



# REVISED AGENDA SPECIAL COMMISSION MEETING

5:00 PM - Thursday, May 22, 2025

Commission Chambers

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1. CALL TO ORDER
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3. ROLL CALL
4. DELETIONS OR WITHDRAWALS TO THE AGENDA
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**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATED TO LOCAL BUSINESS TAX RECEIPTS; REPEALING CHAPTER 15, ARTICLE II OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "BUSINESS TAX RECEIPTS;" PROVIDING FOR THE REPEAL OF ALL BUSINESS TAX RECEIPTS LEVIED BY THE TOWN IN ACCORDANCE WITH CHAPTER 205, F.S.; AMENDING SECTION 28-187.1, ENTITLED "SPECIFIC USE REGULATIONS;" PROVIDING FOR CONSISTENCY IN THE CODE; PROVIDING FOR TRANSITION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**  
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- 7.2. Consideration and approval of Ordinance Providing a Cost of Living Adjustment (COLA) to Commissioners - Town Manager Lynch (UPDATED) 32 - 38
- ORDINANCE NO.: 2025-004**
- AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" BY SPECIFICALLY AMENDING ARTICLE II, DIVISION 2, ENTITLED "COMPENSATION;" AMENDING SEC. 2-21, ENTITLED "TOWN COMMISSION COMPENSATION;" PROVIDING FOR ANNUAL COST OF LIVING ADJUSTMENTS TO THE TOWN COMMISSION'S COMPENSATION IN ACCORDANCE WITH THE CONSUMER PRICE INDEX; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**
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- 9.4. Discussion and possible action related to the appointment of the town mayor and other commission officers - Clerk Commissioner Hodgkins (UPDATED) 48 - 59
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- Acting Clerk Commissioner Kashem
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- Vice Mayor Morrisette
- Mayor Mohammed
13. ANNOUNCEMENTS
- 13.1. Workshop Commission Meeting, August 6, 2025 at 6:00 p.m.  
Regular Commission Meeting, August 13, 2025 at 7:00 p.m.
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.

Cynthia Garcia-Lima  
Town Clerk



## Agenda Item Report

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject:                                | <p>Consideration and Approval of Town Support for Student Meal Assistance Following Discontinuation of Broward County Schools' Free Food Program</p> <p>RESOLUTION NO.: 2025-021</p> <p>A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OPPOSING THE SCHOOL BOARD OF BROWARD COUNTY'S DECISION TO ELIMINATE THE UNIVERSAL FREE LUNCH PROGRAM IN BROWARD COUNTY SCHOOLS; AUTHORIZING AND DIRECTING THE TOWN MANAGER, OR HIS DESIGNEE, TO PURSUE ALL AVAILABLE OPTIONS TO ENSURE THAT STUDENTS IN THE TOWN HAVE ACCESS TO FREE LUNCHESES FOR THE 2025-2026 SCHOOL YEAR; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.</p>                                                                                                                                                                                                                                                                                                                                                                  |
| Meeting Date:                           | Special Commission Meeting - May 22, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Prepared For:                           | Town Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Staff Contact:                          | David Lynch, Town Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Dept/Group:                             | Administrative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Recommendation for Counsel to consider: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Background Information:                 | <p>This agenda item seeks Commission authorization for the Town to provide financial support for students and families affected by Broward County Public Schools' recent decision to discontinue its universal free meal program. The proposed initiative would demonstrate the Town's commitment to supporting children's health, nutrition, and academic success, particularly for vulnerable families who may now face food insecurity.</p> <p>Broward County Public Schools recently announced the discontinuation of its free food program, which previously ensured that all students, regardless of income, had access to nutritious meals during the school day. This policy change may significantly impact many families, especially those who rely on school meals as a primary source of daily nutrition for their children.</p> <p>In response, the Town is proposing to donate funds directly to Lake Forest and Watkins Elementary to help fill the gap. The assistance may include financial contributions, or other support to help ensure</p> |

|                         |                                                                                                                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | that affected children continue to receive meals.<br><br>Town Commission has identified this as a priority issue, given the immediate and long-term effects food insecurity can have on student learning, behavior, and wellbeing. |
| Staff Recommendations:  |                                                                                                                                                                                                                                    |
| Procurement:            |                                                                                                                                                                                                                                    |
| Financial Implications: |                                                                                                                                                                                                                                    |
| Alternatives:           |                                                                                                                                                                                                                                    |

#### **ATTACHMENTS:**

[Order](#)

[Executive Summary](#)

[Resolution 2025-021](#)



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

|                    |                              |
|--------------------|------------------------------|
| 2025-05-13         | Regular School Board Meeting |
| <b>CATEGORY:</b>   | O. Operations & Facilities   |
| <b>DEPARTMENT:</b> | Food and Nutrition Services  |

Status: REVISED

|                         |         |
|-------------------------|---------|
| Agenda Item Number:     | O-3.    |
| Consent or Open Item:   | Consent |
| Special Order:          | NO      |
| Time for Special Order: |         |

|                          |                                                                                  |
|--------------------------|----------------------------------------------------------------------------------|
| <b>TITLE:</b>            | <b>Meal Prices 2025/26 SY</b>                                                    |
|                          | <b>REVISED</b>                                                                   |
| <b>REQUESTED ACTION:</b> | <b>Approve Meal Prices Increase for the 2025/2026 School Year. District-wide</b> |

**RATIONALE:**

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

**EXHIBITS:**

|                        |
|------------------------|
| Executive Summary      |
| Meal Prices 2025-26 SY |
| Memo to Revise         |
| O-3 Response           |
|                        |
|                        |
|                        |

**FINANCIAL IMPACT:**

There is no Financial Impact for the District

**STRATEGIC PLAN ALIGNMENT:**

**Student Focus Outcomes**

School Support

OR • Business Operations

**BOARD ACTION:**

(For Official School Board Records Only)

**SOURCE OF ADDITIONAL INFORMATION**

|                  |                       |
|------------------|-----------------------|
| Name: Wanda Paul | Phone: (754) 321-2659 |
| Name:            | Phone:                |

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Senior Leader & Title

Mary B. Mulder, Executive Director, Food And Nutrition

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Apr 29,

Electronic Signature

Form \$4189 Revised 7/24

HH/JJS

Approved in  
Open Board  
Meeting On:

May 13, 2025

By:

Debra Hixon  
School Board Chair



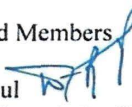
**OFFICE OF THE SUPERINTENDENT  
DR. HOWARD HEPBURN  
SUPERINTENDENT OF SCHOOLS**

**PHONE:** 754-321-2600

**FAX:** 754-321-2701

**EMAIL:** [superintendent@browardschools.com](mailto:superintendent@browardschools.com)

May 12, 2025

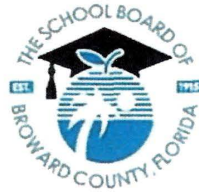
TO: School Board Members  
FROM: Wanda F. Paul   
Chief Operations & Facilities Officer  
VIA: Dr. Howard Hepburn   
Superintendent of Schools

**SUBJECT: REQUEST TO REVISE O-3 MEAL PRICES 2025/2026 SCHOOL YEAR FOR  
THE MAY 13, 2025 REGULAR OR SPECIAL SCHOOL BOARD MEETING**

Attached is a revision for O-3, Meal Prices 2025/2026 School Year for the May 13, 2025, Regular School Board Meeting.

- Correct typographical error in Recommended Action. The Recommended Actions should read:  
"Approve the Meal Prices Increase 2025/2026 School Year."

HH/WP:MM:mm  
Attachment



**For more information, please contact:**

Name: Wanda Paul

Title: Chief Operations & Facilities Officer

Phone: (754) 321-2659

## **EXECUTIVE SUMMARY**

### **Meal Prices 2025/2026 School Year**

**Board Meeting Date:** May 13, 2025

**Recommended Action**

Approve the Meal Prices increase 2025/2026 School Year

**District-zone Impact:** District-wide

**Impact if the Board Voted Yes or No**

**If the Board votes "Yes":** District will be in compliance with United States Department of Agriculture (USDA) Meal Price Guidelines.

**If the Board votes "No":** District will be out of compliance with USDA Meal Price Guidelines.

**Background/History**

Broward County Public Schools will be transitioning from the Community Eligibility Provision (CEP) and Universal Free Lunch Pilot Year 1 and 2 in which all students ate lunch at no cost.

As part of this transition Meal Prices are evaluated to ensure the District is compliant with USDA Meal Price guidelines. In addition, the Food and Nutrition Services Department must be operational with no assistance from the General Fund. Expenses for labor, insurance, food, supplies, and equipment continue to increase in price.

Meal Prices have not increased in twelve (12) years, since the 2013-2014 School Year.

**Alignment to 2027 Goals and Guardrails**

Equity, School Support, Accountability and Wellness Support.

**Measurable Outcome(s)/Return on Investment**

The District is compliant with USDA meal price guidelines.

**Financial Impact**

There will be no financial impact on the District.

Meal Prices for the 2025-2026 School Year

| TYPE OF SCHOOL | CURRENT PRICES                                                                                           | PRICE INCREASE EFFECTIVE 8/11/2025                                                                           |
|----------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Elementary     | Breakfast: Universal Free<br>Reduced Breakfast: Universal Free<br>Lunch: \$2.00<br>Reduced Lunch: \$0.40 | Breakfast: Universal Free<br>Reduced Breakfast: Universal Free<br>Lunch: \$3.00<br>Reduced Lunch: \$0.40     |
| Middle         | Breakfast: Universal Free<br>Reduced Breakfast: Universal Free<br>Lunch: \$2.35<br>Reduced Lunch: \$0.40 | Breakfast: Universal Free<br>Reduced Breakfast: Universal Free<br>Lunch: \$ 3.35<br>Reduced Lunch: \$ \$0.40 |
| High           | Breakfast: Universal Free<br>Reduced Breakfast: Universal Free<br>Lunch: \$2.50<br>Reduced Lunch: \$0.40 | Breakfast: Universal Free<br>Reduced Breakfast: Universal Free<br>Lunch: \$3.50<br>Reduced Lunch: \$ \$0.40  |
| Adults         | Breakfast: \$1.80<br>Lunch: \$4.95                                                                       | Breakfast: \$1.80<br>Lunch: \$4.95                                                                           |

There is no change to the current Meal Price for student eligible for Reduced Price Meals.

Universal Free Breakfast will continue for all students attending Broward County Public Schools.



**For more information, please contact:**

Name: Wanda Paul

Title: Chief Operations & Facilities Officer

Phone: (754) 321-2659

## **EXECUTIVE SUMMARY**

### **Meal Prices 2025/2026 School Year**

**Board Meeting Date:** May 13, 2025

**Recommended Action**

Approve the Meal Prices increase 2025/2025 School Year

**District-zone Impact:** District-wide

**Impact if the Board Voted Yes or No**

**If the Board votes "Yes":** District will be in compliance with United States Department of Agriculture (USDA) Meal Price Guidelines.

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Meal Prices have not increased in twelve (12) years, since the 2013-2014 School Year.

**Alignment to 2027 Goals and Guardrails**

Equity, School Support, Accountability and Wellness Support.

**Measurable Outcome(s)/Return on Investment**

The District is compliant with USDA meal price guidelines.

**Financial Impact**

There will be no financial impact on the District.

**RESOLUTION NO. 2025-021**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, OPPOSING THE SCHOOL BOARD OF BROWARD COUNTY'S DECISION TO ELIMINATE THE UNIVERSAL FREE LUNCH PROGRAM IN BROWARD COUNTY SCHOOLS; AUTHORIZING AND DIRECTING THE TOWN MANAGER, OR HIS DESIGNEE, TO PURSUE ALL AVAILABLE OPTIONS TO ENSURE THAT STUDENTS IN THE TOWN HAVE ACCESS TO FREE LUNCHESES FOR THE 2025-2026 SCHOOL YEAR; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, for the past two (2) years, all students at Broward County Schools had the option to receive free lunches through federal programs such as the Community Eligibility Provision and a pilot Universal Free Lunch initiative, supplemented by School Board of Broward County ("SBBC") funds; and

**WHEREAS**, due to the expiration of certain federal funds and the depletion of the SBBC's surplus budget, the SBBC has decided to end its universal free lunch program starting with the 2025-2026 school year; and

**WHEREAS**, the SBBC's new plan will require families to apply for free or reduced-price lunch eligibility; and

**WHEREAS**, the Town Commission of the Town of Pembroke Park recognizes the importance of the universal free lunch program and seeks to ensure that all students in the Town are able to access free meals at school; and

**WHEREAS**, approximately a quarter of the Town's residents live at or below the poverty line, and many families rely on the universal free lunch program to ensure that their children will have healthy and balanced meal; and

**WHEREAS,** the Town Commission seeks to ensure that students in the Town do not lose the opportunity for a quality meal as a result of the SBBC's decision to eliminate the universal free lunch program; and

**WHEREAS,** on May 14, 2025, Commissioner Geoffrey Jacobs brought this issue to the Town Commission, and the commission unanimously supported exploring options to ensure that students at Lake Forest Elementary School and Watkins Elementary School do not suffer as a result of the SBBC's actions; and

**WHEREAS,** the Town Commission unanimously supported having Commissioner Jacobs work with the Town Manager during the commission's summer recess to explore options to address this important issue during the 2025-2026 school year; and

**WHEREAS,** the Town Commission finds that the opposing the SBBC's decision to eliminate the universal free lunch program and exploring ways to ensure that free lunch continues to be available at schools in the Town is the best interests of the citizens and residents of the Town.

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

**Section 1.** Each of the "WHEREAS" clauses set forth above are true and correct and herein incorporated by this reference. All exhibits attached hereto as incorporated herein and made a part hereof.

**Section 2.** That the Town Commission hereby opposes the School Board of Broward County's decision to eliminate the universal free lunch program for the 2025-2026

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school year. The Town Commission hereby further authorizes and directs the Town Manager to explore options to ensure free lunch continues to be available to all students attending schools within the Town of Pembroke Park.

**Section 3.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the remaining portions of this Resolution.

**Section 4.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5.** This Resolution shall become effective upon its passage and adoption.

**PASSED AND ADOPTED this 22<sup>nd</sup> day of May, 2025.**

\_\_\_\_\_  
MAYOR ASHIRA MOHAMMED

ATTEST:

\_\_\_\_\_  
CYNTHIA GARCIA-LIMA  
Town Clerk

Approved as to form and legal sufficiency

\_\_\_\_\_  
JACOB HOROWITZ  
Town Attorney

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## Agenda Item Report

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject:                                | <p>Consideration of approval of eliminating Business Tax Receipts (BTRs) - Town Manager Lynch<br/> ORDINANCE NO.: 2025-003<br/> AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATED TO LOCAL BUSINESS TAX RECEIPTS; REPEALING CHAPTER 15, ARTICLE II OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "BUSINESS TAX RECEIPTS;" PROVIDING FOR THE REPEAL OF ALL BUSINESS TAX RECEIPTS LEVIED BY THE TOWN IN ACCORDANCE WITH CHAPTER 205, F.S.; AMENDING SECTION 28-187.1, ENTITLED "SPECIFIC USE REGULATIONS;" PROVIDING FOR CONSISTENCY IN THE CODE; PROVIDING FOR TRANSITION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.</p>                                                                                                                                                                                                                                                                                                                                                 |
| Meeting Date:                           | Special Commission Meeting - May 22, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Prepared For:                           | Town Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Staff Contact:                          | David Lynch, Town Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Dept/Group:                             | Administrative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Recommendation for Counsel to consider: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Background Information:                 | <p>This agenda item seeks direction from the Town Council regarding the elimination of Business Tax Receipts (BTRs) within the municipality. Staff is requesting discussion and potential action on whether to move forward with repealing the BTR ordinance and discontinuing the associated program.</p> <p>Business Tax Receipts are currently required for all businesses operating within the Town limits, in accordance with Florida Statutes and the Town's Code of Ordinances. These receipts generate annual revenue and allow the Town to track and regulate local business activity.</p> <p>However, concerns have been raised regarding the administrative burden on business owners, the limited revenue benefit relative to the effort of enforcement, and whether the BTR program aligns with the Town's goals of being business-friendly and streamlined in operations. Elimination of the BTR activity will not eliminate the certificate of use requirement in our Town. The current staff will</p> |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <p>remain in place in order to enforce proper zoning compliance by the local business along with payment of the relatively low certificate of use fee. In other words, loss of the BTR will not reduce the building department's monitoring activity as it relates to each individual business operator.</p> <p>Staff has conducted a preliminary review of revenue generated from BTRs over the last three years and evaluated potential impacts of discontinuing the program.</p> |
| Staff Recommendations:  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Procurement:            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Financial Implications: | In FY 2024, BTRs generated approximately \$402,987.01 in revenue. Eliminating BTRs would result in a reduction of this annual revenue.                                                                                                                                                                                                                                                                                                                                              |
| Alternatives:           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

#### **ATTACHMENTS:**

[Proposed Ordinance 2025-003](#)  
[2025-003 - Business Impact Statement](#)

**ORDINANCE NO. 2025-003**

**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATED TO LOCAL BUSINESS TAX RECEIPTS; REPEALING CHAPTER 15, ARTICLE II OF THE TOWN’S CODE OF ORDINANCES, ENTITLED “BUSINESS TAX RECEIPTS;” PROVIDING FOR THE REPEAL OF ALL BUSINESS TAX RECEIPTS LEVIED BY THE TOWN IN ACCORDANCE WITH CHAPTER 205, F.S.; AMENDING SECTION 28-187.1, ENTITLED “SPECIFIC USE REGULATIONS;” PROVIDING FOR CONSISTENCY IN THE CODE; PROVIDING FOR TRANSITION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Sec. 205.042, F.S. authorizes the governing bodies of municipalities, by appropriate resolution or ordinance, to levy a business tax for the privilege of engaging in or managing any business, profession or occupation within its jurisdiction; and

**WHEREAS**, the Town Commission of the Town of Pembroke Park (the “Town”), through the adoption of Ordinance No. 58-2-1, as amended, created Chapter 15, Article II of the Town’s Code of Ordinances, providing for the levy of business tax receipts (formerly occupational licenses) in the Town; and

**WHEREAS**, Sec. 205.0535, F.S., provides that municipalities may, by majority vote, adopt an ordinance repealing business tax receipts; and

**WHEREAS**, the Town’s professional staff has conducted a financial analysis and concluded that revenue generated from the Town’s levy of a business tax is not fiscally necessary for the future operations of the Town; and

**WHEREAS**, the Town’s professional staff has recommended the elimination of business tax receipts in the Town; and

**WHEREAS**, the Town Commission finds that repeal of Chapter 15, Article II of the Town's Code of Ordinances and the elimination of business tax receipts in the Town is in the best interests of the citizens, residents and businesses of the Town.

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, AS FOLLOWS:**

**Section 1.**     Adoption of Representations. The foregoing "whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Ordinance.     **Section 2.**     That Chapter 15, Article II of the Town's Code of Ordinances, entitled "Business Tax Receipts" is hereby repealed, as follows:

**~~ARTICLE II. -- BUSINESS TAX RECEIPTS~~**

**~~Sec. 15-16. -- Enforcement authority.~~**

~~It shall be the duty of the Code Enforcement Officer to strictly enforce all the provisions of this article.~~

**~~Sec. 15-17. -- Required.~~**

~~It shall be unlawful for any person or business entity to engage in, conduct or manage any business, occupational or profession within the Town without having first obtained a business tax receipt from the Town. Such business tax receipt shall be issued to each person or business entity by the Business Tax Clerk upon receipt of the amount hereinafter provided for, and shall be signed by the Town Manager or designee.~~

**~~Sec. 15-18. -- Scope of tax.~~**

~~Each provision contained in this article, and each business tax imposed by this Article is intended to be separate and independent, and is intended to be construed distributively.~~

**~~Sec. 15-19. -- Duration, expiration; proration of fees.~~**

~~Business tax receipts required by this Article shall expire on the thirtieth day of September of each year. No business tax receipt shall be issued for more than one (1) year. For each business tax receipt obtained between October 1 and April 1, the full tax for one (1) year shall be paid; for each business tax receipt obtained between April 1 and September 30, one-half the full tax for one (1) year shall be paid, except as hereinafter provided for.~~

**~~Sec. 15-20. -- Transfer.~~**

~~A business tax receipt may be transferred for a fee of three dollars (\$3.00) with the approval of the Town Manager with the business for which it is taken out, when there is a bona fide sale and transfer of the property used and employed in the business as stock in trade. Unless otherwise provided, each transfer shall be made within thirty (30) days after such bona fide sale has taken place; otherwise, the business tax receipt shall become null and void and of no effect.~~

**~~Sec. 15-21. — Conditions for issuance.~~**

~~No business tax receipt shall be issued or be granted to any applicant thereof to engage in the business of selling merchandise at retail or wholesale, or the practice or pursuit of any profession or occupation, coming within the category mentioned in this Article, unless the applicant shall first comply with the applicable provisions in this Article.~~

**~~Sec. 15-22. — Application.~~**

~~(a) An applicant for a business tax receipt shall provide a sworn and notarized affidavit to the Business Tax Clerk, stating:~~

- ~~(1) The applicant's name, mailing address, telephone number and email address;~~
  - ~~(2) The particular location in the Town where the applicant proposes to engage in the business for which the business tax receipt is sought;~~
  - ~~(3) The exact nature of the business;~~
  - ~~(4) The date the applicant proposes to commence business;~~
  - ~~(5) Where the business tax receipt is based on area, capacity, capital invested and surplus, average value of stock carried, number of persons, animals or things employed or engaged, quantity, valuation or other contingency, the area, capacity, capital invested and surplus, average value of stock carried, number of persons, animals or things employed or engaged, quantity, valuation or other contingency shall be stated on the application;~~
  - ~~(6) A business located in a leased premises must provide written consent of the landlord acknowledging the landlord is aware of the proposed use and agrees to take responsibility for the actions of the occupant's activities.~~
- ~~(b) No business tax receipt shall be granted until there has been full compliance with this section, and no business tax receipt granted without full compliance shall be protection to the applicant in any proceeding, civil or criminal.~~

**~~Sec. 15-23. — Separate business tax receipt for each business location, for each business advertised publicly.~~**

~~No person or business entity shall engage in or manage any business, profession or occupation in this Town without first obtaining from the Town a business tax receipt for each separate location in the Town. A business tax receipt shall be required for each business advertising its location in the Town by sign, newspaper, magazine or otherwise, and any such sign, newspaper, magazine or other advertisement shall be considered evidence of conducting the business in the Town. The business tax receipt shall be issued to cover one (1) location.~~

**~~Sec. 15-24. — Tax payment required to engage in business.~~**

~~Whenever a business tax receipt is issued for any profession, trade, shop or business classified herein, such business tax receipt shall be required to be paid to carry on such business, whether it be collected or operated in conjunction with any other business or not, unless the contrary intention appears. The business tax receipt issued for any trade, shop or business described herein shall be paid by each person or business entity engaged in such trade managing or operating such shop or business, unless the contrary appear. The business tax receipt issued for the various professions, trades and businesses described herein shall be for a yearly privilege, unless the contrary appear.~~

**~~Sec. 15-25. -- Separate violation for each day of business without business tax receipt.~~**

~~Each day that a person or business entity engages in, conducts or manages any business, occupation or profession without having first obtained a business tax receipt shall constitute a separate and distinct violation of this Article.~~

**~~Sec. 15-26. -- Duties of officers, agents of corporations.~~**

~~It shall be the duty of all officers and agents of any corporation to see that such corporation complies with the provisions of this article. All officers or agents of any corporation required to obtain a business tax receipt which conducts business without having paid the business tax receipt, shall be subject to penalties imposed by this Article upon persons and members of firms and corporations violating this Article.~~

**~~Sec. 15-27. -- Issuance; list.~~**

~~All business tax receipts shall be issued by the Town upon payment of the business tax and compliance with the requirements of this Article. A list of all business tax receipts shall be preserved showing the date of issuance, name of the party to whom issued, the number of the business tax receipt, the nature of the business, profession or occupation licensed and the location of same, and the amount received.~~

**~~Sec. 15-28. -- Display.~~**

~~Any person or business entity exercising the privilege or conducting a business, occupation or profession for which a business tax receipt is required by this Article shall display the business tax receipt in a conspicuous place in or about the place of business where it may be seen upon inspection by any official of the Town.~~

**~~Sec. 15-29. -- Evidence of liability for business tax receipt.~~**

~~The fact any person or business entity represents itself as being engaged in any business, profession or occupation for the transaction of which a business tax receipts required, or that such a person or business entity exhibited a sign or advertisement indicating such business, profession or occupation, shall be evidence of the liability of such person or business entity to pay a business tax.~~

**~~Sec. 15-30. — Filing false information.~~**

~~It shall be unlawful for any person to willfully make an y false written affidavit as to the amount of the capital invested, the size of the business or of the number and/or value of stock, goods or other property invested in the business and to file such affidavit with a Town official for the impose of procuring a business tax receipt for a sum less than is lawfully payable by the affiant for its principal; and any such business tax receipt so obtained shall be null and void.~~

**~~Sec. 15-31. — Compliance with building and fire codes.~~**

~~No business tax receipt shall be issued, except renewals, to conduct any business, occupation or profession within the Town, unless the applicant therefor shall be in full compliance with all applicable provisions of the ordinances of the Town and all regulations adopted pursuant thereto, including, but not limited to, the building and fire codes.~~

**~~Sec. 15-32. — Appeals from denial.~~**

~~Any person or business entity whose application for a business tax receipt has been denied pursuant to the provisions of this Article shall have a right to appeal the decision of the Town staff to the Town Commission by appropriate written petition filed with the Town Manager, and shall be heard by the Town Commission at the next regular or special meeting, provided such petition is filed at least five (5) days prior to the regular or special meeting.~~

**~~Sec. 15-33. — Conducting business on, from sites subject to landscaping ordinances.~~**

~~No business tax receipt to conduct business within the Town shall be issued or renewed for any person or business entity for the purpose of conducting business in the Town if the applicant is conducting business on a site within the Town that is or has been subject to the provisions of the ordinances relating to minimum landscaping requirements, and the landscaping requirements pursuant to such ordinances have not been maintained in accordance with the intent and provisions of such ordinances.~~

**~~Sec. 15-34. — Fee schedule.~~**

~~The amounts which shall be paid by persons or business entity engaging in or managing businesses, professions or occupations for which a business tax receipt is required shall be established by resolution passed and adopted by the Town Commission.~~

**~~Sec. 15-35. — Fee for unclassified businesses.~~**

~~Every business, occupation, profession or exhibition, substantial, fixed or temporarily engaged in by any person or business entity, whether in a building, tent or upon the street, vacant lot, or anywhere in the open air within the Town, and not herein specifically designated, shall pay a business tax receipt fee of fifty dollars (\$50.00).~~

**~~Sec. 15-36.—Applicants requiring approval from governmental agency.~~**

~~Any person or business entity who shall apply to the Town for a business tax receipt to engage in any profession, occupation or business in the Town, which profession, occupation or business is subject to approval and authorization to do business from any governmental agency as a prerequisite to engaging in such profession, occupation or business, shall present proof of the issuance of such approval or authorization before receiving a business tax receipt to conduct business in the Town.~~

**~~Sec. 15-37.—Violation; penalty.~~**

~~It is unlawful for any person or business entity to carry on, conduct or manage any business or profession, or to keep and use upon the streets of the Town any vehicle for which a business tax receipt is required, without first having obtained a business tax receipt or to fail to display or exhibit such business tax receipt as provided in this Article, or to otherwise violate this Article. The conviction and punishment of any person or business entity for transacting any business without a business tax receipt shall not excuse or exempt such person or business entity from the payment of any business tax receipt due or unpaid at the time of such conviction.~~

**~~Sec. 15-38.—Home occupations.~~**

~~(a) Home occupations, subject to the provisions contained herein, shall be permitted in all residential zoning districts.~~

~~(b) A home occupation means the use of a portion of a dwelling unit or accessory building as a personal office or business by a resident of the dwelling only. In any instance where a dwelling unit or accessory building is used to conduct a home occupation consistent herein, a business tax receipt shall be required. This applies even where a regular business tax receipt has been issued for the same business and to the same applicant at "mother location" within or outside the boundaries of the Town.~~

~~(c) General requirements: When permitted, home occupations shall be conducted in accordance with the following provisions and with any other restrictions that are contained within the individual residential zoning district regulations:~~

~~(1) There shall be no display of goods, machinery, equipment, nor any performance of work visible or audible from any street or adjoining property, nor shall there be any sign identifying or providing any information of any nature regarding the home occupation. There shall be no retail sales, repair, manufacture or the storage of merchandise on the premises. This includes hazardous materials.~~

~~(2) No equipment or process shall be used in any home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises.~~

~~(3) No home occupation shall generate or attract unsafe, excessive or hazardous vehicular or pedestrian traffic to the dwelling unit.~~

~~(4) The applicant may use his or her home address only for receiving mail and not for any advertising purposes.~~

~~(5) No more than one (1) employee or independent contractor of any type shall be permitted at the dwelling unit or accessory building at any time in connection with the home occupation.~~

~~(6) No customers or clients are permitted in the dwelling unit or accessory building in connection with the home occupation.~~

~~(7) Notwithstanding the above provisions, under no circumstances shall the cultivation, growing, processing or distribution of medical or recreational marijuana or prescription drugs or substances be permitted, including medical marijuana treatment centers or dispensaries, as a home occupation.~~

~~(d) A person desiring to conduct a home occupation shall submit a completed application, including a signed affidavit, on forms provided by the Town, and the Business Tax Clerk. The application will be reviewed to make sure that the application includes all the required information. The applicant will be notified within seven (7) calendar days after filing as to whether the application is complete. The applicant shall be notified by the Town within fourteen (14) calendar days as to whether the application for a home occupation license is approved.~~

~~(e) Annual fee. Any person engaging in any home occupation shall pay an annual business tax fee of fifty dollars (\$50.00) for each separate and independent home occupation.~~

~~(f) Right of inspection. The applicant acknowledges that upon issuance of a business tax receipt the Town shall have the right to inspect, at reasonable times, the premises where the home occupation is conducted to ensure compliance with the foregoing standards and conditions, and to investigate complaints, if any.~~

~~(g) Penalty. Any violation of the section may result in a fine in accordance with the Code of Ordinances of the Town of Pembroke Park.~~

~~(h) Revocation of business tax receipt. The Town shall have the right to revoke any home business tax receipt for noncompliance with this section.~~

~~(i) No home business tax receipt issued pursuant to this section shall be transferable, assignable or otherwise alienable.~~

~~(j) Nothing in this section shall be deemed to require a home business tax receipt for an individual who, in the normal course of business, brings work material into the residence for review, preparation, dictation, or other routine process including, but not limited to, jobs which are all "taken home" work from another business location or employment.~~

**~~Sec. 15-39. -- Revocation or refusal to renew or transfer a business tax receipt.~~**

~~The Town Commission may, pursuant to the procedures set forth herein, revoke a business tax receipt or refuse to renew or transfer a business tax receipt granted within the Town of Pembroke Park where it finds that the conduct of the business subject to the business tax receipt constitutes a public nuisance as defined in subsection (a), below. Said revocation should only be made after the Town Commission determines at a Town Commission meeting to hold a hearing on the issue of revocation after a recommendation by the Town Manager or the~~

~~commander at the Broward Sheriff's Office for Pembroke Park. Subsequent to said recommendation, the Town Commission shall vote to set a hearing. If an affirmative vote is made on the establishment of the scheduling of a hearing, the holder of the business tax receipt shall be given at least ten (10) days notice of the date and time of the hearing by hand delivery to the location listed on the business tax receipt. If hand delivery is not able to be effected, the notice shall be taped to the door of the business in question.~~

~~(a) Conduct of hearing. At the hearing, the Town shall have the burden of presenting evidence that the conduct of the business in question constitutes a public nuisance as defined herein. For the purpose of this section, a public nuisance shall be considered to be any of the following:~~

~~(1) Three (3) incidents of assault or battery or the sale of controlled substances (resulting in conviction or a plea of no contest) or any combination thereof upon the premises of the business within any twelve-month period.~~

~~(2) Two (2) incidents of the violation of any state law (resulting in an adjudication of guilt or plea of no contest) relating to the operation of the business in question during any twelve-month period;~~

~~(3) The emission of loud and raucous noises emanating from the conduct of the business where it is determined that raucous noises are incompatible with the conduct of the business or activities which are permitted in the zoning district in which the business is located~~

~~(4) The destruction or despoiling of public or private property by patrons of the business in question on at least four (4) occasions in any twelve-month period where said destruction or despoiling of property can be traced to the activities conducted at the business in question; or~~

~~(5) Emission of smoke, dust, or odors from the business in question where such smoke, dust, or odor is of such a character as to be obnoxious and incompatible with the reasonable conduct of business or activities permitted in the zoning district in which the business is located.~~

~~(b) Existence of nuisance. It shall be the burden of the Town to prove the existence of a public nuisance by preponderance of the evidence. Subsequent to the Town's presentation of its case, the owner of the business tax receipt shall have full opportunity to present evidence to rebut the Town's evidence. Additionally, the owner of the business tax receipt may cross-examine any Town witnesses presented. The Town may likewise cross-examine witnesses presented by the owner of the business tax receipt.~~

~~(c) Evidence. Either side may introduce documentary evidence. The strict rules of evidence shall not be applied. The Town Commission may rely upon any evidence which a prudent person would rely upon in the conduct of their ordinary affairs.~~

~~(d) Rebuttal. The Town shall have the opportunity to rebut any evidence presented by the owner in the owner's presentation.~~

~~(e) Deliberation. At the conclusion of the hearing the Town Commission shall deliberate and may issue an order revoking the business tax receipt, or ordering that the business tax receipt not be renewed or transferred to any person or entity, or determining that there is no basis for revocation of the business tax~~

~~receipt or setting forth conditions which must be complied with in order for the tax receipt or setting forth conditions which must be complied with in order for the business tax receipt to remain valid, be transferred or renewed. The Town Commission may also suspend the business tax receipt for a period it determines reasonable.~~

~~(f) Appeal. The decision of the Town Commission may be appealed to the Circuit Court of Broward County by petition for writ of certiorari. During any such appeal, the revocation action of the Town shall be stayed.~~

~~(g) Revocation. Any business tax receipt revoked pursuant hereto shall be revoked for a period not to exceed one year. The person or entity issued a business tax receipt may make application for reinstatement. No such application shall be entertained prior to six (6) months after any revocation and no application for a replacement business tax receipt during the term of revocation or suspension may be granted if the applicant is a corporation with an officer or director who was either the owner of the revoked or suspended business tax receipt or who was an officer or director of the owner of the revoked or suspended business tax receipt or if the original person or entity issued a business tax receipt was a partnership or joint venturer and one of the partners or joint venturers is a partner or joint venturers of the applicant or officer or director of the corporation seeking the business tax receipt.~~

**~~Sec. 15-40.—Delinquent business tax receipt fees and penalties.~~**

~~(a) Business tax receipts that are not renewed by September 30 of each year are delinquent and are subject to a delinquency penalty of ten (10) percent for the month of October, plus an additional five (5) percent penalty for each subsequent month of delinquency until paid. However, the total delinquency penalty may not exceed twenty-five (25) percent of the business tax receipt fee for the delinquent establishment.~~

~~(b) Any person or business entity who engages in or manages any business, occupation, or profession without first obtaining a business tax receipt, if required, is subject to a penalty of twenty-five (25) percent of the license business tax receipt due, in addition to any other penalty provided by law or ordinance.~~

~~(c) Any person or business entity who engages in any business, occupation or profession covered by this chapter, who does not pay the required business tax receipt fee within one hundred fifty (150) days after the initial notice of the tax due, and who does not obtain the required business tax receipt is subject to civil actions and penalties, including court costs, reasonable attorneys' fees, additional administrative costs incurred as a result of collection efforts, and a penalty of up to two hundred fifty dollars (\$250.00).~~

**~~Sec. 15-41.—Reserved.~~**

**~~Sec. 15-42.—Mobile home park offices and managers.~~**

- ~~(a) All owners of mobile home parks located in the Town that lease or rent forty (40) or more mobile home or recreational vehicle spaces shall maintain an office located within the mobile home park.~~  
~~(b) All owners of mobile home parks located in the Town that lease or rent forty (40) or more mobile home or recreational vehicle spaces shall employ a manager for the purpose of conducting the business of the mobile home park.~~  
~~(c) The name, address, and telephone number of the mobile home park manager shall be registered with the Town.~~

**Section 3.** That Chapter 28, entitled “Zoning,” Article III, entitled “District Regulations” is amended by specifically amending Sec. 28-187.1, entitled “Specific Use Regulations,” is hereby amended, as follows:

**Sec. 28-187.1. - Specific use regulations.**

The specific conditions set forth below shall be applied to each proposed use during site development plan review when a site development plan is required or prior to the issuance of a ~~business tax receipt and/or~~ certificate of use:

...

*Pain clinics.* No pain clinics or pain management facilities (collectively referred to as pain clinics) shall be permitted to operate within two thousand five hundred (2,500) feet of another pain clinic. This measurement shall include pain clinics operating within and outside of the Town's municipal boundaries and shall be measured by an airline measurement from the closest point of the parcels of land upon which the structures are located. No pain clinic shall be permitted to operate within one thousand (1,000) feet of either a drug store or pharmacy as defined herein. Additionally, all pain clinics shall be subject to the following conditions:

...

(3) All pain clinics shall, ~~at the time of the annual renewal of a business tax receipt~~ by September 1 of each year, submit proof of the State required registration as defined in F.S. Ch. 456.

...

~~(13) A separate business tax receipt shall be required for each pain clinic location. A person or business entity applying to operate a pain clinic and the person or entity that is the property owner shall sign the business tax receipt application. The application shall not be signed by an authorized agent. At least one (1) applicant shall be the Medical Director of the pain clinic. The~~

~~applicant(s) shall be fully responsible for compliance with this section and each applicant shall be considered a permittee.~~

(17) The application for a pain clinic shall, at a minimum, include the following information:

...

f. A disclosure of interest affidavit to identify the natural persons having the ultimate ownership interest in the business. The disclosure of interest affidavit shall provide in detail as applicable all principal stockholders and the percentage of stock owned by each, or a list of the trust beneficiaries and the percentage of interest held by each, or a list of the principals including the general and limited partners. Where principal officers, stockholders, beneficiaries or partners consist of other corporations, trusts, partnerships or similar entities, further disclosure shall be made to identify the natural person having the ultimate ownership interests. The disclosure of interest affidavit information shall be updated annually ~~by September 1 of each year at the time of renewal of the Town's business tax receipt~~ or at any time that there is a change in ownership or natural person as defined herein.

**Section 4.**     Transition. The Town Commission hereby directs that the Town shall not collect payments of local business tax receipts from any business in the Town following passage of this ordinance on first reading and pending the final adoption thereof.

**Section 5.**     Conflicts. All ordinances or Code provisions in conflict herewith are hereby repealed.

**Section 6.**     Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

**Section 7.**     Inclusion in Code. It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the Town of Pembroke Park and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be

changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

**Section 8.**     Effective Date. This Ordinance shall become effective upon passage and adoption.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

**PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

ATTEST:

\_\_\_\_\_  
MAYOR ASHIRA MOHAMMED

\_\_\_\_\_  
Cynthia Garcia-Lima  
Town Clerk

Approved as to form and legal sufficiency:

\_\_\_\_\_  
Jacob G. Horowitz  
Town Attorney

VOTE

ASHIRA MOHAMMED

\_\_\_\_\_

GEOFFREY JACOBS

\_\_\_\_\_

MUSFIKA KASHEM

\_\_\_\_\_

WILLIAM R. HODGKINS

\_\_\_\_\_

ERIK MORRISSETTE

\_\_\_\_\_





## **BUSINESS IMPACT ESTIMATE<sup>1</sup>**

### **Summary of Proposed Ordinance and Statement of Public Purpose to be Served**

The proposed ordinance seeks to repeal the Town's requirement for businesses to obtain an annual Business Tax Receipt (BTR) to operate within municipal limits. This action would eliminate the associated application, classification, and renewal processes currently in place. The repeal is intended to reduce regulatory burdens on businesses and streamline municipal operations by eliminating a duplicative licensing requirement.

### **Estimate of Direct Economic Impact on Private/For Profit Businesses**

- a. Estimate of Direct Business Compliance Costs:  
There are no direct business compliance costs.
- b. New Charges/Fees on Businesses Impacted:  
The Business Tax Receipts account 3% of the Town's revenue. Therefore, since the town is repealing the BTRs, this would not be applicable as there are no new charges being imposed on businesses.
- c. Estimate of Regulatory Costs:  
  
There are no new regulatory costs associated with this Ordinance.

**Good Faith Estimate of Number of Businesses Likely Impacted:** Not applicable.

### **Any Additional Information:**

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

<sup>1</sup> Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
  - a. Part II of Chapter 163, F.S.;
  - b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
  - c. Sec. 553.73, F.S. (Fla. Building Code);
  - d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).





## Agenda Item Report

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject:                                | <p>Consideration and approval of Ordinance Providing a Cost of Living Adjustment (COLA) to Commissioners - Town Manager Lynch<br/>ORDINANCE NO.: 2025-004</p> <p>AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" BY SPECIFICALLY AMENDING ARTICLE II, DIVISION 2, ENTITLED "COMPENSATION;" AMENDING SEC. 2-21, ENTITLED "TOWN COMMISSION COMPENSATION;" PROVIDING FOR ANNUAL COST OF LIVING ADJUSTMENTS TO THE TOWN COMMISSION'S COMPENSATION IN ACCORDANCE WITH THE CONSUMER PRICE INDEX; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.</p>                                                                                                                                                       |
| Meeting Date:                           | Special Commission Meeting - May 22, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Prepared For:                           | Town Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Staff Contact:                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Dept/Group:                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Recommendation for Counsel to consider: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Background Information:                 | <p>This item seeks Commission consideration and approval of an ordinance providing for an annual Cost of Living Adjustment (COLA) to the compensation of elected Commissioners, consistent with inflation and adjustments provided to other municipal employees.</p> <p>Commissioners currently receive a fixed annual compensation that has not been adjusted in several years. As inflation continues to impact the cost of living, many municipalities provide periodic COLA increases to elected officials in line with those offered to municipal staff, based on established indices such as the Consumer Price Index (CPI).</p> <p>This ordinance would authorize an annual COLA, to be applied at the beginning of each fiscal year, contingent on the availability of budgeted funds and aligned with the COLA provided to general employees.</p> |

|                         |                                                                                                                                                                                |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Staff Recommendations:  |                                                                                                                                                                                |
| Procurement:            |                                                                                                                                                                                |
| Financial Implications: | The fiscal impact will vary annually depending on the approved COLA percentage and the number of sitting Commissioners. Funding will be included in the annual adopted budget. |
| Alternatives:           |                                                                                                                                                                                |

#### **ATTACHMENTS:**

[Proposed Ordinance 2025-004](#)

[2025-004 - Business Impact Statement](#)

**ORDINANCE NO. 2025-004**

**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" BY SPECIFICALLY AMENDING ARTICLE II, DIVISION 2, ENTITLED "COMPENSATION;" AMENDING SEC. 2-21, ENTITLED "TOWN COMMISSION COMPENSATION;" PROVIDING FOR ANNUAL COST OF LIVING ADJUSTMENTS TO THE TOWN COMMISSION'S COMPENSATION IN ACCORDANCE WITH THE CONSUMER PRICE INDEX; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 2-21 of the Town of Pembroke Park Code of Ordinances establishes annual compensation for the Town Commission; and

**WHEREAS**, the Town Commission seeks to provide for an annual cost of living adjustment for the Town's elected officials in accordance with the consumer price index; and

**WHEREAS**, the Town Commission finds that providing a cost of living adjustment for the Town's elected officials is in the best interests of the Town.

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

**Section 1.    RECITALS ADOPTED.** That each of the above-stated recitals is hereby adopted and confirmed.

**Section 2.    CHAPTER 2 OF TOWN CODE AMENDED.** Article II, entitled "Town Commission," of Chapter 2 of the Town Code, entitled "Administration," is hereby amended by specifically amending Section 2-21, entitled "Town Commission Compensation," as follows:

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Page 1

CODING:    Words in ~~strike-through~~ type are deletions from existing law;  
              Words in underlined type are additions.

Page 3 of 7

**Sec. 2-21. - Town Commission compensation.**

(a) Each member of the Town Commission shall be paid an annual salary in the amount of fifty-two thousand dollars (\$52,000.00). This salary shall be adjusted annually at the commencement of each fiscal year based on the consumer price index for the Miami-Fort Lauderdale-West Palm Beach, FL metropolitan area.

(b) Payments shall be made to each member of the Town Commission in advance on the first day of each month.

**Section 3.** It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections of this ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section," "Article" or such other word or phrase in order to accomplish such intention.

**Section 4.** All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

**Section 5.** If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

**Section 6.** This Ordinance shall become effective immediately upon its passage and adoption.

(REMAINDER INTENTIONALLY LEFT BLANK)

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Page 2

CODING: Words in ~~strike-through~~ type are deletions from existing law;  
Words in underlined type are additions.

Page 4 of 7

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF  
PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS \_\_\_\_ DAY OF  
\_\_\_\_\_, 2025.**

**PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE  
PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS \_\_\_\_ DAY OF  
\_\_\_\_\_, 2025.**

ATTEST:

\_\_\_\_\_  
MAYOR ASHIRA MOHAMMED

\_\_\_\_\_  
CYNTHIA GARCIA-LIMA  
Town Clerk

Approved as to form and legal sufficiency:

\_\_\_\_\_  
JACOB G. HOROWITZ  
Town Attorney

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Page 3

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Words in underlined type are additions.

Page 5 of 7



## **BUSINESS IMPACT ESTIMATE<sup>1</sup>**

### **Summary of Proposed Ordinance and Statement of Public Purpose to be Served**

The proposed Ordinance would provide for an annual Cost of Living Adjustment (COLA) to the compensation of the Commission. The COLA shall be calculated based on the Consumer Price Index (CPI) for the Miami-Fort Lauderdale-West Palm Beach area, or a comparable index if such is unavailable, and shall be applied at the start of each fiscal year. The adjustment shall be expressed as a percentage and applied to the current base compensation of each Commissioners.

### **Estimate of Direct Economic Impact on Private/For Profit Businesses**

- a. Estimate of Direct Business Compliance Costs:  
There are no direct business compliance costs.
- b. New Charges/Fees on Businesses Impacted:  
Not applicable as there are no new charges being imposed on businesses.
- c. Estimate of Regulatory Costs:  
  
There are no new regulatory costs associated with this Ordinance.

**Good Faith Estimate of Number of Businesses Likely Impacted:** Not applicable.

### **Any Additional Information:**

This Business Impact Estimate statement is provided as a courtesy. This Ordinance is exempt from the Business Impact Estimate statement requirements under Florida Law as an ordinance required for compliance with federal or state law or regulation under Section 166.041(4)(c)(1), Florida Statutes.

<sup>1</sup> Business Impact Estimate does not apply to the following:

1. Ordinances required for compliance with federal or state law or regulation;
2. Ordinances related to the issuance or refinancing of debt;
3. Ordinances relating to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
4. Ordinances required to implement a contract/agreement;
5. Emergency ordinances;
6. Ordinances relating to procurement;
7. Ordinances enacted to implement the following:
  - a. Part II of Chapter 163, F.S.;
  - b. Sec. 190.005, F.S. and Sec. 190.046, F.S.;
  - c. Sec. 553.73, F.S. (Fla. Building Code);
  - d. Sec. 633.202, F.S. (Fla. Fire Prevention Code).





## Agenda Item Report

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject:                                | Emergency Purchase - Town Hall Air Conditioning Repair - Public Services Director Merantus                                                                                                                                                                                                                                                                                                                                    |
| Meeting Date:                           | Special Commission Meeting - May 22, 2025                                                                                                                                                                                                                                                                                                                                                                                     |
| Prepared For:                           | Town Commission                                                                                                                                                                                                                                                                                                                                                                                                               |
| Staff Contact:                          | Stanley Merantus, Public Services Director                                                                                                                                                                                                                                                                                                                                                                                    |
| Dept/Group:                             | Public Works                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Recommendation for Counsel to consider: |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Background Information:                 | The air conditioning system at Town Hall, First floor, has failed, causing unsafe working conditions for staff and disrupting daily operations. Due to the urgent nature of the issue and the impact on critical town services, the Town Manager has authorized an emergency purchase to repair the HVAC system pursuant to the emergency provisions in the Town's procurement policy.                                        |
| Staff Recommendations:                  | <p>Staff requests Council ratification of the Town Manager's emergency action and approval of funding for the immediate repair of the air conditioning system at Town Hall, First floor.</p> <p>A motion to ratify the Town Manager's emergency purchase for the repair of the Town Hall, first floor air conditioning system, and authorize the Town Manager to proceed with all necessary steps to complete the repair.</p> |
| Procurement:                            | Emergency exception                                                                                                                                                                                                                                                                                                                                                                                                           |
| Financial Implications:                 | The amount of \$7,950 is coming from the Town's operating account.                                                                                                                                                                                                                                                                                                                                                            |
| Alternatives:                           |                                                                                                                                                                                                                                                                                                                                                                                                                               |

### ATTACHMENTS:

[Quamec Estimate](#)

**Quamec Corp**

345 W 75th Place  
Hialeah , FL 33014

|               |              |
|---------------|--------------|
| ESTIMATE      | #6443        |
| ESTIMATE DATE | May 15, 2025 |
| TOTAL         | \$7,950.00   |

Town of Pembroke Park  
3150 sw 52nd Ave  
Pembroke Park, FL 33023

**CONTACT US**

☎ (305) 846-9209  
✉ [ocrespo@quamec.net](mailto:ocrespo@quamec.net)

✉ [swoodbury@tppl.gov](mailto:swoodbury@tppl.gov)

**ESTIMATE**

| Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | qty | unit price | amount     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|------------|
| Commercial Service - 1st Floor WSHP Compressor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1.0 | \$7,950.00 | \$7,950.00 |
| <b>Job description:</b> <ul style="list-style-type: none"><li>- Replace the Copeland compressor ZR108KCE-TF5-950 on the first floor Climate Master WSHP.</li><li>- Provide and install a new Copeland compressor.</li><li>- New liquid line filter.</li><li>- New 3-phase contactor.</li></ul> <b>Scope of work.</b> <ul style="list-style-type: none"><li>- Disconnect the power to the unit.</li><li>- Recuperate refrigerant as per EPA standards.</li><li>- Disconnect damaged compressor.</li><li>- Flush the system to remove any residue in the refrigerant system.</li><li>- Replace liquid line filter and contactor.</li><li>- Install new compressor.</li><li>- Vacuum system to remove humidity.</li><li>- Add new refrigerant.</li><li>- Start up the unit and monitor for proper operation.</li></ul> <b>Warranty:</b> <ul style="list-style-type: none"><li>- 1 year labor</li><li>- 1 year parts</li></ul> <b>Included:</b> <ul style="list-style-type: none"><li>- All labor and materials in order to complete the job listed above.</li></ul> <b>Not included:</b> <ul style="list-style-type: none"><li>- Anything not listed above.</li></ul> <b>Payment terms</b> <ul style="list-style-type: none"><li>- 50% deposit.</li><li>- 50% once the job is completed.</li></ul> <b>Lead time:</b> <ul style="list-style-type: none"><li>- 2-3 days lead time.</li></ul> |     |            |            |

Services subtotal: \$7,950.00

**Total** **\$7,950.00**

All Prices quoted are valid for 30 Days

We appreciate your business!

Remit all Zelle payments to [info@quamec.net](mailto:info@quamec.net)

Please note that there is a 3% processing fee applicable for all credit card transactions.



## Agenda Item Report

|                                         |                                                                                                                                                                                                                                         |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject:                                | Emergency Purchase – Shower Installation Repair at Parks Building - Public Services Director Merantus                                                                                                                                   |
| Meeting Date:                           | Special Commission Meeting - May 22, 2025                                                                                                                                                                                               |
| Prepared For:                           | Town Commission                                                                                                                                                                                                                         |
| Staff Contact:                          | Stanley Merantus, Public Services Director                                                                                                                                                                                              |
| Dept/Group:                             | Public Works                                                                                                                                                                                                                            |
| Recommendation for Counsel to consider: |                                                                                                                                                                                                                                         |
| Background Information:                 | The facilities are used by staff, and the failure poses sanitary concerns. To ensure continued safe use of the facility, the Town Manager authorized an emergency purchase to address the issue immediately.                            |
| Staff Recommendations:                  | Staff seeks that the Commission moves to ratify the Town Manager's emergency purchase for the repair of the Parks Building shower facilities and authorize the Town Manager to proceed with all necessary steps to complete the repair. |
| Procurement:                            | Exception purchase.                                                                                                                                                                                                                     |
| Financial Implications:                 | The amount of \$8,945 is coming from the Parks accounts.                                                                                                                                                                                |
| Alternatives:                           |                                                                                                                                                                                                                                         |

### ATTACHMENTS:

[Entrust Construction Services - Estimate](#)

**ENTRUST Construction Services****4980 SW 52nd Street****Suite 119****Davie, FL 33314****Phone # 954-903-7203****scott@entrustpm.com****License # CGC1534393****Invoice**

| Date      | Invoice # |
|-----------|-----------|
| 5/19/2025 | 2878      |

Name / Address

**Town of Pembroke Park  
3150 SW 52nd Avenue  
Pembroke Park, FL 33023****scott@entrustpm.com****Phone # 954-903-7203**

| Description                                                                                                                                                                                   | Qty | Rate     | Amount                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|--------------------------------|
| 3150 SW 52nd Avenue, Pembroke Park, FL 33023 - Park Employee                                                                                                                                  |     |          |                                |
| Demolition & Prep                                                                                                                                                                             |     | 325.00   | 325.00                         |
| Change the shower valve. Set the shower floor pan. Re-plumb the drain lines. Set the toilet. Install the sink. and change out 3 angle stops. Fixtures supplied by customer.                   |     | 2,600.00 | 2,600.00                       |
| Install new green board in the bathroom. apply tape, mud, float and sand so alls are paint ready. L & M                                                                                       |     | 1,690.00 | 1,690.00                       |
| Install new waterproof vinyl flooring in the bathroom. Labor Only                                                                                                                             |     | 532.00   | 532.00                         |
| Waterproof Vinyl Planking and Associated Materials                                                                                                                                            |     | 350.00   | 350.00                         |
| Prime & Paint the bathroom - Labor Only                                                                                                                                                       |     | 798.00   | 798.00                         |
| Install the 3 Piece Shower Stall Kit -Labor Only                                                                                                                                              |     | 1,350.00 | 1,350.00                       |
| Project Manager to Expedite the Process                                                                                                                                                       |     | 1,000.00 | 1,000.00                       |
| Waste disposal Fee                                                                                                                                                                            |     | 300.00   | 300.00                         |
| *Due to Labor and/or Materials shortages there may be time delays beyond Entrust's Control. While we are waiting for Materials and/or Subs to Arrive. This may also lead to additional Costs* |     |          |                                |
| *Additional materials not included/specified in the estimate will be purchased and billed at cost plus 25% and added to a change order or the final billing*                                  |     |          |                                |
| We accept VISA, MasterCard and American Express. There is a 4% Convenience fee when paying via credit card (Restrictions Apply).                                                              |     |          |                                |
| <b>Total</b>                                                                                                                                                                                  |     |          | \$8,945.00                     |
| Customer Signature                                                                                                                                                                            |     |          | <b>Payments/Credits</b> \$0.00 |
| Contractor Signature                                                                                                                                                                          |     |          | <b>Balance Due</b> \$8,945.00  |



## Agenda Item Report

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject:                                | Recognition of Ashira Mohammed – 2025 Honoree of the Unique CAHM and CULTURE Awards                                                                                                                                                                                                                                                                                                                       |
| Meeting Date:                           | Special Commission Meeting - May 22, 2025                                                                                                                                                                                                                                                                                                                                                                 |
| Prepared For:                           | Town Commission                                                                                                                                                                                                                                                                                                                                                                                           |
| Staff Contact:                          | David Lynch, Town Manager                                                                                                                                                                                                                                                                                                                                                                                 |
| Dept/Group:                             | Administrative                                                                                                                                                                                                                                                                                                                                                                                            |
| Recommendation for Counsel to consider: |                                                                                                                                                                                                                                                                                                                                                                                                           |
| Background Information:                 | Staff requests that the Town Council formally recognize Ashira Mohammed for being selected as a 2025 Honoree of the Unique CAHM and CULTURE Awards. This prestigious recognition honors individuals who have made exceptional contributions to cultural awareness, community health, and minority advancement. Ms. Mohammed's work exemplifies the values of inclusivity, leadership, and public service. |
| Staff Recommendations:                  | Approve the purchase of a table for the Unique CAHM and CULTURE Awards event to show support and ensure town representation at the celebration.                                                                                                                                                                                                                                                           |
| Procurement:                            |                                                                                                                                                                                                                                                                                                                                                                                                           |
| Financial Implications:                 | \$160.00 per person, recommend not to exceed \$1,800 from the Council's community engagement or special events budget.                                                                                                                                                                                                                                                                                    |
| Alternatives:                           |                                                                                                                                                                                                                                                                                                                                                                                                           |

### ATTACHMENTS:

[Fwd CONGRATULATIONS! ASHIRA MOHAMMED, 2025 HONOREE - Unique CAHM and CULTURE Awards](#)

**From:** [ashira mohammed](#)  
**To:** [Town Clerk](#); [Jacob Horowitz](#); [David Lynch](#)  
**Subject:** Fwd: CONGRATULATIONS! ASHIRA MOHAMMED, 2025 HONOREE - Unique CAHM and CULTURE Awards  
**Date:** Thursday, May 22, 2025 4:17:59 PM

---

Please excuse any and all typos...  
Sent from my iPhone...

Begin forwarded message:

**From:** ashira mohammed <ashira.ann@gmail.com>  
**Date:** May 21, 2025 at 4:14:02 PM EDT  
**To:** Evan Ross <Evan@publiccommunicators.com>  
**Subject:** Fwd: CONGRATULATIONS! ASHIRA MOHAMMED, 2025 HONOREE - Unique CAHM and CULTURE Awards

Please excuse any and all typos...  
Sent from my iPhone...

Begin forwarded message:

**From:** Elizabeth-Unique Creations by Liz <uniquecreations01-bellsouth.net@shared1.ccsend.com>  
**Date:** May 21, 2025 at 3:09:36 PM EDT  
**To:** ashira.ann@gmail.com  
**Subject:** CONGRATULATIONS! ASHIRA MOHAMMED, 2025 HONOREE - Unique CAHM and CULTURE Awards  
**Reply-To:** uniquecreations01@bellsouth.net





Join Us for the Grand Finale Celebrating Caribbean  
American Heritage Month  
And Recognizing and Congratulating

**2025 HONOREE:**

**ASHIRA MOHAMMED**

**MAYOR**

**THE CITY OF PEMBROKE PARK**

Unique CAHM and CULTURE Awards  
Banquet and Gala

**SATURDAY June 28, 2025**

**GRAND PALM HOTEL and  
GOLF RESORT**

**110 GRAND PALMS DRIVE**

(1 / 2 Block West of I-75 on Pines Blvd.)

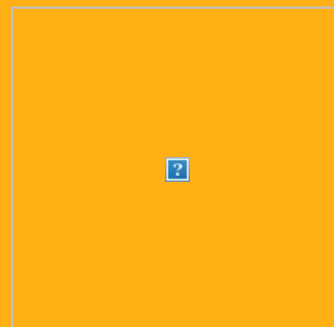
**PEMBROKE PINES, Florida 33027**

*Starting at 7:00pm.*

\*\*\*\*\*

**Purchase Tickets Thru:**

**Zelle: 954-292-6848 or**



**uniquecreations01@bellsouth.net**  
**or Cash / Check**  
**Debit/Credit Card (add 4% P.Fee)**  
\$160.00 P.PERSON, OR (TABLES OF 10 AVAIL.)

**Magazine Advertising and Sponsorship Opportunities are Available**  
Call Event Producer  
Elizabeth "Liz Burns @ 954-292-6848

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Unique Creations by Liz | 12th Street | Pembroke Pines, FL 33029 US

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## Agenda Item Report

|                                         |                                                                                                                                         |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Subject:                                | Discussion and possible action related to the appointment of the town mayor and other commission officers - Clerk Commissioner Hodgkins |
| Meeting Date:                           | Special Commission Meeting - May 22, 2025                                                                                               |
| Prepared For:                           | Town Commission                                                                                                                         |
| Staff Contact:                          | Bill Hodgkins, Clerk Commissioner                                                                                                       |
| Dept/Group:                             | Administrative                                                                                                                          |
| Recommendation for Counsel to consider: |                                                                                                                                         |
| Background Information:                 |                                                                                                                                         |
| Staff Recommendations:                  |                                                                                                                                         |
| Procurement:                            |                                                                                                                                         |
| Financial Implications:                 |                                                                                                                                         |
| Alternatives:                           |                                                                                                                                         |

### **ATTACHMENTS:**

[Resolution 2025-010](#)

[Ordinance 2024-002](#)

[SPECIAL MEETING AGENDA - Town Clerk - Outlook](#)

[SUGGESTED SLATES](#)

**RESOLUTION NO. 2025-010**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PURSUANT TO SECTION 9 OF THE TOWN CHARTER, APPOINTING COMMISSIONER ASHIRA MOHAMMED AS MAYOR OF THE TOWN OF PEMBROKE PARK, FLORIDA; APPOINTING COMMISSIONER ERIK MORRISSETTE AS VICE-MAYOR OF THE TOWN OF PEMBROKE PARK, FLORIDA; APPOINTING COMMISSIONER WILLIAM HODGKINS AS CLERK-COMMISSIONER OF THE TOWN OF PEMBROKE PARK, FLORIDA; AND MUSFIKA AS ACTING CLERK-COMMISSIONER; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 9 of the Town Charter provides that “At the first regular meeting in April of odd numbered years, the Commission shall, by resolution, appoint one of its members as and to be Mayor of said municipality and another of its members as and to be Vice-Mayor of said municipality, and another of its members as and to be Clerk-Commissioner of said municipality, and another of its members as to and be Acting Clerk-Commissioner of said municipality;” and

**WHEREAS**, in accordance with Section 9 of the Town Charter, the Commission of the Town of Pembroke Park hereby appoints Commissioner Ashira Mohammed as Mayor of the Town of Pembroke Park; and

**WHEREAS**, in accordance with Section 9 of the Town Charter, the Commission of the Town of Pembroke Park hereby appoints Commissioner Erik Morrisette as Vice-Mayor of the Town of Pembroke Park; and

**WHEREAS**, in accordance with Section 9 of the Town Charter, the Commission of the Town of Pembroke Park hereby appoints Commissioner William Hodgkins as Clerk Commissioner of the Town of Pembroke Park; and

**WHEREAS**, the Commission of the Town of Pembroke Park hereby appoints Commissioner Musfika Kashem as Acting Clerk-Commissioner of the Town of Pembroke Park; and

**WHEREAS**, the Town Commission of the Town of Pembroke Park finds that it is in the best interests of the citizens and residents of the Town to appoint the commissioner members referenced herein to the official positions in the Town, as set forth in this resolution.

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

**Section 1.** The foregoing “WHEREAS” clauses are hereby ratified and confirmed as being true and correct and is hereby made a specific part of this Resolution. All exhibits attached hereto are incorporated herein and made a part hereof.

**Section 2.** That Commissioner Ashira Mohammed shall be appointed as Mayor of the Town of Pembroke Park, Florida.

**Section 3.** That Commissioner Erik Morrisette shall be appointed Vice-Mayor of the Town of Pembroke Park Florida.

**Section 4.** That Commissioner William Hodgkins shall be appointed as Clerk Commissioner of the Town of Pembroke Park, Florida.

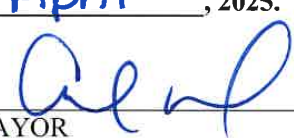
**Section 5.** That Commissioner Musfika Kashem shall be appointed as Acting Clerk-Commissioner of the Town of Pembroke Park, Florida.

**Section 6.** All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

**Section 7.** If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

**Section 8.** This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 9<sup>th</sup> day of April, 2025.

  
MAYOR

ATTEST:

  
CYNTHIA GARCIA-LIMA  
Town Clerk



Approved as to form and legal sufficiency

  
JACOB G. HOROWITZ  
Town Attorney

**ORDINANCE NO. 2024-002**

**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUBMITTING TO REFERENDUM AN AMENDMENT TO THE CHARTER OF THE TOWN OF PEMBROKE PARK AT SECTION 9, ENTITLED “TOWN COMMISSION;” PROVIDING FOR THE APPOINTMENT AND ROTATION OF THE MAYOR-COMMISSIONER, VICE-MAYOR COMMISSIONER, CLERK-COMMISSIONER, AND ACTING CLERK COMMISSIONER BY THE MEMBERS OF THE TOWN COMMISSION EVERY TWO (2) YEARS; PROVIDING THAT THIS ORDINANCE, WHEN ADOPTED, SHALL BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE TOWN OF PEMBROKE PARK, ON THE NOVEMBER 5, 2024 GENERAL ELECTION BALLOT AND IT SHALL BECOME EFFECTIVE AS PROVIDED BY LAW; PROVIDING FOR THE ADVERTISING OF THE REFERENDUM ELECTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 166, Florida Statutes, as amended, provides for a methodology of Charter amendments supplementary to and not in conflict with the Charter of the Town of Pembroke Park, Florida; and

**WHEREAS**, Chapter 166, Florida Statutes, as amended, provides that such an amendment may be submitted to a referendum vote by the Town Commission of the Town of Pembroke Park, Florida, in an ordinance format; and

**WHEREAS**, after careful deliberation and the consideration of public input, the Town Commission seeks to propose an amendment to the Charter providing for the appointment and rotation by the Town Commission of the Mayor-Commissioner, Vice-Mayor Commissioner, Clerk-Commissioner, Acting Clerk-Commissioner and other positions on the Town Commission every two (2) years; and

**WHEREAS**, the Town Commission has held a public hearing in accordance with Florida law; and

**WHEREAS**, the Town Commission deems the proposed amendment to the Town Charter, as detailed herein, to be in the best interests of the citizens and residents of the Town.

Ordinance No. 2024-002  
Town of Pembroke Park

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

**Section 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

**Section 2.** Section 9, entitled "Town Commission," of the Charter of the Town of Pembroke Park, shall be revised as set forth in Exhibit "A," attached hereto and incorporated herein.

**Section 3.** The Ballot Title shall be as follows:

APPOINTMENT OF THE MAYOR, VICE MAYOR, CLERK-COMMISSIONER  
AND ACTING CLERK-COMMISSIONER EVERY TWO YEARS

**Section 4.** At the General Municipal Election on November 5, 2024, the following question shall be placed on the ballot for consideration by the qualified electors of the Town of Pembroke Park, Florida, and shall read as follows:

The Pembroke Park Charter currently provides for the appointment by the Town Commission of the Mayor-Commissioner, Vice-Mayor Commissioner, and Clerk-Commissioner at the first regular meeting following every election in the Town. Shall the Charter be amended to provide for the appointment by the Town Commission and rotation of the Mayor-Commissioner, Vice-Mayor Commissioner, Clerk-Commissioner and Acting Clerk-Commissioner every two (2) years?

YES ☐ NO ☐

**Section 5.** **Advertisement.** The Town Clerk of the Town of Pembroke Park is hereby authorized and directed to advertise the referendum election contemplated herein all in

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Ordinance No. 2024-002  
Town of Pembroke Park

accordance with the Code of Ordinances of the Town of Pembroke Park, Florida, as well as the State of Florida Election Code.

**Section 6.**     **Codification.** It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections of this Ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section," "Article," or such other word or phrase in order to accomplish such intention.

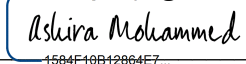
**Section 7.**     **Severability.** If any clause, section, or other part of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Ordinance.

**Section 8.**     **Conflicts.** All Ordinances or parts of Ordinances, Resolutions, or parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

**Section 9.**     **Effective Date.** This Ordinance shall take effect immediately upon its adoption.

**PASSED AND ADOPTED on First Reading this 13<sup>th</sup> day of March, 2024.**

**PASSED AND FINAL ADOPTION on Second Reading this 8<sup>th</sup> day of May, 2024.**

  
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MAYOR ASHIRA MOHAMMED

ATTEST:

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existing law; words in underlined type are additions

Page 3 of 4 Pages

Page 7 of 12

Ordinance No. 2024-002  
Town of Pembroke Park

DocuSigned by:  
*Marlen Martell*  
410D02AC7D4A446...  
MARLEN MARTELL  
Town Clerk

Approved As To Legal Form:

DocuSigned by:  
*Jacob Horowitz*  
A563A1DD5FD5417  
JACOB G. HOROWITZ  
Town Attorney

VOTE

|                     |     |
|---------------------|-----|
| ASHIRA MOHAMMED     | YES |
| ERIK MORRISSETTE    | YES |
| WILLIAM R. HODGKINS | YES |
| MUSFIKA KASHEM      | YES |
| GEOFFREY JACOBS     | YES |

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existing law; words in underlined type are additions

Ordinance No. 2024-002  
Town of Pembroke Park

**EXHIBIT "A"**

**CHARTER AMENDMENT**

**Sec. 9. - Town Commission.**

...

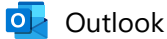
The Commission shall be composed of a Mayor-Commissioner, Vice-Mayor Commissioner, Clerk-Commissioner, and Acting Clerk-Commissioner and one (1) other Commissioner. At the first regular meeting of the Commission in April of odd numbered years, the Commission shall, by Resolution, appoint one of its members as and to be Mayor of said municipality and another of its members as and to be Vice-Mayor of said municipality, and another of its members as and to be Clerk-Commissioner of said municipality, and another of its members as and to be Acting Clerk-Commissioner of said municipality.

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Page 5 of 4 Pages

Page 9 of 12



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**SPECIAL MEETING AGENDA**

---

**From** David Lynch <dlynch@tppfl.gov>

**Date** Fri 5/16/2025 8:34 PM

**To** Ashira Mohammed <amohammed@tppfl.gov>; Erik Morrisette <emorrisette@tppfl.gov>; Bill Hodgkins <bhodgkins@tppfl.gov>; Musfika Kashem <mkashem@tppfl.gov>; Geoffrey Jacobs <gjacobs@tppfl.gov>

**Cc** Jacob Horowitz <JHorowitz@gorencherof.com> <jhorowitz@gorencherof.com>; Town Clerk <townclerk@tppfl.gov>; Christine Portala <cportala@tppfl.gov>

All: As we approach having a special meeting, our municipal law requires that the town manager exercise oversight related to the meeting agendas. One of the items you will be considering is the appointment of a new slate of officeholders in compliance with the recent charter change requiring a "rotation".

For this reason, in order to facilitate a meeting that does not become drawn out into an all-night affair, I'm suggesting that each Commissioner send to me an entire slate that can be voted on as a slate in its entirety filling every position from Mayor to vice Mayor to Clerk Commissioner to acting Clerk Commissioner to unassigned Commissioner. That is, I'm suggesting that you should submit to me an entire list with all five names with each name assigned to one of those designated slots.

This certainly is not a requirement but I'm asking each of you to consider sending to me your slate so that the meeting can be undertaken in a more efficient manner than having a two-hour debate over each individual slot. This is merely a suggestion and I'm hoping that it results in you sending me five slates, **one coming to me from each Commissioner**. I will then place all the slates on the agenda so that you can vote for the slate that you approve. Think of it like going to a Chinese restaurant and seeing that the menu includes five different combination meals. The waiter asked you to choose from that list of five combinations. You of course have the freedom to mix-and-match between the different slates. Unlike the unyielding manager of a Chinese restaurant, you will not have to obey the admonition that says "NO Substitutions".

Again this is really a suggestion, but one that I hope you will respond to in order to help facilitate the process at the upcoming special meeting. If you do choose to send me your suggested slate, it will help in organizing the agenda if you can have your suggested slate sent to me by email by the end of the day on Monday.

Also note that in order to comply with the sunshine law, **do not respond to me using the REPLY ALL element in your email program**. Thank you for your kind patience in this matter and please feel free to call me if there are further questions regarding these matters.

Sincerely, Dave Lynch

5/20/25, 6:16 PM

SPECIAL MEETING AGENDA - Town Clerk - Outlook



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From Dave Lynch to the Commissioners: I received 3 slate suggestions for Thursday from 2 commissioners as follows:

Commissioner Jacobs suggested 2 slates:

**SLATE A**

Mayor Jacobs

Vice Mayor Mohammed

Clerk Commisisoner Hodgkins

Acting Clerk Commisisoner Kashem

Commissioner Morrisette

**SLATE B**

Mayor Jacobs

Vice Mayor Hodgkins

Clerk Commissioner Morrisette

Acting Clerk Commissioner Kashem

Commissioner Mohammed

Commissioner Hodgkins suggested SLATE C:

**SLATE C**

The commissioner of District One will be Mayor for two years, District two will be Vice Mayor for two years, District three will be Clerk Commissioner for two years , District 4 will be Clerk Commissioner (Acting) for two years and District 5 will be unassigned for two years .

At the end of the two years the districts rotate in the same order by one: District two will be Mayor for two years, District three Vice Mayor etc, etc. If an individual declines the position it shall be considered an advancement of the rotation to the next District, which for this example, would be District 3 who would be the Mayor and so on and so forth.