Town of Pembroke Park

Agenda

SPECIAL COMMISSION MEETING Meeting
Monday, September 23, 2019 @ 6:00 PM
Council Chambers

Law Offices
of LEVI WILLIAMS, P.A.

12 S.E. 7th Street, Suite 710
Ft. Lauderdale, Florida 33301
Phone: 954-994-7946
Fax: 954-463-1630
Email: levi@leviwilliamslaw.com
www.leviwilliamslaw.com

INVOICE

Invoice # 1254
Date: 09/11/2019
Due Upon Receipt

Ashira Mohammed
3150 S.W. 52nd Ave.
Pembroke Park, FL 33023
(954)275-7467

1196.00

Broward OIG Investigation-Client Interview

Date	Attorney	Description	Hours	Rate	Total
09/04/2019	CM	Prepared Email to Agent Suarez RE: Notice of Representation	0.20	$175.00	$35.00
09/04/2019	CM	Teleconference with Jenna E. Gargano from Broward OIG's Office RE: Client not in Compliance with Sec. 1-19(d)(3); Has till 9/17/19 to Correct	0.30	$175.00	$52.50
09/04/2019	CM	Prepared Email to Client RE: Recap of Teleconference with Jenna E. Gargano from Broward OIG's Office; Client not in Compliance with Sec. 1-19(d)(3); Has till 9/ 17/19 to Correct	0.20	$175.00	$35.00
09/11/2019	CM	Review and Analyzed 2017 Certification of Meeting Annual Training Requirements for Mayor Mohammed	0.20	$175.00	$35.00
09/11/2019	CM	Prepared Email to Broward County OIG's Office RE: 2017 Certification of Meeting Annual Training Requirements for Mayor Mohammed	0.20	$175.00	$35.00
09/11/2019	CM	Review and Analyzed Email from Broward OIG's Office RE: Receipt of Ethics Training Certification for Mayor Mohammed	0.20	$175.00	$35.00

Subtotal	**$227.50**
Total	**$227.50**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1254	09/11/2019	$227.50	$0.00	$227.50
			Outstanding Balance	**$227.50**
			Total Amount Outstanding	**$227.50**

Please make all amounts payable to:Law Offices of Levi Williams, P.A.

Payment is due upon receipt.

EIN#: 90-0753241

3,037.47 +
2,124.38 +
2,104.42 +
708.13 +
991.38 +
865.2 +
278.1 +
92.7 +
154.5 +
185.4 +
30.9 +
30.9 +

012

10,603.48 *
566.50
11,169.98

SACHS SAX CAPLAN
Attorneys at Law
6111 Broken Sound Parkway NW
Suite 200
Boca Raton, FL 33487
TEL: 561.994.4499 FAX: 561.994.4985
TAX ID: 26-2950872

June 06, 2017

Invoice No. 132785
Billed Through 05/31/2017

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

OIG Investigation

13430-00001 AP

Balance Forward	$2,682.12
Less Payments Received	$2,682.12
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

04.14.17	ASP	Phone conferences with Howard Clark regarding inspector general report	0.50 hrs	$275/hr	$137.50
04.18.17	ASP	Meeting with Howard Clark regarding OIG investigations	2.00 hrs	$275/hr	$550.00
05.01.17	ASP	Phone conference with Howard Clark	0.30 hrs	$275/hr	$82.50
05.02.17	ASP	Legal Research of Florida Statutes and Broward code of ethics	1.50 hrs	$275/hr	$412.50
05.02.17	ASP	Phone conference with Howard Clark	0.40 hrs	$275/hr	$110.00
05.04.17	AP	Travel to and attend meeting with client and Ms. Breece (Broward Office of Inspector General).	3.50 hrs	$310/hr	$1,085.00
05.05.17	ASP	Phone conferences with Howard Clark	0.30 hrs	$275/hr	$82.50
05.08.17	ASP	Phone conference with Howard Clark regarding interview	0.20 hrs	$275/hr	$55.00
05.16.17	AP	Telephone conference with Mr. Clark.	0.50 hrs	$310/hr	$155.00
05.16.17	AP	Follow up telephone conference with Mr. Clark.	0.60 hrs	$310/hr	$186.00
05.25.17	AP	Telephone conference with Mr. Clark.	0.30 hrs	$310/hr	$93.00
		Total fees for this matter	**10.10 hrs**		**$2,949.00**

BILLING SUMMARY

Parke, Andre S.	5.20 hrs	275.00 /hr	$1,430.00
Prudenti, Angela	4.90 hrs	310.00 /hr	$1,519.00
TOTAL FEES	10.10 hrs		$2,949.00
ADMINISTRATIVE CHARGE			$88.47
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$3,037.47**

SACHS SAX CAPLAN

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6111 Broken Sound Parkway NW
Suite 200
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TEL: 561.994.4499 FAX: 561.994.4985
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November 08, 2017

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Invoice No. 136799
Billed Through 10/31/2017

Blue Ck'ng
Ck# 1284
11/15/17
Paid in Full

On 6/12/17
Ck# 1248
$3,037.47

OIG Investigation

13430-00001 AP

Balance Forward	$3,037.47
Less Payments Received	$3,037.47
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

10.16.17	ASP	Phone conference with Howard Clark	0.30 hrs	$275/hr	$82.50
10.16.17	ASP	Review of Inspector General Report for City of Pembroke Park	2.00 hrs	$275/hr	$550.00
10.17.17	ASP	Phone conference with Howard Clark regarding review of OIG investigative report and next steps	0.20 hrs	$275/hr	$55.00
10.19.17	ASP	Phone conference with Howard Clark regarding meeting	0.20 hrs	$275/hr	$55.00
10.19.17	ASP	Travel to Town of Pembroke Park; meeting with Town Attorney Ryan and Vice Mayor Clark regarding rebuttal to OIG	2.50 hrs	$275/hr	$687.50
10.24.17	ASP	Phone conference with Howard Clark; prepare correspondence to Chris Ryan	0.70 hrs	$275/hr	$192.50
10.25.17	ASP	Phone conference with Howard Clark regarding status of City response to OIG	0.20 hrs	$275/hr	$55.00
10.27.17	ASP	Phone conference with Commissioner Clark	0.70 hrs	$275/hr	$192.50
10.27.17	ASP	Review of OIG response to request for extension of time	0.10 hrs	$275/hr	$27.50
10.30.17	ASP	Phone conference with Howard Clark.	0.50 hrs	$275/hr	$137.50
10.31.17	ASP	Review of email correspondence from Howard Clark regarding workshop meeting.	0.10 hrs	$275/hr	$27.50
		Total fees for this matter	**7.50 hrs**		**$2,062.50**

BILLING SUMMARY

Parke, Andre S.	7.50 hrs	275.00 /hr	$2,062.50
TOTAL FEES	7.50 hrs		$2,062.50
ADMINISTRATIVE CHARGE			$61.88
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$2,124.38**

THIS STATEMENT IS ATTORNEY WORK PRODUCT AND A CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION.

Sachs Sax Caplan accepts the above credit cards in payment for services.

Due Upon Receipt

Mail payments to: PO Box 810878, Boca Raton, FL 33481

A finance charge of 1% per month will be added to any unpaid balance over 60 days from invoice date.

SACHS SAX CAPLAN
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6111 Broken Sound Parkway NW
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TAX ID: 26-2950872

December 07, 2017

12/14/17
Blue Checking
Ck#1288
Paid in Full
$2,104.42

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Invoice No. 137534
Billed Through 11/30/2017

OIG Investigation
13430-00001 AP

Balance Forward	$2,124.38
Less Payments Received	$2,124.38
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

11.01.17	ASP	Travel to and attend City of Pembroke Park meeting.	1.60 hrs	$275/hr	$440.00
11.03.17	ASP	Review of letter from Ryan and Ryan.	0.10 hrs	$275/hr	$27.50
11.06.17	ASP	Phone conference with Howard Clark.	0.20 hrs	$275/hr	$55.00
11.06.17	ASP	Prepare response to OIG preliminary report.	2.20 hrs	$275/hr	$605.00
11.07.17	ASP	Phone conference with Howard Clark regarding response to OIG report.	0.30 hrs	$275/hr	$82.50
11.07.17	ASP	Prepare email correspondence to Chris Ryan.	0.10 hrs	$275/hr	$27.50
11.07.17	ASP	Review of Town of Pembroke Park response to OIG preliminary report.	0.20 hrs	$275/hr	$55.00
11.08.17	ASP	Phone conference with Howard Clark.	0.20 hrs	$275/hr	$55.00
11.09.17	ASP	Phone conference with Howard Clark regarding workshop.	0.20 hrs	$275/hr	$55.00
11.13.17	ASP	Review of email correspondence from Howard Clark regarding Town response OIG.	0.20 hrs	$275/hr	$55.00
11.13.17	ASP	Review of email correspondence from Chris Ryan and response to OIG report from the Town of Pembroke Park.	0.30 hrs	$275/hr	$82.50
11.15.17	ASP	Review of correspondence from legal counsel for Todd Larson. Phone conference with Howard Clark regarding OIG.	0.60 hrs	$275/hr	$165.00
11.17.17	ASP	Review final Town of Pembroke Park response to OIG inquiry.	0.20 hrs	$275/hr	$55.00
11.27.17	ASP	Review of email correspondence from OIG regarding report; Phone conferences with Howard Clark.	1.00 hrs	$275/hr	$275.00
		Total fees for this matter	**7.40 hrs**		**$2,035.00**

EXPENSES

.30.17 FedEx; Invoice # 599292200; Courier Service to Michael Mee Deputy Inspector 11/7/17 from Andre Parke			$8.37
Total expenses for this matter			**$8.37**

BILLING SUMMARY

Parke, Andre S.	7.40 hrs	275.00 /hr	$2,035.00
TOTAL FEES	7.40 hrs		$2,035.00
TOTAL EXPENSES			$8.37
ADMINISTRATIVE CHARGE			$61.05
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$2,104.42**

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Due Upon Receipt

Mail payments to: PO Box 810878, Boca Raton, FL 33481

A finance charge of 1% per month will be added to any unpaid balance over 60 days from invoice date.

SACHS SAX CAPLAN
Attorneys at Law
6111 Broken Sound Parkway NW
Suite 200
Boca Raton, FL 33487
TEL: 561.994.4499 FAX: 561.994.4985
TAX ID: 26-2950872

January 05, 2018

Invoice No. 137940
Billed Through 12/31/2017

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Blue checking
1/15/18
ck # 1289
Paid in full

OIG Investigation
13430-00001 AP

Balance Forward	$2,104.42
Less Payments Received	$2,104.42
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

12.01.17	ASP	Phone conference with Howard Clark regarding OIG.	0.30 hrs	$275/hr	$82.50
12.21.17	ASP	Review of Preliminary Inspector General Report. Phone conference with Howard Clark.	1.50 hrs	$275/hr	$412.50
12.27.17	ASP	Further Review of OIG Preliminary report.	0.70 hrs	$275/hr	$192.50
		Total fees for this matter	**2.50 hrs**		**$687.50**

BILLING SUMMARY

Parke, Andre S.	2.50 hrs	275.00 /hr	$687.50
TOTAL FEES	2.50 hrs		$687.50
ADMINISTRATIVE CHARGE			$20.63
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$708.13**

SACHS SAX CAPLAN
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Suite 200
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TEL: 561.994.4499 FAX: 561.994.4985
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February 06, 2018

1/15/18 Blue Ckng $566.50
CK# 1289
Paid in Full

Invoice No. 138923
Billed Through 01/31/2018

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

OIG Investigation
13430-00001 AP

Balance Forward	$708.13
Less Payments Received	$708.13
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

01.08.18	ASP	Phone conference with Howard Clark.	0.20 hrs	$275/hr	$55.00
01.09.18	ASP	Phone conference with Howard Clark regarding response to OIG.	0.40 hrs	$275/hr	$110.00
01.09.18	ASP	Review of OIG report. Prepare letter to Inspector General.	1.00 hrs	$275/hr	$275.00
01.19.18	ASP	Phone conference with Howard Clark regarding OIG response.	0.30 hrs	$275/hr	$82.50
01.22.18	ASP	Review of email correspondence from OIG regarding extension.	0.10 hrs	$275/hr	$27.50
		Total fees for this matter	**2.00 hrs**		**$550.00**

BILLING SUMMARY

Parke, Andre S.	2.00 hrs	275.00 /hr	$550.00
TOTAL FEES	2.00 hrs		$550.00
ADMINISTRATIVE CHARGE			$16.50
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$566.50**

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Suite 200
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February 09, 2018

Blue checking
Ck# 1293
2/15/18
$991.38

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Invoice No. 138999
Billed Through 02/28/2018

OIG Investigation
13430-00001 AP

Balance Forward	$708.13
Less Payments Received	$708.13
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

01.08.18	ASP	Phone conference with Howard Clark.	0.20 hrs	$275/hr	$55.00
01.09.18	ASP	Phone conference with Howard Clark regarding response to OIG.	0.40 hrs	$275/hr	$110.00
01.09.18	ASP	Review of OIG report. Prepare letter to Inspector General.	1.00 hrs	$275/hr	$275.00
01.17.18	ASP	Review of response from City of Pembroke Park. Phone conference with Aram Bloom, attorney for Todd Larson.	0.30 hrs	$275/hr	$82.50
01.19.18	ASP	Phone conference with Howard Clark regarding OIG response.	0.30 hrs	$275/hr	$82.50
01.22.18	ASP	Review of email correspondence from OIG regarding extension.	0.10 hrs	$275/hr	$27.50
02.02.18	ASP	Review of OIG Final Report of Pembroke Park mismanagement investigation	1.00 hrs	$275/hr	$275.00
02.02.18	ASP	Phone conference with Howard Clark regarding mismanagement investigation	0.20 hrs	$275/hr	$55.00
		Total fees for this matter	**3.50 hrs**		**$962.50**

BILLING SUMMARY

Parke, Andre S.	3.50 hrs	275.00 /hr	$962.50
TOTAL FEES	3.50 hrs		$962.50
ADMINISTRATIVE CHARGE			$28.88
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$991.38**

SACHS SAX CAPLAN

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TEL: 561.994.4499 FAX: 561.994.4985
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July 06, 2018

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Blue Checking
ck# 1297
7/11/18
$865.20
Paid in full

Invoice No. 142471
Billed Through 06/30/2018

Town of Pembroke Park adv Progressive Waste

13430-00002 ASP

FOR PROFESSIONAL SERVICES RENDERED

06.15.18	ASP	Review of complaint and various pleadings filed related to Progressive Waste claims against Town of Pembroke Park	2.00 hrs	$300/hr	$600.00
06.15.18	ASP	Phone conference with Howard Clark regarding Progressive claims	0.40 hrs	$300/hr	$120.00
06.18.18	ASP	Phone conference with Howard Clark regarding Progressive Waste claims	0.30 hrs	$300/hr	$90.00
06.18.18	ASP	Prepare email correspondence to Howard Clark	0.10 hrs	$300/hr	$30.00
		Total fees for this matter	**2.80 hrs**		**$840.00**

BILLING SUMMARY

Parke, Andre S.	2.80 hrs	300.00 /hr	$840.00
TOTAL FEES	2.80 hrs		$840.00
ADMINISTRATIVE CHARGE			$25.20
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$865.20**

SACHS SAX CAPLAN
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Suite 200
Boca Raton, FL 33487
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TAX ID: 26-2950872

August 08, 2018

Invoice No. 143222
Billed Through 07/31/2018

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Blue Checking
Ck# 1298
8/13/18 $ 278.10
Paid in Full

Town of Pembroke Park adv Progressive Waste
13430-00002 ASP

Balance Forward	$865.20
Less Payments Received	$865.20
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

07.10.18	ASP	Phone conference with Howard Clark	0.60 hrs	$300/hr	$180.00
07.16.18	ASP	Phone conference with Howard Clark	0.30 hrs	$300/hr	$90.00
		Total fees for this matter	**0.90 hrs**		**$270.00**

BILLING SUMMARY

Parke, Andre S.	0.90 hrs	300.00 /hr	$270.00
TOTAL FEES	0.90 hrs		$270.00
ADMINISTRATIVE CHARGE			$8.10
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$278.10**

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Suite 200
Boca Raton, FL 33487
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September 07, 2018

Invoice No. 143776
Billed Through 08/31/2018

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Blue checking
Ck# 1299
9/12/18
$92.70

Town of Pembroke Park adv Progressive Waste
13430-00002 ASP

Balance Forward	$278.10
Less Payments Received	$278.10
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

08.24.18	ASP	Phone conference with Howard Clark; review of court records regarding status of hearing	0.30 hrs	$300/hr	$90.00
		Total fees for this matter	**0.30 hrs**		**$90.00**

BILLING SUMMARY

Parke, Andre S.	0.30 hrs	300.00 /hr	$90.00
TOTAL FEES	0.30 hrs		$90.00
ADMINISTRATIVE CHARGE			$2.70
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$92.70**

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Suite 200
Boca Raton, FL 33487
TEL: 561.994.4499 FAX: 561.994.4985
TAX ID: 26-2950872

October 09, 2018

Invoice No. 144767
Billed Through 09/30/2018

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Blue Cking
Ck# 101
10/15/18
$ 154.50

Town of Pembroke Park adv Progressive Waste
13430-00002 ASP

Balance Forward	$92.70
Less Payments Received	$92.70
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

Date	Atty	Description	Hours	Rate	Amount
09.05.18	ASP	Review of case file regarding status of matter	0.20 hrs	$300/hr	$60.00
09.26.18	ASP	Review of Town of Pembroke Park Answer to Progressive claim	0.30 hrs	$300/hr	$90.00
		Total fees for this matter	**0.50 hrs**		**$150.00**

BILLING SUMMARY

Parke, Andre S.	0.50 hrs	300.00 /hr	$150.00
TOTAL FEES	0.50 hrs		$150.00
ADMINISTRATIVE CHARGE			$4.50
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$154.50**

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TAX ID: 26-2950872

November 16, 2018

12/1/18
Paid

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Statement 13430 - 00002 ASP

Town of Pembroke Park adv Progressive Waste

Our records indicate that the following bills are outstanding:

Date	Bill No.	Amount Billed	Amount Due
11/08/2018	145406	$185.40	$185.40
TOTAL BALANCE NOW DUE			**$185.40**

0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 121 Days
$185.40	$0.00	$0.00	$0.00	$0.00

For copies of invoices, please email accounting@ssclawfirm.com

SACHS SAX CAPLAN
Attorneys at Law
6111 Broken Sound Parkway
Suite 200
Boca Raton, FL 33487
TEL: 561.994.4499 FAX 561.994.4985
TAX ID: 26-2950872

12/26/18

Paid
Office received
check on
the 17th of
December

December 17, 2018

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Statement 13430 - 00002 ASP

Town of Pembroke Park adv Progressive Waste

Our records indicate that the following bills are outstanding:

Date	Bill No.	Amount Billed	Amount Due
12/06/2018	146011	$30.90	$30.90

TOTAL BALANCE NOW DUE **$30.90**

0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 121 Days
$30.90	$0.00	$0.00	$0.00	$0.00

For copies of invoices, please email accounting@ssclawfirm.com

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TAX ID: 26-2950872

January 09, 2019

Invoice No. 146930
Billed Through 12/31/2018

Howard Clark (Commissioner)
2425 Cheri Lane
Pembroke Park, FL 33009

Blue Ck'ing
CK# 109
2/6/19 $30.90

Town of Pembroke Park adv Progressive Waste

13430-00002 ASP

Balance Forward	$30.90
Less Payments Received	$30.90
Net Balance Forward	$0.00

FOR PROFESSIONAL SERVICES RENDERED

12.03.18	ASP	Review of case docket regarding Progressive v. Pembroke Park	0.10 hrs	$300/hr	$30.00
		Total fees for this matter	**0.10 hrs**		**$30.00**

BILLING SUMMARY

Parke, Andre S.	0.10 hrs	300.00 /hr	$30.00
TOTAL FEES	0.10 hrs		$30.00
ADMINISTRATIVE CHARGE			$0.90
TOTAL CURRENT CHARGES FOR THIS INVOICE			**$30.90**

Law Offices of LEVI WILLIAMS, P.A.

12 S.E. 7th Street, Suite 700
Ft. Lauderdale, Florida 33301

INVOICE

Invoice # 1010
Date: 07/07/2017
Due Upon Receipt

Ashira Mohammed, Esq.
3150 S.W. 52nd Ave.
Pembroke Park, FL 33023

1196.00

Broward OIG Investigation-Client Interview

Type	Date	Description	Quantity	Rate	Total
Service	06/21/2017	Telephone conference with Client RE: OIG Interview.	0.60	$250.00	$150.00
Service	06/28/2017	Review procedures and laws RE: Potential processes and procedures impacting Client rights at OIG Interview.	1.40	$250.00	$350.00
Service	07/05/2017	Attend Client Conference RE: OIG Interview Preparation	2.80	$250.00	$700.00
Service	07/06/2017	Attend OIG Interview with Client.	4.30	$250.00	$1,075.00
				Quantity Subtotal	**9.1**
				Quantity Total	**9.1**
				Subtotal	**$2,275.00**
				Total	**$2,275.00**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1010	07/07/2017	$2,275.00	$0.00	$2,275.00
			Outstanding Balance	**$2,275.00**
			Total Amount Outstanding	**$2,275.00**

Please make all amounts payable to: Law Offices of Levi Williams, P.A.

Payment is due upon receipt.

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

ARCHIE J. RYAN III
TIMOTHY M. RYAN
CHRISTOPHER J. RYAN*
MICHAEL L. SEIGER
ALENA LULCHAK
*Board Certified City, County and Local Government Lawyer

TELEPHONE 954.920.2921
FACSIMILE 954.921.1247

MEMORANDUM

To:	Ashira Mohammed, Mayor-Commissioner Howard P. Clark, Jr., Vice Mayor-Commissioner Georgina Cohen, Commissioner Geoffrey Jacobs, Clerk-Commissioner Reynold Dieuveille, Commissioner Agatha Muse-Salters, Town Manager Newall J. Daughtry, Assistant Town Manager
From:	Christopher J. Ryan, Esq., Town Attorney CJR
Re:	Indemnification of Town Officials
Date:	September 23, 2019
Our File Number:	FN24226E

The Town Commission enacted Ordinance No. 18-10-03 on October 10, 2018, to codify the Town policy relating to reimbursement of Town officials for legal expenses incurred while the officials are acting within the scope of their official duties and employment with the Town and while serving a public purpose. The purpose of the policy is to provide legal representation to Town officials when they are parties to a legal action in order to serve the substantial public interest of protecting the welfare of officials, thereby permitting those officials to faithfully perform their official duties without fear of civil reprisal or retribution. There are currently two requests for reimbursement for attorney's fees pending before the Town Commission for legal services related to interviews between Town Commissioners and the Office of Inspector General ("OIG").

The first issue is to determine whether or not the request for legal services is included in the provisions of the Ordinance. Section 2-277, Pembroke Park Code of Ordinances, provides that:

> (d) An official who is subpoenaed or interviewed by another governmental office or agency (or an investigator or agent thereof) or

> in connection with litigation against the Town shall be reimbursed for reasonable private legal expenses incurred relating to said subpoena or interview provided such actions arose out of or in connection with the performance of their official duties and while serving a public purpose.

The Mayor and the Vice-Mayor were both interviewed by the OIG, a governmental agency, in relation to their officials duties while serving a public purpose. Accordingly, both officials qualify under the provisions of Section 2-277.

The procedure for consideration of the request for reimbursement of attorney's fees is set forth in Section 2-278(a), Pembroke Park Code of Ordinances, which provides as follows:

> It shall be the responsibility of the official to whom this policy applies to petition the Town Commission for reimbursement of reasonable private legal expenses and provide a copy of the petition to the Town Clerk. Upon receipt of the petition, the Town Clerk shall schedule the petition on the agenda of a meeting of the Town Commission. The Town Commission shall then review the petition and determine if the petitioner shall be reimbursed and, if so, in what amount.

Once the officials have submitted their petition for reimbursement of attorney's fees, the Town Commission will consider the petition submitted by the officials to determine if the officials are entitled to reimbursement for their attorney's fees, and if so, the proper amount of reimbursement for their attorney's fees.

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TOWN of PEMBROKE PARK
Human Resources Department
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
http://www.townofpembrokepark.com

INVITES APPLICATIONS FOR THE POSITION OF: Assistant Town Manager

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

OPENING DATE: Immediate

CLOSING DATE: Friday, August 30, 2019

TOWN BACKGROUND:

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

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

GENERAL DESCRIPTION:

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

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

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

QUALIFICATIONS:

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

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

SUPPLEMENTAL INFORMATION:

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

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

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

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

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

Dear Human Resource Officials,

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

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

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

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

As a visionary, 21st Century servant and transformational leader, I recognize the importance of being visible and accessible to the community, as well as to the members of the organization. I am a hands-on leader who strongly believes in responsibility and accountability of the entire staff. It is my belief that holding each employee to the highest standard of personal and professional integrity ensures the utmost level of professionalism. Furthermore, I understand the value and importance of having a meaningful and professional relationship with other local government officials, department heads, community leaders, and all applicable stakeholders.

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

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

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

Sincerely,

Jeffery T. Cavender, MPA

Jeffery T. Cavender

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

Education	**Governors State University, University Park, IL** *Master of Public Administration,* 2015 Model Administrator Award August 2013	
	St. Leo University, St. Leo, FL *Bachelor of Arts* in Criminal Justice October 2007	
Professional Development	**Arizona Leadership Staff & Command Program** Arizona Peace Officer Standards & Training	Phoenix, AZ March 2018
	FBI - LEEDA Executive Leadership Institute Executive Leadership Development	Savannah, GA November 2017
	FBI – LEEDA Supervisor Leadership Institute Supervisory Leadership Development	St. Peters, MO September 2017
	FBI – LEEDA Command Leadership Institute Command Leadership Development	Boulder, CO October 2016
	Illinois Association of Chiefs of Police Certified Police Chief – State of Illinois	Springfield, IL April 2016
	Wicklander-Zulawski & Associates Certified Lead Homicide Investigator	Downers Grove, IL October 2015
	Illinois Law Enforcement Training Standards Board 40-Hour Enduring, Surviving & Thriving as a 21st Law Enforcement Executive	Springfield, IL May 2014
	Illinois Law Enforcement Training Standards Board Managing a Small Law Enforcement Agency	Springfield, IL December 2013
	Northwestern University – Center for Public Safety Award of Achievement – 200 hours of Criminal Forensic Investigative Techniques	Evanston, IL September 2005
	Illinois State Police Academy D.A.R.E. Officer Training	Springfield, IL June 1988
	Illinois State Police Academy 400-Hour Basic Law Enforcement Training	Springfield, IL December 1986

Work History

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

Professional Affiliations

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

Specialized Training

Arizona Leadership Staff & Command Program – ALP ~ 23

FBI-LEEDA Supervisory Leadership Institute

FBI-LEEDA Command Leadership Institute

FBI-LEEDA Executive Leadership Institute

Leadership Institute for New Supervisors

Managing a Law Enforcement Agency

Certified Illinois Police Chief

Certified Illinois Peace Officer

Certified Arizona Peace Officer

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

References

Ian McGaughey 110 N. State Street Somerton, Arizona 85350 ianmcgaughey@somertonaz.gov	City of Somerton, Arizona City Manager (928) 503-0123
Bernie C. Thompson 421 Jeffery Street Manteno, Illinois 60950 bcthompson5254@yahoo.com	Chief of Police / Village Administrator (Ret.) Village of Manteno (815) 693-0927
Mickey C. Porter 200 E. Washington St Momence, Illinois 60954 Momence05@yahoo.com	Mayor - City of Momence (Ret.) (815) 592-4270
Robert J. Gessner 3000 S. Justice Way Kankakee, Illinois 60901 rgessner@k3county.net	Kankakee County Coroner (815) 955-9040
Jim Rowe 279 N. Schuyler Avenue Kankakee, Illinois 60901 jrowe@k3county.net	Kankakee County States Attorney (815) 450-7459
Dr. Craig Bishop 1 University Drive Bourbonnais, IL 60914 cbishop1@olivet.edu	Program Director – Criminal Justice Olivet Nazarene University (815) 351-5604
Joseph Turitto 15170 W. Elm Circle Surprise, Arizona 85374 trfcsgt@gmail.com	Retired Arizona Law Enforcement (602) 904-3355
Billy D. Hayes 415 Main Street Onalaska, WI 54650 bhayes@onalaskawi.gov	Fire Chief – City of Onalaska (678) 414-6334

Jeffery T. Cavender
Salary History

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

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

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

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

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

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

Selection Personnel:

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

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

Thank you,

Dennis W. Cyphers

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

Core Competencies & Management Strengths:

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

Achievements:

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

Employment History:

NC Golf and Travel, Inc. Salary $75,000	General Manager	2006-2017
MAST International Salary $52,000	RFP Director	2003-2006
BTF3, Inc. Salary $54,000	General Manager	2001-2003

References:

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

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

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

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

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

June 25, 2019

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

Re: Town Manager Position (Town of Pembroke Park)

Dear Mrs. Davis:

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

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

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

Sincerely,

Newall J. Daughtrey
Newall J. Daughtrey

NEWALL J. DAUGHTREY Phone: (305) 319-2132
P.O. Box 470307, Miami, FL 33247 Email: newall2779d@gmail.com

PROFESSIONAL EXPERIENCE

Interim City Manager, City of Opa-locka, Opa-locka FL *12/2018-Present*

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

Interim City Manager, City of Opa-locka, Opa-locka FL *04/2018-October 2018*

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

Newall J. Daughtrey & Associates, City of Opa-locka, Opa-locka, FL *08/2017-03/2018*

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

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

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

Chairman, Newall J. Daughtrey & Associates ("NJDA") *01/1992-Present*

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

City Manager, City of Belle Glade, Belle Glade FL *08/2006-02/2007*

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

Interim City Manager, Village of El Portal, El Portal FL *01/2003-07/2003*

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

City Manager, City of Opa-locka, Opa-locka FL *12/2000-11/2002*

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

City Manager, City of Opa-locka, Opa-locka FL *11/1994-06/1995*

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

President and Executive Director, Business Assistance Center, Inc. *08/1982-01/1992*

Responsible for the overall development and management of this private not-for-profit corporation. The Business Assistance Center, Inc. ("BAC") was founded to create and expand Black-owned business. Assisted BAC with raising $6.9 Million Dollars from the private business community of Miami-Dade County. The Greater Miami Chamber of Commerce led the fight to create this black business revitalization effort.

Achievements:

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

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

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

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

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

Executive Director, Dade Community Revitalization Board. *07/1981-08/1982*

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

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

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

Creation of a Black owned bank (People National Bank)

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

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

City Manager, City of Opa-locka, Opa-locka FL *11/1979-06/1982*

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

Achievements:

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

Created new Personnel Policy and Procedures.

Established new Police Department Rules and Regulations.

Devised a new Safety Operations Policy and Procedures.

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

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

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

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

Special Assistant to the City Manager, Miami, Miami, FL *04/1977-11/1979*

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

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

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

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

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

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

Chairman and President, Classic Stationers, Inc., Miami FL *04/1974-12/1996*

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

Assistant City Manager, City of Opa-locka, Opa-locka FL *04/1973-03/1977*

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

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

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

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

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

Earlier Experience

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

Trained as an aviation electrician.

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

Worked as a postal assistant at Biscayne Annex in Miami.

EDUCATION

Master of Science in Management
Florida International University, *Miami, FL* ***1975***
Concentration in Public Administration

Bachelor of Arts
Florida International University, *Miami, FL* ***1973***
Major in Economic

Attended Penn State University and Miami-Dade Community College

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

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

AWARDS

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

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

PROFESSIONAL AFFILIATIONS

Former Member, International City Management Association

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

Former Member, National Association of MESBIC's

CIVIC

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

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

Member, Board of Directors Goodwill Industries, Inc.

Former Member, Greater Miami Chamber of Commerce

Former Member, Miami-Dade Chamber of Commerce

Former Member, Florida Chamber of Commerce

Former Member, Leadership Florida Alumni

Former Member, Leadership Miami Alumni

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

Chairman, Edison Corps of the Salvation Army

Member, Board of Directors of the Salvation Army – Miami

Former Commission Member, Florida's By the People Commission

Newall J. Daughtrey

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

1. Dr. Kelvin L. Baker, Sr.
   Former Co-Worker and City Manager
   954-883-6888
   klbaker@miramarfl.gov

2. Rose Tydus
   Former Commissioner and City Clerk
   786-277-8148
   rosetydus@bellsouth.net

3. Reverend Joseph L. Kelley
   Former Mayor, Vice Mayor, and current Commissioner
   786-362-1346

4. Joanna Flores
   Current City Clerk
   786-877-4038

5. Merrett Stierheim
   305-255-8100

Newall J. Daughtrey

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

1. City Manager of Opa-locka
$112,500

2. Opa-locka CRA
$88,000

3. City Manager of Belle Glades
$125,000

4. Village of El Portal Manager
$80,000

5. President of the BAC, Inc.
$110,000

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

August 21, 2019

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

To whom it may concern,

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

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

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

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

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

Very truly yours,

Daniel Hofman

DANIEL HOFMAN

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

OBJECTIVE

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

WORK EXPERIENCE

City of Rincon — **Rincon, GA**
Pro Bono Budget Consulting — *August 2019 – Present*

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

City of Guyton — **Guyton, GA**
City Manager — *April 2019 – July 2019*

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

Town of Allendale — **Allendale, SC**
Interim Town Administrator — *December 2018 – April 2019*

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

Assistant Town Administrator & Finance Director — *June 2018 – December 2018*

- Act as the Town's only Chief Financial Officer and Purchasing Agent
- Execute and oversee accounts receivable, accounts payable, utility collections, business license collections, and property tax collections
- Design, implement, and monitor an annual budget of $3,100,000
- Obtained HUD and EPA brownfield funding of over $500,00
- Act as the Town's only processor of payroll and manager of benefits/deductions for 30 employees
- Constructed innovative Standard Operating Procedures for customer relations, document organization, and revenue collections (water and property tax revenue)

Department of Buildings and Regulatory Compliance — **Albany, NY**
Code Enforcement Officer — *August 2016 – June 2018*

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

Albany Medical Center Emergency Department — **Albany, NY**

Administrative Support Associate *May 2013 – August 2016*

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

PROFESSIONAL PROJECTS

South Carolina Community Development Block Grant – Infrastructure

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

South Carolina Rural Infrastructure Authority Grant

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

EDUCATION

Rockefeller College of Public Affairs and Policy, University at Albany **Albany, NY**
Master of Public Administration *August 2018*
Concentration: Local Government Management
NASPAA Accredited MPA Program
GPA: 3.89

University at Albany **Albany, NY**
Bachelor of Arts in Sociology *May 2012*

COURSEWORK

Basic Governmental Accounting
Geographic Information Systems
Program Seminar on Managing Local Governments
Statistics for Public Managers and Policy Analysts
Principles of Public Economics
Seminar Urban Policy Analysis
Public and Nonprofit Financial Management
Data, Models, and Decisions

ACADEMIC PROJECTS

Local Government Management Thesis

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

Local Government Financial Analysis

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

COMPUTER SKILLS

Proficient in:

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

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

CERTIFICATION & MEMBERSHIPS

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

REFERENCES

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

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

Professor Robert McEvoy, ICMA Credentialed Manager
Director of Local Government Management Concentration
Rockefeller College of Public Affairs and Policy, University at Albany
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James R. Everett
Former Town of Allendale Councilmember
PO Box 254
Allendale, SC 29810
Home: 803-584-2526
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Emory M. Langston
Planning, Community and Economic Development Administrator
Lower Savannah Council of Governments
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Robert Magee
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Richard Lajoy
Director
Department of Buildings & Regulatory Compliance
200 Henry Johnson Blvd, Suite 1
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rlajoy@albanyny.gov

Maia Pavlova
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Summerville, SC
Office: 843-376-4767
pmaia@mpaccountingsc.com

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

August 25, 2019

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

RE: Assistant Town Manager

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

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

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

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

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

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

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

Thank you,

Jason Lawrence, MPA

Jason Lawrence

646 W. 10th Avenue **(407)489-9771**
Tallahassee, FL 32311 **jjlawrence89@gmail.com**

Education:

Florida State University
Master of Public Administration: December 2015

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

Certifications:

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

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

Professional Experience:

Strategic Innovation, Sr. Consultant
City of Tallahassee **January 2019 – Present** **Tallahassee, FL**

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

Finance Manager
City of Lake Helen **March 2017 – January 2019** **Lake Helen, FL**

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

Management and Budget Analyst
County of Volusia **Feb. 2016 – March 2017** **DeLand, FL**

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

Management Fellow
Leon County Government **Sept. 2015 – Feb. 2016** **Tallahassee, FL**

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

Analyst/Grants Manager
Office of the Attorney General **May 2013 – Sept. 2015** **Tallahassee, FL**

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

References: *Available upon request*

<u>Salary History</u>

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

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

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

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

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

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

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

References

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

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

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

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

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

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

To: Mayor Ashira Mohammed and Commissioners:

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

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

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

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

Best Regards,

William Lawrence

WILLIAM R. LAWRENCE **RESUME** **1210 Laurel Circle, Bartow, Fl**
Mobile: (207)659-9943 **E-Mail: lbrlawrence@aol.com**

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

ACCOMPLISHMENTS:

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

EXPERIENCE:

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

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

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

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

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

- New Personnel Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Managed a 17 member police department

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

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

WILLIAM R. LAWRENCE **RESUME** **P O Box 53, Union, Maine 04862**
Mobile: (207)659-9943 **E-Mail: lbrlawrence@aol.com**

High Lights of Skills:

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

Education:

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

Awards:

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

Memberships:

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

References:

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

KATHLEEN S. MARGOLES 1371 NW 113th Terrace, Coral Springs, FL 33071

Cell: (954) 328-1420 **E-Mail:** kathiemargoles@bellsouth.net

SUMMARY

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

Strategic Planning and Operations Analysis	Budget Development and Implementation
Customer Service	Organizational Change and Development
Grant Writing and Administration	Operations and Project Management

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

RELEVANT LOCAL GOVERNMENT EXPERIENCE

Margoles Consulting, Inc. ***March 2018- Present***

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

City of Oakland Park, FL

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

Oakland Park is a city of 43,000 in central Broward County.
Duties and Responsibilities- Community and Economic Development Director (CRA)

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

Duties and Responsibilities- Special Project Coordinator

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

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

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

Duties and Responsibilities

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

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

Town of Lauderdale-By-The-Sea, FL ***May 2010-December 2010***
Consultant for Town Manager
Worked on a contractual basis on a variety of special projects. Assignments include Sewer Rate Analysis, Senior Program grant audit, Red Light Camera Feasibility Study.
Broward County, FL Cultural Division ***October 2009 – December 2010***
Project Manager, Public Art & Design
Worked on a contractual basis managing public art projects for Library and Park Bond projects. Coordinate with Artists, County departments, Broward Cultural Council, Public Art & Design Committee, municipalities and the public. Manage budget and oversee design and installation.

City of Lauderdale Lakes, FL
Parks and Recreation Director ***August, 2005-August 2009***
Lauderdale Lakes is a culturally diverse city with a population of 32,000, covering approximately 4 square miles, located in central Broward County. The Parks and Leisure Services Department had been without a Director for over a year. I was hired to lead a major reorganization and manage a capital improvement plan that increased facilities by 300%

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

City of Tamarac, FL ***October 1995-July 2005***
Department of Parks and Recreation, Director ***February 1997-July 2005***

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

Office of Social Services, City of Tamarac, FL ***October 1995-February 1997***
Social Services Coordinator
The Office of Social Services was a division of the City Managers Office. It provided information and referral services, senior services and paratransit services to residents.

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

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

ADDITIONAL EXPERIENCE

Family and Children's Services, Ithaca, NY ***July 1991 -September 1993***
Director of Volunteer Programs
Better Housing of Tompkins County, Ithaca, NY ***January 1987- December 1991***
Finance Director
Affordable Housing Program Manager
Executive Administrative Assistant

EDUCATION

Nova Southeastern University **M.S. Human Services Administration**
Emphasis on financial operations, systems and organizational development.
S.U.N.Y., College at Cortland **Bachelor of Arts, Sociology**
Continuing Education
ICMA Senior Executive Institute- May 2008

PROFESSIONAL AFFILIATIONS

Florida Recreation and Parks Association Board of Directors- Directors Committee Chair 2003-2005, Legislative Committee Chair 2005-2006, Vice President of Advocacy 2006-2009
International City/County Management Association- Healthy Communities Living Ambassador, 2009, 2010, 2012, 2013 Conference Evaluation Committee, Women in Government Task Force
Florida City County Managers Association- Awards and Scholarship Committee 2015-16, 2016-17, Florida Redevelopment Association Legislative Committee 2017

Tony Valentine

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

September 10, 2019

Town of Pembroke Park
Department of Human Resources

Re: Assistant Town Manager

Dear Officer:

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

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

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

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

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

Respectfully submitted,

Tony Valentine
Tony Valentine, MAM

Tony R. Valentine – MAM

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

SUMMARY OF QUALIFICATIONS

Higher Education Administration

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

Municipal Government

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

State Government

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

EMPLOYMENT HISTORY

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

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

Associate Vice President for Business and Fiscal Affairs (2014 – 2017)
University of the Virgin Islands – St. Thomas VI

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

Vice President for Fiscal Affairs/Chief Financial Officer (2008-2013)
Florida Memorial University – Miami Gardens FL

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

Assistant Vice President/Director of Business Services (2006-2008)
Virginia State University – Petersburg VA

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

Assistant Vice President/Director of Student Financial Services (2002-2006)
Norfolk State University – Norfolk VA

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

Director of Administrative Services/Business Manager (2000-2002)
Tidewater Community College – Virginia Beach VA

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

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

Financial Officer (1990-2000)
City of Virginia Beach VA

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

Fiscal Management Analyst (1986-1990)
City of Norfolk VA

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

State Tax Auditor (1984-1986)
Virginia Department of Taxation – Norfolk VA

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

GENERAL MANAGEMENT STYLE

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

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

SIGNIFICANT ACCOMPLISHMENTS

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

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

EDUCATIONAL PROFILE

MASTER OF ARTS DEGREE IN MANAGEMENT (December 1999)
Regent University – 1000 Regent University Drive – Virginia Beach, VA 23464

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION (May 1977)
(Concentration in Finance and Accounting)
Norfolk State University – 700 Park Avenue – Norfolk, VA 23504

PROFESSIONAL AFFILIATIONS

Board of Directors – Broward County Housing Finance Authority

Listing of References

(1) Dr. Barbara Edwards
Professor, School of Business
Florida Memorial University
15800 NW 42nd Avenue
Miami Gardens, FL 33054
Telephone: 305-626-3607
Email: barbara.edwards@fmuniv.edu

(2) Mr. Alan Bray
Internal Auditor
University of the Virgin Islands
#2 John Brewers Bay, St. Thomas, VI 00802
alan.bray@uvi.edu

(3) Dr. Denise Callwood-Brathwaite
Associate Provost
Florida Memorial University
15800 NW 42nd Avenue
Miami Gardens, FL 33054
Telephone: 305-626-3607
Email: denise.callwood@fmuniv.edu

(4) Mr. Ralph Ventura, Deputy City Manager
City of Sweetwater
Sweetwater, FL
rventura@cityofsweetwater.fl.gov

(5) Dr. Karl Wright
Provost and Chief Academic Officer
Claflin University
409 Magnolia St., Orangeburg, SC 29115
kawright@claflin.edu

GG's waterfront

EVENT CONTRACT/BEO

Estimated Number of Guests: 75

Confirmed/Final Number of Guests:

Name:	Mark Pakula	Occasion:	Holiday Luncheon
Day /Date:	Monday in December - TBD	Phone:	954-701-4345
Time:	12PM – 3PM	Email:	mpakula@townofpembrokepark.com

LOCATION

Section: Private Banquet Room. Minimum Food & Beverage spend to use room is $1,500 plus tax (7%) and service fee (20%)

Set Up/Table Configuration: TBD. PODIUM & MICROPHONE TO BE SET UP IN ROOM.

DJ/Decorator/Photo Booth/Other: TBD.

MENU (Buffet-Style) – GOLD REVISED

- House Made Bread with Hummus, Butter
- Caesar Salad

Mains:

- Prime Rib Carving Station

PLUS choice of one of the following:

- Grilled Chicken Breast with Cremini Mushroom Demi Glaze OR
- Penne Pomodoro

Sides:

- Whipped Potatoes, Rice, Grilled Asparagus, Broccolini

Desserts:

- Key Lime Pie, Banana Bread Pudding

$35 per person plus tax (7%) and gratuity (20%)

Regular-brewed coffee, hot tea, soda & iced tea included with package.

BAR

No alcohol will be served. Guests can order drinks on a cash & carry basis.

All prices are plus 7% sales tax and 20% service fee.

MISCELLANEOUS

- AV Equipment Fee@ $100: WAIVED
- Projector & Screen @$100: N/A
- Cake Fee (Cutting/Plating): N/A
- Valet @ $4 per vehicle: HOST PAY

TOTAL EST. COST (Based on 75 Guests @$39/per person)

Food:	$2,925
Gratuity(20%):	$ 585
	$3,510

Valet @ $/vehicle: TBD

- 25% deposit required at signing. This amount will be deducted from the final bill.
- **Full payment in cash or credit card due three days prior to event.**
- Deposit refundable up to 30 days prior to event day.
- Signed contract is non-negotiable/non-transferable.
- All Food and Beverage is subject to 7% sales tax and 20% service fee.
- Prices and items subject to change.

Special Acknowledgements (please read and initial):

I am aware that I must call/email GG's Waterfront 3 days prior with a final guest count. I understand that final payment for any food is due at this time. ________

I am aware and understand GG's Waterfront policy of NO GLITTER, CONFETTI or DECORATIONS/ITEMS TACKED TO THE WALLS. ________

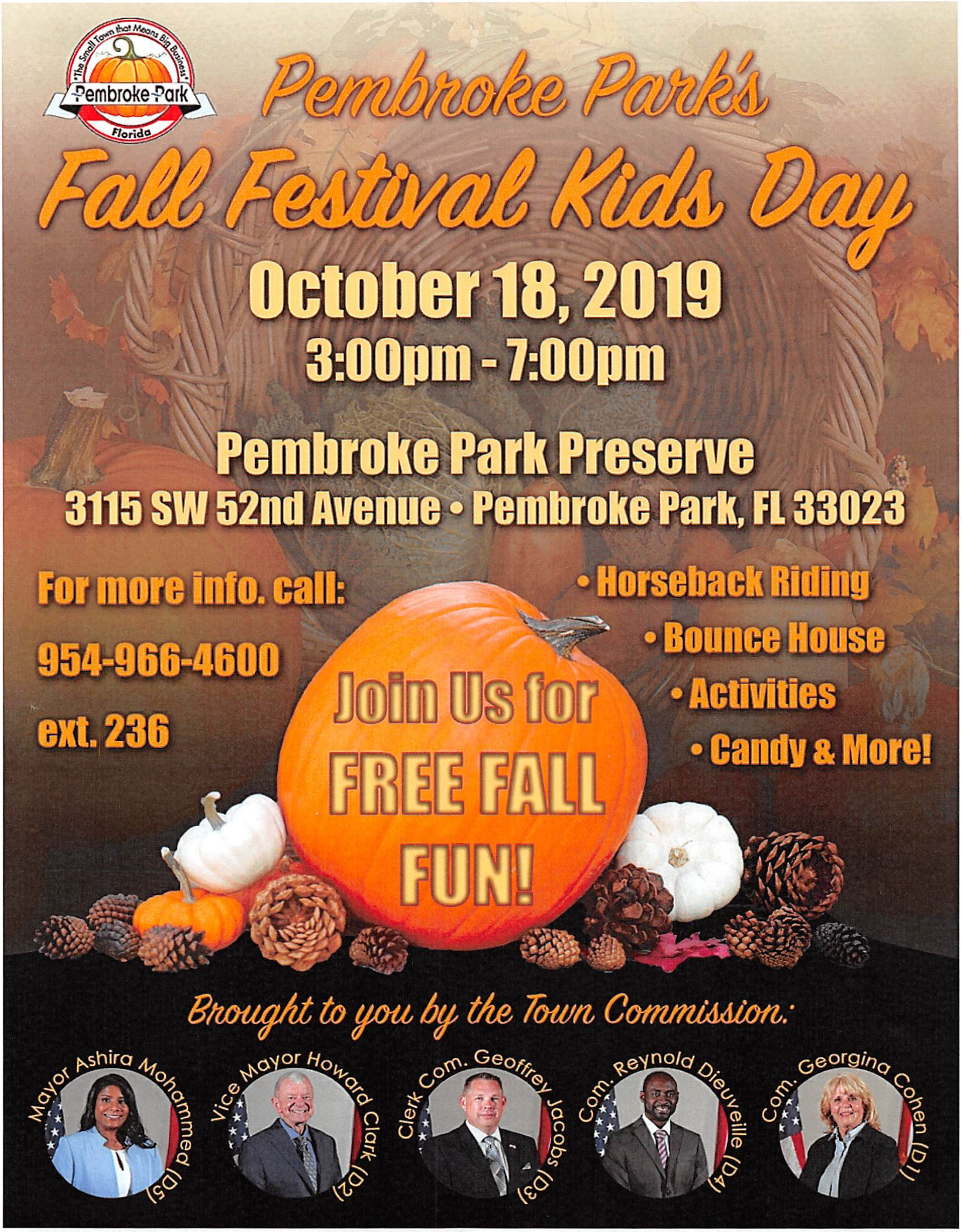
If using an external music source (Live, DJ or I-Phone), I will keep the volume at a reasonable level and will defer to GG's Management if asked to reduce the level. ________

Thank you for choosing GG's Waterfront. We look forward to providing you with a wonderful and memorable dining experience.

Nancy Berry/Janet McReynolds
Banquet Directors
GG's Waterfront
954-929-4237

Client Signature:____ Date:____________

Note: An unsigned/uninitialed contract accompanied by a payment/deposit (cash or credit card) is an executed and legally binding agreement.


"The Small Town that Means Big Business"
Pembroke Park
Florida
Pembroke Park's
Fall Festival Kids Day
October 18, 2019
3:00pm - 7:00pm
Pembroke Park Preserve
3115 SW 52nd Avenue • Pembroke Park, FL 33023
For more info. call:
954-966-4600
ext. 236
• Horseback Riding
• Bounce House
• Activities
• Candy & More!
Join Us for
FREE FALL
FUN!
Brought to you by the Town Commission:
Mayor Ashira Mohammed (D5)
Vice Mayor Howard Clark (D2)
Clerk Com. Geoffrey Jacobs (D3)
Com. Reynold Dieuveille (D4)
Com. Georgina Cohen (D1)

Town of Pembroke Park

Proclamation

Hispanic/ Latino Heritage Month

WHEREAS, *on September 17, 1968, Public Law 90-498 authorized the President of the United States to annually establish a week in September as National Hispanic Heritage Week; and*

WHEREAS, *National Hispanic Heritage Month is an opportunity to celebrate the rich cultural traditions and honor the significant achievements of our Hispanic and Latino American communities Hispanics are the largest ethnic minority group in the country, the fastest growing minority community in the commonwealth, and make valuable contributions to the commonwealth in business, industry, government, education, the sciences, arts, and faith; and*

WHEREAS, *this month includes the anniversaries of independence for Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Chile, and Mexico; and*

WHEREAS, *the respective backgrounds of Hispanic and Latino Americans and their dedication to family values are an integral part of Town of Pembroke Park. They have made enormous contributions to our diverse society by sharing their talents, culture, traditions, and their deep connection to family values. With a commitment to faith and a desire to live the American dream, Hispanic and Latino Floridian's embrace the ideals upon which the commonwealth was founded.*

NOW, THEREFORE, *I, Ashira Mohammed Mayor and Howard P Clark Jr. Vice-Mayor/Ambassador and Commissioners of Town of Pembroke Park, do hereby proclaim September 15 – October 15, 2019, as HISPANIC/LATINO HERITAGE MONTH in Pembroke Park. I join with all Americans in celebrating the heritage and achievements of Hispanic and Latino Americans and recognizing their contributions to our nation*

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of Town of Pembroke Park to be affixed this 23rd day of September 2019

Ashira Mohammed, Mayor	Howard P. Clark Jr. Vice-Mayor
Geoffrey Jacobs, Clerk-Commissioner	Reynold Dieuveille, Commissioner
	Georgina Cohen, Commissioner

Town of Pembroke Park

Proclamation

BREAST CANCER AWARENESS MONTH

WHEREAS, October is Breast Cancer Awareness Month, an annual campaign to increase awareness about the disease; and

WHEREAS, while considerable progress has been made in the fight against breast cancer, it remains the most commonly diagnosed cancer and the second leading cause of death among women in the United States; and

WHEREAS, each year it is estimated that more than 220,000 women in the United States will be diagnosed with breast cancer and more than 40,000 will die as a result of the disease; and

WHEREAS, during this month, we reaffirm our commitment to support breast cancer research and to educate all citizens about its risk factors, detection and treatment; and

WHEREAS, as we display pink ribbons and wear pink clothing to raise awareness, we also support those courageously fighting breast cancer and honor the lives lost to the disease; and

WHEREAS, this October, we recognize breast cancer survivors, those battling the disease, their families and friends who are a tireless source of love and encouragement, and applaud the efforts of our medical professionals and researchers working to find a cure for this deadly disease; and

WHEREAS, Breast Cancer Awareness Month is an opportunity to unite all citizens in our community to prevent breast cancer deaths through increased education and regular screening;

NOW, THEREFORE, I, Ashira Mohammed, Mayor and Howard P. Clark Jr. Vice-Mayor/Ambassador and Commissioners of Town of Pembroke Park, Florida do hereby proclaim October as:

~ BREAST CANCER AWARENESS MONTH ~

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Pembroke Park to be affixed this 23rd day of September 2019.

Ashira Mohammed, Mayor

Howard P. Clark Jr. Vice-Mayor

Geoffrey Jacobs, Clerk-Commissioner

Reynold Dieuveille, Commissioner

Georgina Cohen, Commissioner

SPECIAL MEETING OF THE TOWN OF PEMBROKE PARK
THURSDAY AUGUST 1, 2019 - 7:00 PM
AGENDA
CALL TO ORDER – 7:06 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR:	ASHIRA MOHAMMED
	VICE MAYOR:	HOWARD P. CLARK, JR.
	CLERK-COMMISSIONER:	GEOFFREY JACOBS
	COMMISSIONER:	GEORGINA COHEN
	TOWN ATTORNEY:	CHRISTOPHER J. RYAN
	ASSISTANT TOWN ATTORNEY:	MICHAEL SIGERSON
	INTERIM ASSISTANT TOWN MANAGER:	NEWELL J. DAUGHTREY
	PUBLIC SERVICES DIRECTOR:	TODD LARSON
	CODE ENFORCEMENT OFFICER:	JEFFREY LOUIS
	ADMIN SERVICES DIRECTOR/ DEPUTY TOWN CLERK:	NATASHA JOSEPH
	ASSISTANT TO THE DEPUTY TOWN CLERK:	SUSAN REUTLINGER
ABSENT:	COMMISSIONER	REYNOLD DIEUVEILLE

Ms. Joseph announced that Commissioner Dieuveille was excused.

2. DISCUSSION: Agriculture Education and Promotion Facility Funding and 2019-20 Legislative Appropriations – Vice Mayor Clark/Public Services Director Larson

Vice Mayor Clark announced that there was a grant available to improve the food forest by renovating the building, wellness center, kitchen, linear walkway and brining the bathrooms up to ADA standards. Vice Mayor Clark requested a motion to allow Mr. Larson to obtain three (3) bids, offers, or proposals to do drawings for the grant and the appropriations. In response to clarification by Vice Mayor Clark, Attorney Ryan stated that Vice Mayor Clark was seeking proposals to obtain architectural drawings necessary to make improvements at the Oglesby Community Center; also the site plans for improvements of the food forest walkway. Discussion continued.

Vice Mayor Clark made a motion, that we authorize Mr. Larson to get proposals for architectural drawings and whatever is needed for the Florida Department of Agriculture Grant; in addition whatever is needed for the 2019/20 Legislative Session application.

In response to questioning by Commissioner Jacobs, Vice Mayor Clark stated that this agricultural grant will be used to improve the building and the walkway (trail), also will improve the food forest. In response to questioning by Commissioner Jacobs, Mr. Larson stated that yes; this grant can be used for building improvements. The discussion continued. Clerk-Commissioner Jacobs seconded the motion.

Mayor Mohammad questioned the usage of drones to take aerial photos for the LBRs (Legislative Budget Request). She explained that these aerial photos are an integral part of the visual presentation in order to obtain funding from the Legislature. Mayor Mohammed requested the status on the other 19 LBRs. Discussion continued.

Roll call, regarding obtaining three (3) proposals for the drawings for the food forest walkway and improvements to the wellness center, continued as follows:

VICE MAYOR CLARK	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed passed the gavel to Vice Mayor Clark and then Mayor Mohammed made a motion that authorize staff to get paperwork together for the nineteen (19) other LBRs including going out to bid for drones, aerial, etc. to present complete packets to legislature in a timely manner. Clerk-Commissioner Jacobs seconded the motion and it was carried as follows:

MAYOR MOHAMMED	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Mayor Mohammad requested that these items be presented to the Commissioners in order to give input on what Capital Improvements Projects they would like to see in the budget this year. Mr. Larson suggested putting it on the Workshop for next week. Interim Assistant Town Manager Daughtrey stated that staff will put a list together and will review it with each Commissioner and obtain additional information in order to present a complete list at the Workshop. Discussion continued.

3. DISCUSSION: Back to School Giveaway- Mayor Mohammed

Mayor Mohammed requested that the Commission approve the expenditure of additional funds for the Back to School Giveaway. According to the receipts $4,500.00 was spent; however the budget reflects $3,507.00. Mayor Mohammed gave a brief breakdown of the expenditures. Discussion continued.

Mayor Mohammed entertained a motion for the book bags. Vice Mayor Clark made a motion that we authorize $1,508.60 and it was seconded by Clerk-Commissioner Jacobs.

In response to questioning by Commissioner Cohen, Mayor Mohammad explained that we have a total of 510 book bags and reassured the Commission that school supplies are for Pembroke Park Residents only. And proof of residency is verified by Driver's License and Utility Bills.

Reported that the 144 small book bags are for children under 8 years old and 366 big solid book bags are for children older and the Town's logo will be screen printed on the bags. Discussion continued. Mayor Mohammed request that funds be reallocated to the Back to School Giveaway to offset the shortage.

Mr. Daughtrey suggested that the Commission approve the increase the budget item from $3,500.00 to $5,000.00; and not exceed what the Commission has approved. Based on the Mr. Daughtrey's recommendation, Vice Mayor Clark withdrew his motion and Clerk-Commissioner Jacobs withdrew his second. Discussion continued.

Vice Mayor Clark made a motion to increase the budget up to $6,000.00 for that item and it was seconded by Clerk Commissioner Jacobs. The expenditure is to approve not to exceed $6,000 for school supplies, food, drinks, etc. Discussion followed. The motion previously made and seconded, was carried as follows:

:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed requested a confirmation that the action that was taken at this meeting was done according to auditing standards.

In response to questioning by Vice Mayor Clark, Attorney Ryan explained that anytime the Town spends money it should be done for residents of Pembroke Park only, as long as the Town is not incurring expenses. Discussion continued.

Mayor Mohammad stated that she wanted to give groceries out with the book bags, but cannot due to the fact that the Town does not have its 501(c)3, but was told to submit application for the Agency from Farm Share to get approval. Discussion continued.

Mayor Mohammed passed the gavel to Vice Mayor Clark and then Mayor Mohammed made a motion that we do the application to become an agent for Farm Share, so that we can be placed on the list to receive product to be a distribution point. Clerk-Commissioner Jacobs seconded the motion, and was carried as follows:

MAYOR MOHAMMED	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Attorney Ryan reported that an ethical question was recently raised regarding the Commission sitting on the board of a 501(c)3. Attorney Ryan stated that this issue will be brought as an agenda item on next week, for the Commission to authorize the Town Attorney to request a written opinion from the Commission on Ethics in order to make a determination if a Commissioner can sit on the board of a 501(c)3, solicit contributions from business and property owners. Discussion continued.

4. DISCUSSION: Global Positioning System Agreement- MAYOR MOHAMMED

Attorney Ryan reported that a counter proposal was sent to Omni Tracks based on revisions dealing with Florida Public Records Law and indemnification clauses for them to review and approval. Discussion continued.

MOTION FOR A NON-AGENDA ITEM:

Clerk-Commissioner Jacobs requested a motion for a non-agenda item, Vice Mayor seconded the motion and it was carried as follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Vice Mayor Clark made a motion to change the Workshop Commission Meeting on August 12, 2019 at 7:00 P.M. and the Regular Commission Meeting on August 26, 2019 at 7:00 p.m. Commissioner Cohen seconded the motion and was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Attorney Ryan stated that there were several RFP's that the Commissioners requested to be for this 2019 fiscal year. He continued to explain that the dates for the Workshop and Regular meetings have been changed and the RFP's maybe impacted. Attorney Ryan is seeking guidance on as to how to proceed and is requesting a schedule. Discussion continued.

In response to questioning by Vice Mayor Clark, Attorney Ryan stated that Commissioners requested RFP's for Attorneys, Planners and Information Technology. Assistant Town Attorney Michael Sigerson added Janitorial Services also. The discussion continued

Attorney Ryan proposed that the following:
First Publication – August 7, 2019, Proposals Returned – September 4, 2019, Evaluated – September 11, 2019, Interview and Selection - September 18, 2019. Committee members consist of Interim Town Manager, Interim Assistant Town Manager, Public Service Director, Admin Service Director, and Mayor. In response to questioning by Mayor Mohammad, Attorney Ryan agreed that he will be emailing the RFPs. The discussion continued.

MOTION FOR A NON-AGENDA ITEM:

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Jacobs in regards to a non-agenda Item, was carried out a follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Jacobs to authorize Director of Public Works Todd Larson and staff to move forward for the Grant application Agriculture Education and Promotion Facility Funding, before the October 1st, 2019 deadline.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Clerk Commissioner Jacobs seconded by Vice Mayor Clark in regards to a non-agenda Item, was carried out a follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen in regards to a Human Resources Company, with Geffrey Jacobs being Lead Commissioner, was carried out a follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Mr. Louis stated that there was another application that was being worked on for the department of Health for Community Health due on August 15th, 2019, which was brought to Commissioners last month and asked if the application needed to be brought to the Counsel for review before submittal. In responding to Mr. Louis, Attorney Ryan directed Mr. Louis to submit the application once completed.

<u>4. DISCUSSION: TOWN MANAGER EMPLOYMENT AGREEMENT- MAYOR MOHAMMED/ ATTORNEY RYAN</u>

Mayor Mohammed asked Ms. Agatha Muse-Salters to introduce herself. Modifications to the contract were discussed.

<u>A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN EMPLOYMENT AGREEMENT WITH AGATHA-MUSE SALTERS TO SERVE AS THE TOWN MANAGER OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID EMPLOYMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN</u>

A motion by Vice Mayor Clark, seconded by Commissioner Jacobs, to adopt the Resolution, was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

In response to questioning by Mayor Mohammad, Attorney Ryan stated that Interim Newell Daughtry's salary shall be prorated based on a forty (40) hour work week on the hours worked.
The discussion continued.

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to a non-agenda Item, was carried out a follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

<u>MOTION FOR A NON-AGENDA ITEM:</u>

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to the Assistant Town Manager Salary will be prorated on a forty (40) hour work week to the hours worked.

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Motion was made by Commissioner Jacobs seconded by Vice Mayor Clark to purchase the Town Manager and Assistant Town Manager an identical vehicle different color for the Town.

CLERK COMMISSIONER JACOBS		YES
VICE MAYOR CLARK	YES	
COMMISSIONER COHEN		NO
MAYOR MOHAMMED	YES	

Previous Motion was amended by Clerk Commissioner Jacobs seconded by Vice Mayor Clark to $ 750.00 a month car allowance until the Town purchases a vehicle

CLERK COMMISSIONER JACOBS		YES
VICE MAYOR CLARK	YES	
COMMISSIONER COHEN		NO
MAYOR MOHAMMED	YES	

Agatha Muse-Salters thanked the Commissioners.

COMMENTS FROM THE BOARD:

Commissioner Geoffrey Jacobs stated that the lights are still out on SW 30th Ave. In response to questioning by Commissioner Jacobs, Mr. Larson stated that they have been working on them on the North side between Hallandale and Pembroke Rd. They started working on the South side and that parts have been ordered. Mr. Louis stated that he drove around and verified that the lights were working. Mayor Mohammad requested if the Town can resurface 30th Ave.
The discussion continued.

Since there was no further business, Commissioner Cohen made a motion to adjourn the meeting. The Motion was carried unanimously by voice vote and the meeting was adjourned at 8:49P.M.

SPECIAL MEETING OF THE TOWN OF PEMBROKE PARK
THURSDAY AUGUST 1, 2019 - 7:00 PM
AGENDA
CALL TO ORDER – 7:06 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR:	ASHIRA MOHAMMED
	VICE MAYOR:	HOWARD P. CLARK, JR.
	CLERK-COMMISSIONER:	GEOFFREY JACOBS
	COMMISSIONER:	GEORGINA COHEN
	TOWN ATTORNEY:	CHRISTOPHER J. RYAN
	ASSISTANT TOWN ATTORNEY:	MICHAEL SIGERSON
	INTERIM ASSISTANT TOWN MANAGER:	NEWELL J. DAUGHTREY
	PUBLIC SERVICES DIRECTOR:	TODD LARSON
	CODE ENFORCEMENT OFFICER:	JEFFREY LOUIS
	ADMIN SERVICES DIRECTOR/ DEPUTY TOWN CLERK:	NATASHA JOSEPH
	ASSISTANT TO THE DEPUTY TOWN CLERK:	SUSAN REUTLINGER
ABSENT:	COMMISSIONER	REYNOLD DIEUVEILLE

Ms. Joseph announced that Commissioner Dieuveille was excused.

2. DISCUSSION: Agriculture Education and Promotion Facility Funding and 2019-20 Legislative Appropriations – Vice Mayor Clark/Public Services Director Larson

Vice Mayor Clark announced that there was a grant available to improve the food forest by renovating the building, wellness center, kitchen, linear walkway and brining the bathrooms up to ADA standards. Vice Mayor Clark requested a motion to allow Mr. Larson to obtain three (3) bids, offers, or proposals to do drawings for the grant and the appropriations. In response to clarification by Vice Mayor Clark, Attorney Ryan stated that Vice Mayor Clark was seeking proposals to obtain architectural drawings necessary to make improvements at the Oglesby Community Center; also the site plans for improvements of the food forest walkway. Discussion continued.

Vice Mayor Clark made a motion, that we authorize Mr. Larson to get proposals for architectural drawings and whatever is needed for the Florida Department of Agriculture Grant; in addition whatever is needed for the 2019/20 Legislative Session application.

In response to questioning by Commissioner Jacobs, Vice Mayor Clark stated that this agricultural grant will be used to improve the building and the walkway (trail), also will improve the food forest. In response to questioning by Commissioner Jacobs, Mr. Larson stated that yes; this grant can be used for building improvements. The discussion continued. Clerk-Commissioner Jacobs seconded the motion.

Mayor Mohammad questioned the usage of drones to take aerial photos for the LBRs (Legislative Budget Request). She explained that these aerial photos are an integral part of the visual presentation in order to obtain funding from the Legislature. Mayor Mohammed requested the status on the other 19 LBRs. Discussion continued.

Roll call, regarding obtaining three (3) proposals for the drawings for the food forest walkway and improvements to the wellness center, continued as follows:

VICE MAYOR CLARK	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed passed the gavel to Vice Mayor Clark and then Mayor Mohammed made a motion that authorize staff to get paperwork together for the nineteen (19) other LBRs including going out to bid for drones, aerial, etc. to present complete packets to legislature in a timely manner. Clerk-Commissioner Jacobs seconded the motion and it was carried as follows:

MAYOR MOHAMMED	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Mayor Mohammad requested that these items be presented to the Commissioners in order to give input on what Capital Improvements Projects they would like to see in the budget this year. Mr. Larson suggested putting it on the Workshop for next week. Interim Assistant Town Manager Daughtrey stated that staff will put a list together and will review it with each Commissioner and obtain additional information in order to present a complete list at the Workshop. Discussion continued.

3. DISCUSSION: Back to School Giveaway- Mayor Mohammed

Mayor Mohammed requested that the Commission approve the expenditure of additional funds for the Back to School Giveaway. According to the receipts $4,500.00 was spent; however the budget reflects $3,507.00. Mayor Mohammed gave a brief breakdown of the expenditures. Discussion continued.

Mayor Mohammed entertained a motion for the book bags. Vice Mayor Clark made a motion that we authorize $1,508.60 and it was seconded by Clerk-Commissioner Jacobs.

In response to questioning by Commissioner Cohen, Mayor Mohammad explained that we have a total of 510 book bags and reassured the Commission that school supplies are for Pembroke Park Residents only. And proof of residency is verified by Driver's License and Utility Bills.

Reported that the 144 small book bags are for children under 8 years old and 366 big solid book bags are for children older and the Town's logo will be screen printed on the bags. Discussion continued. Mayor Mohammed request that funds be reallocated to the Back to School Giveaway to offset the shortage.

Mr. Daughtrey suggested that the Commission approve the increase the budget item from $3,500.00 to $5,000.00; and not exceed what the Commission has approved. Based on the Mr. Daughtrey's recommendation, Vice Mayor Clark withdrew his motion and Clerk-Commissioner Jacobs withdrew his second. Discussion continued.

Vice Mayor Clark made a motion to increase the budget up to $6,000.00 for that item and it was seconded by Clerk Commissioner Jacobs. The expenditure is to approve not to exceed $6,000 for school supplies, food, drinks, etc. Discussion followed. The motion previously made and seconded, was carried as follows:

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VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Mayor Mohammed requested a confirmation that the action that was taken at this meeting was done according to auditing standards.

In response to questioning by Vice Mayor Clark, Attorney Ryan explained that anytime the Town spends money it should be done for residents of Pembroke Park only, as long as the Town is not incurring expenses. Discussion continued.

Mayor Mohammad stated that she wanted to give groceries out with the book bags, but cannot due to the fact that the Town does not have its 501(c)3, but was told to submit application for the Agency from Farm Share to get approval. Discussion continued.

Mayor Mohammed passed the gavel to Vice Mayor Clark and then Mayor Mohammed made a motion that we do the application to become an agent for Farm Share, so that we can be placed on the list to receive product to be a distribution point. Clerk-Commissioner Jacobs seconded the motion, and was carried as follows:

MAYOR MOHAMMED	YES
CLERK-COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
VICE MAYOR CLARK	YES

Attorney Ryan reported that an ethical question was recently raised regarding the Commission sitting on the board of a 501(c)3. Attorney Ryan stated that this issue will be brought as an agenda item on next week, for the Commission to authorize the Town Attorney to request a written opinion from the Commission on Ethics in order to make a determination if a Commissioner can sit on the board of a 501(c)3, solicit contributions from business and property owners. Discussion continued.

4. DISCUSSION: Global Positioning System Agreement- MAYOR MOHAMMED

Attorney Ryan reported that a counter proposal was sent to Omni Tracks based on revisions dealing with Florida Public Records Law and indemnification clauses for them to review and approval. Discussion continued.

MOTION FOR A NON-AGENDA ITEM:

Clerk-Commissioner Jacobs requested a motion for a non-agenda item, Vice Mayor seconded the motion and it was carried as follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Vice Mayor Clark made a motion to change the Workshop Commission Meeting on August 12, 2019 at 7:00 P.M. and the Regular Commission Meeting on August 26, 2019 at 7:00 p.m. Commissioner Cohen seconded the motion and was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Attorney Ryan stated that there were several RFP's that the Commissioners requested to be for this 2019 fiscal year. He continued to explain that the dates for the Workshop and Regular meetings have been changed and the RFP's maybe impacted. Attorney Ryan is seeking guidance on as to how to proceed and is requesting a schedule. Discussion continued.

In response to questioning by Vice Mayor Clark, Attorney Ryan stated that Commissioners requested RFP's for Attorneys, Planners and Information Technology. Assistant Town Attorney Michael Sigerson added Janitorial Services also. The discussion continued

Attorney Ryan proposed that the following:
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MOTION FOR A NON-AGENDA ITEM:

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Jacobs in regards to a non-agenda Item, was carried out a follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Jacobs to authorize Director of Public Works Todd Larson and staff to move forward for the Grant application Agriculture Education and Promotion Facility Funding, before the October 1st, 2019 deadline.

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Clerk Commissioner Jacobs seconded by Vice Mayor Clark in regards to a non-agenda Item, was carried out a follows:

CLERK COMMISSIONER JACOBS	YES
VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen in regards to a Human Resources Company, with Geffrey Jacobs being Lead Commissioner, was carried out a follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Mr. Louis stated that there was another application that was being worked on for the department of Health for Community Health due on August 15th, 2019, which was brought to Commissioners last month and asked if the application needed to be brought to the Counsel for review before submittal. In responding to Mr. Louis, Attorney Ryan directed Mr. Louis to submit the application once completed.

4. DISCUSSION: TOWN MANAGER EMPLOYMENT AGREEMENT- MAYOR MOHAMMED/ ATTORNEY RYAN

Mayor Mohammed asked Ms. Agatha Muse-Salters to introduce herself. Modifications to the contract were discussed.

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN EMPLOYMENT AGREEMENT WITH AGATHA-MUSE SALTERS TO SERVE AS THE TOWN MANAGER OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE SAID EMPLOYMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

A motion by Vice Mayor Clark, seconded by Commissioner Jacobs, to adopt the Resolution, was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER JACOBS	YES
COMMISSIONER COHEN	NO
MAYOR MOHAMMED	YES

In response to questioning by Mayor Mohammad, Attorney Ryan stated that Interim Newell Daughtry's salary shall be prorated based on a forty (40) hour work week on the hours worked.
The discussion continued.

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to a non-agenda Item, was carried out a follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

MOTION FOR A NON-AGENDA ITEM:

Motion was made by Vice Mayor Clark seconded by Clerk Commissioner Cohen in regards to the Assistant Town Manager Salary will be prorated on a forty (40) hour work week to the hours worked.

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
CLERK COMMISSIONER JACOBS	YES
MAYOR MOHAMMED	YES

Motion was made by Commissioner Jacobs seconded by Vice Mayor Clark to purchase the Town Manager and Assistant Town Manager an identical vehicle different color for the Town.

CLERK COMMISSIONER JACOBS		YES
VICE MAYOR CLARK	YES	
COMMISSIONER COHEN		NO
MAYOR MOHAMMED	YES	

Previous Motion was amended by Clerk Commissioner Jacobs seconded by Vice Mayor Clark to $ 750.00 a month car allowance until the Town purchases a vehicle

CLERK COMMISSIONER JACOBS		YES
VICE MAYOR CLARK	YES	
COMMISSIONER COHEN		NO
MAYOR MOHAMMED	YES	

Agatha Muse-Salters thanked the Commissioners.

COMMENTS FROM THE BOARD:

Commissioner Geoffrey Jacobs stated that the lights are still out on SW 30th Ave. In response to questioning by Commissioner Jacobs, Mr. Larson stated that they have been working on them on the North side between Hallandale and Pembroke Rd. They started working on the South side and that parts have been ordered. Mr. Louis stated that he drove around and verified that the lights were working. Mayor Mohammad requested if the Town can resurface 30th Ave.
The discussion continued.

Since there was no further business, Commissioner Cohen made a motion to adjourn the meeting. The Motion was carried unanimously by voice vote and the meeting was adjourned at 8:49P.M.

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK
MONDAY AUGUST 12, 2019 – 6:45 PM
AGENDA
CALL TO ORDER – 6:51 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	COMMISSIONER	GEORGINA COHEN
	COMMISSIONER	REYNOLD DIEUVEILLE
STAFF:	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CHIEF CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
	BUDGET/FINANCE DIRECTOR	HARRY TAUBENFELD
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ASSISTANT TOWN MGR.	NEWALL DAUGHTREY
PRESENT:	BENEFITS COORDINATOR	GLORIA ROSE
	ATTORNEY	ANDRE PARKE
ABSENT:	CLERK COMMISSIONER	GEOFFREY JACOBS

1. DISCUSSION: EMPLOYEE BENEFITS – MAYOR MOHAMMED/ BENEFITS COORDINATOR ROSEN

Benefits Coordinator Gloria Rosen provided information to the Commission regarding Employee Health Benefit Plans for FY '20 starting October 1st. The discussion continued

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH BLUE CROSS/BLUE SHIELD OF FLORIDA TO PROVIDE GROUP HEALTH FOR THE TOWN OF PEMBROKE PARK, FLORIDA EMPLOYEES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE ANY AND ALL DOCUMENTS BY RELIANCE STANDARD FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

DRAFT

Mayor Mohammed entertained a motion. Motion was made by Vice Mayor Clark seconded by Commissioner Cohen, to adopt the Resolution, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH ADDITIONAL BENEFITS PLAN INCLUDING RELIANCE STANDARD PLANS TO INCLUDE GROUP, DENTAL, VISION, SHORT TERM DISABILITY, LONG TERM DISABILITY, GROUP LIFE, ACCIDENTAL DEATH AND DISABILITY COVERAGES FOR THE TOWN OF PEMBROKE PARK, FLORIDA EMPLOYEES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO EXECUTE ANY AND ALL DOCUMENTS BY RELIANCE STANDARD FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen, to adopt the Resolution, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

2. DISCUSSION: BUILDING DEPARTMENT SERVICES- TOWN MANAGER MUSE-SALTERS/ PUBLIC SERVICES DIRECTOR LARSON

Public Service Director Todd Larson is requesting that the Town of Pembroke Park have a contract to provide interim services for building and plan review on an as needed basis until the vacant positions are filled. Mr. Larson stated that The Town of Pembroke Park can "piggy off" of the City of Parklands contract they currently have in place for three (3) firms; Calvin Giordano & Associates, C.A.P Government Inc. and Bureau Veritas. The discussion continued.

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA: AUTHORIZING THE TOWN TO APPROVE THE RANKING OF THE TOP THREE FIRMS REQUEST FOR QUALIFICATIONS TO PROVIDE BUILDING PLAN REVIEW AND INSPECTION SERVICES ON AN AS NEEDED BASIS FOR THE TOWN OF PEMBROKE PARK, FLORIDA EMPLOYEES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONERS TO NEGOTIATE AND EXECUTE A CONTRACT FOR AND ON BEHALF OF THE TOWN: SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – ATTORNEY RYAN

Motion was made by Vice Mayor Clark seconded by Commissioner Cohen, to adopt the Resolution, was carried out as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

3. FISCAL YEAR 2017-18 AUDIT- TOWN MANAGER MUSE-SALTERS

Town Manager Muse-Salters stated that an email was received regarding the Audit Firm requesting additional funds to complete the audit, attaching a New Engagement Letter. Ms. Muse-Salters stated that she has instructed staff to contact other Towns around regarding the auditor firms they are currently utilizing. Ms. Muse-Salters wanted to go on record stating that "The Town of Pembroke Park will be respected". In response to questioning by Town Manager Agatha Muse-Salters, Budget/ Finance Director Harry Taubenfeld, stated that he can only speak to last years increase of $5,000.00 to the original amount to get the audit completed, and now is asking for additional monies. Ms. Muse-Salters suggested to the commission to locate a quick auditing firm to complete this out. The discussion continued.

In response to by Mayor Mohammad, Attorney Ryan concluded that the Town needs to find out what our status is with the Florida Department of Administrative Services, and then go from that point. Once we are given idea of how much lead way we have based on circumstances, then a strategic decision can be made.

TOWN MANAGER/ PERSONNEL COMMENTS:

None

COMMISSIONER COMMENTS:

None

Since there was no further business, Mayor Mohammad made a notion to adjourn. The motion was carried unanimously by voice and the meeting was adjourned at 7:21 P.M.

DRAFT

SPECIAL COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK
MONDAY AUGUST 12, 2019 – 6:45 PM
AGENDA
CALL TO ORDER – 6:51 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	COMMISSIONER	GEORGINA COHEN
	COMMISSIONER	REYNOLD DIEUVEILLE
	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
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	BUDGET/FINANCE DIRECTOR	HARRY TAUBENFELD
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ASSISTANT TOWN MGR.	NEWALL DAUGHTREY
ABSENT:	CLERK COMMISSIONER	GEOFFREY JACOBS (Excused)

1. DISCUSSION: Employee Benefits – Mayor Mohammed/ Benefits Coordinator Rosen

Benefits Coordinator Gloria Rosen reported that she met with the Town Manager, Mayor Mohammed, Mr. Taubenfled, and Mr. Daughtrey. And the group went over the different plans for the renewal for the coming year starting October 1st. Comparisons on the current plan Blue Option, Etna, United Healthcare, Humana and Cigna, were presented.

Ms. Rosen directed the Commission to her presentation. She reported that the renewal decreased about 12% this year, from $939.55 per employee to $830.00. Ms. Rosen reported that the current plan is Blue Options which is an open access HMO where you can go to any doctor without a referral. The next plan from Blue Option allows in or out of network doctors; this plan is going to be reinstated for those who choose this plan. Ms. Rosen reported that this plan was higher in cost. Ms. Rose explained that she shopped Etna, United Healthcare, Human and Cigna.

Town Manager Muse-Salters reported that the committee agreed that the rates being offered to the Town are better and lower because of the deductibles. In addition, that there is a cost savings for the employees and the Town.

Ms. Rosen reported that we are keeping the current Blue Cross Blue Shield and not changing anything. Discussion followed. In addition, we are renewing the Reliance Standard group benefits: group life, group AD&D, short and long term disability, the dental and vision.

Attorney Ryan Read a Resolution selecting Blue Cross Blue Shield of Florida to provide group health insurance for town employees.

Vice Mayor Clark made a motion to adopt the Resolution and it was seconded by Commissioner Cohen. The motion was carried as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

Attorney Ryan Read a Resolution selecting Reliance Standard to provide group dental and vision; short term disability; long term disability; group life; accidental death and disability insurance for town employees.

Vice Mayor Clark made a motion to adopt the Resolution and it was seconded by Commissioner Cohen. The motion was carried as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

2. DISCUSSION: Building Department Services- Town Manager Muse-Salters/ Public Services Director Larson

Mr. Larson reported with the changes in the Building Department and the amount of staffing, we need to have a contract in place to provide interim services by an outside source. Mr. Larson recommended that we "piggy back" on the City of Parkland. In addition, the Town can use any of the three (3) companies that they use if necessary and we can fill vacancies, until they can be filled by normal means.

Attorney Ryan explained that the City of Parkland had done a selection back in 2017, where they sought plan review and building inspections services. Under the Town's Procurement Ordinance the Town has the option to use the properly selected selections from other communities; which saves the Town the expense. Attorney Ryan reported that he reviewed the City of Parkland's solicitation and believes that it is proper and the Town can "piggy back" on that one and use their selection; as long as the terms and conditions are the same as Parkland's. Attorney Ryan stated the Town can go forward with it.

Attorney Ryan explained the Parkland's agreement is similar to the Town's Engineering Services, that the three (3) highest companies were selected and the Town could use any of the three (3) companies down the line. Mayor Mohammed questioned if this library system would be beneficial for the Town. Mr. Larson agreed with following Parkland's selections.

Attorney Ryan reported the rankings as follows: Calvin Giordano & Associates, C.A.P Government Inc. and Bureau Veritas. Ms. Muse-Salters recommended that the Town enter into hourly rated agreements.

Attorney Ryan Read a Resolution approving the ranking of the top three firms' Request for Qualifications to provide building plan review and inspection services on an as needed basis; authorizing the appropriate Town officials to negotiate and execute the contracts on behalf of the Town.

Vice Mayor Clark made a motion to adopt the Resolution and it was seconded by Commissioner Cohen. The motion was carried as follows:

VICE MAYOR CLARK	YES
COMMISSIONER COHEN	YES
COMMISSIONER DIEUVEILLE	YES
MAYOR MOHAMMED	YES

3. DISCUSSSION: Fiscal Year 2017-18 Audit- Town Manager Muse-Salters

Ms. Muse-Salters announced that the Town received an email from the audit firm, Grau & Associates requesting an addition $25,000.00 before they would commence or finish the audit. Ms. Muse-Salters informed them that the new engagement letter must go before the Town Commission. In addition, she requested an itemized statement from them as to what the $25,000.00 entailed. Ms. Muse-Salters reported that the firm responded "you either approve it or find someone else to do the audit".

Ms. Muse-Salters instructed staff to contact the others town to find out who their audits are. She reported that Mr. Daughtrey was going to contact the state to find out where we are with these circumstances. Ms. Muse-Salters declared that the Town of Pembroke Park is going to be respected. Money and checks are not just to be given out and requested that the Commission stand by her. Discussion followed. Ms. Muse-Salters reported that staff was not given any notice as to the auditors not wanting to proceed, staff has reached out several times via email, requesting information on where we are and what can we do. So, tonight Ms. Muse-Salters presented the situation to the Commission and suggested that the Town find a quick audit firm that can come in and complete the audit.

Attorney Ryan gave an update on his meeting with Anthony Grau and Mr. Taubenfled; which took place two weeks ago. During the meeting Mr. Grau reported that they were just in the position of evaluating the audit until one of the auditors was out of town and when they returned from vacation they would tell us the time table to complete the audit. Attorney Ryan stated that Mr. Grau did not mention an increase during their conversation. Attorney Ryan agrees with the Town Manager that the increase is unreasonable, especially without justification. Attorney Ryan explained that Mr. Taubenfled conveyed that he has sent them information that they requested and that it has not been accessed from their database (portal).

Ms. Muse-Salters expressed, that if a person is not going to meet a deadline then they must inform the other party. Attorney Ryan explained that Grau did inform the Town early on that they were going to be delayed but not did not express it would be this far. Mr. Taubenfled added that the first indication that they informed the Town of not being able to meet the June 30th deadline was in the middle of June.

Mr. Daughtrey reported from $38,000.00 to $63,000.00 is substantial without reason. Mayor Mohammed questioned if the Town could go after them for breach of contract. Attorney Ryan will research the terms of performance. Attorney Ryan suggested that we follow the Town Manager's plan first, to find out what our status is with Florida Department of Administrative Services and then go from that point; once they give an idea of how much leeway we have based on the circumstances, then we can make a decision on our strategy.

Since there was no further business, Vice Mayor Clark made a motion to adjourn the meeting. The motion was carried unanimously by voice vote and the meeting was adjourned at 7:21 P.M.

WORKSHOP COMMISSION MEETING TOWN OF PEMBROKE PARK
MONDAY, AUGUST 12, 2019 - 7:00 PM

AMENDED AGENDA
CALL TO ORDER: 7:33 PM
PLEDGE OF ALLEGIANCE
ROLL CALL

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

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

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

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

2. DISCUSSION: Finance & Budget Update – Finance Department

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

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

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

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

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

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

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

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

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

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

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

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

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

5. DISCUSSION: Information Technology Update- IT Director Pakula

a. Document Imaging Project

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

b. Computer Software – Office 365

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

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

c. Website

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

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

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

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

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

   This was previously discussed on the other agenda

8. DISCUSSION: Business Tax Receipt and Billing Update- Business Tax/ Billing Clerk Grooms 8:22-8:49:08
   a. FY 17-18 Inactive Accounts
   b. Update on Public information Request
   c. Sign Variance Credit Balances
   d. Update Status of minutes
   e. Waiver Request- Just insurance Brokers
   f. Waiver Request – Lift masters

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

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

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

    No Discussion Held.

11. DISCUSSION: Public Safety – Chief Coker

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

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schools to familiarize themselves with the layout of the school; they also created an operational plan which includes enforcing oncoming traffic to slow down while in school zones.
For the month of July, Chief Coker stated that there have been five hundred fifty eight (558) calls of service, thirty four (34) accident investigations and ninety (90) citations. In the mobile home parks, there have been a total of two (2) residential burglaries and overall for the Town, there have been a total of nine (9) incidents, four (4) car thefts, one (1) truck theft, one (1) business burglary and one (1) homicide. The discussion continued.

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

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

12. DISCUSSION: Fire Safety – Chief Kane

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

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

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

13. DISCUSSION: Status of Town Projects- Vice-Mayor Clark/ Public Service Director Larson
    a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update- Vice mayor Clark/ Public Services Director Larson
    b. Metropolitan Planning Organization (MPO)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. DISCUSSION: Legislative Update- Vice-Mayor Clark/ Attorney Sigerson
    a. Petitions
    b. Annexation

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

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

18. DISCUSSION: International Promotions, business, Community Involvement- Vice Mayor Clark
    a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association, and Club Richelieu

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

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

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

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

    c. Exercise and Playground Equipment

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

INFORMATIONAL

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

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

    e. 2019 Winter Festival- Club Richelieu

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

f. FITCE 2019

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

g. Free Trade Zone- Building

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

h. Francophone/Francophile

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

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

No Discussion held.

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

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

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

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

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

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

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

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

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

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

23. DISCUSSION: Town Vehicles Policy – Mayor Mohammed

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMISSIONERS COMMENTS:

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

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

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

TOWN MANAGER/ PERSONNEL COMMENTS:

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

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

PUBLIC COMMENTS:

None.

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

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REGULAR COMMISSION MEETING OF THE TOWN OF PEMBROKE PARK

MONDAY, AUGUST 26,2019 - 7:00 PM

AGENDA
CALL TO ORDER: 7:13 PM
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT:	MAYOR	ASHIRA MOHAMMED
	VICE MAYOR	HOWARD P. CLARK, JR.
	CLERK COMMISSIONER	GEOFFREY JACOBS
	COMMISSIONER	GEORGINA COHEN
	COMMISSIONER	REYNOLD DIEUVEILLE
STAFF:	TOWN ATTORNEY	CHRISTOPHER J. RYAN
	TOWN MANAGER	AGATHA MUSE-SALTERS
	ASSISTANT TOWN MANAGER	NEWALL DAUGHTREY
	[redacted]	
	TOWN ATTORNEY	DAVID SIGERSON
	INTERIM ASST. FINANCE DIRECTOR	HARRY TAUBENFELD
	ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
	DIRECTOR OF PUBLIC WORKS	TODD LARSON
	CONSULTANT PLANNER	MICHAEL MILLER
	BSO LIAISON	CHIEF STEPHANIE COKER
	FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
	CHIEF CODE ENFORCEMENT OFFICER	GEOFFREY LOUIS

IV. REGULAR AGENDA

7. DISCUSSION: Koininia Worship Center Expansion Project- Consultant Town planner Miller

Mr. Miller provided a brief summary on the expansion of the Koinonia Worship Center located on the South West corner of Hallandale Beach Boulevard and 48th Avenue. Mr. Miller stated that the future plan was to build a main sanctuary building at the southern portion of the site but a few years back they acquired the vacant site to the south of the laundry mat whereas they are now considering building on that plat. Mr. Miller has had discussions with the Koinonia Worship Center Representative and explained to them that the conference plan shows that on 48th Avenue it has the potential of expanding into a four (4) lane road along with an eighty (80) foot wide section from Hallandale Beach Boulevard to County Line Road and an additional fifteen (15) feet for the right a way, which also follows the Broward County Traffic Ways plan. The representative for the Koinonia Worship Center explained to Mr. Miller that they do not want to grant the additional right a ways. Whereas Mr. Miller stated that he has been in discussion with Public Works and the request was denied. The Public Works Director from the Town stated that they will need to uphold the traffic lane requirement.

A presentation was given by Pastor Jones of the Koinonia Worship Center regarding future plans. Attorney Jones spoke on behalf of the Koinonia Worship Center, and provided a brief summary regarding the questionable plat, whereas she is requesting the Commission to grant them what is theirs and allow them to proceed with their plans to expand without any infringement. The discussion continued.

Mr. Miller stated for the record that the 1957 plat clearly has language dedicating all streets on the plat which was dedicated to the public with a 15 foot right away. The discussion continued.

In response to Mayor Mohammad's questioning, Attorney Ryan stated he was unaware of what the issue was regarding in todays meeting, therefore; he would like the opportunity to review the plat before giving his opinion to the Town. In response to questioning by Mayor Mohammad, Attorney Ryan stated that a motion is not needed, we will just move forward and to bring this discussion back up in the next Workshop. Mr. Jones asked when the next meeting scheduled. Mayor Mohammad stated that tentatively the meeting is scheduled for September 4th at 7:00 P.M. which they are able to attend.

1. <u>SPECIAL PRESENTATION: Special Recognition for Former Commissioner Emma Shoaff- Vice Mayor Clark</u>

Award was presented to Robert Janzer on behalf of former Commissioner Emma Shoaff for her years of service as a Board Commissioner and as a Code Enforcement whereas; Mr. Janzer thanked the Town on behalf of Emma Shoaff.

2. <u>PRESENTATION: 2019 Mayors National Youth Summit Update- Mayor Mohammed</u>

Mayor Mohammad stated that the kids made a video thanking The Town for allowing them to go to the conference and had brought back ideas they gathered from the conference. Mayor Mohammed stated that they are interested in having a youth committee for the City, and would like to request that in the budget.

Due to technical difficulties the video couldn't be viewed, Ms. Joseph suggested posting on Facebook.

Mayor Mohammad requested to have the "new website" listed on the agenda.

3. <u>UPDATE: Public Safety- Clerk Commissioner Jacobs/ Chief Coker</u>

Chief Coker stated that the Crime Safety Meeting at the Pembroke Gardens Apartment Complex had a good turnout and stated that the residence got a chance to voice their concerns about the apartment complex. Chief Coker met with management and offered suggestions on how to get the apartment complex safer i.e. lighting, gates not working, discussion were held regarding installation of license plate readers; educating residence on locking up their cars, taking their valuables out and keeping personal items out of plain view.

Chief Coker explained new programs started by Sherriff Tony. "B.S.O. on Your Block". The programs consisted of Deputies going into a community, parking their cars and talking with the people. Chief Coker stated that Deputies will be patrolling the area by foot and will be giving out "Watch Cards" should they see any violation that could have been avoided. For example, if an unlocked car or valuables are left in plain sight are spotted by a Deputy, a watch card will be left behind so the resident is aware that the Deputies are out in the community. Chief Coker also stated that their District had made their location what is called a "Safe Zone". This is another program where people who purchase off of websites can come sell their stuff in their parking lot to avoid becoming a victim; signs will be hung at entrances. "Crimes Against Animal Abuse" and "No Graffiti" are other programs Chief Coker described whereas signs will be hung and displayed urging the public to call if any of these activities are witnessed. The discussion continued. Large Crime Stopper signs stating "No Dumping" will be ordered, and Chief Coker will schedule a date with Mr. Louis regarding locations to hang up the signs. The discussion continued.

Chief Coker reminded everyone on behalf of Chief Kane to be prepared for the Hurricane. Stock up on water, supplies and check the generators. The discussion continued. Mayor Mohammad stated on record that the building Official Mr. Nunez needs to direct Staff to check the Watkins Elementary Shelter generator, to be sure it is functioning correctly for the hurricane.

In regards to Crime Safety, Vice Mayor Clark stated that the community is very upset, and suggested to the Commission to purchase one or two wireless cameras or to use the cameras we already have and set it up on one of the apartment complex as a test to see what the results are. Commissioner Cohen stated that in an apartment Complex, it's the responsibility of the owner not the Towns responsibility to purchase cameras. Mayor Mohammed stated that the Law Enforcement Trust fund money can be used to purchase the license plate reader than can detect what vehicles are coming in that are stolen. Chief Coker stated that we have gotten hit pretty hard on all apartment complexes. Currently there is an operational plan along 52nd, and over the last month, month and a half, a total of fifty two (52) cars have been broken into. The discussion continued. Vice Mayor Clark suggested that Security Cameras be brought up in the next Workshop Agenda.

4. UPDATE: Fire Safety- Commissioner Dieuveille/ Chief Kane

This issue was discussed during item four.

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

Mr. Laron stated that the additional information that was requested for the Hurricane Damages Grant Packages were sent out.

Vice Mayor Clark provided an Annexation update, and stated that the language went through with the League which is a significant breakthrough; the following step is to take it to the legislature. Vice Mayor Clark stated that he has written Barbara Sharief a letter with questions regarding the Food Forest. Vice Mayor Clark stated that Commissioner Sharief has agreed to meet and is requesting a walk way plan. The discussion continued.

In response to questioning by Vice Mayor Clark, Attorney Ryan stated that no discussion has taken place regarding a Resolution on the lawsuit for the BOS Contracts. Attorney Ryan stated that he will contact Attorney Parke because there must have been miss communication. Attorney Ryan stated that he will be attending the BSO meeting regarding the Contract Negotiations on August 29, 2019 at 2:00 P.M. and confirmed that there was a Resolution for Conflict to set a meeting which fell through because the BSO stated that they were not a local Governmental entity therefor a conflict of Resolution was not needed and the meeting was not necessary. The Discussion continued. In response to questioning by Mayor Mohammad, Attorney Ryan stated that this is such a significant action by the Commission that it should be done by Resolution. In response to questioning by Vice Mayor Clark, Attorney Ryan stated that this resolution can be brought up fifteen (15) minutes before the workshop meeting on September 4, 2019. The discussion continued. In response to questioning by Mayor Mohammad, Attorney Ryan suggested that two (2) separate RPF's should be written for the Fire and Police Alternative. The discussion continued.

NON AGENDA ITEM: Revised RFP's for Fire and Police Alternatives – Mayor Mohammad

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

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

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Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to allow staff to go out for an RFP for Fire Alternatives, was carried out as follows:

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

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to allow staff to go out for an RFP for Police Alternatives, was carried out as follows:

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

6. <u>SIGN VARIANCE: 3180 Pembroke LLC (Moil)- Public Services Director Larson</u>

Mr. Larson stated that Moil has requested a sign for their new station located on Hallandale Beach Blvd. The sign variance is similar to the other previous signed variance. Mr. Larson stated that he is recommending approval of the sign variance with conditions listed on his report

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to approve signed variances with conditions listed in Mr. Larson's report, was carried out as follows:

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

8. <u>DISCUSSION: Execution of CDBG 45th Year (Preserve Park ADA Restroom Building)- Public Services Director Larson</u>

Mr. Larson stated that the CDBG contract was issued early this year, which will give the Town more time to complete the project. Mr. Larson is recommending approval. In

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response to being questioned by Mayor Mohammad, Mr. Larson stated that this bid would be for new building for restrooms on the east side of the Preserve.

Attorney Ryan read the resolution supporting the Execution of the CDBG 45th Year- Preserve Park ADA Restroom Building.

Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to adopt the Resolution, the discussion continued.

In response to questioning by Commissioner Dieuville, Mr. Larson stated that this is a building which was left open which can eventually be turning into a fully functional building. Mayor Mohamad asked why Public Works isn't looking into utilizing the money allotted to modify or renovate an existing property. Mayor Mohammad explained that the bathroom on 52nd Street needs to be redone completely and the funds from the CBDG can be used for the design phase and the actual renovation of fixing what is there and make it ADA Compliant and repair the issues the building currently has. She stated that The Town is looking into a building for a Community Room and a room for the Eco Agro Center. The discussion continued.

Vice Mayor Clark stated that the Commission authorized Mr. Larson to obtain an Architect to draw up preliminary designs for the old building. Mr. Larson stated that they are currently looking to make the bathrooms ADA compliant and to have classroom areas meet all codes, Mayor Mohammad added to expand the building.

Mayor Mohammad requested the Town Manager and the Assistant Town Manager to look into leveraging money and to find additional funds to do other facilities on the property, possibly to build a usable facility. The discussion continued.

Mr. Larson stated that there was opposition from the CBDG. They stated that this was a maintenance issue, not a construction issue. Mr. Larson stated that the CBDG funds cannot be supplemented towards maintenance and repairs. Mayor Mohammad stated that this is a major renovation not a maintenance issue. The discussion continued.

Mr. Larson requested to the Commission to postpone item number eight (8) to the next Workshop and approach CDBG with an adjustment of scope can be submitted. The discussion continued. Mayor Mohammad requested to schedule a meeting with the Town Manager and the Public Works Director to discuss what improvements are needed. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Commissioner Dieuveille, to withdraw the Resolution, was carried as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes

Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

Attorney Ryan stated that this matter will be continued at the September 4, 2019 meeting.

9. DISCUSSION: Request for Letter of NO Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements- Public Services Director Larson

Mr. Larson stated that the NPO has requested Pembroke Park to turn one (1) lane in each direction on Dixie Highway into a pedestrian walk/bike lane from the County Line to Sheridan Street. The request came about because neighboring cities Hollywood and Hallandale has adopted this highway improvement. Mr. Larson stated that a transportation study was conducted and the end result showed that it would not have a significant impact on traffic. Clerk Commissioner Jacobs stated that it would back up Hallandale and Pembroke more so than it already is. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Clerk Commission Jacobs, seconded by Commissioner Dieuveille, to not take any action on a letter of no action, was carried out as follows:

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

10. DISCUSSION: Reaffirming Attorney Fee Reimbursement Policy- Mayor Mohammad

In response to questioning by Mayor Mohammad, Attorney Ryan stated that there was an ordinance adopted in October which provides a clear understanding of what the procedure is in asking for reimbursement of Attorney fees. The discussion continued.

In response to questioning by Commissioner Cohen, Mayor Mohammad stated that there was a date set, but she informed the OIG that there was a Commission meeting being held on the same date, therefore, for the sake of transparency, it was in her best interest to inform the Commission. In response to questioning by Commissioner Cohen, Mayor Mohammad explained that Attorney Ryan cannot attend the OIG meeting as representation because Attorney Ryan represents the Town not the individual. In response to questioning by Vice Mayor Clark, Attorney Ryan stated that the purpose of placing this procedure in the Code of Ordinance was to clarify as to what the procedures are and who qualifies. The discussion continued.

Vice Mayor Clark stated that he was previously called into meeting with the OIG, and is seeking refund for this attorney fees. For the record Vice Mayor Clark handed the Deputy Town Clerk invoices along with a cancelled check. Attorney Ryan stated that this item should be set on the September agenda. The discussion continued.

At this time Ms. Suzanne Bailey Community Outreach liaison form Broward County Commissioner Sharief's Office introduced herself to the Commission.

11. DISCUSSION: FISCAL Year 17/18 Audit- Town Manager Muse-Salters

The Town Manager stated that the Audit Firm for FY 17/18 is requesting an additional Twenty Five Thousand ($25,000.00) dollars in order to complete the audit. Ms. Salters stated that she would like to discuss a not to exceed Twenty Five Thousand ($25,000.00) dollars to complete the audit and is also requesting approval to immediately put out an RFP to obtain another Auditing Firm once this audit is completed. Ms. Salters stated that she will contact the State requesting a thirty (30) day extension to complete this audit.

Attorney Ryan read the Resolution:

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to adopt the Resolution, was carried out as follows:

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

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to allow staff to go out for an RFP immediately to obtain another Audit Firm, was carried out as follows:

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

12. RESOLUTION: Service Agreement with C.A.P Government Services for Building Plan Review and Inspections- Town Manager Muse-Salters/ Attorney Ryan

Attorney Ryan read the Resolution:

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Mayor Mohammad entertained a motion. A motion by Clerk Commissioner Jacobs, seconded by Vice Mayor Clark to enter into contract negotiations with C.A.P. Governmental, was carried out as follows:

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

13. DISCUSSION: Recommendation for Added Units- ITB 19-03 CDBG 44TH Year PreserveTot Lot Playground- Public Service Director Larson

Mr. Larson stated that this contract needs to be completed by December 31st. The discussion continued regarding the playground equipment. Mayor Mohammad expressed that the equipment picked was not entertaining enough for the children, and stated that the children will get bored. Mr. Larson stated that the issue is the age group that was selected which was six (6) months to two (2) years and this age group causes height and fall limits therefore age appropriate equipment was selected.

In response to questioning by Mayor Mohammad, Attorney Ryan stated that there are time constraints regarding issuing a rebid, and suggested that the Town move forward with this as is and then add Town funding to acquire desired equipment. Mr. Larson stated to purchase as is then work on a change order. The discussion continued.

The commission is in agreement to remove the following playground equipment, the move it panel, the play house and the infant and the toddler grab bar. Mayor Mohammad suggested the purchasing of a spring horse. The discussion continued.

Attorney Ryan stated that once Mr. Larson obtains the equipment list and the Commissions playground recommendations, the contract can then be rewritten adding the equipment and based on the cost whereas the Town elected to pay the difference. The discussion continued.

9. DISCUSSION: DISCUSSION: Request for Letter of NO Objection by Hallandale Beach/ Hollywood for Dixie Highway Improvements

A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, to reconsider item # 9 to do nothing, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes

Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

A motion by Clerk Commission Jacobs, seconded by Commissioner Dieuveille, to not take any action on a letter of no action, was carried out as follows:

Clerk Commissioner Jacobs	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	No
Mayor Mohammad	Yes

I. CONSENT AGENDA

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda item numbers 1-6 and item numbers 8-11, was carried out as follows:

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

1. Bills Over $500.00 – Finance Department

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

2. Proclamation: Chief Joseph Aina Obadeyi Day - Mayor Mohammed

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes

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Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

3. Proclamation: - Bertha Kaplan Day- Mayor Mohammed

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

4. Proclamation: Captain Raymond Kerr Day – Vice Mayor Clark

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

5. Authorizing Town to Waive $500.00 Penalties for Just Insurance Brokers

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

6. Authorizing Town to Waive $250.00 Penalties for Lift Masters

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

Vice Mayor Clark	Yes

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Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

8. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO EXECUTE AND DELIVER THE REVISED FISCAL YEAR 2019–2020 WORK ORDER WITH FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING AND DIRECTING THE PUBLIC SERVICES DIRECTOR TO EXECUTE AND DELIVER THE WORK ORDER FOR AND ON BEHALF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE FIRST AMENDMENT TO AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR FUNDING AND ADMINISTRATION OF 44TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR PEMBROKE PARK PRESERVE TOT LOT; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID FIRST AMENDMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

Mr. Larson stated that The First Amendment is a time extension and signatures are needed before the expiration date.

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10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING DONATION OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO THE INTERLOCAL AGREEMENT BETWEEN BROWARD COUNTY AND TOWN OF PEMBROKE PARK FOR OPTIONAL COUNTY SERVICES FOR KEEP BROWARD BEAUTIFUL, HOUSEHOLD HAZARDOUS WASTE AND ELECTRONICS, AND BULK TRASH AND YARD WASTE DROP-OFF PROGRAMS; AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID INTERLOCAL AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs to adopt a Consent Agenda, was carried out as follows:

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

7. Authorizing Town Staff to Visit the Urban Food Forest in Atlanta, Georgia in the Amount Not to Exceed $1,500.00 – Vice Mayor Clark

A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille to Authorize Town Staff to Visit the Urban Food Forest in Atlanta, Georgia in the Amount Not to exceed $1,500.00, was carried out as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes

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Commission Cohen stated that she voted against this agenda item due to her concern was that there is a Hurricane coming and that the Director of Public Works should be available during that time to monitor the pumps.

In response to questioning by Mayor Mohammad, Ms. Joseph stated that the visitation to the Urban Forest in Atlanta, GA is tentatively set for Thursday September 26th and Friday September 27, 2019. Ms. Joseph stated that an emergency could occur at any time whereas the dates of travel are open. Mayor Mohammad stated that there is a Public Works Assistant who is a licensed engineer that can monitor the pumps. Commissioner Cohen expressed her issues concerning unexperienced staff members and lack of knowledge. The discussion continued.

[redacted]

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes
Mayor Mohammad	Yes

II. REMARKS FROM THE GENERAL PUBLIC

None

III. PUBLIC HEARING AS SCHEDULED

None

V. COMMISSIONER COMMENTS

Clerk Commissioner Jacobs is requesting to move the Workshop Meeting from September 4, 2019 to September 9, 2019. The discussion continued.

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille move the Workshop from September 4, 2019 to September 9, 2019 at 7:00 P.M., was carried out as follows:

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

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VII. <u>TOWN MANAGER/PERSONNEL COMMENTS</u>

NON AGENDA ITEM: Purchasing New Chairs for the Commissioners Chambers- Admin Service Director-Natasha Joseph

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

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

Ms. Joseph stated that she would like to purchase new chairs for the Commissioners Chambers; Ms. Joseph stated that she has had these chairs are fallen apart, she had had them reupholstered, cleaned several times. The discussion continued.

A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to authorize Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed $5,000.00 dollars on chairs, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes
Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
[redacted]	

In response to questioning by Mayor Mohammad regarding construction moving the Building Department to the Main office on the first floor, Mr. Larson stated that a cost estimate has not been received for the amount of work. Mr. Larson stated that the cost amount is unknown therefore it is uncertain if this project should be put out for bid or to obtain proposals. The discussion continued. Mr. Larson recommended that this project be completed by an outside contractor and not completed by staff. Mayor Mohammad wanted to make sure that this was moving forward, Mr. Larson stated that the discussed adjustments need to be made.

NON AGENDA ITEM: Proclamation for Five (5) Pastors

Mayor Mohammad entertained a motion. A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to bring up a non-agenda item, was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Jacobs	Yes

Commissioner Cohen	Yes
Commissioner Dieuveille	Yes
Mayor Mohammad	Yes

A motion by Vice Mayor Clark, seconded by Clerk Commissioner Jacobs, to authorize staff to make proclamations for Five (5) Pastors, [redacted], was carried as follows:

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

Commissioner Cohen stated that she was very pleased with the water level and wanted to thank Mr. Larson and The Town Assistant Manager for their assistance.

VI. ATTORNEY COMMENTS:

Attorney Ryan stated that Motions for Non-Agenda items should not be utilized for expenditures of funds. Attorney Ryan stated that unless the expenditure is an absolute emergency should it be brought up at the Workshop as a Non-Agenda item. Expenditures should be brought up at the workshop so that all Commissioners get an idea of what is being purchased, so there is a record for expenditures and what department the funds are coming from and input of the Finance Dept. The discussion continued.

A motion by Commissioner Cohen, seconded by Vice Mayor Clark, to reconsider authorizing Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed $5,000.00 dollars on chairs, was carried as follows:

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

A motion by Vice Mayor Clark, seconded by Commissioner Dieuveille, authorizing Ms. Joseph supervised by the Town Manager, The Finance and Budget Director and the Mayor not to exceed $5,000.00 dollars on chairs, was carried as follows:

Vice Mayor Clark	Yes
Commissioner Dieuveille	Yes
Commissioner Cohen	No
Clerk Commissioner Jacobs	Yes

Mayor Mohammad Yes

VIII. EMERGENCY ITEMS

None

IX. ADJOURNMENT: Mayor Mohammed

Mayor Mohammed requested to adjourn the meeting. Motion made by Vice Mayor Clark to adjourn the meeting. In a roll call vote, the motion passed unanimously. Mayor Mohammed adjourned the meeting at 10:04 P.M.

At this time, Ms. Salters stated she had a few items to share. Wednesday, August 28th at 9:00 A.M. there is a Staff Meeting being held and a continental breakfast will be served.

Thursday, August 29th she will be walking the drain plan with Mr. Larson, Mr. Daughtrey and the General Contractor to take a first-hand look at the drainage situation.

Monday, September 9th Ms. Salters would like to set up a meeting with everyone to review the budget line by line including The Budget Finance Director and the Assistant Town Manger. Ms. Salters stated that everyone received a form from the Budget Director a wish list form regarding the budget, this needs to be returned as soon as possible to assist in finalizing the budget.

Ms. Salters stated that an email went out regarding the [redacted] Survey and job description update. In the preliminary finding they suggested that the Town put a job freeze on hiring until the assessment is completed with the exception of the Building Official advertisement and the two (2) people that were already hired. The discussion continued. In response to questioning by Commissioner Cohen, Ms. Salters stated that the current Building Official is working full time for the City of Hallandale Beach which is why CAP is being utilized.

Mayor Mohammad suggested that a schedule for the Parks be created because they are short staffed. Ms. Salters stated that she will create a schedule. The discussion continued.

In response to being questioned by Mayor Mohammad, Ms. Joseph stated that the Human Resources Selection Committee has received the four (4) submitted proposals and that Commissioner Jacob is the lead Commissioner on this. The discussion continued.

DRAFT