



Town of Pembroke Park

AMENDED AGENDA

REGULAR COMMISSION MEETING

Wednesday, October 9, 2019 @ 7:00 PM

Council Chambers

	Page
I. CONSENT AGENDA	
1. Bills Over \$500.00 - Finance Department Bills \$500 Oct 2, 2019	5 - 6
2. Reoccurring Bills Over \$500.00 for FY 2019-2020 - Finance Department Recurring Bills - Fiscal 2020	7
3. Waiver Request-Luis Tolentino - Business Tax - Billing Clerk Grooms	
4. Authorizing the Town to go out for Bid for Monitoring of Disaster Debris Removal and Disposal Services - Public Services Director Larson! Attorney Ryan	
5. Authorizing the Town to approve the added units - IIB 19-03 CDBG 44TH Year Preserve Tot Lot Playground - Public Services Director Larson	
6. Authorizing the Town to go out for Bids for a Claims Adjuster- Mayor Mohammed	
7. Proclamation: Domestic Violence Month	
8. Authorizing the Town to proceed with disposing Surplus and Salvage Equipment Public - Services Director Larson Salvage Equipment - October 19	9 - 12
9. Authorizing the Town to enter into an Agreement with Maculele Miami Brazilian Arts Institute Pembroke Park Community Garden - Vice Mayor Clark/Attorney Ryan COMMUNITY GARDEN AGREEMENT Resolution No. 19-10- FN23214E Community Garden Agreement	13 - 20
10. Authorizing the Town to enter into an Inter-local Agreement with the Supervisor of Elections for Candidate Campaign Finance Reporting Software - Attorney Ryan a. Municipality Agreement - Candidate Financial Reporting - Pembroke Park Municipality Agreement - Candidate Financial Reporting -PEMBROKE PARK (1)	21 - 24
11. RESOLUTION NO. 19-09- A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, .SUPPORTING THE TOWN'S AGRO-ECO PROGRAMS; REQUESTING FUNDING FOR AGROECO PROJECTS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. - Attorney Ryan	
II. REMARKS FROM THE GENERAL PUBLIC	
III. PUBLIC HEARING AS SCHEDULED	

IV. REGULAR AGENDA

1. Presentation: Proclamation: Chinese Association of Science Education and Culture - Mayor Mohammed
2. Presentation: Proclamation: Red Ribbon - Mayor Mohammed
3. Presentation: Proclamation: Hispanic - Mayor Mohammed
4. DISCUSSION: Recommendation of Assistant Town Manager Search - Mayor Mohammed/Attorney Ryan 25 - 79
 - a. Job-Description-Asst.-Town-Manager
 - b. Applicants for Assistant Town Manager

[Job-Description-Asst.-Town-Manager](#)
[Applicants for Assistant Town Manager](#)
[Assistant Town Manager Search - Presented at the Meeting](#)
5. DISCUSSION: Legislative Update - Vice-Mayor Clark/Attorney Sigerson 81 - 108
 - a. Legislative Priorities

[2019-20 Draft PPK LEGISLATIVE PROGRAM-DKS Edits - Presented at the Meeting](#)
[LOCAL FUNDING INITIATIVE REQUEST FY 20-21 - presented at meeting](#)
[FY 2019-20 5 Year Capital Improvement Plan 10-1-19](#)
6. DISCUSSION: FRDAP GRANT - Pembroke Park Preserve Improvements: AgroEco Food Forest Garden Linear Pathway - Vice Mayor Clark Public Services 109 - 111
Director Larson
 - a. Resolution
 - b. Citizen Advisory Minutes for 10/2/2019

[FRDAP RESOLUTION](#)
[FRDAP Citizen Advisory Minutes](#)
7. DISCUSSION: International Promotions, Businesses, Community Involvement Vice Mayor Clark
 - a. Special Recognition for Broward Sheriff's Office
 - b. FITCE 2019 - October 9-10
 - c. Free Trade Zone - Branding
8. DISCUSSION: Town Contracts (Approval of Extension of Dates) - Town Manager Muse-Salters/Attorney Ryan
9. DISCUSSION: Seneca Commerce Center (SCC) - Right-of-Way Encroachment Agreement - Consultant Town Planner Miller 113 - 127
 - a. Seneca Commerce Center (SCC) - Right-of-Way Encroachment Agreement -
Portion of Buffer Wall

[Seneca Commerce Center \(SCC\) - Right-of-Way Encroachment Agreement - Portion of Buffer Wall](#)
10. DISCUSSION: Approval of Human Resource Consulting Services - Clerk Commissioner Jacobs/Town Manager Muse Salters 129 - 244
 - a. MEMO - Evaluation of all proposals
 - b. HUMAN-RESOURCE-CONSULTING-SERVICES-RFP
 - c. HUMAN RESOURCES SERVICES RFP 19-04 - PROPOSALS

[MEMO - Evaluation of all proposals](#)
[HUMAN-RESOURCE-CONSULTING-SERVICES-RFP](#)
[HUMAN RESOURCES SERVICES RFP 19-04 - PROPOSALS](#)

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| 11. | DISCUSSION: Commission and Board Meeting Minutes - Town Manager Muse Salters
a. Special Commission Meeting 8-1-19 - Amended Draft Minutes
b. Special Commission Meeting 8-12-19 - Amended Draft Minutes
c. Special Commission Meeting - Budget - Presented at Meeting
<u>Special Commission Meeting 8-12-19 - AMENDED DRAFT MINUTES</u>
<u>Special Commission Meeting 8-1-19 - AMENDED DRAFT MINUTES</u>
<u>9-6-17 - SPECIAL COMMISSION MEETING - BUDGET - Presented at meeting</u>
<u>SAMPLE OF ACTION MINUTES - Presented at the Meeting</u> | 245 - 262 |
| 12. | DISCUSSION: Policy and Procedures - Town Manager Muse - Salters/Attorney Ryan
a. Rules of Procedure
<u>RULES OF PROCEDURE</u> | 263 - 270 |
| 13. | RESOLUTION NO. 19-10-01: A RSOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUSPENDING ADMINISTRATIVE SERVICES DIRECTORIDEPUTY TOWN CLERK NATASHA JOSEPH; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE. - Attorney Ryan
<u>Resolution 19 10-01</u> | 271 |
- V. COMMISSIONER COMMENTS
- VI. ATTORNEY COMMENTS
- VII. TOWN MANAGER / PERSONNEL COMMENTS
- VIII. EMERGENCY ITEMS

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 INSURE 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 CLERK'S OFFICE AT 954-4600 AT LEAST TWO 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
Bills over \$500
October 2, 2019

PAYMENTS				
Invoice#	Vendor	Service/Product	Dept.	Amount
JC1931	CCS Presentation Systems	Camera Installation in the Commission Chambers for the ICompass Systems (Contract Signed July 10, 2019)	Commission	\$ 7,625.91
949193	Ferguson Enterprises Inc.	Filter Fabric for Drain and Repair Clams for Sewer Pipe	Sewer	\$ 725.80
2019-PP-0901	Michael Miller Planning Associates	General Planning Services Rendered September 1st Through September 25, 2019	Planning	\$ 12,008.25
2019-PP-0902	Michael Miller Planning Associates	Land Development Planning Services Rendered September 1st Through September 25th, 2019	Reimbursable	\$ 1,826.25
220029678	MWI Corporation	Repair Pump at Bamboo Station (Replaced Coupling Sleeve, Burnt Panel and Wiring)	Stormwater	\$ 1,261.34
941	Ryan & Ryan LLC	Matters Regarding the License & Service Agreement with CivicPlus LLC	Legal	\$ 875.00
153200	Sachs Sax & Caplan	Professional Services in Regards to the BSO Contract #13965-00001(Billed Through August 1- August 31, 2019)	Legal	\$ 3,646.20
358975	Seavey Garden	Stihl Pressure Cleaner and Pro Wash 2000 18" Surface Cleaner	Roads	\$ 1,499.36
Total:				\$29,468.11

Purchase Orders				
305328	Live Long Unlimited LLC	(10) Additional Corn Cob LED Lightbulbs for the Antique District	Roads	\$ 500.00
305331	PCMG Inc.	One Year Subscription for Acrobat Pro DC Teams Value Incentive Plan/ 30 Licenses (Previously Approved at September 11, 2019 Commission Meeting)	NonDept	\$ 5,394.30
305332	Dell Corporation	18 OptiPlex 3070 Desktop Computers s/ Monitors, Keyboards and Mouse (Previously Approved at September 11, 2019 Commission Meeting)	NonDept	\$ 16,720.58
305333	Dell Corporation	3 OptiPlex 5070 Desktop Computers s/ Monitors, Keyboards, Soundbars and Mouse (Previously Approved at September 11, 2019 Commission Meeting)	NonDept	\$ 1,914.21
305334	Tim's Tile	Installation of Tile in Town Managers Office on the 2nd Floor (Previously Approved at September 11, 2019 Commission Meeting)	Bldg.	\$ 2,080.00
305336	Gallo Signs	(10) New Name Plates for Commission Chambers with Slides	Commission	\$ 970.00
305337	Live Long Unlimited	(8) LED Light Panels for Town Managers Offices on the 2nd Floor at town Hall	NonDept	\$ 640.00
305338	Barney's Pump Inc.	(2) Hydromatic Ductile Iron Impellers	Sewer	\$ 1,066.00
305339	C&D Canvas Inc.	Fix Town Hall Awning	NonDept	\$ 1,500.00
305340	CDW Government	Scanner For Laserfiche (Previously Approved at September 11, 2019 Commission Meeting)	NonDept	\$ 3,950.00
305341	SHI International Corp	(1) HP DesignJet T830 Scanner and (3) Fujitsu ScanSnap iX 1500 Scanners	NonDept	\$ 7,193.27
305342	Dell Corporation	1 OptiPlex 7770 All-In-One Desktop Computer (Previously Approved at September 11, 2019 Commission Meeting)	NonDept	\$ 1,776.73

305343	Atlantic Environmental Systems	New Odor Scrubber	Sewer	\$ 600.00
Total:				\$44,305.09
Grand Total:				\$73,773.20

Town of Pembroke Park
Recurring Monthly Expenses 2019/2020

Vendor *	Service/Product	Monthly Amount	Quarterly Amount	Yearly Amount
Action Labor/ Staffing Connections	Crossing Guard Services	2,600.00		
AFLAC	Supplemental Insurance	2,000.00		
Alarm Trust of Florida	Alarm Service & Maintenance - Parks Dept.	260.00		
AT&T	Cell Phone Communication/ Lines For Fire Alarm	500.00		
Atlantic Alarms, Inc.	Alarms Service and Maintenance - Town Hall		84.00	
Atlantic Environmental System	Deodorization of Master Lift Station	650.00		
Broward County Board of Comm.	Building Permit Remittance Fees/Radon	3,500.00		
Broward County Board of Comm.	Stormwater Management Fees			2,000.00
Broward County Fire & Rescue	Fire & Rescue Services	267,152.00		
Broward County Law Enforcement	Police Protection Services	272,668.00		
Broward County Traffic Enforcement	Additional Police Service	3,848.00		
Broward County Waste & Recycling Svcs	Solid Waste & Recycling Services		6,254.75	
Calvin, Giordano & Associates, Inc.	Build & Permit Tracking User Licenses	800.00		
Calvin, Giordano & Associates, Inc.	Yearly Maintenance Renewal			3,400.00
Canon Financial Services	Copier Lease - Clerk's Office, Bldg & Public Works	1,500.00		
Capital Air Conditioning	Air Conditioning Maintenance - Town Hall		450.00	
Capital Hill Consultant (David A. Sigerson)	Consultant	4,500.00		
CAS Governmental Services	Retainer	833.33		
Cintas Corporation	Uniform Service Provider	600.00		
City of Hollywood	Wastewater Management	125,000.00		
Comcast	Telephone/Fax/Internet/Long Distance/Cable TV or substitute	2,600.00		
Cougar Mountain Software	Accounting Software Annual Renewal			3,500.00
Cougar Mountain Software	Additional Customer Support			5,000.00
Craig A. Smith	Utility Locates	2,500.00		
DC Strategies	Grant writer - retainer	3,000.00		20,000.00
Diligent/	ICompass System/ Meeting Management			10,000.00
Dora Industries, Inc. (Gold Coast Chemical)	Maintenance for Lift Stations		2,000.00	
Florida League of Cities	Annual Membership Dues-Town Manager			1,000.00
Florida Municipal Insurance Trust	Liability/Auto/Property/WC Insurance		45,000.00	
Florida Power And Light	Electric Bill	18,000.00		
Florida Retirement System	Retirement Pension	30,000.00		
Foster & Foster, Inc.	Actuarial Valuation of Other Post Employment Benefits			3,000.00
Helmich Consulting, Inc.	Lobbying Services			5,000.00
Home Depot	General Supplies for Repairs and Maintenance	4,000.00		
Hulett	Pest Control Services - Town Hall/Parks	250.00		
ICMA	Employee ICMA Contributions	5,000.00		
John Hancock/ Minnesota Life Insurance	Additional Life Insurance/Disability Care	7,300.00		
Kelly Janitorial	Janitorial Services	1,500.00		
Latham Time Corporation	Annual Support Agreement for Time Clock			600.00
MailFinance	Postage Meter Lease	215.00		
Michael Miller Planning Associates	Professional Planning Conferences			1,000.00
National League of Cities	Direct Member Dues for Town			1,500.00
Nestle Water North Americas dba Ready Refresh	Bottled Water			
Network Techs	Computer Technical Services	300.00		
Network Techs	Computer Technical Services	6,512.00		
Network Techs	Web Maintenance & Email Services - 3rd party	1,000.00		
Otis Elevators	Elevator Maintenance & Emergency Phone Service	400.00		
Pace Analytical	Annual Water Testing			2,000.00
Petty Cash	Storm Emergency Funds			3,000.00
Pro Systems, Inc.	CMI Fixed Asset Customer Support			450.00
Ryan & Ryan, P.A.	Town Attorney-Retainer	8,333.33		
Smarsh Inc	Text Message Archiving	400.00		
State of FL Dept. of Bus & Prof Reg	Building Permit Quarterly Surcharge		4,000.00	
Sun Sentinel	Advertising	4,000.00		
Sunshine State One Call of Florida	Underground Locates	90.00		
Terminix	Termite Control Services - Town Hall/Parks Depts.			2,100.00
Tidewater Consulting	Lobbying Services			60,100.00
Toshiba	Copier Lease Payment - Admin/ Finance Depts.	800.00		
Town Approved Auditor	Auditor's Cost			45,000.00
Town Approved Elec./Occ Lic Insp.	Insp. by Elec./Occ Lic Inspector or Substitute	5,000.00		
Town Approved Health Insurance	Health Plans	37,000.00		
Town Approved Insurance	Life, AD&D, LTD, STD, Dental, Vision	10,000.00		
Town Approved Mechanical Insp.	Insp. by Mechanical Inspector or Substitute	5,000.00		
Town Approved Pension Plan	Contribution to Commission Pension Trust Fund			80,000.00
Town Approved Plumbing Insp.	Insp. by Plumbing Inspector or Substitute	5,000.00		
Town Approved Structural/Roof Insp.	Insp. by Structural Inspectors or Substitute	6,000.00		
U.S.P.S. (Hasler)	Recharge Postage Meter	1,000.00		
Vantagepoint Transfer Agents	IRA Contributions	2,000.00		
Vector Security	Video Surveillance System Service Agreement	175.00		
Verizon Wireless	Radio/Cell Phone Communications	3,500.00		
Waste Management Inc of Florida	Solid Waste Services	1,200.00		
Water & Wastewater Services	Water Usage	5,500.00		
Watertron	Water Treatment for Cooling Tower	150.00		
Wells Fargo Bank	Sinking Fund	10,695.84		
Wells Fargo Bank	Debt Service Reserve	1,076.00		
Wells Fargo Bank	ST Construction Reserve	6,168.47		
Wells Fargo Bank	Cafeteria Plan	2,500.00		
WellsFargo Visa Cards	Corporate Credit Card	20,000.00		
WEX	Fuel Expense	4,000.00		
		908,576.97	57,788.75	248,650.00
			Grand Total	1,215,015.72

* Vendors names may change



TOWN OF PEMBROKE PARK

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

Memo

To: Ashira Mohammed, Mayor
Howard Clark, Jr., Vice - Mayor
Geoffrey Jacobs, Clerk-Commissioner
Georgina Cohen, Commissioner
Reynold Dieuville, Commissioner
Agatha Muse-Salters, Town Manager
Newall J. Daughtrey, Interim Assistant Town Manager
Natasha Joseph, Administrative Services Director

From: Todd Larson, Public Services Director

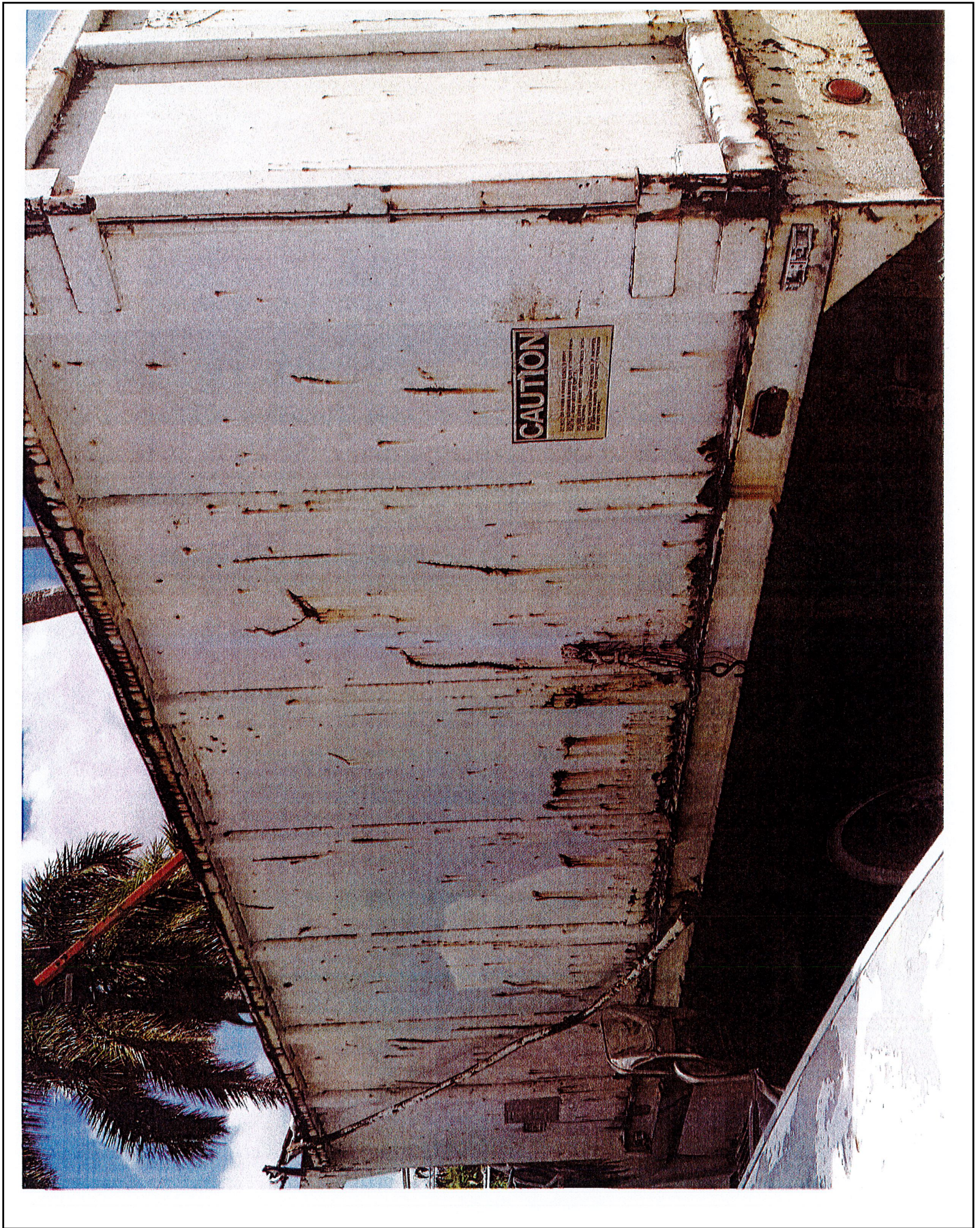
Date: September 25, 2019

Re: SALVAGE EQUIPMENT

The Town of Pembroke Park owns some equipment that is well beyond its useful life and needs to be disposed of. I am therefore recommending that the following equipment be declared salvage and disposed of.

EQUIPMENT	VIN/SERIAL NUMBER	CONDITION	ASSET #
JOHN DEER RIDING MOWER	MODEL # 345, SERIAL # M00345B101415	POOR	01097
FORD F250 2007	1FTNX205X7EB11659	POOR	1659
CHEVY DUMP TRUCK 1987	1GBJ7D1B2HV102846	POOR	2846







COMMUNITY GARDEN AGREEMENT

THIS COMMUNITY GARDEN AGREEMENT ("Agreement") is entered into by and between Town of Pembroke Park, Florida, a Florida municipal corporation, whose address is 3150 SW 52 Avenue, Pembroke Park, Florida 33023, ("Town") and Maculele Miami Brazilian Arts Institute, Inc., a Florida non-profit corporation, whose address is 2954 SW 30th Avenue, Pembroke Park, Florida 33009, ("Maculele").

RECITALS

1. The Pembroke Park Community Garden ("Community Garden") creates beneficial opportunities for people to learn about the sources of fresh produce, access to healthy foods, vocational training in sustainable agriculture, the benefits of a healthy diet, and the importance of environmental stewardship.
2. Town owns and maintains the Raymond P. Oglesby Preserve and A.J. Ryan Park (collectively referred to as "Parks") where the Community Garden is located for the use and benefit of area residents.
3. Maculele personnel have assisted in the creation and the operation of the Community Garden on Town property located in the Parks pursuant to a prior agreement with Town.
4. Maculele desires to continue to cooperate with Town to promote the benefits of the Community Garden to its members and to the general public, and desires to defer all operation and management responsibilities of the Community Garden to Town.
5. Town and Maculele desire to make and enter into a new agreement setting forth the terms and conditions for the operation and management of the Community Garden located in the Parks.

WITNESSTH

In consideration of the mutual covenants, terms and conditions contained in this Agreement, and other good and valuable consideration, the adequacy and receipt of which are acknowledged, the parties agree as follows:

1. SCOPE OF SERVICES

1.1 Town agrees to perform the following services in connection with the operation of Community Garden, including, but not limited to:

- A. Design Garden Layout
- B. Provide onsite training for Gardeners relating to crop selection, planting methods, fertilization and harvesting techniques, as needed
- C. Provide Soil Management Plan
- D. Provide Crop Growing and Rotation Plan
- E. Implement a Pest Management Plan

1.2 Town will use such real property in the Parks for the Community Garden as designated by the Pembroke Park Town Commission.

1.3 The designated real property in the Parks will be used for the sole purpose of operating the Community Garden with plots to be assigned by to Community Garden members by Town staff.

2. OPERATION AND MAINTENANCE OF COMMUNITY GARDEN

2.1 Town will operate the Community Garden in accordance with a set of garden rules promoting safe and enjoyable conditions. Town will require all persons to whom it allows to participate in the Community Garden to enter into a Gardener Agreement and waiver of liability as prepared by Town.

2.2 Town will install and maintain a security system, where practicable, to prevent entrance to the Community Garden outside of operating hours or when the parcel is unattended. Town will install no trespassing signs, a system of fences and locks or other similar security measures to prevent access to the Community Garden during non operating hours.

2.3 Maculele will not undertake or allow the undertaking of any commercial enterprise, including, but not limited to, sales of produce, in the Community Garden. It is the intention of the parties that all produce grown in the Community Garden is for consumption by the Gardeners and their families, and not for sale to the public.

2.4 The parties recognize and acknowledge that Maculele may sponsor and host events or programs at the Community Garden from time to time where its members and the general public are invited to participate in the event or program. Maculele agrees to obtain Town's prior written consent to sponsor and host such public events or programs, which consent may be denied by Town in its sole discretion.

3. NO SUBCONTRACTS

Maculele shall not subcontract any of the operation of the Community Garden to third parties. It is expressly agreed by the parties that Town shall be solely responsible for the performance of all the Community Garden operations and maintenance under this Agreement.

4. ADDITIONAL FINANCIAL ASSISTANCE

4.1 Town intends to apply for grants and other forms of financial assistance from third parties to supplement funds available for the operation of the Community Garden. Maculele agrees to cooperate and assist Town in order to complete the Town's applications for financial assistance.

4.2 In particular, Maculele is aware that Town intends to apply for a grant from Florida Recreation Development Assistance Program in the amount of \$50,000.00 to further improve the Community Garden. Maculele agrees to furnish \$5,000.00 or more of the total

project costs in cash or labor services for the development of the grant project with Town holding leading management responsibility for the grant project.

4.3 Maculele agrees to abide by all of the terms and conditions set forth in any grant or financial award which the Town receives with respect to the operation of the Community Garden.

4.4 Town's efforts by applying for grants and assistance does not guaranty Town will be successful in obtaining funds from third parties for the Community Garden.

5. TERM AND TERMINATION OF AGREEMENT

5.1 The term of this Agreement is for one year, starting on October 1, 2018 and ending on September 30, 2019.

5.2 This Agreement may be terminated by either party after notice by Town or Maculele to the other party. Such a termination will be effective thirty (30) days after delivery by the terminating party to the other party of a written notice of termination under this section.

5.3 In the event Maculele breaches any of its duties or obligations under this Agreement, Town may provide Maculele with written notice of the breach. If Maculele fails to cure the breach within thirty (30) days after receipt of such notice, Town may terminate this Agreement providing written notice of termination and said termination shall be effective fifteen (15) days after delivery of such notice to Maculele. Town will determine whether the breach has been cured in its sole discretion.

5.4 In the event of termination of this Agreement, Maculele agrees to vacate the parcel and surrender the parcel to Town in at least as good order and condition as on the date that this Agreement was executed.

5.5 If Maculele or any gardener leaves any of its personal property on the parcel after termination of this Agreement, Town may store the equipment at a warehouse or any other location for Maculele's account and at Maculele's risk. If Maculele does not reclaim its property within sixty (60) days after termination of this Agreement, Town may dispose of said property in any manner it deems appropriate.

6. INDEMNITY AND WAIVER OF LIABILITY

6.1 Maculele will defend, indemnify and hold Town and Town's Commissioners, departments, boards, officers, agents employees, representatives, contractors, subcontractors or their employees harmless against all claims, liabilities, losses, damages, expenses and attorneys' fees, including, but not limited to, losses arising from any property damage, death or injury of any nature whatsoever that may be suffered or sustained by Maculele or any of Maculele's licensed gardeners, employees, contractors, family members, guests or any other person in a relationship with Maculele or Maculele's licensed gardeners or otherwise participating in or present in the Community Garden (Maculele and such persons are referred to collectively as

“Maculele Parties”), which may arise directly or indirectly from Maculele Parties’ use or operation of or presence on the parcel or any breach by Maculele of this Agreement, except to the extent the loss is caused by the gross negligence or willful misconduct of Town. This section will survive any termination of this Agreement.

6.2 Maculele releases and waives all claims against Town with respect to or arising out of (a) any death or injury of any nature whatsoever that may be suffered or sustained by Maculele from any causes whatsoever, except to the extent that such injury or death is caused by the gross negligence or willful misconduct of Town; (b) any loss or damage or injury to any property on or about the parcel belonging to Maculele, except to the extent such injury or damage is to property not covered by insurance carried by Maculele and is caused by gross negligence or willful misconduct of Town; or (c) the condition of the parcel and suitability of the parcel for use as a community garden. Subject to the prior provisions, Town shall not be liable for any damage or damages of any nature whatsoever to Maculele caused by explosion, fire, theft, crime, or negligent behavior. The section will survive any termination of this Agreement.

7. INSURANCE

7.1 Maculele agrees to purchase and maintain at its own costs and without interruption during the term of this Agreement comprehensive general liability insurance naming Town as an additional insured, affording coverage for bodily and personal injury liability, including liability for death, and property damage or a combination thereof, in an amount not less than Five Hundred Thousand Dollars (\$500,000.00).

7.2 Maculele agrees to provide Town with a copy of the insurance policies required by Section 7.1. Maculele will deliver to Town evidence of each renewal or replacement of any required insurance policy at least ten (10) days prior to the expiration of such policy. In lieu of the actual policies, Maculele may deliver to Town a certificate of insurance evidencing Maculele’s insurance policies, provided that Town also receives a copy of the endorsement naming Town as an additional insured.

8. GENERAL PROVISIONS

8.1 Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing, by guaranteed overnight delivery, or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing at the beginning of this Agreement, but each party may change the address only upon written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as the date received.

8.2 This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the obligations of the parties and contains all of the covenants and agreements between the parties with respect to the rendering of such services and compensation in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by

any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.

8.3 This Agreement will be governed by and construed in accordance with the laws of the State of Florida. All parties agree and accept that jurisdiction of any controversies arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be the state courts of the Seventeenth Judicial Circuit in Broward County, Florida, and venue for litigation arising out of this Agreement shall be in a state court located in Broward County, Florida, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device.

8.4 The parties hereby represent and warrant for themselves that the person executing this Agreement is authorized to execute this Agreement and is authorized to obligate the respective party to perform this Agreement.

8.5 If any term, covenant or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent, be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, shall not be affected thereby, and each and every remaining term, covenant or condition of this Agreement shall be valid and enforced to the fullest extent permitted by law.

8.6 The headings contained in this Agreement are for convenience and reference only and in no way define, describe, extend, or limit the scope or intent of this Agreement, nor the intent of any provision hereof.

8.7 The parties agree to execute, acknowledge and deliver 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.

8.8 This Agreement may not be changed, altered or modified except by an instrument in writing signed by all parties against whom its enforcement of such change would be sought.

8.9 No waiver of any provision in this Agreement shall be effective unless it is in writing, signed by the party against whom it is asserted, and any such written waiver shall only be applicable to the specific instance to which it relates and shall not be deemed to be a continuing or future waiver.

8.10 Any rights either party may have in the event that it terminates this Agreement pursuant to the terms hereof shall survive such termination.

8.11 The 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.

8.12 The parties hereto acknowledge that they have had the opportunity to consult with counsel of their choice before agreeing to this Agreement. The parties further acknowledge that they have fully read, understand and voluntarily and knowingly entered into this Agreement after having read and understood and/or having been advised of the terms, conditions, effect and legal consequences hereof.

8.13 For the purposes herein, the parties agree that time shall be of the essence of this Agreement and representations and warranties made are all material and of essence to this Agreement.

8.14 Multiple copies of this Agreement may be executed by all parties, each of which, bearing original signatures, shall have the force and effect of an original document. Facsimile and/or e-mail signatures shall count as and be as effective as original signatures.

8.15 All of Town's rights, powers and remedies under this Agreement are cumulative and not alternative and will be in addition to all rights, powers and remedies given to Town at law or in equity. The exercise of any one or more of these rights or remedies will not impair one's right to exercise any other right or remedy including any and all rights and remedies of a property owner under or any similar, successor or related laws.

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective date under each signature.

MACULELE MIAMI BRAZILIAN
ARTS INSTITUTE INC.

TOWN OF PEMBROKE PARK

By: _____
BRIAN DE FARIA, President

By: _____
ASHIRA A. MOHAMMED
Mayor-Commissioner

Date: _____

Date: _____

RESOLUTION NO. 19-10-__

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 area residents and local students 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 to include 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, Maculele Miami Brazilian Arts Institute, Inc. members and staff have contributed to the development and maintenance of the Community Garden; and

WHEREAS, Town and Maculele Miami Brazilian Arts Institute, Inc. desire to enter into an agreement relating to the further development, 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 further development, 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 9th day of October, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

Candidate Financial Reporting System Agreement for Municipalities

This Candidate Financial Reporting System Agreement for Municipalities ("Municipality Agreement") is made and entered by and between Broward County Supervisor of Elections ("County SOE") and PEMBROKE PARK ("Municipality") (collectively, County SOE and Municipality are referred to as the "Parties").

RECITALS

A. County SOE and VR Systems, Inc. ("VRS") entered into a Candidate Financial Reporting Service, License, Maintenance and Support Agreement (the "License Agreement"), dated _____, which permits County SOE and all of Broward County's municipalities to access VRS' proprietary candidate financial reporting service (the "Service").

B. County SOE desires to extend the Service to the Municipality per the terms set forth in the License Agreement and this Municipality Agreement.

Now, therefore, in consideration of the mutual terms and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The above recitals are true and correct and incorporated herein by reference.
2. Unless stated otherwise herein, the definitions in the License Agreement shall apply to this Municipality Agreement.
3. The Municipality may utilize the Service and offer same to all official candidates for office required to submit financial reports pursuant to applicable Florida law. Upon execution of this Municipality Agreement, County SOE will notify VRS that the Municipality is ready to access the Service and VRS will provide Municipality its unique credentials to access the Service and create user accounts for authorized users.
4. The Municipality will reimburse County SOE, as set forth in Attachment 1 hereto, for use of the Service.
5. The Municipality is solely responsible for complying with all terms and conditions set forth in the License Agreement. The Municipality agrees to indemnify and hold County SOE harmless for any claims made by VRS to the extent such claim is caused or alleged to be caused, in whole or in part, by any act or omission of the Municipality in violation of the License Agreement.
6. This Municipality Agreement may be terminated by either party through written notice of termination. The notice of termination must identify the termination date, which shall be at least ten (10) business days after the date the written notice is delivered. If Municipality terminates this Municipality Agreement, Municipality is not entitled to a refund of

any fees paid by Municipality pursuant to Attachment 1

7. This Municipality Agreement shall become effective on the date it is fully executed by the Parties and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

(Remainder of page left intentionally blank)

BROWARD COUNTY SUPERVISOR OF ELECTIONS

Broward County Supervisor of Elections

Date: _____

MUNICIPALITY

By: _____

Date: _____

Witnessed: _____

Witnessed: _____

Approved as to form and legal sufficiency:

Name: _____

Title: _____

Date: _____

Attachment 1 – Reimbursement Fees

Upon receipt of an invoice from County SOE, the Municipality shall reimburse County SOE the following amounts within 30 days of the invoice date:

Invoice Date	Invoice Period	Fees
Effective Date of Municipality Agreement	One-Time Fee	\$229
Each anniversary of the Municipality Agreement	Recurring, annually in advance	\$152 annually

TOWN of PEMBROKE PARK

Human Resources Department

3150 SW 52nd Avenue

Pembroke Park, Florida 33023

<http://www.townofpembrokepark.com>

INVITES APPLICATIONS FOR THE POSITION OF: Assistant Town Manager

Equal Opportunity Employer, Drug-Free Workplace, Veterans Preference Provided

OPENING DATE: Immediate

CLOSING DATE: Friday, August 30, 2019

TOWN BACKGROUND:

The Town of Pembroke Park is a political subdivision of the State of Florida and is located in the southeastern part of the state in Broward County. The Town was first incorporated December 10, 1957 as Town of Pembroke, and later incorporated as Town of Pembroke Park on June 20, 1959. The Town has a current estimated permanent population of 6,100 residents with a large influx of seasonal residents each winter. The Town has a total area of 1.7 square miles.

The Town is structured as a commission form of government in which residents elect five (5) members to the Town Commission, which is the governing body that adopts legislation and sets policy. The Commission hires the Town Manager with broad executive authority to carry out those policies and oversee the Town's day-to-day operations. The Town currently employs approximately 25 staff members. The total budgeted revenues and expenses for the fiscal year 2018-2019 are \$16,038,571.00.

GENERAL DESCRIPTION:

The Assistant Town Manager serves the Town Commission, the Town Manager and the community and brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs. The Assistant Town Manager assists in preparing the budget for the Commission's consideration; assists in recruiting, hiring, terminating, and supervising government staff; in the absences of the Town Manager serves as the Commission's chief advisor; and carries out the Commission's policies. The Assistant Town Manager is bound by whatever action the Commission takes, and control is always in the hands of the elected representatives of the people.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The below statements are intended to describe the general nature and level of work being performed by the employee assigned this classification. It is as well intended to be compliant with the Americans with Disabilities Act.

- The Assistant Town Manager assists in overseeing the Town's compliance with including, but not limited to, all federal, state, county and local laws, statutes, ordinances, resolutions, policies and procedures.
- To see that the policies and directions of the Commission with respect to the administration and operation of the Town are followed.
- To attend all meetings of the Commission.
- To oversee the agenda for all meetings of the Commission including, but not limited to, special and workshop meetings.
- To keep the Commission fully advised as to the financial condition, management, governance and related needs of the Town.
- To recommend to the Commission for its consideration such measures as he or she may deem necessary, expedient or otherwise in the Town's best interests.
- The Assistant Town Manager assists in the day to day operations of all departments
- To perform research and prepare reports as may be assigned by the Commission.
- To conduct management and cost studies on Town activities and make recommendations for revision where necessary.
- To serve as the affirmative action program coordinator.
- To assist the Town staff and Town consultants in making application for Federal and State grants as directed by the Commission.
- To maintain liaison and communication with other local governments and other levels of government as directed by the Town Commission.
- To coordinate the activities of all department and division heads to ensure the efficient operation of the Town government as directed by the Commission.
- To keep the Town Commission fully advised as to the financial conditions and needs of the Town at such times and in such detail as necessary, but at a minimum on a monthly basis.
- The Assistant Town Manager shall assist in the preparation the annual budget to the Town Commission for its consideration.
- To investigate and determine whether purchases of current supplies and contractual services are made in accordance with regulations prescribed by state law, Town charter and ordinance, and whether competitive procurement procedures are maintained in a fair and impartial manner.
- To hold such staff meetings and perform such other functions as are required to carry out the duties as outlined above.
- To perform such other duties as may be required of him or her by ordinance, resolution, or other direction of the Commission.

QUALIFICATIONS:

- Graduated from an accredited four-year institution with a bachelor's degree in public administration, business administration, management, or a closely related field. A master's degree is highly desirable and preferred, and a credentialed manager vis-à-vis the ICMA is a plus but is not required.
- Executive experience of at least five years in municipal governments and two years minimum in the role of a city manager and/or an assistant city manager is preferred.
- Knowledge of municipal government at the local, state, and federal levels is highly desirable, specifically regarding general laws, ordinances, resolutions, and other elements associated with serving in a chief-level executive position, such as:
 - Managing and directing operations of a municipality

- o Experience with various types of governmental forms and relationships between professional managers and elected officials
- o Delegating authority and responsibilities
- o Knowledge of race and ethnic issues in cities
- o Financial management in city government
- o Ethics in leadership, making value-based decisions
- o Experience with goal setting and program evaluation
- o Negotiation experience to resolve complex and sensitive problems
- o Understanding of HR management best practices, staff facilitation and strategic planning

SUPPLEMENTAL INFORMATION:

Please submit cover letter, resume, five professional references, and salary history information to: Human Resources Department at 3150 SW 52nd Avenue, Pembroke Park, FL 33023 by email to resume@townofpembrokepark.com. Candidates are not to contact Town Commissioners at any point during this process.

Additional information may be obtained by contacting Dierdre Davis, Administrative Assistant, at (954) 966-4600, Ext. 228, or e-mail administrativetemp@townofpembrokepark.com. All application materials are subject to the Florida Public Records Law.

The Town of Pembroke Park is an Equal Opportunity Employer and a Drug-Free Workplace. The Town provides Veteran's Preference in accordance with FS 295.07, 295.11. This announcement does not replace the job description. Please review the job description for full details of the position, including its requirements.

2052 White Tail Court
Bourbonnais, Illinois 60914
August 23, 2019

Town of Pembroke Pines
Attn: Human Resources Department
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

Dear Human Resource Officials,

Please accept my letter of interest, resume, professional references, and salary history for the Assistant Town Manager position with Pembroke Park, Florida.

Please allow me to formally introduce myself to you and the members of your team. My name is Jeffery Thomas Cavender. I have been a law enforcement officer for more than 32 years, serving nearly 24 years with the Orland Park Police Department in Orland Park, Illinois. In August of 2013, I retired from the Orland Park Police Department to accept a Police Chiefs position. Most recently I served as the Assistant Chief of Police in Onalaska, Wisconsin. I possess a Bachelor of Arts Degree in Criminal Justice, a Master's Degree in Public Administration, FBI-LEEDA Leadership Training at the Supervisory, Command and Executive levels, and I have completed the 12-week Arizona Leadership Staff and Command Course with the Arizona Peace Officers Standards and Training Board in Phoenix, Arizona.

In April of this year I retired from active duty law enforcement after more than three decades of service to pursue my second career in public administration. This opportunity with the Town of Pembroke Park will allow me to continue to share my life's work and my passion for public service with a community that is full of promise and in search of great things.

My career in law enforcement has provided me with a tremendous amount of educational and training opportunities, as well as a wealth of experience. I am very confident that my experience, training, education and extensive public service background makes me a well-qualified candidate for the Assistant Town Manager position. I promote building strong relationships within the organization and the community based on trust, respect and professionalism. I place a high value on teamwork and I believe that each team member brings a unique set of gifts to the team. As a leader, a team builder and a mentor, I promote the ability to negotiate practical solutions to problem solving. I seek and provide attention to detail, while encouraging the team to think through all possibilities in search of viable solutions for all situations.

As a visionary, 21st Century servant and transformational leader, I recognize the importance of being visible and accessible to the community, as well as to the members of the organization. I am a

hands-on leader who strongly believes in responsibility and accountability of the entire staff. It is my belief that holding each employee to the highest standard of personal and professional integrity ensures the utmost level of professionalism. Furthermore, I understand the value and importance of having a meaningful and professional relationship with other local government officials, department heads, community leaders, and all applicable stakeholders.

My Master's Degree in Public Administration has provided me with a clear understanding and respect for the formative, ethical and political environment of how business is conducted. My educational curriculum has allowed me the opportunity to develop sound reasoning and critical thinking skills to establish viable solutions to problems within the work environment. In May 2015, after being nominated by staff at Governors State University, I was recognized by the American Society of Public Administration with the 2015 Model Administrator/Alumnus Award for outstanding work in public administration, public management and public policy in the greater Chicagoland area.

I am highly observant, and I approach my responsibilities with an open-minded focus. A conceptual, tenacious and realistic 21st Century leader, I am prepared to labor tirelessly for our team and our mission. My ability to develop others through leadership and mentorship provides for a team of professionals who can execute a vision and strategy to meet the needs of the team members, the entire organization and the community. My technology skills are excellent, and I consistently work towards embracing and implementing new technology that is consistent with emerging trends and established best practices. In my role as a public safety leader I have mastered the ability to be politically savvy, but at the same time recognizing my role in the governmental process where I consistently work towards organizational collaboration. I am very confident you will find that my advanced education, training and experience makes me a well-qualified candidate for this prestigious position. I have a proven record of strong leadership and community involvement during my 32 years in public service while serving with honor, pride and professionalism.

In closing, please know that my application for this important position comes with a great deal of enthusiasm, confidence and integrity. I am certain if I am afforded the opportunity to meet with you in person and participate in your interview process that you will sense my commitment to excellence, my passion for public service, and see firsthand the energy, vision and leadership that I can and will bring to the Town of Pembroke Park. I trust you will find my attached resume to further outline my qualifications for this position. I also invite and encourage you to explore my LinkedIn profile at <https://www.linkedin.com/in/jeffery-t-cavender-mpa-a892223a>, there you will be able to further identify my extensive background and areas of expertise. I look forward to hearing from you and I welcome the opportunity to meet with you to further discuss this outstanding opportunity.

Sincerely,

Jeffery T. Cavender, MPA

Jeffery T. Cavender

2052 White Tail Court, Bourbonnais, IL 60914
(815) 953-9137 – jefferycavender701@gmail.com

Education

Governors State University, University Park, IL
Master of Public Administration, 2015 Model Administrator Award
August 2013

St. Leo University, St. Leo, FL
Bachelor of Arts in Criminal Justice
October 2007

Professional Development

Arizona Leadership Staff & Command Program Arizona Peace Officer Standards & Training	Phoenix, AZ March 2018
FBI - LEEDA Executive Leadership Institute Executive Leadership Development	Savannah, GA November 2017
FBI – LEEDA Supervisor Leadership Institute Supervisory Leadership Development	St. Peters, MO September 2017
FBI – LEEDA Command Leadership Institute Command Leadership Development	Boulder, CO October 2016
Illinois Association of Chiefs of Police Certified Police Chief – State of Illinois	Springfield, IL April 2016
Wicklander-Zulawski & Associates Certified Lead Homicide Investigator	Downers Grove, IL October 2015
Illinois Law Enforcement Training Standards Board 40-Hour Enduring, Surviving & Thriving as a 21 st Law Enforcement Executive	Springfield, IL May 2014
Illinois Law Enforcement Training Standards Board Managing a Small Law Enforcement Agency	Springfield, IL December 2013
Northwestern University – Center for Public Safety Award of Achievement – 200 hours of Criminal Forensic Investigative Techniques	Evanston, IL September 2005
Illinois State Police Academy D.A.R.E. Officer Training	Springfield, IL June 1988
Illinois State Police Academy 400-Hour Basic Law Enforcement Training	Springfield, IL December 1986

**Work
History**

Olivet Nazarene University Adjunct Professor – Criminal Justice Department	Bourbonnais, IL July 2015 to Present
City of Onalaska Police Department Assistant Chief of Police	Onalaska, WI Aug. 2018 – April 2019
City of Somerton Police Department Chief of Police	Somerton, AZ May 2017 – July 2018
City of Momence Police Department Chief of Police	Momence, IL Nov. 2013 - May 2017
Village of Orland Park Police Department Police Officer / Investigator	Orland Park, IL Jan. 1990 - Aug. 2013
City of Momence Police Department Police Officer / DARE Officer	Momence, IL Dec. 1986 – Jan. 1990

**Professional
Affiliations**

Arizona Association of Chiefs of Police	Former Member
Western Arizona Law Enforcement Association	Former Member
Illinois Association of Chiefs of Police	Active Member
International Association of Chiefs of Police	Active Member
Eastern Illinois Law Enforcement Administrators Assn.	Former Member
Orland Park Law Enforcement Organization	Retired Member
100 Club of Kankakee County	Active Member
Kan-Comm 911 Center Advisory Board	Retired Member

**Specialized
Training**

Arizona Leadership Staff & Command Program – ALP ~ 23
FBI-LEEDA Supervisory Leadership Institute
FBI-LEEDA Command Leadership Institute
FBI-LEEDA Executive Leadership Institute
Leadership Institute for New Supervisors
Managing a Law Enforcement Agency
Certified Illinois Police Chief
Certified Illinois Peace Officer
Certified Arizona Peace Officer

Certified Illinois Lead Homicide Investigator
Active Shooter Incident Management
Lexipol – Communicating Effectively During Disasters & Major Incident
Domestic Related Homicide Investigation
Advanced John Reid Interviewing & Interrogation
Crime Scene Technician I & II – Northwestern University
Domestic Related Homicide Investigations
Advanced Homicide Investigation – Northwestern University
Advanced Crime Scene Photography – Northwestern University
Financial Crimes Investigator – Northwestern University
Advanced Homicide Investigation – Northwestern University
Rapid Deployment and Critical Incident Response – Active Shooter
Basic SWAT Operations – Northern Illinois Police Alarm System
Advanced SWAT Operations – Northern Illinois Police Alarm System
Tactical Emergency Medic (ERT) – Dallas, Texas
Certified Juvenile Officer
Certified Field Training Officer
Certified Breathalyzer
Certified Truck Enforcement Officer
Licensed Illinois Paramedic
Certified Firefighter II – State of Illinois
Certified Fire Apparatus Engineer – State of Illinois
Certified Advanced Cardiac Life Support
Certified Pediatric Advanced Life Support
National Incident Management – Level 100, 200, 700 & 800

References

Ian McGaughey
110 N. State Street
Somerton, Arizona 85350
ianmcgaughey@somertonaz.gov

City of Somerton, Arizona
City Manager
(928) 503-0123

Bernie C. Thompson
421 Jeffery Street
Manteno, Illinois 60950
bcthompson5254@yahoo.com

Chief of Police / Village Administrator (Ret.)
Village of Manteno
(815) 693-0927

Mickey C. Porter
200 E. Washington St
Momence, Illinois 60954
Momence05@yahoo.com

Mayor - City of Momence (Ret.)
(815) 592-4270

Robert J. Gessner
3000 S. Justice Way
Kankakee, Illinois 60901
rgessner@k3county.net

Kankakee County Coroner
(815) 955-9040

Jim Rowe
279 N. Schuyler Avenue
Kankakee, Illinois 60901
jrowe@k3county.net

Kankakee County States Attorney
(815) 450-7459

Dr. Craig Bishop
1 University Drive
Bourbonnais, IL 60914
cbishop1@olivet.edu

Program Director – Criminal Justice
Olivet Nazarene University
(815) 351-5604

Joseph Turitto
15170 W. Elm Circle
Surprise, Arizona 85374
trfesgt@gmail.com

Retired Arizona Law Enforcement
(602) 904-3355

Billy D. Hayes
415 Main Street
Onalaska, WI 54650
bhayes@onalaskawi.gov

Fire Chief – City of Onalaska
(678) 414-6334

Jeffery T. Cavender
Salary History

Assistant Chief of Police
City of Onalaska
415 Main Street
Onalaska, Wisconsin 54650
Annual Salary: \$76,950.00

Chief of Police
City of Somerton
445 E. Main Street
Somerton, Arizona 85350
05/17 to 07/18
Annual Salary: \$102,500.00

Adjunct Professor
Olivet Nazarene University
1 University Drive
Bourbonnais, Illinois 60914
07/15 to Present
Annual Salary: Contractual - Varies

Chief of Police
City of Momence
123 West River Street
Momence, Illinois 60954
11/13 to 05/17
Annual Salary: \$69,900.00

Police Officer / Investigator
Orland Park Police Department
15100 Ravinia Avenue
Orland Park, Illinois 60462
01/90 to 08/13
Annual Salary: \$89,000.00

Dennis W. Cyphers
2026 Albert Circle
Wilmington, NC 28403
(910) 309-6530
denniscyphers@yahoo.com

Selection Personnel:

My goal is to obtain a position where my experience, knowledge, professionalism and skill sets provide added value. I am a self-motivated, disciplined, resourceful, forward thinking individual. I have been successful in reaching organizational goals and objectives as an individual performer in detail- oriented roles; as both a team member and a team leader in project related positions; as a manager in large organizations; and as a stand-alone business owner. My work experience includes a proven track record in developing and implementing workable solutions that are aligned with goals and budget constraints in mission critical environments. I have successfully managed culturally diverse workforces in changing environments requiring the formation of innovative and creative solutions to successfully complete assigned goals and objectives requiring interaction and liaison with other agencies, elected officials, and the public in both private and government sectors.

I perceive myself as a community focused individual who would like to use my experience and knowledge of coastal communities to maintain and strengthen these municipalities.

Thank you,

Dennis W. Cyphers

Dennis W. Cyphers
2026 Albert Circle Wilmington, NC 28403
910-309-6530 (cell)
denniscyphers@yahoo.com
B.A. in Political Science Campbell University

Core Competencies & Management Strengths:

- * Budget planning, preparation, control, analysis and evaluation
- * Planning & implementing Command-Control computer systems
- * Conceptual design & implementation of team building programs
- * Complex problem analysis, solution development, Implementation and evaluation
- * Workflow analysis and implementation of change
- * Development of Records Management Systems
- * Planning, facilitating & managing organizational change
- * Organization alignment with goals, policies & regulations
- * Contract Negotiation
- * Project Management of complex programs and projects
- * Developing & managing Inter & Intra Agency relationships
- * Procurement & inventory strategies for optimization
- * Developing & implementing operational policies and procedures for improved efficiency and effectiveness
- * Grant proposal development and administration
- * Development of employee training programs

Achievements:

- * Increased overall sales while decreasing bottom line expenses at numerous corporate and private owned facilities.
- * Generated cost savings by researching and qualifying new vendors and negotiating terms with partnered vendors.
- * Organized events from conception to completion; arranged schedules; managed on-site logistics and directed technical services and private contractors.
- * Created, implemented and taught specialized training and advanced programs.
- * Researched, developed, obtained grants and managed a project to install and implement a computerized RMS. Project responsibility included technical documentation and training of agency personnel on utilizing system.
- * Developed and implemented strategies for revenue and profit growth in numerous million dollar plus facilities.

<u>Employment History:</u>	NC Golf and Travel, Inc.	General Manager	2006-2017
	Salary \$75,000		
	MAST International	RFP Director	2003-2006
	Salary \$52,000		
	BTF3, Inc.	General Manager	2001-2003
	Salary \$54,000		

References:

Paul Stewart Owner, S&G Inc. Paul@sgcarpetcleaners.com	(704) 301-5074
Jeff Sheffield Former Town Manager Robbins, NC Earp150@gmail.com	(910) 783-5041
Tammy Russell CFO, NC Golf and Travel Inc. spinestaxpro@gmail.com	(910) 684-8166

Dr. James Martin
Advisor, Campbell University (910) 893-1265
martin@campbell.edu

Brian Blue
Owner, Tarheel Trader (910) 528-5550
tarheeltrader@yahoo.com

Dorothy Dutton
Clerk, Town of Carthage NC (910) 431-0965
Dvdutton.admin@townofcarthage.org

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

June 25, 2019

Dierdre Davis, Administrative Assistant
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023
administrativetemp@townofpembrokepark.com

Re: Town Manager Position (Town of Pembroke Park)

Dear Mrs. Davis:

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

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

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

Sincerely,

Newall J. Daughtrey
Newall J. Daughtrey

NEWALL J. DAUGHTREY

P.O. Box 470307, Miami, FL 33247

Phone: (305) 319-2132

Email: newall2779d@gmail.com

PROFESSIONAL EXPERIENCE

Interim City Manager, City of Opa-locka, Opa-locka FL

12/2018-Present

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

Interim City Manager, City of Opa-locka, Opa-locka FL

04/2018-October 2018

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

Newall J. Daughtrey & Associates, City of Opa-locka, Opa-locka, FL

08/2017-03/2018

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

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

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

Chairman, Newall J. Daughtrey & Associates ("NJDA")

01/1992-Present

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

City Manager, City of Belle Glade, Belle Glade FL

08/2006-02/2007

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

Interim City Manager, Village of El Portal, El Portal FL

01/2003-07/2003

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

City Manager, City of Opa-locka, Opa-locka FL

12/2000-11/2002

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

City Manager, City of Opa-locka, Opa-locka FL

11/1994-06/1995

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

President and Executive Director, Business Assistance Center, Inc.

08/1982-01/1992

Responsible for the overall development and management of this private not-for-profit corporation. The Business Assistance Center, Inc. ("BAC") was founded to create and expand Black-owned business. Assisted BAC with

raising \$6.9 Million Dollars from the private business community of Miami-Dade County. The Greater Miami Chamber of Commerce led the fight to create this black business revitalization effort.

Achievements:

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

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

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

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

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

Executive Director, Dade Community Revitalization Board.

07/1981-08/1982

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

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

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

Creation of a Black owned bank (People National Bank)

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

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

City Manager, City of Opa-locka, Opa-locka FL

11/1979-06/1982

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

Achievements:

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

Created new Personnel Policy and Procedures.

Established new Police Department Rules and Regulations.

Devised a new Safety Operations Policy and Procedures.

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

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

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

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

Special Assistant to the City Manager, Miami, Miami, FL

04/1977-11/1979

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

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

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

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

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

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

Chairman and President, Classic Stationers, Inc., Miami FL

04/1974-12/1996

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

Assistant City Manager, City of Opa-locka, Opa-locka FL

04/1973-03/1977

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

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

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

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

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

Earlier Experience

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

Trained as an aviation electrician.

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

Worked as a postal assistant at Biscayne Annex in Miami.

EDUCATION

Master of Science in Management

Florida International University, *Miami, FL 1975*

Concentration in Public Administration

Bachelor of Arts

Florida International University, *Miami, FL 1973*

Major in Economic

Attended Penn State University and Miami-Dade Community College

High School Diploma

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

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

AWARDS

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

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

PROFESSIONAL AFFILIATIONS

Former Member, International City Management Association

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

Former Member, National Association of MESBIC's

CIVIC

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

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

Member, Board of Directors Goodwill Industries, Inc.

Former Member, Greater Miami Chamber of Commerce

Former Member, Miami-Dade Chamber of Commerce

Former Member, Florida Chamber of Commerce

Former Member, Leadership Florida Alumni

Former Member, Leadership Miami Alumni

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

Chairman, Edison Corps of the Salvation Army

Member, Board of Directors of the Salvation Army – Miami

Former Commission Member, Florida's By the People Commission

Newall J. Daughtrey

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

1. Dr. Kelvin L. Baker, Sr.
Former Co-Worker and City Manager
954-883-6888
klbaker@miramarfl.gov
2. Rose Tydus
Former Commissioner and City Clerk
786-277-8148
rosetydus@bellsouth.net
3. Reverend Joseph L. Kelley
Former Mayor, Vice Mayor, and current Commissioner
786-362-1346
4. Joanna Flores
Current City Clerk
786-877-4038
5. Merrett Stierheim
305-255-8100

Newall J. Daughtrey

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

1. City Manager of Opa-locka
\$112,500
2. Opa-locka CRA
\$88,000
3. City Manager of Belle Glades
\$125,000
4. Village of El Portal Manager
\$80,000
5. President of the BAC, Inc.
\$110,000

175 Green Street
Ulmer, SC 29849
dhofman921@yahoo.com
518-949-0805

August 21, 2019

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

To whom it may concern,

I possess a phenomenal combination of leadership characteristics that enable me to be a rising and talented local government manager. Once I obtained my MPA, I launched myself into municipal management by immediately regulating all the finances for the Town of Allendale. In my first few months, I was able to create and implement a new budget, adopt new water rates for the first time in 10 years, reconcile 2 years' worth of outstanding bank reconciliation, and obtain \$500,000 in state and federal grant funding. Soon thereafter, I was promoted to Interim Town Administrator because of my demonstrated successes, where I assumed all management duties while continuing to process payroll and accounts payables.

Throughout the Town's difficulties in losing key administrative personnel, I was able to build an innovative and reinvented organization. I strategically prioritized and balanced day-to-day functions while modernizing outdated processes. From Town Hall to the Police Department, I sought out problems and got involved at the ground level, with my team, to ensure solutions were implemented. As the Administrator, I generated an entire new personnel policy, constructed the Town's first cash flow analysis and forecast, and obtained an additional \$1.1 million in state and federal grant funding.

When I began my tenure as the City Manager of Guyton, the City had just lost their Treatment Plant Operator. To maintain compliance with state regulation, I promptly combed through thousands of documents, manuals, permits, and blueprints to understand what is required to operate the plant. In conjunction with engineers and contractors, I resourcefully managed the facility by educating and coordinating the Public Works staff. My quick actions at the treatment plant have not only maintained compliance during a fragile transitional period; these actions and management decisions are projected to save the City upwards of \$50,000 annually.

In addition, for the year prior to my tenure, the City Clerk was the sole manager of all finances for the City. Bank reconciliation was one year outstanding, the budget was not comprehensible, payroll had budgetary line items for each employee, accounting was on a cash basis...etc. I corrected all financial disorganization rapidly and accurately. First, I delegated reconciliation to the Clerk. Next, I created an entirely new budget format as prescribed by the uniform chart of accounts. I communicated and educated the Council in the reengineered budget, which they subsequently adopted. Finally, I strategically implemented the new budget, a new payroll process, and accrual accounting on the very first day of the new fiscal year. Today, income statements can be easily understood at a moment's notice and the external auditor can easily generate comprehensive annual financial statements.

If given the Assistant Town Manager opportunity, through my municipal finance, code, and engineering experiences, I will immediately be able to be a valuable team member in creating and successfully implementing complex capital improvement plans and budgets. My staggering work ethic, my passion for the business of local government, my exceptional education, and my inherent leadership skills have all geared me to be a phenomenal local government leader. My proven municipal leadership ability will make me an incredible fit to move the Town of Pembroke Park forward.

Very truly yours,



Daniel Hofman

DANIEL HOFMAN

175 Green Street, Ulmer, SC, 29849
Cell: (518) 949-0805 • Email: Dhofman921@yahoo.com

OBJECTIVE

To guide a local government towards prosperity while maintaining their unique identity with my efficiency, work ethic, public values, and leadership skills

WORK EXPERIENCE

City of Rincon

Pro Bono Budget Consulting

Rincon, GA

August 2019 – Present

- Assisted in the development of the \$10 million Fiscal Year 2020 budget
- Implemented GFOA recommendations from prior year's budget to strive for Distinguished Budget Presentation Award

City of Guyton

City Manager

Guyton, GA

April 2019 – July 2019

- Chief manager of Water, Fire, Police, Finance, and Public Works Departments
- Develop and implement policies and agendas set forth by the Mayor and Council
- Continually communicated and engaged successfully with different audiences, while being resilient and calm in the face of controversy
- Redeveloped and modernized accounts payable, accounts receivable, and payroll operations
- Strategically improved the procedures at the City's new Waste Water Treatment Plant
- Engaged in detailed conversations and negotiations with Effingham County and other municipalities to efficiently organize service delivery and Fire Department services

Town of Allendale

Interim Town Administrator

Allendale, SC

December 2018 – April 2019

- Chief manager of Water, Police, Finance, Sanitation, and Public Works Departments
- Communicate pertinent operational information with the Mayor and Council
- Efficiently manage policy initiatives set forth by the Mayor and Council
- Maintain and expand a diverse network to gain success on various projects
- Create a multitude of strategic plans to cut costs and gain revenues
- Successfully obtained CDBG funding for \$600,000 for treatment plant upgrades and South Carolina Rural Infrastructure Authority funding for a new well for \$500,000

Assistant Town Administrator & Finance Director

June 2018 – December 2018

- Act as the Town's only Chief Financial Officer and Purchasing Agent
- Execute and oversee accounts receivable, accounts payable, utility collections, business license collections, and property tax collections
- Design, implement, and monitor an annual budget of \$3,100,000
- Obtained HUD and EPA brownfield funding of over \$500,000
- Act as the Town's only processor of payroll and manager of benefits/deductions for 30 employees
- Constructed innovative Standard Operating Procedures for customer relations, document organization, and revenue collections (water and property tax revenue)

Department of Buildings and Regulatory Compliance

Code Enforcement Officer

Albany, NY

August 2016 – June 2018

- Solve property problems by communicating the department's policies and municipal code to stakeholders in high profile meetings, court conferences, and inspections
- Conduct inspections of private properties, issue citations of ordinance violations, and act when imminent dangers exist
- Draft, submit, and testify on court cases while working closely with the Senior Corporation Counsel and Civil Court Justice

Albany Medical Center Emergency Department

Albany, NY

Administrative Support Associate

May 2013 – August 2016

- Promptly communicated, screened, and distributed potential critical results to physicians
- Reviewed medical terminology, clinical systems, hospital administration, and health insurance systems for accuracy

PROFESSIONAL PROJECTS

South Carolina Community Development Block Grant – Infrastructure

- Coordinated with engineers, employees, and construction contractors to identify imminent needs at the Town of Allendale's Waste Water Treatment Plant
- Created detailed cost estimate and narratives for the grant's application
- Awarded a \$600,000 grant for upgrades that included a waiver of the typical ten percent (10%) match expense

South Carolina Rural Infrastructure Authority Grant

- Worked expeditiously with geologists to diagnose a damaged Town well as unrepairable
- Worked quickly, efficiently, and unaided to complete a grant application before the one (1) week deadline; application included a narrative, cost estimate, diagnosis, cash flow analysis, ordinances, and other financial forms used for justification
- Awarded a \$500,000 grant for a new innovated well and the abandonment of the old unrepairable well

EDUCATION

Rockefeller College of Public Affairs and Policy, University at Albany

Albany, NY

Master of Public Administration

August 2018

Concentration: Local Government Management

NASPAA Accredited MPA Program

GPA: 3.89

University at Albany

Albany, NY

Bachelor of Arts in Sociology

May 2012

COURSEWORK

Basic Governmental Accounting

Principles of Public Economics

Geographic Information Systems

Seminar Urban Policy Analysis

Program Seminar on Managing Local Governments

Public and Nonprofit Financial Management

Statistics for Public Managers and Policy Analysts

Data, Models, and Decisions

ACADEMIC PROJECTS

Local Government Management Thesis

- Created a new model for comprehensive planning using modern planning techniques that promote economic growth while considering changing demographics
- Communicated in seminars with various upper level government managers, and reviewed hundreds of articles to gain the most intuitive techniques for zoning, leadership, and funding of local development

Local Government Financial Analysis

- Thoroughly analyzed GASB Statement 34 on annual financial reporting requirements for State and local governments
- Compared the comprehensive annual financial report of Columbia County, New York to the detailed guidelines of GASB Statement 34
- Interpreted fiscal health by recognizing compliance or noncompliance with GASB standards

COMPUTER SKILLS

Proficient in:

- Edmunds & Associates Accounting, Utility Billing, and Payroll Software
- QS/1 (f/k/a Smith Data) Accounting, Utility Billing Payroll, and Property Tax Software

- Mission Communications Supervisory Control and Data Acquisition (SCADA) for water and sewer systems alerts and controls
- Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook)
- GIS (ArcMap)
- STATA data and statistical software
- Adobe design software
- Sorian Clinical and Financial software
- Energov and AS400 inspection software

CERTIFICATION & MEMBERSHIPS

- USC Salkehatchie Leadership
- New York State Code Enforcement Certified
- New York State Lean Management Bootcamp Certified
- ICMA Member

REFERENCES

John Klimm
City Manager
City of Rincon
302 S Columbia Ave
Rincon, GA 31326
Cell: 912-650-1531
john.klimm@comcast.net

Joseph Lee
Guyton City Councilman
PO Box 99
Guyton, GA 31312
Cell: 912-660-8178
jjlee0252@gmail.com

Professor Robert McEvoy, ICMA Credentialed Manager
Director of Local Government Management Concentration
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Cell: 518-370-0777
rmcevoy@albany.edu

James R. Everett
Former Town of Allendale Councilmember
PO Box 254
Allendale, SC 29810
Home: 803-584-2526
Cell: 803-686-0738

Emory M. Langston
Planning, Community and Economic Development Administrator
Lower Savannah Council of Governments
2748 Wagener Rd.
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Robert Magee
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Richard Lajoy
Director
Department of Buildings & Regulatory Compliance
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Maia Pavlova
MP Accounting, LLC
Summerville, SC
Office: 843-376-4767
pmaia@mpaccountingsc.com

Jason J. Lawrence
646 W. 10th Avenue
Tallahassee, FL 32303

August 25, 2019

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

RE: Assistant Town Manager

Please accept my application, cover letter, and résumé for the Assistant Town Manager position advertised with the Town of Pembroke Park.

If the Town seeks professional with extensive experience in public administration including organizational management, budgeting and finance, community engagement, public policy development and implementation, as well as experience working closely with elected officials and other senior managers, then it should closely examine my qualifications.

My public service experience includes several roles in local and state government. Currently, I work as a Strategic Innovation, Sr. Consultant with the City of Tallahassee. In this role, I am primarily responsible for assisting the City Manager in developing the community's first Strategic Plan. Additionally, I lead teams of department heads and senior managers in completing large-scale projects including procurements, and community engagement initiatives.

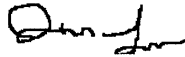
Before taking this role, I worked as the Finance Manager for the City of Lake Helen, during which I managed all financial functions. This includes accounting, budgeting development and capital planning, grants, and procurement. In addition to these core duties, I managed the City's water utility billing and payment cycle, served as the administrator of its Police Pension Fund, managed the City's internship program, as well as its intergovernmental initiatives.

Prior, I worked as a Management and Budget Analyst for the County of Volusia, where I was responsible for developing and monitoring budgets for several major funds including the Daytona Beach International Airport, Economic Development, and County Library System. Before transitioning into local government, I held subsequent roles in state government including the Florida House of Representatives, and Office of the Attorney General.

I am also active in a number of professional organizations including the International City and County Management Association, where I previously served on its Scholarship Committee; the Florida City and County Management Association, in which I serve on the Communications Committee; as well as the Government Finance Officers Association, in which I review monthly submissions for the "Distinguished Budget Presentation Award."

My local government management experience, I believe, well qualifies me for the Assistant Town Manager position. Should my application be selected for further consideration, I can be reached by phone at (407)489-9771 or via email at jjlawrence89@gmail.com.

Thank you,

A handwritten signature in black ink, appearing to read "Jason Lawrence".

Jason Lawrence, MPA

Jason Lawrence

646 W. 10th Avenue
Tallahassee, FL 32311

(407)489-9771
jjlawrence89@gmail.com

Education: Florida State University
Master of Public Administration: December 2015

Florida Agricultural and Mechanical University
Bachelor of Arts, Political Science and Economics: December 2011

Certifications: Government Finance Officers Association
Certified Public Finance Officer (CPFO): *Expected, 12/2020*

Competencies: Community Engagement, Financial Management, Intergovernmental Affairs, Strategic Planning

Professional Experience:

Strategic Innovation, Sr. Consultant

City of Tallahassee

January 2019 – Present

Tallahassee, FL

- Serves as resource for the City Manager to aid in enabling strategic capacity essential for high performance throughout the organization
- Lead teams of department heads, and other staff members to implement new, design-led approaches to complex problems involving people, processes and systems
- Collaborates with departments to develop, track, and analyze performance data
- Works with city management, and department heads to develop strategic documents
- Prepares correspondence, policy memos, white papers, Commission agenda items and presentations, as required
- Represent the City Manager's Office at public events

Finance Manager

City of Lake Helen

March 2017 – January 2019

Lake Helen, FL

- Report to City Administrator as Director of all financial activities including a \$4.3 million budget and capital program, procurement, accounting and financial reporting, and grants; serves as non-voting administrator of the City's police pension fund
- Manage the City's Utility billing and payment cycle in conjunction with the Public Works Department; coordinate annual rate adjustments with state regulatory agencies; improve customer relations through enhanced business processes and various educational campaigns
- Responsible for the professional development and supervision of City Hall staff, including the City's interns
- Represent the City at intergovernmental meetings including the regional transportation planning organization (TPO), local hazard mitigation strategy group, and cooperative purchasing groups
- Create the City's Legislative Advocacy program through engaging its local, state and federal delegation
- Complete special projects on behalf of the City Commission and Administrator

Management and Budget Analyst

County of Volusia

Feb. 2016 – March 2017

DeLand, FL

- Assist the County Council, and County Manager in implementing an \$800 million budget
- Provide technical assistance to departments in all aspects of the nine-month budgetary process including funding recommendations, capital planning, budget amendments and revisions, forecasting, and procurement
- Lead department heads in capital planning including budget reconciliations and revisions, forecasting, procurement, as well as making presentations before the County Council
- Monitor over \$100 million in governmental, fiduciary, and proprietary funds including those for the Daytona Beach International Airport, Economic Development, as well as the Library and Parks systems
- Complete special projects for the Budget Director, CFO, and County Manager including operations manuals, policy memos, and Council agenda items and presentations

Management Fellow

Leon County Government

Sept. 2015 – Feb. 2016

Tallahassee, FL

- Complete special projects to support implementation of the County's \$250 million budget including those related to Citizen Engagement, Economic Development, and Intergovernmental Affairs
- Conduct management analysis to support decision-making by members of the County Commission including writing agenda items and white papers, as well as drafting publications
- Represent the County Administrator's Office at public events, and meetings of citizen groups

Analyst/Grants Manager

Office of the Attorney General

May 2013 – Sept. 2015

Tallahassee, FL

- Analyze consumer complaints addressed to the Attorney General as a part of economic crime investigations
- Manage federal grant contracts for awards exceeding \$2.5 million; performs monthly program compliance and annual on-site audits to determine reimbursement eligibility
- Act as public liaison for Attorney General on issues of program improvement and service delivery

References: Available upon request

Salary History

Strategic Innovation Consultant: \$80,340 per annum, (January 2019 - present)

Finance Manager, City of Lake Helen: \$60,400 per annum, (March 2017 – January 2019)

Management and Budget Analyst, County of Volusia: \$52,000 per annum, (February 2016 – March 2017)

Management Fellow, Leon County Government: \$29,000 per annum, (September 2015 – February 2016)

Grants Manager, Office of the Attorney General: \$29,344 per annum, (April 2014 - September 2015)

Analyst, Office of the Attorney General: \$28,080 per annum, (May 2013 – April 2014)

Executive Secretary, Florida House of Representatives: \$24,000 per annum, (February 2013 – May 2013)

References

Leondrae Camel, MPA
City Manager
City of South Bay, FL
PH: (561) 914-6673
Email: camell@southbaycity.com
Years Known: 3

Raoul Lavin, MPA
Assistant City Manager
City of Tallahassee
PH: (850)891-8488
Email: raoul.lavin@talgov.com
Years Known: 6

Robyn Lawrence, MPA
Assistant Budget Director
Palm Beach County Government
PH: (850)443-3616
Email: rllawren1@gmail.com
Years Known: 4

Brian Rothwell, MPA
Assistant to the County Manager, County of Volusia
PH: (386) 527-3097
Email: brothwell@volusia.org
Years Known: 3

Jason Yarborough, ICMA-CM, MPA
Assistant City Manager
City of North Port
PH: (321)305-1708
Email: yarborough.jason@gmail.com
Years Known: 2

William Lawrence
1210 Laurel Circle
Bartow, FL. 33830
lbrlawrence@aol.com
207-659-9943
08/23/2019

To: Mayor Ashira Mohammed and Commissioners:

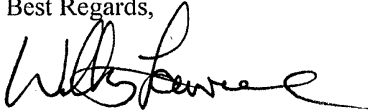
It is with great enthusiasm that I submit my qualifications for the Assistant Town Manager position with The Town of Pembroke Park. I have included my resume for your review.

I have over 30 years' experience working in municipal government in serving as a police officer, police supervisor, police chief and 7 years serving as town /city manager. It has been my passion to serve the public at the local level where you can make a difference in people's lives and ensure the best quality of life for the residents of the community. My greatest strength is my ability to solve problems and collaborate with others who have common interest in accomplishing goals.

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

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

Best Regards,

A handwritten signature in black ink, appearing to read 'William Lawrence', written over a horizontal line.

William Lawrence

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

ACCOMPLISHMENTS:

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

EXPERIENCE:

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

- Prepare & Present operating Budget
- Manage day to day operation
- Follow through on current CDBG grant for a new construction Waster /Water Plant
- Follow through on current CDBG grant for a new construction Water Plant
- USDA Grant for new Community Center
- FDOT SCOP Road resurfacing

Reason for Leaving: The City of Bowling Green is not a good fit for me.

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

- Prepare & present the operating and capital budgets. Media Relations
- Manage day to day operations
- Personnel Director – Treasurer-Tax Collector- Road Commissioner
- Negotiate contracts with unions and vendors
- Grant writer currently received DOT Bridge Grant for a Smart Stream Project.
- General Assistance Administrator
- Debt free (No more TAN) – Reserves built up –Property Tax Rate lowest in the region
- Moderate growth with new residential single-family housing added 3 million value in past 12 months.

- New Personnel Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Managed a 17 member police department

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

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

High Lights of Skills:

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

Education:

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

WILLIAM R. LAWRENCE

RESUME

P O Box 53, Union, Maine 04862

Mobile: (207)659-9943

E-Mail: lbrlawrence@aol.com

Awards:

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

Memberships:

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

References:

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

KATHLEEN S. MARGOLES1371 NW 113th Terrace, Coral Springs, FL 33071

Cell: (954) 328-1420

E-Mail: kathiemargoles@bellsouth.net**SUMMARY**

More than twenty years of local government plus five years nonprofit experience with expertise in the following areas:

Strategic Planning and Operations Analysis
Customer Service
Grant Writing and Administration

Budget Development and Implementation
Organizational Change and Development
Operations and Project Management

Strong organizational, analytical and communication skills. Adept at working in and with diverse groups to develop consensus. Broad experience in public, private and nonprofit sectors.

RELEVANT LOCAL GOVERNMENT EXPERIENCE***Margoles Consulting, Inc.******March 2018- Present***

Expertise on broad range of topics including government and nonprofit management including organizational change and implementation, capital projects and special districts.

City of Oakland Park, FL***Community and Economic Development Director (CRA)******September 2015-February 2018******Special Projects Coordinator******June 2013-September 2015******Interim Utility Billings and Services Manager******January 2013- June 2013***

Oakland Park is a city of 43,000 in central Broward County.

Duties and Responsibilities- Community and Economic Development Director (CRA)

- Brought three new restaurants and Lucky's Market into downtown, negotiated 36 incentive packages
- Worked with two different consultants and City staff to update strategic plan and Downtown Mixed Use Guidelines
- Successfully applied for Federal, County, State and local grants
- Developed two entryway features and wayfinding program

Duties and Responsibilities- Special Project Coordinator

- Developed and implemented Proud Oakland Park (POP) Program, an initiative with over 100 activities throughout all City departments to improve City appearance and quality of life
- Develop and implement Oakland Park Arts and Culture Plan; oversaw 1st sculpture exhibit
- Worked on team to transition Code Enforcement from Community Development to Fire Department; chaired Code Enforcement Task Force
- Implemented City's first Mobile App

City of Lake Worth, FL***December 2010-April 2012******Assistant City Manager******October 2011- April 2012******Assistant to the City Manager******December 2010-September 2011***

Lake Worth is a city of 37,000 in central Palm Beach County. I was hired as Assistant to the City Manager and promoted to Assistant City Manager. I oversaw Human Resources, Leisure Services and Public Services.

Duties and Responsibilities

- Managed Casino Rehabilitation and Beach Redevelopment Project budgeted at over 11 million dollars. Negotiated Casino Building tenant leases exceeding \$3.5 million.
- Develop and implement Leisure Services Department, formerly part of Public Services Department for FY12 Budget year. Divisions include Beach and Aquatics, Golf Course, Recreation, Special Events and Athletics.

- Oversaw City Sustainability efforts. Develop and implement "Energize Lake Worth" Plan.
- Preparation of City Budget as part of Office of Management and Budget.
- City Public Information Officer
- Co-lead for Negotiations with 2 Labor Unions
- City Liaison for Office of Inspector General inquiries and responses

Town of Lauderdale-By-The-Sea, FL

May 2010-December 2010

Consultant for Town Manager

Worked on a contractual basis on a variety of special projects. Assignments include Sewer Rate Analysis, Senior Program grant audit, Red Light Camera Feasibility Study.

Broward County, FL Cultural Division

October 2009 – December 2010

Project Manager, Public Art & Design

Worked on a contractual basis managing public art projects for Library and Park Bond projects. Coordinate with Artists, County departments, Broward Cultural Council, Public Art & Design Committee, municipalities and the public. Manage budget and oversee design and installation.

City of Lauderdale Lakes, FL

Parks and Recreation Director

August, 2005-August 2009

Lauderdale Lakes is a culturally diverse city with a population of 32,000, covering approximately 4 square miles, located in central Broward County. The Parks and Leisure Services Department had been without a Director for over a year. I was hired to lead a major reorganization and manage a capital improvement plan that increased facilities by 300%

Duties and Responsibilities as Parks and Recreation Director:

- Member of executive team of a municipal government with primary responsibility directing Department of Parks and Recreation with 53 full time and part time employees and an operating budget of over 2.5 million dollars and a capital projects budget of over 5 million. Oversight responsibility for the following functions: parks, landscaping, recreation, cultural activities and special events.
- Preparation and administration of the department's operating and capital budgets.
- Logistics Chief of Emergency Operations Team, responded to Hurricane Wilma needs of residents, managed parks recovery process
- Liaison to Parks Advisory Board, School Advisory Board

City of Tamarac, FL

Department of Parks and Recreation, Director

October 1995-July 2005

February 1997-July 2005

Duties and Responsibilities:

- Director of major operational department. My major responsibility was direction and management oversight of over 100 employees and the following functions: Parks, Recreation, Special Events, Social Services and Transportation
- Develop and implement city and department standards, policies and procedures.
- Preparation and administration of the department's operating budget of over 4 million dollars and citywide capital improvement plan.
- Member of management/labor contract negotiation team

Office of Social Services, City of Tamarac, FL

October 1995-February 1997

Social Services Coordinator

The Office of Social Services was a division of the City Managers Office. It provided information and referral services, senior services and paratransit services to residents.

Duties and Responsibilities:

- Management of the daily operation of transportation and information and referral function
- Represented the City on a variety of intra- and inter-governmental committees.

- Served as the department's primary spokesperson to citizen groups, external agencies and funders. Prepared press releases for distribution to the media.

ADDITIONAL EXPERIENCE

Family and Children's Services, Ithaca, NY

July 1991 -September 1993

Director of Volunteer Programs

Better Housing of Tompkins County, Ithaca, NY

January 1987- December 1991

Finance Director

Affordable Housing Program Manager

Executive Administrative Assistant

EDUCATION

Nova Southeastern University

M.S. Human Services Administration

Emphasis on financial operations, systems and organizational development.

S.U.N.Y., College at Cortland

Bachelor of Arts, Sociology

Continuing Education

ICMA Senior Executive Institute- May 2008

PROFESSIONAL AFFILIATIONS

Florida Recreation and Parks Association Board of Directors- Directors Committee Chair 2003-2005, Legislative Committee Chair 2005-2006, Vice President of Advocacy 2006-2009

International City/County Management Association- Healthy Communities Living Ambassador, 2009, 2010, 2012, 2013 Conference Evaluation Committee, Women in Government Task Force

Florida City County Managers Association- Awards and Scholarship Committee 2015-16, 2016-17, Florida Redevelopment Association Legislative Committee 2017

Tony Valentine

14388 NW 15th Street – Pembroke Pines, FL 33028 – trvalenti@yahoo.com

September 10, 2019

Town of Pembroke Park
Department of Human Resources

Re: Assistant Town Manager

Dear Officer:

It is indeed an honor and a distinct pleasure to offer my candidacy for the position of Assistant Town Manager.

I have more than ten (10) years of dedicated experience in higher education and municipal government administration, specifically in the Departments of Finance, Economic Development and Community Development. Additionally, I am well versed with monitoring expenditures, trends, as well as preparing and analyzing financial statements.

I previously served as the Fiscal Officer at Florida Memorial University. During my tenure with FMU, I was instrumental in restoring the University's fiscal health and stability to surplus performance. When I arrived, I inherited a three-year history of deficits, overwhelming cash flow problems, staffing issues, audit deficiencies, and customer service deficiencies among faculty, staff and students. I am proud to announce that I developed a sustainable economic model ensuring the financial viability of the University.

My professional experience includes more than fifteen (15) years of dedication to college and university fiscal administration, accounting, budgeting and student services. As a seasoned administrator and visionary, I have created a reputation as an effective team and consensus builder with faculty, staff, and students. Utilizing a consultative approach, I lead by example and the professional community finds my enthusiasm and dedication both inspiring and motivating. I have worked very hard to build authentic relationships with my academic constituents, my administration constituents, and the Board of Trustees as well as the community to promote a more cohesive and productive organization.

I would welcome the opportunity to further discuss my candidacy in the form of a personal interview at a time most convenient for you.

Respectfully submitted,

Tony Valentine
Tony Valentine, MAM

Tony R. Valentine – MAM

14388 NW 15th Street
Pembroke Pines, FL 33028
Telephone: (954) 494-7930
Email: trvalenti@yahoo.com

SUMMARY OF QUALIFICATIONS

Higher Education Administration

Experience spans a period of fifteen years in university and community college executive level leadership specifically in fiscal affairs, administration, external auditing, and financial operations.

Municipal Government

Experience includes fifteen years in local (municipal) government fiscal administration including fund accounting, financial reporting, financial planning, grants management, grants accounting and reporting as well as external auditing.

State Government

Experience includes a number of years' experience in state government as a State Tax Auditor with the Virginia Department of Taxation.

EMPLOYMENT HISTORY

Director of Finance/Chief Financial Officer (2017 – Present)

City of Sweetwater FL

Responsibilities include providing executive level leadership and oversight in the management of the City's financial affairs, financial reporting, cash management, debt administration, billings and collections, accounts payable, investment portfolio management, development of the City's annual budget, various financial analyses and audit preparation.

Associate Vice President for Business and Fiscal Affairs (2014 – 2017)

University of the Virgin Islands – St. Thomas VI

Responsibilities included providing executive level leadership, management, and oversight for all business and fiscal functions of the University. Definitive areas of responsibility included the Controller's Office, Purchasing and Procurement Services, Payroll, Campus Bookstore, Business Services, and the annual external audit, as well as accounting and financial reporting in accordance with GAAP. In addition, was responsible for ensuring that effective internal controls were maintained. As an honorable mention, the completion of the FY 2014 and FY 2015 audits resulted in no findings and no material weaknesses. As an administrator, my efforts serve to maximize and strengthen the internal capacity of the University while partnering with the senior and executive leadership team in strategic decision making and overall operations.

Vice President for Fiscal Affairs/Chief Financial Officer (2008-2013)

Florida Memorial University – Miami Gardens FL

Responsibilities included providing executive level leadership, management, and oversight for all financial, budgetary, accounting, investment, and risk management aspects of the University, including several departments within the Fiscal Affairs Division; i.e. Controller's Office, Procurement Services, Human Resources, Debt Management, Budget and Treasury Management, Auxiliary Services, and Investment and Endowment Accounting. As CFO, served as liaison to external auditors, the University's investment manager, and provided staff support to the Finance, Investment and Audit Committees of the Board of Trustees. Ensured the financial stability of the University and developed the annual operating and capital budgets totalling \$32 million. Led the institution from a \$2.7 million deficit to a \$1.4 million surplus in one fiscal year (a \$4.1 million swing). Served as lead finance liaison with SACS, the accreditation agency, and was instrumental in having the University removed from Warning status in December 2009. As a result, the University's accreditation standing was fully restored. Secured financing, in the amount of \$28 million, through the U. S. Department of Education's Capital Financing Program, for the construction of four new dormitories.

Assistant Vice President/Director of Business Services (2006-2008)

Virginia State University – Petersburg VA

Responsibilities included providing management and oversight for the operational, fiscal, programmatic, and administrative activities of all campus Business Services. Responsible for contracted services including Food Services, Campus Bookstore, Copy/Printing Support Center, Motor Pool Services, Exclusive Beverage Vending and Snack Vending. Other duties included the preparation of monthly financial reports on all business services as well as management and monitoring of the departmental operating budget.

Assistant Vice President/Director of Student Financial Services (2002-2006)

Norfolk State University – Norfolk VA

Reporting to the Vice President for Finance, provided executive level leadership and management in the areas of Student Financial Services which included the departments of Financial Aid, Student Accounts, and Cashier Operations. Responsibilities also included the development and implementation of policies and procedures, financial reports, long range planning and daily fiscal administration.

Director of Administrative Services/Business Manager (2000-2002)

Tidewater Community College – Virginia Beach VA

Responsibilities included serving as the campus Chief Financial Officer on all fiscal and operational matters. Managed and directed the campus fiscal functions in collaboration with the campus Provost. Responsibilities also included executive level leadership and management for the areas of the Business Office, Cashier's Office, Mail Services, Printing Serves Center, and the

Campus Call Center. Responsible for the coordination of all Human Resource functions, General Accounting functions, Payroll functions as well as Procurement functions with the District Office.

Financial Officer (1990-2000)

City of Virginia Beach VA

Responsibilities included directing the administrative and financial functions of the Virginia Beach Development Authority (VBDA). The VBDA is the agency responsible for making decisions on economic incentives, revenue bonds, as well as the buying and transferring of City property. Provided leadership and technical guidance for operations such as treasury management, periodic and ad-hoc financial reporting, account management, accounting for fixed assets and investments, grants management and reporting, as well as budgeting and resource planning. Prepared and conducted oral and written presentations of the statement of financial condition to the VBDA Board of Commissioners and City Council liaisons on a monthly basis. Planned, organized, and directed all financial activities including receipts and disbursements, fund accounting, invoicing and billing, coordination of payroll, and supervision of departmental staff. Reported to and collaborated with the Director of Economic Development in the formulation of agency fiscal policies.

Fiscal Management Analyst (1986-1990)

City of Norfolk VA

Responsibilities included directing the fiscal and administrative functions of the City's \$20 million Community Development Block Grant (CDBG) Program. Developed and managed the annual operating and capital budgets. Generated and coordinated the execution of the annual contract between the City and the Norfolk Redevelopment and Housing Authority (NRHA), the City's Redevelopment Agency, in consummating the housing related activities of the grant program. Developed and implemented various accounting policies, procedures and reporting requirements in accordance with GAAP and grantor agency guidelines. Responsibilities also included providing executive leadership and management to staff relative to work assignments, performance appraisals, and action plans where applicable. A key element of performance required my serving as primary internal and external financial consultant on all matters relating to the CDBG program and applicable fiscal aspects.

State Tax Auditor (1984-1986)

Virginia Department of Taxation – Norfolk VA

Performed audits of taxpayers accounting records such as invoices, sales journals, general ledgers, and bank statements, to determine compliance with tax laws and regulations. Assessed liabilities and explained liabilities to taxpayers based upon the law. Conducted interviews and field investigations at the taxpayer's location in an effort to secure pertinent information, records or documentation. Conducted research of corporate, business, and personal income tax, licensing and withholding tax records, as well as sales and use tax records, to ascertain whether a field audit was necessary. Developed spreadsheets and audit workpapers for the preparation of final audit reports and conclusion summaries.

GENERAL MANAGEMENT STYLE

My participatory style of management encourages the involvement of staff in the analysis of problems, development of strategies, and implementation of solutions. Transparency is the central tenet of my formidable set of core values. I am diligent in assimilating Dr. Stephen Covey's Model of Management as his values are full of integrity and humanity. As an administrator, I also integrate Covey's "Seven Habits of Highly Effective People" which guide me to: be proactive, begin with the end in mind, put first things first, think win-win, seek first to understand and then to be understood, synergize, and sharpen the saw.

My staff would say that I set high expectations but I am also resourceful, caring and supportive. I am careful to slightly modify my style of management, as sometimes warranted, in certain situations based upon the level of staff competency and commitment to individual tasks. My approach is always open-door and participative. I embrace new ideas and I rely heavily on input, research, data, and authoritative guidance to extrapolate an optimal and cognizant decision. As an administrator, my success rests on the mastery of inspiring people to do their best at all times.

SIGNIFICANT ACCOMPLISHMENTS

My greatest professional achievement has been restoring a University's fiscal health and stability to surplus performance. When I arrived, I inherited an institution with operating deficits for three consecutive prior years, massive audit findings, very low staff morale, and an overall negative image among the community. In the confines of one fiscal year I led the institution to its first surplus in four years, advancing from a \$2.7 million deficit to a \$1.4 million surplus, which is a \$4.1 million swing. In addition, I led the institution to its first-ever year-end audit result of no findings and no material weakness and this positive trend has been maintained every year since.

Secondly, I completely automated the accounting and financial reporting functions for a quasi-municipal agency. When I arrived, the agency was void of any type of automation or electronic capabilities. The annual external audit would last for three months. Within the first year, I completely automated the entire fiscal administration which resulted in the annual audit lasting only four days and ultimately saving the institution thousands of dollars in consulting fees.

EDUCATIONAL PROFILE

MASTER OF ARTS DEGREE IN MANAGEMENT (December 1999)

Regent University – 1000 Regent University Drive – Virginia Beach, VA 23464

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION (May 1977)

(Concentration in Finance and Accounting)

Norfolk State University – 700 Park Avenue – Norfolk, VA 23504

PROFESSIONAL AFFILIATIONS

Board of Directors – Broward County Housing Finance Authority

Listing of References

- (1) Dr. Barbara Edwards
Professor, School of Business
Florida Memorial University
15800 NW 42nd Avenue
Miami Gardens, FL 33054
Telephone: 305-626-3607
Email: barbara.edwards@fmuniv.edu
- (2) Mr. Alan Bray
Internal Auditor
University of the Virgin Islands
#2 John Brewers Bay, St. Thomas, VI 00802
alan.bray@uvi.edu
- (3) Dr. Denise Callwood-Brathwaite
Associate Provost
Florida Memorial University
15800 NW 42nd Avenue
Miami Gardens, FL 33054
Telephone: 305-626-3607
Email: denise.callwood@fmuniv.edu
- (4) Mr. Ralph Ventura, Deputy City Manager
City of Sweetwater
Sweetwater, FL
rventura@cityofsweetwater.fl.gov
- (5) Dr. Karl Wright
Provost and Chief Academic Officer
Claflin University
409 Magnolia St., Orangeburg, SC 29115
kawright@claflin.edu

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① Newell J. Daughtrey

② ~~William Lawrence~~

③ ~~For~~ ~~Deputy~~

~~William Lawrence~~
Newell J. Daughtry
Jeffery T. Carrender
~~Tyson J. Lawrence~~
~~Daniel H. Hemen~~

Georgina Chen

① Newall Daughtrey

Reynold Drenth

Newell Derbyshire 1st

DRAFT

2019 Legislative Program - Issues and Projects List

Prepared for Pembroke Park
City Commission Workshop
October 2, 2019

I. Substantive Legislation

General Policy Guidelines:

Support legislation that generally benefits the Town of Pembroke Park, protects and expands the Town's ability raise revenue to provide for the needs of its residents and specifically legislation that preserves, protects and promotes the mobile home lifestyle or facilitates the Town's ability to achieve that objective.

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

Relatively few bills have been filed as of this date, however, listed below are proposed policy issue statements that should serve as more specific guidelines for supporting or opposing legislation consistent with the general policy statements above, and, as a matter of course, all mobile home bills will be reviewed in light of the long-standing mobile home policies of the Town – see Mobile Homes below. Annexation legislation will be drafted and filed at the request of the Town and the Ad Hoc Committee on Annexation and possibly by the Town of Southwest Ranches – see Annexation below.

The Town of Pembroke Park:

Local Government General Taxing Authority:

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

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

Communication Services Tax Protection

Supports legislation to reform the Communications Services Tax in a manner that is revenue neutral; provides for a broad and equitable tax base; provides for enhanced ability and reliability as an important revenue source for local government; and provides a uniform method for taxing communication services in Florida. Reform should promote a competitively neutral tax policy that will free consumers to choose a provider based on tax-neutral considerations.

Local Business Tax Protection

Supports legislation that protects general revenues collected from the local business tax. These revenues are used to provide essential municipal services, such as public safety and constructing and maintaining roads and bridges, public parks and open spaces. Maintaining a diversified revenue base strengthens the fiscal stability of local governments and improves their ability to serve citizens and businesses.

Sales Tax Fairness

Supports legislation to reform Florida's sales tax laws that apply to online/e-commerce sales from out-of-state retailers. Changes to these laws are needed to ensure retailers are treated equitably.

Mandated Firefighter Cancer Benefits Funding Source

Supports legislation that provides either a recurring appropriation or municipal authority to levy a revenue source to fund the benefits for firefighters diagnosed with certain cancers required by the passage of CS/CS/SB 426 during the 2019 Legislative Session. (The legislation contained a legislative finding that determines and declares that this act fulfills an important state interest therefore it is important that this mandate is not an additional burden to the local taxpayers.)

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

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

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

Annexation:

Supports legislation that facilitates the municipal annexation of unincorporated areas, while protecting private property rights, and respecting municipal boundaries.

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

Support the legislative efforts of the Ad Hoc Committee on Annexation which will be presenting draft legislation to be filed during the 2020 Legislative that will address several annexation issues pertaining to enclaves, the so-called "homeless voter" concern and forced de-annexation.

Bert Harris Act

Oppose changes to the Bert J. Harris, Jr., Private Property Rights Protection Act that do not consider everyone's property rights or that create one-sided lawsuits that shift inordinate financial burdens onto local taxpayers and limit the ability of cities to quickly resolve claims.

Medical Marijuana

Supports legislation restoring municipal authority to regulate medical marijuana facilities within municipal boundaries.

Current Medical Marijuana Law: The Legislature passed a medical marijuana bill during the 2017 Session. Current law only allows a local government to completely ban Medical Marijuana Treatment Center (MMTC) dispensing facilities from locating within the city. However, if a local government does not ban dispensing facilities, it may not place any restrictions on the number of dispensing facilities allowed and may not charge any fees greater than, or adopt regulations for dispensing facilities that are more restrictive than, that which apply to pharmacies. That and some sensible distance restrictions from schools aside, local governments may enforce any of its code or zoning regulations pertaining to businesses generally.

Recent Court Ruling: The First District Court of Appeals has ruled that the vertical integration aspect of Florida's Medical Marijuana law to be unconstitutional and calling into question the law's restriction on the number MMTCs that the Dept of Health may license under the statute, *Fla. Dept. of Health v. Florigrown, LLC*, No.1D18-4471 (Fla. 1st DCA, July 9, 2019). Although the 1st DCA's opinion does allow for the Dept. to formulate new licensing rules in light of its opinion and it indicated that in doing so the Dept. could restrict the number of MMTCs licensed, as long as the restriction are "reasonable and necessary" for the implementation of the (Medical Marijuana) amendment, the ruling, if upheld, would almost certainly result in more licenses being issued.

The decision has been appealed to the Florida Supreme Court, *Fla. Dept of Health, et al. v. Florigrown, LLC, Etc., et al.*, (SC19-1464). In addition, it is possible that the Florida Legislature will re-address the licensing issues during the upcoming Legislative Session which begins in January – a bill has already been filed that would address those issues - HB 149 by Rep. Sabatini.

School Resource Officers Funding

Supports legislation creating a dedicated and recurring state revenue stream to offset any impacts for those cities providing SROs to schools.

Sober Homes

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

Transportation, Housing & Economic Development

Transportation Funding

Supports legislation that preserves local control of transportation planning. Supports legislation that provides new and innovative revenue options and resources to finance critical infrastructure, maintenance and construction needs to meet the ever-changing transportation demands driven by dramatic population growth and new technology (autonomous vehicles) throughout Florida.

Affordable Housing

Supports legislation that requires all funds from the Sadowski State and Local Housing Trust Fund be used only for Florida's affordable housing programs.

Mobile Homes

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

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

Gaming

Supports legislation that would include The Town of Pembroke Park in the list of municipalities impacted by enhanced gaming activities at pari-mutual facilities – and thus eligible for public safety revenue sharing funds derived from tribal gaming activities.

Utilities, Natural Resources & Public Works

Revised: Water Supply & Water Quality

Supports legislation to address Florida's critical water quality crisis and water supply that:

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

II. Appropriations:

2019 Legislative Projects List

General Guidelines to Prioritizing Projects –

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

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

The Projects below are taken from the Town prepared booklet handed out during the September Tour of the Town, in some cases numerous projects have been combined into one large project.

- | | |
|---|----------------|
| <ul style="list-style-type: none">• New Municipal Offices/Public Safety Complex
(Town offices, Police & potentially a Fire Station)
Also including provision for:
EOC/Shelter
Public Works Facility
Note: this project will need to be subdivided into phases for more manageable budget requests over a multi-year period of time. | \$8,500,000.00 |
| <ul style="list-style-type: none">• Existing Town Hall Hardening & Energy Efficiency Upgrades
Includes emergency generator | \$ 550,000.00 |
| <ul style="list-style-type: none">• Roads and Streets - Total Proposed Request
(Total Est Needs: \$4,721,405.00) | \$ 300,000.00 |

Recommended Projects:

SW 25 th St./Park Rd Intersection Improvements: (add Crosswalks for child safety & make ADA compliant)	\$ 150,000.00
Park Road Resurfacing	\$ 150,000.00

Other Projects:

Various Undergrounding projects	\$4,421,405.00
Various Sidewalk & Bikeway Projects (no cost estimate available)	

- **PARKS - Total Proposed Request** **\$2,575,000.00**

Recommended Projects:

Oglesby Preserve Community Center	\$ 2,500,000.00
Agro-Eco Food Forest Trail	\$ 75,000.00

- **Sewer Funding – Total Proposed Request:** **\$ 700,000.00**
(Total Est Needs \$ 4,000,000.00)

Recommended Projects:

Scada – Electronic Monitoring of Sewer System	\$ 150,000.00
Sanitary Sewer restoration (Inflow & Infiltration)	\$ 550,000.00

Other projects:

Septic to Sewer	\$ 200,000.00
Septic to Sewer construction SW 30 th Ave	\$1,100,000.00
Lift Stations 14 &17	\$ 650,000.00
SW 30 th Street Wastewater Project	\$ 950,000.00

- **Stormwater Funding - Total Proposed Request:** **\$ 700,000.00**
(Total Needs: \$ 4,625,000.00)

Recommended Project:

John Lyons Lane Stormwater (phase II)	\$ 700,000.00
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Other Projects

Park Road Stormwater Improvements	\$1,650,000.00
SW 25 th Street Stormwater Improvements	\$1,250,000.00
Dale Village Stormwater Connection	\$ 275,000.00
Countyline Road Stormwater Connection	\$ 750,000.00



The Florida Senate Local Funding Initiative Request Fiscal Year 2020-2021

1. **Project Title**
2. **Senate Sponsor**
3. **Date of Request**

4. **Project/Program Description**

The Town experienced 8-12" flood waters from Hurricane Irma due to lack of stormwater (SW) pump. The project is a partnership due to past issues when drains were cut by the construct of I-95 in Broward Co. FDOT raised Hallandale Bch Blvd & Pembroke Rd. Outfalls from Pembroke were cut. With FDOT help, the Town acquired outfall capacity & has been working to eliminate flood problems for the past 16 yrs. John Lyons Lane is between an industrial area with many small family businesses & residential areas. SW from the area flows over the road & into the older residential neighborhood causing floods. Project is on John Lyons Lane N of Hallandale Bch Blvd & includes the installation of exfiltration trench & assoc. drainage constructs in the right-of-way, a pump sta. that connects to the Town's SW forcemain system. This funding will allow the approp. equipment to pump excess SW to prevent flooding.

5. **State Agency to receive requested funds**
State Agency contacted? ☐ Yes ☒ No
6. **Amount of the Nonrecurring Request for Fiscal Year 2020-2021**

Type of Funding	Amount
Operations	
Fixed Capital Outlay	564,250
Total State Funds Requested	564,250

7. **Total Project Cost for Fiscal Year 2020-2021 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)	564,250	79.0 %
Matching Funds		
Federal	0	0.0 %
State (excluding the amount of this request)	0	0.0 %
Local	150,000	21.0 %
Other	0	0.0 %
Total Project Costs for Fiscal Year 2020-2021	714,250	100.0 %

8. **Has this project previously received state funding?** ☒ Yes ☐ No
If yes, provide the most recent instance:

Fiscal Year (yyyy-yy)	Amount		Specific Appropriation #	Vetoed
	Recurring	Nonrecurring		
2017-18		500,000	1606A	Yes

9. **Is future-year funding likely to be requested?** ☐ Yes ☒ No
If yes, indicate nonrecurring amount per year.



The Florida Senate Local Funding Initiative Request Fiscal Year 2020-2021

10. Details on how the requested state funds will be expended

Spending Category	Description	Amount
Administrative Costs:		
Executive Director/Project Head Salary and Benefits	n/a	0
Other Salary and Benefits	n/a	0
Expense/Equipment/Travel/Supplies/Other	n/a	0
Consultants/Contracted Services/Study	n/a	0
Operational Costs: Other		
Salary and Benefits	n/a	0
Expense/Equipment/Travel/Supplies/Other	n/a	0
Consultants/Contracted Services/Study	n/a	0
Fixed Capital Construction/Major Renovation:		
Construction/Renovation/Land/Planning Engineering	Contractual Engineering and Construction	564,250
Total State Funds Requested (must equal total from question #6)		564,250



The Florida Senate Local Funding Initiative Request Fiscal Year 2020-2021

11. Program Performance

a. What specific purpose or goal will be achieved by the funds requested?

Specific purpose or goal is to protect citizens, visitors, residents, businesses and the public, improve health & the environment by reducing pollutants, TMDL's entering State's water resources and prevention of residential and commercial flooding, reducing loss of revenues, property damage, maintaining jobs & safer transportation. Supports water quality/quantity requirements of the permitting agencies of FDEP/SFWMD.

b. What activities and services will be provided to meet the intended purpose of these funds?

Activities & services included, but are not limited to, contractual construction services, construction management, construction observation services, engineering during construction, & the installation of storm water apparatus, drainage structures and equipment, etc. Installation of exfiltration trench and associated drainage structures in the right-of-way, a storm water pump station connection, & forcemain system that will allow pumping of excess storm water to prevent flooding.

c. What direct services will be provided to citizens by the appropriation project?

Direct services provided to citizens once the storm water conveyance is constructed includes improved life, health & safety due to the reduction of flooding. Safer mode for transportation as the streets will not be underwater, reduction of property damage, no loss of income or employment, or closings of businesses, reduction of pollutants, improved water quality, & protection of environment with reduction of pollutants entering State water resources, etc.

d. Who is the target population served by this project? How many individuals are expected to be served?

Target population served are the residents, visitors, citizens, commuters & the business community in this fiscally disadvantaged community & the surrounding areas -- Lake Forest, West Park, Carver Ranches, Ives Estates, Utopia, Hallandale Beach, Hallandale and Miami Gardens. The estimated number of individuals served exceeds 127,000, due to the close proximity to I-95.

e. What is the expected benefit or outcome of this project? What is the methodology by which this outcome will be measured?

The expected benefit or outcome includes, but may not be limited to, life, health & safety with the reduction of flooding, protection of businesses, visitors & residents, reduced property damage, improved revenues, provides for safer transportation as flooding is reduced. The improved water quality component provides for the reduction of TMDLs entering the State's water resources, and the reduction of debris and trash that can be carried by stormwater runoff directly into conveyance systems as trash and debris pose dangers for aquatic plants & wildlife as birds can be poisoned by eating cigarette butts. Mineral oils & coolant from cars pollute the State's water resources. Return on state investment includes protection of State waters with the installation of the water quality/quantity components & apparatus to capture debris & trash. The return on investment & ongoing maintenance of the system will be from the stormwater utility at \$9.64 per month per ERU.

f. What are the suggested penalties that the contracting agency may consider in addition to its standard penalties for failing to meet deliverables or performance measures provided for in the contract?

implementation of a corrective action plan; non payment of invoices until milestones are achieved



The Florida Senate Local Funding Initiative Request Fiscal Year 2020-2021

12. The owners of the facility to receive, directly or indirectly, any fixed capital outlay funding. Include the relationship between the owners of the facility and the entity.

Town of Pembroke Park is the owner and the entity

13. Requestor Contact Information

- a. First Name Last Name
- b. Organization
- c. E-mail Address
- d. Phone Number Ext.

14. Recipient Contact Information

- a. Organization
- b. Municipality and County
- c. Organization Type
- ☐ For-profit Entity
 - ☐ Non-Profit 501(c) (3)
 - ☐ Non-Profit 501(c) (4)
 - ☒ Local Entity
 - ☐ University or College
 - ☐ Other (please specify)
- d. First Name Last Name
- e. E-mail Address
- f. Phone Number

15. Lobbyist Contact Information

- a. Name
- b. Firm Name
- c. E-mail Address
- d. Phone Number Ext.



The Florida Senate Local Funding Initiative Request Fiscal Year 2020-2021

Please complete the questions below for Water Projects only.

16. Have you applied for alternative state funding?

- ☐ Waste Water Revolving Loan
☐ Drinking Water Revolving Loan
☐ Small Community Wastewater Treatment Grant
☐ Other (please specify)
☒ N/A

17. What is the population economic status?

- ☐ Financially Disadvantaged Community (ch. 62-552, F.A.C.)
☒ Financially Disadvantaged Municipality (ch. 62-552, F.A.C.)
☐ Rural Area of Economic Concern
☐ Rural Area of Opportunity (s. 288.0656, Florida Statutes)
☐ N/A

18. What is the status of construction?

19. What percentage of the construction has been completed?

20. What is the estimated completion date of construction?

The information provided will be posted to the Florida Senate website for public viewing if sponsored by a Senator.

***NOTE: PLEASE OPEN/EDIT/SAVE THIS FORM IN ADOBE ACROBAT OR READER DC. OPENING IN OTHER APPLICATIONS MAY RESULT IN THE INABILITY TO EDIT/SAVE AS INTENDED.**

Appropriations Project Request - Fiscal Year 2020-21

For projects meeting the Definition of House Rule 5.14

Only Members of the Florida House of Representatives can officially submit an Appropriations Project Request

Questions #1 – #20 must be answered for all appropriations project requests, except #14 on information technology and #17 on Services are not required for water projects. Questions #21 - #37 are for water projects only pursuant to s. 403.885, F.S. Also, Question #5 defaults to the "Department of Environmental Protection" for water projects.

Your request will not be officially submitted unless all questions and applicable sub parts are answered.

1. **Title of Project:**

(For Education projects please put the name of the school preceding the title. e.g., "University of XX- new program or new building". For water project please put the name of the County or City preceding the title.)

2. **Date of Submission:** *Leave blank .This field will be auto-generated at the time of submission .*

3. **House Member Sponsor:** *Leave this field blank; the submitting member's name is automatically generated by the APR system.*

4. **DETAILS OF AMOUNT REQUESTED:**

- a. Has funding been provided in a previous State budget for this activity? ☒ Yes ☐ No *If answer to 4a is "No" skip 4b and 4c and proceed to 4d, Col F*
- b. What is the most recent fiscal year the project was funded?
- c. Were the funds provided in the most recent fiscal year subsequently vetoed? ☒ Yes ☐ No
- d. Complete the following Project Request Worksheet to develop your request.

FY:	Input Prior Year Appropriation for this project for FY 2019-20 (If appropriated in FY 2019-20 enter the appropriated amount, even if vetoed.)			Develop New Funds Request for FY 2020-21 (Requests for additional RECURRING funds in Column E are prohibited.)		
Column:	A	B	C	D	E	F
Funds Description:	Prior Year Recurring Funds	Prior Year Nonrecurring Funds	Total Funds Appropriated (Recurring plus Nonrecurring: column A + column B)	Recurring Base Budget (Will equal non-vetoed amounts provided in column A)	Additional Nonrecurring Request <i>If you leave Column E as zero, and are not requesting additional nonrecurring funding, there is no need to submit an AP request form. If you need advice on how to proceed with your request or would like to verify that you do not need to submit an AP request form, please call House Appropriations at (850) 717-4810.</i>	TOTAL Nonrecurring plus Recurring Base Funds (Will equal the amount from the Recurring base in Column D plus the Additional Nonrecurring Request in Column E.)
Input Amounts:	0	0	{Automatic Calculation}	{Automatic Calculation}	564,250	{Automatic Calculation}

5. Are funds for this issue requested in a state agency's Legislative Budget Request submitted for FY 2020-21? ☐ Yes ☒ No *Select No if LBR's have not yet been submitted for fiscal year.*
- a. If yes, which state agency?
- b. If no, which is the most appropriate state agency to place an appropriation for the issue being requested?
Dept. of Environmental Protection
For example, if the requested issue pertains to services provided to inmates at correctional facilities, the Department of Corrections would be the most appropriate state agency. If the requested issue is for a local emergency management or disaster preparedness issue the correct Department is the Executive Office of the Governor which contains the Division of Emergency Management)
- c. Has the appropriate state agency for administering the funding, if the request were appropriated, been contacted? ☒ Yes ☐ No
- d. Describe penalties for failing to meet deliverables or performance measures which the agency should provide in its contract to administer the funding if appropriated.
Description: implement a corrective action plan, non payment of invoices until milestones acheived
6. Requester:
- a. Name: Todd Larson
- b. Organization: Town of Pembroke Park
- c. Email: tlarson@townofpembrokepark.com
- d. Phone #: (954) 966-4600

7. Contact for questions about specific technical or financial details about the project. Please check "same" if same as Requester. ☒ Same

a. Name:

b. Organization:

c. Email:

d. Phone #:

8. If there is a registered lobbyist working to secure funding for this project, fill out the information below. If not, click None. ☐ None

If yes, please provide: Please supply the name of the primary lobbyist making contacts regarding the request.

a. Name:

b. Firm:

c. Email:

d. Phone #:

9. Organization or Name of entity receiving funds:

If the entity ultimately receiving the funds is a state agency, the request might not be an appropriations project as defined by House Rule 5.14. Please refer to House Rule 5.14 to ensure that the request fits the definition of an appropriations project.

a. Name:

b. County (County where funds are to be expended)

c. Service Area (Counties being served by the service(s) provided with funding)

Please note that the County where the funds are to be expended, often is, but may not always be, the County receiving the services. For example, a building may be built in and/or funds expended in Leon County for a particular program that may provide either statewide services or services to Leon, Gadsden, and Wakulla counties.

10. What type of organization is the entity that will receive the funds?

If other (Please describe)

11. What is the specific purpose or goal that will be achieved by the funds being requested?

Reduction of flooding and protection of life; health and safety for residents; visitors and business community; addresses permitting agencies requirement of improved water quality/quantity; minimum flow and levels; reduction of pollutants, nutrients, and TMDLs; maintain jobs/employment and revenues, prevention of businesses closing due to flooding; reduce property damage; provide for safer transportation; Received 8-12" of flood waters from Hurricane Irma due to lack of adequate stormwater pump.

12. Provide specific details on how funds will be spent. (Select all that apply)

Provide specific details by selecting all appropriate Spending Categories which best reflect the proposed use of the requested funds. If funds are not requested for a Spending Category listed do not select it. In the Description column for each selected category, succinctly describe in detail what the funds in that Spending Category will be used for (E.g., "Salaries will be used to hire a part time driver to assist with delivery of meals.") In the Nonrecurring column, list the amount to be spent on the selected category. NOTE: The sum of amounts for each Spending Category must equal the total nonrecurring request (See 4d, Column E).

Spending Category	Choose YES or NO	Description	Non-Recurring (Total should equal 4d, Col. E) Enter "0" if request is zero for the category
Administrative Costs:			
a. Executive Director/Project Head Salary and Benefits	☐ Yes ☒ No	n/a	0
b. Other Salary and Benefits	☐ Yes ☒ No	n/a	0
c. Expense/Equipment/Travel/Supplies/Other	☐ Yes ☒ No	n/a	0
d. Consultants/Contracted Services/Study	☐ Yes ☒ No	n/a	0

Spending Category	Choose YES or NO	Description	Non-Recurring (Total should equal 4d, Col. E) Enter "0" if request is zero for the category
Operational Costs:			
e. Salaries and Benefits	☐ Yes ☒ No	n/a	0
f. Expenses/Equipment/Travel/Supplies/Other	☐ Yes ☒ No	n/a	0
g. Consultants/Contracted Services/Study	☐ Yes ☒ No	n/a	0
Fixed Capital Construction/Major Renovation:			
h. Construction/Renovation/Land/Plan ning Engineering	☒ Yes ☐ No	contractual services for construction, construction management, construction observation, and engineering during construction	564,250
i. TOTAL REQUESTED			564,250

13. For the Fixed Capital Costs requested with this issue in Question 12, a YES was selected for "h. Fixed Capital Outlay" costs, what type of ownership will the facility be under when complete? (Select one correct option).

If the requested funding includes proposed Fixed Capital Costs as indicated by Question 12h, select the ownership category for the owner of the facility being planned, constructed, renovated, or improved or which represents the owner of land being purchased, improved or surveyed.

If other, please describe:

14. Is the project request an information technology project? Yes ☐ No ☒ **Water projects skip to #15**

If the requested funding described in Question 12 is for an information technology products or services project, select "YES". If "NO" is selected there will be no need to answer Questions 14a through f.

- a. Will this information technology project be managed within a state agency to support state agency program goals? Yes ☐ No ☐

- b. What is the total cost (all years) to design and build the project?

This project budget should total all non-recurring costs expected over the entire project lifecycle by fiscal year, identifying all one-time costs from project initiation to implementation.

- c. What are the ongoing (annual recurring) maintenance and operation costs once the project is completed?

Operational and maintenance (O&M) costs should total the annual amount necessary to sustain the project once completed, to include personnel (state FTE and contractors), application maintenance (such as annual software as a service (SaaS) licensing/usage costs, hardware lease/purchase), data center services, plant and facility costs (such as call center space or offices for support staff), and any other recurring costs.

- d. Can the state agency fund the ongoing annual recurring costs within its current operating budget? Yes ☐ No ☐

- e. What are the specific business objectives or needs the IT project is intended to address?

Provide a clear statement of need that describes the conditions that created, or significantly contributed to, the problem or opportunity being addressed by the project. Document the current status of the program or service and describe in detail all areas that need improvement that the project will address, i.e., current inefficiencies, problems and/or shortfalls.

- f. Based upon the identified business objectives or needs, what are the success factors that must be realized in order for the state agency to consider the proposed IT project a success?

Clearly identify the results that must be achieved from the proposed solution that will prove the project was successful. Propose any quantifiable business metrics that could be used to determine project success.

15. Is there any documented show of support for the requested project in the community including public hearings, letters of support, major organizational backing, or other expressions of support? Yes ☒ No ☐

Please describe:

Letters of support from four businesses dated May 16, 2014-Custom Service Distribution, Inc./Jerry Baldwin, Fine Foods Southeast/Michael Goldman, A&V Sea Food/Carolina Henriquez, Topper International/Adam Marc

If you are unable to describe the documented show of support please answer "No". If support for the requested funding is documented select "YES". If "YES", provide in the description in Question 15 the date of approval, the dates of meetings where support was documented, types of meetings, names or numbers of people or organizations writing letters of support or any supporting information regarding the documented support.

16. Has the need for the funds been documented by a study, completed by an independent 3rd party, for the area to be served? Yes ☒ No ☐

Please Describe:

Engineering benefit and cost summary for PDMCG application; stormwater master plan

If you are unable to describe the documented study please answer "No". If support for the requested funding is documented by a Study select "YES". If "YES", provide in the description in Question 16a, the title, author and date of the report or study, who requested the study or report, and briefly describe report or study findings which support funding.

17. Will the requested funds be used directly for services to citizens? Yes ☐ No ☒ *Water projects skip to #18*

If the funds requested are for direct services to citizens, select the description that best fits the population group being served. More than one group may be picked. If the group being served is not listed check "Other" and provide a brief description of the group.

- a. What are the activities and services that will be provided to meet the purpose of the funds?

- b. Describe the direct services to be provided to the citizens by the funding requested.

- c. Describe the target population to be served (i.e., "the majority of the funds requested will serve these target populations or groups:"). Select all that apply to the target population:

- ☐ Elderly persons
☐ Persons with poor mental health
☐ Persons with poor physical health
☐ Jobless persons
☐ Economically disadvantaged persons
☐ At-risk youth
☐ Homeless

- ☐ Developmentally disabled
- ☐ Physically disabled
- ☐ Drug users (in health services)
- ☐ Preschool students
- ☐ Grade school students
- ☐ High school students
- ☐ University/college students
- ☐ Currently or formerly incarcerated persons
- ☐ Drug offenders (in criminal Justice)
- ☐ Victims of crime
- ☐ General (The majority of funds will benefit no specific group)
- ☐ Other

If Other, please describe:

d. How many in the target population are expected to be served?

[Click to Select](#)

If the funds requested are for direct services to citizens, select the numbers of citizens in the group expected to be served. For example if the requested funds will provide meals for 100 low-income seniors, select "51-100" for the number served provided the requested funds were approved.

18. What benefits or outcomes will be realized by the expenditure of funds requested (Select each Benefit/Outcome that applies):

Expected Outcomes from Expenditure of Funds Requested:

First Column, select any number of the listed outcomes that apply. If the expected outcome is not listed for the requested funds, select "Other" and provide a brief description.

Second Column, for each outcome selected, describe the specific measure of the benefit or outcome. For example, an outcome may be improving physical health. A measure may be reduced blood pressure in patients with high blood pressure. Another example may be an outcome of reducing substance abuse. A measure may be clean urinalyses. **Do not select as a measure the number of persons receiving services.**

Third Column, describe how that outcome will be measured. For example, the outcome of improved physical health, where the measure may be reduced blood pressure could be measured by recording the blood pressure of all patients receiving services after 2, 4 and 6 months of treatment and comparing the results to untreated populations and to other populations with differing treatments. On the outcome of reducing substance abuse, the measure may be the percentage of treatment recipients who have clean urinalysis 6 months after completing treatment.

Check each that applies	Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the Method for measuring level of benefit or outcome
☒	Improve physical health	Protects life, health and safety with reduction of flooding	Reduction of flooding improved water quality/quantity, reduced pollution

Check each that applies	Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the Method for measuring level of benefit or outcome
☒	Improve mental health	Provides safety benefit, protects property, homes, and businesses from flooding	Reduces stress of businesses and employees impacted by flooding;
☐	Enrich cultural experience		
☐	Improve agricultural production/ promotion/education		
☐	Improve quality of education		
☒	Enhance/preserve/improve environmental or fish and wildlife quality	improved water quality with treatment of drainage & surface water	reduction of pollutants flowing downstream addresses minimum flow & levels; augments FDEP & SFWMD water quality standards
☒	Protect the general public from harm (environmental, criminal, etc.)	Current drainage system is old/failing creating flooding, damaging property, creating unsafe transportation & does not have water quantity/quality.	Provides general public with safer transportation, less property damage, reduce flooding & improved water quality/ quantity & improved flows; addresses
☒	Improve transportation conditions	prevention of road closures from flooding; provides for safe transportation as roadways will not be closed due to flooding; protection of property	Reduction or loss of use of roadway, safe road transportation; reduced property damage

Check each that applies	Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the Method for measuring level of benefit or outcome
☒	Increase or improve economic activity	Provides jobs, keeps Floridians employed	Employment promoted by project, increase in state revenues, reduction of property damage
☐	Increase tourism		
☐	Create specific immediate job opportunities		
☐	Enhance specific individual's economic self sufficiency		
☐	Reduce recidivism		
☐	Reduce substance abuse		
☐	Divert from Criminal/Juvenile justice system		

Check each that applies	Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the Method for measuring level of benefit or outcome
☐	Improve wastewater management		
☒	Improve stormwater management	Addresses permits requirements; improves water quality/quantity entering endangered water resources C-9 basin	Reduction of pollutants entering endangered water, minimum flow and levels; augments goals of FDEP and SFWMD water quality standards
☐	Improve groundwater quality		
☐	Improve drinking water quality		
☒	Improve surface water quality	Reduction of pollutants entering the state-protected waters	Less pollution flow downstream
☐	Other (Please describe)		

19. Provide the total cost of the project for FY 2020-21 from all sources of funding (Enter "0" if amount is zero):

Type of Funding	Amount	% of Total (Automatically Calculates)	Are the other sources of funds guaranteed in writing?
1. Amount Requested from the State in this Appropriations Project Request:	{Automatically pulls from request Total 4.d. Col E}	{Automatic percentage calculation}	N/A
2. Federal:	0	{Automatic percentage calculation}	☐ Yes ☒ No { yes/no required for any positive answer in Amount}
3. State: (Excluding the requested Total Amount in #4d, Column F)	0	{Automatic percentage calculation}	☐ Yes ☒ No { yes/no required for any positive answer in Amount}
4. Local:	150,000	{Automatic percentage calculation}	☒ Yes ☐ No { yes/no required for any positive answer in Amount}
5. Other:	0	{Automatic percentage calculation}	☐ Yes ☒ No { yes/no required for any positive answer in Amount}
Total			

20. Is this a multi-year project requiring funding from the state for more than one year? Yes ☐ No ☒

a. How much state funding would be requested after 2020-21 over the next 5 years?

Estimate the approximate probable total state funding that will be requested over the next 5 years, including the current request. Include both nonrecurring funding needed and annual operating funding that will be requested when you chose an answer.

b. How many additional years of state support do you expect to need for this project?

c. What is the total project cost for all years including all federal, local, state, and any other funds? Select the single answer which best describes the total project cost. If funds requested are for ongoing services or for recurring activities, select "ongoing activity".

Provide the total nonrecurring cost of the project for all years assuming the project has a beginning and a completion. Include all funds required to complete the project including federal, state, local and other funds needed. For any projects that are ongoing in nature (such as recurring administrative or operating costs, or ongoing costs to provide services) select "on-going activity - no total cost"

The questions below are additional questions for water projects only

21. What is the revenue source of ongoing operating Funds?

Input the revenue source that will be used for any ongoing operating costs (e.g., ad valorem, gas tax, stormwater fee, etc.)

22. Has local approval been given for ongoing operating funds? Yes ☒ No ☐

Indicate "Yes" or "No" if the local government that will be providing the ongoing operating funds has given approval. An example of local approval would be an approved motion at a county commission meeting to fund the ongoing operating funds for the project.

23. Have you applied for alternative state funding?

If Other, please describe:

24. Has project been addressed in a local, regional, or state plan? ☒ Yes ☐ No

Indicate "Yes" or "No" and if yes, input the name of the plan and cite the page numbers in the plan that refer to the requested project. An example of a local plan is the City of Miami Beach Stormwater Master Plan. An example of a regional plan is the Regional Water Supply Plan by the Central Florida Water Initiative. An example of a state plan is the Florida Forever Five Year Plan.

a. If Yes, Insert Plan Name and Cite Page Numbers

25. Is the project for a financially disadvantaged community? Yes ☒ No ☐

Indicate "Yes" or "No" if the project is for a financially disadvantaged community as defined in Chapter 62-552, F.A.C.

26. What is the population economic status?

27. What is the status of planning?

Planning is the systematic identification of project tasks, task schedules, and resources required for task accomplishment. Select the planning status as of the date that you are filling out the form. Select "Ready" if the project planning process has begun or is completed. Select "Not Ready" if the planning process has not been initiated.

28. What percentage of the planning process has been completed?

Input the percentage of the project planning process that has been completed as of the date that you are filling out the form. If the planning process has not begun, input 0%.

29. What is the estimated planning completion date?

Input the estimated date when the planning process will be completed. If already complete, input the date the planning process was completed.

30. What is the status of design?

Design is a model, sketch, drawing, outline, description, or specification used to create the vision of that which is to be created. Select the design status as of the date that you are filling out the form. Select "Ready" if the project design process has begun or is completed. Select "Not Ready" if the design process has not been initiated.

31. What percentage of design has been completed?

Input the percentage of the project design process that has been completed as of the date that you are filling out the form. If the design process has not begun, input 0%.

32. What is the estimated design completion date?

Input the estimated date when the design process will be completed. If already complete, input the date the design process was completed.

33. List all required permits

Input all of the permits that are required to complete the project. Permits could be required by federal, state, and local governments.

34. What is the status of permitting?

It is likely that a permit(s) will be required for a water project. Select the permitting status as of the date that you are filling out the form. Select "Planned" if no permit requests have been submitted yet. Select "Submitted" if permit requests have been submitted and are pending but have not yet been received. Select "Received" if the permits have been received.

35. What is the status of construction?

Construction is the actual building or implementation of the project. Select the construction status as of the date that you are filling out the form. Select "Ready" if the project construction process is ready to begin or has begun. Typically the construction process is only ready when the planning, design, and permitting processes have been completed. Select "Not Ready" if the construction process is not ready to begin and planning and/or design still need to be done.

36. What percentage of construction has been completed?

0%

Input the percentage of the project construction process that has been completed as of the date that you are filling the form. If the construction process has not begun, input 0%.

37. What is the estimated completion date of construction?

12/31/2021

**Exhibit A-1 Town of Pembroke Park
Five Year Capital Improvement Plan
Summary by Functional Category**

Categories		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	TOTAL
GENERAL FUND							
A. GENERAL							
1) Improvements to Buildings	(a)	20,000	100,000	-	-	-	120,000
2) Equipment, Security, Holiday Decorations, etc.	(a)	6,700	10,000	10,000	10,000	-	36,700
3) Town Hall Elevator/Generator/Town Hall Hardening	(g)(p)	684,750	100,000	-	-	-	784,750
4) New Govermental Center	(a)(g)	79,110	-	-	-	6,000,000	6,079,110
5) New Emergency Operations Center/Shelter	(g)	-	-	-	-	2,000,000	2,000,000
6) /Software Conversion BTR, Code, Building, Finance/ Equipment	(a)	440,000					440,000
7) Fire and EMS Study	(a)	40,000					40,000
8) Renovate 3rd Floor Town Hall	(g)			250,000			250,000
TOTAL GENERAL		1,270,560	210,000	260,000	10,000	8,000,000	9,750,560
B. ROADS & STREETS							
1) Park Road Resurfacing	(g)	-	50,000	100,000	-	-	150,000
2) Machinery, Equipment, Vehicles, Trucks	(a)	5,000	30,000	30,000	30,000	30,000	125,000
3) New Public Works Facility (1/3)	(g)	-	150,000	-	-	-	150,000
4) SW 40th Avenue Bike Lane	(g)	-	-	-	10	-	10
5) Hallandale Beach Boulevard Bike Lanes	(g)	-	-	-	10	-	10
6) SW 48th Avenue Mast Arm	(j)	-	-	-	5,000	5,000	10,000
7) SW 48th Avenue Roadway Improvements	(g)	-	-	-	-	10,000	10,000
8) County Line Road Bike Path/Sidewalk from SW 48th Ave to SW 52nd Ave	(j)	-	-	-	50,000	-	50,000
9) County Line Road Bike Path/Sidewalk from SW 52nd Ave to SW 56th Ave	(j)	-	-	-	50,000	-	50,000
10) Undergrounding of SW 30th Ave FPL	(g)					366,475	366,475
11) Undergrounding of FPL on Hallandale Beach Blvd	(g)					2,948,865	2,948,865
12) Undergrounding of FPL on 52nd Avenue	(g)					1,524,620	1,524,620
13) SW 52nd Ave Sidewalk	(j)					125,000	125,000
14) SW 52nd Ave Resurfacing	(g)			150,000			150,000
15) Mastarm Intersections with Protective Crosswalks County Line Rd and 56th, County Line Rd and 52nd, Hallandale Bch Blvd and 52nd, Hallandale Beach Blvd and 48th, Hallandale Beach Blvd and Lakeshore Drive	(g)				300,000	1,200,000	1,500,000
TOTAL ROADS & STREETS		5,000	230,000	280,000	435,020	6,209,960	7,159,980
C. PARKS & RECREATION							
1) Canopy & Exercise Equip. @ Behan Park	(g)	-	-	120,000	-	-	120,000
2) Olgesby Preserve Restroom West Side	(b)	105,000	-	-	-	-	105,000
3) Machinery & Equipment	(a)	18,850	10,000	10,000	10,000	10,000	58,850
4) Howard Clark Sr. Linear Walkway (restrooms/walkway lighting)	(g)	-	-	-	-	75000	75,000
5) Community Garden Irrigation System	(a)	8,000					8,000
6) Community Garden, Food Forest Improvements.	(a)	25,000	75,000				100,000
7) Rec Hall Slab	(a)	4,000					4,000
8) Oglesby Preserve Exercise Equipment	(a)	10,000					10,000
9) Capital Improvements for Wellness Program	(g)		5,000				5,000
10) Tot Lot at Oglesby Preserve	(b)	66,672					66,672
11) Oglesby Preserve Bldg Rehab	(g)	10,000			200,000		210,000
TOTAL PARKS & RECREATION		247,522	90,000	130,000	210,000	85,000	762,522
TOTAL CAPITAL PROJECTS GENERAL FUND		1,523,082	530,000	670,000	655,020	14,294,960	17,673,062

Revised 3-20-18

**Exhibit A-1 Town of Pembroke Park
Five Year Capital Improvement Plan
Summary by Functional Category**

Categories		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	TOTAL
SEWER FUND							
1) Lift Station - 14 and 17	(h)	-	-	-	650,000	-	650,000
2) Septic Tank Removal and Connection to Gravity Sewerage System	(g)	-	50,000	50,000	50,000	50,000	200,000
3) Gravity Sewer and L/S SW 30th Avenue Hallandale Beach Blvd. to Pembroke Road	(g)	-	-	150,000	950,000	-	1,100,000
4) SW 30th Street Wastewater Project	(g)	-	-	-	-	950,000	950,000
5) Sanitary Sewer I & I Project	(n) (g)	100,000	100,000	100,000	100,000	220,000	620,000
6) New Public Works Facility (1/3)	(g)	-	150,000	-	-	-	150,000
7) Master Plan update	(n)	40,000					40,000
8) Capital Equipment	(n)	30,000					30,000
TOTAL CAPITAL PROJECTS SEWER FUND		170,000	300,000	300,000	1,750,000	1,220,000	3,740,000
STORMWATER FUND							
1) Park Road Improvements	(g)	-	-	650,000	1,000,000	-	1,650,000
2) Lyons Lane (Phase II)	(p)(o)	912,350		-	-	-	912,350
3) SW 25th Street Improvements	(p)(o)	1,208,220	-	-	-	-	1,208,220
4) Dale Village Stormwater Connecton	(e)	-	-	-	-	275,000	275,000
5) County Line Road Stormwater Connection	(o)	150,000	-	-	550,000	-	700,000
6) Meeking Lake Stormwater Pump Station	(g)	-	-	-	-	1,450,000	1,450,000
7) Seawall SW 24th Street and Howard P. Clark Sr. Walkway	(g)	-	-	-	-	75,000	75,000
8) New Public Works Facility (1/3)	(g)	-	150,000	-	-	-	150,000
9) Truck	(o)	30,000					
TOTAL CAPITAL PROJECTS STORMWATER FUND		2,300,570	150,000	650,000	1,550,000	1,800,000	6,420,570
TOTAL ALL CATEGORIES		3,993,652	980,000	1,620,000	3,955,020	17,314,960	27,833,632

- (a) General Fund Revenues
- (b) CDBG and other Grant Fund Revenues
- (c) Florida Department of Environmental Protection Grant
- (e) Rural Development Loan/Grant
- (f) Florida Department of Transportation Grant
- (g) Not currently funded, grants being applied for
- (h) impact Fees
- (i) Florida Department of Energy Grant
- (j) Metropolitan Planning Organization Grant
- (k) Developer Funding
- (l) Florida Recreation Development Assistance Grant
- (m) Broward County Grant
- (n) Wastewater Fund
- (o) Storm Water Fund

Revised 3-20-18

RESOLUTION NO. 19-10-__

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE TOWN TO FILE AN APPLICATION FOR A FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM GRANT FOR THE AGRO-ECO FOOD FOREST GARDEN PICNIC FACILITIES AND MULTI-USE EXERCISE TRAIL; DIRECTING TOWN STAFF TO COMPLETE AND FILE THE APPLICATION IN A TIMELY FASHION; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has created a Community Garden and Exotic Fruit Orchard (“Garden”) as a part of its Agro-Eco Program to educate local residents and students on the benefits of a healthy diet, sources of fresh foods, sustainable agriculture, and environmental stewardship; and

WHEREAS, the Town has sponsored a variety of programs for local residents and students to teach them how to successfully grow healthy and nutritious foods; and

WHEREAS, the Town desires to expand the healthy lifestyle educational program by the development of a picnic facility and 1700 linear foot multi-use exercise trail in the Raymond P. Oglesby Preserve and Ryan Park; and

WHEREAS, Florida Recreation Development Assistance Program offers grant funding to local governments to develop local parks to enhance the beneficial uses of local parks for area residents; and

WHEREAS, the Town Commission desires to apply for a grant in the amount of \$50,000.00 to assist in the funding for the development of the picnic facilities and multi-use exercise trail.

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 apply for a grant from Florida Recreation Development Assistance Program ("FRDAP") in the amount of \$50,000.00 for the development of picnic facilities and 1700 foot linear multi-use exercise trail in the Raymond P. Oglesby Preserve and Ryan Park.

Section 2: That Town staff is authorized and directed to promptly complete the grant application package and submit same to FRDAP and to provide all information requested by FRDAP for its review and approval of the grant application.

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 9th day of October, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner



Town of Pembroke Park
CITIZEN ADVISORY BOARD ACTION MINUTES
Wednesday, October 2, 2019
5:00 PM
Council Chambers
Call to Order: 5:25 P.M.

Present:	Chairperson, David Roach; Edward Maley; Ellen Roach	
	Pledge of Allegiance	
Attendees:	Chief Code Enforcement Officer, Jeffrey Louis; Deputy Town Clerk, Natasha Joseph, Assistant Public Services Director, Myriam Jacques; Director of Public Services, Todd Larson.	
Absent:	Tamara Benadi; Derrick Lane	
Title & Presenter	Description	Action/ Follow Up
Public Hearing- Wednesday, October 2, 2019 At 5:00 P.M. - Florida Recreation Development Assistance Program (FRDAP) Grant - Pembroke Park Preserve Improvements: AGRO-ECO Food Forest Garden Linear Pathway - Public Services Director Larson	* Presentation was given regarding the Grant Application * Modifications will be specified to the Commission	* Motion made by Ellen Roach, seconded by Edward Maley for approval of the FRDAP Grant with the modifications specified, the motion passed Ellen Roach Yes Edward Maley No D. Roach Yes
Public Comment:		
None		
Adjournment:	5:56 P.M.	



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

Agenda Request

Meeting Date:	TC Workshop Mtg. 8-07-19 / TC Regular Mtg. 8-14-19
Subject:	Seneca Commerce Center (SCC) - Right-of-Way Encroachment Agreement - Portion of Buffer Wall
Initiated by:	☐ City Council ☐ City Attorney ☒ City Manager/Staff
Prepared by:	Name & Title: Michael J. Miller, AICP - Consultant Town Planner
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Town Encroachment Agreement / Legal Description / Location Map
Fiscal Impact:	Town = No Fiscal Impact Known / Developer = Cost to remove / relocate wall.
Policy Question(s) for Council Considerations:	Should the TC approve a Right-of-Way Encroachment Agreement to allow a portion of a buffer wall to remain within the public roadway; or should the TC require the developer to relocate the wall onto their property (Intersection of SW 40 Ave. & SW 25 St.)
Summary:	As part of the SCC development a buffer / screen wall was built adjoining both SW 40 Ave. and SW 25 St. to screen the residential neighborhoods across those streets in the City of West Park. The contractor inadvertently built a portion of the wall within newly dedicated right-of-way (2.5' encroachment). An as-built survey of the wall identified the encroachment. The developer is requesting permission to leave the wall where constructed vs. relocating the wall (4.5' +/- northerly).
Background:	In Oct. 2016 the TC approved a Site Development Plan for the original SCC area. As part of that approval the Zoning Code required / developer built a 10' tall decorative buffer / screen wall long SW 40 Ave. & SW 25 St., because residential uses exist across those streets in the City of West Park. An as-built survey of the wall identified a portion of the wall was inadvertently built in the public road right-of-way.
Discussion/Analysis:	As part of the SCC development a buffer / screen wall was built adjoining both SW 40 Ave. and SW 25 St. to screen the residential neighborhoods across those streets in the City of West Park. The contractor inadvertently built a portion of the wall within newly dedicated right-of-way (2.5' encroachment). An as-built survey of the wall identified the encroachment. The developer is requesting permission to leave the wall where constructed vs. relocating the wall (4.5' +/- northerly).
Options:	1) Approve a Right-of-Way Encroachment Agreement to allow a portion of a buffer wall to remain within the public roadway; 2) Require the developer to relocate the wall onto their own property.
Advantages:	Town = None Known / Developer = Save cost of demolition / rebuilding wall in correct location.
Disadvantages:	Town = None Known / Developer = Cost of demolition / rebuilding wall in correct location.
Possible action:	1) Approve a Right-of-Way Encroachment Agreement to allow a portion of a buffer wall to remain within the right-of-way; 2) Require the developer to relocate the wall onto their own property.
Advantages:	Town = None Known / Developer = Save cost of demolition / rebuilding wall in correct location.
Disadvantages:	Town = None Known / Developer = Cost of demolition / rebuilding wall in correct location.
Staff Recommendations:	APPROVAL. Sufficient right-of-way exists for the actual pavement / drainage / landscaping. Even if SW 40 Ave. was widened there is sufficient ROW area. The location of the as-built wall section is not noticeable. The Town's Agreement has a provision that states if the right-of-way land was ever needed the improvements could be removed at no cost or obligation of the Town to reimburse.
Additional Action Needed:	If the TC approves the Right-of-Way Encroachment Agreement the parties will need to execute the document and the document will need to be recorded in the BC public records. If the TC denies the request the developer will need to demolish the portion of wall encroaching and rebuild the wall in the correct location.

PREPARED BY:

Draft
note
7/22/19

The Above Blank Space Is for Recording Purposes

Town of Pembroke Park, Florida

PROPERTY OWNER'S ENCROACHMENT & RESTRICTIVE COVENANT AGREEMENT

- ☐ Commercial (check if applicable) ☒ Industrial (check if applicable)
☐ Residential (check if applicable) ☐ Other (check if applicable)

THIS AGREEMENT is made and entered into this ____ day of _____, 20____, by and between DCT/CE LLC c/o Prologis, whose mailing address is 1800 WAZEE STREET, DAVENPORT, FL 33822, hereinafter referred to as "OWNER", and the Town of Pembroke Park, a Florida municipal corporation, hereinafter referred to as "TOWN".

RECITALS

WHEREAS, OWNER is/are the fee simple owner(s) of certain real property located within the Town of Pembroke Park, Broward County, Florida with a property address of Intersection of SW 40 Ave. / SW 25 Street Pembroke Park, Florida and more particularly described as (insert the full legal description for the property as maintained by the Broward County Property Appraiser's (BCPA) Office. BCPA General Information telephone number is 954-357-6830. See <http://bcpa.net> for more information):

see attached legal description

WHEREAS, OWNER'S property is located adjacent to certain TOWN right-of-way, sidewalk, swale, alley, or other such right-of-way, or is encumbered by a restrictive easement (access / roadway / utility / drainage / utility / other); and

WHEREAS, OWNER desires to place, construct, install, and/or maintain upon TOWN'S right-of-way, sidewalk, swale, alley, or other such right-of-way, or within land encumbered by a restrictive easement, the following: (place an X next to the type of encroachment):

- ____ Special driveway approach(es) (type): _____
____ Sign(s)
☒ Fence or Wall (type): 10' TALL Decorative Concrete buffer wall
☒ Landscaping
☒ Irrigation System

Figure 1. The effect of the concentration of the polymer solution on the surface free energy of the polymer film. The surface free energy of the polymer film increases with the concentration of the polymer solution. The surface free energy of the polymer film is 1.5 mJ/m² at 0.1 g/dl, 1.8 mJ/m² at 0.2 g/dl, 2.1 mJ/m² at 0.3 g/dl, 2.4 mJ/m² at 0.4 g/dl, 2.7 mJ/m² at 0.5 g/dl, 3.0 mJ/m² at 0.6 g/dl, 3.3 mJ/m² at 0.7 g/dl, 3.6 mJ/m² at 0.8 g/dl, 3.9 mJ/m² at 0.9 g/dl, 4.2 mJ/m² at 1.0 g/dl, 4.5 mJ/m² at 1.1 g/dl, 4.8 mJ/m² at 1.2 g/dl, 5.1 mJ/m² at 1.3 g/dl, 5.4 mJ/m² at 1.4 g/dl, 5.7 mJ/m² at 1.5 g/dl, 6.0 mJ/m² at 1.6 g/dl, 6.3 mJ/m² at 1.7 g/dl, 6.6 mJ/m² at 1.8 g/dl, 6.9 mJ/m² at 1.9 g/dl, 7.2 mJ/m² at 2.0 g/dl, 7.5 mJ/m² at 2.1 g/dl, 7.8 mJ/m² at 2.2 g/dl, 8.1 mJ/m² at 2.3 g/dl, 8.4 mJ/m² at 2.4 g/dl, 8.7 mJ/m² at 2.5 g/dl, 9.0 mJ/m² at 2.6 g/dl, 9.3 mJ/m² at 2.7 g/dl, 9.6 mJ/m² at 2.8 g/dl, 9.9 mJ/m² at 2.9 g/dl, 10.2 mJ/m² at 3.0 g/dl, 10.5 mJ/m² at 3.1 g/dl, 10.8 mJ/m² at 3.2 g/dl, 11.1 mJ/m² at 3.3 g/dl, 11.4 mJ/m² at 3.4 g/dl, 11.7 mJ/m² at 3.5 g/dl, 12.0 mJ/m² at 3.6 g/dl, 12.3 mJ/m² at 3.7 g/dl, 12.6 mJ/m² at 3.8 g/dl, 12.9 mJ/m² at 3.9 g/dl, 13.2 mJ/m² at 4.0 g/dl, 13.5 mJ/m² at 4.1 g/dl, 13.8 mJ/m² at 4.2 g/dl, 14.1 mJ/m² at 4.3 g/dl, 14.4 mJ/m² at 4.4 g/dl, 14.7 mJ/m² at 4.5 g/dl, 15.0 mJ/m² at 4.6 g/dl, 15.3 mJ/m² at 4.7 g/dl, 15.6 mJ/m² at 4.8 g/dl, 15.9 mJ/m² at 4.9 g/dl, 16.2 mJ/m² at 5.0 g/dl, 16.5 mJ/m² at 5.1 g/dl, 16.8 mJ/m² at 5.2 g/dl, 17.1 mJ/m² at 5.3 g/dl, 17.4 mJ/m² at 5.4 g/dl, 17.7 mJ/m² at 5.5 g/dl, 18.0 mJ/m² at 5.6 g/dl, 18.3 mJ/m² at 5.7 g/dl, 18.6 mJ/m² at 5.8 g/dl, 18.9 mJ/m² at 5.9 g/dl, 19.2 mJ/m² at 6.0 g/dl, 19.5 mJ/m² at 6.1 g/dl, 19.8 mJ/m² at 6.2 g/dl, 20.1 mJ/m² at 6.3 g/dl, 20.4 mJ/m² at 6.4 g/dl, 20.7 mJ/m² at 6.5 g/dl, 21.0 mJ/m² at 6.6 g/dl, 21.3 mJ/m² at 6.7 g/dl, 21.6 mJ/m² at 6.8 g/dl, 21.9 mJ/m² at 6.9 g/dl, 22.2 mJ/m² at 7.0 g/dl, 22.5 mJ/m² at 7.1 g/dl, 22.8 mJ/m² at 7.2 g/dl, 23.1 mJ/m² at 7.3 g/dl, 23.4 mJ/m² at 7.4 g/dl, 23.7 mJ/m² at 7.5 g/dl, 24.0 mJ/m² at 7.6 g/dl, 24.3 mJ/m² at 7.7 g/dl, 24.6 mJ/m² at 7.8 g/dl, 24.9 mJ/m² at 7.9 g/dl, 25.2 mJ/m² at 8.0 g/dl, 25.5 mJ/m² at 8.1 g/dl, 25.8 mJ/m² at 8.2 g/dl, 26.1 mJ/m² at 8.3 g/dl, 26.4 mJ/m² at 8.4 g/dl, 26.7 mJ/m² at 8.5 g/dl, 27.0 mJ/m² at 8.6 g/dl, 27.3 mJ/m² at 8.7 g/dl, 27.6 mJ/m² at 8.8 g/dl, 27.9 mJ/m² at 8.9 g/dl, 28.2 mJ/m² at 9.0 g/dl, 28.5 mJ/m² at 9.1 g/dl, 28.8 mJ/m² at 9.2 g/dl, 29.1 mJ/m² at 9.3 g/dl, 29.4 mJ/m² at 9.4 g/dl, 29.7 mJ/m² at 9.5 g/dl, 30.0 mJ/m² at 9.6 g/dl, 30.3 mJ/m² at 9.7 g/dl, 30.6 mJ/m² at 9.8 g/dl, 30.9 mJ/m² at 9.9 g/dl, 31.2 mJ/m² at 10.0 g/dl, 31.5 mJ/m² at 10.1 g/dl, 31.8 mJ/m² at 10.2 g/dl, 32.1 mJ/m² at 10.3 g/dl, 32.4 mJ/m² at 10.4 g/dl, 32.7 mJ/m² at 10.5 g/dl, 33.0 mJ/m² at 10.6 g/dl, 33.3 mJ/m² at 10.7 g/dl, 33.6 mJ/m² at 10.8 g/dl, 33.9 mJ/m² at 10.9 g/dl, 34.2 mJ/m² at 11.0 g/dl, 34.5 mJ/m² at 11.1 g/dl, 34.8 mJ/m² at 11.2 g/dl, 35.1 mJ/m² at 11.3 g/dl, 35.4 mJ/m² at 11.4 g/dl, 35.7 mJ/m² at 11.5 g/dl, 36.0 mJ/m² at 11.6 g/dl, 36.3 mJ/m² at 11.7 g/dl, 36.6 mJ/m² at 11.8 g/dl, 36.9 mJ/m² at 11.9 g/dl, 37.2 mJ/m² at 12.0 g/dl, 37.5 mJ/m² at 12.1 g/dl, 37.8 mJ/m² at 12.2 g/dl, 38.1 mJ/m² at 12.3 g/dl, 38.4 mJ/m² at 12.4 g/dl, 38.7 mJ/m² at 12.5 g/dl, 39.0 mJ/m² at 12.6 g/dl, 39.3 mJ/m² at 12.7 g/dl, 39.6 mJ/m² at 12.8 g/dl, 39.9 mJ/m² at 12.9 g/dl, 40.2 mJ/m² at 13.0 g/dl, 40.5 mJ/m² at 13.1 g/dl, 40.8 mJ/m² at 13.2 g/dl, 41.1 mJ/m² at 13.3 g/dl, 41.4 mJ/m² at 13.4 g/dl, 41.7 mJ/m² at 13.5 g/dl, 42.0 mJ/m² at 13.6 g/dl, 42.3 mJ/m² at 13.7 g/dl, 42.6 mJ/m² at 13.8 g/dl, 42.9 mJ/m² at 13.9 g/dl, 43.2 mJ/m² at 14.0 g/dl, 43.5 mJ/m² at 14.1 g/dl, 43.8 mJ/m² at 14.2 g/dl, 44.1 mJ/m² at 14.3 g/dl, 44.4 mJ/m² at 14.4 g/dl, 44.7 mJ/m² at 14.5 g/dl, 45.0 mJ/m² at 14.6 g/dl, 45.3 mJ/m² at 14.7 g/dl, 45.6 mJ/m² at 14.8 g/dl, 45.9 mJ/m² at 14.9 g/dl, 46.2 mJ/m² at 15.0 g/dl, 46.5 mJ/m² at 15.1 g/dl, 46.8 mJ/m² at 15.2 g/dl, 47.1 mJ/m² at 15.3 g/dl, 47.4 mJ/m² at 15.4 g/dl, 47.7 mJ/m² at 15.5 g/dl, 48.0 mJ/m² at 15.6 g/dl, 48.3 mJ/m² at 15.7 g/dl, 48.6 mJ/m² at 15.8 g/dl, 48.9 mJ/m² at 15.9 g/dl, 49.2 mJ/m² at 16.0 g/dl, 49.5 mJ/m² at 16.1 g/dl, 49.8 mJ/m² at 16.2 g/dl, 50.1 mJ/m² at 16.3 g/dl, 50.4 mJ/m² at 16.4 g/dl, 50.7 mJ/m² at 16.5 g/dl, 51.0 mJ/m² at 16.6 g/dl, 51.3 mJ/m² at 16.7 g/d

Team of Researcher: Erik Blomberg

REPRODUCED BY THE UNITED STATES GOVERNMENT & DISTRIBUTIVE COOPERATION SERVICE

1. *How much time do you spend on this activity?*

Journal of Management Education 33(1) 1-12

[illegible][illegible]

Figure 1. The effect of the concentration of the *Agrobacterium* suspension on the transformation efficiency of *Agrobacterium* strains.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 08-07-2009 BY 60322 UCBAW/BJS

The following table shows the number of persons employed in the various occupations in the manufacturing industry, by sex, in 1900, 1910, and 1920. The figures are given in thousands of persons.

1. *Pharmaceutical industry* – The pharmaceutical industry is a major player in the healthcare market, and its actions can significantly impact the availability and cost of drugs. The industry has been criticized for its high prices and lack of transparency in its operations.

_____ Awnings / Canopies / Other Architectural Features (type): _____

_____ Tables, chairs, umbrellas, heaters (describe the item to be placed as well as the day(s) of the week and hour(s) of the day of such placement):

_____ Electrical (describe):

_____ Other (describe):

thereby, encroaching into the TOWN'S right-of-way, sidewalk, swale, alley, or other such right-of-way, or within land encumbered by a restrictive easement; and

WHEREAS, the TOWN is willing to allow OWNER to encroach into TOWN'S right-of-way, sidewalk, swale, alley, or other such right-of-way, or within land encumbered by a restrictive easement without prejudice to the TOWN'S right to have the encroachment removed at the OWNER'S sole expense; and

WHEREAS, OWNER understands that at any time the TOWN may require the OWNER to remove the aforesaid encroachment from the TOWN right-of-way, sidewalk, swale, alley, or other such right-of-way, or within land encumbered by a restrictive easement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and as further consideration for the TOWN approving OWNER'S request to encroach upon TOWN'S right-of-way, sidewalk, swale, alley, or other such right-of-way, or within land encumbered by a restrictive easement, the sufficiency of which is hereby acknowledged by the Parties hereto, the Parties agree as follows:

1. The foregoing recitals are true and correct and are incorporated herein as if repeated in their entirety.
2. The TOWN hereby grants permission for the above described encroachment upon the TOWN'S right-of-way, sidewalk, swale, alley, or other such right-of-way, or within land encumbered by a restrictive easement provided that said encroachment shall be in accordance with plans and specifications on file or to be filed with and approved by the TOWN.

3. At any time, the TOWN may require either the permanent or temporary removal of said encroachment and OWNER for himself / herself as well, as their successors in interest agree that at any such time as the TOWN requires temporary or permanent removal of the aforesaid encroachment, OWNER will do so promptly and at their own expense. OWNER further agrees that if he / she / they should fail to remove the encroachment within thirty (30) days after the TOWN mails a written request to OWNER requiring removal of the encroachment, then the TOWN may remove the aforesaid encroachment and impose the cost of said removal as a special assessment lien against the Property – such special assessment lien shall be in parity or coequal with the lien of all state, county, district, and municipal (town) taxes, and superior in dignity to all other liens, titles, encumbrances, and claims. In the event of emergency, the TOWN shall have the right to remove the encroachment without notice to OWNER and without any obligation or liability to OWNER for damage to the encroachment.
4. To the fullest extent permitted by Laws and Regulations, OWNER hereby agree(s) to defend, indemnify, and hold harmless the TOWN and its commissioners, directors, attorneys, appointed officials, administrators, consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the installation and/or maintenance of the encroachment and caused, in whole or in part, by any willful, intentional, reckless, or negligent act and/or omission of OWNER or any person, employee, agent, or any third party acting on OWNER'S behalf (including any contractor, subcontractor, or any person or organization directly or indirectly employed by any of them or anyone for whose acts any of them may be liable).
5. In any and all claims against the TOWN or any of its consultants, agents, or employees by any employee of OWNER or any employee of any person, employee, agent, or third party acting on OWNER'S behalf (including contractors, subcontractors, or any person or organization directly or indirectly employed by any of them or anyone for whose acts any of them may be liable), the indemnification obligation under the above Paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for OWNER or by or for any person, employee, agent or third party acting on OWNER'S behalf (including contractors, subcontractors, or any persons or organizations directly or indirectly employed by any of them or anyone for whose acts any of them may be liable) under workers' or workman's compensation acts, disability benefit acts, other employee benefit acts or any other service of law. Moreover, nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability or to waive any immunity established by Florida Statutes, case law, or any other source of law. This indemnification provision shall survive the termination of any TOWN permit or Agreement with the TOWN, however terminated. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the TOWN may have under the doctrine of sovereign immunity in Section 768.28, Florida Statutes. Inclusive in this Indemnity provision is the agreement to fully indemnify the Town of Pembroke Park from any claims or actions alleged to have been caused by the TOWN'S acts or omissions. OWNER shall maintain insurance, which will provide for the indemnity provision provided herein.
6. For the purpose of this Agreement, OWNER shall obtain insurance policies – naming the TOWN as an additional insured on a primary and non-contributory basis – that comply with the current version of the Town of Pembroke Park's Insurance Requirements for Encroachment & Restrictive Covenant Agreements and OWNER shall evidence this insurance to the Town Manager or the Town Manager's designee in accordance with the parameters and instructions of outlined within the current version of the Town of Pembroke Park Insurance Requirements for Encroachment & Restrictive Covenant Agreements. Evidence of insurance will not be approved unless all of the requirements have been met to the satisfaction of Town Manager or their designee. Moreover, said insurance shall be

maintained until the encroachment is removed and failure to maintain such insurance shall constitute a material breach of this Agreement that may result in the TOWN requiring removal of the encroachment at OWNER'S sole expense.

7. All individuals signing this Agreement have the legal authority and capacity to enter into this General Encroachment & Restrictive Covent Agreement.
8. As further part of this Agreement, it is hereby understood and agreed that any official inspector of the Town of Pembroke Park, or its duly authorized agents, may have the privilege at any time of normal working hours to enter and inspect the premises to determine whether the requirements of the Building and Zoning regulations and the conditions herein agreed to are fully complied with.
9. This Agreement shall be recorded at OWNER'S sole expense and shall inure to the benefit of and be binding upon OWNER'S successors, heirs, executors, administrators, representatives, assigns, and all other persons or entities acquiring an interest thereunder, and this Agreement shall be a restrictive covenant concerning the use, enjoyment, and title to the above property and shall constitute a covenant running with the land.
10. In the event the terms of this Agreement are not complied with, in addition to other remedies available, the TOWN is hereby authorized to withhold any further permits and to refuse to make any inspections or grant any approvals until such time as there is full compliance with this Agreement.
11. This Agreement and the provisions contained herein shall be construed, controlled, and interpreted according to the laws of the State of Florida and all applicable and duly adopted ordinances, regulations, and policies of Broward County and the TOWN now in effect and those hereinafter adopted.
12. The location for settlement of any claims, controversies, disputes, arising out of or relating, directly or indirectly, to any part of this Agreement or any breach hereof, shall be in Broward County, Florida.
13. OWNER agrees that he/she shall be liable for reasonable attorney's fees incurred by TOWN, if TOWN is required to take any actions, through litigation or otherwise, to enforce this Agreement.
14. TOWN, shall be entitled as a matter of right to an injunction issued by any court of competent jurisdiction restraining any violation of this Agreement as well as recovery of any and all costs and expenses sustained or incurred by TOWN in obtaining such an injunction including, without limitation, reasonable attorney's fees.
15. This Agreement constitutes the entire Agreement between the Parties with respect to the specific matters contained herein and supersedes all previous discussions, understandings, and agreements. Any amendments to or waivers of the provisions contained herein shall be made by the Parties in writing.
16. If any sentence, phrase, paragraph, provision or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed an independent provision and such holding shall not affect the validity of the remaining portions hereto.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first written above.

AS TO OWNER(S):

Signature

Signature

Print Name & Title (if applicable)

Print Name & Title (if applicable)

Notarization of Owner's / Owners' Execution

STATE OF FLORIDA)
COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this ____ day of _____, in the year 20__, by _____, who is / are personally known to me or has / have produced _____ as identification.

My Commission Expires:

Notary Public, State of Florida

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Christopher J. Ryan, Esq. – Town Attorney
Ryan & Ryan, LLC

Property Id:

**Please see map disclaimer



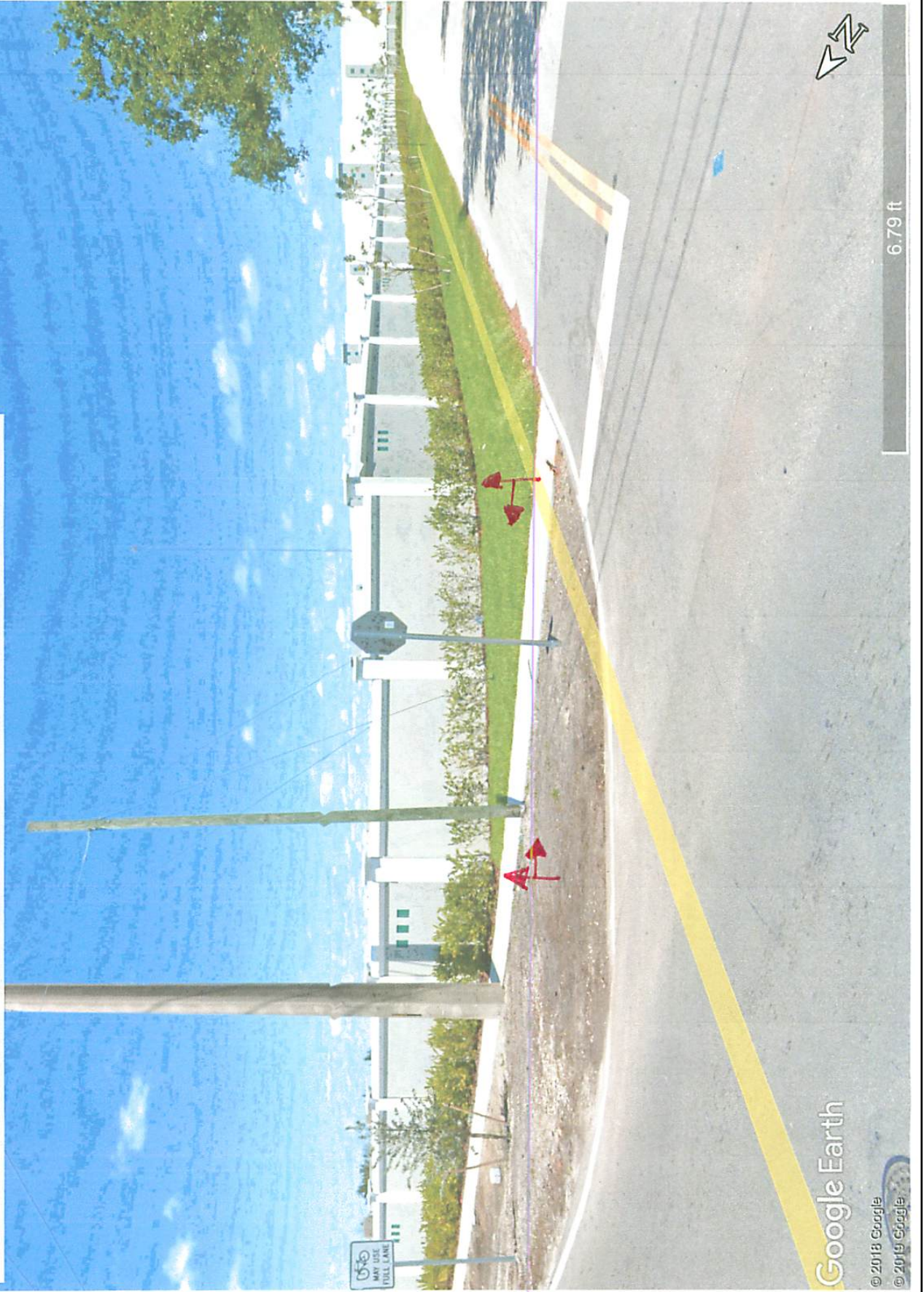
July 22, 2019

N

Subject Area

SCC Buffer Wall Intersection of SW 40 Ave. & SW 25 Street

Legend





Site Address	2500 COMMERCE CENTER WAY, PEMBROKE PARK FL 33023	ID #	5142 20 20 0010
Property Owner	DCT/CE LLC %PROLOGIS RE TAX	Millage	0613
Mailing Address	1800 WAZEE ST DENVER CO 80202	Use	40
Abbr Legal Description	SENECA COMMERCE CENTER 182-11 B TR A		

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
2019	\$7,699,020		\$7,699,020	\$7,699,020	
2018	\$7,699,020		\$7,699,020	\$3,874,940	\$107,901.42
2017	\$6,802,900		\$6,802,900	\$3,522,680	\$97,851.26

2019 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$7,699,020	\$7,699,020	\$7,699,020	\$7,699,020
Portability	0	0	0	0
Assessed/SOH	\$7,699,020	\$7,699,020	\$7,699,020	\$7,699,020
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	\$7,699,020	\$7,699,020	\$7,699,020	\$7,699,020

[illegible][illegible]

Property Id: 514220200010

**Please see map d



July 22, 2019

Michael J. Miller

From: Michael J. Miller
Sent: Tuesday, June 04, 2019 1:50 PM
To: TLarson@townofpembrokepark.com; cjr@ryanlawfl.com; Marlene Siegel
Cc: 'Alan Corriveau'
Subject: Pembroke Park - Seneca Commerce Center - Buffer Wall Encroachment in public ROW - SW 40 Ave. & SW 25 Street
Attachments: SUN-20190604114518.pdf

To All:

As we know the Seneca Commerce Center is under construction.

We recently learned from looking at an as-built survey they inadvertently installed a section of the new buffer wall at the intersection of SW 40 Avenue and SW 25 Street in the newly dedicated right-of-way.

They would prefer not to demolish it and move it back inside their site. They have asked to leave it there with an encroachment agreement.

Please review and comment. I do not see a problem with the location as the pavement / walkways / utilities are pretty far away from the wall and will not be relocated (except maybe widening SW 40 Ave.).

I believe the Town has already prepared a standardized encroachment agreement format (SFR on CLR).

We will need an agreement prepared - see the attached legal description and sketch of survey.

Michael J. Miller, AICP
June 3, 2019

-----Original Message-----

From: Mike Gai <mgai@suntecheng.com>
Sent: Tuesday, June 04, 2019 12:24 PM
To: Michael J. Miller <mmiller@michaelmillerplanning.com>
Subject: FW:

Sketch and legal for wall encroachment as requested for encroachment agreement. Let me know if you need anything else

Regards,

Mike Gai
Principal
(954)777-3123 Ext. 310 Office
(954)777-3114 Fax
4577 Nob Hill Road, Suite 102
Sunrise, FL 33351
mgai@suntecheng.com

www.suntecheng.com

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-----Original Message-----

From: Suntech-Copier3501i@suntecheng.com <Suntech-Copier3501i@suntecheng.com>

Sent: Tuesday, June 4, 2019 12:45 PM

To: Mike Gai <mgai@suntecheng.com>

Subject:

Open attached scanned file

CS 3501i

[00:17:c8:24:1a:5d]

COUSINS SURVEYORS & ASSOCIATES, INC.

3921 SW 47TH AVENUE, SUITE 1011
DAVIE, FLORIDA 33314
CERTIFICATE OF AUTHORIZATION : LB # 6448
PHONE (954) 689-7766 FAX (954) 689-7799

PROJECT NUMBER : 8435-17

CLIENT :

BURKE CONSTRUCTION

LAND DESCRIPTION AND SKETCH**LAND DESCRIPTION:**

A PORTION OF S.W. 25TH STREET AND S.W. 40TH AVENUE AS SHOWN ON THE PLAT OF "SENECA COMMERCE CENTER", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 182, PAGE 11, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER (SW 1/4) OF SECTION 20, TOWNSHIP 51 SOUTH, RANGE 42 EAST;

THENCE NORTH 87°52'20" EAST ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER (SW 1/4) OF SAID SECTION 20, A DISTANCE OF 40.00 FEET;

THENCE NORTH 01°59'53" WEST, A DISTANCE OF 37.08 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUE NORTH 01°59'53" WEST, A DISTANCE OF 7.99 FEET;

THENCE SOUTH 47°03'47" EAST, A DISTANCE OF 42.47 FEET;

THENCE SOUTH 87°52'20" WEST, A DISTANCE OF 7.99 FEET;

THENCE NORTH 47°03'47" WEST, A DISTANCE OF 31.18 FEET TO THE PINT OF BEGINNING.

SAID LANDS SITUATE, LYING AND BEING IN BROWARD COUNTY, FLORIDA.

I HEREBY CERTIFY THAT THE ATTACHED "LAND DESCRIPTION AND SKETCH" IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS PREPARED UNDER MY DIRECTION IN JUNE, 2019. I FURTHER CERTIFY THAT THIS "LAND DESCRIPTION AND SKETCH" MEETS THE STANDARD OF PRACTICE FOR SURVEYING IN THE STATE OF FLORIDA ACCORDING TO CHAPTER 5J-17 OF THE FLORIDA ADMINISTRATIVE CODE. PURSUANT TO SECTION 472.027, FLORIDA STATUTES. SUBJECT TO THE QUALIFICATIONS NOTED HEREON.

FOR THE FIRM, BY: -----

RICHARD E. COUSINS
PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA REGISTRATION NO. 4188

REVISIONS	DATE	FB/PG	DWN	CKD
LAND DESCRIPTION & SKETCH	06/04/19	----	AM	REC

LAND
DESCRIPTION &
SKETCH
FOR
WALL EASEMENT

PROPERTY ADDRESS :

SENECA

SCALE: N/A

SHEET 1 OF 2

COUSINS SURVEYORS & ASSOCIATES, INC.



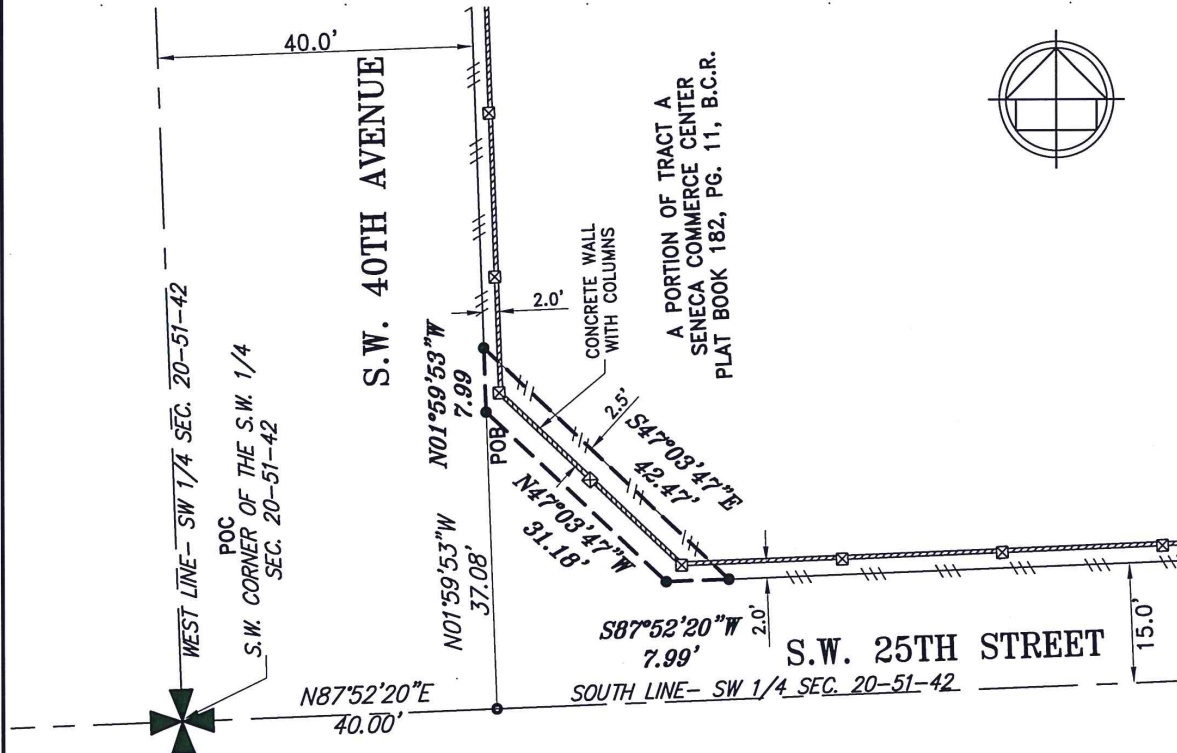
3921 SW 47TH AVENUE, SUITE 1011
DAVIE, FLORIDA 33314
CERTIFICATE OF AUTHORIZATION : LB # 6448
PHONE (954) 689-7766 FAX (954) 689-7799

PROJECT NUMBER : 8435-17

CLIENT :

BURKE CONSTRUCTION

LAND DESCRIPTION AND SKETCH



NOTES:

LEGEND:

CKD CHECKED BY
DWN DRAWN BY
FB/PG FIELD BOOK AND PAGE
POB POINT OF BEGINNING
POC POINT OF COMMENCEMENT
P.B. PLAT BOOK
B.C.R. BROWARD COUNTY RECORDS
POT POINT OF TERMINATION
REF.PT. REFERENCE POINT

1. NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
2. LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR RIGHTS-OF-WAY, EASEMENTS, OWNERSHIP, OR OTHER INSTRUMENTS OF RECORD.
3. DATA SHOWN HEREON DOES NOT CONSTITUTE A FIELD SURVEY AS SUCH.
4. THE LAND DESCRIPTION SHOWN HEREON WAS PREPARED BY THE SURVEYOR.
5. BEARINGS SHOWN HEREON ARE BASED ON THE WEST LINE OF TRACT A, "SENECA COMMERCE CENTER", P.B. 182, PG. 11, B.C.R. SAID LINE BEARS N01°59'53"W.

REVISIONS	DATE	FB/PG	DWN	CKD
LAND DESCRIPTION & SKETCH	06/04/19	----	AM	REC

LAND
DESCRIPTION &
SKETCH
FOR
WALL EASEMENT

PROPERTY ADDRESS :
SENECA

SCALE: 1" = 20'

SHEET 2 OF 2

MEMORANDUM

To: Ashira Mohammed, Mayor
Howard P. Clark, Jr.; Vice Mayor
Geoffrey Jacobs, Clerk-Commissioner
Reynold Dieuveille, Commissioner
Georgina Cohen, Commissioner
Christopher Ryan, Town Attorney

From: Human Resources Consulting Services Request for Proposals (RFP) #19-04
Evaluation Committee

Date: September 25, 2019

Re: Bid Award for Human Resources Consulting Services

The objective of the evaluation committee was to recommend a qualified vendor that was most responsive to the Town of Pembroke Park (Town) Human Resources Consulting Services Request for Proposals (RFP) #19-04. This RFP is to obtain a consultant with the experience and expertise necessary to assist in the planning, organizing, managing, and directing of Town's human resources functions and operations.

On August 23, 2019, the Town accepted RFP #19-04 proposals from four (4) firms: ASH HR Business Solutions, LLC; Elite Business Strategies; HBL Resources, Inc.; and LagomHR, Inc. (see attached proposals).

The evaluation committee met on September 18th, consisting of Lead Commissioner/Clerk Commissioner Jacobs, Town Manager Muse-Salters, Interim Assistant Town Manager Daughtrey, Public Services Director Larson, Deputy Town Clerk Joseph, and Interim Assistant Finance Director Taubenfeld.

Evaluation of the proposals were based on the following criteria:

- a. Qualification of Entity and Key Personnel
- b. Approach to Providing the Requested Scope of Work
- c. Proposal Price
- d. Innovating and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities

All four (4) firms proclaimed to:

- a. Bring 10+ years of experience with their Key Personnel
- b. Comply with the Requested Scope of Work
- c. Proposal prices varies (Exhibit A – Pricing Summaries)
- d. Automate and digitalize the Human Resources Processes

The rankings went as follows in (highest to lowest order):

LagomHR:

Founded in 2018
10+ Experience (see proposal for experience and references)
1000 SW 57 Avenue
Suite 200
West Miami, FL 33144

ASH:

Founded in 2007
Women Owned Small Business
15+ Experience (see proposal for experience and references)
11140 Gainsborough Court
#9
Fairfax, VA 22030

HBL:

Founded in 2011
27+ Experience (see proposal for experience and references)
Women and Minority Owned Business
1953 SW 149 Avenue
Miramar, FL 33027

Elite:

Founded in 2011
15+ Experience (see proposal for experience and references)
Women and Minority Owned Business
504-A Capital Circle SE
Tallahassee, FL 32301

Therefore, based on the proposals submitted to the Town on August 23, 2019 before 3:00 p.m. it is the committee's recommendation that the Town Commission award the Human Resources Consulting Services bid for RFP #19-04 to LagomHR, Inc.

Exhibit "A" – Pricing Summaries

LagomHR: Pricing Summary

SECTION F: FEE PROPOSAL

Project	Quantity	Rate	Annual Total
Annual Fee for Scope of Work	32 employees	\$2,500.00	\$80,000.00
Hourly Rate for Work Outside Scope of Work	As Needed	\$150.00	\$150.00 Per Hour As Needed
Annual Fee for Non-Essential Services	32 employees	\$600.00	\$19,200.00

Terms and Conditions:

Services to be billed on the last day of the month – amount determined by number of employees on payroll as of 30th or 31st of the month.

Example:

\$2,500.00 annual fee per employee would be billed monthly at \$208.33 per employee.

\$2,500.00 annual fee per employee would include all items listed in the scope of work with no hidden fees. The fees include both remote and on-site support one (1) to three (3) times per week, or as needed.

LagomHR thanks you for the opportunity to respond to the Request for Proposals for Human Resource Consulting Services for Town of Pembroke Park.

ASH: Pricing Summary

Section 5 – Fee Proposal

Professional Services (Fixed Flat Fee) \$65,000 per year. All services provided outside the scope of work and non-essential services is \$31.25 per hour. Reimbursable Expenses (approximate): Quarterly travel to Pembroke Park, Florida \$2500 per year, hotels \$3000 per year. All rates are negotiable.

Exhibit "A" – Pricing Summaries Cont'd

HBL: Pricing Summary

Fee proposal to provide Human Resource Consulting Services (as defined in the Scope of Work) is as follows:

	Year 1 (12 Mon Contract)	Year 2 (12 Mon Contract)	Year 3 - Renewal (12 Mon Contract)	Year 4 - Renewal (12 Mon Contract)
Total Investment	\$ 80,867.50	\$ 77,700.00	\$ 77,700.00	\$ 80,700.00
Commencement Investment due to schedule Audit & Begin Services	\$ 7,955.00			
Monthly Investment	\$ 6,628.41	\$ 6,475.00	\$ 6,475.00	\$ 6,725.00

Hourly fee for work outside of the scope of work \$185.00

Fee proposal to provide Non-Essential Services, if any included in response, is as follows:

While HBL Resources can provide consultation and manage the RFP process to vet and implement effective and efficient vendors for the following services, HBL Resources does not provide:

- Payroll administration
- Payroll time keeping
- Workers' compensation administration

Upon Approval of Proposal and Issuance of Letter of Commencement, tentative scheduling of on-site audit and visits for orientation and administration purposes will commence upon receipt and clearing of Commencement Fee and continuing as outlined below.

Tentative Proposed Payment Schedule

Year 1		Year 2		Year 3		Year 4	
Tuesday, October 1, 2019	Commencement Investment \$ 7,955.00	Thursday, October 1, 2020	\$ 6,628.41	Friday, October 1, 2021	\$ 6,475.00	Saturday, October 1, 2022	\$ 6,725.00
Friday, November 1, 2019	\$ 6,628.41	Sunday, November 1, 2020	\$ 6,475.00	Monday, November 1, 2021	\$ 6,475.00	Tuesday, November 1, 2022	\$ 6,725.00
Sunday, December 1, 2019	\$ 6,628.41	Tuesday, December 1, 2020	\$ 6,475.00	Wednesday, December 1, 2021	\$ 6,475.00	Thursday, December 1, 2022	\$ 6,725.00
Wednesday, January 1, 2020	\$ 6,628.41	Friday, January 1, 2021	\$ 6,475.00	Saturday, January 1, 2022	\$ 6,475.00	Sunday, January 1, 2023	\$ 6,725.00
Saturday, February 1, 2020	\$ 6,628.41	Monday, February 1, 2021	\$ 6,475.00	Tuesday, February 1, 2022	\$ 6,475.00	Wednesday, February 1, 2023	\$ 6,725.00
Sunday, March 1, 2020	\$ 6,628.41	Monday, March 1, 2021	\$ 6,475.00	Tuesday, March 1, 2022	\$ 6,475.00	Wednesday, March 1, 2023	\$ 6,725.00
Wednesday, April 1, 2020	\$ 6,628.41	Thursday, April 1, 2021	\$ 6,475.00	Friday, April 1, 2022	\$ 6,475.00	Saturday, April 1, 2023	\$ 6,725.00
Friday, May 1, 2020	\$ 6,628.41	Saturday, May 1, 2021	\$ 6,475.00	Sunday, May 1, 2022	\$ 6,475.00	Monday, May 1, 2023	\$ 6,725.00
Monday, June 1, 2020	\$ 6,628.41	Tuesday, June 1, 2021	\$ 6,475.00	Wednesday, June 1, 2022	\$ 6,475.00	Thursday, June 1, 2023	\$ 6,725.00
Wednesday, July 1, 2020	\$ 6,628.41	Thursday, July 1, 2021	\$ 6,475.00	Friday, July 1, 2022	\$ 6,475.00	Saturday, July 1, 2023	\$ 6,725.00
Saturday, August 1, 2020	\$ 6,628.41	Sunday, August 1, 2021	\$ 6,475.00	Monday, August 1, 2022	\$ 6,475.00	Tuesday, August 1, 2023	\$ 6,725.00
Tuesday, September 1, 2020	\$ 6,628.41	Wednesday, September 1, 2021	\$ 6,475.00	Thursday, September 1, 2022	\$ 6,475.00	Friday, September 1, 2023	\$ 6,725.00

Exhibit "A" – Pricing Summaries Cont'd

Elite: Pricing Summary

Fee proposal to provide Human Resource Consulting Services (as defined in the Scope of Work) is as follows:

Cost Year 1:	<u>\$246,822.77</u>
Cost Year 2:	<u>\$254,227.46</u>
Cost Year 3:	<u>\$261,854.28</u>
Hourly fee for work outside of the scope of work:	<u>\$160.00</u>

Fee proposal to provide Non-Essential Services, if any included in response, is as follows:

3 Year Cost of Payroll Administration	<u>\$114,051.84</u>
3 Year Cost of Payroll Timekeeping	<u>(Included in Payroll Administration Fee)</u>
3 Year Cost of Workers' Compensation Administration	<u>(Included in Payroll Administration Fee)</u>

Additional breakdown of fees by service is also allowed.

Please Note:

Costs includes the following positions and Direct Labor (DL) Hours:

- Workforce Manager: Full-time - DL 2,080 per year
- Contract Manager: Part-time - DL 1,056 per year
- HR & Benefits Specialist: Part-time - DL 1,056 per year
- Payroll Specialist: Part-Time - DL 1,056 per year

**TOWN OF PEMBROKE PARK
HUMAN RESOURCE CONSULTING SERVICES
REQUEST FOR PROPOSALS (RFP) # 19-04**

The Town of Pembroke Park ("Town") is requesting proposals from qualified firms for professional and technical services to provide human resource consulting services. The intent of this solicitation is obtain a consultant with the experience and expertise necessary to assist in the planning, organizing, managing, and directing of Town's human resources functions and operations.

1. BACKGROUND OF THE AGREEMENT

The Town of Pembroke Park is a Florida municipal corporation and is located in the southeastern part of the state in Broward County. The Town has a current estimated permanent population of 6,100 residents with a large influx of seasonal residents each winter. The Town has a total area of 1.7 square miles.

The Town is structured as a commission form of government in which residents elect five (5) members to the Town Commission, which is the governing body that adopts legislation and sets policy. The Commission hires the Town Manager with broad executive authority to carry out the Commission's policies and oversee the Town's day-to-day operations. Two (2) Divisional Directors, the Public Services Director and the Administrative Services Director, serve under the general supervision of the Town Manager. Overall, the Town currently employs approximately 25 staff members, who are paid on a weekly basis and receive various benefit programs.

2. SCOPE OF WORK

The Town is soliciting proposals from qualified, licensed and insured entities for professional and technical services to provide human resource consulting services. Services would include recruiting/staffing, employee orientation, employee relations, performance management and salary administration, overseeing the termination of employees and analyzing exit interviews, as well as compliance with Federal, state and local laws and regulations related to employment, and compliance with internal policies and procedures. The Town is seeking a proposer who can take a proactive approach in completing the work below and advising the Town on all aspects of its current practices, while making recommendations for continuous improvement.

a. Specific Services Requested

- A. Assume role of human resources manager within the organization
- B. Create and update current job descriptions and communicate recommendations
- C. Manage human resources questions from both management and staff
- D. Completion of an evaluation of current human resources practices and procedures
- E. Hiring, on-boarding, promotion and separation of employees
- F. Management of employee records in accordance with applicable laws
- G. Recommendations of policies to ensure compliance with federal, state and local standards and regulations
- H. Review of personnel policy manual and recommendations for changes

- I. Administration of employee benefits and directing of open enrollment
- J. Administration of leave policies
- K. Review benefits package in relation to industry standards and create employee benefit statements
- L. Review of annual performance review process, including creating new or improved forms as necessary, and recommendations for improvement
- M. Handling, tracking and reporting of employee performance issues, disciplinary actions and employee and manager complaints
- N. Entry and tracking of all status changes such as new hires, terminations, leaves, and promotions and more
- O. Assistance with development of staff training programs related to employee conduct and soft skills, as well as monitoring of completed training programs and coaching for supervisors and management, including but not limited to sexual harassment, non-discrimination, anti-retaliation, Fair Labor and Standards Act, etc. (<https://sbshrs.adpinfo.com/blog/employee-training-whats-required-whats-recommended>)
- P. Regular communication to Town Manager of changes affecting labor laws or regulations
- Q. Recommendations for continuous improvement of human resources policies and procedures
- R. Assistance with other tasks or needs as deemed necessary by the Town

b. Non-essential services

The Town may evaluate certain related non-essential services in order to determine if cost saving benefits might be derived with respect to adding these services to the HR consulting services. Interested proposers may add the following services to their response to the extent that the proposer has such capacity and experience. None are a condition of eventual appointment:

- A. Payroll administration
- B. Payroll time keeping
- C. Workers' compensation administration

To the extent that non-essential services are included in the response, please include in your response all of the following specifications relative to these non-essential services described in the "Proposal Format Guidelines" section below.

3. PROPOSAL FORMAT GUIDELINES

Proposers are to provide the Town with a thorough proposal using the following guidelines:

Proposal should contain no more than thirty (30) typed pages, including a cover letter and resumes of key people. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements and on providing a complete and clear description of what is being offered.

The following should be addressed in the proposer's response:

a. Cover letter

Proposal shall be accompanied by a cover letter, which should summarize the key elements of the proposal, including but not limited to: (1) name of firm, (2) ownership type, (3) year firm established, (4) office locations, (5) number of employees, (6) description of firm's core business lines, and (7) principal of the firm. An individual authorized to bind the proposer must sign the letter. The letter must stipulate that the proposal shall be valid for a period of at least ninety (90) days. Indicate the address and telephone number of the proposer's office located nearest to the Town and the office from which the project will be managed.

b. Background and Project Summary

Describe your understanding of the Town, the work to be done and the objectives to be accomplished. Refer to the Scope of Work of this RFP.

c. Approach

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. Included should be a detailed implementation plan with project schedule. Also included should be a detailed description of specific tasks you will require from Town staff and explain what the respective roles of Town staff and your staff would be to complete the tasks specified in the Scope of Work. Proposers are encouraged to provide additional innovative and creative approaches for providing the service that maximize efficiency and cost-effectiveness.

d. Staffing

Provide a list of personnel who will be working on this project, indicate the functions that each will perform, and include a resume for each designated individual. The proposal must contain information demonstrating the organizational structure of the proposer and identify who will serve as the primary contact(s) for the Town. Proposer should demonstrate that the firm has the adequate staff to perform the work in the time allotted, including the availability of key personnel relative to other work currently under contract. Upon award and during the contract period, if different personnel are assigned to the project, those names and qualifications must be submitted to the Town. The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the Town.

e. Qualifications

Discuss the experience of the proposer with providing human resource services to municipal government(s), and any other relevant experience within the last three (3) years. Describe the qualifications of the proposer and key staff who have performed projects similar in scope and complexity as described in this RFP to demonstrate competence to perform the services herein. Included should be names of key staff that participated on those projects and their specific responsibilities, and a summary of the proposer's demonstrated capability, including the length of time that the services in the Scope of Work have been provided. Proposer should also include a statement of its

technical capabilities (i.e. personnel, equipment and material) to perform the services in the Scope of Work.

All proposers should provide at least two (2) references, including name and contact information, preferably from another municipality, which have received similar services. The Town intends to contact the references listed.

f. Fee proposal

Indicate the annual fee for services to provide all services in the Scope of Work. Please also indicate an hourly rate for work outside of the scope of work and a fee for non-essential services to the extent submitted in the response. See Appendix A.

4. PROCESS FOR SUBMITTING PROPOSALS

All proposals shall be submitted as follows:

a. Content

The proposal must be submitted using the format as indicated in the Proposal Format Guidelines.

b. Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of promotional material beyond those sufficient to provide a complete and accurate presentation. The Town will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

c. Number of Proposals

Submit one (1) original complete package, five (5) duplicate complete packages, and one (1) electronic copy of the proposal package (CD or USB drive).

d. Submission of Proposals

Complete written proposals must be submitted in sealed envelopes clearly marked on the outside of the envelope **“RFP, Human Resource Consulting Services”**, no later than **3:00 P.M. on Friday, August 23, 2019**. Proposals received after this date and time will be rejected. Please allow for normal mail delivery time to ensure timely receipt of proposals, if using regular mail. **Proposals may not be submitted by e-mail or fax.**

Address: Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
Attn: Natasha Joseph

e. Inquiries

Questions about this RFP must be made in writing, via e-mail to Natasha Joseph, Deputy Town Clerk at njoseph@townofpembrokepark.com.

The Town reserves the right to amend or supplement this RFP prior to the proposal due date. The Town endeavors to answer all written questions in a timely manner, but also reserves the right to not answer all questions.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, proposers are not allowed to communicate outside the process set forth in this RFP with any Town employee other than the contracting officer listed above regarding this RFP. The Town reserves the right to reject any proposal for violation of this provision. Only written questions will be accepted, and no response other than written responses will be binding upon the Town.

f. Conditions for Proposal Acceptance

This RFP does not commit the Town to award a contract or to pay any costs incurred for any services. The Town, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified proposer, or to cancel this RFP in part or in its entirety. The Town may waive any irregularity in any proposal. All proposal submissions and materials shall become the property of the Town and will not be returned. If any proprietary information is contained in the proposal, it should be clearly identified. The contents of the successful proposal may, at the Town's option, become part of the contract entered into by the successful proposer and the Town.

Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Florida Public Records Law contained in Chapter 119, Florida Statutes.

5. SCHEDULE

The proposed time schedule as related to this procurement is as follows:

Release of RFP:	<u>July 18, 2019</u>
Deadline for questions:	<u>August 16, 2019</u>
Proposal due date:	<u>August 23, 2019</u>
Interviews (if held):	<u>September 4, 2019</u>
Approval of contract:	<u>September 11, 2019</u>

**All dates are subject to change at the discretion of the Town.*

6. EVALUATION CRITERIA

Evaluation of all proposals received by the Town shall be based on the following criteria:

a. Qualification of Entity and Key Personnel - 25%

Includes the proposer's ability to provide the requested scope of work, recent experience conducting work of similar scope, complexity, and magnitude for other agencies of similar size, references.

b. Approach to Providing the Requested Scope of Work - 25%

Includes an understanding of the RFP and of the project's scope of work; knowledge of applicable laws and regulations related to the scope of work.

c. Price proposal - 25%

Price proposals will be evaluated on the basis of the Total Estimated Annual price submitted in Exhibit A.

d. Innovating and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities - 25%.

Please note: the offer of non-essential services will not influence the evaluation of a proposal.

7. EVALUATION OF PROPOSALS AND SELECTION PROCESS

A selection committee appointed by the Town Commission will screen and review all proposals according to the weighed criteria set forth above.

a. Responsiveness Screening

Proposals will first be screened to ensure responsiveness to the RFP. The Town may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the Town reserves the right to request clarification or additional information from any or all proposers regarding their proposals. The Town may reject any proposal in which a proposer's approach, qualifications or price is not considered acceptable by the Town. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable.

b. Initial Proposal Review

The Committee will initially review and score all responsive written proposals based on the Evaluation Criteria set forth above. The Committee may also contact proposer's references. The three highest rankings proposers may be invited to the next stage of the evaluation process, or the Committee may conclude the evaluation process at this point and make a recommendation for award to the Town Commission.

c. Interviews, Reference Checks, Revised Proposals, Discussions

Following the initial screening and review of proposals, the proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, will be on September 4, 2019 and will be conducted at Town Hall in Pembroke Park, Florida. This date is subject to change. The individual(s) from proposer's firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

Following conclusion of this stage of the evaluation process, the Committee will again rank all proposers according to the Evaluation Criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award. The Town may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Pursuant to Section 286.0113, Florida Statutes, negotiations shall be confidential and not subject to disclosure of competing proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully, the Town may terminate negotiations and commence negotiations with the next highest scoring proposer, or withdraw the RFP.

8. CONDITIONS TO AGREEMENT

The contract resulting from this solicitation may be awarded to the responsive proposer which submits a proposal determined to provide the best value to the Town with price, technical, and other applicable factors considered. The Town reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The Town shall be the sole judge of its best interest. Town anticipates the term of the contract resulting from this solicitation will be for two (2) years with an option to renew for one (1) year, upon mutual written assent agreement of the parties.

The Town reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the Town's best interest to do so.

Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the Town. The Town may conduct any investigation it deems necessary to determine if the proposer is capable of performing the requirements of this solicitation.

The proposer's performance as a prime contractor or subcontractor on previous Town contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.

Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.

A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in Town's Procurement Ordinance, Chapter 2, Article V, Pembroke Park Code of Ordinances. It is incumbent upon the proposer to be aware of the posting of any associated award recommendation. Any protest received after the contract award date may be rejected.

The Town reserves the right to incorporate the successful firm's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.

The selected firm will be required to assume responsibility for all services offered in the proposal. The Town will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.

A copy of the recommended ranking and award will be available for review at Town Hall, located at 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 upon completion of the evaluation by the Committee. Vendors may obtain a copy of the final ranking from the Town.

9. RIGHT OF REJECTION

The Town reserves the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the Town.

10. INDEMNIFICATION

To the fullest extent permitted by law, the proposer shall indemnify and hold harmless the Town and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to attorneys fees and other professionals and court and arbitration costs) arising out of or resulting from the performance of the proposer's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the proposer, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the proposer to perform or furnish either of the services, or anyone for whose acts the proposer may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of proposer, by any person or organization directly or indirectly employed by proposer to perform or furnish any of the work, or by anyone for whose acts proposer may be liable, the indemnification obligation under this requirement shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for proposer under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

11. NON-DISCRIMINATION

Proposer agrees and warrants that in the performance of the contract pursuant to this solicitation, proposer will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by federal, state, or local laws.

12. GENERAL TERMS AND CONDITIONS

Definitions

Addenda: A written change to a solicitation.

Contract: The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The proposer to whom award has been made.

Modification: A written change to a contract.

Proposal: Shall refer to any offer(s) submitted in response to a Request for Proposal.

Proposer: Shall refer to anyone submitting an offer in response to a Request for Proposal.

Request for Proposal (RFP): Shall mean this solicitation documentation, including any and all addenda. An RFP involves evaluation of proposals, and award may be made on a best value basis with price, technical, and other factors considered.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Town: Shall refer to the Town of Pembroke Park

Vendor: a general reference to any entity responding to this solicitation or performing under any resulting contract.

The Town has established for purposes of this Request for Proposal (RFP) that the words "shall", "must", or "will" indicate an essential requirement or condition which may not be waived.

a. Equal Opportunity Agreement

In connection with work performed under an Town contract, the Respondent agrees, upon receipt of a written award or acceptance of a contract, to support and abide by all State and Federal Equal Opportunity laws and regulations.

By submitting a proposal in response to this solicitation, the Respondent agrees to:

- Not discriminate against any employee or job applicant because of their race, creed, color, sex, age, marital status or national origin;
- Post a copy of this pledge in a conspicuous place, available to all employees and job applicants; and
- Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontracts, that the Respondent is an "Equal Opportunity Employer".

b. Public Entity Crimes

Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

c. Issuance of Addenda

If this solicitation is amended, the Town will issue an appropriate addendum to the solicitation. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

Proponents shall acknowledge receipt of each addendum to this solicitation using one of the following methods:

- By signing and returning the addendum;
- By signed letter;
- By signed facsimile; or
- By signed scanned and emailed to njoseph@townofpembrokepark.com

The Town must receive the acknowledgment by the time and date, and at the location specified for receipt of proposals.

d. Payment

Prompt Pay Policy: It is the policy of the Town to fully implement the provisions of the State of Florida Prompt Payment Act.

Withholding Payment: In the event a contract is canceled under any provision herein, the Town may withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

e. Access To Meetings

Persons with disabilities requiring reasonable accommodations to attend meetings, please call Natasha Joseph at (954) 966-4600 at least forty-eight (48) hours in advance (excluding weekends and holidays). Public notice of all Evaluation Committee meetings will be posted in the Town's office as far in advance of the meeting as possible.

f. Confidentiality

By submitting a proposal in response to this solicitation, a Respondent acknowledges that the Town is a governmental entity subject to the Florida Public Records Law (Chapter

119, Florida Statutes). The Respondent further acknowledges that any materials or documents provided to the Town may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a Respondent provide the Town with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law, the Respondent shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The Respondent shall submit to the Town both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a Respondent fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

Should any person request to examine or copy any material so designated, and provided the affected Respondent has otherwise fully complied with this provision, the Town, in reliance on the representations of the Respondent, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, the Town shall notify the Respondent of that request, and the Respondent shall reply to such notification, in a writing that must be received by the Town no later than 4:00 p.m., ET, of the second Town business day following Respondent's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timelywritten reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the Respondent refuses to permit disclosure of copying, the Respondent agrees to, and shall, hold harmless and indemnify the Town for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by the Town, or assessed or awarded against the Town, in regard to the Town's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the Respondent is not initially named as a party, the Respondent shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any proposal submitted by a Respondent in response to the RFP and shall constitute the Town's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the Town.

APPENDIX A

**HUMAN RESOURCE CONSULTING SERVICES
REQUEST FOR PROPOSAL (RFP)
FEE PROPOSAL**

Fee proposal to provide Human Resource Consulting Services (as defined in the Scope of Work) is as follows:

Cost Year 1: _____

Cost Year 2: _____

Cost Year 3: _____

Hourly fee for work outside of the scope of work: _____

Fee proposal to provide Non-Essential Services, if any included in response, is as follows:

3 Year Cost of Payroll Administration _____

3 Year Cost of Payroll Timekeeping _____

3 Year Cost of Workers' Compensation Administration _____

Additional breakdown of fees by service is also allowed.

APPENDIX B

HUMAN RESOURCE CONSULTING SERVICES REQUEST FOR PROPOSAL (RFP) INSURANCE REQUIREMENTS

The proposer shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the proposer and all of its agents, employees, sub-contractors and other providers of services and shall name the Town, its employees and agents as an Additional Insured on a primary and non-contributory basis to the proposer's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the proposer's Certificate of Insurance. Insurance shall be written with Carriers approved in the State of Florida and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town. Minimum limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage Each Occurrence \$1,000,000 Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$3,000,000 each occurrence or per claim.

The proposer agrees to maintain continuous professional liability coverage for the entire duration of this contract, and shall provide for an Extended Reporting Period in which to report claims for five (5) years following the conclusion of the contract.

The proposer shall provide a Certificate of Insurance as “evidence” of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, and statutory Worker's Compensation and Employer's Liability coverages.

The proposer shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The proposer shall provide the Town copies of any such Policies upon request.

The above insurance requirements are the Town’s general requirements. Insurance requirements with the awarded proposer are subject to final negotiations.



ASH HR Business Solutions, LLC

11104 Gainsborough Court #9

Fairfax, VA 22030

Website: www.ashhrbusinesssolutions.com

Email: anne.shajkovci@ashhrbusinesssolutions.com

Phone: 202-553-2965

Town of Pembroke Park

Human Resource Consulting Services Request for Proposals (RFP) # 19-04

August 20, 2019

August 20, 2019

Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
Attn: Natasha Joseph

Subject: RFP, Human Resource Consulting Services

Dear Natasha Joseph:

ASH HR Business Solutions, LLC (ASH HR), a certified Women-Owned Small Business (WOSB), is pleased to submit a proposal to assist the Town of Pembroke Park with human resource consulting services. I am a metrics-driven Senior Professional in Human Resources (SPHR), with over 15 years of HR experience in successfully implementing strategic and tactical initiatives in small, mid-size and large organizations and corporations across both private and public sectors. Throughout my professional HR career, I have serviced small employers with ten employees as well as those with 3,000+ across the United States and globally. I have served on leadership teams and highly strategic and tactical teams and have developed effective partnerships and high-performance work teams. I am an excellent communicator, who is highly adaptable, with strong team leadership expertise utilizing vast experience in all facets of human resources and operations. In addition, I have proven strength in evaluating processes and developing and implementing profitable solutions to drive sustainable business growth. I firmly believe I am uniquely qualified to undertake the human resource consulting role.

ASH HR Business Solutions, LLC, is owned and operated by Anne Shajkovci, who is also the CEO of the organization. As the CEO, I have provided services to government contractors and nonprofits and entities in the realm of manufacturing, healthcare, and education. While recently incorporated as a WOSB, I have owned a consultancy firm and serve as a principal HR consultant to many organizations since 2007. Although I envision this contract to entail working remotely, I will be able to meet on-sight quarterly as well as be available, both to the management and employees, from 8:00 am to 8:00 PM, Monday through Friday, including weekends, as and when needed, via email, phone, instant messaging, and video conference—all provided by ASH HR Business Solutions.

Thank you for the opportunity to be considered for this contract. Should you have questions regarding the information presented in this proposal, or in general, please feel free to contact me.

This proposal shall be valid for a period of at least ninety (90) days.

Sincerely,

Anne Shajkovci, SPHR
CEO

Table of Contents

1. Background and Project Summary	3
Section 2 - Approach	3
2-1. Assume the Human Resource Role	3
2-2. Evaluation of Current HR Practices for Compliance	3
2-3. Review of Employee Handbook.....	4
2-4. Stay Abreast of Labor Laws and Regulations	4
2-5. Open Door Policy – Q&A with Management and Employees.....	4
2-6. Employee Relations.....	5
2-7. Tactical Human Resources	5
2-8. Benefits Evaluation, Administration, and Open Enrollment.....	5
2-9. Job Descriptions	6
2-10. Annual Review – Key Performance Indicators (KPIs)	6
2-11. Training and Development.....	6
2-12. Non-Essential Services.....	7
Section 3 – Staffing.....	7
3-1. Anne Shajkovci, SPHR	7
3-2. Anne Shajkovci, SPHR Resume and Qualifications	7
Section 4 – References.....	8
4-1. Our References	8
Section 5 – Fee Proposal.....	8
Section 6 –Samples	8
6-1. Sexual Harassment Training Sample	8
6-2. Key Performance Indicators KPI Sample	9
Section 7 – APA.....	10

1. Background and Project Summary

The Town of Pembroke Park, Florida located in Broward County has approximately 6,100 residents within a 1.7 square mile radius. The make up of the Town consists of five elected Town Commission members, a Town Manager, who oversees the day-to-day operations, two Divisional Directors, a Public Services Director and the Administrative Services Director, and employs approximately 25 staff. The Town of Pembroke Park is seeking an HR Consultant to act as an outsourced Human Resources Department.

Section 2 - Approach

2-1. Assume the Human Resource Role

SCOPE: An effective HR Manager must develop forward-thinking practices and utilize innovative ideas to enhance profitability and positively impact the constituents of Pembroke Park, Florida. Additionally, HR managers must be a strategic partner with the ability to implement tactical operations.

DELIVERABLES: ASH HR will develop partnerships with Pembroke Park's town commission, town manager, public services director, the administrative services director, and the 25 employees who are employed at the town of Pembroke Park. The creation of partnerships allows me to zero in on business pain points and enhance the HR department. **Innovation:** ASH HR will have availability from 8 am to 8 pm, Monday through Friday, to answer questions from management and employees. ASH HR will also be available on weekends, as and when needed. Availability is defined as being accessible by phone, email, instant messaging, video conference call (provided by ASH HR) and text messaging. ASH HR will also be on-site quarterly. During my professional HR career, I have delivered services remotely to employees across 48 states, territories, and countries, including internationally in countries like China and India, among others. My schedule has also always been flexible and adaptable, which has always translated to a more productive workforce.

2-2. Evaluation of Current HR Practices for Compliance

SCOPE: An HR audit will objectively look at current HR policies, procedures, and practices to identify the effectiveness of current practices and processes, and the extent to which they are compliant with applicable laws and within best practices. The results obtained can help identify gaps that will lead to the development of actionable steps to ensure structure, consistency, fairness, transparency, and mitigate risks of potential lawsuits and violations. HR audits are integral to reducing and/or eliminating risks to an organization and reducing unnecessary costs of potential litigation.

DELIVERABLES: ASH HR will provide: **Strategic Initiatives** - Focus will be placed on strengths and weaknesses of systems, policies, and procedures to determine whether they align with Pembroke Park's strategic plan. **Compliance Initiatives** – Focus will be placed on how well Pembroke Park complies with current federal, state, and local laws and regulations. **Function-specific Initiatives** - Focus will be placed on specific HR functions (e.g., hiring, personnel files, I-9s, payroll records, annual reviews, personal health information, poorly defined

disciplinary warnings, records retention, workers' compensation claims). **Best practices Initiatives** – Recommendations will be communicated to the town manager to develop action plans to ensure optimum efficiency for Pembroke Park, employees, and constituents.

2-3. Review of Employee Handbook

SCOPE: A well-written handbook accurately communicates employee expectations (e.g., company policies, professional conduct and behaviors, compensation, benefits, and whom to reach for critical issues, such as harassment) and frees up the HR department's time to focus on tasks and strategic initiatives that impact the business bottom line. Similarly, carefully crafted handbooks can defend against wrongful termination, discrimination, and other harassment claims. Effective handbooks must be reviewed and updated regularly; it is a continuous process.

DELIVERABLES: ASH HR will review Pembroke Park's current handbook and track recommended edits, changes, additions, and omissions. After the town manager reviews recommendations, ASH HR will schedule a time to discuss. Upon discussion, ASH HR will incorporate any additions and edits and send back to the town manager for one final review. Once the handbook has been finalized, ASH HR will roll-out the employee handbook to employees, with a requirement of acknowledgment received. As labor laws and regulations change, ASH HR will add addendums to the handbook. The handbook will be reviewed yearly, and any addendums will be incorporated in the handbook. **Innovation:** Additionally, ASH HR will schedule a two-hour Q&A session for questions and can be available early mornings or evenings for the employee who cannot attend the Q&A session.

2-4. Stay Abreast of Labor Laws and Regulations

SCOPE: In a rapidly and ever-evolving business environment, organizations strive to keep abreast with the latest labor laws, regulations, and workplace trends. Organizations must understand and navigate through these changes to avoid penalties, fines, and potential harm to their reputation.

DELIVERABLES: Innovation: ASH HR will send monthly newsletters on current and pressing labor laws, regulations, trends. It will also articulate its relevance to Pembroke Park as well as offer recommendation on implementation.

2-5. Open Door Policy – Q&A with Management and Employees

SCOPE: It is critical for human resources to have open lines of communication with employees and managers to maximize employee productivity and employee motivation.

DELIVERABLES: Innovation: ASH HR will have availability to answer questions from management and employees. Availability is defined by phone, email, instant messaging, video conference call (provided by ASH HR) as well as text messaging. ASH HR will also be on-site quarterly.

2-6. Employee Relations

SCOPE: Maintaining records of employee relations matters is essential for organizations to properly document performance deficiencies, acknowledge complaints and actions taken, and provide legally sound justifications for promotions, salary increases, terminations. Without proper documentation, organizations leave themselves open to costly lawsuits.

DELIVERABLES: Upon notification of an employee relations matter, ASH HR will, including but not limited to, document issues, review personnel files for any related issues, meet separately with all parties involved, conclude the investigation with findings, and discuss with each party separately the outcome. Often, outcomes will translate to further training, corrective actions, and, depending on the severity of the case, termination. Calendar reminders are set up to follow up later to ensure no further issues and develop trust. All documentation on SharePoint (ASH HR provided) or another Pembroke Park secure folder. **Innovation:** Managers trained of the importance of positive employee relations so a more cohesive and productive workforce! ASH HR will provide training to managers in positive employee relations.

2-7. Tactical Human Resources

SCOPE: Innovation – May human resources departments are applying LEAN principles. The central concept of the LEAN principle is to maximize value/increase efficiency with few resources. In this case, Pembroke Park can benefit from streamlined process workflows – recruitment, onboarding, change of status for promotions, resignations, terminations, and administration of leaves must have a repeatable process.

DELIVERABLES: Innovation: ASH HR will evaluate all current processes, eliminate all processes that do not create value, or increase efficiency. New workflows will be developed and implemented (e.g., recruitment strategies, onboarding using SharePoint/DocuSign (ASH HR) provided, repeatable processes for promotions, resignations, terminations, and leaves).

2-8. Benefits Evaluation, Administration, and Open Enrollment

SCOPE: Organizations that take a strategic approach to their benefits program, leveraging benefits to recruit and retain employees, are nearly twice as likely to have more satisfied employees and...report better business performance compared with organizations that are not strategic with benefits (SHRM, 2018).”

DELIVERABLES: Innovation: ASH HR will meet with Pembroke Park’s current broker to discuss current plan(s) benefit, cost-effective renewal benefit options, possible online employee health management tools such Wellness Program Tracker where employees can confidentially check wellness and Blue Rewards where employees receive Visa Reward Cards by completing no-cost activities such as health assessments. The Visa Reward Cards can be used for co-pays at the doctor’s office, annual deductibles, and even for prescriptions. In addition, ASH HR will administer the plan, as well as hold annual open enrollments in-person and be available to answer questions from 8:00 am to 8:00 PM, Monday through Friday, including weekends, via email, phone, instant messaging, and video conference—all provided by ASH HR Business Solutions.

2-9. Job Descriptions

SCOPE: Job descriptions are one of the main tools for helping organizations make an informed decision regarding hiring and compensation and communicating primary job responsibilities to employees. Further, well-written job descriptions serve as legal documentation that can be useful in the event you need to terminate an employee or defend against a discrimination lawsuit.

DELIVERABLES: ASH HR will meet with managers and employees to prepare job descriptions that are accurate in comparisons of job duties, wages while complying with applicable laws (e.g., Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA). For newly created positions, ASH HR can conduct a job analysis, identify essential functions, develop job requirements, and ensure compliance with the ADA.

2-10. Annual Review – Key Performance Indicators (KPIs)

SCOPE: KPIs are key metrics that aid in the understanding of how the organization is achieving business objectives. Effective KPIs must be tied to the strategy of the organization and developed from job descriptions. Additionally, well-defined and measurable KPIs assist during annual reviews as it allows managers to engage in dialogue with employees regarding performance and future goals. Further, KPIs assist in the merit increase phase in that it determines high performing employees, and justifies merit-based increases.

DELIVERABLES: Innovation: ASH HR will review the current annual review process, and if Pembroke Park is interested in reevaluating the review process, ASH HR will utilize employee job descriptions and work with managers to develop KPIs for employees. ASH HR will implement by announcing and discussing the review process with employees. *Please see sample under Section 6-2.*

2-11. Training and Development

SCOPE: Organizations who provide regular training and development opportunities are likely to see an increase in employee performance, productivity, and improved employee satisfaction. Further, proactive harassment training protects organizations from potentially costly litigation.

DELIVERABLES: ASH HR will conduct a training needs assessment to determine types of training that would benefit Pembroke Park (supervisor coaching, sexual harassment, non-discrimination, safety training, leave of absences, and general compliance). **Innovation:** A few trainings that I have conducted are sexual harassment (NY and CA as well), first-time manager training, how to have difficult conversations with your employees, and how to write a well-documented Performance Improvement Plan (PIP). I utilize case studies and role-playing during training sessions. *Please see sample under Section 6-1.*

2-12. Non-Essential Services

Payroll Administration and Payroll Time Keeping – **DELIVERABLES:** ASH HR can evaluate your current processes and make recommendations for cost-saving options. ASH HR can also perform payroll and timekeeping for Pembroke Park.

Worker's Compensation - **DELIVERABLES:** ASH HR can work with your current vendor and make recommendations for cost-saving options.

Section 3 – Staffing

3-1. Anne Shajkovci, SPHR

ASH HR is owned and operated by Anne Shajkovci, who is also the CEO of the organization. As the CEO, I have provided services to government contractors and nonprofits and entities in the realm of manufacturing, healthcare, and education. Although recently incorporated as a WOSB, I have owned a consultancy firm and served as a principal HR consultant to many organizations since 2007. I envision this contract to entail working remotely, I will be able to meet on-sight quarterly as well as be available both to the management and employees from 8:00 am to 8:00 pm, Monday through Friday, including weekends, via email, phone, instant messaging, and video conference—all provided by ASH HR. I have the flexibility of the mentioned core hours as I do not have additional contracts.



3-2. Anne Shajkovci, SPHR Resume and Qualifications

Professional Summary, Career Highlights, Resume, and Qualifications on the next page.

Section 4 – References

4-1. Our References

Marian E. Bryant, CEO at Bryant Benefit Services LLC.
9613 C Harford Road, #169
Parkville, MD 21234
Email: mbryant@bryantbenefitservices.com
Website: <http://www.bryantbenefitservices.com/>
Phone: 410-929-9540
Fax: 443-782-2250
I worked with Marian

Paula Cargill, Director, Human Resources at Cambridge Network
1601 Trapelo Road, Suite 260
Waltham, MA 02451
Email: paula.cargill@thecambridgenetwork.com
Website: www.thecambridgenetwork.com
Phone: 781-996-0464
I provided HR Consulting for Cambridge Network

Section 5 – Fee Proposal

Professional Services (Fixed Flat Fee) \$65,000 per year. All services provided outside the scope of work and non-essential services is \$31.25 per hour. Reimbursable Expenses (approximate): Quarterly travel to Pembroke Park, Florida \$2500 per year, hotels \$3000 per year. All rates are negotiable.

Section 6 –Samples

6-1. Sexual Harassment Training Sample

Please see sample sexual harassment training PowerPoint slides on the following pages. Please use the USB drive to view video portions of the sexual harassment training.

6-2. Key Performance Indicators KPI Sample

Please see sample KPI Spreadsheet on the following page. Please use the USB drive to view KPI formulas.

Section 7 – APA

The Society for Human Resource Management. (2018). 2018 Employee Benefits: The Evolution of Benefits. Retrieved from <https://www.shrm.org/hr-today/trends-and-forecasting/research-and-surveys/Documents/2018%20Employee%20Benefits%20Report.pdf>

Thank you for your consideration of my proposal. I am committed to providing high quality and expert solutions and look forward to partnering with Pembroke Park, Florida in this vital endeavor.

Sincerely,

Anne Shajkovci, SPHR

CEO

Email: anne.shajkovci@ashhrbusinesssolutions.com

Phone: 202-553-2965

Anne Shajkovci, SPHR, SHRM-SCP
Fairfax, VA 22030
anneshajkovci@gmail.com
202.553.2965

Professional Summary

Metrics-driven Senior Professional in Human Resources (SPHR) with over 15 years of HR experience in successfully implementing strategic and tactical initiatives by developing effective partnerships and high-performance work teams. An excellent communicator, highly adaptable, with strong team leadership expertise utilizing vast experience in all facets of human resources and operations. Proven strength in evaluating processes, developing, and implementing profitable solutions to drive sustainable business growth.

Career Highlights

- Developed **Key Performance Indicators (KPIs)** to exceed operational and financial targets.
- Re-evaluated salary grades and restructured departments which resulted in cost savings in the **millions** over course of career.
- Overhauled, reduced employee turnover, and improved quality of hire that **lowered cost-per-hire by 20% and cycle time-to-fill positions by 50%.**
- At current employer, streamlined HR Departments and **achieved a \$50K cost saving** – Launched employee self-service (ESS) and manager self-service (MSS)—Achieved a **\$70K cost savings** through strategic negotiation of healthcare coverage (medical, dental, life, STD, LTD).
- Developed and implemented **incentive and rewards programs**, including spearheading a telework and compressed work week programs to encourage top performance and retention to **attract and retain top talent.**
- Under my leadership, **won awards** for Best Nonprofit to Work for by Non-Profit Times and Best Workplaces for Commuters (BWC).

Human Resources Experience

SR HR Manager (Director Level) Government Contractor

DysTech, Fairfax, VA

1/2018-Present

- Serve as a **key member of the leadership team**, develop the HR function, advise and consult on HR strategies.
- Lead a department responsible for **1000+ Service Contract Act (SCA) employees** and independent consultants in **48 states**, including Virgin Islands and Puerto Rico, with a total revenue of **\$75 million.**
- Develop and advise on performance management guides to ensure principles and practices are applied consistently (coaching, counseling, career development, disciplinary actions).
- Designed and implemented web-based new employee orientation and sexual harassment training (complaint with mandated states: CA/NY, etc.). The initiative allowed new hires to meet **90-day performance goals, ensure compliance, and reduced administrative costs.**
- Collaborate with proposal team to develop request for proposals (**RFPs**): prepares, reviews, and edits HR service/deliverables.
- Evaluate and monitor **Health and Welfare (H&W) and Wage Determination (WD)** to ensure compliance with federal contractor regulations.

SR HR Manager (Director Level)

New Oasis International Education, Herndon, VA

1/2017-1/2018

- Supported **business growth** through **merger and acquisitions** – **Managed 2 mergers and 4 acquisitions within 1 year:** Executed due diligence, human resource negotiations, post-merger planning and integration/change management.
- Led department and responsible for over **1200+ employees** and independent consultants in over **20 states** with a total revenue of **\$10 million.**
- Developed fiscal year **salary forecast and budget** to drive business objectives and growth strategies.
- Increased profitability by staff reduction of **15%** by consolidating offices and territories.

**Director of HR
Government Contractor**

ISN Corporation, Bethesda, MD

10/2015-1/2017

- Led HR department and responsible for **3000 + SCA employees** across **15 states** with a total revenue of **\$90 million**.
- **Reduced HR inquiries by 50%:** developed an employee self-service (ESS) on a new cloud data infrastructure (**SharePoint**).
- Developed and implemented **human resources strategies** for talent acquisition, retention, compensation and benefits, **training and development**, safety and health, succession planning, employee relations.

**Director of HR and Operations
Non-Profit**

Alzheimer's Association, Fairfax, VA

07/2012-10/2015

- Led a **department**, redesigned the HR and Ops Departments: staff reduction, HRIS implementation, outsourced IT function.
- Designed **compensation and benefits** strategies, including the analysis, design, and implementation to retain and attract top talent.
- **Reduced turnover by 25%:** revised internal employment processes, including behavioral interviews, market pricing, manager training.
- **Drove reduction** in general liability, directors, and officers, cyber, and crime policies, by consolidating providers and **negotiating contracts**.
- Managed full **ADP implementation**, including **employee self-service (ESS)** to streamline HR from administrative function to strategic partner.

HR Consultant

Cambridge Network/Unissant/Gate Gourmet/Melon Sky

1/2012- 6/2019

- Spearheaded **talent acquisition:** developed recruitment strategies, recruited and onboarded **75 tutors and international teachers (China)** within 90 days (**international recruitment**).
- **Increased organizational capacity** by sourcing and hiring top talent in education, healthcare, manufacturing, general labor, sales, and IT positions.
- **Decreased hiring costs:** Evaluated and managed compensation structure, validating job grades, ensuring alignment with market, and monitoring salary adjustment/position approval requests.
- Evaluated new or revised job descriptions to determine appropriate **job grades and salary ranges**.

Additional Human Resource Work History

HR Manager , NLEI (non-profit education/school) – Chicago, IL	8/2007-1/2012
Business Instructor , The College of Office Technology (community college) – Chicago, IL	9/2010-1/2012
HR Manager , Employment Management Services, Inc. (PEO)– Naperville, IL	2/2006-8/2007
HR Training Coordinator , National Insurance Crime Bureau (non-profit)– Des Plaines, IL	5/2005-2/2006

Education and Certifications

Master Business Administration – National – Louis University • Chicago, IL
Bachelor of Arts in Behavioral Science – National – Louis University • Chicago, IL
Human Resource Certification – Triton College • Chicago, IL
Senior Professional Human Resource Certification (SPHR) – The Human Resource Certification Institute
Notary Public, Virginia and Maryland, Expires 2021

Affiliations

The Society for Human Resource Management (SHRM), Member
Northern Virginia SHRM, Member



Human Resource Consulting Services

RFP No:19-04

Submitted to:

Natasha Joseph
Deputy Town Clerk
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

Submitted by:

Elite Business Strategies, LLC
504-A Capital Circle SE
Tallahassee, Florida 32301

Location:

504-A Capital Circle SE
Tallahassee, Florida 32301

We Want to Hear from You:

800-521-9056 (Toll-Free)
Contactus@ebsleaders.com

Visit Us:

www.EBSLeaders.com
www.myEliteProducts.com

COVER LETTER

Natasha Joseph
Deputy Town Clerk
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
njoseph@townofpembrokepark.com

Re: RFP #19-04 for Town of Pembroke Park Human Resource Consulting Services Request for Proposals

Ms. Joseph,

Elite Business Strategies (EBS) is pleased to present our proposal in response to the request for Human Resource Consulting Services **for the Town of Pembroke Park**.

To ensure the highest quality of performance in this undertaking, the EBS team offers the following key advantages:

- A highly trained, experienced, energetic team of proven professionals that is without peer and available immediately;
- **Strong corporate credentials, references, and financial standing that demonstrate we will be a dependable and proven partner;** and
- A proven effective and strong management structure that emphasizes quality assurance; individual and team performance; task tracking; and management reporting;

As a **Women** and **Minority Owned** business, EBS strongly believes in and understands the importance of diversity participation. We are committed to compliance with all legal and regulatory requirements.

We are pleased to submit our qualifications on this contract. In the following pages we present our corporate background and experience, approach and methodology, and cost information in accordance with the terms outlined in the RFP. The EBS team will provide these services utilizing an approach that has proven successful in other projects, and will ensure we meet the Town's overall requirements in the timeframes set by the Project Manager.

The information submitted in and with this proposal response is true and accurate. The proposal is valid for at least ninety (90) days. As an authorized representative of Elite Business Strategies, LLC, I have the signature authority required to bind this proposal. Should a personal interview be necessary to clarify any details of this response, please do not hesitate to contact me directly. I can be reached via email at Princess.Ousley@ebsleaders.com or on my cell at 850-519-5939. My mailing address at Elite Business Strategies corporate headquarters is 504-A Capital Circle SE, Tallahassee, Florida 32301. Our main office number is 850-320-6108 and my toll free line is 1-800- 521-9056 ext. 101.

Thank you for your consideration and we look forward to working with the Town of Pembroke Park.

Sincerely,



Princess Ousley, President & CEO
Elite Business Strategies, LLC
FEID 453715751

Name:	Elite Business Strategies, LLC
Structure:	Limited Liability Corporation
Year Established:	2011
Office Location:	Tallahassee, Florida
# of Employees:	7
Core Business:	Professional Services / Staff Augmentation
Principal:	Princess Ousley

Elite Business Strategies, LLC

BACKGROUND AND PROJECT SUMMARY

Elite Business Strategies, LLC (EBS) is a women-owned and operated professional services consulting firm founded in 2011 and registered as an M/WBE in Florida.

EBS experience has allowed us to hone a management system and proved approach to providing consultant services that are designed to seamlessly complement our clients' existing operations.

Having a rich background in providing support staff for your internal and external operations, we provide all required levels of support, and available on call as needed.

Our proven dedication to meeting the precise needs of clients on the federal, state and local level has allowed us to build an exceptional reputation as emerging leaders in the industry. Our philosophy is to offer a high quality, well-trained and consistent team of federal, state, and local professionals.

WHY EBS IS THE BEST CHOICE

- **A proven team with strong experience** in providing staff augmentation services to support projects
- **A demonstrated ability to respond quickly and efficiently** to clients on short notice
- **A strong track record in meeting state, local and federal reporting requirements** on previous projects.

HR Consulting Services Include:

Human Resource (HR) Services

- HR Online
- Employee Management and Training
- Employee Handbooks
- Job Descriptions
- Compensation Surveys
- Pre-Employment Testing
- Risk Assessment
- Compliance Program

Benefits

- Insurance Plans: Medical, Dental, Vision, Life and Disability
- Health Advocacy (with insurance plan)
- Employee Assistance Program
- COBRA Administration

Payroll

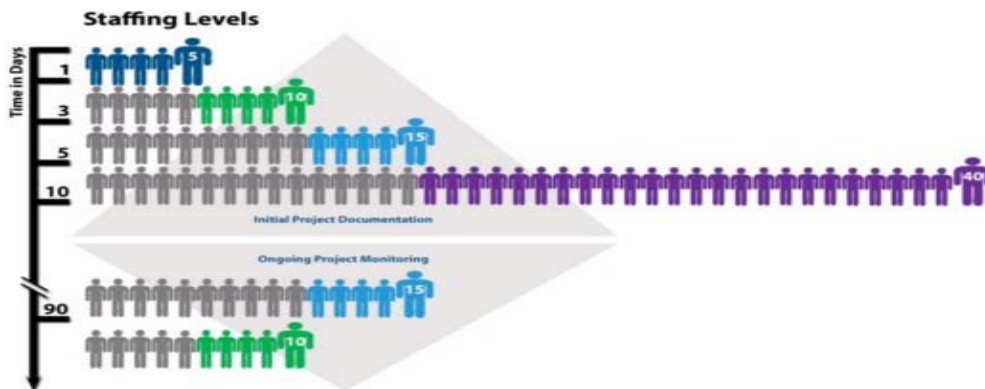
- Tax Payment
- Direct Deposit
- Online Services
- State Unemployment Insurance
- Time and Labor Management

Retirement

- 401(k)

Project Understanding

The EBS Team is ready on Day 1. No on-the-job training is necessary. EBS is able to recruit high quality candidates through our national recruiting platform. Our high-tech platform streamlines the application process and gives us the ability to identify candidates from around the state and throughout the country quickly and cost-effectively. This capability has allowed us to provide the best value teams to state, federal, and local customers— typically with no or very low additional cost associated with working at a customer- specified location. We have included a graphic that illustrates our ability to ramp up quickly and scale down when appropriate.



Our technical experts are among the most qualified to undertake the rigors associated with managing a project of this magnitude. EBS will provide **four** staff members to include a Contract Manager, HR & Benefits Specialist, Payroll Specialist and Workforce Manager to assist with the administration of the staffing services.

The Town needs a firm with the following objectives to be accomplished:

- Recruit, interview, screen and assign to you our employee associates who, through our proven process and expertise, are the best qualified candidates to perform the work described below.
- Maintain personnel and payroll records; paying, withholding and transmitting payroll taxes; making unemployment compensation contributions; handling unemployment and workers' compensation claims involving our associates.
- Removing any assigned associate at the request of Town for any lawful reason.
- Provides the structural framework to facilitate reporting to town management as appropriate.

EBS will expand our team and introduce staff as needed, with a priority being placed on identifying local hires and partners. This will provide the best value to the customer while keeping the majority of the business within the Pembroke Park community.

APPROACH AND METHODOLOGY

EBS offers a streamlined approach to recruiting, interviewing, selecting and on-boarding qualified candidates. Utilizing our online portal each step of the hiring process can be done quickly and efficiently.

Elite Business Strategies, LLC



Recruitment

We recruit qualified applicants using the pre-identified job ads listed in the solicitation. The job ad will be posted on our website and with search engines such as Indeed, SimplyHired, Trovit, Glassdoor.com, US Military Pipeline and all social media platforms.

Employee Selection

Qualified applicants will go through an employee screening process that includes professional assessments, background checks and verification services, and drug testing (if applicable). Employees cleared will be presented to the Town for review and approval prior to offers being extended.

Employee Onboarding

We standardize the new hire paperwork by collecting Form 1-9, W-4 Withholding Form, state withholding forms, and voluntary self-identifications of EEO information, direct deposit details and confirm acknowledgement of our employee handbook, and company policies through an automated process. Our automated process is available to applicants 24/7 and can even be downloaded on a mobile app. The system verifies all material is completed properly and automatically generates notifications to the applicant and the EBS Team identifying the status of each applicant.

Key deliverables that are currently available and have been used to support projects within the last 3 years.

Task	Who Is Involved? (Contract Manager (CM), HR & Benefits Specialist, Payroll Specialist (PS), Workforce Manager (WM))	QA/QC Measurement
Provide employees that will perform under the Town's operational supervision	Contract Manager (Lead) Workforce Manager	The EBS Team will provide staffing services in support of the Town as outlined in this request for services. The CM will serve as contract lead and will coordinate with the Town to setup an initial engagement meeting. The meeting will introduce all Team members, establish milestones, determine an implementation schedule and outline performance/contract expectations. Once the appropriate protocols have been established, EBS will mobilize accordingly and proceed with full execution of its implementation and management plan.
Recruitment and preliminary selection of qualified candidates	Contract Manager (Lead) Workforce Manager	The Recruitment tool will be used to advertise open positions. Candidates will apply online through our portal and will go through a thorough screening process (in person interviews, online assessments, etc.) to validate credentials.

Response to RFP for Human Resource Consulting Services

Maintaining a pool of qualified candidates that will continuously be made available as needed as required by the Town within five (5) business days of the request	Workforce Manager (Lead) Contract Manager	Positions will remain active through the online portal for the extent of the contract, offering a pool of active candidates screened and ready whenever requested by the Town.
Responsible for the hiring and termination of employees	HR & Benefits Specialist (Lead) Workforce Manager	In coordination with the Workforce Manager, the HR Specialist will be responsible for maintaining personnel records as it relates to performance and the Town satisfaction for each employee. All hiring and terminations will be conducted by the HR Specialist.
Responsible for disciplining employees	Workforce Manager (Lead) HR & Benefits Specialist	The WM will serve as the day-to-day lead and will handle informal disciplinary issues. The WM will coordinate with the HR Specialist to ensure proper documentation of personnel issues.
Provide and perform sufficient proficiency background and reference verification screening. The process should include sophisticated screening methods, such as personal interviews, reference checks, computer testing, and psychological evaluations, criminal background checks, drug testing, and social security tracing, as applicable.	HR & Benefits Specialist (Lead) Workforce Manager Contract Manager	The HR Specialist can provide the following assessments for each candidate and will provide the results to the Town upon request: Professional license and/or certification verification, State and/or county criminal conviction records, Social Security number verification, Education verification, Motor vehicle records, and Employment verification Credit reports.
Payroll and related forms	Payroll Specialist (Lead) Contract Manager Workforce Manager	The PS will ensure all payroll forms are completed and submitted in accordance with all federal, state, and local rules and regulations.
Payment of social security, Medicare and withholding taxes	Payroll Specialist (Lead) Contract Manager	The PS can provide proof of compliance to the Town upon request.
Benefits as applicable	HR & Benefits Specialist (Lead) Payroll Specialist Workforce Manager	EBS offers a robust benefits package. Our services include: Employee Assistance Program (EAP) is a company-sponsored program designed to alleviate workplace concerns caused by employees' personal problems. EAP provides an early intervention system to help employees resolve problems by offering various support and referrals for counseling and/or treatment option services. BalanceCare is a health advocacy service provided to any employee enrolled in a PEO-sponsored medical plan. This service provides a participant call line that may help employees with care coordination, claims assistance, health motivation, and benefit information and support. Employee Discount Program provides employees with discounted products and services such as Broadway theatre tickets, theme parks, movie rentals, and much more.

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Response to RFP for Human Resource Consulting Services

Worker's compensation insurance	Contract Manager (Lead) Payroll Specialist	EBS currently has worker's comp insurance in place for staff through Acord/New Hampshire Insurance Company.
Statutory disability benefits	HR & Benefits Specialist (Lead) Payroll Specialist	The HR Specialist or the PS can provide proof of compliance to the Town upon request.
Unemployment insurance	Payroll Specialist (Lead) HR & Benefits Specialist	The PS or the HR Specialist can provide proof of compliance to the Town upon request.
Computation of all payroll records and expenses and release of paychecks to employees	Payroll Specialist (Lead) Workforce Manager	We offer employees a variety of pay options. Employees may choose to receive paper payroll checks or have their pay deposited directly into their bank accounts or onto a debit card. The direct deposit service allows employees to have their pay, or a portion of their pay, deposited into a savings or checking accounts. Employees will benefit from the direct deposit service in the following ways: • Direct deposit will save time and cost involved in cashing or depositing paychecks. • Paychecks will be deposited each payday without delay. • Total pay can be separated between different savings and checking accounts, as well as payroll cards. • Direct deposit eliminates the danger and inconvenience of lost or stolen checks.
Provide all W-2 forms, as appropriate	Payroll Specialist (Lead) Workforce Manager	Employees will be provided a secure log-on to their personalized accounts through our online portal. The portal will contain their W-2 forms that can be downloaded at the employee's convenience.
Furnish reports detailing employee work activity	Workforce Manager Contract Manager	The WM will work in conjunction with the Town to identify documentation needs for each employee. Once the format has been confirmed, employees will submit activity logs to the WM on a on a weekly basis.
Provide the Town with needed resources during peak demand periods, staffing shortages, or the vacations of regular employees	Workforce Manager (Lead) Contract Manager	The WM will work in coordination with the Town to ensure all staffing gaps are met quickly and efficiently. EBS will maintain active solicitations for each position; maintaining a cadre of qualified candidates.

Response to RFP for Human Resource Consulting Services

Replace, at no additional cost to the Town and within forty-eight (48) hours, any employee not performing to Town's satisfaction	Workforce Manager (Lead) HR & Benefits Specialist	The WM will work in coordination with the Town and the HR Specialist to ensure all staffing gaps are met quickly and efficiently. EBS will maintain active solicitations for each position; maintaining a cadre of qualified candidates.
Accurately communicate and describe the job duties required to the employee	Workforce Manager (Lead) HR & Benefits Specialist	The WM will serve as the direct point of contact to staff. In addition to the job advertisement, interview where job duties will clearly articulate the WM will conduct a one-on-one session with the new hire to discuss their responsibilities and job functions.
Ensure employees report to work at the time and place specified by the Town	Workforce Manager (Lead) HR & Benefits Specialist	The WM will be responsible for time and attendance oversight and administration. The WM will serve as the direct point of contact to the Town for immediate personnel issues.
Make any arrangements necessary for the Town to conduct interviews of potential employees	Workforce Manager (Lead) HR & Benefits Specialist	The Town can notify the WM or the HR Specialist of any personnel requests or actions. Both will be available to the Town and will work in coordination to fulfill any needs.
Perform all services provided in the contract in accordance with customary and reasonable industry standards	Contract Manager (Lead) Workforce Manager Contract Manager Payroll Specialist	The EBS Team has established a process that has proven successful on similar projects. All services provided will meet or exceed industry standard.
Provide time off benefits as follows: • Paid Time Off (PTO): 80 annual hours for personal and/or vacation. Accrual rate: 1 hour for every 30 hours worked with no rollover from year to year. • Holiday Pay for all State observed holidays. • Earned Sick Time: 40 annual hours or otherwise in accordance with Paid Sick Leave Law.	HR & Benefits Specialist (Lead) Payroll Specialist Contract Manager	EBS will comply with the time off benefits outlines in this solicitation. The HR & Benefits Specialist will serve as lead in making sure we are meeting the time off and benefit requirements.
Offer health insurance coverage to the Town employees that meet or exceed the standards of the Affordable Care Act of 2010 – Platinum Plan or the State of Florida.	HR & Benefits Specialist (Lead) Workforce Manager Contract Manager,	The HR Specialist will serve as lead on all insurance and benefit questions. EBS will offer three health insurance options to employees. All health insurance options will exceed the standards of the Affordable Care Act of 2010 – Platinum Plan.

STAFFING

The chart below depicts our proposed organizational structure to deliver this project and aligns with the scope of work presented in the Request for Proposals as well as our approach narrative. The organization chart is further supported through Exhibit A: Staff Capabilities/Responsibilities. The key staff assigned to this team has provided similar services within the last five years as detailed in Exhibit A.

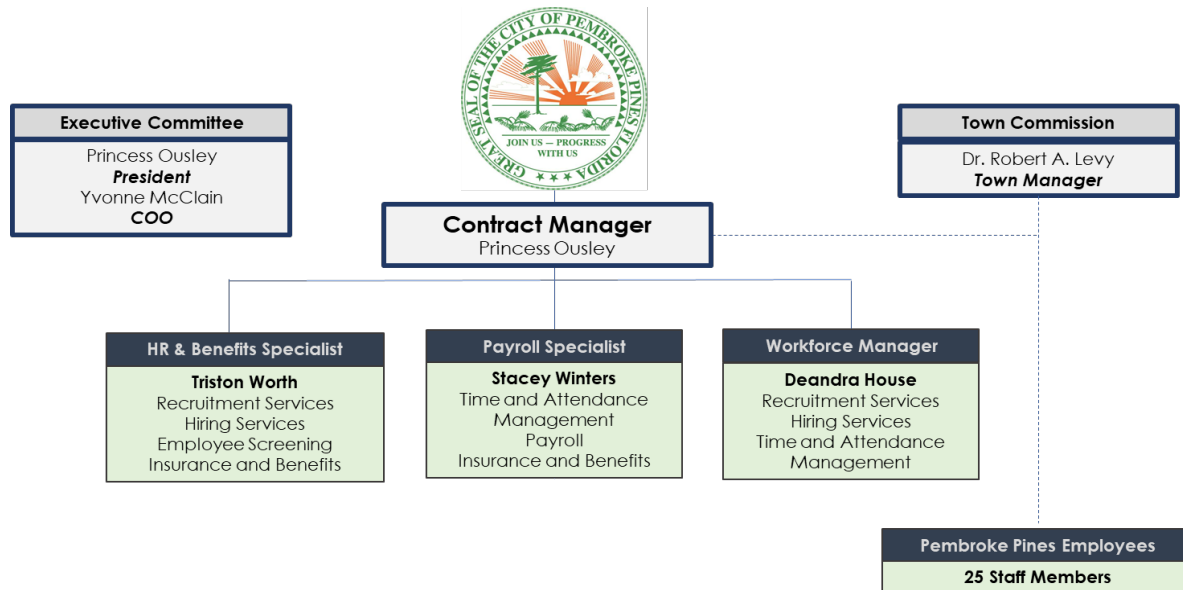


Exhibit A

		Staff Capabilities/Responsibilities							
Project Role	Key Staff	Availability / Location	Point of Contact for Town	Recruitment Services	Hiring Services	Employee Screening	Time & Attendance Management	Payroll	Insurance and Benefits
Contract Manager	Princess Ousley	Part-Time Remote	X *	X	X		X	X	X
Workforce Manager	Deandra House	Full-time On-site	X	X	X		X		
HR & Benefits Specialist	Triston Worth	Part-time Remotely		X	X	X			X
Payroll Specialist	Stacey Winters	Part-time Remotely					X	X	X

***Note: Will serve as the primary contact for Town Leadership.** Additional staffing will be added as appropriate to ensure the full scope of the project is fulfilled as desired by Town.

We are confident we will meet all of the criteria prescribed in the RFP and are very confident that our technical expertise and proven track record are unparalleled and will serve the Town well.

PRINCESS OUSLEY, M.B.A

Contract Manager

EDUCATION

Florida A & M University
Bachelor of Science
Education & Psychology

Master of Business Administration
Organizational Psychology and
Development

SOFTWARE

- MS Office Suite – Word, Excel, PowerPoint, Access, Outlook and SharePoint
- Applicant Tracking Systems – myOfficePro
- QuickBooks
- Oracle - PeopleSoft

LICENSES/CERTIFICATIONS

- IS-100
- IS-200
- IS-700
- IS-800
- IS-703

OTHER SKILLS:

- Program Management
- Regulatory Compliance
- Financial Management
- Policy and Procedure Development
- Staff Development/Training
- Relationship Building
- HR Proficient

GENERAL

Princess has over 13 years of administration and project management experience, specializing in policy development, management processes, and program compliance. As a recognized expert in contract management, she assists officials with maximizing their human capital needs while ensuring compliance with operations and embedding transparency and fiscal stewardship throughout the process.

PROFESSIONAL EXPERIENCE

Human Resource Manager / Contract Manager

2017 – 2019 – Naval Supply Systems Command, Pensacola, Florida
Princess was responsible for the recruitment and hiring of contract support to the Naval Advisory Group at Air University and its affiliated schools; including Air War College (AWC), Air Command and Staff College (ACSC), and School of Advanced Air and Space Studies (SAASS) and the Senior Non-Commissioned Officer Academy (NCOA). Responsibilities included support to twelve (12) permanent active duty naval military faculty instructors and approximately 50 students comprise the permanently assigned personnel.

Acquisition Support / Contract Manager

2017 – Federal Emergency Management Agency (FEMA)
Region 2 – Caribbean Area Division

Princess provide acquisition oversight for the timely-delivery of over 130,000 products to support the immediate needs of nursing homes in Puerto Rico. The contract required a 7-day turnaround from PO execution to delivery to the FEMA Distribution Center in Atlanta, Georgia. This project was successfully completed within the parameters of the contract.

Planner / Contract Manager

2017 – Broward County Emergency Management – Mitigation Bureau

Princess served the contract manger and was responsible for the recruitment and coordination of key personnel to support the development of Broward County Local Mitigation Strategy (LMS). The goal of the project was to establish a road map for Broward County stakeholders to follow now and going forward that will result in realistic incremental improvements in making Broward County a model disaster resistant and sustainable community. The Broward County and Broward stakeholder emergency plans including the Broward County Comprehensive Emergency Management Plan (CEMP), Broward Climate Change Action Plan, Continuity of Operations Plan, Capital Improvement Plan and the Broward County Recovery Plan were reviewed and incorporated into the ELMS to make it more consistent with the goals and objectives of these plans.

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PRINCESS OUSLEY, M.B.A
Contract Manager

Mitigation and recovery stakeholders throughout the County participated and were engaged in the process.

Human Resource Recruiter / Contract Manager

2014 – 2016 – New York State Governor's Office of Storm Recovery New York City, New York
Princess provided program management services and support to the Housing and Urban Development (HUD) homeowner assistance program. During her services her team was responsible for processing over 20,000 applications. She also performed construction administration services to accomplish the ultimate goal of achieving construction completion and closeout of applications for homeowners impacted by Superstorm Sandy. The project included the integration of construction management, data management, environmental mitigation, and administration of field activities to ensure it met the guidelines of the CDBG-DR program.

Trainer / Project Manager

2016 – Present NCCU Institute for Homeland Security & Workforce Development, Nationwide
Responsible for providing staff to support and facilitate the delivery of workshops and community trainings throughout the country for the Rural Domestic Preparedness Consortium through North Carolina Central University and have been performing on time and within budget.

TRISTAN JOHN WORTH

HR & Benefits Specialist

EDUCATION

- Master of Arts in Industrial/Organizational Psychology, *Seattle Pacific University*
- Bachelor of Arts in Social Science, *Washington State University*

SKILLS & CERTIFICATIONS

- Proficient in Statistical Package for the Social Sciences (SPSS), Oracle, Automated Employment (AE), Microsoft Suite
- Administered teamwork, AAR intervention, and communication assessment intervention
- Experienced in Motivational Interviewing, volunteer recruitment, data management, project management, and program development

VOLUNTEER EXPERIENCE

- Volunteer Coordinator for the Center for Leadership, Research, and Development (CLRD) while attending SPU.
- Assisted with promotions and day of events for Refuse to Refuse to Abuse 5K
- Participated with employment education assistance with Goodwill in Seattle. Helped clients with resume building, job applications, mock interviews, round table discussions, and others assistance, as needed.

GENERAL

Mr. Worth has become a powerhouse recruiter. He is able to understand the industry he is working in and create stellar job descriptions to find the right candidate for the position. Mr. Worth is personable and very well organized.

PROFESSIONAL EXPERIENCE

Talent Acquisition

2018 – Present - *Portland, Oregon*

Mr. Worth took the lead in managing the CRM for all potential and past recruits nationwide. He works very closely with the VP in the NW region to assist in finding stellar talent, for a busy office. Mr. Worth also assists the National Recruiter, as a back-up for all other staffing needs. Additional responsibilities include:

- Resume conversations, building rapport with potential candidates
- Creating talent pools for future opportunities
- Creating and posting positions on a variety of job boards
- Interactions with clients, and internal offices across the nation to assist with staffing needs
- Shortlist potential candidates by screening, conducting interviews and verifying credentials
- Attend career fairs, to identify talent to fill open positions

Talent Acquisition and Management

Medical Staffing Network/Cross Country Staffing (2017 – 2018)
Portland, Oregon

Mr. Worth was in charge of the recruiting efforts for Allied Health Group in state of Oregon and SW Washington for healthcare workers with various levels of certifications. Responsibilities included:

- Posting and managing job ads on various employment search platforms
- Interviewed and on-boarded new employees, ensuring full compliance with state and federal laws
- Conducted salary and contract negotiations
- Communicated with clients to determine organizational needs
- Coordinated with key stakeholders to ensure institutional compliance and superior candidate to job fitness

Recruiting Supervisor for Northwest District

United Parcel Service of North America, Inc. (2015)
Seattle, WA

Mr. Worth was responsible for meeting the staffing needs for all of Washington, Oregon, Idaho, Montana, Wyoming, and Alaska. He hired, trained and managed a team of six recruiters with the goal of meeting the

TRISTAN JOHN WORTH

HR & Benefits Specialist

substantial hiring needs of the organization. Conducted over 100 interviews for a variety of positions including: Drivers, Package Handlers, Industrial Engineers and Operational Supervisors, to name a few. Coordinated and networked with multiple organizations, assuring a diverse and abundant candidate pool. Designed and implemented promotional materials for more than 75 hiring events to employ over 3,000 workers and meet the required hiring needs.

Intern. Assisted Human Resources Department with selection, retention, data management, survey development, retention and stakeholder communication. Developed and implemented employee surveys, also collected, imputed and analyzed responses. Supported the Seattle operation through effective selection methods and enhanced the company's overall strategy and direction. Promoted after five months.

STACEY WINTERS

Payroll Specialist

EDUCATION

- Florida Community College at Jacksonville Associate of Arts and Sciences - AAS
- Marketing and Communications

SKILLS & CERTIFICATIONS

- SHRM Senior Certified Professional
- Professional in Human Resources – PHR
- Certification in Change Management

OTHER SKILLS:

- Payroll Specialist
- Human Resources Generalist
- Employee Benefits Governance

GENERAL

Ms. Winters is an experienced Payroll Specialist with a demonstrated history of working in the human resources industry. Skilled in Employment Practices, Management Coaching, and creating effective HR Action Plans.

PROFESSIONAL EXPERIENCE

Senior HRG/Account Management

Mar 2011 – Present – Staffing Services, Jacksonville, Florida

Ms. Winters provides Human Resources support to clients, managing partnerships with their designated Human Resources contacts. Coordinate new client onboarding. Establish set calendar of service via Needs Analysis. Conduct seminars for client managers and staff on various HR topics. Create employee handbooks, job descriptions and compensation surveys. Coordinate benefits annual enrollments - consulting on plan design needs, costs and ensure necessary healthcare compliance.

Human Resources Account Manager

Jan 2006 – Mar 2011 - Alpha Staff, Jacksonville, Florida

On-site HR Manager for 500+ employee corporate headquarters in Jacksonville, FL. Responsible for corporate HR functions including all corporate new hire on-boarding, terminations, annual employee reviews, employee relations, benefits enrollments, and bi-weekly payroll administration.

Client Service Manager

Nov 2002 – Jan 2006 - Southeastern Companies, , Jacksonville, Florida

Establish and maintain relationships with clients and worksite employees. Human Resources support to clients and worksite employees. Client retention: Renegotiate pricing and resale services. Achieved a 98% client retention average.

DEANDRA L. HOUSE
Workforce Manager

EDUCATION

- Business Management with Emphasis in Human Resources Curriculum, University of Phoenix, (*In Progress*)

SOFTWARE

- MS Office Suite – Word, Excel, PowerPoint, Access, Outlook and SharePoint
- Applicant Tracking Systems – Taleo & Bullhorn
- QuickBooks
- Oracle - PeopleSoft
- Kronos
- ADP

LICENSES/CERTIFICATIONS

- AIRS Certified Diversity & Inclusion Recruiter (CDR)
- AIRS Certified Social Media Recruiter (CSMR)
- AIRS Certified Internet Recruiter (CIR)

OTHER SKILLS:

- Staff Development/Training
- Tactical Workforce Planning
- Relationship Building
- Strategic/Big Picture Thinking
- HR Proficient
- Problem Solving
- Critical Thinking

GENERAL

Ms. House has been recruiting and managing talent for over a decade. Her natural instincts in identifying talent allows her to have an excellent placement rate. She understands the big picture and is able to work the full spectrum of construction and emergency management.

PROFESSIONAL EXPERIENCE

Talent Acquisition Leader

2019 – Present - *Dallas, Texas*

As the lead Talent Acquisition Leader Ms. House is responsible for the recruiting department at CMTS. She designs and executes all recruiting strategies to attract, evaluate and hire qualified candidates by managing and addressing all hiring needs for the company nationwide. Ms. House currently manages a team of recruiters and crafting sourcing strategies for various roles, from entry-level to executive-level technical level positions.

- Maintains excellent candidate experience, while maintaining deadlines and filling vacancies
- Continue to build employer brand to develop strong talent pipelines
- Manage recruiting strategies to attract, evaluate and hire qualified candidate
- Oversee and improve overall candidate experience and client interaction
- Maintain CRM with potential and past candidates
- Organize recruitment events if needed
- Participate in regional staff meetings
- Create and distribute welcome emails for all new hires

Senior Talent Acquisition Consultant/ Leader

Cox Enterprises (2015 – 2019)

Dallas, Texas

Ms. House served as a trusted CTA Business Partner, driving the day-to-day recruiting operations in alignment with short-term talent needs and long-term business growth. During her time delivered full lifecycle recruiting expertise and consulting for roles to support business leaders across the organization.

- Developed relationships with internal/external clients, serving as the subject matter expert in specialized talent acquisition needs.
- Developed team engagement and supported others consistently by coaching, training, mentoring and developing strong personalities.

DEANDRA L. HOUSE

Workforce Manager

- Developed recruitment strategies to meet the talent needs and unique requirements of open positions; determined how to effectively market jobs to ensure attraction of the highest quality talent pool.
- Consistently utilized creative sourcing and marketing techniques, including but not limited to resources and tools provided by the department, internet mining, cold calling, Boolean sourcing, community programs, alumni organizations, and referral programs to ensure the best possible recruitment outcomes.
- Utilized ATS system to maintain candidate information and accurate data for reporting purposes.
- Responsible for ensuring EEO and recruiting practices were consistently administered throughout the hiring process and documented in the appropriate manner.
- Served as an employment brand ambassador for both internal and external customers and sought ways to proactively promote and leverage employment brand within and outside the organization.
- Participated and/or lead special projects and initiatives to support Best in Class recruiting practices.

Human Resource Recruiting Manager

Teletrac/Navman (2015)

Dallas, Texas

Ms. House coordinated, identified, reviewed and advised on tasks related to recruitment process and employment strategies to meet human resources requirements. She undertook quality checks of selection and recruitment process, including, assisting prospective employees through the screening process, on-boarding, sending offer letters and welcome packets; mediating between prospective employees and Management, to ensure effective meeting of guidelines and standards.

- Organized, managed, coordinated and directed the operations and functions of personnel.
- Updated employee online portal, as needed for new hires, terminations, promotions, and hierarchy changes/updates.
- Responsible for company giveaways, and communicating any updated policies, procedures and/or announcements.
- Responsible for sending rewards/gifts for tenured employees meeting specific service years.
- Responsible for updating other human resources department within the company, with professional/exempt terminations, as well as conducting exit interviews for voluntary terminations.
- Responsible for investigating, reviewing, preparing and compiling all documentation together as needed for FMLA, STD/LTD, COBRA, HIPPA, HSA, HRA, FSA, Unemployment and Workers Compensation claims.
- Responsible for all employment verifications; investigating and providing requested information.
- Maintained a detailed record of turnovers, terminations and promotions.
- Assisted employees and their Managers in performance and disciplinary matters, while maintaining a set of rules that would monitor the progress of discipline and work.
- Managed creating, establishing, organizing and supervising the maintenance of department records, ensuring complete accuracy and confidentiality, of manual and electronic files.
- Consulted Managers and Supervisors regarding employee turnover, absenteeism, changes in work settings, employee motivation and recognition.

DEANDRA L. HOUSE
Workforce Manager

Recruiter

Select Staffing & Contract Recruiting Manager Grant Thornton LLP (2012 – 2014)
Dallas, Texas

Ms. House worked various positions in the recruiting field.

- Successfully completed assignments with contract companies listed above.
- Managed all facets of full cycle recruiting process, with some supervisory duties.

Branch Manager

Lane Staffing Incorporated (2011 – 2012)
Dallas, Texas

Ms. House developed and executed innovative business plans that were aligned with overall business targets and priorities to achieve branch goals.

- Set expectations for branch staff, fostering an environment in which team members' work together to achieve all business goals.
- Maintained expense reporting for the branch of daily, weekly, monthly expenditures.
- Consistently found innovative ways to improve the business as measured by gross margin dollars, new customers, billed hours, fee revenue, total profit and net profit.
- Met new business sales goals in research, appointment setting, facility tour, solutions presentations and follow through of new prospects.
- Conducted monthly random audits to ensure effective adherence to operational requirements.
- Created and implemented a motivational environment through activity-based coaching and monitoring of staff activities and direct interactions with clients.
- Supported branch growth by identifying opportunities, coaching the team to deepen relationships and increase client acquisition.

Branch Managing Administrator

Universal American (2008 – 2011)
Hurst, TX

Ms. House managed multi-faceted tasks to ensure proper management and day to day operations for the branch. Responsibilities included:

- Execution of daily reporting of all production and expense reporting for the branch.
- Liaison between President, Vice President and Corporate Offices.
- Maintained, ordered and tracked all office supplies for the Branch.
- Hired, trained and supervised up to 25 temporary employees and assisted in achieving significant improvements in their productivity.
- Monitored and approved all time sheets for temporary staff.
- Established and maintained relationships with temporary staffing companies to ensure positions were filled appropriately.
- Setup and oversaw administrative policies and procedures and maintained FWA and HIPPA compliance regulations.
- Prepared invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet and presentation software.

QUALIFICATIONS

Nothing speaks more directly or more relevantly to our reputation as an exceptional service provider than our clients' experience of working with us. We encourage reviewers to contact our clients directly and have included below **three** projects, with references, similar in size and complexity that were completed in the last five years. All projects identified required human resource support to support an organization, such as the U.S. Navy, or a specific project

	Location: Jacksonville, Florida
Contract Name	Customer Organization
Executive Administrative Support Services	NAVSUP FLC Jacksonville
Point of Contact	Duration
Caretha Brown-Griffin, Director Office of Small Business Programs Fleet Logistics Center Jacksonville Jacksonville Naval Air Station, Jacksonville FL Phone: (904)542-1143 Email: Caretha.BrownGriffin@navy.mil	September 15, 2017 – January 1, 2019
General Project Description	
The NAVSUP FLC Jacksonville awarded EBS a Financial Analyst Support contract to provide professional financial and administration support services to assist Government employees in screening and reviewing contracts, organizing contracts files in specific categories, updating and inputting information related to the contract administration process, and other duties related to contract administration.	
Management Consulting Services Provided	
Human Resource Support Staff augmentation for key programmatic functions	

	Location: Broward County, Florida
Contract Name	Customer Organization
Broward County ELMS Project / Mitigation Plan	Broward County Emergency Management
Point of Contact	Duration
Necole Holton Jacobs, MEP Emergency Management Division 201 NW 84th Ave, Plantation, Florida 33324 Office: 954-831-3345 Email: NHolton@broward.org	May 16, 2017 – September 1, 2018
General Project Description	
Elite worked with the Broward County Emergency Management Division to update their existing County Enhanced Local Mitigation Strategy (ELMS). This project served as a road map for Broward County stakeholders to follow moving forward, resulting in realistic incremental improvements in making Broward County a model disaster resistant and sustainable community. The LMS update included the assessment of hazard risks facing Broward County and its participating municipal jurisdictions. The risk assessment completed for Broward County provided the identification and	

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analysis of known hazards that may threaten life and property across the entire planning area. It also included the results of a multi-jurisdictional vulnerability assessment conducted for each of Broward County's municipal jurisdictions. The vulnerability assessment helped to describe each jurisdiction's vulnerability to identified hazards in terms of the type and numbers of buildings, infrastructure, and critical facilities located in hazard areas as well as potential loss estimates for vulnerable structures.

Management Consulting Services Provided

Technical assistance for the Risk Assessment
Staff augmentation for key programmatic functions
 Community and Stakeholder Engagement

		Location: Nationwide
Contract Name		Completion Date:
NCCU Institute for Homeland Security & Workforce Development		March 2016 - Ongoing
Point of Contact:		Customer Organization
Chris Herring, Executive Director North Carolina Central University Institute for Homeland Security & Workforce Development Department of Criminal Justice (919) 530-5206 Office (704) 232-1257 Cellular Diane Sampson North Carolina Central University Institute for Homeland Security & Workforce Development Department of Criminal Justice sampsond@NCCU.EDU (919) 530-6924 (phone) (919) 530-6930 (fax)		North Carolina Central University
General Project Description		
EBS provides staff to support and facilitate the delivery of workshops and community trainings throughout the country for the Rural Domestic Preparedness Consortium through North Carolina Central University.		
Management Consulting Services Provided		
Training and Staff Augmentation Technical assistance Community and Stakeholder Engagement		

APPENDICES

APPENDIX A

HUMAN RESOURCE CONSULTING SERVICES REQUEST FOR PROPOSAL (RFP) FEE PROPOSAL

Fee proposal to provide Human Resource Consulting Services (as defined in the Scope of Work) is as follows:

Cost Year 1: \$246,822.77

Cost Year 2: \$254,227.46

Cost Year 3: \$261,854.28

Hourly fee for work outside of the scope of work: \$160.00

Fee proposal to provide Non-Essential Services, if any included in response, is as follows:

3 Year Cost of Payroll Administration \$114,051.84

3 Year Cost of Payroll Timekeeping (Included in Payroll Administration Fee)

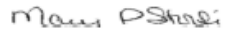
3 Year Cost of Workers' Compensation Administration (Included in Payroll Administration Fee)

Additional breakdown of fees by service is also allowed.

Please Note:

Costs includes the following positions and Direct Labor (DL) Hours:

- Workforce Manager: Full-time - DL 2,080 per year
- Contract Manager: Part-time - DL 1,056 per year
- HR & Benefits Specialist: Part-time - DL 1,056 per year
- Payroll Specialist: Part-Time - DL 1,056 per year

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE(MM/DD/YYYY) 05/23/2019			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER PAYCHEX INSURANCE AGENCY, INC. 150 SAWGRASS DRIVE ROCHESTER, NY 14620		CONTACT Paychex Insurance Agency Inc PHONE (A/C, NO. EXT): 877-266-6850 FAX (A/C, No): 585-389-7426 E-MAIL ADDRESS: Certs@paychex.com					
INSURED Paychex Business Solutions LLC Elite Business Strategies LLC 911 PANORAMA TRAIL SOUTH ROCHESTER, NY 14625-0397		INSURER(S) AFFORDING COVERAGE		NAIC #			
		INSURER A: ILLINOIS NATIONAL INSURANCE COMPANY		23817			
		INSURER B:					
		INSURER C:					
		INSURER D:					
		INSURER E:					
		INSURER F:					
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ _____						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	020338985	06/01/2019	06/01/2020	☒ WC STATUS-TOLRY LIMITS ☐ OTH-EB E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Worker's Compensation coverage is provided to only those employees leased to, but not subcontractors of the named insured.							
CERTIFICATE HOLDER PROOF OF COVERAGE				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE 			

ACORD 25 (2016/03)

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Elite Business Strategies, LLC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022		CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL: contact@hiscox.com ADDRESS:	
INSURED Elite Business Strategies, LLC 504A Capital Circle SE Tallahassee, FL 32301		INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc NAIC # 10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
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A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	N		UDC-1473391-CGL-19	07/18/2019	07/18/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ S/T Gen. Agg \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Professional Consulting Services							

CERTIFICATE HOLDER Town of Pembroke Pines 3150 SW 52nd Avenue Pembroke Pines FL 33023	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Elite Business Strategies, LLC



CERTIFICATE OF LIABILITY INSURANCE

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08/21/2019

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PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc NAIC # 10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Elite Business Strategies, LLC 504A Capital Circle SE Tallahassee, FL 32301	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LTR		(INS)	(WVD)		(MM/DD/YYYY)	(MM/DD/YYYY)	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
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A	Professional Liability	N		UDC-1473391-EO-19	07/16/2019	07/16/2020	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Professional Consulting Services

CERTIFICATE HOLDER Town of Pembroke Pines 3150 SW 52nd Avenue Pembroke Pines FL 33023	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Applicant Tracking System



Candidate-Friendly Experience, Robust Configurability, and Award-Winning Service

The applicant tracking system is a comprehensive, Web-based applicant tracking system (ATS) offering full-featured candidate sourcing, screening, and tracking. Our software-as-a-service (SaaS) model makes our system accessible from anywhere at any time and provides broad configuration and integration capabilities. Our clients rave about our user-friendly, robust, and configurable hiring tools.

The Candidate Experience Promotes Your Company Culture

Features include:

- The ability to apply 24/7 through a mobile phone, Facebook® app, or internet browsers. *
- Straightforward application process that includes detailed instructions, simple screens, progress meter, section reviews, and familiar tools to submit a resume.
- Resume-parsing functionality that reduces data entry.
- Secure online application process with Verisign® security.

*24/7 account access generally means 24 hours a day, 7 days a week, except when systems are unavailable due to scheduled maintenance.

- Free support through live chat, telephone, email, and a self-help wizard.
- Relationship tools with social network integrations, RSS feeds, email, and share functionality.
- Communication tools with job notifications and the ability to check the status of an application.

Recruiting Tools Maximize Your Reach

- Encourage employee referrals with a simple submission portal.
- Promote your jobs through free job-board postings to Glassdoor®, Indeed®, Simply Hired®, and Trovit®; a search-engine - optimized career portal; and integrated social-media tools for sharing and building connections.
- Empower applicants to share your job openings via social networking and email.
- Attract passive applicants with opt-in email notifications, job-opening RSS feed, and a recommended-jobs sidebar.

Communication Tools Reinforce Your Brand and Build Relationships

- Empower applicants to update and check their application status at any time.
- Incorporate video to communicate your vision, values, culture, or expectations.
- Keep applicants interested and engaged with ongoing email communication and updates.



Tracking and Compliance Tools Facilitate Your Hiring Process

- Benefit from comprehensive applicant documentation and history that is easily reportable.
- Quickly locate data with our comprehensive applicant, requisition, and resume search functionality.
- Maintain a universal hiring process with a designated workflow.
- Share data with colleagues through the vast export, email, printing, and reporting capabilities.
- Interact with hiring managers using feedback tools.
- Stay connected with an Outlook® integration for contacts and appointments.
- Experience stress-free job posting with requisition management and automated requisition approval.
- Monitor compliance with a variety of EEO/OFCCP tools.
- Evaluate trends with predefined sourcing and applicant workflow reports.

Hiring Functionality Completes Your On-Boarding Cycle

Step 1: Fill a requisition and be prompted to:

- Assign the date of hire and hired status for each applicant and send congratulations via email.
- Update the remaining applicants' statuses and send disposition emails.

Step 2: Analyze time-to-fill, sub-cycle, and aging through the hiring metrics reports.

The Administrative Interface Helps Configure Your Hiring Process

- Benefit from the experience and knowledge of a dedicated resource who will assist you through implementation and training.
- Set up your organizational structure for easy job posting and reporting.
- Develop your applicant workflow with statuses and automated emails.
- Construct a job-description library that can be used to create requisitions in seconds.
- Design your online application process(es) with multiple-choice and/or text-response prescreening questions with scoring capabilities, tiered-sourcing data collection, voluntary submission of EEO data, resume and document collection, and a comprehensive application builder.
- Manage users and regulate their access.



Onboarding System

Process New-Hire Paperwork More Efficiently



Make a great first impression on newly hired employees by eliminating the need to complete paperwork manually on their first day. With the onboarding solution, you can electronically collect, sign, and store new-hire documents before an employee's start date.

Improve Productivity

Enable new hires to complete their pre-hire paperwork online from any computer.

Reduce Administrative Costs

Eliminate duplicate data entry and filing costs with an online process that provides 24/7 access to data.

Manage Your Process

Create and manage your onboarding process with a specialized administrative interface. The standard process can be easily modified at no additional cost.

Standardize New-Hire Paperwork

Collect Form 1-9, Form W-4, state tax forms, and gender and race/ethnicity information by activating the standard offering. You can also collect a new hire's acknowledgement of the employee handbook, company policies, and their application. The wizard-driven process ensures that all materials are completed.

Improve Communication

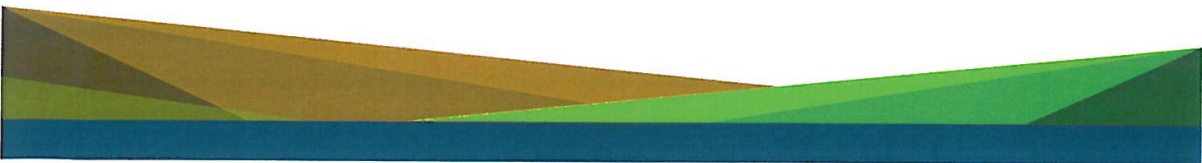
Stay up to date on the new hire's onboarding progress with status-driven workflows and email notifications. The result is a fluid process that can maintain momentum.

Ensure Data Security

Rest assured that the candidate is submitting information on an encrypted site with dual authentication. A new hire's signed documents are stored in a document vault and assigned a complete electronic signature audit trail.

For more information about additional functionality and pricing, call our toll-free number or visit our website.

160746F 12/11/14





SUBMISSION TO



FOR

**HUMAN RESOURCE CONSULTING SERVICES
REQUEST FOR PROPOSAL #19-04**

TABLE OF CONTENTS

a) Cover Letter	2
b) Background and Project Summary	3
c) Approach to Scope of Work.....	3
d) Tentative Implementation Schedule for Scope of Work	7
e) Staffing.....	8
f) Qualifications & Experience	8
g) Fee Proposal - Appendix A.....	11
h) Exhibit 1 - Human Resources Audit Services Outline & Audit Components.....	12
i) Exhibit 2 - Human Resources Audit Preparation Listing	14
j) Lisa Perez, Full Bio	17
k) Lisa Perez, Formal Resume	19
l) Reference Letters from clients served under same Scope of Work	22



Town of Pembroke Park
Human Resource Consulting Services
RFP #19-04

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

Attn: Natasha Joseph & Pembroke Park Commission

Dear Ms. Joseph & Town of Pembroke Park Commission,

HBL Resources, Inc., a Florida Corporation, is headquartered in the City of Miramar, Florida and has operated in Broward County with clients throughout the United States since 8/13/2011. HBL Resources has been awarded company certifications from Broward County Office of Economic and Small Business Development as a County Business Enterprise (CBE) and Small Business Enterprise (SBE).

The Miramar location at 1953 SW 149th Avenue, Miramar, FL 33027, is its main office and the only location that will service the proposed HR Support for The Town of Pembroke Park. The company is owned and operated by Lisa I Perez, SPHR, SHRM-SCP. Currently the President, Lisa I. Perez is the sole managing and operating manager of the business. The only other listed officer in the company is Mark A. Perez, whose title is Vice President and operates as a silent partner of the firm. HBL Resources, contracts two virtual assistants for back office operations only such as accounting, social media, web development, and other support services.

As a full-service Human Resources Consulting firm, our core business lines offer various levels of support including: On-Demand HR Consulting, On-site and Off-Site HR Administration Services, Employee & Management Training and complete HR function guidance and support. The forgoing proposal is valid for 90 days from the date submitted.

Respectfully,

Lisa I. Perez, SPHR, SHRM-SCP
President, HBL Resources, Inc.

Summary of Location and Contact Information

HBL Resources, Inc.
1953 SW 149th Avenue, Miramar, Florida 33027.
Phone No: 954-249-1202, Fax: 678-693-8186,
Email: lisa@hblresources.com
website: www.hblresources.com
Contact Person: Lisa I Perez

Background and Project Summary

HBL Resources' understanding of the Town of Pembroke Park is as follows:

Pembroke Park was incorporated on December 10, 1957. The total area of the town is 1.6 square miles with Pembroke Park has 17 mobile home pars, four of which are devoted to recreational vehicle camping its Mayor is Ashira Mohammed. As of the 2010 census, the population was 6,102. The Town has 35 Employees of which 2 are Managerial with approximately 20 Independent Contractors.

The goal for this RFP, according to Ms. Natasha Joseph is to obtain autonomy in recruiting, hiring, retaining, disciplining, with service that would include recruiting/staffing, employee orientation, employee relations, performance management and salary administration, overseeing the termination of employees and analyzing exit interviews, as well as compliance with Federal, state and local laws and regulations related to employment, and compliance with internal policies and procedures.

Approach to Scope of Work

Through a combination of on-site visits and off-site administration, HBL Resources' principal will assume the role of human resources manager within the organization for a two-year period. This mix of on-site and off-site visits can be discussed to accommodate the needs of the Town of Pembroke Park but is proposed as a mix of between 30-40 on-site hours per month and additional off-site hours to achieve the Scope of Work expected over the initial 2 year period.

As HBL Resources consistently provides its clients with HR Infrastructure Development, we anticipate completion of Items B,D,G,H, I, K, L, A, Q listed in the Specific Services Requested, to be completed within the first year of consultation. This will ensure we have the foundational HR infrastructure in place to be able to take the HR Function to the next level in year two which may include Career and Workforce Development, Succession Planning, Rewards & Recognition, Benchmarking, Organizational Development Analysis, Strategic Planning.

On-Site Administration time will be used for:

- Completion of an evaluation of current human resources practices and procedures (See EXHIBIT 1 & 2 HR Audit Services Outline)
- Hiring, on-boarding, promotion and separation of employees
- Manage human resources questions from both management and staff
- Management of employee records in accordance with applicable laws
- Administration of employee benefits and directing of open enrollment

As necessary, a combination of both On-Site & Off-Site Administration time will be used for:

- Assistance with development of staff training programs related to employee conduct and soft skills, as well as monitoring of completed training programs and coaching for supervisors and management, including but not limited to sexual harassment, non-discrimination, anti-retaliation, Fair Labor and Standards Act, etc. (<https://sbshrs.adpinfo.com/blog/employee-training-whats-required-whats-recommended>)
- Regular communication to Town Manager of changes affecting labor laws or regulations

- Recommendations for continuous improvement of human resources policies and procedures
- Assistance with other tasks or needs as deemed necessary by the Town
- Create and update current job descriptions and communicate recommendations
- Manage human resources questions from both management and staff
- Recommendations of policies to ensure compliance with federal, state and local standards and regulations
- Review of personnel policy manual and recommendations for changes
- Administration of leave policies
- Administration of employee benefits and directing of open enrollment
- Review benefits package in relation to industry standards and create employee benefit statements
- Review of annual performance review process, including creating new or improved forms as necessary, and recommendations for improvement
- Handling, tracking and reporting of employee performance issues, disciplinary actions and employee and manager complaints
- Entry and tracking of all status changes such as new hires, terminations, leaves, and promotions etc.

Learning Management System On-Line/On-Demand Training

Our services will also provide access to the complete Webinar Training Library (See <https://hblresources.com/wp-content/uploads/2018/11/Training-360-Course-List-2018-2019.pdf>)

- a. Provided by HBL's *Training360 Portal (Full Information on Video Library Listing in Index Tab 10 of this proposal) includes:
 - i. High quality online courses developed by attorneys
 - ii. Easy-to-understand, professionally produced videos with interactive quizzes for a quality learning experience
- b. Town of Pembroke Park Benefits
 - iii. City of Pembroke Park Representatives assign training courses based on role in the company--employees, managers, or HR
 - iv. City of Pembroke Park can fully self-administer the system or obtain support from HBL Resources
 - v. City of Pembroke Park can track an employee's progress per course
 - vi. HBL's Training360 platform issues certificates of completion per course for each employee
 - vii. City of Pembroke Park has access to course statistics and reports for entire organization.
- c. Employee Benefits
 - viii. Provides anytime, anywhere online access for employees
 - ix. Works across all devices--PCs, laptops, tablets, and phones
 - x. Keeps employees HR compliant
 - xi. Employees train at their own pace

To accomplish all goals within this Scope of Work the Town of Pembroke Park will:

1. Ensure the current human resources staff must provide all current documents, policies, procedures, access to respective technologies to ensure HBL Resources has the necessary information to complete the full scope of work. Human Resources staff will support the implementation of all recommendations and directives provided by HBL Resources' principal, Lisa Perez.

2. Incumbent HR staff may be required to:
 - a. Maintain recordkeeping in accordance with Federal, State and Local law as instructed by Consultant.
 - b. Post Open Positions
 - c. Pre-Screen Candidates for Consideration by Consultant for open positions
 - d. Schedule Interviews for Consultant
3. Ensure a thorough Orientation to the Town of Pembroke Park and its operations and Key Leaders.
4. Provide all information as required by the HR Audit in Exhibit 1&2 to complete the comprehensive HR Audit.
5. Provide Consultant with access to all online platforms for remote administration.
6. HBL Resources will also develop any incumbent HR Representative as needed to provide the support required to execute tasks that may be delegated for completion.

HBL Resources' scope of services provided to clients include but may not be limited to:

HR Administration

- Comprehensive HR Audits
- HR Office Support (Onsite and Remote)
- HR Policy & Procedure Manual and Forms Development
- Employee Handbook Development
- Employee Opinion/Engagement Survey Administration
- Standardized Job Description Development
- Turnover Reporting and Analysis

DISC: The Model of Human Behavior Assessments

D.I.S.C. assessments measure four dimensions of behavior, each associated with a behavioral style: Dominance – How you respond to problems or challenges. Influence – How you influence others to your point of view. Steadiness – How you respond to the pace of the environment. Compliance – How you respond to rules and procedures. The assessments are highly personalized and set the foundation of personal awareness to be used for Executive Coaching and self-development, during the training sessions as well as one-on-one coaching. Through use of assessments and activities our workshops are interactive to ensure each participant is fully engaged from start to finish.

- Concise Version (6-pages)
- Standard Version (30-pages)
- Extended Version (50-pages)
- Leadership Version (60+ pages)

Training and Development

Leadership Development training is critical to efficient business practices, succession planning and ensuring manager and employee engagement. Our comprehensive Complete Manager Makeover™ workshops focus on providing immediate and practical insight to educate participants on the legal ramifications of their actions or inaction. HR Best Practices and tools are provided to positively engage employees and managers to succeed; in turn this improves your individual and business performance. Some workshops within the Complete Manager Makeover™ Series include:

- Legal Hiring and Effective Interviewing Skills
- Training and Evaluating for Success

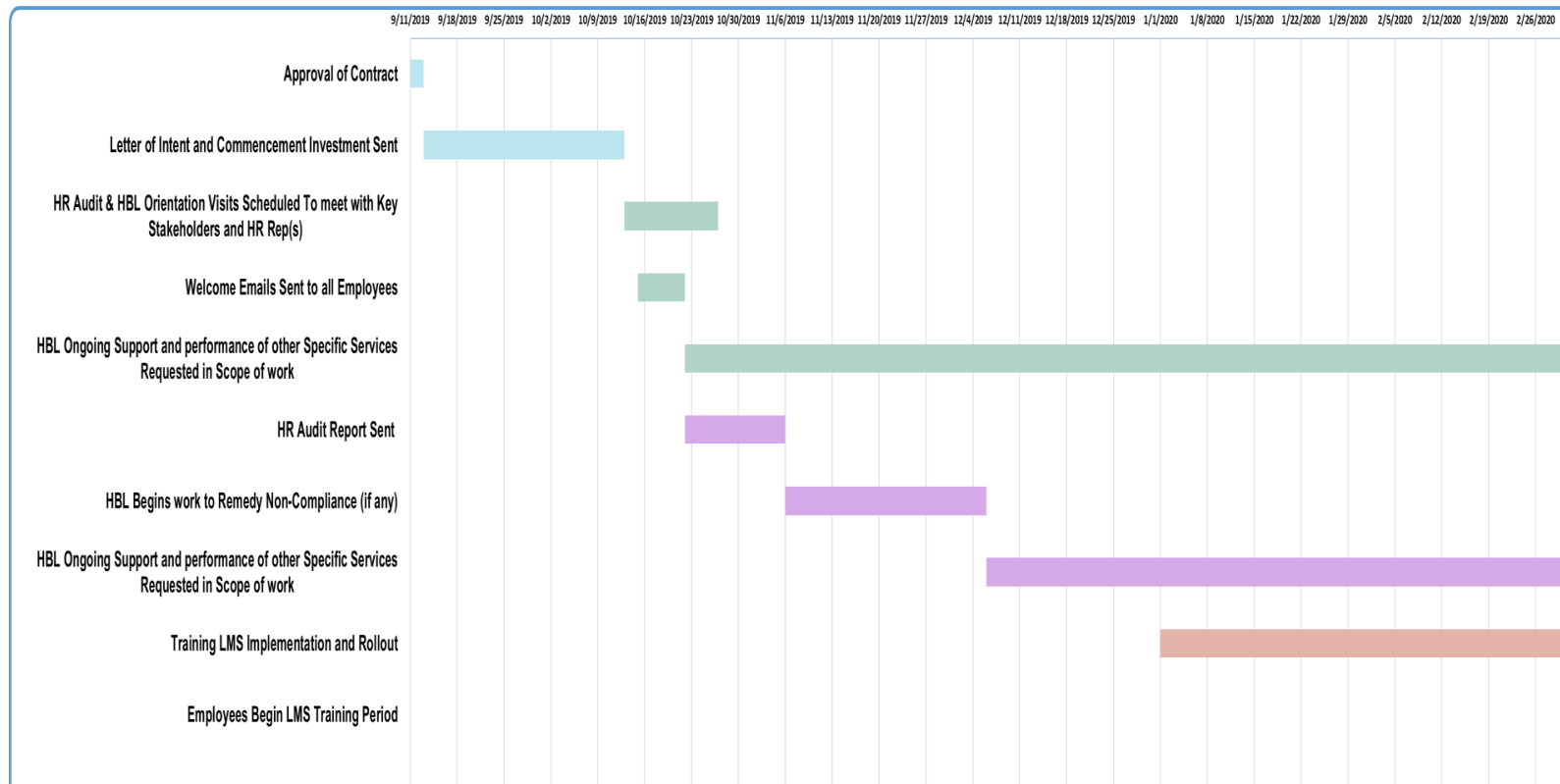
- Feedback and Performance Management
- “Alphabet Soup”: FLSA, ADA & FMLA, EEOC and more!
- The Art of Human Behavior & DISC Assessments
- Clash of the Generations
- Harassment & Discrimination Free Workplace
- Guest Service Training
- Teambuilding Workshops
- Workplace Diversity & Inclusion

Non-Essential Services:

While HBL Resources can provide consultation and manage the RFP process to vet and implement effective and efficient vendors for the following services, HBL Resources does not provide:

- Payroll administration
- Payroll time keeping
- Workers’ compensation administration

Tentative Implementation Schedule for Scope of Work



HBL Ongoing Support and performance of other Specific Services Requested in Scope of work continue as contracted in initial Agreement and any renewal periods thereafter.

Staffing

Lisa I. Perez, the firm's principal will be the only provider of services for this contract. Mrs. Perez has previously successfully executed this type of scope of service through a combination of on-site and off-site support to organizations such as:

Company Name: North Beach Village
Client Contact: Mary D'Argenis, CEO
Employee Base: 120 Employees
Timeframe: 9 months
Letter of recommendation included herein

Company Name: Clevelander Hotel
Client Contact: Tom Burchett, CFO
Employee Base: 300+ Employees
Timeframe: 9 months
Letter of recommendation included herein

At HBL Resources we strive to be the acknowledged leader through proven HR practices delivered with integrity, reliability and value to support or fully supply your Human Resource needs. With an increasingly disengaged workforce, shifting diversity issues, emerging global competition, their goal is to affordably address these issues and improve individual and business performance.

Qualifications & Experience

Lisa Perez is the President of Human Resources consulting company, HBL Resources, Inc. a Florida Corporation. She brings 27 years of HR experience and serves as a trusted advisor, trainer or consultant to small and large organizations including Virgin Hotels, Miccosukee Resort and Gaming, Banesco USA, SLS Hotels and Brinks International to name a few.

Lisa is a member of the Society for Human Resources Management where **she has held her Senior Professional in Human Resources (SPHR) certification since 2002 and has held the SHRM-SCP designation since 2015.**

Prior to launching HBL Resources, Lisa Perez held positions such as VP of Human Resources for Tecton Hospitality/Desires Hotels; a Miami based hotel Management Company operating up to 21 hotels located in six states & Puerto Rico with over 1200 employees.

Director of HR for the 1 Fontainebleau Hilton Resort in Miami Beach, FL, a hotel with over 1200 employees.

A Full Bio and Professional Resume is attached.

Minority or Woman Owned Business Certifications

HBL Resources, Inc. is certified as follows:

- Broward County
 - County Business Enterprise and Small Business Enterprise
- Miami Dade County Public Schools
 - Minority Owned Business
 - Women Owned Business

Licenses

Broward County Business License

Notary Public License

City of Miramar Business License

Municipal Projects and Related Work Experience

Previous experience with clients wherein HBL consistently met all timelines based on approved proposals. In addition to the clients listed in Section D, below are clients who have engaged HBL Resources, Inc. for similar services as outlined in this RFP including Private Sector and Municipal government:

1. City of Miramar: Comprehensive Benefit Audit (Project end date 8/31/19)
2. City of Coral Gables: Complete Update of the Human Resources Policy and Procedure Manual
3. City of Fort Lauderdale: LMS Subscription for employee base of 2500 to some Training Webinars via the LMS Platform including Harassment, Violence in the Workplace, Bullying and ADA (to be implemented 10/2019).
4. Training & Development Clients:
 - a. Hialeah Racetrack and Casino, Hialeah, FL: Two 4 Hour Workshops training all Executives and Managers encompassing The Model of Human Behavior, Legal Hiring and Effective Interviews and Alphabet Soup a session covering Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Title VII of the Civil Rights Act of 1964, Harassment, Discrimination etc.
5. Facilitation of HBL's proprietary program *The Complete Manager Makeover™* including some or all modules for employees and managers of the following organizations:
 - a. Children's Harbor
 - b. United Screening Services
 - c. Blue Bird Child Care Center
 - d. Nautilus Holding Corporation
 - e. Terminal Security Solutions
 - f. Metro Shore
 - g. Brinks International
 - h. Best Buddies International
 - i. Marshalls Hotels
 - j. Goldman Properties
 - k. SLS South Beach, FL

HBL Workload and Capabilities

While HBL Resources currently manages various clients and has done so successfully for over 8 years, it is accomplished through effective time management strategies, advance scheduling of resources and ensuring no new client workloads ever overextend its resources or put current clients in jeopardy.

HBL Resources' facilities currently includes one office location equipped with the following facilities and technical capabilities that will be used to service and support the scope of work outlined herein:

1. Fully dedicated office space including all standard office equipment including PC, Dual Monitors, BW and Color Printer, Scanner, Fax.
2. Technological support Software as a Service (SaaS)
 - a. **Training360 Technology - Included as part of this proposal to provide Online Training.**
3. Comprehensive Calendar Management System to ensure optimal Time management and blocks for all scheduled training and workloads.
4. Mimeo.com is HBL's innovator of online managed content distribution and printing with its ability to provide an easy fast and reliable way to manage and distribute printing, reproduction of material.
5. Zoom technology for Video Conferencing

References of companies who have received similar services as outlined in this Scope of Work in its entirety

Company Name: North Beach Village
Client Contact: Mary D'Argenis, CEO
Employee Base: 120 Employees
Timeframe: 9 months
Contact info: (305) 322-0940
Email: mary@mdahospitality.com

Company Name: Cleavelander Hotel
Client Contact: Tom Burchett, CFO
Employee Base: 300+ Employees
Timeframe: 9 months
Contact info: (786) 276-1429
Email: tburchett@briodest.com

Municipal Government References are available and will be provided upon request, however, the services delivered are/were more limited than those outlined in the full Scope of Work herein.

Fee Proposal - Appendix A

HUMAN RESOURCE CONSULTING SERVICES REQUEST FOR PROPOSAL (RFP) FEE PROPOSAL

Fee proposal to provide Human Resource Consulting Services (as defined in the Scope of Work) is as follows:

	Year 1 (12 Mon Contract)	Year 2 (12 Mon Contract)	Year 3 - Renewal (12 Mon Contract)	Year 4 - Renewal (12 Mon Contract)
Total Investment	\$ 80,867.50	\$ 77,700.00	\$ 77,700.00	\$ 80,700.00
Commencement Investment due to schedule Audit & Begin Services	\$ 7,955.00			
Monthly Investment	\$ 6,628.41	\$ 6,475.00	\$ 6,475.00	\$ 6,725.00

Hourly fee for work outside of the scope of work \$185.00

Fee proposal to provide Non-Essential Services, if any included in response, is as follows:

While HBL Resources can provide consultation and manage the RFP process to vet and implement effective and efficient vendors for the following services, HBL Resources does not provide:

- Payroll administration
- Payroll time keeping
- Workers' compensation administration

Upon Approval of Proposal and Issuance of Letter of Commencement, tentative scheduling of on-site audit and visits for orientation and administration purposes will commence upon receipt and clearing of Commencement Fee and continuing as outlined below.

Tentative Proposed Payment Schedule

Year 1			Year 2		Year 3		Year 4	
Commencement Investment								
Tuesday, October 1, 2019		\$ 7,955.00	Thursday, October 1, 2020	\$ 6,628.41	Friday, October 1, 2021	\$ 6,475.00	Saturday, October 1, 2022	\$ 6,725.00
Friday, November 1, 2019		\$ 6,628.41	Sunday, November 1, 2020	\$ 6,475.00	Monday, November 1, 2021	\$ 6,475.00	Tuesday, November 1, 2022	\$ 6,725.00
Sunday, December 1, 2019		\$ 6,628.41	Tuesday, December 1, 2020	\$ 6,475.00	Wednesday, December 1, 2021	\$ 6,475.00	Thursday, December 1, 2022	\$ 6,725.00
Wednesday, January 1, 2020		\$ 6,628.41	Friday, January 1, 2021	\$ 6,475.00	Saturday, January 1, 2022	\$ 6,475.00	Sunday, January 1, 2023	\$ 6,725.00
Saturday, February 1, 2020		\$ 6,628.41	Monday, February 1, 2021	\$ 6,475.00	Tuesday, February 1, 2022	\$ 6,475.00	Wednesday, February 1, 2023	\$ 6,725.00
Sunday, March 1, 2020		\$ 6,628.41	Monday, March 1, 2021	\$ 6,475.00	Tuesday, March 1, 2022	\$ 6,475.00	Wednesday, March 1, 2023	\$ 6,725.00
Wednesday, April 1, 2020		\$ 6,628.41	Thursday, April 1, 2021	\$ 6,475.00	Friday, April 1, 2022	\$ 6,475.00	Saturday, April 1, 2023	\$ 6,725.00
Friday, May 1, 2020		\$ 6,628.41	Saturday, May 1, 2021	\$ 6,475.00	Sunday, May 1, 2022	\$ 6,475.00	Monday, May 1, 2023	\$ 6,725.00
Monday, June 1, 2020		\$ 6,628.41	Tuesday, June 1, 2021	\$ 6,475.00	Wednesday, June 1, 2022	\$ 6,475.00	Thursday, June 1, 2023	\$ 6,725.00
Wednesday, July 1, 2020		\$ 6,628.41	Thursday, July 1, 2021	\$ 6,475.00	Friday, July 1, 2022	\$ 6,475.00	Saturday, July 1, 2023	\$ 6,725.00
Saturday, August 1, 2020		\$ 6,628.41	Sunday, August 1, 2021	\$ 6,475.00	Monday, August 1, 2022	\$ 6,475.00	Tuesday, August 1, 2023	\$ 6,725.00
Tuesday, September 1, 2020		\$ 6,628.41	Wednesday, September 1, 2021	\$ 6,475.00	Thursday, September 1, 2022	\$ 6,475.00	Friday, September 1, 2023	\$ 6,725.00

EXHIBIT 1 – HUMAN RESOURCES AUDIT SERVICES

HR Audit includes Human Resource specific practice areas including: Recruitment/Employment, Equal Employment Opportunity Compliance, Benefit Administration Procedures, FLSA Compliance, Loss Prevention/OSHA/BBP/Hazard Communication (where applicable), General HR Office Administration/Processes, Personnel Records, Employee File Audit, Complete I-9 Audit, Management/Supervisory Development Strategies (employers with >50 employees). A more detailed outline is contained herein. (The approximate timeframe to complete the Audit may be up to 1 ½ business days, the timeframe for employers with >100 employees may be up to 2 days).

A complete written report including recommendations and HR functional area compliance percentages will be provided within 15 calendar days of conducting the on-site Audit

The additional services provided in accomplishing our audits include:

1. One on one feedback and advice to Client liaison/representative during HR Audit process (if applicable). Throughout the Audit, ongoing verbal feedback of findings is provided to the designated liaison. A written post Audit report including summary of findings and recommendations will be provided with prioritized action items based on the risk level (e.g., **high**, **medium**, and **low**).
2. Upon request and within 5 days of receipt of the written HR Audit Report, a one-hour post-Audit phone conference may be requested to review contents of the HR Audit Report.
3. Unless included in the proposal for ongoing services, at client request, further proposals can be obtained for additional and continuing services to remedy non-compliant areas, train designated liaisons in compliance processes, and enhance the Client Human Resources Infrastructure.
4. HBL Resources will execute Non-Disclosure/Confidentiality Agreement as requested by Client or any of its clients.

To be provided by Client

The following information should be provided to HBL Resources to ensure a more thorough and custom final project: (where necessary should be provided via digital media (.pub, .doc, .jpeg, .jpg, .bitmap, .gif via disk, email, usb etc.):

1. Telephone and email access to Key Client, liaison and/or Executive(s) as needed for timely project completion and advancement of deliverables.
2. Telephone and email access to Key Client's, Client liaison(s) and/or Executive(s) as needed for timely project completion and advancement of deliverables.
3. Non-Disclosure Agreement if required to be executed by HBL Resources.
4. Where necessary, email introduction of Consultant to outside Vendors as may be necessary for Audit completion prior to day one of assignment. The email must ensure the inclusion of information pertaining to the HR Audit and the anticipation of cooperation with any requests to expedite the Audit results. Consultant has provided a draft of this email for modification included herein as Exhibit 3. Consultant should be copied on the distribution of the final email to begin email communications with respective contacts as needed.
5. Payroll System Login for access to reporting as necessary to complete components of the audit or receipt of required/requested reports to be received on or before scheduled audit dates.
6. Full Access to or timely delivery of records, reports, documentation, forms or literature to complete a thorough Human Resources Audit including but not limited to: employee files, I-9 documents, medical records, payroll records, recruitment data, HRIS data, benefit SPD's, HR reports, HR data, and complete facility access and any other such data or information as is necessary for successful completion of the HR Audit.
7. Office space and equipment at client location to include but may not be limited to: Telephone, Computer Monitor, Internet Access, Wi-Fi access.

EXHIBIT 1 – HUMAN RESOURCES AUDIT SERVICES

CONCISE HUMAN RESOURCES AUDIT /AUDIT COMPONENTS

The HR Audit includes a full scope of the HR Body of Knowledge: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, Risk Management and Office Administration with specific practice areas as follows:

- Legal Compliance
 - Federal, State & County Labor Law Compliance
- Recruitment/Employment
 - Pre-Employment Processes & Recruitment Strategies
 - Handbook Audit and recommendations (not updating)
 - Application and On-boarding
 - Job Description Audit and recommendations (not updating)
- Equal Employment Opportunity Commission/Affirmative Action (if applicable)
- Benefit Administration
 - SPD's
 - Workers' Compensation
 - Cobra Compliance
- General Wage and Hour, FLSA Compliance
- Loss Prevention
 - OSHA Reporting Recordkeeping
 - BBP (Blood borne Pathogens)
 - Hazard Communication
 - General Safety & Communication
- General Employee Files
- Administration/Personnel Records
 - Performance Management Tools
 - Discipline Policy
 - Discharge Process and Documentation
 - Post Separation Processes
- Management/Supervisory Development Strategies (employers > 100 employees)
 - Training Infrastructure
 - New Hire Onboarding & Orientation Training
 - Guest Service Training (if applicable)
 - Management Training Initiatives and Programs
 - Training Operations, Compliance & Tracking
 - Succession Planning
- Complete I-9 Audit

Approximate timeframe to complete Audit is 1 business day for employers with < 50 employees, 1 ½ to 2 business days for employers > 50 employees and providing timely access to data as required for the Audit, which may be provided in advance of the Audit. Throughout the Audit ongoing feedback of findings are provided to the designated liaison if available and a complete written post Audit report including summary of findings and recommendations will be provided with prioritized action items based on the risk level or compliance percentage within 15 business days of the finalization of the HR Audit .

EXHIBIT 2 - AUDIT PREPARATION LISTING

This is not an all-inclusive listing, other requests will be made at time of Audit; however, these items should be made available on the first day of the on-site Audit or where available, provided to HBL Resources in as much in advance of the on-site Audit start date:

1. Recruitment Source Listing (if available)
2. Completed Application Forms
3. Access to Application Tracking System Logs/Reports or ATS Report for one year of data including:
 - a. Name
 - b. Date Applied
 - c. Position Applied For
 - d. Candidate or Hire Status
 - e. Reason
 - f. Referral Source
4. Current Employee Handbook
5. Access to all current
 - a. HRIS System (ADP)
 - b. I-9 Documents
 - c. Personnel Files for recordkeeping Audit of all files for active workforce)
 - d. Termination Files
 - e. Payroll Records
6. Disciplinary Log (if available)
7. Active Employee Roster including:
 - a. Last Name
 - b. First Name
 - c. Home Department
 - d. EEOC Class Code
 - e. Job Title/Position
 - f. Employee Type (Exempt/Non-Exempt)
 - g. Rate Type (Hourly/Salary)
 - h. Tipped (Yes/No)
 - i. Rate Amount
 - j. Hire Date
 - k. Birth Date
 - l. Gender
8. Terminations listing for 12 months including:
 - a. Name
 - b. Position
 - c. Term Date
 - d. Hire Date
 - e. Length of Active Employment
 - f. Termination Reason
9. Benefits
 - a. Consolidated Omnibus Budget Reconciliation Act (COBRA)* Notices
 - b. Family and Medical Leave Act (FMLA)** Notices
 - i. FMLA Designation Notice
 - ii. General FMLA Notice
 - iii. Notice of FMLA Eligibility & Rights and Responsibilities
 - c. Most recent Benefit Bills for all lines of coverage
 - d. Access to Employee Benefit Plan enrollment forms
 - e. Employee Benefit Deductions Report all Lines of Coverage

EXHIBIT 2 - AUDIT PREPARATION LISTING

10. Unemployment Compensation
 - a. Most recent Quarterly Statement of Benefit Charges
 - b. Employer's Contribution and Wage Report form Ui-3/40
 - c. Most recent Form RT-20 - Reemployment Tax Rate Notice
11. 3 Most Recent EEO-1 Report (if applicable)
12. Payroll - Records including the last two payrolls prior to Audit
 - a. Personnel Changes Report (list of all changes made in the last two payrolls prior to Audit)
 - b. New Hire Wage Scale (if available)
 - c. Deductions Report (for the last payroll prior to Audit)
 - d. WOTC Reports, If applicable
 - e. Wage garnishments Report
13. OSHA & Safety
 - a. BBP Training Documentation
 - b. Hazard Communication Training Documentation
 - c. CPR First Aid Certified Personnel Listing
 - d. Alcohol Certification Documentation (State Specific, if applicable)
 - e. Foodservice Sanitation or other such Food Safety Compliance Documentation (F&B, if applicable)
 - f. Forklift Certifications (Warehouses, if applicable)
 - g. HIPPA (Healthcare)
 - h. OSHA 300 Logs (Current and 2 years prior to audit)
 - i. Current Worker's Compensation Loss Run Report
14. Training, Management/Supervisory Development Strategies
 - a. Access to all Training Records, Logs, attendance sheets etc.
 - b. Access to any LMS (Learning Management Systems).
 - c. Access to any Succession planning Data or Databases
 - d. Internal Transfer/Promotions reports, interview documents etc.
 - e. Access to review all Facilitation Guides/Presentations for on-site delivered training.

In addition, any other such reports, documents, data etc as in necessary for project completion.

DRAFT

EXHIBIT 2 - AUDIT PREPARATION ANNOUNCEMENT

To HR Team, Controller, Payroll Administrator, HR Support Vendors etc.

The **COMPANY NAME** is pleased to introduce the contracting of Lisa I. Perez, SPHR, SHRM-SCP as of **DATE OF COMMENCEMENT**. Lisa is the President of human resources consulting company, HBL Resources, Inc.

Lisa will be with us from **DATES OF AUDIT**. Her role is to conduct an HR infrastructure Audit. Please provide her with immediate access to information that will allow her to conduct this comprehensive including operational processes and procedures, documentation, reports as requested which may include Legal Compliance, Recruitment Strategies, Training & Development, Wage and Hour, Loss Prevention, Administration etc.

We need both your cooperation and straightforward responses to requests for information to ensure the Audit provides the most accurate reflection of our strengths, levels of compliance/risk and opportunities to implement best practices. The complete schedule is attached which everyone should review to ensure you are aware of your date, time to meet with Lisa.

Please welcome Lisa and if you have any questions feel free to let either of us know. Lisa is copied on this email for everyone's convenience.



LISA I. PEREZ, SPHR, SHRM-SCP
HBL RESOURCES, INC.
President & CEO, HR Consultant



Lisa Perez is the President of human resources consulting company, HBL Resources, Inc. that specializes in Improving Business Performance through Engagement. She brings over 25 years of HR experience and serves as a trusted advisor, trainer or consultant to small and large organizations including Virgin Hotels, Miccosukee Resort & Gaming, The City of Coral Gables Best Buddies and Brinks International to name a few.

Lisa is a member of the Society for Human Resources Management where she has held her Senior Professional in Human Resources (SPHR) certification since 2002 and holds the SHRM-SCP designation as well. She is a member of The Society for Human Resources Management (SHRM), a volunteer member of S.C.O.R.E. and a member of The Miramar/Pembroke Pines Regional Chamber of Commerce (MPPRCC) since 2011. As a member of the MPPRCC, she volunteers on the Governance Committee and chaired the Ambassadors Committee from April 2013 - April 2016 as well as previously Co-Chaired the Education and Training Committee. Lisa has volunteered for the Broward County's KIDS AND THE POWER OF WORK (KAPOW) Program since 2012 where she facilitates 4th and 5th grade lessons to help prepare students for their futures in the workplace and life. Lisa was also a member of the Women's Ministry Team at Oasis Church in Pembroke Pines Florida where she facilitated the Women to Women Mentoring Program from 2011 to 2015. She is a Certified BridgeBuilder® Trainer who facilitates Generational Diversity in the Workplace and is a DISC Certified Human Behavior Specialist.

Prior to forming her consulting company, Lisa served as the VP of Human Resources for Tecton Hospitality/Desires Hotels; a Miami based hotel Management Company operating up to 21 hotels located in six states & Puerto Rico. She was the Director of HR at the Bonaventure Resort & Spa in Weston, Fl., and the Director of HR for the 1,200-room Fontainebleau Hilton Resort in Miami Beach, Fl. During her tenure with Hilton, she held the Vice President position of The South Florida Hospitality HR Association in 2002 introducing the first Legal Update and Trade Show concept to the Association. Prior to this, as the Corporate Director of Human Resources, she developed the company HR infrastructure for Bask Hotel Development Group, a management company based in Atlanta, GA with seven hotels totaling 1,000 rooms in various states.

Earlier in her career, she started her hospitality career with Interstate Hotels Corporation as a Hotel Front Desk Clerk. During her 10- year tenure, she progressed within the HR discipline and achieved the role of Corporate Director of Recruitment and Succession Planning.

She holds a Degree in Business Management from Southern College and attended Oklahoma State University to pursue her Sign Language Certification.

She has conducted breakout sessions, workshops and speeches on a variety of topics for several organizations including: Congresswoman Debbie Wasserman Schultz' 2019 Small Business Workshop; the 2019 Broward & Beyond Conference Plenary Session, a Keynote Speaker for the Tamarac North Lauderdale 2019 Business to Business Expo, the 2018, 2017 & 2014 HR Florida State Conference, the 2016 HRABC Diversity & Inclusion Forum, the 2015 Modern Women in Business Summit, the 5th Annual Jim Moran Business & Leadership Conference, the Fort Lauderdale Tower Club Business Luncheon, the 2014 Society for Diversity Leadership Retreat, the 2014 HR Association of Palm Beach County Conference, the HR Association of Broward County, the Young Professionals 360 Group of the Miramar/Pembroke Pines Regional Chamber of Commerce, and regularly offers the Miramar/Pembroke Pines Regional Chamber of Commerce Breakfast BizTips.

She is honored to have been recognized throughout her career as a 2019 Honoree at the 100 Successful Women in Business Conference, the 2018 ICABA Salutes HR Management Awards, 2015 peer nominated, Pinnacle Award from the Miramar Pembroke Pines Regional Chamber, consecutively recognized from 2015 - 2018 with the Volunteerism Award from KAPOW, a 2008 Finalist and 2007 Nominee for the South Florida Business Journal Excellence in HR Award, the 2003 Florida Hotel Motel Association Outstanding Manager of the Year, a 2003 and 2001 Finalist Award for the Human Resources Association of Broward County, HR Best Practices Award, the 2002 Fontainebleau Hilton Annual General Manager's Leadership Award, and in her early career, while with Interstate Hotels was awarded the Employee of the Year in 1994, and Employee of the Month in May 1994 and February 1992.

Prior to launching her consulting practice, through her efforts as the Executive HR Leader for her employers, they were recognized as follows:

- 2003 American Cancer Society Relay for Life Award for Best Team Tent
- 2002 Florida Hotel & Motel Association Special Events Awards - One-Time Event for the Fontainebleau Hilton
- 2002 Florida Hotel & Motel Association Special Events Awards - Ongoing Programs for the Fontainebleau Hilton
- 2001 Greater Miami and the Beaches Inn Key Diversity Award for the Fontainebleau Hilton
- 1996 Awarded Interstate Hotels Best Overall HR Office
- 1996 Awarded Highest Overall Satisfaction in the Employee Opinion Survey for Region III.

Originally, from Brooklyn, NY, she is a wife, mom to four daughters and a son and has one granddaughter. She loves scrapbooking and considers herself a craft geek.

LISA I. PEREZ, SPHR, SHRM-SCP

1953 S.W 149th Avenue - Miramar, FL 33027 - lisa@hblresources.com - 954-249-1202

EXECUTIVE PROFILE

VICE PRESIDENT OF HUMAN RESOURCES - HOTEL/RESORT/CORPORATE OFFICES

A highly motivated and energetic human resources executive with over 25 years of demonstrated hands on HR management expertise with clients in public and private sector. Demonstrated skill in positive associate/employee relations, team building, associate and management development, business ethics, effective communication and organizational accountability.

CAREER ACCOMPLISHMENTS

- 2018 International Career & Business Alliance (ICABA) Salutes Leaders in Human Resources - HR Honoree.
- 2018 Miramar Pembroke Pines Regional Chamber of Commerce Chairman's Member of the Month Recipient.
- 2015 Miramar Pembroke Pines Regional Chamber of Commerce Pinnacle Award Recipient,
- Selected as a Breakout Speaker 2018, 2017 and 2014 HR Florida State Conference.
- SCORE Certified Mentor since December 2015.
- KAPOW (Kids and the Power of Work) 2015, 2016 Partner Award.
- Selected as a Speaker for the 2014 Society for Diversity Leadership Retreat and the 2014 HR Association of Palm Beach County Annual Conference.
- 2013 Launches "The Complete Manager Makeover™" Management Development Training Series
- 2012 Having joined the Miramar Pembroke Pines Regional Chamber of Commerce in 2010, is selected as a Member of the Ambassador Committee Selected as Co-Chair of the Education and Training Committee of the Miramar Pembroke Pines Regional Chamber of Commerce and
- 2011 Certified as a Human Behavior Consultant to facilitate and train the D.I.S.C. The Model of Human Behavior
- Development of Desires Hotels Culture and Service Standards Training Infrastructure & company 401k Program.
- 2008 Finalist – South Florida Business Journal Excellence in HR Award.
- 2007 becomes Certified BridgeBuilder Trainer to facilitate Generational Diversity Training.
- 2007 Nominee – South Florida Business Journal Excellence in HR Award.
- 356% Increase in utilization of Team Member Recognition Programs year over year 2003 to 2004.
- South Florida Community Blood Center – Blood Drive Winner of 2004.
- 2003 South Florida Commuter Services Corporate Leader Award.
- **2003 Florida Hotel Motel Association Outstanding Manager of the Year.**
- **"Finalist" Award 2003 Human Resources Association of Broward County, HR Best Practices Award.**
- 2003 American Cancer Society Relay for Life Award for Best Tent Decoration.
- **Fontainebleau Hilton Annual GM's Leadership Award 2002 & Leadership Award – 1st Quarter 2002.**
- Lead the efforts resulting in the Fontainebleau Hilton's award for both Special Events Awards for the 2002 FH&MA including One-Time Event and Ongoing Programs.
- Fontainebleau Hilton also awarded 2001 Diversity Award for the Greater Miami and the Beaches Inn Key Awards.
- **"Finalist" Award 2001 Human Resources Association of Broward County, HR Best Practices Award.**
- Excel Automation of Employment Agreement Worksheet, Position Vacancy Listing, HR Checkbooks/Budgets, Succession Planning Data, Recruitment Team Budget, Exit Interview Analysis and all recruitment logs.
- Coordinated an Interview Blitz resulting in a standardized Interview Blitz Program for Interstate Hotels.
- **Ensured W.O.T.C. (Work Opportunity Tax Credit) Compliance resulting in over \$1 million in Tax Credits in a six-month period.**
- **Increased Employee Opinion Survey by 50% in both Overall Satisfaction & HR Quality of Service - 1996.**
- **Awarded Interstate Hotels Best Overall HR Office - 1996.**
- Highest Overall Satisfaction of the Employee Opinion Survey for Region III.
- Certified to facilitate all 15 on property Interstate Hotels Corp. Training Classes.
- Certified to facilitate six Customer Service Modules, Performance Appraisals, Interviewing Skills, Master Certification for Wyndham's "Be the Brand" training.
- **Awarded Employee of the Year 1994, Employee of the Month 5/94 & 2/92.**
- Implemented comprehensive recruitment/retention plans to determine and correct causes of associate turnover.
- Southern College: President's List - Summer 1992, Winter and Spring 1993; Deans List - Winter 1994.

LISA I. PEREZ, SPHR, SHRM-SCP

1953 S.W 149th Avenue - Miramar, FL 33027 - lisa@hblresources.com - 954-249-1202

PROFESSIONAL EXPERIENCE

HBL RESOURCES, INC. *President, HR Consultant*

August 2011 - present

As a local South Florida HR Consulting firm, we offer Human Resource Consultation services including HR Assessments, Employee Engagement Surveys and Process Implementation, Leadership & Executive Development Training, HR Administration, Incentive Solutions, Legal Compliance and more...

DESIRES HOTELS/TECTON HOSPITALITY, Miami FL,

August 2006 to November 2011

Vice President of Human Resource – up to 1100 + associates at 13 to up to 18 hotels

Oversee all aspects of HR Discipline including Benefits Administration, Legal and Policy Compliance, Property HR Audits; Training and Development, Recruitment processes, Labor Relations, Associate Relations programs and processes; Associate Opinion Survey Administration; developed all Management Development Training Courses (L.E.A.D. Courses), developed culture and Guest Service Training Manuals; R&D and Implementation of company 401k Program, implemented Web-Based Payroll, HRIS System, WOTC Programs for Ownership Tax Credits; Companywide Community Relations initiatives (i.e. Global Soap Project, American Cancer Society Partnership et al.) Recruitment Strategies; Re-Development and Launch of Extranet as associate communication and information portal; Development, implementation and administration of company Succession Planning Program; Coordination of annual GM Conferences 70+ attendees); manage Executive Level Recruitment and Development, etc.

BONAVENTURE RESORT & SPA – Weston, FL

October 2005 to August 2006

Director of Human Resources – 508 Rooms 300+ employees

Executed all aspects of the Human Capital Management during transition from Wyndham Resorts to Hyatt Hotels.

SOFITEL MIAMI – Miami, FL

July 2005 –October 2005

Director of Human Resources

FONTAINEBLEAU HILTON RESORT – Miami Beach, FL

February 2001 - July 2005

Director of Human Resources – 900-1200 rooms 950 + employees

Direct, oversee and implement all aspects of HR Administration for this 1200+ room property including Benefits and Compensation; Employment and Recruitment; Employee Relations; Training and Development, Labor Relations; Manage all aspects of Labor Relations with H.E.R.E Local 355; automate systems within HR; Lead right sizing plan implementation resulting in \$1.17 million in savings; selected for Strategic Planning Team; Developed, recommended and implemented strategic and tactical human resource plans, policies and procedures ensuring alignment with the objectives of the organization.; manage a staff of 6-8; development of Management Reference Guides.

BASK HOTEL DEVELOPMENT GROUP, Atlanta, GA

March 2000 - January 2001

Corporate Director of Human Resources

Development of all forms, policies and procedures for the Human Resource Infrastructure (encompassing **five-seven hotels** totaling 1000+ rooms and employees in remote locations) including: employment, recruitment, employee relations, wage and salary administration, benefit administration, handbook creation; creation of training programs including Orientation, Interviewing Skills and Coaching/Counseling Skills etc., Creation of job descriptions with A.D.A. specifications, Standard Operating Procedures for all H.R. procedures, ensure compliance with all Federal, State and Local laws pertaining to, but not limited to: employment law, workers' compensation, unemployment compensation.

INTERSTATE HOTELS CORPORATION

January 1991 – July 1999

Interstate Acquired by Wyndham International in August 1998.

WYNDHAM ATLANTA DOWNTOWN, Atlanta, GA

January 1999 - July 1999

Opening Human Resource Director

Assess, plan, and organize the Human Resource office for the opening of this 312 room hotel to include: recruitment effort (mass hire), coordination of mass training effort for Orientation; five separate Customer Service Modules, OSHA required training; ensure implementation and compliance with all Wyndham SOP's and Handbook policies; conducted major wage and benefits survey to position hotel for successful opening.

LISA I. PEREZ, SPHR, SHRM-SCP

1953 S.W 149th Avenue - Miramar, FL 33027 - lisa@hblresources.com - 954-249-1202

ATLANTA MARRIOTT NORTH CENTRAL, Atlanta, GA
Human Resource Director-Task Force

October 1998 - December 1998

INTERSTATE - CORPORATE HR, Pittsburgh, PA

May 1997 - August 1998

Director of Recruitment and Succession Planning. Coordinate all aspects of recruitment for Executive and Department Head positions in Rooms, F&B, Engineering for over 100 properties; ensure property compliance with Work Opportunity Tax Credit Program (WOTC); act as an advisor for compliance with S.O.P.s, recruitment options and issues; research/recommend solutions to improve the impact of the Recruitment team; Affirmative Action Compliance Coordinator; prepare Annual EEO-1 Report; surface innovative recruitment sources.

FORT LAUDERDALE MARRIOTT NORTH - Fort Lauderdale, FL January 1996 - May 1997

Human Resource Director

Benefits Administration (wage, health, 401K); Unemployment Compensation preparation; track post-employment record keeping according to Federal Regulations and Standard Operating Procedures; coordinate Employee events and activities; all aspects of Employee Relations, ensure compliance with all SOP's and Handbook policies; obtain WOTC and wage free labor; counsel managers on employee relations issues, resolve employee grievances, implement various employee relations programs; assess needs, plan, implement and coordinate management, hourly and supervisory training programs.

THE WATERFORD HOTEL, Oklahoma City, OK

January 1995- December 1995

Sr. Human Resources Manager - Acquisition Hotel

Served as the human resource lead on the organization's merger and acquisition team; strategically assess, plan and organize the implementation of the Human Resource Operation during the acquisition; ensure the continued compliance with all Interstate SOP's and policies.

ORLANDO AIRPORT MARRIOTT - Orlando, FL

January 1991 - January 1995

Front Desk Associate/Human Resources Assistant/Human Resources Manager

Benefits Administration (wage, health, 401K); conduct and update New Associate Orientation; Unemployment Compensation preparation; completion of Turnover Reports; applicant hiring process; track post-employment record keeping according to Federal Regulations and Standard Operating Procedures; obtain "fringe" benefits and local discounts; coordinate Employee events and activities; plan/conduct various committee meetings; maintain budgets and inventory; inform and advise management regarding Employee Relations, disciplinary action, Standard Operating Procedures and Handbook policies.

EDUCATION

Southern College - A.S. Business Management, 3.75 GPA

Mid Florida Tech - Certificates in Sign Language I & II, American Sign Language I & II

Oklahoma State University - Sign Language

Human Resources Certification Institute - SPHR Certification from HRCI since May 2002

Society for Human Resource Management (SHRM) - SHRM-SCP Certification since December 2015

SPECIALIZED TRAINING

Annual attendance at Various Legal Update Seminars, SHRM Annual Conference, HR In Hospitality Conference Attendance; Certified to Facilitate Interstate Hotels' Training Programs; Wyndham "Master" Certification

SKILLS

Notary Public

Excel Advanced Applications

Basic ASL (American Sign Language)

Various Payroll/HRIS Systems

Advanced MS Office Applications

ORGANIZATIONS

Miramar Pembroke Pines Regional Chamber of Commerce Member

Society for Human Resource Management (SHRM) Member, Local South Florida HHRA Member

2002 Vice President South Fl. Hospitality Human Resources Association (HHRA)

2003-8/2005 South Fl. Hospitality Human Resources Association - Webmaster

Reference Letters from clients served under same Scope of Work



Lisa Perez
HBL Resources Inc.
May 16, 2016
RE: Letter of Recommendation

To Whom It May Concern:

It is with great pleasure I recommend Lisa Perez and HBL Resources Inc. I was introduced to HBL Resources in September of 2015 when I needed assistance diagnosing the current state of my client's Human Resources Department. HBL was referred to me from one of my most trusted industry colleagues. After over eight (8) months of working with HBL, taking his advice proved to be the best decision for this area. HBL began by conducting a thorough audit of the Human Resources Department, focusing on the key indicators for success. With that blueprint, we were able to identify the top areas of need and path forward.

Given the current condition, we acknowledged expert guidance was needed to effectively and efficiently make the needed changes. With that, we began our second of three contract extensions for HBL. After reviewing the audit results, HBL was contracted to assist with compliance related topics. HBL demonstrated the highest level of professionalism, efficiency and thoroughness with each project. We were so pleased with the results, we decided to contract HBL for the full season of business.

During that time, we created a full onboarding process, employee recognition program, updated policies and procedures, benefit enhancements and roll-out and consistency within the team. HBL comes equipped with a tool kit and selects the most appropriate items for each business.

Given my experience with HBL, I will think of no other company now when I recommend Human Resources services to any of my clients. As owner of my own consulting business, my reputation is impacted by my suggestions. I feel completely confident in my referrals to HBL, knowing the operation will only be positively impacted by its services.

Should there be further questions on HBL's capability, please feel comfortable reaching out to me at mdahospitality@gmail.com.

Warmest regards,

A handwritten signature in black ink that reads "Mary A. D'Argenis".

Mary A. D'Argenis
Managing Director
MDA Hospitality Solutions, LLC

Mary D'Argenis-Fernandez

mdahospitality@gmail.com

305-322-0940



May 10, 2016

To Whom It May Concern,

As a professional recommendation of her expertise and abilities, I am writing this letter on behalf of Lisa Perez a Human Resources Consultant with HBL Resources, Inc.

We first engaged Lisa's services in March 2015. She was recommended by several colleagues that were familiar with our high volume operations and the numerous associates, managers, and executive directors we employ to run our various business entities. Her engagement initially included a comprehensive Human Resources Audit. She then successfully transitioned to a broader engagement to ensure our legal and regulatory compliance, improved administrative efficiencies and tighten payroll/financial controls within the Human Resources function.

As a Chief Financial Officer and Chief Operating Officer, I am keenly focused on sustainable results, accountability, and efficient execution. Lisa delivered them all accordingly. She has a take-charge attitude and subtle-yet-confident approach that resulted in her being immediately embraced by our team here at all levels while delivering the expected results we had engaged her to accomplish, in addition to others that arose along the way.

Her human resources audit incorporated foundational, intermediary, and strategic HR goals. She implemented those process improvements, and efficiencies while effectively addressing our day-to-day needs. Finally, she had a great way of keeping me informed and abreast of critical matters while respecting my time and that of our other key executives.

If you are looking for a consultant to help you effect change that will have a positive impact on your company, HBL Resources can make a difference for your company. Feel free to contact me should you have questions.

Sincerely,


Tom Burchett
Chief Financial Officer & Chief Operating Officer
BRIQ Investment Group
858-442-4759



IMPROVING PERFORMANCE THROUGH ENGAGEMENT



CONSULTING
SERVICES



COMPLETE HR
ADMINISTRATION



TRAINING &
DEVELOPMENT

About HBL Resources

HBL Resources, Inc. provides Human Resource Consultation and Leadership Development Training for individuals or organizations seeking ways to Improve Performance through Engagement.

Our services are comprehensive and cost effective to meet your needs. We offer:

- Human Resources Audits/Assessments
- On-Site HR Administration
- Retained HR Consulting Services
- Short or Long Term Project Support
- Customized On-Site Training Programs
- Local Training Workshops

How We Operate

Prior to project inception and for Professional Liability Insurance purposes, clients are required to sign a Consultant Agreement and approve all Proposals in writing. Proposals also include project costs and payment schedules to facilitate the organizations budget and forecasting requirements.

A start-up fee initiates the project(s). As outlined in the proposal, invoices are submitted at critical mileposts or upon project completion. HBL Resources, Inc. works from its offices or at client locations when required. When required, clients pre-approve costs for travel, room and board.

www.hblresources.com | 954-249-1202 | info@hblresources.com

IMPROVING PERFORMANCE THROUGH ENGAGEMENT





August 17, 2019

To:
Natasha Joseph
Administrative Services Director/ Deputy Town Clerk
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

Yolanda Menegazzo, CEO
LagomHR, Inc.
1000 SW 57th Avenue, Ste 200
West Miami, Florida 33144

www.lagomhr.net

info@lagomhr.net

(786) 518-3250

To whom it may concern:

LagomHR is pleased to present this Response to Request for Proposals for Human Resources Consulting Services (RFP 19-40) to Town of Pembroke Park located at 3150 SW 52nd Avenue, Pembroke Park, Florida 33023, specifically addressed to Ms. Natasha Joseph, Town Clerk.

LagomHR was founded in 2018 by Yolanda Menegazzo and currently provides Human Resources Consulting Services to various organizations with headquarters and primary offices in South Florida. We pride ourselves in our specialization of servicing local municipalities. Our office is located at 1000 SW 57th Avenue, Ste 200, West Miami, Florida 33144. LagomHR has a total of six (6) team members with diverse backgrounds, allowing our clients to tap into unique skillsets and receive specialized services.

Lagom is a philosophy that means “Not too much, not too little, just right.” I believe what makes LagomHR most successful is our ability to engulf ourselves in the organization that we are serving, which in turn helps to build strategic HR initiatives that actually succeed in that specific workplace culture.

President & CEO, Yolanda Menegazzo, has approximately ten (10) years of experience in the field of Human Resources in both private and public sectors. Prior to opening LagomHR, she served as the Human Resources Director for Miccosukee Resort & Gaming and as the Human Resources Manager for City of North Miami Beach. Yolanda earned her Bachelor’s Degree in Business Administration with a concentration in Human Resources, Master’s Degrees in Public Administration, and Senior Certified Professional in Human Resources from the Society for Human Resources Management. Her greatest professional challenge and pride is transforming HR Departments from reactive to proactive.

Our list of services include, but are not limited to, human resources operations assessments, recruitment, onboarding, compliance, employee handbooks and SOP manuals, payroll processing, trainings, automation implementation, process review/revamp, benefits review/administration,

compensation surveys, employer branding, risk management and workers compensation administration, and employee investigations.

The following is a list of our current municipal clients:

City of South Miami
City of West Miami
Town of Golden Beach
City of South Miami
City of Miami Beach
City of Doral

City of Hialeah Gardens
City of Coral Gables Retirement System
North Bay Village
Town of Bay Harbor Islands
Town of Pembroke Park
Village of Pinecrest

It would be our privilege to continue serving the Town of Pembroke Park in the capacity of full human resources services. Our objective would be to evaluate the Department of Human Resources and implement solutions under the direction of the Town Manager and Town Commission in a timely and effective manner that transform the HR Department to the highest level of operational efficiency that brings value to the Town through its exemplary service to the employees.

This Response for Request for Proposals shall be valid for a period of one (1) year or three hundred sixty-five (365) days. Should the Town of Pembroke Park accept the Proposal from LagomHR, the services rendered would be a combination of on-site visits at Town Hall and remote service from the LagomHR office located at 1000 SW 57th Avenue, Ste 200, West Miami, Florida 33144.

Thank you for your consideration.

Yolanda Menegazzo, CEO
LagomHR, Inc.

SECTION B: BACKGROUND AND PROJECT SUMMARY

The Town of Pembroke Park is located in Broward County with Town Hall at 3150 SW 52nd Avenue, Pembroke Park, Florida 33023. The Town population is approximately 6,100 residents that increases every winter, totaling 1.7 square miles. The Town is a commission form of government with five (5) Commission members; and has twenty-five (25) employees under the direction of the Town Manager who leads the day to day operations.

According to the Scope of Work for the Request for Proposal (RFP 14-90), the Town is soliciting qualified, licensed, and insured entities for professional and technical services to provide human resource consulting services. The services include recruiting, staffing, employee orientation, employee relations, performance management and salary administration, overseeing the termination of employees and analyzing exit interviews, as well as compliance with federal, state, and local laws and regulations related to employment, and compliance with internal policies and procedures.

Our understanding is that the Town has endured turnover in recent months and has made a selection for a new Town Manager. LagomHR would like to work with the Town Commission and new Town Manager to assess all HR operations, issues, and needs. This thorough assessment would review and revamp the following:

- Compensation survey and job descriptions (currently underway by LagomHR)
- Employee policies and procedures manual
- Recruitment and onboarding process, including new hire orientation
- Payroll and time & attendance processing
- Promotions and transfers
- Benefits package and benefits administration
- Performance evaluation reviews
- Disciplinary and termination practices
- Internal complaints, grievances, and investigation practices
- Personnel files organization
- Employee training programs
- Departmental communication
- Risk management and workers compensation administration
- Human resources capital management system capabilities
- Overall HR practices

It is very important to note that LagomHR will not make any recommendations to revamp or modify existing practices and processes that are working well for the Town and its employees. Any processes and policies that are discovered to be an area of concern or there is room for improvement will be presented to the Town Commission and Town Manager with the recommended solution and implementation approach. We feel that the approach, in regards to proper communication and implementation timeline, is just as important as the solution in order to be truly successful and well received by the staff.

We believe the overall objective of the Town of Pembroke Park would be to contract a professional human resources consulting firm that brings the HR Department to the highest level of operational efficiency and into modern-day best practices. Once this is accomplished, LagomHR's objective would be to assist in the recruitment of a human resources professional or train an existing Town of Pembroke Park employee to serve as the HR Manager. This HR Manager would carry on the implemented processes and practices implemented by LagomHR and approved by the Town Commission and Town Manager.

SECTION C: APPROACH

Should the Town of Pembroke Park select LagomHR as their HR consultant, the following assessment approaches would be taken for each service requested in the Scope of Work listed in the Request for Proposal.

A. Assume role of human resources manager within the organization

LagomHR would provide two (2) dedicated account managers to the Town of Pembroke Park: a Human Resources Generalist and Yolanda Menegazzo, CEO. The HR Generalist would serve as the primary point of contact for the employees general HR questions and inquiries, while Yolanda Menegazzo would serve as the supervisor of the account and backup to the HR Generalist. The dedicated account managers would be available via telephone 24/7 for all employees, the Town Manager, and the Town Commission as well as provide on-site service one (1) to three (3) times per week at Town Hall depending on the needs and wants of the organization. Having two (2) employees dedicated to the Town of Pembroke Park account facilitates faster response times for employee and management inquiries and demands for on-site support. It also allows for cross-training in every aspect of the day to day handling of human resources function, which allows for continuity of service in the event that any of the account managers should leave the account voluntarily or involuntarily. Other LagomHR team members will participate and support in larger projects for Town of Pembroke Park, however, those employees will be invited to participate as needed.

B. Create and update current job descriptions and communicate recommendations

LagomHR is currently conducting the compensation survey and job descriptions project for Town of Pembroke Park. Below is a graph of the steps and approach specifically for the job descriptions portion of the project.

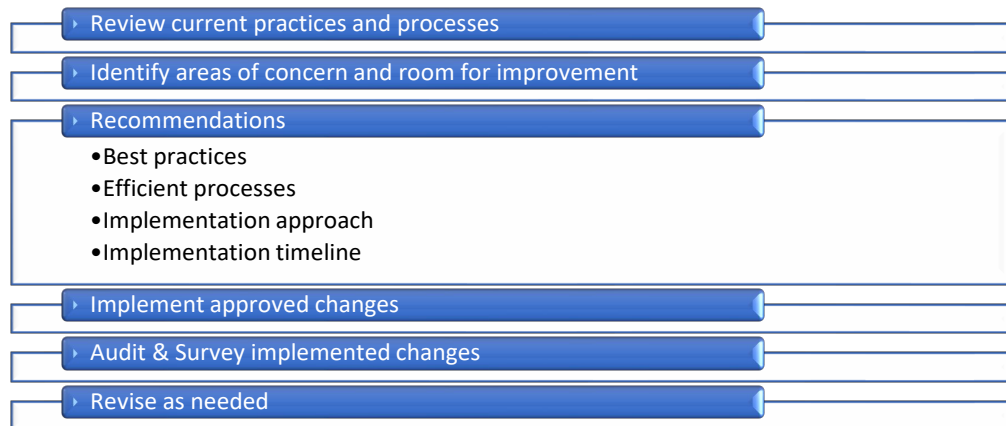


C. Manage human resources questions from both management and staff

Both LagomHR employees assigned to the Town of Pembroke Park account would be available via email, telephone, and on-site for both management and staff questions, concerns, inquiries, and daily processing of personnel paperwork. LagomHR recommends that the staff be advised in advance when the dedicated account manager(s) would be on-site. The account manager(s) would also visit the multiple departments, including any offsite locations if necessary to promote regular communication with the staff. It is recommended that LagomHR receive access to a Town of Pembroke Park email dedicated to human resources requests only, as well as access to all other HR systems such as the human capital management system, payroll system, etc. In addition to accessibility by the dedicated account managers, the LagomHR staff will attempt to develop relationships with the staff in order to build trust, confidence, and a good reputation for the Town human resources department.

D. Completion of an evaluation of current human resources practices and procedures

The following main areas will be evaluated to understand the existing Town of Pembroke Park practices and processes.



E. Hiring, on-boarding, promotion and separation of employees

The employee life-cycle process will be evaluated to determine the needs for each department, the workload distribution, promotional growth opportunities available, and proper handling of employee separations. The following factors will be considered when making recommendations for recruitment, promotions, and separations.



"The Right Fit"

- **Skills**
- **Experience** (although transferable skills are more valued by LagomHR than experience!)
- **Character Fit** for the Organization, Team, and Immediate Supervisor

Position Training

- New Hire
- Continuous Education

LagomHR will assist the Town of Pembroke Park in ensuring that the employees selected for a new position or promotional opportunity are the right fit and have been provided sufficient training, tools, and resources in order to be successful in their position.

LagomHR shall be responsible for all costs associated with job announcement postings for new positions. The dedicated account manager(s) will meet with the immediate supervisor and/or department head to gain an understanding of the ideal candidate for the position for both new hires and promotional candidates, as well as what is the mission/vision for the individual to achieve both short-term and long-term while in that professional capacity. The onboarding process is also a training opportunity to ensure employees are familiar with Town operations, their individual position, and how their position fits into the overall Town mission.

Any involuntary employee separations will be very carefully handled to ensure the employee was given every opportunity to make improvements and received the proper tools and training to be successful in his/her position. Employees must be held accountable to the duties and responsibilities listed in the job descriptions, as well as must uphold the highest level of professionalism and ethics to represent the Town. The objective would be to prevent wrongful termination risk and a high unemployment rate. Any voluntary separations will be reviewed to make a proactive effort to learn what improvements could be made to retain good employees.

F. Management of employee records in accordance with applicable laws

There are three (3) main objectives in personnel files administration and handling.



Compliance



Organization



Safekeeping



Upkeep

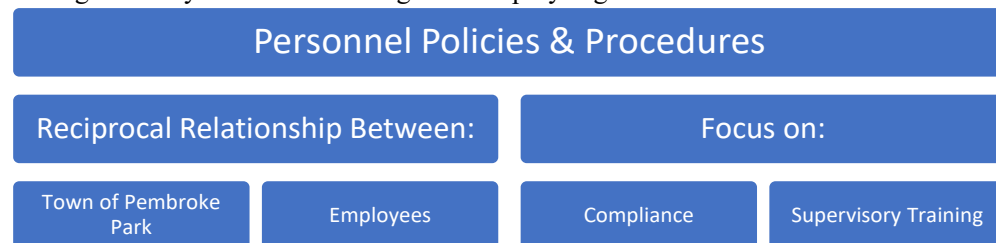
It is also important to move physical files to electronic format in order to ensure preservation and accessibility. If approved by Town of Pembroke Park to transfer physical files to electronic format, LagomHR shall perform the physical scanning of these personnel files into the records database of choice provided by the Town. LagomHR may also lead the efforts in conducting a Request for Proposal for a document management solution that has multiple modules for the various departments within the Town, especially one for the Human Resources Department.

G. Recommendations of policies to ensure compliance with federal, state and local standards and regulations

The recommendations of policies that are compliant and fit the Town's needs/culture begins with a review of the existing Employee Policies & Procedures Manual, as well as any other Standard Operating Procedures Manuals and Memorandums from the Administration with instruction to the staff. LagomHR would ensure that all of this information is included in the Employee Policies & Procedures Manual. In addition, the Manual would be reviewed for compliance based on the size of the staff, the industry, and overall best practices to reduce liability.

H. Review of personnel policy manual and recommendations for changes

The Employee Policies & Procedures Manual should be a reciprocal relationship between the Town and its employees, showing the expectations of the employer while highlighting the benefits for employees. The specific wording of the Manual should also be representative of the workplace culture to ensure the Town Commission and Town Manager convey their vision through this employee guide and source of information.



In addition, LagomHR shall educate the Town Management team to ensure that supervisors are aware of their responsibilities as leaders in the organization. This targeted training and education reduces liability and promotes identification of personnel issues in its early stages.

I. Administration of employee benefits and directing of open enrollment

The primary focus of employee benefits administration and managing open enrollment is employee education. This education process should occur as new hires and again during

open enrollment. LagomHR believes that open enrollment should be active and mandatory to attend for all employees. We also believe employee benefit campaigns should be run on a monthly/quarterly basis to remind employees to take full advantage of their benefits as well as drive prevention initiatives that reduce medical claims.

J. Administration of leave policies

Leave policies will be evaluated to ensure fairness, promote employee retention, and discourage unexcused absences. Attendance records will be reviewed to identify the areas of concern by employee, department, position, and from a global perspective. Management training for this specific topic would be covered in the Employee Policies & Procedures Management training session. The leave policies will be administered impartially throughout the Town to ensure adherence in all employee levels and promote a new accountability culture.

K. Review benefits package in relation to industry standards and create employee benefit statements

A benefits study could be completed in neighboring municipalities to ensure Town of Pembroke Park is offering market benefits packages. The dedicated account manager will work closely with the Town benefits vendors to ensure the vendors' services are being fully utilized and the benefits are being negotiated with the best interests of the Town. It is also critical that employees see what their total rewards package is, specifically benefits.

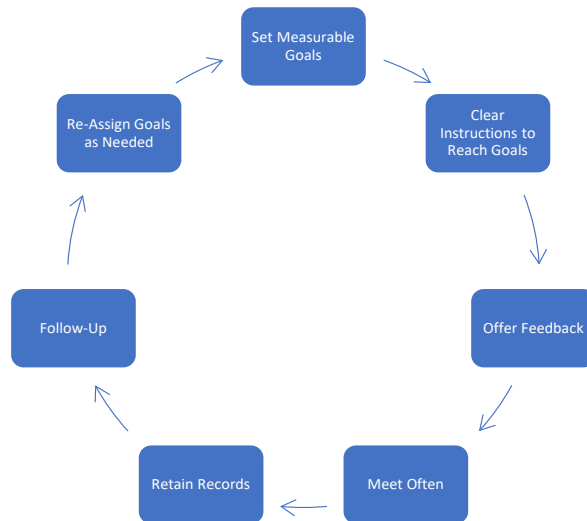
Developing a good working relationship with the benefits broker(s) is critical in obtaining competitive employee benefits. LagomHR is extremely well-versed in employee benefits, specifically health insurance benefits. We would serve as a liaison between the insurance broker and the Town to review the Medical Loss Ratio reports and participates rates. LagomHR would also conduct a benefits survey for the employees to understand their needs and wishes. All of these proactive initiatives listed above in assessing benefits would allow LagomHR to develop a recommendation that is cost effective for the Town and attractive for the employees. LagomHR is greatly aware of how benefits impact recruitment and retention of employees.

L. Review of annual performance review process, including creating new or improved forms as necessary, and recommendations for improvement

Performance reviews should be conducted as often as possible to promote bi-directional communication between employees and their immediate supervisors. The criteria on the performance evaluation forms is important, and also making the forms easy to fill promotes continuous completion of the performance reviews.

LagomHR recently revamped the City of Miami Beach performance evaluation form, adding unique criteria that evaluates the individual's representation and pride in working for their municipality. The form focuses on the short-term goals for the employee and how the employee can achieve those goals. This format allows for the immediate supervisor to support the employee's growth and success in their position.

Performance Evaluation Process:



M. Handling, tracking and reporting of employee performance issues, disciplinary actions and employee and manager complaints

Management of performance issues and corresponding disciplinary actions begins with an assessment of the current processes in place to determine if there exists a balance between employee due process and the Town having the proper authority to execute discipline when necessary. The processes would be evaluated and revamped. Once the revamp is concluded, management would receive an education session on the proper methods of discipline, including preventing discipline through more hands-on approach to supervision. Often times, disciplinary issues are preventable through employee counseling sessions, which management should be well versed in through the support of the Human Resources Department.

The employee complaints procedures would be similarly evaluated to ensure employees have multiple outlets to communicate sensitive information of concern. LagomHR believes it would be critical to serve as the official internal investigator of all complaints regarding employees in order to ensure an outside unbiased investigation is concluded. Each investigation is an opportunity to evaluate existing practices, if preventative measures are being promoted through management actions, and improving the workplace culture.

N. Entry and tracking of all status changes such as new hires, terminations, leaves, and promotions and more

Tracking of personnel status changes is an essential function of human resources that may be managed both electronic or manual. LagomHR's approach to tracking this data is simple. The Status Change Forms must be easily understandable for employees and management to fill out and review, and approvals at multiple levels must be obtained prior to processing any status change for an employee. A record must exist for each transaction that occurs in the payroll database. The dedicated account manager would be responsible

for ensuring that such records (Personnel Status Change Forms) are documented, signed/pre-approved, and safely stored in each corresponding personnel file.

There is also a major compliance perspective in tracking major status changes, such as proper maintenance of the Form i-9 and any other forms required by law. The dedicated account manager shall conduct an audit of all personnel files to ensure compliance with these documents and collect any missing documentation from employees immediately.

O. Assistance with development of staff training programs related to employee conduct and soft skills, as well as monitoring of completed training programs and coaching for supervisors and management, including but not limited to sexual harassment, non-discrimination, anti-retaliation, Fair Labor and Standards Act, etc. (<https://sbshrs.adpinfo.com/blog/employee-training-whats-required-whats-recommended>)

Training is one of LagomHR's fortays due to the fact that our organization's mission is to convert HR Departments from reactive to proactive. Training is one of the best methods of accomplishing that goal. The dedicated account managers would develop tailored training programs, many of which have been listed above in previous sections of this response to the request for proposal. The main approach to training is identifying the need, custom tailoring the training to the needs of Town of Pembroke Park, and delivering the content to the group in an engaging interactive training that is PRACTICAL! LagomHR has conducted multiple trainings throughout local municipalities in South Florida, and the reviews are always extremely positive. Employees leave the LagomHR trainings feeling refreshed, empowered, and gain a deep understanding of the topic of discussion.

P. Regular communication to Town Manager of changes affecting labor laws or regulations

It is the duty and responsibility of the Human Resources Department to keep abreast of changes in labor laws and regulations. The dedicated account managers will be responsible for monitoring such upcoming changes and advise the Town Manager as to the best approach for implementation in order to confirm compliance.

Q. Recommendations for continuous improvement of human resources policies and procedures

Should LagomHR be granted this opportunity, the Human Resources Department will evolve with time. We believe that policies and procedures should be living breathing documents/processes that are updated as needed. The dedicated account managers would be responsible for notifying the Town Manager when policies and procedures should be modified for continuous improvement that positively impacts the workplace culture.

R. Assistance with other tasks or needs as deemed necessary by the Town

- a. Payroll administration**
- b. Payroll time keeping**
- c. Workers' compensation administration**

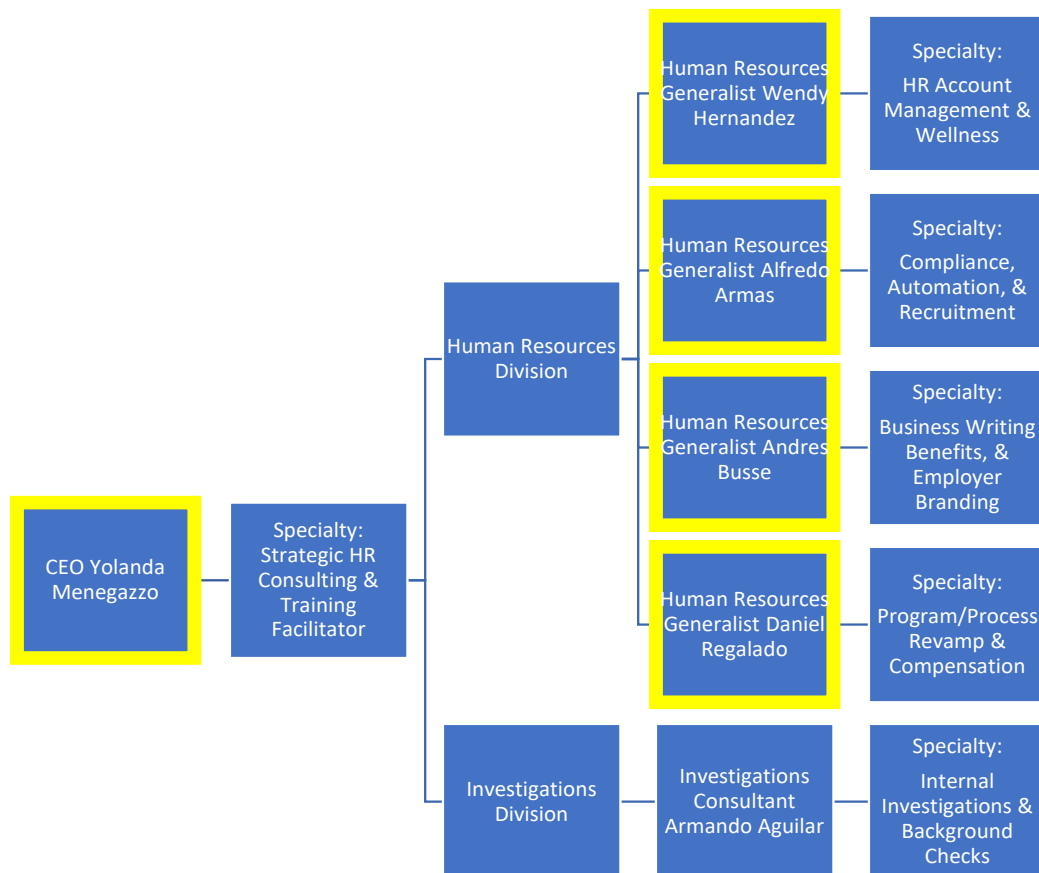
The above listed services will be quoted in this response for request for proposal. LagomHR has the capability and staffing levels to assume this responsibility and ensure

proper management of such daily transactions within human resources. The approach would be simple: transparency and organization.

It is important to note that LagomHR's dedicated account managers would work very closely to the Town Attorney prior to implementation for all approaches and services listed in the above sections.

SECTION D: STAFFING

LagomHR, Inc. consists of six (6) total team members, each with unique skillsets and specialties that Town of Pembroke Park would be able to tap into for the benefit of the Town administration and its employees. Below is the organizational chart of the team, highlighting the individuals who will be primarily involved in the account management and services provided to Town of Pembroke Park. Although there will be primarily two (2) dedicated account managers, the below list is encompassing of the different members who will regularly contribute to the account. The resumes for these individuals is attached in the final section of this document.



SECTION E: QUALIFICATIONS

LagomHR is currently providing full human resources outsourcing services that includes day to day handling of HR transactions and large project management for the list of clients below. These clients would serve as similar comparables for the Town of Pembroke Park Request for Proposals for Human Resource Consulting Services.

- North Bay Village (industry: local government)
- Town of Golden Beach (industry: local government)
- Freebee (industry: transportation)
- The Estate Companies (industry: real estate development)

The full human resources outsourcing services include employee life cycle management; processing and record keeping of personnel status changes; personnel files audit; anti-harassment, anti-discrimination, and diversity and inclusion training; supervisor training; i-9 compliance training; HR system automation configuration, testing, implementation, and training; benefits review, analysis, and implementation of new benefits; open enrollment management; compensation surveys; recruitment; terminations; labor relations management; workers compensation administration; payroll data entry; policies and procedures review; wellness initiatives; and other program implementation. Yolanda Menegazzo, CEO, serves as the primary point of contact for senior administration and strategic HR consulting to drive the initiatives forward and ensure timelines are met. The LagomHR additional team members provide support throughout the projects and daily handling, all contributing through their individual unique specialties and backgrounds.

Other municipal clients listed below have received services from LagomHR, however, more on a project basis than full human resources outsource.

- City of Miami Beach – Revamp of Performance Evaluations Process & Forms and Labor Relations Consulting (completion time: four (4) months - ongoing)
- City of Coral Gables Retirement System – Retirement System Consulting (completion time: six (6) months – ongoing)
- City of West Miami – Personnel Policies & Procedures Manual & Strategic HR Consulting (completion time: six (6) months – ongoing)
- City of Doral – Human Resources Department & Operations Assessment and Personnel Policies & Procedures Manual (completion time: eight (8) months – ongoing)
- Town of Bay Harbor Islands - Personnel Policies & Procedures Manual (completion time: three (3) months – ongoing)
- Village of Pinecrest – Human Resources Standard Operating Procedures Manual (completion time: five (5) months)
- City of Hialeah Gardens - Personnel Policies & Procedures Manual (completion time: six (6) months – ongoing)
- City of South Miami – Anti-Harassment, Anti-Discrimination, & Diversity & Inclusion Training (completion time: one (1) month)

The following is a list of professional references for the Town of Pembroke Park to contact regarding the professionalism, performance, and overall project delivery of LagomHR's services.

Alexander Diaz, Town Manager
Town of Golden Beach
(305) 932-0744
alexldiaz@goldenbeach.us

Yocelyn Galiano, Village Manager
Village of Pinecrest
(305) 234-2121
ygaliano@pinecrest-fl.gov

Mario Diaz, Chief of Staff
North Bay Village
(305) 756-7171
mdiaz@nbvillage.com

Below is a comprehensive list of all the services offered by LagomHR, of which to our understanding is being requested by Town of Golden Beach. As previously mentioned, LagomHR has been operational since 2018, and its CEO is a Senior Certified Professional in Human Resources Management certified by the Society of Human Resources Management. CEO Yolanda Menegazzo also has her Master's Degree in Public Administration from Barry University, Bachelor's Degree in Business Administration with a Human Resources Concentration, and approximately ten (10) years of experience in the field of human resources.

LagomHR is extremely confident in the services to be offered to Town of Pembroke Park if chosen as the selected human resources consulting firm. Our team's technical capabilities are high level in Microsoft Office, particularly Excel, as well as extremely well versed in daily functions and configurations of payroll and human capital management systems (specifically ADP, Paylocity, and BambooHR). It is estimated that the Town of Pembroke Park would take approximately between one (1) to one and a half (1.5) years to deliver in all the areas mentioned in the scope of services. Once the human resources department is up to date, compliant, and at a maximum level of operational efficiency, LagomHR would recommend a course of action for the exact need of the Town for an in-house full-time HR professional, in-house part-time HR professional, or outsourced HR with reduced services.

Local government human resources is our specialty and our staff is ready for the exciting challenge and opportunity to deliver valuable services to the Town of Pembroke Park that will make a positive difference.

SECTION F: FEE PROPOSAL

Project	Quantity	Rate	Annual Total
Annual Fee for Scope of Work	32 employees	\$2,500.00	\$80,000.00
Hourly Rate for Work Outside Scope of Work	As Needed	\$150.00	\$150.00 Per Hour As Needed
Annual Fee for Non-Essential Services	32 employees	\$600.00	\$19,200.00

Terms and Conditions:

Services to be billed on the last day of the month – amount determined by number of employees on payroll as of 30th or 31st of the month.

Example:

\$2,500.00 annual fee per employee would be billed monthly at \$208.33 per employee.

\$2,500.00 annual fee per employee would include all items listed in the scope of work with no hidden fees. The fees include both remote and on-site support one (1) to three (3) times per week, or as needed.

LagomHR thanks you for the opportunity to respond to the Request for Proposals for Human Resource Consulting Services for Town of Pembroke Park.

YOLANDA MENEGAZZO

West Miami, Florida 33144 | (305) 494-2152 | yolanda@lagomhr.net
<https://www.linkedin.com/pub/yolanda-menegazzo/35/a24/714>

HUMAN RESOURCES SENIOR PROFESSIONAL *DELIVERING RESULTS*

TOP QUALIFICATIONS & AREAS OF EXPERTISE:

**HR Best Practices
Talent Acquisition
Employee Development &
Training**

**HR Automation
Compensation Management
Benefits Administration**

**Compliance
Efficient Process Design
Workforce Analytics**

*TRANSFORMING HR DEPARTMENTS FROM REACTIVE TO PROACTIVE
STRATEGIC PARTNERS IN THE ORGANIZATION*

PROFESSIONAL EXPERIENCE

LAGOMHR | West Miami, FL – Private & Public Consulting
PRESIDENT & CEO

2018 – Present

Provide human resources consulting services to organizations with a specialization in servicing local municipalities. Transition human resources departments from reactive to proactive. Supervise consulting team to ensure the best service is delivered to all clients in the areas of recruitment, employee handbooks, SOP manuals, compensation surveys, process review, trainings, and more. Serve as a senior advisor to City Managers and CEOs for HR best practices.

Key Accomplishments:

- ❖ Develop an excellent reputation in the South Florida local municipality market in a very short period of time for being the “go-to” human resources consultant for all HR needs.
- ❖ Successfully saved a municipality over 50% in HR system services through excellent negotiations, resulting in approximately eight (8) times more services representing a cost savings of over \$25k within the first (1st) two (2) weeks of providing services.
- ❖ Implementation of standard operating procedures (SOP) manuals in the human resources department that serve as a guide for future new hires, but also assisted with the effective succession planning of the Human Resources Director.
- ❖ Successfully recruited and filled key senior level positions for multiple clients.

MICCOSUKEE RESORT & GAMING | Miami, FL - Hospitality, Gaming, & Tribal Govt
HUMAN RESOURCES DIRECTOR

2017 – 2018

Direct and manage all Human Resources and Talent Management operations for over 1,000 employees in 4 locations. Manage \$1 million department budget. Develop and launch HR initiatives throughout the organization to foster employee engagement, develop talent, and ensure compliance of all federal, state, and local regulations. Personnel records management, payroll, benefits, employee relations, talent acquisition, and workers compensation.

Key Accomplishments:

- ❖ Improved recruitment efforts through elimination of costly job postings and replacement of resume databases, university partnerships, career fairs, and social media employer branding. Doubled recruitment onboarding of new hires from previous years in quantity and quality.
- ❖ Conducted a full in-house compensation analysis with proposal of new salary structure plan.
- ❖ Partnered in the restructured the Department of Information Technology to implement a 24-hour operation and schedule.
- ❖ Developed a Strategic Hospitality & Customer Service Training Timeline. Hospitality & Customer Service Training currently underway for all employees.
- ❖ Developed an Environmental Health & Public Safety Training Timeline including CPR/First Aide Training, Forklift Certification Training, Regular Fire Drills, and High-Risk Department Safety Training.
- ❖ Successful implementation of Attendance Points System policy to tackle excessive absenteeism and tardiness.

CITY OF NORTH MIAMI BEACH | North Miami Beach, FL - Local Govt
HUMAN RESOURCES MANAGER

2016 – 2017

Drive change management initiatives for complete re-vamp of HR operations and processes in the areas of HR automation, employee policies, HR standard operating procedures, orientation program, and college relations/internship opportunities. Provide HR services to approximately 800 active employees and retirees. Supervise all benefits administration activities.

Key Accomplishments:

- ❖ Introduced a new pay plan structure through the management and coordination of a comprehensive compensation and benefits survey.
- ❖ Successfully carried out a new online benefits administration system, together with the City's first ever paperless open enrollment process.
- ❖ Discovered, investigated, and analyzed insurance benefits invoicing discrepancies resulting in a savings of approximately \$150,000.00 per month.
- ❖ Designed and implemented a global recruiting initiative through creative talent acquisition techniques for senior management key positions.
- ❖ Introduction of NEOGOV to eliminate manual processing of new hires and implement online applicant tracking.

CT MIAMI BLU PRODUCTS | Doral, FL – Telecom Distribution & Manufacturing
HUMAN RESOURCES DIRECTOR

2011 – 2016

Oversee HR operations for fast growing local Miami Headquarters and 7 international subsidiary offices totaling approximately 500 employees worldwide. Recruitment efforts of talented professionals both domestic and international. Manage employee performance management program. Employee relations, discipline, and terminations. Personnel policies and procedures. Annual insurance open enrollment negotiations and benefits administration. Payroll and time & attendance. Compliance and OSHA best practices.

Key Accomplishments:

- ❖ Implemented a successful recruiting referral program for friends & family.
- ❖ Designed and implemented various productivity reporting processes throughout the organization that improved overall departmental output and managerial supervision of employees.
- ❖ Launched both a domestic and international customer service call center for BLU Products devices troubleshooting.

- ❖ Significantly enhanced employee morale and motivation by organizing an annual Employee Appreciation Day and establishing a “promote from within” culture.
- ❖ Drastically reduced wrongful termination and unfair labor practice lawsuits.
- ❖ Improved employee health benefits and administration at no additional cost to the employer through excellent negotiations during annual open enrollment, introduction of a new insurance broker, and offering a richer benefits package.
- ❖ Eliminated overtime expenses in Mexico subsidiary office by restructuring the employee work schedules.
- ❖ Restructured the Technical Fulfillment Department and created technical production lines, which increased daily output by over 30%.
- ❖ Eliminated internal employee theft of inventory items 100% through increased security measures and procedures.
- ❖ Upgraded the payroll and time & attendance systems, insurance portals, and open enrollment process to higher functionality and completely paperless systems for both HR department and employees.

OTHER PROFESSIONAL EXPERIENCE:

JACKSON MEMORIAL HOSPITAL | Miami, FL - Public Healthcare 2010 – 2011
Business Development & Strategic Planner
International Hospitality & Concierge Coordinator

MIAMI CHILDREN'S HOSPITAL | Miami, FL - Healthcare 2007 – 2009
Registrar

MIAMI-DADE COUNTY COMMISSIONER SOSA | Miami, FL - Government Summers 2004-2007
Legislative Assistant and Constituent Aid

EDUCATION & AFFILIATIONS

Senior Certified Professional – Society of Human Resources Management
 Completed Florida International University SCP Preparation Course – December 2017
 Miami, Florida – SHRM SCP earned May 2018

Master's Degree in Public Administration (Cum Laude) – Barry University
 Delta Epsilon Iota Academic Honor Society Member
 Miami, Florida – Graduated Spring 2015

Bachelor's Degree in Business Administration - concentration in Human Resources Management – Florida International University
 Miami, Florida – Graduated December 2009 (Recipient of Florida Bright Futures Scholarship)

Active Member of the Society for Human Resources Management (SHRM)

ADDITIONAL SKILLS

- ❖ Microsoft Office (Excel - advanced level).
- ❖ HRIS, HCM, ERP, Online Benefits Administration Systems, ATS (ADP, NEOGOV, Microsoft Dynamics Nav)
- ❖ Bi-lingual English and Spanish – proficiency in reading, speaking, and writing.
- ❖ Outstanding negotiation, conflict resolution, and follow-up skills.
- ❖ Excellent written and verbal communication and presentation skills.

- ❖ Federal, state, and local regulations and compliance. Sexual harassment and discrimination investigations.

TOP PROFESSIONAL & PERSONAL QUALITIES

Hard-Working | Motivational Leader | Emotional Intelligence | Tact | Discretion | Integrity

JWENDOLINE HERNANDEZ

North Miami, Florida 33181
(786) 797-3094 • wendy@lagomhr.net

JOB OBJECTIVE

Assiduous and technically skilled Executive Administrator seeking a challenging and rewarding position, with a progressive high-quality establishment where skills such as attention to detail and high-level of productivity in accounting management, organizational skills and human resources experience would be valued attributes.

SUMMARY OF QUALIFICATIONS

-
- | | |
|--|---|
| • Government Accounting Experience | • Processing Payroll, Filing & Paying |
| • Teambuilding & Staff Supervision | • Payroll Tax Returns |
| • HR Administration & Coordination | • Bank and Credit Card Reconciliations |
| • Customer Service | • Audit & Budget assistance |
| • Inventory Control/Job Costing Reports | • Recruitment – Staff & Clinical Research |
| • Accounts Payable: Reconciliation & Management | • 100% Fluent in English and Spanish |
| • Accounts Receivable: Reconciliation & Management | • Effective Communication Skills |
-

PROFESSIONAL EXPERIENCE

LAGOMHR, West Miami, FL

HR Generalist – April 2019 - Present

Consultant – January 2019 – March 2019

- Account Management; oversee initiatives to improve clients' Human Resources needs and Wellness Plans.
- Successfully implement and oversee Wellness program for a client with over 2,600 employees.
- Work alongside with Management in developing challenges and engagement initiatives to engage employees.
- Conduct on-site educational sessions for wellness program employees.
- Create flyers and communications to increase employee engagement.
- Assist clients in streamlining recruitment, hiring and on-board processes.
- Served as a Human Resources outsourced agent for municipality; conducted employee file audits, managed the day to day process. Assisted in the recruitment process for several vacant positions.
- Assisted in the integration of two payroll programs; conducted health benefits audits and made necessary changes based on audit assessments.
- Revamped SOP Manual and job descriptions for multiple municipalities.
- Assisted in the evaluation of Pension Administration Providers to conduct analysis of current services and provide alternative options for a municipality.

COASTAL TOWERS CONDOMINIUM, Sunny Isles, FL • August 2018 – March 2019

Bookkeeper

- Manage Accounts Payable – Enter invoices, generate checks and all invoice filing
- Manage Accounts Receivable – Collect and allocate payments for condominiums, special assessments and maintenance.
- Collections – Contact owners to collect any outstanding balance.
- Customer Service – Address all accounting related issues with owners, residents and vendors.

NORTH BAY VILLAGE, North Bay Village, FL • April 2018 – August 2018

Executive Assistant to the Village Manager and Commission

- Perform advanced executive secretarial and administrative work for the Village Manager and Commission.
- Maintain direct communication with elected officials in reference to email correspondence.
- Compile, develop and analyze reports as directed by the Village Manager.
- Answer routine correspondence as directed and compose letters for the Village Manager, Assistant Village Manager or Commission.
- Perform other clerical duties such as filing and managing office records and assisting in the work of the general office.
- Assist with Village marketing, public relations and special events as needed.
- Type letters, memorandums, spreadsheets, forms, documents proceedings of meetings.
- Maintain calendar for Village Manager, Assistant Village Manager and Commission; schedule meetings and trainings.
- Order and maintain office supplies.

BAUMANN COSMETIC RESEARCH, Miami, FL • April 2015 – April 2018

Research Assistant

- Jointly develop recruitment strategy with team. Recruit subjects via phone, email and promotional activities
- Assist in marketing and advertisement materials
- Scheduling; project and conjunctively prepare schedules for all studies with Doctors' schedule
- Responsible for distributing and reporting compensation payments to study participants
- Assist Coordinators with chart preparation for all active studies

VILLAGE OF BISCAYNE PARK, Biscayne Park, FL • February 2011 – April 2015

Finance Clerk

- Manage Accounts Payable – Enter invoices, generate checks and all invoice filing
- Record all Accounts Receivable Cash Receipts except for building permits
- Petty Cash; allocate and distribute accordingly. Reconcile credit card accounts
- Provide coverage for Building Department as needed – accepting payments, process permit applications and schedule Inspectors
- Record minutes for Code Compliance Board and Planning and Zoning Board Meetings
- Process Payroll and file/pay payroll taxes
- Maintenance of Employees Participation in Florida Retirement System and Health Insurance
- Ensure accurate G/L accounting coding. Resolve variances in a timely manner.
- Assist Finance Director with monthly reporting, annual budget and special assignments

FIRST IMPRESSIONS THEME THEATRES, INC., N. Miami, FL • September 2000 – January 2011

Executive Assistant to the Chief Operations Officer

- Assist with the development and implementation of production procedures and reports
- Project management; project costs, coordinating timeline and installation.
- Produce analysis on current and prospective projects for management to review
- Assist COO with hiring process; review resumes, conduct interviews.
- Training and development for administrative and shipping/receiving departments
- Work with COO to review and select insurance company bids.
- Manage purchasing and accounts payable functions

EDUCATION

UNIVERSITY OF PHOENIX

Associates of Arts – with focus on Business Fundamentals

ADDITIONAL SKILLS

Languages: Read, Write and Speak fluent Spanish

Software: Proficient in Microsoft Office Suite, PowerPoint, Word, Excel and Outlook, Advanced Peachtree, Yardi, BS&A Software and Clinical Conductor CTMS, Paylocity, Employee Navigator, ADP Run and ADP Workforce

Alfredo Ramiro Armas

305-439-0425 / alfredo@lagomhr.net / www.linkedin.com/in/aarmas028

Aspiring Human Resources Generalist, hungry for an opportunity with a passion for Human Resources

Education

Masters degree in Human Resources Management | Expected Graduation Date Fall 2020 | Florida International University

Dual Major Bachelor Degree in Business Management & Human Resources Management | April 28th, 2018 | Florida International University

Christopher Columbus High School Graduate May 2013

Skills & Abilities

- Proficient in ADP Workforce Now, ADP Applicant Tracking System, Paylocity, Bamboo HR, Microsoft Word, Indeed, PowerPoint, Outlook, and Excel (Pivot Tables and V-Lookup)
- Bilingual (English and Spanish)
- Excellent Customer Service

Experience

Human Resources Generalist | LagomHR | April 16, 2019 – Current

- Assist with various projects depending on client needs.
- Revamp Employee Policy & Procedure Handbook for various private clients & municipalities.
- Perform recruiting for a private client, one of South Florida's fastest growing city funded public transportation services, increasing their employee count from 83 employees to 112 in a two-month period.
- Analyze several years' worth of data in order to bring down workers comp claims and identify areas that need improvement for a private client.
- Assist local municipalities with current HR processes. Involved creating offer letters, auditing employee files, and assisting with job descriptions.
- Assisted with researching and assessing several Pension Administration Providers to provide a new solution for a local municipality here in Miami Dade.

HR Manager/Controller | DoubleTree by Hilton Miami, Doral | September, 2018 – February, 2019

- Performed payroll for a hotel of 50 employees
- Created labor expense reports using Paylocity to present to the General Manager monthly while making sure overtime was kept at a minimum
- Performed all recruiting and onboarding for each employee

- Assisted employees with selecting benefits by informing them about each one before having them choose with the proper benefits counselor
- Created incident reports for any injuries sustained by employees while on the job
- Assisted employees with brand standard training
- Created the first PowerPoint presentation for the Driftwood Hospitality Management policies and procedures handbook
- Made sure all bills were paid as timely as possible
- Handled all aspects of finance for the property

HR Coordinator | Miccosukee Resort & Gaming | March 19, 2018 – September, 2018

Payroll

- Audited over 950 employees to monitor workforce making over their wage cap
- Used data analytics on ADP to create overtime reports to investigate which departments were accumulating unauthorized overtime
- Searched through employee commendations and disciplinary history to determine bonus amounts
- Assisted Payroll with updating employee pay with their yearly evaluations and COLA increases
- Worked with Payroll on monitoring employee vacation requests and mis-punches
- Monitored and recorded shortages to present to Business Council with Payroll Manager

Benefits

- Trusted with acquiring a TPA to handle workers compensation claims and assisted benefits with billing
- Assisted with the first ever paperless open enrollment at Miccosukee Resort & Gaming
- One of two employees designated to process enrollment for insurance programs

Recruiting

- Part of the team to create Miccosukee Resort & Gaming's first ever online application system
- Assisted with creating an applicant tracking system to recruit through ADP
- Worked with the recruiter to manage the requisitions on the applicant tracking system to keep job openings up to date
- Assigned to recruit specific licensed candidates and to help potential applicants find a job that would fit them best when applying
- Completed onboarding process for new hires as needed

Human Resources Activities

- Handled unemployment application appeals and prepped director for hearings
- Designated Coordinator to perform Department of Economic Opportunity Hearings when Director is unavailable
- Performed Sexual Harassment Training for multiple departments in both English and Spanish
- Assigned Coordinator by Director to update Employee Policy Book originally written in 1996
- Created promotion memos & transfers for employees to present to the Tribe Council for approval (a management function)

Front Service Clerk/Cashier | Publix Supermarkets | August 2012- April 2018

- Provided premier Customer Service

- Trained new hires as a role model employee
- Performed cash-handling services in a fast paced environment.

Andres Busse
786-223-2635 | andres@lagomhr.net

PERSONAL OVERVIEW

Andres is a passionate digital marketing professional and content creator. He is Google Analytics Certified with skills and experience in Digital Marketing, including copywriting, lead generation, analytics, social media, SEO (Search engine optimization), email marketing, and creative work. He has helped to create and grow communities on several platforms such as Instagram, Facebook and his clients' own networks. Andres is an out-of-the-box creative problem solver, capable of meeting deadlines under pressure, detail oriented with exceptional communication skills and always eager to learn.

SKILLS

- Customer Service
- Social Media Marketing
- E-Mail Marketing
- Client Relationship Management
- Copywriting
- Editing
- Professional Blogging
- Search Engine Optimization
- Fluent in English and Spanish

EDUCATION

Florida International University
Bachelor of Business Administration in Marketing
Certificate in Social Media & E-Marketing Analytics

Miami, FL
July 2019

Tallahassee Community College
Associate of Arts

Tallahassee, FL
May 2015

WORK EXPERIENCE

LagomHR

Human Resources Generalist

West Miami, FL
August 2019 –Present

- Draft Requests for Proposal (RFPs) for Local Municipalities
- Create Job Descriptions for Local Governments to ensure employee accountability
- Meet with Local Government administrators to ensure the quality and accuracy of drafted job descriptions
- Compose and edit employee handbooks
- Edit and upload blog posts to improve search engine optimization
- Create social media content to increase Brand awareness

Espirito Santo Marketing Solutions

Intern

Coral Gables, FL
February 2019 –May 2019

- Create various email templates to assist with client solicitation and follow up
- Assist in the creation and editing of web text to increase company image
- Craft creative copy for print, email, and web marketing campaigns
- Compose blog posts to improve search engine optimization
- Create Facebook Ads to increase brand awareness
- Edit promotional text for client campaigns

P. J. Busse Insurance and Financial Services

Doral, FL

Agent

July 2016 – Present

- Develop relationships with client through phone, email, and social media, and networking events
- Educate clients about insurance products and financial services provided
- Follow up with clients and coordinate meetings to further educate them on available Products
- Schedule medical examinations for clients, fill out insurance applications, deliver applications to underwriting, and deliver policies to clients in a timely manner
- Perform post-sale follow ups in order to ensure client satisfaction

PROFESSIONAL CERTIFICATIONS

- IT: IC3 Certified (Microsoft Office, Internet Literacy)
- Salesforce CRM
- Google Analytics Certification
- HubSpot Inbound Marketing Certification
- HubSpot Inbound Certification
- Florida 2-15 Life, Health and Variable Annuities Agent license

Daniel Regalado, SHRM-CP

Phone: (305)778-5875

LinkedIn: <https://www.linkedin.com/in/danielregalado>

Email: Regalado.Daniel@Outlook.com

QUALIFICATION SUMMARY

Ability to create a safe and welcoming environment for all employees, addressing questions or concerns with regards to their well-being, payroll, benefits, recruitment, training, and any other HR matters that may arise.

WORK EXPERIENCE:

Human Resources Generalist

LagomHR

West Miami, FL
December 2018 – Present

- Conduct compensation analyses and study reports
- Prepare job descriptions compliant with ADA and incorporating best practices
- Develop training material for sexual harassment, ant-discrimination, diversity & inclusion training topics

Human Resources Generalist

University of Miami

Coral Gables, FL
May 2019 – Present

- Serve as the human resources business partner to the human resources department across the Gables, Medical, and Research campuses.
- Liaison between human resources leadership team and human resources employees and point of contact for all human resources related activities.
- Manage recruitment process in entirety to include screening, interviewing, assessing, reviewing compensation and rewards package, and onboarding.
- Develop and implement in conjunction with management their department goals, objectives, and systems.
- Provide strategic counseling and assistance to all human resources personnel.
- Administer HR policies and procedures related to employee relations, compensation, benefits, performance management, and other projects.
- Responsible for organizing, planning and executing employee engagement activities including holidays, recognition, community and company events.

Human Resources Generalist

The Biltmore Hotel

Coral Gables, FL
December 2017 – May 2019

- Established recruiting requirements by meeting with managers to discuss operational needs.
- Determined applicant qualifications by prescreening, interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Identified recruiting opportunities by researching new sources for talent, cultivating relationships with industry professionals, and networking with college placement officers and staffing company personnel.
- Managed the J-1 trainee interns' program through the recruitment, processing, onboarding, and offboarding process.
- Conducted a compensation analysis in efforts to ensure a competitive advantage in the hospitality industry.
- Responsible for organizing, planning and executing employees' activities, including holidays, recognition, community and company events.
- Managed employee benefits including, but not limited to medical, vision, dental, life insurance, STD, LTD, LTC, 401K, FMLA, and all LOA requests.
- Assisted in EEO-1 annual reporting; maintains other records, reports, and logs to conform to EEO regulations.
- Adhered to OSHA rules and regulations; reporting recordable incidents as required by OSHA.
- Administered workers' compensation, providing support to all injured parties, and act as the liaison between case managers and employees.
- Conducted exit interviews to obtain opportunities for improvement as well as to discuss separation agreements.
- Act as a supporting consultant for management providing feedback and recommendations for departmental success.

- Managed all communications to increase employee engagement and provide a positive work environment.
- Conducted training sessions as deemed required.

Human Resources Coordinator

Miccosukee Resort and Gaming

Miami, FL
July 2017 – December 2017

- Led a compensation analysis on internal and external salary statistics, and based on the data collected, developed and implemented an appropriate employee compensation structure.
- Assisted in planning, organizing, and executing organization-wide trainings and development programs.
- Developed methods to increase productivity and efficiency with respects to applicant processing, onboarding, training, etc.
- Accelerated internal automation and full use of existing system applications.
- Served as a liaison between employees and management to foster a positive environment by providing HR support to all areas of the organization.
- Restructured job descriptions for the organization to ensure that all employees are knowledgeable on their duties.
- Administered and managed employee benefits with respect to medical, vision, dental, short/long term disability, 401k, and supplemental insurances.
- Audited and reconciled invoices monthly to ensure accuracy.
- Supported payroll specialists with employee deductions, leave of absences, and other duties deemed necessary by the payroll manager.
- Conducted an organizational budget assessment to ensure all departments are utilizing their funds adequately.
- Restructured organization's policies and procedures to ensure merit systems book is up to date.

Customer Care Representative/Coach

Florida Power and Light

Miami, FL
May 2016 – July 2017

- Consulted with customers who needed assistance with FPL.com inquiries, account balance inquiries as well as provided timely resolution to issues regarding their monthly statements.
- Empathized to customers' issues to create rapport and instill the company's values.
- Diffused customer dissatisfaction as well as mediated irate customers to ensure that every contact feels as though they had an "effortless experience" when contacting the Care Center.
- Verified the compliance of call center interactions with the prescribed rules and regulations while providing training and coaching to ensure success.

Human Resources Intern

The COLLECTION

Miami, FL
January 2017 – April 2017

- Recruited candidates for employment across various sources, conduct interviews and background checks.
- Created requisition forms, personnel files, process I-9 form, and data entry into HR systems.
- Conducted screenings of potential candidates for employment, initiate the onboarding process, and provide candidates with organizational information to ensure a smooth transition into their role.
- Ensured organization is in compliance with OSHA and EEOC regulations.

EDUCATION:

Florida International University

Master of Science in Human Resource Management

Florida International University

Bachelor of Business Administration

Finance and Human Resources Management

CERTIFICATES & SKILLS:

- Society of Human Resources Certified Professional (SHRM-CP)
- CPR and First Aid
- International Baccalaureate Diploma

Human Resources Skills: Microsoft Suite, Paycom, Workday, ADP, Compensation, Recognition, Engagement, Employee Relations, HRIS, OSHA, COBRA, FMLA, ADA, Recruitment, Selection, Benefits Administration, Orientation, Onboarding, Training, Development, Workers' Compensation, Disciplinary Action, etc.

Languages: Fluent in English and Spanish

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 VICE MAYOR COMMISSIONER COMMISSIONER TOWN ATTORNEY ADMIN SERVICES DIRECTOR DIRECTOR OF PUBLIC WORKS CHIEF CODE ENFORCEMENT OFFICER BUDGET/FINANCE DIRECTOR TOWN MANAGER ASSISTANT TOWN MGR.	ASHIRA MOHAMMED HOWARD P. CLARK, JR. GEORGINA COHEN REYNOLD DIEUVEILLE CHRISTOPHER J. RYAN NATASHA JOSEPH TODD LARSON JEFFREY LOUIS HARRY TAUBENFELD AGATHA MUSE-SALTERS NEWALL DAUGHTREY
ABSENT:	CLERK COMMISSIONER	GEOFFREY JACOBS (Excused)

1. DISCUSSION: Employee Benefits – Mayor Mohammed/ Benefits Coordinator Rosen

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.

AUGUST 12, 2019

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.

AUGUST 12, 2019

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 addition \$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 others town to find out who their audits 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

AUGUST 12, 2019

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.

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 brining 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 EFFECTIVE 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 as 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.



SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

WEDNESDAY, SEPTEMBER 6, 2017 – 5:01P.M.

AMENDED AGENDA

CALL TO ORDER - 5:01 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: MAYOR:

VICE MAYOR:

Acting CLERK-COMMISSIONER:

COMMISSIONER:

TOWN ATTORNEY:

TOWN MANAGER:

ASSISTANT TOWN MANAGER/

PARK MANAGER:

ASSISTANT TOWN MANAGER/

DEPUTY TOWN CLERK:

ASSISTANT TO THE DEPUTY TOWN CLERK:

DIRECTOR OF PUBLIC WORKS:

CONSULTANT PLANNER:

FINANCE & BUDGET DIRECTOR:

CODE ENFORCEMENT OFFICER:

ASHIRA MOHAMMED

HOWARD P. CLARK, JR.

EMMA SHOAFF

CHRISTOPHER J. RYAN

ROBERT A. LEVY

THOMAS WILDE

NATASHA JOSEPH

TIFFANY COLQUIT

TODD LARSON

MICHAEL MILLER

GEORGINA RODRIGUEZ

JEFFREY LOUIS

ABSENT: GEORGINA COHEN

1. PUBLIC HEARING: Wednesday, September 6, 2017 – 5:01 P.M. – Tentative Budget and Proposed Millage Rate for Fiscal Year 2017 - 2018 – Mayor Mohammed/Attorney Ryan

Mayor Mohammed opened the Public Hearing, no discussion, closed it and brought it back before the Commission. Mayor Mohammed commented for everyone to review the copy of the Tentative Budget (see attached). Commissioner Shoaff stated she did not receive a copy of the Budget and verified this with Dr. Levy was made of aware of this yesterday. Mayor Mohammed informed everyone that the Commission will have a full hearing at the next scheduled Commission meeting where they can fully review it but were doing the procedural part of this today and then in two weeks review it appropriately. Commissioner Cohen was now in attendance for the meeting and announced the arrival time as 5:02 p.m. for the Record.

Dr. Levy provided an overview of the Tentative Budget and referred to the three different proposals being presented to the Commission. The first proposal, was giving everybody what they requested and keeping the 50/50 share with West Park. This proposal would cause a \$400,000.00 deficit in the Reserves for next year. The second proposal, includes Ms. Rosen's suggestion that we do the Annuities for the Pension Plan in phases. In addition, two employees were taken out that were requested as one by the Building Department and the other was the Business Tax Department and that came close to balancing the Budget and that was with the 50/50 with the B.S.O., among other things.

The third proposal, was with the 55/45 split with West Park and everything that everybody wanted minus the two employees and it comes out with a surplus that the Town could add to the Reserves of \$70,000.00. Now, Dr. Levy mentioned he had a long discussion with Mayor Mohammed to cut his salary and freeze all Department Heads' salaries but raises were given to the employees at the bottom of the salary scale where the people making the least amount are receiving raises, but the people making the most amount, are not. Adding, that this was everyone's contribution towards the third Budget proposal which was balancing it and coming out with a surplus and his recommendation was for the yellow colored paper copy of third Tentative Budget

WEDNESDAY, SEPTEMBER 6, 2017

proposal. Commissioner Cohen clarified the understanding was they have two weeks to make any recommendation relating to the Tentative Budget. Commissioner Shoaff made a recommendation for this Budget. Mayor Mohammed inquired with Ms. Rodriguez who clarified that section as 100% of the Commissioner's Pension Funding proposal does include the Annuities and the payment for the additional Life Insurances as well. A brief discussion followed where Dr. Levy recommended discussing this accordingly. In response to Mayor Mohammed, Dr. Levy clarified in regards to new employees for certain departments such as the Public Works Department, that Budget Proposal does not include any new employees. In response to Commissioner Shoaff, Dr. Levy commented that it was for the Pension Board to decide which he could not answer it today but they would have to meet as the Pension Board and make those inquiries at that time, among other things. At this time, Mayor Mohammed informed everyone that it seems the consensus was that everyone was recommending the yellow colored paper copy of the Tentative Budget proposals and the Commission expressed some concerns with not having the opportunity to review it, among other things. Mayor Mohammed explained they have approximately two weeks to review the Tentative Budget's three proposals, adding, that due to the approaching Hurricane preparations, she was also unable to review it. Discussion followed. Mayor Mohammed entertained a motion to adopt the amended Tentative Budget. Attorney Ryan advised the Commission to make a decision as to which of those three Budget proposals are they going to adopt relating to the Mayor Mohammed's entertained motion to adopt the amended Tentative Budget. In response to Vice-Mayor Clark, Attorney Ryan advised the Commission that they can amend it at a future date but they have to adopt one of those proposals today.

In response to questioning by Vice-Mayor Clark, Dr. Levy clarified that his wages will be cut by \$50,000.00 as the Mayor and he previously discussed in order to help balance the Budget. Upon further questioning by Vice-Mayor Clark, Dr. Levy commented that it does not accrue it is reduced. In response to Vice-Mayor Clark in regards to when Dr. Levy's Contract ends, Attorney Ryan advised the Contract that was enacted where the last one that was adopted by the Commission ends October 31st of this year, 2017. Dr. Levy advised he thought it was 2019 that it ended. Attorney Ryan advised there was a discussion about that but it was never followed up with a written Agreement. In response to a recommendation that this be in writing by Vice-Mayor Clark, Attorney Ryan advised it is in writing and expires October 31, 2017.

Commissioner Shoaff commented on certain things she has heard and wanted to clarify she was not leaving in October, she is staying. Commissioner Cohen stated she was staying another term so let it be known.

A brief discussion ensued followed by questioning from Vice-Mayor Clark where Attorney Ryan advised the original Contract was adopted back on October 21, 1998 which went from November 1, 1998 until October 31, 2007. Adding, an Amendment to the Contract extending the Contract was done on September 13, 2006 which extended the Contract until October 31, 2012. There was a second Amendment to the Contract which was adopted August 11, 2010 that extended the Contract to October 31, 2017 and those are the written Contract. Attorney Ryan also mentioned there was a discussion about the Contract at a meeting some point in the past for an extension that never was furthered codified or no written extension of the Contract at that point. Again, Vice-Mayor Clark clarified for the Record that he has nothing against Dr. Levy but deep respect and if he has a problem he goes to him but he was just asking a simple question of when does the Contract expire and he has now, officially stated that on the Record, among other things. Dr. Levy stated on Record that he has a disagreement with the City Attorney on those dates because he knows that the extension of his Contract always coincided with your elected term and it ended on March of 2019 when this term ends. Commissioner Shoaff made a comment about being the one who asked Dr. Levy to come back in the year 1997 or 1998. Mayor Mohammed was under the assumption that it was always a March date as well but these all are stating an October date, among other things.

WEDNESDAY, SEPTEMBER 6, 2017

Mayor Mohammed explained there was also the issue of which Budget to choose because they have not worked out the terms on anything as it relates to Fire and E.M.S. (Emergency Medical Services) Contract and she gave Staff a laundry list to do and she does not have a problem with 55/45 as long as we get our credits and everything put into that Contract. In response to Vice-Mayor Clark, Mayor Mohammed clarified the third Budget proposal goes with the 55/45 and the second Budget proposal goes with the 50/50. She needs those credits in there because the Commission did not call a vote for the 55/45 of where there were actually two votes for NO. She expressed concerns with the fact the Contract has not been worked out and the Town has not received any credits. In addition to that, there was some documentation that did not make it into the package where she has had this discussion with Mr. Larson several times relating to salaries for the Fire personnel and how much this is costing the Town especially, when the Town is again the training grounds for Broward Sheriff's Office (B.S.O.) for everything and the starting salary for Fire personnel starts at \$34,000.00 but the Town is paying \$175,000.00. Mayor Mohammed's direction was that she would like for that laundry list that she presented last week, for us to work on that Fire Contract because where are the credits for the missing bodies, the salaries, the building, rent for the building, etc. and was recommending that all those things should be addressed in implementing a Contract and accepting a Budget with a Contract that is almost 60% of the Town's Budget, so, this needs to be worked out of where the Town receives some kind of resolution, among other things. In relations to the Fire Contract, Vice-Mayor Clark mentioned he reviewed the Booklet the Mayor organized, researched and put together for this by offering to help and work with her to do this, whichever the Commission and the people agree to, is what he will do. Commissioner Shoaff expressed her concerns with the Fire Contract as well by making a recommendation to implement a month to month contract with Broward Sheriff's Office (B.S.O.) that does not include West Park. Discussion continued. In response to Vice-Mayor Clark, Attorney Ryan advised they could have Workshops for discussion relating to this issue. In response to Vice-Mayor Clark, Mayor Mohammed verified the Commission did not know about all the documentation and research she did relating to the Fire Contract, among other things. Mayor Mohammed inquired with the Commission as to which of three Tentative Budget Proposals to adopt.

During this, Dr. Levy advised he was stating this for the Record, since this just came up and he has not had a chance to review with the Town Attorney, if he is leaving in October then he rescinds his offer to reduce his salary because he will be leaving anyway so they would save money in the long run because he will be leaving this month and he will be through where that \$50,000.00 is included in the new Budget so he just wants the Commission to know he rescinds the \$50,000.00 and it has to be added so the deficit will only be \$20,000.00. In relations to this, Vice-Mayor Clark suggested adding it next month or in the next two weeks. Dr. Levy stated he was letting the Commission know on the Record that then comes off the table because he was going to be leaving anyway and he is not going to ruin his retirement because of that. A Discussion by the Commission and Dr. Levy occurred in relations to this matter because he always thought it was in 2019 because they always talked about it coinciding with their elected term. Vice-Mayor Clark added that it was never approved, they made a motion to that effect as Attorney Ryan stated but then there was a problem. A brief discussion ensued. Vice-Mayor Clark recommended adopting the yellow colored paper one for now, among other things. Commissioner Shoaff stated they have to think about number three Tentative Budget proposal because Dr. Levy was giving up the \$50,000.00 salary cut, if he does not give up \$50,000.00, then the Budget is going to be less. Attorney Ryan advised not to use the color of the paper to make the motion. In response to Vice-Mayor Clark, Attorney Ryan advised he could make a motion to adopt option number three of the Budgets presented on the memo from the Town's Budget and Finance Director for the 2017-18 Budget. Vice-Mayor Clark made a motion that we adopt Budget number three that was presented and brought forward to us by the Finance and Budget Director. Commissioner Cohen seconded the motion and it was carried as follows:

VICE-MAYOR CLARK
COMMISSIONER COHEN

YES
YES

TOWN OF PEMBROKE PARK

SPECIAL COMMISSION MEETING

WEDNESDAY, SEPTEMBER 6, 2017

COMMISSIONER SHOAFF
MAYOR MOHAMMED

YES
YES

In response to Mayor Mohammed, Attorney Ryan advised to proceed with the Announcement of the Mileage Rate as 8.5 mils under any of the three Tentative Budget options and the Commission concurred. Mayor Mohammed announced the Town was going to keep the current Mileage Rate of 8.5. The next announcement is the percentage by which it is was computed. The Proposed Mileage Rate exceeds the roll back rate by 5.03%.

COMMISSION COMMENTS:

At this time, the Commission had questions relating to their concerns for Hurricane Irma. Mayor Mohammed announced what preparations were currently being done for the Town and its residents' safety and welfare. She explained that Watkins Elementary located in Pembroke Park would be opening tomorrow afternoon. There is mandatory evacuation for Plans A and B and she is assuming the Mobile Home communities are considered Plan B which means the residents' will have to evacuate to the closest shelter which is Watkins Elementary and it is mandatory as Hurricane Irma was categorized as a Category 4 and they will be assisting in informing the public to evacuate and the shelter will be available at noon and all information is provided in the packet to include which shelter(s) will allow pets, etc. The Broward Sheriff's Office will be securing the Town's Mobile Home Parks as well. However, they will not be providing any service or being available when storm winds reach 50 mph or more, among other things. The Town Hall will be operating as the Emergency Operations Center (E.O.C.), etc. Dr. Levy mentioned Mr. Wilde was not attending the meeting due to the fact he has been working around the clock diligently in helping with all emergency hurricane preparation but would be returning shortly to help the Town continue its preparation of the hurricane. In response to Commissioner Cohen, Dr. Levy verified there were other municipalities in Broward County who might have further sand bags for residents to follow up with. At this time, Mr. Wilde appeared and provided further information for the Commission and announced the Town still has approximately 50 sand bags available for residents.

Mayor Mohammed announced the next Public Hearing on Tentative Budget and Proposed Millage Rate for Fiscal Year 2017 – 2018 was scheduled for Monday, September 18, 2017 at 5:01 p.m. Due to Hurricane Irma unknown circumstances, the next Regular meeting was to be announced.

Since there was no further business, Mayor Mohammed entertained a made a motion to adjourn and it was seconded by Vice-Mayor Clark. The motion was carried unanimously by voice vote and the meeting was adjourned at 5:37 P.M.

Respectfully submitted,

By: _____
NATASHA JOSEPH
Assistant Town Manager/Deputy Town Clerk

Regular Commission Meeting
Action Minutes of January 2, 2019



- A. CALL TO ORDER/ ROLL CALL: 6:30 p.m.
Commissioner Flaherty arrived at 7:04 p.m.
- B. PLEDGE OF ALLEGIANCE: Mayor O'Rourke
- C. SPECIAL PRESENTATION/REPORTS:
1. ShotSpotter Presentation Recognition Software/Hardware
- D. PUBLIC COMMENT: None
- E. CONSENT AGENDA:
2. Regular Commission Meeting Minutes of December 19, 2018.

3. Resolution No. 01-01-19 Authorizing and Directing the Mayor to Execute an Agreement with Kreusler VI, LLC to Establish a Temporary Construction Easement.

4. Resolution No. 02-01-19 Authorizing and Directing the Mayor to Execute an Agreement with Bridgestone Retail Operations, LLC, to Establish a Temporary Construction Easement.

5. Resolution No. 03-01-19 Authorizing the Mayor to Execute the 2nd Amendment to the Agreement between the Town of Lake Park, Florida and Bonner Mobile Bar Service.

6. Resolution No. 04-01-19 Authorizing and Directing the Mayor to Execute an Agreement with Michael B. Schorah and Associates, Inc for Continuing Professional Engineering Services.

7. Resolution No. 08-01-19 Authorizing and Directing the Mayor to Execute an Agreement with the State of Florida, Division of Emergency Management for Grant Funds Associated with Hurricane Irma.

All Items on the Consent Agenda were Approved
- F. PUBLIC HEARING(S) ORDINANCE ON FIRST READING: None
- G. PUBLIC HEARING(S) ORDINANCE ON SECOND READING: None
- H. NEW BUSINESS:
8. Resolution No. 05-01-19 Authorize the Purchase of the ShotSpotter Technology. Approved

9. A Request from the Event Organizers of the Vintage Motorcycle Festival proposed For Saturday, March 2, 2019 to Allow the Town to be an Event Co-Sponsor and Share in the Event Costs. Moved to the January 16, 2019 Commission Meeting

10. Resolution No. 06-01-19 Approval of the Fiscal year 2018/2019 Budget Adjustment to Fund Replacement of Basin 9 Stormwater Outfall. Approved

11. Resolution No. 07-01-19 Authorizing and Directing the Mayor to Execute an Agreement with MJC Land Development, LLC to Replace the Basin 9 Stormwater Outfall. Approved

I. PUBLIC COMMENT: None

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. REQUEST FOR FUTURE AGENDA ITEMS:
January 16, 2019 - A Request from the Event Organizers of the Vintage Motorcycle Festival proposed for Saturday, March 2, 2019 to Allow the Town to be an Event Co-Sponsor and Share in the Event Costs.

L. ADJOURNMENT: 8:02 pm

DIVISION X. - RULES OF PROCEDURE AND RELATED ISSUES

Sec. X-X. - Generally.

- (a) The provisions of this division shall apply to the Town Commission and all boards and committees of the Town. Wherever the term "commission" is used, it shall also apply to the Town's boards and committees. The Town Attorney determines which provisions are inapplicable to a specific board, commission or committee.
- (1) *Governing rules.* Except as may be provided by these rules or by law, questions of order, the methods of organization and the conduct of business of the commission shall be governed by Robert's Rules of Order, revised, in all cases which are applicable.
 - (2) *Open to the public.* All meetings of the Town Commission shall be open to the public in accordance with state government in the Sunshine Law, section 286.011, and state statutes.
 - (3) *Exempt meetings.* The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions, F.S. § 447.605(1), meetings regarding risk management claims, F.S. § 768.28(15), and litigation meetings pursuant to F.S. § 286.011(8). The commission shall follow all statutory requirements for exempt meetings.
 - (4) *Seating capacity.* Due to the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the commission chambers or other meeting rooms shall be limited. The Town will seek to make other accommodations outside of commission chambers through video feed.
 - (5) *Accessibility.* All meetings of the commission will be conducted in a publicly accessible building.
 - (6) *Signs, placards, banners.* For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in Town Commission meeting rooms. Other signs, placards, and banners shall not disrupt meetings or interfere with others' visual rights.
 - (7) *Quorum.* A majority of the entire commission shall constitute a quorum. No ordinance, resolution, shall be finally adopted by the commission without the affirmative vote of the majority of the commission members. If required by state statute or Town Charter, when an extraordinary majority vote is required it will be of the members present.
 - (8) *Conflict of interest.* Any member of the commission who announces a conflict of interest on a particular matter pursuant to F.S. § 112.3143 or 286.012, Town Code of Ethics or, where applicable, the Miami-Dade County Code of Ethics, and decides to refrain from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.
 - (9) *Loss of quorum.* In the event that a commissioner is required to depart a commission meeting prior to adjournment, and the departure causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.
 - (10) *No quorum.* Should no quorum attend within 30 minutes after the hour appointed for the meeting of the commission, or upon a meeting having commenced with a quorum, which quorum shall have been lost, the Chairperson or the vice-Chairperson, or in their absence, another commissioner in order of seniority, shall adjourn the meeting. The names of the members present and any action at such meeting shall be recorded in the minutes by the clerk.
- (b) The parliamentarian can take ministerial or purely procedural action on behalf of the Chairperson. Between meetings the parliamentarian acts as Chairperson of the board but this does not apply to the Town Commission.

Sec. X-X. - Chairperson.

- (a) The Chairperson is the Mayor of the Town. The Chairperson presides at all meetings of the commission. The Chairperson's responsibilities shall include, but not be solely limited to:

- (1) Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
- (2) Announce the business to come before the commission, in accordance with the prescribed order of business.
- (3) Recognize all commissioners, the Town Manager, the Town Attorney and the Town Clerk, who seek the floor under correct procedure. All questions and comments are to be directed through the Chairperson and restated by the Chairperson, and the Chairperson declares all votes. The Chairperson shall repeat every motion and state every question coming before the commission, and announce the decision of the commission on all matters coming before it.
- (4) Preserve decorum and order, and in case of disturbance or disorderly conduct in the commission chambers, may cause the same to be cleared or cause any disruptive individual to be removed.
- (5) Call to order any member of the commission who violates any of these procedures and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
- (6) Expedite business in every way compatible with the rights of the members.
- (7) Remain objective. For the Chairperson to make a motion, the gavel must be relinquished. Based upon these rules and procedures, the gavel shall be relinquished in the following order:
 - a. To the vice-Mayor;
 - b. To other commissioners based upon seniority.

The "Rule Against Chairperson's Participation in Debate" states that the Chairperson who relinquishes the gavel should not return to the chair until the pending motion has been disposed of. In situations where there is no second, the Chairperson may second the motion for purposes of allowing discussion and a vote.

- (8) Declare the meeting adjourned when the commission so votes, or at any time in the event of an emergency affecting the safety of those present.
- (b) Vice-Chairperson. In the absence of the Chairperson or in the event of the Chairperson's inability to serve by reason of illness or accident, the vice-Chairperson shall perform the duties and functions of the Chairperson until the Chairperson's return to the Town or recovery and resumption of duty.

Sec. X-X. - Order of business.

- (a) *Official agenda.* There shall be an official agenda for every meeting of the commission, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings of the commission shall be conducted in accordance with the official agenda.
- (b) *Agenda form; availability; support information.* The agenda shall be prepared by the Town Clerk in appropriate form approved by the commission. The Town Clerk shall make available to the commissioners a copy of the agenda before the meeting. Absent an emergency, all support information for agenda items shall be available no later than three calendar days before the regular meeting, except where other dates are requested by state statute. If the support information is not available, the agenda item shall be removed from the agenda and considered at a later meeting. Consistent with the timeframe requirements as set forth in this subsection, the following shall be posted on the Internet, to the extent possible:
 - (1) "The Town Commission Agenda," simultaneous with its distribution;
 - (2) The supplemental agenda, and any other information related to the upcoming agenda simultaneous with its distribution;
 - (3) The Town Clerk's report and annotation to the agenda immediately after its release by the Town Clerk, subsequent to the Town Commission meeting to which it applies.

- (c) *Agenda format for regular meeting.* The agenda format for a regular commission meeting shall be in substantially the form as set forth below:
- (1) Call to Order, invocation and pledge of allegiance;
 - (2) Presentations and proclamations;
 - (3) Approval of minutes;
 - (4) Consent agenda;
 - (5) Personal appearances;
 - (6) Scheduled public hearings;
 - (7) Town Commission items;
 - (8) Boards and committee items;
 - (9) Town Manager items;
 - (10) Town Attorney items;
 - (11) Town Clerk items;
 - (12) General discussion—commissioners;
 - (13) Adjournment.
- (d) *Consent agenda.* On the portion of the agenda designated as "consent," all items contained therein may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past commission direction or policy. However, any commissioner, the Town Manager, the Town Attorney, the Town Clerk, or, at the request of a member of the public if approved by the Chairperson, may withdraw an item from the consent agenda, and it shall then be voted on individually.
- (e) *Personal appearances.*
- (1) Any citizen shall be scheduled on the agenda of a regular meeting of the commission for presentation of information and material to be considered by the commission, within the scope of its jurisdiction, following the Town Manager's investigation and review of the citizen's issue, or unless otherwise directed by the Mayor or a member of the commission.
 - (2) No citizen shall be entitled as a matter of right to address the Town Commission on any matter appearing on the agenda, which is not scheduled as a personal appearance or public hearing unless required by applicable law. Said citizen desiring to speak shall be allowed to speak when permitted to do so by the Chairperson, or by a majority of the commission members present.
 - (3) The Mayor or the Chairperson may fix time limits for each individual to address the commission or per side where individuals in a group share the prescribed time period allotted.
- (f) *Scheduled public hearings.* Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular commission meetings, public hearings shall be heard no earlier than 9:00 a.m. Individual speakers are encouraged to adhere to a three-minute time limit when speaking on issues scheduled for public hearing. The Chairperson has the discretion to either extend or reduce time limits, based on the number of speakers and to set items as time certain.
- (g) *Discussion items by commissioners.* During the portion of the agenda designated as "discussion items by commissioners," assignments shall be given to the Town Manager, Town Attorney or Town Clerk unless objected to by a majority of the commission. The commission shall take no policy action without an agenda item unless such is accomplished through a unanimous vote of the commission.
- (h) *Departure from order of business.* Any departure from the order of business set forth in the official agenda shall be made only upon determination of the Chairperson or a majority vote of the members of the commission present at the meeting.

- (i) *Placing items on agenda.* Any member of the commission, the Town Manager, the Town Attorney, or the Town Clerk may place an item on the agenda.
- (j) *Additions, deletions, or corrections to agenda.* Deletions or corrections to the agenda may be considered by the commission and adopted by the passage of a single motion. Non-agenda matters shall be confined to items that are informational only. Add-on agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the commission only in exigent circumstances, for issues that are time critical or cost sensitive to the Town. For such matters, the Town Manager and Town Attorney should be consulted in advance of the meeting. If the add-on agenda item is approved by the Town Manager, the add-on agenda item shall be placed on the agenda, and the agenda coordinator should modify and reprint the agenda table of contents for redistribution to all persons who receive the initial agendas. Furthermore, the Town's web site should be updated to reflect the new agenda. For matters of extreme emergency, a special meeting of the commission may be called in accordance with the provisions of the Charter, upon adequate notice being provided under F.S. § 286.011.
- (k) *Announcing agenda items.* The Chairperson shall announce each item on the agenda. The Town Manager, Town Attorney or Town Clerk, or their designees, as appropriate, shall then present the item to the commission.

Sec. X-X. - Parliamentarian.

The Town Attorney shall act as parliamentarian, shall advise and assist the Chairperson in matters of parliamentary law and shall read all first and second reading ordinances into the record. In the absence of a rule of procedure as provided for by these rules, the parliamentarian shall refer to Robert's Rules of Order, revised, on all rulings. Rulings relative to parliamentary procedure made by the parliamentarian are binding.

Sec. X-X. - Rules of debate.

(a) *Decorum.*

- (1) Every commissioner desiring to speak should address the Chairperson, and upon said recognition by the Chairperson, should confine discussion to the question under debate.
- (2) A member, once recognized, should not be interrupted when speaking, unless said member is being called to order. The member should then cease speaking until the question of order is determined, without debate, by the Chairperson. If in order, said member shall be at liberty to proceed.
- (3) A member shall be deemed to have yielded the floor when the member has finished speaking. A member may claim the floor only when recognized by the Chairperson.

(b) *Motions.*

- (1) A motion and a second to the motion are to precede any action on an agenda matter unless there are speakers to be heard on the agenda matter.
- (2) All motions shall be made and seconded before debate.
- (3) When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to adjourn, lay on the table, postpone, substitute, or amend until the question is decided. These motions shall have preference in the order in which the motions are mentioned.
- (4) Any commissioner may move to close debate and call the question on the motion being considered which shall be non-debatable. A successful vote on the motion to close debate will end discussion of the item. The commissioner moving the adoption of an ordinance, resolution or motion shall have the privilege of closing the debate.
- (5) If the Chairperson wishes to put forth a motion, the Chairperson shall relinquish the gavel to the vice-Chairperson until the main motion on which the Chairperson has spoken has been

disposed. The Chairperson may second a motion where there is no second, in order to allow for discussion and a vote.

- (6) The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.
- (c) *Motions to amend.* An amendment to a motion must be germane, that is, it must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A commissioner may amend the main motion in either of the following two ways:
 - (1) *By consent of the members.* The Chairperson, or another commissioner through the Chairperson, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.
 - (2) *Formal amendment.* An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If it fails, the motion shall be the motion as it was before the amendment was presented.

Sec. X-X. - Voting.

- (a) *Votes.* All votes shall be taken by voice.
 - (1) *Roll call vote.* A roll call vote is a method of voting wherein the clerk calls each commissioner's name in alphabetical order, rotating the names with each subsequent roll call, with the Chairperson voting last. The voting commissioner can either vote yes (yea), no (nay), or abstain. The Mayor or any member of the commission can require a roll-call vote.
 - (2) *Unanimous consent vote.* A unanimous consent vote means that the opposition feels that discussing or voting on the issue is useless, and therefore decides to keep silent, accepting the results. It is distinguished from unanimous voice vote in that if there is opposition, then a formal roll call vote is needed. It may also be a situation where all members present vote in favor of a particular item that is not a resolution or ordinance. Unanimous consent vote shall have the full force of a resolution and shall be memorialized as a "Declaration of Unanimous Consent." In situations where no roll call vote is required, the Mayor may order a voice vote to determine yes (yea) and no (nay). Where no opposition is voiced, the Mayor may declare a unanimous consent vote and if no commissioner objects, it is determined to have passed.
 - (3) *Voice vote (unanimous).* A unanimous voice vote means all the votes are the same. The voice vote generally means that the majority adopts the main motion, or more than half of the committee adopts the main motion.
 - (4) *Tie vote.* A tie vote occurs when 50 percent votes in favor and 50 percent votes against; the parliamentary effect of same is that said motion is lost. In the event of the tie vote unless otherwise provided in the Town or zoning code, the proposed ordinance or resolution shall be carried over to the next regular or special meeting of the commission. In the event that the proposed ordinance or resolution does not receive a majority vote at the subsequent meeting, it shall be deemed to have failed. Where there is a tie vote, more debate is permitted and a commissioner may require additional votes to attempt to resolve the deadlock.
- (b) *Tabulating the vote.* The Chairperson shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any commissioner prior to voting, and each commissioner shall vote "yea" or "nay."
- (c) *Voting.* Every member of the commission who was in the commission chambers when the question was put forth must give a vote, unless the member has publicly stated that the member is abstaining from voting due to a conflict of interest pursuant to F.S. § 112.3143 or 286.012, the Town Code of Ethics or, where applicable, the Miami-Dade County Code of Ethics. If any commissioner declines to vote "yea" or "nay" by voice, that silence shall be counted as a "yea" vote. Where a voice vote or

unanimous consent vote occurs, in situations where a commissioner abstains from voting impermissibly, silence is counted as a nay vote.

- (d) *Absent for vote; changing vote.* Any commissioner momentarily absent for a vote on a particular item may record a vote, and any commissioner may change a vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the commissioners who voted thereon.
- (e) *Reconsideration of vote previously taken:* A motion to reconsider can be made by any member on the prevailing side, at any time during the commission meeting, and as late as the following commission meeting unless there has been justifiable and substantial reliance on the vote. This does not prevent a commissioner from amending or repealing an ordinance at a later time if it is done in accordance with the law.
- (f) *Voting conflict.* No commissioner shall vote on a matter when the commissioner has a voting conflict of interest as specified in F.S. § 112.3143 or 286.011, or under the Town Code of Ethics or, where applicable, the Miami-Dade County Code of Ethics. A commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. Within 15 days following that commission meeting, the commissioner shall file with the clerk form 8B "Memorandum of Voting Conflict" which describes the nature of the interest in the matter. Form 8B shall be received by the clerk and incorporated into the meeting minutes as an exhibit.
- (g) *Majority vote; extraordinary majority vote; tie vote.* The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of at least the majority of the members of the commission who are present and eligible to vote. If an extraordinary majority vote is required by the state statutes or the Town Charter, this shall require the affirmative vote of an extraordinary majority of the members of the commission who are present and eligible to vote. In the case of a tie in votes on any proposal, the proposal fails.

Sec. X-X. - Citizen input; addressing the Town Commission.

- (a) *Citizen input.* The commission recognizes the importance of protecting the right of all citizens to express opinions on the operation of Town government and encourages citizen participation in the local government process. The commission also recognizes the necessity for conducting orderly and efficient meetings in order to complete Town business in a timely manner.
- (b) *Citizen input on a matter pending before the commission.* Each person who addresses the commission on an agenda item pending before the commission may complete a citizen's input card if requested by the Chairperson, and submit the card to the receptionist or to the Chairperson. The remarks of each speaker shall be limited to no more than three minutes. The Chairperson has the discretion to either extend or reduce time limits, based on the number of speakers.
- (c) *Addressing the commission.* If requested by the Chairperson, prior to addressing the commission, the person shall complete the "request to speak reference card" and place same back into a cardholder whereupon, following the closure of said commission meeting, the Town Clerk shall collect all cards.
 - (1) When the person's name is called, the person shall step up to the speaker's lectern and shall give the following information in an audible tone of voice for the minutes:
 - a. Name;
 - b. Place of residence or business address;
 - c. The person shall state whether the person speaks for a group of persons or a third party, if the person represents an organization, whether the view expressed by the person represents an established policy or position approved by the organization, and whether the person is being compensated by the organization.
 - (2) All remarks shall be addressed to the commission as a body and not to any member thereof.

- (3) No person, other than a member of the commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the commission, without permission of the Chairperson. No question may be asked except through the Chairperson or by vote of the commission.
 - (4) Speakers should make comments concise and to the point, and present any data or evidence for consideration to the Town Commission. No person may speak more than once on the same subject unless specifically granted permission by the Chairperson.
- (d) *Decorum.*
- (1) Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the commission, or disturb any person having the floor. No person shall refuse to obey the orders of the Chairperson or the commission. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the commission shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chairperson and given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chairperson, unless permission to continue or again address the commission is granted by the majority of the commission members present.
 - (2) If the Chairperson or the commission declares an individual out of order, the individual will be requested to relinquish the podium. If the person does not do so, the individual is subject to removal from the commission chambers or other meeting room and may be arrested by the police chief, or designee, subject to F.S. § 810.08(1).
 - (3) Any person who becomes disruptive or interferes with the orderly business of the commission may be removed from the commission chambers or other meeting room for the remainder of the meeting.

Sec. X-X. - Adjournment and continuances.

- (a) No meeting of the Town Commission should be permitted to continue beyond 9:00 p.m. without the approval of a majority of the commission. A new time limit must be established before taking a commission vote to extend the meeting. The commission may also continue or defer the matter to another meeting. The parliamentary effect of the continuance versus a deferral shall result in no additional advertising needed.
- (b) Except for the Town Commission, no Town board that is required to take action on a matter may continue that matter on its own motion for more than one month unless authorized by the Town Commission. In that event, the matter would be presented to the Town Commission for review and action on its next available agenda.

Sec. X-X. - Town Commission quasi-judicial hearings.

- (a) In any application to the Town Commission for a quasi-judicial hearing, a consolidated quasi-judicial and legislative matter, and in such other matters where evidentiary submission is expressly permitted, no evidentiary documentation shall be submitted less than five calendar days prior to the scheduled commission hearing. Said five-day rule shall apply to applicants as well as aggrieved parties who request time to speak and present evidence.
- (b) The Town Commission may vote to waive the five-day requirement and accept proffered evidence where the commission determines that the submitted evidence presents no undue prejudice to a party and that the submission is consistent with due process.
- (c) Continuances for failure to follow the submission schedule as outlined above will only be granted by:
 - (1) Agreement of the parties; or

- (2) Where there is no undue prejudice to either party and the Commission determines the continuance is appropriate in order to fully review the evidence.
- (d) Agenda items and support materials submitted by Town officials and Town staff relating to public hearings will continue to be governed by section 2-79.
- (e) The Chairperson may rule on motions made in advance in quasi-judicial hearings.

Sec. X-X. - Appeals of decisions of Chairperson.

The Town Commission may overturn a ruling of the Chairperson by an affirmative vote of three Commissioners.

RESOLUTION NO. 19-10-01

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUSPENDING ADMINISTRATIVE SERVICES DIRECTOR/DEPUTY TOWN CLERK NATASHA JOSEPH; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission is concerned about the manner in which Town public records have been maintained by Administrative Services Director/Deputy Town Clerk Natasha Joseph and believe it is in the Town's best interest to suspend Natasha Joseph while the Town reviews the conditions and management of Town records.

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

Section 1: That Administrative Services Director/Deputy Town Clerk Natasha Joseph is hereby suspended with salary and benefits from her duties as a Town employee for a period not to exceed 90 days.

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 BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, this 4th day of October, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

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