ordinance as set forth herein.

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

Section 1: That the foregoing recitals are incorporated herein by reference and made a part hereof.

Section 2: That Section 10-75, of the Code of Ordinances, Town of Pembroke Park, Florida, is hereby amended to read as follows:

"**Sec. 10-75. Definitions and Scope.**

Unless otherwise expressly stated, the following words and terms shall, for the purposes

of this ordinance, have the meanings shown in this section:

A. Alteration of a watercourse – A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

B. Appeal – A request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance or a request for a variance.

C. ASCE 24 – A standard titled Flood Resistant Design and Construction that is referenced by the Florida Building Code. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

D. Base flood – A flood having a 1-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 1612.2.] The base flood is commonly referred to as the "100-year flood" or the "1-percent-annual chance flood."

E. Base flood elevation – The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 1612.2.]

~~Crown of Road – The elevation of the highest surface of existing street pavement within the right-of-way abutting the property relative to the National Geodetic Vertical Datum (NGVD) or North America Vertical Datum (NAVD) or otherwise approved by the Town Public Works Director.~~

F. Basement – The portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 1612.2.]

G. Critical facility - A facility for which even a slight chance of flooding, inundation, or impact from a hazard event might be too great. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire, city halls and emergency response installations, and installations that produce, use, or store hazardous materials or hazardous waste.

H. Crown of Road - The elevation of the highest surface of existing street pavement within the right-of-way abutting the property relative to the National Geodetic Vertical Datum (NGVD) or North America Vertical Datum (NAVD) or otherwise approved by the Town Public Works Director.

I. Design flood – The flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

(a) Area with a floodplain subject to a 1-percent or greater chance of flooding in any year; or

(b) Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

J. Design flood elevation – The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as Zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as Zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to 2 feet. [Also defined in FBC, B, Section 1612.2.]

K. Development - Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

L. Encroachment – The placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

M. Existing building and existing structure – Any buildings and structures for which the "start of construction" commenced before May 1, 1979. [Also defined in FBC, B, Section 1612.2.]

N. Existing manufactured home park or subdivision – A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured

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

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

P. Federal Emergency Management Agency (FEMA) – The federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

Q. Flood or flooding – A general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 1612.2.]

(a) The overflow of inland or tidal waters.

(b) The unusual and rapid accumulation or runoff of surface waters from any source.

R. Flood damage-resistant materials – Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 1612.2.]

Flood hazard area – The greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

(a) The area within a floodplain subject to a 1-percent or greater chance of flooding in any year.

(b) The area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

S. Flood Insurance Rate Map (FIRM) – The official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section 1612.2.]

T. Flood Insurance Study (FIS) – The official report provided by the Federal Emergency Management Agency that contains the Flood Insurance Rate Map, the Flood Boundary and

Floodway Map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 1612.2.]

U. Floodplain Administrator – The office or position designated and charged with the administration and enforcement of this ordinance (may be referred to as the Floodplain Manager).

V. Floodplain development permit or approval – An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with this ordinance.

W. Floodway – The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot. [Also defined in FBC, B, Section 1612.2.]

X. Floodway encroachment analysis – An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Y. Florida Building Code – The family of codes adopted by the Florida Building Commission, including: Florida Building Code, Building; Florida Building Code, Residential; Florida Building Code, Existing Building; Florida Building Code, Mechanical; Florida Building Code, Plumbing; Florida Building Code, Fuel Gas.

Z. Functionally dependent use – A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

AA. Highest adjacent grade – The highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

BB. Historic structure – Any structure that is determined eligible for the exception to the flood

hazard area requirements of the Florida Building Code, Existing Building, Chapter 11 Historic Buildings.

CC. Letter of Map Change (LOMC) – An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

DD. ~~(a)~~ Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

EE. ~~(b)~~ Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

FF. ~~(c)~~ Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

GG. ~~(d)~~ Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

HH. Light-duty truck – As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

(a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or

(b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or

(c) Available with special features enabling off-street or off-highway operation and use.

II. Lowest floor – The lowest floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, other than a basement, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 1612.2.]

JJ. Manufactured home – A structure, transportable in one or more sections, which is eight (8) feet or more in width and greater than four hundred (400) square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer." [Also defined in 15C-1.0101, F.A.C.]

KK. Manufactured home park or subdivision – A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

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

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

improvements to such structures.

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

OO. Park trailer – A transportable unit which has a body width not exceeding fourteen (14) feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [Defined in Section 320.01, Florida Statutes]

PP. Recreational vehicle – A vehicle, including a park trailer, which is: [see in Section 320.01, Florida Statutes]

(a) Built on a single chassis;

(b) Four hundred (400) square feet or less when measured at the largest horizontal projection;

(c) Designed to be self-propelled or permanently towable by a light-duty truck; and

(d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

QQ. Special flood hazard area – An area in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. [Also defined in ~~FBC~~ 1.13C, B Section 1612.2.]

RR. Start of construction - The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns.

SS. Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 1612.2.]

TT. Substantial damage – Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B Section 1612.2.]

UU. Substantial improvement – Any repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: [Also defined in FBC, B, Section 1612.2.]

(a) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.

(b) Any alteration of a historic structure provided the alteration will not preclude the structure's continued designation as a historic structure.

VV. Variance – A grant of relief from the requirements of this ordinance, or the flood resistant construction requirements of the Florida Building Code, which permits construction in a manner that would not otherwise be permitted by this ordinance or the Florida Building Code.

WW. Watercourse – A river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically."

Section 3: That Section 10-81, of the Code of Ordinances, Town of Pembroke Park, Florida, is hereby amended to read as follows:

"**Sec. 10-81. Specific methods of construction and requirements.**

XX. Pursuant to Broward County Administrative Provisions for the Florida Building Code, the following specific methods of construction, requirements, and limitations apply to enclosed areas below elevated buildings in special flood hazard areas:

(a) Access shall be the minimum necessary to allow for only parking of vehicles (garage door), limited storage of maintenance equipment in connection with the premises (standard exterior door), or entry to the living area (stairway or elevator).

(b) The interior portion shall not be temperature controlled, partitioned, or finished into separate rooms.

YY. *Buildings and structures* located, in whole or in part, in a flood hazard area:

(a) Buildings and structures shall be designed and constructed to comply with the more restrictive applicable requirements of the *Florida Building Code*, ~~*Building* Section 3109 and~~ Section 1612 or *Florida Building Code, Residential* Section R322.

(b) Minor structures and non-habitable major structures ~~as defined in section 161.54, F.S.~~, shall be designed and constructed to comply with the intent and applicable provisions of the Floodplain Regulations and ASCE 24.

(c) *Specific methods of construction and requirements.* Pursuant to Broward County Administrative Provisions for the *Florida Building Code*, the following specific methods of construction and requirements apply in all areas of the city:

ZZ. Minimum elevation (regardless of the area).

(a) Residential buildings. New construction and substantial improvement of residential buildings shall have the lowest floor, including basement, elevated to or above the base flood elevation, plus one foot or at least 18 inches above the highest point of the crown of all existing streets adjacent to the plot upon which all other buildings are located, whichever results in the highest elevation.

(b) Nonresidential buildings. New construction and substantial improvement of nonresidential buildings shall have the lowest floor, including basement, elevated or dry flood-proofed to or above the elevation required in the *Florida Building Code, Building* or at least six inches above the highest point of the crown of all existing streets adjacent to the plot upon which all other buildings are located, whichever results in the highest elevation.

(c) Critical facilities buildings. New construction and substantial improvement of critical facilities buildings shall have the lowest floor, including basement, elevated or dry flood-proofed to or above the base flood elevation plus two feet, or the 500-year flood elevation, or at least 24 inches above the highest point of the crown of all existing streets adjacent to the plot upon which all other buildings are located, whichever results in the highest elevation.

Section 4: That Section 10-99, of the Code of Ordinances, Town of Pembroke Park, Florida, is hereby amended to read as follows:

"**Sec. 10-99. General elevation requirement.**

Unless subject to the requirements of Section 10-100 of this ordinance, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the Florida Building Code, Residential Section R322.2 ~~(Zone A) or the bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 20 inches in height above grade, whichever is greater."~~ Or as per section 10-100.

Section 5: That Section 10-100, of the Code of Ordinances, Town of Pembroke Park, Florida, is hereby amended to read as follows:

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

Manufactured homes that are not subject to Section 10-99 of this ordinance, including

manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:

(a) Bottom of the frame of the manufactured home is at or above the elevation required in the Florida Building Code, Residential Section R322.2 ~~(Zone A)~~ (all SFHA); ASCE-24; or

~~(b) Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36~~ 20 ~~inches in height above grade.~~

~~(c)~~ (b) ~~In Flood hazard Areas (B, C and X) the bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 20 inches in height above grade."~~ In flood hazard areas not defined in section 10-75 (QQ), the bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 20 inches in height above grade.

Section 6: 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 7: 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 relettered, ordinance may be changed to "section", "article" or such other appropriate word or phrase in order to accomplish such intentions.

Section 8: 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 9: That this Ordinance shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on First Reading the ___ day of March, 2020.

PASSED AND ADOPTED on Second Reading the __ day of _____, 2020.

_____
ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

_____
GEOFFREY JACOBS
Clerk-Commissioner

	VOTE
ASHIRA MOHAMMED	_____
HOWARD P. CLARK, JR.	_____
GEORGINA COHEN	_____
GEOFFREY JACOBS	_____
REYNOLD DIEUVEILLE	_____

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AGENDA ITEM REPORT

To: Town Manager
Subject: Progress and List of Active Projects
Meeting: DRAFT Agenda Regular Commission Meeting - 13 May 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

RECOMMENDATION:

Approval

ATTACHMENTS:

Progress and List of Active Projects

Progress and List of Active Projects

	Project Title	Amount	Funding Source
1	SW 30th Avenue Stormwater Improvement	188,000	Town
2	SW 30th Avenue Sanitary Sewer Improvement	57,000	Town
3	SW 52nd Avenue and South Park Rd Sidewalks, Bike Lanes and Drainage	3,164,242	MPO-CSLIP
4	52nd Avenue Complete Streets	144,000	Surtax
5	SW 25th Street Stormwater Improvements	1,075,115	Surtax
6	SW 25th Street Stormwater Project	864,976	HMGP
7	John P. Lyons Lane Stormwater Improvements	100,000	HMGP
8	John P. Lyons Lane Stormwater Improvements	564,000	Legislative
9	Bike Lanes, and Sidewalks Improvement Project	30,000	Surtax
10	County Line Stormwater Connection	90,000	Surtax
11	Hardening of Town Hall, Generator, Roof	482,343	HMGP
12	Agro-Eco Linear Pathway and Picnic Area	50,000	FRDAP
13	Preserve Tot Lot	61,720	CDBG 44th Year
14	Preserve ADA Compliant Restroom	61,720	CDBG 45th Year
15	Preserve Additional Lighting	63,420	CDBG 46th Year

Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	05/13/2020
Subject:	Discussion of Compensation Time Policy
Initiated by:	☑ City Commission ☐ City Attorney ☐ City Manager / Staff
Prepared by:	Name & Title: Commissioner Cohen
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	None
Fiscal Impact:	
Policy Question(s) for Commission Considerations:	
Summary:	
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	05/13/2020
Subject:	
Initiated by:	☑ City Commission ☐ City Attorney ☐ City Manager / Staff
Prepared by:	Name & Title: Clerk Commissioner Jacobs
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	
Fiscal Impact:	N/A
Policy Question(s) for Commission Considerations:	Provide the Town Clerk to sign minutes once approved by the Commission.
Summary:	The Finance Department needs for the Audit all meeting minutes from Oct. 2018 to present. This was the process applied in the past and other municipalities.
Background:	
Discussion/Analysis:	
Options:	
Advantages:	Streamline the system and expedite the system.
Disadvantages:	None
Possible action:	N/A
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE · PEMBROKE PARK, FLORIDA 33023 · BROWARD (954) 966-4600 · FAX (954) 966-5186

Ashira A. Mohammed
Mayor

Howard P. Clark, Jr.
Vice Mayor

Geoffrey Jacobs
Clerk-Commissioner

Georgina Cohen,
Commissioner

Reynold Dieuveille
Commissioner

Newall J. Daughtrey
Assistant Town Manager

Christopher J. Ryan
Town Attorney

April 30, 2020

Honorable Jason Fischer, Chair
Joint Legislative Auditing Committee
111 West Madison Street, Room 876
Claude Pepper Building
Tallahassee, Florida 32399-1400

Dear Mr. Fischer,

I received your letter dated March 16, 2020 requesting an explanation from the Town of Pembroke Park regarding specific audit findings as it relates to the audited Annual Financial Statements for the Town of Pembroke Park for the fiscal year 2017-2018.

As per the request of the Joint Legislative Auditing Committee ("Committee"), below is the Towns' response to the specific audit findings that have been included on the current audit report and the two preceding audit reports.

During the last two years, the Town has experienced some major changes in senior management. The Town Manager of over twenty years resigned from his position in January 2018. The Budget & Finance Director as well as the Assistant Town Manager were relieved of their duty in April & May 2018. The Town hired a third party consultant to manage the day to day finances of the Town and to oversee the FY 2016 – 2017 financial audit. In October 2018, the Town hired an Interim Budget & Finance Director, Harry Taubenfeld, to complete the 2016 - 2017 audit and prepare for the 2017 -2018 audit. Mr. Taubenfeld was given a permanent position of Assistant Budget & Finance Director in June 2019. The FY 2016 – 2017 annual report was completed and submitted to the State in December 2018, therefore, there wasn't a sufficient opportunity to allow management to review the FY 2016 - 2017 findings and take the necessary corrective action. This resulted in duplicated findings in consecutive years from the auditors.

Since June 2019, the Assistant Budget & Finance Director has diligently worked to correct the audit findings on the FY 2017 – 2018 audited Financial Statements. The Town has taken the following actions to correct the audit findings:

2018 – 02 – Internal Control over Disbursements

Subsequent to the resignation of the former Town Manager, the Town has secured a company credit card for the Town and its employees. Each cardholder has its own authorized spending limits and employees are not allowed to use their own personal credit card without the approval of their department head. In addition, a credit card policy has been adopted and it details the consequences if no receipt is provided. All cardholders have signed the policy prior to receiving their credit card.

TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE · PEMBROKE PARK, FLORIDA 33023 · BROWARD (954) 966-4600 · FAX (954) 966-5186

Ashira A. Mohammed
Mayor

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Assistant Town Manager

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Town Attorney

2018 – 03 – Internal Controls over Payroll and Payroll Documentation

The town hired a consultant in 2018 who recommend to the Town Commission that all employees (exempt and non-exempt) utilize the time clock to record their time. Staff was directed to implement the directive from the commission, however, due to the major turnover of staff it was not implemented. This has been corrected and ALL employees are currently utilizing the time clock. In addition, the Town has hired an HR consultant to review and revamp the Towns personnel and procedure policies to create a more detailed and comprehensive manual. In addition, beginning July 2019, the review process of the weekly payroll has been reassigned to the Assistant Budget & Finance Director. Finally, the Assistant Budget & Finance Director implemented a procedure where all employees must sign off on their timesheets as well as leave slips to eliminate any confusion or discrepancy in the time paid and the time worked per the time cards.

2018 – 04 – Internal Controls over Procurement and Procurement Documentation

The Assistant Budget & Finance Director is currently working with the software company, Cougar Mountain Software, to review the options available to the Town for procurement procedures. In addition, we are taking steps in training and informing all personnel of the policies and procedures that have been implemented with Town ordinance that was adopted in April 2019.

2018 – 05 – Budget

As previously mentioned, the Town was going through some major changes in senior management and a Budget amendment was not prepared for FY 2017 - 2018. The Town prepared a budget amendment listing actual income and expenses which the Town commission approved for FY 2018-2019.

2018 – 06 – Reconciliation of Separate Accounting Systems

We are developing a process ensure that a reconciliation is done on a monthly basis. The third party software doesn't have the capability to produce an Accounts Receivable Aging, therefore, customer balances are being tracked manually. The finance department is in talks with its software provider to see what steps will be needed to "bring back" the Town billing to its integrated financial software and away from the third party software.

If you should have any questions or require any additional information, please contact our Assistant Budget & Finance Director, Harry Taubenfeld at 954.966.4600 x232.

Sincerely,

Howard P. Clarke Jr.
Vice - Mayor
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

RANKING OF TOWN MANAGER CANDIDATES	
CANDIDATES	**TOTAL POINTS**
Juan C. Jimenez	18
William Lawrence	14
Krishan Manners	8
Niema Walker	7
Newall Daughtrey	4
Kevin Knutson	3
Stanley Hawthorne	1
Christia Alou	1
Andrew Hyatt	1

173	Daughtrey, Newall	TPP E-mail	Yes	No	N/A	4
174	Jimenez, Juan C	TPP E-mail	Yes	No	N/A	5
175	Knutson, Kevin	TPP E-mail	Yes	Yes	3/10/2020	
176	Lucas, Rodney	TPP E-mail	Yes	Yes	3/10/2020	
177	Shiver, Roy "Steve"	Indeed.com	Yes	No	N/A	
178	Alou, Christia	Indeed.com	Yes	No	N/A	
179	Fletcher, Shawn	TPP E-mail	Yes	No	N/A	
180	Pounds, Michael	TPP E-mail	Yes	No	N/A	
181	Manners, Krishan	TPP E-mail	Yes	No	N/A	
182	Hyatt, Andrew	TPP E-mail	Yes	No	N/A	
183	Woerner, Marc	TPP E-mail	Yes	No	N/A	
184	Jefferson, Alphonso	TPP E-mail	Yes	No	N/A	
185	Lawrence, William	TPP E-mail	Yes	No	N/A	3
186	Hawthorne, Stanley	TPP E-mail	Yes	No	N/A	
187	Walker, Niema	TPP E-mail	Yes	No	N/A	
188	Finz, Daniel	TPP E-mail	Yes	No	N/A	

Vice Mayor
Howard P Clark, Jr.
KPM

Town Clerk

From: Geoffrey Jacobs
Sent: Tuesday, May 5, 2020 10:11 AM
To: Town Clerk
Subject: My Manager List

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Good morning,

Here is my list for town manager in ranking order with their points value assigned:

1) Juan Jimenez - 5 Points
2) Krishan Manners - 4 Points
3) William Lawrence - 3 Points
4) Niema Walker - 2 Points
5) Stanley Hawthorn - 1 Point

Commissioner Geoffrey Jacobs
Town of Pembroke Park
3150 S.W. 52nd Ave
Pembroke Park, FL 33023
Main: 954-966-4600
Cell: 954-290-1262

Gjacobs@townofpembrokepark.com

/********** EMAIL DISCLAIMER **********/ Please note: Florida has a very broad public records law. Most written communications to or from Town Officials and employees regarding Town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

5-6 2020

Ranking Candidates

#5	William Lawrence	1
#4	Juan C. Jimenez	2
#3	Keven Knutson	3
#2	Krishan Manners	4
#1	Christia E. Aloy.	5

Commissioner Cox

Town Clerk

From: Reynold Dieuveille
Sent: Friday, May 8, 2020 2:05 PM
To: Yolanda Menegazzo
Cc: Town Clerk
Subject: Town manager ranking

Good afternoon Yolanda,
Here are my rankings...

1) Niema Walker

2) Juan Jimenez

3) William Lawrence

4) Keishan Manners

5) Andrew Hyatt

Thank you

Rey
/********** EMAIL DISCLAIMER **********/ Please note: Florida has a very broad public records law. Most written communications to or from Town Officials and employees regarding Town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Town Clerk

From: ashira mohammed <ashira.ann@gmail.com>
Sent: Friday, May 8, 2020 10:06 PM
To: Chris Ryan; Town Clerk; Newall J. Daughtrey
Attachments: Candidates.xlsx

Name	Education	Position
Alphonso Jefferson Jr	MBA/BSBA/6sigma/PHR/NIMS/redevolpment specialist	Asst. County Admin/ Budget Director/Asst growth man/Public Works/Cap improvement
Andrew Hyatt		
Paul Carlisle		
leonard sossamon	ma urban plan/ba poli sci	county admin/
stanley hawthorne	MPA/BS	city manager/ finance director
brian Wilson	MSA/BS	town admin/disaster recovery/ econ development
kevin knutson	MFA/BA	gov consult/ city manager/budget director

--

Ashira Mohammed

Mayor
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
Cell 954-275-7467
Office 954-966-4600 Ext
Fax 954-966-5186

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TOWN OF PEMBROKE PARK

3150 SW 52ND AVENUE ● PEMBROKE PARK, FLORIDA 33023 ● BROWARD (954) 966-4600 ● FAX (954) 966-5186

MEMO

From: Myriam Jacques, Public Services Assistant Director
To: Newall Daughtrey, Assistant Town Manager
Date: May 13, 2020
Re: CSLIP Bike Path & Sidewalk Improvements Project Recommendation to Accept NTE $5,000 Proposal from Keith & Associates

The Town is requesting technical assistance from Keith & Associates (KEITH) during the application process for funding of the 52nd Avenue and Park Road Bike Path & Sidewalk Improvements under the MPO Complete Streets Localized Initiatives Program (CSLIP). The request for technical assistance was delayed awaiting Town Commission approval for K&A's contract extension. For this project, KEITH will address several engineering design questions from the MPO, manage, respond, clarify comments made by the regulatory agencies, and miscellaneous general engineering consulting for the project. KEITH will also coordinate with applicable State, and County Agencies required for SURTax Approval. The deadline to respond to these questions is Friday, May 15, 2020 which email was received today Wednesday, May 13, 2020.

I am recommending that the Town accept KEITH's proposal not to exceed $5,000 to address the questions, prepare and submit a satisfactory response to the MPO by Friday, May 15, 2020.

Myriam Jacques
Public Services Assistant Director

KEITH

May 11, 2020

Todd Larson
Town Engineer / Public Works Director
Town of Pembroke Park
3150 SW 82nd Avenue
Pembroke Park, FL 33023
Phone: (954) 966-4600 x212
TLarson@townofpembrokepark.com

RE: Wok Authorization #9
Project Name: SURTax Project
Project Location: SW 52nd Ave between County Line Road & Hallandale Beach Boulevard and S Park Road between Hallandale Beach Boulevard & Pembroke Road
Our Project/Proposal Number: 09630.M8

Dear Mr. Larson:

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

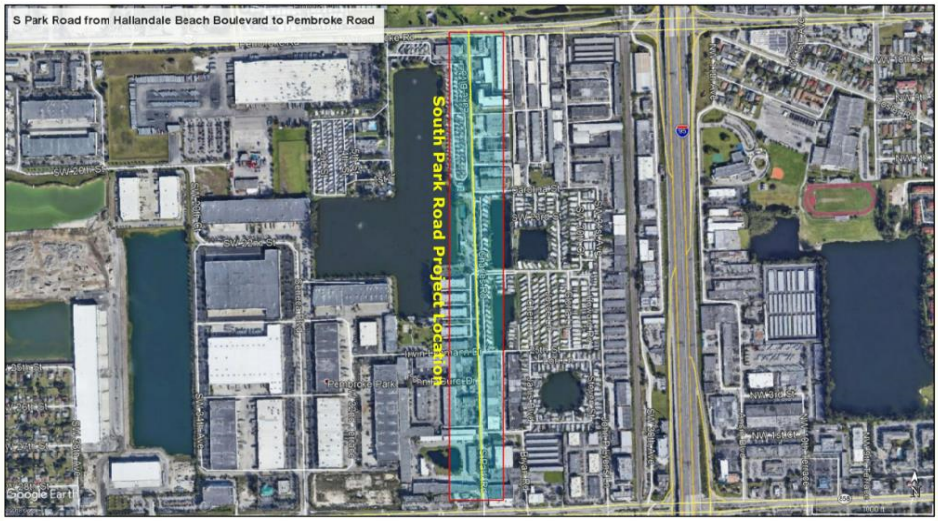
The CLIENT has requested that KEITH provide professional services associated with miscellaneous general engineering consulting of the MPO CSLIP Bike Path & Sidewalks Improvement SURTax projects along SW 52nd Avenue between County Line Road & Hallandale Beach Boulevard and along S Park Road between Hallandale Beach Boulevard & Pembroke Road.

This professional service shall include managing, responding, and clarifying comments made by the applicable agencies, and miscellaneous general engineering consulting for the project.

Project Areas – Site Map

MPO CSLIP Town of Pembroke Park Project - SW 52nd Avenue Road Improvements

MPO CSLIP Town of Pembroke Park Projects - S Park Road Improvements



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_____

☐ 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
☐ Storm Water Prevention
☐ Other Permitting
☒ Other General Engineering Consulting

☐ 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

CIVIL ENGINEERING SERVICES

Task 401 General Engineering Consulting

KEITH shall manage, respond, clarify comments made by the regulatory agencies, and miscellaneous general engineering consulting for the project.

KEITH shall coordinate with applicable State, and County Agencies required for SURTax Approval.

Deliverables

1. Responses and clarification to comments made by Broward MPO

SCHEDULE

CIVIL ENGINEERING SERVICES
Task 401 General Engineering Consulting Services 10 Days

COMPENSATION

CIVIL ENGINEERING SERVICES		
Task 401 General Engineering Consulting Services	$5,000	(Hourly NTE)
Total Fee	**$5,000**	**+ reimbursables**

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT	As to CLIENT
KEITH	Todd Larson, Town Director of Public Works
	Town of Pembroke Park
	Signature: _____
Alex Lazowick	Print Name: _____
President	Title: _____
DATED: _____	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
40 Senior Traffic Engineer (PE)	$160.00
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 7/1/2017

EXHIBIT B

Direct Expenses	Cost per Unit
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: 1st 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 7/1/17

Myriam Jacques

From: Conor Campobasso <campobassoc@browardmpo.org>
Sent: Wednesday, May 13, 2020 8:07 AM
To: Myriam Jacques
Subject: FW: CSLIP Clarification Request: Pembroke Park - CSLIP Bike Path & Sidewalk Improvements

Myriam,

I forgot to CC you on my email to Carlos Morales. FDOT has agreed to extend the clarification deadline to COB Friday and provided a summary of items required for the application to move forward. Please see the email below. If you have any questions, please let me know.

Thank you,

Conor Campobasso

From: Conor Campobasso
Sent: Wednesday, May 13, 2020 8:02 AM
To: Carlos Morales <cmorales@keithteam.com>
Cc: Stephen Williams, Sr. <SWilliams@keithteam.com>
Subject: RE: CSLIP Clarification Request: Pembroke Park - CSLIP Bike Path & Sidewalk Improvements

Carlos,

Just an FYI, FDOT has agreed to extend the deadline to COB Friday. I have attached a summery of items provided by FDOT below. If you have any questions, please let me know.

After initial clarification request, Items below still need to be addressed by the Town:

<u>SW 52 Ave Section:</u>

- Town has previously responded that a bicycle lane will be omitted on the west side of the road, however, they mentioned in Item #2 from initial review that bicycle lane will be added on the west side of the road <u>only</u>. Clarification is needed on conflicting information and on whether the bike lane be a one directional lane on one side? Scope shall be clearly depicted in the proposed typical section.
- Agency has clarified that sidewalk will be added on the east side only. However, agency to confirm no sidewalk will be removed/replaced as part of this project. Scope shall be clearly depicted in the proposed typical section.
- Milling and resurfacing cost is included in estimate; however, no language is stated in the application for this work. Limits shall be clearly depicted in the proposed typical section and cost estimate.

<u>For South Park Rd:</u>

- Proposed typical depict new curb on the east side, and bike lane configuration is not clear since it shows on top of proposed swales. Scope of work needs to be clarified and clearly depicted in the proposed typical section.
- Agency has clarified that sidewalk will be added where there exists no sidewalk only. Is the addition of sidewalk happening on one side or both.? Town, also to confirm no sidewalk will be removed/replaced as part of this project. Scope shall be clearly depicted in the proposed typical section.

- Milling and resurfacing cost is included in estimate, and language is stated in the application for this work. Limits shall be clearly depicted in the proposed typical section.

Documents listed below still need to be submitted for further review:

- Updated Existing and Proposed Typical sections to match proposed scope for both SW 52 Ave and South Park Rd. Typicals shall include existing ROW width and dimensions for all existing and proposed features. Typicals shall also Include features that might represent potential conflict such as existing utility poles, lighting, exist. fence, etc. Milling and resurfacing limits shall be included if applicable.
- Updated Cost estimate to match scope and provided typicals. Both estimates need to be signed and sealed and include drainage related cost for both sections.
- ROW Verification Documents need to be submitted. (Not submitted as part of the application package). Package was submitted incomplete.

Please provide ALL required documents and a response to each item no later than May 15th. If the requested documents and clarification is not provided by COB Friday, the application will be considered ineligible due to an incomplete application. Be mindful, that Initial Comments/Clarification request was sent to the Agency on April 10th with a response required a week after that date. Up to this point, Agency has not provided complete responses and/or required documentation to move further into vetting review. Keep in mind that a clear project scope, proper cost estimate, actual typicals and related ROW documentation are essential requirements for the vetting review process. Additional comments/clarifications may be required from the Town after review of requested documents.

From: Conor Campobasso
Sent: Monday, May 11, 2020 10:21 AM
To: Carlos Morales <cmorales@keithteam.com>
Cc: Stephen Williams, Sr. <SWilliams@keithteam.com>
Subject: RE: CSLIP Clarification Request: Pembroke Park - CSLIP Bike Path & Sidewalk Improvements

Carlos,

Also, if you need any additional clarification on what FDOT is requesting just let me know. I would be happy to set up a meeting if needed.

Thanks,

Conor Campobasso

From: Conor Campobasso
Sent: Monday, May 11, 2020 8:58 AM
To: Carlos Morales <cmorales@keithteam.com>
Cc: Stephen Williams, Sr. <SWilliams@keithteam.com>
Subject: RE: CSLIP Clarification Request: Pembroke Park - CSLIP Bike Path & Sidewalk Improvements

Good morning Carlos,

Yes, that will be fine.

Thanks,

Conor Campobasso

From: Carlos Morales <cmorales@keithteam.com>
Sent: Friday, May 8, 2020 5:43 PM
To: Conor Campobasso <campobassoc@browardmpo.org>
Cc: Stephen Williams, Sr. <SWilliams@keithteam.com>
Subject: RE: CSLIP Clarification Request: Pembroke Park - CSLIP Bike Path & Sidewalk Improvements

Mr. Campobasso,

Good afternoon, My name is Carlos Morales and I work with KEITH. We have been contacted by the Town of Pembroke Park to help hem respond to the comments and from CSLIP Bike Path & Sidewalk Improvement.

Before we start with our comment responses and reviewing your email, we noticed that the it states to respond within 7-days from receipt. If we respond by the end of next week, will the comment responses and clarifications be accepted?

If you have any questions, please do not hesitate to contact me at (305) 310-1531.

Regards,

KEITH

Carlos Morales
Project Manager I
5805 Blue Lagoon Drive, Suite 218
Miami, Florida 33126
Office: 305.667.5474 | Mobile: 305-310-1531
Email: cmorales@keithteam.com
www.KEITHteam.com

From: Myriam Jacques <mjacques@townofpembrokepark.com>
Sent: May 2020 9:16 AM
To: Stephen Williams, Sr. <SWilliams@keithteam.com>
Cc: Carlos Morales <cmorales@keithteam.com>
Subject: FW: CSLIP Clarification Request: Pembroke Park - CSLIP Bike Path & Sidewalk Improvements

Good Morning Steve,
See below the questions to be addressed and send us an estimate for the task. Thanks

Best,
Myriam
☎(954) 966-4600, ext. 200
(954) 275-2350

From: Conor Campobasso [mailto:campobassoc@browardmpo.org]
Sent: Tuesday, April 21, 2020 2:42 PM
To: Myriam Jacques <mjacques@townofpembrokepark.com>
Cc: James Cromar <cromarj@browardmpo.org>; Ricardo Gutierrez <gutierrezr@browardmpo.org>; Mariger Figueroa <marigerf@jcr-road.com>; Todd Larson <TLarson@townofpembrokepark.com>
Subject: RE: CSLIP Clarification Request: Pembroke Park - CSLIP Bike Path & Sidewalk Improvements

Good afternoon Myriam,

I just wanted to follow up with you regarding the questions below. The FDOT vetting team needs clarification on these items before they can move forward.

Thank you,

Conor Campobasso

From: Conor Campobasso
Sent: Friday, April 10, 2020 5:36 PM
To: Myriam Jacques <mjacques@townofpembrokepark.com>
Cc: James Cromar <cromarj@browardmpo.org>; Gutierrez Ricardo (GutierrezR@browardmpo.org) <GutierrezR@browardmpo.org>; Mariger Figueroa <marigerf@jcr-road.com>
Subject: CSLIP Clarification Request: Pembroke Park - CSLIP Bike Path & Sidewalk Improvements

Dear Applicant,

The Candidate project in subject has been submitted to FDOT Program Management Office and it is currently being evaluated for Feasibility Assessment and Eligibility Determination. The initial review phase has been completed, which consists of checking Application for completeness and identifying the need for additional clarification and/or further required information.
On behalf of the MPO and FDOT, items below are being requested in order for your agency's application to move through the vetting process.

Initial Comments/Required Clarification:

SW 52 Ave:

1. Based on latest typical provided, there will be widening for bike lanes at both sides (additional 3ft) and sidewalk construction on both sides were missing. Proposed widening to the west seem to be in direct conflict with existing utility poles along the project limits. Please clarify the intent on how to construct the bike lanes and sidewalk on the west side?
2. There are a few areas where there is existing curb a gutter adjacent to existing sidewalk. If bike widening is proposed at both sides, please clarify the intent with the existing curb?... will it be relocated? If applicable, ensure associated cost is included.
3. Include drainage cost associated with proposed improvements.
4. Sidewalk repair/replacement is not an eligible item for reimbursement, unless the sidewalk is past its "useful life" of 30 years. If you have documentation showing that the sidewalk meets this requirement, then the repair/replacement cost can be covered by the MPO. If not, it would have to be covered with Local funds. Please identify which segments are to be repair/replacement. If local funds are required, please make sure this is reflected in the cost estimate form.
5. Due to their new direction, FDOT will no longer be constructing CSLIP projects off the State System. Because of this, FDOT is requesting that each agency fills out the **LAP administered Cost Estimate Form.** The MPO is still working to develop an alternative delivery mechanism so that the agencies will have the option of either managing the project locally or having another agency deliver the project.

SouthPark Rd.

1. Clarify the scope of work. Proposed typical depict new curb on the east side, and bike lane configuration is not clear. Provide revised proposed typical and clarify the actual scope of work for the South Park Rd. project limits.
2. It is stated that resurfacing is proposed to adjust grades. Please clarify the intent for this statement. Are the grades required to be adjusted due to the proposed improvements in this area?

3. Sidewalk repair/replacement is not an eligible item for reimbursement, unless the sidewalk is past its "useful life" of 30 years. If you have documentation showing that the sidewalk meets this requirement, then the repair/replacement cost can be covered by the MPO. If not, it would have to be covered with Local funds. Please identify which segments are to be repair/replacement. If local funds are required, please make sure this is reflected in the cost estimate form.
4. Include drainage cost associated with proposed improvements.
5. Due to their new direction, FDOT will no longer be constructing CSLIP project off the State System. Because of this, FDOT is requesting that each agency fills out the **LAP administered Cost Estimate Form.** The MPO is still working to develop an alternative delivery mechanism so that the agencies will have the option of either managing the project locally or having another agency deliver the project.

Please provide a response to each item within a week of this email. If additional time is required, respond as so. Be mindful that responses from items above are critical for the feasibility and eligibility evaluation process. Additional comments/clarifications may arise after the required Vetting review for this project.

Thank you,

Conor Campobasso
Strategic Initiatives
Complete Streets and other Localized Initiatives Program Manager

Our physical offices are closed in response to the COVID-19 situation in order to allow social distancing. All meetings will be conducted virtually and our team will continue planning and funding Broward's transportation remotely as we monitor the Coronavirus situation.

Trade Centre South
100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309-2181
(954) 876-0054 Direct
(954) 876-0033 Office
(954) 876-0062 Fax
Florida Relay Service 711
campobassoc@browardmpo.org

For more information on activities and projects of the Broward MPO, please visit: BrowardMPO.org and while you're there, follow us on Social Media.

/********** EMAIL DISCLAIMER **********/ Please note: Florida has a very broad public records law. Most written communications to or from Town Officials and employees regarding Town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

This email has been checked for viruses by Avast antivirus software.
www.avast.com

Town of Pembroke Park
Bills over $500
May 13, 2020 Wednesday

Payments				
Invoice#	**Vendor**	**Service/Product**	**Dept.**	**Amount**
E09155	Delta/ Omni Business Solutions	Purchase Six Copiers for Town Hall	Various Dept	$ 23,438.70
2020-PP-0401	Michael Miller Planning Associates	General Planning Services Rendered April 1st Through April 30th, 2020	Planning	$ 13,775.74
2020-PP-0402	Michael Miller Planning Associates	Land Development Planning Services Rendered April 1st Through April 30th, 2020	Reimbursable	$ 845.00
982	Ryan & Ryan LLC	Matters Regarding Computer Cyber Security	Legal	$ 571.00
983	Ryan & Ryan LLC	Matters Regarding the Rezoning Application Filed By County Line Residences LLC	Legal	$ 1,791.25
985	Ryan & Ryan LLC	Matters Regarding the Florida Recreation Development Assistance Program Grant for Food Forest	Legal	$ 1,567.50
986	Ryan & Ryan LLC	Matters Regarding the 46th Year CDBG Application for Additional Oglesby Preserve Lighting	Legal	$ 822.50
10743	S. Davis & Associates P.A.	Progress Billing for Fiscal Year End 9/30/2019 Audit	Finance	$ 8,000.00
			Total:	**$50,811.69**

Purchase Orders				
305426	University of Central Fla.	Legal Issues for Code Enforcement Class and Exam for Teressa Malcolm	Bldg	$ 553.00
305428	Keith & Associates	Engineer Consulting Service for CSLIP Bike Lane and Sidewalk Improvements (Not To Exceed)	Legal	$ 5,000.00
			Total:	**$5,553.00**

Grand Total:	**$56,364.69**

From: Don Decker [mailto:DDecker@westonfl.org]
Sent: Monday, May 4, 2020 3:09 PM
To: Butler, Kevin <Kevin_Butler@sheriff.org>; Draizin, Todd <Todd_Draizin@sheriff.org>
Subject: FW: County Offers Mobile and In-Home COVID-19 Testing

Can you share this info the next time you contact the Vulnerable Populations registry? They are most likely to be eligible to take advantage of this program.

-Don

<image001.jpg>

County Expands COVID-19 Testing Program

- Offers mobile and in-home testing for homebound elderly or disabled -

BROWARD COUNTY – Broward County, the Florida Department of Health in Broward (FDOH-Broward), American Medical Response (AMR) and Century Ambulance Services (CAS) are set to launch on Wednesday, May 6, a new mobile/in-home testing program that continues our efforts to increase the number of COVID-19 tests that health professionals are able to administer to our residents.

Residents eligible for the new testing option include homebound elderly or individuals with disabilities who are experiencing symptoms of COVID-19 and cannot leave their homes to access one of the drive-up or walk-up test collection sites.

Initial hours of operation will be from 9AM - Noon, and 1PM - 4PM, Monday through Friday. AMR and CAS will each collect up to 12 specimens per day but will have the capability to ramp up staffing to complete up to 25 tests per day. Florida Department of Health in Broward will be prepared to receive and process up to 50 specimens daily from AMR and CAS.

FDOH-Broward will manage the overall testing process, provide training to the collection teams, and provide specimen collection kits and any materials needed to package, store and transport specimens. FDOH-Broward will also notify residents of test results, and conduct contact tracing for those individuals that test positive for COVID-19.

AMR and CAS will provide vehicles and health professionals to collect specimens using nasopharyngeal and/or oropharyngeal swabs. Specimens will be transported to the Department of Health daily, according to all professional standards for specimen handling and transport. AMR and CAS will follow all infection control recommendations of the Centers for Disease Control and Prevention (CDC).

"This expanded testing program is a perfect example of how partners can come together and contribute collaboratively to initiatives that move our response to this public health crisis forward, to a healthier community and quicker economic recovery," said Broward County Administrator Bertha Henry.

Residents who believe they are eligible for the mobile/in-home testing option should call the Broward County COVID-19 Call Center at 954-357-9500 for a pre-qualifying assessment. The Call Center is open from 8AM to 6PM seven days a week.

DATE: May 4, 2020
MEDIA CONTACT: Ric Barrick, Assistant Director
Office of Public Communications
PHONE: 954-357-8541
EMAIL: rbarrick@broward.org

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