



Town of Pembroke Park

Agenda

REGULAR COMMISSION MEETING
Wednesday, June 10, 2020 @ 7:00 PM
Virtual Meeting

Page

1. **VIRTUAL INSTRUCTIONS**

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Regular 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.

Regular Commission Meeting
Wednesday, June 10th at 7:00 PM

Town Hall is closed to the public.

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

You can dial in using your phone.

United States (Toll Free): [1 877 568 4106](tel:18775684106)

United States: [+1 \(312\) 757-3129](tel:+13127573129)

Access Code: 436-856-349

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 Deputy Town 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, Admin. Services Director/Deputy Town Clerk

Town of Pembroke Park

3150 SW 52 Avenue

Pembroke Park, FL 33023

954-966-4600, ext: 235

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CALL TO ORDER**

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	Fire Department - Chief Kane Fire Dept Report 06 10 2020	10 - 13
b	Lobbyist Reports - Vice Mayor Clark Lobbyist Capital Hill May Lobbyist CASGS May Rpt Lobbyist DC STRATEGIES May 2020 Rpt Lobbyist Helmich Lobbyist Tidewater May 2020	14 - 32
8.	CONSENT AGENDA	
a	Adoption of Minutes TC Meeting Min. Completed List Audit 2018 minutes TC Combined 2018 meeting min TC 01 09 19 and 04 03 19 TC Combined 2019 meeting min TC 2018-2019 Resolutions 03 12 2020 Regular Minutes 05 27 2020 Special Minutes 05 27 2020 Workshop Commission Meeting 06 01 2020 Special Commission Meeting	33 - 531
b	Bills Over \$500.00 - Assistant Finance Director Taubenfeld Bills \$500 June 10th Meeting	532
c	Employee Leave Summary as of 6-4 - Assistant Finance Director Taubenfeld Leave Report - June 10th Meeting	533 - 542
d	Bank Balances - Assistant Finance Director Taubenfeld Bank Balances - June 10th Meeting	543 - 545
e	Budget Performance May 31, 2020 - Assistant Finance Director Taubenfeld May - 2020 Revenue & Expenditures	546 - 557
f	Purchase of vehicle - Building Department - Interim Building Director Nunez RESOLUTION NO. 2020-074 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER AN AGREEMENT WITH COGGIN CHEVROLET AT THE AVENUES FOR THE PURCHASE OF ONE MOTOR VEHICLE ; AUTHORIZING THE TOWN MANAGER AND APPROPRIATE TOWN OFFICIALS TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE PURCHASE OF THE MOTOR VEHICLE; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. 2020-074 Building Vehicle purchase Building Vehicle Purchase Building vehicle supporting documents	558 - 571

g	Florida Association of Code Enforcement Conference - Code Enforcement Supervisor Louis Code Agenda Request-TPP-F.A.C.E. Conference F.A.C.E. 31st Annual Conference	572 - 583
h	Awning Replacement - Project Manager Woodbury, Assistant Public Services Director Jacques PS awning replacement Color chart	584 - 592
i	Elevator Maintenance Agreement - Project Manager Woodbury, Assistant Public Services Director Jacques RESOLUTION NO. 2020-073 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER AN AGREEMENT WITH OTIS ELEVATOR COMPANY FOR MAINTENANCE OF THE TOWN'S ELEVATOR EQUIPMENT; AUTHORIZING THE TOWN MANAGER TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. 2020-073 Elevator Contract	593 - 594
j	Janitorial Service Contract - Project Manager Woodbury, Assistant Public Services Director Jacques RESOLUTION NO. 2020-067 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER AN AGREEMENT WITH CLEAN SPACE, INC. FOR JANITORIAL SERVICES ; AUTHORIZING THE TOWN MANAGER TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. 2020-067 Janitorial Service Janitorial Service Quotes	595 - 632
k	Document Management Services selecting Information Consultants, Inc. - Attorney Ryan RESOLUTION NO. 2020-072 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING INFORMATION CONSULTANTS, INC. TO PROVIDE DOCUMENT MANAGEMENT SERVICES TO TOWN ; AUTHORIZING THE TOWN TO ENTER INTO A CONSULTING AGREEMENT WITH INFORMATION CONSULTANTS, INC.; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. 2020-072 Document Solutions	633 - 634
l	Emergency Declaration - Mayor Mohammed, Town Attorney Ryan Emergency Declaration 06 10 2020 EO-20-139 Phase 2	635 - 639
9.	FINANCE DEPARTMENT	
a	Comcast Invoice - Project Manager Woodbury, Assistant Public Services Director Jacques Comcast	640 - 646

- b Clean up authorization for Waste Management - Code Enforcement Supervisor Louis 647 - 661
Clean up amount not to exceed \$2,500.00 for 1708 SW 31 Avenue R.O.W.
[Agenda Item Report - AIR-20-050 - Pdf](#)
[Prior P.O. Request 12-18-19](#)
[Case 5097 - 1708 SW 31 Ave](#)
[A & B - 1708 SW 31 Ave](#)
- c Pump Replacement for Lift Station #31 Located at 2250 SW 30th Ave. sole source purchase as per Section 2-126.c.3- Vice Mayor Clark, Assistant Finance Director Taubenfeld, Assistant Public Services Director Jacques 662 - 664
[Agenda Item Report - AIR-20-052 - Pdf](#)
[Sulzer Pump Replacement LS #31-200521-1LC](#)
- d Repair of SW 52nd Avenue Main Sewer Line Leakage 665
[Agenda Item Report - AIR-20-057 - Pdf](#)
- e Purchases during Commission summer hiatus - Town Manager Jimenez, Assistant Finance Director Taubenfeld, Town Attorney Ryan 666 - 667
RESOLUTION NO. 2020-066
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE **TOWN MANAGER TO APPROVE PAYMENT FOR SERVICES AND COMMODITIES IN AN AMOUNT NOT TO EXCEED \$5,000.00**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-066 Summer break purchases](#)
- f Sewer Pump Station Cleaning not to exceed \$15,000.00 - Vice Mayor Clark, Assistant Public Services Director Jacques 668
[Agenda Item Report - AIR-20-056 - Pdf](#)
10. HUMAN RESOURCES
- a Town Manager's Contract - HR Director Menegazzo, Town Attorney Ryan 669 - 678
[Town Manager Agreement Draft](#)
- b Engineer's position hiring - Vice Mayor Clark, HR Director Menegazzo 679 - 691
RESOLUTION NO. 2020-065
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING **OZAYDIN DINCER AKIN AS TOWN ENGINEER**; PROVIDING FOR TOWN ENGINEER'S COMPENSATION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-065 Resolution for Engineer](#)
[Memo Town Engineer ranking](#)
[Engineer Daniel Randy - Resume](#)
[Engineer Ozaydin Dincer Akin - Resume](#)
[Engineer Placeres Carlos - Resume](#)
- c Approval of increase in salary for Events Coordinator/Administrative Assistant to Commissioners Brown - Commissioner Dieuveille 692
[Personnel Status Change Joy Brown](#)

- d Selection and Hiring of Public Services Director - Mayor Mohammed, Vice Mayor Clark, HR Director Menegazzo 693 - 723
RESOLUTION NO. 2020-070
 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING _____ AS **PUBLIC SERVICES DIRECTOR**; PROVIDING FOR PUBLIC SERVICES DIRECTOR'S COMPENSATION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[Public Services Director RANKING](#)
[2020-070 Public Services Director](#)
[Public Services Director Resumes](#)
[Public Services Director candidates](#)
- e Assistant Town Manager position - Clerk Commissioner Jacobs 724
[Assistant Town Manager position](#)
- f Compensation for Assistant Town Manager Newall Daughtrey from January 8th until May 31 - Assistant Town Manager Daughtrey 725
[Assistant Town Manager's additional compensation due him](#)
- g Proposed Organizational Chart - Vice Mayor Clark, HR Director Menegazzo 726 - 732
RESOLUTION NO. 2020-076
 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING THE TOWN OF PEMBROKE PARK **ORGANIZATIONAL CHART**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-076 Organizational Chart](#)
[Old Organizational Chart](#)
[Proposed Organizational Chart](#)
[HR Community Gardener \(Part-Time\)](#)
- h IT Director Mark Pakula - HR Director Menegazzo 733 - 747
[IT attorney email](#)
[IT Job Description](#)
[IT Carbone Christopher Resume](#)
[IT Lewis Denton Resume](#)
[IT Pakula Mark Resume](#)

11. RESOLUTIONS

- a Request authorization to prepare Design & Build RFP for Preserve ADA Restrooms under the CDBG 45th Year project - Vice Mayor Clark, Assistant Public Services Director Jacques 748 - 786
RESOLUTION NO. 2020-069
 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE TOWN STAFF TO PREPARE A REQUEST FOR PROPOSALS **FOR THE 45TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-69 CDBG Preserve restrooms and ADA](#)
[Agenda Item Report - AIR-20-049 - Pdf](#)
[45 YR - CDBG - Pembroke Park - Award Letter & Exhibits](#)
[ADA Restrooms](#)

- b Request authorization to prepare RFP for engineering design of John P Lyons Lane drainage improvements under the HMGP project - Vice Mayor Clark, Assistant Public Services Director Jacques 787 - 829
- RESOLUTION NO. 2020-071**
- A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING TOWN STAFF TO PREPARE REQUEST FOR PROPOSALS FOR **ENGINEERING DESIGN OF JOHN P. LYONS LANE STORMWATER DRAINAGE IMPROVEMENTS**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
- [2020-71 JP Lyones Lane Stormwater Project](#)
[Agenda Item Report - AIR-20-048 - Pdf](#)
[HMGP-Application-John P. Lyons Lane Stormwater \(5-22-20\)](#)
[HMGP Hurricane Irma \(DR-4337\) 448-JPL Email Approval](#)
- c Request authorization to prepare RFP for engineering design of SW 25th Street Stormwater Improvements under the HMGP project - Vice Mayor Clark, Assistant Public Services Director Jacques 830 - 890
- RESOLUTION NO. 2020-075**
- A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING TOWN STAFF TO PREPARE REQUEST FOR PROPOSALS FOR **ENGINEERING DESIGN OF SW 25 STREET STORMWATER DRAINAGE IMPROVEMENTS**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
- [2020-075 SW 25th Avenue stormwater](#)
[Agenda Item Report - AIR-20-047 - Pdf](#)
[4337-0393-R HMGP Project Approval Package 02-25-2020](#)
[HMGP-Application-S.W. 25th Street Stormwater \(5-22-20\)](#)
- d Request authorization to prepare RFP for **Town Hall Hardening, Generator, and Roofing** under the HMGP project - Vice Mayor Clark, Assistant Public Services Director Jacques 891 - 995
- Resolution
[Agenda Item Report - AIR-20-046 - Pdf](#)
[4337-0338-R FEMA Approval Package 02-25-2020](#)
[HMGP-Application Town Hall Building Hardening 7-12-18 \(Submittal Package\)](#)

12. ORDINANCES - 2ND READING

- a Chapter 12, Health and Sanitation - Commissioner Dieuveille, Town Attorney Ryan 996 - 999
- ORDINANCE NO. 2020-002**
- AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **RELATING TO CHAPTER 12, HEALTH AND SANITATION, CREATING A NEW SECTION ENTITLED IMMINENT PUBLIC HEALTH THREAT**; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
- [2020-002 Ordinance 12 Revision 03 12 2020](#)

- b Extended Hours Licensing Fees Section 3-2.5 - Mayor Mohammed, Town Attorney Ryan 1000 - 1008
ORDINANCE NO. 2020-003
 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO **CHAPTER 3, ALCOHOLIC BEVERAGES; AMENDING SECTION 3-2.5, EXTENDED HOURS LICENSE;** PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-003 REVISED \(2\) CHAPTER 3 03 21 2020](#)
[2020-003 Notice of Hearing. Chapters 12 3 Code of Ordinances](#)
- c Rezoning Ordinance - Town Attorney Ryan, Town Planner Miller 1009 - 1073
ORDINANCE NO. 2020-005
 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO **CHAPTER 28, ZONING; AMENDING THE ZONING CLASSIFICATION FOR LOT 20E, HOLLYWOOD RIDGE FARMS,** ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; SAID LAND SITUATE, LYING AND BEING IN BROWARD COUNTY, FLORIDA, FROM THE PRESENT ZONING CLASSIFICATION OF S-1 CIVIC AND RECREATIONAL DISTRICT TO RM-16A MEDIUM DENSITY RESIDENTIAL DISTRICT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[2020-005 Rezoning](#)
[Rezoning Hippler's Report](#)
[2020-005 Advertising](#)
13. TOWN BUSINESS
- a Response to the Florida Department of Economic Opportunity (DEO) letter prepared by Town Planner - Mayor Mohammed, Town Planner Miller 1074 - 1082
[Miller 2020 DEO EAR Notification Ltr Docs](#)
- b Conceptual plans for the relocation of the Building, Public Works and other departments - Mayor Mohammed, Vice Mayor Clark, Interim Building Official Nunez 1083
[Plans Building Department](#)

- c Police Department Architectural Plans for Police Department - Clerk 1084 - 1094
Commissioner Jacobs

RESOLUTION NO. 2020-077

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A **LAW ENFORCEMENT CONSULTANT AGREEMENT WITH DAVID A. HOWARD**; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID LAW ENFORCEMENT CONSULTANT AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[2020-077 Resolution Law Enforcement Consultant
CONTRACT Law Enforcement Consultant Agreement
Police RFQ Architecture Construction Services](#)

- d Annexation - Vice Mayor Clark 1095 - 1096
RESOLUTION NO. 2020-068

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE **ENACTMENT OF SENATE BILL 410; REQUESTING THAT GOVERNOR RON DESANTIS SIGN SENATE BILL 410 INTO LAW**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[2020-068 Annexation](#)

14. DISCUSSION

- a Establish a committee to discuss the closure of Lake Shore Drive - Vice Mayor Clark 1097 - 1099
[Agenda Item Report - AIR-20-042 - Pdf
Park Lake Access Request](#)
- b Coca Cola Company discussion - Vice Mayor Clark, JC Jimenez
- c Cluster mail boxes with key locks for each Commissioner - Commissioner Cohen 1100 - 1108
[Agenda Item Report - AIR-20-051 - Pdf
Mail Boxes](#)
- d Amending the Emergency Powers Ordinance - Mayor Mohammed, Town Attorney Ryan

15. COMMISSION REPORTS

- a Urban Health - Food for All Broward - Vice Mayor Clark

16. ATTORNEY REPORTS

17. TOWN MANAGER REPORTS

18. ANNOUNCEMENTS

19. 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.

FPK20050200000620	MENTAL ILLNESS	PK	S20	R27
FPK20051500000675	MENTAL ILLNESS	PK	S20	R227
FPK20052600000733	MENTAL ILLNESS	PK	S20	BC7
FPK20052600000734	MENTAL ILLNESS	PK	S20	
FPK20050200000617	COMMERCIAL STRUCTURE FIRE	PK	S25CF	R27
FPK20052500000731	COMMERCIAL STRUCTURE FIRE	PK	S25CF	R27
FPK20051200000664	RESIDENTIAL FIRE	WP	S25RS	E27
FPK20051600000688	VEHICLE FIRE	PK	S25VF	E27
FPK20051600000689	VEHICLE FIRE	PK	S25VF	Q7
FPK20051800000692	VEHICLE FIRE	PK	S25VF	E27
FPK20050500000634	ASSAULT	PK	S31IJ	
FPK20050500000635	ASSAULT	PK	S31IJ	R227
FPK20052900000747	ASSAULT	PK	S31IJ	R227
FPK20051700000690	SHOOTING	PK	S33	R27
FPK20051500000681	FIGHT	PK	S36IJ	R27
FPK20051600000685	DOMESTIC DISTURBANCE	PK	S38IJ	R27
FPK20052900000748	DOMESTIC DISTURBANCE	PK	S38IJ	R27
FPK20050500000632	HIT AND RUN WITH INJURIES	PK	S3I	R27
FPK20051500000678	HIT AND RUN WITH INJURIES	PK	S3I	
FPK20050500000629	TRAFFIC ACCIDENT STANDBY	PK	S4	E27
FPK20050700000642	FIRE ALARM - COMMERCIAL STRUCTURE	PK	S49CF	E27
FPK20052000000703	FIRE ALARM - COMMERCIAL STRUCTURE	PK	S49CF	E27
FPK20052000000706	FIRE ALARM - COMMERCIAL STRUCTURE	PK	S49CF	E27
FPK20052500000725	FIRE ALARM - COMMERCIAL STRUCTURE	PK	S49CF	E27
FPK20052500000726	FIRE ALARM - COMMERCIAL STRUCTURE	PK	S49CF	E27
FPK20051200000662	FIRE ALARM	PK	S49F	E27
FPK20050700000643	FIRE ALARM - HIGH RISE	PK	S49HF	E27
FPK20051000000652	FIRE ALARM - MULTI-FAMILY	PK	S49MF	E27
FPK20051000000653	FIRE ALARM - MULTI-FAMILY	PK	S49MF	
FPK20050900000649	ACCIDENT ROLLOVER OR EXTRICATION	PK	S4E	R27
FPK20052500000728	ACCIDENT ROLLOVER OR EXTRICATION	PK	S4E	
FPK20050700000640	ACCIDENT HIGHWAY	PK	S4H	R27
FPK20050700000641	ACCIDENT HIGHWAY	PK	S4H	
FPK20051400000672	ACCIDENT HIGHWAY	PK	S4H	R7
FPK20051500000680	ACCIDENT HIGHWAY	HW	S4H	R227
FPK20051900000700	ACCIDENT HIGHWAY	PK	S4H	R27
FPK20052000000707	ACCIDENT HIGHWAY	PK	S4H	R27
FPK20052000000709	ACCIDENT HIGHWAY	PK	S4H	R27
FPK20052300000716	ACCIDENT HIGHWAY	PK	S4H	R227
FPK20052300000717	ACCIDENT HIGHWAY	PK	S4H	R27
FPK20052400000719	ACCIDENT HIGHWAY	PK	S4H	R27
FPK20052400000720	ACCIDENT HIGHWAY	PK	S4H	R27
FPK20052400000721	ACCIDENT HIGHWAY	PK	S4H	
FPK20053100000757	ACCIDENT HIGHWAY	PK	S4H	R27

FPK20050800000646	ACCIDENT WITH INJURIES	PK	S4I	R27
FPK20052400000724	ACCIDENT WITH INJURIES	PK	S4I	R27
FPK20052500000727	ACCIDENT WITH INJURIES	PK	S4I	R27
FPK20052600000735	ACCIDENT WITH INJURIES	PK	S4I	R27
FPK20052600000736	ACCIDENT WITH INJURIES	PK	S4I	R7
FPK20052900000749	ACCIDENT WITH INJURIES	PK	S4I	R27
FPK20052400000723	ABDOMINAL PAIN	PK	S67AP	R27
FPK20050300000624	CHEST PAINS NON-TRAUMATIC	PK	S67CP	R27
FPK20050400000626	CHEST PAINS NON-TRAUMATIC	PK	S67CP	R27
FPK20051600000687	CHEST PAINS NON-TRAUMATIC	PK	S67CP	R27
FPK20052300000715	CHEST PAINS NON-TRAUMATIC	PK	S67CP	R27
FPK20051400000670	CARDIAC/RESPIRATORY ARREST	PK	S67CR	R27
FPK20052200000713	DIABETIC	PK	S67DB	R27
FPK20051500000676	FALL NO INJURY	PK	S67F	E27
FPK20050300000621	FALL INJURY	PK	S67FI	R27
FPK20050600000638	FALL INJURY	PK	S67FI	R227
FPK20050900000651	FALL INJURY	PK	S67FI	R27
FPK20051100000660	FALL INJURY	PK	S67FI	R27
FPK20051100000661	FALL INJURY	PK	S67FI	R27
FPK20051200000663	FALL INJURY	PK	S67FI	R27
FPK20051600000686	FALL INJURY	PK	S67FI	R27
FPK20052100000710	FALL INJURY	PK	S67FI	R27
FPK20053000000751	FALL INJURY	PK	S67FI	R27
FPK20050100000613	HEMORRHAGE OR LACERATION	PK	S67HM	R27
FPK20050200000619	HEMORRHAGE OR LACERATION	PK	S67HM	R27
FPK20050600000637	HEMORRHAGE OR LACERATION	PK	S67HM	R27
FPK20052600000738	HEMORRHAGE OR LACERATION	PK	S67HM	R7
FPK20053000000755	HEMORRHAGE OR LACERATION	PK	S67HM	R27
FPK20053000000756	HEMORRHAGE OR LACERATION	PK	S67HM	R27
FPK20050200000615	HEART PROBLEMS	PK	S67HP	R227
FPK20050200000616	HEART PROBLEMS	PK	S67HP	R27
FPK20051700000691	HEART PROBLEMS	PK	S67HP	R27
FPK20053000000752	HEART PROBLEMS	PK	S67HP	R227
FPK20053000000754	HEART PROBLEMS	PK	S67HP	R27
FPK20050300000622	INFECTIOUS DISEASE ALPHA LEVEL	PK	S67IDA	R227
FPK20051100000658	INFECTIOUS DISEASE ALPHA LEVEL	PK	S67IDA	R27
FPK20052600000737	INFECTIOUS DISEASE ALPHA LEVEL	PK	S67IDA	R27
FPK20050600000636	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R27
FPK20050800000645	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R227
FPK20050900000648	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R27
FPK20051300000669	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R27
FPK20051500000679	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R27
FPK20051800000695	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R27
FPK20051900000698	INFECTIOUS DISEASE CHARLIE LEVEL	WP	S67IDC	R27

FPK20052500000729	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R27
FPK20052700000739	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R27
FPK20052800000741	INFECTIOUS DISEASE CHARLIE LEVEL	PK	S67IDC	R27
FPK20051300000666	INFECTIOUS DISEASE DELTA LEVEL	PK	S67IDD	R27
FPK20051900000696	INFECTIOUS DISEASE DELTA LEVEL	PK	S67IDD	R27
FPK20052500000732	INFECTIOUS DISEASE DELTA LEVEL	PK	S67IDD	R7
FPK20050500000633	INJURY	PK	S67IJ	E7
FPK20050100000614	OVERDOSE OR POISONING	PK	S67OD	R27
FPK20052000000705	OVERDOSE OR POISONING	PK	S67OD	R27
FPK20050400000625	UNCONSCIOUS OR FAINTING	PK	S67PO	R27
FPK20050600000639	UNCONSCIOUS OR FAINTING	PK	S67PO	R27
FPK20050900000650	UNCONSCIOUS OR FAINTING	PK	S67PO	R27
FPK20051000000655	UNCONSCIOUS OR FAINTING	PK	S67PO	R27
FPK20051500000677	UNCONSCIOUS OR FAINTING	PK	S67PO	R27
FPK20051800000693	UNCONSCIOUS OR FAINTING	PK	S67PO	R27
FPK20051900000697	UNCONSCIOUS OR FAINTING	PK	S67PO	R27
FPK20052200000711	UNCONSCIOUS OR FAINTING	PK	S67PO	R27
FPK20052900000745	UNCONSCIOUS OR FAINTING	PK	S67PO	
FPK20050500000628	SICK PERSON	PK	S67SP	R27
FPK20050500000631	SICK PERSON	PK	S67SP	R227
FPK20051000000654	SICK PERSON	PK	S67SP	R27
FPK20051300000668	SICK PERSON	PK	S67SP	R27
FPK20051500000674	SICK PERSON	PK	S67SP	R27
FPK20052000000704	SICK PERSON	PK	S67SP	R27
FPK20052300000714	SICK PERSON	PK	S67SP	R27
FPK20052400000718	SICK PERSON	PK	S67SP	R27
FPK20052500000730	SICK PERSON	PK	S67SP	R27
FPK20053000000753	SICK PERSON	PK	S67SP	R27
FPK20052200000712	STROKE	PK	S67ST	R27
FPK20050800000644	SEIZURE	PK	S67SZ	R227
FPK20051500000684	SEIZURE	PK	S67SZ	R27
FPK20050300000623	TROUBLE BREATHING	PK	S67TB	R227
FPK20050500000627	TROUBLE BREATHING	PK	S67TB	R27
FPK20050500000630	TROUBLE BREATHING	PK	S67TB	R27
FPK20051000000656	TROUBLE BREATHING	PK	S67TB	R27
FPK20051300000665	TROUBLE BREATHING	PK	S67TB	R27
FPK20051400000673	TROUBLE BREATHING	PK	S67TB	R27
FPK20051800000694	TROUBLE BREATHING	PK	S67TB	R27
FPK20051900000699	TROUBLE BREATHING	PK	S67TB	R27
FPK20051900000701	TROUBLE BREATHING	PK	S67TB	R27
FPK20051900000702	TROUBLE BREATHING	PK	S67TB	R27
FPK20052700000740	TROUBLE BREATHING	PK	S67TB	R27
FPK20052800000742	TROUBLE BREATHING	PK	S67TB	R60
FPK20053000000750	TROUBLE BREATHING	PK	S67TB	R27

FPK20050200000618	UNKNOWN MEDICAL	PK	S67UM	R32
FPK20051100000659	UNKNOWN MEDICAL	PK	S67UM	R27
FPK20051300000667	UNKNOWN MEDICAL	PK	S67UM	R7
FPK20051400000671	UNKNOWN MEDICAL	PK	S67UM	R90
FPK20051500000683	UNKNOWN MEDICAL	PK	S67UM	R27
FPK20052900000746	UNKNOWN MEDICAL	PK	S67UM	
FPK20050800000647	FIRE OR MEDICAL SERVICE CALL	PK	S68	E27
FPK20051100000657	FIRE OR MEDICAL SERVICE CALL	PK	S68	E27
FPK20051500000682	FIRE OR MEDICAL SERVICE CALL	PK	S68	E27
FPK20052400000722	FIRE OR MEDICAL SERVICE CALL	PK	S68	Q7
FPK20052800000743	FIRE OR MEDICAL SERVICE CALL	PK	S68	E27
FPK20052900000744	FIRE OR MEDICAL SERVICE CALL	PK	S68	BC7

S25 FIRE	5
S4 ACCIDENT	24
S49 ALARMS	9
S67 SICK PERSON	106
TOTAL	144

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M E M O R A N D U M

DATE: May 31, 2020

TO: The Mayor, Vice Mayor and Commissioners

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

SUBJECT: Regular Monthly Report for May, 2020

This report covers the Activities of the Town's Lobby & Consultant Team for the Month of May, 2020.

CHC – David Sigerson Activities:

Activities and Meetings. During this month of observing the Covid-19 Pandemic Stay at Home Order, (eased by Phase 1 partial re-openings) my time has been spent monitoring the Legislative web sites for updates to legislation passed during the 2020 Legislative Session. This is mostly to monitor the budget (HB 5001) and passed bills of interest for delivery to the Governor for his review: to sign, veto or after 15 days merely allow to become law without his signature.

I spend a great deal of time reviewing bills that passed. In addition I confer with members of the team what they are hearing about what the Legislature and Governor are doing. Many of the bills that passed during the Legislative Session, including HB 5001 (Budget) and SB 410 (Annexation Protection) have not yet been sent to the Governor.

As previously reported, letters of support for the John P. Lyons Stormwater Improvement Project from the Town Officials have been sent to the Governor urging him to approve the project (not veto it) in the budget. Connie Vanassche has stayed in periodic contact with the Governor's staff on this issue.

I am working on a the verbiage for a resolution of support for the annexation provision contained in SB 410 – which eventually will make its way to the Governor's desk.

Bill Helmich and Richard Coates, who live in Tallahassee, have continued to monitor the situation there, trying to get a read on what is going on at the Capital: the state fiscal year runs out June 30th, essentially this means that for all practical purposes the Governor has until the end of June to receive, review and act on the Budget. The current thinking is that Gov. Desantis will wait as long as he can – so as to receive as much revenue collection and revenue estimate information as he can – and then will sign the bill, but not before vetoing many more projects than he might

otherwise have vetoed but for the known and anticipated revenue shortfalls. Bill Helmich is suggesting that we should consider sending more letters of support. I will discuss his suggestion with him and the other team members and report back.

Legislation on Annexation: – Annexation of Property

Language Prohibiting Hostile Annexations Passed!

As reported to you last month, SB 410 – Growth Management by Senator Perry passed containing language we supported that prohibits one municipality from annexing part of another municipality without that municipality's agreement.

The bill must now be presented to the Governor. Once it is, the Governor will have 15 days from the date he is presented with the bill to sign into law, veto or allow to become law by taking no action. As of the writing of this report, the bill had not yet been presented to the Governor.

The Language:

CS/CS/SB 410

(Located on lines 77 through 82 of the bill):

Section 2. Subsection (4) is added to section 171.042, 77 Florida Statutes, to read:

171.042 Prerequisites to annexation.—

(4) Except as otherwise provided in s. 171.205, a municipality may not annex an area within another municipal jurisdiction without the other municipality's consent.

A general discussion of the bill's other provisions can be found in the Tidewater Report, attached.

Pembroke Park Legislative Program.

The Pembroke Park Legislative Program (presented at the Oct. 2nd Commission Workshop Meeting) essentially consists of three elements: Legislation that impacts municipalities in general; Legislation affecting the Town in particular (for example: mobile home legislation that would force local governments to pay mobile home relocation costs) or legislation that relates to our long-term strategy to protect and preserve the Town (e.g. annexation); and, third, Legislative Budget Requests (LBRs) - as developed from the priority project list as recommended by staff and approved by the Commission.

A total of 3518 bills were filed (1000 SBs and 2588 HBs) – a majority of the HBs are LBR's. All during the Session, I continuously reviewed bills, amendments and staff reports for the bills that potentially affect local government in general or the Town of Pembroke Park specifically, consistent with the policy perimeters that the Town historically has had, and currently has, in place for its Legislative Program Policy Guidelines. During the weeks that follow the adjournment of the Session, I spend time re-reviewing these bills, many of which passed during the last two weeks of a Legislative Session and were amended, sometimes numerous times. Only 191 bills passed both houses of the Legislature during the 2020 Session. Of those there are 36 bills pending on the Governor's desk and 154 that he has not received yet (including HB 5001 (budget) and SB 410 (annexation protection)).

Altogether, we have pulled out over 100 bills for more in depth analysis. In addition to the bills on the list previously submitted by Richard Coates (Tidewater), below is a list of other bills that we were following, (bills in bold are bills that are important bills that were in play and were priorities for the FLC or identified as priority issues by Town Resolution and the Bills that Passed):

SB 126/HB 159 – Sales & Use Tax, Gruters: SB died the Appropriations Committee, the HB died in Ways and Means

SB 134/HB 6009 – Preemption of Firearms Regulation, Taddeo (HB: Daley, Joseph & Stark): These bills were not heard in committee – died in committee.

HB 149 – MMTCLic Reg./Limitation Removed, Sabatini: Didn't move – died in committee.

SB 304/HB 1167 School Safety Funding, Cruz/Polsky: Didn't move – died in committee.

SB 306/HB 381 State Funds/Protects Affordable Housing Trust Fund, Mayfield, Taddeo/Silvers, Killebrew: The SB passed the Infrastructure and Security Committee 8-0, but has since stalled in the Appropriations Committee as the HB has not moved. However, the Senate expressed its support for this issue by appropriating a large portion of the Affordable Housing Trust Fund to affordable housing in its budget. See HB 5001.

Last Action: SB 306 died in the Appropriations Subcommittee on Transportation, Tourism and Economic Development; HB 381 died in the Appropriations Subcommittee on Transportation and Tourism.

SB 370/HB 553 School Safety Officers, Cruz/Antone: These bills didn't move – died in committee.

HB 637/SB 1066 Impact Fees, DiCeglie/Gruters: These bills limit a municipality's to enact or raise impact fees. The bills are different; the SB is more limiting, especially with respect to raising or implementing certain new fees. The HB is less restrictive.

Last Action: HB 637 Laid on the Table, **SB 1066 passed as amended; ordered engrossed; then enrolled.** (Engrossed refers to incorporating the final amendments into the bill; the bill is then reviewed, verified and put into its Final, Official Form (Enrolled) for the Officers - Senate President and House Speaker - to sign; after which at some point the Enrolled Bill is sent to the Governor for his action, i.e., sign, veto, allow to become law without his signature).

SB 712/HB1343 Environmental Resource Management, Mayfield/Payne: Dealing with the onsite sewage treatment and human bio-solid waste disposal issues.

Last Action: The SB as passed; **Ordered Enrolled,**

SB 754/HB 699 School Crossing Guards, Baxley/Hage: The SB passed two Senate committees, but has been retained in the Rules Committee because the HB didn't move – died in Rules.

SB 766/HB 611 Local Government Accountability, Perry/Sabatini: One provision would have required the Florida Commission on Ethics to create a state-wide local govt. lobbyist registration system. These bills didn't move – died in committee.

SB 778/HB 537 Home Based Businesses, Perry/Donald: Preempts regulation of home based businesses to the state. SB died in Community Affairs, but the HB made it to the full House where it died on the Calendar.

SB 998/HB 1339 Housing, Hutson/Yarborough: Facilitates development of affordable housing.

Last Action: SB 998 Laid on the Table; HB 1339 passed as amended; Ordered Engrossed (with final amendment(s)) and Enrolled; **signed by the officers (Speaker and Sen. President) and presented to the Governor on May 26th.**

SB 1022 Mobile Home Parks, Rouson: This bill didn't move – it didn't have any impact on local govt. regulation in any case, but was simply monitored. Died in committee.

SB 1128/HB 1011 Vacation Rentals, Diaz/Fischer, La Rosa: Preempts regulation to the State.

Last Action: The HB died on the Calendar; while SB 1128 died in the Rules Committee.

SB 1174/HB 701 Communications Services Tax(CST), Hutson/Fischer: These CST bills would reduce the local portion of the tax. Although the HB didn't move and the SB is stalled in Community Affairs, HB 7097 (the House Tax package) did contain a reduction in the State's CST portion, but it was amended out in the last days of the Legislative Session.

Last Action: SB died in Community Affairs Committee; HB died in Ways and Means Committee

HB 1209/SB 1522 Dissolution of Municipalities, Fischer/Broxson: Requires referendum on dissolution if a municipality is in financial distress, has failed to meet financial reporting deadlines or has failed to correct State Auditor General's report identified issues. HB passed several committees but stalled in State Affairs.

The SB did not move.

Last Action: HB 1209 died in State Affairs; the SB died in Community Affairs.

SB 1336/HB 3 Preemption of Local Occupational Licensing, Perry/Grant: These bills would have pre-empted occupational licensing to the state; prohibiting local government from imposing any additional occupational licensing requirements. Both bills grandfather local occupational licenses issued before July 1, 2020 (the HB's grandfather clause expires on July 1, 2022); Local governments would not be able to raise or modify local occupational licensing fees after July 1, 2020. While the HB was passed by the full House, the SB was TP'd (temporarily postponed, i.e. killed) in the Sen. Innovation, Industry and Technology (IT) Committee.

Last Action: HB 3 passed the House, was sent to the Senate, referred to Sen. Community Affairs where the bill died. SB 1336 died in Sen. Innovation, Industry and Technology.

HB 5001/SB 2500 General Appropriations Act (GAA): Contains \$100,000 for the John P. Lyons Lane Stormwater Improvements Project, FRDAP was fully funded including \$50,000 for the Town's Food Forest Improvements project and \$370,000,000 for the Florida Housing Finance Corporation to fund affordable housing programs.

Last Action: The House and Senate passed the Budget Conference Report on HB 5001 during the Extended Legislative Session on Thursday, March 19, 2020. The bill has been ordered Engrossed (with amendments, i.e., the Conference Report) and Enrolled. The budget bill has not been signed by the officers or presented to the Governor as of this writing.

Local Budget Request Approved in State Budget: The John P Lyons Stormwater Pumping Station Local Budget Request (LBR), HB 4017, which had been a part of the House Budget (at \$100,000), was agreed to by the Senate during the Budget Conference process and placed in the final version of HB 5001, the GAA (which also included funding for the Town's FRDAP grant application (\$50,000)) and passed by both Houses of the Legislature during the Extended Session on Thursday, March 19, 2020.

The following is a list of the other LBR bills by House Bill number:

HB 4223 Pembroke Park Community Garden Facilities ADA Pathway & Lighting Project, Jones

HB 4225 Pembroke Park Septic to Sewer Systems Improvements, Jones

HB 4235 Town of Pembroke Park County Line Road safety Improvements, Jones

HB 4841 Town of Pembroke Park Town Hall Hardening Improvements, Jones

During the post Session months, I confer periodically with all team members regarding bills that passed and any after session actions that we should be taking, e.g., drafting and sending the letters of support for the John P. Lyons Lane Project; we also discuss legislative funding for future projects, including obtaining grant money through state or federal agencies.

Annexation/De-annexation – West Park:

Although there is nothing new to report on the local level, Vice Mayor Clark and I continue to confer periodically on this and we continue to monitor any activities or talk that might indicate an attempt to try to de-annex any part of the Town. In addition, I regularly update all of the other team members and consult with them concerning what we need to do going forward to protect the Town from this threat.

As we continue to find ourselves in a defensive position, we must be continuously vigilant. This is why our attempts to pass annexation legislation that provides some protection to the Town was deemed to be so important. I will have more to add to this narrative in the future.

Now, these efforts have been successful with the passage of our annexation language in SB 410, assuming the Governor signs or allows the bill to become law.

Upcoming Meetings:

No legislative meetings scheduled at this time – until the 2021 Legislative cycle begins which will be two weeks after the November election.

Town Lobbyist team members reported:

Tidewater - Richard Coates:

Mr. Richard Coates continues to monitor activities at the Capital during the Covid-19 shut down. He reports that the Covid-19 crisis is clearly affecting the flow of 2020 passed bills to the Governor's office. In addition, looking forward, he has provided a list of important Legislative dates for the 2021 Legislative cycle. See Tidewater report attached.

Mr. Coates provides an explanation of SB 410 which includes our hostile annexation protection language, see SB 410 annexation language explanation in the "Legislation on Annexation" Section above. He recommends that we sent letters of support for SB 410. After discussing the Commission's recent action to send a resolution of support instead of letters, he and Mr. Helmich both agree with doing that.

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

The full Tidewater report is attached.

Helmich Consulting - Bill Helmich:

I discussed with Mr. Helmich contacting high ranking members of the Governor's staff as part of our effort to secure the Governor's approval the John P. Lyons Lane Project and of SB 410 (which contains our annexation protection provision).

I asked Mr. Helmich to monitor activities at the Capital through his contacts on the Governor's staff. His comments that the staff had been focused on implementation of Phase 1 (now complete) are currently focused on Phase 2 of the re-opening of the state. He further recommends that we continue to send letters of support for our budget project. His full comments can be found in his report.

Mr. Helmich's report is attached.

CAS Government Services, LLC - Dale Milita

Ms. Vanassche, had been regularly checking in with the Governor's staff after the Legislative Session regarding our budget project to answer any question that the budget staff might have.

Also, GAS is on the lookout for any other funding opportunities that could help the Town meet its infrastructural improvement needs.

The CAS Report contains information on state revenue collections, unemployment compensation payments and reports on the \$878 Million April revenue collection shortfall. They along with myself and the other team members agree that this shortfall, does not bode well for the Governor approving very many projects in the budget

deemed to be non-essential. In addition, they provide a list of the 25 bills that have been presented to the Governor- which doesn't yet include the Budget (HB 5001) or SB 410 (Annexation Protection).

The CAS March Report is attached.

DC Strategies - Desinda Wood-Carper

Ms. Wood-Carper continued to research grant opportunities in areas of need identified by the Town's Commission or Senior Staff. She reports discussing community development grant opportunities with the Mayor and certain questions were raised.

Accordingly, she plans to pose these questions to the DEO staff at the next DEO grant webinar on program parameters. She has previously advised that these grant opportunities will not actually become available until the Governor receives and approves the budget.

The complete DC Strategies Report is attached.

CAS Governmental Services, LLC
Communication Advocacy Specialists

Governmental – Legislative Services – Grants – Special Funding

P.O. Box 35 • Canal Point, Florida 33438-0035
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To: Mayor Mohammed, Vice Mayor Clark, Clerk Commissioner Jacobs, Commissioner Cohen and Commissioner Dieuveille; Assistant Town Manager Newell J. Daughtrey

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

Date: May 31, 2020

Copies To: Assistant Town Manager Newell J. Daughtrey, David K. Sigerson, Jr., Esq

RE: May 2020 Legislative Monthly Report

Communication Advocacy Specialists Governmental Services, LLC (CASGS) appreciates the opportunity to represent the Town of Pembroke Park and to provide a monthly progress report of Legislative activities that occurred during May:

- The Office of Economic & Demographic Research (EDR) released revenue reports for April 2020. Senate President Galvano issued a new memorandum regarding the EDR report. This information is included with our report.
- On Tuesday, May 26 the Governor was presented 25 bills, see the listing on Page 2. At the time of this report, the 2020-2021 budget had not been presented to the Governor.
- CASGS provided information regarding the U.S. Economic Development Administration (EDA) regarding the Coronavirus Aid, Relief and Economic Security Act grant program.
- We continue to work with the Governor's Office of Policy and Budget regarding the projects included in the budget. In addition, we continue to have open lines of communication with agency staff regarding funding opportunities outside of the legislative budget process.
- CASGS worked with the Lobby Team members regarding the Town's interests.
- CASGS worked with the Commissioner and staff regarding the Town's projects. We assisted staff, conducted research and provided information to meet a request for information deadline due the same day.

Thank you for the opportunity to represent and advocate on behalf of the Town of Pembroke Park. Please stay safe and be well.

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

To follow is a listing of the bills presented to the Governor on May 26, 2020. The Governor has until June 10, 2020 to take action or the bill becomes law without signature.

Bill	Title
<u>SB 0028</u>	<u>Relief of Clifford Williams by the State of Florida</u>
<u>SB 0400</u>	<u>Elder Abuse Fatality Review Teams</u>
<u>SB 0716</u>	<u>County Boundaries</u>
<u>SB 0936</u>	<u>Disability Retirement Benefits</u>
<u>SB 1714</u>	<u>Sale of Surplus State-owned Office Buildings and Associated Nonconservation Lands</u>
<u>SB 7018</u>	<u>Essential State Infrastructure</u>
<u>HB 0061</u>	<u>Adoption Benefits</u>
<u>HB 0177</u>	<u>Prescription Drug Donation Repository Program</u>
<u>HB 0355</u>	<u>Pasco County</u>
<u>HB 0423</u>	<u>Town of Ocean Breeze, Martin County</u>
<u>HB 0597</u>	<u>Tri-Par Estates Park and Recreation District, Sarasota County</u>
<u>HB 0617</u>	<u>Holiday Park Park and Recreation District, Sarasota County</u>
<u>HB 0743</u>	<u>Nonopioid Alternatives</u>
<u>HB 0821</u>	<u>Pub. Rec. and Meetings/Information Technology Security Information</u>
<u>HB 0925</u>	<u>Manatee County</u>
<u>HB 0947</u>	<u>Volusia County</u>
<u>HB 0969</u>	<u>Broadband Internet Service</u>
<u>HB 0989</u>	<u>Broward County</u>
<u>HB 1041</u>	<u>Florida Keys Mosquito Control District, Monroe County</u>
<u>HB 1215</u>	<u>City of Weeki Wachee, Hernando County</u>
<u>HB 1339</u>	<u>Community Affairs</u>
<u>HB 1375</u>	<u>Holmes, Jackson, and Washington Counties</u>
<u>HB 1463</u>	<u>Dunnellon Airport Authority, Marion County</u>
<u>HB 1465</u>	<u>Hardee County Economic Development Authority, Hardee County</u>
<u>HB 6501</u>	<u>Relief/Dontrell Stephens/Palm Beach County Sheriff's Office</u>



MONTHLY REVENUE REPORT

Office of Economic &
Demographic Research

Volume 40, Number 10
April 2020

Revised General Revenue Collections for April 2020 (Sales Tax Data Reported is Unaudited)

Near the end of Florida's 2020 Regular Session, the World Health Organization declared a Global Pandemic (March 11, 2020). The presence of Coronavirus in Florida presented its most serious threat to the sales tax forecast, especially to those taxes collected from tourists. In addition, critical supply chains were already interrupted by the impact to other countries and retail sales displaced as a result of social distancing and crowd-avoidance behaviors. The effects on state revenues made their first real appearance in the April Collection Report.

For this month, Sales Tax collections reflect activity that occurred in March (a lagged effect), all of which was affected but to an increasing extent as the month progressed—as well as voluntary changes to submitted estimated payments in the reported month (a real-time measure). As referred to here, changes to estimated payments have more to do with payment behavior between months than the underlying economic loss. With respect to General Revenue, Sales Tax collections were down \$598.2 million or 24.1 percent of the estimate. A large part of this loss is attributed to declines in tourism and hospitality-related industries, as well as auto sales.

In addition, two other revenue sources were affected by closures or induced limitations on activity:

- Parimutuel Taxes...under by \$2.2 million
- Article V Fees and Transfers...under by \$1.1 million

May collections will also be affected in these revenue areas.

Conversely, three revenue sources coming in below estimate in April were materially affected by formal state orders delaying payment of the taxes or fees until June or later:

- Corporate Income Tax...under by \$246.0 million
- Highway Safety Fees...under by \$20.2 million
- Corporate Filing Fees...under by \$56.9 million

Generating a loss of \$323.1 million or 36.8 percent of the total loss for the month, some or all of these declines in April and May are expected to be at least partially recaptured in June.

As the last grouping in the loss category, five revenue sources coming in below the estimate experienced only normal timing delays or other administrative issues:

- Insurance Taxes...under by \$9.9 million
- County Medicaid Share...under by \$1.3 million
- Other Nonoperating Revenues...under by \$4.1 million
- Other Taxes, Licenses and Fees...under by \$0.5 million
- Service Charges...under by \$15.7 million

Since these sources were largely unaffected by the Coronavirus, the underlying causes are expected to clear in future months. The collective revenue loss attributed to April is \$31.5 million.

Six revenue sources came in over the estimate for the month and appeared to be at least initially unaffected by the negative effects of the Coronavirus outbreak:

- Documentary Stamp Tax...over by \$1.3 million
- Intangibles Taxes...over by \$13.3 million
- Beverage Taxes...over by \$6.3 million
- Tobacco Tax...over by \$0.6 million
- Severance Taxes...over by \$0.4 million
- Earnings on Investments...over by \$19.0 million

Together, these sources generated a total gain of \$40.9 million for the month; however, some of these sources are expected to experience losses in the coming months as lagged economic effects begin to appear.

After adjusting for refunds, April experienced an overall combined revenue loss of \$878.1 million from the estimate.

The figures in the table below show the variance from monthly estimates that are based on the results of the estimating conference held January 15, 2020. Note that the listing of sources below has been rearranged to reflect each source's overall importance to GR.

Month	January	February	March	April	May	June
Monthly Overage (millions)	64.5	63.4	61.3	-878.1		
Year to Date Overage (millions - cumulative)	77.6	141.1	202.4	-675.7		
Percent of Monthly Estimate Collected	102.2%	102.5%	102.4%	70.6%		
Percent of Total Year Estimate Collected	57.5%	65.2%	73.1%	79.5%		



MONTHLY REVENUE REPORT

Office of Economic &
Demographic Research

Volume 40, Number 10
April 2020

Revised General Revenue Collections for April 2020 (Sales Tax Data Reported is Unaudited)

APRIL 2020 GENERAL REVENUE COLLECTIONS (\$ MILLIONS) BASED ON THE JANUARY 2020 REVENUE ESTIMATING CONFERENCE								
	MONTH			FISCAL YEAR TO DATE				
	ACTUAL CURRENT MONTH	ESTIMATE CURRENT MONTH	OVER/ UNDER ESTIMATE	ACTUAL CURRENT YEAR	ESTIMATE CURRENT YEAR	OVER/ UNDER ESTIMATE	PRIOR YEAR ACTUAL	PERCENT INCREASE/ DECREASE
SALES TAX COLLECTIONS	1,886.2	2,484.4	(598.2)	21,273.6	21,844.5	(570.9)	21,078.6	0.9%
CORPORATE INCOME TAX	216.1	462.1	(246.0)	1,898.9	2,114.4	(215.5)	2,252.8	-15.7%
DOCUMENTARY STAMP TAX	77.5	76.2	1.3	838.6	805.2	33.4	747.2	12.2%
INSURANCE TAXES	181.1	191.0	(9.9)	599.7	604.3	(4.6)	534.9	12.1%
HIGHWAY SAFETY FEES	22.4	42.5	(20.2)	368.7	383.2	(14.5)	435.7	-15.4%
SERVICE CHARGES	46.5	62.2	(15.7)	408.4	417.5	(9.2)	414.9	-1.6%
CORPORATE FILING FEES	35.4	92.3	(56.9)	276.4	322.3	(45.9)	304.0	-9.1%
INTANGIBLES TAXES	44.1	30.8	13.3	408.1	368.4	39.7	316.1	29.1%
COUNTIES' MEDICAID SHARE	23.9	25.2	(1.3)	251.2	251.6	(0.4)	243.6	3.1%
BEVERAGE TAXES	34.4	28.1	6.3	233.3	222.9	10.4	223.5	4.4%
EARNINGS ON INVESTMENTS	37.2	18.2	19.0	325.5	260.1	65.3	167.6	94.2%
TOBACCO TAX	15.7	15.1	0.6	129.5	128.9	0.6	137.1	-5.5%
OTHER NONOPERATING REVENUES	12.5	16.6	(4.1)	151.8	141.4	10.4	187.5	-19.0%
ARTICLE V FEES AND TRANSFERS	8.7	9.8	(1.1)	96.4	97.1	(0.7)	114.8	-16.0%
OTHER TAXES LICENSES AND FEES	2.5	3.0	(0.5)	31.9	32.0	(0.1)	32.5	-2.1%
PARIMUTUEL TAXES	0.3	2.5	(2.2)	14.8	18.3	(3.6)	17.1	-14.0%
SEVERANCE TAXES	1.7	1.3	0.4	8.3	7.4	0.9	9.8	-15.0%
INDIAN GAMING	0.0	0.0	0.0	0.0	0.0	0.0	247.7	-100.0%
TOTAL REVENUE	2,646.2	3,561.3	(915.1)	27,315.0	28,019.6	(704.6)	27,465.4	-0.5%
LESS REFUNDS	540.0	577.0	(37.0)	888.5	917.4	(28.9)	322.8	175.2%
NET REVENUE	2,106.2	2,984.3	(878.1)	26,426.4	27,102.2	(675.7)	27,142.5	-2.6%



THE FLORIDA SENATE
SENATOR BILL GALVANO
President

MEMORANDUM

TO: All Senators
FROM: Bill Galvano
SUBJECT: General Revenue Collection Report for April
DATE: May 26, 2020

As we near the end of the first month of re-opening our great state, and conclude a Memorial Day Weekend that reminded us of the sacrifices of so many, we have seen several important developments that provide insight regarding our state's continued response to the unprecedented COVID-19 public health emergency.

Friday brought concerning, but expected, news that our state unemployment rate for April, at the height of Florida's Safer at Home Order, has risen to 12.9%, just under the national average. While Floridians across the state have been feeling the significant impacts of unemployment for several weeks, this is our first real glimpse into the severity of unemployment due to the COVID-19 Pandemic, and should be one of our primary focuses as we work to reopen the state as quickly and safely as possible.

Florida has now paid nearly \$3.5 billion in reemployment assistance payments to more than one million Floridians. I recognize that overall numbers may ring hollow to an eligible unemployed worker who has yet to receive a benefit check; however, despite significant hurdles, we are now seeing great upward momentum with the processing and payment of claims. Most importantly, Florida's all-hands-on-deck approach, including the great work ongoing in our Senate District Offices, must and will continue until the last claim is paid. While the immediate goal is to get claims paid as quickly as possible, the ultimate goal is to restore a Florida economy that provides Floridians with the security of a job and paycheck.

While professional district staff in communities across Florida continue their diligent work to serve impacted constituents, Tallahassee-based professional staff continue their meticulous tracking of fiscal issues that will impact Florida's recovery. As I have indicated in prior communications, my goal is to share updates on these fiscal issues as often as practical.

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General Revenue Collection Report for April

The attached General Revenue Collection Report for April reflects activity that occurred in March, all of which was affected by the pandemic, but to an increasing extent as the month progressed. The report also reflects voluntary changes to submitted estimated payments in April, which are more reflective of real time impacts experienced by businesses in the month of April.

Sales Tax collections were down \$598.2 million. A large part of this loss is attributed to declines in tourism and hospitality-related industries, as well as auto sales.

The report also includes information on other revenue sources coming in below estimate in April, for a total of loss of \$878.1 million from the estimate. However, it is important to take into account that three key revenue sources that came in below estimate in April were materially affected by formal state orders delaying payment of the taxes or fees until June or later.

- Corporate Income Tax – under by \$246.0 million
- Highway Safety Fee – under by \$20.2 million
- Corporate Filing Fee – under by \$56.9 million

Generating a loss of \$323.1 million or 36.8 percent of the total loss for the month, some or all of these declines in April and May are expected to be recaptured in June, prior to the next fiscal year beginning July 1, 2020.

As you may recall, January, February and March reports combined came in at \$202.4 million over estimate. These dollars were unanticipated and not included in the prior estimate for General Revenue, but will help buffer the loss reflected in this and subsequent reports. With the lag in reporting, it is likely we will continue to see decline in the General Revenue Collection Report for May, issued next month, which will continue to reflect activity in April when the Safer at Home order was in place.

As you are aware, sound financial decisions made over the past decade have resulted in significant reserves and additional steps were taken during the 2020 Session to increase those reserves. Our ability to successfully navigate the current fiscal situation will require the same deliberate, professional, fact-based decision making we have employed in Florida for decades. The situation continues to evolve on a daily basis and additional data in the coming weeks will be critical.

Use of Federal CARES Act Funding

As we move forward, much debate at the federal level has ensued regarding whether or not states can utilize the federally-appropriated state stabilization funds (\$4.6 billion already received by

May 26, 2020

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Florida) made available via the CARES Act to directly offset revenue losses that have occurred as a result of state efforts to mitigate the spread of COVID-19.

Initially, comments from officials on both sides of the political aisle indicated a clarification or guidance would be issued permitting use of these federal CARES Act funds for this purpose. However, that conversation has broadened to discussions of full-scale state bailouts, which has been understandably met with skepticism.

I have many concerns with the idea that the federal government would consider bailing out unfunded state pensions or utilize federal taxpayer dollars to reward decades of state mismanagement unrelated to COVID-19. Doing so would not only increase our already significant federal deficit, but would incentivize bad-actor states to become more reliant on federal taxpayers to the detriment of states like Florida.

What I do support is further federal clarification that the \$4.6 billion in state stabilization funds can be used not only to pay for direct expenses related to the state's response to COVID-19, but also to address the very real cost of revenue loss that was a direct result of shutting down our economy to protect lives. Every business in our state will agree that lost revenue is an undeniable cost of the pandemic, and the same is true for the operations of our state government.

Recognizing the possibility that ultimately the state may not be able to directly use stabilization funds for this purpose, I have concurrently been working with Appropriations Staff to determine all of the permissible uses of this funding to best position Florida to fully recover from the impacts of COVID-19. The impacts of the pandemic have been profound, heart wrenching and far reaching, but we cannot allow the current situation to dim the vision of Florida we held just a few months ago.

We have and continue to receive guidance from the Federal Treasury that makes clear the CARES Act funds deposited in the General Revenue Fund are available to assist with day-to-day cash management.

Timeline for Additional Data

- June 25 – General Revenue Collection Report for May with Sales Tax Activity from April.
- July 25 – General Revenue Collection Report for June with Sales Tax Activity from May.
- On or about June 8th, IHS Markit and Moody's Analytics will release their June macro forecasts.
- On June 16th, the May 2020 Advance Monthly Retail Report is scheduled for release by the Census Bureau.

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Thank you for your continued efforts to serve our constituents and communities. As legislators we learn to focus on the task before us; the calls to be answered; the decisions to be made; the work to rebuild our State for tomorrow. As mothers, fathers, brothers, sisters, sons and daughters, as Floridians, we allow ourselves in quiet moments, to remember the real loss, the true cost, the price of this pandemic that can never be adequately measured and cannot be replaced. I am very proud of the efforts of the Senate family during this unprecedented time. We will get through this together. Stay strong and stay safe.

DC STRATEGIES

MAY PEMBROKE PARK ACTIVITY REPORT

The month of May 2020 grant activity on behalf of Pembroke Park, included several conference calls with Mayor Mohammed, where questions were posed about community development project funding. These questions will be expressed to DEO staff at the next webinar on program parameters, hosted by the Department of Economic Opportunity for the pending CDBG-MIT program grant on June 5, 2020.

The Department of Economic Opportunity continues to inform local governments of forthcoming grant opportunities while waiting for the Governor to sign the State Budget into law.

The CDBG-MIT program grant opportunity is in preparation for an open grant cycle. The Mayor requests a packet of information on this and other State Grant be assembled to present to the Commission and new Town Manager upon his/her hiring/start date.

DC Strategies LLC will send this information to the Commission and designated staff and will continue to keep Pembroke Park's designated staff informed of all grant activity.

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

Helmich Consulting, Inc.

MEMORANDUM

To: David Sigerson
From: Helmich Consulting, Inc.
Date: June 2, 2020
RE: Town of Pembroke Park April Report

6/2/20 Report

After long last Florida finally fully entered Phase 1 reopening but as the state prepared to enter phase 2 another issue has raised its head. The killing of George Floyd on May 25, 2020, in Minneapolis, Minnesota has led to national unrest. That coupled with Covid19 and other issues have dominated the scene in Tallahassee. The budget along with many other bills from the 2020 legislative session are in a holding pattern as Florida deals with more urgent issues.

The governor has until July 1, 2020 to deal with the budget and word is when he does take it up it will be a very quick process.

Every Project continues to be at risk and the Governor has been clear that he will probably be vetoing items he would not usually veto.

We continue to met with staff from the Governors office of Policy and Budget on a weekly basis and continue to advocate for issues important to the town

As I have said before it would not hurt to continue writing letters to the Governor asking him to not veto any projects important to the Town and be sure to show how they have both long and short term economic benefit and how many people will be employed by the project.



MEMORANDUM

DATE: May, 2020

TO: The Mayor, Vice Mayor and Commissioners

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

SUBJECT: Regular Monthly Report for May 2020

This report covers the Month of May 2020

Tidewater Consulting, Inc. Activities:

Activities and Meetings: Over the course of the last several weeks, we have continuously monitored the situation from Tallahassee involving COVID-19 and how the various bills that have not yet been presented to Governor DeSantis might be affected by this pandemic. As we are in the midst of campaign season now and moving in to the summer months, this only brings us closer to the new bill filing dates for what will be the 2021 (see important dates listed below). There is much uncertainty at this point in time on how this "new norm" will actually affect the legislative process moving forward.

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

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

Legislation on Annexation: – Annexation of Property

As previously reported, we felt the best placement for the annexation language was with HB 203/Growth Management (Rep. McClain) and SB 410/Growth Management (Sen. Perry). Both bills dealt with requiring local governments to include a property rights element in their comprehensive plans; providing that certain property owners are not required to consent to development agreement changes under certain circumstances, etc. We were successful in getting the Annexation Language placed in to HB 203 and ultimately SB 410 was amended to match HB 203 and then passed on the next to the last day of the Session. We now wait for the bill to be presented to Governor DeSantis.

We encouraged David Siegerson to have the Mayor and Commission members write letters to Governor DeSantis in support of SB 410 Growth Management, and asking him for a yes vote on the bill. At this time, we still wait for that bill to be presented to the Governor.

Pembroke Park Legislative Program

We are consistently and constantly working with all team members regarding alternative strategies for achieving our legislative objectives and for obtaining legislative funding for future projects, including obtaining grant money.

Background Note:

As previously mentioned, we are a stable office in Tallahassee, Tidewater Consulting, Inc., and are able to monitor the activities of certain legislative movements throughout the year, and listen out for anything that might be beneficial or harmful to the Town. We continuously have public officials and members of the legislature that frequent the Tallahassee area even when Session has concluded.

Meeting Minutes 2019

	Meeting Date	Type of Meeting	Sent to Marlen	Date Submitted to commission	Approved Yes / No	Date Approved
	1/23/2020	Regular Code Enforcement Meeting				
	1/22/2020	Workshop Commission Meeting				
	1/15/2020	Special Commission Meeting				
	1/14/2020	Autors Selection Committee				
	1/8/2020	Regular Commission Meeting	Yes 1/22/2020			
	1/8/2020	Pension Board Meeting	Yes 1/22/2020			
	1/1/2020	CACELLATION OF WORKSHOP				
	12/31/2019	CANCELLATION OF AUDITORS SELECTION				
	12/18/2019			1/8/2020		
	12/11/2019			1/8/2020		
	12/4/2019	Workshop Commission Meeting		1/8/2020		
	11/13/2019	Regular Commission Meeting		1/8/2020		
	11/12/2019	Special Commission Meeting		1/8/2020		
	11/6/2019	Workshop Commission Meeting		1/8/2020		
	10/31/2019	Special Commission Meeting		1/8/2020		1/8/2020
	10/24/2019	Code Enforcement Meeting		1/8/2020		1/8/2020
1	10/9/2019	Regular Commission Meeting	2:16		yes	1/8/2020
2	10/4/2019	Emergency Commission Meeting	37:04:00		yes	1/8/2020
3	10/2/2019	Workshop Commission Meeting	3:31		yes	1/8/2020
4	9/23/2019	Special Commission Meeting	1:36	12/11/2019	yes	12/11/2019
5	9/11/2019	Regular Commission Meeting	1:11	12/11/2019	yes	12/11/2019
6	9/9/2019	Special Commission Meeting	3:25	12/11/2019	yes	12/11/2019
7	9/9/2019	Workshop Commission Meeting		12/11/2019	yes	12/11/2019
8	8/26/2019	Regular Commission Meeting	2:50	12/11/2019	yes	12/11/2019
9	8/12/2019	Special Commission Meeting	3:40	12/11/2019	yes	12/11/2019
10	8/1/2019	Special Commission Meeting	1:43	12/11/2019	yes	12/11/2019
11	7/17/2019	Special Commission Meeting	2:34	12/11/2019	yes	12/11/2019
12	7/10/2019	Regular Commission Meeting	6:57	12/11/2019	yes	12/11/2019
13	7/10/2019	Special Commission Meeting		12/11/2019	yes	12/11/2019
14	7/3/2019	Workshop Commission Meeting	2:48	12/11/2019	yes	12/11/2019
15	6/12/2019	Regular Commission Meeting	1:54	12/11/2019		12/11/2019
16	6/5/2019	Workshop Commission Meeting	5:11	12/11/2019		12/11/2019
17	5/8/2019	Regular Commission Meeting	2:35			
18	5/1/2019	Workshop Commission Meeting	2:04	12/11/2019		
19	4/24/2019	Special Commission Meeting	43:05			
20	4/10/2019	Regular Commission Meeting	2:01			
21	4/8/2019	Special Commission Meeting	2:43			
22	4/3/2019	Special Commission Meeting	4:06			
23	3/20/2019	Special Commission Meeting	1:15			
24	3/13/2019	Workshop Commission Meeting	3:14			12/11/2019
25	3/13/2019	Regular Commission Meeting				12/11/2019
26	2/13/2019	Special Commission Meeting	4:11			
27	1/9/2019	Regular Commission Meeting	1:21			
28	1/7/2019	Workshop Commission Meeting	2:44			12/11/2019
29	1/2/2019	Workshop Commission Meeting	7:02:00			12/11/2019

Dates of Minutes	
October 3, 2018	Workshop
October 10, 2018	Regular
October 22, 2018	Special
October 24, 2018	Special
October 30, 2018	Special
November 5, 2018	Regular
November 20, 2018	Special
December 12, 2018	Regular
December 17, 2018	Regular
December 19, 2018	Regular
December 26, 2018	Regular

WORKSHOP COMMISSION MEETING
TOWN OF PEMBROKE PARK, FLORIDA
WEDNESDAY, OCTOBER 3, 2018 - 3:00 PM

AGENDA
CALL TO ORDER: 3:09 PM
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	CLERK COMMISSIONER	GEORGINA COHEN
STAFF:		
	INTERIM CFO	OSWALD GAIL
	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	LEGISLATIVE CONSULTANT	DAVID SIGERSON
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CONSULTANT ENGINEER	PETER KUNEN
	CONSULTANT PLANNER	MICHAEL MILLER
	CRIMINAL INVESTIGATION SGT.	CHRISTOPHER D. GIOVANNI
	FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
	CODE ENFORCEMENT OFFICER	GEOFFREY LOUIS
	BUILDING OFFICIAL	ALAN CORRIVEAU
	BILLING CLERK	MICHELLE GROOMS
ALSO PRESENT:	PRESIDENT OF PFASF	LT. KEITH MARTIN
	VICE PRESIDENT OF PFASF	BRUCE BRITTON
	RESIDENT	SPENCER STEELE
	RESIDENT	DICK SPOTH
	RESIDENT	FRANCINE SUTHERLAND
	RESIDENT	ELLEN ROACH

Mayor Mohammed announced that members of the Professional Firefighters Association of South Florida were present at the meeting and asked them to say a few words about wanting office space here at the Town.

Lt. Keith Martin, President of the Professional Firefighters Association of South Florida, greeted everyone and stated that they have partnered with the Town of Pembroke Park on many occasions and they are seeking office space/a new home. He stated that the organization is made up of individuals who are passionate about giving back and in exchange for us giving space in our Town Hall, they will in turn contribute not only to the community, but to the Town as well by fixing up the building.

Bruce Britton, Vice President of the Professional Firefighters Association of South Florida, stated that their organization inspire youths and young adults and provide guidance and mentor into the fire service and public safety agencies. It is all voluntary and the organization does a lot of Community Outreach with many organizations throughout South Florida, by helping out at different community events.

Vice Mayor Clarke voiced his concerns as to why the space hadn't been rented out all these decades and with the Fire Department fixing up the building, will it take away from a Town employee who could have the job of fixing up the building.

Lt. Martin stated that they would supplement the staff by cleaning or painting; no one's job would be taken and they would assist as needed.

Clerk Commissioner Cohen needed verification as to how much office space was needed. Mayor Mohammed stated that they were only asking for one or two offices and eventually as the organization grows and they have money, they would want to "rent" the entire 3rd floor. Clerk Commissioner Cohen stated that anything that will help our community, we need and it is positive. Vice Mayor Clark agreed. It was mentioned that the lease would be month to month.

1. DISCUSSION: Public Safety - Sgt. Christopher D. Giovanni

Sgt. Giovanni spoke on behalf of Chief Coker and stated that the battery burglar had been apprehended so no more cases like those should be happening; however there has been an up rise in car break-ins including one with a purse left in a car as a resident took a jog. The department is planning on going out and educating businesses on how to safe guard their vehicles.

Clerk Commissioner Cohen stated that La Siesta residents have been complaining of homeless people sleeping by the bus bench, waking up and then urinating onto people's homes. Clerk Commissioner Cohen herself witnessed a homeless man spread out on the sidewalk with lots of trash around him on her way in to the meeting today.

Quality of life issues are very important and Sgt. Giovanni stated that as soon as he walks out of this meeting he is sending a road unit to look into the matter.

2. DISCUSSION: Fire Safety - Chief Kane

None.

3. DISCUSSION: Bills over \$500 - Finance Department

Vice Mayor Clarke asked if procurement was being watched carefully. Ms. Joseph stated that the Town now has Mr. Gail to help with finance, getting the chart of accounts for the 2018/2019 fiscal year and helping with the closeout of previous years.

Interim Finance Director, Oswald Gail introduced himself and mentioned that he is working on getting things closed out that were left open since March of 2018.

4. DISCUSSION: Resolution reoccurring Bills Over \$500 - Attorney Ryan & Vice Mayor Clark
Vice Mayor Clarke stated that contracts that are currently expired will now be on a month-to-month contract. Attorney Ryan stated that some contracts cannot be month-to-month and some for instance may be three (3) year contracts. Ms. Joseph stated that once invoices are submitted in a timely matter, the bills will be brought to the Commission and once voted on payment will be sent within a week.

Mayor Mohammed wants contracts to go out for bid upon their expiration; this helps to ensure current rates and current standards. She gave the example of the City Manager Contract not being out for bid for 29 years. Vice Mayor Clark stated that this is why they are putting procedures in that checks and balances all that.

5. DISCUSSION: Finance and Budget Update - Vice Mayor Clark
Vice Mayor Clark stated that he wanted to know if things are being done right and wanted to make it known that the Finance Department will be accountable.

6. DISCUSSION: Update on Fiscal Year 2016/2017 Audit - Interim Town Manager Vitas
Mayor Mohammed stated that Mr. Vitas along with Mr. Gail are currently working on this and will give us an update next week. Hopefully they will have these books for 2016/2017 closed by November.

7. DISCUSSION: Broward Days Tallahassee 2019 - Mayor Mohammed
Ms. Joseph stated that Broward Days are coming up March 12th - 13th in Tallahassee and they are encouraging all elected officials to come on up to Tallahassee and voice your concerns and ask any questions you may have along with meeting your Legislature. Ms. Joseph stated that there is a \$250 fee for your participation, but she will get back to the Commission as far as travel costs, etc. This item is budgeted as part of the League of Cities line item, per Mayor Mohammed.

Mayor Mohammed states that she will be in L.A. in November and the Commission needs to change the date for that Commission Meeting (currently scheduled for November 7th).

8. DISCUSSION: Fiscal Year 2019 Adopted Annual Budget - Vice Mayor Clark
Vice Mayor Clark stated that he felt that there was a problem with the report. He continued questioning why was a budget adopted while relying on conclusions that were in "Draft" form. In fairness, Vice Mayor Clark asked to freeze salaries until the Commission figures out what is fair for everybody.

Mr. Larson stated that both him and Natasha interviewed employees and it was discovered that job descriptions from 1997 are being used and are inaccurate to today's Town employees.

Vice Mayor Clark reiterated that in Dr. Oel Wingo's report it states: "Ensure that the position titles and job descriptions, as provided by the Town, reflect the actual duties each employee is performing." He voiced his concerns again to freeze salaries while wage study continues.

Mayor Mohammed asked if a meeting has been scheduled with Dr. Wingo and Bob Vitas along with the Commission. Ms. Joseph stated that she will email Dr. Wingo immediately to find out her availability for the week of October 10th thru the end of the month.

9. DISCUSSION: Engineer's Report - Town Engineer Kunen

Mr. Kunen discussed the SW 30th Avenue drainage project for the reshaping of draining swales along 1-95 and stated that it is going very, very well. They will start working from Countyline Rd southward starting in November; this project is slated to be complete by mid-December. He discussed bid opening on October 18th for the lighting project is in progress. Lastly, Mr. Kunen discussed the Keith and Associates review of the Craig A. Smith project and he has requested some additions to the draft report. Keith and Associates are looking at past projects that Craig A. Smith & Associates have done and they are checking to ensure that the scope of work was completed and so far all of their previous work proves just that. Additionally, they are checking to see if the fees paid to the Consultant are in line with "industry standards." Mr. Kunen is anticipating bringing a final report to the Commission by November.

Vice Mayor Clark stated once again that he would like to give the FDOT (Gerry O'Reilly) a proclamation because they deserve recognition; he wants them to come into the Town hall and collect a plaque. Mr. Kunen stated that this was a collaborative effort and a lot of team work has gone into the project.

10. DISCUSSION: Business Tax Receipt Update - Business Tax /Billing Clerk Michelle Grooms

Michelle Grooms stated that her report just gives a recap of projects that were outstanding; there are approximately two (2) projects outstanding which I have discussed with Attorney Ryan to have him address them. We are now into the 2018/2019 renewals and looking pretty good; 35% outstanding. Application for extended hours license for renewals needs to be signed; Ms. Grooms asked for additional guidance on this and Attorney Ryan stated that it is the responsibility of Mr. Vitas, the Interim Town Manager.

11. DISCUSSION: Code Enforcement Department Update - Chief Code Enforcement Officer Louis
Code Enforcement Officer Louis stated that he has three (3) new open cases; (1) residential complaint that management was not moving fast enough in taking care of damaged tile from a flooding in the apartment from the water heater at Pembroke Gardens - a permit needs to be obtained to replace the broken water heater (this has been ongoing for three (3) weeks); (2) complaint about trash & debris along SW 30th Avenue behind Family Dollar; (3) an 18 ft. long trailer was parked overnight on the vacant plot of land we have at 30th Street; we are now in possession of that trailer. The owner of the trailer has been cited and charged over \$900 and he has 30 days to pay and pick up his possession.
- Mayor Mohammed asked Mr. Louis to issue “warnings” to property owners of vacant land whose grass is overgrown. She asked that it be a 30 day warning. Mr. Louis says if the owners do not cut it, the Town will cut it and bill the individuals.
12. DISCUSSION: Building Department Update - Building Official Corriveau
Mr. Corriveau stated that they have gotten the okay for the Escrow Agreement for Storage and More. At the beginning of November the building on John Lyons Blvd will be back in operation and we will be able to collect on back fees.
- Vice Mayor asked if Mr. Corriveau could include pictures of all the positive improvements. Mayor Mohammed stated that the American Medical Association are looking at local municipalities that have done positive things to help promote healthy eating and arts and science and will be awarding these municipalities. Mayor Mohammed wants to put the Community Garden and the Health Fair up as things that the Town is doing and hopefully get the Dr. Nathan Davis Award for Outstanding Services.
13. DISCUSSION: Legislative Update - Legislative Consultant Sigerson
Mr. Sigerson stated that there will be an Organization session on November 20th and in early December there will be an Interim Committee Meeting, and in January and February there will be another 5 weeks of Interim Committee Meetings.
- Mayor Mohammed stated that the Commission needs to schedule a date this month to go over the Town’s Legislative priorities.
- The Commission had an open discussion on the Senator’s upcoming visit to the Town this month.
14. DISCUSSION: Annexation Update - Vice Mayor Clark & Attorney Sigerson
Vice Mayor Clark stated that there was a meeting with Representative Jones at which time he was asked if he has a bill in mind for submitting this year and his response was “that’s up to West Park’s Commission.” In other words, West Park has to adopt a Resolution in order

for him to move forward. So we will start meeting with the Mayor of West Park and also attend West Park's Commission meetings to give our opinions to defend ourselves.

Attorney Sigerson stated that hopefully we can fix some of the ambiguities in the statute and the Ad HOC committee is now familiar with our issue and are sympathetic to our position, so this is the time to strengthen the statute so that nothing can be forced upon the Town.

Mayor Mohammed stated that Senator Farmer is passing an Annexation Bill this year and advised him on the Ad HOC committee and that we are willing to work with him on whatever draft he will be preparing.

15. DISCUSSION: Status of Town Projects - Vice Mayor Clark & Public Works Director Larson
Vice Mayor Clark discussed an update on MPO project. Mr. Larson stated that as part of the MPO we're doing applications for funding and the assistant advisory committee needs to review those applications and support them; a meeting has to be scheduled.

Vice Mayor Clark reiterated that he is asking for a Proclamation to the Secretary of the Florida Department of Transportation (FDOT). He would like to have the Community Garden open on November 3rd; discussion was had on fruit trees, orchids and a papaya festival.

16. ANNOUNCEMENT:
PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 6, CABLE TELEVISION SYSTEMS; AMENDING SECTION 6-1, DEFINITIONS; AMENDING SECTION 6-3, FRANCHISE TO OPERATE; REPEALING SECTION 6-4; AMENDING SECTION 6-5, LIMITATIONS OF GUARANTEES AND CERTIFICATE HOLDER; REPEALING SECTIONS 6-6 THROUGH 6-9; AMENDING SECTION 6-10, USE OF PUBLIC RIGHT OF WAY; REPEALING SECTIONS 6-11 THROUGH 6-14; AMENDING SECTION 6-15, GOVERNMENT CHANNELS AND FACILITIES; AMENDING SECTION 6-16, SERVICE TO SCHOOLS, LIBRARIES AND GOVERNMENT BUILDINGS (SECOND READING) - Attorney Ryan

17. ANNOUNCEMENT:
PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 15, LICENSES AND BUSINESS REGULATIONS; REPEALING ARTICLE XI, TELECOMMUNICATIONS, SECTION 15-351 (SECOND READING) - Attorney Ryan

18. ANNOUNCEMENT:
PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 24, TAXATION AND FINANCE; AMENDING SECTION 24-31, LEVIED; AMENDING SECTION 24-34, SELLER OF SERVICES TO COLLECT TAXES; AMENDING SECTION 24-35, RECORD KEEPING; AMENDING SECTION 24-36, MONTHLY COLLECTIONS;

COMPUTATION OF TAXES AND REPEALING SECTION 24-37 (SECOND READING) - Attorney Ryan

19. ANNOUNCEMENT:
PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 6, UTILITIES; CREATING ARTICLE IV, PEMBROKE PARK COMMUNICATIONS RIGHT OF WAY ORDINANCE PROVIDING FOR SHORT TITLE, INTENT AND PURPOSES; POSSIBILITY, AUTHORITY TO IMPLEMENT DEFINITIONS, REGISTRATION FOR PLACING OR MAINTAINING COMMUNICATIONS FACILITIES IN THE PUBLIC RIGHT OF WAY, REQUIREMENTS FOR PERMITS, PERMIT APPLICATIONS REQUIREMENTS AND REVIEW PROCEDURES, PERFORMANCE, CONSTRUCTION BONDS, CONSTRUCTION METHODS FOR PLACING OR MAINTAINING COMMUNICATIONS FACILITIES AND PUBLIC RIGHTS OF WAYS, DEVELOPMENT AND OBJECTIVE DESIGN STANDARDS FOR THE PLACEMENT OR MAINTENANCE OF COMMUNICATION FACILITIES AND PUBLIC RIGHT OF WAY FEES AND TAXES FOR ACCESS TO PUBLIC RIGHT OF WAYS; ENFORCEMENT REMEDIES (SECONDING READING) - Attorney Ryan
20. ANNOUNCEMENT:
PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 5 BUILDINGS AND BUILDING REGULATIONS; AMENDING SECTION 5-103, EXTERIOR MAINTENANCE OF STRUCTURES AND PREMISES (SECOND READING) - Attorney Ryan
21. ANNOUNCEMENT:
PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 12, HEALTH AND SANITATION, AMENDING SECTION 12-41, ACCUMULATIONS DEEMED PUBLIC NUISANCE; AMENDING SECTION 12-43, NOTICE TO REMOVE ACCUMULATIONS TO BE SENT TO PROPERTY OWNER; AMENDING SECTION 12-45, NOTICE TO REMOVE ACCUMULATIONS OF CONTENTS; PROVIDING FOR A NEW SECTION 12-46.1, REPEAT VIOLATIONS; ASSESSMENT FOR CORRECTION BY TOWN; AMENDING SECTION 12-61, EXCESSIVE, UNTENDED GROWTH DEEMED PUBLIC NUISANCE; AMENDING SECTION 12-63, NOTICE TO REMOVE TO BE SENT TO PROPERTY OWNERS; AMENDING SECTION 12-65, NOTICE TO REMOVE CONTENTS (SECOND READING) - Attorney Ryan.
22. ANNOUNCEMENT:
PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED CODE AMENDMENT RELATING TO INDEMNIFICATION OF MUNICIPAL OFFICIALS; PROVIDING FOR DEFINITION, DEFENSE AND INDEMNIFICATION ACTIONS AUTHORIZED, DUTIES OF OFFICIALS, NON-LIABILITY OF TOWN (SECOND READING) - Vice Mayor Clark & Attorney Ryan

23.

ANNOUNCEMENT:

AN ATTORNEY CLIENT SESSION WILL BE HELD PURSUANT TO FLORIDA STATUTE §286.011 (8) 2017, BETWEEN MAYOR ASHIRA MOHAMMED, VICE MAYOR HOWARD P. CLARK, JR., CLERK COMMISSIONER GEORGINA COHEN, TOWN ATTORNEY CHRIS RYAN AND SPECIAL LITIGATION COUNSEL, JEFF HOCHMAN, ESQ. OF JOHNSON ANSELMO AND SPECIAL LITIGATION COUNSEL, DONALD J. LUNNY, JR., ESQ. OF BRINKLEY MORGAN TO DISCUSS SETTLEMENT NEGOTIATIONS OR STRATEGY SESSIONS RELATING TO LITIGATION EXPENDITURES FOR PENDING JUDICIAL LITIGATION IN CONNECTION WITH:

Progressive Waste Solutions of FL, Inc. d/b/a Waste Connections of Florida, Plaintiff;
vs.
Town of Pembroke Park, Defendant

THIS CASE IS PENDING IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA AND HAS BEEN ASSIGNED CASE NO. CACE-17-021811 (13). THE ATTORNEY CLIENT SESSION SHALL COMMENCE AT OR AS SOON AS POSSIBLE ON OCTOBER 22ND AT 1:00 PM IN ROOM 102, WHICH IS LOCATED IN THE PEMBROKE TOWN HALL, 3150 SW 52ND AVENUE, PEMBROKE PARK, FL 33023; (954) 966-4600. THIS ATTORNEY CLIENT SESSION SHALL LAST AN ESTIMATED 1 HOUR. THE ONLY PERSONS AUTHORIZED TO ATTEND THIS ATTORNEY CLIENT SESSION PURSUANT TO ABOVE REFERENCED LAW ARE: MAYOR ASHIRA MOHAMMED, VICE MAYOR HOWARD P. CLARK, JR., INTERIM TOWN MANAGER, BOGDAN VITAS, CLERK COMMISSIONER GEORGINA COHEN, TOWN ATTORNEY CHRIS RYAN AND SPECIAL LITIGATION COUNSEL, JEFF HOCHMAN, ESQ. OF JOHNSON ANSELMO AND SPECIAL LITIGATION COUNSEL, DONALD J. LUNNY, JR., ESQ. OF BRINKLEY MORGAN AND THE CERTIFIED TRANSCRIBING COURT REPORTER.

24. PENDING BUSINESS - Mayor Mohammed

Mayor Mohammed asked Ms. Joseph if she has contacted the planner for our 60th Anniversary Celebration; Ms. Joseph stated she was unsuccessful in contacting anyone.

The Halloween/Fall Festival is currently scheduled for Friday, October 26th and we will have a bounce house, pony rides, a face painter, a toy train for the kids to ride, pumpkins and hay will be used to decorate the Park, there will be snow cone machine, candies, cotton candy machine and a popcorn machine. Mayor Mohammed stated that vendors have been called to get prices.

The Health Fair currently has about 25 vendors participating. We were commended last year for having the best Health Fair in the County. It is scheduled for November 3rd. The Farm Share event will be on the same date right after the Health Fair.

The Food Distribution will happen in conjunction with the Health Fair. The Turkey Giveaway has not been planned yet according to Mayor Mohammed.

Officer Louis brought it to the Commission's attention that there is a vendor (Stratton) who has leftover toys from their previous toy drive and wanted to donate them to our Town for our next toy drive.

25. DISCUSSION: Fire Contract - Vice Mayor Clark

Vice Mayor Clark stated that there is a 2nd Fire Contract meeting scheduled for October 22nd with West Park. Fire fee and garbage fee has recently gone up from \$381 to \$447.86.

26. DISCUSSION: Contract - Vice Mayor Clark

Discussed earlier.

27. DISCUSSION: Background check - Vice Mayor Clark

Vice Mayor Clark states that everyone wanting to be employed by the Town should have a background checks including members of the Board. Mayor Mohammed asked Attorney Ryan to draft a Resolution.

28. DISCUSSION: Sign Variance - Public Works Director Larson

Mr. Lawson recommends approval for the refurbishment of the sign for People's Pawn.

29. DISCUSSION: Planning & Zoning Board Appointment - Clerk Commissioner Cohen

Clerk Commissioner Cohen Mayor Mohammed stated that she wants it on the Agenda for next week for a vote to appoint Francine Sutherland as a Board Member.

Mayor Mohammed asked that the Proclamations for Domestic Violence Awareness and Young Marines be put on next week's Agenda. Vice Mayor Clark wants the Proclamation for FDOT and the Pembroke Park Church of Christ for October and Coca Cola and the County Commissioner.

30. ADJOURNMENT: Mayor Mohammed

Clerk Commissioner Cohen requests to adjourn the meeting. In a roll call vote, the motion passed unanimously. Meeting adjourned at 5:55 PM

ATTEST:

(Seal)

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK
THURSDAY, OCTOBER 10, 2018 - 7:00 PM

AMENDED AGENDA
CALL TO ORDER: 7:10 PM
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR VICE MAYOR CLERK COMMISSIONER	ASHIRA MOHAMMED HOWARD P. CLARK, JR. GEORGINA COHEN
STAFF:	INTERIM TOWN MANAGER TOWN ATTORNEY TOWN ATTORNEY ADMIN SERVICES DIRECTOR DIRECTOR OF PUBLIC WORKS CONSULTANT ENGINEER CONSULTANT PLANNER BSO LIAISON FIRE DEPARTMENT LIAISON CODE ENFORCEMENT OFFICER BUILDING OFFICIAL BILLING CLERK	BOGDAN VITAS CHRISTOPHER J. RYAN MICHAEL SEIGER NATASHA JOSEPH TODD LARSON PETER KUNEN MICHAEL MILLER CHIEF STEPHANIE COKER CHIEF MICHAEL KANE JEFFREY LOUIS ALAN CORRIVEAU MICHELLE GROOMS
ALSO PRESENT:	PROTOTYPE RESIDENT RESIDENT RESIDENT RESIDENT	MICHAEL MITCHEL DICK SPOTH FRANCINE SUTHERLAND LILLY PAIGE ELLEN ROACH

I. CONSENT AGENDA:

1. Approval of Bills - Finance Department
2. Resolution: Approving reoccurring expenditures for FY 2018-19; superseding conflicting Resolutions and providing an effective date - Attorney Ryan
3. Authorizing Town Commission and Town Staff to attend Broward Days Tallahassee 2019 in the amount not to exceed \$1,200 pp - Mayor Mohammed
4. Proclamations: Domestic Violence Awareness, Red Ribbon Week and Home Rule - Mayor Mohammed
Motion made by Commissioner Cohen, seconded by Vice Mayor Clark, to approve the Consent Agenda as printed. In a roll call vote, the motion passed unanimously.

CLERK COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES

II. PUBLIC COMMENT:

DICK SPOTH, PARK LAKES ESTATES: Reminded the Commissioners they are accountable to the tax payers of the Town. He stated the employees of the Town deserve open communication, including job description, reviews, and reasonable pay for performance. Spoth asked the community's input be sought and added that the Commissioner's willingness to hear from constituents, good or bad, would be considered when election time comes in March.

ELLEN ROACH, DALE VILLAGE: Roach noted she agreed with Mr. Spoth, and added if salaries need to be changed, employees should be given ample time to be aware and make informed decisions.

Vice Mayor Clark noted his proposal would be for changes to go into effect on January 1, 2019 and the employee will be given at least a month's notice; this would be addressed later in the meeting.

Mayor Mohammed gave background on the salary study being done by Dr. Oel Wingo who we are still waiting on to come into the Town to do a presentation. Attorney Ryan and/or Mr. Vitas will contact Dr. Oel Wingo with available dates that the Commission has.

The Commission discussed: (1) available dates Mr. Vitas suggested a minimum of two (2) hours for the presentation; (2) options for the November Commission meeting and Workshop meeting to work around the Mayor's travel for the National League of Cities; (3) meeting with Senator Braynon and deadlines that might be impacted by pushing the meeting back. Ms. Joseph provided information on posting requirements.

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to bring up a non-agenda item. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to reschedule the November Workshop to November 1st and the Regular Commission Meeting to November 5th at 7pm. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Vice Mayor Clark asked that the meeting on October 24th at 11:45am with Senator Oscar Braynon be posted.

III. PUBLIC HEARING(S)

1. Wednesday, October 10, 2018 - 7:00pm: Proposed Ordinance Relating to Chapter 6, Cable Television Systems.
2. Wednesday, October 10, 2018 - 7:00pm: Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations.
3. Wednesday, October 10, 2018 - 7:00pm: Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31.
4. Wednesday, October 10, 2018 - 7:00pm: Proposed Ordinance Relating to Chapter 6, Utilities

Attorney Ryan asked that the first four (4) Public Hearings regarding Telecommunications be held at the next Commission Meeting on Monday, November 5th at 7:00 PM. Mayor Mohammed agreed and announced the change.

5. PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 5 BUILDINGS AND BUILDING REGULATIONS; AMENDING SECTION 5-103, EXTERIOR MAINTENANCE OF STRUCTURES AND PREMISES (SECOND READING) - Attorney Ryan

A RESOLUTION WAS READ BY ATTORNEY RYAN TO ADOPT RESTRICTIONS ON PUBLIC DUMPING

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to adopt the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

6. A RESOLUTION WAS READ BY ATTORNEY RYAN TO ADOPT VIOLATION NOTICES REGARDING PUBLIC DUMPING

Motion made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark, to adopt the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

CLERK COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES

7. PUBLIC HEARING WEDNESDAY, OCTOBER 10, 2018; 7:00 PM - PROPOSED CODE AMENDMENT RELATING TO INDEMNIFICATION OF MUNICIPAL OFFICIALS; PROVIDING FOR DEFINITION, DEFENSE AND INDEMNIFICATION ACTIONS AUTHORIZED, DUTIES OF OFFICIALS, NON-LIABILITY OF TOWN (SECOND READING) - Attorney Ryan

A RESOLUTION WAS READ BY ATTORNEY RYAN TO REIMBURSE TOWN OFFICIALS IN THEIR CAPACITY IN THEIR OFFICIAL DUTIES WHEN CALLED UPON TO TESTIFY FOR THE TOWN WHETHER A WITNESS OR DEFENDANT

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to adopt the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Francine Sutherland asked a question on Safe Harbor to the Commission; Attorney Ryan explained the concept to her.

IV. REGULAR AGENDA

1. UPDATE: Public Safety - Chief Coker

Chief Coker gave out flyers on Halloween safety. Chief Coker gave an update on the homeless situation and they are trying to provide assistance to the individual and it should be cleared up shortly.

2. UPDATE: Fire Safety - Chief Kane

Chief Kane brought in approximately six (6) of the Stop the Bleed kits for the Town and would like to know who are the persons of contact for training on these devices. These should be placed near AED's and have no expiration dates. Chief Kane reminded the Commission that on November 1st radio orders will be placed and they should receive them by January; Mayor Mohammed had questions on the contract for the radios.

3. UPDATE: Engineer's Report - Town Engineer Kunen & Attorney Ryan

Mr. Kunen stated the reshaping of the drainage swales project is moving forward smoothly and that construction is currently behind the businesses. The project is still slated to be completed mid-December. The bid opening is on October 18th for the lighting project. Applications are being worked on for the C-slip Project through the Metropolitan Planning Organization (MPO), but additional language has to be added to the current Resolution.

A RESOLUTION WAS READ BY ATTORNEY RYAN TO APPROVE THE FIRST AMENDMENT REQUESTING FINANCIAL SUPPORT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD METROPOLITAN PLANNING ORGANIZATION FOR SW 48TH AVENUE

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to approve the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

A RESOLUTION WAS READ BY ATTORNEY RYAN TO AMEND THE REQUEST FOR FINANCIAL SUPPORT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD METROPOLITAN PLANNING ORGANIZATION FOR COUNTYLINE ROAD, SIDEWALK, STORM WATER IMPROVEMENTS, AND RESURFACING FOR SW 48TH AVENUE & SW 56TH AVENUE

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to approve the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Vice Mayor Clark stated that this project is separate from what West Park is doing. Mayor Mohammed stipulated that the Resolutions were being passed with the express understanding that no funding from the Town was being committed.

A RESOLUTION WAS READ BY ATTORNEY RYAN REQUESTING PROJECT ENDORSEMENT AND FINANCIAL SUPPORT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD METROPOLITAN PLANNING ORGANIZATION FOR PARK ROAD, STORM WATER IMPROVEMENTS, BIKE PATH AND RESURFACING PROJECT

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to approve the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed once again stipulated that the Resolutions were being passed with the express understanding that no funding from the Town was being committed.

A RESOLUTION WAS READ BY ATTORNEY RYAN REQUESTING PROJECT ENDORSEMENT AND FINANCIAL SUPPORT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD METROPOLITAN PLANNING ORGANIZATION FOR THE 52ND AVENUE SIDEWALKS PROJECT

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to approve the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed requested that all Resolutions be brought to the Commission for prior review and not on the same day of a voting Commission Meeting. She noted that this has been a problem with the OIG.

Mr. Kunen stated there is an Escrow Agreement with Storage and More regarding landscaping work that needed to be completed by a certain date (February 12, 2018) and it wasn't. Storage and More was then to pay the Town \$250 per day until the landscaping work was completed; it was completed on June 25th and they have accrued fees of up to \$33,500. Attorney Ryan stated that there is an Escrow Termination Agreement that has to be executed so that an Escrow Agent can release \$33,500 to the Town and then release the balance of the sum to the property owner.

A RESOLUTION WAS READ BY ATTORNEY RYAN AUTHORIZING THE TOWN TO ENTER INTO A TERMINATION ESCROW AGREEMENT REGARDING 1781 S. PARK ROAD

Motion made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark, to table this Resolution for the November Commission meeting. In a roll call vote, the motion passed unanimously.

CLERK COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES

4. UPDATE: Status of Town Projects - Vice Mayor Clark, Public Services Commissioner Clark & Public Services Director Larson

Vice Mayor Clark gave a brief update on the Agro Eco Center, Wellness Program and Community Garden and spoke to the staff regarding careful allocation of expenses.

The Commissioners discussed last year's Health Fair budget, a Job Fair in conjunction with this year's Health Fair, job descriptions, complete training, signing Affidavits and having a policy in place where the Town Manager is kept informed.

Mayor Mohammed stated that she had a recent conversation with Dr. Wingo regarding job descriptions in which she stated providing job descriptions were not in her scope of work, but if the Town would like to expand her services she can provide job descriptions. Mr. Vitas states that job descriptions should be taken extremely serious and we need to ensure that (1) they are accurate, (2) that they meet with the requirements of the state [state laws, federal laws] and (3) that there is no discrimination.

Vice Mayor Clark stated that spending should not be done in haste and it should be accurate and allocated properly.

Mayor Mohammed stated BCC would like to rent the 3rd floor for a satellite office. She stated that they would pay for renovation and also pay rent. Clerk Commissioner Cohen stated that she would like to see a policy put in place where the Town Manager must be informed at all times as to what is going on; there should be no lack of communication with Manager and Commissioners.

More discussion was had on past expenses for the Health Fair and the current costs for this year's Health Fair

5. DISCUSSION: Annexation Update (West park) - Vice Mayor Clark

Vice Mayor Clark stated he had a formal meeting with Representative Shevrin Jones regarding filing an Annexation Bill. Representative Jones will not be filing legislation unless West Park creates a Resolution asking for it. Vice Mayor Clark stated that there will be a West Park Commission meeting on October 17th and said the Town of Pembroke Park will not be expanding its borders and Commissioners need to attend that meeting.

Mayor Mohammed stated that on October 4th at the Broward League of Cities Board of Directors meeting it was mentioned by Jodie Davidson there will be three (3) local bills filed for Annexation; one is for protection of Southwest Ranches from Pembroke Pines and one is for West Park de-annexing from a portion of Pembroke Park. She also discussed funding for School Resource Officers being a factor in the request for Watkins Elementary School to be de-annexed by West Park.

Mr. Larson stated that the West Park meetings are the 1st and 3rd Wednesday's at 7:00 PM. The Commission wants to attend the next meeting.

Vice Mayor Clark discussed impacts on the residents and told the Commission that the Town is on our side and wants us to fight!

MEETING RECESSED AT 9:23 PM

MEETING RESUMED AT 9:30 PM

6. DISCUSSION: 2018-19 Employee Salaries - Vice Mayor Clark

Vice Mayor Clark stated he voted for the 2018-19 budget, but as he looked closer he knew that something was wrong with it. He insisted that a Resolution be read that salaries be frozen until after the compensation study is complete.

A RESOLUTION WAS READ BY ATTORNEY RYAN REGARDING AMENDING THE COMPENSATION SCHEDULE FOR TOWN EMPLOYEES

Clerk Commissioner Cohen asked for the dates, Attorney Ryan stated the Resolution would be retroactive to October 1, 2018 and would complete on or before January 1, 2019 (or upon completion of the review of the compensation schedule). Vice Mayor Clark asked that salaries be maintained until after the meeting is completed. And he wants the minimum of \$40,000 for workers in the hot sun working hard and not cutting their salaries to \$35,000.

Clerk Commissioner Cohen stated that her concern is that we've spent thousands of dollars on this study and this may not look too good with the OIG. She wants to wait until after the

meeting with Dr. Wingo to see if she'll have a change of heart because as of right now, she does not know what to do.

Mayor Mohammed states that the dilemma she faces is that she knows we will have to reimburse employees, but what do we do about the employees that were overpaid. Do we go back and say "oh, I'm going to cut your check because you were overpaid for the month of October." Mayor Mohammed cannot be negligent in her duties as Mayor of this Town and wants to sit down and see where in the budget this works. She states that she wants to fix this this week. The OIG came after us previously for "gross mismanagement" of \$3.3M; the Interim Town Manager has now told us that if we continue at this rate we will "grossly mismanage" \$1.2M.

Vice Mayor Clark stated that he will continue to put this on every Agenda.

Motion made by Vice Mayor Clark to adopt the Resolution as read by Attorney Ryan. Motion died for lack of a second.

Mayor Mohammed read a Memo into the record that was given to the Commission regarding freezing employee's salaries.

PUBLIC COMMENTS:

Lilly Paige, local resident stated that Bob Levy started this issue; she stated he gave himself raises and raised other people's salaries to justify it. She claimed that if employee's salaries have to be cut, then so be it. This back and forth dilemma doesn't make any sense. As a resident, she states that this Town doesn't even have a Senior Citizen Center nor does it have a place for our youth to go after school for activities; she states the tax payer dollars are going towards salaries.

Dick Spoth, Park Lake Estates, stated the responsibility and accountability is on the Commission, and blaming others does not take away from that. He stated that your employees are your biggest assets and from looking at the report he does not see any cuts for anyone sitting on the Commission. Some of the salaries are ridiculous and some employees are not performing to what they are being paid for today; look at this in a logical management manner.

7. DISCUSSION: Background check - Vice Mayor Clark

Vice Mayor Clark stated something needs to be passed regarding background checks. Clerk Commissioner Cohen stated there was no backup information to address adopting a policy. Mayor Mohammed directed Vice Mayor Clark to work with Attorney Ryan to bring forward a Resolution at the next regular meeting.

8. DISCUSSION: Sign Variance request by People's Pawn - Public Services Director Larson

Mr. Larson requested approval of the sign variance request from People's Pawn to replace their sign that was damaged after the hurricane.

Motion made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark, to approve the sign variance for People's Pawn as stated by Mr. Larson. In a roll call vote, the motion passed unanimously.

CLERK COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES

9. DISCUSSION: Planning & Zoning Board Appointment - Clerk Commissioner Cohen

Commissioner Cohen recommended Francine Sutherland for the open position on the Planning & Zoning Board. Ms. Sutherland stated that she has spoken to Mr. Kunen on this and mentioned that she was happy to volunteer her time and help where ever she can and she thinks she can be a great help to the Board.

A RESOLUTION WAS READ BY ATTORNEY RYAN TO APPOINT FRANCINE SUTHERLAND TO THE TOWN OF PEMBROKE PARK PLANNING & ZONING BOARD

Motion made by Clerk Commissioner Cohen to appoint Francine Sutherland to the Planning & Zoning Board. Motion failed for lack of a second.

Ms. Sutherland stated the Commission is here stating that they need bodies in here, yet they are denying good help and she asked the Commission why. Mayor Mohammed stated that the Commission does not have to state why they deny any applicant.

10. ANNOUNCEMENT: Attorney Client Session

AN ATTORNEY CLIENT SESSION WILL BE HELD PURSUANT TO FLORIDA STATUTE §286.011 (8) 2017, BETWEEN MAYOR ASHIRA MOHAMMED, VICE MAYOR HOWARD P. CLARK, JR., INTERIM TOWN MANAGER, CLERK COMMISSIONER GEORGINA COHEN, TOWN ATTORNEY CHRIS RYAN AND SPECIAL LITIGATION COUNSEL, JEFF HOCHMAN, ESQ. OF JOHNSON ANSELMO AND SPECIAL LITIGATION COUNSEL, DONALD J. LUNNY, JR., ESQ. OF BRINKLEY MORGAN TO DISCUSS SETTLEMENT NEGOTIATIONS OR STRATEGY SESSIONS RELATING TO LITIGATION EXPENDITURES FOR PENDING JUDICIAL LITIGATION IN CONNECTION WITH:

Progressive Waste Solutions of FL, Inc. d/b/a Waste Connections of Florida, Plaintiff;
vs.
Town of Pembroke Park, Defendant

THIS CASE IS PENDING IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA AND HAS BEEN ASSIGNED CASE NO. CACE-17-021811 (13). THE ATTORNEY CLIENT SESSION SHALL COMMENCE AT OR AS SOON AS POSSIBLE ON OCTOBER 22ND AT 1:00 PM IN ROOM 102, WHICH IS LOCATED IN THE PEMBROKE TOWN HALL, 3150 SW 52ND AVENUE, PEMBROKE PARK, FL 33023; (954) 966-4600. THIS ATTORNEY CLIENT SESSION SHALL LAST AN ESTIMATED 1 HOUR. THE ONLY PERSONS AUTHORIZED TO ATTEND THIS ATTORNEY CLIENT SESSION PURSUANT TO ABOVE REFERENCED LAW ARE: MAYOR ASHIRA MOHAMMED, VICE MAYOR HOWARD P. CLARK, JR., INTERIM TOWN MANAGER, BOGDAN VITAS, CLERK COMMISSIONER GEORGINA COHEN,

TOWN ATTORNEY CHRIS RYAN AND SPECIAL LITIGATION COUNSEL, JEFF HOCHMAN, ESQ. OF
JOHNSON ANSELMO AND SPECIAL LITIGATION COUNSEL, DONALD J. LUNNY, JR., ESQ. OF
BRINKLEY MORGAN AND THE CERTIFIED TRANSCRIBING COURT REPORTER.

11. COMMISSIONER COMMENTS:

None.

12. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

None.

13. EMERGENCY ITEMS:

None.

14. REQUEST FOR FUTURE AGENDA ITEMS:

None.

15. ADJOURNMENT: Mayor Mohammed

Mayor Mohammed requests to adjourn the meeting. Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen. In a roll call vote, the motion passed unanimously.

Mayor Mohammed adjourned the meeting at 10:17 PM.

Attest:

(Seal)

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of October 22, 2018

- A. CALL TO ORDER 1:24 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Cohen
Services Director Joseph, Town Attorney Ryan

1. Attorney/ Client Session – Attorney Ryan

This case is pending in the Circuit Court of the Seventeenth Judicial Circuit in and for
Broward County, Florida

Case No: CACE-18-021811 (13)

Progressive Waste Solutions of FL, Inc.
d/b/a Waste Connections of Florida

Plaintiff;

vs.

Town of Pembroke Park

Defendant.

Discussion was held on the above item.

The meeting was adjourned at 2:29 p.m.

Commission approved on _____.

Attest:

Ashira Mohammed, Mayor

Marlen Martell, Interim Deputy Town Clerk

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of October 24, 2018

- A. CALL TO ORDER 3:12 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Cohen

Interim Town Manager Vitas; Town Attorney Ryan; Town Legislative Consultant Sigerson;
Admin Services Director Joseph; Director Of Public Works Larson; Consultant Engineer Kunen;
Consultant Planner Miller; Public Safety Liaison Coker; Fire Department Liaison Chief Kane; Code
Enforcement Officer Louis; Building Official Corriveau; Billing Clerk Grooms

D. ALSO PRESENT:

Contractor Dr. Oel Wingo, Resident Dick Spoth, Resident Robert Janzer

1. DISCUSSION: Proposed Classification and Compensation Plan – Dr. Wingo

Discussion was held. Dick Spoth, from Park Lake Estates and Robert Janzer Local resident joined the discussion.

2. DISCUSSION: Employee Salaries – Vice Mayor Clark

Mr. Ryan read the resolution by title only.

Motion made by Vice Mayor Clark to adopt the resolution as read. Motion died for lack of a second.

Mayor Mohammed passed the gavel to Vice Mayor Clark.

Motion made by Commissioner Cohen, seconded by Mayor Mohammed, to bring up a non-agenda item.

Commissioner Cohen	Yes
Mayor Mohammed	Yes
Vice Mayor Clark	Yes

Discussion continued.

Meeting recessed at 4:03 p.m.

Meeting resumed at 4:05 p.m.

Motion made by Commissioner Cohen, seconded by Vice Mayor Clark, to extend an offer to renew Mr. Vitas' contract for six (6) months at the November 5, 2018 meeting was carried as follows:

Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

The meeting was adjourned at 4:13 p.m.

Commission approved on _____.

Attest:

(Seal)

The Mayor and Commissioners reserve the right to amend these minutes.

SPECIAL MEETING OF THE CITIZEN ADVISORY BOARD OF THE TOWN OF
PEMBROKE PARK

TUESDAY, OCTOBER 30, 2018 - 5:00 PM

AGENDA

CALL TO ORDER: 5:11 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:	CHAIR	JENNIFER ALONSO
	BOARD MEMBER	DAVID ROACH
	BOARD MEMBER	EDWARD MALEY
	BOARD MEMBER	TAMAR BENADI

STAFF:	BOARD ATTORNEY	
	BOARD CLERK	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CONSULTANT ENGINEER	PETER KUNEN

ALSO PRESENT: RESIDENT	ELLEN ROACH
------------------------	-------------

1. DISCUSSION: INTRODUCTION - Public Services Director Lawson & Town Engineer Kunen
Mr. Kunen gave an introduction and explained the purpose of the meeting.
2. DISCUSSION: PROPOSED MPO CSLIP PROJECTS - Public Services Director Larson & Town Engineer Kunen

A. SW 48th Avenue and Hallandale Beach Boulevard: Mast Arm

Mr. Kunen stated that the first project is for re-signalization on SW 48th Avenue at Hallandale Beach Blvd. where two (2) elementary schools are located. He mentioned that the re-signalization is primarily for the safety of the school children, as well as the mobilization for residents of Dale Village Mobile Home Park. The signal would allow a U-turn movement from east to west, to allow a turn into the entrance of that park. Due to the location within an FDOT right-of-way, concurrent approval by the FDOT and a public meeting are required. Mr. Kunen explained the CSLIP (Complete Streets and Other Localized Initiatives) program and how it offers funding throughout the State for a variety of municipalities as well as a variety of projects. Once the application is submitted to the MPO, a ranking process will be completed; funding will be made available for the top ranked project. If these projects are selected to be developed, it will take typically 5-8 years before construction even begins. Mr. Kunen made it clear to the Board of the process and how

long it will take, so it's important to submit the application. Mr. Kunen discusses the installation of Mast Arms and their resistance to higher winds; much better than wire signals. The cost of this project is estimated to be in excess of \$1,000,000.

B. Countyline Road: Sidewalk, Storm Water Improvements and Resurfacing

Mr. Kunen stated that this is the second project we are planning with the MPO under the CSLIP Program. There are areas of sidewalk missing that are primarily dirt which turns into mud when it rains and therefore, pedestrians walk into the road to avoid walking in puddles or mud; this is a dangerous situation; safety is the primary purpose of this project. A section of drainage piping will need to be inserted during the sidewalk project as well; on SW 52nd Avenue. Mr. Kunen stated that they are trying to get this drainage project included but there is no guarantee that it will be. In his mind, the sidewalk project would not be complete if the drainage piping isn't put in. The cost of this project including the drainage piping (if approved by the MPO) is estimated to be \$1,200,000, if it is only sidewalk work that's approved, then the cost would be somewhere around \$400,000.

Chair Alonso asked Mr. Kunen if the drainage project isn't approved, would you try to do the drainage prior to doing the sidewalk work. Mr. Kunen stated that he would try to do that because the drainage would go where the sidewalk work is, so this would make sense and the Town would try to get other funding for that section of drainage.

Ellen Roach of Dale Village stepped forward to ask if the Town is liable for someone who trips, falls and suffers injury off the current sidewalk and sues. Mr. Kunen stated "yes, that's a possibility." Ms. Roach then asked Mr. Kunen if that is stated in his report to show that this is why this is a great concern. Mr. Kunen stated again that safety was the number one factor for this project.

C. Park Road: Storm water Improvements, Bike Paths & Resurfacing

Mr. Kunen stated that this is primarily a bike path and resurfacing project, we do have storm water that we would like to fit into this project, but we are not sure it's doable, but we are trying to get it included. In the interim we are definitely seeking other alternatives for funding for Storm water. We would to get a bike path put in from SW 25th Street South to Hallandale Beach Blvd; the MPO will allow paving work to be done before striping the roadway for the bike path, in other words, resurfacing. That are of the road is in dire need of resurfacing as the last time it was resurfaced was back in the late 1990's. On SW 25th Street there is need for storm water improvements, it is a very low area and prone to flooding. So since we are doing resurfacing in that area, we are trying to get drainage included with this funding since flooding is still an issue. There will be other funding the Town will pursue for drainage improvements. The estimated cost including the drainage will run about \$1,700,000.

David Roach, resident, asked Mr. Kunen if the MPO usually take all projects when you have two (2) or three (3) different things included in the project, or they prioritize. Mr. Kunen stated that they may only give funding for a portion of the project.

Chair Alonso asked Mr. Kunen if the MPO takes into consideration the Town will be applying to the State as well (for funding). Mr. Kunen stated that he does not know and that the MPO's focus is on a particular aspect of a project; they have a scoring system.

Mr. Maley asked if Storm water improvement is the first priority. MPO's first priority would be the bike path and repaving the road, according to Mr. Kunen.

Mr. Roach suggested rewriting the way this is presented by saying "Bike Path Resurfacing & Park Road Storm Water Improvements" after so that the MPO focuses on the Bike Path Resurfacing. Mr. Kunen agreed that was a very good point and that will be done.

D. SW 52nd Avenue: Sidewalks

Mr. Kunen stated that this project is technically right outside the Town's door. He stated that there are sidewalks on the eastside of SW 52nd Avenue, but on the west side, there is very limited sidewalk, or missing sidewalk. The purpose of this project is for safety concerns extending from Countyline Rd North to right here by the Assisted Living Facility. This is a heavily traveled roadway and sidewalks are needed on both the east and west sides.

Mr. Maley stated that people with mobilized wheelchairs are unable to get around where there is no sidewalk. Mr. Kunen stated that is a good point.

Mr. Kunen stated that the estimated cost of this project is going to run around \$250,000 - \$300,000.

3. DISCUSSION: PROPOSED FRDAP PROJECT – Public Services Director Larson & Town Engineer Kunen

A. Ryan Park Walking Path

Mr. Kunen stated that FRDAP stands for Florida Recreation Development Assistance Program and \$50,000 of funding is available for a project for the Town. The current project we have is for a walking path at Ryan Park creating a circular walkway in the area of the orchid trees; the trees will have signs on them with educational information. It is an educational as well as recreational project where people can learn history and maybe try some of the fruits when they are ripe. This will be a unique spot for the Town.

Mr. Maley stated that this could be a good field trip area for the students.

The Board mentioned that there are owls in the northeast and northwest corners of the Ryan Preserve. Mr. Kunen stated that having an endangered species in the park is an interesting aspect and he will see if he can add that to the application.

Ellen Roach voiced her concerns as to the lighting in the area of the walkway being discussed. She wanted to know if it would be closed off at a certain time. Mr. Kunen stated that they are looking into expanding lighting in that area and yes, they would look into doing something so that people are not going there at night.

Mr. Kunen concluded and asked for concurrence from the Board to move forward or not.

A Motion was made by Mr. Roach, seconded by Mr. Maley to accept the information and move forward on the proposed MPO CSLIP projects. In a roll call vote, the motion passed unanimously.

MR. ROACH	YES
MR. MALEY	YES
MS. BENADI	YES
MS. ALONSO	YES

A second motion was made by Mr. Roach, seconded by Mr. Maley to accept the information and move forward with the proposed FRDAP project. In a roll call vote, the motion was passed unanimously.

MR. ROACH	YES
MR. MALEY	YES
MS. BENADI	YES
MS. ALONSO	YES

Mr. Kunen thanked the Board for coming out to hear him speak and the Town looks to submitting these applications to the funding agencies and we will keep the public informed once we hear back from the agencies.

4. ADJOURNMENT: Chair Alonso
Motion made by Mr. Roach, seconded by Mr. Maley to adjourn the meeting. In a roll call vote, the motion passed unanimously.

Meeting adjourned the meeting at 5:54 PM

ATTEST:

(Seal)

WORKSHOP COMMISSION MEETING
TOWN OF PEMBROKE PARK, FLORIDA
THURSDAY, NOVEMBER 1, 2018 - 3:00 PM

AGENDA
CALL TO ORDER: 3:13 PM
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR VICE MAYOR CLERK COMMISSIONER	ASHIRA MOHAMMED HOWARD P. CLARK, JR. GEORGINA COHEN
STAFF:	INTERIM TOWN MANAGER TOWN ATTORNEY LEGISLATIVE CONSULTANT ADMIN SERVICES DIRECTOR DIRECTOR OF PUBLIC WORKS CONSULTANT ENGINEER CONSULTANT PLANNER BSO LIAISON FIRE DEPARTMENT LIAISON CODE ENFORCEMENT OFFICER BUILDING OFFICIAL BILLING CLERK IT DEPARTMENT PROJECT MANAGER	BOB VITAS CHRISTOPHER J. RYAN DAVID SIGERSON NATASHA JOSEPH TODD LARSON PETER KUNEN MICHAEL MILLER CHIEF STEPHANIE COKER CHIEF MICHAEL KANE GEOFFREY LOUIS ALAN CORRIVEAU MICHELLE GROOMS MARK PAKUTA STEPHANIE WOODBURY
ALSO PRESENT:	VICE PRESIDENT OF PFASF PFASF, SECRETARY GRAY ROBINSON DUNAY, MISKEL & BACKMAN HOLLAND KNIGHT ATLANTIC BROADBAND	BRUCE BRITTON KATANYA BIENAIME GARY RESNIK HOPE CALHOUN JANA LODER KATHY HURLS

Mayor Mohammed announced that she may have to rush through some of the items on the agenda as she has to leave the meeting at 4:00 PM.

1. DISCUSSION: HOLD HARMLESS AGREEMENT PROFESSIONAL FIREFIGHTERS ASSOCIATION OF SOUTH FLORIDA - Attorney Ryan
Attorney Ryan discussed the three (3) items that were left out of the lease because he had no knowledge of what the answers were: (1) location of the lease, (2) terms of the Agreement and (3) compensation. Mayor Mohammed stated that there is no compensation, and she wanted to do a one (1) year lease.

Vice President of the Professional Firefighters Association of South Florida, Bruce Britton stepped forward to state that they are honored to be a part of this community and he looks forward to working with the community. He stated that one of the first things they like to do is called Firefighter Orientation, Fire Safety Presentations and Life Skills with the young kids and young adults. Broward College is one of PFASF's partners and they streamline a lot of people into their program.

Mr. Vitas stated that they recently met with the President and a few members of the Management team of Broward College and they possibly want to use the 3rd Floor of our building as educational space for Broward College. Mr. Vitas stated that there is approximately 10,000 square feet of usable space that has been vacant for about eight (8) years.

Mayor Mohammed stated that the staff deserves comp days for their hard work in cleaning up the 3rd Floor.

Mayor Mohammed asked that the lease item be added to the Consent Agenda.

2. DISCUSSION: CLASSIFICATION AND COMPENSATION PLAN - VICE MAYOR CLARK
Mayor Mohammed stated that they have been working on adjusting the Compensation Plan with Dr. Oel Wingo and the Interim Town Manager Vitas.
Vice Mayor Clark stated that they will have the Compensation Plan settled by December/end of the year
Mr. Vitas stated that he is certain that the Commission wants to ensure the Town, the taxpayers and the employees that whatever decision is made is done correctly; the recommendations will result in adjustments being made but will still result in a balanced budget.
3. ANNOUNCEMENT: PROMOTIONS - Mayor Mohammed
Mayor Mohammed announced two (2) promotions effective immediately. (1) Stephanie Woodbury is filling the position of Project Manager; (2) Joseline Ramirez is being promoted from Administrative Assistant to Code Enforcement Officer.
4. ANNOUNCEMENT: PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 6, CABLE TELEVISION SYSTEMS; AMENDING SECTION 6-1, DEFINITIONS; AMENDING SECTION 6-3, FRANCHISE TO OPERATE; REPEALING SECTION 6-4; AMENDING SECTION 6-5, LIMITATIONS OF GUARANTEES AND CERTIFICATE HOLDER; REPEALING SECTIONS 6-6 THROUGH 6-9; AMENDING SECTION 6-10, USE OF PUBLIC RIGHT OF WAY; REPEALING SECTIONS 6-11 THROUGH 6-14; AMENDING SECTION 6-15, GOVERNMENT CHANNELS AND FACILITIES; AMENDING SECTION 6-16, SERVICE TO SCHOOLS, LIBRARIES AND GOVERNMENT BUILDINGS (SECOND READING) - Attorney Ryan

5. ANNOUNCEMENT: PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 15, LICENSES AND BUSINESS REGULATIONS; REPEALING ARTICLE XI, TELECOMMUNICATIONS, SECTION 15-351 (SECOND READING) - Attorney Ryan
6. ANNOUNCEMENT: PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 24, TAXATION AND FINANCE; AMENDING SECTION 24-31, LEVIED; AMENDING SECTION 24-34, SELLER OF SERVICES TO COLLECT TAXES; AMENDING SECTION 24-35, RECORD KEEPING; AMENDING SECTION 24-36, MONTHLY COLLECTIONS; COMPUTATION OF TAXES AND REPEALING SECTION 24-37 (SECOND READING) - Attorney Ryan
7. ANNOUNCEMENT: PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 6, UTILITIES; CREATING ARTICLE IV, PEMBROKE PARK COMMUNICATIONS RIGHT OF WAY ORDINANCE PROVIDING FOR SHORT TITLE, INTENT AND PURPOSES; POSSIBILITY, AUTHORITY TO IMPLEMENT DEFINITIONS, REGISTRATION FOR PLACING OR MAINTAINING COMMUNICATIONS FACILITIES IN THE PUBLIC RIGHT OF WAY, REQUIREMENTS FOR PERMITS, PERMIT APPLICATIONS REQUIREMENTS AND REVIEW PROCEDURES, PERFORMANCE, CONSTRUCTION BONDS, CONSTRUCTION METHODS FOR PLACING OR MAINTAINING COMMUNICATIONS FACILITIES AND PUBLIC RIGHTS OF WAYS, DEVELOPMENT AND OBJECTIVE DESIGN STANDARDS FOR THE PLACEMENT OR MAINTENANCE OF COMMUNICATION FACILITIES AND PUBLIC RIGHT OF WAY FEES AND TAXES FOR ACCESS TO PUBLIC RIGHT OF WAYS; ENFORCEMENT REMEDIES (SECONDING READING) - Attorney Ryan

Gary Resnik has represented the Town of Pembroke Park on many telecommunication issues for several years, he was called forward by Mayor Mohammed; he stated that these four (4) Ordinances just read all relate to the same thing, they are basically cleaning up the Town's code because of changes in Florida law and provisions of the Town code that are no longer in compliance with the revisions.

In 2017 the industry got the legislation to pass the Advanced Wireless Infrastructure Deployment Act, which creates a mechanism whereby the wireless industry can locate facilities in public rights of way including on Town or Municipality poles - this became effective July 1, 2017. The Town of Pembroke Park adopted a moratorium to hold off on processing applications for permits for facilities under this statute. These Ordinances would implement the statute and repeal the moratorium.

Mr. Resnik shared photos of what the wireless facilities look like and discussed in length some of the provisions of the Ordinance that has been drafted for the benefit of the Town.

Mr. Resnik reviewed existing fees, design standards and Ordinances, including what is no longer allowable under State Law; Cable and any other communications company will be required to get a permit under the new Ordinance.

Hope Calhoun, Attorney representing Crown Castle stepped forward and stated that she recognizes the importance of having this Ordinance go forward, but stated she received a revised Ordinance on Monday and she has a few questions, concerns and comments and wanted to know if Second Reading could be deferred. Attorney Ryan stated that the moratorium would be in effect until December 21st so there will be no problem to defer until the December meeting; December 12th.

Mr. Resnik stated that the one (1) caveat is that the FCC came out with an Order at the beginning of September that says moratoria are illegal. He urged industry members/representatives that are present at this meeting to state on the record that they would not challenge the Town's moratorium during that time period.

- Ms. Calhoun stated on the record that Crown Castle does not object.
- Jana Loder of Holland and Knight representing Verizon Wireless Personal Communications also stated on record that they have no objection.
- Kathy Hurls, representing Atlantic Broadband stated that they do have a problem with the moratorium but she does not have the authority to state whether or not they would sue the Town.

Mayor Mohammed asked Ms. Calhoun for how much time she was requiring from the Town. Ms. Calhoun stated that December 12, 2018 is sufficient.

ANNOUNCEMENT:

Clerk Commissioner Cohen inquired about the turkeys for this year's Thanksgiving Giveaway. Mayor Mohammed stated that the flyer was just done today and will be passed out and residents will sign up just as they did last year. Mayor Mohammed has contacted vendors to see if they could buy the turkeys wholesale frozen at wholesale costs. Everything will be the same including doing baskets as it was in the previous year.

The Commission began discussions on job descriptions.

8. DISCUSSION: 5th ANNUAL HEALTH FAIR - Mayor Mohammed

Mayor Mohammed stated there will be a booth for jobs at the Health Fair.
Mayor Mohammed exited the meeting at 4:15 PM.

9. DISCUSSION: COUNTY LINE RD DRAINAGE IMPROVEMENTS - Vice Mayor Clark & Public Services Director Larson
Mr. Larson discussed the shared right-of-way and stated that the Town has funds within the Storm Water Fund called matching Grants to take care of this improvement.
Discussions were had on bidding the project.
Vice Mayor Clark suggested that this be added as a line item.
10. DISCUSSION: Bills over \$500 - Finance Department
Vice Mayor Clarke asked if every had copies of bills over \$500; Clerk Commissioner Cohen stated everyone has it in their back up.
11. DISCUSSION: Finance and Budget Update - Interim Town Manager Vitas & Administrative Services Director Joseph
No discussion.
12. DISCUSSION: Business Tax Receipt and Billing Update - Business Tax /Billing Clerk Michelle Grooms
No discussion.
- Attorney Ryan stated that he would like to see full participation of the Commission.
13. ADJOURNMENT: Vice Mayor Clark
Vice Mayor Clark adjourned the meeting at 4:22 PM.

Attest:

(Seal)

October 5, 2018

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK
MONDAY, NOVEMBER 5, 2018 - 7:00 PM

AMENDED AGENDA
CALL TO ORDER: 7:04 PM
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR	AHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	CLERK COMMISSIONER	GEORGINA COHEN
STAFF:	INTERIM TOWN MANAGER	BOGDAN VITAS
	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	TOWN ATTORNEY	DAVID SIGERSON
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CONSULTANT ENGINEER	PETER KUNEN
	CONSULTANT PLANNER	MICHAEL MILLER
	BSO LIAISON	CHIEF STEPHANIE COKER
	FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
	CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
	BUILDING OFFICIAL	ALAN CORRIVEAU
	BILLING CLERK	MICHELLE GROOMS
ALSO PRESENT:	PROTOTYPE	MICHAEL MITCHEL
	RESIDENT	DICK SPOTH
	RESIDENT	FRANCINE SUTHERLAND
	RESIDENT	LILLY PAIGE
	RESIDENT	ELLEN ROACH

I. CONSENT AGENDA:

1. Bills over \$500 - Finance Department
2. Resolution: Authorizing the Town to make and enter into an office lease with Professional Firefighters Association of South Florida, a Florida Not-For-Profit Corporation, authorizing the Mayor to execute and deliver said office lease on behalf of the Town; providing for severability; superseding conflicting resolutions and providing for an effective date - Attorney Ryan.

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to adopt the Consent Agenda as printed. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Vice Mayor Clark asked a representative of the Professional Firefighters Association of South Florida to confirm that in lieu of paying rent, they would participate in painting and doing things around the Town; Ms. Katanya Biename stated that they will provide community service events and life safety events and help out with community events as well.

The Commission welcomed the Professional Firefighters Association of South Florida to the Town.

IV. REGULAR AGENDA

1. UPDATE: Public Safety - Chief Coker

Chief Coker stated that the month October was a very good month and they've made several good arrests that she wanted to share with the Commission. There has been a trend of siphoning gas from gas stations and there had been two (2) big arrests and the Feds are involved. An operational plan was put in place in the month of October and 26 arrests were made, 20 of those arrests were felonies. Chief Coker urged residents to be mindful when getting out your cars make sure you take out any belongings that might want to give a burglar reason to break into your vehicle. Auto theft is currently a trend all over Broward County and we have some good follow ups with other municipalities and we also have an Auto Theft Task Force that's assisting.

2. DISCUSSION: BSO Explorers' Training – Interim Town Manager Vitas

Mr. Vitas stated that a request has been received from Captain Coker for use of the LEDF Funds for the purpose of the Explorers Training Program and asks for approval of the request. \$3,495 is the cost.

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to approve the use of \$3,495 for the use of our own Explorer Program. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

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3. UPDATE: Fire Safety - Chief Kane

Chief Kane commended the Commission on a great event over the weekend and stated that he thinks this was one of the best events the Town has had the pleasure of hosting. On November 15th the radios that were approved by the Commission will be ordered and the department should receive them by January and expected to be rolled out by March. Chief Kane reminded the Town that this is a good time to change your smoke alarm batteries and stated the department would change the batteries for residents if they need assistance.

Clerk Commissioner Cohen asked if the Fire Department still gives out smoke detectors to residents. Chief Kane stated yes they do and are partnered with American Red Cross as they are the custodians of the smoke alarms and what they do is put in a request for the number of smoke alarms that are needed and the American Red Cross delivers them to the fire department and then we install them whoever is in need.

Chief Kane spoke briefly on the activity on 32nd Street; it was a vehicle that struck a home and there were no injuries and minor damage.

II. PUBLIC COMMENT:

None.

III. PUBLIC HEARING(S)

1. PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 6, CABLE TELEVISION SYSTEMS; AMENDING SECTION 6-1, DEFINITIONS; AMENDING SECTION 6-3, FRANCHISE TO OPERATE; REPEALING SECTION 6-4; AMENDING SECTION 6-5, LIMITATIONS OF GUARANTEES AND CERTIFICATE HOLDER; REPEALING SECTIONS 6-6 THROUGH 6-9; AMENDING SECTION 6-10, USE OF PUBLIC RIGHT OF WAY; REPEALING SECTIONS 6-11 THROUGH 6-14; AMENDING SECTION 6-15, GOVERNMENT CHANNELS AND FACILITIES; AMENDING SECTION 6-16, SERVICE TO SCHOOLS, LIBRARIES AND GOVERNMENT BUILDINGS (SECOND READING) - Attorney Ryan
2. ANNOUNCEMENT: PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 15, LICENSES AND BUSINESS REGULATIONS; REPEALING ARTICLE XI, TELECOMMUNICATIONS, SECTION 15-351 (SECOND READING) - Attorney Ryan
3. ANNOUNCEMENT: PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 24, TAXATION AND FINANCE; AMENDING SECTION 24-31, LEVIED; AMENDING SECTION 24-34, SELLER OF SERVICES TO COLLECT TAXES; AMENDING SECTION 24-35, RECORD KEEPING; AMENDING SECTION 24-36, MONTHLY COLLECTIONS; COMPUTATION OF TAXES AND REPEALING SECTION 24-37 (SECOND READING) - Attorney Ryan

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4. ANNOUNCEMENT: PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 6, UTILITIES; CREATING ARTICLE IV, PEMBROKE PARK COMMUNICATIONS RIGHT OF WAY ORDINANCE PROVIDING FOR SHORT TITLE, INTENT AND PURPOSES; POSSIBILITY, AUTHORITY TO IMPLEMENT DEFINITIONS, REGISTRATION FOR PLACING OR MAINTAINING COMMUNICATIONS FACILITIES IN THE PUBLIC RIGHT OF WAY, REQUIREMENTS FOR PERMITS, PERMIT APPLICATIONS REQUIREMENTS AND REVIEW PROCEDURES, PERFORMANCE, CONSTRUCTION BONDS, CONSTRUCTION METHODS FOR PLACING OR MAINTAINING COMMUNICATIONS FACILITIES AND PUBLIC RIGHTS OF WAYS, DEVELOPMENT AND OBJECTIVE DESIGN STANDARDS FOR THE PLACEMENT OR MAINTENANCE OF COMMUNICATION FACILITIES AND PUBLIC RIGHT OF WAY FEES AND TAXES FOR ACCESS TO PUBLIC RIGHT OF WAYS; ENFORCEMENT REMEDIES (SECONDING READING) - Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to move the Public Hearings as scheduled one (1), two (2), three (3) and four (4) to the December 12, 2018 Meeting at 7:00 PM. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

5. PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 15, LICENSES AND BUSINESS REGULATIONS; AMENDING SECTION 15-38, HOME OCCUPATIONS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES (SECOND READING) - Attorney Ryan

18-03-01 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 28; ZONING; AMENDING SECTION 28-187, PERMITTED USES; CREATING A NEW SECTION 28-187.3 DEFINITIONS RELATED TO MEDICAL MARIJUANA; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES;

Ellen Roach, of Dale Village, commented on when the Commission first approached the subject on legalizing marijuana sales in Pembroke Park that they stated it was because there was nothing locally distributing for people who needed it medically. She went on to state that she has a news article that says the City of Hollywood has this in effect; so she questions why the Commission has to put the Town through to selling this because she feels this may bring more crime to the Town.

Mayor Mohammed discussed the reasons she brought the dispensary idea to the Commission and discussed the advantages; she disagreed and stated that studies have

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shown that crimes rates go down where dispensaries are because they must have armed guards at all times in the neighborhood. The Mayor discussed the items that would be sold at these dispensaries stating that they were oils and lotions and nothing to smoke or eat and that there is no THC included in the products.

Attorney Ryan stated that if the Commission does not have sufficient back up for this Ordinance to move forward, he suggests moving this to the December 12th meeting.

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to move this particular Public Hearing (#5) to the December 5, 2018 Workshop meeting and to be heard and adopted (or dies) at the December 12, 2018 Meeting at 7:00 PM. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

6. PUBLIC HEARING MONDAY, NOVEMBER 5, 2018; 7:00 PM - PROPOSED ORDINANCE RELATING TO CHAPTER 28, ZONING; AMENDING SECTION 28-1, DEFINITIONS; AMENDING SECTION 28-187, PERMITTED USES, AMENDING SECTION 28-187.1 SPECIFIC USE REGULATIONS, AMENDING SECTION 28-187.2 DEFINITIONS, AMENDING SECTION 28-189, PERMITTED USES (SECOND READING) - Attorney Ryan

Attorney Ryan stated that this portion has to deal with the hours of operation which was approved previously but this Ordinance will prohibit uses.

AN ORDINANCE WAS READ BY ATTORNEY RYAN REGARDING THE PROHIBITED USES OF MASSAGE PARLORS IN THE TOWN OF PEMBROKE PARK

Vice Mayor Clark stated that there is no back up for this Ordinance and he will vote no.

Motion made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark, to move this particular Public Hearing (#6) to the December 5, 2018 Workshop meeting and to be heard and adopted (or dies) at the December 12, 2018 Meeting at 7:00 PM. In a roll call vote, the motion passed unanimously.

CLERK COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES

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IV. REGULAR AGENDA4. DISCUSSION: County Line Road Drainage Improvements - Vice Mayor Clark & Public Services Director Larson

Mr. Larson stated that he had Mr. Kunen look over the drawings and Mr. Kunen thinks this is a good use of the Drainage Funds; the cost is only \$19,000 that will solve a problem while they're doing the road work; we don't want to dig the road up after it has already been paved. An Agreement will have to be entered into as well as an Inter-local Agreement with West Park to pay them for the project with direction from us.

Motion made by Vice Mayor Clark authorizing the necessary drainage improvements project to move forward right away, as suggested by Public Services Director Larson based on an Inter-local Agreement and drawings.

Motion made and amended by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, authorizing Public Services Director Larson to notify West Park that we are interested in entering into an Agreement regarding the drainage on County Line Rd not to exceed \$19,360. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Agenda requests are not being filled out correctly and Mayor Mohammed stated that we need to conduct training. She inquired as to where in the budget the monies are coming from, was it reviewed by the Town Manager; all these things are not listed on the Agenda request.

The Commission discussed moving this item to the December Meeting. Mr. Larson stated that West Park had asked for this a while back asking for direction, we are not entering into an Agreement right now. Grants Matching Funds will be used for this project; these are funds used to put towards projects that we have other funding. It took ten (10) years to get to this point to pave the area, so we would want to avoid any further delay, according to Mr. Larson stated.

Mayor Mohammed continued to discuss her dissatisfaction with the Agenda requests.

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5. DISCUSSION: Award Bid for Oglesby Preserve Lighting Project Contract with Imperial Electric - Public Services Director Larson

Mr. Larson discussed the bids and stated that Imperial Electric came in as a low bidder and they are the ones who did the decorative lights along SW 30th Avenue years ago and they did that job well; Mr. Larson stated that their work has been good and reliable.

A RESOLUTION WAS READ BY ATTORNEY RYAN SELECTING CONTRACTOR FOR THE OGLESBY PRESERVE LIGHTING PROJECT

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to adopt the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

6. DISCUSSION: Ryan Park Walking Path FRDAP Applications - Vice Mayor Clark & Public Services Director Larson

Vice Mayor Clark stated that this would be the walkway within the Ryan Park which is part of the Agro Eco Programs and asked Mr. Larson to explain what we're doing.

Mr. Larson stated that we are looking for authorization to apply for FRDAP Funding to put a walkway path through the Orchid as a continuation of the path system within the Park.

A RESOLUTION WAS READ BY ATTORNEY RYAN AUTHORIZING THE TOWN TO FILE AN APPLICATION FOR GRANT FUNDING WITH THE FLORIDA RECREATIONAL DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) FOR WALKING PATH WITH RYAN PARK

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to adopt the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Clerk Commissioner Cohen asked about Dee Carper and wanted to know what was she doing in Tallahassee and was she looking for these grants because we give her \$3,000 a month. Mayor Mohammed stated she has received a ton of emails about grants. Clerk Commissioner Cohen and Vice Mayor Clark asked to be copied/included on the emails. Clerk Commissioner Cohen stated that there is a lack of communication here and it seems to be getting worse.

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, directing staff to look and apply for any and all grants to improve the parks, the building, any of the Town's

October 5, 2018

property and put in several FRDAP applications. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

7. DISCUSSION: Value Store It after hours Concrete Pour - Public Services Director Larson & Town Engineer Kunen

Mr. Larson stated that permission was granted to Cube Smart when the original contractor was building to do these pours at 4:00 AM otherwise they would block the roads going in and out of that district. The Town approved this previously and it has since been reactivated due to the new owners. Mr. Larson states that it meets all the Ordinances and asked the Commission for approval.

Motion made by Vice Mayor Clark to allow concrete pouring for Value Store It after hours according to the recommendation of Public Services Director Larson. Motion died for lack of a second.

Clerk Commissioner Cohen asked that this be moved to the December meeting as she would like to read up on this matter some more.

Motion made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark to move this item to the December 5, 2018 Workshop meeting and to be heard at the December 12, 2018 Meeting at 7:00 PM. In a roll call vote, the motion passed unanimously.

CLERK COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES

Mayor Mohammed asked Mr. Larson how much of a delay is that and Mr. Larson stated that they would not be able to pour the floor for another six (6) weeks. Vice Mayor Clark stated that he doesn't feel the Commission should delay this. Clerk Commissioner Cohen asked for more information and clarification on this process; Mr. Larson explained to her and she was comfortable moving forward.

Motion made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark to reconsider the Value Store It Concrete Pouring after hours matter. In a roll call vote, the motion passed unanimously.

CLERK COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES

October 5, 2018

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to allow concrete pouring for Value Store It after hours at approximately 4 AM in the morning based on the recommendation of Public Services Director Larson.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Clerk Commissioner mentioned that she is approving as long as it does not become a nuisance. Mr. Larson stated that if it becomes a nuisance we will cancel their permission.

8. DISCUSSION: Promotions - Vice Mayor Clark & Public Services Director Larson
- a. Special Recognition: County Commissioner Barbara Sharief, Pembroke Park Church of Christ, Coca-Cola, etc.

Vice Mayor Clark stated this item has been on the Agenda for several months and it is to recognize people who have done special work in the Town. On November 17, 2018 at 9:30 AM, the Pembroke Park Church of Christ and Mrs. Spivey will be awarded with a ribbon cutting ceremony and they will get a coconut tree.

Clerk Commissioner asked if Pembroke Park Church of Christ still owes the Town approximately \$50,000 or \$60,000. Vice Mayor Clark stated that he doesn't know. Clerk Commissioner Cohen stated that she would like to find out where we're at with that money.

Motion made by Vice Mayor Clark, seconded by Mayor Mohammed to have a special recognition on November 17, 2018 at 9:30 AM for the Pembroke Park Church of Christ and Mrs. Spivey. In a roll call vote, the motion passed as follows:

VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES
CLERK COMMISSIONER COHEN	NO

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to direct Natasha Joseph to set up a recognition for County Commissioner Barbara Sharief and to be over seen by the Interim Town Manager. In a roll call vote, the motion passed unanimously.

Motion made by Mayor Mohammed, seconded by Vice Mayor Clark, for the Special Recognitions that are occurring in the Park where we are designating a tree that we set an amount not to exceed \$400 per event. In a roll call vote, the motion passed as follows:

MAYOR MOHAMMED	YES
VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	NO

October 5, 2018

Vice Mayor asked Mr. Larson to step forward to talk about the signs for the trees. Mr. Larson said that discussions were had on doing a permanent concrete base sign; something similar to what we have done at Ryan Park and it would not exceed \$1,500.

Clerk Commissioner Cohen argued that she has no back up on this and that she will vote no. The Commission agreed that they would move this discussion to the December meeting.

b. Agro Eco Center/Community Garden Update

Vice Mayor Clark stated that we are doing the FRDAP and the papaya trees.

c. Wellness Program

Vice Mayor Clark stated that we still need to find a date for this event.

d. Winter Festival

Vice Mayor Clark said that he would like to get Club Richelieu to sponsor or host the Winter Festival. Clerk Commissioner Cohen asked if this event is budgeted for. Vice Mayor Clark stated that it is in the budget. The Commission agreed that this item would be discussed at the December meeting.

e. FITCE 2019

Vice Mayor Clark stated that he and Mayor Mohammed attended this event, however, we missed a golden opportunity to have a booth, but he wants to be in the trade zone next year.

Mayor Mohammed stated that she would like to see if we can get sponsorship from the local businesses to get a table. Mayor Mohammed stated that we need an Economic Development person to take the lead on getting this done for us.

f. 2019 One Blood Drive

Vice Mayor Clark stated that One Blood is being held on February 16, 2019

g. 2019 Relay for Life

Vice Mayor Clark stated that this time around he is supposed to jump off stage and into the arms of the Firefighters.

9. DISCUSSION: Firefighter Contract - Vice Mayor Clark

Vice Mayor Clark stated we are getting ready to have another meeting; we have moved beyond introductions and into expertise and details.

Mr. Vitas said that they have been working diligently to prepare an analysis of the Town's financial position for the past fifteen (15) years and are nearing completion on this analysis.

October 5, 2018

Vice Mayor Clark stated that he had mentioned the 60/40 split on the fire and West Park said "No." More of this discussion will be had at the December meeting. Vice Mayor Clark went on to say that we are looking into having our own EMS.

Mr. Vitas stated that there is correspondence between the Sheriff's Office from the Office of Management and Budget Director, Daphne Perez with respect to the Police Services Contract and based on discussions one (1) additional Deputy that was originally budgeted for was delayed for the first ¾ of the fiscal year; it brought our cost down as well as the cost for West Park and we are just waiting on getting the appropriation detail.

Short discussion was had on School Resource Officer and Mr. Vitas stated that the Sheriff is looking to go with a Guardian Program.

10. DISCUSSION: Training - Mayor Mohammed

Mayor Mohammed spoke on sexual harassment training and clarification as to whether the training is for the Commission only or for the Commission and Staff.

Mr. Vitas asked if there was urgency on this matter.

Mayor Mohammed stated that the Commission needs training on how to be Commissioners and that is not training that Linda provides. Clerk Commissioner Cohen thinks otherwise. Mayor Mohammed stated that the League of Cities provides training and that's what we pay or dues for and they've been waiting since April for us to give them a date to come down; Clerk Commissioner Cohen stated that "we will do training with them as well."

Mayor Mohammed and Clerk Commissioner Cohen argued back and forth about training and lack of emails Clerk Commissioner Cohen receives.

Mayor Mohammed assisted Clerk Commissioner Cohen with the classes she has taken and the classes that are available through the Florida League of Cities.

Vice Mayor Clark and Clerk Commissioner Cohen wants to bring this discussion back up in December.

Mayor Mohammed stated that there is a sexual harassment training course online through Nolin and the employees still have not completed this and the CD's have been here since August. Mayor Mohammed stated that she would like to look into Webinars; there is one on November 9th from 1:00 PM to 3:00 PM, \$95 per person or \$500 for an entire organization. Clerk Commissioner Cohen asked for other dates.

Motion made by Vice Mayor Clark, seconded by Mayor Mohammed to attend a Webinar on Sexual Harassment on November 9, 2018 in an amount not to exceed \$500. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK

YES

October 5, 2018

MAYOR MOHAMMED	YES
CLERK COMMISSIONER COHEN	YES

Mayor Mohammed spoke on giving comp days to employees who recently helped by staying late and cleaned up the 3rd Floor and for those who worked Saturday at the Health Fair.

Mr. Vitas stated that there are FLSA rules and regulations that govern compensation of hourly employees. Typically hourly employees are not eligible for Comp days according to Mr. Vitas' understanding. Hourly employees are entitled to overtime, but not comp days. The Commission asked that Mr. Vitas and Attorney Ryan look into this further and the discussion will happen in December.

Mayor Mohammed stated that reimbursement needs to be sought out for damages to the 3rd floor from trainings that the Commission allowed. The Commission directed Public Services Director Larson to look into the damages.

11. DISCUSSION: 5th Annual Health Fair - Mayor Mohammed

Mayor Mohammed stated that this is done and was a success and thanked the staff for all that they did.

Clerk Commissioner Cohen stated that she is not seeing flyers that are going out and stated that she had to hear from a vendor of an upcoming event and was embarrassed because the vendor showed her the flyer and she was not knowledgeable or had ever seen the flyer before. She stated that she would think flyers would come to the Commission first for approval before being sent out. Clerk Commissioner voiced her concerns of the lack of communication and says she hopes that Vice Mayor Clark is right and that things change.

Mayor Mohammed said they will Clerk Commissioner Cohen in charge of flyers from now on. Clerk Commissioner said she does not want to be in charge of flyers, she just wants to see the flyers and she would like to know what's going on; she stated that this is bad leadership.

Mayor Mohammed discussed the annual events and the dates that have been set from year to year.

Clerk Commissioner Cohen said "I am a Commissioner and I would like to be informed."

Mayor Mohammed stated that we need an updated website to put all the information there and everyone would be informed.

October 5, 2018

12. DISCUSSION: Farm Share Food Distribution - Mayor Mohammed

Mayor Mohammed stated that this is done and was a success and thanked the staff for all that they did.

13. DISCUSSION: Background Screening Policy - Attorney Ryan

Attorney Ryan stated that he sent in a proposal for the Commission to review and make comments on. Vice Mayor Clark asked that it be placed on the December Workshop Agenda.

14. DISCUSSION: Interim Town Manager Contract Extension - Attorney Ryan

Vice Mayor Clark stated that he has no back up on this and wants to move this to the December meeting. Clerk Commissioner Cohen interjects and asked "why don't we have back up on this," the most important thing. Attorney Ryan stated that he has not drafted the document and so it is not available.

Mayor Mohammed asked if there was something in the contract that says the Interim Town Manager can continue to work after the contract expired. Mr. Vitas said "I'm not going anywhere as long as I get paid."

Attorney Ryan stated that he and Mr. Vitas will get together and discuss the terms. Clerk Commissioner Cohen asked if Interim Town Manager Vitas now month-to-month. Answer: yes.

15. DISCUSSION: Termination of Escrow Agreement with Pembroke Park Owner, LP and Goodkind & Florio, P.A. - Attorney Ryan

Attorney Ryan stated that we entered into an Escrow Agreement with Storage & More owners for them to complete landscaping; when it was completed on time, there was a \$250 per day fee as liquidated damages. We have an Escrow Termination Agreement and the Town will receive \$33,500 based on the fact that it took them a while to complete this project.

18-11-04 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO TERMINATION OF ESCROW AGREEMENT WITH PEMBROKE PARK OWNER, LP AND GOODKIND & FLORIO, P.A.; AUTHORIZING MAYOR TO EXECUTE AND DELIVER SAID TERMINATION OF ESCROW AGREEMENT FOR AND ON BEHALF OF TOWN

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to adopt the Resolution as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK

YES

October 5, 2018

CLERK COMMISSIONER COHEN

YES

MAYOR MOHAMMED

YES

V. COMMISSIONER COMMENTS:

Vice Mayor asked that everyone go out and vote tomorrow and cast your right for Democracy.

Clerk Commissioner Cohen said don't forget to fill out the forms for Turkeys.

VI. TOWN ATTORNEY, TOWN MANAGER:

Mr. Vitas wanted to recognize Mr. Kunen for his years of service to this community both as a Consulting Engineer and as the Town Engineer. Mr. Kunen has recently accepted employment with the City of Hallandale Beach as their Deputy Assistant of Public Works and Town Engineer and Mr. Vitas just wanted to wish him and his family well and congratulate him publically.

Mr. Kunen stepped forward and thanked Mr. Vitas for those kind words. He expressed his sincere appreciation and gratitude to the Commission for allowing him the opportunity to not only serve the Town of Pembroke Park but the Commission and to work with the Town Staff. Mr. Kunen said that he will make himself available for any questions the Town may have in his absence. He gave a special thank you to Todd Larson whom he's known for twenty (20) years.

Vice Mayor Clark stated that the FDOT Proclamation that we're going to have, we want to have you here for that presentation. Mr. Kunen said he would gladly attend that.

Mr. Vitas read off recent awards Mayor Mohammed received in addition to a Proclamation issued by the Miami-Dade County School Board Member, District I.

VII. EMERGENCY ITEMS:

None.

VIII. REQUEST FOR FUTURE AGENDA ITEMS:

None.

IX. ADJOURNMENT: Mayor Mohammed

Mayor Mohammed requests to adjourn the meeting. Motion made by Clerk Commissioner Cohen seconded by Vice Mayor Clark. In a roll call vote, the motion passed unanimously.

Mayor Mohammed adjourned the meeting at 9:23 PM.

TOWN OF PEMBROKE PARK

October 5, 2018

REGULAR COMMISSION MEETING

Commission approved on _____.

Attest:

(Seal)

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of November 20, 2018

A. CALL TO ORDER 3:09 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark

Interim CFO Gail; Town Attorney Ryan; Admin Services Director Joseph; Director Of Public Works Larson; Consultant Engineer Kunen; Consultant Planner Miller; IT Director Pakula; Project Manager Woodbury; Code Enforcement Officer Louis; Building Official Corriveau;

D. ABSENT:

Commissioner Cohen

1. DISCUSSION: PLANNING OF EVENTS

- a. Town Holiday Party
- b. Toy Giveaway
- c. Commission Packets
- d. Ethics Training
- e. Florida League Of Cities University Course
- f. Organizational Analysis
- g. Layout Of Town Hall
- h. One Blood
- i. Community Garden
- j. Pembroke Park Church Of Christ
- k. Relay For Life
- l. International Festival
- m. Pembroke Park Cares
- n. Sister City
- o. Francophone/Francophile
- p. 60th Anniversary Celebration

Discussion was held on all items

The meeting was adjourned at 4:39 P.M

TOWN OF PEMBROKE PARK

November 20, 2018

Special Commission Meeting

Commission approved on _____.

Attest:

(seal)



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, DECEMBER 12, 2018 – 7:00 P.M.

AGENDA

CALL TO ORDER – 7:00 P.M.

ROLL CALL

ABSENT

MAYOR
VICE MAYOR
COMMISSIONER

ASHIRA MOHAMMED
HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER
TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
CONSULTANT ENGINEER
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK

BOGDAN VITAS
CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
PETER KUNEN
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ALSO PRESENT

Administrative Services Director Natasha Joseph called the roll at 7:00 p.m. There being a lack of quorum, she announced the meeting would be postponed to Monday, December 17, 2018 at 3 p.m.

The meeting was adjourned at 7:01 p.m.

I. CONSENT AGENDA

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

1. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town’s Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town’s Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan

2. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan

3. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan

4. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating To Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan

5. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in

Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

6. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations: Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan

IV. REGULAR AGENDA

1. PRESENTATION: Annual Financial Report for Year ended September 30, 2017 – Grau & Associates
2. UPDATE: Public Safety – Chief Coker
3. UPDATE: Fire Safety – Chief Kane
4. UPDATE: Engineer's Report – Town Engineer Kunen
5. UPDATE: Status of Town Projects – Vice Mayor Clark /Public Services Director Larson
6. Left Blank
7. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson
8. DISCUSSION: Acceptance of Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson / Keith & Associates
9. DISCUSSION: Oglesby Preserve Lighting Project Contract with Imperial Electric – Public Services Director Larson
10. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice Mayor Clark
 - a. Special Recognition: County Commissioner Barbara Sharief - January 16, 2019
 - b. Agro Eco Center / Community Garden / Orchard Signage
 - c. 2019 One Blood Drive – February 16, 2019
 - d. Sister Cities International: Buchanan Liberia Information

- e. Wellness Programs – Focal Point
 - f. 2019 Winter Festival
 - g. FITCE 2019
 - h. Free Trade Zone
 - i. 2019 Relay for Life
 - j. Francophone/Francophile
- 11. DISCUSSION: Approval of Bills Over \$500 – Finance Department
 - 12. DISCUSSION: Wage Reconsiderations for FY2019 – Vice Mayor Clark / Interim Town Manager Vitas
 - 13. DISCUSSION: Legislative Update and Priorities
 - 14. DISCUSSION: Annexation Update – Vice Mayor Clark
 - 15. DISCUSSION: Resolution Supporting Southwest Ranches Annexation Issue – Vice Mayor Clark / Attorney Ryan
 - 16. DISCUSSION: Broward Sheriff's Office (BSO) Contract – Vice Mayor Clark / Interim Town Manager Vitas / Attorney Parke
 - 17. DISCUSSION: Town Manager Contract – Attorney Ryan
 - 18. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen
 - 19. DISCUSSION: Text Messaging Archiving Service Agreement with Smarsh – Attorney Ryan
 - 20. DISCUSSION: Lobbying and Grant Services Agreement: CAS Government, Tidewater Consulting, Capitol Hill and Bill Helmich – Attorney Ryan
 - 21. DISCUSSION: Sale Extension of the Alpha 250 Site – Attorney Ryan
- V. COMMISSIONER COMMENTS
 - VI. ATTORNEY COMMENTS
 - VII. TOWN MANAGER / PERSONNEL COMMENTS
 - VIII. EMERGENCY ITEMS

Approved

Date

Mayor/Councilmember

Town Clerk



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

MONDAY, DECEMBER 17, 2018 - 3:00 P.M.

DULY SCHEDULED FOR WEDNESDAY, DECEMBER 12,
2018 - 7:00 P.M.

AGENDA

CALL TO ORDER - 3:00 P.M.

ROLL CALL

ABSENT

MAYOR
VICE MAYOR
COMMISSIONER

ASHIRA MOHAMMED
HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER
TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
CONSULTANT ENGINEER
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK

BOGDAN VITAS
CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
PETER KUNEN
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ALSO PRESENT

Administrative Services Director Natasha Joseph called the roll at 3:01 p.m. There being a lack of quorum, she announced the meeting would be postponed to Wednesday, December 19, 2018 at 11 a.m.

The meeting was adjourned at 3:02 p.m.

I. CONSENT AGENDA

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

1. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan

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Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in

Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

6. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan

IV. REGULAR AGENDA

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8. DISCUSSION: Acceptance of Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson / Keith & Associates
9. DISCUSSION: Oglesby Preserve Lighting Project Contract with Imperial Electric – Public Services Director Larson
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 - a. Special Recognition: County Commissioner Barbara Sharief - January 16, 2019
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 - c. 2019 One Blood Drive – February 16, 2019

- d. Sister Cities International: Buchanan Liberia Information
 - e. Wellness Programs – Focal Point
 - f. 2019 Winter Festival
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 21. DISCUSSION: Sale Extension of the Alpha 250 Site – Attorney Ryan
- V. COMMISSIONER COMMENTS
 - VI. ATTORNEY COMMENTS
 - VII. TOWN MANAGER / PERSONNEL COMMENTS
 - VIII. EMERGENCY ITEMS

Approved

Date

Mayor/Councilmember

Town Clerk



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, DECEMBER 19, 2018 - 11:00 A.M.

DULY SCHEDULED FOR WEDNESDAY, DECEMBER 12,
2018 - 7:00 P.M.

AGENDA

CALL TO ORDER - 11:00 A.M.

ROLL CALL

ABSENT

MAYOR
VICE MAYOR
COMMISSIONER

ASHIRA MOHAMMED
HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER
TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
CONSULTANT ENGINEER
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK

BOGDAN VITAS
CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
PETER KUNEN
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ALSO PRESENT

Administrative Services Director Natasha Joseph called the roll at 11:00 a.m. There being a lack of quorum, she announced the meeting would be postponed to Wednesday, December 26, 2018 at 1 p.m.

The meeting was adjourned at 11:01 a.m.

I. CONSENT AGENDA

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

1. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan

2. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan

3. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan

4. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating To Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan

5. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance

Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in

Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

6. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan

IV. REGULAR AGENDA

1. PRESENTATION: Annual Financial Report for Year ended September 30, 2017 – Grau & Associates
2. UPDATE: Public Safety – Chief Coker
3. UPDATE: Fire Safety – Chief Kane
4. UPDATE: Engineer's Report – Town Engineer Kunen
5. UPDATE: Status of Town Projects – Vice Mayor Clark /Public Services Director Larson
6. Left Blank
7. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson
8. DISCUSSION: Acceptance of Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson / Keith & Associates
9. DISCUSSION: Oglesby Preserve Lighting Project Contract with Imperial Electric – Public Services Director Larson
10. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice Mayor Clark
 - a. Special Recognition: County Commissioner Barbara Sharief - January 16, 2019
 - b. Agro Eco Center / Community Garden / Orchard Signage
 - c. 2019 One Blood Drive – February 16, 2019

- d. Sister Cities International: Buchanan Liberia Information
 - e. Wellness Programs – Focal Point
 - f. 2019 Winter Festival
 - g. FITCE 2019
 - h. Free Trade Zone
 - i. 2019 Relay for Life
 - j. Francophone/Francophile
- 11. DISCUSSION: Approval of Bills Over \$500 – Finance Department
 - 12. DISCUSSION: Wage Reconsiderations for FY2019 – Vice Mayor Clark / Interim Town Manager Vitas
 - 13. DISCUSSION: Legislative Update and Priorities
 - 14. DISCUSSION: Annexation Update – Vice Mayor Clark
 - 15. DISCUSSION: Resolution Supporting Southwest Ranches Annexation Issue – Vice Mayor Clark / Attorney Ryan
 - 16. DISCUSSION: Broward Sheriff's Office (BSO) Contract – Vice Mayor Clark / Interim Town Manager Vitas / Attorney Parke
 - 17. DISCUSSION: Town Manager Contract – Attorney Ryan
 - 18. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen
 - 19. DISCUSSION: Text Messaging Archiving Service Agreement with Smarsh – Attorney Ryan
 - 20. DISCUSSION: Lobbying and Grant Services Agreement: CAS Government, Tidewater Consulting, Capitol Hill and Bill Helmich – Attorney Ryan
 - 21. DISCUSSION: Sale Extension of the Alpha 250 Site – Attorney Ryan
- V. COMMISSIONER COMMENTS
 - VI. ATTORNEY COMMENTS
 - VII. TOWN MANAGER / PERSONNEL COMMENTS
 - VIII. EMERGENCY ITEMS

Approved

Date

Mayor/Councilmember

Town Clerk

TOWN OF PEMBROKE PARK
Regular Commission Meeting
Action minutes of December 26, 2018

- A. CALL TO ORDER: 11 A.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

Interim Town Manager Vitas; Town Attorney Ryan; Town Attorney Sigerson; Admin Services Director Joseph; Director Of Public Works Larson; Consultant Engineer Kunen; Consultant Planner Miller; BSO Liaison Chief Coker; Fire Department Liaison Chief Kane; Code Enforcement Officer Louis; Building Official Corriveau; Billing Clerk Grooms, Town Attorney Seigler

I. **CONSENT AGENDA**

Administrative Services Director Natasha Joseph announced that Mayor Mohammed was attending the meeting via telephone.

Motion by Commissioner Cohen, seconded by Mayor Mohammed, to allow Mayor Mohammed to attend the meeting via telephone. In a roll call vote, the motion passed unanimously.

II. **REMARKS FROM THE GENERAL PUBLIC**

None.

III. **PUBLIC HEARINGS AS SCHEDULED**

Mr. Seiger announced that the public hearings would be rescheduled to January 9, 2019 at 7:00 p.m.

Motion by Commissioner Cohen, seconded by Mayor Mohammed, to move the hearings to the January 9 meeting. In a roll call vote, the motion passed unanimously.

In response to a question from Commissioner Cohen, Ms. Joseph stated the January Workshop would be on January 2, 2019.

1. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan

December 26, 2018

2. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan
3. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan
4. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan
5. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan
6. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan

IV. REGULAR AGENDA

4. DISCUSSION: Approval of Bills over \$500 – Finance Department
Motion by Mayor Mohammed, seconded by Commissioner Cohen, to approve the Bills over \$500. In a roll call vote, the motion passed unanimously.
2. DISCUSSION: Lobbying and Grant Services Agreement: CAS Government, Tidewater Consulting, Capitol Hill and Bill Helmich – Attorney Ryan

December 26, 2018

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to renew the contracts for CAS Government, Tidewater Consulting, Capitol Hill, and Bill Helmich with a one (1) year extension, authorizing Mayor Mohammed to sign and execute the contracts. In a roll call vote, the motion passed unanimously.

3. RESOLUTION: Sale Extension of the Alpha 250 Site – Attorney Ryan

<< Insert resolution>>

Commissioner Cohen stepped away for five (5) minutes and the meeting paused to wait for her.

Motion by Mayor Mohammed, seconded by Commissioner Cohen, to approve the Resolution. In a roll call vote, the motion passed unanimously.

4. DISCUSSION: 2019 Municipal Election Agreement with the Broward County Supervisor of Elections – Administrative Services Assistant Joseph / Attorney Ryan

<< Insert resolution>>

Motion by Mayor Mohammed, seconded by Commissioner Cohen, to adopt the Resolution. In a roll call vote, the motion passed unanimously.

8. DISCUSSION: Annexation Update – Vice Mayor Clark

a. Petitions

b. Florida League of Cities: Annexation Subcommittee

Discussion was held

7. DISCUSSION: Resolution Supporting Southwest Ranches Annexation Issue – Vice Mayor Clark / Attorney Ryan

Mr. Seiger read the Resolution into the record.

<< Insert resolution>>

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to adopt the Resolution. In a roll call vote, the motion passed unanimously.

<< Insert petition >>

Mr. Seiger read the Petition into the record.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to adopt the petition. In a roll call vote, the motion passed unanimously.

December 26, 2018

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, that the Town of Pembroke Park supports the Florida League of Cities in its respect of municipal boundaries. In a roll call vote, the motion passed unanimously.

5. DISCUSSION: Oglesby Preserve Lighting Project Contract with Imperial Electric – Public Services Director Larson

Item not addressed.

9. DISCUSSION: Acceptance of Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson / Keith & Associates

Item not addressed.

10. PRESENTATION: Annual Financial Report for Year ended September 30, 2017 – Grau & Associates

Item not addressed.

11. UPDATE: Public Safety – Chief Coker

Item not addressed.

12. UPDATE: Fire Safety – Chief Kane

Item not addressed.

13. DISCUSSION: Florida Sheriff's Association Joint Participation Agreement Vehicle Purchase: Two (2) F250s – Public Services Director Larson

Item not addressed.

14. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson

Item not addressed.

15. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice Mayor Clark

Item note addressed.

- a. Special Recognition: County Commissioner Barbara Sharief - January 16, 2019
- b. Agro Eco Center / Community Garden / Orchard Signage
- c. 2019 One Blood Drive – February 16, 2019
- d. Sister Cities International: Buchanan Liberia Information

e. Wellness Programs – Focal Point

f. 2019 Winter Festival

g. FITCE 2019

h. Free Trade Zone

i. 2019 Relay for Life

j. Francophone/Francophile

16. DISCUSSION: Wage Reconsiderations for FY2019 – Vice Mayor Clark / Interim Town Manager Vitas

Item not addressed.

17. DISCUSSION: Legislative Update and Priorities

Item not addressed.

18. DISCUSSION: Broward Sheriff's Office (BSO) Contract – Vice Mayor Clark / Interim Town Manager Vitas / Attorney Parke

Item not addressed.

19. DISCUSSION: Town Manager Contract – Attorney Ryan

Item not addressed.

20. DISCUSSION: Text Messaging Archiving Service Agreement with Smarsh – Attorney Ryan

Item not addressed.

V. COMMISSIONER COMMENTS

None.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER / PERSONNEL COMMENTS

None.

VIII. EMERGENCY ITEMS

None.

TOWN OF PEMBROKE PARK

December 26, 2018

Regular Commission Meeting

Mayor Mohammed stepped away from the meeting at 1:52 p.m. Commissioner Cohen left the meeting 1:53 p.m.

The meeting was adjourned at 1:53 p.m.

Commission approved on _____.

Attest:

Ashira Mohammed, Mayor

Marlen Martell, Interim Deputy Town Clerk



DRAFT

**REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK**

WEDNESDAY, JANUARY 9, 2019 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.

ROLL CALL

PRESENT

MAYOR
VICE MAYOR
COMMISSIONER

ASHIRA MOHAMMED
HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER
TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
CONSULTANT ENGINEER
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK

BOGDAN VITAS
CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
PETER KUNEN
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ALSO PRESENT

CONSULTING ATTORNEY
CONSULTING ATTORNEY
PUBLIC

ANDRE PARKE
GARY RESNIK
FRANCINE SUTHERLAND

I. CONSENT AGENDA

1. Bills over \$200 – Finance Department
2. Authorizing the Town to apply for an American Express Business Card – Mayor Mohammed
3. Authorizing the Town to hold a Special Commission Meeting on Wednesday, January 23, 2019 at 7 p.m. – Mayor Mohammed
4. Authorizing the Town to hold a Special Commission Meeting on the 4th Wednesday of each month at 7:00 p.m. until deemed unnecessary – Mayor Mohammed
5. Authorizing the Town to change Workshop Commission Meetings from 3 p.m. to 7 p.m. – Mayor Mohammed
6. Authorizing the Town to reject the Enterprise Resource Planning Software bid and authorizing the Town to re-bid said project – Mayor Mohammed
Authorizing the Town to purchase two (2) F250 trucks through the Florida Sheriff Association Joint Participation Agreement.
7. Acceptance of the Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson /Keith & Associates
8. Authorizing the Town to reject the Enterprise Resource Planning Software bid and authorizing the Town to re-bid said project – Mayor Mohammed
9. Authorizing the Town to go out for bids for a Human Resources Consultant or Firm – Mayor Mohammed
10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH IMPERIAL ELECTRIC FOR THE OGLESBY PRESERVE LIGHTING PROJECT; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. – Attorney Ryan
11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH HELMICH CONSULTING FOR LOBBYING SERVICES; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. – Attorney Ryan
12. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH TIDEWATER CONSULTING FOR LOBBYING SERVICES;

SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. – Attorney Ryan

11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH CAS GOVERNMENTAL SERVICES, LLC. FOR LOBBYING SERVICES; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. – Attorney Ryan
12. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH CAPITAL HILLS CONSULTANTS FOR LOBBYING SERVICES; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. – Attorney Ryan

Commissioner Cohen asked that items three (3), four (4), six (6), and 11 be removed from the Consent Agenda for discussion.

Mayor Mohammed said they would move on and come back to the discussion.

II. REMARKS FROM THE GENERAL PUBLIC

None.

III. PUBLIC HEARINGS AS SCHEDULED

1. Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan

Commissioner Cohen asked why Comcast was not present.

Administrative Services Director Natasha Joseph said Comcast was aware of the meeting.

Consultant Planner Michael Miller stated this Ordinance was an amendment to both text and goals. He said the Planning and Zoning Board and the State Board have reviewed the item and had no comments.

Attorney Chris Ryan read the Ordinance by title only.

Mayor Mohammed opened a public hearing on the matter, however there being none to speak, she closed the public hearing.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the second reading of the proposed Ordinance. In a roll call vote, the **motion** passed unanimously.

6. Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan

Item 6 was addressed out of order.

Mr. Miller explained this was a companion Ordinance to the medical marijuana Ordinance previously adopted. He stated the purpose of this Ordinance is to make it clear that home occupation licensing is not permitted.

Mr. Ryan read the Ordinance by title only.

Mayor Mohammed opened a public hearing on the matter, however there being none to speak, she closed the public hearing.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the second reading of the proposed Ordinance. In a roll call vote, the **motion** passed unanimously.

5. Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

Item 5 was taken out of order.

Mayor Mohammed announced Items two (2), three (3), four (4), and five (5) would be addressed together.

Mr. Ryan stated it would be proper for each individual item to have a separate public hearing.

Mr. Ryan read the Ordinances by title only.

Gary Resnik, the attorney representing the Town on communications matters, gave a brief history and overview of the ordinance. He stated he further discussed the matter with the industry attorneys since the Workshop and reviewed small changes he was recommending.

Mayor Mohammed opened a public hearing on the matter.

Jana Loda, attorney with Holland Knight on behalf of Verizon Wireless, spoke in regard to the ordinance. She said the revisions address many of the concerns of the industry, but not all, and outlined remaining concerns.

Ms. Loda asked for a deferral for continuing discussion.

Hope Calhoun, attorney for Crown Castle, thanked the Commission for allowing them to express their concerns, and stated they appreciated the changes that were made. She said the concerns are mostly with the practical application of the Ordinance.

Kathy Haros with Atlantic Broadband stated her company continues to oppose the moratorium on placing utilities.

Mayor Mohammed closed the public hearing.

Vice Mayor Clark asked if the moratorium would be ended if the Ordinance passed.

Mr. Ryan responded that the Ordinance would go into effect immediately. He addressed Ms. Calhoun's concerns regarding implementation, stating Mr. Resnik has agreed to work with the Building Department to make sure they are educated on the Ordinance.

Motion by Commissioner Cohen, seconded by Vice Mayor Clark, to amend the previously approved First Reading text of the ordinance. In a roll call vote, the **motion** passed unanimously.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the second reading of the proposed Ordinance. In a roll call vote, the **motion** passed unanimously.

2. Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions;

Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) - Attorney Ryan

Mr. Ryan read the Ordinances by title only.

Mayor Mohammed opened a public hearing on the matter, however there being none to speak, she closed the public hearing.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the second reading of the proposed Ordinance. In a roll call vote, the **motion** passed unanimously.

3. Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan

Mr. Ryan read the Ordinances by title only.

Mayor Mohammed opened a public hearing on the matter, however there being none to speak, she closed the public hearing.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the second reading of the proposed Ordinance. In a roll call vote, the **motion** passed unanimously.

4. Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan

Mr. Ryan read the Ordinances by title only.

Mayor Mohammed opened a public hearing on the matter, however there being none to speak, she closed the public hearing.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the second reading of the Ordinance. In a roll call vote, the **motion** passed unanimously.

Mr. Miller stated the Ordinance addressed the Town's public rights-of-way only, and the Ordinance for private property also needs addressed.

5. Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

Item previously addressed.

6. Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan

Item previously addressed.

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Chief Coker

Captain Coker reminded the public of an upcoming rape aggression class beginning February 21. The class is four (4) sessions. She said there was a class last year and there has been requests to bring it back.

In addition, Captain Coker stated the District Office is a safe zone for exchanges of items purchased online.

2. UPDATE: Fire Safety – Chief Kane

Captain Kane provided a brief report. In December, 156 calls for service came in. He stated 1,967 calls were responded to in 2018 and said this was up approximately one (1) call per day from the previous year.

Captain Kane stated he would send the report to Ms. Joseph to disseminate to the Commissioners.

3. DISCUSSION: Legislative Update and Priorities – Attorney Sigerson

Mayor Mohammed stated the Commissioners were to rank the projects on the priority list and adopt the policies the Florida League of Cities set as the legislative policies.

Mr. Larson explained how the priorities were listed, with one (1) high priority item for each type of funding listed.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the list of priorities for the 2019 legislative session. In a roll call vote, the **motion** passed unanimously.

4. DISCUSSION: Wage Reconsiderations for FY10 – Vice Mayor Clark / Interim Town Manager Vitas

Not addressed.

5. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen

Commissioner Cohen stated she was disappointed that Comcast was not present, as she wanted to make the election announcement on television. She asked the item be added to the next meeting's agenda.

I. CONSENT AGENDA

Mayor Mohammed returned to Item I, the Consent Agenda.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen to approve the Consent Agenda with items three (3), four (4), six (6), and 11 removed. In a roll call vote, the **motion** passed unanimously.

3. Authorizing the Town to hold a Special Commission Meeting on Wednesday, January 23, 2019 at 7 p.m. – Mayor Mohammed

Mayor Mohammed read the first item for discussion.

Commissioner Cohen stated the date was not good for her.

Mayor Mohammed asked that Commissioner Cohen give her a date she would be available.

Commissioner Cohen asked if the additional item would be televised and asked what would be on the agenda.

The Commissioners discussed the date and agenda.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen to approve a Special Commission Meeting on Wednesday, January 23, 2019. In a roll call vote, the **motion** passed unanimously.

4. Authorizing the Town to hold a Special Commission Meeting on the 4th Wednesday of each month at 7:00 p.m. until deemed unnecessary – Mayor Mohammed

Mayor Mohammed read the first item for discussion.

Commissioner Cohen stated she was not in favor.

Mayor Mohammed passed the gavel to Commissioner Cohen.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed to approve Special Commission Meetings on the 4th Wednesday of each month at 7 p.m. In a roll call vote, the **motion** passed (2-1). Commissioner Cohen voted no.

Mayor Mohammed noted she would not be available for the February Special meeting.

6. Authorizing the Town to reject the Enterprise Resource Planning Software bid and authorizing the Town to re-bid said project – Mayor Mohammed

Mayor Mohammed explained the Town received a bid for the software, but it was excessively priced, and they needed to go out for rebid.

Commissioner Cohen stated she was hearing from staff there was not an issue with the software and asked that Mark Pakula, IT Director, be given an opportunity to speak on the matter.

Mayor Mohammed stated this was a motion to reject Tyler's bid, because they wanted \$200,000. She said staff had already done the work to investigate, they just needed to move forward with finding a new plan.

Mr. Pakula agreed that the official bid needed to be rejected.

Interim Town Manager Bogdan Vitas said there are two (2) distinct issues regarding software. First, building permitting had glitches in the system, which have since been repaired. That system is about to be upgraded, as well, at no cost to the Town. He addressed potential concerns related to that upgrade, including manuals, support, and staff training.

Mr. Vitas said the bid absolutely needs to be rejected, as it is way over budget, and the Town should wait to see what the update looks like before upgrading elsewhere.

In addition, Mr. Vitas addressed the financial software system. He said the Interim Financial Director is monitoring the system and giving frequent updates on whether it is doing what it is supposed to do. Those reports stated the software does seem to be working, and it is hard to know what was happening in the past, as no one was watching.

Mr. Vitas stated giving staff time to foolproof the system currently in place is a financial benefit to the Town. He said modernizing is an option.

Mayor Mohammed stated there were problems with the software in the past, so she would like to see it replaced. She addressed issues with code enforcement issues and maintaining a record.

Mr. Pakula said some of the procedures put in place were the issue, as they were not correct. He stated there may be fixes in the upgrade, as it is built on a different platform.

Francine Sutherland referenced her experience with property management and asked if the program companies that offer the software have example programs to test the program and learn to navigate.

Mayor Mohammed stated staff has already ranked the software, but there were issues with the process.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed to Authorizing the Town to reject the Enterprise Resource Planning Software bid and authorizing the Town to re-bid said project. In a roll call vote, the **motion** passed unanimously.

11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH HELMICH CONSULTING FOR LOBBYING SERVICES; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. – Attorney Ryan

Commissioner Cohen stated they were paying for a lobbyist who doesn't come to the meetings and has done nothing for the Town.

The Commissioners discussed the price for the service, including a premium if a bill was filed on the Town's behalf.

Vice Mayor Clark said the item should be tabled to the January 23 meeting so that Mr. Sigerson could speak to it. He said the lobbyist is in Tallahassee and cannot attend the meetings regularly.

Ms. Joseph interjected that on December 26, the Commissioners voted to authorize the Mayor to sign the contract, but the Resolution was not present.

Mr. Ryan stated the policy of the Town is in order to approve a contract, it has to be done by Resolution.

Mayor Mohammed stated the way it stands right now, he is a key lobbyist who has been instrumental in getting meetings with people regarding the annexation issue. She noted the paperwork had to be filed by the second week of February, or they would not be able to represent us.

Mr. Ryan read the Resolution by title only.

Motion by Commissioner Cohen, seconded by Vice Mayor Clark to enter into an agreement with Helmich Consulting for lobbying services. In a roll call vote, the **motion** passed unanimously.

V. COMMISSIONER COMMENTS

Mayor Mohammed said Commissioners and staff need to start making reservations to go to Tallahassee for the legislative session, because the plane is small and can be expensive.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER / PERSONNEL COMMENTS

None.

VIII. EMERGENCY ITEMS

None.

The meeting was adjourned at 8:31 p.m.

Approved

Date

Mayor/Councilmember

Town Clerk

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action Minutes of April 3, 2019

CALL TO ORDER:

5:17 P.M.

PLEDGE OF ALLEGIANCE:

Mayor Mohammad

ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Jacobs; Clerk Commissioner Cohen;
Commissioner Dieuville;

ABSET:

Attorney Ryan; Attorney Sigerson; Interim Assistant Finance Director Taubenfeld; Admin Service Director Joseph; Public Services Director Larson; Consultant Engineer Kunen, Chief Code Officer Louis; Consultant Planner Miller; BSO Liaison Chief Coker; BSO Liaison Holmes; Building Official Corriveau; Billing Clerk Grooms

DISCUSSION: Town Official Code of Conduct: Commissioners; Employees, Board Members, Vendors, etc – Commissioner Clark/Attorney Ryan

Item placed on Regular Commission meeting

DISCUSSION: Wage Reconsideration for FY19- Vice Mayor Clark/ COORC

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE AMOUNT OF COMPENSATION PAID TO TOWN EMPLOYEES; PROVIDING FOR PAYMENT OF THE DIFFERENCE BETWEEN THE AMOUNT OF COMPENSATION EMPLOYEES RECEIVED BEGINNING OCTOBER 1, 2018 AND THE AMOUNT OF AMENDED EMPLOYEE COMPENSATION IN THE AMENDED EMPLOYEE COMPENSATION PLAN ADOPTED HEREIN; REMOVING SIX (6) EMPLOYEE MANAGEMENT POSITIONS FROM THE AMENDED EMPLOYEE COMPENSATION PLAN; DIRECTING THE TOWN TO SOLICIT PROPOSALS FROM WAGE AND EMPLOYMENT CLASSIFICATION CONSULTANTS TO REVIEW THE RECOMMENDED COMPENSATION FOR THE SIX (6) EMPLOYEE MANAGEMENT POSITIONS; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Motion made by Vice Mayor Clark to table wage reconsideration, seconded by Commissioner Jacobs,
MOTION PASSED 5-0

DISCUSSION: Employee Benefits – Benefits Specialist Rosen

Motion made by Vice Mayor Clark to have Gloria Rosen to Compare Minnesota life for Clerk Commissioner Jacobs and Commissioner Dieuville, seconded by Clerk Commissioner Cohen,
MOTION PASSED 5-0

DISCUSSION: Republic Services of Florida, L.P. d/b/a All Service Refuse Exclusive Franchise Solid Waste Collecting Audit – Vice mayor Clark/ Public Services Director Larson

Item to be discussed next meeting

DISCUSSION; Broward Sheriff Office (BSO) Contract – Vice mayor-Lead Commissioner Clark/ Lead

TOWN OF PEMBROKE PARK

May 1, 2019

Workshop Commission Meeting

Attorney Park

Item was discussed
Item placed on the Regular meeting

Adjourned at 7:01pm

ATTEST:

(Seal)



DRAFT

WORKSHOP COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, JANUARY 2, 2019 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:00 P.M.

ROLL CALL

PRESENT

VICE MAYOR
COMMISSIONER

HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER
TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
CONSULTANT ENGINEER
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK

BOGDAN VITAS
CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
PETER KUNEN
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ABSENT

MAYOR

ASHIRA MOHAMMED

Vice Mayor Clark called the meeting to order and explained that Mayor Mohammed was ill. He said the meeting was a Workshop and there would be no voting, then asked for the opinion of the Town Attorney.

Attorney Chris Ryan explained the options for continuing when a quorum was not present. He recommended the meeting adjourn.

Vice Mayor Clark asked that the agenda continue, as there was a Workshop and no action would be taken.

Mr. Ryan stated the first action would be adjourn the meeting to a date certain.

Commissioner Cohen stated she was not comfortable with continuing.

The Commissioners discussed options to continue, and agenda items which had been lingering undiscussed.

Motion by Commissioner Cohen, seconded by Vice Mayor Clark, to approve the adjourn the meeting. In a roll call vote, the **motion** passed unanimously.

Mr. Ryan stated legally the conversation could continue.

Commissioner Cohen stated she was not comfortable and was leaving.

The meeting was adjourned at 3:16 p.m.

1. DISCUSSION – Bills over \$200 – Finance Department
2. DISCUSSION: Finance & Budget Update – Interim Town Manager Vitas / Administrative Services Director Joseph
3. DISCUSSION: Business Tax Receipt and Billing Update – Business Tax/Billing Clerk Grooms
4. DISCUSSION: Code Enforcement Department Update – Chief Code Enforcement Officer Louis
5. DISCUSSION: Building Department Update – Building Official Corriveau
6. DISCUSSION: Public Safety – Chief Coker
7. DISCUSSION: Fire Safety – Chief Kane

8. DISCUSSION: Status of Town Projects – Vice Mayor Clark / Public Services Director Larson
 - a. FDOT/MPO Update
9. DISCUSSION: County Line Road Drainage Improvements - Vice Mayor Clark / Public Services Director Larson
10. DISCUSSION: Oglesby Preserve Lighting Project Contract with Imperial Electric - Vice Mayor Clark / Mayor Mohammed / Public Services Director Larson
11. DISCUSSION: Acceptance of Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson / Keith & Associates
12. DISCUSSION: 2019 Meeting Calendar – Mayor Mohammed
13. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen
14. PRESENTATION: Annual Financial Report for Year Ended September 30, 2017 – Grau & Associates
15. DISCUSSION: Florida Sheriff Association Joint Participation Agreement Vehicle Purchases: Two (2) F250 – Public Services Director Larson
16. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson
17. DISCUSSION: Annexation Update – Vice Mayor Clark / Attorney Sigerson
 - a. Petitions
 - b. Florida League of Cities: Annexation Subcommittee
18. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice Mayor Clark
 - a. Special Recognition: County Commissioner Barbara Sharief
 - b. Agro Eco Center/Community Garden/Orchard Signage Projects
 - c. 2019 One Blood Drive
 - d. Sister Cities International: Buchanan, Liberia
 - e. Wellness Programs – Focal Point
 - f. 2019 Winter Festival
 - g. FITCE 2019

- h. Free Trade Zone
 - i. 2019 Relay for Life
 - j. Francophone/Francophile
19. DISCUSSION: Wage Reconsiderations for FY19 – Vice Mayor Clark/Interim Town Manager Vitas
20. DISCUSSION: Legislative Update and Priorities – Attorney Sigerson
21. DISCUSSION: Broward Sheriff’s Office (BSO) Contract – Vice Mayor Clark/Attorney Parke
22. DISCUSSION: Text Messaging Archiving Service Agreement with Smarsh – Attorney Ryan
23. DISCUSSION: Purchase of Computer Equipment – IT Director Pakula
24. DISCUSSION: Interim Town Manager Contract Extension – Attorney Ryan
25. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town’s Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town’s Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan
26. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan
27. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan
28. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied;

Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 2436, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan

29. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan
30. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan
31. DISCUSSION: Commission and Board Meeting Minutes – Deputy Town Clerk Joseph
32. PENDING BUSINESS
 - a. Eggstravaganza

Approved _____

Date

Mayor/Councilmember

Town Clerk



DRAFT

WORKSHOP COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

MONDAY, JANUARY 7, 2019 – 3:00 P.M.

WHICH WAS DULY SCHEDULED FOR WEDNESDAY,
JANUARY 2, 2019 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:00 P.M.

ROLL CALL

PRESENT

MAYOR
VICE MAYOR
COMMISSIONER

ASHIRA MOHAMMED
HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER
TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
CONSULTANT ENGINEER
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK

BOGDAN VITAS
CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
PETER KUNEN
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ALSO PRESENT

CONSULTING ATTORNEY
CONSULTING ATTORNEY

ANDRE PARKE
GARY RESNIK

Mayor Mohammed opened with a moment of silence for Edith <<last name, role – the recording is muffled >>

27. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan

Item 27 was announced out of order.

28. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan

Item 28 was announced out of order.

29. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan

Item 29 was announced out of order.

30. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan

Item 30 was announced out of order.

31. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or

Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

Item 31 was announced out of order.

Gary Resnik, who represents the Town in communications matters, spoke to the four (4) Ordinances. All were approved on first reading.

Mr. Resnik stated the first three (3) items were a clean up of the Code to come into compliance with the State law. He stated item 28 has not been changed since the First reading. Items 29 and 30 had a small change to the second clause, which was to correct a typo.

Mr. Resnik said item 31 is an update to meet a Statute which passed in 2018. Changes were made after the First Reading due to comments from the communications industry. He stated the industry representatives have remaining concerns to be heard.

In response to a question from Vice Mayor Clark, Mr. Larson stated that he sat on the committee, and agreed with the statements of Mr. Resnik.

Mr. Resnik stated there were two (2) members of legal counsel for the industry present at the meeting and invited them to speak.

Hope Calhoun spoke on behalf of Crown Castle, part of a larger industry group. She stated since the first Workshop there has been at least one (1) conference call to discuss the changes. She said it is the position of Crown Castle and the industry that there are some provisions within Item 31 which are not compliant with Federal regulations.

Ms. Calhoun stated the Ordinance is about 50 pages, and her client has comments on approximately 20 pages. She said some of the items Mr. Resnik and the industry are not going to agree on.

Continuing, Ms. Calhoun stated her client is comfortable waiting and continuing to work through the issues to avoid issues happening in other jurisdictions. She said all utilities should be treated the same, and there are some instances within the Ordinance that appear to not act in that way.

Ms. Calhoun stated language had been provided to Mr. Resnik and Mr. Ryan which the industry found to be more appropriate.

Vice Mayor Clark said it sounded to him as though the Ordinance is not ready.

Ms. Calhoun stated that was their position, and she would like to see the language further refined.

In response to a question from Vice Mayor Clark, Mr. Ryan stated one of the considerations was to get the Ordinance in place so that pending applications could be addressed.

Mr. Resnik stated with all due respect to Ms. Calhoun, the two (2) sides are never going to get to agreement. The Ordinance is designed to protect the Town, its residents, and its businesses, it is not designed to be in the best interests of Crown Castle and their industry.

Continuing, Mr. Resnik stated the sides had at least two (2) substantial conference calls and had made changes at the recommendation of the industry. He said this was a situation where the sides may have to agree to disagree. He reviewed some of Ms. Calhoun's specific concerns as examples.

Mr. Resnik addressed the need for performance bonds and issues which have happened in other communities. He stated this was one of the areas where the industry did not agree.

Mr. Resnik stated the Town's legal team would not recommend any additional changes to the Ordinance to meet industry requests. He discussed the Town's process for the pending permits and working with staff on processing the applications with respect to the Ordinance changes.

Mayor Mohammed said she understood it wouldn't always be that both sides would come to the table and agree. She asked Mr. Resnik how many Ordinances he had crafted.

Mr. Resnik stated they are all different, but more than a dozen, and there had been no legal challenges. He reassured the Commission they are not the test case.

Vice Mayor Clark asked if 5G was addressed in the Ordinance.

Mr. Resnik said the Ordinance does allow construction that could include 5G, but pointed out to date, no one is offering that technology anywhere in Florida. He stated under Florida law, you can't require a certain service be offered in the community.

In response to a question from Vice Mayor Clark, Mr. Resnik stated the aesthetics are controlled in the Ordinance as much as Florida law will allow.

Ms. Calhoun again addressed her concerns with the wording of the Ordinance. She said wording made the implementation confusing for staff.

Mr. Resnik stated staff input was included when creating the Ordinance and repeated that the legal team would work with the staff to make sure that they know how to process the applications.

Vice Mayor Clark said he thought they should be more restrictive, not less restrictive.

Mr. Resnik stated the Town is as restrictive as the Statute allows.

Jana Loda with Holland and Knight, representing Verizon Wireless, stated they had worked proactively with counsel to revise the draft Ordinance, and consolidated comments as an industry. She said she would leave an annotated copy with the Clerk or Mr. Resnik.

Ms. Loda said she did not want to belabor the issues which had been discussed but wanted to address timing as it relates to states of emergency. She pointed out there are frequent states of emergency declared by the Governor which would not impact the Town.

Continuing, Ms. Loda gave a list of reasons she disagreed with the performance bond, including insurance requirements. She gave some historical information on some of the reasons the industry had an issue with the bond.

Mayor Mohammed stated since Mr. Resnik has not reviewed the most recent letter outlining industry concerns, she would entertain a one-week delay.

Mr. Resnik said he would be comfortable reviewing the letter before the hearing on Wednesday. He explained the reasons behind the request for reasonable distances, as it could become burdensome to local residents.

Vice Mayor Clark stated Mr. Resnik had his confidence.

Mr. Resnik stated if the Commissioners needed more time, that was an option.

In response to a question from Vice Mayor Clark, Mr. Resnik stated the Florida League of Cities was against the Statute.

Mr. Resnik challenged Ms. Loda's argument regarding the state of emergency, and stated the change was made based on initial comments from the industry.

Mayor Mohammed stated the item will continue with a hearing on Wednesday and asked that the parties speak again prior to that meeting.

14. DISCUSSION: Employee Benefits – Benefits Coordinator Rosen

Item 14 was taken out of order.

Gloria Rosen, Benefits Coordinator, stated in 2002, the Town Manager asked additional benefits be added to the Town's package for the protection of all of the

employees as well as the Commissioners. These benefits included long term care and whole life insurance. She stated since that time, John Hancock, the carrier of those items, no longer sells long term care. She stated anyone holding those plans will have that coverage for the rest of their life.

Continuing, Ms. Rosen said new employees and new Commissioners will be entitled to long term care. She discussed pricing and companies and said the least costly option is a life insurance plan with long term care coverage. Billing will be quarterly until there are five (5) people on the plan, which would allow for annual billing.

22. DISCUSSION: Broward Sheriff's Office (BSO) Contract – Vice Mayor Clark/Attorney Parke

Item 22 was addressed out of order.

Vice Mayor Clark gave background information on the discussion over the BSO contract and stated not until Andre Parke was brought on was the Town able to get the information.

Mr. Parke gave a brief overview of the report his firm created on the contract. The report was included in the Commission packets.

Mr. Parke stated weak language which did not protect the Town was found, as well as instances where there were overages charged. He reviewed the cost sharing with West Park, and places the firm believes refunds in the form of credits are due.

Continuing, Mr. Parke said they reviewed how the Town should move forward, including how to save money in the future.

In response to a question from Vice Mayor Clark, Mr. Parke stated in the capital review, this is a matter of \$100s of thousands. He said some of the items Mr. Vitas found in the contract add up to \$3-\$5 million.

Vice Mayor Clark stated the next step is to meet with the Sheriff. He said this is not new, it happened in 2013 with other municipalities. He stated this has nothing to do with staff, none of the Deputies were involved.

Mr. Parke confirmed this was a budgetary issue.

Vice Mayor Clark listed a variety of other issues which would be brought up, including missing equipment and land sales. He stated there is also a gap in the audit.

In response to a question from Vice Mayor Clark, Mr. Parke stated his firm's investigation was a conservative one. He stated there were several years for which they did not have paperwork to review.

Vice Mayor Clark stated the Town should have their own independent contract with the BSO, as being tied up with West Park is not working.

1. DISCUSSION – Bills over \$200 – Finance Department

Mayor Mohammed asked for clarification from Ms. Joseph on a line item of hours for the finance software.

Ms. Joseph stated the last purchase was in April, and the Town is down to 47 minutes. She stated she requested a breakdown of where the minutes are being used.

Mayor Mohammed said the software is obviously not working if this many hours of support was needed. She said the Town is still in the same position it was last year, and they need to go back out for bid.

Commissioner Cohen asked why that wasn't done a long time ago.

Ms. Joseph stated the Interim Town Manager asked that a halt be put on the search for a new contract.

Mayor Mohammed stated she was removing that halt, as the Town received a letter five (5) years ago from the State saying something needed to be done. She asked that the bidding process be added to the Regular Meeting agenda.

Mr. Ryan stated other municipalities had purchased software, so perhaps the Town could find out what process they went through in order to decide next steps.

Mayor Mohammed said she did not want to approve hours of support for a software that has been proven not to work.

The Commissioners discussed what action was taken versus what action they directed regarding the software. They discussed the continued use of temporary employees and the issue of hiring.

Commissioner Cohen stated the temporary finance director was worth every penny, and agreed it was time to hire a permanent full-time HR Director. She said the team in finance has done an excellent job straightening out the issues the Town had, and you get what you pay for.

The Commissioners discussed the contracts for the temporary employees and who asked that the temporary employees be brought in.

2. DISCUSSION: Finance & Budget Update – Interim Town Manager Vitas / Administrative Services Director Joseph

Mayor Mohammed stated everyone had a copy of the report in their packets.

3. DISCUSSION: Business Tax Receipt and Billing Update – Business Tax/Billing Clerk Grooms

Mayor Mohammed stated everyone had a copy of the report in their packets.

4. DISCUSSION: Code Enforcement Department Update – Chief Code Enforcement Officer Louis

Mayor Mohammed stated everyone had a copy of the report in their packets.

5. DISCUSSION: Building Department Update – Building Official Corriveau

Mr. Corriveau confirmed the Commissioners were receiving his weekly updates.

6. DISCUSSION: Public Safety – Chief Coker

Captain Coker stated the Department would be offering the rape defense course again at the request of several residents. There are flyers in the lobby. She briefly addressed crime trends for the month of December, including two (2) residential burglaries, and burglaries of storage units.

Continuing, Captain Coker said to be aware of meeting people met through services such as Craig's List and Let Go. She stated they are encouraging people to meet in the parking lot of the Sheriff's Office.

7. DISCUSSION: Fire Safety – Chief Kane

None.

8. DISCUSSION: Status of Town Projects – Vice Mayor Clark / Public Services Director Larson

Commissioner Cohen stated she was seeing a lot of graffiti and gave locations for the Department to investigate. She said she thought more eyes out looking for issues was needed.

Mr. Larson said he had seen some of it and would get the guys to look into it. He named some recent repairs.

At the request of Commissioner Cohen, Mr. Larson gave an update on work at the Clubhouse.

Mayor Mohammed asked if the Town could make sure the parks are closed at dusk.

Mr. Larson stated they are supposed to be locked, and we would follow up on the matter.

The Commissioners and Mr. Larson discussed issues with lights, including damages from the hurricane.

a. FDOT/MPO Update

Mr. Larson stated the Town applied for funding through the MPO, and the only item missing was a letter from the FDOT.

13. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen

Item 13 was addressed out of order.

Commissioner Cohen had a personal issue, and the Commissioners sought an opinion from Mr. Ryan on whether they could continue if she left.

Mr. Ryan stated a Workshop Meeting could continue without a quorum.

Commissioner Cohen congratulated the candidates and asked for clarification on the logic and accuracy test.

Ms. Joseph provided an explanation on how the accuracy testing is handled.

The Commissioners discussed additional candidates for the March municipal election.

9. DISCUSSION: County Line Road Drainage Improvements - Vice Mayor Clark / Public Services Director Larson

Mr. Larson stated he went to West Park with the agreement and was told he had to go directly to the contractor. The contractor has been on vacation, so there is no update at this time. He has made contact.

The Commissioners discussed the improvements being made and how smooth the roads are.

10. DISCUSSION: Oglesby Preserve Lighting Project Contract with Imperial Electric - Vice Mayor Clark / Mayor Mohammed / Public Services Director Larson

Mr. Larson stated the project is behind schedule because the contract is not approved. It will be up for approval at Wednesday's meeting.

Mayor Mohammed asked for information on the warranty on the lights and asked if any extended warranty would be available.

Mr. Larson pointed out problems with the lighting was not related to the contractor, but he would look into the warranty.

Mayor Mohammed asked that American Express be put on the agenda due to issues with the Wells Fargo card.

Commissioner Cohen left to give her husband a medical treatment at 4:56 p.m.

11. DISCUSSION: Acceptance of Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson / Keith & Associates

Mayor Mohammed stated everyone had a copy of the report and asked the acceptance of the report be added to the Consent Agenda.

12. DISCUSSION: 2019 Meeting Calendar – Mayor Mohammed

Mayor Mohammed stated she did research on other cities and is asking that the Workshop Meetings be moved to the evening. She said she had complaints from residents who were not able to attend and noted the new Commissioners who will come in March have day jobs.

Vice Mayor Clark stated he thought an additional voting meeting should be added to each month.

The Commissioners discussed the meeting schedules over other municipalities.

Mr. Ryan stated additional meetings could be scheduled if that was the desire of the Commission. He said changing times on the Regular Meeting would require an edit to the Ordinance.

The Commissioners discussed dates for future meetings.

Mayor Mohammed went back to the budget page in the Commission book and asked for clarification on salaries.

The Commissioners and staff discussed the salaries for the temporary employees, as well as what section of the budget the funds were coming from.

Ms. Joseph stated she would research the information for the January 9 meeting.

13. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen

Item previously addressed.

14. DISCUSSION: Employee Benefits – Benefits Coordinator Rosen

Item previously addressed.

15. PRESENTATION: Annual Financial Report for Year Ended September 30, 2017 – Grau & Associates

Mayor Mohammed set the presentation for January 23.

16. DISCUSSION: Florida Sheriff Association Joint Participation Agreement Vehicle Purchases: Two (2) F250 – Public Services Director Larson

Mayor Mohammed asked that the item be added to the Consent Agenda.

17. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson

Mayor Mohammed asked if the rate in the contract was the same as other cities.

Mr. Larson stated he was researching that information. He noted when they first signed the contract, it was similar, and slightly below the highest rate.

Mayor Mohammed asked that he get those numbers before the final contract is signed.

18. DISCUSSION: Annexation Update – Vice Mayor Clark / Attorney Sigerson

a. Petitions

b. Florida League of Cities: Annexation Subcommittee

Vice Mayor Clark stated legislation is in draft regarding the annexation. He added things are moving forward with the Town's work.

19. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice Mayor Clark

a. Special Recognition: County Commissioner Barbara Sharief

Vice Mayor Clark stated this event will be on January 16, and he would like the park to be immaculate.

Mayor Mohammed asked that invitations be sent out.

b. Agro Eco Center/Community Garden/Orchard Signage Projects

Vice Mayor Clark stated the sign project is moving forward. A quote is pending for the archway requested by Mayor Mohammed. The papaya trees are doing beautifully. He gave an update on the vegetables in the garden.

In response to a question from Mayor Mohammed, Mr. Ryan stated the second-floor rental agreement is pending approval regarding access.

Mayor Mohammed asked that the item be added to the agenda.

Mr. Ryan stated the lease had been approved, pending final staff approval, and said he would send it to her to review the language.

c. 2019 One Blood Drive

Vice Mayor Clark stated this event is set for February 16, 2019.

d. Sister Cities International: Buchanan, Liberia

Vice Mayor Clark discussed the relationship between the Pembroke Park Church of Christ and Buchanan and noted there is discussion regarding becoming sister cities.

e. Wellness Programs – Focal Point

Vice Mayor Clark stated he was hoping to do a 1k and a 5k this winter.

f. 2019 Winter Festival

Vice Mayor Clark stated he would like to investigate sponsorship of the event.

g. FITCE 2019

Vice Mayor Clark said staff and businesses need to get involved in this event, which is in October.

h. Free Trade Zone

Vice Mayor Clark stated everything is lining up, and this will be a benefit for the Town in the near future.

i. 2019 Relay for Life

Vice Mayor Clark said this event will be in April.

j. Francophone/Francophile

Vice Mayor Clark stated this event will be this summer and the relationship continues.

Vice Mayor Clark stated the Interim Town Manager and the Attorneys are working on the purchasing manual.

The Commissioners and staff discussed the manual and agreed to put approval on the agenda for January 23.

Mr. Ryan stated once it was reviewed, it would need to be approved by Resolution.

Mayor Mohammed stated she sent an email to Oel Wingo and was told she no longer worked for the Town. She asked Mr. Ryan about completion of the contract.

Mr. Ryan said this was the first he had heard of the issue and asked that the email be forwarded to him.

20. DISCUSSION: Wage Reconsiderations for FY19 – Vice Mayor Clark/Interim Town Manager Vitas

Vice Mayor Clark stated the Interim Town Manager was hired to put the budget together, and he does not agree with how it was done. He said Mr. Vitas has met with every employee of the town and reviewed their job descriptions to fine tune the list of salaries.

Vice Mayor Clark said he supports what has been done, and it is fair and reasonable. He stated the expense of wages is reduced by \$100s of thousands while still being reasonable with those employees who have stayed with the Town. He said he would like to see a vote to adopt.

21. DISCUSSION: Legislative Update and Priorities – Attorney Sigerson

Mr. Larson stated Mr. Sigerson provided an update, but he did not see it in the packet, so he would provide a copy.

Mayor Mohammed said the Commissioners were to rank their Capital Improvements projects.

22. DISCUSSION: Broward Sheriff's Office (BSO) Contract – Vice Mayor Clark/Attorney Parke

Item 22 was previously addressed.

23. DISCUSSION: Text Messaging Archiving Service Agreement with Smarsh – Attorney Ryan

Mr. Ryan stated the company represents themselves as being the sole provider.

Mayor Mohammed said she forwarded a spreadsheet of the potential companies and costs to Mr. Ryan to review.

Vice Mayor Clark brought the issue back up regarding having two (2) voting meetings a month. He stated the problems can't be addressed without the ability to get up and vote.

Ms. Joseph read back her notes regarding adding a meeting and changing the meeting dates and made suggestions about how it could be handled.

Vice Mayor Clark stated if they want to get things done, action has to be taken.

24. DISCUSSION: Purchase of Computer Equipment – IT Director Pakula

Mayor Mohammed stated Mr. Pakula had made a written request for five (5) computers. She asked that it be added to the Consent Agenda.

25. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/Attorney Ryan

Mayor Mohammed stated Ms. Wingo had the resumes from the search, and the Town does not have them. She said she did some research on Linked In regarding the applicant list.

Mr. Ryan asked if she wanted to restart the search or get the resumes.

Mayor Mohammed stated she thought they were Town records, and she would like to get them back.

Mr. Ryan said he would work on that.

The Commissioners discussed applicants they had met, and the ranked applicants received by Ms. Wingo.

Mayor Mohammed stated the Town needs to move forward with the process of interviewing and hiring a permanent Town Manager.

Mayor Mohammed circulated the conduct unbecoming policy adopted by other cities as well as the job descriptions from other municipalities and asked that Mr. Ryan review them.

26. DISCUSSION: Interim Town Manager Contract Extension – Attorney Ryan

Mr. Ryan stated Mr. Vitas told him there were changes, but he had not yet seen them.

The Commissioners and staff discussed contract end dates.

27. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan

Mayor Mohammed read the announcement for the record and stated there were no changes from the first reading.

28. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan

Item previously addressed.

29. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan

Item previously addressed.

30. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 2436, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan

Item previously addressed.

31. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

Item previously addressed.

32. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan

Mayor Mohammed read the announcement for the record and stated there were no changes from the first reading.

33. DISCUSSION: Commission and Board Meeting Minutes – Deputy Town Clerk Joseph

Ms. Joseph circulated 37 sets of minutes to approve.

Mayor Mohammed directed staff to look into an iPad sign in service for the front desk.

34. PENDING BUSINESS

a. Eggstravaganza

No update.

The meeting was adjourned at 5:50 p.m.

Approved _____

Date

Mayor/Councilmember

Town Clerk



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, FEBRUARY 13, 2019 – 5:00 P.M.

DULY SCHEDULED FOR WEDNESDAY, JANUARY 23, 2019
– 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 5:00 P.M.

ROLL CALL

PRESENT

MAYOR
VICE MAYOR
COMMISSIONER

ASHIRA MOHAMMED
HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER
INTERIM FINANCE DIRECTOR
TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
CONSULTANT ENGINEER
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK
IT DIRECTOR

BOGDAN VITAS
HARRY TAUBENFELD
CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
PETER KUNEN
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS
MARK PAKULA

ALSO PRESENT

Commissioner Cohen stated she had just received the backup for all of the items on the agenda and asked how a meeting could be held when she had just received the materials.

Mayor Mohammed explained the backup was prepared two (2) weeks ago.

Commissioner Cohen stated she did not feel comfortable talking about items she had not seen previously.

Mayor Mohammed noted there were items added because they were emergent.

The Commissioners discussed what materials were and were not available to them prior to the meeting.

Commissioner Cohen stated she would like the record to reflect that she wants her backup a week before the meeting.

Mayor Mohammed asked that two (2) items from the Workshop Meeting scheduled for 7 p.m. be moved to the Special Meeting.

AA. DISCUSSION: Building Department Update – Building Official Corriveau

Alan Corriveau, Building Official, gave an update on the Building Department, and pointed the Commissioners to the Building Buzz he sent out via email on Friday.

Mr. Corriveau said Pembroke Park is bustling. He noted Seneca Town Center is getting cleaned up, which is an accomplishment. He stated in another week or so, there will be a DRC meeting for 4200 Hallandale Beach Boulevard, which is going to be a shopping center.

Continuing, Mr. Corriveau stated his Department is always working to better themselves and is on board with the Town Official Code of Conduct to be discussed later in the meeting.

Mr. Corriveau said he would like to put on a presentation at a future meeting about doing something artistic across from the railroad tracks.

AB. DISCUSSION: Public Safety – Chief Coker

Captain Coker reminded the Commissioners, staff, and public about the rape aggression defense course starting later in the month.

4. DISCUSSION: Authorizing Explorers to Use Law Enforcement Trust Fund for 2018 FSEA December Delegates in the Amount not to Exceed \$2600 – Mayor Mohammed

Item 4 was addressed out of order.

Captain Coker asked the item be cancelled as funds were previously due. She stated the Explorers will come back with a request during the summer.

5. DISCUSSION: Authorizing Explorers to Use Law Enforcement Trust Fund for Team Building Excursion in an Amount not to Exceed \$510 – Mayor Mohammed

Item 5 was addressed out of order.

Administrative Services Director Natasha Joseph stated this is reimbursement for previously spent funds.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to authorize the Explorers to use Law Enforcement Trust Funds for their Team Building Excursion in an amount not to exceed \$510. In a roll call vote, the **motion** passed unanimously.

The Commissioners and Captain Coker discussed recent vehicle burglaries, what people could do to protect themselves and whether gates at apartment complexes help to deter theft.

1. PRESENTATION: Annual Financial Report for Year Ended September 30, 2017 and Letter of Engagement for Fiscal Year 2018 – Grau & Associates

Mayor Mohammed asked that the report section of this line item be postponed as the consultants were not available for this meeting.

Attorney Chris Ryan read the Resolution regarding the Letter of Engagement for Fiscal Year 2018 by title only.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed noted this was the final year of the contract, so an RFP needed to be prepared for the next audit.

In response to a question from Commissioner Cohen, Mr. Vitas stated it is within the purview of the Town to contract an auditing firm, commonly for three (3) to five (5) years with a contract to renew. The Town's contract was specifically for three (3) fiscal years, and there is no expectation that it would be automatically renewed.

Mr. Vitas stated the process was completed fairly recently, so it would be simple, and was spelled out Statutorily.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to direct staff to prepare the RFPs for auditing services for the Town of Pembroke Park. In a roll call vote, the **motion** passed unanimously.

2. DISCUSSION: Bills over \$500 – Finance Department

Commissioner Cohen stated she did not have back up for the item.

Vice Mayor Clark asked that Mr. Vitas, Ms. Joseph, and Mr. Larson confirm everything was signed off on properly.

Commissioner Cohen asked that Harry Taubenfeld, Interim Finance Director, also come up to the dais to confirm.

Mayor Mohammed asked about a line item for a mobile home addition.

Mr. Larson explained there was a sewer problem at 125 Marine Court, and as part of the repair, the Town rebraced the mobile home.

Additionally, Mayor Mohammed asked for clarification on the cost of the sewer repair and what fund it came out of.

Mr. Larson detailed the reason for a higher than expected cost, including a high-voltage line that was not in conduit. He stated there will be some reimbursement from insurance, and in the meantime, the expense will come from the sewer fund.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the Bills over \$500. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed asked if the sewer line was a problem in the area where the repair had to be made, whether other sewers in the area were also a problem.

Mr. Larson stated inspections within the system are being completed, and areas with issues are being scheduled to be cameraed in the off-season.

The Commissioners and staff discussed the sewer and ongoing repair program.

3. RESOLUTION: Authorizing the Town to Pay Rural Development Bond Sinking Fund Relating to Sewer Revenue Bond Series 2019 in the Amount not to Exceed \$10,750 per month – Finance Department

Ms. Joseph stated this is a reoccurring bill, and the current amount of \$10,743 exceeds the previous allotment, so the amount needs to be corrected.

Mr. Ryan read the Resolution by title only.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

4. DISCUSSION: Authorizing Explorers to Use Law Enforcement Trust Fund for 2018 FSEA December Delegates in the Amount not to Exceed \$2600 – Mayor Mohammed

Item 4 was previously addressed.

5. DISCUSSION: Authorizing Explorers to Use Law Enforcement Trust Fund for Team Building Excursion in an Amount not to Exceed \$510 – Mayor Mohammed

Item 5 was previously addressed.

6. DISCUSSION: Authorizing the Mayor the Attend the 87th Annual Mayors' Conference in the Amount not to Exceed \$4,000 – Mayor Mohammed

Mayor Mohammed stated this was a conference she attended last year and would like to attend again. She said someone also needs to attend the National League of Cities convention in Washington, D.C. the week of elections, but she was unable to.

Vice Mayor Clark asked if the conference was budgeted.

Mr. Vitas said a lump sum amount for travel is budgeted as per prior years. In the report as of January 31, there is a \$14,000 line item and roughly \$2500 has been expended. An additional \$2,500 was budgeted for education and training.

Commissioner Cohen asked how much was available per Commissioner, noting she believed the full amount should be divided between five (5) Commissioners.

Mr. Vitas noted the \$16,500 was for all five (5) Commissioners and was not separated out into individual line items.

Mayor Mohammed passed the gavel to Commissioner Cohen.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to approve sending the Mayor to the National Mayors' Conference. In a roll call vote, the **motion** passed 2-1. Commissioner Cohen voted no.

Continuing, Mayor Mohammed stated there was a Cities Livability Grant at the Mayors' Conference that she would like to apply for to fund the community garden, Health Fair, and orchard. The deadline for submission is March 15.

In response to a question from Vice Mayor Clark, Mr. Larson stated his staff could handle the grant application.

Commissioner Cohen stated she did not want to vote without reading the materials fully and had just received the back up on the grant.

Vice Mayor Clark asked that community programming be added to the list of items to apply for the grant funding for.

Motion by Mayor Mohammed, seconded by Commissioner Cohen, to approve the Town's application for the Cities Livability Grant. In a roll call vote, the **motion** passed 2-1.

Mayor Mohammed stated the National League of Cities Conference is the week of March 10. By attending that Conference, Commissioners can take classes toward becoming a Certified Official. She said she is unable to attend, and would like someone to go, as there is a round robin with 65 Government agencies.

The Commissioners discussed the option of sending a staff person to the conference and the need to provide sufficient notice of opportunities.

Vice Mayor Clark stated an annexation bill will be filed soon, and budget needs to remain in place to fund Commissioners going to Tallahassee for hearings, so he would recommend a pass on the National League of Cities.

7. DISCUSSION: Authorizing the Commission and Staff to Attend FBC-LEO Spring Conference – Mayor Mohammed

Mayor Mohammed said last year, the Town sponsored the FBC-LEO Spring Conference, and Vice Mayor Clark went along with members of staff.

Commissioner Cohen stated staff should not be attending conferences.

Mayor Mohammed explained the conferences have training opportunities at this conference through the Florida League of Cities, and she would like to open it up to anyone wanting to attend.

In response to a question from Commissioner Cohen, Mayor Mohammed stated the training is local, and costs approximately \$100.

Commissioner Cohen said she is pro-education but has questions. She asked that Mr. Vitas weigh in.

Mr. Vitas stated this is educational and local, and there are funds budgeted for these types of purposes in each Department.

Motion by Mayor Mohammed, seconded by Vice Mayor Clark, to authorize any staff members or Commissioners who want to attend the FBC-LEO Spring Conference. In a roll call vote, the **motion** passed 2-1. Commissioner Cohen voted no.

Vice Mayor Clark asked Mayor Mohammed to keep an eye out for customer service courses. He noted that in Hollywood they have webinars.

Mayor Mohammed explained a program of online courses discussed at a previous meeting which is available to the Commissioners and staff.

8. DISCUSSION: Letter of Support for Unified Support of State's Investment in Early Childhood Education – Mayor Mohammed

Mayor Mohammed stated the Town received a request from the Children's Movement of Florida asking they send a letter in support of providing early education for children under five (5).

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to authorize a letter signed by the full Commission be sent in support of the State's Investment in Early Childhood Education. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed stated she would also like to see the Town send a letter in support of the expansion of the Florida Kid Care program to include young people until they graduate from college or age 26.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to authorize a letter signed by the full Commission be sent in support of an expansion of the Florida Kid Care program. In a roll call vote, the **motion** passed unanimously.

9. DISCUSSION: CodeRed Emergency and Critical Communications Solutions – Mayor Mohammed

Mayor Mohammed explained the program is a system that would allow for text messages to the residents of the Town for things like announcements and emergencies.

Mr. Vitas said it is a subscription service the Town subscribes to annually, which started as an emergency services warning system.

The Commissioners and staff discussed who would be responsible for and authorized to utilize the system if acquired.

Commissioner Cohen stated she would not want to use the system for announcing elections.

Mr. Ryan said he would like to review the contract, and asked the item be moved to the March agenda.

10. DISCUSSION: iCompass Management Solutions – Mayor Mohammed

Ms. Joseph explained iCompass Management Solutions is an agenda and records management service. She said it would make getting information easier for the Commissioners as well as the general public. In addition, she stated it would help to get the Town's website compliant.

Mark Pakula, IT Director, gave a brief overview of the program, stating it would streamline the process of holding a Commission meeting. He explained the program would show what step items were on for approval, as well as the backup.

Mr. Pakula stated the Commissioners would each have a tablet to access the information. Within 48 hours, the video and notes would be published to the Town's website.

Ms. Joseph pointed the Commissioners to their books for pricing and said there is one (1) more company with a quote outstanding, but it looks to be about \$10,000 annually.

Commissioner Cohen asked if there was money in the budget for this project.

Mr. Vitas stated he specifically included money in the budget for an agenda software management system and a website management system.

Ms. Joseph said the item would be presented at the next Regular Meeting.

The Commissioners discussed dates for February and March meetings.

11. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen

Commissioner Cohen asked the status of the Supervisor of Elections for the March 12 election.

Ms. Joseph said she couldn't speak for the supervisors, but the Town's side is done.

Vice Mayor Clark stated he was asked why there wasn't a sign outside announcing the election and asked if a sign could be put up.

The Commissioners discussed digital signs and the price of a newsletter.

Commissioner Cohen asked that she could see the newsletter before it goes out.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to bring up a non-agenda item. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark asked to further discuss the newsletter. He stated the newsletter had to include the annexation petition information and the election announcement.

Commissioner Cohen said she wanted the newsletter brought before the Commission at a meeting to be approved before it goes out, so she felt it was too late for the election information.

Mayor Mohammed stated the newsletters have never been approved at a meeting before, but she could be sure it was circulated for approval prior to printing.

Continuing, Mayor Mohammed said updating the website and putting items on Facebook was also an option.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to direct staff to put out a newsletter as soon as possible, in an amount not to include \$1,000.

Discussion ensued during the roll call vote, and Mayor Mohammed withdrew her second.

The Commissioners and staff discussed how many times a year the newsletter was historically put out.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to direct staff to start collecting data for the next newsletter. In a roll call vote, the **motion** passed 2-1. Commissioner Cohen voted no.

In response to a question from Vice Mayor Clark, Jeffrey Louis stated there are four (4) banners utilized to advertise the blood drive and defined the locations.

Vice Mayor Clark said he would like to see eight (8) banners to advertise the election.

Mr. Louis said there were not other Town properties to place the banners on, but he could ask private companies to allow banners on their properties.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to purchase banners to advertise the election in an amount not to exceed \$500. In a roll call vote, the **motion** passed unanimously.

AC. DISCUSSION: Fire Safety – Chief Kane

Chief Kane presented regarding the Insurance Services Office (ISO) assessment which was recently completed. He stated it was a monumental task.

Fire Chief Joe Fernandez thanked the Town for their support of the Fire Department and stated after the assessment the Town's ISO Rating has moved from a Class 3 to a Class 2, with only one level higher. He gave a brief outline of the metrics that go into the assessment.

Chief Fernandez stated this does result in a lower insurance rate in many cases and should be communicated to the community.

Vice Mayor Clark spoke regarding improvements the Town made which helped to increase the ISO Rating.

Chief Fernandez said infrastructure is an important piece, adding water is especially important in the factoring. He thanked the Town for their partnership.

The Commissioners and Firefighters took a photo to commemorate the occasion.

Vice Mayor Clark stated that even though there is a disagreement on price, the officers and firefighters are supported and appreciated.

At the request of Vice Mayor Clark, Mr. Larson reviewed changes to flood insurance that improvements will make.

12. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson

Mr. Larson stated the billboard agreement with Clear Channel had expired and will now be adjusted annually with a cost of living increase.

Mr. Ryan read the Resolution to renew the agreement by title only.

Motion by Vice Mayor Clark, seconded by Commissioner Clark, to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed asked the status of other agreements.

13. DISCUSSION: Annexation Update – Vice Mayor Clark / Attorney Sigerson

a. Authorizing Expenditures for Petitions and Related Expenses in the Amount not to Exceed \$5,000

Commissioner Cohen stated she thought the petitions were already put out, because residents had asked about them.

Mr. Vitas explained the expense is to have additional petitions printed.

Commissioner Cohen stated she didn't want anyone to think she didn't support the annexation, but she wanted to be sure the money was available.

Motion by Vice Mayor Clark, seconded by Commissioner Clark, to approve the expenditure for the petition. In a roll call vote, the **motion** passed unanimously.

14. DISCUSSION: International Promotions, Businesses, Community Involvement, Wellness Programs – Vice Mayor Clark

a. Sister Cities International: Buchanan, Liberia

Vice Mayor Clark stated the decision was made not to move forward with an agreement with Buchanan as Sister Cities. He stated Mr. Vitas had drafted a letter in January.

Continuing, Vice Mayor Clark stated he would be visiting Liberia on his own time and budget and did not want to shut the door completely on the relationship.

15. DISCUSSION: Wage Reconsiderations for FY19 – Vice Mayor Clark / Attorney Parke

Vice Mayor Clark stated he maintains, and has maintained from the beginning, that the changes to staff wages were not handled correctly.

Continuing, Vice Mayor Clark said a law was adopted in 1997 outlining how salaries were determined. He stated there was suffering in the Town because of the changes to the salaries.

Vice Mayor Clark continued regarding the wage study was done and the wages that were adopted, stating the rules were not followed and he was unhappy with how the salary changes were determined.

Commissioner Cohen stated she wanted to go by what Oel Wingo said, because the Town paid her a lot of money to do the wage study.

Mr. Vitas gave an overview of the findings in relation to the wage plan for the Town and his recommendations. He said he had probably spent more time on this report than anything else in the past six (6) months.

Mr. Vitas stated his salary research led him to find a personnel plan from 1997, and the study from Ms. Wingo had to be reviewed with the Town policy in mind, as that information was not provided to her at the time of the study.

Mr. Vitas explained how to read the notes regarding each position and what impacted specific salaries. He reviewed the cost impacts of each piece of the work, including the local study conducted by staff and the Living Wage Resolution.

In conclusion, Mr. Vitas stated the Commissioners needed to reconsider the wage changes which had been made during the budget hearing process.

Vice Mayor Clark stated each employee relies on the personnel manual as a contract with the Town, and said he felt the Commission should pay the staff what they originally agreed to.

In response to a question from Vice Mayor Clark, Mr. Vitas stated the Town's salaries would fall approximately in the middle for Broward County. He noted credit for longevity of service plays a part in the calculations.

Mr. Ryan read a Resolution which had been prepared to adopt the compensation plan, and to direct the difference in compensation dating back to October 1, 2018 be paid to the employees.

Mayor Mohammed asked if the item could be adopted by Ordinance rather than Resolution, because she was not in agreement. She stated there were certain things not taken into consideration, and it was unclear how new employees were being treated under the plan.

Continuing, Mayor Mohammed stated college was considered for certain employees and not others, and that technical training was not treated equally.

Vice Mayor Clark asked staff if everyone was interviewed for the report.

Ms. Joseph stated not every employee was interviewed, only those being impacted by the pay cuts were asked for documentation.

Mayor Mohammed and staff discussed specific examples of employees and whether their education and experience were properly reflected in their salaries.

Mr. Vitas stated the plan was never going to be perfect, and it was time to move forward. He stated individual flaws could be addressed, and he did not think the overall plan was flawed.

Mayor Mohammed said this was a place where they disagreed, and she felt it was not fair to the taxpayers for her to vote for adoption of the plan.

Commissioner Cohen stated she would like to sit down with Mr. Vitas and get more information, then decide in March.

The Commissioners and staff discussed whether it would make sense to split the question and vote on individual parts, as well as whether staff would be adversely impacted if the vote was held until March.

Vice Mayor Clark stated he believed the plan should be adopted as prepared because it was meticulous research, and Mr. Vitas was standing behind it. He noted the item would come back up for discussion during Budget Hearings.

The Commissioners and staff reviewed grade and step changes in the plan, as well as supervisory roles.

The meeting was adjourned for a break at 8:35 p.m.

The meeting resumed at 8:57 p.m.

Vice Mayor Clark stated he is asking the Commission to give the employees relief by adopting the plan, then making adjustments in three (3) months when the budget process ensues.

Vice Mayor Clark said it was wrong, once the Commission had knowledge what the Town did was incorrect, not to make that adjustment.

Mayor Mohammed stated she would feel more comfortable if an independent survey was completed, rather than using the study done by staff.

Commissioner Cohen stated she disagreed, because if Mr. Vitas said it was good, she believed it was good.

Mayor Mohammed called the question.

Motion by Vice Mayor Clark, seconded by Commissioner Clark, to adopt the report Mr. Vitas had prepared. In a roll call vote, the **motion** failed 2-1. Mayor Mohammed voted no.

Mr. Vitas asked for direction moving forward.

Mayor Mohammed stated either Ms. Wingo needs to be given the correct information to redo the work, or another independent study needs to be completed.

Mayor Mohammed and staff discussed the factors in Ms. Wingo's original study.

Mr. Vitas stated his suggestion would be to bring in a company to get a third opinion before budget time, because salary and benefits is the lion's share of the budget.

Vice Mayor Clark said he would accept a third opinion, but the employees could not be left in limbo, and wages should be reinstated in the meantime. He noted the Town already lost its engineer and did not want to lose others.

In response to a question from Mayor Mohammed, Mr. Ryan stated reinstating wages would require a Resolution.

Mayor Mohammed said she would not vote for the reinstatement because there were items still pending from last March, and she did not think the new wage study would be acquired in a timely manner.

Vice Mayor Clark asked that the meeting be adjourned until the following day.

Mr. Ryan stated he would like to see the agenda completed.

16. DISCUSSION: Purchasing Manual – Vice Mayor Clark / Interim Town Manager Vitas / COORC

Mr. Ryan stated the purchasing manual had been distributed and asked that the Commissioners review it before the next meeting.

In response to a question from Mayor Mohammed, Mr. Vitas said this was the fourth draft of the manual. The first draft was done by Ms. Wingo, and massive corrections and amendments were made by staff, then the attorney made amendments, and everything was integrated into a fourth draft.

Mr. Vitas stated there were some policy issues which had not been addressed since the Town was founded. He explained the major changes were surrounding authorities.

17. DISCUSSION: Broward Sheriff's Office (BSO) Contract – Vice Mayor Clark / Attorney Parke

Mr. Ryan stated the Commission set a limit on fees of \$25,000 when the contract was entered into, and the threshold has been met. He asked that the Commission reaffirm the contract and set a new spending limit and noted Attorney Andre Parke indicated another \$25,000 should be sufficient.

Mr. Ryan read the Resolution for the record.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the Resolution. In a roll call vote, the **motion** passed unanimously.

18. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed / Attorney Ryan

Mayor Mohammed stated she gave each Commissioner the information on applicants found in Ms. Wingo's search.

Mr. Ryan stated he was concerned the information may be stale, as there may be new people in the market. He said it would be advisable to re-advertise for the position.

Mayor Mohammed said staff had been in communication with the short list of candidates from Ms. Wingo's search. She found 14 candidates that were qualified and named her top 10 choices.

Commissioner Cohen asked why the Town was looking for a Town Manager when the Interim Town Manager was currently working out.

Mayor Mohammed explained the process of conducting a search to give everyone a fair chance and pointed the Commissioners to the procedure manual in the packets. She asked that each Commissioner shortlist who they wanted to interview and stating interviews would begin in March.

19. DISCUSSION: Interim Town Manager Contract Extension – Attorney Ryan

Mr. Ryan read a Resolution to extend the term of the Interim Town Manager for an additional six (6) months.

Motion by Commissioner Clark to adopt the Resolution. The motion failed for lack of a second.

Mayor Mohammed passed the gavel to Commissioner Cohen.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, that Mr. Vitas' services had come to an end effective immediately. In a roll call vote, the **motion** passed 2-1. Commissioner Cohen voted no.

20. DISCUSSION: Orchard Fence – Vice Mayor Clark / Public Services Director Larson

In response to a question from Vice Mayor Clark, Mr. Larson explained the orchard fence cost was not to exceed \$15,000.

Mr. Ryan asked if the fence would be making a portion of the park inaccessible to the public, noting that would require approval by the grant provider.

Mr. Larson explained the fence was to run between Ryan Park and the Ogilve Preserve in order to control traffic between the two (2), with gates which would remain open during normal business hours.

Vice Mayor Clark stated the item was safety related.

Mr. Ryan noted before construction was started, he would like an opportunity to review the proposal.

Commissioner Cohen asked to see the plan before moving forward. She asked if there was money budgeted for the fence.

Mr. Vitas stated the fence was not budgeted.

The Commissioners and staff discussed the funding.

Mr. Taubenfeld said there was not a specific line item for the fence cost. He stated the proposal was to take money from other line items to fund the fence.

Vice Mayor Clark stepped away from the dais to get the schematics to show Commissioner Cohen.

Commissioner Cohen ask that Mr. Larson take her to the park to see it in person.

Mr. Ryan explained that conditional approval could be granted.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed to move forward with the fence project contingent upon legal review. In a roll call vote, the **motion** passed unanimously.

21. DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. – Vice Mayor Clark / Attorney Ryan

Mr. Ryan stated work continues on the Code of Conduct project, and additional information would be available at the Workshop.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen to state all Commissioners, Board Members, staff, contractors, and vendors are expected to act with respect, courtesy, and transparency. In a roll call vote, the **motion** passed unanimously.

Motion by Commissioner Cohen, seconded by Mayor Mohammed to adjourn.

The meeting was adjourned at 9:49 p.m.

Approved

Date

Mayor/Councilmember

Town Clerk



TOWN OF PEMBROKE PARK

Code Enforcement Board Meeting

Commission Chambers

3152 SW 52 Avenue

Pembroke Park, FL 33023

Thursday, February 21, 2019

7:00 PM

Ellen Roach
Edward Maley
Chairperson Robert Janzer
Fredericka McLean
James Lawless
Mr. Schrader

Chief Code Officer Jeffrey Louis
Code Enforcement Officer Joseline Ramirez
Town Attorney Christopher Ryan
Attorney Harry Hipler
Attorney Michael Seigler

CODE ENFORCEMENT BOARD MEETING MINUTES

ROLL CALL:

The meeting was called to order at 7:02 pm by Chairperson Robert Janzer. Present at the meeting were Ellen Roach; Edward Maley; Chairperson Robert Janzer; Fredericka McLean; James Lawless; Mr. Schrader

Additional staff in attendance were: Attorney Michael Seigler; Attorney Hipler; BSO Liaison Rose Vierra.

CALL TO ORDER by Chairperson Robert Janzer at 7:02 pm.

Mr. Jacobs Resigned as of January 5, 2019

PLEDGE OF ALLEGIANCE: led by Chairperson Robert Janzer

At this time, all those who were going to testify in any case on this agenda were sworn in by Ms. Ramirez.

1

Town of Pembroke Park
Code Enforcement Meeting
February 21, 2019

CASE 2244 – CICALSE FAMILY LLC – HEARING TO ABATE FINE – Section (s) – 5-2 – No Building Permit; Section 28-92 - No Commission Approval For Zoning – FIRST OFFENSE

Robert Cicalese and Angel Cicalese spoke on record

Ms. Roach motioned to reduce the fine to \$1,000.00, if the violation is not corrected within 30 days, the fine will be reverted back to the original amount, seconded by Ms. Mclean, **MOTION PASSED 6-1**. Mr. Maley opposed.

CASE 4944 – DAVIS TOURS INC. – HEARING TO ABATE FINE – Section (s) 28-92 - Types of Structures Requiring Written Approval of Town Commission; Section (s) - 5-2 (a)(1) – No Building Permit; Section 27-33 – No Maintenance; Section 28-304 Surface of Parking Area – FIRST OFFENSE

Jim Davis spoke on record

Warren Smith spoke on record

Ms. Roach made a motion that based on the evidence presented to the Code Enforcement Board in Case 4944 the fine be abated to \$3,246.00 has to be paid within 30 days, seconded by Ms. Mclean, **MOTION PASSED 5-1**. Mr. Maley opposed.

CASE 4304 – YAIME JIMENEZ – HEARING TO EXTEND TIME – Section (s) 5-105 – No Building Permit – FIRST OFFENSE

Yaime Jimenez spoke on record

Mr. Maley motioned to extension of time for 30 days for completion of work, seconded by Ms. Roach, **MOTION PASSED 6-0**.

CASE 4304 – YAIME JIMENEZ – HEARING TO CONFIRM FINE – Section (s) 5-105 – No Building Permit – FIRST OFFENSE

Mr. Maley motioned dismiss the case, seconded by Mr. Mclean, **MOTION PASSED 6-0**.

CASE 2240 – YEZID ARANGO – HEARING TO CONFIRM FINE – Section (s) 5-105 – No Building Permit – FIRST OFFENSE

Mr. Maley motioned to confirm the fine of \$6,450.00, seconded by Ms. Roach, **MOTION PASSED 6-0**.

CASE 2278 – TRINITY BROADCASTING OF FL INC. – HEARING TO CONFIRM FINE – Section (s) FBC 109.3.3 – No Building Permit – FIRST OFFENSE

2

Ms. Roach motioned to confirm the fine of \$6,350.00, seconded by Mr. Maley, **MOTION PASSED 6-0.**

ATTORNEY COMMENTS: NONE

COMMENTS FROM THE BOARD: NONE

COMMENTS FROM THE PUBLIC: NONE

ADJOURNMENT

Since there was no further business, Chairperson Janzer entertained a motion to adjourn. Ms. Roach made a motion, seconded by Mr. Maley, to adjourn the meeting. The motion was carried unanimously by voice vote and the meeting was adjourned at 7:45 P.M.

Commission approved on: _____

ATTEST:

(SEAL)

Robert Janzer
Chairperson

Jeffrey Louis
Chief Code Enforcement Officer

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

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Town of Pembroke Park
Code Enforcement Meeting
February 21, 2019

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.



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, MARCH 13, 2019 - 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER - 7:08 P.M.

ROLL CALL

PRESENT

VICE MAYOR
COMMISSIONER
COMMISSIONER
COMMISSIONER

HOWARD P. CLARK, JR.
GEORGINA COHEN
REYNOLD DIEUVEILLE
JEFFREY JACOBS

STAFF

TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
PARKS SUPERVISOR
INTERIM FINANCE DIRECTOR
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK

CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
XXX MCKINE
HARRY TAUBENFELD
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ABSENT

MAYOR

ASHIRA MOHAMMED

I. CONSENT AGENDA

1. Bills over \$500 – Finance Department
2. Authorizing the Town to Go Out for Bids for General Electrical Services – Mayor Mohammed
3. Authorizing the Town to Participate in the Broward League of Cities 62nd Annual Gala in the Amount Not to Exceed \$2,500 – Mayor Mohammed
4. Authorizing the Town to Purchase Replacement Computer Server Backup Batteries in the Amount Not to Exceed \$1,350 – IT Director Pakula
5. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SYLVA CONSULTING INCORPORATED FOR CLOUD STORAGE FOR DOCUMENTS; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan
6. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH PANDA ADAPTIVE DEFENSE FOR MALWARE SOFTWARE; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan
7. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH MODCOMPU, INC. DBA CSPI TECHNOLOGY SOLUTIONS FOR ELECTRONIC MAIL ARCHIVING; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan
8. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SMARSH, INC. FOR TEXT MESSAGING ARCHIVING; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan
9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN

AGREEMENT WITH DILIGENT CORPORATION FOR MEETING MANAGEMENT SOLUTIONS; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan

Commissioner Cohen asked that item nine (9) be removed from the Consent Agenda to be discussed at the next meeting.

Motion by Commissioner Cohen, seconded by Commissioner Jacobs to approve the Consent Agenda with item nine (9) removed. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark stated item nine (9) would be discussed at the March 20 Special Meeting.

II. REMARKS FROM THE GENERAL PUBLIC

None.

III. PUBLIC HEARINGS AS SCHEDULED

None.

IV. REGULAR AGENDA

1. RESOLUTION: Entering into an Actuarial Services Agreement with Foster and Foster, Inc. – Attorney Ryan

Mr. Ryan read the Resolution by title only.

Motion by Commissioner Jacobs, seconded by Commissioner Cohen to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

2. RESOLUTION: Selecting Southeastern Fence Corp. for Acro-Eco Orchard at Ryan Park – Attorney Ryan

Mr. Ryan stated staff has gotten proposals for the fence at the orchard from three (3) contractors, and recommends Southeastern Fence Corp.

Mr. Ryan read the Resolution by title only.

Commissioner Cohen asked for a photo of the fence.

Mr. Larson pointed the Commissioners to the backup in their Board book. He stated it will be a standard six (6) foot chain-link fence with gates where the walkways are. He noted it will match the existing fence around the area.

Motion by Commissioner Jacobs, seconded by Commissioner Cohen to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

3. RESOLUTION: 43rd Year Community Development Block Grant: First Amendment Time Extension for the Raymond P. Oglesby Preserve Lighting Project – Attorney Ryan

Mr. Ryan stated as discussed in the Workshop, this is an extension of time to complete the project, moving the deadline to June 30, 2019.

Mr. Ryan read the Resolution by title only.

Motion by Commissioner Cohen, seconded by Commissioner Jacobs to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

4. RESOLUTION: 44th Year Community Development Block Grant Agreement for Tot Lot – Attorney Ryan

Mr. Ryan stated Broward County has approved the Town for funding for a Tot Lot and has sent an agreement to be signed.

Mr. Ryan read the Resolution by title only.

Motion by Commissioner Cohen, seconded by Commissioner Jacobs to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

5. RESOLUTION: Authorizing the Public Services Director to Approve Town Purchases in the Amount Less Than \$500 – Vice Mayor Clark / Mayor Mohammed / Attorney Ryan

Mr. Ryan noted since there is not currently a Town Manager, someone needs to be in place who is able to authorize spending.

Mr. Ryan read the Resolution by title only.

In response to a question from Commissioner Cohen, Mr. Ryan stated this item was previously discussed but not adopted.

Motion by Commissioner Cohen, seconded by Commissioner Jacobs to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

6. RESOLUTION: Authorizing the Approval of the Second Amendment to the Exclusive Franchise Agreement with Waste Management, Inc. of Florida – Attorney Ryan

Mr. Ryan read the Resolution by title only.

Motion by Commissioner Cohen, seconded by Commissioner Jacobs to approve the Resolution. In a roll call vote, the **motion** passed unanimously.

V. COMMISSIONER COMMENTS

Vice Mayor Clark welcomed the new Commissioners and said he is looking forward to having a full Commission next Wednesday.

Commissioner Cohen congratulated the new Commissioners and said she is looking forward to working with them.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER/PERSONNEL COMMENTS

Ms. Joseph stated the Relay for Life will be April 5 and 6 in conjunction with Hollywood and Pembroke Pines. She said she will look into what Hallandale is doing.

VIII. EMERGENCY ITEMS

None.

Motion by Commissioner Cohen, seconded by Commissioner Jacobs to adjourn. In a roll call vote, the **motion** passed unanimously.

The meeting was adjourned at 7:34 p.m.

Approved _____
Date

Mayor/Councilmember

Town Clerk



DRAFT

WORKSHOP COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, MARCH 13, 2019 - 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER - 3:15 P.M.

ROLL CALL

PRESENT

VICE MAYOR
COMMISSIONER
COMMISSIONER
COMMISSIONER

HOWARD P. CLARK, JR.
GEORGINA COHEN
REYNOLD DIEUVEILLE
JEFFREY JACOBS

STAFF

TOWN ATTORNEY
TOWN ATTORNEY
ADMIN SERVICES DIRECTOR
DIRECTOR OF PUBLIC WORKS
PARKS SUPERVISOR
INTERIM FINANCE DIRECTOR
CONSULTANT PLANNER
BSO LIAISON
FIRE DEPARTMENT LIAISON
CODE ENFORCEMENT OFFICER
BUILDING OFFICIAL
BILLING CLERK

CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
XXX MCKINE
HARRY TAUBENFELD
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ABSENT

MAYOR

ASHIRA MOHAMMED

1. SWEARING IN OF COMMISSIONERS

Town Attorney Christopher J. Ryan stated as of the March 12 election, there were four (4) Commissioners elected unopposed. The results of the fifth Commission race will be certified by the Supervisor of Elections on 15, and the winner of that election can be sworn in after that time.

Mr. Ryan swore in Georgina Cohen, Jeffrey Jacobs, and Howard P. Clark, Jr. as Commissioners.

Mr. Dieuveille, the newly elected District 4 Commissioner not yet certified, introduced himself. He stated everyone wants progress for the Town, and he hopes they can accomplish it together.

A special session to swear in the remaining Commissioners was set for Wednesday, March 20 at 10 a.m.

2. DISCUSSION: Bills over \$500 – Finance Department

Harry Taubenfeld, Interim Finance Director, presented the list of bills requiring approval by the Commission.

3. DISCUSSION: Finance & Budget Update – Interim Town Manager Vitas / Administrative Services Director Joseph

Mr. Taubenfeld presented a report of revenue and expenses. He noted most is tracking well, with a few items approaching their threshold. He stated contractual services for legal contracts has used approximately 65 percent of what was budgeted.

Mr. Ryan gave an update on the legal costs, which include services utilized for the negotiation of the Fire Department contract. He stated he could investigate expected expenses moving forward.

Continuing, Mr. Ryan stated the remainder of the contract services used this fiscal year were for the telecommunications project, which is completed, and for the ongoing Progressive Waste settlement. He said the majority of the costs are being covered by the Florida League of Cities for that settlement, but there are some costs.

Mr. Taubenfeld stated overall wages is likely to balance out later in the year, but currently there is a large amount of overtime being tracked compared to budget in the Parks Department and the Building Department.

Mr. Larson provided background information on the overtime expenses. He noted the end of the calendar year is event heavy, leading to additional costs.

4. DISCUSSION: Fiscal Year 17/18 Audit Update – Finance Department

Mr. Taubenfeld stated he and other staff members are working diligently on an open item list from the auditors to move the process forward. He said it remains a work in progress.

Mr. Taubenfeld stated after a call today with the auditors, it is clear the deadline will not be met, so the Town will be filing for an extension in the coming weeks.

Mr. Ryan noted the phone call was helpful, as additional information was provided.

Commissioner Cohen asked what information was lacking.

Mr. Taubenfeld stated the open item list included 67 items and agreed to get the Commissioners a copy. He said there are about 15 items remaining, and staff will be getting through those soon, but the auditors are unable to review the gathered materials until March 31.

5. DISCUSSION: Actuarial Services Agreement

Ms. Ryan stated as part of the audit procedure, the Town needs to provide information regarding its post-employment benefit plan. He said Foster and Foster has prepared that plan in the past, and this services agreement would be a one-year extension to continue that work.

Mr. Taubenfeld added that a new ruling was made this year requiring the plan to be done annually and reviewed every two (2) years.

6. DISCUSSION: Business Tax Receipt and Billing Update – Business Tax/ Billing Clerk Grooms

Billing Clerk Michelle Grooms reviewed the February report. She stated it was a long report because it is a combination of reimbursable expenses from planning and development, and annual billing renewals and new accounts. She stated those accounts include business tax, licenses, inspections, and certificate of use costs.

Ms. Grooms noted the report also includes payment in lieu of property taxes, billing for signage, and other collectibles.

The Commissioners and staff discussed the payment in lieu outstanding balances.

Vice Mayor Clark asked that the Commission authorize the Town Attorney to investigate all balances. He stated it would be added to the Regular Meeting.

10. DISCUSSION: Public Safety – Chief Coker

Item 10 was addressed out of order.

Chief Coker announced the Town's District Major was promoted and introduced the newly hired Major Timothy Irving. Major Irving started his career in the District, left to advance his career, and then returned.

Major Irving stated it is good to be back, and he considers this area home. He said the Town has the best of the best.

Chief Coker gave an overview of the report for the month of February. She said there were zero incidents in the mobile home parks, but there were 16 vehicles broken into. She noted the same night, there were 16 vehicles broken into in Miramar. In addition, Chief Coker stated the beauty supply store was burglarized.

Continuing, Chief Coker stated there was an arrest made related to some theft cases, and it may be a lead on the 16 vehicle burglaries, pending investigation.

Chief Coker shared information on upcoming events hosted by the Broward County Sheriff's Department.

7. DISCUSSION: Code Enforcement Department Update – Chief Code Enforcement Officer Louis

Chief Code Enforcement Officer Jeffrey Louis presented the February monthly report, including 16 new code cases established in the month, ongoing cases, and four (4) closed cases.

Mr. Louis stated Jocelyn Ramirez has started to go out into the field and is learning the ropes.

Commissioner Cohen asked for the minutes from the most recent Code Board Meeting.

Ms. Joseph stated the most recent meetings were in October and February, and the minutes were in a stack of minutes she gave to the Commissioners in February.

Commissioner Cohen said she would like minutes to be given to the Commissioners a few weeks after each meeting as was done in the past.

8. DISCUSSION: Building Department Update – Building Official Corriveau

Building Official Alan Corriveau stated the March Buzz was distributed yesterday. He said everything has been going well and gave an update on the status of current projects.

Vice Mayor Clark said Mr. Corriveau did a good job of getting a privacy screen up at Seneca Town Center, but half of it has been blown down.

Mr. Corriveau stated the privacy screen is on the list of items the owners are working their way through.

Mr. Larson said a lot of things have been done to improve the property, but they are not done yet.

9. DISCUSSION: Parks Department Update – Parks Supervisor McKine

Ms. Joseph stated Mr. McKine was not present.

Mr. Larson said the Parks Department cleaned up for the elections, and said general maintenance is taking place. He pointed the Commissioners to the Department report in the Board book.

Commissioner Cohen stated she has had concerned residents reach out because the grass has not been kept up and the garbage has been an issue.

Mr. Larson stated people are dumping trash around the cans instead of in the dumpster.

10. DISCUSSION: Public Safety – Chief Coker

Item previously addressed.

11. DISCUSSION: Fire Safety – Chief Kane

Chief Kane was not present.

Captain Coker stated the Fire Department is participating in the tree dedication ceremony next week.

12. DISCUSSION: Status of Town Projects – Vice Mayor Clark / Public Services Director Larson

a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization (MPO) Update – Vice Mayor Clark/Public Services Director Larson

Vice Mayor Clark stated the meeting is tomorrow to discuss the mast arm project at 48th and Hallandale.

Mr. Larson stated sidewalk improvements along 52nd Avenue and sidewalks along County Line Road will also be discussed. He said a lot of time and effort was put into making sure everything was in place to rank high. The Town came in sixth of 26 projects and about half will be funded.

Vice Mayor Clark asked Mr. Larson to put out a report noting the savings to community members due to the improved ISO rating.

Commissioner Cohen asked that she see the report before it is made public.

Mr. Larson gave a brief review of the improvements made to the water system for the new Commissioners. He stated the improvements, coupled with work done by the Fire Department, has resulted in an improved ISO rating. In addition, Mr. Larson said improvements have been made for the ISO rating on flood insurance, resulting in a five (5) percent discount.

Vice Mayor Clark stated people need to know they are eligible for discounts in their homeowners and flood insurance. He asked for a newsletter to be sent out with the information, as well as information from Mr. Corriveau.

Mr. Corriveau said the Building Department also went through their ISO report, and the Town did well. He said they won't know until the end of the month how it turned out.

Vice Mayor Clark stated the FDOT is finishing up the new ocean outfall along I-95 to assist with flooding issues.

Mr. Larson explained the process, which included dredging and removing layers of rock to allow water through a series of canals to the ocean. He said it would make a tremendous difference in flooding on the East side of Town.

13. DISCUSSION: Capital Improvement Plan Amendment – Vice Mayor Clark / Public Services Director Larson

Mr. Larson stated there are two (2) areas staff would like to connect in to the Town's sewer system. The first is a strip of commercial property behind Dale Village, and the second is a strip of businesses along 30th Street.

Mr. Larson said this needs to be added in to the Capital Improvement Program, and likely involves adding a lift station for the Dale Village area.

Vice Mayor Clark stated he would be seeking a motion at the Regular Meeting to add the item to the Capital Improvement Plan, allowing the Town to seek funding.

Vice Mayor Clark said he would also like to see a pavilion at the orchard in the five (5) year plan. He asked if there were any other suggestions.

Commissioner Cohen stated she would like more time to consider.

14. DISCUSSION: 43th Year Community Development Block Grant, First Amendment Time Extension for Raymond P. Oglesby Preserve Lighting Project– Public Services Director Larson / Asst. Public Services Director Jacques

Mr. Larson stated there was a delay due to issues with holding a meeting, so he has requested a time extension from the County and been granted an extra three (3) months. He stated the Commissioners also need to approve the additional time.

15. DISCUSSION: 44th Year Community Development Block Grant Agreement for Tot Lot – Public Services Director Larson / Asst. Public Services Director Jacques

Mr. Larson said the Town received a grant for the Tot Lot several months ago, and has finally received the grant agreement, which will allow the plan to move forward and the money to be spent.

16. DISCUSSION: 45th Year Community Development Block Grant – Public Services Director Larson / Asst. Public Services Director Jacques

Mr. Larson stated the application will be due next month, and he is looking for a project which can be completed for about \$60,000. He said he has looked through the Capital Improvement Plan, and options include additional restroom facilities at the Preserve, including ADA capacity.

Mr. Larson said the vote on the item will be next month, but he wants to be sure he is on a path acceptable to the Commissioners. He stated he has been looking at modular units.

Vice Mayor Clark noted an issue he would like to review is walkways to the pavilion.

Mr. Larson said he could include that in the plan. He noted a Citizen Advisory Board meeting would be required prior to Commission approval.

17. DISCUSSION: Solid Waste Collection Services – Public Services Director Larson

Mr. Larson said when the solid waste services plan was done, single-family homes were exempted, but the haulers who were previously doing that work do not want to offer the services any longer. Commission approval is required to adjust the amount billed for waste collection.

Luigi Pace with Waste Management said they have been collecting trash from the single-family homes since February and understand if the services are not paid until after Commission approval is in place.

Mr. Pace pointed the Commissioners to their backup for information on a program through Waste Management called CLEAN utilized in some other municipalities, encouraging businesses to “right-size” their solid waste service. He stated there is not a cost to the Town, but it used to get the attention of area businesses.

In response to a question from Vice Mayor Clark, Mr. Pace explained the revisions to the agreement with Waste Management would include adding eight (8) single family homes and the CLEAN program.

Mr. Ryan stated the amendment is prepared.

Commissioner Cohen said she would like to read about the program before giving a decision on the matter.

18. DISCUSSION: Annexation Update – Vice Mayor Clark / Attorney Sigerson

a. Petitions

Mr. Louis stated staff has met with homeowners' associations, business owners, and community leaders, and distributed roughly 3,400 petitions. He said about 1,000 petitions have been returned so far. Once the petitions are gathered, they will be put together in a booklet to submit to the Legislature and County Commissioners.

14. DISCUSSION: International Promotions, Businesses, Community Involvement, Wellness Programs – Vice Mayor Clark

a. Special Recognition: County Commissioner Barbara Sharief – March 20, 2019

Commissioner Cohen clarified the time of the recognition.

b. Proclamation Honoring Former Mayors

Vice Mayor Clark stated they would like to do a proclamation honoring the former Mayors of Pembroke Park.

c. Agro Eco Center/Community Garden/Orchard Signage

Vice Mayor Clark said the fence will be on the Regular Meeting agenda today. He stated the plan is for a walkway throughout the area and signage talking about preservation of agriculture in the Town. He noted a House committee has passed the proposal, and it still needs to go before the Senate.

Commissioner Cohen asked that the lobbyist be informed she needed a report.

The Commissioners and staff discussed reports from the lobbyists and communicating their needs.

d. Sister Cities International: Buchanan, Liberia

Vice Mayor Clark stated he was invited to go to Liberia and will be paying his own expenses.

e. Wellness Programs – Focal Point and Aging and Disability Resource Center (ADRC)

Vice Mayor Clark provided information on the Town's involvement with the Focal Point and ADRC programs. He asked staff to follow up on the programs to find out what the Town can do.

f. 2019 Winter Festival

Vice Mayor Clark said this festival will not be happening but could happen in 2020. He asked it remain on future agendas.

g. FITCE 2019

Vice Mayor Clark stated the Town is invited to participate again this year. He said it is an opportunity to help South Florida to be successful.

h. Free Trade Zone – Branding

Vice Mayor Clark stated this is an idea that came from the County and Economic Development. He said it is an incentive for people to come to the area.

i. 2019 Relay for Life

Vice Mayor Clark said the Town has been participating in the program and donating money for years. He asked Ms. Joseph to reach out for details.

j. Francophone/Francophile

Vice Mayor Clark stated the Town participates in this Quebec event, which helps to promote the Town in Canada, and let people know they have the sunshine and industrial area to be leased.

20. DISCUSSION: Broward Sheriff Office (BSO) Contract – Vice Mayor Clark / Attorney Parke

Vice Mayor Clark stated there is backup regarding a meeting which was held with the BSO, but the attorney was unable to attend today due to Legislative hearings.

21. DISCUSSION: Text Messaging Archiving Services Agreement With Smarsh – Attorney Ryan

Mark Pakula, Director of IT, gave a brief overview of Smarsh, a company which is used by 6,500 Cities across the Country to archive text messages from AT&T and Verizon. He stated the Town needs to archive text messages to follow Sunshine Laws.

In response to a question from Commissioner Cohen, Mr. Pakula stated the messages would be archived on the cloud until such time as a public records request is made.

Mr. Ryan noted he reviewed the bids with Mr. Pakula and they recommend Smarsh, at a cost of \$2,575 per year, based on 22 phones.

22. DISCUSSION: Purchase of Computer Equipment – IT Director Pakula

a. APCs

Mr. Pakula stated he is requesting to purchase replacement backup battery units (APCs) for the server room. He said he is recommending the lowest quote, which is \$1300.

b. Renewal for One Drive

Mr. Pakula stated the Town is already using this cloud service and needs an annual renewal at a cost of \$1,620.

c. Renewal for Malware

Mr. Pakula stated the cost of this renewal is \$2,217 through Panda. He noted the items were all budgeted.

d. Renewal for Message Archive

Mr. Pakula stated the terms and vendor remains the same for message archiving services, a five (5) year contract through Baracuda for a total of \$10,624.

Mr. Ryan noted there were three proposals in place.

23. DISCUSSION: Town-wide Surveillance Project – Vice Mayor Clark / IT Director Pakula

Vice Mayor Clark stated instead of spending thousands on cameras the Town is having problems with, he asked Mr. Pakula to research other options.

Mr. Pakula said staff would like permission to purchase one camera for testing purposes by Code Enforcement.

Mr. Louis stated there are various areas throughout Town that have issues with illegal dumping, so the camera could be used to monitor that area.

Vice Mayor Clark said there are two (2) cameras to capture the license plate numbers and video of the area.

Mr. Pakula stated with accessories, the cost would be about \$1,600, and noted the setup would be portable.

In response to questions from the Commissioners, Captain Coker stated the cameras are very useful, and the BSO uses something similar.

Vice Mayor Clark stated the cost of these cameras is far less than what the Town was previously using.

24. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed / Attorney Ryan

Ms. Joseph stated the search information is stale, and she believes the Town needs to readvertise.

Mr. Ryan said the authorization could be done at the Regular Meeting.

25. DISCUSSION: Wage Reconsiderations for FY19 – Vice Mayor Clark / COORC

Vice Mayor Clark stated Mr. Vitas prepared a report, and there are a lot of individuals suffering due to wage changes.

The meeting was recessed at 5:29 p.m.

The meeting was resumed at 5:40 p.m.

Vice Mayor Clark said backup would be provided to the new Commissioners, and the issue could be discussed at the next meeting. He asked that a meeting be held at 1 p.m. on March 20 to review the item.

26. DISCUSSION: Proposed Code Amendment to the Purchasing Ordinance – Attorney Ryan

Mr. Ryan stated this was an amendment to the Purchasing Ordinance to increase the threshold for approval by the Commission from \$500 to \$2,500. In addition, he said staff is recommending changes to the requirements for competitive bid.

Commissioner Cohen asked if the item could wait until next week.

27. DISCUSSION: Purchasing Manual – Vice Mayor Clark / COORC

Mr. Ryan stated the original purchasing manual was an item recommended by the Inspector General's office (OIG). The manual outlines step-by-step what staff is required to do when making purchases. He said review by the Commission will be on the agenda in April.

Vice Mayor Clark gave the new Commissioners background on the Town being cited by OIG.

Commissioner Cohen stated she thought Oel Wingo completed this project.

Mr. Ryan clarified proposed manuals were provided, but refinement by staff and approval by the Commission was required.

The Commissioners discussed having three (3) people look at each purchase rather than having one (1) manager responsible for everything.

28. DISCUSSION: Town Official Code of Conduct: Commissioners, Employees. Board Members, Vendors, etc. – Vice Mayor Clark / Attorney Ryan

Mr. Ryan stated work continues on the Code of Conduct.

In response to a question from Commissioner Cohen, Mr. Ryan said this was common among other municipalities.

Vice Mayor Clark stated the important votes like this one. should be put off until the full Commission is sworn in.

29. DISCUSSION: iCompass Management Solutions – Mayor Mohammed

Mr. Pakula gave an overview of iCompass, a software solution for agendas and documentation. He reviewed some of the features.

Mr. Pakula stated video would also be provided, and there would be video and notes published on the website in real time.

In response to a question from Commissioner Cohen, Mr. Pakula stated training would be available free with the service. He said the cost is about \$10,000 a year, with a three (3) year contract.

Ms. Joseph stated this will alleviate the issue of Commissioners not having backup.

30. DISCUSSION: CodeRed Emergency and Critical Communications Solutions – Mayor Mohammed

Ms. Joseph stated Mayor Mohammed brought this item forward, which gives the Town the ability to call or text out information to all residents at the same time. She said it was discussed at the last meeting and the Town is in receipt of a contract, but she needs to get two (2) other quotes.

31. DISCUSSION: Broward League of Cities Annual Gala – Mayor Mohammed

Ms. Joseph stated the Broward League of Cities Gala is May 28 at Margaritaville. She said last year the Town was a minimum sponsor at a cost of \$2,500.

32. DISCUSSION: Commission and Board Meeting Minutes – Deputy Town Clerk Joseph

Ms. Joseph stated she sent a slew of minutes to the Commissioners and needs to know when they will be prepared to approve them.

33. PENDING BUSINESS

a. Eggstravaganza

Ms. Joseph stated the Eggstravaganza will be on April 13.

Vice Mayor Clark asked that all upcoming events be added to the agenda.

Ms. Joseph stated a master calendar is not in place to determine which events are coming up, but the Eggstravaganza has details which need to be worked out, preferably at a Workshop Meeting.

The meeting was adjourned at 6:13 p.m.

Approved

Date

Mayor/Councilmember

Town Clerk

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of March 20, 2019

- A. CALL TO ORDER: 1:15 P.M.
- B. PLEDGE OF ALLEGIANCE: Vice Mayor Clark
- C. ROLL CALL:
Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen

Attorney Ryan; Attorney Sigerson; Admin Service Director Joseph; Public Services Director Larson; Consultant Engineer Kunen, Chief Code Officer Louis; Consultant Planner Miller; BSO Liaison Chief Coker; Building Official Corriveau; Billing Clerk Grooms

- D. ABSENT:
Mayor Mohammad

AGENDA

Reading of the Election Results- Attorney Ryan

Attorney Ryan read into the record that Reynold Dieuveille was the winner

Swearing in of the Newly Elected Commissioner

At this time Attorney Ryan swore in Reynold Dieuveille

Nomination of Officers – Attorney Ryan

Item was moved to the April Regular Commission Meeting

Roll call of New Commissioners – Attorney Ryan

At this time the Clerk read into the record the Title and names of the Commissioners who will hold their title until the next Regular Commission meeting

DISCUSSION: Broward Sheriff's Office Contract – Attorney Ryan, Lead Commissioner Vice Mayor Clark, Parks Director Todd Larson

Negotiations are scheduled for next week

Town Wide Surveillance Project – IT Director Mark Pakula

A motion was made by Clerk Commissioner Cohen to purchase two video cameras not to exceed \$1,500.00, seconded by Commissioner Jacobs, **MOTION PASSED 4-0.**

DISCUSSION: Proposed Code Amendment to the Purchasing Ordinance- Attorney Ryan

March 20, 2019

Clerk Commissioner Jacobs Made a motion to approve the first reading, Seconded by Seconded by Vice Mayor Clark, **MOTION PASSED 3-1**, Clerk Commissioner Cohen opposed.

Second reading to be held April 10, 2019.

DISCUSSION: Code of conduct – Vice Mayor Clark, Attorney Ryan

Item moved to the April 3, 2019 Workshop Commission meeting

DISCUSSION: Authorizing staff to request 17-18 extensions – Finance Director Harry Taubenfeld

Clerk Commission Cohen Made a motion to allow staff to apply for an extension for the 2017 – 2018 extension, seconded it by Commissioner Jacobs, **MOTION PASSED 4-0**.

DISCUSSION: ICompass Management Solutions – Mayor Mohammed/ Divisional Director Natasha Joseph

Motion was made by Vice Mayor Clark to approve the Resolution, Clerk Commissioner Cohen Seconded, **and MOTION PASSED 5-0**.

Motion was made by Vice Mayor Clark to bring up a non-agenda item, Seconded by Clerk Commissioner Cohen, **MOTION PASSED 5-0**.

DISCUSSION: Long Term Disability

Gloria Rosen Spoke on the Record.

Item Moved to April 3, 2019.

At this time Attorney Ryan swore in the Mayor Mohammed

Motion was made by Vice Mayor Clark to approve the Resolution, Clerk Commissioner Cohen Seconded, **and MOTION PASSED 5-0**.

Motion was made by Vice Mayor to spend on the egg extravaganza an amount not to exceed \$6,000.00, seconded by Clerk Commissioner Cohen, **MOTION PASSED 5-0**.

Meeting adjourned at 2:31 p.m.

ATTEST

(Seal)



TOWN OF PEMBROKE PARK

Code Enforcement Board Meeting

Commission Chambers

3152 SW 52 Avenue

Pembroke Park, FL 33023

Thursday, April 25, 2019

7:00 PM

Ellen Roach
Edward Maley
Chairperson Robert Janzer
Mr. Schrader
James Lawless

Chief Code Officer Jeffrey Louis
Code Enforcement Officer Joseline Ramirez
Town Attorney Christopher Ryan
Attorney Harry Hipler

CODE ENFORCEMENT BOARD MEETING MINUTES

ROLL CALL:

The meeting was called to order at 7:00 pm by Chairperson Robert Janzer. Present at the meeting were Ellen Roach; Edward Maley; Chairperson Robert Janzer; James Lawless; Mr. Schrader

ABSENT: Fredericka McLean

Additional staff in attendance were: Attorney Michael Seigler; Attorney Hipler; BSO Liaison Rose Vierra.

CALL TO ORDER by Chairperson Robert Janzer at 7:00 pm.

Mr. Jacobs Resigned as of January 5, 2019

PLEDGE OF ALLEGIANCE: led by Chairperson Robert Janzer

At this time, all those who were going to testify in any case on this agenda were sworn in by Ms. Ramirez.

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Town of Pembroke Park
Code Enforcement Meeting
April 25, 2019

CASE 2240 – YEZID ARANGO – HEARING TO ABATE FINE – Section (s) 5-105 – No Building Permit – FIRST OFFENSE

Yezid Arango spoke on record

Mr. Maley motioned to abate the fine to \$00.00, Seconded by Mr. Schrader, **MOTION PASSED 3-2**. Ms. Roach and Mr. Janzer opposed.

CASE 1240 - TOPPERS PROPERTIES LLC/ NORTH FISH USA BAY – FORMAL HEARING – Section (s) 5-2 – No Building Permit; 15-17 – No Business Tax Receipt; 21-23

Illegal Sign – FIRST OFFENSE

Gary (Inaudible) spoke on record

Peter Baranchook spoke on record

Elena Chyorny spoke on record

Mr. Maley made a motion that based on the evidence presented to the Code Enforcement Board in Case **1240**, The Code Enforcement Board finds that there is a violation of the Pembroke Park Code of Ordinances Section listed in the Notice of Violation and that the violation must be corrected within 30 days from today and the mandatory administration fee of \$100.00 has been assessed. If the violations are not corrected within 30 days, the Board imposes a per diem fine of \$250.00 for each day the violation continues until corrected, seconded by Ms. Roach, **MOTION PASSED 5-0**

CASE 4379 – KEVIN HORN – FORMAL HEARING – Section (s) 5-105 – No Building Permit – FIRST OFFENSE

Kevin Horn spoke on record

7:41:51 Ms. Roach made a motion that based on the evidence presented to the Code Enforcement Board in Case **4379**, The Code Enforcement Board finds that there is a violation of the Pembroke Park Code of Ordinances Section listed in the Notice of Violation and that the violation must be corrected within 60 days from today and the mandatory administration fee of \$100.00 has been assessed. If the violations are not corrected within 60 days, the Board imposes a per diem fine of \$50.00 for each day the violation continues until corrected, seconded by Mr. Maley, **MOTION PASSED 5-0**

CASE 4441 – COLE FD PORTFOLIO III LLC C/O FAMILY DOLLAR STORE INC. - FORMAL HEARING – Section (s) 5-2 (a)(b) – No Building Permit – SECOND OFFENSE

Mr. Maley made a motion to dismiss the case, seconded by Ms. Roach, **MOTION PASSED 5-0**

ATTORNEY COMMENTS: NONE

COMMENTS FROM THE BOARD:

In case number 2240 Chairman Janzer asked as to how this case started Jan 2018 to today April 2019 on first offense. Chief Code Enforcer Louis stated that they did not complete the permitting process in the time frame allotted, therefore, they are in front of the code board at this time.

Mr. Maley asked when was the levied fine was taken out from the Code Enforcement process. Ms. Ramirez stated that the Town Attorney's office pointed out that levied fines are not within the Code Enforcement member's authority, therefore it was removed from the process.

FROM THE PUBLIC: NONE

ADJOURNMENT

Since there was no further business, Chairperson Janzer entertained a motion to adjourn. Ms. Roach made a motion, seconded by Mr. Maley, to adjourn the meeting. The motion was carried unanimously by voice vote and the meeting was adjourned at 7:52pm

Commission approved on: _____

ATTEST:

(SEAL)

Robert Janzer
Chairperson

Jeffrey Louis
Chief Code Enforcement Officer

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

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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

Regular Commission Meeting
Action Minutes of April 10, 2019

A. CALL TO ORDER: 7:16 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Dieuveille;
Commissioner Cohen (late)

Attorney Ryan; Interim Assistant Finance Director Taubenfeld; Admin Service Director Joseph; Public Services Director Larson; Consultant Engineer Kunen, Chief Code Officer Louis; Consultant Planner Miller; BSO Liaison Chief Coker; BSO Liaison Holmes; Building Official Corriveau; Billing Clerk Grooms

D. ABSENT:

CONSENT AGENDA:

1. Bills Over \$500.00- Finance Department
2. Authorizing the Town to Go Out for Bids for Disaster Debris Removal and Disposal Services - Public Services Director Larson

REMARKS FROM THE GENERAL PUBLIC

PUBLIC HEARINGS AS SCHEDULED

- 1 Public Hearing: Wednesday, April 10, 2019- 7:00 P.M. - 45th Year Community Development Block Grant - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
- 2 Public Hearing: Wednesday, April 10, 2019 - 7:00 P.M. - Proposed Ordinance Relating to Chapter 2, Administration; Amending Section 2- 121, Definitions; Amending Section 2- 124, Procurement of Commodities or Services in an Amount Less Than \$25,000.00; Amending Section 2- 126, Competitive Bidding or Competitive Proposals Required; Exceptions; Amending Section 2-127, Competitive Bidding Procedures; Amending Section 2-129, Award of Contract; Amending Section 2-131, Debarment and Suspensions; Amending Section 2-132, Availability of Funds; Amending .2- 134, Change Orders; Amending Section 2-135, Term, Termination, Extension, and Renewal of Contracts; Amending Section 2-136, Preference to Businesses With Drug-Free Workplace Programs; Amending Section 2-138, Non-Collusion; Amending Section 2- 139, Bid Protest Procedure - Attorney Ryan

IV. REGULAR AGENDA

May 1, 2019

1. READING OF ELECTION RESULTS-Attorney Ryan
2. OATH OF OFFICE: Swearing In of Commissioner - Attorney Ryan
3. NOMINATION OF ELECTION: Mayor, Vice-Mayor, and Clerk-Commissioner-Attorney Ryan
4. RESOLUTION: Appointing Mayor, Vice-Mayor and Clerk-Commissioner-Attorney Ryan
5. RESOLUTION: Appointing Acting Clerk-Commissioner-Attorney Ryan
6. RESOLUTION: Signatures for Bank Transactions - Attorney Ryan
7. ROLL CALL OF NEW COMMISSIONERS
8. PRESENTATION: Fiscal Year 16/17 Audit-Grau & Associates
9. UPDATE: Public Safety- Chief Coker
10. UPDATE: Fire Safety- Chief Kane
11. DISCUSSION: CodeRed Emergency and Critical Communications Solutions - Mayor Mohammed
12. DISCUSSION: Service Line Warranties- Commissioner Jacobs
13. DISCUSSION: Vehicle Global Positioning System-Mayor Mohammed
14. DISCUSSION: Supplemental Legal Services-Attorney Ryan
15. DISCUSSION: Broward Sheriff Office (BSO) Contract- Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke

Adjourned: 9:20PM

Attest:

(Seal)

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action Minutes of April 8, 2019

A. CALL TO ORDER: 5:13 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Dieuveille;
Commissioner Cohen (late)

Attorney Ryan; Interim Assistant Finance Director Taubenfeld; Admin Service Director Joseph; Public
Services Director Larson; Consultant Engineer Kunen, Chief Code Officer Louis; Consultant Planner
Miller; BSO Liaison Chief Coker; BSO Liaison Holmes; Building Official Corriveau; Billing Clerk Grooms

D. ABSENT:

E. AGENDA:

1. DISCUSSION: Personnel and Procedures Manual – Mayor Mohammed
2. DISCUSSION: Wage Reconsiderations for FY19 – Vice-Mayor Clark/ COORC
3. DISCUSSION: Permanent Interim Town manager Search- Mayor Mohammed/ Vice Mayor Clark/
Attorney Ryan

Adjourned: 7:56

Attest:

(Seal)

TOWN OF PEMBROKE PARK
Workshop Commission Meeting
Action Minutes of May 1, 2019

A. CALL TO ORDER: 7:09 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen;
Commissioner Dieuveille

Attorney Ryan; Attorney Seiger; Interim Assistant Finance Director Taubenfeld; Admin Service Director Joseph; Public Services Director Larson; Consultant Engineer Kunen, Chief Code Officer Louis; Consultant Planner Miller; BSO Liaison Chief Coker; BSO Liaison Holmes; Building Official Corriveau; Billing Clerk Grooms

1. DISCUSSION: Bills Over \$500.00 - Finance Department
2. DISCUSSION: Finance & Budget Update - Finance Department
3. DISCUSSION: Business Tax Receipt and Billing Update - Business Tax/ Billing Clerk Grooms
4. DISCUSSION: Code Enforcement Department Update-Chief Code Enforcement Officer Louis
 - a. Florida Association of Code Enforcement Conference
5. DISCUSSION: Building Department Update - Building Official Corriveau
Item not discussed
6. DISCUSSION: Parks Department Update - Parks' Supervisor McKine
Item not discussed
7. DISCUSSION: Information Technology-IT Director Pakula
 - a. Meeting and Agenda Management: iPads, Video System, and Wireless Access Point
 - b. Site and Building Plan Editing Software
Item was discussed
8. DISCUSSION: Public Safety- Chief Coker

Item was discussed
9. DISCUSSION: Fire Safety-Chief Kane

Item were discussed

Meeting Recessed 8:28 P.M.
Meeting Resumes 8:32 P.M.

May 1, 2019

10.DISCUSSION: Status of Town Projects -Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson

- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update - Vice-Mayor Clark/ Public Services Director Larson

Item was discussed

11.DISCUSSION: Capital Improvement Plan Amendment - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson

Item was discussed

12.DISCUSSION: Annexation Update- Vice-Mayor Clark /Attorney Seiger

- a. Petitions
- b. Legislative Update

Item was discussed

13.DISCUSSION: International Promotions, Businesses, Community Involvement- Vice-Mayor/Public Services Commissioner Clark

- a. Special Recognition for Pembroke Park Church of Christ
- b. Agro Eco Center/Community Garden/ Orchard Fence

INFORMATIONAL

- c. Wellness Programs -Focal Point and Aging and Disability Resource Center (ADRC)
- d. 2019 Winter Festival
- e. FITCE 2019
- f. Free Trade Zone - Branding
- g. Francophone/Francophile

All items were discussed

14.DISCUSSION: Broward Sheriff Office (BSO) Contract- Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke

Item was discussed

15.DISCUSSION: Wage Reconsiderations for FY19 - Vice-Mayor Clark/ COORC

Item was discussed

16.DISCUSSION: Purchasing Manual - Vice-Mayor Clark/ COORC

Item was discussed

17.DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. - Vice-Mayor Clark/ Attorney Ryan

Item was discussed

18.DISCUSSION: Permanent Interim Town Manager Search- Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan

Item was discussed

19.DISCUSSION: 2019 City Catalyst Grants-Mayor Mohammed

Item were discussed

20.DISCUSSION: National League of Cities Prescription Discount Program- Commissioner Jacobs

Item was discussed

21.PENDING BUSINESS

a. Events Calendar

Items were discussed

ADJOURNMENT: 9:18 P.M.

Commission approved on _____.

Attest:

(seal)

TOWN OF PEMBROKE PARK

Regular Commission Meeting
Action minutes of May 8, 2019

- A. CALL TO ORDER: 7:09 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:
Mayor Mohammad (late); Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen; Commissioner Dieuville

Attorney Ryan; Attorney Sigerson; Interim Assistant Finance Director Taubenfeld; Admin Service Director Joseph; Public Services Director Larson; Consultant Engineer Kunen, Chief Code Officer Louis; Consultant Planner Miller; BSO Liaison Chief Coker; BSO Liaison Holmes; Building Official Corriveau; Billing Clerk Grooms

I. CONSENT AGENDA

1. Bills Over \$500.00 – Finance Department
2. Authorizing the Town to Disburse \$7,000.00 from the Law Enforcement Trust Fund for the 2019 Florida Sheriff's Explorer Association's Summer Delegates Conference – Clerk- Commissioner Jacobs
3. Authorizing the Town to Reimburse Detective Iamel Martinez \$84.81 from the Law Enforcement Trust Fund - Clerk-Commissioner Jacobs
4. Authorizing Town Staff to Attend the Florida Association of Code Enforcement Conference in the Amount Not to Exceed \$1,500.00 - Chief Officer Louis
5. Authorizing the Town to Go Out for Bids for the 44th Year CDBG – Preserve Improvements (Phase VI) Tot Lot Project – Public Services Director Larson
6. Proclamation: Haitian Heritage Month – Mayor Mohammed
7. Proclamation: Jewish American Month – Mayor Mohammed
8. Proclamation: Emma Shoaff Day – Vice-Mayor Clark
9. Proclamation: Florida Department of Transportation: Gerry O'Reilly – Vice-Mayor Clark
10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DESIGNATING THE PUBLIC SERVICES DIRECTOR TO AUTHORIZE THE PURCHASE OF SERVICES OR COMMODITIES BY TOWN IN AN AMOUNT LESS THAN ONE THOUSAND

May 8, 2019

FIVE HUNDRED DOLLARS (\$1,500.00) WITHOUT APPROVAL OF THE TOWN COMMISSION; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille to adopt the Consent Agenda was carried as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes

Mayor Mohammad arrived at 7:11 P.M.

II. REMARKS FROM THE GENERAL PUBLIC

None

III. PUBLIC HEARINGS AS SCHEDULED

IV. REGULAR AGENDA

4. DISCUSSION: Information Technology – IT Director Pakula

- a. Meeting and Agenda Management: IPads, Video System, and Wireless Access Point

Attorney Ryan read the Resolution

19-05-04 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO PURCHASE A WIRELESS ACCESS POINT AND ENTERPRISE SOFTWARE LICENSE FROM PCM INC.; AUTHORIZING THE PUBLIC SERVICES DIRECTOR TO EXECUTE DOCUMENTS REQUIRED TO COMPLETE SALE;

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

- b. Site and Building Plan Editing Software

May 8, 2019

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieueville	Yes
Mayor Mohammad	Yes

1. PRESENTATION: Legislative Update – Representative Jones
2. UPDATE: Public Safety – Clerk Commissioner Jacobs/ Chief Coker
7. DISCUSSION: Annexation Update – Vice Mayor Clark / Attorney Sigerson
6. SIGN VARIANCE: Approval of Sign variance Request for Value Store It – Public Service Director Larson

Motion Made by Vice Mayor Clark, Seconded by Clerk Commissioner Jacobs to approve the sign variances with the Recommendation of the Public Services Director Larson was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieueville	Yes
Mayor Mohammad	Yes

5. DISCUSSION: Status of Town Projects- Vice Mayor Clark / Public Services Director Larson
8. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor/Public Services Commissioner Clark
 - b. Special Recognitions “Circle of Palms”: Coca Cola; Pembroke Park Church of Christ; Professional Firefighters Association; etc.

Motion Made by Vice Mayor Clark Seconded by Commissioner Cohen to Recess the meeting

Meeting Recessed at 8:12 P.M.

Meeting resumed at 8:21 P.M.

9. DISCUSSION: Wage Reconsiderations for FY19 – Vice-Mayor Clark/ COORC

Attorney Ryan read the Resolution

Motion made by Vice Mayor Clark adopt the Resolution failed due to lack of a second.

10. DISCUSSION: Elections Issues – Vice-Mayor Clark

May 8, 2019

11. DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. – Vice-Mayor Clark/ Attorney Ryan

12. DISCUSSION: Interim Finance & Budget Director Search – Vice-Mayor Clark

Motion Made by Vice Mayor Clark, Seconded by Commissioner Cohen to retain Mr. Tabenfeld as employee as Pembroke Park and Vice Mayor Clark will work with negotiation with Mr. Tabenfeld for his rate of pay as the Assistant Finance Director was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuevelle	Yes
Mayor Mohammad	Yes

13. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan

Motion Made by Vice Mayor Clark, Seconded by Commissioner Cohen to direct staff to perform background checks and anything else to start the process and schedule skype interviews were carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuevelle	Yes
Mayor Mohammad	Yes

Motion Made by Vice Mayor Clark, Seconded by Clerk Commissioner Jacobs on an amount not to exceed One thousand Dollars to perform background checks were carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuevelle	Yes
Mayor Mohammad	Yes

14. DISCUSSION: Town Hall Main Office Renovations – Mayor Mohammed

Attorney Ryan read the Resolution

A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING
THE TOWN TO MAKE AND ENTER INTO THE PROPOSAL
FROM SCHACHNE ARCHITECTS AND BUILDERS FOR

May 8, 2019

CONSTRUCTION DESIGN SERVICES; AUTHORIZING THE MAYOR TO EXECUTE SAID PROPOSAL FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

Attorney Ryan cancelled the previous Resolution

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to cancel the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

15. DISCUSSION: 2019 City Catalyst Grants – Mayor Mohammed

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to apply for Catalyst Grants 1st priority Library Books 2nd Priority is the Orchard Garden was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

16. DISCUSSION: National League of Cities Prescription Discount Program – Commissioner Jacobs

Motion by Clerk Commissioner Jacobs, seconded by Vice Mayor Clark for the Town to participate in the National League of Cities Prescription Discount Program was carried as follows:

Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes

May 8, 2019

Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

Motion was made by Vice Mayor Clark, Seconded by Clerk Commissioner Jacobs for a non-agenda item was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

Gavel was passed to Vice Mayor Clark

Motion was made by Mayor Mohammad, Seconded by Clerk Commissioner Jacobs to hire Steven Johnson as the Contracts Manager Immediately was carried as follows:

Mayor Mohammad	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

V. COMMISSIONER COMMENTS

VI. ATTORNEY COMMENTS

VII. TOWN MANAGER / PERSONNEL COMMENTS

VIII. EMERGENCY ITEMS

ADJOURNMENT: 9:53 P.M.

Commission approved on _____.

Attest:

(SEAL)

The Mayor and Commissioners reserve the right to amend these minutes.

TOWN OF PEMBROKE PARK

Workshop Commission Meeting

Action minutes of June 5, 2019

A. CALL TO ORDER

6:04 P.M.

B. PLEDGE OF ALLEGIANCE:

Vice Mayor Clark

C. ROLL CALL:

Mayor Mohammad (Late); Vice Mayor Clark; Commissioner Cohen; Clerk Commissioner Jacobs

Attorney Ryan; Town Consultant Sigerson; Public Services Director Larson; Fire Safety Consultant Planner Miller; Administrative Service Director/ Deputy Clerk Joseph; Chief Code Officer Louis; Budget / Finance Director Taubenfeld, Attorney Parke; Billing Clerk Grooms; Sargent Di Giovanni; Building Official Corriveau

D. ABSENT:

Commissioner Dieuveille; Chief Coker

E. AGENDA

1. DISCUSSION: Approval of Bills \$500.00 – Finance Department
2. DISCUSSION: Finance & Budget Update – Finance Department
Mayor Mohammad arrived 6:07 P.M.
3. DISCUSSION: Business Tax Receipt and Billing Update – Business Tax/ Billing Clerk Grooms
 - a. Waiver Request - Docs, LLC
 - b. Waiver Request - Gig Ice Cream Distributors
19. DISCUSSION: Site Development Plan Modification – Westwind II Industrial Complex - TowerCom 120-Foot Cell Tower – Consultant Town Planner Miller
11. DISCUSSION: Sign Variance Request for 3151 WHBB, LLC a.k.a MOIL Station – Public Services Director Larson
23. DISCUSSION: Broward Sheriff Office (BSO) Contract – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke
18. DISCUSSION: Site Plan Modification – Coca Cola – Approval of Early Start – Vice-Mayor/Public Services Commissioner Clark/ Mayor Mohammed/ Clerk-Commissioner Jacobs/ Public Services Director Larson
24. DISCUSSION: Wage Reconsiderations for FY19 – Vice-Mayor Clark/ COORC

June 5, 2019

- a. Presentation: AIM HR Solutions
 - b. Presentation: Evergreen Solutions, LLC
 - c. Presentation: Lagom HR Perform Precisely
21. DISCUSSION: Legislative Update – Vice-Mayor Clark /Attorney Sigerson
- a. Petitions
 - b. Annexation
8. DISCUSSION: Public Safety – Sgt. Di Giovanni
9. DISCUSSION: Fire Safety – Chief Kane
5. DISCUSSION: Building Department Update – Building Official Corriveau
6. DISCUSSION: Parks Department Update – Parks’ Supervisor McKine
4. DISCUSSION: Code Enforcement Department Update – Chief Code Enforcement Officer Louis
7. DISCUSSION: Information Technology – IT Director Pakula
- a. Meeting and Agenda Management: Video System
 - b. Meeting and Agenda Management: Accessories
12. DISCUSSION: Building Permit Fee Waiver Master Process #83787 – Willie Mae Jenkins – Public Services Director Larson
10. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update – Vice-Mayor Clark/ Public Services Director Larson
13. DISCUSSION: Irrigation Pump Replacement at Raymond P. Oglesby Preserve – Public Service Director Larson
18. DISCUSSION: Reduction of Fees Master Process # 89979 – Gregg Luesby – Public Services Director Larson
16. DISCUSSION: Design and Remodeling Budget Code – Public Services Director Larson
20. DISCUSSION: Capital Improvement Plan Amendment - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
17. DISCUSSION: Bid Award for Miscellaneous Electric Services – Public Services Director Larson
22. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor/Public Services Commissioner Clark
- a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, and Professional Firefighters Association
 - b. Agro Eco Center/Community Garden/ Orchard Fence

June 5, 2019

INFORMATIONAL

- c. Wellness Programs – Focal Point and Aging and Disability Resource Center (ADRC)
- d. 2019 Winter Festival
- e. FITCE 2019
- f. Free Trade Zone – Branding
- g. Francophone/Francophile

- 25. DISCUSSION: Purchasing Manual – Attorney Ryan
- 26. DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. – Vice-Mayor Clark/ Attorney Ryan
- 27. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan
- 28. DISCUSSION: Appointing Assistant Finance & Budget Director Search – Vice-Mayor Clark/ Attorney Ryan
- 29. DISCUSSION: Memorandum of Understanding Regarding Collaborative Study – Mayor Mohammed/Attorney Ryan
- 31. DISCUSSION: 93RD Annual Florida League of Cities Conference and Voting Delegate – Mayor Mohammed
- 32. DISCUSSION: Legal Updates – Attorney Ryan
 - a. Town Meeting Minutes
 - b. CDBG Subpoena Duces Tecum
 - c. Hiring Procedure for Town Contract Administrator
 - d. 2019 Local Option Gas Tax Agreements
- 33. DISCUSSION: Florida League of Cities Fall Fast-In to Washington D.C. – Commissioner Jacobs
- 30. DISCUSSION: Insurance Claims: Public Adjuster – Mayor Mohammed
- 14. DISCUSSION: Hiring of Structural Inspector for Building Department – Public Services Director Larson

Discussion was held on the above items.

Adjournment: 11:15 P.M.

Attest:

(Seal)

TOWN OF PEMBROKE PARK
Regular Commission Meeting
Action minutes of June 12, 2019

A. CALL TO ORDER: 7:06 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen; Commissioner Dieuveille

Attorney Ryan; Town Manager Muse – Salters, Public Services Director Larson; Chief Code Officer Louis; Consultant Planner Miller, Assistant Public Works Director, Jacques; Budget Finance Director Taubenfeld

D. ABSENT:

Mayor Mohammad / Excused

I. CONSENT AGENDA

1. Bills Over \$500.00 – Finance Department
2. Authorizing Wavier Request for Docs, LLC in the Amount of \$250.00 - Business Tax/ Billing Clerk Grooms
3. Authorizing Waiver Request for Gig Ice Cream Distributors in the Amount of \$250.00 - Business Tax/ Billing Clerk Grooms
4. Authorizing Waiver Request of \$140.00 for Building Permit Fee Master Process #83787 – Willie Mae Jenkins – Public Services Director Larson
5. Authorizing the Town to Purchase Video System and Accessories for Meeting and Agenda Management in the Amount Not to Exceed \$1,900.00 – IT Director Pakula
6. Appointing Reynold Dieuveille to the Pembroke Park Cares 501(c)3 Board – Vice-Mayor Clark
7. Appointing Ashira Mohammed as Voting Delegate at the 93RD Annual Florida League of Cities Conference – Mayor Mohammed
10. Authorizing Town to Participate in the 2019 Florida International Trade and Culture Expo (FITCE) in the Amount Not to Exceed \$2,500.00 - Vice-Mayor/Public Services Commissioner Clark
11. Authorizing Town Staff to Solicit Proposals for Insurance Public Adjuster - Mayor Mohammed
12. Authorizing Staff to Solicit Engineering Proposals for Capital Improvement Plan Amendment - Vice- Mayor/Public Services Commissioner Clark/ Public Services Director Larson
13. Authorizing Staff to Obtain Commercial Property Appraiser in the Amount Not to Exceed

June 12, 2019

\$3,000.00 - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson

14. Authorizing the Town to File Two Law Suits Against A&B Recycling – Attorney Ryan

A **Motion** was made by Commissioner Cohen seconded by Commissioner Dieuveille to adopt the Consent Agenda except for items 8 and 9 was carried out as follows:

Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes

8. Authorizing Commissioners and Staff to Attend the 93RD Annual Florida League of Cities Conference in the Amount Not to Exceed \$2,500.00 pp– Mayor Mohammed

A **Motion** was made by Clerk Commissioner Jacobs seconded by Commissioner Dieuveille to approve the Consent Agenda items 8 was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Vice Mayor Clark	Yes

9. Authorizing Commissioners and Staff to attend the Florida League of Cities Fall Fast-In to Washington D.C. in the Amount Not to Exceed \$2,500.00 pp – Commissioner Jacobs

A **Motion** was made by Clerk Commissioner Jacobs seconded by Commissioner Dieuveille to approve the Consent Agenda items 9 was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Vice Mayor Clark	Yes

II. REMARKS FROM THE GENERAL PUBLIC

None

III. PUBLIC HEARINGS AS SCHEDULED

None

IV. REGULAR AGENDA

June 12, 2019

1. UPDATE: Public Safety – Clerk-Commissioner Jacobs/ Chief Coker

Item discussed

2. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane

Item discussed

3. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson

Item discussed

4. BID AWARD: Appointing Imperial Electric for Miscellaneous Electric Services – Public Services Director Larson

Attorney Ryan read the Resolution

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING IMPERIAL ELECTRICAL, INC. TO PROVIDE MISCELLANEOUS ELECTRICAL SERVICES; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH IMPERIAL ELECTRICAL, INC.; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A **Motion** was made by Commissioner Cohen seconded by Commissioner Dieuveille to adopt the Resolution was carried out as follows:

Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes

5. DISCUSSION: Wage Reconsideration Study for FY19 and Job Descriptions – Vice-Mayor Clark/ COORC

Attorney Ryan read the Resolution 19-06-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH LAGOMHR, INC., A FLORIDA CORPORATION, TO PROVIDE EMPLOYEE JOB DESCRIPTIONS AND COMPENSATION ANALYSIS FOR TOWN; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON

June 12, 2019

BEHALF OF THE TOWN; SUPERSEDING CONFLICTING
RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A **Motion** was made by Clerk Commissioner Jacobs seconded by Commissioner Dieuveille to adopt the Resolution was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes

6. SIGN VARIANCE : Approval of Sign Variance Request for 3151 WHBB, LLC a.k.a MOIL Station– Public Services Director Larson

A **Motion** was made by Clerk Commissioner Jacobs seconded by Commissioner Cohen to approve the sign variance with the lighting strip was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Vice Mayor Clark	Yes

7. DISCUSSION: Hiring of Structural Inspector for Building Department – Public Services Director Larson

A **Motion** was made by Commissioner Dieuveille seconded by Commissioner Cohen to adopt the hiring of the Structural Inspector for Building Department and Interim Chief Building Official - Miguel Nunez was carried out as follows:

Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	No

8. DISCUSSION: Design and Remodeling Budget Code: Budget Amendment – Public Services Director Larson/ Interim Finance & Budget Director Taubenfeld / Attorney Ryan

Attorney Ryan read the Resolution

A **Motion** was made by Clerk Commissioner Jacobs seconded by Commissioner Dieuveille to adopt the Resolution was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes

9. SITE PLAN: Site Plan Modification – Coca Cola – Approval of Early Start – Vice-

June 12, 2019

Mayor/Public Services Commissioner Clark/ Mayor Mohammed/ Clerk-
Commissioner Jacobs/ Public Services Director Larson

Item discussed.

10. SITE PLAN: Site Development Plan Modification – Westwind II Industrial Complex -
TowerCom 120-Foot Cell Tower – Consultant Town Planner Miller

Attorney Ryan read the Resolution 19-06-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN
OF PEMBROKE PARK, FLORIDA, APPROVING THE
APPLICATION FOR SITE DEVELOPMENT PLAN FOR
TOWERCOM VIII, LLC, A FLORIDA LIMITED LIABILITY
COMPANY, FOR REAL PROPERTY LOCATED IN PARCEL A,
WESTWIND II PLAT, ACCORDING TO THE PLAT THEREOF
AS RECORDED IN PLAT BOOK 177, PAGE 61, OF PUBLIC
RECORDS OF BROWARD COUNTY, FLORIDA; PROVIDING
FOR CERTAIN DEVELOPMENT CONDITIONS; SUPERSEDING
CONFLICTING RESOLUTIONS AND PROVIDING AN
EFFECTIVE DATE.

A **Motion** was made by Clerk Commissioner Jacobs seconded by Commissioner Cohen to
adopt the Resolution was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Vice Mayor Clark	Yes

11. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-
Mayor/Public Services Commissioner Clark
- a. Special Recognition for Professional Firefighters Association of South
Florida: Saturday, June 29, 2019 in the Amount Not to Exceed \$500.00

Item discussed.

12. RESOLUTION: Initiation of Conflict Resolution Regarding Broward Sheriff
Office (BSO) Contract: – Vice-Mayor-Lead Commissioner Clark/ Lead
Attorney Parke

Item discussed.

13. RESOLUTION: Memorandum of Understanding Regarding Collaborative
Study – Mayor Mohammed/Attorney Ryan

Item discussed.

14. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/ Vice-

June 12, 2019

Mayor Clark/ Attorney Ryan

A **Motion** was made by Commissioner Cohen seconded by Commissioner Dieuveille to direct staff to initiate the permanent Town Manager search carried out as follows:

Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes

A **Motion** was made by Commissioner Jacobs seconded by Commissioner Cohen to direct staff to have the re-bid out and submit resumes to commissioners by June 28th for selection of the top five candidates on July 3rd continuing to do interviews at noon on July 10th for selection for Town Manager was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Vice Mayor Clark	Yes

15. DISCUSSION: Appointing Assistant Finance & Budget Director – Vice-Mayor Clark/ Attorney Ryan

Attorney Ryan read the Resolution 19-06-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE HIRING OF HARRY TAUBENFELD AS THE ASSISTANT FINANCE AND BUDGET DIRECTOR ON A FULL-TIME BASIS; ESTBALISHING THE ANNUAL SALARY FOR HARRY TAUBENFELD; AUTHORIZING THE PAYMENT OF A CONVERSION FEE TO ROBERT HALF INTERNATIONAL INC. IN THE AMOUNT OF TEN PERCENT (10%) OF THE ANNUAL SALARY OF HARRY TAUBENFELD FOR THE RIGHT TO HIRE HARRY TAUBENFELD AS AN EMPLOYEE; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A **Motion** was made by Commissioner Cohen seconded by Commissioner Dieuveille to adopt the Resolution was carried out as follows:

Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes

16. RESOLUTION: 2019 Local Option Gas Tax Agreements – Attorney Ryan

June 12, 2019

Attorney Ryan read the Resolution 19-06-11

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 2019 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.

A **Motion** was made by Commissioner Cohen seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried out as follows:

Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Vice Mayor Clark	Yes

17. RESOLUTION: FEMA Subgrant Agreement – Public Services Director Larson/ Attorney Ryan

Attorney Ryan read the Resolution 19-06-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AGREEING TO THE MODIFICATIONS TO THE SUBGRANT AGREEMENT BETWEEN THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT AND TOWN OF PEMBROKE PARK TO PERMIT THE ADDITION OF PROJECTS RELATING TO HURRICANE IRMA RELATED DAMAGES TO THE FEDERALLY FUNDED SUBAWARD AND GRANT AGREEMENT WITH THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT; AUTHORIZING THE PUBLIC SERVICES DIRECTOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO INCLUDE THE ADDITIONAL PROJECTS TO THE SUBGRANT AGREEMENT; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A **Motion** was made by Commissioner Cohen seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried out as follows:

Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Vice Mayor Clark	Yes

A **Motion** was made by Vice mayor Clark seconded by Clerk Commissioner Jacobs to bring up a non-agenda item was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes

RESOLUTION: Authorizing and directing additional staff to assist in responding to public records request from Government Agency.

Attorney Ryan read the Resolution 16-06-13

A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING
AND DIRECTING ADDITIONAL TOWN STAFF TO ASSIST
IN PREPARATION OF THE RESPONSES TO PUBLIC
RECORDS REQUESTS; SUPERSEDING CONFLICTING
RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A **Motion** was made by Vice Mayor Clark seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes

A **Motion** was made by Vice mayor Clark seconded by Clerk Commissioner Jacobs to bring up a non-agenda item was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes

A **Motion** was made by Vice mayor Clark seconded by Clerk Commissioner Jacobs to hire staffing now at \$25.40 not to exceed \$5,000.00 total was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes

V. COMMISSIONER COMMENTS

Discussion was held

VI. ATTORNEY COMMENTS

None

VII. TOWN MANAGER / PERSONNEL COMMENTS

None

VIII. EMERGENCY ITEMS

None

Adjourned at 8:59 P.M.

Attest:

(seal)

TOWN OF PEMBROKE PARK

Workshop Commission Meeting

Action minutes of July 3, 2019

A. CALL TO ORDER

6:02 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

Vice Mayor Clark; Commissioner Cohen; Commissioner Dieuveille

Attorney Ryan; Attorney Seiger; Public Services Director Larson; Fire Safety Chief Kane; Consultant Planner Miller; Administrative Service Director Joseph; Chief Code Officer Louis; Budget / Finance Director Taubenfeld; Attorney Parke; Interim Building Official Nunez; Billing Clerk Grooms; Lieutenant De Giovanni

D. ABSENT:

Mayor Mohammad/ Excused; Parks Supervisor Mckine

E. AGENDA

1. DISCUSSION: Business Tax Receipt and billing update- Business Tax/Billing Clerk Grooms a. fy 17-18 inactive accounts b. sign variance accounts
2. DISCUSSION: Broward Sheriffs Office (BSO) Contract Issues-Vice Mayor- Lead Commissioner Clark/ Lead Attorney Parke
3. DISCUSSION: Broward Sheriffs Office (BSO) Contract-Vice Mayor- Lead Commissioner Clark/ Lead Attorney Parke
4. DISCUSSION: Approval Of Bills \$500.00 Finance Department
5. DISCUSSION: Finance & Budget Update- Finance Department
6. DISCUSSION: Bank Account For Telecommunication Service Providers-Finance Department
7. DISCUSSION: Code Enforcement Department Update-Chief Code Enforcement Officer Geoffrey Louis
8. DISCUSSION: Parks Department Update-Parks' Supervisor Mckine
9. DISCUSSION: Public Safety Officer-Chief Coker

July 3, 2019

10. DISCUSSION: Fire Safety – Chief Kane
11. DISCUSSION: Status Of Town Projects-Vice-Mayor/Public Services Commission Clark/
Public Services Director Larson
12. Florida Department Of Transportation (FDOT)/ Metropolitan Planning Organization
Update- Vice-Mayor Clark/ Public Services Director Larson
Metropolitan Planning Organization (MPO)
13. DISCUSSION: Sign Variance Request For 3180 WHBB, LLC Moil Station- Public
Services Director Todd Larson
14. DISCUSSION: 44th Year Community Development Block Grant (CDBG) Bid Award-
Public Services Director Todd Larson
15. DISCUSSION: Disaster Debris Removal And Disposal Bid Award - Public Services
Director Todd Larson
16. DISCUSSION: Site Plan Modification- Coca Cola Beverages Florida, LLC- Consultant
Town Planner Miller
17. DISCUSSION: Site Development Plan Modification – 4250 W Hallandale Beach Blvd
Commercial Complex - Consultant Town Planner Miller
18. DISCUSSION: Capital Improvement Plan Amendment: Vice-Mayor/Public Services
Commission Clark/ Public Services Director Larson
19. DISCUSSION: 2019 Healthy Community Champions Recognition Program- Vice Mayor
Clare/ Public Services Director Larson
20. DISCUSSION: Legislative Update – Vice Mayor Clark/ Attorney Sigerson
 - a. Petitions
 - b. Annexation
21. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice
Mayor/ Public Services Commissioner Clark.
 - a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional
Firefighters Association, and Club Richelieu
 - b. Agro Eco Center/Community Garden/Food Forest/Grants
 - c. Wellness Programs- focal Point and aging and disability resource center (RAC)
 - d. 2019 Winter festival – Club Richelieu
 - e. FITCE 2019
 - f. Free trade Zone-Branding

g. Francophone/Francophile

22. DISCUSSION: Purchase Manual- Attorney Ryan

23. DISCUSSION: Contracts –Mayor Mohammad/ Vice Mayor Clark / Attorney Ryan

24. DISCUSSION: Request For Proposals For Human Resources Consulting Services-
Attorney Ryan

25. DISCUSSION: Town Official Code Of Conduct: Commissioners, Employees, Board
Members, Vendors, Etc. – Vice Mayor Clark / Attorney Ryan

26. DISCUSSION: Permanent Town Manager Search- Mayor Mohammad/ Vice-Mayor Clark

MEETING ADJOURNED: 8:30 P.M.

MEETING RESUMED: 8:52 P.M.

27. DISCUSSION: Edward Byrne Memorial Justice Assistance Grant-Countywide (Jag-C)-
Mayor Mohammad/ Attorney Ryan

28. DISCUSSION: 2019 Mayors National Youth Summit- Mayor Mohammad

29. DISCUSSION: Memorandum of Understanding Regarding Collaborative Study- Mayor
Mohammad / Attorney Ryan

30 DISCUSSION: Broward County Supervisor of Elections- Arrangement for Temporary
Use of Facility – Deputy Town Clerk Joseph

Discussion was held on the above items.

F. COMMISSIONER COMMENTS

Discussion was held

G. TOWN MANAGER/ PERSONNEL COMMENTS

Discussion was held

H. PUBLIC COMMENTS

None

Discussion was held on all items.

Adjournment: 10:43 P.M.

TOWN OF PEMBROKE PARK

July 3, 2019

Workshop Commission Meeting

Commission approved on _____.

Attest:

(Seal)

TOWN OF PEMBROKE PARK

Regular Commission Meeting
Action minutes of July 10, 2019

A. CALL TO ORDER: 7:09 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:
Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen; Commissioner Dieuveille

Attorney Ryan; Attorney Seiger; Interim Assistant Finance Director Taubenfeld; Admin Service Director Joseph; Public Services Director Larson; Consultant Engineer Kunen, Chief Code Officer Louis; Consultant Planner Miller; BSO Liaison Chief Coker; BSO Liaison Holmes; Building Official Corriveau; Billing Clerk Grooms

IV. REGULAR AGENDA

1. Special Presentation Proclamation for Department of Transportation - Vice Mayor Clark & Public Service Director Larson

Discussion was held

9. SITE PLAN: COCA-COLA BEVERAGES FLORIDA, LLC; SITE PLAN MODIFICATION - Consultant Town Planner Miller

Resolution was read by Attorney Ryan

19-07-01 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE APPLICATION FOR SITE DEVELOPMENT PLAN MODIFICATION FOR COCA-COLA BEVERAGES FLORIDA, LLC, A FLORIDA LIMITED LIABILITY COMPANY, FOR REAL PROPERTY LOCATED IN PARCEL A, COCA-COLA PLAT, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 162, PAGE 21, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; GRANTING A VARIATION FROM THE SCREENING OF NON- RESIDENTIAL USES REQUIREMENT IN CHAPTER 28, PEMBROKE PARK CODE OF ORDINANCES

Motion made by Commissioner Cohen, seconded by Vice Mayor Clark approving the application for the Site Development Plan Modifications for Coca-Cola Beverages Florida, LLC. In a roll call vote, the motion passed unanimously.

Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

July 10, 2019

10. SITE PLAN: 4250 W. HALLANDALE BEACH BLVD COMMERCIAL COMPLEX SITE PLAN MODIFICATION - Consultant Town Planner Miller

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

II. REMARKS FROM THE GENERAL PUBLIC

Andrew Reid from the Polo Club – Outstanding Balances

Discussion was held.

I. CONSENT AGENDA

A **Motion** was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Consent Agenda was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

2. UPDATE: Public Safety - Clerk Commissioner Jacobs & Chief Coker

Discussion was held.

3. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane

Discussion was held.

20. Fiscal Year' 2019/2020 Tentative Maximum Millage Rate - Interim Assistant Finance Director Taubenfeld

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen to establish a tentative maximum millage rate of 8.5000 mills for the fiscal year 2019/2020 was carried as follows:

Vice Mayor Clark	Yes
------------------	-----

July 10, 2019

Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

18. RESOLUTION: Establish a Wells Fargo Bank Account for Telecommunication Service Providers - Interim Assistant Finance Director Taubenfeld

Resolution was read by Attorney Ryan

19-07-05 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO OPEN A COMMERCIAL CHECKING ACCOUNT AT WELLS FARGO BANK, NA FOR TELECOMMUNICATIONS CASH CONSTRUCTION BOND DEPOSITS; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY DOCUMENTS REQUIRED BY WELLS FARGO BANK, NA TO OPEN SAID CHECKING ACCOUNT ON BEHALF OF THE TOWN; DESIGNATING THE TOWN COMMISSIONER AS AUTHORIZED ACCOUNT SIGNERS

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

19. 43RD YEAR OF CDBG - Public Service Director Larson & Attorney Ryan

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille to recess this meeting at 8:22 PM was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

Meeting Recessed At 8:22 PM
Meeting Resumed At 8:29 PM

Return to the Special Commission Meeting

Town Manager Interviews – Mayor Mohammad

-Claudia Bray

Discussion were held (Skype)

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen to adjourn this meeting at 8:54 PM was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Meeting Resumed At 8:55 PM

Return to the Regular Commission Meeting

4. Initiation of Conflict Resolution regarding Broward Sherriff Office Contract - Vice Mayor Clark, Attorney Parke, Attorney Ryan

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

5. Status of Town Projects (Metropolitan Planning Organization) - Vice Mayor Clark and Public Services Director Larson

Discussion was held

6. Sign Variance request for 3180 WHBB, LLC M Oil Station - Public Services Director Larson

Discussion was held

7. BID AWARD: 44th year Community Development Block Grant (CDBG) - Public Services Director Larson

Resolution was read by Attorney Ryan

19-07-08 A RESOLUTION OF THE TOWN COMMISSION OF PEMBROKE PARK, FLORIDA, SELECTING PLAYMORE WEST, INC. FOR THE 44TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TOT LOT PROJECT FOR RAYMOND P.

July 10, 2019

OGLESBY PRESERVE; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH PLAYMORE WEST, INC. FOR SAID PROJECT; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

8. BID AWARD: Disaster Debris Removal and Disposal Services - Public Services Director Larson

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to table this matter for a Special Commission Meeting next week was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

11. International Promotions, Businesses, Community Involvement – Vice-Mayor Clark

a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association Inductees, and Club Richelieu
B. Agro Eco Center/Community Garden/ Food Forest/ Grants

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille, to establish a budget not to exceed \$2,800 for the Special Recognition of Coca-Cola, Pembroke Park Church of Christ, Professional Firefighters Association Inductees and Club Richelieu was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille, that staff is to look, acquire and bring back to the Commission grants was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes

July 10, 2019

Mayor Mohammed

Yes

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, directing Staff and Attorney Ryan to draft an Agreement whereas businesses, entities or people can contribute to the Town as a reoccurring expense was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

12. Authorizing Town to Go Out for Request for Proposals for Human Resource

Discussion was held

13. RESOLUTION: Adopting Town's Purchasing Manual – Attorney Ryan

Resolution was read by Attorney Ryan

19-07-09 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING THE TOWN PURCHASING MANUAL; PROVIDING FOR FINAL REVISIONS

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

15. Authorizing the Expenditure of \$2,500.00 pp for the Attendance to the 2019 Mayors National Youth Summit – Mayor Mohammed

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille to shift/transfer monies that were budgeted for the 60th Anniversary Celebration, which was never used, not to exceed \$15,000 to the Commission Travel Budget was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille, that an amount not to exceed \$2,500 per person for the attendance of the 2019 Mayor's National Youth Summit was carried as follows:

July 10, 2019

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

16. RESOLUTION: Memorandum of Understanding Regarding Collaborative Study – Mayor Mohammed/Attorney Ryan

Resolution was read by Attorney Ryan

19-07-10 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE MEMORANDUM OF UNDERSTANDING REGARDING COLLABORATIVE STUDY AND SUBSEQUENT DEVELOPMENT OF AN INTEGRATED SOLID WASTE AND RECYCLING SYSTEM; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID MEMORANDUM FOR AND ON BEHALF OF THE TOWN

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

11. International Promotions, Businesses, Community Involvement – Vice-Mayor Commissioner Clark

- a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association Inductees, and Club Richelieu
b. Agro Eco Center/Community Garden/ Food Forest/ Grants

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille, to allocate no more than \$1,000 towards the purchase of mulch; Public Services Director Larson must first seek out other options to see if we can get mulch donated was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

17. RESOLUTION: Hidden Heroes in Support of Military and Veteran Caregivers - Mayor Mohammed & Attorney Ryan

Resolution was read by Attorney Ryan

July 10, 2019

19-07-11 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
PEMBROKE PARK, FLORIDA, SUPPORTING MILITARY AND VETERAN
CAREGIVERS AS HIDDEN HEROES

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammed	Yes

14. Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/Attorney Ryan

Resolution was read by Attorney Ryan (Timothy Day)

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to select Timothy Day as the new Town Manager for the Town of Pembroke Park was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuville	No
Mayor Mohammed	No

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	No
Commissioner Cohen	Yes
Commissioner Dieuville	No
Mayor Mohammed	No

Resolution was read by Attorney Ryan (Agatha Muse Salters)

19-07-12 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
PEMBROKE PARK, FLORIDA, SELECTING AGATHA MUSE-SALTERS FOR THE
POSITION OF TOWN MANAGER; AUTHORIZING THE TOWN TO ENTER INTO
CONTRACT NEGOTIATIONS WITH AGATHA MUSE-SALTERS TO SERVE AS TOWN
MANAGER

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to select Agatha Muse Salters as the new Town Manager for the Town of Pembroke Park was carried as follows

Vice Mayor Clark	Yes
------------------	-----

July 10, 2019

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by seconded by Commissioner Dieuveille to bring up a Non-Agenda Item was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to restructure the Town's Organizational Chart and select candidate Daugherty as the Interim Assistant City Manager and to select candidate Day as Economic Development/Contract Administrator for the Town of Pembroke Park. In a roll call vote, the motion passed as below.

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

V. COMMISSIONER COMMENTS:

None

VI. ATTORNEY COMMENTS:

None

VII. TOWN MANAGER/PERSONNEL COMMENTS

None

V111. EMERGENCY ITEMS

None

ADJOURNMENT: 10:50 P.M.

Commission approved on _____.

TOWN OF PEMBROKE PARK

July 10, 2019

Regular Commission Meeting

Attest:

(seal)

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action minutes of July 10, 2019

A. CALL TO ORDER 12:09 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad (Late arrival); Vice Mayor Clark; Clerk Commissioner Jacobs (Late Arrival) Commissioner Cohen; Commissioner Dieuville

Attorney Ryan; Public Services Director Larson; Administrative Service Director Joseph;

1. Town Manager Interviews - Mayor Mohammed / Vice-Mayor Clark / Attorney Ryan

The Six (6) Candidates are as Follows:

- Mr. Timothy Day

Discussions were held

- Newall Daughtrey

Discussions were held

Meeting recessed at 1:26 P.M.

Meeting resumed at 1:33 P.M.

- Kathleen S. Margoles

Discussions were held

- Robert Van Vulkenberg

Discussions were held

Meeting recessed at 2:40 P.M.

Meeting resumed at 2:51 P.M.

Motion was made by Mayor Mohammed, seconded by Clerk Commissioner Cohen, to suspend the meeting until 6:00 PM at which time Candidate Salters would be interviewed was carried as follows:

July 10, 2019

Mayor Mohammed	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Vice Mayor Clark	Yes

Meeting recessed at 2:53 P.M.

Meeting resumed at 6:10 P.M.

- Agatha Muse-Salters

Discussions were held (Skype)

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to conduct an interview with Ms. Bray was carried as follows;

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammed	Yes

- Claudia Bray

After several attempts made by The Town, that Claudia Bray was unable connect with for a skype interview.

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to recess this meeting and move forward with the Regular Commission Meeting was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammed	Yes

Recessed at

7:05 P.M.

TOWN OF PEMBROKE PARK

July 10, 2019

Special Commission Meeting

Commission approved on _____.

Attest:

(seal)

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action minutes of July 17, 2019

- A. CALL TO ORDER 6:14 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen; Commissioner Dieuville

Attorney Ryan; Public Services Director Larson; Fire Safety Chief Kane; Consultant Planner Miller; Administrative Service Director Joseph; Chief Code Officer Louis;

4. BID AWARD: Disaster Debris Removal and Disposal Services – Public Services Director Larson

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH DISASTER REMOVAL AND DISPOSAL SERVICES WITH THE FOUR HIGHEST RANKING CONTRACTORS; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion by Vice Mayor Clark, seconded by Commissioner Dieuville to adopt the resolution, was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuville	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

5. 44th Year Community Development Block Grant (CDBG)– Public Services Director Larson

Discussion was held

6. Town Manager Agreement – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan

Discussion was held

7. Amending Organizational Chart – Mayor Mohammed/ Attorney Ryan

July 17, 2019

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO CREATING ADMINISTRATIVE POSITION OF ASSISTANT TOWN MANAGER POSITION; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID ADMISSION FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to adopt the resolution, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

8. Appointing an Interim Assistant Town Manager – Mayor Mohammed/ Attorney Ryan

Discussion was held

MEETING ADJOURNED:	8:05 P.M.
MEETING RESUMED:	8:14 P.M.

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN EMPLOYEE AGREEMENT WITH NEWALL DAUGHTREY TO SERVE AS INTERIM TOWN ASSISTANT MANAGER OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to adopt the resolution, was carried as follows

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

9. Appointing an Interim Economic Development/ Contract Administrator – Mayor Mohammed/ Attorney Ryan

Motion was made by Mayor Mohammed, seconded by Clerk Jacobs to have Appointing an Interim Economic Development- Contract Administrator tabled until further notice.

Clerk Commissioner Jacobs	Yes
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July 17, 2019

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

10. Capital Improvement Projects – 2019/20 Budget Appropriations - Mayor Mohammed/
Vice-Mayor Clark/ Public Services Director Larson

Discussion was held

11. Agro Eco Center/Community Garden/ Food Forest/ Grants - Vice-Mayor Clark

Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to
order wheat fabric with the not to exceed One Thousand (1,000.00) Dollars.

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

12. Omnitrac - Global Position System - Mayor Mohammed

Discussion was held

Non-Agenda Item: Rescheduling and Setting Meetings- Natasha Joseph

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs
for the Regular Commission Meeting for the Budget Hearing September 9, 2019 at
6:00 P.M.

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs
to hold a second Regular Commission Meeting for the Budget Hearing September
23, 2019 at 6:00 P.M.

Vice Mayor Clark	Yes
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TOWN OF PEMBROKE PARK

July 17, 2019

Special Commission Meeting

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion was made by Clerk Commissioner Jacobs, seconded by Vice Mayor Clark to hold the Regularly Scheduled Commission Meeting. Date was changed to August 12, 2019 at 7:00 P.M.

Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

2. Commissioner Comments:

Discussion was held

Adjournment: 8:58 P.M.

Attest:

(Seal)

SPECIAL MEETING OF THE TOWN OF PEMBROKE PARK
THURSDAY AUGUST 1, 2019- 7:00 PM

AGENDA
CALL TO ORDER- 7:06 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR:	ASHIRA MOHAMMED
	VICE MAYOR:	HOWARD P. CLARK, JR.
	CLERK-COMMISSIONER:	GEOFFREY JACOBS
	COMMISSIONER:	GEORGINA COHEN
	TOWN ATTORNEY:	CHRISTOPHER J. RYAN
	ASSISTANT TOWN ATTORNEY:	MICHAEL SIGERSON
	INTERIM ASSISTANT TOWN MANAGER:	NEWELL J. DAUGHTREY
	PUBLIC SERVICES DIRECTOR:	TODD LARSON
	CODE ENFORCEMENT OFFICER:	JEFFREY LOUIS
	ADMIN SERVICES DIRECTOR/ DEPUTY TOWN CLERK:	NATASHA JOSEPH
	ASSISTANT TO THE DEPUTY TOWN CLERK:	SUSAN REUTLINGER
ABSENT:	COMMISSIONER	REYNOLD DIEUVEILLE

Ms. Joseph announced that Commissioner Dieuville was excused.

2. DISCUSSION: Agriculture Education and Promotion Facility Funding and 2019-20 Legislative Appropriations - Vice Mayor Clark/Public Services Director Larson

Vice Mayor Clark announced that there was a grant available to improve the food forest by renovating the building, wellness center, kitchen, linear walkway and bringing the bathrooms up to ADA standards. Vice Mayor Clark requested a motion to allow Mr. Larson to obtain three (3) bids, offers, or proposals to do drawings for the grant and the appropriations. In response to clarification by Vice Mayor Clark, Attorney Ryan stated that Vice Mayor Clark was seeking proposals to obtain architectural drawings necessary to make improvements at the Oglesby Community Center; also the site plans for improvements of the food forest walkway. Discussion continued.

Vice Mayor Clark made a motion, that we authorize Mr. Larson to get proposals for architectural drawings and whatever is needed for the Florida Department of Agriculture Grant; in addition whatever is needed for the 2019/20 Legislative Session application.

In response to questioning by Commissioner Jacobs, Vice Mayor Clark stated that this agricultural grant will be used to improve the building and the walkway (trail), also will improve the food forest. In response to questioning by Commissioner Jacobs, Mr. Larson stated that yes; this grant can be used for building improvements. The discussion continued. Clerk-Commissioner Jacobs seconded the motion.

AUGUST 1, 2019

Mayor Mohammad questioned the usage of drones to take aerial photos for the LBRs (Legislative Budget Request). She explained that these aerial photos are an integral part of the visual presentation in order to obtain funding from the Legislature. Mayor Mohammed requested the status on the other 19 LBRs. Discussion continued.

Roll call, regarding obtaining three (3) proposals for the drawings for the food forest walkway and improvements to the wellness center, continued as follows:

VICE MAYOR CLARK	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed passed the gavel to Vice Mayor Clark and then Mayor Mohammed made a motion that authorize staff to get paperwork together for the nineteen (19) other LBRs including going out to bid for drones, aerial, etc. to present complete packets to legislature in a timely manner. Clerk-Commissioner Jacobs seconded the motion and it was carried as follows:

MAYOR MOHAMMED	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Mayor Mohammad requested that these items be presented to the Commissioners in order to give input on what Capital Improvements Projects they would like to see in the budget this year. Mr. Larson suggested putting it on the Workshop for next week. Interim Assistant Town Manager Daughtrey stated that staff will put a list together and will review it with each Commissioner and obtain additional information in order to present a complete list at the Workshop. Discussion continued.

3. DISCUSSION: Back to School Giveaway- Mayor Mohammed

Mayor Mohammed requested that the Commission approve the expenditure of additional funds for the Back to School Giveaway. According to the receipts \$4,500.00 was spent; however the budget reflects \$3,507.00. Mayor Mohammed gave a brief breakdown of the expenditures. Discussion continued.

Mayor Mohammed entertained a motion for the book bags. Vice Mayor Clark made a motion that we authorize \$1,508.60 and it was seconded by Clerk-Commissioner Jacobs.

In response to questioning by Commissioner Cohen, Mayor Mohammad explained that we have a total of 510 book bags and reassured the Commission that school supplies are for Pembroke Park Residents only. And proof of residency is verified by Driver's License and Utility Bills.

AUGUST 1, 2019

Reported that the 144 small book bags are for children under 8 years old and 366 big solid book bags are for children older and the Town's logo will be screen printed on the bags. Discussion continued. Mayor Mohammed request that funds be reallocated to the Back to School Giveaway to offset the shortage.

Mr. Daughtrey suggested that the Commission approve the increase the budget item from \$3,500.00 to \$5,000.00; and not exceed what the Commission has approved. Based on the Mr. Daughtrey's recommendation, Vice Mayor Clark withdrew his motion and Clerk-Commissioner Jacobs withdrew his second. Discussion continued.

Vice Mayor Clark made a motion to increase the budget up to \$6,000.00 for that item and it was seconded by Clerk Commissioner Jacobs. The expenditure is to approve not to exceed \$6,000 for school supplies, food, drinks, etc. Discussion followed. The motion previously made and seconded, was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed requested a confirmation that the action that was taken at this meeting was done according to auditing standards.

In response to questioning by Vice Mayor Clark, Attorney Ryan explained that anytime the Town spends money it should be done for residents of Pembroke Park only, as long as the Town is not incurring expenses. Discussion continued.

Mayor Mohammad stated that she wanted to give groceries out with the book bags, but cannot due to the fact that the Town does not have its 501(c)3, but was told to submit application for the Agency from Farm Share to get approval. . Discussion continued.

Mayor Mohammed passed the gavel to Vice Mayor Clark and then Mayor Mohammed made a motion that we do the application to become an agent for Farm Share, so that we can be placed on the list to receive product to be a distribution point. Clerk-Commissioner Jacobs seconded the motion, and was carried as follows:

MAYOR MOHAMMED	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Attorney Ryan reported that an ethical question was recently raised regarding the Commission sitting on the board of a 501(c)3. Attorney Ryan stated that this issue will be brought as an agenda item on next week, for the Commission to authorize the Town Attorney to request a written opinion from the Commission on Ethics in order to make a determination if a Commissioner can sit on the board of a 501(c)3, solicit contributions from business and property owners. Discussion continued.

4. DISCUSSION: Global Positioning System Agreement- MAYOR MOHAMMED

AUGUST 1, 2019

Attorney Ryan reported that a counter proposal was sent to Omni Tracks based on revisions dealing with Florida Public Records Law and indemnification clauses for them to review and approval. Discussion continued.

MOTION FOR A NON-AGENDA ITEM:

Clerk-Commissioner Jacobs requested a motion for a non-agenda item, Vice Mayor seconded the motion and it was carried as follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Vice Mayor Clark made a motion to change the Workshop Commission Meeting on August 12, 2019 at 7:00 P.M. and the Regular Commission Meeting on August 26, 2019 at 7:00 p.m. Commissioner Cohen seconded the motion and was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Attorney Ryan stated that there were several RFP's that the Commissioners requested to be for this 2019 fiscal year. He continued to explain that the dates for the Workshop and Regular meetings have been changed and the RFP's maybe impacted. Attorney Ryan is seeking guidance on as to how to proceed and is requesting a schedule. Discussion continued.

In response to questioning by Vice Mayor Clark, Attorney Ryan stated that Commissioners requested RFP's for Attorneys, Planners and Information Technology. Assistant Town Attorney Michael Sigerson added Janitorial Services also. The discussion continued

Attorney Ryan proposed that the following:

First Publication -August 7, 2019, Proposals Returned- September 4, 2019, Evaluated- September 11, 2019, Interview and Selection - September 18, 2019. Committee members consist of Interim Town Manager, Interim Assistant Town Manager, Public Service Director, Admin Service Director, and Mayor. In response to questioning by Mayor Mohammad, Attorney Ryan agreed that he will be emailing the RFPs. The discussion continued.

MOTION FOR A NON-AGENDA ITEM:

AUGUST 1, 2019

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Jacobs in regards to a non-agenda Item was carried out a follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Jacobs to authorize Director of Public Works Todd Larson and staff to move forward for the Grant application Agriculture Education and Promotion Facility Funding, before the October 1st, 2019 deadline.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Clerk Commissioner Jacobs seconded by Vice Mayor Clark in regards to a non-agenda Item, was carried out a follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen in regards to a Human Resources Company, with Geffrey Jacobs being Lead Commissioner, was carried out a follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Mr. Louis stated that there was another application that was being worked on for the department of Health for Community Health due on August 15th, 2019, which was brought to Commissioners last month and asked if the application needed to be brought to the Counsel for review before submittal. In responding to Mr. Louis, Attorney Ryan directed Mr. Louis to submit the application once completed.

4. DISCUSSION: TOWN MANAGER EMPLOYMENT AGREEMENT- MAYOR MOHAMMED/
ATTORNEY RYAN

AUGUST 1, 2019

Mayor Mohammed asked Ms. Agatha Muse-Salters to introduce herself. Modifications to the contract were discussed.

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN EMPLOYMENT AGREEMENT WITH AGATHA-MUSE SALTERS TO SERVE AS THE TOWN MANAGER OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID EMPLOYMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTNE DATE-ATTORNEY RYAN

A motion by Vice Mayor Clark, seconded by Commissioner Jacobs, to adopt the Resolution, was carried as follows:

VICE MAYOR CLARK	YES	
CLERK COMMISSIONER JACOBS		YES
COMMISSIONER COHEN	NO	
MAYOR MOHAMMED	YES	

In response to questioning by Mayor Mohammad, Attorney Ryan stated that Interim Newell Daughtry's salary shall be prorated based on a forty (40) hour work week on the hours worked.
The discussion continued.

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to a non-agenda Item, was carried out a follows:

VICE MAYOR CLARK	YES	
COMMISSIONER COHEN	YES	
CLERK COMMISSIONER JACOBS		YES
MAYOR MOHAMMED	YES	

MOTION FOR A NON-AGENDA ITEM:

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to the Assistant Town Manager Salary will be prorated on a forty (40) hour work week to the hours worked.

VICE MAYOR CLARK	YES	
COMMISSIONER COHEN	YES	
CLERK COMMISSIONER JACOBS		YES
MAYOR MOHAMMED	YES	

Motion was made by Commissioner Jacobs seconded by Vice Mayor Clark to purchase the Town Manager and Assistant Town Manager an identical vehicle different color for the Town.

AUGUST 1, 2019

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

Previous Motion was amended by Clerk Commissioner Jacobs seconded by Vice Mayor Clark to \$ 750.00 a month car allowance until the Town purchases a vehicle

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

Agatha Muse-Salters thanked the Commissioners.

COMMENTS FROM THE BOARD:

Commissioner Geoffrey Jacobs stated that the lights are still out on SW 30th Ave. In response to questioning by Commissioner Jacobs, Mr. Larson stated that they have been working on them on the North side between Hallandale and Pembroke Rd. They started working on the South side and that parts have been ordered. Mr. Louis stated that he drove around and verified that the lights were working. Mayor Mohammad requested if the Town can resurface 30th Ave.

The discussion continued.

Since there was no further business, Commissioner Cohen made a motion to adjourn the meeting. The Motion was carried unanimously by voice vote and the meeting was adjourned at 8:49P.M.

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.

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)

AUGUST 1, 2019

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

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE
PARK MONDAY AUGUST 12, 2019 - 6:45 PM

AGENDA

CALL TO ORDER-6:51 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	COMMISSIONER	GEORGINA COHEN
	COMMISSIONER	REYNOLD DIEUVEILLE
	TOWN ATTORNEY	CHRISTOPHERJ. RYAN
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CHIEF CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
	BUDGET/FINANCE DIRECTOR	HARRY TAUBENFELD
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ASSISTANT TOWN MGR.	NEWALL DAUGHTREY

ABSENT:	CLERK COMMISSIONER	GEOFFREY JACOBS (Excused)
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1. DISCUSSION: Employee Benefits - Mayor Mohammed/ Benefits CoordinatorRosen

Benefits Coordinator Gloria Rosen reported that she met with the Town Manager, Mayor Mohammed, Mr. Taubenfeld, and Mr. Daughtrey. And the group went over the different plans for the renewal for the coming year starting October 1st. Comparisons on the current plan Blue Option, Etna, United Healthcare, Humana and Cigna, were presented.

Ms. Rosen directed the Commission to her presentation. She reported that the renewal decreased about 12% this year, from \$939.55 per employee to \$830.00. Ms. Rosen reported that the current plan is Blue Options which is an open access HMO where you can go to any doctor without a referral. The next plan from Blue Option allows in or out of network doctors; this plan is going to be reinstated for those who choose this plan. Ms. Rosen reported that this plan was higher in cost. Ms. Rose explained that she shopped Etna, United Healthcare, Human and Cigna.

Town Manager Muse-Salters reported that the committee agreed that the rates being offered to the Town are better and lower because of the deductibles. In addition, that there is a cost savings for the employees and the Town.

Ms. Rosen reported that we are keeping the current Blue Cross Blue Shield and not changing anything. Discussion followed. In addition, we are renewing the Reliance Standard group benefits: group life, group AD&D, short and long term disability, the dental and vision.

Attorney Ryan Read a Resolution selecting Blue Cross Blue Shield of Florida to provide group health insurance for town employees.

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Vice Mayor Clark made a motion to adopt the Resolution and it was seconded by Commissioner Cohen. The motion was carried as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

Attorney Ryan Read a Resolution selecting Reliance Standard to provide group dental and vision; short term disability; long term disability; group life; accidental death and disability insurance for town employees.

Vice Mayor Clark made a motion to adopt the Resolution and it was seconded by Commissioner Cohen. The motion was carried as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

2. DISCUSSION: Building Department Services- Town Manager Muse-Salters/ Public Services Director Larson

Mr. Larson reported with the changes in the Building Department and the amount of staffing, we need to have a contract in place to provide interim services by an outside source. Mr. Larson recommended that we "piggy back" on the City of Parkland. In addition, the Town can use any of the three (3) companies that they use if necessary and we can fill vacancies, until they can be filled by normal means.

Attorney Ryan explained that the City of Parkland had done a selection back in 2017, where they sought plan review and building inspections services. Under the Town's Procurement Ordinance the Town has the option to use the properly selected selections from other communities; which saves the Town the expense. Attorney Ryan reported that he reviewed the City of Parkland's solicitation and believes that it is proper and the Town can "piggy back" on that one and use their selection; as long as the terms and conditions are the same as Parkland's. Attorney Ryan stated the Town can go forward with it.

Attorney Ryan explained the Parkland's agreement is similar to the Town's Engineering Services, that the three (3) highest companies were selected and the Town could use any of the three (3) companies down the line. Mayor Mohammed questioned if this library system would be beneficial for the Town. Mr. Larson agreed with following Parkland's selections.

Attorney Ryan reported the rankings as follows: Calvin Giordano & Associates, C.A.P Government Inc. and Bureau Veritas. Ms. Muse-Salters recommended that the Town enter into hourly rated agreements.

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Attorney Ryan Read a Resolution approving the ranking of the top three firms' Request for Qualifications to provide building plan review and inspection services on an as needed basis; authorizing the appropriate Town officials to negotiate and execute the contracts on behalf of the Town.

Vice Mayor Clark made a motion to adopt the Resolution and it was seconded by Commissioner Cohen. The motion was carried as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

3. DISCUSSION: Fiscal Year 2017-18 Audit-Town Manager Muse-Salters

Ms. Muse-Salters announced that the Town received an email from the audit firm, Grau & Associates requesting an additional \$25,000.00 before they would commence or finish the audit. Ms. Muse-Salters informed them that the new engagement letter must go before the Town Commission. In addition, she requested an itemized statement from them as to what the \$25,000.00 entailed. Ms. Muse-Salters reported that the firm responded "you either approve it or find someone else to do the audit".

Ms. Muse-Salters instructed staff to contact the other towns to find out who their auditors are. She reported that Mr. Daughtrey was going to contact the state to find out where we are with these circumstances. Ms. Muse-Salters declared that the Town of Pembroke Park is going to be respected. Money and checks are not just to be given out and requested that the Commission stand by her. Discussion followed. Ms. Muse-Salters reported that staff was not given any notice as to the auditors not wanting to proceed, staff has reached out several times via email, requesting information on where we are and what can we do. So, tonight Ms. Muse-Salters presented the situation to the Commission and suggested that the Town find a quick audit firm that can come in and complete the audit.

Attorney Ryan gave an update on his meeting with Anthony Grau and Mr. Taubenfeld; which took place two weeks ago. During the meeting Mr. Grau reported that they were just in the position of evaluating the audit until one of the auditors was out of town and when they returned from vacation they would tell us the time table to complete the audit. Attorney Ryan stated that Mr. Grau did not mention an increase during their conversation. Attorney Ryan agrees with the Town Manager that the increase is unreasonable, especially without

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justification. Attorney Ryan explained that Mr. Taubenfeld conveyed that he has sent them information that they requested and that it has not been accessed from their database (portal).

Ms. Muse-Salters expressed, that if a person is not going to meet a deadline then they must inform the other party. Attorney Ryan explained that Grau did inform the Town early on that they were going to be delayed but not did not express it would be this far. Mr. Taubenfeld added that the first indication that they informed the Town of not being able to meet the June 30th deadline was in the middle of June.

Mr. Daughtrey reported from \$38,000.00 to \$63,000.00 is substantial without reason. Mayor Mohammed questioned if the Town could go after them for breach of contract. Attorney Ryan will research the terms of performance. Attorney Ryan suggested that we follow the Town Manager's plan first, to find out what our status is with Florida Department of Administrative Services and then go from that point; once they give an idea of how much leeway we have based on the circumstances, then we can make a decision on our strategy.

Since there was no further business, Vice Mayor Clark made a motion to adjourn the meeting. The motion was carried unanimously by voice vote and the meeting was adjourned at 7:21 P.M.

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.

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY, AUGUST 26, 2019 - 7:00 PM

AGENDA

CALL TO ORDER: 7:13 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	CLERK COMMISSIONER	GEOFFREY JACOBS
	COMMISSIONER	GEORGINA COHEN
	COMMISSIONER	REYNOLD DIEUVEILLE
STAFF:	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ASSISTANT TOWN MANAGER	NEWALL DAUGHTREY
	TOWN ATTORNEY	DAVID SIGERSON
	INTERIM ASST. FINANCE DIRECTOR	HARRY TAUBENFELD
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CONSULTANT PLANNER	MICHAEL MILLER
	BSO LIAISON	CHIEF STEPHANIE COKER
	FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
	CHIEF CODE ENFORCEMENT OFFICER	GEOFFREY LOUIS
PRESENT:	ATTORNEY	ANDRE PARKE

IV. REGULAR AGENDA

7. DISCUSSION: Koininia Worship Center Expansion Project- Consultant Town planner Miller

Mr. Miller provided a brief summary on the expansion of the Koinonia Worship Center located on the South West corner of Hallandale Beach Boulevard and 48th Avenue. Mr. Miller stated that the future plan was to build a main sanctuary building at the southern portion of the site, but a few years back they acquired the vacant lot to the south of the laundry mat whereas they are now considering building on that plat. Mr. Miller discussed with the Koinonia Worship Center Representative that the Conference Plan shows that on 48th Avenue, it has the potential of expanding into a four (4) lane road along with an eighty (80) foot wide section from Hallandale Beach Boulevard to County Line Road and an additional fifteen (15) feet for the right a way, which also follows the Broward County Traffic Ways plan. The representative for the Koinonia Worship Center explained to Mr. Miller that they do not want to grant the additional right away. Whereas Mr. Miller stated that he

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has been in discussion with Public Works and the request was denied. The Public Works Director from the Town stated that they will need to uphold the traffic lane requirement.

A presentation was given by Pastor Jones of the Koinonia Worship Center regarding future plans. Attorney Jones spoke on behalf of the Koinonia Worship Center, and provided a brief summary regarding the questionable plat, whereas she is requesting the Commission to grant them what is theirs and allow them to proceed with their plans to expand without any infringement. The discussion continued.

Mr. Miller stated for the record that the 1957 plat clearly has language dedicating all streets on the plat which was dedicated to the public with a 15 foot right away. The discussion continued.

In response to Mayor Mohammad's questioning, Attorney Ryan stated he was unaware of what the issue was regarding in today's meeting, therefore; he would like the opportunity to review the plat before giving his opinion to the Town. In response to questioning by Mayor Mohammad, Attorney Ryan stated that a motion is not needed; this discussion can be brought back up in the next Workshop Meeting. Mr. Jones asked when the next meeting is scheduled. Mayor Mohammad stated that tentatively the next meeting is scheduled for September 4th at 7:00 P.M. which they are able to attend.

1. SPECIAL PRESENTATION: Special Recognition for Former Commissioner Emma Shoaff- Vice Mayor Clark

The Commission invited former Commissioner Emma Shoaff to present an award in recognition of her years of service to the Town of Pembroke Park as Board Commissioner and as a Code Enforcement Officer. Ms. Shoaff could not attend the ceremony; Mr. Janzer accepted the award and thanked the Town on Behalf of Ms. Shoaff.

2. PRESENTATION: 2019 Mayors National Youth Summit Update- Mayor Mohammed

Mayor Mohammad stated that the kids made a video thanking The Town for allowing them to go to the conference and had brought back ideas they gathered from the conference. Mayor Mohammed stated that they are interested in having a youth committee for the City, and would like to request that in the budget.

Due to technical difficulties the video couldn't be viewed, Ms. Joseph suggested posting on Facebook.

Mayor Mohammad requested to have the "new website" listed on the agenda.

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3. UPDATE: Public Safety- Clerk Commissioner Jacobs/ Chief Coker

Chief Coker stated that the Crime Safety Meeting at the Pembroke Gardens Apartment Complex had a good turnout and stated that the residence got a chance to voice their concerns regarding the safety issues at the apartment complex. Chief Coker met with management and offered suggestions on how to get the apartment complex safer i.e. lighting, gates not working, discussion were held regarding installation of license plate readers. Chief Coker stated that the residents were educated on locking up their cars, taking their valuables out and keeping personal items out of plain view.

Chief Coker explained new programs started by Sherriff Tony. "B.S.O. on Your Block". The programs consisted of Deputies going into a community, parking their cars and talking with the people. Chief Coker stated that Deputies will be patrolling the area by foot and will be giving out "Watch Cards" should they see any violation that could have been avoided. For example, if an unlocked car or valuables are left in plain sight are spotted by a Deputy, a watch card will be left behind so the resident are aware that the Deputies are out in the community. Chief Coker also stated that their District had made their location what is called a "Safe Zone". This is another program where people who purchase off of websites can come sell their stuff in their parking lot to avoid becoming a victim; signs will be hung at entrances. "Crimes Against Animal Abuse" and "No Graffiti" are other programs Chief Coker described whereas signs will be hung and displayed urging the public to call if any of these activities are witnessed. The discussion continued. Large Crime Stopper signs stating "No Dumping" will be ordered, and Chief Coker will schedule a date with Mr. Louis regarding locations to hang up the signs. The discussion continued.

Chief Coker reminded everyone on behalf of Chief Kane to be prepared for the Hurricane. Stock up on water, supplies and check the generators. The discussion continued. Mayor Mohammad stated on record that the building Official Mr. Nunez needs to direct Staff to check the Watkins Elementary Shelter generator, to be sure it is functioning correctly for the hurricane.

In regards to Crime Safety, Vice Mayor Clark stated that the community is very upset, and suggested to the Commission to purchase one or two wireless cameras or to use the cameras we already have and set it up on one of the apartment complex as a test to see what the results are. Commissioner Cohen stated that in an apartment Complex, it's the responsibility of the owner not the Towns responsibility to purchase cameras. Mayor Mohammed stated that the Law Enforcement Trust fund money can be used to purchase the license plate reader than can detect what vehicles are coming in that are stolen. Chief Coker stated that we have gotten hit pretty hard on all apartment complexes. Currently there is an operational plan along 52nd, and over the last month, month and a half, a total of

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fifty two (52) cars have been broken into. The discussion continued. Vice Mayor Clark suggested that Security Cameras be brought up in the next Workshop Agenda.

4. UPDATE: Fire Safety- Commissioner Dieuveille/ Chief Kane

This issue was discussed during item four.

5. DISCUSSION: Status of Town Projects- Vice-Mayor Clark/ Public Services Director Larson

Mr. Laron stated that the additional information that was requested for the Hurricane Damages Grant Packages were sent out.

Vice Mayor Clark provided an Annexation update, and stated that the language went through with the League which is a significant breakthrough; the following step is to take it to the legislature. Vice Mayor Clark stated that he has written Barbara Sharief a letter with questions regarding the Food Forest. Vice Mayor Clark stated that Commissioner Sharief has agreed to meet and is requesting a walk way plan. The discussion continued.

In response to questioning by Vice Mayor Clark, Attorney Ryan stated that no discussion has taken place regarding a Resolution on the lawsuit for the BOS Contracts and that he will contact Attorney Parke because there must have been miss communication. Attorney Ryan stated that he will be attending the BSO meeting regarding the Contract Negotiations on August 29, 2019 at 2:00 P.M. and confirmed that there was a Resolution for Conflict to set a meeting which fell through because the BSO stated that they were not a local Governmental entity therefor a conflict of Resolution was not needed and the meeting was not necessary. The Discussion continued. In response to questioning by Mayor Mohammad, Attorney Ryan stated that this is such a significant action by the Commission that it should be done by Resolution. In response to questioning by Vice Mayor Clark, Attorney Ryan stated that this resolution can be brought up fifteen (15) minutes before the workshop meeting on September 4, 2019. The discussion continued. In response to questioning by Mayor Mohammad, Attorney Ryan suggested that two (2) separate RFP's should be written for the Fire and Police Alternative. The discussion continued.

NON AGENDA ITEM: Revised RFP's for Fire and Police Alternatives – Mayor Mohammad

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

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Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to allow staff to go out for an RFP for Fire Alternatives, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to allow staff to go out for an RFP for Police Alternatives, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

6. SIGN VARIANCE: 3180 Pembroke LLC (Moil)- Public Services Director Larson

Mr. Larson stated that Moil has requested a sign for their new station located on Hallandale Beach Blvd. The sign variance is similar to the other previous signed variance. Mr. Larson stated that he is recommending approval of the sign variance with conditions listed on his report

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to approve signed variances with conditions listed in Mr. Larson's report, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

8. DISCUSSION: Execution of CDBG 45th Year (Preserve Park ADA Restroom Building)- Public Services Director Larson

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Mr. Larson stated that the CDBG contract was issued early this year, which will give the Town more time to complete the project. Mr. Larson is recommending approval. In response to being questioned by Mayor Mohammad, Mr. Larson stated that this bid would be for new building for restrooms on the east side of the Preserve.

Attorney Ryan read the resolution supporting the Execution of the CDBG 45th Year- Preserve Park ADA Restroom Building.

Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to adopt the Resolution, the discussion continued.

In response to questioning by Commissioner Dieuveille, Mr. Larson stated that this is a building which was left open which can eventually be turning into a fully functional building. Mayor Mohammad asked why Public Works isn't looking into utilizing the money allotted to modify or renovate an existing property. Mayor Mohammad explained that the bathroom on 52nd Street needs to be redone completely and the funds from the CBDG can be used for the design phase and the actual renovation of fixing what is there and make it ADA Compliant and repair the issues the building currently has. She stated that The Town is looking into a building for a Community Room and a room for the Eco Agro Center. The discussion continued.

Vice Mayor Clark stated that the Commission authorized Mr. Larson to obtain an Architect to draw up preliminary designs for the old building. Mr. Larson stated that they are currently looking to make the bathrooms ADA compliant and to have classroom areas meet all codes, Mayor Mohammad added to expand the building.

Mayor Mohammad requested the Town Manager and the Assistant Town Manager to look into leveraging money and to find additional funds to do other facilities on the property, possibly to build a usable facility. The discussion continued.

Mr. Larson stated that there was opposition from the CBDG. They stated that this was a maintenance issue, not a construction issue. Mr. Larson stated that the CBDG funds cannot be supplemented towards maintenance and repairs. Mayor Mohammad stated that this is a major renovation not a maintenance issue. The discussion continued.

Mr. Larson requested to the Commission to postpone item number eight (8) to the next Workshop and approach CBDG with an adjustment of scope can be submitted. The discussion continued. Mayor Mohammad requested to schedule a meeting with the Town Manager and the Public Works Director to discuss what improvements are needed. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to withdraw the Resolution, was carried as follows:

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Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

Attorney Ryan stated that this matter will be continued at the September 4, 2019 meeting.

9. DISCUSSION: Request for Letter of NO Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements- Public Services Director Larson

Mr. Larson stated that the NPO has requested Pembroke Park to turn one (1) lane in each direction on Dixie Highway into a pedestrian walk/bike lane from the County Line to Sheridan Street. The request came about because neighboring cities Hollywood and Hallandale has adopted this highway improvement. Mr. Larson stated that a transportation study was conducted and the end result showed that it would not have a significant impact on traffic. Clerk Commissioner Jacobs stated that it would back up Hallandale and Pembroke more so than it already is. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Clerk Commission Jacobs, seconded by Commissioner Dieuveille, to not take any action on a letter of no action, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

10. DISCUSSION: Reaffirming Attorney Fee Reimbursement Policy- Mayor Mohammad

In response to questioning by Mayor Mohammad, Attorney Ryan stated that there was an ordinance adopted in October which provides a clear understanding of what the procedure is in asking for reimbursement of Attorney fees. The discussion continued.

In response to questioning by Commissioner Cohen, Mayor Mohammad stated that there was a date set, but she informed the OIG that there was a Commission meeting being held on the same date, therefore, for the sake of transparency, it was in her best interest to inform the Commission. In response to questioning by Commissioner Cohen, Mayor Mohammad explained that Attorney Ryan cannot attend the OIG meeting as representation because Attorney Ryan represents the Town not the individual. In response to questioning by Vice Mayor Clark, Attorney Ryan stated that the purpose of placing this procedure in the Code of Ordinance was to clarify as to what the procedures are and who qualifies. The discussion continued.

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Vice Mayor Clark stated that he was previously called into meeting with the OIG, and is seeking refund for this attorney fees. For the record Vice Mayor Clark handed the Deputy Town Clerk invoices along with a cancelled check. Attorney Ryan stated that this item should be set on the September agenda. The discussion continued.

At this time Ms. Suzanne Bailey Community Outreach liaison from Broward County Commissioner Sharief's Office introduced herself to the Commission.

11. DISCUSSION: FISCAL Year 17/18 Audit- Town Manager Muse-Salters

The Town Manager stated that the Audit Firm for FY 17/18 is requesting an additional Twenty Five Thousand (\$25,000.00) dollars in order to complete the audit. Ms. Salters stated that she would like to discuss a not to exceed Twenty Five Thousand (\$25,000.00) dollars to complete the audit and is also requesting approval to immediately put out an RFP to obtain another Auditing Firm once this audit is completed. Ms. Salters stated that she will contact the State requesting a thirty (30) day extension to complete this audit.

Attorney Ryan read the Resolution:

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to adopt the Resolution, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to allow staff to go out for an RFP immediately to obtain another Audit Firm, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

12. RESOLUTION: Service Agreement with C.A.P. Government Services for Building Plan Review and Inspections- Town Manager Muse-Salters/ Attorney Ryan

Attorney Ryan read the Resolution:

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Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Vice Mayor Clark to enter into contract negotiations with C.A.P. Governmental, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

13. DISCUSSION: Recommendation for Added Units- ITB 19-03 CDBG 44TH Year PreserveTot Lot Playground- Public Service Director Larson

Mr. Larson stated that this contract needs to be completed by December 31st. The discussion continued regarding the playground equipment. Mayor Mohammad expressed that the equipment picked was not entertaining enough for the children, and stated that the children will get bored. Mr. Larson stated that the issue is the age group that was selected which was six (6) months to two (2) years and this age group causes height and fall limits therefore age appropriate equipment was selected.

In response to questioning by Mayor Mohammad, Attorney Ryan stated that there are time constraints regarding issuing a rebid, and suggested that the Town move forward with this as is and then add Town funding to acquire desired equipment. Mr. Larson stated to purchase as is then work on a change order. The discussion continued.

The commission is in agreement to remove the following playground equipment, the move it panel, the play house and the infant and the toddler grab bar. Mayor Mohammad suggested the purchasing of a spring horse. The discussion continued.

Attorney Ryan stated that once Mr. Larson obtains the equipment list and the Commissions playground recommendations, the contract can then be rewritten adding the equipment and based on the cost whereas the Town elected to pay the difference. The discussion continued.

9. DISCUSSION: DISCUSSION: Request for Letter of NO Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements

A motion by Vice Mayor Clark, seconded by Commissioner Dieuville, to reconsider item # 9 to do nothing, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuville	Yes
Commissioner Cohen	Yes

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Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

A motion by Clerk Commission Jacobs, seconded by Commissioner Dieuveille, to not take any action on a letter of no action, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	No
Mayor Mohammad	Yes

I. CONSENT AGENDA

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda item numbers 1-6 and item numbers 8-11, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

1. Bills Over \$500.00 – Finance Department

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

2. Proclamation: Chief Joseph Aina Obadeyi Day - Mayor Mohammed

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes

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Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

3. Proclamation: - Bertha Kaplan Day- Mayor Mohammed

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

4. Proclamation: Captain Raymond Kerr Day – Vice Mayor Clark

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

5. Authorizing Town to Waive \$500.00 Penalties for Just Insurance Brokers

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

6. Authorizing Town to Waive \$250.00 Penalties for Lift Masters

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
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Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

8. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO EXECUTE AND DELIVER THE REVISED FISCAL YEAR 2019–2020 WORK ORDER WITH FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING AND DIRECTING THE PUBLIC SERVICES DIRECTOR TO EXECUTE AND DELIVER THE WORK ORDER FOR AND ON BEHALF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR FUNDING AND ADMINISTRATION OF 44TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR PEMBROKE PARK PRESERVE TOT LOT; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID FIRST AMENDMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

Mr. Larson stated that The First Amendment is a time extension and signatures are needed before the expiration date.

AUGUST 26, 2019

10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING DONATION OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE INTERLOCAL AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR OPTIONAL COUNTY SERVICES FOR KEEP BROWARD BEAUTIFUL, HOUSEHOLD HAZARDOUS WASTE AND ELECTRONICS, AND BULK TRASH AND YARD WASTE DROP-OFF PROGRAMS; AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID INTERLOCAL AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

7. Authorizing Town Staff to Visit the Urban Food Forest in Atlanta, Georgia in the Amount Not to Exceed \$1,500.00 – Vice Mayor Clark

A motion by Vice Mayor Clark, seconded by Commissioner Dieuville to Authorize Town Staff to Visit the Urban Food Forest in Atlanta, Georgia in the Amount Not to exceed \$1,500.00, was carried out as follows:

Commission Cohen stated that she voted against this agenda item due to her concern was that there is a Hurricane coming and that the Director of Public Works should be available during that time to monitor the pumps.

AUGUST 26, 2019

In response to questioning by Mayor Mohammad, Ms. Joseph stated that the visitation to the Urban Forest in Atlanta, GA is tentatively set for Thursday September 26th and Friday September 27, 2019. Ms. Joseph stated that an emergency could occur at any time whereas the dates of travel are open. Mayor Mohammad stated that there is a Public Works Assistant who is a licensed engineer that can monitor the pumps. Commissioner Cohen expressed her issues concerning inexperienced staff members and lack of knowledge. The discussion continued.

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

II. REMARKS FROM THE GENERAL PUBLIC

None

III. PUBLIC HEARING AS SCHEDULED

None

V. COMMISSIONER COMMENTS

Clerk Commissioner Jacobs is requesting to move the Workshop Meeting from September 4, 2019 to September 9, 2019. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille move the Workshop from September 4, 2019 to September 9, 2019 at 7:00 P.M., was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

VII. PERSONNEL COMMENTS

NON AGENDA ITEM: Purchasing New Chairs for the Commissioners Chambers- Admin Service Director-Natasha Joseph

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

AUGUST 26, 2019

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

Ms. Joseph stated that she would like to purchase new chairs for the Commissioners Chambers; Ms. Joseph stated that she has had these chairs are fallen apart, she had had them reupholstered, cleaned several times. The discussion continued.

A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to authorize Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

In response to questioning by Mayor Mohammad regarding construction moving the Building Department to the Main office on the first floor, Mr. Larson stated that a cost estimate has not been received for the amount of work. Mr. Larson stated that the cost amount is unknown therefore it is uncertain if this project should be put out for bid or to obtain proposals. The discussion continued. Mr. Larson recommended that this project be completed by an outside contractor and not completed by staff. Mayor Mohammad wanted to make sure that this was moving forward, Mr. Larson stated that the discussed adjustments need to be made.

NON AGENDA ITEM: Proclamation for Five (5) Pastors

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to authorize staff to make proclamations for Five (5) Pastors, John L. Moren Jr., Sonia Smith, Bishop David O'Brien, Ellis Appostle, Stephanie Clark, Ester Rodney Young and Bishop Danny Smart, was carried as follows:

AUGUST 26, 2019

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

Commissioner Cohen stated that she was very pleased with the water level and wanted to thank Mr. Larson and The Town Assistant Manager for their assistance.

VI. ATTORNEY COMMENTS:

Attorney Ryan stated that Motions for Non-Agenda items should not be utilized for expenditures of funds. Attorney Ryan stated that unless the expenditure is an absolute emergency should it be brought up at the Workshop as a Non-Agenda item. Expenditures should be brought up at the workshop so that all Commissioners get an idea of what is being purchased, so there is a record for expenditures and what department the funds are coming from and input of the Finance Dept. The discussion continued.

A motion by Commissioner Cohen, seconded by Vice Mayor Clark, to reconsider authorizing Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, authorizing Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

IX. TOWN MANAGER

At this time, Ms. Salters stated she had a few items to share. Wednesday, August 28th at 9:00 A.M. there is a Staff Meeting being held and a continental breakfast will be served.

Thursday, August 29th she will be walking the drain plan with Mr. Larson, Mr. Daughtrey and the General Contractor to take a first-hand look at the drainage situation.

AUGUST 26, 2019

Monday, September 9th Ms. Salters would like to set up a meeting with everyone to review the budget line by line including the Budget Finance Director and the Assistant Town Manager. Ms. Salters stated that everyone received a wish list form via e-mail from the Budget Director regarding the budget and requested to have this form returned as soon as possible to assist in finalizing the budget.

Ms. Salters stated that an email went out regarding an update on the Survey and job description. In the preliminary findings it was suggested that the Town put a job freeze on hiring until the assessment is completed. Ms. Salters noted that the job freeze did not affect the Building Official advertisement and the two (2) people that were already hired. The discussion continued. In response to questioning by Commissioner Cohen, Ms. Salters stated that the current Building Official is working full time for the City of Hallandale Beach which is why C.A.P. is being utilized.

Mayor Mohammad suggested that a schedule for the Parks be created because they are short staffed. Ms. Salters stated that she will create a schedule. The discussion continued.

In response to being questioned by Mayor Mohammad, Ms. Joseph stated that the Human Resources Selection Committee has received the four (4) submitted proposals and that Commissioner Jacob is the lead Commissioner on this. The discussion continued.

VIII. EMERGENCY ITEMS

None

X. ADJOURNMENT: Mayor Mohammed

Mayor Mohammed requested to adjourn the meeting. Motion made by Vice Mayor Clark to adjourn the meeting. In a roll call vote, the motion passed unanimously. Mayor Mohammed adjourned the meeting at 10:04 P.M.

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK
MONDAY SEPTEMBER 9, 2019 – 6:00 PM

AGENDA
CALL TO ORDER – 6:12 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	COMMISSIONER	GEORGINA COHEN
	COMMISSIONER	REYNOLD DIEUVEILLE
STAFF:	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CHIEF CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
	BUDGET/FINANCE DIRECTOR	HARRY TAUBENFELD
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ASSISTANT TOWN MGR.	NEWALL DAUGHTREY
ABSENT:	CLERK COMMISSIONER	GEOFFREY JACOBS

MEETING ADJOURNED: 6:16 P.M.

MEETING RESUMED: 6:22 P.M.

1. PUBLIC HEARING: Monday, September 9, 2019 - 6:00 PM- Tentative Budget and Millage Rate for Fiscal Year 2019/20- Mayor Mohammad/ Attorney Ryan

Budget and Finance Director Harry Taubenfeld provided a handout and presented a brief summary of the FY 2019-2020 Tentative Budget and Millage Rate report to the Committee Members (copy attached). Mr. Taubenfeld presented the budget in two components- the General and the Enterprise Fund budget. Mr. Taubenfeld stated that current Millage Rate for the Town is 8.50.

Mr. Taubenfeld indicated that the General Fund was estimated at \$11,762,000.00 of which an Expenditures and Expenses was estimated at \$12,581,000.00 leaving a deficit estimated at \$819,669.00. Mr. Taubenfeld stated that a transfer in the fund balance reserves was initiated. Mr. Taubenfeld reiterated that the determined number was compiled with information received by all department heads.

Mr. Taubenfeld gave a detail review of the cost associated with the Enterprise Budget Fund which includes the Sewer and Storm Water Fund. Mr. Taubenfeld stated that the Sewer budget balance is \$6,386,690.00 and a deficiency of \$275,000.00.

In response to Commissioner Dieuveille, Mr. Taubenfeld stated that Governmental Revenue comes from Federal Emergency Management Agency (FEMA) Grants. The discussion continued.

Mr. Taubenfeld reviewed all line items in the 2019/20 General fund Budget Report. The discussion continued.

Mr. Taubenfeld stated that by recommendation of the Town Manager, a forecasted budget was created for FY 2021, 2022 and 2023. Ms. Salters stated that the objective for such a tight budget was to identify where the Town was falling short. Vice Mayor Clark wanted to point out that Public Safety is \$6,532,842.00 which is greater than the \$6,147,050.00 Ad Valorem Taxes. Vice Mayor Clark stated that as much as the Budget is being cut, Public Safety remains to be important and stated that this is outrageous. The discussion continued. Ms. Salters stated that all services remain the same, as a full analysis is pending. The discussion continued.

Attorney Ryan stated that all motions will be addressed at the end. The discussion continued.

Mr. Taubenfeld reviewed the Capital Outlays and Equipment, whereas he mentioned two major expenses. The Town Hall Hardening Project which was listed as an estimate of \$684,750.00 less the 75% F.E.M.A Grant. The second project was listed as Hardware and Software Replacement project totaling \$226,000.00. The discussion continued.

Mr. Taubenfeld reviewed the Capital Projects budget whereas he stated that there were two main Community Development Block Grant (CDBG) projects for the Tot Lot Playgrounds. Mr. Taubenfeld stated that the projects totaled a maximum \$171,000.00 in expense against \$125,000.00 in revenue. The discussion continued.

Mr. Taubenfeld continued reviewing line items for the Sewer fund which was broken up into two sections, Operative Revenue which are monies collected from the sewer service charges and Non-Operating Revenue which are impact fees that are estimated to be collected in the upcoming year. Total revenue for the Sewer Fund is a total of \$2,962,589.00. The discussion continued.

Mr. Taubenfeld reviewed the Sewer Fund Expenses line by line.

In response to questioning by Mayor Mohamad, Mr. Larson replied that the lift station at the White Apartments located in Hallandale is not budgeted. Mr. Larson stated that are considering this as an interim project, to allow connection temporarily to the system until we install the lift station in which at that time, it was agreed upon to connect it back over. In response to questioning by Mayor Mahammad, Mr. Larson stated that the master plan amendment needs to be completed before the lift station is installed. In response to questioning by Mayor Mohammad, Mr. Taubenfeld confirmed that the master plan is

budgeted for the upcoming fiscal year. Mr. Larson stated that when the design is completed, there are reserves for construction in that account. The discussion continued.

Mr. Taubenfeld reviewed the line items for the Storm Water Fund budget in which he stated that there are two different projects this fiscal year, John P Lyons Phase II and the SW 25th Street Stormwater Improvements. Total Revenue for the Stormwater fund is an estimated total of \$1,614,882.00 against an estimated \$2,100,000.00 expense resulting in a deficit of estimated \$500,000.00. Due to the shortfall, line item for Use of Fund Balance Reserve \$275,000.00 to cover the deficit. Mr. Larson stated that this would come from the revenue in the account for the Capitol items that were being saved up to carry out these cost matches. Per Mr. Taubenfeld, The total expense is \$3,424,000.00 in outstanding revenue. The discussion continued.

COMMISSIONER COMMENTS:

None

PUBLIC COMMENT:

At this time, Mayor Mohammad asked if there was anyone in the audience that wanted to speak regarding the Budget as presented.

None

Mayor Mohammad entertained a motion. A motion entered by Vice Mayor Clark, seconded by Clerk Commissioner Dieuveille, to amend the budget as stated previously on the record which is under Agro Eco Programs Center, that we add a Walk-A-Thon and One Blood, was carried as follows.

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commission Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Mayor Mohammad entertained a motion. A motion entered by Vice Mayor Clark, seconded by Commissioner Jacobs, to amend the tentative budget, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes

Mayor Mohammad

Yes

Mayor Mohammad entertained a motion. A motion entered by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to adopt and Millage rate of 8.50, was carried as follows:

Vice Mayor Clark

Yes

Clerk Commission Jacobs

Yes

Commissioner Cohen

Yes

Commissioner Dieuveille

Yes

Mayor Mohammad

Yes

ANNOUNCEMENT:

Mayor Mohammad proposed that the Millage rate will be 8.50 Mills for this fiscal year and it exceeds the rollback rate of 8.3601 Mills which exceeds by 1.67 %.

The next budget is tentatively scheduled for September 23, 2019 at 6 P.M.

Since there was no further business, Vice Mayor Clark made a motion to adjourn. The motion was carried unanimously by voice and the meeting was adjourned at 7:13 P.M.

WORKSHOP COMMISSION MEETING TOWN OF PEMBROKE PARK

MONDAY, SEPTEMBER 9, 2019 - 7:00 PM

AMENDED AGENDA

CALL TO ORDER: 7:33 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	COMMISSIONER	REYNOLD DIEUVEILLE
	CLERK COMMISSIONER	GEOFFREY JACOBS
	CLERK COMMISSIONER	GEORGINA COHEN
STAFF:	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	TOWN ATTORNEY	ANDRE PARKE
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CHIEF CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
	BUDGET/FINANCE DIRECTOR	HARRY TAUBENFELD
	INFORMATION TECH DIRECTOR	MARK PAKULA
	INTERIM BUILDING OFFICIAL	MIGUEL NUNEZ
	BILLING CLERK	MICHELLE GROOMS
	ASSISTANT PUBLIC WORKS DIRECTOR	MARIAM JACQUES
	TOWN PLANNER	MICHAEL MILLER
	FIRE SAFETY	CHIEF KANE
	BSO LIAISON	LIEUTENANT DE GIOVANNI
ABSENT:	PUBLIC SAFETY OFFICER	CHIEF COKER

NON-AGENDA ITEM:

Mayor Mohammad opened the meeting stating that there was nothing regarding the Koininia Worship Center Expansion on tonight's Agenda but expressed that they are welcome to attend the meeting. Pastor Jones was given the opportunity to express his thoughts and feelings about not being on the Agenda. Mayor Mohammad recognized and apologized to those constituents for not being on the Agenda. She stated that it was discussed in a previous meeting that Counsel from both sides need to coordinate a convenient time and date to review the matter before being placed on the Agenda.

MEETING ADJOURNED: 7:42 P.M.

MEETING RESUMED: 8:01 P.M.

15. DISCUSSION: Authorizing Sachs Sax Caplan to Commence Litigation in Respect to the Broward Sheriff Office Contracts- Lead Attorney Parke/ Attorney Ryan

Attorney Parke stated that an agreed Resolution was created by Attorney Ryan, and this would provide authorization to move forward with litigation. In response to questioning by Mayor Mohammad, Attorney Park stated that the resolution will be ready for Commission approval on Wednesday.

13. DISCUSSION: Legislative Update- Vice-Mayor Cark/ Attorney Sigerson

Attorney Sigerson stated that the Legislative season begins next Monday with the interim committee meetings. Broward Legislative Delegation had their elections whereas Rep. Shevrin Jones was elected as Chair and Senator Perry Thurston, Jr., was selected as Vice Chair. Attorney Sigerson stated that he will be drafting a bill which will be shopped in Tallahassee next week, whereas all directions will be worked on, Mr. Bill Helmich is working on a House Sponsor, and Mr. Richard Coasts will be working on procuring a Senate Sponsor and meeting with our Lobbyist that represent our partner city for last year Legislative efforts on Annexation. Attorney Sigerson stated that he has met with the Towns Assistant Town Manager who had suggestions about contacting other cities which has been accomplished. In responding to questioning by Vice Mayor Clark, Attorney Sigerson stated that the League of Cities was a success and that Vice Mayor Clark is the Committee Chairman for the subcommittee on Annexation whereas at the League of Cities policy meeting, our language was adopted supporting our position on Annexation, it was the number two priority and it, our policy position was picked second. The discussion continued.

In response to questioning by Attorney Sigerson, Mayor Mohammad stated that a Special Meeting can be scheduled regarding Projects including Connie and a Planning Meeting can be scheduled this month including the Lobbyist and Commissioners. The discussion continued.

12. DISCUSSION Capital improvement Plan- Vice Mayor Clark/ Public Services Director Larson

Mr. Larson stated that he has incorporated old projects, and new projects Mayor Mohammad and Commissioner Dieuveille suggested into the current Project List. The discussion continued.

7. DISCUSSION: Information Technology Update – IT Director Pakula

a. Town Holiday Party

Commissioner Jacob stated that there are three locations they were looking into the for the holiday party, The place it was held last year Prego Viva, Marco Polo on the Beach and GG's on the Beach. Mr. Pakula and Commissioner Jacobs agreed that GG's would be the best location to have the Holiday Party with a tentative date being the first or second week in December on a Monday or Tuesday, with a limitation of 75 people. Commission Cohen asked if 75 guests equaled a total of

\$3,225.00, Commissioner Jacob stated that the higher end option is a total of \$4,350.00. In response to questioning by Commissioner Cohen, Mayor Mahammad stating that this event is budgeted. Commissioner Jacob clarified total amount for 75 guests is \$4,275.00. Mr. Pakula suggested that the commission set the policy. The discussion continued.

b. Town Website Redesign

Mr. Pakula stated that there are three companies regarding the Towns Website Redesign, Civic Plus, Municode and Granicus. Mr. Paluka recommended Civic Plus because they offer a good design phase and provide a 3rd party called Audio Eye which will make us level 3 ADA compliant on every part on our website. Mr. Pakula stated that each department can update their particular web site page, has the approval process so things cannot get posted unless there is supervisor approval, it is also user-friendly, and it could act as the gateway for our public portal down the road.

Mr. Pakula stated that the total cost would be \$18,500 for the first year and \$7,500.00 annually. This price includes an every four year redesign built into the price no additional cost. Mayor Mohammad commented on on-line billing where as Commissioner Jacobs stated that he was just researching the North Miami website and noticed how easily accessible on-line billing is on the front page. Mayor Mohammad stated that there were two items to be researched, on-line billing, Laser Fish and Public Access portal. Mr. Pakula stated that once that is set up a public records search can be done through laser fish, and the document that is public record can be printed or downloaded right from the site. Staff would not be involved at all except for entering in documents on the backend which he will be discussing next month regarding quotes obtained regarding laser fish and scanning. Mr. Pakula continued stating that we are using a company called Audio Eye that is in conjunction with Civic Plus that monitors the website to make sure we are always ADA compliant with no additional cost.

In reply to questioning by Commissioner Jacobs, Mr. Pakula stated that this will not do search engines in optimization, a separate company would need to be hired on but that is not included, but all social media is tied in and there will also be google search engine tied into the website. The discussion continued. Commissioner Jacobs reiterated that the one year investment would be \$19,200.00; they are charging \$11,200.00 for the website development, an annual fee of \$4,500.00 and Audio Eye subscription for \$3,500.00. Mr. Pakula stated that we are paying Civic Plus for Audio Eye, and if Audio Eye was hired to do ADA Compliant alone, the cost would be \$15,000.00, which The Town was given a substantial discount. The discussion continued. In response to questioning by Commissioner Jacobs, Mr. Pakula stated that the annual cost would be \$7,300.00. Mayor Mohammad clarified stating that the cost would be \$8,000.00.

Mayor Mohammad suggested to Commissioner Jacobs to watch the video to see that this will be a non-issue when doing a comparison. Mr. Pakula stated that a quick demo can be presented to Commissioner Jacobs, Commissioner Cohen stated to have a presentation for the whole

Commission. Mayor Mohammad asked Commissioner Cohen which would like to have a presentation on each company or on the company which the Committee selected. Commissioner Cohen stated that she would like to see a presentation for the company that was selected by the Committee. Mr. Pakula stated that it will be presented to the Commission for revisions and once completed, there will be a presentation presented.

c. Adobe Acrobat Pro license

Mr. Pakula stated that this item is budgeted and is part of getting ready for the Office 365, which consists of a license for all Town users. This is a Cloud based Adobe Acrobat which will keep the Town updated with updates from Adobe. Mr. Pakula stated that he is recommending PCMG verse CSPI due to lower pricing, both have the same licenses.

In response to questioning by Attorney Ryan, Mr. Pakula stated that the difference between the free adobe on line and this adobe is that this application has creating a document features, editing a document, placing fields within a document and they offer support, whereas the adobe offered free online is basically a read only application.

Mayor Mohammad asked if it was ok putting this on the consent, Ms. Joseph stated that she has already posted the agenda therefor she will amended it.

d. Computer Hardware Scanners

Mr. Pakula stated that these are for the Building Department to utilize with Laser Fish and digitalize all documents. Mr. Pakula stated that they are purchasing a high speed scanner, design jet HPTA 30 and Fijitsu scanner which will allow the department to go paperless with the new system. The Building Department will have the capability to scan plans to digitalize the documents and will be charging a printing fee to have their documents printed.

In response to questioning to Mayor Mohammad, Mr. Pakula stated that we are purchasing three Fijitsu scanners which are desk top scanners, an HP flatbed scanner to scan plans, and an image formula DRG 1100 desktop high speed scanner for basic and legal size documents that will be utilized with laser fish. Mayor Mohammad asked which printer will have blue print scanning capabilities. Mr. Pakula stated that the HPTA 30, 36 inch Design Jett will have those capabilities. In response to questioning by Mayor Mohammad, Mr. Pakula stated that this is a budget item and is recommending on purchasing the cannon document scanner from CDWG and the Fijitsu and the Hewlett Packard from SHI.

e. Micro Computers

Mr. Pakula stated that these are small computers that can fit in the back of the T.V.'s that were ordered. Mr. Pakula stated that the micro computers are 8'X6', wireless keyboard and mouse are

included. In response to questioning by Mayor Mohammad, Mr. Pakula stated that these computers budgeted and can be connected to the server. Mr. Pakulas recommendation is to purchase from Dell. The discussion continued. Mayor Mohammad requested to change the name on the Dell account. Mr. Pakula said he would take care of that tomorrow.

f. Computer Purchases

Mr. Pakula stated that The Town needs to purchase new computers before January 14, 2020 due to the fact that Window 7 Computers will become obsolete, Microsoft will no longer offer any updates and this will be a security breach. Mr. Pakula submitted a quote consisting of 18 computers, a few monitors along with sound bars to go with them. In response to questioning, Mr. Pakula stated that only 6 monitors were ordered because a lot of the monitors we are currently utilizing are in good condition and that only cable need to be changed. Mr. Pakula stated that this is a budgeted item, and that Windows 10 works better with Office 365 and that he is recommending going with Dell.

Mayor Mohammad made an inquiry as to when the Town will switch the operating systems on the server and utilizing the slim line? Mr. Pakula stated that this is what you wanted with office 365. Mr. Pakula gave an update stating that he received the scope of work today and is going to send it to two other vendors and hopefully will be able to put that on the agenda next month. The discussion continued.

g. Document Imaging project.

Mr. Pakula stated that he contacted the vendors trying to negotiate services for under \$25,000.00, however with the feedback received; Mr. Pakula stated that this needs to go out for bid. Mr. Pakula informed the Commission that there is a meeting scheduled for tomorrow with the Town Manager, the Assistant Town Manager and Ms. Joseph to review the RFP to send it to Legal. Mr. Pakula stated that originally his project was running between \$60,000.00 to \$100,000.00, but because of the different ways to scan and the utilization of training staff to scan, the cost has dropped to \$20,000.00 to \$30,000.00, which is a cost savings.

Mr. Pakula stated that once this is set up, people from other departments will be able to scan from copiers but this high speed scanner for now, will be utilized to catch up with the scanning. In response to questioning by Mayor Mohammad, Ms. Joseph stated that this is an item that was asked to be discussed. Mr. Pakula stated this was an update. Ms. Joseph stated that originally Mr. Pakula thought quotes can be obtained under the threshold. Mayor Mohammad asked if this item needs to be re-authorized to move forward with the RFP. Mr. Pakula stated that we are still moving forward with the RFP.

10. DISCUSSION: Fire Safety – Chief Kane

Chief Kane stated that he has the numbers for July only, because of the storm he was not able to reconcile August data. Chief Kane stated that for the month of July, there were 10 structured fire in the Town, 32 vehicle accidents, 88 sick/injured calls, 4 service calls and 20 alarms, totaling 154 calls for the Town. Commissioner Cohen asked if these numbers were for Pembroke Park or both. Chief Kane stated this was just for the Town. Chief Kane clarified that a structural fire doesn't need to be a raging fire, but it can be a pot on the stove. Chief Kane stated for the record that he gave Commissioner Dieuveille the document.

Post storm Dorian, Chief Kane stated that our Fire Marshall and Inspectors visited the Assisted Living Facilities (ALF) in town. Chief Kane stated that they were checking for fuel levels and making sure that the generators were in working condition. After the storm, the ALF's were revisited and to see if they were on FPL Power. Which they were, Chief Kane stated no issues there. Chief Kane stated that there was also a street by street check to make sure there were not any power lines down and that was no issues with safety, all was clear. Overall Chief Kane stated that there were no pre or post issues.

Commissioner Cohen asked if the Fire Department had any plans on going or set up for the Bahamas. Chief Kane stated that they can be a collection point however they are not in the distribution business, if people want to drop off not perishable items, it can be stored Chief Kane continued to state that they have the ability to have it picked up and retrieve from the station, but space is limited. Chief Kane stated that large quantities cannot be received because then it becomes a logistical issue with having vehicles in and out trying to retrieve the stuff depending on how much is received at one time. If the town wants to utilize the station as a delivery point, we will assist, however if there isn't anyone at the station, the station is locked and shut down which could pose a problem. The discussion continued. Chief Kane suggested that if the Town wanted to partner up, it can be worked out.

Commissioner Cohen asked if the Fire Department is going over to the Bahamas. Chief Kane stated that prior to Dorian; four members of the Urban Search and Rescue which is Task Force Team and four members of the Swift Water Rescue Team were deployed outside and inside the USA. Chief Kane stated that if there is request at the Federal Level, then a team would be sent. The discussion continued. Chief Kane stated that there is plenty of help and that the issue it's the logistical issue, clearing roads, house the volunteers, bring in supplies, clearing runways, clearing where the ships need to dock, it takes time. There are always 2 or 3 days after a storm before any kind of relief supplies can be brought in. The discussion continued.

Commissioner Cohen asked if they are doing a lot of the pickups in Dania and where exactly is that location. Chief Kane stated that Dania Beach Fire Station 1, the Town asked that the Fire Station be a collection point for receiving nonperishable items. Strictly just a depo for drop offs; the city has

orchestrated a truck to come and pick up the items and have them deliver to another site where they can be distributed to the Bahamas.

9. DISCUSSION: Public Safety- Chief Coker

Lieutenant Christopher De Giovanni Executive Officer for the South Broward District stepped in for Chief Coker. Lt. De Giovanni provided the Commission with an update on the DLE side of the BSO Operation. Lt. De Giovanni stated that they opened up but were temporary closed for Hurricane Dorian with anticipation of the track heading out way. Lt. De Giovanni explained that the shutters are still up because there are three more systems out in the ocean; and they are being monitored before the shutters are taken down, but the lobby is open. The Discussion continued.

Lt. De Giovanni stated to the Commission that the Crime Report was sent last Friday, and hoped that they had a chance to review it.

Lt. De Giovanni stated that the Police Explorers came in second place in all the state of Florida on their Delegates trip. The discussion continued.

Lt. De Giovanni stated that three Police Explorers are in the graduating program and are in the application process with the BSO. One was hired; the other 2 are soon to be hired. Lt. De Giovanni stated that this is a win when it's a positive alternative for youths in the community.

4. DISCUSSION: Business Tax Receipt and Bill Update – Business Tax/ Billing Clerk Grooms

Ms. Grooms stated that she is focused on renewals and is that the renewals are 50% completed.

5. DISCUSSION: Building Department Update-Interim Building Official Nunez

Mr. Nunez presented that the conditions received for the month of August. Mr. Nunez stated that they received a Community Assistance visit from FEMA to discuss the Flood Plan Management Ordinances and the property they identified as interest that were below the flood zones. Mr. Nunez stated that 2 out of 6 properties were identified during the one on one meeting, 4 were discussed and identified work was done without permits and is currently working with code enforcement to solve the issues. Mr. Nunez stated that he included this in his report.

Mr. Nunez stated that in comparison to last month, it has been a steady flow. There were 10 permits issued, inspections went up and the visits to the counter have remained the same. He explained that inspection numbers have been 122 structural, 104 mechanical, 109 electrical and 28 plumbing totaling 303 inspections. Mr. Nunez stated that according to the Budget/ Finance Director, revenue has had an increase of \$610,219.00 which is a 34.41% of the projected revenue. The discussion continued

Commissioner Cohen and Mayor Mohammad stated that they do not have a report. Mr. Nunez stated that it was submitted. The discussion continued

Mr. Nunez continued to provide an update regarding the monthly expenses. He stated that expenses went up to \$391,461.00 which is 97.81% of our budget item, which the Building Department will be expecting to fulfill the budget with a surplus.

Mr. Nunez provided an update on Mega Town Projects. He stated that Seneca had several units completed and the certificates of occupancy were issued. They are still waiting for the Pembroke Plaza to resubmit paperwork after the 1st round of cycle reviews. The temporary Certificate of Occupancy was issued to the Value Store, still waiting for the final, which was requested.

6. DISCUSSION: Code Enforcement Department Update- Chief Code Enforcement Officer Louis

Mr. Louis stated that he submitted his report regarding the status of the Code Enforcement for the month of August. Mr. Louis stated that there were 9 new open cases which included trash and debris, overgrown vegetation, signs etc. Mr. Louis stated that Hurricane Preparedness was added. Everything was secured and everything was removed in case of the storm. Mr. Louis stated that six ongoing cases and other new cases on the board are moving forward.

In regards to County Line Residence LLC, Mayor Mohammad asked if they have paid for the services we provided. Mr. Louis stated that no they haven't paid as of yet, but that he gotten the information from Public Works as to how much to bill them. Mr. Louis stated that he will be sending out the invoice via email and certified mail.

Mayor Mohammad asked Mr. De Giovanni if they could get them to cut the PAL before Code Enforcement is sent out. Mayor Mohammad explained that the side walk, the grass sits about 4 feet high and it is covering up the signs that say PAL. Mayor Mohammad also stated that we need a weed and feed ordinance. In response to questioning by Mayor Mohammad, Mr. De Giovanni stated that the actual PAL is utilized the school property which is owned by Lake Forest Elementary, and as far as responsibility of lawn maintenance is he is not sure who is responsible for that. Mr. De Giovanni stated that he will contact Deputy Guadalupe and will iron that out. The discussion continued.

Mr. Louis stated that another vehicle for the Code Enforcement Department which was budgeted for the fiscal year 18/19. Mr. Louis stated that he is recommending an SUV to be able to load more items and transport items easier than it is with a Sedan. Mr. Louis stated that he is requesting a GMC Terrain which is a mid-size SUV, but he has a couple of suggestive sedan alternatives in the event the Commission elects not to go with an SUV. Mayor Mohammad clarified that Mr. Louis is requesting the GMC Terrain over the Chevy Equinox. Mr. Louis agreed. Commissioner Cohen asked if the price of the vehicle was \$23,000.00 or \$24,000.00, Mr. Louis stated that with the additional equipment which includes back up cameras, alert assist and other safety features. Mr. Louis stated that the final price of the vehicle would be \$23,764.00. The discussion continued.

Mayor Mohammad stated when purchasing a vehicle, order a vehicle that has standard up to date items included. Mr. Louis stated that an option would be to have what is called the Driver Convince package which costs an additional \$1,373.00. The discussion continued. Mr. Louis suggested that another option would be to roll the funds from this fiscal year to next fiscal year so that additional options and packages can be obtained. Mayor Mohammad stated that she isn't opposed to an SUV, she is requesting that it should have 20th Century Technology. The discussion continued.

Mayor Mohammad stated to get additional pricing and please add to the Agenda for next week. The discussion continued. Commissioner Cohen asked if this was a budgeted item. Mayor Mohammad replied stating that this was a budgeted item. Mr. Louis stated that he will schedule a meeting with Mr. Larson regarding pricing.

1. DISCUSSION- Approval of Bills \$500.00 – Finance Department

Mr. Taubenfeld stated that the bills totaled to be \$86,151.00. Mr. Taubenfeld stated in regards to the discussion about the Commissioners Pension Plan, what was budgeted was \$91,000.00; the actual premium amount was \$37,362.00, which is currently sitting in the bills over \$500.00. Mr. Taubenfeld stated that he was not able to obtain any back-up as to the difference, but was told that the Commission did approve a payment of \$91,000.00. Commissioner Cohen asked what the \$91,000.00 was for. Mr. Taubenfeld stated that it was for the Commissioner Pension Fund, but stated that this was done before his arrival. Mr. Taubenfeld explained that what can be viewed is the actual premium payment of \$37,632.00. Mayor Mohammad stated that she suggested at the end paying the premium and because this was under funded, based on what remains, that additional funds can be used to pay against that shortfall. Commissioner Cohen stated that there are not any Attorneys listed. Mr. Taubenfeld stated that this is the list he was provided. Mayor Mohammad stated that he will have an updated report for the next meeting. Joseph stated that meetings are two weeks apart. Mayor Mohammad stated that she was looking on the report for the hurricane Supplies purchased and couldn't find them. Mr. Taubenfeld stated that if the supplies were purchased via credit card that they would not show up on this report until the credit card statement drops.

2. DISCUSSION: Finance & Budget Update – Finance Department

Mr. Taubenfeld stated that this is a new report for him and that this information is provided to the Commission on a monthly basis which includes the summary of the bank balances as of month end and includes the report showing the total sick hours and comp time for all employees of the town. Mayor Mohammad asked if this was employee buy back month. Mr. Taubenfeld stated that this was completed last month. At this time Mayor Mohammad asked if anyone has any questions regarding the Budget performance sheet.

3. DISCUSSION: Authorizing Expenditure from the Law Enforcement Trust Fund – Finance Department

Mr. Taubenfeld explained that the report reflects the expenses as it relates to the book bag giveaway. Mr. Taubenfeld stated that in addition to those expenses, that there was a bill skipped for the Blood Drive that was held in February totaling \$59.34. Mayor Mohammad suggested to Mr. Taubenfeld that when he is presenting current expenditures, if a running total can also be presented as to what has been spent.

11. DISCUSSION: Status of Town Projects- Vice Mayor Clark/ Public Service Director Larson

a. Metropolitan Planning Organization (MPO) – Surtax

Mr. Larson stated that there was an MPO Surtax meeting last week, and the funds for the Surtax are coming in. Mr. Larson stated that they are using almost 2 years of funds for the first go around equaling to about \$137 Million Dollars for projects that are pre placed into the preapproved list. Mr. Larson stated that he would like to enter into the system and see if the funding is released the first time around. Vice Mayor Clark asked if there was a list so the Commissioners to see. Mr. Larson stated that on the last page of his status report has the list of the projects. Vice Mayor Clark stated that a Resolution is needs to go the MPO to say that we are moving forward with these projects. Mr. Larson stated that an authorization to enter them into the system is what is needed now. If selected, a Resolution is needed to support them.

b. Safe Neighborhoods: Security Cameras

Vice Mayor Clark provided a history of how this item emerged. Vice Mayor Clark recognized that there are pockets of problems, and suggested that moving forward to discuss with other parties on how we can come up with some general policies and principals on how to deal with these problems in the communities. Vice Mayor Clark stated that he has attended their Annual Homeowners meeting for the past two years and that it was the same problem. Therefore he suggested that we move forward with this.

Mr. Larson stated that a final decision regarding the renovations on the first floor for the Building Department needs to be made regarding moving the staff. The discussion continued. Commissioner Cohen stated that she would like Mr. Larson to explain what exactly is to be done. Mr. Larson stated that they are upgrading the old Administrative area and making it ready for the Building Department. It was discussed in putting Michelle and Assistant in that area , which takes up a lot of space and makes it cramped in the front where the counter is, it doesn't allow you to move the counter back to allow people to wait inside the room, what was requested was to move the counter back to make more space. Mr. Larson continued to state that to do so people would have to be moved. The discussion continued. Mayor Mohammad stated that discussion had taken place and that the Code Enforcement Department will be moved into the Building Department. Ms. Salters

stated that discussion needs to take place with both Department Heads first then a decision can be made. Mr. Larson stated that he seeks general direction because as of right now this project is on hold until final layout is made.

Ms. Salters stated that it has been discussed with them; it was preliminary from the HR representative, but the Town is waiting for the new Organizational Chart. Ms. Salters stated that with the renovation, this needs to be addressed. The discussion continued.

In response to being questioned by Mayor Mohammad, Ms. Salters stated that in regards to Human Resources Company, the Committee was selected and a meeting will be set up with Ms. Joseph and they will have it ready. Vice Mayor Clark stated that the lead is Commissioner Jacobs.

In response to questioning by Mayor Mohammad, Mr. Larson stated that he does not know the pricing for the second floor flooring. Mayor Mohammad stated that the first vendor pricing was \$2,700.00 and the second vendor came in as \$2,082.00 which includes leveling. Commission Cohen asked if this was for the second floor, she also asked why shouldn't we worry about the first floor renovation first, Mayor Mohammad stated that they need an office to move into. Mayor Mohammed suggested on doing a Motion not to exceed for Wednesday next week. The discussion continued. Commissioner Cohen asked if it was just the hallways getting done or the rooms. Commissioner Jacobs stated it was the rooms. In response to questioning by Mayor Mohammad, Attorney Ryan stated that the quotes need to be in writing. Mr. Larson stated that he will get the quotes tomorrow. The discussion continued.

14. DISCUSSION: International Promotions, Businesses, Community Involvement, Ago-Eco Gardens and Centers – Vice Mayor Clark/ Public Service Director Larson

a. Professional Fire Fighter Association of South Florida- Dedication October 12 or 19, 2019

Vice Mayor Clark stated that the Commission needs to pick a date. Commission Cohen asked Vice Mayor Clark if one was going to be done for the BSO. Vice Mayor Clark stated that yes, everyone is included. Vice Mayor Clarke stated to Ms. Joseph to follow through needs to be done with the Pembroke Park Church of Christ. Vice Mayor Clerk would like to put on there the fire and police of our District. Vice mayor Clark stated that a motion can be made once a date is picked. Mayor Mohammad stated that a motion is not need for a date. Vice Mayor Clarke stated to Ms. Joseph to put on their next month BSO and get Pembroke Park Church of Christ. Commissioner Cohen asked when will the dedication for the BSO be done, Vice Mayor Clark stated that it has been directed to get a date.

b. Authorizing Expenditures for FITCE 2019

Vice Mayor Clark stated to Ms. Joseph that a budget needs to be made for FITCE. Ms. Salters stated that it was already included in the budget. Ms. Joseph stated that it is not in the budget for this year. Ms. Joseph stated that the funds need to be spent this year for October. Mayor Mohammad stated that 2 standing banners need to be ordered. Vice Mayor stated it was the 8th and 9th. Ms. Salters stated that the new budget starts October 1st. Mayor Mohammad stated that since October 1st starts the new budget, the banners can be pre ordered and paid for in October 1st. The discussion continued. Vice Mayor Clark stated that we can do a budget amount not to exceed for Wednesday. Mr. Daughtrey stated that this is listed in the budget.

c. Agriculture Education and promotion Facility Funding and 2019-20 Legislative Appropriations

Vice Mayor Clark stated that funds are needed to improve that building to get it up and running and have it brought up to ADA Code. Mr. Larson stated that the issue with the building is that there was equipment and fuel that was stored in the lower part of the building that can burn your eyes. Mr. Larson stated that a shed was purchased to move the items over, but to date, nothings been moved because of break ins which have been repaired, but nothing of value has been stored in the shed. Mr. Larson stated that they will move the fuel out so the vapors can dissipate. Mr. Larson explained that this building needs improvement to make it ADA compliant such as to the restrooms, the doorways and the electrical standards need to be met. Mr. Larson stated that this is an older structure and we need to look for funding for review and design for that facility.

Mayor Mohammad stated that she would like to ask to apply for funding for a new building that will be a cultural center to utilize for this stuff. The discussion continued. Mayor Mohammad explained that a new building with a big room is needed so the kids are not being subjected to a fire hazard or a smell that is in the building that could be a hazard in liability for the children that we are bringing in to do these programs with which includes our staff members.

Mayor Mohammad asked Attorney Ryan if a motion is needed, Attorney Ryan stated there was already directed given to apply for a grant funding. Mayor Mohammad explained that it was not clear enough. Vice Mayor Clark stated that the only problem he has is to take a historical build down. Mayor Mohammad asked Vice Mayor Clark if he wanted to be the one to actually apply for the Historical Grant and put it on the books as historical because currently it is not. She stated that she would like to have a useful building that is adequate in size to meet the community's needs. Vice Mayor Clark stated that this will be a Commission Decision. Mayor Mohammad requested that this be put on agenda for Wednesday so we can vote and move forward. The discussion continued.

d. Agro-Eco Gardens & Centers – Agro-Eco Food Forest Garden Linear Pathway

16. DISCUSSION: Alcoholic Beverages Sales Extended Hours License – Annual Fees – Consultant Town Planner Miller

Mayor Mohammad stated that she would like to wait until next month to discuss this item.

17. DISCUSSION: Seneca Commerce Center (SCC) – Right-of-Way Encroaching Agreement – Consultant Town planner Miller

Mayor Mohammad asked if a survey has been done on that property. Attorney Ryan stated that the survey was prepared with the backup. Mayor Mohammad asked what the value of the encroachment was. Attorney Ryan stated that there was not an appraisal just a survey. The discussion continued.

Mayor Mohammad will revisit next month.

18. DISCUSSION: Execution of Community Development Block Grant (CDBG) 44th Year (ADA Tot Lot)- Public Service Director Larson

Mr. Larson stated that he has taken the recommendations that were suggested at the last meeting, sent them to the vendor and is waiting for the results. Mr. Larson stated that the vendor will try and accommodate the recommendations and that he will adjust time schedule to complete the project in a timely fashion.

19. DISCUSSION: Execution of Community Development Block Grant (CDBG) 45th Year (ADA Tot Lot) - Public Service Director Larson

Mr. Larson stated that they will be ready with this item at the Special Meeting held on September 23, 2019.

20. DISCUSSION: Global Positioning System- Assistant Town manager Daughtrey/ Public Works Director Larson

Mr. Larson stated that has the bids from companies but with storm they haven't had a chance to review or have the companies come present. Mr. Larson stated that they are working on them but they have been overwhelmed. Mayor Mohammad asked if this will be done by the Special meeting. Mr. Larson stated that they will try but is unsure as to how quickly the companies can come in.

21. DISCUSSION: Attorney Fee Reimbursement for Howard P. Clark – Attorney Ryan

Commission Cohen stated that there is no back up. Ms. Joseph stated that there was an issue regarding items relating to progressive on his bills. Attorney Ryan stated that he just received the bills now. Mayor Mohammad suggested to Attorney Ryan to review it and have it ready for Wednesday or for the Special Meeting. Mayor Mohammad stated to have it ready for the Special Meeting. Commission Cohen asked Attorney Ryan for backup. Vice Mayor Clark stated that everyone who has asked for Attorney fee reimbursement in the past 5 years should be reviewed and looked at, not just one person. Attorney Ryan stated that it has been a requirement all the time.

Commission Cohen stated that there has always been backup, Vice Mayor Clark disagreed. Mayor Mohammad stated that her bill was discussed after the break on bills over \$500.00. Vice Mayor Clark stated that it can be reviewed and is requesting it. The discussion continued. Mayor Mohammad asked Mr. Taubenfeld to pull her bill that was submitted in August or September 2017/ 2016, Ms. Joseph stated it was in 2016. Mayor Mohammad stated that it was signed off by staff and approved at a Commission Meeting, which was voted on. The discussion continued. Mayor Mohammed requested to pull the minutes and the agenda item. Ms. Joseph stated that it was bills over \$500.00 not an itemized item. The discussion continued.

22. DISCUSSION: Statewide Mutual Aid Agreement - Public Works Director Larson

Mr. Larson stated that this is a way for cities to get reimbursed if they help during an emergency event and he wanted to share with the Commission that they had updated the format for the state wide mutual aide.

23. DISCUSSION: Resolution Regarding Single-Use Plastic Bags- Clerk-Commissioner Jacobs

Clerk Commissioner Jacobs stated that he would like to move this to next month. Attorney Ryan stated that City of Coral Gables is having difficulty with that. Clerk Commissioner Jacobs stated that he is not pushing for a ban them. Attorney Ryan stated that he's aware that Commission Jacobs wanted a Resolution to establish a policy. In response to being questioned by Mayor Mohammad, Attorney Ryan stated that

24. DISCUSSION: Hurricane Dorian Relief Aid for the Bahamas – Mayor Mohammad

25. DISCUSSION: Professional Fire Fighters Association Hurricane Dorian Relief Aid for the Bahamas – Vic Mayor Clark

26. DISCUSSION: Policy and Procedures – Town manager Muse-Salters / Attorney Ryan

27. DISCUSSION: Disaster Management Monitoring Services – Mayor Mohammed / Attorney Ryan

28. DISCUSSION: Commission and Board meeting Minutes – Deputy Town Clerk Joseph

29. DISCUSSION: Surplus and Salvage Equipment – Deputy Town Clerk Joseph

30. DISCUSSION: Authorizing expenditures for the Fall Festival/ Kids Day – Mayor Mohammed

COMMISSIONERS COMMENTS:

TOWN MANAGER/ PERSONNEL COMMENTS:

PUBLIC COMMENTS:

None.

Since there was no further business, Vice Mayor Clark made a motion to adjourn the meeting. The motion was carried unanimously by voice vote and the meeting was adjourned at 11:13 P.M.

Attest:

(Seal)

TOWN OF PEMBROKE PARK
Regular Commission Meeting
Action minutes of September 11, 2019

- A. CALL TO ORDER: 7:06 P.M.
B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
Moment of Silence
C. ROLL CALL:
Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen;
Commissioner Dieuveille

Attorney Ryan; Town Manager Muse – Salters, Public Services Director Larson; Chief Code Officer Louis; Consultant Planner Miller, Assistant Public Works Director, Jacques; Administrative Assistant to the Town Manager Davis; Assistant to the Commissioners Brown; Budget Finance Director Taubenfeld; Lobbyist Seigler; Attorney Parke

D. SPECIAL PRESENTATION/ REPORTS:

Ed Anakar RCI Management Services, Inc. introduced himself.

I. Consent Agenda

1. Bills Over \$500.00 – Finance Department
2. Authorizing Reimbursements from the Law Enforcement Trust Fund in the Amount Not to Exceed \$300.00 - Finance Department
4. Authorizing Second Floor Offices Flooring in the Amount Not to Exceed \$3,000.00 – Mayor Mohammed
9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REVOKING RESOLUTION 19-08-09 AND DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING DONATION OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan
10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH CIVIC PLUS FOR WEBSITE DESIGN; DIRECTING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Items 1,2,4,9 and 10 on the Consent Agenda were Approved.

Mayor Mohammad entertained a motion. A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Consent Agenda less item numbers 3,5,6,7,8, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

3. Authorizing the Town to Purchase a New Code Enforcement Vehicle in the Amount Not to Exceed \$25,000.00

Resolution was read By Attorney Ryan

Discussion

A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution

5. Authorizing the Town to Purchase 18 Dell Computers in the Amount Not to Exceed \$18,000.00
6. Authorizing the Town to Purchase 3 Micro Computers in the Amount Not to Exceed \$2,500.00
7. Authorizing the Town to Purchase High End Scanners in the Amount Not to Exceed \$13,000.00
8. Authorizing the Town to Purchase 30 Adobe Acrobat Pro Licenses in the Amount Not to Exceed \$ 8,000.00

Resolution was read By Attorney Ryan

<< Insert Resolution >>

A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

A *Motion* was made by Clerk Commissioner Jacobs, seconded by Commissioner Cohen to Amend the adopted Resolution, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

2. Remarks from the General Public

None

3. Public Hearings as scheduled.

None

4. Regular Agenda

1. Public Safety – Clerk-Commissioner Jacobs/ Chief Coker

Discussion was held.

2. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane

Discussion was held.

3. RESOLUTION: Authorizing Town to Enter into an Agreement with Sachs Sax Caplan to Commence Litigation in Respect to the Broward Sheriff Office Contracts – Lead Attorney Parke/ Attorney Ryan

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE TOWN TO INITIATE LITIGATION AGAINST THE SHERIFF OF BROWARD COUNTY, FLORIDA, TO RECOVER PAYMENTS FROM TOWN TO SHERIFF OF BROWARD COUNTY, FLORIDA IN EXCESS OF THE COSTS INCURRED BY SHERIFF OF BROWARD COUNTY, FLORIDA, FOR SERVICES PROVIDED TO TOWN ARISING FROM THE AGREEMENT BY AND BETWEEN THE SHERIFF OF BROWARD COUNTY, FLORIDA AND THE TOWN OF PEMBROKE PARK FOR LAW ENFORCEMENT AND FIRE RESCUE SERVICES, DATED NOVEMBER 20, 2007 AND ITS VARIOUS AMENDMENTS; AUTHORIZING THE LAW FIRM OF SACHS SAX CAPLAN, P.L. TO PREPARE, FILE, AND PROSECUTE THE AFORESAID LITIGATION

September 11, 2019

FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING
CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE

A Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to adopt the Resolution, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

4. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner
Clark/ Public Services Director Larson

a. Metropolitan Planning Organization (MPO)

A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to authorize the staff to support SW 25th Street storm water improvements, Park Road Paving drainage improvements, J.P. Lyons Storm Water improvements, County Line Road Storm Water Connection, Dale Village Storm Water Connection, Bike Lane and Side Walk Improvements, Mast arm Hallandale Beach Boulevard SW 48th Avenue was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

b. Safe Neighborhoods: Security Cameras

Discussion

5. International Promotions, Businesses, Community Involvement – Vice-Mayor
Commissioner Clark

- b. Resolution: Agriculture Education and Promotion Facility Funding and 2019-20
Legislative
Appropriations
- c. Agro-Eco Gardens & Centers – Agro-Eco Food Forest Garden Linear Pathway

Resolution was read By Attorney Ryan

A Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to adopt the Resolution was carried out as follows:

Vice Mayor Clark	Yes
------------------	-----

September 11, 2019

Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

6. Hurricane Dorian Relief Aid for the Bahamas – Mayor Mohammed

A Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to have Mayor Mohammad as lead Commissioner on the Hurricane Dorian Relief Aid for the Bahamas, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

7. Town Holiday Party – Clerk-Commissioner Jacobs

Discussion was held

5a. Professional Fire Fighter Association of South Florida – Dedication October 12 or 19, 2019

A Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to set dedication date to October 19, 2019 at 10:00 A.M., was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

8. Statewide Mutual Aid Agreement – Attorney Ryan

Resolution was read By Attorney Ryan

A Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to adopt the Resolution was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

9. ANNOUNCEMENT PUBLIC HEARING: Monday, September 23, 2019 – 6:00 P.M. – Final Budget and Millage Rate for Fiscal Year 2019 - 2020 – Mayor Mohammed/Attorney Ryan

5. COMMISSIONER COMMENTS:

Discussion was held

6. ATTORNEY COMMENTS:

None

7. TOWN MANAGER / PERSONNEL COMMENTS:

Discussion was held

8. EMERGENCY ITEMS:

None

ADJOURNMENT:

8:17 P.M.

September 23, 2019

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of September 23, 2019

A. CALL TO ORDER: 6:10 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen (Arrival 6:11pm); Clerk
Commissioner Jacobs; Commissioner Dieuville

Attorney Ryan; Attorney Seigler; Town Manager Muse – Salters, Assistant Town Manager
Daughtrey; Public Services Director Larson; Chief Code Officer Louis; Assistant Public
Works Director, Jacques; Administrative Assistant to the Town Manager Davis; Assistant to
the Commissioners; Finance & Budget Director Taubenfld; Administrative Service Director
Joseph

1. PUBLIC HEARING: MONDAY, SEPTEMBER 23, 2019 – 6:00 P.M. – FINAL BUDGET
AND MILLAGE RATE FOR FISCAL YEAR 2019 – 2020 – MAYOR
MOHAMMED/ATTORNEY RYAN 2020 Fiscal Budget

Finance & Budget Director Taubenfld present the final budget

ANNOUNCEMENT: Proposed 2020 Fiscal Budget needs approval from Town Commission

FINAL ADOPTED BUDGET 9-23-19

Mayor Mohammad stated that the Millage Rate is 8.50 Mills, the percentage increase of
5.48% in Millage Rate above rollback is necessary to fund the budget.

At this time Mayor Mohammad opened the Public Hearing, no comment, therefore, Mayor
Mohammad closed the hearing

Discussion was held

Attorney Ryan read the Resolution adopting the Millage Rate

<< Insert Resolution>>

A *Motion* was made by Vice Mayor Clark, seconded by to Clerk Commissioner Jacobs to
adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

September 23, 2019

Resolution No. 19-09-09 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE GENERAL FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE GENERAL FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Resolution No. 19-09-08 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO TAXATION AND FINANCE; FIXING THE AMOUNT AND RATE OF TAXATION FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR DELIVERY OF CERTIFIED COPIES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Resolution No. 19-09-10 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
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September 23, 2019

Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Resolution No. 19-09-12 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE PENSION TRUST FUND FOR THE FISCAL YEAR 2019-2020 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE PENSION TRUST FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Resolution No. 19-09-11 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Meeting Adjourned at 6:55 PM

ATTEST:

(Seal)

RESOLUTION NO. 18-01-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AMENDED AGREEMENT WITH GRAU & ASSOCIATES FOR AUDITING SERVICES; AUTHORIZING THE MAYOR TO EXECUTE SAID AMENDED AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town entered into an Agreement with Grau & Associates to provide financial auditing services for the Town for the fiscal years ending September 30, 2016, September 30, 2017, and September 30, 2018; and

WHEREAS, Grau & Associates has notified the Town that they will require significant additional time auditing the Town's finances for the fiscal year ending September 30, 2017 in excess of their initial estimate of the required number of hours to complete the annual audit; due to the current accounting system in use by Town; and

WHEREAS, based upon the anticipated additional time required to complete the Town's financial audit, Grau & Associates has requested the fee for the preparation of the audit for the year ending September 30, 2017 be increased from \$24,750 to \$34,750 to compensate them for the additional time required to complete the audit; and

WHEREAS, it is necessary for the parties to enter into a written amended Agreement setting forth the revised fee due Grau & Associates for the completion of the financial audit for the fiscal year ending September 30, 2017.

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

Section 1: That the Town is authorized to make and enter into an amended Agreement with Grau & Associates dated October 20, 2017 for preparation of the financial audit for the fiscal year ending September 30, 2017, said Amended Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute said amended Agreement dated October 20, 2017 for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 10th day of January, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAF
Acting Clerk-Clerk

RESOLUTION NO. 18-01-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH MAIL FINANCE, INC. FOR THE NEOPOST MAIL SYSTEM; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town staff has sought proposals from various vendors to provide a postage meter system for the Town's US mail; and

WHEREAS, the Town staff has reviewed proposals from various vendors and has determined that it is in the Town's best interest to enter into an agreement with Mail Finance, Inc. for a Neopost postage meter system pursuant to the terms and conditions of the State of Florida Lease Agreement with Mail Finance, Inc.; and

WHEREAS, it is necessary for the Town to enter into a written lease agreement with Mail Finance, Inc. setting forth the prices, terms, delivery method and specifications for the postage meter system.

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

Section 1: That the Town is authorized to make and enter into an agreement with Mail Finance, Inc. for use of the Neopost postage meter system according to the terms of the Purchase Order-Lease Agreement on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Purchase Order-Lease Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 10th day of January, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-01-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE ANNUAL BLOOD DRIVE CONDUCTED BY PARK LAKE ESTATES RESIDENTS AND ONE BLOOD SOUTH FLORIDA; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the residents of Park Lake Estates contribute their time and efforts to numerous charitable causes that benefit the Town of Pembroke Park and the surrounding communities; and

WHEREAS, one of the charitable events sponsored by Park Lake Estates residents is the annual blood drive held in conjunction with One Blood South Florida; and

WHEREAS, the annual Park Lake Estates residents and One Blood South Florida blood drive historically collects in excess of 200 pints of blood for use by hospitals in the South Florida area; and

WHEREAS, Park Lake Estates residents and One Blood South Florida will conduct their annual blood drive in February 2018, and the Town Commission desires to express its appreciation and support of this annual community motivated event.

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

Section 1: That the Town Commission expresses its sincere gratitude to the Park Lake Estates residents for their charitable efforts for the Town of Pembroke Park and the surrounding communities.

Section 2: That the annual Park Lake Estates residents and One Blood South Florida blood drive is a tremendous benefit to the entire South Florida community.

Section 3: That the Town Commission enthusiastically supports the Park Lake Estates residents and One Blood South Florida annual blood drive and encourages all eligible adults in the South Broward area to participate in the 2018 blood drive.

Section 4: That the Town staff is authorized and directed to work with Park Lake Estates residents and One Blood South Florida to publicize the blood drive and encourage all eligible adults to participate in the charitable event.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of January, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAF
Acting Clerk-Commissioner

RESOLUTION NO. 18-01-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING A LAW FIRM TO PROVIDE LEGAL SERVICES RELATING TO THE POST-EMPLOYMENT COMPENSATION FOR FORMER TOWN MANAGER; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT FOR LEGAL SERVICES WITH THE SELECTED LAW FIRM; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to retain the services of a law firm which has a demonstrated expertise and experience in issues relating to labor and employment to review the post-employment compensation for former Town Manager Robert A. Levy; and

WHEREAS, the Town Commission has reviewed proposals from law firms to provide the requested labor and employment legal services.

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

Section 1: That the Town Commission hereby selects the law firm of Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A. to provide legal services for the post-employment compensation for former Town Manager Robert A. Levy.

Section 2: That in the event the Town Commission is unable to negotiate a satisfactory contract with Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A for the post-employment compensation issues, the Town Attorney is directed to contact the law firm Goren, Cherof, Doody & Ezrol, P.A. and to negotiate a contract for legal services with said law firm.

Section 3: That the Town is authorized to make and enter into an agreement with Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A for legal services in a form that is acceptable to the Town Attorney and Town staff.

Section 4: That the Mayor is authorized to execute and deliver the agreement for legal services with Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A, said agreement to be placed on file with the Town Clerk and by reference made a part hereof.

Section 5: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 7: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 17th day of January, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAF
Acting Clerk-Commissioner

RESOLUTION NO. 18-01-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE AMENDMENT TO THE BROWARD COUNTY CODE OF ORDINANCES, EXPANDING THE CURRENT ADULT CIVIL CITATION PROGRAM TO INCLUDE NONVIOLENT MISDEMEANOR OFFENSES; DIRECTING THE TOWN CLERK TO FORWARD A COPY OF THIS RESOLUTION TO INTERESTED PARTIES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, convictions for nonviolent misdemeanor criminal offenses become a permanent criminal record for many hard working individuals; and

WHEREAS, individuals with criminal records are often denied educational and employment opportunities for which they are qualified because of their prior convictions; and

WHEREAS, the lack of educational and employment opportunities keep individuals convicted of nonviolent misdemeanors from obtaining better, more well-paying jobs and stymie their career advancement; and

WHEREAS, society also suffers when talented, hard working individuals are barred from career advancement because of prior misdemeanor convictions; and

WHEREAS, Broward County adopted an ordinance providing for law enforcement officers to issue civil citations to individuals apprehended with small amounts of cannabis as a public policy response to issues of overcrowded courts, racial disparities among arrestees, and excessive expenses for taxpayers for prosecution of cannabis offenses; and

WHEREAS, the civil citation program has been extremely successful in addressing the issues stated herein for prosecution of misdemeanor infractions; and

WHEREAS, Broward County Commissioner Dale V.C. Holness has proposed expansion of the adult civil citation program to include other nonviolent misdemeanor offenses; and

WHEREAS, the Pembroke Park Town Commission desires to express its support for the expansion of the adult civil citation program by Broward County.

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

Section 1: That the Pembroke Park Town Commission recognizes that the program goals under the current civil citation system that were accomplished include improved public safety, provided law enforcement officers with an alternative to arrest for first-time misdemeanor offenders, kept adults who posed no real threat to public safety out of the criminal justice system,

freed up limited criminal justice/court resources to focus on more serious and violent offenders, and reduced the recidivism rate for those who completed the pre-arrest diversion program compared to offenders processed through the traditional criminal justice system.

Section 2: That the Pembroke Park Town Commission fully supports expansion of the civil citation program to include additional nonviolent misdemeanor offenses as proposed by the Broward County Board of County Commissioners.

Section 3: That the Town Clerk is directed to forward a copy of this Resolution to the Broward County Board of County Commissioners, Broward County Sheriff, and all other interested governmental and civilian groups.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 17th day of January, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAFF
Acting Clerk-Commissioner

RESOLUTION NO. 18-02-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2018 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 AND ACTING CLERK-COMMISSIONER TO EXECUTE AND DELIVER SAID 2018 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Broward County, Florida enacted an Ordinance pursuant to Section 336.025(1)(b)(2), Florida Statutes, which granted Broward County the authority to levy a three (3) cents local option gas tax on motor fuel to be used only for transportation expenditures necessary to meet requirements of the capital improvements element of the adopted comprehensive plan; and

WHEREAS, the Town of Pembroke Park is eligible to receive a portion of this local option gas tax when imposed and collected by Broward County; and

WHEREAS, the Town of Pembroke Park has heretofore entered into an Interlocal Agreement with Broward County, and Addendum thereto, relating to the division and distribution of the proceeds of the local option gas tax on motor fuel ordinance; and

WHEREAS, the parties hereto desire to further amend said Interlocal Agreement to reflect the change in population of the municipalities and Broward County, with the resulting change in the division of proceeds among the municipalities and Broward County, and to provide for the further distribution of said local option gas tax pursuant to the formula contained therein.

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

Section 1: That the Town of Pembroke Park is authorized to make and enter into the 2018 Amendment to the Interlocal Agreement between Broward County and the Town of Pembroke Park, Providing for the Division and Distribution of the Proceeds from the Broward County Additional Local Option Gas Tax on Motor Fuel Ordinance, a copy of the 2018 Amendment to Interlocal Agreement is on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor and Acting Clerk-Commissioner are hereby authorized and directed to execute and deliver said 2018 Amendment to the Interlocal Agreement for and on behalf of the Town of Pembroke Park.

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

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

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

PASSED AND ADOPTED this 21st day of February, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAFF
Acting Clerk-Commissioner

RESOLUTION NO. 18-02-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING HOWARD P. CLARK, JR. AS THE METROPOLITAN PLANNING ORGANIZATION BOARD DELEGATE AND GEORGINA COHEN AS AN ALTERNATE; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town is a member of the Metropolitan Planning Organization and is entitled to appoint one delegate to the Metropolitan Planning Organization Board; and

WHEREAS, Vice Mayor Howard P. Clark, Jr. has expressed his desire to be appointed as the Town's delegate and has demonstrated his willingness to participate as an active member of the Metropolitan Planning Organization Board; and

WHEREAS, Commissioner Georgina Cohen has expressed her willingness to act as an alternate delegate for the Metropolitan Planning Organization Board to attend meetings when Vice Mayor Howard P. Clark, Jr. is unavailable.

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

Section 1: That the Pembroke Park Town Commission hereby appoints Howard P. Clark, Jr. to serve as the Town's delegate to the Metropolitan Planning Organization Board and appoints Georgina Cohen to serve as alternate delegate to the Metropolitan Planning Organization Board.

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

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

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

PASSED AND ADOPTED this 21st day of February, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-02-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2018 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 AND ACTING CLERK-COMMISSIONER TO EXECUTE AND DELIVER SAID 2018 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 336.025(1)(b), Florida Statutes, authorizes the counties to extend the levy of five (5) cents local option gas tax upon every gallon of motor fuel and special fuel sold in Broward County for a period not to exceed thirty (30) years on a majority vote of the governing body of the county; and

WHEREAS, on June 13, 2000, the Board of County Commissioners enacted Ordinance No. 2000-25, effective January 1, 2001, through December 31, 2031, pursuant to Section 336.025(1)(b), Florida Statutes, extending the levy of the five (5) cent local option gas tax for thirty years and providing for a method of distribution of the proceeds of the tax; and

WHEREAS, Broward County and the Town of Pembroke Park have heretofore entered into an Interlocal Agreement relating to the distribution of the five (5) cent additional local option gas tax; and

WHEREAS, the Interlocal Agreement requires annual adjustment of the population of the individual municipalities and unincorporated Broward County, and the 2018 amendment is being entered into for said purpose.

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

Section 1: That the Town of Pembroke Park is authorized to make and enter into the 2018 Amendment to the Interlocal Agreement between Broward County and the Town of Pembroke Park, Providing for the Division and Distribution of the Proceeds from the Broward County Fifth-Cent Additional Local Option Gas Tax on Motor Fuel for Transit Ordinance, a copy of the 2018 Amendment to Interlocal Agreement is on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor and Acting Clerk-Commissioner are hereby authorized and directed to execute and deliver said 2018 Amendment to the Interlocal Agreement for and on behalf of the Town of Pembroke Park.

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

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

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

PASSED AND ADOPTED this 21st day of February, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAFF
Acting Clerk-Commissioner

RESOLUTION NO. 18-02-06

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 2018 LOCAL OPTION GAS TAX; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Broward County, Florida enacted an Ordinance pursuant to Section 336.025(1)(b)(2), Florida Statutes, which increased the authority of Broward County to levy a six (6) cents local option gas tax on motor fuel to be used only for transportation expenditures necessary to meet requirements of the capital improvements element of the adopted comprehensive plan; and

WHEREAS, the Town of Pembroke Park is eligible to receive a portion of this local option gas tax when imposed and collected by Broward County; and

WHEREAS, the Town of Pembroke Park has heretofore entered into an Interlocal Agreement with Broward County, and Addendum thereto, relating to the division and distribution of the proceeds of the additional local option gas tax on motor fuel ordinance; and

WHEREAS, the parties hereto desire to further amend said Interlocal Agreement to reflect the change in population of the municipalities in Broward County, with the resulting change in the division of proceeds among the municipalities, and to provide for the further distribution of said local option gas tax pursuant to the formula contained therein.

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

Section 1: That the Town of Pembroke Park is authorized to make and enter into the 2018 Amendment to the Interlocal Agreement between Broward County and the Town of Pembroke Park, Providing for the Division and Distribution of the Proceeds from the Broward County Additional Local Option Gas Tax on Motor Fuel Ordinance, a copy of the 2018 Amendment to Interlocal Agreement is on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor and Acting Clerk-Commissioner are hereby authorized and directed to execute and deliver said 2018 Amendment to the Interlocal Agreement for and on behalf of the Town of Pembroke Park.

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

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

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

PASSED AND ADOPTED this 21st day of February, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAF
Acting Clerk-Commissioner

RESOLUTION NO. 18-02-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN OF PEMBROKE PARK TO RETAIN THE SERVICES OF THOMAS A. HALL, INC. TO PREPARE TRAFFIC ANALYSIS FOR THE INTERSECTION OF HALLANDALE BEACH BOULEVARD AND SW 48TH AVENUE; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH THOMAS A. HALL, INC. FOR SAID TRAFFIC ANALYSIS; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town seeks to have an eastbound to westbound u-turn movement signalization at SW 48th Avenue and Hallandale Beach Boulevard; and

WHEREAS, Thomas A. Hall, Inc. performed a traffic warrant study on behalf of the Town in 2017 to review the pedestrian crossing conditions at the intersection of Hallandale Beach Boulevard and SW 48th Avenue to determine what measures to implement in order to have the pedestrian safety increased at this location; and

WHEREAS, Town desires to have Thomas A. Hall, Inc. update the previous study regarding the u-turn evaluation at the stated intersection; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for Thomas A. Hall, Inc. to perform the requested traffic analysis.

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

Section 1: That the Town is authorized to make and enter into an Agreement with Thomas A. Hall, Inc. to provide an eastbound to westbound u-turn analysis to the left turn signal phase, said Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 21st day of February, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-03-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING AN INCREASE IN THE COMPENSATION FOR OEL WINGO MANAGEMENT CONSULTING SERVICES; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town Commission previously authorized the Town to make and enter into a Consulting Agreement with Oel Wingo Management Consulting Services to provide management consulting services to the Town; and

WHEREAS, the original compensation approved for the Consulting Agreement was an amount not to exceed \$5,000.00; and

WHEREAS, Oel Wingo has initiated the review of the Pembroke Park governmental operations and has determined that the project will require more time than originally anticipated; and

WHEREAS, Town Commission desires to increase the maximum compensation for the services to be provided pursuant to the Consulting Agreement to an amount not to exceed \$20,000.00.

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

Section 1: That the Town Commission hereby authorizes an increase in the maximum compensation to be paid to Oel Wingo Management Consulting under the previously approved Consulting Agreement to be an amount not to exceed \$20,000.00.

Section 2: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 3: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 7th day of March, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAF
Acting Clerk-Commissioner

RESOLUTION NO. 18-03-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE INTERLOCAL AGREEMENT FOR USE OF TEMPORARY DEBRIS MANAGEMENT SITES AND OTHER RELATED SERVICES WITH BROWARD COUNTY; AUTHORIZING AND DIRECTING THE MAYOR, DEPUTY TOWN CLERK AND TOWN ATTORNEY TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Town to have access to temporary debris management sites to accommodate debris removal following hurricanes or other natural disasters; and

WHEREAS, Broward County has offered to assist local governmental entities within the county with debris management in the aftermath of a natural or man-made disaster for debris generated in the local community during such disaster by offering the use of temporary debris management sites owned by Broward County; and

WHEREAS, Town desires to use the temporary debris management sites and other related services in the aftermath of a natural or man-made disaster offered by Broward County; and

WHEREAS, it is necessary for the Town and Broward County to enter into a written agreement setting forth the terms and conditions for the use of the temporary debris management sites and other related services.

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

Section 1: That the Town is authorized to make and enter into the Interlocal Agreement For The Use Of Temporary Debris Management Sites And Other Related Services with Broward County, Florida, said Agreement being on file with the Deputy Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor, Deputy Town Clerk and Town Attorney are authorized and directed to execute said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 21st day of March, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAFF
Acting Clerk-Commissioner

RESOLUTION NO. 18-03-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN ADDITIONAL SERVICES AGREEMENT WITH CALVIN, GIORDANO & ASSOCIATES, INC. FOR RAYMOND P. OGLESBY PARK LIGHTING UPGRADE BIDDING SERVICES; AUTHORIZING THE MAYOR TO EXECUTE SAID ADDITIONAL SERVICES AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town previously retained Calvin, Giordano & Associates, Inc. to design outdoor lighting improvements for Raymond P. Oglesby Preserve; and

WHEREAS, the Town Commission has requested that Calvin, Giordano & Associates, Inc. redesign a portion of the lighting fixtures to be installed at the Preserve; and

WHEREAS, Calvin, Giordano & Associates, Inc. has submitted a proposal for designing, permitting and bidding services as well as supervision of construction services during Phase A for the north area of the Preserve and Phase B for the south area of the Preserve as contemplated by the original agreement entered into with the Town; and

WHEREAS, it is necessary for the Town to enter into a written Additional Services Agreement with Calvin, Giordano & Associates, Inc. in order to proceed with the project.

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

Section 1: That the Town is authorized to make and enter into the Additional Services Agreement with Calvin, Giordano & Associates, Inc. for Raymond P. Oglesby Preserve Park Lighting Upgrade Bidding Services dated February 14, 2018, said Additional Services Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized to execute said Additional Services Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 21st day of March, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPFH
Deputy Town Clerk

RESOLUTION NO. 18-04-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN ENGAGEMENT AGREEMENT WITH PLANTE MORAN FOR CONSULTING SERVICES RELATED TO THE ENTERPRISE RESOURCE PLANNING SYSTEM SOFTWARE; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town published a Request for Proposals for a qualified consultant to assist the Town in determining the Town's needs for a new software system, to assist the Town in the selection of the software provider, and to oversee the installation of the software system; and

WHEREAS, the Town Commission selected Plante Moran as the consultant to provide the aforesaid services; and

WHEREAS, the Town staff negotiated the scope of services to be provided under the proposed agreement and the cost therefore with Plante Moran; and

WHEREAS, it is necessary for the Town and Plante Moran to enter in to a written agreement setting forth the terms of service, limitations, costs and responsibilities for each party relating to the consulting services to be provided by Plante Moran.

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

Section 1: That the Town is authorized and directed to enter in to an Engagement Agreement with Plante Moran for software consultant services, said Engagement Agreement being on file with the Town Clerk and by reference made a party hereof.

Section 2: That the Mayor is authorized and directed to execute the Engagement Agreement for and on behalf of the Town.

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

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

PASSED AND ADOPTED this 11th day of April, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

EMMA SHOAF
Acting Clerk-Commissioner

RESOLUTION NO. 18-04-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REVOKING THE AUTHORIZATION FOR GEORGINA RODRIGUEZ TO ACCESS TOWN FINANCIAL ACCOUNTS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to place the Town Budget and Finance Director on administrative leave effectively immediately, and to revoke her access to the Town's financial accounts.

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

Section 1: That the Town Commission hereby places Budget and Finance Director Georgina Rodriguez on administrative leave effectively immediately.

Section 2: That Georgina Rodriguez is hereby prohibited from accessing the Town's financial accounts at any financial institution and, further, Georgina Rodriguez is prohibited from issuing any checks, notes, drafts, bills of exchange, monies, acceptances, orders and other items of any kind in the name of or on behalf of the Town of Pembroke Park effectively immediately.

Section 3: That the Town staff is directed to notify all financial institutions currently doing business with Town that Georgina Rodriguez may not access the Town's financial accounts nor may Georgina Rodriguez conduct any financial business on behalf of the Town effective immediately.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 11th day of April, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-04-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH CALVIN, GIORDANO & ASSOCIATES, INC. FOR CIVIL ENGINEERING CONSULTANT SERVICES; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park conducted a competitive solicitation for engineering services consistent with the requirements of the Competitive Consultants Negotiation Act contained in Section 287.055, Florida Statutes; and

WHEREAS, Calvin, Giordano & Associates, Inc. was rated as the second-highest ranked engineering firm in response to the solicitation for engineering services; and

WHEREAS, in order for the Town to engage Calvin, Giordano & Associates, Inc. to perform engineering services for Town, it is necessary for the Town to enter into an agreement with Calvin, Giordano & Associates, Inc. setting forth the terms, requirements, duties, obligations and conditions for their civil engineering services to be provided to the Town.

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

Section 1: That the Town is authorized to make and enter into an agreement with Calvin, Giordano & Associates, Inc. for Civil Engineering Consultant Services, said Agreement being in the form of content as per the Agreement on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 11th day of April, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-04-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ACCEPTING THE RESIGNATION OF GEORGINA RODRIGUEZ AS TOWN BUDGET AND FINANCE DIRECTOR; DIRECTING THE TOWN STAFF TO INITIATE SOLICITATION FOR A REPLACEMENT BUDGET AND FINANCE DIRECTOR; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Georgina Rodriguez had submitted her letter of resignation to the Town Commission dated April 13, 2018; and

WHEREAS, Town Commission desires to accept the letter of resignation from Georgina Rodriguez; and

WHEREAS, the Town Commission has entered into an agreement with Plante Moran PLLC to provide financial consultant services to the Town on an emergency basis due to the vacancy in the Budget and Finance department created by the resignation of Georgina Rodriguez; and

WHEREAS, it is necessary for the Town to retain the services of a qualified individual or financial accounting firm to manage and conduct the operations of the Town Budget and Finance department.

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

Section 1: That the Town Commission hereby accepts the resignation of Georgina Rodriguez as Town Budget and Finance Director as stated in the letter of Georgina Rodriguez dated April 13, 2018.

Section 2: That the Town staff is directed to initiate the competitive solicitation process for selecting a qualified individual or financial accounting firm to provide the expertise necessary to manage the Budget and Finance department for the Town.

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

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

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

PASSED AND ADOPTED this 17th day of April, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-05-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, STATING ITS OBJECTION TO ANY INVOLUNTARY ANNEXATION PLAN AFFECTING THE MUNICIPAL BOUNDARIES OF THE TOWN OF PEMBROKE PARK; REAFFIRMING THE DESIGNATION OF HOWARD P. CLARK, JR. AS THE TOWN COMMISSION'S LEAD REPRESENTATIVE FOR ISSUES RELATING TO ANNEXATION; AUTHORIZING AND DIRECTING THE TOWN STAFF TO PROVIDE ASSISTANCE TO HOWARD P. CLARK, JR. RELATING TO HIS ANNEXATION ENDEAVORS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, discussions occur from time to time between various elected and civic officials in neighboring communities relating to annexation proposing alteration of the Town's municipal boundaries and transferring property currently located in the Town to a neighboring municipality or municipalities; and

WHEREAS, the Town Commission vehemently opposes any proposed annexation plans which would transfer property from the Town to a neighboring municipality or municipalities or in any manner amend the current municipal boundaries of the Town; and

WHEREAS, the commission form of government established in the Pembroke Park Charter differs from the governing structures in the surrounding communities and the commission form of government has served the needs of Pembroke Park well since its inception; and

WHEREAS, the mobile home lifestyle enjoyed by a majority of Pembroke Park residents would be jeopardized and could face elimination if the Town was to be annexed into a different municipality or merged into another municipality; and

WHEREAS, Pembroke Park Town officials have developed thriving commercial and industrial areas through extensive planning, cooperation with landowners and economic incentives, and it would be unfair and unprecedented to remove any portion of the industrial or commercial areas from the Town; and

WHEREAS, the Town Commission desires to clearly state both its opposition to any plan for involuntary annexation relating to Pembroke Park and the Town Commission's determination to vigorously oppose any such attempt of annexation at all levels of government; and

WHEREAS, Vice Mayor Howard P. Clark, Jr. has expended significant time and energy, both locally and throughout the state of Florida, working to strengthen laws preserving each

municipality's right to self-determination of its municipal boundaries, and the Town Commission desires to reaffirm its steadfast support of Vice Mayor Howard P. Clark, Jr. as the Town's lead representative for annexation issues.

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

Section 1: That the foregoing recitals are true and correct and are incorporated in this Resolution by reference.

Section 2: That the Town Commission is authorized to utilize the Town staff, Town consultants, and all Town resources to inform all elected officials, neighboring communities, Town residents and interested persons that the Town Commission opposes any plan of annexation that would change the current municipal boundaries of the Town or merge the Town with another municipality.

Section 3: That the Town Commission is authorized to take any and all action it determines necessary to preserve the current Town municipal boundaries and the unique lifestyle enjoyed by the residents and visitors to the Town, and to retain the successfully developed commercial and industrial areas of the Town.

Section 4: That the Town Commission reaffirms its appreciation for the continued efforts by Vice Mayor Howard P. Clark, Jr. as lead commissioner for issues relating to annexation, and Vice Mayor Howard P. Clark, Jr. is authorized and directed to meet with state and local government officials, local business owners, residents of the Town and all interested persons relating to annexation issues affecting the Town to express the Town Commission's unwavering opposition to annexation.

Section 5: That the Town staff is authorized and directed to assist Vice Mayor Howard P. Clark, Jr. in any manner necessary to carry out the intent of this Resolution.

Section 6: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 7: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 8: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 23rd day of May, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-05-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, TERMINATING THE EMPLOYMENT OF THOMAS WILDE; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That the employment of Thomas Wilde by the Town of Pembroke Park is hereby terminated, effective immediately.

Section 2: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 3: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 23rd day of May, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL FOR G&A CAPITAL HOLDINGS, INC., A FLORIDA FOR PROFIT CORPORATION, FOR REAL PROPERTY DESCRIBED AS TRACT "S", LESS THE NORTH 115 FEET (N 115") IN BLOCK 37, RESUBDIVISION OF A PORTION OF LAKE FOREST SECTION FOUR, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 43, PAGE 45, OF PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, WITH THE STREET ADDRESS OF 2991 SW 32 AVENUE, PEMBROKE PARK, FLORIDA; PROVIDING FOR DEVELOPMENT CONDITIONS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, G&A Capital Holdings, Inc., a Florida profit corporation ("Applicant"), has submitted an Application for Site Development Plan Approval for construction of a two story office building consisting of approximately 11,500 square feet of gross building area as shown in the Site Plan prepared by Ramos Martinez Architects dated June 13, 2018 for the real property located at 2991 SW 32nd Avenue, Pembroke Park, Florida, and more fully described in Section 1 hereof ("Subject Property"); and

WHEREAS, the Town Development Review Committee reviewed the Application for Site Development Plan Approval for G&A Capital Holdings, Inc. on May 24, 2018, and recommended its approval with certain development conditions for the Subject Property as recommended by Consultant Town Planner Michael Miller Planning Associates, Inc.; and

WHEREAS, the Pembroke Park Planning and Zoning Board reviewed the Application for Site Development Plan Approval at their meeting on June 18, 2018, where all interested parties were provided an opportunity to comment on the Application for Site Plan Approval; and

WHEREAS, the Pembroke Park Planning and Zoning Board recommended approval of the Application for Site Development Plan Approval for the Applicant contingent upon the development conditions recommended by Michael Miller Planning Associates, Inc.; and

WHEREAS, the Town Commission conducted a public hearing on June 20, 2018 where it reviewed the recommendations of the Pembroke Park Planning and Zoning Board, the comments of Consultant Planner Michael Miller and all interested parties; and

WHEREAS, after review of the evidence presented at the June 20, 2018, Town Commission meeting, the Town Commission has determined that the Application for Site

Development Plan Approval for G&A Capital Holdings, Inc. meets the requirements of Section 20, of Pembroke Park Code of Ordinances relating to site plan approval.

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

Section 1: That the Application for Site Development Plan Approval of G&A Capital Holdings, Inc., a Florida corporation, for construction of a two story office building consisting of approximately 11,500 square feet of gross building area as shown on the revised Site Development Plan prepared by Ramos Martinez Architects dated June 13, 2018, and reviewed by the Pembroke Park Planning and Zoning Board on June 18, 2018, for that certain real property located at 2991 SW 32 Avenue, Pembroke Park, Florida, as more fully described as follows:

TRACT "S", LESS THE NORTH 115 FEET, "RE-SUBDIVISION OF A PORTION OF LAKE FOREST SECTION FOUR", ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 43, PAGE 45, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA

is hereby approved subject to the development conditions contained in Section 2 hereof.

Section 2: That the approval of the Site Development Plan for G&A Capital Holdings, Inc., a Florida profit corporation, for the Subject Property is contingent upon compliance with the development conditions attached hereto as Exhibit "A" and by reference made a part hereof.

Section 3: That all the development conditions contained in the Section 2 hereof for the Site Development Plan for G&A Capital Holdings, Inc. must be complied with prior to the issuance of a Certificate of Occupancy for the structure.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 20th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH HULETT ENVIRONMENTAL SERVICES, INC. FOR COMMERCIAL PEST PREVENTION; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town staff has requested proposals from various pest control service companies to provide commercial pest prevention for Town Hall in compliance with requirements of the Town's procurement ordinance; and

WHEREAS, the Town staff has evaluated the proposals received for commercial pest prevention services, and recommends that the Town enter into an agreement with Hulett Environmental Services, Inc. for pest prevention services for Town Hall; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the services to be provided and the compensation for said services.

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

Section 1: That the Town is authorized to make and enter into an agreement with Hulett Environmental Services, Inc. for commercial pest prevention services for Town Hall, a copy of said agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE MASTER CONSULTING AGREEMENT WITH OEL WINGO MANAGEMENT CONSULTING SERVICES; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE SAID MASTER CONSULTING AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to have various evaluations for the Town's administrative procedures performed and policy and procedures manuals prepared to comply with the directions of the Broward County Office of Inspector General stated in their report to the Town; and

WHEREAS, Oel Wingo, the principal of Oel Wingo Management Consultant Services ("OWMCS"), is well qualified and has the experience required to perform the above stated tasks and prepare the desired policy and procedural manuals necessary for the administrative operations of the Town; and

WHEREAS, OWMCS has presented a Master Consulting Agreement to the Town setting forth the statement of work to be performed and the compensation to be paid for the work performed; and

WHEREAS, it is necessary for the parties to execute the Master Consulting Agreement in order for OWMCS to perform the professional services listed therein.

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

Section 1: That the Town is authorized to make and enter into the Master Consulting Agreement with Oel Wingo Management Consulting Services, a copy of said Master Consulting Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Master Consulting Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR SOLID WASTE DISPOSAL SUPPORT SERVICES BETWEEN BROWARD COUNTY AND PARTICIPATING COMMUNITIES; AUTHORIZING THE MAYOR TO EXECUTE SAID FIRST AMENDMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town entered into the Interlocal Agreement between Broward County And Participating Communities For Solid Waste Disposal Support Services (“Interlocal Agreement”) relating to disposal of solid waste generated within the Town; and

WHEREAS, the Interlocal Agreement will expire on July 2, 2018; and

WHEREAS, it is necessary for the Town to enter into an amendment to the Interlocal Agreement extending the term thereof to provide a facility for the disposal of the municipal solid waste generated within the Town; and

WHEREAS, Broward County has prepared a proposed First Amendment to the September 1, 2012 Interlocal Agreement setting forth the terms for the extension of the Interlocal Agreement and related matters.

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

Section 1: That the Town is authorized to make and enter into the First Amendment to the September 1, 2012 Interlocal Agreement For Solid Waste Disposal Support Services with Broward County, Florida, said First Amendment being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said First Amendment for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING WHEELABRATOR ENVIRONMENTAL SYSTEMS, INC. FOR SOLID WASTE DISPOSAL SERVICES FOR THE TOWN; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH WHEELABRATOR ENVIRONMENTAL SYSTEMS, INC. FOR SOLID WASTE DISPOSAL SERVICES; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town became a Contract Community of the Resource Recovery System, Broward County Solid Waste Disposal District in 1987 entitling it to the benefits of the Resource Recovery System, and entered into an Interlocal Agreement with Broward County for Solid Waste Disposal Support Services with an effective date of September 1, 2012; and

WHEREAS, the Interlocal Agreement with Broward County for Solid Waste Disposal Support Services expires on July 2, 2018; and

WHEREAS, the Town Commission has approved the First Amendment to September 1, 2012 Interlocal Agreement for Solid Waste Disposal Support Services with Broward County extending the term of said Agreement, and it is necessary for the Town to select a solid waste disposal facility for disposal of the municipal solid waste generated within the Town; and

WHEREAS, the Town Staff has reviewed the proposals received from Sun-Bergeron Solid Waste Services, JV and Wheelabrator Environmental Systems, Inc., and recommends that the Town select Wheelabrator Environmental Systems, Inc. for solid waste disposal facility; and

WHEREAS, it is necessary for the Town to enter into an agreement with Wheelabrator Environmental Systems, Inc. setting forth the terms and conditions for the Town's solid waste disposal at the Wheelabrator Environmental Systems, Inc. facility.

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

Section 1: That the Town Commission hereby selects Wheelabrator Environmental Systems, Inc. as solid waste disposal facility for disposal of the Town's solid waste.

Section 2: That upon review and approval by the Town Staff of an agreement for solid waste disposal services, the Town is authorized to make and enter into an agreement with Wheelabrator Environmental Systems, Inc. to provide the facility for the disposal of the Town's

municipal solid waste.

Section 3: That the Mayor is authorized and directed to execute and deliver the approved agreement with Wheelabrator Environmental Systems, Inc. for and on behalf of the Town.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING WASTE MANAGEMENT INC. OF FLORIDA FOR RECYCLABLES PROCESSING SERVICES FOR THE TOWN; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A RECYCLING SERVICES AGREEMENT AND ADDENDUM WITH WASTE MANAGEMENT INC. OF FLORIDA FOR RECYCLABLES PROCESSING SERVICES; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID RECYCLING SERVICES AGREEMENT AND ADDENDUM FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town entered into an Interlocal Agreement with Broward County for Solid Waste Disposal Support Services and First Amendment thereto; and

WHEREAS, the First Amendment to the Interlocal Agreement for Solid Waste Disposal Support Services requires an agreement between the Town and a qualified company for processing recyclable goods generated within the Town; and

WHEREAS, the Town Staff has reviewed the proposals received by the Town from various recyclable goods haulers, and Town Staff recommends the selection of Waste Management Inc. of Florida for recyclable goods processing services; and

WHEREAS, it is necessary for the Town to enter into an agreement with Waste Management Inc. of Florida setting forth the terms and conditions for the Town's recyclable goods processing services.

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

Section 1: That the Town Commission hereby selects Waste Management Inc. of Florida to provide recyclable goods processing services for the Town.

Section 2: That the Town is authorized to make and enter into a Recycling Services Agreement and Addendum with Waste Management Inc. of Florida for recyclable goods processing services, said Recycling Services Agreement and Addendum being on file with the Town Commission and by reference made a part hereof.

Section 3: That the Mayor is authorized and directed to execute and deliver said Recycling Services Agreement and Addendum for and on behalf of the Town.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 29th day of May, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE SERVICE AGREEMENT WITH DEMANDSTAR CORPORATION; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID SERVICE AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town regularly advertises procurement solicitations in the local print newspaper in order to notify prospective service or materials providers of the available opportunities to participate in Town procurement projects; and

WHEREAS, the Town Commission desires to expand the range of notification of the Town procurement solicitations to the greatest number of possible respondents; and

WHEREAS, DemandStar Corporation provides local governments with access to the DemandStar system which is an internet-based electronic information system designed to process, distribute and archive information pertaining to the procurement process of local governments; and

WHEREAS, the DemandStar system allows local governments to use the DemandStar system web site to post procurement documentation to and communicate with suppliers about the Town's solicitations for formal bids, proposals and informal quote requests; and

WHEREAS, the use of the DemandStar system will significantly expand the number of potential respondents to the solicitations published by the Town for procurement of goods and services; and

WHEREAS, it is necessary for the parties to enter into a written service agreement setting forth the terms and conditions for the use of the DemandStar system.

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

Section 1: That the Town is authorized to make and enter into the Service Agreement with DemandStar Corporation, said Service Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute said Service Agreement for and on behalf of the Town.

Town of Pembroke Park
Resolution No. 18-06-08

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

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO PURCHASE INSTALLATION EQUIPMENT FOR THE STORMWATER PUMPS LOCATED AT THE SW 25th STREET STORMWATER PUMP STATION FROM COMTECH ENGINEERING, INC.; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE PURCHASE OF THE STORMWATER PUMP EQUIPMENT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission previously approved the purchase of two new stormwater pumps for the SW 25th Street Stormwater Pump Station to replace the existing stormwater pumps due to their age and condition; and

WHEREAS, the replacement pumps for the SW 25th Street Stormwater Pump Station are not compatible with the existing pump bases and guardrail brackets in the SW 25th Street Stormwater Pump Station; and

WHEREAS, it is necessary to purchase new pump bases and guardrail brackets to accommodate the newer design style stormwater pumps for the SW 25th Street Stormwater Pump Station; and

WHEREAS, the Town Engineer has solicited proposals from three contractors to provide the materials and installation of the replacement stormwater equipment as required by the Town's procurement ordinance; and

WHEREAS, the Town Engineer recommends that the Town select the proposal from Comtech Engineering, Inc. for the labor and materials required for the replacement of the stormwater pump bases, guardrails and brackets.

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

Section 1: That the Town is authorized to purchase the required stormwater pump bases, guardrails, and brackets and labor required for installation of new stormwater pumps at the SW 25th Street Stormwater Pump Station as set forth in the proposal from Comtech Engineering, Inc. dated June 25, 2018, which proposal is on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute any and all documents necessary to complete the purchase of the equipment and materials as set forth herein.

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

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

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH KEITH & ASSOCIATES, INC. FOR PREPARATION OF A TOWN-WIDE FACILITIES NEEDS ASSESSMENT AND CONCEPTUAL FACILITIES MASTER PLAN; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town followed the procedures required by the Consultants' Competitive Negotiation Act in Section 287.055, Florida Statutes, for the competitive selection of a qualified engineering firm to provide professional engineering services to the Town; and

WHEREAS, the Town Commission selected Keith & Associates, Inc. to serve as the Town's consultant professional engineer, and entered into a continuing contract with Keith & Associates, Inc. as required by Section 287.055(2)(g), Florida Statutes; and

WHEREAS, the Town Commission desires to have a professional evaluation performed of the existing Town-owned facilities and a conceptual plan prepared relating to the maintenance, rehabilitation and possible new construction of facilities in the Town; and

WHEREAS, the Town staff entered into a competitive negotiation with Keith & Associates, Inc. relating to the professional engineering services to be performed as required by Section 287.055(5)(a); and

WHEREAS, Keith & Associates, Inc. has presented a proposal to perform the aforesaid services which proposal complies with the requirements of the Consultants' Competitive Negotiation Act in that the contract for services to provide does not exceed \$200,000; and

WHEREAS, the Town Commission desires to enter into a written agreement with Keith & Associates, Inc. for them to prepare the Town-Wide Facilities Needs Assessment and Conceptual Facilities Master Plan.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized to make and enter into the Agreement with Keith & Associates, Inc. for the Town-Wide Facilities Needs Assessment and Conceptual Facilities Master Plan, a copy of said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 3: That the Mayor is authorized and directed to execute said Agreement for and on behalf of the Town.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-11

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PROVIDING A DEFINITION FOR THE TERM “SHALL HAVE CHARGE OF” CONTAINED IN SECTION 15, CHARTER OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter of the Town of Pembroke Park (“Charter”) provides for the Town government, jurisdiction, powers, franchises, immunities, privileges and means for exercising same; and

WHEREAS, Section 15 of the Charter directs the Town Commission to create specific departments for the purpose of systematically administering the operation of the Town government; and

WHEREAS, Section 15 of the Charter states that one Commissioner “shall have charge of” each of the departments specified in Section 15 of the Charter; and

WHEREAS, it is necessary for the Town Commission to define the term “shall have charge of” as it applies to Section 15 of the Charter to clarify the responsibilities of those certain Commissioners assigned to the departments created in Section 15 of the Charter; and

WHEREAS, Section 13 of the Charter vests in the Town Commission the power, by ordinance or resolution, to prescribe the manner in which any power of the Town may be exercised, including those delegated in Chapter 15 of the Charter; and

WHEREAS, the Town Commission desires to exercise the authority granted to it in Section 13 of the Charter to define the term “shall have charge of” as it applies to Section 15 of the Charter.

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 term “shall have charge of” in Section 15 of the Charter means that the Commissioners assigned to the departments specified in said Section 15 shall serve as a liaison between the Town Commission and the department heads to communicate with the department heads regarding the activities in the respective departments to which the

Commissioners are assigned in order to convey that information to the Town Commission, as necessary, at the appropriate Town Commission meetings.

Section 3: That the term “shall have charge of” in Section 15 of the Charter does not confer, delegate or assign to the designated Commissioners the duty or responsibility to manage, direct, supervise, or administer the activities or employees in the respective departments to which Commissioners are assigned.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING GEORGINA COHEN TO THE OFFICE OF CLERK-COMMISSIONER OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Section 14 of the Pembroke Park Charter creates the office of Clerk-Commissioner, and provides said officer is to be selected by the Town Commission from their members; and

WHEREAS, there is currently a vacancy in the office of Clerk-Commissioner; and

WHEREAS, the Town Commission desires to appoint one of the Town Commissioners as Clerk-Commissioner to fill the vacancy in the office of Clerk-Commissioner.

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

Section 1: That the Town Commission hereby appoints Georgina Cohen to serve as Clerk-Commissioner, as provided in Section 14 of the Pembroke Park Charter.

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

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

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-06-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING HOWARD P. CLARK, JR. TO THE POSITION OF COMMISSIONER FOR THE DEPARTMENT OF PUBLIC WORKS AND WATER; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 15 of the Pembroke Park Charter provides for the appointment of a Town Commissioner to be the Commissioner that shall have charge of the Department of Public Works and Water; and

WHEREAS, there is currently a vacancy in the office of Commissioner for Public Works and Water; and

WHEREAS, the Town Commission desires to appoint a Commissioner to the vacant position of Commissioner for the Department of Public Works and Water.

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

Section 1: That the Town Commission does hereby appoint Howard P. Clark, Jr. to serve as Commissioner for Department of Public Works and Water.

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

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

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

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RESOLUTION NO. 18-06-14

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN OF PEMBROKE PARK TO SUBMIT AN APPLICATION FOR THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT HAZARD MITIGATION GRANT PROGRAM; DIRECTING THE TOWN STAFF TO COMPLETE AND SUBMIT THE APPLICATION FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Division of Emergency Management has announced the availability of Hazard Mitigation Grant Program funds as a result of the recent Presidential Disaster Declaration for Hurricane Irma; and

WHEREAS, the grant funds are for communities to undertake mitigation projects that will result in protection of public or private property from natural disasters; and

WHEREAS, the Town staff has identified various projects in the Town which would qualify for and benefit from the Hazard Mitigation Grant Program funding; and

WHEREAS, the Town Commission has determined it is in the Town's best interest for the health, safety and welfare of the residents of the Town to prepare and file an application for Hazard Mitigation Grant Program funding for the Town.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized and directed to file an application for Florida Division of Emergency Management Hazard Mitigation Grant Program funding for Hurricane Irma (DR-4337).

Section 3: That the Town staff is authorized and directed to complete the grant funding application and to submit the application for and on behalf of the Town.

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

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-07-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO CONTRACT NEGOTIATIONS WITH BOGDAN VITAS TO SERVE AS INTERIM TOWN MANAGER; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER THE APPROVED INDEPENDENT CONTRACTOR AGREEMENT WITH BOGDAN VITAS FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission solicited applications for qualified, experienced local government management professionals to serve as Interim Town Manager; and

WHEREAS, the Town Commission evaluated the applications and interviewed the three highest ranked applicants for the Interim Town Manager position; and

WHEREAS, the Town Commission desires to retain Bogdan Vitas to serve as the Interim Town Manager; and

WHEREAS, Bogdan Vitas desires to accept the position of Interim Town Manager; and

WHEREAS, it is necessary for the parties to set forth the terms and conditions including the compensation and duties, in a written Independent Contractor Agreement.

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

Section 1: That That the Town Commission hereby selects Bogdan Vitas to serve as the Interim Town Manager.

Section 2: That upon review and approval by the Town Staff of an Independent Contractor Agreement, the Town is authorized to make and enter into an Independent Contractor Agreement with Bogdan Vitas for the position of Interim Town Manager.

Section 3: That the Mayor is authorized and directed to execute and deliver the approved Independent Contractor Agreement with Bogdan Vitas for and on behalf of the Town.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 6th day of July, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-07-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, HONORING FIFTY YEARS OF MUNICIPAL HOME RULE IN THE FLORIDA CONSTITUTION AND COMMITTING TO AN EDUCATIONAL INITIATIVE TO HELP FLORIDIANS UNDERSTAND THIS BENEFICIAL RIGHT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida's voters placed Municipal Home Rule powers into the Florida Constitution on November 5, 1968, during the regular elections as an amendment to Article VIII; and

WHEREAS, this power has enabled each city, town and village across the Sunshine State to consider, adopt, revise or remove its own laws without the need to seek legislative permission from the state and has further served as the foundation upon which every municipality builds its governmental structure; and

WHEREAS, the political climate within the Florida Legislature has recently included many attacks on these powers; and

WHEREAS, grassroots measures calling such actions wrong and declaring that local decisions be made at the local level by local officials must continue so that all legislators clearly understand Florida's Home Rule as a constitutional power and one upheld in state statutes; and

WHEREAS, the 50th Anniversary is a fitting time for all municipalities to engage their respective citizens to educate them about the Florida Constitution and local laws, so that all Floridians may continue to receive the many benefits of Home Rule.

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

Section 1: That the 50th Anniversary of Municipal Home Rule presents a tremendous opportunity to educate all citizens about Florida's Constitution, municipal government and Home Rule authority, and that all necessary resources shall be provided for such public information.

Section 2: That Town will actively challenge all efforts to reduce or erode this cherished right and further employ all efforts to ensure state and federal government partners understand that a one-size-fits-all approach to governance is not in the interests of Florida citizens.

Section 3: That the tradition of local decision-making in Florida is essential to protect, as it provides each municipality the ability to preserve and enhance the myriad characteristics that make each one uniquely special and that maintains its quality of life.

Section 4: That the Town will include this information on its website, as a regular agenda item for public discussion and within the Town’s services in as many outreach venues as possible.

Section 5: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 7: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 13th day of July, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-07-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE INDEPENDENT CONTRACTOR AGREEMENT FOR INTERIM TOWN MANAGER WITH BOGDAN VITAS; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE SAID INDEPENDENT CONTRACTOR AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission selected Bogdan Vitas to serve as the Interim Town Manager and Bogdan Vitas has accepted the Town's offer for said position; and

WHEREAS, the parties have agreed upon the terms for an Independent Contractor Agreement for Bogdan Vitas to serve as Interim Town Manager for the Town and desire to enter into a written agreement regarding same.

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

Section 1: That the Town is authorized to make and enter into the Independent Contractor Agreement for Interim Town Manager services with Bogdan Vitas, a copy of said Independent Contractor Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Independent Contractor Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 16th day of July, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-08-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING ASHIRA MOHAMMED TO THE FLORIDA MUNICIPAL INVESTMENT TRUST BOARD OF TRUSTEES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Municipal Investment Trust was established by the Florida League of Cities in 1993 as an interlocal governmental entity created under the laws of Florida to provide eligible units of local government with an investment vehicle to pool their surplus funds and to invest such funds into one or more investment portfolios under the direction and daily supervision of a chosen investment manager; and

WHEREAS, the Florida Municipal Investment Trust Board of Trustees is a board made up of elected officials of municipalities who actively participate in the Trust and provide oversight of the funds; and

WHEREAS, the Town Commission desires to appoint Ashira Mohammed to the Florida Municipal Investment Trust Board of Trustees as the Town's representative.

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

Section 1: That the Town Commission does hereby appoint Ashira Mohammed to represent the Town of Pembroke Park on the Florida Municipal Investment Trust Board of Trustees.

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

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

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

PASSED AND ADOPTED this 8th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-08-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE MUNICIPAL STAFFING AGREEMENT WITH GOVERNMENT STAFFING SERVICES, INC.; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has determined that it is necessary to retain the services of a qualified individual to work in the Town Finance and Budget department on a temporary basis; and

WHEREAS, Government Staffing Services, Inc. provides qualified municipal employees to various local governments on a temporary basis; and

WHEREAS, the Town desires to retain an individual to work in the Town Finance and Budget department from Government Staffing Services, Inc., and it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for said employment.

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

Section 1: That the Town is authorized to make and enter into the Municipal Staffing Agreement with Government Staffing Services, Inc., said Municipal Staffing Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Municipal Staffing Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 8th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-08-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE COMMUNITY GARDEN AGREEMENT WITH MACULELE MIAMI BRAZILIAN ARTS INSTITUTE, INC.; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park has established a Community Garden that creates opportunities for people to learn about the sources of fresh produce, vocational training and sustainable agriculture, benefits of a healthy diet and the importance of environmental stewardship; and

WHEREAS, under the guidance of Vice Mayor Howard P. Clark, Jr., the Town has expanded the Community Garden facility and recently planted an orchard consisting of numerous rare and exotic tropical fruit trees; and

WHEREAS, Maculele Miami Brazilian Arts Institute, Inc. has assisted the Town in the promotion and public awareness programs to inform residents of Pembroke Park and the surrounding communities of the Pembroke Park Community Garden; and

WHEREAS, Town and Maculele Miami Brazilian Arts Institute, Inc. desire to enter into an agreement relating to the operation, maintenance and promotion of the Pembroke Park Community Garden.

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

Section 1: That the Town is authorized to make and enter into the Community Garden Agreement with Maculele Miami Brazilian Arts Institute, Inc. for operation, management and promotion of the Pembroke Park Community Garden, said Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 8th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-08-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING BLUE CROSS BLUE SHIELD OF FLORIDA TO PROVIDE GROUP HEALTH INSURANCE FOR THE TOWN OF PEMBROKE PARK EMPLOYEES; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO IMPLEMENT THE EMPLOYEE GROUP HEALTH INSURANCE PLAN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Employee Benefits Administrator Gloria Rosen has solicited proposals from various health insurance companies to provide health insurance coverage for the Town's employees; and

WHEREAS, Ms. Rosen presented various proposals to the Town Commission for employee health insurance benefits; and

WHEREAS, Ms. Rosen recommended that the Town Commission select Blue Cross Blue Shield of Florida to provide employee group health insurance benefits for Town employees; and

WHEREAS, the Town Commission concurs with the recommendation of Ms. Rosen to select Blue Cross Blue Shield of Florida; and

WHEREAS, it is necessary for the Town and Blue Cross Blue Shield of Florida to enter into a written agreement setting forth the terms and conditions for the employee group health insurance plan for Town employees.

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

Section 1: That the Town Commission hereby selects Blue Cross Blue Shield of Florida to provide employee group health insurance for Town employees for the fiscal year 2018-2019.

Section 2: That the Mayor is authorized and directed to execute any and all documents required by Blue Cross Blue Shield of Florida to enroll the Town in the employee group health insurance plan.

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

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

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

PASSED AND ADOPTED this 8th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-08-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING GEOFFREY RYAN JACOBS TO THE TOWN OF PEMBROKE PARK CODE ENFORCEMENT BOARD; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the TOWN OF PEMBROKE PARK has heretofore, pursuant to the provisions of Ordinance No. 81-1-1, as amended, created the Town of Pembroke Park Code Enforcement Board; and

WHEREAS, there is currently a vacancy on the Code Enforcement Board; and

WHEREAS, the Town Commission desires to appoint Geoffrey Ryan Jacobs to the Town of Pembroke Park Code Enforcement Board.

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

Section 1: That Geoffrey Ryan Jacobs is hereby appointed as a member of the Town of Pembroke Park Code Enforcement Board, and his term of office will expire on September 30, 2019.

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

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

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

PASSED AND ADOPTED this 8th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

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RESOLUTION NO. 18-08-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, EXPRESSING THE TOWN'S SUPPORT FOR INTERNATIONAL WALK TO SCHOOL DAY; SELECTING WATKINS ELEMENTARY SCHOOL AS THE SITE FOR THE INTERNATIONAL WALK TO SCHOOL DAY EVENTS FOR PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, International Walk To School Day is a global event that involves communities from over forty countries; and

WHEREAS, International Walk To School Day is part of a movement for year-round safe routes for students to walk and bicycle to and from their schools; and

WHEREAS, the Town Commission is proud to participate in the International Walk To School Day event again this year as part of its continuing effort to provide children attending area schools a safe, secure route to walk and bicycle to and from their schools; and

WHEREAS, the Town Commission desires to designate Watkins Elementary School as the location for the International Walk To School Day celebration for 2018.

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

Section 1: That the Town hereby expresses its support for International Walk To School Day and encourages all individuals and businesses to support the effort to provide year-round safe routes for students to walk and bicycle to and from their schools.

Section 2: That the Town hereby selects Watkins Elementary School as the location for the International Walk To School Day events for October 10, 2018.

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

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

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

PASSED AND ADOPTED this 8th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-08-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING RELIANCE STANDARD TO PROVIDE GROUP DENTAL, VISION, SHORT TERM DISABILITY, LONG TERM DISABILITY, AND GROUP LIFE AND ACCIDENTAL DEATH AND DISABILITY INSURANCE FOR TOWN EMPLOYEES; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ENROLL IN THE RELIANCE STANDARD PLANS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Employee Benefits Administrator Gloria Rosen has solicited proposals from various insurance companies to provide group dental, vision, short term disability, long term disability, and group life and accidental death and disability coverage for the Town's employees; and

WHEREAS, Ms. Rosen presented various proposals to the Town Commission related to the aforesaid coverages; and

WHEREAS, Ms. Rosen recommends that the Town Commission select Reliance Standard to provide the aforesaid coverages for Town employees; and

WHEREAS, the Town Commission concurs with the recommendation of Ms. Rosen to select Reliance Standard; and

WHEREAS, it is necessary for the Town to enter into a written agreement with Reliance Standard to enroll the Town for the aforesaid insurance coverages for the Town employees.

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

Section 1: That the Town Commission hereby selects and Reliance Standard to provide group dental, vision, short term disability, long term disability, and group life and accidental death and disability insurance coverages for Town employees for the fiscal year 2018-2019.

Section 2: That the Mayor is authorized and directed to execute any and all documents required by Reliance Standard to enroll the Town employees in the group dental, vision, short term disability, long term disability, and group life and accidental death and disability insurance plans.

Section 3: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or

application, it shall not affect the validity of the remaining portions or applications of this Resolution.

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

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

PASSED AND ADOPTED this 8th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE REPURPOSING OF FUNDS FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT-COUNTYWIDE PROGRAM FOR BROWARD COUNTY, FLORIDA; AUTHORIZING AND DIRECTING THE MAYOR TO PREPARE AND DELIVER TO THE STATE OF FLORIDA OFFICE OF CRIMINAL JUSTICE GRANTS AND THE DEPARTMENT OF LAW ENFORCEMENT A LETTER EXPRESSING SAID SUPPORT FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT-COUNTYWIDE PROGRAM; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Edward Byrne Memorial Justice Assistance Grant-Countywide Program is a US Department of Justice program that provides states and local governments with funding necessary to support a range of program areas including law enforcement, prosecution, and court, prevention and education, corrections and community, drug treatment and enforcement, planning, evaluation and technology improvement and crime victim and witness initiatives; and

WHEREAS, Broward County applied for grant funding for funds to be used to provide crisis intervention and trauma services for youth in Broward County as a result of the Marjorie Stoneman Douglas tragedy in Parkland; and

WHEREAS, Broward County has requested letters of support from the mayors of the local governments in Broward County expressing their support for the County's use of the grant funds; and

WHEREAS, the Pembroke Park Town Commission has determined the use of the grant funds is in the best interest of Broward County and supports the use by Broward County.

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

Section 1: That the Pembroke Park Town Commission hereby supports the use by Broward County of Edward Byrne Memorial Justice Assistance Grant-Countywide Program funding and approves the distribution of \$195,797.00 of repurposed federal fiscal year 2016 Edward Byrne Memorial Justice Assistance Grant-Countywide Program funds for the South Broward Hospital District and planning, evaluation, technology and improvements for community partnership division.

Section 2: That the Mayor is authorized and directed to prepare and forward a letter of support expressing the Town's support to the Office of Criminal Justice Grants at the Florida Department of Law Enforcement.

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

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

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

PASSED AND ADOPTED this 12th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING STANLEY STEEMER OF SOUTH FLORIDA, INC. FOR THE AIR CONDITIONING DUCT CLEANING PROJECT FOR TOWN HALL; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH STANLEY STEEMER OF SOUTH FLORIDA, INC. FOR AIR CONDITIONING AND DUCT CLEANING SERVICES; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an inspection of the Town Hall air conditioning ducts revealed that they are in need of cleaning due to years of accumulated dust within the air supply and return system; and

WHEREAS, the Town staff sought proposals from various duct cleaning companies to perform the duct cleaning services in compliance with the procurement requirements of the Town Code of Ordinances; and

WHEREAS, Town staff recommends that the Town retain the services of Stanley Steemer of South Florida, Inc. to perform the duct cleaning services in the contract amount of \$4,980.00; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the duct cleaning services and the compensation therefore.

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

Section 1: That the Town Commission hereby selects Stanley Steemer of South Florida, Inc. to provide the duct cleaning services for the Town Hall air conditioning ducts in an amount not to exceed \$4,980.00.

Section 2: That the Town is authorized to make and enter into a written agreement with Stanley Steemer of South Florida, Inc. for the duct cleaning services, said Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 3: That the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 12th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA FOR OPTIONAL COUNTY SERVICES FOR KEEP BROWARD BEAUTIFUL, HOUSEHOLD HAZARDOUS WASTE, AND BULK TRASH AND YARD WASTE DROP-OFF PROGRAMS; AUTHORIZING THE MAYOR AND TOWN OFFICIALS TO EXECUTE SAID FIRST AMENDMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Broward County has established the Keep Broward Beautiful Program for the removal of litter, waterway cleanups, beach sweeps and related volunteer activities, the Household Hazardous Waste Program to provide drop off locations for household hazardous waste and electronics, and Bulk Trash and Yard Waste Drop-Off Program to provide permanent locations for bulk trash and residential yard waste drop off; and

WHEREAS, the Town entered into an Interlocal Agreement with Broward County to participate in the Keep Broward Beautiful Program, Household Hazardous Waste Program and Bulk Trash and Yard Waste Drop-Off Program; and

WHEREAS, the Interlocal Agreement will expire on September 30, 2018, and Town desires to enter into the First Amendment to the Interlocal Agreement with Broward County to continue the Town's participation in the above listed Broward County Programs.

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

Section 1: That the Town is authorized to make and enter into the First Amendment to the Interlocal Agreement with Broward County for Optional County Services for Keep Broward Beautiful, Household Hazardous Waste, and Bulk Trash and Yard Waste Drop-Off Programs, said First Amendment being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor, Deputy Town Clerk, Interim Town Manager and Town Attorney are authorized and directed to execute and deliver said First Amendment for and on behalf of the Town.

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

Resolution.

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

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

PASSED AND ADOPTED this 12th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO ADDENDUM TO LAW ENFORCEMENT AND FIRE RESCUE SERVICE AGREEMENT BY AND BETWEEN TOWN OF PEMBROKE PARK AND THE SHERIFF OF BROWARD COUNTY RELATING TO P25 RADIO SYSTEM; AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sheriff of Broward County provides law enforcement and fire rescue service to the Town on a contractual basis; and

WHEREAS, Broward County is converting the current law enforcement and fire rescue radio systems to a new P25 radio system; and

WHEREAS, the Town and Broward County previously entered into a regional Interlocal Agreement whereby the parties agreed that Broward County will fund the infrastructure of a new P25 radio system up to the demarcation point of the dispatch consoles, and Town agreed to fund the purchase of the mobile and portable radio units in use in the Town; and

WHEREAS, the parties desire to enter into an Addendum to the Law Enforcement and Fire Rescue Service Agreement in order to clarify each party's responsibilities regarding the purchase and implementation of the P25 radio system conversion.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized to make and enter into the Addendum to Law Enforcement and Fire Rescue Service Agreement by and between Town of Pembroke Park and the Sheriff of Broward County, said Addendum to Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 3: That the Mayor and appropriate Town officials are authorized and directed to execute said Addendum to Agreement for and on behalf of the Town.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this

Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 12th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, EXTENDING THE TEMPORARY MORATORIUM PROHIBITING THE ACCEPTANCE OR PROCESSING OF ANY APPLICATION FOR A PERMIT, DEVELOPMENT ORDER OR OTHER OFFICIAL ACTION OF THE TOWN HAVING THE EFFECT OF PERMITTING OR ALLOWING THE CONSTRUCTION, RECONSTRUCTION OR ALTERATION OF WIRELESS TELECOMMUNICATIONS FACILITIES IN THE PUBLIC RIGHTS OF WAY CONTROLLED BY THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 337.401, Florida Statutes, addresses the authority of municipalities to regulate the placement and maintenance of communication facilities and utilities, in the public rights-of-way; and

WHEREAS, the Florida legislature passed the Advanced Wireless Infrastructure Deployment Act, Section 337.471(7), Florida Statutes, which became effective July 1, 2017, and provides comprehensive procedures for local governments to process applications for and regulate wireless communications facilities and public rights of way controlled by local governments; and

WHEREAS, to protect the public health, safety and welfare of the citizens of the Town of Pembroke Park, the Town Commission is currently reviewing adoption of several ordinances related to telecommunications regulation, including regulation of the location, design and operation of wireless telecommunication facilities in the public rights of way and related amendments to existing telecommunications ordinances; and

WHEREAS, the Town Commission approved Ordinance 18-03-02 on March 21, 2018 stating that no application for permit, authorization or any other official action of the Town having the effect of permitting or allowing the construction, reconstruction or alteration of wireless communication facilities in the Town public rights of way, may be accepted or processed or approved by the Town of Pembroke Park, except as may be required by applicable law; and

WHEREAS, the moratorium imposed by Ordinance 18-03-02 provided for a term of six (6) months, and will automatically dissolve on September 21, 2018, unless extended by Resolution of the Town Commission for an additional ninety (90) days; and

WHEREAS, Town Commission deems it is necessary to extend the term of the moratorium an additional ninety (90) days to allow for the orderly review of the proposed amendments to Town ordinances for placement of wireless communication facilities within the Town's right of way and related telecommunications ordinance amendments.

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 by reference herein.

Section 2: That the Town Commission hereby extends the term of the temporary moratorium prohibiting the acceptance or processing of any application for a permit, development order, or other official action of the Town having the effect of permitting or allowing the construction, reconstruction or alteration of wireless communications facilities in the public rights of way controlled by the Town imposed by Ordinance 18-03-02 for a period of ninety (90) days from September 21, 2018.

Section 3: That the moratorium imposed by Ordinance 18-03-02 and extended by the terms of this resolution may terminate prior to the ninety (90) day period provided for herein upon the passage of an ordinance regulating, permitting or allowing the construction of wireless communication facilities in the public rights of way controlled by the Town provided that specific language terminating the moratorium is contained within said enacted ordinance or by passage of another ordinance providing for termination by the Town Commission.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

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

PASSED AND ADOPTED this 12th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN INTERLOCAL AGREEMENT FOR BROWARD COUNTY STAFF SERVICES IN CONNECTION WITH HEARINGS BEFORE THE UNSAFE STRUCTURES BOARD; AUTHORIZING AND DIRECTING THE MAYOR AND TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Broward County maintains and Unsafe Structures Board that hears and disposes of cases brought by building officials to enforce minimum standards of maintenance in accordance with the Florida Building Code; and

WHEREAS, the Broward County Unsafe Structures Board is authorized to hear and dispose of cases brought by municipal building officials located within their jurisdiction; and

WHEREAS, the Town has previously entered into an Interlocal Agreement with Broward County to utilize the services of the Unsafe Structures Board to hear and dispose of cases brought by the Town Building Official; and

WHEREAS, the current Interlocal Agreement with Broward County will end on September 30, 2018; and

WHEREAS, the Town desires to enter into a new Interlocal Agreement with Broward County in order to continue utilizing the services of the Unsafe Structures Board.

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

Section 1: That the Town is authorized to make and enter into an Interlocal Agreement for Broward County Staff Services in Connection with the Hearings Before the Unsafe Structures Board, said Interlocal Agreement 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 Interlocal Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 12th day of August, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO THE MASTER CONSULTING AGREEMENT WITH OEL WINGO MANAGEMENT CONSULTING SERVICES; AUTHORIZING THE MAYOR TO EXECUTE SAID FIRST AMENDMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town previously entered into a Master Consulting Agreement with Oel Wingo Management Consulting Services (“OWMCS”) to provide consultant services to the Town and setting forth the compensation for said services; and

WHEREAS, OWMCS has determined that the preparation of the deliverables under the terms of the Master Consulting Agreement will require substantially more time than originally anticipated at the time of the preparation of the Master Consulting Agreement; and

WHEREAS, the parties desire to make and enter into a First Amendment to the Master Consulting Agreement in order to compensate OWMCS for the actual time required to complete the project as set forth in the Master Consulting Agreement.

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

Section 1: That the Town is authorized to make and enter into the First Amendment to Master Consulting Agreement with Oel Wingo Management Consulting Services, said First Amendment being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said First Amendment for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 12th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2018-2019 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2018-2019; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That the budget for the Town of Pembroke Park for the operation of the Sewer Enterprise Fund for the fiscal year beginning October 1, 2018, and ending September 30, 2019, be and it is officially and finally adopted, a photocopy of which is on file with the Town Clerk and by reference made a part hereof, and the appropriations set out therein are made for the maintenance and carrying on of the Sewer Enterprise Fund for the Town of Pembroke Park for the fiscal year beginning October 1, 2018, and ending September 30, 2019.

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

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

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

PASSED AND ADOPTED this 18th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2018-2019 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2018-2019; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That That the budget for the Town of Pembroke Park for the operation of the Surface Water Drainage Enterprise Fund/Debt Service for the fiscal year beginning October 1, 2018, and ending September 30, 2019, be and it is officially and finally adopted, a photocopy of which is on file with the Town Clerk, and by reference made a part hereof, and the appropriations set out therein are made for the maintenance and carrying on of the Surface Water Drainage Enterprise Fund/Debt Service for the Town of Pembroke Park for the fiscal year beginning October 1, 2018, and ending September 30, 2019.

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

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

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

PASSED AND ADOPTED this 18th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

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RESOLUTION NO. 18-09-14

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE PENSION TRUST FUND FOR THE FISCAL YEAR 2018-2019 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE PENSION TRUST FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2018-2019; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That That the budget for the Town of Pembroke Park for the operation of the Pension Trust Fund for the fiscal year beginning October 1, 2018, and ending September 30, 2019, be and it is officially and finally adopted, a photocopy of which is on file with the Town Clerk and by reference made a part hereof, and the appropriations set out therein are made for the maintenance and carrying on of the Pension Trust Fund for the Town of Pembroke Park for the fiscal year beginning October 1, 2018, and ending September 30, 2019.

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

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

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

PASSED AND ADOPTED this 18th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-09-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE MUTUAL RELEASE WITH THOMAS S. WILDE; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID MUTUAL RELEASE FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission eliminated the position of Assistant Town Manager held by Thomas S. Wilde and his employment with the Town ended on April 23, 2018; and

WHEREAS, the Town Commission and Thomas S. Wilde desire to resolve any potential claims each party may have against the other related to Thomas S. Wilde's employment with the Town through the preparation and execution of a Mutual Release of their actual or potential claims.

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 agrees to pay Thomas S. Wilde six (6) weeks of salary as severance pay as partial consideration for the execution and delivery of the Mutual Release.

Section 3: That the Town is authorized to enter into the Mutual Release with Thomas S. Wilde, in form and content as per the Mutual Release on file with the Town Clerk and by reference made a part hereof.

Section 4: That the Mayor is authorized and directed to execute the Mutual Release for and on behalf of the Town.

Section 5: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 7: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 18th day of September, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-10-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYMENT OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2018-2019; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park procures certain services, materials and supplies on a regular or recurring basis which procurement is ordinary and required for the operation of a municipal government; and

WHEREAS, requiring the Town Commission to review and approve the recurring monthly expenses each month would be an unnecessary administrative burden for the Town's Staff and Commissioners; and

WHEREAS, Section 2-124, Town of Pembroke Park Code of Ordinances, provides that the Town Commission may authorize the payment of regular or recurring expenses incurred by the Town by resolution of the Town Commission from time to time in order to streamline the procurement procedures.

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

Section 1: That the Town Commission authorizes the monthly payment for the services, materials and supplies listed on the attached Exhibit "A" for the fiscal year 2018-2019 without the submission of invoices for individual approval pursuant to the provisions of Section 2-124, Town of Pembroke Park Code of Ordinances.

Section 2: That the Town Budget and Finance staff is authorized and directed to provide for the monthly payment for the services, materials and supplies listed on the attached Exhibit "A" without further action required by the Town Commission.

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

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

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

PASSED AND ADOPTED this 10th day of October, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-10-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REQUESTING PROJECT ENDORSEMENT AND FINANCIAL SUPPORT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD METROPOLITAN PLANNING ORGANIZATION FOR SW 48th AVENUE AND HALLANDALE BEACH BOULEVARD TRAFFIC SIGNAL MAST ARM PROJECT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has the responsibility to ensure that motorists, cyclists and pedestrians are able to move freely and safely throughout the Town; and

WHEREAS, Town staff has identified certain areas within the Town where transportation infrastructure improvements are required to improve public safety and the quality of life for visitors and residents of the Town; and

WHEREAS, the infrastructure improvements to the surface water drainage, roadway resurfacing, traffic signalization, bike paths and sidewalks will increase the safe movement of motorists, cyclists and pedestrians in the Town; and

WHEREAS, the Town does not currently have the necessary funds available to complete all of the infrastructure projects that would accomplish the aforesaid goals; and

WHEREAS, the Florida Department of Transportation and the Broward Metropolitan Planning Organization have funds available to assist local governments like the Town to complete these vital public transportation projects; and

WHEREAS, the Town staff has evaluated the areas that need immediate infrastructure improvements within the Town and has ranked four projects in order of urgency in order to improve the safe travel of motorists, cyclists and pedestrians; and

WHEREAS, the Town staff has determined that the highest ranked project is for the construction of a new traffic signal mast arm with a protected northbound to westbound turning movement and an eastbound to westbound u-turn movement signal at the intersection of SW 48th Avenue and Hallandale Beach Boulevard. The purpose of this project is for the safety and protection of the Lake Forrest and Watkins Elementary School students who cross Hallandale Beach Boulevard at SW 48th Avenue on their way to school in the morning and on their way home in the afternoon. The protected u-turn movement will also provide easier access to the residents of Dale Village Mobile Home Park; and

WHEREAS, Town of Pembroke Park endorses the SW 48th Avenue and Hallandale Beach Boulevard Traffic Signal Mast Arm Project to receive funding from the Broward Metropolitan Planning Organization's Complete Streets and other Localized Initiatives Program (CSLIP); and

WHEREAS, Town of Pembroke Park endorses the Florida Department of Transportation (FDOT) delivering the SW 48th Avenue and Hallandale Beach Boulevard Traffic Signal Mast Arm Project on the Town's behalf, fully administering the design and construction phases of the project; and

WHEREAS, Town of Pembroke Park will be responsible for construction costs exceeding the funding cap for CSLIP projects; and

WHEREAS, it is the responsibility of the Town of Pembroke Park to maintain or coordinate the maintenance of the roadways within Town's jurisdiction after the project's completion.

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

Section 1: That the above recitals are true and correct and are incorporated in this Resolution by reference herein.

Section 2: That the Town Commission requests that the Florida Department of Transportation and the Broward Metropolitan Planning Organization support the SW 48th Avenue and Hallandale Beach Boulevard intersection Traffic Signal Mast Arm Project as set forth herein.

Section 3: That the Town staff is authorized and directed to present the project proposal to the Florida Department of Transportation and the Broward Metropolitan Planning Organization for review and support, and to allocate the funds necessary to assist in the completion of the stated project.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of October, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-10-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REQUESTING PROJECT ENDORSEMENT AND FINANCIAL SUPPORT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD METROPOLITAN PLANNING ORGANIZATION FOR COUNTY LINE ROAD SIDEWALK, STORMWATER IMPROVEMENTS AND RESURFACING FROM SW 48th AVENUE TO SW 56th AVENUE; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has the responsibility to ensure that motorists, cyclists and pedestrians are able to move freely and safely throughout the Town; and

WHEREAS, Town staff has identified certain areas within the Town where transportation infrastructure improvements are required to improve public safety and the quality of life for visitors and residents of the Town; and

WHEREAS, the infrastructure improvements to the surface water drainage, roadway resurfacing, traffic signalization, bike paths and sidewalks will increase the safe movement of motorists, cyclists and pedestrians in the Town; and

WHEREAS, the Town does not currently have the necessary funds available to complete all of the infrastructure projects that would accomplish the aforesaid goals; and

WHEREAS, the Florida Department of Transportation and the Broward Metropolitan Planning Organization have funds available to assist local governments like the Town to complete these vital public transportation projects; and

WHEREAS, the Town staff has evaluated the areas that need immediate infrastructure improvements within the Town and has ranked four projects in order of urgency in order to improve the safe travel of motorists, cyclists and pedestrians; and

WHEREAS, the Town staff has determined that the second highest ranked project is for the construction of sidewalks, stormwater improvements and road resurfacing from SW 48th Avenue to SW 56th Avenue on County Line Road. The purpose of this project is for the safety and protection of the Lake Forrest and Watkins Elementary School students who walk and ride bicycles along County Line Road on their way to school in the morning and on their way home in the afternoon. Stormwater improvements include the construction of stormwater piping between SW 52nd Avenue and SW 56th Avenue, which will convey the SW 52nd Avenue stormwater west to discharge into the Broward County Neighborhood improvement stormwater

conveyance system located on SW 56th Avenue. The roadway improvements including the milling and paving of County Line Road, extending from SW 48th Avenue to SW 56th Avenue; and

WHEREAS, Town of Pembroke Park endorses the construction of sidewalks, stormwater improvements and road resurfacing from SW 48th Avenue to SW 56th Avenue on County Line Road Project to receive funding from the Broward Metropolitan Planning Organization's Complete Streets and other Localized Initiatives Program (CSLIP); and

WHEREAS, Town of Pembroke Park endorses the Florida Department of Transportation (FDOT) delivering the construction of sidewalks, stormwater improvements and road resurfacing from SW 48th Avenue to SW 56th Avenue on County Line Road Project on the Town's behalf, fully administering the design and construction phases of the project; and

WHEREAS, Town of Pembroke Park will be responsible for construction costs exceeding the funding cap for CSLIP projects; and

WHEREAS, it is the responsibility of the Town of Pembroke Park to maintain or coordinate the maintenance of the roadways within Town's jurisdiction after the project's completion.

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

Section 1: That the above recitals are true and correct and are incorporated in this Resolution by reference herein.

Section 2: That the Town Commission requests that the Florida Department of Transportation and the Broward Metropolitan Planning Organization support the sidewalk, stormwater improvements and resurfacing project from SW 48th Avenue to SW 56th Avenue on County Line Road as set forth herein.

Section 3: That the Town staff is authorized and directed to present the project proposal to the Florida Department of Transportation and the Broward Metropolitan Planning Organization for review and support and to allocate the funds necessary to assist in the completion of the stated project.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this

Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of October, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-10-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REQUESTING PROJECT ENDORSEMENT AND FINANCIAL SUPPORT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD METROPOLITAN PLANNING ORGANIZATION FOR PARK ROAD STORMWATER IMPROVEMENTS, BIKE PATHS AND RESURFACING PROJECT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has the responsibility to ensure that motorists, cyclists and pedestrians are able to move freely and safely throughout the Town; and

WHEREAS, Town staff has identified certain areas within the Town where transportation infrastructure improvements are required to improve public safety and the quality of life for visitors and residents of the Town; and

WHEREAS, the infrastructure improvements to the surface water drainage, roadway resurfacing, traffic signalization, bike paths and sidewalks will increase the safe movement of motorists, cyclists and pedestrians in the Town; and

WHEREAS, the Town does not currently have the necessary funds available to complete all of the infrastructure projects that would accomplish the aforesaid goals; and

WHEREAS, the Florida Department of Transportation and the Broward Metropolitan Planning Organization have funds available to assist local governments like the Town to complete these vital public transportation projects; and

WHEREAS, the Town staff has evaluated the areas that need immediate infrastructure improvements within the Town and has ranked four projects in order of urgency in order to improve the safe travel of motorists, cyclists and pedestrians; and

WHEREAS, the Town staff has stated that the third highest ranked project is for the Park Road stormwater improvements, bike paths and resurfacing. The purpose of this project is to improve the condition of the roadway, provide a safer route for bicyclists to travel, and to improve the drainage in the low lying area south of SW 25th Street on Park Road. This roadway improvements project includes the milling and paving of Park Road, extending from Hallandale Beach Boulevard north to Pembroke Road, and construction of new bike paths extending on Park Road from Hallandale Beach Boulevard to SW 24th Street. The stormwater improvements include drainage structures, an exfiltration drainage system and regrading and paving of the road; and

WHEREAS, Town of Pembroke Park endorses the Park Road stormwater improvements, bike paths and resurfacing project to receive funding from the Broward Metropolitan Planning Organization's Complete Streets and other Localized Initiatives Program (CSLIP); and

WHEREAS, Town of Pembroke Park endorses the Florida Department of Transportation (FDOT) delivering the Park Road stormwater improvements, bike paths and resurfacing project on the Town's behalf, fully administering the design and construction phases of the project; and

WHEREAS, Town of Pembroke Park is responsible for construction costs exceeding the funding cap for CSLIP projects; and

WHEREAS, it is the responsibility of the Town of Pembroke Park to maintain or coordinate the maintenance of the roadways within Town's jurisdiction after the project's completion.

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

Section 1: That the above recitals are true and correct and are incorporated in this Resolution by reference herein.

Section 2: That the Town Commission requests that the Florida Department of Transportation and the Broward Metropolitan Planning Organization support the bike paths, stormwater drainage improvements and roadway resurfacing on Park Road as set forth herein.

Section 3: That the Town staff is authorized and directed to present the project proposal to the Florida Department of Transportation and the Broward Metropolitan Planning Organization for review and support and to allocate the funds necessary to assist in the completion of the stated project.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of October, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-10-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REQUESTING PROJECT ENDORSEMENT AND FINANCIAL SUPPORT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD METROPOLITAN PLANNING ORGANIZATION FOR SW 52nd AVENUE SIDEWALKS PROJECT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has the responsibility to ensure that motorists, cyclists and pedestrians are able to move freely and safely throughout the Town; and

WHEREAS, Town staff has identified certain areas within the Town where transportation infrastructure improvements are required to improve public safety and the quality of life for visitors and residents of the Town; and

WHEREAS, the infrastructure improvements to the surface water drainage, roadway resurfacing, traffic signalization, bike paths and sidewalks will increase the safe movement of motorists, cyclists and pedestrians in the Town; and

WHEREAS, the Town does not currently have the necessary funds available to complete all of the infrastructure projects that would accomplish the aforesaid goals; and

WHEREAS, the Florida Department of Transportation and the Broward Metropolitan Planning Organization have funds available to assist local governments like the Town to complete these vital public transportation projects; and

WHEREAS, the Town staff has evaluated the areas that need immediate infrastructure improvements within the Town and has ranked four projects in order of urgency in order to improve the safe travel of motorists, cyclists and pedestrians; and

WHEREAS, the Town staff has stated that the fourth highest ranked project is for the construction of missing sections of sidewalk located along the east and west sides of SW 52nd Avenue from Hallandale Beach Boulevard to County Line Road. The primary purpose of this project is for the safety and protection of the Lake Forrest and Watkins Elementary School students who walk and ride the bicycles along SW 52nd Avenue on their way to school in the morning and on their way home in the afternoon; and

WHEREAS, Town of Pembroke Park endorses the SW 52nd Avenue sidewalks project to receive funding from the Broward Metropolitan Planning Organization's Complete Streets and other Localized Initiatives Program (CSLIP); and

WHEREAS, Town of Pembroke Park endorses the Florida Department of Transportation (FDOT) delivering the SW 52nd Avenue sidewalks project on the Town's behalf, fully administering the design and construction phases of the project; and

WHEREAS, Town of Pembroke Park is responsible for construction costs exceeding the funding cap for CSLIP projects; and

WHEREAS, it is the responsibility of the Town of Pembroke Park to maintain or coordinate the maintenance of the roadways within Town's jurisdiction after the project's completion.

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

Section 1: That the above recitals are true and correct and are incorporated in this Resolution by reference herein.

Section 2: That the Town Commission requests that the Florida Department of Transportation and the Broward Metropolitan Planning Organization support the construction of sidewalks on SW 52nd Avenue from Hallandale Beach Boulevard to County Line Road.

Section 3: That the Town staff is authorized and directed to present the project proposal to the Florida Department of Transportation and the Broward Metropolitan Planning Organization for review and support and to allocate the funds necessary to assist in the completion of the stated project.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of October, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-11-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN OFFICE LEASE WITH PROGRESSIVE FIREFIGHTERS ASSOCIATION OF SOUTH FLORIDA, INC., A FLORIDA NOT-FOR-PROFIT CORPORATION, AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID OFFICE LEASE ON BEHALF OF TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Progressive Firefighters Association of South Florida, Inc. has requested that the Town lease office space to them in Town Hall located at 3150 SW 52 Avenue, Pembroke Park, Florida for use as their business office; and

WHEREAS, it is necessary for the parties to enter in an Office Lease setting forth the terms and conditions for the use of the premises by Progressive Firefighters Association of South Florida, Inc.

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

Section 1: That the Town is authorized to make and enter into an Office Lease with Progressive Firefighters Association of South Florida, Inc., a Florida not-for-profit corporation, said Office Lease being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute said Office Lease for and on behalf of Town.

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

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

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

PASSED AND ADOPTED this 5th day of November, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

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RESOLUTION NO. 18-11-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING THE CONTRACTOR FOR THE RAYMOND P. OGLESBY PRESERVE OUTDOOR LIGHTING PROJECT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has solicited proposals from qualified contractors to supply and install outdoor lighting fixtures and related lighting improvements for the Raymond P. Oglesby Preserve in compliance with the Town procurement requirements; and

WHEREAS, the Town staff has evaluated the proposals received by the Town, and recommends the Town Commission select Imperial Electrical, Inc. as the contractor for the Raymond P. Oglesby Preserve lighting project.

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

Section 1: That the Town Commission hereby selects Imperial Electrical, Inc. to supply and install the outdoor lighting improvements for the Raymond P. Oglesby Preserve lighting project.

Section 2: That the Town staff is directed to negotiate an agreement with Imperial Electrical, Inc. for the labor, materials and supervision for the lighting project, and submit the proposed agreement to the Town Commission for review and approval.

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

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

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

PASSED AND ADOPTED this 5th day of November, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-11-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO FILE AN APPLICATION FOR GRANT FUNDING WITH THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM FOR WALKING PATH IN A.J. RYAN PARK; AUTHORIZING AND DIRECTING THE TOWN STAFF TO PREPARE AND SUBMIT SAID APPLICATION; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town owns and maintains A.J. Ryan Park ("Park") as a passive park for the use and enjoyment of Town and area residents; and

WHEREAS, the Town Commission would like to construct a walking path in the Park to provide additional opportunities for individuals to use and enjoy the Park; and

WHEREAS, the Florida Recreation Development Assistance Program provides land and recreation grants to local governments to improve their park infrastructures; and

WHEREAS, the Town Commission believes it is in the Town's best interest to apply for a FRDAP grant to provide funding assistance for the Town to construct the walking path in the Park.

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 in this Resolution by reference.

Section 2: That the Town is authorized to apply for a land and recreation grant from the Florida Recreation Development Assistance Program funding to assist in payment for the design and construction of a walking path in A.J. Ryan Park.

Section 3: That the Town staff is authorized and directed to prepare and file said grant application for and on behalf of the Town.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 5th day of November, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-11-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO TERMINATION OF ESCROW AGREEMENT WITH PEMBROKE PARK OWNER, LP AND GOODKIND & FLORIO, P.A.; AUTHORIZING MAYOR TO EXECUTE AND DELIVER SAID TERMINATION OF ESCROW AGREEMENT FOR AND ON BEHALF OF TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town entered into an Escrow Agreement with Pembroke Park, LP and Goodkind & Florio, P.A. regarding the issuance of a temporary Certificate of Occupancy for the structure located at 1781 South Park Road; and

WHEREAS, the Escrow Agreement provided for liquidated damages in the amount of \$250.00 per day payable from Pembroke Park Owner, LP to Town for each day the landscaping improvements were not completed past the completion date of February 12, 2018; and

WHEREAS, Pembroke Park Owner, LP has completed the landscaping improvements and they were approved by the Town Building Department on June 25, 2018; and

WHEREAS, pursuant to the terms of the Escrow Agreement, the Town is due liquidated damages in the sum of \$33,500.00 from Pembroke Park Owner, LP; and

WHEREAS, it is necessary for the parties to enter into the Termination of Escrow Agreement authorizing the payment of the sum of \$33,500.00 to Town and release of the balance of the escrow funds to Pembroke Park Owner, LP.

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

Section 1: That the Town is authorized to make and enter into a Termination of Escrow Agreement with Pembroke Park Owner, LP and Goodkind & Florio, P.A. with respect to the property at 1781 South Park Road, said Termination of Escrow Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Termination of Escrow Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 5th day of November, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 18-12-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE CONSENT TO TERMS OF SECOND AMENDMENT TO SETTLEMENT AGREEMENT; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID CONSENT TO TERMS OF SECOND AMENDMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Broward County ("County") and several Broward municipalities entered into a Settlement Agreement to settle the litigation styled City of Sunrise et. al. vs. Broward County, 17th Judicial Circuit Court Case No. CACE-013-015660 (the municipalities defined in the Settlement Agreement as the Settling Municipalities shall be collectively referred to herein as the "Settling Municipalities"); and

WHEREAS, on September 9, 2015, the Pembroke Park Town Commission adopted Resolution 15-09-13 authorizing the settlement of the litigation styled City of Sunrise, et. al. vs. Broward County; authorizing the Mayor to execute a Settlement Agreement with Broward County; and authorizing the Mayor to execute a Settlement Proceeds Distribution Agreement with the Settling Municipalities; and

WHEREAS, the Settlement Agreement provides for the County and the Settling Municipalities to use their best efforts (and to take all reasonable steps) to sell the parcel of land known as Alpha 250, as further described in the Settlement Agreement ("Alpha 250"); and

WHEREAS, on September 14, 2016, the Town Commission adopted Resolution 16-09-12 approving the First Amendment to the Settlement Agreement, to delay the sale of Alpha 250 while a joint independent study is performed regarding the following issues:

- (i) how a 75% County-wide recycling goal may be reached;
- (ii) whether retaining public ownership of Alpha 250 would facilitate the meeting of that recycling goal or would provide other benefits in connection with solid waste disposal within Broward County; and
- (iii) general solid waste disposal issues as determined by the Working Group (as defined in the First Amendment), which may include options regarding flow control and potential governance or contractual structures for collaborative management of solid waste disposal; and

WHEREAS, in June 2017, County retained Arcadis, U.S, Inc., Kessler Consulting, Inc.,

Total Municipal Solutions, L.L.C., and GMAC Consulting, L.L.C. (collectively, the "Arcadis Team") to conduct the study ("Study"), which the Arcadis team commenced in October 2017; and

WHEREAS, consistent with the First Amendment to the Settlement Agreement, the County Administrator and six designated mayors ("Mayors") provided Written Approval of Extension of Sale Delay Period Under First Amendment to Settlement Agreement until October 11, 2018, that further extended the sale delay period until October 11, 2018; and

WHEREAS, in August 2018, the Arcadis Team completed the Study and issued its Solid Waste and Recycling Issues Study Interim Final Report ("Interim Final Report"), that summarizes the Arcadis Team's findings based on the Study and includes its final evaluations and recommendations; and

WHEREAS, in order to analyze the Interim Final Report and address the final evaluations and recommendations presented therein, the County and the Settling Municipalities desire to amend the Settlement Agreement to further extend the Sale Delay Period until October 11, 2019, which period may be further extended for up to three additional periods, provided that any such additional extension be approved in writing by the County Administrator and the Mayors.

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

Section 1: That the foregoing recitals are true and correct and are incorporated in this Resolution by reference.

Section 2: That the Town approves the Second Amendment to the Settlement Agreement, said Second Amendment being on file with the Town Clerk, and by reference made a part hereof.

Section 3: That Town approves the Consent to Terms of Second Amendment, said Consent to Terms of Second Amendment being on file with the Town Clerk, by reference made a part hereof.

Section 4: That the Mayor is authorized and directed to execute and deliver the Consent to Terms of the Second Amendment (together with such non-substantial changes as are acceptable to the Interim Town Manager and approved as to form and legal sufficiency by the Town Attorney) for and on behalf of the Town.

Section 5: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 7: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 27th day of December, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-01-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND TO ENTER INTO A CONTRACT WITH IMPERIAL ELECTRICAL INCORPORATED, A FLORIDA CORPORATION, FOR RAYMOND P. OGLESBY PRESERVE TRAIL LIGHTING IMPROVEMENT PROJECT; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID CONTRACT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town retained the services of Calvin, Giordano & Associates, Inc. to design improvements to the lighting infrastructure for the Raymond P. Oglesby Preserve (“Preserve”) to enhance the safety and security of individuals using the Preserve facilities; and

WHEREAS, Calvin, Giordano & Associates, Inc. has also agreed to prepare the bid package for the project, assist the Town in the selection of the contractor for the project, and to supervise the completion of the contract by the selected electrical contractor; and

WHEREAS, an Invitation To Bid was advertised for the project for the selection of the electrical contractor resulting in three (3) bids received by Town and opened on September 25, 2018; and

WHEREAS, Calvin, Giordano & Associates, Inc. reviewed the bids received by Town for mathematical correctness, thoroughness of completion of forms, surety, insurance requirements, licenses, and references; and

WHEREAS, Calvin, Giordano & Associates, Inc. recommended that Town select Imperial Electrical Incorporated for the base bid of \$394,740.00; and

WHEREAS, Broward County Housing Finance and Community Redevelopment Division reviewed the recommendation of Calvin, Giordano & Associates, Inc. and issued a letter dated November 21, 2018 stating that they concurred with their recommendation of the bid award to Imperial Electrical Incorporated as the lowest responsive and responsible bidder for construction of the project; and

WHEREAS, it is necessary for the Town and Imperial Electrical Incorporated to enter into a written agreement setting forth the terms and conditions for completion of the project by Imperial Electrical Incorporated and the compensation for their services and materials.

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

Section 1: That Town is authorized to make and enter into a Contract with Imperial
Electrical Incorporated, a Florida corporation, for the Raymond P. Oglesby Preserve Trail
Lighting Improvement Project with a base bid in the amount of \$394,740.00, said Contract being
on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said
Contract for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 9th day of January, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

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RESOLUTION NO. 19-01-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A CONSULTING AGREEMENT WITH THE CAPITAL HILLS CONSULTANTS, INC., A FLORIDA CORPORATION, FOR THE FISCAL YEAR 2018-2019; AUTHORIZING THE MAYOR AND CLERK COMMISSIONER TO EXECUTE AND DELIVER SAID CONSULTING AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town desires to retain the services of The Capital Hills Consultants, Inc., (the "Consultant") to provide public relations, legislature consulting, lobbying and related services both locally for Fiscal Year 2018-2019 and before the Florida Legislature for the 2019 Legislative Session; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions of the duties of each party and compensation to the Consultant for its services.

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

Section 1: That upon approval by the Town Staff of the proposed Agreement submitted by The Capital Hills Consultants, Inc., the Town is authorized to make and enter into the Consulting Agreement between the Town of Pembroke Park and The Capital Hills Consultants, Inc., for consulting services, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor and Clerk Commissioner are authorized and directed to execute and deliver said Consulting Agreement for and on behalf of the Town.

Section 3: That the Town Manager is directed to execute any and all Lobbyist Registration Forms to allow The Capital Hills Consultants, Inc., to represent the Town as required by government agencies.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 9th day of January, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-01-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A CONSULTING AGREEMENT WITH HELMICH CONSULTING, INC., A FLORIDA CORPORATION, FOR THE FISCAL YEAR 2018-2019; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; DIRECTING THE INTERIM TOWN MANAGER TO EXECUTE THE LOBBYIST REGISTRATION FORMS FOR THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town desires to retain the services of Helmich Consulting, Inc., to provide public relations, legislature consulting, lobbying and related services before the Florida Legislature for the 2019 Legislative Session; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions of the duties of each party and compensation to Helmich Consulting, Inc., for its services.

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

Section 1: That upon approval by the Town Staff of the proposed Agreement submitted by Helmich Consulting, Inc., the Town is authorized to make and enter into the Agreement between the Town of Pembroke Park and Helmich Consulting, Inc., for consulting services, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

Section 3: That the Interim Town Manager is directed to execute any and all Lobbyist Registration Forms required to allow Helmich Consulting, Inc. to represent Town as required by government agencies.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 9th day of January, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-02-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH GRAU & ASSOCIATES FOR AUDITING SERVICES FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town entered into an Agreement with Grau & Associates to provide financial auditing services for the Town for the fiscal years ending September 30, 2016, September 30, 2017, and September 30, 2018; and

WHEREAS, Grau & Associates has notified the Town that they will require significant additional time auditing the Town's finances for the fiscal year ending September 30, 2018 in excess of their initial estimate of the required number of hours to complete the annual audit; and

WHEREAS, based upon the anticipated additional time required to complete the Town's financial audit, Grau & Associates has requested the fee for the preparation of the audit for the year ending September 30, 2018 be increased from \$25,500.00 to \$38,000.00 to compensate them for the additional time required to complete the audit; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the revised fee due Grau & Associates for the completion of the financial audit for the fiscal year ending September 30, 2018.

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

Section 1: That the Town is authorized to make and enter into the Agreement with Grau & Associates dated January 16, 2019 for preparation of the Town's financial audit for the fiscal year ending September 30, 2018, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Agreement dated January 16, 2019 for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of February, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-02-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING THE AUTHORIZATION FOR THE MONTHLY PAYMENT OF THE DEBT SERVICE ON THE SEWER REVENUE BOND, SERIES 2009, FOR THE FISCAL YEAR 2018-2019; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission approved Resolution 18-10-01 authorizing the monthly payment for services, materials and supplies for fiscal year 2018-2019 without submission of invoices for individual approval pursuant to the provisions of Section 2-124, Pembroke Park Code of Ordinances; and

WHEREAS, it is necessary to amend the monthly payment amount due for the Sewer Revenue Bond, Series 2009 from the previously approved amount of Ten Thousand Seven Hundred Ten Dollars and 14/100 (\$10,710.14) per month to an amount not exceeding Ten Thousand Seven Hundred Fifty Dollars (\$10,750.00) per month.

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

Section 1. That the Town Commission hereby authorizes the monthly payment due on the Sewer Revenue Bond, Series 2009 in an amount not exceeding Ten Thousand Seven Hundred Fifty Dollars (\$10,750.00) pursuant to the provisions of Section 2-124, Pembroke Park Code of Ordinances.

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

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

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

PASSED AND ADOPTED this 13th day of February, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-02-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A BILLBOARD AGREEMENT WITH CLEAR CHANNEL OUTDOOR, INC., A DELAWARE CORPORATION; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Clear Channel Outdoor, Inc., a Delaware corporation, and Town of Pembroke Park entered into a Billboard Replacement and Removal Agreement dated December 3, 2008, which provided for Clear Channel Outdoor, Inc. to remove one existing billboard structure adjacent to Hallandale Beach Boulevard and to remove and replace their billboard structure located at 2910 SW 30th Avenue, Pembroke Park, Florida; and

WHEREAS, the Billboard Replacement and Removal Agreement provided that the Agreement would have a term of ten (10) years from the date of completion of the replacement billboard structure; and

WHEREAS, the parties desire to enter into a new Agreement to allow Clear Channel Outdoor, Inc. to continue to maintain the billboard structure with electronic/digital faces in its current location, provide for the other terms and conditions related to the maintenance of the billboard structure, and the consideration to be paid to Town.

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

Section 1. That the Town is authorized to make and enter into a Billboard Agreement with Clear Channel Outdoor, Inc., a Delaware corporation, said Billboard Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2. That the Mayor is authorized and directed to execute and deliver said Billboard Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of February, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-02-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REAFFIRMING THE ENGAGEMENT AGREEMENT WITH SACHS SAX CAPLAN, P.L. FOR LEGAL SERVICES; INCREASING THE AMOUNT FOR PAYMENT OF LEGAL SERVICES TO SACHS SAX CAPLAN, P.L.; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town entered into an Engagement Agreement with Sachs Sax Caplan, P.L., dated June 14, 2018, to review Town's prior agreements with Broward Sheriff's Office for police and fire services, advise Town of any variations in services and obligations affecting costs that were unanticipated within the Broward Sheriff's Office agreements, advise Town of any recommended changes to provisions of the prior Police and Fire Services Agreements and assist Town in the negotiation of a new Police and Fire Services Agreement; and

WHEREAS, Resolution 18-06-02 approving the Engagement Agreement provided that the compensation to be paid from Town to Sachs Sax Caplan, P.L. for the services provided pursuant to the Engagement Agreement shall not exceed the sum of Twenty-five Thousand Dollars (\$25,000.00) without prior written approval of the Town Commission; and

WHEREAS, the amount of compensation paid to Sachs Sax Caplan, P.L. for services pursuant to the Engagement Agreement has reached the funding limitation of Twenty-five Thousand Dollars (\$25,000.00); and

WHEREAS, Town Commission is pleased with the legal services provided by Sachs Sax Caplan, P.L., and desires to continue the legal services engagement of Sachs Sax Caplan, P.L. related to the Police and Fire Services Agreements with Broward Sheriff's Office; and

WHEREAS, it is necessary for the Town Commission to authorize additional funding to Sachs Sax Caplan, P.L. for the law firm to continue its engagement with the Town.

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

Section 1. That the Town Commission hereby reaffirms the Engagement Agreement with Sachs Sax Caplan, P.L., dated June 14, 2018, for legal services related to the Town's agreement with Broward Sheriff's Office for Police and Fire Services.

Section 2. That the Town Commission authorizes additional compensation to be paid from Town to Sachs Sax Caplan, P.L. for legal services to be provided pursuant to the Engagement Agreement dated June 14, 2018 in an amount not to exceed Twenty-five Thousand Dollars (\$25,000.00) without prior written approval of the Town Commission.

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

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

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

PASSED AND ADOPTED this 13th day of February, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SYLVA CONSULTING INCORPORATED FOR CLOUD STORAGE FOR DOCUMENTS; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town information technology staff has determined that it is in the Town's best interest to store the Town's electronic information at an off-site facility in order to reduce the expenses for the purchase and maintenance of computer equipment by the Town; and

WHEREAS, the Town staff has evaluated proposals from various electronic information storage providers and has determined that Sylva Consulting Incorporated has the technical resources and support staff to provide storage of the Town's electronic information; and

WHEREAS, the Town information technology staff has been pleased with the services previously provided by Sylva Consulting Incorporated to the Town, and recommends that the Town Commission enter into an annual agreement with Sylva Consulting Incorporated to provide electronic information storage for Town.

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

Section 1: That the Town is authorized to make and enter into an Agreement with Sylva Consulting Incorporated to provide Microsoft Office 365 product services: OneDrive for Business Online Plan 2 Government for the Town of Pembroke Park, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That upon the approval of the terms and conditions of the proposed Agreement by Town staff, the Mayor is authorized and directed to execute and deliver the Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of March, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH MALWAREBYTES, INC. FOR MALWARE PROTECTION AND SOFTWARE SERVICE; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Town to obtain a computer protection software product to protect the Town's computer system from malware, viruses and other potentially damaging electronic interference; and

WHEREAS, the Town information technology staff has reviewed the available malware protection software systems available which fulfill the requirements of the Town computer system; and

WHEREAS, the Town staff recommends that the Town continue using the Malwarebytes Endpoint Protection software and the lowest available subscription price is provided by Malwarebytes, Inc.; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the use of the Malwarebytes Endpoint Protection system by the Town.

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

Section 1: That the Town is authorized to make and enter into an Agreement with Malwarebytes, Inc. for computer protection software for Town's computer system, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That upon the approval of the terms and conditions of the proposed Agreement by Town staff, that the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of March, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH MODCOMP, INC. DBA CSPI TECHNOLOGY SOLUTIONS; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 119, Florida Statutes, sets forth the requirements for local governments to retain all public records made or received in connection with the transaction of official business of the local government; and

WHEREAS, information received by agencies such as Town via electronic communication is specifically included in the requirements of Section 119.01(2)(a), Florida Statutes; and

WHEREAS, the Town information technology staff has reviewed available software systems which would enable the Town to store all electronic mail communications sent or received by Town staff or officials; and

WHEREAS, the Town information technology staff recommends that the Town obtain the Barracuda Message Archiver for the storage of the Town's electronic mail; and

WHEREAS, the Town staff has obtained written proposals from three (3) separate suppliers of the Barracuda Message Achiver in compliance with the requirements of the Town's procurement ordinance; and

WHEREAS, Town staff recommends that the Town obtain the Barracuda Message Archiver software from Modcomp, Inc. dba CSPI Technology Solutions as the lowest responsible bidder; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the use of the Barracuda Message Archiver system by the Town.

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

Section 1: That Town is authorized to make and enter into an Agreement with Modcomp, Inc. dba CSPI Technology Solutions for Barracuda Message Achiver software, said proposed Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That upon approval of the terms and conditions of the proposed agreement by Town staff, the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of March, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SMARSH, INC., AN OREGON CORPORATION, FOR PRESERVATION OF ELECTRONIC RECORDS; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER THE AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 119, Florida Statutes, sets forth the requirements for local governments to retain all public records made or received in connection with the transaction of official business of the local government; and

WHEREAS, text messages sent or received by Town employees and elected officials are required to be retained as public records pursuant to Chapter 119, Florida Statutes; and

WHEREAS, the Town staff has reviewed the available companies that can provide digital comprehensive communication archiving for the text messages of Town elected officials and employees as required by Town's Procurement Ordinance; and

WHEREAS, the Town staff has determined that Smarsh, Inc. has the technological capability to capture text messages directly from the Verizon and AT&T networks which is necessary because Town employees and elected officials use both networks; and

WHEREAS, the Town staff recommends that the Town enter into an agreement with Smarsh, Inc. to provide the digital comprehensive communication archiving as required by Florida law.

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

Section 1: That the Town is authorized and directed to enter into an Agreement with Smarsh, Inc., an Oregon corporation, for digital comprehensive communication archiving for text messages sent and received by Town employees and elected officials, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That upon final approval by the Town staff, the Mayor is authorized to execute and deliver said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of March, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO ACTUARIAL SERVICES AGREEMENT WITH FOSTER AND FOSTER, INC.; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town is required to disclose specific obligation information regarding Other Postemployment Benefits plan; and

WHEREAS, it is necessary for the Town to retain a qualified actuary to determine the Town's Postemployment Benefits obligation; and

WHEREAS, the Town staff has reviewed proposals from various actuaries to prepare the actuarial report and recommends that the Town select Foster & Foster, Inc. to prepare the actuarial report; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the preparation of the actuarial report and compensation therefore.

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

Section 1: That Town is authorized to make and enter into the Actuarial Services Agreement with Foster & Foster, Inc. for Other Postemployment Benefits plan, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of March, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING SOUTHEASTERN FENCE CORP. FOR THE COMMUNITY GARDEN FENCING PROJECT; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SOUTHEASTERN FENCE CORP. FOR THE COMMUNITY GARDEN FENCING PROJECT; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town staff has determined it is necessary to install a protective fence to limit public access to the exotic fruit orchard located within Ryan Park; and

WHEREAS, the Town staff has solicited proposals from various fence contractors to provide the required materials and labor for the installation of the fence in compliance with the Pembroke Park procurement ordinance requirements; and

WHEREAS, the Town staff has evaluated the proposals from the fence contractors and recommends that the Town Commission select Southeastern Fence Corp. to provide the required materials and labor for the installation of the community garden fence; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the installation and payment for the fence project for the community garden.

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 Commission hereby selects Southeastern Fence Corp. to provide the required materials and labor for the installation of the community garden fence project.

Section 3: That the Town is authorized to make and enter into the agreement with Southeastern Fence Corp. for the community garden fence project in the amount of \$12,033.61, said agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 4: That the Mayor is authorized and directed to execute and deliver said agreement for and on behalf of the Town.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 13th day of March, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK PROVIDING FOR FUNDING AND ADMINISTRATION OF 43RD YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR PRESERVE LIGHTING IMPROVEMENTS; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID FIRST AMENDMENT FOR AND ON BEHALF OF TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town is the recipient of grant funding from the 43rd Year Community Development Block Grant Program for Preserve Lighting Improvements; and

WHEREAS, the Town and Broward County, as Administrator of the Community Development Block Grant Program, entered into an Agreement Providing for Funding Administration the 43rd Year Community Development Block Grant Program for Preserve Lighting Improvements on October 4, 2018; and

WHEREAS, the Agreement provided for a project completion date of March 31, 2019; and

WHEREAS, Town has requested that Broward County agree to an extension of the project completion date until June 30, 2019; and

WHEREAS, Broward County has agreed to the extension as requested by the Town, and it is necessary for the parties to enter into an amendment to the Agreement to extend the time for completion of the project.

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

Section 1. That the above recitals are true and correct and are incorporated herein by reference.

Section 2. That the Town is authorized to make and enter into the First Amendment to Agreement between Broward County and Town of Pembroke Park providing for Funding and Administration of the 43rd Year Community Development Block Grant Programs for Preserve Light Improvements, said First Amendment being on file with the Town Clerk, by reference made a part hereof.

Section 3. That the Mayor is authorized and directed to execute and deliver said First Amendment for and on behalf of Town.

Section 4. That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 13th day of March, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR FUNDING AND ADMINISTRATION OF THE 44TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR PEMBROKE PARK PRESERVE TOT LOT; AUTHORIZING AND DIRECTING THE MAYOR AND TOWN STAFF TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town submitted an application for 44th Year Community Development Block Grant funding to assist in the payment for the purchase and installation of tot lot equipment for the Raymond P. Oglesby Preserve; and

WHEREAS, on August 14, 2018, the Broward County Board of County Commissioners authorized Community Development Block Grant funding to Town in the amount of Sixty-one Thousand Six Hundred Seventy-two dollars (\$61,672.00) to assist in funding the expenses for purchase and installation of the tot lot equipment; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the description of the project, the terms, conditions, the duties and responsibilities of the parties with respect to the completion of the project, funding obligations and related matters.

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

Section 1. That the Town is authorized to make and enter into the Agreement Between Broward County and Town of Pembroke Park for Funding and Administration of the 44th Year Community Development Block Grant Programs for Pembroke Park Preserve Tot Lot, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 2. That the Mayor, Town Clerk, Town Manager, and Town Attorney are authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of March, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DESIGNATING THE PUBLIC SERVICES DIRECTOR TO AUTHORIZE THE PURCHASE OF SERVICES OR COMMODITIES BY TOWN IN AN AMOUNT LESS THAN FIVE HUNDRED DOLLARS (\$500.00) WITHOUT APPROVAL OF THE TOWN COMMISSION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 2-124(a), Pembroke Park Code of Ordinances, allows the Town Manager or designee to authorize the purchase of services or commodities in an amount less than Five Hundred Dollars (\$500.00) without the approval of the Town Commission; and

WHEREAS, the Town Commission desires to designate the Public Services Director to authorize the purchase of services or commodities in an amount less than Five Hundred Dollars (\$500.00).

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

Section 1: That the Town Commission hereby designates the Public Services Director to authorize the purchase of services or commodities by Town in an amount less than Five Hundred Dollars (\$500.00) without the approval of the Town Commission as provided in Section 2-124(a), Pembroke Park Code of Ordinances.

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

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

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

PASSED AND ADOPTED this 13th day of March, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

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RESOLUTION NO. 19-03-10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO THE SECOND AMENDMENT TO EXCLUSIVE FRANCHISE AGREEMENT BETWEEN TOWN OF PEMBROKE PARK AND WASTE MANAGEMENT INC. OF FLORIDA FOR FURNISHING SOLID WASTE COLLECTION SERVICES; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID SECOND AMENDMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town and Waste Management Inc. of Florida entered into an Exclusive Franchise Agreement for Furnishing Solid Waste Collection Services within the Town on December 4, 2015; and

WHEREAS, the Town and Waste Management Inc. of Florida amended the Agreement to increase bulk collection service to residential units and to clarify consumer price index adjustment; and

WHEREAS, parties desire to amend the Agreement to provide solid waste collection service to single family dwellings, provide a rate for such service and to add the CLEAN program to control overflowing of commercial containers; and

WHEREAS, it is necessary for the parties to enter into a written Amendment to the Agreement setting forth the matters contained in a previous Whereas Clause.

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

Section 1: That Town is authorized to make and enter into the Second Amendment to Exclusive Franchise Agreement between Town of Pembroke Park and Waste Management Inc. of Florida for Furnishing Solid Waste Collection Services, said Second Amendment being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said Second Amendment for and on behalf of the Town.

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

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

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

PASSED AND ADOPTED this 13th day of March, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-03-11

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING A MANAGEMENT SOFTWARE PROVIDER FOR TOWN ADMINISTRATION; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH THE SELECTED MANAGEMENT SOFTWARE PROVIDER; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER THE AGREEMENT FOR MANAGEMENT SOFTWARE FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has directed the Town staff to review the management software programs available for public governing bodies to improve the Town's ability for publishing and revising Town Commission Meeting agendas, supporting documents for meetings, improve public access to Town documents and to increase the efficiency and transparency of the Town's operations; and

WHEREAS, the Information and Technology staff has solicited and reviewed the various management software programs available for public governing bodies in compliance with the Town's procurement ordinance, and recommends that the Town select the iCompass management program available from Diligent Corporation; and

WHEREAS, the Town Commission concurs with the recommendation of the Town's Information and Technology staff; and

WHEREAS, it is necessary for the Town and Diligent Corporation to enter into a written agreement setting forth the terms and conditions for the acquisition and use of the management software program.

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

Section 1: That the Town selects iCompass management software program produced by Diligent Corporation as the Town's management software program.

Section 2: That the Town is authorized to make and enter into an Agreement with Diligent Corporation for the iCompass management software program, said proposed Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 3: That upon approval of the Agreement by Town staff, the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

PASSED AND ADOPTED this 20th day of March, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-04-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING THE PROVISIONS OF THE WAGE RECONSIDERATION MEMORANDUM DATED APRIL 4, 2019; PROVIDING FOR PAYMENT OF WAGES TO EMPLOYEES AS SET FORTH IN THE WAGE RECONSIDERATION MEMORANDUM; DIRECTING THE FINANCE AND BUDGET DEPARTMENT TO ISSUE SAID PAYMENTS TO TOWN EMPLOYEES; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Oel Wingo Management Consulting Services prepared a Compensation Study and Plan for Town employees in July 2018; and

WHEREAS, the employee pay rates contained in Oel Wingo Management Consulting Services Compensation Study and Plan were incorporated in the Town Budget for Fiscal Year 2018-2019 which resulted in reduction in the wages paid to numerous Town employees beginning October 1, 2018; and

WHEREAS, the Interim Town Manager Bob Vitas issued a memorandum dated February 7, 2019 with a recommended revised compensation plan for Town employees, and said Amended Employee Compensation Plan was approved by the Town Commission on April 3, 2019 by Resolution 19-04-01; and

WHEREAS, Resolution 19-04-01 provided in part that Town employees would be paid the difference between the wages they received for the period from October 1, 2018 to the date of adoption of Resolution 19-04-01 on April 3, 2019 and the wages they would have received under the Amended Employee Compensation Plan for the same time period; and

WHEREAS, the Finance and Budget staff has calculated the amount Town employees affected by the reduced compensation plan are entitled to receive from the Town under the terms of Resolution 19-04-01; and

WHEREAS, the Town Commission desires to adopt the schedule of compensation due Town employees prepared by the Finance and Budget department staff in the Wage Reconsideration memorandum dated April 4, 2019, and authorize payment of said compensation at this time.

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 incorporated in this Resolution by reference herein.

Section 2: That the Town Commission hereby adopts the provisions set forth in the Wage Reconsideration memorandum prepared by the Finance and Budget department staff dated April 4, 2019, which memorandum is attached hereto as Exhibit A, and incorporated herein by reference.

Section 3: That the Town Commission authorizes the payment of wages in the amount of \$76,493.11 to the Town employees listed in the Wage Reconsideration memorandum in such amount as calculated by the Finance and Budget department staff due each of the listed employees.

Section 4: That the Finance and Budget Department is directed to issue payment as set forth herein to the listed employees as soon as practical.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 8th day of April, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

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Town of Pembroke Park
3150 SW 52nd Ave
Pembroke Park, FL 33023
Phone: (954) 966 4600
FAX: (954) 966 5186

MEMORANDUM

Date: April 4, 2019

To: Mayor Ashira Mohammed
Vice Mayor Howard Clarke
Clerk/Commissioner Georgina Cohen
Commissioner Geoffrey Jacobs
Commissioner Reynold Dieville

CC: Natasha Josephs, Director of Administrative Services
Todd Larson, Public Service Director

From: Harry Taubenfeld

Re: Wage Reconsideration

I was given the task to calculate the amount due to each employee that has been approved for the wage reconsideration that was approved by the commission on April 3, 2019. The town currently has 22 employees of which 16 have been approved for the "true up" in their salaries. The six individuals not included are the Billing Administrator, Administrative Services Director, Code Enforcement Supervisor, Public Service Director, Assistant Public Services Director and the Sewer Maintenance Supervisor.

Below is a step by step process as to how the amount due for each employee was calculated.

1. Calculated the adopted FY 2019 hourly and overtime rate for each employee.
2. Calculated the COORC local Survey Salary Reconsideration hourly and overtime rate for each employee.

3. Calculated the amount due to each employee by using the variance of the two rates and multiplying that number by the total number of hours and overtime hours each employee worked from October 1, 2018 through March 30, 2019.

Of the 16 employees up for reconsideration, 5 have no financial impact. They are the receptionist, AR Clerk, AP Clerk, Project Manager and Code Enforcement Officer. The receptionist, and AP clerk were hired in the current year using the COORC Local Survey Salary. The Code enforcement Officer and Project Manager were promoted to their new position in the current year and the COORC Local Survey Salary was used for their new salary. There was a retroactive calculation done in November for the 2 promoted employees.

The total amount due to the remaining 11 employees is \$76,493.11. Attached is the schedule supporting the amounts due to each employee.

Please note that there are some employees who have more than 1,040 Hours (26 weeks * 40 hours). This is due to a vacation buy back that was done in November 2018.

I am available to discuss this with each of you should you have any questions.

**Town of Pembroke Park
Year to Date - Employee Wages
as of: April 5, 2019**

Employee	YTD				Overtime				Totals				Proposed Salary				Amount Due to Employee			
	Dollars	Hours	Rate	Dollars	Hours	Rate	Dollars	Hours	Rate	Dollars	Hours	Rate	Annual	Weekly	Reg. Rate	OT Rate	Regular \$	OT	Total	
Lucile Manzerolle	\$ 28,500.63	1,080.00	\$ 26.39	\$ 1,415.00	35.75	\$ 39.58	\$ 29,915.63						73,655.00	1,416.44	35.41	53.12	9,743.91	483.92	10,227.23	
Teresa Malcolin	\$ 18,045.52	1,040.00	\$ 17.35	\$ 982.65	37.75	\$ 26.03	\$ 19,028.17						40,681.00	782.33	19.56	29.34	2,294.98	124.83	2,419.81	
Alan Corriveau	\$ 31,265.48	1,040.00	\$ 30.06	\$ -	-	\$ -	\$ 31,265.48						94,147.00	1,810.52	45.26	67.89	15,808.02	15,808.02	31,616.04	
Robert Day	\$ 18,556.42	1,040.00	\$ 17.84	\$ 1,926.72	72.00	\$ 26.76	\$ 20,483.14						47,593.00	915.25	22.88	34.32	5,240.08	544.46	5,784.54	
Byron Hill	\$ 18,306.60	1,026.00	\$ 17.84	\$ 80.28	3.00	\$ 26.76	\$ 18,386.88						41,883.00	805.44	20.14	30.20	2,353.00	10.33	2,363.33	
James Lawson	\$ 18,896.86	1,040.00	\$ 18.17	\$ 306.68	11.25	\$ 27.26	\$ 19,203.54						42,601.00	819.25	20.48	30.72	2,403.64	38.94	2,442.58	
Christopher McKine	\$ 21,039.19	1,080.00	\$ 19.48	\$ 6,611.06	226.25	\$ 29.22	\$ 27,650.25						44,930.00	1,115.96	27.90	41.85	9,091.77	2,857.18	11,948.95	
Adrian Mesa	\$ 19,918.86	1,040.00	\$ 19.15	\$ 4,352.60	151.50	\$ 28.73	\$ 24,271.46						58,050.00	863.56	21.59	32.88	2,533.64	553.49	3,087.13	
Misael Flores	\$ 18,045.55	1,040.00	\$ 17.35	\$ 5,316.64	204.25	\$ 26.03	\$ 23,362.19						40,681.00	782.33	19.56	29.34	2,294.95	675.50	2,970.45	
Gary Neruus	\$ 21,111.48	1,040.00	\$ 20.30	\$ 2,618.70	86.00	\$ 30.45	\$ 23,730.18						72,561.00	1,395.40	34.89	52.33	15,169.02	1,881.48	17,050.50	
Gregory Ramirez	\$ 19,918.86	1,040.00	\$ 19.15	\$ 4,352.60	151.50	\$ 28.73	\$ 24,271.46						44,930.00	863.56	21.59	32.88	2,533.64	553.49	3,087.13	
Christopher McKine	\$ 21,039.19	1,080.00	\$ 19.48	\$ 6,611.06	226.25	\$ 29.22	\$ 27,650.25						44,930.00	1,115.96	27.90	41.85	9,091.77	2,857.18	11,948.95	
Adrian Mesa	\$ 19,918.86	1,040.00	\$ 19.15	\$ 4,352.60	151.50	\$ 28.73	\$ 24,271.46						58,050.00	863.56	21.59	32.88	2,533.64	553.49	3,087.13	
Misael Flores	\$ 18,045.55	1,040.00	\$ 17.35	\$ 5,316.64	204.25	\$ 26.03	\$ 23,362.19						40,681.00	782.33	19.56	29.34	2,294.95	675.50	2,970.45	
Gary Neruus	\$ 21,111.48	1,040.00	\$ 20.30	\$ 2,618.70	86.00	\$ 30.45	\$ 23,730.18						72,561.00	1,395.40	34.89	52.33	15,169.02	1,881.48	17,050.50	
Gregory Ramirez	\$ 19,918.86	1,040.00	\$ 19.15	\$ 4,352.60	151.50	\$ 28.73	\$ 24,271.46						44,930.00	863.56	21.59	32.88	2,533.64	553.49	3,087.13	
Christopher McKine	\$ 21,039.19	1,080.00	\$ 19.48	\$ 6,611.06	226.25	\$ 29.22	\$ 27,650.25						44,930.00	1,115.96	27.90	41.85	9,091.77	2,857.18	11,948.95	
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Misael Flores	\$ 18,045.55	1,040.00	\$ 17.35	\$ 5,316.64	204.25	\$ 26.03	\$ 23,362.19						40,681.00	782.33	19.56	29.34	2,294.95	675.50	2,970.45	
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Gary Neruus	\$ 21,111.48	1,040.00	\$ 20.30	\$ 2,618.70	86.00															

RESOLUTION NO. 19-04-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A MARKETING AGREEMENT WITH UTILITY SERVICE PARTNERS PRIVATE LABEL, INC. ("USP") D/B/A/ SERVICE LINE WARRANTIES OF AMERICA ("SWLA") TO LICENSE THE USE OF THE TOWN OF PEMBROKE PARK NAME AND LOGO IN CONJUNCTION WITH ADVERTISEMENT TO THE TOWN'S RESIDENTS OF WARRANTY PLANS FOR REPAIR OF WATER, SEWER, AND IN-HOME PLUMBING LINES ON RESIDENTIAL PROPERTY; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID MARKETING AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, residential property owners of the Town are responsible for the maintenance and repair of water, sewer, and in-home plumbing service lines that are on their properties and not within the Town's right-of-way, and;

WHEREAS, water, sewer, and in-home plumbing lines, on private property, can vary widely in age and condition, resulting in substantial cost to residents when there is a malfunction on residential property, and;

WHEREAS, the National League of Cities has introduced Utility Service Partners Private Label, Inc., d/b/a Service Line Warranties of America, as a resource for warranties of residential property owners whose water and sewer lines require repair, and;

WHEREAS, Town staff recommends that the Town enter into a marketing agreement with Utility Partners Private Label, Inc. for the National League of Cities Service Line Warranty Program, which offers homeowners the opportunity for repairing broken or leaking water, sewer, or in-home plumbing lines for a low monthly fee, and other terms and conditions set forth in the marketing agreement.

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 incorporated in this
Resolution by reference herein.

Section 2: That the Town is authorized to make and enter into a Marketing
Agreement with Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of
America to license the use of the Town of Pembroke Park's name and logo in conjunction with
its advertisements to the Town's residents of warranty plans for repair of water, sewer, and in-
home plumbing lines on residential property, said Marketing Agreement being on file with the
Town Clerk and by reference made a part hereof.

Section 3: That upon approval of the Marketing Agreement by Town staff, the Mayor
is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

PASSED AND ADOPTED this 10th day of April, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-04-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN ENGAGEMENT LETTER AND FEE AGREEMENT WITH SACHS SAX CAPLAN FOR GENERAL CONSULTING LEGAL SERVICES; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to retain Sachs Sax Caplan for general consulting legal services; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the engagement of Sachs Sax Caplan.

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

Section 1: That the Town is authorized to make and enter into the Engagement Letter and Fee Agreement with Sachs Sax Caplan dated April 4, 2019 for general consulting legal services, said Agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That after review and approval of the Engagement Letter and Fee Agreement by Town staff, the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

Section 3: That the Town Commission must review and approve of any and all matters sent to Sachs Sax Caplan for legal services.

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

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

PASSED AND ADOPTED this 10th day of April, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-04-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND TO ENTER INTO AN AGREEMENT WITH ONSOLVE, LLC FOR CODERED ON-DEMAND NOTIFICATION SERVICE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID CONTRACT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Onsolve, LLC provides an on-demand notification service to alert residents and business owners in the Town of Pembroke Park of important emergency information; and

WHEREAS, Town Commission has determined that the notification service would be a benefit to the health, safety and welfare of the residents and business owners in the Town of Pembroke Park during an emergency situation; and

WHEREAS, OnSolve, LLC has agreed to provide the Town the CodeRed on-demand notification service – unlimited, for the annual subscription fee of \$2,999.00; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions of the on-demand notification service and the compensation for said service.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized to make and enter into a Service Agreement with Onsolve, LLC for on-demand notification service, said agreement being on file with the Town Clerk and by reference made a part hereof.

Section 3: That upon approval of the service Agreement by Town Staff, that the Mayor is authorized and directed to execute and deliver said Service Agreement for and on behalf of the Town.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of April, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-04-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE MASTER CONTRACT FOR EQUIPMENT SOFTWARE AND SERVICES WITH OMNITRACS, LLC; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID MASTER CONTRACT FOR EQUIPMENT AND SOFTWARE SERVICES FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to obtain the necessary mechanical hardware and software system to monitor the use of Town-owned vehicles; and

WHEREAS, a vehicle monitoring system will benefit the Town for numerous purposes, including: vehicle maintenance, location and operation of Town vehicles, and accident investigations involving Town vehicles; and

WHEREAS, the Town staff has obtained three written proposals in compliance with the procurement requirements of the Town's Code of Ordinances from vendors of various vehicle tracking systems; and

WHEREAS, the Town staff has evaluated the proposals and recommends that the Town enter into an agreement with Omnitrac, LLC for the RN Telematics Lease Package as more fully described in the Master Contract for Equipment Software and Services and pricing schedule supplied by Omnitrac, LLC; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the use of the equipment and software by the Town and consideration to be paid to Omnitrac, LLC.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized and directed to make and enter into the Master Contract for Equipment Software and Services with Omnitrac LLC, said Master Contract being on file with the Town Clerk, and by reference made a part hereof.

Section 3: That upon review and approval of the Master Contract for Equipment Software and Services, the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

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

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

PASSED AND ADOPTED this 10th day of April, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-04-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO APPLY FOR THE 45TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING IN THE AMOUNT OF \$61,672; DIRECTING THE TOWN STAFF TO COMPLETE AND FILE THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town staff has determined that there is a need to upgrade the restroom facilities at the Raymond P. Oglesby Preserve to ensure that they are in compliance with the Americans with Disabilities Act (“ADA”); and

WHEREAS, the Town staff has reviewed the Raymond P. Oglesby Preserve facilities and recommends that the Town undertake the project to furnish and install two (2) cabin unisex restroom building, complete with sewer and electrical connections, concrete floors and walls, and ADA compliant doors, toilets, sinks, and hand dryers; and

WHEREAS, the Town does not currently have sufficient funds available to pay for the design, labor, and materials to construct the ADA compliant restroom facilities; and

WHEREAS, the Community Development Block Grant Program was designed to assist local governments such as Pembroke Park with funding to improve their facilities for the benefit of residents of the Town and surrounding area; and

WHEREAS, the Town staff recommends that the Town apply for the 45th Year Community Development Block Grant funding to assist in the payment for the design, construction, and materials for the ADA compliant restroom facilities at Raymond P. Oglesby Preserve; and

WHEREAS, the Town Commission conducted a public hearing on April 10, 2019 to

solicit comments from interested persons regarding the construction of the ADA compliant restroom facilities, and the filing of an application for 45th Year Community Development Block Grant funding for the ADA compliant restroom facilities for the Raymond P. Oglesby Preserve.

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

Section 1: That the above recitals are incorporated in this Resolution by reference herein.

Section 2: That the Town is authorized and directed to apply for 45th Year Community Development Block Grant Program funding in the amount of \$61,672.00 to provide funding assistance for the design and construction of the ADA complaint restroom facilities for the Raymond P. Oglesby Preserve.

Section 3: That the Town staff is directed to complete and file the application for said 45th Year Community Development Block Grant funding in a timely manner.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of April, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-04-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPOINTING AND DESIGNATING A MAYOR, VICE-MAYOR, AND CLERK-COMMISSIONER OF THE TOWN OF PEMBROKE PARK, FLORIDA; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Statutes of the State of Florida and Charter of the Town of Pembroke Park, a General Election for the purpose of electing five (5) members of the Commission of the Town of Pembroke Park was held on March 12, 2019; and

WHEREAS, four (4) of the candidates for Town Commissioner did not draw an opponent, and they were elected without opposition, and the only contested election was for District 4 Commissioner; and

WHEREAS the results of the election for District 4 Commissioner have been canvassed by the Broward County Canvassing Board pursuant to law, and the Canvassing Board has certified the election of Reynold Dieuveille as District 4 Commissioner for Town of Pembroke Park; and

WHEREAS, said Broward County Canvassing Board has certified that the following individuals have been duly elected as members of the Commission of the Town of Pembroke Park, to wit:

District 1:	GEORGINA COHEN
District 2:	HOWARD P. CLARK, JR.
District 3:	GEOFFREY JACOBS
District 4:	REYNOLD DIEUVEILLE
District 5:	ASHIRA A. MOHAMMED

WHEREAS, said individuals have taken and subscribed to the Oath of Commissioner of the Town of Pembroke Park, in accordance with the provisions of the statutes of the State of Florida and Charter of Town of Pembroke Park; and

WHEREAS, as a result of the foregoing, said individuals do now constitute the Commission of the Town of Pembroke Park, having been duly elected and qualified for said office; and

WHEREAS, Section 9, Charter of Town of Pembroke Park, provides that at the first regular meeting of the Commission following every election there shall be appointment by said Commission from its membership one individual to serve as Mayor, one individual to serve as Vice-Mayor, and one individual to serve as Clerk-Commissioner; and

WHEREAS, the first regular meeting of the Commission following the March 12, 2019 election is April 10, 2019, and said Commission desires to make the aforesaid appointments in accordance with the provisions of the Charter of the Town of Pembroke Park.

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

Section 1: That Ashira A. Mohammed, be and she is hereby designated and appointed as Mayor of the Town of Pembroke Park, Florida.

Section 2: That Howard P. Clark, Jr., be and he is hereby designated and appointed as Vice-Mayor of the Town of Pembroke Park, Florida.

Section 3: That Geoffrey Jacobs, be and he is hereby designated and appointed as Clerk-Commissioner of the Town of Pembroke Park, Florida.

Section 4: That the designated and appointed Mayor, Vice-Mayor, and Clerk-Commissioner shall serve in their respective offices until their resignation, removal according to law, or their successor is duly designated and appointed by the Commission.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of April, 2019.

Ashira A. Mohammed
Mayor-Commissioner

ATTEST:

Natasha Joseph
Deputy Town Clerk

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RESOLUTION NO. 19-04-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA APPOINTING AND DESIGNATING AN ACTING CLERK-COMMISSIONER OF THE TOWN OF PEMBROKE PARK, FLORIDA; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Commission of the Town of Pembroke Park has heretofore designated one of its members as Clerk-Commissioner; and

WHEREAS, said Clerk-Commissioner may be absent from the Town of Pembroke Park from time to time or disabled to the extent that the Clerk-Commissioner will be unable to perform the functions of Clerk-Commissioner, including the signing of checks drawn on various accounts of Town of Pembroke Park; and

WHEREAS, the Commission deems it appropriate to provide for a member of the Commission to act in the absence or disability of the Clerk-Commissioner for the signing of checks and other official duties.

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

Section 1: That Reynold Dieuville be and he is hereby designated and appointed as Acting Clerk-Commissioner of the Town of Pembroke Park, Florida to serve in the absence or disability of the Clerk-Commissioner.

Section 2: That the designated and appointed Acting Clerk-Commissioner shall serve in said office until his resignation, removal according to law, or a successor is duly designated and appointed by the Commission.

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

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

PASSED AND ADOPTED this 10th day of April, 2019.

Ashira A. Mohammed
Mayor-Commissioner

ATTEST:

Natasha Joseph
Deputy Town Clerk

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RESOLUTION NO. 19-04-10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA PROVIDING FOR THE AUTHORIZED SIGNATURES ON THE SEVERAL ACCOUNTS OF THE TOWN OF PEMBROKE PARK, FLORIDA WITH THE VARIOUS DEPOSITORIES DESIGNATED BY THE TOWN OF PEMBROKE PARK; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park, Florida, has heretofore designated various financial institutions as depositories for the accounts of the Town of Pembroke Park, Florida, including, but not limited to, checking accounts, savings accounts and Certificates of Deposit; and

WHEREAS, the Mayor, Vice-Mayor, Clerk-Commissioner, and Acting Clerk-Commissioner are *ex officio* authorized signatories on all of said accounts in their capacity as Mayor, Vice-Mayor, Clerk-Commissioner, and Acting Clerk-Commissioner; and

WHEREAS, in the Resolutions designating the various financial institutions as depositories for the funds of the Town of Pembroke Park, the Commission resolved to advise said depositories by Resolution of any change in the authorized signatories on said accounts whenever said change would occur, as a result of the change in the incumbency of said office, or otherwise; and

WHEREAS, the Commission of the Town of Pembroke Park has, by Resolution of even date, designated certain individuals as Mayor, Vice-Mayor, Clerk-Commissioner, and Acting Clerk-Commissioner in accordance with the dictates of the Charter of the Town of Pembroke Park, and Pembroke Park Code of Ordinances; and

WHEREAS, the Commission of the Town of Pembroke Park desires to give notice to the several depositories of the funds of the Town of a change in the authorized signatories on the several accounts maintained by the Town of Pembroke Park with said depositories.

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

Section 1: That the following individuals shall be the authorized signatories in the capacity as shown herein on the several accounts of the Town of Pembroke Park with the financial institutions Town has heretofore designated as depositories in the same form, fashion and manner as heretofore provided in the several Resolutions adopted by the Town of Pembroke Park and submitted to said depositories as follows:

Ashira A. Mohammed	Mayor
Howard P. Clark, Jr.	Vice-Mayor
Geoffrey Jacobs	Clerk-Commissioner
Reynold Dieuveille	Acting Clerk-Commissioner

Section 2: That all checks, withdrawals, drafts, or other items withdrawing funds from said accounts, or authorizations in connection therewith, shall be signed by two individuals which shall be either the Mayor or the Vice-Mayor in the absence or disability of the Mayor, and either the Clerk-Commissioner, or the Acting Clerk-Commissioner in the absence or disability of the Clerk-Commissioner.

Section 3: That no individual, other than as set forth in Section 1 hereof, shall be an authorized signatory on any of the accounts of the Town of Pembroke Park with its heretofore designated depositories.

Section 4: That all provisions of all Resolutions heretofore adopted by the Commission of the Town of Pembroke Park, and not subsequently amended or modified by this or other Resolutions as on file with the heretofore designated depositories, shall remain in full force and effect.

Section 5: That all the foregoing authorities shall be and continue in full force and effect until revoked or modified by written notice actually received by the Town's depositories setting forth a Resolution to that effect stated to have been adopted by the Commission, and said depositories are hereby authorized and directed to, at all times, rely upon the last written notice

received by it, of any Resolution as to the foregoing authorities and as to the persons from time to time are its officials, and the Town of Pembroke Park signatories.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 7: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of April, 2019.

Ashira A. Mohammed
Mayor-Commissioner

ATTEST:

Natasha Joseph
Deputy Town Clerk

RESOLUTION NO. 19-04-11

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO FEDERALLY-FUNDED SUBAWARD AND GRANT AGREEMENT WITH THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town suffered damage from Hurricane Irma when it impacted Town; and

WHEREAS, Town expended significant funds to remove hurricane debris throughout the Town resulting from Hurricane Irma; and

WHEREAS, the Federal Emergency Management Agency has allocated funds to various state agencies for payment to local governments for reimbursement of expenses incurred by the local government for hurricane debris removal and related damages resulting from Hurricane Irma; and

WHEREAS, Town is entitled to recover federal funding for reimbursement of its expenses from Hurricane Irma recovery efforts; and

WHEREAS, it is necessary for Town to enter into an agreement with the State of Florida, Division of Emergency Management to receive the Hurricane Irma reimbursement funds for post-storm recovery efforts.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized and directed to make and enter into the Federally-Funded Subaward and Grant Agreement with the State of Florida, Division of Emergency Management for Hurricane Irma reimbursement funding, said Agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 3: That the Mayor is authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

Section 4: That Town staff is directed to promptly complete and submit all necessary supporting documentation required to receive the Hurricane Irma reimbursement funding.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 24th day of April, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-05-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DESIGNATING THE PUBLIC SERVICES DIRECTOR TO AUTHORIZE THE PURCHASE OF SERVICES OR COMMODITIES BY TOWN IN AN AMOUNT LESS THAN ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) WITHOUT APPROVAL OF THE TOWN COMMISSION; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town Commission approved Resolution 19-03-06 on March 13, 2019, designating the Public Services Director to authorize the purchase of services or commodities by the Town in the amount of less than Five Hundred Dollars (\$500.00) without the approval of the Town Commission as provided in Section 2-124(a), Pembroke Park Code of Ordinances; and

WHEREAS, the Town Commission amended the Code of Ordinances relating to procurement of services and commodities by Ordinance 19-04-01, passed and adopted on April 10, 2019, which amended Section 2-124(a), Pembroke Park Code of Ordinances, and increased the authority of the Town Manager or designee to purchase services or commodities without approval of the Town Commission from Five Hundred Dollars (\$500.00) to One Thousand Five Hundred Dollars (\$1,500.00); and

WHEREAS, the Town Commission desires to designate the Public Services Director, in the absence of a Town Manager, as the Town staff person to authorize the purchase of services or commodities in an amount less than One Thousand Five Hundred Dollars (\$1,500.00) without approval of the Town Commission.

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

Section 1: That the Town Commission hereby designates the Public Services Director to authorize the purchase of services or commodities by Town, in the absence of a

Town Manager, in an amount less than One Thousand Five Hundred Dollars (\$1,500.00) without the approval of the Town Commission, as provided in Section 2-124(a), Pembroke Park Code of Ordinances.

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

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

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

PASSED AND ADOPTED this 8th day of May, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-05-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO PURCHASE TEN (10) IPADS FROM PCMG, INC.; AUTHORIZING AND DIRECTING THE TOWN PUBLIC SERVICES DIRECTOR TO EXECUTE ANY AND ALL DOCUMENTS REQUIRED TO COMPLETE PURCHASE OF THE IPADS; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission approved the purchase of the iCompass software system to improve document management, delivery of agendas and supporting documents for Town Commission meetings, public access to Town documents, and related matters of Town administration; and

WHEREAS, the provider of the iCompass software system recommends the Apple iPad as the preferred device for use with the iCompass software system; and

WHEREAS, the Town Information Technology Director has solicited proposals from three (3) different vendors to provide ten (10) Apple iPads and related equipment to facilitate access to the iCompass software system for the Town Commission and Town staff; and

WHEREAS, the Information Technology Director has reviewed the proposals from the vendors and the available hardware configurations for the iPads for use with the iCompass system, and he recommends that the Town purchase the iPads and related equipment from PCMG, Inc., as set forth in his memorandum dated May 1, 2019.

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

Section 1: That the Town is authorized to purchase ten (10) Apple iPad devices and related equipment from PCMG, Inc., on the terms and conditions set forth in PCMG, Inc. quote

number 2763833 dated April 22, 2019, which proposal is on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Public Services Director is authorized and directed to execute and deliver any and all documents necessary to complete the purchase of ten (10) Apple iPads for use with the iCompass system.

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

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

PASSED AND ADOPTED this 8th day of May, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-05-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO PURCHASE AN AUDIOVISUAL SYSTEM FROM CCS PRESENTATION SYSTEMS, INC. FOR USE WITH THE ICOMPASS SOFTWARE SYSTEM; AUTHORIZING AND DIRECTING THE TOWN PUBLIC SERVICES DIRECTOR TO EXECUTE ANY AND ALL DOCUMENTS REQUIRED TO COMPLETE PURCHASE OF THE AUDIOVISUAL SYSTEM; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the iCompass system being purchased by the Town has the capacity to broadcast live audio and video from the Town Commission chambers; and

WHEREAS, it is necessary for the Town to purchase an audiovisual system for installation in Town Commission chambers that is compatible with the iCompass system; and

WHEREAS, the Town Information Technology Director has solicited proposals from various vendors to supply with audiovisual system for use with the iCompass software system; and

WHEREAS, the Information Technology Director recommends that the Town purchase two (2) ceiling mounted cameras together with the related equipment from CCS Presentation Systems, Inc. as set forth in their proposal dated April 24, 2019 in an amount not to exceed \$7,400.00.

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

Section 1: That the Town is authorized to purchase two (2) ceiling mounted high-definition cameras and related audiovisual equipment as more fully set out in the proposal from

CCS Presentation Systems, Inc. dated April 24, 2019 for an amount not to exceed \$7,400.00 as per the proposal on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Public Services Director is authorized and directed to execute and deliver any and all documents necessary to complete the purchase of an audiovisual system from CCS Presentation Systems, Inc., per the terms of the April 24, 2019 proposal.

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

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

PASSED AND ADOPTED this 8th day of May, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-05-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO PURCHASE A WIRELESS ACCESS POINT AND ENTERPRISE SOFTWARE LICENSE FROM PCM INC.; AUTHORIZING THE PUBLIC SERVICES DIRECTOR TO EXECUTE DOCUMENTS REQUIRED TO COMPLETE SALE; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town Information Technology Director has recommended that the Town purchase a new wireless access point and software for the Town Commission chambers for more efficient use of the wireless network; and

WHEREAS, the Information Technology Director has reviewed proposals from three (3) different vendors for the wireless access point items and recommends the Town purchase the device and software from PCM Inc. for \$917.85.

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

Section 1: That the Town is authorized to purchase a wireless access point device and software from PCM Inc., for use in the Town Commission chambers, pursuant to the terms and conditions of the proposal from PCM Inc. number 2767747 dated April 3, 2019 on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Public Services Director is authorized and directed to execute and deliver any and all documents necessary to complete the purchase of the device and software as stated herein.

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

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

PASSED AND ADOPTED this 8th day of May, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

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RESOLUTION NO. 19-05-05

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO PURCHASE BUILDING DEPARTMENT AND PUBLIC WORKS DEPARTMENT SOFTWARE FROM TARADIGM INC.; AUTHORIZING AND DIRECTING THE TOWN PUBLIC SERVICES DIRECTOR TO EXECUTE ANY AND ALL DOCUMENTS REQUIRED TO COMPLETE PURCHASE OF THE SOFTWARE SYSTEM; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Building Department and Public Works Department staff have requested that the Town purchase Bluebeam software for use in building plans review in a more efficient manner; and

WHEREAS, the Town Information Technology Director has solicited proposals from various vendors that provide Bluebeam software and support; and

WHEREAS, the Town Information Technology Director has reviewed the proposals from the various vendors and recommends that the Town purchase Bluebeam software from Taradigm Inc., per the terms of their proposal #19429 dated April 25, 2019.

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

Section 1: That the Town is authorized to make and enter into an agreement with Taradigm Inc. to purchase Bluebeam software and related items for the Building Department and Public Works Department on the terms and conditions of Taradigm, Inc. proposal #19429 dated April 25, 2019, said proposal being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Town Public Services Director is authorized and directed to execute and deliver any and all documents necessary to complete the purchase of the software listed above.

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

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

PASSED AND ADOPTED this 8th day of May, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-05-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE PROPOSAL FROM SCHACHNE ARCHITECTS AND BUILDERS FOR CONSTRUCTION DESIGN SERVICES; AUTHORIZING THE MAYOR TO EXECUTE SAID PROPOSAL FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission is considering the renovation of the administrative offices on the ground floor of Town Hall; and

WHEREAS, the Town has received proposals from two (2) architectural firms to prepare the design plan for the office renovation; and

WHEREAS, the Town Commission desires to enter into the proposal with Schachne Architects and Builders for the design of the office renovations.

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

Section 1: That the Town is authorized to make and enter into the proposal with Schachne Architects and Builders for the preparation of design plans for the renovation of the administrative offices at Town Hall, said proposal being on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Mayor is authorized and directed to execute and deliver said proposal for and on behalf of the Town.

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

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

PASSED AND ADOPTED this 8th day of May, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-05-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REVOKING RESOLUTION 19-05-06; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH RUBEN J. PUJOL ARCHITECT, P.A. FOR PREPARATION OF CONSTRUCTION PLANS FOR RENOVATION OF ADMINISTRATIVE OFFICES AT TOWN HALL; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to revoke Resolution 19-05-06 authorizing the agreement with Schechne Architects and Builders; and

WHEREAS, the Town Commission desires to retain the services of Ruben J. Pujol Architect, P.A. to prepare the plans for the renovation of the administrative offices at Town Hall; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the preparation of the construction plans.

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

Section 1: That the Town Commission hereby revokes Resolution 19-05-06 in its entirety.

Section 2: That the Town is authorized to make and enter into the agreement with Ruben J. Pujol Architect, P.A. for the preparation of design plans for the renovation of the administrative offices at Town Hall, said agreement being on file with the Town Clerk, and by reference made a part hereof.

Section 3: That the Mayor is authorized and directed to execute and deliver said agreement for and on behalf of the Town.

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

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

PASSED AND ADOPTED this 8th day of May, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-06-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO PURCHASE AN AUDIOVISUAL SYSTEM FROM CCS PRESENTATION SYSTEMS, INC. FOR USE WITH THE ICOMPASS SOFTWARE SYSTEM; AUTHORIZING AND DIRECTING THE TOWN PUBLIC SERVICES DIRECTOR TO EXECUTE ANY AND ALL DOCUMENTS REQUIRED TO COMPLETE PURCHASE OF THE AUDIOVISUAL SYSTEM; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Information Technology Director solicited proposals from various vendors to supply the Town with an audiovisual system for use with the iCompass software system; and

WHEREAS, the Town Commission selected CCS Presentation Systems, Inc. to provide the audiovisual system and adopted Resolution 19-05-03 on May 8, 2019, authorizing the Town to enter into an agreement to purchase the equipment in an amount not to exceed \$7,400.00; and

WHEREAS, it has been determined that it is necessary to add additional equipment to the previously approved proposal so that the cameras are compatible with the proposed iCompass system and the additional required equipment increases the costs of the proposal from \$7,359.08 to \$7,625.91; and

WHEREAS, the revised proposal exceeds the previously approved purchase amount of \$7,400.00, and it is necessary for the Town to approve the additional equipment cost.

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

Section 1: That the Town is authorized to purchase two (2) ceiling mounted high-definition cameras and related audiovisual equipment as more fully set out in the proposal from

CCS Presentation Systems, Inc. dated May 15, 2019 for an amount not to exceed \$7,700.00 as per the proposal on file with the Town Clerk, and by reference made a part hereof.

Section 2: That the Public Services Director is authorized and directed to execute and deliver any and all documents necessary to complete the purchase of an audiovisual system from CCS Presentation Systems, Inc., per the terms of the May 15, 2019 proposal.

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

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

PASSED AND ADOPTED this 12th day of June, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-06-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE APPLICATION FOR SITE DEVELOPMENT PLAN FOR TOWERCOM VIII, LLC, A FLORIDA LIMITED LIABILITY COMPANY, FOR REAL PROPERTY LOCATED IN PARCEL A, WESTWIND II PLAT, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 177, PAGE 61, OF PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; PROVIDING FOR CERTAIN DEVELOPMENT CONDITIONS; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, TowerCom VIII, LLC, a Florida limited liability company ("Applicant"), has submitted an Application for Site Development Plan Approval dated June 2, 2017, as amended, for construction of a proposed 120 foot AGL Unipole Telecommunications Tower for certain real property located in Parcel A, Westwind II Plat, located in Pembroke Park, Florida, and more fully described in Exhibit A hereof ("Subject Property"); and

WHEREAS, the Town Development Review Committee has reviewed the Application for Site Development Plan Approval for Applicant and has recommended its approval with certain development conditions for the Subject Property; and

WHEREAS, the Pembroke Park Planning and Zoning Board reviewed the Application for Site Development Plan Approval at their meeting on May 23, 2019, where all interested parties were provided an opportunity to comment on the Application for Site Development Plan Approval; and

WHEREAS, the Pembroke Park Planning and Zoning Board recommended approval of the Application for Site Development Plan Approval for the Applicant with the development

conditions set forth in the Town of Pembroke Park Community Development Memorandum prepared by Michael Miller Planning Associates, Inc. dated May 15, 2019; and

WHEREAS, the Town Commission conducted a public hearing on June 12, 2019, where it reviewed the recommendations of the Pembroke Park Planning and Zoning Board, the comments of Consultant Planner Michael Miller, counsel for applicant, and all interested parties; and

WHEREAS, after review of the evidence presented at the June 12, 2019, Town Commission meeting, the Town Commission has determined that the Application for Site Development Plan Approval for Applicant meets the requirements of Section 20, of Pembroke Park Code of Ordinances, relating to site development plan approval.

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

Section 1: That the Application for Site Development Plan Approval for TowerCom VIII, LLC, a Florida limited liability company, dated June 2, 2017, as amended, for construction of a 120 foot AGL Unipole Telecommunications Tower as shown in said Site Development Plan and reviewed by the Pembroke Park Planning and Zoning Board on May 23, 2019, for certain real property located in the Town of Pembroke Park, Florida as more fully described in the attached Exhibit A, is hereby approved subject to certain development conditions contained in the attached Exhibit B, both Exhibits being made a part hereof by reference herein.

Section 2: That the approval of the Site Development Plan for TowerCom VIII, LLC, for the Subject Property is contingent upon compliance with the development conditions set forth in the Town of Pembroke Park Community Development Memorandum dated May 27, 2019,

prepared by Michael Miller Planning Associates, Inc. attached hereto as Exhibit B, and by reference made a part hereof.

Section 3: That all the development conditions contained in Exhibit B for the Site Development Plan for TowerCom VIII, LLC must be complied with prior to the issuance of a Certificate of Occupancy for use of the telecommunications tower on the Subject Property.

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

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

PASSED AND ADOPTED this 12th day of June, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

Exhibit A

NON-EXCLUSIVE ACCESS AND UTILITY EASEMENT

A PARCEL OF LAND BEING A PORTION OF PARCEL A, WESTWIND II PLAT, AS RECORDED IN PLAT BOOK 177, PAGES 61-62 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SAID PARCEL A;

THENCE ON A PLAT BEARING OF N87°53'28"E ALONG THE NORTH LINE OF SAID PARCEL A, A DISTANCE OF 655.01 FEET TO THE NORTHEAST CORNER OF SAID PARCEL A;

THENCE S03°29'39"E ALONG THE EAST LINE OF SAID PARCEL A, A DISTANCE OF 500.00 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL A;

THENCE S87°53'28"W ALONG THE SOUTH LINE OF SAID PARCEL A, A DISTANCE OF 220.46 FEET;

THENCE N02°06'32"W A DISTANCE OF 10.00 FEET;

THENCE CONTINUE N02°06'32"W A DISTANCE OF 33.00 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUE N02°06'32"W A DISTANCE OF 20.00 FEET;

THENCE N87°53'28"E A DISTANCE OF 160.00 FEET;

THENCE N02°06'32"W A DISTANCE OF 386.85 FEET;

THENCE S87°53'28"W A DISTANCE OF 265.00 FEET;

THENCE N02°06'32"W A DISTANCE OF 50.00 FEET TO A POINT ON THE NORTH LINE OF SAID PARCEL A, SAID POINT ALSO BEING ON THE SOUTH LINE OF COCA-COLA DRIVE (60 FOOT INGRESS AND EGRESS EASEMENT);

THENCE N87°53'28"E ALONG THE NORTH LINE OF SAID PARCEL A AND THE SOUTH LINE OF SAID COCA-COLA DRIVE, A DISTANCE OF 20.00 FEET;

THENCE S02°06'32"E A DISTANCE OF 30.00 FEET;

THENCE N87°53'28"E A DISTANCE OF 265.00 FEET;

THENCE S02°06'32"E A DISTANCE OF 426.85 FEET;

THENCE S87°53'28"W A DISTANCE OF 180.00 FEET TO THE POINT OF BEGINNING;

SAID PARCEL OF LAND SITUATE WITHIN THE CITY OF PEMBROKE PARK,
BROWARD COUNTY, FLORIDA CONTAINING 17,637.06 SQUARE FEET MORE
OR LESS.

This document, together with the contract and general instructions herein, shall constitute the entire agreement between the parties. It is intended that the parties shall be bound by the terms and conditions herein and shall not be subject to any other terms, conditions, or specifications, whether written or oral, in connection with the performance of the work hereunder.



TOWERCOM LEASE AREA DETAIL

See 13.5-22

168 Existing - 5 = 163
* Approved Parking Reduction 165
min.

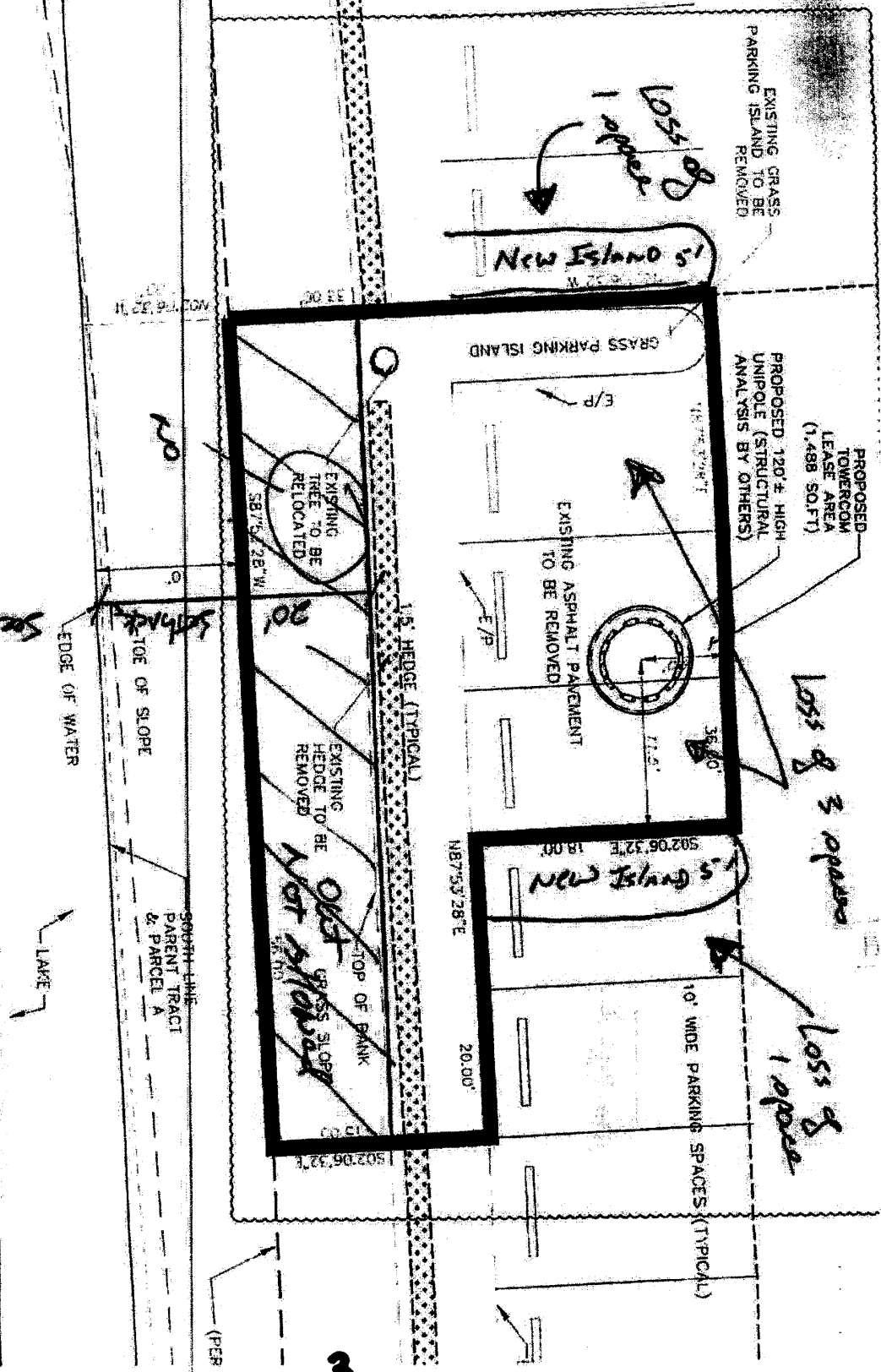


EXHIBIT B

- 1) This approval is based on the revised plans prepared by Kimley-Horn and Associates, Inc. dated and signed by the firm in April 22, 2019 (received by Town May 1, 2019).
- 2) No equipment shall be installed on either the ground or pole that is higher than the proposed 8-foot tall opaque fence height to the Town Code maximum height (10') no equipment shall exceed the height of the 10-foot tall fence.
- 3) Based on recommended National standards for a 120-foot tall flagpole the minimum size of an American Flag is 15' x 25' and the maximum size is 20' x 38'. As this application is for a "stealth cell tower flagpole" an American flag sized between the above dimensions shall be flown at all times, except severe storm events or repairs. Only an American flag may be flown.
- 4) As this site was part of an open water body (Meekins Lake) and filled-in to create the site, appropriate soil analysis will be required at the time of permitting to verify the compaction the soil will support the tower structure.
- 5) As requested by the Broward Sheriff's Office Fire Bureau staff, a "Knox Box" system shall be installed on the perimeter fence gates to allow fire personnel to access the site.

RESOLUTION NO. 19-06-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE HIRING OF HARRY TAUBENFELD AS THE ASSISTANT FINANCE AND BUDGET DIRECTOR ON A FULL-TIME BASIS; ESTBALISHING THE ANNUAL SALARY FOR HARRY TAUBENFELD; AUTHORIZING THE PAYMENT OF A CONVERSION FEE TO ROBERT HALF INTERNATIONAL INC. IN THE AMOUNT OF TEN PERCENT (10%) OF THE ANNUAL SALARY OF HARRY TAUBENFELD FOR THE RIGHT TO HIRE HARRY TAUBENFELD AS AN EMPLOYEE; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Harry Taubenfeld is employed by Robert Half International Inc. ("Robert Half"), and has worked in the Town Finance and Budget Department pursuant to a temporary staff agreement between Town and Robert Half; and

WHEREAS, the Town desires to hire Harry Taubenfeld as a Town employee on a full-time basis; and

WHEREAS, Robert Half agreed to release Harry Taubenfeld from its employment and allow Town to hire Harry Taubenfeld, provided Town pays Robert Half a conversion fee equal to ten percent (10%) of Harry Taubenfeld's annual starting salary at Town; and

WHEREAS, the Town Commission desires to authorize the employment of Harry Taubenfeld on a full-time basis and to pay the conversion fee to Robert Half.

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 incorporated herein by reference.

Section 2: That the Town is authorized to hire Harry Taubenfeld as an employee of the Town on a full-time basis as Assistant Finance and Budget Director, effective immediately.

Section 3: That Harry Taubenfeld shall receive an initial annual salary of One Hundred One Thousand Five Hundred Dollars (\$ 101,500.00) and all other employment benefits provided to other Town employees.

Section 4: That the Town is authorized to pay Robert Half International, Inc., a conversion fee in the amount of Ten Thousand One Hundred Fifty Dollars (\$ 10,150.00), as consideration for the right to have Harry Taubenfeld released from the employment of Robert Half and to be hired by Town.

Section 5: To the extent permitted by Town policy and any governing law, the accrual of vacation and sick time benefits for Harry Taubenfeld shall begin as of the date he first began working at the Town pursuant to the Robert Half staffing agreement.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 7: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 12th day of June, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

L:\Michael\Partners\Chris\Town\Resolutions\Resolution No. 19-06-08.FN24482E.docx

RESOLUTION NO. 19-06-13

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING AND DIRECTING ADDITIONAL TOWN STAFF TO ASSIST IN PREPARATION OF THE RESPONSES TO PUBLIC RECORDS REQUESTS; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has recently received public records requests from governmental agencies seeking an extensive list of documents and other records relating as far back as 1998; and

WHEREAS, the Town staff person currently responsible for locating the items listed in a public records request and preparing the response needs additional assistance to locate, assemble, and deliver the requested records in a timely fashion; and

WHEREAS, the Town Commission desires to authorize and direct additional employees to assist in responding to the public records requests.

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

Section 1: That the Town Commission hereby designates and authorizes Michelle Grooms to assist in locating and assembling the Town public records being requested of the Town in order to respond to the public records requests received by the Town in a timely manner.

Section 2: That Michelle Grooms is authorized to enlist the assistance of other Town employees to assist her in responding to the various public records requests.

Section 3: That all Town employees are directed to cooperate fully with Michelle Grooms and provide such assistance as she determines necessary to comply with the public records requests in a timely manner.

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

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

PASSED AND ADOPTED this 12th day of June, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-08-04

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING THREE (3) FIRMS TO PROVIDE BUILDING PLAN EXAMINATION AND INSPECTION SERVICES FOR TOWN; AUTHORIZING THE TOWN TO NEGOTIATE AND EXECUTE CONTRACTS WITH THE THREE (3) FIRMS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the current Town Chief Building Official has resigned his full-time position with the Town and is providing services to the Town on a part time-basis; and

WHEREAS, the Town Commission has determined it is necessary for the Town to retain a qualified firm or firms to provide building plan examination and inspection services for the Town Building Department on an as needed basis; and

WHEREAS, the City of Parkland recently conducted a competitive solicitation process for the purpose of having prequalified firms to provide building plans examination and inspection services by publishing a Request for Qualifications, evaluation of the proposals by an evaluation committee and selection of three qualified firms to provide the building plans examination and inspection services; and

WHEREAS, Sec. 2-126(c)(5), Pembroke Park Code of Ordinances, allows the Town to utilize competitively solicited contracts of other governmental agencies, provided the commodities or services, which were negotiated by competitive bid of the governmental agency, are provided to the Town on the same terms and conditions; and

WHEREAS, the Town Commission desires to utilize the competitively solicited proposals received by the City of Parkland to select three qualified firms to provide building plans examination and inspection services for the Town.

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

Section 1: That the Town has reviewed the competitive solicitation process conducted by the City of Parkland, Florida, and has determined that the competitive solicitation process is similar to the competitive solicitation process required in the Pembroke Park Code of Ordinances, and desires to utilize the services of the three (3) firms selected by the City of Parkland for building plans examination and inspection services for the Town Building Department.

Section 2: That the Town hereby authorizes the appropriate Town officials to negotiate and execute contracts with the following firms:

1. Calvin Giordano and Associates Inc.
2. CAP Government Inc.
3. Bureau Veritas

to have the prequalified firms provide building plans examination and inspection services for the Town Building Department on an as needed basis.

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

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

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

PASSED AND ADOPTED this 12th day of August, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

RESOLUTION NO. 19-09-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE TOWN'S AGRO-ECO PROGRAMS; REQUESTING FUNDING FOR AGRO-ECO PROJECTS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town conducts a variety of projects for Town residents and residents of the surrounding communities to educate individuals on the benefits of a healthy diet, exercise, and local fruit and vegetable gardening; and

WHEREAS, Town has established a community garden and food forest garden as components of the "Agro-Eco" project; and

WHEREAS, the Town offers Agro-Eco educational programs in various locations including the existing learning center at the Raymond P. Oglesby Preserve; and

WHEREAS, Town desires to construct a hard surface, ADA compliant walkway in the food forest garden to allow access to all interested Town and area residents; and

WHEREAS, the current learning center is beyond its useful life and should be replaced to provide a modern, ADA compliant structure, for educational and other Agro-Eco events; and

WHEREAS, portions of the local South Broward area have been designated as a "food desert" by the U.S. Department of Agriculture and the Town's Agro-Eco programs are designed to help residents obtain fresh and healthy local food products; and

WHEREAS, Vice-Mayor Howard P. Clark Jr. has initiated many of the Agro-Eco programs for the Town and has stated his willingness to continue serving as the Town Commission's representative for these programs; and

WHEREAS, Town does not currently have sufficient funds available to complete the above listed Agro-Eco projects or for other proposed future projects; and

WHEREAS, the Town Commission desires to obtain funding assistance from governmental and private programs to complete the Agro-Eco projects for the benefit of Town and surrounding area residents.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized to apply for grant funding and all other types of funding assistance from federal, state, and private programs to assist in the design and construction of the hard surface walkway in the food forest garden, the learning center in the Raymond P. Oglesby Preserve, and all other Agro-Eco projects.

Section 3: That the Town Commission designates Vice-Mayor Howard P. Clark Jr. as the Town Commission's representative for matters related to Agro-Eco projects for the Town, and directs Town staff to provide assistance to the Vice-Mayor to accomplish the objectives set forth in this Resolution.

Section 4: If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 11th day of September, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

RESOLUTION NO. 19-11-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE, FLORIDA, RELATING TO THE MEMORANDUM OF UNDERSTANDING REGARDING COLLABORATIVE STUDY AND SUBSEQUENT DEVELOPMENT OF AN INTEGRATED SOLID WASTE AND RECYCLING SYSTEM; APPOINTING INDIVIDUALS TO REPRESENT THE TOWN IN MATTERS RELATING TO THE MEMORANDUM OF UNDERSTANDING; PROVIDING DIRECTION ON REPRESENTATION ON THE TECHNICAL GROUP OF THE MEMORANDUM OF UNDERSTANDING; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town entered into the Memorandum of Understanding Regarding Collaborative Study and Subsequent Development of an Integrated Solid Waste Recycling System (“MOU”) with Broward County and numerous Broward County municipalities; and,

WHEREAS, the MOU provides for the establishment of a Working Group comprised of elected officials from Broward County and the municipal signatories, and the municipal signatories of the MOU must decide the number of municipal members of the Working Group, how to select them, and who they will be, as well as make other collective decisions on behalf of municipalities as the issues under the MOU are reviewed; and,

WHEREAS, the MOU also provides for a Technical Group, comprised of staff-level persons to review issues and make recommendations to the Working Group, and any municipality that elects to do so may have a representative on the Technical Group.

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

Section 1: That the foregoing “whereas” clauses to this Resolution are incorporated by referenced herein.

Section 2: That the Town Commission hereby appoints the Assistant Town Manager Newall J. Daughtry as the Town's representative for matters relating to the MOU and authorizes him to vote on behalf of the Town on matters relating to the MOU, including decisions regarding the Working Group.

Section 3: That the Town Commission hereby determines to appoint a member to the Technical Group of the MOU. Public Services Director Todd Larson is hereby appointed by the Town Commission to the Technical Group of the MOU.

Section 4. That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 13th day of November, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner



TOWN OF PEMBROKE
Regular Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL 33023
Wednesday, March 12, 2020
7:00 PM

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

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

REGULAR COMMISSION MEETING MINUTES

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 7:15 pm by Mayor Mohammed. Present at the meeting were Vice Mayor Clark; Mayor Ashira Mohammed; Clerk Commissioner Jacobs; Commissioner Cohen and Commissioner Reynold Dieuville.

Additional staff in attendance were: Assistant Town 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; Interim Building Official Miguel Nunez; Building Administrative Assistant Lucy Manzerolle; Consultant Planner Michael Miller; BSO Liaison Chief Coker, BSO Liaison Christopher Giovanni.

CALL TO ORDER: by Mayor Mohammed at 7:15 pm.

PLEDGE OF ALLEGIANCE: led by Mayor Mohammed and Commissioners.

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ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA:

Vice Mayor Clark motioned to approve the Amended agenda, removing from consent 10i, Town Copiers; 10p, Flooring for the second floor Mayor and Commissioners area; 10c Broward Sheriff's Office Explorer, 10n NLC Congressional City Conference from March 6-11 and 10g Blanket PO for Imperial Electric, seconded by Commissioner Cohen. **MOTION PASSED 5-0.**

PRESENTATIONS- PROCLAMATIONS:

Proclamation – James Lawless – Code Enforcement Member Retires - Mayor Mohammed

Mr. Lawless was presented with a Proclamation

Proclamation – Lock It Up – League of Women Voters - Mayor Mohammed

The lock it up Proclamation was read on the record.

A Proclamation for West Park 15th Year Anniversary and Principle Jovan Rembert are needed.

Lobbyist monthly report – January

Vice Mayor Clark made a motion to accept the Lobbyist Monthly Report for January, seconded by Commissioner Dieuville. **MOTION PASSED 5-0.**

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE:

Mayor Mohammed opened the meeting for **Public Comment.** Comments from the public relating to topics on the agenda, or other general topics:

The following person(s) spoke on the record:

Yesenia Martinez spoke regarding Code Enforcement Violation to be heard at the March 19th Code Enforcement Meeting.

David Roach spoke regarding the change of Public Safety Services item

OLD BUSINESS:

Requesting reimbursement of Attorney Fees in the amount of \$8,965.78 - Attorney Ryan, Vice Mayor Clark

Attorney Parks spoke on record.

Commissioner Dieuville made a motion to approve the **Resolution 2020-027 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE REIMBURSEMENT OF REASONABLE PRIVATE LEGAL EXPENSES TO HOWARD P. CLARK JR. PURSUANT TOWN OF PEMBROKE PARK ORDINANCE NO. 18-10-03; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE** for Vice Mayor Clarks reimbursement of Attorney Fees in the amount of \$8,965.78 seconded by Clerk Commissioner Jacobs. **MOTION PASSED 3-1.** Commissioner Cohen opposed, Vice Mayor Clark abstained.

Mayor Mohammed stated to let the record show that Vice Mayor Clark will have his letter in within time frame allotted.

BOARD APPLICATIONS:

Code Enforcement Board Members two vacancies - Chief Code Enforcement Officer Louis Application submitted by Tonea Nicolls-Cary.

Interim Deputy Clerk Martell to order a background check.

Vice Mayor Clark made a motion to table this item until the next Workshop meeting held March 25, 2020, seconded by Clerk Commissioner Jacobs. **MOTION PASSED 5-0.**

REPORTS OF COMMITTEES AND CITY STAFF:

Monthly Report - Public Services Director Larson

Memo submitted – See Attachment

- SW 52nd Avenue and South Park Road - \$3,164,242.00
- SW 25th Street Stormwater Improvement Project - \$1,075,115.00
- Bike Lane and Sidewalk Improvement - \$30,000.00
- 52 Avenue Complete Streets - \$144,000.00
- County Line Road Storm Water Connection - \$90,000.00
- Mast Arm Hallandale Beach Blvd/SW 48th Avenue
- Dale Village Storm Water Connection
- Park Road Paving Drainage Improvement
- John P. Lyons Lane Stormwater Improvement Phase II
- MPO Planning Technical Assistance Program (PTAP)

Vice mayor Clark made a motion to authorize Public Service Director Todd Larson to apply to get the Planning Technical Assistance Program (PTAP), seconded by Commissioner Dieuveille **MOTION PASSED 5-0.**

FEMA - Vice Mayor Clark and Public Services Director Larson

- SW 25th Street Stormwater Project (Second funding) - \$864,976.00
- Harding of Town Hall and Emergency Generator - \$482,343.00

46th CDBG - Public Services Director Larson

Public Hearing

Mayor Mohammed opened the floor to Public Comments, David Roach spoke on the record that he was in favor of these projects, and Mayor Mohammed closed public comments.

Vice Mayor Clark made a motion to approve the **Resolution 2020-042 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO APPLY FOR THE 46TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING IN THE AMOUNT OF \$63,921.00 FOR ADDITIONAL LIGHTING IMPROVEMENTS IN THE RAYMOND P. OGLESBY**

PRESERVE; DIRECTING THE TOWN STAFF TO COMPLETE AND FILE THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE, seconded by Commissioner Dieuville. MOTION PASSED 5-0.

HUMAN RESOURCES – NONE

CONSENT AGENDA:

Mayor Mohammed entertained a motion to approve the Consent Agenda, Clerk Commissioner Jacobs made a motion to approve the Consent Agenda removing 10i, Town Copiers; 10p, Flooring for the second floor Mayor and Commissioners area; 10c Broward Sheriff's Office Explorer, 10n NLC Congressional City Conference from March 6-11 and 10g Blanket PO for Imperial Electric, seconded by Vice Mayor Clark. **MOTION PASSED 5-0.**

APPROVAL OF MINUTES Regular Commission Meeting February 12, 2020

Finance Department - Assistant Finance Director Taubenfeld Bills over \$500

Reimbursement of \$47.40 for lunch during One Blood Event - Assistant Finance Director Taubenfeld

Vehicle Trackers - Public Services Director Larson

2020-036 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SPRINT MCS FOR GPS VEHICLE AND REPORTING SERVICES; AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Roof - Public Services Director Larson

2020-034 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH AUSTRO CONSTRUCTION INC. FOR ROOF REPLACEMENT ON PUBLIC WORKS STORAGE BUILDING; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING ANY CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Renewal for Utility Locating Contract - Public Services Director Larson

2020-032 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO UTILITY LOCATE AGREEMENT WITH CRAIG A. SMITH & ASSOCIATES, INC.; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID FIRST AMENDMENT FOR AND ON BEHALF OF TOWN;

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SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

Subgrant Agreement Hurricane Dorian - Public Services Director Larson

2020-040 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO FEDERALLY-FUNDED SUBAWARD AND GRANT AGREEMENT (Z1670) WITH THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Smarsh Tech Archiving - Cost not to exceed \$2,700.00 - Information Technology Director Pakula

Separation Agreement and Mutual Release 650 hours for Ms. Joseph - Mayor Mohammed, Attorney Ryan

2020-037 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE AMENDED SEPARATION AGREEMENT AND MUTUAL RELEASE WITH NATASHA JOSEPH; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AMENDED SEPARATION AGREEMENT AND MUTUAL RELEASE FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

BCCMA Agreement for the Consolidated E911 Regional System - Assistant Manager Daughtrey

2020-038 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO AGREEMENT BETWEEN BROWARD COUNTY AND THE PARTICIPATING MUNICIPALITY FOR PARTICIPATION IN THE CONSOLIDATED REGIONAL E-911 COMMUNICATIONS SYSTEM AND FIRST AMENDMENT TO THE REGIONAL INTERLOCAL AGREEMENT BETWEEN BROWARD COUNTY AND THE TOWN OF PEMBROKE PARK PROVIDING FOR COOPERATIVE PARTICIPATION IN A REGIONAL PUBLIC SAFETY INTRANET; AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID FIRST AMENDMENT FOR AND ON BEHALF OF TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Closest Unit Response - Assistant Manager Daughtrey

Relay for Life on April 4, 2020 - \$1,000.00 donation - Vice Mayor Clark

2020-039 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, EXPRESSING THE TOWN COMMISSION SUPPORT OF THE AMERICAN CANCER SOCIETY RELAY FOR LIFE; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE

END OF CONSENT AGENDA

46th CDBG CANOPY- Public Services Director Larson

Public Hearing

Mayor Mohammed opened the floor to Public Comments, no public comments and Mayor Mohammed closed public comments.

Vice Mayor Clark made a motion to approve the A **RESOLUTION 2020-033 OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO APPLY FOR THE 46TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING IN THE AMOUNT OF \$63,921.00 FOR THE SHADE CANOPY PLAY GROUND AREA IN THE RAYMOND P. OGLESBY PRESERVE; DIRECTING THE TOWN STAFF TO COMPLETE AND FILE THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE**, seconded by Commissioner Dieuveille. **MOTION PASSED 5-0.**

Blanket Purchase Order for Imperial Electrical - Public Services Director Larson

Vice Mayor Clark made a motion approve a blanket PO for Imperial Electric in the amount of \$10,000.00, for repairs only to the existing electrical lighting and miscellaneous repairs, seconded by Commissioner Dieuveille. **MOTION PASSED 3-2.** Clerk Commissioner Jacobs and Mayor Mohammed opposed.

Town Copiers - Assistant Finance Director Taubenfeld

Vice Mayor Clark made a motion to adopt

Resolution 2020-035 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH DELTA BUSINESS SOLUTIONS FOR PHOTOCOPIERS FOR TOWN HALL; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE, seconded by Commissioner Dieuveille. **MOTION PASSED 5 -0.**

Copiers to be purchased.

NLC Congressional City Conference from March 6 - 11 - Additional funding not to exceed \$1,500.00 for conference - Clerk Commissioner Jacobs

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Vice Mayor Clark made a motion approve the additional funding of \$1,500.00, seconded by Commissioner Dieuveille. **MOTION PASSED 5-0**

At this time, Pete Rose, Community Development Manager for the American Cancer Society introduced himself. Event on April 8th was postponed.

Flooring for second floor Mayor and Commissioners area, not to exceed \$1,000.00 - Mayor Mohammed

Vice mayor Clark made a motion approve improvements on the second floor for labor and supplies for an additional amount of \$ 2,000.00, seconded by Commissioner Dieuveille.
MOTION PASSED 4-1. Commissioner Cohen opposed.

Awarding RFP# 20-06 Document Solutions - Assistant Finance Director Taubenfeld

RESOLUTIONS: - NONE

ORDINANCES:

SECOND READING

Ordinance Pet Shop Moratorium - Attorney Ryan

Vice Mayor Clark made a motion to approve

ORDINANCE NO. 2020-001 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **RELATING TO CHAPTER 4, ANIMALS; PROVIDING FOR A NEW SECTION 4-10.1, RETAIL SALE OF DOGS AND CATS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE**, Seconded by Commissioner Dieuveille.

MOTION PASSED 5-0.

For the Record Mayor Mohammed stated that this doesn't interfere with the hobby breeding shops.

Amendment to Code of Ordinance Chapter 12 - Commissioner Dieuveille

Commissioner Cohen made a motion to adopt

ORDINANCE 2020-002 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **RELATING TO CHAPTER 12, HEALTH AND SANITATION, CREATING A NEW SECTION ENTITLED IMMINENT PUBLIC HEALTH THREAT; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE**, seconded by Clerk Commissioner Jacobs. **MOTION PASSED 4-1.**

Vice Mayor Stepped away

2nd Reading set for April 8, 2020 at 7:00pm

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Ordinance Chapter 5 - Amending the Fees for Extended Hours License - Mayor Mohammed

First Reading Ordinance Amending Chapter 3 (CORRECTION IT IS CHAPTER 3 NOT CHAPTER 5)

Vice Mayor Clark made a motion to approve

ORDINANCE 2020-003 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO CHAPTER 3, ALCOHOLIC BEVERAGES; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE, seconded by Commissioner Dieuveille, **MOTION PASSED 4-1.**

Cohen opposed

Mayor Mohammed opened the floor to Public Comments, no Public comments, Mayor Mohammed closed public comments.

2nd Reading set for April 8, 2020 at 7:00pm.

NEW BUSINESS:

Discussion of Office Lease Space in Town Hall to Broward County Community College - Interim Building Official Nunez

Purchasing Selection Committees - RFP Process - Clerk Commissioner Jacobs

Mayor Mohammed entertained a motion, Vice Mayor Clark made a motion to reject the process of bidding on the Town Professional Planning Consulting services; the Town Attorney Services and the IT Services, seconded by Commissioner Dieuveille **MOTION PASSED 5-0.**

Clerk Commissioner Jacobs made a motion to instruct HR to put out job descriptions for the Town Professional Planning Consulting Services; The Town Attorney and the IT Services, Seconded by Commissioner Dieuveille, **MOTION PASSED 5-0.**

Professional Services \$24,000.00 - Police Department Consultant - Clerk Commissioner Jacobs

Clerk Commissioner Jacobs tabled this item until March 25, 2020.

Mayor Mohammed stated that the next agenda workshop a smoke free town will be presented.

Motion made by Clerk Commissioner Jacobs to move the Workshop meeting from March 26th to March 25th at 6:00pm, Seconded by Vice Mayor Clark. **MOTION PASSED 5-0.**

Clerk Commissioner Jacobs made a motion to move the Professional Services, Police Department Consulting until March 25, 2020 and Seconded by Vice Mayor Clark and seconded by Vice Mayor Clark, **MOTION PASSED 5-0.**

MPO/FDOT - Mast Arm Resolution - Vice Mayor Clark

Vice Mayor Clark made a motion to approve 2020-041 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **RESTATING THE TOWN'S REQUEST FOR THE INSTALLATION OF A MAST-ARM TRAFFIC CONTROL STRUCTURE AT SW 48TH AVENUE AND STATE ROAD 858 (HALLANDALE BEACH BOULEVARD); REQUESTING ASSISTANCE FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND BROWARD COUNTY METROPOLITAN PLANNING ORGANIZATION;** SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE and seconded by Commissioner Dieuveille. **MOTION PASSED 5-0.**

Department of Environmental Protection (DEP)- Water Quality Grant - Vice Mayor Clark, Public Services Director Larson, Lobbyist David Siegerson

No need to apply for grant at this time for this project
National League of Cities grant to be put together to promote the Census, 1.6 Million to allocate to cities, Todd Larson to have Stephanie Woodbury to look into it
Todd Larson stated that during a preliminary review with D.O.T, at the intersection of I-95 and Hallandale Beach Boulevard a 50 ft. banner can go across the exit onto Hallandale Beach Boulevard, can be used in the future for later use to advertise.
Mayor Mohammed stated that if we apply for any Federal grants, the Senators and Representative will send a letter of support
Mayor Mohammad to send Todd Larson information regarding Senate Aide
Vice Mayor Clark requested that Attorney Ryan have a Resolution to have the ability to run flood/drain water south. Vice Mayor to send information to Attorney Ryan for the Workshop March 25, 2020

Agro-Eco Wellness Program - Vice Mayor Clark

Mayor Mohammed passed the gavel to Vice Mayor Clark.
Item placed on Workshop March 25, 2020.

Atlanta fresh food access

Item placed on Workshop March 25, 2020

USDA Grant Counting people Fruits and vegetables distribution (Release FORM)

Programs: Educational, Farmers Market etc...

Offering Community Hours for Students

Counts need to be conducted, Vice Mayor Clark directed Todd Larson, Joy Brown and Assistant Manager Daughtrey to come up with a system to count people along with a release form.
Assistant Town Manager to contact the schools to provide volunteer hours for the students.

30th Avenue - Design Conceptual Drainage and Roadway - Vice Mayor Clark and Public Services Director Larson

Clerk Commissioner Jacobs made a motion to directing staff to get a quote from Keith & Associates to obtain a quote for the design on the sewer and drainage on 30th avenue, seconded by Commissioner Dieuveille, **MOTION PASSED 4-0.** Mayor Mohammed stepped away

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Septic Sewer Pricing - Mayor Mohammed, Public Services Director Larson

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.

Item was not discussed will forward to the April 8th Regular Commission Meeting.

Broward League of Cities 63rd Annual Gala \$2,500.00 or \$5,000.00 - Mayor Mohammed
Clerk Commissioner Jacobs made a motion for the Broward League of Cities 63rd Annual Gala to obtain the \$2,500.00 advertisement, seconded by Commissioner Dieuveille, **MOTION PASSED 4-0**. Mayor Mohammed stepped away.

Meeting recessed at 9:55pm

Meeting resumed at 10:13pm

Update of Flooding in Bamboo Lakes and FEMA help - Commissioner Cohen, Attorney Ryan

Public Services Director Backup - Commissioner Cohen

Flooding Event - Public Services Director Larson

ADDENDUM TO AGENDA

Mr. Daughtrey and Mr. Larson are to present a letter to the Commissioners from OIG clearing Mr. Larson of any wrongful doing.

Commissioner Cohen made a motion to have Todd Larson resign, retire or terminate his employment, seconded by Commissioner Dieuveille, **MOTION FAILS 2-3**. Commissioner Dieuveille, Vice Mayor Clark and Mayor Mohammed opposed.

Monthly Report – Public Services Director Larson

John P Lyons Lane Stormwater Improvement Phase II

Vice Mayor Clark made a motion to direct staff to have engineer working on the project to increase pump station capacity to John P Lyons to outfall, seconded by Commissioner Dieuveille **MOTION PASSED 4-1**. Commissioner Cohen opposed until an experienced Engineer is on staff.

Todd Larson to get engineering cost for the 25th Street design.

DISCUSSION:

ATTORNEY REPORTS - None

TOWN MANAGER REPORTS - None

COMMISSIONER REPORTS - None

INTERIM DEPUTY CLERK

Shade Meeting - Interim Deputy Clerk Martell, IT Director Pakula

Shade Meeting for Security Issues held at 5:30PM on March 25th.

Coronavirus - Update on future action to be taken - Interim Deputy Clerk Martell, IT Director Pakula

Consider providing employees with remote access in order to work from home. Other items to consider during this transition is the purchase of computers at \$760.00 to \$960.00 each and the cost of software is \$548.50 yearly for every 10 users.

We should also consider cancelling future events and meetings.

ANNOUNCEMENTS:

March 17, 2020 - Election

March 18, 2020 - Final Pique-Nique

(Thursday) March 26, 2020 - Commission Workshop Meeting

April 1, 2020 - Census 2020 (Deadline to submit)

April 2 & 4, 2020 - Democratic National Election Selection Committee

Held at Town Hall

April 4, 2020 - Relay for Life

April 11, 2020 - Eggstravaganza

ADJOURNMENT

With no further items for discuss, meeting adjourned at 12:03 pm. Mayor Mohammed motioned for adjournment, seconded by Clerk Commissioner Jacobs, **MOTION PASSED 5-0.**

NEXT WORKSHOP TOWN COMMISSION MEETING is scheduled for Wednesday, March 25, 2020.

Commission approved on: April 8, 2020.

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

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

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

SPECIAL COMMISSION MEETING MINUTES

VIRTUAL MEETING INSTRUCTIONS

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) Special Commission Meeting Wednesday, May 27, 2020 5:30 PM - 6:00 PM (EDT)

You can dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (646) 749-3117

Access Code: 991-842-077

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 Deputy Town 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:

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Town of Pembroke Park
Special Commission Meeting
May 27, 2020

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

CALL TO ORDER at 5:58 pm

PLEDGE OF ALLEGIANCE led by Mayor and Commissioners

ROLL CALL

The meeting was called to order at 5:58 pm by Mayor Mohammed. Present at the meeting were Mayor Mohammed, Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen and Commissioner Reynold Dieuville. Mayor Mohammed was absent.

Additional staff attended via phone: Town Assistant Manager Newall Daughtrey, Town Attorney Christopher Ryan; Myriam Jacques, Assistant Public Services Director; Deputy 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 Planner Michael Miller, etc...

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

NEW BUSINESS

Hiring of Town Manager Juan C. Jimenez - Mayor and Commissioners

RESOLUTION NO. 2020-062

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE EMPLOYMENT AGREEMENT FOR TOWN MANAGER WITH JUAN C. JIMENEZ; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE SAID EMPLOYMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

MOTION TO HIRE JC JIMENEZ AS TOWN MANAGER PER CONTRACT REVIEW BY TOWN ATTORNEY AND LABOR ATTORNEY BY CLERK COMMISSIONER JACOBS,

2

SECONDED BY COMMISSIONER DIEUVEILLE. **MOTION PASSED 4-1.** MAYOR MOHAMMED OPPOSED.

Hiring of Administrative Assistant Director/Deputy Town Clerk Marlen D. Martell - Clerk
Commissioner Jacobs

RESOLUTION 2020-063

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING MARLEN MARTELL AS ADMINISTRATIVE SERVICES DIRECTOR; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

MOTION TO HIRE MARLEN D. MARTELL AS ADMINISRATIVE SERVICES DIRECTOR MADE BY CLERK COMMISSIONER JACOBS, SECONDED BY VICE MAYOR CLARK.

MOTION PASSED 4-1. MAYOR MOHAMMED OPPOSED.

MOTION TO HIRE MARLEN D. MARTELL AT \$80,000.00 PER YEAR BY COMMISSIONER COHEN, SECONDED BY VICE MAYOR CLARK.

MOTION PASSES 4-1. MAYOR MOHAMMED OPPOSED.

Emergency Declaration Order extended until June 10th, but removing to the current declaration 1a and 1d and the declaration will not be in conflict with the State or County declaration.

MOTION BY VICE MAYOR CLARK, SECONDED BY CLERK COMMISSIONER JACOBS.

MOTION PASSED 5-0.

ORDINANCES

Rezoning Ordinance - Town Attorney Ryan

ORDINANCE NO. 2020-005

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 28, ZONING; AMENDING THE ZONING CLASSIFICATION FOR LOT 20E, HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; SAID LAND SITUATE, LYING AND BEING IN BROWARD COUNTY, FLORIDA, FROM THE PRESENT ZONING CLASSIFICATION OF S-1 CIVIC AND RECREATIONAL DISTRICT TO RM-16A MEDIUM DENSITY RESIDENTIAL DISTRICT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE ORDINANCE NO. 2020-005 MADE BY VICE MAYOR CLARK, SECONDED BY CLERK COMMISSIONER JACOBS. **MOTION PASSED 5-0.**

ADJOURNMENT

With no further items for discuss, meeting adjourned at 7:52pm. Vice Mayor Clark motioned for adjournment, seconded by Clerk Commissioner Jacobs, **MOTION PASSED 5-0.**

NEXT TOWN COMMISSION MEETING is scheduled for Monday, June 1st and Wednesday, June 10th, 2020.

Commission approved on: _____

ATTEST:

(SEAL)

Marlen D. Martell, 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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TOWN OF PEMBROKE
Workshop Commission Meeting
Commission Chambers
3152 SW 52 Avenue
Pembroke Park, FL 33023
Wednesday, May 27, 2020
6:00 PM

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

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

WORKSHOP COMMISSION MEETING MINUTES

VIRTUAL MEETING INSTRUCTIONS

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a “Virtual” Workshop Commission Meeting utilizing communications media technology (“CMT”), in accordance with 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)

Workshop Commission Meeting
Wednesday, May 27, 2020 6:00 PM - 11:00 PM (EDT)

You can dial in using your phone.
United States (Toll Free): 1 877 309 2073
United States: +1 (571) 317-3129

Access Code: 355-457-605

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

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Town of Pembroke Park
Workshop Commission Meeting
May 27, 2020

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 Deputy Town 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, Deputy Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, Ext: 235

CALL TO ORDER at 8:10 pm.

PLEDGE OF ALLEGIANCE led by Mayor and Commissioners.

ROLL CALL

The meeting was called to order at 8:10 pm by Mayor Mohammed. Present at the meeting were Mayor Mohammed, Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen and Commissioner Reynold Dieuville.

Additional staff attended via phone: Town Assistant Manager Newall Daughtrey, Town Attorney Christopher Ryan; Myriam Jacques, Assistant Public Services Director, Deputy 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 Planner Michael Miller, etc...

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

None

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

None

REPORTS SUBMITTED BY OUTSIDE AGENCIES AND STAFF FOR COMMISSION INFORMATION

2

Fire Department Reports - Chief Kane
Building Department Monthly Report - Interim Building Official Nunez
Business Tax Receipt and Billing Update - BTR/Billing Michelle Grooms
Update on Outstanding Renewal Fiscal Year 2018-2019 - BTR/Billing Michelle Grooms
Code Enforcement Department Monthly status Report - Code Enforcement Supervisor Louis
Hurricane Season Update - Assistant Town Manager Daughtrey

FINANCE DEPARTMENT

Change of employee assigned and/or that are authorized to use Town credit cards and Florida Municipal Investment Trust (FMIVT), this item will be forwarded to the June 10th meeting for final approval.

Bills over \$500 – Submitted to the Commission for their review.

Clear Channel Outdoor Seeking Immediate Relief the Commission did not agree on a deduction of fees.

Harry Hippler Esq. payment approval for hearing examiner. This invoice did not need Commission approval.

Purchase of vehicle, Commission directed to be placed on the June 10th consent agenda.

Florida Association of Code Enforcement Conference, Commission directed to be placed on the June 10th consent agenda.

Furniture for the Town Manager's Office from Furniture Warehouse Option 2 \$3,789.22 plus \$500.00 not to exceed for delivery and installation. Item forwarded to June 1st Regular Commission meeting.

Purchase of Ipad, item forwarded to June 1st Regular Commission meeting.

Purchase of Workstations, item forwarded to June 1st Regular Commission meeting.

Awning Replacement, Commission directed to be placed on the June 10th consent agenda.

Elevator Maintenance Agreement, Commission directed to be placed on the June 10th consent agenda.

Engineer's position, Commission directed to be placed on the agenda for the June 1st meeting in order to be hired at the June 10th meeting.

Agro Eco Garden Center Position, Commission directed to be placed on the June 10th consent agenda.

Personnel Manual, will be drafted by HR Director Menegazzo and brought back to the Commission for final approval.

DISCUSSION

Extension of Emergency Declaration Order, Commission directed to have staff return to work on Monday, June 1 and Town Hall will be open to the public on Monday, June 8th. Continue exercising social distancing, masks and temperature will be taken upon entering the building.

Compensation Policy, the Commission discuss the following items, but no directive was given.

1. Rotating schedule
2. FEMA reimbursement
3. Schedule of events
4. Look at salary to make adjustments
5. Time spent on each Commissioners event

Recommendation to cancel fiscal year events.

Commission recommended to leave the agenda documentation process under the purview of the Clerk's Office.

Deputy Town Clerk updated the Commission of the documents coming forth for their approval on June 10th in order to comply with supporting documents needed for the audit.

HMGP SW 25th Street Drainage Improvement, this item would need a resolution and forwarded to the June 10th meeting. Also need memo from Town Attorney verifying voting opinion for - Vice Mayor Clark, Commissioner Cohen

Grant Projects Update - Vice Mayor Clark provided an update on grant projects and the following:

1. Lobbyist Reports /Annexation, etc...
2. MPO/FDOT/FEMA HMGP grants
3. Agro-Eco Gardens & Centers
4. Drainage

Request to Secure Access to Park Lake, Inc - Vice Mayor Clark would like to inform the Commission that they are looking for someone to sit on the committee.

Discussion of Coca Cola by Vice Mayor Clark

Toxin Exposure from Cleaning Chemical Analysis Report for your information.

Town Attorney will be working on an RFP for FEMA monitoring service.

Assistant Town Manager Contract no discussion took place regarding this item.

FEMA ISSA for NFIP Policyholder - Interim Building Official Nunez informed the Commission about documents which need to be completed by the Town Attorney.

Special Magistrate for Code Enforcement - Interim Building Official Nunez informed the Commission about incorporating a Special Magistrate plus the Code Enforcement Board. The Commission gave no directive at this time.

ORDINANCES

Rezoning Ordinance - Town Attorney Ryan, Town Planner Miller

ORDINANCE NO. 2020-005

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 28, ZONING; AMENDING THE ZONING CLASSIFICATION FOR LOT 20E, HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; SAID LAND SITUATE, LYING AND BEING IN BROWARD COUNTY, FLORIDA, FROM THE PRESENT ZONING CLASSIFICATION OF S-1 CIVIC AND RECREATIONAL DISTRICT TO RM-16A MEDIUM DENSITY RESIDENTIAL DISTRICT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

This item was forwarded to the June 10th Regular Commission meeting.

COMMISSION REPORTS - None

ANNOUNCEMENTS - None

ADJOURNMENT

With no further items for discuss, meeting adjourned at 8:01pm. Vice Mayor Clark motioned for adjournment, seconded by Clerk Commissioner Jacobs, **MOTION PASSED 4-0.**

NEXT COMMISSION MEETING is scheduled for Monday, June 1st and Wednesday, June 10th, 2020.

Commission approved on: _____

ATTEST:

(SEAL)

Marlen D. Martell, 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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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

Monday, June 1, 2020 at 6:00 PM

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

Assistant Town Manager Newall Daughtrey
Town Attorney Chris Ryan
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](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 473-857-805

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 Deputy Clerk at townclerk@townofpembrokepark.com.

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 6:11 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 Dieuville.

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Additional staff in attendance were: Town Assistant Manager Newall Daughtrey, Town Attorney Christopher Ryan; Deputy 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.

CALL TO ORDER by Mayor Mohammed at 6:11pm.

PLEDGE OF ALLEGIANCE: led by Mayor and Commissioners.

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA:

These items will be added to the Agenda:

Discussion on the Food drive by Commissioner Dieuveille

Discussion on the job position for the Assistant Gardner by Vice Mayor Clark

Discussion on the Organizational Chart Changes, Item Placed on the Regular Commission Meeting on June 10, 2020.

This item will be removed from the Agenda:

Item 8A.COVID-19 precautionary purchases to open Town Hall

Motion made by Vice Mayor Clark to accept the agenda with the additions, seconded by Commissioner Dieuveille, **MOTION PASSED 5-0.**

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

No Public Comments

TOWN BUSINESS:

Furniture for the Town Manager's Office – Clerk Commission Jacobs

Recommendation is Furniture Warehouse Option 2 \$3,789.22 plus delivery and installation

Motion made by Clerk Commissioner Jacobs to purchase furniture for the Town Manager not to exceed \$3800.00 plus delivery and installation, seconded by Vice Mayor Clark, **MOTION PASSED 5-0.**

Motion made by Vice Mayor Clark to include the delivery and set up in an amount not to exceed \$500.00, seconded by Commissioner Dieuveille, **MOTION PASSED 5-0.**

Purchase of Ipad for Town Manager – IT Director Pakula

Motion made by Vice Mayor Clark to purchase an Ipad for the Town Manager not to exceed \$1,946.00, seconded by Commissioner Dieuveille, **MOTION PASSED 5-0.**

Purchase of Workstation and Laptop computers for Town Manager – IT Director Pakula

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Motion made by Vice Mayor Clark to purchase laptops and workstations not to exceed \$5,550.00 for staff, seconded by Clerk Commissioner Jacobs, **MOTION PASSED 5-0.**

Engineer's position – Vice Mayor Clark, HR Director Menegazzo

Motion made by Vice Mayor Clark to hire Ozaydin Dincer Akin as Town Engineer, Seconded by Commissioner Cohen, **MOTION PASSED 5-0.**

Resolution reading to be read with at the Commission Meeting on June 10, 2020.

FINANCE DEPARTMENT:

COVID-19 precautionary purchases to open Town Hall – Assistant Finance Director Taubenfeld

Item removed for the agenda.

Resolution for the reassignment of Florida Municipal Investment Trust contact person assigning the Assistant Town Manager and the Assistant Finance Director – Assistant Finance Director Taubenfeld

RESOLUTION NO. 2020-064

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DESIGNATING AUTHORIZED SIGNATORIES ON BEHALF OF THE TOWN FOR FLORIDA MUNICIPAL INVESTMENT TRUST ACCOUNTS; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Motion made by Commissioner Cohen to adopt Resolution No., 2020-064, seconded by Clerk Commissioner Jacobs, **MOTION PASSED 5-0.**

Establishing Resolution for purchases during the Commission's summer hiatus allowing purchases to be approved by the Town Manager, Town Attorney and Assistant Finance Director not to exceed \$5,000.00 – Assistant Finance Director, Town Attorney Ryan

Item forwarded to the Commission Meeting on June 10, 2020.

Food Drive – Commissioner Dieuveille

Motion made by Commissioner Dieuveille to continue the food drive every Saturday starting this Saturday, seconded by Clerk Commissioner Jacobs, **MOTION PASSED 5-0.**

Mayor Mohammed to follow up with Stephanie Woodbury regarding the Pallet Jack/ Fork Lift.

Motion made by Vice Mayor Clark to directed staff to obtain a quote regarding a golf cart in an amount not to exceed \$5,500.00, Seconded by Commissioner Jacobs, **MOTION PASSED 4-1,** opposed by Commissioner Cohen.

At this time Town Manager Jimenez introduced himself. Town Clerk Marlen Martel thanked the Commissioners for her permanent placement with the Town of Pembroke Park.

COMMISSIONER COMMENTS

Mayor Mohammed reminded everyone that Broward County is under a curfew and stated that everyone stay safe.

ADJOURNMENT

With no further items for discussion, meeting adjourned at 11:31 am. Vice Mayor Clark motioned for adjournment, seconded by Commissioner Cohen. **MOTION PASSED 5-0.**

Commission approved on: _____

ATTEST:

(SEAL)

Marlen D. Martell, 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
Bills over \$500
June 10, 2020 Wednesday

Payments				
Invoice#	Vendor	Service/Product	Dept.	Amount
211426	Brinkley Morgan	Matters Regarding the Progressive Waste Litigation Through April 30, 2020	Legal	\$ 2,451.40
05152020Hipler	Harry Hipler	County Line Residences LLC, Zoning Petition Case No. 20-433/ Heating Examiner Report	Legal	\$ 2,317.00
989	Ryan & Ryan LLC	Matters Regarding the Rezoning Application Filed By County Line Residences LLC	Legal Reimb.	\$ 2,010.00
991	Ryan & Ryan LLC	Matters Regarding Town of Pembroke Park Supplement Order/ Claims of Lien for Code Enforcement Cases	Legal	\$ 564.50
99452446-001	SiteOne Landscape	Sprinkler Heads and Fittings for Town Hall/ Mirimichi Green Weed & Grass Control Herbicide for Roads	NonDept/Roads	\$ 521.16
Total:				\$7,864.06

Addendums				
2270558	ATC Group Services LLC	Town Hall Air Analysis Report Post Cleaning	NonDept	\$ 500.00
4936	Atelecom, Inc.	Additional Rewiring Town Hall for Phone Systems	NonDept	\$ 1,475.00
21413289	Canon Financial Services	Copier Expenses	Various	\$ 3,174.74
2020-PP-0501	Michael Miller Planning Associates	General Planning Services Rendered May 1st Through May 31st, 2020	Planning	\$ 11,922.87
2020-PP-0502	Michael Miller Planning Associates	Land Development Planning Services Rendered May 1st - May 31st, 2020	Reimbursable	\$ 4,581.25
2156	Networks Techs Inc.	Redesign Front Page for Covid-19 Update/ Reconfigure Town's Website with New Pages for Everbridge Information	Covid-19	\$ 907.50
2157	Networks Techs Inc.	Worked Extra Hours on Designing the Everbridge Notification System, Public Records Request for Slater Lawsuit and Public Records Request for OIG Regarding Facebook Posting	NonDept	\$ 893.75
988	Ryan Ryan LLC	Partial Release of Declaration of Unity of Title for Excelente LLC Construction Project	Legal Reimbursable	\$ 525.00
10780	S. Davis & Associates P.A.	Progress Billing Through May 31st 2020 for Fiscal Year End 9/30/2019 Audit	Finance	\$ 20,000.00
160291	Sachs Sax & Caplan	Professional Services in Regards to the BSO Litigation #13965-00003 (Billed Through May 31st, 2020)	Legal	\$ 4,552.60
Total:				\$48,532.71

Purchase Orders				
305429	Auto Repair of Hollywood	Mass Air Flow Meter, Throttle Body Assembly, Transmission Fluid Temp Sensor and Engine Oil Dipstick for Sign Truck #21	Roads	\$ 1,058.59
305430	Hydro Pumps of Florida Inc.	Base Assembly Parts/ Frame for Pump	Storm	\$ 735.00
305431	Kelly Janitorial	(18) Touchless Soap Dispensers for Town Hall and Soap	Covid-19	\$ 1,134.50
305432	Miami Dade Storm & Sewer Inc.	Cleaning/ Jetting and CCTV 12" Sanitary Sewer Pipe to Locate Leak on SW 52nd Avenue (EMERGENCY)	Sewer	\$ 2,000.00
305433	Miami Dade Storm & Sewer Inc.	Cleaning Master Lift Station #34 on 2800 S. Park Road and Debris Disposal (EMERGENCY)	Sewer	\$ 1,800.00
Total:				\$6,728.09

Grand Total:	\$63,124.86
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PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPF)

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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	29.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	53.0840	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		29.0000	0.0000	37.0000	9,999,999.9999
Sick		42.4626	0.0000	332.5590	9,999,999.9999
Vacation		53.0840	0.0000	330.0620	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	42.4626	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	53.0840	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	0.0000	8.2500	9,999,999.9999
Sick		42.4626	30.5000	69.2554	9,999,999.9999
Vacation		53.0840	0.0000	195.9586	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 (1PBPDF)

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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	42.4626	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	53.0840	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.9999
Sick		42.4626	40.2500	6.3492	9,999,999.9999
Vacation		53.0840	98.5000	81.0800	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	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		42.4626	0.0000	72.9290	9,999,999.0000
Vacation		35.3740	0.0000	79.3600	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	13.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	70.7710	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		13.0000	15.0000	12.0000	9,999,999.9999
Sick		42.4626	29.0000	364.9070	9,999,999.9999
Vacation		70.7710	55.0000	93.3040	9,999,999.9999

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFD)

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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	216.7500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		216.7500	80.0000	234.2500	9,999,999.0000
Sick		42.4626	0.0000	65.9980	9,999,999.0000
Vacation		35.3740	0.0000	69.3700	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	42.4626	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	53.0840	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	0.0000	8.6200	9,999,999.9999
Sick		42.4626	39.3754	8.8272	9,999,999.9999
Vacation		53.0840	37.6246	86.1894	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	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		42.4626	60.5000	4.1220	9,999,999.0000
Vacation		35.3740	18.5000	48.8620	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)

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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	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	8.0000	0.0000	9,999,999.0000
Sick		42.4626	30.5000	58.1176	9,999,999.0000
Vacation		35.3740	29.2500	44.5740	9,999,999.0000

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	42.4626	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	53.0840	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	0.0000	8.0900	9,999,999.9999
Sick		42.4626	39.7500	116.7710	9,999,999.9999
Vacation		53.0840	8.0000	180.1580	9,999,999.9999

Employee Number	Employee Name	Program	Status
12550	Brown, Patrick L.	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	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		42.4626	9.0000	71.4590	9,999,999.0000
Vacation		35.3740	8.0000	98.4780	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

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPDF)

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Sort by: Employee Number

S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	53.0840	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		5.0000	8.0000	22.0000	9,999,999.9999
Sick		42.4626	73.0000	161.0400	9,999,999.9999
Vacation		53.0840	0.0000	321.6280	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	42.4626	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	70.7710	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		107.0000	1.5000	114.0000	9,999,999.9999
Sick		42.4626	18.7530	317.4720	9,999,999.9999
Vacation		70.7710	46.0000	242.0950	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	41.2500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	70.7710	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		41.2500	45.2500	4.5000	9,999,999.9999
Sick		42.4626	45.5000	107.9952	9,999,999.9999
Vacation		70.7710	40.0000	154.1050	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	42.4626	999,999.9999	0.0000

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPF)

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Sort by: Employee Number

V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	52.3140	999,999.9999	0.0000
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Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		52.5000	29.0000	48.5000	9,999,999.9999
Sick		42.4626	13.6830	242.3260	9,999,999.9999
Vacation		52.3140	16.0000	224.1120	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	83.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	70.7710	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		83.0000	0.0000	93.0000	9,999,999.9999
Sick		42.4626	13.7500	430.7904	9,999,999.9999
Vacation		70.7710	80.0000	163.1040	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	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	8.0000	8.0000	9,999,999.0000
Sick		42.4626	52.0000	31.7710	9,999,999.0000
Vacation		35.3740	0.0000	98.3600	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	32.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	53.0840	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
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PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPF)

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Holiday	0.0000	32.0000	56.0000	9,999,999.0000
Other	32.0000	0.0000	40.0000	9,999,999.9999
Sick	42.4626	0.0000	122.5098	9,999,999.9999
Vacation	53.0840	0.0000	259.1520	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	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	2.0000	8.0000	9,999,999.0000
Sick		42.4626	38.2500	51.8540	9,999,999.0000
Vacation		35.3740	0.7500	122.2900	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	42.4626	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	53.0840	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	7.0000	9.2500	9,999,999.9999
Sick		42.4626	26.0000	133.2690	9,999,999.9999
Vacation		53.0840	14.0000	213.0620	9,999,999.9999

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	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	8.0000	8.0000	9,999,999.0000
Sick		42.4626	32.0000	40.4640	9,999,999.0000
Vacation		35.3740	0.0000	69.3620	9,999,999.0000

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPDF)

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Sort by: Employee Number

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	42.4626	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	70.7710	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		50.0000	0.0000	58.0800	9,999,999.9999
Sick		42.4626	43.5000	68.0272	9,999,999.9999
Vacation		70.7710	16.0000	215.4030	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	62.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		62.0000	0.0000	70.0000	9,999,999.0000
Sick		42.4626	0.0000	110.3120	9,999,999.0000
Vacation		35.3740	28.0000	110.8880	9,999,999.0000

Employee Number	Employee Name	Program	Status
16300	Wallace, Timothy E.	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	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.0000	8.0000	11.0000	9,999,999.9999
Sick		42.4626	106.7500	80.4388	9,999,999.9999
Vacation		35.3740	120.0000	86.6620	9,999,999.9999

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

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPF)

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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	7.7500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		7.7500	1.0000	14.7500	9,999,999.0000
Sick		42.4626	0.0000	46.2334	9,999,999.0000
Vacation		35.3740	0.0000	87.6660	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	36.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		36.0000	15.5000	28.5000	9,999,999.0000
Sick		42.4626	4.7500	66.7930	9,999,999.0000
Vacation		35.3740	0.0000	77.3620	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
S1	Sick Leave Accrual	Sick	1.8462	Per period	42.4626	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	35.3740	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	32.0000	56.0000	9,999,999.0000
Other		0.5000	1.7500	8.0000	9,999,999.0000
Sick		42.4626	67.0000	4.5430	9,999,999.0000
Vacation		35.3740	1.0000	76.3620	9,999,999.0000

Report Totals

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPFDF)

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Sort by: Employee Number

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	735.7500
S1	Sick Leave Accrual	Sick	1.8462	Per period	1,146.4902
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	459.8620
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	476.9860
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	353.8550

Leave Totals

Leave Type	Accrued	Used	Remaining
Holiday	0.0000	864.0000	1,512.0000
Other	740.2500	238.0000	890.2900
Sick	1,146.4902	813.8114	3,187.1332
Vacation	1,290.7030	616.6246	3,829.0090

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



Express Balance Report

Standard Express Balance Report

As of 06/03/2020

Company: TOWN OF PEMBROKE PARK

User: Harry Taubenfeld

06/04/2020 10:04 AM ET

Commercial Electronic Office®

Treasury Information Reporting

Note: Intraday information subject to change

Summary Section

Account Number	Account Name	Previous Day Balances		Intraday Balance	
		Closing Ledger Balance	Closing Collected Balance	Opening Available 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	41,734.70	41,734.70	41,734.70	41,734.70
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	19,187.00	19,187.00	19,187.00	53,826.33
Account Balances for 2000143043605	121000248 WELLS FARGO BANK, N.A. OPERATING	747,887.38	747,887.38	747,887.38	797,194.86
Account Balances for 2000143044044	121000248 WELLS FARGO BANK, N.A. DEPOSIT	7,688,258.60	7,688,258.60	7,688,258.60	7,720,311.96

Account Section

Currency: USD

Bank: 121000248

Account: 2000037266284(FL)

WELLS FARGO BANK, N.A.
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.

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6/4/2020

Treasury Information Report: Express Balance Report

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

Closing Ledger Balance	41,734.70	MTD Accrued Debit Interest	N/A
Closing Collected Balance	41,734.70	Total Credits	.00
Opening Available Balance	41,734.70	Total Debits	.00
Current Available Balance	41,734.70	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	0

[Back To Top](#)**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	.00
Opening Available Balance	146,336.00	Total Debits	.00
Current Available Balance	146,336.00	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	0

[Back To Top](#)**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	.00
Opening Available Balance	839,207.11	Total Debits	.00
Current Available Balance	839,207.11	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	0

[Back To Top](#)**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	.00
Opening Available Balance	97,827.31	Total Debits	.00
Current Available Balance	97,827.31	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	0

[Back To Top](#)**Currency:** USD**Bank:** 121000248**WELLS FARGO BANK, N.A.****Account:** 2000143043498(FL)**PAYROLL**

Closing Ledger Balance	19,187.00	MTD Accrued Debit Interest	N/A
Closing Collected Balance	19,187.00	Total Credits	.00
Opening Available Balance	19,187.00	Total Debits	.00
Current Available Balance	53,826.33	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	0

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Currency: USD**Bank:** 121000248**Account:** 2000143043605(FL)**WELLS FARGO BANK, N.A.****OPERATING**

Closing Ledger Balance	747,887.38	MTD Accrued Debit Interest	N/A
Closing Collected Balance	747,887.38	Total Credits	.00
Opening Available Balance	747,887.38	Total Debits	3,798.82
Current Available Balance	797,194.86	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	1

[Back To Top](#)**Currency:** USD**Bank:** 121000248**Account:** 2000143044044(FL)**WELLS FARGO BANK, N.A.****DEPOSIT**

Closing Ledger Balance	7,688,258.60	MTD Accrued Debit Interest	N/A
Closing Collected Balance	7,688,258.60	Total Credits	3,135.94
Opening Available Balance	7,688,258.60	Total Debits	461.57
Current Available Balance	7,720,311.96	Total Number Credits	1
MTD Accrued Credit Interest	N/A	Total Number Debits	3

[Back To Top](#)**Currency:** USD**Bank:** 121000248

Closing Ledger Balance	9,657,648.47	MTD Accrued Debit Interest	N/A
Closing Collected Balance	9,657,648.47	Total Credits	3,135.94
Opening Available Balance	9,657,648.47	Total Debits	4,260.39
Current Available Balance	9,773,648.64	Total Number Credits	1
MTD Accrued Credit Interest	N/A	Total Number Debits	4

Grand Total For Currency: USD

Closing Ledger Balance	9,657,648.47	MTD Accrued Debit Interest	N/A
Closing Collected Balance	9,657,648.47	Total Credits	3,135.94
Opening Available Balance	9,657,648.47	Total Debits	4,260.39
Current Available Balance	9,773,648.64	Total Number Credits	1
MTD Accrued Credit Interest	N/A	Total Number Debits	4

--- END OF REPORT ---

TOWN OF PEMBROKE PARK (1PBPDF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
001 - GENERAL FUND					
Tangible Personal Property Taxes	0.00	0.00	575,999.61	(575,999.61)	0.00%
Ad Valorem Taxes	6,014,705.00	0.00	5,233,125.25	781,579.75	87.01%
Tangible Personal Property Taxes - Delinquent	0.00	0.00	145.21	(145.21)	0.00%
Local Option Gas Tax	119,137.00	0.00	74,874.91	44,262.09	62.85%
Electric Utility Tax	790,000.00	0.00	462,513.00	327,487.00	58.55%
Communication Tax	160,000.00	0.00	110,221.74	49,778.26	68.89%
Water Utility Tax	260,000.00	0.00	173,738.12	86,261.88	66.82%
Gas Utility Tax	15,000.00	0.00	7,494.36	7,505.64	49.96%
Electric Franchise Fee	575,000.00	0.00	237,043.48	337,956.52	41.22%
Gas Franchise Fee	7,000.00	0.00	4,563.09	2,436.91	65.19%
Garbage Franchise Fee	225,000.00	0.00	167,828.88	57,171.12	74.59%
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	1,499.36	1,000.64	59.97%
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	1,050.00	1,450.00	42.00%
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	4,485.00	7,515.00	37.38%
Fire Inspection Fees Annual Renewals	49,000.00	0.00	4,035.00	44,965.00	8.23%
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	20,240.00	37,760.00	34.90%
Zoning Variance Site Plans	0.00	0.00	650.00	(650.00)	0.00%
Engineering - Planning Services	0.00	0.00	1,050.00	(1,050.00)	0.00%
Alarm Registration Fees	2,900.00	0.00	185.00	2,715.00	6.38%
Other License, Fees, Permits	10,830.00	0.00	0.00	10,830.00	0.00%
Federal 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	125,448.21	88,128.79	58.74%
Mobile Home Licenses	6,500.00	0.00	4,033.60	2,466.40	62.06%
Alcoholic Beverage Licenses	5,000.00	0.00	3,361.40	1,638.60	67.23%
Half Cent Sales Tax	447,363.00	0.00	247,080.74	200,282.26	55.23%
Lien Searches	4,000.00	0.00	1,300.00	2,700.00	32.50%
EMS Transport Collections	280,000.00	0.00	103,138.71	176,861.29	36.84%
Park Facility Rental-Preserve	3,000.00	0.00	1,700.00	1,300.00	56.67%
Reimbursable Charges - Filing Fees	0.00	0.00	0.00	0.00	#DIV/0!
Reimbursable Charges - Legal	0.00	0.00	3,401.00	(3,401.00)	0.00%
Reimbursable Charges - Misc, Late Fees Etc..	0.00	0.00	5,008.78	(5,008.78)	0.00%
Reimbursable 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	1,075.00	1,425.00	43.00%
False Alarm Fees	7,000.00	0.00	5,010.00	1,990.00	71.57%
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	1,585.06	5,414.94	22.64%
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	2,676.00	2,324.00	53.52%
Garbage Collection Fees OES	10,000.00	0.00	7,932.42	2,067.58	79.32%
Impact Fees - Fire	77,505.00	0.00	0.00	77,505.00	0.00%
Other Revenue	632,000.00	0.00	16,333.48	615,666.52	2.58%
Other Miscellaneous (JWL Community Event)	80,000.00	0.00	253,381.74	(173,381.74)	316.73%
Total Revenue	\$ 10,920,510.00	\$ -	\$ 7,893,760.52	\$ 3,026,749.48	72.28%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Salaries	210,000.00	0.00	140,000.00	70,000.00	66.67%
FICA Taxes Expense	16,065.00	0.00	9,710.18	6,354.82	60.44%
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	7,417.08	2,471.92	75.00%
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	5,991.47	2,701.53	68.92%
Life Insurance (John Hancock VUL)	5,082.00	0.00	4,171.56	910.44	82.09%
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	3,541.18	1,458.82	70.82%
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	1,195.47	1,804.53	39.85%
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	\$ -	\$ 209,043.20	\$ 165,681.80	55.79%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Salaries	668,499.00	0.00	345,422.84	323,076.16	51.67%
Overtime	1,500.00	0.00	4,564.00	(3,064.00)	304.27%
FICA Taxes Expense	56,196.00	0.00	25,366.44	30,829.56	45.14%
Employee Retirement Expense	96,813.00	0.00	56,196.64	40,616.36	58.05%
Group Insurance	117,132.00	0.00	50,218.84	66,913.16	42.87%
Dental/Vision Insurance	19,501.00	0.00	7,835.68	11,665.32	40.18%
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	697.53	(11.53)	101.68%
Life Insurance (John Hancock VUL)	18,544.00	0.00	5,578.64	12,965.36	30.08%
Workers' Compensation	1,232.00	0.00	582.90	649.10	47.31%
Town Hall-Janitorial Services	2,611.00	0.00	1,740.56	870.44	66.66%
Contractual Services	13,800.00	0.00	30,480.58	(16,680.58)	220.87%
Contractual Services - Professional Services	81,000.00	0.00	52,187.21	28,812.79	64.43%
Contractual Services - Business Tax Structural	0.00	0.00	4,125.00	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	2,319.58	(569.58)	132.55%
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	4,960.69	1,039.31	82.68%
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	4,803.34	196.66	96.07%
Business Meetings/Meals	500.00	0.00	750.00	(250.00)	150.00%
Office Supplies	7,000.00	0.00	6,079.14	920.86	86.84%
Vehicle Expense - Gasoline	2,000.00	0.00	34.80	1,965.20	1.74%
Memberships/Subscriptions	5,300.00	0.00	1,542.10	3,757.90	29.10%
Education & Training, Tuition Assistance	10,000.00	0.00	5,273.46	4,726.54	52.73%
Education & Training, Registration/Books	1,000.00	0.00	942.00	58.00	94.20%
Total Expense Administration Department	\$ 1,160,539.00	\$ -	\$ 631,429.55	\$ 532,431.45	54.41%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

<u>Description</u>	<u>Budget</u>	<u>Encumbered</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percent</u>
Salaries	311,434.00	0.00	152,846.96	158,587.04	49.08%
Overtime	2,000.00	0.00	317.87	1,682.13	15.89%
FICA Taxes Expense	23,825.00	0.00	11,641.34	12,183.66	48.86%
Employee Retirement Expense	44,168.00	0.00	24,150.46	20,017.54	54.68%
Group Insurance	39,875.00	0.00	19,937.28	19,937.72	50.00%
Dental/Vision Insurance	7,415.00	0.00	3,704.76	3,710.24	49.96%
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	660.00	0.00	0.00%
Life Insurance (John Hancock VUL)	4,696.00	0.00	728.00	3,968.00	15.50%
Workers' Compensation	410.00	0.00	194.30	215.70	47.39%
Recurring Audit Costs	45,000.00	0.00	8,000.00	37,000.00	17.78%
Contractual Service	4,611.00	0.00	1,740.56	2,870.44	37.75%
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	418.15	281.85	59.74%
Lease Expense-Copiers	2,000.00	0.00	1,851.05	148.95	92.55%
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	\$ -	\$ 236,992.99	\$ 270,422.01	46.77%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Misc. Reimbursable Expense	10,000.00	0.00	5,647.25	4,352.75	56.47%
Contractual Services-Legal-Retainer	100,000.00	0.00	66,666.64	33,333.36	66.67%
Contractual Services-Legal-Non Retainer	100,000.00	0.00	53,446.90	46,553.10	53.45%
Advertising	7,500.00	0.00	4,208.90	3,291.10	56.12%
Total Expense Legal Department	\$ 217,500.00	\$ -	\$ 129,969.69	\$ 87,530.31	59.76%
Reimbursable Expense	50,000.00	0.00	37,294.04	12,705.96	74.59%
Contractual Services-Planning	200,000.00	0.00	125,969.14	74,030.86	62.98%
Contractual Services-Legis Svcs Planning	10,000.00	0.00	5,833.31	4,166.69	58.33%
Board Expenses - Planning & Zoning	1,000.00	0.00	150.00	850.00	15.00%
Total Expense Comprehensive Planning Dept.	\$ 261,000.00	\$ -	\$ 169,246.49	\$ 91,753.51	64.85%
Various Contractual Services	32,000.00	0.00	16,270.68	15,729.32	50.85%
Contractual Svcs-Town Hall-Pest Control	3,720.00	0.00	835.08	2,884.92	22.45%
Contractual Svc-Computer Related Service	98,000.00	0.00	61,784.25	36,215.75	63.05%
Telephone Cost - Cellular	3,000.00	0.00	1,115.65	1,884.35	37.19%
Town Hall Line Charge/Internet Connection	13,200.00	0.00	8,525.10	4,674.90	64.58%
Postage-Shipping-Fed Express	3,500.00	0.00	5,572.37	(2,072.37)	159.21%
Electricity-Town Hall	38,000.00	0.00	23,483.40	14,516.60	61.80%
Water-Town Hall	5,000.00	0.00	3,111.66	1,888.34	62.23%
Lease Expense-Copy Machine and Other	900.00	0.00	641.34	258.66	71.26%
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	11,178.87	3,821.13	74.53%
Maintenance and Repair-3RD FLOOR	2,500.00	0.00	694.84	1,805.16	27.79%
Donations	15,000.00	0.00	3,998.16	11,001.84	26.65%
Lobbying Expenses	134,000.00	0.00	78,544.96	55,455.04	58.62%
Misc Charges	48,000.00	0.00	43,201.57	4,798.43	90.00%
Misc. Market Supplies/Office Supplies	4,000.00	0.00	2,127.18	1,872.82	53.18%
Total Expense Non - Departmental General Gov't	418,462.00	0.00	263,249.15	155,212.85	62.91%

TOWN OF PEMBROKE PARK (1PBPF)
 GL Budget Performance
 Revenue and Expense
 Percentage Used
 From 10/1/2019 to 5/31/2020

<u>Description</u>	<u>Budget</u>	<u>Encumbered</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percent</u>
Contractual Services-Law Enforcement	3,272,014.00	0.00	2,180,396.00	1,091,618.00	66.64%
LLETF - Explorer Program	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	2,181,223.35	1,145,790.65	65.56%
Contractual Services-Fire Rescue	3,205,828.00	0.00	2,137,218.40	1,068,609.60	66.67%
Total Fire Department	3,205,828.00	0.00	2,137,218.40	1,068,609.60	66.67%

TOWN OF PEMBROKE PARK (1PBPDF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

<u>Description</u>	<u>Budget</u>	<u>Encumbered</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percent</u>
100 - Building Department					
Building Permits	318,150.00	0.00	154,685.68	163,464.32	48.62%
Building Permit - Reinspection Fee	7,875.00	0.00	5,324.00	2,551.00	67.61%
Building Dept. Reinstatement Fee	5,555.00	0.00	400.00	5,155.00	7.20%
Building Inspection Fee	34,100.00	0.00	17,775.00	16,325.00	52.13%
Electrical Permits	34,715.00	0.00	33,632.37	1,082.63	96.88%
Electrical Permit-Reinspection Fee	4,850.00	0.00	450.00	4,400.00	9.28%
Electrical Inspection Fee	8,585.00	0.00	8,175.00	410.00	95.22%
Mechanical Permits	28,150.00	0.00	35,173.71	(7,023.71)	124.95%
Mechanical Permit-Reinspection Fee	500.00	0.00	787.00	(287.00)	157.40%
Mechanical Inspection Fee	3,385.00	0.00	2,475.00	910.00	73.12%
Plumbing Permits	44,450.00	0.00	14,622.12	29,827.88	32.90%
Plumbing Permit Reinspection Fee	760.00	0.00	2,325.00	(1,565.00)	305.92%
Plumbing Inspection Fee	2,830.00	0.00	2,675.00	155.00	94.52%
Fire Inspection Fees Permits	28,500.00	0.00	10,760.00	17,740.00	37.75%
Fire Reinspection Fee	59,000.00	0.00	19,094.50	39,905.50	32.36%
Zoning & Variance & Site Plan Fees	30,000.00	0.00	22,360.00	7,640.00	74.53%
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	2,505.89	1,994.11	55.69%
Insurance - Registration Fees	0.00	0.00	19.61	(19.61)	0.00%
Plan Review	68,680.00	0.00	44,455.00	24,225.00	64.73%
Processing Fee	52,520.00	0.00	40,250.00	12,270.00	76.64%
Certificate of Occupany Fee	5,050.00	0.00	1,833.85	3,216.15	36.31%
Certificate of Completion	34,350.00	0.00	24,991.68	9,358.32	72.76%
Code Enforcement Fines	30,000.00	0.00	12,523.00	17,477.00	41.74%
Other Revenue Building Department	5,000.00	0.00	650.25	4,349.75	13.01%
Total Revenue - Building Department	841,505.00	0.00	458,143.66	383,361.34	54.44%
Full Time Salaries	212,441.00	0.00	115,567.69	96,873.31	54.40%
Overtime	4,000.00	0.00	1,961.89	2,038.11	49.05%
FICA Taxes Expense	16,252.00	0.00	8,957.19	7,294.81	55.11%
Employee Retirement Expense	33,942.00	0.00	16,510.98	17,431.02	48.64%
Group Insurance	29,906.00	0.00	13,291.52	16,614.48	44.44%
Dental/Vision Insurance	3,794.00	0.00	989.28	2,804.72	26.07%
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	960.00	(960.00)	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	1,740.56	870.44	66.66%
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	20,725.00	13,275.00	60.96%
Contractual Services-Bldg Dept Plumb	15,000.00	0.00	9,375.00	5,625.00	62.50%
Contractual Services-Bldg Dept Mech	16,000.00	0.00	10,200.00	5,800.00	63.75%
Contractual Services-Bldg Dept Structural	0.00	0.00	9,437.50	(9,437.50)	0.00%
Contractual Services-User Fees Ink Force	6,000.00	0.00	3,500.00	2,500.00	58.33%
Travel	1,000.00	0.00	0.00	1,000.00	0.00%
Cell Phone	3,800.00	0.00	1,835.73	1,964.27	48.31%
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	1,984.53	1,015.47	66.15%
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	190.00	310.00	38.00%
Education & Training-Registration/Books	1,000.00	0.00	1,144.00	(144.00)	114.40%
Total Building Department	\$ 406,518.00	\$ -	\$ 229,823.86	\$ 176,694.14	56.53%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

<u>Description</u>	<u>Budget</u>	<u>Encumbered</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percent</u>
Full Time Salaries	158,079.00	0.00	80,404.92	77,674.08	50.86%
Overtime	2,000.00	0.00	623.25	1,376.75	31.16%
FICA Taxes Expense	12,093.00	0.00	6,068.08	6,024.92	50.18%
Employee Retirement Expense	22,564.00	0.00	15,337.43	7,226.57	67.97%
Group Insurance	32,398.00	0.00	14,122.24	18,275.76	43.59%
Dental/Vision Insurance	6,061.00	0.00	2,501.24	3,559.76	41.27%
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	688.33	(459.33)	300.58%
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	1,740.56	870.44	66.66%
Contractual Services	5,400.00	0.00	1,050.00	4,350.00	19.44%
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	934.22	2,065.78	31.14%
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	54.00	1,446.00	3.60%
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	382.18	2,617.82	12.74%
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	\$ -	\$ 134,833.35	\$ 146,182.65	47.98%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Employee Salaries	189,724.00	0.00	124,321.67	65,402.33	65.53%
Overtime	3,500.00	0.00	1,723.45	1,776.55	49.24%
FICA Taxes Expense	14,514.00	0.00	9,372.14	5,141.86	64.57%
Employee Retirement Expense	20,246.00	0.00	13,670.34	6,575.66	67.52%
Group Insurance	39,875.00	0.00	26,583.04	13,291.96	66.67%
Dental/Vision Insurance	7,392.00	0.00	5,286.38	2,105.62	71.51%
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	1,988.64	(1,697.64)	683.38%
Life Insurance (John Hancock VUL)	4,733.00	0.00	2,081.37	2,651.63	43.98%
Workers' Compensation	6,983.00	0.00	3,303.10	3,679.90	47.30%
Town Hall Janitorial	2,611.00	0.00	1,740.64	870.36	66.67%
Travel	1,000.00	0.00	1.53	998.47	0.15%
Cellular Phones	2,400.00	0.00	1,637.43	762.57	68.23%
Town Hall Line Charge/Internet Connection	700.00	0.00	0.00	700.00	0.00%
Electricity-Outdoor Lighting	32,000.00	0.00	21,930.50	10,069.50	68.53%
Water-Public Works	2,000.00	0.00	295.21	1,704.79	14.76%
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	30,318.44	(318.44)	101.06%
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	729.40	1,070.60	40.52%
Vehicle Expense-Gasoline	6,000.00	0.00	5,729.87	270.13	95.50%
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	\$ -	\$ 278,868.37	\$ 136,811.63	67.09%

TOWN OF PEMBROKE PARK (1PBPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Salaries	251,461.00	0.00	119,619.20	131,841.80	47.57%
Overtime	15,000.00	0.00	11,110.10	3,889.90	74.07%
FICA Taxes Expense	19,237.00	0.00	9,960.61	9,276.39	51.78%
Employee Retirement Expense	21,299.00	0.00	11,025.56	10,273.44	51.77%
Group Insurance	49,843.00	0.00	26,583.04	23,259.96	53.33%
Dental/Vision Insurance	10,559.00	0.00	6,063.12	4,495.88	57.42%
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	1,212.00	(1,212.00)	#DIV/0!
Life Insurance (John Hancock VUL)	5,449.00	0.00	1,622.64	3,826.36	29.78%
Workers' Compensation	5,752.00	0.00	2,720.20	3,031.80	47.29%
Contractual Services	1,700.00	0.00	1,153.92	546.08	67.88%
Travel- Hotel, Airfare, Milage, Tolls & Meals	400.00	0.00	0.00	400.00	0.00%
Cellular Phones & Beepers	1,500.00	0.00	667.50	832.50	44.50%
Phone Line- Behan Park	3,200.00	0.00	2,160.33	1,039.67	67.51%
Phone Line- Oglesby Preserve	1,200.00	0.00	477.86	722.14	39.82%
Electricity	15,000.00	0.00	10,124.00	4,876.00	67.49%
Water Charges	3,000.00	0.00	3,100.97	(100.97)	103.37%
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	12,864.81	12,135.19	51.46%
Office Supplies	400.00	0.00	245.10	154.90	61.28%
Uniform Expense	2,000.00	0.00	592.81	1,407.19	29.64%
Misc. Charges	15,000.00	0.00	3,276.05	11,723.95	21.84%
Gasoline Costs	4,500.00	0.00	2,260.75	2,239.25	50.24%
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	3,125.23	1,874.77	62.50%
Maculele Miami Brazilian 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	273,478.40	301,835.60	47.54%
Machinery and Equipment	60,700.00	0.00	8,134.20	52,565.80	13.40%
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	67,991.09	158,008.91	30.08%
Machinery and Equipment	10,000.00	0.00	4,250.70	5,749.30	42.51%
Vehicle Purchase	25,000.00	0.00	0.00	25,000.00	0.00%
Capital Outlay-Machinery and Equipment	5,000.00	0.00	11,062.23	(6,062.23)	221.24%
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	5,051.50	58,798.50	7.91%
Total Capital Outlay & Equipment	1,260,910.00	0.00	97,051.28	1,163,858.72	324.51%
44 Year CDBG Tot Lot Project # 9078	66,672.00		65,478.15	1,193.85	98.21%
45 Year CDBG Tot Lot OglesbyProject	105,000.00	0.00	0.00	105,000.00	0.00%
Total Capital Projects	171,672.00	0.00	65,478.15	106,193.85	98.21%
Total Expenditures - General Fund	\$ 12,582,933.00		\$ 7,037,906.23	\$ 5,549,008.77	55.93%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

<u>Description</u>	<u>Budget</u>	<u>Encumbered</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percent</u>
400 - SEWER ENTERPRISE FUND					
Sewer Service Charges	2,680,000.00	0.00	1,827,207.12	852,792.88	68.18%
Fixture Charges	75,000.00	0.00	50,396.54	24,603.46	67.20%
Sewer Hookup Fees	10,000.00	0.00	3,000.00	7,000.00	30.00%
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	1,880,603.66	1,081,985.34	63.48%
Regular Full Time Salary	399,259.00	0.00	218,248.01	325,120.61	54.66%
Overtime	10,000.00	0.00	3,624.74	6,375.26	36.25%
FICA Taxes	30,543.00	0.00	16,359.40	14,183.60	53.56%
Employee Retirement Expense	46,346.00	0.00	27,874.95	18,471.05	60.15%
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	4,711.70	3,330.30	58.59%
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	2,293.91	(1,420.91)	262.76%
Life Insurance - JHC VUL	7,511.00	0.00	2,646.27	4,864.73	35.23%
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 Maintenance & Treatment - Hollywood	1,000,000.00	0.00	648,578.72	351,421.28	64.86%
Misc. Contractual Services-Sewer Department	20,000.00	0.00	8,753.03	11,246.97	43.77%
Travel	2,000.00	0.00	4.59	1,995.41	0.23%
Cellular Phones/Beepers	3,500.00	0.00	1,688.43	1,811.57	48.24%
Telephone Lines	0.00	0.00	0.00	0.00	#DIV/0!
Electricity-Sewer Pumps	35,000.00	0.00	22,291.41	12,708.59	63.69%
Water-Public Works	20,000.00	0.00	14,289.46	5,710.54	71.45%
Insurance - Property & Liability FLC	37,516.00	0.00	29,522.85	7,993.15	78.69%
Maintenance-Lift Stations	150,000.00	0.00	33,310.48	116,689.52	22.21%
Maintenance & Repair Car Bldg & Equipmt.	80,000.00	0.00	36,541.30	43,458.70	45.68%
Misc. Charges	20,000.00	0.00	13,450.47	6,549.53	67.25%
Operating Supplies-Uniform Expense	1,500.00	0.00	447.26	1,052.74	29.82%
Vehicle Expense-Gasoline	6,000.00	0.00	2,613.02	3,386.98	43.55%
Memberships	2,000.00	0.00	237.50	1,762.50	11.88%
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	24,666.72	12,333.28	66.67%
Debt Service- Sinking Fund Interest	91,350.00	0.00	60,900.00	30,450.00	66.67%
Debt Service Reserve Account	12,912.00	0.00	8,608.00	4,304.00	66.67%
Debt Service S/T Assets Reserve	74,022.00	0.00	49,347.76	24,674.24	66.67%
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	1,289,975.18	1,816,723.44	43.54%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 5/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
401 - STORMWATER MANAGEMENT FUND					
Stormwater Management Utility Fees	1,440,000.00	0.00	930,672.38	509,327.62	64.63%
FEMA Grant	1,590,428.00	0.00	0.00	1,590,428.00	0.00%
Impact Fee Revenue-Physical Environment	<u>118,827.00</u>	<u>0.00</u>	<u>0.00</u>	<u>118,827.00</u>	<u>0.00%</u>
Total Stormwater Revenue	<u>3,149,255.00</u>	<u>0.00</u>	<u>930,672.38</u>	<u>2,218,582.62</u>	<u>29.55%</u>
Salaries	178,340.00	0.00	65,463.85	112,876.15	36.71%
Overtime	10,000.00	0.00	6,269.96	3,730.04	62.70%
FICA Taxes	13,643.00	0.00	5,459.47	8,183.53	40.02%
Employee Retirement Expense	15,105.00	0.00	6,047.12	9,057.88	40.03%
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	2,103.48	4,413.52	32.28%
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	840.00	(840.00)	#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	414.46	235.54	63.76%
Electricity-Drainage Pumps	25,000.00	0.00	10,993.41	14,006.59	43.97%
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	16,447.43	33,552.57	32.89%
Misc. Charges	15,000.00	0.00	10,211.56	4,788.44	68.08%
Uniform Expense	500.00	0.00	344.74	155.26	68.95%
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	2,993.00	27,007.00	9.98%
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. Stormwater Improvement Phase II #3355	<u>1,208,220.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,208,220.00</u>	<u>0.00%</u>
Total Stormwater Expenditures	<u>3,424,101.00</u>	<u>0.00</u>	<u>170,301.77</u>	<u>3,253,799.23</u>	<u>4.97%</u>
Total Revenue - ALL FUNDS	\$ 17,873,859.00		\$ 11,163,180.22	\$ 6,710,678.78	62.46%
Total Expenditures - ALL FUNDS	\$ 18,969,623.00		\$ 8,498,183.18	\$ 10,619,531.44	44.80%

RESOLUTION NO. 2020-074

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER AN AGREEMENT WITH COGGIN CHEVROLET AT THE AVENUES FOR THE PURCHASE OF ONE MOTOR VEHICLE; AUTHORIZING THE TOWN MANAGER AND APPROPRIATE TOWN OFFICIALS TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE PURCHASE OF THE MOTOR VEHICLE; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to purchase one (1) motor vehicle for use by Town staff in their official Town duties; and

WHEREAS, Section 2-126(c)(5), Pembroke Code of Ordinances, allows the Town to purchase commodities or services that are the subject of contracts with the State of Florida, its political subdivisions, or other governmental entities located within the State of Florida, without the requirement for competitive bidding or competitive proposals provided that the contract expressly permits or the vendor agrees to allow the Town to purchase on the same terms and conditions as stated in the contract; and

WHEREAS, the State of Florida Department of Management Services has entered into a Purchasing Contract with Coggin Chevrolet at the Avenues under Purchasing Contract # 25100000-19-1 for motor vehicle purchases; and

WHEREAS, Coggin Chevrolet at the Avenues has agreed to allow Town to purchase one motor vehicle under the same terms and conditions as the State of Florida Department of Management Services Purchasing Contract; and

WHEREAS, the Town Commission desires to purchase the one (1) 2020 Chevrolet Traverse from Coggin Chevrolet at the Avenues for a total purchase price not to exceed Twenty-Six Thousand Dollars (\$26,000.00).

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

Section 1: That the Town is authorized and directed to make and enter into an agreement with Coggin Chevrolet at the Avenues for the purchase of one (1) 2020 Chevrolet Traverse motor vehicle for use by Town employees for a purchase price not to exceed \$26,000.00 as per the agreement with Coggin Chevrolet at the Avenues on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Town Manager or other appropriate Town officials are authorized and directed to execute any and all documents necessary to complete the purchase of the one (1) motor vehicle from Coggin Chevrolet at the Avenues.

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

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

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

PASSED AND ADOPTED, this 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

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

Agenda Request

Meeting Date:	Workshop - May 27th 2020
Subject:	Building Department Vehicle Purchase
Initiated by:	☒ City Council ☐ City Attorney ☐ City Manager/Staff
Prepared by:	Name & Title: Miguel Nunez
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Memorandum No.: 20-011
Fiscal Impact:	
Policy Question(s) for Council Considerations:	
Summary:	(3) quotes for New 2020 Chevy Traverse LS
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	



TOWN OF PEMBROKE PARK

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

MEMORANDUM NO.: 20-011

DATE: May 15, 2020

TO: Hon. Ashira Mohammed, Mayor
Hon. Howard Clark, Vice-Mayor
Hon. Geoffrey Jacobs, Clerk-Commissioner
Hon. Georgina Cohen, Commissioner
Hon. Ray Dieuville, Commissioner

FROM: Miguel A. Núñez, Building Official
Miguel A. Nunez, CBO

RE: **VEHICLE PURCHASING FOR THE BUILDING DEPARTMENT**

Digitally signed by Miguel A. Nunez, CBO
DN: cn=Miguel A. Nunez, CBO, o=Town of
Pembroke Park, ou=Building Department,
email=mnunez@townofpembrokepark.com,
c=US
Date: 2020.05.15 15:27:28 -0400

At this time, I would like to request authorization from the commission to purchase a vehicle for the building department, under the Florida Department of Management Services, contract #25100000-19-1. this vehicle was budgeted at the FY19-20. In addition, see below the chart comparison of the authorized vendors and attached quotes.

Vehicle: Item #31 - 2020 Chevrolet Traverse (1NB56) FWD 4dr LS w/1FL (Summit White)

	Vendor	Program Cost (Base)	FOB
#1	Garber Chevrolet Buick GMC, Inc.	\$25,668.00	Town Hall
#2	Coggin Chevrolet, LLC. (in stock)	\$25,794.00	Town Hall
#3	Alan Jay Chevrolet-Cadillac, Inc.	\$25,834.00	Town Hall

Based in the above chart and the product availability, we recommend the selected vendor be, Coggin Chevrolet, LLC.

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

Respectfully submitted.

Cc: Newall Daughtrey, Assistant Town Manager
Marlen Martell, Interim Deputy Clerk.
File.

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GARBER
FLEET SALES

Chevrolet Buick GMC Chrysler Jeep Dodge Ford

UNSPSC C Code	25101507
Line #	30
Unit Description	1NB56

Garber Chevrolet Buick GMC
 Ryan Davis
 (904) 264-2442 ext.2350 FAX: (904) 284-0054
 3340 Hwy 17 Green Cove Springs, FL 32043
rdavis@garberautomall.com



Pembroke Park 20 Chevrolet Traverse LS FWD Quote 5-15-20

EXHIBIT #2



QUOTE

Vendor: Coggin Chev at the Avenues
 Address: 10880 Philips Highway
 Jacksonville, FL 32256
 Off # (904) 608-4240
 From: Rick Hoening
 Email: RHoening@cogginauto.com
 FEID: 59-3624905

Requester: Lucia Manzerolle
 Date: 5/15/2020
 Agency: Town of Pembroke Park
 3150 S.W. 52 Ave
 Pembroke Park, FL. 33023
 Contact # 954-966-4600 227
 E-Mail

State Contract 25100000-19-1

Spec#	Commodity	Description	Quantity	MSRP	Unit Price	Extended Total
30	Mid Size SUV	2020 Chev Traverse FWD 4dr LS Model# 1NB56	1		\$25,794	\$25,794
5	Options		0		\$0	\$0
		Unless color is specified, the vehicle will be ordered White			TOTAL	\$25,794

Accepted By: _____
 Date: _____



EXHIBIT #3

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	25975-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-991-4693	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
5/15/2020

QUICK QUOTE SHEET

REVISED QUOTE DATE
5/15/2020

REQUESTING AGENCY **PEMBROKE PARK, TOWN OF**

CONTACT PERSON **LUCIE MANZEROLLE**

EMAIL لمانزرولل@townofpembrokepark.com

PHONE **954-966-4600 Ext. 227**

MOBILE

FAX **954-966-5310**

Florida State Term Contract No. 25100000-19-1		Motor Vehicles	www.myfloridamarketplace.com	
CUSTOMER ID				
MODEL	1NC56	SPECIFICATION #	25101507-A	Line 30
2020 Chevrolet Traverse (1NB56) FWD 4dr LS w/1LS		BED LENGTH	SUV	BASE PRICE
				\$25,834.00
** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase ord				MSRP COST
FACTORY OPTIONS		DESCRIPTION		
GAZ H1T	EXTERIOR COLOR SUMMIT WHITE WITH JET BLACK CLOTH SEAT TRIM.			\$0.00 \$0.00
LFY M3V	3.6L V6 ENGINE WITH 9-SPD AUTOMATIC TRANSMISSION			\$0.00 \$0.00
BUC	FACTORY BACK UP CAMERA(STD).			\$0.00 \$0.00
BT	BLUE TOOTH (STD)			\$0.00 \$0.00
		FACTORY OPTIONS		\$0.00 \$0.00
		MSRP DISCOUNT	0.00%	\$0.00
		ADJUSTED FACTORY OPTIONS		\$0.00 \$0.00
CONTRACT OPTIONS		DESCRIPTION		
MUNI-FI	Municipal finance for any essential use vehicle and equipment for all qualified government entities. Rate subject to lender approval, dealer participation not to exceed 2% of transaction amount. Payments in advance or arrears to be made quarterly, semi-annually, or annually for up to a 5 year term with a \$1.00 dollar end of lease buyout \$1.			\$0.00 \$0.00
NO-TEMP	CUSTOMER WILL HANDLE THEIR OWN TAG WORK			\$0.00 \$0.00
		CONTRACT OPTIONS		\$0.00 \$0.00
NON-IDENTIFIED CONTRACT OPTIONS		DESCRIPTION		
EWD	EXTENDED WARRANTY DECLINED.			\$0.00 \$0.00
		NON-IDENTIFIED CONTRACT OPTIONS		\$0.00 \$0.00
		MSRP DISCOUNT	0.00%	\$0.00
		ADJUSTED NON-IDENTIFIED CONTRACT OPTIONS		\$0.00 \$0.00
TRADE IN		TOTAL COST		\$25,834.00
		YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~		\$0.00
		TOTAL COST LESS TRADE IN(S)	QTY 1	\$25,834.00
Estimated Annual payments for 60 months paid in advance: \$5,785.75				
Municipal finance for any essential use vehicle, requires lender approval, WAC.				
Comments				
VEHICLE QUOTED BY Scott Wilson FLEET SALES MANAGER scott.wilson@alanjay.com				
"I Want to be Your Fleet Provider"				
I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.				



ALAN JAY FLEET

SCOTT WILSON | 863-402-4234 | SCOTT.WILSON@ALANJAY.COM

Vehicle: [Fleet] 2020 Chevrolet Traverse (1NB56) FWD 4dr LS w/1LS (✔ Complete)



Note: Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2020 Chevrolet Traverse (1NB56) FWD 4dr LS w/1LS

MSRP: \$32,900.00

Interior: Jet Black, Premium cloth seat trim

Exterior 1: Summit White

Exterior 2: No color has been selected.

Engine, 3.6L V6, SIDI, VVT

Transmission, 9-speed automatic

OPTIONS

CODE	MODEL	MSRP
1NB56	[Fleet] 2020 Chevrolet Traverse (1NB56) FWD 4dr LS w/1LS	\$32,900.00
OPTIONS		
1LS	LS Preferred Equipment Group	\$0.00
AR9	Seats, front bucket	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
H1T	Jet Black, Premium cloth seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00

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LFY	Engine, 3.6L V6, SIDI, VVT	\$0.00
M3V	Transmission, 9-speed automatic	\$0.00
PXJ	Wheels, 18" (45.7 cm) Bright Silver painted aluminum	\$0.00
QO5	Tires, P255/65R18 all-season blackwall	\$0.00
R9Y	Fleet Free Maintenance Credit.	(\$33.75)
VQ2	Fleet processing option	\$0.00
SUBTOTAL		\$32,866.25
Adjustments Total		\$0.00
Destination Charge		\$1,195.00
TOTAL PRICE		\$34,061.25

FUEL ECONOMY

Est City:18 MPG

Est Highway:27 MPG

Est Highway Cruising Range:523.80 mi

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Vehicle: [Fleet] 2020 Chevrolet Traverse (1NB56) FWD 4dr LS w/1LS (✔ Complete)

Standard Equipment

Mechanical

Engine, 3.6L V6, SIDI, VVT (310 hp [232.0 kW] @ 6800 rpm, 266 lb-ft of torque [361 N-m] @ 2800 rpm) (STD)

Transmission, 9-speed automatic (STD)

E10 Fuel capable

Engine control, stop-start system

Traction Mode Select

Axle, 3.49 final drive ratio

Front wheel drive

Battery, heavy-duty 600 cold-cranking amps

Alternator, 170 amps

GVWR, 6160 lbs. (2800 kg)

Suspension, Ride and Handling

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc, 17" front and rear

Electric Parking Brake

Capless fuel fill

Tool kit, road emergency

Exterior

Wheels, 18" (45.7 cm) Bright Silver painted aluminum (STD)

Tires, P255/65R18 all-season blackwall (STD)

Wheel, spare, 18" (45.7 cm) steel

Tire, compact spare, T135/70R18, blackwall

Fascia, front body-color

Moldings, Black bodyside

Moldings, rocker, Black

Headlamps, high intensity discharge

Headlamps, automatic on/off

Taillamps, LED

Mirror caps, Black painted

Mirrors, outside heated power-adjustable, Black, manual-folding

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Exterior

Glass, deep-tinted

Wipers, front intermittent with washers

Wiper, rear intermittent with washer

Door handles, body-color

Liftgate, rear manual

Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)

4G LTE Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Active Noise Cancellation

Interior

Seating, 8-passenger (2-3-3 seating configuration)

Seats, front bucket (STD)

Seat trim, premium cloth

Seats, third row 60/40 split-bench, manual-folding

Head restraints, front, 2-way adjustable

Head restraints, second and third row outboard, 2-way manual-folding

Console, front center with 2 cup holders, covered storage bin with storage and removable tray

Floor covering, color-keyed carpeting

Floor mats, color-keyed all rows

Steering wheel, urethane

Steering column, tilt

Steering wheel controls, mounted controls for audio, phone and cruise

Display, 3.5" driver instrument information, monochromatic

Compass display, digital

Windows, power, with driver and front passenger Express-Down

Door locks, power programmable with lockout protection

Keyless Open includes extended range Remote Keyless Entry with lock/unlock feature

Cruise control, electronic with set and resume speed

Remote panic alarm

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Vehicle: [Fleet] 2020 Chevrolet Traverse (1NB56) FWD 4dr LS w/1LS (✔ Complete)

Interior

Theft-deterrent system, electrical, unauthorized entry

USB ports

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

Sensor, humidity and windshield temperature

Defogger, rear-window electric

Heater ducts, 2nd row

Cup holders, 10 total

Umbrella holders, driver and front passenger doors

Mirror, inside rearview manual day/night

Visors, driver and passenger illuminated vanity mirrors, covered

Lighting, interior with theater dimming, cargo compartment, reading lights for front seats, second row reading lamps integrated into dome light, door-and tailgate-activated switches and illuminated entry and exit feature

Cargo storage, tray under rear floor

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

StabiliTrak, stability control system with traction control

Safety-Exterior

Daytime Running Lamps, LED

Safety-Interior

Airbags, dual-stage frontal and side-impact for driver and front passenger, driver inboard seat-mounted side-impact and roof-rail side-impact for all rows in outboard seating positions (Always use seat belts and the correct child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Passenger Sensing System sensor indicator inflatable restraint, front passenger/child presence detector (Always use seat belts and the correct child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

Rear Vision Camera

Door locks, rear child security

Rear Seat Reminder

LATCH system (Lower Anchors and Tethers for Children), for child restraint seats

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Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. It includes the Buckle-to-Drive feature which prevents the driver from shifting from Park for up to 20 seconds if the driver's seat belt is not buckled. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitor, includes Tire Fill Alert (Does not monitor spare.)

Horn, dual-note

WARRANTY

Warranty Note: <<< Preliminary 2020 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit



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

Agenda Request

Meeting Date:	05/27/2020
Subject:	Florida Association of Code Enforcement Conference
Initiated by:	☐ City Commission ☐ City Attorney ☒ City Manager / Staff
Prepared by:	Name & Title: Jeffrey Louis - Code Enforcement Supervisor
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Please see attached documents
Fiscal Impact:	Total is \$398.00 for 2 (FACE Member) Code Officers. This is for continuing education for Code Enforcement certifications. There are funds available in the budget under
Policy Question(s) for Commission Considerations:	
Summary:	Approval to attend Virtual F.A.C.E. Conference for Jeffrey Louis and Joseline Ramirez
Background:	The 31st Annual F.A.C.E. Conference usually scheduled for June is now a virtual meeting which will be held in July 2020.
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

AGENDA ITEM REPORT



To: Town Commission
Subject: Florida Association of Code Enforcement Conference
Meeting:
Department: Code
Staff Contact: jeffrey louis, Code Director

BACKGROUND INFORMATION:

1. The 31st Annual F.A.C.E. Conference usually scheduled for June is now a virtual meeting which will be held in July 2020.

FINANCIAL IMPACT:

Total is \$398.00 for 2 (FACE Member) Code Officers. This is for continuing education for Code Enforcement certifications. There are funds available in the budget under Code Enforcement - Education and Training

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Approval of Attending Virtual F.A.C.E. Conference for Jeffrey Louis and Joseline Ramirez

ALTERNATIVES:

N/A

ATTACHMENTS:

[F.A.C.E. 31st Annual Conference](#)

	Status:
Town Clerk, Deputy Town Clerk	Pending
Finance director, Finance & Budget Director	None
Newall J. Daughtrey, Assistant Town Manager	None



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Conference

31st Annual F.A.C.E. Conference



With 20/20 Vision Comes Wisdom

July 2020

The 31st Annual F.A.C.E. Conference is going virtual

Due to the current health crisis, the F. A. C. E. Board of Directors has chosen to cancel the "in person" 2020 Annual Conference. However, F.A.C.E. is developing a **virtual conference** that is **being planned to take place in mid July of 2020**. Our conference will include the annual meeting and continuing educational classes in an online format. We would like to extend an invitation to you to participate in the July 2020 virtual conference. We will announce future details as the date approaches. Thank you for your understanding and patience.

Coronavirus (COVID-19)

The F.A.C.E. Board of Directors and our partners at the Institute of Government/University of Central Florida continue to closely monitor the Coronavirus (COVID-19). Find the most recent update on our home page at <http://face-online.org/>.

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Conference Links

[Conference Home Page](#)
[2020 Program Committee](#)
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[2019 Forms and Handouts](#)
[2019 Conference Photos](#)

Join or Renew Here

[Join FACE Today!](#)
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THANK YOU to the Program Committee for your dedication, forward thinking approach and hard work in these unprecedented times:

- Michael J Hauserman, 1st Vice Present, Chair
- Donna Wisniewski, Retired, Past President
- Joe Petrick, Past Sergeant-At-Arms, City of West Palm Beach
- Linnelle Stewart, City of Alachua
- Chalimar Gregory, City of Stuart
- Beverly Singley, Highlands County
- Dawn Habel, City of Cape Coral
- Mike Jordan, Audio Visual Consultant

Recertification/Continuing Education

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Employment Opportunities

Click [HERE](#) to view posted job openings.

To add a FREE job advertisement to our site, email the job posting or link to our **[Webmaster](#)**.

Upcoming Events

JUN 16 Tue	all-day ***POSTPONED*** 31st Annual F.A.C.E... @ The Westin Cape Coral Resort
JUL 27 Mon	all-day ***CANCELLED*** FACE Legal Issues v... @ City of Pompano Beach Emma Lou Olsen Civic Center
JUL 29 Wed	all-day FACE Board Virtual Annual Meeting a...
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407.882.3960

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From: [Susan Pruchnicki](#)
To: [jeffrey louis](#)
Subject: RE: Virtual F.A.C.E. Conference 2020
Date: Tuesday, May 19, 2020 3:49:59 PM

Hi Jeff,

So sorry for disconnecting your call, I am in a training.

The fee will be \$199 for Members through 6/30. I hope to have registration open by the end of this week, I'm just waiting on a few details.

Susan

Susan L. Pruchnicki
Administrative Assistant I for F.A.C.E.
John Scott Dailey Florida Institute of Government
University of Central Florida/College of Community Innovation and Education
12443 Research Parkway, Suite 402
Orlando, Florida 32826-3282
Phone 407.882.3960 FAX 407.882.3968
Susan.Pruchnicki@ucf.edu



THE UCF-IOG OFFICES ARE CLOSED UNTIL FURTHER NOTICE DUE TO THE COVID-19 VIRUS. WE ARE WORKING REMOTELY AND AVAILABLE VIA E-MAIL TO SERVE YOU.

The difference between stumbling blocks and stepping stones is how you use them. - Unknown

From: jeffrey louis <jlouis@townofpembrokepark.com>
Sent: Tuesday, May 19, 2020 3:45 PM
To: Susan Pruchnicki <Susan.Pruchnicki@ucf.edu>
Subject: Virtual F.A.C.E. Conference 2020

Good Afternoon Susan,

Hope to find you well. I have a question regarding the F.A.C.E. Conference, I understand that it will be a virtual conference but will there be any fees due in order to participate? Any information will be helpful, I would need to present all cost associated to the Town Commission for approval.

Thank you for your help
Stay Safe,

Jeffrey Louis

Department of Code Enforcement
Town of Pembroke Park

3150 SW 52nd Avenue
Pembroke Park, FL 33023
(954) 966-4600 ext. 213
jlouis@townofpembrokepark.com



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

Agenda Request

Meeting Date:	05/13/2020
Subject:	Town Hall - awning replacement
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:	Quote from Awnings of Hollywood
Fiscal Impact:	
Policy Question(s) for Commission Considerations:	
Summary:	
Background:	The commission originally approved the quote from C & D Canvas but they could not provide us with material that is fire retardant per FL Building Code.
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

**RESIDENTIAL • COMMERCIAL
CUSTOM FABRIC STRUCTURES**

Retractable Awnings
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All Styles & Colors

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SOLD TO:

COMPANY: TOWN OF PEMBROKE PARK

NAME: TERESA MALCOLM

PHONES: 954-966-4600 X211

EMAIL: tmalcolm@townofpembrokepark.com

STREET: 3150 SW 52 AVE

CITY: PEMBROKE PARK STATE: FL ZIP: _____

DELIVER TO:

COMPANY: _____

NAME: RAMONDA GREENE

PHONES: _____

EMAIL: _____

STREET: _____

CITY: _____ STATE: FL ZIP: _____

FRAME PAINT: ☐ SILVER ☐ DTM ☐ EPOXY ☐ POWDER COAT ☒ N/A FRAME COLOR: NONE

COVER FABRIC: ☒ VINYL ☐ CANVAS ☐ FIRESIST ☐ PRECONTRACT ☐ N/A FABRIC COLOR: BIEGE

SCALLOP DESIGN: ☒ WRAP ☐ HANGING ☐ N/A DESIGN #: STRAIGHT BINDING COLOR: _____

APPROXIMATE LEAD TIME AFTER PERMITS (if applicable) ARE APPROVED: 2 WEEKS

recover existing frame using an 18 ounce vinyl that is flame retardant=\$1900

if permits are needed we will add processing fees of =\$75 per hour plus the city fees to the final bill

*ENGINEERING DRAWINGS, CALCUALTIONS, PERMIT PROCESSING FEES,
PERMIT FEES, DOCUMENT COPYING FEES, NOTICE OF COMMENCEMENT,
NOTICE TO OWNER, AND ANY OTHER FEES ASSOCIATED WITH PERMITTING
THE JOB WILL BE BILLED AT COST, IF APPLICABLE.

Our estimates are based on only the finest quality workmanship and materials.

At Awnings of Hollywood, our Quality Is the Difference

AWNING SUBTOTAL \$1,900.00

SALES TAX _____

ENGINEERING _____

SUBTOTAL \$1,900.00

*PERMITTING FEES ☐ YES ☒ NO

DEPOSIT/RETAINER _____

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS COMPLETELY IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF \$ 1,900.00 Payment schedule will be as noted below:

FOR NON PERMIT RELATED WORK - We charge an initial deposit of 50% and the balance is due upon completion.

FOR WORK REQUIRING A PERMIT - We charge a non-refundable retainer fee of at least \$1,000.00 for the permit process as outlined above. After the permits are approved by the city, we expect a 50% deposit on the job. The final balance is due upon completion.

SALES ASSOCIATE: JERRY Cell: 954-931-4666

LEAD OBTAINED FROM: _____

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions contained in this contract in its entirety are satisfactory and are hereby accepted. Payment will be made as outlined above.

SIGNATURE: _____ NAME: _____ DATE: May 7, 2020

SIGNATURE: _____ NAME: _____ DATE: _____

Read conditions of sale on last page. All changes must be in writing. **NO VERBAL AGREEMENTS.**

All orders must be signed by a Corp Officer at Awnings of Hollywood to become official. gt Date: 04/07/2020

**RESIDENTIAL • COMMERCIAL
CUSTOM FABRIC STRUCTURES**

Retractable Awnings
Pool & Patio Canopies
Interior & Exterior
All Styles & Colors

Cert. #CC86-4393-AE-X



**SOUTH FLORIDA'S HIGHEST
QUALITY AWNINGS**

International Outstanding
Achievement Award Winners
In Commercial & Residential

Members of IFAI, CMD, &
Construction Association

5828 Washington Street • Hollywood, FL 33023

954-963-7717 • 954-983-7600 • North Broward 954-760-4184 • Dade 305-358-1993

Fax: 954-963-0519 • www.awningsofhollywood.com

AWNING FRAME DESIGN AND DETAILS

NAME: _____ PHONES: _____

SIGNATURE: _____ DATE: _____

TERMS AND CONDITIONS OF THIS SALE

- 1) Awnings of Hollywood, Inc., DBA American Made Awnings, hereby warrants all materials to be as specified and that all work shall be performed in a workmanlike manner, according to accepted standard practices. This express warranty excludes all other agreements and warranties, expressed or implied. Awnings of Hollywood, Inc., DBA American Made Awnings shall in no event be liable for a breach of warranty in an amount exceeding the purchase price.
- 2) It is hereby expressly provided that although the said materials have been hereunder described, the materials delivered by Awnings of Hollywood, Inc., DBA American Made Awnings, hereunder shall be deemed to correspond with their description and with the sample which has been produced to, examined, and selected by the Buyer.
- 3) Awnings of Hollywood, Inc., DBA American Made Awnings, is not responsible for the fitness of any frame not built by Awnings of Hollywood. Awnings of Hollywood is not responsible for wrinkles or fit of awning covers on out of square frames or frames built with a single front bar. Mildew is an organic bacteria which can grow on any material, glass, or plastic. We offer no guarantee whatsoever that mildew will not occur.
- 4) It is hereby expressly acknowledged, understood, and agreed that this is a contract for special order of custom fabricated goods and materials and the Buyer cannot alter, revoke, or cancel the contract without the specific written consent of a Corporate Officer at Awnings of Hollywood, Inc., DBA American Made Awnings.
- 5) The estimated delivery date of this order is subject to contingencies beyond the control of Awnings of Hollywood, Inc., DBA American Made Awnings; including but not limited to fires, strikes, lockout, inability to secure material, labor or transportation, inclement weather, accidents, or acts of God. In the event of the occurrence of such contingency, the estimated delivery date shall be extended accordingly.
- 6) It is understood and agreed that the title of said property shall remain in Awnings of Hollywood, Inc., DBA American Made Awnings, until the whole amount of the purchase price and associated permit and processing fees have been paid.
- 7) Buyer agrees to pay Awnings of Hollywood, Inc., DBA American Made Awnings, the full balance of the purchase price immediately upon completion and delivery of the material and work to the Buyer and time of such payment shall be of the essence.
- 8) The Buyer covenants and agrees that upon Buyer's default by the failure to pay any part of the purchase price when due, or otherwise, Awnings of Hollywood, Inc., DBA American Made Awnings, shall at its option have the right to:
 - a. Without judicial action, take possession of all said property and all payments made by the Buyer up to the time of said default shall be applied as rent and depreciation on said property for and during the time the property is in the Buyer's possession. PERMISSION IS GRANTED TO RE-ENTER PROPERTY TO REMOVE SAID PROPERTY; or
 - b. Bring legal action to collect all monies due Awnings of Hollywood, Inc., DBA American Made Awnings, under the terms of this agreement; or
 - c. Enforce and foreclose a lien against said property without further legal notice to buyer; or
 - d. Pursue another remedy available by law.
 - e. Failure to make final payment may result in the removal of awning(s) and Buyer will be subject to fees for the removal and reinstallation. The current fee of \$100.00 per hour, per employee, is subject to change.
- 9) The Buyer further covenants and agrees to pay reasonable attorney's fees and costs to Awnings of Hollywood, Inc., DBA American Made Awnings incurred in the collection of monies due pursuant to the terms and conditions of this contract or in the enforcement of Awnings of Hollywood, Inc., DBA American Made Awnings rights under this contract.
- 10) This proposal by Awnings of Hollywood, Inc., DBA American Made Awnings shall expire thirty (30) days after the date of issue, but is subject to withdrawal during such time if notice to that effect is given before written acceptance by the Buyer.
- 11) After acceptance of this proposal, any delay by the purchaser, building department, or weather conditions may result in a change of price corresponding to any change in the cost of labor or raw materials.
- 12) Buyer acknowledges that if they purchase a canvas/fabric product, that the product is not water-tight and may leak at times, since it is a porous material. Buyer further acknowledges that any awning with a water flap into a gutter may leak as well. Awnings of Hollywood, Inc., DBA American Made Awnings will provide two (2) service calls within a one year period to minimize any leaks.
- 13) All vinyl and canvas materials have a five (5) year warranty unless otherwise noted. All covers have a fifteen (15) year guarantee on the electronically sealed heat seams only. Labor costs are not covered and will be billed at our prevailing hourly rate.
- 14) The standard stitching/threads in all awning products are warranted for a period of one (1) year; however we do offer a lifetime warranty on the stitching with an upgrade to Tenara thread by Gore Industries. Unless noted, the standard thread will apply for all products.
- 15) Buyer shall have any nearby pool, spa, or Jacuzzi cleaned within twelve (12) hours after completion of work near any such structure. Flying debris from a welder or grinder may sit on the bottom of the pool, spa, or Jacuzzi and cause damage if not cleaned immediately. Awnings of Hollywood, Inc., DBA American Made Awnings is not responsible for such damage.
- 16) All canvas and vinyl awnings should be regularly cleaned and sealed. We advise consulting with your design/sales representative at Awnings of Hollywood, Inc., DBA American Made Awnings with regards to dealer recommended products prior to cleaning and sealing. Failure to do so may result in voiding the manufacturers' warranty.
- 17) ALL FIXED AWNING COVERINGS MUST BE REMOVED WHEN A HURRICANE WARNING IS ISSUED.
- 18) All retractable products carry a ten year warranty on parts only unless otherwise specified. Labor for replacement parts and service calls is not included in the warranty and will be billed at the current rate of \$100.00 per hour, per employee. This rate is subject to change. Please consult with a Customer Service Representative about the charges prior to any service request.
- 19) A charge of 1.5% per month or fraction thereof (18% per annum) shall be added to all accounts that are not fully paid upon completion and delivery of the material.
- 20) Awnings of Hollywood, Inc., DBA American Made Awnings is not responsible for the reinstallation of brick pavers when removed for column installation or for roof tiles that may be damaged by hoisting a frame to an upper elevation.
- 21) Customer is responsible for informing Awnings of Hollywood, Inc., DBA American Made Awnings in writing of any subterranean materials such as water lines, sprinkler lines, plumbing, gas pipes, electrical lines, etc. In the event the customer does not make us aware of such materials and they become damaged upon the installation of the structural components of the awning, the customer agrees to pay all costs incurred to repair or remove such items.
- 22) All repairs or replacements must be performed by Awnings of Hollywood personnel. If anyone other than Awnings of Hollywood repairs or replaces the product or any of its parts, all warranties are null and void.
- 23) All warranty claims must be made in writing to Awnings of Hollywood.
- 24) All structural components have a one (1) year warranty on the paint finish; however we do offer a five (5) year warranty on Epoxy and Powder Coat painting systems. Unless noted, the standard paint will apply for all products.
- 25) Electrical service hookup is not included in any retractable or fixed awning product. Signage is not included unless separately charged and noted on the contract.
- 26) When applicable, purchaser will supply Awnings of Hollywood, Inc., DBA American Made Awnings with a certified boundary survey of the property to pull a permit for the awning work. If the customer does not provide us with the specified survey within ten (10) days of our request, customer agrees to pay Awnings of Hollywood all costs to acquire the survey for the property.
- 27) Property owner fully understands permit obligations and accepts the purchase and the installation of the proposed awning work without us obtaining the permit. Owner will act as the contractor and agrees to obtain all permits and inspections as needed for the awning work. Signature: _____
- 28) Curtains, leg curtains, decorative leg covers, roll curtains, hanging drapes, clear roll curtains, etc. are not guaranteed. WE WILL NOT BE RESPONSIBLE FOR PROPER TIE OFF OR RIPPING ONCE THEY ARE INSTALLED.
- 29) The permit process retainer fee is NOT REFUNDABLE. A 50% deposit is required after the permit is approved and the balance is due upon completion.

ABSOLUTELY NO REFUNDS ON DEPOSITS

All details have been explained and Buyer understands and fully agrees to the terms on all pages of the contract. Absolutely no verbal changes allowed. All changes are subject to a written change order.

SIGNATURE: _____ DATE: _____

TOWN OF PEMBROKE PARK
 3150 SW 52ND AVENUE
 PEMBROKE PARK, FL 33023
 Phone: (954) 966-4600 Fax: (954) 961-4760

Purchase Order

Purchase Order No. 0305339
 Vendor Number 76654
 Vendor Ph/Fax: (954) 924-3433

To

C & D Canvas Inc.
 2016 Wilson Street
 Suite E
 Hollywood, FL 33020

Ship to

TOWN OF PEMBROKE PARK
 3150 SW 52ND AVENUE
 PEMBROKE PARK, FL 33023

PO Date	Ship Via	F.O.B.		Terms	
09/24/2019					
Buyer Name	Freight Type	Expected Date	Vendor Contact	Remarks	Tax
FINANCE DEF	Added	09/24/2019	Dave Richardson		0.00%

Quantity	Vendor Stock #	Description	Unit Cost	Extended
1.0000		Maintenance & Repair Car Bldg & Equipmnt/ Fix Town Hall Awning (Damaged Paid for By Insurance Company)	\$1,500.0000	\$1,500.00
			Sub Total	\$1,500.00
			Discount	0.00
			Freight	0.00
			Sales Tax	0.00
			Total	\$1,500.00

Authorized Signature:  10-15-2019

PO#: _____
Date: _____

Town of Pembroke Park
Purchase Order Requisition/Check Request

PURCHASES OF ALL MERCHANDISE AND SERVICES IN EXCESS OF \$500 MUST BE APPROVED BY THE TOWN COMMISSION

SECTION 1

PURCHASE ORDER REQUISITION NO. _____ REQUISITION DATE 09/18/2019
BIDS REQ'D: _____ RECEIVED: _____

PURPOSE OF PURCHASE: Recover existing awning (Town Hall)

Hurricane Irma Damages paid by insurance

VENDOR NAME/NUMBER: C & D Canvas, Inc

DELIVERY DATE: _____ FREIGHT TERMS: _____

METHOD OF SHIPMENT: _____

PAYMENT TERMS: _____

PO AMOUNT: \$ 1500.00

ACCOUNT NUMBER	QTY	ITEM DESCRIPTION	UNIT COST

SECTION 2

CHECK REQUEST NO. _____

REQUEST DATE: _____

DATE CHECK NEEDED: _____

PURPOSE OF CHECK REQUEST: _____

VENDOR: _____

INVOICE #: _____

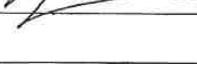
PO#/DESCRIPTION: _____

CHECK AMOUNT: _____

LINE DESCRIPTION	QTY	COST/UNIT	DISC AMT	ACCOUNT NUMBER
	1			

SECTION 3

APPROVALS

Department Head		Date	9/18/19	Clerk Commissioner/Commissioner	Date
Town Manager		Date		Commission Approval Date	Oct. 9, 2019
Person Submitting Form	Ramonda Greene	Date	09/18/19	Finance Department	9-23-19

PBPPOR-0201



C & D CANVAS, INC.

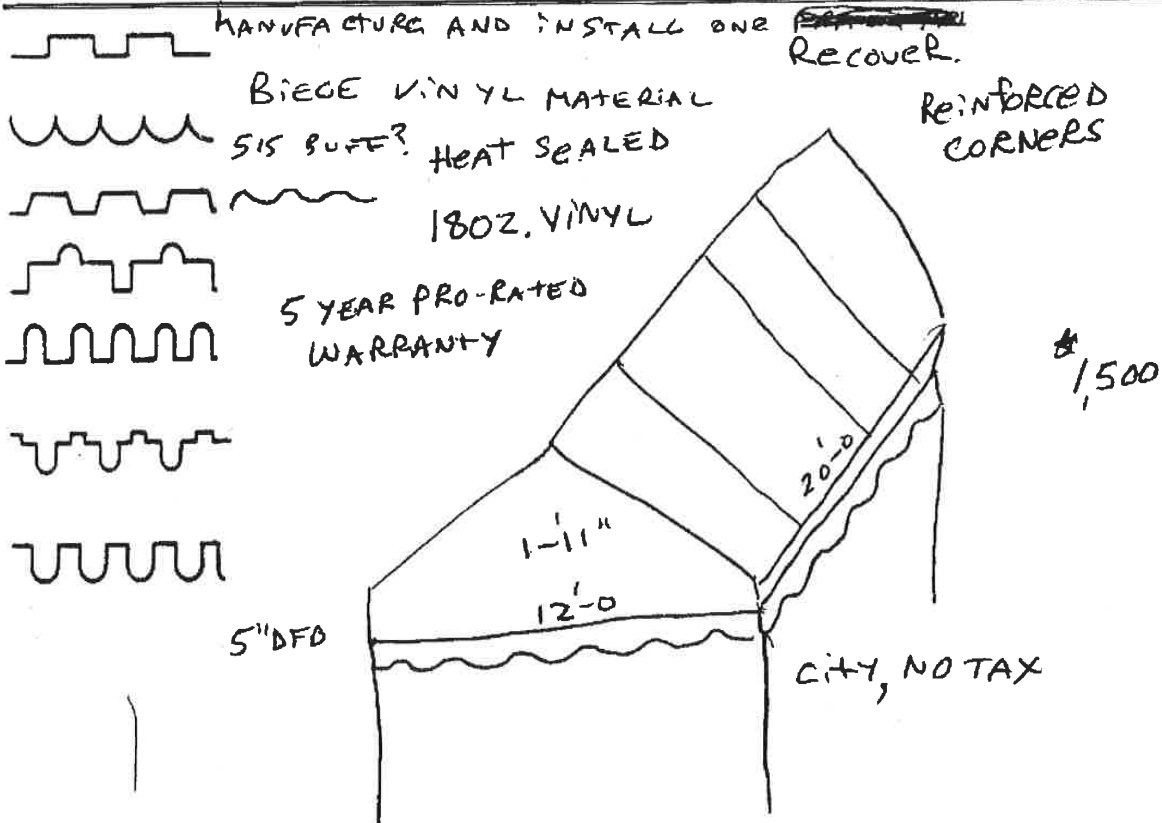
2016 Wilson Street • Suite E
Hollywood, FL 33020
PH.: (954) 924-3433 • FAX: (954) 924-3427

ATTENTION: RAMONDA

INVOICE

№ 04653

PHONE: 954-966 4600 EXT 224 RGREENE@TOWNofPembrokePark.com DATE: Sept 16, 2019
NAME: TOWN OF PEMBROKE PARK JOB NAME: _____
STREET: 3150 S.W. 52ND AVE 33023 STREET: _____
CITY: PEMBROKE PARK STATE: FLA CITY: _____ STATE: _____



50% DEPOSIT ON CUSTOM WORK

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF \$ _____ WITH PAYMENT TO BE MADE AS FOLLOWS: _____

Note: This proposal may be withdrawn by us if not accepted within _____ days. AUTHORIZED SIGNATURE: [Signature]
ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED
DATE: _____

SIGNATURE _____

SIGNATURE _____

READ CONDITIONS OF SALE ON REVERSE SIDE.

September 14 2019

5828 Washington Street, Hollywood, FL 33023 (954) 963-7717 (954) 983-7600 North Broward (954) 760-4184 Fax (954) 963-0519	AMERICAN MADE  AWNINGS of HOLLYWOOD	South Florida's Highest Quality Awnings 1996/97 International Awning Achievement Award Members of CMD, IFAI and Construction Association
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TOWN OF PEMBOKE PARK
ATTN. ROMONA=954-966-4600 X224=-rgreene@townofpembrokepark.com
3150 SW 52 AVE
PEMBROKE PARK FL

Please take a few minutes and review the enclosures that we prepared for you. We are confident that you will be impressed with the quality of our product. We assure you our product will deliver many years of enjoyment. I am available to discuss any questions you might have. We recognize that the marketplace offers different products of varying degrees of quality, and making an important decision of this magnitude can be difficult at times. I would like to facilitate your decision making process. Our company offers the reliability, which can be expected of four generations of unsurpassed results and service. Please do not hesitate to contact me directly on my mobile @ 954-931-4666. We sincerely appreciate your time and consideration. **AWNINGS OF HOLLYWOOD IS YOUR**

ASSURANCE OF A QUALITY AWNING COMPONENT.

Recover existing awning using an 18 ounce vinyl with heat sealed seams and double reinforced corners we will also use lifetime tenara thread

RECOVER EXISTING FRAME USING BIEGE VINYL=\$1900

Regards,
Jerry Thompson
Sales Representative

RESIDENTIAL • CUSTOM FABRIC STRUCTURES • COMMERCIAL
Retractable Awnings • Pool & Patio Canopies • Interior & Exterior • All Styles & Colors

"Innovating the Future"™

Snyder Manufacturing is a United States manufacturer of premiere quality laminated fabrics, coated mesh and extruded films. We deliver on-time, high-quality solutions for extensive applications, across numerous industries to commercial, industrial and governmental customers.

SNYDER LAMINATED FABRICS

Faillie Emboss Flame Retardant

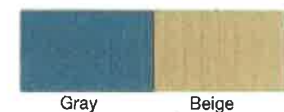
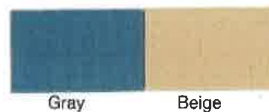
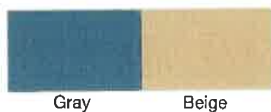
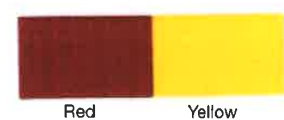
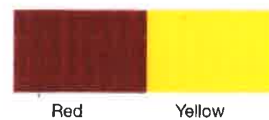
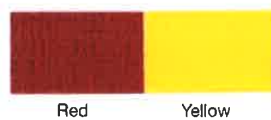
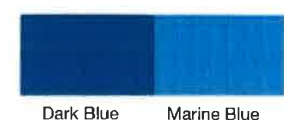
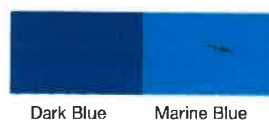
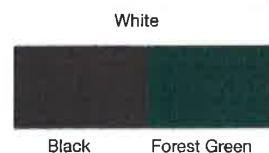
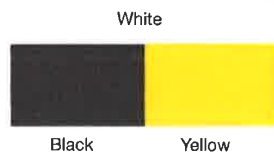
8 OZ

10 OZ

13 OZ

18 OZ

↓ 1/8 only



Safe-Gard™ Technology

Engineered
Phthalate-Free
By Special Request

The new phthalate-free and lead-free technology also boasts anti-mildew, anti-fungal and antimicrobial properties. Ideal in athletic and gymnasium applications, the premium quality Faille embossed laminated fabric is available in an array of stocked and special order colors.



RESOLUTION NO. 2020-073

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER AN AGREEMENT WITH OTIS ELEVATOR COMPANY FOR MAINTENANCE OF THE TOWN'S ELEVATOR EQUIPMENT; AUTHORIZING THE TOWN MANAGER TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Town to enter into a service agreement with a qualified, licensed elevator maintenance company to ensure the safe and continued operation of the elevators located at Town Hall; and

WHEREAS, the Town staff has solicited proposals from three qualified elevator maintenance companies in compliance with the requirements of the Town's procurement code; and

WHEREAS, the Town staff has reviewed the proposals for elevator maintenance service and recommends that the Town select Otis Elevator Company to provide the elevator maintenance for the Town.

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

Section 1: That the Town is authorized to make and enter into an agreement with Otis Elevator Company for maintenance of the elevator equipment located at Town Hall, said agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That upon approval of the agreement by Town staff, the Town Manager is authorized to execute said agreement for and on behalf of Town.

Town of Pembroke Park
Resolution No. 2020-073

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

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

PASSED AND ADOPTED, this 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

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RESOLUTION NO. 2020-067

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER AN AGREEMENT WITH CLEAN SPACE, INC. FOR JANITORIAL SERVICES; AUTHORIZING THE TOWN MANAGER TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town desires to competitively solicit proposals from various janitorial service companies for the regular cleaning of Town Hall; and

WHEREAS, Town staff has solicited proposals from three different janitorial services in compliance with the procurement requirements of the Town's Code of Ordinances; and

WHEREAS, Town staff has reviewed the proposals and recommends that the Town enter into an agreement with Clean Space, Inc. to provide the necessary janitorial services.

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

Section 1: That the Town is authorized to make and enter into an agreement with Clean Space, Inc. for janitorial service at Town Hall, said agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That upon approval of the agreement by the Town staff, the Town Manager is authorized to execute and deliver said agreement for and on behalf of Town.

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

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

PASSED AND ADOPTED, this 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

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

Agenda Request

Meeting Date:	06/10/2020
Subject:	Town Hall - janitorial services
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:	(3) proposals - Clean Space Inc., Jan Pro, and A&S Total Cleaning
Fiscal Impact:	
Policy Question(s) for Commission Considerations:	
Summary:	We are currently on a month to month contract with Kelly Janitorial/Clean Space Inc.
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	I am recommending that we enter into an agreement with the lowest bidder; Clean Space also known as Kelly Janitorial. They are the new company that took over Kelly
Additional Action Needed:	



PROPOSAL

Date: 05/29/2020

3764 NW 124th Avenue | Coral Springs, FL 33065 | 1.800.499.0116 | Fax 561.807.2410 | CleanSpaceOnline.com

FACILITY LOCATION

FACILITY: The Town of Pembroke Park

CLIENT: Stephanie Woodbury

ADDRESS: 3150 SW 52nd Ave

Pembroke Park, FL

PHONE: _____

EMAIL: _____

FAX: _____

DESCRIPTION

SERVICED AREAS

- A. General Offices
- B. All Restrooms
- C. Fitness Center
- D. Main Lobby
- E. Elevators
- F. Emergency Stairwells

PRICING SCOPE – OPTION A

- **(2) Uniformed Clean Space Team Members**
(Embroidered with Clean Space logo navy blue polo style shirt, khakis pants, Clean Space Photo ID)

CLEAN SPACE STAFF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL HOURS
HOUSEKEEPER 1	6:30pm to 9:00pm	6:30pm to 9:00pm	6:30pm to 9:00pm	6:30pm to 9:00pm	6:30pm to 9:00pm	OFF	OFF	12.5
HOUSEKEEPER 2	6:30pm to 9:00pm	6:30pm to 9:00pm	6:30pm to 9:00pm	6:30pm to 9:00pm	6:30pm to 9:00pm	OFF	OFF	12.5
WEEK TOTAL HOURS								25

- **Includes All Cleaning Agents and Specialty Cleaning Equipment Such As:**
(Janitorial carts, buckets, moping sets, brooms, color coded microfiber rags, microfiber string mops, extensions poles for high dusting, commercial grade vacuums)
- **Carpet Cleaning for Floors 1,2,3**
(Hot water extraction carpet cleaning for floors 1,2,3. Service will be provided 4X per year)
- **Strip and Wax for Floors 1,2,3**
(Strip and wax floors 1,2,3 and apply 6 coats of wax. Service will be provided 2X per year)
- **Consumable Supplies Such as: Toilet paper, Paper Towels, Hand Soap, Trash Bags**
(Pembroke park to supply consumable supplies, we may order, deliver, and restock and **billed separately**)
- **Bi-Weekly Detailed Inspections via Clean Space Swept Facility Management System:**
(Exclusive Clean Space supervisor walks facility and provides via email detailed PDF inspection reports)



\$1,625.00 p/ month
Tax Included

Want to learn more about all our additional services? Visit us online @ www.cleanspaceonline.com or call for more information.

THE TOWN OF PEMBROKE PARK SERVICE SPECIFICATIONS

SERVICED AREAS

A	General Office	D	Main Lobby
B	All Restrooms	E	Elevators
C	Fitness Center	F	Emergency Stairwells

Clean Space staff will be provided with a detailed task list, listing the cleaning frequencies of each of the areas mentioned below. Customer may review and make changes at any time, as long as it does not alter Clean Space cost of operations.

A. General Office

- Remove trash and replace bags
- Sweep, mop floors, vacuum rugs
- Dust all horizontal surfaces including furniture, windows sills, blinds
- Wipe main access glass doors inside and outside

B. All Restrooms

- Remove trash and replace bags
- Restock consumable supplies
- Clean and sanitize toilets, sinks, faucet, counters, urinals and partitions
- Sweep and mop floors
- Wipe consumable receptacles
- Wipe A/C and exhaust vents
- Wipe restroom main door

C. Fitness Center

- Remove trash and replace liners
- Wipe exercise equipment with disinfectant
- Wipe all mirrors and windows interior
- Vacuum and mop hard surface floors
- Wipe light switches and door handles
- Polish bright work stainless steel surfaces
- Dust all horizontal surfaces including, ceiling fans, window sills, blinds

D. Main Lobby

- Remove trash and replace bags
- Sweep, mop floors, vacuum rugs
- Dust all horizontal surfaces including furniture, windows sills, blinds
- Wipe main access glass doors inside and outside
- Clean elevators inside and outside including walls, tracks and frames

E. Elevators

- Sweep and mop floors
- Vacuum tracks
- Wipe elevator walls, tracks and frames

F. Emergency Stairwells

- Sweep and mop floors
- Wipe hand railings

Want to learn more about all our additional services? Visit us online @ www.cleanspaceonline.com or call for more information.

ADDITIONAL SERVICES INCLUDED

1. Clean Space Swept Facility Management System

- Dedicated APP to manage your location
- Cleaners will punch in and out thru their smart phones, facility will have a GPS enabled geofence to ensure cleaner is on site when punching in or out
- Cleaners request cleaning supplies via application, they are updated in real time when supplies are delivered, customer may view reports of items sent by item and date
- Individuals cleaning instructions are uploaded into our application which then can be translated into 10 different languages, our cleaners always have their cleaning instructions with them
- Dedicated customer dashboard to submit work order or issues, supervisors respond in real time
- Supervisors perform detailed inspections which then are sent via email in PDF formats to the assigned facility director for review. Reports contain comments, cleaning levels and pictures

Want to learn more about all of our additional services? Visit us online @ www.cleanspaceonline.com or call for more information.

Special Services

Carpet cleaning services – *Included 4X per year*
VCT strip and wax – *Included 2X per year*
Tile and grout cleaning – *\$0.30 per square feet*

Cleaning service operations described in this comprehensive program will be performed 5 days per week. The cleaning crew will observe holidays observed by the customer. Clean Space Incorporated is prepared to adapt this work schedule to coincide with the needs and requests of the customer, provided that such requests do not alter the cost of operations.

All invoicing will be itemized according to monthly work or for special tasks. Payment policy is net 30 days, unless requested differently by client.

Adequate personnel and supervision will be furnished to ensure quality service.

CLEAN SPACE, INC will furnish all general cleaning agents such as: glass cleaners, disinfectants, furniture polisher, etc.
will furnish all consumable supplies such as: paper towels, plastic liners and soap products.

Clean Space, Inc. will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Insurance

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Personnel supplied by Clean Space, Inc. are deemed employees of Clean Space Incorporated and will not for any purpose be considered employees or agents of the customer.

The term of this contract shall be for a period of (1) one year, unless requested otherwise by customer.

Cancellation

This agreement may be terminated or canceled at any time with a written 30 day notice to Clean Space, Inc. All equipment and consumable supplies that are furnished by Clean Space, Inc. will be deemed property of Clean Space and will be collected on the last day of service.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Clean Space Inc DBA Kelly Janitorial Systems Inc, with its principal place of business located at 3764 NW 124th Avenue, Coral Springs Florida 33065, and The Town of Pembroke Park with its principal business location at 3150 SW 52nd Ave , Pembroke Park FL.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Clean Space Inc. DBA Kelly Janitorial Systems Inc.

The Town of Pembroke Park

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

Want to learn more about all our additional services? Visit us online @ www.cleanspaceonline.com or call for more information.



Doris Acevedo,
954-570-1165 | Doris@totalcleaning.com



Janitorial Services

Proposal Prepared for:

Town of Pembroke Park





June 2, 2020

Town of Pembroke Park

Attn: Stephanie Woodbury
3150 SW 52nd Ave
Pembroke Pines, FL 33023
Phone: 954-520-1649
Email: swoodbury@townofpembrokepark.com

Dear Mrs. Woodbury,

I appreciate the opportunity you have given me to bid for your cleaning services at Town of Pembroke Park, customized to your property's specific requirements.

Please find the enclosed proposal for your property's service. Our services are designed to provide solutions for all your maintenance needs. I am confident you will find our strengths and overall customer commitment a value and asset to your business. Cleanliness and the appearance of your facility are of paramount importance.

Your property is scheduled for a weekly walk through with our company's Operations Manager whom will be directing our supervisors to the details of your service ensuring that the work schedule for your facility is being followed. We provide a partnership you can count on.

We have a fully integrated communication system to keep you informed at all times. All janitorial personnel will be clocking in and out of your building with our computerized time keeping system to ensure hours worked nightly. **All Employees are given drug tests and background checks to comply with our worker's compensation and company policies. All Employees wear uniforms with company ID badges.**

Should you have any question, please do not hesitate to call me at 954-444-5432.

Thank you for your time, and I look forward to hearing from you soon.

Respectfully,

Todd Wolf
President/CEO
A & S Total Cleaning

3350 NW 53rd Street, Suite 106 – Fort Lauderdale, FL 33309
Broward: 954 570-1165 – Boca: 561 852-9299 - Fax 954 570 8736
E-mail: info@totalcleaning.com Web: www.totalcleaning.com

A&S TOTAL CLEANING

TOTAL CLEAN, TOTAL CARE



Our belief of "Optimal client care is the key to successful business" runs deep with everything we do. It's the life blood of our organization. We are your one stop Janitorial Cleaning Company, with the unique ability to offer all and every cleaning need to our clients. Genuine enthusiasm and a commitment to our motto have helped us become the most diverse Cleaning Company in South Florida. We call this the "A&S Advantage".

From the beginning, it has always been important to me to be involved with overseeing all contracts from High Rise Condominium Construction Cleaning, to Shopping Center Porter Maintenance, Medical Facilities and Janitorial Office Cleaning.

Direct involvement gives me the ability to maintain and facilitate customer relations and sales related to Janitorial, Construction, and Porter, as well as pay close attention to employee management and overall company quality control.

More importantly, over the last 2 decades we have assembled an amazing and genuine team of more than 500 people to represent A&S Total Cleaning and bring our clients the highest of standards. Of the thousands of projects over the last two decades, and with every future project, we are given the opportunity to ask, "How can we do it better, and exceed our client's expectations?"

Sincerely,

Todd Wolf

CEO and President of A&S Total Cleaning
todd@totalcleaning.com

3350 NW 53rd Street Suite 106 Fort Lauderdale, FL 33309
Broward: 954 570-1165 – Boca: 561 852-9299 - Fax 954 570 8736
E-Mail: info@totalcleaning.com – web: www.totalcleaning.com



A&S Total Cleaning Bidding Summary

6/1/2020

Town of Pembroke Park

3150 SW 52nd Ave
Pembroke Park, FL 33023
(954)966-4600

Attn: Stephanie Woodbury
Tel: 954-520-1649

Email: swoodbury@townofpembrokepark.com



Presented by:

Todd Wolf

3350 NW 53rd Street Suite 106 Fort Lauderdale, FL 33309
Broward: 954 570-1165 – Boca: 561 852-9299 - Fax 954 570 8736
E-Mail: info@totalcleaning.com – web: www.totalcleaning.com



Workload Specifications

Town of Pembroke Park Exhibit A

6/1/2020

Description	Service Days
Area: 3rd Floor Common Area	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled.	Daily
Dust mop all hard surface floors with treated dust mop.	Monthly
Wet mop entire area.	Monthly
Description	Service Days
Area: Hallways / Entrance	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled.	Daily
Spot clean all metal elevator doors and threshold plates.	Daily
Clean and polish elevator bright work.	Daily
Completely clean and damp mop hard floor elevator.	Daily
Description	Service Days
Area: Fitness Center	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled.	Daily
Damp wipe and sanitize gym mats positioned on gym floor.	Daily
Dust and polish wall mounted light fixtures.	Daily
Dust mop all hard surface floors with treated dust mop.	Daily
Wet mop entire area.	Daily
Description	Service Days
Area: Kitchen / Break Room Area	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled.	Daily
Clean all microwaves, and damp wipe counter top and sink.	Daily
Dust mop all hard surface floors with treated dust mop.	Daily
Wipe clean all tables and chairs	Daily
Wet mop entire area.	Daily
Dust high and low areas within normal reach.	Daily
Clean all baseboards and AC Vents	Monthly
Clean refrigerators and remove contents as per customers request.	Monthly

2

3350 NW 53rd Street Suite 106 Fort Lauderdale, FL 33309
Broward: 954 570-1165 – Boca: 561 852-9299 - Fax 954 570 8736
E-Mail: info@totalcleaning.com – web: www.totalcleaning.com



Description	Service Days
Area: Offices	
Empty the trash into the trash cart. Replace the liners if they are torn or soiled.	Daily
Fully vacuum all carpets from wall to wall.	Daily
Dust mop and wet mop all hard surface floors with treated dust mop.	Daily
Dust high and low areas within normal reach.	Daily
Using an approved spotter, remove spots from walls, light switches, furniture and doors.	Weekly
Wipe clean all baseboards and a/c vents	Semi-Monthly
Description	Service Days
Area: Restrooms	
Dust low areas and high areas which are within normal reach.	Daily
Dust mop all hard surface floors with treated dust mop.	Daily
Wet mop entire area.	Daily
Clean and sanitize all restroom fixtures, clean mirrors, wipe all counters and refill dispensers.	Daily
Empty the trash into the trash cart. Replace the liners if they are torn or soiled.	Daily
Damp wipe restrooms partitions on both sides	Daily
Clean and disinfect showers.	Weekly
Spot clean all doors glass removing fingerprints.	Weekly
Wash exterior lockers, using germicidal cleaner.	Weekly
Wash the ceramic tiles walls by hand.	Weekly
Clean all baseboards.	Weekly
Dust a/c louvers.	Monthly



6/1/2020

Town of Pembroke Park

3150 SW 52nd Ave
Pembroke Park, FL 33023
(954)966-4600

Attn: Stephanie Woodbury
Tel: 954-520-1649
Email: swoodbury@townofpembrokepark.com

Price Summary Exhibit B

A & S Total Cleaning is responsible to provide for all insurance, workman's compensation, disability, and benefits within the prescribed fixed fee.

A & S Total Cleaning shall provide all site-specific supervision, equipment, chemicals, material, and labor, to successfully clean the contracted facilities.

Janitorial Services	Pricing Plus, Sales Tax
<u>Janitorial Professional Services</u> Five (5) days per week Monday – Friday	\$3,217.00 Per Month Initial _____
<u>Carpet Cleaning</u> Recommended Four Times Per Year	\$4,000.00 Per Service
<u>Floor Care Stripping and Waxing</u> Recommended Four Times Per Year	\$585.00 Per Service

3350 NW 53rd Street, Suite 106 - Fort Lauderdale, FL 33309
Broward: 954 570-1165 – Boca: 561 852-9299 - Fax 954 570 8736 E-Mail:
info@totalcleaning.com – web: www.totalcleaning.com



Town of Pembroke Park

3150 SW 52nd Ave
Pembroke Park, FL 33023
(954)966-4600

Price Summary Exhibit B

<u>Level one Disinfection</u> A&S Total Cleaning uses standard EPA-approved disinfectants to sanitize high touch areas that come into frequent contact with skin (hands). This includes shared articles that facility staff touch (touchpoints) throughout the course of any given workday, including, but not limited to: (scope below)	\$750.00 Per Month Initial _____
<u>Supplies Paper Goods</u> <u>Consumables</u>	\$1,000.00 Per month Initial _____
Engaged Experienced Motivated Uniformed Staff and Supervision Cleaning Chemicals & Equipment	<i>Included</i>

Other Additional Services: Estimates shall be available upon request.

- Carpet Cleaning and Extraction, Upholstery and Furniture Cleaning
- Floor Stripping and Refinishing, Tile, Marble and Grout Cleaning & Sealing
- Fabric Partition Cleaning
- Pressure Washing and Window Cleaning

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info@totalcleaning.com – web: www.totalcleaning.com



Response to Coronavirus Threat

To maintain a steady level of disinfection and sanitation in your facility, a regular janitorial cleaning is often not enough. As workplaces begin filling to full capacity, we suggest employing an ongoing disinfection program to ensure the continued sanitation and safety of your facility.

Level I-

Recommended as an addition to existing janitorial scope of work

A&S Total Cleaning uses standard EPA-approved disinfectants to sanitize high touch areas that come into frequent contact with skin (hands). This includes shared articles that facility staff touch (touchpoints) throughout the course of any given workday, including, but not limited to:

- Door handles
- Light switches
- Cabinet handles
- Refrigerator handles
- Restroom fixtures (faucet and toilet handles, dispensers, counter surfaces, diaper changing stations, etc.)
- Elevator call buttons
- HVAC control buttons
- Microwave buttons and handles
- Handrails
- Telephones
- Push buttons on equipment (e.g. copiers, etc.)



3350 NW 53rd Street, Suite 106
Fort Lauderdale, FL 33309
Ph.: (954) 570-1165
Fax: (954) 570-8736
www.totalcleaning.com

Contract for Professional Janitorial Services

THIS CONTRACT is entered into this day of , by and between
"Crestwood Services d/b/a A&S Total Cleaning" a Florida corporation with principal offices at 3350 NW 53rd St.
Suite 106 Fort Lauderdale, FL 33309, hereinafter referred to as A&S Total Cleaning and **Town of Pembroke
Park** , hereinafter after referred to as "Customer" with principal offices at 3150 SW 52nd Avenue Pembroke
Park, FL 33023.

PURPOSE OF AGREEMENT

The purpose of this Agreement is to state the terms and conditions under which Contractor will provide
janitorial services and cleaning supplies for Town of Pembroke Park located at 3150 SW 52nd Avenue
Pembroke Park, FL 33023, in the state of Florida.

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties hereto agree as
follows:

II.

SERVICES TO BE PERFORMED

- A. A&S Total Cleaning agrees to perform all janitorial and cleaning maintenance services as specified in the
agreed upon Scope, attached to this document as Exhibit "A". This Scope is to be considered fully a part
of this contract and may only be amended by mutual agreement in writing.
- B. Trash removal included in janitorial contracts is limited to normal trash as defined by ability to fit in a
standard office trash can and cannot exceed 25 lbs. in weight unless otherwise specified in the Scope.
Recycling is not included unless specifically included in the Scope. Customer assumes any responsibility for
any documents, boxes, packages, envelopes, or other items placed in, around, or near trash and/or
recycling receptacles.
- C. Customer responsible for providing dumpster for trash disposal unless otherwise specified in the Scope.

III.

QUALITY ASSURANCE & CUSTOMER USE OF A & S Total Cleaning COMMUNICATIONS SOFTWARE

- A. Customer acknowledges that A&S Total Cleaning uses Quality Assurance software that includes a
customer request module. Customer agrees to use this request module to provide timely feedback and
make any nonemergency requests. Specifically, Customer agrees to utilize this software to make any
special requests or complaints with regard to services rendered by A&S Total Cleaning. Upon notification
via this software, by phone calls, or by email, A&S Total Cleaning agrees to promptly respond to all
reasonable requests and complaints.
- B. For best service, all requests and comments are to be directed to the assigned Operations Supervisor via
the provided software, phone calls, or by email. A&S Total Cleaning cannot be responsible for directions

Initial _____



sent to any other contact or relayed directly to onsite cleaning personnel. Customer will be responsible for any errors, damages, or additional costs incurred as a result of Customer redirection of A&S Total Cleaning personnel.

- C. Duplicate keys and alarm codes for supervisory personnel, phone lines for call-in/call-out work time verification, and access to the site for unscheduled monthly Quality Assurance checks are essential for A&S Total Cleaning Quality Assurance program. Restriction by the Customer from use of any of these tools may limit the effectiveness of A&S Total Cleaning Quality Assurance program. A&S Total Cleaning will not be liable for inconsistencies resulting from Customer's restriction to full implementation of our Quality Assurance program.
- D. A&S Total Cleaning Quality Assurance program includes a 'Quarterly Review' process to help understand the customer perception of A&S Total Cleaning services and correct any deficiencies reported. These reviews will be held every 90 days and will require the participation of Customer in person.

IV.
SPECIAL CONDITIONS

- A. In the event that building utilities (including water service), security service or access to the building should be changed or interrupted Town of Pembroke Park agrees to notify the administrative office of A&S Total Cleaning, in advance if possible, of such special conditions. Should A&S Total Cleaning personnel arrive on site for routine cleaning services and find that utilities are not on, or should utilities unexpectedly go out while A&S Total Cleaning personnel are on site, personnel will wait 15 minutes for utilities to resume unless safety concerns preclude waiting. After the waiting period, A&S Total Cleaning personnel will notify their supervisor, secure the facility by any means available at the time, and depart. Any remaining work will be addressed during the next work shift. In emergency situation when the State Government or the roads are closed by the Governor, service may not be provided and will resume when the emergency orders are lifted.
- B. Customer and A&S Total Cleaning agree that A&S Total Cleaning shall not be liable for any damages, specifically including, but not limited to, water damage, unless the administrative office of A&S Total Cleaning has been notified, in advance, of the existence of such special conditions.
- C. If the density in the facility or a specific area increases during the term of the contract which requires A&S Total Cleaning to expend additional labor or supplies outside the scope or intent of the contract, A&S Total Cleaning reserves the right to increase the price per square foot in the affected areas based on increased cost and as negotiated.
- D. Re staffing charges may apply when Customer's requests for staffing changes or where performance issues have not occurred but a change of staff is requested to defray the cost of recruiting, hiring, and retraining.

Initial _____



- E. If, during the term of this contract, any area becomes under construction and A&S Total Cleaning is required to expend additional labor or supplies outside the scope, or intent of the contract because of such construction, A&S Total Cleaning will charge an amount above the contract price per square foot to cover the labor and supplies expended.

V.

SUPPLIES AND STORAGE

- A. A&S Total Cleaning will furnish all cleaning materials and equipment necessary to perform the services in the specifications. A&S Total Cleaning ☐ will ☐ will not supply restroom supplies, paper, plastic and other miscellaneous items for an additional charge as specified on Compensation page.
- B. The Customer shall furnish a lockable storage area where all janitorial equipment and supplies can be secured. Said storage area shall be accessible solely to A&S Total Cleaning and Town of Pembroke Park and in the event that equipment or supplies are lost or damaged because of access to other parties, Customer agrees to reimburse A&S Total Cleaning. Should Customer need to use A&S Total Cleaning equipment and supplies any time when the equipment and supplies are not in use by A&S Total Cleaning, Town of Pembroke Park agrees to be responsible for any loss or usage of the equipment and supplies. Customer agrees to reimburse or replace all used supplies and equipment not returned in good workable condition, Customer agrees to pay a reasonable fee to replace or repair said equipment. If storage is inadequate for the safe, organized, and efficient use then additional offsite storage and delivery charges may apply.
- C. A&S Total Cleaning prepared the proposal for these services based upon our standard product & equipment list. Special requests may affect pricing and may include fees to defray the cost of procurement & warehousing of specialized products that the customer requires. Should the Customer require usage of chemicals or equipment, provided by the Customer, that are different from A&S Total Cleaning usual product line, a onetime alternative product fee may appear on the first month's invoice to cover implementation and training employees on the new products. While A&S Total Cleaning provides the appropriate Safety Documentation for all standard A&S Total Cleaning products, should the Customer provide products that are different from A&S Total Cleaning usual product line the Customer will be responsible for providing all Safety Documentation related to such products.
- D. A&S Total Cleaning as A&S Total Cleaning policy forbids the use of Peroxides, Bleaches, and highly acidic or highly alkaline products by our employees. We request that these products be removed from the Customer office environment to prevent accidental usage. This is due to the high potential for property damage and personal injury caused by their usage in routine commercial janitorial processes. With proper cleaning frequency and methods these harsh products are not needed. Customer assumes any and all liability if their usage is requested officially or unofficially by any party other than A&S Total Cleaning.

Initial _____



VI.
SECURITY

- A. Customer shall be responsible for securing all valuables at night. Particularly, cash drawers shall be locked and valuable items, such as small calculators, radios, and other personal effects, shall be securely locked in drawers. A&S Total Cleaning will at all times cooperate with Customer attempts to locate lost items, including full cooperation with any law enforcement authorities. As a prerequisite to A&S Total Cleaning investigating any missing items, Customer agrees that all items will be properly secured and if missing, reported within seventy- two (72) hours to A&S Total Cleaning management personnel and the proper law enforcement authorities. A&S Total Cleaning cannot be held responsible for lost, missing, or damaged items in the absence of a conviction of an employee, agent, or vendor in a court of law.
- B. A&S Total Cleaning routinely screens all employees using Background Checks, Drug Testing and E-verified. Specialized screening requests will be conducted at the expense of the Customer upon startup.
- C. A&S Total Cleaning personnel will under no circumstance grant access to the building for any individual other than fire, law enforcement, or EMT personnel in the course of their duties. This includes access to Customer personnel. Any exceptions to this policy must be requested, in writing, in advance, by the Customer. Should the Customer request such exceptions, Customer will accept all liability and responsibility for any inadvertent inappropriate access to the building.

VII.
PERSONNEL RELATIONS, SAFETY & COMPLIANCE WITH APPLICABLE STATUTES,
ORDINANCES AND REGULATIONS

- A. In performing the services required of it under this Agreement, A&S Total Cleaning shall comply with all applicable federal, state, county and city statutes, ordinances, and regulations. If such compliance is impossible for reasons beyond its control, A&S Total Cleaning shall immediately notify the Customer of that fact and the reasons therefore.
- B. A&S Total Cleaning reserves the right not to perform services, even under prior agreement, if, at A&S Total Cleaning sole opinion, A&S Total Cleaning deems the circumstances to endanger employees, vendors, or Customer staff, with no financial penalty to A&S Total Cleaning.
- C. Customer agrees to not request A&S Total Cleaning personnel to perform acts which violate federal, state, or local laws, including but not limited to improper disposal of regulated materials, OSHA regulations, any regulations involving blood borne pathogens, Civil Rights laws, ADA laws, etc. Customer assumes all civil and legal liabilities and all costs if such requests are made.
- D. In the event that A&S Total Cleaning personnel will be required to handle any item of a bio hazardous

Initial _____



COMMERCIAL CLEANING PROPOSAL

Prepared for:

Stephanie Woodbury /Project Manager



June 1, 2020

Submitted by:
Mario Bermudez
Business Consultant
C: 305-542-8019
O: 954 633 7064
Email: mario.bermudez@jan-pro.com



May 19, 2020

Stephanie Woodbury
Project Manager
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

RE: Commercial Cleaning Proposal

Dear Stephanie,

Thank you for your interest in JAN-PRO and for taking time to meet with me to discuss your commercial cleaning requirements for your facility. It was a pleasure meeting you, and I hope that I am able to further illustrate the benefits JAN-PRO can provide to you through this proposal.

JAN-PRO focuses exclusively on customers that require quality cleaning services, and we have built our client base and reputation on that premise. JAN-PRO's branded processes, outstanding client services and the **JAN-PRO Guarantee** have positioned us as the industry leader in client retention. Approximately ninety-nine percent of our customers renew with us year after year. In this proposal, we will detail how these benefit you!

In our initial meeting, we identified the following areas of concern regarding your current cleaning program. JAN-PRO will take special care to ensure these areas receive the highest priority:

- Will pay special attention to detail in all areas of cleaning designed to maintain your facility clean and properly disinfected.
- A crew who routinely performs all tasks WITHOUT being reminded.
- Will perform monthly inspections to oversee the condition of the facility.

Backed by 20 years of industry experience, we are confident that you will encounter a mutually rewarding association when choosing JAN-PRO as your partner. I will call you to confirm your receipt of this information and answer any questions you may have. Please do not hesitate to contact me should you have any questions in the meantime.

Best Regards,

Mario Bermudez
Business Consultant
C: 305-542-8019
Email: mario.bermudez@jan-pro.com

JAN-PRO OF SOUTHEAST FLORIDA

1820 N.E 163rd Street, Suite 203 • North Miami Beach, FL 33162 • Phone #954.633.7064 • Fax #954.678.6024 • www.jan-pro.com



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Why Choose JAN-PRO?

WHY CHOOSE JAN-PRO?

It is simple – we provide **Measurable Cleaning. Guaranteed Results™**. JAN-PRO focuses exclusively on clients that require quality-cleaning services, and we have built our client base and reputation on that premise. JAN-PRO's operating systems, branded processes and outstanding client service have formed the foundation for delivering exceptional cleaning services.

GUARANTEED SATISFACTION

We are so confident of our services that we actually **guarantee** your satisfaction with us. JAN-PRO guarantees to respond to and promptly resolve any specific service issues within one business day. If for any reason, JAN-PRO should fail to meet either of these obligations, you are entitled to a complimentary cleaning service call. ***This is a key differentiator between JAN-PRO and other suppliers.***

THE JAN-PRO GUARANTEE

"Jan-Pro guarantees to complete all of its regularly scheduled cleaning commitments on time. Jan-Pro also guarantees to respond to, and promptly resolve, any specific issues within one business day. Should Jan-Pro fail to meet either of these obligations, a complimentary cleaning call will be scheduled.



THE JAN-PRO WAY

A consistently clean facility should be viewed as an *investment*, as it provides a real dollar return by not only projecting an image of professionalism and quality to customers but also creating a safe, healthy working environment for your employees. In addition, JAN-PRO increases your return on investment by providing the following:

- A well-trained and experienced cleaning crew that you know and trust because they are bonded
- A comprehensive cleaning schedule designed specifically for your facility
- The expertise and ability to provide additional services when needed
- Proactive communication and a ready response any time the need arises
- Quality assurance processes that consider your point of view
- Top-of-the-line cleaning equipment that removes dust and dirt, rather than redistributing it
- "Green" cleaning chemicals that promote improved air quality
- Hospital-grade disinfectants that kill bacteria and germs
- Material safety data sheets
- Monitoring supplies and informing you when they are low, or restocking them if that is your preference
- The ability to disinfect your entire facility to prevent a bacterial or viral outbreak
- A partner who helps you manage your facility



Branded Processes

If you ask 100 people to define the word “clean”, you will likely get 100 different answers. However, at JAN-PRO, you will only get one answer:

“It’s Only Clean When Our Processes Confirm It’s Clean.”

Here is how JAN-PRO takes the guess-work out of what clean really means:

JAN-PRO Signature Clean – Defines Quality

JP Signature Clean describes our quality commitment and our quality processes. To achieve **JP Signature Clean** results, our owner-operators receive the most rigorous training in the industry – a five week program to prepare themselves to become career cleaning professionals who are:

- Owners of their own JAN-PRO enterprise
- Financially vested in the satisfaction of each and every client
- Well-versed in the latest and most effective cleaning technologies
- Attuned to the importance of even the smallest details

As a result of our **JP Signature Clean** program, you can expect consistent and reliable service from a cleaning team that will:

- Wear a photo ID badge
- Wear a professional JAN-PRO uniform
- Have completed the **JP Signature Clean** certification program
- Be insured with Worker’s Compensation, \$2 million liability coverage and a \$50,000 janitorial bond
- Understand and comply with OSHA
- Know the importance of dwell time when disinfecting
- Know how to maintain bacteria-free high touch surfaces
- Know how to thoroughly dust offices without disrupting desktops
- Know thorough carpet cleaning techniques
- Know which treatments to use on hard floor surfaces
- Know how to work safely in public areas
- Know how to work cleaner....and greener
- Know how to look for ways to add value for their clients



Commercial Cleaning Proposal

JAN-PRO Tracker – Measures Quality

JP Tracker represents our “hands on” practice of routinely checking our work and benchmarking our results. This branded process is one of the reasons we consistently earn high satisfaction ratings from our clients. Many cleaning companies promise this, but unfortunately, few deliver it with sufficient regularity or depth of measurement. At JAN-PRO, our approach is much more demanding. Here is how it works:

- When you sign up with JAN-PRO, **JP Tracker** begins with a first impressions survey. We check every aspect of your cleaning requirements, and determine what and where to focus our attention and expertise.
- After an agreed initial period, usually 30 days, a JAN-PRO Operations Specialist physically inspects your property and measures our lasting impressions. This process uses a 50-point checklist, so nothing is left to chance.
- Any adjustments to service are made, and the inspections continue on a regular schedule.
- Regular client service calls are made to ensure your complete satisfaction with the quality of service you receive with JAN-PRO.
- Your monthly rating from our Communications Log Book, on a scale of 1-10.



Measurable Cleaning. Guaranteed Results.®

HOUSEKEEPING INSPECTION REPORT

Center Number: _____ Overall Inspection Score: _____

Center Director: _____ Inspected By: _____

Franchisee: _____ # Days Cleaned: _____ Date of Inspection: _____

Scoring 1=Needs Improvement 2=Satisfactory 3=Outstanding

Restrooms Hi-Dusting/Vents ☐ Mid Level Dusting ☐ Flooring ☐ Glass/Mirrors ☐ Dispensers ☐ Sinks/Counter Tops ☐ Toilet/Urnals ☐ Wall/Panitions ☐ Floor Drain ☐ Stainless Steel ☐ Trash ☐	Classrooms: Hi-Dusting/Vents ☐ Mid Level Dusting ☐ Low Level Dusting ☐ Hard Surface Floors ☐ Glass/Mirrors ☐ Furniture ☐ Walls/Doors ☐ Trash ☐ Carpet/Throw rugs ☐ Window Blinds ☐	Kitchen Hi-Dusting/Vents ☐ Mid Level Dusting ☐ Low Level Dusting ☐ Trash ☐ Cabinets ☐ Appliances ☐ Sinks/Counter Tops ☐ Flooring ☐ Doors/Frames ☐	Center Directors Office Hi-Dusting/Vents ☐ Mid Level Dusting ☐ Low Level Dusting ☐ Hard Surface Floors ☐ Glass/Mirrors ☐ Furniture ☐ Walls/Doors ☐ Carpet ☐ Trash ☐
---	---	--	--

Condition of hard floors ☐

Condition of carpets ☐

Scoring Comments: (Provide details and resolutions for any task needing improvement)

Common Areas:

Hi-Dusting/Vents	☐
Mid Level Dusting	☐
Low Level Dusting	☐
Hard Surface Floors	☐
Glass/Mirrors	☐
Furniture	☐
Carpet	☐
Walls/Doors	☐
Window Blinds	☐
Trash	☐

Miscellaneous:

Jan Pro Log Book	☐
MSDS-Safety	☐
Chemicals	☐
Uniforms/IDs	☐
Staffing	☐
Equipment	☐

Customer Comments/Instructions:

Center Director: _____

Print: _____

Assistant Director: _____

Print: _____

REMINDER
ENCOURAGE AND TEACH THE MANY
BENEFITS OF NEUTRAL FLOOR CLEANERS
 Unauthorized Chemicals: BLEACH, PINE SOL, NH₄ CLEAN
 The elevated pH levels of these products are not favorable for
 maintaining the proper luster and shine required by the customer



JAN-PRO Technics – Delivers Quality

JP Technics provides the science behind our services. We take our definition of quality commercial cleaning, overlay our measurement of it, and then make sure we deliver it using the most advanced products and equipment available, including:

- Microfiber cloths designed to trap dirt and hold it in a positively charged state for more effective cleaning; these cloths are also color-coded to eliminate cross-contamination
- Backpack vacuums with four filters and ratings that exceed HEPA standards for clean air
- Cleaning chemicals that cover a greater area while using less product – our “cleaning greener” initiative
- Hospital strength disinfectants for broad spectrum coverage

Microfiber Technology



JAN-PRO has replaced conventional cleaning cloths with an anti-microbial impregnated micro-fiber system, which cleans greener and dryer while removing more dust contaminants. JAN-PRO uses a four-color coded microfiber system, which virtually eliminates cross-contamination. A highlight of this approach is that the red microfiber cloths are only used for disinfecting restrooms, which reduces the spread of germs and harmful bacteria to other areas of your property. Our microfiber mops also work efficiently to clean and disinfect floor surfaces with fewer chemicals and faster results.

- Microfiber is 1/16 the size of a human hair and holds eight times its weight in water.
- The tiny fibers penetrate the microscopic pores of surfaces increasing cleaning quality and saving time in the process.
- Microfiber is positively charged and literally removes 100% of all dust particles.

Back-Pack Vacuum Technology

JAN-PRO operators are trained to exclusively use our approved backpack vacuums, which use a four-part HEPA filter system. This removes up to 99.9% of particles up to the size of 0.3 microns from the inside air. Unlike beater bar vacuums that spread dust and dirt into the air, the JAN-PRO system *removes* it. These powerful vacuums:

- Capture up to 99% of dust mites, pollen, viruses, bacteria and chemical residue
- Leave less dust in your environment, so there is less dust to collect on equipment and furniture
- Help reduce the risk of respiratory infection
- Create a healthier environment for your property and its occupants





Commercial Cleaning Proposal

Environmentally Safe Chemicals

JAN-PRO takes pride in working within the spirit and the framework set forth by many federal agencies, including the Environmental Protection Agency, Department of Agriculture, and OSHA to name a few. We work with Spartan Chemical company to provide Green Seal® certified products and disinfectants that are effective against methicillin resistant *Staphylococcus aureus* (MRSA), vancomycin resistant *Enterococcus faecalis* (VRE) and Influenza A (H1N1).



JP MedMetrixSM

Recognizing the ever-increasing emphasis on maintaining cleaner and safer health and wellness environments, JAN-PRO, a global leader in advanced commercial



cleaning practices and innovations, proudly announces the JP MedMetrixSM program. The core benefit of JP MedMetrix to all medical and related facilities is our organizational commitment to meeting, and in some cases, exceeding the safe cleaning practices, codes and special compliance standards under which they already operate.

JP MedMetrix bases its program around the measurement of compliance of the following governing organizations: CDC, AORN, OSHA, and The Joint Commission. That is why JAN-PRO has developed a completely new training program based on the rigorous demands of your industry resulting in our owner-operators being MedMetrix certified.

Our JP MedMetrix certification program takes our participants through six key areas of training:

- **Universal Precautions Training** – Stresses safe cleaning and accident prevention
- **Bloodborne Pathogen Training** – Teaches methods of avoiding contact with contaminated blood or OPIM
- **Exposure Control Planning** – Highlights exposure management procedures
- **Documentation/Incident Reporting** – Covers the need for complete and accurate reporting of all incidents
- **Knowledge Testing** – Requires our program participants to achieve a minimum passing grade of 80%
- **Award Certification** – Provides learning recognition for cleaning crews and certification IDs for our clients

EnviroShield™ – The Science of Disinfecting



EnviroShield is a revolutionary, 2 step new system that combines a unique disinfecting sprayer process with equally unique disinfecting products, Sniper® or EnviroCleanse A for the first step. The second step utilizes the same sprayer but with a chemical called SD90+ that creates a clear coat that will bond to all surfaces on a molecular level, leaving a protected antimicrobial coating on the surface that can last up to 6 months. The unit uses an electrostatic charge applied to the spray, causing a natural attraction between spray droplets and target surfaces. As the disinfectant is sprayed, it picks up this charge giving it **75 times the force of gravity to completely wrap around and cover every surface it touches.**

The spray evaporates easily on surfaces and can be used in high clutter areas and “touch areas” such as desks, papers, phones, restroom surfaces, etc. It is also highly effective on computer keyboards, recently reported the #1 source for spreading communicable diseases.

One of the main features of **these disinfectants** is the fact that they meet **EPA Toxicity Category IV**, which means this is the **safest category allowed for disinfectants**. The EPA rates products on a scale of I – IV, with IV being the least toxic category. These products are a **100% non-toxic**, disinfecting cleaning solutions that destroys 99.9% of a wide-range of disease-causing microorganisms.

The product is safe for all commercial environments and facility occupants. With the use of the EnviroShield system, **Town of Pembroke Park** can promote having a safe and healthy environment and being proactive in the fight against preventing infection diseases. We look forward to discussing this application as an optional service to **Town of Pembroke Park**.

EnviroShield™ Facts:

- It has been independently tested on numerous other bacteria and found to be highly effective.
- We use Sniper or EnviroCleanse A disinfecting solutions, all EPA hospital-registered disinfectant in all applications
- The active ingredient in these chemicals, Chlorine Dioxide, is a proven safe and highly-effective biocide.
- Its application method provides 100% coverage of surfaces not previously reachable or treatable with less effective disinfectants.

EnviroShield™ Benefits:

- Total disinfecting coverage on and around all surfaces
- Counters spread of bacterial infections
- Ensures cleaner, safer work spaces
- Reduces downtime due to absenteeism
- Safe for all commercial environments
- Green and environmentally friendly





Cleaning Schedule

Your Cleaning Schedule – Working for You!

JAN-PRO combines our vigorous cleaning and tracking procedures with a cleaning schedule customized for your specific needs. The following schedule has been specifically designed for **Town of Pembroke Park**.

NIGHTLY CLEANING SCHEDULE

Service will be performed 5 days a week after regular business hours.

ENTRANCES – RECEPTION AREA – HALLWAYS – OFFICES

CONFERENCE ROOMS – COMMON AREAS – ELEVATORS

- Dust horizontal surfaces of desks, credenzas, tables, filing cabinets. (Jan-Pro will not move any paperwork, picture frames and/or other objects)
- Spot clean horizontal surfaces for removal of spillage, marks, and rings.
- Empty all trash and recycling receptacles and remove to a collection point. Replace liners as necessary.
- Clean fingerprints and smudges from entrance glass and entry doors.
- Spot clean fingerprints and smudges from glass door
- Sweep and mop all hard surface floors.
- Vacuum all carpeted area walkways.
- Disinfect all light switches, doorknobs and push plates.
- Report all maintenance issues in Logbook.

BREAK ROOMS

- Dust mop hard surface flooring to remove dirt and debris.
- Damp mop hard surface flooring with a disinfectant and rinse.
- Wipe down all counters, chairs and tables with a disinfectant.
- Clean and disinfect sinks and back splash areas.
- Wipe down exterior of appliances.
- Dust all accessible horizontal surfaces/ Restock paper supplies as needed.
- Remove all trash to collection point and replace liners.
- Wet wipe all cabinets, doors and drawer fronts to remove grease and grime.
- Clean and disinfect interior and exterior of all microwave ovens.

RESTROOMS

- Empty trash receptacles and wash, if necessary.
- Empty sanitary napkin receptacle and spray with a disinfectant.
- Disinfect door handles, partition handles, and light switches.
- Clean all dispensers, mirrors, and fixtures.
- Clean and disinfect sinks, toilets, toilet seats and urinals.
- Spot clean walls and partitions to remove smudges and marks.
- Restock all paper products and hand soap.
- Sweep and mop floor with disinfectant.



Weekly and Monthly Cleaning Schedules

Your Cleaning Schedule – Working for You!

WEEKLY CLEANING SCHEDULE

ALL AREAS

- Thoroughly dust all horizontal surfaces of office furniture, including desks, computer monitors, tables, file cabinets, windowsills, and wall hangings.
- Disinfect all light switches, doorknobs and push plates.
- Wipe clean and disinfect all telephone receivers and dust the bases.
- Vacuum all carpeted areas moving all chairs on wheels.
- Sweep all stairwells and disinfect handrails
- Thoroughly mop all hard surface floors.

BREAK ROOMS

- Dust vertical surfaces.

RESTROOMS

- Clean and sanitize the outside of trash receptacles and dispensers.
- Polish all dispensers, mirrors, and bright work.
- High dust tops of doors, partitions, mirrors, and air vents.
- Clean and sanitize restroom partitions and walls around toilets and urinals.

MONTHLY CLEANING SCHEDULE

ALL AREAS

- Thoroughly dust all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets.
- High dusting of air vents, tops of doors, door frames, ceiling corners, and edges.
- Dust all baseboards & window blinds
- Vacuum all carpeted areas wall to wall and behind doors.
- Disinfect all areas with Electrostatic Sprayer and category IV, hospital grade disinfectant.

BREAK ROOMS

- Clean and disinfect interior and exterior of refrigerators. (Customer must clear the inside of the refrigerator)
- Wipe exterior of cabinets and appliances with hospital grade disinfectant



Commercial Cleaning Proposal

Special Client Instructions:

- Clean and thoroughly disinfect all restrooms.
- Disinfect all light switches, doorknobs, push plates, elevator buttons (if any) and handrails (if any).
- Attention to the windowsills and dusting.
- Disinfect all areas with Electrostatic Sprayer and hospital grade, category IV disinfectant (EnviroShield).- included in the monthly billing.
- Strip and Wax 2 times per year- 6 coats of wax- included in the monthly billing.
- Carpet extraction 4 times per year- included in the monthly billing.

Town of Pembroke Park

JAN-PRO OF SOUTHEAST FLORIDA

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____



Additional Services

CARPET

- Spot removal.
- Hot water extraction.

HARD SURFACE FLOORS

- Burnishing.
- Top scrub and refinish (wax).
- Strip and refinish.

UPHOLSTERY AND WORKSTATIONS

- Vacuum partitions.
- Spot removal.
- Extraction cleaning.

WINDOWS

- Inside and outside (ground floor only)

KITCHENS

- Interior of refrigerators, dishwashers and appliances other than microwave ovens.
- Interiors of cabinets.

LIGHTING

- Cleaning lights and light fixtures.
- Replacing bulbs

PROCUREMENT OF SUPPLIES

- Paper products
- Hand soap
- Trash can liners
- Dispensers and containers
- Other consumable supplies

Upon request, and for an additional charge, Jan-Pro will procure such supplies on client's behalf. Once delivered, Client assumes responsibility for inventories of such supplies stored at the Client's location.



Commercial Cleaning Proposal

Pricing Agreement

CLIENT: **Town of Pembroke Park**

CLEANING LOCATION: 3150 SW 52nd Ave
Pembroke Park, FL 33023

DESCRIPTION OF CLEANABLE AREA: All areas described in the attached Cleaning Schedule

FREQUENCY: 5 days per week in accordance with Cleaning Schedule specifications

START DATE: _____

PRICE – Regular Service: \$4,833.00 per month (Tax not included)

NOTE: Pricing is valid for 30 days from the proposal date (June 2, 2020) unless specifically extended by JAN-PRO at its sole discretion.

PAYMENT TERMS: UPON RECEIPT OF INVOICE. Billing occurs at the beginning of every month.

HOLIDAYS (Days Not Serviced):

New Year's	Labor Day
Memorial Day	Thanksgiving
Independence Day	Christmas Day

OTHER CONDITIONS:

By executing this Agreement, the parties agree to be bound by these terms and the conditions set forth in the accompanying Cleaning Agreement.

Town of Pembroke Park	JAN-PRO OF SOUTHEAST FLORIDA
BY: _____	BY: _____
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
DATE: _____	



Cleaning Agreement

This Agreement, dated _____, 20____, is made between **JAN-PRO OF SOUTHEAST FLORIDA ("JAN-PRO")** and **Town of Pembroke Park ("CLIENT")**. Both JAN-PRO and CLIENT agree that JAN-PRO will begin service on _____, 20____, with the following terms and conditions:

1. **CLIENT** agrees to contract **JAN-PRO** to perform cleaning services 2 days per week.
2. **JAN-PRO** will provide all chemicals, equipment, labor and supervision. **CLIENT** will provide all restroom paper products, hand soap, and trashcan liners.
3. This business contract agreement is obtained by **JAN-PRO** for the business benefit of a **JAN-PRO** authorized Franchise Owner who hereby agrees to comply with the terms and conditions of this agreement. The Franchisee selected to service this **CLIENT** will be announced prior to the start date of service.
4. **JAN-PRO** authorized Franchise Owner has successfully completed the **JAN-PRO** training program.
5. **CLIENT** agrees to verbally notify **JAN-PRO** of any non-performance prior to written notification.
6. **CLIENT** agrees that during the term of this agreement and within ninety (90) days after termination of this agreement, will not employ directly or indirectly any employees, agent representatives or Franchisees of **JAN-PRO**.
7. This agreement is for a term of one (1) year, and shall be automatically renewable on the anniversary date, with the same terms and conditions, unless either party shall give written notice of termination, at least thirty (30) days prior to said anniversary date. A 3% increase over the monthly fee may commence upon renewal. JAN-PRO reserves the right to further realize fee increases, with previous written notification, should the federal minimum wage increase. Otherwise, this agreement may be terminated for non-performance only, and the terminating party must give the other party written notice specifying in detail the nature of any defect in performance. The non-terminating party shall have five (5) serviceable days to cure, to the reasonable satisfaction of the terminating party. If satisfaction is not achieved at the end of the fifth (5) serviceable day, the terminating party shall notify the non-terminating party in writing of failure to cure, and the agreement shall terminate twenty-five (25) days from date of said notice. All written notices must be timely and via certified mail.
8. Terms: Invoices are sent out on the 1st of each month, with current payment due upon receipt, delinquent by the 5th of the following month. A finance charge of 1.5% per month (minimum \$15.00) will be assessed on all delinquent accounts.
9. In addition to any other rights **JAN-PRO** may have, **JAN-PRO** is entitled to all costs of collection, including reasonable attorney fees, paralegal fees, collection agency fees, that **JAN-PRO** incurs to collect any outstanding invoice amount that is past due.
10. **JAN-PRO** annually observes the following federally recognized holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.
11. **JAN-PRO** authorized Franchise Owner will provide disinfection services: a) utilizing an electrostatic sprayer disinfecting service that uses Sniper disinfectant (or comparable product) to treat high touch areas (such as countertops, desks, light switches, keyboards, chairs, handrails, doorknobs, and the like) within the **CLIENT'S** place of business, or b) manually disinfect high touch areas (such as countertops, desks, light switches, keyboards, chairs, handrails, doorknobs, and the like) within the **CLIENT'S** place of business utilizing disinfectants registered with the Environmental Protection



Commercial Cleaning Proposal

Agency (EPA). Note, with regard to COVID-19 and other pathogens: these services will help prevent the spread of disease by disinfecting surfaces. However, neither this service nor any service can address every avenue of potential infection, and no claim to do so is made here.

Town of Pembroke Park

JAN-PRO OF SOUTHEAST FLORIDA

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

RESOLUTION NO. 2020-072

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SELECTING INFORMATION CONSULTANTS, INC. TO PROVIDE DOCUMENT MANAGEMENT SERVICES TO TOWN; AUTHORIZING THE TOWN TO ENTER INTO A CONSULTING AGREEMENT WITH INFORMATION CONSULTANTS, INC.; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town solicited proposals from qualified information technology firms to provide document management services for the Town; and

WHEREAS, the Town staff reviewed the proposals received by the Town and recommended that the Town select Information Consultants, Inc. to provide the document management services for the Town; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the services to be provided and the compensation to be paid to the vendor.

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

Section 1: That the Town is authorized to make and enter into an agreement with Information Consultants, Inc. for document management services, said agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That upon final approval of the agreement by the Town staff, that the Mayor and Town officials are authorized and directed to deliver said agreement 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.

Town of Pembroke Park
Resolution No. 2020-072

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

PASSED AND ADOPTED this 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution N0. 2020- Agreement with Information Consultant, Inc. .FN24632R.docx



DECLARATION OF EMERGENCY REGULATIONS

(COVID-19 State of Emergency – April 8, 2020)

Town of Pembroke Park EXTENTIONS OF DECLARATION OF STATE OF EMERGENCY

WHEREAS, Governor Ron Desantis signed Executive Order 20-51 in response to the anticipated danger from the public health threat of COVID-19; and

WHEREAS, pursuant to Chapter 252, Florida Statutes, the Town of Pembroke Park declared a State of Local Emergency on March 9, 2020.

WHEREAS, Florida Statutes require that the duration of each state of emergency declared locally is limited to 7 days but may be extended, as necessary, in 7-day increments.

Now, therefore, be it resolved by the Town of Pembroke Park, Florida:

Section 1. Extensions of the Declaration of Local Emergency. The Declared State of Emergency originally declared on March 9, 2020 is hereby extended for 7-days from the last date of execution below, to be executed only as necessary.

Declaration of Emergency Regulations extended from May 27th through June 10th, 2020 and automatically renews every seven (7), in compliance and concurrent with State of Florida and Broward County Declaration of Emergency/Executive Order.

Mayor Ashira Mohammed

Town Manager Juan C. Jimenez

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-139

(Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 29, 2020, I issued Executive Order 20-112 initiating Phase 1 of the Safe. Smart. Step-by-Step. Plan for Florida's Recovery; and

WHEREAS, on May 14, 2020, I issued Executive Order 20-123 for Full Phase 1.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Phase 2 Recovery

In concert with the efforts of President Donald J. Trump, and based on guidance provided by the White House and the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the Florida Surgeon General and State Health Officer, I hereby adopt the following in response to the recommendations in Phase 2 of the plan published by the Task Force to Re-Open Florida.

- A. Executive Order 20-112, as modified by Executive Orders 20-120, 20-122, 20-123 and 20-131, is extended as further modified below.
- B. In Miami-Dade, Broward and Palm Beach counties, the re-opening provisions of Section 4 of this order will be considered after each county seeks approval with a written request from the County Mayor or if no mayor the County Administrator.

Section 2. Responsible Individual Activity

All persons in Florida are encouraged to follow appropriate social distancing and safety protocols issued by the CDC and OSHA. The direction to follow such protocols, and those additional protocols listed below in this section, is guidance and not enforceable under section 252.47, Florida Statutes.

- A. Senior citizens and individuals with a significant underlying medical condition are strongly encouraged to avoid crowds and take measures to limit the risk of exposure to COVID-19.
- B. All persons in Florida are encouraged to avoid congregating in groups larger than 50 persons.
- C. All persons who work in long-term care facilities should be tested for COVID-19 on a routine basis.
- D. In-store retail businesses, including gyms and fitness centers, should maintain appropriate social distancing and sanitation protocols.

Section 3. Additional Requirements for Certain Individuals Traveling to Florida

Executive Orders 20-80 and 20-82 are extended with exceptions for persons involved in commercial activity and students traveling for the purpose of academic work, internships, sports training and any other activity or program approved by the educational institution. This order supersedes Executive Order 20-86.

Section 4. Business Activity

This order supersedes Executive Orders 20-91 and 20-92 and Executive Order 20-112 Section 2. This order further supersedes any conflicting provisions of Executive Order 20-112 including Section 3C. (gyms) and Section 4 (retail and museums) and Executive Order 20-123

including Section 1.B. (retail), C.(museums) and D. (gyms). This order extends and modifies the remaining provisions of Executive Order 20-112 and Executive Order 20-123 as follows:

- A. Restaurants and other establishments, and bars and other vendors licensed to sell alcoholic beverages for consumption on the premises, may operate at fifty (50) percent of their indoor capacity, excluding employees, as under Executive Order 20-123, Section 1. Bar areas may be open with seated service. In addition, outdoor seating is permissible with appropriate social distancing. This section does not apply to nightclubs. Non-conflicting provisions in Executive Order 20-71, Sections 1 and 2 remain in effect.
- B. Entertainment businesses, including but not limited to movie theaters, concert houses, auditoriums, playhouses, bowling alleys, and arcades may operate at fifty (50) percent of their building capacity, with appropriate social distancing between groups and appropriate sanitation.
- C. Pari-mutuel facilities may seek to operate with a written request from the County Mayor or if no mayor the County Administrator to the Secretary of the Department of Business and Professional Regulation (DBPR) and the approval of the DBPR Secretary.
- D. Personal services, including but not limited to tattooing, body piercing, acupuncture, tanning and massage, may operate with appropriate safety guidelines as outlined by the Department of Health.

Section 6. Previous Executive Order Extended

Executive Order 20-69 is extended until June 30, 2020.

Section 7. Enforcement

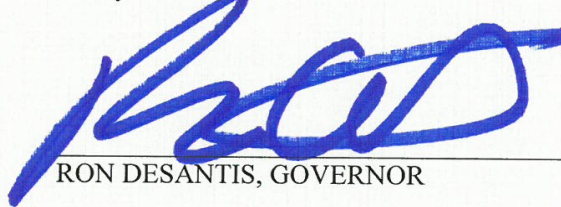
This order, with the exception of Section 2, shall be enforced under section 252.47, Florida Statutes, and by the Department of Business and Professional Regulation. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 8. Effective Date

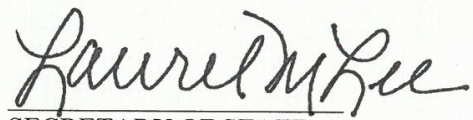
This order is effective at 12:01 a.m. on June 5, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 3rd day of June, 2020.


RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

FILED
2020 JUN -3 AM 9:49
DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA



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

Agenda Request

Meeting Date:	06/10/2020
Subject:	Damage to Comcast cable line - invoice for repair
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:	Invoice from Randall Corporation of America
Fiscal Impact:	
Policy Question(s) for Commission Considerations:	
Summary:	The Sewer Department was doing excavation work at 3100 S.W. 24th Street inside Bamboo Mobile Home Park and damaged a Comcast cable line.
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	I am recommending that we pay the invoice in full because the line was damaged by staff.
Additional Action Needed:	



RANDALL CORPORATION OF AMERICA
4871 SADDLE RANCH ROAD
LAKE WORTH, FLORIDA 33467-5674
PHONE: 561-859-2972 • FAX: 561-432-0512
claims@rcoafll.com

INVOICE FOR CABLE DAMAGES

BILL TO:

Risk Management Department
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park FL 33023

DAMAGE LOCATION:

3100 SW 24TH STREET

PEMBROKE PARK, FL

RE: COMCAST

INVOICE NUMBER	INVOICE DATE	DATE OF LOSS	DESCRIPTION OF DAMAGES			
7703 -RCA	3/18/2020	1/30/2020	Our investigation indicates that while doing excavation work on sewer line, Comcast's CATV Coaxial Cable Line was damaged.			
OUR CLAIM NUMBER						
15024						
SERVICE		QUANTITY	UNIT	RATE	TYPE	EXTN:
TECHNICIAN(S) TOTAL HOURS		4	HOUR	\$46.20	INHOUSE LABOR	\$184.80
VEHICLE(S) TOTAL HOURS		4	HOUR	\$52.25	VEHICLE	\$209.00
CONSTRUCTION COORDINATOR		3	HOUR	\$46.20	INHOUSE LABOR	\$138.60
VEHICLE(S) TOTAL HOURS		3	HOUR	\$26.72	VEHICLE	\$80.16
FEEDER CABLE		140	FEET	\$1.75	MATERIALS	\$245.00
COMCAST OUTSIDE CONTRACTORS INVOICE		1	INVOICE	\$1,306.41	CONTRACTOR LABOR	\$1,306.41

TOTAL AMOUNT DUE

\$2,163.97

PLEASE MAKE CHECKS PAYABLE TO: COMCAST CABLE COMMUNICATIONS

TAXPAYER ID NUMBER - 23-2084784 - Comcast Cable Communications Management LLC

REMIT PAYMENT TO:

**RANDALL CORPORATION OF AMERICA
4871 SADDLE RANCH ROAD
LAKE WORTH FL 33467-5674**

Note: Our mailing address changed effective June 4, 2019

PAYABLE UPON RECEIPT









Stephanie Woodbury

From: RCOA Claims <claims@rcoafi.com>
Sent: Tuesday, June 2, 2020 11:13 AM
To: Stephanie Woodbury
Cc: RCOA Claims
Subject: RCOA CLAIM # 15024
Attachments: 15024 SCANS_0004.jpg; 15024 SCANS_0006.jpg; 15024 3100 SW 24TH ST PEMBROKE PARK (5).JPG; 15024 3100 SW 24TH ST PEMBROKE PARK (6).JPG; 15024 3100 SW 24TH ST PEMBROKE PARK (7).JPG; 15024 3100 SW 24TH ST PEMBROKE PARK (8).JPG

Stephanie,

Per our phone conversation today.

On January 30, 2020 while Town of Pembroke Park was doing excavation work Comcast's CATV Coaxial Cable Line was damaged.

Please find attached a copy of our Invoice for Cable Damages, copy of Comcast's outside contractors invoice showing this work completed and pictures we took while on site.

When making payment, please make your check payable to Comcast in the amount of \$ 2,163.97 and mail to Randall Corporation of America, 4871 Saddle Ranch Road, Lake Worth, FL 33467-5674.

Thank you for your assistance.

Note: Our below mailing address changed effective June 4, 2019.

Randall S. Eckberg
Randall Corporation of America
4871 Saddle Ranch Road
Lake Worth FL 33467-5674
561-441-2894 - Cell
561-432-0512 – Fax
reckberg@rcoafi.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.

AGENDA ITEM REPORT



To: Town Commission
Subject: Clean up authorization for Waste Management
Meeting: Regular Commission Meeting - 10 Jun 2020
Department: Code
Staff Contact: jeffrey louis, Code Director

BACKGROUND INFORMATION:

A & B Recycling - 1708 SW 31 Avenue has accumulated a large amount of scrap metal and other items onto the Town's Right of Way. We are contracted with Waste Management to do a clean up of the Right of Way at the owner's expense.

FINANCIAL IMPACT:

clean up amount not to exceed \$2,500.00. the final amount after clean up will become a lien towards the property.

POLICY IMPLICATIONS:

Following Town Ordinance Sec. 12-41 and 12-46

RECOMMENDATION:

Approval of Clean up amount not to exceed \$2,500.00 for 1708 SW 31 Avenue R.O.W.

ATTACHMENTS:

[Prior P.O. Request 12-18-19](#)
[Case 5097 - 1708 SW 31 Ave](#)
[A & B - 1708 SW 31 Ave](#)

TOWN OF PEMBROKE PARK
 3150 SW 52ND AVENUE
 PEMBROKE PARK, FL 33023
 Phone: (954) 966-4600 Fax: (954) 961-4760

Purchase Order

Purchase Order No. **0305372**

Vendor Number **88322**

Vendor Ph/Fax:

To

Waste Management Of Broward County
 2130 Tally Rd
 Leesburg, FL 34748

Ship to

TOWN OF PEMBROKE PARK
 3150 SW 52ND AVENUE
 PEMBROKE PARK, FL 33023

PO Date	Ship Via	F.O.B.	Terms		
12/18/2019					
Buyer Name	Freight Type	Expected Date	Vendor Contact	Remarks	Tax
FINANCE DEF	Added	12/18/2019			0.00%

Quantity	Vendor Stock #	Description	Unit Cost	Extended
1.00		Removal of Bulk Trash from Right Of Way	\$2,000.0000	\$2,000.00
Authorized Signature:  12/23/19			Sub Total	\$2,000.00
			Discount	0.00
			Freight	0.00
			Sales Tax	0.00
			Total	\$2,000.00

Case Overview

Property/Incident Information

Owner	Address	Site Address
ANDERSON,GERALD	1708 SW 31 AVE HALLANDALE BEACH, FL 33009	1708 SW 31 AVE, PEMBROKE PARK, FL 33009

Legal Description

20-51-42 W 100 OF N3/4 OF E1/2 OF NE1/4 OF SE1/4 LESS S 850 & LESS RD R/W

Description

accumulation of Scrap Metal along Right of way in front of property. trucks parked across street in Right of Way

Case Status Open **Case #** 5097 **Date Next Inspection** 6/5/2020

Notes REPEAT VIOLATION
Various scrap metal material on Town Right of Way (ROW). accumulation of material on ROW in front of property. Property owner shall remove all material from ROW. Failure to do so will result in Town removing material from ROW at owner's expense.

The estimated clean up cost is \$3,000.00 (Three Thousand Dollars).

Documents Issued

<u>Date Issue</u>	<u>Document Type</u>
5/21/2020	Notice of Violation

Violations

Ordinance/Regulation	Section	Description	Date Complied
HEALTH AND SANITATION	Sec. 12-41. - Accumulations deemed public nuisance	The accumulation of garbage, trash, rubbish and other debris upon any lot, tract or parcel of land within the Town within three hundred (300) feet of any improved property within the Town to the extent and in the manner that such lot, tract or parcel of land is or may reasonably become infested or inhabited by rodents, vermin or wild animals, or may furnish a breeding place for mosquitoes, or threatens or endangers the public health, safety or welfare, or may reasonably cause disease, or adversely affects and impairs the economic welfare of adjacent property, is hereby prohibited and declared to be a public nuisance. (Ord. No. 83-8-1, § 1, 8-17-83) Cross reference— Public nuisances, § 11-33; vegetation, Ch. 27.	Not in Compliance - Reinspection Date: 6/5/2020
HEALTH AND SANITATION	Sec. 12-46. - Failure of owner to comply with notice; assessment for correction by Town	Upon the failure of the property owner or owners to remove the conditions creating the nuisance as aforesaid within the designated time period, the Town shall cause such condition to be removed and shall assess the owner or owners of the property for such services in an amount equal to the costs incurred by the Town in the removal and disposal of the garbage, trash, rubbish or other debris, which cost shall include but not be limited to disposal fees, removal expenses including both labor and vehicular expenses, and an administrative fee in the amount of two hundred fifty dollars (\$250.00). (Ord. No. 83-8-1, § 6, 8-17-83)	Not in Compliance - Reinspection Date: 6/5/2020

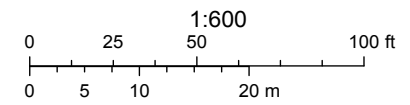
Property Id: 514220010093

**Please see map disclaimer



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June 3, 2020



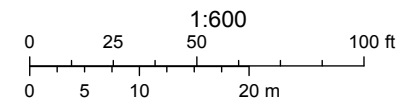
Flight Date : Between Dec 15, 2019 and Jan 26, 2020 Broward County Property Appraiser

Property Id: 514220010010

**Please see map disclaimer



June 3, 2020



Flight Date : Between Dec 15, 2019 and Jan 26, 2020 Broward County Property Appraiser

CHOW TIME
GRILL + BUFFET
DUB YOURS W/ COME
7 Mi. on Right • 12375 Pacific Rd.

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06.01.2020 08:59

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06.01.2020 08:58



TOWN OF PEMBROKE PARK
 3150 SW 52ND AVENUE
 PEMBROKE PARK, FL 33023
 Phone: (954) 966-4600 Fax: (954) 961-4760

Purchase Order

Purchase Order No. **0305372**

Vendor Number **88322**

Vendor Ph/Fax:

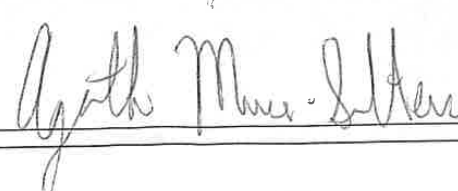
To

Waste Management Of Broward County
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Ship to

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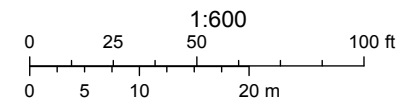
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Property Id: 514220010093

**Please see map disclaimer



June 3, 2020



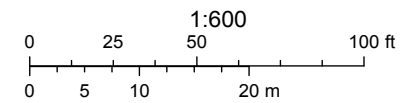
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**Please see map disclaimer



June 3, 2020



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CHOW TIME
GRILL + BUFFET
BUS TOURS WELCOME
7 Mi. on Right • 12375 Pacific Rd.

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06.01.2020 08:58



06.01.2020 08:58



AGENDA ITEM REPORT



To: Town Manager
Subject: Pump Replacement for Lift Station #31 Located at 2250 SW 30th Ave
Meeting: Regular Commission Meeting - 10 Jun 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The pump at lift station #31 has failed and need to be replaced with a same pump. Currently, that lift station is running with only one pump without a backup pump. This is not a safe operational mode, and best practice

FINANCIAL IMPACT:

\$5,807 for a new Selzer pump, plus installation. Not to exceed \$6,000

RECOMMENDATION:

Motion to approve for items over \$500 list

ATTACHMENTS:

[Sulzer Pump Replacement LS #31-200521-1LC](#)



Hydra Service, Inc.
SPECIALIST IN FLUID MOVEMENT



250 Springview Commerce Drive
DeBary Florida 32713
Phone: 407 330 3456
Phone: 800 323 1731
Fax: 407 330 3404

Sales Representative Luis Casas
Contact Information
Cell Phone: 305-951-7286
Fax:

TO: Town of Pembroke Park
ATTN: Myriam Jacques, LEED AP
PHONE 305-893-6511
FAX:

FROM: Luis Casas
EMAIL: luis@hydraservice.net
DATE: May 21, 2020
QUOTE: 200521-1LC
REF: Replacement Pump-PS 31 for ABS AFPK1049 M75/4 Pump

EMAIL: Mjacques@townofpembrokepark.com

ENG FIRM:

- 1 [Sulzer/ABS Model XFP100E-CB1.4a-PE75/4](#) submersible pump, with [4"](#) discharge [10](#) HP, [460](#) volt, [60](#) Hertz, [3](#) phase, with [49'](#) power cord. RMP 1780 ([Wet Pit](#)), 13.8 FLA

Rail bracket is NOT included
5 Yr. Standard Warranty
Pump Weight- 400 [LBS](#)
Replacing ABS AFPK1049 M75/4 PUMP

QUOTE VALID 30 DAYS.
PRICES SUBJECT TO CHANGE DUE TO MARKET PRICING FLUCTUATIONS AND
NEW TARIFFS ON RAW MATERIALS.

Delivery in 1-2 Wks if in stock (1 pump in stock)
Delivery in 3-4 Wks if pump needs hydraulics change.
Delivery in 12-14 Wks. If pump is ordered from the factory.

Note: No other components or options (other than the scope of supply listed above) are included.

TOTAL PRICE, F.O.B. JOB, FREIGHT ALLOWED [\\$5,807.00](#) PLUS ANY FEDERAL,
STATE OR LOCAL TAXES WHICH MAY APPLY. TERMS ARE NET 30 DAYS. PRICES ARE FIRM 30 DAYS
HYDRA SERVICE STANDARD TERMS AND CONDITIONS APPLY. PAYMENT TERMS ARE NET 30 DAYS.
ESTMTD DELIVERY: [3 - 4](#) WEEKS AFTER RECEIPT IN OUR OFFICE OF COMPLETE
APPROVED SUBMITTAL DATA AND SIGNED PROPOSAL.
THESE TERMS ARE INDEPENDENT OF, AND ARE NOT CONTINGENT UPON THE TIME OR MANNER
IN WHICH PURCHASER MAY RECEIVE PAYMENT FROM OTHERS.

ACCEPTED DATE _____

Review Date: _____

NAME OF PURCHASER _____

REVIEWED BY HYDRA SERVICE PUMP REP. _____



Hydra Service, Inc.
SPECIALIST IN FLUID MOVEMENT



250 Springview Commerce Drive
DeBary Florida 32713
Phone: 407 330 3456
Phone: 800 323 1731
Fax: 407 330 3404

Sales Representative Luis Casas
Contact Information
Cell Phone: 305-951-7286
Fax:

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PHONE 305-893-6511
FAX:

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EMAIL: luis@hydraservice.net
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Pump Weight- 400 [LBS](#)
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THESE TERMS ARE INDEPENDENT OF, AND ARE NOT CONTINGENT UPON THE TIME OR MANNER
IN WHICH PURCHASER MAY RECEIVE PAYMENT FROM OTHERS.

ACCEPTED DATE _____

Review Date: _____

NAME OF PURCHASER _____

REVIEWED BY HYDRA SERVICE PUMP REP. _____

AGENDA ITEM REPORT



To: Town Manager
Subject: Repair of SW 52nd Avenue Main Sewer Line Leakage
Meeting: DRAFT Agenda June 10, 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The main sewer line on SW 52nd Avenue has several pitting holes and has caused a sink hole on the street. The clay pipeline is 16 feet deep and will be cleaned, then repaired with an epoxy lining to stop the leak. The repair will be followed by CCTV scan to inspect and verify the job

POLICY IMPLICATIONS:

Town has not received quotes from vendors yet. It is estimated as not to exceed \$20,000. The work includes plugging the line, cleaning, trenchless pipe lining, MOT, CCTV scan, etc.

RECOMMENDATION:

Approval to repair SW 52nd Avenue main sewer line

RESOLUTION NO. 2020-066

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO APPROVE PAYMENT FOR SERVICES AND COMMODITIES IN AN AMOUNT NOT TO EXCEED \$5,000.00; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 2-124 (b) requires the approval by the Town Commission for purchases of services or commodities in an amount in the excess of \$1,500.00; and

WHEREAS, the Town Commission intends to be in recess during the months of June 2020, July 2020 and August 2020; and

WHEREAS, it is necessary to provide for the purchase of certain services and commodities the cost of which exceed \$1,500.00 for the orderly operation of the Town during the period of which the Town Commission is in recess; and

WHEREAS, the Town Commission desires to authorize the Town Manager to approve the purchase of services and commodities in an amount not to exceed \$5,000.00 during the period in which the Town Commission is in recess.

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

Section 1: That the Town Manager is hereby authorized to approve the purchase of services and commodities on behalf of the Town of Pembroke Park in an amount not to exceed \$5,000.00 during the period when the Town Commission is in recess from June 10, 2020, until the next meeting of the Town Commission on August 26, 2020.

Section 2: That all Resolutions or parts of Resolutions in conflict herewith be and the same are superseded to the extent of such conflict.

Town of Pembroke Park
Resolution No. 2020-066

Section 3: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution N0. 2020-TM Authorization Purchase under 5K.FN24609E.docx

AGENDA ITEM REPORT



To: Town Manager
Subject: Master Sewer Pump Station Repair - Lift Station #34
Meeting: DRAFT Agenda June 10, 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The master sewer pump station is clogged and needs to be pumped out and cleaned to get the station back to normal pumping operation. This station as the master station collects all the Town sewage and cannot be backed up. A sewage leak to the streets will cost the Town up \$10,000 in fees. There is also a sink hole on the site which indicates a leaking pipeline that has to be repaired.

FINANCIAL IMPACT:

Town has not received quotes from vendors yet. It is estimated as not to exceed \$30,000. The work includes unclogging, pumping out, and disposal of sewage sludge; excavating, pipeline repair, dirt refilling

RECOMMENDATION:

Resolution

Myriam Jacques, Public Services AssistantDirector	Status: Pending
Finance director, Finance & Budget Director	None
JC Jimenez, Town Manager	None

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as "Agreement"), is by and between Town of Pembroke Park, Florida, a subdivision of the State of Florida (hereinafter referred to as "Town"), and Juan C. Jimenez (hereinafter referred to by name or as "Town Manager").

WITNESSETH:

WHEREAS, the Town desires to employ Juan C. Jimenez as Town Manager of the Town of Pembroke Park, Florida; and

WHEREAS, the Town, through its Town Commission, desires to provide for certain benefits and compensation for Town Manager and to establish conditions of employment applicable to Town Manager; and

WHEREAS, Juan C. Jimenez desires to accept employment as Town Manager of the Town of Pembroke Park under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises as set forth in this Agreement, the parties agree as follows:

Section 1. Employment

A. The Town of Pembroke Park hereby hires and appoints Juan C. Jimenez as its Town Manager, under the terms established herein, to perform the duties and functions specified in the Pembroke Park Code of Ordinances and to perform such other legally permissible and proper duties and functions as the Town Commission shall from time to time assign.

B. The Town's employment of Juan C. Jimenez shall be effective June 1st, 2020, and continue for a period of three (3) years. Provided that neither party gives the other two (2) months' termination notice, there shall be an unlimited number of one (1) year automatic renewals of this Agreement. In the event the Town Commission decides not to renew this Agreement, there shall be no severance pay made except for accumulated Vacation Leave (up to a maximum of 400 hours) and sick leave (up to \$500.00). In the event that less than two (2) months' notice of termination is provided by either party, terminations shall occur in accordance with Sections 11 and 12 of this Agreement.

Section 2. Salary and Evaluation

A. For the performance of services pursuant to this Agreement, the Town agrees to pay the Town Manager an annual base salary of one hundred fifty thousand dollars (\$150,000.00), payable in equal weekly installments at the same time as other Town employees are paid.

B. After the first full year of this Agreement, should the general Town staff receive a cost of living increase, the Town Manager will receive the same increase at the same time as the other staff.

C. Not less than (30) thirty days prior to the first anniversary date of this Agreement, and every six (6) months thereafter, the Town Manager and Town Commissioners shall meet individually, and, in consideration of resources provided and matters outside the control of the Town Manager and Town Commission, discuss the Town Manager's performance and how the Town Commission can assist the Town Manager in performing the Town Manager's duties. Following the individual meetings with the Town Commissioners, the Town Manager will provide the Town Commission with a draft progress report inclusive of the Town Manager's and Town Commissioners' comments and suggestions. Following the Town Commission's review of the draft, the Town Manager shall prepare the final progress report to the Town Commission for adoption.

D. The Town may also increase the Town Manager's base salary and/or other benefits of the Town Manager in such amounts and to such an extent as the Town Commission may determine desirable on the basis of an annual performance evaluation of the Town Manager. The form of the evaluation shall be suggested by the Town Manager and approved by the Town Commission. The annual evaluation shall be made between June 1st and August 1st of each year in which this Agreement is effective.

E. Nothing in this Section shall require the Town to increase the base salary or other benefits of the Town Manager. Furthermore, the Town's failure to conduct any of the scheduled evaluations shall not constitute noncompliance with a material provision of this Agreement.

Section 3. Duties and Obligations

A. The Town Manager shall have the duties, responsibilities and powers of said office under the Pembroke Park Code of Ordinances. The Town Manager agrees to perform all duties and responsibilities faithfully, industriously, and to the best of his ability and in a professional and competent manner.

B. The Town Manager shall remain in the exclusive employ of the Town and shall devote all such time, attention, knowledge and skills necessary to faithfully perform his duties under this Agreement. The Town Manager may, however, engage in educational and professional activities and other employment activities upon receipt of approval by the Town Commission, provided that such activities shall not interfere with his primary obligation to the Town as its Town Manager. The Town Manager shall dedicate no less than an average of forty (40) hours per week in the performance of his duties hereunder, and shall be present at Town Hall on Monday through Friday during regular business hours.

C. In the event the Town Manager shall serve on any appointed boards or elected boards of any professional organization, or serve on any committees related to his professional activities, in the event any monies are paid, or gifts received, by the Town Manager related to

such service, such money or property shall be paid over to or delivered to the Town, unless otherwise provided by the Town Commission.

D. In the event the Town Manager is temporarily unable to perform his duties, he shall nominate an Acting Town Manager for consideration and designation, if acceptable, by Town Commission.

Section 4. Automobile Allowance and Communications Equipment

The Town Manager is required to be on call for twenty-four hour service. In recognition thereof:

A. Automobile Allowance

1. The Town agrees to pay the Town Manager a monthly automobile allowance of five hundred dollars (\$500) to lease or own, insure, operate and maintain a vehicle, including fuel, for the discharge of his responsibilities to the Town. For the conduct of any Town business outside Broward County, the Town Manager shall be reimbursed for related automobile expenses at the established Florida Statute mileage rate.
2. In the event the Town Commission adopts a formal policy governing Town automobiles, such policy will be applicable to and supersede this Agreement.

B. Town shall provide the Town Manager with a cell phone and laptop computer capable of remote connection to Town internet for his use in conducting Town business.

Section 5. Dues and Subscriptions

The Town agrees to pay the Town Manager's professional dues for membership in the International City/County Management Association, the Florida City and County Management Association or other local government management professional association. The Town shall pay other dues and subscriptions on behalf of the Town Manager as are approved in the Town's annual budget (on a line item basis) or as authorized separately by the Town Commission.

Section 6. Professional Development

The Town agrees to pay reasonable and customary travel and subsistence expenses pursuant to the Town's travel policy for the Town Manager's travel to and attendance at the International City/County Management Association's annual conference, the Florida City and County Management Association's annual conference or other local government management professional association's annual conference. The Town may choose to pay for the Town Manager's attendance at other seminars, conferences, and committee meetings as it deems appropriate and approves by Town Commission action. Travel outside of the State of Florida requires Town Commission prior approval.

Section 7. Vacation Leave, Personal Holiday, and Sick Days

A. The Town Manager shall be entitled to one hundred sixty (160) hours of annual Vacation Leave during each year of the term of this Agreement. The Town Manager's annual Vacation Leave shall be available for use upon commencement of employment and each year thereafter on the service date anniversary. There is no limit on the amount of Vacation Leave that may carry forward. Upon separation of employment, Town Manager shall be paid for up to Four Hundred (400) hours of unused Vacation Leave.

B. In addition to Vacation Leave, the Town Manager shall be entitled to ten (10) personal leave days in each calendar year, none of which may be carried forward from year to year.

C. Town Manager shall be entitled to and abide by the Sick Leave Policy stated in the Town Personnel Policies and Procedures Manual, effective April 9, 1997, or as such policy may be updated and adopted upon future action of the Town Commission.

Section 8. Holidays

The Town Manager is entitled to the same paid holidays as the general Town staff.

Section 9. Health, Dental, Vision, Life and Disability Insurance

A. The Town agrees to pay 100% of the Town Manager's health, dental and vision insurance and the Town Manager's long term disability insurance on the same terms as general employees, with the exception that the Waiting Period for the insurance is waived and the insurance is effective on the date of hire.

B. Life insurance for the Town Manager shall be provided in an amount equal to two (2) times the annual salary up to \$240,000.

C. Supplemental life insurance in the amount of \$216,000, which includes permanent life and a chronic illness rider (long term care). Such supplemental life insurance is at the Town Manager's expense.

Section 10. Retirement

The Town agrees to contribute 25.41% as stipulated by the Florida Retirement System Senior Management Class of the Town Manager's base salary to the Florida Retirement System, upon approval by the Town's Finance and Budget Department, such approval not to be unreasonably withheld. Contribution percentage amounts are subject to change each year based on legislative law changes, investment experience, and the actuarial experience of the trust fund.

Section 11. Termination by the Town and Severance Pay

A. The Town Manager shall serve at the pleasure of the Town Commission, and the Town Commission may terminate this Agreement and the Town Manager's employment with the Town at any time, with or without "just cause".

B. Termination "without just cause". Should a majority of the members of the Town Commission, then currently holding office, vote to terminate the services of the Town Manager "without just cause", then within ten (10) business days following such vote, the Town Commission shall cause the Town Manager to be paid any accrued and unpaid salary and benefits earned (including 400 hours maximum hours of Vacation Leave, up to Five Hundred (\$500.00) dollars of Sick Leave, and insurance, but excluding such items and allowances as are used in conducting Town business such as, but not limited to, the use of the Town computer and the automobile and cell phone allowance) prior to the date of termination based on a forty (40) hour work week. Within forty-five (45) calendar days following the vote to terminate the Town Manager's employment, the Town Commission agree to pay the Town Manager a lump sum severance pay equal to the lesser of either twenty (20) weeks of his base salary or the balance of time remaining under the term of this Agreement, as full and complete payment and satisfaction of any claims of the Town Manager of whatsoever nature arising out of this Agreement or otherwise. As consideration for such payment, the Town Manager shall, prior to receipt thereof, execute and deliver to the Town a general release of the Town, the Town Commission members, and all Town officers, agents, and employees for all claims, acts and actions (whether accrued or subsequently accruing) from the beginning of time until the date of release, said release to be prepared by the Town Attorney.

C. Termination "with just cause". In the event the Town Manager is terminated "with just cause", the Town, with the exception of accrued and unpaid salary and benefits actually earned, shall have no obligation to pay the amounts outlined in Section 11, Paragraph B of this Agreement. For purposes of this Agreement, "just cause" is defined and limited to any of the following:

1. Misfeasance, malfeasance and/or nonfeasance in performance of the Town Manager's duties and responsibilities.
2. Conviction or a plea of guilty or no contest to a misdemeanor or felony crime, whether or not adjudication is withheld.
3. Neglect of duty, including the inability or unwillingness to properly discharge the responsibilities of office.
4. Violation of any substantive Town policy, rule, or regulation, which would subject any other Town employee to termination.
5. The commission of any fraudulent act against the interest of the Town.
6. The commission of any act which involves moral turpitude, or which causes the Town disrepute.

7. Violation of the International City/County Management Association Code of Ethics or being found to have committed an ethics violation by the Florida Commission on Ethics.
8. Any other act of a similar nature of the same or greater seriousness.

D. In the event Town terminates the Town Manager “with just cause”, as provided in Paragraph C above, then the Town Manager will be given a written copy of the particulars and shall have the right to appear in public before the Town Commission, with counsel, if so desired, and present evidence, argument, and rebuttal concerning said allegations. After such hearing, if a majority of the members of the Town Commission then currently holding office find there is cause to terminate the Town Manager, then the Town Manager shall not be entitled to severance pay. Said hearing shall be held within sixty (60) days of the notice of terminations.

E. In the event the Town Commission, during the employment term, reduces the salary or other benefits of the Town Manager, as identified herein, in a greater percentage than an equivalent across-the-board reduction for all full-time Town employees, or in the event the Town allegedly refuses to comply with any other material provision of this Agreement benefiting the Town Manager, the Town Manager shall notify the Town Commission in writing of the alleged violation. The Town Commission shall have forty-five (45) days from such notice within which to cure the violation, otherwise, the Town Manager may at his option, consider such violation as termination "without just cause" as of the date of such alleged reduction or refusal, and the severance pay provisions and other termination provisions contained herein shall become applicable at the annual salary and benefit level in effect prior to the reduction or refusal.

Section 12. Termination by the Town Manager

The Town Manager may terminate this Agreement at any time by delivering to the Town Commission a written notice of termination not later than ninety (90) days prior to the effective date of the notice of termination. If the Town Manager terminates this Agreement, then the provisions of Section 11, Paragraph B above, shall not apply. If the Town Manager voluntarily resigns pursuant to this Section, the Town shall pay to the Town Manager all accrued compensation due the Town Manager up to the Town Manager's final day of employment, including any accrued Vacation Leave up to the Four Hundred (400) hour limit. The Town shall have no further financial obligation to the Town Manager pursuant to this Agreement. This subsection shall not prevent the Town Manager from collecting any money earned as a result of participation in a deferred retirement or pension program approved as per Section 10 of this Agreement.

Section 13. Disability

If the Town Manager becomes permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four consecutive weeks beyond any accrued leave, the Town shall have the option to terminate this Agreement, subject to the severance pay provision outlined in Section 11, Paragraph B of this Agreement.

Section 14. Indemnification

A. Town shall defend, save harmless, and indemnify the Town Manager against any action for any injury or damage suffered as a result of any act, event, or omission of action that the Town Manager reasonably believes to be in the scope of his duties or function, unless he acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. The Town will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. The Town shall not be liable for the acts or omissions of the Town Manager committed while acting outside the course and scope of his agreed duties or committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. In such instance, the Town Manager shall reimburse the Town for any legal fees and expenses the Town has incurred or otherwise paid, for or on his behalf, in connection with the charged conduct.

B. Said indemnification shall extend beyond the termination of employment and the expiration of this Agreement to provide protection for any such acts undertaken or committed in his capacity as Town Manager, regardless of whether the notice of claim or filing of a lawsuit occurs during or following employment with the Town.

Section 15. Code of Ethics

Inasmuch as the Town Manager is an active full member of the International City/County Management Association (ICMA), or other local government management professional association, the "Code of Ethics" promulgated by ICMA or other local government management professional association is incorporated herein, and by this reference made a part hereof. Said "Code of Ethics" shall furnish principles to govern the Town Manager's conduct and actions as Town Manager of the Town. Additionally, the Town Manager shall abide by the standards established by the Florida Commission on Ethics.

Section 16. Attorney's Fees

If any litigation is commenced between the parties concerning any provision of this Agreement or the rights and duties of any person in relation thereto, the party prevailing in such litigation will be entitled, in addition to such other relief as may be granted, to reasonable attorney's fees and expenses incurred in connection therewith, including appellate fees and expenses.

Section 17. Bonding

The Town agrees to bear the full cost of any fidelity or other bonds required of the Town Manager under any policy, regulation, ordinance or law.

Section 18. Transparency

A. Open Door Policy: The Town Manager shall maintain an open door policy encouraging communication between the members of the Town Commission, Town Employees,

residents, property owners and other persons who have matters of interest related to the well-being of the Town.

B. Governmental Relations: The Town Manager shall strive to maintain positive constructive relationships with elected officials, employees and agents of other governmental agencies for the purpose of mutual good will and the constructive conduct of business regarding matters of interest between the parties.

C. Communications: The Town Manager and Town Commission shall work cooperatively to keep each other and the community informed as to the status of plans, projects and the operations of the Town.

D. Right to Speak: The Town Manager shall have the right to address the Town Commission orally and/or in writing in all matters before the Town Commission affecting those matters under his responsibility and/or his employment with the Town.

Section 19. General Terms and Conditions

A. If any provision or any portion thereof, contained in this Agreement is held by a court of competent jurisdiction to be unconstitutional, illegal, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

B. The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by that party.

C. This Agreement shall be binding upon and inure to the benefit of the heirs at law or personal representative of Town Manager.

D. This Agreement contains the entire Agreement of the parties. It may not be changed verbally, but only by an Agreement in writing signed by the parties.

E. Florida law shall govern this Agreement and any litigation that may arise from this Agreement, shall be filed and litigated in Broward County, Florida.

F. Upon Town Manager's death, the Town's obligations under this Agreement shall terminate except for:

1. Transfer of ownership of retirement funds, if any, to his designated beneficiaries;
2. Payment of accrued leave balances in accordance with this Agreement;
3. Payment of all outstanding hospitalization, medical, vision and dental bills in accordance with this Agreement;
4. Payment of all life insurance benefits in accordance with this Agreement;

G. The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no court construing this Agreement shall construe it more strictly against one party than the other and every covenant, term and provision of this Agreement shall be construed simply according to its fair meaning.

H. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition or covenant of this Agreement shall be binding on either party until both parties have signed it.

I. The effective date of this Agreement shall be the last date it is executed by either of the parties to this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

Executed by the TOWN this ____ day of _____, 2020.

TOWN OF PEMBROKE PARK

By: _____
Ashira Mohammed, Mayor

ATTEST:

Marlen Martell, Interim Deputy Town Clerk

Executed by the TOWN MANAGER this ____ day of June, 2020.

Witnesses:

Signature

Juan C. Jimenez

Print Name

Signature

Print Name

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RESOLUTION NO. 2020-065

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPOINTING OZAYDIN DINCER AKIN AS TOWN ENGINEER; PROVIDING FOR TOWN ENGINEER'S COMPENSATION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 2, Article III, Division 3, Pembroke Park Code of Ordinances, created the office of Town Engineer and provides for Town Engineer's appointment, compensation, duties, responsibilities, and related matters for the office of Town Engineer; and

WHEREAS, Town Commission has solicited applications from qualified engineering candidates to serve as Town Engineer; and

WHEREAS, the Town Commission has reviewed the applications received in response to the solicitation, and interviewed the candidates for Town Engineer; and

WHEREAS, the Town Commission desires to select and hire Ozaydin Dincer Akin to serve as the Town Engineer.

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

Section 1: That the Town Commission hereby selects and hires Ozaydin Dincer Akin to serve as Town Engineer for the Town of Pembroke Park.

Section 2: That Ozaydin Dincer Akin shall serve as Town Engineer at the pleasure of the Town Commission, and he shall receive annual compensation in an amount of One Hundred Eight Thousand (\$108,000.00) Dollars for the performance of the duties of Town Engineer.

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 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

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

Agenda Request

Meeting Date:	05/27/2020
Subject:	Workshop Meeting - Town Engineer Ranking of Candidates by Commission
Initiated by:	☐ City Commission ☐ City Attorney ☒ City Manager / Staff
Prepared by:	Name & Title: Yolanda Menegazzo
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	
Fiscal Impact:	
Policy Question(s) for Commission Considerations:	
Summary:	
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

RANDY L. DANIEL, MSC., P.E., PMP

randyld612@gmail.com | 954-397-1556; 13178 NW 11th Place, Sunrise, FL 33323

PROFESSIONAL SUMMARY

Results-driven Civil Engineer with extensive experience in Municipal Engineering, Construction, Contract and Project Management; uses initiative and sound engineering judgement in all decisions; adaptable, articulate, self-motivated and desires joining a progressive team where I can make a difference and, ensure the highest level of service for all the citizens whom I serve.

SKILLS

- Project Management
- Capital Improvement Projects
- Prepare Plans and specifications
- Engineering Permit reviews
- Monitoring construction projects
- Traffic studies
- Contract Administration
- Effective working relationships
- Storm drainage systems
- Procurement of Engineering services
- Prepare Capital Projects' Budget
- Analytical abilities

WORK HISTORY

Engineer II | City of Plantation, FL

01/2020–Present

- Permit Reviews for Franchise & Telecommunication Companies
- City's Liaison with AT&T, FPL, COMCAST, TECO, etc.
- Flood plain management and manage Community Rating System (CRS)
- Utilize ACELA software for tracking and logging engineering permits
- Review and write recommendation reports for requests to vacate easements

Town Engineer/Project Manager | Town of Bay Harbor Islands, FL
12/2019

05/2018 –

- Review engineering permit applications, supervise field work and close out permits
- Bidding and contract administration for capital works improvement projects
- Evaluate bid responses and write evaluation reports to recommend the lowest responsive bidder
- Project Manager for Milling and resurfacing roadways, valley gutter repairs, Installation of sectional and T-liners for sewer services, and \$17.5 M Movable and Fixed Span Bridge Rehabilitation
- Review engineering reports from consultants and write memoranda to Town Manager to recommend acceptance of consultants' recommendations

- Prepare NPDES and SSES annual reports

Town Engineer/Director of Public Works | Town of Bay Harbor Islands, FL 10/2007-05/2018

- Review and approve construction plans prepared by consultant engineers and architects
- Supervised planning, design and construction of complex public works and capital works projects viz., construction of 4 story precast parking garage (\$11 M); Community Enhancements phases II and III (\$10 M); Conversion from analog water meters to automated meters (\$0.5 M); Conversion of Broad Causeway Toll Plaza to Sun Pass (\$1.0 M)
- Project manager for Installing T-Liners for sewer lateral service connections (\$1.2 M); sewer manhole lining to restore integrity and reduce infiltration; Federal Grant administered by FDOT and used to rehabilitate the ICWW Bridge (\$1.0 M).
- Prepare RFQ's for General and Bridge Engineering Consultancy Services, chair evaluation committees and prepare the recommendation reports for approval by the Town Council
- Prepare bid evaluation reports to recommend the lowest responsive bidders and present to the Town Council
- Planned and supervised routine maintenance including expansion joints, shimming of span lock guides (for the movable span), and spall repairs of the fixed spans of ICWW Bridge the Waterway Bridge and the Indian Creek Bridge
- Conduct routine inspections of the sea-walls around the Islands
- Collaborate with project stakeholders to identify and quickly resolve problems

Staff Engineer | Town of Bay Harbor Islands, FL 10/2007

01/2002 -

Project Manager for:

- CIPP lining of VCP sewer mains
- T-Liners for sewer laterals
- Sewer manhole lining to restore integrity and reduce infiltration
- Demolition and reconstruction of the West Relief Bridge (# 875102)
- Lane Widening of the Broad Causeway Toll Plaza
- Construction of new playground facilities;
- Replace main sewer submersible pumps to comply with NAPOT;
- Replace cast iron sewer force main
- Evaluation of Technical and Economic proposals for the selection of Design and Construction Supervision Consultants
- Evaluation of construction bids for the selection of Contractors
- Closely collaborated with project stakeholders to identify and quickly resolve problems
- Develop list of Stakeholders and develop a Stakeholder engagement plan.
- Convene meetings with stakeholders to resolve project issues and improve projects' efficiency

EDUCATION

- **Bachelor of Science:** Civil Engineering (University of the West Indies)
BSc. Civil Engineering
Discipline: Environmental Engineering
- **Master of Science:** Civil Engineering (University of the West Indies)
MSc. Construction Engineering and Management
Thesis: Low Cost Road Strategies

CERTIFICATIONS

- State of Florida Professional Engineer; License # 69107
- Project Management Professional; PMP # 2644872
- Class 3 Water Distribution License; License # DS 0024323
- NIMS I-100b & I-700a

MEMBERSHIPS

- American Society of Civil Engineers
- Project Management Institute
- Association of Flood Plain Managers

REFERENCES

1. Melissa Cruz
Town of Bay Harbor Islands
Assistant Town Manager/ Finance Director
9665 Bay Harbor Terrace
Bay Harbor Islands, FL 33154
mcruz@bayharborislands-fl.gov
Telephone: 1-305-866-6241
2. Mr. Mike Seleno, P.E.
Hardesty and Hanover, LLP
1000 Sawgrass Corporate Parkway, Suite 544
Sunrise, FL 33323
fl@hardestyhanover.com
Telephone: 1-954-835-9119
3. Michael J. Miller, AICP
Michael Miller Planning Associates
Town Consultant Planner
7522 Wiles Rd. # 203
Coral Springs, FL 33067
mmiller@michaelmillerplanning.com

Telephone: 1-954-757-9909



DINCER AKIN OZAYDIN

3690 INVERRARY DRIVE, UNIT 2G ▪ LAUDERHILL, FLORIDA 33319

954.736.6983 AKINOZAYDIN@HOTMAIL.COM

AREAS OF FOCUS: GOVERNMENT AGENCIES

"Akin demonstrated diligence and consistent hard work in his overall job functions that he continues to reap success. This success is evident in the significant reduction of delinquent permits and reports (over 29%) compared to last year. His timely plan review, permit approval, and follow-up action have brought the section's work effort to a more manageable level."

-ALFRED REID
Chief Engineer, Broward County

QUALIFICATIONS PROFILE

Hands-on and proactive professional with in-depth knowledge of several administrative practices and procedures associated with public works management.

- Exemplify aptitude in establishing and maintaining satisfactory working and public relationships with staff, city officials, and the public.
- Adept at providing technical support to residents, contractors, consultants, boards and agencies concerning installation and development of roads, as well as in overseeing capital improvement projects, such as planning, directing and implementing city public works and construction projects.
- Possess skills in developing long-term public work plans and programs, and in making sound professional decisions on matters related to major policy and complex administrative and technical engineering problems.
- Proficient in Microsoft Word, Excel, PowerPoint, Posse, CD- Plus, & Auto-CAD.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION: 2000-2002
EVEREST UNIVERSITY -TAMPA, FL

ENGINEER | CIVIL ENGINEER: 1994-1998
BALIKESIR UNIVERSITY OF ENGINEERING -BALIKESIR, TURKEY

PROFESSIONAL EXPERIENCE

CITY OF NORTH MIAMI-PUBLIC WORKS DEPT.-North Miami, FL CITY ENGINEER, P.E., G.C.	20017-Current
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Responsible for review, approval and permitting of all civil plans submitted to the City for construction. Work closely with Building Department to permit private development projects. Developed the City's engineering and construction site permitting process. Coordinated, reviewed, and permitted plans for all outside agency working within City limits to ensure quality of work and to protect the interests of the City and its residents. Coordinated with utilities division on several maintenance projects handling drainage, utilities, and roadways repairs, providing engineering insight and support.

- Organizes, directs and coordinates, through division management staff, the functions and activities such as maintenance of streets, right-of-way operations, fleet operations, storm sewers and municipal buildings; Supervises the design and construction of public works projects and works with consulting engineers in the design of such projects; Prepares estimates, detailed plans and specifications for repairs and improvements.
- Directs building maintenance, expansion and construction programs; Attends City Council meetings and attends meetings of other governmental agencies representing the department; the City, as required; Directs the maintenance of City maps and related records.
- Prepares and administers departmental budget with division management; Coordinates activities with private contractors, utilities and other governmental agencies.
- Maintains liaison with other government jurisdictions, exchanges and correlates data and keeps abreast of current developments in the field; Reviews existing organizational patterns, work relationships, space utilization and data reporting systems; Promotes effective operations through standardization, improvement, simplification and installation of new operating systems.
- Represents the department head with full authority in making special investigations and gathering information; Coordinates activities of department divisions.

CITY OF OAKLAND PARK -ENGINEERING AND COMMUNITY DEVELOPMENT DEPT. -Oakland Park, FL ENGINEER/PROJECT MANAGER/ASSISTANT TO THE CITY ENGINEER, P.E.	2014-2017
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Responsible for review, approval and permitting of all civil plans submitted to the City for construction. Work closely with Building Department to permit private development projects. Developed the City's engineering and construction site permitting process. Coordinated, reviewed, and permitted plans for all outside agency working within City limits to ensure quality of work and to protect the interests of the City and its residents. Coordinated with Public Works Department's streets and utilities division on several maintenance projects handling drainage, utilities, and roadways repairs, providing engineering insight and support.



DINCER AKIN OZAYDIN

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954.736.6983 AKINOZAYDIN@HOTMAIL.COM

- Reviews all development projects for compliance with all applicable City Codes with respect to Engineering issues; develops methods, systems, and processes for administration of various aspects of development review by Engineering & Coordinates and ensures appropriate permitting by outside agencies for all public and private development projects as required.
- Supervises inspection of construction of public and private development improvements for adherence to City Codes and regulations.
- Develops agenda items necessary for administration of Development Projects.
- Creates reports that identify status of development projects for presentation to Engineering and Community Development Department. Reviews plans for conformity with all codes and regulations and ensures recording of all right of way and easement documents with the County.
- Develops and assists in development of standard drawings and general notes to be included in all construction projects; participates in and administers the engineering aspect of the building permit process.
- Conducts field and office studies to acquire information for the construction, alteration and maintenance of public works infrastructure.
- Makes engineering calculations necessary to complete designs, specifications, cost and materials estimates and other engineering features; determines the most practical, economic and feasible materials required to complete specific projects.
- Investigates the engineering feasibility, and cost of proposed projects.
- Acquires permits from all applicable agencies where required.
- Confers with design engineers, consultants and contractors on design changes to resolve field problems; recommends major design changes to supervisors. Computes work progress for partial payments to contractors of cost estimates.
- Confers with architects and engineers in explaining and interpreting design, and contract requirements; Attends and writes reports of meetings; maintains comprehensive project documentation; schedules and conducts meetings with consultants, contractors and sub-contractors.
- Manages several projects simultaneously in various phases of development including planning, design, building start-up, construction management, inspection and warranty administration including recommendations for approval/disapproval of pay requests, change orders, etc.
- Reviews and recommends change of orders for additions to, or deletions from approved drawings and specifications. Prepares a variety of correspondence to contractors, consulting engineers and architects, governmental agencies and organizations and others regarding the interpretation of specifications, policy determination, approval of materials and equipment, and workmanship standards.
- Receives, reviews, prepares and/or submits various records and reports including purchase requisitions, budget documents, activity and technical reports, invoices, correspondence, grant applications, graphs and charts, etc.
- Interacts and communicates with various groups and individuals such as Public Works personnel, City department directors, employees, regulatory agencies, community groups, and the public when required.
- Addresses the complaints by citizens pertaining to damage, inconvenience or nuisance created by construction work.

BROWARD COUNTY –EPGMD –Plantation, FL
ASSISTANT CHIEF ENGINEER(ENGINEER II), P.E.

2006-2014

Evaluate all engineering plans designed for city, county, state and private facilities. Communicate and work with license coordinators and inspectors in order to acquire necessary information for facilities for the state and local codes. Notify the public about any modifications in state and local codes. Prepare and submit technical reports for the facilities, and send appropriate inspectors to the facilities. Utilize GIS system according to construction activity to monitor well-field zones.

- Develops and updates technical support procedures for the Division.
- Coordinates the receipt of environment protection improvements through developer's agreements; oversees adjustments in the engineering plan.
- Inspects construction projects for compliance with approved plans, specifications.
- Meet with citizens and developers to discuss County codes and regulations, resolve concerns, and coordinate operations. Assists in the development and implementation of the division's strategic plan.



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SPACE COAST TRUSS INC. -DELRAY BEACH, FL
AMERICAN TRUSS INC. -POMPANO BEACH, FL
TRUSS ENGINEER/MAN.

2002-2006

Devised and estimated structural components in accordance to state and local codes. Checked and assessed architectural drawings to allow and refuse the structural design.

- Design construction projects prepared by consultant engineers and architects, prepare repair orders.
- Performed field measurements and estimated structural element cost
- Provided assistance to staff for the structural elements of the construction project.

REFERENCE

Lynn Gervasi, Vice President of Human Resources of North West Medical Center

Mathew Sparks, City of Oakland Park Mayor

Ronald Desburnes, City of Lauderdale Lakes Public Works Director

CARLOS PLACERES, P. E.

3130 S.W. 133 COURT
Miami, Florida 33175
Tel (305)225-7456
cplaceres@bellsouth.net

CAREER OBJECTIVE

Construction Engineer Manager with responsibilities in Project Development and Project Management.

LICENSES

State of Florida Certified General Contractor – License No. 1506147

State of Florida Professional Engineer – License No. 54848

EXPERIENCE

2003-Present Placeres Construction, Inc.

Miami, FL

Principal in charge of Engineering and Construction

- Responsibilities include directing a professional engineering and construction firm providing design and build projects. The scope of work includes design and construction of residential, commercial and industrial facilities. Additional responsibilities are company marketing strategies, presentation to customers, and company financial operation. Practical experience in project management, complete administration of work from design to construction phase.

2002-2003 Miami Dade General Services Administration Dept.

Miami, FL

Senior Professional Engineer

- Project manager of new construction and renovations for Miami Dade County facilities. Experience in complete lifecycle project management from start to finish. Activities include providing county departments new construction project Estimates/reports, construction documents design/specifications, and bid documents coordination. Management of professional project consultants and contractors. Supervision of department staff in multiple projects. Professional strength in areas of unsupervised project development, computer aided design (CAD), project scheduling and customer interpersonal skills.

2000-2001 Miami Dade Planning and Zoning Department

Miami, FL

Professional Engineer

- Responsibilities include assessing and collecting all impact fee revenues for new construction in Miami Dade County. The scopes of my work include review and analyze new construction documents (plans) of residential, commercial and industrial facilities. Additional responsibilities are credit agreement reviews, DRI/DIC enterprise zone analysis, customer interaction, and section revenue report generation for various departments. Practical experience in project management, complete administration of work from start to finish.

1994-1999 Miami Dade Water and Sewer Department

Miami, FL

Field Engineer

- Field Engineer in charge of all Treatment Plant Facilities throughout Miami Dade County. Responsibilities include process control and systems automation of all the water collection facilities. New field equipment evaluation analysis and system performance for facilities under construction or upgrades. Proven skills in field supervision, evaluating of field personnel, labor relations, negotiations, material scheduling and expediting; purchasing materials and vendor subcontracts. Additional workload consist of reviewing best management practices using a SCADA system to collect remote data for field instrumentation, field inspection, field flow measurement verifications, customer interaction, documentation, report writing and analytical problem solving.

1993-1994 Motorola Land Mobile Sector

Ft. Lauderdale, FL

Consultant Engineer

- Consultant engineer in charge of automating the industrial electrical controls and instrumentation of the manufacturing floor for the MIRS radio system. Develop ATE's and process controllers for this product. Increased throughout of product in integration and testing phases. Therefore reducing product assembly and testing cost.

1988-1993 Allied Signal Aerospace Company

Ft. Lauderdale, FL

Senior Design Engineer

- Senior engineer in charge of designing industrial electrical controls and instrumentation for avionics products. Develop process controllers and automatic test equipment. Given full responsibility to head industrial new projects including such areas as estimating, project manager, customer relations, subcontracts, engineering expediting purchasing and cost control. Daily activities consisted of presentations, project proposals and for avionics equipment. Experience in quality control analysis and administration; job cost

analysis, specification interpretation and negotiating. Demonstrated management competence and broad engineering comprehension by coordinating diverse engineering disciplines to effect optimum results in adhering to completion schedule.

1986-1988 Martin Marietta Aerospace Company

Orlando, FL

Design Engineer

- Design engineer in charge of designing electrical controls and instrumentation for military products. Responsibilities include field equipment development and follow up support for military application products. Training military personnel on use of field equipment for aerospace products. Develop field maintenance manuals for military aerospace products. Field liaison person between customer product requirements and company.

EDUCATION

1999

Miami, Florida

- Principles and Practice of Engineering Exam (PE)

1997

Miami, Florida

- Fundamental of Engineering Exam (EIT)

1993

Fort Lauderdale, Florida

- Total Quality Leader Certified (TQL)

1985

Miami, Florida

- Florida International University – College of Engineering and Design
Degree: Bachelor of Science in Electrical Engineering

PROFESSIONAL ORGANIZATIONS

- Member of the Institute of Electrical and Electronic Engineers (IEEE)
- Member of the National Vocational Technical Honor Society
- Member of the ETA International

References and other information available upon request



Town of Pembroke Park

PERSONNEL STATUS CHANGE

Employee Number _____ Name Joy Brown Effective Date 06/15/2020

☐ NEW HIRE ☐ REHIRE ☒ OTHER (change of address, deductions, etc)					
STREET ADDRESS			CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER		MARITAL STATUS	DATE OF HIRE	ANNIVERSARY DATE	DATE OF BIRTH
STARTING RATE	GRADE/STEP	HOURLY	WEEKLY	ANNUALLY	FULL OR PART TIME

RATE CHANGE						
STATE REASON:						
	JOB TITLE	DEPARTMENT	GRADE/ STEP	HOURLY	WEEKLY	ANNUAL
F R O M	Executive Assistant to Commission/Events Coordinator					\$46,096.60
T O	Executive Assistant to Commission/Events Coordinator					\$50,000.00

LEAVE OF ABSENCE			
STATE REASON:			
(VACATION, SICK, BEREAVEMENT, ETC.)			
DATES		NUMBER OF SICK DAYS	ADVANCED VACATION CHECK
FROM:	TO:		

TERMINATION			
☐ RESIGNATION		☐ DISCHARGE	☐ LAYOFF
		☐ RETIREMENT	
LAST DAY ON PAYROLL		ACCRUED TIME DUE:	VACATION
			OTHER
MAIL FINAL CHECK TO THE FOLLOWING ADDRESS:		HOLD CHECK	OTHER INSTRUCTIONS

NOTES:

Change of salary in accordance to duties and responsibilities as Executive Assistant to Town Commission/Events Coordinator.

X	X	
EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
X	X	
DEPT. HEAD NAME	DEPT HEAD SIGNATURE	DATE
X	X	
TOWN MANAGER NAME	TOWN MANAGER SIGNATURE	DATE
X	X	
HUMAN RESOURCES NAME	HUMAN RESOURCES SIGNATURE	DATE

Public Services Director

Mayor Mohammed	Vice Mayor Clark	Clerk Commissioner Jacobs	Commissioner Cohen	Commissioner	
Timothy Day	Timothy Day	Ozaydin Dincer	Ozaydin Dincer	Timothy Day	
Paul Carlisle	Louis Martinez	Miguel Nunez	Paul Carlisle	Louis Martinez	
Louis Martinez		Paul Carlisle	Timothy Day	Bob Dass	
Daniel Ortiz				Miguel Nunez	
				Paul Carlisle	

Timothy Day	Paul Carlisle	Louis Martinez	Daniel Ortiz	Bob Dass	Miguel Nunez	Ozaydin Dincer	
5	4	3	2	3	4	5	
5	3	4			2	5	
3	4	4					
5	1						
18	12	11	2	3	6	10	

RESOLUTION NO. 2020-070

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

WHEREAS, Chapter 2, Article III, Division 4, Pembroke Park Code of Ordinances, created the office of Public Services Director and provides for the Public Services Director's appointment, compensation, duties, responsibilities, and related matters for the office of Public Services Director; and

WHEREAS, Town Commission has solicited applications from qualified candidates to serve as Public Services Director; and

WHEREAS, the Town Commission has reviewed the applications received in response to the solicitation, and interviewed the candidates for Public Services Director; and

WHEREAS, the Town Commission desires to select and hire _____ to serve as the Public Services Director.

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

Section 1: That the Town Commission hereby selects and hires _____ to serve as Public Services Director for the Town of Pembroke Park.

Section 2: That _____ shall serve as Public Services Director at the pleasure of the Town Commission, and he shall receive annual compensation in an amount of _____ (\$ _____) Dollars for the performance of the duties of Public Services Director.

Town of Pembroke Park
Resolution No. 2020-070

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 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution N0. 2020- Public Services Director.FN24609E.docx

Louis Martinez

PO Box 12932
Newport News, VA 23612
(505) 604-6104
bigdbigr@hotmail.com

Dear Town of Pembroke Park,

As a professional public administrator with 20+ years of experience in the municipal government sector. I am interested in contributing to your team at Town of Pembroke Park. After reading about the Public Services Director opening, I am confident that my Sr. Executive Department Head skills and experience will be a welcomed and considerable asset to your organization.

Please consider the following career highlights from my professional history:

*Director, Operations and Maintenance (**Public Works Department**), Lake Havasu City, AZ
Direction and Administration of the City's Water, Wastewater, and Maintenance Service
Divisions, overseeing streets, traffic, vehicle maintenance, and parks. Directed operations of
Aviation, Transit/Transportation, Solid Waste/Landfill, Technical Services, and Water
Conservation Division*

*As Director, led Newport News Waterworks Department, VA, (350 FTE's, \$93,000,000
Annual Budget, 410,000+ population) to earn Association of Metropolitan Water Agencies
(AMWA) **2019 Top Sustainable Water Utility Award** for effective and outstanding utility
management. Administration/ Management of 2 Water Treatment Plants (86 MGD), 5
Reservoirs/Dams, 6 major Divisions- Strategic Planning/Admin, Facilities, Distribution,
Enterprise (Customer Service/Finance), General Services and Natural Resources (Owned/
Managed 13,000 acres of Forested Land and Watershed). **Obtained FEMA Incident
Command Systems (ICS) Certificates; FEMA-ICS -100/IS-00100.b, 9/23/2017; FEMA IS-
00700.a (ICS700), 5/24/2017.***

*Bernalillo County Deputy Treasurer, Bernalillo County Treasurer's Office, Albuquerque, New
Mexico*

*Designed then initiated Water Authority's (ABCWUA) Comprehensive Asset Management
Plan for the Capital Improvement Program (CIP).*

Directed all CIP projects to be completed on-time and on or under budget.

*CEO/ President/Owner- Small Environmental Engineering Company / Prime Contractor to
USEPA*

Throughout my career, I have established a reputation as a dedicated government professional, adept at leading teams and training junior staff members. I am ready to put my substantial experience to use for the Town of Pembroke Park.

I look forward to arranging a meeting with you to discuss the Town of Pembroke Park goals for the Public Services Director position.

More detailed information about my skills and qualifications are included in my resume, which I have attached for your review. Until then, thank you for your time and consideration.

Sincerely,
Louis Martinez
Attachment: Resume

5/11/2020

Louis Martinez

Newport News, VA (505) 604-6104

bigdbigr@hotmail.com

Executive-Level Government Administrator

Public Administration | Financial Operations | Risk Management

Accomplished, dedicated public service professional with expertise in designing and implementing local and state government programs. Polished and analytical executive skilled in streamlining organizational processes to boost productivity and exceed organizational expectations. Inspiring, collaborative leader with demonstrated success in building advantageous alliances and partnerships that combine knowledge and experience to achieve best possible outcomes.

- Executive Leadership/Management
- Budgeting & Finance Management
- Strategic Planning & Analysis
- Utility Leadership / Management
- Emergency Management & FEMA
- Legislative/ Governmental Affairs
- Public Works / Infrastructure Assets
- Community Outreach
- Public & Media Relations
- Human Resources
- Labor Relations
- Environmental Compliance

EDUCATION & CREDENTIALS

Master of Science in Water Resources, University of New Mexico, Albuquerque, NM

- **Graduate Courses Completed-** *Public Financial Administration, Public Budgeting, Organizational Behavior and Institutional Development, Human Resource Management, Water Law 547 (UNM Law School), Water Resources (WR) 571, 572, 573 and Natural Resource Economics 542, WR 576- Hydrology, WR 551 and Civil Engineering (CE) 547- GIS/Water Resources and Civil Engineering (CE)- Water Reuse; WR 598 Professional Paper*

Bachelor of Arts in Geology, University of New Mexico, Albuquerque, NM

PROFESSIONAL EXPERIENCE

NEWPORT NEWS WATERWORKS, Newport News, VA

Director of Waterworks, 2017 – 2020

Oversaw department serving 410,000+ residents with 134,000 water meters, 11,000 fire hydrants, and 1,750 miles of transmission and distribution pipelines in five localities. Directed administration and management of the public water supply system. Managed \$93M departmental budget. Maintained departmental compliance, including both environmental responsibility and financial accountability. Supervised service delivery involving customer agreements, ROW's, and contracts. Assessed and improved infrastructure reliability. Led workforce development for 350 employees. Streamlined departmental operations. Devised working plans to ensure employee and community safety. Negotiate, prepare, and execute contracts.

- **Guided department in earning the Association of Metropolitan Water Agencies 2019 Top Sustainable Water Utility Award for strong record of effective utility management.**
- Successfully devised strategies to meet all federal, state, and local regulatory safe drinking water requirements.
- Developed, prepared, and submitted FY 2019 annual budget and CIP.
- Led department to earn 2018 AAA Standard and Poor's Bond Rating.
- Helped department win an Aa1 Moody's Bond Rating in 2018, up from an Aa2 in 2017.
- Implemented Laboratory Information Management System (LIMS).
- Initiated a new online portal for billing and water demand tracking, serving 40,000 customers.
- Reduced average consumer call wait times from over 11 minutes to under 90 seconds.
- Introduced customer service software with a call-back queue.
- Oversaw \$16,000,000 Dam Renewal project.
- Early adopter- selected and began implementation of Advanced Meter Infrastructure, scheduled completion in 2023.
- Launched Comprehensive Asset Management Plan/100-year Business Model CIP programs.
- Earned 2018 Operations Silver Award from the Virginia Department of Health, Office of Drinking Water, for Newport News Harwood's Mill Water Treatment Plant.
- Earned 2018 Operations Bronze Award from Virginia Department of Health, Office of Drinking Water, for Newport News Lee Hall Water Treatment Plant.

LAKE HAVASU CITY, ARIZONA

Director of Operations and Maintenance, 2015 – 2017

Louis Martinez

Led the direction and administration of the city's Water, Wastewater, and Maintenance Service Divisions, overseeing streets, traffic, vehicle maintenance, and parks. Directed operations of Aviation, Transit/Transportation, Solid Waste/Landfill, Technical Services, and Water Conservation divisions. Supervised staff of more than 140 full-time and 40 part-time employees. Oversaw and maintained \$44M budget. Prepared budgets for six divisions and proposed them to the City Manager and City Council. Monitored department expenditures. Managed and trained staff, then evaluated performance. Developed, initiated, and evaluated departmental requirements, programs, and activities. Assessed feasibility of programs and services. Devised and initiated departmental goals, policies, and procedures. Ensured compliance with laws and regulations. Oversaw preparation of departmental status, monthly, and annual reports. Acted as liaison between departments and the City Council, City Manager, and outside agencies. Prepared and negotiated contracts. Provided oversight of Solid Waste and City Landfill contracts.

- Achieved federal, state, and local regulatory Safe Drinking Water Act and Clean Water Act requirements.
- Met FAA Airport Regulations and grant filing reports.
- Attained all US and AZ Department of Transportation and Lake Havasu transit permit requests and conditions for grant funded programs.
- Formed and submitted FY 2019 Annual Budget and CIP.
- Led design and construction of new children's playground.
- Oversaw ongoing federal, state, and city road rehabilitation projects funded by cash, bonds, and grants.
- Directed all CIP projects for on-time and on-budget completion.

ALBUQUERQUE/BERNALILLO COUNTY WATER UTILITY AUTHORITY, Albuquerque, NM

Assistant Division Manager, 2000 – 2015

Oversaw operations of Wastewater Utility Division, an environmental and public health agency tasked to reduce the threat of waterborne bacteria/disease through advanced water reclamation processes. Supported Division Manager in directing more than 200 personnel. Led Capital Improvement Program for the department. Coordinated activities with other city divisions, departments, and outside agencies, including the US Environmental Protection Agency. Identified engineering service needs. Reviewed, directed, and monitored ongoing engineering projects and systems performance. Supported development of environmental management strategy. Implemented risk management and emergency response programs. Assisted in implementing new management practices. Assessed agency performance. Served as Co-Manager for Water and Wastewater in the development of the Vulnerability Assessment and Emergency Preparedness Plan for the city's utilities.

- Created then implemented the department's 2011 "Comprehensive Asset Management 100 Year Plan."
- Assisted with on-time and under-budget completion of \$65M Biological Nitrogen Removal Facility.
- Helped division manager prepare \$14.5M annual operating budget.
- Served as project manager for the department's Master Plan 2000-2020 that identified infrastructure needs and called for public involvement.

Additional Experience:

Committees' Committee Secretary/Committee Bill Analyst, NEW MEXICO STATE SENATE, Santa Fe, New Mexico

Bernalillo County Deputy Treasurer, BERNALILLO COUNTY TREASURER'S OFFICE, Albuquerque, New Mexico

Quality Assurance Specialist, GENERAL SERVICES DEPARTMENT/SOLID WASTE DEPARTMENT, CITY OF ALBUQUERQUE, Albuquerque, New Mexico

President/CEO, LRL SCIENCES, INC., Albuquerque, New Mexico

BOARDS & COMMISSIONS

2015-2017 State of New Mexico Public Employees Retirement Board (Trustee)
2002 Bernalillo County Environmental Gross Receipts Tax Board, Board Member
State of New Mexico, Board Member; NM Governor Bruce King's At Large Appointee
City of Albuquerque, Board Member, Vice Chairman; Transit Advisory Board
State of New Mexico, Commissioner; NM Coal Surface Mining Commission
State of New Mexico, Commissioner; NM Oil and Gas Commission (State Land Office-
Commissioner's Designee to the 3-member board)

Louis Martinez

US Department of the Interior/State of NM; Ex-Officio Member /Representing Governor of
State of NM- Regional Coal Team
Taylor Ranch Neighborhood Association, Board Member (elected at-large)
Villa De Paz Neighborhood Association, Board Member (elected at-large)

AFFILIATIONS & PROFESSIONAL ORGANIZATIONS

American Water Works Association (AWWA), Member/ Asset Management Committee
Association of Metropolitan Water Agencies (AMWA), Member/Legislative & Policy Committees
Arizona Public Works Association
Albuquerque Geological Society, Vice- President, (Past Member)
Association of Water Professionals (AWP)/ Past Student & Professional Member
Water Environment Federation (WEF)
NM Geological Society - - Past President, Past Vice-President, Past Secretary
NM Hazardous Waste Society- Past Member
American Association of Petroleum Geologists (AAPG) - Past Member
Geological Society of America (GSA) - Past Member
Government Financial Officers Association (GFOA)

PUBLICATIONS

Arnold, E.C. and others, 1977, New Mexico's Energy Resources, '76 Annual Report of the Office of the State Geologist: NM Bureau of Mines & Mineral Resources, Circ. 148.
Arnold, E.C. and others, 1978, New Mexico's Energy Resources, '77 Annual Report of the Office of the State Geologist: NM Bureau of Mines and Mineral Resources, Circular 167.
Fasset, J.E., editor, Oil and Gas Fields of the Four Corners Area, Vol. II,. "Stratigraphy & Oil and Gas Production New Mexico (Northwest)": Four Corners Geological Society, 1978.
Arnold, E.C. and others, 1979, New Mexico's Energy Resources, '79 Annual Report of the Bureau of Geology, Mining and Minerals Division (MMD), NM Energy and Minerals Dept. (NMEMD): NM Bureau of Mines & Mineral Resources, Circular 172.
Arnold, E.C. and Hill, J.M., compilers, NM Energy Resources, '80 Annual Report of the Bureau of Geology, MMD, NMED: NM Bureau of Mines & Mineral Resources, Circular 181.
Ewing, A. and Martinez, Louis, Compilers/Co-Authors, 'Sustainable Water Development for the Village of Nueva Vida, Honduras', UNM Water Resources Department, 6/2002
UNPUBLISHED- Short Titles and Presentations
Martinez, Louis, "Armored America"- - Enhancing Water and Wastewater Infrastructure Security, 1/2003, Draft
Martinez, Louis, "Conflicts between the Endangered Species Act and State Water Law: How can they be resolved?", Water Law Final Paper, 5/09/01
Martinez, Louis, "Stella Model Simulation: Predictive Economic and Physical Responses to Water Resources of the Middle Rio Grande", May, 2002
MASTER'S SUBMISSION & ACCEPTANCE
Martinez, Louis, "**Utility Response to Drought- Business of Water Management Practices and Function in View of Decreased Consumption**", Professional Paper submitted to UNM in partial requirement for Master's of Water Resources. June/2009

TIMOTHY JAMES DAY

2593 Sawgrass Lake Ct. | Cape Coral, FL 33909
239.233.4496 | timday1212@gmail.com

TOWN/CITY MANAGER

Financial Stewardship | Staff Administration | General Manager

Demonstrated leader with more than 27 years of experience directing programs and teams to achieve goals and objectives by ensuring organization standards of performance are developed and met. Expert at leading the day-to-day operations of facilities and programs include budgeting, human resources, and organizational planning. Results-driven professional with a history of driving decision-making and process improvements to boost the bottom line or solve issues. Excel at directing and coaching teams on responsibilities and policies to ensure procedural compliance. Seek a management role at an organization that values a professional with a proven track record of hard-work, results, and dedication.

- Financial Transactions
- Operations Streamlining
- Process Improvements
- Administrative Procedures
- Capital Improvement Projects
- Business Development
- Problem Solving
- Conflict Management
- Attention to Detail

Licensed Community Association Manager CAM39746
Real Estate Sales SL3433381

PROFESSIONAL EXPERIENCE

Community Association Manager

8/2017 - Present

I have been managing commercial and residential property for more than 8 years full/part-time. I am licensed as a Community Association Manager in the State of Florida and I have managed Home Owners Associations, large Condominium Associations and Co-Op's. Currently I manage 638 units in the Fort Myers area. I manage all safety/security, maintenance/public works and work for an elected Board of Directors. **(Florida License CAM39746)**

TOWN OF MELBOURNE BEACH, FL Town Manager

2015 - 2017

I served as the Town Manager of Melbourne Beach, Florida. I am responsible for all aspects of government; Police, Fire, Public Works, Parks, Human Resource, and Budget. During the past several months I have re-written the towns Policy and Procedure Manual, Updated the Land Development Code, re-designed the Computer System (moving away from operating in the Cloud), re-organized the Fire Department and made many upgrades to the physical environment. I also developed a comprehensive Capital Improvement Plan which was never been done prior to my appointment. I have also implemented an employee evaluation process which highlights employee strengths and weaknesses. My duties also include setting up all City Commission, Planning and Zoning, Board of Adjustment, Environmental Advisory, Police Retirement, and Parks Boards Meetings. During my immediate tenure the Public Works Director left his position and I assumed the role of Public Works Director along with being the Town Manager. I worked with FEMA, St. Johns Water District, Army Corp of Engineers, Department of Environmental Protection, and Florida Department of Transportation.

TOWN OF GREENVILLE, FL Town Manager

2015

I served as the Town Manager for the Town of Greenville, Florida. I am responsible for the following areas of government; Budget, Personnel, Water, Sewer, Human Resources, Fire Department, Parks, Garbage Removal, Economic Development and Cemetery. I am also responsible for grant writing and proposals. During my tenure I have also made important recommendations in the CDBG application was recently approved. I was also approved for an FDOT grant application on 9/24/2015. My goal for this position was to develop upgrades which I accomplished and it was not to be there long term. **The Town Council wanted this position to be Part-time and I wanted a Full Time Position.**

SOUTH WEST FLORIDA PUBLIC SERVICE ACADEMY, Fort Myers, FL

2002 – 2012

Director

Accountable for managerial, operational, and administrative duties for the program as well as establishing standards of performance for all staff members across counties such as Lee, Collier, Charlotte, Hendry, and Glades.

- Developed and managed an adopted budget of \$4 million-plus, directing all financial transactions accordingly
- Supervised 190-210 full and part-time staff including law enforcement, firefighter, and corrections officers
- Achieved numerous perfect financial audits and performance audits through detailed reporting and processes
- Led all human resources functions for staff including coaching, evaluating, hiring, and firing

CITY OF CAPE CORAL, Cape Coral, FL

2000 – 2009

City Councilman/Mayor Pro-Term

Lawfully governed the city of more than 163,000 residents and 1,600 full-time employees as an official elected to serve two consecutive terms. Reviewed and approved total annual budget of more than \$500 million as well as set the tax levy.

- Established and modified goals and objectives for the municipality
- Responds to constituent requests for information or assistance with problem resolution
- Formulated policies, developed programs, and sponsored laws to solve current and future issues
- Instrumental in leading large-scale land use changes to attract businesses to the area

FLORIDA DEPARTMENT OF LAW ENFORCEMENT, Fort Myers, FL

1997 – 2002

Regional Field Representative

Served as a liaison for law enforcement agencies with a focus on implementing administrative and leadership processes to improve operations.

- Created the Marco Island Police Department, drafting policies, procedures, and execution schedule
- Developed and implemented new programs for collecting, using, and verifying criminal justice data
- Led management studies and surveys of criminal justice programs to identify improvement areas
- Supervised new hire training and certification of more than 5,000 officers and reviewed all records to ensure compliance with federal and state laws

CITY OF PROVIDENCE RHODE ISLAND, Providence, RI

1985 – 1996

Police Officer

Ensured effective operations while serving in numerous roles, including Patrol Officer, Organized Crime Division Office, and Administrator - during which I worked directly with the Police Chief to establish policies and procedures.

- Received numerous awards and commendations including Lion's Club Police Officer of the Year for saving 16 people in a burning house fire, and the American Legion Metal of Valor

STATE OF RHODE ISLAND PARK POLICE, RI

1983 – 1985

Police Officer

Law enforcement officer charged with performing uniform patrol duties across state parks, beaches, and campgrounds.

EDUCATION & CREDENTIALS

Bachelor of Arts , Rhode Island College, Providence, RI
Associate of Science in Administration, Roger Williams University, Bristol, RI
Florida Licensed Community Association Manager, #CAM39746
Florida Certified C.J.S.T.C. Instructor
Florida Certified Guardian
Certified Police Officer in Rhode Island & Florida

AWARDS & DISTINCTIONS

Florida Department of Law Enforcement Flawless Audit: 2002, 2004, 2006, & 2008

Florida Department of Law Enforcement Award for Outstanding Performance
Lions Club Police Officer of the Year
American Legion Metal of Valor
Providence City Council Certificate
Department Commendations (Four)

PROFESSIONAL AFFILIATIONS

Florida Domestic Security Task Force-appointed by Governor
Boys Head Soccer Coach Oasis Middle School
Cape Coral Soccer Association Coach/Board of Director
Member of Southwest Florida Police Chiefs Association
Certified Criminal Justice Standards and Training Instructor
Florida Training Center Directors Association
Metropolitan Planning Organization
Southwest Florida League of Cities
Cape Coral Transportation Advisory Committee
Little League Baseball Coach
Edison College Criminal Justice Advisory Board
Space Coast League of Cities-Director
Brevard County School District Capital Improvement Committee
Space Coast Public Managers Association
Space Coast League of Cities

Miguel A. Núñez

3960 NW 103rd Drive, Coral Springs, FL 33065

Cell 954-448-3761 / mnunez2264@gmailcom

*Architect • General & Roofing Contractor • Building Inspector • Plans Examiner • Code Administrator •
Floodplain Administrator • Public Administrator*

May 4, 2020

Dear Hiring Manager/Screening Committee,

Thank you for taking the time to consider me for the position of Public Services Director at the Town of Pembroke Park. I am very excited about the possibility of being part of your organization in a different role. Utilizing my skills and abilities to benefit your organization is a humble and exciting possibility for me.

I have over twelve years of experience in the local, public assistance role, and during my tenure at various cities as outlined in my resume, I was responsible for the support, administration, and organization of a wide variety of tasks for the building department Team. I have taken charge of the management of customer service, daily administrative functions, and other vital organizational project tasks with other departments and staff; also, I have been responsible to the code enforcement units and interactions with the public and other departments within the organization.

My expansive skill set includes rules/ordinances planning, scheduling, document creation and management, project support, and other general administrative duties. During my time at the Local Government and in my own business, I have played a crucial role in the successful completion of many vital projects, which have helped drive an increase in revenue, new levels in efficiency and production for our customers, economic and other governmental partners.

During my private sector experience, I have worked in the residential, commercial institutional and infrastructures, which gives me a unique set of analytical skills to rapid solving any potential constraints within all aspects of construction and management.

I truly appreciate your time and consideration regarding this vital role at your organization. I believe that I possess the necessary skills, abilities and experience which are critical to this position and would be thrilled to become the next member of your team. Please feel free to contact me at any time with any questions you may have or to further discuss this opportunity.

Sincerely,

**Miguel A.
Núñez**

Miguel A. Nunez, MPA, CBO, CFM.

Digitally signed by Miguel
A. Núñez
Date: 2020.05.04 17:49:17
-04'00'

Miguel A. Núñez

3960 NW 103rd Drive, Coral Springs, FL 33065
Cell 954-448-3761 / mnunez2264@gmailcom

Architect • General & Roofing Contractor • Building Inspector • Plans Examiner • Code Administrator • Floodplain Administrator • Public Administrator

Professional construction designer, project manager, estimator, public administrator and code analyst, with excellent organizational skills, project programming, analytical, problem solving and bilingual (English & Spanish) communication skills, critical thinker. Whose background, knowledge of industry and government departments operations, building codes and floodplain regulations, to rapid problem solving and expertly directs resources to efficiently save time and resources, by means of ideas and recommendations to daily challenges.

Professional Experience

City of Hallandale Beach

August 05, 2019 to Present

Local Government.

Building Official / Floodplain Administrator /: Management of all aspects of the Enforcement of State of Florida Building Codes (FBC) and local ordinances in the structural discipline, while overseeing compliance with the approved plans for residential and commercial projects. Coordinating and enforcement of the floodplain requirements as part of the City's membership in the NFIP program as mandated by FEMA.

Town of Pembroke Park

May 15, 2019 to Present

Local Government.

Building Official / Chief Building (Structural) Inspector / Structural Plans Examiner / Structural Inspector / Floodplain Administrator / CRS Coordinator: Management of all aspects of the Enforcement of State of Florida Building Codes (FBC) and local ordinances in the structural discipline, performing structural plans review and structural inspections, while overseeing compliance with the approved plans for residential and commercial projects. Coordinating and enforcement of the floodplain requirements as part of the Town membership in the NFIP/CRS programs as mandated by FEMA.

City of Pompano Beach

January 2011 to March 2019

Local Government.

Building Official (2013 to 2019) / Building Code Compliance Supervisor (2012-2013) / Building (Structural) Inspector (2011-2012): Management of all aspects of the Building Department and Enforcement of State of Florida Building Codes (FBC) and local ordinances, while overseeing compliance with the approved plans for residential and commercial projects. Supervise the performance of the building department and enforcement of building code violations, investigations, presentation to the Unsafe Structures and Housing Appeals Board, Special Magistrate and follow up to legal actions.

NU-CON, Inc.

February 2002 to January 2011

General, Roofing and Structural Shell Contracting Company.

- President / CEO.: Led company, Including sales, production, estimating, personnel, pricing, P&L due diligence and budget. Managed subcontractors field operations quality control contracts, costs schedule and materials management.

City of Boca Raton	January 1999 to February 2002
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Local Government.

- Building (Structural) Inspector: Enforcement of State of Florida Building Codes (FBC) and local ordinances, while overseeing compliance with the approved plans for residential and commercial projects. Provided expert support for the code enforcement officers, the Builders Board of Adjustment and Appeals and the Zoning Board. Plans review assistance to the public and the Building Code Administrator.

Professional Engineering and Inspection Company (PEICO)	March 1996 to January 1999
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Engineering Firm Provider of Design, Threshold, Special and Geotechnical Inspections and Plans Review.

- Field Structural Inspector: Performed special threshold and UBCI inspections for residential, commercial, institutional and educational facilities.
- Design Assistant: Structural and architectural designer, CAD operator for structural and architectural designs. Developer; Contractor, Project Design coordinator.

Garmon Construction Corporation	August 1995 to March 1996
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Structural Contracting Company

- Field Superintendent: Performed scheduling, takeoffs, quality control, delivery control and material management. Plans coordinator for fast paced construction projects. Managed over 15 subcontractors and several suppliers.

Michael A, Mosher, PA – Architects / Planners	January 1993 to August 1995
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Architects, Engineers & Planners firm.

- Senior Architectural Designer and Draftsperson: Architectural designs for residential, commercial projects, while coordinating the associated trades with the main design for the final construction drawings. Coordinated meetings with specialty engineers, local Inspectors, special Inspectors, and code research for projects in progress to assure implementation and or compliance.
- Principal Assistant: Facilitated owner's communication with contracted professional for scheduling and budget control, while managing a staff of 5 Draftspersons.

S. Charles Brugnetti & Associates	August 1992 to January 1993
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General Contracting Company.

- Architectural Draftsperson and G.C. Assistant: Performed structural/architectural design/drafting, as-built, and interior design for the Bankers Savings Bank complex in Coral Gables, Florida. Coordinated the Initial construction schedule for the main building renovation and the adjacent retail areas.

Construcciones & Servicios Generales. S.A.	July 1989 to June 1992
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Architects, Engineers, Planners & Contracting Firm.

- Director of Design & Project Supervision Department: Senior Architect in charge of the design and supervision contract of the Bank of Reservas of the Dominican Republic and its 32 offices throughout the country. Managed a staff of 5 project managers. 2 engineers and 3 draftspersons and contract management of 7 contractors.

Education & Credentials

Master in Public Administration (MPA) (Honor: Summa Cum Laude)	July 2014 to July 2016
<i>Strayer University</i>	
Crime Prevention Through Environmental Design (CPTED)	2019
Lean Six Sigma Green Belt (LSSGB)	2015
Code Enforcement Professional (Levels I, II, III & IV) – FACE	2013
Executive Certificate in Project Management	2009
<i>Florida Atlantic University (FAU)</i>	
Master in Construction Administration (Honor: Cum Laude)	1990
Bachelor in Architecture (BA)	1989
<i>Universidad Nacional Pedro Henriquez Ureña (UNPHU)</i>	
High School (Math & Science).	1982
<i>Colegio Claret</i>	

Licenses, Skills and Professional Associations

Licenses and Certifications:

Dominican Republic	Architect	Codia 9197
State of Florida	Building Code Administrator (S, I)	BU 1748
	Certified Building Inspector (S, I)	BN 2991
UBCI Inspector ■ 1 & 2 Family Dwelling Inspector ■ Coastal Construction Inspector ■ Structural Masonry Inspector		
	Certified Modular Inspector (S, I)	SMI 93
	Certified Roofing Inspector (S, I)	SRI 129
	Certified Plans Examiner (S, I)	PX 1595
	Certified 1 & 2 Plans Examiner (S, I)	SFP 234
	Certified General Contractor (S, I)	CGC 061765
	Certified Roofing Contractor (S, I)	CCC 1328341
	Certified Floodplain Manager (F)	US-13-07157
	Real Estate Salesperson (S)	SL 3111065
Emergency Management (F)	IS-100, 200,700, 701.a and 800.b	
	G-300 and 400	

State of Florida (S) – International Code Council (ICC) (I) – FEMA (F)

Technical Skills:

Microsoft Office: Word, Excel, PowerPoint, Outlook, Publisher & Project, QuickBooks, AutoCAD, HTP, NaviLine & EPlan Software (ProjectDox); Bluebeam, Energov, among others.

Professional Associations:

- International Code Council (ICC)
- Association of State Floodplain Managers (ASFPM) (US)

- Florida Floodplain Managers Association (FFMA) (FL)
- Building Officials Association of Florida (BOAF).
- Broward County Building Officials Association (BOIEA)
- Florida Association of Code Enforcement, Inc. (FACE).
- Colegio Dominicano de Arquitectos, Ingenieros y Agrimensores (CODIA)

Community Service and Personal

Broward County:

Board of Rules and Appeals:

Certification Review Committee (September 2017)

Structural Committee (February 2019)

Central Examining Board for General and Specialty Contractors (March 2016) Secretary.

City of Coral Springs:

Community Assisted Patrol (CAP); Emergency Response Team (CERT) <Inactive>

~ References Upon Request ~

Daniel M. Ortiz, PE

Davie FL 33331

dmortiz@aol.com

732-619-8772

Year's Experience 35+

Education:

BS, Civil Engineering, The City College of New York, 1984

Professional Licenses:

PE: Florida - No. 68042

New York - No. 066178

Texas - No. 95134

Mississippi - No. 18293

Maryland - No. 42745

Virginia - No. 0402051380

District of Columbia - No. PE907059

Qualifications/Certs:

FDOT- CTQP Quality Control Manager

FDOT-CTQP Asphalt Paving Level 1 & 2

FDOT-Advanced Maintenance of Traffic Training

FDOT auger cast piles self-study

FDOT Final Estimates Levels 1 & 2

FDEP - Erosion and Sedimentation Control Inspector Certification

30-Hour OSHA Construction Safety and Health Training, 2009

Civil Engineer and Construction Manager possessing a wide variety of construction experience with different types of project delivery methods in large design-build practices and operations in roadways, bridges, tunnels, railroad and mass transit systems/facilities and vertical construction; parking structures, and marine construction; precast concrete, post-tensioning, and grouting practices; wastewater treatment plants and lift station facilities; storm and sanitary sewers and other municipal and department of public works projects; Proven track record of directing complex, multisite construction projects and initiatives for major corporations, delivering substantial revenue, productivity, and quality improvements through well-managed projects that meet or exceed completion requirements.

Work Experience:

Surveying And Mapping, LLC (dba SAM)

(2019-2020)

Senior Project Engineer

Transportation Construction Services, Business Development and Client Relations, Project Management and Constructability Reviews; Contract negotiations.

Work Experience:

WOOD Environmental & Infrastructure Solutions

(2018-2019)

South Florida Construction Engineering & Inspection Services Practice Leader

Transportation Project Management and Constructability Reviews; Business Development and Client Relations; market analyses and budgets with P&L responsibility; Contract negotiations.

GANNETT FLEMING, INC.

(2012-2017)

Turnpike Service Plaza Projects Construction Engineering and Inspection Services, St. Lucie County, FL, Florida Turnpike Services, LLC. (2014-2017) Project Manager overseeing construction engineering and inspection (CEI) services for Fort Pierce service plaza. CEI scope included typical construction inspections, soils and concrete materials testing, and soils and concrete quality control as it relates to the site civil construction; inspection of drainage, new roadway construction, traffic signs, asphalt milling and resurfacing. Also included in the scope are the threshold inspection coordination, MEP and architectural items for the new LEED Silver 40,000 SF restaurant building; materials testing for soils and concrete related to the construction elements of the project, per Florida Building code/specs.

Doverplum Avenue and Cypress Parkway Intersection Improvements, Osceola County, FL.

Board of Commissioners of Osceola County. (2014) QA/QC Support for road improvements; road widening, milling and resurfacing; Signing and pavement markings; drill shafts and signal light structures; drainage box culverts and maintenance of traffic.

On-Call Constructability reviews for General Architectural and Engineering Consulting Services, Various Locations, MD, DC, and VA, (2012 - 2014)

Performed constructability reviews of pre-bid design documents; site assessment of existing conditions and feasibility studies; logistics for construction equipment access, materials laydown areas and coordination with other existing railroads and facilities. *Maryland Transit Authority (MDTA), (2013) Purple Line (P/L) light rail system.* Constructability review for the steel superstructure alternative of the proposed Aerial Guideway crossing over the existing WMATA and CSXT railroad tracks at the Silver Spring Transit Center (SSTC).

Hampton Roads Sanitation District (HRSD), (2013) Constructability review for the Norchester Pump Station improvements; Interim pump station bypass during construction; demolition of existing structures and construction of new pump station.

Washington Metropolitan Area Transit Authority (WMATA), (2013) Constructability review for Chiller Plant rehabilitation projects at Forest Glen, Wheaton and Crystal City transit stations.

- HVAC reconstruction of the Greenbelt Yard Operations Building.
- Arch. /Mech. /Elec. reconstruction for Carmen Turner Facility new UPS room.

Metropolitan Police Department District II substation and King Street bus loop, VA, (2012-2013)

Washington Metropolitan Area Transit Authority (WMATA), (2012-2013) Construction Manager/Resident Engineer responsible for coordinating inspection activities and constructability reviews for two WMATA projects, the design-build of the Metropolitan Police Department District II substation and the design-bid-build of the King Street bus loop; managing daily inspection activities with senior inspectors; conducting progress meetings; writing requests for information; evaluating change orders for entitlement; and reviewing cost-loaded schedules and payment requisitions.

Daniel Ortiz, P.E.
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Pistorino & Alam Consulting Engineers, Miami, FL

(2009 – 2012)

Metrorail Link to Miami International Airport, Miami, FL, *Miami-Dade Transit*. (2009 – 2012) Project Manager challenged with engineering and inspecting a \$360 million construction project for Miami-Dade Transit, which entailed constructing a new 2.4-mile elevated guideway Metrorail extension and train station. Oversaw and maintained activities related to the guideway structures, fixation railroad track installation, and ancillary work. In addition, work consisted of site streets drainage, roadway asphalt milling and resurfacing, landscaping, roadway signs, lighting and signalization structures. Evaluated and monitored maintenance of traffic per *Manual on Uniform Traffic Control Devices* and Florida Department of Transportation standards.

HNTB Corporation

(2004-2009)

Miami Intermodal Center/Miami International Airport, Miami, FL, *Florida Department of Transportation*. Fin # 406800-0-52-01 (2008-2009) Senior Project Engineer performing engineering inspection and contract management services for a \$43 million project involving a train station for the automated people mover, providing a light rail connection between the Miami International Airport and the Miami Intermodal Center. Scope of work included Steel bridge/concrete deck and Roadway approaches connecting to the new train station, augercast pile foundations, cast-in place and precast concrete structures, structural steel, concrete posttensioning and grouting, architectural finish items. Coordination of daily field inspections and onsite/offsite materials testing/acceptance, in accordance with FDOT Standard Specs and Miami-Dade Building Threshold inspection program

US 90 St. Louis Bay Bridge, Hancock County, MS. (2006-2008) Quality Control Manager challenged with directing the construction of design-build for the \$284 million post-Hurricane Katrina reconstruction project. This fast 2-year project consisted of the construction of a new four-lane 2.1-mile-long concrete bridge with a new alignment parallel to the existing collapsed bridge, spanning across the Bay of Saint Louis. Superintended day-to-day activities for construction engineering and inspection personnel. Organized and executed quality assurance/quality control meetings. Composed and submitted monthly inspection reports to the client, certifying all construction activities completed and making certain the client remained advised on activities.

General Engineering Consulting (GEC), Austin, TX, *Central Texas Regional Mobility Authority (CTRMA)*. (2004-2006) Field Engineer for the GEC firm representing the owner, CTRMA, developing performance specifications, right-of-way land acquisitions, utility coordination studies, and evaluation of developer's proposals for the new 183-A Turnpike \$168 million design-build project. During construction, accountable for the owner verification oversight of the new 11.6-mile highway, bridges, and toll facilities and over-the-shoulder design review of bridge structures, culverts, roadway, toll facilities, and utility coordination. All this was performed in conformance with the Texas Department of Transportation, Federal Highway Administration, and building code requirements.

R.M. Shoemaker, Ramsey, NJ

(2004)

Parking Garage Facility, Ramsey NJ, *New Jersey Transit*. (2004) Project Engineer/General Superintendent for the new, \$30 million, design-build rail station, precast-concrete parking garage facility and roadway improvements. Coordinated and scheduled construction activities with subcontractors to make certain of adherence to schedule guidelines. Spearheaded implementation of construction means and methods and problem solving to promote expeditious discovery and resolution of problems. Wrote reports and requests for information to the engineer/architect of record.

Frederic R. Harris/Don Todd Associates, Inc.

(2000-2004)

Joint Venture in Project and Construction Management Services, Secaucus, NJ. (2000-2004) Quality Assurance Manager/Resident Engineer appointed to direct a \$450 million rail transfer program in Secaucus, New Jersey, which involved performing internal and external audits in conformance to ISO 9000 guidelines, interacting with the construction manager in the decision-making process, preparing drawings and estimates, and reviewing payment requisitions. Composed and distributed requests for information, finding of facts, and nonconformance reports. Assessed site-specific work plans and examined "as-built" drawings submitted by contractors. Monitored Amtrak Force Account work. Reviewed daily inspector's reports. Organized and conducted progress meetings and wrote minutes. Performed extensive inspections of fieldwork and checked contract drawings and specifications.

Don Todd Associates, Inc.

(1998-1999)

Hudson-Bergen Light Rail Transit Project and Newark City Subway Vehicle Base Facility Project, New Jersey. (1998-1999) Quality Assurance Engineer responsible for managing quality-related field activities for the \$500 million Hudson-Bergen Light Rail Transit Project and the Newark City Subway Vehicle Base Facility Project. Monitored activities of the design-build-operate-maintain (DBOM) contractor to promote adequate quality and inspection coverage of the design and construction facilities; maintained and submitted field quality documents and records; monitored and reported corrective actions in accordance with procedure; obtained daily work schedules from contractors; made certain that testing agencies and

Daniel Ortiz, P.E.
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contractors/subcontractors were in compliance with procedures; interfaced with DBOM contractors regarding project quality; and assisted New Jersey Transit construction management personnel with field technical advice.

NYC Department of Environmental Protection

1993 – 1998

Project: Construction of Wastewater Pumping Stations and rehabilitation of Wastewater Treatment Plant Facilities in Brooklyn, Queens, Staten Island.

Resident Engineer Supervisor: Scheduling/conducting job progress meetings, preparing/negotiating change orders and time extensions, preparing payments, coordinating with various government agencies and facilities, identifying and resolving complaints from businesses homeowners, and Community groups; supervising resident engineers at various construction projects, including monitoring hazardous material abatement contracts, troubleshooting operation of pumping stations and liaison between in house design Architects/Engineers.

Mersereau Avenue, Mason Avenue and Cannon Avenue Wastewater Pump Stations, Staten Island, NY. Resident Engineer charged with the construction supervision for the rehabilitation of existing pump stations. For each location, the scope work consisted of the replacement of existing pumps and level control system, with new variable frequency submersible pumps discharging into a new manifold and force main, together with new MCC and level control system. For each pump station, there was a need to construct an interim pump station, with level controls monitoring system. Other work included asbestos remediation, lead-based paint removal, architectural reconstruction, and landscaping.

NYC Department of Environmental Protection Plant Construction

1990 – 1992

Project: \$100M Wastewater Sludge Dewatering Facilities, Staten Island

Lead Civil Engineer: Supervision and coordination with contractors in the construction of new Wastewater Sludge Dewatering Facility and concrete sludge storage tanks. Other responsibilities were: quality assurance and analysis of building's structural integrity during construction (in reinforced concrete & structural steel); monitoring laterally supported excavations, pile driving and load tests; supervising Land Surveying crew in geometric layout; monitoring construction of roadways/pavements/sidewalks, storm and sanitary sewer systems; recommendations/documentation of changed conditions related to construction activities in the field; witnessed and performed specific tests as required by specifications; prepared nonconformance reports.

NYC Department of Environmental Protection Heavy Construction/Water Supply

1984 – 1990

Civil Engineer: Design and Construction of the Water Tunnel #3, Distribution Chambers and access shafts, from Upstate New York to New York City. Design and analyzes of pressurized water vessels, shallow foundations, aluminum/steel platforms and staircases, storm and wastewater collection systems; Construction cost estimates as well as engineering investigations and feasibility studies; Construction progress schedules and contract specifications.

Pits International Corporation, New York, NY

1984 – 1984

Apprenticeship program in bridge and highway design/rehabilitation responsible for working on the design of steel and reinforced concrete structures for highways and bridges; substructure design of abutments, retaining walls, piers, spread-footings, and pile foundations; and bridge layout, inspection, and rating.

**Bob Dass, P.E.
10 Beth Ann Way
Ewing, NJ 08638**

Ms. Agatha Muse-Salters, Town Manager
Town of Pembroke Park, Town Hall
3150 SW 52nd Avenue
Pembroke Park, FL 33023

May 4, 2020

RE: Public Services Director/Town Engineer Position

I'm pleased to submit my application for the referenced position. My resume is attached for your consideration for this purpose. Considering my extensive experience in public works engineering and management specializing in operations, transportation, utilities, capital improvements and land development projects, I believe I'm well qualified for the position. However, my interest in this position is primarily for professional satisfaction and not so much for monetary gain. I would be happy if I can make a difference and leave a legacy of my expertise for Pembroke Park.

I am a certified Public Works Manager and a Professional Engineer (Civil/Environmental /Structural) licensed in Florida and seven other States. I have over 30 years of progressively responsible experience, including 10 years as Public Works Director/City Engineer, in planning, organizing, directing and overseeing multi-million dollar public works & engineering programs, operations and capital improvement projects including streets, highways, buildings, bridges, GIS, traffic engineering, water/wastewater/storm-water utilities, floodplain/storm-water management, NPDES/MS4 permits, coastal engineering and land development projects, emphasizing:

- Customer service, professionalism and ethics
- Excellence in engineering design, construction & maintenance.
- Fiscal responsibility, quality assurance and cost effectiveness
- Contract compliance within given budget, scope and time schedule.
- Effective working relationships with consultants, contractors & using agencies..

I have extensive management and supervisory experience in interacting, communicating and negotiating with consultants, contractors, higher management, various government agencies, boards & commissions, different interest groups, inter & intra-departmental personnel, elected officials and the general public. I am adept at obtaining and administering state & federal grants.

I can present my views and ideas comfortably, confidently and persuasively both orally and in writing. Through years of training and experience, I have acquired strong management, interpersonal, communication and public relations skills. I am adept at problem solving, resolving conflicts/disputes and maintaining esprit de corps through consensus building and team approach. I believe in and practice collaborative, participatory and service-oriented management.

I trust you will find me well qualified for the position. Should my qualifications meet your requirements, I would be glad to discuss the details with you. Please feel free to call me at 609-771-0955 for any questions or additional information. Thank you for your kind consideration. I look forward to hearing from you.

Sincerely,

Bob Dass, P.E.

BOB DASS, P.E.
10 Beth Ann Way
Ewing, New Jersey 08638

Tel: 609-771-0955

bobdass@yahoo.com

RESULTS-DRIVEN PUBLIC WORKS DIRECTOR

A seasoned public works manager and professional engineer with extensive knowledge and experience in planning, organizing, directing and managing multimillion dollar public works programs, operations, facilities and infrastructure including engineering design, construction management, budgeting, contract administration and cost & quality control:

- An innovative leader and a dedicated team player with strong management, interpersonal, communication and public relations skills.
- Superb balance of technical know-how with workforce management and collaborative abilities.
- Achievement oriented with organizational vision and proactive foresight emphasizing professionalism, ethics and integrity.
- Adept at problem solving, improving productivity and maintaining esprit de corps through consensus building and team approach.

NOTABLE ACHIEVEMENTS

- Received several letters of commendation and newspaper write-ups for exemplary performance and innovations in public works engineering & management.
- **Pioneered** the concept of **regional** wastewater treatment in NJ. Managed the planning, design, construction and contract administration of the **first** regional wastewater treatment plant in Princeton, NJ under the US EPA Construction Grants Program. This plant was designed with excess treatment capacity that was sold to adjacent municipalities thus turning it into a big “money maker” for Princeton for many years.
- For the **first** time, averted major environmental health hazard due to malfunctioning & leaching septic systems in rural areas of Princeton by extending the sanitary sewerage system funded by US EPA grant. Also, used that grant money for infiltration/inflow abatement in the existing sewerage system thus reducing surcharges & treatment costs.
- **Pioneered** the concept of storm drainage detention/retention in NJ for flood controls. For the **first** time in NJ, developed and administered new requirements for proposed new residential & commercial land developments to provide storm drainage detention basins for the post development run off.
- For the **first** time in Princeton, planned, designed & constructed large detention basins in strategic locations that alleviated long standing major flooding problems in the city.
- For the **first** time, developed & implemented user impact fees to be paid by residential & commercial developers for required off tract improvements of infrastructure.
- For the **first** time in Princeton, set up a preventive maintenance and pavement management system for public streets & parking lots that resulted in objective and cost effective decision making for capital programming and significant cost savings.
- Managed the planning, design, construction and contract administration of the **entire infrastructure** for a new correctional facility in a remote location for NJ State including streets, parking lots, water supply/treatment & distribution systems, wastewater collection & treatment systems, storm-water/drainage systems and utilities.
- Designed and implemented a cost accounting system for public works programs and set it up as an enterprise.
- Developed and implemented comprehensive emergency management plans.

PROFESSIONAL EXPERIENCE

Dass Engineering & Public Works Management, Trenton, NJ

2010 - Present

Consulting Engineer/Manager:

As responsible in-charge

- Provide consulting engineering and project management services to municipal, county and state government agencies for planning, engineering design, construction management and contract administration of public infrastructure projects including streets, highways, buildings, bridges, water/wastewater/storm-water systems.
- Provide consulting engineering services to private developers & contractors for the planning, design and construction of land subdivision/site plan developments in compliance with local zoning & land use regulations and design standards.
- Manage, supervise and coordinate various environmental, traffic engineering and transportation planning studies and obtain required regulatory permits and approvals.
- Supervise construction of public works projects and oversee, coordinate and monitor contractors' compliance with the engineering plans and specifications. Also, review contractors' payment claims & change orders and resolve conflicts & disputes.
- Develop long range master plans, programs, cost estimates, budgets & construction schedules for capital improvements of public infrastructure.
- Make engineering reports, recommendations and presentations to various government agencies, advisory boards & commissions and answer inquiries from government officials and the media about proposed projects.
- Manage and supervise staff and work operations and maintain an effective working relationship with developers, contractors and various government agencies.

State of New Jersey GSA, Trenton, New Jersey

1987-2010

Manager of Engineering & Construction Operations/Projects Manager:

As responsible in-charge,

- Managed engineering design, construction and contract administration of multi-million dollar capital improvement projects for state facilities, buildings and infrastructure including water/wastewater/storm-water systems, streets & parking lots.
- Developed scopes of work, professional services contracts, plans & schedules and managed & coordinated multiple design and construction projects.
- Developed and administered long-range construction plans, programs and budgets for capital improvements of state facilities and infrastructure.
- Reviewed & approved engineering/environmental studies, plans, designs, specifications & cost estimates prepared by consultants and set up construction services contracts.
- Reviewed & approved construction claims & change orders and amendments to professional services contracts.
- Prepared reports, recommendations & correspondence on various design & construction projects and departmental operations.

(Continued on Page 3)

BOB DASS, P.E.

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- Planned, organized and directed maintenance operations and implemented preventive maintenance programs for facilities & infrastructure. Developed and administered budgets.
 - Interacted with various public & private agencies as well as with consultants, contractors and the staff and maintained an effective working relationship.
 - Managed & supervised staff and evaluated consultants', contractors' and staff work performance

Townships of Princeton & Piscataway, New Jersey

1976-1987

Director of Public Works/City Engineer:

As Department Head,

- Planned, organized and directed engineering design, construction & maintenance management and contract administration of public facilities & infrastructure including streets, highways, bridges, water/wastewater systems, storm drainage & flood controls.
- Developed and administered long range plans, programs and budgets for capital improvements of facilities and infrastructure.
- Supervised subdivision/site development & building plan reviews and construction.
- Managed and supervised public works & engineering staff in various disciplines.
- Developed and administered operating budgets and procurement of materials & equipment.
- Established and monitored departmental goals & objectives, priorities, work rules, policies and procedures.
- Prepared reports & recommendations and made presentations to the governing body and advisory Boards on public works and engineering projects.
- Interacted with consultants, contractors, developers, various agencies, boards & commissions and the public and maintained an effective working relationship.
- Implemented participative team management and an effective complaint handling system that improved productivity, employee morale and public relations.

EDUCATION

- Bachelor of Civil Engineering and several graduate courses
- Masters in Business Administration (Management)
- A few Doctorate Courses in Engineering Management
- Won several University Merit Awards and Scholarships
- Several specialized courses in public works engineering & management, construction & project management, contract administration and environmental engineering.
- Computer courses in MS Word, Project, Excel, PowerPoint, Internet & Email.

PROFESSIONAL AFFILIATIONS

- Licensed Professional Engineer and Planner
- Member American Public Works Association
- Member American Society of Civil Engineers
- Member NJ Society of Municipal Engineers

Paul E. Carlisle
17369 40th Run North
Loxahatchee, FL. 33470
561-718-8333 Email carlislep39@gmail.com

April 20, 2020

Human Resources
City of Pembroke Park

RE: Public Services Director/Town Engineer

This letter is in response to your advertisement on the Florida League of Cities website regarding the position of Public Services Director/Town Engineer. Please review the enclosed résumé, as I would like to schedule an interview with you to discuss this exciting opportunity.

I have been in Municipal and County government for most of my professional career, working as a County Administrator, Town Manager, Public Works Director and currently the City Manager for the City of Sebastian. I am a member in good standing with the ICMA. I work with the Florida Association of Counties, Small County Coalition and the State Legislators in developing legislative priorities. As a County Administrator and City Manager I have successfully demonstrated my ability to maintain fiscally responsible budgets and employee morale. My tenure as a County Administrator of a rural County, I was front and center in all of the economic development and redevelopment opportunities and this has continued to be the case in my current position of City Manager. I have brought economic development projects to every City and County that I have been employed with to create sustainable jobs. I have worked for the private sector performing site development, provided consulting services for cities and counties throughout the State of Florida to maximize their budgets and improve their overall infrastructure. I have also successfully negotiated several collective bargaining agreements with amicable results.

I completely understand your requirement for an engineering degree and certification in your job posting, but before you choose to eliminate me from your consideration on this regard look at my experience where in both Public Works and City/County manager jobs that I have held with great success, I was always chosen over those with engineering and college degrees. My reputation for providing solid leadership and innovative planning has always been recognized and rewarded. I appreciate your positive consideration regarding this issue.

The experience that I would bring to the City of Pembroke Park is unique for the Public Services Director/Town Engineer position, as having worked in and managed most every department in various Cities and Counties in Florida and South Carolina. I have first-hand knowledge of the operations and the needs of the departments and divisions. This insight is crucial to developing great team work and identifying budget needs. As having served for extensive time in the City Manager positions provides me the ability to not only address things from the department level but also with the unique understating of knowing how to address issues from the City Managers perspective and avoid the political pitfalls. Please look at my continued career successes and achievements and that is what I can bring to the City of Pembroke Park should you consider me for your next Public Services Director/Town Engineer.

I look forward to hearing from you.

Sincerely,
Paul E. Carlisle
Paul E. Carlisle

PROFESSIONAL EXPERIENCE

May--2018 – Present City of Sebastian
City Manager
1225 Main Street
Sebastian, FL. 32958

Sebastian is an attractive waterfront community that boasts a quiet, laidback charm. The area is a paradise surrounded by natural beauty. Just across the Intracoastal Waterway lie some of Florida's most attractive barrier islands, Sebastian Inlet State Park and Pelican Island National Wildlife Refuge.

I manage all departments with in the city as most do that includes, Police, Finance Administration, Public Work/Engineering, Airport, Facilities Maintenance, Community Development/CRA, Leisure Services, Municipal Golf Course,

As the City Manager there are several challenges that I acquired and have been addressing and have made considerable progress on. The many capital projects that are underway and the others that are needed, among them are the construction of the new Public Facilities/Public Works Department is underway under a design build process, the construction of new airplane hangars and airport renovations, the development of a roadway management plan, the reassessing and implantation of the storm water master plan. The majority of the airport construction was done through Grant from the FAA and FDOT funds most were 90/10 matching funds.

I was able to negotiate and annex into the City 1,100 acres of undeveloped land and with that we provided a future land use that will be a great extension of the City, providing for sustainable industry and employment centers, affordable housing, conservation land reserves and institutional lands that will be donated to the City at no cost.

I established the Cities first Strategic Plan. This plan was developed with the philosophy that the goals and measures had to demonstrate the further advancement and quality of life for the City. All agenda items for City Council will then be tied to this plan and noted on the agenda item what goal this item provides to meet that goal. All budget items will have to address in the justification how it ties to the plan.

The City budget was very through when I came to the City, but I reconstructed the budget to provide clear transparency and accountability. This was received with great accolades from City Council, the Budget Advisory Board and the residents of the City.

January -2014 – May 2018 Glades County Board of County Commissioners
County Administrator
500 Ave J
Moore Haven Fl. 33471

Glades County is located in the Heartland Region of Florida; it has been fiscally constrained because of the population and employment opportunities. As the County Administrator I have taken steps to help the County prosper and develop. I serve on the Board of Directors for the Florida Heartland Regional Economic Development Initiative (FHREDI). I have worked with the legislature on economic appropriations to develop a needed training center to train not only high school students but the unemployed and under employed workforce. This is key to attracting business to the area. Working with the colleges and the regional economic development counsels we are starting to see the value this will bring to the area.

Paul E. Carlisle

As Amendment One was seen to be gaining approval at that time in the legislation, it was apparent that we needed to look at how this would affect our region and the State. I met with legislatures, the Small County Coalition and Florida Association of Counties and large landowners to develop a plan that would not only support conservation but also would not remove large tracts of land from the tax rolls and take future development opportunities away. This plan became the legislative priority for both the Small County Coalition and the Florida Association of Counties.

I worked with manufactures that were looking to develop in Glades County along with several interested parties as well. This will bring needed jobs and tax base to the County. I have successfully finalized the addition of a travel center that will be located in the County that will bring new jobs and additional ad valorem, infrastructure and gas tax to the County. I was able to negotiate with FDOT to have them fund, design and construct infrastructure improvements and signalization for the entrance to Americas Gateway at no cost to the County or the developer.

During the budget process I was able to reduce the budget deficit and we provided pay raises for the first time in seven years to our employees.

2011 – Dec. 2014 **City of Rock Hill**
Director of Public Works
757 S. Anderson Rd
Rock Hill SC. 29731

The City of Rock Hill is the fourth largest City in the State of South Carolina and York County is one of the fastest growing Counties in the State. The current City Manager hired me because of my Town Manager experience and consistently expressed his pleasure with my work, professionalism, my ability to work with the City and County Councils and the State Legislators.

It was my responsibility to manage and develop all aspects of the Public Works Department that includes roadways, bridge maintenance, Stormwater Utility, sanitation, civil projects, project management, and construction. I serve on the Stormwater advisory board as Vice Chair. Our Council of neighborhoods and various homeowners associations request that I give presentations at their monthly meetings to bring information that is helpful to their respective areas regarding infrastructure and future development. I also served on the Traffic Commission and Traffic Coordination boards. I oversee design and implementation for Pennies for Progress projects with over 60 million dollars in this year's program for roadway improvements within the City of Rock Hill. I have brought the emergency management skills that I acquired in working in Florida to Rock Hill to develop the first storm recovery plan for the City.

Implemented the Storm Water Master Plan that provided a complete review of the storm water systems. Developed a 15 year capital improvement plan based on that data. Our Storm Water Master Plan information is being used to update the FEMA Flood Maps for the entire County. This information also will enhance development as it provides critical data to ensure that construction that may occur does not have a negative impact on other properties either upstream or downstream.

I developed and managed the budgets for maintenance and capital projects for the City of 74,000 residents which includes the roadway overlay programs both C-Fund and G-Fund that totals 3.6 million dollars annually. This includes plan review and cost analysis always making sure we have the best project for the available funds and an operating budget over 10 million dollars.

Served on the City's Economic Development team to plan and implement project to enhance development efforts. Work with developers and the State to coordinate infrastructure improvements to development sites. This effort closed over two million square feet of distribution terminals to the City. I negotiated a contract to bring a new

Paul E. Carlisle

regional recycling facility to the City that reduced our operational costs and increased revenues. The City received the “International Voice of The People Award” for most improved sanitation service that year.

2006 – 2011

Roadway Management, Inc.

Regional Manager

1170 Celebration Blvd.

Celebration, Fl. 34747

My responsibilities include providing roadway infrastructure management to Municipalities, Counties and local districts. I developed programs to improve their overall infrastructure maintenance to ensure that their budgets are being spent in the most efficient and cost effective manner. I developed a progressive pavement management program that provides for better pavement maintenance and overall reduction in budget costs and an increase in Pavement Condition Index ratings. I was responsible for drafting the various requests for proposal, requests for qualifications and bid documents for the various entities to secure the needed programs and ensure there success. My customers relied heavily on my governmental experience to assist them with their budgets and capital improvement programs. This allows them to do more with less as we have all seen a significant decline in the revenues that are available.

2004 – 2006

Town of Lake Park

Town Manager

535 Park Avenue

Lake Park Florida 33403

(561) 881-3300

Prior to my becoming Town Manager, the Town of Lake Park had experienced a decline in reserves and the millage rates were increasing and projects were not completed. I was able to bring fiscal responsibility to the Town, was able to lower the millage rates and increase services and complete major projects. Additionally we saw an increase in our reserves which lowered our bond rates, saving the residents on the debt service tax rates as well. During my time as Town Manager we had experienced several hurricanes. I was able to obtain full reimbursement for the losses that the Town had incurred as a result of the storms. I negotiated several development and re-development projects for the Town, including Target, Lowes, Wal-Mart, and One Park Place, to name a few. I served as Vice Chair for the Seacoast Utility Board and on the North County Overlay District Committee, in which we successfully negotiated several new business opportunities and oversight of multi-jurisdictional developments. One of which was the successful negotiations with Governor Bush to relocate the Scripps Research Institute to the North County this provided 350 million dollars in grant money for the development of the institute. I also served on the affordable housing coalition to establish and maintain affordable housing projects and developments.

Other notable accomplishments;

- Complete overhaul of the code of ordinances and published them on Muni-Code
- Completed the Comprehensive Plan that was never brought up to date and had kept the Town from moving forward with future development.
- Revitalized the Park Avenue Downtown District with the addition of new businesses and special events.
- Negotiated several transportation Grants from the County for roadway infrastructure improvements.
- Successfully negotiated Collective Bargaining contracts with employees.
- Managed all of the Town Departments which include; Public Works, Parks and Recreation, Marina, Town Library, Planning and Zoning, City Clerks office, Human Resources, Sanitation, Police and Fire contracts.

Paul E. Carlisle

5/2002 – 2004

Town of Lake Park
Director of Public Works
535 Park Avenue
Lake Park Florida 33403
(561) 881-3300

The following is a sample of the various duties and responsibilities of my position.

- Prepare and manage the annual capital and operational budget.
- Develop annual and long term maintenance programs for the Town which include roadway, parks infrastructure.
- Review all development plans that are submitted to the Town for both new developments and re-development projects.
- Manage the Town's Solid Waste Collection and Recycling Collection.
- Oversee the construction and design of our 9 million dollar Marina Re-construction project, and obtained over 1.5 million in Grants.
- Attend civic and neighborhood meetings to address questions and concerns.
- Prepare various resolutions and ordinances for approval by the Town Commission.
- Prepare and administer the Community Development Block Grant Program.
- Research and apply for various grants and other funding sources that will provide the needed funds for the Town.
- Work with consultants and other governmental organizations.
- Prepare and evaluate RFP's and RFQ's for various services needed by the Town

2/91 – 5/2002 The Village of Wellington/Acme Improvement District

Division Manager
14000 Greenbriar Boulevard
West Palm Beach, FL 33414
(561) 791-4000

- Responsible for developing, monitoring and analyzing \$16 million annual expense and capital budgets for the Village of Wellington – Road Division
- Develop and administer maintenance and improvement schedules for 425 lane miles of paved and unpaved roadways within the Village. This includes a roadway maintenance program, which includes new drainage construction and re-construction of paved and shellrock roadways, and the roadway / pedestrian path evaluation for resurfacing and maintenance.
- Manage major road construction projects and review plat and construction plans within the Village boundaries. Working closely with developers, project engineers and Palm Beach County to insure the Village's interests are protected and the integrity of our infrastructure is not compromised.
- Monitor the Village of Wellington Solid Waste Collection Contract.
- State Certified N.P.D.E.S. Inspector.
- Meet with contractors and inspect development and road projects within the municipality to insure they meet our construction standards.
- Serve on the Village of Wellington Emergency Management Team which designs and implements our emergency management plan.

Paul E. Carlisle

- Purchasing responsibilities include, developing bid specifications, Grant acquisition, equipment, tools and supplies, managing multiple contracted services.
- Design, construct and maintain over 30 miles of equestrian trails.
- Constructed neighborhood parks and portions of the regional parks.
- Oversaw and coordinated community events and programs.
- Developed and administered the Adopt-A-Street program.

Professional References.

- Rim Bishop, Director, Seacoast utility Authority (561) 627-2900
- Karen Marcus, former County Commissioner (561) 308-4001
- Jason Nunemaker, Administrator Plantation, Fl. (772) 571-1616
- Rick Keeney, Public Works Director, Punta Gorda (941) 575-5050
- Gene Schriner, President, Craig A. Smith (561) 644-3232
- Jimmy Bagley, Assistant City Manager Rock Hill SC.(803)448-9823

Paul E. Carlisle

Public Services Director Position							
No#	Applicant Name	Source	Application Submission Date	Meets Minimum Qualifications	Prescreened by Yolanda Menegazzo, HR	Short-Listed and Recommended for 2nd Round of Interviews	Notes
1	Daniel, Randy	hr@townofpembrokepark.com	2/24/2020	Yes	05/12/2020 at 3:30 pm	Yes	Recommended for Final Interview - Interested in Town Engineer position as well as Public Services Director/Town Engineer position. Rescinded application.
2	Ortiz, Daniel	Indeed.com	2/27/2020	Yes	06/03/2020 at 12:30 pm	No	Recommended for Final Interview - Interested in Town Engineer position as well as Public Services Director/Town Engineer position. Not recommended to proceed as a top candidate.

3	Carlisle, Paul	hr@townofpembrokepark.com	4/22/2020	Yes	06/03/2020 at 1:00 pm	Yes	Interested in Public Services Director/Town Engineer position. Does not have Professional Engineer license, but will be considered for Public Services Director.
4	Dass, Bob	hr@townofpembrokepark.com	5/4/2020	Yes	06/03/2020 at 12:00 pm	Yes	Recommended for Final Interview - Interested in Public Services Director/Town Engineer position. Not a licensed Engineer in the State of Florida. Licensed in New Jersey. He would need to apply to the State of Florida.
5	Nunez, Miguel	hr@townofpembrokepark.com	5/4/2020	Yes	06/03/2020 at 11:30 am	Yes	Recommended for Final Interview. Interested in both Public Services Director/Chief Building Official or Full-Time Chief Building Official.
6	Martinez, Louis	hr@townofpembrokepark.com	5/11/2020	Yes	06/03/2020 at 10:00 am	Yes	Recommended for Final Interview

7	Day, Timothy	hr@townofpembrokepark.com	5/19/2020	Yes	06/03/2020 at 11:00 am	Yes	Recommended for Final Interview, however, it is important for the Commission to know that this candidate was interviewed for the position of Town Manager last year. Not recommended as a top candidate.
8	Ozaydin, Dincer Akin	hr@townofpembrokepark.com	2/25/2020	Yes	05/12/2020 at 1:30 pm	Yes	Selected as Top Candidate for Town Engineer. Interested in being the Public Services Director/Town Engineer, but if not chosen will stay as Town Engineer.



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

Agenda Request

Meeting Date:	June 10, 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:	
Policy Question(s) for Commission Considerations:	
Summary:	Would like to discuss with the Commission possible changes to the Assistant Town Manager position.
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	None
Additional Action Needed:	None

From: Newall J. Daughtrey Sent: Friday, May 29, 2020 4:13 PM To: HR; Harry Taubenfeld Cc: Town Clerk; Dierdre Davis; Newall J. Daughtrey; Chris Ryan Subject: Assistant Town Manager's additional compensation due him H R and Assistant Finance and Budget Director ,will you please do the calculations that show the additional payments that are due me, Newall J. Daughtrey, Assistant Town Manager , for the time that I have served as Acting Town Manager, since Town Manger Agatha Muse-Salters was terminated in January 2020. Please prepare an item for the Town Commission to approve my payment with the new Town Manager taking over the operations of the Town on June 1, 2020. Thank you, Newall J. Daughtrey /***** 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.

RESOLUTION NO. 2020-076

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING THE TOWN OF PEMBROKE PARK ORGANIZATIONAL CHART; SUPERCEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has previously adopted an organizational chart providing a graphic representation of the structure of the Town employment organization showing the relationships of the management and employee positions; and

WHEREAS, the Town Commission desires to amend the organizational chart at this time to provide for better management of the various Town functions; and

WHEREAS, the Town human resources consultant has prepared an organizational chart and presented same to Town Commission for its approval.

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

Section 1: That the Town Commission hereby adopts and incorporates the Town of Pembroke Park Organizational Chart prepared by Town's human resources consultant, Yolanda Menegazzo updated as of June 3, 2020, a copy of which is attached to this resolution as Exhibit "A" and by reference made a part hereof.

Section 2: That all Resolutions or parts of Resolutions in conflict herewith be and the same are superseded to the extent of such conflict.

Section 3: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of June, 2020.

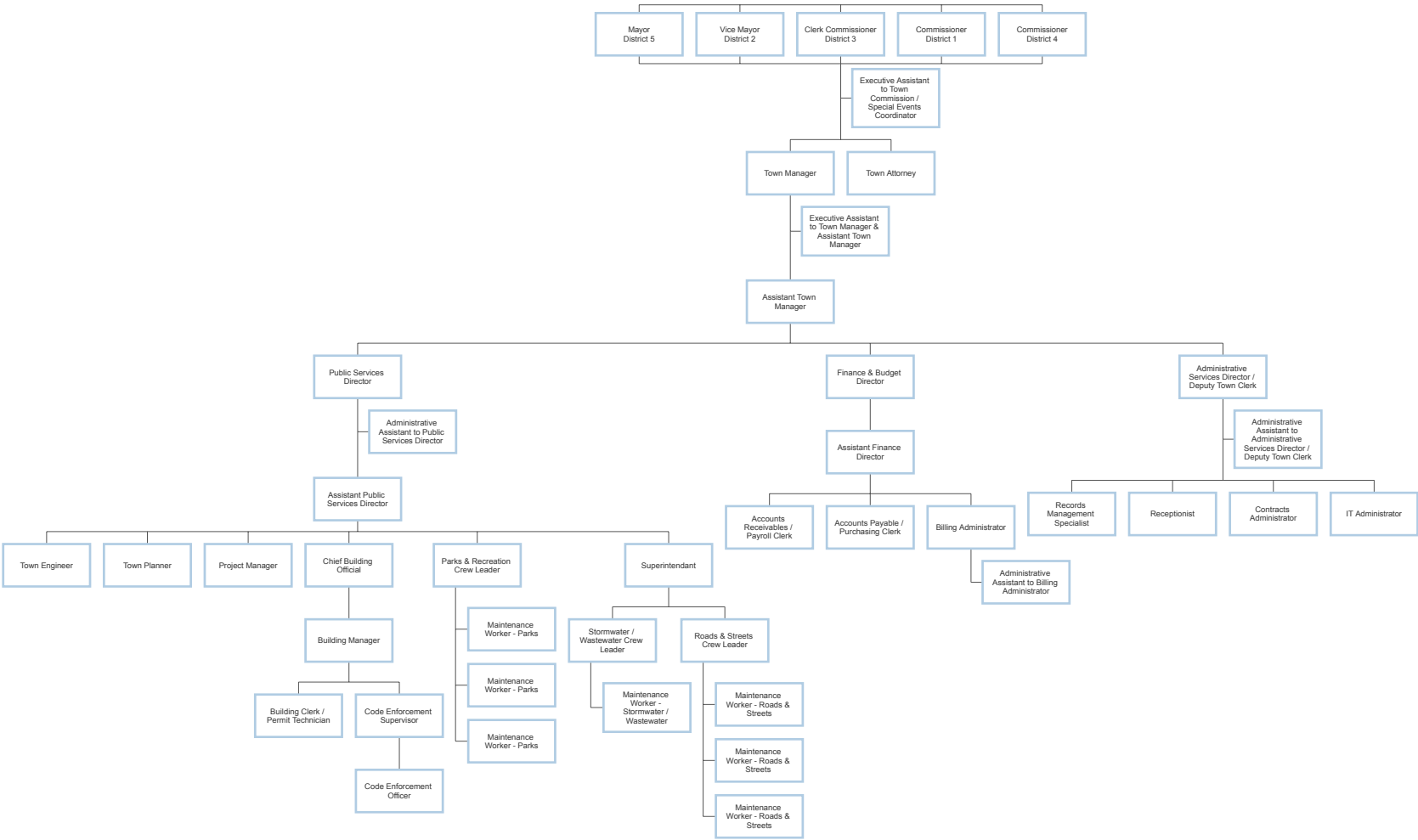
ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution N0. 2020-Organizational Chart.FN24297O.docx

Town of Pembroke Park Organizational Chart - Updated May 2020



Town of Pembroke Park Organizational Chart - Updated June 2020





Community Gardener (Part-Time)

EEO Class Code: Laborers & Helpers

Union Status: Unclassified

FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Public Works
Supervises: None
Position Reports To: Assistant Public Services Director
Sworn: No

Job Specifications

NATURE OF WORK

Under supervision by the Assistant Public Services, the Community Gardener position entails both physical gardening labor and coordination of community garden events. It also involves knowledge of gardening, fruit tree pruning, and landscape maintenance. The Community Gardener must have problem solving skills and the ability to work without constant supervision once tasks are learned and assigned.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Community Gardener include but are not limited to:

- Responsible for both the community garden and agro eco garden, which for purposes of this job description will be called community garden.
- Perform routine maintenance of the community garden such as fertilization, planting, landscaping, and other assigned tasks or projects as requested.
- Layout, plant, trim, weed, fertilize and apply mulch to flower and landscape beds.
- Clean graffiti from community garden if necessary.
- Conduct pressure wash in community garden paths and signs.
- Secure the community garden.
- Introduce new plants, herbs, fruits, and vegetables to the community garden.
- Engage in community outreach initiatives related to the community garden.
- Assist in the coordinating of community events.
- Promote sustainable gardening practices.
- Empty all garbage in the community garden and maintain a clean, neat, and presentable environment.

Page 1 of 3

Community Gardener Job Description Updated: 06/2020

- Maintain a clear community garden by clearing rubbish and litter from the garden and grounds.
- Give presentations to community groups, organizations, and stakeholders.
- Set up and breakdown of chairs, tables, and other equipment for community garden activities and events.
- Pick-up and dispose of dead animals if needed.
- Receive procured items for community garden by loading and unloading materials as necessary.
- Notify and report needed materials and supplies.
- Visually check equipment and conduct repairs on a regular basis by confirming equipment is operational, serviced and cleaned.
- Conduct the installation and maintenance of irrigation systems, equipment and related components.
- Conduct repairs of irrigation systems as needed.
- Assist and support Public Services division maintenance crew as needed.
- Conduct emergency preparedness activities in the event of a natural or man-made disaster and serve as essential personnel for relief and clean-up efforts.
- Abide by general safety practices while conducting daily work, including wearing protective equipment such as eye/face protective gear, ear protection, gloves, steel-toe boots, and other equipment as necessary based on the tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Community Gardener should have:

- Knowledge of equipment, materials, and tools used in minor construction, gardening and landscaping maintenance, utilities, and routine painting work.
- Knowledge of proper safety practices, procedures and regulations applied to work being performed.
- Skill in the use and care of tools, equipment and materials.
- Skill in establishing and maintaining good working relationships with other Town employees and the public.
- Ability to take oral and/or written instructions.
- Strong familiarity with gardening practices, herbs, plants, fruits, and vegetables.
- Ability to work comfortably outdoors in a variety of weather conditions.

MINIMUM REQUIREMENTS

- Valid Florida Driver's License.
- High School Diploma or GED equivalent.
- Proficiency in the English language.
- Minimum of one (1) year of experience in gardening, landscaping or a related field.
- Master Gardener certification or related certification 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.

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, grasping, talking, and hearing.
- Must be able to perform heavy work exerting, moving, or carrying up to fifty (50) pounds of force occasionally.
- The employee is subject to working in inside and outside environments including extreme hot and cold weather and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events, activities and emergencies.

Town Clerk

From: Chris Ryan <cjr@ryanlawfl.com>
Sent: Wednesday, May 20, 2020 5:19 PM
To: Yolanda Menegazzo; Town Clerk; Newall J. Daughtrey
Cc: HR
Subject: RE: IT Administrator position update

Good afternoon,
I reviewed your proposal and do not have any objections.
Thank you.
Chris

Christopher J. Ryan
Ryan & Ryan, LLC
700 East Dania Beach Boulevard
Third Floor
Dania Beach, FL 33004
Phone: (954) 920-2921
Fax: (954) 921-1247
Email: cjr@ryanlawfl.com



Board Certified City, County
and Local Government Law

THE INFORMATION CONTAINED IN THIS TRANSMISSION IS PRIVILEGED AND CONFIDENTIAL INFORMATION INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPY OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY REPLY E-MAIL AND DELETE THIS MESSAGE FROM YOUR SYSTEM. THANK YOU.

From: Yolanda Menegazzo [mailto:yolanda@lagomhr.net]
Sent: Wednesday, May 20, 2020 4:46 PM
To: Town Clerk; Newall J. Daughtrey
Cc: HR; Chris Ryan
Subject: RE: IT Administrator position update

Ok thank you for your input. Pending the feedback from Mr. Daughtrey and of course Mr. Ryan is copied on here in case there are any objections/concerns. Thank you.

Yolanda Menegazzo, SHRM-SCP, MPA
CEO
LagomHR, Inc.
3934 SW 8th Street, Suite 202
Coral Gables, Florida 33134
Telephone: 786.518.3250
Cell: 305.494.2152

Fax: 786.373.1859
volanda@lagomhr.net
www.lagomhr.net



From: Town Clerk <townclerk@townofpembrokepark.com>
Sent: Wednesday, May 20, 2020 4:01 PM
To: Yolanda Menegazzo <volanda@lagomhr.net>; Newall J. Daughtrey <njdaughtrey@townofpembrokepark.com>
Cc: HR <hr@townofpembrokepark.com>; Chris Ryan <cjr@ryanlawfl.com>
Subject: RE: IT Administrator position update

Good morning,

I am in complete agreement with your recommendation. Within the last six (6) months Mark has been moving the town forward. During the COVID-19 pandemic he was proactively seeking opportunities for all employees to have the tools to work from home. He works 24/7 responding to the Town's needs and has proven his loyalty to the Town and it's residents.

It would be my pleasure to continue working with Mark.

Regards,
Marlen D. Martell, MPA, CFM
Interim Deputy Clerk



Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
(954) 966-4600 x:235 (Office)
(954) 966-5186 (Fax)

We do it better when we do it Together

From: Yolanda Menegazzo [<mailto:yolanda@lagomhr.net>]
Sent: Wednesday, May 20, 2020 11:20 AM
To: Town Clerk <townclerk@townofpembrokepark.com>; Newall J. Daughtrey <njdaughtrey@townofpembrokepark.com>
Cc: HR <hr@townofpembrokepark.com>; Chris Ryan <cjr@ryanlawfl.com>
Subject: RE: IT Administrator position update

Hello Mr. Daughtrey and Marlen,

I have conducted the Preliminary Prescreening Interviews for the position of IT Administrator. As you are aware we only had 3 applicants for the position. My professional opinion would be to forgo the remainder of the interviews. I believe that Mark has institutional knowledge being the IT service provider of the Town for over 15 years, and to be very honest, selecting another candidate right now would be detrimental to the progress of the IT upgrade projects in place. As per Mark, the current major IT projects are the following: 1. Laserfiche implementation for public records retention and public records requests, 2. ERP system for Finance, Building, Business Tax Receipts, and other areas within the Town, 3. Office365 Migration, 4. New Firewalls, 5. New Phone System and Internet Speed, 6. Upgrade to Video System and Cabling in Commission Chambers, 7. The new project of the Police Department Communications Systems and Equipment. My recommendation is to conduct a direct hire for Mark, similar as the Town has done for other contractors/service providers that were converted to full time employees.

Below are my notes from the 3 candidates that I interviewed:

Mark Pakula Interviewed on 5/13/2020 at 1:00 PM

*Has been providing IT services to the Town of Pembroke Park from 2004 to present. Has developed an excellent working relationship with the Town employees and Town Commission. Overall has the institutional knowledge of the Town's IT infrastructure and systems. List of current projects underway: 1. Laserfiche implementation for public records retention and public records requests, 2. ERP system for Finance, Building, Business Tax Receipts, and other areas within the Town, 3. Office365 Migration, 4. New Firewalls, 5. New Phone System and Internet Speed, 6. Upgrade to Video System and Cabling in Commission Chambers, 7. The new project of the Police Department Communications Systems and Equipment. **Recommended top candidate for direct hire by the Town of Pembroke Park.***

Denton Lewis Interviewed on 5/12/2020 at 12:00 PM

*Moved from Jamaica 4 years ago. Started off his career in Graphic Design and has evolved into IT. He has been working for City of Hallandale since 2017 helping with social media and project management. Part of the team to take the City completely virtual because of COVID-19 by getting the ERP system into an online platform. Works with 7 people in the IT Department. More focused on ERP systems analysis, but also enjoys the infrastructure part of IT. Current salary is \$72,000 base plus opportunity for overtime or administrative stipends based on projects. Does photography, video editing, routing, and switching. Working on his Masters Degree in Information Systems and is expected to graduate by summer 2021. Says that Hallandale is a great employer, but he wants to use his skills that are currently dormant because he is primarily focused and assigned system analysis only at this time. **Overall great candidate for a supportive role, but not for the IT Administrator position for TPP. Would love to encourage him to apply for a future position if the IT Department grows. Not recommended for the IT Administrator position at this time.***

Christopher Carbone Interviewed on 5/12/2020 at 12:30 PM

*Moved from New York a few years ago to the Hollywood area. TIAA is a large investment banking firm. Built servers, set up firewalls, worked with developers to launch applications, set up troubleshooting, disaster recovery testing, and more. Bachelor's Degree in Business Intelligence Systems. He was a full time remote employee, but the operation moved to Charlotte and brought back in-house all employees. He resigned because he was not able to move to Charlotte. He believes that even though he comes from a large corporate setting, he can apply his skills and experience because he wore many hats in his previous role. **Corporate experience is great and can certainly be applicable in some areas, but very unfamiliar with government technology solutions such as government ERPs, public***

records requests and electronical data storage requirements for government, and Commission Meeting Video equipment. Not recommended for the IT Administrator position at the time.

Awaiting your feedback. Thank you.

Yolanda Menegazzo, SHRM-SCP, MPA

CEO

LagomHR, Inc.
3934 SW 8th Street, Suite 202
Coral Gables, Florida 33134
Telephone: 786.518.3250
Cell: 305.494.2152
Fax: 786.373.1859
yolanda@lagomhr.net
www.lagomhr.net



From: Yolanda Menegazzo

Sent: Wednesday, May 6, 2020 6:22 PM

To: Chris Ryan <cjr@ryanlawfl.com>

Cc: Town Clerk <townclerk@townofpembrokepark.com>; Newall J. Daughtrey <njdaughtrey@townofpembrokepark.com>; Pembroke Park Mayor Ashira Mohammed <amohammed@townofpembrokepark.com>; Pembroke Park Commissioner Howard Clark Jr. <ambassadorclark@townofpembrokepark.com>; Pembroke Park Commissioner Georgina Cohen <gcohen@townofpembrokepark.com>; Pembroke Park Commissioner Reynold Dieuville <rdieuville@townofpembrokepark.com>; Pembroke Park Commissioner Geoffrey Jacobs <gjacobs@townofpembrokepark.com>; HR <hr@townofpembrokepark.com>

Subject: IT Administrator position update

Hello Mr. Attorney,

I wanted to run by you the IT Administrator Recruitment Plan. Please see below and advise if you approve of the process.

The IT Administrator service was originally put out to bid, however, the Commission made a determination to cancel those bids and contract the position in-house. At this time, I have received 3 applications for the position, of which the 3 candidates meet the minimum qualifications for the position or a combination of the relevant experience and education as stated in the Job Description, which is attached for everyone's perusal.

- I would like to proceed with scheduling **virtual** interviews with the 3 candidates.
- I would like to recommend that the interview panel consist of the following individuals: Marlen Martell, Harry Taubenfeld, and Assistant Manager Daughtrey, and invite 2 IT professionals to join as well for a total of 5 members. I will simply be the moderator for the interviews.

- Due to the fact that this position reports under the approved organizational chart to the Town Clerk, please advise if it is required to post these virtual interviews as a Public Meeting.
- Once the interviews occur, the Interview Panel Committee will rank the 3 candidates.
- The Town Clerk will make the final selection requiring final approval from Assistant Manager Daughtrey.
- Mr. Daughtrey would give specific instruction to draft the conditional offer of employment contingent upon successful completion of a criminal background check, credit check, drug screening, medical screening if applicable, and employment history verification.

Please advise if you have any objections to this process. I am also including the Assistant Manager and Commission in case anyone else has any objections to the process. I also attached the 3 applications for everyone's review. Thank you.

Yolanda Menegazzo, SHRM-SCP, MPA

CEO

LagomHR, Inc.

3934 SW 8th Street, Suite 202

Coral Gables, Florida 33134

Telephone: 786.518.3250

Cell: 305.494.2152

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www.avast.com



I.T Administrator
EEO Class Code: Professionals
Union Status: Unclassified
FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Administration
Supervises: None
Position Reports To: Administrative Services Director/Deputy Town Clerk
Sworn: No

Job Specifications

NATURE OF WORK

I.T Administrator position plans, develops, establishes and manages information systems and technology infrastructure for the Town of Pembroke Park. Oversees the day to day operations of the department and prepares policies, procedures, and guidelines for usage of information technology. Ensures the security and integrity of the Town's I.T infrastructure and information systems and provides technical support to the Town.

ILLUSTRATIVE TASKS

Tasks required of those in the position of I.T Administrator include but are not limited to:

- Leads the development of short- and long-term plans to meet the Town's information technology needs.
- Maintains/enhances PD Information systems and telecommunications infrastructure.
- Follows FDLE regulations and statutes for network security.
- Defines policies and procedures to ensure data integrity, and network security. These including data security, backup, fault tolerance and disaster prevention and recovery.
- Leads the strategic and operational planning for IT including disaster preparation and recovery procedures, and business continuity planning.
- Implements technical training programs on Information Technology to city staff to increase efficiency and security awareness.
- Acts as the Information Security office to ensure that town systems meet the necessary security warranted by the department needs in accordance with Florida Statutes.

- Acts as liaison and promoter of IT services to the user community as well as other regional, state, or national jurisdictions. Interfaces with programming/technical staff to ensure compliance with the Town's IT policies.
- Acts as an advanced technical resource to assist team members in understanding technical problems and makes purchase recommendations, including helping users assess needs and providing justification for equipment and services.
- Attend all Town events as needed.
- Perform other duties as may be required of him or her by ordinance, resolution, or other direction of the Administrative Services Director/Deputy Town Clerk.

KNOWLEDGE, ABILITIES AND SKILLS

Employees in the position of Administrative Assistant Administrative Service Director should have:

- Considerable knowledge and experience in the area of public administration, communications and public relations.
- Ability to provide leadership, manage programs, functions and activities of the department, create initiatives and strategies and serve as an effective spokesperson.
- Thorough knowledge of statutory requirements and ordinances relating to Town operations; thorough knowledge of Federal and State laws and regulations concerning Human Resources administration including but not limited to wages, hours and working conditions of public employees.
- 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.
- Considerable skill in planning, organizing and administering programs and services.
- Ability to plan, develop and manage departmental resources.
- Availability to work varying hours for meetings and elections.

MINIMUM REQUIREMENTS

- Minimum of 3 years' experience working in IT.
- Bachelor's Degree in Computer Science or related field.
- 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.
- Position may be required to work extended hours on evenings and weekends to attend regular Commission meetings, Town events, emergency disasters, and other Town related events.

Reviewed By:

Employee Name	Title

Signature	Date

Division Head Name	Title

Signature	Date

Human Resources Name	Title

Signature	Date

Assistant Town Manager Name	Title

Signature	Date

CHRISTOPHER F. CARBONE

FORT LAUDERDALE, FL

chris.f.carbone@gmail.com

<https://www.linkedin.com/in/chris-carbone/>

917-498-0826

IT INFRASTRUCTURE MANAGER | ENGINEER

IT Manager and Engineer with over 20 years of experience deploying, monitoring, and supporting infrastructure and applications to achieve business requirements. Focus on Investment Banking, Insurance, and Radio industries. A customer centric leader with hands-on middleware engineering, project delivery, and providing post-delivery support. Strengths include technology architecture, integration, and service delivery while ensuring corporate strategic initiatives and compliance are achieved. Highly motivated, results oriented and able to build lasting partnerships with internal associates and vendors. Key skills include:

- Deep technical knowledge of middleware infrastructure operation/production support with large mission critical systems in multiple technologies and platforms.
- Leading, mentoring, holding accountable, and developing direct reports.
- Strategic planning and execution. Expert ability to forecast and understand long term effects of technology decisions.
- Experience with disaster recovery operations, application, middleware failover and readiness.

PROFESSIONAL EXPERIENCE

TIAA New York, NY, Fort Lauderdale, FL

JULY 2000 – JANUARY 2020

Financial Services and Insurance

Senior Technical Lead (2016-2020), Technical Lead (2012-2016)

Managed a team of 11 engineers and consultants deploying middleware infrastructure across diversified lines of business, ensuring project milestones were delivered on schedule and on time. Architected middleware solutions for application development teams. Mentored junior engineers, conducted performance reviews, and contributed to employee performance rating and promotion recommendations.

- Removed end of life security vulnerabilities by upgrading 22 applications from Weblogic 10.3 to Weblogic 12.x and Tomcat 8 on over 100 new server builds. Received "Deliver Excellence" award for my work.
- Improved ease of design, integration, and deployment of api's and microservices by managing build out of over 100 Mulesoft servers to remediate legacy ESB platform end of life vendor support.
- Saved organization extended support cost fees by migrating over 40 internal web applications from legacy identity platform to new Apache Ping enabled servers.
- Enabled critical web service used for managed account trading to be called by outside vendor who migrated to new data center by working closely with IBM Datapower ESB, network, and Akamai vendor for certificate installs and firewall rule identification on TIAA side. Received "Champion" award for managing this work.
- Reduced server footprint cost and application deployment time by migrating 14 applications from legacy virtual machines to Tibco Silver Fabric shared containerized platform.
- Received "Deliver Excellence" award for upgrade and migration of 6 call center applications using Ansible and Cloudbees Flow automation from shared to dedicated server platform. Prepared application yaml files and executed automation for server builds and application deploys.

Senior Engineer (2010-2012), Engineer (2000-2010)

Supported primary company website running on Windows 2000, Solaris, and Linux platforms. Built servers, supported application rollouts, troubleshooting and deployments. Worked on migration and design of middleware platform migration to Weblogic, Tomcat, and Apache.

- Implemented high profile Internet facing Insurance Portal project consisting of 50+ servers and 8 applications/web services. Architected server sizing, middleware and Apache configuration. Developed build documentation for engineers, and trained consultants for mass server builds. Supported end to end application shakedown.
- Improved application rollout and reduced deployment issues by creating server "swingset" to allow staging of applications in new server environment and then swing traffic from current production environment to new environment.
- Contributed to architecture and migration from Windows Server to Solaris, Linux, Weblogic, Apache platform for critical applications. Architected and built Apache and Weblogic servers.

KEY TECHNICAL SKILLS

Middleware: Oracle WebLogic 8.x/9.x/11g/12c, Tomcat 7.x, 8.x, Apache HTTP Web Server 2.x, Java 1.8, IBM Datapower, Websphere, Tibco Silver Fabric, Mulesoft, MQSeries, Kafka

Operating Systems: Red Hat Enterprise Linux, Solaris, Microsoft Windows 2000/NT4.0/2000/2003 Server

Cloud/Containers/Automation: Working knowledge of AWS, Openshift, Docker, Kubernetes, CloudBees Flow, Ansible, Tibco Silver Fabric.

Networking: DMZ, DNS, Firewalls, BIG-IP F5 Load balancer: GTM, LTM, Pools, health checks, irules, policies. Able to interpret and understand F5 configuration for application troubleshooting.

Collaborative Software/Content Management: GIT, JIRA, Splunk, SharePoint, Atlassian Confluence, ServiceNow

ADDITIONAL RELEVANT EXPERIENCE

THE BARILE GROUP, Bayside, NY
IT Consultant

ABC INC., New York, NY
IT Project Manager – ABC Radio

VIACOM INC., New York, NY
Senior Network Administrator – Viacom Radio

EDUCATION

Saint John Fisher College, Rochester, NY - B.S. Management Information Systems



Denton Lewis



vizcomm@live.com



954-573 4793



723 SW 6th street Unit #8. Hallandale Beach FL 33009.

PROFESSIONAL SUMMARY

I am a candidate with excellent problem-solving abilities, administrative and extensive experience with Information Systems within Government. I seek to add value to any organization while continuing to extend my skill set.

SKILLS

Server Management | Proficient in Windows Applications| Experience in Customer Service | Flexible with Multitasking and Troubleshooting | Networking | Content Management Systems | Virtualization | Cloud-Based Systems | Off-Site Storage | Cisco Network Systems

EDUCATION

- Bachelor of Science Information Technology University of the West Indies, Mona | June 08
- CAPM (Certifies Associate in Project Management)
- CCNA (Routing and Switching)
- MSCA: Server 2016

PROFESSIONAL EXPERIENCE

06/06 - 07/09 | Design and Account Department | **Hot off the Press**

Served as a **Graphic Artist and Account Executive** * Aided with incoming phone calls and walk-in customers * Proficient with several programs including the Adobe Suite

08/09 - 12/16 | Information, Communication and Technology Department | **MIND**

Served as **Information, Communication and Technology Officer** * Address and Maintain Cloud-Based Backup Systems Daily * Plan and Deploy Server and End-user Systems * Upgraded entire Agency to Windows 10 systems from XP and Server 2003 to Server 2012 * Network Management and Security Maintenance * Streamline processes to adhere to Government regulations * Maintain all Hardware and Software structures within the Agency * Handle Help Desk requests both local and remote * Website management * Research and Recommend Software and Hardware solutions * Troubleshoot all IT related issues

04/17 - Present | IT Department | **City of Hallandale Beach**

Serving as a **Systems Analyst**

- Managing users in Active Directory in Windows Server 2008 R2 – 2019.
- Managing and Configuring Virtual Machines
- Manage and configure Veeam backups
- Administer major ERP systems: Munis and Energov
- Oversee and maintenance of the City's parking infrastructure, hardware and software
- Configured and troubleshoot internal network and VPN access.
- Working knowledge of OSPF protocols

- *In-depth study of all internal (OSPF and EIGRP) and external (BGP) routing protocols*
- *Responsible for the configuration of Cisco, 3xxx series routers and switches*
 - *Enable security features*
 - *Enable and monitor loop prevention mechanisms*
- *Cisco Call Manager Administrator of over 400+ phones and hundreds of users integrated with Cisco Unity Connections for voicemail storage*
- *Configure NAT, ACL's and VPN tunnels for clients utilizing Meraki ASA's.*
- *Manage Meraki MX Firewall*
 - *Configure for inbound and outbound traffic*
- *Maintain and monitor Cisco WAPs*
- *Maintain and deploy dial peers on Voice Edge Router*

REFERENCE

- Warren Porteous | Information Technology Manager (MIND) | 876.9900840 |
- Alfredo Gamon | Network Administrator (Miami Garden) | 954.5938050 |

MARK PAKULA

Plantation, FL 33322

954.701.4345

mpakula24@gmail.com

April 14, 2020

Re: IT Administrator

Dear Selection Committee,

In the interest of exploring opportunities for growth within The Town of Pembroke Park, I am enclosing my résumé highlighting my qualifications and credentials for your review and consideration. I am committed to meeting and exceeding the Town of Pembroke Park needs to provide a comprehensive IT management solution.

I have been working with the Town of Pembroke Park since 2004 on a contract basis providing IT Services, reporting directly to the Commission and City Manager. I maintain the IT infrastructure and network for the Town to ensure there are backups for all data and keep the network relevant with today's most current technology. I manage information technology services including maintaining and further developing information systems of the Town, encompassing all software applications, workstations, file servers and network systems, and all online systems, including email and internet access. I place significant emphasis on continuously finding ways to reduce costs and streamline efficiencies to allow for high employee productivity and maximize business capabilities. In addition, I maintain all software for both government operations and accounting in conjunction with third party vendors. Highlights of my work include:

- ✓ Project Leader for The Town of Pembroke Park's new enterprise software. Put the project out for bid, vetted all companies under consideration, and presented findings to the Commission for approval. Championed the implementation of the new software and trained all staff.
- ✓ Design a citywide network camera system to cover all the Town's parks.
- ✓ Redesign the entire network to run in the cloud with Azure and VM Servers allowing the network to be used anywhere.
- ✓ Implemented Icompass for Town meetings to be recorded along with supporting documentation. Also allowed for those documents to be available for public records at any time.
- ✓ Enabled Alone with Video on Youtube, streamlining the entire agenda process for all staff and commissioners.
- ✓ Created sophisticated key business solutions and systems in support of organizational dynamics.
- ✓ Maintain the organization's awareness of developments in IT infrastructure systems, security, hardware and software for the formulation of long- and short-range plans for the acquisition and implementation of new technologies and services.

I feel that I am uniquely qualified for the position of IT Administrator due to our exceptional track record of performance with the Town, my strong IT management abilities, and my in-depth understanding of the Town of Pembroke Park's individual IT needs.

Sincerely

Mark Pakula

Mark Pakula

Enclosure: Résumé

MARK PAKULA

Plantation, FL 33322

954.701.4345

mpakula24@gmail.com

PROFILE

Experienced Director of Information Technology with proven success in implementing Enterprise Technology Infrastructure Solutions and Strategic Systems Administration. Demonstrated strengths in Technology Operations/Administration, Network Technology Implementation/Support, Data Management, Project Management, Staff Leadership, and Business Continuity. Bottom-line focused, utilizing a strong combination of business acumen and hands-on technological expertise that fosters financial growth and stability. Emphasis on being a catalyst for change and a driver of results, driven to improve processes and operations.

Proven record of transforming traditional operations through the infusion of technological enhancements with expertise in initiating the high-tech design, development, integration, implementation and operations of leading-edge technology. Expertise in assessing best practices, emerging technologies, and their impact on enterprise business objectives to allow the company to compete more effectively. Thorough knowledge of statutory requirements and ordinances relating to Town operations. Able to interact with and communicate well with other Town departments, elected officials, and the public. Able to work a flexible schedule.

EDUCATION, TRAINING AND CERTIFICATIONS

Bachelor of Arts Degree in Communications, Fairleigh Dickinson University, Teaneck, NJ

Diploma in Network Technologies, New Horizons

A+ Certified and Network+ Certified

Other courses include Microsoft Certified Professional, CISCO and Microsoft Certified Systems Administrator, New Horizons

PROFESSIONAL EXPERIENCE

NETWORK TECHS

01/2004 - PRESENT

■ Director of IT/Consultant

Provide strategic consulting services to companies and deliver expert advice in areas including operations, strategic planning, IT infrastructure, compliance, risk management, best practices implementation, and process improvement initiatives. Conduct in-depth assessments of current business practices and financial position, identify deficiencies and opportunities for improvement, develop custom solutions, and deliver training and coaching on the implementation of those systems to maximize revenues and profitability.

SELECT ENGAGEMENTS:

Director of IT, City of Pembroke Park (01/04-present)

Contracted to maintain the IT infrastructure, network, telecommunications, and security for the Town to ensure there are backups for all data and keep the network relevant with today's most current technology. Emphasis on continuously finding ways to reduce costs and streamline efficiencies to allow for high employee productivity and maximize business capabilities. Maintain all software for both government operations and accounting in conjunction with third party vendors. Report to the Commission and City Manager.

- Lead the development of short- and long-term plans to meet the Town's information technology needs.
- Act as the Information Security Officer and follow FDLE regulations and statutes for network security.
- Define policies and procedures to ensure data integrity and network security including data security, backup, fault tolerance, and disaster prevention/recovery.
- Deliver technical training programs on Information Technology to Town staff to increase efficiency and security awareness.
- Act as an advanced technical resource to assist team members in understanding technical problems and makes purchase recommendations, including helping users assess needs and providing justification for equipment and services.
- Project Leader for The Town of Pembroke Park's new enterprise software. Put the project out for bid, vetted all companies under consideration, and presented findings to the Commission for approval. Championed the implementation of the new software and trained all staff.
- Design a citywide network camera system to cover all the Town's parks.
- Redesign the entire network to run in the cloud with Azure and VM Servers allowing the network to be used anywhere.
- Implemented Icompass for Town meetings to be recorded along with supporting documentation. Also allowed for those documents to be available for public records at any time.
- Enabled Alone with Video on Youtube, streamlining the entire agenda process for all staff and commissioners.
- Strong emphasis on strategy, direction, vision, innovation, and creation of sophisticated key business solutions and systems in support of organizational dynamics.
- Maintain the organization's awareness of developments in IT infrastructure systems, security, hardware and software for the formulation of long- and short-range plans for the acquisition and implementation of new technologies and services.

PROFESSIONAL EXPERIENCE**NETWORK TECHS - (CONTINUED)****SELECT ENGAGEMENTS:****IT Services Director, Larry Kline Meats (04/04-06/19)**

Tasked with the setup and maintenance of the entire IT infrastructure and network for this meat provisioning company serving South Florida restaurant clients.

- Designed, implemented and provided ongoing maintenance for systems and software supporting 50 staff and revenues in excess of \$8MM annually.
- Updated all equipment with newer technology as it evolved, keeping systems and software current with the latest in the field.
- Redesigned the entire network and brought the company up-to-date with today's technology.
- Delivered solutions that allowed for expanded business capabilities and higher staff productivity.
- Setup an entire wireless infostructure for their production plant that ran all internal hardware throughout the production facility allowing for mobile systems enablement. Worked with third party vendors (ENTRÉE) on making their software via VPN work on sales staff laptops for work in the field.
- Implemented an entire wireless infrastructure over the entire plant for production and software.

IT Services Director, Atkinson & Brownell Law Firm (09/04-06/19)

Charged with the setup and maintenance of the entire IT infrastructure and network for this insurance litigation firm with 25 employees and annual sales of ~\$3MM.

- Setup, installed and provided ongoing maintenance of the organization's network, from design to implementation to maintenance.
- Updated all equipment with newer technology as it evolved, keeping systems and software current with the latest in the field.
- Lead technology initiatives and implemented documented SOPs for the entire organization.
- Implemented fundamental changes for connectivity, business continuity, and core computing systems.
- Instituted business continuity and disaster recovery systems where none was previously in place.

IT Services Director, Padula Wadsworth Construction (01/06-04/13)

Contracted to setup the entire IT infrastructure and network for this construction company from the ground up.

- Designed, implemented and provided ongoing maintenance for systems, servers, workstations and software supporting 30 staff and revenues in excess of \$5MM annually.
- Provided leadership, coaching and management to teams to achieve business objectives with a focus on continual process improvement and ensuring a customer-focused IT organization.
- Spearheaded the implementation of new systems, automated processes and increased efficiencies.
- Performed research, analysis, and recommendations on software and hardware to improve productivity and business efficiency.

IT Services Director, Restaurant Beverage (06/04-present)

Provide outsourced IT services for this supplier of coffee, tea and machines to brew onsite for restaurants in South Florida.

- Spearheaded a complete overhaul of IT systems and engaged in an entire infrastructure redevelopment and restructuring.
- Redesigned the entire network and brought the company up-to-date with today's technology.
- Instituted business continuity systems and transitioned all data storage to the cloud.
- Implemented fundamental changes for connectivity, business continuity, and core computing systems.
- Evaluated, designed and built cutting-edge enterprise application support systems and IT solutions using the latest technologies.

TECHNICAL/COMPUTER SKILLS

Proficient in Icompass government software, Inkforce document management software, Avigilon security system, Youtube video editing, Evergreen notification system, Microsoft 365 and Azure cloud services, SharePoint, OneDrive, Cybersecurity, and Microsoft Office (Word, Excel, PowerPoint and Outlook)

RESOLUTION NO. 2020-

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE TOWN STAFF TO PREPARE A REQUEST FOR PROPOSALS FOR THE 45TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Town staff determined it is necessary to provide additional restroom facilities for the Raymond P. Oglesby Preserve; and

WHEREAS, Town applied for and was awarded funding under the 45th year Community Development Block Grant Program to assist in the payment for the construction of the restroom facilities at Raymond P. Oglesby Preserve which are compliant with the requirements of the Americans with Disabilities Act in the amount of \$61,508.00; and

WHEREAS, Town staff and the grant administrators have determined that the most efficient manner which to complete the project is through a design and build construction program; and

WHEREAS, it is necessary for the Town to solicit proposals from qualified building contractors to complete the design and build construction of the restroom facilities.

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

Section 1: That the Town staff is directed to prepare a Request for Proposals for the design and construction of the 2-cabin unisex restroom building complete with sewer and electrical connections in the Raymond P. Oglesby Preserve.

Section 2: That upon review and approval of the Request for Proposals by the grant administrators, the Town is directed to solicit proposals from qualified contractors in compliance with the CDBG guidelines in order to complete the 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 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

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AGENDA ITEM REPORT



To: Town Manager
Subject: Request authorization to prepare Design & Build RFP for Preserve ADA Restrooms under the CDBG 45th Year project
Meeting: Regular Commission Meeting - 10 Jun 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The Project is for the Construction of the design & build of a 2-cabin unisex restroom building, complete with sewer and electrical connections; concrete floor and walls; ADA-designed doors; toilets, and sinks; hand dryers, and water drinking fountain within the Raymond P. Oglesby Preserve at Pembroke Park located in the Census Tract 1008.02, Block Group 2, at 3115 SW 52nd Avenue

FINANCIAL IMPACT:

Town's obligation not to exceed \$43,932; CDBG funds are \$61,508 and total project cost is \$105,440

RECOMMENDATION:

Resolution

ATTACHMENTS:

[45 YR - CDBG - Pembroke Park - Award Letter & Exhibits](#)
[ADA Restrooms](#)



Environmental Protection and Growth Management Department
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
110 NE 3rd Street, 3rd Floor • Fort Lauderdale, Florida 33301 • 954-357-4900 • FAX 954-357-8221

August 6, 2019

Todd Larson
Town of Pembroke Park/Town Hall
3150 SW 52nd Ave.
Pembroke Park, FL 33023

Subject: 45th Year CDBG (FY 2019-2020) Funding Award
Subrecipient: TOWN OF PEMBROKE PARK
Program: Pembroke Park Preserve ADA Restrooms
Total Allocation: \$61,508

Dear Todd Larson:

The Broward County Administrator has approved the Fiscal Year (FY) 2019-2020 Annual Action Plan (AAP) and the Board of County Commissioners will ratify it at an upcoming Commission meeting. The proposed funding allocations are for the Community Development Block Grant (CDBG) and Emergency Solutions Grants (ESG) Program activities/projects. The Housing Finance and Community Redevelopment Division (HFCRD) will submit the AAP to the Department of Housing and Urban Development (HUD) for final approval and award on or before Thursday, August 15, 2019. Your organization's award is \$61,508 of CDBG funding for Pembroke Park Preserve ADA Restrooms, subject to the AAP ratification.

The 2019-2020 Program Year begins on October 1, 2019 and ends on September 30, 2020. It is HFCRD's intent to complete the CDBG Agreements as quickly as possible. An integral part of the Agreement is the inclusion of the exhibits listed below. Your organization's exhibits used for the prior year's Agreement will be e-mailed to you in a MS Word file. Please update them with the 45th Year Project information to be used for the FY 2019-2020 Agreement.

Exhibit A: Project Description
Exhibit B: Budget Table/Costs for Project and Budget Narrative
Exhibit C: Project Schedule/Timeline
Exhibit D: Monthly/Quarterly Progress Report

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org

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Exhibit E: Request for Payment
Exhibit F: Insurance Requirements (will be inserted by the County, as applicable)

To expedite the completion of Agreements, please e-mail the completed exhibits (A-E) in MS Word format to Olga Sheyner, Housing and Community Development Specialist, at **OSheyner@broward.org** no later than **August 30, 2019**. If you have any questions regarding the preparation of the exhibits, please feel free to contact Mrs. Sheyner at 954-357-4942. Thank you for your prompt attention to these contractual requirements.

Sincerely,

A handwritten signature in blue ink, appearing to read "R Stone".

Ralph Stone, Director
Housing Finance and Community Redevelopment Division

cc: Suzanne Fejes, Assistant Director, HFCRD
Angela Chin, Manager, HFCRD
Olga Sheyner, Housing and Community Development Specialist, HFCRD

EXHIBIT A

PROJECT DESCRIPTION

Project Name: PEMBROKE PARK PRESERVE ADA RESTROOMS

Project Description

CDBG Funds in the amount of \$ \$61,508 provided by County under the Agreement shall be used by City to contract with a construction contractor for the provision of infrastructure Improvements related to City's Preserve Restrooms.

The Project is for the Construction of a 2-cabin unisex restroom building, complete with sewer and electrical connections; concrete floor and walls; ADA-designed doors; toilets, and sinks; hand dryers, and water drinking fountain within the Raymond P. Oglesby Preserve at Pembroke Park located at 3115 SW 52nd Avenue.

The Project is located in Census Tract 1008.02, Block Group 2.

CDBG HUD National Objective: 24 CFR Part 570.208(a)(1), Area Benefit Activities

EXHIBIT B**BUDGET TABLE/COSTS FOR PROJECT**

Each cost category below reflects the proposed amount necessary to complete the Project by funding source(s).

Funding Sources					
Cost Category		(1) CDBG	(2) NON-CDBG CITY	(3)	Total
A.	Personnel	-	\$ 3,000	-	\$ 3,000
B.	Fringe Benefits	-	-	-	-
C.	Travel	-	-	-	-
D.	Equipment	-	-	-	-
E.	Supplies	-	-	-	-
F.	Contractual Services	-	-	-	-
G.	Construction	\$ 61,508	\$ 38,932	\$	\$ 100,440
H.	Other	-	\$ 2,000	\$	\$ 2,000
I.	Total	\$ 61,508	\$ 43,932	\$	\$ 105,440

EXHIBIT B

BUDGET NARRATIVE

The Budget Narrative statements below provide a detailed justification for each cost category shown in the budget table for both CDBG Funds and Non-CDBG funding sources utilized in financing the Project.

CDBG Funds: \$61,508

Construction:

City shall contract for the construction of one (1) ADA compliant 2-cabin restroom building equipped with power and sewer utilities hookups.

Non-CDBG Funds: \$43,932

City's Staff	\$3,000	City shall provide City staff for construction management and administration of the grant. This amount includes fringe benefits.
Construction:	\$24,740	City shall provide the remaining balance of the ADA compliant 2-cabin restroom building.
Building Foundation	\$16,740	City shall provide site preparation prior to construction of the ADA compliant 2-cabin restroom building
Other:	\$2,000	City shall prepare advertisement to solicit interested suppliers.

EXHIBIT B

Allowable Cost for U.S. HUD Share of Budget

Federal cost principles for grants and contracts with state and local governments are set forth in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. This document is an extensive and somewhat complicated series of principles governing the allowability of various types of costs under federal grants and contracts. General information concerning the cost principles is summarized below. The following types of costs are specifically unallowable:

- (A) Advertising costs other than those associated with recruitment of personnel and the solicitation of bids for goods and services.
- (B) Bad debts.
- (C) Contingencies.
- (D) Contribution and donations.
- (E) Entertainment.
- (F) Fines and penalties.
- (G) Interest.
- (H) Losses on other grants or contracts.

Most other categories of cost are generally allowable under the cost principles provided the costs are allowable and reasonable. General comments on individual cost elements are listed below:

Salary costs are generally allowable provided they are based on actual current salaries adjusted for any anticipated cost-of-living or merit increases during the grant period. Salary costs for unidentified new employees must be consistent with City's overall employee compensation structure. City's compensation policy should not change as a result of obtaining a federal grant.

Fringe Benefit costs such as pay for vacations, holidays, sick leave, employee insurance, and unemployment benefits are allowable to the extent required by law or established organizational policy.

EXHIBIT B

Travel costs consistent with established organizational policy are generally allowable. The difference between first class and coach air fare is specifically unallowable. In the absence of established organizational travel policy, it is a good practice to adopt policies consistent with the federal travel regulations.

Equipment costs should be based on the least cost method of acquisition (rent, purchase, lease with option to buy) over the grant period as demonstrated by competitive bidding. Equipment costs are only allowable to the extent the equipment is directly necessary to accomplish the grant. The cost of equipment not fully utilized under the grant must be allocated to other organization costs to assure a fair share distribution. Whenever practical, used equipment should be considered in meeting equipment needs.

Material cost directly associated with the Project is allowable. Prices must generally be justified through competitive bids except for nominal purchases.

Subcontracts must be awarded on a competitive basis except in extraordinary circumstances. The same principles applicable to individual cost principles for grantees are generally applicable cost-reimbursement type subcontracts under grants.

Consultant agreements should include a certification by the consultant that the consultant rate is equal to or less than the lowest rate the consultant accepts for comparable work. Additionally, Congress prohibits the salary component of consultant fees under HUD grants from exceeding the applicable approved rate schedule.

Construction costs include construction of new buildings, structures, or other real property as well as alteration or repair of existing structures. Construction costs should be supported by detailed cost estimates and competitive bidding. Consult with the Housing Finance and Community Redevelopment Division's Compliance Officer on applicability of the Davis-Bacon Wage determination to the Project.

Other costs include all types of direct costs not specified above. Normally, such costs include space, telephone, utilities, printing, and other basic operating expenses.

Leverage is that which the municipality or non-profit organization brings to the Project. It may be in the form of services or contributed operating expenses (in-kind contributions) or cash support from the organization itself or from other sources.

EXHIBIT C

PROJECT SCHEDULE/TIMELINE

The table below lists the main work tasks required to complete Project objectives before the term of the Agreement expires.

Work Task	Start-Up Date	Date of Completion
Preparation of Design Plans and Specifications	November 1, 2019	January 31, 2020
Advertise, Pre-Bid Meeting, and Bidding	February 1, 2020	March 31, 2020
Bid Opening, Selection, and Award	April 1, 2020	May 30, 2020
Construction Contract Execution, Pre-Construction Meeting, and Construction	June 1, 2020	August 31, 2020
Punch list Items	September 1, 2020	September 30, 2020
Completion of Construction	September 1, 2020	September 30, 2020

EXHIBIT D

QUARTERLY PROGRESS REPORT

Reporting Period: _____

Date Report Prepared: _____

A. Project Information:

Agency Name	City of Pembroke Park
Person Preparing the Report	Myriam Jacques
Job Title	Assistant Director of Public Services
Signature	<i>Myriam Jacques</i>
Project Name	Pembroke Park Preserve ADA Restrooms
Project Start-Up Date	October 1, 2019
Project Completion Date	September 30, 2020
Amended Completion Date (if applicable)	N/A

B.1 Project Cost

Fund Source	Budget	Funds Expended to Date	Percentage
Total Project	\$ 105,440	\$ 0.0	0%
CDBG Funds	\$ 61,508	\$ 0.0	0%
Other Funding (specify source below) City	\$ 43,932	\$ 0.0	0%

B.2 Declaration of Agency Budget Changes

Program Income: _____ N/A

Source of Program Income: _____ N/A

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EXHIBIT D

B.3 Other Grant Awards N/A

Date(s): _____ Dollar Amount(s): _____

Funding Source(s): _____ Funding Contract Person(s): _____

B.4 Describe attempts to secure additional funding:

B.5 Percent of Project completed to date: 0%

B.6 Anticipated Changes in Staffing: None

1. Office Hours: Monday to Friday from 8:00 AM to 5:00 PM

2. Resignations: None

Part-time or Full-time Employee(s): No Change

C.1 Brief Project Description and Project Location (if applicable, include homeowner's name and address, general scope of work performed, and associated expenses):

The Project is for the Construction of a 2-cabin unisex restroom building, complete with sewer and electrical connections; concrete floor and walls; ADA-designed doors; toilets, and sinks; hand dryers, and water drinking fountain within the Raymond P. Oglesby Preserve at Pembroke Park located in the Census Tract 1008.02, Block Group 2, at 3115 SW 52nd Avenue.

C.2 Describe specific work tasks and status completed this quarter:

Work Tasks	Status (i.e., underway, completed)
Design Plans and Specifications	
Advertising and Pre-Bid Meeting	
Bid Submittal	
Bid Opening and Bidder Selection	
Award to Bidder	
Construction Contract Execution, Pre-construction Meeting	
Construction	
Punch List Items	
Completion/Closeout of Construction	

EXHIBIT D

C.3 Describe success or problems encountered with the Project:

C.4 Anticipated problems or concerns with the Project. Please identify technical assistance needed and requested from Housing Finance and Community Redevelopment Division staff.

C.5 Anticipated advertisements and other contractual services. If so, has the Housing Finance and Community Redevelopment Division staff been advised and appropriate steps taken to assure compliance?

CITY anticipates to advertise the project and solicit qualified vendor for it. The advertisement will be published and run for two consecutive weeks in the South Florida Sun Sentinel, Fort Lauderdale branch newspaper.

C.6 If applicable, please complete the information on the following Direct Benefit Form for all program participants.

EXHIBIT "D"

Direct Benefit Form

Indicate persons or households. Only unduplicated counts should be given.

Total number
served
this quarter

Total number
served
year to date

Ethnicity

Hispanic
Non-Hispanic

1. Total

Racial Data

Hispanic

11. White
12. Black/African American
13. Asian
14. American Indian/Alaskan Native
15. Native Hawaiian or other Pacific Islander
16. American Indian/Alaskan Native and White
17. Asian and White
18. Black/African American and White
19. American Indian/Alaskan Native and Black/African American
20. Other Multi-Racial

2. Total

Income Data

Extremely Low Income ≤30% of area median
Low Income ≤50% of area median
Moderate Income ≤80% of area median
Non-Low Moderate Income

**income levels must equal persons benefiting* 3. Total

Other Demographic Data

Households
Persons
Homeless
Female Head of Household
Disabled Persons Assisted
Elderly Persons Assisted
Census Tract served

EXHIBIT D

Direct Benefit Form

Applicable if implementing one of the following activities:

	Total number this quarter	Total number year to date
<i>Public Services: Of the persons assisted</i>		

Number that have new access to this service or benefit
Number that have improved access to this service or benefit
Number that receive a service or benefit that is no longer substandard

Total 1.

Public Facilities or Infrastructure Improvements

Number that have new access to this type of public facility or infrastructure improvement

Number that have improved access to this type of public facility or infrastructure improvement

Number served by public facility or infrastructure that is no longer substandard

Total 2.

Overnight Shelter/Emergency Housing

Number of beds created in overnight shelter or other emergency housing

Total 3.

EXHIBIT D

Direct Benefit Form

Applicable if implementing one of the following activities:

Housing and Economic Development Data

Total number
this quarter

Total number
year to date

Rehab: Of the total owner units

Occupied by elderly
Units moved from sub-standard to standard (HQS or local code)
Units qualified as Energy Star
Units made accessible
Units brought into compliance with lead safety rules (24 CFR Part 35)

1. Total

1st Time Homebuyers: Of total households

Number received housing counseling
Number down payment assistance/closing costs

2. Total

Assistance to Businesses

Number of *new* businesses assisted
Number of *existing* businesses assisted

Number of existing businesses *expanding*
Number of existing businesses *relocating*

Number of businesses assisted with commercial facade treatment/
business building rehab

Number of businesses assisted that provide goods or services to
meet the needs of a service area, neighborhood or community

Women-owned business

3. Total

Name of Each Business Assisted

DUNS #

N/A

**DUNS number required for each business*

EXHIBIT D

D. Program Objectives

*Work Tasks	Projected Yearly Total Performance	Quarterly Progress	Progress Yr-To-Date	Supporting Documentation
Design Plans and Specifications	1			Copies of design plans and specifications
Advertise, Bidding, and Pre-Bid Meeting	1			Copy of advertisement, minutes, and pre-bid meeting sign-in sheets
Bid Opening, Selection, and Award	1			Copy of bid tabulations, and recommendation of award letter
Construction Contract Execution, Pre-construction Meeting, and Construction	1			Copy of executed construction contract, pre-construction meeting minutes/sign-in sheets, and construction progress/inspection reports
Punch list Items	1			Copy of punch list items
Completion of Construction	1			Final invoice and supporting documentation from City's construction contractor

*** Work Tasks as listed in Exhibit "C" (Project Schedule/Timeline) of the Agreement.**

EXHIBIT E

REQUEST FOR PAYMENT

**Community Development Block Grant Program
45thYear Funding**

Contract Period: October 1, 2019 to September 30, 2020

1. Project Name Pembroke Park Preserve ADA Restrooms			
2. Organization Town of Pembroke Park		Telephone Number: (954) 966-4600, ext. 200	
3. Billing Number			
4. Billing Period Covered			
5. % of Total Contract, Expended through this Billing			
6. Cost Categories	Total Expenditures Up to Last Billing	Expenditures This Billing	Total Expenditures To Date
A. Project Costs			
Salary and Fringes			
Contractual			
Construction			
Other Project Costs			
Total Expenditures			
Funds Obligated: (By Funding Agreement)			
Balance			
B. In-kind			

EXHIBIT E

REQUEST FOR PAYMENT
(Continued)

7. Detail of Request for Payment (Attach copies of Invoices, Other Applicable Documentation)			
Vendor Name	Invoice # (If Applicable)	Description of Service	Amount

Total Request for Reimbursement \$ _____

8. Certification:

I certify that Items 1 - 7 of this billing are correct and just and are based upon obligation(s) of record for the Project; that the work and services are in accordance with the Broward County approved Agreement, including any amendments thereto; and that the progress of the work and services under the Agreement are satisfactory and are consistent with the amount billed.

Signature and Title of Authorized Official
Form 608.700 Revised 06/04

Date

Different Styles of ADA Park Restrooms





Environmental Protection and Growth Management Department
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
110 NE 3rd Street, 3rd Floor • Fort Lauderdale, Florida 33301 • 954-357-4900 • FAX 954-357-8221

August 6, 2019

Todd Larson
Town of Pembroke Park/Town Hall
3150 SW 52nd Ave.
Pembroke Park, FL 33023

Subject: 45th Year CDBG (FY 2019-2020) Funding Award
Subrecipient: TOWN OF PEMBROKE PARK
Program: Pembroke Park Preserve ADA Restrooms
Total Allocation: \$61,508

Dear Todd Larson:

The Broward County Administrator has approved the Fiscal Year (FY) 2019-2020 Annual Action Plan (AAP) and the Board of County Commissioners will ratify it at an upcoming Commission meeting. The proposed funding allocations are for the Community Development Block Grant (CDBG) and Emergency Solutions Grants (ESG) Program activities/projects. The Housing Finance and Community Redevelopment Division (HFCRD) will submit the AAP to the Department of Housing and Urban Development (HUD) for final approval and award on or before Thursday, August 15, 2019. Your organization's award is \$61,508 of CDBG funding for Pembroke Park Preserve ADA Restrooms, subject to the AAP ratification.

The 2019-2020 Program Year begins on October 1, 2019 and ends on September 30, 2020. It is HFCRD's intent to complete the CDBG Agreements as quickly as possible. An integral part of the Agreement is the inclusion of the exhibits listed below. Your organization's exhibits used for the prior year's Agreement will be e-mailed to you in a MS Word file. Please update them with the 45th Year Project information to be used for the FY 2019-2020 Agreement.

Exhibit A: Project Description
Exhibit B: Budget Table/Costs for Project and Budget Narrative
Exhibit C: Project Schedule/Timeline
Exhibit D: Monthly/Quarterly Progress Report

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org

Page 1 of 1

Exhibit E: Request for Payment
Exhibit F: Insurance Requirements (will be inserted by the County, as applicable)

To expedite the completion of Agreements, please e-mail the completed exhibits (A-E) in MS Word format to Olga Sheyner, Housing and Community Development Specialist, at **OSheyner@broward.org** no later than **August 30, 2019**. If you have any questions regarding the preparation of the exhibits, please feel free to contact Mrs. Sheyner at 954-357-4942. Thank you for your prompt attention to these contractual requirements.

Sincerely,

A handwritten signature in blue ink, appearing to read "R Stone".

Ralph Stone, Director
Housing Finance and Community Redevelopment Division

cc: Suzanne Fejes, Assistant Director, HFCRD
Angela Chin, Manager, HFCRD
Olga Sheyner, Housing and Community Development Specialist, HFCRD

EXHIBIT A

PROJECT DESCRIPTION

Project Name: PEMBROKE PARK PRESERVE ADA RESTROOMS

Project Description

CDBG Funds in the amount of \$ \$61,508 provided by County under the Agreement shall be used by City to contract with a construction contractor for the provision of infrastructure Improvements related to City's Preserve Restrooms.

The Project is for the Construction of a 2-cabin unisex restroom building, complete with sewer and electrical connections; concrete floor and walls; ADA-designed doors; toilets, and sinks; hand dryers, and water drinking fountain within the Raymond P. Oglesby Preserve at Pembroke Park located at 3115 SW 52nd Avenue.

The Project is located in Census Tract 1008.02, Block Group 2.

CDBG HUD National Objective: 24 CFR Part 570.208(a)(1), Area Benefit Activities

EXHIBIT B**BUDGET TABLE/COSTS FOR PROJECT**

Each cost category below reflects the proposed amount necessary to complete the Project by funding source(s).

Funding Sources					
Cost Category		(1) CDBG	(2) NON-CDBG CITY	(3)	Total
A.	Personnel	-	\$ 3,000	-	\$ 3,000
B.	Fringe Benefits	-	-	-	-
C.	Travel	-	-	-	-
D.	Equipment	-	-	-	-
E.	Supplies	-	-	-	-
F.	Contractual Services	-	-	-	-
G.	Construction	\$ 61,508	\$ 38,932	\$	\$ 100,440
H.	Other	-	\$ 2,000	\$	\$ 2,000
I.	Total	\$ 61,508	\$ 43,932	\$	\$ 105,440

EXHIBIT B

BUDGET NARRATIVE

The Budget Narrative statements below provide a detailed justification for each cost category shown in the budget table for both CDBG Funds and Non-CDBG funding sources utilized in financing the Project.

CDBG Funds: \$61,508

Construction:

City shall contract for the construction of one (1) ADA compliant 2-cabin restroom building equipped with power and sewer utilities hookups.

Non-CDBG Funds: \$43,932

City's Staff	\$3,000	City shall provide City staff for construction management and administration of the grant. This amount includes fringe benefits.
Construction:	\$24,740	City shall provide the remaining balance of the ADA compliant 2-cabin restroom building.
Building Foundation	\$16,740	City shall provide site preparation prior to construction of the ADA compliant 2-cabin restroom building
Other:	\$2,000	City shall prepare advertisement to solicit interested suppliers.

EXHIBIT B

Allowable Cost for U.S. HUD Share of Budget

Federal cost principles for grants and contracts with state and local governments are set forth in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. This document is an extensive and somewhat complicated series of principles governing the allowability of various types of costs under federal grants and contracts. General information concerning the cost principles is summarized below. The following types of costs are specifically unallowable:

- (A) Advertising costs other than those associated with recruitment of personnel and the solicitation of bids for goods and services.
- (B) Bad debts.
- (C) Contingencies.
- (D) Contribution and donations.
- (E) Entertainment.
- (F) Fines and penalties.
- (G) Interest.
- (H) Losses on other grants or contracts.

Most other categories of cost are generally allowable under the cost principles provided the costs are allowable and reasonable. General comments on individual cost elements are listed below:

Salary costs are generally allowable provided they are based on actual current salaries adjusted for any anticipated cost-of-living or merit increases during the grant period. Salary costs for unidentified new employees must be consistent with City's overall employee compensation structure. City's compensation policy should not change as a result of obtaining a federal grant.

Fringe Benefit costs such as pay for vacations, holidays, sick leave, employee insurance, and unemployment benefits are allowable to the extent required by law or established organizational policy.

EXHIBIT B

Travel costs consistent with established organizational policy are generally allowable. The difference between first class and coach air fare is specifically unallowable. In the absence of established organizational travel policy, it is a good practice to adopt policies consistent with the federal travel regulations.

Equipment costs should be based on the least cost method of acquisition (rent, purchase, lease with option to buy) over the grant period as demonstrated by competitive bidding. Equipment costs are only allowable to the extent the equipment is directly necessary to accomplish the grant. The cost of equipment not fully utilized under the grant must be allocated to other organization costs to assure a fair share distribution. Whenever practical, used equipment should be considered in meeting equipment needs.

Material cost directly associated with the Project is allowable. Prices must generally be justified through competitive bids except for nominal purchases.

Subcontracts must be awarded on a competitive basis except in extraordinary circumstances. The same principles applicable to individual cost principles for grantees are generally applicable cost-reimbursement type subcontracts under grants.

Consultant agreements should include a certification by the consultant that the consultant rate is equal to or less than the lowest rate the consultant accepts for comparable work. Additionally, Congress prohibits the salary component of consultant fees under HUD grants from exceeding the applicable approved rate schedule.

Construction costs include construction of new buildings, structures, or other real property as well as alteration or repair of existing structures. Construction costs should be supported by detailed cost estimates and competitive bidding. Consult with the Housing Finance and Community Redevelopment Division's Compliance Officer on applicability of the Davis-Bacon Wage determination to the Project.

Other costs include all types of direct costs not specified above. Normally, such costs include space, telephone, utilities, printing, and other basic operating expenses.

Leverage is that which the municipality or non-profit organization brings to the Project. It may be in the form of services or contributed operating expenses (in-kind contributions) or cash support from the organization itself or from other sources.

EXHIBIT C

PROJECT SCHEDULE/TIMELINE

The table below lists the main work tasks required to complete Project objectives before the term of the Agreement expires.

Work Task	Start-Up Date	Date of Completion
Preparation of Design Plans and Specifications	November 1, 2019	January 31, 2020
Advertise, Pre-Bid Meeting, and Bidding	February 1, 2020	March 31, 2020
Bid Opening, Selection, and Award	April 1, 2020	May 30, 2020
Construction Contract Execution, Pre-Construction Meeting, and Construction	June 1, 2020	August 31, 2020
Punch list Items	September 1, 2020	September 30, 2020
Completion of Construction	September 1, 2020	September 30, 2020

EXHIBIT D

QUARTERLY PROGRESS REPORT

Reporting Period: _____

Date Report Prepared: _____

A. Project Information:

Agency Name	City of Pembroke Park
Person Preparing the Report	Myriam Jacques
Job Title	Assistant Director of Public Services
Signature	<i>Myriam Jacques</i>
Project Name	Pembroke Park Preserve ADA Restrooms
Project Start-Up Date	October 1, 2019
Project Completion Date	September 30, 2020
Amended Completion Date (if applicable)	N/A

B.1 Project Cost

Fund Source	Budget	Funds Expended to Date	Percentage
Total Project	\$ 105,440	\$ 0.0	0%
CDBG Funds	\$ 61,508	\$ 0.0	0%
Other Funding (specify source below) <u>City</u>	\$ 43,932	\$ 0.0	0%

B.2 Declaration of Agency Budget Changes

Program Income: N/A

Source of Program Income: N/A

EXHIBIT D

B.3 Other Grant Awards N/A

Date(s): _____ Dollar Amount(s): _____

Funding Source(s): _____ Funding Contract Person(s): _____

B.4 Describe attempts to secure additional funding:

B.5 Percent of Project completed to date: 0%

B.6 Anticipated Changes in Staffing: None

1. Office Hours: Monday to Friday from 8:00 AM to 5:00 PM

2. Resignations: None

Part-time or Full-time Employee(s): No Change

C.1 Brief Project Description and Project Location (if applicable, include homeowner's name and address, general scope of work performed, and associated expenses):

The Project is for the Construction of a 2-cabin unisex restroom building, complete with sewer and electrical connections; concrete floor and walls; ADA-designed doors; toilets, and sinks; hand dryers, and water drinking fountain within the Raymond P. Oglesby Preserve at Pembroke Park located in the Census Tract 1008.02, Block Group 2, at 3115 SW 52nd Avenue.

C.2 Describe specific work tasks and status completed this quarter:

Work Tasks	Status (i.e., underway, completed)
Design Plans and Specifications	
Advertising and Pre-Bid Meeting	
Bid Submittal	
Bid Opening and Bidder Selection	
Award to Bidder	
Construction Contract Execution, Pre-construction Meeting	
Construction	
Punch List Items	
Completion/Closeout of Construction	

EXHIBIT D

C.3 Describe success or problems encountered with the Project:

C.4 Anticipated problems or concerns with the Project. Please identify technical assistance needed and requested from Housing Finance and Community Redevelopment Division staff.

C.5 Anticipated advertisements and other contractual services. If so, has the Housing Finance and Community Redevelopment Division staff been advised and appropriate steps taken to assure compliance?

CITY anticipates to advertise the project and solicit qualified vendor for it. The advertisement will be published and run for two consecutive weeks in the South Florida Sun Sentinel, Fort Lauderdale branch newspaper.

C.6 If applicable, please complete the information on the following Direct Benefit Form for all program participants.

EXHIBIT "D"

Direct Benefit Form

Indicate persons or households. Only unduplicated counts should be given.

Total number
served
this quarter

Total number
served
year to date

Ethnicity

Hispanic
Non-Hispanic

1. Total

Racial Data

Hispanic

11. White
12. Black/African American
13. Asian
14. American Indian/Alaskan Native
15. Native Hawaiian or other Pacific Islander
16. American Indian/Alaskan Native and White
17. Asian and White
18. Black/African American and White
19. American Indian/Alaskan Native and Black/African American
20. Other Multi-Racial

2. Total

Income Data

Extremely Low Income ≤30% of area median
Low Income ≤50% of area median
Moderate Income ≤80% of area median
Non-Low Moderate Income

income levels must equal persons benefiting* **3. Total

Other Demographic Data

Households
Persons
Homeless
Female Head of Household
Disabled Persons Assisted
Elderly Persons Assisted
Census Tract served

EXHIBIT D

Direct Benefit Form

Applicable if implementing one of the following activities:

	Total number this quarter	Total number year to date
<i>Public Services: Of the persons assisted</i>		

Number that have new access to this service or benefit
Number that have improved access to this service or benefit
Number that receive a service or benefit that is no longer substandard

Total 1.

Public Facilities or Infrastructure Improvements

Number that have new access to this type of public facility or infrastructure improvement

Number that have improved access to this type of public facility or infrastructure improvement

Number served by public facility or infrastructure that is no longer substandard

Total 2.

Overnight Shelter/Emergency Housing

Number of beds created in overnight shelter or other emergency housing

Total 3.

EXHIBIT D

Direct Benefit Form

Applicable if implementing one of the following activities:

Housing and Economic Development Data

	Total number this quarter	Total number year to date
Rehab: Of the total owner units		
Occupied by elderly		
Units moved from sub-standard to standard (HQS or local code)		
Units qualified as Energy Star		
Units made accessible		
Units brought into compliance with lead safety rules (24 CFR Part 35)		

1. Total

1st Time Homebuyers: Of total households

Number received housing counseling
Number down payment assistance/closing costs

2. Total

Assistance to Businesses

Number of *new* businesses assisted
Number of *existing* businesses assisted

Number of existing businesses *expanding*
Number of existing businesses *relocating*

Number of businesses assisted with commercial facade treatment/
business building rehab

Number of businesses assisted that provide goods or services to
meet the needs of a service area, neighborhood or community

Women-owned business

3. Total

Name of Each Business Assisted	DUNS #	N/A
*DUNS number required for each business		

EXHIBIT D

D. Program Objectives

*Work Tasks	Projected Yearly Total Performance	Quarterly Progress	Progress Yr-To-Date	Supporting Documentation
Design Plans and Specifications	1			Copies of design plans and specifications
Advertise, Bidding, and Pre-Bid Meeting	1			Copy of advertisement, minutes, and pre-bid meeting sign-in sheets
Bid Opening, Selection, and Award	1			Copy of bid tabulations, and recommendation of award letter
Construction Contract Execution, Pre-construction Meeting, and Construction	1			Copy of executed construction contract, pre-construction meeting minutes/sign-in sheets, and construction progress/inspection reports
Punch list Items	1			Copy of punch list items
Completion of Construction	1			Final invoice and supporting documentation from City's construction contractor

*** Work Tasks as listed in Exhibit "C" (Project Schedule/Timeline) of the Agreement.**

EXHIBIT E

REQUEST FOR PAYMENT

**Community Development Block Grant Program
45thYear Funding**

Contract Period: October 1, 2019 to September 30, 2020

1. Project Name Pembroke Park Preserve ADA Restrooms			
2. Organization Town of Pembroke Park		Telephone Number: (954) 966-4600, ext. 200	
3. Billing Number			
4. Billing Period Covered			
5. % of Total Contract, Expended through this Billing			
6. Cost Categories	Total Expenditures Up to Last Billing	Expenditures This Billing	Total Expenditures To Date
A. Project Costs			
Salary and Fringes			
Contractual			
Construction			
Other Project Costs			
Total Expenditures			
Funds Obligated: (By Funding Agreement)			
Balance			
B. In-kind			

EXHIBIT E

REQUEST FOR PAYMENT
(Continued)

7. Detail of Request for Payment (Attach copies of Invoices, Other Applicable Documentation)			
Vendor Name	Invoice # (If Applicable)	Description of Service	Amount

Total Request for Reimbursement \$ _____

8. Certification:

I certify that Items 1 - 7 of this billing are correct and just and are based upon obligation(s) of record for the Project; that the work and services are in accordance with the Broward County approved Agreement, including any amendments thereto; and that the progress of the work and services under the Agreement are satisfactory and are consistent with the amount billed.

Signature and Title of Authorized Official
Form 608.700 Revised 06/04

Date

Different Styles of ADA Park Restrooms



RESOLUTION 2020-

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING TOWN STAFF TO PREPARE REQUEST FOR PROPOSALS FOR ENGINEERING DESIGN OF JOHN P. LYONS LANE STORMWATER DRAINAGE IMPROVEMENTS; SUPERCEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town submitted an application for Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) to construct stormwater drainage infrastructure improvements on John P. Lyons Lane; and

WHEREAS, Town has received notification that they have been awarded funding from the FEMA program in the estimated amount of \$684,252.50; and

WHEREAS, it is necessary for the Town to retain the services of a qualified civil engineering firm to design the stormwater drainage system; and

WHEREAS, Town staff must prepare and circulate a Request for Proposals for qualified engineering design services promptly in order to adhere to the schedule of work completion dates provided for in the grant funding.

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

Section 1: That the Town staff is authorized and directed to prepare and circulate a Request for Proposals for qualified civil engineering firm to prepare engineering construction plans for the John P. Lyons Lane stormwater improvements.

Section 2: That the Town staff is directed to promptly complete the Request for Proposals and submit same to FEMA for review and approval in order to initiate the Request for Proposals process.

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 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution N0. 2020- JP Lyones Lane Stormwater Project.FN24761E.docx

AGENDA ITEM REPORT



To: Town Manager
Subject: Request authorization to prepare RFP for engineering design of John P Lyons Lane drainage improvements under the HMGP project
Meeting: Regular Commission Meeting - 10 Jun 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

FINANCIAL IMPACT:

Town's obligation is \$28,044 (25%) of total project; HMGP funding is \$84,131 (75%)

RECOMMENDATION:

Resolution

ATTACHMENTS:

[HMGP-Application-John P. Lyons Lane Stormwater \(5-22-20\)](#)

[HMGP Hurricane Irma \(DR-4337\) 448-JPL Email Approval](#)

THIS SECTION FOR STATE USE ONLY			
FEMA-4337-DR-FL	☐ Standard HMGP	☐ 5% Initiative Application ☐ Initial Submission	☐ Application Complete ☐ Re- Submission
Support Documents ☐ Conforms w/ State 409 Plan ☐ In Declared Area ☐ Statewide	Eligible Applicant ☐ State or Local Government ☐ Private Non-Profit (Tax ID Received) ☐ Recognized Indian Tribe or Tribal Organization	Project Type(s) ☐ Wind ☐ Flood ☐ Other: _____	
Community NFIP Status: (Check all that apply) ☐ Participating Community ID#: _____ ☐ In Good Standing ☐ Non-Participating ☐ CRS		LMS Ranking: _____ County: _____	
State Application ID: _____			
(TIME-DATE STAMP HERE)			

This application is for all Federal Emergency Management Agency (FEMA Region IV) Hazard Mitigation Grant Program (HMGP) proposals. Please complete ALL sections and provide the documents requested. If you require technical assistance, please contact the Florida Division of Emergency Management at DEM_HazardMitigationGrantProgram@em.myflorida.com.

Section I – Applicant

A. Applicant Instruction: Complete all sections that correspond with the type of proposed project

<u>Application Sections I-IV:</u>	<i>All Applicants must complete these sections</i>
<u>Environmental Review:</u>	<i>All Applicants must complete these sections</i>
<u>Maintenance Agreement:</u>	<i>Any Applications involving public property, public ownership, or management of property</i>
<u>Flood Control – Drainage Improvement Worksheet:</u>	<i>Acquisition, Elevation, Dry Flood proofing, Drainage Improvements, Flood Control Measures, Floodplain and Stream Restoration, and Flood Diversion – one worksheet per structure</i>
<u>Generator Worksheet:</u>	<i>Permanent, portable generators, and permanent emergency standby pumps</i>
<u>Tornado Safe Room Worksheet:</u>	<i>New Safe Room, Retrofit of existing structure, Community Safe Room, Residential Safe Room</i>
<u>Hurricane Safe Room Worksheet:</u>	<i>New Safe Room, Retrofit of existing structure</i>
<u>Wind Retrofit Worksheet:</u>	<i>Wind Retrofit projects only – one worksheet per structure</i>
<u>Wildfire Worksheet:</u>	<i>Defensible Space, Hazardous Fuels Reduction, Ignition Resistant Construction, other</i>
<u>Drought Worksheet:</u>	<i>Aquifers, other</i>
<u>Request for Public Assistance Form:</u>	<i>FEMA Form 90-49 (Request for Public Assistance): All applicants must complete, if applicable.</i>
<u>Acquisition Forms:</u>	<i>If project type is Acquisition, these forms must be completed. (Only one of the two Notice of Voluntary Interest forms is necessary.) Model Statement of Assurances for Property Acquisition Projects Declaration and Release Notice of Voluntary Interest (Town Hall Version) Notice of Voluntary Interest (Single Site Version) Statement of Voluntary Participation FEMA Model Deed Restriction Language</i>
<u>Application Completeness Guidance / Checklist :</u>	<i>All applicants are recommended to complete this checklist and utilize the guidance for completing the application.</i>

B. Applicant Information:

FEMA-4337-DR-FL

DISASTER NAME: Hurricane Irma

Title/Brief Descriptive Project Summary: John P. Lyons Lane Stormwater Improvements (Phase II)

1. Applicant (Organization): Town of Pembroke Park
2. Applicant Type: ☒ State or Local Government ☐ Native American Tribe ☐ Private Non-Profit ☐ Special District
3. County: Broward
4. State Legislative Senate District(s): 35; State Legislative House District(s): 101 ;
Congressional House District(s): 24 House
5. Federal Tax I.D. Number: 590968454
6. Data Universal Numbering System (DUNS): D24477655
7. Federal Information Processing Standards (FIPS) Code*: 1255750 (*if your FIPS code is not known, see guidance)
8. National Flood Insurance Program (NFIP) Community Identification Number: 120052
(this number can be obtained from the FIRM map for your area)
9. **Point of Contact:** (Person serving as the coordinator of project)

☐ Ms. ☒ Mr. First Name: Peter Last Name: Kunen
Title: Town Engineer
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: (954) 966-4600, Ext. 200 Email: pkunen@townofpembrokepark.com

10. Application Prepared by:

☐ Ms. ☒ Mr. First Name: Peter Last Name: Kunen
Title: Town Engineer
Telephone: (954) 966-4600, Ext. 200 Email: pkunen@townofpembrokepark.com

11. Authorized Applicant Agent (proof of authorization authority required)

☐ Ms. ☒ Mr. First Name: Todd Last Name: Larson
Title: Public Services Director
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: (954) 966-4600, Ext. 212 Email: tlarson@townofpembrokepark.com

Signature: _____

Date: _____

12. Local Mitigation Strategy (LMS) Compliance

- a. All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List, and on file with FDEM's Mitigation Bureau Planning Unit. Does your jurisdiction have a current FEMA Approved Mitigation Plan and this project is listed? ☒ Yes ☐ No
 - b. Attached is a letter of endorsement for this project from the county's LMS Coordinator. ☒ Yes ☐ No
Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project.
 - c. The LMS project list and endorsement letter both have an estimated cost column and Federal Share amount that is within \$500.00 between the two ☒ Yes ☐ No
13. Has this project been submitted under a previous disaster event? ☒ No
☐ Yes, please provide the disaster number and project number (as applicable): _____

Section II – Project Description

A. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:
☒ Flood ☐ Wind ☐ Storm surge ☐ Wildfire ☐ Other (list): _____
2. Identify the type of proposed project:
☐ Elevation and retrofitting of residential or non-residential structure
☐ Acquisition and Relocation ☐ Acquisition and Demolition
☐ Wind retrofit ☒ Drainage project that reduces localized flooding
☐ Generator ☐ Other (please explain) _____
3. List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):
These stormwater improvements will primarily protect businesses in this commercial district of the Town.
4. List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):
13.37
5. Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
32 structure(s) protected against the **25** -year storm event (10, 25, 50, 100, or 500 year storm event)
_____ structure(s) protected against _____ mile per hour (mph) winds
6. Check **all** item(s) the project may impact:

☐ Wetlands	☐ Water Quality	☐ Previously Undisturbed Soil
☒ Floodplain	☐ Coastal Zone	☐ Toxic or Hazardous Substances
☐ Historic Resources	☐ Fisheries	☐ Threatened & Endangered Species
☐ Vegetation Removal	☐ Public Controversy	☐ Potential for Cumulative Impacts
☐ Health & Safety	☐ Other _____	
7. **Engineered projects:** If your project has been already designed and engineering information is available, please attach to your application **ALL** calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types). ☒ No ☐ Yes If so, see Attachment #(s) _____.

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will **solve** the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor's estimate and/or a contractor's bid for the scope of work. **Please ensure that each proposed project is mitigation and not maintenance.**

1. Describe the existing problems:
John P. Lyons Lane Stormwater Improvements: The area is primarily developed with a mixed land use consisting of residential, commercial, and light industrial developments. The collected stormwater relies on percolation and evaporation to return the area to its normal water levels. This results in undesirable flood levels and durations for moderate and large storm levels as well as past historical events such as Hurricane Irene of 1999 and Tropical Storm Leslie of 2000.
2. Describe the type(s) of protection that the proposed project will provide:
Construction of stormwater improvements is proposed to provide positive drainage to the area and is estimated that the proposed drainage improvements will eliminate flood damages up to the 1-in-25 year design event, including damages from the historical events.
3. Scope of Work (describe in detail what you are planning to do):
The proposed s stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, and regrading and paving of the street. These improvements are a rehabilitation and upsizing of an existing drainage system.

4. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP Project:

None

5. Describe the purpose and need for the proposed project:

The goals and objectives for the proposed stormwater improvements are intended to mitigate repetitive flood losses, to improve traffic safety for residents and local services such as police, fire rescue, and to avoid additional repetitive losses.

Section III – Project Location (Fully describe the location of the proposed project.)

A. Site

1. Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s). Provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:

Location: **John P. Lyons Lane, Extending From @.W. 24th Street North To Carolina Street**

Address(s): _____

GPS coordinates (decimal degree format): **25°59'25.46"N, 80°10'4.45"W**

Project Zip Code(s): **33009**

2. Title Holder: **Town of Pembroke Park**
3. Is the project site seaward of the Coastal Construction Control Line (CCCL)? ☐ Yes ☒ No
4. Provide the number of each structure type (listed below) in the project area that will be affected by the project. Include **all** structures in project area.

☐ Residential property: _____	☐ Public buildings: _____
☒ Businesses/commercial property: 32	☐ Schools/hospitals/houses of worship: _____
☐ Other: _____	

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. ☒ Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map. FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at https://msc.fema.gov/portal .	
2. Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area) (See FIRM legend for flood zone explanations) (A Zone must be identified)	
☐ VE or V 1-30	☐ AE or A 1-30
☒ AO or AH	☐ A (no base flood elevation given)
☐ B or X (shaded)	☐ C or X (unshaded)
☐ Floodway	☐
☐ Coastal Barrier Resource Act (CBRA) Zone (Federal regulations strictly limit Federal funding for projects in this Zone; please coordinate with your state agency before submitting an application for a CBRA Zone project).	
3. ☐ If the FIRM Map for your area is not published, please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map.	
4. ☐ Attach a copy of a Special Flood Hazard Area Flood Insurance Assurance(s).	

C. City or County Map with Project Site and Photographs

1. ☒ Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.
2. ☒ Attach a USGS 1:24,000 TOPO map with project site **clearly** marked on the map.
3. ☐ For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired or elevated. Include the Tax ID numbers for each parcel, and Parcel information – including year built and foundation.
4. ☒ Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, please include the following angles: front, back and both sides.

*In this section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. Contingency Cost should be included as a line item in the budget section and justified. Recommended range is 1 to 5%. **Avoid the use of lump sum costs.***

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost per Unit</u>	<u>Cost</u>
Engineering Design (15%)	LS	1	\$112,175.00	\$112,175.00
Phase II Construction Costs (See Attached Engineering Cost Estimate)	LS	1	\$747,825.00	\$747,825.00
Inspection Services During Construction (7%)	LS	1	\$52,350.00	\$52,350.00
<u>Sub-Total</u>				\$912,350.00

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

<u>Description of Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

Note: To be eligible for HMGP funding, pre-award costs must be identified as separate line items in the cost estimate of the application. This must be done in addition to filling out the HMGP Pre-Award Cost Request Form, submitted with application. Mark each Pre-Award cost with an asterisk (*); and In-kind services with double asterisk (); All In-kind match must be identified in the Section IV.B and D – Funding Sources).**

The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds that lose their Federal identity at the State level, such as CDBG, and certain tribal funds) may not be used for the Non-Federal share of the costs.

- Global Match Project Number and Title:

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 3 years of performance. **(e.g. Designing, Engineering, Permitting, etc.)**

Milestone(s)	Number of Days to Complete	
Engineering, Permitting, Bidding	180	
Construction	365	
Total	545	Days

Section V. Environmental Review and Historic Preservation Compliance

(NOTE: This application cannot be processed if this section is not completed.)

Because the HMGP is a federally funded program, all projects are required to undergo an environmental and historic preservation review as part of the grant application process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. **NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.**

A. The following information is required for the Environmental and Historic Preservation review:

All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for Applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project's size, location, and complexity. However, at a minimum, please provide the applicable documentation from this section to facilitate the NEPA compliance process.

1. ☒ Detailed project description, scope of work, and budget/costs (Section II and Section IV of this application).
2. ☒ Project area maps (Section III, part B & C of this application)
3. ☒ Project area/structure photographs (Section III, part C of this application).
4. ☐ Preliminary project plans.
5. ☒ Project alternatives description and impacts (Section V of the application).
6. ☒ Please complete the applicable project worksheets.
Documentation showing dates of construction are required for all structures.
7. ☐ Environmental Justice – Attach documents regarding evaluation (required) and satisfactory resolution (if necessary) of Environmental Justice issues (Highly Disproportionate, Adverse Impact (effects) on Minority or Low Income Population). Documents can include public meeting records, media reports letters from interested persons and groups, studies on population, ethnic groups, quality of life, housing, economics, transportation, public services, schools, public health, recreation, voting, etc.
8. ☐ Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* below.

B. Executive Order 12898; Environmental Justice for Low Income and Minority Population:

1. Are there low income or minority populations in the project area or adjacent to the project area?
☐ No ☒ Yes; please describe any disproportionate and adverse effects to these populations:

2. To help evaluate the impact of the project, please indicate below any other information you are providing.
☐ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.

3. ☒ Attached materials or additional comments: Please include pdf documentation from the US Census Quick Facts and American Factfinder's website of the project area (<http://www.census.gov/>).

C. Tribal Consultation *(Information Required)*

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.

2. Provide information on any known site work or historic uses for project location.

- ☐ Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (feet) and vertical depths (square feet) of all anticipated ground disturbance of 3 inches or more.

D. Alternative Actions *(Information Required)*

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative".

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

Should failure to take action continue, adverse flooding conditions will remain within the project limits. The calculated flood reduction benefits result in the removal of these damages for the same storm event.

2. Other Feasible Alternative

Describe a feasible alternative project that would be the next best solution if the primary alternative is not accomplished. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget and the impacts of this alternative. Complete *all* of parts **a-e** (below).

a. Project Description for the Alternative

Describe, in detail, the alternative project, and explain how the alternative project will solve the problem(s) and/or provide protection from the hazard(s). Also, provide pros and cons for this alternative and a reason for why it was not selected.

Raising the roadways and structures within the drainage basin would be cost prohibitive. There are no other alternatives.

b. Project Location of the Alternative *(describe briefly, if different from proposed project)*

N/A

- ☐ Attach a map or diagram showing the alternative site in relation to the proposed project site *(if different from proposed project)*

c. Scope of Work for Alternative Project

N/A

d. Impacts of Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues as appropriate: Environmental Justice, Endangered Species, Wetlands, Hydrology (Upstream and Downstream Surface Water Impacts), Floodplain/Floodway, Historic Preservation and Hazardous Materials.

N/A

e. Estimated Budget/Costs for Alternative Project

In this section, provide details of all the estimated costs of the alternative project (round figures to the nearest dollar). A lump sum budget is acceptable.

Materials:	
Labor:	
Fees:	
Total Estimated Project Cost:	\$ 0.00

HMGP ENVIRONMENTAL REVIEW
Information and Documentation Requirements by Project Type

<i>Retrofits to Existing Facilities/Structures</i> <i>Elevations</i> <i>Acquisitions with Demolition</i>
✓ Dates of Construction ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance ✓ Structure photographs
<i>Drainage Improvements</i>
✓ Engineering plans/drawings ✓ Permit or Exemption letter to address any modifications to water bodies and wetlands - o Department of Environmental Protection - o Water Management District - o U.S. Army Corps of Engineers ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance. ✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats. ✓ If the project is in a coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources. ✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland. ✓ Concurrence from your Local Floodplain Manager – if project is located in a floodplain.

Note: This is a general guideline for most projects. However, there will be exceptions. Consult with state environmental staff on project types not listed.

Section VI – Maintenance Agreement

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting the application to FEMA.

(NOTE: Those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The _____ Town _____ of _____ Pembroke Park _____, State of Florida, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the ***routine*** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub-recipient's maintenance responsibilities following project award and to show the Sub-recipients acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by _____ Newall J Daughtrey _____ the duly authorized representative
(printed or typed name of signing official)

Assistant Town Manager
(title)

This 22 (day) of May (month), 2020 (year).

Signature* _____

****Please Note: The above signature must be by an individual with legal signing authority for the respective local government or county (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.)***

HMGP Application Completeness Guidance/Checklist

This guidance/checklist contains an explanation, example and/or reference for information requested in the application. Please use this list to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this list is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: John P. Lyons Lane Stormwater Improvements

Applicant: Town of Pembroke Park

Application Information	Explanation of Information Required	✓
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Section I

B. Applicant Information

FEMA ___-DR-FL	Type in the four digit number FEMA assigned to the disaster that this application is being submitted under. (Example: 4337, 4283)	☐
DISASTER NAME	Type in the Disaster name. (Example: Hurricane Irma, Tropical Storm Fay)	☐
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee, City Hall Building, Wind Retrofit)	☐
1. Applicant	Name of organization applying. Must be an eligible applicant.	☐
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C). (Example: IRS letter, Tax Exempt Certificate)	☐
3. County	Indicate county in which the project is located.	☐
4. State Legislative and Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx	☐
5. Federal Tax I.D. Number	List the Federal Employer's Identification Number (FEIN) number, also known as Federal Tax Identification number, 9-digit code. May be obtained from your finance/accounting department.	☐
6. DUNS Number	Include Data Universal Numbering Standard (DUNS) number in appropriate location on application. If none, please refer to HMGP FAQ's in Application Reference Material for instructions on obtaining a DUNS number. www.usaspending.gov	☐
7. FIPS Code	List the Federal Information Processing Standard (FIPS) Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	☐
8. NFIP ID Number	List the National Flood Insurance Program (NFIP) number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	☐
9. Point of Contact	Please provide all pertinent information for the point of contact. This person serves as the coordinator of the project. If this information changes once the application is submitted, please contact the HMGP staff immediately.	☐
10. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 9) and/or the applicant's agent (line 11).	☐
11. Authorized Applicant Agent	An authorized agent must sign the application. <i>"An authorized agent is the chief elected official of a local government who has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or County Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegates signature authority, a copy of the resolution by the governing body authorizing the signature authority for the individual signing must be provided."</i>	☐
12. LMS Compliance	a) LMS Project List:	☐

	All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List and must be on file with FDEM's Mitigation Bureau Planning Unit. b) LMS Endorsement Letter All proposed projects must include an endorsement letter from the county's Local Mitigation Strategy Coordinator. You may use 1 letter as long as it includes every proposed project. c) Estimated Costs & Application Costs: The LMS Project List must include an Estimated Cost column and each HMGP project application must be within \$500.00 of that Project List's estimated cost. Also ensure that the Federal Cost Share indicated on the LMS Coordinator's Endorsement Letter exactly matches the Federal Cost Share indicated within the application. Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project. A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter. Applications without a letter of endorsement will not be processed. (44 CFR 201.6 Local Mitigation Plans)	
13. Previous Submittal	If the project has been previously submitted under another disaster, provide the disaster number, the project number, and the title of the project.	☐

Section II - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards	Type of Hazards the Proposed Project will Mitigate: Identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	☐
2. Identify the Type of Project	Identify the Type of Proposed Project: Describe the mitigation project being proposed. (Example: drainage, wind retrofit, generator etc.)	☐
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project. (Example: A drainage project improving a residential area of 23 homes, with an average household of 2 people = 46 people)	☐
4. Total Impacted Area	Explain how many acres will be impacted from the proposed project: Drainage/Berm/Pond/Culverts/Flood hazard projects: combination of the area to be protected and ground disturbance must not exceed 25 acres.	
5. Level of Protection	Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. (Example: In a wind retrofit project, it will be the design wind speed to comply with the Florida Building Code requirements. In a drainage project, it will be the implemented design level, e.g. a 25-year FDOT design standard for culvert.)	☐
6. Project Impact	Identify all the items the project may impact or are within the project area.	☐
7. Engineered Projects (e.g. Drainage)	Include available engineering calculations, studies, and designs for the proposed project showing results from applied Recurrence Interval scenarios before and after mitigation. (Number of structures, building replacement value, depth of the water, structural damages, content damages, displacement, road closures, etc.)	☐

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

1. Existing Problem	Describe the existing problem, location, source of the hazard, and the history and extent of the damage. Include newspaper articles, insurance documentation, photographs, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	☐
2. Type of Protection	Determine how the funding will solve the existing problem and provide protection.	☐
3. Scope of Work:	What the Project Proposes to Do: Determine the work to be done. The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be a mitigation action, not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434[c][4])? Does the proposed project address a problem that has been repetitive or that poses a</i>	☐

	significant risk to public health and safety if left unresolved (44 CFR 206.434[c][5][i])? Projects that merely identify or analyze hazards or problems are not eligible. See Sample Scope of Work Language in HMGP Application Reference Material. Generators should not be included in the scope of work unless said generator only powers the mitigation element or is for a critical facility.	
4. On-Going or Proposed Projects in the Area	Determine if other projects, zoning changes, etc. are planned (particularly in the same watershed if flooding is being addressed) that may negatively or positively impact the proposed project. If there is a drainage project or downstream issue elsewhere, it may eliminate the current flooding issue, erasing the need for the proposed project. Response applies to drainage and acquisition projects. N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	☐
5. Purpose / Need	Describe the purpose and need for the proposed project.	☐

Section III - Project Location

A. Site

1. Physical Location	List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude, in decimal degrees). The physical address must correspond with the address locations specified on maps submitted with the application.	☐
2. Title Holder	Provide the titleholder's name.	☐
3. Project Seaward of the CCCL?	Determine if the project site is located seaward of the Coastal Construction Control Line. https://floridadep.gov/water/coastal-construction-control-line	☐
4. Number and Types of Structures Affected	Specify the number and type of properties affected by the project. (Example: Drainage project that affects 100 homes, 15 businesses and 2 schools.) What does the project protect? Should have a number next to the box that is checked. (See Section II, Item A.4 – detail of these totals)	☐

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. Copies of FIRM	Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to https://msc.fema.gov/portal . See instructions on How to make a FIRMette.	☐
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s). If project is located in a Special Flood Hazard Area, proof of flood insurance will need to be provided. Amount of coverage must be equal to or greater than the amount of Federal mitigation funding obligated to the project.	☐
3. Flood Hazard Boundary Map (FHBM)	Not required if a copy of the FIRM is attached.	☐

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site and staging location (if applicable) should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.	☐
2. USGS TOPO with Project Site	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to http://www.Digital-Topo-Maps.com	☐
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	☐
4. Site Photographs	At least four photographs are required that clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas that affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (in front toward the street, and in back toward backyard) to show the area along with photographs of specific elements of the structure affected by the project (windows for shutters or window replacements) should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	☐

Section IV - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor's quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. Contingency Cost should be included as a line item in the budget section, and justified. Recommended range is 1 to 5%. It is required to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

A. Materials	Describe the cost of materials. Provide breakdown.	☐
B. Labor	Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use in-kind contribution as part of the 25% match. (Attach support documentation for in-kind match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy in-kind match contributions).	☐
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	☐
D. Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	☐

E. Funding Sources (round figures to the nearest dollar)

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost-sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

1. Estimated Federal Share	The estimated Federal share is generally 75%. If the Federal share is not 75%, assure actual amount is entered. It could be 50.1234% or 35.1234%, etc. of the total dollar amount of project depending on county LMS allocation and priority. This figure cannot exceed 75%.	☐
2. Non-Federal Share	May include all 3 sources, i.e. cash, in-kind and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity (e.g., CDBG funding and certain tribal funding).	☐
3. Cash	Cash- Local funding will be utilized for the non-federal share. Enter amount of cash and percentage of total that amount represents.	☐
4. Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only. ** Identify proposed eligible activities in Section IV B. and C. as a separate line with In-kind written as a part of the description.</i>	☐
5. Total Project (Global) Match	Project (global) match must 1) meet all the eligibility requirements of HMGP; and 2) begin after FEMA's approval of the match project. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted as global match for another project must meet the same period of performance time constraints as the HMGP.</i>	☐
6. Other Agency Share	Identify Non-Federal Agency and availability date; provide the documentation from the agency. (e.g., CDBG funding, and certain tribal funding)	☐
7. Total Funding	Total must represent (100%) of the total estimated project cost. Ensure that percentages match corresponding cost-shares and the total matches the Budget (in Section IV. D. - Total Estimated Project Costs).	☐

F. Project Milestones/Schedule of Work

1. Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (e.g. <i>Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc.</i> See Typical Project Milestones for estimated time-frames) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. Please allot for the appropriate amount of time.	☐
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Section V - Environmental Review & Historic Preservation Compliance

A. No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

1. Description, SOW & Budget	Detailed Project Description, Scope of Work & Budget/Costs Complete Sections II & IV of the application.	☐
2. Area Maps	Project area Maps - Attach a copy of the maps and clearly mark the project site, and place the specific project structure(s) on map(s). Complete Section III, part B & C of the application.	☐
3. Project Area/Structure Photographs	Complete Section III part C of the application.	☐
4. Preliminary Project Plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	☐
5. Project Alternatives	Complete Section V part D. of this application.	☐
6. Project Worksheets	Dates of construction are required for all structures. See worksheets.	☐
7. Documentation Requirements by Project Type	Provide any of the required documentation as listed on page 10 in the Information and Documentation Requirements by Project Type that may have already been obtained.	☐
8. Information/ Documentation Requirements by Project Type	Provide any applicable information or documentation.	☐

B. Executive Order 12898, Environmental Justice for Low Income and Minority Population

1. Documentation of Environmental Justice	Determine the proportion of the population, in either the project zip code or city, characterized as having a minority background, and proportion of the population living below poverty level. Go to http://www.census.gov/ . If yes, complete Section V, part B.	☐
2. Population Affected	List / describe the population affected by this project and the portion of the population adversely impacted. List the attached documentation.	☐
3. Attached Materials	Attach all backup documentation to this application – Include a table of contents that outlines the information you are providing DEM	☐

C. Information required for Tribal Consultation

1. Documentation for Tribal Consultation	For all projects with any ground disturbing activities of 3 inches or more, complete Section V part C.	☐
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D. Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	☐
2. Other Feasible Alternative Action	It is a FEMA and FDEM requirement for any Application Review. A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan. Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[c][5][iii])	☐
a. Project Description	It is very important and a requirement that an Alternative project is submitted. NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided.	☐
b. Project Location of the Alternative	Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.	☐
c. Scope of Work – Alternative Project	Describe how the alternative project will solve the problem and provide protection from the hazard. Provide enough detail to describe the project for the evaluation	

	panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.	☐
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for the Alternative Project	Total cost is required.	☐
Materials, Labor, and Fees Paid	The details line items are not required. Just enter a total amount.	☐
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted as justification to why this alternative was not chosen.	☐

Section VI – Maintenance Agreement

1. Maintenance Agreement	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	☐
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Other Required Documentation

1. MAPS	All maps must be included with the application.	☐
2. FFATA Form	During contracting with the state, please complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience in the document provided. This is not required at the time of application submittal.	☐
3. SFHA Acknowledgement of Conditions	Required for all projects in the Special Flood Hazard Area. Read and sign the SFHA Acknowledgement of Conditions document. This form must be notarized, signed by the local jurisdiction and the property owner.	☐
4. Pre-award Cost Form	If pre-award costs are being requested with your project, please be sure to identify all pre-award costs in the application budget per instructions. The pre-award cost form must be completed and submitted with your application.	☐
5. Request for Public Assistance Form	Applicable if no FIPS number is assigned to applicant/recipient.	☐
6. Model Statement of Assurances for Property Acquisition Projects	For Acquisition projects only.	☐
7. Declaration and Release	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
8. Notice of Voluntary Interest	For Acquisition projects only. Two forms are included for your convenience. Please use the form that is most appropriate to your situation. Must be signed by all persons whose names are on the property deed.	☐
9. Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
10. Worksheets	The appropriate worksheet(s) must be completed and submitted with the application. a. Flood Control – Drainage Improvement b. Generator c. Tornado Safe Room d. Hurricane Safe Room e. Wind Retrofit f. Wildfire g. Drought	☐

*Submit **1 original (signed) and 2 full copies** of the entire application and backup

documentation. Include a full copy of the submittal and all documentation on CD.

Myriam Jacques

From: Noel, Velma <Velma.Noel@em.myflorida.com>
Sent: Thursday, May 21, 2020 5:21 PM
To: Myriam Jacques
Subject: City of Pembroke Park 4337 448-R (105) and 4337-393-R
Attachments: HMGP-Application-John P. Lyons Lane Stormwater (7-10-18).docx

Hello Myriam, Please send a copy of the original signed Maintenance Agreement Page, if don't have it please use the one from this attachment email pdf, just that page, Do this for both projects.

4337-105, now 4337-448-R Phase I has been awarded by FEMA

Thank you,

Velma Noel, ☺
FCCM, Project Manager
Hazard Mitigation Grant Program
Florida Division of Emergency Management
2702 Director's Row Orlando, FL 32809
(850) 815-4585
(850) 591-0854-Teleworking from home
velma.noel@em.myflorida.com



Under Florida law, correspondence with the Florida Division of Emergency Management, which is neither confidential nor exempt pursuant to Florida Statutes Chapter 119, is a public record made available upon request.

/***** 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 SECTION FOR STATE USE ONLY

FEMA-4337-DR-FL

- ☐ Standard HMGP ☐ 5% Initiative Application ☐ Application Complete
☐ Initial Submission or ☐ Re- Submission

Support Documents

- ☐ Conforms w/ State 409 Plan
☐ In Declared Area
☐ Statewide

Eligible Applicant

- ☐ State or Local Government
☐ Private Non-Profit (Tax ID Received)
☐ Recognized Indian Tribe or Tribal Organization

Project Type(s)

- ☐ Wind
☐ Flood
☐ Other: _____

Community NFIP Status: (Check all that apply)

- ☐ Participating Community ID#: _____
☐ In Good Standing ☐ Non-Participating ☐ CRS

LMS Ranking: _____

County: _____

State Application ID: _____

(TIME-DATE STAMP HERE)

This application is for all Federal Emergency Management Agency (FEMA Region IV) Hazard Mitigation Grant Program (HMGP) proposals. Please complete ALL sections and provide the documents requested. If you require technical assistance, please contact the Florida Division of Emergency Management at DEM_HazardMitigationGrantProgram@em.myflorida.com.

Section I – Applicant

A. Applicant Instruction: Complete all sections that correspond with the type of proposed project

Application Sections I-IV:

All Applicants must complete these sections

Environmental Review:

All Applicants must complete these sections

Maintenance Agreement:

Any Applications involving public property, public ownership, or management of property

Flood Control – Drainage Improvement Worksheet:

Acquisition, Elevation, Dry Flood proofing, Drainage Improvements, Flood Control Measures, Floodplain and Stream Restoration, and Flood Diversion – one worksheet per structure

Generator Worksheet:

Permanent, portable generators, and permanent emergency standby pumps

Tornado Safe Room Worksheet:

New Safe Room, Retrofit of existing structure, Community Safe Room, Residential Safe Room

Hurricane Safe Room Worksheet:

New Safe Room, Retrofit of existing structure

Wind Retrofit Worksheet:

Wind Retrofit projects only – one worksheet per structure

Wildfire Worksheet:

Defensible Space, Hazardous Fuels Reduction, Ignition Resistant Construction, other

Drought Worksheet:

Aquifers, other

Request for Public Assistance Form:

FEMA Form 90-49 (Request for Public Assistance): All applicants must complete, if applicable.

Acquisition Forms:

If project type is Acquisition, these forms must be completed.
(Only one of the two Notice of Voluntary Interest forms is necessary.)
Model Statement of Assurances for Property Acquisition Projects
Declaration and Release
Notice of Voluntary Interest (Town Hall Version)
Notice of Voluntary Interest (Single Site Version)
Statement of Voluntary Participation
FEMA Model Deed Restriction Language

Application Completeness Guidance / Checklist :

All applicants are recommended to complete this checklist and utilize the guidance for completing the application.

[Attach any additional items and note Section]

[Form No. HMGP]

B. Applicant Information:

FEMA-4337-DR-FL

DISASTER NAME: Hurricane Irma

Title/Brief Descriptive Project Summary: John P. Lyons Lane Stormwater Improvements (Phase II)

1. Applicant (Organization): Town of Pembroke Park
2. Applicant Type: ☒ State or Local Government ☐ Native American Tribe ☐ Private Non-Profit ☐ Special District
3. County: Broward
4. State Legislative Senate District(s): 35; State Legislative House District(s): 101 ;
Congressional House District(s): 24 House
5. Federal Tax I.D. Number: 590968454
6. Data Universal Numbering System (DUNS): D24477655
7. Federal Information Processing Standards (FIPS) Code*: 1255750 (*if your FIPS code is not known, see guidance)
8. National Flood Insurance Program (NFIP) Community Identification Number: 120052
(this number can be obtained from the FIRM map for your area)
9. **Point of Contact:** (Person serving as the coordinator of project)

☐ Ms. ☒ Mr. First Name: Peter Last Name: Kunen
Title: Town Engineer
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: (954) 966-4600, Ext. 200 Email: pkunen@townofpembrokepark.com

10. Application Prepared by:

☐ Ms. ☒ Mr. First Name: Peter Last Name: Kunen
Title: Town Engineer
Telephone: (954) 966-4600, Ext. 200 Email: pkunen@townofpembrokepark.com

11. Authorized Applicant Agent (proof of authorization authority required)

☐ Ms. ☒ Mr. First Name: Todd Last Name: Larson
Title: Public Services Director
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: (954) 966-4600, Ext. 212 Email: tlarson@townofpembrokepark.com

Signature: _____

Date: _____

12. Local Mitigation Strategy (LMS) Compliance

- a. All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List, and on file with FDEM's Mitigation Bureau Planning Unit. Does your jurisdiction have a current FEMA Approved Mitigation Plan and this project is listed? ☒ Yes ☐ No
 - b. Attached is a letter of endorsement for this project from the county's LMS Coordinator. ☒ Yes ☐ No
Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project.
 - c. The LMS project list and endorsement letter both have an estimated cost column and Federal Share amount that is within \$500.00 between the two ☒ Yes ☐ No
13. Has this project been submitted under a previous disaster event? ☒ No
☐ Yes, please provide the disaster number and project number (as applicable): _____

Section II – Project Description

A. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:
☒ Flood ☐ Wind ☐ Storm surge ☐ Wildfire ☐ Other (list): _____
2. Identify the type of proposed project:
☐ Elevation and retrofitting of residential or non-residential structure
☐ Acquisition and Relocation ☐ Acquisition and Demolition
☐ Wind retrofit ☒ Drainage project that reduces localized flooding
☐ Generator ☐ Other (please explain) _____
3. List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):
These stormwater improvements will primarily protect businesses in this commercial district of the Town.
4. List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):
13.37
5. Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
32 structure(s) protected against the **25** -year storm event (10, 25, 50, 100, or 500 year storm event)
_____ structure(s) protected against _____ mile per hour (mph) winds
6. Check **all** item(s) the project may impact:

☐ Wetlands	☐ Water Quality	☐ Previously Undisturbed Soil
☒ Floodplain	☐ Coastal Zone	☐ Toxic or Hazardous Substances
☐ Historic Resources	☐ Fisheries	☐ Threatened & Endangered Species
☐ Vegetation Removal	☐ Public Controversy	☐ Potential for Cumulative Impacts
☐ Health & Safety	☐ Other _____	
7. **Engineered projects:** If your project has been already designed and engineering information is available, please attach to your application **ALL** calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types). ☒ No ☐ Yes If so, see Attachment #(s) _____.

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will **solve** the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor's estimate and/or a contractor's bid for the scope of work. **Please ensure that each proposed project is mitigation and not maintenance.**

1. Describe the existing problems:
John P. Lyons Lane Stormwater Improvements: The area is primarily developed with a mixed land use consisting of residential, commercial, and light industrial developments. The collected stormwater relies on percolation and evaporation to return the area to its normal water levels. This results in undesirable flood levels and durations for moderate and large storm levels as well as past historical events such as Hurricane Irene of 1999 and Tropical Storm Leslie of 2000.
2. Describe the type(s) of protection that the proposed project will provide:
Construction of stormwater improvements is proposed to provide positive drainage to the area and is estimated that the proposed drainage improvements will eliminate flood damages up to the 1-in-25 year design event, including damages from the historical events.
3. Scope of Work (describe in detail what you are planning to do):
The proposed s stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, and regrading and paving of the street. These improvements are a rehabilitation and upsizing of an existing drainage system.

4. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP Project:

None

5. Describe the purpose and need for the proposed project:

The goals and objectives for the proposed stormwater improvements are intended to mitigate repetitive flood losses, to improve traffic safety for residents and local services such as police, fire rescue, and to avoid additional repetitive losses.

Section III – Project Location (Fully describe the location of the proposed project.)

A. Site

1. Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s). Provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:

Location: **John P. Lyons Lane, Extending From @.W. 24th Street North To Carolina Street**

Address(s): _____

GPS coordinates (decimal degree format): **25°59'25.46"N, 80°10'4.45"W**

Project Zip Code(s): **33009**

2. Title Holder: **Town of Pembroke Park**
3. Is the project site seaward of the Coastal Construction Control Line (CCCL)? ☐ Yes ☒ No
4. Provide the number of each structure type (listed below) in the project area that will be affected by the project. Include **all** structures in project area.

☐ Residential property: _____	☐ Public buildings: _____
☒ Businesses/commercial property: 32	☐ Schools/hospitals/houses of worship: _____
☐ Other: _____	

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. ☒ Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map. FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at https://msc.fema.gov/portal .	
2. Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area) (See FIRM legend for flood zone explanations) (A Zone must be identified)	
☐ VE or V 1-30	☐ AE or A 1-30
☒ AO or AH	☐ A (no base flood elevation given)
☐ B or X (shaded)	☐ C or X (unshaded)
☐ Floodway	☐
☐ Coastal Barrier Resource Act (CBRA) Zone (Federal regulations strictly limit Federal funding for projects in this Zone; please coordinate with your state agency before submitting an application for a CBRA Zone project).	
3. ☐ If the FIRM Map for your area is not published, please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map.	
4. ☐ Attach a copy of a Special Flood Hazard Area Flood Insurance Assurance(s).	

C. City or County Map with Project Site and Photographs

1. ☒ Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.
2. ☒ Attach a USGS 1:24,000 TOPO map with project site **clearly** marked on the map.
3. ☐ For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired or elevated. Include the Tax ID numbers for each parcel, and Parcel information – including year built and foundation.
4. ☒ Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, please include the following angles: front, back and both sides.

Section IV – Budget/Costs

*In this section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. Contingency Cost should be included as a line item in the budget section and justified. Recommended range is 1 to 5%. **Avoid the use of lump sum costs.***

A. Materials

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost per Unit</u>	<u>Cost</u>
Engineering Design (15%)	LS	1	\$112,175.00	\$112,175.00
Phase II Construction Costs (See Attached Engineering Cost Estimate)	LS	1	\$747,825.00	\$747,825.00
Inspection Services During Construction (7%)	LS	1	\$52,350.00	\$52,350.00
<u>Sub-Total</u>				\$912,350.00

B. Labor *Include equipment costs. Please indicate all "soft" or in-kind matches (**).*

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

C. Fees Paid Include any other costs associated with the project.

<u>Description of Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

D.	Total Estimated Project Cost	\$912,350.00
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Note: To be eligible for HMGP funding, pre-award costs must be identified as separate line items in the cost estimate of the application. This must be done in addition to filling out the HMGP Pre-Award Cost Request Form, submitted with application. Mark each Pre-Award cost with an **asterisk (*)**; and In-kind services with **double asterisk (**)**; All In-kind match must be identified in the Section IV.B and D – Funding Sources).

The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds that lose their Federal identity at the State level, such as CDBG, and certain tribal funds) may not be used for the Non-Federal share of the costs.

- Global Match Project Number and Title:

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 3 years of performance. **(e.g. Designing, Engineering, Permitting, etc.)**

Milestone(s)	Number of Days to Complete	
Engineering, Permitting, Bidding	180	
Construction	365	
Total	545	Days

Section V. Environmental Review and Historic Preservation Compliance

(NOTE: This application cannot be processed if this section is not completed.)

Because the HMGP is a federally funded program, all projects are required to undergo an environmental and historic preservation review as part of the grant application process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. **NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.**

A. The following information is required for the Environmental and Historic Preservation review:

All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for Applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project's size, location, and complexity. However, at a minimum, please provide the applicable documentation from this section to facilitate the NEPA compliance process.

1. ☒ Detailed project description, scope of work, and budget/costs (Section II and Section IV of this application).
2. ☒ Project area maps (Section III, part B & C of this application)
3. ☒ Project area/structure photographs (Section III, part C of this application).
4. ☐ Preliminary project plans.
5. ☒ Project alternatives description and impacts (Section V of the application).
6. ☒ Please complete the applicable project worksheets.
Documentation showing dates of construction are required for all structures.
7. ☐ Environmental Justice – Attach documents regarding evaluation (required) and satisfactory resolution (if necessary) of Environmental Justice issues (Highly Disproportionate, Adverse Impact (effects) on Minority or Low Income Population). Documents can include public meeting records, media reports letters from interested persons and groups, studies on population, ethnic groups, quality of life, housing, economics, transportation, public services, schools, public health, recreation, voting, etc.
8. ☐ Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* below.

B. Executive Order 12898; Environmental Justice for Low Income and Minority Population:

1. Are there low income or minority populations in the project area or adjacent to the project area?
☐ No ☒ Yes; please describe any disproportionate and adverse effects to these populations:

2. To help evaluate the impact of the project, please indicate below any other information you are providing.
☐ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.

3. ☒ Attached materials or additional comments: Please include pdf documentation from the US Census Quick Facts and American Factfinder's website of the project area (<http://www.census.gov/>).

C. Tribal Consultation *(Information Required)*

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.

2. Provide information on any known site work or historic uses for project location.

- ☐ Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (feet) and vertical depths (square feet) of all anticipated ground disturbance of 3 inches or more.

D. Alternative Actions *(Information Required)*

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative".

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

Should failure to take action continue, adverse flooding conditions will remain within the project limits. The calculated flood reduction benefits result in the removal of these damages for the same storm event.

2. Other Feasible Alternative

Describe a feasible alternative project that would be the next best solution if the primary alternative is not accomplished. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget and the impacts of this alternative. Complete *all* of parts **a-e** (below).

a. Project Description for the Alternative

Describe, in detail, the alternative project, and explain how the alternative project will solve the problem(s) and/or provide protection from the hazard(s). Also, provide pros and cons for this alternative and a reason for why it was not selected.

Raising the roadways and structures within the drainage basin would be cost prohibitive. There are no other alternatives.

b. Project Location of the Alternative *(describe briefly, if different from proposed project)*

N/A

- ☐ Attach a map or diagram showing the alternative site in relation to the proposed project site *(if different from proposed project)*

c. Scope of Work for Alternative Project

N/A

d. Impacts of Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues as appropriate: Environmental Justice, Endangered Species, Wetlands, Hydrology (Upstream and Downstream Surface Water Impacts), Floodplain/Floodway, Historic Preservation and Hazardous Materials.

N/A

e. Estimated Budget/Costs for Alternative Project

In this section, provide details of all the estimated costs of the alternative project (round figures to the nearest dollar). A lump sum budget is acceptable.

Materials:	
Labor:	
Fees:	
Total Estimated Project Cost:	\$ 0.00

HMGP ENVIRONMENTAL REVIEW
Information and Documentation Requirements by Project Type

<i>Retrofits to Existing Facilities/Structures</i> <i>Elevations</i> <i>Acquisitions with Demolition</i>
✓ Dates of Construction ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance ✓ Structure photographs
<i>Drainage Improvements</i>
✓ Engineering plans/drawings ✓ Permit or Exemption letter to address any modifications to water bodies and wetlands - o Department of Environmental Protection - o Water Management District - o U.S. Army Corps of Engineers ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance. ✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats. ✓ If the project is in a coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources. ✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland. ✓ Concurrence from your Local Floodplain Manager – if project is located in a floodplain.

Note: This is a general guideline for most projects. However, there will be exceptions. Consult with state environmental staff on project types not listed.

Section VI – Maintenance Agreement

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting the application to FEMA.

(NOTE: Those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The _____ Town _____ of _____ Pembroke Park _____, State of Florida, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the ***routine*** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub-recipient's maintenance responsibilities following project award and to show the Sub-recipients acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by _____ Newall J Daughtrey _____ the duly authorized representative
(printed or typed name of signing official)

Assistant Town Manager
(title)

This 22 (day) of May (month), 2020 (year).

Signature* _____

****Please Note: The above signature must be by an individual with legal signing authority for the respective local government or county (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.)***

HMGP Application Completeness Guidance/Checklist

This guidance/checklist contains an explanation, example and/or reference for information requested in the application. Please use this list to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this list is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: John P. Lyons Lane Stormwater Improvements

Applicant: Town of Pembroke Park

Application Information	Explanation of Information Required	✓
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Section I

B. Applicant Information

FEMA ___-DR-FL	Type in the four digit number FEMA assigned to the disaster that this application is being submitted under. (Example: 4337, 4283)	☐
DISASTER NAME	Type in the Disaster name. (Example: Hurricane Irma, Tropical Storm Fay)	☐
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee, City Hall Building, Wind Retrofit)	☐
1. Applicant	Name of organization applying. Must be an eligible applicant.	☐
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C). (Example: IRS letter, Tax Exempt Certificate)	☐
3. County	Indicate county in which the project is located.	☐
4. State Legislative and Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx	☐
5. Federal Tax I.D. Number	List the Federal Employer's Identification Number (FEIN) number, also known as Federal Tax Identification number, 9-digit code. May be obtained from your finance/accounting department.	☐
6. DUNS Number	Include Data Universal Numbering Standard (DUNS) number in appropriate location on application. If none, please refer to HMGP FAQ's in Application Reference Material for instructions on obtaining a DUNS number. www.usaspending.gov	☐
7. FIPS Code	List the Federal Information Processing Standard (FIPS) Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	☐
8. NFIP ID Number	List the National Flood Insurance Program (NFIP) number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	☐
9. Point of Contact	Please provide all pertinent information for the point of contact. This person serves as the coordinator of the project. If this information changes once the application is submitted, please contact the HMGP staff immediately.	☐
10. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 9) and/or the applicant's agent (line 11).	☐
11. Authorized Applicant Agent	An authorized agent must sign the application. <i>"An authorized agent is the chief elected official of a local government who has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or County Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegates signature authority, a copy of the resolution by the governing body authorizing the signature authority for the individual signing must be provided."</i>	☐
12. LMS Compliance	a) LMS Project List:	☐

	All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List and must be on file with FDEM's Mitigation Bureau Planning Unit. b) LMS Endorsement Letter All proposed projects must include an endorsement letter from the county's Local Mitigation Strategy Coordinator. You may use 1 letter as long as it includes every proposed project. c) Estimated Costs & Application Costs: The LMS Project List must include an Estimated Cost column and each HMGP project application must be within \$500.00 of that Project List's estimated cost. Also ensure that the Federal Cost Share indicated on the LMS Coordinator's Endorsement Letter exactly matches the Federal Cost Share indicated within the application. Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project. A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter. Applications without a letter of endorsement will not be processed. (44 CFR 201.6 Local Mitigation Plans)	
13. Previous Submittal	If the project has been previously submitted under another disaster, provide the disaster number, the project number, and the title of the project.	☐

Section II - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards	Type of Hazards the Proposed Project will Mitigate: Identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	☐
2. Identify the Type of Project	Identify the Type of Proposed Project: Describe the mitigation project being proposed. (Example: drainage, wind retrofit, generator etc.)	☐
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project. (Example: A drainage project improving a residential area of 23 homes, with an average household of 2 people = 46 people)	☐
4. Total Impacted Area	Explain how many acres will be impacted from the proposed project: Drainage/Berm/Pond/Culverts/Flood hazard projects: combination of the area to be protected and ground disturbance must not exceed 25 acres.	
5. Level of Protection	Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. (Example: In a wind retrofit project, it will be the design wind speed to comply with the Florida Building Code requirements. In a drainage project, it will be the implemented design level, e.g. a 25-year FDOT design standard for culvert.)	☐
6. Project Impact	Identify all the items the project may impact or are within the project area.	☐
7. Engineered Projects (e.g. Drainage)	Include available engineering calculations, studies, and designs for the proposed project showing results from applied Recurrence Interval scenarios before and after mitigation. (Number of structures, building replacement value, depth of the water, structural damages, content damages, displacement, road closures, etc.)	☐

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

1. Existing Problem	Describe the existing problem, location, source of the hazard, and the history and extent of the damage. Include newspaper articles, insurance documentation, photographs, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	☐
2. Type of Protection	Determine how the funding will solve the existing problem and provide protection.	☐
3. Scope of Work:	What the Project Proposes to Do: Determine the work to be done. The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be a mitigation action, not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434[c][4])? Does the proposed project address a problem that has been repetitive or that poses a</i>	☐

	significant risk to public health and safety if left unresolved (44 CFR 206.434[c][5][i])? Projects that merely identify or analyze hazards or problems are not eligible. See Sample Scope of Work Language in HMGP Application Reference Material. Generators should not be included in the scope of work unless said generator only powers the mitigation element or is for a critical facility.	
4. On-Going or Proposed Projects in the Area	Determine if other projects, zoning changes, etc. are planned (particularly in the same watershed if flooding is being addressed) that may negatively or positively impact the proposed project. If there is a drainage project or downstream issue elsewhere, it may eliminate the current flooding issue, erasing the need for the proposed project. Response applies to drainage and acquisition projects. N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	☐
5. Purpose / Need	Describe the purpose and need for the proposed project.	☐

Section III - Project Location

A. Site

1. Physical Location	List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude, in decimal degrees). The physical address must correspond with the address locations specified on maps submitted with the application.	☐
2. Title Holder	Provide the titleholder's name.	☐
3. Project Seaward of the CCCL?	Determine if the project site is located seaward of the Coastal Construction Control Line. https://floridadep.gov/water/coastal-construction-control-line	☐
4. Number and Types of Structures Affected	Specify the number and type of properties affected by the project. (Example: Drainage project that affects 100 homes, 15 businesses and 2 schools.) What does the project protect? Should have a number next to the box that is checked. (See Section II, Item A.4 – detail of these totals)	☐

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. Copies of FIRM	Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to https://msc.fema.gov/portal . See instructions on How to make a FIRMette.	☐
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s). If project is located in a Special Flood Hazard Area, proof of flood insurance will need to be provided. Amount of coverage must be equal to or greater than the amount of Federal mitigation funding obligated to the project.	☐
3. Flood Hazard Boundary Map (FHBM)	Not required if a copy of the FIRM is attached.	☐

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site and staging location (if applicable) should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.	☐
2. USGS TOPO with Project Site	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to http://www.Digital-Topo-Maps.com	☐
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	☐
4. Site Photographs	At least four photographs are required that clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas that affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (in front toward the street, and in back toward backyard) to show the area along with photographs of specific elements of the structure affected by the project (windows for shutters or window replacements) should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	☐

Section IV - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor's quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. Contingency Cost should be included as a line item in the budget section, and justified. Recommended range is 1 to 5%. It is required to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

A. Materials	Describe the cost of materials. Provide breakdown.	☐
B. Labor	Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use in-kind contribution as part of the 25% match. (Attach support documentation for in-kind match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy in-kind match contributions).	☐
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	☐
D. Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	☐

E. Funding Sources (round figures to the nearest dollar)

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost-sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

1. Estimated Federal Share	The estimated Federal share is generally 75%. If the Federal share is not 75%, assure actual amount is entered. It could be 50.1234% or 35.1234%, etc. of the total dollar amount of project depending on county LMS allocation and priority. This figure cannot exceed 75%.	☐
2. Non-Federal Share	May include all 3 sources, i.e. cash, in-kind and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity (e.g., CDBG funding and certain tribal funding).	☐
3. Cash	Cash- Local funding will be utilized for the non-federal share. Enter amount of cash and percentage of total that amount represents.	☐
4. Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only. ** Identify proposed eligible activities in Section IV B. and C. as a separate line with In-kind written as a part of the description.</i>	☐
5. Total Project (Global) Match	Project (global) match must 1) meet all the eligibility requirements of HMGP; and 2) begin after FEMA's approval of the match project. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted as global match for another project must meet the same period of performance time constraints as the HMGP.</i>	☐
6. Other Agency Share	Identify Non-Federal Agency and availability date; provide the documentation from the agency. (e.g., CDBG funding, and certain tribal funding)	☐
7. Total Funding	Total must represent (100%) of the total estimated project cost. Ensure that percentages match corresponding cost-shares and the total matches the Budget (in Section IV. D. - Total Estimated Project Costs).	☐

F. Project Milestones/Schedule of Work

1. Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (e.g. <i>Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc. See Typical Project Milestones for estimated time-frames</i>) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. Please allot for the appropriate amount of time.	☐
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Section V - Environmental Review & Historic Preservation Compliance

A. No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

1. Description, SOW & Budget	Detailed Project Description, Scope of Work & Budget/Costs Complete Sections II & IV of the application.	☐
2. Area Maps	Project area Maps - Attach a copy of the maps and clearly mark the project site, and place the specific project structure(s) on map(s). Complete Section III, part B & C of the application.	☐
3. Project Area/Structure Photographs	Complete Section III part C of the application.	☐
4. Preliminary Project Plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	☐
5. Project Alternatives	Complete Section V part D. of this application.	☐
6. Project Worksheets	Dates of construction are required for all structures. See worksheets.	☐
7. Documentation Requirements by Project Type	Provide any of the required documentation as listed on page 10 in the Information and Documentation Requirements by Project Type that may have already been obtained.	☐
8. Information/ Documentation Requirements by Project Type	Provide any applicable information or documentation.	☐

B. Executive Order 12898, Environmental Justice for Low Income and Minority Population

1. Documentation of Environmental Justice	Determine the proportion of the population, in either the project zip code or city, characterized as having a minority background, and proportion of the population living below poverty level. Go to http://www.census.gov/ . If yes, complete Section V, part B.	☐
2. Population Affected	List / describe the population affected by this project and the portion of the population adversely impacted. List the attached documentation.	☐
3. Attached Materials	Attach all backup documentation to this application – Include a table of contents that outlines the information you are providing DEM	☐

C. Information required for Tribal Consultation

1. Documentation for Tribal Consultation	For all projects with any ground disturbing activities of 3 inches or more, complete Section V part C.	☐
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D. Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	☐
2. Other Feasible Alternative Action	It is a FEMA and FDEM requirement for any Application Review. A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan. Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[c][5][iii])	☐
a. Project Description	It is very important and a requirement that an Alternative project is submitted. NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided.	☐
b. Project Location of the Alternative	Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.	☐
c. Scope of Work – Alternative Project	Describe how the alternative project will solve the problem and provide protection from the hazard. Provide enough detail to describe the project for the evaluation	

	panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.	☐
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for the Alternative Project	Total cost is required.	☐
Materials, Labor, and Fees Paid	The details line items are not required. Just enter a total amount.	☐
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted as justification to why this alternative was not chosen.	☐

Section VI – Maintenance Agreement

1. Maintenance Agreement	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	☐
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Other Required Documentation

1. MAPS	All maps must be included with the application.	☐
2. FFATA Form	During contracting with the state, please complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience in the document provided. This is not required at the time of application submittal.	☐
3. SFHA Acknowledgement of Conditions	Required for all projects in the Special Flood Hazard Area. Read and sign the SFHA Acknowledgement of Conditions document. This form must be notarized, signed by the local jurisdiction and the property owner.	☐
4. Pre-award Cost Form	If pre-award costs are being requested with your project, please be sure to identify all pre-award costs in the application budget per instructions. The pre-award cost form must be completed and submitted with your application.	☐
5. Request for Public Assistance Form	Applicable if no FIPS number is assigned to applicant/recipient.	☐
6. Model Statement of Assurances for Property Acquisition Projects	For Acquisition projects only.	☐
7. Declaration and Release	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
8. Notice of Voluntary Interest	For Acquisition projects only. Two forms are included for your convenience. Please use the form that is most appropriate to your situation. Must be signed by all persons whose names are on the property deed.	☐
9. Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
10. Worksheets	The appropriate worksheet(s) must be completed and submitted with the application. a. Flood Control – Drainage Improvement b. Generator c. Tornado Safe Room d. Hurricane Safe Room e. Wind Retrofit f. Wildfire g. Drought	☐

*Submit **1 original (signed) and 2 full copies** of the entire application and backup

documentation. Include a full copy of the submittal and all documentation on CD.

Myriam Jacques

From: Noel, Velma <Velma.Noel@em.myflorida.com>
Sent: Thursday, May 21, 2020 5:21 PM
To: Myriam Jacques
Subject: City of Pembroke Park 4337 448-R (105) and 4337-393-R
Attachments: HMGP-Application-John P. Lyons Lane Stormwater (7-10-18).docx

Hello Myriam, Please send a copy of the original signed Maintenance Agreement Page, if don't have it please use the one from this attachment email pdf, just that page, Do this for both projects.

4337-105, now 4337-448-R Phase I has been awarded by FEMA

Thank you,

Velma Noel, ☺
FCCM, Project Manager
Hazard Mitigation Grant Program
Florida Division of Emergency Management
2702 Director's Row Orlando, FL 32809
(850) 815-4585
(850) 591-0854-Teleworking from home
velma.noel@em.myflorida.com



Under Florida law, correspondence with the Florida Division of Emergency Management, which is neither confidential nor exempt pursuant to Florida Statutes Chapter 119, is a public record made available upon request.

/***** 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.

RESOLUTION NO. 2020-075

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING TOWN STAFF TO PREPARE REQUEST FOR PROPOSALS FOR ENGINEERING DESIGN OF SW 25 STREET STORMWATER DRAINAGE IMPROVEMENTS; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town submitted an application for Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) to construct stormwater drainage infrastructure improvements on SW 25 Street; and

WHEREAS, Town has received notification that they have been awarded funding from the FEMA program in the estimated amount of \$906,165.00; and

WHEREAS, it is necessary for the Town to retain the services of a qualified civil engineering firm to design the stormwater drainage system; and

WHEREAS, Town staff must prepare and circulate a Request for Proposals for qualified engineering design services promptly in order to adhere to the schedule of work completion dates provided for in the grant funding.

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

Section 1: That the Town staff is authorized and directed to prepare and circulate a Request for Proposals for qualified civil engineering firm to prepare engineering construction plans for the SW 25 Street stormwater improvements.

Section 2: That the Town staff is directed to promptly complete the Request for Proposals and submit same to FEMA for review and approval in order to initiate the Request for Proposals process.

Town of Pembroke Park
Resolution No. 2020-075

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 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution N0. 2020- SW 25 Street Stormwater Project.FN24762E.docx

AGENDA ITEM REPORT



To: Town Manager
Subject: Request authorization to prepare RFP for engineering design of SW 25th Street Stormwater Improvements under the HMGP project
Meeting: Regular Commission Meeting - 10 Jun 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The goals and objectives for the proposed stormwater improvements are intended to mitigate repetitive flood losses, to improve traffic safety for residents and local services such as police, fire rescue, and to avoid additional repetitive losses. The proposed project includes drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, a larger outfall pipe located on Behan Lake, and regrading and paving of the street. These improvements are a rehabilitation and upsizing of an existing drainage system.

FINANCIAL IMPACT:

Town's obligation is \$37,757 (25%) of total project; HMGP funding is \$113,271 (75%)

RECOMMENDATION:

Resolution

ATTACHMENTS:

[4337-0393-R HMGP Project Approval Package 02-25-2020](#)
[HMGP-Application-S.W. 25th Street Stormwater \(5-22-20\)](#)

U.S. Department of Homeland Security
Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341



FEMA

February 25, 2020

Mr. Jared Moskowitz, Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Attention: Mr. Miles Anderson

Reference: Hazard Mitigation Grant Program (HMGP) Project #4337-0393-R
Town of Pembroke Park, SW 25th Street Drainage - Phase I Approval

Dear Mr. Moskowitz:

In accordance with the Program Administration by State (PAS) Operational Agreement for DR-4337-FL, the Federal Emergency Management Agency (FEMA) concurs with the State's approval of project 4337-0393-R. Phase I is approved for a total amount of \$151,028.00 with a Federal Share of \$113,271.00 and a non-Federal share in the amount of \$37,757.00.

The following is the approved Scope of Work (SOW) for the above referenced project:

Town of Pembroke Park proposes to improve the drainage of SW 25th Street, located in Pembroke Park, Florida, 33009.

This is an approval for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved.

The proposed stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and force-main, an exfiltration water quality system, a larger outfall pipe to Behan Lake, and regrading and repaving of the street. These improvements will upsize the current drainage system that is located along SW 25th Street and Park Lane.

The project will be designed to provide protection against a 10-year event. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

The grant Period of Performance (POP) for DR-4337-FL has been extended an additional 12 months and will now terminate on March 9, 2023. All the activities specified in the scopes of work should be completed no later than this date. FEMA will not establish activity completion timeframes for individual sub-awards. Any future extensions of the POP must be submitted to FEMA 60 days prior to the expiration date.

This project must adhere to all program guidelines established in the Hazard Mitigation Assistance Guide dated February 27, 2015, which is the definitive policy document for the Federal Insurance and Mitigation Administration (FIMA) and in accordance with the PAS Operational Agreement between FEMA Region IV and Florida Department of Emergency Management for DR-4337. The Hazard Mitigation Grant Program for DR-4337 is also governed by the applicable FEMA-State Agreement for DR-4337.

Standard Conditions:

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all Federal, State, and local requirements. Acceptance of Federal funding requires the recipient to comply with all Federal, State, and local laws. Failure to obtain all appropriate Federal, State, and local environmental permits and clearances may jeopardize Federal funding.
- The sub-recipient will monitor any ground disturbance and if potential archeological resources are discovered, will immediately cease construction in that area and notify both the State and FEMA.
- Please see Phase I Completeness Review Memorandum enclosure for considerations.

The State HMGP Administrative Plan defines the procedure whereby the Governor's Authorized Representative (GAR) may advance portions of the approved Federal share to sub-recipients. If project costs exceed the amount originally funded and additional Federal funds are needed, the sub-recipient must contact the GAR. The GAR will evaluate requests for cost overruns and submit to the Regional Administrator with written documentation of cost overrun eligibility. Cost overruns shall meet Federal regulations as set forth in 44 CFR 206.438(b).

Quarterly Progress Reports for HMGP projects are required. Please include this HMGP project in your future quarterly reports. Note that 44 CFR 206.438(c) indicates the State must provide a Quarterly Progress Report to FEMA indicating the status and completion date for each project funded. The report will include any problems or circumstances affecting completion dates, scope of work, or project cost that may result in non-compliance with the approved grant conditions.

Section 206.438(d) of 44 CFR requires the GAR to certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement.

The State (Recipient) must comply with all applicable program guidance and regulations and the PAS Operational Agreement for DR-4337 before implementing changes to the approved project SOW.

The Obligation Report, Record of Environmental Consideration (REC) and the Phase I Completeness Review Memorandum are enclosed for your records. The Management Report is available in NEMIS. The obligated funds are available for withdrawal from Payment Management System on sub-account 4337-DRFLP00003935.

If you have any further questions, please contact William Arwood at (404) 895-7341.

Sincerely,



Richard S. Flood, CFM, Chief
Hazard Mitigation Assistance Branch
Mitigation Division

Enclosures

Obligation Report

Record of Environmental Consideration

Phase I Completeness Review Memorandum

2/25/2020
7:20 AM

**FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM**

HMGP-OB-01

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4337	393 -R	0	104	1	376	FL	Statewide

Subrecipient: Pembroke Park

Project Title : Town of Pembroke Park, SW 25th Street, Drainage- PHASED

Subrecipient FIPS Code: 011-55750

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$113,271.00	\$113,271.00	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$113,271.00	\$0.00	\$113,271.00	02/24/2020	Accept	2020

Comments

Date: 02/24/2020 User Id: GDACOSTA

Comment: DR-4337-FL MA approves an obligation for eligible cost and activities to implement -4337-0393-R-DR-FL-HM, Town of Pembroke Pa Grant POP 3/9/2023, Application 104, Town of Pembroke Park, SW 25th Street, Drainage 7, Phase I, located in Broward County, FL, Allocation # 79. On February 9, 2023, Federal share is \$113,271.00. Total Project Cost is \$151,028.00. The current Period Performance for DR-4337-FL ends March 9, 2023

Date: 02/24/2020 User Id: DBURKETT

Comment: 4337-0393-R-DR-FL-HM Pembroke Park Grant POP 3/9/2023 Application 104 Town of Pembroke Park, SW 25th Street, Drainage-PI Allocation 79 included in the February Spend Plan Federal share \$113,271.00 Supplement 376 approved HMO

Authorization

Preparer Name: GUILLERMO DA COSTA GOMEZ

Preparation Date: 02/24/2020

HMO Authorization Name: DEBORAH BURKETT

HMO Authorization Date: 02/24/2020

02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:40:18

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0393 Phase I

Title: Town of Pembroke Park, SW 25th Street, Drainage

NEPA DETERMINATION

Non Compliant Flag: No

EA Draft Date:

EA Final Date:

EA Public Notice Date:

EA Fonsi

Level: CATEX

EIS Notice of Intent

EIS ROD Date:

Comment Project Location: Broward County, SW 25th Street Pembroke Park, FL 33009, Bryan Road (25.985930, -80.169788), SW 27th to Park Rd (25.986718, -80.170995), Behan Park Outfall (25.989373, -80.172526).

Project SOW: Town of Pembroke Park proposes to improve the drainage of SW 25th Street, located in Pembroke Park, Florida, 33009. This is an approval for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved. The proposed stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, a larger outfall pipe to Behan Lake, and regrading and repaving of the street. These improvements will upsize the current drainage system that is located along SW 25th Street and Park Lane. The project will be designed to provide protection against a 10-year event. Activities will be completed in strict compliance with Federal, State and Local Rules and regulations.
- tsande31 - 02/03/2020 15:57:18 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
a4	(a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:40:18

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0393 Phase I

Title: Town of Pembroke Park, SW 25th Street, Drainage

Environmental Law/ Executive Order	Status	Description	Comment
Clean Water Act (CWA)	Completed	Project would affect waters, including wetlands, of the U.S.	Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:06:27 GMT
	Completed	Project may require Section 404/401 or Section 9/10 (Rivers and Harbors Act) permit, including qualification under Nationwide Permits - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	CZMA: Per FDEP CCCL Mapper, accessed 01/28/2020. - tsande31 - 02/03/2020 16:12:02 GMT
Executive Order 11988 - Floodplains	Completed	Located in floodplain or effects on floodplain/flood levels	EO 11988: The project is located in Zone AH, AE, and X-shaded, per Broward County FIRM Panel #12011C0731H dated 08/18/2014. Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:49:00 GMT
	Completed	No adverse effect on floodplain and not adversely affected by the floodplain - Review concluded	
Executive Order 11990 - Wetlands	Completed	Located in wetlands or effects on wetlands	EO 11990: Wetland located near site per review of USFWS National Wetlands Inventory (NWI) mapper, accessed 01/28/2020. Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:52:53 GMT
	Completed	Possible adverse effect associated with constructing in or near wetland	
	Completed	Review completed as part of floodplain review - Review concluded	
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:40:18

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0393 Phase I

Title: Town of Pembroke Park, SW 25th Street, Drainage

Environmental Law/ Executive Order	Status	Description	Comment
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	ESA: Per review of FL USFWS website listing of threatened and endangered species for Broward County accessed 02/03/2020 and USFWS IPaC, accessed 02/03/2020. Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:04:16 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	NHPA: Per the executed Programmatic Agreement among FL SHPO, FDEM, and FEMA, dated 07/01/2014, the SOW meets Stipulation I.A.7.g. Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:21:53 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

13:40:19

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0393 Phase I

Title: Town of Pembroke Park, SW 25th Street, Drainage

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

NOTE: All times are GMT using a 24-hour clock.

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Page 4 of 4

MEMORANDUM

TO: COMPLETENESS REVIEWER/FDEM
FROM: KATE RYAN
SUBJECT: 4337-0393 (PHASE I)
TOWN OF PEMBROKE PARK, BROWARD COUNTY, FLORIDA

SOW: Town of Pembroke Park proposes to improve the drainage of SW 25th Street, located in Pembroke Park, Florida, 33009. This is an approval for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved. The proposed stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, a larger outfall pipe to Behan Lake, and regrading and repaving of the street. These improvements will upsize the current drainage system that is located along SW 25th Street and Park Lane. The project will be designed to provide protection against a 10-year event. Activities will be completed in strict compliance with Federal, State and Local Rules and regulations.

DATE: 02/20/2020

NEPA Determination

Review Concluded. Phase I meets criteria and conditions for (a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities. Phase II will require additional review.

Based on the SOW, an environmental assessment likely will not be required for Phase II.

National Historic Preservation Act

Phase II, the construction phase, will require additional review.

Phase II may require consultation by FEMA with SHPO and tribes.

Ground disturbance information, including area and depth of proposed ground disturbance, should be provided as a Phase I deliverable.

Maps of proposed ground disturbance should be provided as a Phase I deliverable.

Should any archaeological cultural resources be encountered during project activities, work shall cease and the SHPO office shall be consulted immediately.

Endangered Species Act

Phase II may require consultation by FEMA with USFWS.

Clean Water Act

Phase II may require a U.S. Army Corps of Engineers (USACE) permit under the Clean Water Act. A USACE permit, or a letter from USACE stating that a permit is not required should be included as a Phase I deliverable.

Executive Order 11988 - Floodplains

Phase II will require additional review. The project is located within a Special Flood Hazard Area and the review of the final project design will be conducted in accordance with 44 CFR, Part 9 – Floodplain Management and Protection of Wetlands.

Phase II will affect or be affected by the floodplain; project alternatives must be provided as a Phase I deliverable.

Phase II will affect or be affected by the floodplain; a copy of a Final Public Notice that meets the requirements of 44 CFR Part 9.12 must be included as a Phase I deliverable.

Phase II may require review of an H&H study. An H&H study should be provided as a Phase I deliverable.

Executive Order 11990 - Wetlands

Per National Wetlands Inventory (NWI) Online Mapper, project contains jurisdictional wetlands.

Phase II will require additional review. If Phase II will affect or be affected by wetlands, consultation with USACE should be provided as a Phase I deliverable

If Phase II will affect or be affected by wetlands, project alternatives must be provided as a Phase I deliverable.

If Phase II will affect or be affected by wetlands, a copy of a Final Public Notice that meets the requirements of 44 CFR Part 9.12 must be included as a Phase I deliverable.

THIS SECTION FOR STATE USE ONLY			
FEMA-4337-DR-FL	☐ Standard HMGP	☐ 5% Initiative Application ☐ Initial Submission	☐ Application Complete ☐ Re- Submission
Support Documents ☐ Conforms w/ State 409 Plan ☐ In Declared Area ☐ Statewide	Eligible Applicant ☐ State or Local Government ☐ Private Non-Profit (Tax ID Received) ☐ Recognized Indian Tribe or Tribal Organization	Project Type(s) ☐ Wind ☐ Flood ☐ Other: _____	
Community NFIP Status: (Check all that apply) ☐ Participating Community ID#: _____ ☐ In Good Standing ☐ Non-Participating ☐ CRS		LMS Ranking: _____ County: _____	
State Application ID: _____			
(TIME-DATE STAMP HERE)			

This application is for all Federal Emergency Management Agency (FEMA Region IV) Hazard Mitigation Grant Program (HMGP) proposals. Please complete ALL sections and provide the documents requested. If you require technical assistance, please contact the Florida Division of Emergency Management at DEM_HazardMitigationGrantProgram@em.myflorida.com.

Section I – Applicant

A. Applicant Instruction: Complete all sections that correspond with the type of proposed project

<u>Application Sections I-IV:</u>	<i>All Applicants must complete these sections</i>
<u>Environmental Review:</u>	<i>All Applicants must complete these sections</i>
<u>Maintenance Agreement:</u>	<i>Any Applications involving public property, public ownership, or management of property</i>
<u>Flood Control – Drainage Improvement Worksheet:</u>	<i>Acquisition, Elevation, Dry Flood proofing, Drainage Improvements, Flood Control Measures, Floodplain and Stream Restoration, and Flood Diversion – one worksheet per structure</i>
<u>Generator Worksheet:</u>	<i>Permanent, portable generators, and permanent emergency standby pumps</i>
<u>Tornado Safe Room Worksheet:</u>	<i>New Safe Room, Retrofit of existing structure, Community Safe Room, Residential Safe Room</i>
<u>Hurricane Safe Room Worksheet:</u>	<i>New Safe Room, Retrofit of existing structure</i>
<u>Wind Retrofit Worksheet:</u>	<i>Wind Retrofit projects only – one worksheet per structure</i>
<u>Wildfire Worksheet:</u>	<i>Defensible Space, Hazardous Fuels Reduction, Ignition Resistant Construction, other</i>
<u>Drought Worksheet:</u>	<i>Aquifers, other</i>
<u>Request for Public Assistance Form:</u>	<i>FEMA Form 90-49 (Request for Public Assistance): All applicants must complete, if applicable.</i>
<u>Acquisition Forms:</u>	<i>If project type is Acquisition, these forms must be completed. (Only one of the two Notice of Voluntary Interest forms is necessary.) Model Statement of Assurances for Property Acquisition Projects Declaration and Release Notice of Voluntary Interest (Town Hall Version) Notice of Voluntary Interest (Single Site Version) Statement of Voluntary Participation FEMA Model Deed Restriction Language</i>
<u>Application Completeness Guidance / Checklist :</u>	<i>All applicants are recommended to complete this checklist and utilize the guidance for completing the application.</i>

B. Applicant Information:

FEMA-4337-DR-FL

DISASTER NAME: Hurricane Irma

Title/Brief Descriptive Project Summary: S.W. 25th Street Stormwater Improvements

1. Applicant (Organization): Town of Pembroke Park
2. Applicant Type: ☒ State or Local Government ☐ Native American Tribe ☐ Private Non-Profit ☐ Special District
3. County: Broward
4. State Legislative Senate District(s): 35; State Legislative House District(s): 101 ;
Congressional House District(s): 24 House
5. Federal Tax I.D. Number: 590968454
6. Data Universal Numbering System (DUNS): 024477655
7. Federal Information Processing Standards (FIPS) Code*: 1255750 (*if your FIPS code is not known, see guidance)
8. National Flood Insurance Program (NFIP) Community Identification Number: 120052
(this number can be obtained from the FIRM map for your area)
9. **Point of Contact:** (Person serving as the coordinator of project)

☐ Ms. ☒ Mr. First Name: Todd Last Name: Larson
Title: Public Service Director
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: ((954) 966-4600, Ext. 212 Email: tlarson@townofpembrokepark.com

10. Application Prepared by:

☐ Ms. ☒ Mr. First Name: Peter Last Name: Kunen
Title: Town Engineer
Telephone: (954) 966-4600, Ext. 200 Email: pkunen@townofpembrokepark.com

11. Authorized Applicant Agent (proof of authorization authority required)

☐ Ms. ☒ Mr. First Name: Todd Last Name: Larson
Title: Public Services Director
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: (954) 966-4600, Ext. 212 Email: tlarson@townofpembrokepark.com

Signature: _____

Date: _____

12. Local Mitigation Strategy (LMS) Compliance

- a. All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List, and on file with FDEM's Mitigation Bureau Planning Unit. Does your jurisdiction have a current FEMA Approved Mitigation Plan and this project is listed? ☒ Yes ☐ No
 - b. Attached is a letter of endorsement for this project from the county's LMS Coordinator. ☒ Yes ☐ No
Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project.
 - c. The LMS project list and endorsement letter both have an estimated cost column and Federal Share amount that is within \$500.00 between the two ☒ Yes ☐ No
13. Has this project been submitted under a previous disaster event? ☒ No
☐ Yes, please provide the disaster number and project number (as applicable): _____

Section II – Project Description

A. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:
☒ Flood ☐ Wind ☐ Storm surge ☐ Wildfire ☐ Other (list): _____
2. Identify the type of proposed project:
☐ Elevation and retrofitting of residential or non-residential structure
☐ Acquisition and Relocation ☐ Acquisition and Demolition
☐ Wind retrofit ☒ Drainage project that reduces localized flooding
☐ Generator ☐ Other (please explain) _____
3. List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):
These stormwater improvements will primarily protect businesses in this commercial district of the Town.
4. List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):
14.34
5. Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
29 structure(s) protected against the **10** -year storm event (10, 25, 50, 100, or 500 year storm event)
_____ structure(s) protected against _____ mile per hour (mph) winds
6. Check **all** item(s) the project may impact:

☐ Wetlands	☐ Water Quality	☐ Previously Undisturbed Soil
☒ Floodplain	☐ Coastal Zone	☐ Toxic or Hazardous Substances
☐ Historic Resources	☐ Fisheries	☐ Threatened & Endangered Species
☐ Vegetation Removal	☐ Public Controversy	☐ Potential for Cumulative Impacts
☐ Health & Safety	☐ Other _____	
7. **Engineered projects:** If your project has been already designed and engineering information is available, please attach to your application **ALL** calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types). ☐ No ☒ Yes If so, see Attachment #(s) _____.

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will **solve** the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor's estimate and/or a contractor's bid for the scope of work. **Please ensure that each proposed project is mitigation and not maintenance.**

1. Describe the existing problems:
S.W. 25th Street Stormwater Improvements: The area is primarily developed with a mixed land use consisting of residential, commercial, and light industrial developments. The collected stormwater relies on percolation and evaporation to return the area to its normal water levels. This results in undesirable flood levels and durations for moderate and large storm levels as well as past historical events such as Hurricane Irene of 1999 and Tropical Storm Leslie of 2000.
2. Describe the type(s) of protection that the proposed project will provide:
Construction of stormwater improvements is proposed to provide positive drainage to the area and is estimated that the proposed drainage improvements will eliminate flood damages up to the 1-in-25 year design event, including damages from the historical events.
3. Scope of Work (describe in detail what you are planning to do):
The proposed s stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, a larger outfall pipe located on Behan Lake, and regrading and paving of the street. These improvements are a rehabilitation and upsizing of an existing drainage system.

4. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP Project:

None

5. Describe the purpose and need for the proposed project:

The goals and objectives for the proposed stormwater improvements are intended to mitigate repetitive flood losses, to improve traffic safety for residents and local services such as police, fire rescue, and to avoid additional repetitive losses.

Section III – Project Location (Fully describe the location of the proposed project.)

A. Site

1. Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s). Provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:

Location: **Refer to S.W. 25th Street Drainage Study Report for Project Location**

Address(s): _____

GPS coordinates (decimal degree format): **25°59'15.33"N, 80°10'15.25"W**

Project Zip Code(s): **33009**

2. Title Holder: **Town of Pembroke Park**
3. Is the project site seaward of the Coastal Construction Control Line (CCCL)? ☐ Yes ☒ No
4. Provide the number of each structure type (listed below) in the project area that will be affected by the project. Include **all** structures in project area.

☐ Residential property: _____	☐ Public buildings: _____
☒ Businesses/commercial property: 29	☐ Schools/hospitals/houses of worship: _____
☐ Other: _____	

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. ☒ Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map. FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at https://msc.fema.gov/portal .	
2. Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area) (See FIRM legend for flood zone explanations) (A Zone must be identified)	
☐ VE or V 1-30	☐ AE or A 1-30
☒ AO or AH	☐ A (no base flood elevation given)
☐ B or X (shaded)	☐ C or X (unshaded)
☐ Floodway	☐
☐ Coastal Barrier Resource Act (CBRA) Zone (Federal regulations strictly limit Federal funding for projects in this Zone; please coordinate with your state agency before submitting an application for a CBRA Zone project).	
3. ☐ If the FIRM Map for your area is not published, please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map.	
4. ☐ Attach a copy of a Special Flood Hazard Area Flood Insurance Assurance(s).	

C. City or County Map with Project Site and Photographs

1. ☒ Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.
2. ☒ Attach a USGS 1:24,000 TOPO map with project site **clearly** marked on the map.
3. ☐ For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired or elevated. Include the Tax ID numbers for each parcel, and Parcel information – including year built and foundation.
4. ☒ Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, please include the following angles: front, back and both sides.

*In this section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. Contingency Cost should be included as a line item in the budget section and justified. Recommended range is 1 to 5%. **Avoid the use of lump sum costs.***

A. Materials

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost per Unit</u>	<u>Cost</u>
Engineering Design (15%)	LS	1	\$151,027.50	\$151,027.50
Construction Costs (See Attached Engineering Cost Estimate)	LS	1	\$1,006,850.00	\$1,006,850.00
Inspection Services During Construction (5%)	LS	1	\$50,342.50	\$50,342.50
<u>Sub-Total</u>				\$1,208,220.00

B. Labor *Include equipment costs. Please indicate all "soft" or in-kind matches (**).*

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

C. Fees Paid *Include any other costs associated with the project.*

<u>Description of Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

D. **Total Estimated Project Cost** **\$1,208,220.00**

Note: *To be eligible for HMGP funding, pre-award costs must be identified as separate line items in the cost estimate of the application. This must be done in addition to filling out the HMGP Pre-Award Cost Request Form, submitted with application. Mark each Pre-Award cost with an **asterisk (*)**; and In-kind services with **double asterisk (**)**; All In-kind match must be identified in the Section IV.B and D – Funding Sources).*

The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds that lose their Federal identity at the State level, such as CDBG, and certain tribal funds) may not be used for the Non-Federal share of the costs.

- Global Match Project Number and Title:

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 3 years of performance. **(e.g. Designing, Engineering, Permitting, etc.)**

Milestone(s)	Number of Days to Complete	
Engineering, Permitting, Bidding	180	
Construction	365	
Total	545	Days

Section V. Environmental Review and Historic Preservation Compliance

(NOTE: This application cannot be processed if this section is not completed.)

Because the HMGP is a federally funded program, all projects are required to undergo an environmental and historic preservation review as part of the grant application process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. **NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.**

A. The following information is required for the Environmental and Historic Preservation review:

All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for Applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project's size, location, and complexity. However, at a minimum, please provide the applicable documentation from this section to facilitate the NEPA compliance process.

1. ☒ Detailed project description, scope of work, and budget/costs (Section II and Section IV of this application).
2. ☒ Project area maps (Section III, part B & C of this application)
3. ☒ Project area/structure photographs (Section III, part C of this application).
4. ☐ Preliminary project plans.
5. ☒ Project alternatives description and impacts (Section V of the application).
6. ☒ Please complete the applicable project worksheets.
Documentation showing dates of construction are required for all structures.
7. ☐ Environmental Justice – Attach documents regarding evaluation (required) and satisfactory resolution (if necessary) of Environmental Justice issues (Highly Disproportionate, Adverse Impact (effects) on Minority or Low Income Population). Documents can include public meeting records, media reports letters from interested persons and groups, studies on population, ethnic groups, quality of life, housing, economics, transportation, public services, schools, public health, recreation, voting, etc.
8. ☐ Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* below.

B. Executive Order 12898; Environmental Justice for Low Income and Minority Population:

1. Are there low income or minority populations in the project area or adjacent to the project area?
☐ No ☒ Yes; please describe any disproportionate and adverse effects to these populations:

2. To help evaluate the impact of the project, please indicate below any other information you are providing.
☐ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.

3. ☒ Attached materials or additional comments: Please include pdf documentation from the US Census Quick Facts and American Factfinder's website of the project area (<http://www.census.gov/>).

C. Tribal Consultation *(Information Required)*

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.

2. Provide information on any known site work or historic uses for project location.

- ☐ Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (feet) and vertical depths (square feet) of all anticipated ground disturbance of 3 inches or more.

D. Alternative Actions *(Information Required)*

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative".

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

Should failure to take action continue, adverse flooding conditions will remain within the project limits. The calculated flood reduction benefits result in the removal of these damages for the same storm event.

2. Other Feasible Alternative

Describe a feasible alternative project that would be the next best solution if the primary alternative is not accomplished. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget and the impacts of this alternative. Complete *all* of parts **a-e** (below).

a. Project Description for the Alternative

Describe, in detail, the alternative project, and explain how the alternative project will solve the problem(s) and/or provide protection from the hazard(s). Also, provide pros and cons for this alternative and a reason for why it was not selected.

Raising the roadways and structures within the drainage basin would be cost prohibitive. There are no other alternatives.

b. Project Location of the Alternative *(describe briefly, if different from proposed project)*

N/A

- ☐ Attach a map or diagram showing the alternative site in relation to the proposed project site *(if different from proposed project)*

c. Scope of Work for Alternative Project

N/A

d. Impacts of Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues as appropriate: Environmental Justice, Endangered Species, Wetlands, Hydrology (Upstream and Downstream Surface Water Impacts), Floodplain/Floodway, Historic Preservation and Hazardous Materials.

N/A

e. Estimated Budget/Costs for Alternative Project

In this section, provide details of all the estimated costs of the alternative project (round figures to the nearest dollar). A lump sum budget is acceptable.

Materials:	
Labor:	
Fees:	
Total Estimated Project Cost:	\$ 0.00

HMGP ENVIRONMENTAL REVIEW
Information and Documentation Requirements by Project Type

<i>Retrofits to Existing Facilities/Structures</i> <i>Elevations</i> <i>Acquisitions with Demolition</i>
✓ Dates of Construction ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance ✓ Structure photographs
<i>Drainage Improvements</i>
✓ Engineering plans/drawings ✓ Permit or Exemption letter to address any modifications to water bodies and wetlands - o Department of Environmental Protection - o Water Management District - o U.S. Army Corps of Engineers ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance. ✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats. ✓ If the project is in a coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources. ✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland. ✓ Concurrence from your Local Floodplain Manager – if project is located in a floodplain.

Note: This is a general guideline for most projects. However, there will be exceptions. Consult with state environmental staff on project types not listed.

Section VI – Maintenance Agreement

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting the application to FEMA.

(NOTE: Those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The _____ Town _____ of _____ Pembroke Park _____, State of Florida, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the ***routine*** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub-recipient's maintenance responsibilities following project award and to show the Sub-recipients acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by _____ Newall J Daughtrey _____ the duly authorized representative
(printed or typed name of signing official)

Assistant Town Manager
(title)

This 22 (day) of May (month), 2020 (year).

Signature* _____

****Please Note: The above signature must be by an individual with legal signing authority for the respective local government or county (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.)***

HMGP Application Completeness Guidance/Checklist

This guidance/checklist contains an explanation, example and/or reference for information requested in the application. Please use this list to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this list is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: Town Hall Building Hardening

Applicant: Town of Pembroke Park

Application Information	Explanation of Information Required	✓
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Section I

B. Applicant Information

FEMA ___-DR-FL	Type in the four digit number FEMA assigned to the disaster that this application is being submitted under. (Example: 4337, 4283)	☐
DISASTER NAME	Type in the Disaster name. (Example: Hurricane Irma, Tropical Storm Fay)	☐
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee, City Hall Building, Wind Retrofit)	☐
1. Applicant	Name of organization applying. Must be an eligible applicant.	☐
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C). (Example: IRS letter, Tax Exempt Certificate)	☐
3. County	Indicate county in which the project is located.	☐
4. State Legislative and Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx	☐
5. Federal Tax I.D. Number	List the Federal Employer's Identification Number (FEIN) number, also known as Federal Tax Identification number, 9-digit code. May be obtained from your finance/accounting department.	☐
6. DUNS Number	Include Data Universal Numbering Standard (DUNS) number in appropriate location on application. If none, please refer to HMGP FAQ's in Application Reference Material for instructions on obtaining a DUNS number. www.usaspending.gov	☐
7. FIPS Code	List the Federal Information Processing Standard (FIPS) Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	☐
8. NFIP ID Number	List the National Flood Insurance Program (NFIP) number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	☐
9. Point of Contact	Please provide all pertinent information for the point of contact. This person serves as the coordinator of the project. If this information changes once the application is submitted, please contact the HMGP staff immediately.	☐
10. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 9) and/or the applicant's agent (line 11).	☐
11. Authorized Applicant Agent	An authorized agent must sign the application. <i>"An authorized agent is the chief elected official of a local government who has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or County Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegates signature authority, a copy of the resolution by the governing body authorizing the signature authority for the individual signing must be provided."</i>	☐
12. LMS Compliance	a) LMS Project List:	☐

	All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List and must be on file with FDEM's Mitigation Bureau Planning Unit. b) LMS Endorsement Letter All proposed projects must include an endorsement letter from the county's Local Mitigation Strategy Coordinator. You may use 1 letter as long as it includes every proposed project. c) Estimated Costs & Application Costs: The LMS Project List must include an Estimated Cost column and each HMGP project application must be within \$500.00 of that Project List's estimated cost. Also ensure that the Federal Cost Share indicated on the LMS Coordinator's Endorsement Letter exactly matches the Federal Cost Share indicated within the application. Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project. A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter. Applications without a letter of endorsement will not be processed. (44 CFR 201.6 Local Mitigation Plans)	
13. Previous Submittal	If the project has been previously submitted under another disaster, provide the disaster number, the project number, and the title of the project.	☐

Section II - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards	Type of Hazards the Proposed Project will Mitigate: Identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	☐
2. Identify the Type of Project	Identify the Type of Proposed Project: Describe the mitigation project being proposed. (Example: drainage, wind retrofit, generator etc.)	☐
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project. (Example: A drainage project improving a residential area of 23 homes, with an average household of 2 people = 46 people)	☐
4. Total Impacted Area	Explain how many acres will be impacted from the proposed project: Drainage/Berm/Pond/Culverts/Flood hazard projects: combination of the area to be protected and ground disturbance must not exceed 25 acres.	
5. Level of Protection	Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. (Example: In a wind retrofit project, it will be the design wind speed to comply with the Florida Building Code requirements. In a drainage project, it will be the implemented design level, e.g. a 25-year FDOT design standard for culvert.)	☐
6. Project Impact	Identify all the items the project may impact or are within the project area.	☐
7. Engineered Projects (e.g. Drainage)	Include available engineering calculations, studies, and designs for the proposed project showing results from applied Recurrence Interval scenarios before and after mitigation. (Number of structures, building replacement value, depth of the water, structural damages, content damages, displacement, road closures, etc.)	☐

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

1. Existing Problem	Describe the existing problem, location, source of the hazard, and the history and extent of the damage. Include newspaper articles, insurance documentation, photographs, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	☐
2. Type of Protection	Determine how the funding will solve the existing problem and provide protection.	☐
3. Scope of Work:	What the Project Proposes to Do: Determine the work to be done. The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be a mitigation action, not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434[c][4])? Does the proposed project address a problem that has been repetitive or that poses a</i>	☐

	significant risk to public health and safety if left unresolved (44 CFR 206.434[c][5][i])? Projects that merely identify or analyze hazards or problems are not eligible. See Sample Scope of Work Language in HMGP Application Reference Material. Generators should not be included in the scope of work unless said generator only powers the mitigation element or is for a critical facility.	
4. On-Going or Proposed Projects in the Area	Determine if other projects, zoning changes, etc. are planned (particularly in the same watershed if flooding is being addressed) that may negatively or positively impact the proposed project. If there is a drainage project or downstream issue elsewhere, it may eliminate the current flooding issue, erasing the need for the proposed project. Response applies to drainage and acquisition projects. N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	☐
5. Purpose / Need	Describe the purpose and need for the proposed project.	☐

Section III - Project Location

A. Site

1. Physical Location	List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude, in decimal degrees). The physical address must correspond with the address locations specified on maps submitted with the application.	☐
2. Title Holder	Provide the titleholder's name.	☐
3. Project Seaward of the CCCL?	Determine if the project site is located seaward of the Coastal Construction Control Line. https://floridadep.gov/water/coastal-construction-control-line	☐
4. Number and Types of Structures Affected	Specify the number and type of properties affected by the project. (Example: Drainage project that affects 100 homes, 15 businesses and 2 schools.) What does the project protect? Should have a number next to the box that is checked. (See Section II, Item A.4 – detail of these totals)	☐

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. Copies of FIRM	Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to https://msc.fema.gov/portal . See instructions on How to make a FIRMette.	☐
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s). If project is located in a Special Flood Hazard Area, proof of flood insurance will need to be provided. Amount of coverage must be equal to or greater than the amount of Federal mitigation funding obligated to the project.	☐
3. Flood Hazard Boundary Map (FHBM)	Not required if a copy of the FIRM is attached.	☐

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site and staging location (if applicable) should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.	☐
2. USGS TOPO with Project Site	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to http://www.Digital-Topo-Maps.com	☐
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	☐
4. Site Photographs	At least four photographs are required that clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas that affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (in front toward the street, and in back toward backyard) to show the area along with photographs of specific elements of the structure affected by the project (windows for shutters or window replacements) should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	☐

Section IV - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor's quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. Contingency Cost should be included as a line item in the budget section, and justified. Recommended range is 1 to 5%. It is required to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

A. Materials	Describe the cost of materials. Provide breakdown.	☐
B. Labor	Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use in-kind contribution as part of the 25% match. (Attach support documentation for in-kind match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy in-kind match contributions).	☐
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	☐
D. Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	☐

E. Funding Sources (round figures to the nearest dollar)

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost-sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

1. Estimated Federal Share	The estimated Federal share is generally 75%. If the Federal share is not 75%, assure actual amount is entered. It could be 50.1234% or 35.1234%, etc. of the total dollar amount of project depending on county LMS allocation and priority. This figure cannot exceed 75%.	☐
2. Non-Federal Share	May include all 3 sources, i.e. cash, in-kind and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity (e.g., CDBG funding and certain tribal funding).	☐
3. Cash	Cash- Local funding will be utilized for the non-federal share. Enter amount of cash and percentage of total that amount represents.	☐
4. Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only. ** Identify proposed eligible activities in Section IV B. and C. as a separate line with In-kind written as a part of the description.</i>	☐
5. Total Project (Global) Match	Project (global) match must 1) meet all the eligibility requirements of HMGP; and 2) begin after FEMA's approval of the match project. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted as global match for another project must meet the same period of performance time constraints as the HMGP.</i>	☐
6. Other Agency Share	Identify Non-Federal Agency and availability date; provide the documentation from the agency. (e.g., CDBG funding, and certain tribal funding)	☐
7. Total Funding	Total must represent (100%) of the total estimated project cost. Ensure that percentages match corresponding cost-shares and the total matches the Budget (in Section IV. D. - Total Estimated Project Costs).	☐

F. Project Milestones/Schedule of Work

1. Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (e.g. <i>Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc.</i> See Typical Project Milestones for estimated time-frames) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. Please allot for the appropriate amount of time.	☐
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Section V - Environmental Review & Historic Preservation Compliance

A. No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

1. Description, SOW & Budget	Detailed Project Description, Scope of Work & Budget/Costs Complete Sections II & IV of the application.	☐
2. Area Maps	Project area Maps - Attach a copy of the maps and clearly mark the project site, and place the specific project structure(s) on map(s). Complete Section III, part B & C of the application.	☐
3. Project Area/Structure Photographs	Complete Section III part C of the application.	☐
4. Preliminary Project Plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	☐
5. Project Alternatives	Complete Section V part D. of this application.	☐
6. Project Worksheets	Dates of construction are required for all structures. See worksheets.	☐
7. Documentation Requirements by Project Type	Provide any of the required documentation as listed on page 10 in the Information and Documentation Requirements by Project Type that may have already been obtained.	☐
8. Information/ Documentation Requirements by Project Type	Provide any applicable information or documentation.	☐

B. Executive Order 12898, Environmental Justice for Low Income and Minority Population

1. Documentation of Environmental Justice	Determine the proportion of the population, in either the project zip code or city, characterized as having a minority background, and proportion of the population living below poverty level. Go to http://www.census.gov/ . If yes, complete Section V, part B.	☐
2. Population Affected	List / describe the population affected by this project and the portion of the population adversely impacted. List the attached documentation.	☐
3. Attached Materials	Attach all backup documentation to this application – Include a table of contents that outlines the information you are providing DEM	☐

C. Information required for Tribal Consultation

1. Documentation for Tribal Consultation	For all projects with any ground disturbing activities of 3 inches or more, complete Section V part C.	☐
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D. Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	☐
2. Other Feasible Alternative Action	It is a FEMA and FDEM requirement for any Application Review. A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan. Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[c][5][iii])	☐
a. Project Description	It is very important and a requirement that an Alternative project is submitted. NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided.	☐
b. Project Location of the Alternative	Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.	☐
c. Scope of Work – Alternative Project	Describe how the alternative project will solve the problem and provide protection from the hazard. Provide enough detail to describe the project for the evaluation	

	panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.	☐
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for the Alternative Project	Total cost is required.	☐
Materials, Labor, and Fees Paid	The details line items are not required. Just enter a total amount.	☐
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted as justification to why this alternative was not chosen.	☐

Section VI – Maintenance Agreement

1. Maintenance Agreement	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	☐
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Other Required Documentation

1. MAPS	All maps must be included with the application.	☐
2. FFATA Form	During contracting with the state, please complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience in the document provided. This is not required at the time of application submittal.	☐
3. SFHA Acknowledgement of Conditions	Required for all projects in the Special Flood Hazard Area. Read and sign the SFHA Acknowledgement of Conditions document. This form must be notarized, signed by the local jurisdiction and the property owner.	☐
4. Pre-award Cost Form	If pre-award costs are being requested with your project, please be sure to identify all pre-award costs in the application budget per instructions. The pre-award cost form must be completed and submitted with your application.	☐
5. Request for Public Assistance Form	Applicable if no FIPS number is assigned to applicant/recipient.	☐
6. Model Statement of Assurances for Property Acquisition Projects	For Acquisition projects only.	☐
7. Declaration and Release	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
8. Notice of Voluntary Interest	For Acquisition projects only. Two forms are included for your convenience. Please use the form that is most appropriate to your situation. Must be signed by all persons whose names are on the property deed.	☐
9. Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
10. Worksheets	The appropriate worksheet(s) must be completed and submitted with the application. a. Flood Control – Drainage Improvement b. Generator c. Tornado Safe Room d. Hurricane Safe Room e. Wind Retrofit f. Wildfire g. Drought	☐

*Submit **1 original (signed) and 2 full copies** of the entire application and backup

documentation. Include a full copy of the submittal and all documentation on CD.

U.S. Department of Homeland Security
Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341



FEMA

February 25, 2020

Mr. Jared Moskowitz, Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Attention: Mr. Miles Anderson

Reference: Hazard Mitigation Grant Program (HMGP) Project #4337-0393-R
Town of Pembroke Park, SW 25th Street Drainage - Phase I Approval

Dear Mr. Moskowitz:

In accordance with the Program Administration by State (PAS) Operational Agreement for DR-4337-FL, the Federal Emergency Management Agency (FEMA) concurs with the State's approval of project 4337-0393-R. Phase I is approved for a total amount of \$151,028.00 with a Federal Share of \$113,271.00 and a non-Federal share in the amount of \$37,757.00.

The following is the approved Scope of Work (SOW) for the above referenced project:

Town of Pembroke Park proposes to improve the drainage of SW 25th Street, located in Pembroke Park, Florida, 33009.

This is an approval for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved.

The proposed stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and force-main, an exfiltration water quality system, a larger outfall pipe to Behan Lake, and regrading and repaving of the street. These improvements will upsize the current drainage system that is located along SW 25th Street and Park Lane.

The project will be designed to provide protection against a 10-year event. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

The grant Period of Performance (POP) for DR-4337-FL has been extended an additional 12 months and will now terminate on March 9, 2023. All the activities specified in the scopes of work should be completed no later than this date. FEMA will not establish activity completion timeframes for individual sub-awards. Any future extensions of the POP must be submitted to FEMA 60 days prior to the expiration date.

This project must adhere to all program guidelines established in the Hazard Mitigation Assistance Guide dated February 27, 2015, which is the definitive policy document for the Federal Insurance and Mitigation Administration (FIMA) and in accordance with the PAS Operational Agreement between FEMA Region IV and Florida Department of Emergency Management for DR-4337. The Hazard Mitigation Grant Program for DR-4337 is also governed by the applicable FEMA-State Agreement for DR-4337.

Standard Conditions:

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all Federal, State, and local requirements. Acceptance of Federal funding requires the recipient to comply with all Federal, State, and local laws. Failure to obtain all appropriate Federal, State, and local environmental permits and clearances may jeopardize Federal funding.
- The sub-recipient will monitor any ground disturbance and if potential archeological resources are discovered, will immediately cease construction in that area and notify both the State and FEMA.
- Please see Phase I Completeness Review Memorandum enclosure for considerations.

The State HMGP Administrative Plan defines the procedure whereby the Governor's Authorized Representative (GAR) may advance portions of the approved Federal share to sub-recipients. If project costs exceed the amount originally funded and additional Federal funds are needed, the sub-recipient must contact the GAR. The GAR will evaluate requests for cost overruns and submit to the Regional Administrator with written documentation of cost overrun eligibility. Cost overruns shall meet Federal regulations as set forth in 44 CFR 206.438(b).

Quarterly Progress Reports for HMGP projects are required. Please include this HMGP project in your future quarterly reports. Note that 44 CFR 206.438(c) indicates the State must provide a Quarterly Progress Report to FEMA indicating the status and completion date for each project funded. The report will include any problems or circumstances affecting completion dates, scope of work, or project cost that may result in non-compliance with the approved grant conditions.

Section 206.438(d) of 44 CFR requires the GAR to certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement.

The State (Recipient) must comply with all applicable program guidance and regulations and the PAS Operational Agreement for DR-4337 before implementing changes to the approved project SOW.

The Obligation Report, Record of Environmental Consideration (REC) and the Phase I Completeness Review Memorandum are enclosed for your records. The Management Report is available in NEMIS. The obligated funds are available for withdrawal from Payment Management System on sub-account 4337-DRFLP00003935.

If you have any further questions, please contact William Arwood at (404) 895-7341.

Sincerely,



Richard S. Flood, CFM, Chief
Hazard Mitigation Assistance Branch
Mitigation Division

Enclosures

Obligation Report

Record of Environmental Consideration

Phase I Completeness Review Memorandum

2/25/2020
7:20 AM

**FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM**

HMGP-OB-01

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4337	393 -R	0	104	1	376	FL	Statewide

Subrecipient: Pembroke Park

Project Title : Town of Pembroke Park, SW 25th Street, Drainage- PHASED

Subrecipient FIPS Code: 011-55750

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$113,271.00	\$113,271.00	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$113,271.00	\$0.00	\$113,271.00	02/24/2020	Accept	2020

Comments

Date: 02/24/2020 User Id: GDACOSTA

Comment: DR-4337-FL MA approves an obligation for eligible cost and activities to implement -4337-0393-R-DR-FL-HM, Town of Pembroke Pa Grant POP 3/9/2023, Application 104, Town of Pembroke Park, SW 25th Street, Drainage 7, Phase I, located in Broward County, FL, Allocation # 79. On February 9, 2023, Federal share is \$113,271.00. Total Project Cost is \$151,028.00. The current Period Performance for DR-4337-FL ends March 9, 2023

Date: 02/24/2020 User Id: DBURKETT

Comment: 4337-0393-R-DR-FL-HM Pembroke Park Grant POP 3/9/2023 Application 104 Town of Pembroke Park, SW 25th Street, Drainage-PI Allocation 79 included in the February Spend Plan Federal share \$113,271.00 Supplement 376 approved HMO

Authorization

Preparer Name: GUILLERMO DA COSTA GOMEZ

Preparation Date: 02/24/2020

HMO Authorization Name: DEBORAH BURKETT

HMO Authorization Date: 02/24/2020

02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:40:18

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0393 Phase I

Title: Town of Pembroke Park, SW 25th Street, Drainage

NEPA DETERMINATION

Non Compliant Flag: No

EA Draft Date:

EA Final Date:

EA Public Notice Date:

EA Fonsi

Level: CATEX

EIS Notice of Intent

EIS ROD Date:

Comment Project Location: Broward County, SW 25th Street Pembroke Park, FL 33009, Bryan Road (25.985930, -80.169788), SW 27th to Park Rd (25.986718, -80.170995), Behan Park Outfall (25.989373, -80.172526).

Project SOW: Town of Pembroke Park proposes to improve the drainage of SW 25th Street, located in Pembroke Park, Florida, 33009. This is an approval for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved. The proposed stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, a larger outfall pipe to Behan Lake, and regrading and repaving of the street. These improvements will upsize the current drainage system that is located along SW 25th Street and Park Lane. The project will be designed to provide protection against a 10-year event. Activities will be completed in strict compliance with Federal, State and Local Rules and regulations.
- tsande31 - 02/03/2020 15:57:18 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
a4	(a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	

NOTE: All times are GMT using a 24-hour clock.

Page 1 of 4

02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:40:18

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0393 Phase I

Title: Town of Pembroke Park, SW 25th Street, Drainage

Environmental Law/ Executive Order	Status	Description	Comment
Clean Water Act (CWA)	Completed	Project would affect waters, including wetlands, of the U.S.	Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:06:27 GMT
	Completed	Project may require Section 404/401 or Section 9/10 (Rivers and Harbors Act) permit, including qualification under Nationwide Permits - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	CZMA: Per FDEP CCCL Mapper, accessed 01/28/2020. - tsande31 - 02/03/2020 16:12:02 GMT
Executive Order 11988 - Floodplains	Completed	Located in floodplain or effects on floodplain/flood levels	EO 11988: The project is located in Zone AH, AE, and X-shaded, per Broward County FIRM Panel #12011C0731H dated 08/18/2014. Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:49:00 GMT
	Completed	No adverse effect on floodplain and not adversely affected by the floodplain - Review concluded	
Executive Order 11990 - Wetlands	Completed	Located in wetlands or effects on wetlands	EO 11990: Wetland located near site per review of USFWS National Wetlands Inventory (NWI) mapper, accessed 01/28/2020. Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:52:53 GMT
	Completed	Possible adverse effect associated with constructing in or near wetland	
	Completed	Review completed as part of floodplain review - Review concluded	
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:40:18

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0393 Phase I

Title: Town of Pembroke Park, SW 25th Street, Drainage

Environmental Law/ Executive Order	Status	Description	Comment
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	ESA: Per review of FL USFWS website listing of threatened and endangered species for Broward County accessed 02/03/2020 and USFWS IPaC, accessed 02/03/2020. Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:04:16 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	NHPA: Per the executed Programmatic Agreement among FL SHPO, FDEM, and FEMA, dated 07/01/2014, the SOW meets Stipulation I.A.7.g. Phase I is for permitting information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. Phase II, construction phase, requires additional review. - tsande31 - 02/03/2020 16:21:53 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

13:40:19

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0393 Phase I

Title: Town of Pembroke Park, SW 25th Street, Drainage

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

NOTE: All times are GMT using a 24-hour clock.

Page 4 of 4

MEMORANDUM

TO: COMPLETENESS REVIEWER/FDEM
FROM: KATE RYAN
SUBJECT: 4337-0393 (PHASE I)
TOWN OF PEMBROKE PARK, BROWARD COUNTY, FLORIDA

SOW: Town of Pembroke Park proposes to improve the drainage of SW 25th Street, located in Pembroke Park, Florida, 33009. This is an approval for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved. The proposed stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, a larger outfall pipe to Behan Lake, and regrading and repaving of the street. These improvements will upsize the current drainage system that is located along SW 25th Street and Park Lane. The project will be designed to provide protection against a 10-year event. Activities will be completed in strict compliance with Federal, State and Local Rules and regulations.

DATE: 02/20/2020

NEPA Determination

Review Concluded. Phase I meets criteria and conditions for (a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities. Phase II will require additional review.

Based on the SOW, an environmental assessment likely will not be required for Phase II.

National Historic Preservation Act

Phase II, the construction phase, will require additional review.

Phase II may require consultation by FEMA with SHPO and tribes.

Ground disturbance information, including area and depth of proposed ground disturbance, should be provided as a Phase I deliverable.

Maps of proposed ground disturbance should be provided as a Phase I deliverable.

Should any archaeological cultural resources be encountered during project activities, work shall cease and the SHPO office shall be consulted immediately.

Endangered Species Act

Phase II may require consultation by FEMA with USFWS.

Clean Water Act

Phase II may require a U.S. Army Corps of Engineers (USACE) permit under the Clean Water Act. A USACE permit, or a letter from USACE stating that a permit is not required should be included as a Phase I deliverable.

Executive Order 11988 - Floodplains

Phase II will require additional review. The project is located within a Special Flood Hazard Area and the review of the final project design will be conducted in accordance with 44 CFR, Part 9 – Floodplain Management and Protection of Wetlands.

Phase II will affect or be affected by the floodplain; project alternatives must be provided as a Phase I deliverable.

Phase II will affect or be affected by the floodplain; a copy of a Final Public Notice that meets the requirements of 44 CFR Part 9.12 must be included as a Phase I deliverable.

Phase II may require review of an H&H study. An H&H study should be provided as a Phase I deliverable.

Executive Order 11990 - Wetlands

Per National Wetlands Inventory (NWI) Online Mapper, project contains jurisdictional wetlands.

Phase II will require additional review. If Phase II will affect or be affected by wetlands, consultation with USACE should be provided as a Phase I deliverable

If Phase II will affect or be affected by wetlands, project alternatives must be provided as a Phase I deliverable.

If Phase II will affect or be affected by wetlands, a copy of a Final Public Notice that meets the requirements of 44 CFR Part 9.12 must be included as a Phase I deliverable.

THIS SECTION FOR STATE USE ONLY

FEMA-4337-DR-FL

☐ Standard HMGP

☐ 5% Initiative Application

☐ Application Complete

☐ Initial Submission or

☐ Re- Submission

Support Documents

☐ Conforms w/ State 409 Plan

☐ In Declared Area

☐ Statewide

Eligible Applicant

☐ State or Local Government

☐ Private Non-Profit (Tax ID Received)

☐ Recognized Indian Tribe or Tribal Organization

Project Type(s)

☐ Wind

☐ Flood

☐ Other: _____

Community NFIP Status: (Check all that apply)

☐ Participating Community ID#: _____

☐ In Good Standing ☐ Non-Participating ☐ CRS

LMS Ranking: _____

County: _____

State Application ID: _____

(TIME-DATE STAMP HERE)

This application is for all Federal Emergency Management Agency (FEMA Region IV) Hazard Mitigation Grant Program (HMGP) proposals. Please complete ALL sections and provide the documents requested. If you require technical assistance, please contact the Florida Division of Emergency Management at DEM_HazardMitigationGrantProgram@em.myflorida.com.

Section I – Applicant

A. Applicant Instruction: Complete all sections that correspond with the type of proposed project

Application Sections I-IV:

All Applicants must complete these sections

Environmental Review:

All Applicants must complete these sections

Maintenance Agreement:

Any Applications involving public property, public ownership, or management of property

Flood Control – Drainage Improvement Worksheet:

Acquisition, Elevation, Dry Flood proofing, Drainage Improvements, Flood Control Measures, Floodplain and Stream Restoration, and Flood Diversion – one worksheet per structure

Generator Worksheet:

Permanent, portable generators, and permanent emergency standby pumps

Tornado Safe Room Worksheet:

New Safe Room, Retrofit of existing structure, Community Safe Room, Residential Safe Room

Hurricane Safe Room Worksheet:

New Safe Room, Retrofit of existing structure

Wind Retrofit Worksheet:

Wind Retrofit projects only – one worksheet per structure

Wildfire Worksheet:

Defensible Space, Hazardous Fuels Reduction, Ignition Resistant Construction, other

Drought Worksheet:

Aquifers, other

Request for Public Assistance Form:

FEMA Form 90-49 (Request for Public Assistance): All applicants must complete, if applicable.

Acquisition Forms:

If project type is Acquisition, these forms must be completed.

(Only one of the two Notice of Voluntary Interest forms is necessary.)

Model Statement of Assurances for Property Acquisition Projects

Declaration and Release

Notice of Voluntary Interest (Town Hall Version)

Notice of Voluntary Interest (Single Site Version)

Statement of Voluntary Participation

FEMA Model Deed Restriction Language

Application Completeness Guidance / Checklist :

All applicants are recommended to complete this checklist and utilize the guidance for completing the application.

[Attach any additional items and note Section]

[Form No. HMGP]

B. Applicant Information:

FEMA-4337-DR-FL

DISASTER NAME: Hurricane Irma

Title/Brief Descriptive Project Summary: S.W. 25th Street Stormwater Improvements

1. Applicant (Organization): Town of Pembroke Park
2. Applicant Type: ☒ State or Local Government ☐ Native American Tribe ☐ Private Non-Profit ☐ Special District
3. County: Broward
4. State Legislative Senate District(s): 35; State Legislative House District(s): 101 ;
Congressional House District(s): 24 House
5. Federal Tax I.D. Number: 590968454
6. Data Universal Numbering System (DUNS): 024477655
7. Federal Information Processing Standards (FIPS) Code*: 1255750 (*if your FIPS code is not known, see guidance)
8. National Flood Insurance Program (NFIP) Community Identification Number: 120052
(this number can be obtained from the FIRM map for your area)
9. **Point of Contact:** (Person serving as the coordinator of project)

☐ Ms. ☒ Mr. First Name: Todd Last Name: Larson
Title: Public Service Director
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: ((954) 966-4600, Ext. 212 Email: tlarson@townofpembrokepark.com

10. Application Prepared by:

☐ Ms. ☒ Mr. First Name: Peter Last Name: Kunen
Title: Town Engineer
Telephone: (954) 966-4600, Ext. 200 Email: pkunen@townofpembrokepark.com

11. Authorized Applicant Agent (proof of authorization authority required)

☐ Ms. ☒ Mr. First Name: Todd Last Name: Larson
Title: Public Services Director
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: (954) 966-4600, Ext. 212 Email: tlarson@townofpembrokepark.com

Signature: _____

Date: _____

12. Local Mitigation Strategy (LMS) Compliance

- a. All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List, and on file with FDEM's Mitigation Bureau Planning Unit. Does your jurisdiction have a current FEMA Approved Mitigation Plan and this project is listed? ☒ Yes ☐ No
 - b. Attached is a letter of endorsement for this project from the county's LMS Coordinator. ☒ Yes ☐ No
Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project.
 - c. The LMS project list and endorsement letter both have an estimated cost column and Federal Share amount that is within \$500.00 between the two ☒ Yes ☐ No
13. Has this project been submitted under a previous disaster event? ☒ No
☐ Yes, please provide the disaster number and project number (as applicable): _____

Section II – Project Description

A. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:
☒ Flood ☐ Wind ☐ Storm surge ☐ Wildfire ☐ Other (list): _____
2. Identify the type of proposed project:
☐ Elevation and retrofitting of residential or non-residential structure
☐ Acquisition and Relocation ☐ Acquisition and Demolition
☐ Wind retrofit ☒ Drainage project that reduces localized flooding
☐ Generator ☐ Other (please explain) _____
3. List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):
These stormwater improvements will primarily protect businesses in this commercial district of the Town.
4. List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):
14.34
5. Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
29 structure(s) protected against the **10** -year storm event (10, 25, 50, 100, or 500 year storm event)
_____ structure(s) protected against _____ mile per hour (mph) winds
6. Check **all** item(s) the project may impact:

☐ Wetlands	☐ Water Quality	☐ Previously Undisturbed Soil
☒ Floodplain	☐ Coastal Zone	☐ Toxic or Hazardous Substances
☐ Historic Resources	☐ Fisheries	☐ Threatened & Endangered Species
☐ Vegetation Removal	☐ Public Controversy	☐ Potential for Cumulative Impacts
☐ Health & Safety	☐ Other _____	
7. **Engineered projects:** If your project has been already designed and engineering information is available, please attach to your application **ALL** calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types). ☐ No ☒ Yes If so, see Attachment #(s) _____.

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will **solve** the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor's estimate and/or a contractor's bid for the scope of work. **Please ensure that each proposed project is mitigation and not maintenance.**

1. Describe the existing problems:
S.W. 25th Street Stormwater Improvements: The area is primarily developed with a mixed land use consisting of residential, commercial, and light industrial developments. The collected stormwater relies on percolation and evaporation to return the area to its normal water levels. This results in undesirable flood levels and durations for moderate and large storm levels as well as past historical events such as Hurricane Irene of 1999 and Tropical Storm Leslie of 2000.
2. Describe the type(s) of protection that the proposed project will provide:
Construction of stormwater improvements is proposed to provide positive drainage to the area and is estimated that the proposed drainage improvements will eliminate flood damages up to the 1-in-25 year design event, including damages from the historical events.
3. Scope of Work (describe in detail what you are planning to do):
The proposed s stormwater improvements include drainage structures, stormwater piping, a stormwater pumping station and forcemain, an exfiltration water quality system, a larger outfall pipe located on Behan Lake, and regrading and paving of the street. These improvements are a rehabilitation and upsizing of an existing drainage system.

4. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP Project:

None

5. Describe the purpose and need for the proposed project:

The goals and objectives for the proposed stormwater improvements are intended to mitigate repetitive flood losses, to improve traffic safety for residents and local services such as police, fire rescue, and to avoid additional repetitive losses.

Section III – Project Location (Fully describe the location of the proposed project.)

A. Site

1. Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s). Provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:

Location: **Refer to S.W. 25th Street Drainage Study Report for Project Location**

Address(s): _____

GPS coordinates (decimal degree format): **25°59'15.33"N, 80°10'15.25"W**

Project Zip Code(s): **33009**

2. Title Holder: **Town of Pembroke Park**
3. Is the project site seaward of the Coastal Construction Control Line (CCCL)? ☐ Yes ☒ No
4. Provide the number of each structure type (listed below) in the project area that will be affected by the project. Include **all** structures in project area.
- | | |
|---|---|
| ☐ Residential property: _____ | ☐ Public buildings: _____ |
| ☒ Businesses/commercial property: 29 | ☐ Schools/hospitals/houses of worship: _____ |
| ☐ Other: _____ | |

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. ☒ Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map. FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at https://msc.fema.gov/portal .	
2. Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area) (See FIRM legend for flood zone explanations) (A Zone must be identified)	
☐ VE or V 1-30	☐ AE or A 1-30
☒ AO or AH	☐ A (no base flood elevation given)
☐ B or X (shaded)	☐ C or X (unshaded)
☐ Floodway	☐
☐ Coastal Barrier Resource Act (CBRA) Zone (Federal regulations strictly limit Federal funding for projects in this Zone; please coordinate with your state agency before submitting an application for a CBRA Zone project).	
3. ☐ If the FIRM Map for your area is not published, please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map.	
4. ☐ Attach a copy of a Special Flood Hazard Area Flood Insurance Assurance(s).	

C. City or County Map with Project Site and Photographs

1. ☒ Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.
2. ☒ Attach a USGS 1:24,000 TOPO map with project site **clearly** marked on the map.
3. ☐ For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired or elevated. Include the Tax ID numbers for each parcel, and Parcel information – including year built and foundation.
4. ☒ Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, please include the following angles: front, back and both sides.

Section IV – Budget/Costs

*In this section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. Contingency Cost should be included as a line item in the budget section and justified. Recommended range is 1 to 5%. **Avoid the use of lump sum costs.***

A. Materials

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost per Unit</u>	<u>Cost</u>
Engineering Design (15%)	LS	1	\$151,027.50	\$151,027.50
Construction Costs (See Attached Engineering Cost Estimate)	LS	1	\$1,006,850.00	\$1,006,850.00
Inspection Services During Construction (5%)	LS	1	\$50,342.50	\$50,342.50
<u>Sub-Total</u>				\$1,208,220.00

B. Labor *Include equipment costs. Please indicate all "soft" or in-kind matches (**).*

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

C. Fees Paid Include any other costs associated with the project.

<u>Description of Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

D.	Total Estimated Project Cost	\$1,208,220.00
----	------------------------------	----------------

Note: To be eligible for HMGP funding, pre-award costs must be identified as separate line items in the cost estimate of the application. This must be done in addition to filling out the HMGP Pre-Award Cost Request Form, submitted with application. Mark each Pre-Award cost with an **asterisk (*)**; and In-kind services with **double asterisk (**)**; All In-kind match must be identified in the Section IV.B and D – Funding Sources).

E. Funding Sources (round figures to the nearest dollar)

The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds that lose their Federal identity at the State level, such as CDBG, and certain tribal funds) may not be used for the Non-Federal share of the costs.

- | | | | | | |
|----|--|-----------------------|----------------|--------------|-------------------|
| 1. | Estimated Federal Share | <u>\$906,165.00</u> | <u>75</u> | % of Total | (Maximum 75%) |
| 2. | Non-Federal Share | | | | |
| 3. | Estimated Local Share | <u>\$302,055.00</u> | <u>25</u> | % of Total | (Cash) |
| 4. | | <u></u> | <u></u> | % of Total | (In-Kind**) |
| 5. | | <u></u> | <u></u> | % of Total | (Global Match***) |
| 6. | Other Agency Share
(Identify Non-Federal Agency and availability date) | <u></u> | <u></u> | % of Total | |
| | | | | | |
| 7. | Total Funding sources from above | \$1,208,220.00 | 100.00% | Total | (Equals 100%) |

****** ☐ Identify proposed eligible activities directly related to project to be considered for In-Kind services in Section IV.B. Labor.

*** ☐ Separate project applications must be submitted for each Global Match project.

Global Match Project Number and Title:

F. Project Milestones/Schedule of Work

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 3 years of performance. **(e.g. Designing, Engineering, Permitting, etc.)**

Milestone(s)	Number of Days to Complete	
Engineering, Permitting, Bidding	180	
Construction	365	
Total	545	Days

Section V. Environmental Review and Historic Preservation Compliance

(NOTE: This application cannot be processed if this section is not completed.)

Because the HMGP is a federally funded program, all projects are required to undergo an environmental and historic preservation review as part of the grant application process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. **NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.**

A. The following information is required for the Environmental and Historic Preservation review:

All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for Applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project's size, location, and complexity. However, at a minimum, please provide the applicable documentation from this section to facilitate the NEPA compliance process.

1. ☒ Detailed project description, scope of work, and budget/costs (Section II and Section IV of this application).
2. ☒ Project area maps (Section III, part B & C of this application)
3. ☒ Project area/structure photographs (Section III, part C of this application).
4. ☐ Preliminary project plans.
5. ☒ Project alternatives description and impacts (Section V of the application).
6. ☒ Please complete the applicable project worksheets.
Documentation showing dates of construction are required for all structures.
7. ☐ Environmental Justice – Attach documents regarding evaluation (required) and satisfactory resolution (if necessary) of Environmental Justice issues (Highly Disproportionate, Adverse Impact (effects) on Minority or Low Income Population). Documents can include public meeting records, media reports letters from interested persons and groups, studies on population, ethnic groups, quality of life, housing, economics, transportation, public services, schools, public health, recreation, voting, etc.
8. ☐ Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* below.

B. Executive Order 12898; Environmental Justice for Low Income and Minority Population:

1. Are there low income or minority populations in the project area or adjacent to the project area?
☐ No ☒ Yes; please describe any disproportionate and adverse effects to these populations:

2. To help evaluate the impact of the project, please indicate below any other information you are providing.
☐ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.

3. ☒ Attached materials or additional comments: Please include pdf documentation from the US Census Quick Facts and American Factfinder's website of the project area (<http://www.census.gov/>).

C. Tribal Consultation *(Information Required)*

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.

2. Provide information on any known site work or historic uses for project location.

- ☐ Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (feet) and vertical depths (square feet) of all anticipated ground disturbance of 3 inches or more.

D. Alternative Actions *(Information Required)*

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative".

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

Should failure to take action continue, adverse flooding conditions will remain within the project limits. The calculated flood reduction benefits result in the removal of these damages for the same storm event.

2. Other Feasible Alternative

Describe a feasible alternative project that would be the next best solution if the primary alternative is not accomplished. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget and the impacts of this alternative. Complete *all* of parts **a-e** (below).

a. Project Description for the Alternative

Describe, in detail, the alternative project, and explain how the alternative project will solve the problem(s) and/or provide protection from the hazard(s). Also, provide pros and cons for this alternative and a reason for why it was not selected.

Raising the roadways and structures within the drainage basin would be cost prohibitive. There are no other alternatives.

b. Project Location of the Alternative *(describe briefly, if different from proposed project)*

N/A

- ☐ Attach a map or diagram showing the alternative site in relation to the proposed project site *(if different from proposed project)*

c. Scope of Work for Alternative Project

N/A

d. Impacts of Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues as appropriate: Environmental Justice, Endangered Species, Wetlands, Hydrology (Upstream and Downstream Surface Water Impacts), Floodplain/Floodway, Historic Preservation and Hazardous Materials.

N/A

e. Estimated Budget/Costs for Alternative Project

In this section, provide details of all the estimated costs of the alternative project (round figures to the nearest dollar). A lump sum budget is acceptable.

Materials:	
Labor:	
Fees:	
Total Estimated Project Cost:	\$ 0.00

HMGP ENVIRONMENTAL REVIEW
Information and Documentation Requirements by Project Type

<i>Retrofits to Existing Facilities/Structures</i> <i>Elevations</i> <i>Acquisitions with Demolition</i>
✓ Dates of Construction ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance ✓ Structure photographs
<i>Drainage Improvements</i>
✓ Engineering plans/drawings ✓ Permit or Exemption letter to address any modifications to water bodies and wetlands - o Department of Environmental Protection - o Water Management District - o U.S. Army Corps of Engineers ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance. ✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats. ✓ If the project is in a coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources. ✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland. ✓ Concurrence from your Local Floodplain Manager – if project is located in a floodplain.

Note: This is a general guideline for most projects. However, there will be exceptions. Consult with state environmental staff on project types not listed.

Section VI – Maintenance Agreement

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting the application to FEMA.

(NOTE: Those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The _____ Town _____ of _____ Pembroke Park _____, State of Florida, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the ***routine*** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub-recipient's maintenance responsibilities following project award and to show the Sub-recipients acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by _____ Newall J Daughtrey _____ the duly authorized representative
(printed or typed name of signing official)

Assistant Town Manager
(title)

This 22 (day) of May (month), 2020 (year).

Signature* _____

****Please Note: The above signature must be by an individual with legal signing authority for the respective local government or county (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.)***

HMGP Application Completeness Guidance/Checklist

This guidance/checklist contains an explanation, example and/or reference for information requested in the application. Please use this list to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this list is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: Town Hall Building Hardening

Applicant: Town of Pembroke Park

Application Information	Explanation of Information Required	✓
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Section I

B. Applicant Information

FEMA___-DR-FL	Type in the four digit number FEMA assigned to the disaster that this application is being submitted under. (Example: 4337, 4283)	☐
DISASTER NAME	Type in the Disaster name. (Example: Hurricane Irma, Tropical Storm Fay)	☐
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee, City Hall Building, Wind Retrofit)	☐
1. Applicant	Name of organization applying. Must be an eligible applicant.	☐
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C). (Example: IRS letter, Tax Exempt Certificate)	☐
3. County	Indicate county in which the project is located.	☐
4. State Legislative and Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx	☐
5. Federal Tax I.D. Number	List the Federal Employer's Identification Number (FEIN) number, also known as Federal Tax Identification number, 9-digit code. May be obtained from your finance/accounting department.	☐
6. DUNS Number	Include Data Universal Numbering Standard (DUNS) number in appropriate location on application. If none, please refer to HMGP FAQ's in Application Reference Material for instructions on obtaining a DUNS number. www.usaspending.gov	☐
7. FIPS Code	List the Federal Information Processing Standard (FIPS) Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	☐
8. NFIP ID Number	List the National Flood Insurance Program (NFIP) number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	☐
9. Point of Contact	Please provide all pertinent information for the point of contact. This person serves as the coordinator of the project. If this information changes once the application is submitted, please contact the HMGP staff immediately.	☐
10. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 9) and/or the applicant's agent (line 11).	☐
11. Authorized Applicant Agent	An authorized agent must sign the application. <i>"An authorized agent is the chief elected official of a local government who has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or County Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegates signature authority, a copy of the resolution by the governing body authorizing the signature authority for the individual signing must be provided."</i>	☐
12. LMS Compliance	a) LMS Project List:	☐

	All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List and must be on file with FDEM's Mitigation Bureau Planning Unit. b) LMS Endorsement Letter All proposed projects must include an endorsement letter from the county's Local Mitigation Strategy Coordinator. You may use 1 letter as long as it includes every proposed project. c) Estimated Costs & Application Costs: The LMS Project List must include an Estimated Cost column and each HMGP project application must be within \$500.00 of that Project List's estimated cost. Also ensure that the Federal Cost Share indicated on the LMS Coordinator's Endorsement Letter exactly matches the Federal Cost Share indicated within the application. Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project. A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter. Applications without a letter of endorsement will not be processed. (44 CFR 201.6 Local Mitigation Plans)	
13. Previous Submittal	If the project has been previously submitted under another disaster, provide the disaster number, the project number, and the title of the project.	☐

Section II - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards	Type of Hazards the Proposed Project will Mitigate: Identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	☐
2. Identify the Type of Project	Identify the Type of Proposed Project: Describe the mitigation project being proposed. (Example: drainage, wind retrofit, generator etc.)	☐
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project. (Example: A drainage project improving a residential area of 23 homes, with an average household of 2 people = 46 people)	☐
4. Total Impacted Area	Explain how many acres will be impacted from the proposed project: Drainage/Berm/Pond/Culverts/Flood hazard projects: combination of the area to be protected and ground disturbance must not exceed 25 acres.	
5. Level of Protection	Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. (Example: In a wind retrofit project, it will be the design wind speed to comply with the Florida Building Code requirements. In a drainage project, it will be the implemented design level, e.g. a 25-year FDOT design standard for culvert.)	☐
6. Project Impact	Identify all the items the project may impact or are within the project area.	☐
7. Engineered Projects (e.g. Drainage)	Include available engineering calculations, studies, and designs for the proposed project showing results from applied Recurrence Interval scenarios before and after mitigation. (Number of structures, building replacement value, depth of the water, structural damages, content damages, displacement, road closures, etc.)	☐

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

1. Existing Problem	Describe the existing problem, location, source of the hazard, and the history and extent of the damage. Include newspaper articles, insurance documentation, photographs, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	☐
2. Type of Protection	Determine how the funding will solve the existing problem and provide protection.	☐
3. Scope of Work:	What the Project Proposes to Do: Determine the work to be done. The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be a mitigation action, not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434[c][4])? Does the proposed project address a problem that has been repetitive or that poses a</i>	☐

	significant risk to public health and safety if left unresolved (44 CFR 206.434[c][5][i])? Projects that merely identify or analyze hazards or problems are not eligible. See Sample Scope of Work Language in HMGP Application Reference Material. Generators should not be included in the scope of work unless said generator only powers the mitigation element or is for a critical facility.	
4. On-Going or Proposed Projects in the Area	Determine if other projects, zoning changes, etc. are planned (particularly in the same watershed if flooding is being addressed) that may negatively or positively impact the proposed project. If there is a drainage project or downstream issue elsewhere, it may eliminate the current flooding issue, erasing the need for the proposed project. Response applies to drainage and acquisition projects. N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	☐
5. Purpose / Need	Describe the purpose and need for the proposed project.	☐

Section III - Project Location

A. Site

1. Physical Location	List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude, in decimal degrees). The physical address must correspond with the address locations specified on maps submitted with the application.	☐
2. Title Holder	Provide the titleholder's name.	☐
3. Project Seaward of the CCCL?	Determine if the project site is located seaward of the Coastal Construction Control Line. https://floridadep.gov/water/coastal-construction-control-line	☐
4. Number and Types of Structures Affected	Specify the number and type of properties affected by the project. (Example: Drainage project that affects 100 homes, 15 businesses and 2 schools.) What does the project protect? Should have a number next to the box that is checked. (See Section II, Item A.4 – detail of these totals)	☐

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. Copies of FIRM	Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to https://msc.fema.gov/portal . See instructions on How to make a FIRMette.	☐
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s). If project is located in a Special Flood Hazard Area, proof of flood insurance will need to be provided. Amount of coverage must be equal to or greater than the amount of Federal mitigation funding obligated to the project.	☐
3. Flood Hazard Boundary Map (FHBM)	Not required if a copy of the FIRM is attached.	☐

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site and staging location (if applicable) should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.	☐
2. USGS TOPO with Project Site	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to http://www.Digital-Topo-Maps.com	☐
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	☐
4. Site Photographs	At least four photographs are required that clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas that affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (in front toward the street, and in back toward backyard) to show the area along with photographs of specific elements of the structure affected by the project (windows for shutters or window replacements) should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	☐

Section IV - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor's quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. Contingency Cost should be included as a line item in the budget section, and justified. Recommended range is 1 to 5%. It is required to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

A. Materials	Describe the cost of materials. Provide breakdown.	☐
B. Labor	Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use in-kind contribution as part of the 25% match. (Attach support documentation for in-kind match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy in-kind match contributions).	☐
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	☐
D. Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	☐

E. Funding Sources (round figures to the nearest dollar)

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost-sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

1. Estimated Federal Share	The estimated Federal share is generally 75%. If the Federal share is not 75%, assure actual amount is entered. It could be 50.1234% or 35.1234%, etc. of the total dollar amount of project depending on county LMS allocation and priority. This figure cannot exceed 75%.	☐
2. Non-Federal Share	May include all 3 sources, i.e. cash, in-kind and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity (e.g., CDBG funding and certain tribal funding).	☐
3. Cash	Cash- Local funding will be utilized for the non-federal share. Enter amount of cash and percentage of total that amount represents.	☐
4. Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only. ** Identify proposed eligible activities in Section IV B. and C. as a separate line with In-kind written as a part of the description.</i>	☐
5. Total Project (Global) Match	Project (global) match must 1) meet all the eligibility requirements of HMGP; and 2) begin after FEMA's approval of the match project. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted as global match for another project must meet the same period of performance time constraints as the HMGP.</i>	☐
6. Other Agency Share	Identify Non-Federal Agency and availability date; provide the documentation from the agency. (e.g., CDBG funding, and certain tribal funding)	☐
7. Total Funding	Total must represent (100%) of the total estimated project cost. Ensure that percentages match corresponding cost-shares and the total matches the Budget (in Section IV. D. - Total Estimated Project Costs).	☐

F. Project Milestones/Schedule of Work

1. Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (e.g. <i>Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc. See Typical Project Milestones for estimated time-frames</i>) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. Please allot for the appropriate amount of time.	☐
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Section V - Environmental Review & Historic Preservation Compliance

A. No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

1. Description, SOW & Budget	Detailed Project Description, Scope of Work & Budget/Costs Complete Sections II & IV of the application.	☐
2. Area Maps	Project area Maps - Attach a copy of the maps and clearly mark the project site, and place the specific project structure(s) on map(s). Complete Section III, part B & C of the application.	☐
3. Project Area/Structure Photographs	Complete Section III part C of the application.	☐
4. Preliminary Project Plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	☐
5. Project Alternatives	Complete Section V part D. of this application.	☐
6. Project Worksheets	Dates of construction are required for all structures. See worksheets.	☐
7. Documentation Requirements by Project Type	Provide any of the required documentation as listed on page 10 in the Information and Documentation Requirements by Project Type that may have already been obtained.	☐
8. Information/ Documentation Requirements by Project Type	Provide any applicable information or documentation.	☐

B. Executive Order 12898, Environmental Justice for Low Income and Minority Population

1. Documentation of Environmental Justice	Determine the proportion of the population, in either the project zip code or city, characterized as having a minority background, and proportion of the population living below poverty level. Go to http://www.census.gov/ . If yes, complete Section V, part B.	☐
2. Population Affected	List / describe the population affected by this project and the portion of the population adversely impacted. List the attached documentation.	☐
3. Attached Materials	Attach all backup documentation to this application – Include a table of contents that outlines the information you are providing DEM	☐

C. Information required for Tribal Consultation

1. Documentation for Tribal Consultation	For all projects with any ground disturbing activities of 3 inches or more, complete Section V part C.	☐
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D. Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	☐
2. Other Feasible Alternative Action	It is a FEMA and FDEM requirement for any Application Review. A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan. Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[c][5][iii])	☐
a. Project Description	It is very important and a requirement that an Alternative project is submitted. NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided.	☐
b. Project Location of the Alternative	Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.	☐
c. Scope of Work – Alternative Project	Describe how the alternative project will solve the problem and provide protection from the hazard. Provide enough detail to describe the project for the evaluation	

	panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.	☐
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for the Alternative Project	Total cost is required.	☐
Materials, Labor, and Fees Paid	The details line items are not required. Just enter a total amount.	☐
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted as justification to why this alternative was not chosen.	☐

Section VI – Maintenance Agreement

1. Maintenance Agreement	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	☐
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Other Required Documentation

1. MAPS	All maps must be included with the application.	☐
2. FFATA Form	During contracting with the state, please complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience in the document provided. This is not required at the time of application submittal.	☐
3. SFHA Acknowledgement of Conditions	Required for all projects in the Special Flood Hazard Area. Read and sign the SFHA Acknowledgement of Conditions document. This form must be notarized, signed by the local jurisdiction and the property owner.	☐
4. Pre-award Cost Form	If pre-award costs are being requested with your project, please be sure to identify all pre-award costs in the application budget per instructions. The pre-award cost form must be completed and submitted with your application.	☐
5. Request for Public Assistance Form	Applicable if no FIPS number is assigned to applicant/recipient.	☐
6. Model Statement of Assurances for Property Acquisition Projects	For Acquisition projects only.	☐
7. Declaration and Release	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
8. Notice of Voluntary Interest	For Acquisition projects only. Two forms are included for your convenience. Please use the form that is most appropriate to your situation. Must be signed by all persons whose names are on the property deed.	☐
9. Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
10. Worksheets	The appropriate worksheet(s) must be completed and submitted with the application. a. Flood Control – Drainage Improvement b. Generator c. Tornado Safe Room d. Hurricane Safe Room e. Wind Retrofit f. Wildfire g. Drought	☐

*Submit **1 original (signed) and 2 full copies** of the entire application and backup

documentation. Include a full copy of the submittal and all documentation on CD.

AGENDA ITEM REPORT



To: Town Manager
Subject: Request authorization to prepare RFP for Town Hall Hardening, Generator, and Roofing under the HMGP project
Meeting: Regular Commission Meeting - 10 Jun 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The proposed project involves upgrades and improvements to the existing Town Hall building. This includes exterior building "hardening," replacement of non-hurricane rated entry doors, windows, and garage bay doors to ones that are hurricane-rated in accordance with the current Building Code requirements. Also included will be a new, larger capacity, generator unit to power the entire building (Lighting, Air Conditioning, Elevators) in the event of a power outage, and new roofing.

FINANCIAL IMPACT:

Town's obligation is \$160,787 (25% of the total project budgeted at \$643,125; HMGP funds 75% (\$482,344))

RECOMMENDATION:

Resolution

ATTACHMENTS:

[4337-0338-R FEMA Approval Package 02-25-2020](#)

[HMGP-Application Town Hall Building Hardening 7-12-18 \(Submittal Package\)](#)

U.S. Department of Homeland Security
Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341



FEMA

February 25, 2020

Mr. Jared Moskowitz, Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Attention: Mr. Miles Anderson

Reference: Hazard Mitigation Grant Program (HMGP) Project #4337-0338-R
Town of Pembroke Park, Town Hall, Wind Retrofit and Generator – Approval

Dear Mr. Moskowitz:

In accordance with the Program Administration by State (PAS) Operational Agreement for DR-4337-FL, the Federal Emergency Management Agency (FEMA) concurs with the State's approval of project 4337-0338-R for a total project cost of \$643,125.00 with a Federal Share of \$482,343.75 and a non-Federal share in the amount of \$160,781.25.

The following is the approved Scope of Work (SOW) for the above referenced project:

The Town of Pembroke Park proposes to protect the Town Hall building located at 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023.

The proposed wind retrofit project for this facility will consist of replacing windows and doors with hurricane rated windows and doors and the replacement of the existing roof membrane system with an FBC approved system. The applicant also proposes to install a 750-kW diesel permanent generator and switchgear, including auxiliary electrical work required for the generator and switchgear installation. This project intends to protect the integrity of the building envelope and to ensure the functionality of the building during a storm event.

Wind protections shall be provided on any other opening such as vents, louvers and exhaust fans. All installations will be in strict compliance with the Florida Building Code or Miami Dade Specifications, and all materials will be certified to meet wind and impact standards. The local municipal or county building department will inspect and certify installation according to the manufacturer's specifications.

The project shall provide protection against 186 MPH winds or the wind speed protection and impact requirements indicated by the effective Florida Building Code at the time permits are

issued. The generator will be protected against a 500-year flood event by implementing specific activities or by locating the generator outside the SFHA and will be protected against wind with a rated enclosure based on its location requirements. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

The grant Period of Performance (POP) for DR-4337-FL has been extended an additional 12 months and will now terminate on March 9, 2023. All the activities specified in the scopes of work should be completed no later than this date. FEMA will not establish activity completion timeframes for individual sub-awards. Any future extensions of the POP must be submitted to FEMA 60 days prior to the expiration date.

This project must adhere to all program guidelines established in the Hazard Mitigation Assistance Guide dated February 27, 2015, which is the definitive policy document for the Federal Insurance and Mitigation Administration (FIMA) and in accordance with the PAS Operational Agreement between FEMA Region IV and Florida Department of Emergency Management for DR-4337. The Hazard Mitigation Grant Program for DR-4337 is also governed by the applicable FEMA-State Agreement for DR-4337.

Special Conditions:

- The generator is supporting a critical action and must be protected to the 500-year (0.2% annual chance) flood elevation. Sub-recipient must submit documentation to the State and FEMA documenting which protective option they have selected.

Source of condition: Executive Order 11988 – Floodplains
Monitoring Required: No

- If human remains or intact archaeological deposits are uncovered, work in the vicinity of the discovery will stop immediately and all reasonable measures to avoid or minimize harm to the finds will be taken. The sub-recipient will ensure that archaeological discoveries are secured in place, that access to the sensitive area is restricted, and that all reasonable measures are taken to avoid further disturbance of the discoveries. The sub-recipient's contractor will provide immediate notice of such discoveries to the Recipient. The Recipient shall contact the Florida Division of Historic Resources and FEMA within 24 hours of the discovery. Work in the vicinity of the discovery may not resume until FEMA has completed consultation with SHPO, Tribes, and other consulting parties as necessary. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately, and the proper authorities notified in accordance with Florida Statutes, Section 872.05.

Source of condition: National Historic Preservation Act (NHPA)
Monitoring Required: No

Standard Conditions:

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all Federal, State, and local requirements. Acceptance of Federal funding requires the recipient to comply with all Federal, State, and local laws. Failure to obtain all appropriate Federal, State, and local environmental permits and clearances may jeopardize Federal funding.
- The sub-recipient will monitor any ground disturbance and if potential archeological resources are discovered, will immediately cease construction in that area and notify both the State and FEMA.

The State HMGP Administrative Plan defines the procedure whereby the Governor's Authorized Representative (GAR) may advance portions of the approved Federal share to sub-recipients. If project costs exceed the amount originally funded and additional Federal funds are needed, the sub-recipient must contact the GAR. The GAR will evaluate requests for cost overruns and submit to the Regional Administrator with written documentation of cost overrun eligibility. Cost overruns shall meet Federal regulations as set forth in 44 CFR 206.438(b).

Quarterly Progress Reports for HMGP projects are required. Please include this HMGP project in your future quarterly reports. Note that 44 CFR 206.438(c) indicates the State must provide a Quarterly Progress Report to FEMA indicating the status and completion date for each project funded. The report will include any problems or circumstances affecting completion dates, scope of work, or project cost that may result in non-compliance with the approved grant conditions.

Section 206.438(d) of 44 CFR requires the GAR to certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement.

The State (Recipient) must comply with all applicable program guidance and regulations and the PAS Operational Agreement for DR-4337 before implementing changes to the approved project SOW.

The Obligation Report and Record of Environmental Consideration are enclosed for your records. The Management Report is available in NEMIS. The obligated funds are available for withdrawal from Payment Management System on sub-account 4337-DRFLP00003385.

If you have any further questions, please contact William Arwood at (404) 895-7341.

Sincerely,



Richard S. Flood, CFM, Chief
Hazard Mitigation Assistance Branch
Mitigation Division

Enclosure

Obligation Report

Record of Environmental Consideration

2/24/2020
3:53 PM

**FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM**

HMGP-OB-01

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4337	338 -R	0	103	1	373	FL	Statewide

Subrecipient: Pembroke Park

Project Title : Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

Subrecipient FIPS Code: 011-55750

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$482,343.75	\$482,343.75	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$482,343.75	\$0.00	\$482,343.75	02/24/2020	Accept	2020

Comments

Date: 02/24/2020 User Id: GDACOSTA

Comment: DR-4337-FL MA approves an obligation for eligible cost and activities to implement -4337-0338-R-DR-FL-HM, Town of Pembroke Pa Grant POP 3/9/2023, Application 103, Town of Pembroke Park, Town Hall, Wind Retrofit and Generator, located in Broward County, Allocation # 79. On February's Spend Plan, Federal share is \$482,343.75. Total Project Cost is \$643,125.00. The current Period o Performance for DR-4337-FL ends March 9, 2023.

Date: 02/24/2020 User Id: DBURKETT

Comment: 4337-0338-R-DR-FL-HM Pembroke Park Grant POP 3/9/2023 Application 103 Town of Pembroke Park, Town Hall, Wind Retrofit and Generator Allocation 79 included in the February Spend Plan Federal share \$482,343.75 Supplement 373 approved HMO

Authorization

Preparer Name: GUILLERMO DA COSTA GOMEZ

Preparation Date: 02/24/2020

HMO Authorization Name: DEBORAH BURKETT

HMO Authorization Date: 02/24/2020

02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:33:09

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0338

Title: Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

NEPA DETERMINATION

Non Compliant Flag: No

EA Draft Date:

EA Final Date:

EA Public Notice Date:

EA Fonsi

Level: CATEX

EIS Notice of Intent

EIS ROD Date:

Comment Project Location: Broward County, 3150 SW 52nd Avenue, Pembroke Park, FL 33023
(25.982920, -80.195260)

SOW: The Town of Pembroke Park proposes to wind retrofit the Town Hall building by replacing windows and doors with hurricane rated windows and doors and the replacement of the existing roof membrane system with an FBC approved system. The applicant also proposes to install a 750-kW diesel permanent generator and switchgear, including auxiliary electrical work required for the generator and switchgear installation. This project intends to protect the integrity of the building envelope and to ensure the functionality of the building during a storm event. Wind protections shall be provided on any other opening such as vents, louvers and exhaust fans. All installations will be in strict compliance with the Florida Building Code or Miami Dade Specifications, and all materials will be certified to meet wind and impact standards. The local municipal or county building department will inspect and certify installation according to the manufacturer specifications. The project shall provide protection against 186 MPH winds or the wind speed protection and impact requirements indicated by the effective Florida Building Code at the time permits are issued. The generator will be protected against a 500-year flood event by implementing specific activities or by locating the generator outside the SFHA and will be protected against wind with a rated enclosure based on its location requirements. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

- niglesia - 02/03/2020 22:38:18 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
*n7	(*n7) Federal Assistance for Structure and Facility Upgrades. Federal assistance for the reconstruction, elevation, retrofitting, upgrading to current codes and standards, and improvements of pre-existing facilities in existing developed areas with substantially completed infrastructure, when the immediate project area has already been disturbed, and when those actions do not alter basic functions, do not exceed capacity of other system components, or modify intended land use. This category does not include actions within or affecting streams or stream banks or actions seaward of the limit of moderate wave action (or V zone when the limit of moderate wave action has not been identified).	Yes
*n18	(*n18) Federal Assistance for Construction or Installation of Structures, Facilities, or Equipment to Ensure Continuity of Operations. Federal assistance for the construction or installation of measures for the purpose of ensuring the continuity of operations during incidents such as emergencies, disasters, flooding, and power outages involving less than one acre of ground disturbance. Examples include the installation of generators, installation of storage tanks of up to 10,000 gallons, installation of pumps, construction of structures to house emergency equipment, and utility line installation. This CATEX covers associated ground disturbing activities, such as trenching, excavation, and vegetation removal of less than one acre, as well as modification of existing structures.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:33:09

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0338

Title: Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is located in a coastal zone area and/or affects the coastal zone	CZMA: Per review of FDEP Map Direct Beaches and Coastal Systems (CCCL), accessed 09/18/2019. - niglesia - 02/03/2020 22:24:04 GMT
	Completed	State administering agency does not require consistency review - Review concluded	
Executive Order 11988 - Floodplains	Completed	Located in floodplain or effects on floodplain/flood levels	EO 11988: Project is in a Shaded X zone per Town of Pembroke Park FIRM Panel #12011C0727H dated 8/18/2014. Public Notice was posted on 10/23/2019 at Town of Pembroke Park website: http://www.townofpembrokepark.com/notices-of-public-hearing/ and at the Town Hall Bulletin Board: 3150 SW 52nd Ave, Pembroke Park, FL 33023. No comments were received from the public. See 8- Step Checklist attached. - niglesia - 02/03/2020 22:27:12 GMT
	Completed	Possible adverse effects associated with investment in floodplain, occupancy or modification of floodplain environment	
	Completed	8 Step Process Complete - documentation attached - Review concluded	
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	EO 11990: Project is not located in wetlands per review of USFWS National Wetlands Inventory (NWI) mapper, accessed 09/18/2019. - niglesia - 02/03/2020 22:33:27 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:33:09

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0338

Title: Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

Environmental Law/ Executive Order	Status	Description	Comment
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	ESA: Per review of USFWS Critical Habitat Mapper, accessed 09/18/2019. - niglesia - 02/03/2020 22:22:41 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Standard Section 106 review	NHPA: Consultation letters were sent on 12/11/19 to SHPO and the following tribes: Seminole Tribe of Florida, Poarch Creek Indians, Alabama-Quassarte Tribal Town, Miccosukee Indian Tribe, and Seminole Nation of Oklahoma. The tribal consultation period ended 01/25/2020. Concurrence responses received from Seminole Tribe of Florida (01/15/2020), and SHPO (01/08/2020). No response was received from the other tribes during the consultation period and so concurrence is assumed. See project conditions. - niglesia - 02/03/2020 22:14:11 GMT
	Completed	Building or structure 50 years or older or listed on the National Register in the project area and activity not exempt from review	
	Completed	Determination of No Historic Properties Affected (FEMA finding/SHPO/THPO concurrence attached) - Review concluded	
	Completed	Project affects undisturbed ground	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

13:33:09

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0338

Title: Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	Project area has no potential for presence of archeological resources	
	Completed	Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence or consultation attached) - Review concluded	
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

Special Conditions required on implementation of Projects:

The generator is supporting a critical action and must be protected to the 500 year (0.2% annual chance) flood elevation. Applicant must submit documentation to the State and FEMA documenting which protective option they have selected.

Source of condition: Executive Order 11988 - Floodplains

Monitoring Required: No

If human remains or intact archaeological deposits are uncovered, work in the vicinity of the discovery will stop immediately and all reasonable measures to avoid or minimize harm to the finds will be taken. The applicant will ensure that archaeological discoveries are secured in place, that access to the sensitive area is restricted, and that all reasonable measures are taken to avoid further disturbance of the discoveries. The applicants contractor will provide immediate notice of such discoveries to the applicant. The applicant shall contact the Florida Division of Historic Resources and FEMA within 24 hours of the discovery. Work in the vicinity of the discovery may not resume until FEMA has completed consultation with SHPO, Tribes, and other consulting parties as necessary. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Florida Statutes, Section 872.05.

Source of condition: National Historic Preservation Act (NHPA)

Monitoring Required: No

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

NOTE: All times are GMT using a 24-hour clock.

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TOWN OF PEMBROKE PARK

3150 S.W. 52nd Avenue
Pembroke Park, FL 33023
Tel: (954) 966-4600 • Fax: (954) 966-9781
www.townofpembrokepark.com



LETTER OF TRANSMITTAL

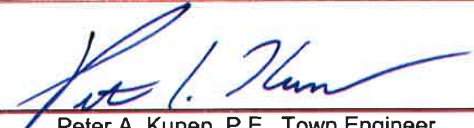
TO:	BC Emergency Management Division	DATE:	7-12-2018
	201 N.W. 84 th Avenue	ATTN:	Necole Holton Jacobs
	Plantation, FL 33324	RE:	Town of Pembroke Park HMGP Application
			Town Hall Building Hardening Project

WE ARE SENDING YOU ☒ ATTACHED ☐ UNDER SEPARATE COVER VIA ☐ Hand Delivery

COPIES	DATE	DESCRIPTION
1	7-12-18	HMGP Application Package (Original)
2	7-12-18	HMGP Application Package (Copies)
1	7-12-18	CD w/Application Package Electronic Files

REMARKS:

SIGNED


Peter A. Kunen, P.E., Town Engineer

Received By: _____ Date: _____

U:\ENGINEERING\BC Mitigation Projects\Letters\LOT 7-12-18_Necole Holton Jacobs_Town Hall Building Hardening HMGP Application.docx

THIS SECTION FOR STATE USE ONLY			
FEMA-4337-DR-FL	☐ Standard HMGP	☐ 5% Initiative Application ☐ Initial Submission or	☐ Application Complete ☐ Re- Submission
Support Documents ☐ Conforms w/ State 409 Plan ☐ In Declared Area ☐ Statewide	Eligible Applicant ☐ State or Local Government ☐ Private Non-Profit (Tax ID Received) ☐ Recognized Indian Tribe or Tribal Organization	Project Type(s) ☐ Wind ☐ Flood ☐ Other: _____	
Community NFIP Status: (Check all that apply) ☐ Participating Community ID#: _____ ☐ In Good Standing ☐ Non-Participating ☐ CRS		LMS Ranking: _____ County: _____	
State Application ID: _____			
(TIME-DATE STAMP HERE)			

This application is for all Federal Emergency Management Agency (FEMA Region IV) Hazard Mitigation Grant Program (HMGP) proposals. Please complete ALL sections and provide the documents requested. If you require technical assistance, please contact the Florida Division of Emergency Management at DEM_HazardMitigationGrantProgram@em.myflorida.com.

Section I – Applicant

A. Applicant Instruction: Complete all sections that correspond with the type of proposed project

<u>Application Sections I-IV:</u>	<i>All Applicants must complete these sections</i>
<u>Environmental Review:</u>	<i>All Applicants must complete these sections</i>
<u>Maintenance Agreement:</u>	<i>Any Applications involving public property, public ownership, or management of property</i>
<u>Flood Control – Drainage Improvement Worksheet:</u>	<i>Acquisition, Elevation, Dry Flood proofing, Drainage Improvements, Flood Control Measures, Floodplain and Stream Restoration, and Flood Diversion – one worksheet per structure</i>
<u>Generator Worksheet:</u>	<i>Permanent, portable generators, and permanent emergency standby pumps</i>
<u>Tornado Safe Room Worksheet:</u>	<i>New Safe Room, Retrofit of existing structure, Community Safe Room, Residential Safe Room</i>
<u>Hurricane Safe Room Worksheet:</u>	<i>New Safe Room, Retrofit of existing structure</i>
<u>Wind Retrofit Worksheet:</u>	<i>Wind Retrofit projects only – one worksheet per structure</i>
<u>Wildfire Worksheet:</u>	<i>Defensible Space, Hazardous Fuels Reduction, Ignition Resistant Construction, other</i>
<u>Drought Worksheet:</u>	<i>Aquifers, other</i>
<u>Request for Public Assistance Form:</u>	<i>FEMA Form 90-49 (Request for Public Assistance): All applicants must complete, if applicable.</i>
<u>Acquisition Forms:</u>	<i>If project type is Acquisition, these forms must be completed. (Only one of the two Notice of Voluntary Interest forms is necessary.) Model Statement of Assurances for Property Acquisition Projects Declaration and Release Notice of Voluntary Interest (Town Hall Version) Notice of Voluntary Interest (Single Site Version) Statement of Voluntary Participation FEMA Model Deed Restriction Language</i>
<u>Application Completeness Guidance / Checklist :</u>	<i>All applicants are recommended to complete this checklist and utilize the guidance for completing the application.</i>

B. Applicant Information:

FEMA-4337-DR-FL

DISASTER NAME: Hurricane Irma

Title/Brief Descriptive Project Summary: Town Hall Building Hardening

1. Applicant (Organization): **Town of Pembroke Park**
2. Applicant Type: ☒ State or Local Government ☐ Native American Tribe ☐ Private Non-Profit ☐ Special District
3. County: **Broward**
4. State Legislative Senate District(s): **35**; State Legislative House District(s): **101** ;
Congressional House District(s): **24** House
5. Federal Tax I.D. Number: **590968454**
6. Data Universal Numbering System (DUNS): **D24477655**
7. Federal Information Processing Standards (FIPS) Code*: **1255750** (*if your FIPS code is not known, see guidance)
8. National Flood Insurance Program (NFIP) Community Identification Number: **120052**
(this number can be obtained from the FIRM map for your area)
9. **Point of Contact:** (Person serving as the coordinator of project)

☐ Ms. ☒ Mr. First Name: Peter Last Name: Kunen
Title: Town Engineer
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: (954) 966-4600, Ext. 200 Email: pkunen@townofpembrokepark.com

10. Application Prepared by:

☐ Ms. ☒ Mr. First Name: Peter Last Name: Kunen
Title: Town Engineer
Telephone: (954) 966-4600, Ext. 200 Email: pkunen@townofpembrokepark.com

11. Authorized Applicant Agent (proof of authorization authority required)

☐ Ms. ☒ Mr. First Name: Todd Last Name: Larson
Title: Public Services Director
Address: 3150 S.W. 52nd Avenue
City: Pembroke Park State: FL Zip Code: 33023
Telephone: (954) 966-4600, Ext. 212 Email: tlarson@townofpembrokepark.com

Signature: _____

Date: _____

12. Local Mitigation Strategy (LMS) Compliance

- a. All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List, and on file with FDEM's Mitigation Bureau Planning Unit. Does your jurisdiction have a current FEMA Approved Mitigation Plan and this project is listed? ☒ Yes ☐ No
 - b. Attached is a letter of endorsement for this project from the county's LMS Coordinator. ☒ Yes ☐ No
Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project.
 - c. The LMS project list and endorsement letter both have an estimated cost column and Federal Share amount that is within \$500.00 between the two ☒ Yes ☐ No
13. Has this project been submitted under a previous disaster event? ☒ No
☐ Yes, please provide the disaster number and project number (as applicable): _____

Section II – Project Description

A. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:
☐ Flood ☒ Wind ☐ Storm surge ☐ Wildfire ☐ Other (list): _____
2. Identify the type of proposed project:
☐ Elevation and retrofitting of residential or non-residential structure
☐ Acquisition and Relocation ☐ Acquisition and Demolition
☒ Wind retrofit ☐ Drainage project that reduces localized flooding
☒ Generator ☐ Other (please explain) _____
3. List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):
6,602
4. List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):
1.38
5. Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
_____ structure(s) protected against the _____ -year storm event (10, 25, 50, 100, or 500 year storm event)
1 structure(s) protected against **160** mile per hour (mph) winds
6. Check **all** item(s) the project may impact:

☐ Wetlands	☐ Water Quality	☐ Previously Undisturbed Soil
☐ Floodplain	☐ Coastal Zone	☐ Toxic or Hazardous Substances
☐ Historic Resources	☐ Fisheries	☐ Threatened & Endangered Species
☐ Vegetation Removal	☐ Public Controversy	☐ Potential for Cumulative Impacts
☒ Health & Safety	☐ Other _____	
7. **Engineered projects:** If your project has been already designed and engineering information is available, please attach to your application **ALL** calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types). ☒ No ☐ Yes If so, see Attachment #(s) _____.

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will **solve** the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor's estimate and/or a contractor's bid for the scope of work. **Please ensure that each proposed project is mitigation and not maintenance.**

1. Describe the existing problems:
The main doors and several windows of the existing Town Hall building are not hurricane rated. The existing building generator is too small to power the AC and the elevators during a power outage. The existing "west" elevator is not ADA compliant, nor does it meet current code requirements.
2. Describe the type(s) of protection that the proposed project will provide:
Building "Hardening" for wind protection.
3. Scope of Work (describe in detail what you are planning to do):
The installation new hurricane rated doors and windows, a larger electrical power generator, electrical switchgear, wiring, and upgrades to the building's "west" elevator.
4. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP Project:
None

5. Describe the purpose and need for the proposed project:

The Town Hall Building is used as a "command center" during hurricane events. This is a critical facility. The non-hardened openings are vulnerable to damage due to their inherent weakness. Should the building envelope be breached during a storm, the effectiveness of the Town's operations during an emergency could be severely compromised. In the event of a power outage the existing Town Hall generator is only large enough to power the lighting in the building. It cannot provide power to the building's AC system nor to the building two (2) elevators.

Section III – Project Location *(Fully describe the location of the proposed project.)*

A. Site

1. Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s). Provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:

Location: Town of Pembroke Park Town Hall

Address(s): 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023

GPS coordinates (decimal degree format): 25°58'58.55"N, 80°11'42.52"W

Project Zip Code(s): 33023

2. Title Holder: Town of Pembroke Park
3. Is the project site seaward of the Coastal Construction Control Line (CCCL)? ☐ Yes ☒ No
4. Provide the number of each structure type (listed below) in the project area that will be affected by the project. Include **all** structures in project area.

☐ Residential property: _____	☒ Public buildings: <u>1</u>
☐ Businesses/commercial property: _____	☐ Schools/hospitals/houses of worship: _____
☐ Other: _____	

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. ☒ Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map. FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at https://msc.fema.gov/portal .	
2. Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area) (See FIRM legend for flood zone explanations) (A Zone must be identified)	
☐ VE or V 1-30	☐ AE or A 1-30
☒ AO or AH	☐ A (no base flood elevation given)
☐ B or X (shaded)	☐ C or X (unshaded)
☐ Floodway	☐
☐ Coastal Barrier Resource Act (CBRA) Zone (Federal regulations strictly limit Federal funding for projects in this Zone; please coordinate with your state agency before submitting an application for a CBRA Zone project).	
3. ☐ If the FIRM Map for your area is not published, please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map.	
4. ☐ Attach a copy of a Special Flood Hazard Area Flood Insurance Assurance(s).	

C. City or County Map with Project Site and Photographs

1. ☒ Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.
2. ☒ Attach a USGS 1:24,000 TOPO map with project site **clearly** marked on the map.
3. ☐ For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired or elevated. Include the Tax ID numbers for each parcel, and Parcel information – including year built and foundation.
4. ☒ Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, please include the following angles: front, back and both sides.

Section IV – Budget/Costs

In this section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. Contingency Cost should be included as a line item in the budget section and justified. Recommended range is 1 to 5%. **Avoid the use of lump sum costs.**

A. Materials

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost per Unit</u>	<u>Cost</u>
Mobilization	LS	1	\$7,500.00	\$7,500.00
Relacement of Main Entry Doors	EA	3	\$14,500.00	\$43,500.00
Replacement of Building Windows	EA	5	\$3,500.00	\$17,500.00
Replacement of Garage Bay Door	EA	3	\$18,000.00	\$54,000.00
Installation of 750 kW Emergency Generator	EA	1	\$250,000.00	\$250,000.00
Installation of Generator Switchgear and Building Circuits	LS	1	\$150,000.00	\$150,000.00
Upgrade to "West" Elevator	LS	1	\$100,000.00	\$100,000.00
Contingency	LS	1	\$62,250.00	\$62,250.00
<u>Sub-Total</u>				\$684,750.00

B. Labor Include equipment costs. Please indicate all "soft" or in-kind matches (**).

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

C. Fees Paid Include any other costs associated with the project.

<u>Description of Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
<u>Sub-Total</u>			\$0.00

D. Total Estimated Project Cost **\$684,750.00**

Note: To be eligible for HMGP funding, pre-award costs must be identified as separate line items in the cost estimate of the application. This must be done in addition to filling out the HMGP Pre-Award Cost Request Form, submitted with application. Mark each Pre-Award cost with an **asterisk (*)**; and In-kind services with **double asterisk (**)**; All In-kind match must be identified in the Section IV.B and D – Funding Sources).

E. Funding Sources (round figures to the nearest dollar)

The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds that lose their Federal identity at the State level, such as CDBG, and certain tribal funds) may not be used for the Non-Federal share of the costs.

- | | | | | | |
|----|--|---------------------|----------------|--------------|-------------------|
| 1. | Estimated Federal Share | \$513,562.50 | 75 | % of Total | (Maximum 75%) |
| 2. | Non-Federal Share | | | | |
| 3. | Estimated Local Share | \$171,187.50 | 25 | % of Total | (Cash) |
| 4. | | | | % of Total | (In-Kind**) |
| 5. | | | | % of Total | (Global Match***) |
| 6. | Other Agency Share
(Identify Non-Federal Agency and availability date) | | | % of Total | |
| 7. | Total Funding sources from above | \$684,750.00 | 100.00% | Total | (Equals 100%) |

****** ☐ Identify proposed eligible activities directly related to project to be considered for In-Kind services in Section IV.B. Labor.

***☐ Separate project applications must be submitted for each Global Match project.

Global Match Project Number and Title:

F. Project Milestones/Schedule of Work

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 3 years of performance. (e.g. **Designing, Engineering, Permitting, etc.**)

Milestone(s)	Number of Days to Complete
Engineering, Permitting, Bidding	180
Construction	365
Total	545 Days

Section V. Environmental Review and Historic Preservation Compliance

(NOTE: This application cannot be processed if this section is not completed.)

Because the HMGP is a federally funded program, all projects are required to undergo an environmental and historic preservation review as part of the grant application process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. **NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.**

A. The following information is required for the Environmental and Historic Preservation review:

All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for Applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project's size, location, and complexity. However, at a minimum, please provide the applicable documentation from this section to facilitate the NEPA compliance process.

1. ☒ Detailed project description, scope of work, and budget/costs (Section II and Section IV of this application).
2. ☒ Project area maps (Section III, part B & C of this application)
3. ☒ Project area/structure photographs (Section III, part C of this application).
4. ☐ Preliminary project plans.
5. ☒ Project alternatives description and impacts (Section V of the application).
6. ☒ Please complete the applicable project worksheets.
Documentation showing dates of construction are required for all structures.
7. ☐ Environmental Justice – Attach documents regarding evaluation (required) and satisfactory resolution (if necessary) of Environmental Justice issues (Highly Disproportionate, Adverse Impact (effects) on Minority or Low Income Population). Documents can include public meeting records, media reports letters from interested persons and groups, studies on population, ethnic groups, quality of life, housing, economics, transportation, public services, schools, public health, recreation, voting, etc.
8. ☐ Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* below.

B. Executive Order 12898; Environmental Justice for Low Income and Minority Population:

1. Are there low income or minority populations in the project area or adjacent to the project area?
☐ No ☒ Yes; please describe any disproportionate and adverse effects to these populations:

2. To help evaluate the impact of the project, please indicate below any other information you are providing.
☐ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.

3. ☒ Attached materials or additional comments: Please include pdf documentation from the US Census Quick Facts and American Factfinder's website of the project area (<http://www.census.gov/>).

C. Tribal Consultation (Information Required)

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.

2. Provide information on any known site work or historic uses for project location.

☐ Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (feet) and vertical depths (square feet) of all anticipated ground disturbance of 3 inches or more.

D. Alternative Actions (Information Required)

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative".

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

The Town Hall Building would still be used as a "command center" during hurricane events. It would, however, be vulnerable to wind damages and lack of functionality due to a power outage.

2. Other Feasible Alternative

Describe a feasible alternative project that would be the next best solution if the primary alternative is not accomplished. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget and the impacts of this alternative. Complete *all* of parts **a-e** (below).

a. Project Description for the Alternative

Describe, in detail, the alternative project, and explain how the alternative project will solve the problem(s) and/or provide protection from the hazard(s). Also, provide pros and cons for this alternative and a reason for why it was not selected.

No Alternative Project

b. Project Location of the Alternative (describe briefly, if different from proposed project)

N/A

☐ Attach a map or diagram showing the alternative site in relation to the proposed project site (if different from proposed project)

c. Scope of Work for Alternative Project

N/A

d. Impacts of Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues as appropriate: Environmental Justice, Endangered Species, Wetlands, Hydrology (Upstream and Downstream Surface Water Impacts), Floodplain/Floodway, Historic Preservation and Hazardous Materials.

N/A

e. Estimated Budget/Costs for Alternative Project

In this section, provide details of all the estimated costs of the alternative project (round figures to the nearest dollar). A lump sum budget is acceptable.

Materials:	
Labor:	
Fees:	
Total Estimated Project Cost:	\$ 0.00

HMGP ENVIRONMENTAL REVIEW
Information and Documentation Requirements by Project Type

Retrofits to Existing Facilities/Structures

Elevations

Acquisitions with Demolition

- ✓ Dates of Construction
- ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance
- ✓ Structure photographs

Drainage Improvements

- ✓ Engineering plans/drawings
- ✓ Permit or Exemption letter to address any modifications to water bodies and wetlands
 - o Department of Environmental Protection
 - o Water Management District
 - o U.S. Army Corps of Engineers
- ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance.
- ✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats.
- ✓ If the project is in a coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources.
- ✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland.
- ✓ Concurrence from your Local Floodplain Manager – if project is located in a floodplain.

Note: This is a general guideline for most projects. However, there will be exceptions. Consult with state environmental staff on project types not listed.

Section VI – Maintenance Agreement

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting the application to FEMA.

(NOTE: Those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The _____ Town _____ of _____ Pembroke Park _____, State of Florida, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the ***routine*** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub-recipient's maintenance responsibilities following project award and to show the Sub-recipients acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by _____ Todd Larson _____ the duly authorized representative
(printed or typed name of signing official)

_____ Public Services Director _____
(title)

This 12 (day) of _____ July (month), 2018 (year).

Signature* _____

****Please Note: The above signature must be by an individual with legal signing authority for the respective local government or county (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.)***

HMGP Application Completeness Guidance/Checklist

This guidance/checklist contains an explanation, example and/or reference for information requested in the application. Please use this list to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this list is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: Town Hall Building Hardening

Applicant: Town of Pembroke Park

Application Information	Explanation of Information Required	✓
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Section I

B. Applicant Information

FEMA__-DR-FL	Type in the four digit number FEMA assigned to the disaster that this application is being submitted under. (Example: 4337, 4283)	☐
DISASTER NAME	Type in the Disaster name. (Example: Hurricane Irma, Tropical Storm Fay)	☐
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee, City Hall Building, Wind Retrofit)	☐
1. Applicant	Name of organization applying. Must be an eligible applicant.	☐
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C). (Example: IRS letter, Tax Exempt Certificate)	☐
3. County	Indicate county in which the project is located.	☐
4. State Legislative and Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx	☐
5. Federal Tax I.D. Number	List the Federal Employer's Identification Number (FEIN) number, also known as Federal Tax Identification number, 9-digit code. May be obtained from your finance/accounting department.	☐
6. DUNS Number	Include Data Universal Numbering Standard (DUNS) number in appropriate location on application. If none, please refer to HMGP FAQ's in Application Reference Material for instructions on obtaining a DUNS number. www.usaspending.gov	☐
7. FIPS Code	List the Federal Information Processing Standard (FIPS) Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	☐
8. NFIP ID Number	List the National Flood Insurance Program (NFIP) number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	☐
9. Point of Contact	Please provide all pertinent information for the point of contact. This person serves as the coordinator of the project. If this information changes once the application is submitted, please contact the HMGP staff immediately.	☐
10. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 9) and/or the applicant's agent (line 11).	☐
11. Authorized Applicant Agent	An authorized agent must sign the application. <i>"An authorized agent is the chief elected official of a local government who has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or County Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegates signature authority, a copy of the resolution by the governing body authorizing the signature authority for the individual signing must be provided."</i>	☐
12. LMS Compliance	a) LMS Project List:	☐

	All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List and must be on file with FDEM's Mitigation Bureau Planning Unit. b) LMS Endorsement Letter All proposed projects must include an endorsement letter from the county's Local Mitigation Strategy Coordinator. You may use 1 letter as long as it includes every proposed project. c) Estimated Costs & Application Costs: The LMS Project List must include an Estimated Cost column and each HMGP project application must be within \$500.00 of that Project List's estimated cost. Also ensure that the Federal Cost Share indicated on the LMS Coordinator's Endorsement Letter exactly matches the Federal Cost Share indicated within the application. Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project. A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter. Applications without a letter of endorsement will not be processed. (44 CFR 201.6 Local Mitigation Plans)	
13. Previous Submittal	If the project has been previously submitted under another disaster, provide the disaster number, the project number, and the title of the project.	☐

Section II - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards	Type of Hazards the Proposed Project will Mitigate: Identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	☐
2. Identify the Type of Project	Identify the Type of Proposed Project: Describe the mitigation project being proposed. (Example: drainage, wind retrofit, generator etc.)	☐
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project. (Example: A drainage project improving a residential area of 23 homes, with an average household of 2 people = 46 people)	☐
4. Total Impacted Area	Explain how many acres will be impacted from the proposed project: Drainage/Berm/Pond/Culverts/Flood hazard projects: combination of the area to be protected and ground disturbance must not exceed 25 acres.	
5. Level of Protection	Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. (Example: In a wind retrofit project, it will be the design wind speed to comply with the Florida Building Code requirements. In a drainage project, it will be the implemented design level, e.g. a 25-year FDOT design standard for culvert.)	☐
6. Project Impact	Identify all the items the project may impact or are within the project area.	☐
7. Engineered Projects (e.g. Drainage)	Include available engineering calculations, studies, and designs for the proposed project showing results from applied Recurrence Interval scenarios before and after mitigation. (Number of structures, building replacement value, depth of the water, structural damages, content damages, displacement, road closures, etc.)	☐

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

1. Existing Problem	Describe the existing problem, location, source of the hazard, and the history and extent of the damage. Include newspaper articles, insurance documentation, photographs, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	☐
2. Type of Protection	Determine how the funding will solve the existing problem and provide protection.	☐
3. Scope of Work:	What the Project Proposes to Do: Determine the work to be done. The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be a mitigation action, not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434[c][4])? Does the proposed project address a problem that has been repetitive or that poses a</i>	☐

	significant risk to public health and safety if left unresolved (44 CFR 206.434[c][5][i])? Projects that merely identify or analyze hazards or problems are not eligible. See Sample Scope of Work Language in HMGP Application Reference Material. Generators should not be included in the scope of work unless said generator only powers the mitigation element or is for a critical facility.	
4. On-Going or Proposed Projects in the Area	Determine if other projects, zoning changes, etc. are planned (particularly in the same watershed if flooding is being addressed) that may negatively or positively impact the proposed project. If there is a drainage project or downstream issue elsewhere, it may eliminate the current flooding issue, erasing the need for the proposed project. Response applies to drainage and acquisition projects. N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	☐
5. Purpose / Need	Describe the purpose and need for the proposed project.	☐

Section III - Project Location

A. Site

1. Physical Location	List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude, in decimal degrees). The physical address must correspond with the address locations specified on maps submitted with the application.	☐
2. Title Holder	Provide the titleholder's name.	☐
3. Project Seaward of the CCCL?	Determine if the project site is located seaward of the Coastal Construction Control Line. https://floridadep.gov/water/coastal-construction-control-line	☐
4. Number and Types of Structures Affected	Specify the number and type of properties affected by the project. (Example: Drainage project that affects 100 homes, 15 businesses and 2 schools.) What does the project protect? Should have a number next to the box that is checked. (See Section II, Item A.4 – detail of these totals)	☐

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. Copies of FIRM	Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to https://msc.fema.gov/portal . See instructions on How to make a FIRMette.	☐
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s). If project is located in a Special Flood Hazard Area, proof of flood insurance will need to be provided. Amount of coverage must be equal to or greater than the amount of Federal mitigation funding obligated to the project.	☐
3. Flood Hazard Boundary Map (FHBM)	Not required if a copy of the FIRM is attached.	☐

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site and staging location (if applicable) should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.	☐
2. USGS TOPO with Project Site	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to http://www.Digital-Topo-Maps.com	☐
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	☐
4. Site Photographs	At least four photographs are required that clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas that affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (in front toward the street, and in back toward backyard) to show the area along with photographs of specific elements of the structure affected by the project (windows for shutters or window replacements) should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	☐

Section IV - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor's quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. Contingency Cost should be included as a line item in the budget section, and justified. Recommended range is 1 to 5%. It is required to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

A. Materials	Describe the cost of materials. Provide breakdown.	☐
B. Labor	Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use in-kind contribution as part of the 25% match. (Attach support documentation for in-kind match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy in-kind match contributions).	☐
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	☐
D. Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	☐

E. Funding Sources (round figures to the nearest dollar)

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost-sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

1. Estimated Federal Share	The estimated Federal share is generally 75%. If the Federal share is not 75%, assure actual amount is entered. It could be 50.1234% or 35.1234%, etc. of the total dollar amount of project depending on county LMS allocation and priority. This figure cannot exceed 75%.	☐
2. Non-Federal Share	May include all 3 sources, i.e. cash, in-kind and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity (e.g., CDBG funding and certain tribal funding).	☐
3. Cash	Cash- Local funding will be utilized for the non-federal share. Enter amount of cash and percentage of total that amount represents.	☐
4. Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only. ** Identify proposed eligible activities in Section IV B. and C. as a separate line with In-kind written as a part of the description.</i>	☐
5. Total Project (Global) Match	Project (global) match must 1) meet all the eligibility requirements of HMGP; and 2) begin after FEMA's approval of the match project. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted as global match for another project must meet the same period of performance time constraints as the HMGP.</i>	☐
6. Other Agency Share	Identify Non-Federal Agency and availability date; provide the documentation from the agency. (e.g., CDBG funding, and certain tribal funding)	☐
7. Total Funding	Total must represent (100%) of the total estimated project cost. Ensure that percentages match corresponding cost-shares and the total matches the Budget (in Section IV. D. - Total Estimated Project Costs).	☐

F. Project Milestones/Schedule of Work

1. Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (e.g. <i>Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc. See Typical Project Milestones for estimated time-frames</i>) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. Please allot for the appropriate amount of time.	☐
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Section V - Environmental Review & Historic Preservation Compliance

A. No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

1. Description, SOW & Budget	Detailed Project Description, Scope of Work & Budget/Costs Complete Sections II & IV of the application.	☐
2. Area Maps	Project area Maps - Attach a copy of the maps and clearly mark the project site, and place the specific project structure(s) on map(s). Complete Section III, part B & C of the application.	☐
3. Project Area/Structure Photographs	Complete Section III part C of the application.	☐
4. Preliminary Project Plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	☐
5. Project Alternatives	Complete Section V part D. of this application.	☐
6. Project Worksheets	Dates of construction are required for all structures. See worksheets.	☐
7. Documentation Requirements by Project Type	Provide any of the required documentation as listed on page 10 in the Information and Documentation Requirements by Project Type that may have already been obtained.	☐
8. Information/ Documentation Requirements by Project Type	Provide any applicable information or documentation.	☐

B. Executive Order 12898, Environmental Justice for Low Income and Minority Population

1. Documentation of Environmental Justice	Determine the proportion of the population, in either the project zip code or city, characterized as having a minority background, and proportion of the population living below poverty level. Go to http://www.census.gov/ . If yes, complete Section V, part B.	☐
2. Population Affected	List / describe the population affected by this project and the portion of the population adversely impacted. List the attached documentation.	☐
3. Attached Materials	Attach all backup documentation to this application – Include a table of contents that outlines the information you are providing DEM	☐

C. Information required for Tribal Consultation

1. Documentation for Tribal Consultation	For all projects with any ground disturbing activities of 3 inches or more, complete Section V part C.	☐
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D. Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	☐
2. Other Feasible Alternative Action	It is a FEMA and FDEM requirement for any Application Review. A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan. Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[c][5][iii])	☐
a. Project Description	It is very important and a requirement that an Alternative project is submitted. NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided.	☐
b. Project Location of the Alternative	Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.	☐
c. Scope of Work – Alternative Project	Describe how the alternative project will solve the problem and provide protection from the hazard. Provide enough detail to describe the project for the evaluation	

	panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.	
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for the Alternative Project	Total cost is required.	☐
Materials, Labor, and Fees Paid	The details line items are not required. Just enter a total amount.	☐
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted as justification to why this alternative was not chosen.	☐

Section VI – Maintenance Agreement

1. Maintenance Agreement	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	☐
---------------------------------	--	--------------------------

Other Required Documentation

1. MAPS	All maps must be included with the application.	
2. FFATA Form	During contracting with the state, please complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience in the document provided. This is not required at the time of application submittal.	☐
3. SFHA Acknowledgement of Conditions	Required for all projects in the Special Flood Hazard Area. Read and sign the SFHA Acknowledgement of Conditions document. This form must be notarized, signed by the local jurisdiction and the property owner.	☐
4. Pre-award Cost Form	If pre-award costs are being requested with your project, please be sure to identify all pre-award costs in the application budget per instructions. The pre-award cost form must be completed and submitted with your application.	☐
5. Request for Public Assistance Form	Applicable if no FIPS number is assigned to applicant/recipient.	☐
6. Model Statement of Assurances for Property Acquisition Projects	For Acquisition projects only.	☐
7. Declaration and Release	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
8. Notice of Voluntary Interest	For Acquisition projects only. Two forms are included for your convenience. Please use the form that is most appropriate to your situation. Must be signed by all persons whose names are on the property deed.	☐
9. Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
10. Worksheets	The appropriate worksheet(s) must be completed and submitted with the application. a. Flood Control – Drainage Improvement b. Generator c. Tornado Safe Room d. Hurricane Safe Room e. Wind Retrofit f. Wildfire g. Drought	☐

*Submit **1 original (signed)** and **2 full copies** of the entire application and backup

RESOLUTION NO. 18-06-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN OF PEMBROKE PARK TO SUBMIT AN APPLICATION FOR THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT HAZARD MITIGATION GRANT PROGRAM; DIRECTING THE TOWN STAFF TO COMPLETE AND SUBMIT THE APPLICATION FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Division of Emergency Management has announced the availability of Hazard Mitigation Grant Program funds as a result of the recent Presidential Disaster Declaration for Hurricane Irma; and

WHEREAS, the grant funds are for communities to undertake mitigation projects that will result in protection of public or private property from natural disasters; and

WHEREAS, the Town staff has identified various projects in the Town which would qualify for and benefit from the Hazard Mitigation Grant Program funding; and

WHEREAS, the Town Commission has determined it is in the Town's best interest for the health, safety and welfare of the residents of the Town to prepare and file an application for Hazard Mitigation Grant Program funding for the Town.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized and directed to file an application for Florida Division of Emergency Management Hazard Mitigation Grant Program funding for Hurricane Irma (DR-4337).

Section 3: That the Town staff is authorized and directed to complete the grant funding application and to submit the application for and on behalf of the Town.

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

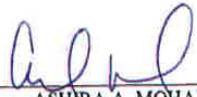
Section 5: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 29th day of June, 2018.

Town of Pembroke Park
Resolution No. 18-06-12

ATTEST:



NATASHA JOSEPH
Deputy Town Clerk

ASHIRA A. MOHAMMED
Mayor-Commissioner

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Town Hall Building Hardening
and Electrical Generator
Associated Costs

PAK_6-26-18

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization	1	LS	\$7,500.00	\$7,500.00
2	Replacement of Main Entry Doors	3	EA	\$14,500.00	\$43,500.00
3	Replacement of Building Windows	5	EA	\$3,500.00	\$17,500.00
4	Replacement of Garage Bay Doors	3	EA	\$18,000.00	\$54,000.00
5	Installation of 750kW Emergency Generator	1	EA	\$250,000.00	\$250,000.00
6	Installation of Generator Switchgear and Building Circuits	1	LS	\$150,000.00	\$150,000.00
7	Upgrade to "West" Elevator	1	LS	\$100,000.00	\$100,000.00
8	Contingency (10%)	1	LS	\$62,250.00	\$62,250.00
				Total	\$684,750.00

GENERATOR WORKSHEET

for preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Unit

Applies for the following mitigation activities: **PERMANENT, PORTABLE GENERATORS, and PERMANENT EMERGENCY STANDBY PUMPS** (for flood control measures). For assistance, contact the State of Florida Mitigation Technical Unit.

IMPORTANT: This worksheet is required as part of your application. The State of Florida Mitigation Technical Unit will conduct a Benefit Cost Analysis (BCA) for your project and the following information is needed to evaluate cost effectiveness. Once a preliminary BCA is completed, the reviewer will contact you to collect support documentation.

SECTION I - PROJECT GENERAL INFORMATION

Project Name	Town of Pembroke Park Town Hall Building Hardening
Applicant	Town of Pembroke Park
Point of Contact	Name: Peter A. Kunen, P.E. Address (Please include City, State and Zip Code): 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023 Phone number: (954) 966-5600, Ext. 200 Email: pkunen@townofpembrokepark.com
HMA Program (FMA, PDM, HMGP, 406 PA MITIGATION)	

SECTION II - STRUCTURE GENERAL INFORMATION

Select the type of critical facility to mitigate	☐ Critical Facility Building
	☐ Utility Infrastructure
	☒ Other
Address	3150 S.W. 52nd Avenue
In case of multiple sites, attach to this worksheet a list of all locations/sites involved in this project.	
City, State and Zip Code	Pembroke Park, FL 33023
County	Broward
Is this a historical building?	Yes ☐ No ☒
Year Built:	1973
Source (Ex: Property Appraiser):	BC Property Appraiser
In the case of utility infrastructure, provide the year of construction of the oldest structure or the average age of the structure, if improvements have been completed over the years, due to land development.	

SECTION III - HAZARD / MITIGATION INFORMATION

Please select the type of project you are proposing:			
Acquisition	☐	Elevation	☐
		Dry Flood Proofing	☐
		Drainage	☐
Flood Control Measures	☐	Floodplain and Stream Restoration	☐
		Flood Diversion	☐
Other	☒	Please describe: Building Hardening	

SECTION IV- PROJECT COST INFORMATION

Mitigation Project Cost	\$
--------------------------------	-----------

A lump sum on this worksheet is acceptable for preliminary BCA, but a detailed breakdown attached to your application is required.

Annual Maintenance Cost	\$
--------------------------------	-----------

Relates to the amount of money you expect to spend every year maintaining the generator(s), to ensure functionality at the time of a storm event.

SECTION V - LOSS OF SERVICE

Select the type of critical facility service to mitigate	☐	Fire Station
	☐	Hospital
	☐	Police Station
	☒	Other

*In the case of "Other" skip the following questions and refer to "Other Critical Facility Building".

If your critical facility is a FIRE STATION please answer the following questions:

How many people are served by this Fire Station?		
Select the type of area served by this Fire Station	Urban	☐
	Suburban	☐
	Rural	☐
Does the Fire Station provide Emergency Medical Services (EMS)?	YES ☐	NO ☐
Provide the address of the nearest Fire Station (Name, City, Zip Code):		
What is the population being served by the nearest Fire Station?		

If your critical facility is a HOSPITAL please answer the following questions:

How many people are being served by this Hospital?	
What is the address of the nearest Hospital capable of providing the same type of service?	
How many people are being served by the nearest Hospital capable of providing the same type of service?	

If your critical facility is a POLICE STATION please answer the following questions:

Indicate the type of area served by this Police Station	Metropolitan	☐
	City	☐
	Rural	☐
How many people are served by this Police Station?		

FLORIDA DIVISION OF EMERGENCY MANAGEMENT
Mitigation Bureau - Technical Unit
October 2017

How many Police Officers work or report to this Police Station?	
How many officers would still work from this building if it is shut down due to a disaster?	

Other Critical Facility Buildings (please describe):	
Provide a brief description of how this building is a critical facility which functions are essential to the community during a storm event: The Town Hall Building is used as a "command center" during hurricane events. This is a critical facility. The non-hardened openings are vulnerable to damage due to their inherent weakness. Should the building envelope be breached during a storm, the effectiveness of the Town's operations during an emergency could be severely compromised.	
What is the Annual Operational Budget of this critical facility?	\$

Utility Infrastructure (select or describe the type of utility)			
Potable Water	☐	Wastewater	☐
		Electrical	☐
		Gas	☐
Telecom	☐	Other (describe):	

What is the population being served by the utility system that will be mitigated?	
Relates to number of customers being served by the system and that will be affected in the case of an outage. Include only the customers connected to locations that will be mitigated.	

SECTION VI - HISTORICAL DAMAGES

Provide a list of outages suffered in the past, due to a storm event:

Year	Storm Name	Date	Outage duration (hrs)	Source of outage information
2017	Irma	9/10/17	24	FPL

Did the City or County incurred into any expenses attending the emergency during past events? If so, please provide details:

Refers to any type of expense like: renting portable generators, chillers, sewage trucks to attend the emergency and avoid negative impact.

Year	Expense Description	Cost (\$)

WIND RETROFIT WORKSHEET

for preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Unit

Applies for the following mitigation activities: **WIND RETROFIT** which includes **Opening Protection, Load Path, Roof, Code Plus** activities.
For assistance, contact the State of Florida Mitigation Technical Unit.

IMPORTANT: This worksheet is required as part of your application. The State of Florida Mitigation Technical Unit will conduct a Benefit Cost Analysis (BCA) for your project and the following information is needed to evaluate cost effectiveness. Once a preliminary BCA is completed, the reviewer will contact you to collect support documentation.

SECTION I - PROJECT GENERAL INFORMATION

Project Name	Town of Pembroke Park Town Hall Building Hardening
Applicant	Town of Pembroke Park
Point of Contact	Name: Peter A. Kunen, P.E., Town Engineer
	Address (Please include City, State and Zip Code): 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023
	Phone number: (954) 966-4600, Ext. 200
	Email: pkunen@townofpembrokepark.com
HMA Program (FMA, PDM, HMGP, 406 PA MITIGATION)	

SECTION II - STRUCTURE GENERAL INFORMATION

Provide the following information for the structure you will be mitigating.

Address	3150 S.W. 52nd Avenue
---------	-----------------------

In case of multiple sites, attach to this worksheet a list of all locations/sites involved in this project.

City, State and Zip Code	Pembroke Park, FL 33023	
County	Broward	
Is this a historical building?	Yes ☐ No ☒	
Year Built	1973	Source (Ex: Property Appraiser): Broward County Property Appraiser

SECTION III- PROJECT COST INFORMATION

Mitigation Project Cost	\$684,750.00
-------------------------	--------------

A lump sum on this worksheet is acceptable for preliminary BCA, but a detailed breakdown attached to your application is required.

Annual Maintenance Cost	\$7,500.00
-------------------------	------------

Relates to the amount of money you expect to spend every year maintaining the project, to ensure functionality at the time of a storm event.

SECTION IV - STRUCTURE INFORMATION

What is the size of the building (heated square footage only)?	29,700
What is the Building Replacement Value?	\$2,899,080
What is the source of your Building Replacement Value?	Broward County Property Appraiser
Is this a new construction or retrofit of existing structure?	New construction ☐ Existing ☒

Hazard Mitigation Assistance program requires to protect the entire building envelope. To ensure this project complies with program requirements please answer the following:

Are you protecting all openings?	Yes ☐ No ☒
If you are not, please provide an explanation:	We are only replacing the doors and windows that are not hurricane rated.
If existing protection is in place and will not be replaced, would you be able to provide certification proving the existing protection is in compliance and applicable with effective code requirements?	Yes ☒ No ☐
Is the building roof up to code?	Yes ☒ No ☐
If not, are you retrofitting the building roof?	Yes ☐ No ☐
Is this a Code Plus project?	Yes ☐ No ☒

If this is a code plus project, the grant will only fund the difference between building up to code and building above code requirements

If your project is a code plus:

What is the Design Wind Speed required for the area (MPH)?	
What is the Code Plus Project Design Wind Speed?	

Select the type of construction of the building:	
Wood ☐	Comments:
Masonry / Concrete Block ☒	Comments:
Poured Reinforced Concrete Walls ☐	Comments:
Engineered Steel Frame ☐	Comments:
Manufactured Home ☐	Comments:
What is the number of stories above grade?	3

SECTION V - LOSS OF SERVICE

Select the type of critical facility service to mitigate	☐ Fire Station
	☐ Hospital
	☐ Police Station
	☒ Other

*In the case of "Other" skip to questions referring to "Other Critical Facility Building".

If your critical facility is a FIRE STATION please answer the following questions:

How many people are served by this Fire Station?		
Select the type of area served by this Fire Station	Urban	☐
	Suburban	☐
	Rural	☐
Does the Fire Station provide Emergency Medical Services (EMS)?	YES ☐	NO ☐
Provide the address of the nearest Fire Station (Name, City, Zip Code):		
What is the population being served by the nearest Fire Station?		

If your critical facility is a HOSPITAL please answer the following questions:

How many people are being served by this Hospital?	
What is the address of the nearest Hospital capable of providing the same type of service?	
How many people are being served by the nearest Hospital capable of providing the same type of service?	

If your critical facility is a POLICE STATION please answer the following questions:

Indicate the type of area served by this Police Station	Metropolitan	☐
	City	☐
	Rural	☐
How many people are served by this Police Station?		
How many Police Officers work or report to this Police Station?		
How many officers would still work from this building if it is shut down due to a disaster?		

Other Critical Facility Buildings (please describe): Emergency Operations	
Provide a brief description of how this building is a critical facility which functions are essential to the community during a storm event:	
This building serves as the Emergency Operations Center for the Town of Pembroke Park.	
What is the Annual Operational Budget of this critical facility?	\$492,788.00

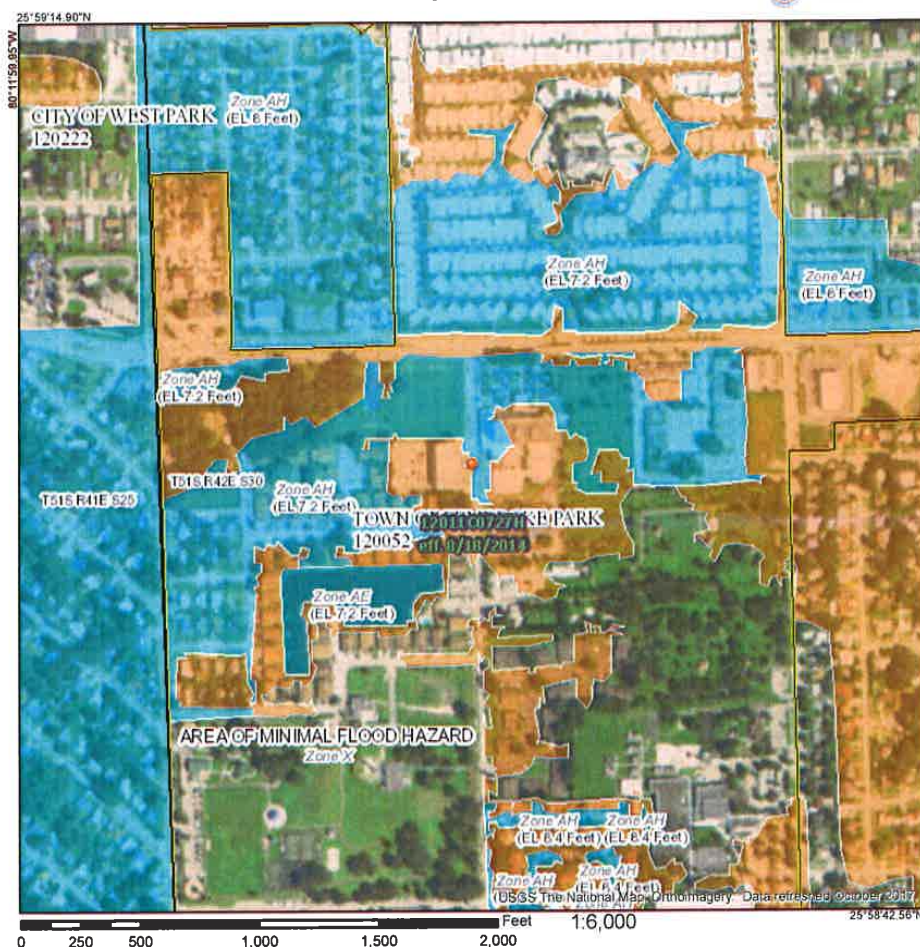
Property Id: 514230140092

**Please see map c



July 6, 2018

National Flood Hazard Layer FIRMeTte



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone X, V, APF
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee. See Notes. Zone X
- Area with Flood Risk due to Levee Zone D

OTHER AREAS

- Area of Minimal Flood Hazard Zone X
- Effective LOMRs
- Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES

- Cross Sections with 1% Annual Chance Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 7/10/2019 at 2:56:51 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

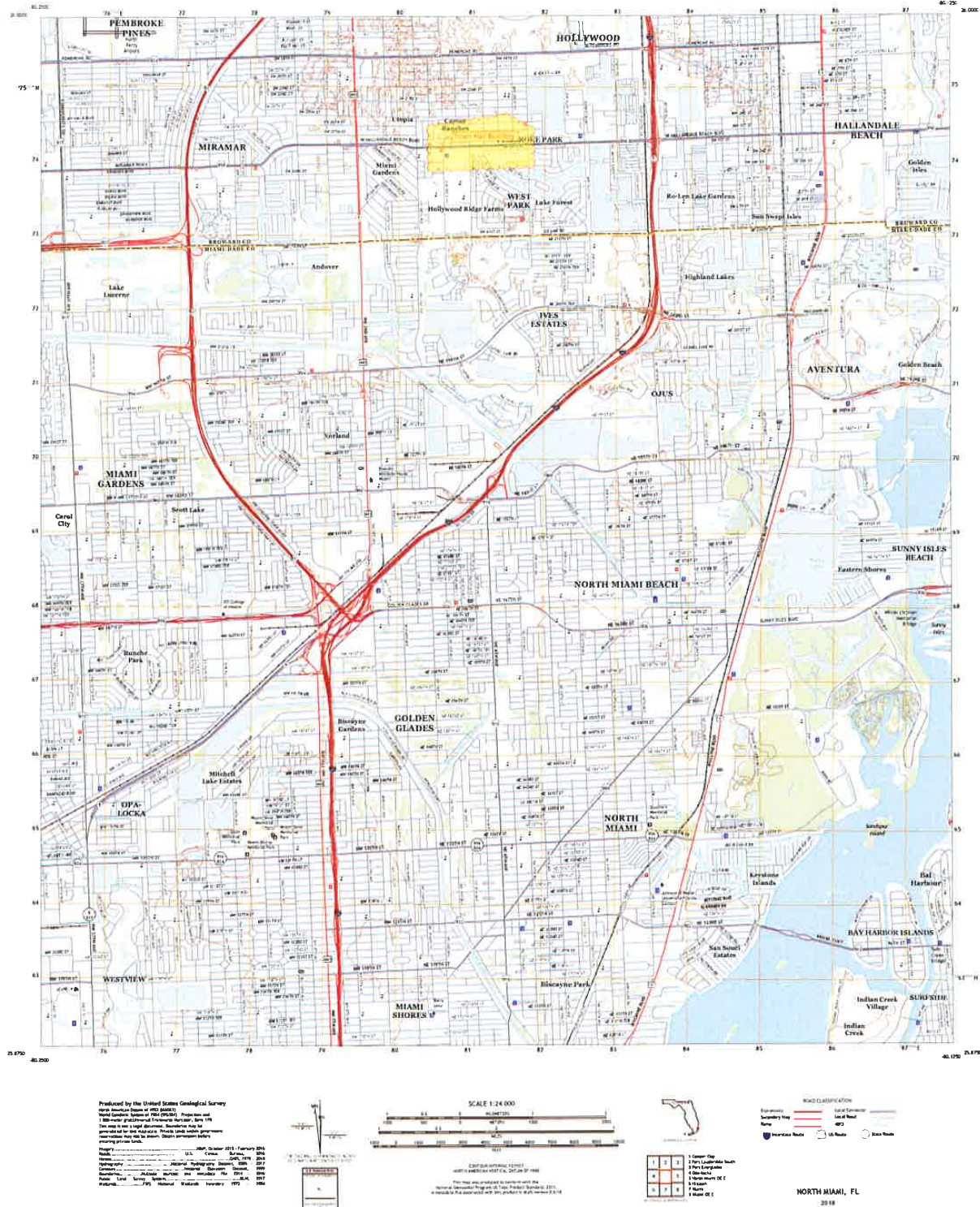
This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodeled areas cannot be used for regulatory purposes.



U.S. DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY



NORTH MIAMI QUADRANGLE
FLORIDA
7.5-MINUTE SERIES



Town Hall Building (East Elevation)



Town Hall Building (North Elevation)



Town Hall Building (West Elevation)



Town Hall Building (South Elevation)





**Broward County LMS Working Group
Proposed Mitigation Project
(Page 1 of 7)**

Date of Submittal: June 20, 2018

Project Identification Number (Internally Assigned):

Proposing Jurisdiction/Organization: Town of Pembroke Park

Contact Name: Peter A. Kunen, P.E.

Address: 3150 S.W. 52nd Avenue

Address: Pembroke Park, FL

Telephone: (954) 966-4600, ext. 220

Fax Number: (954) 966-9781

Email Address: pkunen@townofpembrokepark.com

The Proposal – Provide a narrative describing the proposed Initiative and attach maps (both of the location of implementation and area to be benefitted), diagrams and pictures supporting or describing the project:

The proposed project involves upgrades and improvements to the existing Town Hall building. This includes exterior building "hardening," replacement of non-hurricane rated entry doors, windows, and garage bay doors to ones that are hurricane-rated in accordance with the current Building Code requirements. Also included will be a new, larger capacity, generator unit to power the entire building (Lighting, Air Conditioning, Elevators) in the event of a power outage, and upgrades to the building's "West" elevator.

The Action Alternative to the Proposal – Provide a narrative describing the proposed Initiative:

(Include a description of alternative and why the proposed action was selected over this alternative:)

The Town Hall Building is used as a "command center" during hurricane events. This is a critical facility. The non-hardened openings are vulnerable to damage due to their inherent weakness. Should the building envelope be breached during a storm, the effectiveness of the Town's operations during an emergency could be severely compromised.

What is the impact of no action? *The Town Hall Building would still be used as a "command center" during hurricane events. It would, however, be vulnerable to wind damages and lack of functionality due to a power outage.*



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 2 of 7)**

The Benefits of the Proposal – Provide detailed information regarding the benefits of the proposed initiative, or quantify, to the extent possible, the value of the costs avoided if the proposal is implemented.

1. Provide a brief history of losses in the project area to the hazard proposed to be mitigated (e.g., # of floods, dates and damages/flood depths, buildings/infrastructure affected):
2. If the proposed initiative is specifically intended for protection of designated critical facilities:

Is a designated "critical facility" or "essential service" to be benefitted? **YES / NO** If yes, provide type, name and address of facility and/or describe service:

Town of Pembroke Park Town Hall

3150 S.W. 52nd Avenue

Pembroke Park, FL 33023

3. For all types of projects, including those for protection of designated critical facilities:

Number of residential population directly benefitted: 6,663 (The entire Town population)

Number of daytime worker/tourist population directly benefitted: _____

Other population directly benefitted: _____

Describe how project will protect above populations to substantiate: The goals and objectives for the proposed stormwater improvements are intended to mitigate repetitive flood losses, to improve traffic safety for residents and local services such as police, fire rescue, and to avoid repetitive business income losses. The project will provide a "hardened" command center during hurricane events. It would provide a backup facility to the local police and fire should their facilities be damaged or destroyed.

Other jurisdictions/agencies benefitting (list and describe)?: _____

(Attach letters of support from other jurisdictions/agencies)

Number of structures to be benefitted: _____ Key infrastructure protected: Public Services to Community

Total estimated value of structure(s) and contents: _____



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 3 of 7)**

Hazards Being Mitigated:

☐ Flood (How: _____)

☒ Wind (How: *The hardening of the doors and windows of Town Hall building would strengthen the building envelope, making the facility less prone to wind damages.*)

☐ Fire (How: _____)

☐ Other (List and How Protected: _____)

Does the project include an additional safety margin for future risk (e.g., urbanization, sea level rise from climate change?). If so, describe:

4. Is avoidance of evacuation to be the outcome of the proposal? **YES / NO**

If yes, explain: *The Town Hall Building is used as a "command center" during hurricane events. This is a critical facility. The non-hardened openings are vulnerable to damage due to their inherent weakness. Should the building envelope be breached during a storm, the effectiveness of the Town's operations during an emergency could be severely compromised.*

5. Is protection of the ability to evacuate to be an outcome? **YES / NO**

If yes, explain: _____

Estimated number of evacuees benefitted by proposal: _____

Estimated number of businesses avoiding evacuation by proposal: _____

6. What are the anticipated impacts to the environment (include direct and indirect environmental benefits):

☐ Improves the environment

☐ Undetermined if project impacts the environment

☒ Neutral to the environment / Not Applicable

☐ Poses a risk to the environment



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 4 of 7)**

Please specify whether project:

☐ Negatively affects land ☐ Negatively affects water ☐ Negatively affects Endangered Species

☐ Negatively affects HAZMAT/Waste Sites

☒ Is consistent with community environmental goals ☒ Is consistent with local, state and federal laws

7. Valuable cultural, historical or civic resource to be protected: YES / NO / NA

If yes, give name, type, description and address of resource:

<u>Name</u>	<u>Type</u>	<u>Description</u>	<u>Address</u>
-------------	-------------	--------------------	----------------

8. Cost of Proposal – Provide the cost to implement the proposal: \$684,750.00

(Attach proposed budget if available)

Describe all potential funding sources: Broward County CDBG, FDEP, FEMA, PDM, HMGP

What is the jurisdiction's plan to meet the non-federal match? (if required of funding source): Town Funds would be utilized.

Briefly explain the components considered in estimating the cost of the proposal:

Estimated costs to furnish and install new doors and windows, electrical power generator, electrical switchgear, wiring, and upgrades to the "west" elevator.

Provide the annual cost of maintaining the project: \$3,000.00 per year

Estimated life of project: 25 years



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 5 of 7)**

Timing of Implementation

9. Provide an estimate of the time needed to complete construction in months: 12 months

Provide an estimate for the time needed to complete A&E, bidding, etc. 6 months

Consistency with Other Plans and Programs

___ Comprehensive Emergency Management Plan (list Section: _____)

X Local or County Comprehensive Plan (Town of Pembroke Park Capital Improvements Plan)

___ Local Mitigation Strategy (LMS) (list Section: _____)

___ Climate Change Action Plan (list Section: _____)

___ Broward County Land Use Plan (list Section: _____)

___ Long-Term Transportation Plan (list Section: _____)

___ County or Local Capital Improvement Plan (list Section: _____)

___ Continuity of Operations Plan (COOP – i.e., protects an alternate facility) (list Section: _____)

___ Local Stormwater Plan (list Section: Town of Pembroke Park Stormwater Master Plan _____)

___ Other (list _____)

Feasibility of Implementation

1. Has the proposed project been used elsewhere for the same purpose? **YES / NO / Unknown**

If yes, where? _____ When: _____

Cost Effectiveness

Attach the results of the Loss Estimation Tool analysis for this project



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 6 of 7)**

Funding Pre-Screening

1. Is pre-disaster funding being sought?

☒ Capital Improvement funding ___ Other local source (please specify) _____

☒ Pre-Disaster Mitigation ___ Repetitive Flood Claim Program ___ Severe Repetitive Loss

___ Fire Management Assistance Grant ___ Flood Mitigation Assistance

☒ Community Development Block Grant ___ Residential Construction Mitigation Program

___ Emergency Operations Center Grant Program ___ State Homeland Security Grant Program

___ Florida Beach Erosion Control Program ___ Community Development Block Grant

2. Is post-disaster funding being sought?

☒ Hazard Mitigation Grant Program ___ Public Assistance 406 Mitigation funds

___ Fire Management Assistance Grant ___ Florida Beach Erosion Control Program

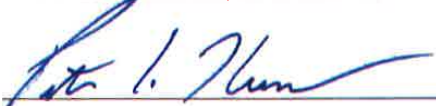
___ Community Development Block Grant

Name and Title of Individual(s) completing form:

Name: Peter A. Kunen, P.E.

Title: Town Engineer

Jurisdiction/Organization: Town of Pembroke Park

Signature: 

Submit form to:

Broward County LMS Working Group
C/O LMS Coordinator
Broward Emergency Management Division
201 NW 84th Avenue
Plantation, FL 33324



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 7 of 7)**

DEFINITIONS

Essential Services:

- First response
- Shelters
- Water/Wastewater
- Power supply
- Telecommunications
- Hospitals

Direct Environmental Benefits

- Example – A stormwater drainage improvement project by better managing stormwater runoff and outfall can improve water quality and reduce the spread of contaminants

Indirect Environmental Benefits

- Example – Protecting a wastewater treatment plant that if damaged by wind or flood could rupture and spill raw sewage into the environment

Consistency with Other Plans

- See the Mitigation Integration Summary for listing of all plans with some link to hazard mitigation in Broward County

Town Hall Building Hardening
and Electrical Generator
Associated Costs

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization	1	LS	\$7,500.00	\$7,500.00
2	Replacement of Main Entry Doors	3	EA	\$14,500.00	\$43,500.00
3	Replacement of Building Windows	5	EA	\$3,500.00	\$17,500.00
4	Replacement of Garage Bay Doors	3	EA	\$18,000.00	\$54,000.00
5	Installation of 750kW Emergency Generator	1	EA	\$250,000.00	\$250,000.00
6	Installation of Generator Switchgear and Building Circuits	1	LS	\$150,000.00	\$150,000.00
7	Upgrade to "West" Elevator	1	LS	\$100,000.00	\$100,000.00
8	Contingency (10%)	1	LS	\$62,250.00	\$62,250.00
			Total		\$694,750.00

U.S. Department of Homeland Security
Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341



FEMA

February 25, 2020

Mr. Jared Moskowitz, Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Attention: Mr. Miles Anderson

Reference: Hazard Mitigation Grant Program (HMGP) Project #4337-0338-R
Town of Pembroke Park, Town Hall, Wind Retrofit and Generator – Approval

Dear Mr. Moskowitz:

In accordance with the Program Administration by State (PAS) Operational Agreement for DR-4337-FL, the Federal Emergency Management Agency (FEMA) concurs with the State's approval of project 4337-0338-R for a total project cost of \$643,125.00 with a Federal Share of \$482,343.75 and a non-Federal share in the amount of \$160,781.25.

The following is the approved Scope of Work (SOW) for the above referenced project:

The Town of Pembroke Park proposes to protect the Town Hall building located at 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023.

The proposed wind retrofit project for this facility will consist of replacing windows and doors with hurricane rated windows and doors and the replacement of the existing roof membrane system with an FBC approved system. The applicant also proposes to install a 750-kW diesel permanent generator and switchgear, including auxiliary electrical work required for the generator and switchgear installation. This project intends to protect the integrity of the building envelope and to ensure the functionality of the building during a storm event.

Wind protections shall be provided on any other opening such as vents, louvers and exhaust fans. All installations will be in strict compliance with the Florida Building Code or Miami Dade Specifications, and all materials will be certified to meet wind and impact standards. The local municipal or county building department will inspect and certify installation according to the manufacturer's specifications.

The project shall provide protection against 186 MPH winds or the wind speed protection and impact requirements indicated by the effective Florida Building Code at the time permits are

issued. The generator will be protected against a 500-year flood event by implementing specific activities or by locating the generator outside the SFHA and will be protected against wind with a rated enclosure based on its location requirements. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

The grant Period of Performance (POP) for DR-4337-FL has been extended an additional 12 months and will now terminate on March 9, 2023. All the activities specified in the scopes of work should be completed no later than this date. FEMA will not establish activity completion timeframes for individual sub-awards. Any future extensions of the POP must be submitted to FEMA 60 days prior to the expiration date.

This project must adhere to all program guidelines established in the Hazard Mitigation Assistance Guide dated February 27, 2015, which is the definitive policy document for the Federal Insurance and Mitigation Administration (FIMA) and in accordance with the PAS Operational Agreement between FEMA Region IV and Florida Department of Emergency Management for DR-4337. The Hazard Mitigation Grant Program for DR-4337 is also governed by the applicable FEMA-State Agreement for DR-4337.

Special Conditions:

- The generator is supporting a critical action and must be protected to the 500-year (0.2% annual chance) flood elevation. Sub-recipient must submit documentation to the State and FEMA documenting which protective option they have selected.

Source of condition: Executive Order 11988 – Floodplains
Monitoring Required: No

- If human remains or intact archaeological deposits are uncovered, work in the vicinity of the discovery will stop immediately and all reasonable measures to avoid or minimize harm to the finds will be taken. The sub-recipient will ensure that archaeological discoveries are secured in place, that access to the sensitive area is restricted, and that all reasonable measures are taken to avoid further disturbance of the discoveries. The sub-recipient's contractor will provide immediate notice of such discoveries to the Recipient. The Recipient shall contact the Florida Division of Historic Resources and FEMA within 24 hours of the discovery. Work in the vicinity of the discovery may not resume until FEMA has completed consultation with SHPO, Tribes, and other consulting parties as necessary. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately, and the proper authorities notified in accordance with Florida Statutes, Section 872.05.

Source of condition: National Historic Preservation Act (NHPA)
Monitoring Required: No

Standard Conditions:

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all Federal, State, and local requirements. Acceptance of Federal funding requires the recipient to comply with all Federal, State, and local laws. Failure to obtain all appropriate Federal, State, and local environmental permits and clearances may jeopardize Federal funding.
- The sub-recipient will monitor any ground disturbance and if potential archeological resources are discovered, will immediately cease construction in that area and notify both the State and FEMA.

The State HMGP Administrative Plan defines the procedure whereby the Governor's Authorized Representative (GAR) may advance portions of the approved Federal share to sub-recipients. If project costs exceed the amount originally funded and additional Federal funds are needed, the sub-recipient must contact the GAR. The GAR will evaluate requests for cost overruns and submit to the Regional Administrator with written documentation of cost overrun eligibility. Cost overruns shall meet Federal regulations as set forth in 44 CFR 206.438(b).

Quarterly Progress Reports for HMGP projects are required. Please include this HMGP project in your future quarterly reports. Note that 44 CFR 206.438(c) indicates the State must provide a Quarterly Progress Report to FEMA indicating the status and completion date for each project funded. The report will include any problems or circumstances affecting completion dates, scope of work, or project cost that may result in non-compliance with the approved grant conditions.

Section 206.438(d) of 44 CFR requires the GAR to certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement.

The State (Recipient) must comply with all applicable program guidance and regulations and the PAS Operational Agreement for DR-4337 before implementing changes to the approved project SOW.

The Obligation Report and Record of Environmental Consideration are enclosed for your records. The Management Report is available in NEMIS. The obligated funds are available for withdrawal from Payment Management System on sub-account 4337-DRFLP00003385.

If you have any further questions, please contact William Arwood at (404) 895-7341.

Sincerely,



Richard S. Flood, CFM, Chief
Hazard Mitigation Assistance Branch
Mitigation Division

Enclosure

Obligation Report

Record of Environmental Consideration

2/24/2020
3:53 PM

**FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM**

HMGP-OB-01

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4337	338 -R	0	103	1	373	FL	Statewide

Subrecipient: Pembroke Park

Project Title : Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

Subrecipient FIPS Code: 011-55750

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$482,343.75	\$482,343.75	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$482,343.75	\$0.00	\$482,343.75	02/24/2020	Accept	2020

Comments

Date: 02/24/2020 User Id: GDACOSTA

Comment: DR-4337-FL MA approves an obligation for eligible cost and activities to implement -4337-0338-R-DR-FL-HM, Town of Pembroke Pa Grant POP 3/9/2023, Application 103, Town of Pembroke Park, Town Hall, Wind Retrofit and Generator, located in Broward County, Allocation # 79. On February's Spend Plan, Federal share is \$482,343.75. Total Project Cost is \$643,125.00. The current Period o Performance for DR-4337-FL ends March 9, 2023.

Date: 02/24/2020 User Id: DBURKETT

Comment: 4337-0338-R-DR-FL-HM Pembroke Park Grant POP 3/9/2023 Application 103 Town of Pembroke Park, Town Hall, Wind Retrofit and Generator Allocation 79 included in the February Spend Plan Federal share \$482,343.75 Supplement 373 approved HMO

Authorization

Preparer Name: GUILLERMO DA COSTA GOMEZ

Preparation Date: 02/24/2020

HMO Authorization Name: DEBORAH BURKETT

HMO Authorization Date: 02/24/2020

02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:33:09

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0338

Title: Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

NEPA DETERMINATION

Non Compliant Flag: No

EA Draft Date:

EA Final Date:

EA Public Notice Date:

EA Fonsi

Level: CATEX

EIS Notice of Intent

EIS ROD Date:

Comment Project Location: Broward County, 3150 SW 52nd Avenue, Pembroke Park, FL 33023
(25.982920, -80.195260)

SOW: The Town of Pembroke Park proposes to wind retrofit the Town Hall building by replacing windows and doors with hurricane rated windows and doors and the replacement of the existing roof membrane system with an FBC approved system. The applicant also proposes to install a 750-kW diesel permanent generator and switchgear, including auxiliary electrical work required for the generator and switchgear installation. This project intends to protect the integrity of the building envelope and to ensure the functionality of the building during a storm event. Wind protections shall be provided on any other opening such as vents, louvers and exhaust fans. All installations will be in strict compliance with the Florida Building Code or Miami Dade Specifications, and all materials will be certified to meet wind and impact standards. The local municipal or county building department will inspect and certify installation according to the manufacturer specifications. The project shall provide protection against 186 MPH winds or the wind speed protection and impact requirements indicated by the effective Florida Building Code at the time permits are issued. The generator will be protected against a 500-year flood event by implementing specific activities or by locating the generator outside the SFHA and will be protected against wind with a rated enclosure based on its location requirements. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

- niglesia - 02/03/2020 22:38:18 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
*n7	(*n7) Federal Assistance for Structure and Facility Upgrades. Federal assistance for the reconstruction, elevation, retrofitting, upgrading to current codes and standards, and improvements of pre-existing facilities in existing developed areas with substantially completed infrastructure, when the immediate project area has already been disturbed, and when those actions do not alter basic functions, do not exceed capacity of other system components, or modify intended land use. This category does not include actions within or affecting streams or stream banks or actions seaward of the limit of moderate wave action (or V zone when the limit of moderate wave action has not been identified).	Yes
*n18	(*n18) Federal Assistance for Construction or Installation of Structures, Facilities, or Equipment to Ensure Continuity of Operations. Federal assistance for the construction or installation of measures for the purpose of ensuring the continuity of operations during incidents such as emergencies, disasters, flooding, and power outages involving less than one acre of ground disturbance. Examples include the installation of generators, installation of storage tanks of up to 10,000 gallons, installation of pumps, construction of structures to house emergency equipment, and utility line installation. This CATEX covers associated ground disturbing activities, such as trenching, excavation, and vegetation removal of less than one acre, as well as modification of existing structures.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:33:09

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0338

Title: Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is located in a coastal zone area and/or affects the coastal zone	CZMA: Per review of FDEP Map Direct Beaches and Coastal Systems (CCCL), accessed 09/18/2019. - niglesia - 02/03/2020 22:24:04 GMT
	Completed	State administering agency does not require consistency review - Review concluded	
Executive Order 11988 - Floodplains	Completed	Located in floodplain or effects on floodplain/flood levels	EO 11988: Project is in a Shaded X zone per Town of Pembroke Park FIRM Panel #12011C0727H dated 8/18/2014. Public Notice was posted on 10/23/2019 at Town of Pembroke Park website: http://www.townofpembrokepark.com/notices-of-public-hearing/ and at the Town Hall Bulletin Board: 3150 SW 52nd Ave, Pembroke Park, FL 33023. No comments were received from the public. See 8- Step Checklist attached. - niglesia - 02/03/2020 22:27:12 GMT
	Completed	Possible adverse effects associated with investment in floodplain, occupancy or modification of floodplain environment	
	Completed	8 Step Process Complete - documentation attached - Review concluded	
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	EO 11990: Project is not located in wetlands per review of USFWS National Wetlands Inventory (NWI) mapper, accessed 09/18/2019. - niglesia - 02/03/2020 22:33:27 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

13:33:09

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0338

Title: Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

Environmental Law/ Executive Order	Status	Description	Comment
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	ESA: Per review of USFWS Critical Habitat Mapper, accessed 09/18/2019. - niglesia - 02/03/2020 22:22:41 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Standard Section 106 review	NHPA: Consultation letters were sent on 12/11/19 to SHPO and the following tribes: Seminole Tribe of Florida, Poarch Creek Indians, Alabama-Quassarte Tribal Town, Miccosukee Indian Tribe, and Seminole Nation of Oklahoma. The tribal consultation period ended 01/25/2020. Concurrence responses received from Seminole Tribe of Florida (01/15/2020), and SHPO (01/08/2020). No response was received from the other tribes during the consultation period and so concurrence is assumed. See project conditions. - niglesia - 02/03/2020 22:14:11 GMT
	Completed	Building or structure 50 years or older or listed on the National Register in the project area and activity not exempt from review	
	Completed	Determination of No Historic Properties Affected (FEMA finding/SHPO/THPO concurrence attached) - Review concluded	
	Completed	Project affects undisturbed ground	

NOTE: All times are GMT using a 24-hour clock.

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02/21/2020

13:33:09

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project 4337-0338

Title: Town of Pembroke Park, Town Hall, Wind Retrofit and Generator

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	Project area has no potential for presence of archeological resources	
	Completed	Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence or consultation attached) - Review concluded	
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

Special Conditions required on implementation of Projects:

The generator is supporting a critical action and must be protected to the 500 year (0.2% annual chance) flood elevation. Applicant must submit documentation to the State and FEMA documenting which protective option they have selected.

Source of condition: Executive Order 11988 - Floodplains

Monitoring Required: No

If human remains or intact archaeological deposits are uncovered, work in the vicinity of the discovery will stop immediately and all reasonable measures to avoid or minimize harm to the finds will be taken. The applicant will ensure that archaeological discoveries are secured in place, that access to the sensitive area is restricted, and that all reasonable measures are taken to avoid further disturbance of the discoveries. The applicants contractor will provide immediate notice of such discoveries to the applicant. The applicant shall contact the Florida Division of Historic Resources and FEMA within 24 hours of the discovery. Work in the vicinity of the discovery may not resume until FEMA has completed consultation with SHPO, Tribes, and other consulting parties as necessary. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Florida Statutes, Section 872.05.

Source of condition: National Historic Preservation Act (NHPA)

Monitoring Required: No

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

NOTE: All times are GMT using a 24-hour clock.

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TOWN OF PEMBROKE PARK

3150 S.W. 52nd Avenue
Pembroke Park, FL 33023
Tel: (954) 966-4600 • Fax: (954) 966-9781
www.townofpembrokepark.com



LETTER OF TRANSMITTAL

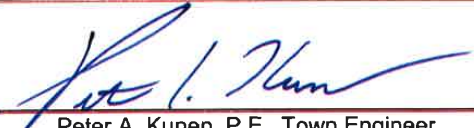
TO:	BC Emergency Management Division	DATE:	7-12-2018
	201 N.W. 84 th Avenue	ATTN:	Necole Holton Jacobs
	Plantation, FL 33324	RE:	Town of Pembroke Park HMGP Application
			Town Hall Building Hardening Project

WE ARE SENDING YOU ☒ ATTACHED ☐ UNDER SEPARATE COVER VIA ☐ Hand Delivery

COPIES	DATE	DESCRIPTION
1	7-12-18	HMGP Application Package (Original)
2	7-12-18	HMGP Application Package (Copies)
1	7-12-18	CD w/Application Package Electronic Files

REMARKS:

SIGNED


Peter A. Kunen, P.E., Town Engineer

Received By: _____ Date: _____

U:\ENGINEERING\BC Mitigation Projects\Letters\LOT 7-12-18_Necole Holton Jacobs_Town Hall Building Hardening HMGP Application.docx

THIS SECTION FOR STATE USE ONLY			
FEMA-4337-DR-FL	☐ Standard HMGP	☐ 5% Initiative Application ☐ Initial Submission or	☐ Application Complete ☐ Re- Submission
Support Documents ☐ Conforms w/ State 409 Plan ☐ In Declared Area ☐ Statewide	Eligible Applicant ☐ State or Local Government ☐ Private Non-Profit (Tax ID Received) ☐ Recognized Indian Tribe or Tribal Organization	Project Type(s) ☐ Wind ☐ Flood ☐ Other: _____	
Community NFIP Status: (Check all that apply) ☐ Participating Community ID#: _____ ☐ In Good Standing ☐ Non-Participating ☐ CRS		LMS Ranking: _____ County: _____	
State Application ID: _____			
(TIME-DATE STAMP HERE)			

This application is for all Federal Emergency Management Agency (FEMA Region IV) Hazard Mitigation Grant Program (HMGP) proposals. Please complete ALL sections and provide the documents requested. If you require technical assistance, please contact the Florida Division of Emergency Management at DEM_HazardMitigationGrantProgram@em.myflorida.com.

Section I – Applicant

A. Applicant Instruction: Complete all sections that correspond with the type of proposed project

<u>Application Sections I-IV:</u>	<i>All Applicants must complete these sections</i>
<u>Environmental Review:</u>	<i>All Applicants must complete these sections</i>
<u>Maintenance Agreement:</u>	<i>Any Applications involving public property, public ownership, or management of property</i>
<u>Flood Control – Drainage Improvement Worksheet:</u>	<i>Acquisition, Elevation, Dry Flood proofing, Drainage Improvements, Flood Control Measures, Floodplain and Stream Restoration, and Flood Diversion – one worksheet per structure</i>
<u>Generator Worksheet:</u>	<i>Permanent, portable generators, and permanent emergency standby pumps</i>
<u>Tornado Safe Room Worksheet:</u>	<i>New Safe Room, Retrofit of existing structure, Community Safe Room, Residential Safe Room</i>
<u>Hurricane Safe Room Worksheet:</u>	<i>New Safe Room, Retrofit of existing structure</i>
<u>Wind Retrofit Worksheet:</u>	<i>Wind Retrofit projects only – one worksheet per structure</i>
<u>Wildfire Worksheet:</u>	<i>Defensible Space, Hazardous Fuels Reduction, Ignition Resistant Construction, other</i>
<u>Drought Worksheet:</u>	<i>Aquifers, other</i>
<u>Request for Public Assistance Form:</u>	<i>FEMA Form 90-49 (Request for Public Assistance): All applicants must complete, if applicable.</i>
<u>Acquisition Forms:</u>	<i>If project type is Acquisition, these forms must be completed. (Only one of the two Notice of Voluntary Interest forms is necessary.) Model Statement of Assurances for Property Acquisition Projects Declaration and Release Notice of Voluntary Interest (Town Hall Version) Notice of Voluntary Interest (Single Site Version) Statement of Voluntary Participation FEMA Model Deed Restriction Language</i>
<u>Application Completeness Guidance / Checklist :</u>	<i>All applicants are recommended to complete this checklist and utilize the guidance for completing the application.</i>

B. Applicant Information:

FEMA-4337-DR-FL

DISASTER NAME: Hurricane Irma

Title/Brief Descriptive Project Summary: Town Hall Building Hardening

1. Applicant (Organization): **Town of Pembroke Park**
2. Applicant Type: ☒ State or Local Government ☐ Native American Tribe ☐ Private Non-Profit ☐ Special District
3. County: **Broward**
4. State Legislative Senate District(s): **35**; State Legislative House District(s): **101** ;
Congressional House District(s): **24** House
5. Federal Tax I.D. Number: **590968454**
6. Data Universal Numbering System (DUNS): **D24477655**
7. Federal Information Processing Standards (FIPS) Code*: **1255750** (*if your FIPS code is not known, see guidance)
8. National Flood Insurance Program (NFIP) Community Identification Number: **120052**
(this number can be obtained from the FIRM map for your area)
9. **Point of Contact:** (Person serving as the coordinator of project)

☐ Ms. ☒ Mr. First Name: **Peter** Last Name: **Kunen**
Title: **Town Engineer**
Address: **3150 S.W. 52nd Avenue**
City: **Pembroke Park** State: **FL** Zip Code: **33023**
Telephone: **(954) 966-4600, Ext. 200** Email: **pkunen@townofpembrokepark.com**

10. Application Prepared by:

☐ Ms. ☒ Mr. First Name: **Peter** Last Name: **Kunen**
Title: **Town Engineer**
Telephone: **(954) 966-4600, Ext. 200** Email: **pkunen@townofpembrokepark.com**

11. Authorized Applicant Agent (proof of authorization authority required)

☐ Ms. ☒ Mr. First Name: **Todd** Last Name: **Larson**
Title: **Public Services Director**
Address: **3150 S.W. 52nd Avenue**
City: **Pembroke Park** State: **FL** Zip Code: **33023**
Telephone: **(954) 966-4600, Ext. 212** Email: **tlarson@townofpembrokepark.com**

Signature: _____

Date: _____

12. Local Mitigation Strategy (LMS) Compliance

- a. All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List, and on file with FDEM's Mitigation Bureau Planning Unit. Does your jurisdiction have a current FEMA Approved Mitigation Plan and this project is listed? ☒ Yes ☐ No
- b. Attached is a letter of endorsement for this project from the county's LMS Coordinator. ☒ Yes ☐ No
Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project.
- c. The LMS project list and endorsement letter both have an estimated cost column and Federal Share amount that is within \$500.00 between the two ☒ Yes ☐ No

13. Has this project been submitted under a previous disaster event? ☒ No
☐ Yes, please provide the disaster number and project number (as applicable): _____

Section II – Project Description

A. Hazards to be Mitigated / Level of Protection

1. Select the type of hazards the proposed project will mitigate:
☐ Flood ☒ Wind ☐ Storm surge ☐ Wildfire ☐ Other (list): _____
2. Identify the type of proposed project:
☐ Elevation and retrofitting of residential or non-residential structure
☐ Acquisition and Relocation ☐ Acquisition and Demolition
☒ Wind retrofit ☐ Drainage project that reduces localized flooding
☒ Generator ☐ Other (please explain) _____
3. List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):
6,602
4. List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):
1.38
5. Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
_____ structure(s) protected against the _____ -year storm event (10, 25, 50, 100, or 500 year storm event)
1 structure(s) protected against **160** mile per hour (mph) winds
6. Check **all** item(s) the project may impact:

☐ Wetlands	☐ Water Quality	☐ Previously Undisturbed Soil
☐ Floodplain	☐ Coastal Zone	☐ Toxic or Hazardous Substances
☐ Historic Resources	☐ Fisheries	☐ Threatened & Endangered Species
☐ Vegetation Removal	☐ Public Controversy	☐ Potential for Cumulative Impacts
☒ Health & Safety	☐ Other _____	
7. **Engineered projects:** If your project has been already designed and engineering information is available, please attach to your application **ALL** calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types). ☒ No ☐ Yes If so, see Attachment #(s) _____.

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will **solve** the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor's estimate and/or a contractor's bid for the scope of work. **Please ensure that each proposed project is mitigation and not maintenance.**

1. Describe the existing problems:
The main doors and several windows of the existing Town Hall building are not hurricane rated. The existing building generator is too small to power the AC and the elevators during a power outage. The existing "west" elevator is not ADA compliant, nor does it meet current code requirements.
2. Describe the type(s) of protection that the proposed project will provide:
Building "Hardening" for wind protection.
3. Scope of Work (describe in detail what you are planning to do):
The installation new hurricane rated doors and windows, a larger electrical power generator, electrical switchgear, wiring, and upgrades to the building's "west" elevator.
4. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP Project:
None

5. Describe the purpose and need for the proposed project:

The Town Hall Building is used as a "command center" during hurricane events. This is a critical facility. The non-hardened openings are vulnerable to damage due to their inherent weakness. Should the building envelope be breached during a storm, the effectiveness of the Town's operations during an emergency could be severely compromised. In the event of a power outage the existing Town Hall generator is only large enough to power the lighting in the building. It cannot provide power to the building's AC system nor to the building two (2) elevators.

Section III – Project Location *(Fully describe the location of the proposed project.)*

A. Site

1. Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s). Provide precise longitude and latitude coordinates for the site utilizing a hand-held global positioning system (GPS) unit or the equivalent:

Location: Town of Pembroke Park Town Hall

Address(s): 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023

GPS coordinates (decimal degree format): 25°58'58.55"N, 80°11'42.52"W

Project Zip Code(s): 33023

2. Title Holder: Town of Pembroke Park
3. Is the project site seaward of the Coastal Construction Control Line (CCCL)? ☐ Yes ☒ No
4. Provide the number of each structure type (listed below) in the project area that will be affected by the project. Include **all** structures in project area.

☐ Residential property: _____	☒ Public buildings: <u>1</u>
☐ Businesses/commercial property: _____	☐ Schools/hospitals/houses of worship: _____
☐ Other: _____	

B. Flood Insurance Rate Map (FIRM) Showing Project Site

- | | |
|--|--|
| 1. ☒ Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map. FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at https://msc.fema.gov/portal . | |
| 2. Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area) (See FIRM legend for flood zone explanations) (A Zone must be identified) | |
| ☐ VE or V 1-30 | ☐ AE or A 1-30 |
| ☒ AO or AH | ☐ A (no base flood elevation given) |
| ☐ B or X (shaded) | ☐ C or X (unshaded) |
| ☐ Floodway | ☐ |
| ☐ Coastal Barrier Resource Act (CBRA) Zone (Federal regulations strictly limit Federal funding for projects in this Zone; please coordinate with your state agency before submitting an application for a CBRA Zone project). | |
| 3. ☐ If the FIRM Map for your area is not published, please attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map. | |
| 4. ☐ Attach a copy of a Special Flood Hazard Area Flood Insurance Assurance(s). | |

C. City or County Map with Project Site and Photographs

1. ☒ Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.
2. ☒ Attach a USGS 1:24,000 TOPO map with project site **clearly** marked on the map.
3. ☐ For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired or elevated. Include the Tax ID numbers for each parcel, and Parcel information – including year built and foundation.
4. ☒ Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, please include the following angles: front, back and both sides.

Section IV – Budget/Costs

In this section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. Contingency Cost should be included as a line item in the budget section and justified. Recommended range is 1 to 5%. **Avoid the use of lump sum costs.**

A. Materials

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost per Unit</u>	<u>Cost</u>
Mobilization	LS	1	\$7,500.00	\$7,500.00
Relacement of Main Entry Doors	EA	3	\$14,500.00	\$43,500.00
Replacement of Building Windows	EA	5	\$3,500.00	\$17,500.00
Replacement of Garage Bay Door	EA	3	\$18,000.00	\$54,000.00
Installation of 750 kW Emergency Generator	EA	1	\$250,000.00	\$250,000.00
Installation of Generator Switchgear and Building Circuits	LS	1	\$150,000.00	\$150,000.00
Upgrade to "West" Elevator	LS	1	\$100,000.00	\$100,000.00
Contingency	LS	1	\$62,250.00	\$62,250.00
Sub-Total				\$684,750.00

B. Labor Include equipment costs. Please indicate all "soft" or in-kind matches (**).

<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Sub-Total			\$0.00

C. Fees Paid Include any other costs associated with the project.

<u>Description of Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Sub-Total			\$0.00

D. Total Estimated Project Cost **\$684,750.00**

Note: To be eligible for HMGP funding, pre-award costs must be identified as separate line items in the cost estimate of the application. This must be done in addition to filling out the HMGP Pre-Award Cost Request Form, submitted with application. Mark each Pre-Award cost with an **asterisk (*)**; and In-kind services with **double asterisk (**)**; All In-kind match must be identified in the Section IV.B and D – Funding Sources).

E. Funding Sources (round figures to the nearest dollar)

The maximum FEMA share for HMGP projects is 75%. The other 25% can be made up of State and Local funds as well as in-kind services. HMGP funds may be packaged with other Federal funds, but other Federal funds (except for Federal funds that lose their Federal identity at the State level, such as CDBG, and certain tribal funds) may not be used for the Non-Federal share of the costs.

- | | | | | | |
|----|--|---------------------|----------------|--------------|-------------------|
| 1. | Estimated Federal Share | \$513,562.50 | 75 | % of Total | (Maximum 75%) |
| 2. | Non-Federal Share | | | | |
| 3. | Estimated Local Share | \$171,187.50 | 25 | % of Total | (Cash) |
| 4. | | | | % of Total | (In-Kind**) |
| 5. | | | | % of Total | (Global Match***) |
| 6. | Other Agency Share
(Identify Non-Federal Agency and availability date) | | | % of Total | |
| 7. | Total Funding sources from above | \$684,750.00 | 100.00% | Total | (Equals 100%) |

****** ☐ Identify proposed eligible activities directly related to project to be considered for In-Kind services in Section IV.B. Labor.

***☐ Separate project applications must be submitted for each Global Match project.

Global Match Project Number and Title:

F. Project Milestones/Schedule of Work

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 3 years of performance. (e.g. **Designing, Engineering, Permitting, etc.**)

Milestone(s)	Number of Days to Complete
Engineering, Permitting, Bidding	180
Construction	365
Total	545 Days

Section V. Environmental Review and Historic Preservation Compliance

(NOTE: This application cannot be processed if this section is not completed.)

Because the HMGP is a federally funded program, all projects are required to undergo an environmental and historic preservation review as part of the grant application process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. **NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.**

A. The following information is required for the Environmental and Historic Preservation review:

All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for Applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project's size, location, and complexity. However, at a minimum, please provide the applicable documentation from this section to facilitate the NEPA compliance process.

1. ☒ Detailed project description, scope of work, and budget/costs (Section II and Section IV of this application).
2. ☒ Project area maps (Section III, part B & C of this application)
3. ☒ Project area/structure photographs (Section III, part C of this application).
4. ☐ Preliminary project plans.
5. ☒ Project alternatives description and impacts (Section V of the application).
6. ☒ Please complete the applicable project worksheets.
Documentation showing dates of construction are required for all structures.
7. ☐ Environmental Justice – Attach documents regarding evaluation (required) and satisfactory resolution (if necessary) of Environmental Justice issues (Highly Disproportionate, Adverse Impact (effects) on Minority or Low Income Population). Documents can include public meeting records, media reports letters from interested persons and groups, studies on population, ethnic groups, quality of life, housing, economics, transportation, public services, schools, public health, recreation, voting, etc.
8. ☐ Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* below.

B. Executive Order 12898; Environmental Justice for Low Income and Minority Population:

1. Are there low income or minority populations in the project area or adjacent to the project area?
☐ No ☒ Yes; please describe any disproportionate and adverse effects to these populations:

2. To help evaluate the impact of the project, please indicate below any other information you are providing.
☐ Description of the population affected and the portion of the population that would be disproportionately and adversely affected. Please include specific efforts to address the adverse impacts in your proposal narrative and budget.

3. ☒ Attached materials or additional comments: Please include pdf documentation from the US Census Quick Facts and American Factfinder's website of the project area (<http://www.census.gov/>).

C. Tribal Consultation (Information Required)

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.

2. Provide information on any known site work or historic uses for project location.

☐ Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (feet) and vertical depths (square feet) of all anticipated ground disturbance of 3 inches or more.

D. Alternative Actions (Information Required)

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the "No Action Alternative".

1. No Action Alternative

Discuss the impacts on the project area if no action is taken.

The Town Hall Building would still be used as a "command center" during hurricane events. It would, however, be vulnerable to wind damages and lack of functionality due to a power outage.

2. Other Feasible Alternative

Describe a feasible alternative project that would be the next best solution if the primary alternative is not accomplished. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include a Scope of Work, engineering details (if applicable), estimated budget and the impacts of this alternative. Complete *all* of parts **a-e** (below).

a. Project Description for the Alternative

Describe, in detail, the alternative project, and explain how the alternative project will solve the problem(s) and/or provide protection from the hazard(s). Also, provide pros and cons for this alternative and a reason for why it was not selected.

No Alternative Project

b. Project Location of the Alternative (describe briefly, if different from proposed project)

N/A

☐ Attach a map or diagram showing the alternative site in relation to the proposed project site (if different from proposed project)

c. Scope of Work for Alternative Project

N/A

d. Impacts of Alternative Project

Discuss the impact of this alternative on the project area. Include comments on these issues as appropriate: Environmental Justice, Endangered Species, Wetlands, Hydrology (Upstream and Downstream Surface Water Impacts), Floodplain/Floodway, Historic Preservation and Hazardous Materials.

N/A

e. Estimated Budget/Costs for Alternative Project

In this section, provide details of all the estimated costs of the alternative project (round figures to the nearest dollar). A lump sum budget is acceptable.

Materials:	
Labor:	
Fees:	
Total Estimated Project Cost:	\$ 0.00

HMGP ENVIRONMENTAL REVIEW
Information and Documentation Requirements by Project Type

Retrofits to Existing Facilities/Structures

Elevations

Acquisitions with Demolition

- ✓ Dates of Construction
- ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance
- ✓ Structure photographs

Drainage Improvements

- ✓ Engineering plans/drawings
- ✓ Permit or Exemption letter to address any modifications to water bodies and wetlands
 - o Department of Environmental Protection
 - o Water Management District
 - o U.S. Army Corps of Engineers
- ✓ Ground disturbance map for projects with 3 inches or more of ground disturbance.
- ✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats.
- ✓ If the project is in a coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources.
- ✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland.
- ✓ Concurrence from your Local Floodplain Manager – if project is located in a floodplain.

Note: This is a general guideline for most projects. However, there will be exceptions. Consult with state environmental staff on project types not listed.

Section VI – Maintenance Agreement

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting the application to FEMA.

(NOTE: Those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The _____ Town _____ of _____ Pembroke Park _____, State of Florida, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the ***routine*** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Sub-recipient's maintenance responsibilities following project award and to show the Sub-recipients acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by _____ Todd Larson _____ the duly authorized representative
(printed or typed name of signing official)

Public Services Director _____
(title)

This 12 (day) of July (month), 2018 (year).

Signature* _____

****Please Note: The above signature must be by an individual with legal signing authority for the respective local government or county (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.)***

HMGP Application Completeness Guidance/Checklist

This guidance/checklist contains an explanation, example and/or reference for information requested in the application. Please use this list to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this list is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: Town Hall Building Hardening

Applicant: Town of Pembroke Park

Application Information	Explanation of Information Required	✓
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Section I

B. Applicant Information

FEMA__-DR-FL	Type in the four digit number FEMA assigned to the disaster that this application is being submitted under. (Example: 4337, 4283)	☐
DISASTER NAME	Type in the Disaster name. (Example: Hurricane Irma, Tropical Storm Fay)	☐
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project. (Example: City of Tallahassee, City Hall Building, Wind Retrofit)	☐
1. Applicant	Name of organization applying. Must be an eligible applicant.	☐
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C). (Example: IRS letter, Tax Exempt Certificate)	☐
3. County	Indicate county in which the project is located.	☐
4. State Legislative and Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://www.myfloridahouse.gov/sections/representatives/myrepresentative.aspx	☐
5. Federal Tax I.D. Number	List the Federal Employer's Identification Number (FEIN) number, also known as Federal Tax Identification number, 9-digit code. May be obtained from your finance/accounting department.	☐
6. DUNS Number	Include Data Universal Numbering Standard (DUNS) number in appropriate location on application. If none, please refer to HMGP FAQ's in Application Reference Material for instructions on obtaining a DUNS number. www.usaspending.gov	☐
7. FIPS Code	List the Federal Information Processing Standard (FIPS) Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	☐
8. NFIP ID Number	List the National Flood Insurance Program (NFIP) number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	☐
9. Point of Contact	Please provide all pertinent information for the point of contact. This person serves as the coordinator of the project. If this information changes once the application is submitted, please contact the HMGP staff immediately.	☐
10. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 9) and/or the applicant's agent (line 11).	☐
11. Authorized Applicant Agent	An authorized agent must sign the application. <i>"An authorized agent is the chief elected official of a local government who has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or County Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegates signature authority, a copy of the resolution by the governing body authorizing the signature authority for the individual signing must be provided."</i>	☐
12. LMS Compliance	a) LMS Project List:	☐

	All proposed projects must be included in the county's Local Mitigation Strategy (LMS) Project List and must be on file with FDEM's Mitigation Bureau Planning Unit. b) LMS Endorsement Letter All proposed projects must include an endorsement letter from the county's Local Mitigation Strategy Coordinator. You may use 1 letter as long as it includes every proposed project. c) Estimated Costs & Application Costs: The LMS Project List must include an Estimated Cost column and each HMGP project application must be within \$500.00 of that Project List's estimated cost. Also ensure that the Federal Cost Share indicated on the LMS Coordinator's Endorsement Letter exactly matches the Federal Cost Share indicated within the application. Ensure the LMS endorsement letter contains both the Total Estimated Projects Cost (Section IV. D.), along with the Estimated Federal Share (Section IV. E.1.) allocated to this project. A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter. Applications without a letter of endorsement will not be processed. (44 CFR 201.6 Local Mitigation Plans)	
13. Previous Submittal	If the project has been previously submitted under another disaster, provide the disaster number, the project number, and the title of the project.	☐

Section II - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards	Type of Hazards the Proposed Project will Mitigate: Identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	☐
2. Identify the Type of Project	Identify the Type of Proposed Project: Describe the mitigation project being proposed. (Example: drainage, wind retrofit, generator etc.)	☐
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project. (Example: A drainage project improving a residential area of 23 homes, with an average household of 2 people = 46 people)	☐
4. Total Impacted Area	Explain how many acres will be impacted from the proposed project: Drainage/Berm/Pond/Culverts/Flood hazard projects: combination of the area to be protected and ground disturbance must not exceed 25 acres.	
5. Level of Protection	Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. (Example: In a wind retrofit project, it will be the design wind speed to comply with the Florida Building Code requirements. In a drainage project, it will be the implemented design level, e.g. a 25-year FDOT design standard for culvert.)	☐
6. Project Impact	Identify all the items the project may impact or are within the project area.	☐
7. Engineered Projects (e.g. Drainage)	Include available engineering calculations, studies, and designs for the proposed project showing results from applied Recurrence Interval scenarios before and after mitigation. (Number of structures, building replacement value, depth of the water, structural damages, content damages, displacement, road closures, etc.)	☐

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

1. Existing Problem	Describe the existing problem, location, source of the hazard, and the history and extent of the damage. Include newspaper articles, insurance documentation, photographs, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	☐
2. Type of Protection	Determine how the funding will solve the existing problem and provide protection.	☐
3. Scope of Work:	What the Project Proposes to Do: Determine the work to be done. The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be a mitigation action, not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434[c][4])? Does the proposed project address a problem that has been repetitive or that poses a</i>	☐

	significant risk to public health and safety if left unresolved (44 CFR 206.434[c][5][i])? Projects that merely identify or analyze hazards or problems are not eligible. See Sample Scope of Work Language in HMGP Application Reference Material. Generators should not be included in the scope of work unless said generator only powers the mitigation element or is for a critical facility.	
4. On-Going or Proposed Projects in the Area	Determine if other projects, zoning changes, etc. are planned (particularly in the same watershed if flooding is being addressed) that may negatively or positively impact the proposed project. If there is a drainage project or downstream issue elsewhere, it may eliminate the current flooding issue, erasing the need for the proposed project. Response applies to drainage and acquisition projects. N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	☐
5. Purpose / Need	Describe the purpose and need for the proposed project.	☐

Section III - Project Location

A. Site

1. Physical Location	List the physical location of the project site(s) including the street number(s), zip code(s) and GPS coordinates (latitude/longitude, in decimal degrees). The physical address must correspond with the address locations specified on maps submitted with the application.	☐
2. Title Holder	Provide the titleholder's name.	☐
3. Project Seaward of the CCCL?	Determine if the project site is located seaward of the Coastal Construction Control Line. https://floridadep.gov/water/coastal-construction-control-line	☐
4. Number and Types of Structures Affected	Specify the number and type of properties affected by the project. (Example: Drainage project that affects 100 homes, 15 businesses and 2 schools.) What does the project protect? Should have a number next to the box that is checked. (See Section II, Item A.4 – detail of these totals)	☐

B. Flood Insurance Rate Map (FIRM) Showing Project Site

1. Copies of FIRM	Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to https://msc.fema.gov/portal . See instructions on How to make a FIRMette.	☐
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s). If project is located in a Special Flood Hazard Area, proof of flood insurance will need to be provided. Amount of coverage must be equal to or greater than the amount of Federal mitigation funding obligated to the project.	☐
3. Flood Hazard Boundary Map (FHBM)	Not required if a copy of the FIRM is attached.	☐

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site and staging location (if applicable) should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.	☐
2. USGS TOPO with Project Site	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to http://www.Digital-Topo-Maps.com	☐
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	☐
4. Site Photographs	At least four photographs are required that clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas that affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (in front toward the street, and in back toward backyard) to show the area along with photographs of specific elements of the structure affected by the project (windows for shutters or window replacements) should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	☐

Section IV - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor's quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. Contingency Cost should be included as a line item in the budget section, and justified. Recommended range is 1 to 5%. It is required to complete this section; it will be used for the Benefit-Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards. Make sure the total cost is correct on the entire application.

A. Materials	Describe the cost of materials. Provide breakdown.	☐
B. Labor	Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use in-kind contribution as part of the 25% match. (Attach support documentation for in-kind match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy in-kind match contributions).	☐
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	☐
D. Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	☐

E. Funding Sources (round figures to the nearest dollar)

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost-sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

1. Estimated Federal Share	The estimated Federal share is generally 75%. If the Federal share is not 75%, assure actual amount is entered. It could be 50.1234% or 35.1234%, etc. of the total dollar amount of project depending on county LMS allocation and priority. This figure cannot exceed 75%.	☐
2. Non-Federal Share	May include all 3 sources, i.e. cash, in-kind and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity (e.g., CDBG funding and certain tribal funding).	☐
3. Cash	Cash- Local funding will be utilized for the non-federal share. Enter amount of cash and percentage of total that amount represents.	☐
4. Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies, and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only. ** Identify proposed eligible activities in Section IV B. and C. as a separate line with In-kind written as a part of the description.</i>	☐
5. Total Project (Global) Match	Project (global) match must 1) meet all the eligibility requirements of HMGP; and 2) begin after FEMA's approval of the match project. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted as global match for another project must meet the same period of performance time constraints as the HMGP.</i>	☐
6. Other Agency Share	Identify Non-Federal Agency and availability date; provide the documentation from the agency. (e.g., CDBG funding, and certain tribal funding)	☐
7. Total Funding	Total must represent (100%) of the total estimated project cost. Ensure that percentages match corresponding cost-shares and the total matches the Budget (in Section IV. D. - Total Estimated Project Costs).	☐

F. Project Milestones/Schedule of Work

1. Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (e.g. <i>Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc. See Typical Project Milestones for estimated time-frames</i>) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. Please allot for the appropriate amount of time.	☐
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Section V - Environmental Review & Historic Preservation Compliance

A. No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

1. Description, SOW & Budget	Detailed Project Description, Scope of Work & Budget/Costs Complete Sections II & IV of the application.	☐
2. Area Maps	Project area Maps - Attach a copy of the maps and clearly mark the project site, and place the specific project structure(s) on map(s). Complete Section III, part B & C of the application.	☐
3. Project Area/Structure Photographs	Complete Section III part C of the application.	☐
4. Preliminary Project Plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	☐
5. Project Alternatives	Complete Section V part D. of this application.	☐
6. Project Worksheets	Dates of construction are required for all structures. See worksheets.	☐
7. Documentation Requirements by Project Type	Provide any of the required documentation as listed on page 10 in the Information and Documentation Requirements by Project Type that may have already been obtained.	☐
8. Information/ Documentation Requirements by Project Type	Provide any applicable information or documentation.	☐

B. Executive Order 12898, Environmental Justice for Low Income and Minority Population

1. Documentation of Environmental Justice	Determine the proportion of the population, in either the project zip code or city, characterized as having a minority background, and proportion of the population living below poverty level. Go to http://www.census.gov/ . If yes, complete Section V, part B.	☐
2. Population Affected	List / describe the population affected by this project and the portion of the population adversely impacted. List the attached documentation.	☐
3. Attached Materials	Attach all backup documentation to this application – Include a table of contents that outlines the information you are providing DEM	☐

C. Information required for Tribal Consultation

1. Documentation for Tribal Consultation	For all projects with any ground disturbing activities of 3 inches or more, complete Section V part C.	☐
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D. Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	☐
2. Other Feasible Alternative Action	It is a FEMA and FDEM requirement for any Application Review. A narrative discussion of at least three project alternatives (from No Action to the most effective, practical solution) and their impacts, both beneficial and detrimental is required. It is expected that the jurisdiction has completed sufficient analysis to determine the proposed project can be constructed as submitted and it supports the goals and objectives of the FEMA approved hazard mitigation plan. Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options? (44 CFR 206.434[c][5][iii])	☐
a. Project Description	It is very important and a requirement that an Alternative project is submitted. NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided.	☐
b. Project Location of the Alternative	Describe the surrounding environment. Include information regarding both natural (i.e., fish, wildlife, streams, soils, plant life) and built (i.e., public services, utilities, land/shoreline use, population density) environments.	
c. Scope of Work – Alternative Project	Describe how the alternative project will solve the problem and provide protection from the hazard. Provide enough detail to describe the project for the evaluation	

	panel to decide the best course of action for the state. Include any appropriate diagrams, sketch maps, amount of materials and equipment, dimensions of project, amount of time required to complete, etc.	
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for the Alternative Project	Total cost is required.	☐
Materials, Labor, and Fees Paid	The details line items are not required. Just enter a total amount.	☐
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted as justification to why this alternative was not chosen.	☐

Section VI – Maintenance Agreement

1. Maintenance Agreement	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	☐
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Other Required Documentation

1. MAPS	All maps must be included with the application.	
2. FFATA Form	During contracting with the state, please complete, sign and date the FFATA Project File Form. Instructions are provided for your convenience in the document provided. This is not required at the time of application submittal.	☐
3. SFHA Acknowledgement of Conditions	Required for all projects in the Special Flood Hazard Area. Read and sign the SFHA Acknowledgement of Conditions document. This form must be notarized, signed by the local jurisdiction and the property owner.	☐
4. Pre-award Cost Form	If pre-award costs are being requested with your project, please be sure to identify all pre-award costs in the application budget per instructions. The pre-award cost form must be completed and submitted with your application.	☐
5. Request for Public Assistance Form	Applicable if no FIPS number is assigned to applicant/recipient.	☐
6. Model Statement of Assurances for Property Acquisition Projects	For Acquisition projects only.	☐
7. Declaration and Release	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
8. Notice of Voluntary Interest	For Acquisition projects only. Two forms are included for your convenience. Please use the form that is most appropriate to your situation. Must be signed by all persons whose names are on the property deed.	☐
9. Statement of Voluntary Participation for Acquisition of Property for Purpose of Open Space	For Acquisition projects only. Must be signed by all persons whose names are on the property deed.	☐
10. Worksheets	The appropriate worksheet(s) must be completed and submitted with the application. a. Flood Control – Drainage Improvement b. Generator c. Tornado Safe Room d. Hurricane Safe Room e. Wind Retrofit f. Wildfire g. Drought	☐

*Submit 1 original (signed) and 2 full copies of the entire application and backup

RESOLUTION NO. 18-06-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN OF PEMBROKE PARK TO SUBMIT AN APPLICATION FOR THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT HAZARD MITIGATION GRANT PROGRAM; DIRECTING THE TOWN STAFF TO COMPLETE AND SUBMIT THE APPLICATION FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Division of Emergency Management has announced the availability of Hazard Mitigation Grant Program funds as a result of the recent Presidential Disaster Declaration for Hurricane Irma; and

WHEREAS, the grant funds are for communities to undertake mitigation projects that will result in protection of public or private property from natural disasters; and

WHEREAS, the Town staff has identified various projects in the Town which would qualify for and benefit from the Hazard Mitigation Grant Program funding; and

WHEREAS, the Town Commission has determined it is in the Town's best interest for the health, safety and welfare of the residents of the Town to prepare and file an application for Hazard Mitigation Grant Program funding for the Town.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the Town is authorized and directed to file an application for Florida Division of Emergency Management Hazard Mitigation Grant Program funding for Hurricane Irma (DR-4337).

Section 3: That the Town staff is authorized and directed to complete the grant funding application and to submit the application for and on behalf of the Town.

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

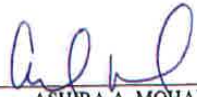
Section 5: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 29th day of June, 2018.

Town of Pembroke Park
Resolution No. 18-06-12

ATTEST:



NATASHA JOSEPH
Deputy Town Clerk

ASHIRA A. MOHAMMED
Mayor-Commissioner

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Town Hall Building Hardening
and Electrical Generator
Associated Costs

PAK_6-26-18

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization	1	LS	\$7,500.00	\$7,500.00
2	Replacement of Main Entry Doors	3	EA	\$14,500.00	\$43,500.00
3	Replacement of Building Windows	5	EA	\$3,500.00	\$17,500.00
4	Replacement of Garage Bay Doors	3	EA	\$18,000.00	\$54,000.00
5	Installation of 750kW Emergency Generator	1	EA	\$250,000.00	\$250,000.00
6	Installation of Generator Switchgear and Building Circuits	1	LS	\$150,000.00	\$150,000.00
7	Upgrade to "West" Elevator	1	LS	\$100,000.00	\$100,000.00
8	Contingency (10%)	1	LS	\$62,250.00	\$62,250.00
				Total	\$684,750.00

GENERATOR WORKSHEET

for preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Unit

Applies for the following mitigation activities: **PERMANENT, PORTABLE GENERATORS, and PERMANENT EMERGENCY STANDBY PUMPS** (for flood control measures). For assistance, contact the State of Florida Mitigation Technical Unit.

IMPORTANT: This worksheet is required as part of your application. The State of Florida Mitigation Technical Unit will conduct a Benefit Cost Analysis (BCA) for your project and the following information is needed to evaluate cost effectiveness. Once a preliminary BCA is completed, the reviewer will contact you to collect support documentation.

SECTION I - PROJECT GENERAL INFORMATION

Project Name	Town of Pembroke Park Town Hall Building Hardening
Applicant	Town of Pembroke Park
Point of Contact	Name: Peter A. Kunen, P.E. Address (Please include City, State and Zip Code): 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023 Phone number: (954) 966-5600, Ext. 200 Email: pkunen@townofpembrokepark.com
HMA Program (FMA, PDM, HMGP, 406 PA MITIGATION)	

SECTION II - STRUCTURE GENERAL INFORMATION

Select the type of critical facility to mitigate	☐ Critical Facility Building
	☐ Utility Infrastructure
	☒ Other
Address	3150 S.W. 52nd Avenue
In case of multiple sites, attach to this worksheet a list of all locations/sites involved in this project.	
City, State and Zip Code	Pembroke Park, FL 33023
County	Broward
Is this a historical building?	Yes ☐ No ☒
Year Built:	1973
Source (Ex: Property Appraiser):	BC Property Appraiser
In the case of utility infrastructure, provide the year of construction of the oldest structure or the average age of the structure, if improvements have been completed over the years, due to land development.	

SECTION III - HAZARD / MITIGATION INFORMATION

Please select the type of project you are proposing:			
Acquisition	☐	Elevation	☐
		Dry Flood Proofing	☐
		Drainage	☐
Flood Control Measures	☐	Floodplain and Stream Restoration	☐
		Flood Diversion	☐
Other	☒	Please describe: Building Hardening	

SECTION IV- PROJECT COST INFORMATION

Mitigation Project Cost	\$
--------------------------------	-----------

A lump sum on this worksheet is acceptable for preliminary BCA, but a detailed breakdown attached to your application is required.

Annual Maintenance Cost	\$
--------------------------------	-----------

Relates to the amount of money you expect to spend every year maintaining the generator(s), to ensure functionality at the time of a storm event.

SECTION V - LOSS OF SERVICE

Select the type of critical facility service to mitigate	☐	Fire Station
	☐	Hospital
	☐	Police Station
	☒	Other

*In the case of "Other" skip the following questions and refer to "Other Critical Facility Building".

If your critical facility is a FIRE STATION please answer the following questions:

How many people are served by this Fire Station?		
Select the type of area served by this Fire Station	Urban	☐
	Suburban	☐
	Rural	☐
Does the Fire Station provide Emergency Medical Services (EMS)?	YES ☐	NO ☐
Provide the address of the nearest Fire Station (Name, City, Zip Code):		
What is the population being served by the nearest Fire Station?		

If your critical facility is a HOSPITAL please answer the following questions:

How many people are being served by this Hospital?	
What is the address of the nearest Hospital capable of providing the same type of service?	
How many people are being served by the nearest Hospital capable of providing the same type of service?	

If your critical facility is a POLICE STATION please answer the following questions:

Indicate the type of area served by this Police Station	Metropolitan	☐
	City	☐
	Rural	☐
How many people are served by this Police Station?		

FLORIDA DIVISION OF EMERGENCY MANAGEMENT
Mitigation Bureau - Technical Unit
October 2017

How many Police Officers work or report to this Police Station?	
How many officers would still work from this building if it is shut down due to a disaster?	

Other Critical Facility Buildings (please describe):	
Provide a brief description of how this building is a critical facility which functions are essential to the community during a storm event: The Town Hall Building is used as a "command center" during hurricane events. This is a critical facility. The non-hardened openings are vulnerable to damage due to their inherent weakness. Should the building envelope be breached during a storm, the effectiveness of the Town's operations during an emergency could be severely compromised.	
What is the Annual Operational Budget of this critical facility?	\$

Utility Infrastructure (select or describe the type of utility)			
Potable Water	☐	Wastewater	☐
		Electrical	☐
		Gas	☐
Telecom	☐	Other (describe):	

What is the population being served by the utility system that will be mitigated?	
Relates to number of customers being served by the system and that will be affected in the case of an outage. Include only the customers connected to locations that will be mitigated.	

SECTION VI - HISTORICAL DAMAGES

Provide a list of outages suffered in the past, due to a storm event:

Year	Storm Name	Date	Outage duration (hrs)	Source of outage information
2017	Irma	9/10/17	24	FPL

Did the City or County incurred into any expenses attending the emergency during past events? If so, please provide details:

Refers to any type of expense like: renting portable generators, chillers, sewage trucks to attend the emergency and avoid negative impact.

Year	Expense Description	Cost (\$)

WIND RETROFIT WORKSHEET

for preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Unit

Applies for the following mitigation activities: **WIND RETROFIT** which includes **Opening Protection, Load Path, Roof, Code Plus** activities.
For assistance, contact the State of Florida Mitigation Technical Unit.

IMPORTANT: This worksheet is required as part of your application. The State of Florida Mitigation Technical Unit will conduct a Benefit Cost Analysis (BCA) for your project and the following information is needed to evaluate cost effectiveness. Once a preliminary BCA is completed, the reviewer will contact you to collect support documentation.

SECTION I - PROJECT GENERAL INFORMATION

Project Name	Town of Pembroke Park Town Hall Building Hardening
Applicant	Town of Pembroke Park
Point of Contact	Name: Peter A. Kunen, P.E., Town Engineer
	Address (Please include City, State and Zip Code): 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023
	Phone number: (954) 966-4600, Ext. 200
	Email: pkunen@townofpembrokepark.com
HMA Program (FMA, PDM, HMGP, 406 PA MITIGATION)	

SECTION II - STRUCTURE GENERAL INFORMATION

Provide the following information for the structure you will be mitigating.

Address	3150 S.W. 52nd Avenue
---------	-----------------------

In case of multiple sites, attach to this worksheet a list of all locations/sites involved in this project.

City, State and Zip Code	Pembroke Park, FL 33023
County	Broward
Is this a historical building?	Yes ☐ No ☒
Year Built	1973
Source (Ex: Property Appraiser):	Broward County Property Appraiser

SECTION III- PROJECT COST INFORMATION

Mitigation Project Cost	\$684,750.00
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A lump sum on this worksheet is acceptable for preliminary BCA, but a detailed breakdown attached to your application is required.

Annual Maintenance Cost	\$7,500.00
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Relates to the amount of money you expect to spend every year maintaining the project, to ensure functionality at the time of a storm event.

SECTION IV - STRUCTURE INFORMATION

What is the size of the building (heated square footage only)?	29,700
What is the Building Replacement Value?	\$2,899,080
What is the source of your Building Replacement Value?	Broward County Property Appraiser
Is this a new construction or retrofit of existing structure?	New construction ☐ Existing ☒

Hazard Mitigation Assistance program requires to protect the entire building envelope. To ensure this project complies with program requirements please answer the following:

Are you protecting all openings?	Yes ☐ No ☒
If you are not, please provide an explanation:	We are only replacing the doors and windows that are not hurricane rated.
If existing protection is in place and will not be replaced, would you be able to provide certification proving the existing protection is in compliance and applicable with effective code requirements?	Yes ☒ No ☐
Is the building roof up to code?	Yes ☒ No ☐
If not, are you retrofitting the building roof?	Yes ☐ No ☐
Is this a Code Plus project?	Yes ☐ No ☒

If this is a code plus project, the grant will only fund the difference between building up to code and building above code requirements

If your project is a code plus:

What is the Design Wind Speed required for the area (MPH)?	
What is the Code Plus Project Design Wind Speed?	

Select the type of construction of the building:	
Wood	☐ Comments:
Masonry / Concrete Block	☒ Comments:
Poured Reinforced Concrete Walls	☐ Comments:
Engineered Steel Frame	☐ Comments:
Manufactured Home	☐ Comments:
What is the number of stories above grade?	3

SECTION V - LOSS OF SERVICE

Select the type of critical facility service to mitigate	☐ Fire Station
	☐ Hospital
	☐ Police Station
	☒ Other

*In the case of "Other" skip to questions referring to "Other Critical Facility Building".

If your critical facility is a FIRE STATION please answer the following questions:

How many people are served by this Fire Station?		
Select the type of area served by this Fire Station	Urban	☐
	Suburban	☐
	Rural	☐
Does the Fire Station provide Emergency Medical Services (EMS)?	YES ☐	NO ☐
Provide the address of the nearest Fire Station (Name, City, Zip Code):		
What is the population being served by the nearest Fire Station?		

If your critical facility is a HOSPITAL please answer the following questions:

How many people are being served by this Hospital?	
What is the address of the nearest Hospital capable of providing the same type of service?	
How many people are being served by the nearest Hospital capable of providing the same type of service?	

If your critical facility is a POLICE STATION please answer the following questions:

Indicate the type of area served by this Police Station	Metropolitan	☐
	City	☐
	Rural	☐
How many people are served by this Police Station?		
How many Police Officers work or report to this Police Station?		
How many officers would still work from this building if it is shut down due to a disaster?		

Other Critical Facility Buildings (please describe): Emergency Operations	
Provide a brief description of how this building is a critical facility which functions are essential to the community during a storm event: This building serves as the Emergency Operations Center for the Town of Pembroke Park.	
What is the Annual Operational Budget of this critical facility?	\$492,788.00

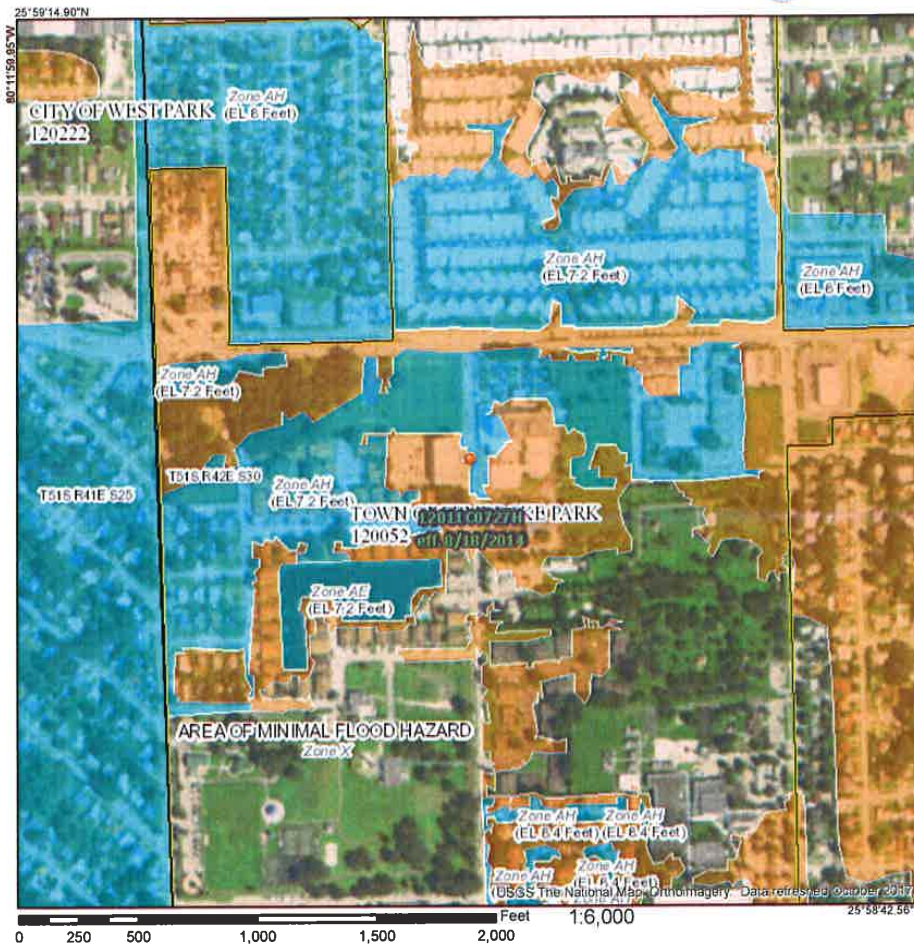
Property Id: 514230140092

**Please see map c



July 6, 2018

National Flood Hazard Layer FIRMeTte



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

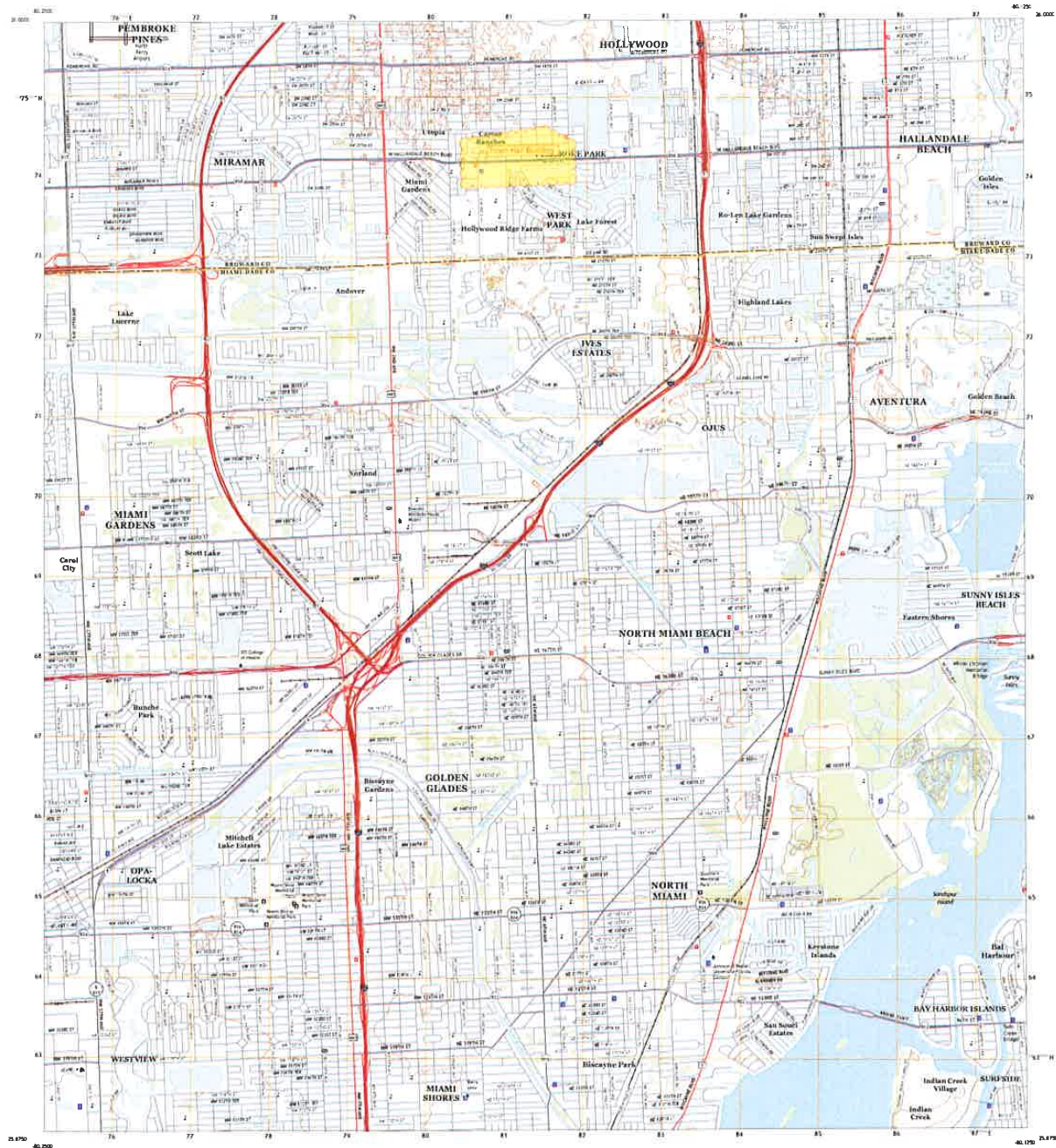
SPECIAL FLOOD HAZARD AREAS	Without Base Flood Elevation (BFE) Zone X, V, APF	With BFE or Depth Zone AE, AO, AH, VE, AR	Regulatory Floodway
0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile	Zone X		
Future Conditions 1% Annual Chance Flood Hazard	Zone X		
Area with Reduced Flood Risk due to Levee. See Notes.	Zone X		
Area with Flood Risk due to Levee	Zone D		
OTHER AREAS OF FLOOD HAZARD	Area of Minimal Flood Hazard	Zone X	
OTHER AREAS	Effective LOMRs		
GENERAL STRUCTURES	Area of Undetermined Flood Hazard	Zone D	
	Channel, Culvert, or Storm Sewer		
	Levee, Dike, or Floodwall		
OTHER FEATURES	Cross Sections with 1% Annual Chance Water Surface Elevation		
	Coastal Transect		
	Base Flood Elevation Line (BFE)		
	Limit of Study		
	Jurisdiction Boundary		
	Coastal Transect Baseline		
	Profile Baseline		
	Hydrographic Feature		
MAP PANELS	Digital Data Available		
	No Digital Data Available		
	Unmapped		

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 7/10/2019 at 2:56:51 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodeled areas cannot be used for regulatory purposes.



Produced by the United States Geological Survey
 United States Department of the Interior (DOI)
 United States Geological Survey (USGS) - Reston, VA
 1:500,000 scale National Topographic Map Series, 1978
 This map is not a legal document. Boundaries may be
 generalized for the map display. Private lands and public
 restrictions may not be shown. Check regulations before
 entering private lands.

Property	USGS, October 2015 - February 2016
Owner	U.S. Census
Manager	USGS, 2015
Hydrography	National Hydrography Dataset, 2015
Boundaries	ARC/INFO, 2015
Land	USGS, 2015
Map	USGS, 2015
Metadata	USGS, 2015



This text was produced in partnership with the
 Universal Program of Total Product Stewardship, 2015,
 in the context of the 2015 Product Stewardship Summit.



1	2	3
4	5	6
7	8	9

1. Copper Clay
2. Pure Lapis Lazuli
3. Pure Turquoise
4. Obsidian
5. Horn of Ivory
6. Gold
7. Silver
8. Ivory
9. Bone

NORTH MIAMI, FL



Town Hall Building (East Elevation)



Town Hall Building (North Elevation)



Town Hall Building (West Elevation)



Town Hall Building (South Elevation)





**Broward County LMS Working Group
Proposed Mitigation Project
(Page 1 of 7)**

Date of Submittal: June 20, 2018

Project Identification Number (Internally Assigned):

Proposing Jurisdiction/Organization: Town of Pembroke Park

Contact Name: Peter A. Kunen, P.E.

Address: 3150 S.W. 52nd Avenue

Address: Pembroke Park, FL

Telephone: (954) 966-4600, ext. 220

Fax Number: (954) 966-9781

Email Address: pkunen@townofpembrokepark.com

The Proposal – Provide a narrative describing the proposed Initiative and attach maps (both of the location of implementation and area to be benefitted), diagrams and pictures supporting or describing the project:

The proposed project involves upgrades and improvements to the existing Town Hall building. This includes exterior building "hardening," replacement of non-hurricane rated entry doors, windows, and garage bay doors to ones that are hurricane-rated in accordance with the current Building Code requirements. Also included will be a new, larger capacity, generator unit to power the entire building (Lighting, Air Conditioning, Elevators) in the event of a power outage, and upgrades to the building's "West" elevator.

The Action Alternative to the Proposal – Provide a narrative describing the proposed Initiative:

(Include a description of alternative and why the proposed action was selected over this alternative:)

The Town Hall Building is used as a "command center" during hurricane events. This is a critical facility. The non-hardened openings are vulnerable to damage due to their inherent weakness. Should the building envelope be breached during a storm, the effectiveness of the Town's operations during an emergency could be severely compromised.

What is the impact of no action? *The Town Hall Building would still be used as a "command center" during hurricane events. It would, however, be vulnerable to wind damages and lack of functionality due to a power outage.*



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 2 of 7)**

The Benefits of the Proposal – Provide detailed information regarding the benefits of the proposed initiative, or quantify, to the extent possible, the value of the costs avoided if the proposal is implemented.

1. Provide a brief history of losses in the project area to the hazard proposed to be mitigated (e.g., # of floods, dates and damages/flood depths, buildings/infrastructure affected):
2. If the proposed initiative is specifically intended for protection of designated critical facilities:

Is a designated "critical facility" or "essential service" to be benefitted? **YES / NO** If yes, provide type, name and address of facility and/or describe service:

Town of Pembroke Park Town Hall

3150 S.W. 52nd Avenue

Pembroke Park, FL 33023

3. For all types of projects, including those for protection of designated critical facilities:

Number of residential population directly benefitted: 6,663 (The entire Town population)

Number of daytime worker/tourist population directly benefitted: _____

Other population directly benefitted: _____

Describe how project will protect above populations to substantiate: The goals and objectives for the proposed stormwater improvements are intended to mitigate repetitive flood losses, to improve traffic safety for residents and local services such as police, fire rescue, and to avoid repetitive business income losses. The project will provide a "hardened" command center during hurricane events. It would provide a backup facility to the local police and fire should their facilities be damaged or destroyed.

Other jurisdictions/agencies benefitting (list and describe)? _____

(Attach letters of support from other jurisdictions/agencies)

Number of structures to be benefitted: _____ Key infrastructure protected: Public Services to Community

Total estimated value of structure(s) and contents: _____



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 3 of 7)**

Hazards Being Mitigated:

☐ Flood (How: _____)

☒ Wind (How: *The hardening of the doors and windows of Town Hall building would strengthen the building envelope, making the facility less prone to wind damages.*)

☐ Fire (How: _____)

☐ Other (List and How Protected: _____)

Does the project include an additional safety margin for future risk (e.g., urbanization, sea level rise from climate change?). If so, describe:

4. Is avoidance of evacuation to be the outcome of the proposal? **YES / NO**

If yes, explain: *The Town Hall Building is used as a "command center" during hurricane events. This is a critical facility. The non-hardened openings are vulnerable to damage due to their inherent weakness. Should the building envelope be breached during a storm, the effectiveness of the Town's operations during an emergency could be severely compromised.*

5. Is protection of the ability to evacuate to be an outcome? **YES / NO**

If yes, explain: _____

Estimated number of evacuees benefitted by proposal: _____

Estimated number of businesses avoiding evacuation by proposal: _____

6. What are the anticipated impacts to the environment (include direct and indirect environmental benefits):

☐ Improves the environment

☐ Undetermined if project impacts the environment

☒ Neutral to the environment / Not Applicable

☐ Poses a risk to the environment



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 4 of 7)**

Please specify whether project:

☐ Negatively affects land ☐ Negatively affects water ☐ Negatively affects Endangered Species

☐ Negatively affects HAZMAT/Waste Sites

☒ Is consistent with community environmental goals ☒ Is consistent with local, state and federal laws

7. Valuable cultural, historical or civic resource to be protected: YES / NO / NA

If yes, give name, type, description and address of resource:

<u>Name</u>	<u>Type</u>	<u>Description</u>	<u>Address</u>
-------------	-------------	--------------------	----------------

8. Cost of Proposal – Provide the cost to implement the proposal: \$684,750.00

(Attach proposed budget if available)

Describe all potential funding sources: Broward County CDBG, FDEP, FEMA, PDM, HMGP

What is the jurisdiction's plan to meet the non-federal match? (if required of funding source): Town Funds would be utilized.

Briefly explain the components considered in estimating the cost of the proposal:

Estimated costs to furnish and install new doors and windows, electrical power generator, electrical switchgear, wiring, and upgrades to the "west" elevator.

Provide the annual cost of maintaining the project: \$3,000.00 per year

Estimated life of project: 25 years



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 5 of 7)**

Timing of Implementation

9. Provide an estimate of the time needed to complete construction in months: 12 months

Provide an estimate for the time needed to complete A&E, bidding, etc. 6 months

Consistency with Other Plans and Programs

___ Comprehensive Emergency Management Plan (list Section: _____)

X Local or County Comprehensive Plan (Town of Pembroke Park Capital Improvements Plan)

___ Local Mitigation Strategy (LMS) (list Section: _____)

___ Climate Change Action Plan (list Section: _____)

___ Broward County Land Use Plan (list Section: _____)

___ Long-Term Transportation Plan (list Section: _____)

___ County or Local Capital Improvement Plan (list Section: _____)

___ Continuity of Operations Plan (COOP – i.e., protects an alternate facility) (list Section: _____)

___ Local Stormwater Plan (list Section: Town of Pembroke Park Stormwater Master Plan _____)

___ Other (list _____)

Feasibility of Implementation

1. Has the proposed project been used elsewhere for the same purpose? **YES / NO / Unknown**

If yes, where? _____ When: _____

Cost Effectiveness

Attach the results of the Loss Estimation Tool analysis for this project



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 6 of 7)**

Funding Pre-Screening

1. Is pre-disaster funding being sought?

☒ Capital Improvement funding ___ Other local source (please specify) _____

☒ Pre-Disaster Mitigation ___ Repetitive Flood Claim Program ___ Severe Repetitive Loss

___ Fire Management Assistance Grant ___ Flood Mitigation Assistance

☒ Community Development Block Grant ___ Residential Construction Mitigation Program

___ Emergency Operations Center Grant Program ___ State Homeland Security Grant Program

___ Florida Beach Erosion Control Program ___ Community Development Block Grant

2. Is post-disaster funding being sought?

☒ Hazard Mitigation Grant Program ___ Public Assistance 406 Mitigation funds

___ Fire Management Assistance Grant ___ Florida Beach Erosion Control Program

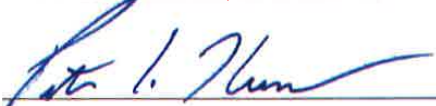
___ Community Development Block Grant

Name and Title of Individual(s) completing form:

Name: Peter A. Kunen, P.E.

Title: Town Engineer

Jurisdiction/Organization: Town of Pembroke Park

Signature: 

Submit form to:

Broward County LMS Working Group
C/O LMS Coordinator
Broward Emergency Management Division
201 NW 84th Avenue
Plantation, FL 33324



**Broward County LMS Working Group
Proposed Mitigation Project
(Page 7 of 7)**

DEFINITIONS

Essential Services:

- First response
- Shelters
- Water/Wastewater
- Power supply
- Telecommunications
- Hospitals

Direct Environmental Benefits

- Example – A stormwater drainage improvement project by better managing stormwater runoff and outfall can improve water quality and reduce the spread of contaminants

Indirect Environmental Benefits

- Example – Protecting a wastewater treatment plant that if damaged by wind or flood could rupture and spill raw sewage into the environment

Consistency with Other Plans

- See the Mitigation Integration Summary for listing of all plans with some link to hazard mitigation in Broward County

Town Hall Building Hardening
and Electrical Generator
Associated Costs

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization	1	LS	\$7,500.00	\$7,500.00
2	Replacement of Main Entry Doors	3	EA	\$14,500.00	\$43,500.00
3	Replacement of Building Windows	5	EA	\$3,500.00	\$17,500.00
4	Replacement of Garage Bay Doors	3	EA	\$18,000.00	\$54,000.00
5	Installation of 750kW Emergency Generator	1	EA	\$250,000.00	\$250,000.00
6	Installation of Generator Switchgear and Building Circuits	1	LS	\$150,000.00	\$150,000.00
7	Upgrade to "West" Elevator	1	LS	\$100,000.00	\$100,000.00
8	Contingency (10%)	1	LS	\$62,250.00	\$62,250.00
	Total			\$684,750.00	\$684,750.00

ORDINANCE NO. 2020-002

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 12, HEALTH AND SANITATION, CREATING A NEW SECTION ENTITLED IMMINENT PUBLIC HEALTH THREAT; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has determined that the accumulation of trash, junk, debris, living and nonliving plant material, stagnant water and other property conditions may result in an imminent threat to public health; and

WHEREAS, the current Pembroke Park Code of Ordinances does not provide a procedure for the immediate removal of imminent public health threats; and

WHEREAS, the Town Commission desires to amend the Code of Ordinances to allow the Town to immediately remedy imminent public health threats and assess the owners of the property where the imminent public threat occurred for the cost of the removal of the material causing the imminent public health threat.

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

Section 1: That the above listed recitals are true and correct and are incorporated in this Ordinance by reference herein.

Section 2: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a new section to, be numbered Section 12-78, which section reads as follows:

“Sec.12-78 – Imminent Public Threat.

(a) An:

(1) Accumulation of trash, junk, debris, living and nonliving plant material, or stagnant water,

(2) Excessive growth of grass, weeds, brush, or other overgrowth, or

(3) The keeping of fill on property that presents an imminent public health threat may be remedied by the Town immediately without notice to the owner or, if applicable, the agent, custodian, lessee, or occupant of the property where such imminent public threat is located. The Town Manager shall determine whether, under the provisions of this section, an imminent public health threat exists.

(b) After-the-fact notice will be provided by the Town to the owner and, if applicable, the agent, custodian, lessee, or occupant of the property within a reasonable time after abatement of the imminent public threat by the Town. The after-the-fact notice shall be sent by certified mail return receipt requested setting forth the nature of the imminent public health threat and the cost incurred by the Town to remedy the situation. The owner and, if applicable, the agent, custodian, lessee, or occupant of the property, shall have 15 days from the date notice is received to:

(1) Reimburse the Town, or

(2) Appeal the Town Manager's determination to the Town Commission that an imminent public health threat existed on the property.

(c) The Town may record a Claim of Lien in the Public Records of Broward County, Florida for the expenses incurred by the Town to remedy the imminent public health threat in the event the expense is not paid within 60 days of the date of notice is received by the owner and, if applicable, the agent, custodian, lessee, or occupant of the property."

Section 3: 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 4: 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 5: That all Ordinances, or 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 6: That this Ordinance shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on First Reading this ____ day of March, 2020.

PASSED AND ADOPTED on Second Reading this ____ day of April, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

VOTE

ASHIRA MOHAMMED	_____
HOWARD P. CLARK, JR.	_____
GEORGINA COHEN	_____
GEOFFREY JACOBS	_____
REYNOLD DIEUVEILLE	_____

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ORDINANCE NO. 2020-003

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO CHAPTER 3, ALCOHOLIC BEVERAGES; AMENDING SECTION 3-2.5, EXTENDED HOURS LICENSE; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has adopted Chapter 3 regulating the sale and on-premises consumption of alcoholic beverages within the Town; and

WHEREAS, the Town Commission desires to amend certain provisions of the alcoholic beverage ordinance related to the annual fee for extended hours licenses from the current uniform fee or all extended hours alcoholic beverage vendors to a more equitable fee based upon the number of seats located within the licensed establishment; and

WHEREAS, the Town Commission conducted an advertised public hearing on April 14, 2020, to permit interested parties to comment on the proposed amendment to Chapter 3.

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

Section 1: That Section 3-2.5 of the Code of Ordinances, Town of Pembroke Park, Florida, hereby amended to read as follows:

“Sec. 3-2.5. – Extended hours license.

(a) Any vendor of alcoholic beverages operating as a restaurant or restaurant bar in the Town which is duly and regularly licensed by the State to prepare, sell and serve full course meals to the public and such vendor of alcoholic beverages is duly and regularly licensed by the State and the Town to sell and dispense alcoholic beverages, wine or beer therein, may apply for

Town of Pembroke Park
Ordinance No. 2020-003

an extended hours license for the sale of alcoholic beverages, wine or beer. The applicant for extended hours license shall complete an application form prepared by the Town, and pay a nonrefundable application fee in the amount of ~~five hundred dollars (\$500.00)~~ one thousand five hundred dollars (\$1,500.00) to defray the Town's cost of processing the application. No application shall be accepted by the Town unless the application form is fully completed and accompanied by the application fee.

The application shall be processed by the Town Staff and placed on the Planning and Zoning Board agenda for a public hearing and applicant shall be notified of the date and time of such public hearing. Following the public hearing, the Planning and Zoning Board shall make a recommendation to the Town Commission that they grant the license, deny the license, or grant the license subject to specific conditions. Upon such recommendation by the Planning and Zoning Board, the application shall be placed on the Town Commission agenda for a public hearing, and the applicant shall be notified of the date and time of the Town Commission public hearing on such application. The Town Commission after the public hearing may grant the license, deny the license or grant the license subject to specific conditions.

(b) For the purposes of this section, a restaurant bar means a bar operated in connection with a restaurant and by the same owner or management, and in a business zone area, which restaurant has all necessary equipment and supplies for and serves full course meals regularly and having accommodations at all times for the service of seventy-five (75) or more patrons and occupying more than two thousand (2,000) square feet of space inside a permanent building. The sale of beers, wines and liquor shall be prohibited except during the time the restaurant is

actually engaged in and open to the public for the serving of full course meals.

For the purposes of this section, a restaurant is defined as any food establishment where the principal business is to prepare, sell, and regularly serve full course meals to the public; where the establishment has adequate and sanitary kitchen and dining room equipment; and where the sale of alcoholic beverages shall be strictly incidental to the serving of food. The sale of any alcoholic beverages shall be prohibited except during the time the restaurant is actually engaged in and open to the public for the serving of full course meals.

(c) The specific criteria for the Planning and Zoning Board's evaluation of an application and for the Town Commission's determination in making a decision on the application may include, without being limited to, the following:

(1) The amount of off-street parking in relation to the demands created by the extra hours of operation, especially with regard to the adverse impact on adjacent residential areas of any illegal or hazardous parking.

(2) The amount and degree of law enforcement activities generated by the operation of any restaurant or restaurant bar, both outside and inside the particular location, with particular emphasis on vandalism, noise, vehicular use by patrons and illegal activity of any kind of employees, patrons or others associated with the establishments.

(3) The adverse effects, if any, that the extended hours of operation will have on neighboring properties, especially with respect to the effects of noise, parking and glare from headlights or exterior lighting on nearby residential properties.

(d) The Town Commission may require, as a condition of the privilege of extending

Town of Pembroke Park
Ordinance No. 2020-003

hours of operation, compliance with any reasonable conditions deemed by the Town Commission to be necessary to mitigate or eliminate the adverse effects of such extended hours. These conditions may include, without being limited to, the provision by the owner or operator, at the owner's expense, of additional off-street parking, security personnel and screening and buffering from nearby properties. The Town Commission may also require that the licensed establishments be wholly enclosed, soundproofed, and air-conditioned, with any windows, doors or other openings being kept closed, except for normal and emergency ingress and egress, in order that noise and music emanating therefrom will not disturb the peace and quiet of the neighborhood.

(e) The annual fee for the issuance of said extended hours license shall be ~~three thousand dollars (\$3,000.00) effective October 1, 2014, and shall be five thousand dollars (\$5,000.00) effective October 1, 2015 and thereafter~~ based on the number of seats within the building and agreed to by the Town Planner. Effective by May 1, 2020 the annual fee per seat is \$14.00 with a maximum fee of five thousand dollars (\$5,000.00) per year, per business establishment. For a business establishment with seating for less than 125 persons, the annual fee for said extended hours license shall be retroactive to October 1, 2014 and thereafter. Such extended hours license shall permit the holder thereof to sell or offer for sale or deliver or serve or permit to be consumed upon premises of such vendor any liquors, beers or wines, regardless of alcoholic content at all hours. All such extended hours license are hereby declared to be and are regulatory in nature. Every extended hours license shall expire on September 30 of each and every year unless previously renewed by the Town Manager.

Town of Pembroke Park
Ordinance No. 2020-003

(f) The granting of an extended hours license to a particular licensee is a privilege subject to revocation at any time by the Town Commission, and no person may reasonably rely on a continuation of that privilege. The renewal of any extended hours license shall first be approved by the Town Manager. If the Town Manager approves the renewal, the license shall be issued upon payment of the aforementioned fee. If the Town Manager denies the renewal, the licensee shall have twenty (20) days from the date of the notice of denial to appeal the decision to the Town Commission. The Town Commission shall use the criteria specified in subsections (3) and (4) above in determining said appeal.

(g) If the Town Manager determines prior to the renewal date that the licensee has violated a condition of issuance, renewal or is operating in a manner harmful to the public health, safety or welfare, the Town Manager may place the matter of revoking the extended hours license on the Town Commission agenda. Written notice of the charges against the licensee shall be sent to the licensee at least ten (10) days in advance of the hearing and shall also contain the date, time and place of such hearing. After consideration of the matter and allowing the licensee to be heard, the Town Commission may revoke, modify or condition the extended hours license. If the Town Commission determines that the actions of the licensee are of such nature as to pose a serious threat to the health, safety and welfare of the Town residents, the Town Commission may also revoke the privilege of selling, delivering or permitting consumption of alcoholic beverages after 12:00 midnight on any day of the week, including Sunday. The criteria to be used by the Town Manager and Town Commission in such matters shall be the criteria specified in

Town of Pembroke Park
Ordinance No. 2020-003

subsections (3) and (4) above. Should the license or privilege be revoked, conditioned or modified, the licensee may seek review of such actions before the Town Commission after three (3) months. The Town Commission may then modify or refuse to modify its action. Only one such review shall be given within a twelve-month period.

(h) The costs incurred by the Town in investigating any of the matters included in subsections (3), (4) and (7) in either a revocation or denial of renewal proceeding of an extended hours license shall be paid by the licensee to the Town. These costs shall be in addition to the initial application fee and the annual license fee required by this section and shall not exceed five thousand dollars (\$5,000.00) for any one (1) proceeding.”

Section 2: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 3: That it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and the sections may be renumbered, or relettered, ordinance may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

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

Town of Pembroke Park
Ordinance No. 2020-003

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

PASSED AND ADOPTED on First Reading the 12th 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.

GEOFFREY JACOBS

GEORGINA COHEN

REYNOLD DIEUVEILLE

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TOWN OF PEMBROKE PARK
NOTICE OF HEARING

NOTICE IS HEREBY GIVEN to all parties that the Town Commission of the Town of Pembroke Park, Broward County, Florida, is conducting a Public Hearing in the Town Commission Chambers of Town Hall, located at 3150 S.W. 52nd Avenue, Pembroke Park, Florida, on Wednesday, April 8, 2020, at 7:00 p.m. or as soon thereafter as may be heard, on the following ordinances, to-wit:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 12, HEALTH AND SANITATION, CREATING A NEW SECTION ENTITLED IMMINENT PUBLIC HEALTH THREAT; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO CHAPTER 3, ALCOHOLIC BEVERAGES; AMENDING SECTION 3-2.5, EXTENDED HOURS LICENSE; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

The aforesaid ordinances may be viewed and inspected by the public during business hours at the office of the Town Clerk in the Town Hall, 3150 S.W. 52nd Avenue, Pembroke Park, Florida.

All interested parties may appear at the aforesaid meeting and Public Hearing and be heard with respect to the ordinances which appearance may be in person, by counsel, or by letter. Written comments may be submitted to the Town Clerk by mail or in person at 3150 S.W. 52nd Avenue, Pembroke Park, Florida 33023 prior to such hearing for consideration by the Town Commission in making a decision on these ordinances. All interested parties please take due

notice of the time and place of this hearing and govern yourself accordingly. The Public Hearing may be continued to a time and date certain by announcement at the scheduled Public Hearing without any further published notice.

Any person who decides to appeal any decision of the Town Commission with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, 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.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERK'S OFFICE AT (954) 966-4600 AT LEAST TWO (2) CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED, PLEASE CONTACT THE FLORIDA RELAY SERVICE BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD).

TOWN OF PEMBROKE PARK

By: /s/ Marlen D. Martell
MARLEN D. MARTELL
Interim Deputy Clerk

ORDINANCE NO. 2020-005

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 28, ZONING; AMENDING THE ZONING CLASSIFICATION FOR LOT 20E, HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; SAID LAND SITUATE, LYING AND BEING IN BROWARD COUNTY, FLORIDA, FROM THE PRESENT ZONING CLASSIFICATION OF S-1 CIVIC AND RECREATIONAL DISTRICT TO RM-16A MEDIUM DENSITY RESIDENTIAL DISTRICT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, County Line Residences, LLC, a Florida limited liability company, filed a Petition for Rezoning on March 6, 2020 pursuant to Section 28-37, Pembroke Park Code of Ordinances, to amend the zoning classification from S-1 Civic and Recreational District to RM-16A Medium Density Residential District for the following described real property ("Subject Property") located within the Town of Pembroke Park, to wit:

THE EAST ONE-HALF (E1/2) OF THE WEST 284 FEET (W284') OF THE SOUTH ONE-HALF (S1/2) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, LESS THE SOUTH 15 FEET (S15') THEREOF, FOR ROAD RIGHT OF WAY; ALSO KOWN AS:

LOT 20-E, OF HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.; and

WHEREAS, the Town scheduled a public hearing before the Hearing Examiner on May 14, 2020, and provided notice of the public hearing by advertisement in the South Florida Sun Sentinel on April 29, 2020 and May 6, 2020, mailed a Notice of Virtual Public Hearing to all of the owners of real property located within 300 feet of the Subject Property on April 27, 2020,

and posted the Notice of Virtual Public Hearing on the Town's website and two bulletin boards locations at Town Hall; and

WHEREAS, the Hearing Examiner conducted the public hearing on May 14, 2020, and heard testimony from the Town staff, the Consultant Town Planner, and the applicant, and accepted written evidence relating to the Petition for Rezoning; and

WHEREAS, the Hearing Examiner reviewed the oral testimony, the written evidence, and the Broward County and Pembroke Park land use regulations, and issued a recommendation that the Town Commission approve the Petition for Rezoning; and

WHEREAS, the Town Commission reviewed the Petition for Rezoning, the report of the Hearing Examiner and conducted an advertised public hearing on June 10, 2020 where all interested parties were permitted to comment on the Petition for Rezoning; and

WHEREAS, the Town Commission concurs with the recommendation of the Hearing Examiner and deems it in the best interest of the Town of Pembroke Park that the Petition for Rezoning be approved.

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

Section 1: That the zoning classification of the following described property, to wit:

THE EAST ONE-HALF (E1/2) OF THE WEST 284 FEET (W284') OF THE SOUTH ONE-HALF (S1/2) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, LESS THE SOUTH 15 FEET (S15') THEREOF, FOR ROAD RIGHT OF WAY; ALSO KOWN AS:

LOT 20-E, OF HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA,

be and the same is hereby amended from the present zoning classification of S-1 Civic

and Recreational District to RM-16A Medium Density Residential District.

Section 2: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

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

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

PASSED AND ADOPTED on First Reading this 27th day of May, 2020.

PASSED AND ADOPTED on Second Reading this ____ day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

	<u>VOTE</u>
ASHIRA MOHAMMED	_____
HOWARD P. CLARK, JR.	_____
GEORGINA COHEN	_____
GEOFFREY JACOBS	_____
REYNOLD DIEUVEILLE	_____

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TOWN OF PEMBROKE PARK

IN RE: ZONING PETITION

CASE NO. 20-433

COUNTY LINE RESIDENCES LLC
whose address is 4901 SW 41st Street
Pembroke Park, FL 33023

COUNTY LINE RESIDENCES LLC
2980 Point East Drive, Apt. D101
Aventura, FL 33160

Aizenstat, Nicolas Alejandro
As Registered Agent of
COUNTY LINE RESIDENCES LLC
2980 Point East Drive; Apt. D101
Aventura, FL 33160

**NOTICE OF FILING SUPPLEMENTAL EXHIBITS FOR ATTACHMENT TO
HEARING EXAMINER'S REPORT AND RECOMMENDATION**

HARRY HIPLER, as Hearing Examiner, files this as Supplemental Exhibits for attachment to the Hearing Examiner's Report and Recommendation, which include the following:

1. South Florida Sun-Sentinel affidavit of advertisement.
2. Affidavit of Mailing by Christopher Ryan including attached Exhibits thereto.

Harry Hipler /s/ 

HARRY HIPLER
Town of Pembroke Park
Hearing Examiner
hhip@aol.com
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
954-966-4600

SUN-SENTINEL

SUN-SENTINEL
Published Daily
Fort Lauderdale, Broward County, Florida
Boca Raton, Palm Beach County, Florida
Miami, Miami-Dade County, Florida

State Of Illinois
County Of Cook

Before the undersigned authority personally appeared
Charlie Welenc, who on oath says that he or she is a duly authorized
representative of the SUN- SENTINEL, a DAILY newspaper published in
BROWARD/PALM BEACH/MIAMI-DADE County, Florida; that the
attached copy of advertisement, being a Legal Notice in:

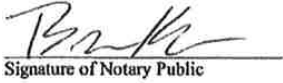
The matter of 11745-Other Legal Notices ,
Town Of Pembroke Park
Notice of Virtual Public Hearing
Was published in said newspaper in the issues of; Apr 29, 2020; May 06,
2020

Affiant further says that the said SUN-SENTINEL is a newspaper published
in said BROWARD/PALM BEACH/MIAMI-DADE County, Florida, and
that the said newspaper has heretofore been continuously published in said
BROWARD/PALM BEACH/MIAMI-DADE County, Florida, each day and
has been entered as second class matter at the post office in BROWARD
County, Florida, for a period of one year next preceding the first
publication of the attached copy of advertisement; and affiant further says
that he or she has neither paid nor promised, any person, firm or corporation,
any discount, rebate, commission or refund, for the purpose of securing this
advertisement for publication in the said newspaper.



Signature of Affiant

Sworn to and subscribed before me this: May 06, 2020.



Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped
Personally Known (X) or Produced Identification ()

Sold To:
Town Of Pembroke Park - CU00117991
3150 SW 52nd Ave
Pembroke Park, FL 33023

Bill To:
Town Of Pembroke Park - CU00117991
3150 SW 52nd Ave
Pembroke Park, FL 33023

Affidavit Delivery Method: U.S. Mail
Affidavit Email Address:
6664043

TOWN OF PEMBROKE PARK, FLORIDA
NOTICE OF VIRTUAL PUBLIC HEARING
NOTICE IS HEREBY GIVEN to all parties that the Hearing Examiner of the Town of Pembroke Park, Florida, will conduct a Virtual Public Hearing on Thursday, May 14, 2020, at 5:30 p.m. or as soon thereafter as may be heard on the Petition for Rezoning of Real Property filed by County Line Residences, LLC to amend the zoning classification from S-1 Civic and Recreational District to RM-16A Medium Density Multi-Family Residential District for the following described real property located in Pembroke Park, Florida:

THE EAST ONE-HALF (E1/2) OF THE WEST 284 FEET (W284') OF THE SOUTH ONE-HALF (S1/2) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, LESS THE SOUTH 15 FEET (S15') THEREOF, FOR ROAD RIGHT OF WAY; ALSO KNOWN AS:

LOT 20-E, OF HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

Copies of the Petition for Rezoning of Real Property and other applicable information are available on line. Town Hall is closed due to the Corona Virus. For more information please call the Interim Deputy Town Clerk at (954) 966-4600 Ext. 235 and staff will direct you to the on line project information.

Interested parties may obtain the information to view the Virtual Public Hearing by contacting the Interim Deputy Clerk or on the Town website at www.townof-pembrokepark.com. Written comments may be submitted to the Town Clerk by mail at 3150 S.W. 52nd Avenue, Pembroke Park, Florida 33023 or by electronic mail to townclerk@townofpembrokepark.com prior to the hearing for consideration by the Hearing Examiner in making a decision on this Petition. All comments will be read aloud at the Virtual Public Hearing and will be included in the record of the proceeding. All interested parties please take due notice of the time and date of this hearing and govern yourself accordingly. The Virtual Public Hearing may be continued to a time and date certain by announcement at this scheduled Virtual Public Hearing.

Any person who decides to appeal any decision of the Hearing Examiner with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, 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.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES TO ACCESS THIS MEETING MAY CALL THE TOWN CLERK'S OFFICE AT (954) 966-4600 AT LEAST TWO (2) CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED, PLEASE CONTACT THE FLORIDA RELAY SERVICE BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD).

TOWN OF PEMBROKE PARK

By: /s/ Marlen D. Martel
MARLEN D. MARTEL, MPA, CFA
Interim Deputy Clerk
4/29, 5/6/2020 6664043

AFFIDAVIT OF MAILING

STATE OF FLORIDA)
 SS:
COUNTY OF BROWARD)

BEFORE ME, the undersigned authority, duly authorized to take oaths and acknowledgments, personally appeared CHRISTOPHER J. RYAN, who, after first being duly sworn, deposes and says as follows:

1. Your affiant is the attorney for the Town of Pembroke Park, Florida and has prepared this affidavit regarding the Application for Rezoning filed by COUNTY LINE RESIDENCES, LLC., a Florida limited liability company, in Case Number 20-433 to amend the zoning classification for the following described real property located in Pembroke Park, Florida ("Subject Property");

THE EAST ONE-HALF (E1/2) OF THE WEST 284 FEET (W284') OF THE SOUTH ONE-HALF (S1/2) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, LESS THE SOUTH 15 FEET (S15') THEREOF, FOR ROAD RIGHT OF WAY; ALSO KNOWN AS:

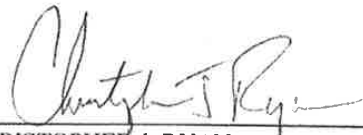
LOT 20-E, OF HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

2. Your affiant prepared the Notice of Virtual Public Hearing for the Hearing Examiner Virtual Pubic Hearing for the aforesaid Application for Rezoning scheduled for May 14, 2020 at 5:30 PM, said Notice of Virtual Public Hearing being attached hereto as Exhibit A, and by reference made a part hereof.

3. Your affiant certifies that attached Notice of Virtual Public Hearing was sent by U.S. mail on April 27, 2020 to all the owners of real property located within 300 feet of the Subject Property in compliance with the requirements of Section 28-37, Pembroke Park Code of Ordinances. The mailing list of the real property owners within 300 feet of the Subject Property is attached hereto as Exhibit B, and by reference made a part hereof.

4. Your affiant further states that he is familiar with the nature of an oath, and with the penalties as provided by the laws of the State of Florida for falsely swearing to statements made in an instrument of this nature. Affiant further certifies that he has read the full facts of this affidavit, understands its contents, and the contents thereof are true.

FURTHER, AFFIANT SAYETH NAUGHT.



CHRISTOPHER J. RYAN
RYAN AND RYAN, LLC
700 E. Dania Beach Boulevard, Third Floor
Dania Beach, FL 33004

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 15th day of May, 2020 by CHRISTOPHER J. RYAN, who is personally known to me or who has produced _____ as identification.

[Notary Seal]



Lissette Figueroa
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG276908
Expires 11/14/2022



Notary Public, State of Florida
Printed Name: _____
My Commission Expires: _____

SITE ADDRESS	PROPERTY OWNER	MAILING ADDRESS
4803 SW 41 STREET, PEMBROKE PARK FL 33009	PEMBROKE VILLAS APARTMENTS LTD	7735 NW 146 ST #306 MIAMI LAKES FL 33016
4945 SW 41 STREET, PEMBROKE PARK FL 33023	BALLEE, MOHAMAD	1241 SW 97 AVE PEMBROKE PINES FL 33025
5100 SW 41 STREET #101, PEMBROKE PARK FL 33023	BOYCE, MARGARETTA PATRICIA	5100 SW 41 ST #101 PEMBROKE PARK FL 33023
5100 SW 41 STREET #102, PEMBROKE PARK FL 33023	RODRIGUEZ, JHIMY	6B ASCH LOOP BRONX NY 10475
5100 SW 41 STREET #103, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #104, PEMBROKE PARK FL 33023	H REAL STATE SERVICE LLC	1200 W 78 TER HIALEAH FL 33014
5100 SW 41 STREET #105, PEMBROKE PARK FL 33023	CHEN, HENDRICK	5100 SW 41 ST #105 PEMBROKE PARK FL 33023
5100 SW 41 STREET #106, PEMBROKE PARK FL 33023	LEWIS, SHAWNTRELL M &	2504 EGRET LOOP KISSIMMEE FL 34743-6146
5100 SW 41 STREET #106, PEMBROKE PARK FL 33023	LEWIS, JOYCE S	2504 EGRET LOOP KISSIMMEE FL 34743-6146
5100 SW 41 STREET #107, PEMBROKE PARK FL 33023	LOPERENA, CHRISTIAN LE	11840 NW 23 ST PEMBROKE PINES FL 33026
5100 SW 41 STREET #107, PEMBROKE PARK FL 33023	LOPERENA, CRYSTAL V & VEGA, ANA L	11840 NW 23 ST PEMBROKE PINES FL 33026
5100 SW 41 STREET #108, PEMBROKE PARK FL 33023	MS INVEST US LLC	7515 WESTOVER *MONTREAL QC CA H4W 3K7
5100 SW 41 STREET #109, PEMBROKE PARK FL 33023	ALMISO USA LLC	8855 COLLINS AVE #3G SURFSIDE FL 33154
5100 SW 41 STREET #110, PEMBROKE PARK FL 33023	SOLSONA, MONICA	3503 NW 64 COCONUT CREEK FL 33073
5100 SW 41 STREET #111, PEMBROKE PARK FL 33023	PROPERTIES JJC LLC	2020 NE 163 ST STE 300 S NORTH MIAMI BEACH FL 33162
5100 SW 41 STREET #112, PEMBROKE PARK FL 33023	NENE HOLDINGS LLC	1830 RADIUS DR #314 HOLL YWOOD FL 33020
5100 SW 41 STREET #114, PEMBROKE PARK FL 33023	SOUTH WIND LAND TR	11205 NE 8 AVE BISCAYNE PARK FL 33161
5100 SW 41 STREET #114, PEMBROKE PARK FL 33023	700 SERVICES LLC TRSTEE	11205 NE 8 AVE BISCAYNE PARK FL 33161
5100 SW 41 STREET #115, PEMBROKE PARK FL 33023	ATLAS INVESTMENTS IN THE SUN LLC	2102 SHINNECOCK HILL S WAY CORAL SPRINGS FL 33071
5100 SW 41 STREET #116, PEMBROKE PARK FL 33023	ATLANTIC MANAGEMENT GROUP LLC	15476 NW 77 CT #292 MIAMI LAKES FL 33016
5100 SW 41 STREET #117, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE # 703 SURFSIDE FL 33154
5100 SW 41 STREET #201, PEMBROKE PARK FL 33023	INVESTMENT LAWYERS LLC	8004 NW 154 ST #438 HIALEAH FL 33016
5100 SW 41 STREET #202, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE STE 703 SURFSIDE FL 33154
5100 SW 41 STREET #203, PEMBROKE PARK FL 33023	TAYLOR, ARTHUR CHARLES	5100 SW 41 ST #203 PEMBROKE PARK FL 33023
5100 SW 41 STREET #204, PEMBROKE PARK FL 33023	NATIONDOM INC	5100 SW 41 ST #204 PEMBROKE PARK FL 33023
5100 SW 41 STREET #205, PEMBROKE PARK FL 33023	NATIONDOM INC	5100 SW 41 ST #204 PEMBROKE PARK FL 33023
5100 SW 41 STREET #206, PEMBROKE PARK FL 33023	MILLS, GANEISHA	830 NW 197 TER MIAMI FL 33169
5100 SW 41 STREET #207, PEMBROKE PARK FL 33023	SANABRIA, YSABEL	7400 MIAMI VIEW DR MIAMI FL 33414

EXHIBIT B

SITE ADDRESS	PROPERTY OWNER	MAILING ADDRESS
5100 SW 41 STREET #208, PEMBROKE PARK FL 33023	RAMSEY, JULIA M	5100 SW 41 ST UNIT 208 PEMBROKE PARK FL 33023
5100 SW 41 STREET #209, PEMBROKE PARK FL 33023	ZOLOU ABOUO, LEONCE TIA	5100 SW 41 ST #209 PEMBROKE PARK FL 33023
5100 SW 41 STREET #210, PEMBROKE PARK FL 33023	UV CITE II LLC	1125 NE 125 ST STE 101 NORTH MIAMI FL 33161
5100 SW 41 STREET #211, PEMBROKE PARK FL 33023	SFR 2012-I FLORIDA LLC	1775 HANCOCK ST #200 SAN DIEGO CA 92110
5100 SW 41 STREET #212, PEMBROKE PARK FL 33023	VILME, ECLERCIA	1631 CYPRESS POINT DRIVE CORAL SPRINGS FL 33071
5100 SW 41 STREET #214, PEMBROKE PARK FL 33023	ADIAZSAR COMPANY LLC	5100 SW 41 ST #214 PEMBROKE PINES FL 33023
5100 SW 41 STREET #215, PEMBROKE PARK FL 33023	HENUT LLC	17071 W DIXIE HWY #120 NORTH MIAMI BEACH FL 33160
5100 SW 41 STREET #216, PEMBROKE PARK FL 33023	RAPHAEL, FRANCOIS & MARIE L	5100 SW 41 ST #216 PEMBROKE PARK FL 33023-6955
5100 SW 41 STREET #217, PEMBROKE PARK FL 33023	MELTIN INVESTMENT TR	20612 NW 10 AVE MIAMI GARDENS FL 33169
5100 SW 41 STREET #217, PEMBROKE PARK FL 33023	BERNADIN, FRANK TRSTEE	20612 NW 10 AVE MIAMI GARDENS FL 33169
5100 SW 41 STREET #218, PEMBROKE PARK FL 33023	TRES MOSQUETEROS LLC	2020 NE 163 ST #300S MIAMI FL 33162
5100 SW 41 STREET #219, PEMBROKE PARK FL 33023	PARADIGMA CORP	2600 ISLAND BLVD #2002 AVENTURA FL 33160
5100 SW 41 STREET #220, PEMBROKE PARK FL 33023	ROCAMORA, ENRIQUE	1865 BRICKELL AVE #A1408 MIAMI FL 33129
5100 SW 41 STREET #221, PEMBROKE PARK FL 33023	PROPERTIES JC LLC	2020 NE 163 ST #300S MIAMI FL 33162
5100 SW 41 STREET #222, PEMBROKE PARK FL 33023	BRAMS, ANTON	BRUSSELSSESTEENWEG 57 3020 *HERENT BE
5100 SW 41 STREET #222, PEMBROKE PARK FL 33023	BRAMS, KIM	BRUSSELSSESTEENWEG 57 3020 *HERENT BE
5100 SW 41 STREET #223, PEMBROKE PARK FL 33023	ADIAZSAR COMPANY LLC	2591 NW 87 LN SUNRISE FL 33322
5100 SW 41 STREET #224, PEMBROKE PARK FL 33023	CARLONI HOGAR USA INC	2600 ISLAND BLVD #2002 AVENTURA FL 33160
5100 SW 41 STREET #225, PEMBROKE PARK FL 33023	GLOBAL APPROACH INC	9559 COLLINS AVE STE 703 SURFSIDE FL 33154
5100 SW 41 STREET #226, PEMBROKE PARK FL 33023	ODONTOFABI INC	2600 ISI.AND BLVD #2002 AVENTURA FL 33160
5100 SW 41 STREET #227, PEMBROKE PARK FL 33023	EMUNA 2013 LLC	13727 SW 152 ST STE 214 MIAMI FL 33177
5100 SW 41 STREET #228, PEMBROKE PARK FL 33023	ETIENNE, MAXE W	5331 SW 140 TER MIRAMAR FL 33027
5100 SW 41 STREET #228, PEMBROKE PARK FL 33023	PIERRE, URMENE	5331 SW 140 TER MIRAMAR FL 33027
5100 SW 41 STREET #229, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #301, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE STE 703 MIAMI BEACH FL 33154
5100 SW 41 STREET #302, PEMBROKE PARK FL 33023	CINTRON, BRENDA	1991 PARTREE CT WOODBRIDGE VA 22191-3411
5100 SW 41 STREET #303, PEMBROKE PARK FL 33023	JOHNSON, ASTIL FLOYD JR	5100 SW 41 ST #303 PEMBROKE PARK FL 33023
5100 SW 41 STREET #304, PEMBROKE PARK FL 33023	LEA ESTATES LLC	9559 COLLINS AVE APT 703 SURFSIDE FL 33154-2657

SITE ADDRESS	PROPERTY OWNER	MAILING ADDRESS
5100 SW 41 STREET #305, PEMBROKE PARK FL 33023	STRABLEDO INC	17501 BISCAVNE BLVD STE 400 AVENTURA FL 33160-4804
5100 SW 41 STREET #306, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #307, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #308, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #309, PEMBROKE PARK FL 33023	967 SW 5 ST LLC	247 SW 8 ST 990 MIAMI FL 33130
5100 SW 41 STREET #310, PEMBROKE PARK FL 33023	CRUZ, ALEX	15952 SW 20TH ST MIRAMAR FL 33027-4207
5100 SW 41 STREET #311, PEMBROKE PARK FL 33023	DYKPARA RE LLC	15476 NW 77 CT #157 MIAMI FL 33016
5100 SW 41 STREET #312, PEMBROKE PARK FL 33023	PROMAY LLC	2020 NE 163 ST #300D MIAMI FL 33162
5100 SW 41 STREET #314, PEMBROKE PARK FL 33023	VELASQUEZ, JAIME & SANDRA	4990 SW 148 AVE SOUTHWEST RANCHES FL 33330-2417
5100 SW 41 STREET #315, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #316, PEMBROKE PARK FL 33023	ALEC ROSS & ASSOCIATES PA	797 NE 206 ST MIAMI FL 33179
5100 SW 41 STREET #317, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #318, PEMBROKE PARK FL 33023	VENTURE UNIT 120 INC	2000 ISLAND BLVD #704 AVENTURA FL 33160
5100 SW 41 STREET #319, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #320, PEMBROKE PARK FL 33023	DUVIGNEAUD, RINA	15949 SW 103 LN KENDALL FL 33196
5100 SW 41 STREET #321, PEMBROKE PARK FL 33023	JAMES, ALDITH & OSBORNE	5100 SW 41 ST UNIT 321 PEMBROKE PARK FL 33023-6990
5100 SW 41 STREET #322, PEMBROKE PARK FL 33023	GGH 45 LLC	18305 BISCAVNE BLVD #400 AVENTURA FL 33160
5100 SW 41 STREET #323, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154
5100 SW 41 STREET #324, PEMBROKE PARK FL 33023	SIRJU, SHANE	8413 S MISSIONWOOD CIR MIRAMAR FL 33025
5100 SW 41 STREET #325, PEMBROKE PARK FL 33023	MELTIN INVESTMENTS TR	20612 NW 10 AVE MIAMI GARDENS FL 33169
5100 SW 41 STREET #325, PEMBROKE PARK FL 33023	BERNADIN, FRANK TRSTEE	20612 NW 10 AVE MIAMI GARDENS FL 33169
5100 SW 41 STREET #326, PEMBROKE PARK FL 33023	PORTO SEGURO LLC	18246 COLLINS AVE SUNNY ISLES BEACH FL 33160
5100 SW 41 STREET #327, PEMBROKE PARK FL 33023	GONZALEZ, ZULMA	5100 SW 41 ST #327 PEMBROKE PARK FL 33023-6953
5100 SW 41 STREET #328, PEMBROKE PARK FL 33023	JOHN 1010 CORP	2234 WASHINGTON ST HOLLYWOOD FL 33020
5100 SW 41 STREET #329, PEMBROKE PARK FL 33023	BENITEZ, LAURA	5100 SW 41 ST #329 PEMBROKE PARK FL 33023
5100 SW 41 STREET #PH1, PEMBROKE PARK FL 33023	LEA ESTATES LLC	9559 COLLINS AVE APT 703 SURFSIDE FL 33154-2657
5100 SW 41 STREET #PH2, PEMBROKE PARK FL 33023	SIETMA LLC	3601 NE 170 ST #309 NORTH MIAMI BEACH FL 33180
5100 SW 41 STREET #PH3, PEMBROKE PARK FL 33023	NATIONDOM INC	9559 COLLINS AVE #703 SURFSIDE FL 33154

SITE ADDRESS	PROPERTY OWNER	MAILING ADDRESS
5100 SW 41 STREET #PH4, PEMBROKE PARK FL 33023	LEA ESTATES LLC	9559 COLLINS AVE APT 703 SURFSIDE FL 33154-2657
5100 SW 41 STREET #PH5, PEMBROKE PARK FL 33023	GGH 53 LLC	18305 BISCAYNE BLVD #400 AVENTURA FL 33160
5100 SW 41 STREET #PH6, PEMBROKE PARK FL 33023	MUNSEY, KAREM RUIZ	6631 FREEDOM ST HOLLYWOOD FL 33023
5100 SW 41 STREET #PH6, PEMBROKE PARK FL 33023	ROMERO-RUIZ, VYLMIA G	6631 FREEDOM ST HOLLYWOOD FL 33023

TOWN OF PEMBROKE PARK

IN RE: ZONING PETITION CASE NO. 20-433

COUNTY LINE RESIDENCES LLC
whose address is 4901 SW 41st Street
Pembroke Park, FL 33023

COUNTY LINE RESIDENCES LLC
2980 Point East Drive, Apt. D101
Aventura, FL 33160

Aizenstat, Nicolas Alejandro
As Registered Agent of
COUNTY LINE RESIDENCES LLC
2980 Point East Drive; Apt. D101
Aventura, FL 33160

REPORT OF HEARING EXAMINER AND NOTICE OF FILING

THIS MATTER came on to be heard and considered
before the undersigned Hearing Examiner¹, HARRY HIPLER, of
the Town of Pembroke Park, Florida, on May 14, 2020

¹ Pembroke Park calls its hearing officer a Hearing Examiner according to Sections 28-36 to Sections 28-79, code of ordinances. These proceedings are quasi-judicial proceedings. This Report of the Hearing Examiner is a recommendation, subject to the Town Commission's ultimate decision to determine whether this petition should be granted. See Section 28-75, code of ordinances, which provides as follows: (b) "The Hearing Examiner shall serve in an advisory capacity to the Town Commission with respect to owner-initiated, site-specific rezoning and zoning variance requests, and in such capacity shall not make final determinations. (c) All decisions of the Hearing Examiner shall be in the form of a recommendation to the Town Commission. Only a party of record, or his or her representative, who has filed a request for appearance shall be afforded the right to address the Town Commission."

beginning at 5:30 p.m. at town hall of Pembroke Park, 3150 SW 52nd Avenue, Pembroke Park, Florida, pursuant to a Petition for Rezoning. The Hearing Examiner considered the statements of the Petitioner's representative(s); report and statements of Michael Miller, Town of Pembroke Park Consultant Town Planner; the documentary evidence and any reports presented, copies of which are either attached hereto or made reference to in this Report of Hearing Examiner that include the Petitioner's Petition for Rezoning and Pembroke Park Consultant Planner Planning Report and all attachments. This matter was duly noticed by Pembroke Park and advertised in the South Florida Sun-Sentinel by the town attorney. Adjacent property owners were given notice by the Town Attorney as required by law. The testimony and evidence was presented and considered at the hearing, including any public comments that were made. In accordance with Executive Order Number 20-69 (Emergency Management - COVID-19 - Local Government Public Meetings), this matter was heard via "Go to Meeting" where all testimony and evidence was presented, including any public comments.²

F I N D I N G S

² See State of Florida, Office of the Governor, Executive Order Number 20-69, which provides in Section 2: "Local government bodies may utilize communications media technology, such as telephone and video conferencing, as provided in section 120.54 (5)(b)2, Florida Statutes.

After considering the comments and evidence presented, the Hearing Examiner finds and reports the following to the town commission of Pembroke Park, Florida:

1. A Petition for Rezoning was filed in accordance with Pembroke Park Ordinance, Section 28-51, **et. seq.**, on or about March 6, 2020 that requested a zoning change of real property located on SW 41st Street between SW 48th Avenue and SW 52nd Avenue, Pembroke Park, Florida 33023, and which is legally described in the town's notice and Petitioner's Petition for Rezoning as follows: LOT 20-E OF HOLLYWOOD RIDGE FARMS according to the plat thereof as recorded in Plat Book 2 at page 16 of the public records of Broward County, Florida a/k/a HOLLYWOOD RIDGE FARMS 2-16 MISC LOT 20 E. Folio/ID # is 5142 30 13 0170.

2. The Petition for Rezoning requests rezoning of the subject real property from S-1 (Civic and Recreational District) to RM-16A (Medium Density Multi-Family Residential District) in order to change the subject property back to its original zoning designation so that the subject property can be used for construction of residential housing in a RM-16A zoning district by its future owner. A copy of a photograph showing the subject property requested to be rezoned is attached to the Michael Miller Report and Memorandum. Of interest is that the

subject property's adjacent properties are zoned RM-16A residential and that will be discussed later in this report as well.

3. At the present time, the subject property is owned by the above petitioner, COUNTY LINE RESIDENCES, LLC, that wishes to sell the subject property to a third party development group so that the new owner may construct residential housing in accordance with an RM-16A zoning district. Thus, this petition is subject to Petitioner successfully obtaining approval of the rezoning so that the new owner may construct residential housing.

4. The rezoning petition by County Line Residences, LLC, the current owner, has requested rezoning for this parcel of land estimated at 1.04 acres in size and that is located north of SW 41st Street, aka County Line Road, about midpoint between SW 48th Avenue and SW 52nd Avenue. As stated, the subject real property Petitioner requests rezoning is to change the property from S-1 (Civic and Recreational District) to RM-16A (Medium Density Multi-Family Residential) district for the purpose of changing the property back to its original zoning designation and to allow residential development.³

³ It should be noted that the petition to rezone the subject real property to RM-16A has been requested for the future redevelopment of the subject real property by Petitioner or a future owner.

5. In 1998, the Town approved a rezoning petition of this single lot to allow a church complex to be built. See In re: Rezoning Petition of Congregation Mita Church, Project Number 95-402. The aforementioned rezoning petition was approved and the subject real property became S-1 (Civic and Recreational District). More specifically, in April, 1998, the subject property was owned by CONGREGATION MITA CHURCH with the hope of constructing a church and related facilities; however, no church was ever constructed, nor was anything ever constructed on the subject property, so that the subject property has remained vacant land. The church acquired the subject property in December, 1994, and there have been a number of sales or transfers by its present owner to third parties and back again to its current owner without any construction or development. The proposed purchaser of the subject property apparently seeks to develop the property as part of a residential district plan for residential development that is allowed by RM-16A.

6. In 1998, the Town had only one zoning district which allowed almost any type of residential use as there were few development standards as to density and setbacks for construction of residential housing projects. The Town

later enacted several zoning laws for districts for single family & duplex (R-5) and others for multifamily, townhouses, villas known as RM-16A for west side of town, and RM-16B for east side of Town, and another CH-1 Community Housing for the ALFs now existing at Peninsula and Plaza at Pembroke Park.

7. The real properties surrounding the site area is largely zoned RM-16A, which is the exact zoning for which Petitioner has requested. More will be specifically said later on the adjacent properties. It should be noted that there may be easements or other encumbrances on the site on account of an arterial roadway and a road right of way requirement that may exist and be required. See Michael Miller Report and Memorandum, page 2. Regardless of these possibilities, these matters will be determined and taken care of later upon rezoning and site plan review and after a survey and abstract of title is obtained.

8. The adopted Comprehensive Plan Future Land Use Map (FLUM) designation of the subject property is "M" Medium Density Residential or 10-16 DUA. Policy #1.3.3 of the Town's Future Land Use element sets forth allowable uses and development densities and intensities, and it provides that this area is intended primarily for dwellings and zoned in a zoning district that permits dwelling units

subject to the density limits for a parcel of land as designated on the land use map of the Town under subsection entitled "Residential Density." See Town's ordinances and Policy; Michael Miller Report and Memorandum, page 2-3. The Town's RM-16A Medium Density Residential Zoning district is consistent with the Medium Density Residential (10-16 DUA) FLUM category and allows the maximum density allowed in that FLUM category. Thus, the RM-16A Medium Density Residential Zoning District permits a variety of multi-family uses, but also the zoning district uses allowed in the R-5 Residential District including single family, duplex, multiple dwellings such as villas and patio homes, any uses allowed in the R-5 Zoning district subject to the requirements in this zoning district, zero lot line dwellings, and uses accessory to any of the above uses when located on the same plot. See Michael Miller Report and Memorandum, page 2.

9. The adjacent land uses near this site include the following: *North*, Medium Density that now has Multifamily Residential Pembroke Villas Apartments and is zoned as RM-16A; *South*, Industrial & Office/Passive Park in Miami-Dade County having Bell South Facility in Miami-Dade County with a current zoning of AU Agricultural/Residential 5DUA in Miami-Dade County; *East*, Medium Density and same as in the

north and current zoning is RM-16A; West, Medium Density having Single-Family Home that is under construction and a current zoning of RM-16A; as we can see, the adjacent real property is the same zoning district in the north, east, and west. Thus, it should be apparent that the current zoning petition and pattern is consistent with abutting and adjacent land parcels and their zoning district, except for the unincorporated Miami-Dade County large multi-story Bell South facility that now exists on most of that parcel.

10. The present zoning that is now allowed on the subject real property is S-1 Civil & Recreational District that permits a church, school, classrooms, parks, open spaces, or other accessory (gymnasium, classrooms, assembly) usage, but no residential uses, until this rezoning petition is approved and if the land parcel is changed to a RM-16A zoning district. As stated, the Future Land Use Map (FLUM) designation of the subject real property is in accordance with the Town's Comprehensive Land Use Plan, which permits residential, civic and community usage and so long as it is subject to appropriate zoning areas. It should be evident that the subject land parcel sought to be rezoned is compatible with adjacent land uses nearby and Pembroke Park's Comprehensive Land Use Plan. The RM-16A zoning classification is permitted for the property in

question and for the purpose of residential development. There are ample community facilities such as schools, parks, playgrounds, city hall, police and fire departments and other related municipal or governmental functions, eg, civic buildings that may serve the residents who reside in these parcels at present and in the future upon development exist here.⁴

11. The adjacent lots (with one exception as to the Bell South facility located in Miami-Dade County), are presently zoned RM-16A at the time this request for rezoning was filed. The proposed RM-16A zoning district will be consistent with the Medium Density Residential FLUM designation and the surrounding existing development. Petitioner's request to change the zoning classification on this parcel of land is appropriate as this zoning classification is consistent with the adopted FLUM/density allowances, and adjoining and adjacent lots which are mostly multi-family residential developments. Further, a single-family home is under construction on the site immediately adjacent to the west of the subject site, which is allowed as a use in the R-5 District. See Michael Miller Report and Memorandum maps attached.

⁴ See fn 1 and ordinances cited therein; see also maps that are attached to Michael Miller Report and Memorandum showing the subject property and adjacent property and other properties not far from the subject property that seeks rezoning to RM-16A herein.

12. As to a concurrently analysis, it appears that rezoning will not negatively impact the use of roadways usage. At the present time, and the only available access will be from SW 41st Street, aka as County Line road, which is a Minor Arterial roadway and falls within the jurisdiction of Broward County. The roadway corridor is split between Broward County and Miami-Dade County. East of SW 48th Avenue the roadway is built as a four lane divided roadway with additional frontage road that serves single family homes. West of SR 7/US 441 the road is built as a four lane divided road. Future plans are to build a four lane roadway section between SR 7/US 441 and SW 48th Avenue depending on traffic quantity demands. A typical two lane non-state arterial roadway can handle about 13,320 trips per day at LOS "D" which is the adopted Level of Service (LOS). The average number of vehicular trips on the road varies from 8,300 to 10,400 trips per day in 2019, which is well within acceptable limits. This is primarily due to the lower density residential developed lands abutting the roadway in the Town, the adjoining City of West Park, and lands located south of SW 41st Street that are located in Miami-Dade County. The existing land uses include mostly single-family/medium density residential developments, ie, garden apartments located in Miami-Dade County south of SW

41st Street and east of SW 48 Avenue, and there are new multifamily garden apartment complexes being constructed in this area. Nearby and west of SW 52nd Avenue a former multi-family neighborhood with an abandoned golf course is undergoing redevelopment to add additional residential units where the golf course was located. Certainly, if traffic quantity increases above the LOS criteria, there may be a need to construct a four lane the road from SW 48th Avenue to SR 7/US 441, but at the present this should not be necessary.

See Michael Miller Report and Memorandum, pages 4,5.

As to potable water lines and wastewater lines at or near the site, those needs can be extended for service and adequate treatment plant capacity exists. There may be a need for an enhanced sanitary sewer system, pumping improvements, or line size improvements that will be determined and if necessary will be required at site plan review. See Michael Miller Report, page 5. As to concurrency analysis, as discussed and stated, those needs if any will be determined during the site development plan review process as to traffic and potable and wastewater lines and treatment plant capacity. See Michael Miller Report, page 5 including table. In all cases, the developer will be required to meet concurrency requirements as to

traffic and water at the time of site plan development and review. The developer will also be required to build a sidewalk along SW 41st Street as well.

13. The subject property was platted as Lot 20E of Hollywood Ridge Farms subdivision. A stipulated settlement agreement was adopted by a court ruling that the Hollywood Ridge Farms plat was valid and vested, subject to concurrency analysis and impact fees that may be subject to development. In accordance with previously decided precedent, should it be necessary that the public must receive a road reservation to meet any traffic ways plan, then the developer will have to comply with all such requests; to date it would appear that at site plan review, the developer must grant to the public a 38' wide road reservation to meet the traffic ways plan requirements as all newer land development projects along SW 41st Street have already done so. Therefore, this will have to occur at site plan review. See Michael Miller Report, page 6.

14. As to real estate tax implications, a new and additional residential development should generate a significant amount of new real estate value and taxes far greater than the existing values and taxes that can be found on the Broward County Property Appraiser's Office website for the existing lot. That increased amount of town

taxes is estimated to be an additional \$18,000.00 per year for 12 units. See Michael Miller Report, page 6. Assuming that property values rise incrementally, so should the value of the instant real property as well as the real estate taxes in light of its proposed use.

15. Southeast Broward County, including Pembroke Park, has a great demand for affordable and reasonably priced housing. This demand has not just increased recently, but rather reasonable and affordable housing has been an ongoing need in this area for years and continues to be one of the tremendous demands and main concerns of southeast Florida.⁵ In the past, Pembroke Park has been a leader in affordable housing and has permitted the construction of many affordable and reasonably priced housing residential developments within the town,

⁵ See generally Broward County Affordable Housing Needs Assessment. Broward Housing Council. The Metropolitan Center, Florida International University, June 20, 2014. Retrieved from https://metropolitan.fiu.edu/research/services/economic-and-housing-market-analysis/2014_browardneedsstudy.pdf; see also 1000 Friends of Florida. Building Better Communities in Florida. Retrieved July 7, 2009 from <http://www.1000friendsofflorida.org/housing/main.asp> (2008). The writer states the obvious at this site: "Our affordable housing program is based on the understanding that the magnitude of the affordable housing shortage is immense, and it will take unprecedented coordination, cooperation, and participation by both public and private sector interests to bring about meaningful change." Florida Housing Coalition. Retrieved July 7, 2009 from <http://www.flhousing.org/> (2009). Pembroke Park is a leader in planning for affordable housing. The town has made affordable housing an important part of its growth management.

notably near the locality of the subject real property. These developments have included rental apartments, townhouses, and other affordable housing dwellings currently located on or near SW 41 Street. The current market demand in this area (as well as other nearby parts of Broward and Dade Counties and the state) is for greater housing in the construction of townhouses, apartments, and other forms of multifamily residential housing.⁶ Thus, the change in zoning to allow Medium Density Residential would be a sound choice for redevelopment.

16. It can be legitimately argued that reasonably priced and affordable housing is a necessary segment of the Town's growth management and quality of life, and accordingly this rezoning for additional units will serve a substantially important Town purpose for residential development of reasonably priced and affordable housing.⁷

⁶ Id. While affordable housing units exist in Pembroke Park, there is also the need for reasonably priced rental apartments and units for housing for those who earn more than the maximum amount permitted by law permitting affordable housing. See the HUD website at www.HUD.gov or on the Florida Housing Coalition's website at www.flhousing.org. The town's desire to have reasonably priced housing for its residents, who are not eligible for affordable housing as defined in terms of the income of the family residing in the residence, is of concern making this project a welcome one. No opinion is made as to the form of this future residential housing redevelopment that may occur here, except for compliance with a duly zoned RM-16A lot and the town planner's requests, as that will be left to the future owner.

⁷ Id. See generally Sections 420.601 - 420.635, *Florida Statutes* (2018); Section 166.0451, *Florida Statute* (2009). See also Department of Community Affairs letter dated June 17, 2005. Retrieved July 7, 2009 from

Any amount of additional units is welcome, although such increments of housing are not a panacea; every little bit can help those needing reasonably priced and affordable housing. There are still many persons who need affordable and reasonably priced housing in southeast Florida, including Broward County. This additional residential housing project should provide additional dwelling units for families who need reasonably priced housing and should generate substantial tax revenues for the town and Broward County and other taxing districts when a developer uses it to develop reasonably priced housing dwellings that could contain up to 17 additional affordable and reasonably priced housing units for families in Broward County.

17. The fundamental issue that was considered by the Town's commission years' earlier in Case No. 95-402 was whether the hearing examiner and later the town commission should permit a change in zoning from R-1 to S-1? The town commission approved the hearing examiner's recommendation at that time, but no development occurred. Now what is being considered is whether the subject property should be returned to residential zoning of RM-16A, which is Medium Residential in accordance with any rezoning permitted by the local Comprehensive Land Use Plan, and whether a change

<http://www.dca.state.fl.us/fdcp/DCP/EAR/LettersofUnderstanding/Pembroke%20Park.pdf>

in zoning to RM-16A is in the best interest of the town and consistent with sound planning principles?

18. A change in zoning of real property from one zoning district to another zoning district - zoning change from residential district to commercial district, or industrial district to commercial district, or commercial district to residential district, or residential or commercial to civic and recreational district - falls within the discretion of the town commission, which has the power to grant or deny a petition for change in zoning. See *Town of Surfside v. Normandy Beach Development Co.*, 57 So.2d 844 (Fla. 1952); *Palm Beach County v. Allen Morris Co.*, 547 So.2d 690 (Fla. 4DCA 1989), review dismissed, 553 So.2d 1164; *City of Tampa v. Madison*, 508 So.2d 754 (Fla. 2DCA 1987); *Corn v. City of Lauderdale Lakes*, 997 F.2d 1369 (11th Cir. 1993), cert. denied, 511 U.S. 1018, appeal after remand, 95 F.3rd 1066; *Village of Pinecrest v. GREC Pinecrest, LLC*, 47 So.3d 948 (Fla. 3rd DCA 2010); *Rehman v. Lake Cty.*, 56 So. 3d 852, 853-54 (Fla. 5th DCA 2011). There are considerations by a municipality as to whether to permit an owner to change a real property's zoning, and some include the following: the proximity of residential, commercial, and civic and recreational facilities to the

real property that is the subject of a petition; the consistency with the local Comprehensive Land Use Plan;⁸ the effect that a development will have on congestion, traffic, noise, city services, aesthetics, and surrounding property use and values; whether a zoning change will substantially vary the character of the surrounding area that will surround the subject real property that is the subject of the zoning petition, or whether the nature of the adjoining real property is compatible with the real property that is subject to the zoning petition; and/or if a current business or organization needs to expand its existing business or use in lieu of moving to a new location while the expansion is consistent with adjacent real property. The local Comprehensive Land Use Plan must be considered before a zoning petition is approved in order to determine

⁸ See *Citrus County v. Halls River Development, Inc.*, 8 So.3d 413 (Fla. 5th DCA 2009). In this case, the appellate court discussed requirements for zoning and consistency with a local comprehensive land use plan when it stated: "A local comprehensive land use plan is a statutorily mandated legislative plan to control and direct the use and development of property within a county or municipality. § 163.3167(1), Fla. Stat. (2005); *Machado v. Musgrove*, 519 So.2d 629, 631-32 (Fla. 3d DCA 1987). The comprehensive plan is similar to a constitution for all future development within the governmental boundary. *Machado*, 519 So.2d at 632. Zoning or, in this case, the County's LDC, is the means by which the Plan is implemented. See *City of Jacksonville v. Grubbs*, 461 So.2d 160 (Fla. 1st DCA 1984). Zoning involves the exercise of discretionary powers within limits imposed by the comprehensive plan. A zoning action that is not in accordance with the comprehensive plan is unlawful. *Machado*, 519 So.2d at 632. Once a comprehensive plan has been adopted pursuant to Chapter 163, Part II, "all development undertaken by, and all actions taken in regard to development orders by, governmental agencies in regard to land covered by such plan" must be consistent with that plan. § 163.3194(1)(a), Fla. Stat. (2005); see also § 163.3164(7), Fla. Stat. (2005)." *Id.*, at 420-1.

if a zoning change is consistent with the local Comprehensive Land Use Plan that includes both the existing and future zoning of adjacent and subject real property.⁹

19. Legitimate concerns about a zoning change include whether a change will fall within sound planning principles that include the following without limitation. In this petition to rezone, will rezoning from S-1 to RM-16A be in the best interest of sound planning principles and legitimate public purposes and interests, or should the status quo be maintained? If there is a zoning change, will the impact of a zoning change from S-1 to RM-16A have a detrimental effect on public utilities and facilities of the town, including but not limited to roads, traffic, sewer facilities, water facilities, stormwater management facilities, parks and recreation facilities and usage, and its existing and future impact upon surrounding neighborhoods if a rezoning is permitted? And of course, what will be the impact a change in zoning on nearby

⁹Id. A landowner who demonstrates that the proposed use of property is consistent with the comprehensive land use plan is not presumptively entitled to such use; instead, the landowner seeking to rezone property has the burden of proving that the proposed rezoning is consistent with comprehensive land use plan, and thereupon the burden shifts to the local government's zoning board to demonstrate that maintaining the existing zoning classification accomplishes a legitimate public purpose in order to maintain the status quo. See *Board of County Commissioners of Brevard County v. Snyder*, 627 So.2d 469 (Fla. 1993); *Sarasota County v. BDR Investments, LLC*, 867 So.2d 605 (Fla. 2nd DCA 2004); *Village of Pinecrest v. GREC Pinecrest, LLC*, 47 So.3d 948 (Fla. 3rd DCA 2010); *City of St. Augustine v. Graubard*, 780 So.2d 272 (Fla. 5th DCA 2001).

neighborhoods' quality of life? These issues, among others, have to be addressed before a zoning change is considered and approved by the hearing examiner and ultimately the town commission.

20. Pembroke Park adopted fundamental rules when it enacted Sections 28-75 and 28-76 of its code of ordinances, which establishes criteria for consideration of rezoning requests.¹⁰ According to the Pembroke Park code, the hearing examiner may recommend, and the town commission may approve, a change in zoning when changing conditions have occurred, in order to comply with requirements of the Comprehensive Land Use Plan, and other generally listed criteria that can be considered by the hearing examiner and town commission.¹¹ Sections 28-75 and 28-76 of Pembroke Park's code of ordinances grants the town commission great latitude when considering a rezoning request, and accordingly, there is much discretion resting with the hearing examiner in recommending a change in zoning, and ultimately the town commission in determining whether or not to approve the hearing examiner's report and recommendation when considering a request to rezone depending on the facts and circumstances of each case.

21. The zoning change from S-1 to RM-16A on the

¹⁰See Sections 28-36 to Sections 28-79, code of ordinances.

¹¹See Sections 28-75 and 28-76 of the code of ordinances

subject real property should not be incompatible with local zoning practices, and should in fact be compatible with existing usage of the subject real property as well as adjacent uses of the real property and the health, safety, and welfare of the town in as much as the adjacent and abutting property is RM-16A. See *Richard Road Estates, LLC v. Miami-Dade County Bd. of County Com'rs*, 2 So.3d 1117 (Fla. 3rd DCA 2009). The rezoning to RM-16A and its attendant development will, of course, impact the public utilities and facilities of the town, including but not limited to roads, sewer facilities, water facilities, stormwater management facilities, parks and recreation facilities. However, the impact will be significantly less than if the subject real property was developed for commercial usage under a B-1 zoning district, or some other commercial and business usage that would cause a substantial increase in traffic volume and in ingress and egress onto the subject real property. Petitioner will be required to coordinate with the County Department of Public Works for water service and Pembroke Park for sewer service and drainage. At site plan review and developmental hearings, the town commission may still require an impact analysis of the proposed development that will have to be addressed during site plan review. Any requirements by the

town or any other federal, state, and local government agency will have to be met before Petitioner may receive building permits should this rezoning petition be granted, including any building permits or site plan approval from the town for Petitioner's scheduled construction in a RM-16A zoning district. A more detailed study and examination may have to be made during site plan review before construction is permitted if the zoning petition to RM-16A is approved, so that all ordinances are complied with. Petitioner will still have to comply with all town ordinances during site plan review if a zoning change to RM-16A is approved for this development. This zoning petition will have no effect on the protection, conservation, or preservation of environmentally critical areas and natural resources as this is not an issue here. A change in zoning is compatible with present and existing uses of adjacent real property that is zoned RM-16A, and if a zoning change is permitted there should be no damage, hazard, nuisance, or other detriment to adjacent personal or real property. The zoning petition should not place an undue burden on existing infrastructure. The proposed development of the subject property should not create a level LOS or capacity problem for nearby residents, but those issues and any concerns by the general public and

nearby residents will be dealt with at the Site Development Plan approval process. The zoning petition is in compliance with and consistent with the zoning regulations of Pembroke Park and the local Comprehensive Land Use Plan.¹²

R E C O M M E N D A T I O N

In view of the aforementioned findings and evidence presented, and after considering the testimony and evidence and comments presented including any public comments that were made, the Hearing Examiner recommends as follows:

A. There is substantial competent evidence to support the Petitioner's Rezoning petition from S-1 to RM-16A, subject to the caveats and requirements made herein, those made in Michael Miller's Report and Memorandum that must be followed in accordance with a RM-16A Medium Density Residential District, and any requirements now made and later requested and required by the Town.

B. The town commission of Pembroke Park should *APPROVE* the Petitioner's Petition for Rezoning of the subject real property from S-1 (Civic and Recreational District) to RM-16A (Medium Density Residential District)

¹² See Zoning, Pembroke Park Code, Section 28-75(a)(1)(a)-(m) (2018), which lists the relevant criteria that may be considered in rezoning matters.

as requested by Petitioner as the owner of the real property.

C. That if the rezoning is granted by the Town Commission, Petitioner should be required to comply with all concurrency requirements mentioned in this Report and that of the Michael Miller Report and Memorandum as well as any other requirements of Michael Miller and the town commission now or in the future;

D. That Petitioner is required to comply with all local, state, and federal laws as heretofore and subsequently enacted in the future, as well as all recommendations and requests by the Town Planner made or not made in this Report and Recommendation.

E. That if Petitioner upon obtaining the rezoning fails to comply with any local, state, and federal laws, or anything required in this Report, then said violation shall constitute a local code violation and shall subject the owner of said property to fines and penalties as provided by law and code compliance.

F. Petitioner and any successor owner of the subject real property shall be bound by this zoning change to RM-16A this Report, and all local, state, and federal laws, along with all town commission requirements for any future development by Petitioner or any successor owner.

CERTIFICATE OF FILING ORIGINAL REPORT

I HEREBY CERTIFY that this Report and Recommendation
was filed with the Clerk of Pembroke Park, Florida, this
15th day of May, 2020.

/s/ HARRY HIPLER



HARRY HIPLER FBN 199842
hhip@aol.com
Town of Pembroke Park
Hearing Examiner
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
954-966-4600

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that this Report and Recommendation was filed
and served by email this 15th day of May, 2020 on the following: Mayor
and Commissioners of the Town of Pembroke Park; Petitioner and/or its
representatives; Michael Miller, Town Planner; Christopher Ryan,
Esquire, Town Attorney; Newall J. Daughtrey, Town Manager; Dierdre
Davis, Assistant to Town Manager, and whose emails are as follows:
njdaughtrey@townofpembrokepark.com; aisen027@gmail.com
townclerk@townofpembrokepark.com; mgrooms@townofpembrokepark.com;
TLarson@townofpembrokepark.com; lanzerolle@townofpembrokepark.com;
lmanzerolle@townofpembrokepark.com; HClark@townofpembrokepark.com;
GJacobs@townofpembrokepark.com; cjr@ryanlawfl.com; aisen027@gmail.com
RDieuveille@townofpembrokepark.com; GCohen@townofpembrokepark.com;
lmanzerolle@townofpembrokepark.com; amohammed@townofpembrokepark.com;
eploski@michaelmillerplanning.com;
mmiller@michaelmillerplanning.com;
mPakula@townofpembrokepark.com

/s/ Harry Hippler



HARRY HIPLER
Town of Pembroke Park
Hearing Examiner
hhip@aol.com
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
954-966-4600

**Any party may appeal a decision of the Hearing Examiner and Town
Commission concerning a rezoning or variance petition, which shall be
by writ of certiorari to the Circuit Court pursuant to Fla. R. of Civ.
Pr. 1.630 and Fla. R. App Pr. 9.100, and as otherwise provided by
Florida law.

TOWN OF PEMBROKE PARK

IN RE: ZONING PETITION CASE NO. 20-433

COUNTY LINE RESIDENCES LLC
whose address is 4901 SW 41st Street
Pembroke Park, FL 33023

COUNTY LINE RESIDENCES LLC
2980 Point East Drive, Apt. D101
Aventura, FL 33160

Aizenstat, Nicolas Alejandro
As Registered Agent of
COUNTY LINE RESIDENCES LLC
2980 Point East Drive; Apt. D101
Aventura, FL 33160

Exhibits to Hearing Examiner
Report & Recommendation for
County Line Residences, LLC
Rezoning petition

TOWN OF PEMBROKE PARK, FLORIDA
NOTICE OF VIRTUAL PUBLIC HEARING

NOTICE IS HEREBY GIVEN to all parties that the Hearing Examiner of the Town of Pembroke Park, Florida, will conduct a Virtual Public Hearing on Thursday, May 14, 2020, at 5:30 p.m. or as soon thereafter as may be heard on the Petition for Rezoning of Real Property filed by County Line Residences, LLC to amend the zoning classification from S-1 Civic and Recreational District to RM-16A Medium Density Multi-Family Residential District for the following described real property located in Pembroke Park, Florida:

THE EAST ONE-HALF (E1/2) OF THE WEST 284 FEET (W284') OF THE SOUTH ONE-HALF (S1/2) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, LESS THE SOUTH 15 FEET (S15') THEREOF, FOR ROAD RIGHT OF WAY; ALSO KOWN AS:

LOT 20-E, OF HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

Copies of the Petition for Rezoning of Real Property and other applicable information are available on line. Town Hall is closed due to the Corona Virus. For more information please call the Interim Deputy Town Clerk at (954) 966-4600 Ext. 235 and staff will direct you to the on line project information.

Interested parties may obtain the information to view the Virtual Public Hearing by contacting the interim Deputy Clerk or on the Town website at www.townofpembrokepark.com. Written comments may be submitted to the Town Clerk by mail at 3150 S.W. 52nd Avenue, Pembroke Park, Florida 33023 or by electronic mail to townclerk@townofpembrokepark.com prior to the hearing for consideration by the Hearing Examiner in making a decision on this Petition. All comments will be read aloud at the Virtual Public Hearing and will be included in

the record of the proceeding. All interested parties please take due notice of the time and date of this hearing and govern yourself accordingly. The Virtual Public Hearing may be continued to a time and date certain by announcement at this scheduled Virtual Public Hearing.

Any person who decides to appeal any decision of the Hearing Examiner with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, 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.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES TO ACCESS THIS MEETING MAY CALL THE TOWN CLERK'S OFFICE AT (954) 966-4600 AT LEAST TWO (2) CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED, PLEASE CONTACT THE FLORIDA RELAY SERVICE BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD).

TOWN OF PEMBROKE PARK

By: /s/ Marlen D. Martel
MARLEN D. MARTEL, MPA, CFA
Interim Deputy Clerk

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FN24740E

NOTICE OF HEARING



TOWN OF PEMBROKE PARK, FLORIDA NOTICE OF VIRTUAL PUBLIC HEARING

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: Thursday, May 14,2020

TIME: 5:30 P.M.

Town Hall is closed to the public. Public access to this virtual meeting can be accomplished as follows:

You can dial in using your phone.

United States (Toll Free): 1 877 568 4106

United States: +1 (312) 757-3129

Access Code: 545-266-181

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

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LOT 20-E, OF HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA.

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Any person who decides to appeal any decision of the Hearing Examiner with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, 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.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES TO ACCESS THIS MEETING MAY CALL THE TOWN CLERK'S OFFICE AT (954) 966-4600 AT LEAST TWO (2) CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED, PLEASE CONTACT THE FLORIDA RELAY SERVICE BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD).

TOWN OF PEMBROKE PARK
By: /s/ Marlen D. Martell
MARLEN D. MARTELL, MPA, CFA Interim Deputy Clerk

IN ACCORDANCE WITH THE PROVISIONS OF F.S. SECTION 286.0105, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD).

DECORUM - ALL COMMENTS MUST BE ADDRESSED TO THE COMMISSION AS A BODY AND NOT TO INDIVIDUALS. ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS, OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE COMMISSION, SHALL BE BARRED FROM FURTHER AUDIENCE BEFORE THE COMMISSION BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE COMMISSION IS GRANTED BY THE MAJORITY VOTE OF THE COMMISSION MEMBERS PRESENT. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OR IN OPPOSITION TO A SPEAKER OR HIS/HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE ALLOWED IN THE COMMISSION CHAMBERS. PLEASE MUTE OR TURN OFF YOUR CELL PHONE OR PAGER AT THE START OF THE MEETING. FAILURE TO DO SO MAY RESULT IN BEING BARRED FROM THE MEETING. PERSONS EXITING THE CHAMBER SHALL DO SO QUIETLY.

Marlen D. Martell
Interim Town Clerk

NOTICE
May 14, 2020



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May 6, 2020

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5/6/2020

TOWN OF PEMBROKE PARK, FLORIDA NOTICE OF VIRTUAL PUBLIC HEARING
NOTICE IS HEREBY GIVEN to all parties that the Hearing Examiner of the Town of
Pembroke Park, Florida, will conduct a Virtual Public Hearing on Thursday, May 14,
2020, at 5:30 p.m. or as soon thereafter as may be heard on the Petition for Rezoning of
Real Property filed by County Line Residences, LLC to amend the zoning classification
from S-1 Civic and Recreational District to RM-16A Medium Density Multi-Family
Residential District for the following described real property located in Pembroke Park,
Florida: THE EAST ONE-HALF (E1/2) OF THE WEST 284 FEET (W284') OF THE
SOUTH ONE-HALF (S1/2) OF THE SOUTHEAST QUARTER (SE1/4) OF THE
SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF
SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, LESS THE SOUTH 15 FEET
(S15') THEREOF, FOR ROAD RIGHT OF WAY; ALSO KNOWN AS: LOT 20-E, OF
HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED
IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF
BROWARD COUNTY, FLORIDA. Copies of the Petition for Rezoning of Real Property
and other applicable information are available on line. Town Hall is closed due to the
Corona Virus. For more information please call the Interim Deputy Town Clerk at (954)
966-4600 Ext. 235 and staff will direct you to the on line project information. Interested
parties may obtain the information to view the Virtual Public Hearing by contacting the
interim Deputy Clerk or on the Town website at www.townofpembrokepark.com. Written
comments may be submitted to the Town Clerk by mail at 3150 S.W. 52nd Avenue,
Pembroke Park, Florida 33023 or by electronic mail to
townclerk@townofpembrokepark.com prior to the hearing for consideration by the
Hearing Examiner in making a decision on this Petition. All comments will be read aloud
at the Virtual Public Hearing and will be included in the record of the proceeding. All
interested parties please take due notice of the time and date of this hearing and govern
yourself accordingly. The Virtual Public Hearing may be continued to a time and date
certain by announcement at this scheduled Virtual Public Hearing. Any person who
decides to appeal any decision of the Hearing Examiner with respect to any matter
considered at this meeting will need a record of the proceedings and, for such purpose,
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. IN
ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT ANY PERSON
REQUIRING AUXILIARY AIDS AND SERVICES TO ACCESS THIS MEETING MAY
CALL THE TOWN CLERK'S OFFICE AT (954) 966-4600 AT LEAST TWO (2)
CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH
IMPAIRED, PLEASE CONTACT THE FLORIDA RELAY SERVICE BY USING THE
FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD). TOWN
OF PEMBROKE PARK By: /s/ Marlen D. Martel MARLEN D. MARTEL, MPA, CFA Interim
Deputy Clerk 4/29, 5/6/2020 6664043

OF AND ADJACENT TO LOTS 12 AND 13, BLOCK D-3, "DIXIE CUT-OFF SECTION OF CROISSANT PARK", ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 6 AT PAGE 5 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, LOCATED NORTH OF SOUTHEAST 33RD STREET, SOUTH OF SOUTHEAST 32ND COURT, EAST OF SOUTHEAST 6TH AVENUE AND WEST OF FEDERAL HIGHWAY (U.S.1), ALL SAID LANDS SITUATE, LYING AND BEING IN THE CITY OF FORT LAUDERDALE, BROWARD COUNTY, FLORIDA. All interested parties may appear electronically at said meeting and be heard with respect to the proposed Ordinance. The proposed ordinance may be inspected by the public online at <https://fortlauderdale.legistar.com/Calendar.aspx>. JEFFREY A. MODARELLI, City Clerk, City of Fort Lauderdale, Florida. NOTE: If any person decides to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Anyone needing auxiliary services to assist in inspecting the ordinance or in participation at the meeting please contact the City Clerk at (954) 828-5002 at a minimum of two days prior to the meeting. 5/7, 5/14/2020 6668753

South Florida Sun-Sentinel, Ft. Lauderdale

May 6, 2020

Miscellaneous Notices

TOWN OF PEMBROKE PARK, FLORIDA. NOTICE OF VIRTUAL PUBLIC HEARING. NOTICE IS HEREBY GIVEN to all parties that the Hearing Examiner of the Town of Pembroke Park, Florida, will conduct a Virtual Public Hearing on Thursday, May 14, 2020, at 5:30 p.m. or as soon thereafter as may be heard on the Petition for Rezoning of Real Property filed by County Line Residences, LLC to amend the zoning classification from S-1 Civic and Recreational District to RM-16A Medium Density Multi-Family Residential District for the following described real property located in Pembroke Park, Florida: THE EAST ONE-HALF (E1/2) OF THE WEST 284 FEET (W284') OF THE SOUTH ONE-HALF (S1/2) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION 30, TOWNSHIP 51 SOUTH, RANGE 42 EAST, LESS THE SOUTH 15 FEET (S15') THEREOF, FOR ROAD RIGHT OF WAY; ALSO KOWN AS: LOT 20-E, OF HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA. Copies of the Petition for Rezoning of Real Property and other applicable information are available on line. Town Hall is closed due to the Corona Virus. For more information please call the Interim Deputy Town Clerk at (954)

966-4600 Ext. 235 and staff will direct you to the on line project information. Interested parties may obtain the information to view the Virtual Public Hearing by contacting the interim Deputy Clerk or on the Town website at www.townofpembrokepark.com. Written comments may be submitted to the Town Clerk by mail at 3150 S.W. 52nd Avenue, Pembroke Park, Florida 33023 or by electronic mail to townclerk@townofpembrokepark.com prior to the hearing for consideration by the Hearing Examiner in making a decision on this Petition. All comments will be read aloud at the Virtual Public Hearing and will be included in the record of the proceeding. All interested parties please take due notice of the time and date of this hearing and govern yourself accordingly. The Virtual Public Hearing may be continued to a time and date certain by announcement at this scheduled Virtual Public Hearing. Any person who decides to appeal any decision of the Hearing Examiner with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, 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. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES TO ACCESS THIS MEETING MAY CALL THE TOWN CLERK'S OFFICE AT (954) 966-4600 AT LEAST TWO (2) CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED, PLEASE CONTACT THE FLORIDA RELAY SERVICE BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD). TOWN OF PEMBROKE PARK By: /s/ Marlen D. Martel MARLEN D. MARTEL, MPA, CFA Interim Deputy Clerk 4/29, 5/6/2020 6664043

South Florida Sun-Sentinel, Ft. Lauderdale
May 6, 2020
Miscellaneous Notices

NOTICE NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of The Soccer Collection intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Palm Beach County, FL. CASS Inc. of S.E. FL 1377 W. Palmetto Park Road Boca Raton, FL 33486 5/6/20 6667179

South Florida Sun-Sentinel, Ft. Lauderdale
May 6, 2020
Miscellaneous Notices

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

WHEREAS, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

WHEREAS, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

WHEREAS, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and “Florida’s Government in the Sunshine Laws,” including Chapter 286, Florida Statutes.

20th day of March, 2020



RON DESANTIS, GOVERNOR

Laurel M. Lee
SECRETARY OF STATE

2020 MAR 20 AM 9:38

MICHAEL MILLER PLANNING ASSOCIATES, INC.
Land Design Municipal Planning Services Transportation Planning

**TOWN OF PEMBROKE PARK
COMMUNITY DEVELOPMENT
MEMORANDUM**

To: Harry Hipler, Esq.
Hearing Examiner
Town of Pembroke Park

From: Michael J. Miller, AICP *nm*
Consultant Town Planner

Date: March 18th, 2020

Subject: Rezoning Application – S-1 to RM-16A
Lot 20E of Hollywood Ridge Farms (Misc. PB 2, PG 16, BCR)
4901 SW 41st Street (aka County Line Road)
Pembroke Park Account No. 20-433
MMPA Project No. 00-1101-1115B

ISSUE:

The Town of Pembroke Park has received a rezoning petition from County Line Residences, LLC, the current owner of the above referenced property. The requested rezoning is for a parcel of land approximately 1.04 acres in size located north of SW 41st Street (aka County Line Road) about midpoint between SW 48th Avenue and SW 52nd Avenue. No address has been assigned as yet to the site, but it would be 4901+/- given other addresses nearby. The specific request is to rezone the above referenced property from the S-1 Civic and Recreational District to RM-16A Medium Density Multi-Family Residential District. The applicant's stated purpose is to "change the subject property back to its original zoning designation" to allow residential development. The site was rezoned in 1998 to the S-1 District to allow a church to be built.

GENERAL PROPERTY DESCRIPTION

Future Land Use Map Designation:	"M" – Medium Density Residential (10-16 DUA)
Existing Zoning District:	S-1 Civic and Recreational District
Proposed Zoning District:	RM-16A Medium Density Multi-Family Residential District
Legal Description:	Lot 20E, Hollywood Ridge Farms, according to the Plat thereof, as recorded in Miscellaneous Plat Book 2, at Page 16 of the public records of Broward County, Florida, containing 1.04+/- acres.

7522 Wiles Road Suite B-203 Coral Springs, Florida 33067 Telephone: 954-757-9909

**Town of Pembroke Park
Hearing Officer Staff Report
Rezoning Application – S-1 to RM-16A
Applicant - County Line Residences, LLC
March 18th, 2020
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BACKGROUND INFORMATION

In 1998 the Town approved a rezoning of this single lot on County Line Road between SW 48th Avenue and SW 52nd Avenue to allow a church complex to be built. The church group never moved forward with the development of the site and the land remains vacant today (previous home existed that was demolished). The current owner since March 2015 (Nicholas Aizenstat @ County Line Residences, LLC) has entered into a contract to sell the site to a development group for residential use. As the site was rezoned to S-1 Civic and Recreation to allow the church, it does not allow any residential uses; therefore, their first action is a request to rezone it to a residential district. In 1998 the Town had only one zoning district for the Hollywood Ridge Farms land area (R-1 Residential) which allowed almost any type of residential use and there were few development criteria (density / setback / etc.). One can observe the randomness of earlier development in this area of the Town including landscape nurseries, single-family homes, villas, modular housing, townhouses and even the midrise Crosswind MFR complexes that were built at higher densities than allowed today. The Town subsequently created several zoning districts for single family & duplex (R-5) and others for multifamily / townhouses / villas / etc. (RM-16A west side of Town) & RM-16B (east side of Town) and another (CH-1 Community Housing) for the ALF's (Peninsula / Plaza at Pembroke Park). The maximum density allowed by both the Broward County Comprehensive Plan Future Land Use Map (FLUM) and Town's FLUM is sixteen (16) dwelling units per acre (DUA) for almost all the Hollywood Ridge Farms subdivision area due its suburban location. All lands surrounding the site (in Town) are zoned RM-16A - that is what they requested.

The survey submitted with the rezoning application appears to have been prepared without the examination of an Abstract of Title. There may be easements or other encumbrances on the site. Also, SW 41st Street (aka County Line Road) is designated as an Arterial Roadway on the adopted Town and Broward County Trafficways Plan with a 108' road right-of-way requirement (53' half section in Broward & Miami-Dade required). The Hollywood Ridge Farms subdivision plat dedicated only 15' of road right-of-way for SW 41st Street; therefore, an additional 38' of road right-of-way will be required to be dedicated when the site is eventually developed (all newer development along this roadway corridor sites did this). According to the survey submitted the parcel is currently encumbered by remnants of a concrete driveway from the former single-family home which was on the property.

PLANNING ANALYSIS:

A. Comprehensive Plan Consistency

The adopted Comprehensive Plan Future Land Use Map (FLUM) designation of the subject property is "M" Medium Density Residential (10-16 DUA). Policy #1.3.3 of the Town's Future Land Use Element sets for the allowable uses and development densities / intensities. It states in part:

The areas designated for residential use on the Town's Future Land Use Map, consistent with B.C.P.C. Objective 01.01.00, are intended primarily for dwellings, but other land uses related to a residential environment including neighborhood shopping centers, neighborhood parks, and schools may also be appropriate therein. Each parcel of land within an area designated in a residential land use category by the Town Land Use Plan must be zoned in a zoning district which permits one or more of the following uses:

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
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Applicant - County Line Residences, LLC
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- a. Dwelling units, subject to the density limits for a parcel of land as designated on the certified land use plan map and as explained in the following subsection entitled "Residential Density."

The Town's RM-16A Medium Density Residential Zoning District is deemed consistent with the Medium Density Residential (10-16 DUA) FLUM category and allows the maximum density allowed in that FLUM category. The RM-16A Medium Density Residential Zoning District permit various a variety of multi-family uses, but also uses allowed in the R-5 Residential District, zero-lot line dwellings, and accessory uses as follows:

- a. Multiple dwellings including villas and patio homes.
- b. Any uses permitted in the R-5 Zoning District subject to the limitations, requirements and procedures as specified in the zoning ordinance for use in that zoning district.
- b. Zero lot line dwellings.
- d. Uses accessory to any of the above uses when located on the same plot.

Adjacent Land Uses Analysis:

Direction	FLUM Designation	Existing Uses	Current Zoning
North	Medium Density	Multifamily Residential (Pembroke Villas Apartments)	RM-16A Medium Density Residential District
South	Industrial & Office / Passive Park (Miami-Dade County)	Bell South Facility (Miami-Dade County)	AU Agricultural / Residential 5 DUA (Miami-Dade County)
East	Medium Density	Multifamily Residential (Pembroke Villas Apartments)	RM-16A (Pembroke Villas Apartments)
West	Medium Density	Single-Family Home (Under Construction)	RM-16A Medium Density Residential District

As can be observed in the table above, the subject property abuts Multifamily FLUM land uses to the north, east and west. The property to the south across SW 41st Street is in Unincorporated Miami-Dade County. A large multi-story Bell South facility exists on most of that land parcel.

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
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The applicant provided a justification for the rezoning application that simply states: "Change subject property back to its original zoning designation". That would not be possible as the R-1 District that existed when the site was rezoned in 1998 no longer exists. The applicable Town Zoning District to allow residential development is the RM-16A Medium Density Residential District. All lands surrounding this site are zoned RM-16A and are developed with residential uses.

The property owner has the property under contract to sell the site to a new development group for residential use (unspecified use). The proposed RM-16A Zoning District will be consistent with the Medium Density Residential FLUM designation and the surrounding existing development.

B. Zoning Analysis

The current zoning classification of the subject property is S-1 Civil & Recreational District. The construction of multi-family residential use is not permitted within the S-1 Civic & Recreational zoning classification. The intent of the S-1 zoning classification is primarily intended for municipal uses, public open space and parks, and religious uses (church / temple and/or their accessory uses - gymnasium / classrooms / assembly). The intent of the RM-16A Medium Density Residential District classification is primarily for multi-family residential uses, but also allows single-family & duplex, and as conditional uses nursery schools and play lots.

The applicant's request to change the zoning classification on this parcel of land is an appropriate request in that this classification is consistent with the adopted FLUM / density allowances, and adjoining parcels which are mostly existing multi-family residential developments. A single-family home is under construction on the site immediately adjacent to the west of the subject site, which is permitted as a use allowed in the R-5 District.

C. Concurrency Analysis

The subject property is located on the north side of SW 41st Street (aka County Line Road) and the only available access will be from that roadway. SW 41st Street is designated as a Minor Arterial roadway that falls under the jurisdiction of Broward County, as the roadway is identified on the Trafficways Plan as a 106-foot wide County Minor Arterial roadway. The roadway corridor is split between Broward County and Miami-Dade County. Most of the existing pavement along this section of the roadway is in Miami-Dade County. East of SW 48th Avenue the roadway is built as a 4-lane divided roadway with an additional frontage road to its north serving single-family homes. The roadway is built as a 2-lane undivided road from SW 48th Avenue westerly to SR 7 / US 441. West of SR 7 / US 441 the road is built as a 4-lane divided road. Future plans are to eventually 4-lane the roadway section between SR 7 / US 441 and SW 48th Avenue as traffic volumes demand. There is also thought of a future limited interchange at I-95 to provide traffic relief on Hallandale Beach Boulevard and provide direct access to the Dolphins stadium and western suburbs.

A typical 2-lane non-state arterial roadway can handle about 13,320 trips per day at LOS "D", which is the adopted Level of Service (LOS). The average number of vehicular trips on the road varies from 8,300 - 10,400 trips per day in 2019 (latest data recorded), well within acceptable limits. This is primarily due to the lower density residential developed lands abutting the roadway in the Town, the adjoining City of West Park, and lands located south of SW 41st Street in Miami-Dade County. The existing land uses include mostly single-family / medium density residential

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
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developments such as villas / townhouses / garden apartments, and local parks. In Miami-Dade County south of SW 41st Street and east of SW 48 Avenue new multifamily garden apartment complexes are being constructed. West of SW 52nd Avenue a former multi-family community with an abandoned golf course is undergoing redevelopment to add additional units where the golf course was located. If traffic volumes increase above the above LOS criteria, there may be a need to 4-lane the road from SW 48 Avenue to SR 7 / US 441. At present there is available capacity.

There are already potable water lines and wastewater lines to or near the site that can be extended for service and adequate treatment plant capacity exists. Broward County provides the potable water system in this area – an existing 8" water line is within the SW 41st Street right-of-way. The Town provides the sanitary sewer system which is limited in this area at present. Additional pumping improvements or line size improvements may be necessary. This will be determined during the Site Development Plan review process. Treatment facilities are adequate.

A total concurrency review will occur during the Site Development Plan process. Because the property does not have to be replatted in accordance with the County / Town rules and a previous lawsuit as discussed elsewhere, the subject concurrency review will be conducted during the Site Development Plan review process by the Town. However, for the purpose of analyzing the rezoning petition, the following table provides an estimate of traffic that might be generated by the project if developed at the maximum intensity permitted by a medium density residential development under the current S-1 Zoning classification versus a RM-16A Zoning classification.

Type of Development	Traffic Generation Rate	Total Trips Per Day	% Roadway Capacity
Church	1.85 trips per seat on Sunday @ 75% occupancy (162 seats in 1998)	186 (Sunday Peak Use)	1.4%
Residential 16 DUA	6.63 per DU	110 (Based on 17 DU)	0.8%

As may be seen in the preceding table, during the peak operating period on a Sunday a church would generate more traffic than a residential development; but on Sundays the trips generated by residential uses would be less. The above estimate is based on the developer building the maximum number of dwelling units allowed on the site. The latest development concept showed less dwelling unit than allowed. Therefore, it can be expected about the same amount of traffic as a church would occur during weekdays, but less traffic on weekends. Similar impacts can be expected for water, wastewater and solid waste facilities. In all cases, the developer will be required to meet concurrency requirements at the time of Site Development Plan. The developer will be required to build a sidewalk along SW 41st Street as well. Traffic concurrency will also be dealt with when the owner requests the County to approve the development.

Michael Miller Planning Associates, Inc.

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D. Platting Issues

This property was previously platted as Lot 20E of the Hollywood Ridge Farms subdivision. This plat was recorded in 1956. In 1992, via a Stipulated Settlement Agreement related to a lawsuit, the courts ruled that the Hollywood Ridge Farms plat was valid and vested. However, concurrency analysis / impact fee payment is still required.

In accordance with the Town development management rules the Town may not grant an application for a building permit for the construction of a principal building on a parcel of land unless a plat including the parcel of parcels of land has been approved by the Broward County Commission and recorded in the official records of Broward County subsequent to June 4th, 1953. The above court order settled that issue.

Section 13.5-42 of the Town Code specifically exempts certain parcels from replatting if certain conditions are met, one of which is meeting road right-of-way requirements. As discussed above, the original plat dedicated only 15' of road right-of-way – but the Broward County / Town Trafficways Plan require the reservation of a 106' wide right-of-way corridor. Therefore, at the time of Site Development Plan approval the developer must grant to the public a 38' wide road reservation to meet the Trafficways Plan requirements. All newer land development projects along SW 41st Street have already done so. As a matter of information, the 1998 conceptual site plan for the church development included a 38' wide right-of-way reservation.

E. Tax Implications

Our research of the Broward County Property Appraiser's website information reveals that Lot 20E was billed for 2018 and 2019 Broward County property taxes at a Just Market Value of only \$90,540.00 as raw land (\$1,976 in total taxes in 2019). It can be expected that new residential development will generate a considerable amount of new real estate value and taxes. A reasonable estimate would be about \$18,000 per year for 12 units.

CONCLUSION / STAFF RECOMMENDATION

There is a demonstrated need for additional affordable multi-family residential dwelling units in the Town and region. This site could provide up to 17 additional dwelling units and generate substantial tax revenues for the County, Town and other taxing authorities. The former owner of the property was a church and the property was off the tax rolls for many years. The church sold the property on March 19th, 2015 to the current owner County Line Residences LLC. According to the Broward County Property Appraiser, the property was placed back on the tax rolls since. Rezoning the property to RM-16 would make the property compatible with the existing land uses adjacent or abutting properties and consistent with the existing land use pattern in this area.

For the reasons stated herein, MMPA recommends the Town rezone the land from the S-1 Civic and Recreational District to the RM-16A Medium Density Residential District.

Michael Miller Planning Associates, Inc.

ZC

TOWN OF PEMBROKE PARK
APPLICATION FOR REZONING

Date: 3-6-2020
Case No: 20-433
Receipt No.: Check # 2933

Filing Fees: The initial deposit fee shall be \$7,500.00 plus the non-administrative costs incurred by the Town in processing the request. \$500.00 of the fee shall be non-refundable.

Applicant: County Line Residences LLC

Address: 2980 Point East Dr. - Apt D101 City: Avventura

Phone: (305) 517-7088

Fax: _____

E-Mail: elien027@gmail.com

Applicant's Relation to Subject Property: Owner

If Applicant is not Owner, Name of Owner: _____

Signature of Applicant: County Line Residences LLC, By Nicolas Aizenstat, Manager

Present Zoning District: S-1

Requested Zoning District: RM-16A

Present Future Land Use Map (FLUM) Designation: MEDIUM DENSITY, RESIDENTIAL

Address of Subject Property: SW 41 STREET, PEMBROKE PARK, FLORIDA 33023

Legal Description of Property Sought to be Rezoned (Plat Book/Page or Metes and Bounds)
Note: Current Survey (not more than 6 months old) of the Property must be attached.

The East 1/2 of the West 284 feet of the South 1/2 of the Southeast 1/4 of the Southeast 1/4 of the Southwest 1/4 of Section 30, Township 51 South, Range 42 East, less the South 15 feet thereof for road right-of-way; also known as Lot 20-E of "HOLLYWOOD RIDGE FARMS" according to the plat thereof as recorded in Plat Book 2 at Page 16 of the public records of Broward County, Florida.

Purpose of Rezoning: Change subject property back to its original zoning designation

All petitions shall be accompanied with a plot plan to scale of the area affected, showing thereon adjacent properties within Three Hundred (300) feet, as well as existing roadways, if any, within Three Hundred (300) feet.

OWNER / AGENT CERTIFICATE:

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

Signature of owner/agent: Nicolas Aizenstat
me this 3rd day of March 2020, by Nicolas Aizenstat

Sworn to and subscribed before

State of Virginia; County of Fairfax;

☐ He/She is personally known to me, or

☒ He/She has presented Argentina Passport

as identification.

Signature of Notary Public: Jennifer L. Facen-Vaughn Type or Print Name Jennifer L. Facen-Vaughn
Notarized online using audio-video communication

Non-administrative cost shall be defined as follows: (a) Town Planner's fee; (b) Town Engineer's fee; (c) Postage and other mailing expenses; (d) copying expenses; (e) Newspaper advertising expenses; (f) title search and/or abstracting expenses; (g) Legal fees

FOR STAFF USE ONLY

Hearing Officer

Date: _____ () Approved () Denied () Approved with conditions

Town Commission

Date: _____ () Approved Ordinance No. _____
() Denied () Approved with conditions

Last Revised 10/09/2003

ELITE INTERNATIONAL REALTY
 ESCROW ACCOUNT
 16139 BISCAYNE BLVD.
 AVENTURA, FL 33160
 805-840-8811

OCEAN BANK
 760 NW 42ND AVE
 MIAMI, FL 33160
 83-189/660

DATE 2-26-2020

PAY TO THE ORDER OF Town of Pembroke Park

\$ 7,500.00

DOLLARS

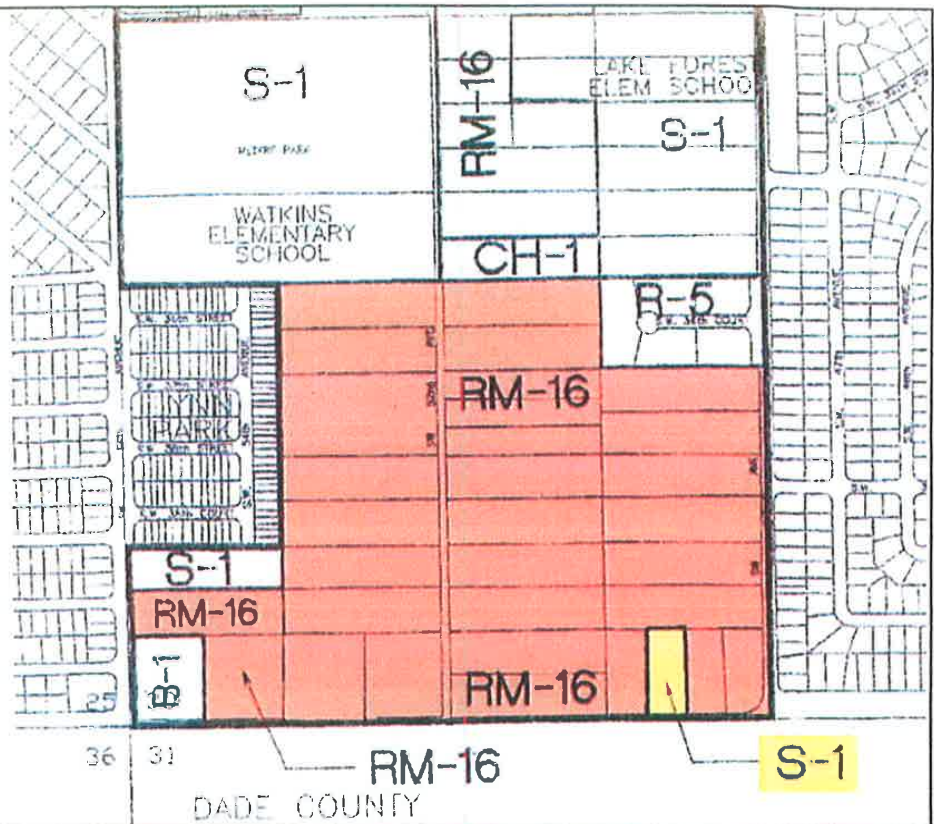
Seven Thousand Five hundred Dollars 00/100

MEMO Regoning fees - land 500 41 St Pembroke Park To repair

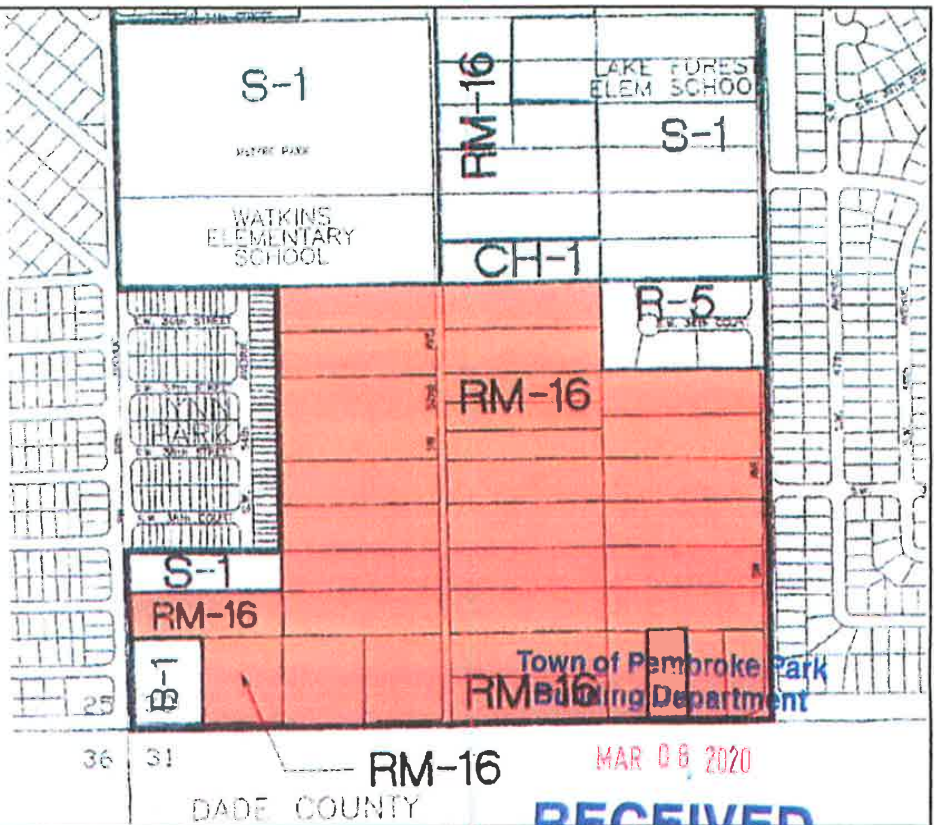
AUTHORIZED SIGNATURE [Signature]

⑈007933⑈ ⑆066011392⑆ 2579268205⑈

**PRESENT
ZONING**



**REQUESTED
ZONING**





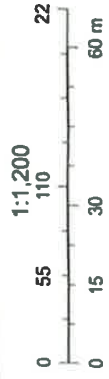
Property Id: 514230130170

**Please see map disclaimer



March 19, 2020

A2



Flight Date Jan 2 to Jan 28, 2019 Broward County Proper

3/19/2020

SW 41 STREET



MARTY KIAR
BROWARD
 COUNTY
 PROPERTY APPRAISER

Site Address	SW 41 STREET, PEMBROKE PARK FL 33023	ID #	5142 30 13 0170
Property Owner	COUNTY LINE RESIDENCES LLC	Millage	0613
Mailing Address	2980 POINT EAST DR #D101 AVENTURA FL 33160-2642	Use	00
Abbr Legal Description	HOLLYWOOD RIDGE FARMS 2-16 MISC LOT 20 E		

The just values displayed below were set in compliance with [Sec. 193.011](#), Fla. Stat., and include a reduction for costs of sale and other adjustments required by [Sec. 193.011\(8\)](#).

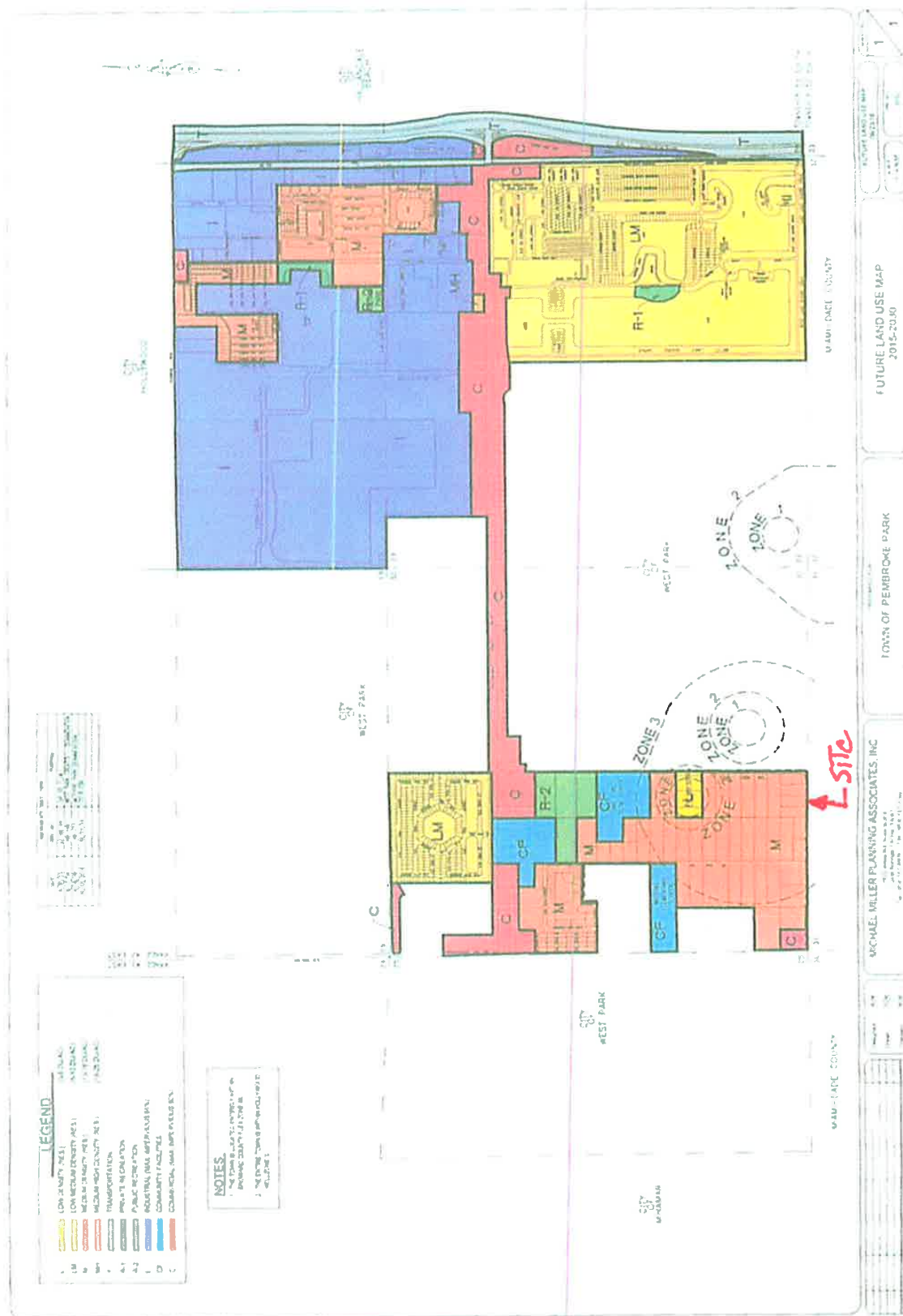
Property Assessment Values					
Year	Land	Building / Improvement	Just / Market Value	Assessed / SOH Value	Tax
2020	\$90,540		\$90,540	\$90,540	
2019	\$90,540		\$90,540	\$90,540	\$1,976.85
2018	\$90,540		\$90,540	\$83,280	\$1,839.26

2020 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$90,540	\$90,540	\$90,540	\$90,540
Portability	0	0	0	0
Assessed/SOH	\$90,540	\$90,540	\$90,540	\$90,540
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type	0	0	0	0
Taxable	\$90,540	\$90,540	\$90,540	\$90,540

Sales History				Land Calculations		
Date	Type	Price	Book/Page or CIN	Price	Factor	Type
3/19/2015	SWD-D	\$75,800	112933210	\$2.00	45,272	SF
12/12/2007	WD-Q	\$550,000	44963 / 858			
10/27/2006	WD	\$375,000	43036 / 1907			
12/30/1994	WD	\$67,500	23034 / 951			
6/1/1986	WD	\$115,000	13475 / 633			
				Adj. Bldg. S.F.		

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc

172R TAXES
180



TOWN OF PEMBROKE PARK
NOTICE OF VIRTUAL PUBLIC HEARING

NOTICE IS HEREBY GIVEN to all parties that the Town Commission of the Town of Pembroke Park, Broward County, Florida, is conducting a Virtual Public Hearing on Wednesday, June 10, 2020, at 7:00 p.m. or as soon thereafter as may be heard, on the following ordinance, to-wit:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 28, ZONING; AMENDING THE ZONING CLASSIFICATION FOR LOT 20E, HOLLYWOOD RIDGE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN MISCELLANEOUS PLAT BOOK 2, PAGE 16, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; SAID LAND SITUATE, LYING AND BEING IN BROWARD COUNTY, FLORIDA, FROM THE PRESENT ZONING CLASSIFICATION OF S-1 CIVIC AND RECREATIONAL DISTRICT TO RM-16A MEDIUM DENSITY RESIDENTIAL DISTRICT; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

The aforesaid ordinance is available online. Town Hall is closed due to the Coronavirus. For more information please call the Interim Deputy Town Clerk at (954) 966-4600 Ext. 235 and staff will direct you to the online ordinance information.

Interested parties may obtain the information to view the Virtual Public Hearing by contacting the Interim Deputy Clerk or on the Town website at www.townofpembrokepark.com. Written comments may be submitted to the Town Clerk by mail at 3150 S.W. 52nd Avenue, Pembroke Park, Florida 33023 or by electronic mail to townclerk@townofpembrokepark.com prior to the hearing for consideration by the Town Commission in making a decision on this ordinance. All comments will be read aloud at the Virtual Public Hearing and will be included in the record of the proceeding. All interested parties please take due notice of the time and place of this hearing and govern yourself accordingly. The Virtual Public Hearing may be continued

to a time and date certain by announcement at the scheduled Virtual Public Hearing without any further published notice.

Any person who decides to appeal any decision of the Town Commission with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, 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.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERK'S OFFICE AT (954) 966-4600 AT LEAST TWO (2) CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED, PLEASE CONTACT THE FLORIDA RELAY SERVICE BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD).

TOWN OF PEMBROKE PARK

By: /s/ Marlen D. Martell
MARLEN D. MARTELL, MPA, CFM
Interim Deputy Clerk

L:\Lissette\Chris\Town of Pembroke Park\Notice of Hearing\Notice of Zoning Change.S-1 civic & recreation to RM-16A medium density residential.FN24740E.docx

**TOWN OF PEMBROKE PARK
COMMUNITY DEVELOPMENT
MEMORANDUM**

To: Mayor and Town Commissioners
Town of Pembroke Park

From: Michael J. Miller, AICP 
Consultant Town Planner

Date: June 3rd, 2020

Subject: Evaluation and Appraisal of the Comprehensive Plan
2020 Evaluation and Appraisal Notification Letter
Description of Statutory Requirements / Schedule
MMPA Acct. No. 00-1102-2039

RECOMMENDED TOWN COMMISSION ACTION

Review the contents of this staff report and authorize the transmittal of an Evaluation and Appraisal Notification Letter to the Florida Department of Economic Opportunity (DEO) concerning the Town's adopted Comprehensive Plan by August 1st, 2020 in accordance with the requirements of Florida Law.

BACKGROUND AND PURPOSE OF COMPREHENSIVE PLAN AND UPDATES (EARS)

The 1985 Florida Growth Management Act created the legislative mandate for all local governments in the State of Florida to prepare and adopt a Comprehensive Plan that was a legally binding document. Prior to that time, Comprehensive Plans were "advisory" unless the local government decided to make the document legally binding (most did not). The Florida Statutes (F.S.) and Florida Administrative Code (F.A.C.) contain the details on how to prepare and adopt a Comprehensive Plan and what information must be within the document. Up until 1998 all local governments were required to prepare their Comprehensive Plan and periodic Evaluation and Appraisal Reports (EAR) with a prescribed uniform format, content and minimum criteria. That meant that every government, regardless of size or circumstance had to contain the same subject matter and address the same issues even though the subject matter may not be pertinent to the local government. Coastal Management issues do not pertain to everyone in the state, especially if you are in Orlando! Likewise, rural or farming issues are not generally pertinent to many of the urbanized areas of southeast Florida. The effect of the Florida Legislature's 1998 amendments to Chapter 163 F.S. and the applicable Administrative Rules was to allow local governments to evaluate only those "issues" that pertain to and affect the local jurisdiction. This means that, as

**Town Commission Staff Report
Evaluation and Appraisal of the Comprehensive Plan
2020 Evaluation and Appraisal Notification Letter
June 3rd, 2020
Page 2**

compared to the mid-1990 plan updates (Evaluation and Appraisal Reports (EARs) and EAR-Based Amendments, not every portion of a Comprehensive Plan needs to be thoroughly evaluated in the EAR, but only those major issues that affect the local government's ability to achieve its goals and objectives. However, each element as a whole must still be evaluated as to its successes or shortcomings in addition to any evaluation related to the local issues. Also, data must be updated to reflect current conditions and trends.

Community planning for all local governments is important for a number of reasons. The old adage "You need a plan to know where you are going" is still vital in today's world. But planning (preparing and adopting a plan) would not be very helpful with a plan that was out of date. The prescribed method to keep a Comprehensive Plan up to date is to look it over periodically and evaluate how well it is meeting the needs of the local government. Data throughout the plan becomes dated quickly (land use consumption, population growth or decline, demographic changes such as age or income levels, traffic on the roadway system, potable water and wastewater usage, etc.). Virtually every year the Florida legislature modifies the "game rules" for document content, plan amendments and/or processing changes, etc. Other governmental agencies also modify or produce new documents, policies, etc. that affect local governments. The Florida Legislature recognizes the importance of evaluating and updating plans periodically. Generally, local governments must evaluate and update their plans every seven (7) years.

A local government Comprehensive Plan is a living document. While it is designed to provide certainty for land development activities with the local jurisdiction, in part through limitations on amendments (hard to change) and requirements for financial feasibility, it is also designed to respond to changes in the local jurisdiction. Response to changes comes in part through amendments to the plan, through revisions to implementation of the plan and in a large part to the periodic evaluation and updating of the plan.

A Comprehensive Plan is comprised of specified individual elements (subject matters). Each element contains a great amount of detailed information on the subject matter, whether it be land use statistics, traffic counts and Level of Service (LOS) analysis, housing-related statistics such as the number of types of dwelling units, cost and general conditions, infrastructure data such as gallons of potable water and wastewater flows and amount of solid waste, and fiscal data to determine if any needed improvements can be made with available financial resources. A set of Goals, Objectives and Policies (GOPs) following statutory guidelines as to content and subject matter and based on the data set typically follow. It is the GOPs that set the "game rules" for the subject matter and are meant to guide land development approval decisions. Obviously, the data sets are time sensitive, that is, the data is accurate at the time the data is placed into each Comprehensive Plan element. For example, land is continually in a state of building and re-building. Traffic volumes on roadways change at least annually. Potable water and wastewater gallon change with development activity. If the data set is inaccurate, the GOPs may reflect a local government policy decision that is not accurate. One of the primary purposes of periodically evaluating and updating a Comprehensive Plan is to ensure the information is current, accurate and resultant GOPs are based on current data. The Capital Improvement Element is required to contain a 5-Year capital improvement schedule. The schedule is meant to be updated annually. Frequently, many smaller communities do not have the need or fiscal resources to amend their Comprehensive Plan regularly. The tendency is that the plan becomes outdated and fails to serve the local government as an accurate growth management guide.

Michael Miller Planning Associates, Inc.

**Town Commission Staff Report
Evaluation and Appraisal of the Comprehensive Plan
2020 Evaluation and Appraisal Notification Letter
June 3rd, 2020
Page 3**

The process for preparing an evaluation and appraisal of a Comprehensive Plan is basically the same as most other local governments programs and projects, that is, assess the adopted Comprehensive Plan, collect the information necessary to conduct the evaluation, analyze the data and prepare a report to document the findings and recommendations. The evaluation and updating of a Comprehensive Plan is a complex task requiring skilled professionals. A large amount of information gathering is required, such as US Census data, as well as information on transportation (roads / mass transit / pedestrian / other), public utilities, housing, recreation needs, capital improvement analysis, etc. State laws and rules must be reviewed and compared to the local plan. The South Florida Regional Planning Council's (SFRPC) Strategic Regional Policy Plan (SRPP) must be reviewed and compared to the local plan.

The Town of Pembroke Park adopted their original Comprehensive Plan on February 28th, 1989. In 1995 the Town authorized the preparation of an EAR for that original plan by another consultant (Richard Rubin). The Town adopted that EAR February 14th, 1996. Shortly thereafter, I was retained as the Town Planner while employed at Craig A. Smith & Associates (CAS). I prepared the subsequent EAR-Based Comprehensive Plan amendments (the actual amendments to the adopted Complan) and the Town adopted them on August 13th, 1997. The Florida Department of Economic Opportunity (DEO) – the successor to the former Department of Community Affairs (DCA), publishes schedules setting forth the next required adoption date for every local government in the state. The Town prepared subsequent EARs in 2006 (adopted in 2010) and 2013. The next due date is August 1st, 2020.

RECENT COMPREHENSIVE PLANNING ACTIVITY

The Town's last full-scale Evaluation and Appraisal Report (EAR) was adopted in 2010. In 2011 the state law was modified to require each local government to submit, at a minimum, an Evaluation and Appraisal Notification Letter to DEO every 7 years in accordance with a published schedule. In 2013 the Town submitted an Evaluation and Appraisal Notification Letter to DEO advising that that an EAR had just been adopted in 2010, and the Town was working on its EAR-Based Amendments. The Town subsequently adopted a complete update of its Comprehensive Plan, including a 10-Year Water Supply Plan update, on March 8th, 2017. DEO found those amendments "In Compliance" on July 26th, 2017. On January 9th, 2019 the Town adopted Comprehensive Plan amendments related to its agricultural history, ongoing agricultural and food related programs, and future efforts. These amendments were approved and found "In Compliance" by DEO on March 1st, 2019.

RECOMMENDATION

Due to those recent plan updates, our knowledge of the Town's Comprehensive Plan, the Town's development philosophy, the Town's land development history, its population characteristics, and recent state law changes, MMPA believes the Town does not need any further additional amendments at this time. If a need arises, specific amendments can be done.

Michael Miller Planning Associates, Inc.

Ron DeSantis
GOVERNOR



May 28, 2020

Ken Lawson
EXECUTIVE DIRECTOR

The Honorable Ashira Mohammed, Mayor
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

RE: Pembroke Park Evaluation and Appraisal Notification Letter Due Date

Dear Mayor Mohammed:

As you know each local government in the State of Florida is required to regularly review its comprehensive plan pursuant to Section 163.3191, Florida Statutes (2019). The Department of Economic Opportunity, Bureau of Community Planning created a submittal schedule for the Evaluation and Appraisal Notification Letters which is posted on the Department's website.

The purpose of this letter is twofold: first to remind you that your Evaluation and Appraisal Notification Letter is due on August 1, 2020; and second, to make you aware of the implications of not timely submitting your notification letter.

The Legislature made three processing changes to Section 163.3191, Florida Statutes, regarding the evaluation and appraisal process. The law eliminated the need to adopt an Evaluation and Appraisal Report. The law requires local governments to evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in state requirements and notify the Department by letter to its determination. If local governments determine amendments are necessary to their comprehensive plan, the local government shall prepare and transmit amendments within one year of notification letter. Further, the law provides that a local government will be prohibited from amending its comprehensive plan if it fails to timely submit its notification letter or transmit proposed amendment to update its plan within one year of notification if necessary.

It is important to complete the Evaluation and Appraisal notification process and you are encouraged to comprehensively evaluate and, as necessary, update your comprehensive plan to reflect changes in local conditions. Department staff is available to assist and provide technical guidance to your questions concerning this new process.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

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

The Honorable Ashira Mohammed, Mayor

May 28, 2020

Page 2 of 2

If you have any questions concerning the processing of the Evaluation and Appraisal Notification Letter or the submittal of proposed Evaluation and Appraisal based amendments, please contact Mr. Ray Eubanks, Plan Review Administrator, at (850) 717-8483 or Ms. Kelly Corvin Regional Planning Administrator at (850) 717-8503.

Sincerely,



D. Ray Eubanks
Plan Processing Administrator

DRE/me

Select Year: 2019

The 2019 Florida Statutes

[Title XI](#)
COUNTY ORGANIZATION AND INTERGOVERNMENTAL
RELATIONS

[Chapter 163](#)
INTERGOVERNMENTAL
PROGRAMS

[View Entire
Chapter](#)

163.3191 Evaluation and appraisal of comprehensive plan.—

(1) At least once every 7 years, each local government shall evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in state requirements in this part since the last update of the comprehensive plan, and notify the state land planning agency as to its determination.

(2) If the local government determines amendments to its comprehensive plan are necessary to reflect changes in state requirements, the local government shall prepare and transmit within 1 year such plan amendment or amendments for review pursuant to s. [163.3184](#).

(3) Local governments are encouraged to comprehensively evaluate and, as necessary, update comprehensive plans to reflect changes in local conditions. Plan amendments transmitted pursuant to this section shall be reviewed pursuant to s. [163.3184](#)(4).

(4) If a local government fails to submit its letter prescribed by subsection (1) or update its plan pursuant to subsection (2), it may not amend its comprehensive plan until such time as it complies with this section.

(5) The state land planning agency may not adopt rules to implement this section, other than procedural rules or a schedule indicating when local governments must comply with the requirements of this section.

History.—s. 11, ch. 75-257; s. 10, ch. 85-55; s. 11, ch. 86-191; s. 10, ch. 92-129; s. 13, ch. 93-206; s. 6, ch. 95-322; s. 29, ch. 96-410; s. 5, ch. 96-416; s. 4, ch. 98-146; ss. 6, 14, ch. 98-176; s. 5, ch. 98-258; s. 17, ch. 2000-158; s. 9, ch. 2002-296; s. 905, ch. 2002-387; s. 4, ch. 2004-230; s. 8, ch. 2005-290; s. 12, ch. 2005-291; s. 13, ch. 2007-196; s. 5, ch. 2007-198; s. 4, ch. 2007-204; s. 5, ch. 2010-205; s. 20, ch. 2011-139; s. 8, ch. 2012-96; s. 9, ch. 2012-99.

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August 1st, 2020

**Florida Department of Economic Opportunity
Bureau of Community Planning
State Land Planning Agency
Caldwell Building
107 East Madison – MSC 160
Tallahassee, Florida 32399-6545
Attn: Ray Eubanks - Plan Processing Administrator**

DRAFT

**RE: Pembroke Park, Florida
Comprehensive Planning Update
2020 Evaluation and Appraisal Notification Letter
MMPA Project No. 00-1102-2039**

Dear Mr. Eubanks:

Florida Statutes, Section 163.3191 requires the Town of Pembroke Park to periodically evaluate its Comprehensive Plan to determine whether plan amendments are necessary to reflect changes in state requirements.

The Town has conducted this review and has determined that changes to the Town's Comprehensive Plan are not necessary at this time to address changes in state requirements.

The Town's last full-scale Evaluation and Appraisal Report (EAR) was adopted and submitted to all required review agencies in 2010. In 2011 the state law was modified to require each local government to submit at a minimum, an Evaluation and Appraisal Notification Letter to DEO every 7 years in accordance with a published schedule. In 2013 the Town submitted an Evaluation and Appraisal Notification Letter to DEO advising that that an EAR had just been adopted in 2010, and the Town was working on its EAR-Based Amendments. The Town subsequently adopted a complete update of its Comprehensive Plan, including a 10-Year Water Supply Plan update, on March 8th, 2017. DEO found those amendments "In Compliance" on July 26th, 2017. On January 9th, 2019 the Town adopted Comprehensive Plan amendments related to its agricultural history, ongoing agricultural and food related programs, and future efforts. These amendments were approved by DEO on March 1st, 2019. Due to those recent plan updates the Town does not feel additional amendments are necessary at this time.

For additional information or clarification regarding this Evaluation and Appraisal Notification Letter, please contact Michael J. Miller, AICP, Town Consultant Planner, at 954-757-9909 or mmiller@michaelmillerplanning.com. Michael Miller Planning Associates, Inc. (MMPA) has been the Town's Consulting Planner since 2000 (and since 1996 at other consulting firms) and prepared all of the previous Evaluation and Appraisal Reports / plan updates to the Town's Comprehensive Plan since that time.

Sincerely:

J.C. Jimenez
Town Manager

**Florida Department of Economic Opportunity
Pembroke Park, Florida
Comprehensive Plan Updating
2020 Evaluation and Appraisal Notification Letter
August 1st, 2020**

**CC: Mayor and Town Commissioners
Marlen D. Martell – Deputy Town Clerk
Christopher J. Ryan, Esq. – Town Attorney**

**CC: Consultant Town Planner
Michael J. Miller, AICP, President
Michael Miller Planning Associates, Inc.
7522 Wiles Road
Suite B-203
Coral Springs, Florida 33067
(T) 954-757-9909 / (F) 954-757-7089
(E-mail) mmiller@michaelmillerplanning.com**

CC: Review Agencies per Chapter 163 F.S. / DEO Website

**Broward County Environmental Protection & Growth Management Department
Planning and Redevelopment Division
115 South Andrews Avenue, Room 329K
Fort Lauderdale, FL 33301
Attn: Henry Snizek / Maribel Feliciano**

**Florida Department of Education
Office of Educational Facilities
325 West Gaines Street, Suite 1014
Tallahassee, Florida 32399-0400
Attn: Kylene Casey, Educational Consultant / Growth Management Liaison**

**Florida Department of Environmental Protection
Office of Intergovernmental Programs
3900 Commonwealth Boulevard, Mail Station 47
Tallahassee, FL 32399-3000
Attn: Plan Review**

**Florida Department of State
Bureau of Historic Preservation
500 South Bronough Street
Tallahassee, FL 32399-0250
Attn: Robin Jackson, Historic Preservation Planner**

**Florida Department of Transportation, District Four
3400 West Commercial Boulevard
Fort Lauderdale, FL 33309
Attn: Director of Transportation Development**

**South Florida Regional Planning Council
1 Oakwood Boulevard, Suite 221
Hollywood, FL 33020
Attn: Isabel Cosio Carballo, Executive Director**

**Florida Department of Economic Opportunity
Pembroke Park, Florida
Comprehensive Plan Updating
2020 Evaluation and Appraisal Notification Letter
August 1st, 2020**

South Florida Water Management District
3301 Gun Club Road, MSC 4223
West Palm Beach, FL 33406
Attn: Terry Manning, AICP - Policy and Planning Analyst

LEGEND:

- EXISTING TILE ON CONCRETE WITH NON-SLIP FINISH TO REMAIN (TYP.)
- EXISTING 8" CONCRETE BLOCK WALL, FLOORING AND DRYWALL FINISH TO REMAIN (TYP.) CONTRACTOR SHALL PATCH & REPAIR ALL DAMAGED DRYWALL SURFACES.
- EXISTING STOREFRONT WINDOWS TO REMAIN (TYP.)
- EXISTING 3'-0" WIDE X 7'-0" HIGH METAL DOOR & TRANSOM WITH SELF CLOSING HINGES, W/ LEVER HARDWARE TO REMAIN.
- EXISTING 3'-0" WIDE X 7'-0" HIGH WOOD DOOR WITH LEVER HARDWARE TO REMAIN
- EXISTING (2) 3'-0" WIDE X 7'-0" HIGH GLASS DOOR & TRANSOM WITH SELF CLOSING HINGES, PUSH/PULL HARDWARE
- EXISTING 4" THICK CONCRETE SLAB TO REMAIN. CONTRACTOR TO REPAIR AND PATCH ALL CRACKS AND DENTS.
- NEW 3'-0" WIDE X 7'-0" HIGH WOOD DOOR WITH LEVER HARDWARE
- NEW 3'-0" WIDE X 7'-0" HIGH 7/16" LAM GLASS DOOR WITH LEVER HARDWARE
- 5 LB. ABC FIRE EXTINGUISHER WITH MIN. RATING OF 2A 10BC MOUNTED AT 48" AFF TO TOP OF HANDLE, NOT TO EXCEED 75' TRAVEL DISTANCE, NEAR EXITS, AND BE CURRENTLY DATED AND TAGGED BY A LICENSED FIRE EQUIPMENT COMPANY.

THE CONSTRUCTION DOCUMENTS COMPLY AND HAVE BEEN PREPARED IN COMPLIANCE WITH THE RESPECTIVE 2017 FBC 6th EDITION

CLASS A INTERIOR FINISH

FLAME SPREAD: 0-25

SMOKE DEVELOPED: 0-450

CONSTRUCTION TYPE: V (UNPROTECTED)

OCCUPANCY: OFFICE - GROUP B

CLASS OF REHABILITATION - MODIFICATION

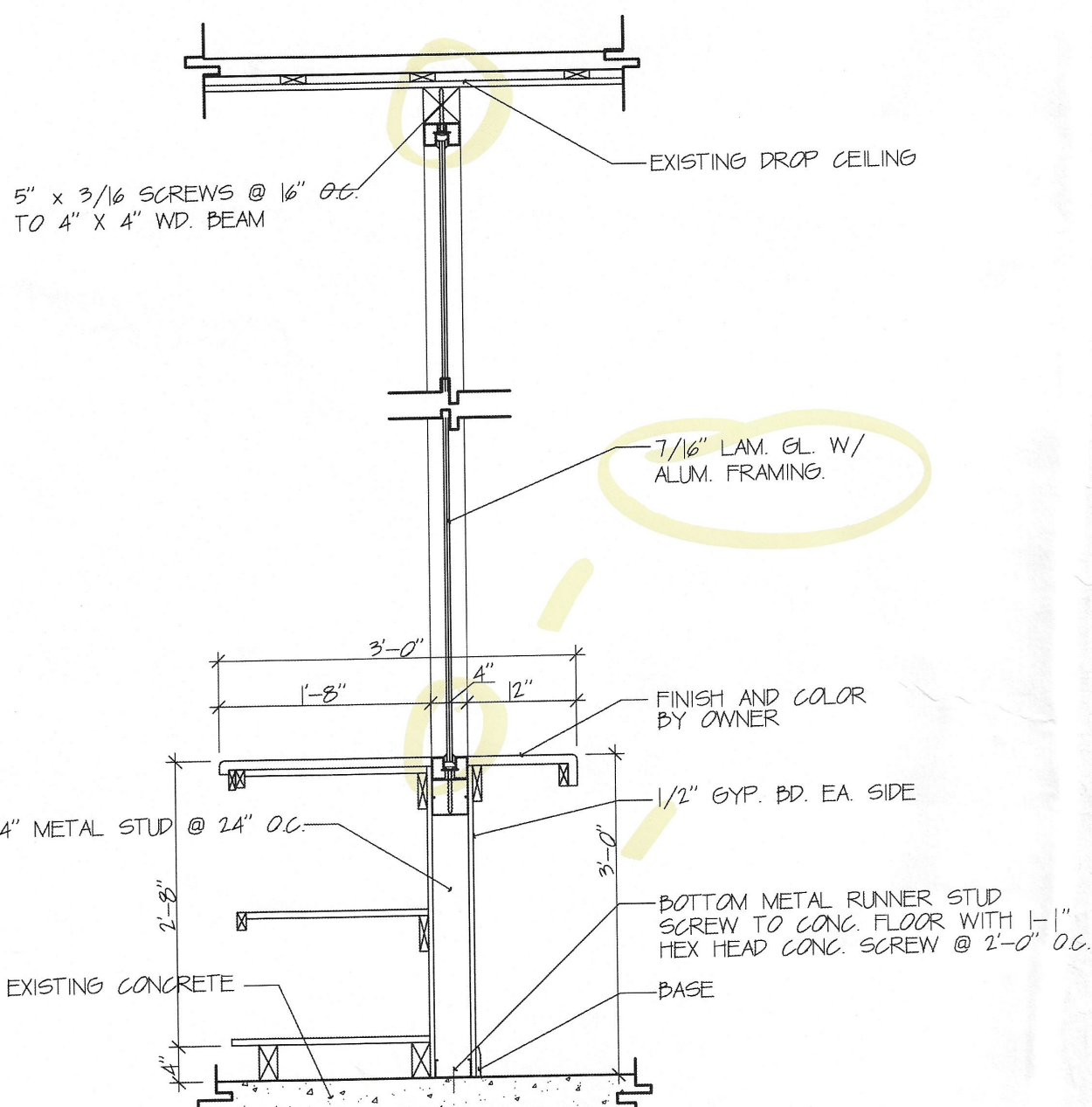
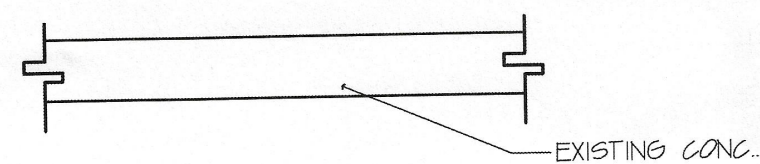
ALTERATION - LEVEL 2

FINISH SCHEDULE

AREA	FLOOR	WALLS	CEILING	BASE	REMARKS
LOBBY	TILE TO MATCH EXIST.	PLSTR ON GYP. BD.	2' X 2' SUSPENDED CEILING	4" WOOD	
OFFICES	CARPET	PLSTR ON GYP. BD.	2' X 2' SUSPENDED CEILING	4" WOOD	

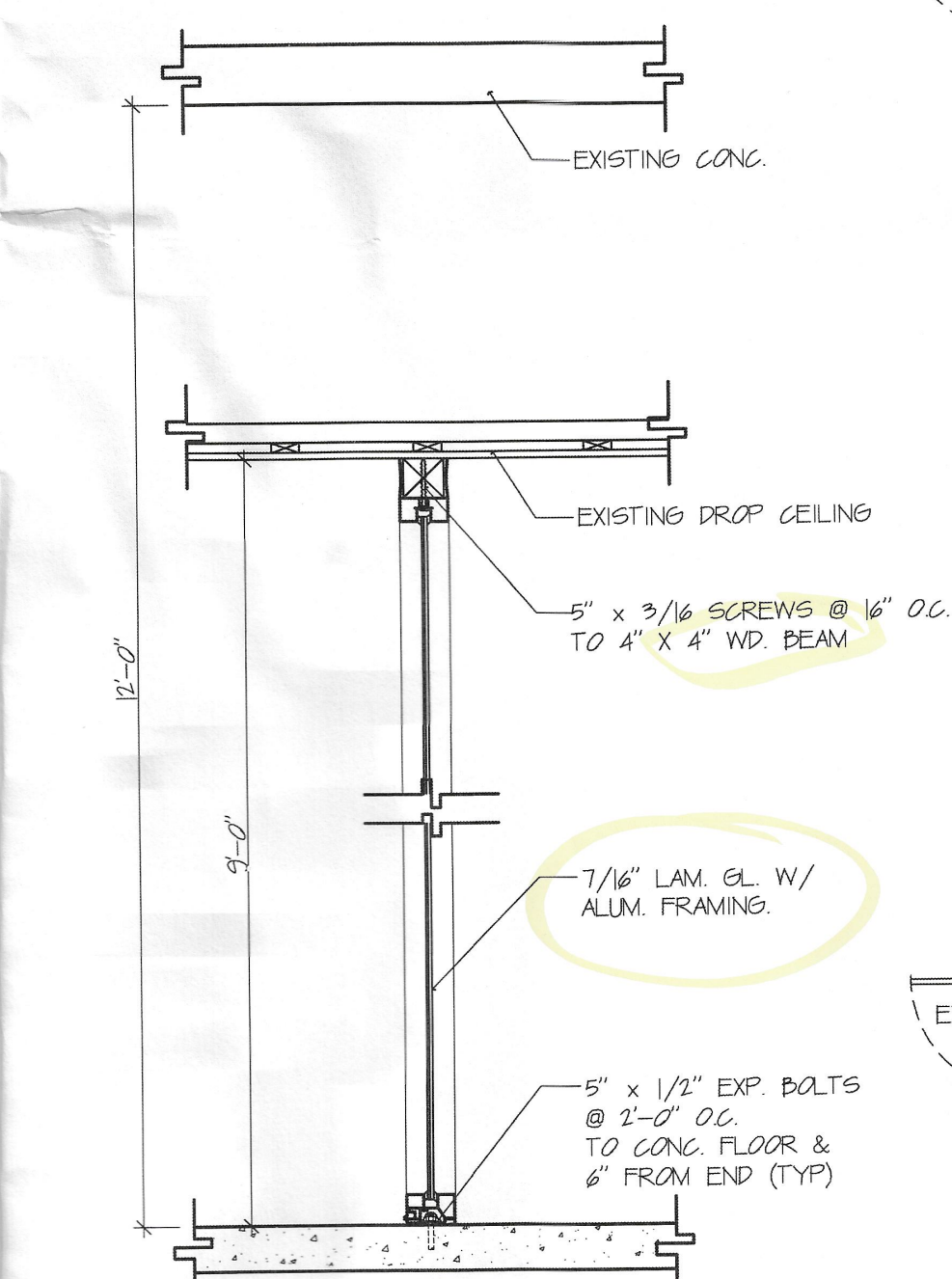
DOOR SCHEDULE

DOOR				FRAME		REMARKS
W	H	T	MATERIAL	TYPE	MAT.	
3'-0"	7'-0"	1 3/4"	7/16" LAM.	SWING	WOOD	
3'-0"	7'-0"	1 3/4"	WOOD	SWING	WOOD	



3 TYPICAL WALL SECTION
SCALE: 3/4" = 1'-0"

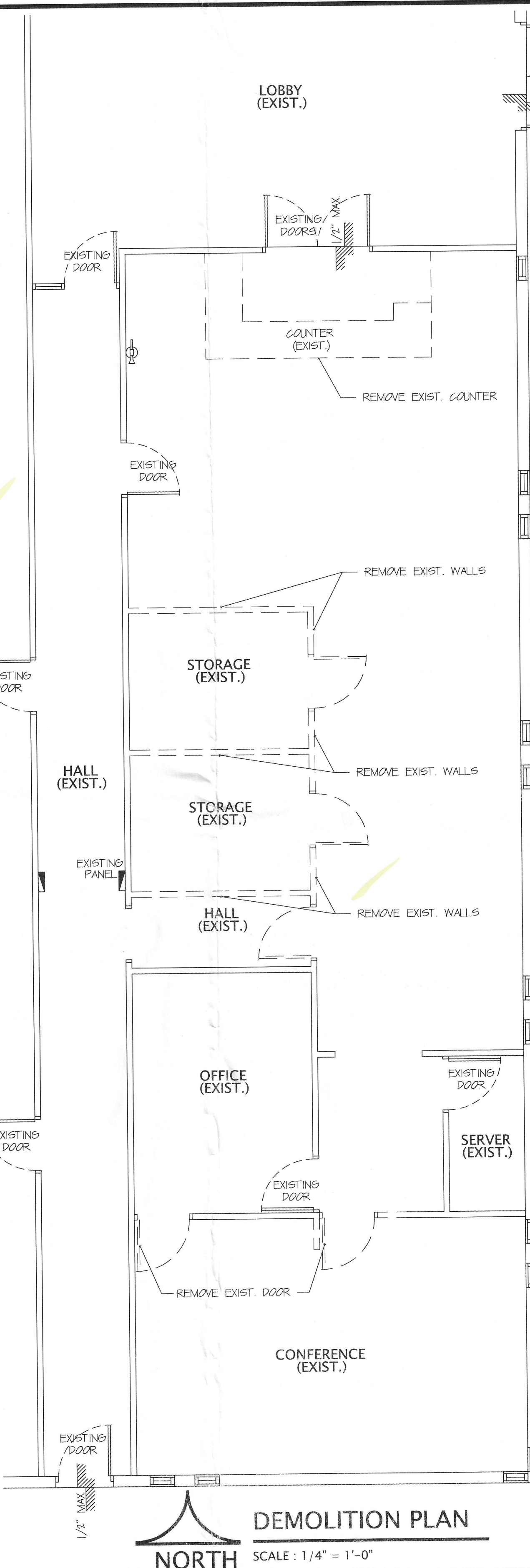
1 TYPICAL WALL SECTION
SCALE: 3/4" = 1'-0"



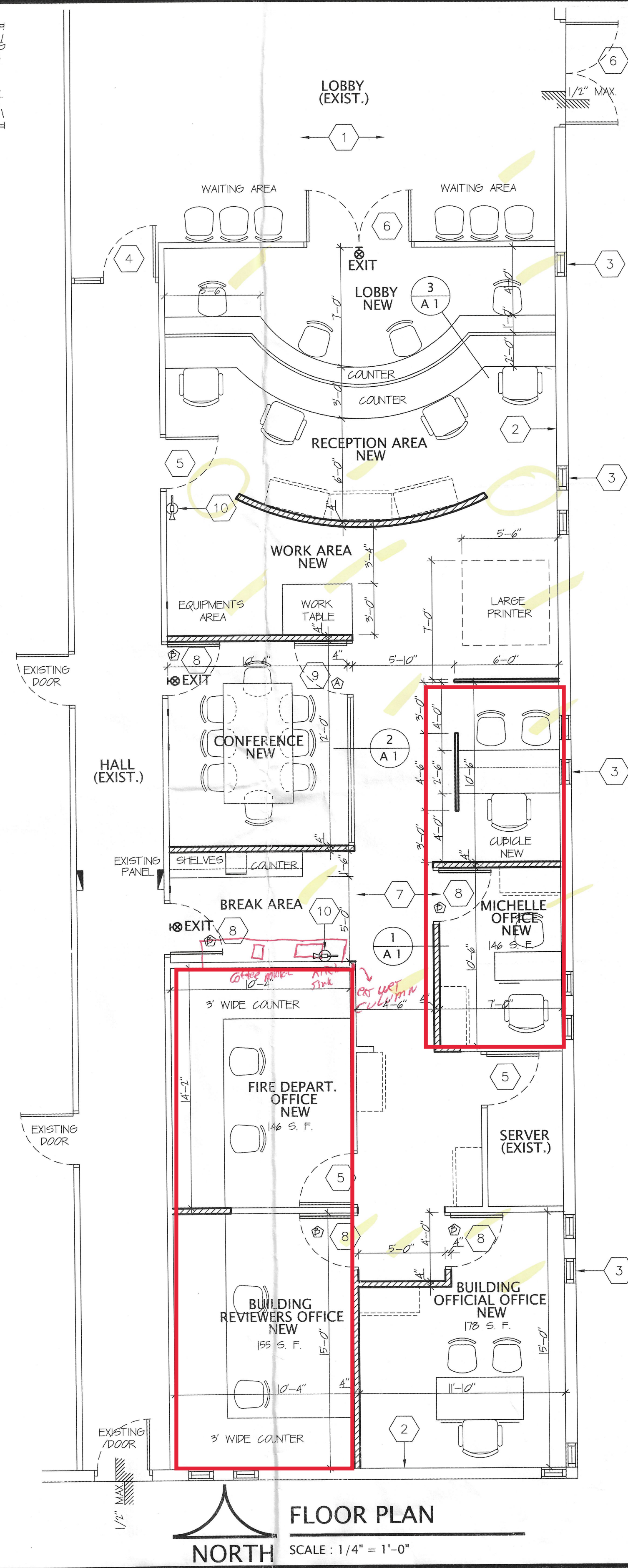
2 TYPICAL WALL SECTION
SCALE: 3/4" = 1'-0"

NOTE: CONTRACTOR TO PROVIDE COUNTER SHOP DRAWINGS FOR APPROVAL BEFORE INSTALLATION

COUNTER MATERIALS, STYLE COLOR AND FINISH TO BE SUBMITTED BY OWNER FOR APPROVAL BEFORE INSTALLATION



DEMOLITION PLAN
SCALE: 1/4" = 1'-0"



FLOOR PLAN
SCALE: 1/4" = 1'-0"

REVISIONS	BY

IN MY PROFESSIONAL JUDGEMENT AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THESE PLANS AND SPECIFICATIONS COMPLY WITH THE FLORIDA BUILDING CODE AND ALL APPLICABLE CODES.

Town of Pembroke Park: Ashira Mohammed, Mayor
Renovation of Existing Offices
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

RUBEN JUAN PUJOL
A.R.C.H.I.T.E.C.T.
P. A.
A.L.A. AR#0010458 AAB#26002479 N.A.C.A.
PHONE: (305) 968-2155 FAX: (305) 253-7258
12237 S.W. 204th TERRACE MIAMI, FL 33177
MAILING: P. O. BOX 771628 MIAMI, FL 33177

DRAWN
G.C.
CHECKED
R. J. P.
DATE
08 August 2019
SCALE

JOB NO.
14 2019
SHEET

A 1

1 OF 3 SHEETS

RESOLUTION NO. 2020-077

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A LAW ENFORCEMENT CONSULTANT AGREEMENT WITH DAVID A. HOWARD; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AND DELIVER SAID LAW ENFORCEMENT CONSULTANT AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERCEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has sought proposals from various qualified individuals to provide consultant services relating to the establishment of a police force for the Town of Pembroke Park; and

WHEREAS, the Town has reviewed the proposals received by the various consultants to prepare the services requested, and has selected David A. Howard as the most qualified individual to provide the requested services; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth the terms and conditions for the provision of the services and compensation for said services.

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

Section 1: That the Town is authorized to make and enter into the Law Enforcement Consultant Agreement with David A. Howard, said agreement being on file with the Town Clerk and by reference made a part hereof.

Section 2: That upon final approval of the Law Enforcement Consultant Agreement by the parties, that the Mayor is authorized and directed to execute and deliver said Agreement 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 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution N0. 2020- Law Enforcement Consultant Agreement.FN24425E.docx



TOWN OF PEMBROKE PARK

LAW ENFORCEMENT CONSULTANT AGREEMENT

THIS IS AN AGREEMENT between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and David A. Howard ("Provider") whose address is 12690 150 Court N, Jupiter, FL 33478.

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, Town and Provider covenant and agree as follows:

I. PURPOSE

Parties agree that the purpose of this Agreement is for Provider to furnish all the information, documents, materials, and related items required for Town to establish a police department for the Town that will be fully accredited by the state of Florida and will be fully prepared to provide the police services necessary within the jurisdictional boundaries of the Town.

II. SCOPE OF SERVICES

Provider shall provide all labor, services, materials, supplies, equipment, transportation, and supervision necessary or proper to provide the following services or documents (the "Services") to accomplish the purpose of this Agreement:

1. The legal requirements of the state of Florida for the new Police Department.
2. An organizational chart for the structure of the new Police Department.
3. Recommendations for the recruitment of the new Chief of Police, including recommended qualifications.
4. Requirements and recommendations for the hiring of officers.
5. Requirements and recommendations for officer training.
6. Recommendations for officer accountability, community policing strategies, and disciplinary penalty schedules.
7. Recommendations of how citizens may contact the new Police Department.
8. A review of the new Police Department's Departmental Orders (DO's). This Proposal does not include the preparation, creation, or writing of any DO's. The new DO's are to be prepared by another vendor to be selected by the Town.
9. A review of the new Police Department's Standard Operating Procedures (SOP's). This Proposal does not include the preparation, creation, or writing of any SOP's. The new SOP's are to be prepared by another vendor selected by the Town.

10. Projected start-up costs for the new Police Department.
11. Projections for the annual operating costs/budget of the new Police Department.
12. Assistance in identifying Town property and/or facilities that may be used by the new Police Department in an effort to reduce expenses.
13. Requirements of the Florida Department of Law Enforcement for operating the Police Department.
14. Recommendation(s) of possible vendors for specialty equipment.
15. A Final Report summarizing all services and a plan to implement them to establish Police Department with applicable attachments.

III. FEE, INVOICES, AND PAYMENT

Town agrees to pay Provider the sum of TWENTY-FOUR THOUSAND (\$24,000.00) DOLLARS ("Fees") for the Services. The Fees shall be the sole compensation paid to Provider in connection with the rendition of the Services, and the performance of any and all of its other obligations under this Agreement and shall include any out-of-pocket or other expenses, including travel expenses, incurred by Provider. The payment of the Fees by the Town should be as follows: _____

Invoices shall be submitted to: Pembroke Park Finance and Budget Department, 3150 SW 52nd Ave., Pembroke Park, FL 33023 or by email to accountpay@townofpembrokepark.com. Invoices shall show the nature of the service and dates(s) of service. Provider shall deliver a completed Internal Revenue Service Form W-9 to Town with the first invoice for payment.

Town agrees to pay the Fees based on receipt of a proper invoice from Provider in accordance with Town's payment requirements. Payment will be made within 30 days of receipt of a proper invoice in accordance with the Local Government Prompt Payment Act, Section 218.70, et al., Florida Statutes.

IV. TERM

This Agreement shall be effective upon execution by the parties, and shall continue until Provider has completed providing all of the agreed upon Services, but in no circumstances shall the term exceed more than the period of one year.

V. REPRESENTATIONS, WARRANTIES, AND COVENANTS OF PROVIDER

1. **Authority**. Provider hereby represents and warrants to Town that it has full power and authority to enter into and fully perform its obligations under this Agreement without the need for any further corporate or governmental consents or approvals, and that the persons executing this Agreement are authorized to execute and deliver it.

2. **Duly Licensed**. Provider represents that it is duly licensed to perform the Services under this Agreement, and that it will continue to maintain all licenses and approvals required to conduct its business.

3. **No Contingency**. Provider warrants that it has not employed or retained any company or person,

Town of Pembroke Park
Agreement with _____ for _____

Page 2 of 8

other than a bona fide employee working solely for Provider, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Provider, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. In the event of a breach or violation of this provision by Provider, Town shall have the right to terminate the Agreement without liability.

VI. GENERAL TERMS AND CONDITIONS

1. Standard of Care. The standard of care for all Services performed or furnished by Provider under this Agreement will be consistent with the care and skill ordinarily used by members of Provider's profession practicing under similar circumstances or at the same time and in the same locality.

2. Compliance with Laws. In the conduct of the Services under this Agreement, Provider shall comply in all material respects with all applicable federal and state laws and regulations and all applicable county and Town ordinances and regulations, including ethics and procurement requirements.

3. Independent Contractor. Provider specifically acknowledges and understands that Provider is an independent contractor in the performance of all work, Services, and activities under this Agreement, and not an employee, agent, or servant of Town. Provider acknowledges (i) that its employees will not be covered by the Town's workers' compensation insurance; (ii) Provider shall be responsible for social security, unemployment and disability taxes and all other payroll taxes due with respect to Provider's employees who provide services under this Agreement; (iii) Provider shall have no authority to bind Town to any contractual or other obligation whatsoever; (iv) Provider shall be responsible to the Town for all negligent performance of work or services performed by Provider, its employees, agents, or subcontractors under this Agreement; (v) all employees or agents of Provider engaged in any of the Services performed pursuant to this Agreement shall at all times and in all places be subject to Provider's sole discretion, supervision, and control; (vi) Provider shall exercise control over the means and manner in which it and its employees perform the Services and in all respects Provider's relationship and the relationship of its employees to Town shall be that of an independent contractor and not as employees or agents.

4. Right to Audit. Provider shall maintain adequate records for the Services performed under this Agreement for five (5) years following completion of the Services, or conclusion of any litigation regarding this Agreement. Town shall have the right to audit Provider's books and records, at Town's expense, upon prior notice, with regard to the Services provided to Town under this Agreement. Provider shall allow Town or its representative to interview all current or former employees to discuss matters pertinent to this Agreement. If an audit inspection in accordance with this section discloses overpricing or overcharges (of any nature) by Provider to Town in excess of one-half of one percent (.5%) of the total contract billings, (1) the reasonable costs of Town's Internal Audit department shall be reimbursed to Town by Provider and (2) a 15% penalty of the overpricing or overcharges shall be assessed. Any adjustments and/or payments which must be made as a result of the audit inspection, including any interest, audit costs and penalties shall be made by Provider within 45 days from presentation of Town's findings to Provider. Failure by Provider to permit such audit shall be grounds for termination of this Agreement by Town.

5. Property Rights. Any and all documents, records, disks or other information prepared by Provider with respect to this Agreement shall become the property of the Town for its use and/or

distribution as may be deemed appropriate by the Town. Notwithstanding the terms of this section, it is understood that at all times Provider's work papers shall remain the sole property Provider, and are not subject to the terms of this section, but remain subject to the provisions of Section 17, Public Records Law of this Agreement and Public Record Law, Florida Statutes, Chapter 119.

6. Insurance. [INTENTIONALLY OMITTED]

7. Indemnity.

7.1 Provider shall indemnify and save harmless and defend Town, its agents, servants, and employees from and against any claim, demand, cause of action or proceeding of whatsoever kind or nature arising out of error, omission or negligent act of Provider, its agents, servants or employees in the performance of the Services under this Agreement, together with all costs, expenses, and liabilities incurred in connection with each such claim or demand or action or proceeding or including, but not limited to, all reasonable attorney's fees to and through appellate, supplemental, and bankruptcy proceedings.

7.2 Provider further agrees to indemnify, save harmless, and defend Town, its agents, servants, and employees from and against any claim, demand, cause of action or proceeding of whatever kind or nature arising out of any misconduct of the Provider not included in the paragraph above and for which the Town, its agents, servants, or employees are alleged to be liable together with all costs, expenses, and liabilities incurred in connection with each such claim or demand or action or proceeding including, but not limited to, all reasonable attorney's fees to and through appellate, supplemental, and bankruptcy proceedings.

7.3 Provider's obligations under this Section shall survive the expiration, termination or cancellation of this Agreement until the expiration of any applicable Statute of Limitation for any such claim, demand, cause of action or proceeding of whatsoever kind.

8. Termination. This Agreement may be terminated unilaterally by either party provided that thirty (30) days' written notice of such termination is given, by the terminating party electing to terminate, to the other party.

9. Notices. Notices required hereunder shall be given by written notice sent by registered U.S. mail, return receipt requested, or by electronic transmission producing a written record, to Town at 3150 SW 52nd Ave., Pembroke Park, FL, 33023, Attention: Juan C. Jimenez, Town Manager, and to Provider at the address provided for in the first paragraph of this Agreement.

10. Taxes. Town is exempt from the requirement for the payment of sales tax on goods and services purchased by Town.

11. Non Discrimination. Provider shall not discriminate against any person because of race, color, religion, sex, gender identity or expression, genetic information, national origin, age, disability, familial status, marital status or sexual orientation.

12. Assignment. The performance of the Services required by this Agreement requires the skills and experience of Provider and the responsibility to complete the Services may not be assigned by Provider. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors and permitted assigns.

*Town of Pembroke Park
Agreement with _____ for _____*

Page 4 of 8

13. Force Majeure. Any deadline provided for in this Agreement may be extended, as provided in this paragraph, if the deadline is not met because of one of the following conditions occurring with respect to that particular project or parcel: fire, strike, explosion, power blackout, earthquake, volcanic action, flood, war, civil disturbances, terrorist acts, hurricanes and acts of God. When any of the foregoing conditions interferes with contract performance, then the party affected may be excused from performance on a day-for-day basis to the extent such party's obligations relate to the performance so interfered with; provided, the party so affected shall use reasonable efforts to remedy or remove such causes of non-performance. The party so affected shall not be entitled to any additional compensation by reason of any day-for-day extension hereunder.

14. Ethics; Conflict of Interest.

14.1 Provider represents that it has not solicited this Agreement by payment of a gift or gratuity or offer of employment to any official, employee of the Town or any Town agency or selection committee.

14.2 Provider represents that, to the best of its knowledge, it does not employ, directly or indirectly, the Mayor, members of the Town Commission or any official, department director, head of any Town agency, employee of Town, or member of any board, committee or agency of the Town.

14.3 Provider represents that it has not knowingly and unlawfully given, directly or indirectly, any gift with a value greater than \$100 in the aggregate in any calendar year to the Mayor, members of the Town Commission, any department director or head of any Town agency, any employee of the Town or any Town agency, or any member of a board that provides regulation, oversight, management or policy-setting recommendations regarding Provider or its business.

14.4 Provider represents that, to the best of its knowledge, it presently has no interest and shall not acquire any interest, either direct or indirect, which would conflict in any manner with its performance under this Agreement.

14.5 In the event Provider is permitted to utilize subcontractors to perform any of the Services required by this Agreement, Provider agrees to prohibit such subcontractors, by written contract, from having any conflicts as within the meaning of this section.

15. Public Entity Crimes Act. Provider represents that the execution of this Agreement will not violate the applicable provisions of the Public Entity Crimes Act (Section 287.133, Florida Statutes), and certifies that Provider and its subcontractors under this Agreement have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within 36 months from the date of submitting a proposal for this Agreement or entering into this Agreement. Violation of this section may result in termination of this Agreement and may result in debarment from Town's competitive procurement activities.

16. Small Business Requirements. [INTENTIONALLY OMITTED]

17. Public Records Law. Provider shall comply with all provisions of Chapter 119, Florida Statutes, as amended, regarding public records, which include the following:

17.1 Keep and maintain public records that ordinarily and necessarily would be required by the Town in order to perform the Services.

17.2 Upon request from Town's custodian of public records, provide Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, as may be amended or revised, or as otherwise provided by law.

17.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of this Agreement if Provider does not transfer the records to Town.

17.4 Upon completion of the Agreement, transfer, at no cost, to Town all public records in possession of Provider or keep and maintain public records required by Town to perform the service. If Provider transfers all public records to Town upon completion of the Agreement, Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Provider keeps and maintains public records upon completion of the Agreement, Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Town, upon request from Town's custodian of public records, in a format that is compatible with the information technology systems of Town.

IF PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE TOWN CLERK, WHO IS TOWN'S CUSTODIAN OF PUBLIC RECORDS AT:

Office of the Town Clerk
Town of Pembroke Park
3150 SW 52nd Ave.
Pembroke Park, FL 33023
954-466-4600
townclerk@townofpembrokepark.com

18. Governing Law. This Agreement shall be construed and interpreted, and the rights of the parties hereto determined, in accordance with Florida law without regard to conflicts of law provisions. Town and Provider agree to submit to the jurisdiction of Florida courts and federal courts located in Florida. The parties agree that proper venue for any suit or claim concerning this Agreement shall be Broward County, Florida, or the Federal Southern District of Florida. The parties agree to waive all defenses to any suit filed in Florida based upon improper venue or *forum nonconveniens*. TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THIS AGREEMENT.

19. Severability. In the event that any term or provision of this Agreement shall to any extent be held invalid or unenforceable, it is agreed that the remainder of this Agreement, or the application of such terms or provision to persons or circumstances other than those which are held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the maximum extent permitted by law.

Town of Pembroke Park
Agreement with _____ for _____

Page 6 of 8

20. Waiver. Any waiver by either party hereto of any one or more of the covenants, conditions, or provisions of this Agreement, shall not be construed to be a waiver of any subsequent or other breach of the same or any covenant, condition or provision of this Agreement.

21. Headings. The headings contained in this Agreement are provided for convenience only and shall not be considered in construing, interpreting or enforcing this Agreement.

22. Inspector General. Provider is aware that the Inspector General of Broward County has the authority to investigate and audit matters relating to the negotiation and performance of this Agreement, and may demand and obtain records and testimony from Provider and its subcontractors and lower tier subcontractors. Provider understands and agrees that in addition to all other remedies and consequences provided by law, the failure of Provider or its subcontractor or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by Town to be a material breach of this Agreement justifying its termination.

23. Entire Agreement; Exhibits; Amendment. Any Exhibits attached to this Agreement [and listed above as Contract Documents] are incorporated into the terms and conditions of this Agreement. This Agreement embodies the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous agreements and understandings, oral or written, relating to the subject matter. This Agreement may only be modified by written amendment executed by Town and Provider.

24. Controlling Provisions. Except as otherwise specifically provided herein, in the event of any conflict between the specific provisions of this Agreement and the requirements or provisions of the Contract Documents, the provisions of this Agreement shall be given precedence. Wherever possible, the provisions of this Agreement and the Contract Documents shall be construed in such manner as to avoid conflicts between provisions of the various documents.

25. Joint Preparation. Preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

26. Further Assurance. Provider and Town agree to execute, acknowledge, deliver, and cause to be done, executed, acknowledged, and delivered all such further documents and perform such acts as shall reasonably be requested of it to carry out this Agreement and give effect hereto. Accordingly, without in any manner limiting the specific rights and obligations set forth in this Agreement, the parties declare their intention to cooperate with each other in effecting the terms of this Agreement.

27. Counterparts. This Agreement may be executed in one or more counterparts, use of which shall be deemed to be an original, but all of which shall constitute one and the same agreement.

28. Attorney's Fees. In the event it shall become necessary for either party to institute legal proceedings to enforce the terms of this Agreement, then in such event, it is expressly agreed that in any such action the prevailing party shall be entitled to recover from the non-prevailing party, all costs, including reasonable attorney's fees, of pre-suit collection attempts, suit, and post judgment or settlement collection including those incurred on appeal.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature below.

TOWN OF PEMBROKE PARK

By: _____
Ashira Mohammed, Mayor

Attest: _____
Juan C. Jimenez, Town Manager

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____

David A. Howard

Date: _____



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

Agenda Request

Meeting Date:	06/10/2020
Subject:	Request to Commission to proceed with Architecture & Construction RFQ for Police
Initiated by:	☐ City Commission ☐ City Attorney ☒ City Manager / Staff
Prepared by:	Name & Title: Police Committee
Reviewed by:	Name & Title: JC Jimenez
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	
Fiscal Impact:	
Policy Question(s) for Commission Considerations:	
Summary:	
Background:	
Discussion/Analysis:	Police Committee Members would like to request permission from the Commission to proceed with a RFQ for Architecture & Construction services for the new Police Dept.
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	

RESOLUTION NO. 2020-068

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE ENACTMENT OF SENATE BILL 410; REQUESTING THAT GOVERNOR RON DESANTIS SIGN SENATE BILL 410 INTO LAW; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article XIII, Section 2, of the Florida Constitution provides for the establishment of municipalities and grants them the authority to govern, and exercise any power for municipal purposes for the benefit of the residents and property owners of the municipality; and

WHEREAS, stable municipal boundaries afford municipal governments the ability to plan, develop and manage their jurisdictions in an orderly manner; and

WHEREAS, Pembroke Park elected officials over the period of approximately 60 years have successfully applied their strategic planning and management to transform the sparsely populated Town in to a thriving community with a well-established business sector and residential neighborhoods which offer affordable housing options to its diverse population; and

WHEREAS, the Town for many years has been subject to attempts by neighboring cities to use the provisions of Chapter 171, Florida Statutes, to acquire portions of the Town's property; and

WHEREAS, other small municipalities in Florida have faced similar attempts by their larger and well-funded neighboring cities to force de-annexation of portions of their municipality in violation of Florida's well-established home rule property; and

WHEREAS, the Florida Legislature passed Senate Bill 410 which includes an amendment to Chapter 171, Florida Statutes, to prohibit the annexation by a municipality of an area within another municipality without the other municipality's consent; and

WHEREAS, the enactment of Senate Bill 410 would alleviate the concerns of forced annexation or de-annexation for smaller municipalities throughout the state and allow them to focus their resources on providing quality municipal services to their constituents.

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

Section 1: That the Town Commission strongly supports the enactment of Senate Bill 410 to provide municipalities relief from adverse de-annexation proceedings.

Section 2: That the Town Commission respectfully requests that Governor Ron Desantis sign Senate Bill 410 into law for the benefit of municipalities throughout the State of Florida.

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 10th day of June, 2020.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

L:\Lissette\Chris\Town of Pembroke Park\Resolutions\2020\Resolution N0. 2020- Annexation.FN24449E.docx

AGENDA ITEM REPORT



To: Town Manager
Subject: Request to Secure Access to Park Lake, Inc
Meeting: DRAFT WORKSHOP COMMISSION MEETING - May 27 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

Park Lake, Inc. is requesting to own and have total access to the road leading to their entrance gate

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

Change in ordinance

RECOMMENDATION:

Discussion

ATTACHMENTS:

[Park Lake Access Request](#)



Park Lake, Inc.

Monday, April 27, 2020

Subject: Secure access to Park Lake Inc. (PLI)

Dear Vice Mayor Clark,

Park Lake Inc. (PLI) Board of Directors would like to share with you a problem that has existed for several years for some of the residents of our park. Sixty-three (63) residents live on the North side of the park entrance on Lake Shore Drive, facing Sarasota Lake and out of the secured area. Because these residents are located before the gate that ensures the safety of the people in the park, they are often subject to theft or home invasions and do not enjoy the same security as other PLI residents.

This request is based on the following considerations:

Whereas Lake Shore Drive is owned by the Town of Pembroke Park and provides access to residents of Siesta, Embassy, Sunny Lanes and PLI Parks whom residents are the only real daily users.

Whereas PLI residents living before the security gate do not enjoy complete security like other PLI residents.

Whereas the Town of Pembroke Park has entrusted PLI with the maintenance and the beautification of this street for several years.

Whereas PLI's plan is to modernize access to the park through new, safer facilities.

Whereas it is relevant to consider the possibility of relocating the security gate to the beginning of Lake Shore Drive to include residents currently living outside of the secured area.

Whereas such a change should be discussed with the Town of Pembroke Park and the owners of Siesta, Embassy, Sunny Lane and PLI parks.

PLI Board of Directors therefore requests that the Town of Pembroke Park appoints a representative of its organization to jointly examine the feasibility of such a project whose purpose is to ensure the same safety for all residents of our park.

Vice Mayor Clark, I trust you will understand the importance of getting a prompt response to our request so that both sides can plan their future actions.

This request is made to you in a spirit of collaboration between our two organizations.

Sincerely,

Conrad Bernier President
Park Lake Inc.

cc.: Ashira Mohammed, Mayor



Park Lake, Inc.

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Subject: Secure access to Park Lake Inc. (PLI)

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This request is made to you in a spirit of collaboration between our two organizations.

Sincerely,

Conrad Bernier President
Park Lake Inc.

cc.: Ashira Mohammed, Mayor

AGENDA ITEM REPORT



To: Commissioner Georgina Cohen
Subject: Cluster mail boxes with key locks for each commissioner
Meeting: Regular Commission Meeting - 10 Jun 2020
Department: Administrative
Staff Contact: Georgina Cohen, Commissioner

BACKGROUND INFORMATION:

None

POLICY IMPLICATIONS:

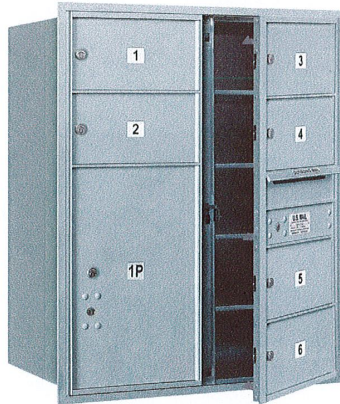
None

ATTACHMENTS:

[Mail Boxes](#)

< Internet #305819287 Model # 3710D-06AFU >

HOME DEPOT



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Salsbury Industries

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\$824⁰⁰

OR

\$69⁰⁰ per month* **suggested payments** with
12 months* financing on this \$824.00 purchase*.
VALID: 5/19/2020 - 6/17/2020

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Aluminum

Bronze

Sandstone

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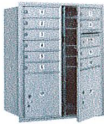
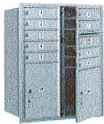
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Salsbury Industries 3700
Horizontal Series

\$1130⁰⁰

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Salsbury Industries 3700
Horizontal Series

\$1086⁴⁰

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Salsbury Industries 3700
Horizontal Series 

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Product Overview

Special Offer
Disposable Face Mask With Ear Loops - as low as \$24.95 / box of 50

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 Browse Salsbury Commercial Aluminum Mailboxes
(17 Items)

Popular Filters

- STYLE
 V
- SERIES
 V
- DIMENSIONS W"
 V
- DIMENSIONS D"
 V
- DIMENSIONS H"
 V
- MAILBOX 1 QTY.
 V

MAILBOX 1 DIM. (WxDxH)

- ☐ 10-3/4" x 14-1/2" x 11-1/2"
- ☐ 10-3/4" x 14-1/2" x 5-1/2"
- ☐ 11" x 14-1/2" x 3-1/2"
- ☐ 11" x 14-1/2" x 5-1/2"
- ☐ 22" x 14-1/2" x 11-1/2"

More...

MAILBOX 2 QTY

- ☐ 2
- ☐ 4

MAILBOX 2 DIM. (WxDxH)

- ☐ 10-3/4" x 14-1/2" x 11-1/2"
- ☐ 10-3/4" x 14-1/2" x 5-1/2"

COLLECTION BOX QTY.

- ☐ 1
- ☐ 2



Salsbury Commercial Aluminum Mailboxes Are Popular At Apartment Complexes, University Dorms, Military Bases, Corporate Mail Centers Or Anywhere Centralized Delivery Of Mail Is Necessary. Salsbury

LEARN MORE

	STYLE	SERIES	DIMENSIONS W"	DIMENSIONS D"	DIMENSIONS H"	MAILBOX 1 QTY.	MAILBOX 1 DIM. (WxDxH)	MAILBOX 2 QTY
COMPARE								
☐	Data Distribution	2400 Series Data Distribution	23-1/2	15-1/2	12-1/8	1	22" x 14-1/2" x 11-1/2"	--
☐	Data Distribution	2400 Series Data Distribution	23-1/2	15-1/2	12-1/8	2	22" x 14-1/2" x 5-1/2"	--
☐	Data Distribution	2400 Series Data Distribution	23-1/2	15-1/2	12-1/8	4	11" x 14-1/2" x 5-1/2"	--
☐	Data Distribution	2400 Series Data Distribution	23-1/2	15-1/2	12-1/8	6	11" x 14-1/2" x 3-1/2"	--
☐	Rack Ladder System Drop Boxes	2200 Series Rack Ladder System	23-1/2	15-1/2	12-1/8	--	--	--
☐	Rack Ladder System Drop Boxes	2200 Series Rack Ladder System	23-1/2	15-1/2	12-1/8	--	--	--
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☐	Rack Ladder System Mail Boxes	2200 Series Rack Ladder System	23-1/2	15-1/2	12-1/8	2	10-3/4" x 14-1/2" x 11-1/2"	--
☐	Rack Ladder System Mail Boxes	2200 Series Rack Ladder System	23-1/2	15-1/2	12-1/8	4	10-3/4" x 14-1/2" x 5-1/2"	--
☐	Rack Ladder System Mail Boxes	2200 Series Rack Ladder System	23-1/2	15-1/2	12-1/8	8	5-1/2" x 14-1/2" x 5-1/2"	--
☐	Rack Ladder System	2200 Series	23-1/2	15-1/2	12-1/8	12	--	--

Students, EBT, and Medicaid cardholders save 50% on Prime

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Lower Priced Item to Consider



Salsbury Industries 3503BRP Recessed Mounted Vertical Mailbox with Master Commercial Lock, Private Access and 3 Doors, Brass

1
\$194⁹⁵

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Salsbury Industries
3505ZRP Recessed
Mounted Vertical
Mailbox with Master
Commercial Lock,
Private Access and 5
Doors, Bronze
by Salsbury Industries

Available from these
sellers.

- Include master commercial lock (with 2 keys)
- Individual compartment size is 5-1/2" W x 16-1/4" H x 6-3/4" D
- Doors include a 5 pin cylinder cam lock (with 2 keys)
- Recessed Mount

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< Internet #305819287 Model # 3710D-06AFU >

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Salsbury Industries

3700 Horizontal Series 6-Compartment with 1-Parcel Locker
Recessed Mount Mailbox

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\$824⁰⁰

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Aluminum

Bronze

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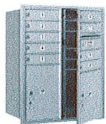
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Salsbury Industries 3700 Horizontal Series

\$1130⁰⁰

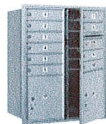
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Popular Filters

STYLE

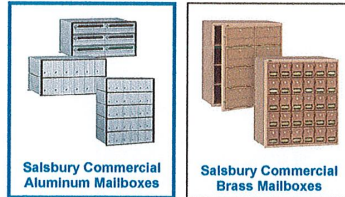
SERIES

DIMENSIONS W"

DIMENSIONS D"

DIMENSIONS H"

MAILBOX 1 QTY.



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[More...](#)

MAILBOX 2 QTY

☐ 2

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☐ 2

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☐	Rack Ladder	2200 Series	23-1/2	15-1/2	12-1/8	12	--	--

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All cluster mailboxes with locks

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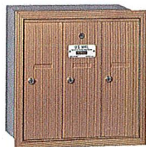
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