AGENDA
SPECIAL COMMISSION MEETING

6:00 PM - Tuesday, September 5, 2023
Commission Chambers

Acting Clerk Commissioner Kashem
Clerk Commissioner Hodgkins
Vice Mayor Morrissette
Mayor Mohammed

13. ANNOUNCEMENTS

13.1. 1st Budget Hearing, Wednesday, September 13, 2023 at 6:00 PM
Regular Commission Meeting, Wednesday, September 13, 2023 at 7:00 PM
Special Magistrate Hearing, Wednesday, September 20, 2023 at 9:00 AM
2nd Budget Hearing, Wednesday, September 27, 2023 at 6:00 PM
Workshop Commission Meeting,Wednesday, September 13, 2023 at 7:00 PM

CALENDAR OF EVENTS:

Fall Festival scheduled Friday, October 27, 2023
Health Fair, Saturday, November 4, 2023
Thanksgiving Giveaway, Monday, November 20, 2023 from 6PM to 9PM
Toy Giveaway, Friday, December 16, 2023, from 11AM to 3PM

14. ADJOURNMENT

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

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

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

Marlen D. Martell
Town Clerk

Town Of Pembroke Park Commission Supplemental Retirement Plan

Actuarial Valuation Report

For the plan year beginning October 1, 2022

Table of contents

Actuarial Certification

In our opinion, based on the data furnished to us, the following report presents fairly the actuarial position of Town Of Pembroke Park Commission Supplemental Retirement Plan in accordance with generally accepted actuarial principles.

The actuarial valuation was performed as of October 1, 2022. The purpose of the actuarial valuation is to assign a value to the prospective benefit payments and determine a level of contributions which will meet these benefit obligations. These determinations are based on the actuarial method and assumptions currently in use.

The contribution figures exhibited in this report are necessarily only estimates since they are predicated on the actuarial assumptions employed. Should the plan's actual experience deviate from these assumptions, future required contributions for the plan will differ from the figures shown in this report.

We certify that all actuarial figures in this report have been determined on the basis of actuarial assumptions, which, in our opinion, are reasonably related to the experience of the plan and to reasonable expectations, and represent our best estimate of anticipated experience under the plan.

This actuarial valuation and/or cost determination was prepared and completed by me or under my direct supervision, and I acknowledge responsibility for the results. To the best of my knowledge, the results are complete and accurate, and in my opinion, the techniques and assumptions used are reasonable and meet the requirements and intent of Part VII, Chapter 112, Florida Statutes. There is no benefit or expense to be provided by the plan and/or paid from the plan’s assets for which liabilities or current costs have not been established or otherwise taken into account in the valuation. All known events or trends which may require a material increase in plan costs or required contribution rates have been taken into account in the valuation.

For Governmental Accounting Standards Board (GASB) purposes, this valuation has been conducted in accordance with generally accepted actuarial principles and practices. The actuarial assumptions and methods were chosen by the plan sponsor. We believe that these assumptions are reasonable estimates of future plan experience, both individually and in the aggregate. The calculations reported herein are consistent with our understanding of the provisions of GASB 67/68 and the disclosures required by the State of Florida.

To the best of our knowledge, this report is complete and accurate.

The Standard

Certified by

I, Scott Striegel, am a member of the American Academy of Actuaries and I meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Scott Striegel

Scott Striegel, FSA, EA, MAAA
Consulting Actuary
Enrolled Actuary #23-07218

Lynn Barnum
Standard Retirement Services
August 24, 2023

Summary of valuation results

Actuarial valuation results	10/01/2022	10/01/2021
1. Participants		
a. Active	2	2
b. Active, at or past assumed retirement age	0	0
c. Terminated with vested deferred benefits	1	1
d. Disabled	0	0
e. Retired and beneficiaries	5	4
f. Total participants included in valuation	8	7
2. Annual covered payroll for active participants	$104,000	$86,520
3. Actuarial present value of future plan benefits	$4,046,496	$3,947,484
4. Actuarial value of assets	$3,305,495	$3,958,430
5. Normal cost rate	78.05%	-1.28%
6. Normal cost at beginning of year, including expenses	$85,671	$3,391
7. Recommended contribution requirement as of end of year	$90,812	$3,595

Commentary

For the plan year beginning October 1, 2022 we have performed an actuarial valuation based on the employee data provided, the current plan provisions, the actuarial assumptions and actuarial cost method. The purpose of the actuarial valuation is to assign a value to the future expected benefit payments and determine a level of funding that will systematically accumulate the funds needed to meet those benefit obligations. There is no benefit provision or related expenses to be provided by the plan and/or paid from the plan assets for which liabilities or current costs have not been established or otherwise taken into account in the valuation. To the best of our knowledge, there were no events that were not taken into account in the valuation.

Defined benefit plans have several inherent financial risks associated with them. Those risks include, but are not limited to:

- Investment risks within the plan's equity, fixed income and other asset classes
- Mismatch between the plan's liabilities and its assets
- Risks due to the current interest rates used to value the plan's liabilities and changes in those rates
- Risks due to the extended period of time the plan is required to pay out benefits
- Retirees living longer than expected and other demographic risks
- Actual experience that is different from the actuarial assumptions
- Contributions to the plan that are not adequate to fund the liabilities
- Regulation changes

To assist the plan sponsor in assessing those risks, we have included charts that provide both historical context for the plan and detail on the composition of the plan's liabilities, and sensitivity tests that evaluate the plan's current funded status. The plan sponsor may request additional risk assessments that include further sensitivity tests, specific scenarios, contribution and asset/liability projection modeling.

Assumptions

No changes from the 2021 plan year

GASB

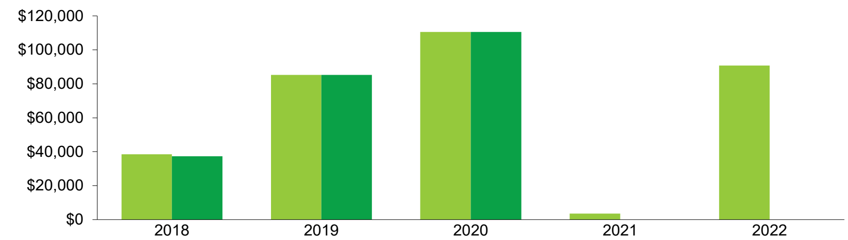
GASB 67/68 requires the use of the Entry Age Normal funding method, as a level percent of compensation, which spreads the cost of the benefits from hire to expected decrement age.

Commentary

Contribution Recommendation

The recommeded contribution the plan year beginning October 1, 2022 is $90,812. This amount was determined as a level percent of the annual covered payroll. The contribution is determined as a level percent of salary and spread over the future years of the active participants. Due to the small active population the contribution percentage may be volatile.

Table below illustrates the recommended contribution as of year end for the last five years

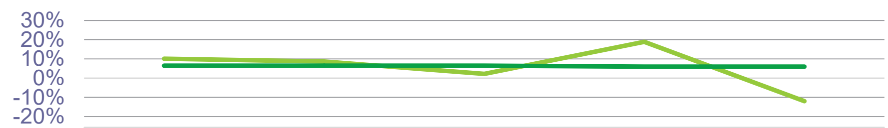


	2018	2019	2020	2021	2022
Recommended Contribution	$38,529	$85,303	$110,484	$3,595	$90,812
Contribution Received	$37,362	$85,303	$110,484	$0	

Asset analysis

The approximate rate of return for the previous five plan years

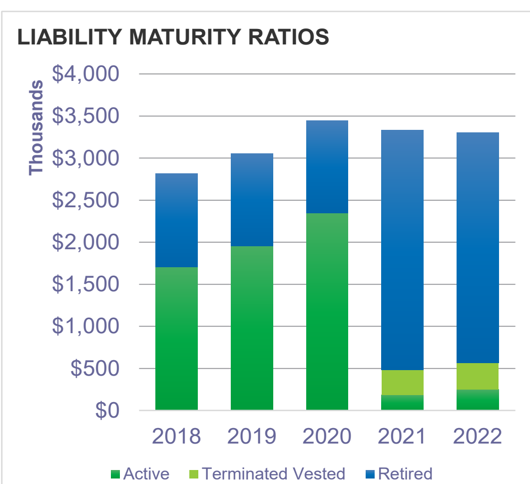
RATE OF RETURN

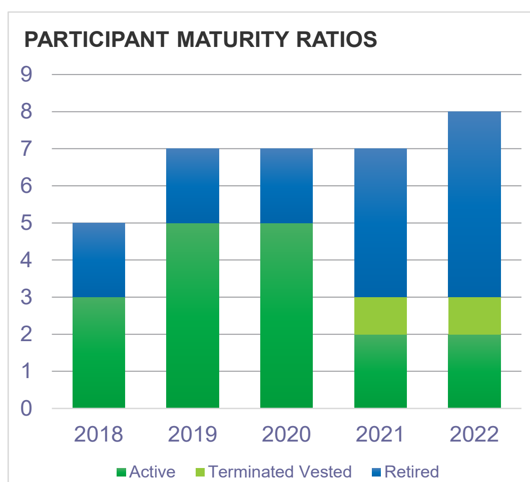


	09/30/2018	09/30/2019	09/30/2020	09/30/2021	09/30/2022
Assumed rate of return	10.13%	8.67%	2.24%	18.92%	-11.97%
Market value	6.50%	6.50%	6.50%	6.00%	6.00%

Liability maturity ratios

The maturity ratios below show the percentages of the accrued benefit obligation and the headcounts for actives, terminated vested and current retirees.





Reconcilation of plan asssets

		10/01/2020 to 09/30/2021	10/01/2021 to 09/30/2022
1.	Assets at beginning of the year		
	a. Value of plan assets excluding contributions receivable	$3,331,498	$3,847,946
	b. Contributions receivable	$0	$110,484
	c. Value of plan assets including contributions receivable	$3,331,498	$3,958,430
2.	Additions		
	a. Paid during the year	$0	$0
	b. Contributions made after year end	$110,484	$0
	c. Transferred cash values	$0	$0
3.	Benefits paid	($98,203)	($188,891)
4.	Expense payments	($4,507)	($4,263)
5.	Investment Income		
	Interest Income	$0	$0
	Dividend Income	$0	$0
	Real Estate Income	$0	$0
	Other	$0	$0
	Realized gains/losses	$623,528	$228,297
	Unrealized gains/losses	($4,370)	($688,077)
		$619,158	($459,781)
6.	Assets at end of the year		
	a. Value of plan assets excluding contributions receivable	$3,847,946	$3,305,495
	b. Contributions/Transfers receivable	$110,484	$0
	c. Change in asset method		
	d. Value of plan assets including contributions receivable	$3,958,430	$3,305,495
7.	Actual Return on Market Value	18.92%	-11.97%

Accumulated benefit obligation - ASC 960

Based on basic valuation assumptions

	10/01/2021	10/01/2022
1. Vested accumulated benefits		
a. Active participants	$183,708	$248,198
b. Terminated vested	$299,019	$316,960
c. Disabled	$0	$0
d. Retired	$2,847,367	$2,738,541
e. Total	$3,330,094	$3,303,699
2. Non-vested accumulated benefits	$0	$0
3. Total accumulated benefits*	$3,330,094	$3,303,699
4. Value of assets from financial report	$3,847,946	$3,305,495

* The values above are not meant to represent a plan termination situation.

Statement of changes in accumulated plan benefits

1.	Actuarial present value of accumulated plan benefits as of October 1, 2021	$3,330,094 [1]
2.	Increase (decrease) during the year attributable to:	
	a. Plan Amendment	$0
	b. Change in actuarial assumptions or methods	$0
	c. Benefits accumulated, gains/losses	($31,643)
	d. Increase for interest due to decrease in the discount period	$194,139
	e. Benefits paid	($188,891)
	f. Net increase (decrease)	($26,395)
3.	Actuarial present value of accumulated plan benefits as of October 1, 2022	$3,303,699 [2]

[1] 6.00% and for post retirmenent the PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale and PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale.

[2] 6.00% and for post retirmenent the PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale and PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale.

Contribution requirements

	2021	2022
Normal cost		
1. Actuarial present value of future benefits	$3,947,484	$4,046,496
2. Actuarial value of plan assets	$3,958,430	$3,305,495
3. Present value of future normal costs (1) - (2)	-$10,946	$741,001
4. Present value of future covered payroll	$854,000	$949,400
5. Normal cost rate [(3)/(4)]	-1.28%	78.05%
6. Annual covered payroll	$86,520	$104,000
7. Normal cost	-$1,109	$81,171
Expense	$4,500	$4,500
Recommended contribution at beginning of year	$3,391	$85,671
8. Recommended contribution at end of year (7) x 1.06	$3,595	$90,812

Accounting disclosure information relating to GASB

Long-Term Expected Rate of Return

Historical rates of return for individual asset classes and future estimated returns, reduced by expected expense adjustments and adjusted for inflation are used to develop expected rates of return. The expected inflation assumption was developed based on an analysis of historical CPI experience adjusted for future expertations. These rates of return are applied to the plan's investment policy to determine a rate of expected return. The long-term expected return is then rounded to the nearest quarter percent point.

Asset Class	Allocation Policy at Measurement Date	Long-Term Expected Real Rate of Return	Long-Term Expected Nominal Rate of Return
Domestic equity	50%	4.19%	7.19%
International equity	5%	4.64%	7.64%
Fixed Income/Short Term	30%	1.01%	4.01%
Real estate and alternatives	0%	3.54%	6.54%
General account	0%	1.00%	4.00%
Alternative	15%	3.54%	6.54%
Total[2]	100%		6.69%
Reduced for assumed investment expense			0.66%
Net assumed investment return (rounded to 1/4%)			6.00%

[1]Nominal rates of return are equal to real rates of return plus the assumed inflation rate.
[2]Portfolio total expected return is weighted average of arithmetic asset class returns, with adjustment to reflect geometric averages. It is not equal to the weighted average of the asset class geometric returns shown above.
[3]Assumed investment expenses include investment management fees.

Money-weighted rate of return

	Plan Investments/ Net External Cash Flows (a)	Periods Invested (b)	Period Weight (c) = (b) /12	(d) = (a) x (1+ R_{MW}) (c)
Asset value as of October 1, 2021	$3,958,430	12	1.00	3958430 x (1 + Rmw) 1.00
October-21	($15,569)	11	0.92	-15569 x (1 + Rmw) .92
November-21	($15,547)	10	0.83	-15547 x (1 + Rmw) .83
December-21	($15,547)	9	0.75	-15547 x (1 + Rmw) .75
January-22	($15,803)	8	0.67	-15803 x (1 + Rmw) .67
February-22	($15,803)	7	0.58	-15803 x (1 + Rmw) .58
March-22	($15,803)	6	0.50	-15803 x (1 + Rmw) .50
April-22	($15,803)	5	0.42	-15803 x (1 + Rmw) .42
May-22	($15,803)	4	0.33	-15803 x (1 + Rmw) .33
June-22	($15,803)	3	0.25	-15803 x (1 + Rmw) .25
July-22	($15,803)	2	0.17	-15803 x (1 + Rmw) .17
August-22	($15,803)	1	0.08	-15803 x (1 + Rmw) .08
September-22	($15,803)	0	0.00	-15803 x (1 + Rmw) .00
Asset value as of September 30, 2022	$3,305,495			
Rmw =	-11.99%			

Accounting disclosure information relating to GASB

Statement of fiduciary net position

September 30, 2022 and September 30, 2021

	Fiscal Year Ending in	
	2022	2021
Assets		
Cash and cash equivalents	$0	$0
Receivables and prepaid expenses:		
Contributions/Transfer Assets	$0	$110,484
Investment income	$0	$0
Receivables from brokers for unsettled trades	$0	$0
Prepaid expenses	$0	$0
Total receivables	$0	$110,484
Investments		
Fixed Income	$0	$0
Stocks	$1,901,525	$2,007,873
Short-term investments	$876,079	$762,103
Real estate	$0	$0
Alternative investments	$527,891	$1,077,970
Total investments	$3,305,495	$3,847,946
Invested securities lending cash collateral	$0	$0
Capital assets, net of accumulated depreciation	$0	$0
Total assets	$3,305,495	$3,958,430
Liabilities		
Accrued expenses and benefits payable	$0	$0
Securities lending cash collateral	$0	$0
Payable to brokers for unsettled trades	$0	$0
Total liabilities	$0	$0
Net position restricted for pensions	$3,305,495	$3,958,430

Accounting disclosure information relating to GASB

Statement of changes in fiduciary net position
for the year ended September 30, 2022

	Fiscal year ending in: 2022
Additions	
Member contributions	$0
Employer Contributions	$0
Transferred Cash Values	$0
Total Contributions	$0
Investment income(loss):	
Interest	($459,781)
Dividends	$0
Equity fund income, net	$0
Net increase in fair value of investments	$0
Securities lending income	$0
Less Investment expenses:	
Direct investment expense	$0
Securities lending management fees	$0
Securities lending borrower rebates	$0
Net investment income	($459,781)
Other income	
Total additions	($459,781)
Deductions	
Service benefits	$188,891
Disability benefits	$0
Death benefits	$0
Refunds	$0
Administrative expenses	$4,263
Total deductions	$193,154
Net increase (decrease)	($652,935)
Net position restricted for pensions	
Beginning of year	$3,958,430
End of year	$3,305,495

Accounting disclosure information relating to GASB

Determination of beginning and ending balances of pension plan investments for purposes of calculating the annual money-weighted rate of return

September 30, 2022 and September 30, 2021

	Ending Pension Plan Investments 09/30/2022	Beginning Pension Plan Investments 09/30/2021
Assets		
Cash and cash equivalents	$0	$0
Receivables:		
Investment income	$0	$0
Receivables from brokers for unsettled trades	$0	$0
Transfer assets	$0	$0
Investments		
Fixed Income	$0	$0
Equity Funds	$1,901,525	$2,007,873
Bond Funds	$876,079	$762,103
Real estate	$0	$0
Other/Alternative investments	$527,891	$1,077,970
Invested securities lending cash collateral	$0	$0
Liabilities		
Securities lending cash collateral	$0	$0
Payable to brokers for unsettled trades	$0	$0
Total pension plan investments	$3,305,495	$3,847,946

Accounting disclosure information relating to GASB

Aggregate external (noninvestment) cash flows
for the year ended September 30, 2022

	2022
Additions	
Contributions:	
Member contributions	$0
Employer Contributions	$0
Other income	($0)
Deductions	
Service benefits	($188,891)
Disability benefits	$0
Death benefits	$0
Refunds	$0
Administrative expenses	($4,263)
Beginning balances of noninvestment-related assets and liabilities from balance at September 30, 2021	
Contributions receivable	$110,484
Prepaid expenses	$0
Accrued expenses and benefit payable	$0
Ending balances of noninvestment-related assets and liabilities from balance at September 30, 2022	
Contributions/Transfers receivable	$0
Prepaid expenses	$0
Accrued expenses and benefit payable	$0
Change in capital assets-depreciation	$0
Aggregate external cash flows	($82,670)

Reconciliation of beginning and ending balances of pension plan investments, aggregate external cash flows, and net investment income

	2022
Total pension plan investments, beginning of year	$3,847,946
Aggregate external cash flows	($82,670)
Net Investment Income	($459,781)
Total pension plan investments, end of year	$3,305,495

Accounting disclosure information relating to GASB

Schedule of changes in net pension liability and related ratios

Fiscal year ending	September 30, 2022
Total pension liability	
Service cost	$65,581
Interest	$194,763
Changes of benefit terms	$0
Differences between expected and actual experience	($39,788)
Changes in assumptions and method	$0
Benefit payments, including refunds of member contributions	($188,891)
Net change in total pension liability	$31,665
Total pension liability - beginning of year at 6%	$3,340,500
Total pension liability - end of year at 6% (a)	$3,372,165
Fiduciary net position	
Contributions - employer	$0
Contributions - member	$0
Net investment income	($459,781)
Benefit payment, including refunds of member contributions	($188,891)
Administrative expense	($4,263)
Other	$0
Net change in plan fiduciary net position	($652,935)
Plan fiduciary net position - beginning	$3,958,430
Plan fiduciary net position - ending (b)	$3,305,495
Net pension liability - ending (a) - (b)	$66,670
Plan fiduciary net position as a percentage of the total pension liability	98.02%
Covered-employee payroll	$104,000
Net pension liability as a percentage of covered-employee payroll	64.11%
1% Sensitivity Analysis	
Net pension liability - discount rate	$66,670
Net pension liability - discount rate -1%	$544,444
Net pension liability - discount rate +1%	($316,686)

Accounting disclosure information relating to GASB

Calculation of pension expense

Fiscal year ending	September 30, 2022
Service cost	$65,581
Interest cost	$194,763
Differences between expected and actual experience	($88,419)
Changes in assumptions	$16,887
Employee contributions	$0
Projected earnings on pension plan investments	($231,711)
Differences between expected and actual earnings on pension plan investments	$58,197
Pension Plan administrative expense	$4,263
Other changes in fiduciary net pension	$0
Total pension expense	$19,561

Accounting disclosure information relating to GASB

Deferred outflows and deferred inflows of resources related to pensions

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual liability	$82,564	$249,897
Changes in assumptions	$50,659	$0
Differences between expected and actual earnings on pension plan investments	$743,782	$373,852
	$877,005	$623,749

Amounts reported as deferred inflows/outflows of resources related to pensions will be recognized in pension expenses as follows:

Year ended:	Future recognition
2022	($13,335)
2023	$1,011
2024	$72,789
2025	$54,491
2026	$138,300
Thereafter	$0

Accounting disclosure information relating to GASB

Schedule of amortizations: liability experience gains and losses

Year	Difference between actual and expected experience	Recognition Period	Amortization	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
2014		N/A		-	-	-	-	-	-	-	-	-	-	-	
2015	$321,666	2	$160,833	$160,833	$160,833	-	-	-	-	-	-	-	-	-	
2016	$177,571	2	$88,786		$88,786	$88,785	-	-	-	-	-	-	-	-	
2017	($146,601)	2	($73,301)	$0	$0	($73,301)	($73,300)	-	-	-	-	-	-	-	
2018	($370,636)	2	($185,318)	$0	$0	$0	($185,318)	($185,318)	-	-	-	-	-	-	
2019	$35,662	5	$7,132	$0	$0	$0	$0	$7,132	$7,132	$7,132	$7,132	$7,134	-	-	
2020	$113,830	5	$22,766	$0	$0	$0	$0	$0	$22,766	$22,766	$22,766	$22,766	$22,766	$0	$0
2021	($315,163)	3	($105,054)	$0	$0	$0	$0	$0	$0	($105,054)	($105,054)	($105,055)	$0	$0	$0
2022	($39,788)	3	($13,263)	$0	$0	$0	$0	$0	$0	$0	($13,263)	($13,263)	($13,262)	$0	$0
			($88,419)	$160,833	$249,619	$15,484	($258,618)	($178,186)	$29,898	($75,156)	($88,419)	($88,418)	$9,504	$0	$0

Net increase/(decrease) in pension expense

Schedule of amortizations: assumption changes

Year	Difference between actual and expected experience	Recognition Period	Amortization	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
2014		N/A		-	-	-	-	-	-	-	-	-	-	-	
2015	($427,321)	2		($213,661)	($213,660)	-	-	-	-	-	-	-	-	-	
2016	$420,088	2	$0	$0	$210,044	$210,044	-	-	-	-	-	-	-	-	
2017	$0	2	$0	$0	$0	$0	-	-	-	-	-	-	-	-	
2018	$0	2	$0	$0	$0	$0		-	-	-	-	-	-	-	
2019	$0	5	$0	$0	$0	$0	$0							-	
2020	$84,433	5	$16,887	$0	$0	$0	$0	$0	$16,887	$16,887	$16,887	$16,887	$16,885		
2021	$0	3	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
2022	$0	3	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
			$16,887	($213,661)	($3,616)	$210,044	$0	$0	$16,887	$16,887	$16,887	$16,887	$16,885	$0	$0

Net increase/(decrease) in pension expense

Schedule of amortizations: investment gains and losses

Year	Difference between actual and expected experience	Recognition Period	Amortization	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
2015	$154,113	5	$30,823	$30,823	$30,823	$30,823	$30,822	$30,822							
2016	($34,308)	5	($6,861)	$0	($6,862)	($6,862)	($6,862)	($6,861)	($6,861)						
2017	($82,985)	5	($16,597)	$0	$0	($16,597)	($16,597)	($16,597)	($16,597)	($16,597)					
2018	($71,739)	5	($14,348)	$0	$0	$0	($14,348)	($14,348)	($14,348)	($14,348)	($14,347)				
2019	$130,728	5	$26,146	$0	$0	$0	$0	$26,146	$26,146	$26,146	$26,146	$26,144			
2020	($40,463)	5	($8,093)	$0	$0	$0	$0	$0	($8,093)	($8,093)	($8,093)	($8,093)	($8,091)		
2021	($419,035)	5	($83,807)	$0	$0	$0	$0	$0	$0	($83,807)	($83,807)	($83,807)	($83,807)	($83,807)	
2022	$691,492	5	$138,298	$0	$0	$0	$0	$0	$0	$0	$138,298	$138,298	$138,298	$138,298	$138,300
			$58,197	$30,823	$23,961	$7,364	($6,985)	$19,162	($19,753)	($96,699)	$58,197	$72,542	$46,400	$54,491	$138,300

Net increase/(decrease) in pension expense

Florida disclosures

Reconciliation of participants

	Active	Terminated Vested	Disabled	Retired	Beneficiaries	Total
October 1, 2021	2	1	0	4	0	7
New Entrants						
Retired						
Disabled						
Terminated						
Non Vested						
Terminated Deferred						
Terminated Distributed						
Correction						
Deaths				-1	2	1
Benefits Expired						
Rehire						
October 1, 2022	2	1	0	3	2	8

Florida disclosures

Reconciliation of plan assets

	09/30/2013	09/30/2014	09/30/2015	09/30/2016	09/30/2017	09/30/2018	09/30/2019	09/30/2020	09/30/2021	09/30/2022
1. Assets at beginning of the year										
a. Value of plan assets excluding contributions receivable	$1,079,901	$1,383,455	$1,552,115	$1,511,083	$2,208,214	$2,528,419	$3,083,393	$3,097,667	$3,331,498	$3,847,946
b. Contributions/Transfers receivable	$0	$0	$0	$445,681	$0	$0	$0	$0	$0	$110,484
c. Value of plan assets including contributions receivable	$1,079,901	$1,383,455	$1,552,115	$1,956,764	$2,208,214	$2,528,419	$3,083,393	$3,097,667	$3,331,498	$3,958,430
2. Contributions										
a. Paid during the year	$190,977	$66,669	$62,510	$137,490	$121,583	$370,136	$37,362	$85,303	$0	$0
b. Contributions made after year end	$0	$0	$0	$0	$0	$0	$0	$0	$110,484	$0
c. Other Income				$0	$0	$0	$0	$0	$0	$0
3. Benefits paid	($23,924)	($30,087)	($27,900)	($27,956)	($26,663)	($56,882)	($86,834)	($88,137)	($98,203)	($188,891)
4. Expense payments	($4,017)	($4,192)	$0	($8,384)	($4,183)	($4,404)	($4,202)	($4,895)	($4,507)	($4,263)
5. Earnings	$136,501	$136,270	($75,642)	$150,300	$229,468	$246,124	$67,948	$241,560	$619,158	($459,781)
6. Assets at end of the year										
a. Value of plan assets excluding contributions receivable	$1,383,455	$1,552,115	$1,511,083	$2,208,214	$2,528,419	$3,083,393	$3,097,667	$3,331,498	$3,847,946	$3,305,495
b. Contributions receivable	$0	$0	$0	$0	$0	$0	$0	$0	$110,484	$0
c. Value of plan assets including contributions receivable	$1,383,455	$1,552,115	$1,511,083	$2,208,214	$2,528,419	$3,083,393	$3,097,667	$3,331,498	$3,958,430	$3,305,495
7. Actual Return on Market Value	11.97%	9.65%	-4.79%	9.47%	10.13%	8.67%	2.24%	7.38%	18.92%	-11.97%
9. Assumed Rate of Return	5.00%	5.00%	5.00%	6.50%	6.50%	6.50%	6.50%	6.50%	6.00%	6.00%

Cash	$0	0%	$0	0%	$0	0%	$0	0%	$0	$0
Equity	$870,795	63%	$997,247	64%	$970,983	64%	$1,136,249	51%	$1,343,883	53%
Bond	$512,661	37%	$554,868	36%	$540,100	36%	$626,284	28%	$672,780	27%
Real Estate	$0	0%	$0	0%	$0	0%	$0	0%	$0	0%
Alternative	$0	0%	$0	0%	$0	0%	$445,681	20%	$511,756	20%
	$1,383,455	100%	$1,552,115	100%	$1,511,083	100%	$2,208,214	100%	$2,528,419	100%

Cash	$0	$0	$0	$0	$0	$0	$0	$0	$0	0%
Equity	$1,552,664	50%	$1,519,199	49%	$1,641,984	49%	$2,007,873	52%	$1,901,525	58%
Bond	$704,901	23%	$727,371	24%	$766,703	24%	$762,103	21%	$876,079	28%
Real Estate	$0	0%	$0	0%	$0	0%	$0	0%	$0	0%
Alternative	$825,828	27%	$851,097	27%	$922,811	27%	$1,077,970	27%	$527,891	15%
	$3,083,393	100%	$3,097,667	100%	$3,331,498	100%	$3,847,946	100%	$3,305,495	101%

Florida disclosures

Schedule of changes in net pension liability and related ratios for the fiscal year ending September 30, 2022

	112.664(1)(a)	112.664(1)(b)
Total pension liability	6.00%	4.00%
Service cost	$65,581	$98,401
Interest	$194,763	$158,046
Changes of benefit terms	$0	$0
Differences between expected and actual experience	($39,788)	$341,726
Changes in assumptions and method	$0	$0
Benefit payments, including refunds of member contributions	($188,891)	($188,891)
Net change in total pension liability	$31,665	$409,282
Total pension liability - beginning of year at 6%	$3,340,500	$4,045,585
Total pension liability - end of year at 6% (a)	$3,372,165	$4,454,867
Fiduciary net position		
Contributions - employer	$0	$0
Contributions - member	$0	$0
Net investment income	($459,781)	($459,781)
Benefit payment, including refunds of member contributions	($188,891)	($188,891)
Administrative expense	($4,263)	($4,263)
Other	($0)	($0)
Net change in plan fiduciary net position	($652,935)	($652,935)
Plan fiduciary net position - beginning	$3,958,430	$4,454,867
Plan fiduciary net position - ending (b)	$3,305,495	$3,305,495
Net pension liability - ending (a) - (b)	$66,670	$1,149,372
Plan Fiduciary net position as a percentage of the total pension liability	98.02%	74.20%
Covered-employee payroll	$86,250	$86,250
Net pension liability as a percentage of covered-employee payroll	77.30%	1332.61%
Number of years for which the market value of assets are adequate to sustain expected retirement benefits	26.8337	20.1670

Florida disclosures

Investment breakdown

Fixed Income/Short Term	Assets	Actual	Policy
Loomis Sayles Investment Grade Bond A	$413,627.16	12.51%	15.00%
DFA Infl-Protected Sec. Port I	$179,348.24	5.43%	5.00%
Thronburg Strategic Income R5	$283,103.62	8.56%	10.00%
US Stock			
JPMorgan Large Cap Growth	$615,690.45	18.63%	20.00%
Vanguard Equity-Income	$691,731.93	20.93%	20.00%
Janus Henderson Triton N	$146,316.86	4.43%	5.00%
DFA US Targeted Value Port	$245,376.00	7.42%	5.00%
International Stock			
ClearBridge International Growth A	$130,103.00	3.94%	2.50%
Schwab Fdmtl Intl Lg Co Idx	$72,306.94	2.19%	2.50%
Other Investments			
Jackson National Life Insurance Co.	$142,455.93	4.31%	5.00%
Minnesota Life Insurance Cash Value	$385,435.00	11.66%	10.00%
	$3,305,495.13	100.00%	100.00%

Investment return history

Year Beginning	Year End	Actual Rate of return	Assumed Rate of Return
10/01/2009	09/30/2010	9.85%	5.00%
10/01/2010	09/30/2011	-4.76%	5.00%
10/01/2011	09/30/2012	17.34%	5.00%
10/01/2012	09/30/2013	11.97%	5.00%
10/01/2013	09/30/2014	9.65%	5.00%
10/01/2014	09/30/2015	-4.79%	5.00%
10/01/2015	09/30/2016	9.47%	6.50%
10/01/2016	09/30/2017	10.13%	6.50%
10/01/2017	09/30/2018	8.67%	6.50%
10/01/2018	09/30/2019	2.24%	6.50%
10/01/2019	09/30/2020	7.38%	6.50%
10/01/2020	09/30/2021	18.92%	6.00%
10/01/2021	09/30/2022	-11.97%	6.00%

Florida disclosures

Accrued liabilities

		10/01/2021	Before assumption and/or method change 10/01/2022	After assumption and/or method change 10/01/2022
1.	Accrued liability			
	a. Active participants	$194,114	$316,664	$316,664
	b. Terminated vested	$299,019	$316,960	$316,960
	c. Disabled	$0	$0	$0
	d. Retired	$2,847,367	$2,738,541	$2,738,541
2.	Total accrued liability	$3,340,500	$3,372,165	$3,372,165

Florida disclosures

Unfunded accrued liability

Year		UAL
10/01/2009		$436,048
10/01/2010		$771,239
10/01/2011		$854,023
10/01/2012		$556,067
10/01/2013	(1)	$530,543
10/01/2014		$443,162
10/01/2015		$471,646
10/01/2016		$527,972
10/01/2017		$277,582
10/01/2018		($207,709)
10/01/2019		($27,998)
10/01/2020		$128,561
10/01/2021		($617,930)
10/01/2022		$66,670

[1] 10/01/2013 method changed from Projected Unit Credit to Individual Entry Age Normal

Projected unfunded accrued liability

A Schedule illustrating the amortization of the Unfunded Accrued Liability (UAL) is shown below. This assumes:

1) No future changes in the UAL due to plan amendments, assumption changes or gains and losses

Year	Projected UAL
10/01/2022	$66,670
10/01/2023	$44,916
10/01/2024	$40,184
10/01/2025	$34,945
10/01/2026	$29,163
10/01/2027	$22,797
10/01/2028	$15,806
10/01/2029	$8,146

Florida disclosures

Accumulated benefit obligation

	10/01/2021	Before assumption and/or method change 10/01/2022	After assumption and/or method change 10/01/2022
1. Vested accumulated benefits			
a. Active participants	$183,708	$248,198	$248,198
b. Terminated vested	$299,019	$316,960	$316,960
c. Disabled	$0	$0	$0
d. Retired	$2,847,367	$2,738,541	$2,738,541
e. Total	$3,330,094	$3,303,699	$3,303,699
2. Non-vested accumulated benefits	$0	$0	$0
3. Total accumulated benefits	$3,330,094	$3,303,699	$3,303,699

Statement of changes in accumulated plan benefits

1. Actuarial present value of accumulated plan benefits as of October 1, 2021	$3,330,094
2. Increase (decrease) during the year attributable to:	
a. Plan Amendment	$0
b. Change in actuarial assumptions or methods	$0
c. Benefits accumulated, gains/losses	($31,643)
d. Increase for interest due to decrease in the discount period	$194,139
e. Benefits paid	($188,891)
f. Net increase (decrease)	($26,395)
3. Actuarial present value of accumulated plan benefits as of October 1, 2022	$3,303,699

Florida disclosures

Pension funding cost
(Actuarial funding contribution)

			Before assumption and method change	After assumption and method change
1.	Normal cost (beginning of year)	10/01/2021	10/01/2022	10/01/2022
	a. Base normal cost	($1,109)	$81,171	$81,171
	b. Expense *	$4,500	$4,500	$4,500
	c. Total	$3,391	$85,671	$85,671
3.	Expected plan sponsor contributions	$3,595	$90,812	$90,812
3.	As % of payroll	4.16%	87.32%	87.32%
4.	Expected plan participant contributions	$0	$0	$0
5.	As % of payroll	0%	0%	0%

Florida disclosures

Past contributions

	Plan year beginning 10/01/2020	10/01/2021	10/01/2022
Required plan sponsor contribution (end of year)	$110,484	$3,595	$90,812
Required participant contributions	$0	$0	$0
Actual Contributions made by			
Plan sponsor	$110,484	TBD	TBD
Participants	$0	$0	$0
Other	$0	$0	$0

Florida disclosures

Other disclosures

		10/01/2021	10/01/2022 Before assumption change	10/01/2022 After assumption change
1.	Present value future compensation	$854,000	$949,400	$949,400

Three year comparison of actual and assumed covered payroll increases

Plan year beginning	Actual increases	Assumed increases
10/01/2021	0.00%	3%
10/01/2020	0.00%	3%
10/01/2019	0.00%	3%

Cost of $1.00 monthly benefit on normal form

	Valuation assumptions	
Retirement Age	Male	Female
55	219.71	240.49
60	198.63	218.91
62	189.56	209.27
65	175.07	193.73

Florida disclosures

Schedule of active participant data

Attained age	YEARS OF CREDITED SERVICE									
	Under 1	1 To 4	5 To 9	10 To 14	15 To 19	20 To 24	25 To 29	30 To 34	35 To 39	40 & Up
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp	Avg. comp
Under 25										
25 To 29										
30 To 34										
35 To 39										
40 To 44		1								
45 To 49		1								
50 To 54										
55 To 59										
60 To 64										
65 To 69										
70 & Up										

FLORIDA DISCLOSURES

SCHEDULE OF TERMINATED VESTED PARTICIPANT DATA

Attained Age	Annual Benefit							Annual Benefit By Age
	$0 - $5,000	$5,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	> $25,000	Total	
49 and Under						1	1	$36,877
50 to 54							0	
55 to 59							0	
60 to 64							0	
65 to 69							0	
70 and Over							0	
Totals	0	0	0	0	0	1	1	

Florida disclosures

Schedule of retired participant data

Attained age	Annual Benefit							Annual benefit by age
	$0 - $5,000	$5,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	> $25,000	Total	
49 and under							0	
50 to 54							0	
55 to 59					2		2	$47,844
60 to 64							0	
65 to 69						1	1	$34,729
70 to 74						2	2	$116,547
75 to 79							0	
80 to 84							0	
85 to 89							0	
90 and Over							0	
Totals	0	0	0	0	2	3	5	

Summary of plan provisions

This summary of plan provisions provides an overview of the major provisions of the pension plan used in the actuarial valuation. Because it is only a summary, and is not intended to replace the more precise language of the plan document, if there is any difference between the description of the plan herein and the actual text of the plan document, the plan document will govern.

Effective date of Plan	October 1, 2008
Eligibility requirements	
Minimum age	None
Service	None
Normal retirement	
Age	For Participants on the plan as of October 1, 2008 Later of age 62 or the 4th anniversary of date of hire For Participants who enter the plan after October 1, 2008 Later of age 62 or the 13th anniversary of date of hire
Average monthly compensation	The average of the high 4 months of compenation
Normal form of annuity	Life Only
Monthly Benefit	5% of average monthly compensation multiplied by credited years of service, maximum $195,000 (indexed according to IRS regulations) reduced for less than 10 years of participation and if annuity payment age is prior to age 62.
Cost of Living Adjustment	An annual Cost of Living Adjustment will apply to all retirees and beneficiaries with payments in force for at least 12 months as of October 1st. After October 1, 2011 the Cost of Living adjustment equal to the increase in the Consumer Price Index from October to the following September.
Early retirement	
Eligibility	For Participants on the plan as of October 1, 2008 Later of age 55 or the 4th anniversary of date of hire For Participants who enter the plan after October 1, 2008 Later of age 55 or the 13th anniversary of date of hire
Monthly benefit	Accrued benefit without reduction
Postponed retirement	
Eligibility	Past normal retirement age
Monthly benefit	The greater of the accrued benefit determined as of the participant's actual retirement date or the actuarial equivalent of the benefit payable at the participant's normal retirement date.
Death benefit	Beneficary(s) will receive an annuity equal to the Participant's Accrued Benefit payable for a period of 10 years, adjusted for annual COLA increases.
Vesting	For Participants who enter the plan after October 1, 2008 Less than 4 years of service 0% 4 or more years of service 100% For Participants who enter the plan after October 1, 2008 Less than 13 years of service 0% 13 or more years of service 100%

Statement of actuarial assumptions

1. **Actuarial cost method**
   Contribution Requirement
   Under the aggregate cost method the excess of the actuarial present value of future plan benefits over the plan's assets is the present value of future normal costs. The current year's normal cost is determined by multiplying the covered payroll by the ratio of the future normal costs to the present value of future covered payroll. If all actuarial assumptions are realized, this will result in future normal costs which are a constant percentage of payroll.

   No specific actuarial gains and losses arising from deviations from the assumptions are identified for a particular year, but are spread over the future working lifetime of the plan participants as part of the normal cost.

   GASB
   Under the individual entry age normal cost method the normal cost is the level amount which would exactly fund for any individual his projected benefit at retirement if it were contributed from date of eligibility until retirement. Since benefit accruals are frozen the normal cost is zero and the accrued liability is equal to the present value of accrued benefits.

   The accrued liability is the excess of the present value of the projected benefits over the present value of future normal costs. The unfunded accrued liability is that portion of the accrued liability in excess of plan assets.

   When the actual experience deviates from the actuarial assumptions, gains or losses are produced. These amounts, along with the unfunded accrued liability, are amortized separately from the annual normal cost.

   The effect of cost-of-living increases in the IRC Section 415 dollar limitation on benefits and in the IRC Section 401(a)(17) limitation on compensation is treated as part of the actuarial gain (loss).

2. **Actuarial valuation method**
   The actuarial value of assets equals the contract value of assets held in an insurance company general account (unallocated contracts), plus the market value of assets held in pooled separate accounts, adjusted for the value of any contributions which may be receivable or prepaid as of the valuation date, plus cash value of insurance policies and current value of purchased annuities owned by the plan.

3. **Funding target assumptions**

	10/01/2022	**10/01/2021**
a. Interest		
Pre-retirement	6.00%	6.00%
Post-retirement	6.00%	6.00%
b. Mortality rates		
Pre-retirement male	None	None
Pre-retirement female	None	None
Post-retirement male	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale
Post-retirement female	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale
c. Termination rates	None	None
d. Disability rates	None	None
e. Salary projections	Annual compensation is assumed to increase 3% per annum compounded annually	Annual compensation is assumed to increase 3% per annum compounded annually
f. Retirement age	Early Retirement Age	Early Retirement Age
g. Percentage of married participants	N/A	N/A
h. Expense	Estimated annual administration expenses	Estimated annual administration expenses
i. Cost of Living Increase	2.75% per annum	2.75% per annum

Statement of actuarial assumptions

4. Accumulated benefit assumptions (ASC 960)
All assumptions the same as funding except interest and mortality rates

a. Assumed rate of return	6.00%	6.00%
b. Mortality rates		
Pre-retirement male	None	None
Pre-retirement female	None	None
Post-retirement male	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Male Table, set back 1 year with Male MP-2018 generational improvement scale
Post-retirement female	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale	PUB-2010 Headcount Weighted General Below Median Healthy Retiree Female Table with female MP-2018 generational improvement scale

5. Determination of economic assumptions

Long term rate of return	Historical rates of return for individual asset classes and future estimated returns, reduced by expected expense adjustments are used to develop expected rates of return. These rates of return are applied to the plan's investment policy to determine a rate of expected return.

6. Determination of demographic assumptions

Mortality table	Used rates consistent with the Florida Retirement System Accounting: The State of Florida mandates tables consistent with the Florida Retirement System Pension Plan
Retirement age	The retirement age assumption is based on several factors which may include, but not be limited to, historical trends, and survey results, and actual plan experience.

7. Actuarial Standard of Practice No. 56

The results in this report are based on an actuarial valuation model with three components as outlined in Actuarial Standard of Practice No. 56 (ASOP 56):

- Information inputs including the data, assumptions, methods and plan provisions outlined in this report,
- Processing by the Lynchval Systems Worldwide, Inc.® software,
- Our report template which translates the Lynchval output into valuation results.

The model is intended to convert the information input above to usable actuarial valuation results. We have reviewed the Lynchval Systems Worldwide, Inc. software's output for reasonableness, and have independently checked sample one-person output where appropriate, but have otherwise relied on it.

Other models used in this actuarial valuation include:

- Capital market assumption model based on the Horizon Actuarial Service 2022 Survey of Capital Market Assumptions

8. Employee data

This report is based on employee and salary data furnished by Town Of Pembroke Park Commission Supplemental Retirement Plan.

EMERGING LIABILITY

The emerging liability in a year is the expected payments made to participants who are entitled to benefits because of retirement, termination, disability or death. The chart below assumes no new entrants into the plan (i.e. a "closed" population).

Note that the benefit payments illustrated below are based on the assumptions used for the funding method of the actuarial valuation. Any change in the assumptions, employee data, or plan provisions will change the results.

Market Value of assets as of October 1, 2022: $3,305,495

Plan year beginning	Expected Charge to Assets	Cumulative Charges
10/01/2022	$192,908	$192,908
10/01/2023	$195,746	$388,654
10/01/2024	$198,408	$587,062
10/01/2025	$200,864	$787,926
10/01/2026	$203,081	$991,007
10/01/2027	$205,024	$1,196,031
10/01/2028	$206,656	$1,402,687
10/01/2029	$207,940	$1,610,627
10/01/2030	$242,964	$1,853,591
10/01/2031	$244,059	$2,097,650

AGENDA ITEM REPORT

To:
Subject: Interim Finance Director
Meeting: AGENDA SPECIAL COMMISSION MEETING - September 5, 2023
Department: Finance
Staff Contact: Aleem Ghany, Public Services Director

BACKGROUND INFORMATION:

With the resignation of the Finance Director, Roy Brown and as Acting Town Manager I started reaching out in the job market to fill the position of Interim Finance Director to meet the needs of the Town. In the past few days I have reached out to several Finance Directors, Assistant Directors, Auditors, and CPA firms.

FINANCIAL IMPACT:

See spreadsheet attached.

RECOMMENDATION:

I am recommending that we select David DiLena.

ATTACHMENTS:

Barbara Hastings_resume
Mark Parks Jr_resume
FLC_email
Keah Accounting
David DiLena_resume
Robert Half_email

$200.00
additional Staff
$ 100/hr.

BARBARA D HASTINGS

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Bhastings@GovtERPservices.com · 954-815-8654

Educational Background

Bachelor of Science / Major in Accounting (4/92)
FLORIDA ATLANTIC UNIVERSITY – BOCA RATON, FL
Certified Public Accountant (CPA) 1995

Professional Experience

PRESIDENT – GOVERNMENT & ERP IMPLEMENTATION SERVICES LLC, BROWARD COUNTY, FL 7/2016 to current

South Florida Water Management District: Contracted 10/19-4/20, 1/21 to present

Assist the District to close the fiscal year and completing the annual external audit in the SAP software system. Provide recommendations to assist the Finance Department of operate more effectively and efficiently. Implemented and setup of the CAFRonline software to generate the District's Comprehensive Annual Financial Report (CAFR).

City of Cape Coral: Contracted 10/20-1/21- Ongoing Maintenance Contract

Assist the City to resolve Munis software implementation issues including review of the Chart of Accounts, Grants and Budget setup. Create monthly financial statements for Council and staff. Provide recommendations to assist the Finance Department of operate more effectively and efficiently.

City of Pembroke Pines: Contracted 2/20 to present

Assist with the implementation of the Munis /Tyler products. Providing assistance in establishing efficient policies and procedures on reviewing setup of the system.

City of Hollywood: Contracted 10/18-9/30/19

Assist with the implementation of the Oracle Cloud ERP. Provide assistance in cleanup of implementation issues and establishing efficient policies and procedures in Finance as it relates to the new system. Assist in completing the fiscal year's audit and preparation of the CAFR.

City of Sunrise: Contracted since 7/16 to present

Project Management services for implementation of a multimillion Enterprise Resource Planning (ERP) system. Provide recommendations for Government accounting standards and best practices for the setup of the Financial module including General Ledger, Budgeting and Accounts Receivable. Lead the implementation, coordination, set up of best practices for Human Resources and Payroll Module, Utility Billing, Work orders, Asset management and Inventory modules. Also, assist with the coordination and implementation of Kronos timekeeping system. Provide all necessary services related to ERP implementation including but not limited to project management, newsletters, Change Management, training and all follow up necessary for an efficient go-live. Coordination of training and efficient integration of subsystems until go-live.

City of Hallandale: Contracted 8/16-12/30/18, 4/21 to present

Operate the Financial Department for six months, which included closing the fiscal year and year-end audit and the completion of the Comprehensive Annual Financial Report (CAFR). Also provided payroll and Utility billing services to continue operations due to staff transitions. Additional services for various areas including CRA operations and improvements, Capital Projects, Bond drawdowns and recording investment earnings and reconciliation of and Due To/Due From. Review different City procedures and recommend improved and efficient processes for CRA operations, Payroll, Bank reconciliations and Kronos timekeeping. Training of staff and review of system set up and make recommended changes to improve the City's processes. Review HR processes and make recommended changes and retraining of staff.

City of Oakland Park: Contracted since 10/17- Ongoing Maintenance Contract

Assist with the implementation of the EnerGov systems used for Permits, Code Enforcement, Business Licenses and Planning & Zoning. Provide training to staff in the Tyler/ Munis ERP system and Microsoft products including Excel, Word and Power Point.

CITY OF MIRAMAR – BROWARD COUNTY, FL 6/2009 to 7/2016

Interim Finance Director/Assistant Finance Director

Project Management for the Implementation of the City's ERP system and the Kronos Timekeeping system. Including the contract negotiations and phasing of all modules. Other duties include:

- Coordinate & prepare the CAFR ($220M)
- Plan & develop all accounting and fiscal policies
- Supervise and coordinate the annual external audit
- Implement accounting policies & procedures
- Project Manager for ERP implementation for all applications
- Supervise all finance divisions
- Treasury, Bond Debt issue and Grants management
- City representative for Union Negotiations

CITY OF PARKLAND – BROWARD COUNTY, FL 1/2007 to 5/2009

Finance & Administrative Service Director

Plan, recommend and coordinate implementation of all software systems. Other duties include:

- Coordinate & prepare the CAFR and Annual Budget ($40M)
- Supervise the Information Systems & Human Resources divisions
- Plan & develop all accounting, fiscal, personnel and information systems polices
- Treasury, Risk and Purchasing management
- Supervise & coordinate the annual external audit

TOWN OF LANTANA – PALM BEACH COUNTY, FL 8/2001 to 5/2006

Finance & Administrative Service Director

Plan, recommend and coordinate implementation of all software systems. Other duties include:

- Coordinate & prepare the CAFR and Annual Budget ($29M)
- Supervise the Information Systems, Risk Management & Human Resources divisions
- Plan & develop all accounting, fiscal, personnel and information systems polices
- Treasury management
- Supervise & coordinate the annual external audit

CITY OF NORTH LAUDERDALE – BROWARD COUNTY, FL 1/2000 to 8/2001

Finance Director

Plan, recommend and coordinate implementation of all software systems. Other duties include:

- Plan & develop all accounting and fiscal policies
- Supervise and coordinate the annual audit
- Coordinate and prepare the annual CAFR and Budget ($30M)
- Treasury management and Bond issue
- Implement accounting policies & procedures
- City representative for Union Negotiations

Technical Expertise

Common Analytical Products	***Other Products***
Microsoft Excel - Expert	Munis – Expert
Microsoft Powerpoint - Expert	SharePoint
Microsoft Word - Expert	Sungard/HTE-Expert
Microsoft Access – Intermediate	Kronos & Telestaff Timekeeping
Microsoft Outlook – Advanced/Expert	Oracle Cloud ERP – Intermediate
	SAP Software – Intermediate

$150.00 per hr /

MARK A. PARKS, JR., CPA, MBA

5600 N Flagler Drive, Suite 2207, West Palm Beach, FL 33407
Telephone: (216)407-4973 ♦ E-mail: mapcpagroup@gmail.com

Executive Leadership/Chief Financial Officer

Consultant who has served as a senior level financial executive for one of the United States' fastest growing cities and served as the same for one of the United States' largest counties. Extremely knowledgeable about governmental operations at all levels. Highly skilled in crisis and performance management. Also knowledgeable about public financing, including developing public-private partnerships. Results driven leader with a proven history of improving multi-faceted operations utilizing metrics and quantitative analysis. Strong leadership skills and a track record of success leading in an environment of significant change. Proven ability to develop, oversee, and improve large complex organizations. Specialize in implementing data driven performance management strategies, aligning operations with organizational vision, budget management, personnel management, investments, accounting, strategic planning, and financial software implementation.

QUALIFICATIONS AND ACCOMPLISHMENTS

Efficient performance with an elevated level of acumen in:

- Budget development, financial management, cash management, general accounting, taxation, internal controls, governmental operations, and small business consulting.
- Thorough knowledge of both GASB and FASB accounting
- Change management and organizational design
- Awarded the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award and the GFOA Certificate for Excellence in Financial Reporting

Technical Skills:

- Experience in financial systems selection and implementation
- Microsoft Office Word, Excel, PowerPoint, Access, Publisher
- Experience using various accounting software packages, For Profit and Not for Profit
- Experience in implementing complex public finance structures

PROFESSIONAL EXPERIENCE

CHIEF EXECUTIVE OFFICER, Preveer Corporation, West Palm Beach, FL 2022- Present

- ♦ Refining an existing franchising concept to build a large sustainable organization
- ♦ Implement cost reduction and business growth strategies to build the Franchise
- ♦ Maximizing technology to develop an exceptional organization

CHIEF EXECUTIVE OFFICER, MAP CPA Group International LLC, West Palm Beach, FL 2021- Present

- ♦ Serve as Chief Financial Officer and Consultant for multiple municipalities and corporations
- ♦ Prepare tax returns, 1040s, 990s, 1120s, sales tax, and payroll taxes
- ♦ Consult small businesses in cost reduction and business growth strategies
- ♦ Perform studies and agreed upon procedures for municipalities

CHIEF FINANCIAL OFFICER, City of West Palm Beach, West Palm Beach, FL 2015- 2021

- ♦ Responsible for all financial operations of the City
- ♦ Manage the sale of notes and bonds to finance major projects by coordinating information among bond counsel, underwriters' trustees, and banks
- ♦ Manage City funds, long-term and short-term investments of more than $500 million
- ♦ Oversaw Hyperion Budget and CaseWare CAFR software implementations
- ♦ Served on Tyler Community Development Implementation Team

CHIEF FISCAL OFFICER, Cuyahoga County, Cleveland, OH 2013- 2015

- CFO with comprehensive knowledge of County finances and operations
- Serve as statutory County Auditor, Recorder, and Clerk of Courts (Title Division) as defined by the Ohio Revised Code
- Serve as Chief Fiscal Officer for the entire County, a $1.5 billion governmental entity, overseeing financial operations, accounting, payroll, AP/AR, budgets, purchasing, property assessment, revenues and expenditures, investments, and debt offerings
- Manage the sale of notes and bonds by coordinating information among bond counsel, underwriters' trustees, and banks, including but not limited to participating on the $465 million financing team for the Global Center for Health Innovation and Convention Center and the $260 million Convention Center Hotel
- Served on ERP and Property Tax Software Selection Committees

TREASURER, Cuyahoga County, Cleveland, OH 2012- 2013

- Performed all functions of the County Treasurer for a $1.5 billion governmental entity
- Managed the collection of over $1.0 billion in taxes annually
- Managed County funds, long-term and short-term investments of more than $800 million
- Disbursed tax revenues to school districts, municipalities, libraries, and other taxing subdivisions
- Administered the monthly installment and automatic bill payment programs to make paying property taxes more convenient and less burdensome

DIRECTOR OF SPECIAL PROJECTS, Cuyahoga County, Cleveland, OH 2012- 2013

- Managed a process called CountyStat to quantitatively evaluate the operations of the Fiscal Office and determine corrective actions
- Assisted the Chief Fiscal Officer with organization and consolidation of the new fiscal office, including but not limited to organizational structure, physical plant, and accounting structure
- Served as controller for the entire County, overseeing financial operations, accounting, payroll, AP/AR, reviewing and preparing budgets, monitoring revenues and expenditures, and implementing corrective actions
- Evaluated the effectiveness and challenges of the newly formed government and recommend structural changes
- Evaluated staffing for effectiveness and efficiency and recommend changes
- Implemented new Charter requirements for reformed County government

CHIEF FISCAL OFFICER/TREASURER (Acting), Cuyahoga County, Cleveland, OH 2011- 2012

- Began financial transition from former County Commissioner form of government to Executive form of government by facilitating the consolidation of three formerly elected officials' offices and four departments into one financial enterprise
- Developed and implemented strategies to bring together a remarkably diverse group of employees, many of whom had never worked together before
- Began the elimination of redundancies that were inherent in the former form of government
- Performed all functions of the Chief Financial Officer and Treasurer for a $1.5 billion governmental entity
- Managed the entire financial enterprise for the County
- Implemented new Charter requirements for reformed County government

FINANCIAL SYSTEM ADMINISTRATOR, Cuyahoga County, Cleveland, OH 2010 - 2011

- Performed development of operating budget, monitored revenue estimates for the General Fund and Health & Human Services Levies and debt service

- Assisted in the sale of notes and bonds by coordinating information among bond counsel, underwriters, trustees, and banks, including participating on the $465 million financing team of the Cleveland Medical Mart and Convention Center
- Facilitated maintaining the County's note and bond ratings
- Performed capital management duties, developed indirect cost plan, and evaluated proposals for new or expanded projects
- Provided computer software technical support and assistance to end-users in County departments

BUDGET MANAGEMENT ANALYST, Board of County Commissioners, Cleveland, OH 2005 - 2010

- Developed, prepared, and monitored $1.5 billion budget for the Board of County Commissioners (BOCC)
- Analyzed fiscal activities of assigned departments and make forecasts based on expenditure patterns
- Performed fiscal management functions for BOCC agencies

ADJUNCT INSTRUCTOR, Cuyahoga Community College, Cleveland, OH 2007 - 2011

- Teach basic, intermediate, governmental, and advanced principles of accounting courses
- Prepare students for life in the business world

CHIEF FINANCIAL OFFICER, Lake Metropolitan Housing Authority, Painesville, OH 2002 - 2005

- Managed and performed all fiscal duties including cash management, investments, payroll, accounts receivable, accounts payable, taxes, budgeting, forecasting and general accounting
- Automated the accounting processes and implemented changes that increased efficiency

STATUTORY CUYAHOGA COUNTY BOARDS AND COMMISSIONS

- Board of Control
- Contracts and Purchasing Board
- Cuyahoga County Audit Committee
- Board of Revision
- Budget Commission
- Cuyahoga County Community Improvement Corporation
- Cuyahoga County Land Reutilization Corporation (Land Bank)
- Tax Incentive Review Board
- Cuyahoga County Investment Advisory Committee

CIVIC ENGAGEMENT

VILLAGE COUNCIL PRESIDENT & FINANCE COMMITTEE CHAIRMAN, Orange Village, OH 2005, 2008-2013
The President of Council is responsible for presiding over all Council meetings, appointing all committee chairs, and serving as acting Mayor in the Mayor's absence or in the event of incapacity. The Finance chair is responsible for choosing and presiding over a committee to scrutinize the financial records and transactions of the Village.

COMMUNITY ACTIVITIES

- 2020 – Present: Chairman of the Florida School of Government Finance for the Florida Government Finance Officers Association
- 2019 – Present: President-Elect of the Palm Beach County chapter of the Government Finance Officers Association

- 2017 – Present: Graduate, Finance Committee Member, and Governing Board Member, Leadership Palm Beach County
- 2016 – Present: Chairman of the Community Advisory Committee, Vice Chairman of the Board of Directors, St. Mary's Medical Center, and Palm Beach Children's Hospital
- 2016 – Present: Graduate and Day Chairman for City Center Day, Leadership West Palm Beach
- 2011 – 2015: Orange Schools Vision and Strategic Planning Committee
- 2010 - 2015: Lander Circle Kiwanis Club
- 2010 - 2011: Representative for the Cuyahoga County Transition Team for Finance

EDUCATION AND LICENSURE(S)

University of Phoenix
Master of Business Administration Degree, concentration in *e-Business*, July 2006

- 3.88 grade point average on a 4.0 scale

Cleveland State University
Completed coursework equivalent to an accounting major

- 3.4 grade point average on a 4.0 scale in accounting
- Completed Cleveland State Leadership Academy in 2008

Baldwin-Wallace University
Bachelor of Arts Degree with a dual major in Business Administration and Political Science

President's Council Foundation
Emerging Entrepreneurs Class of 2005

Passed:

- Life, Accident & Health, and Variable Products exam
- Passed Securities Series 6, 26, 63, and Series 65
- Certified Public Accountant, licensed in Florida and Ohio
- Certified Public Pension Trustee
- Certified Government Finance Officer

FEMA Certifications:

- ICS 100 – Introduction to Incident Command Systems
- ICS 200 – ICS for Single Resources and Initial Action Incidents
- ICS 300 – Intermediate ICS for Expanding Incidents
- ICS 400 – Advanced ICS Command and General Staff – Complex Incidents
- ICS 700 – National Incident Management System an Introduction
- ICS 800 – National Response Framework – An Introduction
- NIMS ICS – All Hazards Finance/Administrative Section Chief

Stephanie Woodbury

From: Aleem Ghany
Sent: Thursday, August 31, 2023 3:22 PM
To: Stephanie Woodbury
Subject: FW: information we discussed

From: ashira mohammed <ashira.ann@gmail.com>
Sent: Thursday, August 31, 2023 11:07 AM
To: Aleem Ghany <aghany@tppfl.gov>
Subject: Fwd: information we discussed

---------- Forwarded message ---------
From: **Lynn Tipton** <LTipton@flcities.com>
Date: Thu, Aug 31, 2023 at 10:51 AM
Subject: information we discussed
To: ashira mohammed <ashira.ann@gmail.com>

Hello, Mayor:

The Florida Government Finance Officers Association (FGFOA) is one of the 10 associations the FLC administers. They maintain a list of available professionals (either between jobs, or partially retired) on their website, and this page is open to the public. You fill out your city name and the nature of the work, and you are put in contact with the individuals.

Here's the link: https://fgfoa.org/resources/temporary-finance-professionals-network/tfpn-applications

Barbara Hastings was with Miramar; she is in Broward. There are also 2 persons in Palm Beach County if Barbara isn't available: David and Robert – but let's cross our fingers for Barbara!

Hope this is helpful,

Best regards,

Lynn

Lynn S. Tipton

Director, FLC University

Phone: 407/367-4025

Email: ltipton@flcities.com

Website: www.flcities.com

FLC
FLORIDA LEAGUE OF CITIES

LOCAL
VOICES
MAKING
LOCAL
CHOICES

Stephanie Woodbury

From:	Aleem Ghany
Sent:	Thursday, August 31, 2023 3:17 PM
To:	Stephanie Woodbury
Subject:	FW: KEAH Accounting Introduction
Attachments:	Imran Alli Profile.docx; Saad Khan Profile.docx; Agreement 2021-20 Aclarian-Finance Officer.pdf

From: Imran Alli <imran.alli@keahaccounting.com>
Sent: Thursday, August 31, 2023 1:10 PM
To: Aleem Ghany <aghany@tppfl.gov>
Cc: Saad Khan <saad.khan@keahaccounting.com>
Subject: KEAH Accounting Introduction

Hello Aleem,

Thanks for taking the time to speak with us on the phone earlier.

Attached are the following items:

- Partner profiles – Saad Khan, CPA & Imran Alli
- Copy of finance director agreement in which we were sub-contracted during a transition for the city of Dade City located in Pasco County.

The first line of contact would primarily be Saad, which you can email at saad.khan@keahaccounting.com or through his phone number (954) 663-2248. My contact information is in my signature below.

We look forward to the opportunity and feel free to reach out with any questions.

Regards,

KEAH

Imran Alli
Partner
Khan, Enyih, Alli, & Hussain, P.A.
imran.alli@keahaccounting.com | +1 (954) 478-1904 | keahaccounting.com

Click here to schedule an appointment with KEAH Accounting & Tax.

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

DAVID M. DILENA, CPA

PROFILE

Florida licensed CPA, Manager of Financial Services, Chief Financial Officer, and Finance Director.

I am focused on managing debt, cash flows, budgets, forecasts, and projections for future growth. In addition, I Manage the Funding, Mergers, and Acquisitions (M&A), Accounting, Finance, and compliance aspects with all the major rating agencies for the Utilities portfolio under management.

Manage a team of resources focused on data and data analytics designed to maximize speed and drive efficiencies.

Manage relationships with Board Members and clients across the Southeast on various engagements and projects.

PROFESSIONAL ASSOCIATIONS

- Member, American Institute of Certified Public Accountants
- Member, Florida Institute of Certified Public Accountants
- Member, Florida Board of Accountancy

PROFESSIONAL LICENSES

- Certified Florida Public Accountant

CONTACT

PHONE:
352-536-0035

EMAIL:
ddilena@projectedpoint.com

EDUCATION

Florida State University – BS Finance
1992 - 1996
Bachelor of Science in Finance

Florida State University – BS Accounting
1992 - 1997
Bachelor of Science in Accounting

WORK EXPERIENCE

Town of Highland Beach, Florida - Finance Director
May 2022 – Present
Manage and direct all financial aspects of the $24M Annual Budget for the full-service town within the General, Discretionary Sales Surtax, Building, Water, and Sewer Funds. Managed Police and Fire Rescue Union Contracts and Developed five-year forecasts for all funds to ensure Commission's Strategic objectives were met. Manage all the Federal, State, and Local financial accounting and reporting requirements.

Florida Governmental Utility Authority - Chief Financial Officer
June 2011 – April 2022
Florida Governmental Utility Authority is a large water and sewer utility provider across Florida. Manage approximately $406M in assets, $329M in debt, and $115M in capital programs, and generate approximately $98M in annual revenues. Since 2011 Co-lead the Mergers, Acquisition, and Funding team through various significant acquisitions, which increased the utilities under management by 829%. Negotiated cost-effective contracts for the most significant vendors, strengthening the credit ratings on various bond issuances and refunding.

Government Services Group, Inc. Manager of Financial Services
June 2011 – Present
Government Services Group is a specialized consulting firm providing State and Local Governments Financial Services throughout the Southeast. As Manager of the Financial Services Division, I manage and develop a group of accounting, finance, and data staff in various projects designed to assist Governments from cost and rate structures to managing capital programs, debt, cash, budgets, and projections.

Florida Utility Group, LLC Partner/Chief Financial Officer
June 2005 – May 2011
Vet all operations in Florida and South Carolina while proactively controlling cash flow to drive continuous improvement in resource utilization. Develop and steward operating budgets and projections on an annual and monthly basis.

SKILLS

Strategic Planning, Mergers & Acquisitions, Accounting, Finance, Data Analytics, Process Improvements, Budgets, Projections and Forecasts, Board Management

$7,500 first 2 months
(price will drop based
on work load)

David M. DiLena, CPA
140 NW 70th Street #103
Boca Raton, Florida 33487
ddilena@projectedpoint.com 352-536-0035

FINANCE LEADER

A proven finance leader with a record of achievement in roles including Financial Analyst, Project Manager, Controller and Chief Financial Officer. Noted for enhancing the productivity, efficiency, and profitability of organizations by driving continuous improvement in operations, processes, metrics, and workflows.

CORE COMPETENCIES

Strategic Planning • Mergers & Acquisitions • Process Improvement • Cost Control • Team Leadership
Operating Budget Development & Management • Budget Planning • Budget Projections
Financial Reporting • Financial Statements • Audits • US GAAP • Excel • Power BI

PROFESSIONAL EXPERIENCE

Town of Highland Beach Florida 2022 – Present

An $30M Annual Budget Full-Service Florida Municipality positioned in the southern portion of eastern Palm Beach County

Finance Director

The Town of Highland Beach was struggling to secure a permanent and competent Finance Director to serve the needs of this small wealthy town.

- Successfully created five-year budgets for each fund and department.
- Successfully created five-year water and sewer user rate adjustments based on cost-of-service internal study.
- Successfully created Power BI dashboards for the General Fund, Water and Sewer Funds and Building Department to monitor expenditures on a near real time level.
- Successfully finished the annual financial audit on time with no audit finding.

Government Services Group, Inc. FL 2011 – 2022
Florida Governmental Utility Authority

An $80M Special Purpose Government with 10 separate water and wastewater Enterprise Funds spanning 14 Counties in Florida.

Manager of Financial Services – GSG, Inc.
Chief Financial Officer - FGUA

Government Services Group (GSG, Inc.) is a for profit private company specializing in serving local governments. The Florida Governmental Utility Authority (FGUA) is the largest client of GSG, Inc.

The Florida Governmental Utility Authority is the largest special purpose water and wastewater utility in Florida. The FGUA is spread-out over 14 Counties and includes operations in the MacDill Air Force Base. Annual Revenues are over $80M and as Chief Financial Officer, I manage over $500M in Assets and Revenue Bonds

- Successfully completed the acquisition of the Aqua Florida Utility Systems which increased customer connections by 32% and annual revenues from $51M to $80M. The Aqua acquisition was the largest acquisition in the 14 years history of FGUA.
- Successfully completed the Merger and Acquisition of the MH Utility Systems which increased customer connections, financial strength and utility system reliability within the FGUA's Consolidated Utility System.

- Negotiated cost effective operations contracts for the largest vendor of the FGUA for the Pasco Utility System.
- Participated and conducted bond rating calls with Moody's, Standard & Poor's and Fitch and successfully strengthened the credit ratings on various bond issuances and refunding.
- Successfully increased the FGUA from seven separate enterprise systems to 10 separate enterprise systems in 3 years.
- Managed Compliance with Trustee for over $500M in Revenue Bonds.
- Manage Annual Budgets and Rate Hearings for the FGUA's $80M Operating Budget and $55M Capital Budget.
- Managed Annual Financial Reporting Requirements with awards for excellence in financial reporting from the Government Finance Officers Association.

Florida Utility Group, LLC, FL 2005 – 2011
KBHS, Inc.
Utility Group of South Carolina, LLC,
A $10M conglomerate of 3 water and wastewater management companies with operations throughout Florida and South Carolina.

Partner/Chief Financial Officer/Controller
Vet all operations in the States of Florida and South Carolina while proactively controlling cash flow to drive continuous improvement in resource utilization. Develop and steward operating budgets and projections on an annual and monthly basis.

Drive development of standardized internal controls utilized in the operations of three strategic business units. Orchestrate monthly closing supporting the submission of key financial reports to the board of directors as well as the company's senior management.

Advance delivery of all Human Resource Management functions including payroll and employee relations as well as compensation and benefits administration.

- Improved cash flow and information sharing between departments. Developed and implemented accounting policies and procedures that enabled this achievement.
- Enabled company growth and market expansion through inorganic means. Played a key role in 2 strategic acquisitions that doubled both company size and revenues in only 3 years.
- Accelerated cash flow by 5 days while improving invoicing procedures. Created and launched a system of electronic work-orders that enabled employees in the field to remotely submit job sheets electronically.
- Saved more than $58K per year by eliminating unnecessary overtime. Created electronic time sheets for use in the field. Installed GPS on all vehicles to dramatically reduce time between calls.
- Saved the company $150K and more than $500K in taxes. Uncovered a system of internal fraud within an acquired company.

EDUCATION & CERTIFICATIONS

BS, Finance Florida State University, Tallahassee, Florida
BA, Accounting, Florida State University, Tallahassee, Florida
Certified Public Accountant

Attachment

Town of Pembroke Park, Florida

Cost Estimate Per Month for:
Interim Finance Director/Audit Wrap-up

Line No	Task	In-office	Remote	Meetings	Totals	
1	Direct Labor Rates	$ 150.00	$ 110.00	$ 125.00		
2	Interim Finance Director	32			32	
3	Audit Wrap-up		15		15	
4	Meetings			8	8	
5	Total Hours	32	15	8	55	
6	Direct Labor Cost	$ 4,800.00	$ 1,650.00	$ 1,000.00	$ 7,450.00	
7	Average Hourly Rate				**$ 135.45**	
8	Other Direct Cost				50.00	
9	Mileage @ Gov't Allowable Rate				-	
10	Other (e.g. Telephone, Delivery Charges)				-	
11	Total Other Direct Cost				$ 50.00	
12	Total Estimated Project Cost Per Month				$ 7,500.00	[a]

[a] Monthly fee **not to exceed**

JIMMY PATRONIS
CHIEF FINANCIAL OFFICER

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION

*** * CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW * ***

NON-CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 8/9/2022 **EXPIRATION DATE:** 8/8/2024

PERSON: DAVID DILENA **EMAIL:** DDILENA@PROJECTEDPOINT.COM

FEIN: 854220531

BUSINESS NAME AND ADDRESS:

PROJECTED POINT, INC.

140 NW 70TH STREET APT 103
BOCA RATON, FL 33487

SCOPE OF BUSINESS OR TRADE:

Auditors, Accountant or
Computer System Designers
or Programmer-Traveling

IMPORTANT: Pursuant to subsection 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to subsection 440.05(12), F.S., Certificates of election to be exempt issued under subsection (3) shall apply only to the corporate officer named on the notice of election to be exempt and apply only within the scope of the business or trade listed on the notice of election to be exempt. Pursuant to subsection 440.05(13), F.S., notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

DFS-F2-DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT REVISED 08-13 E01577209 QUESTIONS? (850) 413-1609

State of Florida
Department of State

I certify from the records of this office that PROJECTED POINT, INC. is a corporation organized under the laws of the State of Florida, filed on July 29, 2022, effective July 29, 2022.

The document number of this corporation is P22000060347.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 21, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-first day of February, 2023

Secretary of State

Tracking Number: 6180517979CC

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

August 31, 2023

For Informational Purposes
140 NW 70TH ST APT 103
BOCA RATON FL 33487-2303

Account Information:

Policy Holder Details :	**Projected Point, Inc.**

Contact Us

Need Help?
Chat online or call us at
(866) 467-8730.
We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	**CONTACT NAME:** **PHONE (A/C, No, Ext):** (888) 925-3137 **FAX (A/C, No):** E-MAIL ADDRESS:
INSURED Projected Point, Inc. 140 NW 70TH ST APT 103 BOCA RATON FL 33487-2303	

INSURER(S) AFFORDING COVERAGE		NAIC#
INSURER A :	Hartford Underwriters Insurance Company	30104
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR [X] General Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			76 SBU AT6SB2	08/09/2023	08/09/2024	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS			76 SBU AT6SB2	08/09/2023	08/09/2024	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB / EXCESS LIAB — OCCUR / CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/ A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Professional Liability			76 SBU AT6SB2	08/09/2023	08/09/2024	Each Claim Limit Aggregate Limit	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES **(ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Those usual to the Insured's Operations.

CERTIFICATE HOLDER	**CANCELLATION**
For Informational Purposes 140 NW 70TH ST APT 103 BOCA RATON FL 33487-2303	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** **AUTHORIZED REPRESENTATIVE** Susan L. Castaneda

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

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
Projected Point, Inc.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. 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) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ 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.) See instructions.
140 NW 70th Street #301

Requester's name and address (optional)

6 City, state, and ZIP code
Boca Raton, Florida 33487

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
8 5 – 4 2 2 0 5 3 1

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

Sign Here **Signature of U.S. person ▶** /S/ David M. DiLena **Date ▶** 08/31/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

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, *later.*

Stephanie Woodbury

From: Aleem Ghany
Sent: Friday, September 1, 2023 12:56 PM
To: Stephanie Woodbury
Subject: FW: Candidate available to start Sept 11
Attachments: Coe, Hayward 8.22 F.docx

Importance: High

FYI

From: Simione, Natasha (01040) <Natasha.Simione@roberthalf.com>
Sent: Friday, September 1, 2023 12:37 PM
To: Aleem Ghany <aghany@tppfl.gov>
Subject: Candidate available to start Sept 11
Importance: High

Hi Aleem,

Here is the only candidate we found so far (after searching our database for a day and looking at around 300 candidate profiles).

Available to meet next Tuesday via Teams after 10:30am or anytime thereafter. Available to start on Sept 11th. Please let me know if you are interested and want me to schedule a meet and greet via Teams on Tuesday at 11am.

- Controller, AMG, Sr Acct, CPA, - BS Accounting
- A133 audits, budgeting, month end closing, GL maintenance, reconciliations, monthly journal entries, grant accounting, 990 filing, financial policies and procedures, financial statements, government/NFP, audit.
- Blackbaud, MIP, Peachtree, Sage 100, MS Great Plains, QuickBooks, FundEZ
- $130/hour

Thank you,
Natasha Simione Thomson, ***MACC***
Client Solutions Director, Management Resources
Treasure Coast, Palm Beach and Broward Markets
Phone: 561-237-5495
Email: natasha.simione@roberthalf.com
LinkedIn

CONNECT WITH ME

Business Partners:
Cynthia Ortega, Vice President, 561.231.2334
Renuka Ghingoor, Asst Vice President & Client Solutions Director, 561.237.5512

AGENDA ITEM REPORT

To: Commission
Subject: Amending Investigations Procedures
Meeting:
Department:
Staff Contact:

BACKGROUND INFORMATION:

Policy was silent on cost.

RECOMMENDATION:

To include a not to exceed fee of $25,000, without prior Commission approval for anything above $25,000.

ATTACHMENTS:

Investigations_policy_final

TOWN OF PEMBROKE PARK

Investigation Procedures

Approved by: Town Commission	Date Approved: March 8, 2023
Effective Date: March 8, 2023	Last Updated: March 8, 2023

PURPOSE

The purpose of this policy is to establish procedures for conducting investigations when a complaint is made about anyone who receives remuneration from the Town. If a complaint is made about a Town employee, it will be investigated internally by Human Resources. If a complaint is made about the Town Manager, Town Attorney, Human Resources Director, or Town Commission, the Town will obtain an outside investigator to investigate the complaint. Depending on the nature of the complaint, investigations of Town employees may also be conducted by an outside investigator.

OBJECTIVE

The Town of Pembroke Park strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The Town seeks to create an environment characterized by mutual trust and the absence of intimidation. The Town of Pembroke Park will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education of employees, The Town of Pembroke Park seeks to prevent, correct, and discipline behavior that violates any Town, State, or Federal policy, procedure, rule, or regulation.

All employees, regardless of their position, are covered by and required to comply with all Town policies and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Employees who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to Human Resources (HR), are in violation of this policy and are subject to discipline. Malicious or false allegations may result in disciplinary action.

RETALIATION

The Town has a zero-tolerance policy with regard to retaliation. This applies to everyone, whether a Town employee, Manager, Human Resources Director, Attorney, or Commission member initiates a complaint, or the person is a witness to matters related to a complaint. There will be no retaliation for making a report, for cooperating in the Town's investigation, for giving a statement, or for providing any information related to an investigation or a complaint. Any person who engages in direct or indirect retaliatory conduct will be subject to discipline, up to and including termination from employment. If an individual believes that they are being retaliated against in violation of this policy, the individual must report the retaliation to Human Resources immediately. If someone from Human Resources is retaliating against an individual, the individual must report the retaliation to the Town Manager immediately.

CONFIDENTIALITY

A complaint of misconduct filed with the Town against a Town employee, and all information obtained pursuant to an investigation by the Town of the complaint of misconduct, is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the investigation ceases to be active, or until the Town provides written notice to the employee who is the subject of the complaint, either personally or by mail, that the Town has either:

1. Concluded the investigation with a finding not to proceed with disciplinary action or file charges; or

2. Concluded the investigation with a finding to proceed with disciplinary action or file charges.

This section also means that all witnesses and all employees must maintain confidentiality about the investigation, before, during, and after their interviews with investigators. Employees and individuals are prohibited from discussing an ongoing investigation or discussing their interviews related to an investigation. Failure to maintain confidentiality during an ongoing investigation is subject to disciplinary action, up to and including termination.

INTERFERENCE/INTIMIDATION

Employees and individuals are prohibited from interfering with an investigation. Employees and individuals are prohibited from intimidating or questioning victims, witnesses, complainants, or anyone involved in an investigation. There is a wide scope of behavior that can be considered interference or intimidation. The Town Manager will determine whether interference or intimidation during an ongoing investigation has occurred. Violating the above policies regarding Retaliation and Confidentiality is regarded as interfering with an investigation.

COMPLAINT PROCEDURE

Employees are required to cooperate fully with and assist in all investigations if requested to do so. Employees are required to provide honest and truthful information. Refusal to cooperate in an investigation, providing dishonest or false information in an investigation, or retaliating against any employee who participates in an investigation, may result in disciplinary action, up to and including termination of employment. Where circumstances warrant, the Town Manager may place an employee on administrative leave with pay, pending the completion of an investigation.

When a formal complaint is filed, the initial complaint will be reviewed by the Town Manager, Town Attorney, and Human Resources Director. Once reviewed, the committee will determine whether an investigation is necessary in order to address the employee's complaint.

The procedure for the making and investigating all complaints is as follows:

Step 1: Any Employee who observes misconduct or believes they are the recipient of misconduct may request a meeting, within ten (10) working days of the occurrence, with the Human Resources Director to discuss the Employee's complaint. The Human Resources Director will also receive complaints from any non-employee who observes a Town employee engaging in potential misconduct.

Meetings with Human Resources to discuss complaints will be on an informal basis; however, a written record of the meeting will be made. The individual should provide Human Resources with any documents or information which support the individual's complaint. The Human Resources Director will review the complaint with the Town Manager and Town attorney (the committee) to determine whether an investigation is necessary to address the individual's complaint.

If the committee determines that an investigation is appropriate the Human Resources director will investigate the complaint. Interviews conducted during an investigation will be audio recorded. Human Resources will issue a written statement of findings, typically within thirty (30) working days of the initial meeting with the complainant. Investigations may extend beyond thirty (30) working days depending on the nature and scope of the investigation.

Step 2: In the event that an Employee who filed a complaint is not satisfied with the decision of the Human Resources Director, the Employee may prepare written objections to the Human Resources Director's decision, which must be submitted within ten (10) working days of the date of the decision. The objections must be delivered to the Town Manager who will schedule a meeting with the Employee within ten (10) working days of receipt of the objections. At this meeting, the Employee will have the opportunity to present any relevant documents and information which supports the Employee's objections. This meeting will be audio recorded. Following this meeting, the Town Manager will further investigate the matter and issue a written statement of findings to the complainant, within ten (10) working days. The decision of the Town Manager is final.

INVESTIGATION PROCEDURE

A. At a minimum, the investigation must include interviews of the complainant, the alleged victim, the alleged offender(s), and all individual(s) who have been identified as those with knowledge of the alleged infraction(s). The Town will maintain the confidentiality of the complainant unless disclosure is required by law, by agreement, or is necessary to complete a thorough investigation;

B. If the complaint is sustained, a copy of the investigative summary report and the resulting corrective action will be immediately placed in the offending Employee's personnel file. All investigative supporting documents must be retained in the investigative file in accordance with state public records retention requirements;

C. The Human Resources Director will send, by certified mail or hand delivery, copies of all written statements and documents related to the complaint, to the individual(s) who are the subject of the investigation and to the Town Manager on the date of issuance of the report; and

D. If, during the investigation of the complaint, the complainant or any witness complains of retaliation, the investigator, will verification of the retaliation, will recommend, and the Town Manager shall order, such interim relief deemed necessary to protect the complainant and the witness(es). Such relief may include, but need not be limited to, discipline or transfer of the offenders and/or transfer of the complainant or witness(es) if requested by the complainant or witness(es). The determination of the appropriate type of interim relief is in the sole and exclusive discretion of the Town Manager.

PENALTIES AND DISCIPLINE

Any Employee determined to have violated this policy or any Town, State, or Federal policy, procedure, rule, or regulation, will be subject to discipline, up to and including the termination of the Employee's employment from the Town.