



AGENDA

REGULAR COMMISSION MEETING

7:00 PM - Wednesday, December 9, 2020
Virtual Meeting

Page

1. VIRTUAL MEETING INSTRUCTIONS

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

REGULAR COMMISSION MEETING

Wednesday, December 9, 2020 7:00 PM - 11:30 PM (EST)

You can dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (571) 317-3116

Access Code: 810-330-733

Two hours prior to the meeting you can submit a text or voicemail at (954) 707-9820.

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

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

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

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

6. PRESENTATIONS / PROCLAMATIONS

6.1. Introduction of State Representative Marie Woodson

- 6.2. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FLORIDA LEAGUE OF CITIES, INC., **HONORING HOWARD P. CLARK JR. FOR THIRTY YEARS OF ELECTED MUNICIPAL SERVICE** AND PRESENTING HIM WITH THE MAYOR JOHN LAND YEARS OF SERVICE AWARD IN RECOGNITION OF HIS UNSELFISH COMMITMENT TO MUNICIPAL LEADERSHIP AND GOVERNANCE - Mayor Jacobs

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

Letters from constituents

- 7.1. 3 Letters 9 - 11
[12 09 2020 Pubic comment letters from residents](#)

8. CONSENT AGENDA

- 8.1. Minutes - Town Clerk Martell 12 - 31
11/10/2020 Regular Commission Meeting 11/24/2020 Workshop
Commission Meeting
[11 10 2020 Regular Commission Meeting](#)
[11 24 2020 MINUTES Workshop Commission Meeting](#)
- 8.2. 2021 Calendar of Commission Meetings - Town Clerk Martell 32 - 33
2021 Town Holiday List
[2021 Holiday List](#)
[2021 Regular and Workshop Meeting List](#)
- 8.3. Bills Over \$500 - Interim Finance Director Taubenfeld 34 - 35
[Agenda Item Report - AIR-20-125 - Pdf](#)
[Finance Bills Over \\$500 December 9th](#)
- 8.4. 2020 Audit - Interim Finance Director Taubenfeld 36 - 45
[Agenda Item Report - AIR-20-123 - Pdf](#)
[Finance Audit Engagement Letter](#)
- 8.5. 2019 Budget Amendment - Interim Finance Director Taubenfeld 46 - 74

RESOLUTION NO. 2020-147

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **REALLOCATING AND REAPPROPRIATING MONIES FOR EXPENDITURES FOR THE FISCAL YEAR 2019 – 2020; PROVIDING FOR ALL OTHER ITEMS IN THE BUDGET OF EXPENSES TO REMAIN UNCHANGED;** PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

[2020-147 Budget Amendment 2020](#)
[Agenda Item Report - AIR-20-128 - Pdf](#)
[Finance FINAL 12 08 2020 BUDGET Amendment](#)

- 8.6. New Equipment for Town Attorney - IT Director Pakula 75 - 80
[Agenda Item Report - AIR-20-122 - Pdf](#)

- 8.7. Designation of Annexation Representative - Commissioner Clark, Town Manager Jimenez, Lobbyist Sigerson 81 - 83

RESOLUTION NO. 2020-140

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, STATING ITS OBJECTION TO ANY INVOLUNTARY ANNEXATION PLAN AFFECTING THE MUNICIPAL BOUNDARIES OF THE TOWN OF PEMBROKE PARK; **DESIGNATING THE TOWN MANAGER AS THE TOWN OFFICIAL RESPONSIBLE FOR COORDINATING ANNEXATION ISSUES AND REAFFIRMING THE DESIGNATION OF HOWARD P. CLARK, JR. AS THE TOWN COMMISSION'S LEAD LIAISON FOR ISSUES RELATING TO ANNEXATION; AUTHORIZING AND DIRECTING TOWN STAFF TO PROVIDE ASSISTANCE RELATING TO ANNEXATION ENDEAVORS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

[2020-140 Annexation designation](#)

- 8.8. Florida Department of Agricultural Consumer Service - Commissioner Clark, Interim Public Services Director Jacques 84 - 85

[FADCS Approval Letter](#)

- 8.9. Land Appraisal (Countyline Road and S.W. 52nd Ave./S.W. 56th Ave.) - Interim Public Services Director Jacques, Project Manager Woodbury 86 - 96

[Agenda Item Report - AIR-20-138 - Pdf](#)
[20201119130126](#)

- 8.10. Exempt Employees - HR Director Menegazzo 97

[HR Memorandum Salaried Employees Tracking Time](#)

- 8.11. Annual Pension Report - Pension Advisor Rosen 98 - 104

[Pension Plan totals](#)
[Pension Report](#)

9. RESOLUTIONS

10. ORDINANCES - 1ST READING - PUBLIC HEARING

- 10.1. Amending the Emergency Powers Ordinance - Mayor Jacobs, Town Attorney Anderson 105 - 121

ORDINANCE NO. 2020-007

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **RELATING TO CHAPTER 2, ADMINISTRATION; AMENDING ARTICLE IV, EMERGENCY MANAGEMENT; PROVIDING FOR DELETION OF SECTIONS 2-101 THROUGH 2-106; PROVIDING FOR NEW SECTIONS ENTITLED INTENT AND OBJECTIVES, DECLARATION OF STATE OF EMERGENCY BASED UPON SUBSTANTIAL HARM, DECLARATION OF STATE OF EMERGENCY BASED UPON CIVIL UNREST, NOTICE, DISCRETIONARY EMERGENCY MEASURES OF THE TOWN MANAGER, CLEARING OF DEBRIS FROM PRIVATE STREETS, ROADS, AND ROADWAYS, AND OTHER PRIVATE PROPERTY AFTER A DECLARED EMERGENCY OR DISASTER, PENALTY, AND IMMUNITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.**

[2020-007 REVISED Emergency Order](#)

11. ORDINANCES - 2ND READING - PUBLIC HEARING

- 11.1. COVID Emergency Ordinance - Town Attorney Anderson 122 - 128

EMERGENCY ORDINANCE NO. 2020-009

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWNMANAGERTOARRANGEFORPUBLICMEETINGSBYUSEOF COMMUNICATION MEDIA TECHNOLOGY AND FOR ATTENDANCE BY USE OF SUCH TECHNOLOGY BY ELECTED AND APPOINTED OFFICIALS DURING A DECLARED PUBLIC HEALTH EMERGENCY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

[2020-009 town emergency ordinance 11 10 2020](#)

- 11.2. Town Attorney Ordinance - Town Attorney Anderson 129 - 134

ORDINANCE NO. 2020-008

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **RELATING TO CHAPTER 2, ADMINISTRATION; PROVIDING FOR THE ESTABLISHMENT OF THE OFFICE OF TOWN ATTORNEY, APPOINTMENT, QUALIFICATIONS AND COMPENSATION; PROVIDING FOR THE DUTIES AND RESPONSIBILITIES OF THE TOWN ATTORNEY; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.**

[2020-008 Town Attorney](#)

12. NEW BUSINESS

- | | | |
|-------|--|-----------|
| 12.1. | Ryan & Ryan Service Contract - Town Attorney Anderson
Attorney Ryan 11 24 2020 | 135 - 136 |
| 12.2. | Establishing Town Police Department - Mayor Jacobs, Town Manager Jimenez, Consultant Howard | |
| 12.3. | Design Services for the Proposed Police Department - Mayor Jacobs, Town Manager Jimenez
Police REVISED presentation
Town of Pembroke Park PD - Scope | 137 - 157 |
| 12.4. | Police Chief Recruitment - Mayor Jacobs, HR Director Menegazzo | |
| 12.5. | Commission Legislative Priorities - Commissioner Clark, Town Manager Jimenez, Interim Public Services Director Jacques, Town Lobbyist Sigerson, Lobbyist Carper
LEGISLATIVE PROGRAM 2020-21 | 158 - 163 |
| 12.6. | Check Signing Policy - Interim Finance Director Taubenfeld | 164 - 166 |

RESOLUTION NO. 2020-148

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING ANY TOWN COMMISSIONER AT LARGE AND THE TOWN MANAGER TO EXECUTE CHECKS IN LIEU OF THE MAYOR, VICE-MAYOR OR CLERK-COMMISSIONER;** PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

[Agenda Item Report - AIR-20-129 - Pdf](#)
[2020-148 REVISED Check Signing Policy](#)

- | | | |
|-------|--|-----------|
| 12.7. | Hiring of Town Planner - HR Director Menegazzo
HR Town Planner Resume | 167 - 221 |
| 12.8. | Neighborhood Improvement Program (NIP) etc... - Commissioner Clark, Town Attorney Anderson, Town Lobbyist David Sigerson
Discussion items - Commissioner Clark

Equipment purchase or lease
Repair and refurbish sewer system, water system, drainage system, roads, sidewalks, etc...
Seeking funding opportunities
Shed improves
Commissioner Clark Items | 222 - 223 |
| 12.9. | Agro-Eco (FRDAP)- Commissioner Clark
Ago Eco Map | 224 |

- | | | |
|------------------|---|-----------|
| 12.10. | Decorative Light Pole Replacement on SW 30th Avenue - Interim Public Services Director Jacques
Agenda Item Report - AIR-20-130 - Pdf | 225 - 237 |
| 12.11. | Town of Pembroke Park and Sierra Club Agreement - Commissioner Clark, Interim Public Services Director Jacques, Town Attorney Anderson
Agenda Item Report - AIR-20-132 - Pdf
Pembroke Park Initiative Environmental Stewardship Through Agroecology and Agrogeology | 238 - 254 |
| 12.12. | MWI. Repair of 3 vertical pumps - Commissioner Clark, Interim Public Services Director Jacques
MWI Portable Emergency Diesel Pump
Agenda Item Report - AIR-20-137 - Pdf
MWI Portable Pump Repair Proposal | 255 - 259 |
| 12.13. | MWI Pumps Oil to Water Lube Conversion - Interim Public Services Director Jacques
Agenda Item Report - AIR-20-143 - Pdf | 260 - 262 |
| 12.14. | Lift Station 15 - Commissioner Clark, Interim Public Services Director Jacques
Agenda Item Report - AIR-20-141 - Pdf
C&I Construction Lift Station #15 | 263 - 265 |
| 12.15. | Lift Station 26 Sulzer Pump Replacement at Lakeside Lakeside Park Estates Mobile Home Park - Interim Public Services Director Jacques
Agenda Item Report - AIR-20-140 - Pdf
LS 26-2.68 HP - 201110-1LC Package | 266 - 290 |
| 12.16. | Request for Installment Payment Plan to Rehabilitate Instead of Abandoning Lift Station #11 Sewer Connection - Interim Public Services Director Jacques
Agenda Item Report - AIR-20-142 - Pdf
3520 W Hallandale Beach Boulevard [Southeast Gr...]
LS 11 at 3520 W Hallandale Beach Blvd Proposal (Notes) | 291 - 301 |
| 13. OLD BUSINESS | | |
| 13.1. | Special Election - Town Manager Jimenez, Town Attorney Anderson, Town Clerk Martell | |

- 13.2. Personnel Manual - Mayor Jacobs, Human Resources Director 302 - 375
Menegazzo, Town Attorney Anderson

RESOLUTION NO. 2020-123

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING AND ADOPTING THE TOWN OF PEMBROKE PERSONNEL MANUAL**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[HR 2020-12-04 TPP Employee Handbook](#)

- 13.3. Code of Conduct Resolution - Mayor Jacobs, Town Attorney Anderson 376 - 383

RESOLUTION NO. 2020-090

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ADOPTING A CODE OF CONDUCT FOR ELECTED AND APPOINTED TOWN OFFICIALS**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[2020-090 REVISED](#)

14. DISCUSSION

- 14.1. Public Services Update - Vice Mayor Cohen 384

[Agenda Item Report - AIR-20-144 - Pdf](#)

- 14.2. Color painting pallet - Clerk Commissioner Dieuveille, Town Planner 385 - 420
Miller

[Planning ALL Color Pallet FINAL](#)

- 14.3. Signage for businesses during Covid - Mayor Jacobs, Town Planner 421 - 433
Miller

[Planning FINAL Covid-19 Signs](#)

15. ATTORNEY REPORTS

16. TOWN MANAGER REPORTS

17. COMMISSION REPORTS

Commissioner Clark
Clerk Commissioner Dieuveille
Vice Mayor Cohen
Mayor Jacobs

18. ANNOUNCEMENTS

Toy Drive, Thursday - December 17th from 4PM to 9PM
Workshop Commission Meeting - Wednesday, December 23rd at 6:00PM

19. ADJOURNMENT

IN ACCORDANCE WITH THE PROVISIONS OF F.S. SECTION 286.0105, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD)

DECORUM - ALL COMMENTS MUST BE ADDRESSED TO THE COMMISSION AS A BODY AND NOT TO INDIVIDUALS. ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS, OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE COMMISSION, SHALL BE BARRED FROM FURTHER AUDIENCE BEFORE THE COMMISSION BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE COMMISSION IS GRANTED BY THE MAJORITY VOTE OF THE COMMISSION MEMBERS PRESENT. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OR IN OPPOSITION TO A SPEAKER OR HIS/HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE ALLOWED IN THE COMMISSION CHAMBERS. PLEASE MUTE OR TURN OFF YOUR CELL PHONE OR PAGER AT THE START OF THE MEETING. FAILURE TO DO SO MAY RESULT IN BEING BARRED FROM THE MEETING. PERSONS EXITING THE CHAMBER SHALL DO SO QUIETLY.

Town Clerk

From: Geoffrey Jacobs <grjacobsaz@gmail.com>
Sent: Wednesday, December 9, 2020 8:56 AM
To: Town Clerk
Subject: Fwd: Please help me!

I will call him today.

Geoffrey Jacobs
954-477-1434

Begin forwarded message:

From: Joy Brown <jbrown@tppfl.gov>
Date: November 30, 2020 at 11:15:12 AM EST
To: Geoffrey Jacobs <grjacobsaz@gmail.com>
Subject: FW: Please help me!

Hello,

Please see email below that came in from a West Park resident.

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

From: Joshua Schainberg <joshuaschainberg@yahoo.com>
Sent: Sunday, November 29, 2020 1:08 PM
To: Ashira Mohammed <amohammed@tppfl.gov>
Subject: Please help me!

Hello My name is Joshua Schainberg 29 y/o I live at 100 Ronald go to Hollywood, FL 33023 in the past 5 to 10 years of my life I've been dealing with car lots driving and using our neighborhood as a test track; I have numerous videos and put in complains to code enforcement specifically (able) and with BSO And nothing has ever gotten done. If you can contact me or if we can have a sit down conversation over what we can do to stop this crisis before things get out of hand.

I have videos of every single Car lot test driving in my neighborhood and even I have a trust-passing Against me for bringing up this deadly problem at Michael's car lot... The money is more important i guess than the community of our Westpark citizens that are every day patrons,kids playing that are just walking Little do they know their targets to moving vehicles.

People test driving cars to see how fast they can go with the car features has a little care for our community. IF YOU DONT RESPOND TO ME THEN I HAVE NO HOPE FOR OUR PEOPLE OF WEST PARK! I have attended meetings at McTyre Park numerous times to bring up the subject and nothing has gotten done, i've even attempted to contact West Park and I still feel like I'm wasting my time... I'm calling the BBB on the businesses to give my input.

sincerely disappointed

-Joshua Schainberg

754-244-9002

Please call me

-Joshua Schainberg

WARNING: This email originated from outside of the Town of Pembroke Park Organization. Do not click links/images or open attachments unless you recognize the sender and know the content is safe.

Town Clerk

From: Geoffrey Jacobs
Sent: Monday, December 7, 2020 4:28 PM
To: Town Clerk
Subject: Police department

To Mayor Jacob..

I Katie L. Milledge / No U Turns..

Would like to be heard in the up coming meeting via this text.. Mayor & Commissioner & everyone in attendance that's going to make a decision on this matter... WE NEED OUR OWN POLICE DEPARTMENT... PERIOD!!!!!!!!!!!!!!

I don't know if anyone is a resident on County Line, DADE COUNTY LINE Road... WE NEED A POLICE DEPARTMENT THAT CAN RESPOND TO OUR CALLS IMMEDIATELY & not take hours or not respond at all.. IVE CALLED ON SERVAL OCCASIONS. with the OVERALL SITUATION WITH Pembroke Park, in my opinion taking care of West Park FOR YEARS!!!! has changed my mind about CONTINUING TO LIVE HERE I actually would rather move to Hollywood.. THEY ARE WELL ESTABLISHED..

Mayor, I appreciate what you've done in the shortest amount of time you've taken office, when I met you... I

BELIEVE your only motive is for the betterment of this community.. If you have PEOPLE in your OWN CAMP GOING AGAINST YOU!! COMING AGAINST THE GREAT WORK YOUR DOING.. IT'S REALLY SAD..in leaving pembroke park I would say....

Be ENCOURAGED..

Thank You God Bless

Sincerely Katie &

No U Turns Min.Inc

This is from Katie a resident for Wednesday meeting.

Thank you,

Mayor Geoffrey Jacobs

Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
Office (954) 966-4600
GJacobs@tppl.gov

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Town Clerk

From: Geoffrey Jacobs
Sent: Thursday, November 26, 2020 12:07 PM
To: Town Clerk
Subject: Fwd: geoffery jacobs

Please provide this for public comments at the next meeting.

Thank you,

Mayor Geoffrey Jacobs

Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
Office (954) 966-4600 EXT.400
GJacobs@tppl.gov

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From: Rob Raymond <rob.raymond@drstoystore.com>
Sent: Wednesday, November 25, 2020 3:31:01 PM
To: Geoffrey Jacobs <gjacobs@tppl.gov>
Subject: geoffery jacobs

Nice meeting you and please let me know when the new police department come in , few months back broward sheriffs wouldn't apprehend chare retrieve even arrest a guy we know and have identified on my video film stealing a loaded gun from our parking lot loaded and taking it much closer to the school the where all the kids got shot they don't do anything, we now aren't calling or trusting the police where all the kids were shot in parkland , they always show up but never do anything even lied to us several times and blame it on the prosecutor for not going after a gun theft the same cops that sat outside while all the kids were shot in parland there non effective and better our own police or anyone besides those thugs were on our own arm yourself there is no protection , I could go on and on but I wont , I hope you make great changes congratulations

Your Partner in Success,
Rob H. Raymond, CEO
(C) (954) 849-4671
(O) (954) 457-0075
(F) (954) 454-3916



TOWN OF PEMBROKE PARK

Regular Commission Meeting

Commission Chambers

3152 SW 52 Avenue

Pembroke Park, FL 33023

Tuesday, November 10, 2020

7:00 PM

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

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

REGULAR COMMISSION MEETING MINUTES

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 7:20 pm by Mayor Mohammed. Present at the meeting were Mayor Mohammed; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen and Commissioner Reynold Dieuville.

Additional staff in attendance via telephone were: Town Manager JC Jimenez, Town Attorney Christopher Ryan; Deputy Town Clerk Marlen D. Martell; Assistant Finance Director Harry Taubenfeld; Assistant to the Town Clerk Suzi Reutlinger; Assistant to the Commissioners Joy Brown ; Administrative Assistant to the Town Manager Dierdre Davis; Chief Code Officer Jeffrey Louis; Interim Building Official Miguel Nunez; Building Administrative Assistant Lucy Manzerolle; Consultant Planner Michael Miller; BTR/Billing Michelle Grooms, IT Director Mark Pakula, HR Director Yolanda Menegazzo and other staff.

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

PLEDGE OF ALLEGIANCE led by Commission.

1

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA.

ADDITIONS:

Declaration of emergency

Emergency Ordinance

DELETIONS:

9.2 Town Audit - Interim Finance Director Taubenfeld

9.10 Lake Patio setback variance - Vice Mayor Clark, Interim Public Services Director Jacques,
Town Planner Miller

9.4 Hiring of Town Planner - HR Director Menegazzo

ITEM TABLED

MOTION TO ADOPT THE MODIFIED AGENDA MADE BY CLERK COMMISSIONER JACOBS, SECONDED BY COMMISSIONER COHEN. **MOTION PASSED 5-0.**

INSERT RESOLUTION

Declaration of Emergency Regulations - Town Attorney Anderson

MOTION TO ADOPT DECLARATION OF EMERGENCY MADE BY COMMISSIONER DIEUEVILLE SECONDED BY COMMISSIONER COHEN. **MOTION PASSED 4-0.**

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

Robert Janzer spoke on record

David Roach spoke on record

David Sigerson spoke on record

Joe Gellar spoke on record

Emergency Ordinance to Extend the use of Communication Media Technology - Town Attorney Anderson

EMERGENCY ORDINANCE NO. **2020-009** AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWNMANAGERTOARRANGEFORPUBLICMEETINGSBYUSEOF COMMUNICATION MEDIA TECHNOLOGY AND FOR ATTENDANCE BY USE OF SUCH TECHNOLOGY BY ELECTED AND APPOINTED OFFICIALS DURING A DECLARED PUBLIC HEALTH EMERGENCY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVEDATE.

MOTION TO ADOPT ORDINANCE NO. 2020-009 MADE BY CLERK COMMISSIONER JACOBS, SECONDED BY COMMISSIONER COHEN, **MOTION PASSES 4-0.**

CONSENT AGENDA

APPROVAL OF MINUTES - Clerk Commissioner Jacobs, Deputy Town Clerk Martell

09 23 2020 Workshop Commission Meeting Minutes
10 14 2020 Regular Commission Meeting

Finance Report - Interim Finance Director Taubenfeld
Bills Over \$500

Waiver Request - Jan Studio - BTR Administrator Grooms

Electrical work for the server room - IT Director Pakula

RESOLUTION 2020-136

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AWARDING A CONTRACT FOR ELECTRICAL WORK IN THE SERVER ROOM TO RUSSELL ELECTRIC AT A NOT TO EXCEED AMOUNT OF \$9,700; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

Security Camera move for the server room - IT Director Pakula

RESOLUTION NO. 2020-137

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AWARDING A CONTRACT FOR THE REWIRING OF THE SECURITY CAMERAS FOR THE SERVER ROOM TO VECTOR SECURITY AT A NOT TO EXCEED COST OF \$4,796; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

Construction for the server room - IT Director Pakula

RESOLUTION NO. 2020-138

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AWARDING A CONTRACT FOR THE CONSTRUCTION OF A NEW SERVER ROOM AT A NOT TO EXCEED COST OF \$4,673 TO RKB CARPET AND FLOORING; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

New Workstation - IT Director Pakula

RESOLUTION NO. 2020-139

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING THE PURCHASE OF A NEW WORKSTATION FOR THE DIRECTOR OF INFORMATION TECHNOLOGY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

Upgrade Backup System - IT Director Pakula

RESOLUTION NO. 2020-141

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AWARDING A CONTRACT TO UPGRADE THE TOWN OF PEMBROKE PARK'S SERVER BACKUP SYSTEM TO CSPI TECHNOLOGY SOLUTIONS AT A**

3

NOT TO EXCEED COST OF \$36,968.26; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

West Law for in-house Attorney - IT Director Pakula

RESOLUTION NO. 2020-144

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING THE PURCHASE OF WESTLAW SUBSCRIPTION FOR THE TOWN ATTORNEY'S OFFICE AT A COST OF \$10,710 FOR THREE YEARS;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Rewiring for the first to floors to the new server room - IT Director Pakula

RESOLUTION NO. 2020-142

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AWARDING A CONTRACT AT A NOT TO EXCEED COST OF \$15,760 TO ATELECOM, INC. TO REWIRE THE FIRST TWO FLOORS OF TOWN HALL FOR DATA AND SECURITY CAMERA RUNS TO SERVER ROOM;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WIFI for the Town Hall - IT Director Pakula

RESOLUTION NO. 2020-143

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING THE INSTALLATION OF WI-FI AT PEMBROKE PARK TOWN HALL AT A NOT TO EXCEED COST OF \$16,802.35;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Migration of old Servers and install new servers - IT Director Pakula

RESOLUTION NO. 2020-127

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH FLAGLER TECHNOLOGIES, LLC FOR COMPUTER PRODUCTS AND SERVICES; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH DELL FINANCIAL SERVICES, LLC TO FINANCE A PORTION OF THE PROJECT EXPENSES;** AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AGREEMENTS FOR AND ON BEHALF OF TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Designation of Town Clerk - Clerk Commissioner Jacobs, Town Attorney Anderson, HR Director Menegazzo

RESOLUTION 2020-131

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPOINTING MARLEN MARTELL AS CLERK OF THE TOWN OF**

PEMBROKE PARK, FLORIDA; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Authorized to receive documents on behalf of the Town - Clerk Commissioner Jacobs, Town Attorney Anderson

RESOLUTION NO. 2020-132

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **ALLOWING PROCESS OF SERVICE PURSUANT TO FLORIDA STATUTES SECTION 48.111 TO BE DELEGATED TO THE TOWN ATTORNEY OR THE TOWN CLERK, OR, IF NEITHER ARE AVAILABLE, THE TOWN MANAGER;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Public Storage - Sign Variance - Vice Mayor Clark, Interim Public Services Director Jacques, Town Attorney Anderson

RESOLUTION 2020-130

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **GRANTING A SIGN VARIANCE FOR THE PROPERTY LOCATED AT 1781 SOUTH PARK ROAD IN CONFORMANCE WITH CHAPTER 21 OF THE TOWN OF PEMBROKE PARK CODE;** SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

CDBG 46th Security Lighting Agreement - Vice Mayor Clark, Interim Public Services Director Jacques

RESOLUTION NO. 2020-129

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH BROWARD COUNTY FOR THE FUNDING AND ADMINISTRATION OF THE 46TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR SAFETY IMPROVEMENTS;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

CDBG 45th Year First Amendment and Redistribution - Vice Mayor Clark, Interim Public Services Director Jacques

RESOLUTION NO. 2020-145

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **AUTHORIZING THE TOWN TO ENTER INTO A REINSTATEMENT AND FIRST AMENDMENT TO AGREEMENT WITH BROWARD COUNTY FOR THE FUNDING AND ADMINISTRATION OF THE 45TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR ADA RESTROOM CONSTRUCTION;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING

MOTION TO ADOPT THE CONSENT AGENDA MADE BY COMMISSIONER DIEUVEILLE, SECONDED BY CLERK COMMISSIONER JACOBS. **MOTION PASSED 4-0**

RESOLUTIONS

Filing Commission Vacancy - Town Attorney Anderson

RESOLUTION 2020-134

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ACCEPTING APPLICATIONS FROM RESIDENTS OF PEMBROKE PARK FOR APPOINTMENT TO THE TOWN COMMISSION PURSUANT TO SECTION 11 OF THE TOWN CHARTER; CONVENING ON JANUARY 4TH, 2021, TO CONSIDER APPOINTMENT OF TOWN RESIDENT TO CURRENT VACANT COMMISSION SEAT; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

MOTION TO ADOPT RESOLUTION 2020-134 MADE BY CLERK COMMISSIONER JACOBS, SECONDED BY COMMISSIONER COHEN. MOTION DIES 2-2. VICE MAYOR CLARK AND COMMISSIONER DIEUVEILLE OPPOSED.

NEW BUSINESS

Design Services for the Proposed Police Department - Clerk Commissioner Jacobs, Town Manager Jimenez

ITEM TABLED TO WORKSHOP ON NOVEMBER 24, 2020

8:32 Vice Mayor Clark passed he gavel to Commissioner Dieuveille

Nomination to select a Mayor - Vice Mayor Clark

RESOLUTION NO.2020-146

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **APPOINTING AS MAYOR OF THE TOWN OF PEMBROKE PARK, FLORIDA;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPOINT COMMISSIONER COHEN AS VICE MAYOR MADE BY VICE MAYOR CLARK, SECONDED BY CLERK COMMISSIONER JACOBS, MOTION PASSED 4-0.

Gavel passed to Commissioner Clark 8:35pm

Gavel passed to Vice Mayor Cohen to continue meeting 8:40pm

RESOLUTIONS

Redistribution of all Commissioners' Duties - Clerk Commissioner Jacobs

RESOLUTION NO. 2020-133

6

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **APPOINTING COMMISSIONER _____ AS MAYOR OF THE TOWN OF PEMBROKE PARK, FLORIDA; APPOINTING COMMISSIONER _____ AS VICE-MAYOR OF THE TOWN OF PEMBROKE PARK, FLORIDA; APPOINTING COMMISSIONER _____ AS CLERK COMMISSIONER OF THE TOWN OF PEMBROKE PARK, FLORIDA;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Gavel passed to Clerk Commissioner Jacobs at 8:41pm

MOTION MADE TO APPOINT CLERK COMMISSIONER JACOBS AS MAYOR MADE BY VICE MAYOR COHEN, SECOND BY COMMISSIONER DIEUVEILLE, MOTION PASSES 4-0

Gavel passed to Vice Mayor Cohen at 8:46pm

MOTION TO NOMINATE COMMISSIONER DIEUVEILLE AS CLERK COMMISSIONER MADE BY MAYOR JACOBS, SECONDED BY COMMISSIONER CLARK, MOTION PASSES 4-0.

MOTION TO APPOINT EXTRA DUTIES MAYOR JACOBS TO STAY AS POLICE COMMISSIONER, CLERK COMMISSIONER DIEUVEILLE TO CONTINUE WITH FIRE AND VICE MAYOR COHEN TO UNDERTAKE PUBLIC WORKS MADE BY MAYOR JACOBS, SECONDED BY VICE MAYOR COHEN, MOTION PASSES 3-1. Commissioner Clark opposed.

Gavel passed to Mayor Jacobs at 8:51pm

Filing Commission Vacancy - Town Attorney Anderson

RESOLUTION 2020-134

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ACCEPTING APPLICATIONS FROM RESIDENTS OF PEMBROKE PARK FOR APPOINTMENT TO THE TOWN COMMISSION PURSUANT TO SECTION 11 OF THE TOWN CHARTER; CONVENING ON JANUARY 4TH, 2021, TO CONSIDER APPOINTMENT OF TOWN RESIDENT TO CURRENT VACANT COMMISSION SEAT;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Item moved to November 24, 2020

Approval to award contract to replace main water line at Town Hall - Vice Mayor Clark, Interim Public Services Director Jacques

RESOLUTION 2020-135

7

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AWARDING A CONTRACT TO REPLACE THE MAIN WATER LINE AT PEMBROKE PARK TOWN HALL TO CHARLIE SWAIN PLUMBING AT A COST OF \$4,750;** SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE CHARLIE SWAIN RESOLUTION 2020-135 NOT TO EXCEED \$4,750.00 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE, MOTION PASSED 4-0

Recess at 8:57pm
Resumed at 9:06pm

NEW BUSINESS

Designation of Annexation Representative - Vice Mayor Clark
RESOLUTION NO. 2020-140

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, STATING ITS OBJECTION TO ANY INVOLUNTARY ANNEXATION PLAN AFFECTING THE MUNICIPAL BOUNDARIES OF THE TOWN OF PEMBROKE PARK; **REAFFIRMING THE DESIGNATION OF HOWARD P. CLARK, JR. AS THE TOWN COMMISSION'S LEAD REPRESENTATIVE FOR ISSUES RELATING TO ANNEXATION;** AUTHORIZING AND DIRECTING THE TOWN STAFF TO PROVIDE ASSISTANCE TO HOWARD P. CLARK, JR. RELATING TO HIS ANNEXATION ENDEAVORS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

MOTION TO TABLE ITEM ANNEXATION REPRESENTATIVE MADE BY VICE MAYOR COHEN, SECONDED BY MAYOR JACOBS. MOTION PASSED 4-0
ITEM FORWARDED TO WORKSHOP NOVEMBER 24, 2020.

Property Standard - Vice Mayor Clark, Town Manager Jimenez
ITEM FORWARDED TO WORKSHOP NOVEMBER 24, 2020.

Commissioner Theresa Ciummo - Clerk Commissioner Jacobs
TOWN MANAGER TO REACH OUT TO DR. LEVY, SEND EMAIL AND FOLLOW UP

Public Comment Time Limit - Clerk Commissioner Jacobs
MOTION TO USE TIME LIMIT CLOCK FOR 3 MINUTES PER PERSON FOR PUBLIC COMMENTS MADE BY COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN, MOTION PASSED 4-0.

Staggering of Votes - Clerk Commissioner Jacobs

8

MOTION TO STAGGER ROLL CALL VOTES MADE BY COMMISSIONER CLARK,
SECONDED BY VICE MAYOR COHEN, MOTION PASSED 4-0.

Direct the Town Attorney to request Town documents from Craig A. Smith & Associates - Vice
Mayor Clark

TOWN ATTORNEY ANDERSON TO CONTACT CRAIG A SMITH AND ASSOCIATED
TO OBTAIN ANY DOCUMENTS THEY CREATED FOR THE TOWN.

JMB Graphics Designs (newsletter) 1 year contract renewal - Town Manager Jimenez

MOTION TO MOVE FORWARD WITH JMB DESIGN GRAPHICS WITH A 1 YEAR
CONTRACT RENEWAL MADE BY VICE MAYOR COHEN, SECONDED BY
COMMISSIONER CLARK. MOTION PASSED 4-0.

Tidewater Consultants, 1 year extension - Town Manager Jimenez

MOTION TO RENEW TIDEWATER 1 YEAR AGREEMENT MADE BY COMMISSIONER
CLARK, SECONDED BY VICE MAYOR COHEN, MOTION PASSED 4-0.

Special Events - Clerk Commissioner Jacobs, Events Coordinator Brown

Turkey Giveaway - Monday, November 23, 2020

Toy Giveaway - Thursday, December 17, 2020 from 4PM to 9PM

Holiday Luncheon - Friday, December 11, 2020 at noon

MOTION TO HAVE THE HOLIDAY LUNCHEON NOT TO EXCEED BUDGET AMOUNT
AND STAFF TO HAVE THE REST OF THE DAY OFF MADE BY VICE MAYOR COHEN,
SECONDED BY COMMISSIONER CLARK, MOTION PASSED 4-0.

Food Giveaway - Commission, Events Coordinator Brown

MOTION TO TABLE THIS ITEM UNTIL FURTHER NOTICE MADE BY COMMISSIONER
CLARK, SECONDED BY VICE MAYOR COEHN, MOTION PASSED 4-0.

OLD BUSINESS

Renovation of Mayor and Administrative Assistant/Events Coordinator's Office - Clerk
Commissioner Jacobs and Administrative Assistant Brown

MOTION TO PURCHASE DESKS FOR THE MAYOR AND ASSISTANTS OFFICE FROM
OFFICE FURNITURE WAREHOUSE IF THEY CAN MATCH PRICE MARCUS WAREHOUSE
IS OFFERING, IF NOT PURCHASE FROM MARCUS OFFICE FURNITURE IN THE AMOUNT
NOT TO EXCEED \$7,800.00 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK
COMMISSIONER DIEUVEILLE, MOTION PASSED 4-0.

Credit Cards - Vice Mayor Clark, Town Manager Jimenez, Interim Finance Director Taubenfeld
MOTION TO HAVE THE TOWN MANAGER JIMENEZ AND INTERIM FINANCE
DIRECTOR TAUBENFELD IN CHARGE OF CREDIT CARDS MADE BY
COMMISSIONER CLARK, SECONDED BY VICE MAYOR COHEN. MOTION PASSED 4-
0

DISCUSSION

Emergency Diesel Stormwater Pump - Vice Mayor Clark, Interim Public Services Director
Jacques

TOWN ATTORNEY WILL LOOK INTO MAINTENANCE CONTRACT AGREEMENT

ATTORNEY REPORTS - *NONE*

TOWN MANAGER REPORTS -

NOVEMBER 20TH IS THE DAY FOR COMMISSIONER AND DEPT HEAD PHOTOS

COMMISSIONER REPORTS- *NONE*

ANNOUNCEMENTS - *NONE*

ADJOURNMENT

With no further items for discuss, meeting adjourned at 10:15pm. Mayor Jacobs motioned for
adjournment, seconded by Vice Mayor Cohen, **MOTION PASSED 4-0.**

NEXT WORKSHOP TOWN COMMISSION MEETING is scheduled for Tuesday,
November 24, 2020.

Commission approved on: _____

ATTEST:

(SEAL)

Marlen D. Martell, Deputy Town Clerk

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

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)

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



TOWN OF PEMBROKE PARK

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

VIRTUAL WORKSHOP COMMISSION MEETING MINUTES Tuesday, November 24, 2020 at 6:00 PM

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

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

INSTRUCTIONS TO ATTEND VIRTUAL WORKSHOP COMMISSION MEETING

VIRTUAL INSTRUCTIONS

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

WORKSHOP COMMISSION MEETING

Tuesday, November 24, 2020 6:00 PM - 11:00 PM (EST)

You can dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (571) 317-3116

Access Code: 382-089-813

Two hours prior to the meeting you can submit a text or voicemail at (954) 707-9820. Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Town Clerk at townclerk@tppfl.gov. All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Town Commission Meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue

Workshop Commission Meeting
November 24, 2020

Pembroke Park, FL 33023
954-966-4600, ext: 235

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

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

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 6:08 pm by Mayor Jacobs. Present at the meeting were Mayor Geoffrey Jacobs; Vice Mayor Georgina Cohen; Clerk Commissioner Reynold Dieuville and Commissioner Howard P. Clark.

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

CALL TO ORDER at 6:08pm.

PLEDGE OF ALLEGIANCE: led by Mayor Jacobs and Commissioners.

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA:

Items removed from agenda and added to the December 9th meeting by Vice Mayor Cohen –
10.2, 10.4, 10.5, 10.6, 10.7, 10.8 & 13.12
Clerk Commissioner Dieuville added discussion on color painting pallet
Mayor Jacobs business signs discussion

All were in favor of amended agenda.

PRESENTATION

Police Department Presentation - Mayor Jacobs, Town Manager Jimenez, Consultant Howard -
FORWARDED TO 12 09 2020 MEETING

Design Services for the Proposed Police Department - Mayor Jacobs, Town Manager Jimenez -
FORWARDED TO 12 09 2020 MEETING NOT TO \$4,900.00

Police Chief Recruitment - Mayor Jacobs, HR Director Menegazzo -

Workshop Commission Meeting
November 24, 2020

AFTER DISCUSSION THIS ITEM WAS FORWARDED TO THE REGULAR COMMISSION MEETING ON DECEMBER 9, 2020.

REPORTS OF COMMITTEES AND CITY STAFF

Commission Legislative Priorities

AFTER DISCUSSION, THE LIST OF LEGISLATIVE PRIORITIES WILL BE UPDATED TO INCLUDE LINING OF PIPES, PURCHASE OF EQUIPMENT, REPAIR, AND REHABILITATION OF FORCE MAIN AND LIFT STATIONS. THIS ITEM WILL BE FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Broward Sheriff's Office Report provided by Captain Coker
REPORT SUBMITTED

Fire Department Report provided by Chief Kane
REPORT SUBMITTED

Building Department Monthly Report presented by Interim Building Official Nunez

Code Enforcement October Monthly Report presented by Chief Code Enforcement Officer Louis

Business Tax Receipt and Billing Update Report provided by BTR Administrator Grooms

2021 Calendar of Commission Meetings & 2021 Town Holiday List

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE CONSENT AGENDA FOR THE 12 09 2020 REGULAR COMMISSION MEETING

FINANCE DEPARTMENT

Bills Over \$500 - Interim Finance Director Taubenfeld

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE CONSENT AGENDA FOR THE 12 09 2020 REGULAR COMMISSION MEETING

Bank Balances - Report for informational purpose presented by Interim Finance Director Taubenfeld

Employee Leave Report - Report for informational purpose presented by Interim Finance Director Taubenfeld

2019 Annual Revenue & Expense Summary – Report for informational purpose presented by Interim Finance Director Taubenfeld

Check Signing Policy - Interim Finance Director Taubenfeld

Workshop Commission Meeting
November 24, 2020

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Town Audit - Interim Finance Director Taubenfeld

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

2020 Audit - Interim Finance Director Taubenfeld

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE CONSENT AGENDA FOR THE 12 09 2020 REGULAR COMMISSION MEETING

2019 Budget Amendment

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE CONSENT AGENDA FOR THE 12 09 2020 REGULAR COMMISSION MEETING

New Equipment for Town Attorney –

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE CONSENT AGENDA FOR THE 12 09 2020 REGULAR COMMISSION MEETING

HUMAN RESOURCE DEPARTMENT

Hiring of Town Planner - HR Director Menegazzo

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Exempt Employees - HR Director Menegazzo

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

PUBLIC SERVICES DEPARTMENT

Public Services Monthly Report of November 2020 by Interim Public Services Director Jacques

Decorative Light Pole Replacement on SW 30th Avenue - Commissioner Clark, Interim Public Services Director Jacques

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Town of Pembroke Park and Sierra Club Agreement - Commissioner Clark, Interim Public Services Director Jacques, Town Attorney Anderson

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Workshop Commission Meeting

November 24, 2020

MWI. Repair of 3 vertical pumps and MWI Portable Emergency Diesel Pump
AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

MWI Pumps Oil to Water Lube Conversion
AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Lift Station 15
AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Lift Station 26 Sulzer Pump Replacement at Lakeside Lakeside Park Estates Mobile Home Park -
AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Request for Installment Payment Plan to Rehabilitate Instead of Abandoning Lift Station #11
Sewer Connection –
AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

TOWN ATTORNEY REPORTS

Second Reading - Regular Commission Meeting of December 9th, 2020
2020-008 Town Attorney Ordinance and 2020-009 Emergency Ordinance
COVID Emergency Ordinance - AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

EMERGENCY ORDINANCE NO. 2020-009

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN MANAGER TO ARRANGE FOR PUBLIC MEETING BY USE OF COMMUNICATION MEDIA TECHNOLOGY AND FOR ATTENDANCE BY USE OF SUCH TECHNOLOGY BY ELECTED AND APPOINTED OFFICIALS DURING A DECLARED PUBLIC HEALTH EMERGENCY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

Town Attorney Ordinance - AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

ORDINANCE NO. 2020-008

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **RELATING TO CHAPTER 2, ADMINISTRATION; PROVIDING FOR THE ESTABLISHMENT OF THE OFFICE OF TOWN ATTORNEY, APPOINTMENT, QUALIFICATIONS AND COMPENSATION; PROVIDING FOR THE DUTIES AND**

Workshop Commission Meeting
November 24, 2020

RESPONSIBILITIES OF THE TOWN ATTORNEY; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Personnel Manual –

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

RESOLUTION NO. 2020-123

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING AND ADOPTING THE TOWN OF PEMBROKE PERSONNEL MANUAL;** SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Code of Conduct Resolution –

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

RESOLUTION NO. 2020-090

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ADOPTING A CODE OF CONDUCT FOR ELECTED AND APPOINTED TOWN OFFICIALS;** SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Amending the Emergency Powers Ordinance - After discussion, this item was forwarded to the 12 09 2020 Regular Commission Meeting

ORDINANCE NO. 2020-007

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA **RELATING TO CHAPTER 2, ADMINISTRATION; AMENDING ARTICLE IV, EMERGENCY MANAGEMENT; PROVIDING FOR DELETION OF SECTIONS 2-101 THROUGH 2-106; PROVIDING FOR NEW SECTIONS ENTITLED INTENT AND OBJECTIVES, DECLARATION OF STATE OF EMERGENCY BASED UPON SUBSTANTIAL HARM, DECLARATION OF STATE OF EMERGENCY BASED UPON CIVIL UNREST, NOTICE, DISCRETIONARY EMERGENCY MEASURES OF THE TOWN MANAGER, CLEARING OF DEBRIS FROM PRIVATE STREETS, ROADS, AND ROADWAYS, AND OTHER PRIVATE PROPERTY AFTER A DECLARED EMERGENCY OR DISASTER, PENALTY, AND IMMUNITY;** PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Ryan & Ryan Contract –

Workshop Commission Meeting
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AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE CONSENT AGENDA FOR THE 12 09 2020 REGULAR COMMISSION MEETING

TOWN MANAGER REPORTS

Special Election –

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

DISCUSSION

Improvements of the Howard P. Clark Linear Walkway –

NO ACTION WAS TAKEN ON THIS ITEM AT THIS TIME.

Multiple Vendor Contract List –

STAFF WAS DIRECTED TO ESTABLISH A LIST OF MULTIPLE VENDORS BY TRADE

Park Pavilions –

NO ACTION WAS TAKEN ON THIS ITEM AT THIS TIME.

Credit Line of Commissioners \$7,500 –

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Designation of Annexation Representative –

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

RESOLUTION NO. 2020-140

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, STATING ITS OBJECTION TO ANY INVOLUNTARY ANNEXATION PLAN AFFECTING THE MUNICIPAL BOUNDARIES OF THE TOWN OF PEMBROKE PARK; **REAFFIRMING THE DESIGNATION OF HOWARD P. CLARK, JR. AS THE TOWN COMMISSION'S LEAD REPRESENTATIVE FOR ISSUES RELATING TO ANNEXATION;** AUTHORIZING AND DIRECTING THE TOWN STAFF TO PROVIDE ASSISTANCE TO HOWARD P. CLARK, JR. RELATING TO HIS ANNEXATION ENDEAVORS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Property Standard - Commissioner Clark, Town Manager Jimenez

APPROPRIATIONS DISCUSSION NO ACTION WAS TAKEN ON THIS ITEM.

Workshop Commission Meeting

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Lake Patio setback variance

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE 12 09 2020 REGULAR COMMISSION MEETING

Florida Department of Agricultural Consumer Service –

AFTER DISCUSSION, THIS ITEM WAS FORWARDED TO THE CONSENT AGENDA FOR THE 12 09 2020 REGULAR COMMISSION MEETING

Argo-Eco Educational Center – Item duplicated

Agro-Eco Wellness Center - After discussion, this item was forwarded to the 12 09 2020 Regular Commission Meeting

Land Appraisal (Countyline Road and S.W. 52nd Ave./S.W. 56th Ave.) - After discussion, this item was forwarded to the consent agenda for the 12 09 2020 Regular Commission Meeting

Discussion items - Commissioner Clark was removed from the agenda.

Equipment purchase or lease

Repair and refurbish sewer system, water system, drainage system, roads, sidewalks, etc...

Seeking funding opportunities

Shed improves

ADDED TO AGENDA

Building Color Pallet – Clerk Commissioner Dieuveille

CONSULTANT WILL BE LOOKING TO UPDATE COLOR PALLET

Business signage – Mayor Jacobs

WORK WITH BUSINESSES TO CONTINUE TO ADVERTISE THAT THEIR ESTABLISHMENT IS OPEN.

COMMISSIONER COMMENTS

Mayor Jacobs

Vice Mayor Cohen

Clerk Commissioner Dieuveille

Commissioner Clark

Commissioner Clark spoke about the neighborhood improvement plan, to be brought up on the December 9th meeting.

Mayor and Commissioners wished everyone a Happy Thanksgiving and a special thanks to Joy Brown and the staff that assisted with making the Turkey Giveaway a wonderful and successful event.

Workshop Commission Meeting

November 24, 2020

ANNOUNCEMENTS

Pension Board Meeting - Wednesday, December 9th at 6:45PM

Regular Commission Meeting - Wednesday, December 9th at 7:00PM

Toy Drive, Thursday - December 17th from 4PM to 9PM

Workshop Commission Meeting - Wednesday, December 23rd at 6:00PM

ADJOURNMENT

With no further items for discussion, meeting adjourned at 9:32 pm.

Commission approved on: _____

ATTEST:

(SEAL)

Marlen D. Martell, Town Clerk

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

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (td).

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

Workshop Commission Meeting
November 24, 2020



MEMORANDUM

TO: Honorable Mayor & Members of the
Town of Pembroke Park Commission

FROM: Marlen Martell, Town Clerk

DATE: November 24, 2020

TITLE: Approval of 2021 Holidays

The following is the list of holidays for 2021:

New Year's Day	Friday, January 1, 2021
Martin Luther King Jr. Day	Monday, January 18, 2021
Presidents' Day	Monday February 15, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Columbus Day	Monday, October 11, 2021
Veterans' Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Day After Thanksgiving Day	Friday, November 26, 2021
Christmas Day	Friday, December 24, 2021
New Year's Day	Friday, December 31, 2022

Prepared by: Marlen Martell, Town Clerk



MEMORANDUM

TO: Honorable Mayor & Commissioners of the
Town of Pembroke Park

FROM: Marlen Martell, Town Clerk

DATE: November 24, 2021

TITLE: Approval of 2021 Regular Commission Meeting and Workshops

The following is the list of Regular Commission Meeting and Commission Workshop Meetings for 2021:

Regular Commission Meetings

Commission Workshop Meetings

Wednesday, January 13, 2021	Wednesday, January 27, 2021
Wednesday, February 10, 2021	Wednesday, February 24, 2021
Wednesday, March 10, 2021	Wednesday, March 24, 2021
Wednesday, April 14, 2021	Wednesday, April 28, 2021
Wednesday, May 12, 2021	Wednesday, May 26, 2021
Wednesday, June 9, 2021	Wednesday, June 23, 2021
Wednesday, July 14, 2021	Wednesday, July 28, 2021
Wednesday, August 11, 2021	Wednesday, August 25, 2021
Wednesday, September 8, 2021	Wednesday, September 22, 2021
Wednesday, October 13, 2021	Wednesday, October 27, 2021
Wednesday, November 10, 2021	Wednesday, November 24, 2021
Wednesday, December 8, 2021	Wednesday, December 22, 2021

***Date change/cancellation**

Prepared by: Marlen Martell, Town Clerk

AGENDA ITEM REPORT



To: Commission
Subject: Bills Over \$500
Meeting: 11 24 2020 DRAFT WORKSHOP COMMISSION MEETING - Nov 24 2020
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

RECOMMENDATION:

Requesting approval for payment

**Town of Pembroke Park
Bills Over \$500
December 9th, 2020
Commission Meeting**

Payments				
Invoice#	Vendor	Service/Product	Dept.	Amount
404FLC2021	Florida League of Cities	Annual Membership Fiscal Year 2020-2021	Admin	\$ 877.00
1021	Ryan & Ryan LLC	Matters Relating to the Progressive Waste Litigation June 2019 Through August 2020	Legal	\$ 8,323.40
1022	Ryan & Ryan LLC	Matters Relating to the Office of Inspector General February 2018 Through July 2020	Legal	\$ 9,615.65
163516	Sach Sax and Caplan	Professional Services in Regards to the BSO Litigation #13965-00003 (Billed Through September 30th, 2020)	Legal	\$ 3,010.20
3460561885	Staples	HP 414A Black, Cyan, Magenta & Yellow Toner Cartridges for Commission Assistant and Clerks Offices	Admin	\$ 611.48
Total:				\$22,437.73

Addendums				
Invoice#	Vendor	Service/Product	Dept.	Amount
2754	DavidiPhoto Inc.	Portrait Photos of Town Commissioners and Department Heads	Various	\$ 1,000.00
14345487SEPT2020	Florida Department of Revenue	Reimbursement Invoice for Unemployment Compensation Thru September 30th 2020	Various	\$ 6,286.77
2020-PP-1101	Michael Miller Planning Associates	General Planning Services Rendered Through November 30th, 2020	Planning	\$ 10,935.00
2020-PP-1102	Michael Miller Planning Associates	Land Development Planning Services Rendered Through November 30th, 2020	Reimbursable	\$ 8,075.00
24603	Sniffen & Spellman P.A.	Matters Regarding the Agatha Muse-Salters Separation with the Town of Pembroke Park Services Rendered June 2020	Legal	\$ 1,080.00
Total:				\$27,376.77

Purchase Orders				
Invoice#	Vendor	Service/Product	Dept.	Amount
305487	SunBelt Rentals	One Day Rental for 34' Articulating Man Lift	Roads	\$ 535.15
305488	Luke's Heavy Truck & Equipment	Installation of New Bucket For Bucket Truck #35	Roads	\$ 2,409.00
305491	Gallo Signs	Replace "Welcome to the Town of Pembroke Park" Sign on Countyline Road & 52nd Avenue	Roads	\$ 624.00
305492	Star Pump & Sprinkler Inc.	Repair Irrigation Pump on Hallandale Beach Blvd/ East of 32nd Avenue That Was Damaged By Accident	Roads	\$ 2,325.00
305493	Aero Electric Inc.	Parts & Installation of Automatic Transfer Switch at Master Lift Station	Sewer	\$ 989.14
305494	Dell Computer Corporation	(2) Dell Optiplex 5080 Micro for Commission/ Commission Asst. Office	Admin	\$ 1,493.40
Total:				\$8,375.69

Grand Total:	\$58,190.19
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AGENDA ITEM REPORT



To: Commission
Subject: 2020 Audit
Meeting: 11 24 2020 DRAFT WORKSHOP COMMISSION MEETING - Nov 24 2020
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

BACKGROUND INFORMATION:

The Town needs to execute the attached engagement letter to initiate the 2020 Audit

FINANCIAL IMPACT:

\$45,000



2521 Hollywood Boulevard
Hollywood, Florida 33020
Telephone: 954-927-5900
Fax: 954-927-5927

6100 NW 2nd Avenue
Miami, Florida 33127
Telephone: 305-628-1510
Fax: 305-628-1595

900 Osceola Drive, Suite 107C
West Palm Beach, Florida 33409
Telephone: 561-547-0545
Fax: 561-253-2747

Member: American Institute of Certified Public Accountants | Florida Institute of Certified Public Accountants

November 12, 2020

To the Commissioners and Interim Finance Director
Town of Pembroke Park, Florida
3150 SW 52 Avenue
Pembroke Park, Florida 33023

We are pleased to confirm our understanding of the services we are to provide the Town of Pembroke Park for the year ended September 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the fiduciary funds, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Pembroke Park as of and for the year ended September 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement The Town of Pembroke Park's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Pembroke Park's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule – General Fund
- 3) Schedules required by GASB for Pension Plans and OPEB

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Pembroke Park and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Pembroke Park's financial statements. Our report will be addressed to the Town Commission of the Town of Pembroke Park. We cannot provide assurance that unmodified

Town of Pembroke Park
Engagement Letter
November 12, 2020

opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Pembroke Park is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Town of Pembroke Park
Engagement Letter
November 12, 2020

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of cash, receivables, debt and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Pembroke Park's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the Town of Pembroke Park in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are

free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits

Town of Pembroke Park
Engagement Letter
November 12, 2020

or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably the Finance Director, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, debt, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town of Pembroke Park; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of S. Davis & Associates, P.A. ("SDA") and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Town's oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of SDA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Town of Pembroke Park
Engagement Letter
November 12, 2020

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Town's oversight agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Tanya I. Davis is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that SDA's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. The Town will be subject to a placement fee for any SDA audit, consulting or tax employee hired by the Town during the term of the audit engagements, including any extensions, and up to two years after the end of the contract (including issuance of final audit reports and annual financial statements or comprehensive annual financial report. The placement fee will be made payable to SDA in an amount equal to the greater of \$75,000 or 100% of the offered annual salary of the recruited personnel.

Our fee for your audit services will not exceed \$50,000 for fiscal year ended September 30, 2020, unless there is a change in activity, readiness, cooperation, or preparation of audit schedules that results in additional audit work or debt is issued. The compensation for additional audit work will be calculated according to the standard hourly rate schedule set forth in Tab VIII of SDA's proposal in response to RFP #20-07. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices for fees or other compensation will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

As is customary for SDA, we will meet with the Town Manager (or designee) and the Finance Director (or designee) prior to finalizing and issuing our reports. We will also meet with the Town Commissioners, individually, to discuss the results of the audit.

Any controversy or claim arising out of or relating to the services covered by this letter or hereafter provided by us to the Town (including any such matter involving any subsidiary, affiliate or agent of the Town or SDA) shall be submitted first to voluntary mediation. In addition, you agree that the exclusive venue for any action to collect such unpaid invoices shall be the courts of Broward County, Florida.

Any changes not provided elsewhere herein have to be agreed to by mutual consent of both parties.

We appreciate the opportunity to be of service to the Town of Pembroke Park and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions,

Town of Pembroke Park
Engagement Letter
November 12, 2020

please let us know. If you agree with the terms of our engagement as described in this letter,
please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in blue ink that reads "S. Davis & Associates, P.A." is written over a light blue rectangular background.

S. Davis & Associates, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Pembroke Park.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

DISPUTE RESOLUTION PROCEDURES

The following procedures shall be used to resolve any controversy or claim ("dispute") as provided in our engagement letter of November 12, 2020. If any of these provisions are determined to be invalid or unenforceable, the remaining provisions shall remain in effect and binding on the parties to the fullest extent permitted by law.

Mediation

A dispute shall be submitted to mediation by written notice to the other party or parties. In the mediation process, the parties will try to resolve their differences voluntarily with the aid of an impartial mediator, who will attempt to facilitate negotiations. The mediator will be selected by agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the American Arbitration Association ("AAA") or such other neutral facilitator acceptable to both parties.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute.

The mediation will be treated as a settlement discussion and therefore will be confidential. The mediator may not testify for either party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Arbitration

If a dispute has not been resolved within 90 days after the written notice beginning the mediation process (or a longer period, if the parties agree to extend the mediation), the mediation shall terminate and the dispute will be settled by arbitration. The arbitration will be conducted in accordance with the procedures in this document and the Arbitration Rules for Professional Accounting and Related Services Disputes of the AAA as in effect on the date of the engagement letter ("AAA Rules"). In the event of a conflict, the provisions of this document will control.

The arbitration will be conducted before a panel of three arbitrators, regardless of the size of the dispute, to be selected as provided in the AAA Rules. Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of these procedures, including any contention that all or part of these procedures are invalid unenforceable, shall be governed by the Federal Arbitration Act and resolved by the arbitrators. No potential arbitrator may serve on the panel unless he or she has agreed in writing to abide and be bound by these procedures.

The arbitrators may not award non-monetary or equitable relief of any sort. They shall have no power to award punitive damages or any other damages not measured by the prevailing party's actual damages, and the parties expressly waive their right to obtain such damages in arbitration or in any other forum. In no event, even if any other portion of these provisions is held to be invalid or unenforceable, shall the arbitrators have power to make an award or impose a remedy that could not be made or imposed by a court deciding the matter in the same jurisdiction.

No discovery will be permitted in connection with the arbitration unless it is expressly authorized by the arbitration panel upon a showing of substantial need by the party seeking discovery.

All aspects of the arbitration shall be treated as confidential. Neither the parties nor the arbitrators may disclose the existence, content or results of the arbitration, except as necessary to comply

with legal or regulatory requirements. Before making any such disclosure, a party shall give written notice to all other parties and shall afford such parties a reasonable opportunity to protect their interests.

The result of the arbitration will be binding on the parties, and judgment on the arbitrators' award may be entered in any court having jurisdiction.

RESOLUTION NO. 2020-147

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REALLOCATING AND REAPPROPRIATING MONIES FOR EXPENDITURES FOR THE FISCAL YEAR 2019 – 2020; PROVIDING FOR ALL OTHER ITEMS IN THE BUDGET OF EXPENSES TO REMAIN UNCHANGED; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 23, 2019, the Pembroke Park Town Commission adopted Resolutions 19-09-09, 19-09-10, and 19-09-11 approving the annual budget appropriating and allocating monies for the payment of municipal expenditures for the operation of the Town of Pembroke Park for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020; and

WHEREAS, due to unanticipated municipal activities it has become necessary to reallocate and reappropriate certain budgeted expenditures.

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

Section 1: That the appropriations for expenditures in the Fiscal Year 2020 – 2021 annual budget are hereby reallocated and reappropriated for the payment of expenditures incident to the operation of the Town of Pembroke Park in all government functions and capacities, as the same are designated, adjusted, and set forth in the reallocation of funds for the Fiscal Year 2019 – 2020, attached hereto as Exhibit A, and made a part hereof by reference.

Section 2: That all others provisions of Resolutions 19-09-09, 19-09-10, and 19-09-11 and the Fiscal Year 2019 – 2020 budget of expenses which are not in conflict with this or any other part of this Resolution shall remain unchanged and in full force and effect.

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 December, 2020.

ATTEST:

GEOFFREY JACOBS
Mayor

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

AGENDA ITEM REPORT



To: Commission
Subject: 2019 Budget Amendment
Meeting: 11 24 2020 DRAFT WORKSHOP COMMISSION MEETING - Nov 24 2020
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

Town of Pembroke Park Florida



**Fiscal Year 2020
Budget Amendment
December 9, 2020**

TOWN OF PEMBROKE PARK
FISCAL YEAR 2019 - 2020 BUDGET SUMMARY

Description	Adopted Budget 2019-2020	Budget Amendment 2019-2020
GENERAL FUND REVENUES		
Ad Valorem	6,014,705	6,014,705
Local Option Gas Tax	119,137	119,137
Utility Tax	1,225,000	1,225,000
Franchise Fees	824,750	824,750
Licenses & Permits	1,060,335	1,060,335
Intergovernmental Revenue	636,743	636,743
State Shared Revenue	672,440	672,440
Charges for Services	335,900	335,900
Fines & Forfeitures	39,000	39,000
Other Revenue	834,005	834,005
Fund Balance Reserves	820,919	820,919
TOTAL GENERAL FUND REVENUES	12,582,934	12,582,934
GENERAL FUND EXPENDITURES BY DEPARTMENT		
Mayor & Commission	374,725	439,723
Administration	1,160,539	1,063,540
Finance	506,755	463,756
Legal	217,500	283,500
Comprehensive Planning	261,000	270,000
Non-Departmental	418,462	514,412
Law Enforcement	3,327,014	3,316,064
Fire Rescue	3,205,828	3,545,340
Building	406,518	406,518
Roads & Streets	415,680	415,680
Code Enforcement	281,016	281,016
Parks & Recreation	575,314	490,314
Capital Outlay	1,248,910	909,398
Capital Projects	183,672	183,672
Debt Service	0	0
Contingency	0	0
Use of Fund Balance Reserve	0	0
TOTAL GENERAL FUND EXPENDITURES	12,582,933	12,582,933
NOTE: LAW ENFORCEMENT AND FIRE RESCUE EXPENDITURES AS A PERCENTAGE OF BUDGET	6,532,842 52%	6,861,404 55%
GENERAL FUND DIFFERENCE	0	

**TOWN OF PEMBROKE PARK
FISCAL YEAR 2019 - 2020 BUDGET SUMMARY**

ENTERPRISE FUNDS Description	Adopted Budget 2019-2020	Budget Amendment 2019-2020
Sewer Fund Revenue		
Charges for services	2,765,000	2,765,000
Intergovernmental Revenue	0	0
Other Revenue/ Impact Fees	197,589	197,589
Cash Balance Brought Forward	0	0
Total Sewer Fund Revenue	2,962,589	2,962,589
Sewer Fund Expenses		
Financial & Administrative	245,523	231,673
Physical Environment	2,331,782	2,420,632
Capital Projects	170,000	95,000
Debt Service	215,284	215,284
Contingency	0	0
Total Sewer Fund Expenses	2,962,589	2,962,589
DIFFERENCE	0	0
Stormwater Fund Revenue		
Charges for services	1,440,000	1,440,000
Intergovernmental Revenue	0	0
Other Revenue/ Impact Fees	1,709,255	1,709,255
Cash Balance Brought Forward	274,846	274,846
Total Stormwater Revenue	3,424,101	3,424,101
Stormwater Fund Expenses		
Financial & Administrative	106,828	106,828
Physical Environment	1,016,703	1,016,703
Capital Projects	2,300,570	2,300,570
Debt Service	0	0
Contingency	0	0
Total Stormwater Expenses	3,424,101	3,424,101
DIFFERENCE	0	0
Combined Enterprise Fund Revenue & Expenses		
Enterprise Funds Revenues (Sewer & Stormwater)		
Charges for services	4,205,000	4,205,000
Intergovernmental Revenue	0	0
Other Revenue/ Impact Fees	1,906,844	1,906,844
Cash Balance Brought Forward	274,846	274,846
Total Revenue	6,386,690	6,386,690
Enterprise Funds Expenses (Sewer & Stormwater)		
Financial & Administrative	352,351	338,501
Physical Environment	3,348,485	3,437,335
Capital Projects	2,470,570	2,395,570
Debt Service	215,284	215,284
Contingency	0	0
Total Enterprise Fund Expenses	6,386,690	6,386,690
DIFFERENCE	0	0

**Town of Pembroke Park
General Fund Revenue
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
	Ad Valorem		
001-000310-311001-01-0000	Ad Valorem Taxes	6,014,705	6,014,705
	Total Ad Valorem	6,014,705	6,014,705
001-000310-312410-00-0000	Local Option Fuel Tax	119,137	119,137
	Total Local Option Fuel Tax	119,137	119,137
	Franchise Fee		
001-000310-323100-00-0000	Electric Franchise Fee	575,000	575,000
001-000310-323400-00-0000	Gas Franchise Fee	7,000	7,000
001-000310-323700-00-0000	Garbage Franchise Fee	225,000	225,000
001-000310-323901-00-0000	Towing Franchise Fee	10,000	10,000
001-000310-323902-00-0000	Bus Stop Shelter Franchise Fee	3,500	3,500
001-000310-323903-00-0000	Bus Stop Benches Franchise Fee	4,250	4,250
	Total Franchise Fee	824,750	824,750
	Utility Tax		
001-000310-314100-00-0000	Electric Utility Tax	790,000	790,000
001-000310-314200-01-0000	Communication Tax	160,000	160,000
001-000310-314300-00-0000	Water Utility Tax	260,000	260,000
001-000310-314400-00-0000	Gas Utility Tax	15,000	15,000
	Total Utility Tax	1,225,000	1,225,000
	Licenses & Permits		
001-000320-316000-00-0000	Business Tax Receipts - Local	125,000	125,000
001-000320-321200-00-0000	Business Tax - County	2,500	2,500
001-000320-322001-00-0000	Building Permits	318,150	318,150
001-000320-322001-01-0000	Building Permit - Reinspection Fee	7,875	7,875
001-000320-322001-02-0000	Building Department - Reinstatement Fee	5,555	5,555
001-000320-322001-03-0000	Building Inspection Fee	34,100	34,100
001-000320-322002-00-0000	Electrical Permits	34,715	34,715
001-000320-322002-01-0000	Electrical Permits - Reinspection Fee	4,850	4,850
001-000320-322002-03-0000	Electrical Inspection Fee	8,585	8,585
001-000320-322003-00-0000	Mechanical Permits	28,150	28,150
001-000320-322003-01-0000	Mechanical Permit - Reinspection Fee	500	500
001-000320-322003-02-0000	Mechanical Inspection Fee	3,385	3,385
001-000320-322004-00-0000	Plumbing Permits	44,450	44,450

**Town of Pembroke Park
General Fund Revenue
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
001-000320-322004-01-0000	Plumbing Permit Reinspection Fee	760	760
001-000320-322004-02-0000	Plumbing Inspection Fee	2,830	2,830
001-000320-329001-00-0000	Certificate of Use Permits	29,000	29,000
001-000320-329002-00-0000	Building Inspection Fees	2,500	2,500
001-000320-329002-00-0000	Building Reinspection Fee B.T.R.	500	500
001-000320-329003-00-0000	Fire Inspection Fees - Business Tax	12,000	12,000
001-000320-329003-01-0000	Fire Inspection Fees - Annual Renewals	49,000	49,000
001-000320-329003-04-0000	Fire Inspection Fees - Permits	28,500	28,500
001-000320-329003-05-0000	Fire Reinspection Fee B. T.R.	1,000	1,000
001-000320-329003-06-0000	Fire Reinspection Fee	59,000	59,000
001-000320-329005-00-0000	Sign Fees	58,000	58,000
001-000320-329006-01-0000	Zoning & Variance & Site Plan Fees	30,000	30,000
001-000320-329007-00-0000	Engineering-Planning Services	30,000	30,000
001-000320-329008-00-0000	Alarm Registration Fees	2,900	2,900
001-000320-329009-00-0000	Radon Fees 10% - Restricted for Education	4,500	4,500
001-000320-329014-00-0000	Plan Review	68,680	68,680
001-000320-329015-00-0000	Processing Fee	52,520	52,520
001-000320-329900-00-0000	Other License, Fees, Permits	10,830	10,830
	Total Licenses & Permits	1,060,335	1,060,335
	REVENUES AND RESERVES CONTINUED		
001-000330-335120-00-0000	Municipal Revenue Sharing Program	213,577	213,577
001-000330-335140-00-0000	Mobile Home Licenses	6,500	6,500
001-000330-335150-00-0000	Alcoholic Beverage Licenses	5,000	5,000
001-000330-335180-00-0000	Half Cent Sales Tax	447,363	447,363
	Total State Shared Revenue	672,440	672,440
	Intergovernmental Revenue		
001-000330-331203-00-0000	Federal Grant	513,563	513,563
001-000330-334800-00-0000	Other Grants	123,180	123,180
	Total Intergovernmental Revenue	636,743	636,743
	Charges for Services		
001-000340-341903-00-0000	Certificate of Occupancy Fees	5,050	5,050
001-000340-341903-01-0000	Certificate of Completion	34,350	34,350
001-000340-341905-00-0000	Lien Searches	4,000	4,000
001-000340-342601-00-0000	EMS Transport Collections	280,000	280,000
001-000340-347200-02-0000	Park Facility Rental Preserve	3,000	3,000

Town of Pembroke Park
General Fund Revenue
FY2020

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
001-000350-351002-00-0000	Rec. Vehicle Inspection Fee Revenue	2,500	2,500
001-000350-351003-00-0000	False Alarm Fees	7,000	7,000
	Total Charges for Services	335,900	335,900
	Fines & Forfeitures		
001-000350-351001-00-0000	Local Law Enforcement Trust Fund Fines	1,000	1,000
001-000350-351004-00-0000	Code Enforcement Fines	30,000	30,000
001-000350-354001-00-0000	Code Enforcement Fines - Per Diem	1,000	1,000
001-000350-359001-00-0000	Other Fines and Forfeitures	7,000	7,000
	Total Fines & Forfeitures	39,000	39,000
	Other Revenue		
001-000360-361100-00-0000	Interest/Penalties - Ad Valorem/Tangible	-	-
001-000360-361100-02-0000	Interest - FL Dept. Admin. LGIP Investments	18,000	18,000
001-000360-361100-03-0000	Interest/Penalties - Ad Valorem Taxes	6,500	6,500
001-000360-361400-00-0000	Penalty and Late Charges	5,000	5,000
001-000360-361500-00-0000	Garbage Collection Fees OES	10,000	10,000
001-000360-363240-00-0000	Impact Fees - Fire	77,505	77,505
001-000360-369001-00-0000	Other Revenue	632,000	632,000
001-000360-369001-01-0000	Other Revenue Building Department	5,000	5,000
001-000360-369900-00-0000	Other Miscellaneous Revenue	80,000	80,000
	Total Other Revenue	834,005	834,005
001-000000-284000-00-0000	Use Of Fund Balance/Unassigned Reserve	820,919	820,919

**Town of Pembroke Park
Mayor & Commission Department
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
	Personal Services		
001-510511-110000-00-0000	Salaries	210,000	210,000
	Total Personal Services	210,000	210,000
	Payroll Expenditures		
001-510511-210000-00-0000	FICA Taxes Expense	16,065	16,065
001-510511-230001-00-0000	Group Insurance Health	49,843	49,843
001-510511-220000-00-0000	Employer Contribution - Retirement Fund	21,964	86,963
001-510511-230001-01-0000	Dental/Vision Insurance	9,889	9,889
001-510511-230001-02-0000	Life Insurance(Standard Insur.Co.)	3,895	3,895
001-510511-230001-03-0000	Long Term Care(John Hancock Co.)	8,693	8,693
001-510511-230001-05-0000	Life Insurance(John Hancock VUL)	5,082	5,582
001-510511-240000-00-0000	Workers' Compensation	411	411
	Total Payroll Expenditures	115,843	181,341
	Operating Expenditures		
001-510511-400001-00-0000	Travel	14,000	11,400
001-510511-410001-00-0000	Cell Phone	5,000	6,600
001-510511-450002-00-0000	Insurance - Property & Liability	682	682
001-510511-490006-00-0000	Business Meetings	5,000	5,000
001-510511-490900-00-0000	Misc. Charges	3,000	3,000
001-510511-540001-00-0000	Memberships	3,700	4,200
001-510511-540001-01-0000	Education and Training	2,500	2,500
001-510511-540002-00-0000	Election Services	15,000	15,000
	Total Operating Expenditures	48,882	48,382
Total Personal Services	Total Personal Services	\$ 210,000	\$ 210,000
Total Payroll Expenditures	Total Payroll Expenditures	\$ 115,843	\$ 181,341
Operating Expenditures	Total Operating Expenditures	\$ 48,882	\$ 48,382
Total Mayor & Commission	TOTAL Mayor & Commission	\$ 374,725	\$ 439,723

**Town of Pembroke Park
Administration Department
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
	Personal Services		
001-510512-120000-00-0000	Salaries	668,499	580,499
001-510512-140000-00-0000	Overtime	1,500	8,500
	Total Personal Services	669,999	588,999
	Payroll Expenditures		
001-510512-210000-00-0000	FICA Taxes Expense	56,196	41,182
001-510512-220000-00-0000	Employee Retirement Expense	96,813	87,813
001-510512-230001-00-0000	Group Insurance	117,132	78,132
001-510512-230001-01-0000	Dental/Vision Insurance	19,501	19,501
001-510512-230001-02-0000	Life Insurance(Standard Insur.Co.)	12,937	12,937
001-510512-230001-03-0000	Long Term Care(John Hancock Co.)	686	700
001-510512-230001-05-0000	Life Insurance(John Hancock VUL)	18,544	18,544
001-510512-240000-00-0000	Workers' Compensation	1,233	1,233
	Total Payroll Expenditures	323,041	260,042
	Operating Expenditures		
001-510512-340006-01-0000	Town Hall Janitorial Services	2,611	3,111
001-510512-340007-00-0000	Contractual Services	13,800	38,800
001-510512-340011-00-0000	HR Management Services	81,000	88,000
001-510512-400001-00-0000	Travel	5,000	5,000
001-510512-410001-00-0000	Cellular Phones	1,750	4,750
001-510512-441001-00-0000	Lease Expense - Vehicles	18,000	9,000
001-510512-441002-00-0000	Lease Expense - Copy Machine	6,000	11,000
001-510512-450002-00-0000	General Liability - Property Insurance	4,738	5,238
001-510512-460010-00-0000	Misc. Maintenance - Car & Buildings	1,800	1,800
001-510512-470000-00-0000	Printing	2,000	3,000
001-510512-490002-00-0000	Misc. Charges	5,000	16,500
001-510512-490006-00-0000	Business Meetings/Meals	500	1,000
001-510512-510001-00-0000	Office Supplies	7,000	9,000
001-510512-521001-00-0000	Vehicle Expense - Gasoline	2,000	2,000
001-510512-540001-00-0000	Memberships/Subscriptions	5,300	5,300
001-510512-540003-00-0000	Education and Training	1,000	1,000
001-510512-541002-00-0000	Employee - Tuition Assistance	10,000	10,000
	Total Operating Expenditures	167,499	214,499
Total Personal Services		\$ 669,999	\$ 588,999
Total Payroll Expenditures		\$ 323,041	\$ 260,042
Total Operating Expenditures		\$ 167,499	\$ 214,499
TOTAL ADMINISTRATION		\$ 1,160,539	\$ 1,063,540

**Town of Pembroke Park
Finance Department
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
	Personal Services		
001-510513-120000-00-0000	Salaries	311,434	275,434
001-510513-140000-00-0000	Overtime	2,000	2,000
	Total Personal Services	313,434	277,434
	Payroll Expenditures		
001-510513-210000-00-0000	FICA Taxes Expense	23,825	23,825
001-510513-220000-00-0000	Employee Retirement Expense	44,168	44,168
001-510513-230001-00-0000	Group Insurance	39,875	32,875
001-510513-230001-01-0000	Dental Insurance/Vision	7,415	7,415
001-510513-230001-02-0000	Life Insurance(Standard Insur. Co)	5,693	5,693
001-510513-230001-05-0000	Life Insurance(John Hancock VUL)	4,696	4,696
001-510513-240000-00-0000	Workers' Compensation	411	411
	Total Payroll Expenditures	126,082	119,082
	Operating Expenditures		
001-510513-320001-00-0000	Recurring Audit Costs	45,000	39,250
001-510513-340006-01-0000	Contractual Service	4,611	4,611
001-510513-340007-000000	Contractual Service - Software Maintenance	4,000	7,000
001-510513-400001-00-0000	Travel	2,000	2,000
001-510513-410001-00-0000	Cellular Phones	700	700
001-510513-441002-00-0000	Lease Expense-Copiers	2,000	3,000
001-510513-450002-00-0000	General Liability - Property Insurance	2,428	2,678
001-510513-460900-00-0000	Maintenance and Repair	500	500
001-510513-470000-00-0000	Printing and Forms	1,000	2,000
001-510513-490006-00-0000	Business Meetings/Meals	500	500
001-510513-490900-00-0000	Misc. Charges	500	500
001-510513-510001-00-0000	Office Supplies	2,000	2,500
001-510513-540001-00-0000	Memberships	1,000	1,000
001-510513-541900-00-0000	Education and Training/Registration&Books	1,000	1,000
	Total Operating Expenditures	67,239	67,239
Total Personal Services		\$ 313,434	\$ 277,434
Total Payroll Expenditures		\$ 126,082	\$ 119,082
Total Operating Expenditures		\$ 67,239	\$ 67,239
TOTAL FINANCE		\$ 506,755	\$ 463,756

**Town of Pembroke Park
Legal Department
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
001-510514-303003-00-0000	Misc. Reimbursable Expenses	10,000	17,000
001-510514-340003-01-0000	Contractual Services - Legal- Retainer	100,000	100,000
001-510514-340003-02-0000	Contractual Services - Legal- Non Retainer	100,000	159,000
001-510514-400002-00-0000	Travel	-	-
001-510514-480001-00-0000	Advertising	7,500	7,500
TOTAL LEGAL		\$ 217,500	\$ 283,500

**Town of Pembroke Park
Comprehensive Planning
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
001-510515-303003-00-0000	Reimbursable Expenses	50,000	59,000
001-510515-340004-00-0000	Contractual Services - Planning	200,000	200,000
001-510515-340004-00-3000	Contractual Services - Legislative Services	10,000	10,000
001-510515-522001-00-0000	Board Expenses - Planning & Zoning Board	1,000	1,000
TOTAL COMPREHENSIVE PLANNING		\$ 261,000	\$ 270,000

**Town of Pembroke Park
Non-Departmental/General Government
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
001-510519-340004-00-0000	Various Contractual Services	32,000	35,200
001-510519-340006-05-0000	Contractual Services/Town Hall-Pest Control	3,720	3,720
001-510519-340007-00-0000	Contractual Services/Computer Related Service	98,000	89,250
001-510519-410001-00-0000	Telephone/cellular	3,000	3,000
001-510519-410003-00-0000	Town Hall Line Charge/Internet Connection	13,200	14,700
001-510519-411003-00-0000	Postage-shipping-FedEx	3,500	8,500
001-510519-430001-00-0000	Electricity Town Hall	38,000	41,000
001-510519-431001-00-0000	Water - Town Hall	5,000	9,000
001-510519-441002-00-0000	Lease Expense - Postage Machine and Other	900	900
001-510519-450002-00-0000	Insurance Expense - General Liability/Prop.	2,642	3,142
001-510519-460010-00-0000	Maintenance & Repair Car, Building, Equipment	15,000	25,000
001-510519-460011-00-0000	Maintenance - Repair-3rd Floor	2,500	2,500
001-510519-480003-00-0000	Donations	15,000	15,000
001-510519-490001-00-0000	Lobbying Expense	134,000	126,000
001-510519-490003-00-0000	Misc. Charges	48,000	133,000
001-510519-520900-00-0000	Misc. Market Supplies/Office Supplies	4,000	4,500
TOTAL NON DEPARTMENTAL		\$ 418,462	\$ 514,412

**Town of Pembroke Park
Law Enforcement
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
001-520521-340001-00-0000	Contractual Services - Law Enforcement	3,272,014	3,300,014
001-520521-520900-01-0000	LLETf - Explorer Program	10,000	10,000
001-520521-520900-04-0000	BSO - Traffic Enforcement	5,000	5,000
001-520521-520900-07-0000	LLETf - Town Hall Security	40,000	1,050
TOTAL LAW ENFORCEMENT		\$ 3,327,014	\$ 3,316,064

**Town of Pembroke Park
Fire Rescue
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
001-520522-340002-00-0000	Contractual Services - Fire Rescue	3,205,828	3,545,340
TOTAL FIRE RESCUE		3205828	3545340

**Town of Pembroke Park
Building Department
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
	Personal Services		
001-524524-120000-00-0000	Full time Salaries	212,441	192,441
001-524524-121000-00-0000	Part-time Salaries		
001-524524-140000-00-0000	Overtime	4,000	4,000
	Total Personal Services	216,441	196,441
	Payroll Expenditures		
001-524524-210000-00-0000	FICA Taxes Expense	16,252	16,252
001-524524-220000-00-0000	Employee Retirement Expense	33,942	33,942
001-524524-230001-00-0000	Group Insurance	29,906	20,406
001-524524-230001-01-0000	Dental/Vision Insurance	3,794	3,794
001-524524-230001-02-0000	Life Insurance (Standard Insur.Co.)	3,906	3,906
001-524524-230001-03-0000	Long Term Care(John Hancock Co.)		1,500
001-524524-230001-05-0000	Life Insurance (John Hancock VUL)	3,420	3,420
001-524524-240000-00-0000	Workers' Compensation	1,643	1,643
	Total Payroll Expenditures	92,863	84,863
	Operating Expenditures		
001-524524-340006-01-0000	Contractual Service-Town Hall/Janitorial	2,611	3,111
001-524524-340012-01-0000	Contractual Service-Building Dept Elect	34,000	34,000
001-524524-340012-02-0000	Contractual Service-Building Dept Plumb	15,000	15,000
001-524524-340012-03-0000	Contractual Service-Building Dept Mech	16,000	17,000
001-524524-340012-99-0000	Contractual Service-Building Dept Struct	-	20,000
001-524524-340013-00-0000	Contractual Services-User Fees INK FORCE	6,000	9,500
001-524524-400001-00-0000	Travel	1,000	1,000
001-524524-410001-00-0000	Cell Phone	3,800	3,800
	Vehicle Expense - Interest	-	500
001-524524-441002-01-0000	Lease Expense-Copier	3,600	3,600
001-524524-450002-00-0000	Insurance- Property & Liability	6,203	6,453
001-524524-460011-00-0000	Maint. & Car Repair Car Bldg & Equipment	1,000	2,500
001-524524-470000-00-0000	Printing and Forms	1,000	1,000
001-524524-490900-00-0000	Misc. Charges	1,000	1,000
001-524524-520003-000000	Uniforms	500	750
001-524524-510001-00-0000	Office Supplies	3,000	3,000
001-524524-521001-00-0000	Vehicle Expense-Gasoline Costs	1,000	1,000
001-524524-540001-00-0000	Membership Subscriptions	500	500
001-524524-541900-00-0000	Education and Training	1,000	1,500
	Total Operating Expenditures	97,214	125,214
Total Personal Services		\$ 216,441	\$ 196,441
Total Payroll Expenditures		\$ 92,863	\$ 84,863
Total Operating Expenditures		\$ 97,214	\$ 125,214
TOTAL BUILDING		\$ 406,518	\$ 406,518

**Town of Pembroke Park
Code Enforcement
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
	Personal Services		
001-539539-120000-00-0000	Full time Salaries	158,079	158,079
001-539539-140000-00-0000	Overtime	2,000	2,000
	Total Personal Services	160,079	160,079
	Payroll Expenditures		
001-539539-210000-00-0000	FICA Taxes Expense	12,093	12,093
001-539539-220000-00-0000	Employee Retirement Expense	22,564	22,564
001-539539-230001-00-0000	Group Insurance	32,398	32,398
001-539539-230001-01-0000	Dental/Vision Insurance	6,061	6,061
001-539539-230001-02-0000	Life Insurance(Standard Insur. Co)	2,914	2,914
001-539539-230001-03-0000	Long Term Care(John Hancock Co.)	229	1,229
001-539539-230001-05-0000	Life Insurance(John Hancock VUL)	2,790	2,790
001-539539-240000-00-0000	Workers' Compensation	1,643	1,643
	Total Payroll Expenditures	80,691	81,692
	Operating Expenditures		
001-539539-340006-01-0000	Town Hall - Janitorial	2,611	3,111
001-539539-340007-00-0000	Contractual Services	5,400	5,400
001-539539-400002-00-0000	Travel - Hotel, Air fare, Mileage, Tolls, Meals	2,500	2,500
001-539539-410001-00-0000	Cell Phones	3,000	3,000
001-539539-441003-00-0000	Lease Expense - Copier	1,000	1,000
001-539539-450002-00-0000	Insurance - Property Liability	5,375	5,625
001-539539-470000-00-0000	Printing and Forms	1,300	1,300
001-539539-490900-00-0000	Misc. Charges	1,500	1,500
001-539539-510001-00-0000	Office Supplies	4,500	4,500
001-539539-520003-00-0000	Uniform Expense	800	800
001-539539-521001-00-0000	Vehicle Expense - Gasoline	3,000	3,000
001-539539-521002-00-0000	Vehicle Expense - Maintenance & Repair	1,000	1,000
001-539539-522001-00-0000	Board Expenses - Code & P& Z Boards	4,635	4,635
001-539539-540001-00-0000	Memberships	625	625
001-539539-541900-00-0000	Education and Training-Other	3,000	1,250
	Total Operating Expenditures	40,246	39,246
Total Personal Services		\$ 160,079	\$ 160,079
Total Payroll Expenditures		\$ 80,691	\$ 81,692
Total Operating Expenditures		\$ 40,246	\$ 39,246
TOTAL CODE ENFORCEMENT		\$ 281,016	\$ 281,016

**Town of Pembroke Park
Roads & Streets Department
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
	Personal Services		
001-530541-120000-00-0000	Full-Time Salaries	189,724	179,724
001-530541-140000-00-0000	Overtime	3,500	2,500
	Total Personal Services	193,224	182,224
	Payroll Expenditures		
001-530541-210000-00-0000	FICA Taxes Expense	14,514	13,764
001-530541-220000-00-0000	Employee Retirement Expense	20,246	19,246
001-530541-230001-00-0000	Group Insurance	39,875	36,575
001-530541-230001-01-0000	Dental/Vision Insurance	7,392	6,492
001-530541-230001-02-0000	Life Insurance(Standard Insur. Co)	3,506	3,506
001-530541-230001-03-0000	Long Term Care(John Hancock Co.)	291	2,891
001-530541-230001-05-0000	Life Insurance(John Hancock VUL)	4,733	2,933
001-530541-240000-00-0000	Workers' Compensation	6,984	5,084
	Total Payroll Expenditures	97,540	90,490
	Operating Expenditures		
001-530541-340006-01-0000	Town Hall Janitorial	2,611	3,011
001-530541-400002-00-0000	Travel	1,000	250
001-530541-410001-00-0000	Cellular Phones	2,400	2,500
001-530541-410009-00-0000	Town Hall Line Charge/Internet Connection	700	-
001-530541-430009-00-0000	Electricity - Outdoor Lighting	32,000	32,250
001-530541-431006-00-0000	Water - Public Works	2,000	3,100
001-530541-440001-00-0000	Rental Expense Equipment - copier	3,600	3,600
001-530541-450002-00-0000	Insurance Expense Prop-General Liability	23,805	24,055
001-530541-460060-00-0000	Maintenance - Equipment	30,000	53,000
001-530541-490900-00-0000	Misc. Charges	15,000	6,000
001-530541-510001-00-0000	Office Supplies	1,500	2,700
001-530541-520003-00-0000	Uniform Expense	1,800	1,300
001-530541-521001-00-0000	Vehicle Expense - Gasoline	6,000	9,300
001-530541-540004-00-0000	Membership/subscriptions & Dues	1,000	400
001-530541-541001-00-0000	Education/Training	1,500	1,500
	Total Operating Expenditures	124,916	142,966
Total Personal Services		\$ 193,224	\$ 182,224
Total Payroll Expenditures		\$ 97,540	\$ 90,490
Total Operating Expenditures		\$ 124,916	\$ 142,966
TOTAL ROADS & STREETS		\$ 415,680	\$ 415,680

**Town of Pembroke Park
Parks & Recreation Department
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
Personal Services			
001-570572-110000-00-0000	Full time Salaries	251,461	191,161
001-570572-140000-00-0000	Overtime	15,000	15,000
	Total Personal Services	266,461	206,161
Payroll Expenditures			
001-570572-210000-00-0000	FICA Taxes Expense	19,237	19,237
001-570572-220000-00-0000	Employee Retirement Expense	21,299	21,299
001-570572-230001-00-0000	Group Insurance	49,843	49,843
001-570572-230001-01-0000	Dental/Vision Insurance	10,559	10,559
001-570572-230001-02-0000	Life Insurance(Standard Insur. Co)	4,664	4,664
001-570572-230001-03-0000	Long Term Care(John Hancock Co.)	-	2,000
001-570572-230001-05-0000	Life Insurance(John Hancock VUL)	5,449	5,449
001-570572-240000-00-0000	Workers' Compensation	5,752	5,752
	Total Payroll Expenditures	116,803	118,803
Operating Expenditures			
001-570572-340006-05-0000	Contractual Services	1,700	2,200
001-570572-400000-00-0000	Travel - Hotel, Air fare, Mileage, Tolls, Meals	400	400
001-570572-410001-00-0000	Cellular Phones & Beepers	1,500	1,500
001-570572-410005-00-0000	Phone Line - Behan Park	3,200	3,450
001-570572-410006-00-0000	Phone Line - Oglesby Preserve	1,200	1,200
001-570572-430003-00-0000	Electricity	15,000	16,500
001-570572-431003-00-0000	Water Charge	3,000	5,500
001-570572-450002-00-0000	Insurance - Property Liability	13,000	13,250
001-570572-460900-00-0000	Maintenance Repair Cars, Buildings, Equipment	25,000	25,000
001-570572-510001-00-0000	Office Supplies	400	500
001-570572-520003-00-0000	Uniform Expense	2,000	2,000
001-570572-520900-00-0000	Misc. Charge	15,000	6,950
001-570572-521001-00-0000	Gasoline Costs	4,500	4,500
001-570572-541001-00-0000	Memberships, dues, and subscriptions	900	900
001-570572-541001-00-0000	Education & Training, Registration, Books	1,500	1,500
	Pembroke Park Community Events	37,000	38,250
	Agro - Eco Community Garden & Centers	14,750	14,750
001-570572-640000-00-9060	Newsletter Mailings	10,000	10,000
001-570572-640000-00-9061	60th Anniversary Celebration	25,000	-
001-570572-640000-00-9063	Holiday Party	4,500	4,500
001-570572-640000-00-9064	Pet Fair	5,000	5,000
001-570572-640000-00-9075	Promotions All Community Events	7,500	7,500
	Total Operating Expenditures	192,050	165,350
Total Personal Services		\$ 266,461	\$ 206,161
Total Payroll Expenditures		\$ 116,803	\$ 118,803
Total Operating Expenditures		\$ 192,050	\$ 165,350
TOTAL PARKS		\$ 575,314	\$ 490,314

**Town of Pembroke Park
Capital Outlay & Equipment
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
	COMMISSION		
001-510511-640003-00-0000	Machinery & Equipment (over 250.00)	-	4,500
	TOTAL COMMISSION	-	4,500
	ADMINISTRATION		
001-510512-640003-00-0000	Machinery and Equipment	700	700
001-510512-640003-00-0000	Vehicle Purchase	60,000	12,598
	TOTAL ADMINISTRATION	60,700	13,298
	FINANCE		
001-510513-640003-00-0000	Machinery & Equipment	-	4,500
	TOTAL FINANCE	-	4,500
	NON DEPARTMENTAL		
001-510519-640003-00-0000	Equipment, Security, Holiday Deco (+250)	6,000	7,500
001-530541-640000-00-9075	Fire & EMS Study Project #9075	40,000	-
001-530541-640000-00-9078	Town Hall Hardening Project	684,750	684,750
001-530541-640000-00-9076	Municipal Complex Conceptual Design Project #9076	79,110	-
001-530541-640000-00-9077	Town Hall Restroom Improvements	20,000	-
	Renovation Town Hall - 3rd Floor		
001-510519-640003-00-9077	Hardware and Software Replacement	226,000	98,000
	TOTAL NON DEPARTMENTAL	1,055,860	790,250
	BUILDING		
001-524524-640003-00-0000	Machinery and Equipment	10,000	9,200
001-524524-640003-00-0000	Vehicle Purchase	25,000	25,800
	TOTAL BUILDING	35,000	35,000
	ROADS & STREETS		
001-530541-640003-00-0000	Machinery and Equipment	5,000	22,500
	TOTAL ROADS & STREETS	5,000	22,500
	CODE ENFORCEMENT		
001-539539-640003-00-0000	Machinery & Equipment(over 250.00)	2,500	2,500
001-539539-640003-00-0000	Vehicle Purchase	26,000	26,000
	TOTAL CODE ENFORCEMENT	28,500	28,500
	PARKS & RECREATION		
001-570572-640003-00-0000	Machinery and Equipment Community Garden (irrigation, signage)	25,000	2,000
001-570572-640003-00-0000	Machinery and Equipment (Golf carts, new trimmer, hedgr, chainsaws & lawn equipment)	18,850	6,850
001-570572-640003-00-0000	Machinery & Equipment - Preserve (Exercise Equipment)	10,000	1,000
001-570572-640003-00-0000	Machinery & Equipment - Olgesby (Restroom Improvement)	10,000	1,000
	TOTAL PARKS AND RECREATION	63,850	10,850
Total Capital Outlay & Equipment		\$ 1,248,910	\$ 909,398

**Town of Pembroke Park
Capital Projects
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
	PARKS & RECREATION		
001-570572-640000-00-9069	Community Garden Water Irrigation System Project #9069	8,000	8,000
001-570572-640000-00-9073	Parks Recreation Hall Concrete Slab Project #9073	4,000	4,000
001-570572-640000-00-9074	AJ Ryan Park Sign Project #9074	-	-
001-570572-640000-00-9078	44 Year CDBG Tot Lot Playground Project #9078	66,672	66,672
001-570572-640000-00-9082	45 Year CDBG Tot Lot Playground Project Olgesby Preserve	105,000	105,000
	TOTAL PARKS AND RECREATION	183,672	183,672
Total Capital Outlay		\$ 183,672	\$ 183,672

**Town of Pembroke Park
Sewer Fund Revenue
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
	Operating Revenue		
400-000340-343501-00-0000	Sewer Service Charges	2,680,000	2,680,000
400-000340-343502-00-0000	Fixture Charges	75,000	75,000
400-000340-343503-00-0000	Sewer Hookup Fees	10,000	10,000
400-000360-369900-00-0000	Other Misc. Revenue	-	-
	Total Operating Revenue	2,765,000	2,765,000
	Non Operating Revenue		
400-000360-361100-02-0000	Interest Revenue LGIP	20,000	20,000
400-000360-363230-00-0000	Impact Fees Physical Environment	177,589	177,589
	Total Non Operating Revenue	197,589	197,589
	Fund Balance Reserve	-	-
	Total Operating Revenue	2,765,000	2,765,000
	Total Non Operating Revenue	197,589	197,589
	Fund Balance Reserve	-	-
Total Sewer Fund Revenue		\$ 2,962,589	\$ 2,962,589

**Town of Pembroke Park
Sewer Fund Expense
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
	Personal Services		
400-530535-120000-00-0000	Regular Full Time Salary	399,259	321,259
400-530535-140000-00-0000	Overtime	10,000	10,000
	Total Personal Services	409,259	331,259
	Payroll Expenses		
400-530535-210000-00-0000	FICA Taxes	30,543	30,543
400-530535-220000-00-0000	Employee Retirement Expense	46,346	39,346
400-530535-230001-00-0000	Group Insurance - Health	59,812	54,812
400-530535-230001-01-0000	Group Insurance - Dental & Vision	8,042	8,042
400-530535-230001-02-0000	Group Life Insurance - SIC	6,934	6,934
400-530535-230001-03-0000	Long Term Care Insurance - JHC	873	2,873
400-530535-230001-05-0000	Life Insurance - JHC VUL	7,511	7,511
400-530535-240000-00-0000	Workers' Compensation	13,969	13,969
	Total Payroll Expenses	174,030	164,030
	Operating Expenses		
400-530535-310002-00-0000	Professional Services Engineering	2,000	2,000
400-530535-340003-02-0000	Contractual Services - Legal Non Retainer	2,000	2,000
400-530535-340009-01-0000	Sewer Maintenance & Treatment-Hollywood	1,000,000	1,175,000
400-530535-340009-02-0000	Misc. Contractual Services - Sewer Dept.	20,000	20,000
400-530535-400001-00-0000	Travel	2,000	2,000
400-530535-410001-00-0000	Cellular Phones/ Beepers	3,500	3,500
400-530535-430007-00-0000	Electricity-Sewer Pumps	35,000	37,500
400-530535-431006-00-0000	Water - Public Works	20,000	23,000
400-530535-450002-00-0000	Insurance - Property & Liability FLC	37,516	39,516

**Town of Pembroke Park
Sewer Fund Expense
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
400-530535-460050-00-0000	Maintenance - Lift Stations	50,000	50,000
400-530535-460900-00-0000	Maintenance and Repair Car Bldg. & Equip.	80,000	44,500
400-530535-490005-00-0000	Bad Debt Expense	-	-
400-530535-490900-00-0000	Misc. Charges	20,000	21,000
400-530535-520003-00-0000	Operating Supplies - Uniform Expense	1,500	1,500
400-530535-521001-00-0000	Vehicle Expense - Gasoline	6,000	6,000
400-530535-540001-00-0000	Memberships	2,000	2,000
400-530535-541001-00-0000	Education & Training, Registration, Books	2,500	2,500
400-530535-581000-00-0000	Administrative Services GF Cost	410,000	425,000
400-530535-640003-00-9068	Hurricane Irma	-	-
400-530535-800000-00-0000	Depreciation/Amortization Expense	300,000	300,000
	TOTAL OPERATING EXPENSES	872,000	852,500
	CAPITAL PROJECTS		
400-530535-460050-00-0000	Maintenance - Lift Stations I&I	100,000	40,000
400-530535-640003-00-0000	New Sewer Truck	30,000	55,000
	Master Plan Update	40,000	-
	Total Capital Projects	170,000	95,000
	Debt Service		
400-530535-710000-00-0000	Debt Service - Principal Payment	37,000	37,000
400-530535-720000-00-0000	Debt Service - Sinking Fund Interest	91,350	91,350
400-530538-730000-00-0000	Debt Service - Reserve Account	12,912	12,912
400-530538-730000-01-0000	Debt Service - S/T Assests Reserve	74,022	74,022
	Total Debt Service	215,284	215,284
	Contingency/Reserves	0	0
	Total Personal Services	\$ 409,259	\$ 331,259
	Total Payroll Expenses	\$ 174,030	\$ 164,030
	Total Operating Expenses	\$ 1,994,016	\$ 2,157,016
	Total Capital Projects	\$ 170,000	\$ 95,000
	Total Debt Service	\$ 215,284	\$ 215,284
	Total Contingency/Reserves	\$ -	\$ -
	Total Sewer Fund Expenses	\$ 2,962,589	\$ 2,962,589

**Town of Pembroke Park
Storm Water Fund Revenue
FY2020**

General Ledger Code/Description		FY2020 Approved Budget	FY2020 Budget Amendment
	Operating Revenue		
401-000340-343801-00-0000	Stormwater Management Utility Fees	1,440,000	1,440,000
	Total Operating Revenue	1,440,000	1,440,000
	Non Operating Revenue		
'401-000330-331204-00-0000	John P. Lyons Phase II Engineering and Design Project #3354	684,263	684,263
'401-000330-331204-00-0000	S.W. 25th St. Stormwater Improvements Phase III Project #3355	906,165	906,165
401-000360-361100-02-0000	Interest Revenue LGIP		
401-000360-363230-00-0000	Impact Fee Revenue Physical Environment	118,827	118,827
	Total Non Operating Revenue	1,709,255	1,709,255
401-000000-282000-00-0000	Use of Fund Balance Reserve	274,846	274,846
401-000000-282000-01-0000	Use of Unexpended Prior Year Funds Carry Over	-	-
	Total Operating Revenue	1,440,000	1,440,000
	Total Non Operating Revenue	1,709,255	1,709,255
Total Storm Water Fund Revenues		\$ 3,424,101	\$ 3,424,101

**Town of Pembroke Park
Storm Water Fund Expense
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
	Personal Services		
401-530538-120000-00-0000	Salaries	178,340	159,140
401-530538-140000-00-0000	Overtime	10,000	11,000
	Total Personal Services	188,340	170,140
	Payroll Expenses		
401-530538-210000-00-0000	FICA Taxes	13,643	13,643
401-530538-220000-00-0000	Employee Retirement Expense	15,105	15,105
401-530538-230001-00-0000	Group Insurance - Health	29,906	29,906
401-530538-230001-01-0000	Group Insurance - Dental & Vision	6,517	6,517
401-530538-230001-02-0000	Group Life Insurance - SIC	2,877	2,877
401-530538-230001-03-0000	Long Term Care Insurance - JHC	-	1,500
401-530538-230001-05-0000	Life Insurance - JHC VUL	4,530	4,530
401-530538-240000-00-0000	Workers' Compensation	9,038	9,038
	Total Payroll Expenses	81,616	83,116
	Operating Expenses		
401-530538-340003-02-0000	Legal/Non Retainer	4,000	4,000
401-530538-340005-00-0000	Engineering	5,000	5,000
401-530538-340011-00-0000	Professional Services	5,000	5,000
401-530538-410001-00-0000	Cell phones/Beepers	650	750
401-530538-430006-00-0000	Electricity - Drainage Pumps	25,000	34,500
401-530538-450001-00-0000	Insurance Expense FLC	2,500	2,500
401-530538-450002-00-0000	Insurance Expense Prop-General Liability	32,825	35,325
401-530538-460900-00-0000	Maintenance and Repair - Cars, Building & Other	50,000	50,000
401-530538-490900-00-0000	Misc. Charges	15,000	18,000
401-530538-520003-00-0000	Uniform Expense	500	500
401-530538-541001-00-0000	Memberships, Subscriptions and Dues	600	700
401-530538-541002-00-0000	Education & Training, Registration, Books	2,500	2,500
401-530538-581000-00-0000	Administrative Services GF Cost allocation	210,000	211,500
401-530538-800000-00-0000	Depreciation Expense	500,000	500,000
	Total Operating Expenses	853,575	870,275

**Town of Pembroke Park
Storm Water Fund Expense
FY2020**

General Ledger Code/Description		FY2020 Approved	FY2020 Budget
		Budget	Amendment
	Capital Projects		
401-530538-640001-00-0000	Machinery and Equipment New Stormwater Truck	30,000	30,000
401-941002-693200-00-3342	Meekins Lake Dredge and Fill Project # 3342		-
401-941002-693200-00-3352	County Line Rd. Stormwater and Sidewalk Engineering and Design Project #3353	150,000	150,000
401-941002-693200-00-3354	John P. Lyons Phase II Engineering and Design Project #3354	912,350	912,350
401-941002-693200-00-3355	S.W. 25th St. Stormwater Improvements Phase III Project #3355	1,208,220	1,208,220
	Total Capital Projects	2,300,570	2,300,570
	Debt Service		
401-530538-710000-00-0000	Debt Service-Principal Payment	-	-
401-530538-720000-00-0000	Debt Service-Interest Payment	-	-
	Total Debt Service	-	-
	Total Personal Expenses	\$ 188,340	\$ 170,140
	Total Payroll Expenses	\$ 81,616	\$ 83,116
	Total Operating Expenses	\$ 853,575	\$ 870,275
	Total Capital Projects	\$ 2,300,570	\$ 2,300,570
	Total Debt Service	\$ -	\$ -
Total Storm Water Fund Expenses		\$ 3,424,101	\$ 3,424,101

AGENDA ITEM REPORT



To:

Subject: New Equipment for Town Attorney

Meeting: 11 24 2020 WORKSHOP COMMISSION MEETING - Nov 24 2020

Department: IT

Staff Contact: Mark Pakula, Information Technology Director

BACKGROUND INFORMATION:

State Contract # C000000006563 for Dell

FINANCIAL IMPACT:

This is a budgeted item not to exceed \$ 2,452.48

RECOMMENDATION:

That we purchase the Equipment from Dell

ATTACHMENTS:

[US QUOTE 3000073074860.1 TA](#)



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No. 3000073074860.1
Total \$2,452.48
Customer # 14164554
Quoted On Nov. 12, 2020
Expires by Dec. 12, 2020
Deal ID 21048263

Sales Rep Hattie Bradley
Phone (800) 456-3355, 6179003
Email Hattie_Bradley@Dell.com
Billing To CHRISTIAN NOEL
TOWN OF PEMBROKE PARK
3150 SOUTHWEST 52ND AVE
PEMBROKE PARK, FL 33023

Message from your Sales Rep

Thank you for reaching out to Dell. Please let me know if you need any edits to your quote. Be sure to check correct billing/shipping addresses and contacts.

Regards,
Hattie Bradley

Shipping Group

Shipping To	Shipping Method
MARK PAKULA TOWN OF PEMBROKE PARK 3150 SW 52ND AVE PEMBROKE PARK, FL 33023-5413 (195) 470-1434	Standard Delivery

Product	Unit Price	Qty	Subtotal
Mobile Precision 5750	\$2,306.29	1	\$2,306.29
Alienware Vindicator Rolling Case - 17.3 Inch	\$146.19	1	\$146.19

Subtotal:	\$2,452.48
Shipping:	\$0.00
Non-Taxable Amount:	\$2,452.48
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
Total:	\$2,452.48

Consult your DFS rep. Special lease pricing may be available.

Shipping Group Details

Shipping To

MARK PAKULA
TOWN OF PEMBROKE PARK
3150 SW 52ND AVE
PEMBROKE PARK, FL 33023-5413
(195) 470-1434

Shipping Method

Standard Delivery

			Qty	Subtotal
Mobile Precision 5750		\$2,306.29	1	\$2,306.29
Estimated delivery if purchased today: Dec. 08, 2020 Contract # C000000006563 Customer Agreement # Dell Standard Terms and Conditions				
Description	SKU	Unit Price	Qty	Subtotal
Intel Core Processor i7-10750H (6 Core, 12MB Cache, 2.60 GHz to 5.00 GHz, 45W)	379-BDYW	-	1	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	1	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	1	-
16GB, 2X8GB, DDR4 2933Mhz Non-ECC Memory	370-AFFD	-	1	-
NVIDIA Quadro T2000 w/4GB GDDR6	490-BFWJ	-	1	-
No RAID	780-BBFE	-	1	-
M.2 1TB PCIe NVMe Class 40 Solid State Drive	400-BDWQ	-	1	-
M.2280 SSD Bracket	575-BCEO	-	1	-
M.2280 SSD Bracket	575-BCEN	-	1	-
Intel Dual Band Wireless AX201 2x2 + Bluetooth 5.1 vPro	555-BFVQ	-	1	-
No Out-of-Band Systems Management	631-ACPR	-	1	-
Palm Rest, with 79 KYBD Layout,with fingerprint reader	346-BGKJ	-	1	-
US English Backlit Keyboard	583-BGJM	-	1	-
No ENERGY STAR Qualified	387-BBCE	-	1	-
Not EPEAT Registered	389-DVNR	-	1	-
Intel AX201 2x2 + Bluetooth 5.1 Driver	555-BFXB	-	1	-
Black Power Cord (US)	450-AJLH	-	1	-
Quick Start Guide for Mobile Precision 5750	340-CRIG	-	1	-
No UPC Label	389-BCGW	-	1	-
Quick Start Guide for USB Type-C to USB Type-A/HDMI Dongle	340-CRJH	-	1	-
Mix Model Packaging	340-CRND	-	1	-
USB Type-C to USB Type-A/HDMI Dongle, Black	470-AEKZ	-	1	-
System Ship Info	640-BBJB	-	1	-
Regulatory Label included	389-BEYY	-	1	-
FCC Label	389-DPPX	-	1	-
Dell Client System Update	340-AATY	-	1	-
Dell Digital Delivery Cirrus Client	340-AAUC	-	1	-
System Driver for Mobile Precision 5750	631-ACPU	-	1	-
Dell Optimizer for Precision	640-BBSC	-	1	-

Waves Maxx Audio	658-BBRB	-	1	-
Dell Power Manager	658-BDVK	-	1	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	1	-
Intel Sensor Solution	658-BEUP	-	1	-
Custom Configuration	817-BBBB	-	1	-
Mobile Precision 5750 CTO BASE	210-AVUR	-	1	-
Intel Core i7-10750H, NVIDIA Quadro T2000 4GB	329-BEXB	-	1	-
Bottom Door	320-BDVQ	-	1	-
6-cell 97Whr Lithium Ion	451-BCQL	-	1	-
17" UltraSharp FHD+ IGZO4, 1920x1200,AG,NT, w/Prem Panel Guar, 100% sRGB, Titan Gray w/ IR Camera	391-BFIP	-	1	-
OS-Windows Media Not Included	620-AALW	-	1	-
No Anti-Virus Software	650-AAAM	-	1	-
Resource Media not Included	430-XYGV	-	1	-
130W E5 Type C Power Adapter (EPEAT)	492-BCWZ	-	1	-
Dell Limited Hardware Warranty Plus Service	804-9773	-	1	-
ProSupport Plus: Accidental Damage Service, 3 Years	804-9830	-	1	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	804-9831	-	1	-
ProSupport Plus: 7x24 Technical Support, 3 Years	804-9832	-	1	-
ProSupport Plus: Next Business Day Onsite, 3 Years	804-9833	-	1	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	1	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	1	-
BTO Standard Shipment (EL)	800-BBGH	-	1	-

			Qty	Subtotal
Alienware Vindicator Rolling Case - 17.3 Inch		\$146.19	1	\$146.19

Estimated delivery if purchased today:
Dec. 28, 2020
Contract # C000000006563
Customer Agreement # Dell Standard Terms and Conditions

Description	SKU	Unit Price	Qty	Subtotal
Alienware Vindicator Rolling Case - 17.3 Inch	A9209061	-	1	-

Subtotal:	\$2,452.48
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$2,452.48

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions : Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms : Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only : Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only : If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

RESOLUTION NO. 2020-140

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, STATING ITS OBJECTION TO ANY INVOLUNTARY ANNEXATION PLAN AFFECTING THE MUNICIPAL BOUNDARIES OF THE TOWN OF PEMBROKE PARK; DESIGNATING THE TOWN MANAGER AS THE TOWN OFFICIAL RESPONSIBLE FOR COORDINATING ANNEXATION ISSUES AND REAFFIRMING THE DESIGNATION OF HOWARD P. CLARK, JR. AS THE TOWN COMMISSION'S LEAD LIAISON FOR ISSUES RELATING TO ANNEXATION; AUTHORIZING AND DIRECTING TOWN STAFF TO PROVIDE ASSISTANCE RELATING TO ANNEXATION ENDEAVORS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, discussions occur from time to time between various elected and civic officials relating to annexation proposing alteration of the Town's municipal boundaries and transferring property currently located in the Town to a neighboring municipality or municipalities; and

WHEREAS, the Town Commission vehemently opposes any proposed annexation plans which would transfer property from the Town to a neighboring municipality or municipalities or in any manner amend the current municipal boundaries of the Town; and

WHEREAS, the mobile home lifestyle enjoyed by a majority of Pembroke Park residents would be jeopardized and could face elimination if the Town was to be annexed into a different municipality or merged into another municipality; and

WHEREAS, Pembroke Park Town officials have developed thriving commercial and industrial areas through extensive planning, cooperation with landowners and economic incentives, and it would be unfair and unprecedented to remove any portion of the industrial or commercial areas from the Town; and

WHEREAS, the Town Commission desires to clearly state both its opposition to any plan for involuntary annexation relating to Pembroke Park and the Town Commission's determination to vigorously oppose any such attempt of annexation at all levels of government; and

WHEREAS, the Town desires to designate the Town Manager to lead and coordinate all efforts in relation to annexation; and

WHEREAS, Commissioner Howard P. Clark, Jr. has expended significant time and energy, both locally and throughout the state of Florida, working to strengthen laws preserving each municipality's right to self-determination of its municipal boundaries, and the Town Commission desires to reaffirm its steadfast support of Commissioner Howard P. Clark, Jr.'s

annexation efforts.

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

Section 1: That the foregoing recitals are true and correct and are incorporated in this Resolution by reference herein.

Section 2: That the Town Commission hereby authorizes the Town Manager and Commissioner Howard P. Clark, Jr. (in coordination with the Town Manager's Office) to utilize the Town staff, Town consultants, and all Town resources to inform all elected officials, neighboring communities, Town residents and interested persons that the Town Commission opposes any plan of annexation that would change the current municipal boundaries of the Town or merge the Town with another municipality.

Section 3: That the Town Commission authorizes the Town Manager to take any and all action necessary to preserve the current Town municipal boundaries and the unique lifestyle enjoyed by the residents and visitors to the Town, and to retain the successfully developed commercial and industrial areas of the Town.

Section 4: That the Town Commission reaffirms its appreciation for the continued efforts by Commissioner Howard P. Clark, Jr.

Section 5: That the Town Manager is authorized and directed to assist Commissioner Howard P. Clark, Jr. in any manner necessary to carry out the intent of this Resolution.

Section 6: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 7: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 8: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 9th day of December, 2020.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

DIVISION OF ADMINISTRATION
(850) 617-7000



THE MAYO BUILDING
407 SOUTH CALHOUN STREET
TALLAHASSEE, FLORIDA 32399-0800

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER NICOLE "NIKKI" FRIED

November 9, 2020

Ms. Myriam Jacques
Interim Public Services Director
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

Dear Ms. Jacques,

Thank you for submitting your application for state funding of agriculture education and promotion facility projects according to the provisions of Section 288.1175, Florida Statutes (F.S.). This year 18 applications were submitted prior to the October 1, 2020 deadline. Of the 18 received, 16 were certified as qualified "Agriculture Education and Promotion Facility" projects as defined in s. 288.1175(3), F.S.

As required by s. 288.1175(5), F.S., the department has competitively evaluated and ranked all the applications submitted for state funding according to the prioritized criteria specified in the statute. The enclosed spreadsheet lists all the certified projects in the order of their evaluated ranking. These ranked projects will be submitted to the President of the Senate, the Speaker of the House and the Governor's Budget Office for funding consideration.

If you have any questions or need further explanation, please contact Ms. Dorothy Boerger at Dorothy.Boerger@FDACS.gov or (850) 617-7098.

Sincerely,

Jacqueline Moalli
Director of Marketing and Development

JM/db

Enclosure

cc: Dorothy Boerger

2021-2022 Agriculture Education and Promotional Facility Program
288,1175, F.S.

Rank	County	Title	New Const	Local Contrib.	Requested Amount	Local Match Percentage (4d)	Resolution (4e)	25K Visitors (4b)	Local Govt or Fair (4a)	Location/ Brownfield	Total Increase	Hist. Rec.
QUALIFIED - NEW CONSTRUCTION												
1	Orange	Central Florida Fair Association	Yes	\$ 20,615,000	\$ 698,000	2953.44%	Yes	Yes	Yes	No	2,500 sq ft.	Yes
		Central Florida Fairgrounds Improvements										
2	Suwannee	Suwannee County BOCC	Yes	\$ 1,374,162.00	\$ 500,000	274.83%	Yes	Yes	Yes	No	3,600 sq ft.	Yes
		Suwannee Co. Agricultural Complex & Colosseum - Phase III - Arena & Livestock Barn Improvements										
3	Marion	Marion County BOCC	Yes	\$ 4,631,764.66	\$ 1,721,800	269.01%	Yes	Yes	Yes	No	None	Yes
		Southeastern Livestock Pavilion Master Plan, Phase III										
4	Nassau	Northeast Florida Fair Association	Yes	\$ 2,480,000.00	\$ 990,000	250.51%	Yes	Yes	Yes	No	150%	Yes
		New Northeast Florida Agricultural Education Multi-Use Facility - Phase II										
5	Alachua	Alachua County BOCC	Yes	\$ 322,000.00	\$ 206,655	155.82%	Yes	Yes	Yes	No	119,700 sq ft.	Yes
		Alachua County Agricultural Center - U/IFAS Extension Demonstration Gardens										
6	Broward	Town of Pembroke Park	Yes	\$ 1,472,130.00	\$ 995,000	147.95%	Yes	Yes	Yes	No	4,210 sq ft.	Yes
		Pembroke Park Agro-Eco Education Center										
7	Putnam	Putnam County Fair Authority	Yes	\$ 1,708,220.00	\$ 1,225,000	139.45%	Yes	Yes	Yes	No	38,50%	Yes
		Putnam County Fairgrounds Mainly Building Reconstruction										
8	Okaloosa	Okaloosa County BOCC	Yes	\$ 994,400.00	\$ 854,100	116.43%	Yes	Yes	Yes	No	1,380 sq ft.	Yes
		Okaloosa County Extension South Annex Agriculture Center										
9	Hardy	Hardy County Fair	Yes	\$ 165,931.00	\$ 352,000	47.14%	Yes	Yes	Yes	No	1,080 sq ft.	Yes
		Exhibition Hall & Restroom Expansion Project, Phase III										
10	Hillsborough	Greater Hillsborough County Fair Association	Yes	\$ 399,028.00	\$ 960,000	41.57%	Yes	Yes	Yes	No	24,000 sq ft.	Yes
		Hillsborough County Fair Agricultural Facility										
11	Martin	Martin County Fair Association	Yes	\$ 104,375.00	\$ 260,000	40.14%	Yes	Yes	Yes	Yes	100%	Yes
		Treasure Coast Agriplex										
QUALIFIED - RENOVATIONS												
12	DeSoto	Arcadia All-Florida Championship Rodeo	No	\$ 7,704,191.00	\$ 1,000,000	770.42%	Yes	Yes	Yes	No	None	Yes
		Mosaic Arena Seating Improvement Project										
13	Hendry	Hendry County Fair & Livestock Show	No	\$ 2,263,599.00	\$ 800,000	282.95%	Yes	Yes	Yes	Yes	5 acres	Yes
		Hendry County Fair Community Complex Project, Phase II										
14	Polk	Polk County BOCC	No	\$ 337,479.62	\$ 495,241	68.14%	Yes	Yes	Yes	Yes	None	Yes
		Polk County Agricultural Center & Extension Complex Improvements & Sustainability Project										
15	Marion	Southeastern Youth Fair	No	\$ 1,935.00	\$ 4,895	40.02%	Yes	Yes	Yes	No	None	Yes
		Southeastern Youth Fairgrounds Improvements Plan										
16	Clay	Clay County BOCC	No	\$ 364,000.00	\$ 910,000	40.00%	Yes	Yes	Yes	No	34,000 sq ft.	Yes
		Paul E. Reinhold Agricultural Fairgrounds Livestock Pavilion Renovation & Infrastructure Improvements										
TOTAL NEW CONSTRUCTION PROJECTS												
					\$ 8,762,555							
TOTAL RENOVATION PROJECTS												
					\$ 3,210,076							
GRAND TOTAL - ALL PROJECTS												
					\$ 11,972,631							

AGENDA ITEM REPORT



To:

Subject: Land Appraisal (Countyline Road and S.W. 52nd Ave./S.W. 56th Ave.)

Meeting: 11 24 2020 DRAFT WORKSHOP COMMISSION MEETING - Nov 24 2020

Department: Public Works

Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The Town needs to obtain this area for public right-of-way in order to install sidewalks and drainage along Countyline Road

FINANCIAL IMPACT:

The cost for the appraisal is going to be \$3,600

RECOMMENDATION:

I recommend that we use Meacham and Associates Inc.

ATTACHMENTS:

[20201119130126](#)

meacham and associates, inc.

Michael B. Meacham, MAI
President
State-Certified General Real Estate Appraiser
RZ824

3409 NW 9th Avenue, Suite 1106
Oakland Park, FL 33309
(954) 463-3091

Appraisers and Consultants
Fax (954) 463-8741
meachamassociates@gmail.com

VIA EMAIL: swoodbury@tpfpfl.gov

November 12, 2020

Ms. Stephanie Woodbury
Project Manager
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL, 33023

**RE: 4008 SW 52 Avenue, Pembroke Park, FL, 33023, Folio # 5142-30-13-0130
SW 56 Avenue, Pembroke Park, FL, 33023, Folio # 514230130010**

Dear Ms. Woodbury:

The firm of Meacham and Associates, Inc. proposes to appraise the south 20 feet of the two above-referenced properties for a total fee of \$3,600. Estimated completion date is 2.5 – 3 weeks from the date of order.

It is my understanding that the intended use of the appraisal is to assist the Town of Pembroke Park in purchasing this land for right of way. Please be advised that this assignment is not contingent on any minimum, maximum or otherwise specified estimate of value. Each property will be appraised separately. We will apply the sales comparison approach in the appraisals. The reports will conform to USPAP standards. We will estimate a current value, (date of inspection), for the subject. Please be advised that the above fee is for the appraisal only. If I am required to testify in court my fee for preparation and attendance and/or deposition is \$175/hour.

If you have surveys of the properties please provide them.

If you are in agreement with the above terms, please sign below and return to me. If you have any questions or comments, please do not hesitate to contact me at 954/463-3091 or email me at meachamassociates@gmail.com. Thank you for choosing Meacham and Associates, Inc. for your appraisal needs.

Sincerely,



Michael B. Meacham, MAI, President
State-Certified General Real Estate Appraiser RZ 824

Accepted and Agreed

WALTER DUKE + PARTNERS

COMMERCIAL REAL ESTATE VALUATION

Walter B. Duke, III, MAI, CCIM
State Certified General Appraiser 375

November 18, 2020

Via Email: swoodbury@tpfl.gov

Stephanie Woodbury, Project Manager
Towne of Pembroke Park
3150 Southwest 52nd Avenue
Pembroke Park, Florida 33023

Re: 10+/- foot right-of-way along two properties located along the north side of Countyline Road between SW 52nd Avenue and SW 56th Avenue, The Towne of Pembroke Park, Broward County, Florida.

Dear Stephanie:

Thank you for requesting our services to perform an appraisal report relative to the above referenced real estate. It is our understanding that the Towne of Pembroke Park is desirous of purchasing a strip of right-of-way to accommodate municipal transportation needs. We are pleased to submit this proposal and our Terms and Conditions for the appraisal of the referenced real estate.

PROPOSAL SPECIFICATIONS

Purpose:	To estimate the Market Value of the above referenced real estate
Premise:	Market Value "As Is" using "across the fence methodology"
Rights Appraised:	Fee simple
Specific Intended Use:	Land acquisition by the Towne of Pembroke Park to accommodate a road right-of way.
Scope of Appraisal:	• Identification and inspection(s) of the subject property; • Analysis of the existing property; • Analysis of the part taken; • Identification of the Appraisal Problem and Scope of Work; • Highest and Best Use Analysis for the Parent; • Research of comparable land sales, identification of primary data, and inspections of properties; • Extensive data research using various sources, including verifications of sales; • Development of the Sales Comparison Approach for the parent land valuation "as vacant"; • Reconciliation of value for the parent "before condition"; • Valuation of the Right-of-Way; • Development of the Sales Comparison Approach for the remainder land valuation "as vacant"; • Reconciliation of value for the remainder "after condition"; • Estimation of the Cost to Cure and Net Cost to Cure, if applicable; Estimate damages to the remainder, if any.
Report Type:	Summary Appraisal Report
Appraisal Standards:	USPAP

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Since 1975

Stephanie Woodbury, Project Manager
Towne of Pembroke Park
November 18, 2020

FIRREA Compliance:	Please note, if this report is not being ordered by a federally regulated banking institution it may not be compliant with the FIRREA requirements. As such, should you attempt to use this report for mortgage financing or other purposes, we cannot be responsible for a lenders acceptance or rejection of this report.
Fee:	\$5,500 (\$2,750 per property – each zoned differently)
Expenses:	Fee includes all associated expenses
Retainer:	None
Payment Terms:	Due upon receipt of report
Report Copies:	Electronic PDF
Delivery Schedule:	Fifteen (15) Business Days
Start Date:	The appraisal process will start upon receipt of your signed agreement and the property specific data.
Acceptance Date:	These specifications are subject to modification if this proposal is not accepted within 2 business days from the date of this letter.

The attached Terms and Conditions and Specific Property Data Request are deemed a part of this agreement as though set forth in full herein.

We appreciate this opportunity to be of service to you on this assignment. If you have additional questions, please contact us.

Sincerely,

WALTER DUKE + PARTNERS, INC.



Walter B. Duke, III, MAI, CCIM
State-Certified General Real Estate Appraiser RZ375

AGREED AND ACCEPTED

Signature

Date

Name (Printed)

Title

Phone Number

Email Address

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Since 1975

Stephanie Woodbury, Project Manager
Towne of Pembroke Park
November 18, 2020

TERMS AND CONDITIONS

1. These Terms and Conditions, between Walter Duke + Partners, Inc. (Appraiser) and the Client for whom the referenced appraisal service will be performed, shall be deemed a part of such Agreement as though set forth in full therein. The Agreement shall be governed by the laws of the state of Florida.
2. Client is defined as the party signing the Agreement and shall be responsible for payment of the fees stipulated in the Agreement. Payment of the appraisal fee is not contingent upon any predetermined value or on an action or event resulting from the analyses, opinions, conclusions, or use of the appraisal report.
3. Final payment is due and payable upon delivery of the final report.
4. If we are requested to give court testimony, an additional fee will be charged on an hourly basis at our then-prevailing hourly rate. The hourly billings pertain to court preparation, waiting and travel time, document review and preparation (excludes appraisal report) and all meetings related to court testimony.
5. In the event Client requests additional services beyond the purpose stated in the Agreement, Client agrees to pay an additional charge for such services, plus reimbursement of expenses, whether or not the completed report has been delivered to Client at the time of the request.
6. It is understood that the Client has the right to cancel this assignment at any time prior to delivery of the completed report. In such event, the Client is obligated only for the prorated share of the fee based upon the work completed and expenses incurred, with a minimum charge of \$500.
7. Additional copies of the appraisal reports are available at a cost of \$100 per original color copy and \$50 per photocopy (black and white), plus shipping costs.
8. In the event Client fails to make payments when due and payable, then from the date due and payable until paid the amount due and payable, shall bear interest at the maximum rate permitted in the state in which the office of Appraiser executing the Agreement is located. If Appraiser is required to institute legal action against Client relating to the Agreement, Appraiser shall be entitled to recover reasonable attorney's fees and costs from Client.
9. Appraiser assumes that there are no major or significant items that would require the expertise of a professional building contractor or engineer. If such items need to be considered in Appraiser's studies, such services are to be provided by others at a cost which is not a part of the fee proposal.
10. In the event of any dispute between Client and Appraiser relating to this Agreement, or Appraiser's or Client's performance hereunder, Appraiser and Client agree that such dispute shall be resolved by means of binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction. Depositions may be taken and other discovery obtained during such arbitration proceedings to the same extent as authorized in civil judicial proceedings in the state where the office of Appraiser executing this Agreement is located. The arbitrator(s) shall be limited to awarding compensatory damages and shall have no authority to award punitive, exemplary or similar type damages. The prevailing party in the arbitration proceeding shall be entitled to recover from the losing party its expenses, including the costs of arbitration proceeding, and reasonable attorney's fees.
11. Client acknowledges that Appraiser is being retained hereunder as an independent contractor to perform the services described herein and nothing in this Agreement shall be deemed to create any other relationship between Client and Appraiser. This assignment shall be deemed concluded and the services hereunder completed upon delivery to Client of the appraisal report discussed herein.
12. All statements of fact in the report which are used as the basis of the Appraiser's analyses, opinions, and conclusions will be true and correct to the best of the Appraiser's knowledge and belief. The Appraiser may rely upon the accuracy of information and material furnished to Appraiser by Client.
13. Appraiser shall have no responsibility for legal matters, questions of surveyor title, soil or subsoil conditions, engineering, or other similar technical matters. The report will not constitute a survey of the property analyzed.
14. Client shall provide Appraiser with such materials with respect to the Assignment as are requested by Appraiser and in the possession or under the control of Client. Client shall provide Appraiser with sufficient access to the real property to be analyzed and hereby grants permission for entry, unless discussed in advance to the contrary.
15. The data gathered in the course of the Assignment (except data furnished by Client) and the report prepared pursuant to the Agreement are, and will remain, the property of Appraiser. With respect to data provided by Client, Appraiser shall not violate the confidential nature of the appraiser-client relationship by improperly disclosing any confidential information furnished to Appraiser. Notwithstanding the foregoing, Appraiser is authorized by Client to disclose all or any portion of the report and the related data to appropriate representatives of the Appraisal Institute if such disclosure is required to enable Appraiser to comply with the Bylaws and Regulations of such Institute as now or hereafter in effect.
16. Unless specifically noted in the appraisal, we will not be taking into consideration the possibility of the existence of asbestos, PCB transformers, or other toxic, hazardous, or contaminated substances and/or underground storage tanks (hazardous material), or the cost of encapsulation or removal thereof. Further, Appraiser understands that there is no major or significant deferred maintenance in the property which would require the expertise of a professional cost estimator or contractor. If such repairs are needed, the estimates are to be prepared by others, and are not a part of this fee proposal.
17. Client shall not indemnify Appraiser or hold Appraiser harmless unless and only to the extent that the Client misrepresents, distorts, or provides incomplete or inaccurate appraisal results to others, which acts of the Client proximately result in damage to Appraiser. Client shall indemnify and hold Appraiser harmless from any claims, expenses, judgments or other items or costs arising as a result of the Client's failure or the failure of any of the Client's agents to provide a complete copy of the appraisal report to any third party.

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Since 1975

Stephanie Woodbury, Project Manager
Towne of Pembroke Park
November 18, 2020

In the event of any litigation between the parties, the prevailing party to such litigation shall be entitled to recover, from the other, reasonable attorney fees and costs.

18. Please note that Appraiser's consent to allow the appraisal report or portions of the report, to become part of or be referenced in, any offering or other material intended for the review of others, or to be submitted to others, will be at Appraiser's reasonable discretion and, if given, will be on condition that Appraiser will be provided with an Indemnification Agreement and/or Non-Reliance letter, in a form and content satisfactory to Appraiser, by a party satisfactory to Appraiser. Appraiser does consent to Client submission of the complete final report to rating agencies, loan participants or your auditors without the need to provide us with an Indemnification Agreement and/or Non-Reliance letter. Notwithstanding, the Termination Trustee may provide copies of the report to the beneficiaries of the Plan of Termination.

19. Walter Duke + Partners, Inc. shall have no obligation, liability, or accountability to any third party. Any party who is not the Client or intended user identified on the face of the appraisal or in the engagement letter is not entitled to rely upon the contents of the appraisal without express written consent of Walter Duke + Partners, Inc. Client shall not include partners, affiliates or relatives of the party named in the engagement letter.

SPECIFIC PROPERTY DATA REQUEST

- Survey sketch of land being acquired



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Since 1975

meacham and associates, inc.

Michael B. Meacham, MAI
President
State-Certified General Real Estate Appraiser
RZ824

3409 NW 9th Avenue, Suite 1106
Oakland Park, FL 33309
(954) 463-3091

Appraisers and Consultants
Fax (954) 463-8741
meachamassociates@gmail.com

VIA EMAIL: swoodbury@tpfpl.gov

November 12, 2020

Ms. Stephanie Woodbury
Project Manager
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL, 33023

**RE: 4008 SW 52 Avenue, Pembroke Park, FL, 33023, Folio # 5142-30-13-0130
SW 56 Avenue, Pembroke Park, FL, 33023, Folio # 514230130010**

Dear Ms. Woodbury:

The firm of Meacham and Associates, Inc. proposes to appraise the south 20 feet of the two above-referenced properties for a total fee of \$3,600. Estimated completion date is 2.5 – 3 weeks from the date of order.

It is my understanding that the intended use of the appraisal is to assist the Town of Pembroke Park in purchasing this land for right of way. Please be advised that this assignment is not contingent on any minimum, maximum or otherwise specified estimate of value. Each property will be appraised separately. We will apply the sales comparison approach in the appraisals. The reports will conform to USPAP standards. We will estimate a current value, (date of inspection), for the subject. Please be advised that the above fee is for the appraisal only. If I am required to testify in court my fee for preparation and attendance and/or deposition is \$175/hour.

If you have surveys of the properties please provide them.

If you are in agreement with the above terms, please sign below and return to me. If you have any questions or comments, please do not hesitate to contact me at 954/463-3091 or email me at meachamassociates@gmail.com. Thank you for choosing Meacham and Associates, Inc. for your appraisal needs.

Sincerely,



Michael B. Meacham, MAI, President
State-Certified General Real Estate Appraiser RZ 824

Accepted and Agreed

WALTER DUKE + PARTNERS

COMMERCIAL REAL ESTATE VALUATION

Walter B. Duke, III, MAI, CCIM
State Certified General Appraiser 375

November 18, 2020

Via Email: swoodbury@tpfl.gov

Stephanie Woodbury, Project Manager
Towne of Pembroke Park
3150 Southwest 52nd Avenue
Pembroke Park, Florida 33023

Re: 10+/- foot right-of-way along two properties located along the north side of Countyline Road between SW 52nd Avenue and SW 56th Avenue, The Towne of Pembroke Park, Broward County, Florida.

Dear Stephanie:

Thank you for requesting our services to perform an appraisal report relative to the above referenced real estate. It is our understanding that the Towne of Pembroke Park is desirous of purchasing a strip of right-of-way to accommodate municipal transportation needs. We are pleased to submit this proposal and our Terms and Conditions for the appraisal of the referenced real estate.

PROPOSAL SPECIFICATIONS

Purpose:	To estimate the Market Value of the above referenced real estate
Premise:	Market Value "As Is" using "across the fence methodology"
Rights Appraised:	Fee simple
Specific Intended Use:	Land acquisition by the Towne of Pembroke Park to accommodate a road right-of way.
Scope of Appraisal:	• Identification and inspection(s) of the subject property; • Analysis of the existing property; • Analysis of the part taken; • Identification of the Appraisal Problem and Scope of Work; • Highest and Best Use Analysis for the Parent; • Research of comparable land sales, identification of primary data, and inspections of properties; • Extensive data research using various sources, including verifications of sales; • Development of the Sales Comparison Approach for the parent land valuation "as vacant"; • Reconciliation of value for the parent "before condition"; • Valuation of the Right-of-Way; • Development of the Sales Comparison Approach for the remainder land valuation "as vacant"; • Reconciliation of value for the remainder "after condition"; • Estimation of the Cost to Cure and Net Cost to Cure, if applicable; Estimate damages to the remainder, if any.
Report Type:	Summary Appraisal Report
Appraisal Standards:	USPAP

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Stephanie Woodbury, Project Manager
Towne of Pembroke Park
November 18, 2020

FIRREA Compliance:	Please note, if this report is not being ordered by a federally regulated banking institution it may not be compliant with the FIRREA requirements. As such, should you attempt to use this report for mortgage financing or other purposes, we cannot be responsible for a lenders acceptance or rejection of this report.
Fee:	\$5,500 (\$2,750 per property – each zoned differently)
Expenses:	Fee includes all associated expenses
Retainer:	None
Payment Terms:	Due upon receipt of report
Report Copies:	Electronic PDF
Delivery Schedule:	Fifteen (15) Business Days
Start Date:	The appraisal process will start upon receipt of your signed agreement and the property specific data.
Acceptance Date:	These specifications are subject to modification if this proposal is not accepted within 2 business days from the date of this letter.

The attached Terms and Conditions and Specific Property Data Request are deemed a part of this agreement as though set forth in full herein.

We appreciate this opportunity to be of service to you on this assignment. If you have additional questions, please contact us.

Sincerely,

WALTER DUKE + PARTNERS, INC.



Walter B. Duke, III, MAI, CCIM
State-Certified General Real Estate Appraiser RZ375

AGREED AND ACCEPTED

Signature

Date

Name (Printed)

Title

Phone Number

Email Address

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Since 1975

Stephanie Woodbury, Project Manager
Towne of Pembroke Park
November 18, 2020

TERMS AND CONDITIONS

1. These Terms and Conditions, between Walter Duke + Partners, Inc. (Appraiser) and the Client for whom the referenced appraisal service will be performed, shall be deemed a part of such Agreement as though set forth in full therein. The Agreement shall be governed by the laws of the state of Florida.
2. Client is defined as the party signing the Agreement and shall be responsible for payment of the fees stipulated in the Agreement. Payment of the appraisal fee is not contingent upon any predetermined value or on an action or event resulting from the analyses, opinions, conclusions, or use of the appraisal report.
3. Final payment is due and payable upon delivery of the final report.
4. If we are requested to give court testimony, an additional fee will be charged on an hourly basis at our then-prevailing hourly rate. The hourly billings pertain to court preparation, waiting and travel time, document review and preparation (excludes appraisal report) and all meetings related to court testimony.
5. In the event Client requests additional services beyond the purpose stated in the Agreement, Client agrees to pay an additional charge for such services, plus reimbursement of expenses, whether or not the completed report has been delivered to Client at the time of the request.
6. It is understood that the Client has the right to cancel this assignment at any time prior to delivery of the completed report. In such event, the Client is obligated only for the prorated share of the fee based upon the work completed and expenses incurred, with a minimum charge of \$500.
7. Additional copies of the appraisal reports are available at a cost of \$100 per original color copy and \$50 per photocopy (black and white), plus shipping costs.
8. In the event Client fails to make payments when due and payable, then from the date due and payable until paid the amount due and payable, shall bear interest at the maximum rate permitted in the state in which the office of Appraiser executing the Agreement is located. If Appraiser is required to institute legal action against Client relating to the Agreement, Appraiser shall be entitled to recover reasonable attorney's fees and costs from Client.
9. Appraiser assumes that there are no major or significant items that would require the expertise of a professional building contractor or engineer. If such items need to be considered in Appraiser's studies, such services are to be provided by others at a cost which is not a part of the fee proposal.
10. In the event of any dispute between Client and Appraiser relating to this Agreement, or Appraiser's or Client's performance hereunder, Appraiser and Client agree that such dispute shall be resolved by means of binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction. Depositions may be taken and other discovery obtained during such arbitration proceedings to the same extent as authorized in civil judicial proceedings in the state where the office of Appraiser executing this Agreement is located. The arbitrator(s) shall be limited to awarding compensatory damages and shall have no authority to award punitive, exemplary or similar type damages. The prevailing party in the arbitration proceeding shall be entitled to recover from the losing party its expenses, including the costs of arbitration proceeding, and reasonable attorney's fees.
11. Client acknowledges that Appraiser is being retained hereunder as an independent contractor to perform the services described herein and nothing in this Agreement shall be deemed to create any other relationship between Client and Appraiser. This assignment shall be deemed concluded and the services hereunder completed upon delivery to Client of the appraisal report discussed herein.
12. All statements of fact in the report which are used as the basis of the Appraiser's analyses, opinions, and conclusions will be true and correct to the best of the Appraiser's knowledge and belief. The Appraiser may rely upon the accuracy of information and material furnished to Appraiser by Client.
13. Appraiser shall have no responsibility for legal matters, questions of surveyor title, soil or subsoil conditions, engineering, or other similar technical matters. The report will not constitute a survey of the property analyzed.
14. Client shall provide Appraiser with such materials with respect to the Assignment as are requested by Appraiser and in the possession or under the control of Client. Client shall provide Appraiser with sufficient access to the real property to be analyzed and hereby grants permission for entry, unless discussed in advance to the contrary.
15. The data gathered in the course of the Assignment (except data furnished by Client) and the report prepared pursuant to the Agreement are, and will remain, the property of Appraiser. With respect to data provided by Client, Appraiser shall not violate the confidential nature of the appraiser-client relationship by improperly disclosing any confidential information furnished to Appraiser. Notwithstanding the foregoing, Appraiser is authorized by Client to disclose all or any portion of the report and the related data to appropriate representatives of the Appraisal Institute if such disclosure is required to enable Appraiser to comply with the Bylaws and Regulations of such Institute as now or hereafter in effect.
16. Unless specifically noted in the appraisal, we will not be taking into consideration the possibility of the existence of asbestos, PCB transformers, or other toxic, hazardous, or contaminated substances and/or underground storage tanks (hazardous material), or the cost of encapsulation or removal thereof. Further, Appraiser understands that there is no major or significant deferred maintenance in the property which would require the expertise of a professional cost estimator or contractor. If such repairs are needed, the estimates are to be prepared by others, and are not a part of this fee proposal.
17. Client shall not indemnify Appraiser or hold Appraiser harmless unless and only to the extent that the Client misrepresents, distorts, or provides incomplete or inaccurate appraisal results to others, which acts of the Client proximately result in damage to Appraiser. Client shall indemnify and hold Appraiser harmless from any claims, expenses, judgments or other items or costs arising as a result of the Client's failure or the failure of any of the Client's agents to provide a complete copy of the appraisal report to any third party.

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Stephanie Woodbury, Project Manager
Towne of Pembroke Park
November 18, 2020

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18. Please note that Appraiser's consent to allow the appraisal report or portions of the report, to become part of or be referenced in, any offering or other material intended for the review of others, or to be submitted to others, will be at Appraiser's reasonable discretion and, if given, will be on condition that Appraiser will be provided with an Indemnification Agreement and/or Non-Reliance letter, in a form and content satisfactory to Appraiser, by a party satisfactory to Appraiser. Appraiser does consent to Client submission of the complete final report to rating agencies, loan participants or your auditors without the need to provide us with an Indemnification Agreement and/or Non-Reliance letter. Notwithstanding, the Termination Trustee may provide copies of the report to the beneficiaries of the Plan of Termination.

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SPECIFIC PROPERTY DATA REQUEST

- Survey sketch of land being acquired



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Since 1975



Memorandum

TO: Juan Carlos Jimenez, Town Manager
CC: Melissa Anderson, Town Attorney
FROM: Yolanda Menegazzo, Human Resources
DATE: November 20, 2020
SUBJECT: Exempt (Salaried) Employees Time Tracking

The Town of Pembroke Park previously had concern of exempt (salaried) employees, including senior level team members, failing to properly record their time off as well as working less than the average 40 hours per week. Due to this concern for theft of time for exempt employees, the Town Commission provided an instruction to all exempt employees to track their time through the timeclocks on a daily basis similar to non-exempt (hourly) employees.

At the time of this implementation, there was little to no supervision of staff, as well as a lack of productivity and deliverables amongst Town staff. However, there have been many positive changes in recent months where productivity has increased and deliverables are being met. In addition, we have a new Town Manager who is working daily with staff, especially senior level department heads.

As you may be aware, senior level or exempt (salaried) employees are not required to track their time due to the fact that they receive a set salary on a bi-weekly basis. There are very few deductions that may be made to exempt employees that is governed by the Fair Labor Standards Act. With that said, the tracking of time is not correlated with their salary. Many exempt employees also find the tracking of time to be unnecessary and demoralizing as they usually work more than 40 hours per week.

Given the new administration's consistent supervision of Town staff and productivity levels, I would like to recommend that the Commission reconsider their position on having exempt employees track their time. Exempt employees would still be required to request time off for any full days not worked in accordance with the Town's paid time off policies.

Thank you for your consideration and do not hesitate to contact me should you have any questions or concerns.

Town of Pembroke Park Commission Supplemental Retirement Plan

Page 1

Additional Information

Pension Plan plus Cash Values of Life Insurance and Annuities
Owned by The Pension Plan

10/01/2018 to 9/30/2019

9/30/2019 Valuation Assets	Securian Investment Contract	\$2,246,570.00
	Life Insurance and Annuity cash value	<u>\$848,695.62</u>
	Total	\$3,095,265.62

10/01/2019 to 9/30/2020

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

Additional Information

Breakdown of Death Benefits, Cash Values of Life Insurance and Annuity Values

October 1, 2018 to September 30, 2019

	<u>Life Insurance and Annuity Death Benefit</u>	<u>Cash Values Life & Annuity</u>
Minnesota Life	\$600,000.00	\$28,809.00
Minnesota Life	\$300,000.00	\$161,361.00
Jackson National Annuity	<u>\$133,281.55</u>	<u>\$129,974.18</u>
Howard's Total Death Benefit	\$433,281.55	\$291,335.18
Minnesota Life	\$600,000.00	\$57,029.00
Minnesota Life	\$400,000.00	\$86,432.00
Jackson National Annuity	\$453,862.48	\$385,090.44
<u>Total</u>		
9/30/2019 Valuation Assets		\$2,246,570.00
Securian Investment Contract		<u>\$848,695.62</u>
Life Insurance and Annuity cash value	Total	\$3,095,265.62

Additional Information

Breakdown of Death Benefits, Cash Values of Life Insurance and Annuity Values

October 1, 2019 to September 30, 2020

	<u>Life Insurance and Annuity Death Benefit</u>	<u>Cash Values Life & Annuity</u>
Minnesota Life	\$600,000.00	\$33,869.57
Minnesota Life	\$300,000.00	\$181,127.91
Jackson National Annuity	<u>\$146,989.30</u>	<u>\$146,911.24</u>
Howard's Total Death Benefit	\$446,989.30	\$328,039.15
Minnesota Life	\$600,000.00	\$64,630.21
Minnesota Life	\$400,000.00	\$89,359.34
Jackson National Annuity	\$486,857.90	\$406,913.21
<u>Total</u>		
9/30/2020 Valuation Assets Securian Investment Contract		\$2,408,686.33
Life Insurance and Annuity cash value		<u>\$922,811.48</u>
	Total	\$3,331,497.81

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Town of Pembroke Park Commission Supplemental Retirement System
016299



Financial Summary
10/01/2019 - 09/30/2020

10/08/2020

PLAN TOTALS

Page 1

	DFA U.S. Targeted Value Port DFE Number 127	Loomis Sayles Investm Gr Bd Adm DFE Number 138	Invesco Intl Growth, R5 DFE Number 199	Janus Henderson Triton N DFE Number 223
Beginning Balance	144,016.42	727,370.75	177,976.59	173,384.21
Contributions	4,374.45	27,217.00	6,707.21	6,235.23
Contributions	4,374.45	27,217.00	6,707.21	6,235.23
Distributions				
Withdrawals	-4,950.95	-28,603.93	-6,767.41	-6,497.94
Investment Gain/Loss	-22,519.36	54,488.33	12,013.45	7,029.20
Expenses	-246.42	-1,581.95	-375.84	-365.81
Insurance Premiums	-1,877.95	-12,187.20	-2,770.88	-2,658.08
Ending Balance	118,796.19	766,703.00	186,783.12	177,126.81

Page 4.

Page 2

Town of Pembroke Park Commission Supplemental Retirement System
016299

Financial Summary
10/01/2019 - 09/30/2020

PLAN TOTALS

	Janus Opportunistic Growth DFE Number 266	Vanguard Equity-Income Adm DFE Number 333	Grand Total
Beginning Balance	552,917.62	470,904.41	2,246,570.00
Contributions	24,770.15	15,998.96	85,303.00
	24,770.15	15,998.96	85,303.00
Distributions	-23,895.46	-17,421.19	-88,136.88
Withdrawals	172,208.46	-16,442.57	206,777.51
Investment Gain/Loss	-1,419.07	-905.91	-4,895.00
Expenses	-10,429.51	-7,008.68	-36,932.30
Insurance Premiums	714,152.19	445,125.02	2,408,686.33
Ending Balance			

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Town of Pembroke Park Commission Supplemental Retire System
Activity from 08/24/2009 to 09/30/2020

Initial contribution on 08/24/2009		\$700,000.00
Total contributions from 08/25/2009 through 09/30/2020		<u>\$1,307,866.00</u>
	Total	\$2,007,866.00
Total withdrawals for fees from 08/24/2009 through 09/30/2020		-\$34,277.50
Total withdrawals for insurance premiums and purchased annuities 08/24/2009 through 09/30/2020		-\$395,046.90
Total withdrawals for benefit payments from 08/24/2009 through 09/30/2020		<u>-\$438,850.74</u>
	Total contributions less withdrawals	\$1,139,690.86
End value as of September 30, 2020		\$2,408,686.33
Minus total contributions less withdrawals		<u>-\$1,139,690.86</u>
Investment gain from 08/24/2009 through 09/30/2020		\$1,268,995.47
Life Insurance and Annuity Cash Value		<u>+ \$922,811.48</u>
	Total Gain	\$2,191,806.95

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Town of Pembroke Park Commission Supplemental Retire System
Activity from 08/24/2009 to 12/03/2020

Initial contribution on 08/24/2009		\$700,000.00
Total contributions from 08/25/2009 through 12/03/2020		<u>\$1,307,866.00</u>
	Total	\$2,007,866.00
Total withdrawals for fees from 08/24/2009 through 12/03/2020		-\$34,277.50
Total withdrawals for insurance premiums and purchased annuities 08/24/2009 through 12/03/2020		-\$395,046.90
Total withdrawals for benefit payments from 08/24/2009 through 12/03/2020		<u>-\$460,776.42</u>
	Total contributions less withdrawals	\$1,117,765.18
End value as of December 3, 2020		\$2,596,644.12
Minus total contributions less withdrawals		<u>-\$1,117,765.18</u>
Investment gain from 08/24/2009 through 12/03/2020		\$1,478,878.94
Life Insurance and Annuity Cash Value		<u>+ \$976,373.56</u>
	Total Gain	\$2,455,252.50

ORDINANCE NO. 2020-007

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO CHAPTER 2, ADMINISTRATION; AMENDING ARTICLE IV, EMERGENCY MANAGEMENT; PROVIDING FOR DELETION OF SECTIONS 2-101 THROUGH 2-106; PROVIDING FOR NEW SECTIONS ENTITLED INTENT AND OBJECTIVES, DECLARATION OF STATE OF EMERGENCY BASED UPON SUBSTANTIAL HARM, DECLARATION OF STATE OF EMERGENCY BASED UPON CIVIL UNREST, NOTICE, DISCRETIONARY EMERGENCY MEASURES OF THE TOWN MANAGER, CLEARING OF DEBRIS FROM PRIVATE STREETS, ROADS, AND ROADWAYS, AND OTHER PRIVATE PROPERTY AFTER A DECLARED EMERGENCY OR DISASTER, PENALTY, AND IMMUNITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 252.38, Florida Statutes, authorizes and encourages municipalities to create municipal emergency management programs, and that such programs shall coordinate their activities with those of the county emergency management agency; and

WHEREAS, Article VIII of the State Constitution and Chapter 166 of the Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the Town Commission desires to amend the code of ordinances to provide for comprehensive emergency management procedures; and

WHEREAS, the Town Commission finds that the proposed emergency management procedures in this ordinance are consistent with and subject to the applicable Broward County Emergency Management Plan pursuant to Section 252.38(2), Florida Statutes.

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

Section 1: That sections 2-101 through 2-106, of the Code of Ordinances, Town of
Pembroke Park, Florida, are hereby deleted in their entirety.

Section 2: That the Code of Ordinances of the Town of Pembroke Park, Florida, is
hereby amended by adding a section, to be numbered 2-101, which section reads as follows:

“Sec. 2-101. Intent and objectives.

Natural, technological and manmade disasters and other emergencies that occur in the
Town may threaten the life, health and safety of its people, damage and destroy property, disrupt
services and everyday business and recreational activities and impede economic growth and
development within the Town. A state of emergency may be declared in emergencies to activate
the emergency mitigation, response and recovery aspects of the state, local and interjurisdictional
emergency management plans. It is the intent of this article to designate the Mayor as the
authorized Town official to declare a state of emergency and to provide the Town Manager with
the authority to manage the event and expedite the recovery of the community affected by a
disaster or other emergency.”

Section 3: That the Code of Ordinances of the Town of Pembroke Park, Florida, is
hereby amended by adding a section, to be numbered 2-102, which section reads as follows:

“Sec. 2-102. Declaration of state of emergency based upon substantial harm.

(a) The purpose of the declaration of a state of emergency based upon substantial
harm is to meet the dangers presented to the Town and its people by emergencies pursuant to the
terms

of Chapter 252, Florida Statutes, whether such emergency is declared by the Mayor or the governor of the state.

(b) The Mayor, or the Vice Mayor, in the Mayor's absence, is designated the Town official that may declare that a state of emergency based upon substantial harm exists within the Town or any part or parts thereof pursuant to Section 252.38, Florida Statutes. The Mayor may declare that a state of emergency based upon substantial harm exists whenever the Mayor determines that:

(1) An emergency has been created by an occurrence whether natural, technological or manmade, that results in substantial injury or harm to the population or substantial damage to or loss of property; or

(2) An emergency has been created by an imminent threat of an occurrence, whether natural, technological or manmade, which may result in substantial injury or harm to the population or substantial damage to or loss of property.

(c) In the event of an emergency based upon substantial harm, the Town Manager shall take necessary steps for the protection of life and property and for the preservation of public peace and safety within the Town, whether such emergency is declared by the Mayor or the governor of the state. A declaration of a state of emergency based upon substantial harm, whether declared by the Town official pursuant to Section 252.38, Florida Statutes, or the governor pursuant to Section 252.36, Florida Statutes, shall activate the emergency plans to the extent applicable to the Town and the nature of the emergency.

(d) Upon declaration of a state of emergency based upon substantial harm, whether declared by the Mayor pursuant to Section 252.38, Florida Statutes, or the governor pursuant to Section 252.36, Florida Statutes, the following emergency measures apply:

(1) The Town Manager is authorized to order any appropriate emergency measures as set forth in section 2-105 of this article.

(2) If the declaration is made by the governor, the automatic tolling and extension of permits and other authorizations is effective within the geographic area for which the declaration applies as set forth in Section 252.363, Florida Statutes. Such tolling includes, but is not limited, to extensions of development orders and building permits. Nothing herein is intended to limit any requirement to maintain and secure property.

(e) A state of emergency based upon substantial harm declared by the Mayor pursuant to this section shall commence immediately upon the declaration of the emergency and shall terminate automatically after seven days. The Mayor may extend the duration of the state of emergency in increments of up to seven days. The Mayor may establish an early termination of the emergency period declared or extended by the Mayor.

(f) Nothing herein shall prohibit the concurrent declaration of a state of emergency based upon civil unrest pursuant to section 2-103 of this article.”

Section 4: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a section, to be numbered 2-103, which section reads as follows:

“Sec. 2-103. Declaration of state of emergency based upon civil unrest.

(a) The purpose of the declaration of a state of emergency based upon civil unrest is to protect citizens from a clear and present danger of violence pursuant to the terms of Sections 870.041-870.045, Florida Statutes.

(b) The Mayor, or the Vice Mayor, in the Mayor's absence, is designated the Town official that may declare that a state of emergency based upon civil unrest exists within the Town or any part or parts thereof whenever the Mayor determines that:

(1) There has been an act of violence or a flagrant and substantial defiance of or resistance to, a lawful exercise of public authority; and

(2) Partly on account thereof, there is reason to believe that there exists (i) a clear and present danger of a riot or other general public disorder, (ii) widespread disobedience of the law, and (iii) substantial injury to persons or to property, all of which constitutes an imminent threat to public peace or order and to the general welfare of the Town or a part or parts thereof.

(c) Upon a declaration of a state of emergency based upon civil unrest pursuant to this section, the following emergency measures apply:

(1) The automatic restrictions regarding guns, firearms and ammunition as set forth in Section 870.044, Florida Statutes, shall be effective throughout the entire Town.

(2) The Town Manager is authorized to order any appropriate emergency measures as set forth in section 2-105 of this article.

(d) A state of emergency based upon civil unrest declared pursuant to this section shall commence immediately upon the declaration of the emergency and shall terminate automatically after 72 hours. The Town Commission may extend the 72-hour time limit by an appropriate

resolution. If the Town Commission fails to extend the state of emergency, the state of emergency is terminated after 72 hours. Either the Mayor or the Town Commission may establish an early termination of any emergency period.

(e) Nothing herein shall prohibit the concurrent declaration of a state of emergency based upon substantial harm pursuant to section 2-102 of this article.”

Section 5: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a section, to be numbered 2-104, which section reads as follows:

“Sec. 2-104. Notice.

(a) Any emergency declaration or order issued under this article shall become effective immediately upon issuance and shall be reduced to writing as soon as practicable thereafter. Such emergency declaration and orders, upon being reduced to writing, shall state the nature of the emergency, the length of time such orders are to remain in effect, and shall call attention to the penalty for violation thereof. As soon as feasible after issuance, such emergency declaration and orders shall be filed in the office of the Town Clerk.

(b) As promptly as practical after issuance, such emergency declaration and orders shall be delivered to appropriate news media for publication and published by other appropriate means.

(c) The Town Manager shall report to the Town Commission on actions authorized and taken under the provisions of this chapter in response to a declared state of emergency

Section 6: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a section, to be numbered 2-105, which section reads as follows:

“Sec. 2-105. Discretionary emergency measures of the Town Manager.

(a) The powers set forth herein may be exercised by the Town Manager after a state of emergency has been declared by the Mayor as referenced in section 2-102 or section 2-103 of this article.

(b) Unless specifically limited by the declaration of the Mayor or the governor, as the case may be, said powers may be utilized and the Town Manager shall be authorized to issue, amend and rescind emergency orders in the interest of public safety and welfare, and, when appropriate or practicable, in coordination with the state and county, effective within the entire Town or within such geographical areas as may be designated by the Mayor. Said orders and powers include but are not limited to the following subjects:

(1) Governor's powers. Upon a declaration of a state of emergency by the governor based upon substantial harm as authorized pursuant to Section 252.36, Florida Statutes, and subject thereto, the Town Manager is authorized to act on behalf of the Town to effectuate and enforce said order of the governor, including, but not limited, to those emergency measures generally described as follows:

- a. To suspend provisions of regulatory statute and related ordinances;
- b. To utilize available state and Town resources;
- c. To direct and compel the evacuation of the population;

- d. To control ingress and egress to and from an emergency area and the movement and occupation by persons within the area;
- e. To suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives and combustibles;
- f. To make provision for temporary housing;
- g. To limit utility services;
- h. To establish a curfew; and
- i. To extend the hours of solid waste disposal.

(2) Statutory powers.

a. Upon a declaration of a state of emergency based upon substantial harm, whether declared by the Mayor pursuant to Section 252.38, Florida Statutes, or by the governor pursuant to Section 252.36, Florida Statutes, and subject thereto, the Town Manager is authorized to order the discretionary emergency measures authorized to the Town as set forth in Section 252.38(3), Florida Statutes. Such orders shall have the force and effect of law. The powers include but are not limited to those generally described as follows:

- 1. To request state assistance;
- 2. To invoke emergency-related mutual-aid assistance; and
- 3. To waive the procedures and formalities otherwise required by state or local law pertaining to the following:
 - Performance of public work;
 - Entering into contracts;

- Incurring obligations;
- Employment of permanent and temporary workers;
- Utilization of volunteer workers;
- Rental of equipment;
- Acquisition and distribution of supplies, materials and facilities;
- and
- Appropriation and expenditure of public funds.

b. Upon a declaration of a state of emergency based upon civil unrest, the Town Manager is authorized to order the discretionary emergency measures during the period of the state of emergency as set forth in Section 870.045, Florida Statutes, and generally described as follows:

1. To establish curfew;
2. To prohibit sale or distribution of alcohol;
3. To prohibit possession of alcohol in a public place;
4. To authorize closing of certain public places;
5. To prohibit sale or transfer of gas or other flammable or combustible liquids;

and

6. To prohibit possession of portable containers of gas or other flammable or combustible liquids in a public place.

(3) Upon any declaration of a state of emergency, whether declared by the Mayor pursuant to Section 252.38, Florida Statutes, or Section 870.043, Florida Statutes, or by the governor pursuant to Section 252.36, Florida Statutes, and subject thereto, the Town Manager is

authorized to order discretionary emergency measures to suspend provisions of Pembroke Park

Code of Ordinances as follows:

- a. During the declared state of emergency, to require that portable signs, flags, and banners be removed during an emergency and providing for the circumstances for the aforesaid removal;
- b. To temporarily provide for the waiving of fees and deposits for Town services or applications for building permits, comprehensive plan amendments, or land development regulations or permits;
- c. During the declared state of emergency, to impose water or waste water use restrictions;
- d. To temporarily suspend purchasing requirements set forth in Chapter 2, Article V of Pembroke Park Code of Ordinances;
- e. To provide a grace period for the replacement of fencing, vegetation and/or visual barriers;
- f. To authorize temporary living quarters, including tents and recreational vehicles;
- g. To remedy the condition of private streets, roads, and roadways, and other private property pursuant to section 2-106 of this article;
- h. To issue emergency regulations necessary for the protection of life and property,

establishment of public order and control of adverse conditions affecting public welfare;

i. To provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency.

(4) Upon any declaration of a state of emergency, whether declared by the Mayor pursuant to Section 252.38, Florida Statutes, or Section 870.043, Florida Statutes, or by the governor pursuant to Section 252.36, Florida Statutes, and subject thereto, the Town Manager is authorized to waive the procedures and formalities otherwise required by Pembroke Park Code of Ordinances and administrative procedures as appropriate to expedite the recovery of the

community affected by a disaster or other emergency, including but not limited to those emergency measures generally described as follows:

a. To suspend or temporarily modify the personnel policies and procedures previously adopted by Town Commission;

b. To suspend or temporarily modify the administrative policies and procedures, including the purchasing manual.

c. The Town Manager is authorized to delegate such powers as he or she may deem prudent.

d. Nothing in this chapter shall be read to limit the authority of the Town Manager to take other emergency measures not set forth herein, including but not limited to abatement of any nuisance existing on public or private property.”

Section 7: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a section, to be numbered 2-106, which section reads as follows:

“Sec. 2-106. Clearing of debris from private streets, roads, and roadways, and other private property after a declared emergency or disaster.

(a) The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: Debris means displaced, broken, or discarded building/construction materials, garbage, tree limbs, vegetative matter, spoiled or ruined household goods or materials, or dead animals. Private property means all property that is not owned or controlled by a governmental entity. Private streets, roads and roadways means the rights-of-way as well as the improved surface that

are not owned or controlled by a governmental entity and which provide access to residential and commercial areas.

(b) The Town may remove debris from private streets, roads, and roadways, and other private property when such debris is determined to be a public nuisance that poses an immediate threat and imperils the health, safety and welfare of the community. The Town Manager shall determine whether there is a sufficient immediate threat to the public health, safety, and welfare. The Town Commission may adopt a resolution setting forth standards to determine whether there is a sufficient immediate threat to the public health, safety, and welfare.

(c) Commercial or other specific areas will be cleared if, in the opinion of the Town Manager, the clearance will significantly and substantially aid the Town's recovery operations or significantly and substantially aid the health, safety, or welfare of the residents of the Town.

(d) Prior to the Town removing debris as contemplated herein from private property, when reasonably possible the Town Manager, or Town Manager's designee, shall contact the private property owner and have the property owner agree to indemnify and hold harmless to the maximum extent provided by law, the federal, state and local government and all contractors, employees, officers and agents of the Town, connected with the rendering of such service.

(e) Nothing herein shall preclude a first response by the Town to clear debris from all roadways (both public and private) as necessary for the movement of emergency vehicles including police, fire and ambulance within the first 72 hours after a declared emergency or a disaster.

(f) Nothing herein shall require the Town to remove debris from private property as defined above except where the severity of the situation is of such magnitude or the debris is so widespread that it is determined by the Town Commission to be a significant immediate serious threat to the health, safety and welfare of the Town and in the overriding public interest of the Town to remove debris from such areas.”

Section 8: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a section, to be numbered 2-107, which section reads as follows:

“Sec. 2-107. Penalty.

Any person, firm or corporation who violates any provision of this article or orders issued hereunder, for which another penalty is not specifically provided herein or required by law shall, upon conviction, be subject to such fine or imprisonment or both as provided by section 1-13 of Pembroke Park Code of Ordinances. Each day that a violation shall continue to exist shall constitute a separate offense.”

Section 9: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a section, to be numbered 2-108, which section reads as follows:

“Sec. 2-108. Immunity.

Elected and appointed officials, their designees, and all Town employees shall have immunity for any actions taken in accordance with this article and the Town retains its sovereign immunity for all actions taken relating to emergency preparedness, response and clean-up. The Town retains extensive sovereign immunity for actions taken during a state of emergency and does not waive any of its sovereign immunity in this article.”

Section 10: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences,

clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 11: That it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and

the sections may be renumbered, or relettered, ordinance may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

Section 12: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions, in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 13: That this Ordinance shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on First Reading the ____ day of _____, 2020.

PASSED AND ADOPTED on Second Reading the __ day of _____, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Ordinance

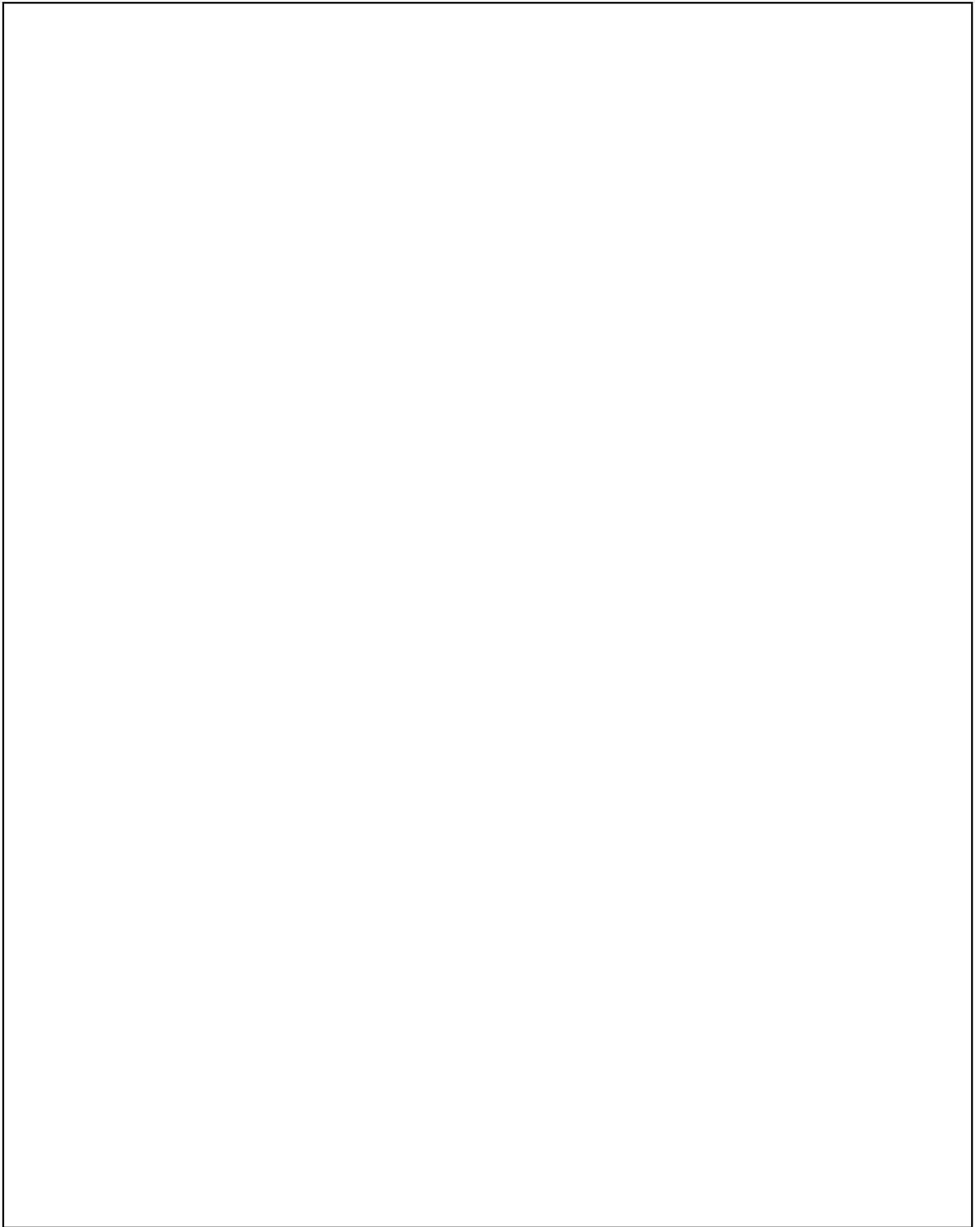
CHRISTOPHER J. RYAN
Town Attorney

VOTE

ASHIRA MOHAMMED	_____
HOWARD P. CLARK, JR.	_____
GEORGINA COHEN	_____
GEOFFREY JACOBS	_____
REYNOLD DIEUVEILLE	_____

Town of Pembroke Park
Ordinance No. 2020-007

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EMERGENCY ORDINANCE NO. 2020-009

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ARRANGE FOR PUBLIC MEETINGS BY USE OF COMMUNICATION MEDIA TECHNOLOGY AND FOR ATTENDANCE BY USE OF SUCH TECHNOLOGY BY ELECTED AND APPOINTED OFFICIALS DURING A DECLARED PUBLIC HEALTH EMERGENCY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Novel Coronavirus Disease 2019 (COVID-19) is a contagious disease that has the apparent ability to spread rapidly among humans and may result in serious illness or death, constituting a clear and present threat to the lives, health, welfare, and safety of the people of the Town of Pembroke Park; and

WHEREAS, on March 1, 2020, Governor Ron DeSantis issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, Governor Ron DeSantis issued Executive Order number 20-52 which declared a State of Emergency for the State of Florida due to COVID-19; and

WHEREAS, the Town of Pembroke Park has extended the Declaration of Emergency Regulations originally declared on March 9, 2020, by the Town with an emergency in a “Declaration of Emergency Regulations” dated November 10, 2020;

WHEREAS, Governor DeSantis’ Executive Orders 20-51 and 20-52 also contain

a recommendation to limit public gatherings; and

WHEREAS, Florida Law, including Florida Statutes Sections 286.011 and 166.041, requires that meetings of elected and appointed officials, for the conduct of public business, must be held following procedures (notice, access to meetings, opportunity to be heard, the taking of minutes) that ensure that the public is able to participate in and be aware of the decision making process (the “Sunshine Law”); and

WHEREAS, public meetings have traditionally been conducted in spaces with people in close proximity with each other and in groups varying in size, but generally much larger than ten people; and

WHEREAS, due to the apparent ability to spread rapidly among humans, during this declared State of Emergency, the traditional public meeting, including compliance with the physical quorum and public attendance requirements of the Sunshine Law, may unnecessarily expose the residents of the Town of Pembroke Park, the Town’s elected officials, appointed board and commission members, and employees to COVID-19; and

WHEREAS, the Governor’s Executive Order 20-52 acknowledges that special duties and responsibilities placed on state, regional and local agencies in responding to the emergency may require them to suspend the application of the statutes, rules, ordinances and orders they administer; and

WHEREAS, specifically, Section 4(D) of Executive Order 20-52 provides for political subdivisions within the State to “waive the procedures and formalities otherwise required . . . by law pertaining to:

- 1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community;

- 2) Entering into contracts . . . ;
- 3) Incurring obligations;
- 4) Employment of permanent and temporary workers;
- 5) Utilization of volunteer workers;
- 6) Rental of equipment;
- 7) Acquisition and distribution, with or without compensation, of supplies, materials and facilities; and
- 8) Appropriation and expenditure of public funds.”; and

WHEREAS, therefore, Executive Order 20-52 authorizes the Town Commission to take prudent action to ensure the health, safety, and welfare of the community, which necessarily includes holding virtual public meetings; and

WHEREAS, on September 4, 2020, Governor DeSantis signed Executive Order 20-213 which extended Order 20-52 through November 3, 2020; and

WHEREAS, Governor DeSantis recognized this action was necessary as, on March 20, 2020, he rendered Executive Order 20-69, suspending the physical quorum requirement for local government public meetings; and

WHEREAS, Governor DeSantis has extended Executive Order 20-69 several times with the last extension taking place on September 30, 2020, Executive Order 20-246, allowing public meetings to continue virtually through November 1, 2020; and

WHEREAS, Chapter 252, Florida Statutes, among other things, confers upon the Town Commission the emergency powers provided for in Chapter 252 in order to protect the public peace, health, and safety; and to preserve the lives and property of the people of the state; and to “make, amend, and rescind such orders and rules as are necessary for

emergency management purposes and to supplement the carrying out of the provisions of ss. 252.31 -252.90, but which are not inconsistent with any orders or rules adopted by the division or by any state agency exercising a power delegated to it by the Governor or the division.” Section 252.46(1), Florida Statutes; and

WHEREAS, COVID-19 threatens the public health, safety, welfare and security of the citizens, residents and visitors of the Town of Pembroke Park, Florida; and

WHEREAS, as of November 2, 2020, the Florida Department of Health reports a total number of COVID-19 cases of 812,063 with 17,043 deaths in Florida and 53,151 cases and 1,595 deaths in Palm Beach County; and

WHEREAS, the Town Commission finds there is a clear and present danger in holding a public “in person” meeting for those attending and those who come in contact with those attending; and

WHEREAS, the current outbreak of COVID-19 has made the Town Commission acutely aware that provisions must be made to ensure that the business of municipal governance can occur without unnecessarily exposing public officials, Town personnel or members of the public to a risk of infection while ensuring public access and open government; and

WHEREAS, the technology exists to conduct public meetings using technology in which the Town can comply with the provisions of the Sunshine Law while preserving human life; and

WHEREAS, since Executive Order 20-69 was rendered by the Governor, the Town and its various boards and commissions have conducted virtual public meetings; and

WHEREAS, the Town's virtual public meetings provide for the public to comment live over the phone, via email, or live in person at a designated location at Town Hall for those without phone or email access; and

WHEREAS, the technology and methods to hold virtual public meetings by the Town provide broader access to the general public to watch, listen to, or comment on public business; and

WHEREAS, the Town is unaware of any person that has been unable to view or participate in any virtual meeting held to date; and

WHEREAS, the Town Commission also possesses broad home rule powers that authorize it to protect the public health, safety, and welfare, declare emergencies, and protect its citizens; and

WHEREAS, although the Governor's Executive Order 20-246 expired on November 1, 2020, before the Town Commission could hold two public meetings to pass a traditional Ordinance in accordance with Section 166.041, Florida Statutes, Section 166.041(3)(b) allows a municipality to enact an emergency ordinance in one meeting if approved by a two-thirds vote of the governing body; and

WHEREAS, the Town Commission finds that it is in the best interests of the Town Commission, its Boards, Commissions, Committees, Town personnel, and citizens and residents of the Town to authorize the Town Manager to provide for the Town Commission and members of all Boards, Commissions and Committees to be able to attend meetings electronically during a declared public health emergency.

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

SECTION 1. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

SECTION 2. Section 2-42 of the Town Code Amended. Section 2-42 of the Town Code is amended to read as follows:

Sec. 2-42. - Date and time for regular meetings.

The Town Commission shall meet for regular meetings on the second Wednesday of each and every month ~~in the Town Hall~~ at the hour of 7:00 p.m.; or as soon thereafter as possible. In the event of a holiday, or other special circumstance, the Town Commission, by majority vote, may reschedule, cancel or continue a regular meeting of the Town Commission.

SECTION 3. Pursuant to the Town’s Charter and Code of Ordinances, the home rule authority of the Town Commission, Chapter 252, Florida Statutes, Section 4D of Governor DeSantis’ Executive Order 20-52, and based upon the Legislative Findings set forth in the above stated recitals, the Town Manager is hereby authorized, during a declared public health emergency, to arrange for the Town Commission, and all Boards, Commissions and Committees to meet electronically. Such meetings shall be planned and conducted in consultation with the Town Attorney’s Office to ensure, to the extent practicable, substantial compliance with Section 286.001, Florida Statutes, “Florida’s Sunshine Law.”

SECTION 4. All ordinances or parts of ordinances in conflict herewith shall be and hereby are repealed.

SECTION 5. If any section, subsection, clause or provision of this Emergency Ordinance is held invalid, the remainder shall not be affected by such invalidity.

SECTION 6. This Emergency Ordinance shall take effect immediately.

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

PASSED AND ADOPTED on First Reading this 10th day of November, 2020.

PASSED AND ADOPTED on Second Reading this 9th day of December, 2020.

ATTEST:

Town of Pembroke Park
Emergency Ordinance No. 2020-009

MARLEN D. MARTELL
Town Clerk

GEOFFREY JACOBS
Mayor Commissioner

I HEREBY CERTIFY that I have approved
the form and correctness of this Ordinance

MELISSA P. ANDERSON
Town Attorney

VOTE

GEOFFREY JACOBS

HOWARD P. CLARK, JR.

GEORGINA COHEN

REYNOLD DIEUVEILLE

ORDINANCE NO. 2020-008B

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO CHAPTER 2, ADMINISTRATION; PROVIDING FOR THE ESTABLISHMENT OF THE OFFICE OF TOWN ATTORNEY, APPOINTMENT, QUALIFICATIONS AND COMPENSATION; PROVIDING FOR THE DUTIES AND RESPONSIBILITIES OF THE TOWN ATTORNEY; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has regularly contracted with attorneys or law firms as independent contractors to serve as Town Attorney; and

WHEREAS, the Town Commission has determined it is in the best interest of the Town to hire an attorney as a full-time employee of the Town to provide legal services for the Town; and

WHEREAS, the Town Commission has determined it is appropriate to establish the office of the Town Attorney in the Pembroke Park Code of Ordinances to provide for the appointment, qualifications, compensation and duties and responsibilities for the Town Attorney.

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

Section 1: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a section, to be numbered Section 2-100.1, which section reads as follows:

“Sec. 2-100.1 – Town Attorney; appointment; qualifications; compensation.

The Town Commission shall appoint a Town Attorney who shall serve at the will of the Town Commission under such terms and conditions as it deems appropriate. The Town Attorney

shall be a member in good standing of the Florida Bar with at least _____ years of experience and practice in the courts of the State of Florida. The Town Attorney shall receive such compensation as the Town Commission may fix by resolution. Neither the Town Attorney nor any of his or her assistants shall receive any compensation in connection with the performance of the duties of the office other than the amounts paid directly by the Town for services rendered to the Town. The Town Commission may, by resolution, authorize one (1) or more special counsel to be retained for the purpose of performing such legal duties as may be prescribed by said resolution. Each such resolution shall further prescribe the compensation to be paid the special counsel.”

Section 2: That the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended by adding a section, to be numbered Section 2-100.2, which section reads as follows:

“Sec. 2-100.2 – Duties and responsibilities.

The Town Attorney shall be the legal advisor to, and attorney and counselor for, the municipality and all of its officers in matters relating to their official duties, and in that capacity shall have the following authority:

- (1) To act as legal counsel and advisor to the Town Commission and Town Manager, as well as to Town departments, boards, and committees, and to provide legal opinions where warranted in the performance of such function.
- (2) To prepare or review ordinances, resolutions, contracts, and other legal instruments, and to approve as to form and legal sufficiency.
- (3) To file, prosecute or defend, for and on behalf of the Town, all complaints, suits, code violations, enforcement actions, offenses and controversies to which the Town is a

party, or to which it is in the Town's interests to become a party, before any court or other tribunal; to file suit where expressly authorized by the Pembroke Park Code of Ordinances. The approval of the Town Commission shall be sought before filing suit, except where immediate action is warranted, in which case the Town Attorney, with the approval of the Town Manager, may act in the best interest of the Town, and will promptly notify the Town Commission of such legal action.

- (4) To file amicus curiae briefs or intervene in actions already pending on behalf of the Town where the Town Attorney determines that the Town has an interest in such proceedings and where such action is warranted to protect the Town's interests.
- (5) To represent or provide for the representation of Town officers and employees where required by law or where otherwise appropriate, and where such officers and employees are sued based on actions taken in their official capacities. This authority does not limit any right to indemnification as established elsewhere in this code.
- (6) To settle disputes and sign settlement agreements on behalf of the Town consistent with settlement authority as designated by applicable law or by resolution of the Town Commission unless such authority is provided to the Town Manager or another Town officer under the Town Charter, this code, or zoning code.
- (7) To attend and speak at meetings of the Town Commission or any Town board.
- (8) To interpret the Town Charter, this code, and zoning code on behalf of the Town.
- (9) To renumber or make corrections to ordinances, resolutions, this code and the zoning code where appropriate to address scrivener's and typographical errors, to delete provisions that have been superseded or preempted by applicable law, and to improve

the format by moving provisions within and between the ordinances, resolutions and code.

(10) To issue cease and desist letters in accordance with the provision of this code relating

to cease and desist letters.

(11) To act as parliamentarian and to make rulings on matter of parliamentary law.

(12) To prosecute municipal ordinance violations, to coordinate with prosecutorial entities,

and to name a Town Prosecutor to carry out those functions.

(13) To exercise all other authority granted to the Town Attorney in the Town Charter, this

code, and zoning code.”

Section 3: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4: That it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and the sections may be renumbered, or relettered, ordinance may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

Section 5: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions,

Town of Pembroke Park
Ordinance No. 2020-008B

in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 6: That this Ordinance shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on First Reading this ____ day of _____, 2020.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have approved
the form and correctness of this Ordinance

CHRISTOPHER J. RYAN
Town Attorney

VOTE

ASHIRA MOHAMMED	_____
HOWARD P. CLARK, JR.	_____
GEORGINA COHEN	_____
GEOFFREY JACOBS	_____
REYNOLD DIEUVEILLE	_____

Town of Pembroke Park
Ordinance No. 2020-008B

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LAW OFFICES
RYAN & RYAN, LLC
THIRD FLOOR
700 EAST DANIA BEACH BOULEVARD
DANIA BEACH, FLORIDA 33004-3090

ARCHIE J. RYAN III
TIMOTHY M. RYAN
CHRISTOPHER J. RYAN*
LIZA D. ROBLES

**Board Certified City,
County and Local
Government Lawyer*

TELEPHONE 954.920.2921
FACSIMILE 954.921.1247
www.ryanlawfl.com

October 23, 2020

Mr. Juan C. Jimenez
Town Manager
Town of Pembroke Park
3150 Southwest 52 Avenue
Pembroke Park, Florida 33023

Melissa P. Anderson, ESQ
Town Attorney
Town of Pembroke Park
3150 Southwest 52 Avenue
Pembroke Park, Florida 33023

Re: Ryan & Ryan, LLC Legal Services Engagement Letter

Greetings:

This engagement letter is intended to set forth the terms by which Ryan & Ryan, LLC will provide legal services to the Town of Pembroke Park (the "Town") in connection with various legal matters which arose during our law firm's tenure as counsel for the Town. This engagement letter will apply to all legal services which we may provide to the Town unless a separate arrangement is made.

Ryan & Ryan, LLC has served as legal counsel for the Town for many years and has acquired certain historical knowledge regarding the legal affairs of the Town. Our law firm has offered to work with the Town Attorney and Town Manager as requested to assist in the orderly transition to the Town having in house counsel.

1. Nature of Legal Services. Our services will include communications with the Town Attorney, Town Manager and Town Clerk regarding current and prior legal issues related to the Town's operations. We will also provide any and all documents from our files as requested by the Town. The scope of our legal services will be limited to legal matters related to our prior representation of the Town, and we do not intend to undertake or represent the Town in any new legal matters which occurred subsequent to September 30, 2020.

2. Fees for Legal Services. The Town will be charged and agrees to pay for legal

services on an hourly basis. For these matters, our law firm will charge at the rate of \$250 per hour for my legal services.

3. Costs. In addition to the fees stated in paragraph 2, Town agrees to pay Ryan & Ryan, LLC the expenses we incur relating to providing the aforesaid legal services. Our law firm will charge a flat rate of 3% of the legal services described in paragraph 2 to cover administrative costs such as photocopying of documents, long distance telephone charges, postage and computer research expenses. In the event unusually large costs or expenses are anticipated, we will discuss those costs and expenses with you prior to undertaking the expenditures of funds on your behalf.

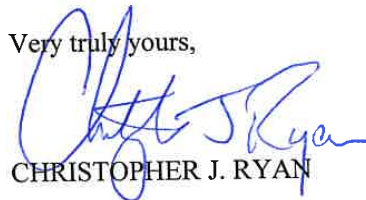
4. Payment of Fees and Costs; Governing Law. Our invoices will be submitted to you on a monthly basis and each invoice will be due and payable within thirty (30) days after submitted.

5. Termination of Representation. Both our law firm and the Town reserve the right to terminate this agreement for legal services upon thirty (30) days written notice to the other party.

6. Commencement of Representation. If the terms of this retainer agreement meet with the Town's approval, please indicate by executing a copy of this letter where indicated below, and return it to our law firm.

Please contact me if you have any questions regarding the terms of this proposed agreement.
Thank you.

Very truly yours,



CHRISTOPHER J. RYAN

L:\Karl\Chris\Ltr to JC Jimenez Pembroke Park.wpd

The terms of this representation are accepted
this ____ day of October, 2020.

TOWN OF PEMBROKE PARK

By: _____

Print Name: _____

Title: _____

red design group, LLC

architecture • interiors • planning

November 23, 2020

Mr. J.C. Jimenez, ICMA-CM
Town Manager
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33028

RE: Town of Pembroke Park New Police Department

Mr. Jimenez,

red design group is very pleased to offer this proposal for the Architectural Research & Design Services for the **Town of Pembroke Park New Police Department** located at the above-mentioned address.

SCOPE OF WORK

The purpose of this proposal is to help the client establish a base design and a master plan with preliminary design drawings in order to seek preliminary construction prices and form a budget before proceeding with full construction documents for permit.

SPECIFIC SCOPE OF WORK

New Police Department is looking to occupy the North Wing of the first floor of the Town of Pembroke Park Government Building (See attached sketch)

Potential programed spaces:

- Reception
- Chief Office
- Captain Office
- Lieutenant Office
- Detective Office (2)
- Interview Room
- Observation Room Evidence Room (12' X 24') with lockers
- Squat Room-(4) desks for Patrol & (2) Desks for Sergeants
- Workout Room (Gym)

BASIC SERVICES

Basic services include the following:

Design Phase

- Research with the Town Building & Zoning Department
- Design process including revisiting the program
- Meet with client to create a design solution
- An approved solution will be developed into Preliminary Design Documents in AutoCAD format
- A preliminary design solution will then be presented to the client for approval

1000 S. Red Road, # 202 • West Miami • Florida • 33144 • t 305 392 0024 • f 305 262 5098 • rdg@reddesigngroup.net

Presentation Package

Our presentation package will include:

- Floor Plan
- Reflected Ceiling Plan
- Interior Elevations
- Report of findings and recommendations
- Preliminary Provable Construction Cost (to help establish a budget)

CONSTRUCTION DOCUMENT, BIDDING AND CONSTRUCTION ADMINISTRATION PHASE

We will provide a proposal for these phases once the design phase is approved.

PROGRAM OF FEES & SERVICES

For the professional services mentioned above we propose a fee as follows:

FEES BREAKDOWN

• <u>Architectural</u>	<u>\$4,500.00</u>
• Total:	\$4,500.00
• <u>Reimbursable Expenses</u>	<u>\$ 400.00</u>
Grand Total:	\$4,900.00

PAYMENT SCHEDULE BREAKDOWN

• Retainer/Research	\$1,500.00
• Preliminary Design Phase	\$1,500.00
• <u>Final Design Phase</u>	<u>\$1,500.00</u>
Total:	\$4,500.00
• <u>Reimbursable Expenses</u>	<u>\$ 400.00</u>
Grand Total:	\$4,900.00

WORK SCHEDULE

We will expedite this project as soon as possible and coordinate a timeline with the Owner. The *Timeline and schedule are subject to change due to modifications to the scope of work.*

OWNER WILL PROVIDE

- Any Existing Drawings

REIMBURSABLE

Direct expenses such as, printing, reproductions, courier services, and mileage, are reimbursable separately billed monthly at direct cost plus 1.25 multiplier, if additional services (see below).

At this point, we stipulate reimbursable to be **\$500.00**. This is not to be part of the Architectural fee.

ADDITIONAL SERVICE HOURLY RATE

Additional services such as, client modifications to the approved scheme, special meetings, presentations, will be billed hourly at the following rates:

Project Principal	\$ 175.00
Project Manager	\$ 150.00
Project Architect	\$ 140.00
CADD Operator/Staff	\$ 100.00
Administrative/Clerical Support	\$ 75.00

****Work other than that stipulated in this proposal is addressed separately. ****

Once again, thank you for your consideration of our Design Team Mr. Jimenez.

Respectfully submitted,
red design group, LLC

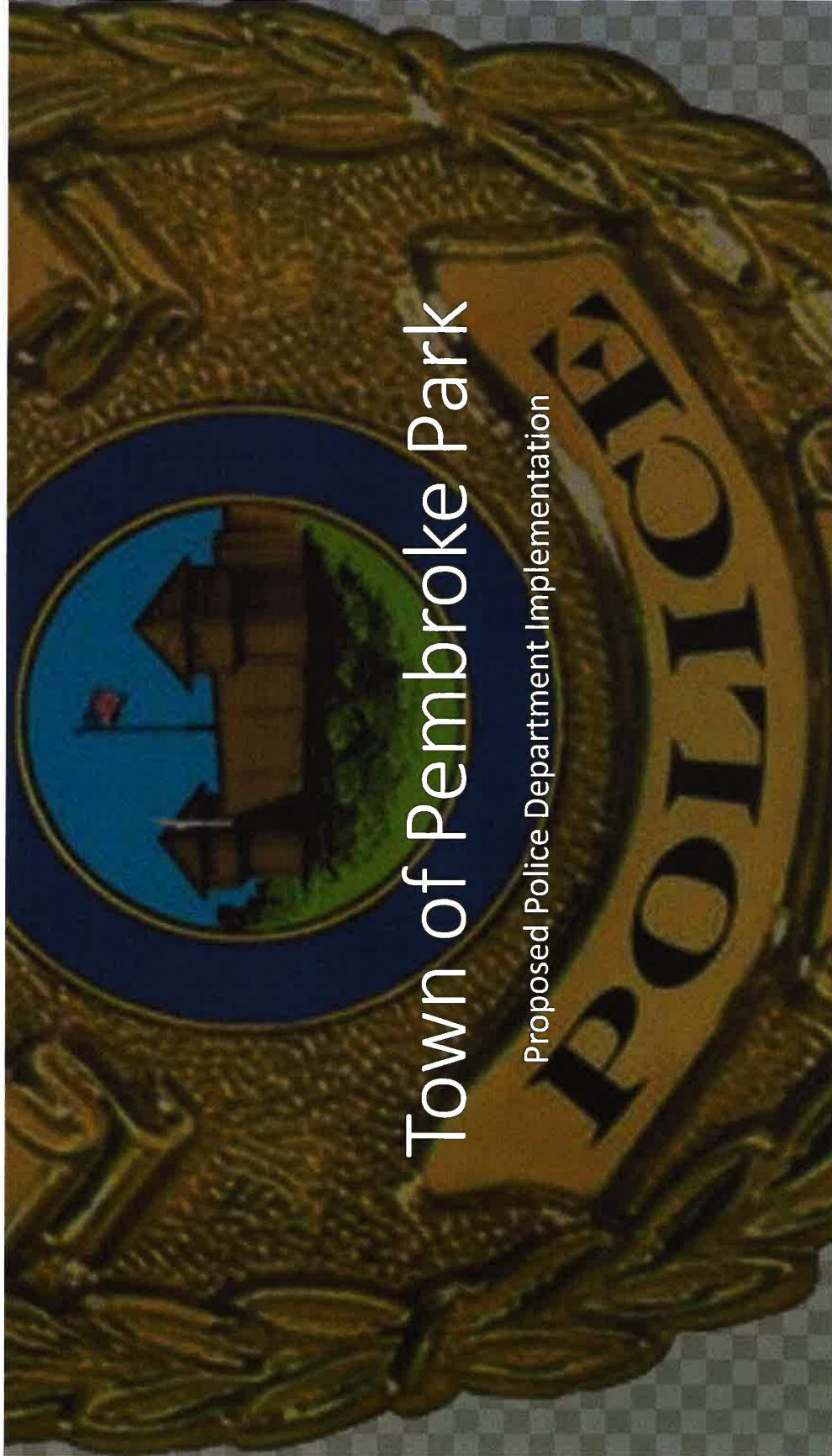


Eduardo H. Muhiña
President

Authorized:

Mr. J.C. Jimenez, ICMA-CM (Date)
Town Manager
Town of Pembroke Park

*This agreement is for services made between **Town of Pembroke Park** and **red design group, LLC**, a corporation organized and existing under the laws of the State of Florida. This agreement may be terminated upon ten (10) days written notice by either party. Owner is responsible for time of service to date of written termination. Information submitted to owner by red design group, L.L.C. for publication, advertising and or marketing purposes shall include the name and/or logo of **red design group, L.L.C.***



Town of Pembroke Park

Proposed Police Department Implementation

Mission Statement

The Town of Pembroke Park Police Department will endeavor to provide exceptional customer service while upholding a high-level of safety to all persons, utilizing respect, a sense of community, and unrestricted civility to each member of the greater public.



Vision Statement

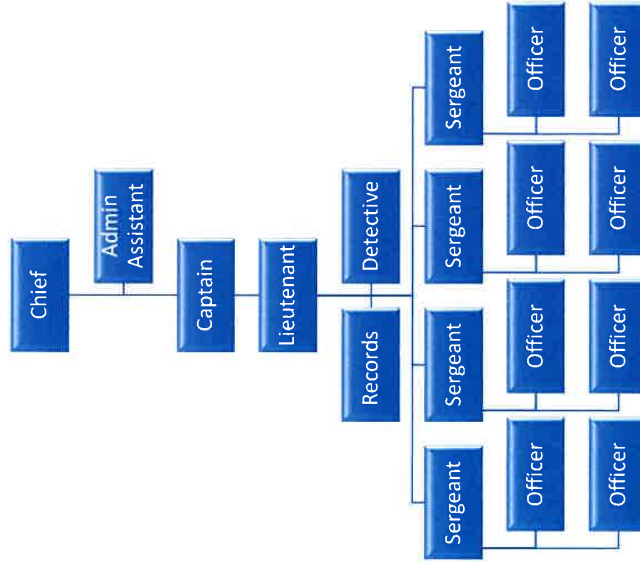
Our vision is to maintain a safe community while simultaneously preserving an unrestrictive and small-town community.



Proposed Personnel

- Chief of Police
- Captain
- Lieutenant
- 4 Sergeants
- 9 Officers
- 2 Civilians

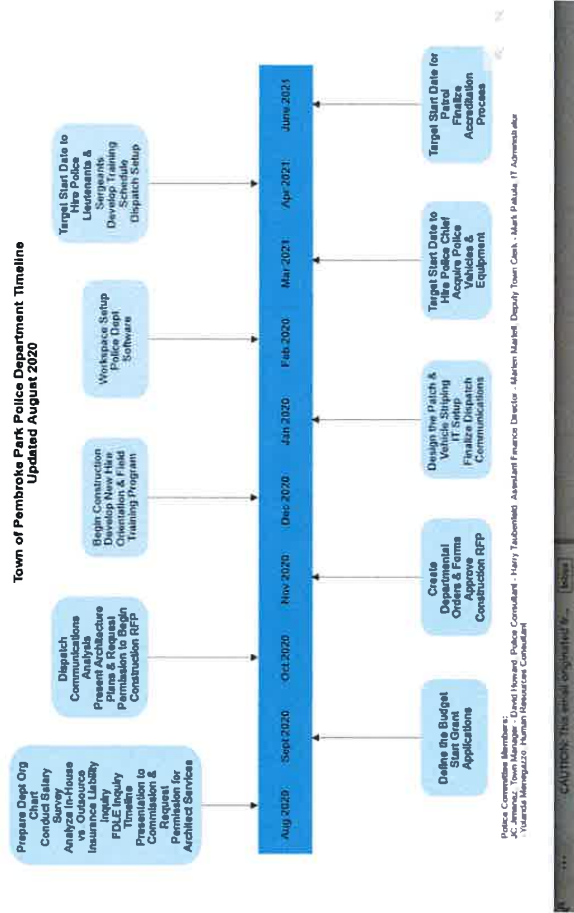
Proposed Organizational Chart



Officer to Population Ratios

Police Department	County	Number of Officers	Population	Ratio
Lake Alfred	Polk	12	2,903	2.03
High Springs	Alachua	17	6,023	2.82
St. Augustine Beach	St. Johns	20	6,633	3.02
Longboat Key	Manatee	20	6,934	2.88
Pembroke Park (Prop.)	Broward	16	6,602	2.4
Current BSO Contract including West Park	Broward	20	21,602	.93

Implementation Timeline



Start Up Costs

- Building = ?
- Furniture = ?
- Personnel = \$550,000
- Vehicles = \$291,000
- Radios = \$255,000
- Regional Dispatch = \$0
- RMS = \$166,000
- AXON = \$47,000
- Firearms = \$20,000
- Misc = \$25,000
- Uniforms = \$21,000
- Computers = \$45,000
- Body Armor = \$16,000
- Stop Sticks = \$10,000
- Key Management = \$9,500
- Ballistic Helmets = \$10,000
- Ballistic Shields = \$8,000
- **Total (Excluding Building and Furniture) = \$1,498,500**

Annual Costs

- Personnel = \$55,000
- \$1,321,700
- Office Supplies = \$7,500
- Overtime = \$90,000
- Benefits = \$906,000
- Officer Misc. = \$10,000
- **Total Payroll = \$2,317,700**
- Dispatch = \$0
- RMS = \$18,000
- Air Card = \$8,700
- Axon = \$48,000
- Misc. = \$50,000
- Vehicle = \$165,000
- Insurance = \$50,000
- Vehicle R/M = **TOTAL = \$2,750,000**

Police Vehicles

PLEASE REVIEW ALL ELEMENTS. D3 WILL NOT BE RESPONSIBLE FOR ANY MISTAKES ONCE THIS PROOF IS SIGNED AND SUBMITTED.

CLIENT PROOF
DATE: 10/2/20

☐ PROOF APPROVED
 ☐ CHANGES REQUESTED (please contact your D3 representative or change)

CLIENT SIGNATURE: _____
 DATE: _____

REPRODUCTION OF ANY GRAPHICS WITHIN THIS PROOF IS UNLAWFUL AND STRICTLY PROHIBITED

WWW.D3US.COM • 855.939.2008

Client: Tampa of Pinellas Park
 Product: Police Vehicle Graphics
 Job Title: Police Vehicle Graphics Design
 Location: Tampa, FL • Designer: JCL

NOTES



Proposed Radios



Software Requirements

- Computer Aided Dispatch (CAD)
- Records Management (RMS)
- Internal Affairs
- Administrative
- Policy
- Evidence

Tasers and Body Cams

- Gunshot Alerts
- Command Notification
- Records Management
- Live Streaming from field for Command



Evidence and Locker Room Solutions



Keyper System

- Logs Keys in and out
- Lights when slot is available
- Fingerprint access
- Computer Logged
- Video captured
- Comprehensive Reporting and Analytics
- Secure Lock-In Fobs



Policy and Procedures Manual

- Table of Contents
- Rules and Regulations
- 120 Individual Policies (but will increase)
- Needed to meet/exceed more than 500 standards of State Accreditation



State Accreditation



- In 1993, Florida Statute 943.125 encouraged the Florida Sheriffs Association and Florida Police Chiefs Association to create an independent voluntary law enforcement agency accreditation program.

2020-2021 Legislative Program - Issues and Projects List

Prepared for Pembroke Park

City Commission Workshop

December 9, 2020

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 as supported by the Town, the Ad Hoc Committee on Annexation and now we will be working with the Florida League of Cities as the Land Use and Economic Development Policy Committee has selected Annexation as its Priority Issue – see Annexation below.

Also, I have listed below various issue positions of the Florida League of Cities that relate to issues that have come up each year for the last several years and are issues chosen because they have historically been issues of interest to the Town. I will be updating this list when the FLC formally adopts its 2020-21 Legislative Policy Positions this November.

I have included the list of Capital Projects from last year and a point of discussion.

Finally, Commissioners and staff may have additional issues that they would like us to lobby for or against as we move closer to the Legislative Session or that come up during the Legislative Session – as happened last with, as an example, the water resource issues.

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 Florida League of Cities which will be working with the Town in presenting draft legislation to be filed during the 2021 Legislative Session 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.

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:

2021 Legislative Projects List

General Guidelines to Prioritizing Projects –

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

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

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

2020-2021 Priority Project Funding Wish List

Includes Direct Legislative Appropriation Requests and Agency Program Grants

Septic to Sewer System Improvements –

- Scope of Work: planning, design, engineering & construction to force main & drainage reconfiguration for the removal of 37 old, failing septic tanks & systems where effluent currently leaches into the environment and conversion to centralized sewer system at 25th Court and Street from 53rd to 56th Avenue, SW 30th Avenue & Street from Hallandale Beach Blvd. to Pembroke Road and SW 30th Street from 48th to 32nd Avenues.
- Requesting: \$2,500,000.00
- Town Match: \$250,000.00
- Project Cost: \$2,750,000.00*

* These numbers are being reviewed, verified and updated by staff.

John P. Lyons/I-95 Stormwater Pumping Station Drainage Improvements –

- Scope of Work: installation of exfiltration trench & associated drainage apparatus in the right-of-way, a pump station that connects to the Town's stormwater forcemain system. This funding will allow the Town to address the required match for the FEMA/HMGP program to add the necessary equipment to pump excess stormwater to prevent continual flooding. This is a true local, State and Federal partnership.
- Requesting: \$200,000.00 (local share needed for FEMA/HMGP grant)
- Town Match: \$28,087.50
- FEMA/HMGP Funds: \$684,262.50
- Project Cost: \$912,350.00

County Line Road Safety Improvements –

- Scope of Work: To design and construct safety improvements to County Line Road from 48th to 56th Avenues including signalization, cross walks, and sidewalk/pathways for pedestrian traffic. The project includes driveway remediations, drainage reconfiguration, and connections made necessary by construction of the signalization and sidewalks/pathways
- Requesting: \$816,901.00
- MPO Surtax Funds: \$906,901.00
- Town Match: \$90,000.00
- Project Cost: \$1,813,802.00

Community Garden Safety Lighting –

Scope of Work: Purchase and installation of solar safety security lighting in the fruit tree orchard located within the Community Garden Food Forest that serves an area of South Florida that has been designated as a "Food Desert".

Requesting: \$50,000.00

Town Match: \$5,000.00

Project Cost: \$55,000.00

Law Enforcement Grants and/or Appropriations Request

Scope of Work: Purchase of Law Enforcement Vehicles and Equipment; and, Payment for provision of Law Enforcement Training Programs.

Requesting: TBD

Town Match: TBD (this number will depend upon the requirements of a specific grant)

Project Cost: \$948,500 (Estimated cost of equipment taken from the latest start-up cost estimate submitted by the Town's consultant)

Neighborhood Improvement Program Grants

Scope of Work: Repair storm damaged residential properties and bring non-compliant residential properties into compliance with (FEMA) storm safety requirements.

The Town's grant consultant is looking into various potential sources of funding including for example: CDBG, SHIP and the Cares Act program grants.

Sewer System Improvements

Scope of Work:

1. Re-line sewer pipes
2. Replace force mains
3. Replace lift station.

Staff is working on a cost estimate of fulfilling these needs, while the Lobby Team and Grant Consultant will search for funding sources.

Heavy Equipment Lease or Purchase (Grants)

Scope of Work: 1. Replace dump truck - \$150,000.00
 2. Replace bobcat – \$60,000.00

Requesting: \$210,000.00

Town Match: Will depend upon the requirements of specific grants program

AGENDA ITEM REPORT



To: Commission
Subject: Check Signing
Meeting: 11 24 2020 DRAFT WORKSHOP COMMISSION MEETING - Nov 24 2020
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

RECOMMENDATION:

The current check policy requires two signatures, where the Mayor or Vice Mayor can be the one required signature and the other being the Clerk Commissioner or Commissioner - at large.. To ease the burden on the entire commission, I recommend that we change the policy where any 2 commissioner can sign checks and if for any reason if a commissioner isn't available then the Town Manager has the authority to be the second signature on all checks. .

RESOLUTION NO. 2020-148

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING ANY TOWN COMMISSIONER AT LARGE AND THE TOWN MANAGER TO EXECUTE CHECKS IN LIEU OF THE MAYOR, VICE-MAYOR OR CLERK-COMMISSIONER; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park Town Charter in Section 18, states that "...all public monies shall be disbursed only on check to be signed by the Mayor or in the absence or the disability of the Mayor by the Vice-Mayor and counter-signed by the Clerk Commissioner..."

WHEREAS, the Town Commission desires to allow any Commissioner At Large and the Town Manager to sign checks in lieu of the Mayor, Vice-Mayor or Clerk Commissioner when necessary.

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

Section 1: The Town Commission hereby declares that town checks shall be executed as provided in the Charter, except that when the Mayor, Vice-Mayor or Clerk-Commissioner are unavailable to execute Town checks, any Commissioner At Large and the Town Manager may sign on behalf of the Mayor, Vice-Mayor or the Clerk Commissioner.

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

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

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

PASSED AND ADOPTED, this 9th day of December, 2020.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARLEN
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

Daniel C. Besinaiz

Using my unique experiences in the four distinct states I have lived in to plan for sustainable, equitable communities.

19017 E Linfield St.
Glendora, CA 91740
(626) 422-7564
dcbesinaiz@gmail.com

EXPERIENCE

Dept. of Anthropology, Madison, WI *Teaching Assistant*

AUGUST 2019 - DECEMBER 2019

Leads four discussion sections (80 students) for Anthro 104: Cultural Anthropology and Human Diversity, a class that delves into US ethnic studies from an anthropological standpoint.

City of Coon Rapids, Coon Rapids, MN *Community Development/City Management Intern*

MAY 2019 - AUGUST 2019

Conducts research and analysis on community and economic development related issues and projects, including the City's Comprehensive Plan and Metropolitan Council affordable housing production survey.

Dept. of Planning and Landscape Arch., Madison, WI *Project Assistant*

AUGUST 2018 - MAY 2019

Support efforts to implement the MS URPL strategic plan. Focus on recruitment, marketing communications, campus relations, assessment strategies, and developing and strengthening connections between students, planning partners and professionals.

EDUCATION

University of Wisconsin, Madison, WI *MS Urban and Regional Planning*

JANUARY 2018 - DECEMBER 2019

- Concentration in Sustainability and Equity Planning
- Certificate in Business, Environment, and Social Responsibility
- Alumni Liaison for Wisconsin Student Planning Association
- Member of Climate Committee in Dept of PLA

University of Arizona, Tucson, AZ *BS Urban and Regional Development*

AUGUST 2014 - DECEMBER 2017

- Minor in Sustainable Built Environments
- Committee Chair for Energy and Climate Committee

SKILLS

AutoCAD, Trimble
SketchUp, ESRI ArcMap,
Adobe Suite, Google Earth
Pro, Microsoft Office,
Customer service, Windows
and Mac

ACCOMPLISHMENTS

**2019 - Midwest Student
Rep. for APA Latinos and
Planning Division**

**2019 - Planetizen Guide
Student Essay Award
Finalist**

2017 - Dean's List

**2014 - Arizona Excellence
Award**

AFFILIATIONS

2019 - Climate Reality
Leadership Corps

2018 - American Planning
Association

Education

University of Florida | August 2018
Master of Urban Planning

Pune University | May 2014
Bachelor's in Civil Engineering

Experience

The Weiler Engineering Corporation

Planner | March 2019- Present | Punta Gorda, FL

- Prepare application packet planning and zoning projects
- Assist with background research for a project site and analyze local regulations for development
- Perform traffic impact analysis/ summary for small projects
- Assist with presentation for local board in support of proposed zoning request
- Interpret and apply local regulations and policies that guide development to prepare project reports
- Coordinate planning activities with other staff and departments, boards, agencies, and other entities
- Require acting as lead worker on a team comprised of planning staff members
- Provide guidance to CAD technicians for site plan preparation
- Create project specific maps including location maps, zoning, and future land use maps using ArcGIS
- Serve as a consultant at Town of Fort Myers Beach and provide planning/ zoning services

Lee County

Long Range Planner | November 2018 – March 2019 | Fort Myers, FL

- Assist with research, analysis, and data compilation for Comprehensive Plan provisions
- Prepare staff report for Comprehensive Plan amendment cases
- Assist with interactive community meetings for 'community areas' as a part of visioning process
- Co-ordinate with community planning area board to discuss real world challenges and solutions
- Attend local community meetings and write brief reports
- Review rezoning and special exception cases for Comprehensive Plan consistency
- Assist residents, developers, and contractors with Comprehensive Plan policies for development projects in informal meetings
- Use Arc GIS to create planning (future land use) maps
- Resolve issues related to Microsoft suit including word, power point presentation for superiors and subordinates

City of Clearwater

Long Range Planning Intern | May 2018 - August 2018 | Clearwater, FL

- Conduct research studies to integrate data for Comprehensive Plan provisions
- Prepare a report/ memo for meetings and public outreach program
- Assist with complete street project
- Analyze request for annexation and rezoning with appropriate software to track workflow
- Create concept design for sign standards using SketchUp and AutoCAD

Balaji Build Con.

Junior Engineer-Project Engineer | June 2014 - November 2015 | Nashik, India

- Prepare estimation data and weekly reports for active projects
- Plan interpretation and coordination with superiors and staff
- Meeting with local agencies for development permit
- Site visit and supervise daily improvements
- Track inventory and manage budget

Ashoka Build Con. Ltd.

Graduate Summer Research Intern | April 2013 – Sept 2013 | Vilholi, India

- Assist with key government projects involving roadway designs improvements and solutions easing traffic congestion
- Assist with test on bituminous for R&D

Projects

Consultant at Town of Fort Myers Beach

- Provide planning and zoning services including site plan review, permit review, planning and zoning case review, ordinance preparation and resolution, inspections
- Process applications for special exceptions, variances, plan and map amendments, and zoning verification letter
- Prepare and present staff report for public hearings to the local boards
- Research and analyze information to make recommendations that enable staff and elected officials to make appropriate decisions regarding applications and planning activities
- Inter-departmental coordination with Utility, Stormwater, Public Works, Environmental, Flood department
- Resolve complaints on land use regulations and issues and provide exceptional customer assistance to engineers, contractors, other County departments and public
- Develop, review, and make recommendations on future development plans for conformance with state and local regulations
- Represent the Town at MPO meeting
- Serve as consultant representative to boards and other official agencies

Land Development Code Amendment for Town Fort Myers Beach

- Assist with finding insufficiency/ glitch within existing Land Development Code (LDC).
- Attend a joint meeting with local agency members and council members for discussion and direction.
- Rewrite insufficient provisions of LDC to resolve the real-world issues.
- Prepare ordinance for local government.

Sarasota Repetitive Loss Area Analysis

- Prepare repetitive loss analysis report for Repetitive Loss Areas (RLA)
- Use ArcGIS to prepare topo, flood, and stormwater maps
- Use Microsoft Excel to analyze and calculate data for total of 79 RLA
- Meeting and brainstorming with county officials and sub-contractor throughout the process

Complete street

- Meet with city officials and consultant to discuss agenda and timeline of events
- Assist with interview of stakeholder and leaders of communities to gather data
- Assist with organizing public outreach meeting for awareness and understanding needs of residents
- Assist with data gathering using interactive survey technique

Long Range Transportation Plan and Bisset Park

- Data mining and data analysis for socioeconomic, biodiversity, conservation/ preserve, demography, floodplain etc
- Create maps to present the geographic data
- Perform duties of a GIS technician

Skills

Software: ArcGIS; MS Office Suite; AutoCAD; SketchUp; Adobe Photoshop; Paint.net

Kadair Delano Brissett

kadairbrissett@gmail.com
(954) 471-1266

EDUCATION

University of Florida – *Master of Urban and Regional Planning*

President of the Student Planning Association

Relevant Coursework: Transportation Planning and Policy, Environmental Land Use Planning, International Development Planning, & Proposal Development for Competitive Grants

Florida Atlantic University – *Bachelor of Urban and Regional Planning*

German Minor

Graduated cum laude, August 2017

Relevant Coursework: Planning Design Studio, Visual Planning Technologies, Capital Facilities Planning, & Site Planning

SKILLS

- **ESRI ArcGIS:** Assembles data driven maps and suitability models
- **Adobe Illustrator:** Creates diagrams and cartograms in an aesthetically pleasing technique
- **Adobe InDesign:** Publishes documents in legible formats
- **Trimble Sketchup:** Generates models at various scales of detail
- **Graphisoft ArchiCAD:** Drafts site plans in Building Information Modeling (BIM) software
- **Microsoft Office Suite:** Proficiency in Word, Excel, PowerPoint, and Outlook

EXPERIENCE

KCI Technologies, Inc. – Planning Intern

May 2019 – Present

- Worked on Comprehensive Plan updates
- Contributed to CRA (Community Redevelopment Agency) Plans and neighborhood plans
- Conducted Historic Preservation field work and subsequent master site forms
- Assisted in development plan review and staff reports for public meetings for various clients

Mummaw and Associates, Inc. – Urban Planning Intern

December 2016 – August 2018

- Drafted site plans for clients in engineering scale that met local codes
- Coordinated development effort between Developers, Architects, Engineers, Various Consultants, Attorneys, and Municipalities
- Team member on high-end Commercial, Multi-Family Residential, and Mixed-Use projects in South Florida

18800 NE 29th Ave
Aventura, FL 33180

Anne-Christine Carrié

(954) 204-5452
AnneChristineCarrie@gmail.com

OBJECTIVE

Veteran municipal Planner seeking diversity and growth in the Planning field.

EXPERIENCE

Planner— KEITH & Associates

September 2019- Present

- Managed the creation and delivery of narratives, plans and application packages for commercial and residential developments.
- Prepared justification statements for rezoning requests, variance requests, delegation requests and Special Exceptions.
- Processed entitlement applications from submittal to final hearing in cities throughout Broward and Palm Beach Counties.
- Managed teams of up to 10 different disciplines from separate companies to ensure the quality and timely delivery of submittal packages.
- Completed due diligence reports for development projects for cities in Dade, Broward, Palm Beach and Hillsborough County.

Planner II— City of Miami, FL

December 2017- August 2019

- Made Planning recommendations to the City Commission and the Planning and Zoning Appeals Board.
- Served on the Plat and Street Committee on behalf of the Planning Department.
- Prepared legislation and staff analyses for rezoning requests, street closures, development agreements, Exceptions and text amendments to the Miami 21 zoning ordinance.
- Worked with developers, architects, and attorneys in shaping landscape and architectural designs to conform to Miami 21 and the City Code of Ordinances.
- Created graphic representations and maps of development patterns for use by the public and policy makers.
- Monitored public outreach efforts with communities on behalf of the City.

City Planner— City of Dania Beach, FL

August 2015- December 2017

- Prepared staff recommendations to the City Commission for site plans, rezonings, variances, text amendments et al.
- Trained department personnel on operating software such including ArcMap.
- Reviewed large scale development plans and resolutions for building permit issuance.
- Conducted site visits of proposed development projects.
- Served as principal cartographer for all departments.
- Illustrated new zoning regulations in map form for adoption in the Code and kept the City's Zoning Map current.
- Conducted research, generated maps, and wrote supporting narrative for grant applications.
- Interpreted the Land Development Code and zoning designations for residents and business owners.
- Collected and mapped GIS data for potential development sites, public hearing notices, text amendments and grant applications.

Community Development Intern — City of North Lauderdale, FL

February 2015- March 2015

- Assisted with code research for the implementation of a new zoning ordinance.
- Processed permit applications for the Building Department.
- Helped organize a Complete Streets Workshop with civilians, commissioners, the MPO and consultants.

Development Services Intern — City of Boynton Beach, FL

August 2014- October 2014

- Created the City's Built Environment Inventory by means of field studies, photographs and location maps.
- Mapped local businesses to market Boynton as an industry cluster for development purposes.
- Assisted with Housing Grant applications.
- Generated the list of residential parcels that are not owner-occupied for tax rate adjustments.
- Researched federal sources and grants that would fund local business development efforts of local businesses.

Graduate Fellow — FAU School of Urban and Regional Planning

January 2013- December 2013

- Assisted researchers in measuring the impacts of social networking, immigration policies and relief efforts.
- Collected first-hand data by means of interviews with first response teams, displaced victims and community organizations.
- Used UCINET and Excel matrices to identify networking patterns.

Project Assistant — U.S. Department of State

May 2008 - June 2009

- Participated in the redevelopment efforts of a gang-infested slum (Cite Soleil, Haiti).
- Prepared grants and the evaluation schedules for infrastructure projects that were carried out using local labor.
- Managed all marketing and correspondence activities for the department.

EDUCATION & SKILLS

Master of Urban and Regional Planning (May 2015)
Florida Atlantic University

• ArcMap & GIS • Bluebeam • Project Dux • Fluent in French
• Sketchup • InDesign • MS Office & Creole

Bachelor of Business Administration (December 2012)
Florida International University



PROFESSIONAL SKILLS



- Team Leadership
- Project Management
- Conflict Resolution
- Adaptability
- Self-Motivation
- Communication

EDUCATION



Master of City and Regional Planning

Clemson University, Clemson SC — May, 2020



Bachelor of Science, Marketing

North Greenville University, Tigerville SC — 2014

MOST RELEVANT WORK EXPERIENCE

Transportation Planning Intern, Toole Design Group Spartanburg, SC — 2019 - 2020

- Utilized GIS daily to conduct analysis and communicate implementation strategies for clients
- Created graphics, public meeting boards, logos, reports, and more for bicycle and pedestrian plans

B2B Sales Representative, Staples Comm. Division Greenville, SC — 2015 - 2016

- Met with CFOs, Controllers, and CEOs to find solutions for medium to large sized businesses.
- Used exceptional communication skills to discover needs and facilitate solutions in an effective manner.

ECO Intern, Greenville Area Development Corporation Greenville, SC — 2020 - Present

- Spearheads marketing efforts through softwares including Hootsuite and Google Analytics tracking
- Shadows economic development project managers on a variety of new and existing industry projects

President, Planning Student Organization of Clemson Clemson, SC — 2019 - Present

Executive Committee Member, SC Chapter of American Planning Association, Clemson, SC — 2019 - Present

Soccer Coach, Northwest Middle School / Blue Ridge Christian Academy, Travelers Rest, SC — 2013 - 2017

WHO I AM

I am a positive, hard-working, team-oriented individual. My number one passion is people. I thrive in environments that encourage creative thinking, brainstorming, and problem-solving. Bringing people together, collaborating, and leading groups of people are some of my core strengths.

HOBBIES



CONTACT ME

864.436.1437

brconne@g.clemson.edu

[linkedin.com/in/brconner](https://www.linkedin.com/in/brconner)

Liam Devine

Davie, FL | (954)-551-5846 | liam.devine@yahoo.com

OBJECTIVE

To obtain a permanent position in the field of Planning and Zoning, where I can further gain experience, develop skills, and build connections within a local government.

EDUCATION

Florida Atlantic University, Boca Raton, FL.
Construction Management Certification

December 2018

Florida Atlantic University, Boca Raton, FL
Bachelor of Arts: Urban and Regional Planning
Other Activities: APA Florida Chapter; APA Broward Chapter,
Planning Society at Florida Atlantic University

May 2018

WORK EXPERIENCE

City of Hallandale Beach, Hallandale, FL
Transportation and Planning Intern

March 2019- April 2020

- Provide information, guidance, and advice to the public in response to inquiries regarding land use, zoning, platting, development applications and other planning matters.
- Assist with clerical and administrative needs, including record management, calendar, meeting organization, and coordinate special events.
- Assist in the development and implementation of various programs such as the City's 5-year Capital Improvement Plan and others as directed.
- Assist with the expansion of the Community Bus Program.
- Assist with transit planning, public outreach, and engagement.
- Support with multimodal project planning, including complete street projects.

Broward County School Board, Broward County.
Substitute Teacher

August 2018 – February 2019

- Adhere to the curriculum and lesson plans assigned by the teacher or assign an appropriate curriculum.
- Provide classroom instruction to students as outlined in lesson plans.
- Maintain established routine of the school and classroom procedures.

Ontivero Law and Title, P.A., Plantation, FL.
Intern

January 2018 – June 2018

- Coordinate property transactions dealing with the acquisitions and development of residential real estate.
- Assist in planning and marketing responsibilities, and proactively carry out administrative tasks and office duties.

West Broward Gymnastics Academy, Davie, FL
Gymnastics Instructor

June 2010- February 2019

- Create and develop new curriculum with the assistance of other Coaches.
- Plan and direct day-to-day operations of the gymnastics program while staying within existing time constraints.
- Liaise with parents on behalf of the gym to discuss parent and athlete concerns and promote the message of West Broward Gymnastics Academy.

VOLUNTEER

The Jason Taylor Foundation
Camp Katina: Cartwheels to Character

August 2010 - Present

- Promote the empowerment of young women focusing on improving their health, education, and quality of life.

RELEVANT SKILLS

Microsoft Office (Excel, PowerPoint, Word), SketchUp and, OSHA 30-Hour Construction Industry

Liam Devine's References

Luis Fontanills, Zoning Technician

Zoning Technician at The City of Hallandale Beach
(954)-702-3942
lfontanills@COHB.org

Vanessa Leroy, AICP, Development Services Director

Development Services Director at The City of Hallandale Beach
(305)-720-0180
vleroy@COHB.org

Igor Colmenares, Transportation Planning

Mobility and Transportation Planner at The City of Hallandale Beach
(305)-450-1404
icolmenares@COHB.org

Silvana Hude

Owner of West Broward Gymnastics Academy
(954)-401-4876
silvana@wbgymnastics.com

Mitchell Alan Graham

Cell: 517-749-2582, Birthday: 4-6-1983

mitchgraham81@gmail.com

Experience:**Miami-Dade County Fire Rescue Doral, FL**

Office of Emergency Management

Emergency Management Planner

August 2019 – June 2020 (full time)

- Develop and maintain the Miami-Dade County Local Mitigation Strategy (LMS) to include: Part 1 – the Strategy, Part 2 – the Projects, Part 3 – Funding, Part 4 – Appendices, Part 5 – Meeting Notes, Part 6 – Completed Projects, and Part 7 – Flooding: the NFIP (National Flood Insurance Program) and CRS (Community Rating System); arrange / conduct the LMS Quarterly meetings with the LMS Working Group; arrange / conduct the LMS Steering Committee meetings; provide support letters for LMS projects as requested by county municipalities; answer various questions from communities and provide follow up technical assistance; report on the status of local mitigation planning efforts; and submit the final LMS to the State of Florida, who then sends the plan to FEMA for review and approval under the Disaster Mitigation Act of 2000 to ensure eligibility for the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance Program (FMAP), and Pre-Disaster Mitigation Program (PDMP) grants.
- Develop and maintain the Miami-Dade County Debris Management Plan.
- Develop and maintain the Miami-Dade County Debris Management Operations Guide.
- Develop and maintain the Miami-Dade County Drawbridge Operations Guide.
- Develop and maintain the EOC Infrastructure Branch Guide.
- Develop and maintain the Emergency Support Function (ESF 1) – Transportation.
- Develop and maintain the Emergency Support Function (ESF 3) – Public Works.
- Participate, as needed, in disaster response and recovery activities primarily as the Infrastructure Branch Director and provide support to the Office of Emergency Management during activation of the Emergency Operations Center (EOC) for disaster or emergency drills, exercises, and actual events.

Michigan Department of State Police Lansing, MI

Emergency Management and Homeland Security Division

Planning and Program Development Section, State Support Unit Hazard Mitigation Planning Analyst

September 2008 - August 2019 (full time)

- Assisted communities in the development of local hazard mitigation plans to include: the development of local hazard mitigation planning guidance as a review tool; arranged / conducted meetings and/or workshops with regional planners, and government and private sector officials; answered various questions from communities and provided follow up technical assistance; collected data and developed or assisted in developing, portions of local mitigation plans; reviewed and commented on the draft of hazard mitigation plans; monitored the status of federal plan reviews; reported on the status of local mitigation planning efforts; and submitted final local plans to FEMA for review and approval under the Disaster Mitigation Act of 2000 to ensure eligibility for the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance Program (FMAP), and Pre-Disaster Mitigation Program (PDMP) grants.
- Assisted in activities associated with the revision of the Michigan Hazard Mitigation Plan (MHMP).
- Assisted the State Support Unit Manager in developing and maintaining the Michigan Emergency Management Plan (MEMP).
- Assisted in activities associated with developing and maintaining the Michigan Hazard Analysis.
- Assisted the State Support Unit Manager in developing and maintaining the Michigan Continuity of Government Plan, the Michigan Disaster Donations Management Plan, the Michigan Disaster Logistics Management Plan, the Michigan Disaster Debris Management Plan, and other key plans/procedures in support of the Michigan Emergency Management Plan.
- Served as a division liaison to disaster related agencies and organizations.
- Participated, as needed, in disaster response and recovery activities and provided support to the division during activation of the State Emergency Operations Center (SEOC) for disaster or emergency drills, exercises, and actual events.

Meijer- #194 Charlotte, MI; #22 Kalamazoo, MI; #24 Lansing, MI; and #210 Grand Ledge, MI
Grocery/Frozen/Dairy Stock Clerk

June 2001 - September 2008 (part time)

- Efficiently stocked/organized shelves, air screens, freezers, L-carts, M-carts, and back stock.
- Provided great customer service/reliability, answered phone calls and wrote rain check/substitutions.
- Searched/scanned for product outdates and damages to markdown/throwaway.
- Hi-low license trained and provided training for new employees.
- Worked in the bottle return room when needed.

Michigan Department of Transportation Lansing, MI

Comprehensive Traffic Study Analyst

May 2005 - August 2005 (part time)

- Conducted traffic studies including: intersection studies, turning movements, gaps, delays, pedestrian counts, volume counts, vehicle classification, etc.
- Conducted various types of travel surveys of citizens.
- Conducted the collection of origin and destination travel data from citizens throughout MI.
- Conducted facility user studies as well as other modal surveys.
- Stayed overnight in hotels throughout the state of MI on a weekly basis.

Education:

Masters of Science Degree, Construction Management - Graduated August 2009

Eastern Michigan University, Ypsilanti/Livonia, MI

- 3.67 GPA for EMU graduate level courses (30 credits completed).
- GPA for Construction Management undergraduate prerequisite conditional skills requirement courses from 2007-2008 was 3.6 @ Eastern Michigan University and 3.75 @ Michigan State University (I only took 2 MSU prerequisite courses though).

Bachelors of Science Degree, Urban and Regional Planning - Graduated December 2006

Michigan State University, East Lansing, MI

- 3.3 GPA within major courses and graduated above 3.0 GPA overall.
- Member of MSU's Cross Country Program in 2004.

Western Michigan University, Kalamazoo, MI

- Attended from 2002-2004 majoring in Civil Engineering and a member of WMU's Cross Country/Track program 2002-2004 before transferring to MSU upon the program's elimination.

Graduated from Charlotte High School, Charlotte, MI in 2002

Professional Designations and/or Certifications:

- Michigan Professional Emergency Manager (PEM) from 2011 to 2019.

Other Notable Information:

- Member of Eastern Michigan University's Construction Management Constructors Club from 2007-2008.
- Member of Michigan State's Urban and Regional Planning Student Association from 2004-2006.
- Participate in various community service organizations including the United Way, Salvation Army, Habitat for Humanity, etc.
- Member of the Project Management Institution (PMI) from 2008-2010.
- Complete FEMA Independent Study Courses online for Florida Professional Emergency Management (FPEM).
- Competed in Track/Cross Country 7 years. (At Charlotte High School Cross Country and Track from 1998-2002; Western Michigan University Cross Country and Indoor/Outdoor Track teams from 2002-2004; and competed for the Michigan State University Cross Country team in 2004.)

Tyler Graham

Thinker. Innovator. **Leader.** | tyler.graham@outlook.com | (301)524-3768

Education and Skills

Hood College, Frederick, MD: Bachelor of Arts in Political Science with minor in Web Design and Certificate of Advanced French Proficiency, completed May 2018

University of California, Davis (online): Fundamentals of GIS course, will be completed May 2020

Languages: English (native language), French (advanced proficiency)

Skills: Policy analysis, report writing, general writing, editing, proofreading, graphic design, social media, research, event planning, government relations, public speaking, customer service, time management, team leadership, team building, mediation and conflict resolution, HTML5, CSS, Wordpress, Bootstrap, GIS, Microsoft Office, Adobe Creative suite, General Transit Feed Specification (GTFS) and Linux

Work Experience

Regional Transportation Planner, Barren River Area Development District

Bowling Green, KY (July 2019-present)

- Coordinated transportation planning efforts and provided technical assistance to ten counties and twenty-five cities in south-central Kentucky.
- Partnered with the Kentucky Transportation Cabinet, completing socioeconomic studies, gathering data on major traffic generators, and compiling and reviewing transportation asset inventories.
- Served as a member of the Bowling Green – Warren County Metropolitan Planning Organization (MPO)'s Technical Advisory Council, in addition to other regional boards.
- Rebooted and coordinated the area's Regional Transportation Committee, comprised of elected officials, the Kentucky Transportation Cabinet, and other stakeholders. Secured guest speakers, organized activities, and notified the press for every quarterly meeting.
- Completed applications for competitive and formula grants, including FTA Section 5300-level federal grants administered through the Kentucky Transportation Cabinet Office of Transportation Delivery. Advised local governments on grant applications before submitting.
- Provided technical assistance to area public transportation providers, including creating new system maps for passengers and the creation of General Transit Feed Specification (GTFS) feeds for use with Google Maps.
- Created and maintained a regional inventory of transit vehicles purchased with FTA funds.
- Created the first written Bicycle and Pedestrian Plans for the cities of Auburn and Adairville.
- Assisted in administration of Transportation Alternatives Program (TAP) grants, including submitting reimbursement requests to the State and coordinating communication between the City of Woodburn and project engineers.
- Created a Wordpress-based website in partnership with the Regional Transportation Committee to be used by the public as a regional online center for information on transportation projects and disruptions.
- Spoke at the Infraday Southeast conference in Atlanta, GA in February 2020 on the impact of Kentucky's Area Development Districts on the transportation planning process to a crowd of roughly 300.
- Attended numerous conferences and training events, including the ACEC-KY/KYTC/FHWA Partnering Conference, the Kentucky League of Cities Conference, the Governor's Local Issues Conference, the Kentuckians for Better Transportation Conference, and the aforementioned Infraday Southeast.

Campaign Manager, Jon Heavey for Governor

Cleveland, OH (May 2018 – November 2018)

- Directed independent statewide gubernatorial campaign
- Web design, marketing, social media marketing, video production/editing, graphic design, and working with relevant government agencies (such as the Board of Elections and Ohio Secretary of State).
- Helped lead transition into a new political organization after the conclusion of the campaign

Head Resident Assistant, Hood College

Frederick, MD (August 2015 – May 2018)

- Supervised groups of upperclassman residents across campus
- Resolved conflicts and addressed resident concerns
- Created programming for on-campus residents while staying within a budget
- Responsible for the security of the building, enforcing college policy, and responding to emergencies as they arose; wrote reports after confronting those situations

Intern, Office of Congressman John Delaney

Hagerstown, MD (September 2017 – November 2017)

- Fielded calls from constituents, federal agencies, and community organizations
- Processed and assisted with casework, using Intranet Quorum software
- Wrote Congressional certificates, e-mails, and letters to constituents and organizations, and other communications as assigned.

Mayoral Assistant, Town of Mount Airy

Mount Airy, MD (August 2013 – May 2014)

- Directly assisted the Mayor in completing executive tasks for the Town and its government
- Delivered speeches with or in lieu of the Mayor to Town residents
- Worked with the Community Development Department, creating programs for the Town, social media outreach, and writing about transportation and development projects
- Appointed to the Community Center Task Force to study the feasibility of the creation of a town community center for youth

Awards and Recognition**National Association of Development Organizations Excellence in Regional Transportation Award**

Work on the creation of a new system map and GTFS feed for the City of Glasgow, Kentucky's transit system nominated by my supervisor for a NADO Excellence in Regional Transportation Award; awaiting results.

Infraday Southeast 2020

Spoke on the impact of Kentucky's Area Development Districts on the transportation planning process to a crowd of roughly 300.

The Dr. H. P. and M. P. Laughlin Award

Annual award given to a graduating senior student who has "made outstanding contributions to Hood College".

Congressman Chris Van Hollen Public Service Award

Awarded to a graduating high school student for displays of outstanding public service and civic involvement.

Thank you for your time and consideration! References are available upon request.

RICHARD HATHCOCK

rhathcock0912@gmail.com | 1030 Huntcliff NE, Atlanta, GA 30350 | 828.493.4631

Work Experience

Clark Patterson Lee | City of Dunwoody, GA

Senior Planner

- Conducting and coordinating review of land development applications
- Adminstrating and updating zoning codes
- Updating and drafting of small area plans
- Overseeing preparation of all meeting material for the Planning Commission, Zoning Board of Appeals, and City Council

Community Development and Regulatory Affairs | City of South Fulton, GA

Senior Planner

- Conducted plan review for compliance with zoning laws
- Lead efforts on multiple grant applications for State and Federal funds
- Managed petitions for rezonings, modifications of zoning, use permits, and variances
- Initiated long-range planning efforts with non-profits and regional organizations
- Delivered written and oral presentations to boards and community groups

D.R Horton | Atlanta, GA

Assistant Land Development Projects Manager

- Created, reviewed, and maintained documents and reports on property due diligence
- Reviewed state and local policies and ordinances to develop technical reports
- Managed variance and rezoning processes with local jurisdictions
- Maintained \$1M+ budgets, pro forma, and development schedules
- Served as liaison between the land development team and governmental entities

Department of Planning and Zoning | Horry County, SC

Senior Planner

- Drafted the Parks and Open Space chapter of the Land Use Plan
- Secured grants for parks and open space projects for active and passive recreational opportunities
- Managed plat reviews, floodplain management, and beach management/nourishment projects
- Served as liaison to the Parks and Open Space Board and Keep Horry County Beautiful
- Prepared written and oral presentations to boards, community groups, and private organizations

Department of Planning and Inspections | Town of Sunset Beach, NC

GIS Planner/CAMA LPO

- Built and maintained a GIS system to supplement planning strategies
- Conducted plan review for compliance with local, state, and federal regulations
- Administrated and updated land use policies
- Oversaw the floodplain management program and facilitated a successful FEMA audit

Department of Planning and Zoning | City of Wichita Falls, TX

Planning Technician

- Maintained geodatabase to keep city parcel, zoning, and other digital maps current
- Assisted with plat reviews of residential and commercial projects
- Conducted the annual Apartment Vacancy Survey that consisted of over 300 apartment complexes
- Integrated GIS into planning projects for enhanced analysis and understanding

Education

University of Texas, Arlington

2016 – 2018

Masters of Public Administration

- Certificate in Urban Nonprofit Management

University of North Carolina, Charlotte

2011 – 2014

Bachelor of Science in Geography

- Concentration in Economic Geography & Urban and Regional Planning

Maher Mansour
Lake Park, FL
maher.mansour@gmail.com
www.linkedin.com/in/maher-mansour
561-207-0647

June 9, 2020

Mr. Todd Larson
Public Works Director
Town of Pembroke Park
3150 SW 52nd Ave.
Pembroke Park, FL 33023

Re. Town Planner Position

Dear Mr. Larson

I am excited to apply for the position of Town Planner at the Town of Pembroke Park, FL. After reviewing the job description, I consider myself fully qualified to effectively carry out the various duties and tasks associated with the role. I am positive that I have the necessary academic background and versatile skill set to exceed your expectations.

As a member of the American Institute of Certified Planners (AICP) and a LEED Accredited Professional in Neighborhood Development (LEED AP ND), I am highly proficient in comprehensive planning, zoning, community development, code compliance and private-public relations. I am also a passionate adherent to excellence in urban realm planning and design as they relate to diversity and connectivity within communities and neighborhoods. Over the course of my 30 years' career in planning, architecture and construction, I have developed an aptitude with direct relevance to the Town Planner position you are hiring for including stakeholders' involvement and outreach, public and professional presentations, project management, data analysis and problem solving. I am equally comfortable as a leader and a team player and strongly believe that each of these skills is a prerequisite for the other. Additionally, as I find myself learning something new every day, I am cognizant of the fact that the pursuit of knowledge is an endless endeavor. Working for the School District of Palm Beach County as a Planning and Land Development Specialist over the last few years has given me insider familiarity with intergovernmental relations and Florida's Land Development Regulations. Moreover, I have been representing the School District at the Palm Beach County TPA's Technical Advisory Committee (TAC) for the last three years. I invite you to review the attached resume which details my long and rich work experience.

Throughout my career, I have prided myself on being an open-minded professional who thrives in diverse workplace environments and as thus I treat colleagues and customers with courtesy and respect. Should you agree that I am the competent and ethical candidate you are looking for, I will be ready to further elaborate on how my expert dexterity will benefit the Town of Pembroke Park. You are welcome to contact me at 561-207-0647 or via email at maher.mansour@gmail.com to arrange for an interview. Furthermore, my references are readily available upon your request.

Thank you for your consideration, and I look forward to hearing from you.

Respectfully yours,



Maher Mansour, AICP, LEED AP ND

Maher Mansour

Lake Park, FL
(561) 207-0647
maher.mansour@gmail.com
www.linkedin.com/in/maher-mansour

PROFESSIONAL SUMMARY

AICP Certified Planner and LEED Accredited Professional in Neighborhood Development with +30 years of diverse experience as a supervisor, project manager and consultant. Highly proficient in community development, site and comprehensive planning, urban design, intergovernmental and private-public relations, complete streets, connectivity, historic preservation, form-based zoning and CAD. A Multi-discipline planner with a career that also encompasses property management along with residential, commercial and marine construction.

WORK EXPERIENCE

School District of Palm Beach County, FL - *Planning & Land Development Specialist*

FEBRUARY 2017 – JUNE 2020

- Evaluated, recommended and coordinated long and short-term facility needs and the acquisition, disposition and exchange of School District property
- Prepared Interlocal Agreements and contracts for mutual use and leasing transactions
- Managed Polling Place Agreements between the County Supervisor of elections, the municipalities and over 180 schools in the District through overhauling a paper-based system to an electronic filing/signature format
- Provided reports related to residential development, student population and school capacity
- Coordinated with County, local governments and special districts on District facility infrastructure needs.
- Prepared, interpreted and read site plans for schools, additions, traffic improvements and parking
- Implemented the terms of contracts including performing due diligence reviews
- Reorganized and standardized the electronic file structure of the Department's network drive
- Wrote, edited and updated the Department's procedures
- Presented information to appropriate parties both internal and external (e.g., School Board, Budget/Finance Committees, other governmental agencies, etc.)
- Represented the Planning & Intergovernmental Relations Department at selection committees for architectural services and construction manager at risk and public hearings
- Represented the School District at Palm Beach County Transportation Planning Agency (TPA) Technical Advisory Committee (TAC) and at Palm Tran Route Performance Maximization (RPM) Steering Committee

City of Tartous- *Planning & Architectural Consultant*

2000 - 2016 (On Continuing Contract)

- Contributed directly to the task of integrating the City's Master Plan with the Coastal Regional Planning Initiative
- Provided technical expertise in the preparation of feasibility studies and reports
- Performed economic impact analysis of proposed zoning and land use regulations
- Trained municipal engineers and architects in CAD use and implementation
- Served on Planning and Architectural Committees

Mansour Architect, Tartous - Managing Director

1986 - 2016 Private Planning-Architecture Practice

- Represented international corporations and NGOs as consultant for urban rehabilitation and historic preservation projects, industrial construction and marine operations
- Conducted subdivision platting of property, including provisions for easements, roads, parks and schools
- Designed, supervised, and constructed residential and commercial projects, including single-family homes, high-rise apartment buildings, schools, hotels and hospitals
- Reviewed architectural and site plans for compliance with building codes and zoning regulations
- Performed 3D modelling and rendering
- Managed construction (CM) of residential, commercial, industrial, medical, and hospitality buildings and facilities - including FF&E, MEP installations; and structural and civil work

Municipal Administration Modernization (MAM), Tartous - Planning Consultant

2007 - 2010 (Under Contract: A European Council Grant Program)

- Supervised a technical team of 6 municipal engineers, architects and planners in charge of a 494 acres (200 hectares) Community Development project optimized for walkability, connectivity and multimodal transportation
- Contributed to urban design plans for neighborhood development projects
- Collected and analyzed data of current transportation, social and economic conditions
- Assessed infrastructure needs such as drainage, water and sewer
- Performed Environmental Impact Assessments

I. Barbon, Inchcape Shipping Service -, Tartous - Operations Manager

2005 - 2010 Joint Venture Startup

- Integrated a branch office within Inchcape's global network of 286 offices
- Supervised 23 staff and implemented Standard Operating Procedures and compliance training
- Managed assets budgeting, requisition and strategic planning
- Oversaw commercial cargo vessel calls and oil tankers operations in three ports
- Participated in and contributed to international seminars and workshops related to business management, shipping, maritime operations and ISO compliance
- Performed market research and acquisition for general cargo and forwarding; and mediated between international clients, brokers, suppliers and buyers

Garbuio S.p.A., Treviso - Site Manager & Logistics Supervisor

2000 - 2005 Tobacco Redrying Station and Threshing Line

- Supervised 30 staff/crew in the civil construction of a 120,000 ft² plant, along with the mechanical installation of onsite power generation, steam, pneumatic and MEP
- Budgeted, monitored, and authorized payments to subcontractors and local vendors
- Managed logistics for company personnel travel and accommodation; and delivery of machinery, tools, equipment and spare parts from the seaport to the site (over 320 crates & containers)
- Oversaw the call-back, one-year warranty fulfillment after project completion

Spanish Cities of Alicante & Palma de Mallorca - Planning Consultant

2000 - 2003 (Under Contract: Grant for the Restoration & Rehabilitation of the Old City of Tartous)

- Supervised grant funding and authorized expenditures paid to contractors and vendors
- Participated in the architectural restoration and the historic preservation and rehabilitation plan; and the implementation of a pilot project by rebuilding, retrofitting and upgrading the affected residential units
- Conducted cadastral surveying; 3D modeling and rendering; and demographic data collection, analysis and projections

Maher Mansour 2

- Contributed to the publication of a bilingual book on the project
- Assisted in implementing a public outreach program for residents, workers, developers and various appointed and elected public officials

Tayara for Construction & Contracting, Tartous & Tripoli - CAD Manager

1997 - 2000

- Digitized the maps of the Tartous and Tripoli Ports
- Managed complete GPS surveying, sounding and mapping of the basin, breakwaters and piers
- Delivered detailed depth section drawings and quantity analysis (for dredging and cleaning)

A R Mansour Marine Contractors, Tartous - Project Manager

1990 - 1992 Port of Tartous Slipway Project (Patent Slip 1,200MT)

- Supervised 28 crew: technicians, divers, operators and mechanics
- Supervised the underwater construction, dredging and leveling of the sea bed
- Administered the construction of a 400 ft. pier with +400 concrete blocks
- Handled the piloting, operating, and maintaining of boats, floating cranes and tugs
- Maintained heavy-duty trucks, earthmoving and marine equipment

EDUCATION

University of Southwestern Louisiana

- Bachelor of Arts in City & Regional Planning
- Master of Arts in City & Regional Planning (Pi Gamma Mu)

CERTIFICATIONS

- LEED AP Neighborhood Development, Green Business Certification Inc.
- American Institute of Certified Planners (AICP)
- Syrian Order of Engineers, Registered Architect, 1984 - Current
- Palm Beach State College- Certificate Ethics Connection Program
- European Business Center for Studies & Training- Certificate in Documentary Letters of Credit
- Federal Aviation Administration (FAA)- Commercial Pilot (ASEL, AMEL, INSTA), Flight Instructor (INSTA, ASE), Ground Instructor (ADV), Remote Pilot (sUAS) -Current

VOLUNTEER EXPERIENCE

- Tutor: AutoCAD for architecture and engineering students - 15 years
- Mentor: Jusoor, a US 501c3 nonprofit organization helping Syrian youth realize their potential through programs in the fields of education, career development and global community engagement - 8 years

SKILLS

- Tri-lingual: English, Arabic and French
- 2D/3D AutoCAD, QGIS, MS Office, Libreoffice, Photoshop, Adobe Suite, blogging platforms and social media
- Transferable skill set applicable to complex tasks with the ability to teach and to learn new skills and concepts quickly
- Equally comfortable as a leader and a collaborator
- Advanced writing and oral communication skills

Maher Mansour 3



POLK COUNTY
PUBLIC SCHOOLS

BOARD MEMBERS

Lori Cunningham
Board Chair
District 2

Billy Townsend
District 1

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District 3

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District 4

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District 7

C. Wesley Bridges, II
General Counsel

ADMINISTRATION

Jacqueline M. Byrd
Superintendent

September 4, 2020

To Whom It May Concern

RE: Maher Mansour

Please let this letter serve as an official recommendation for Mr. Maher Mansour for the position of Town Planner for the Town of Pembroke Park, FL. I have known Mr. Mansour for over 30 years as a friend, colleague and co-worker. He has demonstrated excellence in all capacity.

Maher is always there to help another co-worker with a project or teach them something new. Because of my trust and respect for him, I contact him often for advice in planning and development. He is knowledgeable in all aspects of planning including site plan and development review. He is knowledgeable of the State's Comprehensive Plan regulations and it being the guide for the regulations in the Land Development code. Maher has conducted cost benefit analysis on property using existing land use, Future Land Use designation, comparable costs and other statistical data to prepare reports on land purchase.

Mr. Mansour has represented government entities at community meetings, public hearings and other local government, County and Regional committees such as the Technical Advisory Committee for Multi Modal Transportation in Palm Beach County. His technical ability in GIS, AutoCAD and various software platforms is outstanding and has been used to prepare maps, diagrams and other visuals for reports to public and special agencies. In addition to being a planner, he has worked as a building contractor, engineer and architect and is knowledgeable in these fields. With this knowledge, he can participate in all aspects of development from planning to certificate of occupancy.

Mr. Mansour has over 30 years of direct experience pertaining to the responsibilities of this position. He is a thoughtful supervisor, making sure the work is being done on time and correctly while being considerate with staff. He excels in writing reports and is very comfortable in presenting to elected officials, advisory boards and the public. He works efficiently, multi-tasking and remaining in control of all the responsibilities. Maher demonstrates integrity, commitment, and dedication and works with a passion for Planning and Zoning to shape the City and meet the residents' needs. I highly recommend him for the position as Town Planner for the Town of Pembroke Park, FL. Please do not hesitate to contact me should you need additional information.

Sincerely,

Angela D. Usher, AICP
Assistant Superintendent
Facilities and Operations

STUDENTS FIRST



1915 S. Floral Ave.
Bartow, FL 33830



P.O. Box 391
Bartow, FL 33831



863-534-0500



polkschoolsfl.com

RICK D'ANGELO

1100 Cocklebur Road, Ward AR 72176 | 501-258-4492 | dpe.dangelo@gmail.com

December 24, 2017

Subject; Maher Mansour

To Whom It May Concern,

As Maher Mansour's co-worker and friend for the past thirty-five years, I've benefited from his creative problem-solving, tireless work ethic, and willingness to do whatever it takes to create a better circumstance.

Maher was directly responsible for the training and safety of hundreds of civilian and military flight students. To this day he is respected and revered by many professional pilots flying for the major airlines.

As a colleague, Maher is incredibly generous with his time and expertise, which includes everything from years of management experience to an expert-level knowledge of computer systems. Beyond that, I have to say that his sense of humor and good nature help make difficult times much easier on his co-workers and friends.

I'd be happy to answer any questions you might have about Maher.

Thanks, and best regards,

Rick D'Angelo

A handwritten signature in black ink that reads "Rick D'Angelo". The signature is written in a cursive, flowing style.

dpe.dangelo@gmail.com

501-258-4492



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

PLANNING AND INTERGOVERNMENTAL RELATIONS
3661 INTERSTATE PARK RD. N., STE 200
RIVIERA BEACH, FL. 33404

PHONE: 561-434-8020 / FAX: 561-357-1193
WWW.PALMBEACHSCHOOLS.ORG/PLANNING

KRISTIN K. GARRISON
DIRECTOR

WANDA F. PAUL, M.Ed., MBA
CHIEF OPERATING OFFICER

June 10, 2020

Dear Prospective Employer:

Please accept this correspondence as a letter of reference for Maher Mansour. Mr. Mansour has worked at the School District as a Land Planning Specialist since February 2017 and has worked on a wide variety of projects and assignments.

During his three-year tenure with the School District of Palm Beach County, Maher has proven himself to be highly productive and efficient, with a strong planning skill set. Any project assigned to him has been handled with professionalism, respect, timeliness, and resourcefulness. For example, Maher oversaw the migration of the Supervisor of Elections Polling Place Agreements for our schools from an archaic paper-copy system to an electronic signature process. This significantly modernized the entire experience and greatly reduced the staff and leadership time spent processing the agreements.

His assignments have varied from working with local governments through the site planning process for new or replacement schools and facilitating Interlocal Agreements, including manifold projects such as the Sports Complex being constructed by the Village of Wellington on our Wellington High School property. Other projects he was involved in include assisting with various Lease, License and Easement Agreements.

Please feel free to contact me if you have any questions or if I can provide any further information.

Sincerely,

Kristin K. Garrison, Director
Planning & Intergovernmental Relations

The School District of Palm Beach County, Florida
A Top High-Performing A Rated School District
An Equal Opportunity Education Provider and Employer

Michael A. Meloni III
2902 SE Henry Pl., Stuart, FL, 34997
m.meloni1102@gmail.com
440-476-2876 (Mobile Phone)

Seeking an entry level position in urban planning: office support, collecting data, performing research, assisting in developing a master plan, etc.

Education

- Indian River State College, Fort Pierce, FL, 2009-2013 – Associate in Arts
- University of Miami, Coral Gables, FL, 2013-2017 – Bachelor of Arts
 - Major in Geography with Minors in Urban Studies and Architecture

Awards

- Scholarship Award - Sons of Italy America – Piazza Nuova Lodge
- Knight of the Month – Knights of Columbus – Saint Louis Council – Pinecrest, FL

Work Experience

- City of Miami Gardens - Planning and Zoning Intern - July-August 2016
 - Researched and assisted in updating Comprehensive Master Development Plan
 - Wrote correspondence and responded to emails on behalf of the City of Miami Gardens
 - Visited Miami-Dade County offices and websites to collect data for Zoning and Planning
 - Created Microsoft Excel charts for statistics about locations of assisted living facilities and group homes
 - Assisted in various Geographic Information Systems projects
 - Scheduled council meetings for public participation
 - Researched the quantities and statistics of various building structures for the planning and zoning department
- Catalyst Miami – Intern - February-May 2017
 - Researched effects of climate change on gentrification in Miami-Dade County and composed my findings into an essay for the organization.
- United Parcel Service (UPS) – Seasonal Delivery Assistant – November 2018- January 2019
 - Expanded knowledge of successful and unsuccessful urban planning and urban design principles and concepts riding through and around neighborhoods. Was able to discuss these principles and concepts within the framework of urban planning to emphasize the importance of urban planning decisions in the Southeast Florida Region.
 - Provided courteous customer interaction and service while delivering packages to residences, businesses, medical facilities, and country clubs.
- Stuart Web, Inc. – Post Press Assistant Machine Operator – February 2019 – Present
 - Assist my co-workers in the compiling and/or mailing of community publications featuring articles pertaining to topics related to urban planning by inserting them into stitching, inserting, and/or mailing machines; starting/stopping the machines when necessary; and delivering finished publications to the next machine or loading docks.
 - Occasionally perform custodial duties throughout the workshop to maintain a safe and clean environment for my supervisors, co-workers, and myself.

Skills

- Experience in Geographic Information Systems
- Proficient in Microsoft Office Suite
- Research Design Methods
 - Developing surveys, writing scientific questions, conducting literature reviews

DORALYS MIRALLES

| Miami, FL 33184 | (305) 310-4565 | doralysmiralles@gmail.com

EDUCATION

University of Southern California

Master of Science (MS) in Marketing, Marshall School of Business

- GPA: 3.9; Certificate in Business Entertainment from USC Cinematic Arts, the #1 film program in the country
- Member, Graduate Marketing Organization

May 2017
Los Angeles, CA

Florida International University Honors College

Bachelor of Business Administration (BBA) in Marketing and International Business

- GPA: 3.81; Dean's Honor List; Phi Kappa Phi Honor Society
- Certificate in Marketing Accounting Metrics
- Summer study abroad in Paris, France: "France Art, War, and Human Rights"

December 2014
Miami, FL

EXPERIENCE

Virgin Voyages

VIP Service Coordinator

February 2019 – March 2020
Miami, FL

Virgin Voyages is a start-up cruise line owned and managed by the Virgin Group. As a start-up venture, Virgin Voyages is focused on building its fleet and generating consumer excitement and engagement.

- Conducted competitive research to understand industry standards for VIP experiences and aligned standards with Virgin brand standards. Identified 5 VIP tiers and developed corresponding benefits at each tier, receiving final approval from the Sailor Experience team.
- Provided day-to-day concierge service to 40+ VIP clients, including Virgin brand CEOs and senior leaders. Anticipated needs and fulfilled requests to ensure optimal customer satisfaction.
- Managed back-office operations, including processing refunds and disability accommodation requests. Addressed specific customer inquiries, such as planning receptions and provided requested amenities.
- Coordinated bookings, cancellations, and invoicing for 30+ tour operators.
- Conducted daily reporting of cancellations, holds, and insufficient funds and communicated findings to the Sailor Solutions team.

Ink Global

Media Sales Executive

March 2018 – September 2018
Coral Gables, FL

Managed advertising sales for the United Airlines account, including selling print ads in *Hemispheres Magazine* and commercial ads in *Hemispheres Travel Show*. Closed deals with clients such as Heat Holders®, the Galapagos Conservancy, and the City of St. Louis.

- Collaborated with the CEO of Heat Holders® to develop a customized media campaign for the launch of a new brand of thermal socks. Leveraged data to highlight benefits of the campaign, such as 2.5M+ unique print and video impressions. Implementation of the 3-month campaign drove \$40K in revenue.
- Delivered consistent sales, achieving 8 deals across print and video media, delivering \$125K+ in sales.
- Interfaced between client executives and in-house creative team to ensure successful execution of client vision. Provided feedback and course-correction as needed to satisfy client needs, achieving a 100% satisfaction rate.

World Red Eye

Web Content Editor

January 2018 – March 2018
Miami Beach, FL

Edited and published digital content on the website of a global digital media agency based in Miami Beach, FL.

- Provided copywriting services for 250+ articles on a variety of cultural events, including Miami Music Week, as well as promotion for local nightlife businesses. Utilized WordPress to maintain website aesthetics and accessibility and Adobe Photoshop to modify / improve image quality.
- Verified assets from photographers to ensure consistent new content. Utilized search engine tools to verify uniqueness of images.

Brito Marketing Group LLC

Marketing Assistant

January 2015 – April 2016
Miami, FL

Managed activations and invoices for several alcoholic brands across 20+ different accounts.

- Organized and coordinated 30+ monthly activations across Miami-Dade, Broward, and Palm Beach counties. Managed 30+ employees and provided training about brand positioning and selling tactics.
- Fostered brand awareness and customer satisfaction for Royal Wines, Gems Spring Water, MYX Moscato, and Xante Cognac in South Florida through guerilla marketing.
- Nurtured relationships with management at both large-format and boutique grocers to support activation events.

ADDITIONAL DATA

- **Language:** Fluent in Spanish
- **Technical Skills:** SAS Studio, Excel, Outlook, Word, PowerPoint, Seaware Main

DERLY NAVARRO

8061 NW 71st CT, TAMARAC, FL 33321

Phone: (954) 856 4375

E-Mail: dnavarro2016@fau.edu

Educational Background

Florida Atlantic University - Boca Raton, FL

Bachelor of Urban and Regional Planning – August 2018

Career Overview

Highly organized and self-motivated Urban Planner with experience in Municipal and County planning/community development seeking an exciting and challenging position in a company where my skills and knowledge can be used to the fullest.

Core Strengths, Competencies and Skills

- Problem-solving skills
- Hard working and consistent
- Adaptable
- Fluent in Spanish
- Proficient in Microsoft Office Suite
- Proficient in Adobe Creative Suite (Illustrator, Photoshop, InDesign and Adobe)
- Proficient in Sketchup
- Proficient in AS400, DocuWare, HDL, and GIS.

Work Experience

Henry County Government– June 2019 to December 2019– McDonough, GA

Planner I

Assist with the execution, development and implementation of the short range and long range work programs, projects and studies.

Prepare technical documents regarding zoning and development proposals by public and private entities.

Accept zoning applications and ensure that they are complete and the correct fees are obtained.

Post and retrieve zoning signs on applicant's property, and perform zoning inspections.

Prepare Staff reports and documents for submission to the Site Plan Review and Zoning Advisory Board for application approvals.

Respond to zoning inquiries; including written, phone, emails and counter inquiries.

Attend and present at meetings and public hearings as assigned.

Prepare zoning verification letters as assigned.

Review zoning files and zoning map to ensure accuracy.

Review sign applications for compliance with County and Cities within the County.

Review of development plans with other County, State, or Federal Departments.

Provide technical assistance to customers on questions related to status of applications.

City of Delray Beach – November 2018 to June 2019 – Delray Beach, FL

Historic Preservation – Planner in Training

Review land development applications and plans pursuant to the criteria established under the City's Land Development Regulations; present completed applications and plans to staff for acceptance and to begin the process.

Prepare Staff reports and documents for submission to the Site Plan Review and Historic Preservation Board for application approvals.

Conduct data research for development proposals and historic properties.

Assist with processing land development applications including data input and file creation.

Respond to zoning inquiries; including written, phone, emails and counter inquiries.

Provide technical assistance to customers on questions related to status of applications.

City of Lauderdale Lakes – March 2018 to November 2018 – Lauderdale Lakes, FL

Planning and Zoning – Intern

Work closely with Development Service Director and Principle Planner on selected planning projects.

Provide assistance to the department needs.

Conduct data research for development proposals

Prepare Staff reports and documents for submission to the Site Plan Review for application approvals.

Oversee Comprehensive Plan Updates.

Access International – Oct 2014 to March 2018– Coral Springs, FL

Project Estimator Lead

Work with Architects to meet safety regulations and project deadlines.

Perform takeoffs using AutoCAD, AVAWARE software to provide competitive pricing to meet budgets.

Create Excel spreadsheets that provided accurate pricing for quotes and track incoming orders.

Create effective strategies for foreign markets.

Resolved disputes between distributors and manufacturers.

Newall J. Daughtrey, Assistant Town Manager
Town of Pembroke Park- Town Hall
3150 SW 52nd Ave.
Pembroke Park, FL 33023

Dear Mr. Daughtrey,

City planning is a powerful tool used for the development of a community. Though city planning had consistently fascinated me throughout college, it wasn't until I put my knowledge into practice that I truly found my passion. As an Assistant Planner for the City of Newberg and as an Associate Planner for the City of Portland, I worked in rapidly growing areas of Oregon and assisted in the redevelopment of Oregon's most populous area. As a native of South Florida, I also understand the important role planning plays in managing growth and creating better communities. My passion for planning has taken me from the east to the west coast and back, as I will be relocating to the Hollywood, Florida area in August because I know that this is where some of the most exciting planning opportunities are.

My educational background in urban and regional planning, water resources management, and knowledge of GIS, along with the skill set I've acquired through my employment make me the ideal candidate to join your staff as a Town Planner.

As a Planning Technician for the City of Ketchum, Idaho, I was responsible for the proper noticing of all planning projects for the Ketchum Planning and Zoning Commission, I certified all planning and building applications complete, and I explained the standards of Title 17: Zoning Regulations to the public. I analyzed Chapter 5.16, Business Licenses and Regulations to compare the City of Ketchum's Off-Site Vendors regulations to other small cities in the Mountain West and across the United States. The researched information was compiled into a technical staff report and was presented to the Ketchum City Council. The report concluded that the City of Ketchum's Off-Site Vendors regulations were not on par with similar cities and led to a rewrite of the Off-Site Vendors chapter in the Ketchum Municipal Code. As an Associate Planner for the City of Portland, Oregon, I reviewed land use applications while working with the implementation of city and state regulations. I worked with other staff members to ensure proposals for new development met the requirements of Title 33: Portland Zoning Code and Title 11: Trees. Additionally, I met with developers and members of the public in the Development Services Center to answer zoning related questions and assist in building permit intake. My experiences with local government and state regulations will allow me to better navigate the challenges facing a town like Pembroke Park.

As an Assistant Planner for the City of Newberg, Oregon, I led Newberg's Housing Needs Analysis. I worked with a project consultant to determine the amount of buildable lands and future housing needs to address housing affordability throughout the city and comply with Goal 10: Housing requirements. I also reviewed conditional use permits and design review applications and led text amendments that required information be presented to the Planning Commission and Newberg City Council.

I am a hard worker with a passion for the job. I would be thrilled to lend my skill set to serving your community. My familiarity with planning principles and standards coupled with my hands-on experience would make me an excellent addition to the Town of Pembroke Park. It is my hope to join your staff as your Town Planner.

Sincerely,

Keshia Owens

Keshia Owens

222 NW 20th Place Portland, OR 97209 keshia.owens4@gmail.com 208-309-5423

RELEVANT EXPERIENCE

City of Newberg, OR— Assistant Planner

May 2018- May 2020

- Reviewed land use applications to determine compliance with zoning districts and public improvement standards, and state and federal laws.
- Prepared proposals for amendments to land use ordinances and comprehensive plans.
- Utilized GIS software to determine zoning districts, overlay zones, and plan districts of properties.
- Prepared planning reports, including recommendations on various land use proposals and presented information to the Planning Commission and City Council.

City of Portland, Portland, OR— Associate Planner

August 2017- February 2018

- Ensured proposals for development met the standards of Title 33, Portland Zoning Code.
- Ensured all proposals for new development and demolitions meet the requirements of Title 11, Portland Tree Code, unless exempt.
- Met with people of diverse backgrounds in the Permit Center to answer zoning questions.

City of Ketchum, Ketchum, ID— Planning Technician

October 2015 - August 2017

- Accepted and certified complete all planning and building applications.
- Provided excellent customer service to community members of diverse backgrounds in explaining the Ketchum Municipal Code.
- Handled cash, checks, and cards for planning and building applications.
- Create notices to ensure planning projects meet State of Idaho noticing requirements.

City of Flint/Michigan State University— East Lansing, MI—Community Development Intern

January 2013 - May 2013

- Assisted in the creation of a redevelopment plan for the City of Flint's South Saginaw Corridor.
- Created condition scales to determine physical conditions of commercial properties from good to poor.
- Collaborated with people of various socioeconomic backgrounds to gain feedback on the newly created Imagine Flint Comprehensive Plan.

EDUCATION

East Central University- Ada, OK (Online) — Msc. Water Resource Policy and Management

Beginning August 2020

Southeast Community College- Lincoln, NE (Online) — Geographic Information Systems Certificate

January 2020 - Present

Michigan State University- East Lansing, MI— B.S. Urban Planning/German

August 2008 - August 2013

SKILLS

- Expert in Microsoft Office
- Experienced in ArcGIS
- Knowledgeable in Caselle for government account management
- Excellent organizational skills
- Great team player

CERTIFICATIONS

- Certified Permit Technician, International Code Council
- State of Idaho Notary Public

MEMBERSHIPS

- International Code Council
- American Planning Association

LANGUAGES

- German- advanced reading, speaking, and writing
- Spanish- intermediate reading, speaking, and writing

VOLUNTEER EXPERIENCE

- Tree Planter- The Nature Conservancy

CAMERON PALMER

41 TRAWLEY CRES • AJAX, ONTARIO, CANADA • L1S 5X9

To whom it may concern:

I believe my experience and active involvement with **several large-scale projects in the field of land use planning** within the public and private sector, coupled with my experience with the **municipal planning process** position me to be a strong addition to your team.

As a planner at **DIALOG Inc.**, I have been involved in planning projects throughout the Greater Toronto Area, working with the development approval process for various planning applications. My experience working with the development of Master Community and Campus Plans has strengthened my project management and organization skills required to coordinate the development applications of multiple properties simultaneously. My daily tasks included providing strategic planning advice for a wide variety of projects, liaising with municipal departments, and responding to client requests. I regularly assist in the preparation of suitable and feasible land development concept plans supported by policy and context research in forms of memorandums, due diligences, and planning service proposals. I possess excellent communication and interpersonal skills that has brought remarkable results for both my clients and their respective communities and stakeholders.

Highlights of my relevant qualifications, professional skills and past competencies include:

- **Strong land use planning background**, as well as an ability to quickly acquire and apply technical knowledge and information.
- **Significant experience in synthesizing, interpreting, applying and analyzing information** for program specific and related legislation, regulations, client policies/priorities and government planning direction
- **Possesses strong teamwork** ability to leverage these relationships to obtain input, coordination and support and client initiatives and to identify concerns and issues.
 - A deep understanding of **methods of demographic, social, economic, environmental, spatial and urban development research and analysis** obtained through development projects.
 - **Proven knowledge in preparing submissions, briefing material, and plan review documents**
- acquired through OPS workshops and preparing material to **planning team**
 - **Strong research and writing skills with an ability to identify key issues.** Knowledge of and experience conducting socio-economic, demographic and municipal research, trends analyses, as well as both quantitative and qualitative analysis.
 - **Proven success in creating presentations and public engagement strategies** in order to obtain data as well as showcase developmental projects
 - **Ability to read and interpret technical reports and drawings** acquired through in-field experience alongside other disciplines in the development industry.

I am delighted to have the opportunity to apply for a position within such a lively environment and I look forward to your response. I believe that with my broad land use planning experience and firm policy analytical skills are easily transferred to any region or planning context, and with the proper application will be an asset to your team.

Thank you for your consideration of my application.

Cameron Palmer

References to be supplied upon request.

CAMERON PALMER

41 TRAWLEY CRES, AJAX, ON, L1S 5X9 • (416) 823-3234
CAMERONP.CP@GMAIL.COM

SKILLS

- **Technical Skills:** Report, presentation, and deliverables skills with *Microsoft Office Suite* and the *Adobe Design Suite*;
- Experience leading, managing and upholding best practices among staff as well as being versatile and willing to assist with new projects as they arise;
- Working knowledge of legislative bodies related to block planning, subdivisions, site plans, zoning by-laws and procedures and development regulations;
- Competent with interpreting and synthesizing Official Plans and policy documents to produce; policy briefs, market data analysis, development proposals, public open house materials;
- Developed strong teamwork and interpersonal communication skills working with internal agency departments, ratepayer groups, clients, and consulting professionals;
- Fluent in French & English including written, verbal, and oral communication skills; and
- Fully licensed Ontario G driver.

PROFESSIONAL EXPERIENCE

PLANNER | DIALOG, APRIL 2019- PRESENT

- Prepare Planning Justification Reports on planning applications including zoning by-law amendments, site plan applications, block plans, and Committee of Adjustment applications;
- Assist in preparing RFP proposals and bid materials;
- Prepare and facilitate comprehensive and holistic community engagement strategies tailored to the specific needs of the project;
- Assist in the preparation of Secondary Plans including the visioning and SWOT analysis, site walks, and the development of land-use plans;
- Experience in Campus Master Planning for both private and public sector clientele;
- Prepare and facilitate materials for community engagement events, stakeholder interviews, visioning and concept planning workshops, open houses, statutory public meetings; and
- Actively manage ongoing projects through implementing bi-weekly meetings, consultant team meetings/workshops, and project timeline tracking techniques.

PLANNER | MALONE GIVEN PARSONS, MAY 2017- APRIL 2019

- Prepare Planning Justification Reports and submission requirements for zoning by-law amendments, site plan, plans of subdivisions, block plans, and Committee of Adjustment applications;
- Assist in managing several large-scale Block Plan development projects including internal schedules, landowner groups, and consultant teams to prepare supporting studies and reports, to address municipal and resident's concerns throughout the development process;
- Collaborate with internal management teams and consultants to overcome challenges;
- Collect and review Provincial and Regional planning policy documents to prepare memorandums and due diligence reports detailing technical information and recommendations regarding various aspects of land use and development;
- Resolve conflicts and respond to concerns of both landowners and municipal staff in time-sensitive scenarios;
- Participate and prepare materials for open houses, statutory public meetings; and
- Provide training and mentorship to junior staff.

CAMERON PALMER
CELL (416) 823-3234 • E-MAIL CAMERON.PALMER@GMAIL.COM

PLANNING INTERN | HUNTSVILLE CHAMBER OF COMMERCE, JANUARY 2015 - APRIL 2015

- Successfully and efficiently access and gather information on cultural assets;
- Developed Official Plan recommendations by modifying/adding to existing site by-laws/programs;
- Cultivated strong critical judgment and analytical thinking skills by negotiating with community members and approaching stakeholders regarding tourism plan proposals and existing limitations; and
- Reviewed relevant planning-related studies and documents in order to propose site-specific policies and strategies related to active transportation that would be presented to the client.

BILINGUAL EXPERIENCE

ADVISOR SALES REPRESENTATIVE | FIDELITY INVESTMENTS, FEBRUARY 2016 - MAY 2017

- Responding to account, product and general service inquiries from existing and prospective clients;
- Identifying opportunities to provide value added service to our clients by upselling distinctive product features;
- Partner with other internal business groups to resolve account concerns and inquiries; and
- Liaison with the Sales, Processing, Dealer Relations and Compliance teams to ensure client inquiries and requests are accurately handled.

EDUCATION & MEMBERSHIPS

Bachelors of Urban and Regional Planning (*minor in Political Science*)

Ryerson University, Toronto, ON
April 2015

Member of the Ontario Professional Planners Institute & Canadian Institute of Planners

VOLUNTEER & ACCOLADES

PUBLIC RELATIONS LEAD | REFUGE CITY CHURCH 2008 - PRESENT

- Public Relations Team
- Lead Graphic Designer
- Member of Media Team
- Web Designer

TED TYNDORF AWARD | RYERSON UNIVERSITY AWARDED 2015

Awarded annually to a student who has demonstrated exceptional integrity, vision and commitment to community planning through client-based project work and engagement with agencies and firms.

Barbara Plunkett

Hallandale, FL 33009

(786) 314 2015 • barbaraplunkett24@gmail.com

Respected Hiring Manager,

Upon learning of your need for a Town Planner. I felt compelled to submit my resume for your review. As an ambitious and dedicated professional with 6+ years of experience providing comprehensive administrative and operational support to C-level personnel, I am confident that I would be an asset to your team.

My expertise lies in coordinating and leading administrative and operational functions for senior-level staff and department directors. Backed by superior communication, planning and multitasking capabilities, I excel at providing remarkable organizational and database development skills and driving optimal office efficiency and success.

Features of my experience include:

- Overseeing scheduling, meeting coordination, calendar management, travel arrangements, budgeting, project management, and records maintenance, ensuring adherence to organizational procedures and policies to ensure outstanding productivity and performance.
- Interacting effectively with cross-functional departments to streamline operations and achieve business success in fast-paced environments.
- Balancing multiple tasks within deadline-driven atmospheres while providing top-level customer service and maintaining strict attention to detail.
- Earning consistent recognition by staff and peers for unparalleled interpersonal and communication talents as well as exceptionally positive, welcoming, and uplifting demeanor.
- Possessing an extensive technical skill set including proficiency in Microsoft Office Suite, PeopleSoft, and QuickBooks as well as a propensity for quickly adapting to new technological programs and systems.

With my proven commitment to delivering the highest level of executive-level administrative support, I am well prepared to extend my record of exceptional service to your team. I would welcome the opportunity to discuss this position and my qualifications with you further.

Thank you for your consideration.

Sincerely,

Barbara Plunkett
(786) 314-2015
barbaraplunkett24@gmail.com

Barbara Plunkett

Hallandale, FL 33009

(786) 314 2015 • barbaraplunkett24@gmail.com

Professional Summary

Hard-working, multi-tasking professional with 5+ years of experience. Outstanding organization and documentation skills. Administrative Professional offering excellent computer, communication, and customer service skills with a high level of professionalism that goes above and beyond. Positive attitude and welcoming demeanor. Results-oriented with keen attention to detail, excellent planning abilities and schedule management. Strength in boosting positive relationships, excellent work ethic and enthusiastic for constant learning.

Experience

11/2018 – Present **Executive Assistant to the Vice President** of Enrollment and Student Services
Nova Southeastern University – Davie/Fort Lauderdale, Florida

- Successfully improved operating procedures for travel reimbursement and expense reports to reduce processing time for over 275 personnel by creating a "How to" instructions manual which motivated me to create the first employee manual outlining all proper administrative procedures.
- Contributed to smooth business operations by planning and organizing meeting and conferences, including conference calls and remote attendance via Zoom or Skype.
- Distributed departmental announcements, booked conference rooms and coordinated catering for annual staff recognition and development.
- Delivered accurate documentation and data entry to allow timely processing to the department's personnel needs and deadlines. Processing over 254 expense reports, travel authorizations, requisitions and check requests annually.
- Added an inventory system for office supplies and filing by creating a database to help determine supplies restock frequency and file location.
- Encouraged digital filing, records distribution, documents review and signatures. Minimizing paper restocking from monthly to quarterly saving \$600 per paper supply order.
- Planned and coordinated Vice President's events such as staff appreciation luncheons, staff training, administrative meetings, etc. Including outside workplace events such as conferences and trainings.

08/2017 – 10/2018 **Business Development Manager**
PREMIUM Paper Box – Opa Locka, Florida

- Enthusiastically assisted 30+ potential and existing clients per day providing them with recommendations of products and cost saving alternatives.
- Worked collaboratively in a team environment resulting in excellent communication skills that provided repeat customers with exceptional care and attention.
- Suggested a new tactic to persuade undecided customers to hire the company. Resulting in a 2% increase of new customers.
- Accelerated turnaround time from 5 to 7 business days to 2 to 3 business day by encouraging existing clients to submit their orders electronically and in a timely manner resulting in faster processing time.
- Generated social media marketing and webpage development strategist. Created content and designed graphics for website, email and social platform campaigns.

02/2016 – 05/2017 **Secretary I** for the School of Global Business, Trade and Transportation
Miami Dade College – Kendall Campus – Miami, Florida

- Contributed with prescreening of applications/resumes, checks references, processes Request for Personnel Action (RPA's) and facilitates part-time employment offers
- Delivered decisions regarding dissemination of information, screening of visitors and deferral or immediate action in absence of supervisor
- Generated documentation of the operations of the department, which requires preparing and typing a variety of routine correspondence and documents including statistical reports, minutes, agendas, budget worksheets and requisitions
- Optimized students' and employees' confidence and protected operations by keeping information confidential
- Produced and maintained on-line payrolls for part-time and full-time personnel

08/2015 – 02/2016

Paraprofessional Coordinator for Academic Affairs
Miami Dade College – West Campus – Doral, Florida

- Supported the numerous functional areas and academic chairs and deans with processing scheduling requests in PeopleSoft.
- Planned with academic departments and campus administration to assign academic spaces for classes and events.
- Created a database to identify scheduling discrepancies and provides solutions based on established guidelines.
- Successfully oversaw budget expenses to ensure adherence to department/grant budgets and diagnosed recommendations concerning the management of accounts.
- Reconciled and produced financial reports, forecasting financial projections and budget allocations.

05/2012 – 08/2015

Student Services Coordinator for the New Student Center and International Student Services.
Miami Dade College – North Campus – Opa Locka, Florida

- Enhanced pre-admissions counseling, along with academic and career advisement for students in the following categories: prospective, new, international and undecided students.
- Improved communication with students by contacting frequently, and intentionally through multiple methods, including but not limited to face-to-face meetings, college-supported technology solutions, e-mail, telephone, text messages, and social media.
- Streamlined interactions with counterparts including, but not limited to, Admissions, Registrar, and all academic and student services departments.
- Planned outreach events for recruitment of high school seniors and assisted with the logistics of the annual **College Day** and **Commencement** events.
- Examined old processes and improved all daily tasks and special assignments with an efficient and quality-driven approach.

Skills

- | | | |
|---------------------------|----------------------|--------------------------|
| • Forecasting | • Purchasing | • Microsoft PowerPoint |
| • Problem solving | • Staff training | • Outlook |
| • Schedule management | • Inventory control | • PeopleSoft |
| • Accounts reconciliation | • Public speaking | • Linux |
| • Project management | • Negotiating skills | • Ariba |
| • Event planning | • Fast Learner | • Astra |
| • Fluent in Spanish | • Microsoft Excel | • Critical Thinking |
| • Budgeting expertise | • Microsoft Word | • Emotional Intelligence |
-

Education

12/2020
08/2014

Bachelor of Applied Science in Supervision and Management – Specialization in Project Mgmt. Broward College
Associate in Arts in Business Administration. Miami Dade College

Certificates

- LinkedIn Learning: Project Management Foundations: Schedules
- LinkedIn Learning: Getting Things Done
- LinkedIn Learning: Innovative Customer Service Techniques
- Building Rapport and Developing Relationships with Customers
- Red Flags Identity Theft Prevention GS
- FERPA Fundamentals
- Employee HIPAA Privacy, Security, and Research Training

References Available Upon Request

Jillian M. Polanco

Email: jillian.marie.polanco@gmail.com

Education

- **Barry University, Dwayne O. Andreas, School of Law**, Orlando, Florida
 - Juris Doctorate, May 2018
- **Florida International University**, Miami, FL
 - Bachelor of Arts in Political Science, March 2014
 - Minor in Criminal Justice, March 2013
 - Academic Certificate in National Security Studies (specialization the Middle East), December 2013
- **Miami Dade College**, Miami, FL
 - Associates in Arts, December 2011

Honors and Awards

- 2016 First Year Moot Court Competition Top 32, Barry University, Dwayne O. Andreas, School of Law
- Law and Psychiatry, Book Award, Spring 2017, Barry University, Dwayne O. Andreas, School of Law
- Popular Culture and The Law, Book Award, Fall 2017, Barry University, Dwayne O. Andreas, School of Law

Extra-Curricular Activities

- Trial Team Member, Fall 2016 to Fall 2017, Barry University, Dwayne O. Andreas, School of Law
- Student Honors Mentors Program, Jack D. Gordon Institute for Public Policy and Citizenship Studies, Florida International University, Fall 2013
- Student Facilitator, High School Warfare Simulation, Jack D. Gordon Institute for Public Policy and Citizenship Studies, Florida International University, November 2013

Internships and Clinics

- Juvenile Defense Clinic, Spring 2018, Barry University, Dwayne O. Andreas, School of Law, Katherine Puzone (212) 991- 8198
- The Law Office of Steve Rossi, P.A, Legal Assistant Intern, March 2014 to May 2014
 - Client interviewing, maintaining case files, legal research, drafted letters and other legal documents under the supervision of the licensed attorney, making telephone calls on behalf of clients.

Research Experience

- “Invisible to The Naked Eye: Human Trafficking and How the Exploitation of Humanity Helped Hinder Modern-Day Slavery” Upper Level Writing Requirement, Barry University, Dwayne O. Andreas, School of Law, December 2017

- “HIV Epidemic: Miami Ranks Number One” statistical and analytical research proposal poster, Florida International University, December 2013
- “Charter Schools: Cure or Curse?”, statistical and analytical group research project, Florida International University, December 2013

Work Experience

- **The Diener Firm**, Law Clerk, November 2019 to March 2020, 40+ hours per week.
 - Prepares legal drafts by assembling and organizing information for legal forms and documents, including complaints, declarations, discovery requests, responses, and other pleadings.
 - Researches law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; preparing legal memoranda.
 - Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.
 - Prepares for trial by preparing trial briefs, exhibits, subpoenas, evidence, and motions.
- **Cabanas Law Firm**, Administrative Assistant, June 2014 to May 2015, 40+ hours per week.
 - Conserves attorney’s time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; initiating telecommunications; organizing client conferences, and attorney meetings; and other special functions.
 - Maintains attorneys calendar by planning and scheduling conferences, teleconferences, and travel; recording and monitoring court appearance dates; monitoring evidence-gathering; anticipating changes in litigation or transaction preparation requirements.
 - Maintain client confidence by keeping client/attorney information confidential. Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products. Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.

Languages

- Spanish- Reading, writing and verbal communication

Professional References

Valerie L. Raphael
Associate Attorney at The Diener Firm
(754) 214-6271
Valerie@dienerfirm.com

Jeffrey J. Sainenstat
Managing Partner at The Diener Firm
(954) 541-2117 (Office)
(954) 249-8604 (Personal)
Jeff@dienerfirm.com

Erik Diener
Managing Partner at The Diener Firm
(954) 541-2117 (Office)
(954) 560-0629
Erik@dienerfirm.com

Warren Diener
Managing Partner at The Diener Firm
(954) 541-2117 (Office)
(954) 243-1809
warren@dienerfirm.com

Katherine Puzone
Supervising Attorney and Professor
Barry University School of Law: Juvenile Defense Clinic
(212) 991-8198

Anissa S. Raja
3550 Jasmine Ave, #1
Los Angeles, CA 90034
949-416-6786
anissaraja@g.ucla.edu
Spring 2020

To whom it may concern,

As a graduate of Occidental College and current student at Luskin School of Public Affairs, I have been exposed to a variety of learning experiences within Los Angeles while exploring my liberal arts education. During this upcoming year, I am hoping to further my passion and experience in the field, while focusing on international and regional development through urban planning. Working for this position would nicely align with my current educational pursuits and career endeavors.

My research interest and personal passion revolve around global environmental issues such as climate change adaptation, disaster management, and the intersection of these topics within public health. I have experience in a fast-paced environment as I have interned at Los Angeles City Hall and worked on building a climate change white paper for councilmembers through the Luskin Leaders Program. I currently am the Data Visualization Fellow for the WORLD Policy Analysis Center in the Fielding School of Public Health at UCLA. During my first year at UCLA, I was a researcher on the project "Health in Main Streets" which studies the impacts of businesses and public spaces on neighborhood health. It was funded by the Robert Wood Johnson Foundation as well as the Royal Society for Public Health in the UK and should be published later this year. This two year project aimed to investigate the intersection of businesses and public health within urban areas of the US. In my position, I compiled research for a literature review and policy implications of the business, retail, food, commercial, and neighborhood environment of "Main Street" in 50 different sites nationwide as well as GIS mapping of these areas. I incorporated this research into my master's capstone which will provide evidence to support local authorities in their decisions to engage in health-promoting planning and regulatory practices, specifically by curtailing the number of "unhealthy" businesses on main streets. In the larger scholarship and research conducted by public health advocates, situating the Los Angeles context of businesses found in these spaces and their implications on public health could uncover the larger, wide-scale impacts of how businesses interact with the environments that they serve.

Through education and experience, I have fostered interpersonal skills, in written, oral and multimedia outlets. I have advanced experience in qualitative and quantitative research. As a graduate student at UCLA, I used Stata in my urban statistics course and for my thesis. I also have used Tableau for past projects (both academic and professional). In past courses, I have also used qualitative research in direct observations as well as interviews for research. I have advanced experience in using WordPress. While working for the Urban & Environmental Policy Institute as a Social Media Assistant & Office Assistant (05/2016-06/2018) I applied my social media and graphic design skills to WordPress and various other media outlets. I also have extensive experience in GIS as I have used it both professionally and academically for over four years. This past summer I was the Policy Intern for the Beach Cities Health District. I primarily focused on built environment issues, which are tied to mobility and health outcomes for this area. I provided research and community engagement to advocate for certain stances through a holistic framework focusing on public health. I was able to distinguish myself by being granted a "Women in Transportation" scholarship due to my work and passion for transportation studies. As a past Co-President for the Public Health club at Occidental College, I was able to lead and

participate in community engagement projects through volunteering with organizations such as Food Forward and MEND that look to bring greater equality to L.A. I also orchestrated large-scale fundraisers, such as raising money for natural disaster relief and national public health week. In the fall of 2016, I worked as a Community Organizer for InnerCity Struggle with the students of Boyle Heights high schools to advance educational rights. My 2015 summer previous internship at the non-profit organization Illumination Foundation required me to plan educational lessons and enrichment activities for underprivileged children in the surrounding areas of Santa Ana in Orange County.

My aim, if I were to be granted this position, would be to continue to gain much greater knowledge of this field of study so that I can pursue a career where I may fulfill my desires to assist economically, environmentally, socially, and politically disadvantaged groups through effective, egalitarian policies and planning. In the future, I hope to work in the international field by developing sustainable and equitable approaches that mitigate and adapt to climate change in areas that are predisposed to bear the brunt of these changes.

If any further information is necessary please don't hesitate to contact me, thank you for your time.

Sincerely,
Anissa S. Raja

Contact

anissaraja@gmail.com

www.linkedin.com/in/anissa-raja
(LinkedIn)

Top Skills

Public Speaking

Social Media

Customer Service

Honors-Awards

Dean's List

SCIAC Second Team Conference
Player

AP Scholar with Distinction

President's Honor Roll

Superintendent's Honor Roll

Anissa Raja

Graduate Student at UCLA Luskin School of Public Affairs

Los Angeles, California

Summary

Second-year graduate student of urban planning at UCLA's Luskin School of Public Affairs. Research interest and personal passion revolve around global environmental issues such as climate change adaptation, disaster management, and the intersection of these topics within public health.

Experience

WORLD Policy Analysis Center

WORLD Policy Data Visualization Fellow

January 2020 - Present (5 months)

Greater Los Angeles Area

As a Policy Data Visualization Fellow I design and develop visual media such as infographics, factsheets, and other knowledge products that synthesize WORLD's global policy data and research findings. Specific topics will be assigned by WORLD team members. The broad goal of this Fellowship is to translate new data and evidence into impact by creating digestible, accessible, and informative storytelling deliverables. Responsibilities include maintaining contact with WORLD staff through email and routine and scheduled meetings, meeting internal project deadlines, and producing requested deliverables. This work has solidified my understanding of global health policy research.

UCLA Planners of Color for Social Equity

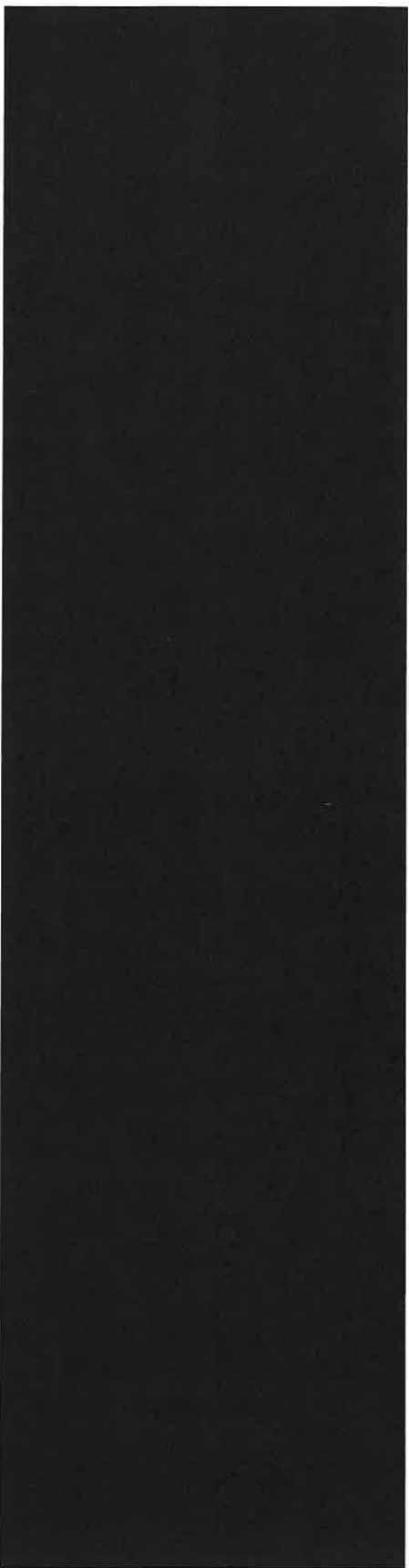
Co-Chair Community Action

December 2018 - Present (1 year 6 months)

Greater Los Angeles Area

Responsibilities for this position include but are not limited to:

- Organizing events, community and committee meetings
- Helped organize and cultivate a relationship with the Southern California Library.
- Organized a teach-in panel on the topic of "Equity, Race & Transportation".
- Aided in collaborations with other organizations such as UPWOCC.



UCLA Fielding School of Public Health
Graduate Student Researcher V
November 2018 - January 2020 (1 year 3 months)

Responsibilities for this position include but are not limited to:

- Assisting in the literature review.
- Aiding in the gathering of public records data collection.
- GIS data analysis.
- Publication to follow in early 2020.

Beach Cities Health District
Blue Zones Policy Intern
June 2019 - September 2019 (4 months)
Greater Los Angeles Area

Responsibilities for this position include but are not limited to:

- Bike Count: Leading the Beach Cities bike count program for August 2019.
- Prepare materials and finalize count locations
- Recruit volunteers and schedule shifts
- Develop and conduct trainings for volunteers
- Collect and input data, analyze data comparing trends from existing data sets
- Streets for All Framework: Develop messaging for expanded Streets for All Campaign. •Broadening the scope of Streets for All campaign to encompass well-being in the built environment to include active and safe.
- Research, develop messaging for website and collateral, program development and policy recommendations.
- Integrate existing research to build out on facts, best practices and policy recommendations.
- Work to re-brand on the website.
- School Buffer Zone Research: Research best practices for school buffer zones
 - Identify Research case studies and best practices for school buffer zones
- Compare details, evaluation and outcomes, and process for each and develop a report on the potential application for Redondo Beach
- CIP Tracking for FY 19-20: Create CIP tracking sheet that will prioritize city projects for FY 19-20. •Review City budget and Capital Improvement Programs from each cities' FY 19-20 budgets
- Identify priority projects related to Living Streets and livability.
- Legislation tracking: Tracking legislation and projects on City Council and Commission agendas. •Track Council Agendas and relevant policy items in Smartsheets by City

- 
- Conduct more extensive research into ongoing projects by pulling staff reports and City documents from City archives

Urban and Environmental Policy Institute
Web & Social Media Assistant
May 2016 - May 2018 (2 years 1 month)

Greater Los Angeles Area

Responsibilities for the position included but were not limited to:

- Assisting in research for UEP professors and staff.
- Maintaining UEP database and newsletter and update UEP webpage and comps projects.
- Basic office administrative duties and data entry.

Occidental College Public Health Club
Co-President Occidental College Public Health Club
January 2016 - May 2018 (2 years 5 months)

Occidental College

Responsibilities for the position included but were not limited to:

- Organizing weekly club meetings.
- Overseeing the club's campaigns, volunteer activities and on-campus fundraisers.
- As the previous Treasurer for this club, I previously focused on fundraising responsibilities and outreach between other clubs.

City of Los Angeles
Policy, Community Relations, Planning and Communications Intern 4th District
August 2017 - January 2018 (6 months)

Greater Los Angeles Area

Responsibilities for the position included but were not limited to:

- Policy research and development
- Outreach to key stakeholder groups
- Working with community groups
- Briefing senior staff
- Working with press and social media outlets
- Documenting council and committee meetings
- Helping with needs as they arise in a fast-paced political environment

INNERCITY STRUGGLE
Academic Services & United Students Intern
August 2016 - December 2016 (5 months)



Greater Los Angeles Area

Responsibilities for the position included but were not limited to:

- Publishing a bi-weekly newsletter for the United Students, providing resources for upcoming test dates, scholarships, extra-curricular opportunities, event info, and general reminders for school.
- Providing academic advising for the United Students' seniors to assist with college applications, personal statements, and EOP applications through regular "office hours" and bi-weekly newsletters.
- Creating, managing, and organizing databases for all media contacts, attendants, organizing base, and prospects to contact for follow-up, e-mail blasts, and future notifications.

Illumination Foundation

CRC Intern

May 2015 - August 2015 (4 months)

Anaheim, California

The Illumination Foundation gives families hope each day they are in our program. They receive stable housing, medical services, mental health counseling, case management and life-saving basics such as food and clothing. Our program empowers vulnerable families with the skills to identify and overcome their diverse problems and improve their lives. At the Children's Resource Center (CRC), I was a staff member where I instructed school tutoring, enrichment activities and mentorship for children in both Stanton and Santa Ana.

Education

UCLA Luskin School of Public Affairs

Master of Urban & Regional Planning · (2018 - 2020)

Occidental College

Bachelor of Arts - BA, Urban & Environmental Policy · (2014 - 2018)

University of Groningen

Spatial Sciences · (2017 - 2017)

Luis Francisco Rodriguez
(305) 898-3420 | Luis.f.rodriguez.official@gmail.com
<https://www.linkedin.com/in/luis-f-rodriguez-328b9b6b/>

WORK EXPERIENCE:

UniversityCity Transportation Management Association of Sweetwater, Inc. (UTMA)

Sweetwater, FL

Operations Manager - Consultant

December 2017-Present

- Dealing with the day-to-day functions of a transportation management association that serves a municipality, university and the surrounding county.
- Coordinating with local, state and federal agencies, bureaus, regulatory boards, organizations and local business partners to expand and improve service, secure funding and innovate smart transit.
- Organizing and conducting meetings for the board of directors, presenting in front of the public, staff, government officials/employees and local business leaders.
- Traveling across the state of Florida to meet with the legislature, department of transportation and other important actors to secure funding and lobby on behalf of UTMA.

Marin and Sons, Governmental Consulting

Miami, FL

Political and Campaign Consultant (Temp)

August 2019-Nov 2019

- Managed the public relations and daily operations of a political campaign for various local and state level races. Particularly for races in the City of Miami, City of South Miami, Miami-Dade County School Board, The Florida Senate and Florida House of Representatives.
- Created mail pieces, press releases, propaganda and assisted in the filming of political ads for candidates. Coached candidates prior to interviews, debates and speeches on radio and television.
- Created budgets for campaigns, organized fundraisers, coordinated with potential donors to secure funding.
- Was with candidates on a daily basis providing technical support by generating daily reports of their phone banking, walk canvassing and fundraising with a variety of campaign software for such as: WebElect, CallFire and i360.
- Managed the phone banking and walk canvassing operations data, payroll and targeting.

Mayor's Office

Sweetwater, FL

Aide to the City Manager and City Clerk

July-2016-December 2017

- As Aide to the City Clerk, responsibilities included: maintaining agenda's and minutes of all commission and special meetings.
- As Aide to the City Manager, responsibilities included: inputting payments, resolution writing, attending intergovernmental meetings, organizing files, establishing a transit authority, clerical duties, grant writing and general administrative work pertaining to local government.
- Working for the Office of the Mayor has also involved intergovernmental relations such as: forming new and solidifying old partnerships and establishing new relationships with municipalities, colleges, universities, organizations, elected officials, law enforcement, businesses and government agencies/bureaus.

The Graduate Association of Phi Gamma Delta at Florida International University

Miami, FL

Housing Director

July 2016-June 2018

- Served as the live in landlord property manager and graduate liaison to the Undergraduate Chapter and University's Fraternity Council.
- Provided quotes, reports and presented at/conducted meetings for the Housing Corporation and Graduate Chapter.
- Dealt directly with contractors on improvements repairs and routine maintenance.
- Managed the budget and collection of rent revenue from tenants.

The Graduate Association of Phi Gamma Delta at Florida International University

Miami, FL

Assistant Property Manager

May 2014-July 2016

- Served as the undergraduate assistant to the Housing Director.

Other Political Campaigns:

>Ron DeSantis for Governor of Florida

Miami, FL

Regional Field Director: Miami-Dade and Broward County

August 2018-November 2018

>Manolo Reyes for City of Miami Commissioner

Miami, FL

Assistant Field Director

September 2017-November 2017

>Jose Felix Diaz for State Senate District 40

Miami, FL

Aide

May 2017-October 2017

>Carlos Trujillo for Florida State Representative District 105

Miami, FL

Aide

July 2016-November 2016

Retail, Sales and Customer Service:

>Foliage Design Systems of Miami

Logistics and Design Management - Interior Landscape

December 2014 – June 2016

Miami, FL

>The Home Depot, Inc.

Contractor Sales/Construction Supervisor

November 2013- November 2014

Miami, FL

>Macy's INC

Sales Team Lead: Women's Shoes

July 2012-October 2013

Doral, FL

EDUCATION:

Florida International University

Major: BA Political Science/ BA International Relations

Certificate in Latin American Studies

Miami, FL

Aug 2016

Aug 2016

OTHER:

Languages: Fluent in English and Spanish

Technical Skills: Microsoft Word/PowerPoint/Excel and WebElect, i360, Logos.NET Financial Management, Project Management, Quick Books, Grant Writing, Budgeting, Contracts, Procurement, Non-Profit Management, Sunshine Law, Zoning laws and Strategic Development/Economic Activation.

VOLUNTEER SERVICE:

American Cancer Society, Florida International University, March, 2013 - March, 2016

Children's Miracle Network Hospitals, Florida International University, March, 2013 - March, 2014

United Service Organization (USO): October 2012-October 2016

REFERENCES:

Steve Marin – President and CEO of Marin and Sons Governmental Consulting, Inc,
305-962-2400

Gustavo Cabrera – Vice President of Marin and Sons Governmental Consulting Inc,
305-915-4474

Carlos Trujillo – Fmr. State Representative FL House District 105 and Current US Ambassador to the Organization of American States
305-519-9761

Charles Berrane – President and Owner of PG Manufacturing Inc, Warrior Gun Range
305-282-3317

Robert R, Herrada – Assistant City Manager Sweetwater, FL
305-496-5195

Tom Gustafson – Fmr. Speaker of the FL House
954-661-7848

Heidi Siegel, AICP
Hollywood, Florida 33021
(954) 654-0574
heidisiegel2@gmail.com

EXPERIENCE

KCI Technologies, formerly Keith & Schnars, PA **Planning Director / Practice Leader**

2017-present

KCI is a full-service consulting firm that has served clients, as Keith & Schnars, throughout the state of Florida since 1972. KCI offers multi-disciplinary expertise in the fields of planning, landscape architecture, environmental sciences, engineering and land surveying. The Planning Division provides services to clients throughout the state of Florida.

Duties and Responsibilities:

- Oversees the firm's Planning Division.
- Employee oversight, business development, contract management, and budgeting.
- Provides planning services for projects that involve development feasibility and due diligence studies, governmental coordination, preparation and presentation of land use and zoning applications, site planning, master planning, and design.
- Provides cost-recovery contract services to municipalities to supplement municipal staff on backlogs or significant projects.

Village of Biscayne Park **City Manager**

2013-2016

The Village of Biscayne Park is located in Miami-Dade County, Florida. The Village is approximately one-square mile and has a population of 3,000. The Village is unique in that it relies solely on ad valorem taxes from residential properties. The Village prides itself on its historic tree canopy, median lined street and community activism.

Duties and Responsibilities:

- Served as the Chief Executive Officer
- Oversaw all municipal functions including Police, Public Works, Planning, Zoning, Building Permits, Village Clerk, Finance, Recreation and Sanitation.
- Prepared and presented items to the Village Commission.
- Oversaw all Emergency Management Operations and Public Information. Coordinated with County EOC. This included the procurement and management of debris removal contracts, FEMA and FMIT coordination, and managing a public information for water and stormwater issues and post-storm events.
- Managed 37 City employees, including Recreation, Public Works, Village Hall operations, Police Department, and a team of contract employees on a daily basis.
- Served as the public information officer of the Village for all matters and oversaw all public records requests and document storage.
- Managed a large capital improvement fund that includes over a million dollars in State funds for the construction of a new Village Hall and the restoration of the historic Log Cabin Village Hall.
- Prepared and monitored the annual budget which included a sanitation fund, capital improvement fund and police forfeiture fund.
- Reported to a five-member Commission that is elected at large.
- Represented the Village to County Commission, surrounding municipalities, legislative delegation and interlocal organizations.

Heidi Siegel, AICP
Page 2

Achievements:

- Implemented sound financial procedures that took the Village from historical operation deficits to annual savings of approximately 4% for the past two year. These procedures increased the Village's reserves by approximately 25%.
- Sought and received various State and Federal matching grants.
- Successfully lobbied Florida Legislature for \$1,000,000 to implement a long-planned restoration of the historic Log Cabin Village Hall and build a new modern Village Hall.
- Restructured departments and operations to be more customer friendly and efficient.
- Increased communications with community and residents through public weekly-reporting, email blasts and social media.

City of Wilton Manors
Community Development Services Director

2011-2013

The City of Wilton Manors is located in Broward County, Florida. The City is approximately two square miles and has a population of 12,000. The City strives to meet the challenges of an urban built-out City that is vibrant and has continuous interest in redevelopment. The Community Development Services Department must balance the stable residential neighborhoods with the successful arts and entertainment district.

Duties and Responsibilities:

- Oversaw the Economic Development, Planning and Zoning, Building Division, Business Tax License and Fire Prevention divisions of the City.
- Prepared and presented items to the Planning and Zoning Board, Board of Adjustment, Economic Development Task Force and the City Commission.
- Served as part of the City's administration and management team.
- Managed and implemented the City's Green Building Ordinance.
- Coordinated with Code Enforcement activities.
- Served as a liaison to special events as they relate to building permits and alcohol licenses.
- Responsible for all City Economic Development activities including the creation of programs and incentives for the City Commission to approve.
- Attended community and neighborhood events.
- Managed department employees and a team of contract employees on a daily basis.

Achievements:

- Through management of internal processes and delivery of services realized a 26% savings on Building Department Services during first complete fiscal year.
- Restored a department that had a history of mismanagement and poor public perception by encouraging collaboration and imparting a general passion of excellence.
- Improved employee morale, internal communication and department efficiency by providing consistent support and training department-wide.
- Automated the Building Plans Review and Inspection process and improved record keeping in compliance with Florida State Statutes.
- Decreased the City's existing exposure and liability through the enforcement of Code and procedures.
- Improved Customer service through Staff reorganization and training.
- Increased the outreach and visibility of the Department within the community.

Seminole Tribe of Florida
Community Planning and Development Director

2004-2011

The Seminole Tribe of Florida is a federally recognized Tribe with six reservations throughout the state of Florida. As the Tribe's first professional planner and subsequent first Community Planning and Development Director, I was responsible for all current and long range planning efforts as well as the creation and maintenance of the Seminole Tribe of Florida's multi-million dollar Capital Improvement Plan.

Duties and Responsibilities:

- Worked directly with Tribal Council to achieve their goals. Prepared resolutions, plans and initiatives for review and approval by Tribal Council.
- Oversaw departmental role as the clearinghouse and coordinator for the lifespan of all Tribal development projects.
- Advocate for sustainability and best practices on all development projects.
- Directed staff in the synchronization of all required utilities, infrastructure and roads and the coordination of all required permits.
- Represented the Tribe's inter-governmental planning issues including, but not limited to United South and Eastern Tribes, Broward County MPO and multiple comprehensive plan amendment reviews in surrounding Cities.
- Provided planning expertise in regards to land acquisition and sovereignty issues.
- Prior to the establishment of the Emergency Operations Department, managed portions of the 2004-2006 hurricane season events. Worked with FEMA regarding reimbursements and represented the Tribe at regional EOC operations.

Achievements:

- Created and maintained multi-million dollar Capital Improvement Plan and Budget for six reservations throughout the state of Florida. This includes initial design, estimating and prioritization.
- Organized and structured the Tribe's first Community Planning and Development Department. This included restructuring the antiquated planning and permitting process to be more customer service oriented.
- Developed a community-based, customer-oriented department which works directly with the community. We received consistent positive reviews from the Tribal Community.
- Initiated first department-focused Strategic Planning process to get feedback from the community and Tribal Council on goals and vision for new Tribal Planning Department.
- Formed long-range comprehensive division which accurately measures Tribal growth, population and direct service needs which include Housing, Health and Education. This included directing the design of a unique computer-based Forecasting Model.
- Creation and implementation of Tribal Development Maps which have inspired the drafting of the Tribe's first Land Development Regulations. Additionally, using ArcGIS creates conceptual development plans for housing subdivisions, future roads and tribal facilities.
- Introduced Tribe's Master Land Planning process including eliciting departmental, Tribal and community participation. This process includes the creation of six reservation-specific Master Plan documents.

Palm Beach State College (Formerly Palm Beach Community College)
Adjunct Professor

2000-2007

Taught History of Design as part of the requirement curriculum for the Interior Design program. Class highlights included architectural and furniture history, materials history, and notable individuals. Classes included lectures, fieldtrips, and testing.

City of Hollywood, Florida
Principal Planner / Historic Preservation Officer

2001 – 2004

The City of Hollywood has a population of approximately 130,000 residents. There are over 1,000 structures individually designated or located within designated historic districts.

Duties and Responsibilities:

- Served as Principal Planner for the City of Hollywood. Coordinated development within the City of Hollywood including historic preservation activities.
- Served as Staff Liaison for the Development Review Board and Historic Preservation Board.
- Acted as liaison between property owners and County Historical Commission in matters pertaining to the tax abatement program.
- Participated in regional historic preservation planning activities.
- Supervised subordinates in Division activities.

Achievements:

- Created informational brochures on the historic district to educate existing and potential homeowners.
- Through research, expanded the knowledge of the city's historical architects; including working with the city archives in highlighting the existence of original plans for homeowners interested in restoration of their homes.
- Served as department liaison to neighborhood groups within the historic district which resulted in a cooperative approach to advocacy and city planning.
- Advocated and achieved the listing of the historic Joseph Young House on the Florida Trust for Historic Preservation's Most Endangered list, which resulted in the sale and full restoration of the abandoned historic structure.
- Secured a Florida Department of Historical Resources grant for a Historic Resource Study.
- Initiated first Historic Preservation Week activities, including conducting walking tours of historic downtown and historic Hollywood beach.

City of Miami Beach
Commission Aide

1998 – 2001

- Served as Staff Assistant to Commissioner Nancy Liebman.
- Duties included, but not limited to, addressing constituent concerns, working to improve city-wide quality of life, and meeting with administration regarding issues of concern to Commissioner Liebman, such as planning, zoning, historic preservation, cultural arts, education and code compliance. Represented Commissioner Liebman to development review boards, citizen advisory boards and community groups.

EDUCATION

Georgia State University
Master of Heritage Preservation, Historic Preservation

Atlanta, Georgia

Queens College
Bachelor of Arts, History

Charlotte, North Carolina

American Institute of Certified Planners (AICP)

Certified Planner Number 023225

Meredith Ulmer

40 Laurel Way, White GA 30184 | 678-899-5546 | mhardin2527@gmail.com

SUMMARY

Results oriented City Clerk and Assistant City Planner with progressive responsibility in municipal government with proficiency in streamlining processes, coordinating programs, and interfacing with professionals of all levels.

EXPERIENCE

Assistant City Planner

February 2020 to present

- Assists City Planner with sign permits, Historic, Zoning and Variance applications.
- Assists with landscape plans, zoning approval letters

January 2017 to present

City Clerk City of Cartersville (October 2014 to present)

- Documents City Council, Alcohol Control Board, Planning Commission, Board of Zoning Appeals and Historic Preservation Meetings
- Streamlined application process for Alcohol Licenses, implemented proper procedures to adhere to State regulations
- Implemented new Cityview Software within the Planning and Development Office
- Oversees qualifying for elections, issues permits, business licenses, special event permits, collects excise taxes: Hotel/Motel & Motor Vehicle Rentals, open record requests

Deputy City Clerk

2016 to January 2017

Issued permits, business licenses, documented City meetings

Code Enforcement

October 2014 to 2016

Consistently worked in the community to ensure City ordinance was enforced

Professor, Part Time

August 2014 to August 2019

GA Highlands College, Cartersville Campus

- Ensure students can demonstrate familiarity with basic concepts of American Government

Case Manager

March 2014 to October 2014

GA Department of Human Services, Cherokee County

- Documented cases, implemented home evaluations, created detailed reports for Court/agency, ensured safety for children

Senate Transportation Committee-Atlanta GA, Senate Aide 51st District Jan. 2013-April 2013

Council for Quality Growth-Duluth GA, Intern August 2012 – December 2012

EDUCATION

Kennesaw State University | Master of Public Administration, December 2012

-Graduate Student Association, Secretary July 2012 – December 2012 | -Public Administration Student Association, Member, August 2011 - December 2012

Brenau University | Bachelor of Political Science, December 2010

-Brenau Dean's List: Spring 2008, Spring 2010. Brenau Merit's List: Fall 2009, Fall 2010 | -Volleyball Scholarship recipient

References: Dean of Social Sciences, GA Highlands: Alan Nichols 706-368-7615, Planning Director, City of Adairsville:

Richard Osborne 470-529-4008, IT Director, Bartow County: TJ Leffew 770-688-6254

ELBERT L. WATERS, M.C.P., J.D.

Hialeah, Florida 33015

(305) 785-9757

elwatersandcompanyllc@gmail.com

Senior Executive Manager/Consultant

Community and Economic Development ■ General Public Affairs ■ Administration

SUMMARY OF QUALIFICATIONS:

An accomplished senior executive and urban planning consultant with over thirty years' experience in professional planning and economic development, federal program administration, and water resource management. Possesses extensive experience in coordination with local government; planning and management of complex urban development projects; authoring and management of local land-use and zoning regulations; the implementation of housing, neighborhood and community revitalization initiatives; and the planning, implementation and evaluation of economic development strategies. Extensive experience in real estate and economic development finance, strategic planning, and budget development. Strong leadership and diplomacy skills, a skilled consensus builder and decision maker with an intuitive sense for creative and analytical problem solving. A team player with solid character values, interpersonal skills and demonstrated ability to manage change and accomplish objectives in a dynamic environment.

PROFESSIONAL EXPERIENCE:

E.L. Waters and Company, LLC, established in 2005 provides consulting planning, zoning, and development services for public and private clients in Miami-Dade, Broward, and Palm Beach Counties. Currently, the Firm is the Planning and Zoning Consultants for the City of West Park, Florida; City of Miami Gardens, Florida (pop. 110,000). Also, the Firm served as Planning and Development Consultants for the City of Opa-Locka, Florida and prepared a FINDING OF NECESSITY for the Southeast Overtown Park West Redevelopment Agency of the City of Miami, Florida; City North Miami, Florida; and the City of Miramar, Florida.

South Florida Water Management District

Florida's largest water management agency, serving 16 counties, over 150 municipalities, over 7 million people, 1,800 employees with a \$1 billion budget, responsible for water supply, water quality, flood protection and the preservation and restoration of Florida's natural resources.

Broward Service Center Director

2005-2011

Lead all strategic and operational aspects of the delivery of water resource services to Broward County and the 31 cities within the county. Manage a staff of 6 and a budget of \$2.0 million. Serve as liaison for local, state, and federal governments and for community groups within Broward County. Provide and assist with the coordination of permitting and other agency functions, coordinate with local stakeholders, manage major projects and messaging.

City of West Palm Beach, Mayor's Office/City Administration

2003-2004

Assistant City Administrator
Responsible for the management and oversight of economic development services which included the Planning & Zoning Department, Economic & Community Development Department, Construction Services Department, Community Redevelopment Areas (CRA), and Code Enforcement.

City of North Miami, Community Planning and Development Department

2000-2003

Director of Community Planning and Development
Responsible for the administration and management of community services which includes, planning and zoning, code enforcement, building and permitting, housing/ economic development, Community Development Block Grant (CDBG) and the State Housing Initiative Partnership (S.H.I.P.) programs for the City.

U.S. Department of Housing and Urban Development, Miami, Florida

1998-2000

Community Builder Fellow
Responsible for federal coordination of the Miami-Dade Empowerment Zone, affordable housing initiatives and partnerships in Miami -Dade and Monroe Counties. Project Team Leader of the first Access Control Area Pilot Program in the country. The ACA program allows USHUD to sell its portfolio of single-family foreclosed properties at a 50% discount to Miami-Dade County. The program is now the national policy of U.S. HUD.

City of Miami Planning and Development Department, Miami, Florida

1986-1998

Chief, Land Development
Division Manager responsible for planning and design for short and long-range development of 1.6 square miles of downtown Miami. Major accomplishments include the extension of 12 additional stations to the downtown Metro Mover (People Mover) along approximately three miles of overhead guide way.

City of Miami Community Development/ N. E.T., Miami, Florida

1995-1998

Director
Responsible for the management, administration and implementation of the City of Miami's Community Development Block Grant Program (\$13.1 million); HOME Investment Partnership Program (\$4.2 million); Housing Opportunities for People with AIDS (\$8.8 million); Emergency Shelter Grant (\$346,000), Neighborhood Jobs Program (\$1.8 million), and the Neighborhood Enhancement Team. Managed programs totaling approximately \$29 million and a staff of 140. In addition, monitored and implemented fiscal and programmatic control over 190 projects and programs.

Office of the City Manager, City of Miami

1992-1995

Neighborhood Administrator
Assistant to the City Manager, responsible for the coordination and delivery of city services for Neighborhood District Three, population 40,000. City services included police, fire, building and code enforcement, sanitation, and planning and development services.

City of Miami Planning, Building and Zoning Department

1988-1992

Assistant Director
Responsible for administrative services, planning data and analysis and downtown planning of the department, with direct responsibility for management and budget of \$7 million and 114 staff. Coordinated policy implementation of the Downtown Master Plan and Development of Regional Impact. Coordinated planning activities with Metro-Dade County relative to the development of the Downtown Metro Mover (People Mover) transit system. Directed the Comprehensive Neighborhood Planning Division.

City of Miami, Planning Department

1987-1988

Planner III (Urban Designer/Downtown)
Project Manager (Urban Designer/Downtown) responsible for planning & design of short- and long-range development of downtown Miami, Florida (1.6 sq. miles). Also, responsible for neighborhood/ housing and commercial revitalization programs related specifically to housing and community development within the eight (8) Community Development Targeted Areas of the City.

Planner II

1984-1987

Principal Planner responsible for short- and long-range neighborhood/commercial revitalization programs; economic development planning; urban design; land development planning and transportation planning for four of eight neighborhood target areas of the City of Miami.

Opa-Locka Community Development Corporation

1982-1984

Industrial Development Specialist
Project Manager responsible for planning, development, management, marketing, financing, tenant negotiation and leasing of a 121-acre Airport Industrial Park valued \$2.5 million.

Wilbur Smith and Associates, Columbia, South Carolina

1978-

Urban Planner/Designer
Project Manager responsible for the development and management of firm-wide projects in the areas of architecture, urban design, land development planning, economic development, residential commercial, industrial development; and site feasibility analysis.

EDUCATION:

University of Miami School of Law, Coral Gables, Florida, Juris Doctor, 1998

Harvard University, Graduate School of Design, Cambridge, Massachusetts, 1985-1986 John L. Loeb Fellow in Advanced Environmental Studies

Florida International University, Miami, Florida, 1983 Graduate Studies in Advanced Real Estate Finance

Georgia Institute of Technology, Atlanta, Georgia, 1978, Master of City Planning - Specializing in Urban Design /Transportation Planning

Florida A&M University, Tallahassee, Florida, Bachelor of Technology, 1976, Architectural Engineering

AFFILIATIONS:

Member, Site Visitor Team, Planning Accreditation Board, APA, 1995-Present
Member, Alumni Council, Harvard University Graduate School of Design, 1994-1997
President, South Florida Greater Miami Chapter, National Forum for Black Public Administrators, 1993-1995
First Vice President, Gold Coast Chapter, American Planning Association, 1992-1994
Secretary Gold Coast Chapter, American Planning Association, 1989-1992
National Forum for Black Public Administrators, 1988-Present
National Council for Urban Economic Development, 1982-1990
Member, American Planning Association, 1978-Present
Member, Couples Ministry, Greater New Bethel Baptist Church

CIVIL AND FRATERNAL AFFILIATIONS:

Board Member, Urban League of Broward County, Florida, 2006-Present
Associate Member, Broward League of Cities, 2005-Present
Ex-Officio Member, South Florida Regional Planning Council, 2006-2011
Member, "WHOSWHO IN BLACK SOUTH FLORIDA," 2006-2007
Member, ADRAAC, Miami-Dade Housing Finance Authority, 2000-Present
LIFE Member, Omega Psi Phi Fraternity, Inc., 1973-Present
Member, One Hundred Black Men of South Florida, Inc., Miami Florida, 1990-1994
Member, Executive Board of Directors, Urban League of Greater Miami, Inc., 1984-1990
Band Member (Trumpet/Flugel Horn), Broward County Symphonic Band, 2009-Present

AWARDS

EXECUTIVE LEADERSHIP INSTITUTE, NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS,
LEADERSHIP MIAMI FELLOW, GREATER MIAMI CHAMBER OF COMMERCE, 1998

Nathan J Wira
13259 69th St. N
West Palm Beach, FL

May 27, 2020

Dear Director:

I am excited about the open opportunity in your warehouse. I graduated with a Bachelor of Science in Planning from Western Michigan University in 2012. I would like you to consider my skill set for the open position of Town Planner currently open at Pembroke Park, Florida. Based on my knowledge of the open position, I am qualified.

I am a self-motivated and very reliable individual that works well with others. I was the face you would meet if you ever had the opportunity to step up the service counter at the City of West Palm Beach. Any questions anyone had were first directed to me. I answered questions about zoning, business taxes, and any other questions related to their property. Often the questions were about Parks and Recreation, or Engineering. I made it my point to know the different departments, to help keep our service counter clear.

I am confident that my professional and educational background compliments my career choice. My passion of planning would make me a perfect fit at Pembroke Park,, Florida. Please carefully look over my resume and the site experience that I have acquired. I would welcome the opportunity to participate in a face to face interview... I would also like you to consider a skype interview if this would best fit your schedule.

I can be easily reached either by text, email, or by phone. Please let me know how I can get on your schedule to discuss the opportunity in the planning department at: Pembroke Park,, Florida.

Thank you!

Nathan J Wira

Nathaniel Jozef Wira

13259 69th St. N
West Palm Beach, FL 33412
Phone: (734) 578-4966
Email: wiranathan@gmail.com

Objective

Outgoing, college degreed Community Planner with +2 years' experience in the municipal setting, seeking to leverage my technical and professional expertise to grow my career in various aspects of urban planning.

Skills

Microsoft Office Suite proficient, customer service, communication, team membership, copy writing, personal ownership of task, self-motivation, organization and time management.

Professional Experience

Broward County (Plantation, FL) | October 2017 to January 2018

- County Planner
- Customer service relating to county impact fees
- E-permits promotion and processing
- Excel reports organization

City of West Palm Beach (West Palm Beach, FL) | May 2016 to October 2017

- Zoning Technician
- Planner-on-call customer service
- District business tax reviews
- Plan reviews for single family homes, accessory structures, pools and fences

Carlisle/Wortman and Associates (Ann Arbor, MI) | January 2015 to July 2015

- Associate
- Permit processing with BS&A software
- Fence applications processing
- Rental properties management data entering
- Public laws research as it relates to master planning
- Board meetings organizing and document drafting

Plymouth Downtown Development Authority (Plymouth, MI) | June 2011 to August 2011

- Internship
- Data collection for city parking study
- Peddler Ordinance drafting
- City business owners' customer service

Education

Bachelor of Science | Western Michigan University
Major | Community and Regional Planning
Minor | Political Science

Graduation: May 2012

Oakland Community College
Introduction to AutoCAD



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street
Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

June 22, 2015

To Whom It May Concern:

I am pleased to write this recommendation on behalf of Mr. Nathaniel Wira. Mr. Wira began working for Carlisle/Wortman Associates, Inc. in December of 2014. Mr. Wira has been involved with assisting a clients in their Building Department with that community's rental inspection program utilizing BS&A software. His primary responsibility was to help coordinate inspections and record information provided after inspection. Mr. Wira did an excellent job helping to organize old records within the department assisting with record retention, archiving files, etc.

Mr. Wira also assisted one of our Principal Planners (Mr. David Scurto) in organizing Planning Commission and Zoning Board of Appeals packets for distribution as well as assisting Mr. Scurto on various zoning cases.

He has established good relationships with his colleagues during his time in our company and shows a real enthusiasm when it comes to municipal planning and zoning work. We wish Mr. Wira the best of luck as he continues his education and career. Please feel free to contact me directly.

Sincerely,

CARLISLE/WORTMAN ASSOC., INC.

Douglas J. Lewan, ACIP, PCP
Managing Director
Carlisle/Wortman Associates

Richard K. Carlisle, *President* R. Donald Wortman, *Vice President* Douglas J. Lewan, *Principal* John L. Enos, *Principal* David Scurto, *Principal*
Sally M. Elmiger, *Associate* Brian Oppmann, *Associate* Zachary Branigan, *Associate*



Memorandum

To: Commission
From: Commissioner Howard Clark
Workshop 11/24/20
Commissioner and IPSD Myriam Jacques

TPP Needs repairs or rehabilitation of its sewer system, road infrastructure, water system, and drainage system including sidewalks.

TPP Replacement of 2 force mains :

30th ave

Park road

TPP Needs to line certain sections of sewer pipe

TPP Needs to rehabilitate certain lift stations

Paving and repair of streets

Fiscal Impact TBD BY PUBLIC WORKS: Myriam Jacques interim PSD

Start the process at workshop

Funding: Let our Commission and Town attorney Start the process with a Neighborhood Improvement Program. Laws.

SHIP Funds

MPO

CARES ACT

DEP

HGMP

Complete some projects with MPO Funds

And any other sources of Funding

Appropriations Legislative.



Memorandum

To. Commission
From. Commissioner Howard Clark
Date. 11/24/20

Public works needs equipment to function
Need certain equipment including but not limited to:
1 Dump truck
2 Bob cat w/ fork claw
3 see worksheet

Fiscal Impact. To be determined by Myriam Jacques Public Services Director
Possible Funding Source TBD. TPP ACTION TEAM:
Appropriations
Grant's
Fema
Dep
Cares Act
Etc.
SUGGESTION:
Start discussion at workshop by all commissioners and staff.



AGENDA ITEM REPORT



To: Town Manager
Subject: Decorative Light Pole Replacement on SW 30th Avenue
Meeting: 11 24 2020 DRAFT WORKSHOP COMMISSION MEETING - Nov 24 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

One of the decorative light pole got hit by a car and destroyed the pole. The area is now poorly lit and should be replaced. It may become a safety issue.

FINANCIAL IMPACT:

\$13,425.00. The decorative pole costs are causing the high price for the replacement

RECOMMENDATION:

Approval for Replacement

ALTERNATIVES:

.

ATTACHMENTS:

[Light Pole Replacement Aero](#)
[Light Pole Replacement Imperial](#)

Aero Electric Inc. Energy Management

160 W. Tropical Way
Plantation, FL. 33317
954-587-7977
EC0002670

Proposal / Contract

Date	No.
10/26/2020	102620-01

TO:

Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Fl. 33023-5499

PROJECT:

New Antique Pole Light Fixture

DESCRIPTION OF WORK

This proposal / contract is for the electrical work needed on 30th Ave. @ North Side of Hallandale Beach Blvd at the Antique District where two Antique Light Pole's are missing. The following will be done.

1. Order (2) New (2) Headed Decorative Antique Light Pole's to match other existing light pole's at Antique District

Note: New Antique Light Pole's will closely match existing light pole's as per Street Light Equipment.

2. Set up time with our Light Pole Installer to offload new pole's once they arrive.

3. Prep base and fixture and have our Light Pole Installer set light pole in place.

4. Upon being set on existing concrete base in ground, install washers and nuts to secure light pole in place.

5. Make up connections inside handhole's at bottom of base's and re-install covers.

6. Install (4) new LED corn light bulbs to closely match existing.

7. Upon completion of installation, test new light pole fixtures.

8. Pick up tools and material upon completion and clean up work area.

Craftsmanship comes with a one year warranty from date of installation. Material comes with manufacture's warranty. Warranties do not include coverage for damages due to owner negligence, vandalism and acts of nature. Any changes or addition will require a verbal or written work order.

Notes: a) Permit fee's and or drawing are excluded and will be added if applicable.

b) This price maybe subject to adjustment for any unforeseen situations.

c) The description of work may slightly differ from what is quoted.

Approximate Job Cost: \$13,800.00

Downpayment: 50% to order Antique Light Pole Fixtures.

Remaining payment will be due upon completion of work.

Accepted

Date:

Service of notice to owner in accordance to section 713.06 Florida statutes is hereby acknowledged and that title to all materials shall remain the property of Aero Electric Inc. until all labor and materials are paid in full. It is further understood and agreed that Aero Electric Inc. shall have the right to enter said premises and repossess said materials in the event the total amount is not paid in full on the due date. In the event it becomes necessary to turn this matter over to an attorney for collection, customer agrees to pay all attorney fees and court costs. A service charge of 1 1/2% per month on the unpaid balance will be charged from due date.

Ramonda Greene

From: Aero Electric Inc <aeroelectricinc@hotmail.com>
Sent: Friday, October 30, 2020 10:09 AM
To: Ramonda Greene
Subject: Estimate 102620-01 from AERO ELECTRIC Inc. Energy Management
Attachments: Est_10262001_from_Aero_Electric_Inc._Energy_Management_10136.pdf

Dear Customer :

Please review the estimate below. Feel free to contact us if you have any questions.

We look forward to working with you.

Sincerely,

AERO ELECTRIC Inc. Energy Management
Office: 954.587.7977
Cell: 954.826.0492
EC0002670

WARNING: This email originated from outside of the Town of Pembroke Park Organization. Do not click links/images or open attachments unless you recognize the sender and know the content is safe.

PROPOSAL

IMPERIAL ELECTRICAL INC,
11821 NW 11 STREET-PLANTATION, FL 33323
SINCE 1969

(954)325-2133

FAX (954)938-0530

Submitted To		Project Location	
Name	Town of Pembroke Park	Name	Antique District
Street		Street	
City/State		City/State	
Tele Num.		Plans Date	
Date	10/13/2020		

We hereby propose to furnish the following materials and perform the labor necessary for the completion of:

Replace street light pole

PRICE INCLUDES:

1 Decorative street light pole

New fixtures

Transport pole and set

Traffic Control

Journeyman	6 Hrs @ 35 per hr	\$	210.00
Crane Truck	6 Hrs @ 65 per hr	\$	390.00
Arrow Board	6 Hrs @ 60 per hr	\$	360.00
Bucket Truck	6 Hrs @ 65 per hr	\$	390.00

DOES NOT INCLUDE

FPL or Bell South charges

Anchor base

No base repairs

Material	\$	10,500.00
Mark-up 15%	\$	1,575.00

All materials guaranteed to be specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work completed in a substantial workmanlike manner for the sum of:

TOTAL QUOTE

\$ 13,425.00

Respectfully submitted

IMPERIAL ELECTRICAL INC.

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes accidents or delays beyond our control. Owner to carry fire, wind, storm and other necessary insurance upon above work.

Note: This proposal may be withdrawn by us if not accepted within _____ days.

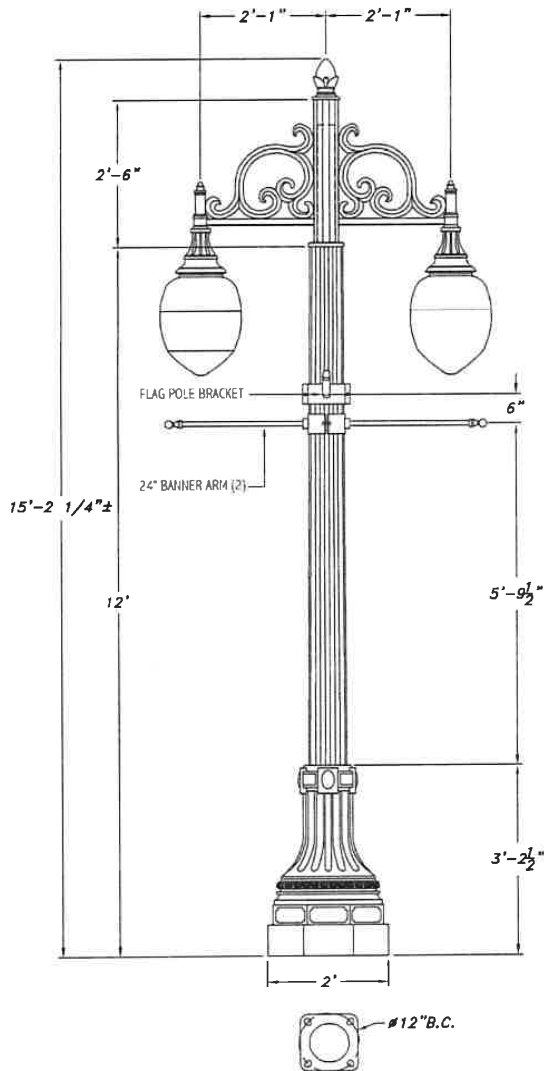
ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date

Signature

EL PASO PLAZA-24 INVERT SERIES



SCALE: 3/8" = 1'-0"

EPP-24-TFS-12-BSK-2-RS-APER

CSI POLE SPECIFICATION

I. POST

Post shall be cast iron and steel construction consisting of a cast-iron base and a deep 16-flute tapered steel shaft with a tenon for crossarm mounting. A door is located in the base for anchorage and wiring access.

II. CROSSARM

Crossarm shall be cast iron construction with uplifted arms.

III. ANCHORAGE DETAIL

Post base is furnished with (4) Ø1"x36" hot dip galvanized L-type anchor bolts with 3" minimum projection each.

NOTE

Post and crossarm shall be furnished with a powder coat finish. All hardware stainless steel. All exterior hardware tamper resistant.

FINISHES

Five Year Powder Coating Warranty

Niland Company factory-applied powder coatings are warranted against peeling, excessive fading and cracking under normal climatic exposure for a period of five years from date of shipment. Damage to finish coating caused by abuse or mishandling during installation is not covered by this warranty. This warranty is limited to the repair or replacement of the material involved and does not include reimbursement of consequential expenses such as installation or removal of equipment or transportation costs.

Liquid Finish

Optional liquid finish is first prime coated then finished with a two part liquid epoxy coat.

I. STANDARD FINISH

Satin iron achieved by rotary sanding, blasting and a phosphate conversion coating.

II. THERMOSET POWDER PAINT FINISH

Pretreatment shall consist of phosphate conversion coating.

FINISH COAT

Thermoset TGLC super polyester powder coat finish electrostatically applied, oven cured and bonded at approximately 420° F to a minimum dry film thickness of 1.6 mils. All Niland powders must pass a minimum 3000-hour salt-spray test for corrosion resistance. The National Association of Architectural Metal Manufacturers, Metal Finishes Manual rates the outdoor life of these powders at 15-plus years.

III. ELECTRICAL

All electrical components and materials shall be UL-recognized and wired by a certified technician. All Niland ballasts are high power factor rated for -30° starting. Medium and Mogul base sockets are 4KV rated. The electrical assembly is pre-wired with quick-disconnects for servicing. The fixture shall be UL-listed for wet locations use and carry all HID listings required. Ballast components shall carry the ballast manufacturers limited warranty of two years.

WARRANTY

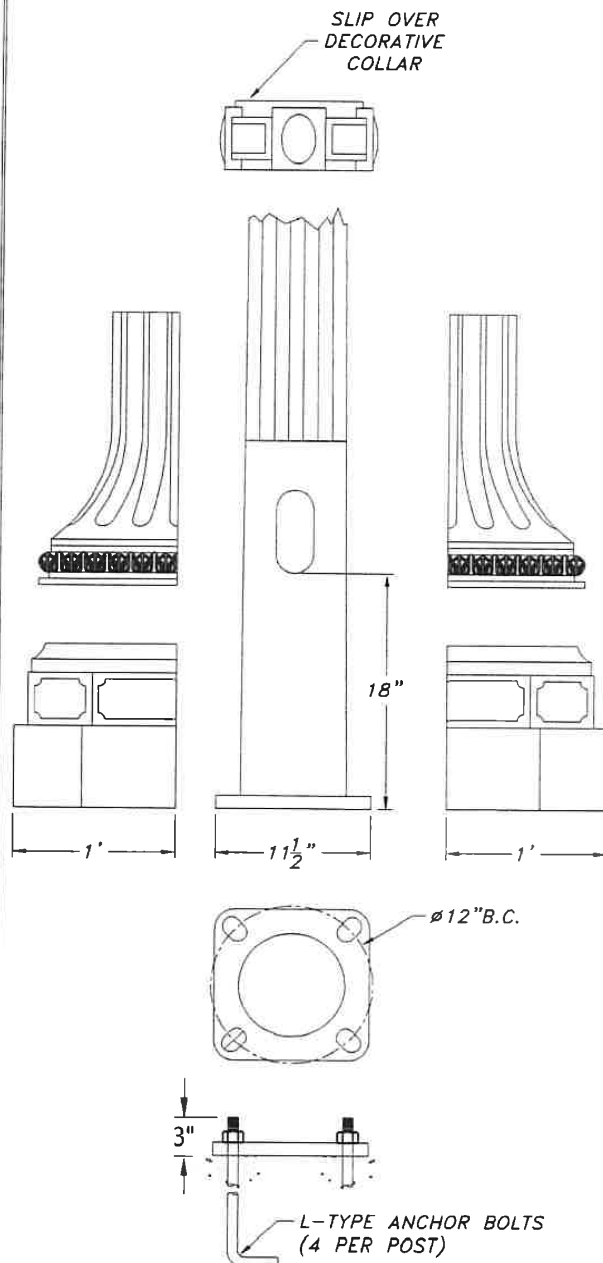
Niland Company warrants to repair or replace, at our option, any equipment that fails due to defects in material or workmanship within one year from date of shipment. This warranty does not include failures as a result of improper installation, mishandling or misapplication. This guarantee is limited to repair or replacement only and does not include reimbursement for expense of installation, removal of equipment, transportation or any other expenses that may be incurred. Authorization must be obtained from Niland Company in El Paso, Texas before any material is returned.



Niland Company

NILAND COMPANY • PH: (315) 779-1405 • FAX: (915) 779-3618 • E-MAIL: INFO@NILANDCO.COM
320 N. Clark El Paso, Tx 79905 • PH: 800-648-9013 • FAX: 888-779-3065 • WEB PAGE: HTTP://www.nilandco.com

EL PASO PLAZA-24 SERIES



SCALE:
1" = 1'-0"

ORDERING GUIDE

Catalog Code Description: EPP-24-TFS-ht-top-globe

Name of base (El Paso Plaza); Diameter of Base (24")
Type of Pole (Tapered/Fluted Steel); Height of Pole (None)
Top Style (None); Color (None); Optional Equip. (None)

Post Selection: Specify pole height from bottom of base.

Catalog Code	Shaft Type	Heights
EPP-24-TFS-__	Tapered-Fluted Steel	10'-25'

Check Appropriate Boxes for Finish and Material

Finish

- ☐ Flat Black
- ☐ Hunter Green
- ☐ Forest Green
- ☐ Dark Bronze
- ☐ Custom

Material

- ☐ Cast Aluminum
- ☐ Cast Iron base and fixture
- ☐ Steel pole
- ☐ Custom

Optional Equipment

- ☐ Receptacles (see Accessories section)
- ☐ Banner Arms (see Accessories section)
- ☐ Flag Pole Holders (see Accessories section)
- ☐ Signage (see Signage section)

Ordering Instructions

To order, simply follow the format for the Catalog Code. The code description is: Base-Diameter-Pole-Height-Top-Globe. Once the base has been selected, use the base initials to begin your catalog code. The next entry to the code is the diameter of the base. Next, you will choose the type of pole that the product will have whether it is smooth, fluted, tapered fluted, etc. The height of pole is next and it is measured from the bottom of the base. The post top style is next and followed by the globe type. Codes can be found under each item.

Shaft Options

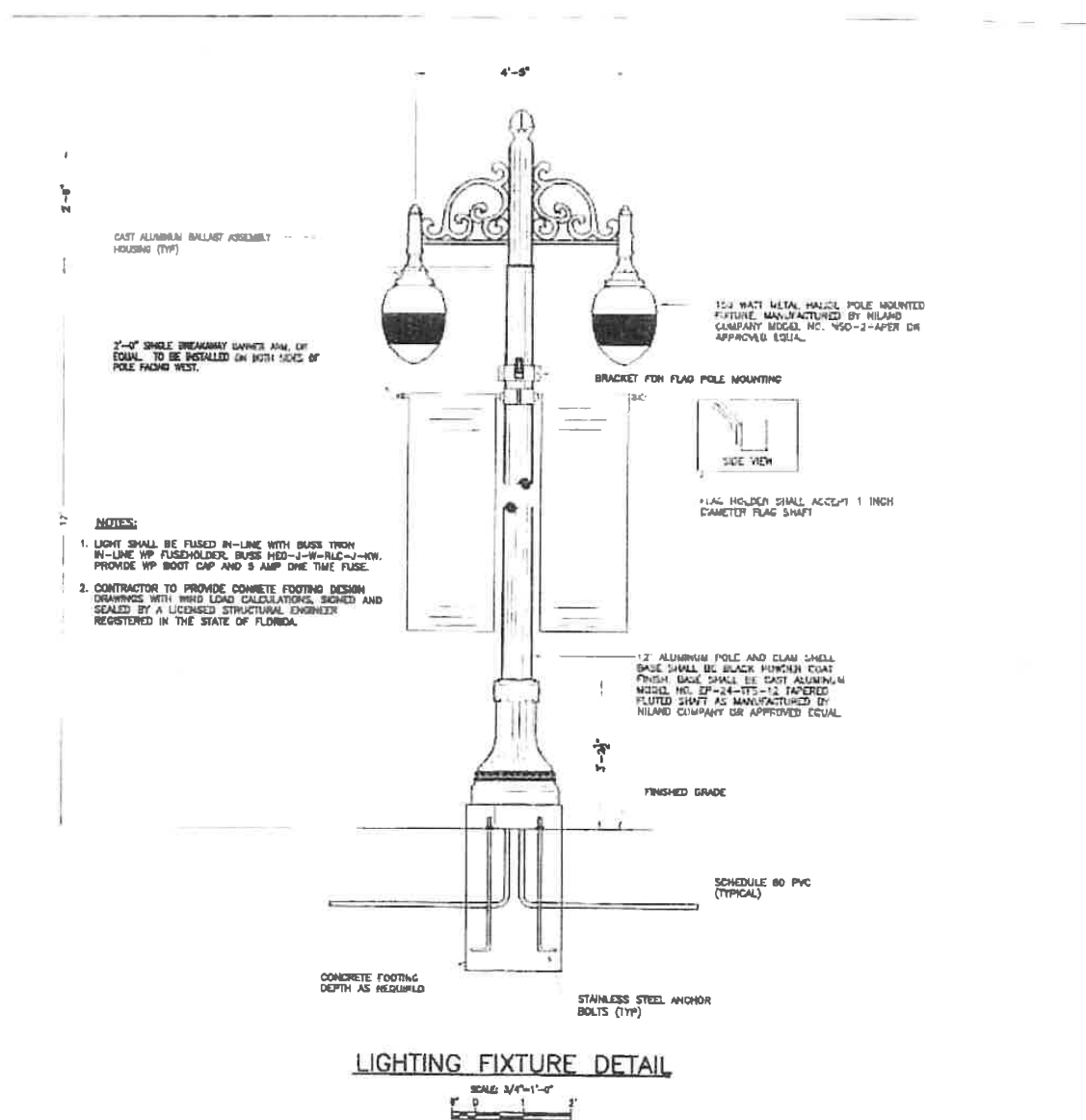


TAPERED AND
FLUTED STEEL
N.T.S.



Niland Company

NILAND COMPANY • PH: (915) 779-1405 • FAX: (915) 779-3618 • E-MAIL: INFO@NILANDCO.COM
320 N. Clark El Paso, Tx 79905 • PH: 800-648-9013 • FAX: 888-779-3065 • WEB PAGE: HTTP://www.nilandco.com



OCIATES
11/2/03/05
44771
11/2/03/05

PREPARED FOR
TOWN OF PEMBROKE PARK
BROWARD COUNTY, FLORIDA

**ELECTRICAL
DETAILS**

SAVED: 12/30/03 - 4:27pm
SCALE: 1/4"=1'-0"
03-1170

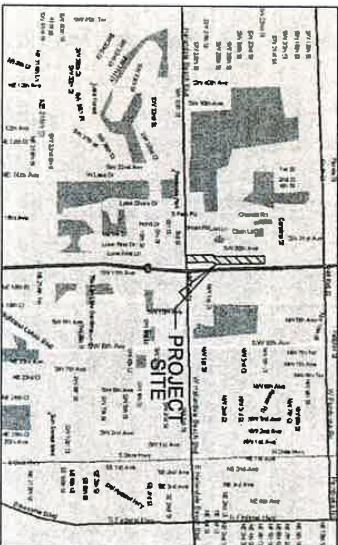
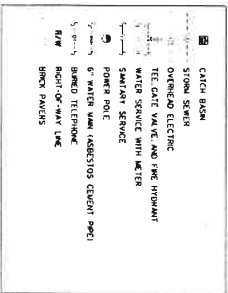


E-4

S.W. 30th AVENUE ANTIQUE ROW BEAUTIFICATION PROJECT

PEMBROKE PARK PROJECT No. 9007

LEGEND



LOCATION MAP

SECTION 20, TOWNSHIP 51, RANGE 42

PREPARED FOR:

TOWN OF PEMBROKE PARK

INDEX OF SHEETS

SHEET No.	DESCRIPTION
COVER SHEET	
E-1	ELECTRICAL SITE PLAN
E-2	ELECTRICAL SITE PLAN
E-3	MISER DIAGRAM
E-4	ELECTRICAL DETAILS

THIS PROJECT IS FUNDED BY
A 28th FISCAL YEAR
COMMUNITY DEVELOPMENT
BLOCK GRANT

CALL SUNSHINE STATE
ONE-CALL CENTER 48 HOURS
BEFORE EXCAVATION

1-800-4-32-4770

ELEVATIONS ARE BASED ON
1000 MCHAB AND 100

CAS PROJECT No. 03-1170

DATE 12-22-2000 17:51:13 FILE: 03-1170-001170-001

BID SET

CAS

CRAIG A. SMITH & ASSOCIATES
CONSULTING ENGINEERS-PLANNERS-SURVEYORS

1000 West McNab Road - Pompano Beach

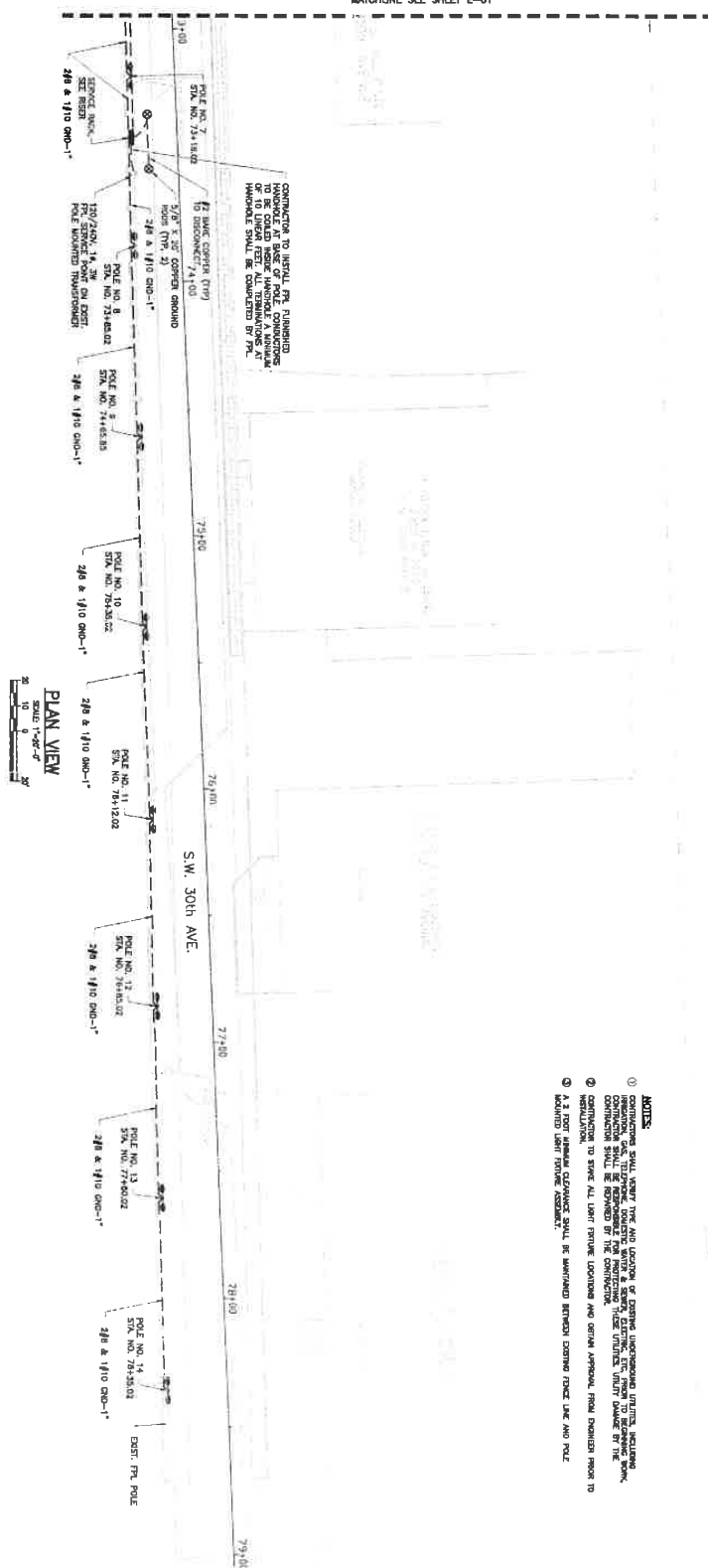
Florida 33069 (954) 782-8222

CAS

Sheet 01/12/10/01-2-Memo		Checked: SED 12/03	Approved by: STEPHEN E. BAILEY	CRAIG A. SMITH & ASSOCIATES CONSULTING ENGINEERS & LANDSCAPE ARCHITECTS P.O. Box 1000, Suite 100, St. Petersburg, FL 33701 Phone: (813) 892-1100, Fax: (813) 892-1101	TOWN OF PEMBERKE PARK BROWARD COUNTY, FLORIDA	ELECTRICAL SITE PLAN	Scale: AS SHOWN	Project: 03-1170	Sheet: E-2
Author: J. M. M. M.	Design: J. M. M. M.	Drawn: J. M. M. M.	Date: 12/03/03				Registered Engineer No. 000481	State of Florida	

Engineering\Projects\CAS\Pembroke Park Ltg (SW 30th Ave) CAS-03-011\Bids-CAS Comments\DWG\Electrical\E-02-PLAN.dwg, 12/30/2003 2:47:08 PM, KERRY, 1:1

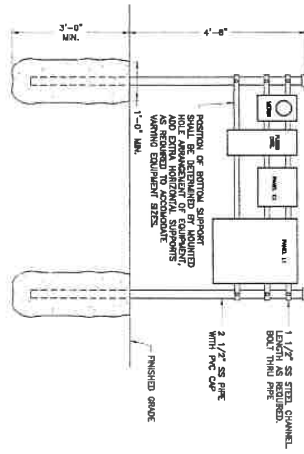
MATCHLINE SEE SHEET E-01





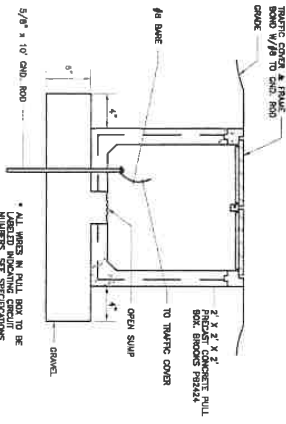
PANEL: 11		RUS: 100 BUS W/100A BR VOLUME: 100/2/0/4, 14, 2W	
FLOORING: ROCK		PAGES: 10	
GR. NO.	DESCRIPTION	TRIP POLLS	REMARKS: PROVIDE SOURCE NUMBERS
1-4	ROCKWELL LIFTING	20	2.5
5-8	ROCKWELL LIFTING	20	2.5
9	CONCRETE PANEL VET	20	1
10	CONCRETE FUTURE CLOCK	20	1
11-18	BRICK	20	1
TOTAL LAND			5.5
(Acres)			(21.97)





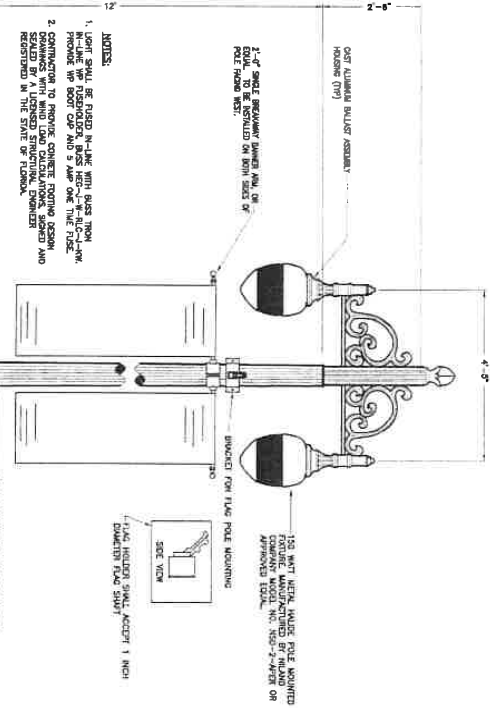
ELECTRICAL EQUIPMENT RACK DETAIL

SCALE 3/4"=1'-0"



PULL BOX DETAIL

N.T.S.



LIGHTING FIXTURE DETAIL

SCALE 3/4"=1'-0"

DATE	1/2/2003
BY	JPL
CHECKED	JPL
DATE	1/2/2003

DESIGNED BY	SEE 1203
DRAWN BY	SEE 1203
CHECKED BY	SEE 1203
DATE	1/2/2003

APPROVED BY: STEPHEN E. BAILEY
REGISTERED ENGINEER No. 69044
STATE OF FLORIDA

PREPARED FOR
TOWN OF PEMBROKE PARK
BROWARD COUNTY, FLORIDA

**ELECTRICAL
DETAILS**

SHEET 12 OF 30/03-412 PM
PROJECT
03-1170

E-4

2012
CRAIG A. SMITH & ASSOCIATES
CONSULTING ENGINEERS & ARCHITECTS
1000 W. PALM BEACH BLVD., SUITE 100
WEST PALM BEACH, FL 33411
TEL: 561-833-1100
FAX: 561-833-1101
WWW.CRAIGSMITHANDASSOCIATES.COM



AGENDA ITEM REPORT



To: Town Manager
Subject: Town of Pembroke Park and Sierra Club Agreement
Meeting: 11 24 2020 DRAFT WORKSHOP COMMISSION MEETING - Nov 24 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The Sierra Club, a national environmental organization, is sponsoring Logan Saenz, a high school student, to run an experiment growing plants and vegetables using un-processed and poor condition soil

FINANCIAL IMPACT:

\$0. Funded 100% by the Sierra Club for his garden supplies. Town provides the space and the containers

POLICY IMPLICATIONS:

Town Inter-agreement with the Sierra Club

ATTACHMENTS:

[Pembroke Park Initiative Environmental Stewardship Through Agroecology and Agrogeology](#)

	Status:
Myriam Jacques, Public Services AssistantDirector	Approved - Nov 18 2020
Harry Taubenfeld, Finance & Budget Director	Pending
JC Jimenez, Town Manager	None

Remineralize the Earth, Broward Sierra Club, and Town of Pembroke Park Agro-Eco Orchard and Community Garden *Broward Youth Environmental Stewardship Program*

What is the Town of Pembroke Park Agro-Eco Orchard and Community Garden?

Read about its features, mission, and upcoming plans here: <https://urbanhp.org/wp-content/uploads/2013/11/The-Food-Forest-vs-the-Food-Desert-Vol-I-Final-Draft.docx.pdf>

Overview

The Broward Youth Environmental Stewardship Program is an experiential education initiative that will allow elementary, middle, and high school students in Pembroke Park and surrounding communities to *autonomously* investigate concepts, processes, and relationships in agriculture, environmental science, geology, botany, ecology, nutrition, and sociology while developing personal connections with nature. As participants learn to maintain and promote the health of the garden and orchard, they will collaborate on the design and execution of an experimental research project that focuses on the interplay between science and society. Interactive lectures, hands-on activities, and participant-directed discussions will accompany each session to contextualize and supplement their understanding of the practices in which they engage, the frameworks of their research, and the implications of their studies.

Objectives, Taken From *Young Investigators: The Project Approach in the Early Years* by Judy Harris Helm and Lilian Katz

- Equitably promote the attainment of intellectual goals, habits of mind, through “self-initiated discovery processes,” rich encounters with themes in scientific discovery/innovation, conservation, and environmental justice:
 - Make sense of experience
 - Theorize, analyze, hypothesize, synthesize

- Predict and check predictions
- Find things out
- Strive for accuracy
- Be empirical
- Grasp the consequences of actions
- Persist in seeking solutions to problems
- Speculate about cause-effect relationships
- Predict others' wishes and feelings

A CLOSER LOOK

• HOW PROJECTS CAN CONNECT CHILDREN WITH NATURE •

Recognizing the Problem

Children's connection with nature is diminishing even as we are beginning to realize its effect on their intellectual, emotional, social, and physical development (Kellert, 2005). In one study, although 70% of mothers reported playing outdoors every day as a child, only 31% of their children did (Clements, 2004). Children's contact with the out-of-doors and with living things has an impact on their well-being, and more and more educators and parents are becoming aware of the resulting problems of diminished contact with nature (American Academy of Pediatrics, 2006; Louv, 2008; Taylor & Kuo, 2006). A movement to reconnect children with their natural world, which has mushroomed since 2005, has been documented by the Children and Nature Network (Charles, Louv, Bodner, Guns, & Stahl, 2009). Some of the benefits of outdoor play include concentration and impulse control, emotional coping and stress reduction, more creative play, increased fitness and reduction in childhood obesity, and resiliency. Not all out-of-doors experiences result in contact with nature. Although we may provide playground space and play equipment, both are often devoid of contact with living or natural things. Many of these outdoor spaces—with their plastic and metal climbing equipment, rubber cushioning surface, and concrete wheeled-toy areas—are more like outdoor workout gyms than play areas.

How Project Work Can Help

Opportunities for contact with nature and discussions about nature topics have been relegated to instructional time. We may read books about nature, show videos, or have large posters in the classroom. These, however, have limited impact on children's understanding of nature and the benefits that come from experiencing nature. All experiences with nature are not alike. Kellert (2005) discusses the differences in children's experiences. *Abstract or Vicarious Experiences* occur when we are limited to videos, photos, and books to introduce nature to children. These vicarious experiences do not involve contact with actual living organisms or the natural environment but instead with images or representations of them created by others. In this way they are less engaging, but they also provide opportunities for developing misconceptions. For example, seeing an elephant on a computer screen usually does not produce an understanding of how big an elephant really is. *Indirect Experiences* provide structured interaction in carefully prepared spaces such as zoos, playgrounds, or groomed parks. These experiences are dependent on human management and intervention. Indirect experiences can occur at a school with the addition of a garden or nature walk area. *Direct Contact* with nature provides experiences for children with living things and parts of the environment that are self-sustaining. These experiences connect children to plants, animals, and habitats that function independently of human activity. Children are free to climb, poke, build, take apart, and experiment. We have found Kellert's framework helpful in understanding the importance of children's own investigations and have summarized these ideas in a chart.

Although providing all three types of experiences that connect children with nature is beneficial, it is the direct contact experiences that are critical because these experiences are disappearing from children's lives. One solution is to provide rich outdoor play areas within our programs. The Arbor Day Foundation has established guidelines for nature exploration areas for young children. The recommendations include providing messy areas, gardening spaces, building areas for construction, and presentation areas (Rosenow, Wike, & Cuppens, 2007). These outdoor classroom spaces can provide indirect experience in a controlled area and in some cases actual direct contact experience.

Another way to increase children's direct contact with nature is to focus some of our projects on nature. The activities and events in project work can make a unique contribution to connecting children with nature. As children do project work, they collect artifacts, study them closely, and represent what they learn by drawing, painting, constructing, writing, or even through play. Nature is highly stimulating and engaging, and invites study and deep thinking. In doing projects with nature, children form basic understandings of facts and terms, they learn the importance of differentiating terms and develop rudimentary classifications, and they begin to develop a sense of cause and effect. Nature provides many opportunities to learn the names of things, extend and elaborate knowledge, define precisely,

Projects and Young Children *break down into 9 skills, dispositions, fundamentals*

Kellert provides a framework for examining the characteristics of children's experiences with nature. Direct experience is waning.

Children's Connection with Nature		
Vicarious Experiences	Indirect Experiences	Direct Experiences
Abstract Learning about nature	Going to prepared spaces	Unstructured, imaginative play Explorative contact
Books, videos, media	Interaction with groomed and controlled nature in places such as zoos and parks	Children manipulate, arrange, and plan their own experiences

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and categorize. For example, children studying a meadow will learn about the birds and about the flowers and other plants that grow there—and about how they are alike and different. Instead of just learning the meaning of "tree," they may also learn the differences between evergreens and deciduous trees. They may learn that crows are different from songbirds. They will have an opportunity to develop deep understanding—not just knowledge of isolated facts and identification but a sense of why things happen. For example, birds peck on trees to eat insects that live there. Snow falls from the sky only at certain temperatures. Butterflies fly but caterpillars do not. Project work on nature also supports problem-solving and creative thinking. How can we capture that dragonfly without hurting it? How can we make sure our plants get enough water? Just interacting with nature can provide challenges. As children focus their investigation on nature topics, they also learn that nature and a natural environment are interesting and valuable. They learn to be protective and supportive of the natural environment.

dispositional/intellectual
social and emotional
development → virtue ethics

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Preliminary Logistics

In September 2020, students at the City of Pembroke Pines-Florida State University Charter Elementary School conducted a remote research project that examined the effects of basalt rock dust on the germination of *Salvia coccinea*, tropical sage, seeds. Remineralize the Earth provided the basalt rock dust and the expertise of its team. The mission of the Broward Youth Environmental Stewardship Program is to both expand and enhance this immersive experience with the assistance of Remineralize the Earth, Broward Sierra Club, and Pembroke Park's orchard and community garden. Remineralize the Earth will continue to function in its original role, but the Town of Pembroke Park Agro-Eco Orchard and Community Garden will host participants as Broward Sierra Club ensures participants, who typically are neither afforded the opportunity to become involved in scientific research nor interested in the natural environment, receive the resources necessary to *creatively* relish the experimentation process and *practically* explore the ins and outs of agroecology and agrogeology.

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Visions

Town of Pembroke Park Community Garden	Remineralization with cilantro and aji peppers at Paulo Freire Social Justice Charter School in Holyoke, Massachusetts
	



Swiss Chard, Tomatoes, Cilantro, Kale, Lettuce, Parsley, Chives





Want to learn more about the groups involved?

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AGENDA ITEM REPORT



To: Town Manager
Subject: MWI Portable Emergency Diesel Pump
Meeting: 11 24 2020 DRAFT WORKSHOP COMMISSION MEETING - Nov 24 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The MWI Portable Emergency Diesel Pump at the Bamboo Lake was experiencing excessive vibrations, so it was disconnected and sent for repair to the manufacturer. It is necessary to have a rental while the repair is being done

FINANCIAL IMPACT:

\$8,108

RECOMMENDATION:

Approval

ATTACHMENTS:

[MWI Portable Pump Repair Proposal](#)



Date 11/11/20

Customer Town of Pembroke Park
3150 SW 52nd Ave
Pembroke Park, Florida 33023
Project Town of Pembroke Park
3150 SW 52nd Ave
Pembroke Park, Florida 33023

Contact Myriam Jacques
Phone 954-275-2350
Email mjacques@topfl.gov
Sales Rep Jose (Speedy) Gonzalez
Term 4 Week

RENTAL RATE					
CT012 Centrifugal End Suction pump					
Qty	Item	Day	Week	4 Week	4 Week
1	CT012 Centrifugal end suction pump	\$372.22	\$1,116.67	\$3,350.00	\$3,350.00
				4 Week Rental	\$3,350.00

Services (If Needed)			
Qty	Item	Price	Total
2	Initial Installation (Daily)	\$3,100.00	\$6,200.00
1	MWI Delivery	\$150.00	\$150.00
1	MWI Pick up	\$150.00	\$150.00
2	12,000 LB fork lift (Daily)	\$1,400.00	\$2,800.00
1	Fork lift Delivery / Pick up	\$600.00	\$600.00
Services Total			\$9,900.00

Subtotal \$13,250.00
Env. Fee \$33.50
Estimated Tax
Estimated Total* \$13,283.50

***This is an estimate. Actual site conditions can vary which may effect the final pricing.**

Add/Alternates Itemized					
Qty	Item	Day	Week	4 Week	4 Week
1	12" Flange x 90 Degree flanged elbow	\$10.00	\$30.00	\$90.00	\$90.00
1	12" x 20' Wilcox hose Flanged	\$50.00	\$150.00	\$450.00	\$450.00
1	12" x 20' Flanged HDPE pipe	\$11.44	\$34.33	\$103.00	\$103.00
1	12" Screen	\$5.00	\$15.00	\$45.00	\$45.00
1	12" Flange x Male/Female (Bauer)	\$10.00	\$30.00	\$90.00	\$90.00
1	12" Flange x 45 degree Flange elbow	\$10.00	\$30.00	\$90.00	\$90.00
4 Week Rental					\$868.00

Add/Alternates			
Qty	Item	Price	Total
1	Monitoring (Nights, Weekends, Holidays) per month (TURN KEY)	\$26,420.00	\$26,420.00
2	Monitoring weekdays (per tech) per month (TURN KEY)	\$18,200.00	\$36,400.00
1	After initial installation \$65.00 Per hour, Per Tech (REMOVAL)	\$65.00	\$65.00
1	After hours \$97.50 Per Hour, Per Tech (REMOVAL)	\$97.50	\$97.50

Customer Responsibilities:	
Point of discharge.	
Fueling, contact us for service, etc. unless otherwise noted by contractor.	
Power source, materials and labor for electric units.	
Heavy equipment for loading , unloading, set up and tear down of equipment (U.O.N)	
Discharge Permit and fees.	
Monitoring of Dewatering Equipment	
Ballast Rock for turbidity control and stability if needed.	
CLEANING OF SEDIMENT TANKS	



Date 11/11/20

Customer Town of Pembroke Park
3150 SW 52nd Ave
Pembroke Park, Florida 33023
Project Town of Pembroke Park
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Subject: MWI Pumps Oil to Water Lube Conversion
Meeting: AGENDA WORKSHOP COMMISSION MEETING - November 24, 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

The three MWI vertical pumps installed in 2003 have damaged seals that are causing the oil to leak from the pump onto the ground which is an undesirable environmental situation. The oil leak has been going on for a few years, the oil is now mixed and contaminated with water. As a result, the pump is no longer being oil-lubricated and can freeze at any moment causing a catastrophic failure. This damage originated from fishing thread constantly getting caught onto the bottom seals and tearing them. Converting the pump lubrication from oil to water is the best solution to resolve this issue for several reasons. 1) Town cannot control the fishing activities on the lake, fishing threads will continue to get caught on the bottom seals and do damage. 2) the fishing threads are too thin to stop their way at the pump intake, 3) changing the shaft to stainless steel will eliminate the bottom seal plates prone to being damaged, 4) eliminate potential oil leaks. The pumps will also undergo a much needed overhaul maintenance that should be scheduled every 5 years. Two of the 3 pumps were repaired in 2014.

FINANCIAL IMPACT:

\$59,634 - only one MWI supplier in south Florida

RECOMMENDATION:

Approval and Resolution to go out for bids

ALTERNATIVES:

Wait for the pump to fail and then fix it. Each pump takes 6 weeks for repair

ATTACHMENTS:

[MWI Water Lube Conversion 2020](#)

Myriam Jacques, Public Services AssistantDirector	Status: None
Harry Taubenfeld, Finance & Budget Director	None

JC Jimenez, Town Manager

None



Trash Pumps,
Large Volume Pumps,
RotoFlo™ Wellpoint Dewatering Pump,
Jet Pump and PrimeRite™ Self-Priming Pump Rentals

January 21, 2016

Town of Pembroke Park
Miriam Jacques
3150 S.W. 52nd Ave
Pembroke Park, FL 33023

REF: MWI WATER LUBRICATION CONVERSION

Dear Miriam,

As per your request I'm submitting the following for your review.

Convert MWI Couch Pumps MF318X30 Vertical Mixed Flow from Oil Lubrication to Water Lubrication

Supply crane to pull and install pump and motors
Supply field labor to pull and install pump and motors
Supply transport to and from the jobsite
Disassemble Pump & Reassemble pump
Supply 416 stainless steel pump shaft
Modify shaft enclosing tube
Replace all bearings
Re weld all distributor blades
Re weld bowl casing
Re weld seams and cracks throughout pump
Re weld complete bowl casing
Re balance impeller
Replace seals
Include Zinc Anodes
Sandblast and epoxy coat pump inside and out.

TOTAL PRICE FOR THREE PUMPS: \$59,634.00.00 plus any applicable taxes

The above price does not include repairing the electric motors, line shaft pumps only.
Electric motors will be evaluated.

Sincerely,

Tom Hyde
MWI/Couch Repair

MWI Rental Main Office
208 N.W. 1st Street Deerfield Beach, FL 33441
Phone: (954) 427-2206 Fax: (954) 426-2009

MWI Rental Tampa
7905 Baseline Court Tampa, FL 33637
Phone: (813) 899-2863 Fax: (813) 899-2862

MWI Rental Fort Myers
4945 Kim Lane NE Fort Myers, FL 33905
Phone: (239) 337-4747 Fax: (239) 337-1331

MWI Rental Orlando
9337 Bachman Road Orlando, FL 32824
Phone: (407) 854-3378 Fax: (407) 854-3376

MWI Rental Vero Beach
7775 S.W. 9th St. (Oslo Rd.) Vero Beach, FL 32968
Phone: (772) 770-0004 Fax: (772) 770-1096

MWI Rental Jacksonville
11000 Blasius Road Jacksonville, FL 32226
Phone: (904) 425-6741 Fax: (904) 425-6744

AGENDA ITEM REPORT



To: Town Manager
Subject: Lift Station 15
Meeting: AGENDA WORKSHOP COMMISSION MEETING - November 24, 2020
Department: Public Works
Staff Contact: Daniel Ortiz,

BACKGROUND INFORMATION:

Lift Station #15 is an aging structure and is located on the north side of SW 30th Street, receiving the sewer flow of the property located at 4350 W Hallandale Beach Blvd. A new shopping plaza to the east, at 4250 W Hallandale Beach Blvd., is being constructed and soon will be connecting and discharging additional sewer to the same lift station. This lift station is currently being operated manually without any automatic level control system and can barely handle the current sewer flow. This Lift Station needs to be refurbished. New pumps, railing, valves, piping, and level control system will need to be installed. In addition, the concrete walls inside of the existing wet well will need to be cleaned and sealed.

FINANCIAL IMPACT:

\$84,500.00

RECOMMENDATION:

Recommendation for approval to go out for bid.

ALTERNATIVES:

Connecting to the Broward County gravity sewer line on SW 30 St. is not permitted.

ATTACHMENTS:

[C&I Construction Lift Station #15](#)



General Contractor
 14031 SW 143rd Court, Miami, Florida 33186
 Phone: (305) 255-6067 Fax: (305) 430-1747
 Email: info@cicdinc.com

PROPOSAL

Proposal Submitted To: Town of Pembroke Park		Job: Installation Two Pumps and Bases		Date: 3/18/20
Attention:		Phone:	Cell Phone:	Fax #
Reference: Lift Station #16				
<u>Scope of Work</u> We hereby propose to furnish labor, equipment and material to Upgrade Small Lift Station located at the Town of Pembroke Park, and include the followings - Mobilization / Demobilization - Install Temporary Plug - Install By Pass Pump - Remove existing Submersibles Pumps - Remove Existing Bases Pumps - Remove existing Discharge pipe - Install new pump bases - Install new 3" discharge pipe with gaskets and Stain Steel bolts - Install new 5HP pumps - Remove 36" Plug - Install new valve vault with pipe fittings and valves - Install new Top Slabs - New dual control panel - New power electric service				
Exclusions: Permits, Restoration, Design				
We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:				
\$84,500.00 Eighty Thousand Five Hundred and 00/100 Dollars		Authorized Signature: Carlos Maldonado Note: This proposal may be withdrawn by us if not accepted within 30 days.		
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.		Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Signature _____ _____ Date of acceptance _____		



General Contractor
 14031 SW 143rd Court, Miami, Florida 33186
 Phone: (305) 255-6067 Fax. : (305) 430-1747
 Email: info@cicdinc.com

PROPOSAL

Proposal Submitted To: Town of Pembroke Park		Job: Installation Two Pumps and Bases		Date: 3/18/20
Attention:		Phone:	Cell Phone:	Fax #
Reference: Lift Station #16				
<u>Scope of Work</u> We hereby propose to furnish labor, equipment and material to Upgrade Small Lift Station located at the Town of Pembroke Park, and include the followings - Mobilization / Demobilization - Install Temporary Plug - Install By Pass Pump - Remove existing Submersibles Pumps - Remove Existing Bases Pumps - Remove existing Discharge pipe - Install new pump bases - Install new 3" discharge pipe with gaskets and Stain Steel bolts - Install new 5HP pumps - Remove 36" Plug - Install new valve vault with pipe fittings and valves - Install new Top Slabs - New dual control panel - New power electric service				
Exclusions: Permits, Restoration, Design				
We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:				
\$84,500.00 Eighty Thousand Five Hundred and 00/100 Dollars		Authorized Signature: Carlos Maldonado Note: This proposal may be withdrawn by us if not accepted within 30 days.		
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.		Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Signature _____ _____ Date of acceptance _____		

AGENDA ITEM REPORT



To: Town Manager
Subject: Lift Station 26 Sulzer Pump Replacement at Lakeside Park Estates
Mobile Home Park
Meeting: AGENDA WORKSHOP COMMISSION MEETING - November 24, 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services Assistant Director

BACKGROUND INFORMATION:

Pump at lift station #26 Lakeside Park Estates MHP has failed and need replacing. The duplex pump station is now operating with only one pump. It is necessary to replace the pump, as the lift station has no backup. This is a sole source purchase to match the other pump in the well. There is only one Sulzer pump supplier in south Florida.

FINANCIAL IMPACT:

\$4,589.40

RECOMMENDATION:

Approval for replacement

ATTACHMENTS:

[LS 26-2.68 HP - 201110-1LC Package](#)



Hydra Service, Inc.
SPECIALIST IN FLUID MOVEMENT



250 Springview Commerce Drive
DeBary Florida 32713
Phone: 407 330 3456
Phone: 800 323 1731
Fax: 407 330 3404

Sales Representative Luis Casas
Contact Information
Cell Phone: 305-951-7286
Fax:

TO: Town of Pembroke Park
ATTN: Myriam Jacques, LEED AP
PHONE 305-893-6511
FAX:

FROM: Luis Casas
EMAIL: luis@hydraservice.net
DATE: November 10, 2020
QUOTE: 201110-1LC
REF: Replacing Pump- AFP 0841.4-M18/4FM-PH 1- Impeller 152 mm-PS 26

EMAIL: Mjacques@townofpembrokepark.com

ENG FIRM:

- 1 [Sulzer/ABS Piranha XFP100C CB1.4 PE20/6W](#) submersible pump, with [4"](#) discharge [2.68](#) HP, [230](#) volt, [60](#) Hertz, [1](#) phase, with [49'](#) power cord. FLA [11.96](#), 175 mm Impeller.

5 Yr. Standard Warranty

Rail bracket is NOT included

Pump Weight- 311 LBS

- 1 [Start Kit PE 20/6W 230 V P/N 08776100](#)

[The start Kit in the control panel must be changed out](#)

[Replacing AFP 0841.4-M18/4FM 230V Ph1, Impeller 152 mm.](#)

[QUOTE VALID 30 DAYS.](#)

[PRICES SUBJECT TO CHANGE DUE TO MARKET PRICING FLUCTUATIONS AND
NEW TARIFFS ON RAW MATERIALS.](#)

Note: No other components or options (other than the scope of supply listed above) are included.

TOTAL PRICE, F.O.B. JOB, FREIGHT ALLOWED [\\$4,589.40](#) PLUS ANY FEDERAL,
STATE OR LOCAL TAXES WHICH MAY APPLY. TERMS ARE NET 30 DAYS. PRICES ARE FIRM 30 DAYS
HYDRA SERVICE STANDARD TERMS AND CONDITIONS APPLY. PAYMENT TERMS ARE NET 30 DAYS.
ESTMTD DELIVERY: [2 OR 3](#) WEEKS AFTER RECEIPT IN OUR OFFICE OF COMPLETE
APPROVED SUBMITTAL DATA AND SIGNED PROPOSAL.
THESE TERMS ARE INDEPENDENT OF, AND ARE NOT CONTINGENT UPON THE TIME OR MANNER
IN WHICH PURCHASER MAY RECEIVE PAYMENT FROM OTHERS.

ACCEPTED DATE _____

Review Date: _____

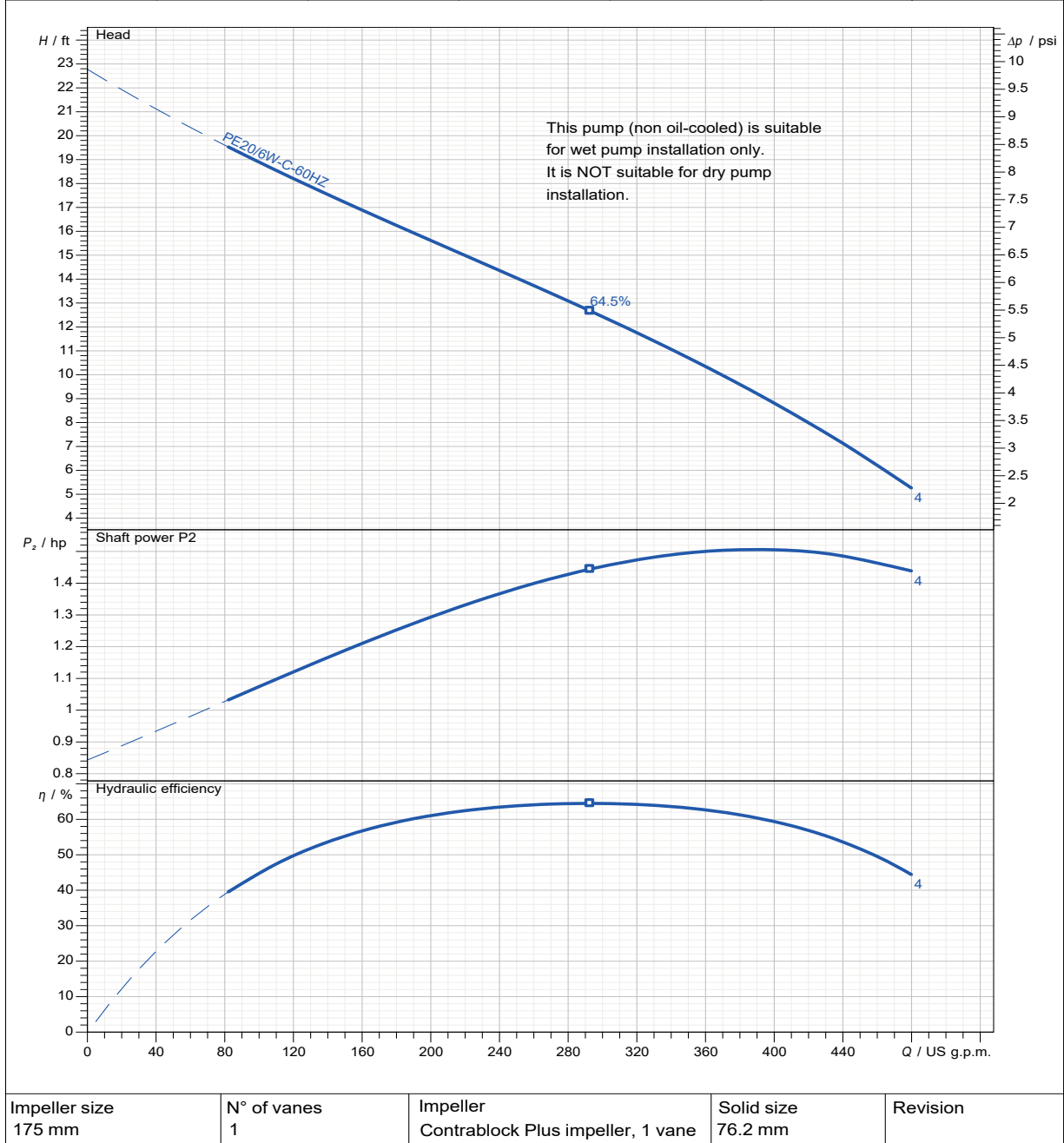
NAME OF PURCHASER _____

REVIEWED BY HYDRA SERVICE PUMP REP. _____

Lift Station #26 at Trinity Towers



Curve number		Pump performance curves  XFP100C CB1 1~ 60HZ (wet pit)				
Reference curve XFP100C-CB SINGLE PHASE 60HZ						
					Discharge DN100	Frequency 60 Hz
Density 62.32 lb/ft³	Viscosity 1.082E-5 ft²/s	Testnorm ISO9906:2012, HI 11.6/14.6≤10kW			Rated speed 1172 rpm	Date 2020-11-05
Flow	Head	Shaft power	Power input	Rated power P2 2.68 hp	Hydraulic efficiency	NPSH

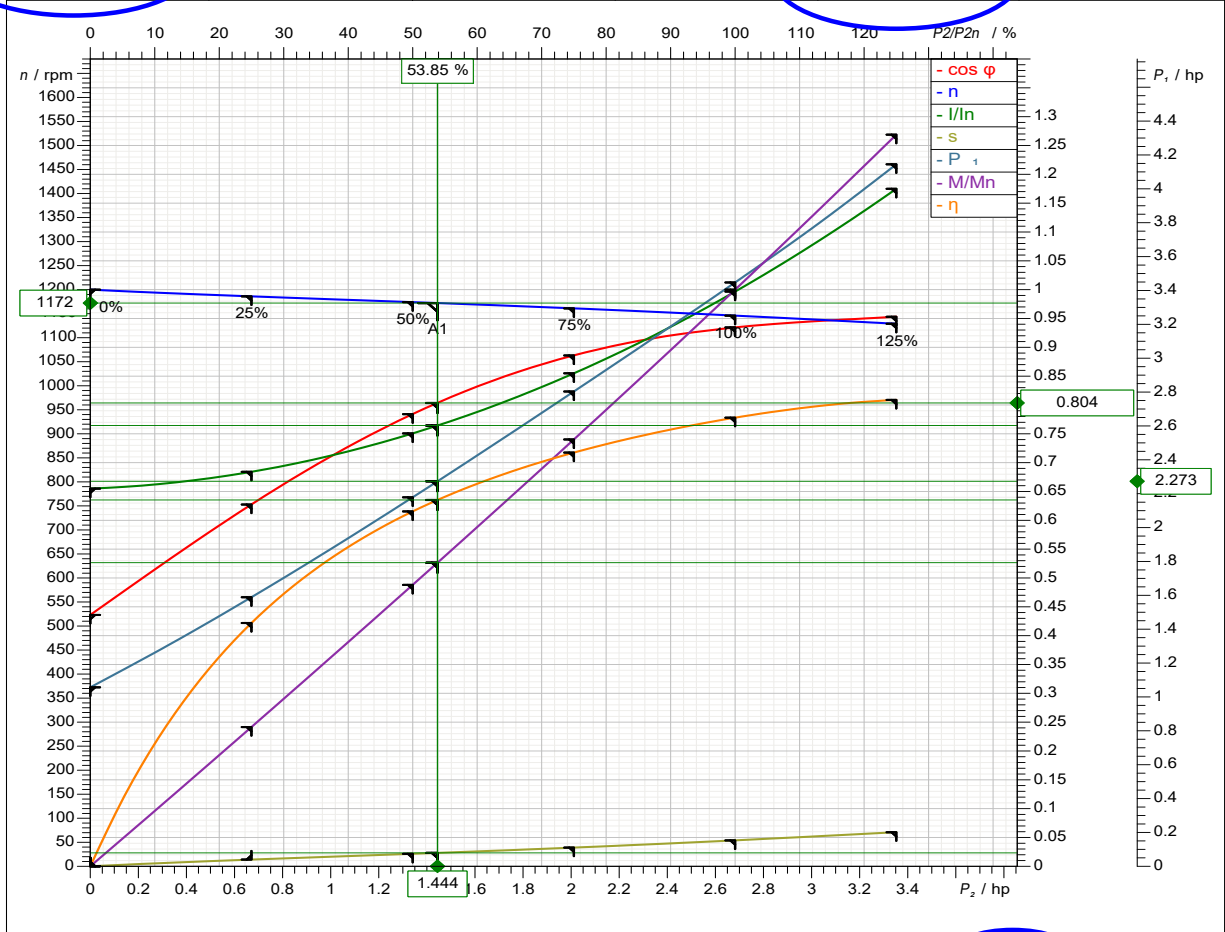


Sulzer reserves the right to change any data and dimensions without prior notice and can not be held responsible for the use of information contained in this software.

Spaix® 4, Version 4.3.12 - 2020/05/28 (Build 328)
Data version June 2020

Frequency 60 Hz	PE1	Motor performance curve PE20/6W-C-60HZ	

Rated power 2.68 hp	Service factor 1	Nominal Speed 1150 rpm	Number of poles 6	Rated voltage 230 V	Date 2020-11-05
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Symbol	No load	25 %	50 %	75 %	100 %	125 %
P_2 / hp	0	0.6705	1.341	2.012	2.682	3.353
P_1 / hp	1.057	1.589	2.179	2.804	3.447	4.145
η / %	0	42.2	61.55	71.75	77.8	80.88
n / rpm	1200	1186	1174	1161	1146	1129
$\cos \phi$	0.4359	0.6275	0.7841	0.8859	0.9345	0.9531
I / A	7.86	8.21	9.01	10.26	11.96	14.1
s / %	0.0003307	1.165	2.17	3.247	4.502	5.916
M / lbf ft	0	2.969	6	9.1	12.29	15.6

Tolerance according to VDE 0530 T1 12.84 for rated power

Starting current 23.5 A	Starting torque 20.2 lbf ft	Moment of inertia 0.0712 lb ft ²	No. starts per hour 15
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Sulzer reserves the right to change any data and dimensions without prior notice and can not be held responsible for the use of information contained in this software.

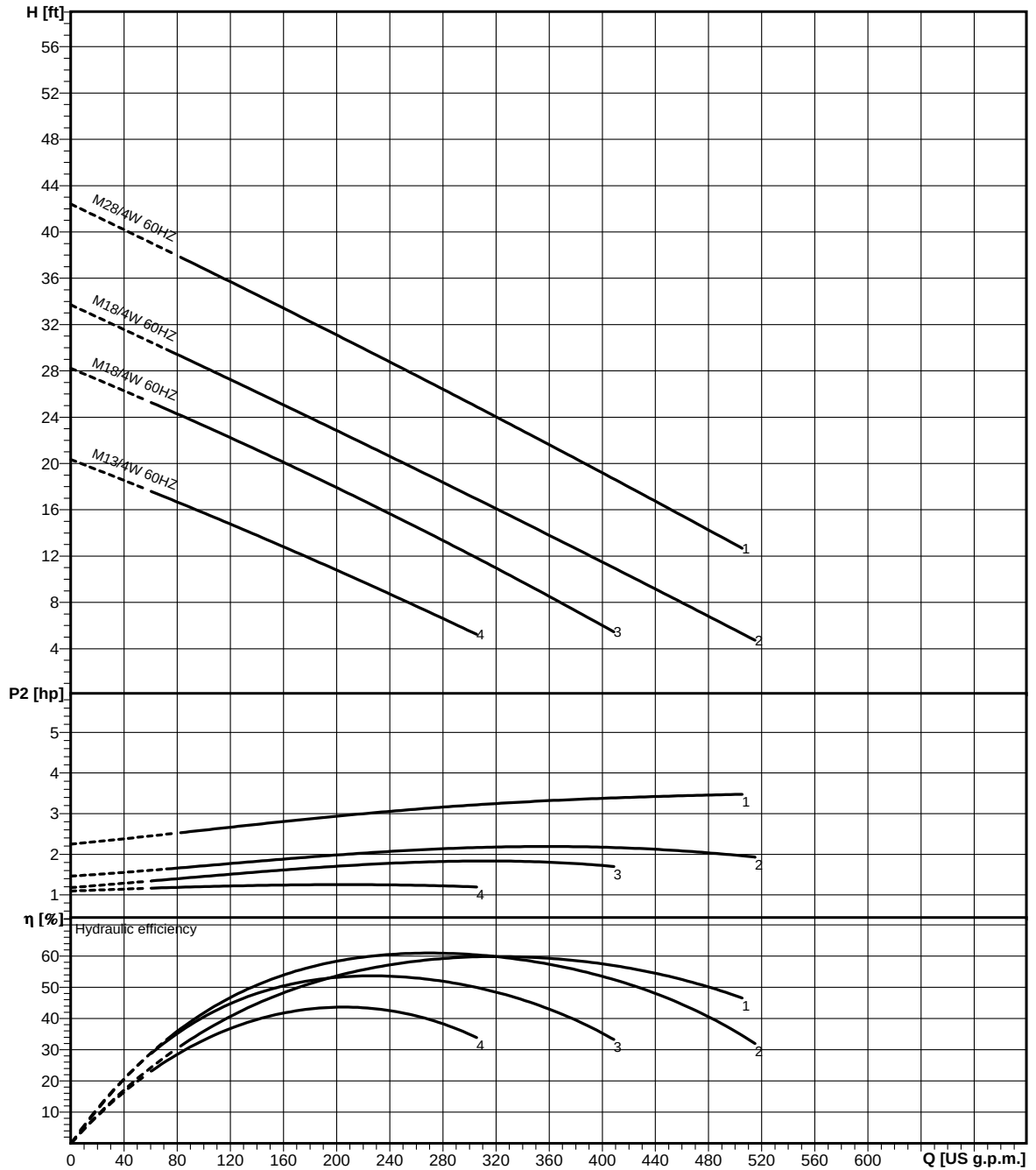
Spaix® 4, Version 4.3.12 - 2020/05/28 (Build 328)
Data version June 2020

AFP 0841, 4 Pole, 1 Phase

Page 1.1

Impeller
ContraBlock impeller

Impeller size 7 11/16..6 inch	N° of vanes 1	Testnorm Hydraulic Institute	Discharge 3 inch	Solid size 3 inch
			Rated speed 1680..1710 rpm	Date 2002-07-10



Operation in dotted range is not recommended

Revision 2002-01-25

ABS reserves the right to change any data and dimensions without prior notice and can not be held responsible for the use of information contained in this manual.

ABSEPro 1.6 / 2002-02-26

TECHNICAL DATA				4 Pole, 1 Phase			AFP 0841		
Dwg.	DS-A01-026	Rev:	Date: 01/00	Section	AFP	Tab	3" Open CB	Page	1.2
STANDARD & EXPLOSION PROOF									

MOTOR SPECIFICATIONS

Motor Design		NEMA design B, squirrel cage induction, air filled
Motor Type		Enclosed submersible
Insulation Class		Class F, rated at 155°C
Bimetallic Temp Setting		140°C/65°C
Motor Protection	Thermal	Bimetallic Switches in each Phase
	Leakage	DI Moisture Detection in seal oil chamber
Maximum Submergence		65 feet
Max. Fluid Temperature		40°C (104°F)
Voltage Tolerance 6		10%
RPM		1780

PUMP & MOTOR DATA

Discharge Size	3"				
Impeller	.4	.3	.2	.1	
Solid Size-Inches	3	3	3	3	
Impeller DIA mm	153	161	177	197	
WK ² LB-FT ² (with water)	.31	.38	.55	.69	
Impeller weight LBS.	7.7	8.8	10.0	10.5	
Minimum Flow GPM	50	55	60	65	
Motor	M13/4W-11	M18/4W-11	M18/4W-11	M28/4W-12	
BHP	1.7	2.4	2.4	3.7	
Phase	1	1	1	1	

MATERIALS of CONSTRUCTION

Motor Housing	Cast Iron ASTM A48 Class 40				
Oil Chamber	Cast Iron ASTM A48 Class 40				
Seal Plate	Cast Iron ASTM A48 Class 40				
Impeller	Cast Iron ASTM A48 Class 40				
Volute	Cast Iron ASTM A48 Class 40				
Bottom Plate CB	Cast Iron ASTM A48 Class 40				
Cable Entry Casting	Cast Iron ASTM A48 Class 40				
Junction Box (optional)	Cast Iron ASTM A48 Class 40				
Water Jacket (optional)	Cast Iron ASTM A48 Class 40				
Pump and Motor Shaft	420 SS				
External Hardware	316 SS				
O-Rings	BUNA "N" (NITRILE)				
Cable Glands	BUNA "N" (NITRILE)				
Upper Bearing	Single Row Ball Permanently Lubricated				
Lower Bearing	Double Row Angular Contact Permanently Lubricated				
Tandem	Lower	Silicon Carbide on Silicon Carbide			
Mechanical Seal	Upper	Chrome Steel on Carbon			

WEIGHT OF PUMP AND MOTOR (LBS)

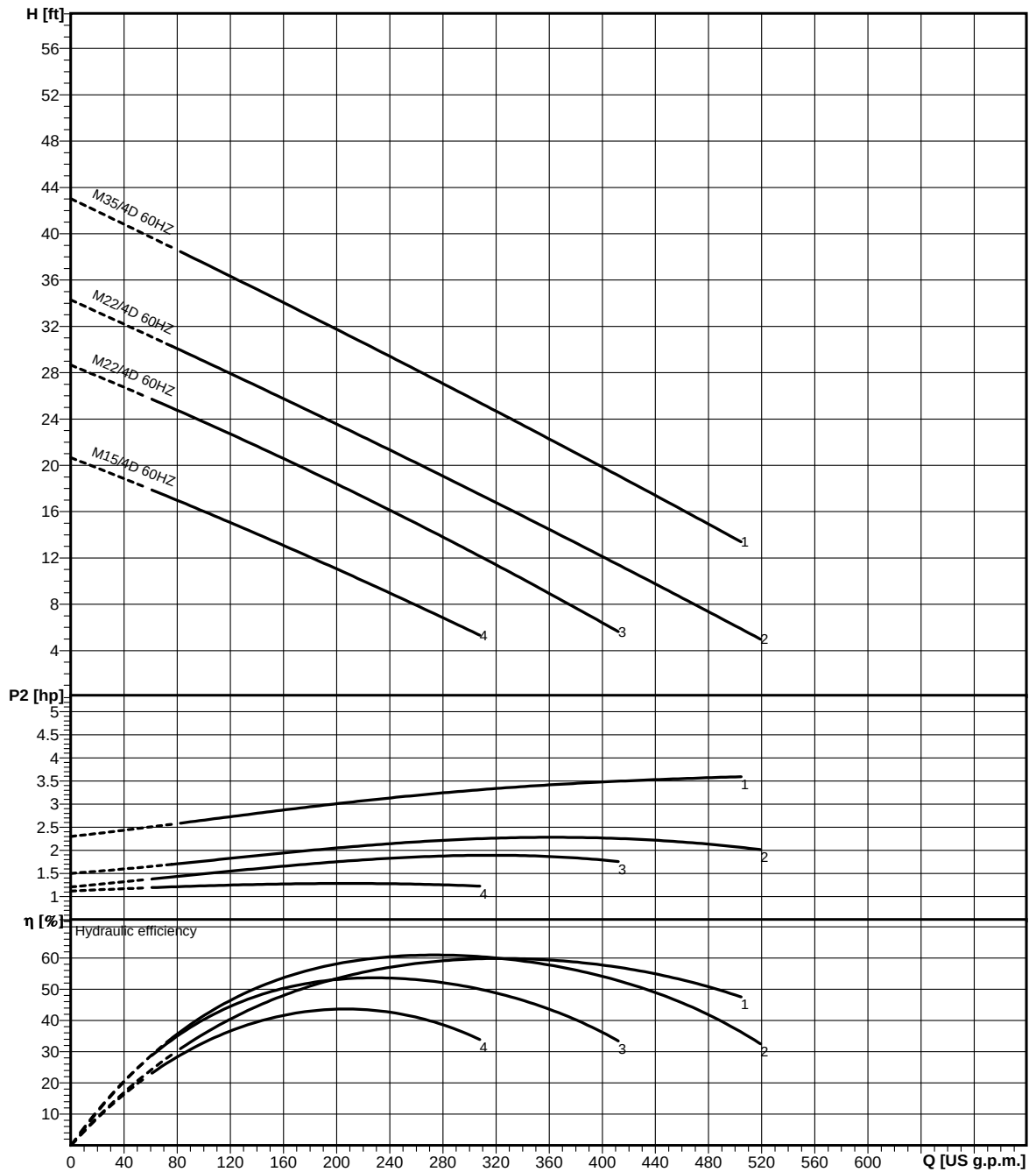
Standard and Explosion proof	178	182	182	190	
Add for water jacket	26	26	26	26	
Add for junction chamber	16	16	16	16	

CABLE SPECIFICATIONS

Power Cable	H07RN-F, Ozoflex, SOW				
Control Cable	Included in Power Cable				
Cable OD inches	.75	.75	.75	.75	
Cable, Standard Length	30 feet				

Specifications subject to change without notice

Impeller size 7 11/16..6 inch	N° of vanes 1	Testnorm Hydraulic Institute	Discharge 3 inch	Solid size 3 inch
			Rated speed 1680..1710 rpm	Date 2002-07-10



Operation in dotted range is not recommended

Revision 2002-01-25

ABS reserves the right to change any data and dimensions without prior notice and can not be held responsible for the use of information contained in this drawing.

ABSEPro 1.6 / 2002-02-26

TECHNICAL DATA				4 Pole				AFP 0841	
Dwg.	DS-A01-027	Rev:	Date: 01/00	Section	AFP	Tab	3" Open CB	Page	1.4
STANDARD & EXPLOSION PROOF									

MOTOR SPECIFICATIONS

Motor Design	NEMA design B, squirrel cage induction, air filled	
Motor Type	Enclosed submersible	
Insulation Class	Class F, rated at 155°C	
Bimetallic Temp Setting	140°C/65°C	
Motor Protection	Thermal	Bimetallic Switches in each Phase
	Leakage	DI Moisture Detection in seal oil chamber
Maximum Submergence	65 feet	
Max. Fluid Temperature	40°C (104°F)	
Voltage Tolerance 6	10%	
RPM	1780	

PUMP & MOTOR DATA

Discharge Size	3"					
Impeller	.4	.3	.2	.1		
Solid Size-Inches	3	3	3	3		
Impeller DIA mm	153	161	177	197		
WK ² LB-FT ² (with water)	.31	.38	.55	.69		
Impeller weight LBS.	7.7	8.8	10.0	10.5		
Minimum Flow GPM	50	55	60	65		
Motor	M15/4-11	M22/4-11	M22/4-11	M35/4-12		
BHP	2.0	3.0	3.0	4.7		
Phase	3	3	3	3		

MATERIALS of CONSTRUCTION

Motor Housing	Cast Iron ASTM A48 Class 40				
Oil Chamber	Cast Iron ASTM A48 Class 40				
Seal Plate	Cast Iron ASTM A48 Class 40				
Impeller	Cast Iron ASTM A48 Class 40				
Volute	Cast Iron ASTM A48 Class 40				
Bottom Plate CB	Cast Iron ASTM A48 Class 40				
Cable Entry Casting	Cast Iron ASTM A48 Class 40				
Junction Box (optional)	Cast Iron ASTM A48 Class 40				
Water Jacket (optional)	Cast Iron ASTM A48 Class 40				
Pump and Motor Shaft	420 SS				
External Hardware	316 SS				
O-Rings	BUNA "N" (NITRILE)				
Cable Glands	BUNA "N" (NITRILE)				
Upper Bearing	Single Row Ball Permanently Lubricated				
Lower Bearing	Double Row Angular Contact Permanently Lubricated				
Tandem	Lower	Silicon Carbide on Silicon Carbide			
Mechanical Seal	Upper	Chrome Steel on Carbon			

WEIGHT OF PUMP AND MOTOR (LBS)

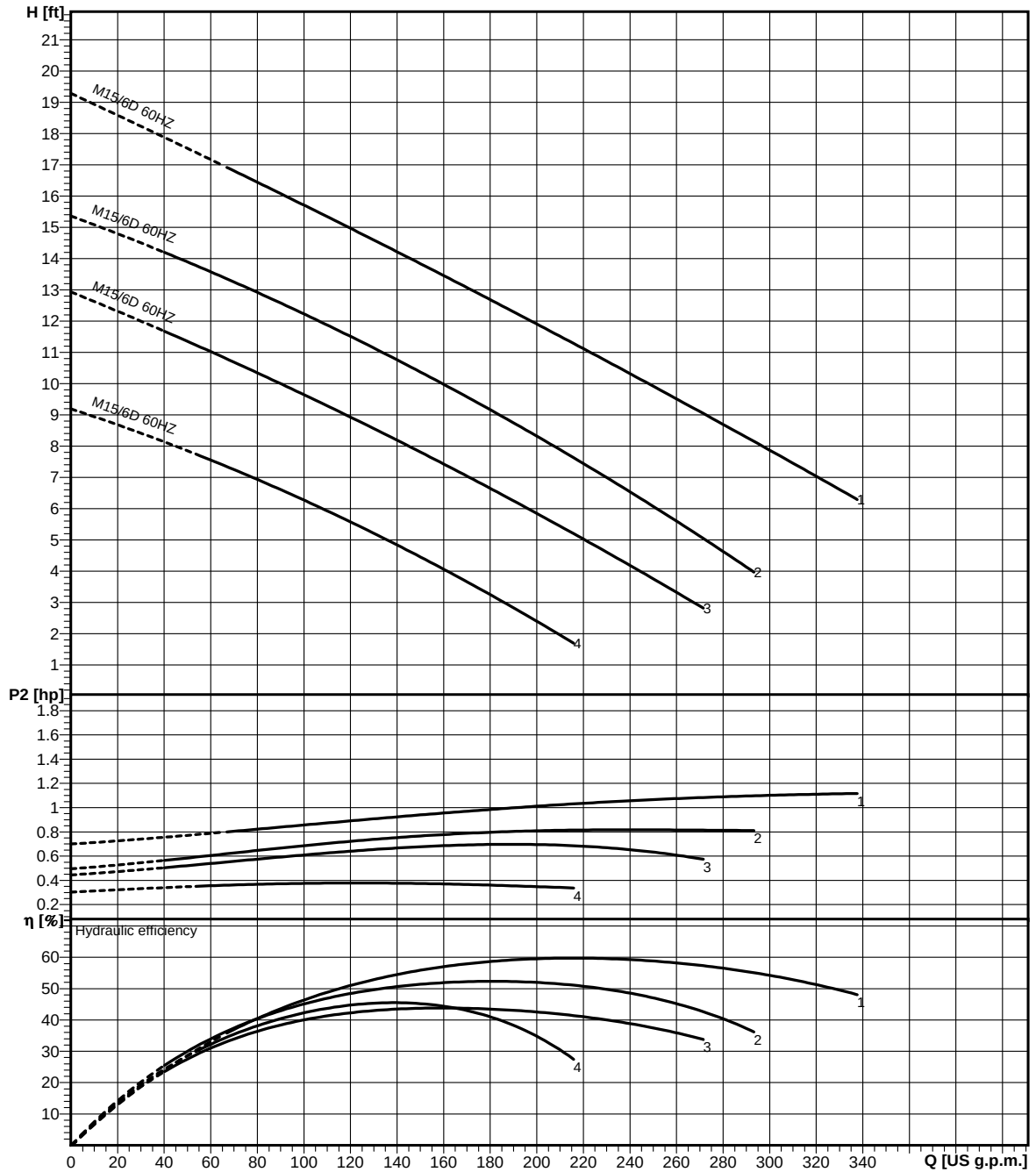
Standard and Explosion proof	176	180	180	188		
Add for water jacket	26	26	26	26		
Add for junction chamber	16	16	16	16		

CABLE SPECIFICATIONS

Power Cable	H07RN-F, Ozoflex, SOW					
Control Cable	Included in Power Cable					
Cable OD inches	.75	.75	.75	.75		
Cable, Standard Length	30 feet					

Specifications subject to change without notice

Impeller size 7 11/16..6 inch	N° of vanes 6	Testnorm Hydraulic Institute	Discharge 3 inch	Solid size 3 inch
			Rated speed 1125 rpm	Date 2002-07-10



TECHNICAL DATA				6 Pole				AFP 0841	
Dwg.	DS-A01-028	Rev:	Date: 01/00	Section	AFP	Tab	3" Open CB	Page	1.6
STANDARD & EXPLOSION PROOF									

MOTOR SPECIFICATIONS

Motor Design	NEMA design B, squirrel cage induction, air filled	
Motor Type	Enclosed submersible	
Insulation Class	Class F, rated at 155°C	
Bimetallic Temp Setting	140°C/65°C	
Motor Protection	Thermal	Bimetallic Switches in each Phase
	Leakage	DI Moisture Detection in seal oil chamber
Maximum Submergence	65 feet	
Max. Fluid Temperature	40°C (104°F)	
Voltage Tolerance 6	10%	
RPM	1180	

PUMP & MOTOR DATA

Discharge Size	3"					
Impeller	.4	.3	.2	.1		
Solid Size-Inches	3	3	3	3		
Impeller DIA mm	153	161	177	197		
WK ² LB-FT ² (with water)	.31	.38	.55	.69		
Impeller weight LBS.	7.7	8.8	10.0	10.5		
Minimum Flow GPM	50	55	60	65		
Motor	M15/6-11	M15/6-11	M15/6-11	M15/6-11		
BHP	2.0	2.0	2.0	2.0		
Phase	3	3	3	3		

MATERIALS of CONSTRUCTION

Motor Housing	Cast Iron ASTM A48 Class 40				
Oil Chamber	Cast Iron ASTM A48 Class 40				
Seal Plate	Cast Iron ASTM A48 Class 40				
Impeller	Cast Iron ASTM A48 Class 40				
Volute	Cast Iron ASTM A48 Class 40				
Bottom Plate CB	Cast Iron ASTM A48 Class 40				
Cable Entry Casting	Cast Iron ASTM A48 Class 40				
Junction Box (optional)	Cast Iron ASTM A48 Class 40				
Water Jacket (optional)	Cast Iron ASTM A48 Class 40				
Pump and Motor Shaft	420 SS				
External Hardware	316 SS				
O-Rings	BUNA "N" (NITRILE)				
Cable Glands	BUNA "N" (NITRILE)				
Upper Bearing	Single Row Ball Permanently Lubricated				
Lower Bearing	Double Row Angular Contact Permanently Lubricated				
Tandem	Lower	Silicon Carbide on Silicon Carbide			
Mechanical Seal	Upper	Chrome Steel on Carbon			

WEIGHT OF PUMP AND MOTOR (LBS)

Standard and Explosion proof	172	172	172	172		
Add for water jacket	26	26	26	26		
Add for junction chamber	16	16	16	16		

CABLE SPECIFICATIONS

Power Cable	H07RN-F, Ozoflex, SOW					
Control Cable	Included in Power Cable					
Cable OD inches	.75	.75	.75	.75		
Cable, Standard Length	30 feet					

Specifications subject to change without notice

INSTALLATION DIMENSIONS

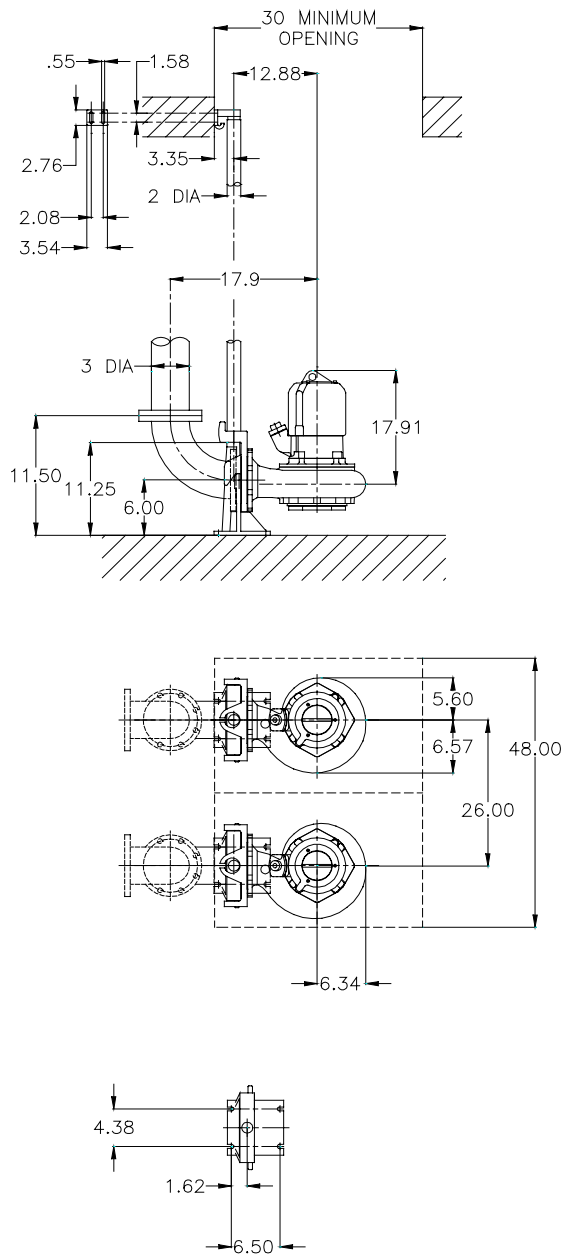
Wet Pit

AFP 0841

Dwg. DS-A01-061 Rev: Date: 01/00

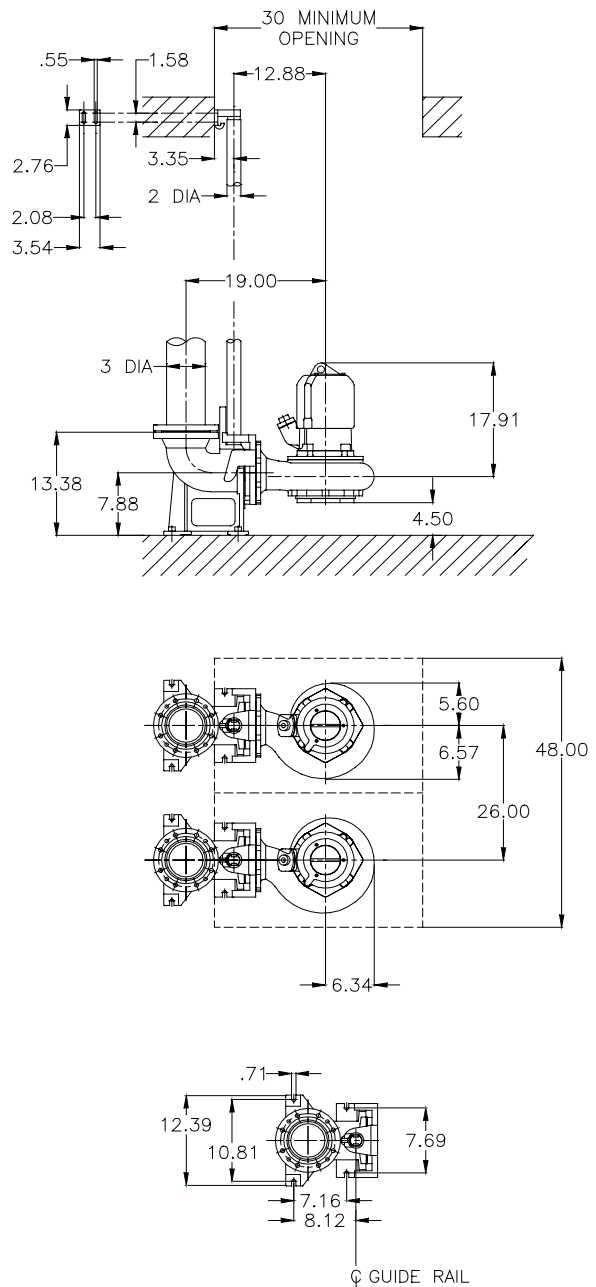
Section AFP Tab 3" Open CB Page 1.7

62320517 Guide Rail Assy



ANCHOR BOLT LOCATION

62320649 Guide Rail Assy



ANCHOR BOLT LOCATION

TYPICAL DRAWING ONLY, NOT FOR CONSTRUCTION PURPOSES. CONTACT FACTORY FOR CERTIFIED DRAWINGS.

Specifications subject to change without notice

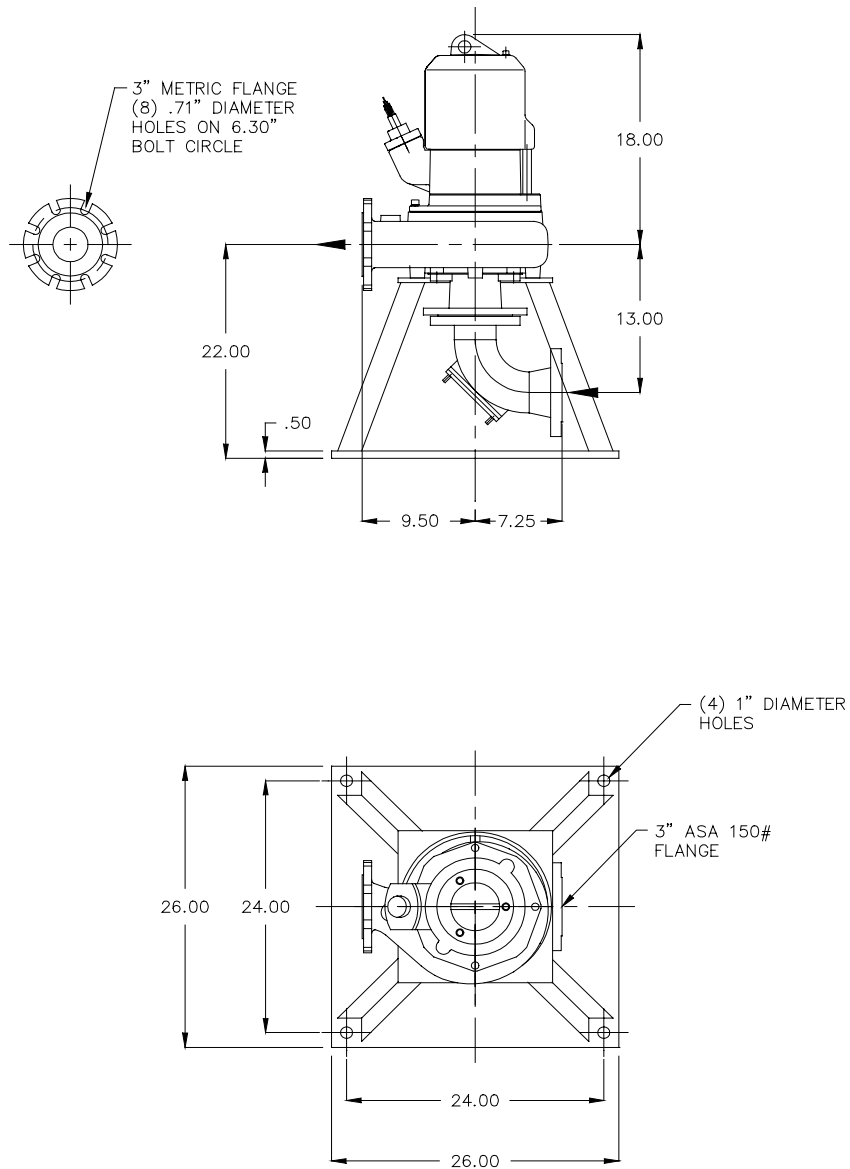
Page 12 of 13

ABS
A Company in the Cardo Group

INSTALLATION DIMENSIONS**Dry Pit****AFP 0841**

Dwg. DS-A01-073 Rev: A Date: 04/02

Section AFP Tab 3" Open CB Page 1.8

**TYPICAL DRAWING ONLY, NOT FOR CONSTRUCTION PURPOSES. CONTACT FACTORY FOR CERTIFIED DRAWINGS.**

Specifications subject to change without notice

Page 13 of 13

ABS
COST-EFFECTIVE PUMPING



Hydra Service, Inc.
SPECIALIST IN FLUID MOVEMENT



250 Springview Commerce Drive
DeBary Florida 32713
Phone: 407 330 3456
Phone: 800 323 1731
Fax: 407 330 3404

Sales Representative Luis Casas
Contact Information
Cell Phone: 305-951-7286
Fax:

TO: Town of Pembroke Park
ATTN: Myriam Jacques, LEED AP
PHONE 305-893-6511
FAX:

FROM: Luis Casas
EMAIL: luis@hydraservice.net
DATE: November 10, 2020
QUOTE: 201110-1LC
REF: Replacing Pump- AFP 0841.4-M18/4FM-PH 1- Impeller 152 mm-PS 26

EMAIL: Mjacques@townofpembrokepark.com

ENG FIRM:

- 1 [Sulzer/ABS Piranha XFP100C CB1.4 PE20/6W](#) submersible pump, with [4"](#) discharge [2.68](#) HP, [230](#) volt, [60](#) Hertz, [1](#) phase, with [49'](#) power cord. FLA [11.96](#), 175 mm Impeller.

5 Yr. Standard Warranty

Rail bracket is NOT included

Pump Weight- 311 LBS

- 1 [Start Kit PE 20/6W 230 V P/N 08776100](#)

[The start Kit in the control panel must be changed out](#)

[Replacing AFP 0841.4-M18/4FM 230V Ph1, Impeller 152 mm.](#)

[QUOTE VALID 30 DAYS.](#)

[PRICES SUBJECT TO CHANGE DUE TO MARKET PRICING FLUCTUATIONS AND
NEW TARIFFS ON RAW MATERIALS.](#)

Note: No other components or options (other than the scope of supply listed above) are included.

TOTAL PRICE, F.O.B. JOB, FREIGHT ALLOWED [\\$4,589.40](#) PLUS ANY FEDERAL,
STATE OR LOCAL TAXES WHICH MAY APPLY. TERMS ARE NET 30 DAYS. PRICES ARE FIRM 30 DAYS
HYDRA SERVICE STANDARD TERMS AND CONDITIONS APPLY. PAYMENT TERMS ARE NET 30 DAYS.
ESTMTD DELIVERY: [2 OR 3](#) WEEKS AFTER RECEIPT IN OUR OFFICE OF COMPLETE
APPROVED SUBMITTAL DATA AND SIGNED PROPOSAL.
THESE TERMS ARE INDEPENDENT OF, AND ARE NOT CONTINGENT UPON THE TIME OR MANNER
IN WHICH PURCHASER MAY RECEIVE PAYMENT FROM OTHERS.

ACCEPTED DATE _____

Review Date: _____

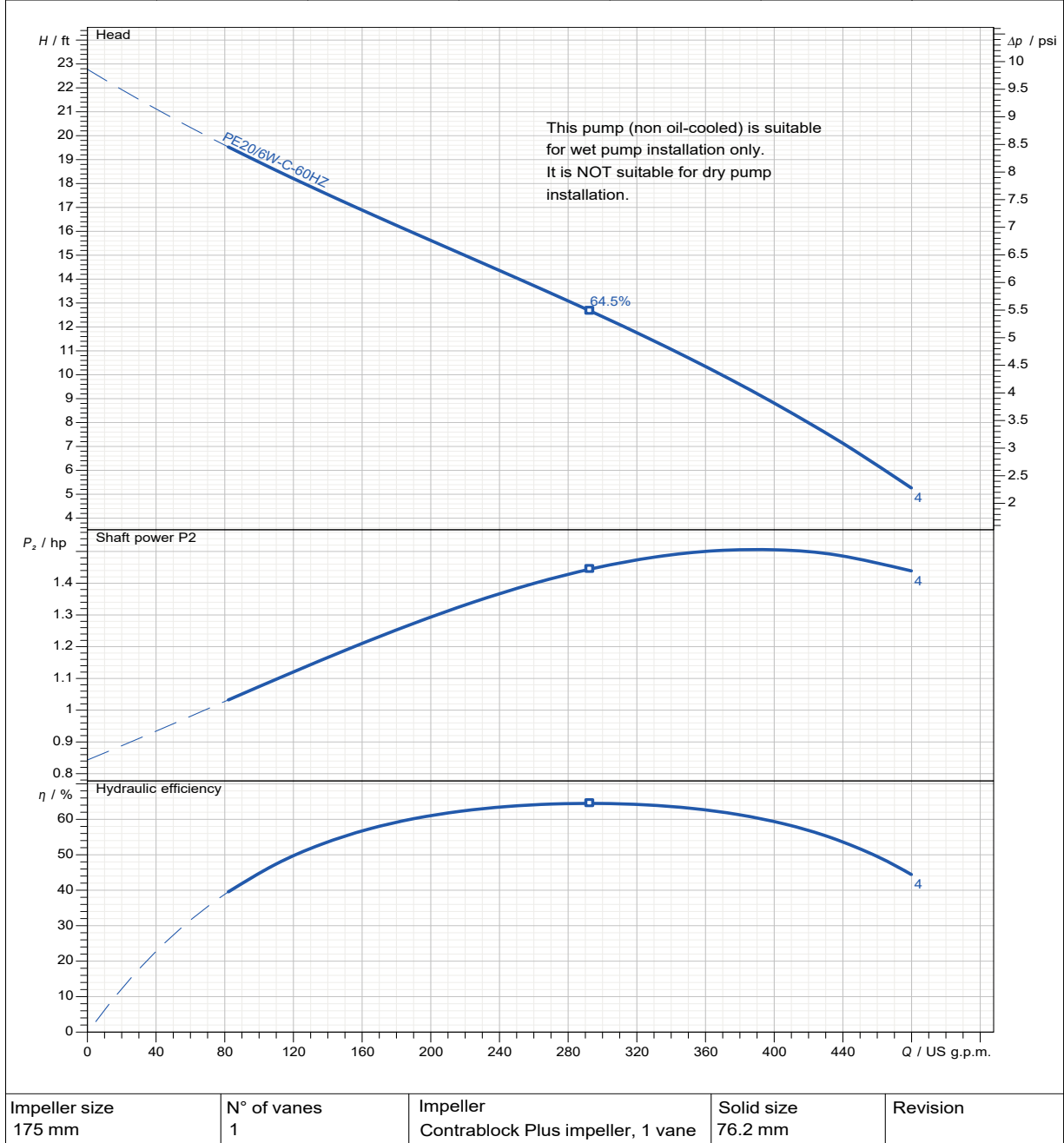
NAME OF PURCHASER _____

REVIEWED BY HYDRA SERVICE PUMP REP. _____

Lift Station #26 at Trinity Towers



Curve number		Pump performance curves  Reference curve XFP100C-CB SINGLE PHASE 60HZ XFP100C CB1 1~ 60HZ (wet pit)				
					Discharge DN100	Frequency 60 Hz
Density 62.32 lb/ft³	Viscosity 1.082E-5 ft²/s	Testnorm ISO9906:2012, HI 11.6/14.6≤10kW			Rated speed 1172 rpm	Date 2020-11-05
Flow	Head	Shaft power	Power input	Rated power P2 2.68 hp	Hydraulic efficiency	NPSH



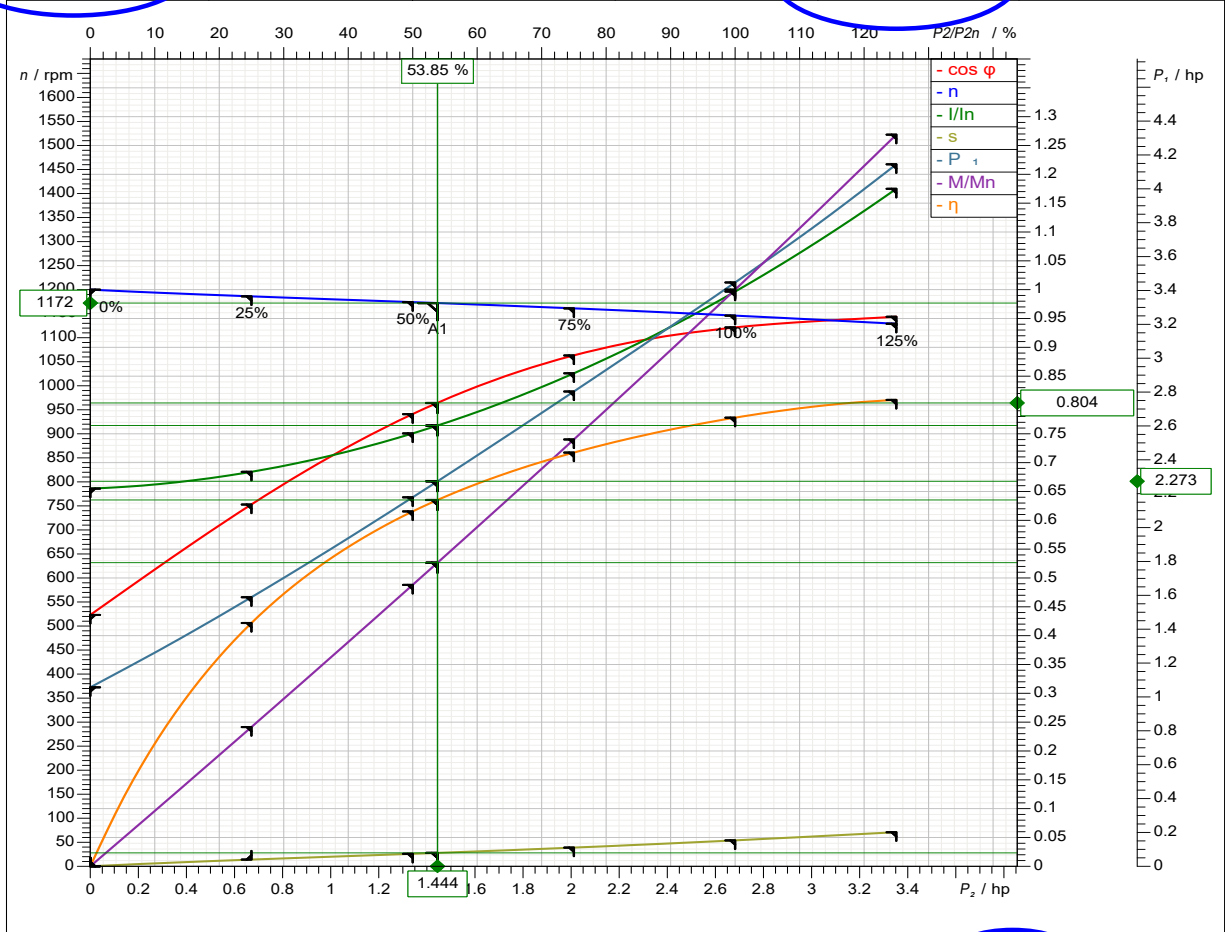
Impeller size 175 mm	N° of vanes 1	Impeller Contrablock Plus impeller, 1 vane	Solid size 76.2 mm	Revision
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Sulzer reserves the right to change any data and dimensions without prior notice and can not be held responsible for the use of information contained in this software.

Spaix® 4, Version 4.3.12 - 2020/05/28 (Build 328)
Data version June 2020

Frequency 60 Hz	PE1	Motor performance curve PE20/6W-C-60HZ	

Rated power 2.68 hp	Service factor 1	Nominal Speed 1150 rpm	Number of poles 6	Rated voltage 230 V	Date 2020-11-05
------------------------	---------------------	---------------------------	----------------------	------------------------	--------------------



Symbol	No load	25 %	50 %	75 %	100 %	125 %
P_2 / hp	0	0.6705	1.341	2.012	2.682	3.353
P_1 / hp	1.057	1.589	2.179	2.804	3.447	4.145
η / %	0	42.2	61.55	71.75	77.8	80.88
n / rpm	1200	1186	1174	1161	1146	1129
$\cos \phi$	0.4359	0.6275	0.7841	0.8859	0.9345	0.9531
I / A	7.86	8.21	9.01	10.26	11.96	14.1
s / %	0.0003307	1.165	2.17	3.247	4.502	5.916
M / lbf ft	0	2.969	6	9.1	12.29	15.6

Tolerance according to VDE 0530 T1 12.84 for rated power

Starting current 23.5 A	Starting torque 20.2 lbf ft	Moment of inertia 0.0712 lb ft ²	No. starts per hour 15
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Sulzer reserves the right to change any data and dimensions without prior notice and can not be held responsible for the use of information contained in this software.

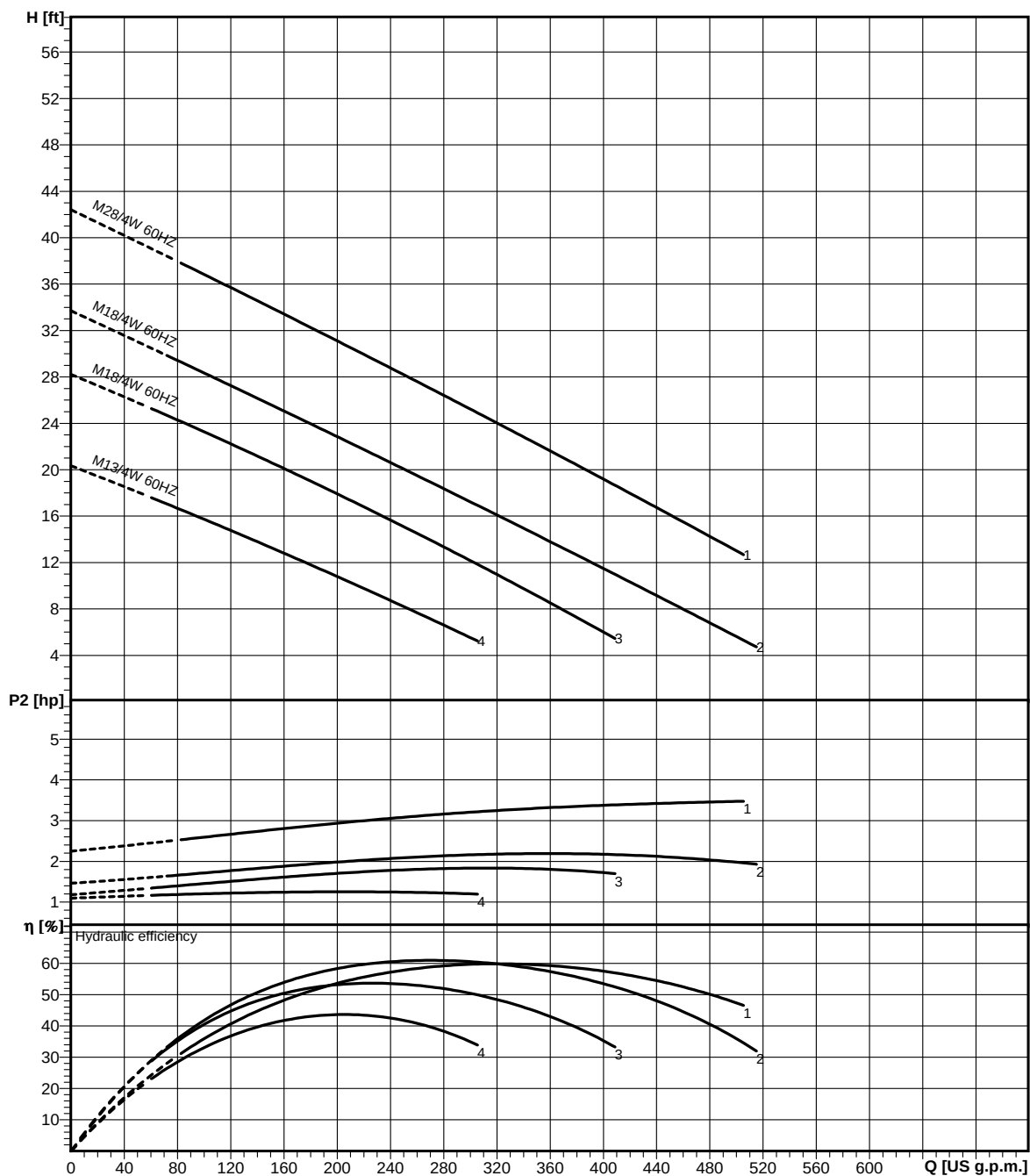
Spaix® 4, Version 4.3.12 - 2020/05/28 (Build 328)
Data version June 2020

AFP 0841, 4 Pole, 1 Phase

Page 1.1

Impeller
ContraBlock impeller

Impeller size 7 11/16..6 inch	N° of vanes 1	Testnorm Hydraulic Institute	Discharge 3 inch	Solid size 3 inch
			Rated speed 1680..1710 rpm	Date 2002-07-10



Operation in dotted range is not recommended

Revision 2002-01-25

ABS reserves the right to change any data and dimensions without prior notice and can not be held responsible for the use of information contained in this software.

ABSEPro 1.6 / 2002-02-26

TECHNICAL DATA				4 Pole, 1 Phase				AFP 0841	
Dwg.	DS-A01-026	Rev:	Date: 01/00	Section	AFP	Tab	3" Open CB	Page	1.2
STANDARD & EXPLOSION PROOF									

MOTOR SPECIFICATIONS

Motor Design	NEMA design B, squirrel cage induction, air filled	
Motor Type	Enclosed submersible	
Insulation Class	Class F, rated at 155°C	
Bimetallic Temp Setting	140°C65°C	
Motor Protection	Thermal	Bimetallic Switches in each Phase
	Leakage	DI Moisture Detection in seal oil chamber
Maximum Submergence	65 feet	
Max. Fluid Temperature	40°C (104°F)	
Voltage Tolerance 6	10%	
RPM	1780	

PUMP & MOTOR DATA

Discharge Size	3"				
Impeller	.4	.3	.2	.1	
Solid Size-Inches	3	3	3	3	
Impeller DIA mm	153	161	177	197	
WK ² LB-FT ² (with water)	.31	.38	.55	.69	
Impeller weight LBS.	7.7	8.8	10.0	10.5	
Minimum Flow GPM	50	55	60	65	
Motor	M13/4W-11	M18/4W-11	M18/4W-11	M28/4W-12	
BHP	1.7	2.4	2.4	3.7	
Phase	1	1	1	1	

MATERIALS of CONSTRUCTION

Motor Housing	Cast Iron ASTM A48 Class 40				
Oil Chamber	Cast Iron ASTM A48 Class 40				
Seal Plate	Cast Iron ASTM A48 Class 40				
Impeller	Cast Iron ASTM A48 Class 40				
Volute	Cast Iron ASTM A48 Class 40				
Bottom Plate CB	Cast Iron ASTM A48 Class 40				
Cable Entry Casting	Cast Iron ASTM A48 Class 40				
Junction Box (optional)	Cast Iron ASTM A48 Class 40				
Water Jacket (optional)	Cast Iron ASTM A48 Class 40				
Pump and Motor Shaft	420 SS				
External Hardware	316 SS				
O-Rings	BUNA "N" (NITRILE)				
Cable Glands	BUNA "N" (NITRILE)				
Upper Bearing	Single Row Ball Permanently Lubricated				
Lower Bearing	Double Row Angular Contact Permanently Lubricated				
Tandem	Lower	Silicon Carbide on Silicon Carbide			
Mechanical Seal	Upper	Chrome Steel on Carbon			

WEIGHT OF PUMP AND MOTOR (LBS)

Standard and Explosion proof	178	182	182	190	
Add for water jacket	26	26	26	26	
Add for junction chamber	16	16	16	16	

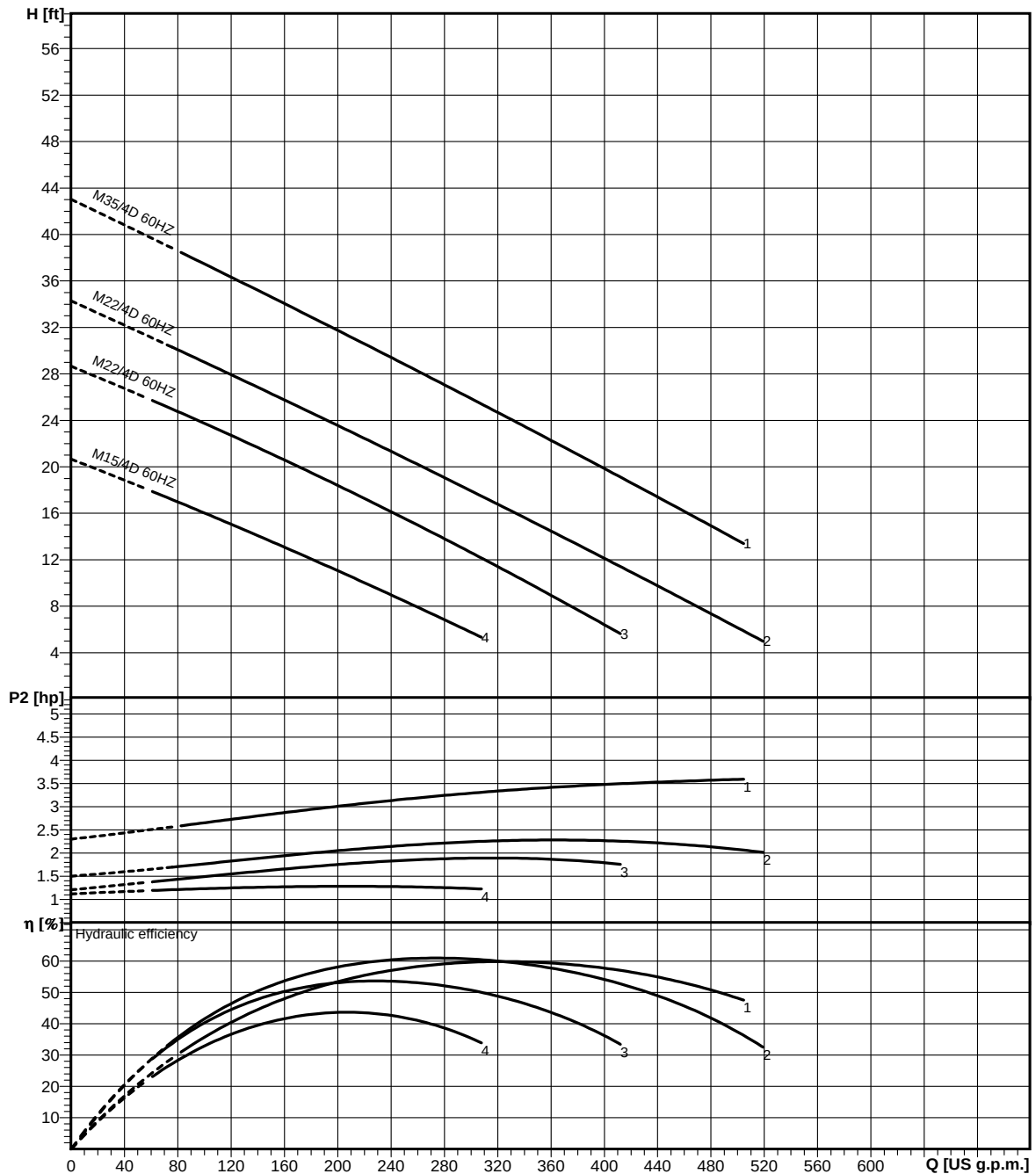
CABLE SPECIFICATIONS

Power Cable	H07RN-F, Ozoflex, SOW				
Control Cable	Included in Power Cable				
Cable OD inches	.75	.75	.75	.75	
Cable, Standard Length	30 feet				

Specifications subject to change without notice



Impeller size 7 11/16..6 inch	N° of vanes 1	Testnorm Hydraulic Institute	Discharge 3 inch	Solid size 3 inch
			Rated speed 1680..1710 rpm	Date 2002-07-10



Operation in dotted range is not recommended

Revision 2002-01-25

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ABSEPro 1.6 / 2002-02-26

TECHNICAL DATA				4 Pole				AFP 0841	
Dwg.	DS-A01-027	Rev:	Date: 01/00	Section	AFP	Tab	3" Open CB	Page	1.4
STANDARD & EXPLOSION PROOF									

MOTOR SPECIFICATIONS

Motor Design	NEMA design B, squirrel cage induction, air filled	
Motor Type	Enclosed submersible	
Insulation Class	Class F, rated at 155°C	
Bimetallic Temp Setting	140°C/65°C	
Motor Protection	Thermal	Bimetallic Switches in each Phase
	Leakage	DI Moisture Detection in seal oil chamber
Maximum Submergence	65 feet	
Max. Fluid Temperature	40°C (104°F)	
Voltage Tolerance 6	10%	
RPM	1780	

PUMP & MOTOR DATA

Discharge Size	3"					
Impeller	.4	.3	.2	.1		
Solid Size-Inches	3	3	3	3		
Impeller DIA mm	153	161	177	197		
WK ² LB-FT ² (with water)	.31	.38	.55	.69		
Impeller weight LBS.	7.7	8.8	10.0	10.5		
Minimum Flow GPM	50	55	60	65		
Motor	M15/4-11	M22/4-11	M22/4-11	M35/4-12		
BHP	2.0	3.0	3.0	4.7		
Phase	3	3	3	3		

MATERIALS of CONSTRUCTION

Motor Housing	Cast Iron ASTM A48 Class 40				
Oil Chamber	Cast Iron ASTM A48 Class 40				
Seal Plate	Cast Iron ASTM A48 Class 40				
Impeller	Cast Iron ASTM A48 Class 40				
Volute	Cast Iron ASTM A48 Class 40				
Bottom Plate CB	Cast Iron ASTM A48 Class 40				
Cable Entry Casting	Cast Iron ASTM A48 Class 40				
Junction Box (optional)	Cast Iron ASTM A48 Class 40				
Water Jacket (optional)	Cast Iron ASTM A48 Class 40				
Pump and Motor Shaft	420 SS				
External Hardware	316 SS				
O-Rings	BUNA "N" (NITRILE)				
Cable Glands	BUNA "N" (NITRILE)				
Upper Bearing	Single Row Ball Permanently Lubricated				
Lower Bearing	Double Row Angular Contact Permanently Lubricated				
Tandem	Lower	Silicon Carbide on Silicon Carbide			
Mechanical Seal	Upper	Chrome Steel on Carbon			

WEIGHT OF PUMP AND MOTOR (LBS)

Standard and Explosion proof	176	180	180	188		
Add for water jacket	26	26	26	26		
Add for junction chamber	16	16	16	16		

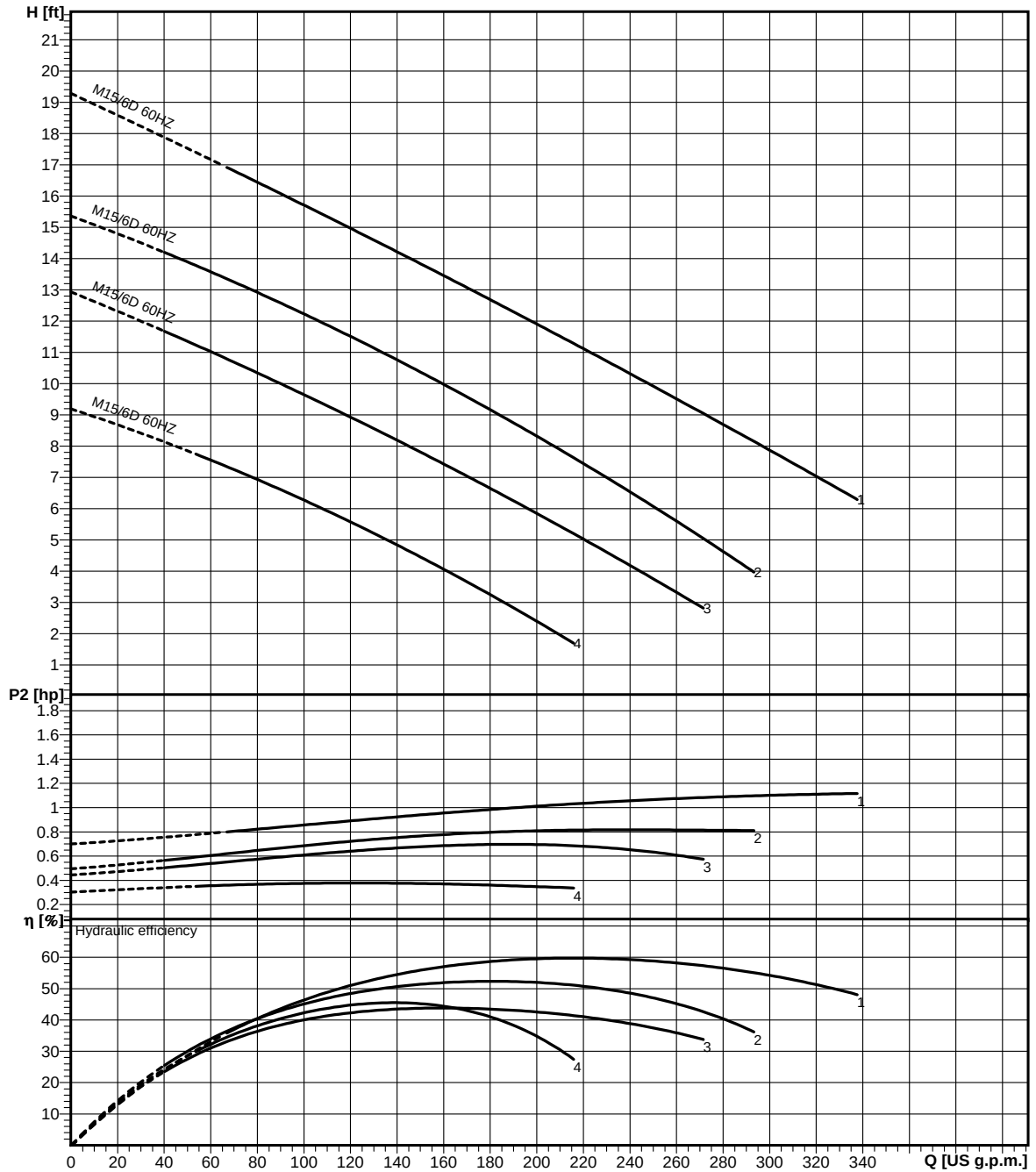
CABLE SPECIFICATIONS

Power Cable	H07RN-F, Ozoflex, SOW					
Control Cable	Included in Power Cable					
Cable OD inches	.75	.75	.75	.75		
Cable, Standard Length	30 feet					

Specifications subject to change without notice

ABS
COST-EFFECTIVE PUMPING

Impeller size 7 11/16..6 inch	N° of vanes 6	Testnorm Hydraulic Institute	Discharge 3 inch	Solid size 3 inch
			Rated speed 1125 rpm	Date 2002-07-10



Operation in dotted range is not recommended

Revision 2002-01-25

ABS reserves the right to change any data and dimensions without prior notice and can not be held responsible for the use of information contained in this software.

ABSEPro 1.6 / 2002-02-26

TECHNICAL DATA				6 Pole				AFP 0841	
Dwg.	DS-A01-028	Rev:	Date: 01/00	Section	AFP	Tab	3" Open CB	Page	1.6
STANDARD & EXPLOSION PROOF									

MOTOR SPECIFICATIONS

Motor Design	NEMA design B, squirrel cage induction, air filled	
Motor Type	Enclosed submersible	
Insulation Class	Class F, rated at 155°C	
Bimetallic Temp Setting	140°C/65°C	
Motor Protection	Thermal	Bimetallic Switches in each Phase
	Leakage	DI Moisture Detection in seal oil chamber
Maximum Submergence	65 feet	
Max. Fluid Temperature	40°C (104°F)	
Voltage Tolerance 6	10%	
RPM	1180	

PUMP & MOTOR DATA

Discharge Size	3"					
Impeller	.4	.3	.2	.1		
Solid Size-Inches	3	3	3	3		
Impeller DIA mm	153	161	177	197		
WK ² LB-FT ² (with water)	.31	.38	.55	.69		
Impeller weight LBS.	7.7	8.8	10.0	10.5		
Minimum Flow GPM	50	55	60	65		
Motor	M15/6-11	M15/6-11	M15/6-11	M15/6-11		
BHP	2.0	2.0	2.0	2.0		
Phase	3	3	3	3		

MATERIALS of CONSTRUCTION

Motor Housing	Cast Iron ASTM A48 Class 40				
Oil Chamber	Cast Iron ASTM A48 Class 40				
Seal Plate	Cast Iron ASTM A48 Class 40				
Impeller	Cast Iron ASTM A48 Class 40				
Volute	Cast Iron ASTM A48 Class 40				
Bottom Plate CB	Cast Iron ASTM A48 Class 40				
Cable Entry Casting	Cast Iron ASTM A48 Class 40				
Junction Box (optional)	Cast Iron ASTM A48 Class 40				
Water Jacket (optional)	Cast Iron ASTM A48 Class 40				
Pump and Motor Shaft	420 SS				
External Hardware	316 SS				
O-Rings	BUNA "N" (NITRILE)				
Cable Glands	BUNA "N" (NITRILE)				
Upper Bearing	Single Row Ball Permanently Lubricated				
Lower Bearing	Double Row Angular Contact Permanently Lubricated				
Tandem	Lower	Silicon Carbide on Silicon Carbide			
Mechanical Seal	Upper	Chrome Steel on Carbon			

WEIGHT OF PUMP AND MOTOR (LBS)

Standard and Explosion proof	172	172	172	172		
Add for water jacket	26	26	26	26		
Add for junction chamber	16	16	16	16		

CABLE SPECIFICATIONS

Power Cable	H07RN-F, Ozoflex, SOW					
Control Cable	Included in Power Cable					
Cable OD inches	.75	.75	.75	.75		
Cable, Standard Length	30 feet					

Specifications subject to change without notice

ABS
COST-EFFECTIVE PUMPING

INSTALLATION DIMENSIONS

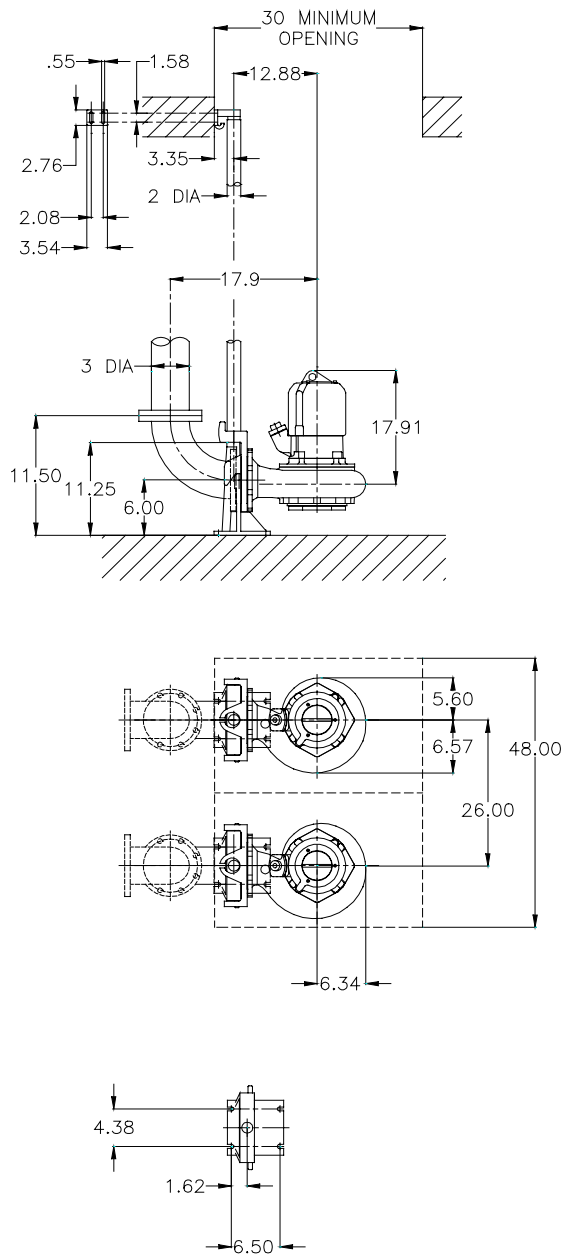
Wet Pit

AFP 0841

Dwg. DS-A01-061 Rev: Date: 01/00

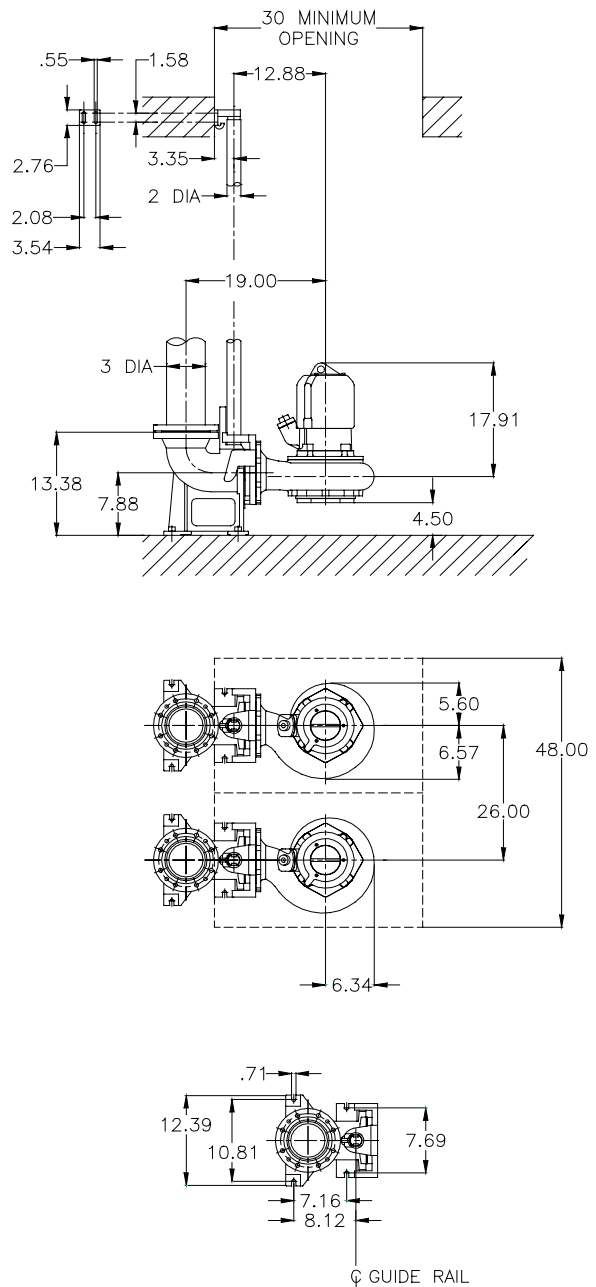
Section AFP Tab 3" Open CB Page 1.7

62320517 Guide Rail Assy



ANCHOR BOLT LOCATION

62320649 Guide Rail Assy



ANCHOR BOLT LOCATION

TYPICAL DRAWING ONLY, NOT FOR CONSTRUCTION PURPOSES. CONTACT FACTORY FOR CERTIFIED DRAWINGS.

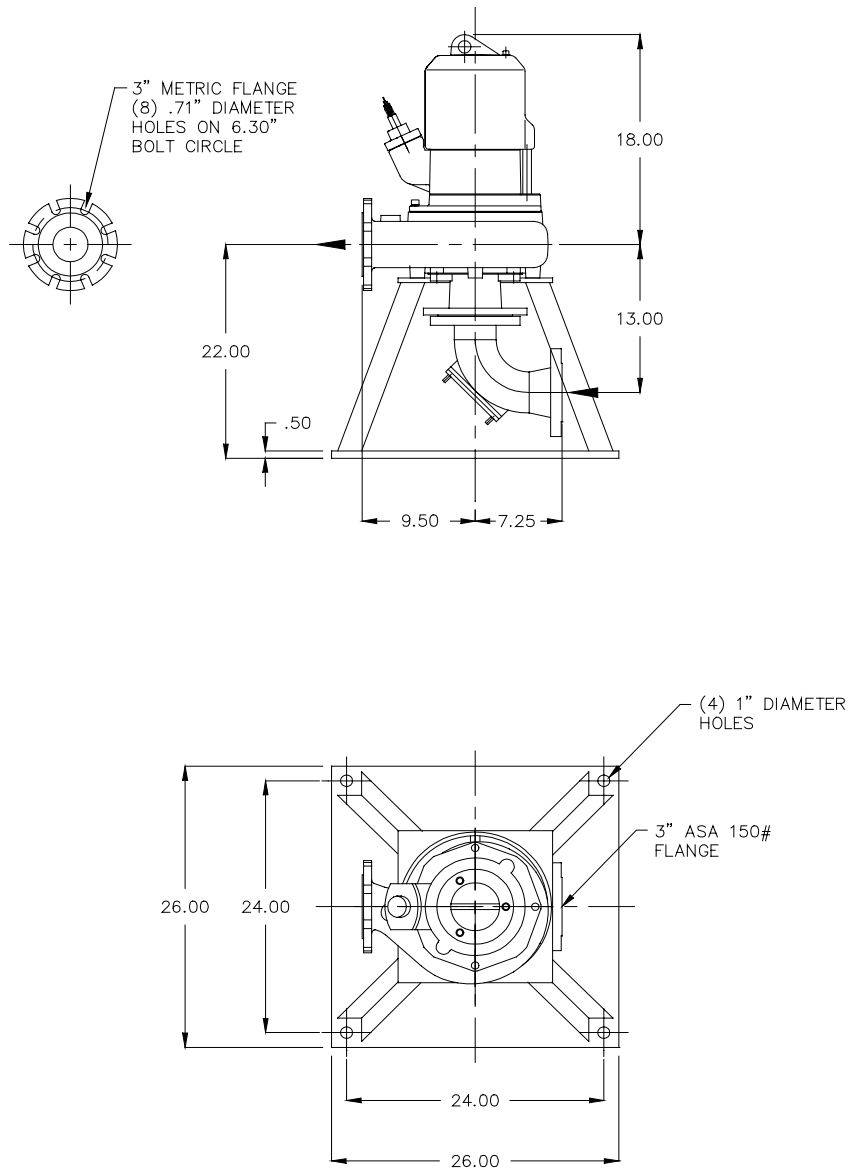
Specifications subject to change without notice

ABS
A Company in the Cardo Group

INSTALLATION DIMENSIONS**Dry Pit****AFP 0841**

Dwg. DS-A01-073 Rev: A Date: 04/02

Section AFP Tab 3" Open CB Page 1.8

**TYPICAL DRAWING ONLY, NOT FOR CONSTRUCTION PURPOSES. CONTACT FACTORY FOR CERTIFIED DRAWINGS.**

Specifications subject to change without notice

ABS
COST-EFFECTIVE PUMPING

AGENDA ITEM REPORT



To: Town Manager
Subject: Request for Installment Payment Plan to Rehabilitate Instead of Abandoning Lift Station #11 Sewer Connection
Meeting: AGENDA WORKSHOP COMMISSION MEETING - November 24, 2020
Department: Public Works
Staff Contact: Myriam Jacques, Public Services AssistantDirector

BACKGROUND INFORMATION:

Owner of lift station #11 has requested to abandon its connection to the Town sewage sewer system and connect directly to the Broward County gravity sewer line. The Town has denied the request, so the owner's only option is to rehab the lift station. The owner will pay \$13,145 of the total rehab cost (\$44,100), and is requesting a 5-year installment payment plan for the remaining \$30,955. See attached file for further details

FINANCIAL IMPACT:

\$30,955

RECOMMENDATION:

Approval and Resolution

ATTACHMENTS:

[3520 W Hallandale Beach Boulevard \[Southeast Gr...](#)
[LS 11 at 3520 W Hallandale Beach Blvd Proposal \(Notes\)](#)

	Status:
Myriam Jacques, Public Services AssistantDirector	None
Harry Taubenfeld, Finance & Budget Director	None
Town Attorney, Town Attorney	None
JC Jimenez, Town Manager	None

From: [Blake Kidwell](#)
To: [Myriam Jacques](#)
Cc: [Alison Herman](#)
Subject: 3520 W Hallandale Beach Boulevard [Southeast Graphics, Inc.]
Date: Tuesday, November 17, 2020 11:43:59 AM

Good afternoon Myriam,

As a follow up to our meeting last Friday morning with yourself, Commissioner Clark, Dan Ortiz, and JC, we would like to request assistance from the Town for the lift station repairs that are needed at 3520 W Hallandale Beach Boulevard. This request is being made after the Town and Commission have denied the request for the property to connect to Broward County's gravity system due to the potential revenue loss and service loss the Town will incur. The cost that Southeast Graphics, Inc. was willing to pay to connect to Broward County's gravity system and removal of the existing lift station was \$13,145.00 which would have been performed by WSD Contracting, Inc. We have now looked into the most cost effective solution to repair the existing lift station through a proposal received from C&I Construction and Design Inc. The cost for C&I to install new pumps and get the existing lift station back to working condition would be \$44,100.00.

Southeast Graphics, Inc. has been a part of the Town of Pembroke Park for over 30 years. Since Southeast Graphics, Inc. sold its assets in the mid-1990's, it has had two tenants. The most current tenant, Walker Graphics, Inc., leased the building in August of 1999 and remained the tenant until it abruptly announced its closure in May, 2020 due to COVID-19. Possession was taken back in July, 2020 and as a result, Southeast Graphics, Inc. has no source of revenue until the building is leased by a new tenant. Based on the loans made to Southeast Graphics, Inc. by Ms. Herman (President and co-owner), thousands of dollars have been spent on painting the exterior of the building, landscaping, surveying the site, design fees, and repairs to damage that was caused by the previous tenant. Southeast Graphics, Inc. does not have the funds to front the entire cost of the repairs that are needed to the lift station (i.e., \$44,100), and cannot obtain a loan without a tenant in the building. The difference in cost for the lift station repairs amounts to \$30,955.00 (i.e. \$44,100 – \$13,145 = \$30,955). Based on the Town's Code Section 26-34, there have been some provisions made by the Town to provide assistance to other property owner's within the Town in the form of a 5 year loan for connection fees to the Town's Sewer System. We are respectfully requesting that the Town assist Southeast Graphics, Inc. with the additional costs of \$30,955 in either the form of a grant and/or loan to help alleviate the extreme hardship imposed upon Southeast Graphics, Inc. as a result of the denial to connect directly to Broward County's gravity system.

We appreciate the work that the Town's Staff and Commissioners have done on getting us to this point and are very hopeful that due to the extreme hardship that we have discussed as a result of the denial to connect directly to Broward County that the Town will agree to either a grant and/or 5 year loan so that we are able to move forward quickly to repair the lift station.

Thanks,

Blake Kidwell
954.522.1004 (Voice)

954.802.4277 (Cell)
bkidwell@flynnengineering.com



Flynn Engineering Services, P.A.
241 Commercial Blvd.
Lauderdale-By-The-Sea, FL 33308
www.flynnengineering.com

WARNING: This email originated from outside of the Town of Pembroke Park Organization. Do not click links/images or open attachments unless you recognize the sender and know the content is safe.



General Contractor
14031 SW 143rd Court, Miami, Florida 33186
Phone: (305) 255-6067 Fax: (305) 430-1747
Email: info@cicdinc.com

ADDITIONAL WORK

Proposal Submitted To: 3520 W Hallandale Beach Blvd, Hollywood, FL 33023		Job: Up-grade Pump Station		Date: October 27, 2020				
Attention: Alison Herman		Phone:	Cell Phone: 954-850-1587	Fax #				
Reference: Up-grade Pump Station								
Scope of Work We hereby propose to furnish labor, equipment and tools to complete the following work:								
Option 1 + 3 + 6 \$16,300.00 +\$12,600.00 +\$7,600.00 \$36,500.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Option 1 (Remove existing pumps and Install new submersible pumps and connect them to the existing discharge pipe)</td> <td style="width: 30%; text-align: right;">\$ 16,300.00</td> </tr> <tr> <td colspan="2"> Install (2) new submersible pumps Cleaning section of Wet Well, only for pump installation PVC Piping inside wet well (connection to existing FM) Install new check valves and gate valves Cut concrete slab to install new rim and cover </td> </tr> </table>		Option 1 (Remove existing pumps and Install new submersible pumps and connect them to the existing discharge pipe)	\$ 16,300.00	Install (2) new submersible pumps Cleaning section of Wet Well, only for pump installation PVC Piping inside wet well (connection to existing FM) Install new check valves and gate valves Cut concrete slab to install new rim and cover		Leaving existing outside piping with modifications, after existing pumps are removed. Existing control panel will need to be retrofitted (additional cost of approx. \$ 2K-2.5K)	
Option 1 (Remove existing pumps and Install new submersible pumps and connect them to the existing discharge pipe)	\$ 16,300.00							
Install (2) new submersible pumps Cleaning section of Wet Well, only for pump installation PVC Piping inside wet well (connection to existing FM) Install new check valves and gate valves Cut concrete slab to install new rim and cover								
Option 2 + 4 + 6 \$25,200.00 +\$18,900.00 +\$7,600.00 \$51,700.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Option 2 (Remove existing pumps and Install new submersible pumps and connect them to the existing discharge pipe with railing system)</td> <td style="width: 30%; text-align: right;">\$ 25,200.00</td> </tr> <tr> <td colspan="2"> Install (2) new submersible pumps Cleaning section of Wet Well, only for pump installation PVC Piping inside wet well (Connection to existing FM) Install new check valves and gate valves Install new Hatch New pump railing system (base & railing with lifting hook and chain for each pump) Cut concrete slab to install new Door Hatch </td> </tr> </table>		Option 2 (Remove existing pumps and Install new submersible pumps and connect them to the existing discharge pipe with railing system)	\$ 25,200.00	Install (2) new submersible pumps Cleaning section of Wet Well, only for pump installation PVC Piping inside wet well (Connection to existing FM) Install new check valves and gate valves Install new Hatch New pump railing system (base & railing with lifting hook and chain for each pump) Cut concrete slab to install new Door Hatch		Leaving existing outside piping with modifications, after existing pumps are removed. Existing control panel will need to be retrofitted (additional cost of approx. \$ 2K-2.5K)	
Option 2 (Remove existing pumps and Install new submersible pumps and connect them to the existing discharge pipe with railing system)	\$ 25,200.00							
Install (2) new submersible pumps Cleaning section of Wet Well, only for pump installation PVC Piping inside wet well (Connection to existing FM) Install new check valves and gate valves Install new Hatch New pump railing system (base & railing with lifting hook and chain for each pump) Cut concrete slab to install new Door Hatch								
Opt. 2 + 4 + 5 + 6 \$25,200.00 +\$18,900.00 +\$11,300.00 +\$7,600.00 \$63,000.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Option 3 (Remove exterior section of the Force Main out side of station and install under ground)</td> <td style="width: 30%; text-align: right;">\$ 12,600.00</td> </tr> <tr> <td colspan="2"> Install new plug valve Install new Ductile Iron Pipe Install New elbows with Accessories Vacuum truck only for shut down Force Main </td> </tr> </table>		Option 3 (Remove exterior section of the Force Main out side of station and install under ground)	\$ 12,600.00	Install new plug valve Install new Ductile Iron Pipe Install New elbows with Accessories Vacuum truck only for shut down Force Main			
Option 3 (Remove exterior section of the Force Main out side of station and install under ground)	\$ 12,600.00							
Install new plug valve Install new Ductile Iron Pipe Install New elbows with Accessories Vacuum truck only for shut down Force Main								



General Contractor
14031 SW 143rd Court, Miami, Florida 33186
Phone: (305) 255-6067 Fax: (305) 430-1747
Email: info@cicdinc.com

Option 4 (Remove exterior section of the Force Main out side of station and install under ground and New Valve Vault installation)	\$ 18,900.00
---	---------------------

Install new plug valve
Install new Ductil Iron Pipe
Install New elbows with Accessories
Install new valve vault
Install new valve vault door hatch
Vacuum truck only for shut down Force Main

Option 5 (Protective Coating inside of existing concrete walls)	\$ 11,300.00
--	---------------------

Cleaning
Sand Blast
Power Washing
Apply Uroflex Coating

Includes cleaning
the entire Wet
Well

Option 5 (New Control Panel)	\$ 7,600.00
Remove existing control panel	
connect new pumps	
Oversize enclosure to accommodate all options	
disconnect is in the ON position	
Pad-lockable in the OFF position only	
A manual lockable disconnect feature on the motor overload protector. Lock not provided	
Oversize magnetic contactor	
circuit protection. Single-phase protection for three-phase motor. Field adjustable within the amp. range	
Control transformer with fused primary and fused secondary on all three-phase. Single-phase 115 volt has a fused control circuit	
Through-door hand-off-auto switch, control on/off switch and green pump run light	
Numbered and wired control terminal board	
Layout and schematic CAD diagrams can be provided upon request	
Optional alarm circuit may be field modified to use a 115 volt AC external power source	
Accepts single or dual power feed	
Solid state printed circuit control board with float indicator lights	
Adjustable motor overload protectors	
Main disconnect	
Alternator for duplex version	
Alarm horn	
Auxiliary alarm contacts	
Capacitors for pumps requiring external motor components are not included or available with this panel	

Exclusions: Permits, bypass pump, dewater

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:



General Contractor
 14031 SW 143rd Court, Miami, Florida 33186
 Phone: (305) 255-6067 Fax: (305) 430-1747
 Email: info@cicdinc.com

	Authorized Signature: _____ Carlos Maldonado Note: This proposal may be withdrawn by us if not accepted within 30 days.
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.	Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Signature _____ _____ Date of acceptance _____

From: [Blake Kidwell](#)
To: [Myriam Jacques](#)
Cc: [Alison Herman](#)
Subject: 3520 W Hallandale Beach Boulevard [Southeast Graphics, Inc.]
Date: Tuesday, November 17, 2020 11:43:59 AM

Good afternoon Myriam,

As a follow up to our meeting last Friday morning with yourself, Commissioner Clark, Dan Ortiz, and JC, we would like to request assistance from the Town for the lift station repairs that are needed at 3520 W Hallandale Beach Boulevard. This request is being made after the Town and Commission have denied the request for the property to connect to Broward County's gravity system due to the potential revenue loss and service loss the Town will incur. The cost that Southeast Graphics, Inc. was willing to pay to connect to Broward County's gravity system and removal of the existing lift station was \$13,145.00 which would have been performed by WSD Contracting, Inc. We have now looked into the most cost effective solution to repair the existing lift station through a proposal received from C&I Construction and Design Inc. The cost for C&I to install new pumps and get the existing lift station back to working condition would be \$44,100.00.

Southeast Graphics, Inc. has been a part of the Town of Pembroke Park for over 30 years. Since Southeast Graphics, Inc. sold its assets in the mid-1990's, it has had two tenants. The most current tenant, Walker Graphics, Inc., leased the building in August of 1999 and remained the tenant until it abruptly announced its closure in May, 2020 due to COVID-19. Possession was taken back in July, 2020 and as a result, Southeast Graphics, Inc. has no source of revenue until the building is leased by a new tenant. Based on the loans made to Southeast Graphics, Inc. by Ms. Herman (President and co-owner), thousands of dollars have been spent on painting the exterior of the building, landscaping, surveying the site, design fees, and repairs to damage that was caused by the previous tenant. Southeast Graphics, Inc. does not have the funds to front the entire cost of the repairs that are needed to the lift station (i.e., \$44,100), and cannot obtain a loan without a tenant in the building. The difference in cost for the lift station repairs amounts to \$30,955.00 (i.e. \$44,100 – \$13,145 = \$30,955). Based on the Town's Code Section 26-34, there have been some provisions made by the Town to provide assistance to other property owner's within the Town in the form of a 5 year loan for connection fees to the Town's Sewer System. We are respectfully requesting that the Town assist Southeast Graphics, Inc. with the additional costs of \$30,955 in either the form of a grant and/or loan to help alleviate the extreme hardship imposed upon Southeast Graphics, Inc. as a result of the denial to connect directly to Broward County's gravity system.

We appreciate the work that the Town's Staff and Commissioners have done on getting us to this point and are very hopeful that due to the extreme hardship that we have discussed as a result of the denial to connect directly to Broward County that the Town will agree to either a grant and/or 5 year loan so that we are able to move forward quickly to repair the lift station.

Thanks,

Blake Kidwell
954.522.1004 (Voice)

954.802.4277 (Cell)
bkidwell@flynnengineering.com



Flynn Engineering Services, P.A.
241 Commercial Blvd.
Lauderdale-By-The-Sea, FL 33308
www.flynnengineering.com

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General Contractor
14031 SW 143rd Court, Miami, Florida 33186
Phone: (305) 255-6067 Fax: (305) 430-1747
Email: info@cicdinc.com

ADDITIONAL WORK

Proposal Submitted To: 3520 W Hallandale Beach Blvd, Hollywood, FL 33023		Job: Up-grade Pump Station		Date: October 27, 2020	
Attention: Alison Herman		Phone:	Cell Phone: 954-850-1587	Fax #	
Reference: Up-grade Pump Station					
Scope of Work We hereby propose to furnish labor, equipment and tools to complete the following work:					
Option 1 + 3 + 6 \$16,300.00 +\$12,600.00 +\$7,600.00 \$36,500.00	Option 1 (Remove existing pumps and Install new submersible pumps and connect them to the existing discharge pipe)		\$ 16,300.00	Leaving existing outside piping with modifications, after existing pumps are removed. Existing control panel will need to be retrofitted (additional cost of approx. \$ 2K-2.5K)	
Install (2) new submersible pumps Cleaning section of Wet Well, only for pump installation PVC Piping inside wet well (connection to existing FM) Install new check valves and gate valves Cut concrete slab to install new rim and cover					
Option 2 + 4 + 6 \$25,200.00 +\$18,900.00 +\$7,600.00 \$51,700.00		Option 2 (Remove existing pumps and Install new submersible pumps and connect them to the existing discharge pipe with railing system)			Leaving existing outside piping with modifications, after existing pumps are removed. Existing control panel will need to be retrofitted (additional cost of approx. \$ 2K-2.5K)
Opt. 2 + 4 + 5 + 6 \$25,200.00 +\$18,900.00 +\$11,300.00 +\$7,600.00 \$63,000.00		Install (2) new submersible pumps Cleaning section of Wet Well, only for pump installation PVC Piping inside wet well (Connection to existing FM) Install new check valves and gate valves Install new Hatch New pump railing system (base & railing with lifting hook and chain for each pump) Cut concrete slab to install new Door Hatch			
		Option 3 (Remove exterior section of the Force Main out side of station and install under ground)		\$ 12,600.00	
		Install new plug valve Install new Ductile Iron Pipe Install New elbows with Accessories Vacuum truck only for shut down Force Main			



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Option 4 (Remove exterior section of the Force Main out side of station and install under ground and New Valve Vault installation)	\$ 18,900.00
---	---------------------

Install new plug valve
 Install new Ductil Iron Pipe
 Install New elbows with Accessories
 Install new valve vault
 Install new valve vault door hatch
 Vacuum truck only for shut down Force Main

Option 5 (Protective Coating inside of existing concrete walls)	\$ 11,300.00
--	---------------------

Cleaning
 Sand Blast
 Power Washing
 Apply Uroflex Coating

Includes cleaning
 the entire Wet
 Well

Option 5 (New Control Panel)	\$ 7,600.00
-------------------------------------	--------------------

Remove existing control panel
 connect new pumps
 Oversize enclosure to accommodate all options
 disconnect is in the ON position
 Pad-lockable in the OFF position only
 A manual lockable disconnect feature on the motor overload protector. Lock not provided
 Oversize magnetic contactor
 circuit protection. Single-phase protection for three-phase motor. Field adjustable within the amp. range
 Control transformer with fused primary and fused secondary on all three-phase. Single-phase 115 volt has a fused control circuit
 Through-door hand-off-auto switch, control on/off switch and green pump run light
 Numbered and wired control terminal board
 Layout and schematic CAD diagrams can be provided upon request
 Optional alarm circuit may be field modified to use a 115 volt AC external power source
 Accepts single or dual power feed
 Solid state printed circuit control board with float indicator lights
 Adjustable motor overload protectors
 Main disconnect
 Alternator for duplex version
 Alarm horn
 Auxiliary alarm contacts
 Capacitors for pumps requiring external motor components are not included or available with this panel

Exclusions: Permits, bypass pump, dewater

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:



General Contractor
 14031 SW 143rd Court, Miami, Florida 33186
 Phone: (305) 255-6067 Fax: (305) 430-1747
 Email: info@cicdinc.com

	Authorized Signature: _____ Carlos Maldonado Note: This proposal may be withdrawn by us if not accepted within 30 days.
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.	Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Signature _____ _____ Date of acceptance _____



Employee Handbook

December 2020

Prepared By: LagomHR Inc.



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INTRODUCTION

PURPOSE

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Town of Pembroke Park. Nothing in this manual shall be construed as contract terms for any Town employees.

These policies are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the Town and supersede all previous personnel policies. Revisions and amendments of this Employee Handbook shall become effective upon approval by the Town Manager.

A separate procedural manual establishes in more detail the practices, processes and forms required to implement these policies.

SCOPE

These policies and procedures apply to all the Town's employees unless specifically addressed in a formal employment contract or insurance plan document. Where such documents specifically differ from these policies, then the applicable provision(s) of the subject agreement shall supersede these policies.

These policies are designed to work in combination with individual departmental policies and procedures; however, these policies shall prevail should they come into conflict with departmental policies or procedures.

No person, other than the Mayor and Town Commission or the Town Manager as authorized by the Town Commission, has the authority to enter into any agreement for employment with an employee for any specified period of time, or to make any agreement contrary to the provisions of this manual.

These policies govern regardless of past practices or former policies. This manual supersedes any previous verbal or written policies, statements, understandings, or agreements concerning terms and conditions of employment, except in cases of formal employment contracts or other legally binding agreements.

SEVERABILITY

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, insurance plan documents, state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.

DISTRIBUTION AND REVISIONS

A copy of this manual shall be provided to each employee, who shall be required to sign a standard form certifying his/her receipt and review of the manual.

Revisions or updates to the manual shall be provided to all employees in either paper form, by email, or by other electronic communication such as posting on the intranet. Employees are expected to review all changes and updates and remain abreast of all current personnel policies. Periodically employees may be



required to provide an updated sign-off that they have received and reviewed the manual and changes in policy.

DISCLAIMER

All employees of the Town are employed at will and may quit or be terminated at any time and for any or no reason. Nothing in any of the Town's rules, policies, handbooks, procedures or other documents relating to employment creates any express or implied contract or employment.

This handbook replaces any previously issued policies, practices and understandings, written or oral, governing employment. Nothing contrary to or inconsistent with the limitations in this paragraph creates any contract of employment unless:

- 1) The terms are in writing.
- 2) The document is labeled "contract".
- 3) The document states the terms of employment; and
- 4) The document is signed by the Mayor and approved by a vote of the Town Commission.



GENERAL EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Town of Pembroke Park is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training.

The Town shall not discriminate against any employee or job applicant and prohibits discrimination against any person on the basis of race, color, sex, sexual orientation, sexual gender identity, age, religion, national origin, marital or veteran status, height, weight, disability, political affiliation, or other protected classes.

The Town hires those individuals authorized to work in the United States.

The Town adheres to the following federal laws which prohibit workplace discrimination and are enforced by the U.S. Equal Employment Opportunity Commission (EEOC).

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

This law makes it illegal to discriminate against someone based on race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants and employees, unless doing so would impose an undue hardship on the operation of the employer's business.

THE PREGNANCY DISCRIMINATION ACT

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

THE EQUAL PAY ACT OF 1963 (EPA)

This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA)

This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.



TITLE I OF THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

SECTIONS 102 AND 103 OF THE CIVIL RIGHTS ACT OF 1991

Among other things, this law amends Title VII and the ADA to permit jury trials and compensatory and punitive damage awards in intentional discrimination cases.

THE GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

REQUESTING A REASONABLE ACCOMMODATION

Employees should notify their manager or the Human Resources department when a reasonable accommodation is needed. Where necessary and feasible, reasonable accommodations will be made for qualified employees to perform the essential functions of the job in question if the accommodation does not cause the Town undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be considered for employment. The Town will attempt to keep all employees so long as they do not cause undue hardship to the Town or its employees. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a solution has been identified by management.

HARASSMENT AND DISCRIMINATION

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

1. Harassment is unwelcome conduct that is based on race, color, religion, sex-gender (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:



- A) Enduring the offensive conduct becomes a condition of continued employment, or
 - B) The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
2. Sexual Harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) shall not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, isolation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
2. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
3. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Prevention is the best tool to eliminate harassment in the workplace. Managers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct shall not be tolerated. They can do this by adhering to the complaint or grievance process and taking immediate and appropriate action when an employee complains. Managers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns shall be addressed.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

SEXUAL HARASSMENT

The Town prohibits sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Town prohibits sexual harassment from occurring in and out of the workplace when representing the Town. Sexual harassment of non-employees by Town employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:



1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly in exchange for a benefit.
2. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or the Human Resources department.

Harassment of Town employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor or the Human Resources department. Appropriate action shall be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Town generally. The Town cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy shall subject employees to disciplinary action, up to and including immediate discharge.

DRUGS AND ALCOHOL POLICY

The Town recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. All job applicants shall be subject to pre-employment drug testing as a prerequisite to employment with the Town. It is the obligation of the job applicant to notify the approved testing facility of any legal drug prescribed for the job applicant by a physician. Any



employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head shall immediately report any reasonable suspicions to the Human Resources department.

An employee shall be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Town premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, regardless if the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify their supervisor and Human Resources, who are required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. A program to assist employees who may have a drug/alcohol problem is provided through the Town's Employee Assistance Program.

No prescription drug or Medical Marijuana should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over the counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs or utilizing Medical Marijuana that are not prescribed in their name on Town property or while performing Town business. Soliciting or distributing prescription drugs or Medical Marijuana for or to other employees is also strictly prohibited.

FAIR LABOR STANDARDS ACT (FLSA)

The Fair Labor Standards Act, Title 29 U.S.C. (Sections 201-219) is the federal law requiring that covered employees be paid at least the federal minimum wage and overtime pay (at time and one-half of the employee's regular rate of pay) for all hours worked over 40 hours in a workweek.

The Town Personnel Manual refers to employees covered by FLSA as "non-exempt" and to those not covered by the FLSA minimum wage and overtime provisions as "exempt".

VETERANS' PREFERENCE

Title 5 USC, Section 2108 and Chapter 295, F.S., set forth the requirements for public employers to provide preferences in employment, retention, and promotion to eligible veterans, spouses of veterans, and other veterans' preference eligible individuals.



MEDICAL EXAMINATIONS

The Town may require an employee to submit to a medical or psychological exam to determine fitness for duty provided the examinations are job related and consistent with business necessity. Tests for alcohol or illegal drug use are not considered medical examinations, nor are physical agility tests. Fitness for duty exams shall be conducted by a licensed professional designated by the Town and shall be paid for by the Town.

The Town shall comply with all applicable laws including ADA, FMLA, HIPAA, Worker's Compensation and related laws and guidelines in addressing circumstances where an employee is found to be unfit to perform some or all their essential job functions. This policy in no way shall be construed to limit employees' rights under any federal or State Law.

Employees determined to be un-fit for duty and requiring associated leave, may access accrued leave banks and other paid or unpaid leave time consistent with the policies contained within this manual and state and federal laws.

Light duty or modified return-to-work arrangements are not guaranteed and would not indicate continued employment if provided.

WORKPLACE VIOLENCE

The Town of Pembroke Park is committed to reducing the potential for workplace violence. In this regard, it is the policy of the Town to prohibit acts or threats of verbal or physical violence by any party, directed toward employees, citizens, elected officials, and visitors to the Town's facilities or others.

The Town is committed to providing a safe and healthy work environment, consistent with health and safety rules and shall take prompt remedial action, up to and including discharge or criminal prosecution, against any employee who engages in threatening behavior or acts of violence.

The Town shall take appropriate action against any non-employee who engages in threatening behavior including former employees and visitors to Town facilities, up to and including criminal prosecution.

Employees who display a tendency to engage in violent, abusive or threatening behavior shall be referred to the Town's health plan for counseling or other appropriate treatment. Such employees shall also be subject to disciplinary action, up to and including immediate discharge.

Additionally, it is the responsibility of Town employees to assist in identifying problem employees. The Town Manager should be immediately notified of situations or incidents involving threats, acts of violence, aggressive behavior, threatening or offensive comments and similar acts. Employee reports made pursuant to this policy shall be held in confidence to the maximum possible extent. The Town shall not tolerate retaliation against any employee reporting a violation of this policy.

SAFETY AND RIGHT TO KNOW

The Town complies with federal and state Right-To-Know laws and shall make every effort to provide information to employees about any hazardous chemical to which they may be exposed. Right-To-Know information is posted near the areas in which employees may be exposed to chemicals or other potentially hazardous materials. Employees are required to read and be familiar with all posted materials.



TERMS OF EMPLOYMENT

PERSONNEL FILES

The Town maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. It is important that personnel records be kept up to date by employees and will be updated at performance reviews.

Employees should notify Human Resources when any of the following personal information changes:

Name	Education status
Address	Military status
Telephone number	Driver's license status
Marital status	Licensing, certification, and training, or
Emergency notification contacts	Other information which may impact the job requirements
Beneficiary Information	Direct Deposit/Bank Account Information

Personnel files are the property of the Town, and access to some of the information those files contain may be restricted in accordance with state and or federal law. Personnel records are subject to the Florida Public Records Law and contents must be provided as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes, except for information that is exempt and confidential pursuant to law.

Anyone who wishes to review a personnel file should contact the Human Resources Department. With reasonable advance notice, personnel files may be reviewed in the Town's offices and in the presence of an individual appointed by the Town to maintain the files. An employee may view personal (associated with that employee) personnel records at any time in their entirety.

No originals of any personnel records shall be kept at the Department level. All originals shall be maintained by the Human Resources Department.

HIRING OF NEW EMPLOYEES

The Town Manager has final approval of hiring new employees, with the exception of the following positions that are hired by the Town Commission. The Town Commission shall have the sole authority to hire the Town Manager, Divisional Directors, and Department Heads. The Town Commission also has the sole authority to hire independent contractors.

HIRING OF FORMER EMPLOYEES

It shall be the policy of the Town of Pembroke Park that any individual who has been formerly employed by the Town may be considered for re-employment provided the individual left the Town in good standing. If the individual did not leave the Town in good standing, he/she must reasonably demonstrate improved work ability and attitude before re-employment is considered.

If the candidate for re-employment is hired, he/she may not continue to receive disbursements from the Town's retirement plan. The Town shall follow all applicable laws and regulations related to retirement



benefits when rehiring a former employee.

Individuals interested in applying for re-employment with the Town should follow the appropriate application process for an open position. The application shall indicate that the individual is applying for re-employment. The Department Head shall examine the application to determine if any additional information is needed and make a recommendation of whether to rehire the applicant.

NEPOTISM/EMPLOYMENT OF RELATIVES

No elected official or Town employee with supervisory authority, shall employ, promote, advance or advocate the employment, promotion, or advancement of an individual who is a relative, to a position in the agency over which he or she exercises jurisdiction or control.

Relatives include: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. [Section 112.3135, F.S.].

PERSONAL RELATIONSHIP AMONGST EMPLOYEES

A “personal relationship” is defined as a relationship between employees who have or have had a continuing relationship of a romantic or intimate nature.

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he or she is involved.

The Town reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Human Resources department.

When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or terminated, if no position is available. If no decision is made within 30 calendar days of the offer to resolve the situation, the Town will determine who is to be transferred or, if necessary, terminated from employment.

EMPLOYMENT STATUS



PROBATIONARY EMPLOYEE

New employees who receive a position within the Town shall have a one (1) year probationary period. If an employee is promoted to a new position, the employee shall have a probationary period of one (1) year. This gives an employee the opportunity to demonstrate their skill and ability in performing the requirements of the new position. The Town may extend the job probationary period, not to exceed six (6) months, to allow an employee more time to learn the new job requirements and fully master their position or learn the processes of the Town.

All new hires will receive a performance evaluation report after three (3) months of employment. All employees will receive a performance evaluation report from their supervisor every six (6) months in June and December. A performance evaluation report may be issued for employees placed on a performance improvement plan.

A department head may terminate a probationary employee anytime during the probationary period if, in the department head's opinion, the employee is unable or unwilling to perform the duties of the position satisfactorily or that work habits and dependability do not merit continuance in the position. The employee so terminated shall be notified in writing of the termination.

Probationary employees do not have any proprietary rights to their position and may be terminated from the Town at any time during their probationary period without the right of appeal.

The Town may, however, return a promoted employee to their previous position if the requirements of the new job are not being met, provided the prior position is vacant.

Employees who are hired and serve at the pleasure of the Town Commission do not serve a probationary period of employment but will be subject to evaluation every six (6) months. These employees may be terminated at any time with or without cause, in the Town Commission's sole discretion.

FULL-TIME EMPLOYEES

Full-time employees are regularly scheduled to work thirty (30) hours per week and are eligible for the Town's employee benefits program, as outlined in later sections.

PART-TIME EMPLOYEES

Part-time employees are regularly scheduled to work less than thirty (30) hours per week on a year-round basis. Part-time employees are not eligible for the Town's insurance benefits but may be covered by certain statutory protections such as Family Medical Leave and worker's compensation.

SEASONAL OR TEMPORARY EMPLOYEES

Temporary employees may be scheduled to work on a full- or part-time basis, as dictated by operational needs, for specific, limited time periods. Seasonal or temporary employees are not eligible for employee benefits.

EXEMPT OR NON-EXEMPT



Based on job content, job duties, salary status and other criteria set by the Fair Labor Standards Act, each position within the Town is classified as either “exempt” or “non-exempt”.

CHANGES IN EMPLOYMENT STATUS

TRANSFERS

A transfer is an assignment to a position with comparable duties, responsibilities, authority, and compensation.

PROMOTIONS:

A promotion is a change in work assignment that results in an expanded scope of job duties and responsibilities. An employee can be promoted to fill an existing, vacant classification; or an employee’s position can be reclassified if duties and responsibilities have been expanded over time. Promotions may result in an increase in pay.

DEMOTIONS:

A demotion is a change in work assignment that results in a reduced scope of job duties and responsibilities. An employee can be demoted to fill an existing, vacant classification; or an employee’s position can be reclassified if duties and responsibilities have been reduced over time. Demotions may result in a decrease in pay.

TEMPORARY RE-ASSIGNMENTS:

In order to be considered a temporary re-assignment, the re-assignment must last at least two full pay periods. The Town Manager may choose to temporarily fill a vacancy during the selection process. Temporary assignments are not generally made unless it is anticipated that it shall take more than 30 days to fill the position.

WORK HOURS

To ensure employee availability and accountability to the public the Town serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the **normal** workdays Monday through Friday and the hours of 8:00 am to 5p.m, except on recognized holidays or away from the work site for an approved work-related activity or on approved leave. However, the work period is 7 days – Monday through Sunday, for the purposes of calculating overtime.

Employee work schedules shall be established by supervisors with the approval of the Town Manager.

TIME CLOCKS

All employees (Exempt and Non-Exempt) are required to follow established guidelines to accurately record hours of work by using the designated time-clock system for recording actual hours worked. A missed clock in/out is a violation of this policy and includes:

1. Failure to clock in/out on the Town’s designated time clock at the beginning and/or end of their assigned shift consistent with established procedures.
2. Failure to clock in/out on their designated time clock for the meal break.



3. Failure to accurately and timely report time worked; or
4. Clocking in/out early, late or not at all when working an assigned shift.
5. Employees are not permitted to clock in more than seven (7) minutes prior to the start of their shift.
6. Salaried and hourly or exempt and non-exempt will clock in and out 4 times daily (beginning of shift, beginning of lunch break, end of lunch break and end of shift)

UNEXCUSED ABSENCES

Employees are expected to report for work and be at their workstations at the scheduled time. If an employee expects to be absent from or late to work, he/she must inform his/her supervisor as soon as possible and under no circumstances later than the first hour of the scheduled workday. Unexcused and excessive absences and failure to notify the appropriate supervisor in case of absence may result in disciplinary action up to and including termination. Failure to report for work or failure to call-in to report expected absence after three (3) consecutive days) is considered will be considered as job abandonment.

TARDINESS

A “tardiness” occurs when an employee does not report to work at the scheduled start time or does not report back from lunch or work breaks on time. An employee is expected to be at work and ready to begin work at the start of the scheduled workday. An employee who is or expects to be tardy and has not made prior arrangements with his/her supervisor must report the tardiness to his/her supervisor within the first hour of the scheduled start time. Excessive unexcused tardiness may result in progressive discipline.

ON CALL, STAND BY STATUS & CALL IN/CALL BACK

The Town has extensive responsibilities during an emergency. As such, any employee may be called in to work at unscheduled times and may be required to perform duties outside his/her normal job function. As with mandatory overtime, employees are expected to be available and as flexible as possible to meet operational demands.

Hourly employees who are called back to work after having completed a normal workday or are called into work on their day off shall be paid for three (3) hours or the actual time worked, whichever is greater. These additional hours shall be paid at time and a half of the employee’s straight hourly rate.

The Town reserves the right to require employees to be in a “stand-by” status, meaning that the employee needs to be available to report to work during off-duty hours and is expected to report to work within a reasonable time-frame determined by the Department Head. Stand-by status may be instructed verbally or in writing by the department supervisor, or the employee may be named on the official call-back roster. Off-duty time may include nights, weekends, or holidays. Stand-by pay time be paid at time and a half for a minimum of three (3) hours or the actual time worked for a call back, whichever is greater.

Employees reserve the right to request compensatory time for call backs and/or stand-by time in lieu of payment. Compensatory time for call back and/or stand-by shall be accrued at time and a



half. Exempt employees are not entitled to overtime, therefore, excluding them from this policy.

MEAL BREAKS AND REST PERIODS

Department heads or supervisors are responsible for scheduling lunch or rest periods that do not interfere with work requirements.

Employees are expected to use the rest and lunch breaks provided as intended and shall not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Rest period - a fifteen (15) minute rest period may be allowed during each half of a full-time employee's shift. Such rest periods are to begin and end at the employee's assigned work area. Department heads are responsible for scheduling rest periods that do not interfere with work requirements.

Lunch Period - An unpaid sixty (60) minute lunch period is provided when an employee works eight (8) or more consecutive hours. The lunch period shall begin and end at the employee's assigned work area and the employee shall "clock out" for the duration of the lunch period.

Non-exempt employees shall not be allowed to work during their lunch break.

BREAKS FOR NURSING MOTHERS

The Town supports breastfeeding mothers by providing reasonable break time for an employee to breast feed her nursing child for up to two (2) years after the child's birth.

For both non-exempt and exempt employees, this break time is paid, and employees are not required to punch out. Both exempt and non-exempt employees must schedule any break time to express breast milk with their supervisor.

Upon notice, the employee's Department Head, or the Human Resources Department will provide the employee with a private area for the purpose of expressing breast milk.

WORK CANCELLATION/ADVERSE WEATHER CONDITIONS

If the Town is forced to temporarily close its operations for one day or less, the Town Manager will determine compensation for non-essential staff on a case by case basis. The Town manager, will also, determine appropriate compensation or time-off for exempt essential workers on a case by case basis. All non-exempt essential staff are subject to the FLSA overtime standards. Employees are expected to remain available to return to work throughout the regular workday. Closures of more than one day shall be addressed on a case-by-case basis, with the Town Manager providing timely directive.

During adverse weather conditions, the Town Commission or Town Manager will determine when Town facilities are closed. The Town Manager will determine when essential staff are required to remain on site before, during and/or after a storm. Employees shall be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Decisions to cancel departmental programs (special events, recreation programs, etc.) shall be made by the Town Manager.



TOWN-SPONSORED EVENTS

From time to time, employees may be asked to attend events that are sponsored by the Town. Employees are expected to honor these requests unless there is a conflict due to religious reasons or documented medical issues.

EMERGENCY MANAGEMENT

The Town Manager is responsible for implementation of this policy during an emergency. The Town of Pembroke Park will make a reasonable effort to release employees from work prior to, during, and after emergency conditions to take care of personal situations such as family and property needs.

During a disaster or declared emergency, Town operations may be suspended, altered, or changed requiring an employee to be reassigned according to their emergency classification and the needs of the Town based upon the size, scope, and magnitude of the emergency. All employees are considered essential to this operation and must be prepared to support the community as assigned. In all cases, the goal of this directive is to ensure continuation and restoration of Town services, maintain safety and fulfill the Town's responsibilities to its citizens. Employees will be compensated in accordance with these guidelines, established pay policies, collective bargaining agreements, and regulations.

RESPONSIBILITY

When the Town Commission, County Administrator, or Governor declares a state of emergency and/or the normal operations of the Town of Pembroke Park or a facility, whether in part or whole, wherein Town operation(s) is closed for regular business due to emergency circumstances including but not limited to natural hazards such as fire(s), hurricane(s), tornadoes, flood(s), and/or man-made disasters such as bombs, hazardous material incidents, mass casualty incidents, the following guidelines will apply to all Town of Pembroke Park Departments and Employees.

PROCEDURES

1. Upon declaration of a local emergency, the Town Manager will notify Department Heads of the emergency declaration and Department Heads will see that their respective employees are notified as to the extent and scope of the declared emergency.
2. Despite suspension of government operations, employees may be required to be available to work either before, during, or immediately after an emergency occurs. Employees may be required to work flexible hours as required by the Town. Employees shall not assume they are not required to work based solely on any media or news reports regarding Town closings.
3. During an emergency or disaster event, employees may be assigned to perform their normal duties or they may be temporarily assigned to work at different job sites specific to an emergency event (i.e., working inside the Emergency Operations Center (EOC), Department Operating Centers (DOCs), a staging area or point of distribution, etc.). Efforts



shall be made to assign employees to duties according to their respective knowledge, skills, abilities, and physical capabilities.

4. All Department Heads are responsible for training their employees and implementing their respective Departmental Disaster Preparedness Plans. Department Heads shall establish an emergency schedule and identify those positions required to work during the pre-emergency, emergency, and post-emergency phases. Additionally, each Department Head shall designate an alternate manager as a contact person should an emergency or disaster occur.
5. Employees will be notified of duty assignments either prior to an event, if practical, or when contact is made with the Department Head or designee. Those who do not have an assignment shall be placed on a standby list and are to report to a designated location identified by the Department Head or designee.

TOWN OF PEMBROKE PARK ALERTS EMERGENCY REGISTRATION SYSTEM

Addressing the needs of Town of Pembroke Park citizens must continue during an impending or declared local state of emergency and subsequent recovery period. To accomplish this, Town employees shall complete electronic alert(s) system registration within 30 days of employment. Every employee shall update electronic alert(s) system anytime pertinent information changes.

EMPLOYEE RESPONSIBILITIES

- Have a Plan: Employees should have an emergency preparedness plan to ensure their family is safe during an emergency. Employees should have at least 72 hours of supplies for each family member.
- Service Priority: Town operations to provide emergency services may supersede normal operations resulting in altering or suspending processing timeframes for personnel actions until the disaster recovery period has ended.
- Alternate Work Assignments: During the pre-disaster and disaster recovery periods, employees may perform duties other than the essential functions of their position. Depending on the needs of the Town, employees may work at different locations rather than their normal duty assignments.
- Pre-Assigned Employees: Many employees are assigned duties assisting with official Town disaster response/recovery efforts. These employees will report to their designated worksite when requested/directed to do so. Employees are to always keep their Town ID badge with them to aid law enforcement officials during curfews and re-entry.
- Contact with the Town: Regardless of an employee's disaster assignment, all employees must apprise themselves of the Town's and their department's operational status, maintain daily contact with their manager or other designated department representative, and provide the Town with up-to-date contact information for any temporary changes in address.
- Accurately report all hours worked and submit required timesheet and relevant forms in a timely manner to their manager for approval. Falsification of these records shall subject an employee to disciplinary actions, up to and including termination.
- All employees are required to report to work when regular Town/Department business and operations resume.



MANAGEMENT RESPONSIBILITIES

- Department Heads and Supervisors must confirm the safety and well-being of all Town of Pembroke Park Team members.
- Department Heads and managers shall ensure all employees are enrolled in the electronic alerts system and shall ensure accuracy of electronic alerts data on an annual basis.
- Approve all hours worked and verify information reported by the employee on required forms is accurate.
- Department Heads or designees must ensure that essential employees on duty receive sufficient sleep to avoid endangering their safety or the safety of others due to fatigue.

EMPLOYEE DISASTER WORK CLASSIFICATION TIERS

EMERGENCY RESPONSE & RECOVERY EMPLOYEE (ERR - TIER 1):

Emergency Response & Recovery Employees are those employees with job classifications directly related to tactical response and recovery efforts within the community. Generally, this may include, but is not limited to Law Enforcement, Public Safety, Code Enforcement/Building, and Public Works.

Work assignments during disasters and work classification tiers assigned to an employee is determined by Town Manager and Department Heads. These employees will be required to assist in the Town's disaster response and recovery efforts, which includes assignments requiring sheltering during the storm to ensure rapid response post storm. Roles may be pre-assigned or assigned as the situation dictates.

Department Heads and Managers are responsible for identifying Emergency Essential positions and shall ensure that employees are aware of individual responsibilities by communicating and notifying them of their emergency work assignment prior to the declaration of an emergency.

Employees designated as Emergency Essential must maintain contact accessibility with their supervisors. Emergency Essential employees who fail to report to their work assignment may be subject to disciplinary action up to and including termination.

Employees who are unable to report to work should contact their supervisor by telephone. If telephone lines are down or existing conditions prevent contact by telephone, employees are to contact their work unit as soon as possible.

EMERGENCY OPERATIONS CENTER SUPPORT EMPLOYEE (EOC - TIER 2)

Emergency Operations Center (EOC) Support Employees are those specifically assigned through the Town Manager and Pembroke Park Office of Emergency Management and other authorized agencies to perform in one or more support functions outside their regular work duties.

Employees assigned to a leadership/support position within EOC or to specific roles as delineated within the Town's Comprehensive Emergency Management Plan (CEMP), Emergency Operations Plan, and Recovery Plan. These employees will be required to assist in the Town's disaster response



efforts which may include assignments requiring sheltering during the storm to ensure rapid response post storm. Roles may be pre-assigned or assigned as the situation dictates.

EOC Support employees must maintain contact accessibility with their supervisors and may be reassigned to an alternative operational supervisor for the duration of the disaster or emergency. EOC Support Employees who fail to report to their work assignment may be subject to disciplinary action up to and including termination.

Employees who are unable to report to work should contact their supervisor by telephone. If telephone lines are down or existing conditions prevent contact by telephone, employees are to contact their work unit as soon as possible.

DEPARTMENT EMERGENCY ESSENTIAL (DEE-TIER 3)

Employees designated as Department Emergency Essential may be required to perform regular work functions during the pre-disaster, disaster, and post-disaster phases of an imminent or declared emergency. These employees may or may not be required to shelter during the storm. Examples of employees that would be assigned sheltering roles would include department personnel assigned to Department Operating Centers (DOCs) to coordinate department response and recovery efforts.

Employees in this tier may also be assigned to complete essential functions as designated in the department's Continuity of Operations Plan (COOP).

Department Heads and Managers are responsible for identifying Emergency Essential positions and shall ensure that employees are aware of individual responsibilities by communicating and notifying them of their emergency work assignment prior to the declaration of an emergency.

Employees designated as Emergency Essential must maintain contact accessibility with their supervisors. Emergency Essential employees who fail to report to their work assignment may be subject to disciplinary action up to and including termination.

Employees who are unable to report to work should contact their supervisor by telephone. If telephone lines are down or existing conditions prevent contact by telephone, employees are to contact their work unit as soon as possible.

ESSENTIAL READY RESERVE (RR-TIER 4)

Employees classified as Essential Non-Emergency may be directed not to report to their regular job assignment during the pre-disaster, disaster, and post-disaster phases of a locally declared state of emergency or disaster. They may work other assignments and activities as situations necessitate. Reassignment may include, but is not limited to support of the following:

- Town Staging Area(s)
- Point of Distribution Sites (POD' s)
- Food or Services Distribution Sites
- Sandbag Filling Stations



- Disaster Recovery Centers
- Emergency Operation Center

EMERGENCY MANAGEMENT COMPENSATION

Once an emergency has been declared in the Town of Pembroke Park and the Town Administrative Offices are closed, the following pay procedure shall be utilized:

1. All regular full-time, hourly or salaried employees, whose regular work schedule occurs during the Declared Emergency, who are instructed to not report to work or who are released from work will be paid their regular wages for all hours not worked during their regular work schedule.
2. All regular full-time hourly employees who work their regularly scheduled work period during a declared emergency and Town Administrative Offices are closed shall be paid their regular hourly wages at time and a half for any hour(s) worked during this period. Emergency on-call hourly personnel who report to work during an emergency situation (example: hurricane when Town Hall is closed, and non-essential employees are not required to work but are paid) will also be paid time and a half for all hours worked. This does not apply to emergency Public Works response to a water break, sewer leaks, or other work-related emergencies during the remainder of the year.
3. Unrepresented employees covered under this provision who physically work more than 40 hours in the workweek will be compensated at the rate of one and one-half times their normal hourly rate, in accordance with the Fair Labor Standards Act. Paid Administrative Leave hours shall not count as hours worked for the purpose of computing overtime.
4. Represented employees will be compensated in accordance with their respective collective bargaining agreement.
5. All regular full-time salaried employees shall be paid their regular salary for any hour(s) worked during the Declared Emergency. Additionally, such employees will be credited with one (1) hour of Administrative Leave time for each hour worked within their regularly scheduled work period up to a maximum of eight hours (8) hours during each twenty-four (24) hour period of the Declared Emergency. The maximum Administrative Leave time an employee will be eligible to receive per day will be determined by their regularly scheduled workday and shall not exceed forty (40) hours in a work week. Additionally, the twenty-four (24) hour period shall be defined as a day beginning at 12:00 midnight and ending on the next 24 hours at 11:59 p.m. This Administrative Leave credit shall not be provided to Senior Level Management positions (Department Heads, Division Managers, Assistant Directors, etc.).
6. Once administrative offices are reopened and other employees are called back to work, the Town Manager shall evaluate whether and how Administrative Leave time will be provided/credited to Senior Level Management employees that worked during the declared emergency. This will be evaluated on a case by case basis and shall take into



consideration the number of hours worked by the employee during the declared emergency and the number of hours paid as Administrative Leave to other employees that did not work during the Preparation and Response phases of the emergency.

7. All regular full time hourly or salaried employees who are on prior approved leave and are not required to return to work shall be paid in accordance with the applicable leave policy.
8. All regular full or part time, hourly or salaried employees considered essential by their supervisor and required to report to work who call in sick, or take unscheduled leave during the period for which they were required to report to work, will be charged leave time, and may be required to submit a written certification from a health care provider substantiating the reason for absence.
9. All part-time/temporary/seasonal employees who do not report to work for any reason during a Declared Emergency will not receive any compensation for this time period. This includes not reporting to work when Town operations are officially closed.
10. All temporary/seasonal or regularly scheduled part-time employees who work during a Declared Emergency will receive their regular rate of pay for any hours worked during this time period.
11. No employee is eligible for call back pay during a Declared Emergency.
12. Members of collective bargaining units will receive wages and benefits in accordance with their respective collective bargaining agreement.
13. All other terms and conditions of employment as determined by a pertinent Collective Bargaining Agreement or Town Pay Policy shall remain in effect prior to, during and after the Declared Emergency.
14. The Town Manager reserves the right to consider unique pay situations as they arise throughout a Declared Emergency. In situations deemed appropriate by the Town Manager, adjustments to this Policy may be made.

DOCUMENTATION

Employees are required to document and report to management all hours worked during an emergency utilizing the time sheets designated for emergencies, as provided by the Finance Department.

Time should be recorded identifying hours worked with appropriate emergency coding as provided by the Finance Department.

It is each Department's responsibility to verify all hours worked. Since departments are responsible for all wages paid to Town employees during a disaster/disaster recovery period, departments shall carefully review hours submitted, including those for alternate work assignments. All hours reported shall be verified by the employee's supervisor and approved through the timecard



approval process. A copy of the Disaster Daily Log, supporting disaster hours worked, must be forwarded to the Finance Department who is responsible for coordinating payment of all emergency-related hours worked.

All Departments must maintain accurate timekeeping records during disaster/disaster recovery periods for submittal to the Finance Department.

EVENTUALITIES NOT COVERED

Exceptions may be made for unique situations as they arise throughout a declared emergency, and eventualities not covered by these guidelines shall be decided on a case-by-case basis by the Town Manager or designee.

CLASSIFICATION AND COMPENSATION

Compensation and Benefit levels are tempered by the Town's ability to pay, overall financial condition, and general fiscal responsibility to the taxpayers, as well as an individual's performance on the job. The value of a position is established in the Town's Classification Plan.

CLASSIFICATION PLAN

The position classification structure is based upon a systematic internal job evaluation and an analysis of the external labor market, which shall occur at a minimum every five years.

A comprehensive job analysis is used to establish written job descriptions for all positions which serve as the basis for all internal and external evaluations and comparisons.

Each job description includes a title, a general statement of duties and responsibilities, a determination on whether or not the position is exempt from overtime pay, a listing of essential job functions, a statement of required knowledge, skills, and abilities, and the physical demands of the position. These factors are used to determine classification and pay range for each position.

Job descriptions shall be reviewed annually to ensure they are up to date.

Pay Ranges shall be adjusted annually depending upon resources to reflect cost of living adjustments to the system and approved by the Town Commission.

Individual employee compensation, or placement in and progression through the respective pay range, is based upon time-on-the-job, performance, qualifications, experience, education level, and other job-related factors established by a comparative ratio to ensure pay based on objective standards.

Newly hired employees shall be paid within the pay range. Any salary proposition outside of the established compensation plan must be approved by the Town Commission.

WAGES

Merit Increases

Merit increases are evaluated during the annual budget preparation process and implemented effective the start of the new fiscal year. Merit increases must be budgeted and fall within the approved compensation plan. Merit increases may be issued outside of the annual process on a



case by case basis if approved by the Town Manager and/or Town Commission depending on the reporting structure.

Merit increases shall be based on an annual performance evaluation process based on clearly established standards applied equally and consistently across all positions.

Merit increases may only be given when sufficiently documented through an annual performance evaluation reflecting performance above and beyond the duties required of the assigned position.

Merit increases and Cost of Living adjustments shall only be given on an annual bonus to avoid compression of the competitively established classification and compensation plan. The maximum salary increases for Merit based increase and Cost of Living adjustment is a combined 5%. Any salary increase based on Merit or performance exceeding 5% requires Town Commission approval.

Performance Evaluations

Semi-annually, employees shall be provided with a formal evaluation of their performance by their supervisors, which may be reviewed by the Town Manager and Town Commission, or its designee. A performance evaluation is an ongoing assessment process that assists employees and employers in reaching their goals by providing a formal opportunity to develop goals and objectives, to identify strengths, and to define training or improvement programs for areas requiring development. Completion of the performance evaluation form and discussion of noted ratings shall facilitate communication and an understanding of expectations while providing a history of employee progress and development.

The results of evaluations support various employment actions and decisions such as promotion, discipline, and compensation. Employees shall have an opportunity to meet with and discuss the results of their evaluation with their supervisor and submit additional comment or points of disagreement to be included within their personnel file. Employees who receive poor performance ratings may be placed on a performance improvement plan and/or receive progressive discipline.

Cost of Living Increase

An annual cost of living raise may be applied to the minimum and maximum ranges of the pay plan and to every individual's salary if approved by the Town Commission during the annual budget process. The maximum combined salary increase for Merit and Cost of Living adjustment is 5% annually. Any salary increases exceeding 5% for Merit or performance requires Town Commission approval.

Overtime - Exempt Employees

Exempt employees, as defined by the Fair Labor Standards Act (FLSA) are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities.

Time off consideration for large amounts of additional hours may be provided with the Town Manager's prior approval and at the sole discretion of the Town Manager.

Overtime - Non-Exempt Employees

Non-Exempt employees, as defined by the Fair Labor Standards Act (FLSA), are subject to the



overtime provisions of the Act. Depending on work needs not personal needs, Non-Exempt employees may be required to work overtime and are expected to work overtime upon request.

Non-exempt employees shall be compensated for overtime work at the rate of time and one-half (1.5) for all hours worked over forty (40) hours in a 7-day work week. For purposes of overtime calculation, time off (not working) with or without pay shall not be calculated as hours worked.

Compensation may be in the form of wages or compensatory time off. If compensatory time in lieu of wages is used, the compensatory time off must be taken within three months immediately following the accrual of compensatory time. If not used within that time period, the employee shall be paid for the unused compensatory time consistent with FLSA.

The Town reserves the right to substitute cash payments for accumulated compensatory time at its discretion. Similarly, employees may request that accrued compensatory time off be converted to monetary payment, which shall be made in the next applicable payroll.

Overtime including compensatory time may not be authorized by the Department Head and the Town Manager unless funds are provided for and adopted in the annual Town budget.

For non-exempt employees, overtime shall be scheduled in a manner most advantageous to the Town and consistent with the operational needs of the Town.

In some cases, at the Town's option, hours may be adjusted within a 40-hour work week to avoid overtime. Any adjustments and or overtime hours worked must be approved in advance by the employee's supervisor and must be based on work needs not personal needs.

Non-Exempt employees working overtime without prior approval shall be subject to disciplinary action.

Change in Status Pay

Promotion Pay shall be the minimum of the new pay grade or up to a 10% increase.

Temporary Reassignment to a higher pay grade and additional responsibility shall be the minimum of the new pay grade or current pay up to a 10% increase, whichever is greater. Upon return to the former position, the pay shall return to the original pay amount. Any employee serving in an acting capacity in a higher position requires a formal Personnel Action form approved by the Town Manager. Vacant positions do not automatically designate a subordinate employee to an acting capacity.

Demotion Pay shall be calculated based on a comparative ratio formula (i.e. if employee is 50% of the way through current pay grade, the demoted salary shall be at the 50% level of the new pay grade.)

Any recommendation exceeding a 10% increase must be approved by the Town Commission.

PAY PERIODS AND DIRECT DEPOSIT

Pay periods for Town of Pembroke Park employees cover two weeks, beginning at 12:00 a.m. every other Monday. The pay period covers two seven-day work periods of 40 hours for regular employees. Paydays are every other Friday. When a payday falls on a holiday, employees shall be paid the day prior to the holiday.



All payroll payments are by direct deposit only.

TRAVEL REIMBURSEMENT AND ADVANCES

On occasion, employees may be required to travel on Town business or attend professional development and training functions as a part of the job. Employees must always be mindful that they are stewards of the public's trust and resources. Work-related travel must never be abused, treated as a "perk" or seen as opportunity to spend lavishly. The Town shall not cover expenses for spouses or other non-employees during Town travel, unless prior approval is received from the Town Manager. Travel on Town business, including professional development, must demonstrate respect for the public's trust and prudence with their resources.

Expenses related to professional conferences, seminars, technical meetings, trainings, or other professional development functions may be paid by the Town or reimbursed to the employee if the expense has been adopted in the budget. Requests for reimbursements that are not included in the budget require approval from the Town Manager.

Whenever possible, a Town vehicle should be used to travel for Town business and employees should carpool to limit travel expenses. Employees who are required to use their personal vehicle for work-related travel shall be reimbursed at the rate established by the IRS for up to 250 miles. Employees are to record the exact number of miles traveled, by most direct route, from the first place of business to the next. No reimbursement shall be made for travel between home and a normal place of business.

Employees shall be reimbursed for reasonable, actual meal expenses incurred in conjunction with a program or meeting that provides a primary benefit for, or serves the best interests of, the Town. Luxury meals, costs for alcohol, or excessive reimbursement claims shall not be reimbursed without approval of the Town Manager.

Employees shall be reimbursed for reasonable, actual lodging expenses when a full day's work must be performed a considerable distance from the Town, or under other appropriate circumstances with prior Town Manager approval. Luxury lodging or excessive claims shall not be reimbursed.

Employees should avoid using unnecessary convenience services such as valet parking, in-room movies, laundry and room service. Only under specific circumstances where a reasonable need for such services is clearly demonstrated shall such items be reimbursed.

Employees submitting reimbursement requests for travel expenses, or those requiring a travel advance, should use the appropriate form and must submit all receipts.

PROFESSIONAL & SERVICE MEMBERSHIPS

The Town encourages department heads to take part in the activities of professional and service organizations and may pay the cost of certain job-related memberships to professional organizations, job-related trainings, seminars, conferences and related events that enhance the employee's job knowledge and performance.

The Town may pay the cost to become licensed or certified in a job-related field and may pay the cost to remain so qualified. Employer-paid memberships, training, licensing and certifications are



subject to budgetary approval and require advance approval.

Any employee within the Town whose position requires a professional certification must keep such certification active and current. The employee must notify their supervisor in the event such certification is lost or lapses.

EDUCATIONAL ASSISTANCE AND TRAINING POLICY

After one year of employment with the Town and subject to sufficient funds in the budget and with prior approval of the Town Manager, employees may apply for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's work. The Town Manager shall be the sole judge of whether a course or program is "directly related" to the employee's work. Any employee wishing to appeal a decision rendered by the Town Manager may present an appeal to the Town Commission.

Employees must obtain approval before enrolling in a course or program.

Employees may receive reimbursement for up to 100% percent of the tuition cost for training or college courses that they take on their own initiative depending on the Town budget and individual grades earned. The reimbursement must be repaid if the employee leaves employment within twenty-four months of receipt.

GRADING/REIMBURSEMENT SCALE

A (90-100)	100% reimbursement
B (80-89)	80% reimbursement
C (70-79)	60% reimbursement
D (69-60)	0% reimbursement
F (59 and below)	0% reimbursement

Courses that are deemed pass or fail will be subject to 100% reimbursement for passing grade and 0% reimbursement for failing grade.

CONFERENCE AND SEMINAR POLICY

Requests to attend a conference or seminar must be budgeted and approved by the Department Head and the Town Manager.

Employees training other employees will receive a premium for the hours of actual training up to a maximum of 10% of their annual salary only for hours actually conducting the training. This policy is not applicable to the trainee, only the trainer.

BENEFITS

The Town of Pembroke Park provides full time regular employees with a wide range of benefits. The type of benefits and level of benefits provided is subject to change. The Town reserves the right to change provider networks, claims agents, and insurance mechanisms. At a minimum, the Town provides Health Insurance Policy and a Retirement Policy for full time regular employees.

Detailed descriptions of current benefits are outlined in the annual summary of benefits plan.



Benefits provided to these employees may include but are not limited to Dental Insurance

Prior to an offer of employment with the Town, prospective employees shall be given a list of the various benefits offered to full-time regular employees. Questions regarding any of the listed benefits shall be referred to the Town Manager. Employees are eligible for the health insurance on the 1st of the month following thirty (30) days of employment.

CONTINUATION OF BENEFITS (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and qualified beneficiaries the opportunity to continue, for a limited period, health insurance coverage under the Town's group health insurance plan when a "qualifying event" would normally result in the loss of coverage. Some common qualifying events are termination of employment (other than for gross misconduct), or death of an employee; a reduction in your hours; a divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee pays the full cost of coverage at the Town's group rates plus an administration fee.

SHORT TERM DISABILITY BENEFIT

The Town provides group short-term disability insurance to full-time employees allowing them to receive paid leave if they are, medically, unable to return to work for a short time. For more information regarding the plan and plan details, contact Human Resources.

UNEMPLOYMENT COMPENSATION

The Town participates in the State of Florida unemployment insurance program according to statutory guidelines. Terminated employees are advised to refer questions of benefit eligibility to the appropriate State office.

WORKERS COMPENSATION POLICY:

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income, and other compensation under the Florida Workers Compensation Act. Worker's Compensation Employees are responsible for immediately reporting any work-related injury, no matter how slight, to their supervisor. Supervisors must immediately report the incident to Human Resources for proper processing of the Workers Compensation claim.

SOCIAL SECURITY

Employees are covered by Social Security, a federally administered plan for supplemental old age retirements and survivor's insurance. Questions concerning Social Security benefits and coverage should be directed to any Social Security office.

PAID AND UNPAID LEAVE

HOLIDAYS



All regular hourly employees working a minimum of thirty (30) hours per work week and all salaried employees shall be granted leave with pay on the following holidays unless otherwise provided for in a collective bargaining agreement.

Sec. 19-26.

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Friday following Thanksgiving Day

Christmas Day

One (1) Personal Day

holiday.

All officers and employees not required by their department heads to work on such days shall be excused from work but shall be compensated for the day as if the officer or employee had performed his normal work schedule.

In order to qualify for holiday pay, the officer or employee must be present on his or her scheduled working days before and after the applicable

Officers or employees with an unexcused absence or unpaid leave time before or after a holiday shall not be eligible for holiday pay.

If an officer or employee is on authorized paid leave when a holiday occurs, that holiday shall not be charged against such officer's or employee's leave.

VACATION/ANNUAL LEAVE

Accrual Rate

Number of Months of Continuous Employment	Number of Hours Per Year
0 to 48	80.00
48 to 120	120.00
120 or more	160.00

No officer or employee shall be entitled to utilize accrued vacation time until such officer or employee shall have completed six (6) months service with the Town.

No vacation time shall be granted in advance of accrual thereof.

All vacation schedules shall be determined by the department heads giving recognition to the seniority of officers or employees in the determination of when vacation time shall be granted.

An officer or employee may use accrued vacation time for sick leave provided such officer or employee has used all existing accrued sick leave time.

An officer or employee may divide his or her vacation time as is desired with the prior approval of such officer's or employee's supervisor. Employees will use whole hours or full days for any PTO request. Employees will not request any partial hours (0.25, 0.50 & 0.75).



Annual leave shall be requested in advance using the appropriate form and submitted to the department head who shall have the right to determine if the work schedule permits the absence of the employee during the requested period. Vacation leave may be denied when department operations are hindered due to staff scheduling, workload assignments or a legitimate emergency exists.

Upon reasonable notice to the employee a department head may require an employee to use annual leave.

Accumulation of Annual Leave Credits

Earned leave not used during the calendar year in which it is eligible to be taken may be carried over or accumulated to the following calendar year. Employees with accrued vacation leave in excess of eighty (80) hours and who have utilized at least eight (80) hours of leave time during the fiscal year, may be allowed to make an election during one month of the year (to be determined by the Town Manager or designee) to sell the excess vacation leave time back to the Town, subject to available funds, at the discretion of the Town Manager or designee. An employee may request the Town Manager or designee to provide an extension of those hours above the amount set forth herein for a period not to exceed twelve months. All time sold will be deduction from the vacation time accumulation.

Upon the effective date of termination of employment with the Town an employee shall be entitled to a lump sum payment for earned and unused annual leave not to exceed 400 hours. The effective date of termination shall be the last day worked.

SICK LEAVE

Accrual Rate

All full-time employees of the Town shall accrue sick leave time at the equivalent rate of one day (8 hours) for each full month of continuous service. Full month means a full calendar month starting on the first day of the month.

Rules

Sick leave is intended to be used for personal illness, injury or quarantine due to exposure to contagious disease for the employee. Sick leave may also be used for medical or health treatment which cannot be arranged outside of working hours. Sick leave may be used for illness or death in the immediate family. Immediate family is defined as the spouse, grandparents, brothers, sisters, children, and grandchildren of both the employee and the spouse. Sick leave may also be used for reasons of pregnancy and maternity.

Conversion to Special Vacation Time

Employees shall be entitled to convert one-fourth (1/4) of each year's accrued, but unused, sick leave time to special vacation time. Such special vacation must be used during the calendar year following the one in which it was accrued. Conversion must be requested within the first two (2) weeks of a calendar year or it shall be disallowed. Thereafter, it shall be disallowed (if the



conversion privileges of this paragraph have been exercised) and the credits shall revert to the employee's sick leave balance.

Payment for Accumulated Sick Leave

Every employee or beneficiary in the event of death, upon termination for whatever reason shall be entitled to receive payment for accrued sick leave. Such payment is limited to a maximum of five hundred dollars (\$500.00).

Use and Restrictions

Any officer or employee who shall utilize three (3) or more days of sick leave on a continuous basis shall submit to his department head a doctor's certificate as to the illness or injury for which sick leave was utilized.

The Town shall have the right to require a doctor's certificate for any officer or employee reporting in as sick, as well as the right to visit the place of confinement of the sick or ill officer or employee.

If an officer or employee repeatedly utilizes sick leave, the Town shall have the right at the Town's expense to require such officer or employee to submit to a physical examination by a doctor selected by the Town to determine if such officer or employee is physically fit for continued employment by the Town.

Employees are required to notify their immediate supervisor on the first day of sick leave not later than thirty (30) minutes before the shift of which they are employed is scheduled to report for duty. This shall be followed for each day the employee is unable to work unless prior approval is given by the department head. Failure to comply may result in the absence being charged as leave without pay.

In the event an employee repeatedly uses sick leave or is on leave for an extended duration, the Town shall have the right at Town expense to require the employee to submit to a physical examination by a physician designated by the Town to determine if the employee is physically fit for continued employment.

Job Injury Workers Compensation and Use of Sick Leave

Employees who are eligible to receive workers' compensation (including temporary employees) are entitled to work-related injury leave with full pay for up to five scheduled workdays (40 hours or normal number of hours scheduled in a week). This leave, for illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.

Absence from work of five days or more due to a work-related injury shall reduce the 12 weeks of eligibility for family/medical leave.

Employees receiving workers' compensation for job-related injuries or disease may use sick and/or vacation leave to supplement the payment up to, but not to exceed, their regular rate of pay.

After all sick and vacation leave has been exhausted, employees are not entitled to leave or pay benefits other than workers' compensation. Employees may be put into a leave without pay status during this time without adjustment in the service date.

For a regular employee disabled with a work-related injury, a position shall be held open if the



department can function with the vacant position. At some point (not later than one year after the date of injury) the employee, if unable to return to work, shall be separated from Town employment. If during the one-year period following the injury the separated employee is released by the attending physician for any kind of work duty, the employee shall be entitled to benefits under the reduction-in-force policy.

JURY DUTY

An employee required to render jury service shall be entitled to be absent from work during that service and shall be paid the difference between any payment received for jury duty and the employee's regular salary.

BEREAVEMENT/FUNERAL LEAVE

Leave may be granted by an employee's immediate supervisor without loss of pay for death in the immediate family. Up to three days or twenty-four hours of pay shall be allowed an employee to attend a funeral within an immediate family. Immediate family shall include spouse, domestic partner, mother, father, children, brother, sister, grandparents, in-laws, stepchildren, grandchildren, aunt, uncle, first cousin, or anyone living in the employee's household. Employees are required to submit proof of death within 2 weeks of the bereavement leave. Proof includes a death certificate or other documents confirming the date of the death or the date of the funeral/burial/viewing service. Photographs are **not** acceptable supporting documents.

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), an employee may be eligible to request and receive an unpaid leave of absence as outlined below.

Eligibility

All regular full-time or part-time employees who have worked for the Town for at least twelve months and for at least 1,250 hours during the twelve months preceding the start of the leave shall be eligible for leave under this policy.

Conditions of Leave

Leave may be taken only for the following reasons:

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a twelve-month period for:

- the birth of a child and to care for the newborn child within one year of birth.
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- to care for the employee's spouse, child, or parent who has a serious health condition.
- a serious health condition that makes the employee unable to perform the essential functions



of the employee's job.

- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single twelve-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

If medically necessary for a serious health condition of the employee or spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Town may require an employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence, provided the position has equivalent pay and benefits.

Any leave granted due solely to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the Town and must be completed within twelve months of the qualifying event.

Spouses who are both employed by the Town are entitled to a combined total of twelve weeks (rather than twelve weeks each) for the birth or adoption of a child.

Any accrued vacation/PTO/sick leave, as applicable, must be taken concurrently as part of the twelve weeks of leave requested.

In determining eligibility, the twelve-month period shall be calculated by using a rolling 12-month period measured backward from the first day of the new leave period the employee is requesting. Any requests for FMLA extensions may be granted at the sole discretion of the Town Manager.

Notification Requirements

When need for leave is foreseeable, such as the birth, adoption or placement of a child, or planned medical treatment, the employee must provide thirty days' notice to an immediate supervisor and must make efforts to schedule leave so as not to disrupt Town operations. If the need for leave is not foreseeable, notice must be given as soon as practicable, generally within one or two days of learning of the need for leave.

Request Procedures

All requests for family and medical leave should be made by contacting the Human Resource department. If possible, the request should be made thirty (30) days in advance of the effective date of the leave. The Human Resource department shall ask for the following information:

- The date FMLA leave shall begin.
- The probable/approximate duration of the leave; and
- The qualifying reason for the leave.

The employee shall be sent a packet indicating initial eligibility with instructions to complete the Certification of Physician or Practitioner form and return the form to the Human Resource department where final approval shall be determined.



If the employee takes leave without previously advising the Town of the medical or family reasons for leave and desires that leave be counted as FMLA leave, the employee must notify an immediate supervisor within two business days of returning to work that the leave was for an FMLA reason.

Status of Employee Benefits During Leave

Employee health insurance benefits shall be maintained as if the employee were actively working, but at the employee's expense. The employee must submit a check to the Finance/Payroll department to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternatively, advance payments may be made to cover an agreed upon period. The Town shall not advance the funds to pay for these benefits. If payments are missed the employee's health and life benefits shall be no longer be maintained.

Basic life insurance benefits shall continue at no additional cost to the employee. Optional life insurance and personal accident insurance (if applicable) may be continued at the employee's expense.

Benefit accruals, such as vacation, sick leave, or holiday benefits, shall be suspended during the unpaid leave and shall resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Town with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee shall be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Town shall assume that the employee has resigned.

MILITARY LEAVE

A military leave of absence shall be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Florida law. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Employees shall be paid full pay for the first thirty days of military leave in accordance with Chapter 115, Florida Statutes. After the first thirty days of military service and upon presentation of satisfactory military pay verification data, employees shall be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

Employees are entitled to up to 240 hours (annually) paid administrative leave for reserve or guard training in accordance with Section 115.07, Florida Statutes.

Continuation of health insurance benefits is available as required by Florida law and USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Leave benefits shall continue to accrue during a military leave of absence.

Employees on military leave for up to thirty days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on



longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

An employee returning from military leave shall be placed in a position otherwise attained had employment continued or a comparable position depending on the length of military service in accordance with USERRA. The employee shall be treated as though employment were continuous for purposes of determining benefits based on length of service.

Contact the Human Resource department for more information or questions about military leave.

DOMESTIC AND SEXUAL VIOLENCE LEAVE OF ABSENCE

In accordance with Florida Statutes, Section 741.313, any employee employed by the Town for three (3) or more months may request and take up to three (3) working days of leave from work in any 12-month period if the employee or a family or household member is the victim of domestic violence or sexual violence. The leave may be paid or unpaid, but an employee must use all applicable paid annual, personal, sick, and/or other applicable paid leave prior to being eligible for unpaid leave.

An employee seeking domestic or sexual violence leave must provide the Town with written notice of his or her request for leave as far in advance of the desired leave as possible. The request should be submitted to the Human Resource Department. If the need for leave is not foreseeable, the employee must provide notice (verbal or written) as soon as is practicable under the facts and circumstances of the case and in accordance with his or her department's procedures for unforeseeable absences.

A request for domestic violence or sexual violence leave must be supported by certification issued by an authorized person such as a health care provider, attorney of record, counselor, law enforcement agency, clergy, domestic violence advocacy agency, domestic violence center or domestic violence shelter. The certification will be sufficient if it indicates that the employee is being subjected to domestic or repeat violence, or sexual violence, and needs time off to attend to one of the matters.

To the extent possible, information regarding the employee's request for leave under this policy will be kept confidential.

If the employee took leave to obtain or receive medical and/or dental assistance for him/herself, the employee must provide a fitness for duty certification from the employee's health care provider in order to return to work. The Town will specify the information that must be provided on the fitness for duty certification. The employee must pay the cost of obtaining the fitness for duty certification and the employee is not entitled to be paid for the time or travel costs spent to obtain the certification. If the employee fails to provide such a certification before the leave ends, the Town may delay the employee's restoration to employment until the fitness for duty certification is provided to the Town. If the employee never produces the certification, the employee may be terminated from employment.

The taking of leave will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.



Upon his or her return to work from a domestic or sexual violence leave, the employee shall be entitled to: restoration to the position of employment held by the employee when leave commenced; or restoration to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. However, an employee taking domestic violence leave for three (3) days or less will be restored to the same position held by the employee at the time leave commenced.

An employee on domestic or sexual violence leave must periodically report to the Human Resources Department on the status and intention of the employee to return to work.

The Town prohibits discrimination or retaliation against any employee for exercising his or her rights under this policy. If an employee believes that he or she is being retaliated against, the employee must report the retaliation to the Human Resources Department.

DEFINITIONS

Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member, or any crime the underlying factual basis of which has been found by a court to include an act of domestic violence.

Family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. Except for persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Sexual violence means sexual violence, as defined in Florida Statutes § 784.046, or any crime the underlying factual basis of which has been found by a court to include an act of sexual violence. Florida Statutes § 784.046 defines “sexual violence” to mean any one incident of: (1) sexual battery; (2) a lewd or lascivious act, committed upon or in the presence of a person younger than 16 years of age; (3) luring or enticing a child; (4) sexual performance by a child; or (5) any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the State Attorney.

UNPAID LEAVE/LEAVE WITHOUT PAY-

Any regular employee who has been employed with the Town for a period of twelve (12) continuous months may be granted a leave of absence without pay for a period not to exceed six months. Failure to return to work at the end of the leave without pay, may be grounds for termination.

In no instances shall an employee be granted a leave without pay until all accumulated paid leave is used.



The reason for such leave shall be attributable to an extraordinary condition not directly covered by the provisions of the Family and Medical Leave Policy.

Requests for leave without pay must be submitted in writing and approved by the Town Manager.

No annual or sick leave shall be accrued while an employee is on leave without pay.

Employee health and life insurance benefits may be maintained as if the employee were actively working, but at the employee's expense. The employee must submit a check to the Finance/Payroll department to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternatively, advance payments may be made to cover an agreed upon period. The Town shall not advance the funds to pay for these benefits. If payments are missed the employee's health and life benefits shall be no longer be maintained.

Employees who qualify for a leave without pay shall initiate a request for such leave by sending a written request to their immediate supervisor. Such request shall be made not less than two (2) weeks prior to the requested leave date unless it is an unforeseeable emergency. Such request shall include the purpose of the leave and an estimate of the amount of time needed for such leave.

SEPARATION FROM EMPLOYMENT

VOLUNTARY TERMINATION

Voluntary Terminations are initiated by the employee and include

1. Resignation – voluntary employment termination initiated by an employee.
2. Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Notice Required for Voluntary Terminations

1. All regular full-time and part-time employees are requested to give a minimum of two (2) weeks' notice, in writing, prior to leaving Town employment in order to resign in good standing.
2. Department heads and other management personnel are requested to give a minimum of thirty (30) days' notice in order to allow for adequate replacement in order to resign in good standing.
3. In the case of retirement, it is recommended that an employee provide the Town with as much notice as possible; a minimum of 6 weeks is requested. This advance notice shall ensure that retirement issues are satisfactorily addressed prior to the actual date of retirement.

DISCHARGE/INVOLUNTARY TERMINATION

Discharge is an involuntary employment termination initiated by the organization generally for cause.



LAYOFF AND RECALL

If the Town determines that a reduction in staff or “layoff” is necessary, affected employees shall be notified of the effective date, pertinent benefits information and possibility of recall, if any as soon as it is practical.

All layoffs and recalls of positions shall be based upon the Town’s operational needs, financial position and the employee’s employment history, performance and job-related qualifications and abilities as determined by the Town. Seniority may also be considered in making non-union layoff and recall determinations.

IMPACT ON BENEFITS

Employee benefits shall be affected by employment termination as follows. All accrued, vested benefits that are due and payable at termination shall be paid. Some benefits may be continued at the employee’s expense if the employee so chooses. The employee shall be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

EXIT INTERVIEW

In the event of separation, voluntary or involuntary, the employee is encouraged to engage in an exit interview with the Human Resource department.

All employees who resign in "good standing" must take part in exit interviews to be eligible for rehire. The exit interview is on the clock and the employee shall be paid for participating.

RETURN OF PROPERTY

An employee separating from employment with the Town shall return all Town-owned equipment, uniforms, property, Town identification badges, and all building and equipment keys before picking up a final paycheck. The Town may not and shall not withhold earnings for failure to return property but shall take appropriate action including legal prosecution for any Town-owned items that are not returned by a separating employee.

DISCIPLINARY ACTION

It is the intention of the Town to utilize disciplinary action in a constructive manner to motivate the employee toward proper conduct in the future. Situations of a minor nature are expected to be handled informally by the employee’s immediate supervisor and may result in a verbal warning which may be documented and retained in the employee’s personnel file.

Formal disciplinary action shall be administered by the Department Head in coordination with the Town Manager.

Suspensions and discharge are officially administered by the Town Manager based on Department Head recommendation.

Disciplinary actions may include any or all the following, which are not necessarily administered in order, nor are all types of disciplinary action required prior to discharge. The Town may immediately discharge an employee.



1. Verbal Reprimand is a verbal notice to an employee that his/her behavior or performance must be improved or corrected. A written record of the oral reprimand shall be placed in the employee's personnel file and a copy provided to the employee.
2. Written Reprimand is a written notice to an employee that his/her behavior or performance must be improved or corrected. Written reprimands shall be placed in the employee's personnel file and furnished to the employee.
3. Suspension is the temporary removal of an employee from duty, with or without pay. Suspensions shall vary in length depending upon the seriousness of the offense or frequency of occurrence. Suspensions shall be documented and placed in the employee's personnel file.
4. Discharge (also may be referred to as Dismissal or Involuntary Termination) is the removal of an employee from the employ of the Town.

Employees may submit written explanations or responses to disciplinary actions to their personnel file. In some cases, particularly discharge, an employee may have certain additional due process rights.

PERFORMANCE IMPROVEMENT PLAN (PIP)

In efforts to rectify disciplinary action, an employee may be placed on a performance improvement plan (PIP). The purpose of this plan is to provide the employee the opportunity to correct performance and behaviors in the workplace. Employees on a PIP will be evaluated periodically by the department manager in efforts to measure progress.

A staff member whose performance, attendance, or conduct does not meet the Town's standards will receive a written warning/counseling and will be provided a clarification of expectations along with a 90-day time period to demonstrate improvement. The manager placing the employee on a PIP is required to document the meeting by outlining the topics discussed during the meeting, goals for improvement, and activities which the employee must complete with a corresponding timeframe.

If the deficiencies are not corrected during the allotted time, termination procedures should be followed.

If staff member's performance, attendance, or conduct improve, the employee will have successfully completed the PIP and no further disciplinary action shall be taken.

CAUSES FOR DEMOTION, SUSPENSION OR DISMISSAL

A permanent employee may be demoted, suspended, or dismissed when, in the judgment of the department head the employee's work or misconduct so warrants. When the department head takes such action, he or she shall file a written notification with the Town Manager and the Human Resource department containing a statement of reasons for the action. The employee shall be notified of the effective date of the action. Employees may be demoted, dismissed, or suspended without pay for violation of these rules which include, but are not limited to, the following:

1. Violation of town and/or personnel policies, procedures or rules.
2. Incompetency or inefficiency in the performance of assigned duties.



3. Offensiveness or unequal conduct or treatment toward fellow employees or the public.
4. Violation of any lawful official regulation, or order, or failure to obey any lawful and reasonable direction given by a supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in lower morale in the organization or result in a loss, inconvenience, or injury to the Town's service or to the public;
5. Solicitation or taking for personal use a fee, gift, or other valuable thing in the course of work, or in connection with it, when such fee, gift, or other valuable thing solicited or given might be construed to be a means of receiving a favor or obtaining better treatment than that accorded other persons either on a present or future basis;
6. Failure to pay or make reasonable provisions for payment of just debts owed the Town in a timely manner.
7. Conviction of a felony or other serious crime.
8. Inattention to duty, tardiness to excess, laziness, carelessness, and unnecessary breakage or loss of property.
9. Absence from work for three days in a row without proper notification to immediate supervisor as required by the personnel policies and procedures.
10. The employee has been subject to an excessive number of accidents, resulting in personal injury, injury to others, and/or Town property.
11. The employee has been guilty of attempting to use political influence in securing or attaining a position or salary increase. Soliciting elected officials to intercede for or attempt to influence officers or supervisory employees in personnel matters shall be construed as violations of these rules.
12. Dishonesty in connection with assigned duties and responsibilities as an employee of the Town.
13. Immorality or lack of integrity in connection with assigned duties and responsibilities as an employee of the Town.
14. Violation of departmental rules.
15. Willful violation of any safety rule or practice.
16. Guilty of conduct unbecoming of an employee of the Town's service whether on duty, or off; or
17. Intoxication while on duty, or use of alcoholic beverages, or any form of intoxicants, or narcotics, except such drugs as are being used upon the advice and prescription of a physician, during working hours.

None of the foregoing shall be deemed to prevent the demotion, dismissal, or suspension of an employee for any reason which is justifiable, even though such cause is not among those enumerated, provided, however, that an employee shall have the right of appeal. Any action taken against an employee for violation of these rules shall take into consideration the employee's service record.



EMPLOYEE ARREST OF CHARGE

POLICY

As a condition of employment with the Town of Pembroke Park, employees are required to notify their immediate supervisors, no later than the next working day, when an employee has been arrested or when information has been filed by a prosecuting official against him/her for an offense or violation of law and/or when the employee is indicted by a Grand Jury. This shall include, but not be limited to violation of probation, promise/notice to appear, injunction for any prohibited violent or threatening behavior, or moving traffic violations. Failure to notify shall result in appropriate disciplinary action, including termination of employment.

Under no circumstances may the employee report for duty without prior consent from the Human Resources Director following an arrest/indictment, promise to appear, or conviction.

PROCEDURE

The Town will conduct its own independent investigation taking into consideration the employee's testimony and will review any police report or other available documents. The Town will evaluate each arrest/indictment on a case by case basis taking into consideration multiple factors including:

- The nature and severity of the alleged incident or crime,
- The totality of circumstances surrounding the incident,
- The employee's job responsibilities, job location, and potential interaction with employees and the public,
- Employment record of the employee (e.g., performance, length of service, etc.)
- Circumstances that adversely affect the staff member's attendance,
- The future potential for conflict that may arise,
- Any other factors the Town, in its sole discretion, deems relevant.

If the employee pleads nolo contendere or guilty, enters into a plea agreement including pre-trial intervention or is tried and found guilty of any felonious charge and/or crime involving dishonesty or moral turpitude, the employee may be immediately terminated from Town of Pembroke Park employment. In the event such person is tried and acquitted, or the information or indictment is dismissed or quashed, the Town Manager will review his/her employment status to determine whether reinstatement or continuing employment is appropriate.

Employees arrested or indicted by a Grand Jury or on whom information has been filed by a prosecuting official for a felonious offense, a crime involving dishonesty or moral turpitude, or a charge that could be related to their work, may be placed on Administrative Leave with or without pay with approval of the Town Manager.

If an incident or charge is directly work related, or the offense is of a serious nature, nothing shall preclude the Town from initiating disciplinary action independent of any judicial hearing or proceeding.

Employees are also required to notify the Human Resources Director of the outcome of all criminal



drug statute or alcohol related criminal charges on the next business day after any change in status, including the notification of a conviction, a plea of guilty, an adjudication of guilt, a plea of nolo contendere, an adjudication withheld, an acquittal or a dismissal of the charges. A failure to report a drug or alcohol conviction to the Town within the applicable time periods will result in immediate termination of the employee, unless good cause exists for the employee's failure to report the conviction to the Town

EMPLOYEE PROCEDURAL RIGHTS

INVOLUNTARY TERMINATION AND PROCEDURAL RIGHTS

The Town Manager, Divisional Directors, and Chartered Positions serve at the pleasure of the Town Commission. All other employees may be terminated by the Town Manager.

Terminated employees have certain due process rights prior to discharge or other adverse employment decisions if they have a liberty or property interest that is affected by the adverse employment action.

Where an employment decision could be stigmatizing to the employee, and the Town intends to place a record of the action in the employee's personnel file (which makes it potentially subject to public disclosure) or if the action would foreclose a definite range of future employment opportunities, an employee shall be provided notice of the action and an opportunity to respond prior to the employment action.

Stigmatizing reasons for discipline or discharge may include dishonesty, immorality, moral turpitude, criminality, racism, harassment, falsifying forms, drug use, engaging in prostitution, use of position to obtain kickbacks or other privileges, or other charges impugning the employee's moral character.

Charges of incompetence, negligence, poor attendance, insubordination, failure to meet performance standards, failure to submit required forms or documentation and related performance-based criteria have typically been held to be insufficiently stigmatizing to trigger a liberty interest.

In cases where public disclosure of stigmatizing information is possible, the employee shall receive oral or written notice of the charges, an explanation of the evidence and an opportunity to respond and clear his/her name prior to the decision being finalized and documented in the personnel file. The employee shall direct their response to the Town Manager, who may consult with the Town Attorney, Mayor and/or Commission as needed.

This process is a procedural protection and in no way limits the Town's at-will employment status. The findings of the Town Manager are final, shall be stated in writing and provided to the employee as well as documented within the personnel file.

RIGHT OF APPEAL

Any permanent employee who is discharged may appeal such action in writing to the Town Manager within fifteen (15) days after such action is taken. As promptly as possible, the employee shall be granted a hearing by the Town Manager and the department head concerned, at which time the employee and immediate supervisor may present relevant evidence regarding the action



and the reasons, therefore. When the disciplinary action is personally initiated by the Town Manager, the hearing shall be conducted by the Town Commission. During any investigation or hearing, the Town Manager, or the Town Commission may direct any employee to attend and give testimony. Probationary employees who are terminated during the probation period are not permitted the right of appeal.

Any permanent employee who is demoted or suspended may appeal such action by filing a written grievance in keeping with the Town's grievance procedures. Any such grievance shall be filed within fifteen (15) working days from the date of action against the employee.

GRIEVANCE PROCEDURES

The Town intends to provide a constructive, positive work environment in which employees are empowered to contribute to the continuous improvement in the operations and services provided by the Town. To this end a formal grievance procedure is available to help resolve complaints of employees who believe they are not receiving fair treatment in the workplace.

STEP 1: Verbal Communication with Supervisor

Employees are encouraged to share their suggestions, as well as discuss any complaints or issues that may arise related to their employment and work environment with their immediate supervisor within five (5) working days from the time of the occurrence. The supervisor shall provide a verbal response to the complaint within five (5) working days of the discussion with the employee.

STEP 2: Written Communication with Department Head

Should an employee not find adequate resolution through verbal discussion with their immediate supervisor, the employee shall respond in writing to the employee's department head within five (5) working days from the oral response in Step 1.

The employee shall submit a written grievance to their department head which must include:

- ✓ Date of incident,
- ✓ Description of incident,
- ✓ Summary of previous discussion(s) with supervisor regarding the incident,
- ✓ Desired resolution, and
- ✓ Employee's printed name, signature and date of submission.

The department head shall provide a written response to the employee within five (5) working days of the receipt of the grievance.

STEP 3: Written Communication with Town Manager

If the grievance is not resolved in the first two steps, the employee may request a meeting with the Town Manager. This request must be in writing, dated and submitted within five (5) working days after receiving the response from Step 2. The department head shall be copied on the request.

The meeting with the Town Manager and the employee shall occur within ten working days of



receipt of the request to meet, or on a date mutually convenient for all parties. At the Manager's discretion this meeting may include the department head and/or supervisor, and/or other Town representatives as appropriate. At the employee's option, the meeting may include a fellow employee or other representative.

The Town Manager, or designated representative, shall provide a written response to the employee within ten working days of the meeting. The Town Manager's response to the grievance is final.



WORK RULES AND CODE OF CONDUCT

The workplace brings together many different types of people whose unique perspectives and individual skills and talents add tremendous value to the Town of Pembroke Park. All employees, officers, and volunteers, at every level within the organization, are expected to treat each other as respected and valuable colleagues. Employees are required to engage respectfully with elected or appointed officials in all forms of communication, both verbal and written.

CODE OF ETHICS

Employees and officials of the Town of Pembroke Park are bound by the both the State of Florida and the Town's Code of Ethics.

FLORIDA CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES

Chapter 112 (Part III) of the Florida Statutes and the "Code of Ethics for Public Officers and Employees" which states in part, that "no officer or employee of a state agency or of a county, city or other political subdivision of the state shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his duties in the public interest."

All Town employees shall be furnished with a copy of Florida Statutes Chapter 112 (Part III) during their orientation. All employees are required to review the Statute along with the employment Rules and Regulations for their respective department. This information shall serve as a guide for employee conduct while in the employ of the Town.

PEMBROKE PARK EMPLOYEE CODE OF ETHICS

Article IX, Chapter 2, 260 of the Town Code states, "Employees of the Town hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official duties. Further, Town employees must act in a manner that promotes public trust and confidence in government with complete transparency and honesty in their services and must avoid even the appearance or perception of impropriety. The Town Commission recognizes that, in the furtherance of these fundamental principles, there is a need for clear and reasonable standards of ethical conduct. This Pembroke Park Employee Code of Ethics establishes those standards." The following sections provide the expected code of conduct employees of the Town shall follow.

Gifts

Town employees shall not solicit or accept any gift, regardless of value, in their official capacity as employees, nor shall they solicit or accept any gift in either an official or personal capacity that may be reasonably perceived to be given to encourage or discourage them from taking any action in connection with their Town employment.

Lobbying

Town employees should avoid even the appearance of impropriety in their interaction and dealings with lobbyists registered with the Town and in their interaction and dealings with Town vendors and prospective vendors.



To promote full and complete transparency, lobbyists, Town vendors, and prospective vendors who intend to meet or otherwise communicate with a Town employee, either at such employee's office or elsewhere on Town government premises, for the purpose of influencing a decision to be made by the Town Commission, a decision to be made by any decision-making body under the jurisdiction of the Town Commission, or a final procurement decision to be made by a Town employee, must complete a contact log as prepared and maintained by the Town Manager. This contact log shall be completed for each individual Town employee with whom the lobbyist, Town vendor, or prospective vendor intends to meet or communicate. The contact log shall be legibly completed contemporaneously with the meeting and shall be available for public inspection in a database designated by the Town Manager.

To further promote full and complete transparency, a Town employee shall disclose any meeting outside of his or her Town office, any telephonic discussion, or electronic communication with a registered lobbyist, Town vendor or prospective vendor, during or in which meeting, discussion or other communication the lobbyist, Town vendor, or prospective vendor seeks to influence a decision to be made by the Town Commission, decision to be made by any decision-making body of the Town, or a final procurement decision to be made by a Town employee.

A Town employee is prohibited from lobbying on behalf of an outside principal or employer for compensation, Town Commissioners, members of any Town Selection/Evaluation committee, or the governmental unit in which he or she is employed. Lobbying does not include providing information, advice or recommendations to any Town Commissioner or member of a Selection/Evaluation committee in furtherance of the employee's job responsibilities. Except as stated in this paragraph, Town employees may engage in lobbying activities provided such activities would not be inconsistent with their public duties or the provisions of Chapter 112, Florida Statutes.

Outside Employment

For purposes of this section, other employment means any compensated employment performed by a Town employee aside from his or her employment with the Town, including any part-time employment, self-employment, or consultant-related employment. Town employees may engage in other employment provided:

1. The other employment will not be inconsistent with the employee's public duties or the provisions of Chapter 112, Florida Statutes; or
2. The individual or business entity for whom the Town employee will engage in other employment is not a vendor under contract with Town or a prospective vendor seeking to do business with Town.

Prohibition on Use of Town Position for Personal or Private Gain

No Town employee shall use his or her municipal position or powers and duties to secure a financial benefit for himself or herself, an immediate family member or any private organization in which he or she is deemed to have an interest.

Future Employment

No Town employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion



pending before the Town employee, either individually or as a member of a Town Committee, while the matter is pending or within the 30 days following final disposition of the matter.

Use of Town Resources

Town resources shall be used solely for lawful Town purposes. Town resources include, but are not limited to, Town personnel, and the Town's money, vehicles, equipment, materials, supplies or other property.

No Town employee may use or permit the use of Town resources for personal or private purposes, but this provision shall not be construed as prohibiting:

1. Any use of Town resources authorized by law or Town policy.
2. The use of Town resources for personal or private purposes when provided to a Town officer or employee as part of his or her compensation; or
3. The occasional and incidental use during the business day of Town telephones and computers for necessary personal matters such as family care and changes in work schedule.

Nepotism

No Town employee or consultant may participate in any decision specifically to appoint, hire, promote, discipline or discharge an family member for any position at, for, or within the Town.

Political Solicitations

No Town employee shall directly or indirectly compel or induce a subordinate employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

No Town employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining or in any manner changing the official rank, status or compensation of any Town employee, or an applicant for a position as a Town employee, on the basis of the giving or withholding or neglecting to make any contributions in money or service or any other valuable thing for any political purpose.

Elected Public Office

A Town employee seeking elected public office is not permitted to engage in any activity related to seeking the office during working hours or in other ways which might constitute an inappropriate use of Town time and resources or lead to the impression that the Town government endorses his or her candidacy.

The prohibition against the use of Town time and resources in a campaign for elective office includes a ban against using Town equipment, including vehicles, telephones, copy machines, inter-office mail, or other equipment owned by the Town. The employee/candidate is prohibited from participation in campaign activities off duty wearing a Town uniform or driving a Town vehicle.

Town employees are prohibited from soliciting campaign contributions or any in kind gifts to support his or her campaign, including soliciting campaign workers or contributions from among Town employees when the solicitation takes place on duty or when the solicitation could be



reasonably construed as having a connection to a real or expected employment decision. The employee/candidate for public office must avoid the appearance or reality of a conflict of interest between their employment with the Town and the outside candidacy.

A Town employee choosing to run for elected public office must disclose his/her candidacy to the employee's immediate supervisor and the head of their Department within three (3) business days after the time the employee becomes an official candidate by filing the necessary candidate papers. All campaign-related activities by an employee/candidate occurring before official candidacy are also subject to these restrictions.

The employee/candidate must take reasonable steps, with approval by his or her supervisor, to minimize the prospect of a conflict of interest between the employee/candidate's work duties and campaign activities. These steps may include the use of annual leave, personal days, or unpaid leave of absence following approval in advance by his/her supervisor pursuant to Town policies.

Confidential Information

No Town employee who acquires confidential information in the course of exercising or performing his or her powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers or duties.

Enforcement Procedures

The authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics is vested in the Town Manager. A Town employee may appeal the decision of the Town Manager by filing a written appeal to the Town Commission within fifteen (15) days of the final decision of the Town Manager is rendered. The Town Commission may affirm, modify or reverse the disciplinary decision rendered by the Town Manager.

The authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics by the Town Manager, Directors or any Chartered Position is vested in the Town Commission.

Town Commission shall have the authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics when the Town Manager fails to do so, or when the Town Commission determines that such investigation is required.

FREEDOM OF INFORMATION ACT AND PUBLIC RECORDS ACT

It is the policy of the Town of Pembroke Park to comply fully with the Freedom of Information Act. All individuals are entitled to certain and specific information regarding the affairs of government and the actions of public officials and public employees.

All FOIA requests are to be immediately directed to and processed by the Town Clerk or his/her designee. Requests for public information may be either oral or written and ideally are handled within five business days after the request has been received. In some cases, an extension may be required, and certain information may be denied or redacted. Originals of any documents shall not be allowed to leave Town property, and the costs associated with compiling and providing the information shall be charged.



PUBLIC RECORDS

Under no circumstance may an employee remove documents, photos, reports, personal or personnel information or any sensitive material that is the property of the Town of Pembroke Park.

Employees found to be in violation of this policy may be disciplined, up to and including discharge.

PERSONAL CONDUCT

All persons employed by the Town must remain constantly aware of their responsibilities to the public and of the fact that they are representatives of the Town. It is expected that their conduct and appearance shall be commensurate with the positions which they hold.

Town employees are frequently called upon to express opinions and to provide information concerning the Town government, its operations and its policies. Expressions of opinions should be carefully weighed in the light of their probable affect and should be based upon facts within the knowledge of the employee. A Town employee is not deprived of the rights of citizenship which affords the right of free speech. He should be keenly aware of responsibilities and privileges as an employee of the Town and understand that personal opinions shall often be interpreted by others as representing the official opinion of the Town.

Employees shall be well informed concerning the policies and operations of Town government. Such responsibilities increase with the importance of the position held. Admitting lack of knowledge concerning a question asked is far superior to an incorrect answer, but if the situation requires it, the employee, under such circumstances, should refer the questioner to the proper source of information or obtain the actual facts and inform the person making the inquiry.

Employees are expected to refrain from repeating rumors and from creating dissension within the organization.

Employees shall visit departments other than those in which employed only on official business. Reasonable breaks in routine work may be taken as long as the privilege is not abused but loitering is expressly forbidden. Any employee who has completed assigned tasks, or the work for which that employee is responsible shall report to a supervisor for assignment of other duties.

OUTSIDE EMPLOYMENT GUIDELINES

Full-time Town employees wishing to hold supplemental, part-time employment in addition to his or her Town employment must request approval in writing to their department head and must do so each year that supplemental employment is held on their Town anniversary date.

The request should include the:

- Name of the employer.
- Nature of the employment and duties to be performed; and
- Approximate number of hours to be worked per week.

The Town Manager shall determine whether a conflict of interest exists or if the employee's ability to effectively perform their Town work shall be hampered and shall inform the employee in writing of his or her determination.

A conflict of interest may include, but is not limited to:



- Any employment, activity, or enterprise which involves for private gain the use of the Town's time, facilities, equipment, supplies, or prestige or influence of the Town Office.
- Any activity which involves receipt or acceptance of any money or other consideration from anyone other than the Town for performance of an act with the employee should be required or expected to render in the regular course of their Town employment.
- Any activity which involves a performance of an act other than in their capacity as a Town employee which may later be subject to the control, inspection, review, or enforcement by the employee or the department in which they work; or
- Any activity which involves so much of an employee's time that it impairs their attendance or efficiency in the performance of their duties.

Employees may not wear a Town uniform, work shoes/boots, or any other apparel furnished by the Town in performing outside work. Outside work may not be performed during regularly scheduled Town work hours or at a Town facility, and no Town resources, equipment, tools or supplies may be used for outside work.

POLITICAL ACTIVITY AND VOTING TIME

All employees should register to vote and should exercise this privilege at each opportunity afforded. Section 104.31 of the Florida Statutes impose certain restrictions on the political activities of state, county, and municipal officers and employees. Additionally, those employees in positions supported in whole or in part by Federal funds may be subject to those restrictions contained in the federal "Hatch Act." The following prohibitions shall apply to all Town officers and employees:

- No person shall promise, attempt, or use political position, influence, or coercion in an effort to erode the merit system nature of the Town work force by patronage or favoritism for past or future political influences or services, either implied or actual.
- The Town of Pembroke Park shall not permit the use of its equipment, property, facilities or supplies for partisan political purposes.
- Employees shall not take an active political role on behalf of any candidate or incumbent for Town elective office.
- Employees shall not be solicited for contributions or any other sort of support or influence for any political party, office, or candidate, either from other employees, superiors, elected officials, or candidates.
- A Town employee who becomes a candidate for any public elective office shall, at the time of formally qualifying, resign in good standing from the Town service in accordance with Florida elections and resign to run applicable laws.

Violations of any of these restrictions shall result in disciplinary action including discharge, as determined by the provisions of these rules.

Full-time regular employees shall be granted one (1) hour off to vote at the start or end of their shift, provided such time does not result in the Town having to replace employees at overtime rates of pay and coverage is maintained in, each department.



Employees interested in utilizing voting time must request the use of such time at least twenty-four (24) hours in advance of using such time. Granting the use of such time under all conditions shall be made at the discretion of the department head.

Active political campaigning or solicitations for political contributions while on duty is strictly prohibited.

POLITICAL ACTIVITY AND GENERAL SOLICITATION

The Town does not discourage political participation or activity. However, certain restrictions are imposed to ensure the integrity and impartiality of the Town. In this regard:

- Employees of the Town shall not engage in political activities on behalf of a candidate for partisan or non-partisan election during those hours when the employee is being compensated for the performance of his/her duties as a Town of Pembroke Park employee. This includes distributing or circulating literature or paraphernalia for or against an issue or candidate.
- Solicitation and/or distribution of literature, including signing and circulating petitions for candidates, propositions and other political matters, is prohibited during working hours or in work areas. Working hours include the actual working time of both the individual performing the solicitation or distribution and the employee to whom it is directed.
- Employees of the Town shall not solicit, receive or in any way participate in soliciting or receiving any assessment, subscription or contribution for any political party or any political purpose whatsoever, during those hours when the employee is being compensated for the performance of his/her duties as a Town of Pembroke Park employee.
- Employees involved with political campaigns shall do so as private citizens. Employment status with the Town shall not be referenced when campaigning for or against any candidate or ballot issue, question or proposal. Employees involved with political activity shall neither claim to represent the Town nor claim their views or opinions reflect the views or opinions of the Town.
- Equipment, materials and supplies belonging to the Town, including the Town's letterhead, business cards or other such material supplied by the Town, shall not be used in support of political activities.

CUSTOMER SERVICE

The Town of Pembroke Park always requires employees to represent the Town in a positive manner and treat customers and residents with courtesy and respect .

Employees should be prepared to listen patiently to complaints and deal with them in a helpful, professional manner. Residents or customers who become unreasonable, abusive or harassing should be referred to the employee's supervisor.

PUBLIC STATEMENT/PRESS CALLS

Unless otherwise delegated, the Town Manager is the official designated spokesperson for Town staff. Employees should refer all requests for formal statements, interviews, and related activities to the Town Manager. Employees may not make formal statements on behalf of the Town, except in cases of sharing routine, information, without prior authorization.



THE WORKPLACE AND TOWN RESOURCES

APPEARANCE

Your appearance is important to demonstrating the professionalism of Town organization. For this reason, each employee is expected to report for work each day with appropriate hygiene, appearance and attire for his or her position.

Personal cleanliness is a must for all employees. Body odors, strong perfume or smoke may all be particularly offensive to the public or coworkers. Employees should take pride in their personal hygiene and appearance and report to work clean and groomed appropriately.

Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others. Anyone reporting to work in inappropriate clothing shall be sent home to change.

It is impossible to describe or define every possible acceptable or unacceptable example of attire. Clothing should be in keeping with the image of a professional organization; the following is prohibited:

- Excessively worn, torn or dirty clothing,
- Clothing with suggestive or offensive logos, pictures, insignia, etc.,
- Very tight, revealing or otherwise sexually suggestive clothing, and
- Exercise attire including “sweats”

If in doubt, ask prior to wearing the item. Your supervisor shall determine whether attire is acceptable.

USE OF TOWN RESOURCES

Vehicles, materials, facilities and equipment owned by the Town are intended for Town business use only. Further, Town employees are expected to perform work related only to Town business while on work time. Specifically:

1. Mail & Letterhead - Employees may not use the Town's postage for personal mail. Additionally, employees should not routinely receive personal mail or package deliveries while at work. Town letterhead is to be used for official Town business only.
2. Phone - All phone lines are to be kept available for the Town's business. Personal calls must be held to a minimum. Employees are expected to reimburse any expense associated with personal long-distance calls or excessive personal calls made using a Town telephone.
3. Cell Phone - Personal calls on Town cell phones are to be held to a minimum and are allowed provided only where personal use does not result in an overage of the contracted minutes. If the minutes are exceeded, the employee is required to pay the additional charges or costs.
4. Vehicles - Town-owned vehicles are to be used for official Town business only, unless otherwise approved by the Town Manager.



5. Equipment, Facilities and Supplies - Equipment, facilities and supplies are to be used for Town business only, including tools, machinery, computers, copiers, faxes and other office machines.
6. Personnel – Town personnel are only to perform work related to Town business and/or projects while on work time.

The Town's resources, including Town vehicles, may not be borrowed for personal use by employees.

EMPLOYEE IDENTIFICATION

It is the policy of the Town of Pembroke Park that all employees be photographed as a method of establishing proper identification and records for the employee. The identification shall be handled by the IT department during orientation.

The IT department shall issue picture identification cards to all employees except for the Fire Department.

Town identification cards are to be presented upon request. The cards are only to be used for employment purposes.

Upon separation of employment, identification cards shall be turned into the employee's department and submitted to the IT department along with a completed "Town Property Form" which shall authorize the tendering of the employee's last paycheck.

Employees are to report lost identification cards immediately. Replacement identification cards shall be reissued at a fee of five dollars (\$5.00) each.

Upon expiration, the identification card is to be exchanged for a new card.

Identification cards shall expire five (5) years from the date of issuance and it shall be the employee's responsibility to get a new one from the IT department.

KEY DISPERSAL

Keys to Town buildings, facilities, vehicles or equipment may be issued to employees. Keys should never be duplicated, given or lent to anyone else, including a fellow employee, without prior approval from the Department Director. Lost or stolen items must be immediately reported to the Town Manager. All keys must be returned to the original employee immediately to prevent lost keys.

UNIFORMS AND SAFETY ATTIRE

The Town may issue directly, provide allowance for, or reimburse employees in certain departments for safety attire, work shoes/boots, uniforms, etc. These items are to be clean and worn with reasonable care. The Town shall replace worn or damaged items as needed and within reason, generally not more than once per year. Town attire or uniforms are considered Town property and are to be worn while on duty for Town business only.

PERSONAL ARTICLES IN THE WORKPLACE & SEARCH OF PROPERTY



The Town is not responsible for lost or damaged personal articles brought into the workplace. All property belonging to the Town, including Town vehicles, computers, phones, desks, file cabinets, lockers and other storage areas, is subject to inspection or search at any time without notice to retrieve work-related materials or to investigate a violation of workplace rules. Employees should not have any expectation to privacy regarding Town premises.

PERSONAL WORKSPACE & DISPLAYS

Personal workspace is also considered property of the Town and is oftentimes accessible and viewable by co-workers and the public. Reasonable, tasteful displays of personal pictures, decorations, and related items are acceptable. However, any personal displays that violate harassment, code of conduct, or other policies shall be addressed as a violation according to those procedures. Your department head and/or the Town Manager have the final authority to determine what is acceptable.

SMOKE-FREE WORKPLACE

In its commitment to providing a safe, healthy, and comfortable workplace for all employees, the Town of Pembroke Park maintains a smoke and tobacco-free environment. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, electronic cigarettes, or chewing tobacco) is permitted in any Town workspace (indoor and outdoor) or in vehicles owned, leased, or rented by the Town.

The Town of Pembroke Park does not employ individuals who have used tobacco products within twelve (12) months of submitting an employment application. All applicants for employment must sign an affidavit certifying that they have not used tobacco or tobacco products for at least twelve (12) months immediately preceding the date of application. Furthermore, an employee is prohibited from using tobacco products during his or her employment with the Town of Pembroke Park.

Compliance with the smoke-free workplace policy is mandatory for all employees. Employees who violate the policy are subject to corrective action, up to and including termination from employment.

Any employee who observes a violation of this policy should report it immediately to the Human Resources Director.

CARE OF EQUIPMENT

Employees are expected to follow prescribed safety procedures for equipment and vehicle usage, refrain from and/or report equipment abuse and guard against equipment loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment shall not be tolerated and may result in disciplinary action, up to and including discharge.

VEHICLE USAGE

The Town allows certain job classifications to use Town-owned vehicles with prior supervisor



approval.

- Employees who use their personal vehicles for Town business shall be reimbursed in accordance with the Florida mileage reimbursement rate.
- Any employee driving on Town business, whether using their own vehicle or the Town's, must have a valid Florida driver's license and a satisfactory driving record. Any restrictions on, or revocation of, an employee's legal right to drive must be immediately reported to the appropriate department head. The same applies for employees diagnosed with a medical condition which temporarily or permanently affects their ability to drive. Employees driving Town vehicles may be subject to regular driving history/DMV checks.
- Employees who drive a vehicle on Town business must exercise due diligence to drive safely, observe all traffic laws, speed limits and related rules of the road, and maintain the security of the vehicle and its contents. The use of hand-held cellphone is **prohibited** while operating vehicles.
- When riding in or operating the Town vehicles, safety belts shall be worn by all.
- Employees shall promptly report to their supervisor or Department Head any accident with any Town vehicle that is operated by them or in their charge. Notification should be made to the local police agency so that a report can be prepared.
- If, in the event of an accident, carelessness or negligence on the part of the operating employee is determined to be a contributing factor, charges will be brought against the employee, leading up to termination. Drivers are responsible for any driving infractions or fines that result from their driving and must report them to their supervisor.
- No one other than authorized Town employees is authorized to drive or ride in Town vehicles, unless prior approval has been obtained from the Town Manager.
- Employees may transport citizens in the Town vehicles only for an authorized purpose, and/or with the approval of a Department Head.
- Smoking is strictly prohibited in Town vehicles.

TAKE HOME VEHICLES

Employees with an assigned take home vehicle will be subject to a bi-weekly taxable fringe benefit as per the IRS Commuting Rule. The Town does not allow the employee, nor any individual whose use would be taxable to the employee, to use the vehicle for personal purposes other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between a business delivery and the employee's home).

CREDIT CARDS

The Town recognizes that in certain instances, it is in its best interests to issue a Town credit card to certain employees. Town credit cards are limited to employees in positions that demonstrate that having a credit card shall assist them in performing their assigned responsibilities. Any issuance of a Town credit card must first be authorized by the Town Manager.

The credit card may only be used for the purchase of goods or services related to the official



business of the Town. It is not to be used for any personal business.

Any employee that is issued a Town credit card is responsible for the card's protection and custody and shall immediately notify the Finance Director, if the card is lost or stolen.

The issuance of a Town credit card is a privilege that may be revoked at any time. Any card holder found in violation of this policy may be forced to surrender the card and may be subject to discipline. Employees shall surrender their Town credit card upon request, including at the time of termination.

SAFETY

The Town believes in maintaining safe and healthy working conditions for its employees. Establishment and maintenance of a safe work environment is the shared responsibility of the Town and employees from all levels of the organization. The Town will attempt to do everything within its control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. All perceived safety hazards are to be reported immediately to the Town Manager, Department Supervisor, or the Human Resources department.

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If an employee observes an unsafe condition, the employee should warn others, if possible, and report that condition to the Town Manager, Department Supervisor, or the Human Resources department immediately. If an employee has a question regarding the safety of the workplace and practices, ask a supervisor for clarification. Any issues on safety will be investigated and rectified to ensure employees safety at work.

To achieve the goal of providing a safe workplace, each employee must be safety conscious. The Town encourages employees to provide suggestions to enhance the work experience through comments, suggestions, or complaints.

GENERAL SAFETY RULES:

- OSHA approved footwear is to be worn if deemed required by department.
- All issued Personal Protective Equipment (PPE) such as eyewear, back braces, hard hats, safety vests, hearing protection and all others are always to be used as appropriate for the task assigned.
- All employees must follow the standard method of lifting. If the load is over twenty-five (25) pounds, back braces are required to be worn. If the load is over fifty (50) pounds, you must obtain assistance.
- All spills, broken glass, debris or any other hazard, must be cleaned up if you are assigned to complete such activities and if you are not able to complete the cleanup, you are to report the issue to a supervisor or Department Head immediately.
- Any defective tools/equipment/machines must be taken out of service and reported to a supervisor or Department Head immediately.
- All machines/equipment must be operated in a safe manner. Shut off/unplug any machines/equipment before making any adjustments, cleaning or repairs.
- Report all accidents or injuries to your supervisor or Department Head immediately. You must complete the required written reports as required as soon as possible. This report



should be forwarded to the Human Resources department immediately. Failure to file the required reports, may lead to delays in the subsequent investigations which can affect medical benefits and possible disciplinary action.

- Any employees that come into contact with any type of body fluids/waste must adhere to the Center for Disease Control Universal Precaution Guidelines.
- All unknown materials are to be considered hazardous and appropriate precautions taken.
- Filing false statements, reports, timesheets and all other documents constitutes a falsification of records and is subject to immediate termination.
- MP3 Players, headphones and all similar type devices during working hours is prohibited except for authorized break and lunch periods. Single ear Bluetooth devices for phone use is permitted.

BUILDING SECURITY

In order to ensure the security of the Town Hall, all visitors will be required to be escorted by Town personnel while in secured areas. All visitors must report to the receptionist and advise their reason for being in the building. The front door to Town Hall will always be locked, and all visitors will enter through the rear door.

After Town Hall working hours, the rear door to Town Hall will be locked, and visitors are to utilize the intercom at the rear of Town Hall to request admittance. During this after-hours period, caution should be exercised when admitting persons to utilize the telephone, restrooms, or water fountain as the building is closed. Any person that is found in the secured areas of the building who is unknown should be challenged as to their business in Town Hall.

The following visitors do not require escort; however, their movements should be limited: Any Government Official (Town of Pembroke Park, other Municipalities, County, US Government). family members of employee, visitors who are personally known, recognized, or whose purpose (such as repairman) has been previously announced.

ACCEPTABLE USE POLICY

The Acceptable Use Policy establishes a minimum set of rules of behavior for users of Town of Pembroke Park (TPP) IT (Information Technology) resources. Personal and Contractor owned devices that are connected to TPP systems or used to store TPP or client related data are also considered IT resources.

ENFORCEMENT

Users of IT Resources who violate these rules of behavior may be subject to company disciplinary action and/or criminal prosecution. Such action will be at the discretion of the appropriate TPP management in conformance with the Disciplinary Action Policy section in the employee handbook and TPP Information Security Policy. Third party users who violate these rules of behavior may be subject to account revocation and/or

ETHICAL AND APPROPRIATE USE

TPP provides the IT Resources to assist users in performing their job responsibilities. The resources are to be used for legitimate and authorized business purposes only. Incidental and reasonable



personal use of TPP's IT Resources (e.g. Internet, email) is acceptable, if it does not consume more than a trivial amount of Company resources (financial, bandwidth, etc.), adversely affect the intended business use of the IT Resources, or impair a user's job performance.

The display of any sexually explicit image, document or text on any IT Resources is prohibited and in violation of TPP's sexual harassment policies. Sexually explicit material may not be accessed, archived, stored, distributed, edited or recorded using any IT Resources. Material that is, or could reasonably be regarded as, derogatory or discriminatory based on race, sex, religion, national origin, age, sexual orientation or disability, or is fraudulent, harassing, embarrassing, profane, obscene, intimidating, defamatory or otherwise unlawful, may not be sent, either within TPP or from TPP to someone outside TPP, by email or other form of electronic communication (such as bulletin board systems, newsgroups and chat groups) or displayed or stored using IT Resources.

In their use of IT Resources, users must comply with all state, federal and international laws, including the laws and regulations of any state, city, province or other jurisdiction and any laws governing intellectual property and online activities. Users are prohibited from using TPP's IT Resources for any other business solicitation or profitmaking activities. Without prior written permission of the Chief Information Officer, IT Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations or promotions

USER MONITORING AND PRIVACY

Users acknowledge that they have no expectation of privacy regarding their activity on TPP IT Resources.

All TPP IT Resources are always subject to monitoring and auditing. Users should expect that electronic communication may be accessed by authorized supervisors, local system administrators, Information Security, Legal and Human Resources with or without the permission of the employee. However, no other users may monitor or access IT Resources of another user without the express approval of the Chief Information Officer and Chief Human Resources Officer

PASSWORDS AND USER IDS

Passwords for all TPP IT Resources are considered private and confidential. Users are prohibited **from sharing any of their system passwords with anyone.**

Note: In the process of troubleshooting an end user issue with an IT Resource over the phone or in person, a Technical Support associate may need to reset a users' password. If the user has any reason to question any aspects of the way the Technical Support technician is handling the situation, they should contact mpakula@townofpembrokepark.com. Technical Support Technicians **WILL NOT** send notifications directing users to change an existing password to a specific password; or otherwise solicit their password to be submitted via message. Such methods are often unsolicited attempts on public services such as banking to obtain unauthorized access to an account. If this happens, contact mpakula@townofpembrokepark.com

To minimize the risk of compromising systems as a result of poor password selection, users are responsible for selecting passwords that are difficult to break. **Wherever technically supported and not configured centrally**, the following password criteria should be employed:



- Passwords must be a minimum of 8 Characters.
- Passwords should have 3 or more of the following types of characters:
 - Lowercase characters
 - Uppercase characters
 - Numbers
 - Symbols
- Passwords must be changed every 120 days, and passwords must not be re-used for at least 6 iterations.
- Dictionary words, derivatives of User IDs, and common character or easily guessable sequences such as “123456”, “Password”, may not be used.
- Personal details such as a spouse’s name, social security numbers, and birthdays may not be used unless accompanied by additional unrelated characters.
- Proper names, geographical locations, common acronyms, and slang may not be used.
- Personal Identification Numbers (PINs) may be used for authentication on designated systems (such as voicemail), in instances where the target asset is low sensitivity, the system does not support passwords, or the PIN is used in conjunction with another factor to authenticate the user (such as a hard-soft token or device fingerprint, out of wallet/knowledge-based authentication). If exposed or compromised, passwords/pins must be changed immediately. **Passwords/pins must not be written down**
- Passwords must not be saved or “remembered” within applications (i.e. when a dialog box has a ‘save password’ box to check).
- Passwords must not be hard coded into programs/function keys/macros etc.
- Passwords must not be stored in an unencrypted format

USER ACCOUNTABILITY

User access to IT Resources is tied directly to an individual’s User ID. Users are accountable for all actions associated with the use of their assigned User ID and will be held responsible for unauthorized actions found to be intentional, malicious, or negligent. Each user must protect their user ID by:

1. Never allowing another person to use or share his/her logon session; because the session is directly associated with an individual’s User ID, the user is personally accountable for all actions performed with the ID.
2. Locking the workstation or logging off an active session when leaving the workstation

DATA CONFIDENTIALITY AND SECURITY

All data on TPP IT resources is classified as Company Confidential information, unless otherwise specified. If you come into contact with sensitive (i.e. Highly Confidential) company, associate, or customer information (i.e. credit card numbers, personally identifiable information, protected



health information) that you were not the intended recipient of, or otherwise do not have business justification to access, notify the Information Security department immediately.

Information must be handled in accordance with requirements associated with its classification. Users are prohibited from sharing TPP Confidential or Highly Confidential information with a third party unless the third party has been authorized to receive that information in accordance with the Third-Party Management Program.

UNAUTHORIZED ACCESS

Users are forbidden from taking actions that are intended to breach or may result in a breach of TPP's or any other companies' or individuals' security, confidentiality or privacy of information assets. These actions include, but are not limited to:

1. Accessing an account not assigned to the user or one in which they have not been expressly authorized.
2. Taking actions meant to capture information to which the user is not authorized, such as network sniffing, network mapping, port scanning or vulnerability scanning.
3. Circumventing any authentication or security mechanism.
4. Interfering with or denying service to any authorized user or process. Users should note that the **ability** to perform an action does not correspond with the **authority** to perform that action

Note: Designated personnel may perform the above listed activities in the course of their duties. These individuals authorized by the TPP Chief Information Security Officer. No other individuals may perform these functions, regardless of their intent.

DENIAL OF SERVICE

Users may not initiate actions which results in limited or preventing other authorized users or systems from performing authorized functions by deliberately generating excessive network traffic (with the exception of performance or load testing by the IT department), and thereby limiting or blocking telecommunications capabilities. This prohibition includes:

- The creation or forwarding of unauthorized mass mailings such as "chain letters".
- Messages with excessively large attachments or embedded graphics that consume large quantities of network bandwidth or streaming excessive video/music.

MALICIOUS CODE

Users are prohibited from intentionally writing, compiling, copying, propagating, executing, or introducing in any manner any code designed to self-replicate, damage, or otherwise hinder the performance of any TPP IT Resource. Examples of these include computer viruses, worms, and Trojan horses.

To prevent this from occurring, unsolicited emails with suspect subject lines/text, attachments, hyperlinks, even if from a known individual, should not be opened or executed. Antivirus/antimalware/antispayware software, device specific firewalls, and other security software



installed by the IT Department on company PCs, servers, and other devices should not be suspended, removed, or otherwise interfered with without express approval from the IT Infrastructure department. Users should take reasonable precautions to prevent the propagation of malicious code amongst TPP IT Resources by evaluating the credibility of a link, email, SMS, or attachment received by a user.

TIPS FOR EVALUATING CREDIBILITY INCLUDE:

- Evaluating what was received.
- Does it appear to be a Microsoft Office (Word/Excel) or Adobe document but carry a different file extension (i.e. '.exe')?
- If it includes a link/URL, does it look odd or attempt to download or execute a file? For example, links that make use of a subdomain such as [www.<legitamite_destination>.<fake_destination>.com](#) or use top level domain such as ".in" or ".tk" verses ".com" or ".net" may be suspicious.
- Is it soliciting an action from you, such as divulging personal or corporate information about you or others, such as phone numbers, titles, user IDs/passwords, company procedures?
- Is it asking you to download or install something?
- Evaluating the source.
- Is this a known source whose identity has been reasonably confirmed, and should be contacting you?
- If it is a known sender, are there signs that they are being impersonated by sending a non-specific message, requesting something unusual, or leveraging an unusual communication medium?

PERSONAL (USER OWNED/LEASED) AND CONTRACTOR DEVICES

Only TPP owned/leased/managed personal computers are permitted to access the Corporate Network. Contractor and employee computers may connect to designated guest networks. Personal mobile devices including smartphones and tablets are permitted to connect to TPP systems through the enterprise Mobile Device Management (MDM) utility.

See "Mobile Devices" section for further provisions

Personal mobile devices are prohibited from connecting to the TPP corporate Wi-Fi network, but are permitted to connect to designated guest networks

MOBILE DEVICES - SMARTPHONES, TABLETS, PERSONAL DIGITAL ASSISTANTS, AND JUMP DRIVES

Smartphones or Tablets that access TPP systems may only do so provided they are secured with the company-provided Mobile Device Management utility. TPP Information Technology will provide limited support for personal devices approved to access company resources. Support is limited to the Mobile Device Management utility and any other TPP- provided software. Users are responsible for:



1. Costs associated with wireless data plans, personal software purchases/licensing, replacement of lost device, repairs to damaged device.
2. Registering and maintaining device warranty.
3. Service/billing disputes with seller/wireless carrier.
4. Backing up all personal data.
5. Device troubleshooting with manufacturer or wireless carrier

TPP-provided mobile devices are supported by the TPP IT Department. Users are responsible for the following:

1. Costs associated with personal software purchases/licensing.
2. Backing up any personal data.

Users are required to notify the Service/Help Desk immediately in the event of a lost or stolen mobile device, or a device that is sold, given to another individual, sent for repair, or disposed of. Devices will be wiped remotely or reset in the following scenarios:

- Device is lost, stolen, changes custody, or believed to be compromised.
- User is found to be in violation of this policy.
- User no longer has a working relationship with TPP.
- User fails to authenticate successfully after an established number of attempts, in which case the device will be configured to automatically reset.

Users who connect personal devices through the corporate Mobile Device Management Utility recognize and understand that some functionality may be disabled to preserve the security and effective utilization of TPP IT Infrastructure. TPP retains the right to perform limited monitoring and take certain actions on personal mobile devices configured to access TPP data or systems.

TPP may monitor and/or block any activity when leveraging the corporate network as the conduit to the Internet (e.g. browsing the internet while connected to corporate Wi-Fi). TPP may monitor or inspect security configurations, Mobile Device Management (MDM) profiles, and operating system version/patch levels. TPP may block some devices if found to present risk to TPP data or systems.

TPP will perform a “selective wipe” of a device if lost or stolen, which will only remove company data.

TPP may leverage device location monitoring to aid in the recovery of lost or stolen devices. Users are prohibited from compromising, replacing, or significantly altering the operating systems of mobile devices (e.g. jailbreaking or rooting a smartphone or tablet). Devices that are found to have been inappropriately configured in this regard will be blocked from accessing the TPP environment.

Mobile devices with Wi-Fi capability should not be configured to connect automatically to unsecured wireless access points. Wi-Fi capabilities should be turned off when not in use. Mobile



devices should not be configured to download Apps from Third Party marketplaces or other untrusted sources. Third party marketplaces circumvent screening and protections put in place by Operating System manufacturers and can be a source of mobile malware.

The Apple App store, Android Marketplace, BlackBerry App World and Windows App Store are examples of de facto platform marketplaces.

Direct downloads from websites or Third-Party marketplaces not endorsed by platform manufacturers should be avoided. Users are prohibited from inserting jump drives, flash drives or any peripheral devices whose origin is not trusted into TPP devices. Jump drives whose origin is known must be scanned by Antivirus/Antimalware utilities prior to use. Highly Confidential company data may not be stored on jump drives or flash drives without the use of encryption.

Users are prohibited from configuring devices to connect to assets not specifically sanctioned or supported by the Information Technology department. Users are prohibited from texting, emailing, surfing the internet, or other distracting activities while operating a motor vehicle. Users should leverage hands free calling capabilities while driving, in accordance with local laws and as necessary to ensure the safety of the user and others.

Users of TPP mobile devices shall use due care when the mobile device is in their possession and ensure that any mobile device in their possession is not damaged beyond reasonable wear and tear. In the event a TPP mobile device user has more than one mobile device replaced due to damage beyond normal wear and tear, such user may be charged for the replacement cost of that device if the Town Manager determines that the user failed to practice due care while the damaged device was in their possession.

MESSAGING (EMAIL, TEXT, SMS, INSTANT MESSAGE)

To limit capacity and email processing performance issues, do not use TPP corporate email accounts to sign up for non-work-related solicitations and notifications. The following rules are required by law and are to be strictly adhered to:

1. It is strictly prohibited to send or forward messages containing libelous, defamatory, offensive, racist or obscene remarks. If you receive message of this nature, users must promptly notify their supervisor.
2. Do not forge or attempt to forge messages.
3. Do not send messages using another person's account.
4. Do not disguise or attempt to disguise your identity when sending messages

Users should not transmit sensitive information via messaging systems, such as usernames, passwords, credit card information, and social security numbers. If it is necessary to send sensitive information via email, encryption must be used.

Users are prohibited from sending broadcast e-mails such as chain letters, advertisements that are for personal gain or use.

Users are prohibited from using personal email accounts (Gmail, Yahoo, AOL etc.) to conduct TPP business. Email accounts should only be publicized for TPP business use.



Users are Prohibited from Turning ON I Message in Town owned I Phones. This Feature must always remain **DISABLED**.

INTERNET USAGE

Users are prohibited from using public cloud or other third-party services not procured by TPP IT (such as Gmail, Google Docs, Dropbox) to store or transmit TPP Confidential or Highly Confidential data. Do not download unauthorized content, files or software from the Internet. Do not engage in personal Internet activity that interferes with normal business activities. Any personal use cannot:

- Be associated with for-profit outside business activity,
- Involve solicitation, or
- Impact the TPP brand identity

Do not engage in inappropriate or potentially harmful Internet or communications activities, including but not limited to:

- Posting or disclosing non-public TPP information on any publicly accessible Internet computer, bulletin board, chat room, blogs and social media sites.
- Clicking on pop-up links on social media and other websites.
- Participating in gambling activities.
- Using the Internet for unlawful or malicious activities.
- Accessing pornographic or other objectionable material.
- Using abusive or objectionable language or harassment.
- Violating trademark or copyright laws.
- Misrepresenting oneself or TPP.
- Engaging in other activities that could cause congestion and disruption of networks and systems, including the sending of chain messages.
- Responding to external inquiries when not authorized to do so (e.g. press inquiries, sales calls).

When using social media, disclosing TPP information or otherwise representing yourself as a TPP Employee is prohibited. Professional networking sites such as LinkedIn are acceptable, providing company information is not disclosed therein. Designated employees who manage TPP's social networking assets are exempt from this provision within the confines of TPP social media accounts

SOCIAL MEDIA, SOCIAL NETWORKING, AND BLOGGING

This document defines the social networking and social media procedure for the Town of Pembroke Park, the "Town". To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Town departments may consider using social media tools to reach a broader audience. The Town encourages the use of social media to further the goals of the Town and the missions of its departments, where appropriate. The Town



has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media sites. This procedure establishes guidelines for the use of social media.

All Town social media accounts will have login and password credentials for those authorized to have access to post and never be linked to someone’s personal page without prior consent by the Town Manager. All individuals posting will have training on archiving and public records management as it pertains to social media.

PERSONAL USE

All Town employees may have personal social media accounts/blogs. These accounts/blogs should remain personal in nature and be used to share personal opinions or non-work-related information. Following this outline helps ensure a distinction between sharing personal and Town views.

Town employees must never use their Town e-mail in conjunction with any personal social media accounts/blogs.

The following guidance is for Town employees, who decide to have personal social media accounts/blogs or who decide to comment on posts about official Town business:

- Always state your name and, if relevant, role, when discussing Town business.
- Use a disclaimer such as: "The postings on this site are of my own and don't reflect or represent the opinions of the Town of Pembroke Park, for which I work."
- Always write in the first person and please consider that even anonymous postings on blogs/social media accounts can be traced.
- When participating in online communities, the employee should not misrepresent himself or any roll he/she may have within the Town.
- Think twice before posting. The employee is personally responsible for the content published on blogs, Wikipedia or any other form of user-generated media. Please remember that postings on the internet, even if removed/deleted by a user, are either permanently archived or could be saved as screen shots by other users, meaning that everything an employee publishes could be visible to the world permanently. Prior to publishing any post that could make a viewer uncomfortable, employees should review and reconsider that post. If the employee remains unsure and the post is related to the Town, the employee should speak with the Public Information Officer or Human Resources Department.
- Employees should not post comments on work-related legal matters unless he/she has received written legal approval by the Town to do so.
- The use of ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Town's workplace is strictly prohibited. Proper consideration for the privacy of others and for topics that may be considered objectionable or inflammatory (like religion or politics) should be exercised.
- Personal grievances and/or comments that compromise or disrupt the efficient operation of the Administration or represent the Town in a negative light are discouraged.



- Employees must refrain from speech containing obscene or sexually graphic or explicit material, images, acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias.
- Employees should ensure that all Facebook, Linked-in, Twitter, Instagram or YouTube profiles and related content are consistent with how he/she wishes to present himself/herself with clients and colleagues.
- Do not create a link to the Town's website.
- Do not use the Town's Seal, logo, other intellectual property, or proprietary graphics, or any copyrighted materials.

Employees are responsible for what they post online. Employees who engage in blogging or social networking on the Internet should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on the Town's legitimate business interests.

REMOTE ACCESS

Any IT Resource used for remote access to TPP IT Resources that is not the property of TPP must be configured to comply with TPP Information Security Policies, Standards, and Procedures. Remote access to the TPP network may not be conducted with a personal or public (i.e. kiosk or internet café) computer. Outlook Web Access is excluded from this provision as it does not facilitate connectivity to the company network. Outlook Web Access should generally not be used on public or kiosk type computers as they may have malware installed.

See section entitled "Mobile Devices" for provisions specific to related devices

SOFTWARE

Peer to Peer File Sharing programs such as BitTorrent clients, Kazaa, LimeWire, Napster etc. are not permitted on IT Resources. Remote Control/Remote Administration software (e.g. PC Anywhere or Microsoft Remote Desktop Connection, Pocket PC) are not permitted to manage IT Resources, with the exception of those used in an official capacity by the Information Technology department to provide support and administration activities. Users are prohibited from installing Shareware/Freeware, or any software not licensed specifically to TPP.

PHYSICAL SECURITY AND UNATTENDED EQUIPMENT/INFORMATION

Users are responsible for the physical security of IT Resources provisioned to them. Portable devices such as laptops, phones, and tablets should not be left unsecured when left for extended periods, whether within TPP facilities or offsite. Portable devices should be physically locked in a cabinet or through use of a cable when left anywhere for extended periods. Portable devices should not be kept in the passenger compartment of cars but kept out of site and locked in the trunk.

Users staying in hotels should not depend on the security of the hotel room to protect a portable device. Devices left for extended periods should be cable locked or put into a hotel safe. When



travelling by air, laptops should be identified with a luggage tag, taken as carry-on luggage whenever possible, and kept in constant contact aboard the aircraft or when in an airport.

Terminate active sessions when finished and secure the workstation or mobile device with an appropriate locking mechanism when leaving the system unattended (i.e. password protected screen saver). Maintain a clean and secure desk and/or work area to reduce the risks of information being inappropriately disclosed, used, altered or destroyed. Remove printouts and faxes from devices immediately. Dispose of documents labeled Confidential or Confidential/Proprietary in appropriate locked shred bins or shred them using a cross-cut type shredder.

SECURITY INCIDENTS

Users and management are required to report all security incidents or suspicious activity (viruses, intrusion attempts, system compromises, offensive emails, inadequate protection of sensitive data, phishing attacks) to the Service/Help Desk or the Information Security department (mpakula@townofpembrokepark.com) as soon as encountered.



DEFINITION OF TERMS

Anniversary Date – The calendar date on which any of the following occur: Completion of probationary period, Promotion or demotion to another position

Appointing Authority – The Town Commission or department heads who have the authority to appoint or remove employees under their jurisdiction.

Classification – A position or group of positions which involve a comparable level of duties and responsibilities and similar qualifications and is designated by a title indicative of the kind of work and for which the same pay range can be applied with reasonable equity.

Classification Plan – A thorough compilation of job descriptions which have been organized according to class.

Compensation – Wages, salaries, fees, allowances, and all other forms of valuable consideration or the amount of any one or more of them paid to an employee, by reason of service rendered in any position, but not including any allowances for expenses authorized and incurred as incidental to employment and which may be separately authorized and/or reimbursed.

Compensation Plan – A schedule of compensation established for each class of positions so that all positions of a given class shall be paid in the same pay range established for the class.

Comprehensive Emergency Management Plan (CEMP) – A strategic document that is a blueprint for an emergency management program containing the 4 phases of emergency management: mitigation, preparedness, response, and recovery.

Conduct Unbecoming – refers to the conduct on the part of a certified professional that is contrary to the public interests, or which harms his/her standing of the profession in the eyes of the public.

Continuity of Operations Program (COOP) – the initiative that ensures that government departments/agencies are able to continue operation of their essential functions under a broad range of circumstances including all-hazard emergencies as well as natural, man-made, and technological threats and national security emergencies.

Data Information Assets – Any data, electronic file, record, printed material, message or communication, etc. This is to include ALL data residing in, accessed by, processed by, used, by, transmitted by or through, or generated by those information assets regardless of its medium, media, format, or storage device from its creation or inception through its disposal

Department Head – Employees of the Town designated to be head of a department.

Department Operating Centers (DOCs) – established and activated by individual departments to coordinate and control actions specific to that department during an emergency event.

Demotion – A change in employment status from a position of one class to a position of another class having a lower maximum pay rate than the original class.

Dismissal – Complete separation of an employee from the employment of the Town.

Employee – Any employee of the Town covered by the provisions of these rules and regulations.

(FLSA) Exempt Employment – Employees who are exempt from the overtime provisions under the definitions of the Fair Labor Standards Act (i.e. salaried employees).



Full Time Employee – An employee who has successfully completed the probationary period and who works 40 or more hours per week.

Hardware Information Assets – Any hardware, personal computer, server, workstation, network, router, switch, tape, CD, disk, mobile computing device (phones/smartphones/PDAs, tablets, jump drives/flash drives)

Information Technology (IT) Resources - Any of the following information assets, which are purchased by, owned by, leased to, contracted by, operated by, used by, or controlled by TPP regardless of media, form, or format.

Temporary Employee – Employee whose tenure is intended to be of limited duration (i.e., filling in for illness, vacations, summer months, maternity leave) and usually not to exceed six months in duration. Such employment may be either full or part time.

Job Description – A narrative statement describing the current duties, responsibilities, general requirements, and qualifications for a single position.

Layoff – Separation of a permanently appointed employee from a position in the personnel system because of the reduction on workload available, lack of funds by the Town, abolishment of the position after study, material alteration in the organization or for other related causes.

Overtime – Overtime is any hours worked in excess of the scheduled work hours.

Performance Evaluation – The periodic evaluation or appraisal of an employee's work performance.

Part-Time Employee – Any employee who works less than forty (40) hours per week.

Probationary Employee – An employee who has:

- Not completed the required probationary period; or
- Been placed into probationary status for cause.

Probationary Period – A working test period and an integral part of the evaluation, testing, and/or examination process during which the employee is required to demonstrate fitness for the position by satisfactory performance of the duties of the position and by satisfactory conduct and attendance as prior conditions to receiving permanent status. Initial probationary periods shall normally be one year for Fire Department personnel included in the collective bargaining unit and six months for all other employees. Employees placed on probation for cause may be placed into that status for durations determined by their department heads or the Town Commission.

Promotion – The upgrading of an employee from a position of one class to a position of another class which has a higher maximum pay rate.

Reclassification – The action taken to officially change an existing position to a different appropriate class because of a change in the duties, responsibilities, and/or requirements of the existing position, or because of a revision to the classification.

Resignation – The voluntary termination of employment by an employee.

Software Information Assets – Any software, program, business application, operating system, script, macro, service, voicemail system, Intranet/Extranet, etc.

Suspension – Enforced leave of absence, without pay, of an employee for disciplinary purposes or, with



or without pay, as determined by the Town Commission, during the investigation of alleged misconduct of the employee.

Temporary employee – An employee employed for a period of up to 90 days, when permanent employment for the job to be performed is not anticipated.

Transfer – Change of an employee from one position to another.

Users - Users of IT Resources include company and affiliate employees, contractors, and consultants, and any other individual under TPP's control or influence, that directly accesses IT Resources.

Vacancy – A position established in a current budget as duly created and not currently occupied by an incumbent



ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Town of Pembroke Park, and I understand that I should consult with the Department of Human Resources, or Town Manager regarding any questions not answered in the handbook. I have entered my employment relationship with Town of Pembroke Park voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Town of Pembroke Park can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that no manager, supervisor, or representative of Town of Pembroke Park has any authority to enter into any agreement for employment other than at-will.

This manual and the policies and procedures contained herein supersede all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Town of Pembroke Park. By distributing this handbook, Town of Pembroke Park expressly revokes all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Town of Pembroke Park, and the Town reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. The Town Manager can adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Town of Pembroke Park is employment at-will, which may be terminated at the will of either Town of Pembroke Park or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Town of Pembroke Park or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

RESOLUTION NO. 2020-090

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING A CODE OF CONDUCT FOR ELECTED AND APPOINTED TOWN OFFICIALS; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is imperative that all elected and appointed officials of the Town, while exercising the duties of their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the Town government; and

WHEREAS, the Town Commission has determined it is in the best interest of the Town to adopt a Code of Conduct to describe the manner in which elected and appointed officials should treat one another, Town staff, constituents and others they come in contact with while representing the Town of Pembroke Park.

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

Section 1: That the Town Commission hereby adopts the following Code of Conduct for elected and appointed Town officials, to wit:

“CONDUCT GUIDELINES”

The following Conduct Guidelines are designed to describe the manner in which elected and appointed Town officials should treat one another, Town staff, constituents, and others they come into contact with while representing the Town of Pembroke Park.

1. Elected and Appointed Officials’ Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all

cases, this common goal should be acknowledged even though individuals may not agree on every issue.

- (a) Honor the role of the chair in maintaining order.

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- (b) Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not justify nor permit, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments about other officials, Town staff or members of the public.

- (c) Avoid personal comments that could offend other members.

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control and order during this discussion.

- (d) Demonstrate effective problem solving approaches.

Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome to participate regarding matters that affect the community is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- (a) Be attentive to speakers and treat them with respect.

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

- (b) Be fair and equitable in allocating public hearing time to individual speakers.

The chair will determine and announce time limits on individual speakers at the start of the public hearing process.

- (c) Practice active listening.

It is disconcerting to speakers to have members who appear to be uninterested in a speaker's presentation when they are speaking. It is acceptable to review documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions, and avoid those expressions that could be interpreted as "smirking," disbelief, anger or boredom.

- (d) Maintain an open mind.

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials regarding the matter under consideration.

- (e) Ask for clarification, but avoid debate and argument with the public.

Only the chair – not individual members – is permitted to interrupt a speaker during a

presentation. However, a member may ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. Elected and Appointed Officials' Conduct with Town Staff

Governance of the Town relies on the cooperative efforts of elected officials, ~~who set policy,~~ appointed officials ~~who advise the Town Commission,~~ and Town staff ~~who implement and administer the Commission's policies.~~ Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- (a) Treat all Town staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards Town staff or appointed officials is not acceptable and will not be tolerated.

- (b) Do not disrupt Town staff from their jobs.

Under a commission form of government, elected officials acting in their official capacity, will interact with staff. However, elected and appointed officials should not direct staff, nor should they interrupt staff and appointed officials should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to meet the official's individual needs. Elected and appointed officials should not attend Town staff meetings unless requested by staff. Even when the elected or appointed official does not say anything at a staff meeting, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

- (c) Never publicly criticize an individual employee.

Elected and appointed Town officials should never express concerns about the

performance of a Town employee in public, to the employee directly, or to the employee's supervisor. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

- (d) Do not get involved in administrative functions.

Elected and appointed officials acting in their individual capacity must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, granting of Town licenses and permits or any other administrative functions.

- (e) Do not solicit political support from staff.

Elected and appointed officials must not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens with constitutional rights, support political candidates, but all such activities must be conducted away from the workplace.

4. Commission Conduct with appointed officials

The Town has established citizen Boards to assist in the operation of the Town and to allow for community input. Citizens who serve on Boards become more involved in government and serve as advisors to the Town Commission. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

- (a) Commissioners attending Board meetings must be careful to only express personal opinions.

Commissioners may attend any Board meeting in the same manner as any member of the public. However, Commissioners should be sensitive to the fact that their participation – especially if it is on behalf of an individual, business owner or developer – could be viewed as

unfairly affecting the Board's decision making process. Any public comments by a Commissioner at a Board meeting should be clearly made as individual stating a personal opinion and not as a Commissioner representing the opinion of the entire Town Commission.

- (b) Limit contact with Board members to questions of clarification.

It is inappropriate for a Commissioner to contact a Board member to lobby on behalf of an individual, business owner, or developer, and vice versa. It is acceptable for Commissioners to contact Board members in order to clarify a position taken by the Board.

- (c) Respect that Boards serve the community, not individual Commissioners.

The Town Commission appoints individuals to serve on Boards, and it is the responsibility of the Boards to follow policy established by the Town Commission. Board members, however, do not report to individual Commissioners, nor should Commissioners feel they have the power or right to threaten Board members with removal from a Board if they disagree with a Commissioner about an issue. Appointment and re-appointment to a Board should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board appointment may not be used as a political "reward."

- (d) Be respectful of diverse opinions.

A primary role of Boards is to represent many points of view in the community and to provide the Town Commission with advice based on a full spectrum of concerns and perspectives. Commissioners may have a closer working relationship with some individuals serving on Boards, but Commissioner's must be fair and respectful of all citizens serving on Boards.

- (e) Keep political support away from public forums.

Board members may offer political support to a Commissioner, but not in a public forum while conducting official duties. Conversely, Commissioners may support Board members who are running for office, but not in an official forum in their capacity as a Commissioner.

IMPLEMENTATION

The Code of Conduct is intended to be self-enforcing and is an expression of the standards of conduct for elected and appointed officials expected by the Town. The Code of Conduct therefore becomes most effective when individuals are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations for candidates for Town Commission, Town Manager, Town Clerk, applicants to Boards, and newly elected and appointed officials. Members entering office shall sign a statement acknowledging they have read and understand the Code of Conduct. In addition, the Code of Conduct shall be periodically reviewed by the Town Commission and updated as necessary.”

Section 2: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 3: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this ____ day of August, 2020.

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

ASHIRA A. MOHAMMED
Mayor-Commissioner

I HEREBY CERTIFY that I have
approved the form of this Resolution

CHRISTOPHER J. RYAN
Town Attorney

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AGENDA ITEM REPORT



To: Vice Mayor Cohen
Subject: PUBLIC WORKS UPDATE
Meeting: 12 09 2020 REGULAR COMMISSION MEETING - Dec 09 2020
Department: Administrative
Staff Contact: Dierdre Davis, Administrative Assitant

BACKGROUND INFORMATION:

NONE

FINANCIAL IMPACT:

NONE

RECOMMENDATION:

NONE



Memorandum

TO: Mayor & Town Commissioners

FROM: Michael J. Miller, AICP – Town Planner

MEETING DATE: December 9th, 2020

TITLE: Discussion on Town's Adopted Exterior Color Palette

Background - At the November 24th, 2020 monthly Town Commission Workshop meeting a brief discussion was held on the current allowable exterior colors for buildings in the Town. Comments included the possible need for an update to the Town's Official Color Palette that was adopted by the Town originally in 2000 and last updated in March 2015. Since the 2015 update the Town has not received any exterior paint application request that was not able to be accommodated with much adjustment. Hundreds of colors are allowed for base and secondary main building colors. Accent and trim colors can be almost anything with reason. Most choose paint colors suited for South Florida (earth tones). The Town cannot make someone paint brighter / odd colors. Buildings cannot be painted wild colors to be used as "signs". MMPA was instructed to study the matter / report back.

Summary – See above.

Fiscal Impact – None known.

Recommendation – Review the attached staff report and backup documents. Unless a specific problem with the current Official Color Palette is identified MMPA recommends maintaining the current color palette.

Prepared by: MJM

Meeting Type – Regular TC Meeting
Date – Dec. 9th, 2020

Page 1 of 1

**TOWN OF PEMBROKE PARK
COMMUNITY DEVELOPMENT
MEMORANDUM**

To: Mayor and Town Commissioners
Town of Pembroke Park

From: Michael J. Miller, AICP *MM*
Consultant Town Planner

Date: December 1st, 2020

Subject: Town of Pembroke Park
Official Town Color Palette Update
Chapter 5-103 – Exterior Maintenance of Structures and Premises
MMPA Project No. 00-1102-2017

RECOMMENDED ACTION

MMPA recommends the Town Commission review the contents of this staff report, discuss the matter, and instruct staff how the Town would like to proceed.

ISSUE

At the November 24th, 2020 monthly Town Commission meeting a brief discussion was held on the current allowable exterior colors for buildings in the Town. Comments included the possible need for an update to the Town's Official Color Palette that was adopted by the Town originally in 2000 and last updated in March 2015. Since the 2015 update the Town has not received any exterior paint application request that was not able to be accommodated with much adjustment. Hundreds of colors are allowed for base and secondary main building colors. Accent and trim colors can be almost anything with reason. Most choose paint colors suited for South Florida (earth tones). The Town cannot make someone paint brighter / odd colors. Buildings cannot be painted wild colors to be used as "signs". MMPA was instructed to study the matter / report back.

ANALYSIS / SUMMARY

The Town's Code (Sec. 5-103(o)) and last updated 2015 color palette specify that building colors are to be traditional to Florida coastal areas, primarily earth tones. The building trim must be colors that are complimentary to the color of the principal building facades. The Code states colors shall not be gaudy or garish and bright colors shall be used only for accent or limited trim.

**Town Commission Staff Report
Official Town Color Palette Update
Chapter 5-103 – Exterior Maintenance of Structures and Premises
December 1st, 2020
Page 2**

The Town chose to use the Sherwin Williams Color Fan Deck in 2000 and 2015 (the Town could have picked any paint company) to select appropriate colors for the Town's color palette. Applicants are not required to use Sherwin Williams paint; however, the colors selected by the applicant must be similar to the Sherwin Williams colors identified in the Town's color palette. The Town has never had an issue with selected paint colors in the past, other than work done illegally or proposed colors that were considered too gaudy.

The updated 2015 Town Official Color Palette used the most recent Sherwin Williams Color Fan Deck at that time (2014), and identifies one hundred and forty-four (144) base colors and one hundred and seventeen (117) secondary colors for a total of two hundred sixty one (261) acceptable colors (see Exhibit A). There are newer Sherwin Williams Color Fan Decks (2018) but the colors have remained mostly the same (some different marketing names). The Town has traditionally allowed for a wide range of trim colors, subject to compatibility with the base color, and therefore has not identified trim colors in the proposed palette. The Town staff will continue to prohibit gaudy and garish colors, as the Code dictates.

RECOMMENDATION

MMPA recommends that the Town discuss the contents of this staff report and the 2015 updated Town Official Color Palette document attached hereto. MMPA prepares / enforces the color palettes for numerous communities. The Town's current 2015 update allows considerably more exterior color varieties than any other community in South Florida. MMPA has tried to be very accommodating over the years and has rarely encountered conflicts. When an alteration was requested it has been brought to the Town Commission for approval.

Michael Miller Planning Associates, Inc.

Sec. 5-103. - Exterior maintenance of structures and premises.

- (a) All exterior surfaces of buildings and accessory structures shall be properly maintained and protected from the elements by paint or other protective coating applied in a workmanlike fashion. Painted or protective coatings shall be uniform in color without blemishes throughout the exterior and shall be in accordance with the color palette of the Town of Pembroke Park adopted by Resolution. Trim paint shall be uniform in color without blemishes and can be of another color in accordance with the adopted color palette of the Town of Pembroke Park. Every foundation, exterior wall, window, roof, and all other exterior surfaces shall be free of holes, cracks, breaks, loose or rooted wood and any condition that would allow rain or moisture to enter the interior portions of the walls or to the occupied spaces of the dwellings, commercial, industrial or other non-residential buildings or structure.
- (b) Roofs shall be structurally sound, watertight and shall prevent rainwater or moisture from entering the walls, ceilings or any other portion of the dwelling, commercial, industrial or other non-residential building or structure. All building roofs and gutters shall be kept free of faded or chipped paint and shall be maintained in good repair and in good condition to prevent deterioration and must be cleaned (pressure and/or chemical), repainted or re-covered with like material when twenty-five (25) percent or more of any exposed roof surface becomes discolored or is scaling. In the event a roof shingle or tile is replaced, the replacement shingle or tile shall be of the closest possible color and shade to the existing roofing shingles or tiles.
- (c) Fences, exterior walls, dumpster enclosures, perimeter hedges, playground equipment, trellis, swimming pools, modular storage structures, and similar utility enclosures shall be maintained in a good state of repair.
- (d) Adequate run off drains shall be provided and maintained to eliminate any accumulation of stormwater on the roof any dwelling, commercial building or structure.
- (e) All store fronts and walls exposed to public view shall be maintained and kept in a good state or repair.
- (f) Any awning or marquee and its supporting structural members shall be maintained in a good state of repair. Awnings or marquees made of cloth, plastic or of a similar material shall not show evidence of excessive weathering, discoloration, ripping, tearing or other damage.
- (g) All signage shall be maintained in the originally constructed condition as required by Chapter 21, Town of Pembroke Park Code of Ordinances.
- (h) Refuse, brush, weeds, broken glass, stumps, roots, obnoxious growths, filth, garbage, trash and debris, including, but not limited to, untended piles or accumulations of sand, dirt, and rocks, shall not be permitted on any premises. This subsection shall not apply to garbage, trash and debris which is containerized in approved receptacles for appropriate collection and removal. Brush, grass, weeds or any combination thereof that are height of twelve (12) inches or more shall be in violation of this chapter.
- (i) Dead and dying trees and limbs or other natural growth which constitute a health or safety hazard to persons or property shall be removed. Trees shall be kept reasonably pruned and trimmed to prevent the occurrence of a health or safety hazard.
- (j) Loose or overhanging objects which constitute a danger of falling on persons or property shall be removed.
- (k) Ground surface hazards such as holes, excavations, breaks, projections, obstructions and excretion of pets and other animals on paths, walks, driveways, parking lots and parking areas, and other portions of

the premises shall be repaired or removed.

- (l) Premises and adjacent swales shall be kept landscaped, irrigated and maintained in good repair. All landscaping on commercial property shall be in compliance with the site plan. Any person who increases the area of a primary structure by more than twenty (20) percent shall comply with all landscaping requirements in effect at the time of alteration unless said person applies for and is granted a special permit by the Town Commission.
- (m) All off-street parking spaces shall be paved asphalt or constructed of concrete or block and shall have smooth surfaces in good repair in compliance with Town Code of Ordinances. All street parking spaces surfaced with gravel in existence prior to the enactment of this article and in compliance with previous code requirements shall not be precluded so long as the owner of such off-street parking spaces maintains the public right-of-way free from gravel. Any owner of property who makes an addition of more than twenty (20) percent of the area of the primary structure shall be required to install and maintain paved asphalt or concrete for off-street parking spaces.
- (n) All store fronts and walls exposed to the public view shall be maintained in a state of good repair. Each exterior wall surface of buildings and structures shall be kept free of faded or chipped paint and must be cleaned (pressure and/or chemical), repainted or re-covered with like material when twenty-five (25) percent or more of any exposed surface becomes discolored or is peeling.
- (o) Exterior building and structure colors. The exterior of all new structures or existing structures which is to be painted or repainted, shall be compatible with the official color palette of the Town of Pembroke Park, adopted by Resolution, which is on record in the Building Department. Multiple colors, including trim, may not be used except to accent architectural features of the structure, unless approved by the Town Planner when it is found that the colors are generally consistent with the official color palette of the Town and compatible with other dwellings and/or nonresidential buildings in the neighborhood. All new buildings shall have their colors reviewed as part of the site plan review process. All buildings or structures whose exterior color does not conform to the official color palette at the time of the adoption of this article shall be removed or altered within a period of time not to exceed one (1) year from the effective date of this ordinance.

The exterior of all buildings or structures that are to be painted or repainted shall be consistent with the official color palette of the Town and have colors that meet the following standards:

- (1) Colors shall be traditional to Florida coastal areas, primarily earth tones; except the primary color for all mobile homes shall generally be white, beige or light pastel in color with limited trim colors.
- (2) Building trim (window frames and door frames, fascia, etc.) shall be colors that are complimentary to the color of the principal facade.
- (3) Signs and awnings shall also be complimentary colors to the principal facade color and trim.
- (4) Colors shall not be gaudy or garish. Bright colors shall be used only for accent or limited trim as specified in the general list below:

General Color Palette

White - All shades.

Grey - Light shades with medium to dark shades for accents.

Beige or Tan - Light shades with medium to dark shades for accents.

Terracotta - Roofs and accents.

Brown - Light shades with medium to dark shades for accents.

Blue - Light shades with medium to dark shades for accents.

Green - Light shades with medium to dark shades for accents.

Black - Accent only.

Gold - Accent only.

Red - Accent only.

Yellow - Accent only.

Mauve - Accent only.

Peach - All shades.

Pink - Light shades only.

- (p) **Building design.** A relatively wide variety of architectural designs and materials shall be permitted. However, it is intended that a basic harmony of architecture shall prevail so that no building shall detract from the attractiveness of the overall environment. Within nonresidential zoning districts (commercial and industrial), box-like buildings will be strongly discouraged. Sloped rooflines are strongly encouraged such as gable, hip or mansard. Sloped roof surfaces visible from off site shall be covered with architectural materials such as flat or standing seam metal panels, shingles or roof tiles. If flat roofs are provided, all mechanical equipment such as air-conditioner compressors, vents, stacks, etc. and associated ductwork shall be screened from surrounding properties by the use of parapets, cornices or other architectural features constructed of concrete, stucco, glass or pre-cast concrete or other materials as may be approved by the Town.
- (q) **Roof-mounted mechanical equipment.** All roof-mounted mechanical equipment, including but not limited to, air-conditioning equipment and associated ductwork, shall be screened by opaque screening methods mounted directly to or immediately around the equipment, as approved by the Town Planner. Chain-link fencing shall not be permitted as an approved screening method. The screening materials and colors must match or blend in with the overall building design and colors. All installations of roof-mounted mechanical equipment and the screening thereof shall be approved by the Town Planner prior to a permit being issued for such installation. Screening of such equipment shall be required to be installed to screen the maximum height of the equipment or ductwork.

All new and/or replacement roof-mounted mechanical equipment, shall provide adequate screening as provided herein. Where there exists multiple items of roof-mounted mechanical equipment on a building or a portion of a multi-occupancy building leased by a tenant, the installation of any new mechanical equipment or the initial replacement of an existing mechanical equipment shall trigger the need to screen all roof-mounted mechanical equipment for the entire tenant area served by the mechanical equipment.

1/29/2020

Pembroke Park, FL Code of Ordinances

(Ord. No. 93-6-2, § 1, 5-26-93; Ord. No. 00-11-3, § 3, 11-8-00; Ord. No. 10-04-03, § 1, 4-14-10; Ord. No. 18-10-01, § 1, 11-12-18)

Town of Pembroke Park Building Color Guidelines

The Town of Pembroke Park has established minimum Architectural Guidelines and Building color criteria for all buildings and accessory structures. These guidelines will be used to enhance the appearance of development within the Town, which will improve and/or maintain property values for all the residents and property owners within the Town.

The Town will be reviewing building paint colors for **all residential, commercial, industrial and other non-residential buildings**. The owner or contractor will be required to receive approval from the Town for the base, secondary and trim colors prior to painting. A color palette is available at the Town Building Department for review of approved colors.

THERE IS NO CHARGE TO THE APPLICANT FOR THIS REVIEW AND THE TOWN WILL TRY TO ACCOMMODATE YOUR TIME FRAME.

Prior to purchasing paint for your home or business, please submit paint samples to the Town for approval.

Residential

Colors for buildings are expressed in three categories: base building colors (walls), secondary building colors (larger "trim" areas such as a building base, or accent trim around windows and doors), and trim colors (small area of color such as decorative trim areas or window, doors and frames).

Base Building Colors

This color category relates to the main area of walls on the building, and include whites through light grays, soft pastels (yellows, greens and blues) and beiges (from whites to light browns).

Secondary Building Colors

These colors are used for larger trim areas. They are limited to mid-range intensity of the base building or complimentary color. These secondary colors should be limited to 25% of the major surface plane they are used upon.

Trim Colors

These colors are used for accent purposes and are the brightest group of colors allowed. They should be limited to not more than 5% of the building surface. These trim colors are usually darker and more intense than other colors. Dark blues, greens and even reds are appropriate. Light colors for trim, including white are encouraged. Designers should submit trim color choices that are considered unusual (purples, chartreuse) early in the preliminary design process for review. These color choices will most likely not receive approval.

Mobile Homes

The primary colors for Mobile Homes shall be white, beige or light pastels with secondary and/or trim colors limited to 5% of the exterior surfaces. The MHP management must also approve the colors but all colors must meet minimum Town guideline standards.

Commercial

Color should be chosen to add to the retail environment of these buildings. More latitude will be given to retail color use than is given to other buildings within the Town (residential, industrial). The use of color to attract attention to a business (using the building or wall colors as a sign) from a distance is discouraged.

Base Building Colors.

The base building color (the main wall color) should be consistent with the following:

1. Whites and Grays.
2. Pastels (Yellows, greens and blues).
3. Beiges (Whites, Browns and Pinks).

Secondary Building Colors.

Secondary building colors should be limited to 50% of the wall area. These colors are medium intensities of the base building or a complimentary color. Colors that are associated with a business identity also fall into this category provided they are not overly intensive. Base and secondary building colors are interchangeable in proportion and hue.

Trim Colors.

Trim colors are used for accent and identifying purposes and are the brightest group of colors allowed. In addition to business identifying colors, it is encouraged that trim colors be chosen from the “natural palette” of South Florida. These colors include greens, blues and yellows, and others that are found in the regions lush landscape and natural features. These colors should be limited to 5% of any single wall area.

Industrial

The large size of warehouses and other industrial buildings makes a neutral color for the main building mass work well.

Base Building Colors

Whites, grays, beiges and light yellows are encouraged. The use of colors to attract the attention to a business (using the building or wall colors as a sign) from a distance is discouraged.

Secondary Building Colors

A secondary building color (limited to 25% of the wall area) of medium intensity hues of the base building color, or one complimentary to it, can help break up a large façade. Painting of base elements, banding, framing and parapets with a secondary building color are encouraged. Dark greens work well with landscape elements. Green awnings and palm trees are good examples.

Trim Colors

Brighter and more intense trim colors can add detail to the façade. Trim colors should be limited to details and signage.

TOWN OF PEMBROKE PARK

**EXTERIOR BUILDING DESIGN CRITERIA
AND
OFFICIAL COLOR PALETTE**

APPLICABLE TOWN ORDINANCES / RESOLUTIONS

**PEMBROKE PARK ORDINANCE NO. 00-11-3
ADOPTED NOVEMBER 8TH, 2000**

**PEMBROKE PARK RESOLUTION NO. 00-11-4
ADOPTED NOVEMBER 8TH, 2000**

**PEMBROKE PARK RESOLUTION NO. 04-06-05
ADOPTED JUNE 9TH, 2004**

**PEMBROKE PARK ORDINANCE NO. 10-04-03
ADOPTED APRIL 14TH, 2010**

**PEMBROKE PARK RESOLUTION NO. 15-04-03
ADOPTED APRIL 8TH, 2015**

**PREPARED BY MICHAEL MILLER PLANNING ASSOCIATES, INC.
CONSULTANT TOWN PLANNER**

“Exhibit A”

Town of Pembroke Park

Proposed Town Color Palette

X X = BASE XX = SECONDARY B	X C	X D	X E
X SW 7000 Ibis White	X SW 7008 Alabaster	X SW 7014 Eider White	X SW 7021 Simple White
X SW 7001 Marshmallow	X SW 7009 Pearly White	X SW 7015 Repose Gray	X SW 7022 Alpaca
X SW 7002 Downy	X SW 7010 White Duck	X SW 7016 Mindful Gray	X SW 7023 Requisite Gray
X SW 7003 Toque White	X SW 7011 Natural Choice	X X SW 7017 Dorian Gray	X X SW 7024 Functional Gray
X SW 7004 Snowbound	X SW 7012 Creamy	X X SW 7018 Dovetail	SW 7025 Backdrop
X SW 7005 Pure White	X SW 6385 Dover White	SW 7019 Gauntlet Gray	SW 7026 Griffin
X SW 7006 Extra White	X SW 7013 Ivory Lace	SW 7020 Black Fox	SW 7027 Well-Bred Brown
X SW 7007 Ceiling Bright White	X SW 6119 Antique White		

X F	X G	X H	X I
SW 7028 Incredible White	SW 7035 Aesthetic White	SW 7042 Shoji White	SW 7049 Nuance
X SW 7029 Agreeable Gray	X SW 7036 Accessible Beige	X SW 7043 Worldly Gray	X SW 7050 Useful Gray
X SW 7030 Anew Gray	XX SW 7037 Balanced Beige	X SW 7044 Amazing Gray	XX SW 7051 Analytical Gray
XX SW 7031 Mega Greige	XX SW 7038 Tony Taupe	XX SW 7045 Intellectual Gray	XX SW 7052 Gray Area
SW 7032 Warm Stone	SW 7039 Virtual Taupe	SW 7046 Anonymous	SW 7053 Adaptive Shade
SW 7033 Brainstorm Bronze	SW 7040 Smokehouse	SW 7047 Porpoise	SW 7054 Suitable Brown
SW 7034 Status Bronze	SW 7041 Van Dyke Brown	SW 7048 Urbane Bronze	SW 7055 Enduring Bronze

X J SW 7056 Reserved White	X K SW 7063 Nebulous White	X L SW 7070 Site White	X M SW 7077 Original White
✓ SW 7057 Silver Strand	X SW 7064 Passive	X SW 7071 Gray Screen	X SW 7078 Minute Mauve
XX SW 7058 Magnetic Gray	X SW 7065 Argos	X SW 7072 Online	X SW 7079 Ponder
XX SW 7059 Unusual Gray	XX SW 7066 Gray Matters	XX SW 7073 Network Gray	XX SW 7080 Quest Gray
SW 7060 Attitude Gray	SW 7067 Cityscape	SW 7074 Software	SW 7081 Sensuous Gray
SW 7061 Night Owl	SW 7068 Grizzle Gray	SW 7075 Web Gray	SW 7082 Stunning Shade
SW 7062 Rock Bottom	SW 7069 Iron Ore	SW 7076 Cyberspace	SW 7083 Darkroom

X	1	X	2	X	3	X	4
SW 6000 Snowfall		SW 6007 Smart White		SW 6014 Quartz White		SW 6021 Dreamy White	
X		X					
SW 6001 Grayish		SW 6008 Individual White		SW 6015 Vaguely Mauve		SW 6022 Breathless	
XX		XX					
SW 6002 Essential Gray		SW 6009 Imagine		SW 6016 Chaise Mauve		SW 6023 Insightful Rose	
XX		XX					
SW 6003 Proper Gray		SW 6010 Flexible Gray		SW 6017 Intuitive		SW 6024 Dressy Rose	
SW 6004 Mink		SW 6011 Chinchilla		SW 6018 Enigma		SW 6025 Socialite	
SW 6005 Folkstone		SW 6012 Browse Brown		SW 6019 Poetry Plum		SW 6026 River Rouge	
SW 6006 Black Bean		SW 6013 Bitter Chocolate		SW 6020 Marooned		SW 6027 Cordovan	

X	5	X	6	X	7	X	8
SW 6028 Cultured Pearl	SW 6035 Gauzy White	SW 6042 Hush White	SW 6049 Gorgeous White				
XX	XX	XX	XX				
SW 6029 White Truffle	SW 6036 Angora	SW 6043 Unfussy Beige	SW 6050 Abalone Shell				
XX	XX	XX					
SW 6030 Artistic Taupe	SW 6037 Temperate Taupe	SW 6044 Doeskin	SW 6051 Sashay Sand				
	XX						
SW 6031 Glamour	SW 6038 Truly Taupe	SW 6045 Emerging Taupe	SW 6052 Sandbank				
SW 6032 Dutch Cocoa	SW 6039 Poised Taupe	SW 6046 Swing Brown	SW 6053 Reddened Earth				
SW 6033 Bateau Brown	SW 6040 Less Brown	SW 6047 Hot Cocoa	SW 6054 Canyon Clay				
SW 6034 Arresting Auburn	SW 6041 Otter	SW 6048 Terra Brun	SW 6055 Fiery Brown				

X 9 SW 6056 Polite White	X 10 SW 6063 Nice White	X 11 SW 6070 Heron Plume	X 12 SW 6077 Everyday White
XX SW 6057 Malted Milk	X SW 6064 Reticence	X SW 6071 Popular Gray	X SW 6078 Realist Beige
XX SW 6058 Likeable Sand	XX SW 6065 Bona Fide Beige	XX SW 6072 Versatile Gray	XX SW 6079 Diverse Beige
SW 6059 Interface Tan	XX SW 6066 Sand Trap	XX SW 6073 Perfect Greige	XX SW 6080 Utterly Beige
SW 6060 Moroccan Brown	SW 6067 Mocha	XX SW 6074 Spalding Gray	XX SW 6081 Down Home
SW 6061 Tanbark	SW 6068 Brevity Brown	SW 6075 Garret Gray	SW 6082 Cobble Brown
SW 6062 Rugged Brown	SW 6069 French Roast	SW 6076 Turkish Coffee	SW 6083 Sable

X	13	X	14	X	15	X	16
SW 6084 Modest White		SW 6091 Reliable White		SW 6098 Pacer White		SW 6105 Divine White	
X		X		X		X	
SW 6085 Simplify Beige		SW 6092 Lightweight Beige		SW 6099 Sand Dollar		SW 6106 Kilim Beige	
XX		XX		XX		XX	
SW 6086 Sand Dune		SW 6093 Familiar Beige		SW 6100 Practical Beige		SW 6107 Nomadic Desert	
XX		XX		XX		XX	
SW 6087 Trusty Tan		SW 6094 Sensational Sand		SW 6101 Sands of Time		SW 6108 Latte	
XX							
SW 6088 Nuthatch		SW 6095 Toasty		SW 6102 Portabello		SW 6109 Hopsack	
SW 6089 Grounded		SW 6096 Jute Brown		SW 6103 Tea Chest		SW 6110 Steady Brown	
SW 6090 Java		SW 6097 Sturdy Brown		SW 6104 Kaffee		SW 6111 Coconut Husk	

X	17	X	18	X	19	X	20
SW 6112 Biscuit		SW 6119 Antique White		SW 6126 Navajo White		SW 6133 Muslin	
XX		X		X		X	
SW 6113 Interactive Cream		SW 6120 Believable Buff		SW 6127 Ivoire		SW 6134 Netsuke	
XX		XX		XX		XX	
SW 6114 Bagel		SW 6121 Whole Wheat		SW 6128 Blonde		SW 6135 Ecru	
XX		XX				XX	
SW 6115 Totally Tan		SW 6122 Camelback		SW 6129 Restrained Gold		SW 6136 Harmonic Tan	
SW 6116 Tatami Tan		SW 6123 Baguette		SW 6130 Mannered Gold		XX	
SW 6117 Smokey Topaz		SW 6124 Cardboard		SW 6131 Chamois		SW 6137 Burlap	
SW 6118 Leather Bound		SW 6125 Craft Paper		SW 6132 Relic Bronze		SW 6138 Artifact	
						SW 6139 Mossy Gold	

X 21 SW 6140 Moderate White	X 22 SW 6147 Panda White	X 23 SW 6154 Nacre	X 24 SW 6161 Nonchalant White
X SW 6141 Softer Tan	X SW 6148 Wool Skein	X SW 6155 Rice Grain	X SW 6162 Ancient Marble
XX SW 6142 Macadamia	XX SW 6149 Relaxed Khaki	XX SW 6156 Ramie	XX SW 6163 Grassland
XX SW 6143 Basket Beige	XX SW 6150 Universal Khaki	XX SW 6157 Favorite Tan	XX SW 6164 Svelte Sage
SW 6144 Dapper Tan	SW 6151 Quiver Tan	XX SW 6158 Sawdust	XX SW 6165 Connected Gray
SW 6145 Thatch Brown	SW 6152 Superior Bronze	SW 6159 High Tea	SW 6166 Eclipse
SW 6146 Umber	SW 6153 Protégé Bronze	SW 6160 Best Bronze	SW 6167 Garden Gate

X 25 SW 6168 Moderne White X SW 6169 Sedate Gray X SW 6170 Techno Gray XX SW 6171 Chatroom XX SW 6172 Hardware SW 6173 Cocoon SW 6174 Andiron	X 26 SW 6175 Sagey X SW 6176 Liveable Green XX SW 6177 Softened Green XX SW 6178 Clary Sage SW 6179 Artichoke SW 6180 Oakmoss SW 6181 Secret Garden	X 27 SW 6182 Ethereal White X SW 6183 Conservative Gray XX SW 6184 Austere Gray XX SW 6185 Escape Gray SW 6186 Dried Thyme SW 6187 Rosemary SW 6188 Shade-Grown	X 28 SW 6189 Opaline XX SW 6190 Filmy Green XX SW 6191 Contented SW 6192 Coastal Plain SW 6193 Privilege Green SW 6194 Basil SW 6195 Rock Garden
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× 29 SW 6196 Frosty White × SW 6197 Aloof Gray × SW 6198 Sensible Hue × SW 6199 Rare Gray × SW 6200 Link Gray × SW 6201 Thunderous × SW 6202 Cast Iron	× 30 SW 6203 Spare White × SW 6204 Sea Salt × SW 6205 Comfort Gray × SW 6206 Oyster Bay × SW 6207 Retreat × SW 6208 Pewter Green × SW 6209 Ripe Olive	× 31 SW 6210 Window Pane × SW 6211 Rainwashed × SW 6212 Quietude × SW 6213 Halcyon Green × SW 6214 Underseas × SW 6215 Rocky River × SW 6216 Jasper	× 32 SW 6217 Topsail × SW 6218 Tradewind × SW 6219 Rain × SW 6220 Interesting Aqua × SW 6221 Moody Blue × SW 6222 Riverway × SW 6223 Still Water
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× 33 SW 6224 Mountain Air × SW 6225 Sleepy Blue × SW 6226 Languid Blue SW 6227 Meditative SW 6228 Refuge SW 6229 Tempe Star SW 6230 Rainstorm	× 34 SW 6231 Rock Candy × SW 6232 Misty × SW 6233 Samovar Silver SW 6234 Uncertain Gray SW 6235 Foggy Day SW 6236 Grays Harbor SW 6237 Dark Night	× 35 SW 6238 Icicle × SW 6239 Upward SW 6240 Windy Blue SW 6241 Aleutian SW 6242 Bracing Blue SW 6243 Distance SW 6244 Naval	× 36 SW 6245 Quicksilver × SW 6246 North Star × SW 6247 Krypton × SW 6248 Jubilee SW 6249 Storm Cloud SW 6250 Granite Peak SW 6251 Outerspace
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X 37 SW 6252 Ice Cube	X 38 SW 6259 Spatial White	X 39 SW 6266 Discreet White	X 40 SW 6273 Nouvelle White
X SW 6253 Olympus White	XX SW 6260 Unique Gray	XX SW 6267 Sensitive Tint	XX SW 6274 Destiny
XX SW 6254 Lazy Gray	XX SW 6261 Swanky Gray	SW 6268 Veiled Violet	XX SW 6275 Fashionable Gray
XX SW 6255 Morning Fog	SW 6262 Mysterious Mauve	SW 6269 Beguiling Mauve	XX SW 6276 Mystical Shade
SW 6256 Serious Gray	SW 6263 Exclusive Plum	SW 6270 Soulmate	SW 6277 Special Gray
SW 6257 Gibraltar	SW 6264 Midnight	SW 6271 Expressive Plum	SW 6278 Cloak Gray
SW 6258 Tricorn Black	SW 6265 Quixotic Plum	SW 6272 Plum Brown	SW 6279 Black Swan

X 42 SW 6287 White Beet SW 6288 Rosebud SW 6289 Delightful SW 6290 Rosé SW 6291 Moss Rose SW 6292 Berry Bush P SW 6293 Fabulous Grape	X 44 SW 6301 Patient White SW 6302 Innocence SW 6303 Rose Colored SW 6304 Pressed Flower SW 6305 Rambling Rose SW 6306 Cordial P SW 6307 Fine Wine	X 47 SW 6322 Intimate White SW 6323 Romance SW 6324 Mellow Coral SW 6325 Constant Coral SW 6326 Henna Shade SW 6327 Bold Brick SW 6328 Fireweed	X 48 SW 6329 Faint Coral SW 6330 Quaint Pêche SW 6331 Smoky Salmon SW 6332 Coral Island SW 6333 Foxy SW 6334 Flower Pot SW 6335 Fired Brick
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4 4

X 49 SW 6336 Nearly Peach	X 50 SW 6343 Alluring White	X 51 SW 6350 Intricate Ivory	X 52 SW 6357 Choice Cream
X SW 6337 Spun Sugar	X SW 6344 Peach Fuzz	X SW 6351 Sweet Orange	X SW 6358 Creamery
XX SW 6338 Warming Peach	XX SW 6345 Sumptuous Peach	XX SW 6352 Soft Apricot	XX SW 6359 Sociable
P SW 6339 Persimmon	SW 6346 Fame Orange	P SW 6353 Chivalry Copper	P SW 6360 Folksy Gold
SW 6340 Baked Clay	SW 6347 Chrysanthemum	SW 6354 Armagnac	P SW 6361 Autumnal
SW 6341 Red Cent	P SW 6348 Reynard	SW 6355 Truepenny	SW 6362 Tigereye
SW 6342 Spicy Hue	P SW 6349 Pennywise	P SW 6356 Copper Mountain	P SW 6363 Gingery

X 53	X 54	X 55	X 56
SW 6364 Eggwhite	SW 6371 Vanillin	SW 6378 Crisp Linen	SW 6385 Dover White
XX			
SW 6365 Cachet Cream	SW 6372 Inviting Ivory	SW 6379 Jersey Cream	SW 6386 Napery
SW 6366 Ambitious Amber	SW 6373 Harvester	SW 6380 Humble Gold	SW 6387 Compatible Cream
P SW 6367 Viva Gold	P SW 6374 Torchlight	P SW 6381 Anjou Pear	P SW 6388 Golden Fleece
P SW 6368 Bakelite Gold	SW 6375 Honeycomb	P SW 6382 Ceremonial Gold	SW 6389 Butternut
P SW 6369 Tassel	P SW 6376 Gold Coast	P SW 6383 Golden Rule	SW 6390 Bosc Pear
P SW 6370 Saucy Gold	SW 6377 Butterscotch	P SW 6384 Cut the Mustard	P SW 6391 Gallant Gold

X 61 ◇ SW 6420 Queen Anne's Lace ◇ SW 6421 Celery SW 6422 Shagreen SW 6423 Ryegrass SW 6424 Tansy Green SW 6425 Relentless Olive P SW 6426 Basque Green	X 62 ◇ SW 6427 Sprout XX ◇ SW 6428 Honeydew SW 6429 Baize Green ◇ SW 6430 Great Green SW 6431 Leapfrog SW 6432 Garden Spot SW 6433 Inverness	X 63 SW 6434 Spinach White XX ◇ SW 6435 Gratifying Green SW 6436 Bonsai Tint SW 6437 Haven ◇ SW 6438 Dill SW 6439 Greenfield SW 6440 Courtyard	X 64 ◇ SW 6441 White Mint XX ◇ SW 6442 Supreme Green SW 6443 Relish SW 6444 Lounge Green SW 6445 Garden Grove SW 6446 Arugula SW 6447 Evergreens
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X 65 SW 6448 Greening XX SW 6449 Topiary Tint SW 6450 Easy Green SW 6451 Nurture Green SW 6452 Inland SW 6453 Cilantro P SW 6454 Shamrock	X 66 SW 6455 Fleeting Green XX SW 6456 Slow Green SW 6457 Kind Green SW 6458 Restful SW 6459 Jadite SW 6460 Kale Green SW 6461 Isle of Pines	X 67 SW 6462 Green Trance XX SW 6463 Breaktime SW 6464 Aloe SW 6465 Spearmint SW 6466 Grandview SW 6467 Kendal Green SW 6468 Hunt Club	X 68 SW 6469 Dewy XX SW 6470 Waterscape SW 6471 Hazel SW 6472 Composed SW 6473 Surf Green SW 6474 Raging Sea P SW 6475 Country Squire
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X 69 SW 6476 Glimmer XX SW 6477 Tidewater SW 6478 Watery SW 6479 Drizzle SW 6480 Lagoon SW 6481 Green Bay P SW 6482 Cape Verde	XX 70 SW 6483 Buoyant Blue SW 6484 Meander Blue SW 6485 Raindrop SW 6486 Reflecting Pool SW 6487 Cloudburst SW 6488 Grand Canal SW 6489 Really Teal	X 71 SW 6490 Timid Blue SW 6491 Open Air SW 6492 Jetstream SW 6493 Ebbtide SW 6494 Lakeshore SW 6495 Great Falls P SW 6496 Oceanside	X 72 SW 6497 Blue Horizon SW 6498 Byte Blue SW 6499 Stream SW 6500 Open Seas SW 6501 Manitou Blue SW 6502 Loch Blue P SW 6503 Bosporus
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 73	 74	 75	 76
SW 6504 Sky High	SW 6511 Snowdrop	SW 6518 Ski Slope	SW 6525 Rarefied Air
SW 6505 Atmospheric	SW 6512 Balmy	SW 6519 Hinting Blue	SW 6526 Icelandic
SW 6506 Vast Sky	SW 6513 Take Five	SW 6520 Honest Blue	SW 6527 Blissful Blue
SW 6507 Resolute Blue	SW 6514 Respite	SW 6521 Notable Hue	SW 6528 Cosmos
 SW 6508 Secure Blue	SW 6515 Leisure Blue	SW 6522 Sporty Blue	SW 6529 Scanda
^P SW 6509 Georgian Bay	SW 6516 Down Pour	SW 6523 Denim	SW 6530 Revel Blue
^P SW 6510 Loyal Blue	SW 6517 Regatta	^P SW 6524 Commodore	SW 6531 Indigo

77 SW 6532 Aura White SW 6533 Mild Blue SW 6534 Icy SW 6535 Solitude SW 6536 Searching Blue SW 6537 Luxe Blue SW 6538 Dignified	78 SW 6539 Soothing White SW 6540 Starry Night SW 6541 Daydream SW 6542 Vesper Violet SW 6543 Soulful Blue SW 6544 Mesmerize ^P SW 6545 Majestic Purple	79 SW 6546 Cloud Nine SW 6547 Silver Peony SW 6548 Grape Mist SW 6549 Ash Violet SW 6550 Mythical SW 6551 Purple Passage ^P SW 6552 Dewberry	80 SW 6553 Heavenly White SW 6554 Lite Lavender SW 6555 Enchant SW 6556 Obi Lilac SW 6557 Wood Violet SW 6558 Plummy ^P SW 6559 Concord Grape
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X 103 ◇ SW 6714 Citrine XX SW 6715 Lime Granita SW 6716 Dancing Green ◇ P SW 6717 Lime Rickey SW 6718 Overt Green P SW 6719 Gecko P SW 6720 Paradise	X 104 ◇ SW 6721 Enlightened Lime XX SW 6722 Cucumber SW 6723 Jardin SW 6724 Mesclun Green SW 6725 Pickle SW 6726 Talipot Palm SW 6727 Houseplant	X 105 ◇ SW 6728 White Willow XX ◇ SW 6729 Lacewing SW 6730 Romaine ◇ P SW 6731 Picnic ◇ SW 6732 Organic Green SW 6733 Grasshopper SW 6734 Espalier	XX 107 ◇ SW 6742 Lighter Mint ◇ SW 6743 Mint Condition SW 6744 Reclining Green P SW 6745 Lark Green ◇ SW 6746 Julep ◇ SW 6747 Argyle ◇ P SW 6748 Greens
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XX 108 SW 6749 Embellished Blue SW 6750 Waterfall SW 6751 Refresh SW 6752 Larchmere SW 6753 Jargon Jade SW 6754 Ionian DP SW 6755 Starboard	XX 109 SW 6756 Crystal Clear SW 6757 Tame Teal SW 6758 Aqueduct SW 6759 Cooled Blue SW 6760 Rivulet SW 6761 Thermal Spring P SW 6762 Poseidon	XX 112 SW 6777 Carefree SW 6778 Aviary Blue SW 6779 Liquid Blue SW 6780 Nautilus SW 6781 Jamaica Bay SW 6782 Cruising P SW 6783 Amalfi	X 116 SW 6805 Glass Bead SW 6806 Rhythmic Blue SW 6807 Wondrous Blue SW 6808 Celestial SW 6809 Lobelia SW 6810 Lupine P SW 6811 Honorable Blue
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“Exhibit C”
Town of Pembroke Park
Application for Paint Color Approval

Paint
Color

TOWN OF PEMBROKE PARK

3150 SW 52nd Avenue Pembroke Park, Fla. 33023 (954) 966-4600 Fax (954) 966-5186

APPLICATION FOR PAINT COLOR
APPROVAL

Owner/Applicant Information

Date Filed: _____ Owner/Applicant Name(s): _____

Address: _____ Pembroke Park, Fla. _____

Telephone: _____ Fax: _____ E-mail: _____

Subdivision / Complex Name: _____

Owner / Applicant's Signature: _____

Homeowner / Property Owner Association? ☐ Yes ☐ No If “Yes” consult with your association for approval.

Building Complex Owner / Mgt. Company? ☐ Yes ☐ No If “Yes” obtain written consent of owner / mgt. firm.

CHECK ONE:

☐ SINGLE FAMILY

☐ TOWNHOUSE

☐ MULTI-FAMILY

☐ INDUSTRIAL

☐ DUPLEX

☐ THREE & FOURPLEX

☐ COMMERCIAL

☐ OTHER

For new development - Provide the building elevations (all facades) from the approved site development plans.
For existing development – Provide photographs of the existing building(s) with the application submittal.
Indicate on the photograph / illustration where each color is proposed (base / secondary / trim / roof / doors).

PAINT COLORS

Paint Distributor	Town's Paint Code (From Chart at Town Hall) (Example: SW 2108)	Your Paint Brand Name (Example: Sherwin-Williams / Behr / Glidden / Etc.)	Your Paint Brand Code / Color Name (Example: SW6099 Sand Dollar)
Base Color			
Secondary Color (Max. 25% of each wall surface)			
Trim Color (Contrast with base)			
Roof Color			
Wall Color(s)			
Garage Doors			
Front / Other Doors			
Other: _____			

If you're hiring someone to do the work:

Company Name: _____ Telephone: _____

Contractor's Name (print): _____

PAINTING SHALL BE COMPLETED WITHIN SIXTY (60) DAYS FROM APPROVAL DATE

(Town Office Use Only)

TOWN PLANNER'S APPROVAL / SIGNATURE:

Approved by: _____ Date: _____

Last Revised 02/25/2014



Memorandum

TO: Mayor & Town Commissioners

FROM: Michael J. Miller, AICP – Town Planner

MEETING DATE: December 9th, 2020

TITLE: 2020 COVID-19 Virus Temporary Sign Program - Status

Background - By mid-March 2020 the full impact of the COVID-19 virus pandemic became apparent to the world, government agencies, and the general public. Federal, state and local governments passed numerous Emergency Orders & utilized public emergency laws to restrict activities that could spread the virus. While this may have benefitted public health concerns, negative impacts occurred to many businesses. Some businesses have not been able to survive - it is often difficult to know if a business is still operating and if there are any changes to their operations (hours / access / health restrictions). The Town was requested to allow for the temporary placement of some types of signs that would normally be illegal. On April 21st, 2020 the Town Commission approved a 60-day period to allow “essential” business owners to install temporary signs to notice the public. The Town’s Code Enforcement staff immediately established a permit program including a generic letter to business owners as well as a simple permit process. The program was well received. The 60-day period expired on June 21st, 2020 but some business owners have continued to display various types of “temporary signs”, most of which are illegal under the Town’s Sign Code (and most other government’s Codes). The Town’s staff is sensitive to the continuing COVID-19 situation and has not strongly enforced the Code. The Town has used other existing Sign Code provisions to allow some types of signs to be used (banners / others). At the November 24th, 2020 Town Commission meeting MMPA was requested to research the status of the Spring 2020 program and suggest actions until the COVID-19 virus is abated and some normalcy returns for businesses.

Summary – The Town’s Spring 2020 Temporary Sign Program related to COVID-19 expired in mid-June 2020, but some businesses have continued to use signs not normally allowed to alert the public they are open and advise on operations. The COVID-19 virus continues to spread in late 2020 and businesses continue to seek help. Consider extending the program.

Fiscal Impact – No fiscal impact to Town to continue program. Possible loss of businesses.

Recommendation - Consider extending / modifying the program.

Meeting Type – TC Regular Monthly Meeting
Date - December 9th, 2020

Page 1 of 1

**TOWN OF PEMBROKE PARK
COMMUNITY DEVELOPMENT
MEMORANDUM**

To: Mayor and Town Commissioners
Town of Pembroke Park

CC: J. C. Jimenez – Town Manager
Melissa P. Anderson, Esq. - Town Attorney
Marlen D. Martell - Deputy Town Clerk

From: Michael J. Miller, AICP 
Consultant Town Planner

Date: December 1st, 2020

Subject: Town Sign Code Analysis
Temporary COVID-19 Sign Allowances
MMPA Project No. 00-1102-2018A

RECOMMENDED TOWN COMMISSION ACTION

MMPA recommends the Town Commission review the contents of this staff report and consider various options related to allowing temporary business / advertising / public notice signage due to the ongoing COVID-19 virus impacts.

ISSUE

In mid-March 2020 the full impact of the COVID-19 virus pandemic became apparent to the world, government agencies and the general public. Federal, State and local governments passed numerous Orders and utilized public emergency laws to restrict activities that could spread the virus. At first most personal and business activities were heavily restricted with mandates to shelter in place / restrict group activities / wear masks / increased personal hygiene / etc. and close all but "essential" (as defined) businesses. While this may have greatly benefitted public health concerns, major negative impacts occurred to many businesses that were forced to close indefinitely. Some businesses have not been able to survive and have closed permanently. Higher vacancy of commercial / office centers has already occurred and is expected to continue to occur. It is often difficult to know if a business is still operating. Out of desperation some have installed what would normally be considered illegal signs (flags / snipe). Only so-called "essential" businesses were allowed to operate initially but with restrictions. Most meetings and the assembly of groups of people have changed from in-person to virtual. Over time other non-essential businesses were allowed to re-open but with severe restrictions.

**Town of Pembroke Park
Town Commission Staff Report
Sign Code Analysis / Temporary COVID Sign Allowance
December 1st, 2020
Page 2**

Recognizing the negative impacts to businesses trying to survive as time has passed, many local government agencies, including the Town of Pembroke Park, while adopting / enforcing Orders to restrict activities, have temporarily approved a number of relief actions to assist business owners survive.

Some governmental Orders require local businesses to post various instructional signs advising the public of access / occupancy restrictions, hours of operation changes, wearing of masks / glove restrictions / etc. While Sign Codes typically allow main building wall signs, and door / window signs for the identification of a business and contact information, most Sign Codes do not even address these temporary "public notice" sign requirements.

At the April 22nd, 2020 Town Commission meeting a discussion item on the agenda resulted in direction being given to the Building Dept / Code Enforcement staff to all temporary signs for local "essential" businesses. This motion passed unanimously (5-0) with a timeframe limit of up to 60 days, as it was not certain how long the virus impact would continue. The 60-day timeframe expired on June 21st, 2020. After the April 2020 TC meeting the Town's Code Enforcement staff immediately prepared a generic letter that was sent to all local businesses as well as a new "Application Form for Temporary Signs" and Indemnity Agreement holding the Town harmless for temporarily not enforcing the normal Sign Code provisions (see attached). A number of local businesses took advantage of this temporary program.

It appears the Town's staff did not bring this matter back to the TC for further discussion or to consider time extensions since the June 21st, 2020 program expiration. However, a tour through the Town notes that many business owners have continued to display various types of temporary normally illegal signs. Communications with Town Code Enforcement staff confirmed the initial 60-day timeframe expired. If someone is desirous of displaying a temporary banner meeting the Town's 14-day allowance Town staff is processing these types of temporary sign permits. Admittedly Town's staff is not strictly enforcing the Sign Code provisions during the continuing COVID-19 virus period. MMPA was requested to research the issue and report back on our findings and suggestions.

TOWN SIGN CODE ALLOWANCES

The current Town Sign Code allows all businesses to have one permanent primary sign per street frontage attached to a building wall, door signs, window signs, ground monument signs in many cases, and various types of non-commercial directional signs. In addition, gas stations must provide fuel pricing signs on the premises (State law / BC law / Town law). The Town Sign Code also allows a number of temporary signs such as "Grand Opening / Going Out of Business / Special Sales / Special Events / etc.". The Town's Code has provisions for letter height, the length of signs, and maximum sign area. MMPA is familiar with many municipal Sign Codes in the area – the Town's provisions are very similar to the other cities. Many communities have been allowing additional temporary signs during the COVID-19 pandemic period as the Town has allowed. As time passes periodic time extensions have been granted. While most of the additional signs are visual nuisances and urban clutter, it appears to have helped some business survive. Most business now use electronic means of advertising / notices to those seeking their services (Email / Internet / Facebook / Instagram / Twitter / etc.).

SUMMARY

At the November 24th, 2020 Town Commission meeting MMPA was requested to coordinate with Town staff on the Town's spring 2020 Temporary Sign program status. As described above, after the TC approved the temporary program in April 2020 the Town's Code Enforcement staff immediately prepared a generic letter that was sent to all local businesses alerting them of the Town program, as well as a new "Application Form for Temporary Signs" and Indemnity Agreement holding the Town harmless for temporarily not enforcing the normal Sign Code provisions (see attached). A number of local businesses took advantage of this temporary program. This appears to have been a successful program.

MMPA is unaware of why the TC was not alerted that the 60-day time-period had expired or requested the TC to conduct further discussions to possibly extend / modify the COVID-19 temporary sign program. Some business owners in the Town are appearing to continue to place normally illegal signs allowed via the Spring 2020 Temporary Sign Program. Town Code Enforcement staff is trying to be sensitive to the situation. While the Town's normal 14-day temporary signage / banner sign Code allowances have been utilized since June 21st, 2020, this does not really address the ongoing COVID-19 impacts to some businesses. MMPA recommends the Town consider authorizing an additional extension (60 days / other) to the previous COVID-19 Temporary Sign Program. It is expected vaccines will become readily available to the general public in the 6+/- months but it may take time for businesses to recover. Some businesses may continue suffer and actually need assistance. Others may try to abuse the Temporary Sign Program as long as possible by displaying advertising signs versus "open for business signs" or "access / health advisories".

Pending further discussion / instruction from the Town Commission Town staff can move forward with implementing the direction given.

Michael J. Miller

From: jeffrey louis <jlouis@tppl.gov>
Sent: Wednesday, November 25, 2020 5:40 PM
To: Michael J. Miller
Cc: Lucie Manzerolle; Joseline Ramirez
Subject: Re: Temporary Sign Relief

Michael,

No TC did not do an extension therefore the temporary sign program expired. So if a business does want a banner they would need to pay for a 14 day banner with approval.

Thank you,

Sent from iPhone
Jeffrey Louis
Chief Code Enforcement Officer
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park FL 33023
(954) 966-4600 ext. 213

From: Michael J. Miller <mmiller@michaelmillerplanning.com>
Sent: Wednesday, November 25, 2020 5:02:27 PM
To: jeffrey louis <jlouis@tppl.gov>
Cc: Lucie Manzerolle <lmanzerolle@tppl.gov>; Joseline Ramirez <jramirez@tppl.gov>
Subject: RE: Temporary Sign Relief

Jeffrey:

Thank you.

I note the TC approved a 60-day period on April 22, 2020 which would have expired June 21, 2020. Was there a formal TC extension to that or have we just continued the temporary program as the COVID has dragged on?

MJM

From: jeffrey louis <jlouis@tppl.gov>
Sent: Wednesday, November 25, 2020 12:48 PM
To: Michael J. Miller <mmiller@michaelmillerplanning.com>
Cc: Lucie Manzerolle <lmanzerolle@tppl.gov>; Joseline Ramirez <jramirez@tppl.gov>
Subject: Temporary Sign Relief

Good Morning Michael,

From last night's workshop meeting, the commission wanted to place temporary signs for business due to the pandemic. In June we put together an application – temp sign application – for business to fill out and sign understanding there is an allowed time frame. Once the time limit is over, they must remove the signs.

Please see attached documents that you may modify for new temporary signs.

Also, This was approved in the April 22nd Special Commission Meeting.

Thank you,



Jeffrey Louis

Chief Code Enforcement Officer

P: (954) 966-4600 ext. 213 • F: (954) 966-5186 / jlouis@tppfl.gov

Town of Pembroke Park / Code Enforcement

3150 SW 52nd Avenue, Pembroke Park, FL 33023

Follow us on: [Facebook](#) / www.townofpembrokepark.com

/***** EMAIL DISCLAIMER *****/ Please note: Florida has a very broad public records law. Most written communications to or from Town Officials and employees regarding Town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Consider the Environment before printing.

Effective immediately Please forward any future emails being sent to jlouis@townofpembrokepark.com to jlouis@tppfl.gov

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TOWN OF PEMBROKE PARK

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

Ashira A. Mohammed
Mayor

Howard P. Clark, Jr.
Vice Mayor

Geoffrey Jacobs
Clerk-Commissioner

Reynold Dieuveille
Commissioner

Georgina Cohen
Commissioner

Agatha Muse-Salters
Town Manager

Christopher J. Ryan
Town Attorney

April 24, 2020

Greetings Business Owners:

The Town Commission understand that this pandemic has been difficult on Businesses. Therefore, on April 22, 2020, the Town Commission voted to allow the “essential businesses” in the Town of Pembroke Park to put up temporary **banner signs, flag pole signs, and window signs**. The signs will be allowed on the following conditions:

- You must submit a completed application for a temporary sign
- The application must be approved
- Temporary signs have to state that your business is open
- Signs can only be posted on your property or unit
- No more than two temporary signs will be permitted
- All signs must be removed by **June 21, 2020**

Due to COVID-19, Town Hall is closed to the public, we will be receiving applications via email at jramirez@townofpembrokepark.com. For more information, contact the Code Enforcement Department at 954-966-4600, ext 213 or 215, Monday through Friday 8PM – 5PM.

Please be informed that if the conditions are not followed as described above, you will be asked to remove your sign(s). Failure to remove the sign(s) upon request will result in a citation.

Sincerely,

The Code Enforcement Dept
Town of Pembroke Park
3150 SW 52 Ave
Pembroke Park, FL 33023
Office: 954-966-4600

TOWN OF PEMBROKE PARK

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



APPLICATION FOR TEMPORARY SIGNS

Permit ZN # _____

Name of Business (print or type) _____

Contact Name _____ Telephone # _____

Street Address _____ Email Address: _____

Business Tax Receipt Number _____

Name of Property Owner or Representative (print or type) _____

Property Owner Contact Name _____ Telephone # _____

I am requesting a Temporary Sign Permit to display the following as shown in the attached sketch:

. Sign Dimensions: _____ high by _____ wide and equals _____ square feet in sign area.

. Type of Sign: _____ Number of Signs: _____
(Banner, Feather, Flag, Sail, Teardrop)

REQUIRED ATTACHMENT: A sketch or drawing of the sign(s) drawn to scale including: any message, logo or emblem that will appear on the sign; specific locations(s) - including height, location of supports, proximity to utility poles; describe the method used to affix the sign(s) to the support structure; and must provide a load rating analysis (or photocopy of previously-submitted analysis) bearing the seal of a professional engineer.

Town of Pembroke Park Code of Ordinances 21-21(10), Section 74-218 (6)

Cost: \$50.00 (per sign up to 14 days, \$15.00 each additional day / maximum 30 days).

FOR TOWN USE

Sketch of Proposed Sign Received: _____ NO _____ YES

Banner Permit(s) issued: _____ NO _____ YES

Initial Dates: _____ Renewal Dates: _____

APPROVED BY - Signature _____

Print Name _____ DATE: _____



APPLICATION FOR TEMPORARY SIGNS

Page 2

AGREEMENT: By signing this form, the applicant agrees to the provisions of Section 14-43.001(5)(d).
Florida Administrative Code:

1. To the extent provided by law, the Applicant shall indemnify, defend, and hold harmless the Town and all of its officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any act, error, omission, or negligent act by the Applicant(s), its agents or employees arising from activities under this permit.
2. When the Town receives a notice of claim for damages that may have been caused by the Applicant in the performance of activities that arise under this permit, the Town will forward the claim to the Applicant. The Applicant and the Town will evaluate the claim and report their findings to each other with 14 days and will discuss options in defending the claim. The Applicant shall bear all expenses for defense of claims against the Town

I have read and understand the regulations affecting banner signs. I also understand that the Temporary Sign(s) may be displayed on the premises during a total period of time of 30 consecutive days. In any calendar year, an applicant may apply for an additional display period of another 30 days so long as there is a lapse of 90 days between display periods. There will be no Banner during the hurricane season (June 1st to November 30th).

Applicant Signature

Applicant Name (print or type)

Date _____

Property Owner or Representative Signature

Name of Property Owner or Representative (print or type)

Date _____



Town of Pembroke Park

Agenda

SPECIAL COMMISSION MEETING
Wednesday, April 22, 2020 @ 6:00 PM
Virtual Meeting

1. INSTRUCTIONS TO ATTEND VIRTUAL MEETING

Town Hall is closed to the public. Public access to this virtual meeting can be accomplished as follows:

You can dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (312) 757-3117

Access Code: 322-976-957

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

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Interim Deputy Clerk at townclerk@townofpembrokepark.com.

2. CALL TO ORDER
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL
5. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA
6. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE
7. REPORTS OF COMMITTEES AND CITY STAFF
 - 7.a. Building Department - Miguel Nunez, Interim Building Official
Building Monthly Status Report March Complete
8. BOARD AND COMMITTEE APPLICATION
 - 8.a. Code Enforcement Applicant
Tonea Nicolls Cary-TOWN OF PEMBROKE PARK APPLICATION FOR
ADVISORY BOARD APPOINTMENT
9. CONSENT AGENDA
 - 9.a. Adoption of Minutes
April 8th Special Commission Meeting
04 08 2020 Special Commission Meeting
 - 9.b. Town of Pembroke Park Website Page - Mark Pakula, IT Director

2020-046 Gas tax 6 cents

- 12.f. 2020 Local Option Gas Tax 05 cents - Christopher Ryan Town Attorney
RESOLUTION NO. 2020-047

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2020 AMENDMENT TO THE INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA, PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY FIFTH CENT ADDITIONAL LOCAL OPTION GAS TAX ON MOTOR FUEL FOR TRANSIT; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID 2020 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

2020-047 Gas tax 5 cents

- 12.g. 2020 Local Option Gas Tax .3 cents - Christopher Ryan Town Attorney
RESOLUTION NO. 2020-048

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2020 AMENDMENT TO THE INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA, PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY ADDITIONAL LOCAL OPTION GAS TAX ON MOTOR FUEL ORDINANCE; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID 2020 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

2020-048 gas tax 3 cents

- 12.h. Discussion: granting temporary signs for essential businesses - Mayor
Mohammed

13. MEETING SCHEDULE

- 13.a. 2020 Calendar
Calendar

14. ANNOUNCEMENTS

15. ADJOURNMENT

IN ACCORDANCE WITH THE PROVISIONS OF F.S. SECTION 286.0105, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD)

DECORUM - ALL COMMENTS MUST BE ADDRESSED TO THE COMMISSION AS A BODY AND NOT TO INDIVIDUALS. ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS, OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE COMMISSION, SHALL BE BARRED FROM FURTHER AUDIENCE BEFORE THE COMMISSION BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE COMMISSION IS GRANTED BY THE MAJORITY VOTE OF THE COMMISSION MEMBERS PRESENT. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OR IN OPPOSITION TO A SPEAKER OR HIS/HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE ALLOWED IN THE COMMISSION CHAMBERS. PLEASE MUTE OR TURN OFF YOUR CELL

**TOWN OF PEMBROKE
PARK**

3152 SW 52 Avenue, Pembroke

Park, FL 33023

Broward (954) 966-4600

Fax (954) 966-5186

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

Mayor Ashira Mohammed
Daughtrey
Vice Mayor Howard Clark
Clerk Commissioner Geoffrey Jacobs
Martell
Commissioner Georgina A. Cohen
Commissioner Reynold Dieuville

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

**INSTRUCTIONS TO ATTEND VIRTUAL SPECIAL COMMISSION
MEETING**

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

Town Hall is closed to the public. Public access to this virtual meeting can be accomplished as follows:

You can dial in using your phone.United States (Toll Free): 1 866 899 4679United States: +1 (312) 757-3117**Access Code:** 322-976-957**During the meeting you can submit a text at (954) 707-9820**

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Interim Deputy Clerk at townclerk@townofpembrokepark.com.

ROLL CALL OF THE CITY OFFICIALS:

Public Services Director work with Town Attorney to determine if an RFP is necessary.

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

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

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

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

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

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

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

RESOLUTION NO. 2020-046

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT REGARDING THE 2020 LOCAL OPTION GAS TAX; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE RESOLUTION NO. 2020-047, 2020 Local Option Gas Tax .5 cents BY COMMISSIONER DIEUVEILLE, SECONDED BY CLERK COMMISSIONER JACOBS. **MOTION PASSED 5-0.**

RESOLUTION NO. 2020-047

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE 2020 AMENDMENT TO THE INTERLOCAL AGREEMENT WITH BROWARD COUNTY, FLORIDA, PROVIDING FOR DIVISION AND DISTRIBUTION OF THE PROCEEDS FROM THE BROWARD COUNTY FIFTH CENT ADDITIONAL LOCAL OPTION GAS TAX ON MOTOR FUEL FOR TRANSIT; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID 2020 AMENDMENT FOR AND ON BEHALF OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.