Town of Pembroke Park

CONTINUANCE 6:55 PM
NOVEMBER 13, 2019
AGENDA
SPECIAL COMMISSION MEETING
Tuesday, November 12, 2019 @ 6:30 PM
Council Chambers

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. NEW BUSINESS

   4.I. DISCUSSION: COMMISSION AND BOARD MEETING MINUTES - CLERK COMMISSIONER JACOBS/ASSISTANT TOWN MANAGER DAUGHTREY — 3 - 273

   a. October 2017 thru September 2018

   Workshop Meetings
   Regular Commission Meetings
   Special Commission Meetings
   Bid Opening Meetings
   Pembroke Park Cares Meetings
   Pension Board Meetings

5. ADJOURNMENT

1. **Workshop Meetings**
    1. **10-04-2017 03:00 PM**
    2. **12-12-2017**
    3. **01-08-2018**
    4. **02-07-2018**
    5. **03-07-2018 03:07 PM**
    6. **09-05-2018**

1. 10-04-2017 03:00 PM

DRAFT

WORKSHOP COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, OCTOBER 4, 2017 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT	
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN
STAFF	
TOWN MANAGER	DR. BOB LEVY
TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN
PUBLIC	
ABSENT	
MAYOR	ASHIRA MOHAMMED

1. DISCUSSION: Bills Over $500 –Finance & Budget Director Rodriguez

   Bills over $500 are being prepared and can be reviewed over the weekend.

2. DISCUSSION: Budget- Finance &Budget Director Rodriguez

   Vice Mayor Clark explained the budgets have been updated and will be available for the 5:01 meeting.

3. DISCUSSION: Public Safety –Captain Coker

   Capt. Coker updated the board on the Public Safety Department's recent activities. Halloween is approaching, and the Sheriff's Office puts out safety tips each year. The Department is reading at elementary schools first Tuesday and Wednesday of each month. The Commissioners are invited to participate.

4. DISCUSSION: Fire Safety – Captain Kane

   Capt. Kane was not present. Vice Mayor Clark gave a brief update on the fire contract negotiations.

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

   Mr. Kunen reviewed current projects before the Town Engineer. The SW 30th Ave flooding project with FDOT was delayed due to the hurricane. Documentation from the property owner is still being finalized. The contractors are lined up to start. The SW 25th St. storm water project, a rebid from earlier this year, will be advertised this month. Bids will be due in early November.

   Mr. Kunen updated on the contractor doing the Storage and More project on South Park Road previously requested permission to do night time paving work. The storm delayed the work, and it has been rescheduled to October 20 and 21, a Friday and Saturday night, to be performed during a time there is minimal traffic. Debris management work from the hurricane continues. Rain may delay the final sweep. Staging is being done in Ryan Park.

   Vice Mayor Clark informed Mr. Kunen and the Commission that a lobbyist contacted him about grant work for a project. Commissioner Shoaff asked Mr. Kunen to look into issues with the red lights. Dr. Levy explained there had been power outages.

6. DISCUSSION: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

   Mr. Larson explained it looks like the reimbursement rate for the debris will be moved to 95 percent, leaving five percent for the Town to pay. The total cost may be as much as $200,000. An official action will be needed to approve a purchase order.

Mr. Ryan said a resolution will be required. He will work with Mr. Larson to present next week. In addition, Mr. Larson requested authorization of an RFP for future debris collection, as the current contract expires in November. A request for monitoring will also be addressed.

Dr. Levy asked for a breakdown of costs for debris removal from Hurricane Irma. Mr. Larson said there will be an estimated 16,000 yards of debris collected at almost $10 per yard for cutting, pickup, and staging, and an additional $7 per yard for reducing the debris for removal. An additional fee is charged for hauling it away. Mr. Larson said the Town is looking at taking it to a paper mill rather than paying additional fees for disposal.

Vice Mayor Clark asked Mr. Wilde to explain the process for dealing with hurricane debris. The Commissioners discussed trees that are permitted by ordinance. Mr. Miller shared specific information. Tree enforcement is done on a county level, but new trees fall under the Town's jurisdiction. The Commissioners directed staff to create a flyer on prohibited trees to distribute in the community.

7. DISCUSSION: Sign Variance Request for Spice of Life – Public Works Director Larson

Mr. Larson outlined the request from Spice of Life to put a sign in the business window. The type of sign is prohibited specifically by code, and there are concerns about the content. Mr. Ryan cautioned the Commission not to take content into account in the decision. Mr. Larson recommended against the request because he did not want to create a precedent for lighted signs. The item will be on the agenda for the next meeting.

8. DISCUSSION: Projects and Programs – Vice-Mayor Clark / Asst. Town Managers Wilde and Joseph / Public Works Director Larson

Vice Mayor Clark removed the item from the agenda.

9. DISCUSSION: Building Department – Building Official Corriveau

Mr. Corriveau was giving FEMA tours and unavailable to attend the meeting.

10. DISCUSSION: Relay for Life – Vice-Mayor Clark/ Asst. Town Manager/Parks Manager Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph

Vice Mayor Clark requested Mr. Ryan draw up resolutions for Relay for Life to match previous years.

11. DISCUSSION: Pembroke Park Cares 501(c)(3) – Mayor Mohammed/ Dee Carper/ Attorney Ryan

Mr. Ryan explained two resolutions would be brought forward at the Commission meeting, one adopting the bylaws and one changing the composition of the Board to be made up of three (3) members of the community (including a business owner and a property owner), and three (3) Commissioners. This was previously discussed and will be included on the Consent Agenda.

12. DISCUSSION: Community Garden: Volunteer Recognition, Five Capital Improvements, Grant Opportunities, etc. – Vice-Mayor Clark / Asst. Town Manager/Parks Manager Wilde

Vice Mayor Clark discussed taking volunteers to visit another community garden that has been successful.

13. DISCUSSION: International Promotions, Businesses, Community Involvement: Tears of Joy Program, Florida International Trade and Cultural Exposition, Trade Show: Business Gathering, Hosting, etc. and Community Recognitions: Barbra Sharief – Vice-Mayor Clark

Vice Mayor Clark directed staff to prepare recognitions for Barbra Sharief, Roger Gonzales, and Lily Ann Page. (LILLIE ANN PAGE)

Vice Mayor Clark outlined the partnership with Broward County to participate in the Trade and Cultural Exposition and updated on planning meetings. Several local businesses will be recognized for international contributions. The project has been three (3) years in the making.

Dr. Levy outlined updates from Coca Cola on creating a new local structure and hiring forty (40) new people. The Commissioners discussed the Town partnering with the business to promote expansion.

14. DISCUSSION: Irrigation, Electric, Fencing, Roadway Relocation at the Raymond P. Oglesby Preserve – Vice-Mayor Clark / Asst. Town Manager Wilde

Vice Mayor Clark said the work for the community garden is moving forward.

15. DISCUSSION: Community Based Wellness Program – Vice-Mayor Clark/ Dee Carper/ Asst. Town Manager/Parks Manager Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph/ Attorney Ryan

Vice Mayor Clark stated for the record the Town is there to help.

16. DISCUSSION: International Promotions: Germany, Jamaica, Liberia, and Trinidad – Vice-Mayor Clark / Attorney Ryan

Nothing to discuss.

17. DISCUSSION: Pembroke Park Church of Christ 20th Anniversary Celebration – Vice-Mayor Clark

Vice Mayor Clark said this project is moving forward and asked Mr. Wilde to give an update. The Church of Christ members worked hard to make the Farm Share successful. More than 400 people were served, and product was depleted in record time. Mr. Wilde thanked staff, BSO, the Church, and the Delta Sorority for the work and explained what was given out. Most people came due to word of mouth.

18. DISCUSSION: Maculele Capoeira Pembroke Park – Maculele Miami Brazilian Arts Institute, Inc. Celebration – Vice-Mayor Clark

The group will perform at the Florida International Trade and Cultural Exposition and at the Health Fair.

19. DISCUSSION: Proposed Site Development Plan Application for Seneca Commerce Center Addition – Building 4 Portion of Westwind III Plat – North of WPLG – Consultant Town Planner Miller

Mr. Miller updated on the Seneca Commerce Center Addition. There was some fine-tuning done between the project attorney and the Town Attorney, and the item will be on the next agenda.

20. DISCUSSION: Proposed Off-Street Parking Reduction Request for Seneca Commerce Center Addition – Building 4 Portion of Westwind III Plat – North of WPLG / South of Meekins Lake – Consultant Town Planner Miller

Addressed in combination with item 19.

21. ORDINANCE: Proposed Code Amendment Relating to Chapter 2- Administration, Sec. 2-203 – Retirement Benefits - Attorney Ryan

Ms. Rosen reminded the Commissioners the second reading of this ordinance will be at the next meeting.

22. DISCUSSION: Code of Ordinance Review Committee (COORC) Update – Vice-Mayor Clark

Vice Mayor Clark explained the committee is looking at procurement, personnel policy and procedures, and ethics at the recommendation of the auditors. The committee will meet on Monday to begin writing code.

23. DISCUSSION: Proposed Code Amendment Relating to Chapter 2 – Administration, Article V – Purchasing – Vice-Mayor Clark/ Attorney Ryan

The Commissioners reviewed working with the auditors to put new policies in place. Ms. Rodriguez explained utilizing the auditors for the process of reworking the policies does have a cost. A quote has been requested. The Commissioners discussed additional staff needs for the meetings, including Mr. Miller for the purpose of personnel policies. The Vice Mayor addressed interoffice personnel discussion.

24. DISCUSSION: Personnel Policy and Procedures Manual – Vice-Mayor Clark / Asst. Town Manager/Deputy Town Clerk Joseph

Addressed with item 23.

25. ANNOUNCEMENT: PUBLIC HEARING – Wednesday, October 11, 2017 – 7:00 P.M. – Proposed Zoning Amendment; Amending Chapter 28 - Zoning, Article III – District Regulations, Division 5 – B-1 Business District; Establishing Additional Regulation for Assembly Halls, Banquet Halls, Bottle Clubs, Bring-Your-Own-Booze (BYOB) Clubs, Portable Catering, and Related Uses within Town Limits – (SECOND READING) – Consultant Town Planner Miller

The hearing will be held on October 11.

26. ANNOUNCEMENT: PUBLIC HEARING – Wednesday, October 11, 2017 -- 7:00 P.M. – Proposed Zoning Amendment in the M-1 Industrial District Regarding Building Heights – (SECOND READING) – Consultant Town Planner Miller

The hearing will be held on October 11.

27. ANNOUNCEMENT: PUBLIC HEARING: Wednesday, October 4, 2017 – 5:01 P.M. – Final Budget and Final Millage Rate of Fiscal Year 2017 - 2018 – Mayor Mohammed/Attorney Ryan

The hearing will be held on October 4.

28. DISCUSSION: Commission and Board Meeting Minutes – Asst. Town Manager/ Deputy Town Clerk Joseph

Minutes were received last week.

29. PENDING BUSINESS

a. 60th Anniversary

No updates

b. 4th Annual Health Fair

The Health Fair will be held on November 4. Mr. Wilde asked for check requests to go on the consent agenda for golf cart rental and bounce houses. The Commissioners discussed providing a meal for the fair and hours for the event, and deferred to the Mayor planning.

c. Turkey Drive

Staff will be holding planning meetings. Commissioners are invited to sit in.

d. Toy Drive

Staff will be holding planning meetings. Commissioners are invited to sit in. The event will continue to work in conjunction with Stratton.

Mr. Wilde asked for permission for staff to participate in activities at Lake Forest Elementary School as they have done in the past. The Commissioners said staff is directed to move forward with planning.

e. Holiday Party

No updates

f. Land Banking

No updates

g. Town Hall Security

No updates

h. Financial Software

No updates

i. Personnel: New Hires

No updates

The meeting was adjourned at 4:20 p.m.

Approved ____________ ____________________________

Date Mayor/Councilmember

____

Town Clerk

2. 12-12-2017

DRAFT

WORKSHOP COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

TUESDAY, DECEMBER 12, 2017 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:52 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN MANAGER	
TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN
IT DEPARTMENT HEAD	MARK PAKULA
BUILDING OFFICIAL	ALLEN CORRIVEAU
BSO	LT. CHRIS MULLIGAN

PUBLIC

Dick, Conrad, Paul

23. <u>Building Official – Allen Corriveau</u>

Item 23 was taken out of order.

Allen Corriveau, Building Official, said everyone should have received the Building Buzz. He stated the Building Department has two (2) new employees, a new electrical chief and a temporary planning person.

Mr. Corriveau said everything is going well, there are a few issues, but nothing they can't handle.

1. <u>Park Lake Estates – Vice Mayor Clark</u>

Vice Mayor Clark gave a brief introduction of the item.

Conrad Bernier expressed gratitude for support Park Lake Estates had received from the Town since April. Mr. Bernier said in May, the community had a long-term resident who was a Veteran without family, and the Town stepped forward to help make sure he had a proper burial. In addition, Mr. Bernier expressed there was the difficulty of the hurricane, and support from the Town. Finally, on November 22, he said an accidental fire started in the park, and had it not been for the speed of response of the Fire Department, it could have been much more serious.

Mr. Bernier announced Park Lake Estates will host a blood drive on February 17.

Vice Mayor Clark stated a resolution of support would be presented at the regular meeting.

Mr. Bernier thanked Stephanie Woodbury for her hard work and support and discussed an upcoming food drive, as well as additional activities in the park.

5. <u>DISCUSSION: Public Safety – Chief Coker</u>

Item 5 was taken out of order.

Lt. Chris Mulligan with Broward Sheriff's Office spoke in place of Chief Coker, who stepped out to respond to a fire in West Park. He said updated crime stats had been forwarded to the Commissioners prior to the meeting.

Lt. Mulligan reminded the Commissioners it is holiday season, be sure to lock your doors and don't leave packages out.

Commissioner Shoaff asked about scams such as calls from FP&L.

Lt. Mulligan gave advice on handling scams, and providing information that the business should already have.

2. DISCUSSION: Bills Over $500 – Finance & Budget Director Rodriguez

Mayor Mohammed stated everyone had a copy of the bills.

3. DISCUSSION: Budget – Finance & Budget Director Rodriguez

Mayor Mohammed asked for an update of vacation hours and sick time monthly in the future.

4. DISCUSSION: Audit Contract – Finance & Budget Director Rodriguez

Ms. Rodriguez reported the original agreement with the auditors was a three (3) year agreement, and the revised agreement is a one (1) year agreement for $10,000 more. She responded back to the company and asked for additional information.

Mayor Mohammed stated she understands it is difficult to work Pembroke Park because the system is antiquated, but the auditors need to send backup documentation in writing.

Attorney Chris Ryan was asked to get involved in the discussion with the auditors after the meeting.

Ms. Rodriguez said she has not received a checklist at this time, but the first bill for $500 has been received.

The Commissioners and staff discussed the contract and relationship with the auditors, as well as the software currently in use.

Assistant Town Manager Thomas Wilde asked the deadline for the contract and gave historical information on the audit.

Mayor Mohammed asked Ms. Rodriguez to compile the documents based on the 2016 list, and Mr. Ryan to work on the contract aspect.

Georgina Rodriguez reported the waste water loan is paid off, and December is the last $38,000 payment to Wells Fargo. The Commissioners discussed the progress of the replacement.

6. DISCUSSION: Fire Safety – Chief Kane

Chief Kane was not present but sent a call report which was passed on to the Commissioners.

28. DISCUSSION: Waiver Request of Annual Billing Penalties and Late Charges – Business Tax Receipt Clerk Grooms

Item 28 was taken out of order.

Billing Clerk Stephanie Woodbury spoke for Michelle Grooms, who was unable to attend.

Ms. Woodbury said a refund of fees to Magic Touch in the amount of $5,062.50 is recommended because the project was cancelled.

The Commissioners discussed the request and agreed to add it to the consent agenda for the regular meeting.

Continuing, Ms. Woodbury said the business owner of ABC Flooring is asking for the reinspection fee of $76 to be waived. The owner was not available for the first inspection but did pass the second inspection.

Ms. Woodbury reported Crown Relocation renewed but moved out of the Pembroke Park location prior to September 30. She said the Finance Department is recommending a refund of $697.50, the full amount paid less one false alarm fee.

Ms. Woodbury stated Pembroke Park Apartments had a new owner, but the previous owner was billed for business tax fees, so the new owners are asking for the penalty to be waived in the amount of $325.

Mayor Mohammed asked if there were objections to any of the requests, and said they should be added to the consent agenda.

Commissioner Shoaff said she had a question, and was directed to reach out to Ms. Grooms when she returns.

17. DISCUSSION: IT Department – Mark Pakula

Item 17 was taken out of order.

Mark Pakula, IT Director, requested direction from the Commission on seeking a company to write RFPs for new software. He said there are two types of firms – RFP firms or law firms. He pointed the Commissioners to the quotes in their packet.

Mr. Pakula recommended GFOA with Mr. Ryan overseeing the project. He said the Town will need to solicit bids officially due to the amount.

Commissioner Cohen asked Mr. Ryan's opinion, and said she was in agreement if he was favorable.

Mr. Ryan explained the bid process.

Mayor Mohammed asked for selection of a company to be added to the February agenda.

Mr. Pakula asked for permission to send two employees for training in Adobe and Access.

Mayor Mohammed asked Mr. Pakula to create a master calendar for the Commissioners.

Mr. Pakula said training through New Horizons is available.

The Commissioners discussed receiving training in Outlook and the cost of training in other programs, as well as the cost of bringing a trainer in.

Vice Mayor Clark asked Mr. Pakula for assistance with sending a video to Liberia of a donation made.

11. <u>DISCUSSION: Medical Marijuana – Mayor Mohammed / Consultant Town Planner Michael Miller</u>

Item 11 was taken out of order.

Mayor Mohammed stated she pulled the ordinances for other Cities for direction on writing an ordinance for Pembroke Park.

The Commissioners and staff discussed the bill and whether or not facilities could be taxed by local municipalities.

Michael Miller, Consultant Town Planner, presented on the Medical Marijuana issue. He said the Town currently has a moratorium on dispensaries and centers, but the moratorium expires on December 31. The Town can choose to ban them entirely or, if they choose to allow them, dispensaries must be treated the same as a pharmacy. Pharmacies are currently allowed in the B1 Business District.

Mr. Miller explained some Cities are prohibiting dispensaries in residential neighborhoods. Deerfield recently voted to allow them entirely but is now looking at stepping it back.

Commissioner Cohen said she didn't understand why dispensaries were necessary when people can get prescriptions at any pharmacy.

Mayor Mohammed discussed the nearest facility to Pembroke Park and reasons people might want access, such as building appetite and controlling pain. She argued there are cancer patients in the community and they should have a close-by facility.

Commissioner Cohen asked Lt. Mulligan for input, and he said it was a policy decision. Lt. Mulligan said if the Town decided to allow them in, the dispensaries would be licensed and legal. He said to his knowledge there had not been any issues with facilities existing in the County at this point.

Commissioner Shoaff said medical marijuana helps people and does not hurt anything.

The Commissioners and staff discussed minimum size requirements for incoming dispensaries as well as potential ill effects.

Mayor Mohammed reported on a visit to a facility in Kissimmee she and Todd Larson had taken. She said it is like visiting a spa, and armed guards were in place.

Mr. Ryan said an ordinance would be prepared, but would not be ready for the December regular meeting.

27. <u>DISCUSSION: Third Amendment and Restated Interlocal Agreement (ILA) Public Schools Facilities Planning – Michael Miller</u>

Item 27 was taken out of order.

Mr. Miller reported that for about a decade, the State has required concurrency with local schools, which requires adequate classroom space. He said an amendment was made about five (5) years ago to give schools flexibility because the State cut back funding for schools.

The previous amendment is expiring, and the local school district is seeking a resolution to support an extension of that amendment. Mr. Miller said he is recommending approval. He noted local schools are not currently impacted because they are well under enrolled.

Commissioner Shoaff said she does not want to support the high school.

Mr. Miller stated the amendment is not regarding the high school.

7. <u>DISCUSSION: Engineer's Report – Peter Kunen</u>

Peter Kunen, Town Engineer, shared the FDOT project is ready to move forward, with all paperwork signed and executed. The property on SW 30th Avenue has been signed over to FDOT and they will own and maintain it. A preconstruction meeting will be held in early January, and construction will mostly likely take place in March and April.

Vice Mayor Clark said that he would like to recognize the FDOT staff for the hard work in moving the project forward, and thanked Mr. Kunen for his efforts.

Mr. Kunen stated bids were received on November 30 for the SW 25th Street storm water project. Five (5) bids were received, but they were much higher than the funding available. Mr. Kunen said this is the third time this project has gone out for bid, and options will be discussed in Item 10.

Continuing, Mr. Kunen said the Engineering Department is working with FEMA to get all the required information compiled. He said FEMA has come to the Town a couple of times now to do inspections. All the storm debris has been removed per the contractor, but two piles remain.

Mayor Mohammed asked about debris still remaining.

Mr. Kunen said the contractor has completed its work.

Mr. Lewis explained piles on 48th Avenue have been added in front of two apartment units, and he is working with the owners to correct it.

The Commissioners discussed dumping along the road and sending a Town employee out to clean up what's reasonable.

Mr. Lewis outlined the steps that would be required before the Town employees could clean up items.

Mr. Kunen reported there was a sewer force main break within the Holiday Home Park. The sewage has been contained and is temporarily repaired, but a contractor needs to be put in place to repair it. He said the cost would be not to exceed $10,000. There is a line item in the budget for this purpose.

Vice Mayor Clark asked the item to be added to the regular meeting agenda.

10. <u>DISCUSSION: Re-Appropriating 41st and 42nd Year Community Development Block Grant (CDBG) Funding – Public Works Director Larson</u>

Item 10 was taken out of order.

Vice Mayor Clark said even though this looks like a small job, it will be a huge accomplishment for the Town to complete it.

Mr. Larson said due to the amounts the bids came back at, the project would be rotated into the Rural Development funding in order to cover the costs.

Mr. Larson further reported he spoke with CDBG about rolling the money from the storm water project into the lighting project, because it is ready to bid and awaiting approval from the County.

Mayor Mohammed said she was not a fan of the cobra head light fixtures, and asked Mr. Larson to look for something more aesthetically pleasing for the park.

8. <u>DISCUSSION: Status of Town Projects – Commissioner Shoaff and Mr. Larson</u>

Commissioner Shoaff asked about the holiday lighting that reads "Peace on Earth" which used to hang on the Town Hall during the season. She said she was disappointed not to see it.

Public Works Director Todd Larson said he would have staff look for the lights, it was possible they were still on the building and not lit.

At the request of Mayor Mohammed, Mr. Larson said staff will mark lights that are out, both following the hurricane and holiday lights, to assist the power company in repairs. He added that the anniversary banners have arrived, and said they would be put up when the holiday decorations come down.

Mr. Larson reported a meeting was held with the Metropolitan Planning Organization regarding funding sources and projects, and that group may have a funding source for the turn light at 48th Avenue. A meeting will be held later in the month to seek permission, and if approval is granted, the MPO will help to fast track the project.

Mayor Mohammed asked if massage parlors should be added to prohibited use in the ordinance.

Mr. Wilde said the businesses in question are not coming in as massage parlors, they are coming in as cosmetology.

Mr. Larson gave background on the services advertised by the facilities, including spa treatments, nails, and skin care.

Mayor Mohammed asked if the women running these parlors are licensed cosmetologists. She directed Mr. Louis and Mr. Miller to check in on the people specifically working from midnight to 5 a.m. to determine licensure.

The Commissioners and staff discussed activities occurring at the facilities.

Mr. Louis reported a master list is being created of licenses, and options are being explored with BSO and other organizations.

9. <u>DISCUSSION: Sign Variance for Checkers Restaurant –Mr. Larson</u>

Mr. Larson recommended the Board approve the variance at the regular meeting. The request is in line with the restaurant's site plan.

12. <u>DISCUSSION: Opiods – Mayor Mohammed</u>

Tabled to January meeting as the materials were not in the backup.

13. <u>DISCUSSION: Corporate Discounts – Mayor Mohammed</u>

Mayor Mohammed explained she feels it would be a good thing to offer employees membership to Tickets at Work and Corporate Discounts, which give discounts to registered companies. The program is free.

Mr. Ryan said the item could be added to the consent agenda.

14. DISCUSSION: Telecommunications – Attorney Ryan

Mr. Ryan said the item did not need to be on the agenda.

15. DISCUSSION: Tide Water Consulting Contract Renewal – Attorney Ryan

Mayor Mohammed said there are no changes or discussion needed. The item will be on consent agenda at regular meeting.

16. DISCUSSION: Postal Machine Lease Agreement – Mr. Wilde

Mr. Wilde reported the Town's postal meter is up for renewal. The item will be on the regular meeting agenda in January.

18. DISCUSSION: Fire and Rescue Contract – Vice Mayor Clark

Vice Mayor Clark reported the Fire and Rescue contract has been finally executed.

In response to a question from Vice Mayor Clark, the Commissioners and staff discussed rules for sending out an email.

19. DISCUSSION: Ethics Ordinance – Attorney Ryan / Vice Mayor Clark

Mr. Ryan will present the ordinance at the January meeting, and get it to the Commissioners before that time.

Vice Mayor Clark said this was one of the items the OIG asked the Town to address.

20. DISCUSSION: Interim Town Manager – Mayor Mohammed / Vice Mayor Clark

Item not addressed.

21. DISCUSSION: Focal Point – Vice Mayor Clark

Vice Mayor Clark stated Mr. Ryan will add a resolution to the consent agenda for the regular meeting to allow for cooperation with Focal Point.

22. DISCUSSION: Walk-A-Thon – Vice Mayor Clark

A resolution directing the Town to participate in the Walk-A-Thon will be on the agenda for the December 13 meeting.

23. Building Official – Allen Corriveau

Item 23 was previously addressed.

24. DISCUSSION: International Promotions, Businesses, Community Involvement, Tears of Joy Program, Free Trade Zone, Business Gathering, Housing, etc., and Community Recognitions for Barbra Sharief and Lillie Anne Page – Vice Mayor Clark

Vice Mayor Clark update on bringing international business into Pembroke Park, and on the planned recognitions. He also pointed to a letter regarding an ongoing relationship with Broward County Economic Development, asking the Commissioners to review it and make comments at the next meeting.

Vice Mayor Clark shared regarding the Francophile project on Florida heritage, which will visit the Town and write about the rich history of the community.

Mayor Mohammed asked Vice Mayor Clark to write up something about the history of the annexation, Pembroke Park and growth of businesses.

25. <u>DISCUSSION: Community Garden</u>

Commissioner Cohen asked future updates on the Community Garden be made in person. She said she and Commissioner Shoaff had asked for this previously.

Mr. Wilde gave an update on the Green Thumb program, which had a new member mixer last week, and on signing up volunteers for the community garden. The first draft of the bylaws of the Community Garden are ready and will be reviewed at a meeting with the committee.

Mayor Mohammed asked if the bylaws for Pembroke Park Cares were completed.

Mr. Ryan stated he was not completing the 501(c)3 application, but the requested items have been completed, including amendments to the bylaws. He said he would make contact to find out where in the process they are.

Mr. Wilde reported that containers have been purchased for the garden and research is ongoing for purchase of a shed. Final approval on that project will be reviewed at the January or February meeting.

Mayor Mohammed said everything being done on the Community Garden is being tracked so future plans will have access to the information.

26. <u>DISCUSSION: Community Based Wellness Program – Vice-Mayor Clark/ Dee Carper/ Asst. Town Manager/Parks Manager Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph/ Attorney Ryan</u>

Addressed with Item 21.

29. <u>DISCUSSION: Code of Ordinance Review Committee (COORC) Update – Vice Mayor Clark</u>

Vice Mayor Clark congratulated staff on the procurement ordinance being ready. He stated a committee meeting will be held on Friday regarding the manual.

30. <u>ANNOUNCEMENT: Public Hearing: Wednesday, December 13,</u>

Mr. Ryan said the first meeting was held at the last meeting, and the public hearing will be on January 10, not December 13.

31. <u>DISCUSSION: Authorizing the Supervisor of Elections to use the Commission Chambers and the Preserve – Assistant Town Manager / Deputy Town Clerk Joseph</u>

Deputy Town Clerk Natasha Joseph said the Supervisor of Election would like to use the facilities for the 2018 primaries and general election. The agreement will be on the consent agenda for the December 13 meeting.

32. <u>DISCUSSION: Personnel Policy and Procedures Manual – Vice Mayor Clark / Assistant Town Manager / Deputy Town Cleark Joseph</u>

Vice Mayor Clark said this item is still pending, after the procurement ordinance.

33. <u>PENDING BUSINESS</u>

a. 60th Anniversary

No update

b. Town Hall Security

No update

c. Toy Drive

Mr. Wilde gave an update on the event. Rental of the bounce houses and chairs will be on the consent agenda in the amount of $515. The DJ is a separate invoice and will be under $250.

Mayor Mohammed asked that holiday cookies be added to the event.

Mr. Wilde said they were doing pizza but would go to the store and buy cookies. He asked for a budget for the purchase.

d. Personnel: New Hires

Ms. Joseph gave an update on advertising for open positions.

Mayor Mohammed asked questions regarding the titles and positions.

Mayor Mohammed shared information on underground dumpsters that take the place of roll-offs. She stated she would like the Town to investigate putting them in at the commercial properties and apartment buildings as they are cleaner and don't attract vermin or take up parking spaces.

Commissioner Cohen stated she does not feel they would be used in residential housing units, as she didn't think they would be used.

Vice Mayor Clark said it would be good to try it in the commercial locations first.

Mayor Mohammed explained the underground dumpsters are handicap accessible and would free up parking.

The Commissioners discussed costs and whether the issue was the service picking up the trash.

Mayor Mohammed said she would like to see them in her district, because it is neat and contained, and you don't have to worry about rats or squirrels coming into them. She asked staff to look into costs, and said she was not trying to mandate the dumpsters for everyone, but it is easy to do.

The meeting was adjourned at 5:54 p.m.

Approved ______________ ______________________________

Date Mayor/Councilmember

____

Town Clerk

3. 01-08-2018

DRAFT

WORKSHOP COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, JANUARY 8, 2018 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:03 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN
IT DIRECTOR	MARK PAKULA
BUILDING OFFICIAL	ALLEN CORRIVEAU

PUBLIC

JOSEPH EDELMAN
DAVID ROSSMAN

1. <u>DISCUSSION: Bills Over $500 – Finance & Budget Director Rodriguez</u>

Ms. Joseph circulated a revised version of the Bills Over $500 to the Commissioners. The Commissioners discussed the $65,000 expense for storm debris removal.

2. <u>DISCUSSION: Budget- Finance & Budget Director Rodriguez</u>

Ms. Rodriguez provided the expense report and leave report as requested. Mayor Mohammed requested the leave report be presented in a spreadsheet in the future.

3. <u>DISCUSSION: Grau & Associates 2016/17 Audit Agreement - Finance & Budget Director Rodriguez</u>

Ms. Rodriguez reported there is no budging on the price of the audit. Mr. Wilde stated he requested a breakdown of the additional $10,000 and was denied. Mr. Wilde stated the thorough investigation alluded to may not be needed, as several items have been resolved.

The Commissioners discussed holding a Special Meeting to review the auditor's report, and staff discussed the report. The Commissioners discussed the cross-reference to the OIG report. Mayor Mohammed addressed the need for proper software to be obtained for the Town.

Ms. Rodriguez stated she was directed to contact past auditors, but Mayor Mohammed said those auditors did not find the known issues.

The Commissioners stated they would like to move forward with paying the additional $10,000 to keep the current audit company in place.

20. <u>DISCUSSION: Financial and Municipal Software – IT Director Pakula</u>

Item 20 was taken out of order.

Mr. Pakula stated two (2) ads are running regarding the Town's software needs, and recommendations will be brought back later in the month.

Mr. Pakula requested the Commissioners grant permission to upgrade the time clocks at a cost of $944, and $585 for staff training on using the website.

Mayor Mohammed asked that everyone, including Department Heads, are included in the fingerprint reader on the time clock. She also directed Mr. Pakula that no one give out passwords other than HR. The Commissioners and staff discussed an issue with a former employee's computer.

4. DISCUSSION: Public Safety –Chief Coker

Chief Coker stated crime statistics will be available to the Commissioners shortly, but numbers are down in relation to past holiday seasons. She circulated information on identity theft protection and updated on the self-defense program beginning on January 9.

The Police Department was able to get the shooter in a crime at a local resident in custody trying to cross the Canadian border. Chief Coker shared regarding a crime at a local boat part distributor. Good video of the suspect is available as they spent a large amount of time in the business.

5. DISCUSSION: Fire Safety – Chief Kane

No update.

16. DISCUSSION: Medical Marijuana Use– Mayor Mohammed / Consultant Town Planner Miller

Item 16 was taken out of order.

Mr. Miller gave an update on the medical marijuana ordinance as a permitted use in the B1 District. Those ordinances are ready for the Wednesday meeting. The Planning and Zoning committee will need to review the changes to permitted use.

9. DISCUSSION: Business Tax Receipt/ Billing Update – Billing/ BTR Clerk Grooms

Item 9 was taken out of order.

Ms. Grooms circulated a copy of her report, which included collections projects for the first quarter of the fiscal year. She updated the Commissioners on the Business Tax billing process and discussed specific accounts.

24. DISCUSSION: Building Permit Reimbursement Request for 3101 Realty Corp. - Joseph Edelman

Item 24 was taken out of order.

Mr. Edelman sent a letter to the Commission requesting reimbursement for building permit fines in the amount of $1,421. He said the roof of his building came off during the storm, and he was mistakenly accused of working without a permit. Mr. Edelman spoke in defense of his position.

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

Mr. Kunen gave an update on upcoming projects. Storm water and lighting projects are moving forward. The debris cleanup has been completed by Payne's Environmental at a cost of approximately $190,000, and FEMA will be reimbursing 90 to 95 percent of the expense. That process has been started.

Mr. Larson pointed out a new debris cleanup company will be bid, as the contract is coming to an end. Vice Mayor Clark reminded staff of the new procurement process and the need to follow it carefully.

7. <u>DISCUSSION: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson</u>

Commissioner Shoaff asked if street lights have been repaired. Mr. Larson stated the street lights have been repaired along Hallendale Beach Boulevard. The repair company doing drainage work dug through the line.

Commissioner Shoaff asked when the holiday lights will be taken down. Mr. Larson reported light bulbs are currently being replaced, then the lights will be taken down and replaced with the 60th anniversary banners.

Mr. Larson thanked Ms. Joseph for providing him with a book to follow at the Commission meetings. Mayor Mohammed stated staff members should point out other items that need to be rectified.

The Commissioners and Mr. Larson discussed adding a closeout letter for the 25th Street CDBG project to the Consent Agenda, as funding has been moved to another project after bids came in above budget.

Mayor Mohammed asked why the third floor is still vacant and discussed renovation and plans to use the property as a rental, and whether that would require staffing. The Commissioners discussed getting an RFP created for a realtor to rent out the third floor and asked it to be added to the next agenda.

Mr. Larson reported the CDBG application is back open. Typically, this funding has been used for capital projects and is around $50,000. Next month will be the public comment period.

Mayor Mohammed stated during the hurricane, Department Heads needed televisions to monitor what was happening. In addition, she would like staff to be able to monitor bills during the legislative session. She directed staff to purchase five (5) televisions.

The Commissioners and staff discussed getting a quote for windows in the Town Hall and replacing the kitchen floor.

29. <u>DISCUSSION: S.W.A.T. Training – Asst. Town Manager/ Parks Director Wilde</u>

Item 29 was taken out of order.

Mr. Wilde stated there was a request to use the building for single-shooter training on January 24 from 8:30 a.m. to 1:30 p.m. He stated business owners were appreciative of the officers being in Town during the training in the past.

30. DISCUSSION: Postage Meter Lease Agreement – Asst. Town Manager/ Parks Director Wilde

Item 30 was taken out of order.

Mr. Wilde reported on the postage meter in Town Hall. Prices came down from last year. Several options are available. Staff is recommending the cheapest of the proposals, which is $71.28 for sixty (60) months.

8. DISCUSSION: Florida Department of Transportation (FDOT) / Metropolitan Planning Organization Update – Vice-Mayor Clark/ Public Works Director Larson

Item addressed later in the meeting.

9. DISCUSSION: Business Tax Receipt/ Billing Update – Billing/ BTR Clerk Grooms

Item previously addressed.

10. DISCUSSION: Code Enforcement Update – Chief Code Enforcement Officer Louis

The Commissioners address Mr. Louis regarding parking issues, including trucks and RVs parked along the road, on the grass, and on the bike path, and he agreed to send an email to BSO.

Mr. Louis provided a report of new and ongoing cases through the code board, along with a few incidents being followed up on.

23. DISCUSSION: One Blood: 30th Annual Blood Drive– Vice-Mayor Clark / Chief Code Officer Louis

Item 23 was taken out of order.

Mr. Louis reported the Blood Drive will be held on February 17, hosted by One Blood. The Town will hand out flyers to advertise the event and will post on Facebook and website.

The Commissioners and staff discussed flu shots and the availability.

25. DISCUSSION: Building Department Update – Building Official Corriveau

Item 25 was taken out of order.

Mr. Corriveau shared an update on progress with commercial building projects in town. The Town has moved into the sixth edition of the building code and will need to adopt those into ordinance.

There was a fifteen (15) gallon paint leak on a location, and the EPA was brought in to check the cleanup. Checkers is nearing completion, and the old Dress for Less is moving along nicely. Mr. Corriveau pointed the Commissioners to the latest edition of the Building Buzz.

Mr. Corriveau referred to the conversation with Mr. Edelman earlier in the meeting, and stated some half-truths were shared. The Commissioners discussed the amounts referenced.

8. DISCUSSION: Florida Department of Transportation (FDOT) / Metropolitan Planning Organization Update – Vice-Mayor Clark/ Public Works Director Larson

Item 8 was taken out of order.

Vice Mayor Clark stated he and Mr. Larson went to visit the FDOT and everything went well. There will be a series of motions at the regular meeting.

11. DISCUSSION: ICMA/FCCMA Senior Advisor Program – Vice-Mayor Clark / Asst. Town Manager/Deputy Town Clerk Joseph

Ms. Joseph gave an update on working with the Senior Advisor Program. Mayor Mohammed recommended also contacting the Broward Alliance, because they assist in finding Town Managers.

12. DISCUSSION: Postemployment Compensation for Town Manager – Attorney Ryan

No update.

13. DISCUSSION: Escrow Agreement with Pembroke Park Owner, LP – Attorney Ryan

Mr. Ryan stated the escrow agreement guaranteeing work will be done within 30 days will be in the Consent Agenda at the regular meeting.

14. DISCUSSION: Telecommunications Ordinance – Attorney Ryan

A firm has been retained, but no draft is ready. The Commissioners directed Mr. Ryan to follow up.

15. DISCUSSION: Code of Ethics Ordinance – Vice-Mayor Clark / Attorney Ryan

Vice Mayor Clark stated Mr. Ryan is working on an ordinance, and it will be available for the Commissioners to read in February.

16. DISCUSSION: Medical Marijuana Use– Mayor Mohammed / Consultant Town Planner Miller

Item was addressed previously.

17. DISCUSSION: Travel Policy – Mayor Mohammed

Mayor Mohammed looked at the policies of other municipalities, and asked Mr. Ryan to review the comparison printout.

18. DISCUSSION: Opioid Litigation Case – Mayor Mohammed

Mayor Mohammed asked Mr. Ryan to read the backup and provide an opinion. Captain Coker is reviewing the damages to the Town. This is a class action suit.

19. DISCUSSION: Proclamation for Steve Caine Day and School Choice Week – Mayor Mohammed

A copy of the proclamation was distributed.

20. DISCUSSION: Financial and Municipal Software – IT Director Pakula

Item was addressed previously.

21. DISCUSSION: Fire and Rescue Contract Update– Vice-Mayor Clark

Vice Mayor Clark stated it has now been two (2) years the Fire and Rescue Contract hasn't been settled.

Mayor Mohammed stated the Town of Pembroke Park paid for the building, and it should be in the Town's name. She directed Assistant City Manager Tom Wolfe to write a letter to the County Attorney to determine the status of the ownership interest of the Town.

The Commissioners and staff discussed documentation that may be available. Mayor Mohammed noted the Town's documents need to be electronic. Original documents have been found in the offices of former Commissioners and the Town Manager. She said an RFQ for a document company needs to be discussed at the regular meeting.

22. DISCUSSION: Miramar Focal Point – Vice-Mayor Clark / Asst. Town Manager/Parks Manager Wilde / Attorney Ryan

Vice Mayor Clark updated on the Walk-a-Thom sponsored by Focal Point, which will be held in February.

23. DISCUSSION: One Blood: 30th Annual Blood Drive– Vice-Mayor Clark / Chief Code Officer Louis

Item was addressed previously.

24. DISCUSSION: Building Permit Reimbursement Request for 3101 Realty Corp. - Joseph Edelman

Item was addressed previously.

25. DISCUSSION: Building Department Update – Building Official Corriveau

It was addressed previously.

26. DISCUSSION: International Promotions, Businesses, Community Involvement: Tears of Joy Program, Free Trade Zone, Business Gathering, Hosting, etc. and Community Recognitions: Barbra Sharief and Lillie Anne Page – Vice-Mayor Clark

Vice Mayor Clark will bring these items up at the regular meeting.

31. DISCUSSION: Community Based Wellness Programs – Vice-Mayor Clark/ Dee Carper/ Asst. Town Manager/Parks Director Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph/ Attorney Ryan

Item 31 was handled out of order.

Vice Mayor Clark stated he and staff will be attending an event by Feeding Florida on feeding the hungry. Mayor Mohammed asked for an update on the farm share program at the next meeting.

27. DISCUSSION: Pembroke Park Community Garden: Update – Vice-Mayor Clark / Asst. Town Manager/ Parks Director Wilde Wilde / Public Works Director Larson

Vice Mayor Clark and staff discussed adopting the bylaws of the Community Garden. Mr. Wilde stated he sent it to League of Cities, as the insurance provider, for review before bringing it to the Commission.

Mayor Mohammed asked how the Community Garden will work. Volunteers receive individual plots and help with general maintenance of the garden. The Commissioners discussed a request to provide plant starters.

Mr. Wilde provided proposals for sheds in Ryan Park. The recommended company has quoted $3,495 installed.

28. DISCUSSION: Parks' Department Update – Asst. Town Manager/ Parks Director Wilde

Mr. Wilde provided his report, which included a summary of the Toy Drive event. It was well organized; the kids had a great time. He thanked all the donors.

Quotes are being collected to repair Ryan Park from Hurricane Irma damage, as well as the fences and the destroyed shelter.

29. DISCUSSION: S.W.A.T. Training – Asst. Town Manager/ Parks Director Wilde

Item 29 was previously addressed.

30. DISCUSSION: Postage Meter Lease Agreement – Asst. Town Manager/ Parks Director Wilde

Item 30 was previously addressed.

31. DISCUSSION: Community Based Wellness Programs – Vice-Mayor Clark/ Dee Carper/ Asst. Town Manager/Parks Director Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph/ Attorney Ryan

Item 31 was addressed previously.

32. DISCUSSION: Code of Ordinance Review Committee (COORC) Update – Vice Mayor Clark

Vice Mayor Clark said work continues.

33. ANNOUNCEMENT: Public Hearing: Wednesday, January 10, 2018 – 7:00 P.M. - Proposed Code Amendment Relating to Chapter 2 – Administration, Article V – Purchasing – (SECOND READING)- Vice Mayor Clark/ Attorney Ryan

Vice Mayor Clark checked in with Mr. Ryan to be sure comments were incorporated.

34. DISCUSSION: Personnel Policy and Procedures Manual – Vice-Mayor Clark / Asst. Town Manager/Deputy Town Clerk Joseph

No update.

35. PENDING BUSINESS

a. 60th Anniversary

Mayor Mohammed stated a committee is needed.

b. Eggstravaganza

Mr. Wilde has three proposals for eggs for the event and recommended Ayers in the amount of $992. The Commissioners discussed programming and potential dates. Last year it was too hot to use the bounce houses. The event will be in March, with the date to be determined.

c. Town Hall Security

Mr. Wilde is waiting for quotes.

d. <u>Personnel: New Hires</u>

No update.

The meeting was adjourned at 5:15 p.m.

Approved ____________ ______________________________

Date Mayor/Councilmember

____

Town Clerk

4. 02-07-2018

DRAFT

WORKSHOP COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, FEBRUARY 7, 2018 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUILDING OFFICIAL	ALAN CORRIVEAU
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

ALSO PRESENT

RESIDENT	GERARD SARGENT

ABSENT

ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF

1. DISCUSSION: Bills Over $500 – Finance & Budget Director Rodriguez

Mayor Mohammed stated the Commissioners have copies of the bills over $500 for the Regular meeting.

14. DISCUSSION: Town-wide Pedestrian Public Safety

Item 14 was taken out of order.

Vice Mayor Clark stated the MPO passed a measure to improve safety on the roads, and members of the public were present to discuss speeding on the rights-of-way. Vice Mayor Clark asked if it was possible to get a special law enforcement detail near the schools to address the speeding.

Gerard Sargent, Pembroke Park resident, thanked the Town for putting in stop signs that improved safety, along with trimmed hedges and additional lights. He stated he hoped the Police could go to the school area to watch for people driving faster.

Vice Mayor Clark asked that citizens who notice places where visibility is difficult, or are dangerous, to contact the Town.

Mayor Mohammed mentioned a location on 52nd with no crosswalks and incomplete sidewalks and asked that it be looked at, as it is an area where children walk home from school.

Director of Public Works Todd Larson agreed to investigate.

The Commissioners and staff discussed other locations that should be addressed.

35. DISCUSSION: Building Department Update – Building Official Corriveau

Item 35 was taken out of order.

Building Official Alan Corriveau stated the Building Buzz was sent out, but some email boxes were full. He said here are many positive items to report, including three (3) recently opened businesses.

Mr. Corriveau stated Seneca Town Center needs to go back before the Planning & Zoning Board but will be a wonderful project once it gets off the ground. He noted it will have a 14,000 square foot banquet room on the ninth floor overlooking the lake.

Continuing, Mr. Corriveau reviewed recent projects not in compliance with code and discussed a newspaper article regarding the North Miami Building Department.

Commissioner Cohen asked for information regarding Trinity Broadcasting and the status of the building.

31. DISCUSSION: Florida Association of Business Tax Officials' Conference – Billing Clerk Grooms

Item 31 was taken out of order.

Billing Clerk Michele Grooms presented information on an upcoming conference regarding billing which she has attended in past years. She stated it is a budgeted training.

Mayor Mohammed asked the item be added to the Consent Agenda for the next meeting.

32. DISCUSSION: Business Tax Receipt/ Billing Update – Billing/ BTR Clerk Grooms

Item 32 was taken out of order.

Ms. Grooms reviewed the Business Tax report with a few minor corrections. She stated a number of items are billed at the beginning of the year and have been paid and completed.

Ms. Grooms stated billing reminders for snow birds with alarms go out at the beginning of the year so July bills are not missed.

Continuing, Ms. Grooms explained two (2) requests have been made for billing forgiveness. The first is from J&M Kitchen Cabinets, which had some issues with their reinspection, she stated. They are asking that the inspection fees, charged at $150 each, be waived.

Ms. Grooms stated the second request was from 24/7 Logistics. She explained the company is disputing the charge due to an issue with the property owner.

Mayor Mohammed asked that both waivers be on the Consent Agenda for the next meeting.

PUBLIC COMMENT

Michael Susse, Dale Village, said he read an article in the paper regarding annexation and wanted to come into the Commission to discuss it. He said in 1997 the Town was able to fight annexation by claiming a special character as a community. He stated he was concerned the Sun-Sentinel article would detract from the argument against annexation. He asked that the Commission do the best they can.

Vice Mayor Clark stated the annexation issue has not gone away, and he understands the delicacy of it. He said the Commission will continue to fight for the mobile home and RV way of life.

Ellen Roach, Dale Village, complained about a man from West Park driving around with signs in his truck and using a load speaker.

24. DISCUSSION: Financial and Municipal Software – Mark Pakula

Item 24 was taken out of order.

IT Director Mark Pakula stated after speaking with legal, it has been determined the best approach regarding Financial and Municipal Software is to go out for bids for a company to write an RFP regarding the Town's software needs.

Mr. Ryan added that originally, staff thought they could use another Town's RFP, but the information was not as recent as believed and as it is a very technical matter, it is beyond the scope of the Town staff.

Mr. Ryan stated an RFP firm will meet with the staff and tailor the technical needs of the software to the Town's needs. He explained that firm would help with choosing bids and said it advised the Town take this approach, so the work is done right the first time.

The Commissioners and staff discussed the project timeline.

25. DISCUSSION: Procurement of Computers and Recording Software – Mark Pakula

Item 25 was taken out of order.

Mr. Pakula presented bids for three (3) purchases.

He stated For the Record, the software currently being used by the Clerk's office, is at end of life and needs to be renewed.

Mayor Mohammed asked if the program could be used to post meetings online and if it would be compatible with live streaming.

Deputy Town Clerk Natasha Joseph stated if the Commission wants to look at live streaming, the renewal would be a much larger process.

Mayor Mohammed asked Mr. Pakula look at the software's capacity to do video and to meet other update requirements and bring the information back before the Commission at the next meeting.

Mr. Pakula presented bids for two (2) new computers. He stated he recommended the slightly higher-level machine with a better warranty.

Continuing, Mr. Pakula presented bids for battery backups.

Mr. Ryan said he would look at the bids to be sure they are in compliance and present the information at the next meeting.

Vice Mayor Clark discussed the need for transparency in procurement.

10. <u>DISCUSSION: Public Safety – Chief Coker</u>

Item 10 was taken out of order.

Chief Coker gave a brief update on crime trends in the community. She said there were five (5) auto thefts, three (3) burglaries of businesses, a carjacking, and seven (7) burglaries of vehicles in January. Chief Coker stated these were thefts of air bags, mostly from Hondas, and a statewide taskforce is working on the project.

Chief Coker shared information on upcoming events:

- The Broward Sheriff's Office is hosting their Third Annual Heroes Bowl on Saturday, February 10.
- The Broward Sheriff's Advisory Council is hosting a dinner for local first responders on Saturday, February 10 at 6 p.m.
- The Broward Sheriff's Office is hosting a program for small and local vendors interested in partnering with the office on February 27.

Chief Coker noted she took down the information earlier in the meeting regarding the speeding complaint in school zones. She noted that when Deputies are not busy with other calls, they have a requirement to spend time in each school zone each week.

Continuing, Chief Coker stated there is a National Conference Against Crime in the Black Community Conference coming up and she will be requesting funds for the Cadets to attend.

11. <u>DISCUSSION Fire Safety – Chief Kane</u>

Item 11 was taken out of order.

No Fire Safety Report was presented as Chief Kane was out ill.

15. <u>DISCUSSION: Engineer's Report – Town Engineer Kunen</u>

Item 15 was taken out of order.

Town Engineer Peter Kunen gave an update on current projects. He said he has been in contact with the FDOT regarding the swale shaping project, and contract negotiations are currently in progress. He noted updates should be available soon.

Mr. Kunen stated the lighting project at the Raymond P. Oglesby Preserve is moving forward and will be bid this month to allow the project to move forward in the spring.

Mr. Kunen discussed the need to replace the second pump at the Stormwater Plant. He said the first pump was bid last year, and the company is willing to replace the second pump at the same price.

Mayor Mohammed asked Mr. Ryan about the legality of utilizing the old bid. Mr. Ryan said he would look into the process and the expiration date on the bid.

Mr. Kunen stated this is the only provider of the type of pump previously purchased and using a different company would require a second set of spare parts.

In closing, Mr. Kunen stated Inspectors from FEMA have been in Town documenting the damages from Hurricane Irma and are going through a very thorough process.

33. DISCUSSION: Code Enforcement Update – Chief Code Enforcement Officer Louis

Item 33 was taken out of order.

Chief Code Enforcement Officer Jeffrey Louis presented the January Code Enforcement report.

Commissioner Cohen asked Mr. Louis to drive around more as there is some garbage that needs to be picked up.

Mr. Louis said he met with BSO regarding no parking signs on the swale and semis which were complained about at the last meeting.

The Commissioners discussed other locations which might be problematic.

The meeting went into recess at 4:29 p.m.

The meeting resumed at 4:39 p.m.

23. DISCUSSION: Proposed Code Amendment Regarding Medical Marijuana Use, Medical Marijuana Treatments Centers, Dispensaries – Mayor Mohammed / Consultant Town Planner Miller

Item 23 was taken out of order.

Consultant Town Planner Michael Miller gave background information on the expansion of medical marijuana in the State and stated there are two (2) options available to the Town. The first option is to ban dispensaries, the second is to allow them and treat them as a pharmacy.

Mr. Miller explained he took the issue to the Planning & Zoning Board, and it resulted in a split vote, with two (2) Board members on each side.

Mayor Mohammed stated the Commission is ready to vote on the issue, and it can be brought to the next Commission meeting.

24. DISCUSSION: Proposed Code Amendment Regarding Bath / Massage Parlors – Consultant Town Planner Miller

Item 24 was taken out of order.

Mr. Miller stated the Town received a complaint in December about Bath/Massage Parlors operating outside of regular business hours and brought the issue before the Commission, which asked him to investigate.

Continuing, Mr. Miller noted there are currently no licenses issued in the Town for Bath/Massage Parlors, so anyone operating one is working outside of the permitted uses of their license.

The Commissioners and staff discussed ways to check if companies were providing the services detailed on their licenses, such as continuing inspections.

Mr. Miller stated the first step could be removing the permitted use and then conducting surveillance to narrow the scope of the issue.

Mr. Louis explained law enforcement has been monitoring the issue. He added that he recently attended a course to learn what to look for in regulating this type of business.

The Commissioners and staff discussed next steps.

22. DISCUSSION: Local Option Gas Tax – Attorney Ryan

Item 22 was taken out of order.

Mr. Ryan stated there are three (3) annual Ordinances required as the County adjusts the revenue distribution based on population. He said these will be discussed at the next Regular Meeting.

12. DISCUSSION: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

Item 12 was taken out of order.

Mr. Larson presented his monthly report. He stated he wanted to point out the funding cycle for Hurricane Irma is coming up for funding from the County and he would like to apply for a portion of it.

The Commissioners discussed projects which the funds could be used for.

Mr. Larson stated the package would be ready for the lighting project at the Preserve is mostly completed and will be advertised this month, so it can be awarded next month.

13. DISCUSSION: 44th Year CDBG Funding – Public Works Director Larson

Item 13 was taken out of order.

Mr. Larson stated the 44th Year CDBG Funding is up for application. He brought forward three (3) potential projects as brainstormed by staff. He stated the first project on the list would be a new Tot Lot at the Preserve.

Mayor Mohammed expressed concern with the location of the Tot Lot, saying there are older kids playing on the equipment meant for younger children.

The Commission and staff discussed potential locations.

Mr. Larson stated the second project on the list was adult exercise equipment in a local park, noting that would require two (2) phases for completion.

Mayor Mohammed pointed out there is additional funding for exercise equipment available through another organization.

Mr. Larson explained the third item on the list was trees, but he has since verified with CDBG that project was not eligible due to a lack of public access.

Mr. Larson stated public input is a requirement of the grant application, so the item needs to go on the next Regular Meeting agenda for public hearing.

The Commissioners and staff discussed drainage projects and funding cycles, as well as the procurement process.

Mayor Mohammed asked Mr. Larson to have the Town Hall sprayed for bugs. In addition, she asked him to replace the indoor plants.

18. <u>DISCUSSION: Second Floor – Commissioner Cohen</u>

Item 18 was taken out of order.

Commissioner Cohen sought consensus from the Commissioners on the second-floor project, including changing tile and carpet.

Vice Mayor Clark asked for a special meeting to discuss the project.

Mayor Mohammed said she had asked for quotes on the bathroom across the hall from finance.

Commissioner Cohen stated she thought the lounge should be completed first, because the Commissioners use it.

Vice Mayor Clark said the bathroom at the preserve also needed work.

The Commissioners discussed finding money in the budget to move forward with projects due to the savings of not having a Town Manager in place.

19. <u>DISCUSSION: Proclamation for James Wallace – Commissioner Cohen</u>

Item 19 was taken out of order.

Commissioner Cohen gave background on James Wallace, who was chosen to be the Grand Marshall for the St. Patrick's Day Parade. She stated she would like the Commission to honor him with a Proclamation in April.

Vice Mayor Clark asked Ms. Joseph to send an invitation to Coca-Cola to the March Workshop Meeting.

20. DISCUSSION: Appointment to the Metropolitan Planning Organization Board – Vice Mayor Clark

Item 20 was taken out of order.

Mayor Mohammed announced Vice Mayor Clark was going to be the lead Board member to the Metropolitan Planning Organization (MPO) Board. She asked Commissioner Cohen to serve as the alternate.

21. DISCUSSION: Legislative Update – Attorney Sigerson

Item 21 was taken out of order.

Mayor Mohammed stated Attorney Sigerson's report is in the packet and noted everyone is welcome to go to Tallahassee on behalf of the Town.

Vice Mayor Clark stated all Commissioners need to go when there are issues impacting the Town before the Legislature.

Continuing, Vice Mayor Clark said the annexation bill the Town signed onto has now been pulled due to objections raised.

Mayor Mohammed stated she raised an objection, as it did not put Pembroke Park in a good place.

Vice Mayor Clark said it takes three (3) to five (5) years to get something like this done, but he wanted to give an update.

26. DISCUSSION: Fire and Rescue Contract Update – Vice Mayor Clark

Item 26 was taken out of order.

Vice Mayor Clark stated for two (2) years the Town has done nothing in regards to negotiating the Fire and Rescue Contract, but there is a potential for a lot of money.

Commissioner Cohen said she thought the matter had been turned over to the OIG.

Mr. Ryan stated he is going through the contracts and will have a memo for the Commission next week. He noted the only way to approach the issue is to go through the documents.

Mayor Mohammed added she recently asked Mr. Larson to write a letter regarding title of the building.

27. DISCUSSION: Miramar Focal Point – Vice Mayor Clark

Item 27 was taken out of order.

Vice Mayor Clark stated he and Mayor Mohammed, along with staff, went over to Miramar to discuss the Walk-A-Thon on television. He said the program, which will be held on February 22, is going to help the residents of Pembroke Park and others.

The Commissioners discussed items to hand out at the walk.

Mr. Larson asked for a budget and stated he would bring proposals to the next meeting. He said there will be some limits due to the short timeframe.

The Commissioners approved an amount not to exceed $1,000 by consensus.

Mr. Larson stated he investigated table cloths for the event and looked at rentals as well as purchase. He presented quotes for $10 to $13 each for purchase of 50 tablecloths, recommending the one that came out to $10.99 each. Mr. Larson said there was money left over from the Health Fair budget.

30. DISCUSSION: One Blood: 30th Annual Blood Drive – Vice Mayor Clark

Item 30 was taken out of order.

Vice Mayor Clark stated the One Blood Annual Blood Drive is on February 17, and everyone should be there. He said Mr. Louis has worked hard on the project.

Mr. Louis gave an update on event planning for the drive.

36. DISCUSSION: International Promotions, Businesses, Community Involvement, Tears of Joy Program, Free Trade Zone, Business Gathering, Hosting, etc. – Vice Mayor Clark

Item 36 was taken out of order.

Vice Mayor Clark stated the County Economic Development group wants to do a workshop in Pembroke Park in April. He discussed interest in the future for creating a free trade zone in the future.

37. DISCUSSION: Pembroke Park Community Garden Update – Vice Mayor Clark / Assistant Town Manager Wilde / Public Works Director Larson

Item 37 was taken out of order.

Mr. Wilde explained staff and the community organizers have chosen a location for the shed at the Community Garden, and are preparing to lift it in. He stated this process will involve a crane and reviewed the costs involved.

Vice Mayor Clark asked that the crane expense be added to the Consent Agenda for the next regular meeting.

40. DISCUSSION: Community Based Wellness Programs - Vice Mayor Clark / Assistant Town Manager Wilde / Assistant Town Manager Joseph

Item 40 was taken out of order.

The Commissioners and staff discussed having flyers translated to French.

Vice Mayor Clark stated a new program will be offering stretching and wellness programs each Wednesday morning, along with Friends of the Garden.

41. DISCUSSION: Code of Ordinance Review Committee (COORC) Update – Vice Mayor Clark

Item 41 was taken out of order.

Vice Mayor Clark stated COORC is going to address the 12 issues listed in the OIG report. He noted Mr. Ryan has been actively involved throughout the process.

Ms. Joseph said the project is ongoing and staff will bring more forward next month.

42. DISCUSSION: Personnel Policy and Procedures Manual – Vice Mayor Clark / Assistant Town Manager Joseph

Item 42 was taken out of order.

Mayor Mohammed stated it was great the staff was working on the Personnel Policy and Procedure Manual, but unfortunately, they would not be able to cover all of the aspects to have the Town in compliance. She said a consultant needed to be brought in to assist, and the Florida League of Cities has made a recommendation.

Commissioner Cohen said the consultant needs to come to a meeting, so she can learn what she has to say.

Mayor Mohammed explained the consultant recommended by the Florida League of Cities is named Dr. Oel Wingo. She stated Dr. Wingo is a specialist in Personnel Policy and Procedure Manuals and pointed the Commissioners to a list of Cities she has worked with.

Vice Mayor Clark asked Ms. Joseph to set up a meeting with Dr. Wingo.

38. DISCUSSION: Parks Department Update – Assistant Town Manager Wilde

Item 38 was taken out of order.

Mr. Wilde pointed the Commissioners to his report in the backup. He stated Ryan Park was the location for the debris from the storm, and FEMA would be reimbursing 90 to 95 percent of the costs for bringing the park back to its original condition.

Consultant Engineer Peter Kunen explained he and Mr. Wilde solicited three (3) quotes from sod companies for the work, and the lowest quote was from Freeman Landscaping for $24,310. He outlined the remaining quotes, and stated the recommendation is to accept the lowest bid.

Mr. Wilde stated because of the costs, he and Mr. Kunen spoke with the Town Attorney to determine if the item needs to be bid.

Mr. Ryan confirmed that the estimate could be accepted because it is under $25,000.

Mr. Wilde noted this item is time sensitive due to the upcoming Eggstravaganza event and pointed out the Town will be paying the cost upfront and getting reimbursed.

Mr. Ryan stated he would prepare a Resolution for the Consent Agenda to approve the item.

Vice Mayor Clark pointed out change items won't be possible due to how close the item was to the limit to purchase without a bid.

Mr. Kunen stated he would contact the vendor to confirm the price hasn't changed and to reiterate that approval would be in an amount not to exceed the quote. He noted staff would measure the sod after it was installed to be sure the Town paid for what they received.

39. DISCUSSION: Eggstravaganza – Assistant Town Manager Wilde

Item 39 was taken out of order.

The Commissioners and staff discussed the event budget.

Mayor Mohammed said she would like to budget an amount not to exceed $1,000 for prizes for toys and candy, and $750 for the food.

The Commissioners and staff discussed the procurement process and the process for selecting vendors for events, as well as the option of getting a staff member in finance certified in procurement.

Mr. Wilde confirmed the budget amounts for each line item.

Mayor Mohammed stated the Town needs to purchase golf carts rather than continue renting them.

Mayor Mohammed asked that the Health Fair be added to the next agenda, because the Farm Share has been set for Saturday, November 3.

43. PENDING BUSINESS

Item 43 was taken out of order.

a. 60th Anniversary

Mayor Tarrant stated she believes the Town needs to bring someone in to plan the 60th Anniversary celebration because they are understaffed.

Commissioner Cohen said she didn't understand why staff couldn't do the work.

Mayor Tarrant asked that an RFP be created.

Mr. Ryan stated he would need a list of what the Mayor wanted from the consultant.

b. Town Hall Security

Mr. Larson stated the buzzers were done in January, and staff is working with a security company to look at securing the wall in the Building Department.

Mayor Mohammed asked that a remote be purchased for the front desk so the person there doesn't have to get up to let people in.

2. DISCUSSION: Budget – Finance & Budget Director Rodriguez

Mayor Mohammed stated everyone should have a copy of the update from Finance & Budget Director Georgina Rodriguez, including year-to-date expenditures.

Vice Mayor Clark reiterated the importance of collecting the money and paying the bills and stated he and the Commission would be watching.

The Commissioners discussed the need to correct issues.

Mayor Mohammed read Title VII aloud for the record and said failure to obey does not constitute a hostile work environment.

The Commissioners discussed specific incidences of people not doing their jobs and continuing to receive tax payer funds, as well as policies for hiring and firing staff.

3. <u>DISCUSSION: Other Postemployment Benefits Program – Finance & Budget Director Rodriguez</u>

Ms. Rodriguez stated this was an annual report regarding the benefits, and the Commission needed to accept it.

Mayor Mohammed noted the Town needs to be watching who is eligible for postemployment benefits, so replacements could be trained, and asked Ms. Rodriguez to create a report.

4. <u>DISCUSSION: Credit Card Policy – Finance & Budget Director Rodriguez</u>

Mayor Mohammed stated everyone has a copy of the credit card policy in their backup materials.

Mayor Mohammed stated she suggested a few revisions to the policy prior to adoption.

Mr. Ryan said the Ordinance for the Credit Card Policy could be added as a Consent Agenda item at the next Commission meeting.

5. <u>DISCUSSION: Town Credit Rating – Mayor Mohammed / Finance & Budget Director Rodriguez</u>

Mayor Mohammed stated the Town applied for a credit card and was denied, so she and Ms. Rodriguez pulled a credit report. She said Dunn & Bradstreet showed the Town's credit at 543.

Ms. Rodriguez stated information needs to be updated, such as payments, vendors, and the Town's budget, in order to bring the number up.

Mayor Mohammed said the cost to pull the credit report was $449, and she put it on her personal credit card. She noted three (3) other scores need to be pulled, including the Moody Score.

Vice Mayor Clark stated someone isn't doing their job, and things need to change.

Mayor Mohammed stated there were letters in Dr. Levy's office regarding denial of credit, but the Finance & Budget Department had not been informed.

Vice Mayor Clark asked that his name be removed as the responsible party.

Continuing, Mayor Mohammed explained Dunn & Bradstreet has two (2) services to correct the issues. She stated the first would be $2,000 and staff would be responsible for making the changes to the report, and the second was a $10,000 concierge service where the work would be done for the Town.

Mayor Mohammed stated she felt Ms. Rodriguez had enough on her plate and this should be handled by the concierge service. She asked that Mr. Ryan review the options.

Continuing, Mayor Mohammed asked Ms. Joseph to work with Ms. Rodriguez on correcting this issue.

6. DISCUSSION: Authorizing the Town to Go Out to Bid for Contracts – Mayor Mohammed

Mayor Mohammed stated based on the OIG report, bids need to start being prepared for those items expiring in August.

The Commissioners and staff discussed services which need to be bid.

Mr. Ryan asked that a list of contracts be provided to his office.

Ms. Rodriguez stated she has requested the contracts, so she will work with Mr. Ryan.

9. DISCUSSION: 2016/17 Audit Contract – Mayor Mohammed

Item 9 was taken out of order.

Mayor Mohammed stated the Town was in receipt of a letter from the auditors, and she has questions regarding a few items.

Mr. Ryan said he would review language as requested.

Ms. Joseph announced the auditor is available Monday at 2 p.m. to go over the audit report and asked the auditors to check their schedules.

16. DISCUSSION: Employee Code of Ethics Ordinance – Vice Mayor Clark / Attorney Ryan

Item 16 was taken out of order.

Vice Mayor Clark stated Mr. Ryan has prepared the Code of Ethics Ordinance, and it would be presented for first reading at the next meeting.

23. DISCUSSION: Broward Office of the Inspector General Final Report – Mayor Mohammed

Item 23 was taken out of order.

Mayor Mohammed stated the Town had written in their response to the OIG that they would be using one firm for the audit, but that company is not a forensic auditor. She asked Mr. Ryan for his opinion on next steps.

Mr. Ryan stated the Town can always go out for a bid, but he would investigate and come back to the Commission with an answer.

Mr. Kunen presented regarding one of the points of the OIG, relating to contracts between Craig A. Smith and the Town. He said the report required the Town to have an outside engineering firm review the work to be sure it was done, so he contacted the Town's engineering consultant, Keith and Associates.

Continuing, Mr. Kunen stated staff is pulling together contracts regarding the work by Craig A. Smith, ad Keith and Associates will review the information next week.

Mr. Kunen explained the next step will be for an auditing firm to review the engineering fees to be sure they were in line.

Vice Mayor Clark stated the Town has 90 days to give another report, so the project needs to move forward.

The Commissioners discussed bringing a CPA into the Finance Department, as well as how to advertise to get the best response.

Mr. Ryan left the meeting at 7:07 p.m.

Vice Mayor Clark stated the Finance Department needs help and will be making motions next month to make staffing changes if things don't come right.

In response to a question from Vice Mayor Clark, Ms. Rodriguez stated every penny collected for the Town has been deposited in the bank, but because they are short-staffed, the account has not been reconciled.

Mayor Mohammed stated the Town is currently not collecting fees on building projects over $1 million due to errors in software for the Building Department. She noted the Town is still responsible for fees to the State and County, even though they are not being collected on a local level.

Mayor Mohammed said she thought lawsuits might be in order regarding breech of contract from the software company and the auditors.

The Commissioners and staff discussed an audit-related award Ms. Rodriguez had received annually and that the award represented completing the audit in a timely manner.

Commissioner Cohen stated the Commissioners were being told by Dr. Levy the award meant everything was good, and she wanted to know why they were misinformed.

The Commissioners discussed compliance issues reported to the State by a past auditor.

Mayor Mohammed stated the auditor did not tell the Town there was an issue.

7. DISCUSSION: Personnel New Hires – Mayor Mohammed

Addressed with Item 8.

8. DISCUSSION: Personnel Matters – Mayor Mohammed

Mayor Mohammed stated the Town hired a firm to address the legal aspects of their OIG report, but administrative advice was also needed. She presented Miami Beach's RFQ for the administrative services as an example and said Pembroke Park needs to make a similar hire.

Continuing, Mayor Mohammed gave background on Dr. Oel Wingo, a consultant who can be brought in to get the Town into Federal compliance. She stated Dr. Wingo charges $125 an hour, and Mr. Ryan needs to review whether the item needs to go out for bid.

Mayor Mohammed stated OIG has not closed their review, and has also referred the matter to Federal agencies, so they need to work quickly.

Vice Mayor Clark asked that a meeting with Dr. Wingo be placed on the next agenda.

Mayor Mohammed stated the Florida League of Cities will pay for someone to come in and do a performance audit to assist in responding to the OIG concerns. She said the Town would need to pay for travel only.

In addition, Mayor Mohammed stated there is a person from Florida League of Cities who will come down to assist with Commissioner training. She asked the Commissioners to provide available dates near the end of March.

Mayor Mohammed explained there is a program called Members in Training (MIT) with Florida City Managers Association (FCCMA) which provides temporary City Managers on a month-to-month or short-term basis.

Vice Mayor Clark asked about costs for these programs.

Commissioner Cohen said it did not matter, the Town needed to act.

Mayor Mohammed stated the Commissioners did not provide input regarding the job description for a City Manager, but the Florida League of Cities did give input on the salary range.

27. DISCUSSION: FBC Conference– Mayor Mohammed

Item 27 was addressed out of order.

Mayor Mohammed stated she would like the Town to sponsor an event at the FBC conference, such as breakfast or snacks. She said she did not know the cost associated, but it would be less than $1,000.

17. DISCUSSION: Florida Department of Transportation (FDOT)/Metropolitan Planning Organization (MPO) Update – Vice Mayor Clark/Public Works Director Larson

Item not addressed.

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

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

5. 03-07-2018 03:07 PM

TOWN OF PEMBROKE PARK

Workshop Commission Meeting

Action minutes of March 7, 2018

A. CALL TO ORDER 3:07 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL: Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

Interim Town Manager Vitas Town Attorney Ryan; Town Legislative Consultant Sigerson; Admin Services Director Joseph; Director Of Public Works Larson; Consultant Engineer Kunen; Consultant Planner Miller; Public Safety Chief Coker; Fire Department Liaison Chief Kane; Code Enforcement Officer Louis; Building Official Corriveau; Finance & Budget Director Rodriguez; IT Director Pakula; Parks Director Wilde

E. ABSENT: Commissioner Shoaff

AGENDA:

1. DISCUSSION: Bills Over $500 – Finance Department

2. DISCUSSION: Finance and Budget Update – Finance & Budget Director Rodriguez

** Dave Chapmen Checkers Owner introduced himself

3. DISCUSSION: Public Safety –Chief Coker

4. DISCUSSION: Fire Safety – Chief Kane

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

6. DISCUSSION: Storm Water Pump Replacement for S.W 25th Street Pump Station – Town Engineer Kunen

8. DISCUSSION: Analysis of Engineering Services Provided by Craig A. Smith & Associates –Town Manager Kunen

16. DISCUSSION: Financial and Municipal Software – IT Director Pakula

** Eric Gabin from Ryan and Ryan gave presentation on Fire Arms and Ammunition.

9. DISCUSSION: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

10. DISCUSSION: Town Wide Pedestrian / Traffic Safety – Vice Mayor Clark/ Public Works Director Larson

11. DISCUSSION: Florida Department of Transportation (FDOT)/ Metropolitan Planning Organization Update – Vice Mayor Clark/ Public Director Larson

12. DISCUSSION: Annexation – Vice-Mayor Clark

19. DISCUSSION: Business Tax and Billing Department Update – BTR/ billing Clerk Grooms

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

21. DISCUSSION: Building Department Update – Building Official Corriveau

27. DISCUSSION: Proposed Code Amendment Relating to Chapter 15 - Licenses And Business Regulations; Creating a New Article XIV to be Entitled Body-Rub Services, Baths And Spas; Facial And Body Wraps, · and Similar Services; Creating a New Section 15 407 to Include Applicable Definitions; Creating a New Section 15-408 to Establish Limits on the Hours of Business Activities or Services within the Town Limits; Providing For Codification-Attorney Ryan/ Consultant To Planner Miller

28. DISCUSSION: Proposed Code Amendment Amending Article V of Chapter 15 - Licenses And Business Regulations; Creating a New Section 15-104 to Establish Limits on Hours of Business Activities or Services by Masseuses, Masseurs, or Bath and Massage Parlors - Attorney Ryan/ Consultant Town Planner Miller ·

7. DISCUSSION: Interlocal Agreement for Temporary Debris Management Sites – Attorney Ryan

13. DISCUSSION: Relay for Life – Vice Mayor Clark

14. DISCUSSION: Legislative Update /Attorney Sigerson

15. DISCUSSION: Employee Code of Ethics Ordinance - Vice Mayor Clark/ Attorney Ryan

17. DISCUSSION: Fire and Rescue Contract update- Vice Mayor Clark

18. DISCUSSION: Miramar Focal Point- Vice-Mayor Clark/ Asst. Town Manager/Parks Manager Wilde/ Attorney Ryan

22. DISCUSSION: International Promotions, Businesses, Community Involvement: Tears of Joy Program, Free Trade Zone, Business Gathering, Hosting, Community Recognitions: Dale Holness, Nicole and Sylvain Fretigny, Bamboo Entertainment Committee - Vice-Mayor Clark

Recess at 5:53 PM
Resumed at 6:01 P.M.

23. DISCUSSION: Pembroke Park Community Garden: Update -- Vice-Mayor Clark/ Asst.Town Manager/ Parks Director Wilde / Public Works Director Larson

26. DISCUSSION: Community Based Wellness Programs - Vice-Mayor Clark/ Asst. Town Manger/Parks Director Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph

30. DISCUSSION: Code of Ordinance Review Committee (COORC) Update - Vice-Mayor Clark

31. DISCUSSION: Personnel Policy and Procedures Manual - Vice-Mayor Clark/ Asst. Town Manager/Deputy Town Clerk Joseph

24. DISCUSSION: Parks' Department Update -Asst. Town Manager/ Parks Director Wilde

25. Eggstranvaganza – Mayor Mohammad / Asst. Town Manager / Parks Director Wilde

32. PENDING BUSINESS
   a. 60th Anniversary
   b. Town Hall Security
   c. Personnel: New Hires

Discussion was held on all items

Meeting adjourned at 6:53 P.M

6. 09-05-2018

TOWN OF PEMBROKE PARK
Workshop Commission Meeting
Action minutes of September 5, 2018

A. CALL TO ORDER 3:09 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL: Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

D. ABSENT:

E. AGENDA:

The meeting was recessed at 3:13 p.m., pending the arrival of Attorney Christopher Ryan.

Meeting Recessed At 3:13 Pm
Meeting Resumed At 3:45 Pm

The meeting was recessed at 3:13 p.m., pending the arrival of Attorney Christopher Ryan.
Mayor Mohammed called the meeting to order at 3:45 p.m.

11. DISCUSSION: Sign Variance Request Filed by Lakeside Park Estates – Public Services Director Larson

    Discussion was held

20. DISCUSSION: Proposed Human Resource Professional Services Agreement – Administrative Services Director Joseph

    Discussion was held

1. DISCUSSION: Public Safety –Chief Coker

   Discussion was held

2. DISCUSSION: Fire Safety – Chief Kane

   Discussion was held

3. DISCUSSION: Bills Over $500 – Finance Department

Discussion was held

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

    Discussion was held

13. DISCUSSION: Waiver Request – K Ching, Inc. – Business Tax/Billing Clerk Grooms

    Discussion was held

14. DISCUSSION: Waiver Request – Latin American Vending, Inc. – Business Tax/Billing

    Clerk Grooms

    Discussion was held

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

    Discussion was held

16. DISCUSSION: Building Department Update – Building Official Corriveau

    Discussion was held

25. DISCUSSION: Interlocal Agreement for Broward County Staff Services for Hearings Before the Unsafe Structure Board – Public Services Director Larson / Attorney Ryan

    Discussion was held

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

    Discussion was held

7. DISCUSSION: Town Hall A/C Duct Cleaning Services – Town Engineer Kunen

    Discussion was held

Meeting Recessed at 5:04 p.m.
Meeting Resumed at 5:11 p.m.

26. DISCUSSION: Mutual Release Agreement with Thomas Wilde – Attorney Ryan

    Discussion was held

22. DISCUSSION: Transportation System Surtax Interlocal Agreement – Attorney Ryan

    Discussion was held

23. DISCUSSION: First Amendment to the Interlocal Agreement for Optional County Services – Attorney Ryan

    Discussion was held

24. DISCUSSION: 43rd Year Community Development Block Grant for Raymond P. Oglesby Preserve Lighting Improvements – Public Services Director Larson / Attorney Ryan

    Discussion was held

4. DISCUSSION: Finance & Budget Update – Vice Mayor Clark / Interim Town Manager Vitas / Administrative Services Director Joseph

    Discussion was held

5. DISCUSSION: Update on Fiscal Year 2016-17 Audit – Interim Town Manager Vitas

    Discussion was held

19. DISCUSSION: Munitemp Municipal Staffing Agreement for Interim Finance and Budget Director – Interim Manager Vitas

    Discussion was held

8. DISCUSSION: Status of Town Projects – Vice Mayor Clark/ Public Works Director Larson

    Discussion was held

9. DISCUSSION: Community Recognitions – Vice Mayor Clark/ Public Works Director Larson

    Discussion was held

10. DISCUSSION: Newsletter – Vice Mayor Clark

    Discussion was held

17. DISCUSSION: Legislative Update – Attorney Sigerson

    Discussion was held

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

    Discussion was held

21. DISCUSSION: 2016 Edward Byrne Memorial Justice Assistance Grant – Countywide (JAG-C) – Mayor Mohammed

Discussion was held

27. DISCUSSION: Resolution Extending Temporary Moratorium Prohibiting the Acceptance or Processing of Any Application for a Permit, Development Order of Other Official Action of the Town Having the Effect of Permitting or Allowing the Construction, Reconstruction, or Alteration of Wireless Telecommunications Facilities in the Public Right of Way Controlled by the Town Attorney Ryan.

    Discussion was held

28. DISCUSSION: Proposed Code Amendment, Amending Chapter 6, Sections 6-1 through 6-28, Entitled "Town of Pembroke Park Cable Television Ordinance" ...

    Discussion was held

29. DISCUSSION: Proposed Code Amendment, Amending Section 5-103 of Division VI of Chapter 5 Entitled Property Maintenance Standards Related to the Placement of Debris on Vacant Properties; Amending Division 2 Entitled Debris, Trash and Rubbish of Article II Entitled Nuisances of Chapter 12 Entitled Health and Sanitation to Update Town Staff Functions and to Further Regulate the Placement of Debris on Vacant Properties – Consultant Town Planner Miller / Attorney Ryan

    Discussion was held

30. DISCUSSION: Proposed Comprehensive Plan Amendment – Community's Agricultural History / Remembrance / Education – Vice Mayor Clark / Public Services Director Larson / Consultant Town Planner Miller

    Discussion was held

31. DISCUSSION: Proposed Code Amendment Relating to Indemnification of Municipal Officials' Providing for Definition, Defense, and Indemnification, Actions Authorized, Duties of Officials, Nonliability of Town – Vice Mayor Clark / Attorney Ryan

    Discussion was held

32. PENDING BUSINESS

    a. 60th Anniversary

    b. Halloween Festival

       The Halloween Festival is October 26.

    c. Health Fair

       No news

    d. Town Hall Security

No news

e. Personnel: New Hires

No news

Discussion was held on all items

Meeting adjourned at 5:57 p.m.

2. **Regular Commission Meetings**

7. 10-11-2017	**10. 01-10-2018**	**13. 05-09-2018**
8. 11-08-2017	**11. 01-25-2018**	**14. 09-12-2018**
9. 12-13-2017	**12. 02-14-2018**	**15. 09-18-2019**

7. 10-11-2017

DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, OCTOBER 11, 2017 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT	
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN
STAFF	
TOWN MANAGER	DR. BOB LEVY
TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN
PUBLIC	
ABSENT	
MAYOR	ASHIRA MOHAMMED

I. CONSENT AGENDA

1. Approval of Minutes:

2. Approval of Minutes:

3. Approval of Bills – Finance & Budget Director Rodriguez

4. Authorizing the Town Commission and Staff to Attend the National League of Cities Summit and Florida League of Cities Legislative Conference – Mayor Mohammed

5. Authorizing the Town Commission and Staff to Attend the Florida International Trade and Cultural Exposition Trade Show in the Amount Not to Exceed $55.00 pp – Mayor Mohammed

6. Authorizing Town to Go Out for Bids for Emergency Debris Removal Services – Public Works Director Larson

7. Authorizing Town to Go Out for Bids for Bus Bench and Shelter Advertisement – Public Works Director Larson

8. Authorizing Town to Go Out for Bids for the Raymond P. Oglesby Lighting Construction Project – Public Works Director Larson

9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; PROVIDING FOR THE AUTHORIZED SIGNATURES ON THE SEVERAL ACCOUNTS OF THE TOWN OF PEMBROKE PARK WITH THE VARIOUS DEPOSITORIES DESIGNATED BY THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

II. REMARKS FROM THE GENERAL PUBLIC

None

IV. REGULAR AGENDA

18. SITE PLAN: Proposed Site Development Plan Application for Seneca Commerce Center Addition – Building 4 Portion of Westwind III Plat – North of WPLG – Consultant Town Planner Miller

Item 18 was addressed out of order.

Mr. Miller updated on the Seneca Commerce Center project. Work on the lakes is almost completed. He reviewed the map of the site with the Commissioners. Mr.

Miller discussed the parking code, utility access, and other issues related to the project.

Mr. Ryan explained the agreements required to move forward with the Seneca Commerce Center project. One agreement outlines improvements the developers will make to the Town's property in exchange for having a fire lane on Town property, and the another specifies easement requirements. He read the resolutions into the record.

<<Insert resolution agreement>>

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the resolution as read. In a roll call vote, the **motion** passed unanimously.

<<Insert resolution agreement>>

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the resolution as read. In a roll call vote, the **motion** passed unanimously.

<<Insert development agreement>>

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the resolution as read. In a roll call vote, the **motion** passed unanimously.

<<Insert parking reduction agreement>>

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the resolution as read. In a roll call vote, the **motion** passed unanimously.

19. RESOLUTION: Proposed Off-Street Parking Reduction Request for Seneca Commerce Center Addition – Building 4 Portion of Westwind III Plat – North of WPLG / South of Meekins Lake – Consultant Town Planner Miller

Item 19 was addressed out of order.

Item 19 was addressed in combination with Item 18.

17. DISCUSSION: Impact Fees for Seneca Commerce Center Building 1 – Public Works Director Larson

Item 17 was addressed out of order.

Mr. Larson explained the Impact Fees for the Seneca Commerce Center project. The Public Works Department recommends removing the lakes from the calculation for fees and then dividing the remainder between the buildings to stagger the due dates. The new total would be $284,163.65 including all water, sewer, Impact Fees, connection fees, and fire impact fee.

III. PUBLIC HEARINGS AS SCHEDULED

1. PUBLIC HEARING: Wednesday, October 11, 2017 – 7:00 P.M. – Proposed Ordinance Amending Relating to Chapter 2, Administration, Article Vii, Commission Supplemental Retirement System; Amending Section 2-203, Retirement Benefits – Attorney Ryan

Mr. Ryan explained the ordinance and read it for the record.

<<Insert ordinance>>

Vice Mayor Clark **opened a public hearing** on the ordinance. With no comment from the public, the **hearing was closed.**

Motion made by Commissioner Cohen, seconded by Commissioner Shoaff, to adopt the ordinance as read. In a roll call vote, the **motion** passed unanimously.

2. PUBLIC HEARING: Wednesday, October 11, 2017 – 7:00 P.M. – Proposed Ordinance Amendment Amending Chapter 28, Zoning, Division 5, Article III, Establishing Regulations for Assembly Halls, Banquet Halls, Bottle Clubs, Bring Your Own Beverage ("BYOB") Clubs, Portable Catering and Related Uses – Attorney Ryan

Mr. Miller explained the background of the amendment. The Town gets frequent calls about zoning, and the amendment firms up language to address questions. Swingers Clubs will be added to prohibited use, and the remaining items will be conditional approval, requiring the applicant to go before the Commission for permission.

Mr. Ryan read the ordinance for the record.

<<Insert ordinance>>

Vice Mayor Clark **opened a public hearing** on the ordinance. With no comment from the public, the **hearing was closed.**

Motion made by Commissioner Cohen, seconded by Commissioner Shoaff, to adopt the ordinance as read. In a roll call vote, the **motion** passed unanimously.

3. PUBLIC HEARING: Wednesday, October 11, 2017 – 7:00 P.M. - Propose Ordinance Amendment Amending Chapter 28, Zoning; Amending Section 28-1, Definitions; Creating A New Section 28-220, Height Restrictions in the M-1 Industrial Zoning District – Attorney Ryan

Mr. Miller explained a height limit is not currently in place in the M-1 Industrial Zoning District, and the Commissioners previously asked for that to be addressed. Mr. Miller surveyed surrounding communities to establish regulation.

The Commissioners discussed current building projects and whether the heights of those projects were within what they wanted to allow. Mr. Miller said individual projects will be up to the Commission in the future.

Mr. Ryan read the ordinance for the record.

<<Insert ordinance>>

Vice Mayor Clark **opened a public hearing** on the ordinance. With no comment from the public, the **hearing was closed.**

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the ordinance as read. In a roll call vote, the **motion** passed unanimously.

Commissioner Shoaff asked the minutes reflect her yes vote was reluctant.

IV. REGULAR AGENDA

2. UPDATE: Fire Safety – Chief Kane

Item 2 was taken out of order.

Chief Kane recognized Roger Gonzales, a 35-year veteran of the Fire Service, for his exemplary work during Hurricane Irma and over the past ten (10) years working for Pembroke Park. Chief Kane presented Mr. Gonzales with the October Employee of the Month.

Mr. Gonzales gave brief remarks of appreciation for the other employees that made the hurricane efforts run smoothly and his wife for taking care of his home while he was at Town Hall during the storm.

Vice Mayor Clark presented a certificate of appreciation signed by the Mayor and Commissioners.

Chief Kane updated on a mobile home fire in Deerfield Beach. There were two fatalities, an elderly couple. Since it is Fire Prevention Week, Chief Kane reminded community members to check their smoke alarms are in working order, especially residents of mobile homes.

The Commissioners discussed the availability of smoke alarms and flu shots for the Board.

1. UPDATE: Public Safety – Chief Coker

Chief Coker reported on a tremendous drop in crime statistics for the month of September. There were only eight (8) crimes for the month, three (3) of which were cleared by arrest.

2. UPDATE: Fire Safety – Chief Kane

Previously addressed

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

Mr. Kunen reported on updates to the SW 30th Avenue project. One final document is in the process of getting a signature and construction will start. The SW 25th Street storm water project will go out for bid this month. That project will bolster the town's storm water infrastructure.

Vice Mayor Clark asked for the process of having the document signed to be moved along.

Mr. Kunen and the Commissioners discussed lake levels and flooding. Mr. Levy thanked the Commissioners for the efforts to keep flooding down in the past decades and expressed people should not forget what the area used to be without the master drainage system. He said Lake Shore Mobile Home Park remains a problem. The Town sends a letter twice a year asking the park's leadership to participate in the drainage program, but they have not opted in. The drainage is built as close to the park as legally possible. The cost was originally $28,000, but Mr. Levy did not have an updated quote.

The Commissioners discussed other drainage projects going on throughout Town.

4. UPDATE: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

Mr. Larson updated on debris removal. Most of the money the Town spends should come back through FEMA reimbursement.

<<Insert resolution>>

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the resolution as read, for an amount not to exceed $150,000. In a roll call vote, the **motion** passed unanimously.

5. SIGN VARIANCE: Request for Spice of Life – Public Works Director Larson

Mr. Larson outlined a request from Spice of Life for a large LED lighted light in the business' window. Mr. Larson recommended against approval.

Commissioner Cohen said it doesn't look bad, but Mr. Larson argued it sets a precedent.

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to deny the sign request from Spice of Life. In a roll call vote, the **motion** passed unanimously.

6. DISCUSSION: Authorizing the Town to Apply to the Pre-Disaster Mitigation Grant Program – Public Works Director Larson

Mr. Larson explained the process of applying for funding for disaster mitigation, including needs of Town Hall, such as doors and windows that are not hurricane mitigated and upgrading the generator.

<<Insert resolution>>

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the resolution allowing staff to make the application. In a roll call vote, the **motion** passed unanimously.

7. DISCUSSION: Authorizing the Town to Utilize Funds from the Law Enforcement Trust Fund Relating to Security – Asst. Town Manager/Parks Manager Wilde / Public Works Director Larson

Mr. Wilde explained the server which handles the security camera system is near end of life, and the Town needs to explore options. Funds are not budgeted, but there are funds in the local law enforcement trust fund. The estimate is somewhere between $25,000 and $35,000, but the project has not yet been bid. The upgrade would allow all the parks to be tied into one up-to-date system.

Vice Mayor Clark directed Mr. Wilde to be sure future expansion is considered. The Commissioners discussed the need for a master plan and which staff members should be included.

8. DISCUSSION: Electricity and Water for Community Garden– Vice-Mayor Clark

Vice Mayor Clark updated on the community garden and directed staff to move forward as inexpensively as possible.

9. DISCUSSION: Fire and Rescue Contract – Vice-Mayor Clark

Mr. Wilde updated on contract negotiations with West Park regarding the Fire and Rescue Contract. The legal departments of the two Towns are exchanging comments.

Vice Mayor Clark said the Town of Pembroke Park is not sitting around on this issue, it is being addressed on a daily basis.

Commissioner Shoaff asked Mr. Wilde when the sign for AJ Ryan would be ready. Mr. Wilde said work cannot move forward until after hurricane cleanup is finished, hopefully within the next thirty (30) days.

10. DISCUSSION: Tears of Joy Program Brochure – Vice-Mayor Clark

Commissioner Shoaff asked for an explanation of the Tears of Joy Program. Vice Mayor Clark explained it is a program that recognizes local businesses and individuals.

The brochure will include the articles on the program from past newsletters. Commissioner Cohen asked to see the brochure before it goes out. Mr. Wilde explained it has gone to the printer. He agreed to get the Commissioners a proof as soon as it is delivered.

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to approve spending of $1,300 to fund the brochure. In a roll call vote, the **motion** passed unanimously.

11. DISCUSSION: Relay for Life and One Blood – Vice-Mayor Clark/ Asst. Town Managers Wilde and Joseph

Vice Mayor Clark explained One Blood has asked to continue working with the Town as was done in previous years. Mr. Wilde said the program will be in the Spring.

Information on Relay for Life is not yet available.

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to authorize the Vice Mayor and staff to participate in the Relay for Life and One Blood. In a roll call vote, the **motion** passed unanimously.

12. DISCUSSION: Mobile Home Preservation – Vice-Mayor Clark

Vice Mayor Clark recognized the Building Department for working with people following the hurricane. He reaffirmed the Town's position of support for residents of mobile homes.

13. DISCUSSION: Bird Fair – Vice-Mayor Clark / Commissioner Cohen

Commissioner Cohen tabled the discussion to another meeting.

14. DISCUSSION: International Promotions, Businesses, Community Involvement: Tears of Joy Program, Florida International Trade and Cultural Exposition, Trade Show: Business Gathering, Hosting, etc.; Decatur, Georgia and Community Recognitions: Barbra Sharief and Lillie Ann Page – Vice-Mayor Clark

Vice Mayor Clark said the Commissioners will be attending the Florida International Trade and Cultural Exposition and making a good impression for the Town. Dr. Levy said a table and display will represent Pembroke Park. All the Commissioners are invited.

Vice Mayor Clark will be traveling to Decatur, Georgia at his own expense to represent the Town.

15. DISCUSSION: Town Travel Policy – Vice-Mayor Clark / Attorney Ryan

The Commissioners discussed the State of Florida's policy for meal reimbursements for business travel. Dr. Levy explained the Commissioners were previously utilizing the incorrect class to determine allowances for certain trips.

Commissioner Cohen asked for input from the Town Attorney. He read the State allowances aloud.

Commissioner Shoaff asked if compensation for a caregiver or aide was addressed in the statute. Mr. Ryan said he would research it and come back to the Commission.

16. DISCUSSION: Personnel Policy and Procedures Manual – Vice-Mayor Clark / Asst. Town Manager/Deputy Town Clerk Joseph

Vice Mayor Clark said the matter is being worked through in committee and will come to the Commission in October or November.

17. DISCUSSION: Impact Fees for Seneca Commerce Center Building 1 – Public Works Director Larson

Previously addressed.

18. SITE PLAN: Proposed Site Development Plan Application for Seneca Commerce Center Addition – Building 4 Portion of Westwind III Plat – North of WPLG – Consultant Town Planner Miller

Previously addressed.

19. RESOLUTION: Proposed Off-Street Parking Reduction Request for Seneca Commerce Center Addition – Building 4 Portion of Westwind III Plat – North of WPLG / South of Meekins Lake – Consultant Town Planner Miller

Previously addressed.

20. RESOLUTION: Authorizing the Payment of Legal Fees – Attorney Ryan

Mr. Ryan outlined an issue with a former Commissioner who had to obtain legal counsel in the amount of $7,500 to defend against a claim. The Commission previously approved the reimbursement.

<<Insert resolution>>

Vice Mayor Clark confirmed the details of the bill had been confirmed to be proper. The Commissioners discussed the details of the request.

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the resolution allowing staff to make the application. In a roll call vote, the **motion** passed unanimously.

21. DISCUSSION: Proposed Code Amendment Relating to Chapter 2 – Administration, Article V – Purchasing – Vice-Mayor Clark/ Attorney Ryan

Committee discussion on this topic continues.

22. DISCUSSION: Pembroke Park Cares 501(c)(3) - Mayor Mohammed/ Dee Carper/ Attorney Ryan

Mr. Ryan read the resolution into the record.

<<Insert resolution>>

The Commission discussed the creation of the 501(c)(3) and how assisting the organization would work. Staff can work on projects of Pembroke Park Cares during work time with permission of the Commission.

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the resolution allowing staff to make the application. In a roll call vote, the **motion** passed unanimously.

V. COMMISSIONER COMMENTS

Commissioner Cohen thanked the staff for all their hard work. She noted Dr. Levy had been working harder, and had been busy at ______ ?

Vice Mayor Clark said he appreciated everyone's hard work during the hurricane.

Commissioner Shoaff said she will not be running for reelection.

VI. ATTORNEY COMMENTS

None

VII. TOWN MANAGER / PERSONNEL COMMENTS

Dr. Levy updated on plans for a Halloween celebration. The Commissioners discussed partnering with the schools or doing an event at Town Hall. Vice Mayor Clark said he would prefer to do an independent event but deferred to Commissioner Shoaff and Commissioner Cohen. The Commissioners previously approved spending for snow cones, popcorn, and candy for the elementary school programs.

Dr. Levy asked for article and photo ideas for the newsletter. Commissioner Cohen asked that all Commissioners are included. The newsletter will include information on flu shots, the smoke alarm program from the Fire Department, Public Works projects, and other items.

VII. EMERGENCY ITEMS

Mr. Wilde updated on a request from the Commission to get advertising quotes for the Health Fair. Cox Media quoted roughly $1,800 for radio, and Facebook advertising would be approximately $500. Radio ads will run a week ahead of time and the Facebook ads will run for ten (10) days.

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

Motion made by Commissioner Cohen, seconded by Commissioner Shoaff, to direct staff to purchase advertising for the Health Fair in an amount not to exceed $2,500, utilizing Cox Media and Facebook. In a roll call vote, the **motion** passed unanimously.

The meeting was adjourned at 9:10 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

8. 11-08-2017

DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, NOVEMBER 8, 2017 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:25 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT	
MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN
STAFF	
TOWN MANAGER	DR. BOB LEVY
TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC
LILLY ANN PAGE

I. CONSENT AGENDA

1. Approval of Minutes:

2. Approval of Minutes:

3. Approval of Bills – Finance & Budget Director Rodriguez

4. Approval of Final Budget Amendment for Fiscal Year 2016-2017 – Finance & Budget Director Rodriguez

5. Proclamation for City of Decatur Day – Vice-Mayor Clark

6. Authorizing the Town to Outsource Commission and Board Meeting Minutes - Assistant Town Manager/Deputy Town Clerk Joseph

7. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH SNI COMPANIES FOR TEMPORARY EMPLOYMENT SERVICES; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

8. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A MAINTENANCE AGREEMENT WITH PH BELL & CLOCK COMPANY; AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

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

II. REMARKS FROM THE GENERAL PUBLIC

Tabled to later in the meeting

III. PUBLIC HEARINGS AS SCHEDULED

None

IV. REGULAR AGENDA

1. UPDATE: Legislative Update – Vice-Mayor Clark/ Attorney Sigerson

Vice Mayor Clark stated the update was in the packet and Commissioners could review it at their leisure.

2. UPDATE: Public Safety – Chief Coker

Lt. Mulligan spoke in place of Capt. Coker, who was ill. Lt. Mulligan thanked the Commission for putting on a great Health Fair over the weekend. Mayor Mohammed thanked the Department and the Cadets for assistance provided.

3. UPDATE: Fire Safety – Chief Kane

Chief Kane echoed the appreciation of the Health Fair. He said in his opinion it could not have gone more smoothly and was well produced.

Chief Kane reported on November 7 the Department hosted Park Plaza Retirement for community outreach on fire safety. He noted it was a testament it is never too late to learn about fire safety. The Fire Department ran 149 calls in Pembroke Park during the month of October, roughly forty (40) percent of the call volume for the entire district, which is standard.

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

Mr. Kunen updated the Commissioners on items before the Town Engineer. There were seven (7) contractors or perspective bidders who attended a mandatory pre-bid meeting on November 7 for the SW 25th Street storm water project, and the meeting went well. Bids open on November 30.

Vice Mayor Clark asked staff if the meeting was conducted in compliance with the rules and was assured it was.

Commissioner Cohen asked where the contractors were from, and Mr. Kunen explained they were from the South Florida area, including Broward and Dade Counties.

5. UPDATE: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

Commissioner Shoaff asked about the ditch along the railroad tracks, and whether it could be planed, as well as whether a sign could be posted. Mr. Larson explained those projects are done by the FDOT, but he would reach out.

Commissioner Cohen commented on the old union hall, which was discussed at the last meeting. She went by the location after the meeting and found it to be painted, but not cleaned up to her satisfaction. She asked about other sites discussed at the previous meeting. Mr. Lewis stated he followed up after the conversation, taking photos of the debris and speaking to property owners. The Commissioners discussed other locations needing attention.

The Commissioners discussed semi-trucks being parked along the road, and Mr. Lewis said that was a matter for BSO.

Mayor Mohammed asked for an update on the status of road expansion on the Town's right-of-way in front of Seneca Lake.

Mr. Larson updated on the drainage project for SW 30th. The paperwork is still in process, but FDOT reports it is close to starting. Mr. Larson said he is continuing to push for it to be completed during the dry season.

6. DISCUSSION: Amendment to the Purchase Order Regarding Hurricane Irma Debris Removal with Payne's Environmental – Public Works Director Larson

Mr. Larson updated regarding debris removal from Hurricane Irma. The contract with the removal company needed to be extended an additional thirty (30) days and the company name needed to be changed due to a company merger.

Mr. Ryan read the amendment for the record.

<<Insert resolution amendment>>

Motion made by Commissioner Shoaff, seconded by Vice Mayor Clark, to approve the amendment as read. In a roll call vote, the **motion** passed unanimously.

7. DISCUSSION: Pembroke Park and Stratton Home Décor Partnership – Vice-Mayor Clark/ Asst. Town Manager/Parks Manager Wilde

Mayor Mohammed thanked Stratton Home Décor and staff for the work to make the Thanksgiving baskets successful.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to partner with Stratton Home Charitable Foundation in an amount not to exceed $2,500 for the Toy Drive. In a roll call vote, the **motion** passed unanimously.

Mr. Wilde explained for the Turkey Drive, the Town purchases the turkeys, and Stratton gathers most of the fixings, with supplementation from Town staff at their own free will. The project is getting larger, and additional donations are needed. Last year the Town budgeted for 300 families and fed 330. This year the plan is for 430-440 families.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to partner with Stratton something on the Turkey Drive. In a roll call vote, the **motion** passed unanimously.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to spend an amount not to exceed $4,500 for the Town's annual Turkey Drive. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed asked for an update on the Town's own 401(c)(3), Pembroke Park Cares. The item will be on the next agenda.

501(c)(3)

8. DISCUSSION: Letter to the Office of the Inspector General Regarding Fire Contract – Vice-Mayor Clark / Attorney Ryan

Mr. Ryan updated on the response to the OIG report in reference to the Fire Contract. An update will be available at the next meeting.

9. DISCUSSION: Fire and Rescue Contract Update: Town Attorney's Opinion – Vice-Mayor Clark/ Attorney Ryan/ Asst. Town Manager/Parks Manager Wilde

Vice Mayor Clark expressed concern with changes to the Fire Contract.

After discussion at the November 1 Workshop Meeting, Mr. Ryan contacted the attorney for the Sheriff's Department to clarify. There were no changes made. The agreement is the original agreement voted on by the Commission.

Mr. Ryan read the opening lines of the Fire Contract aloud. Mayor Mohammed asked if the amount had been negotiated and would be reflected in the contract. Vice Mayor Clark said negotiations could not be entered until an agreement on the split was in place.

The Commissioners discussed the Town of Pembroke Park meeting with the Sheriff's Department to get reductions in amounts within the contract. Mayor Mohammed argued that any time a reduction in staff or services was made it was only reflected in the West Park budget, not the Pembroke Park budget. Mr. Wilde said the terms of the contract do not allow that, and any reductions were shared.

The Commissioners discussed hiring a professional negotiator to look at the contract and work with the Sheriff's Department.

<<Insert resolution 5th amendment>>

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to accept the fifth amendment as read. In a roll call vote, the **motion** passed 3-1.

MAYOR MOHAMMED, NO
VICE MAYOR CLARK, YES
COMMISSIONER SHOAFF, YES
COMMISSIONER COHEN, YES

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to direct staff to put out a Request for Qualifications for an Emergency Services Contract Negotiator. In a roll call vote, the **motion** passed unanimously.

Mr. Wilde said the Town can reach out to the League of Cities for direction.

<<Insert amendment to make Vice Mayor co-lead commissioners on the BSO>>

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to direct staff to make Vice Mayor Clark co-lead commissioner on the BSO project. In a roll call vote, the **motion** passed unanimously.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to direct staff to put out a Request for Qualifications for an Emergency Services Contract Negotiator. In a roll call vote, the **motion** passed unanimously.

10. <u>DISCUSSION: Ethics- Vice-Mayor Clark / Attorney Ryan</u>

Mr. Ryan will have a first draft of the Ethics code for staff to the Commission next week.

11. <u>DISCUSSION: Five Year Capital Improvements and Finance Update – Vice-Mayor Clark/ Public Works Director Larson</u>

Vice Mayor Clark explained the Capital Improvement Plan will need amendments to include a walkway and water to the pavilions at the Ryan Oglesby Preserve park for ADA access. The Commissioners noted cameras for the remaining parks need to be added, as well.

The Commissioners discussed the need for a new recreation hall with office space, storage, and rental space. Mr. Wilde was directed to begin researching plans and design work.

Mayor Mohammed brought up resurfacing on County Line Road. Staff gave a background on plans from the City of West Park and the County. The Mayor directed a letter of support be written.

12. <u>RESOLUTION: Broward County Local Hazard Mitigation Plan – Public Works Director Larson / Attorney Ryan</u>

Mr. Ryan read a resolution officially adopting the Broward County Local Hazard Mitigation Plan.

<<Insert resolution>>

Motion made by Commissioner Shoaff, seconded by Vice Mayor Clark, to direct staff to adopt the resolution as read. In a roll call vote, the **motion** passed unanimously.

13. <u>DISCUSSION: Proposed Code Amendment Relating to Chapter 2 – Administration, Article V – Purchasing – Vice-Mayor Clark/ Attorney Ryan</u>

Mr. Ryan explained there was a procurement amendment recommended in the spring. Since that time, staff has made suggested changes. Mr. Ryan read the amendment into the record for the first reading, and the Commissioners will review and bring back revisions for the second reading.

<<Insert amendment>>

Vice Mayor Clark stressed this amendment was one of the things OIG wanted enacted immediately. He noted staff worked very hard on the project.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to direct staff to adopt the resolution as read. In a roll call vote, the **motion** passed unanimously.

14. DISCUSSION: Negotiation Meeting Update Regarding Town Manager's Contract – Vice-Mayor Clark / Attorney Ryan

Item tabled to later in the meeting.

15. DISCUSSION: Cultural Diversity: Tears of Joy: International Promotions, Businesses, Community Involvement: Free Trade Zone, Business Gathering, Hosting Quebec Florida Chamber of Commerce Networking, etc.; Global Florida Confirmation and Community Recognitions: Barbra Sharief and Lille Anne Page – Vice-Mayor Clark

Vice Mayor Clark gave an update on international promotions and projects.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to rent the dance studio for an amount not to exceed $400 for the Quebec-Florida Chamber of Commerce meeting. In a roll call vote, the **motion** passed unanimously.

The Commission discussed food for the event and Ms. Joseph agreed to come to the next meeting with ideas.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to authorize the grant writer to apply for the Orange Thumb Grant and the Seed Money Grant. In a roll call vote, the **motion** passed unanimously.

Staff and Commissioners discussed matching funds for the grants.

Mayor Mohammed noted the Hallendale Chamber of Commerce had a restructuring, and now that it has been revised, she would like the Town to consider working with that organization again.

16. DISCUSSION: Pembroke Park and Miramar Focal Program Partnership – Vice-Mayor Clark/ Asst. Town Manager/Parks Manager Wilde

Mr. Ryan will bring a proposal regarding partnering with Miramar Focal Program to the next meeting. The first program together will be a walk in the park. Mr. Wilde gave a brief overview of the services offered by the program for residents 60 and over.

17. DISCUSSION: Wellness Program 55+ Exercise Program: Maculele Capoeira – Vice-Mayor Clark/ Asst. Town Manager/Parks Manager Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph / Public Works Director Larson

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to authorize Maculele Capoeira to teach an introductory exercise program for residents over 55 at the preserve. In a roll call vote, the **motion** passed unanimously.

18. DISCUSSION: Pembroke Park Community Garden: Irrigation, Electric, and Storage Shed, at the Raymond P. Oglesby Preserve - Vice-Mayor Clark/Dee Carper/ Asst. Town Manager/Parks Manager Wilde

Item addressed in combination with Item 15.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to pay the $15 fee for background checks for the first 50 members of the community garden. In a roll call vote, the **motion** passed unanimously.

The Commissioners and the Town Attorney talked over how to handle the purchase of items for the new member mixer at the community garden, such as gloves, refreshments, and starter plants.

The Commissioners discussed the need to hold an emergency meeting to review the OIG report and response. The meeting will be held at noon on November 9.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to authorize an amount not to exceed $250 for the new member mixer at the community garden. In a roll call vote, the **motion** passed unanimously.

19. DISCUSSION: Personnel Policy and Procedures Manual – Vice-Mayor Clark / Asst. Town Manager/Deputy Town Clerk Joseph

The Commissioners discussed setting a special meeting for discussing the personnel policy and rescheduling the meeting to discuss the negotiating meeting for the Town Manager's contract.

Mayor Mohammed noted she wanted job responsibilities to be outlined in the policy and procedures manual.

Mayor Mohammed stated for the record that the responsibilities of the Human Resources (HR) Department were not clear. The Town is the first place she has worked where HR is not in charge of, or even aware of, salaries and attendance items such as sick time, vacation time, and other missed work, and she wanted that corrected. At this time, HR does not have access, and Mayor Mohammed requested a resolution be written up regarding the duties of HR.

Vice Mayor Clark expressed concern about the Clerk being locked out of documents.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to grant the Clerk and Human Resources Director access to all Town information. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark read a statement that alleged a Department Head sought and received campaign contributions from local businesses. He entered it into the record for distribution to the Commissioners.

II. REMARKS FROM THE GENERAL PUBLIC

Item II was taken out of order.

Lilly Ann Page, resident of Pembroke Park, shared observations on how the Town Hall withstood Hurricane Irma. She outlined items that are not up to code, and expressed she felt a new Town Hall is needed. She also thought the Town could benefit from a place to entertain and a banquet hall to rent out.

Commissioner Cohen agreed with the observations and said the Town needs to investigate getting a new building. The Commissioners discussed renovation options and discussed making a motion. Mr. Ryan said a motion was not an option without a non-agenda item.

IV. REGULAR AGENDA

14. DISCUSSION: Negotiation Meeting Update Regarding Town Manager's Contract – Vice-Mayor Clark / Attorney Ryan

Item 14 was taken out order.

Vice Mayor Clark reported to the Commission his findings regarding the Town Manager's contract. Dr. Levy is currently receiving $407,000 per year in compensation and benefits. The Commission discussed negotiating that number during the Special Meeting.

Mr. Miller did research earlier this year on personnel and salary surveys for all staff at the request of the Commissioners. For comparison, the Town's population is approximately 6,000 in the summer and under 12,000-15,000 in the winter. The range for City Manager salaries found was approximately $150,000 to $225,000 within Broward County. The City Manager for Fort Lauderdale is making $240,000. Parkland just hired a City Manager for $193,000. These numbers are before benefits. Mr. Miller's full report will be presented at the Special Meeting.

V. COMMISSIONER COMMENTS

Commissioner Cohen said Happy Thanksgiving to the Commissioners and staff.

VI. ATTORNEY COMMENTS

None

VII. TOWN MANAGER / PERSONNEL COMMENTS

Mr. Wilde commented asking Commissioners and staff to bring canned food for the Turkey Drive, the project needs as much as it can get.

Vice Mayor Clark asked for direction in the contract negotiations and brought up making the Town Manager's contract month to month.

VIII. <u>EMERGENCY ITEMS</u>

None

The meeting was adjourned at 9:49 p.m.

Approved ______________ ______________________________

Date Mayor/Councilmember

____

Town Clerk

9. 12-13-2017

DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, DECEMBER 13, 2017 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

I. <u>CONSENT AGENDA</u>

1. Approval of Minutes:

2. Approval of Minutes:

3. Approval of Bills – Finance & Budget Director Rodriguez

4. Acceptance of Fiscal Year 2016/2017 Pension Report – Pension Board

5. Authorizing the Town to Participate in the South Central/Southeast Focal Point Adult Day Care 2018 Walk-A-Thon – Vice-Mayor Clark

6. Authorizing the Town to Re-Appropriate the 41st and 42nd Year Community Development Block Grant (CDBG) Funds – Public Works Director Larson

7. Authorizing the Town to Participate in an Employee Discount Program: TicketsatWork – Mayor Mohammed

8. Authorizing the Town to Go Out to Bid for an Request for Proposal Writer for a Financial and Municipal Software – Mayor Mohammed

9. Authorizing Town Staff to Attend Adobe and Access Training in the Amount Not to Exceed $2,000.00 – Mayor Mohammed

10. Authorizing Town to Refund $5,062.62 to Palm Automart Sales, Inc. d/b/a Magic Touch - Billing & Business Tax Receipt Clerk Grooms

11. Authorizing Town to Refund $697.50 to Crown Relocations - Billing & Business Tax Receipt Clerk Grooms

12. Authorizing Town to Waive Re-Inspection Fee of $76.00 for ABC Flooring, Inc. – Billing & Business Tax Receipt Clerk Grooms

13. Authorizing Town to Waive Penalties and Late Charges for HC 3 Investments FL, LLC – Billing & Business Tax Receipt Clerk Grooms

14. Authorizing the Supervisor of Elections to use the Commission Chambers and the Raymond P. Oglesby Preserve for the 2018 Primary and General Elections - Asst. Town Manager/ Deputy Town Clerk Joseph

15. A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH TIDEWATER CONSULTING, INC. FOR PROFESSIONAL SERVICES FOR THE FISCAL YEAR 2017-2018; AUTHORIZING AND DIRECTING THE MAYOR AND CLERK-

COMMISSIONER TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; DIRECTING THE TOWN MANAGER TO SIGN THE LOBBYIST REGISTRATION FORMS FOR THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

16. A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH WELLS FARGO BANK FOR CREDIT CARD PURCHASES; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE - Attorney Ryan

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

IV. REGULAR AGENDA

10. DISCUSSION: Third Amended and Restated Interlocal Agreement (ILA) Public Schools Facilities Planning – Consultant Town Planner Miller

Item 10 was taken out of order.

Mr. Miller updated on the agreement, which tries to have proper school facilities available for growth as it happens. There is a level of service which includes number of students per classroom, and the purpose of this amendment is to fine-tune the amount of service. The two elementary schools, middle school, and high school serving the community of Pembroke Park have abundant capacity available.

Representatives of the school district were in attendance to make a technical presentation of the Commissioners had any questions.

Mr. Ryan read the resolution for the record.

<<Insert interlocal agreement>>

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

II. REMARKS FROM THE GENERAL PUBLIC

None

III. PUBLIC HEARINGS AS SCHEDULED

None

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Chief Coker

Chief Coker provided information on a defense program for women starting January 9, running for four weeks on Tuesdays. She encouraged the Commissioners to sign up for the program.

2. UPDATE: Fire Safety – Chief Kane

Chief Kane had an illness in the family and was not present.

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

Mr. Kunen provided an update on the cost of the emergency sewer repair discussed at the Workshop meeting. The updated amount was $8,500.

Motion made by Commissioner Shoaff, seconded by Commissioner Cohen, to approve the emergency purchase order of $8,500 for the sewer repair. In a roll call vote, the **motion** passed unanimously.

4. UPDATE: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

Commissioner Shoaff asked why street lights in Town are not working. Mr. Larson said an electrician would be making the repairs this week.

Motion made by Commissioner Shoaff, seconded by Vice Mayor Clark, to spend $885 for alarm buzzers for Town Hall. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark said he sees it as an emergency to get protective glass installed in Town Hall right away. Mr. Larson stated quotes have been requested and the situation is complex due to the custom nature of the building.

8. DISCUSSION: Pembroke Park Community Garden: Update – Vice Mayor Clark / Asst. Town Manager Wilde / Public Works Director Larson

Item 8 was taken out of order.

Mr. Larson explained there is power to the park shelter, but the Community Garden does not have power. Town staff is going to dig a trench and put in conduit, then an electrical company will be hired to put in the electrical.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to pay electrical contractor MMJ the amount of $1,170 for the work at the Community Garden. In a roll call vote, the **motion** passed unanimously.

5. SIGN VARIANCE: Checkers Application Filed by Concierge Development, LLC – Public Works Director Larson

Mr. Larson stated the signs were on the site plan approval, but the code requires a sign variance because they are physically above the roofline.

Motion made by Commissioner Cohen, seconded by Commissioner Shoaff, to approve the sign variance for Checkers. In a roll call vote, the **motion** passed unanimously.

6. DISCUSSION: ICMA Senior Advisor program/ Personnel – Mayor Mohammed/ Vice Mayor Clark

Ms. Rodriguez and Vice Mayor Clark spoke with a representative of the Senior Advisor program, which provides volunteer Town Managers to assist with the transition to a new Town Manager. The organization will send someone to temporarily help until a permanent manager is found and will also aid in the search.

Mayor Mohammed spoke with the representative, as well, and they asked that a contact person be set. Vice Mayor Clark recommended Ms. Joseph. Commissioner Shoaff stated she thought Mr. Wilde should also be named, but discussion was that one person should be named.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to appoint Ms. Joseph as the lead person in dealing with the Senior Advisor program. In a roll call vote, the **motion** passed unanimously.

7. DISCUSSION: International Promotions, Businesses, Community Involvement: Tears of Joy Program, Free Trade Zone, Business Gathering, Hosting, etc. and Community Recognitions: Barbra Sharief and Lillie Anne Page – Vice Mayor Clark

Vice Mayor Clark stated Quebec-Florida Chamber of Commerce will be moving their Pembroke Park event from January to April.

8. DISCUSSION: Pembroke Park Community Garden: Update – Vice Mayor Clark / Asst. Town Manager Wilde / Public Works Director Larson

Vice Mayor Clark gave a brief update on the Green Thumbs for Healthy Bodies program.

9. DISCUSSION: Community Based Wellness Programs – Vice Mayor Clark/ Dee Carper/ Asst. Town Manager/Parks Manager Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph/ Attorney Ryan

Addressed with Item 8.

10. DISCUSSION: Third Amended and Restated Interlocal Agreement (ILA) Public Schools Facilities Planning – Consultant Town Planner Miller

Item previously addressed.

11. DISCUSSION: Code of Ordinance Review Committee (COORC) Update – Vice Mayor Clark

No updates.

12. DISCUSSION: Personnel Policy and Procedures Manual – Vice Mayor Clark / Asst. Town Manager/Deputy Town Clerk Joseph

No updates.

13. ANNOUNCEMENT: Public Hearing: Wednesday, January 10, 2018 – 7:00 P.M. - Proposed Code Amendment Relating to Chapter 2 – Administration, Article V – Purchasing – (SECOND READING)- Vice Mayor Clark/ Attorney Ryan

V. COMMISSIONER COMMENTS

The Commissioners wished everyone a safe and healthy holiday.

Mayor Mohammed spoke with the City Attorney regarding the Town Manager's contract, and a formal letter will be sent rather than doing a contract amendment to state December 13 is the last day Dr. Levy will be in the office, but vacation time will be taken through January 3.

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

Vice Mayor Clark read the letter into the record.

<<Insert letter>>

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to authorize Mayor Mohammed send the letter as read to Dr. Levy. In a roll call vote, the **motion** passed unanimously.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER / PERSONNEL COMMENTS

None.

VIII. EMERGENCY ITEMS

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

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to close the Town Hall on Friday, December 22. In a roll call vote, the motion passed unanimously.

Mr. Wilde pointed out parks will remain open on December 22. Mayor Mohammed stated those employees required for opening parks will receive a comp day.

The Commissioners discussed the Pembroke Park Cares articles of incorporation and changes which need to be made.

Vice Mayor Clark stated the Commissioners want to go to Outlook training. Mayor Mohammed said the IT Manager will have an instructor come in so everyone in the building can be trained. The Commissioners discussed scheduling ethics training with the League of Cities.

Mr. Wilde updated on the Toy Drive. Over 500 children were pre-registered, and the Commissioners are invited to help. The Commissioners asked questions regarding the drive. Waste Management donated $500 toward the event, and Strattons went out and bought two additional van loads of toys. Commissioner Cohen confirmed written thank you notes be sent to the companies.

The meeting was adjourned at 7:53 p.m.

Approved ____________ ________________________________

Date Mayor/Councilmember

____

Town Clerk

10. 01-10-2018

DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, JANUARY 10, 2018 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

I. CONSENT AGENDA

1. Approval of Minutes:

2. Approval of Minutes:

3. Approval of Bills – Finance & Budget Director Rodriguez

4. PROCLAMATION: School Choice Week – Mayor Mohammed

5. Authorizing Town to Refund Permit Penalty of $1,421.14 to 3101 Realty Corp. - Chief Building Official Corriveau

6. Authorizing the Town to Go Out for Bids for a Realtor Regarding Rental of Office Space in Town Hall – Mayor Mohammed

7. Authorizing the Town to Go Out for Bids for a Global Document Imaging System – Mayor Mohammed

8. Authorizing City of Plantation Police Department's S.W.A.T. Team to use Town Hall Third Floor for Training Purposes – Asst. Town Manager/Parks Manager Wilde

9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AMENDMENT AGREEMENT WITH GRAU & ASSOCIATES FOR FISCAL YEAR 2016-17 AUDITING SERVICES; AUTHORIZING THE MAYOR TO EXECUTE SAID AMENDMENT AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN ESCROW AGREEMENT WITH PEMBROKE PARK OWNER, LP AND GOODKIND & FLORIO, P.A.; AUTHORIZING THE MAYOR TO EXECUTE SAID ESCROW AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH NEOPOST MODULAR MAILING SYSTEMS; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

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

Mayor Mohammed asked for additional discussion regarding Consent Agenda Item 9.

Tony Grau with Grau and Associates introduced himself and stated he was present to answer any questions regarding the 2017 audit.

Commissioner Cohen asked why the Town was being charged an additional amount of $10,000 for the audit.

Mr. Grau stated the audit in the previous year took a lot more time than planned. He said it was completed by the June 30 deadline, but not without a lot of issues due to lack of internal controls with the Town.

Continuing, Mr. Grau explained there was a list of findings, and now the auditors would need to follow up with procurement, payroll, and other departments. He said based on the extent of the findings, he was requesting a price increase.

Mayor Mohammed asked if the issues found in the audit were present prior to Grau & Associates coming on.

Mr. Grau stated they did not look at previous years because there was another firm in place at that time, but it was highly unlikely the issues all started in 2016.

Mayor Mohammed asked to set up a meeting with the Commission to discuss the audit findings so that the Commissioners could help in remedying.

II. REMARKS FROM THE GENERAL PUBLIC

None.

III. PUBLIC HEARINGS AS SCHEDULED

1. PUBLIC HEARING: Wednesday, January 10, 2018 – 7:00 P.M. - Proposed Code Amendment Relating to Chapter 2 – Administration, Article V – Purchasing – (SECOND READING)- Vice Mayor Clark/ Attorney Ryan

Item 1 was addressed later in the meeting.

IV. REGULAR AGENDA

1. UPDATE: Public Safety – Chief Coker

Captain Stephanie Coker stated she was able to provide more accurate information on incidents during the month of December due to adjustments to the software.

Commissioner Cohen told a story about an incident that happened recently at a local gas station while she was out with her husband in which a young man offered to sell him marijuana.

Captain Coker encouraged Commissioner Cohen to contact law enforcement next time.

The Commissioners discussed the value of people completing awareness and self-defense programs through law enforcement.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to provide refreshments for the RADD Class at BSO. In a roll call vote, the **motion** passed unanimously.

2. UPDATE: Fire Safety – Chief Kane

Captain Michael Kane stated his department has committed to the Eggstravaganza and the senior walk and will commit resources on those days.

Captain Kane pointed the Commissioners to his report, which showed 86 calls in the month of December in Pembroke Park, and 1,737 for the year. He said the station ran 5,422 calls in total.

Vice Mayor Clark asked if the Fire and Police Departments could donate at the One Blood event on February 17.

Captain Kane stated he will donate and advertise the event on social media.

The Commissioners and staff discussed the senior walk event.

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

Peter Kunen, Town Engineer, gave a brief update. He stated the swale widening project is moving forward, and a FDOT meeting should take place before the end of the month.

Commissioner Cohen stated she noticed there is a leak in the ground by the pump station and asked Public Works Director Todd Larson and Mr. Kunen to investigate.

4. UPDATE: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

Commissioner Shoaff stated she was happy to see the Christmas decorations are down, and that she really liked the new banners and thought they were very nice.

Commissioner Cohen thanked Mr. Larson for his attention in correcting an issue with the lights caused by construction.

5. RESOLUTION: Authorizing Town to Terminate Engineering Services Agreement with Craig A. Smith and Associates for 41st Year CDBG Project – Public Works Director Larson

Mr. Larson explained this was the drainage project which was bid three (3) times. He stated the project will be suspended and the funding will be transferred to lighting at the Preserve.

Mr. Ryan read a Resolution terminating the agreement.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to provide refreshments for the RADD Class at BSO. In a roll call vote, the **motion** passed unanimously.

6. DISCUSSION: Florida Department of Transportation (FDOT)/ Metropolitan Planning Organization (MPO) Update – Vice-Mayor Clark/ Public Works Director Larson

Vice Mayor Clark gave a brief overview of a meeting with Secretary Riley from FDOT. He stated it was all positive.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, that the Town supports FDOT and MPO in their efforts to fund projects including but not limited to SW 48th Ave. and Hallandale Blvd. traffic light, and a protected left turn with mast arms. In a roll call vote, the **motion** passed unanimously.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, that the Town supports improvements on 48th Ave. from Hallandale Beach Boulevard to County Line Road. In a roll call vote, the **motion** passed unanimously.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, that the Town supports FDOT and MPO in their efforts to fund long-needed improvements on County Line Road including but not limited to drainage and sidewalks. In a roll call vote, the **motion** passed unanimously.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, that the Town supports FDOT and MPO in their efforts to fund road improvements on Park Road. In a roll call vote, the **motion** passed unanimously.

The Commissioners discussed who would represent Pembroke Park at MPO meetings.

Mayor Mohammed passed the gavel to Vice Mayor Clark.

Motion by Mayor Mohammed, seconded by Commissioner Shoaff, to add Vice Mayor Clark as the second alternate to the MPO Board. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark passed the gavel back to Mayor Mohammed.

7. DISCUSSION: ICMA/FCCMA Senior Advisor Program – Vice Mayor Clark / Asst. Town Manager/Deputy Town Clerk Joseph

   Assistant Town Manager Natasha Joseph stated staff is working on the job description for the Senior Advisor Program and would like Commission input.

8. DISCUSSION: Postemployment Compensation for Town Manager – Attorney Ryan

   Mr. Ryan followed up on the previous conversation regarding legal services related to the postemployment compensation for the Town Manager. He stated he has requested two (2) proposals and will present them when received.

9. DISCUSSION: Medical Marijuana Use– Mayor Mohammed / Consultant Town Planner Miller

   Mayor Mohammed stated there will be a Planning & Zoning Meeting on January 25 regarding the medical marijuana permitted use.

10. DISCUSSION: Fire and Rescue Contract Update– Vice Mayor Clark

    Vice Mayor Clark stated the Commission will be getting serious about the Fire and Rescue Contract once other things are cleaned up.

11. DISCUSSION: One Blood: 30th Annual Blood Drive– Vice-Mayor Clark / Chief Code Officer Louis

    Vice Mayor Clark stated the event is February 17 and everyone is welcome to attend.

    Mr. Ryan read a Resolution in support of the event.

    Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, in support of the One Blood drive and recognizing the Park Lake Estates residents for their charitable efforts. In a roll call vote, the **motion** passed unanimously.

12. DISCUSSION: International Promotions, Businesses, Community Involvement: Tears of Joy Program, Free Trade Zone, Business Gathering, Hosting, etc. and Community Recognitions: Barbra Sharief and Lillie Anne Page – Vice-Mayor Clark

Vice Mayor Clark stated as a result of business gathering efforts, the Town is communicating with Coca Cola relating to plans to expand. He said they want to be involved in the Town.

Mayor Mohammed stated the Town is very grateful to have Coca Cola, as they have been very good corporate citizens and have donated items in times of hurricanes and food giveaways.

The Commissioners discussed upcoming economic development and League of Cities events.

Mayor Mohammed asked that moving the March meeting be added to the next meeting agenda.

Vice Mayor Clark directed staff to create a centralized calendar for Commissioners and staff.

13. DISCUSSION: Pembroke Park Community Garden: Update – Vice Mayor Clark / Asst. Town Manager/ Parks Director Wilde/ Public Works Director Larson

Vice Mayor Clark gave a brief update on the Community Garden project. He addressed getting donations from area businesses to support the program.

14. DISCUSSION: Community Based Wellness Programs – Vice Mayor Clark/ Dee Carper/ Asst. Town Manager/Parks Director Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph/ Attorney Ryan

Vice Mayor Clark stated the event on February 22 will be a 1k, and all Commissioners need to attend.

15. DISCUSSION: Personnel Policy and Procedures Manual – Vice Mayor Clark / Assistant Town Manager/Deputy Clerk Joseph

Vice Mayor Clark stated a large section of the manual has not been updated in years, so efforts are moving forward to make changes.

Mayor Mohammed referred Vice Mayor Clark to Broward Community College and Florida League of Cities for input.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, that Department Heads and staff are directed to get Ms. Joseph their classification and job description information. In a roll call vote, the motion passed unanimously.

Commissioner Cohen asked that ethics training be brought in early in the year.

Mr. Ryan stated the Commission needed to select times they were available.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to purchase a full-page ad in the program for the Area Commission on Aging dinner. In a roll call vote, the **motion** passed unanimously.

III. PUBLIC HEARINGS AS SCHEDULED

1. PUBLIC HEARING: Wednesday, January 10, 2018 – 7:00 P.M. - Proposed Code Amendment Relating to Chapter 2 – Administration, Article V – Purchasing – (SECOND READING)- Vice Mayor Clark/ Attorney Ryan

Item 1 was addressed out of order.

Mr. Ryan read the Ordinance.

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

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

Vice Mayor Clark thanked staff for their efforts to keep the Town in compliance.

Mayor Mohammed stated the Town has a credit card policy and will be addressing it at a Special Meeting. She said the Commissioners, Mr. Larson, Mr. Wilde, Ms. Rodriguez, and Ms. Joseph should have credit cards, and she would like the previous motion clarified.

Mayor Mohammed passed the gavel to Vice Mayor Clark.

Motion by Mayor Mohammed, seconded by Commissioner Cohen, to clarify the credit card policy regarding which Department Heads should have cards. In a roll call vote, the **motion** passed unanimously.

The Commissioners and staff discussed timing for a Special Meeting.

Vice Mayor Clark stated the OIG has asked for the minutes from the previous meeting and agendas, but he would like to go one (1) step further and have a verbatim prepared in conjunction.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to direct Assistant Town Manager Natasha Joseph to prepare a verbatim of the January 8 special meeting regarding the OIG findings and have it ready by January 17. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark clarified whether the Commission had approved a donation to Pembroke Park Church of Christ.

Mayor Mohammed asked Ms. Joseph to research the item.

V. COMMISSIONER COMMENTS

Mayor Mohammed passed around samples of bags for the Easter Egg Hunt.

Mayor Mohammed stated Dr. Levy's car would be returned to Town Hall.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER / PERSONNEL COMMENTS

Mr. Larson stated he was asked to meet with the City Manager of Hallandale Beach. He said a date has not been set at this time.

Mayor Mohammed asked that someone check to be sure Dr. Levy's emails are being handled appropriately.

VIII. EMERGENCY ITEMS

Mayor Mohammed asked that staff and Commissioners be directed to go to Tallahassee to work regarding the Town's bill.

The meeting was adjourned at 8:20 p.m.

Approved ______________ ________________________________

Date Mayor/Councilmember

____

Town Clerk

11. 01-25-2018

DRAFT

REGULAR MEETING OF THE
CODE ENFORCEMENT BOARD
THE TOWN OF PEMBROKE PARK

THURSDAY, JANUARY 25, 2018 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

BOARD MEMBER	GEOFFREY JACOBS
BOARD MEMBER	JAMES LAWLESS
BOARD CO-CHAIR	EDWARD MALEY
BOARD MEMBER	FREDRICKA MCLEAN
BOARD MEMBER	GARY SCHRADER

STAFF

BOARD ATTORNEY	HARRY HIPLER
BOARD ATTORNEY	ERIC ABEND
CHIEF CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
ADMINISTRATIVE ASSISTANT, CODE ENFORCEMENT DEPARTMENT	JOSELINE RAMIREZ
CLERK OF THE BOARD	NATASHA JOSEPH

ABSENT

BOARD MEMBER	ELLEN ROACH
BOARD CHAIR	ROBERT JANZER

5. CASE 4943 – Lynn's Bahamian Kitchen – Hearing to Confirm Fine – Section(s) 5-2 (a) – No Building Permit – FIRST OFFENSE

Item 5 was taken out of order.

Clerk of the Board Natasha Joseph announced Case 4943.

Ms. Joseph stated the board assessed a fine of $6,500 for building without a permit, first offense. She said fees included a $250 levied fine and a $50 per diem for 120 days.

Board Attorney Harry Hipler asked Code Enforcement Officer Jeffrey Louis if the property is now in compliance.

Mr. Louis confirmed it was not in compliance.

Mr. Hipler stated the only testimony in order would be to say the property is in compliance, otherwise the hearing was procedural.

Motion made by Mr. Lawless, seconded by Ms. McLean, to confirm the fine against Lynn's Bahamian Kitchen. In a roll call vote, the **motion** passed unanimously.

3. CASE 1043 – King's Cash Pawn & Jewelry – Hearing to Confirm Fine – Section(s) 5-2(a)(1) – No Building Permit – FIRST OFFENSE

Item 3 was taken out of order.

Vice Chair Maley announced Case 4943.

Ms. Joseph stated the board assessed a fine of $3,400 for building without a permit, first offense. She said fees included an administrative fee of $100, $250 levied fine and a $50 per diem for 61 days.

Mr. Hipler asked if the property is now in compliance.

Mr. Louis stated he has spoken with the contractors and a permit has been pulled, with an inspection scheduled for Monday, January 29. He noted if it passes inspection, the project will be in compliance.

Mr. Louis added the property owners plan to file for an abatement of fine.

Mr. Hipler stated a request could be submitted in writing via e-mail, but today was a procedural hearing only.

Motion made by Mr. Schrader, seconded by Ms. McLean, to confirm the fine against Lynn's Bahamian Kitchen. In a roll call vote, the **motion** passed unanimously.

1. CASE 905 – Carole Pagola/Diane Mancino – Hearing to Confirm Fine – Section(s) 28-269 – No Building Permit – FIRST OFFENSE

Ms. Joseph announced Case 905.

Mr. Louis provided details on the fine, which was levied on the property located at 417 Marine Drive, Lot 371. He stated the violation was written October 17, 2017 for an expired permit on two (2) concrete patios and a driveway.

Continuing, Mr. Louis stated both the owner and previous owner were present to testify.

Mr. Louis stated formal notice of violation was sent out on December 28, 2017. He explained the owners are currently in the process of obtaining a permit but getting a new set of plans from the architect of record has been a hang-up.

Mr. Louis submitted photos into the record from the original date of violation and today's date.

Mr. Hipler verified that Mr. Louis took the photos himself, and that they accurately portrayed the property at the time Mr. Louis saw it.

Mr. Louis stated the property owners will need to apply for new permits, as too much time has passed to renew the original permit.

Louise Gazai testified that she, along with her daughters, owns the property.

Carol Pagola, Ms. Gazai's daughter, stated the work was approved in part, but the trailer park did not approve the work because it encroached on the neighbor's property by one (1) inch.

Mr. Hipler asked Ms. Pagola if she wanted to contest the violation or needed more time to complete the permit.

Ms. Pagola stated they were in need of additional time.

The Board and staff discussed how long it would take to correct the issue.

Motion made by Ms. McLean, seconded by Mr. Lawless, that the Code Enforcement Board found there was a violation in Case 905, and gave 90 days to correct, with fines levied as follows: a mandatory $100 administrative fee, and if not corrected, a fee of $250 and a per diem of $50 to continue until corrected. In a roll call vote, the motion passed unanimously.

2. CASE 1031 – Jacinthe Allard – Formal Hearing – Section(s) 5-105(a)(1) – No Building Permit – FIRST OFFENSE

Ms. Joseph announced Case 1031.

Mr. Louis provided details on the fine, which was levied on the property located at 131 East Lakeshore Drive, Lot 188. He stated the violation was written March 13, 2017 for installation of new windows and vinyl siding without a permit.

Mr. Louis stated formal notice of violation was sent out on December 28, 2017. He explained the owners came into the Building Department to obtain forms, but the paperwork was not completed. He stated new plans were submitted on January 10, 2018, and the project is currently under plan review.

Mr. Louis submitted photos into the record from the original date of the violation, stating they were taken by him and accurately portrayed the property.

Claude Navennec, the local contractor hired by the property owner to correct the violation, spoke on behalf of the property owner. He stated he would need to visit the site with the Code Enforcement Officer to determine the extent of the violations.

Mr. Navennec stated two (2) additional months should be adequate, pending additional items needing to be brought into compliance.

Mr. Hipler explained the process for requesting additional time and asked Mr. Louis for a fine recommendation.

Mr. Louis stated the recommendation would be for 60 days to correct the violation, followed by a fee of $250 and a per diem of $50 to continue until corrected.

Motion made by Mr. Schraeder, seconded by Ms. McLean, that the Code Enforcement Board found there was a violation in Case 1031, and gave 60 days to correct, with fines levied as follows: a mandatory $100 administrative fee, and if not corrected, a fee of $250 and a per diem of $50 to continue until corrected. In a roll call vote, the **motion** passed unanimously.

4. <u>CASE 1045 – Carlos Cheug – Formal Hearing – Section(s) 5-105 – No Building Permit – FIRST OFFENSE</u>

Ms. Joseph announced Case 1045.

Mr. Louis provided details on the fine, which was levied on the property located at 3300 Pembroke Road, Lot T47. He stated the violation was written December 2, 2016 for a new wooden deck and shed built on the property without permits.

Mr. Louis stated he has spoken with the property owner and Mr. Cheug needed additional time. Mr. Louis said an additional 60 days was requested in March 2017.

Continuing, Mr. Louis stated the original plans in October 2017 were denied by the Building Department, and new plans were submitted on January 11, 2018. The project is currently under plan review.

Clark XXXXX, project architect, was sworn in to provide testimony and stated additional time is needed to complete the project.

Mr. Hipler clarified the owner is not arguing the fine but is requesting an additional 120 days to complete the project and asked Mr. Louis for a fine recommendation.

Mr. Louis stated the project had been going on for quite some time, and his recommendation would be for 60 days to correct the violation, followed by a fee of $250 and a per diem of $50 to continue until corrected.

Continuing, Mr. Louis said additional violations have come up since this time, but his recommendation relates to the deck project.

Motion made by Mr. Schraeder, seconded by Mr. Lawless, that the Code Enforcement Board found there was a violation in Case 1045, and gave 60 days to correct, with fines levied as follows: a mandatory $100 administrative fee, and if not corrected, a fee of $250 and a per diem of $50 to continue until corrected. In a roll call vote, the **motion** passed unanimously.

Mr. Hipler advised if an additional extension of time was needed, the homeowners needed to contact Mr. Louis in writing and be able to show the Board progress.

6. <u>Attorney Comments</u>

None.

7. <u>Board Member Comments</u>

None.

6. <u>Public Comments</u>

None.

The meeting was adjourned at 7:32 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

12. 02-14-2018

DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, FEBRUARY 14, 2018 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

VICE MAYOR	HOWARD P. CLARK, JR.

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

MAYOR	ASHIRA MOHAMMED
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

Vice Mayor Clark called the meeting to order at 7:00 p.m.

Assistant Town Manager Natasha Joseph stated for the record that Officer Louis was in attendance.

The meeting was adjourned at 7:04 p.m.

<<insert agenda>>

Approved ____________ ______________________________

Date Mayor/Councilmember

____

Town Clerk

13. 05-09-2018

DRAFT

REGULAR COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, MAY 9, 2018 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

ABSENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.

Commissioner Cohen called the meeting to order at 7:00 p.m.

Assistant Town Manager Natasha Joseph announced that Vice Mayor Clark had a family emergency and Mayor Mohammed was out of town.

Commissioner Shoaff stated that she was retiring, and this would be her last meeting.

Commissioner Cohen said that Commissioner Shoaff would be missed, as she had served a long time. She stated Commissioner Shoaff had served her Town and served it well, and she knew those not present would echo her sentiments.

Ms. Joseph clarified Commissioner Shoaff's retirement date. Commissioner Shoaff stated she had already meet with staff and completed the paperwork.

The meeting was adjourned at 7:05 p.m.

I. CONSENT AGENDA

1. Approval of Minutes
2. Approval of Minutes
3. Approval of Bills – Plante Moran
4. Authorizing the Town to wave $250 for the Business Tax Penalty for Wetwear, Inc.
5. Authorizing the Town to sponsor $2,500 for the Broward League of Cities 61st Annual Gala
6. Authorizing Town staff to attend Trees Florida 2018 Conferences in the amount not to exceed $1,500.

II. REMARKS FROM THE GENERAL PUBLIC

III. PUBLIC HEARINGS AS SCHEDULED

IV. REGULAR AGENDA

1. SPECIAL PRESENTATION: Fire Department – Mayor Mohammed / Chief Kane
2. UPDATE: Public Safety – Chief Coker
3. UPDATE: Fire Safety – Chief Kane
4. UPDATE: Engineer's Report – Town Engineer Kunen

5. UPDATE: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

6. MOTION: Sign Variance Request for Mitech Technology dba Eyeride – Public Services Director Larson

7. MOTION: Sign Variance Request for RaceTrac Petroleum, Inc. – Public Services Director Larson

8. DISCUSSION: Florida Department of Transportation (FDOT) / Metropolitan Planning Organization (MPO) Update – Vice Mayor Clark / Public Services Director Larson / Town Engineer Larson

9. DISCUSSION: Emergency Pump Repair for Master Pump Station LS #34 – Town Engineer Kunen

10. DISCUSSION: Comprehensive Plan Amendment – Vice Mayor Clark / Consultant Town Planner Miller

11. DISCUSSION: Annexation – Vice Mayor Clark

12. DISCUSSION: Legislative Update – Attorney Sigerson

13. DISCUSSION: Fire and Rescue Contract Update - Vice Mayor Clark

14. DISCUSSION: Abatement Consideration Regarding Code Enforcement Case #4827 – Floval Oil, Corp. – Chief Code Enforcement Officer Louis

15. DISCUSSION: Abatement Consideration Regarding Code Enforcement Case #4859 – Chevron/Floval Oil, Corp. – Chief Code Enforcement Officer Louis

16. DISCUSSION: Partial Release of Lien for A&B Recycling Request Submitted by YEAA, LLC – Attorney Ryan

17. DISCUSSION: Fruit Tree Planting Foundation Grant – Vice Mayor Clark / Program Manager Rainey

18. DISCUSSION: Update on Pembroke Park Community Garden – Vice Mayor Clark / Parks Supervisor Wilde / Public Works Director Larson

19. DISCUSSION: Proposed Code Amendment Regarding Property Maintenance Dumping on Vacant Properties – Consultant Town Planner Miller

20. DISCUSSION: International Promotions, Businesses, Community Involvement: Tears of Joy Program, Free Trade Zone, Florida Enterprise, Business Gathering, Hosting, Community Recognitions – Count Commissioner Barbara Sharief / Vice Mayor Clark

21. DISCUSSION: Proposed Code Amendment, Relating to Chapter 2, Administration, Amending Division 4 – Town Manager; Providing for Severability; Providing for Inclusion in the Code of Ordinances; Superseding Conflicting Ordinances and Resolutions and Providing an Effective Date – Vice Mayor Clark / Attorney Ryan

22. DISCUSSION: Proposed Code Amendment, Relating to Chapter 2, Administration; Creating Division 5 – Administrative Services Director and Division 6 – Public Services Director; Providing for Severability; Providing for Inclusion in the Code of Ordinances; Superseding Conflicting Ordinances and Resolutions; Providing for an Effective Date – Vice Mayor Clark / Attorney Ryan

23. DISCUSSION: Town Hall Renovations – Commissioner Cohen / Public Services Director Larson

24. DISCUSSION: Robert's Rules of Order Training – Commissioner Cohen

V. COMMISSIONER COMMENTS

VI. ATTORNEY COMMENTS

VII. TOWN MANAGER / PERSONNEL COMMENTS

VIII. EMERGENCY ITEMS

Approved ____________ ______________________________

Date Mayor/Councilmember

____

Town Clerk

14. 09-12-2018

TOWN OF PEMBROKE PARK
Regular Commission Meeting
Action minutes of September 12, 2018

A. CALL TO ORDER: 7:15 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL: Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

I. CONSENT AGENDA

1. Approval of Bills – Finance Department

2. Authorizing the Town to Waive Re-Inspection Fee of $85.00 for K Ching, Inc. – Business Tax/Billing Clerk Grooms

3. Authorizing the Town to Waive Re-Inspection Fee of $160.00 for Latin American Vending, Inc. – Business Tax/Billing Clerk Grooms

4. Authorizing the Town to Execute a Staffing Agreement with Munitemp Municipal for a Temporary Interim Finance and Budget Director – Interim Town Manager Vitas

5. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO REPURPOSE THE 2016 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT-COUNTYWIDE (JAG-C); PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

6. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO A FIRST AMENDMENT TO THE OEL WINGO MASTER CONSULTING AGREEMENT; AUTHORIZING THE MAYOR AND TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

Mayor Mohammad entertained a motion. **Motion** by Commission Cohen, seconded by Vice Mayor Clark, to remove Item 6 from the Consent Agenda was carried as follows:

Clerk Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

Mayor Mohammad entertained a motion. **Motion** by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the Consent Agenda minus Item 6 was carried as follows

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

6. RESOLUTION OF THE TOWN OF PEMBROKE PARK AUTHORIZING THE TOWN TO MAKE AND ENTER THE FIRST AMENDMENT TO THE MASTER CONSULTING AGREEMENT WITH OEL WINGO MANAGEMENT CONSULTING SERVICES AUTHORIZING THE MAYOR TO EXECUTE SAID FIRST AGREEMENT FOR AND ON BEHALF OF THE TOWN PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE - Attorney Ryan

Attorney Ryan read the Resolution

<< insert Resolution>>

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

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Mayor Mohammad	Yes

IV. <u>REGULAR AGENDA</u>

7. <u>RESOLUTION: Mutual Release Agreement with Thomas Wilde – Attorney Ryan</u>

   Discussion was held

MEETING RECESSED AT 7:28 PM
MEETING RESUMED AT 7:31 PM

A Motion Was Made by Vice Mayor Clark, Seconded by Clerk Commissioner Cohen, To Pay Mr. Lopez the Balance Due To Him in the Amount Of $1,734.23 for the balance of Vacation Pay was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES

MAYOR MOHAMMED	YES

A Motion Was Made by Vice Mayor Clark, Seconded by Clerk Commissioner Cohen, To Pay Ms. Rodriguez the Balance Due To Her in the Amount Of $8,165.30 For Vacation And Sick Pay was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

A Motion Was Made by Vice Mayor Clark, Seconded by Clerk Commissioner Cohen, To Pay Mr. Thomas Wilde the Balance Due To Him in the Amount Of $12,026.91 For the balance of his Vacation pay was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

A motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to deny any and all severance pay to Ms. Rodriguez was carried as follows:

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

A motion was made by Vice Mayor Clark, seconded by Mayor Mohammed to pay six (6) weeks of severance pay to Thomas Wilde in the amount of $18,595.20 was carried as follows:

Vice Mayor Clark	Yes
Mayor Mohammed	Yes
Clerk Commissioner Cohen	No

Mr. Ryan read the resolution

<<Insert resolution>>

Motion made by Vice Mayor Clark, seconded by Mayor Mohammed, to adopt the resolution as read was carried as follows:

VICE MAYOR CLARK,	YES
MAYOR MOHAMMED,	YES
COMMISSIONER COHEN,	NO

III. <u>PUBLIC HEARINGS AS SCHEDULED</u>

1. PUBLIC HEARING: Wednesday, September 12, 2018 – 7:00 p.m. - Proposed Ordinance Amending Town's Adopted Comprehensive Plan to Include New, Revised and Updated, Data, Text, Tables, Maps, Figures, and Analysis, as well as, Updated Goals, Objectives and Policies in the Future Land Use Element in Relation to Describing Town's Historical Agricultural Background and Current Efforts to Educate and Foster Agricultural Related Activities – (SECOND READING) – Vice-Mayor/Public Services Commissioner Clark /Public Services Director Larson / Consultant Town Planner Miller/ Attorney Ryan

Mr. Ryan read the amendment

<<Insert resolution>>

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to adopt the Amendment to the Comprehensive Plan was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

6. PUBLIC HEARING: Wednesday, September 12, 2018 – 7:00 P.M. – Proposed Ordinance Relating to Chapter 5 Buildings and Building Regulations; Amending Section 5-103, Exterior Maintenance of Structures and Premises – (SECOND READING) – Consultant Town Planner Miller / Attorney Ryan

Mr. Ryan read the resolution by title only.

<<Insert resolution>>

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

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

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

Mr. Ryan read the resolution by title only.
<<Insert resolution>>

Resident Francine Southland spoke. The discussion continue.

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

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

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

<<Insert resolution>>

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

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

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

Mr. Ryan read the ordinance by title only.

<<Insert resolution>>

Attorney Matthew Scott spoke. The discussion continue

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

Clerk Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

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

Mr. Ryan read the ordinance

<<Insert Ordinance>>

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to adopt the Ordinance with the Amendment as read by Attorney Ryan. In a roll call vote, the motion passed unanimously.

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

5. Public Hearing: Wednesday, September 12, 2018 – 7:00 P.M. - Proposed Ordinance Relating To Chapter 6, Utilities; Creating Article IV, Pembroke Park Communications Rights-Of-Way Ordinance Providing For Short Title, Intent And Purposes; Possibility, Authority To Implement Definitions, Registration For Placing Or Maintaining Communications Facilities In The Public Right Of Way, Requirements For Permits, Permit Applications Requirements And Review Procedures, Performance, Construction Bonds, Construction Methods For Placing Or Maintaining Communications Facilities And Public Rights Of Ways, Development And Objective Design Standards For The Placement Or Maintenance Of Communication Facilities And Public Right Of Way Fees And Taxes For Access To Public Right Of Ways; Enforcement Remedies (First Reading) - Attorney Ryan

Mr. Ryan read the ordinance

<<Insert Ordinance>>

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

Clerk Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

8. PUBLIC HEARING: Wednesday, September 12, 2018 – 7:00 p.m. - Proposed Code Amendment Relating to Indemnification of Municipal Officials; Providing for Definition, Defense and Indemnification, Actions Authorized, Duties of Officials, Nonliability of Town – Vice-Mayor Clark/ Attorney Ryan

Mr. Ryan read the ordinance

<<Insert Ordinance>>

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

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

Meeting adjourned at 8:25 p.m.

15. 09-18-2019

TOWN OF PEMBROKE PARK

Regular Commission Meeting

Action minutes of September 18, 2018

A. CALL TO ORDER: 7:53 P.M.

B. PLEDGE OF ALLEGIANCE: Mayor Mohammad

C. ROLL CALL: Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

Mayor Mohammed reconvened the September 12th Regular Commission Meeting. Clerk Commissioner Cohen asked to revisit item 7 under the Regular Agenda.

I. REGULAR AGENDA

A motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to pay six (6) weeks of severance pay to Thomas Wilde in the amount of $18,595.20. In a roll call vote, the motion passed unanimously.

VICE MAYOR CLARK	YES
MAYOR MOHAMMED	YES
CLERK COMMISSIONER COHEN	NO

8. DISCUSSION: Mutual Release Agreement with Thomas Wilde - Clerk Commissioner Cohen

Mayor Mohammed asked Clerk Commissioner Cohen if she agrees and wants to pay the six (6) weeks of severance pay to Mr. Wilde; Clerk Commissioner agreed.

A RESOLUTION WAS READ BY ATTORNEY RYAN TO APPROVE SIX (6) WEEKS SEVERANCE PAY TO THOMAS WILDE AS PARTIAL CONSIDERATION FOR EXECUTION OF THE MUTUAL RELEASE

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

VICE MAYOR CLARK	YES
CLERK COMMISSIONER COHEN	YES
MAYOR MOHAMMED	YES

1. <u>UPDATE: Public Safety - Chief Coker</u>
Chief Coker spoke about trends in the month of August that the department is still experiencing currently. Vehicle break-ins and stealing of batteries is a trend that is being seen all over the county and what the department will do is go out to the businesses that were being targeted and educate them on how to install locks on their batteries. Airbags are also being stolen; so far 3 stolen airbags in the Town of Pembroke Park.

2. <u>UPDATE: Fire Safety - Chief Kane</u>
Chief Kane stated that the ISO is done and all the paperwork was submitted; he is anticipating a rating of an ISO 3. Water supply still needs to be tested, but that is done between Broward County and ISO; all they can do is wait until that is completed. The department received a grant for the Stop the Bleed Kits and will complete a training phase and then issue to the Town. These are to be used for critical bleeding events and are to be placed where ever you have an AED; governmental building, parks and schools have already received them. There is no cost for the initial kit issued, however replacement kits are a little over $40 and there is no expiration date for these kits.

3. <u>UPDATE: Engineer's Report - Town Engineer Kunen</u>
None.

4. <u>UPDATE: Status of Town Projects - Vice Mayor Clark & Public Service Director Larson</u>
Mr. Larson stated that the flooding on our side at 40th Avenue is due to the area not being graded yet for the swale, but once that is done, it will be fine. Mr. Larson also discussed the process of work being done along Hallandale Beach Blvd. Litter duties are being done on Monday's and Friday's to curb the litter issue along Park Road and more efforts will be made to push for more garbage pickup on Park Road.

Vice Mayor discussed safer bike paths which he will discuss next week at a meeting with West Park.

Mayor Mohammed stated as a reminder that on September 25th the Commission will be touring with Senator Oscar Braynon at 2:00 pm and on the 27th a tour with Representative Shervin Jones at 11:00 am.

6. <u>SIGN VARIANCE: Approval of Sign Variance for Lakeside Park Estates - Public Service Director Larson</u>

Todd Larson stated that Lake Trinity Estates is changing their name to Lakeside Park Estates to sound less religious and that a sign variance is needed to change the sign. He is seeking approval.

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to approve the sign variance for Lake Park Estates. In a roll call vote the motion passed unanimously.

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

5. DISCUSSION: Town Hall A/C Duct Cleaning Services – Town Engineer Kunen

   Item not addressed.

7. DISCUSSION: Planning & Zoning Board Vacancy - Clerk Commissioner Cohen

   Item tabled

9. ANNOUNCEMENT: Public Hearing -Tuesday, September 18, 2018 – 5:30 P.M. – Final Budget and Millage Rate for Fiscal Year 2018 - 2019 – Mayor Mohammed/Attorney Ryan

   Item not addressed.

   ANNOUNCEMENT:

   None.

II. COMMISSIONER COMMENTS

Discussion was held

III. ATTORNEY COMMENTS
None.

IV. TOWN MANAGER/PERSONNEL COMMENTS
None.

V. EMERGENCY ITEMS:
None

Meeting adjourned at 8:25 PM

3. **Special Commission Meetings**

16. 10-04-2017 05:01 PM
17. 11-01-2017
18. 11-09-2017
19. 11-29-2017
20. 12-12-2017
21. 01-08-2018
22. 01-17-2018
23. 02-12-2018
24. 02-20-2018 11:00 AM
25. 02-20-2018 07:00 PM
26. 03-07-2018 02:49 PM
27. 03-21-2018
28. 03-28-2017
29. 04-03-2018
30. 06-06-2018
31. 07-13-2018
32. 07-16-2018
33. 07-24-2018
34. 09-06-2018
35. 09-18-2018
36. 09-25-2018

16. 10-04-2017 05:01 PM

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, OCTOBER 4, 2017 – 5:01 P.M.

Which Was Duly Advertised for
Monday, September 18, 2017 – 5:01 P.M.

AGENDA

CALL TO ORDER – 5:01 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN MANAGER	DR. BOB LEVY
TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

1. PUBLIC HEARING: Wednesday, October 4, 2017 – 5:01 p.m. – Final Budget and Final Millage Rate of Fiscal Year 2017-2018 – Mayor Mohammed/Attorney Ryan

The Commissioners discussed the budget page by page, asking questions of staff on specific line items.

Mayor Mohammed asked for additional information on a line item on page one (1) outlining reserves added to the General Fund in the amount of $167,000. Ms. Rodriguez said it was a typo and should reflect money being moved into reserves.

The Commissioners discussed recent power outages and whether moving the power lines underground would be the answer. The discussion was tabled to another day.

Mayor Mohammed noted the gas utility and garbage franchise fees went down a small amount. Mr. Larson explained the garbage fee is based on how much recycling is being done. Actual expenses were slightly under budget for the 2016-2017 year.

An increase in revenue reflected new building fees which were developed in the 2016-2017 fiscal year to match other cities.

The Commissioners asked about a potential discrepancy in the line item for JW Lee. Ms. Rodriguez explained funds are saved for the projects spread over two fiscal years. The Commissioners asked for additional transparency in the way that amount was reflected.

Mayor Mohammed asked for additional information on the purchase of the annuities. The budget reflects purchasing both annuities as planned. The Commissioners asked for direction from the Town Attorney on whether a vote could be taken on the matter during the Budget Hearing. The item will be added to the next Regular Meeting agenda.

The Commissioners discussed changes to figures for dental insurance for the Board. Ms. Rosen explained the 2016-2017 numbers were not correct.

Mayor Mohammed asked details on the amount budgeted for insurance property liability, which dropped from $8,000 to just under $2,000 year to year. Ms. Rodriguez said the Town is revising the formula used to set the insurance based on what vehicles have been purchased by the Town.

The Commissioners discussed making changes to software used by the Town and sought direction from the Town Attorney on whether a bid could be shared with another municipality, or if the Town would be required to make its own proposal. Mr. Ryan said it would depend on how the other municipality obtained their bid. Mayor Mohammed directed Mr. Ryan to investigate the matter.

The Commissioners discussed budget versus actual expenses for 2016-2017 and asked for that information to be included in the actual budget document for the 2017-2018 budget hearings.

The Commissioners reviewed line items for security in Town Hall, overtime for the Building Department, and debt write-off. The Building Department expects more activity in the 2017-2018.

One employee was moved from the Water Department to be paid for by the storm water fund. Lighting costs went up due to an increase in rates and rehabilitation to lighting.

The Commission discussed the budget process in the past. There was less time for review due to the hurricane.

The Commissioners reviewed amounts budgeted for training of employees. The Vice Mayor asked for legal advice on per-diem while traveling. Mr. Ryan said to speak with the local legislators, because it is set on a state level. Vice Mayor Clark asked for the item to be added to the agenda for the next meeting.

Newsletter mailings were previously budgeted in individual departments, but in 2017-2018 the expense is under projects. Mayor Mohammed asked about previous issues with having the newsletters delivered. Mr. Wilde said he has been looking at other vendors.

Vice Mayor Clark asked for $2,000 to be added to the budget for a pet fair, stating similar events have been positive for the community and he would like to see that area of the Town's programming grow.

The Commissioners discussed plans for Halloween and expanding the Little Libraries program. $2,500 was added to the budget for a Halloween event to provide safe activities for children. The Commissioners increased the budgeted item for the Little Libraries by $2,000 and discussed potential improvements to the program.

Vice Mayor Clark requested $5,000 be added to give the community garden a shed. The Commissioners discussed the project and the need.

The Commissioners adjusted the number budgeted for the 60th Anniversary celebration and adjusted it up to $13,000. The budget for Christmas decorations was increased to $6,000. A line item for banners was added in the amount of $3,500.

Mayor Mohammed asked where replacing the canopy could be found in the budget. Staff explained the item would be submitted to the insurance for payment, and FEMA would be asked to pay the deductible.

The Commissioners discussed advertising options for the health fair and other events, including radio and Facebook. A line item was added to cover flyers and other promotions in the amount of $7,500.

<<Insert millage rate resolution>>

Mayor Mohammed **opened a public hearing** on the adopted millage rate.

With no public being present to comment, the **public hearing was closed.**

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the millage rate resolution as read. In a roll call vote, the **motion** passed unanimously.

<<Insert budget resolution>>

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to adopt the budget resolution as read. In a roll call vote, the **motion** passed unanimously.

<<Insert sewer budget resolution>>

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the sewer budget resolution as read. In a roll call vote, the **motion** passed unanimously.

<<Insert surface water budget resolution>>

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to adopt the surface water budget resolution as read. In a roll call vote, the **motion** passed unanimously.

<<Insert pension trust fund resolution>>

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to adopt the pension trust fund budget resolution as read. In a roll call vote, the **motion** passed unanimously.

Commissioner Shoaff left the meeting.

<<Insert recurrent monthly fees resolution>>

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the recurrent monthly fees budget resolution as read. In a roll call vote, the **motion** passed unanimously.

<<Insert pension trust fund resolution>>

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the pension trust fund budget resolution as read. In a roll call vote, the **motion** passed unanimously.

The Commissioners continued to discuss budget items, including Sam's Club, construction fees, and a newspaper subscription.

<<Insert storm water management resolution>>

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the storm water management fee budget resolution as read. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed asked about the reserve account for the bond. The money is required to be held in reserve as a term of the bond. $6,000 is placed in the account each month. Mayor Mohammed asked Ms. Rodriguez to look into the limits on the deposit and bring the information to a future meeting.

Vice Mayor Clark closed the meeting with comments of appreciation to staff.

The meeting was adjourned at 6:48 p.m.

Approved ____________ ________________________________

Date Mayor/Councilmember

____

Town Clerk

17. 11-01-2017

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, NOVEMBER 1, 2017 – 2:30 P.M.

AMENDED AGENDA

CALL TO ORDER – 2:30 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT	
MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF	
TOWN MANAGER	DR. BOB LEVY
TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

LORETTA KENNA

I. RESOLUTION: Authorizing the Town to Enter into an Agreement with Goren, Cherof, Doody, & Ezrol, P.A. for Legal Services – Attorney Ryan

Mr. Ryan gave background on the resolution. The preliminary Office of the Inspector General (OIG) report on the Town has been received, and Mr. Ryan felt it would be helpful to have Gorem, Cherof, Doody, & Ezrol on as co-counsel in writing the rebuttal due to the firm's extensive experience with the OIG. The firm's quote is well below market rate.

Mayor Mohammed clarified the agreement would be limited in scope to the OIG investigation. Vice Mayor Clark verified that Mr. Ryan would remain lead counsel.

Mr. Ryan explained the Town's rebuttal letter to OIG is due November 10 at noon.

Mayor Mohammed checked to be sure each member of the Commission had a copy of the same document. She noted she did not want anyone to feel alienated in the process and that the Commissioners and staff had the opportunity to give input. Mr. Ryan said staff members would have the opportunity to supplement the report by clarifying via separate letter. Examples will be provided.

Commissioner Cohen stated for the record that she had concerns and asked Mr. Ryan to call her for her feedback. Mayor Mohammed stated for the record that she had not yet read the OIG report.

Mr. Ryan read the resolution aloud.

<<Insert resolution>>

Motion by Commissioner Shoaff, seconded by Vice Mayor Clark, to accept the resolution as read. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed asked if a maximum cost was associated with the resolution. The Commissioners discussed a maximum of $20,000 to this contract.

Due to the tight deadline, Mayor Mohammed asked the Commissioners voice concerns to Mr. Ryan within 24 hours upon receiving a copy of the rebuttal.

II. DISCUSSION: Personnel Matters – Attorney Ryan

N/A

III. NON-AGENDA ITEM

Commissioner Shoaff requested to bring up a non-agenda item regarding Dr. Levy's contract.

Dr. Levy asked if he should be sitting at the table or in the audience, and Mayor Mohammed said he previously agreed to work month-to-month.

The meeting was suspended at 3:15 p.m.

The meeting was resumed at 6:09 p.m.

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

Commissioner Shoaff brought up the employment contract of Dr. Levy. Mr. Ryan said based on discussion at the Workshop Commission earlier in the day, he recommended adoption of a resolution to make a third amendment to Dr. Levy's contract, extending it to Dec. 13, 2017, subject to final approval by counsel for Dr. Levy and the Town Attorney's firm.

Vice Mayor Clark again asked that Mayor Mohammed be involved in the contract negotiations due to her legal experience.

<<Insert resolution of third amendment>>

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

The meeting was adjourned at 6:13 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

18. 11-09-2017

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

THURSDAY, NOVEMBER 9, 2017 – 11:00 A.M.

AMENDED AGENDA

CALL TO ORDER – 11:00 A.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED (arrived at 11:15)
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

I. <u>OIG Report</u>

Item I was tabled to later in the meeting.

II. <u>Conditions of Town Hall</u>

Item II was taken out of order.

The Commissioners discussed issues with Town Hall, including rectifying the situation on the second floor, cabinets and appliances, and creating a third-floor banquet hall.

Commissioner Shoaff reported water was running down the Town Hall stairwell during Hurricane Irma, which she thought could be serious.

Commissioner Cohen listed items in need of replacement or repair in the Town Hall and expressed her opinion it is a waste of taxpayer money to have to rent outside facilities to host meetings.

Ms. Joseph stated Director of Public Works Todd Larson oversees the building. Mr. Larson said an investigation of each individual issue is needed.

Vice Mayor Clark, Mr. Larson, and Mr. Wilde will review the building and create a comprehensive list of problems with Town Hall.

The Commissioners discussed maintenance and renovations done in the past.

Motion by Commissioner Shoaff, seconded by Commissioner Cohen, to direct staff to purchase kitchen appliances for the second floor of Town Hall in an amount less than $3,000. In a roll call vote, the motion passed unanimously.

I. <u>OIG Report</u>

Item I was taken out of order.

Mayor Mohammed joined the meeting.

Ms. Joseph circulated the Office of the Inspector General (OIG) Report and Town Attorney Christopher Ryan's response.

Mr. Ryan reviewed the OIG Report and the Town's response to Inspector General Scott. The report included 22 instances when the proper procurement procedures were not followed and 67 instances where the Town failed to use the purchase orders as required by ordinance. The report was created to bring the inefficiencies to the attention of the Town Commission and have the items corrected.

Mr. Ryan explained two (2) individuals will attach independent responses as exhibits to the official response, one (1) on behalf of Vice Mayor Clark and one (1) on behalf of former Town Manager Dr. Bob Levy.

Mr. Ryan gave a summary of the response from the Town, which addressed errors in the report, such as multiple engineering firms being used, and outlines what the Town has done to follow the preliminary recommendations of the report.

Commissioner Cohen expressed a need to see the Town Charter and stated for the record that she was not familiar with the duties of the Clerk Commissioner or Vice Mayor when she held those positions and has not had those duties explained to her. Ms. Joseph said the duties were outlined in the Code of Ordinance, which the Commissioners received when first elected.

Ms. Joseph provided the Commissioners with a codified copy of the Town Charter and asked Mr. Ryan to verify for the record that it was the current Charter.

Mr. Ryan brought to the attention of the Commissioners that having a Charter which commits responsibility to the Commissioners creates confusion and should be looked at in the future. Vice Mayor Clark said the Town Manager Ordinance addressed this issue in the early 1990s. Mr. Ryan said some of the language is not current and the structure could be better clarified, but this was not one of the most urgent items in the report.

Vice Mayor Clark stated for the record no Commissioners were involved in the procurement items noted in the OIG report, and Mr. Ryan stated that point could be made in the section of the response regarding inaccuracies.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to direct Mr. Ryan to add to the response from the Town that the Town Commission was not responsible for directing the procurement process. In a roll call vote, the motion passed unanimously.

Vice Mayor Clark read what was said about him administrating contracts in the OIG report. He asked what needed to be done to correct this error. Mr. Ryan stated he would emphasize in the response that the Commissioners are not involved in the day-to-day operation of the Town.

Mayor Mohammed expressed the need for the Commissioners to receive training on the items before the Commission on a day-to-day basis. She asked that each Department Head provide training on their department.

The Commissioners further discussed the OIG report and who was implicated in it.

Mayor Mohammed recessed the meeting at 12:19 p.m. to 12:21 p.m.

Mr. Ryan stated the tape of the meeting could not be turned off and on. He further stated as the Commission meeting was a public meeting and needed to be on the record, conversation could not continue with the recording off.

Mr. Ryan again reviewed the position of the Commission, that they did not oversee the contracts or the procurement process. He stated at no time over the course of the 15-year OIG investigation was the current Vice Mayor or any past Vice Mayor overseeing the procurement process. The same applied for the Public Works Commissioners, who the Commissioners stated were not involved in the daily operations of the Public Works Department.

Vice Mayor Clark stated the interviews with Dr. Levy included in the report were inaccurate and should be addressed in the letter. The Commissioners discussed the division between the duties of the Town Manager and the Commission. Commissioner Cohen agreed that almost all of the statements of Dr. Levy included in the report were inaccurate.

Mr. Ryan continued to review the position of the Commission, which stated the job descriptions of the Commissioners were antiquated, and Department Heads were responsible for their individual departments.

Mr. Larson pointed out he worked directly to the Town Manager, and the Commissioners and staff discussed the ordinance.

Mayor Mohammed questioned the line in Dr. Levy's statement which said the Commissioners approved all invoices. The Commissioners discussed the process of approving invoices and which invoices go before the Commission.

Mr. Larson stated the Town Manager's Ordinance specifically outlines his duties, which include oversight of all Department Heads. Mr. Ryan noted this information was included in the report.

Mayor Mohammed stated she did not realize she had so many duties, noting the purpose of having a Town Manager was to manage the Town. The Commissioners concurred, noting they were not allowed to sit in on management meetings under Dr. Levy.

Mayor Mohammed stepped away from the dais.

Vice Mayor Clark asked Ms. Joseph who oversaw administration of the Fire Contract back to 1999. Ms. Joseph stated it was Dr. Levy or his designee at the time.

Ms. Joseph stated as of 2016, Dr. Levy put Mr. Larson in as the lead employee in charge of gathering information for the new Fire Contract. She added that Mr. Wilde, herself, and Dr. Levy oversee current negotiations. In response to Vice Mayor Clark's question, Ms. Joseph and Mr. Larson agreed that Dr. Levy oversaw the original contract.

Vice Mayor Clark asked about John Lyon's involvement per the report. Mr. Wilde stated John Lyon sat in on meetings and was part of the negotiations. For the record, Vice Mayor Clark stated none of the Commissioners administered the contract.

Mayor Mohammed returned to the dais.

Mayor Mohammed pointed out the Commissioners did not receive monthly reports on statistics and calls as was required by the contract.

Vice Mayor Clark stated he did not believe that any of the Commissioners administered the Fire Contract.

Mr. Ryan returned to reviewing the Commissioner's points in the letter in response to the OIG report.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to direct Mr. Ryan to add to the response from the Town that: 1) Town Commission was not responsible for directing or oversight of the procurement process, 2) the Town Commission is not involved in the day-to-day administration of the Department Heads, 3) Department Heads reported to the Town Manager. In a roll call vote, the motion passed unanimously.

Mr. Ryan stated he would work up a revised draft of the letter, based on the recommendations of the Commission. Vice Mayor Mohammed noted that letter was to be attached to the OIG response.

Mr. Ryan expressed that if the report is read carefully, the OIG is cognizant of the fact that responsibilities are delegated to the Town Manager through ordinance and said would add the specific examples and inconsistencies outlined by the Commission and distribute a revised copy of the letter.

Vice Mayor Clark asked if the Town Manager's salary should be included in the response. Mr. Ryan said it was not the issue at hand.

Mayor Mohammed directed the Commission to the bottom of page 32 of the report, where Dr. Levy stated he did not control contracts and the selection process. She noted for the record that the Town has not been following procurement procedures, despite the direction of the Commissioners. Vice Mayor Clark said he agreed, and it were not caught now, it would grow.

Vice Mayor Clark read a section of the report that said Dr. Levy stated he avoided getting involved in the procurement process to avoid the appearance of influencing vendor selection, and Mayor Mohammed insisted that statement needed to be rebutted, as Dr. Levy was the main person involved in procurement.

Mr. Ryan said at some point the rebuttal has to address the overall issues in the report, not each individual line. Mr. Larson expressed concern that he was being blamed for things he had no authority over.

Mr. Larson asserted that in all the years he has been with the Town, he has never sat in on a meeting with Craig A. Smith except Commission meetings. He discussed meetings where negotiations were held since Dr. Levy's departure.

In response to a question from Vice Mayor Clark, Mr. Larson stated he does not receive a packet at Commission meetings.

Mr. Ryan said this is not an issue which needs to be addressed in this response, as the Town Manager has ultimate responsibility for administration and procurement. He stated Mr. Larson's complaint was an internal issue to be handled by staff, not in the response to the report.

Vice Mayor Clark asked Mr. Kunen to address Mr. Larson's work, as he previously reported to Mr. Larson. Mr. Kunen stated in all the time he has known him, Mr. Larson always did things the correct way, following procedures correctly.

Mr. Larson noted he was not responsible for the negotiation of the original agreements with Craig A. Smith, but he did manage day-to-day operations of the project, making sure work was completed.

Mr. Ryan said this was beyond the scope of the report, and he felt it did not need to be included in the response.

Mayor Mohammed asked that there be some statement in the response to protect Mr. Larson in the public and if he were to go on to work elsewhere.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to direct Mr. Ryan to add to the response that Mr. Larson reported to Dr. Levy, who was ultimately responsible for the management and procurement process. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark asked for a copy of Mr. Ryan's notes.

Mr. Ryan asked to be excused and left the meeting.

II. <u>Conditions of Town Hall</u>

Mayor Mohammed asked that Item II be brought back up.

Mr. Wilde explained the discussion previously held and the motion that was made to meet the needs on the second floor. Mayor Mohammed said she wanted to make sure the issue was addressed.

III. Emergency Items

Mr. Wilde stated the newsletter was mailed out to all registered voters. The EDDM is too expensive to mail out, so the Town will deliver them by hand and save $5,000.

Ms. Joseph said the Florida League of Cities legislative session will be held at the same time as the December Workshop Meeting. In addition, the Town Holiday Party conflicts with the session. She recommended the Workshop be moved to Monday, December 11.

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

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to move the December Workshop from December 6 to December 11. In a roll call vote, the motion passed unanimously.

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

Mayor Mohammed and Ms. Joseph discussed the current holidays given to staff through the end of the year.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to give the staff an extra holiday and close the Town Hall for November 22, 23, and 24, as well as December 26. In a roll call vote, the motion passed unanimously.

Ms. Joseph disclosed publicly that the Supervisor of Elections would like to use the Town's facilities. She asked permission to sign off on the contract, and verbal consensus was made.

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

Mayor Mohammed adjourned the meeting at 1:19 p.m.

Approved ______________ ______________________________________

Date Mayor/Councilmember

____

Town Clerk

19. 11-29-2017

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, NOVEMBER 29, 2017 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT	
MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN
STAFF	
TOWN MANAGER	DR. BOB LEVY
TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN
PUBLIC	
GRAY ROBINSON	GARY RESNIK

2. DISCUSSION: Telecommunications – Attorney Ryan

Item 2 was taken out of order.

Gary Resnik of the legal firm Gray Robinson made a presentation regarding creating an amendment to the Town's Code on telecommunications facilities and rights-of-way to reflect changes made in the State Statute.

Mr. Resnik stated the Town can create reasonable regulations and authority, including objective design standards and location standards. He noted he is assisting several municipalities in creating similar amendments.

Town Attorney Chris Ryan asked Mr. Resnik for direction on deadlines.

Mr. Resnik stated the only statutory deadline is to create a rate for attaching to a Town-owned utility pole. He noted there is no set process for establishing the rate, but the Commission can pass a Resolution stating they intend to charge the maximum rate allowable by law.

Mayor Mohammed stated the first order of business would be to engage Gray Robinson for creating a telecommunications resolution.

Mr. Ryan read the Resolution by title only.

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

10. DISCUSSION: Town Purchasing Card Program – Finance & Budget Director Rodriguez

Item 10 was taken out of order.

Georgina Rodriguez, Finance & Budget Director, stated she was tasked with researching the Town's options for procuring a credit card through Wells Fargo and presented her findings. She said the Town is approved for $100,000 pending Commission approval.

Ms. Rodriguez outlined the benefit options through Wells Fargo.

The Commissioners and staff discussed cards currently in place, including an American Express and a Visa with a $6,000 limit.

Mayor Mohammed stated the Town needs to get another credit card, and she added she feels Department Heads should have a credit card, not just the Town Manager. She reviewed examples of instances a card would have been useful.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, that all Department Heads should have a credit card for use by their Department through

Wells Fargo, following the rules of procurement. In a roll call vote, the **motion** passed unanimously.

Ms. Rodriguez noted the Wells Fargo cards would be solely owned by the Town, as opposed to the American Express, which has the Town Manager's name on it.

The Commissioners discussed the process in the past for handling of their credit cards and the procurement procedure.

In response to a question from Mayor Mohammed, Ms. Rodriguez stated the engagement letter for the auditors would be on the Regular Meeting agenda.

Mayor Mohammed noted the new Assistant Director of Finance is leaving, so the position must go out for advertisement. She stated the Department needs a CPA.

Vice Mayor Clark stated the Finance & Budget Director has assumed a lot of responsibility and needs a new person in that assistant position.

Mr. Rodriguez reviewed the current status of staff in her Department.

Mayor Mohammed stated she needs qualified people in Finance that can be held accountable for bills being paid in a timely manner.

Dr. Robert Levy, Town Manager, added that people are needed in Public Works and the City Clerk's office, as well, so those positions should also be advertised.

The Commissioners and staff discussed the Town's software needs and how that would impact staffing.

Tom Wilde, Assistant Town Manager, stated staff had a meeting with a consultant regarding transitioning to a new software package. He said the consultant highly recommended a needs analysis be done before going out for bid on software.

Mayor Mohammed said deadlines need to be put in place regarding the software and gave an update on information she obtained at the recent National League of Cities conference. She stated she wanted presentations at the first meeting of the year.

Mayor Mohammed passed the gavel to Vice Mayor Clark.

Motion made by Mayor Mohammed, seconded by Commissioner Cohen, to have presentations regarding all software options at 2 p.m. on January 3, 2018. In a roll call vote, the **motion** passed unanimously.

Jeff Louis, Code Officer, stated the committee has been doing research on the software issue, but they want to make sure the right computer system is in place.

Motion made by Mayor Mohammed, seconded by Commissioner Shoaff, to put out an RFI to all software companies by December 8 to get a software program that can handle the Town of Pembroke Park's various departments' needs. In a roll call vote, the **motion** passed unanimously.

1. <u>DISCUSSION: Town Manager's Retirement – Vice Mayor Clark</u>

Dr. Levy stated he will be retiring in January rather than December at the advice of an accountant and will take vacation time at the end of his tenure. He said the Commissioners previously voted on December 13, and that should remain his last day of work, followed by using vacation time until January 3.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to accept Dr. Levy's retirement effective January 3, 2018. In a roll call vote, the **motion** passed 3-1. Commissioner Shoaff voted no.

Mayor Mohammed noted a number of things need to be worked out prior to Dr. Levy's retirement.

Dr. Levy stated both his name and the Town's are on the lease of his car, and he would like to have a motion stating he can take over payments after January 3.

In response to questions from Attorney Chris Ryan, Dr. Levy stated there was not a down payment made when the lease was entered into, and the Town would be released from any liability relating to the vehicle.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to allow Dr. Levy to take over the lease of the Chrysler 300 on January 3, 2018, subject to review by Mr. Ryan for legality. In a roll call vote, the **motion** unanimously.

The Commissioners discussed allowing Dr. Levy to keep the cell phone number he had used for the past 20 years.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to release Dr. Levy's phone number from the Town's cell plan. In a roll call vote, the **motion** passed unanimously.

Dr. Levy stated he will have to remove his name from the American Express accounts, because it is his credit rating the Town has been using for more than 20 years.

Mr. Ryan suggested closing the accounts.

Mayor Mohammed stated she would like to keep the account open if possible.

Mr. Wilde stated he and Ms. Rodriguez contacted American Express, and with the Business Account the Town currently has, someone has to be liable. He stated the alternative is a Corporate Account, and information is being sent to the Town on that option.

The Commissioners and staff discussed the points associated with the American Express and the credit score impact of closing a long-term card.

Vice Mayor Clark stated it is very unusual for one (1) person to be responsible for the Town's credit, and he does not want to enter that type of agreement again.

Mayor Mohammed stated the Town needs to start seeking applicants for the position of Town Manager.

Commissioner Cohen said she wanted an out-of-state applicant to avoid conflicts of interest.

Mayor Mohammed stated she would prefer someone with a Juris Doctorate to comply with the Town's complex legal requirements.

Deputy Town Clerk Natasha Joseph asked for clarification on whether the Town would be advertising a position or looking for a headhunter. She noted the Town Attorney had stepped away and his opinion was needed.

Mayor Mohammed passed the gavel to Vice Mayor Clark.

Motion made by Mayor Mohammed, seconded by Commissioner Cohen, to solicit for a new Town Manager with the requirements that they preferably have a Juris Doctorate background, experience in City Management, and extending the search to out-of-state candidates. In a roll call vote, the **motion** passed unanimously.

Mr. Ryan stated they should get together and write out the requirements they are looking for in a Town Manager as a place to start and create a job description.

Motion made by Mayor Mohammed, seconded by Commissioner Shoaff, to authorize staff to put out an RFQ for a headhunter to find a Town Manager. In a roll call vote, the **motion** passed unanimously.

2. <u>DISCUSSION: Telecommunications – Attorney Ryan</u>

Item previously addressed.

3. <u>DISCUSSION: Holiday Party – Mayor Mohammed</u>

Mayor Mohammed stated the Holiday Party had been scheduled for December 8, but because the Commissioners will be in Orlando, she would like to move the party to December 11 at Tropical Acres.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to move the Holiday Party to December 11. In a roll call vote, the **motion** passed unanimously.

4. DISCUSSION: Rescheduling December 2017 Meetings – Mayor Mohammed

Mayor Mohammed stated the December Workshop needed to be moved to Tuesday, December 12 at 3 p.m. She noted the Regular Meeting will remain as scheduled on Wednesday, December 13 at 7 p.m.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to reschedule the December Workshop. In a roll call vote, the **motion** passed unanimously.

5. DISCUSSION: National and Florida League of Cities – Mayor Mohammed

Mayor Mohammed gave a brief update on the Town's involvement with the National and Florida Leagues of Cities. She stated she is sitting on the Florida Black Caucus and has been invited to sit on the Economic Development Committee on the national level.

Mayor Mohammed noted she attended the Small City Council meeting at the Florida League of Cities recently and annexation came up, so she thinks someone needs to sit on that council.

Vice Mayor Clark stated he would be willing to attend the Small City Council.

Mayor Mohammed asked which Commissioners would like to attend the National League of Cities meeting in March, and said they need to register.

Motion made by Mayor Mohammed, seconded by Commissioner Shoaff, to nominate Vice Mayor Clark to sit on the Small City Council. In a roll call vote, the **motion** passed unanimously.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to nominate Mayor Mohammed for the FBC LEO, NBC LEO, and Communication Committee with the National League of Cities. In a roll call vote, the **motion** passed unanimously.

The Commissioners discussed who will be attending the Florida League of Cities meeting.

6. DISCUSSION: Annexation Update – Vice Mayor Clark

Vice Mayor Clark stated there are rumors going on about annexation discussions, so he has been researching. He said if Commissioners wanted to hear the story, they should talk to Dr. Levy, Mr. Wilde, or Ms. Joseph.

Commissioner Cohen asked if signs regarding the dispute were slander and asked staff to get Mr. Ryan a photo.

Mayor Mohammed stated the Town needs to be proactive in promoting its businesses. She discussed a supposed boycott of Pembroke Park businesses and how to address the issue.

Mr. Wilde stated someone from the Hallandale Chamber of Commerce requested a list of Pembroke Park businesses and asked if the Commissioners wanted to move forward with that relationship.

Dr. Levy stated being a member of a larger Chamber of Commerce does not promote Pembroke Park businesses, and what should be done is to form a Pembroke Park business association, put out a publication promoting local businesses, and other promotional activities.

Vice Mayor Clark directed staff to find out what the Hallandale Chamber of Commerce had to offer.

Commissioner Cohen stated she did not think they should join the Hallandale Chamber; the Town should remain on its own.

Mayor Mohammed stated she thought they needed to do everything.

Commissioner Shoaff said Pembroke Park was previously a member of the Hallandale Chamber and did not get any benefits.

Mayor Mohammed noted the organization is under new management. She said the Town needs to protect and promote its businesses, including exploring what the Chamber can offer.

7. DISCUSSION: Capital Improvement Projects: Town Hall Renovations – Vice Mayor Clark

Vice Mayor Clark stated he and Mr. Wilde attended a meeting to look at the plans and the building, and the load bearing wall is down the middle of the structure, making it perfect to renovate.

Mr. Wilde said redoing one side of the building with the walls where needed would cost about $250,000.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to amend the five (5) year Capital Improvement Plan to rehabilitate the third floor of the Town Hall in an amount not to exceed $250,000. In a roll call vote, the **motion** passed unanimously.

Dr. Levy stated in the interim, some of the facilities of the mobile home parks are available to the Town.

The Commissioners discussed the option and their preferences.

8. DISCUSSION: Hosting the Quebec-Florida Chamber of Commerce Business Network Meeting – Vice Mayor Clark

Vice Mayor Clark stated the cost of renting the dance studio for the Quebec-Florida Chamber of Commerce Business Networking Meeting has increased, so the budget may need to be increased.

Mayor Mohammed questioned whether the Town was responsible for all of the costs listed in the backup.

Vice Mayor Clark stated the Town would be responsible for renting the room and promotions.

The Commissioners and staff discussed the number of people expected and the space selected.

Commissioner Cohen asked how this event impacted the Town.

Mayor Mohammed stated this partnership works to promote Pembroke Park businesses.

Motion made by Mayor Mohammed, seconded by Commissioner Shoaff, to amend the budget for hosting the Quebec-Florida Chamber of Commerce Business Networking Meeting to $2,000. In a roll call vote, the **motion** passed 3-1. Commissioner Cohen voted no.

9. DISCUSSION: Pembroke Park Community Garden – Vice Mayor Clark

Vice Mayor Clark stated a mixer event will be held on December 3, and shared photos of plants in the garden. He said the project is moving forward, and people can join and get involved in the Town.

Continuing, Vice Mayor Clark stated a local woman would like to provide exercise services at the park, and Director of Public Works Todd Larson is exploring the option.

Mr. Larson gave an update on bringing an electric line to the garden and shared the contractor's recommendations. He said pricing will be brought forward at the Workshop Meeting.

Mr. Wilde shared guidelines regarding background checks and said they are the national standard.

10. DISCUSSION: Town Purchasing Card Program – Finance & Budget Director Rodriguez

Item previously addressed.

Commissioner Shoaff asked to bring up a non-agenda item.

Motion made by Commissioner Shoaff to bring up a non-agenda item failed for lack of a second.

Vice Mayor Clark stated Mr. Ryan has stated in the past it is not proper to bring up non-agenda items and said such items should be brought forward at the next meeting.

Commissioner Shoaff stated she had wanted to say she thinks Ms. Joseph should take her time off while she has an opportunity and the Town should not call her back to do things.

The Commissioners discussed Ms. Joseph's time off and coverage of the Commission meeting.

Mr. Ryan gave an update on ethics training for the Town and provided a schedule of available times. He stated training has to be completed in December and is four (4) hours long. He said he was under the impression none of the Commissioners had completed the training.

Ms. Joseph confirmed all Commissioners had completed ethics training except Mayor Mohammed.

Mayor Mohammed stated she would do a Florida League of Cities training before the end of the year, then asked if ethics training could be done in January, so the Commissioners would be complete for 2018.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to have Mr. Ryan provide ethics training in 2018. In a roll call vote, the **motion** passed unanimously.

The meeting was adjourned at 4:42 p.m.

Approved ____________ ______________________________

Date Mayor/Councilmember

____

Town Clerk

20. 12-12-2017

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

TUESDAY, DECEMBER 12, 2017 – 2:45 P.M.

AMENDED AGENDA

CALL TO ORDER – 2:55 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

DAVID SIGERSON

3. DISCUSSION: Security – Acting Clerk-Commissioner Shoaff

Item 3 was taken out of order.

Commissioner Shoaff addressed safety in the Town Hall, noting it had been talked about in the past but action had not been taken. She outlined an incident in the Building Department which left female staff members afraid.

Allen (not on staff list) explained in the past few weeks, there have been people who have come in and gotten aggressive, making staff members fearful. There is a buzzer at the door and cameras in place, but no one monitors the cameras on a day-to-day basis. He recommended panic buttons be installed at each counter.

Commissioner Shoaff recommended hiring security personnel, and staff discussed security options.

Allen explained adding the buttons into the existing security monitoring system on the first floor would be about $650, and each additional panel would be $65. He will request a written proposal and present it to the Commissioners on December 13.

Mayor Mohammed asked if the Commissioners were open to a glass screen in the Building Department and directed Allen to investigate pricing.

1. DISCUSSION: Legislative Update – Vice Mayor Clark/ Legislative Consultant Sigerson

Vice Mayor Clark pointed the Commissioners to an article from the League of Cities on annexation, which was provided in the meeting backup documents.

Motion by Commissioner Shoaff, seconded by Commissioner Cohen, that Mr. Sigerson be the coordinator for legislative appropriations along with duties for annexation and other bills that might impact Pembroke Park. In a roll call vote, the motion passed unanimously.

Mr. Sigerson gave an update on the ad hoc annexation committee. Mr. Sigerson drafted a bill and shopped it to legislators and staff in Tallahassee and recruited Rep. Silvers of West Palm Beach to be the House sponsor. Bill drafts were submitted for the November deadline.

Mr. Sigerson explained it has been the policy of this Commission that Pembroke Park would take an activist role in the League of Cities, especially when it comes to annexation, for reasons of self-defense. Vice Mayor Clark has established himself as a lead on the annexation issue at the League of Cities.

Mr. Sigerson stated he will make regular written reports to keep people accountable, and to keep the Commission apprised of any developments.

Vice Mayor Clark asked the Commissioners and staff to give Mr. Sigerson a round of applause for everything he has done for the Town. He invited the Commissioners to visit Tallahassee, and stated the efforts are making a difference.

Motion by Commissioner Shoaff, seconded by Commissioner Cohen, that Mr. Sigerson, as coordinator for the appropriations, be given authority to enter appropriations on behalf of Pembroke Park. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed asked that Mr. Sigerson be provided a copy of the Capital Improvement Project. Vice Mayor Clark asked that staff make calls to the Cities to talk about annexation once it gets close.

2. DISCUSSION: Interim Town Manager – Vice Mayor Clark/ Mayor Mohammed

Vice Mayor Clark stated Dr. Levy is going to retire and is excited to visit his family.

Mayor Mohammed explained there is a program through ICMA called Senior Advisors which helps Towns to make the transition to new Town Managers. Vice Mayor Clark has reached out.

Commissioner Cohen asked if is possible to utilize Dr. Levy as a consultant once a permanent Town Manager is in place. The Commissioners discussed interim management from within the staff.

Commissioner Cohen stated Ms. Joseph and Mr. Wilde have gone above and beyond to get the job done. She asked that the Commissioners see every resume that comes in for the position.

Mayor Mohammed gave an update on the League of Cities meeting the previous week. The League of Cities provides training to help the Commissioners know their roles and responsibilities and will come to Pembroke Park in January to provide training.

Mayor Mohammed stated the Town needs to do a better job of keeping record when employees are written up. Moving forward, if a staff member meets with HR and doesn't sign the paperwork, they will be brought before the Commission so there is written documentation of the process.

Dr. Levy retires on December 13, but his effective date is not until January 3. Mayor Mohammed asked for an amendment to the Town Manager contract to provide clarity on staff positions. Mr. Ryan agreed an addendum is needed and will bring it to the November 13 meeting. The staff discussed transitioning Town property such as the car, computer, and phone.

3. DISCUSSION: Security – Acting Clerk-Commissioner Shoaff

Item 3 was addressed previously.

The meeting was adjourned at 3:41 p.m.

Approved ______________ ______________________________

Date Mayor/Councilmember

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Town Clerk

21. 01-08-2018

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

MONDAY, JANUARY 8, 2018 – 2:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 2:07 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

2. Professional Engineering Services Procurement Response – Vice Mayor Clark / Attorney Ryan

Item 2 was addressed out of order.

Mr. Ryan and Vice Mayor Clark gave an update on responding to the second Office of the Inspector General (OIG) report.

Mr. Ryan reported the Town will submit the same response as was submitted the first time, along with an update on progress on the twelve (12) items outlined in the report. Vice Mayor Clark stated the procurement plan has been vetted by all the Department Heads and is scheduled for second reading and adoption at the January 10 meeting. The committee is about halfway through the procurement manual. The ethics ordinance will be presented at the February meeting.

Vice Mayor Clark stated the committee has put in a lot of hard work and should get credit as a committee, and a better system will be in place.

The Commissioners discussed the process for submitting receipts.

Vice Mayor Clark asked if any staff members had any questions or items to add. Mr. Larson asked about a letter sent to Dr. Levy which was included with the report, which referenced engineering procedures in 1999-2000, and asked Mr. Ryan if something was done incorrectly or needed to be defended. Mr. Ryan stated the OIG interpreted the scope of the project differently than the Town did.

Mr. Larson stated he feels the process needs to be defended, as if there were any errors, they were not made with intent. He noted he reported to the Town Manager, and items were run back up to the Commission, and he followed protocol. Mr. Larson expressed concern he was being used as a scapegoat.

Staff and Commissioners discussed the purchase order process and the process for having plans approved within the staff.

Vice Mayor Clark directed Mr. Ryan to connect with Mr. Larson regarding comments. He stated he felt Mr. Larson had just done his job and was being thrown under the bus.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to state in the OIG response that the Commissioners were not involved in the procurement process. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark stated Mr. Larson needs help, and the Commissioners need to defend him.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to support Public Works Director Todd Larson, Georgina Rodriguez, and other staff in the OIG response. In a roll call vote, the **motion** passed unanimously.

Vice Mayor Clark discussed the administrative form of government in place, and stated he felt it was a mistake to change the title of Town Administrator to Town Manager.

1. DISCUSSION: Personnel Matters – Mayor Mohammed

   This item was tabled to later in the meeting.

2. Professional Engineering Services Procurement Response – Vice Mayor Clark / Attorney Ryan

   This item was handled previously.

3. Area Agency on Aging Broward County Installation Dinner – Mayor Mohammed

   Mayor Mohammed stated she may be out of town on the date of the dinner and requested a backup attend in her place.

   Mr. Wilde was asked to attend in the Mayor's place.

3. Credit Card Policy – Ms. Joseph

   Ms. Joseph outlined the responsibilities of managing the credit card through Wells Fargo. The Commissioners and staff discussed limits on the card.

   Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to support Public Works Director Todd Larson, Georgina Rodriguez, and other staff in the OIG response. In a roll call vote, the **motion** passed unanimously.

   Mr. Ryan said there was a recommendation to obtain counsel to work with Dr. Levy's attorney to handle post-employment compensation. Mr. Ryan will contact the proposed firms and bring back a recommendation for Wednesday.

1. DISCUSSION: Personnel Matters – Mayor Mohammed

   Item 1 was handled out of order.

   Mayor Mohammed stated with regret that Assistant to the Commission Jose is no longer with the Town, following an investigation by the Assistant Town Manager.

   Mr. Ryan cautioned against discussing specifics.

   Commissioner Cohen asked that a temporary employee be put in place immediately, and the Commissioners discussed assigning duties to staff in the meantime.

Commissioner Shoaff stated she wanted to give Jose a second chance, and Mayor Mohammed disagreed.

Mayor Mohammed stated documents were missing and she could not bring up the remaining personnel matters without the documents.

The meeting was adjourned at 3:02 p.m.

Approved ____________ ________________________________

Date Mayor/Councilmember

____

Town Clerk

22. 01-17-2018

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, JANUARY 17, 2018 – 2:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 2:14 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT	
MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

1. DISCUSSION: Bills Over $500 – Finance & Budget Director Rodriguez

Vice Mayor Clark verified with Finance and Budget Director Georgina Rodriguez the bills were all handled according to the Town's procurement policies.

At the request of Commissioner Shoaff, Assistant Town Manager Natasha Joseph explained a line item for staff training.

The Commissioners discussed training requirements for staff and the Commissioners based on the recommendations of the Office of the Inspector General (OIG) report.

Mayor Mohammed explained she had a long conversation with staff from the Florida League of Cities regarding providing training, and the Commissioners need to set dates. She asked that everyone give Ms. Joseph availability, so a training could be scheduled.

The Commissioners discussed training costs and research into which programs had the best options available.

Mayor Mohammed stated the Commission also needed training from each Department Head on their individual departments, noting the Commissioners each had a portfolio and should have training to match.

Vice Mayor Clark clarified the Commissioners were not in charge of day-to-day departments. He asked that the record reflect he felt the Mayor was wrong in her interpretation of the Town Charter. He gave historical background on the role of the Commission, calling it an administration hybrid.

Mayor Mohammed stated if the Vice Mayor wanted to fix the portfolios, the Charter needed to be changed, noting she needed to know her roles and responsibilities to be an effective leader.

The Commissioners discussed their roles and training opportunities.

Chris Ryan, Town Attorney, stated there was direction from the OIG to delineate what in fact the role of the Commissioners was regarding individual departments. He noted there are duties stated in the Charter, and the OIG has directed those roles be clarified.

Vice Mayor Clark stated he would meet with a committee regarding the roles.

Commissioner Cohen stated she was available and open to whatever training was required of her, and noted she was leaving it up to Mayor Mohammed to direct her.

Motion by Commissioner Shoaff, seconded by Commissioner Cohen, to approve the Bills Over $500. In a roll call vote, the **motion** passed unanimously.

2. RESOLUTION: Postemployment Compensation for Town Manager – Attorney Ryan

Mr. Ryan stated the Commission had requested proposals from two (2) law firms regarding negotiating postemployment compensation for the Town Manager. The second firm is reviewing their records for conflict prior to providing a proposal.

Continuing, Mr. Ryan stated either firm is well-respected in the field of employment law, and the Commission would do well to work with either. He reviewed rates available and the factors which go into determining the rate charged.

Commissioner Shoaff asked for clarification regarding whether the Town was arguing the former Town Manager Dr. Bob Levy's compensation.

Mr. Ryan stated that was not the case, but outside legal representation would be helpful in making sure the appropriate amount is paid.

Commissioner Shoaff asked why Dr. Levy was being treated differently, when other retiring employees had simply been paid their salary and that was the end of it.

Mayor Mohammed stated some issues had come up regarding record keeping and the calculations of salaries. She noted the Town is not equipped to handle these issues, and an employment attorney was needed.

In addition, Mayor Mohammed stated there was an issue with the number of hours Dr. Levy had banked in comparison to the amount allowed by Ordinance.

The Commissioners discussed a future Special Meeting regarding the audit and the relationship to this issue.

Mr. Ryan read the Resolution by title only.

Motion by Commissioner Shoaff, seconded by Commissioner Cohen, to hire Goren, Cherof, Doody, & Ezrol, PA for the purpose of representation in the matter with Dr. Bob Levy.

The Commissioners and Mr. Ryan discussed potential conflicts with the firm Goren, Cheroff, Doody, & Ezrol, PA. resulting from work before Dr. Levy joined the Town as well as with his contract.

Commissioner Cohen stated she felt the firm was disqualified due to possible involvement with the creation of Dr. Levy's contract.

Commissioner Cohen withdrew her second.

Commissioner Shoaff withdrew her motion.

Vice Mayor Clark asked that Mr. Ryan go back out to find another firm that would provide the tax payers with fair representation.

Mr. Ryan stated Stearns, Weaver & Miller is one of the most respected firms in South Florida and reviewed the biographies of the attorneys in the firm.

Mr. Ryan read a revised version of the Resolution by title only.

Commissioner Cohen stated she wanted to make sure there were no conflicts of interest.

Motion by Commissioner Shoaff, seconded by Commissioner Cohen, to hire Stearns, Weaver & Miller for the purpose of representation in the matter with Dr. Levy. In a roll call vote, the **motion** passed unanimously.

3. <u>DISCUSSION: Professional Engineering Services Procurement Responses – Vice Mayor Clark / Attorney Ryan</u>

Vice Mayor Clark stated Mr. Ryan drafted a letter to the OIG in response to the questions regarding the procurement process in their report on the Town, and minutes were to be attached.

Mr. Ryan reviewed the letter as presented to the Commission, noting it explained the Commission relied on staff to make the appropriate choices.

The Commissioners and staff discussed wording within the letter and the overall message of the Town's response.

Mr. Ryan stated counsel strongly recommends the verbatim minutes not be included with the letter, as it would not be beneficial.

The Commissioners discussed whether staff implicated in the report should have a voice in what was included in the letter, as well as which staff members were named.

Mayor Mohammed suggested "professional staff" in the letter be changed to "top management" to address the specific people referred to in the OIG report.

Mr. Ryan stated he would prefer naming an individual or position if a change were to be made.

Assistant Town Manager Tom Wilde stated staff reports to both assistants, as well as the Town Manager, and he did not think he should be solely singled out.

In response to a question from Vice Mayor Clark, Mr. Wilde stated he has never been involved with any of the procurement department since he has been with the Town.

Mr. Wilde explained decisions would have been made by Dr. Levy, and if he relayed information, it would have been because he was directed to do so.

Ms. Rodriguez explained where she fit into the procurement process for the Town.

The Commissioners and staff discussed the specifics of procurement issues addressed in the OIG report.

Mayor Mohammed stated she would like to protect the staff, because they reported up, and then management did not report to the Commission.

In response to a question from Vice Mayor Clark, Mr. Larson said he spoke to Mr. Wilde only on the rare occasion he was unable to speak with Dr. Levy, so that Mr. Wilde could relay messages to Dr. Levy and get him the answers he required.

Ms. Joseph stated she was an Assistant Town Manager in name only, and when staff was reporting to management, it was strictly to Mr. Wilde and Dr. Levy. She said if there was any discussion of an Assistant Town Manager, it referred only to Mr. Wilde.

Mayor Mohammed asked the letter be amended to state the Commission and staff relied Town Manager Dr. Levy instead of saying professional staff.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to make the change to the letter. In a roll call vote, the **motion** passed unanimously.

4. RESOLUTION: Resolution Supporting Broward County's Adult Civil Citation Program – Mayor Mohammed / Attorney Ryan

Mr. Ryan read the Resolution by title only, stating the Town fully supports the expansion of the program.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to make the change to the letter. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed stated she had non-agenda items to bring up, but Mr. Ryan needed to leave early.

Vice Mayor Clark stated he also had an item.

Mr. Ryan stated if the Town was discussing allocating funds to Pembroke Park Church of Christ, they needed to consider whether that money was being used for a public purpose. He noted funds are limited to be used only for that purpose and should be delineated in writing.

Mayor Mohammed asked Mr. Ryan to stay for the discussion.

Vice Mayor Clark stated Pembroke Park Church of Christ was having an event on January 20, and he did not think there was any Commissioner who had not seen them out helping people.

Commissioner Cohen questioned the amount of money the Town has given the Church over the years.

The Commissioners and staff discussed the contribution of Pembroke Church of Christ in the community.

Mr. Ryan stated the State Statute is very specific, and he wanted to the Town to be clear that funds were being used for a public purpose.

Vice Mayor Clark stated traditionally the Town passes a Resolution for this purpose and donates funds. He said $3,000 was budgeted.

Mr. Ryan asked that the Commission provide a list of activities in direct benefit to the public so that a decision could be made specifically.

Motion by Vice Mayor Clark, seconded by Commissioner Shoaff, to donate $1,500 to Pembroke Park Church of Christ, subject to approval by Mr. Ryan. In a roll call vote, the **motion** passed 3-1. Commissioner Cohen voted no.

Vice Mayor Clark asked that Ms. Joseph and Mayor Mohammed provide Mr. Ryan with a list of the Church's activities.

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

Mayor Mohammed provided an update on items brought up at the Florida League of Cities meeting which were of interest to the Town.

Mayor Mohammed stated the first item was the C51 Regional Reservoir Project for a total of $4 million, which the County has stated all municipalities will be required to pay into. She asked that staff investigate the matter.

Continuing, Mayor Mohammed stated a new rule is being put into effect requiring all Cities to put their agendas online 48 hours prior to the Commission meeting. She said Pembroke Park and Lazy Lakes are the only municipalities in the County currently not posting their agendas online.

Ms. Joseph stated training to put agendas online was included in the Bills Over $500.

Mayor Mohammed provided a list of items she had started working on for the job description of an interim Town Manager. She said she pulled the list from the descriptions of 40 other municipalities.

Vice Mayor Clark stated he thought the role should be Administrator, not Town Manager.

Mr. Ryan and Commissioner Shoaff exited the meeting at 4:01 p.m.

Mayor Mohammed asked the Commissioners to review the list and highlight the items they wanted to include in the job description.

The Commissioners and staff discussed the items on Mayor Mohammed's list.

The meeting was adjourned at 4:10 p.m.

Approved ______________ ________________________________

Date Mayor/Councilmember

____

Town Clerk

23. 02-12-2018

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action minutes of February 12, 2018

A. CALL TO ORDER — 2:40 P.M.

B. PLEDGE OF ALLEGIANCE: — Mayor Mohammad

C. ROLL CALL: — Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

E. ABSENT: Commissioner Shoaff

AGENDA:

1. DISCUSSION 2015-2016 Comprehensive Annual Financial Report – Mayor Mohammed

2. DISCUSSION: Service Agreement with Oel Wingo Management Counseling Services – Mayor Mohammed/ Attorney Ryan

3. DISCUSSION: Authorizing the Town to Disburse Travel Expense for Consultant Financial Advisor- Mayor Mohammed

4. DISCUSSION: Members in Transaction – Mayor Mohammed

5. DISCUSSION: .Authorizing

   Budget And Proposed Millage Rate For Fiscal Year 2018/2019 - Bob Vitas

A Motion was made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark to adopt the tentative millage rate of 8.5 mills was carried as follows:

Clerk Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

A motion was made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark to adopt the tentative Budget as presented by the Interim Town Manager, Bob Vitas was carried as follows:

Clerk Commissioner Cohen	Yes
Vice Mayor Clark	Yes

Mayor Mohammed	Yes

Meeting adjourned at 1:31 P.M

24. 02-20-2018 11:00 AM

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

TUESDAY, FEBRUARY 20, 2018 – 11:00 A.M.

AMENDED AGENDA

CALL TO ORDER – 11:12 A.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

ATTORNEY	JEFF HOCHMAN
ATTORNEY	DONALD J. LENNY

1. <u>Attorney/Client Briefing Conference</u>

Attorney Donald J. Lenny introduced himself to the Commission and gave background on why the discussion was not going into Attorney/Client Session.

He stated the record should reflect this meeting was an open session, not an Attorney/Client Session, because Mr. Ryan, Mr. Lenny, and Mr. Hochman had a meeting with the Progressive Waste lawyers and asked them to advise specifically of what relief or accommodations were necessary to resolve this matter.

As of last Friday evening, Mr. Lenny stated he had not received any information which would make a shade meeting productive, such as resolution proposals from the firm. Information is expected to be forthcoming, and a meeting will be scheduled at that time.

Mr. Lenny stated Mr. Hochman, the attorney named by the League of Cities, would be explaining the case, and asked that Commissioners not comment on the record, as this will be treated as a briefing conference by the attorneys.

Mr. Lenny dismissed the court reporter and opened the doors to indicate the meeting was open to the public.

Attorney Jeff Hochman explained he represents the Town in the case regarding Progressive Waste, which disputes enforcement of land use regulations. The case is 23 pages long. Mr. Hochman explained that historically there is a dispute regarding changes in the use of the land.

The Town's response will be to file a motion to dismiss. Mr. Hochman has prepared a document regarding their claims and expects counsel for Progressive Waste will be given an opportunity to amend their pleading and revise defects.

Mr. Hochman stated counsel did have a meeting and asked for specific demand which would ensure every stakeholders interest accommodated. That document has not been received at this time.

Mr. Lenny explained that if it takes an inordinate amount of time for Progressive Waste to get back to counsel, a follow-up shade session will be called to discuss the case in more detail with the Commissioners.

Mr. Ryan stated he was disappointed there was not an offer, so a more significant discussion could be held to review strategies.

Counsel, Commissioners, and staff discussed setting a date for a follow-up meeting. A session was tentatively set for March 28, 2018 at 11 a.m.

Mr. Lenny stated if Commissioners are contacted regarding the matter, he would ask they not comment at this time. Mr. Ryan clarified the request was understood.

Mr. Lenny asked if he and Mr. Hochman were authorized to proceed on the matter and asked if any retention discussion needed to be held. Mr. Ryan explained he did not believe so, as Mr. Hochman is engaged by the League of Cities to defend on this matter, and Mr. Lenny was previously engaged by the Town.

The meeting was adjourned at 11:30 a.m.

Approved __________ ____________________________

Date Mayor/Councilmember

____

Town Clerk

25. 02-20-2018 07:00 PM

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

TUESDAY, FEBRUARY 20, 2018 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
IT DIRECTOR	MARK PAKULA
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

Mayor Mohammed opened the meeting with a moment of silence for the students of Marjory Stoneman Douglas High School in Parkland.

I. CONSENT AGENDA

1. Approval of Minutes:

2. Approval of Minutes:

3. Approval of Bills – Finance & Budget Director Rodriguez

4. Authorizing the Acceptance of the Other Postemployment Benefits Program – Finance & Budget Director Rodriguez

5. Authorizing the Town to Go Out for Bids for Contracts – Mayor Mohammed

6. Authorizing the Town to Go Out for Bids for an Events Planner – Mayor Mohammed

7. Authorizing Town Staff to Attend the 2018 Florida Association of Business Tax Officials' Conference in an Amount Not to Exceed $1,500.00 – BTR/Billing Clerk Grooms

8. Authorizing Town to Waive Electrical Inspection Fees for 24/7 Logistic Services, LLC – BTR/Billing Clerk Grooms

9. Authorizing Town to Waive Re-Inspection Fees for JM Kitchen Cabinets, Inc. – BTR/Billing Clerk Grooms

10. Authorizing the Town to Sponsor in an Amount Not to Exceed $1,000.00 to the Florida Black Caucus of Local Elected Officials' 2018 Conference – Mayor Mohammed

11. Authorizing the Town to Purchase an Utility Shed for the Community in an Amount Not to Exceed $4,000.00 – Vice-Mayor Clark/Asst. Town Manager/Parks' Manager Wilde

12. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT REGARDING 2018 LOCAL OPTION GAS TAX; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTION RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE – Attorney Ryan

13. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; APPOINTING HOWARD P. CLARK, JR. AS THE METROPOLITAN PLANNING ORGANIZATION BOARD DELEGATE AND GEORGINA COHEN AS AN ALTERNATE; PROVIDING FOR SEVERABILITY;

SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE - Attorney Ryan

14. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; ADOPTING A POLICIES AND PROCEDURES FOR TOWN'S CREDIT CARD USE; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE - Attorney Ryan

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

IV. REGULAR AGENDA

1. DISCUSSION: Proclamation for Steve Caine Day – Mayor Mohammed

Item 1 was taken out of order.

Mark Pakula, IT Director, introduced Zach Caine, son of Steve Caine. Steve passed away in 2016 as a result of vehicular homicide, and his family chose to make a donation to the Town in his name.

Zach Caine thanked the Town for the recognition and said his Dad was smiling on them today.

Commissioner Cohen stated Zach's Dad would be very proud of him right now.

Mayor Mohammed read the Proclamation.

Mr. Caine presented a check in memory of his Dad to the Mayor.

2. DISCUSSION: Proclamation for James Lawless – Commissioner Cohen

Item 2 was taken out of order.

Commissioner Cohen stated she would like to recognize Mr. Lawless and asked that the item be tabled to April.

II. REMARKS FROM THE GENERAL PUBLIC

None.

III. PUBLIC HEARINGS AS SCHEDULED

1. PUBLIC HEARING: Wednesday, February 21, 2018 – 7:00 P.M. - 44th Year Community Development Block Grant Application – Public Works Director Larson

Public Works Director Todd Larson stated the item was discussed at the Workshop, and his recommendation is to utilize the CDBG Funding to add a Tot Lot for the younger children at the Raymond P. Ogelsby Preserve.

Continuing, Mr. Larson gave information on the alternate projects, including a shade canopy or exercise equipment at Patrick Behan Park.

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

Town Attorney Chris Ryan read the Resolution.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to approve the application for CDBG Funds to build a Tot Lot. In a roll call vote, the **motion** passed unanimously.

2. PUBLIC HEARING: Wednesday, February 21, 2018 – 7:00 P.M. – which was Duly Advertised for February 14, 2018 at 7:00 p.m. - Proposed Code Amendment Regarding Medical Marijuana Use, Medical Marijuana Treatment Centers/ Dispensaries – (FIRST READING) – Mayor Mohammed / Consultant Town Planner Miller/ Attorney Ryan

Consultant Town Planner Michael Miller briefly reviewed the amendment, which the Town had been discussing for several months. He explained local governments had the option to ban the facilities entirely or approve them and treat them in the same way as a pharmacy.

Mr. Miller noted the first amendment will allow for medical marijuana in the B1 district, and the second will disallow the business being located within a private home.

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

Town Attorney Chris Ryan read the first Ordinance.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the first reading of the amendment to allow for medical marijuana facilities. In a roll call vote, the **motion** passed unanimously.

Town Attorney Chris Ryan read the second Ordinance.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the first reading of the amendment to disallow home occupation for medical marijuana facilities. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed noted the March meeting was moved to March 21, and second reading will be held at that time.

3. PUBLIC HEARING: Wednesday, February 21, 2018 – 7:00 P.M. – which was Duly Advertised for February 14, 2018 at 7:00 p.m. -Proposed Code Amendment Prohibition Regarding Bath/Massage Parlors – (FIRST READING) – Attorney Ryan/ Consultant Town Planner Miller

Mr. Miller gave a brief background on the amendment, noting there are several parts to the change aimed at curbing late night activities, and this piece would strike Bath/Massage Parlors from the zoning code.

Continuing, Mr. Miller stated he did not believe this item had been advertised, so it could not move forward with first reading at this time.

Mayor Mohammed set the public hearing for March 21.

IV. REGULAR AGENDA

1. DISCUSSION: Proclamation for Steve Caine Day – Mayor Mohammed

Item previously addressed.

2. DISCUSSION: Proclamation for James Lawless – Commissioner Cohen

Item previously addressed.

3. UPDATE: Public Safety – Chief Coker

Item not addressed as Chief Coker was in another meeting.

4. UPDATE: Fire Safety – Chief Kane

Item not addressed as Chief Kane was in another meeting.

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

Peter Kunen, Town Engineer, stated the Town is looking at having an additional scope of services added to the traffic study done the previous year, incorporating the eastbound U-turn movement to assist residents in getting in to Dale Village.

Continuing, Mr. Kunen stated he contacted Thomas A. Hall and Associates, the firm which did the study, for a proposal. He presented the proposal in the amount of $2,100 to add the item and update the report.

The Commissioners discussed safety issues in the area related to traffic patterns.

Mr. Ryan read the Resolution for the record.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the additional services from Thomas A. Hall and Associates in the amount of $2,100. In a roll call vote, the **motion** passed unanimously.

9. DISCUSSION: Replacement of pump for SW 25th St Pump Station – Town Engineer Kunen

Item 9 was taken out of order.

Mr. Kunen asked that item 9 be pulled from the agenda, as discussion with the attorney led him to believe the project should be rebid.

The Commissioners and staff discussed the project timeline as well as the timeline for the traffic study previously discussed.

16. DISCUSSION: Ryan Park Sod Restoration – Town Engineer Kunen

Item 16 was taken out of order.

Mr. Kunen stated Ryan Park was utilized for debris storage following Hurricane Irma, which caused some sod damage in the park. He explained that he sought three (3) bids for sod restoration and is recommending Freeman Landscaping in the amount of $24,510.

Assistant City Manager Thomas Wilde clarified the area is just to the west of the Circle of Honor in Ryan Park.

Mr. Kunen explained the cost will initially be paid by the Town, then a portion would be reimbursed by FEMA.

Mayor Mohammed stated she visited the area and thought it would be a good place to expand the Community Garden instead of replacing the sod. She noted she would like to see it fenced in so the potted plants in the parking lot could be moved into the garden.

Mr. Wilde confirmed the direction of the Commission was not to move forward with sodding the area.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to set the area of Ryan Park damaged by Hurricane Irma cleanup aside as a future Community Garden expansion, and to fence the area. In a roll call vote, the **motion** passed unanimously.

Mr. Wilde agreed to contact the Bonding Council to determine next steps.

6. UPDATE: Status of Town Projects – Commissioner Shoaff / Public Works Director Larson

In response to a question from Commissioner Cohen, Director of Public Works Todd Larson stated staff had been picking up a lot of debris and garbage. He said he would reinforce the importance.

In response to a question from Mayor Mohammed, Mr. Larson stated lights on the north side of Hallandale Boulevard are out because the panel box filled up with water during the hurricane. He said one (1) quote has been received, but it has been difficult to get additional quotes.

Mr. Larson stated staff is working on review of the fire proposal, and presentations will be scheduled in the next weeks.

7. DISCUSSION: Propose Resolution Regarding Safe Schools – Mayor Mohammed

Item 7 was addressed later in the meeting.

8. Letter of Support for Farm Share 2018 Legislative Funding – Mayor Mohammed / Public Works Director Larson

Mayor Mohammed presented a letter from Farm Share, the organization which provides produce for Pembroke Park's grocery giveaways, requesting the Town support their efforts to renew funding from the Legislature.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to give Mayor Mohammed authority to sign the letter of support for Farm Share. In a roll call vote, the motion passed unanimously.

9. DISCUSSION: Employee Code of Ethics Ordinance - Vice Mayor Clark / Attorney Ryan

Item 9 was addressed later in the meeting.

10. DISCUSSION: Town Wide Pedestrian/Traffic Safety – Vice Mayor Clark / Public Works Director Larson

Vice Mayor Clark recapped information from January MPO meeting and discussion regarding improving safety on the Town's streets. He stated staff gathered information on areas which need additional support.

The Commissioners discussed traffic safety concerns in the community.

11. DISCUSSION: Florida Department of Transportation (FDOT) / Metropolitan Planning Organization (MPO) Update – Vice Mayor Clark / Public Works Director Larson

Item 11 was addressed with Item 10.

12. DISCUSSION: Linear Walkway Security System: Phase 1 – Vice Mayor Clark / Assistant Town Manager / Parks Manager Wilde

Vice Mayor Clark stated the Commission had previously directed staff to put up cameras throughout the park,

Mr. Pakula stated he and staff walked the site and contacted vendors for pricing to trench and put the cameras up. He explained phase one (1) includes the recreation center and walkway.

13. DISCUSSION: Broward Office of the Inspector General (OIG) Final Report – Mayor Mohammed

Mayor Mohammed stated the Town has a 90-day report due on May 3. She noted the Town has contracted with Dr. Oel Wingo to prepare the administrative response regarding the Personnel Policy and other items.

Continuing, Mayor Mohammed said the job description for an interim Town Manager will go live tomorrow. She stated she made revisions based on the recommendation of the Florida League of Cities.

Michael Susse, Dale Village, stated he spoke with Vice Mayor Clark before the meeting and he was able to answer some of his questions. Mr. Susse said the main problem he and other residents are concerned with is becoming a part of West Park. He stated he would like the Commission to entertain a promotional program that outlines what Pembroke Park is all about.

The Commissioners discussed various ways they are active in the community.

Mr. Susse asked when a Commissioner would be appointed to replace the former Commissioner.

Vice Mayor Clark stated an election would be coming soon and said he would be in contact with Mr. Susse to mobilize against annexation.

Mr. Susse asked why Mr. Wilde could not serve as Town Manager.

Vice Mayor Clark stated the Commission had decided a cultural change with someone brand new was needed.

14. DISCUSSION: Legislative Update – Mayor Mohammed / Vice Mayor Clark

Vice Mayor Clark directed the Commissioners to a letter regarding the threat of annexation. He stated staff is in Tallahassee working day and night against the issue.

Mayor Mohammed stated she was in Tallahassee and met with the Town's Representative and Senator. She said they discussed annexation as a movement within the State, and the issue is very real.

Continuing, Mayor Mohammed stated there was conversation with the entire Broward delegation that the Town has not had any boundary changes since the 1970s and do not plan any.

15. <u>DISCUSSION: Fire and Rescue Contract Update – Vice Mayor Clark</u>

Vice Mayor Clark stated the Town needs to start back up talking to BSO to address proposals.

16. <u>DISCUSSION: Ryan Park Sod Restoration – Town Engineer Kunen</u>

Item 16 was addressed earlier in the meeting.

7. <u>DISCUSSION: Propose Resolution Regarding Safe Schools – Mayor Mohammed</u>

Item 7 was addressed out of order.

Mayor Mohammed stated she and the two (2) Assistant Town Manager visited Watkins Elementary to discuss school safety, as it is time to have the conversation. She said they addressed items the Town could do to be supportive considering recent events.

Continuing, Mayor Mohammed stated the schools are working with the School Board to find ways to protect the students. She said she wrote a Resolution regarding school safety, but it may be controversial.

The Commission recessed for a break at 8:27 p.m.

The Commission returned from break at 8:37 p.m.

Mr. Ryan read the Resolution.

Mayor Mohammed passed the gavel to Vice Mayor Clark.

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

Mayor Mohammed thanked the Commissioners for their support of her first Resolution.

Deondra Robinson, Pembroke Park, asked if the Town could do anything about the lack of School Resource Officer or School Nurse at the local schools.

Mr. Wilde stated he would follow up with the local schools to find information regarding the issue.

Ms. Robinson went on to ask the Town to investigate the crossing guards posted in Town.

Mr. Wilde noted the Town received a complaint a few weeks ago and a crossing guard received additional training.

17. DISCUSSION: Miramar Focal Point – Vice Mayor Clark / Assistant Town Manager / Parks Manager Wilde

Vice Mayor Clark stated the 1k walk event with Miramar Focal Point is tomorrow and encouraged everyone to attend. He said the Town is working to get out there more often.

Mr. Wilde said over 150 seniors have registered for the event.

18. DISCUSSION: International Promotions, Businesses, Community Involvement: Tears of Joy Program, Free Trade Zone, Business Gathering, Hosting, etc. and Community Recognition: Nicole and Sylvain Fretigny – Vice Mayor Clark

Vice Mayor Clark discussed upcoming projects relating to international promotions of Pembroke Park. He stated the community recognition would be addressed at the March meeting. Vice Mayor Clark said he has been speaking with the County regarding creating a Free Trade Zone.

19. DISCUSSION: Pembroke Park Community Garden: Update – Vice Mayor Clark / Assistant Town Manager / Parks Manager Wilde / Public Works Director Larson

Vice Mayor Clark stated the Town now formally has a garden, and a memo was distributed in the Board packets regarding the future of the project.

Vice Mayor Clark noted Mayor Mohammed showed up on Sunday and wanted to join as a member of the garden.

Mr. Larson stated the permit has been completed, and electric will be completed to the garden soon.

In response to a question from Vice Mayor Clark, Mayor Mohammed provided an update on the status of applying for grants through Pembroke Cares.

20. DISCUSSION: Community Based Wellness Programs - Vice Mayor Clark / Assistant Town Manager / Parks Manager Wilde / Assistant Town Manager / Deputy Town Clerk Joseph

Vice Mayor Clark reiterated that the walk is tomorrow.

21. DISCUSSION: Employee Code of Ethics Ordinance – Vice Mayor Clark / Attorney Ryan

Mr. Ryan stated the staff has worked together to craft an Employee Code of Ethics Ordinance, and it is ready for first reading. He noted Commissioners will have an opportunity to make changes prior to the second reading.

Mr. Ryan read the Ordinance.

Vice Mayor Clark stated Mr. Ryan and the entire staff deserved a lot of credit for this item moving forward, noting it is an important step.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the first reading of the Employee Code of Ethics Ordinance. In a roll call vote, the **motion** passed unanimously.

22. DISCUSSION: Code of Ordinance Review Committee (COORC) Update – Vice Mayor Clark

Vice Mayor Clark stated his committee continues to work to address the COORC points, and he will be glad when an interim Town Manager is hired.

23. DISCUSSION: Personnel Policy and Procedures Manual - Vice Mayor Clark / Assistant Town Manager / Deputy Town Clerk Joseph

Vice Mayor Clark stated this item needs to be handled with some outside professional help.

Mayor Mohammed noted Dr. Oel Wingo would be starting to work on the process soon.

Non-Agenda Item

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

Mayor Mohammed stated the March 14 Regular Meeting needed to be rescheduled due to Commissioners traveling for other meetings. She said March 21 was previously discussed, but Commissioner Shoaff is not available.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to change the March 14 Regular Commission Meeting to March 21 at 7 p.m. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed stated she would like to attend training through the Florida League of Cities University.

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

Mayor Mohammed stated she would like to attend a Florida League of Cities course on April 20 along with Stephanie Woodbury. She invited anyone else who would like to attend.

Motion made by Vice Mayor Clark, seconded by Commissioner Shoaff, to authorize Mayor Mohammed and Stephanie Woodbury attend the Florida League of Cities University for a grant writing workshop on April 20 in an amount not to exceed $1,000 per person. In a roll call vote, the **motion** passed unanimously.

V. COMMISSIONER COMMENTS

Commissioner Cohen stated she needed to correct her previous comments regarding Mr. Lawless, as she would like to recognize him in April, not March.

VI. ATTORNEY COMMENTS

None.

VII. TOWN MANAGER/PERSONNEL COMMENTS

Mr. Wilde stated he participated in the One Blood drive and it was very well organized. He said additional staff and elected officials participated, and it was nice for everyone to provide support.

Ms. Joseph said a former local firefighter is being honored upon his retirement at 9 a.m. on Wednesday, February 28, and the Commission is invited to attend.

VIII. EMERGENCY ITEMS

None.

The meeting was adjourned at 9:11 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

26. 03-07-2018 02:49 PM

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of March 7, 2018

A. CALL TO ORDER — 2:49 P.M.

B. PLEDGE OF ALLEGIANCE: — Mayor Mohammad

C. ROLL CALL: — Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

E. ABSENT: Commissioner Shoaff

AGENDA:

1. DISCUSSION: Service Agreement with Oel Wingo Management Counseling Services – Mayor Mohammed/ Attorney Ryan

Attorney Ryan Read the Resolution

<<insert Resolution>>

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

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

2. DISCUSSION: Proposed Code Amendment Enacting a Temporary Moratorium to Prohibit the Acceptance or Processing of Any Application for a permit, Development Order, or Any Other Official Action of the Town Having Effect of Permitting or Allowing the Construction of Wireless Communications Facilities in the Public Right of way Controlled by the Town; Providing for a Six Month Term to be Extended if Necessary by the Town Commission; Providing Early Termination (FIRST READING) – Attorney Ryan

Attorney Ryan Read the Ordinance

<<insert ordinance>>

A Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen to adopt the Ordinance was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

A Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen for a non-agenda item was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

A Motion was made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen for an additional $200.00 for the Black Caucus Breakfast, a total of $1,200.00 was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

Meeting adjourned at 3:02 P.M

27. 03-21-2018

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of March 21, 2018

A. CALL TO ORDER — 7:13 P.M.

B. PLEDGE OF ALLEGIANCE: — Mayor Mohammad

C. ROLL CALL: — Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen; Clerk Commissioner Shoaff

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

I. CONSENT AGENDA:

1. Approval of Minutes:

2. Approval of Minutes:

3. Approval of Bills - Finance & Budget Director Rodriguez

4. Authorizing the Town to Donated $1,000.00 to the American Cancer Society's Relay for Life- Vice-Mayor Clark

5. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK,
.. FLDRIDA, AMENDING THE FISCAL YEAR 2017-2018 PAYMENTS OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2017-2018; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTION AND PROVIDING AN EFFECTIVE DATE - Attorney Ryan

6. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; MAKING AND ENTERING INTO AN INTERLOCAL AGREEMENT FOR TEMPORARY DEBRIS MANAGEMENT SITES; AUTHORIZING THE MAYOR AND CLERK.- COMMISSIONER TO EXECUTES SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLJ]TIONS; AND PROVIDING AN EFFECTIVE DATE - Attorney Ryan

7. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; TO MAKE AND ENTER INTO AN AGREEMENT WITH CALVIN,

GIORDANO AND ASSOCIATES FOR GENERAL ENGINEERING CONSULTANT SERVICES FOR THE RAYMOND P. OGLESBY LIGHTING PROJECT; AUTHORIZING THE MAYOR AND CLERK.- COMMISSIONER TO EXECUTES SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFF CTIVE DATE - Attorney Ryan

8. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AUTHORIZING THE PURCHASE OF A REPLACEMENT STORMWATER PUMP FOR S.W. 25TH STREET PUMP STATION FROM WASTEWATER SOLUTIONS, LLC IN THEAMOUNT OF $12,296.00; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE-Attorney Ryan

9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; TO MAKE AND ENTER INTO AN AGREEMENT WITH KEITH AND ASSOCIATES, INC. REGARDING THE ANALYSIS OF ENGINEERING SERVICES PROVIDED/PREFORMED BY CRAIG A. SMITH AND ASSOCIATES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONER TO EXECUTES SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE - Attorney Ryan

9. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; RENAMING S.W. 37TH TERRACE AS COMMERCE CENTER WAY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE - Attorney Ryan

A Motion was made by Clerk Commissioner Shoaff, seconded by Vice Mayor Clark to adopt consent agenda was carried as follows:

Clerk Commission Shoaff	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

<u>II. REMARKS FROM THE GENERAL PUBLIC</u>

<u>III. PUBLIC HEARINGS AS SCHEDULED</u>

1. PUBLIC HEARING: Wednesday, March 21, 2018 - 7:00 P.M. - Proposed Code Amendment, Relating to Chapter 28; Zoning; Amending Section 28-187, Permitted Uses; Creating a New Section 28-187; Definitions Related to Medical Marijuana; Providing for Severability; Providing for Inclusion in the Code of Ordinances; Superseding Conflicting Ordinances and Resolutions and Providing an Effective Date - (SECOND READING) - Attorney Ryan

A **Motion** was made by Vice Mayor Clark, seconded by Commissioner Cohen to adopt the Ordinance was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commission Shoaff	Yes
Mayor Mohammed	Yes

2. PUBLIC HEARING: Wednesday, March 21, 2018 - 7:00 P.M. - Proposed Code Amendment Enacting a Temporary Moratorium to Prohibit the Acceptance or Processing of Any Application for a Permit, Development Order, or Any Other Official Action of the Town Having the Effect of Permitting or Allowing the Construction of Wireless Communications Facilities in the Public Rights-Of-Way Controlled by the Town; Providing for a Six Month Term to be Extended if Necessary by the Town Commission; Providing for Early Termination; Providing for Severability; Providing for Inclusion in the Code of Ordinances; Superseding Conflicting Ordinances and Resolutions and Providing an Effective Date - (SECOND READING) - Attorney Ryan

A **Motion** was made by Vice Mayor Clark, seconded by Clerk Commissioner Shoaff to adopt the Ordinance was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

3. PUBLIC HEARING: Wednesday, March 21, 2018 - 7:00 P.M. - Proposed Code Amendment, Relating to Chapter 2, Administration; Creating Article IX, Employee Code of Ethics; Providing for Title, Statement of Purpose, Definitions, Applicability, Gifts, Lobbying, Outside Employment, Prohibition on Use of Town Position for Personal or Private Gain, Future Employment, Use of Town Resources, Nepotism, Political Solicitation, Elected Public Office, Confidential Information, and Enforcement Procedures; Providing for Severability; Providing for Inclusion in the Code of Ordinances; Superseding Conflicting Ordinances and Resolutions and Providing an

A **Motion** was made by Vice Mayor Clark, seconded by Clerk Commissioner Shoaff to adopt the Ordinance was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

4. PUBLIC HEARING: Wednesday, March 21, 2018 - 7:00 P.M. - Proposed Code Amendment, Relating to Chapter 15, Licenses and Business Regulations; Amending Section 15-38, Home Occupations; Providing for Severability; Providing for Inclusion in the Code of Ordinances; Superseding Conflicting Ordinances and Resolutions and Providing an Effective Date - (FIRST READING) - Attorney Ryan

A **Motion** was made by Clerk Commissioner Shoaff, seconded by Vice Mayor Clark to adopt the Ordinance was carried as follows:

Clerk Commission Shoaff	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

5. PUBLIC HEARING: Wednesday, March 21, 2018 - 7:00 P.M. - Proposed Code Amendment, Amending Chapter 15 Entitled Licenses and Business Regulations; Creating a New Article XIV to be Entitled Beauty Parlors, Salons, Shops and Beauty Supplies; Body Rub Services; Cosmetology Services; Skin Care Services; Baths and Spas; Facial and Body Wraps, Weight Loss and Cellulite Reduction Services, and Similar Services; Creating a New Section 15-407 to Include Applicable Definitions; Creating a New Section 15-408 to Establish Limits On the Hours of Business Activities or Services; Providing for Inclusion in the Code of Ordinances; Providing for Severability; Superseding Conflicting Ordinances and Resolutions and Providing an Effective Date - (FIRST READING) - Attorney Ryan

A **Motion** was made by Clerk Commissioner Shoaff, seconded by Vice Mayor Clark to adopt the Ordinance was carried as follows:

Clerk Commission Shoaff	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

6. PUBLIC HEARING: Wednesday, March 21, 2018 - 7:00 P.M. - Proposed Code Amendment, Amending Article V of Chapter 15 Entitled Licenses and Business Regulations; Creating a New Section 15-104 to Establish Limits on the Hours of Business Activities or Services by Masseuses, Masseurs, or Bath and Massage Parlors within the Town Limits; Providing for Inclusion in the Code of Ordinances; Providing for Severability; Superseding Conflicting Ordinances and Resolutions and Providing an Effective Date - (FIRST READING)- Attorney Ryan

A **Motion** was made by Vice Mayor Clark, seconded by Commissioner Cohen to adopt the Ordinance was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commission Shoaff	Yes
Mayor Mohammed	Yes

IV. REGULAR AGENDA

3. UPDATE: Public Safety- Chief Coker / Christopher De Giovanni

   Item was discussed

4. UPDATE: Fire Safety - Chief Kane

   Item was discussed

5. UPDATE: Engineer's Report-Town Engineer Kunen

   Item was discussed

19. BID AWARD: Enterprise Resource Planning Software Consultant Services - Attorney Ryan/ IT Director Pakula

    Attorney Ryan read the Resolution

    << insert Resolution>>

A **Motion** by Clerk Commissioner Shoaff, seconded by Commissioner Cohen, to adopt the Resolution, was carried out as follows:

Clerk Commissioner Shoaff	Yes
Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammad	Yes

1. SPECIAL PRESENTATION: Proclamation for James Lawless - Commissioner Cohen

   Item was discussed.

2. DISCUSSION: Irish American Ceili Club- Commissioner Cohen

   Item was discussed

6. UPDATE: Status of Town Projects - Commissioner Shoaff/ Public Works Director Larson

   Item was discussed

7. MOTION: Amending Five Year Capital Improvement Plan - Public Works Director Larson

A **Motion** was made by Commissioner Cohen, seconded by Clerk Commissioner Cohen to give Todd Larson direction to move forward with the Wish List to put a new facility at the Olgelsby Park. was carried as follows:

Commissioner Cohen	Yes
Clerk Commission Shoaff	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

A **Motion** was made by Vice Mayor Clark, seconded by Clerk Commissioner Shoaff to direct staff produce a Conceptual drawing for Hugh 3 NW A. New Town hall A, 1, 2 and 3 was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

8. UPDATE: Broward Office of the Inspector General Final Report - Mayor Mohammed

   Item was tabled

9. DISCUSSION: Briefing on National League of Cities Conference -Mayor Mohammed

   Item was tabled.

10. DISCUSSION: Management and Organizational Consultant's Report - Consultant Wingo

Item was tabled

A **Motion** was made by Vice Mayor Clark, Seconded by Commissioner Cohen to Move the Regular workshop from April 4, 2018 to April 3, 2018 at 3:00 P.M. was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commission Shoaff	Yes
Mayor Mohammed	Yes

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to table item numbers 8, 9 and 10 was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

11. DISCUSSION: Annexation Update: Yellow Caution - Vice-Mayor Clark

Item was discussed

12. DISCUSSION: Fire and Rescue Contract: City of West Park Meeting Update; Contract Negotiator; Contract Review Administrator - Vice-Mayor Clark/ Asst. Town Manager/Parks Manager Wilde/ Public Works Director Larson/ Attorney Ryan

Item was discussed

13. DISCUSSION: Town Wide Pedestrian/Traffic Safety- Vice-Mayor Clark/ Public Works Director Larson

Item was discussed

14. RESOLUTION: Resolutions Supporting Various Project through Florida Department of Transportation (FDOT) and Metropolitan Planning Organization - Vice-Mayor Clark/ Public Works Director Larson

Attorney Ryan read the Resolution

<< Insert Resolution>>

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to adopt the Resolution was carried as follows:

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Cohen to withdraw the previous motion.

Meeting Recessed at 9:10 P.M.
Meeting Resumed at 9:15 P.M.

Attorney Ryan read the Resolution

<< Insert Mast Arm Resolution>>

A **Motion** was made by Vice Mayor Clark, Seconded by Commissioner Cohen to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commission Shoaff	Yes
Mayor Mohammed	Yes

Attorney Ryan read the Resolution

<< Insert Improvements on County line Road Resolution>>

A **Motion** was made by Vice Mayor Clark, Seconded by Commissioner Cohen to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commission Shoaff	Yes
Mayor Mohammed	Yes

Attorney Ryan read the Resolution

<< Insert Improvements on Park Road Resolution>>

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

Attorney Ryan read the Resolution

<< Insert 52nd Ave Side walks Resolution>>

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

15. DISCUSSION: Relay for Life- Vice-Mayor Clark

Item was discussed

16. DISCUSSION: International Promotions, Businesses, Community Involvement, Enterprise Florida: Tears of Joy Program, Free Trade Zone, Business Gathering, Hosting, Community Recognitions: Dale Holness, Nicole and Sylvain Fretigny, Bamboo Entertainment Committee - Vice-Mayor Clark

Item was discussed

17. DISCUSSION: Pembroke Park Community Garden: Sponsorship Policy- Vice-Mayor Clark/ Asst. Town Manager/ Parks Director Wilde/ Public Works Director Larson

Attorney Ryan read the Resolution

<< Insert Resolution>>

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to adopt the Resolution was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to Accept donations for the specific use for the community garden was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to The Town of Pembroke Park Community Garden be allowed to plant fruit trees along the western side of the Ryan Park along the peninsula was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

18. DISCUSSION: Community Based Wellness Programs: Exercise Equipment-Vice-Mayor Clark/ Asst. Town Manager/Parks Director Wilde/ Asst. Town Manager/Deputy Town Clerk Joseph

Item was discussed

20. MOTION: Broward League of Cities 2018-19 Board of Director Appointments - Asst. Town Manager/Deputy Town Clerk Joseph

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to Have the Board of Director Appointments as follows: Mayor Mohammad as number one, Commissioner Cohen as number two and Clerk Commissioner Shaoff as number three was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

V. <u>COMMISSIONER COMMENTS</u>

A **Motion** was made by Vice Mayor Clark, Seconded by Commissioner Cohen to Bring up a non-agenda item was carried as follows:

Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Clerk Commission Shoaff	Yes
Mayor Mohammed	Yes

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to get an RFI for the 60th Anniversary event was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

A **Motion** was made by Vice Mayor Clark, Seconded by Clerk Commissioner Shoaff to extend posting for Interim for Town Manager until April 15th was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

A **Motion** was made by Vice Mayor Clark, Seconded by Commissioner Cohen to Bring up a non-agenda item was carried as follows:

Clerk Commission Shoaff	Yes
Vice Mayor Clark	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

A **Motion** was made by Vice Mayor Clark, Seconded by Commissioner Shoaff to Amend the Engineering Service contract from $18,060.00 to $27,565.00 for lighting upgrade project Giadano and Associates item # 7 on the consent was carried as follows:

Vice Mayor Clark	Yes
Clerk Commission Shoaff	Yes
Commissioner Cohen	Yes
Mayor Mohammed	Yes

VI. ATTORNEY COMMENTS

VIL TOWN MANAGER I PERSONNEL COMMENTS

VIII. EMERGENCY ITEMS

Meeting adjourned at 10:15 P.M

28. 03-28-2017

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, MARCH 28, 2018 – 11:00 A.M.

AMENDED AGENDA

CALL TO ORDER – 11:00 A.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH

PUBLIC

ATTORNEY	JEFF HOCHMAN
ATTORNEY	DONALD J. LUNNY

ABSENT

ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF

1. <u>Attorney/Client Session</u>

Attorney Ryan read into the record that this was the Attorney/Client Session as pursuant to Florida Statute 286.0118 between the Commissioners and Special Litigation Counsel Donald J. Lenny, Special Litigation Counsel Jeff Hochman, and Town Counsel Christopher J. Ryan.

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

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

Town of Pembroke Park, Defendant.

THIS CASE IS PENDING IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA AND HAS BEEN ASSIGNED **Case No.: CACE-17-021811 (13)**. This Attorney/Client session shall commence at 11 a.m. on March 28 in the Room 102 which is located in the Pembroke Town Hall, 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 (954-966-4600). This Attorney/Client session shall last an estimated 1.0 hours. The only persons authorized to attend this Attorney/Client session pursuant to above referenced law are Mayor Ashira Mohammed, Vice Mayor Howard P. Clark, Jr., Clerk Commissioner Georgina Cohen, Town Attorney Chris Ryan and Special Litigation Counsel, Jeff Hochman, Esq. of Johnson Anselmo and Special Litigation Counsel, Donald J. Lunny, Jr., Esq. of Brinkley Morgan and the certified transcribing court reporter.

The meeting went into Attorney/Client Session at 11:02 a.m.

The public meeting was resumed and adjourned at 12:24 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

29. 04-03-2018

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

TUESDAY, APRIL 3, 2018 – 2:45 P.M.

AMENDED AGENDA

CALL TO ORDER – 2:45 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

ABSENT

ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF

1. DISCUSSION: Pembroke Park Community Garden/Preservation of Owls/Grant Application – Vice Mayor Clark / Park Manager Thomas Wilde / Director of Public Works Todd Larson

Vice Mayor Clark presented an opportunity to create an orchard in Pembroke Park with exotic fruit trees. The total price of the project is $1,596.

Mr. Wilde stated Vice Mayor Clark, Mayor Mohammed, and several staff members visited a 501(c)3 that specializes in exotic fruit and vegetables. They are getting ready to have a semi-annual sale and the timing is perfect to work with the Town on pricing, which is competitive with

Mr. Wilde said the organization is willing to work with the Town to plant fruit trees in the Ryan Park open space grass area that runs north/south. A list was put together based on availability of stock.

If the Commission approves the project, Mr. Wilde stated the trees are available for pickup tomorrow.

Vice Mayor Clark stated the money is available in the garden account, and he would like to include additional for dirt and fertilizer. He said a portion of the money would need to be transferred from the utility fund from the completed water lines.

Vice Mayor Clark said the orchard would be 60 feet long and run parallel on the west side of Ryan Park. He stated the idea would be to support agro/eco-tourism, including the garden, the Hoffman House (originally Hollywood Ridge Arms), and the orchard. In addition, when the owl family to be discussed in Item 2 is brought in, it could be brought to the orchard.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to approve an amount not to exceed $2,500 for the orchard initial plant. In a roll call vote, the **motion** passed unanimously.

Commissioner Cohen asked for clarification on the list of trees provided. Mr. Wilde explained adjustments were made to the list based on availability.

Vice Mayor Clark noted there is an opportunity to bring a lost owl family into Pembroke Park. On April 4, staff members are meeting with the Audobon Society to discuss

Mr. Wilde explained there is a family of nesting owls that need to be moved from West Park.

Vice Mayor Clarke stated there was a permit issued to build a house in West Park, and after they started building they found a family of owls with no place to live once the house is built.

Mr. Wilde said the owls are identified as a protected species, and there is already a family in place.

Mayor Mohammed asked how many owls can be located in the park before it becomes a national preserve. She said she does not want that to happen. Mr. Wilde explained at one point there were four (4) pairs, and now there is only one (1). He discussed restrictions in development. He said he would look into it.

Mr. Wilde said they are discussing putting the owls in a part of Ryan Park that is underutilized. Mayor Mohammed said she would like the vote to hinge on determining the use of the park by people would not be an issue.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to relocate the owls. In a roll call vote, the **motion** passed unanimously.

Mayor Mohammed stated the board had an application before them for a grant and asked for a motion.

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to move forward with applying for the grant with the Fruit Tree Planting Foundation, as well as administering the grant. In a roll call vote, the **motion** passed unanimously.

The meeting was adjourned at 3:09 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

30. 06-06-2018

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, JUNE 6, 2018 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

ABSENT

ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

Upon taking roll, Assistant Town Manager Natasha Joseph announced there was not a quorum, and asked Attorney Chris Ryan for direction.

Mr. Ryan stated the meeting could proceed without taking any official action.

Vice Mayor Clark verified that meant discussion could go on without a vote.

1. <u>DISCUSSION: Annexation – Vice Mayor Clark</u>

Vice Mayor Clark stated the Town had a "big problem," as West Park was holding a meeting that evening regarding annexation.

Mayor Mohammed stated she was contacted today by Former Representative / West Park Attorney Chris Smith, asking how Pembroke Park would feel about West Park moving forward with annexation all commercial property north of Hallandale Beach Boulevard.

Continuing, Mayor Mohammed said she told Mr. Smith she would be adamantly opposed to it, and the Commission would move forward with fighting the action. In addition, she said the businesses would fight against the change.

Mayor Mohammed said Mr. Smith told her the Broward Delegation was aware of the issue. She stated she met with a Senator earlier in the week, and was told he was not aware, but was against annexation when it was brought up regarding Pembroke Pines.

Mayor Mohammed stated the Senator told her that it was a good idea to continue meeting with the delegation so that they had heard both sides.

Continuing, Mayor Mohammed said the Commissioners needed to move quickly with contacting all of the representatives in the Broward Delegation.

Mr. Ryan asked the basis for the annexation argument.

Mayor Mohammed stated West Park was arguing that Pembroke Park "cherry picked" the businesses, as well as that the businesses were within the boundaries of West Park.

Mr. Ryan said obviously neither of those things were true, as the businesses never were part of West Park. He said there was not a basis in fact or logic.

Vice Mayor Clark said you can't take something away that they never had.

Mayor Mohammed said the people she had spoken to wanted to see historical data and said she didn't know what resolutions Pembroke Park had, but they needed to be gathered.

Mr. Ryan said they had State law, creating the boundaries of Pembroke Park. He stated it was created via action of the legislature and asked when they were scheduled to review the issue.

Vice Mayor Clark said to his knowledge there was not a hearing scheduled at this time.

In response to a question from Mr. Ryan, Mayor Mohammed said the meeting tonight was a West Park Commission meeting, and Mr. Smith would be giving a report in his capacity as the attorney hired to represent West Park in the annexation matter.

Vice Mayor Clark stated it was the time for action, rather than holding back and waiting.

Mr. Ryan stated if the Commission wanted, he would attend the meeting on behalf of the Town.

Vice Mayor Clark asked that Attorney David Sigerson also be involved.

In response to a question from Mr. Ryan, Mayor Mohammed said West Park was arguing the feasibility study was flawed.

Mr. Ryan stated the feasibility study was done at the request of Broward County, and made the argument that the fact West Park was operating with positive cash flow was evidence it was not flawed.

Continuing, Mr. Ryan said the property in question had been developed by Pembroke Park, and that hard work could not be "cherry picked" in return.

Vice Mayor Clark said Mr. Ryan should be the spokesperson at the meeting and pointed Mr. Ryan toward the map of Pembroke Park. He provided historical information on the annexation of Hollywood Ridge Farms following their bankruptcy, noting that a continuous connection was required by 171.

Director of Public Works Todd Larson stated Pembroke Park was the ones who provided incentives for those businesses to come in, going without a tax base for years and years, and is now reaping the rewards.

Mr. Ryan said Pembroke Park could make a presentation, but West Park would still move forward.

Mr. Wilde argued that this presentation was the basis for future litigation.

Vice Mayor Clark said he believed an attorney from Palm Beach was also needed to rebut the situation, noting Mr. Ryan's brother being on the Broward County Commissioner gave him a precarious position.

Mr. Ryan said the County would not be the decision maker, and he did not see an issue.

Vice Mayor Clark discussed history with Mr. Ryan's father fighting on behalf of the Town.

Vice Mayor Clark said he wanted the meeting recorded.

Mr. Ryan asked if they wanted to send a court reporter, and stated the Town had a right to do so.

Vice Mayor Clark asked that Mayor Mohammed find a West Palm Beach attorney who would be a fighter before the next Commission meeting.

Vice Mayor Clark said he wanted the record to reflect that the gloves were off.

Mr. Ryan said if they couldn't get their own court reporter, a public records request could be made for the tape of the West Park meeting.

Mr. Ryan asked why they were set on getting an attorney out of Palm Beach County, stating there are plenty of Broward County attorneys who were competent.

Vice Mayor Clark said he wanted someone who had no political interest in the issue, then stated he would prefer it be Mr. Ryan.

Mr. Ryan asked how the item would be handled if it was not on the agenda, and staff discussed how the discussion could come up at the West Park Commission meeting.

Mayor Mohammed said she was informed by Mr. Smith and suggested it might be a non-agenda item.

Vice Mayor Clark asked that anyone hearing rumors about annexation bring them to the Commission.

Mayor Mohammed asked that the State Representative and Senator be invited down so the Town had a public record showing the discussion regarding what Pembroke Park is doing to be a good neighbor.

2. <u>DISCUSSION: Community Garden – Vice Mayor Clark</u>

Vice Mayor Clark said he called Mr. Ryan to ask if the garden could be exclusively for Pembroke Park residents.

Mr. Ryan said they could not exclude people because they don't live in the Town, but different membership rates could be charged based on the fact that Pembroke Park tax money was used to develop the garden. He said a determination of those fees would need to be made, then 30 days' notice would be given on the agreement.

Mr. Larson explained since the Town is paying for the basic maintenance and infrastructure, that they should be controlling day-to-day what is going on in the park, but right now Maculele is running programs and have control.

Mr. Ryan stated what they may want to do is redo the agreement, giving the Town all final decision-making power. He said it could be reworked between now and September when it needs to be adopted again.

Vice Mayor Clark said he would go through the agreement with Mr. Larson and Ms. Joseph.

3. DISCUSSION: Fire Rescue Contract – Vice Mayor Clark

Vice Mayor Clark said the Commissioners should be represented by an attorney in the discussion. He said he did not want to be at the table and be overrun. He asked that an attorney not influenced by Broward County be looked at.

Mr. Larson said all the contracts need to be looked at, using the police contract as an example. He said he didn't think it was right.

The Commissioners and staff discussed the current shifts existing with police coverage.

Mayor Mohammed said she would like to know if the School Resource Officers needed to be BSO. She suggested looking into sharing with Hallandale.

Mr. Larson said the issue would be that both schools are in session at the same time.

Mayor Mohammed stated the school charter states the School Resource Officers are a function of the school board and said this is an issue which has been brought up at League of Cities meetings.

In response to Vice Mayor Clark expressing concern with Mr. Ryan's workload, Mr. Ryan said there are others in the firm who can assist.

Mayor Mohammed outlined the related experience of Andre XXXX and said she would feel comfortable knowing he has negotiated both sides of this type of contract negotiations, so she would like to bring him on board to help deal with the Fire Contract.

Vice Mayor Clark said he would contact Mr. XXXX and bring him in for the next meeting.

The Commissioners discussed the split in the contract.

4. Non-Agenda Items

Vice Mayor Clark said Progressive wants to depose him, and staff told him it was an issue.

Mr. Ryan said there is not a ruling on the protective order, and it seems premature to discuss this issue. He stated Vice Mayor Clark would have counsel, and the scope of the questions would be limited.

Vice Mayor Clark stated when the time comes, he wants to have his own counsel, because it is the responsibility of Mr. Ryan to protect the Town.

<<From this point, audio cuts in and out>>

Mayor Mohammed stated the Florida League of Cities had given a referral for the Parks Department allegations, but the person was an HR specialist.

Ms. Joseph interjected that the Florida League of Cities has picked up the case and are hiring an investigator.

Mr. Ryan asked who counsel for the Town from the firm was listed as.

The Commissioners and staff discussed employees bringing grievances and what recourse the Town might have.

Mr. Ryan stated the threshold for action against public officials and examples of defamatory statements.

Vice Mayor Clark said he thought a procedure needed to be put in place for there to be a consequence or procedure regarding people making statements which were false.

Mr. Ryan said he needed to go to get background in place for the West Park meeting. He stated it would be interesting to see what the argument would be.

The meeting was adjourned at 4:27 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

31. 07-13-2018

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

FRIDAY, JULY 13, 2018 – 10:00 A.M.

AGENDA

CALL TO ORDER – 10:15 A.M.
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER/ ASSISTANT TOWN MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

5. ANNOUNCEMENT: Attorney/Client Session

Item 5 was taken out of order.

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

Progressive Waste Solutions of FL, Inc. dba Waste Connections of FL, Plaintiff,

vs.

Town of Pembroke Park, Defendant

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

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

This Attorney/Client session shall commence at, or as soon as possible after, Monday, July 16, 2018 at 10:00 a.m. in Room 102 which is located in the Pembroke Town Hall, 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 (954-966-4600). This Attorney/Client session shall last an estimated 1.0 hours. The only persons authorized to attend this Attorney/Client Session are Mayor Ashira Mohammed, Vice Mayor Howard P. Clark, Jr., Commissioner Georgina Cohen, Town Attorney Chris Ryan, and Special Litigation Counsel Jeff Hochman, Esq. of Johnson Anselmo, and Special Litigation Counsel Donald J. Lunny, Jr.; Esq. of Brinkley Morgan and the certified transcribing court reporter.

Attorney Chris Ryan asked for an adjustment to the time of the session to 11 a.m.

Mr. Ryan made the announcement with the corrected time.

1. DISCUSSION: Employment Service Agreement – Mayor Mohammed / Attorney Ryan

Mayor Mohammed asked if the contract with interim Town Manager Bogdan Vitas had been worked out.

Mr. Ryan stated Mr. Vitas will begin work for the Town on July 23 pending review of the contract by his attorney, and staff will be getting as much background information to him ahead of time as possible.

In response to a question from Commissioner Cohen, Mr. Ryan stated a Resolution had been approved to select Mr. Vitas as financial consultant pending negotiation of the contract. He pointed the Commissioners to the draft contract in the board packet.

The Commissioners discussed other financial staff and the need to readvertise for a financial service company on Demand Star.

Mayor Mohammed clarified that Mr. Vitas would be coming in as Acting Town Manager. She listed some of the items he would be asked to do right away, including working as go-between on setting the Millage Rate.

Commissioner Cohen stated Mr. Vitas needed to focus on financial matters.

The Commissioners discussed the need for temporary workers in the finance department.

Mayor Mohammed said MuniTemps was the recommended temporary employment agency, because they had experience with municipalities. She said she wanted to get two (2) people in to start working on the list of 100 items from the auditors.

Vice Mayor Clark asked what the Commissioners needed to do in order to allow staff and the Interim Manager to hire people as needed.

Commissioner Cohen stated she thought hiring should wait until Mr. Vitas came in and expressed concern regarding costs.

Mr. Ryan stated the agreement with MuniTemps should be added to the next agenda.

Mayor Mohammed gave an update on the compensation review being completed by an outside contractor, Dr. Oel Wingo. She listed the items needed to move forward, including employee names, start dates, and educational backgrounds.

Vice Mayor Clark stated the Department Heads are waiting for the salary information from Dr. Wingo.

Mayor Mohammed said the report was pending the information requested.

The Commissioners and staff discussed requirements for sending emails, and whether emails could be disseminated to the Board and staff.

2. RESOLUTION: Celebrating 50 Years of Home Rule – Vice Mayor Clark / Attorney Ryan

Vice Mayor Clark gave a brief overview of Home Rule.

Mr. Ryan read the Resolution.

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

Vice Mayor Clark asked if something could be added referencing neighboring municipalities.

Mr. Ryan stated he thought the reason it was left out was that all municipalities are on equal footing for writing their own laws, except when superseded by the State legislature.

Vice Mayor Clark said he thought the Town should use this Resolution to stand up at the Florida League of Cities and say Home Rule is being breeched by annexation. Continuing, he asked Mr. Ryan to have his firm file a public records request for the West Park meeting tape and suggested a lawsuit.

Assistant Town Manager Natasha Joseph stated the March 28 civic meeting was not recorded, but the June 6 Commission meeting was recorded.

Vice Mayor Clark said Ms. Joseph had requested the tape twice, and the Town needs to have it for its files.

In response to a question from Commissioner Cohen, Mr. Ryan explained the Resolution and its background, noting it was sent to all municipalities in the State by the Florida League of Cities.

3. DISCUSSION: Bills over $500 – Finance Department

Commissioner Cohen stated she had only just received the bills and asked if approval could be put off until next week.

Mr. Ryan commented that Dr.Wingo's email stated she had not been paid for the work she had done to this point, so that bill should be approved.

Ms. Joseph said several vendors had not been paid, as there was no Town Manager designee.

Vice Mayor Clark said the bills needed to be paid and asked if everyone had signed off on the bills. He asked Ms. Joseph to call Ms. Wingo and set up a meeting.

In response to a question from Commissioner Cohen, Mayor Mohammed explained the CPA listed in the bills was for the audit of the garbage company.

Director of Public Works Todd Larson gave background information on the audit and the records which had been pulled.

The Commissioners and staff discussed charges for temporary staffing.

Vice Mayor Clark asked that the Commissioners receive the bills at least the night before meetings to give them time to review.

Ms. Joseph stated this particular instance was an oversight on her part. She said if the Commissioners wanted to wait until Monday, that was fine.

The Commissioners agreed by consensus to put the item off until Monday.

4. DISCUSSION: School Supply Drive – Mayor Mohammed

Mayor Mohammed said the current budget for the school supply drive is $3,000, and last year they spent $3,174. She asked that the line item by increased to $3,600.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to increase the school supply drive budget to $3,600. In a roll call vote, the **motion** passed unanimously.

Commissioner Cohen asked for an explanation of what was spent in past years.

Mayor Mohammed repeated the numbers and said she wanted to get pencils with the Town logo on them. She said the event will be held on August 11.

Mayor Mohammed stated haircuts and eye exams were being added, so the event would be all day.

Amended Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to increase the school supply drive budget to $4,000. In a roll call vote, the **motion** passed unanimously.

5. ANNOUNCEMENT: Attorney/Client Session

Item 5 was addressed earlier in the meeting.

Vice Mayor Clark stated yesterday he voted to bring $5.2 billion into Broward County for streets and roads, and it was good to have staff there. Continuing, he said mulching is happening for the trees, under the direction of Mr. Larson. He noted a grand opening for the garden will be held in August.

Vice Mayor Clark stated last week, everyone was shocked that Mr. Ryan was taking an early retirement. He said the Commissioners do not want Mr. Ryan to leave and will be meeting with him later today.

The meeting was adjourned at 10:57 a.m.

Approved ____________ ________________________________

Date Mayor/Councilmember

____

Town Clerk

32. 07-16-2018

DRAFT

SPECIAL COMMISSION MEETING OF
THE TOWN OF PEMBROKE PARK

MONDAY, July 16, 2018 – 11:00 A.M.

AGENDA

CALL TO ORDER – 11:00 A.M.
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
COMMISSIONER	GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER	BOGDAN VITAS
TOWN ATTORNEY	CHRISTOPHER J. RYAN
TOWN ATTORNEY	DAVID SIGERSON
ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUILDING OFFICIAL	ALAN CORRIVEAU
BILLING CLERK	MICHELLE GROOMS
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

3. <u>ANNOUNCEMENT: Attorney/Client Session</u>

Item 3 was taken out of order.

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

Progressive Waste Solutions of FL, Inc. dba Waste Connections of FL, Plaintiff,

vs.

Town of Pembroke Park, Defendant

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

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

This Attorney/Client session shall commence at, or as soon as possible after, Monday, July 16, 2018 at 10:00 a.m. in Room 102 which is located in the Pembroke Town Hall, 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 (954-966-4600). This Attorney/Client session shall last an estimated 1.0 hours. The only persons authorized to attend this Attorney/Client Session are Mayor Ashira Mohammed, Vice Mayor Howard P. Clark, Jr., Commissioner Georgina Cohen, Town Attorney Chris Ryan, and Special Litigation Counsel Jeff Hochman, Esq. of Johnson Anselmo, and Special Litigation Counsel Donald J. Lunny, Jr.; Esq. of Brinkley Morgan and the certified transcribing court reporter.

Mayor Mohammed read the announcement for the public record and adjourned the public meeting to go into Attorney/Client Session.

Mr. Ryan announced the clerk, Ms. Joseph, was exiting the chambers at 11:03 a.m.

The public meeting resumed at 11:47 a.m.

1. <u>DISCUSSION: Employment Service Agreement – Mayor Mohammed / Attorney Ryan</u>

Mr. Ryan stated Mr. Vitas had approved the employment service agreement as prepared.

Mayor Mohammed commented on the travel allowance within the contract, designated to cover gas and tolls.

In response to a question from Commissioner Cohen, Mr. Ryan stated the contract could be extended if the parties desired.

Vice Mayor Clark asked about the feasibility of the travel allowance.

Mr. Ryan stated total compensation would be $11,533 per month, which was significantly less than the previous Town Manager.

Mayor Mohammed asked about the roles and responsibilities and whether it should be clearer that the primary role was to develop the budget.

Mr. Ryan read the section of the budget that applied, and said he thought it was covered.

Vice Mayor Clark said he wanted it to be added that the Town Manager worked at the direction of the Commission.

Mr. Ryan stated any budget is at the discretion of the Commission.

Commissioner Cohen asked specifically what the Interim Town Manager would be doing in the finance department.

Mr. Ryan stated there will be a Finance Director hired, and the Town Manager would supervise that person.

Mayor Mohammed addressed items the previous Town Manager handled in reference to the budget. She outlined the reasons she wanted to bring Mr. Vitas in.

Mr. Ryan read a Resolution authorizing the Town to enter the agreement with Mr. Vitas as an independent contractor serving as Interim Town Manager.

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

Mayor Mohammed asked the status of advertisements for open positions.

Ms. Joseph said without a pay scale, she was not moving forward.

Mayor Mohammed told her to advertise as "to be determined."

Commissioner Cohen stated they needed someone qualified to look after the Commission. She said she needed someone experienced that she could work with and trust.

Mayor Mohammed said these positions needed to be filled immediately and asked if the contracts had gone out to bid.

Ms. Joseph said they had not, and RFPs and RFQs needed to be completed.

Mr. Larson stated he could submit the letter to the property appraisers if he could find a sample letter.

Mayor Mohammed said he could call other municipalities to find one, or send an email.

The Commissioners and staff discussed steps that needed to be taken to handle things Dr. Levy used to handle.

2. DISCUSSION: Bills over $500 – Finance Department

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to approve the bills over $500. In a voice vote, the **motion** passed unanimously.

Commissioner Cohen asked for an explanation of temporary staffing services. She stated the process was expensive and the Town needed to hire staff.

3. ANNOUNCEMENT: Attorney/Client Session

Item addressed previously.

Motion by Commissioner Cohen, seconded by Vice Mayor Clark, to adopt the proposed Millage Rate of 8.5 percent and approve the public hearing dates. In a roll call vote, the **motion** passed unanimously.

Administrative Services Director Natasha Jones asked if the Commission would consider moving the September Workshop Meeting. After discussion, the Commission chose to leave the meetings as planned.

Motion by Commissioner Cohen, seconded by Vice Mayor Clark, to adjourn the meeting. In a voice vote, the **motion** passed unanimously.

The meeting was adjourned at 12:06 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

33. 07-24-2018

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action minutes of July 24, 2018

A. CALL TO ORDER — 7:13 P.M.

B. PLEDGE OF ALLEGIANCE: — Mayor Mohammad

C. ROLL CALL: — Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

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

AGENDA

1. PUBLIC HEARING: Tuesday, July 24, 2018 -11:00 A.M. – Proposed Code Amendment Relating to Chapter 2, Administration; Amending Section 2-94; Duties and Responsibilities; Creating a New Section 2-95, Town Commission Interactions; Providing for Inclusion in the Code of Ordinances; Providing for Severability; Superseding Conflicting Ordinances and Resolutions and Providing an Effective Date – (SECOND READING) – Vice-Mayor Clark/Attorney Ryan

   Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to continue the review of the Town Manager Ordinance until the August 28, 2018 Meeting was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

2. DISCUSSION: Fiscal Year 2018 -19 Budget – Mayor Mohammed

   Item was discussed

3. DISCUSSION: Community Garden – Vice-Mayor Clark/ Attorney Ryan

   Item was discussed

5. DISCUSSION: Fires Rescue Services Contract – Vice-Mayor Clark

   Item was discussed

4. DISCUSSION: Reimbursement of Attorney's Fees Policy – Vice-Mayor Clark

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to table this item carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

Meeting Adjourned At 12:02 P.M.

34. 09-06-2018

TOWN OF PEMBROKE PARK

Special Commission Meeting

Action minutes of September 6, 2018

A. <u>CALL TO ORDER</u> 5:45 P.M.

B. <u>PLEDGE OF ALLEGIANCE:</u> Mayor Mohammad

C. <u>ROLL CALL:</u> Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

Interim Town Manager Vitas Town Attorney Ryan; Town Legislative Consultant Sigerson;

Admin Services Director Joseph; Director Of Public Works Larson; Consultant Engineer Kunen; Consultant Planner Miller; Public Safety Chief Coker; Fire Department Liaison Chief Kane; Code Enforcement Officer Louis; Building Official Corriveau; Billing Clerk Grooms

D. <u>ALSO PRESENT:</u>

Sylvia Bouchard

E. <u>AGENDA:</u>

1. <u>PUBLIC HEARING(S)</u>

Budget And Proposed Millage Rate For Fiscal Year 2018/2019 - Bob Vitas

A Motion was made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark to adopt the tentative millage rate of 8.5 mills was carried as follows:

Clerk Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

A motion was made by Clerk Commissioner Cohen, seconded by Vice Mayor Clark to adopt the tentative Budget as presented by the Interim Town Manager, Bob Vitas was carried as follows:

Clerk Commissioner Cohen	Yes
Vice Mayor Clark	Yes
Mayor Mohammed	Yes

Meeting adjourned at 5:57 P.M

35. 09-18-2018

TOWN OF PEMBROKE PARK

Special Commission Meeting
Action minutes of September 18, 2018

A. CALL TO ORDER — 5:45 P.M.

B. PLEDGE OF ALLEGIANCE: — Mayor Mohammad

C. ROLL CALL: — Mayor Mohammad; Vice Mayor Clark; Commissioner Cohen

Interim Town Manager Vitas Town Attorney Ryan; Town Legislative Consultant Sigerson;

Admin Services Director Joseph; Director Of Public Works Larson; Consultant Engineer Kunen; Consultant Planner Miller; Public Safety Chief Coker; Fire Department Liaison Chief Kane; Code Enforcement Officer Louis; Building Official Corriveau; Billing Clerk Grooms

D. ALSO PRESENT:

Fredericka Mclean; Anne Paige

I. Final BUDGET AND MILLAGE RATE FOR FISCAL YEAR 2018/2019 - Mayor Mohammed & Attorney Ryan

Attorney Ryan read the Resolution

<<insert resolution>>

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to adopt the millage rate of 8.5000 was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

Attorney Ryan read the Resolution

<<insert resolution>>

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to adopt the General Fund was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

Attorney Ryan read the Resolution

<<insert resolution>>

Motion made by Vice Mayor Clark, seconded by Commissioner Cohen, to adopt the Final Budget for the Sewer Enterprise Fund as presented was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

Attorney Ryan read the Resolution

<<insert resolution>>

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to adopt the Storm Water Drainage Enterprise Fund was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

Attorney Ryan read the Resolution

<<insert resolution>>

Motion made by Vice Mayor Clark, seconded by Clerk Commissioner Cohen, to adopt the Pension Trust Fund was carried as follows:

Vice Mayor Clark	Yes
Clerk Commissioner Cohen	Yes
Mayor Mohammed	Yes

Meeting adjourned at 7:41 P.M

36. 09-25-2018

TOWN OF PEMBROKE PARK
Special Commission Meeting
Action minutes of September 25, 2018

A. CALL TO ORDER 1:20 P.M.

B. PLEDGE OF ALLEGIANCE: Vice Mayor Clark

C. ROLL CALL: Vice Mayor Clark

Interim Town Manager Vitas Town Attorney Ryan; Town Legislative Consultant Sigerson;

Admin Services Director Joseph; Director Of Public Works Larson; Consultant Engineer Kunen; Code Enforcement Officer Louis; Code Enforcement Officer Ramirez; Building Official Corriveau; Billing Clerk Grooms; Administrative Assistant Manzerolle

D. ABSENT:

Mayor Mohammad; Commissioner Cohen

Ms. Joseph stated that we do not have a quorum at this time and therefore cannot have an official meeting.

1. DISCUSSION: Fiscal Year 2019 Adopted Annual Budget - Vice Mayor Clark

   Discussion was held.

   Meeting adjourned at 2:05 P.M

5. Bid Opening Meeting
40. 03-01-2018

40. 03-01-2018

DRAFT

BID OPENING OF
THE TOWN OF PEMBROKE PARK

THURSDAY, MARCH 1, 2018 – 3:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 3:03 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

DEPUTY TOWN CLERK/ ASSISTANT TOWN MANAGER	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
IT DIRECTOR	MARK

1. <u>Bid Opening of the Enterprise Resource Planning Software Consultant Services</u>

Ms. Joseph called roll.

First Bid - Barry Dunn, 100 Middle Street, Portland, ME

Mr. Larson opened the box, which included an original, six (6) copies, and a digital version. The project total was $74,700.

Second Bid - Plant & Moran, LLC

Mr. Larson opened the box, which included an original, six (6) copies, and a digital version. The project total was $48,375.

A total of two bids were received. No public was present.

Mr. Kunen explained the next step was for the bid review committee to receive the bids and review them. The committee will meet at 1 p.m. on Tuesday, March 6 to come up with final recommendations for the Town Commission Workshop Meeting on March 7.

Mr. Larson adjourned the meeting at 3:08 p.m.

Approved ____________ ________________________________

Date Mayor/Councilmember

____

Town Clerk

6. **Pembroke Cares Meeting**
   41. 04-05-2018

41. 04-05-2018

DRAFT

PEMBROKE PARK CARES MEETING
THE TOWN OF PEMBROKE PARK

THURSDAY, APRIL 5, 2018 – 11:00 A.M.

AMENDED AGENDA

CALL TO ORDER – 1:18 P.M.
ROLL CALL

PRESENT

CHAIR	ASHIRA MOHAMMED
VICE CHAIR	HOWARD P. CLARK, JR.
BOARD MEMBER	BRANDON SAMUELS

ABSENT

BOARD MEMBER	EMMA SCHOAFF
BOARD MEMBER	LILLY ANN PAGE

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
TOWN ATTORNEY	DAVID SIGERSON
ADMIN SERVICES DIRECTOR	NATASHA JOSEPH

I. DISCUSSION: Pembroke Park Cares 501(c)3 – Mayor Mohammed / Dee Carper / Attorney Ryan

Mayor Mohammed asked Dee Carper to take the lead on the item.

Ms. Carper stated she has a contract with the Town to secure grants for Pembroke Park Cares. She said the Town has asked that she prepare a packet on the status of the 501(c)3 application and plan administration.

Ms. Carper named the Board of Directors, which includes a local resident and a local business owner.

Continuing, Ms. Carper said the bylaws of Pembroke Park Cares were adopted by the Board and the Town of Pembroke Park on October 18.

Attorney Chris Ryan reviewed the bylaws and the objectives of the Board. He pointed out Ms. Carper's services are retained by the Town, so she is not an employee or contractor of Pembroke Park Cares.

Mayor Mohammed asked if a provision could be added to allow meetings to be held by conference calls.

Mr. Ryan said there was nothing prohibiting electronic meetings in the bylaws, but the language could be added.

Ms. Carper outlined the thought process behind having monthly calls by conference call and said she would provide the calling service.

Mayor Mohammed asked if the Board wanted to operate by Roberts Rules of Order, or operate more casually, as previously discussed.

Vice Mayor Clark asked if David Sigerson could be involved in Pembroke Park Cares in some way.

Ms. Carper said for consistency, Mr. Sigerson would assist with State and Federal grants where the 501(c)3 partners with the Town and would serve as the staff point person between the non-profit and the Town.

Motion made by Vice Mayor Clark, seconded by Board Member Samuels, to name Mayor Mohammed as Chair. In a roll call vote, the **motion** passed unanimously.

Motion made by Vice Mayor Clark, seconded by Board Member Samuels, to name Vice Mayor Clark as Vice Chair. In a roll call vote, the **motion** passed unanimously.

Ms. Carper gave historical background on the creation of the 501(c)3 for Pembroke Park Cares. She asked for direction on completing the process with either the 1023 EZ or the full form, stating the amount expected to be in the fund would be the deciding factor.

Mr. Ryan stated he does not anticipate a balance of more than $50,000 in the organization's account at any one time, because the money would be sent out again immediately.

Board Member Samuels read the 1023 EZ form, and stated he felt the issue should be sent to an accountant.

Vice Chair Clark asked who would be handling the accounting.

Administrative Services Director Natasha Joseph asked if a separate bank account should be set up and said an accountant should check the issue out before moving forward.

In response to a question from Mr. Ryan, Ms. Carper outlined some of the differences between the two application forms, noting the full form asked for a narration of the type of grants which will be sought, information on administrators, and other extensive information.

Mr. Ryan said he would see the organization's fundraising as more limited but said he would be happy to defer to an accountant.

Vice Chair Clark said he would encourage the group to start with the EZ form, then move on to the full submittal in the future.

Board Member Samuels agreed.

Mr. Sigerson addressed the differences in the forms, and the relationship with filing a tax return.

Motion made by Vice Mayor Clark, seconded by Board Member Samuels, to direct Dee Carper to file the 1023 EZ form. In a roll call vote, the **motion** passed unanimously.

Chair Mohammed shared grant information from a recent Federal Round Robin meeting at the National League of Cities meeting. Examples included a USDA farm grant to assist in feeding the community.

Motion made by Vice Chair Clark, seconded by Board Member Samuels, to direct Dee Carper and Mr. Sigerson to pursue all grants discussed at the League of Cities which the Town may qualify for. In a roll call vote, the **motion** passed unanimously.

Motion made by Vice Chair Clark, seconded by Board Member Samuels, to direct Dee Carper and Mr. Sigerson to pursue any applicable items from the Town's five-year capital improvement plan. In a roll call vote, the **motion** passed unanimously.

Ms. Carper said she and Mr. Sigerson went through the capital improvement plan and tried to match up projects where there might be grants available to the 501(c)3 in partnership with the Town.

Continuing, Ms. Carper stated some of the places the 501(c)3 might be a blessing, including the garden, the plethora of wellness events, and parks.

Vice Chair Clark asked her to also look at the agro-ecotourism project which is beginning, including the exotic and rare orchard running the length of Ryan Park.

Ms. Carper and Vice Chair Clark discussed a specific grant for historical designations.

Chair Mohammed brought up additional projects she would like to see, including art in the new cultural center, a museum, and a library.

Board Member Samuels said he hoped that soliciting local businesses would be a part of what the Board would do moving forward.

Ms. Carper suggested a committee to create a strategic plan about working with local businesses.

Board Member Samuels stated it was worth a brainstorming session at some point.

The Board and staff discussed benefits to local businesses.

Vice Chair Clark said whatever the choice is, the Board should get going on it.

Board Member Samuels said the first thing should be the formation of the Corporation and then the bank account needed to be opened. Once those items are in place, rules for what type of donations could be accepted could be created, then that information could be relayed to the private sector.

Mr. Ryan provided direction on the process.

Ms. Carper pointed the Board to the application required before beginning to solicit donations.

Motion made by Vice Chair Clark, seconded by Board Member Samuels, to direct Dee Carper to complete the application to solicit funds through the Agricultural Consumer Affairs Agency. In a roll call vote, the **motion** passed unanimously.

Board Member Samuels asked the timeline for creation of the 501(c)3.

Ms. Carper outlined the two (2) processes, and said she was hoping for a response in between two (2) and eight (8) weeks.

The Board discussed when to hold the next meeting.

Mr. Sigerson stated someone needed to be designated to open a bank account, and the bank would probably want to see the application for 501(c)3, tax ID number and an authorized signatory.

Mr. Ryan said those items should be addressed at the next meeting, as well as the amendment to the bylaws to allow for meeting electronically.

Ms. Carper asked for any comments from Board members and staff.

The Board and staff discussed Sunshine Laws, and what records needed to be retained.

Vice Chair Clark asked who would be handling finance.

Mr. Ryan said the 501(c)3 is on hold until the paperwork is filed, and a separate bookkeeper will be needed in the future. He said a volunteer may be available.

Motion made by Vice Chair Clark, seconded by Board Member Samuels, to adjourn. In a roll call vote, the **motion** passed unanimously.

The meeting was adjourned at 2:23 p.m.

Approved ______________ ____

Date Mayor/Councilmember

____

Town Clerk

4. **Pension Board Meetings**

37. 12-12-2017

38. 04-11-2018

39. 08-01-2018

37. 12-12-2017

DRAFT

COMMISSIONERS PENSION BOARD MEETING OF
THE TOWN OF PEMBROKE PARK

TUESDAY, DECEMBER 12, 2017 – 2:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 2:18 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

1. <u>DISCUSSION: Pension Report – Retirement Benefits Coordinator Rosen</u>

Ms. Rosen presented an update on the pension plan.

The auditors suggested the life insurance and annuities held outside of the pension plan that were held outside of the plan be moved over, so the plan now shows those amounts. The two annuities done during the 2016/2017 budget updates are not reflected in this report, so the next report will be much higher.

The report reflected numbers from October 1, 2016 through September 30, 2017. At the beginning of the reporting period, the total was $1,762,533 million. Over the fiscal year, $72,933.80 was paid out, including the retired commissioner and partial year payments to two deceased Commissioners who reached the end of their ten (10) payments. At the end of the fiscal year, the total was $2,016,662.

The Commissioners asked questions regarding the annuities and life insurance and Ms. Rosen explained how the program works.

Ms. Rosen stated the plan made 9.47 percent in the fiscal year ending in 2016 and 10.13 percent in the fiscal year ending in 2017. Investments are based on the Commissioners' ages, so are conservative.

Mr. Ryan read the resolution accepting the pension report for the record.

<< Resolution accepting pension report >>

Motion by Commissioner Shoaff, seconded by Commissioner Cohen, to accept the pension report as presented. In a roll call vote, the **motion** passed unanimously.

The meeting was adjourned at 2:35 p.m.

Approved ____________ ______________________________

Date Mayor/Councilmember

____

Town Clerk

38. 04-11-2018

DRAFT

COMMISSIONERS PENSION BOARD MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, APRIL 11, 2018 – 7:00 P.M.

AMENDED AGENDA

CALL TO ORDER – 7:00 P.M.
PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
COMMISSIONER	GEORGINA COHEN

STAFF

TOWN ATTORNEY	CHRISTOPHER J. RYAN
PARK MANAGER	THOMAS WILDE
DEPUTY TOWN CLERK	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
FINANCE & BUDGET DIRECTOR	GEORGINA RODRIGUEZ
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUSINESS TAX DEPARTMENT	MICHELLE GROOMS
BILLING CLERK	STEPHANIE WOODBURY
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

ABSENT

ACTING CLERK-COMMISSIONER	EMMA J. SHOAFF

1. <u>DISCUSSION: Pension Report – Retirement Benefits Coordinator Rosen</u>

Ms. Rosen presented an update on the Commissioners' pension plan.

Ms. Rosen stated as the Commissioners would recall, the auditors recommended putting the life insurance and annuities into the pension plan.

The printed report included each person's name that is still in the pension, the life insurance benefit, annuity benefit, and cash value for both.

As of March 31, 2018, the security investment contract is worth $2,205,133, the life and annuity values are $758,813, for a total of $2,963,945

Ms. Rosen noted the contribution for 2018 is $97,022.

Mayor Mohammed stated the Commissioners had the report to review and could reach out with questions.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to accept the report as presented. In a roll call vote, the motion passed unanimously.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adjourn.

The meeting was adjourned at 7:04 p.m.

Approved ______________ ____

Date Mayor/Councilmember

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Town Clerk

39. 08-01-2018

DRAFT

PENSION BOARD MEETING OF
THE TOWN OF PEMBROKE PARK

WEDNESDAY, AUGUST 1, 2018 – 2:00 P.M.

AGENDA

CALL TO ORDER – 2:35 P.M.
ROLL CALL

PRESENT

MAYOR	ASHIRA MOHAMMED
VICE MAYOR	HOWARD P. CLARK, JR.
COMMISSIONER	GEORGINA COHEN

STAFF

INTERIM TOWN MANAGER	BOGDAN VITAS
TOWN ATTORNEY	CHRISTOPHER J. RYAN
TOWN ATTORNEY	DAVID SIGERSON
ADMIN SERVICES DIRECTOR	NATASHA JOSEPH
DIRECTOR OF PUBLIC WORKS	TODD LARSON
CONSULTANT ENGINEER	PETER KUNEN
CONSULTANT PLANNER	MICHAEL MILLER
BSO LIAISON	CHIEF STEPHANIE COKER
FIRE DEPARTMENT LIAISON	CHIEF MICHAEL KANE
CODE ENFORCEMENT OFFICER	JEFFREY LOUIS
BUILDING OFFICIAL	ALAN CORRIVEAU
BILLING CLERK	MICHELLE GROOMS
RETIREMENT BENEFITS COORDINATOR	GLORIA ROSEN

PUBLIC

1. DISCUSSION: Pension Report – Retirement Benefits Coordinator Rosen

Ms. Rosen presented an update on the pension plan as follows:

- A summary from the day the pension plan began in August 2009, through June 30, 2018.
- The initial deposit was $700,000.
- Total contributions were $1,185,000.
- Total withdrawals are $575,000. (Plan administrative fees, contract fees, life insurance premiums, annuity payments.)
- The total ending value is $2,210,451.
- Net gain of just under nine (9) years is $900,901.

At the time the plan began, there were two (2) retirees or deceased Commissioners on the plan, and two additional retirees have been added since.

Mayor Mohammed noted when she started on the Commission in 2003, the minimum retirement age was not 55. Ms. Rosen stated there was not a provision to deal with the Mayor's age, and that needs to be discussed.

Vice Mayor Clark thanked Ms. Rosen for her efforts to correct issues with how the pension plan was being operated.

Ms. Rosen called the Commissioners' attention to the replacement of the death benefit in the pension plan with a life insurance program. Life insurance was purchased so the pension plan would not be responsible for those benefits. Currently, the valuation of the life insurance and annuity values are $812,000, bringing the total assets of the pension to $3,049,930.

Ms. Rosen stated the auditors determined the owner and beneficiary should be the pension plan.

Mr. Vitas asked Ms. Rosen if the auditors had discussed the current audit with her.

Ms. Rosen stated she participated in the 2016 audit but was not asked to participate in the most recent audit, for the 2017 fiscal year.

Ms. Rosen said she looked into Mayor Mohammed retiring at the 20th year and receiving a pension. She stated about $9,000 per month would need to go in to the account monthly to add her to the pension plan.

Mr. Vitas asked that this information be provided to allow the Pension Board to allow them to include the funding in upcoming budget discussions.

Mayor Mohammed gave historical information on the funding of the pension.

Ms. Rosen stated life insurance premiums are being paid out of the pension, so she will get numbers for the Board. She noted this year is the final year of paying into Vice Mayor Clark's policy.

Vice Mayor Clark said the bottom line is that the pension is solvent. He asked how balanced the holdings of the pension are, and Ms. Rosen showed him where to review the information in the report.

Ms. Rosen asked how the Board would like information presented to include Mayor Mohammed in the pension.

Vice Mayor Clark said he thought it was fair that the rules were as they were when Mayor Mohammed came on the Commission. Commissioner Cohen stated she was always under the impression the age minimum was 55.

Ms. Rosen stated there was no exception made when the rule was changed, but now that additional Commissioners have retired, it has come up.

Mayor Mohammed stated she would like to have a special meeting to discuss options and alternatives.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to accept the pension report as presented. In a roll call vote, the **motion** passed unanimously.

Motion by Vice Mayor Clark, seconded by Commissioner Cohen, to adjourn the meeting. In a voice vote, the **motion** passed unanimously.

The meeting was adjourned at 2:58 p.m.

Approved ______________ ________________________________

Date Mayor/Councilmember

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Town Clerk