



Town of Pembroke Park

Amended Agenda

REGULAR COMMISSION MEETING

Wednesday, December 11, 2019 @ 7:00 PM

Council Chambers

Page

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

5. PRESENTATIONS / PROCLAMATIONS

- a. Pension Board Actuary Report - Ms. Gloria Rosen
6:30 pm

b. **ONE BLOOD**

7 - 8

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE 2020 ANNUAL BLOOD DRIVE CONDUCTED BY PARK LAKE ESTATES AND ONE BLOOD SOUTH FLORIDA; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[Resolution No. 19-12-XX FN 24609E \(One Blood\)](#)

6. ORDINANCES - SECOND READING

SIGNS AND ADVERTISING;

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO CHAPTER 21, AMENDING SECTION 21-19, PROHIBITED SIGNS; AMENDING SECTION 21-20, PERMANENT SIGNS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVER ABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

FLOOD PREVENTION AND PROTECTION

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATING TO CHAPTER 10, FLOOD PREVENTION AND PROTECTION; AMENDING SECTION 10-75, DEFINITIONS AND SCOPE; AMENDING SECTION 10-80, DESIGN AND CONSTRUCTION OF BUILDINGS, STRUCTURES, AND FACILITIES EXEMPT FROM FLORIDA BUILDING CODE; AMENDING SECTION 10-99, GENERAL ELEVATION REQUIREMENT; AMENDING SECTION 10-100, ELEVATION REQUIREMENT FOR EXISTING MANUFACTURED HOME PARKS AND SUBDIVISIONS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVER ABILITY; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

7. **CONSENT AGENDA**
- a. **BILLS OVER \$ 500.00** 9
[Bills \\$500 Dec11th](#)
- b. **CHANGE OF WORKSHOP MEETINGS** 11 - 24
 Change Workshop Meetings to the 4th Wednesday by Resolution.
 # 3 On Clerk's Office Report
 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ESTABLISHING DATE AND TIME FOR TOWN COMMISSION WORKSHOP MEETINGS; PROVIDING FOR SEVER ABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
[Clerks Office Report](#)
[Resolution No. 19-12-XX FN 24609E \(Wkshp\) \(1\)](#)
- c. **UNITY OF TITLE 4250 WEST HALLANDALE BEACH BLVD** 25 - 31
 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ACCEPTING THE UNITY OF TITLE FROM EXCELENTE, LLC, A FLORIDA LIMITED LIABILITY COMPANY; DIRECTING THE TOWN CLERK TO RECORD THE UNITY OF TITLE IN THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.
[Unity Resolution](#)
[Unity Doc](#)
- d. **APPROVAL OF MINUTES** 33 - 257
- | | | | |
|--|----------------|--|--------------------------|
| <u>A. Workshop Meetings</u> | | <u>C. Special Commission Meetings</u> | |
| 1. 10-03-2018 | 7. 05-01-2019 | 24.10-22-2018 | 30. 08-01-2019 |
| 2. 10-10 2018 | 8. 06-05-2019 | 25. 10-24-2018 | 31. 08-12-2019 |
| 3.11-01-2018 | 9. 07-03-2019 | 26. 10-30-2018 | 32. 09-09-2019 Budget |
| 4. 01-02-2019 | 10. 08-12-2019 | 27. 11-20-2018 | 33. 09-23-2019 F. Budget |
| 5. 01-07-2019 | 11. 09-09-2019 | 28. 07-10-2019 | 34. 09-23-2019 Meeting |
| 6. 03-13-2019 | 12. 09-09-2019 | 29. 07-17-2019 | 35. 09-23-2019 |
|
 | | | |
| <u>B. Regular Commission Meetings</u> | | | |
| 13. 10-10-2018 | 19. 05-05-2019 | | |
| 14. 11-05-2018 | 20. 06-12-2019 | | |
| 15. 12-172018 | 21. 07-10-2019 | | |
| 16. 12-19-2018 | 22. 08-26-2019 | | |
| 17. 12-26-2018 | 23. 09-11-2019 | | |
| 18. 01-01-2019 | | | |

[Workshop Meeting Minutes 10 18 thru 09 19](#)
[Regular Commission meetings minutes](#)
[Special Commission Meetings 10 18 thru 9 19](#)

8. **REGULAR AGENDA: NEW BUSINESS**

- a. Holiday Luncheon - Commission Cohen
- b. Workshop Date Change - Interim Deputy Clerk Martell
- c. Approval of Decorum Statement - Interim Deputy Clerk Martell
- d. Lease of Printer for Clerk's Office - Interim Deputy Clerk Martell

9. **REGULAR AGENDA: OLD BUSINESS**

- a. **2019 HEALTH FAIR BILLS** - Mayor Mohammed 259 - 287
[2019 HEALTH FAIR INVOICES](#)
[burchell invoice](#)

- b. **REQUEST FOR PROPOSALS** - Town Manager Salters 289 - 378
[RFP 20-03 for Town Attorney Services 12-09-19](#)
[RFP 20-04 Professional Planning Consulting Services 12-09-19](#)
[RFP 20-05 - IT Services 12-09-19](#)
[RFP20-02- Auditing Services - 12-11-19](#)

- c. **GOLF CARTS** - Vice Mayor Clark 379 - 383
[Golf Carts Quotes](#)

- d. **HONORING BSO** - Vice Mayor Clark
December 11, 2019

- e. **CONSULTANT CONTRACTS** 385 - 402

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE INDEPENDENT CONTRACTOR AGREEMENT WITH MARLEN MARTELL FOR INTERIM DEPUTY TOWN CLERK SERVICES; AUTHORIZING AND DIRECTING THE MAYOR AND TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[Consultant Contracts](#)
[Resolution No. 19-12-XX FN 24657E](#)

- f. **ARGO- ECO WELLNESS PROGRAM** - Vice Mayor Clark 403 - 405
Focal Point Senior Center Needs Assessment Application
[SC.SE Focal Point Community Needs Assessment1](#)

10. **LAGON HR SALARY AND COMPENSATION PLAN**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND ACCEPTING THE SALARY STUDY & RECOMMENDED COMPENSATION PLAN PREPARED BY LAGOM HR; AUTHORIZING AND DIRECTING THE TOWN STAFF TO IMPLEMENT THE TERMS AND CONDITIONS OF THE SALARY STUDY & RECOMMENDED COMPENSATION PLAN; PROVIDING FOR SEVER ABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

- a. [Town of Pembroke Park FINAL Compensation Study 11-19-19](#) 407 - 510
[Resolution No. 19-12-XX FN 24329E Compensation Plan](#)
- b. DEPUTY CLERK POSITION - CLERK COMMISSIONER JACOBS 511 - 543

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE MUTUAL RELEASE WITH NATASHA JOSEPH; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID MUTUAL RELEASE FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, TERMINATING THE EMPLOYMENT OF NATASHA JOSEPH; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[2019-11-05 Fact Finding Report \(Rev 2019-11-06\)NJ \(2\)](#)
[Mutual Release JOSEPH](#)
[Resolution No. 19-12-XX FN 24607E \(Mutual Release\)](#)
[Resolution No. 19-12-XX FN 24607E \(Termination\)](#)

11. COMMISSIONER COMMENTS

12. ATTORNEY COMMENTS

13. TOWN MANAGER COMMENTS
MONTHLY REPORTS

14. ANNOUNCEMENTS

Honoring BSO - Wednesday December 11, 2019
Holiday Toy Giveaway - Thursday December 19, 2019
Bulk Pick Up - Thursday January 2, 2020

15. ADJOURNMENT

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 att he start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

RESOLUTION NO. 19-12-XX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE 2020 ANNUAL BLOOD DRIVE CONDUCTED BY PARK LAKE ESTATES AND ONE BLOOD SOUTH FLORIDA; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the residents of Park Lake Estates contribute their time and efforts to numerous charitable causes that benefit the Town of Pembroke Park and the surrounding communities; and

WHEREAS, one of the charitable events sponsored by the residents of Park Lake Estates is the annual blood drive held in conjunction with One Blood South Florida; and

WHEREAS, the annual Park Lake Estates and One Blood South Florida blood drive historically collects in excess of 200 pints of blood for use by hospitals in the South Florida area; and

WHEREAS, Park Lake Estates and One Blood South Florida will conduct their annual blood drive on February 15, 2020 and the Town Commission desires to express its appreciation and support of this terrific event.

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

Section 1: That the Town Commission expresses its sincere gratitude to the Park Lake Estates residents for their charitable efforts for the Town of Pembroke Park and the surrounding communities.

Section 2: That the annual Park Lake Estates and One Blood South Florida blood drive is a tremendous benefit to the entire South Florida community.

Section 3: That the Town Commission enthusiastically supports the Park Lake Estates and One Blood South Florida annual blood drive and encourages all eligible adults in the South Broward area to participate in the 2020 blood drive on February 15, 2020.

Section 4: That the Town staff is authorized and directed to work with Park Lake Estates and One Blood South Florida to publicize the blood drive and encourage all eligible adults to participate in the charitable event.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

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

PASSED AND ADOPTED, this ____ day of December, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

Town of Pembroke Park
Bills over \$500
December 11, 2019 Wednesday

PAYMENTS				
Invoice#	Vendor	Service/Product	Dept.	Amount
208885	Brinkley Morgan	Matters Regarding the Progressive Waste Litigation Through October 31, 2019	Legal	\$ 576.80
FYE18/19	Grau & Associates	Audit FYE 09/30/2018 (Half of Balance for Services Through September 30, 2019 & November 4, 2019)	Finance	\$ 10,500.00
10902980	Gray Robinson	Matters Regarding the Code Amendment (Billed Through October 31, 2019) File#820081-5	Legal	\$ 2,441.00
2019-PP-1101	Michael Miller Planning Associates	General Planning Services Rendered November 1 Through November 26, 2019	Planning	\$ 12,032.62
955	Ryan & Ryan LLC	Matters Regarding the FEMA Federally-Funded Subaward and Grant Agreement for Fiscal Year 2018-2019	Legal	\$ 787.50
956	Ryan & Ryan LLC	Matters Regarding the FEMA Federally-Funded Subaward and Grant Agreement for Fiscal Year 2019-2020	Legal	\$ 682.50
Total:				\$27,020.42

Addendums				
1912-0786.exp	CAS Governmental Services LLC	Reimbursement for Legislative Committee Weeks November 3rd-8th and November 10th-15th	Legislative	\$ 1,364.30
11282019STMT	Home Depot	Repair & Maintenance Expenses for Various Departments	Various	\$ 4,539.16
958	Ryan & Ryan LLC	Matters Regarding Requests for Proposals for Document Management Solutions (RFP 20-01)	Legal	\$ 1,207.50
Total:				\$7,110.96

Purchase Orders				
305360	CSPI Technology Solution	5 Year Renewal for Barracuda 490 Server Backup	NonDept	\$ 23,798.00
305361	CSPI Technology Solution	5 Year Warranty Renewal for Barracuda Email Archiving	NonDept	\$ 7,700.00
305362	Dell Computer Corporation	Extended Warranty for Dell Servers	NonDept	\$ 2,740.31
305363	A to Z Statewide Plumbing	Emergency Repair to Sink Hole at 131 Marine Circle Mobile Home Park (Not to Exceed)	Sewer	\$ 5,000.00
305364	Blanchard's Mobile Home Removals	Emergency Repair to Sink Hole at 131 Marine Circle Mobile Home Park (Not to Exceed)	Sewer	\$ 2,500.00
305365	Display Sales	Outdoor Holiday Lighting	Roads	\$ 555.80
305367	Bounce 2 Bounce	Bounce House Entertainment for Toy Drive (Not to Exceed)	Toy Drive	\$ 500.00
305368	Wells Fargo Banks	Various Toys, Food, Beverages and Papergoods for the Toy Drive (Not to Exceed)	Toy Drive	\$ 3,100.00
Total:				\$45,894.11

Grand Total:	\$80,025.49
---------------------	--------------------



TOWN OF PEMBROKE PARK

MEMORANDUM

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

FROM: Marlen Martell, Interim Deputy Clerk

DATE: December 4, 2019

TITLE: Clerk's Office Report

Within my first week of employment I have identified several concerns that need your immediate attention. The following are my recommendations for your consideration and approval. At this meeting you are provided with draft documents for your review.

In order to compile this information, I am using Florida State Statue, City Clerk Association Manual and the Town's municipal charter.

Short term goals. Modifications that can be adopted for 2020. No system is perfect and will require tweaking as we go along, but this documentation will be the general formation for Commission Meetings and other public meetings.

1. Public Notices – At your first Commission meeting in January you will be provided with the meetings scheduled for the entire year. The Commission will need to act on approving the meetings schedule. After your approval Public Notices will be created for the entire year. Those notices will be posted the first day of the month, giving sufficient notice to the residents.
2. Request for Commission items are to be submitted to the Clerk's Office the Friday by noon prior to the workshop. A memorandum and backup paperwork will also need to be provided at that time. Sample memorandum (Exhibit A) is attached.
3. A draft agenda will be prepared for the workshop. The current date of the Workshop meetings are the week prior to the Regular Meetings. This doesn't provide staff with sufficient time to create the agenda and receive backup documents. In addition, it does not give the Mayor and Commissioners ample time to work with staff to obtain information or ask questions. My recommendation is to host the workshops two weeks prior to the regular commission meetings.
4. All Resolutions and Ordinances must follow the same timeline as the agenda to give the Commissioners and residents ample time to review the business of the town.

December 4, 2019

Page 1 of 3

5. At the workshop is when you will have the opportunity to review the agenda request additional backup documentation. It will also be the time to remove any items from consent. You will have a second chance to add, remove or withdraw from the consent agenda which will be at the changes to Commission meeting agenda section.
6. The agenda and backup will be advertised the Friday before the meeting. Packages will be delivered for those that prefer hard copies and will also be available to the public and Commissioners via website. That will give you five days prior to the meeting to ask questions, speak to the Manager about changes. This gives the Manager and staff the opportunity to compile documents and answers prior to the meeting.
7. At the meeting, the Mayor or Commissioner holding the meeting will be provided with a red line agenda that will assist with the flow of the meeting.
8. After the meeting, minutes will be provided and submitted to the Commission within 60 days or earlier to avoid failure of public records request protocol. Minutes will be produced in accordance with the Florida City Clerk Associations Manual best practice procedure that minimizes liability. All meetings are televised and are available to the public if anyone would like to view the discussion leading to the action by the Commission Board. The meeting minutes are to provide action taken by the Commission the reasoning of your action can become challenged and minutes are approved and maintained as permanent record in perpetuity. Therefore, the recommendation is to submit the business action of the Commission meetings.
9. Agenda items need to first be introduced for discussion and then a motion for approval with or without amendments are motioned by a Commissioner and seconded by a Commissioner or the Mayor. The Mayor can make a motion when the gavel has been passed to the Vice Mayor or Commissioner running the meeting. Consent agenda and resolutions can be voted by voice vote or roll call. Ordinances must be roll call vote. I am recommending to continue with roll call vote and add that the Clerk read the motion, the maker of the motion and the second.
10. In addition, meetings are not as efficient as they could be avoiding liability to the Commissioners and the Town. Ordinance must be open for public comment, must have two reads and second reading must be advertised 10 days prior to the meeting in a circulated newspaper. I recommend the Daily Business Review. It satisfies State Statue and is low cost to advertise.

If these recommendations are approved the meetings will be consistent, accurate and time effective.

Long-term goals:

Continue assessing the department and streamlining the system.

Codify existing Ordinances and logging Resolutions.

Clean, label and organize storage areas. Identify the category and retention requirements according to the Florida State General Records Schedule GS1-SL. Disposal of documents must be recorded, properly labeled, with retention schedule, volume of documents and then shredded.

Create an Ordinance to assist with establishing meeting protocol and the duties of the Deputy Clerk including, records management, elections, etc...

After this meeting and up until the meeting in January, I will be available at your convenience at any time between 8am and 8pm. I would greatly appreciate to meeting with you to discuss any changes to the recommendations. I am open to any and all suggestions, but a unified approval would be ideal. As a Commission establishing a system is recommended to create consensus, consistency, decorum, unity, transparency and justice.

Attachments:

Exhibit A - Memorandum

Exhibit B - Public Notice

Exhibit C - Agenda format

Exhibit D – Minute format

Exhibit E – Deadline Dates

Prepared by: Marlen Martell

December 4, 2019

Page 3 of 3



VILLAGE OF BISCAYNE PARK
Town Commission Agenda Report

#Item

REGULAR MEETING

Exhibit A

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

FROM: < Enter name >

DATE: < Date of meeting >

TITLE: < Enter title of agenda item >

Recommendation

Text...

Background

Text...

Resource Impact

Text...

Attachment

List attachments...

Prepared by: <Enter name>

<Date of meeting>
Item#

Page 1 of 1

NOTICE OF PUBLIC MEETING

EXHIBIT B



REGULAR COMMISSION MEETING

NOTICE IS HEREBY GIVEN that a Regular Commission Meeting will be held on Wednesday, December 11, 2019 at 7:00 p.m. The meeting shall be held in the Town of Pembroke Park Commission Chambers, 3150 SW 52 Avenue, Pembroke Park, FL 33023.

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

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



TOWN OF PEMBROKE PARK

3150 SW 52 Avenue, Pembroke Park, FL 33023

Telephone: 954 966-4600 Facsimile: 954 966-5186

EXHIBIT C

AGENDA

REGULAR COMMISSION MEETING

Commission Chambers

Pembroke Park, FL 33023

Wednesday, December 11, 2019 at 7:00pm



Indicates back up documents are provided.

1. Call to Order

Mayor Mohammed

Vice-Mayor Clark

Clerk Commissioner Jacobs

Commissioner Cohen

Commissioner Dieuveille

2. Roll Call

3. Pledge of Allegiance

4. Additions, Deletions or Withdrawals to the Agenda



At this time, any member of the Village Commission or the Village Manager may request to add, change, or delete items from the agenda.

5. Presentations



6. Public Comments Related to Agenda Items / Good & Welfare

Comments from the public relating to topics that are on the agenda, or other general topics.

7. Information/Updates

8. Consent Agenda



Items listed under Consent Agenda are viewed to be routine, and the recommendation will be enacted by ONE MOTION in the form listed below. If discussion is desired, then the item(s) will be removed from the Consent Agenda and will be considered separately.



8.a Approval of Minutes

- Regular Commission Meeting of September 20, 2019
- Special Commission Meeting of September 21, 2019



8.b Acceptance of Board Minutes

9.



Resolutions

10.



Ordinance

11.



Old Business

None

12.



New Business

13.



Reports

14.

Announcements

Monday, Planning & Zoning Advisory Board, July 2, 2018 6:30 pm

Monday, Biscayne Park Foundation, July 2, 2018 7:00 pm

Wednesday, July 4th - All Village Departments are closed.

Monday, Code Compliance, July 9, 2018 7:00 pm

Our next regular Commission Meeting is Wednesday January 8th at 7:00pm.

15.

Adjournment

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.

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation to participate in the proceedings should call Village Hall at (954) 966-4600 no later than four (4) days prior to the proceeding for assistance.

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

Regular Commission Meeting

Commission Chambers

3152 SW 52 Avenue

Pembroke Park, FL 33023

Wednesday, December 11, 2019

7:00 PM

EXHIBIT D

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

Town Manager Agatha Muse-Salters Vice
Town Attorney Chris Ryan
Interim Deputy Clerk Marlen DMartell

REGULAR COMMISSION MEETING MINUTES

ROLL CALL OF THE CITY OFFICIALS:

<INSERT>

PLEDGE OF ALLEGIANCE: led by Mayor and Commissioners.

PRESENTATIONS:

<INSERT>

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA:

<INSERT>

PUBLIC COMMENT

Mayor Mohammed opened the meeting for **Public Comment**.

The following person(s) made comments on the record:

<INSERT>

PUBLIC COMMENT CLOSED

1

INFORMATION UPDATES/FINANCIALS:

<INSERT>

CONSENT AGENDA:

<INSERT>

Commissioner _____ motioned to approve the consent agenda as amended, seconded by
Commissioner _____. **MOTION PASSED 5-0.**

ORDINANCES – NONE

<INSERT>

RESOLUTIONS:

<INSERT>

OLD BUSINESS:

<INSERT>

NEW BUSINESS

<INSERT>

ANNOUNCEMENTS:

<INSERT>

NEXT REGULAR VILLAGE COMMISSION MEETING is scheduled for <INSERT>

ADJOURNMENT

<INSERT>

With no further items for discuss, meeting adjourned at _____. Commissioner _____
motioned for adjournment, seconded by _____. **MOTION PASSED 5-0.**

Commission approved on: _____

ATTEST:

(SEAL)

Ashira Mohammed, Mayor

Marlen Martell, Interim Town Clerk

2

Town of Pembroke Park
Regular Commission Meeting
December 11, 2019

CURRENT February 2020 Calendar							EXHIBIT E
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2	BOARD MEET WITH STAFF	BOARD MEET WITH STAFF	5 Workshop Commission Meeting	6 Obtain all supporting documents for Final agenda. BOARD TIME TO MEET AND DISCUSS WITH STAFF AGENDA ITEMS	7 COMPLETE FINAL AGENDA AND POST	8	THE CURRENT SYSTEM DOES NOT PROVIDE AMPLE TIME FOR THE MAYOR AND COMMISSIONERS, ATTORNEY OR STAFF TO PRODUCE SUPPORTING DOCUMENTS AND MEETINGS PRIOR TO THE MEETINGS.
9	BOARD MEET WITH STAFF	11	12 Regular Commission Meeting	13	14	15	
16 23	17 24	18 25	19 26 Workshop Commission Meeting	20 27	21 28 OBTAIN FROM BOARD AND STAFF AGENDA ITEMS DISCUSSED AT THE WORKSHOP WITH SUPPORTING DOCUMENTS	22 29	
PROPOSED February 2020 Calendar							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2	3 BOARD MEETING WITH STAFF	4 BOARD MEETING WITH STAFF	5 BOARD MEETING WITH STAFF	6 FINAL DRAFT OF AGENDA	7 FINAL AGENDA POSTED AND UPLOADED TO WEBSITE	8	BY CHANGING THE WORKSHOP TWO WEEKS BEFORE THE REGULAR COMMISSION MEETINGS. EVERYONE WILL HAVE SUFFICIENT TIME TO ASK QUESTIONS, REQUEST ADDITIONAL INFORMATION, MEET WITH STAFF ETC...
9	10 BOARD MEETINGS WITH STAFF	11 BOARD MEETING WITH STAFF	12 Regular Commission Meeting	13	14	15	
16 23	17 24	18 25	19 26	20 27	21 28	22 29	

RESOLUTION NO. 19-12-XX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ESTABLISHING DATE AND TIME FOR TOWN COMMISSION WORKSHOP MEETINGS; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission conducts a workshop meeting on the first Wednesday of each month in order to review the various matters of Town administration which may be placed on the agenda for further consideration at the regular Town Commission meeting on the second Wednesday of each month; and

WHEREAS, the Town Commission desires to reschedule the Town Commission monthly workshop meetings to the fourth Wednesday of each month to provide Town staff additional time to properly prepare all materials required for Town Commission consideration at its monthly regular meeting.

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

Section 1: That the monthly Town Commission workshop meetings shall be conducted at 6:00 PM on the fourth Wednesday of each month beginning January 22, 2020 in the Town Commission Chambers at Town Hall.

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 ____ day of December, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

AGENDA ITEM REPORT



To: Town Commission
Subject: RESOLUTION: Accepting the Unity of Title from Excelente, LLC
Meeting: Workshop Meeting - 06 Nov 2019
Department: Planning and Zoning
Staff Contact: Town Attorney

BACKGROUND INFORMATION:

Excelente, LLC, has applied to the Town for development approvals to construct a one story commercial building on real property it owns within the Town (4250 West Hallandale Beach Boulevard). The Town requires that Excelente, LLC execute a Unity of Title document restricting the conveyance of the parcels of the real property subject to the development approval application as a condition of the development approval.

FINANCIAL IMPACT:

n/a

POLICY IMPLICATIONS:

n/a

RECOMMENDATION:

Accept the Unity of Title from Excelente, LLC by Resolution of the Town Commission

ALTERNATIVES:

n/a

RESOLUTION NO. 19-11-__

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ACCEPTING THE UNITY OF TITLE FROM EXCELENTE, LLC, A FLORIDA LIMITED LIABILITY COMPANY; DIRECTING THE TOWN CLERK TO RECORD THE UNITY OF TITLE IN THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; SUPERSEDING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Excelente, LLC, a Florida limited liability company, has applied to the Town for development approvals to construct a one story commercial building on certain real property it owns located at 4250 West Hallandale Beach Boulevard, Pembroke Park, Florida, and more fully described in Section 1 hereof; and

WHEREAS, the Town requires that Excelente, LLC execute a Unity of Title document restricting the conveyance of the parcels of the real property subject to the development approval application as a condition of the development approval; and

WHEREAS, Excelente, LLC has agreed to execute and deliver a Unity of Title document to the Town of Pembroke Park in conjunction with the development of the property described in Section 1 hereof.

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

Section 1: That Excelente, LLC, a Florida limited liability company, the fee owner of the following described real property situate, lying and being in the Town of Pembroke Park, Broward County, Florida, to wit:

THE WEST 10 FEET OF LOT 9, THE WEST 10 FEET OF LOT 9A, LOTS 10, 10A, 11, 11A, 12, AND 12A; THE EAST 55 FEET OF LOT 13, AND THE EAST 55 FEET OF LOT 13A, ALL IN BLOCK 50, OF THE RESUBDIVISION OF LAKE FOREST SECTION FOUR, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 43, PAGE 45, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA

hereby agrees to execute and deliver a Unity of Title document to the Town Of Pembroke Park, restricting the conveyance and/or encumbrance of the real property described herein and as more fully set forth in the attached Exhibit A, which is made a part hereof by reference herein.

Section 2: That the Town Clerk is authorized and directed to record the Unity of Title document in the Public Records of Broward County, Florida, together with a certified copy of this Resolution acknowledging acceptance of the Unity of Title document by Town.

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

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

PASSED AND ADOPTED this ____ day of November, 2019.

ASHIRA A. MOHAMMED
Mayor-Commissioner

ATTEST:

GEOFFREY JACOBS
Clerk-Commissioner

DOCUMENT COVER PAGE

**Incorporated in and becoming a
PERMANENT PART of:**

This Space Reserved for County Recorder Use

Document Description: Town of Pembroke Park, Florida Resolution 19-11-__ accepting the
Unity of Title Restrictive Covenant from Excelente, LLC, a Florida
limited liability company

Legal Description:

THE WEST 10 FEET OF LOT 9, THE WEST 10 FEET OF LOT 9A, LOTS 10,
10A, 11, 11A, 12, AND 12A; THE EAST 55 FEET OF LOT 13, AND THE EAST
55 FEET OF LOT 13A, ALL IN BLOCK 50, OF THE RESUBDIVISION OF LAKE
FOREST SECTION FOUR, ACCORDING TO THE PLAT THEREOF AS
RECORDED IN PLAT BOOK 43, PAGE 45, OF THE PUBLIC RECORDS OF
BROWARD COUNTY, FLORIDA

Parcel ID(s)# 5142 30 09 0610
5142 30 09 0590

RECORD AND RETURN TO:

CHRISTOPHER J. RYAN, ESQ.
RYAN & RYAN, LLC.
700 East Dania Beach Boulevard, Third Floor
Dania Beach, FL 33004
FN23767E

L:\Michael\Partners\Chris\Town\SDPs\Excelente\DOCUMENT COVER PAGE.wpd

PREPARED BY/RETURN TO:

CHRISTOPHER J. RYAN

Ryan & Ryan, LLC

700 East Dania Beach Boulevard, Third Floor

Dania Beach, Florida 33004

File No.: 24416E

Property Appraiser's Parcel

Identification No. 5142 30 09 0610

5142 30 09 0590

UNITY OF TITLE

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, the undersigned, CONSTANZA BLOUSSON, as Manager of EXCELENTE, LLC, a Florida limited liability company, whose address is 2666 Brickell Avenue, Suite 204, Miami, Florida 33129 (hereafter referred to as "Owner"), is the fee simple owner of the following described property situated and being in the Town of Pembroke Park, Broward County, Florida (hereafter referred to as "Subject Property"):

THE WEST 10 FEET OF LOT 9, THE WEST 10 FEET OF LOT 9A, LOTS 10, 10A, 11, 11A, 12, AND 12A; THE EAST 55 FEET OF LOT 13, AND THE EAST 55 FEET OF LOT 13A, ALL IN BLOCK 50, OF THE RESUBDIVISION OF LAKE FOREST SECTION FOUR, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 43, PAGE 45, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA

WHEREAS, the undersigned Owner of the Subject Property at 4250 West Hallandale Beach Boulevard, Pembroke Park, Florida desires to utilize the Subject Property for the construction and operation of a one story commercial building, and the undersigned Owner does hereby declare and agree as follows:

1. That the Subject Property will not be used in violation of any ordinances of the Town of Pembroke Park now in effect or hereinafter enacted.
2. That the Lots above described upon which the one story commercial building will be situated shall not be conveyed, mortgaged, or leased separate or apart from each other and that they will be held together as one tract.

NOW, THEREFORE, for good and valuable consideration, the undersigned Owner does hereby declare that Owner will not convey or cause to be conveyed the title to the Subject Property without requiring the successor in title to abide by all terms and conditions set forth herein.

FURTHER, the undersigned Owner declares that this covenant is intended and shall constitute a restrictive covenant concerning the use, enjoyment and title to the Subject Property and shall constitute a covenant running with the land and shall be binding upon the undersigned, its successors and assigns, and may only be released by the Town of Pembroke Park, or its successor, in accordance with an ordinance of the Town of Pembroke Park releasing this restrictive covenant.

THE UNDERSIGNED OWNER FURTHER AGREES to indemnify, defend, and hold harmless the Town of Pembroke Park, its Commissioners, officers, attorneys, consultants, agents, and employees from and against all claims, damages losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting, in whole part, from Owner's execution of this Unity of Title and from any claim or allegation related to Owner's capacity or authority to execute this Unity of Title. Moreover, Owner agrees that nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law afforded to the Town of Pembroke Park.

IN WITNESS WHEREOF, Owner has executed this Unity of Title on this 5 day of September, 2019.

WITNESSES:

Witness:

Print Name: ANALISA GRIMALDI

EXCELENTE, LLC, a Florida limited liability company.

Witness:

Print Name: CATALINA BLANCO

By:

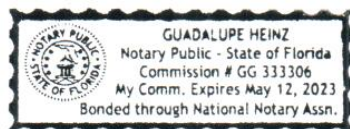
CONSTANZA BLOUSSON, MANAGER

STATE OF FLORIDA)

COUNTY OF Miami Dade

The foregoing instrument was acknowledged before me this 5 day of September, 2019 by CONSTANZA BLOUSSON, Manager of EXCELENTE, LLC, a Florida limited liability company, on behalf of the company, who is ☒ personally known to me or has ☐ produced _____ as identification.

[Notary Seal]



Notary Public, State of Florida

Printed Name: Guadalupe Heinz

My Commission Expires: May 12, 2023

L:\Michael\Partners\Chris\Town\SDPs\Excelente\Unity of Title REVISED.vpd

1. Workshop Meetings

1. 10-03-2018 3:09 pm
2. 10-10-2018 7:00 pm
3. 11-01-2018 3:12 pm
4. 01-02-2019 3:00 pm
5. 01-07-2019 3:00 pm
6. 03-13-2019 7:00 pm

7. 05-01-2019 7:09 pm
8. 06-05-2019 6:04 pm
9. 07-03-2019 6:00 pm
10. 08-12-2019 7:00 / 7:33 pm
11. 09-09-2019 7:00 pm
12. 09-09-2019 7:24 pm

TOWN OF PEMBROKE PARK
Workshop Commission Meeting
Action minutes of October 3, 2018

A. CALL TO ORDER

3:09 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

D. ABSENT:

Interim Town Manager Vista

E. AGENDA:

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

1. DISCUSSION: Public Safety – Public Safety Sgt. Giovanni
2. DISCUSSION: Fire Safety – Chief Kane
3. DISCUSSION: Bills Over \$500.00 – Finance Department
4. DISCUSSION: Resolution Reoccurring Bills Over \$500.00 – Attorney Ryan & Vice Mayor Clark
5. DISCUSSION: Finance & Budget Update – Vice-Mayor Clark/Interim Town Manager Vitas/Administrative Services Director Joseph
6. DISCUSSION: Update on Fiscal Year 2016-17 Audit –Interim Town Manager Vitas
7. DISCUSSION: Broward Days Tallahassee 2019 – Mayor Mohammed
8. DISCUSSION: FY 2019 Adopted Annual Budget – Vice-Mayor Clark
9. DISCUSSION: Engineer's Report – Town Engineer Kunen
16. DISCUSSION: Business Tax Receipt Update- Business Tax/ Billing Clerk Grooms
17. DISCUSSION: Code Enforcement Department Update – Chief Code Enforcement Officer Louis
18. DISCUSSION: Building Department Update – Building Official Corriveau

October 3, 2018

19. DISCUSSION: Legislative Update – Attorney Sigerson
11. DISCUSSION: Annexation Update – Vice-Mayor Clark
- a. West Park
 - b. Florida League of Cities Land Use and Economic Development Committee: Ad Hoc Committee Update
10. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update – Vice-Mayor Clark/ Public Services Director Larson
 - b. Agro Eco Center/Community Gardens Update
 - c. Wellness Programs
21. ANNOUNCEMENT: Public Hearing: Wednesday, October 10, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan
22. ANNOUNCEMENT: Public Hearing: Wednesday, October 10, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan
23. ANNOUNCEMENT: Public Hearing: Wednesday, October 10, 2018 – 7:00 P.M. – Proposed Ordinance Relating To Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan
24. ANNOUNCEMENT: Public Hearing: Wednesday, October 10, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan
25. ANNOUNCEMENT: Public Hearing: Wednesday, October 10, 2018 – 7:00 P.M. – Proposed Ordinance Relating to Chapter 5 Buildings and Building Regulations; Amending Section 5-103, Exterior Maintenance of Structures and Premises –

October 3, 2018

(SECOND READING) – Attorney Ryan

26. ANNOUNCEMENT: Public Hearing: Wednesday, October 10, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 12, Heath and Sanitation, Amending Section 12-41, Accumulations Deemed Public Nuisance; Amending Section 12-43, Notice to Remove Accumulations-to be Sent to Property Owner; Amending Section 12-45, Notice to Remove Accumulations-Contents; Providing for a New Section 12-46.1, Repeat Violations; Assessment for Correction by Town; Amending Section 12-61, Excessive, Untended Growth Deemed Public Nuisance; Amending Section 12-63, Notice to Remove-to be Sent to Property Owners; Amending Section 12-65, Notice to Remove-Contents – (SECOND HEARING) – Attorney Ryan

27. ANNOUNCEMENT: Public Hearing: Wednesday, October 10, 2018 – 7:00 p.m. - Proposed Code Amendment Relating to Indemnification of Municipal Officials; Providing for Definition, Defense and Indemnification, Actions Authorized, Duties of Officials, Nonliability of Town – (SECOND HEARING) – Attorney Ryan – Vice-Mayor Clark/ Attorney Ryan

28. ANNOUNCEMENT: ATTORNEY/CLIENT SESSION

An Attorney/Client session will be held pursuant to Fla. Stat. §286.011(8) (2017), between Mayor Ashira Mohammed, Vice Mayor Howard P. Clark, Jr., Clerk Commissioner Georgina Cohen, Town Attorney Chris Ryan and Special Litigation Counsel, Jeff Hochman, Esq. of Johnson Anselmo and Special Litigation Counsel, Donald J. Lunny, Jr., Esq. of Brinkley Morgan to discuss settlement negotiations or strategy sessions relating to litigation expenditures for pending judicial Litigation in connection with:

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

vs.

Town of Pembroke Park, Defendant.

THIS CASE IS PENDING IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA AND HAS BEEN ASSIGNED

Case No.: CACE-17-021811 (13)

This Attorney/Client session shall commence at, or as soon as possible, on Monday, October 22, 2018 at 1:00 P.M. in the Room 102 which is located in the Pembroke Town Hall, 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 (954-966-4600). This Attorney/Client session shall last an estimated 1.0 hours. The only persons authorized to attend this Attorney/Client session pursuant to above referenced law are Mayor Ashira Mohammed, Vice Mayor Howard P. Clark, Jr., Clerk Commissioner Georgina Cohen,

October 3, 2018

Interim Town manager Bob Vitas, Town Attorney Chris Ryan and Special Litigation Counsel, Jeff Hochman, Esq. of Johnson Anselmo and Special Litigation Counsel, Donald J. Lunny, Jr., Esq. of Brinkley Morgan and the certified transcribing court reporter.

29. PENDING BUSINESS

- a. 60th Anniversary
- b. Halloween Festival
- c. Health Fair
- d. Food Distribution
- e. Thanksgiving Give Away

12. DISCUSSION: Fire Contract – Vice-Mayor Clark

13. DISCUSSION: Contracts – Vice-Mayor Clark

14. DISCUSSION: Background Checks – Vice-Mayor Clark

15. DISCUSSION: Sign Variance Request Filed by Peoples Pawn – Public Services
Director Larson

Discussion was held on all items

The meeting was adjourned at 5:55PM

TOWN OF PEMBROKE PARK

Workshop Commission Meeting
Action minutes of October 10, 2018

A. CALL TO ORDER

7:10 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

D. ABSENT:

None.

E. AGENDA:

I. CONSENT AGENDA

1. Approval of Bills – Finance Department

2. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; APPROVING REOOCURING EXPENDITRES FOR FY 2018-19; SUPERCEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

3. Authorizing Town Commission and Town Staff to attend Broward Days Tallahassee 2019 in the amount not to exceed \$1,200 pp – Mayor Mohammed

4. PROCLAMATIONS: Domestic Violence Awareness, Red Ribbon Week, and Home Rule – Mayor Mohammed

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

II. REMARKS FROM THE GENERAL PUBLIC

Dick Spoth, Park Lake Estates and Ellen Roach, Dale Village spoke.

Discussion was held.

October 10, 2018

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

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to reschedule the November Workshop to November 1 at 3 pm and the Regular Meeting to November 5 at 7 p.m. In a roll call vote, the motion passed unanimously.

III. PUBLIC HEARINGS AS SCHEDULED

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

2. Public Hearing: Wednesday, October 10, 2018 – 7:00 p.m. – Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 (SECOND READING) – Attorney Ryan

3. Public Hearing: Wednesday, October 10, 2018 – 7:00 p.m. – Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 (SECOND READING) – Attorney Ryan

4. Public Hearing: Wednesday, October 10, 2018 – 7:00 p.m. – Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Right-of-Way; Requirements for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Enforcement Remedies (SECOND READING) – Attorney Ryan

** Attorney Ryan stated several changes need to be made relating to items 1 through 4, so asked that these items be moved to the Nov. 5 meeting.

Mayor Mohammed announced the rescheduling of those public hearings.

5. Public Hearing: Wednesday, October 10, 2018 – 7:00 p.m. – Proposed Ordinance Relating to Chapter 5 Buildings and Building Regulations; Amending Section 5-103, Exterior Maintenance of Structures and Premises (SECOND READING) – Attorney Ryan

Mayor Mohammed opened a public hearing on Ordinance. Seeing no public comment, she closed the public hearing.

October 10, 2018

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve item 5 as written. In a roll call vote, the motion passed unanimously.

6. Public Hearing: Wednesday, October 10, 2018 – 7:00 p.m. – Proposed Ordinance Relating to Chapter 12, Health and Sanitation, Amending Section 12-41, Accumulations Deemed Public Nuisance; Amending Section 12-43; Notice to Remove Accumulations – to be sent to Property Owner; Amending Section 12-45, Notice to Remove Accumulations – Contents; Providing for a New Section 12-46.1, Repeat Violations; Assessment for Correction by Town; Amending Section 12-63, Notice to Remove – to be sent to Property Owners; Amending Section 12-65, Notice to Remove – Contents (SECOND HEARING) – Attorney Ryan

Mayor Mohammed opened a public hearing on Ordinance. Seeing no public comment, she closed the public hearing.

Motion made by Commissioner Cohen, seconded by Vice Mayor Clark, to approve item 6 as written. In a roll call vote, the motion passed unanimously.

7. Public Hearing: Wednesday, October 10, 2018 – 7:00 p.m. – Proposed Code Amendment Relating to Indemnification of Municipal Officials; Providing for Definition, Defense, and Indemnification, Actions Authorized., Duties of Officials, Non-liability of Town (SECOND HEARING) – Attorney Ryan, Vice Mayor Clark

Mayor Mohammed opened a public hearing on Ordinance. Seeing no public comment, she closed the public hearing.

Francine Sutherland Spoke
Discussion was held

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve item 7 as written. In a roll call vote, the motion passed unanimously.

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Chief Coker

Item was discussed

2. UPDATE: Fire Safety – Chief Kane

Item was discussed

3. UPDATE: Engineer's Report – Town Engineer Kunen

<<insert resolution 1 Mast Arm Project>>

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the first amendment. In a roll call vote, the motion passed unanimously.

<<insert resolution 2 Side walk, storm water improvements and road resurfacing >>

October 10, 2018

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the second amendment. In a roll call vote, the motion passed unanimously.

<<insert resolution 3 Bike Path, storm water improvements and rode resurfacing >>

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the third amendment. In a roll call vote, the motion passed unanimously.

<<insert resolution 4 - 52nd Avenue side walk project >>

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the fourth amendment. In a roll call vote, the motion passed unanimously.

<<insert Storage and More escrow agreement>>8:34

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

4. UPDATE: Status of Town Projects – Vice Mayor/ Public Services Commissioner Clark /Public Services Director Larson

Item was discussed

5. DISCUSSION: Annexation Update – Vice Mayor Clark

Item was Discussed

Meeting recessed at 9:23 p.m.

Meeting resumed at 9:30 p.m.

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

<<insert resolution>>

Motion made by Vice Mayor Clark to accept the Resolution. **Motion** died for lack of a second.

Vice Mayor Clark asked the item be added to the November Workshop agenda. Mayor Mohammed stated it would be discussed in a Special Meeting on October 24.

Mayor Mohammed read the letter provided by Vice Mayor Clark into the record.

<<insert letter? Note letter is attached?>>

Lilly Paige, local resident and Dick Spoth, Park Lake Estates Spoke

Item was discussed

October 10, 2018

7. DISCUSSION: Background Checks – Vice Mayor Clark

Item was discussed

8. DISCUSSION: Sign Variance Request by People's Pawn – Public Services Director Larson

Motion made by Commissioner Cohen, seconded by Vice Mayor Clark, to approve the sign variance for People's Pawn in accordance to the report as written by Todd Larson, In a roll call vote, the **motion** passed unanimously.

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

Attorney Ryan read the resolution.

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

This item was discussed.

10. ANNOUNCEMENT: Attorney/Client Session

Mayor Mohammed read the announcement regarding an Attorney/Client session into the record.

An Attorney/Client session will be held pursuant to Fla. Stat. 286.011(8) (2017), between Mayor Ashira Mohammed, Vice Mayor Howard P. Clark Jr., Clerk Commissioner Georgina Cohen, Interim Town Manager Bob Vitas, Town Attorney Chris Ryan and Special Litigation Counsel Jeff Hochman, Esq. of Johnson Anselmo and Special Litigation Counsel Donald J. Lunny Jr., Esq. of Brinkley Morgan to discuss settlement negotiations or strategy sessions related to litigation expenditures for pending judicial litigation in connection with:

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

Vs.

Town of Pembroke Park, Defendant.

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

Case No: CACE-18-021811 (13)

This Attorney/Client session shall commence at, or as soon as possible, on Monday, October 22, 2018 at 1:00 p.m. in Room 102, which is located in the Pembroke Park Town Hall, 3150 SW 52nd Avenue, Pembroke Park, Florida 33023 (954-966-4600). This Attorney/Client session shall last an estimated 1.0 hours. The only persons authorized to attend this Attorney/Client session pursuant to the above referenced law are Mayor Ashira Mohammed, Vice Mayor Howard P. Clark Jr., Clerk Commissioner Georgina Cohen, Interim Town Manager Bob Vitas, Town Attorney Chris Ryan and Special Litigation Counsel Jeff Hochman, Esq. of Johnson Anselmo

and Special Litigation Counsel Donald J. Lunny Jr., Esq. of Brinkley Morgan and the certified transcribing court reporter.

11. COMMISSIONER COMMENTS

None

12. ATTORNEY COMMENTS

None

13. TOWN MANAGER / PERSONNEL COMMENTS

None

14. EMERGENCY ITEMS

None

The meeting was adjourned at 10:18 P.M.

TOWN OF PEMBROKE PARK
Workshop Commission Meeting
Action minutes of November 1, 2018

A. CALL TO ORDER

3:12 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Cohen

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

I. AGENDA

24. DISCUSSION: Hold Harmless Agreement Professional Firefighters Association of South Florida – Attorney Ryan

Item was discussed

17. DISCUSSION: Classification and Compensation Plan – Vice Mayor Clark

Item was discussed

15. DISCUSSION: Promotions – Vice Mayor Clark

Item was discussed

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

Mayor Mohammed read the Announcement for the Record.

29. ANNOUNCEMENT: Public Hearing: Monday, November 5, 2018 – 7:00 P.M. – Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 (SECOND READING) – Attorney Ryan

November 1, 2018

Mayor Mohammed read the Announcement for the Record.

30. ANNOUNCEMENT: Public Hearing: Monday, November 5, 2018 – 7:00 P.M. – Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31. Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 (SECOND READING) – Attorney Ryan

Mayor Mohammed read the Announcement for the Record.

31. ANNOUNCEMENT: Public Hearing: Monday, November 5, 2018 – 7:00 P.M. – Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Right-of-Way; Requirements for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Enforcement Remedies (SECOND READING) – Attorney Ryan

Mayor Mohammed read the Announcement for the Record.

Item was discussed

34. PENDING BUSINESS

b. Thanksgiving Give Away

Item was discussed

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

Item was discussed

1. DISCUSSION: Bills over \$500 – Finance Department

Item was discussed

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

Item was discussed

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

Item was discussed

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

Not addressed.

5. DISCUSSION: Building Department Update – Building Official Corriveau

Not addressed.

6. DISCUSSION: Public Safety – Chief Coker

Not addressed.

7. DISCUSSION: B.S.O. Explorers' Training – Interim Town Manager Vitas

Not addressed.

8. DISCUSSION: Fire Safety – Chief Kane

Not addressed.

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

- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization (MPO) Update

Not addressed.

- b. FDOT/MPO Proclamation

Not addressed.

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

Item 10 was previously addressed.

11. DISCUSSION: Engineer's Report – Town Engineer Kunen

Not addressed.

12. DISCUSSION: Oglesby Preserve Lighting Project Recommendation of Award – Vice Mayor Clark / Public Services Director Larson / Town Engineer Kunen

Not addressed.

13. DISCUSSION: Ryan Park Walking Path FRDAP Application – Vice Mayor Clark / Public Services Director Larson / Town Engineer Kunen

Not addressed.

14. DISCUSSION: Value Store It After-Hours Concrete Pours – Town Engineer Kunen

Not addressed.

15. DISCUSSION: Promotions – Vice Mayor Clark

Item 15 was addressed previously.

a. Special recognitions – Pembroke Park Church of Christ, County Commissioner Barbara Sharief, Coca Cola, etc.

Not addressed.

b. Agro Eco Center/Community Garden Update

Not addressed.

c. Wellness Programs – Focal Point

Not addressed.

d. Winter Festival

Not addressed.

e. FITCE 2019

Not addressed.

f. One Blood Drive

Not addressed.

g. Relay for Life

Not addressed.

16. DISCUSSION: Minimum Living Wage Standard – Vice Mayor Clark / Interim Town Manager Vitas

Not addressed.

18. DISCUSSION: Legislative Update – Attorney Sigerson

Not addressed.

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

Not addressed.

20. DISCUSSION: Fire Contract – Vice Mayor Clark

Not addressed.

21. DISCUSSION: Training – Mayor Mohammed

Not addressed.

22. DISCUSSION: 5th Annual Health Fair – Mayor Mohammed

Not addressed.

23. DISCUSSION: Farm Share Food Distribution – Mayor Mohammed

Not addressed.

24. DISCUSSION: Hold Harmless Agreement Professional Firefighters Association of South Florida – Attorney Ryan

Item 24 was previously addressed.

25. DISCUSSION: Background Screening Policy – Attorney Ryan

Not addressed.

26. DISCUSSION: Interim Town Manager Contract Extension – Attorney Ryan

Not addressed.

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

Not addressed.

34. PENDING BUSINESS

- a. 60th Anniversary

Not addressed.

- b. Thanksgiving Give Away

Item previously addressed

- c. Toy Give Away

Not addressed.

- d. Eggstravaganza

Not addressed.

The meeting was adjourned at 4:22 p.m.

TOWN OF PEMBROKE PARK
Workshop Commission Meeting
Action minutes of January 2, 2019

A. CALL TO ORDER

3:00 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

Vice Mayor Clark; Commissioner Cohen;

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

D. ABSENT:

Mayor Mohammad/ Excused

A motion by Commissioner Cohen, Seconded by Vice Mayor Clark to adjourn the
meeting at 3:16 PM for lack of a quorum.

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

January 2, 2019

9. DISCUSSION: County Line Road Drainage Improvements - Vice Mayor Clark / Public Services Director Larson
10. DISCUSSION: Oglesby Preserve Lighting Project Contract with Imperial Electric - Vice Mayor Clark / Mayor Mohammed / Public Services Director Larson
11. DISCUSSION: Acceptance of Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson / Keith & Associates
12. DISCUSSION: 2019 Meeting Calendar – Mayor Mohammed
13. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen
14. PRESENTATION: Annual Financial Report for Year Ended September 30, 2017 – Grau & Associates
15. DISCUSSION: Florida Sheriff Association Joint Participation Agreement Vehicle Purchases: Two (2) F250 – Public Services Director Larson
16. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson
17. DISCUSSION: Annexation Update – Vice Mayor Clark / Attorney Sigerson
 - a. Petitions
 - b. Florida League of Cities: Annexation Subcommittee
18. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice Mayor Clark
 - a. Special Recognition: County Commissioner Barbara Sharief
 - b. Agro Eco Center/Community Garden/Orchard Signage Projects
 - c. 2019 One Blood Drive
 - d. Sister Cities International: Buchanan, Liberia
 - e. Wellness Programs – Focal Point
 - f. 2019 Winter Festival
 - g. FITCE 2019
 - h. Free Trade Zone
 - i. 2019 Relay for Life
 - j. Francophone/Francophile
19. DISCUSSION: Wage Reconsiderations for FY19 – Vice Mayor Clark/Interim Town Manager Vitas

January 2, 2019

20. DISCUSSION: Legislative Update and Priorities – Attorney Sigerson
21. DISCUSSION: Broward Sheriff's Office (BSO) Contract – Vice Mayor Clark/Attorney Parke
22. DISCUSSION: Text Messaging Archiving Service Agreement with Smarsh – Attorney Ryan
23. DISCUSSION: Purchase of Computer Equipment – IT Director Pakula
24. DISCUSSION: Interim Town Manager Contract Extension – Attorney Ryan
25. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan
26. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan
27. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan
28. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan
29. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for

January 2, 2019

Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

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

31. DISCUSSION: Commission and Board Meeting Minutes – Deputy Town Clerk Joseph

Discussion was held on all item above.

32. PENDING BUSINESS

- a. Eggstravaganza

No items were discussed.

Adjourned at 3:16PM

TOWN OF PEMBROKE PARK

Workshop Commission Meeting
Action minutes of January 7, 2019

- A. CALL TO ORDER 3:00 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

28. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-10, Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan
29. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan
30. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 2436, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan
31. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-

January 7, 2019

Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies – (SECOND READING) – Attorney Ryan

14. DISCUSSION: Employee Benefits – Benefits Coordinator Rosen
 22. DISCUSSION: Broward Sheriff's Office (BSO) Contract – Vice Mayor Clark/Attorney Parke
 1. DISCUSSION – Bills over \$200 – Finance Department
 2. DISCUSSION: Finance & Budget Update – Interim Town Manager Vitas / Administrative Services Director Joseph
 3. DISCUSSION: Business Tax Receipt and Billing Update – Business Tax/Billing Clerk Grooms
 4. DISCUSSION: Code Enforcement Department Update – Chief Code Enforcement Officer Louis
 5. DISCUSSION: Building Department Update – Building Official Corriveau
 6. DISCUSSION: Public Safety – Chief Coker
 7. DISCUSSION: Fire Safety – Chief Kane
 8. DISCUSSION: Status of Town Projects – Vice Mayor Clark / Public Services Director L
 - a. FDOT/MPO Update
 13. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen
 9. DISCUSSION: County Line Road Drainage Improvements - Vice Mayor Clark / Public Services Director Larson
 10. DISCUSSION: Oglesby Preserve Lighting Project Contract with Imperial Electric - Vice Mayor Clark / Mayor Mohammed / Public Services Director Larson
- ** Commissioner Cohen left at 5:02 p.m.
11. DISCUSSION: Acceptance of Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson / Keith & Associates
 12. DISCUSSION: 2019 Meeting Calendar – Mayor Mohammed
 15. PRESENTATION: Annual Financial Report for Year Ended September 30, 2017 – Grau & Associates
 16. DISCUSSION: Florida Sheriff Association Joint Participation Agreement Vehicle Purchases: Two (2) F250 – Public Services Director Larson
 17. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson
 18. DISCUSSION: Annexation Update – Vice Mayor Clark / Attorney Sigerson

January 7, 2019

- a. Petitions
 - b. Florida League of Cities: Annexation Subcommittee
19. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice Mayor Clark
- a. Special Recognition: County Commissioner Barbara Sharief
 - b. Agro Eco Center/Community Garden/Orchard Signage Projects
 - c. 2019 One Blood Drive
 - d. Sister Cities International: Buchanan, Liberia
 - e. Wellness Programs – Focal Point
 - f. 2019 Winter Festival
 - g. FITCE 2019
 - h. Free Trade Zone
 - i. 2019 Relay for Life
 - j. Francophone/Francophile
20. DISCUSSION: Wage Reconsiderations for FY19 – Vice Mayor Clark/Interim Town Manager Vitas
21. DISCUSSION: Legislative Update and Priorities – Attorney Sigerson
23. DISCUSSION: Text Messaging Archiving Service Agreement with Smarsh – Attorney Ryan
24. DISCUSSION: Purchase of Computer Equipment – IT Director Pakula
25. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/Attorney Ryan
26. DISCUSSION: Interim Town Manager Contract Extension – Attorney Ryan
27. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan
32. ANNOUNCEMENT: Public Hearing: Wednesday, January 9, 2019; Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances – (SECOND READING) – Attorney Ryan
33. DISCUSSION: Commission and Board Meeting Minutes – Deputy Town Clerk Joseph
34. PENDING BUSINESS
- a. Eggstravaganza

Discussion was held on all items above.

Adjourned at 5:50 P.M



DRAFT

WORKSHOP COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, MARCH 13, 2019 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:08 P.M.

ROLL CALL

PRESENT

VICE MAYOR
COMMISSIONER
COMMISSIONER
COMMISSIONER

HOWARD P. CLARK, JR.
GEORGINA COHEN
REYNOLD DIEUVEILLE
JEFFREY JACOBS

STAFF

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

CHRISTOPHER J. RYAN
DAVID SIGERSON
NATASHA JOSEPH
TODD LARSON
XXX MCKINE
HARRY TAUBENFELD
MICHAEL MILLER
CHIEF STEPHANIE COKER
CHIEF MICHAEL KANE
JEFFREY LOUIS
ALAN CORRIVEAU
MICHELLE GROOMS

ABSENT

MAYOR

ASHIRA MOHAMMED

I. CONSENT AGENDA

1. Bills over \$500 – Finance Department
2. Authorizing the Town to Go Out for Bids for General Electrical Services – Mayor Mohammed
3. Authorizing the Town to Participate in the Broward League of Cities 62nd Annual Gala in the Amount Not to Exceed \$2,500 – Mayor Mohammed
4. Authorizing the Town to Purchase Replacement Computer Server Backup Batteries in the Amount Not to Exceed \$1,350 – IT Director Pakula
5. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SYLVA CONSULTING INCORPORATED FOR CLOUD STORAGE FOR DOCUMENTS; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan
6. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH PANDA ADAPTIVE DEFENSE FOR MALWARE SOFTWARE; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan
7. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH MODCOMPU, INC. DBA CSPI TECHNOLOGY SOLUTIONS FOR ELECTRONIC MAIL ARCHIVING; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan
8. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SMARSH, INC. FOR TEXT MESSAGING ARCHIVING; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan
9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN

AGREEMENT WITH DILIGENT CORPORATION FOR MEETING MANAGEMENT SOLUTIONS; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSCEDING CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE. – Attorney Ryan

Commissioner Cohen asked that item nine (9) be removed from the Consent Agenda to be discussed at the next meeting.

Motion by Commissioner Cohen, seconded by Commissioner Jacobs to approve the Consent Agenda with item nine (9) removed. In a roll call vote, the motion passed unanimously.

Vice Mayor Clark stated item nine (9) would be discussed at the March 20 Special Meeting.

II. REMARKS FROM THE GENERAL PUBLIC

None.

III. PUBLIC HEARINGS AS SCHEDULED

None.

IV. REGULAR AGENDA

1. RESOLUTION: Entering into an Actuarial Services Agreement with Foster and Foster, Inc. – Attorney Ryan

Mr. Ryan read the Resolution by title only.

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

2. RESOLUTION: Selecting Southeastern Fence Corp. for Acro-Eco Orchard at Ryan Park – Attorney Ryan

Mr. Ryan stated staff has gotten proposals for the fence at the orchard from three (3) contractors, and recommends Southeastern Fence Corp.

Mr. Ryan read the Resolution by title only.

Commissioner Cohen asked for a photo of the fence.

Mr. Larson pointed the Commissioners to the backup in their Board book. He stated it will be a standard six (6) foot chain-link fence with gates where the walkways are. He noted it will match the existing fence around the area.

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

3. RESOLUTION: 43rd Year Community Development Block Grant: First Amendment Time Extension for the Raymond P. Oglesby Preserve Lighting Project – Attorney Ryan

Mr. Ryan stated as discussed in the Workshop, this is an extension of time to complete the project, moving the deadline to June 30, 2019.

Mr. Ryan read the Resolution by title only.

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

4. RESOLUTION: 44th Year Community Development Block Grant Agreement for Tot Lot – Attorney Ryan

Mr. Ryan stated Broward County has approved the Town for funding for a Tot Lot and has sent an agreement to be signed.

Mr. Ryan read the Resolution by title only.

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

5. RESOLUTION: Authorizing the Public Services Director to Approve Town Purchases in the Amount Less Than \$500 – Vice Mayor Clark / Mayor Mohammed / Attorney Ryan

Mr. Ryan noted since there is not currently a Town Manager, someone needs to be in place who is able to authorize spending.

Mr. Ryan read the Resolution by title only.

In response to a question from Commissioner Cohen, Mr. Ryan stated this item was previously discussed but not adopted.

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

6. RESOLUTION: Authorizing the Approval of the Second Amendment to the Exclusive Franchise Agreement with Waste Management, Inc. of Florida – Attorney Ryan

Mr. Ryan read the Resolution by title only.

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

V. COMMISSIONER COMMENTS

Vice Mayor Clark welcomed the new Commissioners and said he is looking forward to having a full Commission next Wednesday.

Commissioner Cohen congratulated the new Commissioners and said she is looking forward to working with them.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER/PERSONNEL COMMENTS

Ms. Joseph stated the Relay for Life will be April 5 and 6 in conjunction with Hollywood and Pembroke Pines. She said she will look into what Hallandale is doing.

VIII. EMERGENCY ITEMS

None.

Motion by Commissioner Cohen, seconded by Commissioner Jacobs to adjourn. In a roll call vote, the motion passed unanimously.

The meeting was adjourned at 7:34 p.m.

Approved _____

Date

Mayor/Councilmember

Town Clerk

TOWN OF PEMBROKE PARK
Workshop Commission Meeting
Action Minutes of May 1, 2019

A. CALL TO ORDER: 7:09 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

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

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

1. DISCUSSION: Bills Over \$500.00 - Finance Department
2. DISCUSSION: Finance & Budget Update - Finance Department
3. DISCUSSION: Business Tax Receipt and Billing Update - Business Tax/ Billing Clerk
Grooms
4. DISCUSSION: Code Enforcement Department Update-Chief Code Enforcement Officer
Louis
 - a. Florida Association of Code Enforcement Conference
5. DISCUSSION: Building Department Update - Building Official Corriveau
Item not discussed
6. DISCUSSION: Parks Department Update - Parks' Supervisor McKine
Item not discussed
7. DISCUSSION: Information Technology-IT Director Pakula
 - a. Meeting and Agenda Management: IPads, Video System, and Wireless Access
Point
 - b. Site and Building Plan Editing Software
Item was discussed
8. DISCUSSION: Public Safety- Chief Coker

Item was discussed
9. DISCUSSION: Fire Safety-Chief Kane

Item were discussed

Meeting Recessed 8:28 P.M.
Meeting Resumes 8:32 P.M.

May 1, 2019

10.DISCUSSION: Status of Town Projects -Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson

- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update - Vice-Mayor Clark/ Public Services Director Larson

Item was discussed

11.DISCUSSION: Capital Improvement Plan Amendment - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson

Item was discussed

12.DISCUSSION: Annexation Update- Vice-Mayor Clark /Attorney Sigerson

- a. Petitions
- b. Legislative Update

Item was discussed

13.DISCUSSION: International Promotions, Businesses, Community Involvement- Vice-Mayor/Public Services Commissioner Clark

- a. Special Recognition for Pembroke Park Church of Christ
- b. Agro Eco Center/Community Garden/ Orchard Fence

INFORMATIONAL

- c. Wellness Programs -Focal Point and Aging and Disability Resource Center (ADRC)
- d. 2019 Winter Festival
- e. FITCE 2019
- f. Free Trade Zone - Branding
- g. Francophone/Francophile

All items were discussed

14.DISCUSSION: Broward Sheriff Office (BSO) Contract- Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke

Item was discussed

15.DISCUSSION: Wage Reconsiderations for FY19 - Vice-Mayor Clark/ COORC

Item was discussed

16.DISCUSSION: Purchasing Manual - Vice-Mayor Clark/ COORC

Item was discussed

17.DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. - Vice-Mayor Clark/ Attorney Ryan

Item was discussed

May 1, 2019

18.DISCUSSION: Permanent Interim Town Manager Search- Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan

Item was discussed

19.DISCUSSION: 2019 City Catalyst Grants-Mayor Mohammed

Item were discussed

20.DISCUSSION: National League of Cities Prescription Discount Program- Commissioner Jacobs

Item was discussed

21.PENDING BUSINESS

a. Events Calendar

Items were discussed

ADJOURNMENT: 9:18 P.M.

TOWN OF PEMBROKE PARK

Workshop Commission Meeting

Action minutes of June 5, 2019

A. CALL TO ORDER

6:04 P.M.

B. PLEDGE OF ALLEGIANCE:

Vice Mayor Clark

C. ROLL CALL:

Mayor Mohammad (Late); Vice Mayor Clark; Commissioner Cohen; Clerk Commissioner Jacobs

Attorney Ryan; Town Consultant Sigerson; Public Services Director Larson; Fire Safety Consultant Planner Miller; Administrative Service Director/ Deputy Clerk Joseph; Chief Code Officer Louis; Budget / Finance Director Taubenfeld, Attorney Parke; Billing Clerk Grooms; Sargent Di Giovanni; Building Official Corriveau

D. ABSENT:

Commissioner Dieuveille; Chief Coker

E. AGENDA

1. DISCUSSION: Approval of Bills \$500.00 – Finance Department

2. DISCUSSION: Finance & Budget Update – Finance Department

Mayor Mohammad arrived 6:07 P.M.

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

a. Waiver Request - Docs, LLC

b. Waiver Request - Gig Ice Cream Distributors

19. DISCUSSION: Site Development Plan Modification – Westwind II Industrial Complex - TowerCom 120-Foot Cell Tower – Consultant Town Planner Miller

11. DISCUSSION: Sign Variance Request for 3151 WHBB, LLC a.k.a MOIL Station – Public Services Director Larson

23. DISCUSSION: Broward Sheriff Office (BSO) Contract – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke

18. DISCUSSION: Site Plan Modification – Coca Cola – Approval of Early Start – Vice-Mayor/Public Services Commissioner Clark/ Mayor Mohammed/ Clerk-Commissioner Jacobs/ Public Services Director Larson

24. DISCUSSION: Wage Reconsiderations for FY19 – Vice-Mayor Clark/ COORC

- a. Presentation: AIM HR Solutions
 - b. Presentation: Evergreen Solutions, LLC
 - c. Presentation: Lagom HR Perform Precisely
21. DISCUSSION: Legislative Update – Vice-Mayor Clark /Attorney Sigerson
- a. Petitions
 - b. Annexation
8. DISCUSSION: Public Safety – Sgt. Di Giovanni
9. DISCUSSION: Fire Safety – Chief Kane
5. DISCUSSION: Building Department Update – Building Official Corriveau
6. DISCUSSION: Parks Department Update – Parks’ Supervisor McKine
4. DISCUSSION: Code Enforcement Department Update – Chief Code Enforcement Officer Louis
7. DISCUSSION: Information Technology – IT Director Pakula
- a. Meeting and Agenda Management: Video System
 - b. Meeting and Agenda Management: Accessories
12. DISCUSSION: Building Permit Fee Waiver Master Process #83787 – Willie Mae Jenkins – Public Services Director Larson
10. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update – Vice-Mayor Clark/ Public Services Director Larson
13. DISCUSSION: Irrigation Pump Replacement at Raymond P. Oglesby Preserve – Public Service Director Larson
18. DISCUSSION: Reduction of Fees Master Process # 89979 – Gregg Luesby – Public Services Director Larson
16. DISCUSSION: Design and Remodeling Budget Code – Public Services Director Larson
20. DISCUSSION: Capital Improvement Plan Amendment - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
17. DISCUSSION: Bid Award for Miscellaneous Electric Services – Public Services Director Larson
22. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor/Public Services Commissioner Clark
- a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, and Professional Firefighters Association
 - b. Agro Eco Center/Community Garden/ Orchard Fence

INFORMATIONAL

- c. Wellness Programs – Focal Point and Aging and Disability Resource Center (ADRC)
- d. 2019 Winter Festival
- e. FITCE 2019
- f. Free Trade Zone – Branding
- g. Francophone/Francophile

- 25. DISCUSSION: Purchasing Manual – Attorney Ryan
- 26. DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. – Vice-Mayor Clark/ Attorney Ryan
- 27. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan
- 28. DISCUSSION: Appointing Assistant Finance & Budget Director Search – Vice-Mayor Clark/ Attorney Ryan
- 29. DISCUSSION: Memorandum of Understanding Regarding Collaborative Study – Mayor Mohammed/Attorney Ryan
- 31. DISCUSSION: 93RD Annual Florida League of Cities Conference and Voting Delegate – Mayor Mohammed
- 32. DISCUSSION: Legal Updates – Attorney Ryan
 - a. Town Meeting Minutes
 - b. CDBG Subpoena Duces Tecum
 - c. Hiring Procedure for Town Contract Administrator
 - d. 2019 Local Option Gas Tax Agreements
- 33. DISCUSSION: Florida League of Cities Fall Fast-In to Washington D.C. – Commissioner Jacobs
- 30. DISCUSSION: Insurance Claims: Public Adjuster – Mayor Mohammed
- 14. DISCUSSION: Hiring of Structural Inspector for Building Department – Public Services Director Larson

Discussion was held on the above items.

Adjournment:

11:15 P.M.

WORKSHOP COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

WEDNESDAY, JULY 3, 2019 – 6:00 P.M.

AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

1. DISCUSSION: Approval of Bills \$500.00 – Finance Department
2. DISCUSSION: Finance & Budget Update – Finance Department
3. DISCUSSION: Bank Account for Telecommunication Service Providers – Finance Department
4. DISCUSSION: Business Tax Receipt and Billing Update – Business Tax/ Billing Clerk Grooms
 - a. FY 17-18 Inactive Accounts
 - b. Sign Variance Accounts
5. DISCUSSION: Code Enforcement Department Update – Chief Code Enforcement Officer Louis
6. DISCUSSION: Parks Department Update – Parks' Supervisor McKine
7. DISCUSSION: Public Safety – Chief Coker
8. DISCUSSION: Fire Safety – Chief Kane
9. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
 - a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update – Vice-Mayor Clark/ Public Services Director Larson
 - b. Metropolitan Planning Organization (MPO)
10. DISCUSSION: Sign Variance Request for 3180 WHBB, LLC Moil Station- Public Services Director Larson
11. DISCUSSION: 44th Year Community Development Block Grant (CDBG) Bid Award – Public Services Director Larson
12. DISCUSSION: Disaster Debris Removal and Disposal Services Bid Award – Public Services Director Larson
13. DISCUSSION: Site Plan Modification – Coca Cola Beverages Florida, LLC – Consultant Town Planner Miller
14. DISCUSSION: Site Development Plan Modification – 4250 W. Hallandale Beach Blvd Commercial Complex - Consultant Town Planner Miller

15. DISCUSSION: Capital Improvement Plan Amendment - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
16. DISCUSSION: 2019 Healthy Community Champions Recognition Program – Vice Mayor Clark/ Public Services Director Larson
17. DISCUSSION: Legislative Update – Vice-Mayor Clark /Attorney Sigerson
 - a. Petitions
 - b. Annexation
18. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor/Public Services Commissioner Clark
 - a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association, and Club Richelieu
 - b. Agro Eco Center/Community Garden/ Food Forest/ Grants

INFORMATIONAL

 - c. Wellness Programs – Focal Point and Aging and Disability Resource Center (ADRC)
 - d. 2019 Winter Festival – Club Richelieu
 - e. FITCE 2019
 - f. Free Trade Zone – Branding
 - g. Francophone/Francophile
19. DISCUSSION: Broward Sheriff Office (BSO) Contract – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke
20. DISCUSSION: Broward Sheriff Office (BSO) Contract Issues – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke
21. DISCUSSION: Purchasing Manual – Attorney Ryan
22. DISCUSSION: Contracts – Mayor Mohammed/ Vice Mayor Clark/ Attorney Ryan
23. DISCUSSION: Request for Proposals for Human Resource Consulting Services – Attorney Ryan
24. DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. – Vice-Mayor Clark/ Attorney Ryan
25. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan
26. DISCUSSION: Edward Byrne Memorial Justice Assistance Grant-Countywide (JAG-C) – Mayor Mohammed/ Attorney Ryan
27. DISCUSSION: 2019 Mayors National Youth Summit – Mayor Mohammed

28. DISCUSSION: Memorandum of Understanding Regarding Collaborative Study – Mayor
Mohammed/Attorney Ryan

29. DISCUSSION: Broward County Supervisor of Elections – Arrangement for Temporary Use of
Facility – Deputy Town Clerk Joseph

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

Dierdre Davis

From: ashira mohammed <ashira.ann@gmail.com>
Sent: Monday, July 1, 2019 10:20 PM
To: Natasha Joseph
Cc: CHRISTOPHER RYAN; Ambassadorclark; Georgina Cohen; Georgina Cohen; Geoffrey Jacobs; Reynold Dieuville; administrative temp; commission.asst; Todd Larson; Michael Seiger [mseiger@ryanlawfl.com]; Michelle Grooms; Alan Corriveau; jeffrey louis; Finance Director; Stephanie Woodbury; ABE1D@AOL.COM; Desinda Wood-carper; Stephanie_Coker@sheriff.org; Michael Miller; Michael_kane@sheriff.org; accountrec; accountpay; Myriam Jacques; Lucie Manzerolle; Miguel A. Nunez
Subject: Re: **DO NOT RESPOND/REPLY TO ALL ** - COMMISSION MEETING - WEDNESDAY, JULY 3, 2019 AT 6:00 P.M.

Hi

I've reviewed the agenda and still do not see the town's emergency management plan on the agenda. I asked for this item to be placed on the agenda repeatedly. Please update to include discussion on this item....as I will be discussing this item next week when I return...

Thank you

Sent from my iPhone

On Jul 1, 2019, at 12:17 PM, Natasha Joseph <njoseph@townofpembrokepark.com> wrote:

Slight Correction -

From: Natasha Joseph
Sent: Monday, July 1, 2019 5:53 PM
To: CHRISTOPHER RYAN; ashira.ann@gmail.com; Ambassadorclark; Georgina Cohen; Georgina Cohen; Geoffrey Jacobs; Reynold Dieuville; administrative temp
Cc: commission.asst; Todd Larson; Michael Seiger [mseiger@ryanlawfl.com]; Michelle Grooms; Alan Corriveau; jeffrey louis; Finance Director; Stephanie Woodbury; 'ABE1D@AOL.COM'; 'Desinda Wood-carper'; 'Stephanie_Coker@sheriff.org'; 'Michael Miller'; 'Michael_kane@sheriff.org'; accountrec; accountpay; Myriam Jacques
Subject: RE: **DO NOT RESPOND/REPLY TO ALL ** - COMMISSION MEETING - WEDNESDAY, JULY 3, 2019 AT 6:00 P.M.

Please find attached to this email the Workshop Commission Meeting agenda

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

TOWN OF PEMBROKE PARK

Workshop Commission Meeting
Action minutes of August 12, 2019

A. CALL TO ORDER

7:33 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen; Commissioner Dieuveille

Attorney Ryan; Town Manager Muse – Salters, Public Services Director Larson;; Fire Safety Chief Kane; Consultant Planner Miller; Administrative Service Director Joseph; Chief Code Officer Louis; Budget / Finance Director Taubenfeld, Attorney Parke, I.T. Director Pakula; Interim Building Official Nunez; Billing Clerk Grooms; Lieutenant De Giovanni

D. ABSENT:

Clerk Commissioner Jacobs/ Excused

E. AGENDA

1. Approval of Bills \$500.00 – Finance Department
2. Finance & Budget Update – Finance Department
18. Broward Sheriff Office (BSO) Contract – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke
19. Broward Sheriff Office (BSO) Contract Issues – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke
7. Information Technology Update – IT Director Pakula
 - a. Document Imaging Project
 - b. Computer Software – Office 365
 - c. Website
6. Building Department Update – Interim Building Official Nunez
5. Building Plan Review and Inspection Services - Public Services Director Larson
3. Business Tax Receipt and Billing Update – Business Tax/ Billing Clerk Grooms
 - a. FY 17-18 Inactive Accounts
 - b. Update on Public Information Request
 - c. Sign Variance Credit Balances

- d. Update Status of Minutes
 - e. Waiver Request – Just Insurance Brokers
 - f. Waiver Request – Lift Masters
- 6. Code Enforcement Department Update – Chief Code Enforcement Officer Louis
 - 8. Parks Department Update – Parks' Supervisor McKine
 - 9. Public Safety – Chief Coker
 - 10. Fire Safety – Chief Kane
 - 11. Status of Town Projects –Vice-Mayor Clark/ Public Services Director Larson
 - a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update – Vice-Mayor Clark/ Public Services Director Larson
 - b. Metropolitan Planning Organization (MPO)
 - 12. Disaster Debris Removal and Disposal Services Bid Award – Public Services Director Larson
 - 13. Capital Improvement Plan Amendment - Vice-Mayor Clark/ Public Services Director Larson
 - 14. 2019 Healthy Community Champions Recognition Program – Vice Mayor Clark/ Public Services Director Larson
 - 15. Legislative Update – Vice-Mayor Clark /Attorney Sigerson
 - 16. International Promotions, Businesses, Community Involvement – Vice Mayor Clark
 - a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association, and Club Richelieu
 - b. Agro-Eco Center/Community Garden/ Food Forest/ Grants
 - c. Exercise and Playground Equipment

INFORMATIONAL

- d. Wellness Programs – Focal Point and Aging and Disability Resource Center (ADRC)
 - e. 2019 Winter Festival – Club Richelieu
 - f. FITCE 2019
 - g. Free Trade Zone – Branding
 - h. Francophone/Francophile
- 17. Agriculture Education and Promotion Facility Funding and 2019-20 Legislative Appropriations - Vice Mayor Clark/ Public Service Director Larson
 - 20. Contracts – Mayor Mohammed/ Vice Mayor Clark/ Attorney Ryan
 - 21. Resurfacing Exterior of Town Hall – Mayor Mohammed

22. 2019 Mayors National Youth Summit Update – Mayor Mohammed
23. Town Vehicle Policy – Mayor Mohammed
24. Alcoholic Beverage Sales Extended Hours Licenses – Annual Fees – Consultant Town Planner Miller
25. Seneca Commerce Center (SCC) – Right-of-Way Encroachment Agreement – Consultant Town Planner Miller
26. Sign Code Analysis – Consultant Town Planner Miller
27. Koinonia Worship Center Expansion Project – Consultant Town Planner Miller
28. Surplus and Salvage Equipment – Deputy Town Clerk Joseph
29. Florida Department of Transportation Revised Fiscal Year 2019-2020 Work Order for Street Lighting and Maintenance - Public Services Director Larson
30. Recognition for Streets, Roads, and Parks for Assisting in the Argo-Eco Garden - Vice-Mayor Clark/ Public Services Director Larson
31. Execution of CDBG 45th Year (Preserve Park ADA Prefab Restroom Building) – Public Services Director Larson
32. Recommendation for Added Units - ITB 19-03 CDBG 44th Year Preserve Tot Lot Playground - Public Services Director Larson
33. Execution of First Amendment to 44th Year CDBG Agreement Preserve Tot Lot Playground – Attorney Ryan/ Public Services Director Larson

Discussion was held on the above items.

F. COMMISSIONER COMMENTS

Discussion was held

G. TOWN MANAGER/ PERSONNEL COMMENTS

Discussion was held

H. PUBLIC COMMENTS

None

Discussion was held on all items

Adjournment:

10:43 P.M.

WORKSHOP COMMISSION MEETING TOWN OF PEMBROKE PARK

MONDAY, AUGUST 12, 2019 - 7:00 PM

AMENDED AGENDA

CALL TO ORDER: 7:33 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	COMMISSIONER	REYNOLD DIEUVEILLE
	CLERK COMMISSIONER	GEORGINA COHEN
STAFF:	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	TOWN ATTORNEY	ANDRE PARKE
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	BUDGET/FINANCE DIRECTOR	HARRY TAUBENFELD
	INFORMATION TECH DIRECTOR	MARK PAKULA
	INTERIM BUILDING OFFICIAL	MIGUEL NUNEZ
	BILLING CLERK	MICHELLE GROOMS
	ASSISTANT PUBLIC WORKS DIRECTOR	MARIAM JACQUES
	TOWN PLANNER	MICHAEL MILLER
	PUBLIC SAFETY OFFICER	CHIEF COKER
	FIRE SAFETY	CHIEF KANE
ABSENT:	CLERK COMMISSIONER	GEOFFREY JACOBS/ EXCUSED

1. DISCUSSION: Approval of Bills \$500.00- Finance Department

In response to questioning by Mayor Mohammad, Attorney Ryan stated that there has not been any change on the Progressive Waste Litigation. Attorney Ryan stated that a report was sent to them with what needed to be done with the rehabilitation of the building and also the storm water drainage; to date neither project has been completed. A letter was sent from Attorney Hawkman who is the Lead Council for the Town asking for an update. They responded stating that they are having it evaluated and will get it done. The court filed a "Motion to Dismiss" the matter in the event there is no progress. The discussion continued.

In response to questioning by Commissioner Cohen, Director of Public Director Todd Larson stated that the irrigation pump was replaced at the preserve.

2. DISCUSSION: Finance & Budget Update – Finance Department

Budget/Finance Director Harry Taubenfeld stated that in his review, he has nothing new to report other than the few accounts that have exceeded their budgeted amount. Mr. Taubenfeld stated that for revenue year end, it appears that the Town may be slightly short, around Two

Hundred Fifty Thousand dollars (\$250,000.00) to Three Hundred Thousand (\$300,000.00) in total revenue when discussing the general funds and enterprise funds. He continued to state that the savings on the expense side should offset any revenue short falls the Town may have come year end. In response to questioning from Mayor Mohammad, Mr. Taubenfeld stated that he's removed the Building Department out of the general fund which shows that there is a surplus of funds of Four hundred Thousand dollars (\$400,000.00) in revenue over expenses.

In responding to Mayor Mohammad, Administrative Services Director, Natasha Joseph stated that employee vacation buy backs are done every June and November, but this year they are running behind. Mayor Mohammad is authorizing employee vacation buy outs, Ms. Joseph stated that she will get with Ms. Price and get two (2) weeks' vacation information to the employees and have them sign. (Inaudible)

Budget/Finance Director Harry Taubenfeld stated that in preparing for next year's budget, he's requesting for budgeted events.

Mayor Mohammad suggested that she would like the commissioners to think about hosting their own events and market themselves with in their Districts, along with participating group commission events. Mayor Mohammad stated that she will bring this up for discussion again next week.

3. DISCUSSION: Broward Sheriff Office (BSO) Contract Issues- Vice Mayor-Lead Commissioner Clark/Lead Attorney Parke

Attorney Andre Parke provided an update of the Contract Issues and stated that he has been in communication with BOS regarding such; the only reply he received was that BOS is not a local Governmental entity covered under Chapter 164, therefore Conflict of Resolution was not needed. Attorney Parke requested to speak with them regarding all issues, no reply as of yet. The discussion continued

Currently there are two (2) issues. An unresolved dispute where the commission will need to make a determination as to how to move forward, this issue remains open. The second issue is the overcharge for services. The discussion continued.

4. DISCUSSION: Broward Sheriff Office (BSO) Contract - Vice Mayor-Lead Commissioner Clark/Lead Attorney Parke

Attorney Parke stated that there was an issue regarding the City of West Park Fire Service Contract. BSO indicated that they will no longer be paying fifty percent (50%) for their Fire Services, where it's been indicated from The Town that we will only be paying for forty percent

(40%), which is off of the empirical data. Vice Mayor Clark suggested passing the dispute on the agenda for August 26th, 2019. The discussion continued.

IT Director Mark Paulka stated that the Town has a Master Calendar that everyone can utilize. He indicated that there are two separate calendars one is for personal the other is the Master Calendar which is for the entire town. Mr. Paulka stated that there was a glitch in the system that was fixed and verified that it was running by checking everyone's computer. The discussion continued

Mayor Mohammad stated that she would like Mr. Paulka to schedule a group training this Wednesday and would like the program installed on each Commissioners phone. The discussion continued.

5. DISCUSSION: Information Technology Update- IT Director Pakula

a. Document Imaging Project

Information Technology Director Mark Paulka provided a brief history of the document imaging projects plan to scan all documents, and to eventually scan all documents for the public portal/ public document request directed by the Commission. Mr. Paulka stated that he's received three quotes between the price ranges of Sixty Thousand Dollars (\$60,000.00) to One Hundred Thousand dollars (\$100,000.00). In responding to Mr. Paulka question, Mayor Mohammed stated an RFP is needed.

b. Computer Software – Office 365

Information Technology Director Mark Paulka is requesting permission from the Commission to move forward with starting the migration from our old legacy servers to Office 365. He's started the design feature which would entail a mirrored server (Fault Tolerance), one server would be located in this building, and the other server will be up in the cloud. The discussion continued

In response to questioning by Mayor Mohammad, Mr. Paulka stated that he will get pricing regarding the Governmental (G3) or(G5) licenses for the Office 365 before the 26th of August. The discussion continued.

c. Website

Information Technology Director Mark Paulka stated that he and Commissioner Jacobs will be meeting with three (3) vendors on August 23rd from 9 A.M. to 1 P.M. to get an overview of the web designer's functionality. The discussion continued.

6. DISCUSSION: Building Department Update- Interim Building Official Nunez

Interim Building Official Miguel Nunez stated that the Administrative Staff are looking for avenues on how to reduce and stabilize our budget. One item that was proposed was to move from having an independent contractor to a part time inspector and plans examiner. Mr. Nunez stated that they have provided a draft ordinance to Public Services Director Todd Larson, about how to increase getting additional points on the (Community Rating System) CSR which will also assist in saving flood insurance for our residence. The discussion continued

Mr. Nunez stated that the proposed budget will be constantly reviewed the next three (3) years to monitor the proposed savings. The discussion continued.

7. DISCUSSION: Building Plan Review and Inspection Services-Public Service Director Larson

This was previously discussed on the other agenda

8. DISCUSSION: Business Tax Receipt and Billing Update- Business Tax/Billing Clerk Grooms

8:22-8:49:08

- a. FY 17-18 Inactive Accounts
- b. Update on Public information Request
- c. Sign Variance Credit Balances
- d. Update Status of minutes
- e. Waiver Request- Just insurance Brokers
- f. Waiver Request – Lift masters

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

Chief Code Enforcement Officer Louis gave a brief description of the different categories of Code Enforcement. Incidents are complaints or calls that are looked into or are working on the case, but no written notice of violation has been issued. New Code Cases are opened notice of violation for and pursuing through the Code Board for citation. Ongoing cases are opened notice of violations and are pursuing through the code board. Mr. Louis stated that for the month of July there are currently 6 (six) new cases and (3) three closed cases. The next Code Board hearing is August 22, 2019.

10. DISCUSSION: Parks Department Update – Parks' Supervisor McKine

No Discussion Held.

11. DISCUSSION: Public Safety – Chief Coker

Public Safety office Chief Coker provided an update as to how their department is getting ready for back to school on Wednesday. Chief Coker stated that her staff did a walk thru through the

schools to familiarize themselves with the layout of the school; they also created an operational plan which includes enforcing oncoming traffic to slow down while in school zones.

For the month of July, Chief Coker stated that there have been five hundred fifty eight (558) calls of service, thirty four (34) accident investigations and ninety (90) citations. In the mobile home parks, there have been a total of two (2) residential burglaries and overall for the Town, there have been a total of nine (9) incidents, four (4) car thefts, one (1) truck theft, one (1) business burglary and one (1) homicide. The discussion continued.

Chief Coker gave a brief description regarding Sheriff Gregory Tony's Initiatives which included the Marjory Stoneman Program Committee, school safety, Real Time Crime Center and an Eight Pack Leading Control Center. Chief Coker also indicated that there will be a new Training Facility being built in Fort Lauderdale. The discussion continued.

Chief Coker stated that there is a community awareness gathering called Drive Way Initiative on August 20, 2019 starting at 6:30 P.M. at Pembroke Park Apartments. The discussion continued.

12. DISCUSSION: Fire Safety – Chief Kane

Chief Kane stated that seventy one (71) kids from The Town of Pembroke Park attended the Summer Sizzle which was a one day Fire Safety Camp located in Coral Springs, FL.

Chief Kane said a few words of remembrance on the Memory of Captain Kerr for his nineteen (19) years of service to the Town of Pembroke Park. Commissioner Cohen suggested to Vice-Mayor Clark to do a proclamation for Captain Kerr, Vice Mayor Clark agreed.

Chief Kane will present his statistics at the Regular Meeting Monday August 26th.

13. DISCUSSION: Status of Town Projects- Vice-Mayor Clark/ Public Service Director Larson

- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update- Vice mayor Clark/ Public Services Director Larson
- b. Metropolitan Planning Organization (MPO)

Vice Mayor Clark stated that the FDOT sent a letter to the Mayor and Commissioners thanking them for the proclamation that was presented.

Vice Mayor Clark stated that he and Director of Public Services Todd Larson will attend an MOP meeting on September 18, 2019 at 9:30 A.M. in which they will present all projects. Vice mayor Clark stated that he would like to connect all bicycle pass with the walking trails. The discussion continued.

Director of Public Services Todd Larson stated that a letter was received from the State of Florida regarding three (3) projects that was applied from HMGP, have been moved to Tier 1 which are being processed for funding. The three (3) projects are as follows;

Town Hall Hardening, this project will cover the windows, doors and the generator. The elevator upgrade was not approved. Mr. Larson stated that he is working on getting the paperwork completed for the questions asked.

John P Lyons Drainage – Mr. Larson stated that the pump station and the last section of the drain pipe. Mr. Larson is supplying additional information requested.

SW 25th St Drainage – Mr. Larson stated that this is located by the Behan Park down across Park Rd. where Lake Shore Mobile Home Park is. The will be upgrading the drainage size and a pump station.

Mr. Larson stated that between all three (3) projects there is about two million in grant funding, and the rest will be taken from the drainage fund. Mr. Larson stated that he will request the additional funding out of next year's budget. Mr. Larson continued to state that it will take about two (2) weeks to have them review the responses and about two (2) to (3) months to receive a response with the final offer of the Grant. The discussion continued.

Vice Mayor Clark stated the importance of finishing the Master plan. He stated that he would like to go on record stating that people are being misconstrued; we do not have the capacity to hook up their water. These areas have been flooding for decades. Commissioner Cohen stated that the Town is not keeping up with the pumping of the lakes, water is over sea wall. In responding to Vice Mayor Clarks questioning, Public Service Director Todd Larson stated that the pumps are working correctly and once the grant projects are completed, this will assist with the flooding. Mr. Larson also stated that According to the permit we are not allowed to pump until the water reaches 2.5 feet, but Mr. Larson will look into lowering the turn on level. The discussion continued.

Commissioner Cohen stated for the record that this problem is causing erosion, we are losing a lot of land, and that the erosion on linear walkway. Commissioner Cohen stated for the record when Mr. Lyons was employed there were never any flooding problems. The discussion continued.

Vice Mayor Clark suggested that another engineer is needed. In response to questioning by Vice Mayor Clarke, Mayor Mohammad stated that there are contractors on contract that the Commissioners can reach out to. The discussion continued.

Mayor Mohammad made a comment about the pictures showing that something is wrong with the automation line. Attorney Ryan stated that all photographs need to be presented so that all of the public can be viewed for everyone can see so that we may comply with the Sunshine Laws. Note: all pictures were emailed to Administrative Services Director Natasha Joseph. The discussion continued.

In response to questioning by Mayor Mohammad, Mr. Larson stated that there is no drainage on 30th Ave., between Hallandale and the S Curve, the past the Piano place owner Mr. ** would not allow the drainage to be install, this needs to be added at a later date.

In response to questioning by Mayor Mohammad in regards to only three (3) lights from the Doctors Toy Store to the Hallandale Beach Blvd. are currently working . Mr. Larson stated that a batch of light bulbs were ordered, the electrician is installing them but hope to be done by the end of the month.

In response to questioning by Mayor Mohammad in regards to replenishing the free library, Mr. Larson stated he wasn't sure where to get them but Attorney Ryan suggested putting a General Notice on the website. The discussion continued.

Commissioner Cohen stated for the record that pictures of the Lake were sent to Mr. Larson.

14. DISCUSSION: Disaster Debris Removal and Disposal Service Bid Award – Public Services Director Larson

In response to questioning by Mayor Mohammad, Mr. Larson stated that Mariam sent the contracts to review to Attorney Ryan. Attorney Ryan stated that he has the Agreements and will follow up. The discussion continued.

15. DISCUSSION: Capital Improvement Plan Amendment- Vice-Mayor Clark/ Public Service Director Larson

Public Services Director Todd Larson stated that still waiting for any additions for Capital Projects. This also has to do with selection of projects needed for the Legislative Procreations but look at additional projects to include and update the Project list for the upcoming budget year. The discussion continued.

16. DISCUSSION: 2019 Healthy Community Champions Recognition Program – Vice Mayor Clark- Public Services Director Larson

Code Enforcer Jeffrey Louis stated that he and Public Service Director Todd Larson worked up the application with all the bullets and points, Mr. Louis still needs to get with the Town Planner Michael Miller to get the comprehension plan to add to the application. The discussion continued.

17. DISCUSSION: Legislative Update- Vice-Mayor Clark/ Attorney Sigerson

- a. Petitions
- b. Annexation

Vice Mayor Clark provided an update in regards to a meeting. Vice Mayor Clark stated that this is on the 3rd and final hearing in front of the Florida League of Cities. The discussion continued.

Mayor Mohammad stated that she would like to hold a Town hall meeting here at the end of the month.

18. DISCUSSION: International Promotions, business, Community Involvement- Vice Mayor Clark

- a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association, and Club Richelieu

Vice Mayor Clark stated that they are still moving forward Mr. Larson has the plaques and all that's needed is a date.

- b. Argo-Eco Center/ Community Garden/ Food Forest/ Grants

Vice Mayor Clark stated that we past a motion that we will apply for any and all funding which includes a legislative budget request. Vice mayor Clark also stated that he is still going to Atlanta to find out who their contacts are to make connections. Mayor Mohammad stated to Vice Mayor Clark to direct staff to look at all grants.

Administrative Services Director Natasha Joseph asked if a Resolution was needed. Further discussion continued regarding which project needed Resolution. Attorney Ryan stated that he will get with Connie regarding Resolutions. The discussion continued.

- c. Exercise and Playground Equipment

In response to questioning by Mayor Mohammad, Public Service Director Todd Larson stated that the two (2) pieces of the exercise equipment one being repair and once being in storage should have been installed or a PO should have been issued. The other three (3) or Four (4) pieces that are missing have been added to the proposed budget request and will follow up once the budget is in place. The discussion continued.

INFORMATIONAL

- d. Wellness Programs- Focal Point and Aging and Disability Resource Center (ADRC)

Vice Mayor Clark stated that this program is in effect, we just need to get the news out. (Inaudible) Mayor Mohammad suggested that she would like the Town to do our own Senior Walk and invite them to participate. The discussion continued.

- e. 2019 Winter Festival- Club Richelieu

Vice Mayor Clark stated that this winter he would like to see all the groups get together to get involved in Cultural Diversity. The discussion continued.

f. FITCE 2019

In response to questioning by Mayor Mohammad, Administrative Services Director Natasha Joseph stated that registration has been completed for the table for and for individuals. The discussion continued

g. Free Trade Zone- Building

Vice Mayor Clark stated that Barbara will set it all up.

h. Francophone/Francophile

Vice mayor Clark stated that staff did not notify Commission regarding this event in March. Vice Mayor Clark requested that Ms. Joseph investigate as to who received this email. The discussion continued.

19. DISCUSSION: Agriculture Education and promotion Facility Funding and 2019-20 Legislative Appropriations- Vice Major Clark/ Public Service Director Larson

No Discussion held.

20. DISCUSSION: Contracts- Mayor Mohammed/ Vice Mayor Clark/ Attorney Ryan

Attorney Ryan stated that the RFP's for a Town Attorney, Planner and Information technology were written. Town Manager Agatha Muse-Salters stated that she would like to put all three (3) contracts on hold until a complete analysis can be done and more information can be added. The discussion continued.

In response to questioning by Vice Mayor Clark, Director of Public Works stated that several employees did not want to work in the Community Forest. Mayor Mohammad stated that when this originally started a few years ago in 2013, the Commission Directive was that staff would not work in the Community garden to be maintained by the Community. Mayor Mohammed stated that if the money can be found in the budget, an additional person can be hired. The discussion continued.

Ms. Salters stated that she would like the opportunity to go over the Parks and Recreation staff with Mr. Larson and get back with the commission.

Commission Cohen suggested that the linear walkway needs to be walked, that the park is being neglected. The discussion continued.

In response to Vice Mayor Clarks questioning, Mayor Mohammed stated that they have the ability to hire, there is no need to bring this back on the agenda. The discussion continued.

21. DISCUSSION: Resurface Exterior of Town Hall – Mayor Mohammed

Mayor Mohammad suggested moving forward on updating City Hall and to go out for bid. Mayor Mohammad would like this to go out for a bid. In response to Mayor Mohammad's questioning, Mr. Larson stated that a RFP could go out as a design/build RFP or as a two (2) step bid, meaning design it, do the specs then build out the specs. His recommendation was to do it as a one (1) bid process. The discussion continued.

22. DISCUSSION: 2019 Mayors National Youth Summit Update – Mayor Mohammed

Mayor Mohammad stated that this item was not on the agenda therefore, it was not addressed.

23. DISCUSSION: Town Vehicles Policy – Mayor Mohammed

Mayor Mohamad stated that The Town needs to create a vehicle policy and to move forward with Omnitrax. In response to questioning by Mayor Mohammad, Attorney Ryan stated that they have been slow in responding, but there have been discussions, Attorney Ryan stated that he will let them know we have deadline to meet.

Director of Public Works Todd Larson stated that currently the State has a contract with Verizon that can provide the same services as Omnitrax. Mr. Larson has the information and will forward to Attorney Ryan. The discussion continued.

24. DISCUSSION: Alcoholic Beverage Sales Extended hours licenses – Annual Fees- Consultant Town planner Miller

Mr. Miller stated that the owner and operator of the Polo Club, located at 56th Avenue and Hallandale Beach Boulevard was unhappy with the outstanding fees for the Alcoholic Beverages Extended Hours Sales License due to the community. Currently there are two (2) businesses that have been granted the sale of alcoholic beverages sale extended hours licenses. One is being Scarlett's Cabaret which operated seven (7) days a week with a seating capacity of eight hundred (800) and the Polo Club which is operated two (2) days a week with a seating capacity of about one hundred (100), both establishments being charged the same for the annual fee. The discussion continued.

Mr. Miller is recommended the Commission consider having the annual fee adjusted due to size and hours of operation. Mayor Mohammad stated to be fair to businesses in our community, size of business and hours of operations can be adjusted. Mayor Mohammed stated to the Commission to email Mr. Miller with their recommendations.

25. DISCUSSION: Seneca Commerce Center (SCC)-Right-of-Way Encroachment Agreement-Consultant Town Planner Miller

Mr. Miller stated that Seneca built a buffer wall at the intersection of 40th Avenue and 25th Street. According to Mr. Miller there was additional right away dedicated with plaque but during inspection although, not noticeable, it was determined that a piece of the wall they built was at the intersection, within the public right away. When brought to their attention, Mr. Miller stated that the wall could be torn down and to build another wall on their property, but they are requesting an Encroachment Agreement. The discussion continued.

In response to Mayor Mohammad's questioning, an exact square footage could not be given, therefore, Mayor Mohammad requested to Mr. Miller to obtain the market value of encroaching along with an evaluation. The discussion continued.

26. DISCUSSION: Sign Code Analysis – Consultant Town Planner Miller

Mr. Miller provided a follow up regarding the Sign Code regarding gas stations. Mr. Miller stated that in his opinion, the current sign ordinance needs an overall update. The discussion continued.

Mr. Miller also referenced to strip lighting at gas stations. Mr. Miller stated that the Town of Pembroke Park does not allow strip lighting around canopies or an outline in a window. Colors are acceptable. The discussion continued.

Vice Mayor Clark suggested that the Commission would like to see lightbulbs and the direction was to create the ordinance to allow similar lighting as Miramar or Hallandale. The discussion continued.

27. DISCUSSION: Koinonia Worship Center Expansion Project – Consultant Town planner Miller

Mr. Miller gave a history on the Koinonia Worship Center which is the old complex on Hallandale Beach Blvd.. About two (2) years ago, to expand their facility, they purchased the vacant lot south behind Swifties laundromat on 48th Avenue.

Due to the eighty (80) foot dedicated right away on 48th Ave., Koininia Worship do not want to dedicate the eighty (80) right away and are requesting a waiver from the local government or for us to petition to change the traffic ways plan. Public Works Director Todd Larson stated that that request is being opposed because it prevents the side walk to being the standard width across, currently the side walk is narrow and has power pull, isn't ADA compliant. The discussion continued.

28. DISCUSSION: Surplus and Salvage Equipment – Deputy Town Clerk Joseph

Administrative Services Director Natasha Joseph stated that there are computers and equipment to have salvaged from 2002 to current; these items are of no value to the Town and need to be disposed of. The hard drives have already been taken out therefore they can be taken to Bark or disposed of. Ms. Joseph is seeking approval from the Town to have this computers removed from the premises.

In response to Vice Mayor Clark, Attorney Ryan stated that the Amendment to the procurement code provides a section that approves getting rid of surplus items as long as the Commission approves the list, which will be brought to next week's agenda, it's acceptable.

Public Works Director Todd Larson wanted to address the Commissioners regarding Moil Station. He stated that, this discussion was pulled from the Agenda, due to the fact that their attorney could not attend; therefore they wanted to have the Moil Signage brought back up at the regular meeting. Mr. Larson stated that he recommend approval in accordance with plan review because this is the same plans that were approved with the last Moil Station.

29. DISCUSSION: Florida Department of Transportation Revised Fiscal year 2019-2020 Work Order for Street Lighting and maintenance – Public Service Director Larson

Attorney Ryan stated that this needs to be brought by resolution.

30. DISCUSSION: Recognition for Streets, Roads, and Parks for Assisting in the Argo-Eco Garden – Vice Mayor Clark/ Public Service Director Larson

(Inaudible) Vice Mayor Clark is requesting certificates for their outstanding work at the garden.

31. DISCUSSION: Execution of the CDBG 45th Year (Preserve Park ADA Prefab Restroom Building) – Public Services Director Larson

Mr. Larson stated that we've been awarded for funding for the rest room on the east side of the park. In response to questioning by Mayor Mohammad, Mr. Larson stated that he will get pricing. (inaudible) The discussion continued.

32. DISCUSSION: Recommendation for Added Units- ITB 19-03 CDBG 44thYear Preserve Tot lot Playground- Public Services Director Larson

Mr. Larson took proposal from the different pieces of equipment the Commission preferred, and checked with them as to what could be added. Mr. Larson stated that due to the limited space and issues with fall heights, they recommended adding additional crawl through tunnels to the project which revised the total. The discussion continued.

In response to being questioned by Attorney Ryan, Mr. Larson stated that these changes were approved.

33. DISCUSSION: Execution of First Amendment to 44th Year CDBG Agreement Preserve Tot lot Playground- Attorney Ryan/ Public Services Director Larson

Mr. Larson stated that a three (3) month extension was given to ensure this project is completed within the allotted time frame.

COMMISSIONERS COMMENTS:

Commissioner Cohen welcomed to The Town the newly appointed Town and Assistant Town Manager. She also reiterated to keep the linear walkway cleaned.

Vice Mayor Clark stated that he would like Mr. Larson to join him to his trip to the Food Garden in Atlanta, GA. Attorney Ryan stated to add this item to the Agenda so the Commissioners can an informed decision on Mr. Larson going to Atlanta, GA. The discussion continued.

Mayor Mohammad stated that there were two (2) Proclamations request for a seventy (70th) and One Hundred (100th) Birthday. Mayor Mohamad asked if there was any way a proclamation can be held without bringing to the Commission. In response to questioning by Mayor Mohammad, Attorney Ryan stated that it should be put on the Consent Agenda, so there is an Official Act of Commission. The discussion continued.

TOWN MANAGER/ PERSONNEL COMMENTS:

In response to questioning by Administrative Services Director, Natasha Joseph, Attorney Ryan stated that two (2) additional Pads can be purchased under the Agreement as long as the terms are the same.

In response to questioning by Vice Mayor Clark, Town Manager Salters stated that the RFP for a Town Attorney was put on hold because complete analysis needs to be rewritten to avoid any conflict of interest. The discussion continued.

PUBLIC COMMENTS:

None.

Since there was no further business, ***** made a motion to adjourn the meeting. The motion was carried unanimously by voice vote and the meeting was adjourned at 10:43 P.M.

60

TOWN OF PEMBROKE PARK
Workshop Commission Meeting
Action minutes of September 9, 2019

A. CALL TO ORDER

7:24 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

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

Attorney Ryan; Town Manager Muse – Salters, Public Services Director Larson;; Fire Safety Chief Kane; Consultant Planner Miller; Administrative Service Director Joseph; Chief Code Officer Louis; Budget / Finance Director Taubenfeld, Attorney Parke, I.T. Director Pakula; Interim Building Official Nunez; Billing Clerk Grooms; Lieutenant De Giovanni

D. ABSENT:

Public Safety Officer Coker

E. AGENDA

Non-Agenda Item: Koininia Worship Center

Discussion was held

MEETING ADJOURNED: 7:42 P.M.

MEETING RESUMED: 8:01 P.M.

15. Authorizing Sachs Sax Caplan to Commence Litigation in Respect to the Broward Sheriff Office Contracts- Lead Attorney Parke/ Attorney Ryan

13. Legislative Update- Vice-Mayor Clark/ Attorney Sigerson

12. Capital improvement Plan- Vice Mayor Clark/ Public Services Director Larson

7. Information Technology Update – IT Director Pakula

- a. Town Holiday Party
- b. Town Website Redesign
- c. Adobe Acrobat Pro license
- d. Computer Hardware Scanners
- e. Micro Computers
- f. Computer Purchases

g. Document Imaging project.

10. Fire Safety – Chief Kane
9. Public Safety- Chief Coker
5. Building Department Update-Interim Building Official Nunez
6. Code Enforcement Department Update- Chief Code Enforcement Officer Louis
1. Approval of Bills \$500.00 – Finance Department
2. Finance & Budget Update – Finance Department
3. Authorizing Expenditure from the Law Enforcement Trust Fund – Finance Department
11. Status of Town Projects- Vice Mayor Clark/ Public Service Director Larson
 - a. Metropolitan Planning Organization (MPO) – Surtax
 - b. Safe Neighborhoods: Security Cameras
14. International Promotions, Businesses, Community Involvement, Ago-Eco Gardens and Centers – Vice Mayor Clark/ Public Service Director Larson
 - a. Professional Fire Fighter Association of South Florida- Dedication October 12 or 19, 2019
 - b. Authorizing Expenditures for FITCE 2019
 - c. Agriculture Education and promotion Facility Funding and 2019-20 Legislative Appropriations
 - d. Agro-Eco Gardens & Centers – Agro-Eco Food Forest Garden Linear Pathway
16. Alcoholic Beverages Sales Extended Hours License – Annual Fees – Consultant Town Planner Miller
17. Seneca Commerce Center (SCC) – Right-of-Way Encroaching Agreement – Consultant Town planner Miller
18. Execution of Community Development Block Grant (CDBG) 44th Year (ADA Tot Lot) - Public Service Director Larson
19. Execution of Community Development Block Grant (CDBG) 45th Year (ADA Tot Lot) - Public Service Director Larson
20. Global Positioning System- Assistant Town manager Daughtrey/ Public Works Director Larson
21. Attorney Fee Reimbursement for Howard P. Clark – Attorney Ryan
22. Statewide Mutual Aid Agreement - Public Works Director Larson
23. Resolution Regarding Single-Use Plastic Bags- Clerk-Commissioner Jacobs

24. Hurricane Dorian Relief Aid for the Bahamas – Mayor Mohammad
25. Professional Fire Fighters Association Hurricane Dorian Relief Aid for the Bahamas – Vic Mayor Clark
26. Policy and Procedures – Town manager Muse-Salters / Attorney Ryan
27. Disaster Management Monitoring Services – Mayor Mohammed / Attorney Ryan
28. Commission and Board meeting Minutes – Deputy Town Clerk Joseph
29. Surplus and Salvage Equipment – Deputy Town Clerk Joseph
30. Authorizing expenditures for the Fall Festival/ Kids Day – Mayor Mohammed

Discussion was held on the above items.

F. COMMISSIONER COMMENTS

None.

Adjournment:

7:13 P.M.

2. Regular Commission Meetings

13. 10-10-2018 7:00 pm	17. 12-26-2018 1:00 pm	21. 07-10-2019 7:00 pm
14. 11-05-2018 7:00 pm	18. 01-01-2019 7:06 pm	22. 08-26-2019 7:13 pm
15. 12-17-2018 3:00 pm	19. 05-08-2019 7:00 pm	23. 09-11-2019 7:06 pm
16. 12-19-2018 11:00 am	20. 06-12-2019 7:00 pm	



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, OCTOBER 10, 2018 - 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER - 7:10 P.M.

ROLL CALL

PRESENT

MAYOR

VICE MAYOR

COMMISSIONER

ASHIRA MOHAMMED

HOWARD P. CLARK, JR.

GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER

TOWN ATTORNEY

TOWN ATTORNEY

ADMIN SERVICES DIRECTOR

DIRECTOR OF PUBLIC WORKS

CONSULTANT ENGINEER

CONSULTANT PLANNER

BSO LIAISON

FIRE DEPARTMENT LIAISON

CODE ENFORCEMENT OFFICER

BUILDING OFFICIAL

BILLING CLERK

BOGDAN VITAS

CHRISTOPHER J. RYAN

DAVID SIGERSON

NATASHA JOSEPH

TODD LARSON

PETER KUNEN

MICHAEL MILLER

CHIEF STEPHANIE COKER

CHIEF MICHAEL KANE

JEFFREY LOUIS

ALAN CORRIVEAU

MICHELLE GROOMS

ALSO PRESENT

PROTOTYPE

RESIDENT

RESIDENT

RESIDENT

RESIDENT

MICHAEL MITCHEL

DICK SPOTH

FRANCINE SUTHERLAND

LILLY PAIGE

ELLEN ROACH

I. CONSENT AGENDA

1. Approval of Bills – Finance Department
2. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA: APPROVING REOOCURING EXPENDITRES FOR FY 2018-19: SUPERCEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan
3. Authorizing Town Commission and Town Staff to attend Broward Days Tallahassee 2019 in the amount not to exceed \$1,200 pp – Mayor Mohammed
4. PROCLAMATIONS: Domestic Violence Awareness, Red Ribbon Week, and Home Rule – Mayor Mohammed

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

II. REMARKS FROM THE GENERAL PUBLIC

Dick Spoth, Park Lake Estates, spoke to remind the Commissioners they are accountable to the tax payers of the Town. He stated the employees of the Town deserve open communication, including job descriptions, reviews, and reasonable pay for performance. Mr. Spoth asked that community input be sought and added that the Commissioners' willingness to hear from constituents, good or bad, would be considered when election time comes in March.

Ellen Roach, Dale Village, noted she agreed with Mr. Spoth, and added if salaries need to be changed, employees should be given ample time to be aware and make informed decisions.

Vice Mayor Clark noted his proposal would be for changes to go into effect on January 1, 2019 and would be addressed later in the meeting.

Mayor Mohammed gave background on the salary study procured by the Commission. The study was done over the summer, but scheduling has made it difficult to get a presentation before the Commission.

The Commissioners discussed available dates. Mr. Vitas suggested a minimum of two (2) hours for the presentation.

The Commissioners and staff discussed options for the November Commission meeting and Workshop meeting to work around the Mayor's travel for the National League of Cities.

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

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

The Commissioners discussed meeting with Senator Braynon, and deadlines that might be impacted by pushing the meeting back. Ms. Joseph provided information on posting requirements.

Vice Mayor Clark asked that the meeting on Oct. 24 at 11:45 a.m. with Senator Oscar Braynon be posted.

III. PUBLIC HEARINGS AS SCHEDULED

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

Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Enforcement Remedies (SECOND READING) – Attorney Ryan

Attorney Ryan stated several changes need to be made relating to items 1 through 4, so asked that these items be moved to the Nov. 5 meeting.

Mayor Mohammed announced the rescheduling of those public hearings.

5. Public Hearing: Wednesday, October 10, 2018 - 7:00 p.m. – Proposed Ordinance Relating to Chapter 5 Buildings and Building Regulations; Amending Section 5-103, Exterior Maintenance of Structures and Premises (SECOND READING) – Attorney Ryan

Mr. Ryan read the Ordinance by title only and gave a brief background.

Mayor Mohammed opened a public hearing on Ordinance. Seeing no public comment, she closed the public hearing.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve item 5 as written. In a roll call vote, the motion passed unanimously.

6. Public Hearing: Wednesday, October 10, 2018 - 7:00 p.m. – Proposed Ordinance Relating to Chapter 12, Health and Sanitation, Amending Section 12-41, Accumulations Deemed Public Nuisance; Amending Section 12-43; Notice to Remove Accumulations – to be sent to Property Owner; Amending Section 12-45, Noting to Remove Accumulations – Contents; Providing for a New Section 12-46.1, Repeat Violations; Assessment for Correction by Town; Amending Section 12-63, Notice to Remove – to be sent to Property Owners; Amending Section 12-65, Notice to Remove – Contents (SECOND HEARING) – Attorney Ryan

Mr. Ryan read the Ordinance by title only and gave a brief background.

Mayor Mohammed opened a public hearing on Ordinance. Seeing no public comment, she closed the public hearing.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve item 6 as written. In a roll call vote, the motion passed unanimously.

7. Public Hearing: Wednesday, October 10, 2018 - 7:00 p.m. – Proposed Code Amendment Relating to Indemnification of Municipal Officials; Providing for Definition, Defense, and Indemnification, Actions Authorized, Duties of Officials, Nonliability of Town (SECOND HEARING) – Attorney Ryan, Vice Mayor Clark

Commissioner Cohen asked about the legality of the amendment and Mr. Ryan gave background information on the State code. Mr. Vitas noted it is commonplace.

Mr. Ryan read the proposed amendment by title only and gave a brief background.

Mayor Mohammed opened a public hearing on Ordinance. Seeing no public comment, she closed the public hearing.

Francine Sutherland asked the difference between this amendment and "safe harbor," and Mr. Ryan gave additional background information regarding seeking legal counsel versus litigation and subpoenas.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve item 7 as written. In a roll call vote, the motion passed unanimously.

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Chief Coker

Chief Coker gave tips on Halloween safety and gave an update on assisting a homeless person Commissioner Cohen had asked about at a previous meeting.

2. UPDATE: Fire Safety – Chief Kane

Chief Kane presented the Stop the Bleed kits which were acquired through an EMS grant and discussed making training available. He recommended placing the kits anywhere there is an AED.

Chief Kane reminded the Commissioners radios will be ordered on Nov. 1 and should arrive around Jan. 1. The vote has passed, but administration needs a letter of authorization. Mayor Mohammed stated she signed the contract last week but had some questions.

3. UPDATE: Engineer's Report – Town Engineer Kunen

Mr. Kunen gave an update on projects. The FDOT project reshaping the swales is going ahead smoothly. A large amount of material has been removed, and the project is looking at completion in December.

Bid opening for the lighting project is scheduled for October 18. The award will be available for approval at the November Commission meeting.

Applications are in the works for the CSLIP projects to the MPO, and additional wording is needed in the previously approved resolutions.

<<insert resolution 1>>

Mr. Ryan read the resolution by title only.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the first amendment. In a roll call vote, the motion passed unanimously.

<<insert resolution 2>>

Mr. Ryan read the resolution by title only.

The Commissioners and staff discussed a request from West Park for a drainage project along the County line, and whether this resolution would commit the Town to that request. Mr. Ryan said any project would be approved individually.

Mr. Larson said the project is not specifically budgeted, but there is a line item where funds could be used to match grants. He noted it needs to be reviewed by staff and then brought to the November Workshop.

Mayor Mohammed stipulated the resolutions were being passed with the express understanding that no funding was being committed.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the second amendment. In a roll call vote, the motion passed unanimously.

<<insert resolution 3>>

Mr. Ryan read the resolution by title only.

Vice Mayor Clark stated anything beyond the grant funded section of a project needs to come back before the Commission.

Mayor Mohammed stipulated the resolutions were being passed with the express understanding that no funding was being committed.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the third amendment. In a roll call vote, the motion passed unanimously.

<<insert resolution 4>>

Mr. Ryan read the resolution by title only.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the fourth amendment. In a roll call vote, the motion passed unanimously.

The Commissioners requested copies of the discussed resolutions. Mayor Mohammed reminded staff to be sure there are copies of all items in the Commission backup. She noted the OIG brought this issue up when doing their review.

Mr. Kunen presented regarding a landscaping project at the Storage and More location at 1781 S. Park Road. There was an escrow agreement regarding the project based on when the landscaping was completed, and the Town is due \$33,500 in liquidated damages, and the balance of funds can be released to the owner upon approval by the Commission.

<<insert Storage and More escrow agreement>>

Mr. Ryan read the agreement by title only.

Commissioner Cohen stated there was no backup for the item, and Mayor Mohammed reminded the staff items could not be addressed without materials.

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

4. UPDATE: Status of Town Projects – Vice Mayor/ Public Services Commissioner Clark /Public Services Director Larson

Vice Mayor Clark gave a brief update on the Agro Eco Center, Wellness Program, and Community Garden.

The Commissioners discussed expenses attributed to the Health Fair last year, including \$3,000 for mulch and \$1,000 for toner.

Commissioner Cohen suggested a Job Fair the day of the Health Fair. The Commissioners discussed the budget for the project.

Mr. Vitas said it would be up to the Commission and noted it would require trained staff to man the table. He said it would be a sophisticated process and needed more than just a stack of applications. He added it would be important to have job descriptions available and discussed websites which could be used to attract employees, once those are in place.

The Commissioners and staff discussed the job descriptions. Mayor Mohammed has reached out to other Cities for examples.

Mr. Vitas stated the process of developing job descriptions is an involved process, and he recommended the Commission proceed carefully. He discussed creating a succession plan and ways to build up staffing.

Mayor Mohammed brought up the need for employees to complete training and sign affidavits. Mr. Vitas said he would like to sit down with the Mayor and discuss the shortcomings currently identified.

The Commissioners and staff discussed who should be writing the job descriptions, and Mr. Vitas returned to the request for a master list of issues. Once those are compiled, he said they could be addressed strategically. He addressed additional issues which are taking up time with the limited current staff.

Mr. Vitas outlined the current work of Dr. Wengo, and what work is expected to be completed before the end of the year.

Vice Mayor Clark spoke to the staff regarding careful allocation of expenses.

Mayor Mohammed stated BCC has two dates they would like to rent the third floor for a satellite office.

Commissioner Cohen stated there should be a policy in place where the Town Manager is kept informed of everything that happens with the Town. She said there should not be a lack of communication with the Manager and Commissioners, and there should be backup materials for each item at meetings. She noted Mr. Vitas has been very professional but must be kept informed.

Mayor Mohammed discussed the expenses related to the Health Fair. She stated some costs are not ongoing, as there were purchases made to keep costs down, but she is reviewing expenses to keep the cost down and provide the same level of services.

5. DISCUSSION: Annexation Update – Vice Mayor Clark

Vice Mayor Clark stated he had a formal meeting with Representative Shevrin Jones to ask if he is planning to file an annexation bill. He relayed that Rep. Jones will not be filing legislation unless West Park creates a resolution asking for it.

Vice Mayor Clark said there will be a West Park Commission meeting on October 17, and the Mayor of West Park stated there may be an issue brought up at that time. Vice Mayor Clark said the Town of Pembroke Park will not be expanding its borders, so Commissioners need to attend that meeting.

Vice Mayor Clark discussed conversations with others involved and work with the Annexation Committee meeting.

Mayor Mohammed stated there was an announcement at the Broward League of Cities Board of Directors meeting that three local bills will be filed this year for annexation. One is for protection of Southwest Ranches and one is for Pembroke Park.

Mayor Mohammed said there were previous meetings on this issue, and it is an established issue. She discussed funding for School Resource Officers being a factor in the request for Watkins Elementary School to be de-annexed by West Park.

Vice Mayor Clark stated the Town needs to know about the October 17 meeting in West Park to speak up for the community.

Mr. Larson stated West Park Commission meetings are the first and third Wednesday of each month at 7 p.m.

Vice Mayor Clark reported on the work of the ad hoc committee on annexation and reported a bill to change the laws regarding annexations is in process. The bill will likely be filed next year, which is the third year of the committee.

Vice Mayor Clark discussed impacts on the residents, including higher fire fees as part of West Park.

The Commissioners took a break from 9:23 p.m. to 9:30 p.m.

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

Vice Mayor Clark stated he voted for the 2018-19 Budget with the reservation that the reduction of employee salaries not looking right. He said he has explored further and there is something wrong.

Vice Mayor Clark noted he is requesting a vote, and Commissioner Cohen stated she understands that she feels for the people but will not be voting on this issue before the presentation from Dr. Wengo.

Mr. Ryan asked to read the resolution, and Commissioner Cohen stated she needed a copy, as it was not in the backup materials. Mayor Mohammed concurred.

Mr. Ryan read the resolution by name only.

<<insert resolution>>

In response to Commissioner Cohen's question, Mr. Ryan stated the Resolution would be retroactive to October 1, 2018, and would complete on or before January 1, 2019 upon completion of the review of the compensation schedule.

Vice Mayor Clark stated Ms. Joseph and Mr. Larson interviewed the employees to contribute to this proposal. He stated the Budget would show that it was balanced, but this Resolution would give the employees relief and fairness.

Vice Mayor Clark noted the employees are loyal and went over how much their salaries are being cut beginning October 1 with the newly adopted plan. He said they inherited the problems and did not create them, and the compensation plan is not complete.

Vice Mayor Clark asked that the Commissioners have compassion and give notice, so employees are treated fairly and have time to make a choice about whether to stay with the new salary.

Vice Mayor Clark asked that salaries be maintained until after the meeting is completed.

Commissioner Cohen stated the Town paid the money to have the study done, and she feels not following it would look bad with the OIG. She said she cares about every employee in the Town, but the Budget has been voted on, and she would like to wait to address it until after the Commissioners are able to meet with Dr. Wengo or a full Commission is in place.

Mayor Mohammed expressed concerns there would be reimbursements required if the Resolution passes, noting the situation needs to be vetted further. She stated she wanted to see where the money would come from the Budget, stating the Commission has a fiduciary responsibility to the Town.

Mayor Mohammed asked for the Resolution to be tabled until the Commission can review it and meet with Dr. Wengo.

Motion made by Vice Mayor Clark to accept the Resolution. Motion died for lack of a second.

Vice Mayor Clark asked the item be added to the November Workshop agenda. Mayor Mohammed stated it would be discussed in a Special Meeting on October 24.

Mayor Mohammed read the letter provided by Vice Mayor Clark into the record.

<<insert letter? Note letter is attached?>>

Lilly Paige, local resident, spoke to the issue. She stated Dr. Leavy started this issue, saying he gave himself raises and raised other people's salaries to justify it. She said if cutting the salaries is the right thing to do, that should be done, but it should wait until after the Special Meeting with Dr. Wengo. She stated tax dollars which could be going to having a senior center and afterschool programs are going into salaries.

Dick Spoth, Park Lake Estates, stated the responsibility and accountability is on the Commission, and blaming others does not take away from that. He said there are cuts in the plan for the employees, rather than the Commission. Mr. Spoth stated some of the employees are not performing, and some of the salaries are ridiculous, but it needs to be examined from a management perspective with a fair analysis.

7. DISCUSSION: Background Checks – Vice Mayor Clark

Vice Mayor Clark stated something needs to be passed regarding background checks, and Commissioner Cohen stated there was no backup information to address adopting a policy.

Mayor Mohammed stated she would entertain a motion to direct staff to do background checks on anyone receiving a check from the Town. Vice Mayor Clark gave background on the request.

Mayor Mohammed directed Vice Mayor Clark to work with Mr. Ryan to bring forward a Resolution at the next regular meeting.

8. DISCUSSION: Sign Variance Request by People's Pawn – Public Services Director Larson

Mr. Larson outlined the request from People's Pawn to replace their sign after the hurricane. He stated he was recommending approval in accordance with his report.

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

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

Commissioner Cohen recommended Francine Sutherland for the open position on the Planning & Zoning Board. Ms. Sutherland spoke briefly, saying she was happy to help where needed.

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

Ms. Sutherland asked for an explanation on her denial, and Mayor Mohammed stated the Commission did not have to give reasons.

10. ANNOUNCEMENT: Attorney/Client Session

Mayor Mohammed read the announcement regarding an Attorney/Client session into the record.

An Attorney/Client session will be held pursuant to Fla. Stat. 286.011(8) (2017), between Mayor Ashira Mohammed, Vice Mayor Howard P. Clark Jr., Clerk Commissioner Georgina Cohen, Interim Town Manager Bob Vitas, Town Attorney Chris Ryan and Special Litigation Counsel Jeff Hochman, Esq. of Johnson Anselmo and Special Litigation Counsel Donald J. Lunny Jr., Esq. of Brinkley Morgan to discuss settlement negotiations or strategy sessions related to litigation expenditures for pending judicial litigation in connection with:

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

Vs.

Town of Pembroke Park, Defendant.

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

Case No: CACE-18-021811 (13)

This Attorney/Client session shall commence at, or as soon as possible, on Monday, October 22, 2018 at 1:00 p.m. in Room 102, which is located in the Pembroke Park Town Hall, 3150 SW 52nd Avenue, Pembroke Park, Florida 33023 (954-966-4600). This Attorney/Client session shall last an estimated 1.0 hours. The only persons authorized to attend this Attorney/Client session pursuant to the above referenced

law are Mayor Ashira Mohammed, Vice Mayor Howard P. Clark Jr., Clerk Commissioner Georgina Cohen, Interim Town Manager Bob Vitas, Town Attorney Chris Ryan and Special Litigation Counsel Jeff Hochman, Esq. of Johnson Anselmo and Special Litigation Counsel Donald J. Lunny Jr., Esq. of Brinkley Morgan and the certified transcribing court reporter.

11. COMMISSIONER COMMENTS

None

12. ATTORNEY COMMENTS

None

13. TOWN MANAGER / PERSONNEL COMMENTS

None

14. EMERGENCY ITEMS

None

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

Mayor Mohammed adjourned the meeting at 10:17 p.m.

Approved

Date

Mayor/Councilmember

Town Clerk



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

MONDAY, NOVEMBER 5, 2018 – 7:00 P.M.

AGENDA

CALL TO ORDER – 7:00 P.M.

ROLL CALL

PRESENT

MAYOR

VICE MAYOR

COMMISSIONER

ASHIRA MOHAMMED

HOWARD P. CLARK, JR.

GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER

TOWN ATTORNEY

TOWN ATTORNEY

ADMIN SERVICES DIRECTOR

DIRECTOR OF PUBLIC WORKS

CONSULTANT ENGINEER

CONSULTANT PLANNER

BSO LIAISON

FIRE DEPARTMENT LIAISON

CODE ENFORCEMENT OFFICER

BUILDING OFFICIAL

BILLING CLERK

BOGDAN VITAS

CHRISTOPHER J. RYAN

DAVID SIGERSON

NATASHA JOSEPH

TODD LARSON

PETER KUNEN

MICHAEL MILLER

CHIEF STEPHANIE COKER

CHIEF MICHAEL KANE

JEFFREY LOUIS

ALAN CORRIVEAU

MICHELLE GROOMS

ALSO PRESENT

PROTOTYPE

RESIDENT

MICHAEL MITCHEL

ELLEN ROACH

I. CONSENT AGENDA

1. Bills over \$500 – Finance Department
2. A Resolution of the Town Commission of the Town of Pembroke Park, Florida, authorizing the Town to make and enter into an office lease with Progressive Firefighters Association of South Florida, a Florida not-for-profit corporation, authorizing the Mayor to execute and deliver said office lease on behalf of the Town; providing for severability; superseding conflicting resolutions and providing for an effective date. – Attorney Ryan

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

In response to a question from Vice Mayor Clark, Ketanya XXXX, representative from the Progressive Firefighters Association, said the organization would be available to assist with community events, including specific items such as teaching CPR.

Commissioner Cohen stated she was looking forward to working with the organization, as there were many residents looking for CPR training.

Ms. XXXX said they were looking forward to continuing the partnership.

Mayor Mohammed thanked Ms. XXXX for the help with the Health Fair.

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Chief Coker

Item 1 was taken out of order.

Captain Coker gave an update on the month of October. She said it was a very good month for the Department. She stated there were two (2) arrests related to ongoing issues with gas being syphoned in the area, including one (1) incident where gas was being taken from tanks at a gas station.

Continuing, Captain Coker stated the area was getting hit with violent crimes, so the Department put an operational plan in place, which resulted in a total of 26 arrests, 20 of which were felonies. She gave a breakdown of the arrests, and said they did a phenomenal job of helping to keep the streets clean.

Captain Coker said a trend in the community was burglary, and the Department is working to combat it, but residents should be mindful of leaving

valuables out or leaving doors unlocked. Auto thefts are also an issue in the County, she stated, and a task force is in place to address the trend.

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

Item 4 was taken out of order.

Interim Town Manager Bogdan Vitas stated he received a proposal from Captain Coker for funding of the BSO Explorers' Training. He recommended approval of the training as requested, pending follow up with the names of the participants.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the funding of BSO Explorers' Training in the amount of \$3,495. In a roll call vote, the motion passed unanimously.

2. UPDATE: Fire Safety – Chief Kane

Item 2 was taken out of order.

Chief Kane expressed what a great event the Health Fair was the previous Saturday and said everyone he spoke to thought highly of the event.

Chief Kane stated the radios which were previously approved by the Commission will be ordered on November 15, would arrive in January, and would be rolled out in March. He stated roll out of the radios would be rolled out in several phases, beginning upon receipt.

Continuing, Chief Kane said with the turn back of clocks the previous weekend, it was a good time to remind the residents to replace the batteries in their smoke detectors. He said three (3) of five (5) residential fire deaths occur in homes without smoke alarms or with smoke alarms that are not working.

Commissioner Cohen asked if the Department still gave out smoke alarms.

Chief Kane stated they partner with the American Red Cross and can request the alarms from the Red Cross and then install them.

II. REMARKS FROM THE GENERAL PUBLIC

None.

III. PUBLIC HEARINGS AS SCHEDULED

1. Public Hearing: Monday, November 5, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate

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

2. Public Hearing: Monday, November 5, 2018- 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 - (SECOND READING) - Attorney Ryan
3. Public Hearing: Monday, November 5, 2018- 7:00 P.M. - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 24-36, Monthly Collections; Computation of Tax; Repealing Section 24-37 - (SECOND READING) - Attorney Ryan
4. Public Hearing: Monday, November 5, 2018- 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-of-Way Ordinance; Providing for Short Title; Intent and Purposes; Applicability; Authority to Implement; Definitions; Registration for Placing or Maintaining Communications Facilities in the Public Rights-of-Way; Requirement for Permit; Permit Application Requirements and Review Procedures; Performance Construction Bond; Construction Methods for Placing or Maintaining Communications Facilities in Public Rights-of-Way; Development and Objective Design Standards for the Placement or Maintenance of Communication Facilities in the Public Rights-of-Way; Fees and Taxes for Access to Public Rights-of-Way; Enforcement Remedies - (SECOND READING) - Attorney Ryan

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to move public hearing items one (1), two (2), three (3), and four (4) to the December 12, 2018 meeting. In a roll call vote, the motion passed unanimously.

5. Public Hearing: Monday, November 5, 2018- 7:00 P.M. - Proposed Ordinance Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Inclusion in the Code of Ordinances - (SECOND READING) - Attorney Ryan

Mr. Ryan stated the Ordinance was a Second Reading which would prohibit dispensaries from being conducted in private homes.

Mr. Ryan read the Ordinance by title only.

Mayor Mohammed opened a public hearing on the Ordinance.

Mayor Mohammed pointed out that the Ordinance was not in the Board packets.

Mr. Ryan stated the item could be moved to the December 12 meeting once Ms. Roach finished with her comment.

Ellen Roach, Dale Village, said when the original discussion about selling medical marijuana in Pembroke Park came up, the argument was that there was no local access. She showed a newspaper article that stated Hollywood was moving forward with allowing the sale of medical marijuana and asked why the Commission was putting the Town through this if there would be access in Hollywood, considering the sales were not taxable. She asked that the Commission rethink the item.

Mayor Mohammed and Ms. Roach went back and forth about the misconceptions surrounding medical marijuana dispensaries in Florida.

Mr. Ryan stated the dispensaries had already been approved and adopted into the Code, this item was only addressing home use.

Mayor Mohammed closed the public hearing.

The Commissioners discussed the need to have materials provided in the Board books for meetings.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to move public hearing item five (5) to the December 12, 2018 meeting. In a roll call vote, the motion passed unanimously.

6. Public Hearing: Monday, November 5, 2018– 7:00 P.M. - Proposed Ordinance Relating to Chapter 28, Zoning; Amending Section 28-1, Definitions; Amending Section 28-187, Permitted Uses, Amending Section 28-187.1 Specific Use Regulations, Amending Section 28-187.2 Definitions, Amending Section 28-189, Permitted Uses – (SECOND READING) – Attorney Ryan

Mr. Ryan stated the Second Reading of an Ordinance restricting the hours of massage parlors in the Town.

Mr. Ryan read the Ordinance by title only.

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

Motion by Commissioner Cohen to approve Item 6 failed for lack of a second.

Vice Mayor Clark said he thought the Commission was setting a double standard. He stated items should not be reviewed without the materials being provided to the Board.

Motion by Commissioner Cohen, seconded by Vice Mayor Clark, to move public hearing item six (6) to the December 12, 2018 meeting. In a roll call vote, the motion passed unanimously.

Mayor Mohammed asked which items of the agenda were covered at the Workshop meeting.

Vice Mayor Clark said most items were not discussed, and the meeting ended early at the recommendation of the Interim Town Manager and Town Attorney. He asked that Mr. Ryan confirm.

Mr. Ryan stated he concurred with the Interim Town Manager that the meeting be adjourned due to lack of quorum.

Mayor Mohammed asked if items not workshopped should be addressed at this time.

Vice Mayor Clark stated he would rather move them to the December meeting to set a precedent for doing things right, and to show staff they needed to get everything right.

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Chief Coker

Item previously addressed.

2. UPDATE: Fire Safety – Chief Kane

Item previously addressed.

3. UPDATE: Engineer's Report – Town Engineer Kunen

Item not addressed.

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

Item previously addressed.

5. UPDATE: Status of Town Projects – Vice Mayor Clark /Public Services Director Larson

- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization (MPO) Update – Vice Mayor Clark/Public Services Director Larson
- b. FDOT Proclamation

Item not addressed.

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

Vice Mayor Clark asked Mr. Larson for his recommendations on addressing the County Line Road Drainage Improvements.

Mr. Larson stated he had Mr. Kunen review the drawings, and they agreed this was a good use of funds and recommended approval. He said an Interlocal Agreement would be needed, and the Town of West Park was seeking direction on how to move forward.

Commissioner Cohen stated she didn't remember the previous discussion and couldn't go back to look at it because she doesn't receive meeting minutes.

Vice Mayor Clark made a motion and then amended it to reflect the maximum amount approved for the project.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to amend the motion to include the amount. In a roll call vote, the motion passed unanimously.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to notify the Town of West Park the Town of Pembroke Park would be participating in the County Line Road Drainage Improvements, in an amount not to exceed \$19,360. In a roll call vote, the motion passed unanimously.

Mayor Mohammed said a training needed to be held for agenda item requests, as they were not being completed properly. She stated she wanted to make sure that everyone was on the same page and asked if the Interim Town Manager and Town Attorney had seen the item.

Mr. Ryan stated he saw the request and backup at the Workshop.

The Board discussed the process for moving agenda item requests forward.

Vice Mayor Clark suggested Mayor Mohammed direct the staff to get items approved by the Interim Town Manager and Town Attorney prior to the meeting.

Mayor Mohammed stated any staff members with confusion on how to complete the agenda item request form could call her.

Commissioner Cohen asked that the approval of the project be moved to December, so more background could be provided.

Mr. Larson stated West Park was asking for direction previously, and the item would be coming before the Commission again once an agreement between the municipalities is proposed.

Vice Mayor Clark asked Mr. Ryan to confirm that the motion was proper.

Mr. Ryan explained that the motion only directed staff to move forward with the discussion and didn't allow them to spend the money.

Vice Mayor Clark asked if the project was within the budget.

Mr. Larson explained the project would use grant matching funds, since West Park and the two (2) Counties were paying a portion of the costs, so the Pembroke Park portion would be counted as matching funds.

7. RESOLUTION: Award Bid for Oglesby Preserve Lighting Project Contract with Imperial Electric – Public Services Director Larson

Mayor Mohammed stated the project went out for bid, so it was being presented so it could be approved.

Mr. Larson pointed the Commissioners to the last page of their packet for information on the ranking of the bids. He said it came in under estimate, and Imperial Electric was the low bidder.

Mr. Larson stated Imperial Electric has done work for the Town of Pembroke Park previously and had always done good work.

Mr. Ryan read the Resolution by title only.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the Resolution naming Imperial Electric for the Oglesby Preserve Lighting Project, in an amount not to exceed \$394,740, subject to approval by Broward County. In a roll call vote, the motion passed unanimously.

8. RESOLUTION: Ryan Park Walking Path FRDAP Application – Vice Mayor Clark/ Public Services Director Larson/Town Engineer Kunen

Mr. Larson explained staff was looking for authorization to seek grant funding to put a walking path through the orchard as a continuation of the path system through the park.

Mr. Ryan read the Resolution by title only.

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

Mayor Mohammed recommended other projects that could be applied for in addition and said it would be helpful to have multiple applications in before funding becomes available.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to direct staff to seek any and all grants to improve the parks, buildings, and properties of the Town. In a roll call vote, the motion passed unanimously.

Commissioner Cohen asked about Dee Carper, and why she hadn't heard anything from Ms. Carper regarding available grants.

Mayor Mohammed stated Ms. Carper sends frequent emails and said she would have Commissioner Cohen and Vice Mayor Clark included.

Vice Mayor Clark said there were improvements to be made.

Commissioner Cohen stated there was a lack of communication going on, and it seemed like it was getting worse.

9. DISCUSSION: Value Store It After Hours Concrete Pours – Town Engineer Kunen

Mr. Larson stated the original contractor was given permission to do the pours at night, because otherwise they block the main roads. He stated the prior contractor was approved, but the project has been reactivated with new owners.

Mr. Larson said the request meets all requirements and approval is recommended by staff.

Motion by Vice Mayor Clark to approve the recommendation. Motion died for lack of a second.

Commissioner Cohen stated she wanted to read up on the subject and asked that it be moved to the December meeting.

Motion by Commissioner Cohen, seconded by Vice Mayor Clark, to move the request to the December 12 meeting. In a roll call vote, the motion passed unanimously.

In response to a question from Mayor Mohammed, Mr. Larson stated the company would not be able to pour their floors for six (6) weeks.

Vice Mayor Clark said he did not want to do that to them and asked that it be brought back up.

Commissioner Cohen asked for additional explanation of the request. She stated she wanted to make sure it wouldn't bother residents.

Mr. Larson explained the short distance the trucks had to go, and the reasoning behind doing the work at night.

Motion by Commissioner Cohen, seconded by Vice Mayor Clark, to reconsider the item. In a roll call vote, the motion passed unanimously.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to allow Value Store It to work after hours to pour their concrete floor. In a roll call vote, the motion passed unanimously.

Commissioner Cohen stated she approved as long as it doesn't become a nuisance.

Mr. Larson said if it becomes a nuisance, staff will cancel their approval.

10. DISCUSSION: Promotions – Vice Mayor Clark

a. Special Recognition: County Commissioner Barbara Sharief, Pembroke Park Church of Christ, Coca Cola, etc.

Vice Mayor Clark stated this item has been on the agenda for many months, and people who do special work in the Town need to be recognized. He stated Pembroke Park Church of Christ and Mrs. Spivey would be recognized on November 17 with a ribbon cutting.

Commissioner Cohen asked why the Church of Christ was being recognized when they owed the Town \$50-\$60,000.

Vice Mayor Clark said he was just trying to get it done and thank the people who had done a lot for the Town.

Commissioner Cohen asked that the Billing Department be asked about the moneys owed.

Mayor Mohammed passed the gavel to Commissioner Cohen.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to recognize Pembroke Park Church of Christ and Mrs. Spivey on November 17. In a roll call vote, the motion passed 2-1. Commissioner Cohen voted no.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to direct Ms. Joseph to set up a recognition of Barbara Sharief. In a roll call vote, the motion passed unanimously.

Commissioner Clark asked that the Commissioner be informed when a date was in place.

Motion by Mayor Mohammed, seconded by Vice Mayor Clark, to approve an amount not to exceed \$400 for each of the four (4) recognitions. In a roll call vote, the motion passed 2-1. Commissioner Cohen voted no.

Vice Mayor Clark asked Mr. Larson to give background on the signs they would like to put up along with the recognitions.

Mr. Larson stated the signs would be similar to other park signs, in an amount not to exceed \$1500.

Commissioner Cohen stated she had no pictures of signs or wording and could not vote for the signs.

By consensus, the Commissioners agreed to move the item to the December meeting.

b. Agro Eco Center / Community Garden Update

Vice Mayor Clark gave an update on what is happening at the park. Papaya trees are the next item to put in.

c. Wellness Programs – Focal Point

No update.

d. 2019 Winter Festival

Vice Mayor Clark stated this year he would like to approach a local business about sponsorship or hosting of the Winter Festival.

Commissioner Cohen asked that Mr. Vitas check to be sure the item was budgeted and present the information at the December 5 Workshop.

e. FITCE 2019

Vice Mayor Clark stated he and Mayor Mohammed attended the FITCE event, and it was wonderful. He said next year there should be a booth promoting Pembroke Park, and that would lead into discussion of the Trade Zone.

Mayor Mohammed said other municipalities had tables sponsored by local businesses, and she would like to see that option pursued.

Vice Mayor Clark asked who the item should be assigned to.

Mayor Mohammed stated the Town needs an Economic Development person, and this project would fall under that umbrella.

Vice Mayor Clark outlined work he and Mayor Mohammed had been working hard at the branding of the Town.

f. 2019 One Blood Drive

Vice Mayor Clark said the drive is February 16, 2019. He asked Mr. Ryan to bring forward a Resolution.

g. 2019 Relay for Life

Vice Mayor stated he does not know a date at this time.

11. DISCUSSION: Fire Contract – Vice Mayor Clark

Vice Mayor Clark stated the Town is fortunate to have Mr. Vitas on board, and they are getting ready to have another meeting. He said it has moved beyond introductions and into expertise and details.

Mr. Vitas said they had been working diligently to prepare an analysis of the Town's financial position in regard to the contracts. He stated he is hopeful that will be wrapped up sometime this month, and they can look to find how to move forward as a community with a sustainable solution.

Vice Mayor Clark stated he mentioned the 60/40 split, and they said no. He said it would be discussed further at the December Workshop. He said he and staff are looking into Pembroke Park having their own EMS.

Mr. Vitas said a letter was sent to him with respect to the Police Services Contract, and the additional deputy that was originally budgeted for was delayed for the first three (3) quarters of the year. He stated they are waiting to hear how the change impacts appropriations.

The Commissioner and staff discussed the School Resource Officer program.

12. DISCUSSION: Training – Mayor Mohammed

The Commissioners discussed which classes were being discussed and whether the training was just for the Commissioners or for staff.

Commissioner Cohen stated she wanted to approve the training for the Commissioners only, as there had been a lot of money being paid out for training of staff.

Mr. Vitas asked if there was an urgency to the issue, because he wanted to look at the time period being approved and the details of who would have access. He asked that the staff portion be tabled.

The Commissioners discussed training needs of staff and Commissioners.

Mayor Mohammed stated the Commissioners needed training on how to be a Commissioner. She said that is not what this program is regarding, as that program is offered through the League of Cities, but the League is waiting for the Town to provide a date.

Commissioner Cohen asked why the League of Cities hadn't provided training yet. She stated she was at the Town Hall 24/7.

Mayor Mohammed said the League of Cities has been contacting her for months, and asked Ms. Joseph to provide Commissioner Cohen with tapes as evidence.

Mayor Mohammed stated this month she is going to the National League of Cities meeting to receive finance and budget training, and she has asked the Commissioners to attend meetings. She shared a list of trainings available at the national meeting.

Vice Mayor Clark said he was intending to go, but staff told him they should let the Town be represented by one (1) Commissioner.

The Board discussed the meeting and the reasons Commissioners should attend.

Commissioner Cohen stated she does not want to leave Florida.

Mayor Mohammed pointed her to a series of classes available through the Florida League of Cities.

Mayor Mohammed stated there is also sexual harassment training for staff that has not been completed, so she would like to look into a webinar program at a cost of \$95 per person or \$500 for the organization.

Commissioner Cohen asked if this was a training the Fire Department could offer. She asked that backup be provided at a future meeting regarding the webinar.

The Commissioners and staff discussed the webinar on Friday, November 9.

Commissioner Cohen said she felt they should wait, because that date isn't good for the Commissioners.

Mayor Mohammed stated the employees need it.

Motion by Vice Mayor Clark, seconded by Mayor Mohammed, to approve staff attend the training, at a cost not to exceed \$500. In a roll call vote, the motion passed unanimously.

Mayor Mohammed stated she had employees working until 3 a.m. to clean up the third floor, and also people were helping on Saturday for the Health Fair.

Mr. Ryan said he wasn't sure that was permitted.

Mr. Vitas stated there are rules and regulations, and he and Mr. Ryan would work together to look into the subject. He said he understood the intent and would see what they could do.

Mayor Mohammed stated reimbursement needed to be sought for the damages to the third floor from the trainings it was utilized for.

Commissioner Cohen said that was a long time ago, and she doesn't know why it was being brought up now.

The Commissioners and staff discussed when the damage had occurred and directed Mr. Larson to research.

13. 5th Annual Health Fair – Mayor Mohammed

Commissioner Cohen stated she was not seeing flyers going out, and it was embarrassing. She said the flyers should be brought before the Commission for approval prior to going into the community.

Mayor Mohammed said they would make sure Commissioners were receiving flyers for events.

Commissioner Cohen asked how she could show leadership when she doesn't know what is going on. She said there was not transparency to tax payers on how money is being spent.

Mayor Mohammed pointed the Commissioners to the copies of the bills over \$500 in the front of the Board book.

The Commissioners discussed information going into the community and how it could be better regulated.

14. DISCUSSION: Farm Share Food Distribution – Mayor Mohammed

No update.

15. DISCUSSION: Background Screening Policy – Attorney Ryan

Mr. Ryan stated he submitted a proposal on a background screening policy and it is available for the Commissioners to review.

Vice Mayor Clark asked that the item be added to the December Workshop.

16. DISCUSSION: Interim Town Manager Contract Extension – Attorney Ryan

Vice Mayor Clark stated there was not backup, so he wanted the item moved to December.

Commissioner Cohen asked why there was not backup, as this was the most important thing on the agenda.

Mr. Ryan stated they hadn't yet gotten to the point in negotiations that a written document existed.

Mayor Mohammed asked if there was a clause in the contract to allow the Interim Town Manager to continue.

Mr. Ryan stated he could continue to work under the terms of the original agreement. In the meantime, he and Mr. Vitas will get together and discuss the terms of a new contract.

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

Mr. Ryan stated this item was discussed in October. The escrow related to an agreement where work not completed on time resulted in a penalty. The Town will be receiving \$32,500 and the remaining funds will be released to the contractor.

Mr. Ryan read the Resolution for the record.

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

V. COMMISSIONER COMMENTS

Vice Mayor Clark encouraged everyone to go out and vote on November 6.

Commissioner Cohen said if you live in the Town of Pembroke Park, don't forget to fill out your forms for the turkey giveaway.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER / PERSONNEL COMMENTS

Mr. Vitas recognized Peter Kunen for his years of service as the consultant engineer and the Town engineer. He stated Mr. Kunen accepted employment with the Town of Hallandale Beach as their Deputy Director of Public Works. Mr. Vitas wished Mr. Kunen and his family well in the future.

Mr. Kunen expressed his sincere appreciation and gratitude for allowing him the privilege to serve the Town and the Commission. He stated it had been a tremendous privilege, and he thanked them from the bottom of his heart. He said he would make himself available should there be any questions or things he could help with, and extended a special thanks to Mr. Larson, saying he appreciated all of the opportunities bestowed upon him.

Mr. Vitas stated Mayor Mohammed was honored with some recent awards and wanted to recognize her publicly. Mayor Mohammed was recognized by Miami-Dade County as a 2018 Star Award recipient for women in leadership; for outstanding service to the community from the U.S. House of Representatives; and from the Miami-Dade School Board for young leadership, noting she was the first mayor of Trinidadian descent in Broward County.

VIII. EMERGENCY ITEMS

None.

Motion made by Commissioner Cohen to adjourn the meeting. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed adjourned the meeting at 9:19 p.m.

Approved _____
Date

Mayor/Councilmember

Town Clerk



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

MONDAY, DECEMBER 17, 2018 – 3:00 P.M.

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

AGENDA

CALL TO ORDER – 3:00 P.M.

ROLL CALL

ABSENT

MAYOR

VICE MAYOR

COMMISSIONER

ASHIRA MOHAMMED

HOWARD P. CLARK, JR.

GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER

TOWN ATTORNEY

TOWN ATTORNEY

ADMIN SERVICES DIRECTOR

DIRECTOR OF PUBLIC WORKS

CONSULTANT ENGINEER

CONSULTANT PLANNER

BSO LIAISON

FIRE DEPARTMENT LIAISON

CODE ENFORCEMENT OFFICER

BUILDING OFFICIAL

BILLING CLERK

BOGDAN VITAS

CHRISTOPHER J. RYAN

DAVID SIGERSON

NATASHA JOSEPH

TODD LARSON

PETER KUNEN

MICHAEL MILLER

CHIEF STEPHANIE COKER

CHIEF MICHAEL KANE

JEFFREY LOUIS

ALAN CORRIVEAU

MICHELLE GROOMS

ALSO PRESENT

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

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

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

IV. REGULAR AGENDA

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

Approved

Date

Mayor/Councilmember

Town Clerk



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

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

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

AGENDA

CALL TO ORDER - 11:00 A.M.

ROLL CALL

ABSENT

MAYOR
VICE MAYOR
COMMISSIONER

ASHIRA MOHAMMED
HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

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

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

ALSO PRESENT

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

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

I. CONSENT AGENDA

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

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

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

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

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

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

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

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

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

IV. REGULAR AGENDA

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

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

Approved

Date

Mayor/Councilmember

Town Clerk



DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, DECEMBER 26, 2018 - 1:00 P.M.

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

AMENDED AGENDA

CALL TO ORDER - 1:00 P.M.
ROLL CALL

PRESENT

MAYOR
VICE MAYOR
COMMISSIONER

ASHIRA MOHAMMED (via phone)
HOWARD P. CLARK, JR.
GEORGINA COHEN

STAFF

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

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

ALSO PRESENT

TOWN ATTORNEY

MICHAEL SEIGER (for Christopher Ryan)

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

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

I. CONSENT AGENDA

Continued to next meeting.

II. REMARKS FROM THE GENERAL PUBLIC

None.

III. PUBLIC HEARINGS AS SCHEDULED

Vice Mayor Clark asked Attorney Michael Seiger to make the Public Hearing announcements.

The Commissioners discussed the meeting for the January meeting.

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

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

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

1. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated Data, Text, Tables, Maps Figures, and Analysis, as well as Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Attorney Ryan
2. Public Hearing: Wednesday, December 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating to Chapter 6, Cable Television Systems; Amending Section 6-1, Definitions; Amending Section 6-3, Franchise to Operate Necessary; Repealing Section 6-4; Amending Section 6-5, Limitations of Grantee and Certificate Holder; Repealing Sections 6-6 through 6-9; Amending Section 6-

10. Use of Public Rights-of-Way; Repealing Sections 6-11 through 6-14; Amending Section 6-15, Government Channels and Facilities; Amending Section 6-16, Service to Schools, Libraries and Government Buildings - (SECOND READING) – Attorney Ryan

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

IV. REGULAR AGENDA

1. DISCUSSION: Approval of Bills Over \$500 – Finance Department

Commissioner Cohen asked for an explanation of the temporary staffing line item.

Motion by Mayor Mohammed, seconded by Commissioner Cohen, to approve the Bills over \$500. In a roll call vote, the motion passed unanimously.

2. DISCUSSION: Lobbying and Grant Services Agreement: CAS Government, Tidewater Consulting, Capitol Hill and Bill Helmich – Attorney Ryan

Commissioner Cohen asked that the item be held until Attorney Ryan arrived at the meeting.

Vice Mayor Clark stated these were contracts that had been in place for years, and they needed to be approved.

At the request of Mayor Mohammed, Ms. Joseph gave background on how the renewal had been handled in the past.

Consultant Attorney David Sigerson explained the process of registering as a lobbyist in Tallahassee, which included turning in the contract from the Town.

Ms. Joseph asked that a motion be filed at this meeting to allow for signature of the contracts and added that a Resolution could be done at the next meeting.

Vice Mayor Clark passed the gavel to Commissioner Cohen.

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

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

Mr. Seiger read the Resolution into the record.

Commissioner Cohen stepped away from the dias for five (5) minutes from 1:18 p.m. to 1:23 p.m. and the meeting paused to wait for her.

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

Vice Mayor Clark stated Commissioner Cohen was not feeling well, and he was going to jump around the agenda to cover the necessary items, so she could leave.

8. DISCUSSION: Annexation Update – Vice Mayor Clark

a. Petitions

b. Florida League of Cities: Annexation Subcommittee

Item 8 was addressed out of order.

Vice Mayor Clark stated he needed direction from the Commission on the annexation project.

Commissioner Cohen said she was not feeling well and asked that the meeting be rescheduled.

Vice Mayor Clark asked to come back to the item, as Mr. Sigerson was not in the room.

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

Item 9 was addressed out of order.

Mr. Seiger read the Resolution into the record.

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

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

Item not addressed.

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

Item not addressed.

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

Vice Mayor Clark asked Mr. Sigerson to address Items 7 and 8 as a combined item.

Mr. Sigerson stated the item was a Resolution needed for the Town's legislative program, and he added wording that would support the Southwest Ranches bill or a local bill.

Mr. Sigerson explained the meat of the Resolution urges the Broward County legislators to support a bill or change to law that would prohibit a municipality from annexing or purchasing land within another municipality without the consent of that municipality.

Vice Mayor Clark stated not only is Pembroke Park on the defense, but they are also on the offense in relation to annexation.

Mr. Sigerson added that he mostly followed Attorney Chris Ryan's original Resolution with a small change to clearly identify the filer of the bill.

Mr. Seiger read the Resolution into the record.

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

Continuing, Mr. Sigerson explained the petition, which states that the residents, property owners, and business owners of Pembroke Park are opposed to a change to the boundaries of the Town or to the Commission form of government of the Town.

Vice Mayor Clark stated the Town is not standing alone, and the next step will be to present the Resolution and petition to the legislature.

Mr. Seiger read the Petition into the record.

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

Vice Mayor Clark disclosed that an annexation committee of the Florida League of Cities is being formed to stand against harassment.

Mr. Sigerson explained a statement on policy by the Florida League of Cities was adopted regarding annexation and gives the community a leg up if other municipalities go to the League of Cities to generate support or sympathy for the mission of annexation.

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

8. DISCUSSION: Annexation Update – Vice Mayor Clark

a. Petitions

b. Florida League of Cities: Annexation Subcommittee

Item 8 was previously addressed.

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

Item 9 was previously addressed.

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

Item not addressed.

11. UPDATE: Public Safety – Chief Coker
Item not addressed.
12. UPDATE: Fire Safety – Chief Kane
Item not addressed.
13. DISCUSSION: Florida Sheriff's Association Joint Participation Agreement Vehicle Purchase: Two (2) F250s – Public Services Director Larson
Item not addressed.
14. DISCUSSION: Outdoor Billboard Agreement Renewal – Public Services Director Larson
Item not addressed.
15. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice Mayor Clark
Item note addressed.
 - a. Special Recognition: County Commissioner Barbara Sharief - January 16, 2019
 - b. Agro Eco Center / Community Garden / Orchard Signage
 - c. 2019 One Blood Drive – February 16, 2019
 - d. Sister Cities International: Buchanan Liberia Information
 - e. Wellness Programs – Focal Point
 - f. 2019 Winter Festival
 - g. FITCE 2019
 - h. Free Trade Zone
 - i. 2019 Relay for Life
 - j. Francophone/Francophile
16. DISCUSSION: Wage Reconsiderations for FY2019 – Vice Mayor Clark / Interim Town Manager Vitas
Item not addressed.

17. DISCUSSION: Legislative Update and Priorities

Item not addressed.

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

Item not addressed.

19. DISCUSSION: Town Manager Contract - Attorney Ryan

Item not addressed.

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

Item not addressed.

V. COMMISSIONER COMMENTS

None.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER / PERSONNEL COMMENTS

None.

VIII. EMERGENCY ITEMS

None.

Mayor Mohammed stepped away from the meeting at 1:52 p.m. Commissioner Cohen left the meeting 1:53 p.m. The meeting was adjourned due to lack of a quorum at 1:53 p.m.

Approved _____

Date

Mayor/Councilmember

Town Clerk

TOWN OF PEMBROKE PARK

Regular Commission Meeting
Action minutes of January 1, 2019

- A. CALL TO ORDER: 7:06 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

I. CONSENT AGENDA

1. Bills over \$200 – Finance Department
2. Authorizing the Town to apply for an American Express Business Card – Mayor Mohammed
3. Authorizing the Town to hold a Special Commission Meeting on Wednesday, January 23, 2019 at 7 p.m. – Mayor Mohammed
4. Authorizing the Town to hold a Special Commission Meeting on the 4th Wednesday of each month at 7:00 p.m. until deemed unnecessary – Mayor Mohammed
5. Authorizing the Town to change Workshop Commission Meetings from 3 p.m. to 7 p.m. – Mayor Mohammed
6. Authorizing the Town to reject the Enterprise Resource Planning Software bid and authorizing the Town to re-bid said project – Mayor Mohammed

Authorizing the Town to purchase two (2) F250 trucks through the Florida Sheriff Association Joint Participation Agreement.
7. Acceptance of the Project Assessment Report of Previously Completed Engineering Projects – Public Services Director Larson /Keith & Associates
8. Authorizing the Town to reject the Enterprise Resource Planning Software bid and authorizing the Town to re-bid said project – Mayor Mohammed
9. Authorizing the Town to go out for bids for a Human Resources Consultant or Firm – Mayor Mohammed

January 9, 2019

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

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

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

II. REMARKS FROM THE GENERAL PUBLIC

None.

III. PUBLIC HEARINGS AS SCHEDULED

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

January 9, 2019

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

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

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

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

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

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

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

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

3. Public Hearing: Wednesday, January 9, 2019; **Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M.** - Proposed Ordinance Relating to

January 9, 2019

Chapter 15, Licenses and Business Regulations; Repealing Article XI, Telecommunications, Section 15-351 – (SECOND READING) – Attorney Ryan

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

4. Public Hearing: Wednesday, January 9, 2019; **Which was Duly Advertised for Wednesday, December 12, 2018 – 7:00 P.M.** - Proposed Ordinance Relating to Chapter 24, Taxation and Finance; Amending Section 24-31, Levied; Amending Section 24-34, Seller of Services to Collect Tax; Amending Section 24-35, Record Keeping; Amending Section 2436, Monthly Collections; Computation of Tax; Repealing Section 24-37 – (SECOND READING) – Attorney Ryan

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

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

Item previously addressed.

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

Item previously addressed.

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Chief Coker
2. UPDATE: Fire Safety – Chief Kane
3. DISCUSSION: Legislative Update and Priorities – Attorney Sigerson

January 9, 2019

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

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

Not addressed.

5. DISCUSSION: 2019 Municipal Election Announcement – Commissioner Cohen

I. CONSENT AGENDA

Mayor Mohammed returned to Item I, the Consent Agenda.

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

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

The Commissioners discussed the date and agenda.

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

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

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

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

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

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

January 9, 2019

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

V. COMMISSIONER COMMENTS

Item was discussed

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER / PERSONNEL COMMENTS

None.

VIII. EMERGENCY ITEMS

None.

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

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

WEDNESDAY, MAY 8, 2019 – 7:00 P.M.

AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. CONSENT AGENDA

1. Bills Over \$500.00 – Finance Department
2. Authorizing Town Staff to Attend the Florida Association of Code Enforcement Conference in the Amount Not to Exceed \$1,500.00 - Chief Officer Louis
3. Proclamation: Haitian Heritage Month – Mayor Mohammed
4. Proclamation: Jewish American Month – Mayor Mohammed
5. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DESIGNATING THE PUBLIC SERVICES DIRECTOR TO AUTHORIZE THE PURCHASE OF SERVICES OR COMMODITIES BY TOWN IN AN AMOUNT LESS THAN ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) WITHOUT APPROVAL OF THE TOWN COMMISSION; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

IV. REGULAR AGENDA

1. PRESENTATION: Legislative Update – Representative Jones
2. UPDATE: Public Safety – Clerk-Commissioner Jacobs/ Chief Coker
3. UPDATE: Fire Safety – Commissioner Dieuville/ Chief Kane
4. DISCUSSION: Broward Sheriff Office (BSO) Contract – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke
5. DISCUSSION: Information Technology – IT Director Pakula
 - a. Meeting and Agenda Management: iPads, Video System, and Wireless Access Point
 - b. Site and Building Plan Editing Software

6. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
7. DISCUSSION: Annexation Update – Vice-Mayor Clark /Attorney Sigerson
 - a. Petitions
 - b. Legislative Update
8. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor/Public Services Commissioner Clark
 - a. Special Recognition for Pembroke Park Church of Christ
 - b. Agro Eco Center/Community Garden/ Orchard Fence

INFORMATIONAL

- c. Wellness Programs – Focal Point and Aging and Disability Resource Center (ADRC)
 - d. 2019 Winter Festival
 - e. FITCE 2019
 - f. Free Trade Zone – Branding
 - g. Francophone/Francophile
9. DISCUSSION: Broward Sheriff Office (BSO) Contract – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke
10. DISCUSSION: Wage Reconsiderations for FY19 – Vice-Mayor Clark/ COORC
11. DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. – Vice-Mayor Clark/ Attorney Ryan
12. DISCUSSION: Permanent Interim Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan
13. DISCUSSION: 2019 City Catalyst Grants – Mayor Mohammed
14. DISCUSSION: National League of Cities Prescription Discount Program – Commissioner Jacobs

- V. COMMISSIONER COMMENTS
- VI. ATTORNEY COMMENTS
- VII. TOWN MANAGER / PERSONNEL COMMENTS
- VIII. EMERGENCY ITEMS

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

WEDNESDAY, MAY 8, 2019 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. CONSENT AGENDA

1. Bills Over \$500.00 – Finance Department
2. Authorizing the Town to Disburse \$7,000.00 from the Law Enforcement Trust Fund for the 2019 Florida Sheriff's Explorer Association's Summer Delegates Conference – Clerk-Commissioner Jacobs
3. Authorizing the Town to Reimburse Detective Iamel Martinez \$84.81 from the Law Enforcement Trust Fund - Clerk-Commissioner Jacobs
4. Authorizing Town Staff to Attend the Florida Association of Code Enforcement Conference in the Amount Not to Exceed \$1,500.00 - Chief Officer Louis
5. Authorizing the Town to Go Out for Bids for the 44th Year CDBG – Preserve Improvements (Phase VI) Tot Lot Project – Public Services Director Larson
6. Proclamation: Haitian Heritage Month – Mayor Mohammed
7. Proclamation: Jewish American Month – Mayor Mohammed
8. Proclamation: Emma Shoaff Day – Vice-Mayor Clark
9. Proclamation: Florida Department of Transportation: Gerry O'Reilly – Vice-Mayor Clark
10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DESIGNATING THE PUBLIC SERVICES DIRECTOR TO AUTHORIZE THE PURCHASE OF SERVICES OR COMMODITIES BY TOWN IN AN AMOUNT LESS THAN ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) WITHOUT APPROVAL OF THE TOWN COMMISSION; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

IV. REGULAR AGENDA

1. PRESENTATION: Legislative Update – Representative Jones
2. UPDATE: Public Safety – Clerk-Commissioner Jacobs/ Chief Coker
3. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane
4. DISCUSSION: Information Technology – IT Director Pakula
 - a. Meeting and Agenda Management: iPads, Video System, and Wireless Access Point
 - b. Site and Building Plan Editing Software
5. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
6. SIGN VARIANCE: Approval of Sign Variance Request for Value Store It – Public Services Director Larson
7. DISCUSSION: Annexation Update – Vice-Mayor Clark /Attorney Sigerson
 - a. Petitions
 - b. Legislative Update
8. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor/Public Services Commissioner Clark
 - a. Special Recognitions “Circle of Palms”: Coca Cola; Pembroke Park Church of Christ; Professional Firefighters Association; etc.
9. DISCUSSION: Wage Reconsiderations for FY19 – Vice-Mayor Clark/ COORC
10. DISCUSSION: Elections Issues – Vice-Mayor Clark
11. DISCUSSION: Town Official Code of Conduct: Commissioners, Employees, Board Members, Vendors, etc. – Vice-Mayor Clark/ Attorney Ryan
12. DISCUSSION: Interim Finance & Budget Director Search – Vice-Mayor Clark
13. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan
14. DISCUSSION: 2019 City Catalyst Grants – Mayor Mohammed
15. DISCUSSION: National League of Cities Prescription Discount Program – Commissioner Jacobs

V. COMMISSIONER COMMENTS

VI. ATTORNEY COMMENTS

VII. TOWN MANAGER / PERSONNEL COMMENTS

VIII. EMERGENCY ITEMS

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

WEDNESDAY, JUNE 12, 2019 – 7:00 P.M.

AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. CONSENT AGENDA

1. Bills Over \$500.00 – Finance Department
2. Authorizing Wavier Request for Docs, LLC in the Amount of \$250.00 - Business Tax/ Billing Clerk Grooms
3. Authorizing Waiver Request for Gig Ice Cream Distributors in the Amount of \$250.00 - Business Tax/ Billing Clerk Grooms
4. Authorizing Waiver Request of \$140.00 for Building Permit Fee Master Process #83787 – Willie Mae Jenkins – Public Services Director Larson
5. Authorizing the Town to Purchase Video System and Accessories for Meeting and Agenda Management in the Amount Not to Exceed \$1,900.00 – IT Director Pakula
6. Appointing Reynold Dieuville to the Pembroke Park Cares 501(c)3 Board – Vice-Mayor Clark
7. Appointing Ashira Mohammed as Voting Delegate at the 93RD Annual Florida League of Cities Conference – Mayor Mohammed
8. Authorizing Commissioners and Staff to Attend the 93RD Annual Florida League of Cities Conference in the Amount Not to Exceed \$2,500.00 pp– Mayor Mohammed
9. Authorizing Commissioners and Staff to attend the Florida League of Cities Fall Fast-In to Washington D.C. in the Amount Not to Exceed \$2,500.00 pp – Commissioner Jacobs
10. Authorizing Town to Participate in the 2019 Florida International Trade and Culture Expo (FITCE) in the Amount Not to Exceed \$2,500.00 - Vice-Mayor/Public Services Commissioner Clark
11. Authorizing Town Staff to Solicit Proposals for Insurance Public Adjuster - Mayor Mohammed
12. Authorizing Staff to Solicit Engineering Proposals for Capital Improvement Plan Amendment - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson

13. Authorizing Staff to Obtain Commercial Property Appraiser in the Amount Not to Exceed \$3,000.00 - Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson

14. Authorizing the Town to File Two Law Suits Against A&B Recycling – Attorney Ryan

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Clerk-Commissioner Jacobs/ Chief Coker
2. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane
3. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
4. BID AWARD: Appointing Imperial Electric for Miscellaneous Electric Services – Public Services Director Larson
5. DISCUSSION: Wage Reconsideration Study for FY19 and Job Descriptions – Vice-Mayor Clark/ COORC
6. SIGN VARIANCE : Approval of Sign Variance Request for 3151 WHBB, LLC a.k.a MOIL Station – Public Services Director Larson
7. DISCUSSION: Hiring of Structural Inspector for Building Department – Public Services Director Larson
8. DISCUSSION: Design and Remodeling Budget Code: Budget Amendment – Public Services Director Larson/ Interim Finance & Budget Director Taubenfeld/ Attorney Ryan
9. SITE PLAN: Site Plan Modification – Coca Cola – Approval of Early Start – Vice-Mayor/Public Services Commissioner Clark/ Mayor Mohammed/ Clerk-Commissioner Jacobs/ Public Services Director Larson
10. SITE PLAN: Site Development Plan Modification – Westwind II Industrial Complex - TowerCom 120-Foot Cell Tower – Consultant Town Planner Miller
11. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor/Public Services Commissioner Clark
 - a. Special Recognition for Professional Firefighters Association of South Florida: Saturday, June 29, 2019 in the Amount Not to Exceed \$500.00

12. RESOLUTION: Initiation of Conflict Resolution Regarding Broward Sheriff Office (BSO)
Contract: – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke
13. RESOLUTION: Memorandum of Understanding Regarding Collaborative Study – Mayor
Mohammed/Attorney Ryan
14. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/
Attorney Ryan
15. DISCUSSION: Appointing Assistant Finance & Budget Director – Vice-Mayor Clark/ Attorney
Ryan
16. RESOLUTION: 2019 Local Option Gas Tax Agreements – Attorney Ryan
17. RESOLUTION: FEMA Subgrant Agreement – Public Services Director Larson/ Attorney Ryan

V. COMMISSIONER COMMENTS

VI. ATTORNEY COMMENTS

VII. TOWN MANAGER / PERSONNEL COMMENTS

VIII. EMERGENCY ITEMS

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

WEDNESDAY, JULY 10, 2019 – 7:00 P.M.

AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. CONSENT AGENDA

1. Bills Over \$500.00 – Finance Department
2. Authorizing Town to Apply for the 2019 Healthy Community Champions Recognition Program – Vice Mayor Clark/ Public Services Director Larson
3. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUPPORTING THE REPURPOSING OF FUNDS FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT-COUNTYWIDE PROGRAM FOR BROWARD COUNTY, FLORIDA; AUTHORIZING AND DIRECTING THE MAYOR AND/OR TO PREPARE AND DELIVER TO THE STATE OF FLORIDA OFFICE OF CRIMINAL JUSTICE GRANTS AND THE DEPARTMENT OF LAW ENFORCEMENT A LETTER EXPRESSING SAID SUPPORT FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT-COUNTYWIDE PROGRAM; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan
4. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE BROWARD COUNTY SUPERVISOR OF ELECTIONS AN ARRANGEMENT FOR TEMPORARY USE OF FACILITY AGREEMENT; AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

IV. REGULAR AGENDA

1. SPECIAL PRESENTATION: Proclamation Florida Department of Transportation (FDOT)– Vice-Mayor Clark/ Public Services Director Larson
2. UPDATE: Public Safety – Clerk-Commissioner Jacobs/ Chief Coker

3. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane
4. RESOLUTION: Initiation of Conflict Resolution Regarding Broward Sheriff Office (BSO)
Contract: – Vice-Mayor-Lead Commissioner Clark/ Lead Attorney Parke/ Attorney Ryan
5. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
 - a. Metropolitan Planning Organization (MPO)
6. SIGN : Sign Variance Request for 3180 WHBB, LLC Moil Station- Public Services Director Larson
7. BID AWARD: 44th Year Community Development Block Grant (CDBG)– Public Services Director Larson
8. BID AWARD: Disaster Debris Removal and Disposal Services – Public Services Director Larson
9. SITE PLAN: Coca Cola Beverages Florida, LLC Site Plan Modification – Consultant Town Planner Miller
10. SITE PLAN: 4250 W. Hallandale Beach Blvd Commercial Complex Site Plan Modification - Consultant Town Planner Miller
11. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor Commissioner Clark
 - a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association Inductees , and Club Richelieu
 - b. Agro Eco Center/Community Garden/ Food Forest/ Grants
12. DISCUSSION: Authorizing Town to Go Out for Request for Proposals for Human Resource Consulting Services – Attorney Ryan
13. RESOLUTION: Adopting Town’s Purchasing Manual – Attorney Ryan
14. DISCUSSION: Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan
15. DISCUSSION: Authorizing the Expenditure of \$2,500.00 pp for the Attendance to the 2019 Mayors National Youth Summit – Mayor Mohammed
16. RESOLUTION: Memorandum of Understanding Regarding Collaborative Study – Mayor Mohammed/Attorney Ryan
17. RESOLUTION: Hidden Heroes in Support of Military and Veteran Caregivers – Mayor Mohammed/ Attorney Ryan

18. RESOLUTION: Establishing a Wells Fargo Bank Account for Telecommunication Service Providers – Finance Department

- V. COMMISSIONER COMMENTS
- VI. ATTORNEY COMMENTS
- VII. TOWN MANAGER / PERSONNEL COMMENTS
- VIII. EMERGENCY ITEMS

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

TOWN OF PEMBROKE PARK			
PERSONNEL LEAVE REQUEST			
Form Revised: 04/21/10			
Employee's Name (Last)		Joseph, Natasha	
Employee's Name (First)		(First)	
Dates Requested: (Start Date)		NOV 18 - NOV 22, 2019	
Last Day Of Leave		(Last Day Of Leave)	
Paid Hours:		40	
Unpaid Hours:			
Advance Vacation Pay:		Yes ☐ No ☒	
Please Check Employment Status:		Exempt ☒ Non-Exempt ☐ Part-Time	
Date Prepared:			
Contact Telephone Number: (Where you can be reached while out)			
Reason For Absence			
Annual Leave			
Sick Leave			
Personal Day			
Compensatory Time			
Administrative Leave			
Military Leave			
Jury Duty			
Educational Leave			
Emergency Funeral Leave			
Leave Without Pay			
Sick Without Pay			
Other (Explain)			
Employee Signature		Town Manager Approval	
Department Head Approval		For Payroll Use	

TOWN OF PEMBROKE PARK

Regular Commission Meeting

Action minutes of July 10, 2019

A. CALL TO ORDER: 7:06 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

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

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

IV. REGULAR AGENDA

1. Special Presentation Proclamation for Department of Transportation - Vice Mayor Clark & Public Service Director Larson

Discussion was held

9. SITE PLAN: COCA-COLA BEVERAGES FLORIDA, LLC; SITE PLAN MODIFICATION - Consultant Town Planner Miller

Resolution was read by Attorney Ryan

Motion made by Commissioner Cohen, seconded by Vice Mayor Clark approving the application for the Site Development Plan Modifications for Coca-Cola Beverages Florida, LLC. In a roll call vote, the motion passed unanimously.

Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

10. SITE PLAN: 4250 W. HALLANDALE BEACH BLVD COMMERCIAL COMPLEX SITE PLAN MODIFICATION - Consultant Town Planner Miller

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen to adopt the Resolution was carried as follows:

July 10, 2019

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

II. REMARKS FROM THE GENERAL PUBLIC

Andrew Reid from the Polo Club – Outstanding Balances

Discussion was held.

I. CONSENT AGENDA

A **Motion** was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Consent Agenda was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

2. UPDATE: Public Safety - Clerk Commissioner Jacobs & Chief Coker

Discussion was held.

3. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane

Discussion was held.

20. Fiscal Year' 2019/2020 Tentative Maximum Millage Rate - Interim Assistant Finance Director Taubenfeld

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen to establish a tentative maximum millage rate of 8.5000 mills for the fiscal year 2019/2020 was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

18. RESOLUTION: Establish a Wells Fargo Bank Account for Telecommunication Service Providers - Interim Assistant Finance Director Taubenfeld

Resolution was read by Attorney Ryan

July 10, 2019

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

19. 43RD YEAR OF CDBG - Public Service Director Larson & Attorney Ryan

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille to recess this meeting at 8:22 PM was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

Meeting Recessed At 8:22 PM

Meeting Resumed At 8:29 PM

Return to the Special Commission Meeting

Town Manager Interviews – Mayor Mohammad

-Claudia Bray

Discussion were held (Skype)

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen to adjourn this meeting at 8:54 PM was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Meeting Resumed At 8:55 PM

July 10, 2019

Return to the Regular Commission Meeting

4. Initiation of Conflict Resolution regarding Broward Sherriff Office Contract - Vice Mayor Clark, Attorney Parke, Attorney Ryan

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

5. Status of Town Projects (Metropolitan Planning Organization) - Vice Mayor Clark and Public Services Director Larson

Discussion was held

6. Sign Variance request for 3180 WHBB, LLC M Oil Station - Public Services Director Larson

Discussion was held

7. BID AWARD: 44th year Community Development Block Grant (CDBG) - Public Services Director Larson

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

8. BID AWARD: Disaster Debris Removal and Disposal Services - Public Services Director Larson

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to table this matter for a Special Commission Meeting next week was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

July 10, 2019

11. International Promotions, Businesses, Community Involvement – Vice-Mayor Clark

- a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association Inductees, and Club Richelieu
 B. Agro Eco Center/Community Garden/ Food Forest/ Grants

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille, to establish a budget not to exceed \$2,800 for the Special Recognition of Coca-Cola, Pembroke Park Church of Christ, Professional Firefighters Association Inductees and Club Richelieu was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille, that staff is to look, acquire and bring back to the Commission grants was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, directing Staff and Attorney Ryan to draft an Agreement whereas businesses, entities or people can contribute to the Town as a reoccurring expense was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

12. Authorizing Town to Go Out for Request for Proposals for Human Resource

Discussion was held

13. RESOLUTION: Adopting Town's Purchasing Manual – Attorney Ryan

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
------------------	-----

July 10, 2019

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

15. Authorizing the Expenditure of \$2,500.00 pp for the Attendance to the 2019 Mayors National Youth Summit – Mayor Mohammed

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille to shift/transfer monies that were budgeted for the 60th Anniversary Celebration, which was never used, not to exceed \$15,000 to the Commission Travel Budget was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille, that an amount not to exceed \$2,500 per person for the attendance of the 2019 Mayor's National Youth Summit was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

16. RESOLUTION: Memorandum of Understanding Regarding Collaborative Study – Mayor Mohammed/Attorney Ryan

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

11. International Promotions, Businesses, Community Involvement – Vice-Mayor Commissioner Clark

- a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association Inductees, and Club Richelieu
b. Agro Eco Center/Community Garden/ Food Forest/ Grants

Motion made by Vice Mayor Clark, seconded by Commissioner Dieuveille, to allocate no more than \$1,000 towards the purchase of mulch; Public Services Director Larson

July 10, 2019

must first seek out other options to see if we can get mulch donated was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

17. RESOLUTION: Hidden Heroes in Support of Military and Veteran Caregivers - Mayor Mohammed & Attorney Ryan

Resolution was read by Attorney Ryan

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

14. Permanent Town Manager Search – Mayor Mohammed/ Vice-Mayor Clark/Attorney Ryan

Resolution was read by Attorney Ryan (Timothy Day)

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to select Timothy Day as the new Town Manager for the Town of Pembroke Park was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuveille	No
Mayor Mohammed	No

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	No
Commissioner Cohen	Yes
Commissioner Dieuveille	No
Mayor Mohammed	No

Resolution was read by Attorney Ryan (Agatha Muse Salters)

July 10, 2019

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to select Agatha Muse Salters as the new Town Manager for the Town of Pembroke Park was carried as follows

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by seconded by Commissioner Dieuveille to bring up a Non-Agenda Item was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to restructure the Town's Organizational Chart and select candidate Daugherty as the Interim Assistant City Manager and to select candidate Day as Economic Development/Contract Administrator for the Town of Pembroke Park. In a roll call vote, the motion passed as below.

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

V. COMMISSIONER COMMENTS:

None

VI. ATTORNEY COMMENTS:

None

VII. TOWN MANAGER/PERSONNEL COMMENTS

None

V111. EMERGENCY ITEMS

None

ADJOURNMENT: 10:50 P.M.

TOWN OF PEMBROKE PARK

Regular Commission Meeting
Action minutes of August 26, 2019

- A. CALL TO ORDER: 7:13 P.M.
B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
C. ROLL CALL:
Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen; Commissioner Dieuville

Attorney Ryan; Town Manager Muse – Salters, Public Services Director Larson; Chief Code Officer Louis; Consultant Planner Miller; Budget Finance Director Taubenfeld; Attorney Sigerson; Admin Service Director Joseph; BSO Liaison Coker, Fire Dept. Liaison Kane, Assistant Town Manager Daughtrey

I. Consent Agenda

7. Koinonia Worship Center Expansion Project – Consultant Town Planner Miller

Discussion was held

1. SPECIAL PRESENTATION: Special Recognition for Former Commissioner Emma Shoaff – Vice-Mayor Clark

Robert Janzer accepted the award on behalf of Former Commissioner Shoaff

2. PRESENTATION: 2019 Mayors National Youth Summit Update – Mayor Mohammed

Discussion was held

3. Public Safety – Clerk-Commissioner Jacobs/ Chief Coker

Discussion was held

4. Fire Safety – Commissioner Dieuville/ Chief Kane

Discussion was held

5. Status of Town Projects –Vice-Mayor Clark/ Public Services Director Larson

Discussion was held

Non-Agenda item : Revised RFP's for Fire and Police Alternatives: Mayor Mohammad

August 26, 2019

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

Motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to allow staff to go out for an RFP for Fire Alternatives, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to allow staff to go out for an RFP for Police Alternatives, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

6. SIGN VARIANCE: 3180 Pembroke LLC (Moi)- Public Services Director Larson

Motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to approve signed variances with conditions listed in Mr. Larson's report, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

8. DISCUSSION: Execution of CDBG 45th Year (Preserve Park ADA Restroom Building)- Public Services Director Larson

Attorney Ryan read the resolution

Motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to adopt the Resolution was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

Motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to withdraw the motion to adopt the Resolution, was carried as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

9. DISCUSSION: Request for Letter of NO Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements- Public Services Director Larson

Motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to not take any action on a letter of no action, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

10. DISCUSSION: Reaffirming Attorney Fee Reimbursement Policy- Mayor Mohammad

Discussion was held

Ms. Suzanne Bailey Community Outreach liaison From Broward County Commissioner Sharief's Office introduced herself to the Commission

11. DISCUSSION: FISCAL Year 17/18 Audit- Town Manager Muse-Salters

Attorney Ryan read the Resolution

Motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to adopt the Resolution, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes

August 26, 2019

Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to allow staff to go out for an RFP immediately to obtain another Audit Firm, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

12. RESOLUTION: Service Agreement with C.A.P Government Services for Building Plan Review and Inspections- Town Manager Muse-Salters/ Attorney Ryan

Attorney Ryan read the Resolution

Motion by Clerk Commissioner Jacobs, seconded by Vice Mayor Clark to enter into contract negotiations with C.A.P. Governmental, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

13. DISCUSSION: Recommendation for Added Units- ITB 19-03 CDBG 44TH Year Preserve Tot Lot Playground- Public Service Director Larson

Discussion was held

9. DISCUSSION: DISCUSSION: Request for Letter of NO Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements

Motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to reconsider item # 9 to do nothing, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

Motion by Clerk Commission Jacobs, seconded by Commissioner Dieuveille, to not take any action on a letter of no action, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes

August 26, 2019

Commissioner Cohen	Yes
Vice Mayor Clark	No
Mayor Mohammad	Yes

I. CONSENT AGENDA

Mayor Mohammad entertained a motion. **Motion** by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda item numbers 1-6 and item numbers 8-11, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

7. **Motion** by Vice Mayor Clark, seconded by Commissioner Dieuveille to Authorize Town Staff to Visit the Urban Food Forest in Atlanta, Georgia in the Amount Not to Exceed \$1,500.00 – Vice Mayor Clark

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

II. REMARKS FROM THE GENERAL PUBLIC

None

III. PUBLIC HEARING AS SCHEDULED

None

V. COMMISSIONER COMMENTS

Mayor Mohammad entertained a motion. **Motion** by Vice Mayor Clark, seconded by Commissioner Dieuveille move the Workshop from September 4, 2019 to September 9, 2019 at 7:00 P.M., was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

August 26, 2019

VII. PERSONNEL COMMENTS

NON AGENDA ITEM: Purchasing New Chairs for the Commissioners Chambers- Admin Service Director-Natasha Joseph

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

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

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to authorize Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

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

NON AGENDA ITEM: Proclamation for Five (5) Pastors

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

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

Motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to authorize staff to make proclamations for Five (5) Pastors, John L. Moran, Bishop Joseph, Bishop David O'Brien, Bill [REDACTED], Pastor Rodney Young and [REDACTED], was carried as follows:

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

VI. ATTORNEY COMMENTS:

Motion by Commissioner Cohen, seconded by Vice Mayor Clark, to reconsider authorizing Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

Motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, authorizing Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

IX. TOWN MANAGER

Discussion was held

VIII. EMERGENCY ITEMS

None

X. ADJOURNMENT: 10:04 P.M.

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY, AUGUST 26, 2019 - 7:00 PM

AGENDA

CALL TO ORDER: 7:13 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	CLERK COMMISSIONER	GEOFFREY JACOBS
	COMMISSIONER	GEORGINA COHEN
	COMMISSIONER	REYNOLD DIEUVEILLE

STAFF:	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ASSISTANT TOWN MANAGER	NEWALL DAUGHTREY
	TOWN ATTORNEY	DAVID SIGERSON
	INTERIM ASST. FINANCE DIRECTOR	HARRY TAUBENFELD
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CONSULTANT PLANNER	MICHAEL MILLER
	BSO LIAISON	CHIEF STEPHANIE COKER
	FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
	CHIEF CODE ENFORCEMENT OFFICER	GEOFFREY LOUIS

PRESENT:	ATTORNEY	ANDRE PARKE
----------	----------	-------------

IV. REGULAR AGENDA

7. DISCUSSION: Koinonia Worship Center Expansion Project-Consultant Town planner Miller

Mr. Miller provided a brief summary on the expansion of the Koinonia Worship Center located on the South West corner of Hallandale Beach Boulevard and 48th Avenue. Mr. Miller stated that the future plan was to build a main sanctuary building at the southern portion of the site, but a few years back they acquired the vacant lot to the south of the laundry mat whereas they are now considering building on that plat. Mr. Miller discussed with the Koinonia Worship Center Representative that the Conference Plan shows that on 48th Avenue, it has the potential of expanding into a four (4) lane road along with an eighty (80) foot wide section from Hallandale Beach Boulevard to County Line Road and an additional fifteen (15) feet for the right a way, which also follows the Broward County Traffic Ways plan. The representative for the Koinonia Worship Center explained to Mr. Miller that they do not want to grant the additional right away. Whereas Mr. Miller stated that he

AUGUST 26, 2019

has been in discussion with Public Works and the request was denied. The Public Works Director from the Town stated that they will need to uphold the traffic lane requirement.

A presentation was given by Pastor Jones of the Koinonia Worship Center regarding future plans. Attorney Jones spoke on behalf of the Koinonia Worship Center, and provided a brief summary regarding the questionable plat, whereas she is requesting the Commission to grant them what is theirs and allow them to proceed with their plans to expand without any infringement. The discussion continued.

Mr. Miller stated for the record that the 1957 plat clearly has language dedicating all streets on the plat which was dedicated to the public with a 15 foot right away. The discussion continued.

In response to Mayor Mohammad's questioning, Attorney Ryan stated he was unaware of what the issue was regarding in today's meeting, therefore; he would like the opportunity to review the plat before giving his opinion to the Town. In response to questioning by Mayor Mohammad, Attorney Ryan stated that a motion is not needed; this discussion can be brought back up in the next Workshop Meeting. Mr. Jones asked when the next meeting is scheduled. Mayor Mohammad stated that tentatively the next meeting is scheduled for September 4th at 7:00 P.M. which they are able to attend.

1. SPECIAL PRESENTATION: Special Recognition for Former Commissioner Emma Shoaff- Vice Mayor Clark

The Commission invited former Commissioner Emma Shoaff to present an award in recognition of her years of service to the Town of Pembroke Park as Board Commissioner and as a Code Enforcement Officer. Ms. Shoaff could not attend the ceremony; Mr. Janzer accepted the award and thanked the Town on Behalf of Ms. Shoaff.

2. PRESENTATION: 2019 Mayors National Youth Summit Update- Mayor Mohammed

Mayor Mohammad stated that the kids made a video thanking The Town for allowing them to go to the conference and had brought back ideas they gathered from the conference. Mayor Mohammed stated that they are interested in having a youth committee for the City, and would like to request that in the budget.

Due to technical difficulties the video couldn't be viewed, Ms. Joseph suggested posting on Facebook.

Mayor Mohammad requested to have the "new website" listed on the agenda.

AUGUST 26, 2019

3. UPDATE: Public Safety- Clerk Commissioner Jacobs/ Chief Coker

Chief Coker stated that the Crime Safety Meeting at the Pembroke Gardens Apartment Complex had a good turnout and stated that the residence got a chance to voice their concerns regarding the safety issues at the apartment complex. Chief Coker met with management and offered suggestions on how to get the apartment complex safer i.e. lighting, gates not working, discussion were held regarding installation of license plate readers. Chief Coker stated that the residents were educated on locking up their cars, taking their valuables out and keeping personal items out of plain view.

Chief Coker explained new programs started by Sherriff Tony. "B.S.O. on Your Block". The programs consisted of Deputies going into a community, parking their cars and talking with the people. Chief Coker stated that Deputies will be patrolling the area by foot and will be giving out "Watch Cards" should they see any violation that could have been avoided. For example, if an unlocked car or valuables are left in plain sight are spotted by a Deputy, a watch card will be left behind so the resident are aware that the Deputies are out in the community. Chief Coker also stated that their District had made their location what is called a "Safe Zone". This is another program where people who purchase off of websites can come sell their stuff in their parking lot to avoid becoming a victim; signs will be hung at entrances. "Crimes Against Animal Abuse" and "No Graffiti" are other programs Chief Coker described whereas signs will be hung and displayed urging the public to call if any of these activities are witnessed. The discussion continued. Large Crime Stopper signs stating "No Dumping" will be ordered, and Chief Coker will schedule a date with Mr. Louis regarding locations to hang up the signs. The discussion continued.

Chief Coker reminded everyone on behalf of Chief Kane to be prepared for the Hurricane. Stock up on water, supplies and check the generators. The discussion continued. Mayor Mohammad stated on record that the building Official Mr. Nunez needs to direct Staff to check the Watkins Elementary Shelter generator, to be sure it is functioning correctly for the hurricane.

In regards to Crime Safety, Vice Mayor Clark stated that the community is very upset, and suggested to the Commission to purchase one or two wireless cameras or to use the cameras we already have and set it up on one of the apartment complex as a test to see what the results are. Commissioner Cohen stated that in an apartment Complex, it's the responsibility of the owner not the Towns responsibility to purchase cameras. Mayor Mohammed stated that the Law Enforcement Trust fund money can be used to purchase the license plate reader than can detect what vehicles are coming in that are stolen. Chief Coker stated that we have gotten hit pretty hard on all apartment complexes. Currently there is an operational plan along 52nd, and over the last month, month and a half, a total of

AUGUST 26, 2019

fifty two (52) cars have been broken into. The discussion continued. Vice Mayor Clark suggested that Security Cameras be brought up in the next Workshop Agenda.

4. UPDATE: Fire Safety- Commissioner Dieuveille/ Chief Kane

This issue was discussed during item four.

5. DISCUSSION: Status of Town Projects- Vice-Mayor Clark/ Public Services Director Larson

Mr. Laron stated that the additional information that was requested for the Hurricane Damages Grant Packages were sent out.

Vice Mayor Clark provided an Annexation update, and stated that the language went through with the League which is a significant breakthrough; the following step is to take it to the legislature. Vice Mayor Clark stated that he has written Barbara Sharief a letter with questions regarding the Food Forest. Vice Mayor Clark stated that Commissioner Sharief has agreed to meet and is requesting a walk way plan. The discussion continued.

In response to questioning by Vice Mayor Clark, Attorney Ryan stated that no discussion has taken place regarding a Resolution on the lawsuit for the BOS Contracts and that he will contact Attorney Parke because there must have been miss communication. Attorney Ryan stated that he will be attending the BSO meeting regarding the Contract Negotiations on August 29, 2019 at 2:00 P.M. and confirmed that there was a Resolution for Conflict to set a meeting which fell through because the BSO stated that they were not a local Governmental entity therefore a conflict of Resolution was not needed and the meeting was not necessary. The Discussion continued. In response to questioning by Mayor Mohammad, Attorney Ryan stated that this is such a significant action by the Commission that it should be done by Resolution. In response to questioning by Vice Mayor Clark, Attorney Ryan stated that this resolution can be brought up fifteen (15) minutes before the workshop meeting on September 4, 2019. The discussion continued. In response to questioning by Mayor Mohammad, Attorney Ryan suggested that two (2) separate RPF's should be written for the Fire and Police Alternative. The discussion continued.

NON AGENDA ITEM: Revised RFP's for Fire and Police Alternatives – Mayor Mohammad

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

AUGUST 26, 2019

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to allow staff to go out for an RFP for Fire Alternatives, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to allow staff to go out for an RFP for Police Alternatives, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

6. SIGN VARIANCE: 3180 Pembroke LLC (Moil)- Public Services Director Larson

Mr. Larson stated that Moil has requested a sign for their new station located on Hallandale Beach Blvd. The sign variance is similar to the other previous signed variance. Mr. Larson stated that he is recommending approval of the sign variance with conditions listed on his report

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to approve signed variances with conditions listed in Mr. Larson's report, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

8. DISCUSSION: Execution of CDBG 45th Year (Preserve Park ADA Restroom Building)- Public Services Director Larson

AUGUST 26, 2019

Mr. Larson stated that the CDBG contract was issued early this year, which will give the Town more time to complete the project. Mr. Larson is recommending approval. In response to being questioned by Mayor Mohammad, Mr. Larson stated that this bid would be for new building for restrooms on the east side of the Preserve.

Attorney Ryan read the resolution supporting the Execution of the CDBG 45th Year- Preserve Park ADA Restroom Building.

Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to adopt the Resolution, the discussion continued.

In response to questioning by Commissioner Dieuveille, Mr. Larson stated that this is a building which was left open which can eventually be turning into a fully functional building. Mayor Mohammad asked why Public Works isn't looking into utilizing the money allotted to modify or renovate an existing property. Mayor Mohammad explained that the bathroom on 52nd Street needs to be redone completely and the funds from the CBDG can be used for the design phase and the actual renovation of fixing what is there and make it ADA Compliant and repair the issues the building currently has. She stated that The Town is looking into a building for a Community Room and a room for the Eco Agro Center. The discussion continued.

Vice Mayor Clark stated that the Commission authorized Mr. Larson to obtain an Architect to draw up preliminary designs for the old building. Mr. Larson stated that they are currently looking to make the bathrooms ADA compliant and to have classroom areas meet all codes, Mayor Mohammad added to expand the building.

Mayor Mohammad requested the Town Manager and the Assistant Town Manager to look into leveraging money and to find additional funds to do other facilities on the property, possibly to build a usable facility. The discussion continued.

Mr. Larson stated that there was opposition from the CBDG. They stated that this was a maintenance issue, not a construction issue. Mr. Larson stated that the CBDG funds cannot be supplemented towards maintenance and repairs. Mayor Mohammad stated that this is a major renovation not a maintenance issue. The discussion continued.

Mr. Larson requested to the Commission to postpone item number eight (8) to the next Workshop and approach CBDG with an adjustment of scope can be submitted. The discussion continued. Mayor Mohammad requested to schedule a meeting with the Town Manager and the Public Works Director to discuss what improvements are needed. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to withdraw the Resolution, was carried as follows:

AUGUST 26, 2019

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

Attorney Ryan stated that this matter will be continued at the September 4, 2019 meeting.

9. DISCUSSION: Request for Letter of NO Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements- Public Services Director Larson

Mr. Larson stated that the MPO has requested Pembroke Park to turn one (1) lane in each direction on Dixie Highway into a pedestrian walk/bike lane from the County Line to Sheridan Street. The request came about because neighboring cities Hollywood and Hallandale has adopted this highway improvement. Mr. Larson stated that a transportation study was conducted and the end result showed that it would not have a significant impact on traffic. Clerk Commissioner Jacobs stated that it would back up Hallandale and Pembroke more so than it already is. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Clerk Commission Jacobs, seconded by Commissioner Dieuveille, to not take any action on a letter of no action, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

10. DISCUSSION: Reaffirming Attorney Fee Reimbursement Policy- Mayor Mohammad

In response to questioning by Mayor Mohammad, Attorney Ryan stated that there was an ordinance adopted in October which provides a clear understanding of what the procedure is in asking for reimbursement of Attorney fees. The discussion continued.

In response to questioning by Commissioner Cohen, Mayor Mohammad stated that there was a date set, but she informed the OIG that there was a Commission meeting being held on the same date, therefore, for the sake of transparency, it was in her best interest to inform the Commission. In response to questioning by Commissioner Cohen, Mayor Mohammad explained that Attorney Ryan cannot attend the OIG meeting as representation because Attorney Ryan represents the Town not the individual. In response to questioning by Vice Mayor Clark, Attorney Ryan stated that the purpose of placing this procedure in the Code of Ordinance was to clarify as to what the procedures are and who qualifies. The discussion continued.

AUGUST 26, 2019

Vice Mayor Clark stated that he was previously called into meeting with the OIG, and is seeking refund for this attorney fees. For the record Vice Mayor Clark handed the Deputy Town Clerk invoices along with a cancelled check. Attorney Ryan stated that this item should be set on the September agenda. The discussion continued.

At this time Ms. Suzanne Bailey Community Outreach liaison from Broward County Commissioner Sharief's Office introduced herself to the Commission.

11. DISCUSSION: FISCAL Year 17/18 Audit- Town Manager Muse-Salters

The Town Manager stated that the Audit Firm for FY 17/18 is requesting an additional Twenty Five Thousand (\$25,000.00) dollars in order to complete the audit. Ms. Salters stated that she would like to discuss a not to exceed Twenty Five Thousand (\$25,000.00) dollars to complete the audit and is also requesting approval to immediately put out an RFP to obtain another Auditing Firm once this audit is completed. Ms. Salters stated that she will contact the State requesting a thirty (30) day extension to complete this audit.

Attorney Ryan read the Resolution:

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to adopt the Resolution, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to allow staff to go out for an RFP immediately to obtain another Audit Firm, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

12. RESOLUTION: Service Agreement with C.A.P Government Services for Building Plan Review and Inspections- Town Manager Muse-Salters/ Attorney Ryan

Attorney Ryan read the Resolution:

AUGUST 26, 2019

Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Vice Mayor Clark to enter into contract negotiations with C.A.P. Governmental, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

13. DISCUSSION: Recommendation for Added Units- ITB 19-03 CDBG 44TH Year Preserve Tot Lot Playground- Public Service Director Larson

Mr. Larson stated that this contract needs to be completed by December 31st. The discussion continued regarding the playground equipment. Mayor Mohammad expressed that the equipment picked was not entertaining enough for the children, and stated that the children will get bored. Mr. Larson stated that the issue is the age group that was selected which was six (6) months to two (2) years and this age group causes height and fall limits therefore age appropriate equipment was selected.

In response to questioning by Mayor Mohammad, Attorney Ryan stated that there are time constraints regarding issuing a rebid, and suggested that the Town move forward with this as is and then add Town funding to acquire desired equipment. Mr. Larson stated to purchase as is then work on a change order. The discussion continued.

The commission is in agreement to remove the following playground equipment, the move it panel, the play house and the infant and the toddler grab bar. Mayor Mohammad suggested the purchasing of a spring horse. The discussion continued.

Attorney Ryan stated that once Mr. Larson obtains the equipment list and the Commissions playground recommendations, the contract can then be rewritten adding the equipment and based on the cost whereas the Town elected to pay the difference. The discussion continued.

9. DISCUSSION: DISCUSSION: Request for Letter of NO Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements

A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to reconsider item # 9 to do nothing, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes

AUGUST 26, 2019

Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

A motion by Clerk Commission Jacobs, seconded by Commissioner Dieuveille, to not take any action on a letter of no action, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	No
Mayor Mohammad	Yes

I. CONSENT AGENDA

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda item numbers 1-6 and item numbers 8-11, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

1. Bills Over \$500.00 – Finance Department

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

2. Proclamation: Chief Joseph Aina Obadeyi Day - Mayor Mohammed

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes

AUGUST 26, 2019

Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

3. Proclamation: - Bertha Kaplan Day- Mayor Mohammed

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

4. Proclamation: Captain Raymond Kerr Day – Vice Mayor Clark

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

5. Authorizing Town to Waive \$500.00 Penalties for Just Insurance Brokers

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

6. Authorizing Town to Waive \$250.00 Penalties for Lift Masters

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
------------------	-----

AUGUST 26, 2019

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

8. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO EXECUTE AND DELIVER THE REVISED FISCAL YEAR 2019-2020 WORK ORDER WITH FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING AND DIRECTING THE PUBLIC SERVICES DIRECTOR TO EXECUTE AND DELIVER THE WORK ORDER FOR AND ON BEHALF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR FUNDING AND ADMINISTRATION OF 44TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR PEMBROKE PARK PRESERVE TOT LOT; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID FIRST AMENDMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

Mr. Larson stated that The First Amendment is a time extension and signatures are needed before the expiration date.

AUGUST 26, 2019

10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING DONATION OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE INTERLOCAL AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR OPTIONAL COUNTY SERVICES FOR KEEP BROWARD BEAUTIFUL, HOUSEHOLD HAZARDOUS WASTE AND ELECTRONICS, AND BULK TRASH AND YARD WASTE DROP-OFF PROGRAMS; AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID INTERLOCAL AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

7. Authorizing Town Staff to Visit the Urban Food Forest in Atlanta, Georgia in the Amount Not to Exceed \$1,500.00 – Vice Mayor Clark

A motion by Vice Mayor Clark, seconded by Commissioner Dieuville to Authorize Town Staff to Visit the Urban Food Forest in Atlanta, Georgia in the Amount Not to exceed \$1,500.00, was carried out as follows:

Commission Cohen stated that she voted against this agenda item due to her concern was that there is a Hurricane coming and that the Director of Public Works should be available during that time to monitor the pumps.

AUGUST 26, 2019

In response to questioning by Mayor Mohammad, Ms. Joseph stated that the visitation to the Urban Forest in Atlanta, GA is tentatively set for Thursday September 26th and Friday September 27, 2019. Ms. Joseph stated that an emergency could occur at any time whereas the dates of travel are open. Mayor Mohammad stated that there is a Public Works Assistant who is a licensed engineer that can monitor the pumps. Commissioner Cohen expressed her issues concerning inexperienced staff members and lack of knowledge. The discussion continued.

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

II. REMARKS FROM THE GENERAL PUBLIC

None

III. PUBLIC HEARING AS SCHEDULED

None

V. COMMISSIONER COMMENTS

Clerk Commissioner Jacobs is requesting to move the Workshop Meeting from September 4, 2019 to September 9, 2019. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille move the Workshop from September 4, 2019 to September 9, 2019 at 7:00 P.M., was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

VII. PERSONNEL COMMENTS

NON AGENDA ITEM: Purchasing New Chairs for the Commissioners Chambers- Admin Service Director-Natasha Joseph

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

AUGUST 26, 2019

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

Ms. Joseph stated that she would like to purchase new chairs for the Commissioners Chambers; Ms. Joseph stated that she has had these chairs are fallen apart, she had had them reupholstered, cleaned several times. The discussion continued.

A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to authorize Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes

In response to questioning by Mayor Mohammad regarding construction moving the Building Department to the Main office on the first floor, Mr. Larson stated that a cost estimate has not been received for the amount of work. Mr. Larson stated that the cost amount is unknown therefore it is uncertain if this project should be put out for bid or to obtain proposals. The discussion continued. Mr. Larson recommended that this project be completed by an outside contractor and not completed by staff. Mayor Mohammad wanted to make sure that this was moving forward, Mr. Larson stated that the discussed adjustments need to be made.

NON AGENDA ITEM: Proclamation for Five (5) Pastors

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

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

A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to authorize staff to make proclamations for Five (5) Pastors, [REDACTED], was carried as follows:

AUGUST 26, 2019

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

Commissioner Cohen stated that she was very pleased with the water level and wanted to thank Mr. Larson and The Town Assistant Manager for their assistance.

VI. ATTORNEY COMMENTS:

Attorney Ryan stated that Motions for Non-Agenda items should not be utilized for expenditures of funds. Attorney Ryan stated that unless the expenditure is an absolute emergency should it be brought up at the Workshop as a Non-Agenda item. Expenditures should be brought up at the workshop so that all Commissioners get an idea of what is being purchased, so there is a record for expenditures and what department the funds are coming from and input of the Finance Dept. The discussion continued.

A motion by Commissioner Cohen, seconded by Vice Mayor Clark, to reconsider authorizing Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, authorizing Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed \$5,000.00 dollars on chairs, was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

IX. TOWN MANAGER

At this time, Ms. Salters stated she had a few items to share. Wednesday, August 28th at 9:00 A.M. there is a Staff Meeting being held and a continental breakfast will be served.

Thursday, August 29th she will be walking the drain plan with Mr. Larson, Mr. Daughtrey and the General Contractor to take a first-hand look at the drainage situation.

AUGUST 26, 2019

Monday, September 9th Ms. Salters would like to set up a meeting with everyone to review the budget line by line including the Budget Finance Director and the Assistant Town Manager. Ms. Salters stated that everyone received a wish list form via e-mail from the Budget Director regarding the budget and requested to have this form returned as soon as possible to assist in finalizing the budget.

Ms. Salters stated that an email went out regarding an update on the Survey and job description. In the preliminary findings it was suggested that the Town put a job freeze on hiring until the assessment is completed. Ms. Salters noted that the job freeze did not affect the Building Official advertisement and the two (2) people that were already hired. The discussion continued. In response to questioning by Commissioner Cohen, Ms. Salters stated that the current Building Official is working full time for the City of Hallandale Beach which is why C.A.P. is being utilized.

Mayor Mohammad suggested that a schedule for the Parks be created because they are short staffed. Ms. Salters stated that she will create a schedule. The discussion continued.

In response to being questioned by Mayor Mohammad, Ms. Joseph stated that the Human Resources Selection Committee has received the four (4) submitted proposals and that Commissioner Jacob is the lead Commissioner on this. The discussion continued.

VIII. EMERGENCY ITEMS

None

X. ADJOURNMENT: Mayor Mohammed

Mayor Mohammed requested to adjourn the meeting. Motion made by Vice Mayor Clark to adjourn the meeting. In a roll call vote, the motion passed unanimously. Mayor Mohammed adjourned the meeting at 10:04 P.M.

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY, AUGUST 26, 2019 – 7:00 P.M.

AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. CONSENT AGENDA

1. Bills Over \$500.00 – Finance Department
2. Proclamation: Chief Joseph Aina Obadeyi Day - Mayor Mohammed
3. Proclamation: - Bertha Kaplan Day- Mayor Mohammed
4. Proclamation: Captain Raymond Kerr Day – Vice Mayor Clark
5. Authorizing Town to Waive \$500.00 Penalties for Just Insurance Brokers
6. Authorizing Town to Waive \$250.00 Penalties for Lift Masters
7. Authorizing Town Staff to Visit the Urban Food Forest in Atlanta, Georgia in the Amount Not to Exceed \$1,500.00 – Vice Mayor Clark
8. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO EXECUTE AND DELIVER THE REVISED FISCAL YEAR 2019–2020 WORK ORDER WITH FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING AND DIRECTING THE PUBLIC SERVICES DIRECTOR TO EXECUTE AND DELIVER THE WORK ORDER FOR AND ON BEHALF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan
9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR FUNDING AND ADMINISTRATION OF 44TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR PEMBROKE PARK PRESERVE TOT LOT; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID FIRST AMENDMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan
10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING DONATION OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE INTERLOCAL AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR OPTIONAL COUNTY SERVICES FOR KEEP BROWARD BEAUTIFUL, HOUSEHOLD HAZARDOUS WASTE AND ELECTRONICS, AND BULK TRASH AND YARD WASTE DROP-OFF PROGRAMS; AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID INTERLOCAL AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

IV. REGULAR AGENDA

1. SPECIAL PRESENTATION: Special Recognition for Former Commissioner Emma Shoaff – Vice-Mayor Clark
2. PRESENTATION: 2019 Mayors National Youth Summit Update – Mayor Mohammed
3. UPDATE: Public Safety – Clerk-Commissioner Jacobs/ Chief Coker
4. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane
5. DISCUSSION: Status of Town Projects –Vice-Mayor Clark/ Public Services Director Larson
6. SIGN VARIANCE: 3180 Pembroke LLC (Moi) – Public Services Director Larson
7. DISCUSSION: Koinonia Worship Center Expansion Project – Consultant Town Planner Miller
8. DISCUSSION: Execution of CDBG 45th Year (Preserve Park ADA Restroom Building) – Public Services Director Larson
9. DISCUSSION: Request for letter of No Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements – Public Services Director Larson
10. DISCUSSION: Reaffirming Attorney Fee Reimbursement Policy - Mayor Mohammed
11. DISCUSSION: Fiscal Year 17/18 Audit – Town Manager Muse-Salters
12. RESOLUTION: Service Agreement with C.A.P. Government Services for Building Plan Review and Inspections – Town Manager Muse-Salters / Attorney Ryan
13. DISCUSSION: Recommendation for Added Units - ITB 19-03 CDBG 44th Year Preserve Tot Lot Playground - Public Services Director Larson

V. COMMISSIONER COMMENTS

VI. ATTORNEY COMMENTS

VII. TOWN MANAGER / PERSONNEL COMMENTS

VIII. EMERGENCY ITEMS

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

m

TOWN OF PEMBROKE PARK
Regular Commission Meeting
Action minutes of September 11, 2019

- A. CALL TO ORDER: 7:06 P.M.
B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
Moment of Silence
C. ROLL CALL:
Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Jacobs; Commissioner Cohen; Commissioner Dieuveille

Attorney Ryan; Town Manager Muse – Salters, Public Services Director Larson; Chief Code Officer Louis; Consultant Planner Miller, Assistant Public Works Director, Jacques; Administrative Assistant to the Town Manager Davis; Assistant to the Commissioners Brown; Budget Finance Director Taubenfeld; Lobbyist Seigler; Attorney Parke

D. SPECIAL PRESENTATION/ REPORTS:

Ed Anakar RCI Management Services, Inc. introduced himself.

I. Consent Agenda

1. Bills Over \$500.00 – Finance Department
2. Authorizing Reimbursements from the Law Enforcement Trust Fund in the Amount Not to Exceed \$300.00 - Finance Department
4. Authorizing Second Floor Offices Flooring in the Amount Not to Exceed \$3,000.00 – Mayor Mohammed

9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REVOKING RESOLUTION 19-08-09 AND DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING DONATION OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH CIVIC PLUS FOR WEBSITE DESIGN; DIRECTING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Items 1,2,4,9 and 10 on the Consent Agenda were Approved.

September 11, 2019

Mayor Mohammad entertained a motion. A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Consent Agenda less item numbers 3,5,6,7,8, was carried out as follows:

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

3. Authorizing the Town to Purchase a New Code Enforcement Vehicle in the Amount Not to Exceed \$25,000.00

~~Resolution was read By Attorney Ryan~~

Discussion

A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution, was carried out as follows:

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

A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution

5. Authorizing the Town to Purchase 18 Dell Computers in the Amount Not to Exceed \$18,000.00
6. Authorizing the Town to Purchase 3 Micro Computers in the Amount Not to Exceed \$2,500.00
7. Authorizing the Town to Purchase High End Scanners in the Amount Not to Exceed \$13,000.00
8. Authorizing the Town to Purchase 30 Adobe Acrobat Pro Licenses in the Amount Not to Exceed \$ 8,000.00

Resolution was read By Attorney Ryan

A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt the Resolution, was carried out as follows:

Vice Mayor Clark	Yes
------------------	-----

September 11, 2019

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

A Motion was made by Clerk Commissioner Jacobs, seconded by Commissioner Cohen to Amend the adopted Resolution, was carried out as follows:

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

2. Remarks from the General Public

None

3. Public Hearings as scheduled.

None

4. Regular Agenda

1. Public Safety – Clerk-Commissioner Jacobs/ Chief Coker

Discussion was held.

2. UPDATE: Fire Safety – Commissioner Dieuville/ Chief Kane

Discussion was held.

3. RESOLUTION: Authorizing Town to Enter into an Agreement with Sachs Sax Caplan to Commence Litigation in Respect to the Broward Sheriff Office Contracts – Lead Attorney Parke/ Attorney Ryan

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE TOWN TO INITIATE LITIGATION AGAINST THE SHERIFF OF BROWARD COUNTY, FLORIDA, TO RECOVER PAYMENTS FROM TOWN TO SHERIFF OF BROWARD COUNTY, FLORIDA IN EXCESS OF THE COSTS INCURRED BY SHERIFF OF BROWARD COUNTY, FLORIDA, FOR SERVICES PROVIDED TO TOWN ARISING FROM THE AGREEMENT BY AND BETWEEN THE SHERIFF OF BROWARD COUNTY, FLORIDA AND THE TOWN OF PEMBROKE PARK FOR LAW ENFORCEMENT AND FIRE RESCUE SERVICES, DATED NOVEMBER 20, 2007 AND ITS VARIOUS AMENDMENTS; AUTHORIZING THE LAW FIRM OF SACHS SAX CAPLAN, P.L. TO PREPARE, FILE, AND PROSECUTE THE AFORESAID LITIGATION FOR AND ON BEHALF OF THE

September 11, 2019

TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING
RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE

A Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to adopt the Resolution, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

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

a. Metropolitan Planning Organization (MPO)

A *Motion* was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to authorize the staff to support SW 25th Street storm water improvements, Park Road Paving drainage improvements, J.P. Lyons Storm Water improvements, County Line Road Storm Water Connection, Dale Village Storm Water Connection, Bike Lane and Side Walk Improvements, Mast arm Hallandale Beach Boulevard SW 48th Avenue was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

b. Safe Neighborhoods: Security Cameras

Discussion

5. International Promotions, Businesses, Community Involvement – Vice-Mayor
Commissioner Clark

b. Resolution: Agriculture Education and Promotion Facility Funding and 2019-20
Legislative

Appropriations

c. Agro-Eco Gardens & Centers – Agro-Eco Food Forest Garden Linear Pathway

~~Resolution was read By Attorney Ryan~~

A Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to adopt the Resolution was carried out as follows:

September 11, 2019

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

6. Hurricane Dorian Relief Aid for the Bahamas – Mayor Mohammed

A Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to have Mayor Mohammad as lead Commissioner on the Hurricane Dorian Relief Aid for the Bahamas, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

7. Town Holiday Party – Clerk-Commissioner Jacobs

Discussion was held

5a. Professional Fire Fighter Association of South Florida – Dedication October 12 or 19, 2019

A Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to set dedication date to October 19, 2019 at 10:00 A.M., was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

8. Statewide Mutual Aid Agreement – Attorney Ryan

~~Resolution was read by Attorney Ryan~~

A Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to adopt the Resolution was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

9. ANNOUNCEMENT PUBLIC HEARING: Monday, September 23, 2019 – 6:00 P.M. – Final Budget and Millage Rate for Fiscal Year 2019 - 2020 – Mayor Mohammed/Attorney Ryan

5. COMMISSIONER COMMENTS:

Discussion was held

6. ATTORNEY COMMENTS:

None

7. TOWN MANAGER / PERSONNEL COMMENTS:

Discussion was held

8. EMERGENCY ITEMS:

None

ADJOURNMENT:

8:17 P.M.

REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

WEDNESDAY, SEPTEMBER 11, 2019 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. CONSENT AGENDA

1. Bills Over \$500.00 – Finance Department
2. Authorizing Reimbursements from the Law Enforcement Trust Fund in the Amount Not to Exceed \$300.00 - Finance Department
3. Authorizing the Town to Purchase a New Code Enforcement Vehicle in the Amount Not to Exceed \$25,000.00 – Chief Code Officer Louis
4. Authorizing Second Floor Offices Flooring in the Amount Not to Exceed \$3,000.00 – Mayor Mohammed
5. Authorizing the Town to Purchase 18 Dell Computers in the Amount Not to Exceed \$18,000.00 – IT Director Pakula
6. Authorizing the Town to Purchase 3 Micro Computers in the Amount Not to Exceed \$2,500.00 – IT Director Pakula
7. Authorizing the Town to Purchase High End Scanners in the Amount Not to Exceed \$13,000.00 – IT Director Pakula
8. Authorizing the Town to Purchase 30 Adobe Acrobat Pro Licenses in the Amount Not to Exceed \$6,000.00 – IT Director Pakula
9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, REVOKING RESOLUTION 19-08-09 AND DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING DONATION OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan
10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH CIVIC PLUS FOR WEBSITE DESIGN; DIRECTING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Clerk-Commissioner Jacobs/ Chief Coker
2. UPDATE: Fire Safety – Commissioner Dieuveille/ Chief Kane
3. RESOLUTION: Authorizing Town to Enter into an Agreement with Sachs Sax Caplan to Commence Litigation in Respect to the Broward Sheriff Office Contracts - Lead Attorney Parke/ Attorney Ryan
4. DISCUSSION: Status of Town Projects –Vice-Mayor/Public Services Commissioner Clark/ Public Services Director Larson
 - a. Metropolitan Planning Organization (MPO)
 - b. Safe Neighborhoods: Security Cameras
5. DISCUSSION: International Promotions, Businesses, Community Involvement – Vice-Mayor Commissioner Clark
 - a. Professional Fire Fighter Association of South Florida – Dedication October 12 or 19, 2019
 - b. Resolution: Agriculture Education and Promotion Facility Funding and 2019-20 Legislative Appropriations
 - c. Agro-Eco Gardens & Centers – Agro-Eco Food Forest Garden Linear Pathway
6. DISCUSSION: Hurricane Dorian Relief Aid for the Bahamas – Mayor Mohammed
7. DISCUSSION: Town Holiday Party – Clerk-Commissioner Jacobs
8. DISCUSSION: Statewide Mutual Aid Agreement – Attorney Ryan
9. ANNOUNCEMENT PUBLIC HEARING: Monday, September 23, 2019 – 6:00 P.M. – Final Budget and Millage Rate for Fiscal Year 2019 - 2020 – Mayor Mohammed/Attorney Ryan

V. COMMISSIONER COMMENTS

VI. ATTORNEY COMMENTS

VII. TOWN MANAGER / PERSONNEL COMMENTS

VIII. EMERGENCY ITEMS

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO

INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

3. Special Commission Meetings

24. 10-22-2018 1:24 pm	30. 08-01-2019 7:00 pm	
25. 10-24-2018 3:12 pm	31. 08-12-2019 6:45 pm	
26. 10-30-2018 5:10 pm	32. 09-09-2019 6:12 pm	Budget Meeting
27. 11-20-2018 3:09 pm	33. 09-23-2019 6:00 pm	Final Budget Meeting
28. 07-10-2019 12:09 pm	34. 09-23-2019 6:10 pm	
29. 07-17-2019	35. 09-23-2019 7:00 pm	

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

A. CALL TO ORDER

1:24 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Cohen

Services Director Joseph, Town Attorney Ryan

1. Attorney/ Client Session – Attorney Ryan

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

Case No: CACE-18-021811 (13)

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

Plaintiff;

vs.

Town of Pembroke Park

Defendant.

Discussion was held on the above item.

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

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action minutes of October 24, 2018

A. CALL TO ORDER

3:12 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Clerk Commissioner Cohen

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

D. ALSO PRESENT:

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

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

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

2. DISCUSSION: Employee Salaries – Vice Mayor Clark

Mr. Ryan read the resolution by title only.

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

Mayor Mohammed passed the gavel to Vice Mayor Clark.

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

Commissioner Cohen	Yes
Mayor Mohammed	Yes
Vice Mayor Clark	Yes

Discussion continued.

Meeting recessed at 4:03 p.m.

Meeting resumed at 4:05 p.m.

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

Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

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

TOWN OF PEMBROKE PARK
Special Meeting of Citizen Advisory Board Meeting
Action minutes of October 30, 2018

A. CALL TO ORDER 5:10 P.M.

B. PLEDGE OF ALLEGIANCE:

C. ROLL CALL:

PRESENT:

Jennifer Alonso
(Chair)
David Roach
Edward Maley
Tamar Benadi

ATTENDING:

Board Attorney:	
Public Service Director:	Todd Larson
Town Engineer:	Peter Kunen
Board Clerk:	Natasha Joseph

1. DISCUSSION: Introduction – Public Services Director Larson/Town Engineer Kunen

Mr. Kunen gave a brief introduction and explained the purpose of the meeting, which is to familiarize the Board with grant requests for future projects. Today there will be five (5) projects presented, four (4) of which will be submitted to the Broward County Metropolitan Planning Organization (MPO) and one (1) which will be submitted for a FRDAP grant. Mr. Kunen noted the projects in the first group are listed in order of ranking.

2. DISCUSSION: Proposed MPO-CSLIP Projects – Public Services Director Larson/Town Engineer Kunen

- a. S.W. 48th Avenue and Hallandale Beach Boulevard: Mast Arm

Discussion was held.

- b. County Line Road: Sidewalk, Stormwater Improvements, and Resurfacing

Discussion was held.

Discussion continued with Ellen Roach, resident at Dale Village.

- c. Park Road: Stormwater Improvements, Bike Paths, and Resurfacing

Discussion was held.

- d. S.W. 52nd Avenue: Sidewalks

Discussion was held.

October 30, 2018

3. DISCUSSION: Proposed FRDAP Project – Public Services Director Larson/Town Engineer Kunen

a. Ryan Park Walking Path

Discussion was held.

Discussion continued with Ellen Roach, resident at Dale Village.

Motion made by Mr. Roach, seconded by Mr. Maley, to accept the information and move forward with the MPO projects was carried as follows:

Roach	Yes
Maley	Yes
Benadi	Yes
Alonso	Yes

Motion made by Mr. Roach, seconded by Mr. Maley, to accept the information and move forward with the FRDAP projects. In a roll call vote, the motion passed unanimously.

Roach	Yes
Maley	Yes
Benadi	Yes
Alonso	Yes

Motion made by Mr. Roach to adjourn the meeting. In a roll call vote, the motion passed unanimously.

The meeting was adjourned 5:54 p.m.

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

- A. CALL TO ORDER 3:09 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark

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

D. ABSENT:

Commissioner Cohen

1. DISCUSSION: PLANNING OF EVENTS

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

Discussion was held on all items

The meeting was adjourned at 4:39 P.M



DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

TUESDAY, NOVEMBER 20, 2018 – 2:00 P.M.

AGENDA

CALL TO ORDER – 2:55 P.M.

ROLL CALL

PRESENT

MAYOR

VICE MAYOR

ASHIRA MOHAMMED

HOWARD P. CLARK, JR.

STAFF

INTERIM TOWN MANAGER

TOWN ATTORNEY

TOWN ATTORNEY

ADMIN SERVICES DIRECTOR

DIRECTOR OF PUBLIC WORKS

CONSULTANT ENGINEER

CONSULTANT PLANNER

BSO LIAISON

FIRE DEPARTMENT LIAISON

CODE ENFORCEMENT OFFICER

BUILDING OFFICIAL

BILLING CLERK

IT DIRECTOR

BOGDAN VITAS

CHRISTOPHER J. RYAN

DAVID SIGERSON

NATASHA JOSEPH

TODD LARSON

PETER KUNEN

MICHAEL MILLER

CHIEF STEPHANIE COKER

CHIEF MICHAEL KANE

JEFFREY LOUIS

ALAN CORRIVEAU

MICHELLE GROOMS

MARK PAKULA

ABSENT

COMMISSIONER

GEORGINA COHEN

1. DISCUSSION: Planning of Events

Mayor Mohammed stated each person had a packet outlining upcoming special events of the Town.

a. Holiday Party

Mayor Mohammed stated Mark Pakula had been put in charge of researching restaurant venues for the Holiday Party.

Mr. Pakula presented on five (5) restaurants he had explored for the Town Holiday Party. He stated the breakdown was for 80 people, which is the number of staff members, family members, and VIPs that has attended the party in the past.

Mr. Pakula stated only the first two (2) restaurants on the list met the \$2,500 budget, and one (1) of the restaurants only has space for 50. He stated he would recommend Area Code 55.

The Commissioners and staff discussed the options and the need for a change from the events of the past.

Mayor Mohammed gave Mr. Pakula direction to move forward on making the deposit and arrangements with Area Code 55 Brazilian Steak House. A date was not set.

b. Toy Giveaway

Mayor Mohammed stated the date for the Toy Giveaway had been set for Thursday, December 13.

In response to a question from Mayor Mohammed, Natasha Joseph said the event was typically held on a Thursday, early enough to get the children home and ready for school the following day.

The Commissioners and staff discussed the date. Flyers had been out for several weeks, making a date change difficult.

Mayor Mohammed asked who was coordinating the event.

Jeffrey Louis stated he helped the former Assistant Town Manager coordinate the event last year. He said it would be a different project since Stratton's was no longer in place, so there would be no need for two (2) locations.

Mayor Mohammed stated she would like to change the date to Thursday, December 20, the day before the final half day of school.

Mr. Vitas reviewed the logistical issues of changing the date and asked how the general population is reached to come in and register for the event.

Mr. Louis stated flyers were circulated to apartment buildings. He said it typically held earlier because people leave Town for the holiday season.

By consensus, the group decided to move the date to December 20.

The Commissioners and staff discussed businesses to approach for donations as well as donations that were left over from past events.

The budget line item for the Town newsletter was discussed at length and discussed ordering additional bags for the turkey giveaway.

c. Commission Packets

Mayor Mohammed noted the packet included the emails from consultant Oel Wingo regarding hiring a Town Manager and other hiring issues. She stated all of the emails were sent to the full Commission and the Interim Town Manager.

Mayor Mohammed stated the next item in the packet was a purchasing manual.

Vice Mayor Clark reviewed the purchasing process which had been discussed by the committee. He said the process would no longer be one (1) staff member making decisions and then telling the Commissioners what to do. He noted any Commissioner, or the Mayor is welcome to sit on any committee, so long as it is legal.

Mr. Vitas clarified the intention of the personnel policy, procedures manual and purchasing manual, and whether the Commission would like Ms. Wingo to present them prior to staff review. He noted the tools should be approved by the Commission and then it would be up to staff to implement.

Mr. Vitas pointed out this may require three (3) trips, as it would be overwhelming to try to present all (3) pieces at once.

Continuing, Mr. Vitas stated he thought the personnel policy manual needed to be vetted by a labor attorney prior to adoption.

Vice Mayor Clark asked that the purchasing and procurement manual be reviewed so the Town could respond to the OIG and let them know all requirements had been met.

Mr. Vitas recommended working through at a rate of one (1) manual per month and reviewing them meticulously.

Mayor Mohammed stated all of the manuals under Ms. Wingo's purview were requested by the OIG in the annual report. She reviewed the requirements in the letter from the OIG.

Vice Mayor Clark stated there is a lot of work to do. He said the Town has worked hard to do as much as possible quickly. He asked that Attorney Chris Ryan write a letter to the OIG letting them know the list was in progress.

Mr. Vitas stated he would create a schedule for the Town to meet each of the requirements, including adopting, reviewing, implementing, and ongoing review.

d. Ethics Training

Mayor Mohammed announced there is an ethics training on November 30. Mr. Vitas and Mr. Larson will be attending.

e. Florida League of Cities University

Mayor Mohammed pointed the Commissioners to information regarding ongoing education through the Florida League of Cities University. She stated it was important the Commissioners know what is available to them.

Mr. Vitas clarified the offerings and whether the Town maintains a record of certifications.

f. Organizational Analysis

Mayor Mohammed stated the analysis was created by Ms. Wingo based on standards.

g. Layout of Town Hall

Mayor Mohammed said staff has been discussing moving the Building Department to the main office, and she would like to move forward with that, to allow everyone to work together and to give the Department more space.

Mr. Vitas asked if that request included Public Works.

Mayor Mohammed stated she would like to see both moved and discussed security that has been discussed. She said she did not know if the item was budgeted.

Mr. Vitas stated it was not in the budget, but that did not mean a budget amendment could not be made. He further said staffing needs would need to be taken into consideration and asked if anyone had diagrammed the seating arrangements. He said there was a good number of people discussed, and the current layout is not functional.

The Commissioners and staff discussed the process for budget amendments.

Mayor Mohammed said she would like to see the move start over the holidays, as it is a quiet time for staff.

Mr. Vitas discussed logistics and stated he would have a team look at it and noted there might be furniture acquisitions required.

h. One Blood

Vice Mayor Clark announced the Town's cooperation with the One Blood drive, and said the Town usually puts up signs.

The Commissioners and staff discussed the blood drive, and whether there was an expense typically incurred.

In response to a question from Vice Mayor Clark, Mr. Louis stated the Commission typically makes a Resolution of support for the event.

i. Community Garden

Vice Mayor Clark and Mr. Vitas discussed budget specifications for the Community Garden project.

Mr. Larson provided historical background on how the project was budgeted.

Vice Mayor Clark asked for clarification on which line item in the budget would cover the monument signs the Commission would like to install in the Town.

j. Pembroke Park Church of Christ

Vice Mayor Clark stated they wanted to do a palm tree in recognition of the Pembroke Park Church of Christ, but there had been some opposition at the meeting.

Vice Mayor Clark asked that Mr. Larson and Mr. Vitas look into the discrepancies regarding the Church owing money to the Town.

Mr. Vitas stated he and Mr. Larson discussed it, and it has to do with the way the Church acquired their property and entering into the pilot agreement. He said the matter needs to be totally revisited to come up with a solution that is going to work.

k. Relay for Life

Vice Mayor Clark gave an update on the partnership with the event, and how he would like to see the Town be involved in 2019.

l. International Festival

Vice Mayor Clark stated a number of local organizations have a international impact, and he would like to bring everyone together for an annual event.

m. Pembroke Park Cares

Vice Mayor Clark asked for an update on the Pembroke Park Cares program.

Mayor Mohammed stated that was a question for Mr. Ryan, who was not in attendance at the meeting.

The Commissioners and staff discussed the Little Library program and where to get books.

Mayor Mohammed asked staff to pursue assorted places to purchase and get grants for books. She passed along a list of options.

n. Sister City

Vice Mayor Clark stated during the Ribbon Cutting for Mrs. Spivey, the Town was introduced to the opportunity to do a sister city program with Buchanan, Liberia. He said they are eager to work together.

Vice Mayor Clark said he and Mr. Vitas will work together on the project.

Mr. Vitas outlined information on how a formal sister city program is put into place. He reviewed ways cities can work together, including culturally and economically.

Ms. Joseph explained Pembroke Park is in the category of "cities seeking cities."

Vice Mayor Clark stated there is an entire congregation in Pembroke Park excited to be a part of a cultural exchange with the Buchanan community.

Mayor Mohammed listed additional places that could be explored.

o. Francophone/Francophile

Vice Mayor Clark said the Town has been accepted into Quebec City's Francophone/Francophile community, and he would like to see that information out publicly more.

Mr. Vitas stated he was wondering where that item might be found.

Ms. Joseph said the dues were paid last year, when the relationship began.

Vice Mayor Clark stated the Town is very diverse, and the Commission is working to embrace that diversity.

p. 60th Anniversary

Mr. Vitas stated a large amount was budgeted for the celebration, and the date has passed. He said at some point it may be time to plan the 65th, or the concept could be abandoned and an annual event such as Pembroke Park Days or Founders Day could be pursued.

The Commissioners and staff discussed options for an event.

The Commissioners and staff discussed what contact methods can be used to disseminate information outside of a meeting, as well as what disclaimers need to be included when sending emails.

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

Mayor Mohammed adjourned the meeting at 4:39 p.m.

Approved

Date

Mayor/Councilmember

Town Clerk

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action minutes of July 10, 2019

- A. CALL TO ORDER 12:09 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

Mayor Mohammad (Late arrival); Vice Mayor Clark; Clerk Commissioner Jacobs (Late Arrival) Commissioner Cohen; Commissioner Dieuveille

Attorney Ryan; Public Services Director Larson; Administrative Service Director Joseph;

1. Town Manager Interviews - Mayor Mohammed / Vice-Mayor Clark / Attorney Ryan

The Six (6) Candidates are as Follows:

- Mr. Timothy Day

Discussions were held

- Newall Daughtrey

Discussions were held

Meeting recessed at 1:26 P.M.

Meeting resumed at 1:33 P.M.

- Kathleen S. Margoles

Discussions were held

- Robert Van Vulkenberg

Discussions were held

Meeting recessed at 2:40 P.M.

Meeting resumed at 2:51 P.M.

Motion was made by Mayor Mohammed, seconded by Clerk Commissioner Cohen, to suspend the meeting until 6:00 PM at which time Candidate Salters would be interviewed was carried as follows:

July 10, 2019

Mayor Mohammed	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Vice Mayor Clark	Yes

Meeting recessed at 2:53 P.M.

Meeting resumed at 6:10 P.M.

- Agatha Muse-Salters

Discussions were held (Skype)

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to conduct an interview with Ms. Bray was carried as follows;

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

- Claudia Bray

After several attempts made by The Town, that Claudia Bray was unable connect with for a skype interview.

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to recess this meeting and move forward with the Regular Commission Meeting was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Recessed at

7:08 P.M.

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

WEDNESDAY, JULY 17, 2019 – 6:00 P.M.

AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

1. BID AWARD: Disaster Debris Removal and Disposal Services – Public Services Director Larson
2. DISCUSSION: 44th Year Community Development Block Grant (CDBG)– Public Services Director Larson
3. DISUCSSION: Town Manager Agreement – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan
4. DICUSSSION: Amending Organizational Chart – Mayor Mohammed/ Attorney Ryan
5. DISCUSSION: Appointing an Interim Assistant Town Manager – Mayor Mohammed/ Attorney Ryan
6. DISCUSSION: Appointing an Interim Economic Development/ Contract Administrator – Mayor Mohammed/ Attorney Ryan
7. DISCUSSION: Capital Improvement Projects – 2019/20 Budget Appropriations - Mayor Mohammed/ Vice-Mayor Clark/ Public Services Director Larson
8. DISCUSSION: Agro Eco Center/Community Garden/ Food Forest/ Grants - Vice-Mayor Clark

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action minutes of July 17, 2019

A. CALL TO ORDER

6:14 P.M.

B. PLEDGE OF ALLEGIANCE:

Mayor Mohammad

C. ROLL CALL:

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

Attorney Ryan; Public Services Director Larson; Fire Safety Chief Kane; Consultant Planner Miller; Administrative Service Director Joseph; Chief Code Officer Louis;

4. BID AWARD: Disaster Debris Removal and Disposal Services – Public Services Director Larson

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH DISASTER REMOVAL AND DISPOSAL SERVICES WITH THE FOUR HIGHEST RANKING CONTRACTORS; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion by Vice Mayor Clark, seconded by Commissioner Dieuville to adopt the resolution, was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuville	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammed	Yes

5. 44th Year Community Development Block Grant (CDBG)– Public Services Director Larson

Discussion was held

6. Town Manager Agreement – Mayor Mohammed/ Vice-Mayor Clark/ Attorney Ryan

Discussion was held

7. Amending Organizational Chart – Mayor Mohammed/ Attorney Ryan

July 17, 2019

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO CREATING ADMINISTRATIVE POSITION OF ASSISTANT TOWN MANAGER POSITION; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID ADMISSION FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to adopt the resolution, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuville	Yes
Mayor Mohammed	Yes

8. Appointing an Interim Assistant Town Manager – Mayor Mohammed/ Attorney Ryan

Discussion was held

MEETING ADJOURNED: 8:05 P.M.
MEETING RESUMED: 8:14 P.M.

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN EMPLOYEE AGREEMENT WITH NEWALL DAUGHTREY TO SERVE AS INTERIM TOWN ASSISTANT MANAGER OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to adopt the resolution, was carried as follows

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	No
Commissioner Dieuville	Yes
Mayor Mohammed	Yes

9. Appointing an Interim Economic Development/ Contract Administrator – Mayor Mohammed/ Attorney Ryan

Motion was made by Mayor Mohammed, seconded by Clerk Jacobs to have Appointing an Interim Economic Development- Contract Administrator tabled until further notice.

Clerk Commissioner Jacobs	Yes
---------------------------	-----

July 17, 2019

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

10. Capital Improvement Projects – 2019/20 Budget Appropriations - Mayor Mohammed/
Vice-Mayor Clark/ Public Services Director Larson

Discussion was held

11. Agro Eco Center/Community Garden/ Food Forest/ Grants - Vice-Mayor Clark

Motion was made by Vice Mayor Clark, seconded by Commissioner Dieuveille to order wheat fabric with the not to exceed One Thousand (1,000.00) Dollars.

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

12. Omnitrac - Global Position System - Mayor Mohammed

Discussion was held

Non-Agenda Item: Rescheduling and Setting Meetings- Natasha Joseph

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs for the Regular Commission Meeting for the Budget Hearing September 9, 2019 at 6:00 P.M.

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to hold a second Regular Commission Meeting for the Budget Hearing September 23, 2019 at 6:00 P.M.

Vice Mayor Clark	Yes
------------------	-----

July 17, 2019

Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

Motion was made by Clerk Commissioner Jacobs, seconded by Vice Mayor Clark to hold the Regularly Scheduled Commission Meeting. Date was changed to August 12, 2019 at 7:00 P.M.

Clerk Commissioner Jacobs	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammed	Yes

2. Commissioner Comments:

Discussion was held

Adjournment: 8:58 P.M.

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

THURSDAY, AUGUST 1, 2019 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

1. DISCUSSION: Town Manager Employment Agreement –Mayor Mohammed/ Attorney Ryan
2. DISCUSSION: Agriculture Education and Promotion Facility Funding and 2019-20 Legislative Appropriations – Vice-Mayor Clark/Public Services Director Larson
3. DISCUSSION: Back to School Giveaway – Mayor Mohammed
4. DISCUSSION: Global Positioning System Agreement – Mayor Mohammed

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

SPECIAL MEETING OF THE TOWN OF PEMBROKE PARK
THURSDAY AUGUST 1, 2019 - 7:00 PM

AGENDA
CALL TO ORDER – 7:06 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR:	ASHIRA MOHAMMED
	VICE MAYOR:	HOWARD P. CLARK, JR.
	CLERK-COMMISSIONER:	GEOFFREY JACOBS
	COMMISSIONER:	GEORGINA COHEN
	TOWN ATTORNEY:	CHRISTOPHER J. RYAN
	ASSISTANT TOWN ATTORNEY:	MICHAEL SIGERSON
	INTERIM ASSISTANT TOWN	
	MANAGER:	NEWELL J. DAUGHTREY
	PUBLIC SERVICES DIRECTOR:	TODD LARSON
	CODE ENFORCEMENT OFFICER:	JEFFREY LOUIS
	ADMIN SERVICES DIRECTOR/	
	DEPUTY TOWN CLERK:	NATASHA JOSEPH
	ASSISTANT TO THE DEPUTY	
	TOWN CLERK:	SUSAN REUTLINGER
ABSENT:	COMMISSIONER	REYNOLD DIEUVEILLE

Ms. Joseph announced that Commissioner Dieuveille was excused.

2. DISCUSSION: Agriculture Education and Promotion Facility Funding and 2019-20 Legislative Appropriations – Vice Mayor Clark/Public Services Director Larson

Vice Mayor Clark announced that there was a grant available to improve the food forest by renovating the building, wellness center, kitchen, linear walkway and brining the bathrooms up to ADA standards. Vice Mayor Clark requested a motion to allow Mr. Larson to obtain three (3) bids, offers, or proposals to do drawings for the grant and the appropriations. In response to clarification by Vice Mayor Clark, Attorney Ryan stated that Vice Mayor Clark was seeking proposals to obtain architectural drawings necessary to make improvements at the Oglesby Community Center; also the site plans for improvements of the food forest walkway. Discussion continued.

Vice Mayor Clark made a motion, that we authorize Mr. Larson to get proposals for architectural drawings and whatever is needed for the Florida Department of Agriculture Grant; in addition whatever is needed for the 2019/20 Legislative Session application.

In response to questioning by Commissioner Jacobs, Vice Mayor Clark stated that this agricultural grant will be used to improve the building and the walkway (trail), also will improve the food forest. In response to questioning by Commissioner Jacobs, Mr. Larson stated that yes; this grant can be used for building improvements. The discussion continued. Clerk-Commissioner Jacobs seconded the motion.

AUGUST 1, 2019

Mayor Mohammad questioned the usage of drones to take aerial photos for the LBRs (Legislative Budget Request). She explained that these aerial photos are an integral part of the visual presentation in order to obtain funding from the Legislature. Mayor Mohammed requested the status on the other 19 LBRs. Discussion continued.

Roll call, regarding obtaining three (3) proposals for the drawings for the food forest walkway and improvements to the wellness center, continued as follows:

VICE MAYOR CLARK	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed passed the gavel to Vice Mayor Clark and then Mayor Mohammed made a motion that authorize staff to get paperwork together for the nineteen (19) other LBRs including going out to bid for drones, aerial, etc. to present complete packets to legislature in a timely manner. Clerk-Commissioner Jacobs seconded the motion and it was carried as follows:

MAYOR MOHAMMED	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Mayor Mohammad requested that these items be presented to the Commissioners in order to give input on what Capital Improvements Projects they would like to see in the budget this year. Mr. Larson suggested putting it on the Workshop for next week. Interim Assistant Town Manager Daughtrey stated that staff will put a list together and will review it with each Commissioner and obtain additional information in order to present a complete list at the Workshop. Discussion continued.

3. DISCUSSION: Back to School Giveaway- Mayor Mohammed

Mayor Mohammed requested that the Commission approve the expenditure of additional funds for the Back to School Giveaway. According to the receipts \$4,500.00 was spent; however the budget reflects \$3,507.00. Mayor Mohammed gave a brief breakdown of the expenditures. Discussion continued.

Mayor Mohammed entertained a motion for the book bags. Vice Mayor Clark made a motion that we authorize \$1,508.60 and it was seconded by Clerk-Commissioner Jacobs.

In response to questioning by Commissioner Cohen, Mayor Mohammad explained that we have a total of 510 book bags and reassured the Commission that school supplies are for Pembroke Park Residents only. And proof of residency is verified by Driver's License and Utility Bills.

AUGUST 1, 2019

Reported that the 144 small book bags are for children under 8 years old and 366 big solid book bags are for children older and the Town's logo will be screen printed on the bags. Discussion continued. Mayor Mohammed request that funds be reallocated to the Back to School Giveaway to offset the shortage.

Mr. Daughtrey suggested that the Commission approve the increase the budget item from \$3,500.00 to \$5,000.00; and not exceed what the Commission has approved. Based on the Mr. Daughtrey's recommendation, Vice Mayor Clark withdrew his motion and Clerk-Commissioner Jacobs withdrew his second. Discussion continued.

Vice Mayor Clark made a motion to increase the budget up to \$6,000.00 for that item and it was seconded by Clerk Commissioner Jacobs. The expenditure is to approve not to exceed \$6,000 for school supplies, food, drinks, etc. Discussion followed. The motion previously made and seconded, was carried as follows:

:	VICE MAYOR CLARK	YES
	CLERK COMMISSIONER JACOBS	YES
	COMMISSIONER COHEN	YES
	MAYOR MOHAMMED	YES

Mayor Mohammed requested a confirmation that the action that was taken at this meeting was done according to auditing standards.

In response to questioning by Vice Mayor Clark, Attorney Ryan explained that anytime the Town spends money it should be done for residents of Pembroke Park only, as long as the Town is not incurring expenses. Discussion continued.

Mayor Mohammad stated that she wanted to give groceries out with the book bags, but cannot due to the fact that the Town does not have its 501(c)3, but was told to submit application for the Agency from Farm Share to get approval. Discussion continued.

Mayor Mohammed passed the gavel to Vice Mayor Clark and then Mayor Mohammed made a motion that we do the application to become an agent for Farm Share, so that we can be placed on the list to receive product to be a distribution point. Clerk-Commissioner Jacobs seconded the motion, and was carried as follows:

MAYOR MOHAMMED	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Attorney Ryan reported that an ethical question was recently raised regarding the Commission sitting on the board of a 501(c)3. Attorney Ryan stated that this issue will be brought as an agenda item on next week, for the Commission to authorize the Town Attorney to request a written opinion from the Commission on Ethics in order to make a determination if a Commissioner can sit on the board of a 501(c)3, solicit contributions from business and property owners. Discussion continued.

4. DISCUSSION: Global Positioning System Agreement- MAYOR MOHAMMED

AUGUST 1, 2019

Attorney Ryan reported that a counter proposal was sent to Omni Tracks based on revisions dealing with Florida Public Records Law and indemnification clauses for them to review and approval. Discussion continued.

MOTION FOR A NON-AGENDA ITEM:

Clerk-Commissioner Jacobs requested a motion for a non-agenda item, Vice Mayor seconded the motion and it was carried as follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Vice Mayor Clark made a motion to change the Workshop Commission Meeting on August 12, 2019 at 7:00 P.M. and the Regular Commission Meeting on August 26, 2019 at 7:00 p.m. Commissioner Cohen seconded the motion and was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Attorney Ryan stated that there were several RFP's that the Commissioners requested to be for this 2019 fiscal year. He continued to explain that the dates for the Workshop and Regular meetings have been changed and the RFP's maybe impacted. Attorney Ryan is seeking guidance on as to how to proceed and is requesting a schedule. Discussion continued.

In response to questioning by Vice Mayor Clark, Attorney Ryan stated that Commissioners requested RFP's for Attorneys, Planners and Information Technology. Assistant Town Attorney Michael Sigerson added Janitorial Services also. The discussion continued

Attorney Ryan proposed that the following:

First Publication – August 7, 2019, Proposals Returned – September 4, 2019, Evaluated – September 11, 2019, Interview and Selection - September 18, 2019. Committee members consist of Interim Town Manager, Interim Assistant Town Manager, Public Service Director, Admin Service Director, and Mayor. In response to questioning by Mayor Mohammad, Attorney Ryan agreed that he will be emailing the RFPs. The discussion continued.

MOTION FOR A NON-AGENDA ITEM:

AUGUST 1, 2019

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Jacobs in regards to a non-agenda Item; was carried out a follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Jacobs to authorize Director of Public Works Todd Larson and staff to move forward for the Grant application Agriculture Education and Promotion Facility Funding, before the October 1st, 2019 deadline.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Clerk Commissioner Jacobs seconded by Vice Mayor Clark in regards to a non-agenda Item, was carried out a follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen in regards to a Human Resources Company, with Geffrey Jacobs being Lead Commissioner, was carried out a follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Mr. Louis stated that there was another application that was being worked on for the department of Health for Community Health due on August 15th, 2019, which was brought to Commissioners last month and asked if the application needed to be brought to the Counsel for review before submittal. In responding to Mr. Louis, Attorney Ryan directed Mr. Louis to submit the application once completed.

4. DISCUSSION: TOWN MANAGER EMPLOYMENT AGREEMENT- MAYOR MOHAMMED/ ATTORNEY RYAN

AUGUST 1, 2019

Mayor Mohammed asked Ms. Agatha Muse-Salters to introduce herself. Modifications to the contract were discussed.

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN EMPLOYMENT AGREEMENT WITH AGATHA-MUSE SALTERS TO SERVE AS THE TOWN MANAGER OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID EMPLOYMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

A motion by Vice Mayor Clark, seconded by Commissioner Jacobs, to adopt the Resolution, was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

In response to questioning by Mayor Mohammad, Attorney Ryan stated that Interim Newell Daughtry's salary shall be prorated based on a forty (40) hour work week on the hours worked. The discussion continued.

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to a non-agenda Item, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

MOTION FOR A NON-AGENDA ITEM:

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to the Assistant Town Manager Salary will be prorated on a forty (40) hour work week to the hours worked.

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Motion was made by Commissioner Jacobs seconded by Vice Mayor Clark to purchase the Town Manager and Assistant Town Manager an identical vehicle different color for the Town.

AUGUST 1, 2019

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

Previous Motion was amended by Clerk Commissioner Jacobs seconded by Vice Mayor Clark to \$ 750.00 a month car allowance until the Town purchases a vehicle

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

Agatha Muse-Salters thanked the Commissioners.

COMMENTS FROM THE BOARD:

Commissioner Geoffrey Jacobs stated that the lights are still out on SW 30th Ave. In response to questioning by Commissioner Jacobs, Mr. Larson stated that they have been working on them on the North side between Hallandale and Pembroke Rd. They started working on the South side and that parts have been ordered. Mr. Louis stated that he drove around and verified that the lights were working. Mayor Mohammad requested if the Town can resurface 30th Ave. The discussion continued.

Since there was no further business, Commissioner Cohen made a motion to adjourn the meeting. The Motion was carried unanimously by voice vote and the meeting was adjourned at 8:49P.M.

Muse Salters

- a. Special Commission Meeting 8-1-19 - Amended Draft Minutes 700
 - b. Special Commission Meeting 8-12-19 - Amended Draft Minutes
 - c. Special Commission Meeting - Budget - Presented at Meeting
- Special Commission Meeting 8-12-19 - AMENDED DRAFT MINUTES
Special Commission Meeting 8-1-19 - AMENDED DRAFT MINUTES 700
170906 - SPECIAL COMMISSION MEETING - BUDGET - Presented at
meeting

9-6-2019

SAMPLE OF ACTION MINUTES - Presented at the Meeting

- 12. DISCUSSION: Policy and Procedures - Town Manager Muse -
Salters/Attorney Ryan
 - a. Rules of ProcedureRULES OF PROCEDURE
- 13. DISCUSSION: Pembroke' Park Cares 501 (c) 3 Update - Attorney Ryan
- 14. RESOLUTION NO. 19-10-01: A RSOLUTION OF THE TOWN COMMISSION
OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUSPENDING
ADMINISTRATIVE SERVICES DIRECTORIDEPUTY TOWN CLERK
NATASHA JOSEPH; SUPERSEDING CONFLICTING RESOLUTIONS AND
PROVIDING AN EFFECTIVE DATE. - Attorney Ryan
Resolution 19 10-01

V. COMMISSIONER COMMENTS

VI. ATTORNEY COMMENTS

VII. TOWN MANAGER / PERSONNEL COMMENTS

VIII. EMERGENCY ITEMS

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERK'S OFFICE AT 954-%6-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED, PLEASE CONTACT THE FLORIDA RELAY SERVICE BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD)

SPECIAL MEETING OF THE TOWN OF PEMBROKE PARK

THURSDAY AUGUST 1, 2019 - 7:00 PM

AGENDA

CALL TO ORDER – 7:06 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: MAYOR ASHIRA MOHAMMED
VICE MAYOR HOWARD P. CLARK, JR.
COMMISSIONER GEORGINA COHEN
CLERK COMMISSIONER GEOFFREY JACOBS

STAFF: TOWN ATTORNEY CHRISTOPHER J. RYAN
ASSISTANT TOWN ATTORNEY MICHAEL SIGERSON
ADMIN SERVICES DIRECTOR NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS TODD LARSON
CHIEF CODE ENFORCEMENT OFFICER JEFFREY LOUIS
INTERIM ASSISTANT TOWN MGR. NEWELL DAUGHTREY
ASSISTANT TO THE TOWN CLERK SUSAN REUTLINGER

ABSENT: COMMISSIONER REYNOLD DIEUVEILLE

1. DISCUSSION: AGRICULTURE EDUCATION AND PROMOTION FACILITY FUNDING AND 2019/20 LEGISLATIVE APPROPRIATIONS - VICE-MAYOR CLARK / PUBLIC SERVICES DIRECTOR LARSON

Vice Mayor Clark provided a brief summary of funds needed to improve the food course by renovating the Wellness Center. Vice Mayor Clark stated that there is a grant available in which he is requesting to have the Director of Public Works, Todd Larson obtain three (3) proposals and drawings. In response to clarification by Vice Mayor Clark, Attorney Ryan stated that Vice Mayor Clark was seeking proposals to obtain architectural drawings necessary to do improvements to the Community Center also the site plans for food course walkway. The discussion continued.

Motion was made by Vice Mayor Clark, seconded by Commissioner Jacobs to authorize Mr. Larson to obtain three (3) proposals for Architectural Drawings for the Agricultural Grant and to continue to submit application for the 2019/20 Legislative Section which need to mirror each other, one compliments the other. Vice Mayor Clark stated that the scope has changed dramatically, it no longer what was submitted previously. The discussion continued.

In response to questioning by Commissioner Jacobs, Vice Mayor Clark stated that this agricultural grant will be used to improve the building and out in the walkway (trail), also will

improve the food forest. In response to questioning by Commissioner Jacobs, Mr. Larson stated that yes; this grant can be used for building improvements. The discussion continued.

DISCUSSION: LEGISLATIVE BUDGET REQUESTS (LBR)

Mayor Mohammad stated that a couple of months ago, discussion only of getting the drones to do the aerial photos for the twenty (20) Legislative Budget Request (LBR) for the additional 19 items. Mayor Mohammad stated that this discussion was only for direction, but questioned if this process had been completed, or if a motion was needed. Discussion continued.

Motion was made by Vice Mayor Clark, seconded by Commissioner Jacobs to authorize Mr. Larson to obtain three (3) proposals for Architectural Drawings for the Food Forest walkway, and improvements to the Wellness Center including the Learning Center for Agricultural Grant application and to submit another application to the 2019/20 Legislative Section, was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

MOTION FOR A NON-AGENDA ITEM:

Motion was made by Mayor Mohammad to authorize staff to get paper work together for the nineteen (19) other LBR's including going out to bid for drones, aerial etc., to present complete packets to legislature in a timely manner, was carried as follows:

MAYOR MOHAMMED	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Mayor Mohammad requested that the items be presented to allow the Commissions to give input on what Capital improvements Projects they would like to see on 2019 budget. Mayor Mohammed explained that if LBR's for the current projects are being completed, the additional Project, if needed, would be completed at the same time. Discussion needed on what is on the Capital Improvement list. Mr. Larson suggested putting it on the Workshop for next week. Code Enforcement Officer Jeffrey Louis stated he will pull Capital List for discussion with all Commissioners. The discussion Continued.

Interim Assistant Town Manager Newell Daughtry stated that staff will get out the Capital list together and will review with everyone, get feedback and present a completed list at the Workshop. The discussion continued.

2. DISCUSSION: BACK TO SCHOOL GIVEAWAY- MAYOR MOHAMMED

Mayor Mohammed stated that additional funding is needed for the Back to School Giveaway. Last year's budget was \$3,500.00, receipts come out to \$4,500.00. Commissioner Cohen agreed to last year's budget.

The discussion continued

Motion Made by Vice Mayor Clark authorize \$1508.60 seconded by Clerk Commissioner Jacobs.

In response to questioning by Commissioner Cohen, Mayor Mohammad replied that we have a total of 510 book bags ordered from Back Pack USA in Miami. 144 small book bags for children under 8 years old, and 366 big solid book bags are for children 9 and older. Mayor Mohammad explained that school supplies are for Pembroke Park Residents only and is verified by Driver's License and Utility Bills.

The discussion continued.

Previous Motion withdrawn by Vice Mayor Clark seconded by Clerk Commissioner Jacobs. The discussion continued.

Motion made by Vice Mayor Clark seconded by Clerk Commissioner Cohen, to approve spending not to exceed \$6,000 for school supplies including food and drinks, was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

In response to questioning Vice Mayor Clark, Attorney Ryan explained that anytime the Town spends money it should be for the residents of Pembroke Park only, as long as the town isn't incurring expenses.

Admin Services Director, Natasha Joseph stated that the Turkey giveaway, book bag drive and the toy drive, is for Town of Pembroke Park residence only. When the food giveaway and Health fair event takes place, this is for everyone. The discussion continued.

Mayor Mohammad stated that she wanted to give groceries out with the book bags, but cannot due to the fact that the Town does not have its 501C3, but was told to submit application for the Agency from farm share to get approval.
The discussion continued.

Motion made by Mayor Mohammad seconded by Clerk Commissioner Jacobs, to complete the 501C3 application to become an agent for Farm Shares to receive products to be a distribution point was carried as follows:

MAYOR MOHAMMED	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Attorney Ryan stated that that an issue was recently raised regarding an ethical question in regards to the commission sitting on the board of a 501C3. Attorney Ryan stated that this issue will be brought as an agenda item on next week's agenda to request clarification to the Commissioner of Ethics.
The discussion continued

3. DISCUSSION: GLOBAL POSITIONING SYSTEM AGREEMENT- MAYOR MOHAMMED

Attorney Ryan stated that contract for Omni tracks was revised with Florida Public Records Law and the Indemnification was sent to their Attorneys for review and approval.
The discussion continued

MOTION FOR A NON-AGENDA ITEM:

Motion was made by Clerk Commissioner Jacobs in regards to the next weeks Workshop, was carried out a follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Compound Motion was made by Vice Mayor Clark seconded by Commissioner Cohen to hold the workshop on August 12th, 2019 at 7:00 P.M. and to hold the Regular meeting on August 26th, 2019 at 7:00 P.M. was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

RFP TIME FRAME:

Attorney Ryan stated that there were several RFP's that the Commissioners requested to be for this 2019 fiscal year. He continued to explain that because the dates for the Workshop and Regular meetings have been changed, These RFP's maybe impacted. Attorney Ryan is seeking guidance on as to how to proceed and is requesting a schedule.
The discussion continued.

In response to questioning by Vice Mayor Clark, Attorney Ryan stated that Commissioners requested RFP's for Attorneys, Planners and Information Technology. Assistant Town Attorney Michael Sigerson added Janitorial Services.
The discussion continued

Attorney Ryan proposed that the following:
First Publication – August 7, 2019, Proposals Returned – September 4, 2019, Evaluated – September 11, 2019, Interview and Selection - September 18, 2019. Committee members consist of Interim Town Manager, Interim Assistant Town Manager, Public Service Director Admin Service Director, and Mayor. In response to questioning by Mayor Mohammad, Attorney Ryan agreed that he will be emailing the RFPs.
The discussion continued.

MOTION FOR A NON-AGENDA ITEM:

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Jacobs in regards to a non-agenda Item, was carried out as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Jacobs to authorize Director of Public Works Todd Larson and staff to move forward for the Grant application Agriculture Education and Promotion Facility Funding, before the October 1st, 2019 deadline.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Clerk Commissioner Jacobs seconded by Vice Mayor Clark in regards to a non-agenda Item, was carried out a follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen in regards to a Human Resources Company, with Geoffrey Jacobs being Lead Commissioner, was carried out a follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Chief Code Enforcement Officer, Geoffrey Louis stated that there was another application that was being worked on for the department of Health for Community Health due on August 15th, 2019, which was brought to Commissioners last month and asked if the application needed to be brought to the Counsel for review before submittal. In responding to Mr. Louis, Attorney Ryan directed Mr. Louis to submit the application once completed.

4. DISCUSSION: TOWN MANAGER EMPLOYMENT AGREEMENT- MAYOR MOHAMMED/ ATTORNEY RYAN

Mayor Mohammed asked Ms. Agatha Muse-Salters to introduce herself. Modifications to the contract were discussed.

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN EMPLOYMENT AGREEMENT WITH AGATHA-MUSE SALTERS TO SERVE AS THE TOWN MANAGER OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID EMPLOYMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

A motion by Vice Mayor Clark, seconded by Commissioner Jacobs, to adopt the Resolution, was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

In response to questioning by Mayor Mohammad, Attorney Ryan stated that Interim Newell Daughtry's salary shall be prorated based on a forty (40) hour work week on the hours worked. The discussion continued.

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to a non-agenda item, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

MOTION FOR A NON-AGENDA ITEM:

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to the Assistant Town Manager Salary will be prorated on a forty (40) hour work week to the hours worked.

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Motion was made by Commissioner Jacobs seconded by Vice Mayor Clark to purchase the Town Manager and Assistant Town Manager an identical vehicle different color for the Town.

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

Previous Motion was Amended by Clerk Commissioner Jacobs seconded Amended Motion by Vice Mayor Clark to \$ 750.00 a month car allowance until the Town purchases a vehicle

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

Agatha Muse-Salters thanked the Commissioners.

COMMENTS FROM THE BOARD:

Commissioner Geoffrey Jacobs stated that the lights are still out on SW 30th Ave. In response to questioning by Commissioner Jacobs, Public works Director, Todd Larson stated that they have been working on them on the North side between Hallandale and Pembroke Rd. They started working on the South side, parts have been ordered. Chief Code Enforcer Jeffery Louis stated that he drove around and verified lights were working. Mayor Mohammad requested if the Town can resurface 30th Ave. The discussion continued.

Since there was no further business, Commissioner Cohen made a motion to adjourn the meeting. The Motion was carried unanimously by voice vote and the meeting was adjourned at 8:49P.M.

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY, AUGUST 12, 2019 – 6:45 P.M.

AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

1. DISCUSSION: Employee Benefits – Mayor Mohammed/ Benefits Coordinator Rosen

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY, AUGUST 12, 2019 – 6:45 P.M.

AMENDED AGENDA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

1. DISCUSSION: Employee Benefits – Mayor Mohammed/ Benefits Coordinator Rosen
2. DISCUSSION: Building Department Services - Town Manager Muse-Salters/ Public Services Director Larson
3. DISCUSSION: Fiscal Year 2017-18 Audit - Town Manager Muse-Salters

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY AUGUST 12, 2019 – 6:45 PM

AGENDA

CALL TO ORDER – 6:51 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: MAYOR ASHIRA MOHAMMED
VICE MAYOR HOWARD P. CLARK, JR.
COMMISSIONER GEORGINA COHEN
COMMISSIONER REYNOLD DIEUVEILLE

STAFF: TOWN ATTORNEY CHRISTOPHER J. RYAN
ADMIN SERVICES DIRECTOR NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS TODD LARSON
CHIEF CODE ENFORCEMENT OFFICER JEFFREY LOUIS
BUDGET/FINANCE DIRECTOR HARRY TAUBENFELD
TOWN MANAGER AGATHA MUSE-SALTERS
ASSISTANT TOWN MGR. NEWALL DAUGHTREY

PRESENT: BENEFITS COORDINATOR GLORIA ROSE
ATTORNEY ANDRE PARKE

ABSENT: CLERK COMMISSIONER GEOFFREY JACOBS

1. DISCUSSION: EMPLOYEE BENEFITS – MAYOR MOHAMMED/ BENEFITS COORDINATOR ROSEN

Benefits Coordinator Gloria Rosen provided information to the Commission regarding Employee Health Benefit Plans for FY '20 starting October 1st. The discussion continued

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH BLUE CROSS/BLUE SHIELD OF FLORIDA TO PROVIDE GROUP HEALTH FOR THE TOWN OF PEMBROKE PARK, FLORIDA EMPLOYEES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE ANY AND ALL DOCUMENTS BY RELIANCE STANDARD FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen, to adopt the Resolution, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

3. FISCAL YEAR 2017-18 AUDIT- TOWN MANAGER MUSE-SALTERS

Town Manager Muse-Salters stated that an email was received regarding the Audit Firm requesting additional funds to complete the audit, attaching a New Engagement Letter. Ms. Muse-Salters stated that she has instructed staff to contact other Towns around regarding the auditor firms they are currently utilizing. Ms. Muse-Salters wanted to go on record stating that "The Town of Pembroke Park will be respected". In response to questioning by Town Manager Agatha Muse-Salters, Budget/ Finance Director Harry Taubenfeld, stated that he can only speak to last years increase of \$5,000.00 to the original amount to get the audit completed, and now is asking for additional monies. Ms. Muse-Salters suggested to the commission to locate a quick auditing firm to complete this out. The discussion continued.

In response to by Mayor Mohammad, Attorney Ryan concluded that the Town needs to find out what our status is with the Florida Department of Administrative Services, and then go from that point. Once we are given idea of how much lead way we have based on circumstances, then a strategic decision can be made.

TOWN MANAGER/ PERSONNEL COMMENTS:

None

COMMISSIONER COMMENTS:

None

Since there was no further business, Mayor Mohammad made a motion to adjourn. The motion was carried unanimously by voice and the meeting was adjourned at 7:21 P.M.

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY AUGUST 12, 2019 – 6:45 PM

AGENDA

CALL TO ORDER – 6:51 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: MAYOR ASHIRA MOHAMMED
VICE MAYOR HOWARD P. CLARK, JR.
COMMISSIONER GEORGINA COHEN
COMMISSIONER REYNOLD DIEUVEILLE

STAFF: TOWN ATTORNEY CHRISTOPHER J. RYAN
ADMIN SERVICES DIRECTOR NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS TODD LARSON
CHIEF CODE ENFORCEMENT OFFICER JEFFREY LOUIS
BUDGET/FINANCE DIRECTOR HARRY TAUBENFELD
TOWN MANAGER AGATHA MUSE-SALTERS
ASSISTANT TOWN MGR. NEWALL DAUGHTREY

PRESENT: BENEFITS COORDINATOR GLORIA ROSE
ATTORNEY ANDRE PARKE

ABSENT: CLERK-COMMISSIONER GEOFFREY JACOBS

1. DISCUSSION: EMPLOYEE BENEFITS – MAYOR MOHAMMED/ BENEFITS COORDINATOR ROSEN

Benefits Coordinator Gloria Rosen provided information to the Commission regarding Employee Health Benefit Plans for FY '20 starting October 1st . The discussion continued

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH BLUE CROSS/BLUE SHIELD OF FLORIDA TO PROVIDE GROUP HEALTH FOR THE TOWN OF PEMBROKE PARK, FLORIDA EMPLOYEES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE ANY AND ALL DOCUMENTS BY RELIANCE STANDARD FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Mayor Mohammed entertained a motion. Motion was made by Vice Mayor Clark seconded by Commissioner Cohen, to adopt the Resolution, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH ADDITIONAL BENEFITS PLAN INCLUDING RELIANCE STANDARD PLANS TO INCLUDE GROUP, DENTAL, VISION, SHORT TERM DISABILITY, LONG TERM DISABILITY, GROUP LIFE, ACCIDENTAL DEATH AND DISABILITY COVERAGES FOR THE TOWN OF PEMBROKE PARK, FLORIDA EMPLOYEES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE ANY AND ALL DOCUMENTS BY RELIANCE STANDARD FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen, to adopt the Resolution, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

2. DISCUSSION: BUILDING DEPARTMENT SERVICES- TOWN MANAGER MUSE-SALTERS/ PUBLIC SERVICES DIRECTOR LARSON

Public Service Director Todd Larson is requesting that the Town of Pembroke Park have a contract to provide interim services for building and plan review on an as needed basis until the vacant positions are filled. Mr. Larson stated that The Town of Pembroke Park can “piggy off” of the City of Parklands contract they currently have in place for three (3) firms; Calvin Giordano & Associates, C.A.P Government Inc. and Bureau Veritas. The discussion continued.

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO APPROVE THE RANKING OF THE TOP THREE FIRMS REQUEST FOR QUALIFICATIONS TO PROVIDE BUILDING PLAN REVIEW AND INSPECTION SERVICES ON AN AS NEEDED BASIS FOR THE TOWN OF PEMBROKE PARK, FLORIDA EMPLOYEES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO NEGOTIATE AND EXECUTE A CONTRACT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen, to adopt the Resolution, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

3. FISCAL YEAR 2017-18 AUDIT- TOWN MANAGER MUSE-SALTERS

Town Manager Muse-Salters stated that an email was received regarding the Audit Firm requesting additional funds to complete the audit, attaching a New Engagement Letter. Ms. Muse-Salters stated that she has instructed staff to contact other Towns around regarding the auditor firms they are currently utilizing. Ms. Muse-Salters wanted to go on record stating that "The Town of Pembroke Park will be respected". In response to questioning by Town Manager Agatha Muse-Salters, Budget/ Finance Director Harry Taubenfeld, stated that he can only speak to last years increase of \$5,000.00 to the original amount to get the audit completed, and now is asking for additional monies. Ms. Muse-Salters suggested to the commission to locate a quick auditing firm to complete this out. The discussion continued.

In response to by Mayor Mohammad, Attorney Ryan concluded that the Town needs to find out what our status is with the Florida Department of Administrative Services, and then go from that point. Once we are given idea of how much lead way we have based on circumstances, then a strategic decision can be made.

TOWN MANAGER/ PERSONNEL COMMENTS:

None

COMMISSIONER COMMENTS:

None

Since there was no further business, Mayor Mohammad made a notion to adjourn. The motion was carried unanimously by voice and the meeting was adjourned at 7:21 P.M.



Town of Pembroke Park

Agenda

SPECIAL COMMISSION MEETING Meeting
Monday, September 9, 2019 @ 6:00 PM
Council Chambers

1. PUBLIC HEARING: MONDAY, SEPTEMBER 9, 2019 – 6:00 P.M. – TENTATIVE
BUDGET AND PROPOSED MILLAGE RATE FOR FISCAL YEAR 2019 - 2020 –
MAYOR MOHAMMED/ATTORNEY RYAN
 - 1.1. Proposed 2020 Fiscal Budget
2020 Budget

58

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of September 9, 2019

- A. CALL TO ORDER 6:12 P.M.
- B. PLEDGE OF ALLEGIANCE: Mayor Mohammad
- C. ROLL CALL:

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

Attorney Ryan; Town Manager Muse – Salters, Public Services Director Larson;; Fire Safety Chief Kane; Consultant Planner Miller; Administrative Service Director Joseph; Chief Code Officer Louis; Budget / Finance Director Taubenfeld, Assistant Town Manager Daughtrey

D. ABSENT:

Clerk Commissioner Jacobs but on his way.

MEETING ADJOURNED: 6:16 P.M.
MEETING RESUMED: 6:22 P.M.

1. Public Hearing: Monday, September 9, 2019 – 6:00 P.M. – Tentative Budget And Proposed Millage Rate For Fiscal Year 2019 - 2020

1.I. Proposed 2020 Fiscal Budget

Discussion was held.

2. Commissioner Comments:

None.

3. Public Comment:

None.

A *MOTION* entered by Vice Mayor Clark, seconded by Clerk Commissioner Dieuveille, to amend the budget as stated previously on the record which is under Agro Eco Programs Center, that we add a Walk-A-Thon and One Blood, was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuville	Yes
Clerk Commission Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

A *MOTION* entered by Vice Mayor Clark, seconded by Commissioner Jacobs, to amend the tentative budget, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

A *MOTION* entered by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to adopt and Millage rate of 8.50, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuville	Yes
Mayor Mohammad	Yes

4. Announcement:

Mayor Mohammad proposed that the Millage rate will be 8.50 Mills for this fiscal year and it exceeds the rollback rate of 8.3601 Mills which exceeds by 1.67 %.

The next budget is tentatively scheduled for September 23, 2019 at 6 P.M.

5. Adjournment: 7:13 P.M.



Town of Pembroke Park

Agenda

SPECIAL COMMISSION MEETING Meeting
Monday, September 23, 2019 @ 6:00 PM
Council Chambers

1. PUBLIC HEARING: MONDAY, SEPTEMBER 23, 2019 – 6:00 P.M. – FINAL BUDGET
AND MILLAGE RATE FOR FISCAL YEAR 2019 – 2020 – MAYOR
MOHAMMED/ATTORNEY RYAN

2020 Fiscal Budget

Proposed 2020 Fiscal Budget needs approval from Town Commission

FINAL ADOPTED BUDGET 9-23-19

Resolution No. 19-09-11 FN24550E (DRAFT)

Resolution No. 19-09-12 FN24550E (DRAFT)

Resolution No. 19-09-08 FN24550E (DRAFT)

Resolution No. 19-09-09 FN24550E (DRAFT)

Resolution No. 19-09-10 FN24550E (DRAFT)

Budget Hearing Procedures (FY 2019 - 2020)

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY, SEPTEMBER 23, 2019 – 6:00 P.M.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

A. M. Sultan
9/18/2019

1. PUBLIC HEARING: Monday, September 23, 2019 – 6:00 P.M. – Final Budget and Millage Rate for Fiscal Year 2019 – 2020 – Mayor Mohammed/Attorney Ryan

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY, SEPTEMBER 23, 2019 – 6:00 P.M.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

A. M. Sultan
9/18/2019

1. PUBLIC HEARING: Monday, September 23, 2019 – 6:00 P.M. – Final Budget and Millage Rate for Fiscal Year 2019 – 2020 – Mayor Mohammed/Attorney Ryan

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION OF THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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



Town of Pembroke Park

Agenda

SPECIAL COMMISSION MEETING Meeting
Monday, September 23, 2019 @ 6:00 PM
Council Chambers

1. DISCUSSION: REIMBURSEMENT OF ATTORNEYS' FEES FOR ASHIRA MOHAMMED AND HOWARD P. CLARK - ATTORNEY RYAN
 - 1.I. Attorney Fees - Mayor Mohammed
Attorney Fees - Vice Mayor Clark
1196.00 Invoice 1010 OIG
Memo Indemnification of Town Officials
 - 1.II.
2. DISCUSSION: AUTHORIZING THE TOWN TO GO OUT FOR BIDS FOR A PUBLIC ADJUSTER – MAYOR MOHAMMED
3. DISCUSSION: ASSISTANT TOWN MANAGER SEARCH – MAYOR MOHAMMED/ ATTORNEY RYAN
 - 3.I. Job-Description-Asst.-Town-Manager
Applicants for Assistant Town Manager
4. DISCUSSION: TOWN HOLIDAY PARTY – CLERK-COMMISSIONER JACOBS/ EVENTS COORDINATOR BROWN
 - 4.I. Town Holiday Party - 09-23-2019
 - 4.II. Fall Festival Kids Day 10-18-19
5. DISCUSSION: COMPUTER KIOSK STATIONS FOR 2020 CENSUS – MAYOR MOHAMMED
6. DISCUSSION: PROCLAMATION FOR HISPANIC HERITAGE MONTH – MAYOR MOHAMMED
 - 6.I. HISPANIC LATINO HERITAGE MONTH
7. DISCUSSION: PROCLAMATION FOR BREAST CANCER MONTH – MAYOR MOHAMMED
 - 7.I. BREAST CANCER AWARENESS MONTH
8. APPROVAL OF MINUTES: SPECIAL COMMISSION MEETINGS, AUGUST 1, 2019 AND AUGUST 12, 2019. RECOMMENDED FOR APPROVAL BY DEPUTY TOWN CLERK.
 - 8.I. Special Commission Meeting 8-1-19 - DRAFT MINUTES 700
Special Commission Meeting 8-1-19 - AMENDED DRAFT MINUTES 700
Special Commission Meeting 8-12-19 - DRAFT MINUTES 645
Special Commission Meeting 8-12-19 - AMENDED DRAFT MINUTES
9. APPROVAL OF MINUTES: WORKSHOP COMMISSION MEETING, AUGUST 12, 2019. RECOMMENDED FOR APPROVAL BY DEPUTY TOWN CLERK.

- 9.I. WORKSHOP COMMISSION MEETING AUGUST 12, 2019 - DRAFT MINUTES
- 10. APPROVAL OF MINUTES: REGULAR COMMISSION MEETING, AUGUST 26, 2019. RECOMMENDED FOR APPROVAL BY DEPUTY TOWN CLERK.
- 10.I. Regular Commission Meeting 8-26-19 - DRAFT MINUTES

September 23, 2019

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of September 23, 2019

A. CALL TO ORDER: 6:10 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL:

Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen (Arrival 6:11pm); Clerk Commissioner Jacobs; Commissioner Dieuveille

Attorney Ryan; Attorney Seigler; Town Manager Muse – Salters, Assistant Town Manager Daughtrey; Public Services Director Larson; Chief Code Officer Louis; Assistant Public Works Director, Jacques; Administrative Assistant to the Town Manager Davis; Assistant to the Commissioners; Finance & Budget Director Taubenfled; Administrative Service Director Joseph

1. PUBLIC HEARING: MONDAY, SEPTEMBER 23, 2019 – 6:00 P.M. – FINAL BUDGET AND MILLAGE RATE FOR FISCAL YEAR 2019 – 2020 – MAYOR MOHAMMED/ATTORNEY RYAN 2020 Fiscal Budget

Finance & Budget Director Taubenfled present the final budget

ANNOUNCEMENT: Proposed 2020 Fiscal Budget needs approval from Town Commission

FINAL ADOPTED BUDGET 9-23-19

Mayor Mohammad stated that the Millage Rate is 8.50 Mills, the percentage increase of 5.48% in Millage Rate above rollback is necessary to fund the budget.

At this time Mayor Mohammad opened the Public Hearing, no comment, therefore, Mayor Mohammad closed the hearing

Discussion was held

Attorney Ryan read the Resolution adopting the Millage Rate

<< Insert Resolution>>

A *Motion* was made by Vice Mayor Clark, seconded by to Clerk Commissioner Jacobs to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

September 23, 2019

Resolution No. 19-09-09 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE GENERAL FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE GENERAL FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Resolution No. 19-09-08 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RELATING TO TAXATION AND FINANCE; FIXING THE AMOUNT AND RATE OF TAXATION FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR DELIVERY OF CERTIFIED COPIES; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Resolution No. 19-09-10 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SEWER ENTERPRISE FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
------------------	-----

September 23, 2019

Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Resolution No. 19-09-12 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE PENSION TRUST FUND FOR THE FISCAL YEAR 2019-2020 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE PENSION TRUST FUND FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Resolution No. 19-09-11 FN24550E (DRAFT)

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OFFICIALLY ADOPTING AND APPROVING THE ANNUAL BUDGET FOR THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020 AND APPROPRIATING THE FUNDS FOR THE OPERATION OF THE SURFACE WATER DRAINAGE ENTERPRISE FUND/DEBT SERVICE FOR THE TOWN OF PEMBROKE PARK FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE

A *Motion* was made by Vice Mayor Clark, seconded by to Commissioner Dieuveille to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

Meeting Adjourned at 6:55 PM

2019 Health Fair Invoices

• Tropical TV (advertisement)	1,400.00
• Bounce to Bounce	1,325.00
• DJ Maintain	450.00
• Shirts R Us	337.50
• Discount Mugs (bags)	1,220.05
• Mobile Event Stage	535.00
• A&A Parts & Carts	470.00
• Marian Brill (Pony Services)	400.00
• Burchell Johnson (Food Prep)	1,400.00
• Sam's Club (food)	724.53
• Credit Sam's Club (food)	301.54
• Restaurant Depot (food)	923.45
• Credit Restaurant Depot(food)	86.08
• Walmart(food)	400.42
• Walmart(Tents)	80.94
• Walmart(Tents)	202.35
• Gordon Food Service	161.68
• Gordon Food Service(Credit)	65.79
• BBQ Depot(Propane Tank)	70.20
• Enterprise Truck Rental(Farm Share)	199.90
• Gas for Truck Rental	88.45
• Einstein Bros Bagels	97.38

Total 10,486.85

Credit 453.41

Final Total Including credits

10,033.44



Benel Andre
1100 N.E. 125 Street Suite #106A
Miami Florida 33161
Benel Andre Tel (786) 444-9152

INVOICE

Name: Town of Pembroke Park
Mayor Ashira Mohammed
Address: 3150 SW 52nd Ave
City: Pembroke Park, Florida 33023
Phone: 954-966-4600 ext 236

Date: 10-28-19
Order No.
Rep:
FOB:
Invoice No. 420

Qty	Description	Unit Price	Total
1	Video Production and Television Advertisement for Mayor Ashira Mohammed. The airing of a 1 minute commercial spot for the 6th Annual Community Health Fair. To air on rotation in different time slots 7 days a week 24hrs a day, On Tropical TV International Ch 18.6 digital. Tropical Tv Covers Miami and Fort Lauderdale.	\$1,400 00	\$1,400.00
2	And for the video recording of the 6th Annual Community Health Fair on Sat Nov 2nd 2019 Cost is \$1,400 for the Video Production and airing of the Commercial Advertisements. Please Make Check Payable to BENEL ANDRE, Thanks.	Total	\$1,400.00



Invoice

Bounce 2 Bounce
1806 nw 19 st Fortlauderdale 33311
Fort Lauderdale, FL 33311
Office Phone: (954) 562-6672
bounce2bounce@yahoo.com

Invoice Number: 1191102479
Invoice Date: 11/02/2019
Payment Terms: Due On Receipt
Invoice Amount: 1,325.00
Created By: Pernell Brickley

Billing Address
Pembroke Park

Shipping Address
Pembroke Park

Item #	Item Name	Quantity	Unit Price	Taxable	Total
1793	extreme obstacle	1.00	375.00		375.00
1063	1 20x20 Tent	1.00	175.00		175.00
1452	Chairs	50.00	1.00		50.00
1727	Generator	3.00	50.00		150.00
1725	5 N 1 Combo Blue	1.00	200.00		200.00
1795	carousel bounce	1.00	175.00		175.00
1794	stop monkeying around	1.00	100.00		100.00
1243	Attendant	2.00	50.00		100.00

Subtotal: \$ 1,325.00
Invoice Amount \$ 1,325.00

Jermaine Mitchell*DJ Maintain*

5311 S.W. 28th Street
West Park, FL 33023
Phone: 201-496-9251

INVOICE

INVOICE #11022019-1
DATE: NOVEMBER 2, 2019

TO:

Town of Pembroke Park
Stephanie Woodbury
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023

FOR:

DJ services – 4 hours

Health Fair

DESCRIPTION	HOURS	RATE	AMOUNT
DJ services	4	\$112.50	\$450.00
TOTAL			\$450.00

Make all checks payable to Jermaine Mitchell

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

Invoice 5874

October 26, 2019

DATE

Town Of Pembroke Park

NAME

Attn: Stephanie

ADDRESS

CITY, ST.

954-966-4600 X 238

TEL/FAX

CELL

CONTACT

Email



1861 S. State Rd. 7
Ft. Lauderdale, FL 33317
Tel.: (954) 533-4695
Fax: (954) 358-5288

Health Fair

Name	Item #	Description	Size	Color	Brand Name	Logo	Price
James L	k500	Silk touch polo	2x	light pink	port authority	logo	\$ 22.50
Tim W	k500	Silk touch polo	2x	light pink	port authority	logo	\$ 22.50
Byron H	K500	Silk touch polo	3x	light pink	port authority	logo	\$ 22.50
Adrian M	K500	Silk touch polo	l	light pink	port authority	logo	\$ 22.50
Gary N	K500	Silk touch polo	l	light pink	port authority	logo	\$ 22.50
Mike F	K500	Silk touch polo	m	light pink	port authority	logo	\$ 22.50
Jorge H	K500	Silk touch polo	m	light pink	port authority	logo	\$ 22.50
Chris M	K500	Silk touch polo	xl	light pink	port authority	logo	\$ 22.50
Robert D	k500	Silk touch polo	xl	light pink	port authority	logo	\$ 22.50
Miguel N	k500	Silk touch polo	xl	light pink	port authority	logo	\$ 22.50
Stephanie W	L500	Silk touch polo	l	light pink	port authority	logo	\$ 22.50
Ramonda G	L500	Silk touch polo	l	light pink	port authority	logo	\$ 22.50
Valerie E	L500	Silk touch polo	l	light pink	port authority	logo	\$ 22.50
Michelle G	L500	Silk touch polo	m	light pink	port authority	Logo	\$ 22.50
Myriam J	L500	Silk touch polo	xs	light pink	port authority	logo	\$ 22.50
							\$ 337.50

Sales e-mail: SRU1861@AOL.COM

website: shirtsrus.biz



DISCOUNTMUGS®

*Stephanie's
Visa (Health
Fair)*

Invoice # DM3920401

Date: October 23, 2019 11:02 am

Payment Type: Credit Card

Transaction ID: AJ001FCC0794

Status: Paid

Amount: \$1294.50

PAID

BILL TO:

NAME : Stephanie Woodbury
EMAIL : sWoodbury@townofpembrokepark.com
ADDRESS : 3150 SW 52nd Avenue
CITY: Pembroke Park
STATE: FL **ZIP :** 33023
CELL NUMBER: 9549664600
OFFICE PHONE: 9549664600 X 238

SHIP TO:

LOCATION:
NAME: Stephanie Woodbury
BUSINESS NAME: Town of Pembroke Park
ADDRESS: 3150 SW 52nd Avenue
CITY: Pembroke Park
STATE: FL **ZIP :** 33023
CELL NUMBER: 9549664600
OFFICE PHONE: 9549664600 X 238

ORDER DETAILS



ITEM PRICING

Price (1000 @ 1.27):	\$1,270.00
Base Color Price :	\$0.00
1 Screen Charges :	\$24.50
Subtotal :	\$1,294.50
Shipping:	\$0.00
Item Total:	\$1,294.50

TOT1 (Forest Green)
Print On : Front Side Imprint
Imprint Color : White
Imprint : Clip art & text
Estimated Delivery Date: October 30 - 31, 2019

Order Total

MugBucks™ Used:	-\$74.45
Grand Total :	\$1,220.05

Questions? Call Us Today: 1-800-570-7152

[Login To Your Account](#) | [View All Orders](#) | Shop Now: www.discountmugs.com

Heath FAIR

POS SALES RECEIPT

HP Social Center

Date: 10/23/2019 @ 11:26 A

Clerk: F

Daily Guest Fort Lauderdale

Description	Ext Price
Special Event Show Mobile/Staff Fees	535.

Total New Fees	535.
Discount Applied	0.
Total New Taxes	0.
Total Due	535.

Total Fees Paid	535.
Total Taxes Paid	0.
Total Paid	535.

Payment of: 535.00 Made By: Check With
Reference: Check #61959; Invoice #PKR22
Town of Pembroke Park Show Mobile Use
and Staff for 9 hours

Receipt # 1108537

A & A PARTS & CARTS, LLC

2360 S.W. 56 Ave.
West Park, FL 33023
Ph: 954-966-7725
Fax: 954-966-7726

INVOICE

Date	Invoice #
11/1/2019	14242

Bill To
TOWN OF PEMBROKE PARK 3150 S.W. 52nd AVE. PEMBROKE PARK, FL 33023 PH: 954-966-4600

Ship To
CUSTOMER PICK UP & DROP OFF <i>Stephanie's Visa (Health Fair)</i>

P.O. No.	Terms	Due Date	Rep	Ship Date	Ship Via	FOB	Reference #
	PREPAID	11/1/2019	STM	11/1/2019	Customer P/...	WEST PARK	
Qty	Item	Description				Unit Price	Amount
2	Rental	GOLF CAR RENTAL RENTAL PERIOD: FROM 11/01/2019 (FRIDAY) TO 11/04/2019 (MONDAY). CUSTOMER PICK UP TIME: BEFORE 5:00 P.M. DELIVERY TIME: A.M.				235.00	470.00
2	Miscellaneous	MAKE: CLUB CAR MODEL: PRECEDENT TYPE: ELECTRIC (WITH ON BOARD CHARGER) COLOR: SKY BLUE CAPACITY: 4 PASSENGERS S/N: JH1711-810016 JH1711-810152 KEY				0.00	0.00
Subtotal						\$470.00	

INVOICE POLICY

Past due balance on Past Due Invoices are subject to a 1.5% Monthly Finance Charge, Legal and Collection Fees.

20% RESTOCKING FEE FOR ALL RETURNED ITEMS, OUR COMPANY POLICY.

Shipping and Handling cost are non-refundable.

I hereby acknowledge the satisfactory completion of the above described work and/or receipt of the above products as described.

PRINT Chris McKim DATE: 11/1/19

Sales Tax (0.0%)	\$0.00
Total	\$470.00
Payments/Credits	\$0.00
Balance Due	\$470.00

Marian Brill*Ponies R Us*

320 South Flamingo Road
Pembroke Pines, FL 33027
Phone: 201-496-9251

*Health Fair***INVOICE**

INVOICE #11022019BRILL
DATE: NOVEMBER 1, 2019

TO:

Town of Pembroke Park
Stephanie Woodbury
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023

FOR:

(4) Pony rental – 4 hours

DESCRIPTION	HOURS	RATE	AMOUNT
Pony services	4	\$100.00	\$400.00
TOTAL			\$400.00

Make all checks payable to Marian Brill

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

SAH'S CLUB
Self Checkout Fair)

(954) 439 - 8867

STEPHANIE

TAX :	7.000 \$	18.51
	TOTAL	540.65
VISA	TEND	540.65

AID A0000000031010
TC 17E38FE4ACC523FF
TERMINAL N \$C010812
*NO SIGNATURE REQUIRED
CHANGE DUE 0.00

ITEMS SOLD 43



Stephanie's Visa Health

SAM'S CLUB Self Checkout Fair

(954) 433 - 8867

MIRANAR, FL

STEPHANIE

TAX 1	7.000	8	1.12
	TOTAL		189.88

AID A0000000091010
TC 127E1C199515EC4F
TERMINAL # 8C010812
*NO SIGNATURE REQUIRED
CHANGE DUE 0.00

Visit sensclub.com to see your savings

002 MEMBER COPY 000



Restaurant Depot
Store #458
3500 Davie Rd
Davie, FL 33314

** WHERE THE RESTAURANTS SHOP **

Phone: (954)577-0490

**** COPY # 1 ****

COPY APPROVED BY #79940 - TONGELA
CUSTOMER(SALE)

PREVIOUS BALANCE \$0.00
ACCOUNT NO 45806278

ASHIRA MOHAMMED
TOWN OF PEMBROKE PARK
3150
SW 52ND AVE
PEMBROKE PARK
FL
33023-5413

* LICENSES BELOW ABOUT TO EXPIRE *
Exempt - within -274 day(s)
* LICENSES BELOW HAVE EXPIRED *
Exempt 85-801273965XXXX 01-31-19
* CUSTOMER IS SUBJECT TO TAX OR NOT *
* ALLOWED TO BUY ITEMS REQUIRED THE *
* ABOVE LICENSES *
AREA A - SIC 81
State/City Government Agencies

C16 I19316 OP210606 11-01-19 17:14

WW MILD JERK SEASO 1-1GL
015414341212 U \$27.14
UNITS 1
CHIX DRUMSTICKS R/W
207727540004 U40LB@ \$0.42LB \$16.80
UNITS 1
CHIX BREAST RANDOM R/W
207723240007 40LB@ \$0.86LB \$34.40
UNITS 1
CHIX DRUMSTICKS R/W
207727540004 U40LB@ \$0.42LB \$16.80

045667117845	C(TA)	\$15.99
CASES 1	UNITS 4	
DR RANCH KEN	GAL	
041335078913	U	\$10.53
	UNITS 1	
DR GLD ITALIAN KEN	GAL	
041335085812	U	\$11.48
	UNITS 1	
SAUCE CATTLE SWEET	GAL	
041500801377	U	\$9.14
	UNITS 1	
JIF HALF STM DP FL 100 CT		
817250019924	(TA)	\$20.99
	UNITS 1	
JIF FULL STM MED 50 CT		
817250019573	(TA)	\$50.08
	UNITS 1	
PL FORK HVY WHT 1MCT		
760695008087	(TA)	\$13.99
CASE \$13.99	SIZE 232 UNIT \$0.06	
	UNITS 1	
MUSTARD YLW FRNCHS 105Z		
041500819389	U	\$4.28
	UNITS 1	
KETCHUP CQ JUG 114Z		
760695018482	U	\$4.30
	UNITS 1	
KETCHUP CQ JUG 114Z		
760695018482	U	\$4.30
	UNITS 1	
OIL GRAPESEED GFDS 3LITER		
019175052639	U	\$14.16
	UNITS 1	
SAUERKRAUT SABRETT #10CAN		
074338000117	U	\$6.50
	UNITS 1	
JIF HALF STM LIDS 100 CT		
817250019931	(TA)	\$24.75
	UNITS 1	
MIX PINA COL MMO 64Z		
074216126878	U(TA)	\$7.74
	UNITS 1	
TEA LEMN GINGR STM 30CT		
077652514902	U	\$3.29
	UNITS 1	
TEA PEPPERMINT STA 30CT		
077652510201	U	\$3.29
	UNITS 1	
TEA MANGO PASS STA 30CT		
077652515602	U	\$3.29
	UNITS 1	
JUICE LIME-CHF/QLT QT		
760695005079	C	\$14.48
	CASES 1 UNITS 12	
OLIVE SLICED GREEN GAL		
760695002665	U	\$9.74
	UNITS 1	
RELISH SWEET LS GAL		
009300002073	U	\$5.75
	UNITS 1	
DR ITALIAN HLM GAL		
048001257108	U	\$12.57
	UNITS 1	
DR ITALIAN HLM GAL		
048001257108	U	\$12.57
	UNITS 1	

CASES ENTERED	3
ITEMS RUNG UP	33

TOTAL RW ITEMS	5
UNITS COUNT	50

TOTAL UNITS ENTERED	62
TOTAL CASES ENTERED	7
TOTAL ITEMS RUNG UP	69
TOTAL WEIGHED GOODS (LBS)	200

TOTAL UNITS COUNT	102
SUBTOTAL	33 \$458.40
SUBTOTAL	33 \$458.40
CONT FM HNG 8"1C 150CT	
760695017553 (TA)	\$12.49
UNITS 1	
CONT FM HNG 8"1C 150CT	
760695017553 (TA)	\$12.49
UNITS 1	
CONT FM HNG 8"1C 150CT	
760695017553 V(TA)	-\$12.49
UNITS -1	

UNITS ENTERED	1
CASES ENTERED	0
ITEMS RUNG UP	1

TOTAL RW ITEMS	0
UNITS COUNT	1

TOTAL UNITS ENTERED	62
TOTAL CASES ENTERED	7
TOTAL ITEMS RUNG UP	69
TOTAL WEIGHED GOODS (LBS)	200

TOTAL UNITS COUNT	102
SUBTOTAL	34 \$470.89
SUBTOTAL	34 \$470.89
SUBTOTAL	34 \$470.89
SUBTOTAL	34 \$470.89
SUBTOTAL	34 \$470.89
SUBTOTAL	34 \$470.89

OLIVE SLICED GREEN GAL	
760695002665 U	\$9.74

UNITS 1

OLIVE SLICED GREEN GAL	
760695002665 VU	-\$9.74

UNITS -1

SUBTOTAL	34 \$470.89
----------	-------------

TONG 12IN UTILITY GRHNDL	
842169126722 U(TA)	\$3.60

UNITS 1

TONG 12IN UTILITY GRHNDL	
842169126722 U(TA)	\$3.60

UNITS 1

TONG 12IN UTILITY GRHNDL	
842169126722 U(TA)	\$3.60

UNITS 1

TONG 12IN UTILITY RDHNDL	
842169126753 U(TA)	\$3.60

UNITS 1

TONG 12IN UTILITY RDHNDL	
842169126753 U(TA)	\$3.60

UNITS 1

TONG 12IN UTILITY RDHNDL	
--------------------------	--

SPOON SLOT SS 13IN 1EA		
812944004552	U(TA)	\$3.61
	UNITS 1	
FORK LONG HND S/S 19IN		
646563342210	U(TA)	\$5.56
	UNITS 1	
FORK LONG HND S/S 19IN		
646563342210	U(TA)	\$5.56
	UNITS 1	
PROD TOMATO GRAPE 2 LB		
684924050077	C	\$28.01
	CASES 1 UNITS 6	
PROD CARROT SHRED 4/5LB		
030223050704	U	\$5.76
	UNITS 1	
PROD TOMATO GRAPE 2 LB		
684924050077	C	\$28.01
	CASES 1 UNITS 6	
PROD LETTUCE CELLO 24/30C		
020600426390		\$29.96
	UNITS 1	
PROD BROC FLORET 3 LB		
020600446770	C	\$27.31
	CASES 1 UNITS 4	
PROD LINES BAG 5 LB		
095829110078	U	\$4.48
	UNITS 1	
PROD LEMON BAG 5LB		
791928219024	U	\$5.49
	UNITS 1	
PROD MUSHROOM MED 10 LB		
020600428356		\$16.50
	UNITS 1	
PROD MUSHROOM MED 10 LB		
020600428356		\$16.50
	UNITS 1	
PROD TOMATO 5X6 25LB		
020600427601		\$26.93
	UNITS 1	
PROD SQUASH YELLOW CS		
020600427229		\$11.00
	UNITS 1	
PROD SQUASH YELLOW CS		
020600427229		\$11.00
	UNITS 1	
PROD SQUASH ZUCCHI BUSHEL		
020600427502		\$10.00
	UNITS 1	
PROD SQUASH ZUCCHI BUSHEL		
020600427502		\$10.00
	UNITS 1	
BASTING BOTTLE 1CT		
076903400308	U(TA)	\$6.11
	UNITS 1	
10" FLAT BAMBOO SK 500 CT		
072288128189	U(TA)	\$18.79
CASE \$112 74 SIZE 244 UNIT \$0.46		
	UNITS 1	
*NAPKIN LUNCH 1PL 6MCT		
654105012019	(TA)	\$31.99
	UNITS 1	
FOIL ROLL 18X500S ROLL		
749384518052	(TA)	\$38.47
	UNITS 1	

ITEMS RUNG UP 35

TOTAL RW ITEMS 0
UNITS COUNT 51

TOTAL UNITS ENTERED 62
TOTAL CASES ENTERED 7
TOTAL ITEMS RUNG UP 69
TOTAL WEIGHED GOODS (LBS) 200

TOTAL UNITS COUNT 102
SUBTOTAL 69 \$906.42
SUBTOTAL 69 \$906.42
SUBTOTAL 69 \$906.42
SUBTOTAL 69 \$906.42
PROD PEPPER CHOICE BSHL
020600434319 \$8.99

UNITS 1
PROD CUCUMBER 72CT BUSHEL
020600425034 V -\$15.00
VOID APPROVED BY #79940 - TONGELA

UNITS -1
SUBTOTAL 69 \$900.41
SUBTOTAL 69 \$900.41
SUBTOTAL 69 \$900.41

**** COPY # 1 ****

FLA TAX \$23.04
TOTAL TAX \$23.04
TOTAL TAXABLE \$329.13
TOTAL \$923.45
VISA \$923.45

APPROVAL # 001626
REFERENCE# 6828
Visa Credit
Chip Read
Mode: Issuer
AID: A0000000031010
TVR: 0080008000
IAD: 06010A03A02002
TSI: F800
ARC: 00

CHANGE \$0.00
TOTAL ON ACCOUNT \$0.00
BALANCE \$0.00
TOTAL PROMOTION SAVINGS \$2.05
COUPONS SAVINGS \$0.00

COPY APPROVED BY #79940 - TONGELA

CART #

COUNT *69*

SUPERVISOR SIGN *[Signature]*

Mayor's Visa
(Health Fair)



Restaurant Depot
Store #458
3300 Davie Rd
Davie, FL 33314
** WHERE THE RESTAURANTS SHOP **

Phone: (954) 577-0490

CUSTOMER(SALE)
PREVIOUS BALANCE - \$63.97
ACCOUNT NO 45306278

ASHIRA MOHAMMED
TOWN OF PEMBROKE PARK
3150
SW 52ND AVE
PEMBROKE PARK
FL
33023-5413

* LICENSES BELOW ABOUT TO EXPIRE *
Exempt - within -277 day(s)
* LICENSES BELOW HAVE EXPIRED *
Exempt 85-801273965XXXX 01-31-19
* CUSTOMER IS SUBJECT TO TAX OR NOT *
* ALLOWED TO BUY ITEMS REQUIRED THE *
* ABOVE LICENSES *
AREA A - SIC 31
State/City Government Agencies

C19 1928 0P12005 11-04-19 10:43

PLATES 9" FOA1 4/1 25
045667117845 RC(TA) - \$15.99
RETURN APPROVED BY #67 - ROGER
RETURN APPROVED BY #17888 - ROGER
PARTIAL SUBTOTAL 0 - \$15.99
SUBTOTAL 0 - \$81.96
FLA TAX - \$1.12
TOTAL TAX - \$1.12
TOTAL TAXABLE - \$15.99
TOTAL - \$86.08
IOU/INV APPROVED BY #67 - ROGER
VISA - \$86.08

APPROVAL # TO (EN)
REFERENCE# 6828
Visa Credit
Chip Read
Mode: Issuer
AID: A000000031010
TVR: 0080008040

credit

Stephanie's visa

See back of receipt for your chance
to win \$1000 ID #:7N7XL0137SU7

Walmart * (Health Fair)

SUPERCENTER
754-260-6713 Mgr:ALAN CENTAZZO

ST# 03163	OP# 000626	LEN 92	TR# 02120
10 LB ICE	00000003207KF		
16 AT 1 FOR	2.00	32.00	0
BELL PEPPER	00000004065KF		
8 AT 1 FOR	0.78	6.24	0
PARSLEY ITAL	00000004901KF		
4 AT 1 FOR	0.78	3.12	0
PEEL GARLIC	007096900437KF		
5 AT 1 FOR	2.98	14.90	0
150QT COOLER	007650114948K		
2 AT 1 FOR	69.00	138.00	0
	SUBTOTAL	194.26	
	TOTAL	194.26	
	VISA TEND	194.26	

Visa Credit
**** * 2249 I 1
APPROVAL # 004110
REF # 1042000314
TRANS ID - 469308540039681
VALIDATION - 942J
PAYMENT SERVICE - E
AID 80000000031010
TC E445879F1BCEFB72
TERMINAL # SC010202
*NO SIGNATURE REQUIRED

11/04/19 10:13:26
CHANGE DUE 0.00

ITEMS SOLD 35

TCM 9117 3975 9879 8322 7766 9



11/04/19 10:13:44

CUSTOMER COPY

Scan with Walmart app to save receipts



Walmart *

SUPERCENTER
754-260-6713 Mgr:ALAN CENTAZZO
()
WAL-MART STORE # 3163d
HOLLYWOOD, FL
ST# 03163 OP# 000626 TEN 92 TR# 02127
VISA
*** CREDIT ISSUED ***
GENERAL MDSE TOTAL 206.16
Visa Credit **** ***** 2243 I 1
APPROVAL # 004510
REF # 930800520239
Name STEPHANIE WOODBURY
VALIDATION - 6TSB
PAYMENT SERVICE - T
AID A0000000031010
TERMINAL # SC010202
11/04/19 10:11:23
CUSTOMER COPY

Stephanie's visa

See back of receipt for your chance
to win \$1000 ID #:7N7X9M1380KK

Walmart *

SUPERCENTER

754-260-6713 Mgr:ALAN CENTAZZO

ST# 03163 OP# 000035 TEN 20 TR# 08586
1500TCOOLER 007650114948 69.00 X
1500TCOOLER 007650114948 69.00 X
PEEL GARLIC 007096900437 F 2.98 0
PEEL GARLIC 007096900437 F 2.98 0
PEEL GARLIC 007096900437 F 2.98 0
PEEL GARLIC 007096900437 F 2.98 0
PEEL GARLIC 007096900437 F 2.98 0
PEEL GARLIC 007096900437 F 2.98 0
BELL PEPPER 000000004065KF
8 AT 1 FOR 0.78 6.24 N
PARSLEY ITAL 000000004901KF
4 AT 1 FOR 0.78 3.12 N
10 LB ICE 000000003207KF
16 AT 1 FOR 2.00 32.00 T
SUBTOTAL 194.26
TAX 1 7.00 \$ 11.90
TOTAL 206.16
VISA TEND 206.16
**** ***** 2243 I 1

Visa Credit
APPROVAL # 002487
REF # 930600644716
TRANS ID - 469306534619012
VALIDATION - MV2R
PAYMENT SERVICE - E
AID A0000000031010
TC F2A6883974D69D49
TERMINAL # SC010991
*NO SIGNATURE REQUIRED

11/02/19 10:51:06

CHANGE DUE 0.00

ITEMS SOLD 35

TC# 7227 5915 4817 8322 9582 9



11/02/19 10:51:06

CUSTOMER COPY

Scan with Walmart app to save receipts



Stephanie's Visa (Health Fair)
See back of receipt for your chance
to win \$1000 ID #:7N7X5V227H32

Walmart *

954-378-1542 Mgr: DELON DRUSES
12800 PINES BLVD

PEMBROKE PINES, FL

ST# 05932	OP# 000148	TE# 03	TR# 08391
SLANT CANOPY 075283044811			44.97 0
SLANT CANOPY 075283044811			44.97 0
** VOIDED ENTRY **			
SLANT CANOPY 075283044811			44.97-0
** VOIDED ENTRY **			
SLANT CANOPY 075283044811			44.97-0
		SUBTOTAL	0.00
SLANT CANOPY 075283044811			40.47 0
SLANT CANOPY 075283044811			40.47 0
		SUBTOTAL	80.94
		TOTAL	80.94
		VISA TEND	80.94

Visa Credit **** * 2243 1 1

APPROVAL # 001305

REF # 930500236566

TRANS ID - 309305590390246

VALIDATION - HTR6

PAYMENT SERVICE - E

ATD A0000000031010

TC DB980F781817AF37

TERMINAL # SC011247

*NO SIGNATURE REQUIRED

11/01/19

12:24:02

CHANGE DUE

0.00

ITEMS SOLD 2

TC# 6190 6782 2984 7027 2187



11/01/19

12:24:23

CUSTOMER COPY

Scan with Walmart app to save receipts



Stephanie's Visa

See back of receipt for your chance
to win \$1000 ID #: 7N7X68JCCN9

Walmart

(Health Fair)

954-433-9300 Mgr: HECTOR ROMERO
1000 S UNIVERSITY DR
MIAMI FL 33025

SIN 01511 OPN 006062 TEN 16 TRN 05206
SLANT CANOPY 075283044011
5 AI 1 FUR 40.47 202.35 U
SUBTOTAL 202.35
TOTAL 202.35
VISA TEND 202.35
**** * 2243 I 1

Visa Credit
APPROVAL N 001287
REF N 930500174675
TRANS ID - 469305613488173
VALIDATION - RS4X
PAYMENT SERVICE - E
AID 00000000031010
IC 735FC5B7BC17406E
TERMINAL N 205251661
*NO SIGNATURE REQUIRED

11/01/19 13:02:30
CHANGE DUE 0.00

N ITEMS SOLD 5

IC# 9466 3533 9765 5165 7459 6



11/01/19 13:04:04

CUSTOMER COPY

Scan with Walmart app to save receipts



Stephanie's Visa
(Health Fair)

Gordon®

FOOD SERVICE STORE

Hollywood
101 S. State Road 7
Hollywood, FL 33023
(954) 894-8840
www.gffastore.com

Town of Pembroke Park
2493109

Cashier: MADELINE

Poly Gloves Lrg 1-	3.79
5292731	
Large Powder Latex	7.79
4861941	
GLOVE VNYL LRG PWD	5.79
4861051	
GLOVE NITRILE XL B	9.99
5887711	
2 @ 7.79	
Cherry Sno Cone Sy	15.58
6821821	
BI Rasp Sno-Cone S	7.79
5822631	
6-3.25# FLOSSUGAR	7.99
9965701	
FLOSSUGAR BLUE RAS	7.99
3685961	
2 @ 7.99	
FLOSSUGAR PINK VAN	15.98
3685951	
4.25oz Solo Cone C	78.99
3878570	
TAX	0.00
**** BALANCE	161.68

Card: *****2243 - C
Approval Code: 001492 S5
Purchase

Visa Credit

AID: A0000000031010
AC: 05E1E955C9D323A
TVR: 0000008000
TID: 3

VISA 161.68
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 12
11/01/19 10:39am 670 3 42 9093673

Qualifying GO! Points earned: 615



80067000300421911011039

Store 670 Lane 3
Transaction 42 Operator 9093673

Be part
of it.
Search our Jobs on
GFF.COM

Gordon®

FOOD SERVICE STORE

Hollywood
101 S. State Road 7
Hollywood, FL 33023
(954) 894-8840
www.gfsstore.com

Town of Pembroke Park
2493109

Cashier: LINA

RF 15 @ 3.99	
RF Plastic Cup 7Z 1-	59.85-
RF 2588701	
RF 6 @ 0.99	
RF 10 inch Bamboo Ske	5.94-
RF 4993901	
TAX	0.00
**** BALANCE	65.79-

Card: *****2243 - C
Approval Code: 531273 S5
Refund

Visa Credit

AID: A0000000031010
AC: 710685E1661CB2EA
TVR: 0000008000
TID: 4
RF MO VISA 65.79-
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 0
11/02/19 07:18pm 670 4 405 34583

credit



Store 670 Lane 4
Transaction 405 Operator 34583

Be part of it.
Search our Jobs on
GFS.com/Careers

TELL US HOW WE'RE DOING!
YOU COULD WIN
\$1,000!

For a brief survey and to be entered for a chance to win, visit: GFSstore.com/survey

Stephanie's visa

Gordon®

FOOD SERVICE STORE

Hollywood
101 S. State Road 7
Hollywood, FL 33023
(954) 894-8840
www.gfsstore.com

Town of Pembroke Park
2493109

Cashier: SALMAN

15 @ 3.99	
Plastic Cup 7Z 1-	59.85
2588701	
6 @ 0.99	
10 inch Bamboo Ske	5.94
4993901	
TAX	0.00
**** BALANCE	65.79

Card: *****2243 - C
Approval Code: 002652 S5
Purchase

Visa Credit

AID: A0000000031010
AC: 3434132596F0320B
TVR: 0000008000
TID: 4
VISA 65.79
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 21
11/02/19 10:16am 670 4 239 82737

Qualifying GO! Points earned: 258



Store 670 Lane 4
Transaction 239 Operator 82737

Be part of it.
Search our Jobs on
GFS.com/Careers

TELL US HOW WE'RE DOING!
YOU COULD WIN
\$1,000!

For a brief survey and to be entered for a chance to win, visit: GFSstore.com/survey

Stephanie's Visa

1/17/2019 3:26 PM
Store: 1

Sales Receipt #31316
(Health Fair)



The BBQ Depot
5881 Pembroke Road
Hollywood, FL 33023
Phone: 954-983-0451 Fax: 954-983-3943
TheBBQDepot.com
info@thebbqdepot.com

Cashier: TK

Description 1	Qty	Price	Ext Price
BBQ Tank Propane/	78	\$0.90	\$70.20
Subtotal			\$70.20
Local Sales Tax		0 % Tax	+ \$0.00
RECEIPT TOTAL:			\$70.20

Credit Card: \$70.20
Visa

Return Policy:

1. NO REFUNDS - No Cash Refunds - Exchange/Store Credit Only w/in 7 Days
2. Store Credits Valid For 6 Months From Date Of Issues
3. All Gas (Propane, Helium, Propane Tanks, R. julators, Hoses, Bulbore, Etc.) Related Items FINAL SALE
4. Merchandise MUST be Unused & In Original Packaging
5. ABSOLUTELY NO REFUNDS OR EXCHANGES on SPECIAL ORDER Items
6. ABSOLUTELY NO REFUNDS ON DELIVERY CHARGES
7. All Outdoor Kitchens are FINAL SALE
8. FINAL SALE ON ALL ITEMS PURCHASED FOR HURRICANE PREPARATION
9. TheBBQDepot/Identy Gas Reserves the Right to Limit/Deny Returns
10. A/R Due 15 Day From Invoice Date
11. All Items Purchased At Our Local Hollywood Store Counter, Including Walk-ins And Will-Calls Are Sold At The "Retail Price" Also Listed On Our Site.
12. Store Credits Can Not Be Used For Propane Gas
13. Labor Warranty 30 Day From Date Of Purchase
14. There Will Be a 3 Percent Fee On All Hand Processed Orders
15. International shipping rates does not include customs clearance (unless indicated), duty, taxes or destination charges

ENTERPRISE LEASING COMPANY, 2601 S FEDERAL HWY, FORT LAUDERDALE, FL 333164017 (954) 377-8790

RENTAL AGREEMENT **REF#**
187594 7KBCG7

RENTER
TOWN OF PEMBROKE PARK, JOY
WOODBURY

ADDITIONAL DRIVER
ALL COMPANY DRIVERS 21+, WITH
VALID DRV LIC

DATE & TIME OUT
10/31/2019 04:00 PM
DATE & TIME IN
11/02/2019 11:15 AM

BILLING CYCLE
24-HOUR

CAR CLASS CHARGED
GBOX

VEH #1 2020 INTE MVCA 26BX
VIN# 3HAEUML8LL254192
LIC# JBKJ79
MILES DRIVEN 132
CAR CLASS: GBOX

SUMMARY OF CHARGES

Charge Description	Date	Quantity	Per	Rate	Total
EXCESS DISTANCE CHARGE	10/31 - 11/02	132	DISTANCE	\$0.29	\$38.28
TIME & DISTANCE	10/31 - 11/02	2	DAY	\$79.99	\$159.98
REFUELING CHARGE	10/31 - 11/02				\$0.00
Subtotal:					\$198.26
Taxes & Surcharges					
FL WASTE TIRE & BATTERY FEE	10/31 - 11/02	2	DAY	\$0.02	\$0.04
VEHICLE LICENSE FEE	10/31 - 11/02	2	DAY	\$0.80	\$1.60
RECOVERY					
Total Charges:					\$199.90
Bill-To / Deposits					
DEPOSITS					(\$199.90)

Total Estimated Amount Due **\$0.00**

PAYMENT INFORMATION

AMOUNT PAID	TYPE	CREDIT CARD NUMBER
\$199.90	Visa	xxxxxxxxxxxx2243

*Stephanie's Visa
(Health Fair)*

 Enterprise
rental truck

RaceTrac 102
3998 Panbroke Rd
Panbroke Park FL 330
(854) 961-5931
For guest experience
comments please call
(888) 636-5589 or go to
racetrac.com

Pump #03	Grade Diesel
30.939 Gallons @	\$2.859/G
Total Fuel	\$88.45
TOTAL SALE	\$88.45
WEX	\$88.45

Term J012609494004
Appr 100624
Seq# 029107
Capture

WEX
XXXXXXXXXXXXXXXX3199
Swiped

Odometer : 2222
Vehicle# 42564

10/31/2019 16:38:14

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.
Download our app!

HOW ARE WE DOING?
GUEST@RACETRAC.COM
10/31/2019 16:40:52

Commissioner
JACOBS

Bagels
For
Staff

Einstein Bros Bagels
Store # 2281
340 North Park Road
954-893-8701

Health
Park

ToGo309

Host: 11/02/2019
ToGo309 10:37 AM
10037
Order Type: TOGO

Baker's Dozen Box (4 @15.79)	63.16
Baker's Doz Bucket w/2 CC	
Coffee Canteen (2 @15.99)	31.98
PX Loyalty Accr	0.00

RECEIVE 3 FREE BAGELS WITH ANY PURCHASE
By sharing your feedback within 3 days
at www.bagelexperience.com
When prompted, enter this code:

| 002 001 100 122 010 871 33 |

After you have completed the survey,
Write down the validation code
Survey Validation Code: _____

OFFER EXPIRES 14 DAYS FROM DATE
ON RECEIPT
Not valid with other offers.
Doesn't include gourmet bagels, shmear
or other spreads

Subtotal	95.14
Tax	2.24
TOGO Total	97.38
VISA #XXXXXXXXXXXX1746	97.38
Auth:002829	

SIGNATURE : _____

Come back after 11AM for \$1 OFF
ANY sandwich purchased after 11AM
Show this receipt
Want free bagels?
Visit ShmearSociety.com

--- Check Closed ---

INVOICE

DATE

10-30-2019

BURCHELL JOHNSON
1451 NW 197TH ST
MIAMI FL 33168
786-454-6485

INVOICE TO: CITY OF PEMBROKE PARK

INVOICE NO

10004642112

QUANTITY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
CATERING (PREP)	1	FOOD PREPARATION ONLY	1400.00	1400.00

Subtotal	1400.00
Sales Tax	NA
Total	1400.00

NOTES:

The client agrees to hire BURCHELL JOHNSON to prepare food for the 6TH ANNUAL COMMUNITY HEALTH FAIR. Mr. Johnson is not responsible to provide any materials to the event, this is a SERVICE ONLY agreement. The CITY OF PERMBROKE PARK representative agrees toX the terms by either signing or paying the following invoice.

Thank you for choosing us to fulfill your need and always choose us first for every and all following events.

X _____



TOWN OF PEMBROKE PARK

3150 SW 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-4600 • FAX (954) 966-5186

TOWN OF PEMBROKE PARK REQUEST FOR PROPOSALS (RFP) TOWN ATTORNEY SERVICES BID PACKAGE RFP NO. 20-03

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN:

MONDAYDAY, JANUARY 13, 2020 AT 3:00 PM, EST

TOWN OF PEMBROKE PARK
ATTENTION: INTERIM DEPUTY TOWN CLERK
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

**THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED
DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR**

TABLE OF CONTENTS

1. BACKGROUND OF THE AGREEMENT	1
2. SCOPE OF WORK	1
3. SCHEDULE.....	4
4. PROPOSAL FORMAT GUIDELINES.....	4
5. PROCESS FOR SUBMITTING PROPOSALS	5
6. EVALUATION CRITERIA	6
7. EVALUATION OF PROPOSALS AND SELECTION PROCESS	7
8. CONDITIONS TO AGREEMENT	8
9. RIGHT OF REJECTION	9
10. INDEMNIFICATION	9
11. NON-DISCRIMINATION.....	10
12. GENERAL TERMS AND CONDITIONS	10
APPENDIX A.....	13
APPENDIX B	14

**TOWN OF PEMBROKE PARK
TOWN ATTORNEY SERVICES
REQUEST FOR PROPOSALS (RFP) # 20-03**

The Town of Pembroke Park (“Town”) is currently requesting sealed proposals and qualifications for Town Attorney services.

1. BACKGROUND OF THE AGREEMENT

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

The Town is governed by five (5) Town Commissioners, operating under a Commissioner form of government and has approximately 25 employees. Commissioners are elected at large and serve for four (4) year terms. The Town Commission is responsible for passing Town Ordinances and Resolutions, adopting the annual budget, appointing committees, and setting policies. The Town Manager is responsible for the overall management and administration of each Department within the Town and implements Town policy at the direction of the Town Commission.

The Town provides a range of traditional municipal functions. These include police protection, fire rescue services, water and sewer service, planning and zoning services, maintenance of roadways, and recreational opportunities.

2. SCOPE OF WORK

The Town is soliciting proposals from experienced and well qualified firms or individuals for the provision of Town Attorney services. The selected firm or individual will be expected to perform the services in accordance with the Scope of Work herein and the requirements of the solicitation.

The proposer will be required to provide Town Attorney services and represent the Town in all matters requiring legal counsel. All duties must be performed in accordance with the Town’s Charter, the Town’s Code of Ordinances and all other pertinent statutes and regulations.

The selected proposer will provide legal services as Town Attorney including, but not limited to, the areas of: legislative governmental issues, land use and zoning, personnel, code enforcement and contract law as well as monitoring the activities of any outside legal counsel representing the Town in litigation.

- i. **General Services Requested.** The Town Attorney is expected to perform all general legal representation for the Town as required. Such general legal representation includes, but is not limited to:
 - A. Legislative work associated with the Town Commission meetings, including preparation or review of ordinances and resolutions, and written policies and procedures, together with research work as necessary associated with the preparation of those documents. This activity shall include providing assessments of legal likelihood in support of Town risk analyses.

- B. Preparation of oral or written opinions on legal matters as required by the Town Commission and/or Town Manager.
- C. Negotiation and preparation of agreements, leases contracts, or similar documents.
- D. Review and comment on contract forms between the Town and independent contractors.
- E. Performance of investigations that may require interviewing witnesses, taking testimony, review of reports, and legal research, when requested by the Town Commission or by the Town Manager.
- F. Provide legal counseling, guidance and opinions to the Town Manager and the Department Heads regarding the operations of the Town; provided, however that except in the event of an emergency problem, all requests by Department Heads for such legal counseling, guidance and opinions shall be channeled through the Town Manager.
- G. Participation in meetings and telephone conference with the Town Manager and Town staff as designated by the Town Manager, as required.
- H. Prepare and review charter revisions, ordinances, resolutions, documents and documents that are pertaining to Town matters upon request by the Town Commission or Town Manager.
- I. Provision of staff assistance, legal research and counseling related to the acquisition or sale of real property, preparation of leases, deeds and easements; utility franchise agreements; referendum questions, contracts, surety/performance/payment bonds, insurance policies, bills of sale, liens, waivers, subordinations, and other legal instruments; liability situations; grant guidelines; pension laws, arbitration, collective bargaining; and other matters as necessary requiring legal advice.
- J. Interpretation of the Town's Ordinances and prosecution of local ordinance or zoning violations in any Court, if the State Attorney is not handling the prosecution.
- K. Maintenance of legal files and provision to the Town Manager of copies of all correspondence, and of all pleadings and orders in all litigation the firm is handling for the Town.
- L. Keeping the Town Commission and Town Manager informed of legislation or judicial opinions that have potential to impact the Town.
- M. As requested by the Town, overseeing, in a cost-effective manner, litigation in which the Town represented by the Town's insurance carriers.
- N. Performance of other professional duties as may be required including but not limited to conducting legal research as required for the performance of duties representing the Town.
- O. Performance of professional duties and functions as may be required by Charter, ordinance or resolution of the Town Commission.
- P. With the exception of requests for legal services issued by the Town Commission acting as a body, the Town Manager shall act as a "gatekeeper" for the Town in requesting the services or assistance of the attorney or firm, coordination of the flow of work to the attorney or firm, and

establishing the relative priorities to be placed by the attorney or firm on each task for which the assistance of the attorney or firm is required. No member of the Town's staff may require the efforts of the attorney or firm on the behalf of the Town unless expressly authorized by the Town Manager. Notwithstanding the foregoing, any member of the Town Commission may request legal services and opinions of the attorney or firm regarding Town matters upon approval of the Commission.

ii. Specific Services Requested. In addition to the General Services, the Town Attorney is expected to perform certain specific legal services for the Town, as required. Such specific legal services include:

- A. Attend all workshop Commission meetings on the first Wednesday of each month at 7:00 p.m., all regular Commission meetings on the second Wednesday of each month at 7:00 p.m., and all special Commission meetings when requested by the Town Commission or Town Manager.
- B. Attend all Town advisory board meetings in order to counsel the members thereof on any legal matter which confronts the board or committee as requested by the Town Manager.
- C. The Town Attorney shall retain an association with, or actually as an employee at their offices, a minimum of one attorney whom shall have competent experience in governmental affairs, in particular municipal government law and/or shall acquire such knowledge such that each attorney shall be able to attend such functions and attend to such matters as enumerated above in this contract when the Town Attorney is unavailable or unable to attend same.
- D. The Town Attorney shall continue to be the Town's primary representative in all litigation in any court and all other hearings, meetings, or other such functions as enumerated in this document.
- E. The Attorney shall also represent the Town in proceedings in any court of competent jurisdiction and in hearings before administrative tribunals where the Town is a party or intervener in respect to the issues that are pending before such court or administrative tribunal when directed to do so by the Town Commission. The Town Attorney may also represent the municipality in other matters, not specifically enumerated herein, at the request of the Town Commission or Town Manager.
- F. Maintain Auditable Records. The selected Attorney or firm shall maintain auditable records to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with Generally Accepted Accounting Principles, and the Town reserves the right to determine record-keeping methods in the event of non-conformity.

NOTE: Services contained within this Scope of Work will be provided pursuant to a future written contract being issued to the successful proposer and executed by the parties.

3. SCHEDULE

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

Release of RFP:	Thursday, December 12, 2019
Deadline for questions:	Thursday, December 19, 2019
Proposal due date:	Monday, January 13, 2020
Interviews (if held):	Tuesday - Friday, January 21-24, 2020
Award of contract:	Wednesday, February 12, 2020

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

4. PROPOSAL FORMAT GUIDELINES

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

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

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

- i. **Cover Letter**
Proposal shall be accompanied by a cover letter, which should summarize the key elements of the proposal, including but not limited to: (1) name of firm, (2) ownership type, (3) year firm was established, (4) office locations, (5) number of firm employees, (6) description of firm’s core business, and (7) name of principal of the firm. An individual authorized to bind the proposer must sign the letter. The letter must stipulate that the proposal shall be valid for a period of at least ninety (90) days. Indicate the address and telephone number of the proposer’s office located nearest to the Town and the office from which the project will be managed.
- ii. **Background and Project Summary**
Describe your understanding of the Town, the work to be done and the objectives to be accomplished. Refer to the Scope of Work of this RFP.
- iii. **Approach**
Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. Included should be a detailed description of specific tasks you will require from Town staff and explain what the respective roles of Town staff and your staff would be to complete the tasks specified in the Scope of Work. Proposers are encouraged to provide additional innovative and creative approaches for providing the service that maximize efficiency and cost-effectiveness.
- iv. **Staffing**
Provide a list of personnel who will be working on this project, indicate the functions that each will perform, and include a resume for each designated individual. The proposal must contain information demonstrating the organizational structure of the proposer and identify who will serve

as the primary contact(s) for the Town. Proposer should demonstrate that the firm has the adequate staff to perform the work in the time allotted, including the availability of key personnel relative to other work currently under contract. Upon award and during the contract period, if different personnel are assigned to the project, those names and qualifications must be submitted to the Town. The successful proposer shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the Town.

v. Qualifications

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

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

vi. Fee Proposal One (1) for RFP

Indicate the annual fee for services to provide all services in the Scope of Work. Please also indicate an hourly rate for work outside of the scope of work. See Appendix A.

vii. Fee Proposal Two (2) for Staff Cost

The Commission may contemplate bringing the services in house. As a planning mechanism, please indicate the annual salary required part and/or full time to provide all services as stipulated in the Scope of Work. See Appendix A

5. PROCESS FOR SUBMITTING PROPOSALS

All proposals shall be submitted as follows:

i. Content

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

ii. Preparation of Proposal

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

iii. Number of Proposals

Submit one (1) original complete package, ten (10) duplicate complete packages, and one (1) electronic copy of the proposal package (CD or USB drive).

iv. Submission of Proposals

Complete written proposals must be submitted in sealed envelopes clearly marked on the outside of the envelope "RFP, TOWN ATTORNEY SERVICES", no later than **3:00 P.M. on MONDAY, JANUARY 13, 2020** to the address listed below. Proposals received after this date

and time will be rejected. Please allow for normal mail delivery time to ensure timely receipt of proposals, if using regular mail. Proposals may not be submitted by e-mail or fax.

Address: Town of Pembroke Park, Attn: Interim Deputy Clerk
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

v. Inquiries

Questions about this RFP must be made in writing, via e-mail to the Interim Deputy Town Clerk at townclerk@townofpembrokepark.com.

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

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

vi. Conditions for Proposal Acceptance

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

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

6. EVALUATION CRITERIA

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

	Criteria	Points
1.	Qualifications and Experience	30
2.	Experience Working with City Government	30
3.	References and/or Recommendations	10
4.	Methodology and Approach	10
5.	Fee Proposal	20
	Total:	100

1. Qualifications and Experience (30 Points).

Provide information as to each of the individual attorney's experience and the firm's experience in representing local governmental entities. That is, identify all current and for the past five (5)

years municipal, county or other governmental agencies for which your firm has provided legal counsel or advice and the relationship between the law firm and/or each individual attorney and the identified entity.

Identify the specific experience of the firm in all phases of Florida land use law. Identify the specific experience of the firm in specialized areas, including but not limited to municipal issues including parliamentary procedures, open meetings, Government in the sunshine, elected official, municipal finance, land use, zoning, growth management, environmental law, inter local agreements, building code, personnel an additional legal areas that will identify the focus of the firm.

2. Experience Working with Local Government (30 Points).

Provide information as to each of the individual attorney's experience and the firm's experience in representing local government entities. That is, identify all current and for the past five (5) years municipal, county, or other governmental agencies for which your firm has provided legal counsel or advice and the relationship between the law firm and/or each individual attorney and identified entity.

3. References (10 Points).

Respondents must provide a minimum of three (3) references. For each reference provide: (i.) name of entity; (ii.) contact person; (iii.) address and telephone number for reference; and (iv.) dates of representation.

4. Methodology and Approach (10 Points).

Respondents should include the following:

- i. Name of law firm/individuals and primary attorney to service as the Town Attorney at each Town Commission meeting and other board meetings.
- ii. After hour availability.
- iii. Information on how the firm/individual would structure the working relationship between the Town Attorney's office, Town Commission, and the Town Manager's office.
- iv. Areas of expertise where the use of special outside counsel is anticipated.
- v. Statement on how the workload of the Town of Pembroke Park will be accommodated and what kind of priority it would be given.

5. Fee Proposal (20 Points).

The proposer shall submit a proposal for compensation, which should include, but is not limited to, a monthly retainer fee option, an hourly rate option, or a combination of these options. In the instance of an "Exception" to the RFP process, please provide a specific proposal detailing the costs associated with the alternative proposal.

7. EVALUATION OF PROPOSALS AND SELECTION PROCESS

An Evaluation Committee appointed by the Town Commission will screen and review all proposals according to the weighed criteria set forth above.

i. Responsiveness Screening

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

ii. Initial Proposal Review

The Evaluation Committee will initially review and score all responsive written proposals based on the Evaluation Criteria set forth above. The Evaluation Committee shall consist of the: (i) Mayor, (ii) Town Manager, (iii) Assistant Town Manager, (iv) Finance Director, and (v) Public Services Director. The Evaluation Committee may also contact proposer's references. The three highest rankings proposers may be invited to the next stage of the evaluation process.

iii. Interviews, Reference Checks, Revised Proposals, Discussions

Following the initial screening and review of proposals, the proposers included in this stage of the evaluation process may be invited to participate in an oral interview conducted by the Town Commission. Interviews, if held, will be on **January 21 – 24, 2020**, and will be conducted at Town Hall in Pembroke Park, Florida. These dates are subject to change. The individual(s) from proposer's firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

Following conclusion of this stage of the evaluation process, the Town Commission will rank all proposers according to the Evaluation Criteria set forth above. The Town Commission may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm.

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

8. CONDITIONS TO AGREEMENT

- i. The contract resulting from this solicitation may be awarded to the responsive proposer which submits a proposal determined to provide the best value to the Town with price, technical, and other applicable factors considered. The Town reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The Town shall be the sole judge of its best interest. Town anticipates the term of the contract resulting from this solicitation will be for three (3) years with up to two (2) one-year options to renew, upon mutual written assent agreement of the parties.
- ii. The Town reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the Town's best interest to do so.

- iii. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the Town. The Town may conduct any investigation it deems necessary to determine if the proposer is capable of performing the requirements of this solicitation.
- iv. The proposer's performance as a prime contractor or subcontractor on previous Town contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.
- v. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.
- vi. A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in Town's Procurement Ordinance, Chapter 2, Article V, and Pembroke Park Code of Ordinances. It is incumbent upon the proposer to be aware of the posting of any associated award recommendation. Any protest received after the protest deadline date may be rejected.
- vii. The Town reserves the right to incorporate the successful firm's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.
- viii. The selected firm will be required to assume responsibility for all services offered in the proposal. The Town will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.
- ix. A copy of the proposal ranking and award will be available for review at Town Hall, located at 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 upon completion of the selection process. Interested parties may obtain a copy of the final ranking from the Town.

9. RIGHT OF REJECTION

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

10. INDEMNIFICATION

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

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of proposer, by any person or organization directly or indirectly employed by proposer to perform or furnish any of the work, or by anyone for whose acts proposer may be liable, the indemnification obligation under this requirement shall not be limited in any way by any limitation on

the amount of type of damages, compensation or benefits payable by or for proposer under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

11. NON-DISCRIMINATION

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

12. GENERAL TERMS AND CONDITIONS

i. Definitions

Addenda: A written change to a solicitation.

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

Contractor: The proposer to whom award has been made.

Modification: A written change to a contract.

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

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

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

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

Town: Shall refer to the Town of Pembroke Park

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

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

ii. Equal Opportunity Agreement

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

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

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

iii. Public Entity Crimes

Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not

submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

iv. Issuance of Addenda

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

- Proposers shall acknowledge receipt of each addendum to this solicitation by signing and returning the addendum using one of the following methods:
 - By mailed letter;
 - By facsimile; or
 - By email to townclerk@townofpembrokepark.com

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

v. Payment

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

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

vi. Access To Meetings

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

vii. Confidentiality

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

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

APPENDIX A
TOWN ATTORNEY SERVICES
REQUEST FOR PROPOSAL (RFP) NO. 20-03
FEE PROPOSAL

Individual and/or Company's Name:

The proposer shall submit a proposal for compensation, which should include, but is not limited to, a monthly retainer fee option, an hourly rate option, or a combination of these options. In the instance of an "Exception" to the RFP process, please provide a specific proposal detailing the costs associated with the alternative proposal.

Fee Proposal: _____

Indicate the annual salary required part and/or full time to provide all services as stipulated in the Scope of Work.

Salary Requirement:: _____

We, the undersigned, hereby propose and agree to furnish to the Town of Pembroke Park all work as defined in the RFP. This proposal is subject to all terms of the specifications and bid conditions, and we hereby agree to furnish such items as may be awarded to us.

Authorized Signature

Date

Print Name

Telephone Number

Title

Email Address

APPENDIX B

TOWN ATTORNEY SERVICES REQUEST FOR PROPOSAL (RFP) NO. 20-03 INSURANCE REQUIREMENTS

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

1. Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
2. Commercial General Liability:
 - Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
 - Limits of Liability for Bodily Injury and Building Damage Each Occurrence \$1,000,000 Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
3. Automobile Insurance:
 - Including all owned, hired, borrowed and non-owned vehicles
 - Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000
4. Errors and Omissions Liability or Professional Services Liability Policy
 - Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$500,000 each occurrence or per claim.

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

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

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

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



TOWN OF PEMBROKE PARK

3150 SW 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-4600 • FAX (954) 966-5186

TOWN OF PEMBROKE PARK
REQUEST FOR PROPOSALS (RFP)
PROFESSIONAL PLANNING CONSULTING
SERVICES
BID PACKAGE RFP NO. 20-04

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN:

MONDAYDAY, JANUARY 13, 2020 AT 3:00 PM, EST

TOWN OF PEMBROKE PARK
ATTENTION: INTERIM DEPUTY TOWN CLERK
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED
DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR

TABLE OF CONTENTS

1. BACKGROUND OF THE AGREEMENT	1
2. SCOPE OF WORK	1
3. SCHEDULE.....	2
4. PROPOSAL FORMAT GUIDELINES.....	2
5. PROCESS FOR SUBMITTING PROPOSALS	3
6. EVALUATION CRITERIA	4
7. EVALUATION OF PROPOSALS AND SELECTION PROCESS	5
8. CONDITIONS TO AGREEMENT	5
9. RIGHT OF REJECTION	6
10. INDEMNIFICATION	6
11. NON-DISCRIMINATION.....	7
12. GENERAL TERMS AND CONDITIONS	7
APPENDIX A.....	10
APPENDIX B	11

**TOWN OF PEMBROKE PARK
PROFESSIONAL PLANNING CONSULTING SERVICES
REQUEST FOR PROPOSALS (RFP) # 20-04**

The Town of Pembroke Park (“Town”) is currently requesting sealed proposals and qualifications for professional planning consulting services.

1. BACKGROUND OF THE AGREEMENT

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

The Town is governed by five (5) Town Commissioners, operating under a Commissioner form of government and has approximately 25 employees. Commissioners are elected at large and serve for four (4) year terms. The Town Commission is responsible for passing Town Ordinances and Resolutions, adopting the annual budget, appointing committees, and setting policies. The Town Manager is responsible for the overall management and administration of each Department within the Town and implements Town policy at the direction of the Town Commission.

The Town provides a range of traditional municipal functions. These include police protection, fire rescue services, water and sewer service, planning and zoning services, maintenance of roadways, and recreational opportunities.

2. SCOPE OF WORK

The Town is soliciting proposals from qualified individuals and firms to provide professional planning consulting services. The Town is seeking a proposer who can take a proactive approach in completing the work below and advising the Town on all aspects of its current practices, while making recommendations for continuous improvement.

The selected proposer shall provide the following services:

- A. Planning services for: rezoning, signage plans, site development plans, architectural evaluations, variance applications, special use applications, sub-division plans, building permit plan review and review of applicable land development regulations;
- B. Process future land use comprehensive plan map amendments to comply with applicable state regulations;
- C. Amend land development regulations for current issues and consistency with Town’s comprehensive plan;
- D. Land planning support services as necessary concerning right-of-way improvements including review of roadway plan improvements, review signage and pavement marking plans, review right-of-way landscaping and lighting plans, and plans for topographic data;
- E. Assist Town staff on issues of building permits applications for compliance, land use, such as zoning, development approval process, and related matters.

3. SCHEDULE

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

Release of RFP:	Thursday, December 12, 2019
Deadline for questions:	Thursday, December 19, 2019
Proposal due date:	Monday, January 13, 2020
Interviews (if held):	Tuesday - Friday, January 21-24, 2020
Award of contract:	Wednesday, February 12, 2020

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

4. PROPOSAL FORMAT GUIDELINES

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

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

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

a. Cover letter

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

b. Background and Project Summary

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

c. Approach

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

d. Staffing

Provide a list of personnel who will be working on this project, indicate the functions that each will perform, and include a resume for each designated individual. The proposal must contain information demonstrating the organizational structure of the proposer and identify who will serve as the primary contact(s) for the Town. Proposer should demonstrate that the firm has the adequate staff to perform the work in the time allotted, including the availability of key personnel relative to

other work currently under contract. Upon award and during the contract period, if different personnel are assigned to the project, those names and qualifications must be submitted to the Town. The successful proposer shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the Town.

e. Qualifications

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

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

f. Fee Proposal One (1) for RFP

Indicate the annual fee for services to provide all services in the Scope of Work. Please also indicate an hourly rate for work outside of the scope of work. **See Appendix A.**

Fee Proposal Two (2) for Staff Cost

The Commission may contemplate bringing the services in house. As a planning mechanism, please indicate the annual salary required part and/or full time to provide all services as stipulated in the Scope of Work. **See Appendix A**

5. PROCESS FOR SUBMITTING PROPOSALS

All proposals shall be submitted as follows:

a. Content

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

b. Preparation of Proposal

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

c. Number of Proposals

Submit one (1) original complete package, ten (10) duplicate complete packages, and one (1) electronic copy of the proposal package (CD or USB drive).

d. Submission of Proposals

Complete written proposals must be submitted in sealed envelopes clearly marked on the outside of the envelope "RFP, PROFESSIONAL PLANNING CONSULTING SERVICES", no later than **3:00 P.M. on MONDAY, JANUARY 13, 2020**. Proposals received after this date and time will be rejected. If using regular mail, please allow for delivery time to ensure timely receipt.

Proposals may not be submitted by e-mail or fax.

Address: Town of Pembroke Park, Attn: Interim Deputy Clerk
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

e. Inquiries

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

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

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

f. Conditions for Proposal Acceptance

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

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

6. EVALUATION CRITERIA

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

a. Experience and Qualification of Proposer - 35%

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

b. Price Proposal - 25%

Price proposals will be evaluated on the basis of the Fee Proposal submitted in Appendix A.

c. Availability of Proposer – 25%

Proposer's availability, in terms of time, to provide the requested scope of work, including any other engagement and/or employment of the proposer.

d. Innovative and/or Creative Approaches – 15%

Strategies to provide the services with additional efficiencies or increased performance capabilities.

7. EVALUATION OF PROPOSALS AND SELECTION PROCESS

An Evaluation Committee appointed by the Town Commission will screen and review all proposals according to the weighed criteria set forth above.

a. Responsiveness Screening

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

b. Initial Proposal Review

The Evaluation Committee will initially review and score all responsive written proposals based on the Evaluation Criteria set forth above. The Evaluation Committee shall be comprised of the: (i) Mayor, (ii) Town Manager, (iii) Town Assistant Manager, (iv) Finance Director, and (v) the Public Services Director. The Evaluation Committee may also contact proposer's references. The three highest rankings proposers may be invited to the next stage of the evaluation process, or the Evaluation Committee may conclude the evaluation process at this point and make a recommendation for award to the Town Commission.

c. Interviews, Reference Checks, Revised Proposals, Discussions

Following the initial screening and review of proposals, the proposers included in this stage of the evaluation process may be invited to participate in an oral interview conducted by the Town Commission. Interviews, if held, will be on **January 21 – 24, 2020** and will be conducted at Town Hall in Pembroke Park, Florida. These dates are subject to change. The individual(s) from proposer's firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

Following conclusion of this stage of the evaluation process, the Town Commission will rank all proposers according to the Evaluation Criteria set forth above. The Town Commission may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm.

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

8. CONDITIONS TO AGREEMENT

- a. The contract resulting from this solicitation may be awarded to the responsive proposer which submits a proposal determined to provide the best value to the Town with price, technical, and other applicable factors considered. The Town reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in

its best interest. The Town shall be the sole judge of its best interest. Town anticipates the term of the contract resulting from this solicitation will be for two (2) years with up to two (2) one-year options to renew, upon mutual written agreement of the parties.

- b. The Town reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the Town's best interest to do so.
- c. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the Town. The Town may conduct any investigation it deems necessary to determine if the proposer is capable of performing the requirements of this solicitation.
- d. The proposer's performance as a prime contractor or subcontractor on previous Town contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.
- e. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.
- f. A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in Town's Procurement Ordinance, Chapter 2, Article V, Pembroke Park Code of Ordinances. It is incumbent upon the proposer to be aware of the posting of any associated award recommendation. Any protest received after the protest deadline date may be rejected.
- g. The Town reserves the right to incorporate the successful firm's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.
- h. The selected firm will be required to assume responsibility for all services offered in the proposal. The Town will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.
- i. A copy of the proposal ranking and award will be available for review at Town Hall, located at 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 upon completion of the selection process. Interested parties may obtain a copy of the final ranking from the Town.

9. RIGHT OF REJECTION

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

10. INDEMNIFICATION

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

furnish the services, or anyone for whose acts the proposer may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

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

11. NON-DISCRIMINATION

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

12. GENERAL TERMS AND CONDITIONS

a. Definitions

Addenda: A written change to a solicitation.

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

Contractor: The proposer to whom award has been made.

Modification: A written change to a contract.

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

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

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

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

Town: Shall refer to the Town of Pembroke Park

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

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

b. Equal Opportunity Agreement

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

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

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

c. Public Entity Crimes

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

d. Issuance of Addenda

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

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

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

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

e. Payment

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

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

f. Access To Meetings

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

g. Confidentiality

By submitting a proposal in response to this solicitation, a proposer acknowledges that the Town is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The proposer further acknowledges that any materials or documents provided to the Town may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a proposer provide the Town with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law, the proposer shall indicate that belief by typing or printing, in bold

letters, the phrase "Proprietary Information" on the face of each affected page of such material. The proposer shall submit to the Town both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a proposer fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

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

APPENDIX A
PROFESSIONAL PLANNING CONSULTING SERVICES
REQUEST FOR PROPOSAL (RFP) NO. 20-04
FEE PROPOSAL

Fee proposal to provide professional planning consulting services (as defined in the Scope of Work) is as follows:

Cost Year 1: _____

Cost Year 2: _____

Cost Year 3: _____

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

Additional breakdown of fees by service is also allowed.

Indicate the annual salary required part and/or full time to provide all services as stipulated in the Scope of Work.

Salary Requirement:: _____

We, the undersigned, hereby propose and agree to furnish to the Town of Pembroke Park all work as defined in the RFP. This proposal is subject to all terms of the specifications and bid conditions, and we hereby agree to furnish such items as may be awarded to us.

Authorized Signature

Date

Print Name

Telephone Number

Title

Email Address

APPENDIX B

PROFESSIONAL PLANNING CONSULTING SERVICES REQUEST FOR PROPOSAL (RFP) NO. 20-04 INSURANCE REQUIREMENTS

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

1. Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
2. Commercial General Liability:
 - Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
 - Limits of Liability for Bodily Injury and Building Damage Each Occurrence \$1,000,000 Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
3. Automobile Insurance:
 - Including all owned, hired, borrowed and non-owned vehicles
 - Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000
4. Errors and Omissions Liability or Professional Services Liability Policy
 - Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$500,000 each occurrence or per claim.

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

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

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

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



TOWN OF PEMBROKE PARK

3150 SW 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-4600 • FAX (954) 966-5186

TOWN OF PEMBROKE PARK REQUEST FOR PROPOSALS (RFP) INFORMATION TECHNOLOGY SERVICES BID PACKAGE RFP NO. 20-05

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN:

MONDAYDAY, JANUARY 13, 2020 AT 3:00 PM, EST

TOWN OF PEMBROKE PARK
ATTENTION: INTERIM DEPUTY TOWN CLERK
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

**THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED
DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR**

TABLE OF CONTENTS

1. BACKGROUND OF THE AGREEMENT	1
2. SCOPE OF SERVICES	1
3. SCHEDULE.....	2
4. PROPOSAL FORMAT GUIDELINES.....	2
5. PROCESS FOR SUBMITTING PROPOSALS	4
6. EVALUATION CRITERIA	5
7. EVALUATION OF PROPOSALS AND SELECTION PROCESS	5
8. CONDITIONS TO AGREEMENT	6
9. RIGHT OF REJECTION	7
10. INDEMNIFICATION	7
11. NON-DISCRIMINATION.....	7
12. GENERAL TERMS AND CONDITIONS	8
APPENDIX A.....	11
APPENDIX B	12

**TOWN OF PEMBROKE PARK
INFORMATION TECHNOLOGY SERVICES
REQUEST FOR PROPOSALS (RFP) # 20-05**

The Town of Pembroke Park (“Town”) is currently requesting sealed proposals and qualifications for information technology (“IT”) services.

1. BACKGROUND OF THE AGREEMENT

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

The Town is governed by five (5) Town Commissioners, operating under a Commissioner form of government and has approximately 25 employees. Commissioners are elected at large and serve for four (4) year terms. The Town Commission is responsible for passing Town Ordinances and Resolutions, adopting the annual budget, appointing committees, and setting policies. The Town Manager is responsible for the overall management and administration of each Department within the Town and implements Town policy at the direction of the Town Commission.

The Town provides a range of traditional municipal functions including police protection, fire rescue services, water and sewer service, planning and zoning services, maintenance of roadways, and recreational opportunities.

2. SCOPE OF SERVICES

The Town is requesting proposals from qualified individuals and firms to provide information technology services, including maintaining and further developing information systems of the Town, including all software applications, workstations, file servers and network systems, and all online systems, including email and internet access, all described in this Request for Proposals (“RFP”).

i. Specific Services Requested

- A. Basic network system maintenance, including: establishing and enforcing protocols, performing setups, troubleshooting problems, administering print and periphery functions, assessing configurations, installing hardware and software or overseeing their installation, and supervising systems backups;
- B. Ongoing development of the network system;
- C. Security and protection of the entire system, including: virus protection, control of access and maintenance of security codes, physical security of the network, and disaster preparation and prevention, and maintenance of all backup systems;
- D. Provide a proper environment for the server room, ensuring that it is clean, secure and well organized;
- E. Maintenance of all workstations, controlling the selection and loading of software applications, troubleshooting local desktop problems, tracking and utilizing warranties and licenses as applicable and functioning as a helpdesk to all Town staff;
- F. Maintenance of Internet and e-mail;
- G. Maintain detailed records of all activities, including daily maintenance of the IT Department work order tracking system;
- H. Report user problem to vendors, as appropriate, maintaining logs and following through with vendors to ensure resolution;

- I. Work with Town staff to develop and maintain adequate security procedures and disaster plans, including the implementation of organization-wide read and write access for end-users, based on need;
- J. Assist in development of operating manuals for all areas of responsibility in a format approved by the Town Manager;
- K. Assist in developing annual IT Department planning and budget recommendations;
- L. Make recommendations to Town Manager or designee concerning possibilities for cost reduction and greater efficiencies;
- M. Assist in development implementation and documentation of preventive maintenance procedures for all areas of responsibility;
- N. Develop specifications for the purchase of any software, hardware, or other IT equipment desired by the Town; and
- O. Perform other related duties as assigned by the Town Manager or designee.

ii. On Demand Response

Each proposer shall offer on-demand response to Town IT requests. Each proposer shall have access and be available during the Town's normal business hours. It is expected that proposer is to perform maintenance service after hours and on weekends in situations which would least likely disrupt daily operations. Specific times and dates shall be coordinated with the Town Manager or designee.

iii. Confidentiality Clause

Confidentiality of computer information and data is vital. The selected proposer and their employees and/or agents, if any, will be required to sign and adhere to confidentiality clause that information in the system must remain confidential at all times.

3. SCHEDULE

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

Release of RFP:	Thursday, December 12, 2019
Deadline for questions:	Thursday, December 19, 2019
Proposal due date:	Monday, January 13, 2020
Interviews (if held):	Tuesday - Friday, January 21-24, 2020
Award of contract:	Wednesday, February 12, 2020

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

4. PROPOSAL FORMAT GUIDELINES

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

i. Cover letter

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

(90) days. Indicate the address and telephone number of the proposer's office located nearest to the Town and the office from which the project will be managed.

ii. Background and Project Summary

Describe your understanding of the Town, the Scope of Services to be performed and the objectives to be accomplished. Refer to the Scope of Services of this RFP.

iii. Approach

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

iv. Staffing

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

v. Qualifications

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

All proposers should provide at least three (3) references, including name and contact information, preferably from another municipality or governmental entity, which have received similar services. The Town intends to contact the references listed.

vi. Fee Proposal One (1) for RFP

Indicate the annual fee for services to provide all services in the Scope of Services. Please also indicate an hourly rate for work outside of the Scope of Services. See Appendix A.

Fee Proposal Two (2) for Staff Cost

The Commission may contemplate bringing the services in house. As a planning mechanism, please indicate the annual salary required part and/or full time to provide all services as stipulated in the Scope of Work. **See Appendix A**

5. PROCESS FOR SUBMITTING PROPOSALS

i. Content

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

ii. Preparation of Proposal

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

iii. Number of Proposals

Submit one (1) original complete package, ten (10) duplicate complete packages, and one (1) electronic copy of the proposal package (CD or USB drive).

iv. Submission of Proposals

Complete written proposals must be submitted in sealed envelopes clearly marked on the outside of the envelope “**RFP, Information Technology Services**”, no later than **3:00 P.M. on MONDAY, JANUARY 13, 2020**. Proposals received after this date and time will be rejected. Please allow for normal mail delivery time to ensure timely receipt of proposals, if using regular mail.

Proposals may not be submitted by e-mail or fax.

Address: Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
Attn: Interim Deputy Clerk

v. Inquiries

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

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

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

vi. Conditions for Proposal Acceptance

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

of the successful proposal may, at the Town's option, become part of the contract entered into by the successful proposer and the Town.

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

6. EVALUATION CRITERIA

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

- i. **Qualifications** of assigned personnel, including a list of all key members of the firm who will be committed to this project and indicate their job function(s) and title(s). Indicate the level of effort, area of expertise and function of each member assigned to the Town. Submit an organizational chart to show how the key members will be involved. Include résumés for each member, highlighting the education, work experience, professional licenses/registrations that are relevant to the Scope of Services in this RFP. – **(20%)**
- ii. **Experience** in and demonstrated success providing information technology services to governmental agencies. – **(20%)**
- iii. **Capacity** to provide information technology services in a timely manner with limited notice and within a confined time line. Describe the human and technical resources available to you for rendering the services requested in this RFP, including the geographic location of offices and support staff that will be committed to the Town. Proposer should provide a chart, which clearly describes quantities and duration of time commitment for members of the team. – **(20%)**
- iv. **Responsiveness of Proposal**: The proposal will be evaluated for clarity; for the fee structure in relation to the services to be provided; and for completeness of the submission including required certifications and documentation. The proposer must demonstrate in the proposals, an understanding of the requirements set forth in this solicitation. The proposer is advised that the proposal may not merely offer to provide services in accordance with the requirements of Town's Scope of Services or specifications. – **(20%)**
- v. **Price Reasonableness**: List the monthly billing rate of each individual who will be committed to this Agency, relative to the scope of services. The proposed fees must be reasonable. The proposal fees are not subject to increase during the effective period of the Notice of Award through the term of the proposed Contract. – **(20%)**

7. EVALUATION OF PROPOSALS AND SELECTION PROCESS

An Evaluation Committee including the: (i.) Mayor, (ii.) Town Manager, (iii.) Assistant Town Manager, (iv.) Finance Director, and (v.) Public Services Director, will screen and review all proposals according to the weighed criteria set forth above.

i. **Responsiveness Screening**

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

by the Town. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable.

ii. Initial Proposal Review

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

iii. Interviews, Reference Checks, Revised Proposals, Discussions

Following the initial screening and review of proposals, the proposers included in this stage of the evaluation process may be invited to participate in an oral interview conducted by the Town Commission. Interviews, if held, will be on **January 21 – 24, 2020** and will be conducted at Town Hall in Pembroke Park, Florida. This date is subject to change. The individual(s) from proposer's firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

Following conclusion of this stage of the evaluation process, the Town Commission will rank all proposers according to the Evaluation Criteria set forth above. The Town Commission may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm.

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

8. CONDITIONS TO AGREEMENT

- a. The contract resulting from this solicitation may be awarded to the responsive proposer which submits a proposal determined to provide the best value to the Town with price, technical, and other applicable factors considered. The Town reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The Town shall be the sole judge of its best interest. Town anticipates the term of the contract resulting from this solicitation will be for three (3) years with up to two (2) one-year options to renew, upon mutual written agreement of the parties.
- b. The Town reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the Town's best interest to do so.
- c. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the Town. The Town may conduct any investigation it deems necessary to determine if the proposer is capable of performing the requirements of this solicitation.
- d. The proposer's performance as a prime contractor or subcontractor on previous Town contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.

- e. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.
- f. A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in Town's Procurement Ordinance, Chapter 2, Article V, and Pembroke Park Code of Ordinances. It is incumbent upon the proposer to be aware of the posting of any associated award recommendation. Any protest received after the protest deadline date may be rejected.
- g. The Town reserves the right to incorporate the successful firm's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.
- h. The selected firm will be required to assume responsibility for all services offered in the proposal. The Town will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.
- i. A copy of the proposal ranking and award will be available for review at Town Hall, located at 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 upon completion of the selection process. Interested parties may obtain a copy of the final ranking from the Town.

9. RIGHT OF REJECTION

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

10. INDEMNIFICATION

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

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

11. NON-DISCRIMINATION

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

12. GENERAL TERMS AND CONDITIONS

i. Definitions

Addenda: A written change to a solicitation.

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

Contractor: The proposer to whom award has been made.

Modification: A written change to a contract.

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

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

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

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

Town: Shall refer to the Town of Pembroke Park

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

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

ii. Equal Opportunity Agreement

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

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

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

iii. Public Entity Crimes

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

iv. Issuance of Addenda

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

Proposers shall acknowledge receipt of each addendum to this solicitation by signing and returning the addendum using one of the following methods:

- By mailed letter;
- By facsimile; or
- By email to townclerk@townofpembrokepark.com

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

v. Payment

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

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

vi. Access To Meetings

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

vii. Confidentiality

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

Should any person request to examine or copy any material so designated, and provided the affected proposer has otherwise fully complied with this provision, the Town, in reliance on the representations of the proposer, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, the Town shall notify the proposer of that request, and the proposer shall reply to such notification, in a writing that must be received by the Town no later than 4:00 p.m., ET, of the second Town business day following proposer's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the proposer refuses to permit disclosure or copying, the proposer agrees to, and shall, hold harmless and indemnify the Town for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by the Town, or assessed or awarded against the Town, in regard to the Town's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the proposer is not initially named as a party, the proposer shall promptly seek to

intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any proposal submitted by a proposer in response to the RFP and shall constitute the Town's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the Town.

DRAFT

APPENDIX A
INFORMATION TECHNOLOGY SERVICES
REQUEST FOR PROPOSALS (RFP) NO. 20-05
FEE PROPOSAL

Fee proposal to provide information technology services (as defined in the Scope of Services) is as follows:

Cost Year 1: _____

Cost Year 2: _____

Cost Year 3: _____

Hourly fee for work outside of the Scope of Services: _____

Additional breakdown of fees by service is also allowed.

Indicate the annual salary required part and/or full time to provide all services as stipulated in the Scope of Work.

Salary Requirement:: _____

We, the undersigned, hereby propose and agree to furnish to the Town of Pembroke Park all work as defined in the RFP. This proposal is subject to all terms of the specifications and bid conditions, and we hereby agree to furnish such items as may be awarded to us.

Authorized Signature

Date

Print Name

Telephone Number

Title

Email Address

APPENDIX B

INFORMATION TECHNOLOGY SERVICES REQUEST FOR PROPOSALS (RFP) NO. 20-05 INSURANCE REQUIREMENTS

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

- 1) Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
- 2) Commercial General Liability:
 - Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
 - Limits of Liability for Bodily Injury and Building Damage Each Occurrence \$1,000,000 Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- 3) Automobile Insurance:
 - Including all owned, hired, borrowed and non-owned vehicles
 - Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000
- 4) Errors and Omissions Liability or Professional Services Liability Policy
 - Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$500,000 each occurrence or per claim.

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

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

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

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



TOWN OF PEMBROKE PARK

3150 SW 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-4600 • FAX (954) 966-5186

DRAFT

TOWN OF PEMBROKE PARK REQUEST FOR PROPOSALS (RFP) AUDITING SERVICES BID PACKAGE RFP NO. 20-02

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN:

MONDAY, DECEMBER 30, 2019 AT 3:00 PM, EST

TOWN OF PEMBROKE PARK
ATTENTION: INTERIM DEPUTY TOWN CLERK
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

**THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE
AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR**

TABLE OF CONTENTS

1) Introduction/Overview	2
A) Purpose/Objective.....	2
B) Background	2
C) Inquiries	3
D) Method of Source Selection.....	3
E) Projected Timetable	4
2) General Description of Specifications or Scope of Work.....	4
A) Contractor's Responsibilities/Requirements	6
B) Town's Responsibilities.....	7
3) Town's Right to Inspect	8
4) Terms and Conditions of Contract	8
5) General Terms and Conditions	8
A) Licenses	8
B) Principals/Collusion.....	9
C) Taxes.....	9
D) Relation of Town	9
E) Term Contracts.....	9
F) Termination	9
G) Liability.....	9
H) Assignment	9
I) Lobbying	10
J) Single Proposal	10
K) Protest Procedures	10
L) Public Entity Crime.....	10
M) Conflict of Interest	10
N) Prohibition of Gifts to Town Employees.....	11
O) Immigration Reform and Control Act	11
P) Equal Opportunity	11
Q) Florida Public Records Act.....	11
R) Scrutinized Companies pursuant to FS Sections 287.135 and 215.473.....	11
S) Other Agencies	12
6) Instructions for Proposal	12
A) Compliance with the RFP.....	12
B) Acknowledgment of Insurance Requirements	12
C) Delivery of Proposals.....	12
D) Evaluation of Bids (Procedure)	13
E) Ambiguity, Conflict, or Other Errors in the RFP	14
F) Proposal, Presentation, and Protest Costs	14
G) Acceptance or Rejection of Proposals	15
H) Requests for Clarification of Proposals	15
I) Validity of Proposals.....	15
J) Response Format.....	15
K) Proposal Auditor's Selection Committee and Evaluation Factors	20
7) Contract / Agreement and All Required Forms	21

1) Introduction/Overview

A) Purpose/Objective

As requested by the Town Commission of the Town of Pembroke Park, the Town of Pembroke Park Finance Department (herein after, “Town”) has issued this Request for Proposal (hereinafter, “RFP”) with the sole purpose and intent of obtaining proposals from interested and qualified firms offering to provide Auditing Services in accordance with the specifications stated and/or attached herein/hereto. The successful proposer will hereinafter be referred to as the “Contractor”.

If awarded, a contract to provide these services will be effective on the date contract is approved by the Town of Pembroke Park, Town Commission (herein after, the “Commission”), signed by all required parties and filed with the Interim Deputy Town Clerk.

The anticipated contract term will be for auditing the periods of fiscal years 2019, 2020, and 2021. Additionally, by mutual agreement and funding availability, the contract may be renewed for the fiscal year of 2022.

As is more fully explained in Section “6K” of this RFP, an award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the Town, taking into consideration the evaluation factors set forth in this RFP. The Town will not use any other factors or criteria in the evaluation of the proposals received.

B) Background

The Town is a political subdivision of the State of Florida and is located in the Southeastern part of the State in Broward County. Town was first incorporated December 10, 1957 as Town of Pembroke and later incorporated as Town of Pembroke Park on June 20, 1959. Town has a current estimated permanent population of approximately 6,100 residents with a large influx of seasonal residents each winter. Town has a total area of 1.7 square miles. The Town’s fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the Town. The Finance Department is responsible for the custody and accounting of funds of each department.

More detailed information on the government and its finances can be found in Town of Pembroke Park’s Annual Financial Report for fiscal year 2017 and in the Town’s Annual Budget for fiscal year 2019. Copies of these documents may be viewed on www.TownofPembrokePark.com. The Town of Pembroke Park is exempt from any and all state, local and federal taxes.

Fund Structure

The Town uses the following fund types in its financial reporting (as of September 30, 2018):

- General Fund
- Sewer Enterprise Fund
- Surface Water Drainage Enterprise Fund
- Pension fund for the benefit of the Town Commission

Pension Plans

The Town sponsors one defined contribution pension plan for its Commissioners.

Reporting Entity

The Town was originally incorporated on December 10, 1957. The Town became the Town of Pembroke Park and incorporated in 1959 as a political subdivision of the State of Florida and a municipal corporation with a five-member Commission, including a Mayor and Vice-Mayor. The registered voters of the Town elect the Commission. The Commission appoints the Town Manager, who in turn performs as the administrator of the everyday operations of the Town. The Town provides a full range of municipal services as directed by the Town Charter including general government, public improvements, planning and zoning, water and sewer service, a recycling program, a stormwater management utility program, and related general and administrative services to an estimated 6,100 residents.

C) Inquiries

Direct questions related to this **RFP** to Interim Deputy Town Clerk, and submit such questions in writing to townclerk@TownofPembrokepark.com. Please include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly.

Proposers must clearly understand that the only official answer or position of the Town will be the one stated in writing from townclerk@townofpembrokepark.com. All questions asked, along with the answers rendered will be electronically distributed to firms registered for this solicitation and additionally posted on the Town website (www.TownofPembrokePark.com).

D) Method of Source Selection

The Town is using the Competitive Sealed Proposals methodology of source selection for this procurement, as authorized by Resolution 19-07-09 establishing and adopting the Town Purchasing Policy. Each proposal will be reviewed to determine if the proposal is responsive to the **RFP**. Proposals deemed to be non-responsive may be rejected without being evaluated by the Selection Committee appointed by the Town manager, which shall be comprised of a minimum of five (5) Town employees. The committee will make a recommendation to the Town Commission who will make the final selection(s). A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this **RFP** do so at their own risk.

The Town may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

E) Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The Town reserves the right to adjust this timetable as required during the course of the **RFP** process.

Event	Date
Issue RFP Notice	12/12/2019
Last Date for Receipt of Written Questions	12/19/2019 3:00pm
Proposal Close Date	12/30/2019 3:00pm
Auditor's Selection Committee Meeting for Recommendation	12/31/2019 10:00am
Notification of Recommendation	1/8/2020
Town Commission Approval Date	1/15/2020

2) General Description of Specifications or Scope of Work

The Contractor, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated herein. Additionally, Proposers may also propose alternate solutions to achieve the requirements of the Scope of Work.

Constraints on the contractor include:

- To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and the standards for financial audits set forth in the U.S. Government Accountability Office's Government Auditing Standards, and per the provisions of section 11.45, F.S.
- All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the Town of the need to extend the retention period. The auditor will be required to make working papers available, upon request, without charge, to the Town or any federal or state agency upon request.
- In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.
- The firm should provide an affirmative statement that it is independent of the Town, including each Town Officer, as defined by the U.S. Government Accountability Office's Government Auditing Standards. In addition, the firm shall give the Town written notice of any professional relationships entered into during the period of this agreement.

Contractor personnel requirements include:

- The Town desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.
- A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk ("Management Letter")

- A report on compliance with applicable laws, regulations and bond covenants
- An “in-relation-to” report on the schedule of federal and state financial assistance if applicable.
- A report on compliance with laws and regulations related to major and non-major federal and state financial assistance programs. This report should include an opinion on compliance with specific and general requirements applicable to major federal and state financial assistance programs and a report on compliance with laws and regulation applicable to non-major financial assistance program transactions tested if applicable.
- Review of the Statistical and Secondary Market Disclosure schedules provided by the Town for inclusion in the statistical section of the Comprehensive Annual Financial Report (CAFR). These schedules are not to be audited.
- The Auditor shall prepare draft financial statements and notes and provide these along with all adjusting entries, supporting schedules to the Town. The Town will be responsible for the preparation of the MD&A, statistical section, editing, final printing and distribution of the Comprehensive Annual Financial Report.
- The partner-in-charge will be required to attend at least one public meeting for discussion of the audit report.

Reporting requirements include:

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
- A report on compliance with applicable laws and regulations.
- A report on the internal control structure used in administering federal, state, and local financial assistant programs.
- A report on the compliance with laws and regulations related to major and non-major federal, state, and local financial assistant programs. These reports should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal and state financial assistance program transactions tested.
- A report on the fair presentation of Supplementary Information Schedules of Federal, State, and Local financial assistance in relation to the Town's financial statements taken as a whole.
- Any other attestations as may be required by Florida Statutes or Florida Administrative Code.
- Management letters for the Town with required elements as required by the Rules of the Auditor General.

- The auditor shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware. Such report shall be made to the Town Manager responsible for the operations of the Town being audited and to the Finance Director.
- The auditors shall assure themselves that the Town is informed of each of the following:
 - The auditor's responsibility under generally accepted auditing standards
 - Significant accounting policies
 - Management judgments and accounting estimates
 - Significant audit adjustments
 - Other information in documents containing audited financial statements
 - Disagreements with management
 - Management consultation with other accountants
 - Major issues discussed with management prior to retention
 - Difficulties encountered in performing the audit

A) Contractor's Responsibilities/Requirements

It shall be understood and agreed that a firm submitting a proposal shall meet the following responsibilities/requirements:

- The firm must have been established as a legal entity in the State of Florida and have performed continuous CPA services for a minimum of five (5) years.
- An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida.
- The firm must also be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.
- The firm must meet the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and Laws and Rules of Florida Auditor General.
- Drug-Free Workplace: In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the Town for the procurement of commodities or contractual services, a proposal received from a business that furnishes a form certifying that it is a Drug Free Workplace shall be given preference in the award process.

Time Requirements

Date Audit May Commence: Interim audit work may be commenced at any date after the execution of the contract between the parties. However, interim work shall not be performed during the month of September unless agreed to by the Director of Finance.

Proposed Audit Time Line (Schedule is estimated and may change slightly.) The firm shall schedule its audit work to perform a substantial portion prior to year-end.

Timeline	Action
June 1 – August 31	Interim field work (Fiscal 2020, 2021 & 2022)
September 30	Fiscal year end
January 17	Books are closed and the general ledger is provided to the independent auditor; field work begins
February 13	Field work complete
February 27	First draft of Town financial statements is provided to the Town
March 5	Comments provided by Town regarding draft of financial statements
March 12	Final financial statements provided to Town
March 15	Commence CAFR printing, conduct exit conference
March 18	Presentation of CAFR to the Commission

Date Final Report is due: The Finance Director oversees preparation of MD&A and statistical section. These will be available to audit by March 5, 2020. The auditor shall provide all recommendations, revisions and suggestions for improvement to the Finance Director by February 27, 2020.

The Finance Department will provide a draft report as expeditiously as possible. Once all issues for discussion are resolved, the final signed report shall be delivered to the Finance Director within ten working days. It is anticipated that this process will be completed and the final report delivered by March 12, 2020.

Subsequent year's reporting schedules will be determined by the Finance Director and independent auditor preceding the engagement year.

The final report (in electronic format) and ten (10) signed copy should be delivered to:

Town Manager
Town of Pembroke Park
3150 S.W. 52nd Ave
Pembroke Park, Florida 33023

B) Town's Responsibilities

Town responsibilities include:

- The Town will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is expected that the auditor will provide any special assistance necessary to ensure the Town continues to meet the requirements of that program.
- The Town may prepare one or more official statements in connection with the sale of debt securities, which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

- The schedule of federal financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance are to be issued as part of the comprehensive annual financial report.
- The Finance Department and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the Finance Department.
- The Town will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to the internet, telephone and copier.
- CAFR report preparation, editing and printing shall be the responsibility of the Finance Department.

3) Town's Right to Inspect

The Town or its authorized Agent shall have the right to inspect the Contractor's facilities/project site during and after each work assignment the Contractor is performing.

4) Terms and Conditions of Contract

The Town has developed standard contracts/agreements. The Town strongly urges the Contractor to return a signed standard Town contract/agreement contained within this **RFP** with your submittal, in order to expedite final approval and execution of said contract.

A contract/agreement resulting from this **RFP** shall be subject to the terms and conditions set forth in a standard Town Contract and any terms and conditions included in this **RFP**. The Town reserves the right to include in any contract document such terms and conditions, as it deems necessary for the proper protection of the rights of the Town. The Town will not be obligated to sign any contracts, maintenance and/or service agreements or other documents provided by the Contractor with their submittal until approved by Commission.

The term of this agreement is for three (3) years from the date of award with one (1), one (1) year renewal option. Renewal options may be exercised at the discretion of the Town based on performance of the company and adherence to the terms and conditions set forth in the RFP documents. The Town retains the sole right to determine whether the renewal option shall be offered.

5) General Terms and Conditions

A) Licenses

The Contractor is required to possess the correct Business Tax Receipt, professional license, and any other authorizations necessary to carry out and perform the work required by the project pursuant to all applicable Federal, State and Local Law, Statute, Ordinances, and rules and regulations of any kind.

Copies of the required licenses must be submitted with the Proposal response indicating that the entity proposing, as well as the team assigned to the Town account, is properly licensed to perform the activities or work included in the contract documents. A Contractor, with an office within the Town is also required to have a business tax receipt and certificate of use.

If you have questions regarding required professional licenses and Business Tax Receipt and Certificate of use, contact the Finance Department, (954) 966 - 4600.

B) Principals/Collusion

By submission of this Proposal, the undersigned, as Proposer, does declare that the only person or persons interested in this Proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this Proposal or in the contract to be entered into; that this Proposal is made without connection with any person, company or parties making a Proposal, and that it is in all respects fair and in good faith without collusion or fraud.

C) Taxes

The Town is exempt from Federal Excise and State of Florida Sales Tax.

D) Relation of Town

It is the intent of the parties hereto that the Contractor shall be legally considered an independent contractor, and that neither the Contractor nor their employees shall, under any circumstances, be considered employees or agents of the Town, and that the Town shall be at no time legally responsible for any negligence on the part of said Contractor, their employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

E) Term Contracts

If funds are not appropriated for continuance of a term contract to completion, cancellation will be accepted by this Contractor on thirty (30) days prior written notice.

F) Termination

Should the Contractor be found to have failed to perform his services in a manner satisfactory to the Town, the Town may terminate this Agreement immediately for cause; further the Town may terminate this Agreement for convenience with a thirty (30) day written notice. The Town shall be sole judge of non-performance.

G) Liability

The Contractor will not be held responsible for failure to complete contract due to causes beyond its control, including, but not limited to, work stoppage, fires, civil disobedience, riots, rebellions, Acts of Nature and similar occurrences making performance impossible or illegal.

H) Assignment

The Contractor(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its rights, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the Town.

I) Lobbying

All firms are hereby placed on **NOTICE** that the Town does not wish to be lobbied, either individually or collectively about a matter for which a firm has submitted a Proposal.

Firms and their agents are not to contact members of the Town Commission for such purposes as meeting or introduction, luncheons, dinners, etc. During the process, **from time of advertisement to final Commission approval**, no firm or their agent shall contact any other employee of the Town in reference to this Proposal, with the exception of the **Town Manager, Finance Director** or their designee(s). Failure to abide by this provision may serve as grounds for disqualification for award of this contract to the firm.

J) Single Proposal

Each Proposer must submit, with their proposal, the required forms included in this ITB. Only **one** proposal from a legal entity as a primary will be considered. A legal entity that submits a proposal as a primary or as part of a partnership or joint venture submitting as primary may not then act as a sub-consultant to any other firm submitting under the same ITB.

All submittals in violation of this requirement will be deemed non-responsive and rejected from further consideration.

K) Protest Procedures

Any appeal or protest to the Request for Proposal shall be governed by the Town of Pembroke Park's Purchasing Policies and Procedures.

L) Public Entity Crime

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, Bids, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity for a period of 36 months following the date of being placed on the convicted vendor list.

M) Conflict of Interest

Proposer shall complete the Conflict of Interest Affidavit included as an attachment to this ITB document.

Disclosure of any potential or actual conflict of interest is subject to Town staff review and does not in and of itself disqualify a firm from consideration.

These disclosures are intended to identify and or preclude conflict of interest situations during contract selection and execution.

N) Prohibition of Gifts to Town Employees

No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any Town employee, as set forth in Chapter 112, Part III, Florida Statutes. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with Town staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the Town for a specified period of time, including but not limited to: submitting bids, ITB, and/or quotes; and, c. immediate termination of any contract held by the individual and/or firm for cause.

O) Immigration Reform and Control Act

Proposer acknowledges, and without exception or stipulation, any firm(s) receiving an award shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et. seq. and regulations relating thereto, as either may be amended. Failure by the awarded firm(s) to comply with the laws referenced herein shall constitute a breach of the award agreement and the Town shall have the discretion to unilaterally terminate said agreement immediately.

P) Equal Opportunity

The Town recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.

Q) Florida Public Records Act

All material submitted regarding this RFP becomes the property of the Town. RFP documents may be reviewed by any person ten (10) days after the public opening. The Professional Consultant should take special note of this as it relates to any proprietary information that might be included in its offer. Any resulting contract may be reviewed by any person after the contract has been executed by the Town. The Town has the right to use any or all information/material submitted in response to this RFP and/or any resulting contract from same. Disqualification of a Professional Consultant does not eliminate this right. This section is further subject to F.S. 119.01 and 119.0701 et. seq.

R) Scrutinized Companies pursuant to FS Sections 287.135 and 215.473

Contractor must certify that the company is not participating in a boycott of Israel. Contractor must also certify that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in state law, the Town will not contract for the provision of goods or services with any scrutinized company referred to above.

Contractor must submit the certification that is attached to this contract. Submitting a false certification shall be deemed a material breach of contract. The Town shall provide notice, in writing, to the Contractor of the Town's determination concerning the false certification. The Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the Town's determination of false certification was made in error

then the Town shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

S) Other Agencies

All Bidder(s) awarded contracts from this bid or proposal may, permit any municipality or other government agency to participate in the contract under the same prices, terms and conditions, if agreed to by both parties.

It is understood that at no time will any Town, municipality, or other agency be obligated for placing an order for any other Town, municipality, or agency; nor will any Town, municipality, or agency be obligated for any bills incurred by any other Town, municipality or agency. Further, it is understood that each agency will issue its own purchase orders to the awarded bidder(s).

6) Instructions for Proposal

A) Compliance with the RFP

Bids must be in strict compliance with this **RFP**. Failure to comply with all provisions of the **RFP** may result in disqualification.

B) Acknowledgment of Insurance Requirements

By signing the Insurance Requirements included in this **RFP**, Proposer acknowledges these conditions include Insurance Requirements.

It should be noted by the Proposer that, in order to meet the Town's requirements, there may be additional insurance costs to the Proposer's firm. It is, therefore, imperative that the proposer discuss these requirements with the Proposer's insurance agent, as noted on the Insurance Check List, so that allowances for any additional costs can be made by the Proposer.

The Proposer's obligation under this provision shall not be limited in any way by the agreed upon contract price, or the Proposer's limit of, or lack of, sufficient insurance protection.

Proposer also understands that the evidence of required insurance may be required within five (5) business days following notification of its offer being accepted; otherwise, the Town may rescind its acceptance of the Proposer's bid.

The specific insurance requirements for this solicitation are included as part of this solicitation.

C) Delivery of Proposals

All proposals are to be delivered before 3:00 p.m., local time, on or before December 30, 2019 to:

Town of Pembroke Park
Interim Deputy Town Clerk
3150 S.W. 52nd Avenue
Pembroke Park, Florida 33023

The Town shall not bear the responsibility for bids delivered to the Interim Deputy Town Clerk past the stated date and/or time indicated, or to an incorrect address by proposer's personnel or by the proposer's outside carrier. However, the Interim Deputy Town Clerk, or designee, shall reserve the right to accept bids received after the posted close time only under the following condition:

The tardy submission of the bid is due to the following circumstances, which shall include but not be limited to: late delivery by commercial carrier such as Fed Ex, UPS or courier where delivery was scheduled before the deadline.

Proposers must submit eleven (11) total copies of the proposal, ten (10) original, and one (1) electronic copy in PDF format, on an USB flash drive.

List the Proposal Number on the outside of the box or envelope and note "Request for Proposal enclosed."

D) Evaluation of Bids (Procedure)

The Town's procedure for selecting is as follows:

1. An Auditor's Selection Committee appointed by the Town Commission will screen and review all proposals according to the weighed criteria set forth in **Item 6 (K)** entitled **Proposal Auditor's Selection Committee and Evaluation Factors**. The Town Commission shall approve an Auditor's Selection Committee to review all proposals submitted in accordance with Statute. The Finance Director will serve as an advisor to the Auditor's Selection Committee. There shall be a minimum of three to five members of the committee, but always an odd number.
2. Request for Proposals (**RFP**) issued.
3. Subsequent to the closing of proposals, the Interim Deputy Town Clerk shall review the proposals received and verify whether each proposal appears to be minimally responsive to the requirements of the published **RFP**. In instances where both the Interim Deputy Town Clerk and Project Manager be appointed to the committee as voting members, such meetings shall be open to the public and the Interim Deputy Town Clerk shall endeavor to publicly post prior notice of such meeting in the lobby of the Town Hall three (3) days in advance of all such meetings, but no less than one (1) day in advance.
4. The committee members shall review each Proposal individually and score each proposal based on the evaluation criteria state herein.
5. Prior to the first meeting of the Auditor's Selection Committee, the Town will post a notice announcing the date, time and place of the first committee meeting. Said notice shall be posted in the lobby of the Town Hall not less than three (3) working days prior to the meeting. The Town shall also post prior notice of all subsequent committee meetings and shall post such notices at least one (1) day in advance of all subsequent meetings.
6. The Audit Selection Committee will rank in order of preference and recommend to the Town Commission no fewer than three (3) firms deemed to be the most highly qualified to perform the required services. (If fewer than three firms respond to the RFP, the Audit Committee may rank and recommend the firms it deems to be responsive to the RFP and the most highly qualified.) The Town Commission will award a contract to the firm recommended by the Audit Committee as

being most qualified, or publicly state its reason(s) for choosing another firm, and initiate negotiation of a contract in accordance with Section 218.391, Florida Statutes. If the contract is to be awarded, the Town Commission will award the contract to the firm whose proposal is in the best interests of the Town.

In accordance with Section 218.391, Florida Statutes, if the Town Commission is unable to negotiate a satisfactory contract with the firm initially ranked most qualified, negotiation will be terminated and commence with the firm ranked next most qualified, continuing in order of ranking until agreement is reached.

The committee will compile individual rankings, based on the evaluation criteria as stated herein, for each proposal to determine committee recommendations. The committee may schedule presentations or demonstrations from the top-ranked firm(s), and may at their discretion make site visits, and obtain guidance from third party subject matter experts. The final recommendation will be decided based on review of scores and consensus of committee.

In general, the Town wishes to avoid the expense to the Town and to proposers of unnecessary oral interviews. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm can be clearly identified by review of the written submittals alone, then the evaluator(s) will request the Interim Deputy Town Clerk to schedule the top ranked firm(s) for oral presentations/interviews.

The Town reserves the right to withdraw this **RFP** at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a proposal by the Town or a submission of a proposal to the Town offers no rights upon the Proposer nor obligates the Town in any manner.

Acceptance of the proposal does not guarantee issuance of any other governmental approvals.

E) Ambiguity, Conflict, or Other Errors in the RFP

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the **RFP**, Proposer shall immediately notify the Interim Deputy Town Clerk, noted herein, of such error in writing and request modification or clarification of the document. The Interim Deputy Town Clerk will make modifications by issuing a written addendum/revision and will give written notice to all parties who have received this **RFP** from the Finance Department.

The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the **RFP** prior to submitting the proposal or it shall be waived.

F) Proposal, Presentation, and Protest Costs

The Town will not be liable in any way for any costs incurred by any proposer in the preparation of its proposal in response to this **RFP**, nor for the presentation of its proposal and/or participation in any discussions, negotiations, or, if applicable, any protest procedures.

G) Acceptance or Rejection of Proposals

The right is reserved by the Town to waive any irregularities in any proposal, to reject any or all proposals, to re-solicit for proposals, if desired, and upon recommendation and justification by the Town to accept the proposal which in the judgment of the Town is deemed the most advantageous for the public and the Town.

Any proposal which is incomplete, conditional, obscure or which contains irregularities of any kind, may be cause for rejection. In the event of default of the successful proposer, or their refusal to enter into the Town contract, the Town reserves the right to accept the proposal of any other proposer or to re-advertise using the same or revised documentation, at its sole discretion.

H) Requests for Clarification of Proposals

Requests by the Interim Deputy Town Clerk to a proposer(s) for clarification of proposal(s) shall be in writing. Proposer's failure to respond to request for clarification may deem proposer to be non-responsive, and may be just cause to reject its proposal.

I) Validity of Proposals

No proposal can be withdrawn after it is filed unless the Proposer makes their request in writing to the Town prior to the time set for the closing of Proposals.

All proposals shall be valid for a period of one hundred eighty (180) days from the submission date to accommodate evaluation and selection process.

J) Response Format

The proposal shall be deemed an offer to provide services to the Town. In submitting a proposal, the Proposer declares that he/she understands and agrees to abide by all specifications, provisions, terms and conditions of same, and all ordinances and policies of the Town. The Proposer agrees that if the contract is awarded to him/her, he/she will perform the work in accordance with the provisions, terms and conditions of the contract.

To facilitate the fair evaluation and comparison of proposals, all proposals must conform to the guidelines set forth in this **RFP**. Any portions of the proposal that do not comply with these guidelines must be so noted and explained the Acceptance of Conditions section of the proposal. However, any proposal that contains such variances may be considered non-responsive.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Proposer's approach and ability to meet the Town's needs, as stated in the **RFP**. All copies of the proposal should be bound and tabbed. The utilization of recycled paper for proposal submission is strongly encouraged.

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of its proposal.

1. Tab I, Management Summary

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services stated herein. Include the name(s), telephone number(s), and email(s) of the authorized contact person(s) concerning proposal. Submission of a signed Proposal is Proposer's certification that the Proposer will accept any awards made to him as a result of said submission of the terms contained therein.

2. Tab II, Business Plan

In this tab, include:

- Description of the proposed contract team and the role to be played by each member of the proposed team.
- Specific audit approach: The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposals. In developing the work plan, reference should be made to such sources of information as the Town's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement, including time frames for each segment.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement,
- c. Sample size methodology and the extent to which statistical sampling is to be used in the engagement,
- d. Extent of use of EDP software in the engagement, (firm must identify software utilized, Windows, Word, Excel, etc.),
- e. Type and extent of analytical procedures to be used in the engagement,
- f. Approach to be taken to gain and document an understanding of the Town's internal control structure,
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work,
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance and
- i. Approach to be taken in reviewing EDP systems.
- j. The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Town.

3. Tab III, Cost of Services to the Town

Provide a total all-inclusive maximum price. Cost should contain all pricing information relative to performing the audit engagement as described in this request for proposals.

The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses. The guaranteed maximum total cost and estimated calendar day duration (including projected hours) for which your firm will provide the work described in this RFP.

Provide hourly rates for Partner, Specialist, Supervisory and Staff Level multiplied by the anticipated hours of commitment for each.

The cost should include a schedule of professional fees and expenses, presented in a format that supports the total all-inclusive maximum price. The cost of special services described in this request for proposals should be disclosed as separate components of the total all-inclusive maximum price.

Provide out-of-pocket expenses included in the total all-inclusive maximum price and Reimbursement Rates. Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the Town for its employees. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

If it should become necessary for the Town to request the Auditor to render any additional services to either supplement the services requested in this Request for Proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only upon a written agreement between the Town and the firm. Any such additional work agreed to between the Town and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in this tab.

Calculation of points for cost will be completed as described in the following **EXAMPLE**. Lowest Cost Proposed with a weighted multiplier of 85% of an available 100% total value (85-points):

	PROPOSAL COST	LOWEST COST PROPOSED	% OF LOW	MULTIPLIER	TOTAL POINTS ASSIGNED
Company NO.1	\$100,000.00	\$100,000.00	100.0%	85	85.0
Company NO.2	\$108,000.00	\$100,000.00	92.6%	85	78.7
Company NO.2	\$120,000.00	\$100,000.00	83.3%	85	70.8

4. Tab IV, Corporate Experience and Capacity

The proposal should state the size of the firm, the size of firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. The audit firm's professional personnel must have received adequate continuing professional education within the preceding two years.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years.

In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the three (3) years with state regulatory bodies or professional organizations.

5. Tab V, Specialized Expertise of Team Members

The firm should identify the principal supervisory and management staff, including engagement partner, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm also should provide information on the government auditing experience of each person. A current resume must be provided for each individual assigned to this engagement.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Town, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Tab VI, Customer Listing

Provide a listing of all previous customers during the past three years for all work of similar size and scope. The services provided to these clients should have characteristics as similar as possible to those requested in this RFP.

Information provided for each client shall include the following:

- Client name, address, and current telephone number.
- Description of services provided.
- Time period of the project or contract.
- Client's contact reference name and current telephone number.

Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your proposal.

The Town reserves the right to contact any and all references to obtain, with limitation, ratings for the following performance indicators includes:

- On a scale of 1-10, with 1 being very dissatisfied and ten exceeding your every expectation, how satisfied were you with the firm's performance?
- What specifically did you like about their approach?
- What do you believe were shortcomings or that they could have done better?
- Did they meet your schedule requirements?
- How were their communications? Were you always kept in the loop?
- How responsive were they in addressing problems with the project?
- How was the quality/experience/personality of their personnel? (Specifically the project manager?)
- Would you use this firm again?
- Additional comments

A uniform sample of references will be checked for each Proposer. Proposers will be scored on a scale of 1 to 10, with 10 being the highest possible score. This score will also be used in determining the score to be given to the "past performance" evaluation factor for each proposal.

7. Tab VII, Acceptance of Conditions

Indicate any exceptions to the general terms and conditions of the RFP, and to insurance requirements or any other requirements listed in the RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

8. Tab VIII, Required Form Submittals

Failure to provide the completed required forms may result the submittal being deemed non-responsive.

Required forms:

- Proposers Checklist
- Standard Professional Services Contract
- Conflict of Interest Affidavit
- Proposers Qualification Form
- Declaration Statement
- Insurance Requirements
- Drug Free Workplace Certification
- Non-Collusion Affidavit of Prime Bidder
- References Form
- Public Entity Crimes Statement
- Vendor Information
- W9
- Scrutinized Companies pursuant to FS Sections 287.135 and 215.473
- Proposal Form

K) Proposal Auditor's Selection Committee and Evaluation Factors

An Audit Selection Committee appointed by the Town Commission will screen and review all proposals according to the weighed criteria set forth below. All proposals will be subject to a review and evaluation process. It is the intent of the Town that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The Town will consider all responsive and responsible proposals received in its evaluation and award process.

Proposals shall include all of the information solicited in this RFP, and any additional data that the Offeror deems pertinent to the understanding and evaluating of the proposal. Proposers will provide their best price and cost analysis and should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each proposer will be ranked based on the criteria herein addressed.

Proposers submitting the required criteria will have their proposals evaluated by an auditor's selection committee and scored for the non-price factors to include technical response, qualifications and experience. Weights for cost will not be assigned by the evaluation committee. Some exceptions may apply depending on the complexity of the project scope of work.

During the evaluation process and at the sole discretion of the Town, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed by the Town in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the Town may have on a proposer's submittal.

Evaluation Criteria	Maximum Points
Firm's Expertise and Experience	25
Business Plan	25
Proposed Staff Experience	20
Cost	20
References	10
Total Points	100

Tie Breaker: In the event of a tie (with each business certifying that it is a Drug-Free Workplace), **both in individual scoring and in final ranking**, the firm with the lowest volume of work on Town projects within the last five (5) years will receive the higher individual ranking. This information will be based on information provided by the Proposer, subject to verification at the Town's option. If there is a multiple firm tie in either individual scoring or final ranking, the firm with the lowest volume of work shall receive the higher ranking, the firm with the next lowest volume of work shall receive the next highest ranking and so on. If neither vendor has performed in work in the last five years, the preference will be given to the Proposer within the Town limits or principal office closest to Town Hall.

7) Contract / Agreement and All Required Forms

Required forms:

- Proposers Checklist
- Standard Professional Services Contract
- Conflict of Interest Affidavit
- Proposers Qualification Form
- Declaration Statement
- Insurance Requirements
- Drug Free Workplace Certification
- Non-Collusion Affidavit of Prime Bidder
- References Form
- Public Entity Crimes Statement
- Vendor Information
- W9
- Proposal Form
- Scrutinized Companies pursuant to FS Sections 287.135 and 215.473
- Proposal Label

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Proposal.

Proposer should check off each of the following items as the necessary action is completed:

- ☐ The standard contract/ agreement has been signed and included.
- ☐ All applicable forms have been signed and included
- ☐ All information as requested in the Proposer's Qualification Form is included.
- ☐ Any addenda have been signed and included.
- ☐ The mailing envelope has been addressed to:

INTERIM DEPUTY TOWN CLERK
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, Florida 33023

- ☐ The **mailing envelope must be sealed and marked** with Proposal Number "**RFP NO. 20-02**", Proposal Title "**Auditing Services**" and Due Date "**December 30, 2019 @ 3:00 pm**".
- ☐ The Proposal will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Proposal cannot be considered.)

ALL COURIER-DELIVERED PROPOSALS MUST HAVE THE RFP NUMBER AND PROPOSAL NAME ON THE OUTSIDE OF THE COURIER PACKET

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

**PROFESSIONAL SERVICES AGREEMENT
AUDITING & RELATED SERVICES
Request for Qualification (RFP) NO.20-02**

THIS AGREEMENT is made and entered into this _____ day of ____, 2019, by and between _____, duly authorized to conduct business in the State of Florida and whose address is, hereinafter, called “CONSULTANT” and the **TOWN OF PEMBROKE PARK**, a political subdivision of the State of Florida, whose address is 3150 S.W. 52nd Avenue, Pembroke Park, FL 33023, hereinafter called “TOWN”.

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Proposals (RFP NO.20-02), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONSULTANT, constitute the entire Agreement between TOWN and CONSULTANT. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties’ Agreement. Any and all prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for an initial period of three (3) years from the date of award. At the option of the parties, this Agreement may be renewed for One (1) additional one (1) year term. Renewal options may be exercised at the discretion of the Town based on performance of the company and adherence to the terms and conditions set forth in the RFP documents. The Town retains the sole right to determine whether the renewal option shall be granted.

SECTION 3. COMPENSATION. For Services rendered, the TOWN shall pay the CONSULTANT a lump-sum fee, including or excluding reimbursable expenses as mutually agreed upon. Unless otherwise agreed in a Scope of Services, the CONSULTANT will invoice the Town monthly based upon the CONSULTANT’s estimate of the portion of the total Services actually completed at the time of billing.

SECTION 4. REIMBURSABLE EXPENSES. “Reimbursable Expenses” means the actual, necessary and reasonable expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto for travel; toll telephone calls and facsimiles; reproduction of reports, drawings and specifications, and similar Project-related items; as provided in the Town’s Purchasing Policy.

SECTION 5. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For Town:

Interim Deputy Town Clerk
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023
(954)-966-4600

For Consultant:

_____, _____ (Name, Title)
_____. (Company)
_____ (Address)
_____ (City, State, Zip)
_____ (Phone)

SECTION 6. RIGHTS AT LAW RETAINED. The rights and remedies of TOWN, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 7. CONTROLLING LAW, VENUE, AND ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Broward, Florida and any trial shall be non-jury. Each party agrees to bear its own costs and attorney's fees relating to any dispute arising under this Agreement.

SECTION 8. MODIFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 9. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 10. WAIVER OF JURY TRIAL. THE TOWN AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNING ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 11. NON-WAIVER. No indulgence, waiver, election or non-election by TOWN under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by TOWN.

WITNESSES:

TOWN OF PEMBROKE PARK

Agatha Muse-Salters Town Manager

Interim Deputy Town Clerk

Dated: _____

WITNESSES:

FIRMS

By: _____

_____, _____

Dated: _____

Attachments: A. RFP NO. 20-02

B. Firm Response to RFP

C. Scope of Service

Approved by the Town Commission of the
Town of Pembroke Park at a meeting held on
this day of _____, 2020 under
Agenda Item No. _____.

CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Finance Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

State of _____)

City of _____)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____, by
_____, who is personally known to me to be the
_____ for the Firm, OR who produced the following
identification:_____.

Notary Public

My Commission Expires: _____

PROPOSERS QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract Amount</u>
		\$ _____
		\$ _____
		\$ _____

LIST CURRENT PROJECTS ON WHICH YOUR FIRM IS THE CANDIDATE FOR AWARD:

OTHER INFORMATION ABOUT PROJECTS:

Have you, at any time, failed to complete a project? ☐ Yes ☐ No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

☐ Yes ☐ No

If the answer to either question is yes, submit details on separate sheet. List all lawsuits that have been filed by or against your firm in the last five (5) years:

FEES:

List total fees for work done on all Town projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Fees must be listed individually by contract or project and then summarized as a total dollar amount.** Attach additional page if necessary.

\$ _____ Total Fees for work done on all Town projects

Town of Pembroke Park
RFP 20-02 – Auditing Services

Page 27 of 45

REFERENCES:

Bank(s) Maintaining Account(s): _____

Surety/Underwriter: (if required) _____

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

☐ Corporation/Years in Business: _____. If firm is a corporation, please list state in which it is incorporated: _____. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida.

☐ Partnership/Years in Business: _____

☐ Sole Proprietorship/Years in Business: _____

☐ Other: Please list: _____

Pursuant to information for prospective Proposers for the above-mentioned proposed project, the undersigned is submitting the information as required with the understanding that it is only to assist in determining the qualifications of the organization to perform the type and magnitude of work intended, and further, guarantee the truth and accuracy of all statements herein made. We will accept your determination of qualifications without prejudice.

Company_____
Address_____
Authorized Signature_____
City, State, Zip Code_____
Printed Name & Title_____
Telephone No._____
Email_____
Fax No.

DECLARATION STATEMENT

Town of Pembroke Park
3150 S.W. 52nd Avenue.
Pembroke Park, FL 33023

RE: RFP NO. 20-02 - “Auditing Services for Town of Pembroke Park”

Dear Mayor and Commission Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this proposal or in the contract to which this proposal pertains, and that this proposal is made without connection or arrangement with any other person and this proposal is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general condition of the contract to which the proposal pertains.

The Proposer puts forth and agrees, if this proposal is accepted, to execute an appropriate Town document for the purpose of establishing a formal contractual relationship between him, and the Town, for the performance of all requirements to which the proposal pertains. The Proposer states that the proposal is based upon the proposal documents listed by **RFP No. 20-02**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this ____ day of _____, 20__ in the City of _____, in the State of _____.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

Town of Pembroke Park
RFP 20-02 – Auditing Services

Page 29 of 45

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

- =====
- ☒ 1. Worker's Compensation Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
- ☒ 2. Commercial General Liability (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements. Bodily Injury & Property Damage
\$1,000,000 single limit per occurrence
- ☒ 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the Town of Pembroke Park, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.
- This section does not pertain to any incident arising from the sole negligence of the Town of Pembroke Park.
- ☒ 4. Automobile Liability **\$ 500,000** Each Occurrence
Owned/Non-owned/Hired
Automobile Included
- ☐ 5. Other Insurance as indicated below: **\$ 1,000,000** Per Occurrence
Errors and Omissions or Professional
Malpractice Coverage
- ☐ 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.
- ☒ 7. Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Contractor shall provide Town with certificates of insurance meeting the required insurance provisions.

- ☒ 8. The Town of Pembroke Park must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

INSURANCE REQUIREMENTS
(Continued)

- ☒ 9. The Town of Pembroke Park shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows:

Town of Pembroke Park
Pembroke Park, Florida

No Town Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

- ☒ 10. **Thirty (30) Days Cancellation Notice** required.
- ☒ 11. The Certificate must state the **RFP** Number and Green Waste Disposal.

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFP**.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

Insurance Agency

Signature of Proposer's Agent

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

- ☐ **YES**
☐ **NO**

Company

Address

Authorized Signature

City State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

**Town of Pembroke Park
RFP 20-02 – Auditing Services**

Page 32 of 45

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

He/she is _____ of _____, Proposer that has submitted the attached Proposal;

He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the TOWN OF PEMBROKE PARK.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

Subscribed and sworn to before me this ____ day of _____, 20__.

Title

My Commission Expires: _____

**Town of Pembroke Park
RFP 20-02 – Auditing Services**

Page 33 of 45

REFERENCES FORM

Provide the business names, contact persons and telephone numbers of a minimum of three (3) references for which the firm has provided services described in this proposal for three (3) years or more within the last five (5) years. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

1. Name of Company: _____
Address: _____
Point _____ of _____ Contact: _____

Phone NO.: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____
2. Name of Company: _____
Address: _____
Point _____ of _____ Contact: _____

Phone NO.: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____
3. Name of Company: _____
Address: _____
Point _____ of _____ Contact: _____

Phone NO.: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____

4. Name of Company: _____
Address: _____
Point _____ of _____ Contact: _____

Phone NO.: _____ Email address: _____
Service(s) Provided: _____

Dates of Service: _____

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO Town of Pembroke Park
by _____
(Print Individual's Name and Title)
for _____
(Print Name of Entity Submitting Sworn Statement)
whose business is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or

**Town of Pembroke Park
RFP 20-02 – Auditing Services**

Page 35 of 45

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Town of Pembroke Park
RFP 20-02 – Auditing Services

Page 36 of 45

Sworn and subscribed before me this _____ day of _____, 20__.

Personally known _____ (Notary)

OR produced identification _____ Notary Public State of _____

_____ My commission expires: _____

(Type of Identification)

VENDOR INFORMATION

Vendor is:

() Corporation

() Partnership

() Sole Proprietorship

() Other _____ (Explain)

Federal Employer Identification Number: _____

Firm Name: _____

Mailing Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ Web Address: _____

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: _____

Name & Title Printed: _____

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C—C corporation, S—S corporation, P—partnership) ▶ _____ ☐ Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

PUBLIC ACT 2016-20 PUBLIC RECORDS REQUIREMENTS

RECORDS / AUDITS

The Town of Pembroke Park is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

- a. Keep and maintain public records required by the Town in order to perform the service;
- b. Upon request from the Town's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the Town.

Upon completion of the contract, transfer, at no cost to the Town, all public records in possession of the Contractor, or keep and maintain public records required by the Town to perform the service. If the Contractor transfers all public records to the Town upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records in a format that is compatible with the information technology systems of the Town.

During the term of the contract, the Contractor shall maintain all books, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the Town Clerk. The Contractor agrees to make available to the Town Clerk, during normal business hours and in Volusia County, all books of account, reports and records relating to this contract.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**TOWN CLERK'S OFFICE
TOWN OF PEMBROKE PARK
3150 S.W. 52nd Avenue
PEMBROKE PARK, FL 33023
(954)966-4600**

TOWNCLERK@TOWNOFPEMBROKEPARK.com

Signature acknowledges receipt and understanding of this form.

Name/Title

Date

SCRUTINIZED COMPANIES PURSUANT TO SECTION 287.135 AND 215.473

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that the company is not participating in a boycott of Israel. Contractor t also certifies that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in state law, the Town will not contract for the provision of goods or services with any scrutinized company referred to above.

Contractor submits this certification as a condition of contract. Submitting a false certification shall be deemed a material breach of contract. The Town shall provide notice, in writing, to the Contractor of the Town's determination concerning the false certification. The Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the Town's determination of false certification was made in error then the Town shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

State of _____)

City of _____)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____, by

_____, who is personally known to me to be the _____

for the Firm, OR who produced the following

identification: _____.

Notary Public

My Commission Expires: _____

Town of Pembroke Park
RFP 20-02 – Auditing Services

Page 40 of 45

RFP 20-02 – Auditing Services
FEE PROPOSAL FORM

Item NO.	DESCRIPTION	ANNUAL FEE
1	2018/19 Annual Town Audit	
2	2019/20 Annual Town Audit	
3	2020/21 Annual Town Audit	

TOTAL BASE TERM FEE PROPOSAL \$ _____

OPTIONAL EXTENSIONS

Item NO.	DESCRIPTION	ANNUAL FEE
4	2021/22 Annual Town Audit	

**TOTAL FEE PROPOSAL INCLUDING
OPTIONAL EXTENSIONS \$** _____

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

PLEASE INCLUDE ABOVE ANY OTHER POTENTIAL ADDITIONAL SERVICES THAT MAY BE REQUIRED AND ASSOCIATED COSTS.

Authorized Signature

Address

Printed Name & Title

City State, Zip Code

Company

Telephone No.

Date

Fax No.

AUDITING SERVICES

FEE PROPOSAL BREAKDOWN FORMS

STANDARD HOURLY RATE SCHEDULE

POSITION	HOURS/QUANTITY	FULLY BURDENED HOURLY RATE	EXTENDED AMOUNT

DESCRIPTION OF SERVICE	AMOUNT
Issuance of the following as the Town's Independent Auditor:	
1. "Consent and Citation Expertise"	
2. "Comfort Letter"	

**THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD,
OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.**

Authorized Signature

Address

Printed Name & Title

City, State, Zip Code

Company

Telephone No.

Date

Fax No.

PROPOSER'S NON-RESPONSE STATEMENT
RFP NO. 20-02
"Auditing Services for Town of Pembroke Park"

The intent of the Town of Pembroke Park Finance Department is to issue solicitations that are clear, concise, and openly competitive. Therefore, we are interested in ascertaining reasons for prospective Proposers not wishing to respond to this solicitation.

If your firm is not responding to this RFP, please indicate the reason(s) by checking any appropriate item(s) listed below and return this form to Town of Pembroke Park Finance Department, 3150 S.W. 52nd Avenue, Pembroke Park, Florida 33023

We are not responding to this RFP for the following reason(s):

- ☐ Services requested not available through our company.
- ☐ Our firm could not meet specifications/scope of work.
- ☐ Specifications/scope of work not clearly understood or applicable (too vague, rigid, etc.)
- ☐ Project too small.
- ☐ Insufficient time allowed for preparation of response.
- ☐ Incorrect address used. Please correct mailing address:

- ☐ Other reason(s): _____

Name of Firm: _____
Mailing Address: _____
City, State, Zip: _____
Telephone No: _____
Email: _____

By: _____
Signature of Representative

Town of Pembroke Park
RFP 20-02 – Auditing Services

Page 44 of 45

Cut and use this label for Proposal Package

Town of Pembroke Park
INTERIM DEPUTY TOWN CLERK
3150 S.W. 52nd Avenue
Pembroke Park, Florida 33023

RFP NO. 20-02

AUDITING SERVICES FOR
THE Town OF Pembroke Park

OPENING DATE/TIME:
December 31, 2019 by 10:00 a.m.

PO#: _____
Date: _____

Town of Pembroke Park
Purchase Order Requisition/Check Request

PURCHASES OF ALL MERCHANDISE AND SERVICES IN EXCESS OF \$500 MUST BE APPROVED BY THE TOWN COMMISSION

SECTION 1

PURCHASE ORDER REQUISITION No. _____ REQUISITION DATE 11/6/2019

BIDS REQ'D: _____ RECEIVED: _____

PURPOSE OF PURCHASE: 2016 E-Z GO 4 passenger golf cart for the community garden

VENDOR NAME/NUMBER: Broward Electric Car & Equipment

DELIVERY DATE: _____ FREIGHT TERMS: _____

METHOD OF SHIPMENT: _____

PAYMENT TERMS: _____

PO AMOUNT: \$ 3,863.00

ACCOUNT NUMBER	QTY	ITEM DESCRIPTION	UNIT COST

SECTION 2

CHECK REQUEST No. _____

REQUEST DATE: _____

DATE CHECK NEEDED: _____

PURPOSE OF CHECK REQUEST: _____

VENDOR: _____

INVOICE #: _____

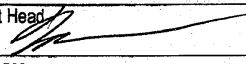
PO#/DESCRIPTION: _____

CHECK AMOUNT: _____

LINE DESCRIPTION	QTY	COST/UNIT	DISC AMT	ACCOUNT NUMBER
	1			

SECTION 3

APPROVALS

Department Head 	Date <u>11/6/19</u>	Clerk Commissioner/Commissioner	Date
Town Manager	Date	Commission Approval Date	<u>10/31/2019</u>
Person Submitting Form <u>Stephanie Woodbury</u>	Date <u>11/6/2019</u>	Finance Department	Date

PBPPOR-0201



Broward Electric Car & Equipment

4100 Ravenswood Road
Suite A
Ft. Lauderdale, FL 33312

P 954-925-2400 F 954-925-8444

www.browardelectriccar.com



CUSHMAN



Vehicle Quote

Quote: 91551
Date: 10/23/2019
Terms: Net 30
PO #: REQUIRED
Rep: MC

Bill To: 0001620

Pembroke Park, The Town Of
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

Ship To:

Pembroke Park, The Town Of
3150 SW 52ND AVENUE
PEMBROKE PARK, FL 33023

Ordered By:	Chris McKine	Phone	954-275-2804	email	twilde	@ townofpembrokepark.com
Make/Model	EZGO TXTE-UT 48V PDS	Year	2016	S/N	T.B.D.	Electric
Charger	48V Automatic					NLI#
Qty	Item	Description	Price	Total		
1.00	16-TXTE-48V	EZGO 2016 TXTE 48V PDS Golf Car USED - RECONDITIONED Feature reverse warning indicator, Console w/4 cup drink holder, center storage basket, Tires: 18 x 8.50 x 8" Used Street Design, 48V electrical system, Power drive speed control PDS, 48V charger, 6-8V 2016 Battery Pack, Std. Speed 14 +/- .5 mph. BEC LIMITED WARRANTY: 4- Months Parts & Labor Body Color: ALMOND Seat Color: TAN	3,400.00	3,400.00		
6.00	Battery Fee	State Battery Fee, FL Statute 403.7185	1.50	9.00		
4.00	Tire Fee	State Tire Fee, FL Statute 403.718	1.00	4.00		
1.00	SEAT-311T+I	Seat Kit 4 Passenger Flip EZ-GO TXT 96-Up G&E Steel Frame, Seats, Cargo Deck & Footrest. INSTALLED Tan	550.00	550.00		
1.00	Transport Discount	Transportation Delivery: Vehciel Sale The Town Of Pembroke Park Lead Time 2-3 Days	100.00 -200.00	100.00 -200.00		
Vehicle Quote Terms Quote is honored for 30-Days or while supplies last. AUTHORIZED SIGNATURE is Required for Approvals. ALL Vehicle Sales are COD. Some Orders may be Require 50% Deposit. PAYMENT: I.D. Required for All Checks and Subject to 7-10 day Hold, Credit Card Charges over \$500 subject to 2.0% Convenience Fee.			Subtotal	\$3,863.00		
			Sales Tax (0.0%)	\$0.00		
			Total	\$3,863.00		

Accepted By: X

Print:

Date:

Thank You For The Opportunity To Provide This Quote on Our Line of Vehicles





A & A PARTS & CARTS, LLC

2360 S.W. 56 Ave.
West Park, FL 33023
Ph: 954-966-7725
Fax: 954-966-7726

PROPOSAL#

10/24/2019

3007

Name / Address

TOWN OF PEMBROKE PARK
3150 S.W. 52nd AVE.
PEMBROKE PARK, FL 33023
PH: 954-966-4600

Ship To

CUSTOMER PICK UP

P.O. No.		Terms	Due Date	Rep	FOB	Ship Via	
		C.O.D.	10/24/2019	STM	WEST PARK		
Item	Qty	Description				Unit Price	Total
GC-Ezgo-TXT ...	1	2016 EZ-GO TXT T48 ELECTRIC, 48 VOLT, COLOR: GREEN DRIVETRAIN: MOTOR SHAFT DIRECT DRIVE STEERING: SELF-COMPENSATING RACK AND PINION SUSPENSION: LEAF SPRINGS WITH HYDRAULIC SHOCK ABSORBERS SERVICE: BRAKE REAR WHEEL MECHANICAL SELF-ADJUSTING DRUM PARKING: BRAKE SELF-COMPENSATING, SINGLE POINT ENGAGEMENT S/N: T.B.A.				5,200.00	5,200.00
TOP	1	80" EXTENDED ROOF				0.00	0.00
BA-GBAP8000	6	8 VOLT BATTERY POWERTRON 8000/ELPT BAYONET CAT HEAVY DUTY (EXCHANGE PRICE)				0.00	0.00
CH-Charger	1	DELTA Q 48 VOLT CHARGER S/N#: T.B.A.				0.00	0.00
PA-PF11301	1	REAR SEAT KIT BASIC TXT TAN FLIP SEAT ASSY				0.00	0.00
PA-WIN-3024	1	2 PCS WINDSHIELD, CLEAR, FOR EZGO TXT 2014+, IMPACT MODIFIED				0.00	0.00
PA-LIGHT TX...	1	EZGO TXT T-48 BASIC LED LIGHT KIT (GAS & ELECTRIC) INCLUDES HEADLIGHT & TAILLIGHTS				0.00	0.00
Discount		SPECIAL DISCOUNT				-200.00	-200.00
					Subtotal	\$5,000.00	

Print Name _____

Signature _____

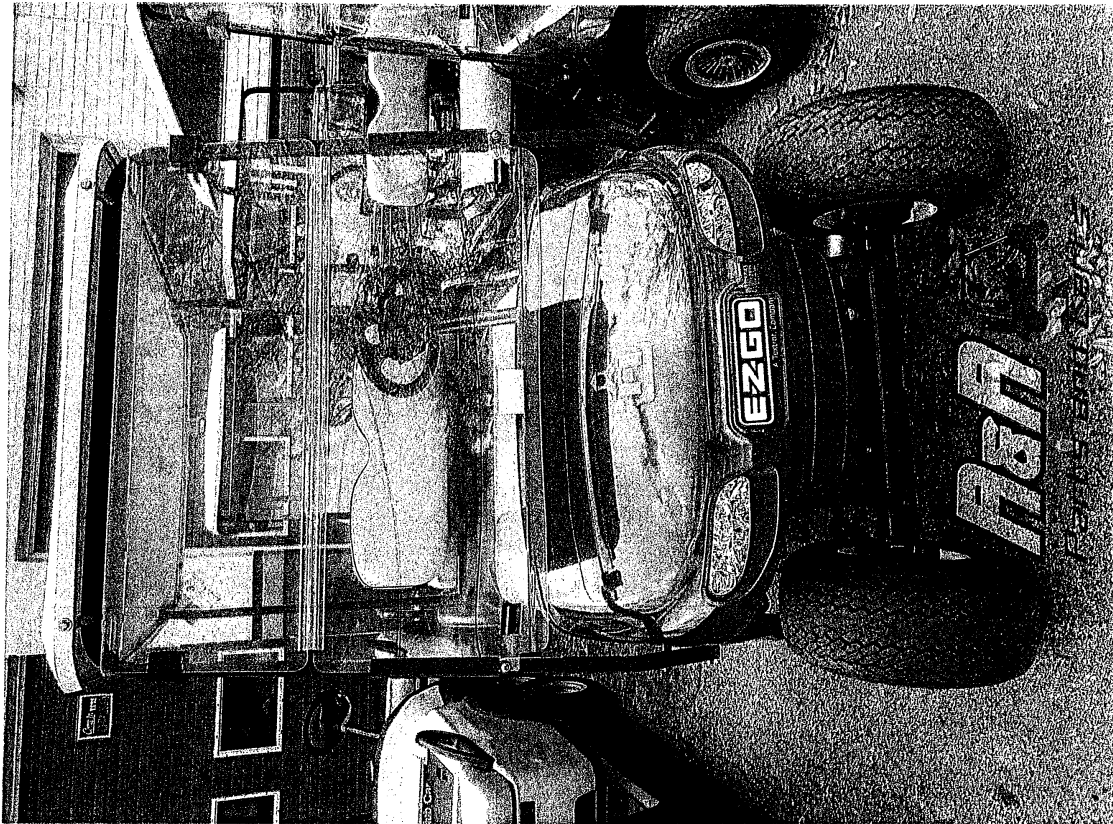
Date _____

Sales Tax (0.0%)

\$0.00

Total

\$5,000.00



CONSULTANT REINSTATEMENT & EXTENSION AGREEMENTS

- 1. CAS Governmental Services, LLC.; Community Advocacy Specialists
Governmental Services, LLC – Connie Vanassche, Jim Spratt & Dale
Milita**
- 2. DC Strategies, LLC – Desinda Wood-Carper**
- 3. Helmich Consulting, Inc. – Bill Helmich**
- 4. Network Techs, Inc.; Mark Pakula**
- 5. Ryan & Ryan, LLC.; Attorney Christopher Ryan, Manager**

**CAS Governmental Services, LLC.; Community Advocacy Specialists
Governmental Services, LLC – Connie Vanassche, Jim Spratt & Dale Milita**



TOWN OF PEMBROKE PARK

CONSULTANT REINSTATEMENT AND EXTENSION AGREEMENT

THIS Consultant Reinstatement and Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and CAS Governmental Services, LLC, a Florida limited liability company, ("Consultant") whose address is 36910 3rd Street, Canal Point, FL 33438 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The term of the Original Agreement between Consultant and Town has expired pursuant to the provisions of the Original Agreement.
- C. The Parties desire to reinstate the terms of the Original Agreement as set forth herein, and provide for a term of ninety (90) days.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. It is expressly agreed by and between the Parties, that this Agreement reinstates and is supplemental to the Original Agreement, which is made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.
- 3. The term of this Agreement is for a period beginning on October 1, 2019 through December 30, 2019 ("Term"), unless terminated by either Party as provided in the Original Agreement. Unless either Party notifies the other, by registered mail at least fifteen (15) days before the expiration of the Term, of its intention not to renew and continue this Agreement, the Term shall automatically be extended for a further period of thirty (30) days ("Extension Period"); in such event, all terms and conditions of the Original Agreement and this Agreement shall continue in full force and effect during the Extension Period, except that there shall be no further automatic renewal after expiration of the Extension Period.
- 4. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$833.33. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
- 5. In the event of any conflict, inconsistency, or incongruity between the provisions of this Agreement and any of the provisions of the Original Agreement, the provisions of this Agreement shall in all respects govern and control.

6. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

CAS GOVERNMENTAL SERVICES, LLC,
a Florida limited liability company

By: 

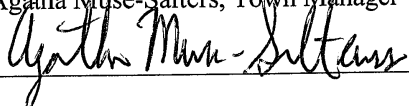
Print Name: M. Dale M. I. ta
Authorized Representative

Date: Oct. 28, 2019

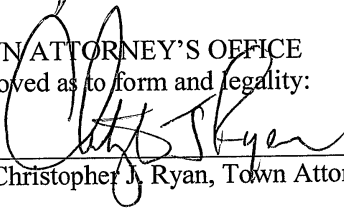
TOWN OF PEMBROKE PARK

By: _____
Ashira Mohammed, Mayor

Attest: _____
Agatha Muse-Salters, Town Manager

Date: 

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: 
Christopher J. Ryan, Town Attorney

DC Strategies, LLC – Desinda Wood-Carper



TOWN OF PEMBROKE PARK

CONSULTANT REINSTATEMENT AND EXTENSION AGREEMENT

THIS Consultant Reinstatement and Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and DC Strategies, LLC, a Florida limited liability company, ("Consultant") whose address is 2522 Tahoe Circle, Winter Park, FL 32790 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The term of the Original Agreement between Consultant and Town has expired pursuant to the provisions of the Original Agreement.
- C. The Parties desire to reinstate the terms of the Original Agreement as set forth herein, and provide for a term of ninety (90) days.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. It is expressly agreed by and between the Parties, that this Agreement reinstates and is supplemental to the Original Agreement, which is made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.
- 3. The term of this Agreement is for a period beginning on October 1, 2019 through December 30, 2019 ("Term"), unless terminated by either Party as provided in the Original Agreement. Unless either Party notifies the other, by registered mail at least fifteen (15) days before the expiration of the Term, of its intention not to renew and continue this Agreement, the Term shall automatically be extended for a further period of thirty (30) days ("Extension Period"); in such event, all terms and conditions of the Original Agreement and this Agreement shall continue in full force and effect during the Extension Period, except that there shall be no further automatic renewal after expiration of the Extension Period.
- 4. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$4,666.66. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
- 5. In the event of any conflict, inconsistency, or incongruity between the provisions of this Agreement and any of the provisions of the Original Agreement, the provisions of this Agreement shall in all respects govern and control.

6. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

DC STRATEGIES, LLC, a Florida limited liability company

By: Desinda L. Wood

Print Name: Desinda L. Wood
Authorized Representative

Date: October 26, 2019

TOWN OF PEMBROKE PARK

By: Ashira Mohammed, Mayor

Attest: Agatha Muse-Salters
Agatha Muse-Salters, Town Manager

Date: 11/7/2019

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: Christopher J. Ryan
Christopher J. Ryan, Town Attorney

Helmich Consulting, Inc. – Bill Helmich



TOWN OF PEMBROKE PARK

CONSULTANT REINSTATEMENT AND EXTENSION AGREEMENT

THIS Consultant Reinstatement and Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and Helmich Consulting, Inc., a Florida corporation, ("Consultant") whose address is 303 Johns Drive, Tallahassee, FL 32301 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The term of the Original Agreement between Consultant and Town has expired pursuant to the provisions of the Original Agreement.
- C. The Parties desire to reinstate the terms of the Original Agreement as set forth herein, and provide for a term of ninety (90) days.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
2. It is expressly agreed by and between the Parties, that this Agreement reinstates and is supplemental to the Original Agreement, which is made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.
3. The term of this Agreement is for a period beginning on October 1, 2019 through December 30, 2019 ("Term"), unless terminated by either Party as provided in the Original Agreement. Unless either Party notifies the other, by registered mail at least fifteen (15) days before the expiration of the Term, of its intention not to renew and continue this Agreement, the Term shall automatically be extended for a further period of thirty (30) days ("Extension Period"); in such event, all terms and conditions of the Original Agreement and this Agreement shall continue in full force and effect during the Extension Period, except that there shall be no further automatic renewal after expiration of the Extension Period.
4. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$416.66. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
5. In the event of any conflict, inconsistency, or incongruity between the provisions of this Agreement and any of the provisions of the Original Agreement, the provisions of this Agreement shall in all respects govern and control.

Page 1 of 2

6. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

HELMICH CONSULTING, INC., a Florida corporation

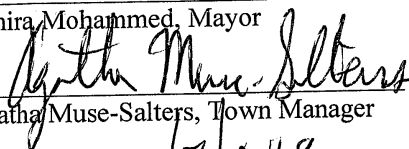
By: 

Print Name: William E. Helmich
Authorized Representative

Date: 10/28/19

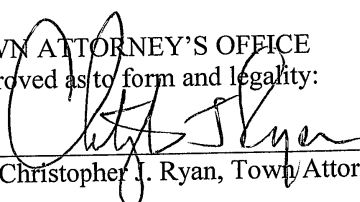
TOWN OF PEMBROKE PARK

By: Ashira Mohammed, Mayor

Attest:  11-7-19
Agatha Muse-Salters, Town Manager

Date: 11/7/2019

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: 
Christopher J. Ryan, Town Attorney

Network Techs, Inc.; Mark Pakula



TOWN OF PEMBROKE PARK

CONSULTANT REINSTATEMENT AND EXTENSION AGREEMENT

THIS Consultant Reinstatement and Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and Network Techs, Inc., a Florida corporation, ("Consultant") whose address is 3150 SW 52nd Ave., Suite 210, Pembroke Park, FL 33023 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The term of the Original Agreement between Consultant and Town has expired pursuant to the provisions of the Original Agreement.
- C. The Parties desire to reinstate the terms of the Original Agreement as set forth herein, and provide for a term of ninety (90) days.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
2. It is expressly agreed by and between the Parties, that this Agreement reinstates and is supplemental to the Original Agreement, which is made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.
3. The term of this Agreement is for a period beginning on October 1, 2019 through December 30, 2019 ("Term"), unless terminated by either Party as provided in the Original Agreement. Unless either Party notifies the other, by registered mail at least fifteen (15) days before the expiration of the Term, of its intention not to renew and continue this Agreement, the Term shall automatically be extended for a further period of thirty (30) days ("Extension Period"); in such event, all terms and conditions of the Original Agreement and this Agreement shall continue in full force and effect during the Extension Period, except that there shall be no further automatic renewal after expiration of the Extension Period.
4. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$6,512.00. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
5. In the event of any conflict, inconsistency, or incongruity between the provisions of this Agreement and any of the provisions of the Original Agreement, the provisions of this Agreement shall in all respects govern and control.

Page 1 of 2

6. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

NETWORK TECHS, INC., a Florida corporation

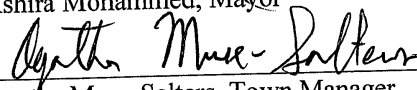
By: 

Print Name: Mark P. Kula
Authorized Representative

Date: 10-30-2019

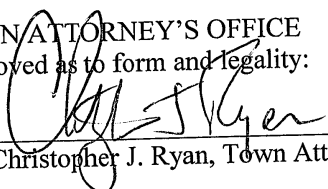
TOWN OF PEMBROKE PARK

By: 
Ashira Mohammed, Mayor

Attest: 
Agatha Muse-Salters, Town Manager

Date: 11/06/2019

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: 
Christopher J. Ryan, Town Attorney

Ryan & Ryan, LLC.; Attorney Christopher Ryan, Manager



TOWN OF PEMBROKE PARK

CONSULTANT REINSTATEMENT AND EXTENSION AGREEMENT

THIS Consultant Reinstatement and Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and Ryan & Ryan, LLC, a Florida limited liability company, ("Consultant") whose address is 700 East Dania Beach Boulevard, Dania Beach, Florida 33004 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The term of the Original Agreement between Consultant and Town has expired pursuant to the provisions of the Original Agreement.
- C. The Parties desire to reinstate the terms of the Original Agreement as set forth herein, and provide for a term of ninety (90) days.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
2. It is expressly agreed by and between the Parties, that this Agreement reinstates and is supplemental to the Original Agreement, which is made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.
3. The term of this Agreement is for a period beginning on October 1, 2019 through December 30, 2019 ("Term"), unless terminated by either Party as provided in the Original Agreement. Unless either Party notifies the other, by registered mail at least fifteen (15) days before the expiration of the Term, of its intention not to renew and continue this Agreement, the Term shall automatically be extended for a further period of thirty (30) days ("Extension Period"); in such event, all terms and conditions of the Original Agreement and this Agreement shall continue in full force and effect during the Extension Period, except that there shall be no further automatic renewal after expiration of the Extension Period.
4. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$8,333.33. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
5. In the event of any conflict, inconsistency, or incongruity between the provisions of this Agreement and any of the provisions of the Original Agreement, the provisions of this Agreement shall in all respects govern and control.

Page 1 of 2

6. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

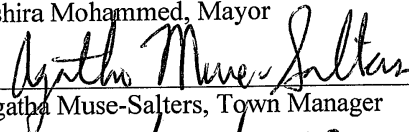
RYAN & RYAN, LLC, a Florida limited liability company

By: 
Christopher J. Ryan, Manager

Date: 10/22/19

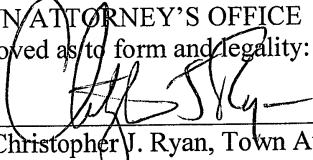
TOWN OF PEMBROKE PARK

By: _____
Ashira Mohammed, Mayor

Attest: 
Agatha Muse-Salters, Town Manager

Date: 11/07/2019

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: 
Christopher J. Ryan, Town Attorney

RESOLUTION NO. 19-12-XX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE INDEPENDENT CONTRACTOR AGREEMENT WITH MARLEN MARTELL FOR INTERIM DEPUTY TOWN CLERK SERVICES; AUTHORIZING AND DIRECTING THE MAYOR AND TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has determined it is necessary to retain the services of an experienced municipal clerk to perform the duties of the Interim Deputy Town Clerk for the Town of Pembroke Park; and

WHEREAS, the Town staff has evaluated applicants for the position of Interim Deputy Town Clerk and has recommended that the Town retain the services of Marlen Martell to serve as Interim Deputy Town Clerk; and

WHEREAS, it is necessary for the parties to enter into a written agreement setting forth each parties' duties and responsibilities with respect to the Agreement.

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

Section 1: That the Town is authorized to make and enter into the Independent Contractor Agreement with Marlen Martell as Interim Deputy Town Clerk ("Agreement"), said Agreement being on file with Office of the Town Clerk and by reference made a part hereof.

Section 2: That the Mayor and appropriate Town officials are authorized and directed to execute and deliver said Agreement for and on behalf of the Town.

Section 3: That all Resolutions or parts of Resolutions in conflict herewith be and the

same are hereby superseded to the extent of such conflict.

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

PASSED AND ADOPTED, this ____ day of December, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner



Southcentral/Southeast Focal Point Senior Center

Community Needs Assessment Survey

As part of the ongoing Community Needs Assessment, we are asking that you assist us by completing the following survey. Below is a list of programs or services at the Southcentral/Southeast Focal Point. Please mark how important these programs or services are . The results of the SC/SEFP survey assist in targeting services and programs toward the greatest community needs.

Please complete basic information

City _____ Age _____ Male ☐ Female ☐

FOOD ASSISTANCE

- 1. Do you have access to food? Yes ☐ No ☐
- 2. Do you have resources to purchase food? Yes ☐ No ☐
- 3. Are you interested in learning more about programs for food assistance? Yes ☐ No ☐

Please check boxes that apply

- Emergency Food Bank/Food Pantry ☐
- Food Stamps (SNAP) ☐
- Home Delivered Meals ☐

HEALTH & WELL BEING

- 1. Do you need assistance with filling a prescription ? Yes ☐ No ☐
- 2. Do you need help with doctor’s appointments? Yes ☐ No ☐
- 3. Are you interested in other health services/programs? Yes ☐ No ☐

Please check boxes that apply

- Mental Health Counseling and support ☐
- Private Counseling/Support Groups ☐
- Companionship/Buddy Program ☐
- Health Insurance ☐
- Health agencies, Home Health Aide/Hospice ☐

- 4. Have you been referred to any services not listed, regarding your current health and well being?
Yes ☐ No ☐ If yes please explain _____

FINANCIAL ASSISTANCE

- 1. Are you experiencing high electric bills? Yes ☐ No ☐
 - a) Are you currently past due/disconnected ? Yes ☐ No ☐
 - b) Have you received electric/utility assistance in the past ? Yes ☐ No ☐
If yes please state (month/year) _____
- 2. Do you need affordable housing? Yes ☐ No ☐
 - a) Are you currently homeless? Yes ☐ No ☐
- 3. Do you have health insurance (Medicare, Medicaid, etc.) Yes ☐ No ☐
- 4. Do you receive financial assistance from other services or programs? Yes ☐ No ☐
- 5. Are you interested in services/programs? Yes ☐ No ☐

Please check boxes that apply

- Affordability of Adult Daycare Services ☐
- Department of Children and Family Assistance ☐
(includes Medicaid and cash assistance)
- Referrals for financial needs ☐

In your community do you have a center or place for activities

ACTIVITIES

1. Does your community/center provide fields trips around Broward County? Yes No

2. Are you interested in transportation services? Yes No

Please check boxes that apply

- Doctor’s Appointments Pick Up/Drop Off
- Non Medical/Grocery Shopping Pick Up/Drop Off
- City Shuttles or Trolleys
- Broward County Paratransit (TOPS)

3. Does your community/center organize Trips (Out-of State), Cruises/Flights (Out of the Country) ? Yes No

4. Do you have access to exercise classes? Yes No

5. Are you interested in other exercise programs? Yes No

Please check boxes that apply

- Water Aerobics (seasonal)
- Tai Chi/ Tai Chi for memory
- Jazzercise/ Chair Jazzercise/Chair Yoga
- Arthritis Foundation
- Walk With Ease (walking program)
- Exercise Program

Please state other exercise classes you are interested in that are not listed.

6. Are you interested in attending support groups? Yes No

7. Are you interested in becoming a member of an Advisory Board? Yes No

8. Are you interested in healthy lifestyle presentations? Yes No

9. Are there other activities not stated that you are interested in ? Yes No

a) If yes please explain

LEGAL AID SERVICES

1. Do you have home ownership concerns? Yes No

a) If yes please explain

2. Do you need help with legal issues? Yes No

a) If yes please explain

3. Are there other services not mentioned that you are interested in? Yes No

a) If yes please explain

Do you want more information on additional assistance Yes No

Name Telephone #



Southcentral/Southeast Focal Point Senior Center

Community Needs Secondary Assessment

As part of the local Community Action Agency ongoing Community Needs Assessment, we are asking that you assist us by completing the following questionnaire. Please complete the information below.

Please fill out your basic information

Initials _____ Age _____ MM/YYYY _____ Male ☐ Female ☐

1. What type of residence do you have ? *Including motor homes*

Rent ☐ Own ☐

2. How many children younger than 18 years of age live in your household? _____

3. How many children younger than 18 years of age receive income? _____

4. Are you of Hispanic, Latino, Spanish or Creole origin ? Yes ☐ No ☐

If other origin please state _____

5. Considering all sources, which of the following best describes your total household income before taxes for 2018? *(select only one.)*

- ☐ Less Than \$15,000
- ☐ \$15,000—\$24,000
- ☐ \$25,000—\$34,000
- ☐ \$35,000—\$49,000
- ☐ \$50,000—\$74,000
- ☐ \$75,000—\$100,00

6. Please indicate additional income type.

- ☐ Pension
- ☐ Child Support
- ☐ Disability
- ☐ Alimony
- ☐ Monetary Support
- ☐ Social Security



Town of Pembroke Park Salary Study & Recommended Compensation Plan

Prepared by LagomHR
Final Report: November 2019

2019 Town of Pembroke Park Compensation Study

Section 1: Executive Summary

Executive Summary

Overview:

The following Salary Structure Proposal was prepared by LagomHR for the Town of Pembroke Park. The Salary Structure Proposal consists of five (5) major areas:

1. Executive Summary
2. Organizational Chart
3. Survey Results
4. Salary Structure Proposal Reports
5. Recommended Implementation Plan
6. Appendix

The Town of Pembroke Park was incorporated on December 10, 1957. The total area of the town is 1.6 square miles. Of this area, six-tenth of a mile is lakes. The Town is located in southwestern Broward County, bounded on the south by Dade County, on the east by Hallandale Beach, and on the west by Miramar, and on the north by Hollywood.

The Town of Pembroke Park is a Commission Form of Government consisting of five (5) members elected from five (5) separate geographic districts composed of a Mayor-Commissioner, Vice-Mayor Commissioner, Clerk-Commissioner, and two (2) other Commissioners (*Town of Pembroke Park Charter Part I Section 9*). “Commissioners assigned to the departments shall serve as a liaison between the Town Commission and the department heads to communicate with the department heads regarding the activities in the respective departments to which the Commissioners are assigned in order to convey that information to the Town Commission, as necessary, at the appropriate Town Commission meetings” (*Town of Pembroke Park Resolution No. 18-06-11*). In addition, “the Town Commission reserves the right to consult with the Town Manager, and department and division heads as deemed necessary by the Town Commission. The Town Commission may appoint Commissioners to serve as lead Commissioners to work with staff on various issues or projects from time to time. The Town Manager shall serve as the administrative head of the municipal government answerable to and under the direction of the Town Commission” (*Town of Pembroke Park Charter Part I Chapter 2 Article III Division 5 Town Manager*).

All references in this section may be found in the Appendix.

According to the National League of Cities (NLC), the Commission Form of Government exists today in less than 1% of cities and it typically occurs in cities with populations below 100,000. The characteristics include:

- Voters elect individual commissioners to a small governing board
- Each commissioner is responsible for one specific aspect, such as fire, police, public works, health, finance
- One commissioner is designated as chairman or mayor, who presides over meetings
- The commission has both legislative and executive functions.

See more information in the Appendix from the National League of Cities website – Forms of Government.

The Town of Pembroke Park's Commission Form of Government makes this municipality unique in nature, preserving the oldest form of government in the United States of America.

Purpose:

A pay philosophy is an organization's commitment to how it values its employees as well as a strategy for competitive advantage against other employers. The purpose of a good compensation philosophy is to attract, retain, and motivate highly trained and experienced professionals. A good compensation philosophy also allows for consistency and fairness, which virtually eliminates unequal pay variances and can avoid possible legal employment issues.

Per the request of the Town of Pembroke Park, the following is a proposal of a Salary Structure Plan that provides an overall comparison of the Town of Pembroke Park's current salary ranges and current market salary data.

In an effort to complete this analysis, salary data was gathered for each position housed within the Town and then averaged in order to reach a current market value. After attaining the market value, a comparison was executed in order to determine the discrepancy between other similar municipalities and the existing Town of Pembroke Park salary ranges.

When conducting this salary analysis, the existing salary structure served as the foundation for this project. The compiled market salary data and the proposed salary ranges based off the market data were updated using a new model that allows a large salary range for new hires, as well as a wide range allowing room for growth up through the cap. The ultimate objective is to encourage long-term employment, reduction in turnover, and highly motivated and productive employees.

Data Sources:

The Survey Results consist of the mean salaries compiled from municipalities of a similar population size and capital using their data between fiscal years 2018 through 2019. The list of sources requested for the Town of Pembroke Park Salary Study are below.

Municipality	County	Classification	Population	Residential Homestead	Residential Non-Homestead	Residential Vacant Lots	Non-Residential Commercial	Non-Residential Industrial	Non-Residential Institutional	Non-Residential Agricultural	Non-Residential Other	Part-Time Employees	Full-Time Employees	Firefighters	Sworn Police
Fort Meade	Anne Arundel	City	5,782.00	26%	28%	3%	24%	6%	0%	1%	2%	22.00	47.00	7.00	-
Maccleenny	Baker	City	6,450.00	29%	22%	5%	28%	3%	2%	0%	2%	1.00	44.00	14.00	-
Lauderdale by the Sea	Broward	Town	6,138.00	26%	64%	1%	9%	0%	0%	0%	0%	-	33.00	-	-
Pembroke Park	Broward	Town	6,368.00	1%	27%	0%	19%	39%	2%	0%	0%	-	25.00	-	-
S.W. Ranches	Broward	Town	7,572.00	59%	21%	6%	4%	1%	1%	3%	1%	2.00	14.00	1.00	-
West Park	Broward	City	14,912.00	20%	42%	96%	16%	17%	0%	0%	0%	14.00	22.00	-	Unknown
Wilton Manors	Broward	City	12,446.00	35%	45%	0%	14%	1%	2%	0%	0%	41.00	107.00	41.00	107.00
Inverness	Citrus	City	7,251.00	11%	21%	2%	34%	1%	16%	0%	2%	10.00	40.00	9.00	-
Bay Harbor Islands	Miami-Dade	Town	5,541.00	27%	51%	5%	16%	0%	0%	0%	0%	24.00	7.00	-	22.00
North Bay Village	Miami-Dade	Village	8,949.00	16%	69%	2%	8%	1%	1%	0%	2%	22.00	63.00	-	26.00
West Miami	Miami-Dade	City	6,600.00	24%	46%	0%	24%	0%	1%	0%	1%	17.00	72.00	-	18.00
Belle Isle	Orange	City	6,541.00	66%	19%	2%	7%	3%	0%	0%	0%	1.00	30.00	-	19.00
Pahokee	Palm Beach	City	5,826.00	18%	28%	3%	19%	3%	2%	5%	0%	8.00	44.00	-	-
Live Oak	Suwannee	City	6,819.00	14%	24%	3%	34%	2%	4%	0%	1%	8.00	50.00	13.00	

** It is important to note that any targeted municipalities outside of Broward County has the market data adjusted to reflect the cost of living difference.*

Job Titles:

Job titles vary between organizations. Town of Pembroke Park current job titles are in Section 2 under Current Salary Ranges. At this time, there are currently 33 job titles in the Town of Pembroke Park that were surveyed.

The market data collected during the salary survey consists of multiple job titles with similar job descriptions and duties. In Section 1 under Salary Results, each title used for the survey is listed to show the comparison to the surveyed position. See below example where the highlighted column for a System Support Technician displays the different titles surveyed for the same position:

Source	Surveyed Position Title	Min/Starting Salary	25% Percentile	Midpoint	75% Percentile/Max Starting Salary	Cap
Sample City	Support Technician	Sample	Sample	Sample	Sample	Sample
Sample City	Support Technician	Sample	Sample	Sample	Sample	Sample

Sample City	Support Technician	Sample	Sample	Sample	Sample	Sample
Sample City	Help Desk	Sample	Sample	Sample	Sample	Sample
Sample City	Support Technician	Sample	Sample	Sample	Sample	Sample
Sample City	Computer Technician	Sample	Sample	Sample	Sample	Sample
Sample City	Support Technician	Sample	Sample	Sample	Sample	Sample

Salary Survey Algorithm and Recommended Ranges:

The recommended ranges of the charts found within the analysis were computed through an algorithm. According to the Society of Human Resources Management (SHRM), a traditional salary range is between thirty and forty percent. According to the experts at SHRM, the purpose of their Salary Range Guide is to provide a basic set of steps for creating compensation grades. This guide is intended for general use and should be tailored to meet an organization's specific needs and goals. In order to modify the salary ranges to Town of Pembroke Park, a conservative spread was proposed, which does not surpass a twenty-nine percent (29%) spread from the starting/minimum salary through the maximum salary. There is a second (2nd) range from the maximum salary to the salary cap of twenty percent (20%).

The salary survey algorithm was based off of the Market Salary Results (MSR) for the average salary of each position in each municipality. Employers often choose the midpoint of the salary range using the 50th percentile as the median in order to meet the market, which in the case of this specific salary survey proved to be the most consistent salary data provided by all data sources.

As a reminder, the maximum cap of each salary pertains solely to performance evaluation increases. Cost of Living Adjustments (COLA) are not inclusive of the maximum cap. See below example of the salary survey algorithm.

Salary Survey Algorithm Sample:

Position	Min/Starting Salary	25% Percentile	Midpoint	75% Percentile/Max Starting Salary	Cap
Recommended Ranges	(MSR-10%) – 5%	MSR – 10%	Market Salary Results (MSR)	MSR + 10%	(MSR +10%) + 20%

Job Descriptions:

Analyzing the job descriptions was a critical component to the proposed salary ranges because it accurately reflects job duties, responsibilities, and qualifications corresponding with each position and municipality in the survey. It is important to note that job descriptions are “living breathing documents” and are expected to evolve, improve, and be updated regularly. Employees and supervisors are encouraged to review their job descriptions at least once per year to ensure accuracy in their daily duties and responsibilities.

Salary Structure Proposal Reports:

In order to provide the Salary Structure Proposal Reports in the most convenient fashion and allow for review and analysis of the data presented, the proposal reports consist of:

- 1. Alphabetical Order by Title**
- 2. Department Groups**
- 3. Annual Salary Amount**
- 4. Classification by Tier**

The Tier classifications were conducted by grouping job titles based on level of seniority. Tier 1 consists of the Town Manager and Assistant Town Manager who report directly to the Town Commission (Assistant Town Manager reports directly to the Town Commission in the absence of the Town Manager). Tier 2 consists of all Directors, Senior Managers, Managers, Assistant Managers, Supervisors, and senior-level critical positions. It is important to note that some key positions have a dotted line reporting structure to the Town Commission and Town Manager depending on the specific project or Town district. See more information on the Town Commission Form of Government in the Executive Summary. Lastly, Tier 3 consists of all other employees.

Future Maintenance:

It is recommended that the Town of Pembroke Park update the Salary Structure Market Data every 2 years.

Appendix:

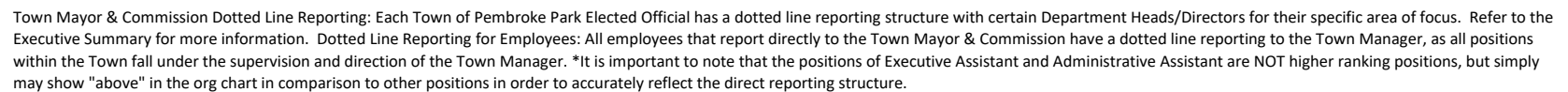
The Appendix section of this salary analysis contains the following information:

- See separate 2019 Job Descriptions Report for full job position details.
- All salary data compiled from each data source for each position.
- Town of Pembroke Park Town Charter

- National League of Cities Forms of Government
- Town of Pembroke Park Resolution

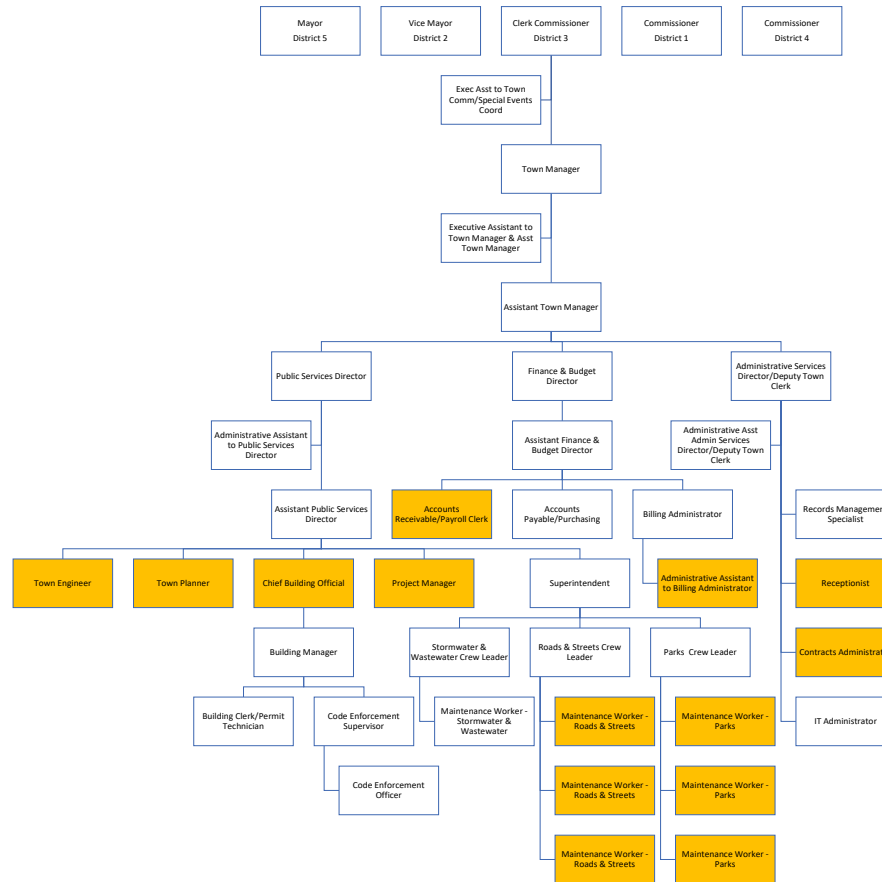
Section 2: Organizational Chart

Town of Pembroke Park is a Commission Form of Government



Town of Pembroke Park Recommended Organizational Chart

Town of Pembroke Park is a Commission Form of Government



Dotted Line Reporting: describes the relationship between an employee and a secondary supervisor/leader that provides additional oversight and guidance to the employee in the execution of his/her work. The secondary supervisory/leader has some degree of influence, but the position officially reports to the other supervisor/leader directly. Dotted Line Reporting should serve as a professional relationship where all involved employees are able to share information in order to execute their various duties and assignments.

Town Mayor & Commission Dotted Line Reporting: Each Town of Pembroke Park Elected Official has a dotted line reporting structure with certain Department Heads/Directors for their specific area of focus. Refer to the Executive Summary for more information. Dotted Line Reporting for Employees: All employees that report directly to the Town Mayor & Commission have a dotted line reporting to the Town Manager, as all positions within the Town fall under the supervision and direction of the Town Manager. *It is important to note that the positions of Executive Assistant and Administrative Assistant are NOT higher ranking positions, but simply may show "above" in the org chart in comparison to other positions in order to accurately reflect the direct reporting structure.

Section 3: Individual Position Market Results

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Accounts Payables/Purchasing Clerk

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Accounting Clerk	\$ 63,702.77	\$ 59,434.68
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Accounts Payable	\$ 31,740.80	\$ 46,087.64
City of Iverness	None	\$ -	\$ -
City of Live Oak	Accounting Clerk	\$ 23,570.98	\$ 31,915.11
City of Macclenny	None	\$ -	\$ -
City of Pahokee	Accounting Clerk	\$ 27,040.00	\$ 26,634.40
City of West Miami	Accounting Clerk	\$ 68,134.48	\$ 63,569.47
City of Wilton Manors	Accountant	\$ 57,748.00	\$ 57,748.00
Town of Bay Harbor Islands	Accounts Payable Coordinator	\$ 48,257.04	\$ 45,023.82
Town of Lauderdale by the Sea	Accounting Specialist/Accountant I	\$ 51,762.84	\$ 51,762.84
Town of Southwest Ranches	Accounting Clerk	\$ 40,000.00	\$ 40,000.00
Town of Surfside	Payroll/Accounts Payable Specialist	\$ 57,299.22	\$ 53,460.17
Market Results MidPoint Average		\$ 46,925.61	\$ 47,563.61
Recommended Midpoint		\$ 46,925.61	\$ 47,563.61
Current Town of Pembroke Park Salary		\$ 56,612.00	\$ 56,612.00
Midpoint Discrepancy		17%	16%
Starting Range Discrepancy		28%	24%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Finance	\$ 40,666.89	\$ 42,807.25	\$ 47,563.61	\$ 52,319.97	\$ 62,783.97	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Accounts Receivables/Payroll Clerk

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Accounting Clerk	\$ 63,702.77	\$ 59,434.68
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Accounts Payable	\$ 31,740.80	\$ 46,087.64
City of Iverness	None	\$ -	\$ -
City of Live Oak	Accounting Clerk	\$ 23,570.98	\$ 31,915.11
City of Macclenny	None	\$ -	\$ -
City of Pahokee	Accounting Clerk	\$ 27,040.00	\$ 26,634.40
City of West Miami	Accounting Clerk	\$ 68,134.48	\$ 63,569.47
City of Wilton Manors	Accountant	\$ 57,748.00	\$ 57,748.00
Town of Bay Harbor Islands	Payroll Coordinator	\$ 50,752.00	\$ 47,351.62
Town of Lauderdale by the Sea	Accounting Specialist/Accountant I	\$ 51,762.84	\$ 51,762.84
Town of Southwest Ranches	Accounting Clerk	\$ 40,000.00	\$ 40,000.00
Town of Surfside	Payroll/Accounts Payable Specialist	\$ 57,299.22	\$ 53,460.17
Market Results MidPoint Average		\$ 47,175.11	\$ 47,796.39
Recommended Midpoint		\$ 47,175.11	\$ 47,796.39
Current Town of Pembroke Park Salary		\$ 70,361.00	\$ 70,361.00
Midpoint Discrepancy		33%	32%
Starting Range Discrepancy		42%	39%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Finance	\$ 40,865.92	\$ 43,016.75	\$ 47,796.39	\$ 52,576.03	\$ 63,091.24	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Administrative Assistant

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Administrative Assistant	\$ 49,151.44	\$ 45,858.29
City of Belle Isle	Administrative Assistant	\$ 36,546.56	\$ 39,068.27
City of Fort Meade	Administrative Assistant	\$ 50,585.60	\$ 73,450.29
City of Iverness	HR Coordinator/Executive Assistant	\$ 45,885.00	\$ 61,302.36
City of Live Oak	Secretary	\$ 23,795.20	\$ 32,218.70
City of Macclenny	Building Department Secretary	\$ 35,796.80	\$ 43,600.50
City of Pahokee	Executive Assistant	\$ 32,760.00	\$ 32,268.60
City of West Miami	Public Works Administrative Assistant	\$ 37,449.15	\$ 34,940.06
City of Wilton Manors	Code Compliance Administrative Assistant	\$ 36,093.00	\$ 36,093.00
Town of Bay Harbor Islands	Admin Asst (Engineer, Public Works, Acc)	\$ 45,955.52	\$ 42,876.50
Town of Lauderdale by the Sea	Executive Assistant	\$ 46,973.36	\$ 46,973.36
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Records Technician/Assistant to Town Clerk	\$ 49,848.24	\$ 46,508.41
Market Results MidPoint Average		\$ 40,903.32	\$ 44,596.53
Recommended Midpoint		\$ 40,903.32	\$ 44,596.53
Current Town of Pembroke Park Salary - Admin Asst to ASD/Deputy Town Clerk		\$ 40,000.00	\$ 40,000.00
Current Town of Pembroke Park Salary - Admin Asst to Public Services Director		\$ 31,111.00	\$ 31,111.00
Current Town of Pembroke Park Salary - Admin Asst to Billing Administrator		Vacant	Vacant
Average		\$ 35,555.50	\$ 35,555.50
Midpoint Discrepancy		-15%	-25%
Starting Range Discrepancy		-7%	-13%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2/3	Administration/Public Services	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%

Job Summary:

Administrative Assistant serves for the following positions:
Administrative Assistant to the Administrative Services Director/Deputy Town Clerk
Administrative Assistant to the Police Chief
Administrative Assistant to the Public Services Director

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

**Town of Pembroke Park Surveyed Position: Administrative Services Director/Deputy
Town Clerk**

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Village Clerk	\$ 132,029.30	\$ 123,183.34
City of Belle Isle	City Clerk	\$ 66,253.99	\$ 70,825.52
City of Fort Meade	Deputy City Clerk	\$ 51,334.40	\$ 74,537.55
City of Iverness	City Clerk	\$ 65,302.00	\$ 87,243.47
City of Live Oak	City Clerk	\$ 51,188.80	\$ 69,309.64
City of Macclenny	Assistant City Manager	\$ 58,614.40	\$ 71,392.34
City of Pahokee	City Clerk	\$ 41,000.00	\$ 40,385.00
City of West Miami	City Clerk	\$ 68,134.48	\$ 63,569.47
City of Wilton Manors	Administrative Manager	\$ 90,442.00	\$ 90,442.00
Town of Bay Harbor Islands	Town Clerk	\$ 110,783.92	\$ 103,361.40
Town of Lauderdale by the Sea	Town Clerk	\$ 66,096.21	\$ 66,096.21
Town of Southwest Ranches	Town Clerk/General Services Manager (Avg.)	\$ 92,155.00	\$ 92,155.00
Town of Surfside	Town Clerk	\$ 100,785.57	\$ 94,032.94
Market Results MidPoint Average		\$ 76,470.77	\$ 80,502.60
Recommended Midpoint		\$ 76,470.77	\$ 80,502.60
Current Town of Pembroke Park Salary		\$ 99,115.00	\$ 99,115.00
Midpoint Discrepancy		23%	19%
Starting Range Discrepancy		31%	27%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
1	Administration	\$ 68,829.73	\$ 72,452.34	\$ 80,502.60	\$ 88,552.87	\$ 106,263.44	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Assistant Finance & Budget Director

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	<i>Finance Director</i>	\$ 82,555.20	\$ 88,251.51
City of Fort Meade	<i>Finance Director</i>	\$ 70,179.20	\$ 101,900.20
City of Iverness	Assistant Director of Finance	\$ 51,773.00	\$ 69,168.73
City of Live Oak	<i>Finance Director</i>	\$ 77,792.00	\$ 105,330.37
City of Macclenny	<i>Finance Director</i>	\$ 56,638.40	\$ 68,985.57
City of Pahokee	<i>Director of Finance</i>	\$ 75,000.00	\$ 73,875.00
City of West Miami	<i>Finance Director</i>	\$ 88,682.77	\$ 82,741.02
City of Wilton Manors	Assistant Finance Director	\$ 94,872.00	\$ 94,872.00
Town of Bay Harbor Islands	<i>Assistant Town Manager/Finance Director</i>	\$ -	\$ -
Town of Lauderdale by the Sea	<i>Director of Finance/Budget</i>	\$ 107,663.36	\$ 107,663.36
Town of Southwest Ranches	Controller	\$ 75,246.00	\$ 75,246.00
Town of Surfside	Budget Officer	\$ 84,362.93	\$ 78,710.61
Market Results MidPoint Average		\$ 76,563.48	\$ 79,499.34
Recommended Midpoint		\$ 76,563.48	\$ 79,499.34
Current Town of Pembroke Park Salary		\$ 101,504.00	\$ 101,504.00
Midpoint Discrepancy		25%	22%
Starting Range Discrepancy		33%	30%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Finance	\$ 67,971.93	\$ 71,549.40	\$ 79,499.34	\$ 87,449.27	\$ 104,939.12	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Assistant Public Services Director

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	<i>Director of Parks & Public Spaces</i>	\$ -	\$ -
City of Belle Isle	<i>Public Works Manager</i>	\$ 51,806.71	\$ 55,381.37
City of Fort Meade	<i>Public Works Director</i>	\$ 67,121.60	\$ 97,460.56
City of Iverness	<i>Facility & Program Director</i>	\$ 45,894.00	\$ 61,314.38
City of Live Oak	<i>Public Works Director</i>	\$ 55,536.00	\$ 75,195.74
City of Macclenny	<i>Water & Sewer Director</i>	\$ 68,182.40	\$ 83,046.16
City of Pahokee	<i>Director of Parks & Recreation</i>	\$ 55,500.00	\$ 54,667.50
City of West Miami	<i>Public Works Director</i>	\$ 103,283.23	\$ 96,363.25
City of Wilton Manors	<i>Parks & Recreation Division Director</i>	\$ 81,466.00	\$ 81,466.00
Town of Bay Harbor Islands	<i>Assistant Public Works Director</i>	\$ 74,992.32	\$ 69,967.83
Town of Lauderdale by the Sea	<i>Capital Projects Manager</i>	\$ 66,096.21	\$ 66,096.21
Town of Southwest Ranches	<i>Parks, Rec, & Open Space Manager</i>	\$ 77,250.00	\$ 77,250.00
Town of Surfside	<i>Assistant Public Works Director</i>	\$ 90,943.68	\$ 84,850.45
Market Results MidPoint Average		\$ 77,320.55	\$ 74,541.12
Recommended Midpoint		\$ 77,320.55	\$ 74,541.12
Current Town of Pembroke Park Salary		\$ 75,880.00	\$ 75,880.00
Midpoint Discrepancy		-2%	2%
Starting Range Discrepancy		16%	12%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Public Services	\$ 63,732.66	\$ 67,087.01	\$ 74,541.12	\$ 81,995.24	\$ 98,394.28	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Assistant Town Manager

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	Assistant City Manager	\$ 91,166.00	\$ 121,797.78
City of Live Oak	None	\$ -	\$ -
City of Macclenny	Assistant City Manager	\$ 58,614.40	\$ 71,392.34
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	Assistant City Manager	\$ 137,151.00	\$ 137,151.00
Town of Bay Harbor Islands	Assistant Town Manager/Finance Director	\$ 134,645.44	\$ 125,624.20
Town of Lauderdale by the Sea	Assistant Town Manager	\$ 114,546.53	\$ 114,546.53
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Assistant Town Manager	\$ 140,500.05	\$ 131,086.55
Market Results MidPoint Average		\$ 107,224.67	\$ 114,102.37
Recommended Midpoint		\$ 107,224.67	\$ 114,102.37
Current Town of Pembroke Park Salary		\$ 120,000.00	\$ 120,000.00
Midpoint Discrepancy		11%	5%
Starting Range Discrepancy		19%	14%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
1	Administration	\$ 97,557.52	\$ 102,692.13	\$ 114,102.37	\$ 125,512.60	\$ 150,615.13	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Billing Administrator

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Accountant	\$ 63,702.77	\$ 59,434.68
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Billing/Customer Service Manager	\$ 39,478.40	\$ 57,322.64
City of Iverness	None	\$ -	\$ -
City of Live Oak	Senior Accountant/Data Admin	\$ 42,328.28	\$ 57,312.49
City of Macclenny	<i>Billing Clerk</i>	\$ 31,962.67	\$ 38,930.53
City of Pahokee	Clerk Specialist	\$ 46,000.00	\$ 45,310.00
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	Administrative Coordinator	\$ 46,920.00	\$ 46,920.00
Town of Bay Harbor Islands	None	\$ -	\$ -
Town of Lauderdale by the Sea	Senior Office Specialist	\$ 49,275.16	\$ 49,275.16
Town of Southwest Ranches	Administrative Specialist	\$ 45,947.00	\$ 45,947.00
Town of Surfside	Accountant	\$ 57,000.00	\$ 53,181.00
Market Results MidPoint Average		\$ 48,831.45	\$ 51,837.87
Recommended Midpoint		\$ 48,831.45	\$ 51,837.87
Current Town of Pembroke Park Salary		\$ 72,561.00	\$ 72,561.00
Midpoint Discrepancy		33%	29%
Starting Range Discrepancy		39%	36%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Finance	\$ 44,321.38	\$ 46,654.08	\$ 51,837.87	\$ 57,021.66	\$ 68,425.99	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Building Clerk/Permit Technician

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Permit Clerk	\$ 44,443.85	\$ 41,466.11
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Permit Clerk	\$ 27,476.80	\$ 39,896.31
City of Iverness	None	\$ -	\$ -
City of Live Oak	<i>Building Department Secretary</i>	\$ 22,880.00	\$ 30,979.52
City of Macclenny	Building Department Secretary	\$ 38,500.00	\$ 46,893.00
City of Pahokee	None	\$ -	\$ -
City of West Miami	<i>Public Works Secretary</i>	\$ 23,668.42	\$ 22,082.64
City of Wilton Manors	Permit Technician	\$ 44,342.00	\$ 44,342.00
Town of Bay Harbor Islands	<i>Office Assistant Building Department</i>	\$ 24,377.60	\$ 22,744.30
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Customer Service Rep Building Dept	\$ 32,959.89	\$ 32,959.89
Market Results MidPoint Average		\$ 37,544.51	\$ 41,111.46
Recommended Midpoint		\$ 37,544.51	\$ 41,111.46
Current Town of Pembroke Park Salary		\$ 40,685.00	\$ 40,685.00
Midpoint Discrepancy		8%	-1%
Starting Range Discrepancy		14%	9%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Building	\$ 35,150.30	\$ 37,000.32	\$ 41,111.46	\$ 45,222.61	\$ 54,267.13	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

**Town of Pembroke Park Surveyed Position: Building Manager/Administrative Assistant
to the Chief Building Official**

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	<i>Administrative Assistant</i>	\$ 49,151.44	\$ 45,858.29
City of Belle Isle	<i>Administrative Assistant</i>	\$ 36,546.56	\$ 39,068.27
City of Fort Meade	Administrative Assistant	\$ 50,585.60	\$ 73,450.29
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	<i>Building Department Secretary</i>	\$ 35,796.80	\$ 43,600.50
City of Pahokee	<i>Executive Assistant</i>	\$ 32,760.00	\$ 32,268.60
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	<i>Admin Asst (Engineer, Public Works, Acc)</i>	\$ 45,955.52	\$ 42,876.50
Town of Lauderdale by the Sea	<i>Executive Assistant</i>	\$ 46,973.36	\$ 46,973.36
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
NEOGOV.com (City Unknown)	Building Department Manager	\$ 70,088.76	\$ 70,088.76
Market Results Midpoint Average		\$ 56,608.60	\$ 63,132.45
Recommended Midpoint		\$ 56,608.60	\$ 63,132.45
Current Town of Pembroke Park Salary		\$ 73,653.00	\$ 73,653.00
Midpoint Discrepancy		23%	14%
Starting Range Discrepancy		27%	23%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Building	\$ 53,978.24	\$ 56,819.20	\$ 63,132.45	\$ 69,445.69	\$ 83,334.83	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Chief Building Official

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Building Official	\$ 147,290.00	\$ 137,421.57
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	Building Official/Zoning Administrator	\$ 44,772.00	\$ 60,621.29
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	Chief Building Official	\$ 95,669.76	\$ 89,259.89
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Building Official	\$ 110,582.99	\$ 103,173.93
Market Results MidPoint Average		\$ 99,578.69	\$ 97,619.17
Recommended Midpoint		\$ 99,578.69	\$ 97,619.17
Current Town of Pembroke Park Salary		\$ 94,147.00	\$ 94,147.00
Midpoint Discrepancy		-6%	-4%
Starting Range Discrepancy		11%	7%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Building	\$ 83,464.39	\$ 87,857.25	\$ 97,619.17	\$ 107,381.09	\$ 128,857.30	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Code Enforcement Officer

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Code Compliance Officer I	\$ 38,376.00	\$ 35,804.81
City of Belle Isle	Code Enforcement Officer	\$ 48,657.12	\$ 52,014.46
City of Fort Meade	Code Enforcement Officer	\$ 32,697.60	\$ 47,476.92
City of Iverness	None	\$ -	\$ -
City of Live Oak	Code Enforcement Officer	\$ 32,635.20	\$ 44,188.06
City of Macclenny	None	\$ -	\$ -
City of Pahokee	Code Enforcement Officer	\$ 43,000.00	\$ 42,355.00
City of West Miami	Code Enforcement Officer	\$ 37,533.72	\$ 35,018.96
City of Wilton Manors	Code Compliance Officer	\$ 44,342.00	\$ 44,342.00
Town of Bay Harbor Islands	Code Enforcement Officer	\$ 50,752.00	\$ 47,351.62
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Code Compliance Officer I	\$ 38,376.00	\$ 35,804.81
Market Results MidPoint Average		\$ 40,707.74	\$ 42,706.29
Recommended Midpoint		\$ 40,707.74	\$ 42,706.29
Current Town of Pembroke Park Salary		\$ 44,554.00	\$ 44,554.00
Midpoint Discrepancy			9%
Starting Range Discrepancy			18%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Code Enforcement	\$ 36,513.88	\$ 38,435.66	\$ 42,706.29	\$ 46,976.92	\$ 56,372.31	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Code Enforcement Supervisor

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Senior Code Enforcement Officer	\$ 34,018.40	\$ 49,394.72
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	Code Compliance Supervisor	\$ 54,654.00	\$ 54,654.00
Town of Bay Harbor Islands	Director of Code Comp/Parking/School Safety	\$ 71,419.92	\$ 66,634.79
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Code Compliance Director	\$ 86,275.00	\$ 80,494.58
Market Results MidPoint Average		\$ 61,591.83	\$ 62,794.52
Recommended Midpoint		\$ 61,591.83	\$ 62,794.52
Current Town of Pembroke Park Salary		\$ 52,348.00	\$ 52,348.00
Midpoint Discrepancy		-18%	-20%
Starting Range Discrepancy		-3%	-8%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Code Enforcement	\$ 53,689.31	\$ 56,515.07	\$ 62,794.52	\$ 69,073.97	\$ 82,888.77	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Contracts Administrator

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	Project Procurement Specialist	\$ 33,300.80	\$ 45,089.28
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	None	\$ -	\$ -
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	Procurement & Budget Officer	\$ 56,650.00	\$ 56,650.00
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 44,975.40	\$ 50,869.64
Recommended Midpoint		\$ 44,975.40	\$ 50,869.64
Current Town of Pembroke Park Salary		Vacant	Vacant
Midpoint Discrepancy		Vacant	#VALUE!
Starting Range Discrepancy		Vacant	#VALUE!

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Administration	\$ 43,493.54	\$ 45,782.68	\$ 50,869.64	\$ 55,956.61	\$ 67,147.93	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

**Town of Pembroke Park Surveyed Position: Executive Assistant to Mayor &
Commission/Special Events Coordinator**

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Executive Assistant	\$ 54,952.98	\$ 51,271.13
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	Executive Secretary	\$ 30,500.00	\$ 41,297.00
City of Macclenny	None	\$ -	\$ -
City of Pahokee	Executive Assistant	\$ 32,760.00	\$ 32,268.60
City of West Miami	City Manager Administrative Assistant	\$ 45,519.57	\$ 42,469.76
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	Executive Assistant	\$ 53,284.40	\$ 49,714.35
Town of Lauderdale by the Sea	Executive Assistant	\$ 46,973.76	\$ 46,973.76
Town of Southwest Ranches	Executive Assistant to Town Administrator	\$ 48,676.00	\$ 48,676.00
Town of Surfside	Senior Executive Assistant to Town Manager	\$ 70,720.83	\$ 65,982.53
Market Results MidPoint Average		\$ 47,923.44	\$ 47,331.64
Recommended Midpoint		\$ 47,923.44	\$ 47,331.64
Current Town of Pembroke Park Salary		\$ 44,555.00	\$ 44,555.00
Midpoint Discrepancy		-8%	-6%
Starting Range Discrepancy		9%	4%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
1	Administration	\$ 40,468.55	\$ 42,598.48	\$ 47,331.64	\$ 52,064.81	\$ 62,477.77	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Executive Assistant to the Town Manager & Assistant Town Manager

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Executive Assistant	\$ 54,952.98	\$ 51,271.13
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	Executive Secretary	\$ 30,500.00	\$ 41,297.00
City of Macclenny	None	\$ -	\$ -
City of Pahokee	Executive Assistant	\$ 32,760.00	\$ 32,268.60
City of West Miami	City Manager Administrative Assistant	\$ 45,519.57	\$ 42,469.76
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	Executive Assistant	\$ 53,284.40	\$ 49,714.35
Town of Lauderdale by the Sea	Executive Assistant	\$ 46,973.76	\$ 46,973.76
Town of Southwest Ranches	Executive Assistant to Town Administrator	\$ 48,676.00	\$ 48,676.00
Town of Surfside	Senior Executive Assistant to Town Manager	\$ 70,720.83	\$ 65,982.53
Market Results MidPoint Average		\$ 44,666.67	\$ 44,667.23
Recommended Midpoint		\$ 44,666.67	\$ 44,667.23
Current Town of Pembroke Park Salary		\$ 40,000.00	\$ 40,000.00
Midpoint Discrepancy		-12%	-12%
Starting Range Discrepancy		5%	-1%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Administration	\$ 38,190.48	\$ 40,200.50	\$ 44,667.23	\$ 49,133.95	\$ 58,960.74	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Finance & Budget Director

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Chief Financial Officer	\$ 144,999.92	\$ 135,284.93
City of Belle Isle	Finance Director	\$ 82,555.20	\$ 88,251.51
City of Fort Meade	Finance Director	\$ 70,179.20	\$ 101,900.20
City of Iverness	Director of Finance	\$ 84,900.00	\$ 113,426.40
City of Live Oak	Finance Director	\$ 77,792.00	\$ 105,330.37
City of Macclenny	City Finance Director	\$ 56,638.40	\$ 68,985.57
City of Pahokee	Director of Finance	\$ 75,000.00	\$ 73,875.00
City of West Miami	Finance Director	\$ 88,682.77	\$ 82,741.02
City of Wilton Manors	Finance Director	\$ 130,964.00	\$ 130,964.00
Town of Bay Harbor Islands	Assistant Town Manager/Finance Director	\$ 134,645.44	\$ 125,624.20
Town of Lauderdale by the Sea	Director of Finance/Budget	\$ 86,130.42	\$ 86,130.42
Town of Southwest Ranches	Controller	\$ 75,246.00	\$ 75,246.00
Town of Surfside	Controller	\$ 95,000.05	\$ 88,635.05
Market Results MidPoint Average		\$ 92,517.95	\$ 98,184.20
Recommended Midpoint		\$ 92,517.95	\$ 98,184.20
Current Town of Pembroke Park Salary		Vacant	Vacant
Midpoint Discrepancy		Vacant	#VALUE!
Starting Range Discrepancy		Vacant	#VALUE!

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Finance	\$ 83,947.49	\$ 88,365.78	\$ 98,184.20	\$ 108,002.62	\$ 129,603.15	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: IT Administrator

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	IT Manager	\$ 96,794.00	\$ 129,316.78
City of Live Oak	None	\$ -	\$ -
City of Macclenny	Information Systems	\$ 59,217.60	\$ 72,127.04
City of Pahokee	None	\$ -	\$ -
City of West Miami	IT/Webmaster	\$ 45,519.57	\$ 42,469.76
City of Wilton Manors	IT Manager	\$ 94,872.00	\$ 94,872.00
Town of Bay Harbor Islands	Information Systems Manager	\$ 95,699.76	\$ 89,287.88
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 78,420.59	\$ 85,614.69
Recommended Midpoint		\$ 78,420.59	\$ 85,614.69
Current Town of Pembroke Park Salary		Vacant	Vacant
Midpoint Discrepancy		Vacant	#VALUE!
Starting Range Discrepancy		Vacant	#VALUE!

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Administration	\$ 73,200.56	\$ 77,053.22	\$ 85,614.69	\$ 94,176.16	\$ 113,011.39	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Maintenance Worker - Stormwater & Wastewater

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Streets/Stormwater/Wastewater	\$ 27,627.60	\$ 40,115.28
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	Water Maintenance/Sewer Plant Maintenance	\$ 40,535.04	\$ 49,371.68
City of Pahokee	<i>Maintenance Worker I</i>	\$ 25,417.50	\$ 25,036.24
City of West Miami	Water & Sewer Service Technician	\$ 40,054.64	\$ 37,370.98
City of Wilton Manors	Maintenance Worker I & II (Avg.)	\$ 34,030.50	\$ 34,030.50
Town of Bay Harbor Islands	Maintenance Worker I & II (Avg.)	\$ 35,235.20	\$ 32,874.44
Town of Lauderdale by the Sea	Maintenance Worker I, II, & III (Avg.)	\$ 39,996.09	\$ 39,996.09
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Maintenance Worker II Stormwater	\$ 31,200.00	\$ 29,109.60
Market Results MidPoint Average		\$ 35,525.58	\$ 37,552.65
Recommended Midpoint		\$ 35,525.58	\$ 37,552.65
Current Town of Pembroke Park Salary		\$ 40,793.78	\$ 40,793.78
Midpoint Discrepancy		13%	8%
Starting Range Discrepancy		21%	17%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Public Services	\$ 32,107.52	\$ 33,797.39	\$ 37,552.65	\$ 41,307.92	\$ 49,569.50	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Maintenance Worker - Roads & Streets

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Streets Maintenance	\$ 48,342.49	\$ 45,103.54
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Streets/Stormwater/Wastewater	\$ 24,731.20	\$ 35,909.70
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	Street Maintenance	\$ 45,021.60	\$ 54,836.31
City of Pahokee	<i>Maintenance Worker I</i>	\$ 25,417.50	\$ 25,036.24
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	Maintenance Worker I & II (Avg.)	\$ 34,030.50	\$ 34,030.50
Town of Bay Harbor Islands	Maintenance Worker I & II (Avg.)	\$ 35,235.20	\$ 32,874.44
Town of Lauderdale by the Sea	Maintenance Worker I, II, & III (Avg.)	\$ 39,996.09	\$ 39,996.09
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 37,892.85	\$ 40,458.43
Recommended Midpoint		\$ 37,892.85	\$ 37,892.85
Current Town of Pembroke Park Salary		\$ 40,793.78	\$ 40,793.78
Midpoint Discrepancy		7%	7%
Starting Range Discrepancy		21%	16%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Public Services	\$ 32,398.39	\$ 34,103.57	\$ 37,892.85	\$ 41,682.14	\$ 50,018.56	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Maintenance Worker - Parks

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Park Attendant	\$ 26,265.87	\$ 24,506.06
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Parks Maintenance	\$ 21,892.00	\$ 31,787.18
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	Parks & Recreation	\$ 28,371.20	\$ 34,556.12
City of Pahokee	<i>Maintenance Worker I</i>	\$ 25,417.50	\$ 25,036.24
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	Maintenance Worker I & II (Avg.)	\$ 34,030.50	\$ 34,030.50
Town of Bay Harbor Islands	<i>Camp Counselor Park Attendant</i>	\$ 24,377.60	\$ 22,744.30
Town of Lauderdale by the Sea	Maintenance Worker I, II, & III (Avg.)	\$ 39,996.09	\$ 39,996.09
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 30,111.13	\$ 32,975.19
Recommended Midpoint		\$ 30,111.13	\$ 36,000.00
Current Town of Pembroke Park Salary		\$ 40,793.78	\$ 40,793.78
Midpoint Discrepancy		26%	12%
Starting Range Discrepancy		25%	21%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Public Services	\$ 30,780.00	\$ 32,400.00	\$ 36,000.00	\$ 39,600.00	\$ 47,520.00	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Parks Supervisor

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Parks Supervisor	\$ 41,662.40	\$ 60,493.80
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	Lead Park Attendant	\$ 32,665.36	\$ 30,476.78
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Parks & Recreation Superintendent	\$ 72,518.58	\$ 67,659.84
Market Results MidPoint Average		\$ 48,948.78	\$ 52,876.81
Recommended Midpoint		\$ 48,948.78	\$ 52,876.81
Current Town of Pembroke Park Salary		\$ 58,032.00	\$ 58,032.00
Midpoint Discrepancy		16%	9%
Starting Range Discrepancy		22%	18%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Public Services	\$ 45,209.67	\$ 47,589.13	\$ 52,876.81	\$ 58,164.49	\$ 69,797.39	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Police Chief

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Police Chief	\$ 144,344.98	\$ 134,673.87
City of Belle Isle	Police Chief	\$ 100,935.74	\$ 107,900.31
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	Police Chief	\$ 77,168.00	\$ 104,485.47
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	Chief of Police	\$ 101,400.00	\$ 94,606.20
City of Wilton Manors	Chief of Police	\$ 130,964.00	\$ 130,964.00
Town of Bay Harbor Islands	Chief of Police	\$ 134,645.44	\$ 125,624.20
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Police Chief	\$ 140,000.00	\$ 130,620.00
Market Results MidPoint Average		\$ 118,494.02	\$ 118,410.58
Recommended Midpoint		\$ 118,494.02	\$ 118,410.58
Current Town of Pembroke Park Salary		Future	Future
Midpoint Discrepancy		Future	#VALUE!
Starting Range Discrepancy		Future	#VALUE!

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Police	\$ 101,241.04	\$ 106,569.52	\$ 118,410.58	\$ 130,251.63	\$ 156,301.96	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Project Manager - Public Services

Department

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Capital Project Manager Compliance Officer	\$ 134,000.10	\$ 125,022.09
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	Project Procurement Specialist	\$ 33,300.80	\$ 45,089.28
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	Capital Projects/Grants Manager	\$ 81,466.00	\$ 81,466.00
Town of Bay Harbor Islands	None	\$ -	\$ -
Town of Lauderdale by the Sea	Special Projects Coordinator	\$ 57,095.75	\$ 57,095.75
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 76,465.66	\$ 77,168.28
Recommended Midpoint		\$ 76,465.66	\$ 77,168.28
Current Town of Pembroke Park Salary		\$ 57,533.00	\$ 57,533.00
Midpoint Discrepancy		-33%	-34%
Starting Range Discrepancy		-15%	-21%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Public Services	\$ 65,978.88	\$ 69,451.45	\$ 77,168.28	\$ 84,885.11	\$ 101,862.13	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Public Services Director

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Director of Parks & Public Spaces	\$ 155,109.50	\$ 144,717.16
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Public Works Director	\$ 67,121.60	\$ 97,460.56
City of Iverness	Director of Public Works	\$ 67,530.00	\$ 90,220.08
City of Live Oak	Public Works Director	\$ 55,536.00	\$ 75,195.74
City of Macclenny	Water & Sewer Director	\$ 68,182.40	\$ 83,046.16
City of Pahokee	Public Works Director	\$ 64,500.00	\$ 63,532.50
City of West Miami	Public Works Director	\$ 103,283.23	\$ 96,363.25
City of Wilton Manors	Utilities / Emergency Management Director	\$ 108,277.00	\$ 108,277.00
Town of Bay Harbor Islands	Public Works Director	\$ 95,669.76	\$ 89,259.89
Town of Lauderdale by the Sea	Municipal Services Director	\$ 107,663.36	\$ 107,663.36
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Public Works Director	\$ 111,780.03	\$ 104,290.77
Market Results MidPoint Average		\$ 89,287.29	\$ 95,573.57
Recommended Midpoint		\$ 89,287.29	\$ 95,573.57
Current Town of Pembroke Park Salary		\$ 95,313.00	\$ 95,313.00
Midpoint Discrepancy		6%	0%
Starting Range Discrepancy		14%	10%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Public Services	\$ 81,715.40	\$ 86,016.21	\$ 95,573.57	\$ 105,130.93	\$ 126,157.11	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Receptionist

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Receptionist	\$ 44,135.94	\$ 41,178.83
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	<i>Office Coordinator</i>	\$ 60,382.40	\$ 73,545.76
City of Pahokee	None	\$ -	\$ -
City of West Miami	Office Clerk	\$ 30,334.16	\$ 28,301.77
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	Office Assistant	\$ 37,805.04	\$ 35,272.10
Town of Lauderdale by the Sea	Office Specialist	\$ 35,052.21	\$ 35,052.21
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 41,541.95	\$ 42,670.14
Recommended Midpoint		\$ 41,541.95	\$ 42,670.14
Current Town of Pembroke Park Salary		\$ 31,111.00	\$ 31,111.00
Midpoint Discrepancy		-34%	-37%
Starting Range Discrepancy		-17%	-23%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Administration	\$ 36,482.97	\$ 38,403.12	\$ 42,670.14	\$ 46,937.15	\$ 56,324.58	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Records Management Specialist

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Records Administrator/Patrol Clerk	\$ 41,362.67	\$ 38,591.37
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	Records Supervisor	\$ 34,008.00	\$ 46,046.83
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	Police Records Technician	\$ 57,399.00	\$ 57,399.00
Town of Bay Harbor Islands	None	\$ -	\$ -
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	Records Technician/Assistant to Town Clerk	\$ 49,848.24	\$ 46,508.41
Market Results MidPoint Average		\$ 45,654.48	\$ 47,136.40
Recommended Midpoint		\$ 45,654.48	\$ 47,136.40
Current Town of Pembroke Park Salary		\$ 31,111.00	\$ 31,111.00
Midpoint Discrepancy		-47%	-52%
Starting Range Discrepancy		-30%	-36%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Administration	\$ 40,301.62	\$ 42,422.76	\$ 47,136.40	\$ 51,850.04	\$ 62,220.05	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Roads & Streets Crew Leader

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Streets Crew Leader	\$ 29,317.60	\$ 42,569.16
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	Tree Trimmer Crew Leader	\$ 35,746.40	\$ 33,351.39
City of Wilton Manors	Crew Leader	\$ 46,920.00	\$ 46,920.00
Town of Bay Harbor Islands	None	\$ -	\$ -
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 37,328.00	\$ 40,946.85
Recommended Midpoint		\$ 37,328.00	\$ 40,946.85
Current Town of Pembroke Park Salary		Future	Future
Midpoint Discrepancy		Future	#VALUE!
Starting Range Discrepancy		Future	#VALUE!

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Public Services	\$ 35,009.56	\$ 36,852.16	\$ 40,946.85	\$ 45,041.53	\$ 54,049.84	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Stormwater & Wastewater Crew Leader

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	Streets/Stormwater Supervisor	\$ 39,478.40	\$ 57,322.64
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	None	\$ -	\$ -
City of Pahokee	Public Works Supervisor	\$ 39,520.00	\$ 38,927.20
City of West Miami	Foreman	\$ 41,745.74	\$ 38,948.78
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	Water and Sewer Foreman	\$ 48,257.04	\$ 45,023.82
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 42,250.30	\$ 45,055.61
Recommended Midpoint		\$ 42,250.30	\$ 45,055.61
Current Town of Pembroke Park Salary		\$ 72,571.00	\$ 72,571.00
Midpoint Discrepancy		Future	38%
Starting Range Discrepancy		Future	44%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
3	Public Services	\$ 38,522.54	\$ 40,550.05	\$ 45,055.61	\$ 49,561.17	\$ 59,473.40	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Superintendent

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	Public Works Manager	\$ 51,806.71	\$ 55,381.37
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	None	\$ -	\$ -
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	Parks, Rec, & Open Space Manager	\$ 77,250.00	\$ 77,250.00
Town of Surfside	Parks & Recreation Superintendent	\$ 72,518.58	\$ 67,659.84
Market Results MidPoint Average		\$ 67,191.76	\$ 66,763.74
Recommended Midpoint		\$ 67,191.76	\$ 66,763.74
Current Town of Golden Beach Salary		\$ 76,371.00	\$ 76,371.00
Midpoint Discrepancy		12%	13%
Starting Range Discrepancy		25%	21%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Public Services	\$ 57,082.99	\$ 60,087.36	\$ 66,763.74	\$ 73,440.11	\$ 88,128.13	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Town Engineer

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	None	\$ -	\$ -
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	None	\$ -	\$ -
Town of Bay Harbor Islands	Town Engineer	\$ 95,699.76	\$ 89,287.88
Town of Lauderdale by the Sea	None	\$ -	\$ -
Town of Southwest Ranches	Town Engineer	\$ 127,088.00	\$ 127,088.00
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 111,393.88	\$ 108,187.94
Recommended Midpoint		\$ 111,393.88	\$ 108,187.94
Current Town of Pembroke Park Salary		Future	Future
Midpoint Discrepancy		Future	#VALUE!
Starting Range Discrepancy		Future	#VALUE!

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Building	\$ 92,500.69	\$ 97,369.14	\$ 108,187.94	\$ 119,006.73	\$ 142,808.08	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.

*Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Town Manager

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	Village Manager	\$ 262,701.14	\$ 245,100.16
City of Belle Isle	City Manager	\$ 143,000.00	\$ 152,867.00
City of Fort Meade	City Manager	\$ 115,003.20	\$ 166,984.65
City of Iverness	City Manager	\$ 112,214.00	\$ 149,917.90
City of Live Oak	City Manager	\$ 94,307.30	\$ 127,692.08
City of Macclenny	City Manager	\$ 92,400.00	\$ 112,543.20
City of Pahokee	City Manager	\$ 118,000.00	\$ 116,230.00
City of West Miami	City Manager	\$ 141,594.16	\$ 132,107.35
City of Wilton Manors	City Manager	\$ 184,379.00	\$ 184,379.00
Town of Bay Harbor Islands	None	\$ -	\$ -
Town of Lauderdale by the Sea	Town Manager	\$ 160,000.00	\$ 160,000.00
Town of Southwest Ranches	Town Administrator	\$ 160,000.00	\$ 160,000.00
Town of Surfside	Town Manager	\$ 176,533.78	\$ 164,706.02
Market Results MidPoint Average		\$ 146,677.72	\$ 156,043.95
Recommended Midpoint		\$ 146,677.72	\$ 156,043.95
Current Town of Pembroke Park Salary		\$ 150,000.00	\$ 150,000.00
Midpoint Discrepancy		2%	-4%
Starting Range Discrepancy		11%	6%

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
1	Administration	\$ 133,417.57	\$ 140,439.55	\$ 156,043.95	\$ 171,648.34	\$ 205,978.01	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Town of Pembroke Park Compensation Study

MARKET RESULTS REPORT

Town of Pembroke Park Surveyed Position: Town Planner

Municipality	Position	Average Salary	Cost of Living Adjustment
Bal Harbour Village	None	\$ -	\$ -
City of Belle Isle	None	\$ -	\$ -
City of Fort Meade	City Planner	\$ 45,822.24	\$ 66,533.89
City of Iverness	None	\$ -	\$ -
City of Live Oak	None	\$ -	\$ -
City of Macclenny	None	\$ -	\$ -
City of Pahokee	None	\$ -	\$ -
City of West Miami	None	\$ -	\$ -
City of Wilton Manors	City Planner	\$ 81,466.00	\$ 81,466.00
Town of Bay Harbor Islands	None	\$ -	\$ -
Town of Lauderdale by the Sea	Asst Deveopment Services Dir/Town Planner	\$ 80,339.39	\$ 80,339.39
Town of Southwest Ranches	None	\$ -	\$ -
Town of Surfside	None	\$ -	\$ -
Market Results MidPoint Average		\$ 69,209.21	\$ 76,113.09
Recommended Midpoint		\$ 69,209.21	\$ 76,113.09
Current Town of Pembroke Park Salary		Future	Future
Midpoint Discrepancy		Future	#VALUE!
Starting Range Discrepancy		Future	#VALUE!

Recommended Salary Range based on Market Results Midpoint

Tier	Department	Minimum/Starting Salary	25% Percentile	Midpoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	75% Percentile/Max Salary Range to Cap Growth
2	Building	\$ 65,076.70	\$ 68,501.78	\$ 76,113.09	\$ 83,724.40	\$ 100,469.28	29%	20%

Job Summary:

*Positions in *italics* were removed from the Compensation Study List of comparable salaries because the salary amount and/or job title was invalid and incompatible in comparison to the other listed salary amounts.
 *Amounts underlined were adjusted based on the cost of living in comparison to Broward County.

Section 4: Market Salary Results Reports

ALPHABETICAL ORDER REPORT

Town of Pembroke Park Position/Job Title	Tier	FLSA	Department	Minimum/Starting Salary	25% Percentile	MidPoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	Max Salary to Cap Growth
Accounts Payable Purchasing Clerk	3	N	Finance	\$ 40,666.89	\$ 42,807.25	\$ 47,563.61	\$ 52,319.97	\$ 62,783.97	29%	20%
Accounts Receivables/Payroll Clerk	3	N	Finance	\$ 40,865.92	\$ 43,016.75	\$ 47,796.39	\$ 52,576.03	\$ 63,091.24	29%	20%
Administrative Assistant to Administrative Services Director/Deputy Town Clerk	3	E	Administration	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%
Administrative Assistant to Public Services Director	3	N	Public Services	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%
Administrative Services Director/Deputy Town Clerk	2	E	Administration	\$ 68,829.73	\$ 72,452.34	\$ 80,502.60	\$ 88,552.87	\$ 106,263.44	29%	20%
Assistant Finance & Budget Director	2	E	Finance	\$ 67,971.93	\$ 71,549.40	\$ 79,499.34	\$ 87,449.27	\$ 104,939.12	29%	20%
Assistant Public Services Director	2	E	Public Services	\$ 63,732.66	\$ 67,087.01	\$ 74,541.12	\$ 81,995.24	\$ 98,394.28	29%	20%
Assistant Town Manager	1	E	Administration	\$ 97,557.52	\$ 102,692.13	\$ 114,102.37	\$ 125,512.60	\$ 150,615.13	29%	20%
Billing Administrator	2	E	Finance	\$ 44,321.38	\$ 46,654.08	\$ 51,837.87	\$ 57,021.66	\$ 68,425.99	29%	20%
Building Clerk/Permit Technician	3	N	Building	\$ 35,150.30	\$ 37,000.32	\$ 41,111.46	\$ 45,222.61	\$ 54,267.13	29%	20%
Building Manager/Administrative Assistant to Chief Building Official	2	E	Building	\$ 53,978.24	\$ 56,819.20	\$ 63,132.45	\$ 69,445.69	\$ 83,334.83	29%	20%
Chief Building Official	2	E	Building	\$ 83,464.39	\$ 87,857.25	\$ 97,619.17	\$ 107,381.09	\$ 128,857.30	29%	20%
Code Enforcement Officer	3	N	Code Enforcement	\$ 36,513.88	\$ 38,435.66	\$ 42,706.29	\$ 46,976.92	\$ 56,372.31	29%	20%
Code Enforcement Supervisor	2	N	Code Enforcement	\$ 53,689.31	\$ 56,515.07	\$ 62,794.52	\$ 69,073.97	\$ 82,888.77	29%	20%
Contracts Administrator	3	N	Administration	\$ 43,493.54	\$ 45,782.68	\$ 50,869.64	\$ 55,956.61	\$ 67,147.93	29%	20%
Executive Assistant to Mayor & Commission/Special Events Coordinator	1	E	Administration	\$ 40,468.55	\$ 42,598.48	\$ 47,331.64	\$ 52,064.81	\$ 62,477.77	29%	20%
Executive Assistant to Town Manager & Assistant Town Manager	2	E	Administration	\$ 38,190.48	\$ 40,200.50	\$ 44,667.23	\$ 49,133.95	\$ 58,960.74	29%	20%
Finance & Budget Director	2	E	Finance	\$ 83,947.49	\$ 88,365.78	\$ 98,184.20	\$ 108,002.62	\$ 129,603.15	29%	20%
IT Administrator	2	E	Administration	\$ 73,200.56	\$ 77,053.22	\$ 85,614.69	\$ 94,176.16	\$ 113,011.39	29%	20%
Maintenance Worker - Parks	3	N	Public Services	\$ 30,780.00	\$ 32,400.00	\$ 36,000.00	\$ 39,600.00	\$ 47,520.00	29%	20%
Maintenance Worker - Roads & Streets	3	N	Public Services	\$ 32,398.39	\$ 34,103.57	\$ 37,892.85	\$ 41,682.14	\$ 50,018.56	29%	20%
Maintenance Worker - Stormwater & Wastewater	3	N	Public Services	\$ 32,107.52	\$ 33,797.39	\$ 37,552.65	\$ 41,307.92	\$ 49,569.50	29%	20%
Parks Supervisor	2	N	Public Services	\$ 45,209.67	\$ 47,589.13	\$ 52,876.81	\$ 58,164.49	\$ 69,797.39	29%	20%
Police Chief	2	E	Police	\$ 101,241.04	\$ 106,569.52	\$ 118,410.58	\$ 130,251.63	\$ 156,301.96	29%	20%
Project Manager - Public Services Department	2	N	Public Services	\$ 65,978.88	\$ 69,451.45	\$ 77,168.28	\$ 84,885.11	\$ 101,862.13	29%	20%
Public Services Director	2	E	Public Services	\$ 81,715.40	\$ 86,016.21	\$ 95,573.57	\$ 105,130.93	\$ 126,157.11	29%	20%
Receptionist	3	N	Administration	\$ 36,482.97	\$ 38,403.12	\$ 42,670.14	\$ 46,937.15	\$ 56,324.58	29%	20%
Records Management Specialist	3	N	Administration	\$ 40,301.62	\$ 42,422.76	\$ 47,136.40	\$ 51,850.04	\$ 62,220.05	29%	20%
Roads & Streets Crew Leader	2	N	Public Services	\$ 35,009.56	\$ 36,852.16	\$ 40,946.85	\$ 45,041.53	\$ 54,049.84	29%	20%
Stormwater & Wastewater Crew Leader	2	N	Public Services	\$ 38,522.54	\$ 40,550.05	\$ 45,055.61	\$ 49,561.17	\$ 59,473.40	29%	20%
Superintendent	2	E	Public Services	\$ 57,082.99	\$ 60,087.36	\$ 66,763.74	\$ 73,440.11	\$ 88,128.13	29%	20%
Town Engineer	2	E	Building	\$ 92,500.69	\$ 97,369.14	\$ 108,187.94	\$ 119,006.73	\$ 142,808.08	29%	20%
Town Manager	1	E	Administration	\$ 133,417.57	\$ 140,439.55	\$ 156,043.95	\$ 171,648.34	\$ 205,978.01	29%	20%
Town Planner	2	E	Building	\$ 65,076.70	\$ 68,501.78	\$ 76,113.09	\$ 83,724.40	\$ 100,469.28	29%	20%

DEPARTMENT REPORT

Town of Pembroke Park Position/Job Title	Tier	FLSA	Department	Minimum/Starting Salary	25% Percentile	MidPoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	Max Salary to Cap Growth
Administrative Assistant to Administrative Services Director/Deputy Town Clerk	3	E	Administration	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%
Administrative Services Director/Deputy Town Clerk	2	E	Administration	\$ 68,829.73	\$ 72,452.34	\$ 80,502.60	\$ 88,552.87	\$ 106,263.44	29%	20%
Assistant Town Manager	1	E	Administration	\$ 97,557.52	\$ 102,692.13	\$ 114,102.37	\$ 125,512.60	\$ 150,615.13	29%	20%
Contracts Administrator	3	N	Administration	\$ 43,493.54	\$ 45,782.68	\$ 50,869.64	\$ 55,956.61	\$ 67,147.93	29%	20%
Executive Assistant to Mayor & Commission/Special Events Coordinator	1	E	Administration	\$ 40,468.55	\$ 42,598.48	\$ 47,331.64	\$ 52,064.81	\$ 62,477.77	29%	20%
Executive Assistant to Town Manager & Assistant Town Manager	2	E	Administration	\$ 38,190.48	\$ 40,200.50	\$ 44,667.23	\$ 49,133.95	\$ 58,960.74	29%	20%
IT Administrator	2	E	Administration	\$ 73,200.56	\$ 77,053.22	\$ 85,614.69	\$ 94,176.16	\$ 113,011.39	29%	20%
Receptionist	3	N	Administration	\$ 36,482.97	\$ 38,403.12	\$ 42,670.14	\$ 46,937.15	\$ 56,324.58	29%	20%
Records Management Specialist	3	N	Administration	\$ 40,301.62	\$ 42,422.76	\$ 47,136.40	\$ 51,850.04	\$ 62,220.05	29%	20%
Town Manager	1	E	Administration	\$ 133,417.57	\$ 140,439.55	\$ 156,043.95	\$ 171,648.34	\$ 205,978.01	29%	20%
Building Clerk/Permit Technician	3	N	Building	\$ 35,150.30	\$ 37,000.32	\$ 41,111.46	\$ 45,222.61	\$ 54,267.13	29%	20%
Building Manager/Administrative Assistant to Chief Building Official	2	E	Building	\$ 53,978.24	\$ 56,819.20	\$ 63,132.45	\$ 69,445.69	\$ 83,334.83	29%	20%
Chief Building Official	2	E	Building	\$ 83,464.39	\$ 87,857.25	\$ 97,619.17	\$ 107,381.09	\$ 128,857.30	29%	20%
Town Engineer	2	E	Building	\$ 92,500.69	\$ 97,369.14	\$ 108,187.94	\$ 119,006.73	\$ 142,808.08	29%	20%
Town Planner	2	E	Building	\$ 65,076.70	\$ 68,501.78	\$ 76,113.09	\$ 83,724.40	\$ 100,469.28	29%	20%
Code Enforcement Officer	3	N	Code Enforcement	\$ 36,513.88	\$ 38,435.66	\$ 42,706.29	\$ 46,976.92	\$ 56,372.31	29%	20%
Code Enforcement Supervisor	2	N	Code Enforcement	\$ 53,689.31	\$ 56,515.07	\$ 62,794.52	\$ 69,073.97	\$ 82,888.77	29%	20%
Accounts Payable Purchasing Clerk	3	N	Finance	\$ 40,666.89	\$ 42,807.25	\$ 47,563.61	\$ 52,319.97	\$ 62,783.97	29%	20%
Accounts Receivables/Payroll Clerk	3	N	Finance	\$ 40,865.92	\$ 43,016.75	\$ 47,796.39	\$ 52,576.03	\$ 63,091.24	29%	20%
Assistant Finance & Budget Director	2	E	Finance	\$ 67,971.93	\$ 71,549.40	\$ 79,499.34	\$ 87,449.27	\$ 104,939.12	29%	20%
Billing Administrator	2	E	Finance	\$ 44,321.38	\$ 46,654.08	\$ 51,837.87	\$ 57,021.66	\$ 68,425.99	29%	20%
Finance & Budget Director	2	E	Finance	\$ 83,947.49	\$ 88,365.78	\$ 98,184.20	\$ 108,002.62	\$ 129,603.15	29%	20%
Police Chief	2	E	Police	\$ 101,241.04	\$ 106,569.52	\$ 118,410.58	\$ 130,251.63	\$ 156,301.96	29%	20%
Administrative Assistant to Public Services Director	3	N	Public Services	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%
Assistant Public Services Director	2	E	Public Services	\$ 63,732.66	\$ 67,087.01	\$ 74,541.12	\$ 81,995.24	\$ 98,394.28	29%	20%
Maintenance Worker - Parks	3	N	Public Services	\$ 30,780.00	\$ 32,400.00	\$ 36,000.00	\$ 39,600.00	\$ 47,520.00	29%	20%
Maintenance Worker - Roads & Streets	3	N	Public Services	\$ 32,398.39	\$ 34,103.57	\$ 37,892.85	\$ 41,682.14	\$ 50,018.56	29%	20%
Maintenance Worker - Stormwater & Wastewater	3	N	Public Services	\$ 32,107.52	\$ 33,797.39	\$ 37,552.65	\$ 41,307.92	\$ 49,569.50	29%	20%
Parks Supervisor	2	N	Public Services	\$ 45,209.67	\$ 47,589.13	\$ 52,876.81	\$ 58,164.49	\$ 69,797.39	29%	20%
Project Manager - Public Services Department	2	N	Public Services	\$ 65,978.88	\$ 69,451.45	\$ 77,168.28	\$ 84,885.11	\$ 101,862.13	29%	20%
Public Services Director	2	E	Public Services	\$ 81,715.40	\$ 86,016.21	\$ 95,573.57	\$ 105,130.93	\$ 126,157.11	29%	20%
Roads & Streets Crew Leader	2	N	Public Services	\$ 35,009.56	\$ 36,852.16	\$ 40,946.85	\$ 45,041.53	\$ 54,049.84	29%	20%
Stormwater & Wastewater Crew Leader	2	N	Public Services	\$ 38,522.54	\$ 40,550.05	\$ 45,055.61	\$ 49,561.17	\$ 59,473.40	29%	20%
Superintendent	2	E	Public Services	\$ 57,082.99	\$ 60,087.36	\$ 66,763.74	\$ 73,440.11	\$ 88,128.13	29%	20%

SALARY REPORT

Town of Pembroke Park Position/Job Title	Tier	FLSA	Department	Minimum/Starting Salary	25% Percentile	MidPoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	Max Salary to Cap Growth
Town Manager	1	E	Administration	\$ 133,417.57	\$ 140,439.55	\$ 156,043.95	\$ 171,648.34	\$ 205,978.01	29%	20%
Police Chief	2	E	Police	\$ 101,241.04	\$ 106,569.52	\$ 118,410.58	\$ 130,251.63	\$ 156,301.96	29%	20%
Assistant Town Manager	1	E	Administration	\$ 97,557.52	\$ 102,692.13	\$ 114,102.37	\$ 125,512.60	\$ 150,615.13	29%	20%
Town Engineer	2	E	Building	\$ 92,500.69	\$ 97,369.14	\$ 108,187.94	\$ 119,006.73	\$ 142,808.08	29%	20%
Finance & Budget Director	2	E	Finance	\$ 83,947.49	\$ 88,365.78	\$ 98,184.20	\$ 108,002.62	\$ 129,603.15	29%	20%
Chief Building Official	2	E	Building	\$ 83,464.39	\$ 87,857.25	\$ 97,619.17	\$ 107,381.09	\$ 128,857.30	29%	20%
Public Services Director	2	E	Public Services	\$ 81,715.40	\$ 86,016.21	\$ 95,573.57	\$ 105,130.93	\$ 126,157.11	29%	20%
IT Administrator	2	E	Administration	\$ 73,200.56	\$ 77,053.22	\$ 85,614.69	\$ 94,176.16	\$ 113,011.39	29%	20%
Administrative Services Director/Deputy Town Clerk	2	E	Administration	\$ 68,829.73	\$ 72,452.34	\$ 80,502.60	\$ 88,552.87	\$ 106,263.44	29%	20%
Assistant Finance & Budget Director	2	E	Finance	\$ 67,971.93	\$ 71,549.40	\$ 79,499.34	\$ 87,449.27	\$ 104,939.12	29%	20%
Project Manager - Public Services Department	2	N	Public Services	\$ 65,978.88	\$ 69,451.45	\$ 77,168.28	\$ 84,885.11	\$ 101,862.13	29%	20%
Town Planner	2	E	Building	\$ 65,076.70	\$ 68,501.78	\$ 76,113.09	\$ 83,724.40	\$ 100,469.28	29%	20%
Assistant Public Services Director	2	E	Public Services	\$ 63,732.66	\$ 67,087.01	\$ 74,541.12	\$ 81,995.24	\$ 98,394.28	29%	20%
Superintendent	2	E	Public Services	\$ 57,082.99	\$ 60,087.36	\$ 66,763.74	\$ 73,440.11	\$ 88,128.13	29%	20%
Building Manager/Administrative Assistant to Chief Building Official	2	E	Building	\$ 53,978.24	\$ 56,819.20	\$ 63,132.45	\$ 69,445.69	\$ 83,334.83	29%	20%
Code Enforcement Supervisor	2	N	Code Enforcement	\$ 53,689.31	\$ 56,515.07	\$ 62,794.52	\$ 69,073.97	\$ 82,888.77	29%	20%
Parks Supervisor	2	N	Public Services	\$ 45,209.67	\$ 47,589.13	\$ 52,876.81	\$ 58,164.49	\$ 69,797.39	29%	20%
Billing Administrator	2	E	Finance	\$ 44,321.38	\$ 46,654.08	\$ 51,837.87	\$ 57,021.66	\$ 68,425.99	29%	20%
Contracts Administrator	3	N	Administration	\$ 43,493.54	\$ 45,782.68	\$ 50,869.64	\$ 55,956.61	\$ 67,147.93	29%	20%
Accounts Receivables/Payroll Clerk	3	N	Finance	\$ 40,865.92	\$ 43,016.75	\$ 47,796.39	\$ 52,576.03	\$ 63,091.24	29%	20%
Accounts Payable Purchasing Clerk	3	N	Finance	\$ 40,666.89	\$ 42,807.25	\$ 47,563.61	\$ 52,319.97	\$ 62,783.97	29%	20%
Executive Assistant to Mayor & Commission/Special Events Coordinator	1	E	Administration	\$ 40,468.55	\$ 42,598.48	\$ 47,331.64	\$ 52,064.81	\$ 62,477.77	29%	20%
Records Management Specialist	3	N	Administration	\$ 40,301.62	\$ 42,422.76	\$ 47,136.40	\$ 51,850.04	\$ 62,220.05	29%	20%
Stormwater & Wastewater Crew Leader	2	N	Public Services	\$ 38,522.54	\$ 40,550.05	\$ 45,055.61	\$ 49,561.17	\$ 59,473.40	29%	20%
Executive Assistant to Town Manager & Assistant Town Manager	2	E	Administration	\$ 38,190.48	\$ 40,200.50	\$ 44,667.23	\$ 49,133.95	\$ 58,960.74	29%	20%
Administrative Assistant to Administrative Services Director/Deputy Town Clerk	3	E	Administration	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%
Administrative Assistant to Public Services Director	3	N	Public Services	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%
Code Enforcement Officer	3	N	Code Enforcement	\$ 36,513.88	\$ 38,435.66	\$ 42,706.29	\$ 46,976.92	\$ 56,372.31	29%	20%
Receptionist	3	N	Administration	\$ 36,482.97	\$ 38,403.12	\$ 42,670.14	\$ 46,937.15	\$ 56,324.58	29%	20%
Building Clerk/Permit Technician	3	N	Building	\$ 35,150.30	\$ 37,000.32	\$ 41,111.46	\$ 45,222.61	\$ 54,267.13	29%	20%
Roads & Streets Crew Leader	2	N	Public Services	\$ 35,009.56	\$ 36,852.16	\$ 40,946.85	\$ 45,041.53	\$ 54,049.84	29%	20%
Maintenance Worker - Roads & Streets	3	N	Public Services	\$ 32,398.39	\$ 34,103.57	\$ 37,892.85	\$ 41,682.14	\$ 50,018.56	29%	20%
Maintenance Worker - Stormwater & Wastewater	3	N	Public Services	\$ 32,107.52	\$ 33,797.39	\$ 37,552.65	\$ 41,307.92	\$ 49,569.50	29%	20%
Maintenance Worker - Parks	3	N	Public Services	\$ 30,780.00	\$ 32,400.00	\$ 36,000.00	\$ 39,600.00	\$ 47,520.00	29%	20%

TIER REPORT

Town of Pembroke Park Position/Job Title	Tier	FLSA	Department	Minimum/Starting Salary	25% Percentile	MidPoint 50% Percentile	75% Percentile/Max Starting Salary	Cap	Salary Range Growth	Max Salary to Cap Growth
Assistant Town Manager	1	E	Administration	\$ 97,557.52	\$ 102,692.13	\$ 114,102.37	\$ 125,512.60	\$ 150,615.13	29%	20%
Executive Assistant to Mayor & Commission/Special Events Coordinator	1	E	Administration	\$ 40,468.55	\$ 42,598.48	\$ 47,331.64	\$ 52,064.81	\$ 62,477.77	29%	20%
Town Manager	1	E	Administration	\$ 133,417.57	\$ 140,439.55	\$ 156,043.95	\$ 171,648.34	\$ 205,978.01	29%	20%
Administrative Services Director/Deputy Town Clerk	2	E	Administration	\$ 68,829.73	\$ 72,452.34	\$ 80,502.60	\$ 88,552.87	\$ 106,263.44	29%	20%
Assistant Finance & Budget Director	2	E	Finance	\$ 67,971.93	\$ 71,549.40	\$ 79,499.34	\$ 87,449.27	\$ 104,939.12	29%	20%
Assistant Public Services Director	2	E	Public Services	\$ 63,732.66	\$ 67,087.01	\$ 74,541.12	\$ 81,995.24	\$ 98,394.28	29%	20%
Billing Administrator	2	E	Finance	\$ 44,321.38	\$ 46,654.08	\$ 51,837.87	\$ 57,021.66	\$ 68,425.99	29%	20%
Building Manager/Administrative Assistant to Chief Building Official	2	E	Building	\$ 53,978.24	\$ 56,819.20	\$ 63,132.45	\$ 69,445.69	\$ 83,334.83	29%	20%
Chief Building Official	2	E	Building	\$ 83,464.39	\$ 87,857.25	\$ 97,619.17	\$ 107,381.09	\$ 128,857.30	29%	20%
Code Enforcement Supervisor	2	N	Code Enforcement	\$ 53,689.31	\$ 56,515.07	\$ 62,794.52	\$ 69,073.97	\$ 82,888.77	29%	20%
Executive Assistant to Town Manager & Assistant Town Manager	2	E	Administration	\$ 38,190.48	\$ 40,200.50	\$ 44,667.23	\$ 49,133.95	\$ 58,960.74	29%	20%
Finance & Budget Director	2	E	Finance	\$ 83,947.49	\$ 88,365.78	\$ 98,184.20	\$ 108,002.62	\$ 129,603.15	29%	20%
IT Administrator	2	E	Administration	\$ 73,200.56	\$ 77,053.22	\$ 85,614.69	\$ 94,176.16	\$ 113,011.39	29%	20%
Parks Supervisor	2	N	Public Services	\$ 45,209.67	\$ 47,589.13	\$ 52,876.81	\$ 58,164.49	\$ 69,797.39	29%	20%
Police Chief	2	E	Police	\$ 101,241.04	\$ 106,569.52	\$ 118,410.58	\$ 130,251.63	\$ 156,301.96	29%	20%
Project Manager - Public Services Department	2	N	Public Services	\$ 65,978.88	\$ 69,451.45	\$ 77,168.28	\$ 84,885.11	\$ 101,862.13	29%	20%
Public Services Director	2	E	Public Services	\$ 81,715.40	\$ 86,016.21	\$ 95,573.57	\$ 105,130.93	\$ 126,157.11	29%	20%
Roads & Streets Crew Leader	2	N	Public Services	\$ 35,009.56	\$ 36,852.16	\$ 40,946.85	\$ 45,041.53	\$ 54,049.84	29%	20%
Stormwater & Wastewater Crew Leader	2	N	Public Services	\$ 38,522.54	\$ 40,550.05	\$ 45,055.61	\$ 49,561.17	\$ 59,473.40	29%	20%
Superintendent	2	E	Public Services	\$ 57,082.99	\$ 60,087.36	\$ 66,763.74	\$ 73,440.11	\$ 88,128.13	29%	20%
Town Engineer	2	E	Building	\$ 92,500.69	\$ 97,369.14	\$ 108,187.94	\$ 119,006.73	\$ 142,808.08	29%	20%
Town Planner	2	E	Building	\$ 65,076.70	\$ 68,501.78	\$ 76,113.09	\$ 83,724.40	\$ 100,469.28	29%	20%
Accounts Payable Purchasing Clerk	3	N	Finance	\$ 40,666.89	\$ 42,807.25	\$ 47,563.61	\$ 52,319.97	\$ 62,783.97	29%	20%
Accounts Receivables/Payroll Clerk	3	N	Finance	\$ 40,865.92	\$ 43,016.75	\$ 47,796.39	\$ 52,576.03	\$ 63,091.24	29%	20%
Administrative Assistant to Administrative Services Director/Deputy Town Clerk	3	E	Administration	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%
Administrative Assistant to Public Services Director	3	N	Public Services	\$ 38,130.03	\$ 40,136.88	\$ 44,596.53	\$ 49,056.18	\$ 58,867.42	29%	20%
Building Clerk/Permit Technician	3	N	Building	\$ 35,150.30	\$ 37,000.32	\$ 41,111.46	\$ 45,222.61	\$ 54,267.13	29%	20%
Code Enforcement Officer	3	N	Code Enforcement	\$ 36,513.88	\$ 38,435.66	\$ 42,706.29	\$ 46,976.92	\$ 56,372.31	29%	20%
Contracts Administrator	3	N	Administration	\$ 43,493.54	\$ 45,782.68	\$ 50,869.64	\$ 55,956.61	\$ 67,147.93	29%	20%
Maintenance Worker - Parks	3	N	Public Services	\$ 30,780.00	\$ 32,400.00	\$ 36,000.00	\$ 39,600.00	\$ 47,520.00	29%	20%
Maintenance Worker - Roads & Streets	3	N	Public Services	\$ 32,398.39	\$ 34,103.57	\$ 37,892.85	\$ 41,682.14	\$ 50,018.56	29%	20%
Maintenance Worker - Stormwater & Wastewater	3	N	Public Services	\$ 32,107.52	\$ 33,797.39	\$ 37,552.65	\$ 41,307.92	\$ 49,569.50	29%	20%
Receptionist	3	N	Administration	\$ 36,482.97	\$ 38,403.12	\$ 42,670.14	\$ 46,937.15	\$ 56,324.58	29%	20%
Records Management Specialist	3	N	Administration	\$ 40,301.62	\$ 42,422.76	\$ 47,136.40	\$ 51,850.04	\$ 62,220.05	29%	20%

Section 5: Recommended Implementation Plan

Recommended Implementation Plan

Should the Town Commission approve of the proposed Compensation Plan provided by LagomHR, Inc., we believe it should be implemented in the following manner. There are 4 potential scenarios for the existing and new employees.

1. **New Hires:** New Hires will be contracted between the new hire 29% range. Should any new hire be contracted at the 75th percentile, or the highest end of the new hire range, that employee will have the opportunity to grow an additional 20% in the salary cap. New hires will be eligible for an annual salary increase on his/her anniversary up to 5% based on performance and responsibilities.
2. **Current Active Employees Under the New Salary Range:** Any current active Pembroke Park employees that earn under the new salary range for his/her position, shall be moved up to the beginning of the salary range after a 90 days probationary period. The employee will be evaluated based on performance and responsibilities. Example, employee earning \$12.00 per hour shall be moved up to the beginning of the salary range at the 90 days probationary period to \$15.00 per hour. All active employees will be eligible for an annual performance-based salary increase up to 5% of their annual base salary.
3. **Current Active Employees Over the New Salary Cap:** Any active Pembroke Park employees that currently earn over the newly established salary cap will be officially capped for purposes of performance-based increases. Those employees will only be eligible for annual COLA increases in accordance with the remainder of the Town employees. It is recommended that those employees will NOT receive a salary reduction, but instead a salary cap eligible for COLA only.
4. **Current Active Employees that were Affected by Salary Cuts in Recent Months/Years:** Any employees that were affected by salary cuts in recent months/years will receive a performance evaluation every 90 days. Based on the employee's performance, the employee will be eligible to receive a salary increase up to a 5%. The employees will continue to receive these performance evaluations regularly every 90 days until achieving the newly established salary cap. If the employee does not reach the newly established salary cap after successful completion of a 2 year successful performance period, the employee will be placed at the cap on the 2 year anniversary from when the recurring 90 days salary evaluations began.

In conclusion, any salary increases must be earned based on performance. A performance evaluation committee shall be established to hold employees accountable for following the duties and responsibilities listed in their Job Descriptions and assigned by their supervisors. Any employees who fail to perform shall receive progressive discipline issued by their immediate supervisor, Town Manager, and/or Human Resources. The objective is to foster an environment of productivity and allow employees to have a projected plan of their salary growth.

Section 6: Appendix

Forms of Municipal Government

Council-Manager

Characteristics include:

- ▶ City council oversees the general administration, makes policy, sets budget
- ▶ Council appoints a professional city manager to carry out day-to-day administrative operations
- ▶ Often the mayor is chosen from among the council on a rotating basis

This is the most common form of government. According to surveys by the International City/County Management Association (ICMA), this form of government has grown from 48% usage in 1996 to 55% usage in 2006. It is most popular

SHARES

in cities with populations over 10,000, mainly in the Southeast and Pacific coast areas. Some examples are Phoenix, Arizona; Topeka, Kansas; San Antonio, Texas, and Rockville, Maryland.

Mayor-Council

Characteristics include:

- ▶ Mayor is elected separately from the council, is often full-time and paid, with significant administrative and budgetary authority
- ▶ Depending on the municipal charter (x2561.xml), the mayor could have weak or strong powers (x2570.xml)
- ▶ Council is elected and maintains legislative powers
- ▶ Some cities appoint a professional manager who maintains limited administrative authority

Occuring in 34% of cities surveyed by International City/County Management Association (ICMA), this is the second most common form of government. It is found mostly (but not exclusively) in older, larger cities, or in very small cities, and is most popular in the Mid-Atlantic and Midwest. Cities with variations in the mayor-council form of government are New York, New York; Houston, Texas; Salt Lake City, Utah, and Minneapolis, Minnesota.

SHARES

Commission

Characteristics include:

- ▶ Voters elect individual commissioners to a small governing board
- ▶ Each commissioner is responsible for one specific aspect, such as fire, police, public works, health, finance
- ▶ One commissioner is designated as chairman or mayor, who presides over meetings
- ▶ The commission has both legislative and executive functions

The commission form of city government is the oldest form of government in the U.S., but exists today in less than 1% of cities. It typically occurs in cities with populations below 100,000, such as Sunrise, Florida and Fairview, Tennessee.

Town Meeting

Characteristics include:

- ▶ All voters meet to decide basic policy and elect officials to carry out those policies

SHARES

Although the town meeting form of government is generally viewed as the purest form of democracy, because it allows all eligible voters a voice in local policy decisions, it is practiced in only 5% of municipalities.

Town meeting government is found in Marblehead, Massachusetts.

Representative Town Meeting

Characteristics include:

- ▶ Voters select a large number of citizens to represent them at town meetings, where only they can vote
- ▶ Each town meeting must be announced with a warrant that provides the date, time and location of the meeting and specifies the items to be discussed
- ▶ The selectmen are responsible for implementing policy

This form of government is found in fewer than 1% of cities, almost exclusively in small, New England municipalities, such as Bowdoin, Maine and Lexington, Massachusetts.

SHARES

Current Trends

Recent examinations of government structure indicate that these forms of government are less distinct than they once were. This is due, in part, to the common practice of incorporating structural features from other forms into one's current form. This mixing is also attributed to local responses to socioeconomic, demographic, and political changes. The most common mixing occurs across the two most prevalent forms, mayor-council and the council-manager. Among all cities proposing a change to their structure of government, the most common proposal was to add the position of chief administration officer/city manager (x2567.xml). This professionalization of government administration also had the highest percentage of voter approval. Among other proposed changes, 50% or more respondents of ICMA's 2006 survey reported voter approval to increase or decrease the number of council members, to modify the method of electing the mayor and to decrease the power or authority of the mayor.

SHARES

The Form of Government in the Thirty Most Populous Cities

Listed below is the form of government for the thirty most populous cities in the United States, based on the 2010 U.S. Census figures. The forms of government are informed by the member database at the National League of Cities.

Rank	City Name	State	Form Of Government
1	New York	NY	Mayor-Council
2	Los Angeles	CA	Mayor-Council
3	Chicago	IL	Mayor-Council
4	Houston	TX	Mayor-Council

SHARES

5	Philadelphia	PA	Mayor-Council
6	Phoenix	AZ	Council-Manager
7	San Antonio	TX	Council-Manager
8	San Diego	CA	Mayor-Council
9	Dallas	TX	Council-Manager
10	San Jose	CA	Council-Manager
11	Indianapolis	IN	Mayor-Council
12	Jacksonville	FL	Mayor-Council
13	San Francisco	CA	Mayor-Council

SHARES

14	Austin	TX	Council- Manager
15	Columbus	OH	Mayor- Council
16	Fort Worth	TX	Council- Manager
17	Louisville- Jefferson County	KY	Mayor- Council
18	Charlotte	NC	Council- Manager
19	Detroit	MI	Mayor- Council
20	El Paso	TX	Council- Manager
21	Memphis	TN	Mayor- Council
22	Nashville- Davidson	TN	Mayor- Council

SHARES

23	Baltimore	MD	Mayor-Council
24	Boston	MA	Mayor-Council
25	Seattle	WA	Mayor-Council
26	Washington	DC	Mayor-Council
27	Denver	CO	Mayor-Council
28	Milwaukee	WI	Mayor-Council
29	Portland	OR	Commission
30	Las Vegas	NV	Council-Manager

SHARES

Sources

Barnes, William R. "Forms and Structure of Municipal Government in the United States." Presentation to the Convention of Scottish Local Authorities, Edinburgh, Scotland, October 24, 1991.

DeSantis, Victor S. and Tari Renner. "City Government Structures: an Attempt at Classification." *State and Local Government Review*, 34(2) (Spring 2002).

Frederickson, H. George, Curtis Wood, and Brett Logan. "How American City Governments Have Changed: The Evolution of the Model City Charter" *National Civic Review* 90(1) (2001).

Frederickson, H. George, and Gary Alan Johnson. "The Adapted American City: A Study in Institutional Dynamics." *Urban Affairs Review* 36(6) (July 2001).

Krane, Dale, Platon Rigos, & Melvin B. Hill, Jr. *Home Rule in America: A Fifty-State Handbook*. Washington, D.C.: CQ Press, 2001.

Moulder, Evelina. "Municipal Form of Government: Trends in Structure, Responsibility, and Composition." In *The Municipal Year Book 2008*. Washington, D.C.: International

SHARES City/County Management Association, 2008.

National League of Cities. *Choices of the Citizenry: Forms of Municipal Government*. Washington, DC: National League of Cities, May 1989.

Svara, James H. "The Shifting Boundary Between Elected Officials and City Managers in Large Council-Manager Cities" *Public Administration Review* 59(1) (January-February 1999).

Svara, James H. *Two Decades of Continuity and Change in American City Councils*.
(<http://www.skidmore.edu/~bturner/Svara%20citycouncilrpt.pdf>) \ D.C.: National League of Cities, September 2003.

SHARES



[TOPICS \(/TOPICS\)](#)

[MEDIA \(/MEDIA-CENTER\)](#)

[PROGRAMS AND INITIATIVES \(/PROGRAM-AREAS\)](#)

[CITIESSPEAK BLOG \(/CITIESSPEAK\)](#)

[Join/Renew \(/membership/join-or-renew\)](#)

[Membership Benefits \(/membership/member-benefits\)](#)

[Communities \(/communities\)](#)

[Groups & Networks \(/membership/groups-networks\)](#)

[ABOUT NLC \(/ABOUT-NLC\)](#)

[NLC Leadership \(/leadership\)](#)

[Careers \(/jobs-at-nlc\)](#)

[State League Programs \(/state-municipal-leagues\)](#)

[Privacy Policy \(/privacy-policy\)](#)

[EVENT CALENDAR \(/EVENT-CALENDAR\)](#)

[Annual Conferences \(/event-calendar\)](#)

[Education/Training \(/education\)](#)

[Webinars \(/education\)](#)

[Contact \(/contact-us\)](#)

Not an NLC member?

NLC Members and Corporate Partners will be able to access exclusive online content, subscribe to our weekly newsletter and newspapers, access webinars and virtual events. Find out more about becoming a member!

MEMBERSHIP INFORMATION (/membership)

SHARES

*Be Informed.
Stay Connected.*

Sign Up For Our Newsletters
newsletter-sign-up)

([https://www.nlc.org/the-weekly-](https://www.nlc.org/the-weekly-newsletter-sign-up)

(/)

660 NORTH CAPITOL ST NW,
WASHINGTON, DC 20001

877-827-2385
INFO@NLC.ORG

CONTACT (/ABOUT-NLC/CONTACT)

FOLLOW US:

COPYRIGHT ©2019 NATIONAL LEAGUE OF CITIES.
ALL RIGHTS RESERVED.

SHARES

RESOLUTION NO. 18-06-11

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PROVIDING A DEFINITION FOR THE TERM "SHALL HAVE CHARGE OF" CONTAINED IN SECTION 15, CHARTER OF THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter of the Town of Pembroke Park ("Charter") provides for the Town government, jurisdiction, powers, franchises, immunities, privileges and means for exercising same; and

WHEREAS, Section 15 of the Charter directs the Town Commission to create specific departments for the purpose of systematically administering the operation of the Town government; and

WHEREAS, Section 15 of the Charter states that one Commissioner "shall have charge of" each of the departments specified in Section 15 of the Charter; and

WHEREAS, it is necessary for the Town Commission to define the term "shall have charge of" as it applies to Section 15 of the Charter to clarify the responsibilities of those certain Commissioners assigned to the departments created in Section 15 of the Charter; and

WHEREAS, Section 13 of the Charter vests in the Town Commission the power, by ordinance or resolution, to prescribe the manner in which any power of the Town may be exercised, including those delegated in Chapter 15 of the Charter; and

WHEREAS, the Town Commission desires to exercise the authority granted to it in Section 13 of the Charter to define the term "shall have charge of" as it applies to Section 15 of the Charter.

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

Section 1: That the above recitals are true and correct and are incorporated herein by reference.

Section 2: That the term "shall have charge of" in Section 15 of the Charter means that the Commissioners assigned to the departments specified in said Section 15 shall serve as a liaison between the Town Commission and the department heads to communicate with the department heads regarding the activities in the respective departments to which the

Commissioners are assigned in order to convey that information to the Town Commission, as necessary, at the appropriate Town Commission meetings.

Section 3: That the term "shall have charge of" in Section 15 of the Charter does not confer, delegate or assign to the designated Commissioners the duty or responsibility to manage, direct, supervise, or administer the activities or employees in the respective departments to which Commissioners are assigned.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

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

PASSED AND ADOPTED this 29th day of June, 2018.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

NATASHA JOSEPH
Deputy Town Clerk

Sec. 2-92. - Appointment.

The Town Manager shall be appointed and designated by the Town Commission by resolution, and shall serve in the office at the pleasure of the Town Commission. The Town Manager shall be the administrative head of the municipal government answerable to and under the direction of the Town Commission. The Town Manager shall be chosen solely on the basis on his or her executive and administrative qualifications. The Town Manager shall serve the Town on a full time basis, and shall not be or become engaged in any other occupation during his or her term of office. The Town Manager shall not serve on any committee, board, or as an officer of any enterprise, compensated or not, while in the Town's service, except by approval of the Town Commission by resolution.

(Ord. No. 91-5-1, § 2, 5-8-91; Ord. No. 99-8-1, § 2, 8-11-99; Ord. No. 18-08-01, § 1, 8-8-18)

Sec. 2-93. - Compensation.

The Town Manager shall be paid such compensation as may be authorized by resolution of the Town Commission.

(Ord. No. 91-5-1, § 3, 5-8-91; Ord. No. 99-8-1, § 3, 8-11-99; Ord. No. 18-08-01, § 2, 8-8-18)

Sec. 2-94. - Duties and responsibilities.

The duties and responsibilities of the Town Manager shall be as follows:

- (a) The Town Manager is in charge of and responsible for overseeing the Town's compliance with including, but not limited to, all federal, state, county and local laws, statutes, ordinances, resolutions, policies and procedures.
- (b) To see that the policies and directions of the Commission with respect to the administration and operation of the Town are followed.
- (c) To attend all meetings of the Commission.
- (d) To oversee the agenda for all meetings of the Commission including, but not limited to, special and workshop meetings.
- (e) To keep the Commission fully advised as to the financial condition, management, governance and related needs of the Town.
- (f)

To recommend to the Commission for its consideration such measures as he or she may deem necessary, expedient or otherwise in the Town's best interests.

- (g) The Town Manager is in charge of, responsible for, and accountable to the Town Commission for the day to day operations of all departments, and shall prepare a written monthly report to the Town Commission as to the operations of same.
- (h) To perform research and prepare reports as may be assigned by the Commission.
- (i) To conduct management and cost studies on Town activities and make recommendations for revision where necessary.
- (j) To serve as the affirmative action program coordinator.
- (k) To assist the Town staff and Town consultants in making application for Federal and State grants as directed by the Commission.
- (l) To maintain liaison and communication with other local governments and other levels of government as directed by the Town Commission.
- (m) To coordinate the activities of all department and division heads to ensure the efficient operation of the Town government as directed by the Commission.
- (n) To keep the Town Commission fully advised as to the financial conditions and needs of the Town at such times and in such detail as necessary, but at a minimum on a monthly basis.
- (o) The Town Manager shall prepare and submit an annual budget to the Town Commission for its consideration.
- (p) To investigate and determine whether purchases of current supplies and contractual services are made in accordance with regulations prescribed by state law, Town charter and ordinance, and whether competitive procurement procedures are maintained in a fair and impartial manner.
- (q) To hold such staff meetings and perform such other functions as are required to carry out the duties as outlined above.
- (r) To perform such other duties as may be required of him or her by ordinance, resolution, or other direction of the Commission.

(Ord. No. 91-5-1, § 4, 5-8-91; Ord. No. 99-8-1, § 4, 8-11-99; Ord. No. 18-08-01, § 3, 8-8-18)

Sec. 2-95. - Town Commission interactions.

The Town Commission reserves the right to consult with the Town Manager, and department and division heads as deemed necessary by the Town Commission. The Town Commission may appoint Commissioners to serve as lead Commissioners to work with staff on various issues or projects from time to time.

(Ord. No. 18-08-01, § 4, 8-8-18)

Sec. 9. - Town Commission.

Election of Commissioners: The government of the Town of Pembroke Park shall be vested in a Commission consisting of five (5) members elected from five (5) separate geographic districts. For the purpose of representation upon and election of the Commissioners, the Town of Pembroke Park Commission shall, by ordinance, prior to December 1, 2002, apportion the Town in accordance with the Constitutions of the State of Florida and of the United States into five (5) consecutively numbered geographic districts. Thereafter, by subsequently enacted ordinances, the Town of Pembroke Park Commission shall adjust the boundary lines of said districts as may be required from time to time in order that the apportionment of the Town shall continue to be in accordance with the Constitution of the State of Florida and of the United States, but in any event not less frequently than within the first calendar year following each decennial census.

Any individual seeking election as a Commissioner shall file with the Town Clerk a written notice of candidacy stating the designated district to which the individual seeks to be elected. The individual must reside within the geographic boundaries of the district for which he or she is seeking election. All qualified voters of the Town may cast one vote for a candidate for election from each district. The individuals receiving the highest number of votes cast for each district shall be duly elected to the office of Commissioner. The term of office for Commissioner so elected shall be for four (4) years or until his or her successor shall be elected and qualified. Regular elections under this Charter shall be held on the first Tuesday following the first Monday in March, commencing with the year 2003, and every four (4) years thereafter.

The Commission shall be composed of a Mayor-Commissioner, Vice-Mayor Commissioner, Clerk-Commissioner, and two (2) other Commissioners. At the first regular meeting of the Commission following every election as herein provided, the Commission shall, by Resolution, appoint one of its members as and to be Mayor of said municipality and another of its members as and to be Vice-Mayor of said municipality, and another of its members as and to be Clerk-Commissioner of said municipality.

Qualifications of Commissioners: To be eligible to hold the office of Commissioner of the Town of Pembroke Park or to qualify as a candidate for Commissioner of the Town of Pembroke Park, a person shall be a permanent resident of the Town of Pembroke Park for more than one (1) year prior to the date of the election, a registered voter of Broward County, Florida, a citizen of the State of Florida and of the United States of America, and shall be over the age of eighteen (18)

years. Candidates for nomination to the office of Commissioner shall comply with all rules and regulations set out in the Charter as to their conduct. Any Commissioner who shall cease to possess the qualifications required herein shall forfeit his or her office.

Qualifications of Electors: Electors, in order to participate in municipal elections of the Town of Pembroke Park, shall be registered voters of Broward County, Florida, residing within the territorial limits of the Town of Pembroke Park.

(Laws of Fla., Ch. 70-877, §§ 1, 2; Ord. No. 87-2-2, § 2, 2-11-87; Ord. No. 88-8-3, §§ 5, 6, 8-10-88; Ord. No. 98-2-1, § 1, 11-3-98, effective 12-1-98; Ord. No. 02-05-02, § 1, 5-28-02, approved by electors 9-10-02)

Editor's note— Municipal election dates are established by Laws of Florida, Ch. 75-350, as amended by Chs. 76-336, 77-507 and 81-349. The registration and qualifications of electors is pursuant to F.S. §§ 166.032, 98.041, 98.091. Ord. No. 88-8-3, §§ 5, 6, adopted Aug. 10, 1988, and approved at referendum Nov. 8, 1988, amended qualifications of commissioners and electors to read as herein set out. Provisions of Sec. 9 pertaining to the date and time of commission meetings have been deleted pursuant to Ord. No. 87-2-2, § 2, adopted Feb. 11, 1987, enacted in accordance with F.S. § 166.021; and, the user's attention is directed to Part II, Code of Ordinances, § 2.42, et al.

Bal Harbour Village Salary Data

Job Title	Home Department	Annual Salary	
COUNCILM - Council-member	001511 - Legislative	\$ 1,200.00	
COUNCILM - Council-member	001511 - Legislative	\$ 1,200.00	
COUNCILM - Council-member	001511 - Legislative	\$ 30,000.00	
COUNCILM - Council-member	001511 - Legislative	\$ 24,000.00	
COUNCILM - Council-member	001511 - Legislative	\$ 24,000.00	
ADMIASSI - Administrative Assistant	001512 - Executive	\$ 52,500.24	
ANALYST - Management Analyst	001512 - Executive	\$ 65,746.46	
AV MGR - Assitant Village Manager	001512 - Executive	\$ 167,518.00	
RECEPTIO - Receptionist	001512 - Executive	\$ 44,135.94	
VILLCLER - Village Clerk	001512 - Executive	\$ 132,029.30	
VILLMANA - Village Manager	001512 - Executive	\$ 262,701.14	
ACCOCLER - Accounting Clerk	001513 - Finance/administration	\$ 40,000.22	
ACCOCLER - Accounting Clerk	001513 - Finance/administration	\$ 61,983.38	\$ 63,702.77
ACCOCLER - Accounting Clerk	001513 - Finance/administration	\$ 66,775.28	
ACCOCLER - Accounting Clerk	001513 - Finance/administration	\$ 86,052.20	
ANALYST - Management Analyst	001513 - Finance/administration	\$ 50,353.26	
CFO - Chief Financial Officer	001513 - Finance/administration	\$ 144,999.92	
Office Assitant	001519 - General Goverment	\$ 23,732.18	
CODEOFFI - Code Enforcement Officer	001521 - Police/law Enforcement	\$ 48,689.47	
CODEOFFI - Code Enforcement Officer	001521 - Police/law Enforcement	\$ 40,157.94	
DIS - Police Dispatcher	001521 - Police/law Enforcement	\$ 39,634.40	
DIS - Police Dispatcher	001521 - Police/law Enforcement	\$ 39,634.40	
EXEC - Executive Assistant	001521 - Police/law Enforcement	\$ 54,952.98	
MGMT ADM - Management Services Administrator	001521 - Police/law Enforcement	\$ 107,120.00	
PATRSECR - Patrol Secretary	001521 - Police/law Enforcement	\$ 54,151.76	
POL - LT - Police Lieutenant	001521 - Police/law Enforcement	\$ 106,360.80	
POL - LT - Police Lieutenant	001521 - Police/law Enforcement	\$ 95,789.98	
POLICAPT - Police Captain	001521 - Police/law Enforcement	\$ 113,299.94	
POLICHIE - Chief of Police	001521 - Police/law Enforcement	\$ 144,344.98	
POLIDISP - Police Dispatcher	001521 - Police/law Enforcement	\$ 42,787.47	
POLIDISP - Police Dispatcher	001521 - Police/law Enforcement	\$ 39,634.40	
POLIDISP - Police Dispatcher	001521 - Police/law Enforcement	\$ 49,230.90	

POLIDISP - Police Dispatcher	001521 - Police/law Enforcement	\$	43,026.26	
POLIDISP - Police Dispatcher	001521 - Police/law Enforcement	\$	44,926.75	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	61,355.22	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	71,026.18	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	98,176.00	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	61,355.22	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	78,306.59	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	85,545.82	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	61,355.22	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	95,202.22	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	94,287.02	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	81,438.86	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	85,505.68	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	114,780.22	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	61,355.22	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	67,644.10	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	67,644.10	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	98,745.71	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	101,249.41	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	80,634.53	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	71,026.18	
POLIOFFI - Police Officer	001521 - Police/law Enforcement	\$	125,331.96	
QUALITY - Quality Assurance Coordinator	001521 - Police/law Enforcement	\$	64,525.34	
RECORD - Records Adm / Patrol Clerk	001521 - Police/law Enforcement	\$	41,362.67	
BUILOFFI - Building Official	001524 - Building Department	\$	147,290.00	
CLBDGINS - Chief Building Inspector	001524 - Building Department	\$	100,000.00	
E INS - Chief Electrical Inspector	001524 - Building Department	\$	88,266.88	
MECHINSP - Mechanical Inspector	001524 - Building Department	\$	85,696.00	
P CLERK - Permit Clerk - Building	001524 - Building Department	\$	42,848.00	\$ 44,443.85
P CLERK - Permit Clerk - Building	001524 - Building Department	\$	44,133.44	
Permit Clerk	001524 - Building Department	\$	46,350.10	
PLUMINSP - Plumbing Inspector	001524 - Building Department	\$	88,266.88	
ROOFINSP - Roofing Inspector	001524 - Building Department	\$	104,000.00	
STRUCENG - Structural Engineer	001524 - Building Department	\$	192,816.00	

ADMIASSI - Administrative Assistant	001541 - Road & Streets	\$	45,802.64	
CAPITOFF - CAPITAL PROJECT MANAGER COMPLIANCE OFFICER	001541 - Road & Streets	\$	134,000.10	
OPS SUPV - Operations Supervisor	001541 - Road & Streets	\$	64,998.44	
STREMAIN - **	001541 - Road & Streets	\$	44,686.30	\$ 48,342.49
STREMAIN - **	001541 - Road & Streets	\$	38,563.20	
STREMAIN - **	001541 - Road & Streets	\$	41,926.77	
STREMAIN - **	001541 - Road & Streets	\$	76,816.06	
STREMAIN - **	001541 - Road & Streets	\$	39,720.10	
DIR-P&PS - Director of Parks & Public Spaces	001572 - Park & Recreation	\$	155,109.50	
PARKATTE - Park Attendant	001572 - Park & Recreation	\$	23,732.18	\$ 26,265.87
PARKATTE - Park Attendant	001572 - Park & Recreation	\$	24,444.16	
PARKATTE - Park Attendant	001572 - Park & Recreation	\$	24,444.16	
PARKATTE - Park Attendant	001572 - Park & Recreation	\$	33,531.26	
PARKATTE - Park Attendant	001572 - Park & Recreation	\$	25,177.57	
CHIEFMAR - Chief Marketing Officer/Director of Tourism	010052 - Tourism	\$	136,000.02	
Tourism Assitant	010052 - Tourism	\$	56,073.47	
LANDMAIN - **	010553 - Tourism Beautification	\$	61,831.33	
LANDMAIN - **	010553 - Tourism Beautification	\$	49,836.59	
BUILSECR - Building Secretary	040536 - Water and Sewer	\$	49,378.16	
UTILITY - Utility Compliance Officer	040536 - Water and Sewer	\$	100,255.22	
UTILTECH - Utility Technician	040536 - Water and Sewer	\$	43,680.00	

City of Belle Isle Salary Data

Position Descript	Annual	Hourly
CROSSING GUARD	\$ 26,000.00	\$ 12.50
CROSSING GUARD	\$ 26,000.00	\$ 12.50
CROSSING GUARD	\$ 26,000.00	\$ 12.50
CROSSING GUARD	\$ 26,000.00	\$ 12.50
CROSSING GUARD	\$ 26,000.00	\$ 12.50
CROSSING GUARD	\$ 26,000.00	\$ 12.50
CROSSING GUARD	\$ 26,000.00	\$ 12.50
CROSSING GUARD	\$ 26,000.00	\$ 12.50
CROSSING GUARD	\$ 26,000.00	\$ 12.50
PUBLIC WORKS TECHNICIAN	\$ 27,256.32	\$ 13.10
COMMUNITY SERVICE OFFICER	\$ 33,600.00	\$ 16.15
ADMINISTRATIVE ASSISTANT	\$ 34,070.40	\$ 16.38
ADMINISTRATIVE ASSISTANT	\$ 38,227.44	\$ 18.38
SOCIAL MEDIA SPECIALIST	\$ 39,312.00	\$ 18.90
POLICE OFFICER	\$ 41,000.00	\$ 19.71
POLICE OFFICER	\$ 41,000.00	\$ 19.71
POLICE OFFICER	\$ 42,500.00	\$ 20.43
POLICE OFFICER	\$ 42,500.00	\$ 20.43
POLICE OFFICER	\$ 43,460.00	\$ 20.89
POLICE OFFICER	\$ 43,820.40	\$ 21.07
POLICE OFFICER	\$ 43,820.40	\$ 21.07
POLICE OFFICER	\$ 46,011.42	\$ 22.12
POLICE OFFICER	\$ 46,011.42	\$ 22.12
POLICE OFFICER	\$ 46,011.42	\$ 22.12
POLICE OFFICER	\$ 46,011.42	\$ 22.12
POLICE OFFICER	\$ 46,011.42	\$ 22.12
POLICE OFFICER	\$ 46,011.42	\$ 22.12
CODE ENFORCEMENT OFFICER	\$ 48,657.12	\$ 23.39
POLICE OFFICER	\$ 50,898.74	\$ 24.47
PUBLIC WORKS MANAGER	\$ 51,806.71	\$ 24.91
POLICE OFFICER	\$ 55,215.03	\$ 26.55
SERGEANT	\$ 57,975.78	\$ 27.87
CITY CLERK	\$ 66,253.99	\$ 31.85

SERGEANT/DETECTIVE	\$ 66,672.15	\$ 32.05
DEPUTY CHIEF OF POLICE	\$ 73,141.01	\$ 35.16
FINANCE DIRECTOR	\$ 82,555.20	\$ 39.69
POLICE CHIEF	\$ 100,935.74	\$ 48.53
CITY MANAGER	\$ 143,000.00	\$ 68.75

City of Fort Meade Salary List

Employee Summary					
Employee Name (Last, First)	Annual Pay	Salary Rate	Regular Rate	Title	
Ayala-Aviles, Jeffre	\$ 22,380.80		\$ 10.76	Streets/Storm water	
Bagley, Christopher	\$ 32,219.20		\$ 15.49	Lineman Apprentic	
Bolin, Michel K	\$ 42,307.20	\$ 20.34		Streets/Storm water	
Bone, Colton R	\$ 20,924.80		\$ 10.06	Line Helper	
Britt, Savanna Mich	\$ 18,928.00		\$ 9.10	Library Clerk I	
Cagle, Michael A	\$ 20,924.80		\$ 10.06	Streets/Stormwater	Stormwater/Wastewater
Campbell, Lester I	\$ 24,377.60		\$ 11.72	Parks Maintenance	\$ 27,627.60
Cannon, David J	\$ 67,121.60	\$ 32.27		Public Works Direc	
Cannon, Melissa W	\$ 51,334.40	\$ 24.68		Deputy City Clerk	Roads & Streets
CarriHo, Maria G	\$ 24,897.60		\$ 11.97	Master Gardener	\$ 24,731.20
Clark Jr, Wiley T	\$ 41,059.20		\$ 19.74	Water Crew Leader	
Davis, Allen R	\$ 31,283.20		\$ 15.04	Facilities Maintena	Parks
Drayton, Tacarla La	\$ 21,964.80		\$ 10.56	Parks Maintenance	\$ 21,892.00
Eiland, Sr., Harris	\$ 41,662.40	\$ 20.03		Parks Supervisor	
Garrett, Gavin T	\$ 20,924.80		\$ 10.06	Streets/Storm water	
Green, Stephanie	\$ 31,740.80		\$ 15.26	Accounts Receivab	
Grimsley, Derek E	\$ 48,380.80		\$ 23.26	Lineman Class A	
Hancock, Judith A	\$ 24,752.00		\$ 11.90	Library Clerk 11	
Haynes, Marvin K	\$ 32,697.60		\$ 15.72	Code Enforcement	
Hoffman, Eric S	\$ 23,004.80		\$ 11.06	Line Helper	
Holder, Catrina Da	\$ 39,270.40	\$ 18.88		Customer Service	
Holt, Kenneth D	\$ 48,380.80		\$ 23.26	Lineman Class A	
Jackson, Travis R	\$ 20,924.80		\$ 10.06	Streets/Stormwater	
Judd, Danielle J	\$ 115,003.20	\$ 55.29		City Manager	
Keen, Austin D	\$ 20,924.80		\$ 10.06	Line Helper	
Kunberger, Barbara	\$ 20,924.80		\$ 10.06	Parks Maintenance	
Martin, Blake E	\$ 20,924.80		\$ 10.06	Water & Sewer Mai	
Mathews, Rebecca	\$ 27,476.80		\$ 13.21	Permit Tech	
Mcvey, Justin Quin	\$ 23,670.40		\$ 11.38	Water & Sewer Mai	
Mink, William Eric	\$ 28,350.40		\$ 13.63	Sewer Plant Traine	
Naranjo, Brittany D	\$ 31,740.80		\$ 15.26	Accounts Payable	
Nelson, Marcella	\$ 34,860.80	\$ 16.76		Recreation Supervi	
Pawley, Haley D	\$ 23,566.40		\$ 11.33	Senior Customer S	
Reece, Rebekah C	\$ 17,596.80		\$ 8.46	Library Clerk I	
Reyna, Stevie R	\$ 23,004.80		\$ 11.06	Water & Sewer Mai	
Rose, Jacqueline	\$ 42,931.20	\$ 20.64		Library Director	
Shore, Christopher	\$ 20,924.80		\$ 10.06	Line Helper	
Simmons, Tracy L	\$ 23,566.40		\$ 11.33	Customer Service	
Skinner, Waylon J	\$ 20,924.80		\$ 10.06	Streets/Stormwater	
Smith, Breanna Lei	\$ 70,179.20	\$ 33.74		Finance Director	
Spivey, Olivia M	\$ 20,300.80		\$ 9.76	Customer Service	
Thompson, Cora A	\$ 21,008.00		\$ 10.10	Recreation Aide	
Tucker, Patrick D	\$ 20,300.80		\$ 9.76	Parks Maintenance	
Webb, Jeffrey S	\$ 35,401.60		\$ 17.02	Sewer Plant Opera!	
Wickersheim, Patri	\$ 42,931.20		\$ 20.64	City MHP Manager	
Williams, Sheryl An	\$ 50,585.60	\$ 24.32		Admin Assistant/E	
Wooten Jr, David	\$ 47,736.00		\$ 22.95	Water/Wastewater	

CIVILIANS 10/22/15

3.50%

PAYGRADE 2										
1	2	3	4	5	6	7	8	9	10	11
17492.8	17763.2	18033.6	18304	18574.4	18844.8	19136	19427.2	19718.4	20009.6	
\$ 8.4100	\$ 8.5400	\$ 8.6700	\$ 8.8000	\$ 8.9300	\$ 9.0600	\$ 9.2000	\$ 9.3400	\$ 9.4800	\$ 9.6200	
Community Center Aid Library Clerk I Part-time Library Clerk										Fixed Step
Recreation Aide										
PAYGRADE 3										
1	2	3	4	5	6	7	8	9	10	11
\$ 20,300.80	\$ 20,612.80	\$ 20,924.80	\$ 21,236.80	\$ 21,548.80	\$ 21,881.60	\$ 22,214.40	\$ 22,547.20	\$ 22,880.00	\$ 23,212.80	\$ -
\$ 9.7600	\$ 9.9100	\$ 10.0600	\$ 10.2100	\$ 10.3600	\$ 10.5200	\$ 10.6800	\$ 10.8400	\$ 11.0000	\$ 11.1600	
Library Clerk II Gardner I Permit Technician Streets Maintenance I Line Helper I										Fixed Step
Parks and Maintenance Customer Service Rep I PT Clerical Admin Assistant Meter Reader I Line Helper II										PT Bus Driver Water/Sewer Maint Worker
PAYGRADE 4										
1	2	3	4	5	6	7	8	9	10	11
\$ 23,566.40	\$ 23,920.00	\$ 24,273.60	\$ 24,648.00	\$ 25,022.40	\$ 25,396.80	\$ 25,771.20	\$ 26,166.40	\$ 26,561.60	\$ 26,956.80	\$ -
\$ 11.3300	\$ 11.5000	\$ 11.6700	\$ 11.8500	\$ 12.0300	\$ 12.2100	\$ 12.3900	\$ 12.5800	\$ 12.7700	\$ 12.9600	
Parks Maintenance I Gardner II Meter Reader II Library Clerk III										Fixed Step
Draftsman Water Sewer Maint. Worker I Senior Customer Service Rep Streets Maintenance II Permit Tech										
PAYGRADE 5										
1	2	3	4	5	6	7	8	9	10	11
\$ 27,352.00	\$ 27,768.00	\$ 28,184.00	\$ 28,600.00	\$ 29,036.80	\$ 29,473.60	\$ 29,910.40	\$ 30,368.00	\$ 30,825.60	\$ 31,283.20	\$ -
\$ 13.1500	\$ 13.3500	\$ 13.5500	\$ 13.7500	\$ 13.9600	\$ 14.1700	\$ 14.3800	\$ 14.6000	\$ 14.8200	\$ 15.0400	
Code Enforcement Officer Mechanic Streets Maintenance Crew Leader										Fixed Step
Water and Sewer Maint. Worker II Waste Water Treatment Plant I										
PAYGRADE 6										
1	2	3	4	5	6	7	8	9	10	11
\$ 31,740.80	\$ 32,219.20	\$ 32,697.60	\$ 33,196.80	\$ 33,696.00	\$ 34,195.20	\$ 34,715.20	\$ 35,235.20	\$ 35,755.20	\$ 36,296.00	\$ -
\$ 15.2600	\$ 15.4900	\$ 15.7200	\$ 15.9600	\$ 16.2000	\$ 16.4400	\$ 16.6900	\$ 16.9400	\$ 17.1900	\$ 17.4500	
Senior Mechanic Accounts Payable Clerk Community Center Supervisor										Fixed Step
Senior Code Enforcement Officer Recreation Supervisor										

\$ 29,317.60

\$ 34,018.40

PAYGRADE 7										
1	2	3	4	5	6	7	8	9	10	11
\$ 36,836.80	\$ 37,398.40	\$ 37,960.00	\$ 38,521.60	\$ 39,104.00	\$ 39,686.40	\$ 40,289.60	\$ 40,892.80	\$ 41,496.00	\$ 42,120.00	
\$ 17.7100	\$ 17.9800	\$ 18.2500	\$ 18.5200	\$ 18.8000	\$ 19.0800	\$ 19.3700	\$ 19.6600	\$ 19.9500	\$ 20.2500	
									Fixed Step	
Crew Leader Wastewater Plant Operator I Parks and Recreation Director Streets/Stormwater Supervisor					City Mobile Home Park Manger Billing/Customer Service Manager Library Director					
PAYGRADE 8										
1	2	3	4	5	6	7	8	9	10	11
\$ 42,764.80	\$ 43,409.60	\$ 44,054.40	\$ 44,720.00	\$ 45,385.60	\$ 46,072.00	\$ 46,758.40	\$ 47,465.60	\$ 48,172.80	\$ 48,880.00	
\$ 20.5600	\$ 20.8700	\$ 21.1800	\$ 21.5000	\$ 21.8200	\$ 22.1500	\$ 22.4800	\$ 22.8200	\$ 23.1600	\$ 23.5000	
									Fixed Step	
Water Systems Operator Wastewater Plant Operator II Electric Lineman Admin Asst/Employee Relations Manager					Finance Assistant City Planner Deputy City Clerk					
PAYGRADE 9										
1	2	3	4	5	6	7	8	9	10	11
\$ 49,628.80	\$ 50,377.60	\$ 51,126.40	\$ 51,896.00	\$ 52,665.60	\$ 53,536.00	\$ 54,267.20	\$ 55,078.40	\$ 55,910.40	\$ 56,742.40	
\$ 23.8600	\$ 24.2200	\$ 24.5800	\$ 24.9500	\$ 25.3200	\$ 26.7000	\$ 26.0900	\$ 26.4800	\$ 26.8800	\$ 27.2800	
									Fixed Step	
Senior Water Systems Operator Senior Electric Lineman					Human Resources Director					
PAYGRADE 10										
1	2	3	4	5	6	7	8	9	10	11
\$ 57,595.20	\$ 58,448.00	\$ 59,321.60	\$ 60,216.00	\$ 61,131.20	\$ 62,046.40	\$ 62,961.60	\$ 63,918.40	\$ 64,875.20	\$ 65,852.80	
\$ 27.6900	\$ 28.1000	\$ 28.5200	\$ 28.9500	\$ 29.3900	\$ 29.8300	\$ 30.2700	\$ 30.7300	\$ 31.1900	\$ 31.6600	
									Fixed Step	
Finance Director Electric Lineman Supervisor					Public Works Director					
PAYGRADE 11										
1	2	3	4	5	6	7	8	9	10	11
\$ 66,830.40	\$ 67,828.80	\$ 68,972.80	\$ 69,888.00	\$ 70,928.00	\$ 72,009.60	\$ 73,070.40	\$ 74,172.80	\$ 75,296.00	\$ 76,419.20	
\$ 32.1300	\$ 32.6100	\$ 33.1600	\$ 33.6000	\$ 34.1000	\$ 34.6200	\$ 35.1300	\$ 35.6600	\$ 36.2000	\$ 36.7400	
									Fixed Step	
City Manager										

\$ 39,478.40

45822.4

PAYGRADE 12										
1	2	3	4	5	6	7	8	9	10	11
\$ 37.2900	\$ 37.8500	\$ 38.4200	\$ 38.9900	\$ 39.5800	\$ 40.1700	\$ 40.7800	\$ 41.3900	\$ 42.0100	\$ 42.6400	
Fixed Step										

CITY OF INVERNESS

CLASS TITLES:

SALARY RANGES

CURRENT

City Manager	\$44,033.00	\$76,140.00	\$ 112,214.00
City Clerk	\$42,500.00	\$65,302.00	\$ 50,923.00
Assistant City Manager	\$53,750.00	\$80,274.00	\$ 91,166.00
IT Manager	\$46,092.00	\$70,843.00	\$ 96,794.00
H.R. Coordinator/Exec. Secretary	\$ 27,766.00	\$ 47,174.00	\$ 45,885.00
Staff Assistant (Union & Non-Union)	\$ 20,975.00	\$ 36,758.00	
Staff Assistant <i>PIT</i>	\$ 10,483.00	\$ 19,324.00	
Office Assistant <i>PIT</i>	\$ 9,360.00	\$ 14,274.00	
Director- Finance	\$ 75,000.00	\$ 91,155.00	\$ 84,900.00
Assistant Director - Finance	\$ 33,535.00	\$ 54,221.00	\$ 51,773.00
Development Services Manager	\$ 43,500.00	\$ 58,000.00	\$ 44,500.00
Facility & Program Director	\$ 31,200.00	\$ 49,785.00	\$ 45,894.00
Aquatic Complex Director	\$ 31,200.00	\$ 49,785.00	\$ 32,250.00
Facilities Operations	\$ 31,200.00	\$ 49,785.00	\$ 45,894.00
Recreation Aide - P/T	\$ 9,247.00	\$ 13,274.00	
Labor-PIT	\$ 9,247.00	\$13,274	
Director - Public Works	\$ 59,500.00	\$ 84,711.00	\$ 67,530.00
Equipment Operator	\$ 22,880.00	\$ 34,969.00	
Maintenance Mechanic	\$ 22,880.00	\$ 34,649.00	
Fire Chief	\$ 50,000.00	\$ 77,250.00	\$ 71,027.00
Firefighter/EMT	\$ 26,500.00	\$ 29,500.00	
Firefighter/EMT (PT)	\$ 18,720.00	\$ 22,256.00	
Special Event Director			\$ 69,781.00
Event Coordinator			\$ 55,431.00
Event Specialist	\$ 31,200.00		\$ 31,200.00

City of Live Oak

Position	Annual Rate
Secretary	\$ 23,795.20
CRA Specialist	\$ 41,412.80
Public Works Director	\$ 55,536.00
City Clerk	\$ 51,188.80
Assistant Public Works Director	Vacant
City Manager	\$ 94,307.30
Executive Secretary	\$ 30,500.00
Administration Janitorial/Maintenance	Vacant
Deputy City Clerk	\$ 34,299.20
Development Manager Specialist	\$ 70,704.09
Temporary City Clerk	Vacant
CRA Specialist/Purchasing Agent	Vacant
Temporary Secretary Admin	Vacant
CRA Staff Assistant	\$ 29,704.59
Building Department Secretary	\$ 22,880.00
Cashier	\$ 23,630.47
Accounting Clerk	\$ 23,570.98
Assistant Finance Director	Vacant
Finance Director	\$ 77,792.00
Accountant	\$ 32,013.13
Senior Accountant/Data Admin	\$ 42,328.28
Accountant - Purchasing	Vacant
Temp Cashier	Vacant
Project Procurement Specialist	\$ 33,300.80
Secretary Police	\$ 26,558.90
Police Sergeant	\$ 39,455.18
Police Lieutenant	\$ 48,452.04
Police Officer	\$ 33,785.48
Police Captain	\$ 57,910.22
Police Chief	\$ 77,168.00
Community Involvement	Vacant
Victim Advocate	\$ 28,392.00

Records Supervisor	\$	34,008.00	
Fire Captain	\$	50,733.15	
Fire Lieutenant	\$	40,473.39	
Assistant Fire Chief	\$	47,209.47	
Firefighter	\$	35,974.24	Firefighters
Fire Chief	\$	77,945.69	35113.53
Voluntary Firefighter	\$	16,640.00	36389.31
Building Official/Zoning Administrator	\$	44,772.00	35436.55
Code Enforcement Officer	\$	32,635.20	35429.37
Animal Control	\$	20,800.00	36126.29
			34642.92
			37908.96
			35436.55
			37284.7

City of Macclenny Salary Data

Employee Id	Position Id Descript	Reg. Pay	
ANDER005	FIREFIGHTER	\$34,681.92	
BALL005	SEWER PLANT OPERATOR	\$41,870.40	
BARTO005	WATER MAINTENANCE	\$31,324.80	\$ 40,535.04
BONES005	CITY COMMISSIONER	\$6,000.00	
BRANN005	BLDG DEPT SECRETARY	\$33,092.80	
BRYAN005	MAYOR	\$6,600.00	
CALLA005	SEWER PLANT MAINTENANCE	\$41,100.80	\$ 29,660.80
CHRIS005	FIRE ENGINEER	\$37,244.48	
CHURC005	PARKS & RECREATION	\$28,371.20	
CLARK005	OFFICE CO-ORDINATOR	\$60,382.40	
CONNE005	WATER MAINTENANCE	\$35,360.00	
CREWS005	ASSISTANT FIRE CHIEF	\$57,740.80	
DAVIS005	SEWER PLANT MAINTENANCE	\$52,665.60	
DELGA005	FIREFIGHTER	\$34,681.92	
DIGGS005	Fire Department Lieutenant	\$48,135.36	
DINKI005	BUDGET ANALYST	\$57,761.60	
DUGGE005	FIRE CHIEF	\$62,400.00	
FINLE005	SEWER PLANT OPERATOR	\$43,888.00	
FLORI005	WATER MAINTENANCE	\$43,555.20	
FLORI010	SANITATION WORKER	\$31,824.00	
GRIFF005	ASSISTANT CITY MANAGER	\$58,614.40	
HARRI005	WATER MAINTENANCE	\$51,646.40	
HARRI015	WATER & SEWER DIRECTOR	\$68,182.40	
HARRI020	WATER MAINTENANCE	\$37,315.20	
HIGGI005	Fire Department Captain	\$52,648.96	
HODGE005	PARKS & RECREATION	\$30,950.40	
HORNE005	CITY COMMISSIONER	\$6,000.00	
JOHNS025	BILLING CLERK	\$27,040.00	
KIRKL005	STREET MAINTENANCE	\$46,363.20	\$ 45,021.60
KITCH005	CITY COMMISSIONER	\$6,000.00	
MANN0005	INFORMATION SYSTEMS MANAGER	\$59,217.60	
MILLS005	BLDG DEPT SECRETARY	\$38,500.80	

NORTO005	CITY COMMISSIONER	\$6,000.00
PARKE005	WATER MAINTENANCE	\$27,040.00
PRIST005	FIREFIGHTER	\$37,564.80
RHODE030	BILLING CLERK	\$27,040.00
RHODE020	CITY MANAGER	\$92,400.00
RUISE005	BILLING CLERK	\$41,808.00
SLOAN005	SEWER PLANT OPERATOR	\$53,560.00
SMITH015	FIRE ENGINEER	\$37,244.48
STARL005	WATER MAINTENANCE	\$49,982.40
TAYLO005	FIRE ENGINEER	\$39,428.48
THOMP005	CITY FINANCE DIRECTOR	\$56,638.40
WILKE010	SEWER PLANT MAINTENANCE	\$35,360.00
WILKE015	STREET MAINTENANCE	\$43,680.00
WILLI010	FIREFIGHTER	\$34,681.92
WILLI015	FIREFI	34,681.92
	GHTER	

City of Pahokee Salary Data

Name	Job Title	Salary
Babb Jr Keith W	Mayor	\$ 9,600.00
Banfield Joel S	MAINTANANCE I	\$ 29,827.20
Bennett Jermain	MAINTANANCE I	\$ 35,587.76
Bohlen Regina	COMMISSIONER	\$ 4,800.00
Burroughs Angela	CUSTODIAN	\$ 10,400.00
Butler Sr Terry L	MAINTANANCE I	\$ 27,040.00
Buxton Paul	PUBLIC WORKS SUPERVISOR	\$ 39,520.00
Carroll Demetrius R	MAINTANANCE I	\$ 20,800.00
Carter Sherryll	CLERK III	\$ 31,200.00
Clarke Nylene	CITY CLERK	\$ 41,000.00
Clervan Sedric T	SNR. PROGRAM ASSISTANT	\$ 39,998.40
Croney Irving N	MAINTENANCE I	\$ 27,040.00
Cunningham Tracy I	MAINTANANCE I	\$ 24,960.00
Davis Ashley	Executive Assistant	\$ 32,760.00
Dean Elea	CODE ENFORCEMENT OFF	\$ 43,000.00
Diaz Reynaldo	CEMETERY 1	\$ 24,960.00
Eccleston Kirkwood	MAINTENANCE I	\$ 24,960.00
Everett III Benny L	COMMISSIONER	\$ 4,800.00
Francis Batista	DIRECTOR OF FINANCE	\$ 75,000.00
Hill Felisia C	COMMISSIONER	\$ 4,800.00
Johnson Alvin L	PUBLIC WORKS DIRECTOR	\$ 64,500.00
Knighten Adria	GROUP LEADER	\$ 16,107.00
Lopez Jr Onelio	CEMETERY 1	\$ 20,800.00
Manzano Gleny	ACCOUNTING CLERK	\$ 27,040.00
Murvin Clara	VICE MAYOR	\$ 4,800.00
Nelson Sophia A	COMM ECON DEV DIRECTOR	\$ 50,000.00
Osborne Ronald	ATHLETIC CORD./FACILITIES	\$ 45,905.60
Paschal Ivory	SNR. PROGRAM ASSISTANT	\$ 48,000.00
Pinkney Micheal	DIR PARKS REC	\$ 55,500.00
Polanco Nohemi	CODE CLERK III	\$ 40,310.40
Ramsay Jacqueline	HUMAN RESOUCES MGR	\$ 49,500.00
Reyes Angelica	JUNIOR ACCOUNTANT	\$ 38,500.00

\$ 25,417.50

Saunders Lonnie D	CLERK SPECIALIST	\$	46,000.00
Smith Jocquis R	MAINTANANCE I	\$	20,800.00
Smith Kelly L	CEMETERY COORDINATOR	\$	33,280.00
Taylor Jr Daryl L	MAINTANANCE I	\$	20,800.00
Walker Damarion	MAINTENANCE I	\$	20,800.00
Wallace Ayanna M	PROGRAM ASSISTANT	\$	28,600.00
Williams Robert	MAINT PUBLIC WORKS	\$	22,360.00
Williamson Chandler	CITY MANAGER	\$	118,000.00

Position	City of West Miami Salary Data				Actual Annual Salary						
	Starting Range	Midpoint	Max Salary								
Maintenance Worker I/Custodian	\$ 20,245.68	\$ 23,042.44	\$ 25,839.19	\$	25,839.19	\$	30,408.01				
Water & Sewer Service Technician	\$ 31,542.00	\$ 40,054.64	\$ 48,567.28		48,567.28						
Fleet Maintenance Technician Helper	\$ 20,245.68	\$ 23,042.44	\$ 25,839.19		25,839.19						
Fleet Maintenance Technician	\$ 31,542.00	\$ 40,054.64	\$ 48,567.28		48,567.28						
Public Works Administrative Assistant	\$ 32,978.10	\$ 37,533.72	\$ 42,089.34	\$	37,449.15			Recreation Leader Average		Maintenance Worker Average	Sanitation Worker Average
Public Works Secretary	\$ 20,245.68	\$ 23,688.42	\$ 27,131.15		27,131.15			\$ 8.46	\$ 32,348.10	\$ 29,342.52	\$ 29,342.52
Code Enforcement Officer	\$ 32,978.10	\$ 37,533.72	\$ 42,089.34	\$	35,665.60			\$ 11.50	\$ 27,939.04	\$ 29,342.52	\$ 29,342.52
Maintenance Worker II	\$ 23,436.90	\$ 26,674.50	\$ 29,912.10		29,912.10			\$ 9.00	\$ 43,351.46	\$ 32,348.10	\$ 32,348.10
Maintenance Worker III	\$ 27,131.15	\$ 30,879.08	\$ 34,627.01		34,627.01			\$ 9.25	\$ 25,329.60	\$ 26,613.96	\$ 26,613.96
Tree Timmer Crew Leader	\$ 31,407.71	\$ 35,746.40	\$ 40,085.09		40,085.09			\$ 12.07	\$ 24,137.35	\$ 37,448.08	\$ 37,448.08
Waste Collector I	\$ 20,245.68	\$ 23,042.44	\$ 25,839.19		25,839.19			\$ 9.50	\$ 29,342.52	\$ 24,137.35	\$ 24,137.35
Waste Collector II	\$ 21,257.96	\$ 24,194.56	\$ 27,131.15		27,131.15			\$ 9.50			
Waste Collector III	\$ 27,131.15	\$ 30,879.08	\$ 34,627.01		34,627.01			\$ 11.50			
Transit Jitney Bus Driver	\$ 31,542.00	\$ 37,867.91	\$ 44,193.81	\$	43,351.46			\$ 9.00			
Supervisor	\$ 31,542.00	\$ 37,346.71	\$ 43,151.42		43,151.42			\$ 9.00			
Facilities Maintenance Technician	\$ 27,131.15	\$ 30,879.08	\$ 34,627.01		34,627.01			\$ 13.00			
Community Center Director			\$ 55,534.29	\$	55,534.29			\$ 12.60			
Office Clerk			\$ 29,341.61	\$	29,341.61						
Recreation Leader			\$ 10.37	\$	10.37						
Community Center Aide			\$ 21,248.24	\$	21,248.24			Office Clerk			
Kitchen Aide			\$ 20,800.00	\$	20,800.00			\$ 30,334.16			
City Manager			\$ 141,594.16	\$	141,594.16						
City Clerk			\$ 68,134.48	\$	68,134.48						
City Manager Administrative Assistant			\$ 45,519.57	\$	45,519.57						
Finance Director			\$ 88,682.77	\$	88,682.77						
Accounting Clerk			\$ 68,134.48	\$	68,134.48						
Code Enforcement Clerk			\$ 39,321.61	\$	39,321.61						
IT/Webmaster			\$ 45,519.57	\$	45,519.57						
Office Clerk			\$ 31,326.71	\$	31,326.71						
Water Supervisor			\$ 52,523.08	\$	52,523.08						
Janitor			\$ 22,275.25	\$	22,275.25						
Sanitation Worker			\$ 31,019.04	\$	31,019.04						
Public Works Director			\$ 103,283.23	\$	103,283.23						
Police Dispatcher			\$ 26,210.93	\$	26,210.93						
Foreman			\$ 41,745.74	\$	41,745.74						
Office Aide			\$ 22,339.20	\$	22,339.20						
Recreation Director			\$ 49,749.21	\$	49,749.21						
Meter Reader			\$ 32,348.10	\$	32,348.10						
Red Light Camera Clerk			\$ 28,912.00	\$	28,912.00						
Chief of Police			\$ 101,400.00	\$	101,400.00						
Police Deputy Chief			\$ 91,936.00	\$	91,936.00						
Police Officer	\$ 42,500.00	\$ 58,530.50	\$ 74,561.00	\$	74,561.00						
Police Detective			\$ 74,609.60	\$	74,609.60						
Police Sergeant	\$ 85,886.00	\$ 89,390.00	\$ 92,894.00	\$	92,894.00						

City of Wilton Manors Salary Data

Job Title	FLSA	Role & Level	Grade	FY2018-19 Minimum	FY2018-19 Midpoint	FY2018-19 Maximum	Actual Salary
Accountant	N	P2	7	\$ 46,404.00	\$ 57,748.00	\$ 69,091.00	
Accounting Technician	N	T2	3	\$ 34,030.00	\$ 44,342.00	\$ 54,654.00	
Accreditation Coordinator	N	P1	6	\$ 43,311.00	\$ 54,654.00	\$ 65,997.00	
Admininstrative Coordinator	N	A4	4	\$ 36,092.00	\$ 46,920.00	\$ 57,748.00	
Administrative Assistant - Code Compliance	N	A2	2	\$ 27,843.00	\$ 36,093.00	\$ 44,342.00	
Administrative Program Coordinator	N	P2	7	\$ 46,404.00	\$ 57,748.00	\$ 69,091.00	
Assistant City Clerk	N	A3	3	\$ 34,030.00	\$ 44,342.00	\$ 54,654.00	
Assistant City Manager	E	L7	13	\$ 109,308.00	\$ 137,151.00	\$ 164,994.00	
Assistant Finance Director	E	L4	10	\$ 76,310.00	\$ 94,872.00	\$ 113,433.00	
Assistant Police Chief	E	L4	10	\$ 76,310.00	\$ 94,872.00	\$ 113,433.00	
Capital Projects/Grants Manager	E	P4	9	\$ 64,966.00	\$ 81,466.00	\$ 97,965.00	
Chief of Police	E	L6	12	\$ 105,183.00	\$ 130,964.00	\$ 156,744.00	
City Clerk	E	P4	9	\$ 64,966.00	\$ 81,466.00	\$ 97,965.00	
City Planner	N	P4	9	\$ 64,966.00	\$ 81,466.00	\$ 97,965.00	
Code Compliance Officer	N	T2	3	\$ 34,030.00	\$ 44,342.00	\$ 54,654.00	
Code Compliance Supervisor	N	T5	6	\$ 43,311.00	\$ 54,654.00	\$ 65,997.00	
Community Development Services Director	E	L5	11	\$ 86,622.00	\$ 108,277.00	\$ 129,932.00	
Community Development Services Supervisor	N	T5	6	\$ 43,311.00	\$ 54,654.00	\$ 65,997.00	
Community Planning Technician	N	T3	4	\$ 36,092.00	\$ 46,920.00	\$ 57,748.00	
Courier	N	A1	1	\$ 24,749.00	\$ 31,968.00	\$ 39,186.00	
Crew Leader	N	A4	4	\$ 36,092.00	\$ 46,920.00	\$ 57,748.00	
Customer Service Representative	N	A2	2	\$ 27,843.00	\$ 36,093.00	\$ 44,342.00	
Customer Service Supervisor	N	T5	6	\$ 43,311.00	\$ 54,654.00	\$ 65,997.00	
Facilities Maintenance Supervisor	N	T5	6	\$ 43,311.00	\$ 54,654.00	\$ 65,997.00	
Finance Director	E	L6	12	\$ 105,183.00	\$ 130,964.00	\$ 156,744.00	
Fire Inspector	N	T5	6	\$ 43,311.00	\$ 54,654.00	\$ 65,997.00	
Fire Marshal	E	P4	9	\$ 64,966.00	\$ 81,466.00	\$ 97,965.00	
Grounds Maintenance Supervisor	N	T5	6	\$ 43,311.00	\$ 54,654.00	\$ 65,997.00	
Human Resources Administrative Coordinator	N	A4	4	\$ 36,092.00	\$ 46,920.00	\$ 57,748.00	
Human Resources Director/Risk Manager	E	L5	11	\$ 86,622.00	\$ 108,277.00	\$ 129,932.00	

Human Resources Manager	E	P4	9	\$	64,966.00	\$	81,466.00	\$	97,965.00
Investigative Aide	N	A3	3	\$	34,030.00	\$	44,342.00	\$	54,654.00
IT Manager	E	L4	10	\$	76,310.00	\$	94,872.00	\$	113,433.00
IT Support Analyst	N	T2	3	\$	34,030.00	\$	44,342.00	\$	54,654.00
IT Systems Administrator	N	T5	6	\$	43,311.00	\$	54,654.00	\$	65,997.00
Leisure Services Director	E	L5	11	\$	86,622.00	\$	108,277.00	\$	129,932.00
Librarian I	N	P2	7	\$	46,404.00	\$	57,748.00	\$	69,091.00
Librarian II	N	P3	8	\$	49,498.00	\$	61,873.00	\$	74,247.00
Library Associate	N	T3	4	\$	36,092.00	\$	46,920.00	\$	57,748.00
Library Director	E	L3	9	\$	64,966.00	\$	81,466.00	\$	97,965.00
Library Technical Assistant	N	A2	2	\$	27,843.00	\$	36,093.00	\$	44,342.00
Maintenance Worker I	N	A1	1	\$	24,749.00	\$	31,968.00	\$	39,186.00
Maintenance Worker II	N	A2	2	\$	27,843.00	\$	36,093.00	\$	44,342.00
Office Manager	N	P1	6	\$	43,311.00	\$	54,654.00	\$	65,997.00
Parks & Recreation Division Director	E	L3	9	\$	64,966.00	\$	81,466.00	\$	97,965.00
Permit Technician	N	A3	3	\$	34,030.00	\$	44,342.00	\$	54,654.00
Police Administrative Manager	E	L3	9	\$	64,966.00	\$	81,466.00	\$	97,965.00
Police Aide	N	PBA1	PBA1	\$	41,501.00	\$	52,576.00	\$	63,650.00
Police Community Policing Officer	N	PBA4	PBA4	\$	53,080.00	\$	67,245.00	\$	81,409.00
Police Detective	N	PBA4	PBA4	\$	53,080.00	\$	67,245.00	\$	81,409.00
Police Detective Sergeant	N	PBA5	PBA5	\$	63,894.00	\$	80,944.00	\$	97,994.00
Police Patrol Officer	N	PBA4	PBA4	\$	53,080.00	\$	67,245.00	\$	81,409.00
Police Records Manager/Criminal Analyst	N	PBA3	PBA3	\$	50,526.00	\$	64,009.00	\$	77,491.00
Police Records Technician	N	PBA2	PBA2	\$	45,308.00	\$	57,399.00	\$	69,490.00
Police School Resource Officer	N	PBA4	PBA4	\$	53,080.00	\$	67,245.00	\$	81,409.00
Police Sergeant	N	PBA5	PBA5	\$	63,894.00	\$	80,944.00	\$	97,994.00
Police Service Aide	N	PBA1	PBA1	\$	41,501.00	\$	52,576.00	\$	63,650.00
Police Training Sergeant	N	PBA5	PBA5	\$	63,894.00	\$	80,944.00	\$	97,994.00
Program & Facility Supervisor	N	L1	7	\$	46,404.00	\$	57,748.00	\$	69,091.00
Program & Youth Services Supervisor	N	L2	8	\$	49,498.00	\$	61,873.00	\$	74,247.00
Purchasing Coordinator	N	P2	7	\$	46,404.00	\$	57,748.00	\$	69,091.00
Recreation Leader I	N	A1	1	\$	24,749.00	\$	31,968.00	\$	39,186.00
Recreation Leader II	N	A2	2	\$	27,843.00	\$	36,093.00	\$	44,342.00

\$ 34,030.50

Recycling, Solid Waste, and HHW Coordinator	N	T2	3	\$	34,030.00	\$	44,342.00	\$	54,654.00
Senior Administrative Assistant	N	A3	3	\$	34,030.00	\$	44,342.00	\$	54,654.00
Utilities/Emergency Mgmt Director	E	L5	11	\$	86,622.00	\$	108,277.00	\$	129,932.00
Utility Supervisor	N	T5	6	\$	43,311.00	\$	54,654.00	\$	65,997.00
Utility Technician I	N	A1	1	\$	24,749.00	\$	31,968.00	\$	39,186.00
Utility Technician II	N	T1	2	\$	27,843.00	\$	36,093.00	\$	44,342.00
Utility Technician III	N	T3	4	\$	36,092.00	\$	46,920.00	\$	57,748.00
City Manager								\$	184,379.00
Administrative Manager								\$	90,442.00
Code Compliance Administrative Assistant								\$	36,400.00
IT Technical Assistant								\$	54,662.00
Park Ranger								\$	43,202.00

Town of Bay Harbor Islands

Pay Code	Position	Starting Salary	MidPoint	Ending Salary	
105	Crossing Guard Camp Aide	\$ 19,125.60	\$ 22,111.44	\$ 25,097.28	
106	Jr AttendanUCamp Counselor	\$ 20,082.40	\$ 23,214.88	\$ 26,347.36	
107	Attendant	\$ 21,087.04	\$ 24,377.60	\$ 27,668.16	
107	Camp Counselor Park Attendant (PT)	\$ 21,087.04	\$ 24,377.60	\$ 27,668.16	
107	Office Asst (PT - Bldg Dept)	\$ 21,087.04	\$ 24,377.60	\$ 27,668.16	
109	Coach (Basketball, Football, Cheerleading, Dance)	\$ 23,246.08	\$ 26,847.56	\$ 30,449.04	
109	Asst Cheerleading Coach	\$ 23,246.08	\$ 26,847.56	\$ 30,449.04	
112	Recreation Attendant	\$ 26,911.04	\$ 31,109.52	\$ 35,308.00	
113	Custodian (Comm Serv Dept)	\$ 28,254.72	\$ 32,665.36	\$ 37,076.00	
113	Landscaper I	\$ 28,254.72	\$ 32,665.36	\$ 37,076.00	
113	Maintenance Worker I	\$ 28,254.72	\$ 32,665.36	\$ 37,076.00	\$ 35,235.20
113	Lead Park Attendant (FT)	\$ 28,254.72	\$ 32,665.36	\$ 37,076.00	
114	Bridge Tender	\$ 29,662.88	\$ 34,290.88	\$ 38,918.88	
116	Maintenance Worker II	\$ 32,701.76	\$ 37,805.04	\$ 42,908.32	
116	Landscaper II	\$ 32,701.76	\$ 37,805.04	\$ 42,908.32	
116	Office Assistant (Town Hall) (FT)	\$ 32,701.76	\$ 37,805.04	\$ 42,908.32	
116	Admin Asst to Community Services Director	\$ 32,701.76	\$ 37,805.04	\$ 42,908.32	
117	Water Specialist	\$ 34,340.80	\$ 39,702.00	\$ 45,063.20	
117	Maint Wkr/Coin Counter	\$ 34,340.80	\$ 39,702.00	\$ 45,063.20	
118	Building Permit Clerk Sewer Supervisor	\$ 36,065.12	\$ 41,690.48	\$ 47,315.84	
119	Recording Secretary Head Volleyball Coach	\$ 37,862.24	\$ 43,769.44	\$ 49,676.64	
119	Recreation Program Coordinator Athletic Coordinator	\$ 37,862.24	\$ 43,769.44	\$ 49,676.64	
119	Water System Analyst	\$ 37,862.24	\$ 43,769.44	\$ 49,676.64	
120	Police Dispatcher	\$ 39,750.88	\$ 45,955.52	\$ 52,160.16	
120	Utility/Customer Service Specialist	\$ 39,750.88	\$ 45,955.52	\$ 52,160.16	
120	Parking Operations Coordinator	\$ 39,750.88	\$ 45,955.52	\$ 52,160.16	
120	Admin Asst (Engineer, Public Works, Accounting)	\$ 39,750.88	\$ 45,955.52	\$ 52,160.16	
120	Capital Assets Inspector	\$ 39,750.88	\$ 45,955.52	\$ 52,160.16	
121	Water and Sewer Foreman	\$ 41,743.52	\$ 48,257.04	\$ 54,770.56	
121	Administrative Assistant - Chief of Police	\$ 41,743.52	\$ 48,257.04	\$ 54,770.56	
121	Annual TollPass/Social Media Manager	\$ 41,743.52	\$ 48,257.04	\$ 54,770.56	
121	Accounts Payable Coordinator	\$ 41,743.52	\$ 48,257.04	\$ 54,770.56	
122	Code Enforcement Officer	\$ 43,902.56	\$ 50,752.00	\$ 57,601.44	
122	Telecommunications Supervisor	\$ 43,902.56	\$ 50,752.00	\$ 57,601.44	
122	Payroll Coordinator	\$ 43,902.56	\$ 50,752.00	\$ 57,601.44	

123 Public Works Foreman	\$ 46,090.72	\$ 53,284.40	\$ 60,478.08
123 Executive Assistant to Town Manager/Asst Town Mgr	\$ 46,090.72	\$ 53,284.40	\$ 60,478.08
124 Information Technology Technician	\$ 48,405.76	\$ 55,960.32	\$ 63,514.88
125 Deputy Town Clerk	\$ 50,814.40	\$ 58,744.40	\$ 66,674.40
127 Building & Zoning Supervisor	\$ 56,031.04	\$ 64,774.32	\$ 73,517.60
128 Electrician	\$ 58,830.72	\$ 68,011.84	\$ 77,192.96
129 Director of Code Compliance/Parking/School Safety	\$ 61,778.08	\$ 71,419.92	\$ 81,061.76
129 Assistant Director of Community Services	\$ 61,778.08	\$ 71,419.92	\$ 81,061.76
130 Asst Public Works Director	\$ 64,868.96	\$ 74,992.32	\$ 85,115.68
134 Community Services Director	\$ 78,842.40	\$ 91,145.60	\$ 103,448.80
134 Human Resources Manager	\$ 78,842.40	\$ 91,145.60	\$ 103,448.80
135 Chief Building Official	\$ 82,781.92	\$ 95,699.76	\$ 108,617.60
135 Information Systems Manager	\$ 82,781.92	\$ 95,699.76	\$ 108,617.60
135 Public Works Director	\$ 82,781.92	\$ 95,699.76	\$ 108,617.60
135 Town Engineer	\$ 82,781.92	\$ 95,699.76	\$ 108,617.60
138 Town Clerk	\$ 95,831.84	\$ 110,783.92	\$ 125,736.00
138 Police Captain	\$ 95,831.84	\$ 110,783.92	\$ 125,736.00
139 Assistant Police Chief	\$ 100,626.24	\$ 116,328.16	\$ 132,030.08
142 Chief of Police	\$ 116,448.32	\$ 134,645.44	\$ 152,842.56
142 Assistant Town Manager/Finance Director	\$ 116,448.32	\$ 134,645.44	\$ 152,842.56

Town of Lauderdale by the Sea						
Position	Min	Mid	Max	Actual Salaries		
Accountant I	\$ 50,358.47	\$ 62,948.41	\$ 75,538.34	\$ 75,524.80	51,762.84	
Accounting Specialist	\$ 32,462.07	\$ 40,577.27	\$ 48,692.47	\$ 42,500.00		
Assistant Development Services Director/Town Planner	\$ 64,271.51	\$ 80,339.39	\$ 96,407.27			
Assistant to the Town Manager	\$ 52,877.22	\$ 66,096.21	\$ 79,315.19	\$ 75,000.00		
Assistant Town Manager	\$ 93,436.94	\$ 114,546.53	\$ 135,656.12			
Capital Projects Manager	\$ 52,877.22	\$ 66,096.21	\$ 79,315.19			
Deputy Town Manager	\$ 94,958.79	\$ 118,698.86	\$ 142,438.93			
Development Services Director	\$ 86,130.42	\$ 107,663.36	\$ 129,196.30	\$ 119,339.49		
Director of Finance/Budget	\$ 86,130.42	\$ 107,663.36	\$ 129,196.30	\$ 86,130.42		
Executive Assistant	\$ 37,578.42	\$ 46,973.36	\$ 56,368.29			
Intern	\$ 32,462.07	\$ 40,577.27	\$ 48,692.47			
Maintenance Supervisor	\$ 47,960.81	\$ 59,951.02	\$ 71,941.22	\$ 71,926.40		
Maintenance Worker I	\$ 29,443.65	\$ 36,804.88	\$ 44,166.11	\$ 35,559.01	\$ 39,996.09	
Maintenance Worker II	\$ 32,462.07	\$ 40,577.27	\$ 48,692.47	\$ 45,529.12		
Maintenance Worker III	\$ 34,085.17	\$ 42,606.13	\$ 51,127.09	\$ 56,243.20		
Municipal Services Director	\$ 86,130.42	\$ 107,663.36	\$ 129,196.30	\$ 120,000.00		
Office Specialist	\$ 28,041.51	\$ 35,052.21	\$ 42,062.90			
Parking Enforcement Officer	\$ 32,462.07	\$ 40,577.27	\$ 48,692.47			
Parking Supervisor	\$ 37,578.42	\$ 46,973.36	\$ 56,368.29	\$ 48,651.21		
Planner	\$ 50,358.47	\$ 62,948.41	\$ 75,538.34	\$ 56,754.30		
Planning Technician	\$ 41,430.67	\$ 51,788.02	\$ 62,145.36	\$ 43,513.60		
Public Information Officer	\$ 50,358.47	\$ 62,948.41	\$ 75,538.34	\$ 71,941.22		
Senior Office Specialist	\$ 32,462.07	\$ 40,577.27	\$ 48,692.47	\$ 49,275.16		
Special Projects Coordinator	\$ 45,676.60	\$ 57,095.75	\$ 68,514.90			
Town Clerk	\$ 52,877.22	\$ 66,096.21	\$ 79,315.19	\$ 67,448.88		
Town Manager	\$ 115,422.83	\$ 144,278.86	\$ 173,134.88	\$ 160,000.00		
Assistant to the Town Manager Special Projects Coordinator				\$ 68,068.39		
Commissioner				\$ 12,410.71		
Mayor				\$ 15,513.35		

Town of Pembroke Park Salary Data	
Job Title	Annual
Accounts Payable/Purchasing Clerk	\$ 56,612.00
Accounts Receivables/Payroll Clerk	\$ 70,361.00
Administrative Assistant to Administrative Services Director/Deputy Town Clerk	\$ 40,000.00
Administrative Assistant to Police Chief	Future
Administrative Assistant to Public Services Director	\$ 31,111.00
Administrative Services Director/Deputy Town Clerk	\$ 99,115.00
Assistant Finance & Budget Director	\$ 101,504.00
Assistant Public Services Director	\$ 75,880.00
Assistant Town Manager	\$ 120,000.00
Billing Administrator	\$ 72,561.00
Building Clerk/Permit Technician	\$ 40,685.00
Building Manager/Administrative Assistant to Chief Building Official	\$ 73,653.00
Chief Building Official	\$ 94,147.00
Code Enforcement Officer	\$ 44,554.00
Code Enforcement Supervisor	\$ 52,348.00
Contracts Administrator	Vacant
Executive Assistant to Mayor & Commission/Special Events Coordinator	\$ 44,555.00
Executive Assistant to Town Manager & Assistant Town Manager	\$ 40,000.00
Finance & Budget Director	Vacant
Human Resources Clerk	Closed
IT Administrator	Future
Maintenance Worker I	\$ 35,750.00
Maintenance Worker II	\$ 42,494.33
Maintenance Worker III	\$ 44,137.00
Parks Supervisor	\$ 58,032.00
Police Chief	Future
Police Lieutenant	Future
Police Officer	Future
Police Sergeant	Future
Project Manager - Public Services Department	\$ 57,533.00
Public Services Director	\$ 95,313.00
Receptionist	\$ 31,111.00
Records Management Specialist	\$ 31,111.00
Roads & Streets Crew Leader	Future
Stormwater & Wastewater Crew Leader	\$ 72,571.00
Superintendent	\$ 76,371.00
Town Engineer	Vacant
Town Manager	\$ 150,000.00
Town Planner	Future

\$ 40,793.78

Maintenance Worker II \$ 40,685.00
Maintenance Worker II \$ 41,891.00
Maintenance Worker II \$ 44,907.00
Maintenance Worker II \$ 40,684.00
Maintenance Worker III \$ 47,590.00
Maintenance Worker III \$ 42,598.00

Town of Southwest Ranches

<u>Title</u>	<u>Current Salary</u>
Community Services Manager	\$ 83,424.00
Town Administrator	\$ 160,000.00
Executive Asst. to the Town Administrator	\$ 48,676.00
Engineer 1	\$ 51,372.00
Parks, Rec & Open Space Manager	\$ 77,250.00
Administrative Specialist	\$ 45,947.00
Town Engineer	\$ 127,088.00
General Services Manager	\$ 79,310.00
Town Clerk	\$ 105,000.00
Accounting Clerk	\$ 40,000.00
Procurement & Budget Officer	\$ 56,650.00
Town Financial Administrator	\$ 128,000.00
Deputy Town Clerk	\$ 50,393.00
Controller	\$ 75,246.00

Town of Surfside Salary Data

Position	Annual Salary
Code Compliance Director	\$ 86,275.00
Senior Executive Assistant to Town Mgr	\$ 70,720.83
Town Manager	\$ 176,533.78
Code Compliance Officer 3	\$ 52,990.91
Code Compliance Officer 1	\$ 38,376.00
Human Resources Dir	\$ 112,746.82
Assistant Town Manager	\$ 140,500.05
Accountant	\$ 57,000.00
Controller	\$ 95,000.05
Payroll/Accounts Payable Specialist	\$ 57,299.22
Budget Officer	\$ 84,362.93
Records Technician/Assistant to Town Clerk	\$ 49,848.24
Town Clerk	\$ 100,785.57
Permit Clerk II	\$ 44,692.24
Chief Plumbing Inspector	\$ 93,600.00
Plans Examiner	\$ 26,000.00
Chief Electrical Inspector	\$ 56,898.66
Assistant Building Official	\$ 97,850.00
Chief Mechanical Inspector	\$ 93,600.00
Building Official	\$ 110,582.99
Building Department Supervisor	\$ 57,299.22
Customer Service Representative Building Dept	\$ 32,959.89
Police Office Beyond Steps	\$ 86,048.56
Police Sergeant	\$ 99,439.97
Police Captain	\$ 117,419.95
Communications Operator	\$ 46,101.85
Police Officer	\$ 80,779.90
Police Officer Detective	\$ 82,817.24
Police Sergeant Detective	\$ 99,380.82
Police Lieutenant	\$ 91,334.99
Police Sergeant	\$ 99,439.97
Accreditation Manager	\$ 96,512.00

Communications Supervisor	\$	50,303.55
Police Chief	\$	140,000.00
Executive Assistant to Police Chief	\$	65,919.98
Refuse Collector	\$	36,610.15
Solid Waste Truck Operator II	\$	40,319.97
Solid Waste Truck Operator I	\$	35,360.00
Customer Service Representative Solid Waste	\$	32,445.07
Maintenance Worker I Solid Waste	\$	31,200.00
Solid Waste Refuse Truck Operator I	\$	38,798.03
Solid Waste Supervisor	\$	48,000.00
General Service Worker	\$	36,400.00
Public Works Coordinator	\$	45,887.92
Assistant Public Works Director	\$	90,943.68
Maintenance Worker II Public Works	\$	35,812.58
Mechanic	\$	44,990.00
Maintenance Worker I Public Works Transport	\$	37,337.25
Public Works Director	\$	111,780.03
Maintenance Worker II Stormwater	\$	31,200.00
Parttime Lifeguard Seasonal	\$	18,186.16
Customer Service Representative P&R	\$	42,126.45
Camp Counselor Seasonal	\$	4,675.31
Recreation Leader I Part Time	\$	14,459.51
Custodian Part Time P&R	\$	16,631.33
Lifeguard FT	\$	35,147.29
Recreation Leader II	\$	31,387.20
Program Events Coordinator	\$	39,311.38
Aquatic Supervisor	\$	47,276.74
Parks & Recreation Director	\$	116,658.05
Head Lifeguard	\$	36,290.38
Parks & Recreation Superintendent	\$	72,518.58
Marketing & Special Projects	\$	48,090.81
Tourism Director	\$	85,490.00
Parking Enforcement Officer	\$	37,902.13
Parking Operations Manager	\$	63,859.95

Administrative Aide Parking	\$	20,865.56
Maintenance Supervisor Water & Sewer	\$	52,538.10

RESOLUTION NO. 19-12-XX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND ACCEPTING THE SALARY STUDY & RECOMMENDED COMPENSATION PLAN PREPARED BY LAGOMHR; AUTHORIZING AND DIRECTING THE TOWN STAFF TO IMPLEMENT THE TERMS AND CONDITIONS OF THE SALARY STUDY & RECOMMENDED COMPENSATION PLAN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town retained human resources consultant LagomHR to prepare a Salary Study & Recommended Compensation plan for all Town employees; and

WHEREAS, LagomHR has completed its research of Town records, conducted individual interviews of Town employees, reviewed the job classifications and compensation plans for comparable local governments, and prepared and submitted the requested Salary Study & Recommended Compensation Plan to the Town Commission; and

WHEREAS, the Town Commission concurs with the findings and recommendations contained in the aforesaid Salary Study & Recommended Compensation Plan and intends to adopt the same at it this time.

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

Section 1: That the Town Commission approves and accepts the Salary Study & Recommended Compensation Plan prepared by LagomHR, a copy of which is on file with the Town Clerk and by reference made a part hereof.

Section 2: That the Town Commission directs that the Town staff implement the provisions of the Salary Study & Recommended Compensation Plan for the next available employee pay period.

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 ____ day of December, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

MEMORANDUM

DATE: November 5, 2019

TO: Agatha Muse-Salters, Town Manager
Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, Florida 33023

CC: Newall Daughtery, Assistant Town Manager
Chris Ryan, Town Attorney

FROM: Yolanda Menegazzo, HR Consultant for Town of Pembroke Park
LagomHR, Inc.
1000 SW 57th Avenue, Suite 200
West Miami, Florida 33144

SUBJECT: Natasha Joseph, Administrative Services Director/Deputy Town Clerk
Factfinding Summary Report

Background:

Natasha Joseph, Administrative Services Director/Deputy Town Clerk was hired by Town of Pembroke Park on September 1, 1992 (27 years of tenure with the Town). Mrs. Joseph's current duties and responsibilities include oversight of all administrative operations for the Town such as Information Technology, Finance, Human Resources, and Code Enforcement. Mrs. Joseph's other duties were to serve as the official record keeper of the Town with oversight from the Clerk Commissioner Geoffrey Jacobs.

LagomHR was contracted by the Town of Pembroke Park via Resolution 19-10-05 on October 9, 2019. Upon beginning this new relationship with the Town of Pembroke Park, I, Yolanda Menegazzo from LagomHR, was informed by the Town Manager that Mrs. Natasha Joseph was placed on paid administrative leave effective October 4th, 2019 due to two (2) reasons:

1. Reasonable suspicion of alcohol usage during work hours.
2. The state of condition of the Town Clerk and former Human Resources offices, including the condition of official Town records in these offices.

I requested and was granted permission by the Town Manager to begin the process of reviewing Mrs. Joseph's specific case. My objective as the Human Resources Consultant for the Town of Pembroke Park is to provide an unbiased report on the findings while providing any involved employee(s) a fair opportunity to voice their concerns.

Interview with Natasha Joseph, Administrative Services Director/Deputy Town Clerk:

I contacted Mrs. Joseph via telephone on Monday, October 21st, 2019 and requested a formal meeting with her to discuss the events leading up to her being placed on paid administrative

leave. Mrs. Joseph agreed to the meeting, stating that she would prefer to meet outside of Town Hall. I asked her if she felt comfortable having Mr. Daughtery, Assistant Town Manager, present during the meeting in order to serve as a witness to our conversation. Mrs. Joseph agreed via telephone to such arrangement with Mr. Daughtery as the witness. LagomHR rented a meeting room from a business conference center called The 221 Building in Hallandale Beach approximately less than 10 minutes from Town Hall (receipt attached in Appendix for thorough record-keeping and reporting purposes only. LagomHR is responsible for this cost and will NOT charge the Town of Pembroke Park for this minor expense.)

I, Yolanda Menegazzo, prepared a series of questions based on the information I received from the Administration and Town Officials regarding her past performance. Below is the summary from the questions and answers of my interview with Mrs. Joseph. The specific wording below is considered non-verbatim for purposes of efficiency; however, is still an accurate representation of the original dictation.

Interview Date: October 23, 2019

Interview Location: The 221 Building
221 West Hallandale Beach Blvd
Hallandale Beach, Florida USA

Employee: Natasha Joseph, Administrative Services Director/Deputy Town Clerk

Interviewer: Yolanda Menegazzo, HR Consultant for Town of Pembroke Park

Witness: Newall Daughtery, Assistant Town Manager

Report Prepared By: Yolanda Menegazzo, CEO of LagomHR Contracted by Town of Pembroke Park serving as outsourced Human Resources

YOLANDA MENEGAZZO: Good afternoon. Thank you for joining me today. Today's date is October 23rd, 2019 and the time is 12:25 PM. My name is Yolanda Menegazzo and I am the CEO of LagomHR providing Human Resources Consulting Services to the Town of Pembroke Park. I am here to take a sworn audio recorded statement from Mrs. Natasha Joseph, Administrative Services Director/Deputy Town Clerk/Human Resources Director of Town of Pembroke Park. With me today as a witness is Mr. Newall Daughtery, Assistant Town Manager of Town of Pembroke Park. This meeting and statement is regarding Mrs. Joseph's performance and the events leading up to her being placed on Administrative Leave.

YOLANDA MENEGAZZO: Please raise your right hand. Do you swear to tell the truth, the whole truth, and nothing but the truth?

NATASHA JOSEPH: Yes

YOLANDA MENEGAZZO: Are you aware that this statement is being audio recorded?

NATASHA JOSEPH: Yes

YOLANDA MENEGAZZO: Are you recording this statement with any of your own personal devices?

NATASHA JOSEPH: No

YOLANDA MENEGAZZO: Please state your complete name and job title.

NATASHA JOSEPH: Natasha Joseph, Administrative Services Director

YOLANDA MENEGAZZO: What is your understanding of your job duties and responsibilities as Administrative Services Director/Deputy Town Clerk/Human Resources Director?

NATASHA JOSEPH: The Administrative Services Director was a recently created position. This position is a job all on its own and oversees Finance, Human Resources, Code Enforcement, and IT. This position puts out all of the administrative-related fires throughout the day under those specific divisions.

YOLANDA MENEGAZZO: What is your primary duty and role as the Deputy Town Clerk?

NATASHA JOSEPH: The true City Clerk is the Clerk Commissioner. However, the Deputy Town Clerk is responsible for all duties within the Office of the Town Clerk as the official record keeper of the Town and the day to day duties of the Clerk's office. It is a jack of all trades writing proclamations, meeting minutes, and doing all assigned duties from the Town Commission.

YOLANDA MENEGAZZO: At any point in the past year, have you received instructions from a member or member(s) of the Town Commission that you failed to accomplish in whole or in part? If yes, why were you unable to accomplish such task(s)?

NATASHA JOSEPH: I have been struggling with completing the meeting minutes. Since 2013, the Town has been through two (2) different employees specifically assigned to the backlog of minutes. In addition, Prototype was contracted in approximately July 2018 for minutes services. However, the services and quality of the work provided by Prototype were not satisfactory according to the Mayor and Commission. I am responsible for the content of the minutes.

YOLANDA MENEGAZZO: Why did the two (2) employees assigned to the Assistant to the Deputy Town Clerk result in turnover?

NATASHA JOSEPH: One (1) employee, Mrs. Greene, requested a transfer out of the Office of the Town Clerk voluntarily just when I was ready to terminate her. That same employee requested a transfer back into the Clerk's Office. The employee was later terminated for unknown reasons. The second (2nd) employee was trained as a succession plan to take over the Deputy Town Clerk duties, as I was being trained to be the Assistant Town Manager due to the fact that Dr. Levy was retiring soon. This 2nd employee was contracted in 2017. The employee had work attendance and communication issues. She asked to leave the department and was transferred to the Building Dept. She was later terminated involuntarily. Susan was hired in August 2019 and is currently still in training. Susan is developing herself in the Clerk's office duties and is still learning.

YOLANDA MENEGAZZO: What is the official backlog of the meeting minutes?

NATASHA JOSEPH: September 2017. The meeting minutes have been completed, but have not been adopted by the Commission. 35% of the meeting minutes have been completed, presented, and distributed to the Town Commission, however, they were rejected by the Mayor and Commission.

YOLANDA MENEGAZZO: Why were they not adopted?

NATASHA JOSEPH: The City Attorney stated to adopt them and correct them at the meeting. Each Commissioner had formed their own opinion as to why they felt they should not adopt it. Some of the Commissioners mentioned they did not understand what happened to the minutes and the minutes presented were not accurate.

YOLANDA MENEGAZZO: What were the instructions from the Commission at that point?

NATASHA JOSEPH: To find someone to do the minutes. I contacted a former employee who completed the minutes back in 2013, but her health was very poor and she was not able to return to work from the Town.

YOLANDA MENEGAZZO: When did the instruction from the Commission occur to find an individual for the meeting minutes?

NATASHA JOSEPH: I don't remember. About one (1) year ago.

YOLANDA MENEGAZZO: How long did it take to find the position and select Susan?

NATASHA JOSEPH: It took a while to find Susan. There was another candidate I was interested in, however, there was an election going on and it is difficult to get an applicant to come during that time period of an election and for that specific salary.

YOLANDA MENEGAZZO: In this past year, have you been asked and/or directed by any of the Town Commission Members to provide the keys to access the offices of the Town Clerk? If so, please provide details as to when those requests were made, who requested the access to these rooms, and what was the outcome?

NATASHA JOSEPH: The Mayor requested access to the archives room. The archives room is located on the 2nd floor in Town Hall. By the time I provided the keys, which was the following day and there was only a 1 day delay, the Public Works Maintenance team was drilling into the room. I saw what occurred and picked up my belongings to continue my work downstairs.

YOLANDA MENEGAZZO: In this past year, is there any other Commission member that has asked you for the keys and/or access to your office room or the archives room?

NATASHA JOSEPH: No, just the Mayor.

YOLANDA MENEGAZZO: Did you provide the Mayor with access to the archives room?

NATASHA JOSEPH: No, by the time I provided the keys they had already broken into the room.

YOLANDA MENEGAZZO: From the time it took the Mayor to ask you for the access and she received that access, how long would you say was that waiting period from the time they obtained access to the archive room?

NATASHA JOSEPH: Only 1 day because the next day they broke into the room. When I went upstairs, they were already breaking into the room, so I just continued doing my minutes downstairs.

YOLANDA MENEGAZZO: In your position, are you responsible for ensuring all ethics trainings are published within 30 days of completion? If so, has this been completed for 2019 or 2018? If not, please explain why.

NATASHA JOSEPH: If the Commissioners bring in their certificates, they will be published. I am not responsible for placing that information on the website. All five (5) Commissioners brought 2019 ethics trainings and all three (3) current Commissioners provided 2018. All certificates have been posted. These certificates should be posted 10 days after the training. I cannot tell you if the ethics training certificates were delivered to me within 10 days of completion because I did not set up those trainings. I receive the training certificate, but I do not know when they complete their training. I serve as a liaison with the webpage TPA and provide the documents to be uploaded.

YOLANDA MENEGAZZO: Have you failed to complete Public Records Requests in recent months? If so, what is the reason for not completing these requests?

NATASHA JOSEPH: To my knowledge, all public records requests have been responded to.

YOLANDA MENEGAZZO: In your recent role of Human Resources Director, have you received complaints in recent months from employees? If yes, have these complaints been properly addressed? If no, why have they not been properly addressed?

NATASHA JOSEPH: Yes, I have received complaints. The complaints were not addressed to the liking of the Commissioners. Employee complaints are handled in the following manner: 1. Stop what I am doing to address the matter. 2. Obtain a statement from Employee A. 3. Obtain a statement from Employee B. Usually supervisor or department head is present during the investigation. 4. Document the investigation. 5. Analyze the information. 6. If inconclusive, speak to Employee A and state there is nothing that can be done.

YOLANDA MENEGAZZO: How would you describe your supervisory style? How do you hold your people accountable? How do you put the employee on track to get that department where it needs to be? Have you issued discipline to anyone recently?

NATASHA JOSEPH: I would say tough. Get the job done. When it is time to play, it is time to play. When it is time to work, it is time to work. We do not hold people accountable. During their performance evaluations, I determine what is the issue and start to micromanage until the employee starts to prove they are performing. I have not issued discipline to anyone recently.

YOLANDA MENEGAZZO: How would your subordinates describe you?

NATASHA JOSEPH: Tough.

YOLANDA MENEGAZZO: How is your professional working relationship with your immediate subordinates? If such relationships, are negative in nature, why do you believe this situation exists?

NATASHA JOSEPH: I have made myself available to everyone during meetings and after meetings, but my interactions with staff was limited.

YOLANDA MENEGAZZO: Could you have done anything to improve these relationships?

NATASHA JOSEPH: I believe that tension exists because of the stress level of City Hall. There is no teamwork environment. There is tension amongst your coworkers. I do not speak often with the Asst Manager and Manager because they are new. I made herself available at their request, but I have not made an attempt to reach out to them to develop a working relationship with them.

YOLANDA MENEGAZZO: Have you engaged in any name calling of employees and/or fellow co-workers that are derogatory in nature and do not necessarily belong in a professional office setting? Have you ever called any employee and/or fellow co-worker 'stupid'?

NATASHA JOSEPH: It could be. I do not recall anyone specifically. Jokingly yes, towards a person and about a situation. I do not recall anyone specifically. I could call a situation stupid. I am pretty sure and probably sure I have said "you are stupiddddd" in a text message. Specifically, I cannot tell you who.

YOLANDA MENEGAZZO: How would you describe your attendance and tardiness records?

NATASHA JOSEPH: I have had a discussion with the Mayor that both my sons are in middle school and start school at 9:30 am. The work schedule of Town Hall recently changed. Management used to arrive at a later time, but the Town Hall hours of operation changed from 8:00 am to 5:00 pm. Department heads regularly arrived to work at 9:00 am. I was coming in to work at 10:00 am. I stay until 7:30 pm, but not every day. My schedule staggers. I always make up my hours and I would deduct time from my accrued hours. I never took time from the City. No one says anything about when I send emails at 3:00 am.

YOLANDA MENEGAZZO: What documents were you shredding? Why were the drawers empty? What is the official record retention policy of the Town? Did you obtain permission from your superiors to shred these records? Did you keep a log of what documents were discarded?

NATASHA JOSEPH: I did not shred those files or empty out anything. Those files were emptied out November of last year into room where the firefighters are on the 2nd floor. They are supposed to be put back into those cabinets. They are in banker boxes. Those shredded documents were years old. 10 people sit on the dais. I shredded copies of documents that were not needed. There was no Watergate scandal happening. All departments have a shredder. The former Town Manager wanted to keep 15 years of records. The former Town Manager Dr. Levy instructed Natasha to keep records for 15 years. I never received permission to get rid of unnecessary documents. I brought in a company for records retention destruction for records that are obsolete. The Town Commission said no do not destroy anything. I had already been destroying records that were obsolete. I did not keep a log of what was discarded because they were not on a retention schedule.

YOLANDA MENEGAZZO: Please review the photos I have provided to you of the Deputy Town Clerk office and the Human Resources Office. Do you believe that this arrangement is acceptable? At what point did these offices become what they are now? Why did you allow these offices to become this condition?

NATASHA JOSEPH: All documents kept piling on and piling on. I did not have a chance to go through these documents. I have not worked in that office for 6 months to 1 year. The office got to that bad in 2017. I did not notify anyone that the office was in that condition because I thought I could go in with an assistant to get everything organized. I did not utilize the grievance process to ask for help. It is not acceptable and I take full responsibility for the condition of those rooms. I tried to get a handle on it and I could not. We have been, especially the Clerk's office, under investigation and so much stress since 2017. We have had issues with the Town Manager. There was never time, and there are meetings upon meetings.

YOLANDA MENEGAZZO: Have you utilized these offices recently? If no, where was your formal workstation if not in the Town Clerk's Office?

NATASHA JOSEPH: I stopped working there about 6 months to 1 year ago.

YOLANDA MENEGAZZO: Are you aware of when your last performance evaluation was conducted? If so, was the performance evaluation favorable or unfavorable? What about verbal performance evaluations directly from the Commission during a public forum meeting?

NATASHA JOSEPH: Last performance evaluation done was 2014-2015. I did not see my last evaluation. Commissioner Cohen gave her opinion about my performance that everything I do is wrong. We do not get along. She is always negative and nasty. I did not do anything to correct the situation if it came from Commissioner Cohen, but all the others I did take the steps to correct any requests or concerns the other Commissioners had.

YOLANDA MENEGAZZO: Do you have any disciplinary history with the Town of Pembroke Park issued by current and/or previous Management and/or Town Commission Members?

NATASHA JOSEPH: No disciplinary history with the Town.

YOLANDA MENEGAZZO: Is there anything else you wish to share at this time that you feel is relevant to you being placed on Administrative Leave that you would like the Town Commission to take into consideration?

NATASHA JOSEPH: I take responsibility for the condition of the offices. I have been working by myself for 3 years. The HR Director has always been the Town Manager. The Town Manager always handled discipline. The Administrative Services Director is just a title. I was never part of the HR. The Town does everything

they want to do. The Town hired friends and family members. I spoke up to the Town Manager and Mayor about my concerns. Some were addressed and some were not.

YOLANDA MENEGAZZO: Have you understood all of my questions?

NATASHA JOSEPH: Yes.

YOLANDA MENEGAZZO: Is everything you have told me today been the truth?

NATASHA JOSEPH: Yes

YOLANDA MENEGAZZO: Have you been treated fairly?

NATASHA JOSEPH: Yes

YOLANDA MENEGAZZO: You are not to disclose any information regarding this interview until a final decision is made by the Town Commission.

NATASHA JOSEPH: Understood.

YOLANDA MENEGAZZO: Thank you for taking the time to speak with me. This will conclude your statement. The time is 1:26 pm.

Evidence:

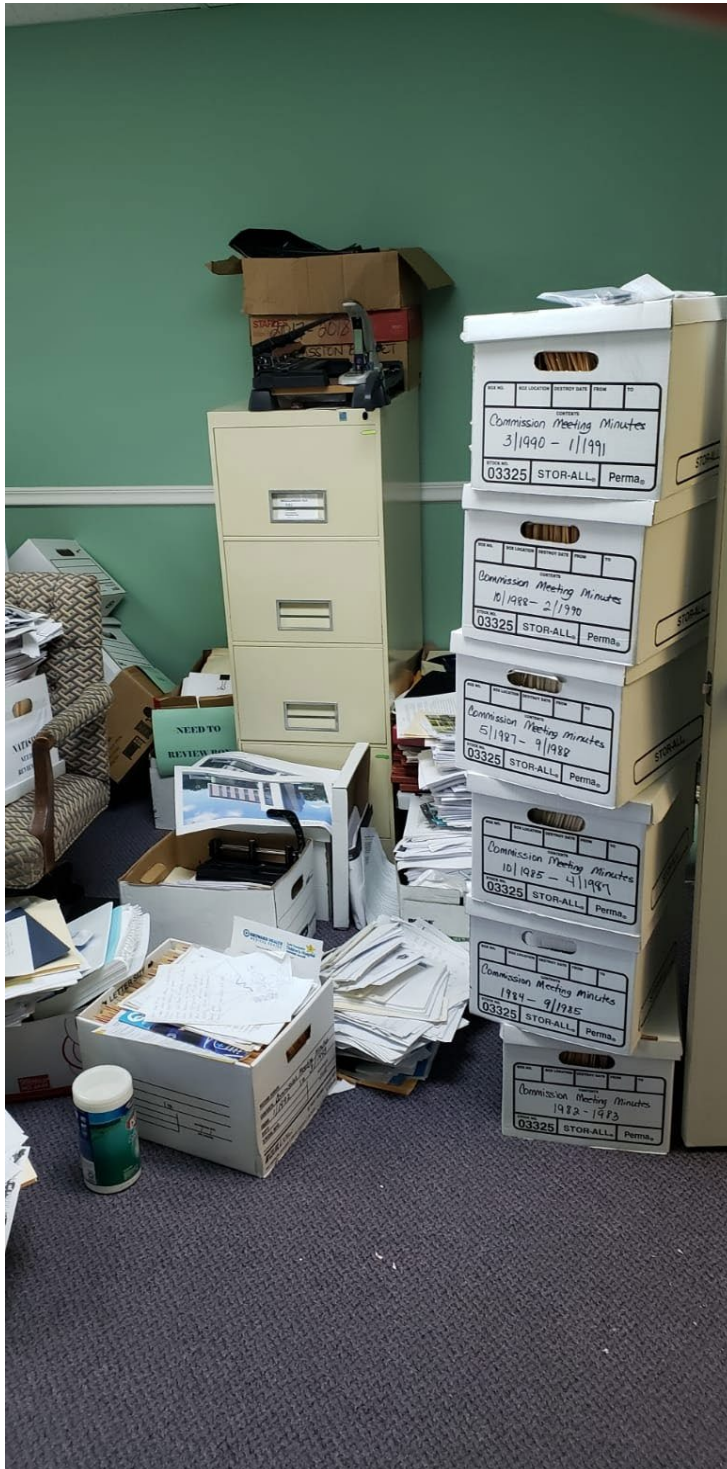












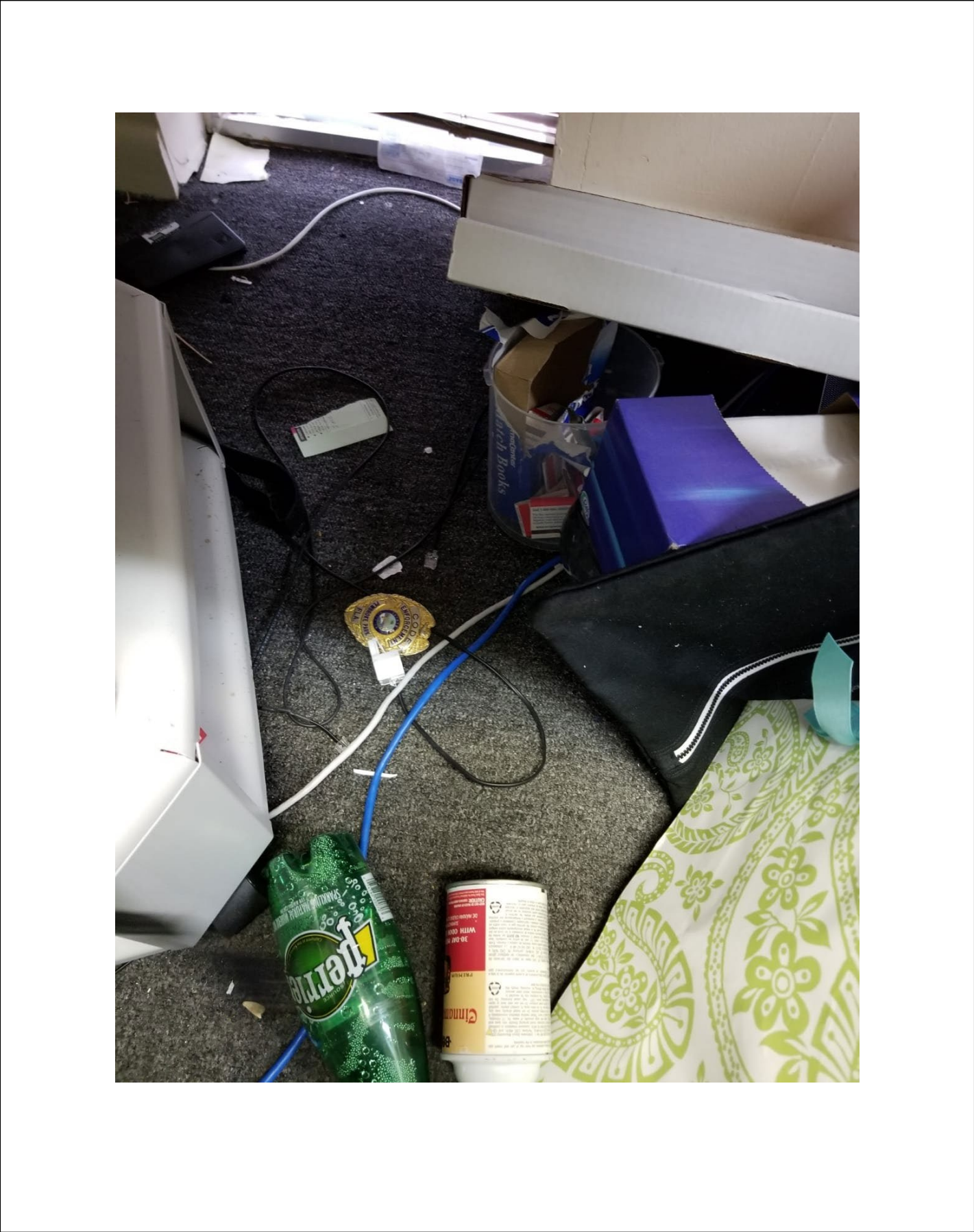
























Recommended Plan of Action:

It is important to note that Mrs. Joseph was very cooperative in the interview and shared valuable information that assisted me in conducting the investigation. She acted in a courteous manner and answered all of my questions thoroughly.

After thoroughly investigating Natasha Joseph, Administrative Services Director and reviewing the conditions and state of the Town's records and the unsafe conditions of the Deputy Town Clerk Office, it is my recommendation that Mrs. Joseph be afforded the opportunity to resign with no severance option. Should Mrs. Joseph refuse to resign, I recommend immediate termination for the following:

- **Incompetency or inefficiency in the performance of assigned duties.**
- **Offensiveness in conduct toward fellow employees or the public**
- **Inattention to duty, tardiness to excess, laziness, carelessness, and unnecessary breakage or loss of property.**
- **Immorality or lack of integrity in connection with assigned duties and responsibilities as an employee of the Town.**
- **Willful violation of any safety rule or practice.**

In conclusion, Natasha Joseph failed to uphold the duties of the Office of the Town Clerk and failed to professionally represent the Town in her capacity as a leader and long tenured employee. The cleanup efforts of the Deputy Town Clerk's Office executed by the Human Resources Consulting Firm found checks to the Town that were never deposited, unopened RFP responses, a large amount of unopened correspondence to different Town Department Heads and Elected Officials, and a complete disregard for the integrity and preservation of Town records. There was also a very large fire hazard in the room with papers on top of and beneath the cabling and power surges of the computer workstation.

It is also very important to note that the Town of Pembroke Park has a blatant lack of supervision across all levels of the organization and needs to be addressed immediately, as these unfortunate situations are 100% preventable.

MUTUAL RELEASE

This Mutual Release is entered into by and between NATASHA JOSEPH, ("JOSEPH"), and TOWN OF PEMBROKE PARK, a Florida municipal corporation, ("TOWN").

RECITALS

A. TOWN terminated the employment of JOSEPH on December 11, 2019.

B. JOSEPH and TOWN have agreed to enter into this Mutual Release in settlement of any and all disputes and claims relating to JOSEPH's employment with Town.

In consideration of the mutual relinquishment of their respective legal rights with reference to the above-mentioned employment matter, and other good and valuable consideration, the receipt and sufficiency of which is hereby affirmed, JOSEPH and TOWN agree as follows:

1. TOWN agrees to pay JOSEPH Seven Hundred Forty-Seven and Four Hundred Forty-Two Thousandths (747.442) hours of accrued vacation leave at the same hourly rate that JOSEPH was receiving when her employment with TOWN ended and Five Hundred Dollars (\$500.00) for accrued sick leave, less standard withholdings and authorized deductions.

2. TOWN agrees to pay the total sum due to JOSEPH for her accrued vacation and sick leave pay less standards holdings and authorized deductions within Ten (10) days of the execution of this Mutual Release by the parties.

3. Each party hereby remises, releases, acquits, satisfies, and forever discharges the other party of and from all, and any manner of action and actions, causes and causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims and demands whatsoever, in law or in equity, which either party ever had,

now has, or which any successor, heir or assign of either party hereafter can, shall or may have, against the other party, for, upon or by reason of any matter, cause or thing whatsoever, including, but not limited to, claims for wages and benefits from the beginning of the world until the day of these presents.

4. TOWN and JOSEPH each agrees that they shall not make any false, disparaging or derogatory statements to any media outlet, person, future or former employee of TOWN, prospective or future employer of JOSEPH, or other party regarding such other party or any such other parties' officers, employees, agents, or representatives or about such other parties' employment history or administration of governmental affairs.

5. This Mutual Release constitutes and contains the entire agreement and understanding concerning JOSEPH's employment with TOWN, and this instrument supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning same.

6. If any provision of this Mutual Release or the application thereof is held invalid, that invalidity shall not affect other provisions or applications of this Mutual Release which can be given effect without the invalid provisions or applications, and to this end, the provisions of this Mutual Release are declared to be severable.

7. This Mutual Release and rights and obligations dated herein shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

8. The preparation of this Mutual Release has been a joint effort of the parties, and resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

9. In entering into this Mutual Release, the parties represent that they have had an

adequate opportunity to consult with an attorney regarding this Mutual Release, that they have relied upon the advice of their attorneys, who are attorneys of their own choice, and that the terms of this Mutual Release have been completely read and explained to them by their attorneys, and that the terms are fully understood and voluntarily accepted by them.

10. The parties hereby irrevocably submit to the jurisdiction of the Florida state or federal court in any action or proceeding arising out of or relating to this Mutual Release and hereby irrevocably agree that all claims with respect to such action or proceeding shall be heard and determined in Broward County, Florida, the venue situs. The parties agree that this Mutual Release shall be construed and interpreted according to the laws of the State of Florida.

IN WITNESS WHEREOF, the parties have made and executed this Mutual Release on the respective dates under each signature.

Signed, Sealed and Delivered in our Presence:

Witness: _____

NATASHA JOSEPH

Witness: _____

STATE OF FLORIDA)
)
COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this ____ day of December, 2019, by NATASHA JOSEPH, who is [] personally known to me or [] has produced _____ as identification.

[Notary Seal]

Notary Public, State of Florida
Printed Name: _____
My Commission Expires: _____

Signed, Sealed and Delivered in our Presence:

Witness: _____

TOWN OF PEMBROKE PARK, a municipal
corporation in Broward County, Florida

Witness: _____

By: _____

ASHIRA MOHAMMED, Mayor
3150 SW 52 Avenue
Pembroke Park, Florida 33023

STATE OF FLORIDA)

)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this ____ day of December 2019,
by ASHIRA MOHAMMED as Mayor for Town of Pembroke Park.

[Notary Seal]

Notary Public, State of Florida

Printed Name: _____

My Commission Expires: _____

RESOLUTION NO. 19-12-XX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE MUTUAL RELEASE WITH NATASHA JOSEPH; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID MUTUAL RELEASE FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has terminated the employment of Natasha Joseph effective December 11, 2019; and

WHEREAS, the Town Commission desires to enter into a mutual release with Natasha Joseph relating to the termination of her employment with the Town.

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

Section 1: That upon final approval of the Mutual Release by Town staff, the Town is authorized to make and enter into a Mutual Release with Natasha Joseph relating to the termination of her employment and payment of accrued benefits.

Section 2: That the Mayor and appropriate Town officials are authorized and directed to execute and deliver said Mutual Release for and on behalf of the Town.

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

Town of Pembroke Park
Resolution No. 19-12-XX

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

PASSED AND ADOPTED, this ____ day of December, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner

RESOLUTION NO. 19-12-XX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, TERMINATING THE EMPLOYMENT OF NATASHA JOSEPH; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That the Town Commission hereby terminates the employment of Natasha Joseph with the Town of Pembroke Park effective immediately.

Section 2: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 3: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this ____ day of December, 2019.

ATTEST:

ASHIRA A. MOHAMMED
Mayor-Commissioner

GEOFFREY JACOBS
Clerk-Commissioner