



AGENDA

WORKSHOP COMMISSION MEETING

6:00 PM - Wednesday, September 22, 2021

Council Chambers

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA	
5. PRESENTATIONS	
6. REPORTS OF COMMITTEES AND CITY STAFF	
6.1. Broward Sheriff's Office - Captain Coker	5 - 8
BSO Pembroke Park Analysis - AUGUST 2021	
6.2. Fire Department - Chief Kane	9 - 18
Fire August 2021	
7. BUILDING DEPARTMENT - BUILDING OFFICIAL NUNEZ	
7.1. August 2021 Monthly report	19 - 22
Information Only	
Memo 21-009	
Monthly Status Report 08/2021	
8. CODE ENFORCEMENT - CHIEF CODE ENFORCEMENT OFFICER RAMIREZ	
8.1. Code Enforcement Department Monthly Report	23 - 62
Agenda Item Report - AIR-21-204 - Pdf	
9. FINANCE DEPARTMENT - FINANCE DIRECTOR TAUBENFELD	
9.1. Business Tax Receipt and Billing Update - BTR/Billing Administrator Grooms	63 - 65
None	
Billing Division Monthly Report - Pdf	
9.2. Waiver Request - Winged Nutrition, LLC - BTR/Billing Administrator Grooms	66 - 69
Recommend waiving the penalty fee.	
Waiver Request - Winged Nutrition, LLC - Pdf	
9.3. Bills Over \$500 - Finance Director Taubenfeld	70 - 71

	Approve Bills for payment Agenda Item Report - AIR-21-196 - Pdf Bills Over \$500 September 22 2021	
9.4.	Revenue & Expenditures Report for FY 21 through August 31,2021	72 - 88
	N/A Agenda Item Report - AIR-21-205 - Pdf	
9.5.	USDA Rural Development Bond update	89 - 91
	Seek alternate financing or payoff balance of note Agenda Item Report - AIR-21-197 - Pdf	
10.	HUMAN RESOURCES - HR CONSULTANT MENEGAZZO	
10.1.	Hire Miguel Nunez as full-time Building Official - Mayor Jacobs, HR Consultant Menegazzo HR Miguel Nunez Building Official MEMO HR Chief Building Official Job Description	92 - 97
11.	IT DEPARTMENT - IT DIRECTOR PAKULA	
11.1.	GIS Contract for InterDev	98 - 105
	Approval of Contract for Phase one of the GIS project. Agenda Item Report - AIR-21-203 - Pdf	
11.2.	Backup system For Police and Town	106 - 107
	Approve purchase of backup system Agenda Item Report - AIR-21-180 - Pdf	
12.	TOWN PLANNER SIEGEL, AICP	
12.1.	Town Planner Monthly Report	108 - 109
	For Informational Purposes Agenda Item Report - AIR-21-198 - Pdf	
12.2.	Prioritization of Surtax Projects	110 - 122
	Provide Staff with direction on project prioritization. Agenda Item Report - AIR-21-194 - Pdf	
13.	POLICE DEPARTMENT - INTERIM POLICE CHIEF HOWARD	
13.1.	MOU - Juvenile Arrest 12 and under	123 - 127
	Staff Recommends entering into this MOU regarding transportation of Minors to the Juvenile Assessment Center under the age of 12 years old. Pembroke Park has already signed the MOU for the entirety of the program.	

[Agenda Item Report - AIR-21-195 - Pdf](#)

- 13.2. CARFAX for POLICE 128 - 134

Staff recommends the use of CarFax for Police to assist with traffic crash investigation and auto theft. There is no cost to the city.

[Agenda Item Report - AIR-21-190 - Pdf](#)

- 13.3. RFP for towing service 135 - 214

Staff recommends renegotiating our current contract with Max Towing and if unable to put the Towing Contract out for RFP.

[Agenda Item Report - AIR-21-201 - Pdf](#)

14. PUBLIC SERVICES DEPARTMENT - PUBLIC SERVICES DIRECTOR CLARK

- 14.1. Monthly Reports - Assistant Public Works Director 215 - 223

for Information

[Agenda Item Report - AIR-21-202 - Pdf](#)

15. OLD BUSINESS

16. NEW BUSINESS

- 16.1. Consultants - Town Manager Jimenez 224 - 234

RESOLUTION NO. 2021-053

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER INTO CONSULTANT AGREEMENTS WITH THE CAPITAL HILLS CONSULTANTS, INC., CAS GOVERNMENTAL SERVICES, LLC., DC STRATEGIES, LLC, AND HELMICH CONSULTING, INC.;** AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AGREEMENTS FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[2021-053 lobbyist consultant extension reso 2021](#)

[Lobby 2021-2022 CASGS Pembroke Park Lobbying Agreement 3rd Ext draft](#)

[Lobby Capital Hill](#)

[Lobby EXTENSION AGREEMENT 2021-22 Helmich Consulting](#)

[DC Strategies LLC Contract Extension 21-22](#)

17. DISCUSSION

18. TOWN CLERK COMMENTS

- 18.1. Office of Inspector General Compliance Report 235 - 242

[Agenda Item Report - AIR-21-192 - Pdf](#)

19. ATTORNEY COMMENTS

20. TOWN MANAGER COMMENTS

21. COMMISSIONER COMMENTS

Commissioner Clark
Clerk Commissioner Dieuveille
Mayor Jacobs

22. ANNOUNCEMENTS

FINAL Budget Hearing, Thursday, September 23, 2021 at 6:00 PM
Charter Review Committee Meeting, Monday, September 27, 2021 at 6:00 PM
Regular Commission Meeting, Wednesday, October 13, 2021 at 7:00 PM

23. ADJOURNMENT

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

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

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



Broward County Sheriff's Office

West Park / Pembroke Park

Captain Stephanie Coker

PEMBROKE PARK MONTHLY STATISTICS

CALLS FOR SERVICE: 538

A. NON 911 CALL	163
B. 911 CALL	271
C. MDT INITIATED CALL	0
D. FIELD INITIATED CALL	90
E. FIC/PWT	14

ACCIDENT INVESTIGATION: 41

A. MINOR ACCIDENT	31
B. ACCIDENT ROLLOVER	01
C. ACCIDENT HIGHWAY	01
D. ACCIDENT WITH INJURIES	08

CITATIONS/TRAFFIC STOPS:

A. CITATIONS	47
a. CRIMINAL	01
b. UNIFORM TRAFFIC	46
c. OTHER	00
B. TRAFFIC STOPS	49

ARRESTS:

CLASSIFICATION	Total
AGGRAV ASSLT - WEAPON-W DEADLY WEAPON WITHOUT INTENT TO KILL	1
AGGRAV BATTERY-OFFENDR KNEW/SHOULD HAVE KNOWN VICT PREGNANT	1
BURG UNOCCUPIED STRUCTURE UNARMED - ACROSS COUNTY LINES	1
BURGL-STRUCTURE UNOCCUPIED/UNARMED	3
DRIVE W SUS REV DL HABIT TRAFFIC OFF	1
DRIVE WHILE LIC SUSP 3RD OR SUBSQ OFF	2
TOUCH OR STRIKE/BATTERY/DOMESTIC VIOL	1
TRESPASSING-AFTER WARNING-STRUCTURE OR CONVEYANCE	
WARRANT- FLEE AND ELUDE LEO	1
Grand Total	11

- Disclaimer: These are working numbers and are subject to change at any time due to various reasons.

Broward County Sheriff's Office

West Park / Pembroke Park

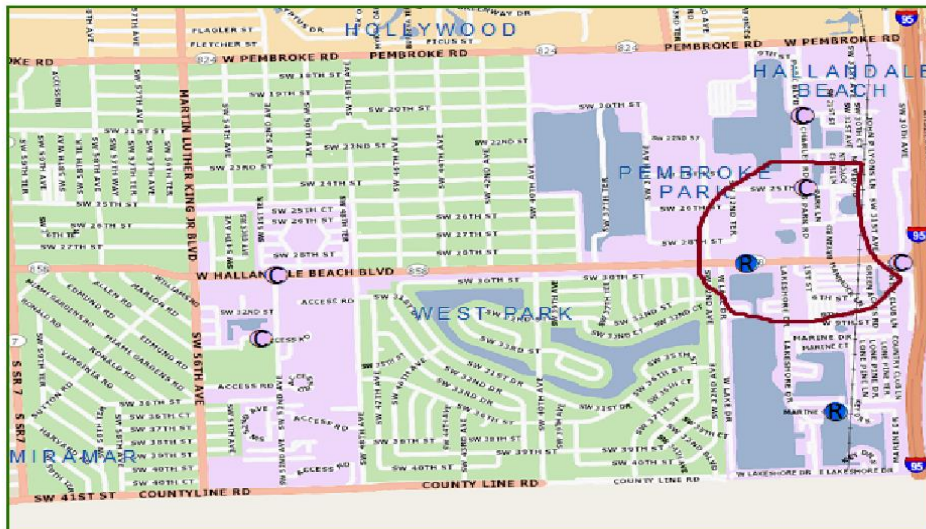
Captain Stephanie Coker

PEMBROKE PARK MOBILE HOME ANALYSIS

August 1-31, 2021

Mobile Home Community Crimes for the Month of August

AUTO THEFTS - Other	0
RESIDENTIAL BURGLARIES	2
CONVEYANCE BURGLARIES	1
ROBBERIES	0



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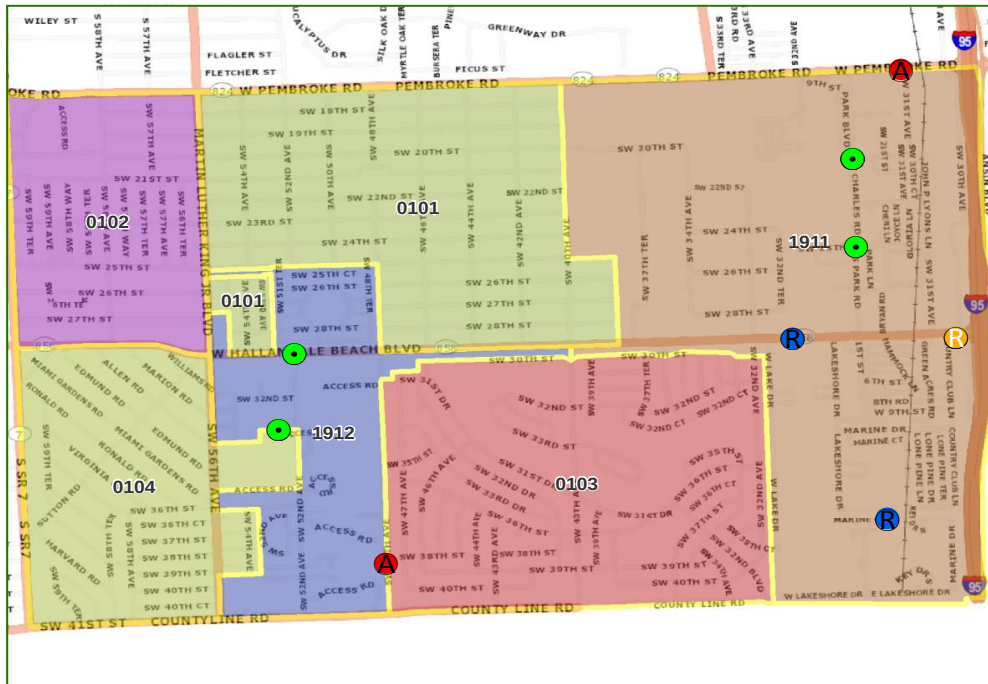
Broward County Sheriff's Office

West Park / Pembroke Park

Captain Stephanie Coker

PEMBROKE PARK ANALYSIS

August 1-31, 2021



- A** AUTO THEFT(2)
- BURGLARY CONVEYANCE (6)
- R** BURGLARY RESIDENCE (2)
- R** ROBBERY (1)

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PEMBROKE PARK ANALYSIS

CASE NUMBER	CLASSIFICATION	START DATE	END DATE	DOW	ZONE	ADDRESS	CITY	NARRATIVE
192108000003	BURGLARY CONVEYANCE	8/01/21 5:30AM	08/01/21 6:00AM	SUN	1912	5199 W HALLANDALE BEACH BLVD	PEMBROKE PARK	VEHICLE BROKEN INTO - PURSE TAKEN
192108000243	BURGLARY CONVEYANCE	08/15/21 3:00AM	08/15/21 6:49AM	SUN	1911	2920 SW 30TH AV	PEMBROKE PARK	VEHICLE BROKEN INTO - PURSE AND FIREARM TAKEN
192108000268	BURGLARY CONVEYANCE	08/16/21 7:00PM	08/16/21 7:30PM	MON	1911	2500 S PARK RD	PEMBROKE PARK	VEHICLE BROKEN INTO- PURSE AND HANDGUN TAKEN
192108000075	BURGLARY CONVEYANCE	08/05/21 12:50AM	08/05/21 12:50AM	THUR	1911	2300 S PARK RD	PEMBROKE PARK	TWO HANDGUNS TAKEN FROM VEHICLE(DELAYED)
192108000276	BURGLARY RESIDENCE	07/15/21 8:00AM	08/17/21 9:42AM	UNK	1911	3184 W HALLANDALE BEACH BLVD	PEMBROKE PARK	TWO HOMES BURGLARIZED. TWO TELEVISIONS AND A BICYCLE TAKEN.
192108000319	BURGLARY RESIDENCE	07/15/21 11:00AM	08/18/21 11:30AM	UNK	1911	154 MARINE CIR	PEMBROKE PARK	HOME BURGLARIZED.
192108000072	ROBBERY	08/05/21 5:50AM	08/05/21 6:29AM	THUR	1911	2920 SW 30TH AV	PEMBROKE PARK	ARMED ROBBERY - VICTIMS BAG TAKEN
192108000385	AUTO THEFT	08/22/21 3:42PM	08/22/21 3:52PM	SUN	1911	3130 PEMBROKE RD	PEMBROKE PARK	TRAILER TAKEN FROM STORAGE FACILITY.
192108000340	BURGLARY CONVEYANCE	08/20/21 3:00PM	08/20/21 3:15PM	FRI	1912	5351 SW 33RD ST	PEMBROKE PARK	VICTIM'S BACKPACK TAKEN FROM VEHICLE.
192108000192	BURGLARY CONVEYANCE	08/12/21 9:00PM	8/13/21 10:29AM	THUR & FRI	1911	2300 S PARK RD	PEMBROKE PARK	BATTERY JUMP PACK TAKEN FROM VEHICLE
192108000445	AUTO THEFT	08/26/21 2:14PM	08/26/21 2:14PM	THUR	1912	3836 SW 48TH AV	PEMBROKE PARK	VEHICLE TAKEN.

- Disclaimer: These are working numbers and are subject to change at any time due to various reasons.

IncidentNumber	SignalDesc	AllDispos	Zone	Create Time	Dispatch Time	Arrival Time	Closed Time	Prior ity	Signal	Primary UnitId
FPK21081400001264	MENTAL ILLNESS	CFD	27B	8/14/2021	1/1/0001	1/1/0001	8/14/2021	4	S20	
FPK21082900001380	MENTAL ILLNESS	TFR	27A	8/29/2021	8/29/2021	8/29/2021	8/29/2021	4	S20	R27
FPK21083100001391	ELECTRICAL UTILITY FIRE	CL	27A	8/31/2021	8/31/2021	8/31/2021	8/31/2021	2	S25EH	E27
FPK21080400001213	FUEL SPILL/FUEL ODOR LAND	CL	27B	8/4/2021	8/4/2021	8/4/2021	8/4/2021	3	S25FS	Q7
FPK21081300001256	FUEL SPILL/FUEL ODOR LAND	CL, CL	27B	8/13/2021	8/13/2021	8/13/2021	8/13/2021	3	S25FS	E7
FPK21081900001312	GAS LEAK/GAS ODOR	CL	27A	8/19/2021	8/19/2021	8/19/2021	8/19/2021	1	S25GL	R27
FPK21081900001317	GAS LEAK/GAS ODOR	CL	27A	8/19/2021	8/19/2021	8/19/2021	8/20/2021	1	S25GL	BC7
FPK21081400001263	HAZ-MAT INCIDENT	CL	27B	8/14/2021	8/14/2021	8/14/2021	8/14/2021	2	S25HZ	E27
FPK21080500001219	MULTIFAMILY STRUCTURE FIRE (GREATER THAN 5 UNITS)	CL	27A	8/5/2021	8/5/2021	8/5/2021	8/5/2021	1	S25MF	R27
FPK21082900001382	OUTSIDE FIRE	CL	27A	8/29/2021	8/29/2021	8/29/2021	8/29/2021	1	S25OF	E27
FPK21080100001195	VEHICLE FIRE	TFR	27Y2	8/1/2021	8/1/2021	8/1/2021	8/1/2021	2	S25VF	E7
FPK21081700001299	VEHICLE FIRE	CL	27Y1	8/17/2021	8/17/2021	8/17/2021	8/17/2021	2	S25VF	E27
FPK21082800001373	ASSAULT	REF	27B	8/28/2021	8/28/2021	8/28/2021	8/28/2021	3	S31IJ	R27
FPK21080900001233	SUICIDE THREAT	CFD	27A	8/9/2021	1/1/0001	1/1/0001	8/9/2021	3	S32T	
FPK21082800001371	FIGHT	NTR, REF	27B	8/28/2021	8/28/2021	8/28/2021	8/28/2021	3	S36IJ	R27
FPK21083000001390	FIGHT	CPD, NTR	27B	8/30/2021	8/30/2021	1/1/0001	8/30/2021	3	S36IJ	R27
FPK21082600001358	HIT AND RUN WITH INJURIES	TFR	27B	8/26/2021	8/26/2021	8/26/2021	8/26/2021	2	S3I	E27
FPK21080200001198	FIRE ALARM - COMMERCIAL STRUCTURE	CL	27B	8/2/2021	8/2/2021	8/2/2021	8/2/2021	3	S49CF	E27

FPK21080800001226	FIRE ALARM - COMMERCIAL STRUCTURE	CL	27B	8/8/2021	8/8/2021	8/8/2021	8/8/2021	3	S49CF	E27
FPK21080900001230	FIRE ALARM - COMMERCIAL STRUCTURE	CL	27B	8/9/2021	8/9/2021	1/1/0001	8/9/2021	3	S49CF	E27
FPK21081200001242	FIRE ALARM - COMMERCIAL STRUCTURE	CFD	27B	8/12/2021	1/1/0001	1/1/0001	8/12/2021	3	S49CF	
FPK21081500001282	FIRE ALARM - COMMERCIAL STRUCTURE	CL	27A	8/15/2021	8/15/2021	8/15/2021	8/16/2021	3	S49CF	E27
FPK21081600001283	FIRE ALARM - COMMERCIAL STRUCTURE	CL	27B	8/16/2021	8/16/2021	8/16/2021	8/16/2021	3	S49CF	E27
FPK21082300001339	FIRE ALARM - COMMERCIAL STRUCTURE	CL	27A	8/23/2021	8/23/2021	8/23/2021	8/23/2021	3	S49CF	E27
FPK21081400001269	MEDICAL ALARM	CL	27B	8/14/2021	8/14/2021	8/14/2021	8/14/2021	3	S49M	R227
FPK21080100001192	FIRE ALARM - MULTI- FAMILY	CL	27A	8/1/2021	8/1/2021	8/1/2021	8/1/2021	3	S49MF	E27
FPK21080400001212	FIRE ALARM - RESIDENTIAL	CCL	27B	8/4/2021	8/4/2021	1/1/0001	8/4/2021	3	S49RS	Q7
FPK21081400001261	ACCIDENT ROLLOVER OR EXTRICATION	CL	27B	8/14/2021	8/14/2021	8/14/2021	8/14/2021	1	S4E	R27
FPK21080200001197	ACCIDENT HIGHWAY	CL, REF	27Y2	8/2/2021	8/2/2021	8/2/2021	8/2/2021	2	S4H	R27
FPK21080300001200	ACCIDENT HIGHWAY	NTR, NTR	27Y1	8/3/2021	8/3/2021	1/1/0001	8/3/2021	2	S4H	R227
FPK21080300001206	ACCIDENT HIGHWAY	CL	27Y2	8/3/2021	8/3/2021	8/3/2021	8/3/2021	2	S4H	R27
FPK21080400001208	ACCIDENT HIGHWAY	CL, NTR	27Y1	8/4/2021	8/4/2021	8/4/2021	8/4/2021	2	S4H	R27
FPK21080400001209	ACCIDENT HIGHWAY	CL	27Y2	8/4/2021	8/4/2021	8/4/2021	8/4/2021	2	S4H	R27
FPK21080700001224	ACCIDENT HIGHWAY	TFR, CL, CL	27Y1	8/7/2021	8/7/2021	8/7/2021	8/7/2021	2	S4H	R27

FPK21081000001236	ACCIDENT HIGHWAY	REF, NTR	27Y2	8/10/2021	8/10/2021	8/10/2021	8/10/2021	2	S4H	R27
FPK21081200001248	ACCIDENT HIGHWAY	NTR	27Y1	8/12/2021	8/12/2021	8/12/2021	8/12/2021	2	S4H	R27
FPK21081200001249	ACCIDENT HIGHWAY	CL	27Y1	8/12/2021	8/12/2021	8/13/2021	8/13/2021	2	S4H	R27
FPK21081300001251	ACCIDENT HIGHWAY	NTR, NTR, NTR	27Y2	8/13/2021	8/13/2021	8/13/2021	8/13/2021	2	S4H	R27
FPK21081600001284	ACCIDENT HIGHWAY	NTR	27Y2	8/16/2021	8/16/2021	8/16/2021	8/16/2021	2	S4H	R27
FPK21081700001297	ACCIDENT HIGHWAY	NTR	27Y2	8/17/2021	8/17/2021	8/17/2021	8/17/2021	2	S4H	R227
FPK21081900001316	ACCIDENT HIGHWAY	TFR	27Y1	8/19/2021	8/19/2021	8/19/2021	8/19/2021	2	S4H	R27
FPK21082000001324	ACCIDENT HIGHWAY	NTR	27Y1	8/20/2021	8/20/2021	8/20/2021	8/20/2021	2	S4H	R27
FPK21082000001326	ACCIDENT HIGHWAY	NTR	27Y2	8/20/2021	8/20/2021	8/20/2021	8/21/2021	2	S4H	R27
FPK21082100001329	ACCIDENT HIGHWAY	CL, CL, CL, CL, CL	27Y2	8/21/2021	8/21/2021	1/1/0001	8/21/2021	2	S4H	R227
FPK21082700001369	ACCIDENT HIGHWAY	TOA, CL	27Y1	8/27/2021	8/27/2021	1/1/0001	8/27/2021	2	S4H	R27
FPK21082800001372	ACCIDENT HIGHWAY	NTR	27Y2	8/28/2021	8/28/2021	8/28/2021	8/28/2021	2	S4H	R27
FPK21082900001378	ACCIDENT HIGHWAY	TFR	27Y2	8/29/2021	8/29/2021	8/29/2021	8/29/2021	2	S4H	R27
FPK21082900001379	ACCIDENT HIGHWAY	DUP	27Y2	8/29/2021	1/1/0001	1/1/0001	8/29/2021	2	S4H	
FPK21083000001386	ACCIDENT HIGHWAY	NTR, CL	27Y2	8/30/2021	8/30/2021	8/30/2021	8/30/2021	2	S4H	R27
FPK21083000001388	ACCIDENT HIGHWAY	REF	27Y2	8/30/2021	8/30/2021	8/30/2021	8/30/2021	2	S4H	R27
FPK21080100001193	ACCIDENT WITH INJURIES	TFR	27Y1	8/1/2021	8/1/2021	8/1/2021	8/1/2021	2	S4I	R27
FPK21080300001204	ACCIDENT WITH INJURIES	CL	27A	8/3/2021	8/3/2021	8/3/2021	8/3/2021	2	S4I	R227
FPK21080500001218	ACCIDENT WITH INJURIES	NTR, NTR, NTR	27Y1	8/5/2021	8/5/2021	1/1/0001	8/5/2021	2	S4I	R227
FPK21081300001254	ACCIDENT WITH INJURIES	TFR	27B	8/13/2021	8/13/2021	8/13/2021	8/13/2021	2	S4I	R227
FPK21081700001291	ACCIDENT WITH INJURIES	NTR, NTR	27B	8/17/2021	8/17/2021	8/17/2021	8/17/2021	2	S4I	R27
FPK21081700001295	ACCIDENT WITH INJURIES	NTR, NTR	27B	8/17/2021	8/17/2021	8/17/2021	8/17/2021	2	S4I	R227
FPK21081800001305	ACCIDENT WITH INJURIES	CL	27B	8/18/2021	8/18/2021	8/18/2021	8/18/2021	2	S4I	R27

FPK21081900001311	ACCIDENT WITH INJURIES	REF, REF	27B	8/19/2021	8/19/2021	8/19/2021	8/19/2021	2	S4I	R27
FPK21082500001351	ACCIDENT WITH INJURIES	NTR, NTR	27B	8/25/2021	8/25/2021	8/25/2021	8/25/2021	2	S4I	E27
FPK21081100001239	ABDOMINAL PAIN	REF, NTR	27A	8/11/2021	8/11/2021	8/11/2021	8/11/2021	2	S67AP	R27
FPK21081500001281	ABDOMINAL PAIN	TFR	27A	8/15/2021	8/15/2021	8/15/2021	8/15/2021	2	S67AP	R27
FPK21083000001389	ABDOMINAL PAIN	CL	27A	8/30/2021	8/30/2021	8/30/2021	8/30/2021	2	S67AP	R90
FPK21081800001309	BACK PAIN	CL	27A	8/18/2021	8/18/2021	8/18/2021	8/18/2021	3	S67BP	R27
FPK21081000001235	CHEST PAINS NON-TRAUMATIC	TFR	27A	8/10/2021	8/10/2021	8/10/2021	8/10/2021	1	S67CP	R227
FPK21081100001240	CHEST PAINS NON-TRAUMATIC	TFR	27B	8/11/2021	8/11/2021	8/11/2021	8/11/2021	1	S67CP	R27
FPK21081400001265	CHEST PAINS NON-TRAUMATIC	NTR, TFR	27A	8/14/2021	8/14/2021	8/14/2021	8/14/2021	1	S67CP	R27
FPK21081500001274	CHEST PAINS NON-TRAUMATIC	TFR	27A	8/15/2021	8/15/2021	8/15/2021	8/15/2021	1	S67CP	R27
FPK21081700001293	CHEST PAINS NON-TRAUMATIC	TFR	27A	8/17/2021	8/17/2021	8/17/2021	8/17/2021	1	S67CP	R227
FPK21082200001338	CHEST PAINS NON-TRAUMATIC	NTR	27B	8/22/2021	8/22/2021	8/22/2021	8/22/2021	1	S67CP	R227
FPK21082400001345	CHEST PAINS NON-TRAUMATIC	TFR	27B	8/24/2021	8/24/2021	8/24/2021	8/24/2021	1	S67CP	R27
FPK21082700001368	CHEST PAINS NON-TRAUMATIC	TFR	27A	8/27/2021	8/27/2021	8/27/2021	8/27/2021	1	S67CP	R227
FPK21082900001381	CHEST PAINS NON-TRAUMATIC	TFR	27A	8/29/2021	8/29/2021	8/29/2021	8/29/2021	1	S67CP	R27
FPK21081500001276	CARDIAC/RESPIRATORY ARREST	TFR	27A	8/15/2021	8/15/2021	8/15/2021	8/15/2021	1	S67CR	R27
FPK21081800001301	CARDIAC/RESPIRATORY ARREST	CL	27B	8/18/2021	8/18/2021	8/18/2021	8/18/2021	1	S67CR	R27
FPK21082200001337	CARDIAC/RESPIRATORY ARREST	TFR	27A	8/22/2021	8/22/2021	8/22/2021	8/22/2021	1	S67CR	R27

FPK21082900001385	DIABETIC	REF, NTR	27A	8/29/2021	8/29/2021	8/29/2021	8/29/2021	2	S67DB	R27
FPK21080100001187	FALL INJURY	CL	27A	8/1/2021	8/1/2021	8/1/2021	8/1/2021	3	S67FI	R27
FPK21080300001207	FALL INJURY	CL	27A	8/3/2021	8/3/2021	8/3/2021	8/3/2021	3	S67FI	R27
FPK21081600001287	FALL INJURY	TFR	27A	8/16/2021	8/16/2021	8/16/2021	8/16/2021	3	S67FI	R27
FPK21081700001294	FALL INJURY	NTR	27A	8/17/2021	8/17/2021	8/17/2021	8/17/2021	3	S67FI	R27
FPK21081900001310	FALL INJURY	NTR	27A	8/19/2021	8/19/2021	8/19/2021	8/19/2021	3	S67FI	R27
FPK21082000001319	FALL INJURY	CCL	27A	8/20/2021	8/20/2021	1/1/0001	8/20/2021	3	S67FI	R27
FPK21082000001320	FALL INJURY	TFR	27A	8/20/2021	8/20/2021	8/20/2021	8/20/2021	3	S67FI	R6
FPK21082000001322	FALL INJURY	CL	27A	8/20/2021	8/20/2021	8/20/2021	8/20/2021	3	S67FI	R227
FPK21082100001327	FALL INJURY	TFR	27A	8/21/2021	8/21/2021	8/21/2021	8/21/2021	3	S67FI	R27
FPK21082100001330	FALL INJURY	TFR	27A	8/21/2021	8/21/2021	8/21/2021	8/21/2021	3	S67FI	R27
FPK21082100001331	FALL INJURY	TFR	27A	8/21/2021	8/21/2021	8/21/2021	8/21/2021	3	S67FI	R227
FPK21082200001335	FALL INJURY	CL	27B	8/22/2021	8/22/2021	8/22/2021	8/22/2021	3	S67FI	R27
FPK21082300001340	FALL INJURY	TFR	27A	8/23/2021	8/23/2021	8/23/2021	8/23/2021	3	S67FI	R232
FPK21082300001342	FALL INJURY	TFR	27A	8/23/2021	8/23/2021	8/23/2021	8/23/2021	3	S67FI	R7
FPK21082400001346	FALL INJURY	TFR	27A	8/24/2021	8/24/2021	8/24/2021	8/24/2021	3	S67FI	R27
FPK21083000001387	FALL INJURY	TFR	27A	8/30/2021	8/30/2021	8/30/2021	8/30/2021	3	S67FI	R27
FPK21083100001400	FALL INJURY	TFR	27A	8/31/2021	8/31/2021	8/31/2021	8/31/2021	3	S67FI	R27
FPK21081200001243	HEMORRHAGE OR LACERATION	TFR	27B	8/12/2021	8/12/2021	8/12/2021	8/12/2021	2	S67HM	R232
FPK21081500001280	HEMORRHAGE OR LACERATION	TFR	27A	8/15/2021	8/15/2021	8/15/2021	8/15/2021	2	S67HM	R227
FPK21082800001374	HEMORRHAGE OR LACERATION	TFR	27A	8/28/2021	8/28/2021	8/28/2021	8/28/2021	2	S67HM	R27
FPK21080500001217	HEART PROBLEMS	TFR	27A	8/5/2021	8/5/2021	8/5/2021	8/5/2021	2	S67HP	R27
FPK21082500001348	HEART PROBLEMS	REF, NTR	27B	8/25/2021	8/25/2021	8/25/2021	8/25/2021	2	S67HP	R27
FPK21082700001370	HEART PROBLEMS	CL	27B	8/27/2021	8/27/2021	8/27/2021	8/27/2021	2	S67HP	R27
FPK21081100001238	INJURY	NTR	27B	8/11/2021	8/11/2021	8/11/2021	8/11/2021	3	S67IJ	R27
FPK21081400001268	INJURY	TFR	27B	8/14/2021	8/14/2021	8/14/2021	8/14/2021	3	S67IJ	R27
FPK21082800001377	INJURY	TFR	27B	8/28/2021	8/28/2021	8/28/2021	8/29/2021	3	S67IJ	R27
FPK21081200001247	OVERDOSE OR POISONING	TFR	27A	8/12/2021	8/12/2021	1/1/0001	8/12/2021	2	S67OD	R7

FPK21080300001199	UNCONSCIOUS OR FAINTING	TFR	27A	8/3/2021	8/3/2021	8/3/2021	8/3/2021	1	S67PO	R27
FPK21080600001221	UNCONSCIOUS OR FAINTING	TFR	27A	8/6/2021	8/6/2021	8/6/2021	8/6/2021	1	S67PO	R27
FPK21080800001228	UNCONSCIOUS OR FAINTING	TFR	27A	8/8/2021	8/8/2021	8/8/2021	8/8/2021	1	S67PO	R27
FPK21081100001237	UNCONSCIOUS OR FAINTING	TFR	27B	8/11/2021	8/11/2021	8/11/2021	8/11/2021	1	S67PO	R27
FPK21081200001245	UNCONSCIOUS OR FAINTING	CL	27A	8/12/2021	8/12/2021	8/12/2021	8/12/2021	1	S67PO	R27
FPK21081200001246	UNCONSCIOUS OR FAINTING	CL	27A	8/12/2021	8/12/2021	8/12/2021	8/12/2021	1	S67PO	R27
FPK21081300001255	UNCONSCIOUS OR FAINTING	TFR	27B	8/13/2021	8/13/2021	8/13/2021	8/13/2021	1	S67PO	R27
FPK21081300001259	UNCONSCIOUS OR FAINTING	TFR	27B	8/13/2021	8/13/2021	8/13/2021	8/13/2021	1	S67PO	R27
FPK21081400001260	UNCONSCIOUS OR FAINTING	TFR	27A	8/14/2021	8/14/2021	8/14/2021	8/14/2021	1	S67PO	R27
FPK21081400001262	UNCONSCIOUS OR FAINTING	TFR	27A	8/14/2021	8/14/2021	8/14/2021	8/14/2021	1	S67PO	R27
FPK21081400001271	UNCONSCIOUS OR FAINTING	TFR	27B	8/14/2021	8/14/2021	8/14/2021	8/14/2021	1	S67PO	R27
FPK21081500001275	UNCONSCIOUS OR FAINTING	TFR	27A	8/15/2021	8/15/2021	8/15/2021	8/15/2021	1	S67PO	R27
FPK21081500001279	UNCONSCIOUS OR FAINTING	TFR	27B	8/15/2021	8/15/2021	8/15/2021	8/15/2021	1	S67PO	R27
FPK21081700001289	UNCONSCIOUS OR FAINTING	NTR, REF	27A	8/17/2021	8/17/2021	8/17/2021	8/17/2021	1	S67PO	R27
FPK21081800001304	UNCONSCIOUS OR FAINTING	REF	27A	8/18/2021	8/18/2021	8/18/2021	8/18/2021	1	S67PO	R27
FPK21081800001307	UNCONSCIOUS OR FAINTING	CL	27B	8/18/2021	8/18/2021	8/18/2021	8/18/2021	1	S67PO	R27

FPK21081900001314	UNCONSCIOUS OR FAINTING	NTR	27B	8/19/2021	8/19/2021	1/1/0001	8/19/2021	1	S67PO	R27
FPK21082200001336	UNCONSCIOUS OR FAINTING	CL, NTR	27A	8/22/2021	8/22/2021	8/22/2021	8/22/2021	1	S67PO	R27
FPK21082300001341	UNCONSCIOUS OR FAINTING	TFR	27A	8/23/2021	8/23/2021	8/23/2021	8/23/2021	1	S67PO	R232
FPK21082300001343	UNCONSCIOUS OR FAINTING	TFR	27A	8/23/2021	8/23/2021	8/23/2021	8/23/2021	1	S67PO	R232
FPK21082500001347	UNCONSCIOUS OR FAINTING	REF, NTR	27B	8/25/2021	8/25/2021	8/25/2021	8/25/2021	1	S67PO	R27
FPK21082600001356	UNCONSCIOUS OR FAINTING	TFR	27A	8/26/2021	8/26/2021	8/26/2021	8/26/2021	1	S67PO	R17
FPK21082600001362	UNCONSCIOUS OR FAINTING	TFR	27A	8/26/2021	8/26/2021	8/26/2021	8/26/2021	1	S67PO	R227
FPK21082600001363	UNCONSCIOUS OR FAINTING	TFR	27B	8/26/2021	8/26/2021	8/26/2021	8/26/2021	1	S67PO	R7
FPK21082800001375	UNCONSCIOUS OR FAINTING	TFR	27B	8/28/2021	8/28/2021	8/28/2021	8/28/2021	1	S67PO	R27
FPK21083100001394	UNCONSCIOUS OR FAINTING	NTR, NTR	27B	8/31/2021	8/31/2021	8/31/2021	8/31/2021	1	S67PO	R7
FPK21083100001399	UNCONSCIOUS OR FAINTING	NTR	27A	8/31/2021	8/31/2021	8/31/2021	8/31/2021	1	S67PO	R27
FPK21080100001194	SICK PERSON	TFR	27A	8/1/2021	8/1/2021	8/1/2021	8/1/2021	4	S67SP	R227
FPK21080300001201	SICK PERSON	CL	27B	8/3/2021	8/3/2021	8/3/2021	8/3/2021	4	S67SP	R27
FPK21080300001203	SICK PERSON	CL	27A	8/3/2021	8/3/2021	1/1/0001	8/3/2021	4	S67SP	R27
FPK21080300001205	SICK PERSON	CL	27A	8/3/2021	8/3/2021	8/3/2021	8/3/2021	4	S67SP	R27
FPK21080400001210	SICK PERSON	TFR	27A	8/4/2021	8/4/2021	8/4/2021	8/4/2021	4	S67SP	R17
FPK21080400001211	SICK PERSON	TFR	27A	8/4/2021	8/4/2021	8/4/2021	8/4/2021	4	S67SP	R60
FPK21080400001214	SICK PERSON	NTR	27B	8/4/2021	8/4/2021	8/4/2021	8/4/2021	4	S67SP	R27
FPK21080500001216	SICK PERSON	TFR	27A	8/5/2021	8/5/2021	8/5/2021	8/5/2021	4	S67SP	R27
FPK21080600001220	SICK PERSON	CL	27B	8/6/2021	8/6/2021	8/6/2021	8/6/2021	4	S67SP	R27
FPK21080800001227	SICK PERSON	TFR	27A	8/8/2021	8/8/2021	8/8/2021	8/8/2021	4	S67SP	R27

FPK21080900001231	SICK PERSON	CL	27A	8/9/2021	8/9/2021	8/9/2021	8/9/2021	4	S67SP	R27
FPK21080900001232	SICK PERSON	CL	27A	8/9/2021	8/9/2021	8/9/2021	8/9/2021	4	S67SP	R7
FPK21081000001234	SICK PERSON	REF	27B	8/10/2021	8/10/2021	8/10/2021	8/10/2021	4	S67SP	R27
FPK21081200001241	SICK PERSON	TFR	27A	8/12/2021	8/12/2021	8/12/2021	8/12/2021	4	S67SP	R7
FPK21081200001244	SICK PERSON	TFR	27A	8/12/2021	8/12/2021	8/12/2021	8/12/2021	4	S67SP	R232
FPK21081300001252	SICK PERSON	TFR	27A	8/13/2021	8/13/2021	8/13/2021	8/13/2021	4	S67SP	R27
FPK21081400001266	SICK PERSON	NTR	27A	8/14/2021	8/14/2021	8/14/2021	8/14/2021	4	S67SP	R227
FPK21081400001267	SICK PERSON	TFR	27A	8/14/2021	8/14/2021	8/14/2021	8/14/2021	4	S67SP	R27
FPK21081400001270	SICK PERSON	TOA	27B	8/14/2021	8/14/2021	1/1/0001	8/14/2021	4	S67SP	R27
FPK21081500001278	SICK PERSON	TFR	27A	8/15/2021	8/15/2021	8/15/2021	8/15/2021	4	S67SP	R27
FPK21081600001285	SICK PERSON	TFR	27A	8/16/2021	8/16/2021	8/16/2021	8/16/2021	4	S67SP	R27
FPK21081600001286	SICK PERSON	TFR	27A	8/16/2021	8/16/2021	8/16/2021	8/16/2021	4	S67SP	R27
FPK21081600001288	SICK PERSON	NTR	27A	8/16/2021	8/16/2021	8/16/2021	8/16/2021	4	S67SP	R27
FPK21081700001290	SICK PERSON	TFR	27A	8/17/2021	8/17/2021	8/17/2021	8/17/2021	4	S67SP	R27
FPK21081700001292	SICK PERSON	TFR	27A	8/17/2021	8/17/2021	8/17/2021	8/17/2021	4	S67SP	R27
FPK21081800001308	SICK PERSON	CL	27A	8/18/2021	8/18/2021	8/18/2021	8/18/2021	4	S67SP	R27
FPK21082000001318	SICK PERSON	TFR	27A	8/20/2021	8/20/2021	8/20/2021	8/20/2021	4	S67SP	R27
FPK21082000001321	SICK PERSON	TFR	27A	8/20/2021	8/20/2021	8/20/2021	8/20/2021	4	S67SP	R27
FPK21082200001333	SICK PERSON	TFR	27A	8/22/2021	8/22/2021	8/22/2021	8/22/2021	4	S67SP	R27
FPK21082600001355	SICK PERSON	TFR	27A	8/26/2021	8/26/2021	8/26/2021	8/26/2021	4	S67SP	R227
FPK21082600001357	SICK PERSON	NTR	27A	8/26/2021	8/26/2021	8/26/2021	8/26/2021	4	S67SP	R32
FPK21082600001361	SICK PERSON	TFR	27B	8/26/2021	8/26/2021	8/26/2021	8/26/2021	4	S67SP	R27
FPK21083100001392	SICK PERSON	TFR	27A	8/31/2021	8/31/2021	8/31/2021	8/31/2021	4	S67SP	R27
FPK21083100001398	SICK PERSON	NTR	27A	8/31/2021	8/31/2021	8/31/2021	8/31/2021	4	S67SP	R27
FPK21081800001300	STROKE	REF	27A	8/18/2021	8/18/2021	8/18/2021	8/18/2021	2	S67ST	R27
FPK21082100001332	STROKE	TFR	27A	8/21/2021	8/21/2021	8/21/2021	8/21/2021	2	S67ST	R27
FPK21082600001364	STROKE	TFR	27A	8/26/2021	8/26/2021	8/26/2021	8/26/2021	2	S67ST	R27
FPK21082700001366	STROKE	CL	27A	8/27/2021	8/27/2021	8/27/2021	8/27/2021	2	S67ST	R27
FPK21083100001393	STROKE	TFR	27A	8/31/2021	8/31/2021	8/31/2021	8/31/2021	2	S67ST	R227
FPK21080100001190	SEIZURE	TFR	27B	8/1/2021	8/1/2021	8/1/2021	8/1/2021	2	S67SZ	R27
FPK21081500001277	SEIZURE	TFR	27B	8/15/2021	8/15/2021	8/15/2021	8/15/2021	2	S67SZ	R227
FPK21082500001350	SEIZURE	TFR	27A	8/25/2021	8/25/2021	8/25/2021	8/25/2021	2	S67SZ	R27

FPK21082700001365	SEIZURE	TFR	27A	8/27/2021	8/27/2021	8/27/2021	8/27/2021	2	S67SZ	R27
FPK21080100001186	TROUBLE BREATHING	TFR	27B	8/1/2021	8/1/2021	8/1/2021	8/1/2021	2	S67TB	R90
FPK21080300001202	TROUBLE BREATHING	TFR	27B	8/3/2021	8/3/2021	8/3/2021	8/3/2021	2	S67TB	R227
FPK21080600001222	TROUBLE BREATHING	TFR	27B	8/6/2021	8/6/2021	8/6/2021	8/6/2021	2	S67TB	R227
FPK21080700001223	TROUBLE BREATHING	TFR	27A	8/7/2021	8/7/2021	8/7/2021	8/7/2021	2	S67TB	R27
FPK21080700001225	TROUBLE BREATHING	TFR	27A	8/7/2021	8/7/2021	8/7/2021	8/7/2021	2	S67TB	R27
FPK21080800001229	TROUBLE BREATHING	TFR	27A	8/8/2021	8/8/2021	8/8/2021	8/8/2021	2	S67TB	R27
FPK21081300001250	TROUBLE BREATHING	CL	27A	8/13/2021	8/13/2021	8/13/2021	8/13/2021	2	S67TB	R27
FPK21081300001253	TROUBLE BREATHING	TFR	27A	8/13/2021	8/13/2021	8/13/2021	8/13/2021	2	S67TB	R27
FPK21081400001272	TROUBLE BREATHING	TFR	27A	8/14/2021	8/14/2021	8/14/2021	8/14/2021	2	S67TB	R27
FPK21081700001296	TROUBLE BREATHING	TFR	27A	8/17/2021	8/17/2021	8/17/2021	8/17/2021	2	S67TB	R227
FPK21081700001298	TROUBLE BREATHING	TFR	27A	8/17/2021	8/17/2021	8/17/2021	8/17/2021	4	S67TB	R27
FPK21081800001302	TROUBLE BREATHING	TFR	27A	8/18/2021	8/18/2021	8/18/2021	8/18/2021	2	S67TB	R227
FPK21081800001303	TROUBLE BREATHING	CL	27A	8/18/2021	8/18/2021	8/18/2021	8/18/2021	2	S67TB	R27
FPK21081900001315	TROUBLE BREATHING	TFR	27A	8/19/2021	8/19/2021	8/19/2021	8/19/2021	2	S67TB	R27
FPK21082000001323	TROUBLE BREATHING	TFR	27B	8/20/2021	8/20/2021	8/20/2021	8/20/2021	2	S67TB	R27
FPK21082000001325	TROUBLE BREATHING	TFR	27B	8/20/2021	8/20/2021	1/1/0001	8/20/2021	2	S67TB	R90
FPK21082200001334	TROUBLE BREATHING	TFR	27A	8/22/2021	8/22/2021	8/22/2021	8/22/2021	2	S67TB	R227
FPK21082500001349	TROUBLE BREATHING	TFR	27A	8/25/2021	8/25/2021	8/25/2021	8/25/2021	2	S67TB	R27
FPK21082500001352	TROUBLE BREATHING	TFR	27B	8/25/2021	8/25/2021	8/25/2021	8/25/2021	2	S67TB	R227
FPK21082600001353	TROUBLE BREATHING	TFR	27A	8/26/2021	8/26/2021	8/26/2021	8/26/2021	2	S67TB	R27
FPK21082600001354	TROUBLE BREATHING	TFR	27B	8/26/2021	8/26/2021	8/26/2021	8/26/2021	2	S67TB	R227
FPK21082600001359	TROUBLE BREATHING	NTR	27A	8/26/2021	8/26/2021	8/26/2021	8/26/2021	2	S67TB	R32
FPK21082600001360	TROUBLE BREATHING	TFR	27A	8/26/2021	8/26/2021	8/26/2021	8/26/2021	2	S67TB	R27
FPK21082700001367	TROUBLE BREATHING	TFR	27A	8/27/2021	8/27/2021	8/27/2021	8/27/2021	2	S67TB	R27
FPK21082800001376	TROUBLE BREATHING	TFR	27B	8/28/2021	8/28/2021	8/28/2021	8/28/2021	2	S67TB	R27
FPK21082900001383	TROUBLE BREATHING	REF, NTR	27A	8/29/2021	8/29/2021	8/29/2021	8/29/2021	2	S67TB	R27
FPK21083100001397	TROUBLE BREATHING	TFR	27A	8/31/2021	8/31/2021	8/31/2021	8/31/2021	2	S67TB	R27
FPK21080100001189	UNKNOWN MEDICAL	REF, NTR	27A	8/1/2021	8/1/2021	8/1/2021	8/1/2021	3	S67UM	R27
FPK21082100001328	UNKNOWN MEDICAL	REF	27B	8/21/2021	8/21/2021	8/21/2021	8/21/2021	3	S67UM	R27
FPK21082900001384	UNKNOWN MEDICAL	NTR, NTR	27Y2	8/29/2021	8/29/2021	1/1/0001	8/29/2021	3	S67UM	R27
FPK21083100001395	UNKNOWN MEDICAL	TFR	27B	8/31/2021	8/31/2021	8/31/2021	8/31/2021	3	S67UM	R27

FPK21080100001188	FIRE OR MEDICAL SERVICE CALL	CFD	27B	8/1/2021	8/1/2021	1/1/0001	8/1/2021	4	S68	E27
FPK21080100001191	FIRE OR MEDICAL SERVICE CALL	CL	27B	8/1/2021	8/1/2021	1/1/0001	8/1/2021	4	S68	E27
FPK21080200001196	FIRE OR MEDICAL SERVICE CALL	CPD	27B	8/2/2021	8/2/2021	1/1/0001	8/2/2021	4	S68	E7
FPK21080500001215	FIRE OR MEDICAL SERVICE CALL	CL	27A	8/5/2021	8/5/2021	8/5/2021	8/5/2021	4	S68	Q7
FPK21081400001273	FIRE OR MEDICAL SERVICE CALL	CL	27B	8/14/2021	8/14/2021	8/14/2021	8/14/2021	4	S68	E7
FPK21081800001306	FIRE OR MEDICAL SERVICE CALL	CL	27A	8/18/2021	8/18/2021	8/18/2021	8/18/2021	4	S68	E27
FPK21081900001313	FIRE OR MEDICAL SERVICE CALL	CL	27A	8/19/2021	8/19/2021	8/19/2021	8/19/2021	4	S68	E27
FPK21082300001344	FIRE OR MEDICAL SERVICE CALL	CL	27B	8/23/2021	8/23/2021	8/23/2021	8/23/2021	4	S68	E27
FPK21083100001396	FIRE OR MEDICAL SERVICE CALL	CL	27B	8/31/2021	8/31/2021	8/31/2021	8/31/2021	4	S68	E27
FPK21081300001258	ANIMAL BITE	NTR	27A	8/13/2021	8/13/2021	8/13/2021	8/13/2021	2	S70AB	R27
S25 FIRE	10									
S4 VEHICLE ACCIDENT	32									
S49 ALARM	10									
S67 MEDICAL	153									
S68 SERVICE CALL	9									
TOTAL	214									



TOWN OF PEMBROKE PARK
BUILDING DEPARTMENT
3150 SW 52ND Avenue
Pembroke Park, FL 33023
Office 954-966-4600 ● Fax 954-966-5310

MEMORANDUM NO.: 21-009

DATE: August 3, 2021
TO: Juan C. Jimenez, Town Manager
FROM: Miguel A. Núñez, Chief Building Official *MN*
RE: **MONTHLY STATUS REPORT – AUGUST 2021**

At this time, I would like to submit the attached Building Department Monthly Status Report for the above referenced period.

As always, if you have further questions or comments, do not hesitate to contact me at your earliest convenience.

Respectfully submitted.

Cc: Marlen Martell, Town Clerk
File.

[https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building official/topp-man/pp documents/memos/2021/21-009.docx](https://tppfl-my.sharepoint.com/personal/mnunez_tppfl_gov/documents/building%20official/topp-man/pp%20documents/memos/2021/21-009.docx)



TOWN OF PEMBROKE PARK

BUILDING DEPARTMENT

3150 SW 52ND Avenue

Pembroke Park, FL 33023

Building Department

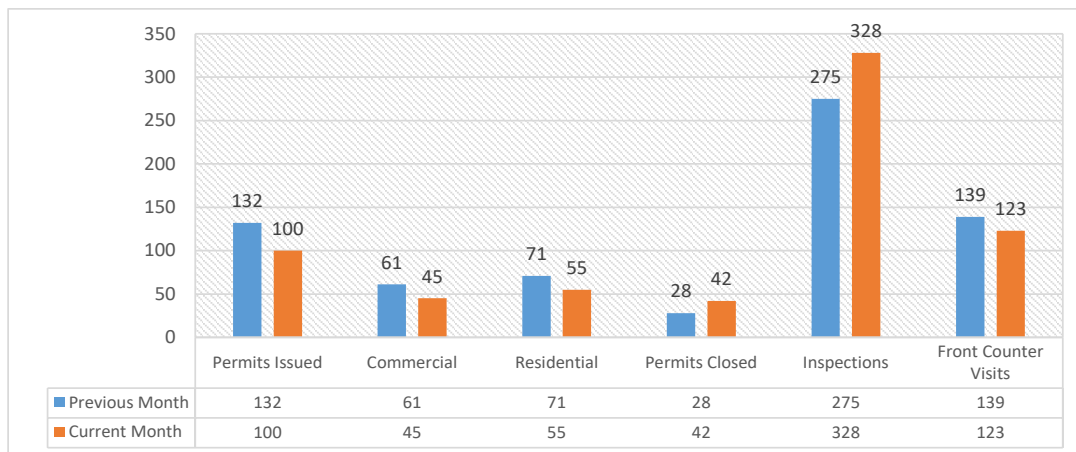
Monthly Status Report

August 2021

Summary:

During this reporting period, the Building Department staff still organizing and getting set at the new offices and have continued our customary non-contact process while servicing our developers, contractors, residents, and internal customers in a personalized manner in the permitting process with transparency, integrity, and equality.

By the Numbers:



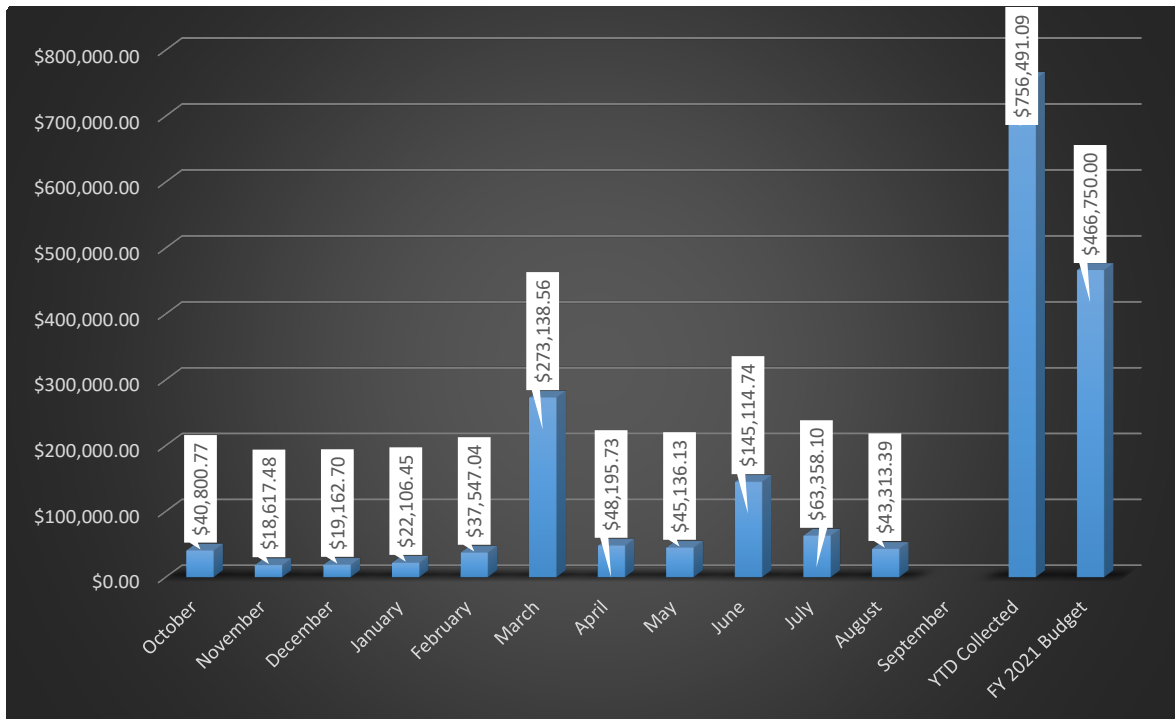
As noted above, during this reporting period the number of permits issued, where we can state that the commercial and residential permits were slightly decreased; while for the inspections the numbers were increased; however, the counter visits were slightly lower from the previous reported period.

Further, inspections were as follows:

Structural = 130, Mechanical = 57, Electrical = 81 and Plumbing = 60 for a total of 328 Inspections.

Revenue:

During this reporting period the Building Department associated disciplines (Structural, Electrical, Plumbing and Mechanical) have collected \$43,313.39, see chart below for trend graphical information:



Large Construction Projects Summary:

	Not Started		In Progress		No Action		Completed
--	-------------	--	-------------	--	-----------	--	-----------

Status / Commissioner District	Project	Description	Notes
Seneca Town Center			
1	Building 1	Warehouse Building	Building is Partially occupied.
1	Unit 300	Tenant Improvement	Currently under the inspections and additional applications for permit process.

1	Unit 400	Tenant Improvement	Currently under the inspections and additional applications for permit process.
1	Building 2	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.
1	Building 3	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.
1	Building 5	Building Shell (Structure)	Submitted for Plans Review for first cycle and waiting for resubmittal after comments were rendered.
Other projects at different areas within the Town			
1	Coca-Cola	Various Improvements	Currently under the inspections and additional applications for permit process.
1	Amazon	Warehouse / Distribution	All permits have been and currently this project is under the inspections process.
4	Pembroke Plaza	Shopping Center Building	Permit issued, Construction under inspections process.
4	Duplex	Newest Duplex Residential Building	Permit issued, Construction under inspections process.

Additional Comments:

In addition to the above reported items, the Building Department has processed numerous additions, renovations, alterations, and accessory structures for the Townhomes (TH); Minor Commercial Tenant Improvements (TI), and Mobile Homes (MH) for repairs, exterior accessories, and new installations.

AGENDA ITEM REPORT



To: Town Mayor & Commission
Subject: Code Enforcement Department Monthly Report
Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021
Department: Code
Staff Contact: Joseline Ramirez, Chief Code Enforcement Officer

ATTACHMENTS:

[Code Enforcement Monthly Report - Aug 2021](#)

[Code Enforcement Department Detail Monthly Report Aug 2021](#)

Code Enforcement Department Monthly Report August 2021

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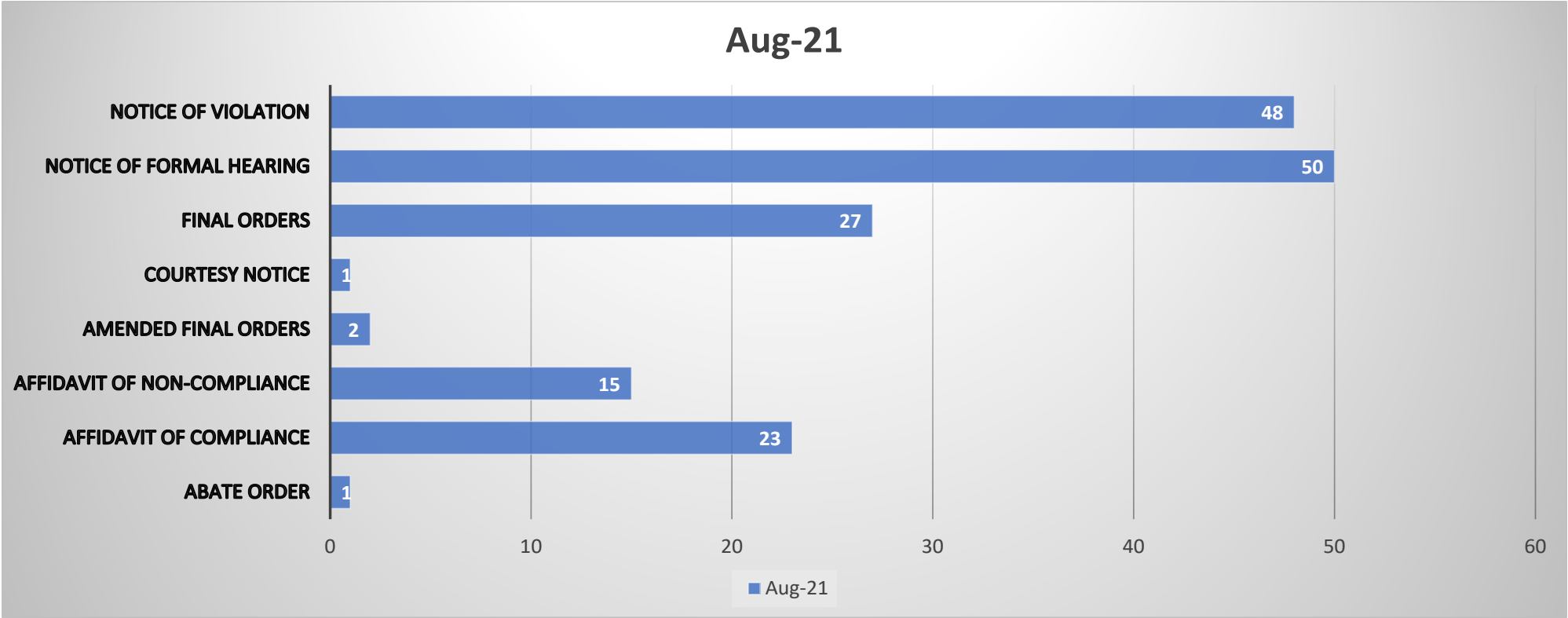


**Chief Code Enforcement Officer
Joseline Ramirez**

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Summary of Detail Report

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Special Magistrate Past & Upcoming Dates

- September 15, 2021
- October 20, 2021
- Tentative November 17, 2021



This Photo by Unknown Author is licensed under [CC BY-NC](#)

Projects

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- Graffiti removal on SW 30th AVE
- Administrative Aspect of Code Enforcement Training 09/20-09/24/2021
- Configuration of Code Enforcement Module on Smart Gov
- RV Tie Down Inspections

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A f t e r



Illegal dumping – SW 55th AVE



After

Before



Before



Unpermitted Demo - 2310 SW 31 AVE

After



Unpermitted Demo - 2425 SW 31st Place



Before



After



Before



Unpermitted demo – 105 Lori Lane



Before



After



Graffiti - SW 30 AVE – Railroad Corridors



After



Before

Graffiti -SW 30th AVE

Before



Page 13 of 40

After



Illegal Dumping – 4790 W HBB

Before





Snipe Sign Removal

Questions





Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

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<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5447	8/2/2021	3221 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2 #Unit 1 & 2	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
6125	8/4/2021	3900 SW 52 AVE, PEMBROKE PARK, FL 33023 706	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Hand Regular Mail
6126	8/4/2021	3610 SW 48 AVE, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 21-19. - Prohibited signs. Sec 5-103(m). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail
6121	8/4/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #526	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Hand
6122	8/4/2021	614 LAKE SHORE DR, PEMBROKE PARK, FL 33009 117	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Hand
6123	8/4/2021	4900 SW 36 CT, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec 5-103 (a). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Posted to Property Regular Mail
6124	8/4/2021	4880 SW 36 CT, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 12-61 - Excessive, untended growth deemed public nuisance	Notice of Violation	T. Malcolm	Hand Regular Mail
6128	8/5/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #723	Sec. 12-48. - Outdoor storage prohibited Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Posted to Property Regular Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
6129	8/6/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #901	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec 5-103(h). - Exterior maintenance of structures and premises Sec 5-103(j). - Exterior maintenance of structures and premises Sec. 12-48. - Outdoor storage	Notice of Violation	T. Malcolm	Posted to Property Regular Mail
6130	8/6/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #903	Sec 5-103(h). - Exterior maintenance of structures and premises Sec 5-103(j). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Violation	T. Malcolm	Posted to Property Regular Mail
6131	8/6/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #813	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Violation	T. Malcolm	Posted to Property Regular Mail
6132	8/6/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #518	Sec. 28-260 (8) - Prohibited uses Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Posted to Property Regular Mail
6133	8/9/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #516	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Violation	T. Malcolm	Posted to Property Regular Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

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6134	8/9/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #LOT 14	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited Sec. 12-61 - Excessive, untended growth deemed public nuisance Sec. 12-76. (b) Nuisances: duty of property owners and tenants to prevent. Sec. 28-260 (8) - Prohibited uses	Notice of Violation	T. Malcolm	Posted to Property Regular Mail
6135	8/9/2021	3136 JOHN P CURCI DR, PEMBROKE PARK, FL 33009 #1	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment required to engage in business. 15-40 - Delinquent business tax receipt fees and penalties. Sec. 13.5-24. - Stormwater	Notice of Violation	T. Malcolm	Hand Regular Mail
6136	8/9/2021	2301 SW 31 CT, PEMBROKE PARK, FL 33009 #2302 SW 31 CT	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited Sec. 28-260 (8) - Prohibited uses	Notice of Violation	T. Malcolm	Regular Mail
6137	8/9/2021	2301 SW 31 CT, PEMBROKE PARK, FL 33009 #2303 SW 31 AVE	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited Sec 5-103(c)(h)(j)	Notice of Violation	T. Malcolm	Regular Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

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<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
6144	8/11/2021	3115 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(c)(b)(e)(k)(g)(h). - Exterior maintenance of structures and premises Sec. 12-48. - Outdoor storage prohibited Sec. 12-49. - Storm event debris. Sec 5-105. - Repairs and installations	Notice of Violation	J. Ramirez	Hand
5834	8/11/2021	3192 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-19. - Prohibited signs.	Affidavit of Compliance	T. Malcolm	Hand
5187	8/11/2021	3194 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 12-48. - Outdoor storage prohibited	Affidavit of Compliance	J. Louis	Hand
5189	8/11/2021	3192 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-19. - Prohibited signs.	Affidavit of Compliance	J. Louis	Hand
5191	8/11/2021	3192 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-21. (7) - Temporary signs Sec. 21-19. - Prohibited signs.	Affidavit of Compliance	J. Louis	Hand
5192	8/11/2021	3192 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-21. (7) - Temporary signs	Affidavit of Compliance	J. Louis	Hand
4402	8/11/2021	3192 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-19. - Prohibited signs.	Affidavit of Compliance	J. Louis	Hand
4414	8/13/2021	3251 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2	Sec 5-105. - Repairs and installations	Affidavit of Compliance	J. Louis	Hand
6124	8/13/2021	4880 SW 36 CT, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 12-61 - Excessive, untended growth deemed public nuisance	Affidavit of Compliance	T. Malcolm	Regular Mail
6147	8/13/2021	4790 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(c)(e)(h)(j). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Hand
6002	8/16/2021	4790 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 12-61 - Excessive, untended growth deemed public nuisance	Affidavit of Compliance	T. Malcolm	Regular Mail
6145	8/16/2021	3200 PEMBROKE RD, PEMBROKE PARK, FL 33009 #Lot 842	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-2(b). - Nonresidential commercial buildings, owner's responsibilities	Notice of Violation	J. Ramirez	Regular Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5447	8/19/2021	3221 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2 #Unit 1 & 2	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Affidavit of Compliance	J. Ramirez	Regular Mail
5299	8/19/2021	3221 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2	Sec. 12-48. - Outdoor storage prohibited Sec 5-103. - Exterior maintenance of structures and premises (a)(b)(c)(i)(h) Sec. 13-2. - Storage of abandoned property in the open prohibited	Affidavit of Compliance	J. Ramirez	Regular Mail
5301	8/19/2021	3201 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2 #Unit 1 & 2	Sec 5-103. - Exterior maintenance of structures and premises (a)(b)(c) Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Affidavit of Compliance	J. Ramirez	Regular Mail
5073	8/23/2021	2601 S PARK RD, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Affidavit of Compliance	M. Nunez	Regular Mail
6153	8/23/2021	3150 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec. 27-33. - Maintenance Sec 5-103 (a)(c). - Exterior maintenance of structures and premises	Courtesy Notice	S. System	Hand Regular Mail
6153	8/23/2021	3150 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec. 27-33. - Maintenance Sec 5-103 (a)(c). - Exterior maintenance of structures and premises	Notice of Violation	S. System	Certified Mail Regular Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
6153	8/23/2021	3150 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec. 27-33. - Maintenance Sec 5-103 (a)(c). - Exterior maintenance of structures and premises	Notice of Formal Hearing	S. System	Affidavit of Service/Posted to Property Certified Mail
6155	8/23/2021	2503 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	Sec. 12-41. - Accumulations deemed public nuisance Sec 5-103 (a)(e)(g)(h)(i)(j)(m)(o). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Hand
6157	8/23/2021	2601 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	Sec. 28-346 (a)(c1)(f) - Portable storage units Sec 5-103(h)(m). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Posted to Property Regular Mail
6158	8/23/2021	2250 SW 30 AVE, PEMBROKE PARK, FL 33021	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Certified Mail
6159	8/23/2021	2300 S PARK RD, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Certified Mail
6153	8/23/2021	3150 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec. 27-33. - Maintenance Sec 5-103 (a)(c). - Exterior maintenance of structures and premises	Final Order	S. System	Certified Mail
4837	8/23/2021	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #414 Lone Pine Lane - Janeth Castellanos	Sec 5-105. - Repairs and installations Sec. 28-272 - Number of occupants per mobile home or recreational vehicle	Amended Final Order	J. Louis	Certified Mail Hand



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

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<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5827	8/23/2021	2701 S PARK RD, PEMBROKE PARK, FL 33009 #129 Janis Blv d	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b) Sec. 12-48. - Outdoor storage prohibited	Final Order	J. Ramirez	Certified Mail
6164	8/24/2021	4100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(c)(e)(h)(i)(j)(l)(m)(n)(o). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec 5-207. - Graffiti Enforcement Sec. 5-104. - Determination of need for correction Sec. 5-17. - Permit application. Sec. 5-2(a). - Nonresidential commercial buildings, owner's responsibilities Sec. 21-21 (1) - Temporary signs	Notice of Violation	T. Malcolm	Regular Mail
6165	8/24/2021	2050 SW 30 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail
6166	8/24/2021	3231 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2	Sec. 11-43 (d) - Frequency and preparation generally	Notice of Violation	T. Malcolm	Regular Mail
6167	8/24/2021	5521 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	Sec 5-103(h)(i)(j). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Regular Mail
6168	8/24/2021	2350 SW 30 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Violation	M. Nunez	Regular Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

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<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
6169	8/24/2021	5501 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	Sec 5-103(c)(h)(i). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Regular Mail
6170	8/24/2021	5511 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	Sec 5-103(h)(j). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail
6171	8/24/2021	3301 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2	Sec 5-103(c)(h)(i)(j). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Regular Mail
6172	8/24/2021	5520 SW 33 ST, PEMBROKE PARK, FL 33023 1-2	Sec 5-103(h)(i)(j). - Exterior maintenance of structures and premises Sec. 5-2(a). - Nonresidential commercial buildings, owner's responsibilities Sec. 12-41. - Accumulations deemed public nuisance Sec. 12-43. - Notice to remove accumulations—To be sent to property owner.	Notice of Violation	T. Malcolm	Regular Mail
613	8/24/2021	3192 W HALLANDALE BEACH Blvd PEMBROKE PARK, FL 33009	Sec. 15-17. - Business Tax Receipt	Affidavit of Compliance	J. Louis	Hand
4582	8/24/2021	3100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec 5-105. - Repairs and installations	Affidavit of Compliance	J. Ramirez	Regular Mail
5183	8/24/2021	3700 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023 #Cheveron Gas Station	Sec. 21-22 (a) - Nonconforming signs Sec 5-103 (i)(a)(c). - Exterior maintenance of structures and premises	Affidavit of Compliance	J. Louis	Regular Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5109	8/24/2021	2701 S PARK RD, PEMBROKE PARK, FL 33009 #121 Janis Blvd - Patricia Alvarez	Sec 5-105. - Repairs and installations Sec. 12-48. - Outdoor storage prohibited Sec. 12-49. - Storm event debris.	Final Order	J. Ramirez	Certified Mail Hand
5110	8/24/2021	2701 S PARK RD, PEMBROKE PARK, FL 33009 #123 Janis Blvd	Sec 5-105. - Repairs and installations Sec. 12-48. - Outdoor storage prohibited Sec. 12-49. - Storm event debris.	Final Order	J. Ramirez	Certified Mail Hand
5111	8/24/2021	2701 S PARK RD, PEMBROKE PARK, FL 33009 #125 Janis Blvd	Sec. 12-48. - Outdoor storage prohibited Sec. 12-49. - Storm event debris. Sec 5-105. - Repairs and installations	Final Order	J. Ramirez	Certified Mail Hand
5113	8/24/2021	2701 S PARK RD, PEMBROKE PARK, FL 33009 #129 Janis Blvd	Sec 5-105. - Repairs and installations Sec. 12-48. - Outdoor storage prohibited Sec. 12-49. - Storm event debris. Sec. 28-272 - Number of occupants per mobile home or recreational vehicle	Final Order	J. Ramirez	Certified Mail
5074	8/24/2021	3184 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	110.15 Building Safety Inspection Program	Final Order	M. Nunez	Certified Mail Hand
5072	8/24/2021	2633 S PARK LN, PEMBROKE PARK, FL 33009 #2633-2681 S	110.15 Building Safety Inspection Program	Final Order	M. Nunez	Certified Mail Hand
5302	8/24/2021	W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103(a)(c). - Exterior maintenance of structures and premises Sec 5-207. - Graffiti Enforcement	Final Order	J. Ramirez	Certified Mail
5378	8/24/2021	3150 PEMBROKE RD, PEMBROKE PARK, FL 33009 #3182	Sec. 15-17. - Business Tax Receipt	Final Order	J. Ramirez	Certified Mail



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5379	8/24/2021	3150 PEMBROKE RD, PEMBROKE PARK, FL 33009 #3186-3188 Pembroke Rd	Sec 5-105. - Repairs and installations Sec. 5-2 (a)(b). - Nonresidential commercial buildings, owner's responsibilities Sec. 15-17. - Business Tax Receipt	Final Order	J. Ramirez	Certified Mail Hand
5103	8/24/2021	3150 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Alba Lopez- Lot 11	Sec 5-103(a)(o). - Exterior maintenance of structures and premises Sec. 5-1. - Address numbers on nonresidential buildings and portions thereof Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (b) Sec 5-105. - Repairs and installations Sec. 12-48. - Outdoor storage prohibited Sec. 12-49. - Storm event debris.	Final Order	J. Ramirez	Certified Mail Hand
5479	8/24/2021	3707 SW 56 AVE, PEMBROKE PARK, FL 33023	Sec 5-103(a)(c)(g)(i). - Exterior maintenance of structures and premises Sec. 27-33. - Maintenance	Final Order	J. Ramirez	Certified Mail Hand
5070	8/24/2021	2641 S PARK RD, PEMBROKE PARK, FL 33009 #2641-2649 S	110.15 Building Safety Inspection Program	Final Order	M. Nunez	Certified Mail Hand
5272	8/24/2021	311 MARINE DR, PEMBROKE PARK, FL 33009	Sec 5-105. - Repairs and installations Sec. 5-2. - Nonresidential commercial buildings, owner's responsibilities (a)(b)	Final Order	J. Ramirez	Certified Mail



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5112	8/24/2021	2701 S PARK RD, PEMBROKE PARK, FL 33009 #127 Janis Blvd	Sec 5-105. - Repairs and installations Sec. 12-48. - Outdoor storage prohibited Sec. 12-49. - Storm event debris. Sec 5-103. - Exterior maintenance of structures and premises (a)	Final Order	J. Ramirez	Certified Mail Hand
4582	8/24/2021	3100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec 5-105. - Repairs and installations	Abate Order	J. Ramirez	Certified Mail Hand
6173	8/25/2021	5511 SW 33 ST, PEMBROKE PARK, FL 33023 1-2	Sec. 11-43 (d) - Frequency and preparation generally Sec 5-103(h)(i)(j). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail
6174	8/25/2021	5510 SW 33 ST, PEMBROKE PARK, FL 33023 1-2	Sec 5-103(h)(i)(j). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail
6177	8/25/2021	5511 SW 34 ST, PEMBROKE PARK, FL 33023 1-2	Sec 5-103(h)(i)(j). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail
6178	8/25/2021	2950 SW 32 AVE, PEMBROKE PARK, FL 33023	Sec. 13-2. - Storage of abandoned property in the open prohibited Sec 5-103(c)(h)(i)(j). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Hand
5924	8/25/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec 5-105. - Repairs and installations	Final Order	T. Malcolm	
5902	8/25/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec 5-105. - Repairs and installations	Final Order	T. Malcolm	
6001	8/25/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #306	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Final Order	T. Malcolm	



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5709	8/25/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009	Sec 5-103(a)(c)(i)(j)(k)(l). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 13-2. - Storage of abandoned property in the open prohibited Sec. 28-332. - Commercial zoned areas. Sec. 28-335. - Miscellaneous design standards.	Final Order	T. Malcolm	
5630	8/25/2021	5451 SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Final Order	T. Malcolm	
5674	8/25/2021	5413 SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Final Order	T. Malcolm	
5678	8/25/2021	5405 SW 41 ST, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Final Order	T. Malcolm	
5751	8/25/2021	2301 SW 31 CT, PEMBROKE PARK, FL 33009 #3107 SW 23 ST	Sec 5-103(j). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 12-48. - Outdoor storage prohibited Sec. 28-272 - Number of occupants per mobile home or	Final Order	T. Malcolm	



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5831	8/25/2021	2701 S PARK RD, PEMBROKE PARK, FL 33009 #108 Lori Lane	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 28-272 - Number of occupants per mobile home or recreational vehicle Sec. 12-48. - Outdoor storage prohibited	Final Order	T. Malcolm	
5610	8/25/2021	4420 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023 #4480	Sec. 5-17. - Permit application. Sec. 21-21. (7) - Temporary signs Sec. 21-23 (a) - Permit	Final Order	T. Malcolm	
5997	8/25/2021	115 S KEY DR, PEMBROKE PARK, FL 33009 629	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Final Order	T. Malcolm	
5704	8/26/2021	2520 SW 30 AVE, PEMBROKE PARK, FL 33009	Sec 5-103(a)(b). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-104. - Determination of need for correction Sec. 5-17. - Permit application. Sec. 5-2 (a)(b). - Nonresidential commercial buildings, owner's responsibilities Sec. 21-19. - Prohibited signs.	Notice of Formal Hearing	J. Ramirez	Certified Mail
6180	8/26/2021	2400 SW 30 AVE, PEMBROKE PARK, FL 33009 #Bay C	Sec 5-105. - Repairs and installations Sec. 5-2(b). - Nonresidential commercial buildings, owner's responsibilities Sec. 5-17. - Permit application. Sec 5-103(h). - Exterior maintenance of structures and premises Sec. 12-48. - Outdoor storage prohibited	Notice of Violation	J. Ramirez	Regular Mail



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5384	8/26/2021	5501 SW 34 ST, PEMBROKE PARK, FL 33023 1-2	Sec. 12-61 - Excessive, untended growth deemed public nuisance Sec 5-103. - Exterior maintenance of structures and premises (a) Sec 5-103. - Exterior maintenance of structures and premises (b) Sec 5-103. - Exterior maintenance of structures and premises (c) Sec 5-103. - Exterior maintenance of structures and premises (i) Sec 5-103. - Exterior maintenance of structures and premises (j) Sec 5-103. - Exterior maintenance of structures and premises (l) Sec 5-103. - Exterior maintenance of structures and premises (o) Sec 5-103. - Exterior maintenance of structures and premises (h) Sec. 12-48. - Outdoor storage prohibited	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5121	8/27/2021	5100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023 #The Peninsula	Sec 5-103(a)(b)(c)(e)(g)(o)(q). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Affidavit of Compliance	J. Ramirez	Regular Mail
5124	8/27/2021	3520 SW 52 AVE, PEMBROKE PARK, FL 33023 #Watkins Elementary	Sec 5-103(a)(g). - Exterior maintenance of structures and premises	Affidavit of Compliance	J. Ramirez	Regular Mail



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5127	8/27/2021	3818 SW 52 AVE, PEMBROKE PARK, FL 33023 #3818 SW 52 AVE	Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5128	8/27/2021	3802 SW 52 AVE, PEMBROKE PARK, FL 33023 #Forest Park Villas	Sec 5-105. - Repairs and installations Sec. 5-2 (a)(b). - Nonresidential commercial buildings, owner's responsibilities	Affidavit of Compliance	J. Ramirez	Regular Mail
6183	8/27/2021	3900 W HALLANDALE BEACH	Sec. 21-19. - Prohibited signs.	Notice of Violation	J. Ramirez	Regular Mail
6184	8/27/2021	2111 JOHN P LYONS LN, PEMBROKE PARK, FL 33021	Sec 5-103 (a)(b)(c)(e)(f)(g)(h)(i)(k). Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities Sec. 21-23 (a) - Permit Sec. 5-17. - Permit application.	Notice of Violation	J. Ramirez	Regular Mail
6185	8/27/2021	5100 SW 41 ST, PEMBROKE PARK, FL 33023 307	Sec 5-103 (a). - Exterior maintenance of structures and premises Sec 5-103(b). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-2(b). - Nonresidential commercial buildings, owner's responsibilities	Notice of Violation	J. Ramirez	Regular Mail



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6186	8/27/2021	2503 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-207. - Graffiti Enforcement	Notice of Violation	J. Ramirez	Certified Mail
6186	8/27/2021	2503 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-207. - Graffiti Enforcement	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
6189	8/27/2021	5401 SW 25 CT, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(h)(i). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-104. - Determination of need for correction Sec. 27-33. - Maintenance Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Violation	J. Ramirez	Certified Mail
6189	8/27/2021	5401 SW 25 CT, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(h)(i). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-104. - Determination of need for correction Sec. 27-33. - Maintenance Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5202	8/27/2021	4803 SW 41 ST, PEMBROKE PARK, FL 33009	Sec 5-103(c)(a)(b)(g)(h)(i). - Exterior maintenance of structures and premises Sec 5-207. - Graffiti Enforcement	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail



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6109	8/27/2021	3401 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103(a)(g)(i). - Exterior maintenance of structures and premises	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5558	8/27/2021	2301 SW 31 CT, PEMBROKE PARK, FL 33009 #2308 SW 31 CT	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities	Amended Final Order	T. Malcolm	
5706	8/30/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #105	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 12-76. (b) Nuisances: duty of property owners and tenants to prevent.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
5706	8/30/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #105	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required Sec. 12-76. (b) Nuisances: duty of property owners and tenants to prevent.	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
5619	8/30/2021	5100 SW 41 ST, PEMBROKE PARK, FL 33023 108	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
5735	8/30/2021	2301 SW 31 CT, PEMBROKE PARK, FL 33009 #3105 SW 23 ST	Sec 5-103(i)(j)(h). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 12-48. - Outdoor storage prohibited	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail



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5752	8/30/2021	2791 SW 48 TER, PEMBROKE PARK, FL 33023 2-8	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property
5801	8/30/2021	2430 CHARLES RD, PEMBROKE PARK, FL 33009 #2402 SUSAN LANE	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property
5808	8/30/2021	102 S KEY DR, PEMBROKE PARK, FL 33009 616	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property
5812	8/30/2021	3250 S 31 WAY, PEMBROKE PARK, FL 33009 #7 sunny lane	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 28-272 - Number of occupants per mobile home or recreational vehicle	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
6043	8/30/2021	2781 SW 56 AVE, PEMBROKE PARK, FL 33023	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Affidavit of Service/Posted
6044	8/30/2021	1904 SW 31 AVE, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Affidavit of Service/Posted
6045	8/30/2021	2601 JOHN P LYONS LN, PEMBROKE PARK, FL 33009	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Certified Mail
6051	8/30/2021	3252 SW 52 AVE, PEMBROKE PARK, FL 33023	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Affidavit of Service/Posted
6058	8/30/2021	1971 S PARK RD, PEMBROKE PARK, FL 33009 B	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Affidavit of Service/Posted
6077	8/30/2021	3350 PEMBROKE RD, PEMBROKE PARK, FL 33021	110.15 Building Safety Inspection Program	Notice of Formal Hearing	M. Nunez	Certified Mail



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6233	8/30/2021	3535 SW 52 AVE, PEMBROKE PARK, FL 33009 #The Plaza at Pembroke Park	Sec 5-103(a)(b)(c)(g)(k). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec 5-103(b). - Exterior maintenance of structures and premises Sec 5-103(c). - Exterior maintenance of structures and premises Sec. 5-17. - Permit application.	Notice of Violation	J. Ramirez	Regular Mail
5123	8/30/2021	3487 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec 5-103(a)(c)(f)(h). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
584	8/30/2021	3990 W HALLANDALE BEACH Blvd PEMBROKE PARK, FL 33023	Sec 5-103(h). - Exterior maintenance of structures and premises Sec 5-207. - Graffiti Enforcement	Affidavit of Compliance	J. Tisdale	
4876	8/30/2021	3000 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Elegant Beauty Supply - 3000 W. Hallandale	Sec 5-103(e). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Notice of Formal Hearing	T. Malcolm	Hand
4876	8/30/2021	3000 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Elegant Beauty Supply - 3000 W. Hallandale	Sec 5-103(e). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
4632	8/30/2021	3804 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted
4632	8/30/2021	3804 SW 52 AVE, PEMBROKE PARK, FL 33023	Sec 5-105. - Repairs and installations	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
1111	8/30/2021	4520 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 11-87 - Dumping, burning or other disposal; permit required.	Affidavit of Compliance	T. Larson	



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5553	8/30/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #1010	Sec. 12-48. - Outdoor storage prohibited Sec. 5-17. - Permit application. Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities Sec. 5-87. - Permit required Sec 5-105. - Repairs and installations	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
5553	8/30/2021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #1010	Sec. 12-48. - Outdoor storage prohibited Sec. 5-17. - Permit application. Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities Sec. 5-87. - Permit required Sec 5-105. - Repairs and installations	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
5700	8/30/2021	2000 SW 30 AVE, PEMBROKE PARK, FL 33009	Sec 5-103(a)(e)(m)(n). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
5700	8/30/2021	2000 SW 30 AVE, PEMBROKE PARK, FL 33009	Sec 5-103(a)(e)(m)(n). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 5-87. - Permit required	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
5701	8/30/2021	2400 SW 30 AVE, PEMBROKE PARK, FL 33009 #Bay B	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 13-2. - Storage of abandoned property in the open prohibited	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail



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5701	8/30/2021	2400 SW 30 AVE, PEMBROKE PARK, FL 33009 #Bay B	Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application. Sec. 13-2. - Storage of abandoned property in the open prohibited	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
5702	8/30/2021	2400 SW 30 AVE, PEMBROKE PARK, FL 33009 #Bay A	Sec. 12-48. - Outdoor storage prohibited Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
5702	8/30/2021	2400 SW 30 AVE, PEMBROKE PARK, FL 33009 #Bay A	Sec. 12-48. - Outdoor storage prohibited Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
5185	8/30/2021	3180 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-19. - Prohibited signs.	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted
5185	8/30/2021	3180 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL	Sec. 21-19. - Prohibited signs.	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
5186	8/30/2021	3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Pembroke Park Lakes	Sec 5-103. - Exterior maintenance of structures and premises (c) Sec. 21-23 (a) - Permit	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail
5186	8/30/2021	3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Pembroke Park Lakes	Sec 5-103(c). - Exterior maintenance of structures and premises Sec. 21-23 (a) - Permit	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
5195	8/30/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Sundrift Apartments	Sec 5-103(a)(i). - Exterior maintenance of structures and premises Sec. 5-2(a). - Nonresidential commercial buildings, owner's responsibilities (a)	Notice of Formal Hearing	T. Malcolm	Affidavit of Service/Posted to Property Certified Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5195	8/30/2021	3181 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Sundrift Apartments	Sec 5-103(a)(i). - Exterior maintenance of structures and premises Sec. 5-2(a). - Nonresidential commercial buildings, owner's responsibilities	Affidavit of Non-Compliance	T. Malcolm	Certified Mail
5143	8/30/2021	3911 SW 52 AVE, PEMBROKE PARK, FL 33023 1-5 #Park Pointe	Sec 5-105. - Repairs and installations Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities (a) Sec 5-103(c). - Exterior maintenance of structures and premises	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5148	8/30/2021	3900 SW 52 AVE, PEMBROKE PARK, FL 33023 701 #Glennwood Cort	Sec 5-105. - Repairs and installations Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5163	8/30/2021	3421 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5164	8/30/2021	3437 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5165	8/30/2021	3439 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property
5166	8/30/2021	3423 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

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<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5167	8/30/2021	3433 SW 52 AVE, PEMBROKE PARK, FL 33021 17 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5168	8/30/2021	3425 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5169	8/30/2021	3427 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-103(a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5171	8/31/2021	3431 SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree	Sec 5-105. - Repairs and installations Sec 5-103(a). - Exterior maintenance of structures and premises	Affidavit of Compliance	J. Ramirez	Regular Mail
1238	8/31/2021	124 LAKE SHORE DR, PEMBROKE PARK, FL 33009 13	Sec 5-105. - Repairs and installations	Affidavit of Non-Compliance	J. Louis	Certified Mail
1238	8/31/2021	124 LAKE SHORE DR, PEMBROKE PARK, FL 33009 13	Sec 5-105. - Repairs and installations	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted
4343	8/31/2021	2501 SW 32 TER, PEMBROKE PARK, FL 33023 #Feeding South	109.4 Work commencing before permit issuance.	Notice of Formal Hearing	M. Nunez	Affidavit of Service/Posted
4420	8/31/2021	2565 S PARK LN, PEMBROKE PARK, FL 33009 #AC Customs-2565 S Park Ln.	Sec. 15-17. - Business Tax Receipt Required. Sec. 11-42. (b)(1) - Disposal of	Affidavit of Non-Compliance	J. Louis	Certified Mail
4420	8/31/2021	2565 S PARK LN, PEMBROKE PARK, FL 33009 #AC Customs-2565 S Park Ln.	Sec. 15-17. - Business Tax Receipt Required. Sec. 11-42. (b)(1) - Disposal of	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
4469	8/31/2021	3120 SW 19 ST, PEMBROKE PARK, FL 33009 #Waterman Plumbing - 3120 SW 19th Street Bay 153	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Affidavit of Non-Compliance	J. Louis	Certified Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

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<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
4469	8/31/2021	3120 SW 19 ST, PEMBROKE PARK, FL 33009 #Waterman Plumbing - 3120 SW 19th Street Bay 153	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
4471	8/31/2021	3120 PEMBROKE RD, PEMBROKE PARK, FL 33009 #Roody Jean Gilles Cabinetry - 3120 Pembroke Rd. #234	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Affidavit of Non-Compliance	J. Louis	Certified Mail Hand
4471	8/31/2021	3120 PEMBROKE RD, PEMBROKE PARK, FL 33009 #Roody Jean Gilles Cabinetry - 3120 Pembroke Rd. #234	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
4504	8/31/2021	3150 PEMBROKE RD, PEMBROKE PARK, FL 33009 #Executive Diesel Marine - 3154 Pembroke Road	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Affidavit of Non-Compliance	J. Louis	Certified Mail
4504	8/31/2021	3150 PEMBROKE RD, PEMBROKE PARK, FL 33009 #Executive Diesel Marine - 3154 Pembroke Road	Sec. 15-17. - Business Tax Receipt Required. Sec. 15-24. - Tax payment	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5140	8/31/2021	3911 SW 52 AVE, PEMBROKE PARK, FL 33023 5-5 #Park Pointe	Sec 5-105. - Repairs and installations Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities Sec 5-103(a)(o). - Exterior maintenance of structures and premises	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
5141	8/31/2021	3911 SW 52 AVE, PEMBROKE PARK, FL 33023 4-5 #Park Pointe	Sec 5-105. - Repairs and installations Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail



Code Enforcement Department Report

From 8/1/2021 to 8/31/2021

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

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<u>Case #</u>	<u>Date Issued</u>	<u>Site Address</u>	<u>Violation Sections</u>	<u>Document Type</u>	<u>Officer Assigned</u>	<u>Delivery</u>
5142	8/31/2021	3911 SW 52 AVE, PEMBROKE PARK, FL 33023 3-5 #Park Pointe	Sec 5-105. - Repairs and installations Sec. 5-2(a)(b). - Nonresidential commercial buildings, owner's responsibilities Sec 5-103(a)(c)(o). - Exterior maintenance of structures and premises	Notice of Formal Hearing	J. Ramirez	Affidavit of Service/Posted to Property Certified Mail
6240	8/31/2021	SW 52 AVE, PEMBROKE PARK, FL 33023 #Holly Tree Patio Villas	Sec 5-103(a)(b)(g)(k). - Exterior maintenance of structures and premises	Notice of Violation	J. Ramirez	Hand
6242	8/31/2021	3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #27 W LAKE DRIVE	Sec 5-103 (a). - Exterior maintenance of structures and premises Sec 5-105. - Repairs and installations Sec. 5-17. - Permit application.	Notice of Violation	T. Malcolm	Regular Mail
6247	8/31/2021	3990 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(e). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Regular Mail
6248	8/31/2021	3300 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	Sec 5-103 (a)(c)(e)(g)(h). - Exterior maintenance of structures and premises	Notice of Violation	T. Malcolm	Hand
6166	8/31/2021	3231 SW 56 AVE, PEMBROKE PARK, FL 33023 1-2	Sec. 11-43 (d) - Frequency and preparation generally	Affidavit of Compliance	T. Malcolm	Regular Mail

<u>Summary</u>	
Abate Order	1
Affidavit of Compliance	23
Affidavit of Non-Compliance	15
Amended Final Order	2
Courtesy Notice	1
Final Order	27
Notice of Formal Hearing	50
Notice of Violation	48
Total	167

AGENDA ITEM REPORT



To:

Subject: Business Tax Receipt and Billing Update

Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021

Department: Finance

Staff Contact: Michelle Grooms, BTR/Billing Administrator

BACKGROUND INFORMATION:

See attachment.

RECOMMENDATION:

None

ATTACHMENTS:

[Billing Division Monthly Report - Sep 2021](#)

BILLING AND COLLECTIONS FOR 2020-2021
(REIMBURSEABLE EXPENSES, SPECIAL ASSESSMENTS AND OTHER COLLECTABLE FEES)

1 of 2

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ACCT#	REIMBURSABLE EXPENSES	Billing FOR 2020/21	Amt Collected or Acct Balance	Amount Pending	Status	Complete
				(CREDIT)		
000200SPEX	5311 PARK PROPERTY - SPEC EX @5311 SW 25 CT	\$2,627.50	\$4,817.50	(\$2,190.00)	BILLING CURRENT - AS OF 9/15/21	
007470SM	BL COMPANY(AMAZON) - SITE MINOR @3375 SW 24 ST	\$2,945.06	\$2,945.06	\$0.00	BILLING CURRENT - AS OF 9/15/21	
024170S	AVI SHLOMO (COMM CTR) - SITE @ 2991 SW 32 AVE	\$5,023.58	\$5,023.58	\$0.00	\$4,663.20 Prev Bal FY 20 - Credit of \$1,955.00 from Acct 126595SP	
042510RZ	COUNTY LINE RESIDENCES - REZONING @SW 41 ST	\$0.00	\$6.25	(\$6.25)	Inactive Acct - Notice sent 5/2021 to closed out account.	
048537PK	EAST COAST INVEST (Seneca Town Ctr) - PK REDUCTION ADDITION @ 3195 W HALL BCH BLVD	\$0.00	\$2,000.00	(\$2,000.00)	Inactive Acct - Notice sent 5/2021 to closed out account.	
048503S	CORS-AIR - MINOR SITE @ 2865 SW 30 AVE	\$0.00	\$510.00	(\$510.00)	BILLING CURRENT - AS OF 9/15/21	
054621S	COCA COLA BEV. FL LLC - SITE @3350 PEMB RD	\$0.00	\$1,707.50	(\$1,707.50)	Inactive Acct - Notice sent 5/2021 to closed out account.	
101700S	O'REILLY AUTO STORES-SITE @ 4700 W HALL BCH BLVD	\$3,607.50	\$3,607.50	\$0.00	* Payment for FY 19/20 - Billing Current - As of 9/15/21	
112351SM	RACETRAC - SITE MINOR @ 3996 PEMB RD	\$2,351.80	\$2,351.80	\$0.00	BILLING CURRENT - AS OF 9/15/21	
112403EXA	POLO CLUB - APP FOR EXT HOURS LICENSE @ 5590 W HALL BCH BLVD	\$854.25	\$854.25	\$0.00	BILLING COMPLETE	X
115140ZV	PLANS BY LINDA LLC(ROULEAU)-ZON VAR @ 134 W LAKE DR	\$1,945.00	\$1,945.00	\$0.00	BILLING CURRENT - AS OF 9/15/21	
126595S	3441 HALLANDALE LLC (SENECA CARWASH) -SITE @ 3441 W HALL BCH BLVD	\$2,722.50	\$2,722.50	\$0.00	BILLING CURRENT - AS OF 9/15/21	
126595SP	3441 HALLANDALE LLC (SENECA CARWASH) -SPECIAL PERMIT @ 3441 W HALL BCH BLVD	\$3,045.00	\$3,045.00	\$0.00	BILLING COMPLETE - \$1,955.00 credit applied to Acct 024170S	X
133040S	AMITA - SITE MINOR @ 2350 SW 30 AVE	\$2,607.50	\$2,607.50	\$0.00	BILLING CURRENT - AS OF 9/15/21	
133040ZV	WE BRONZE WHOLESALE-ZON VAR@2350 SW 30 AVE	\$937.50	\$5,102.50	(\$4,165.00)	BILLING CURRENT - AS OF 9/15/21	
133707S	SENECA COMM CTR - SITE@ 3799 W HALL BCH BLVD	\$383.20	\$383.20	\$0.00	Credit from Acct 133708P2 apply to bal due	
133708F2-2	SENECA COMM CTR (PEMB IND)- FILL @ 3201 W HALL BCH BLVD	\$157.11	\$157.11	\$0.00	Credit from Acct 133708P2 apply to bal due	
133730S	WHEAT CAPITAL -SITE @ 2801 - 2805 J P LYONS LN	\$0.00	\$1,415.00	(\$1,415.00)	Inactive Acct - Notice sent 5/2021 to closed out account.	X
	DEVELOPMENT APPLICATION FEES					
	BEVERAGE APPLICATION REVIEWS					
	PREVIOUS BALANCE AS OF 8/13/21	\$300.00	\$300.00	\$0.00		
083975	KOSHER WINE WAREHOUSE	\$75.00	\$75.00	\$0.00	BILLING COMPLETED 8/20/21	X
	OTHER FEES - SPECIAL PERMIT/SPECIAL EXCEPT/VARIANCES					
	PREVIOUS BALANCE AS OF 8/13/21	\$6,200.00	\$6,200.00	\$0.00		
	SITE REVIEWS					
	PREVIOUS BALANCE AS OF 8/13/21	\$41,009.58	\$41,009.58	\$0.00		
	ZONING USE LETTERS					
	PREVIOUS BALANCE AS OF 8/13/21	\$1,350.00	\$1,350.00	\$0.00		
222222	2689-2699 S PARK RD (REQUEST 8/18/21)	\$150.00	\$150.00	\$0.00	BILLING COMPLETED ON 8/18/21	X
222222	2781 S PARK RD (REQUEST 9-2-21)	\$150.00	\$0.00	\$150.00	BILLING CURRENT	
	TOTAL REIMBURSABLE EXPENSES-LINES 2-33	\$78,442.08	\$90,285.83			
	ANNUAL RENEWAL BILLING -FISCAL YEAR 2020/2021	Billed	Amt Collected	Pending	OOB/ADJUSTMENTS	%
OL	BTR	\$133,697.50	\$118,433.25	\$4,935.25	3.7% OUTSTANDING ACCTS	\$10,329.00 7.7%
CU	CERTIFICATE OF USE	\$29,802.00	\$25,917.00	\$1,470.00	4.9% OUTSTANDING ACCTS	\$2,415.00 8.1%
SF**	SIGNS	\$61,062.00	\$60,442.00	\$370.00	0.6% OUTSTANDING ACCTS	\$250.00 0.4%
AL	ALARM REGISTRATION	\$3,060.00	\$2,680.00	\$230.00	7.5% OUTSTANDING ACCTS	\$150.00 4.9%
AN	FIRE INSPECTION FEES- ANNUAL BTR	\$40,476.10	\$36,811.10	\$2,780.00	6.9% OUTSTANDING ACCTS	\$885.00 2.2%
	**Billboard billing included in annual renewal statements : CBS-\$7,500; Clear Channel \$20,000 and Scarlett's \$15,000					X
	TOTAL BILLED ON ANNUAL RENEWAL STATEMENTS-LINES 37-41	\$268,097.60	\$244,283.35	\$9,785.25	3.65% OUTSTANDING ACCTS	\$14,029.00 5.23%
			91.12%	ACCTS COLLECTED AS OF 9/15/21		
	NEW ACCTS - FISCAL YR 2020/2021	Billed	Amt Collected	Projected billing (10% OF BILLING FY 20/21)	AMT PENDING	
LC / OL >6/21	BTR	\$17,718.28	\$16,379.53	\$13,369.75	Projected Amt Reached	\$1,338.75
CCU/CU >6/21	CERTIFICATE OF USE	\$1,732.50	\$997.50	--		\$735.00
SF	SIGNS	\$75.00	\$30.00	--		\$45.00
CAL/AL>6/21	ALARM REGISTRATION	\$560.00	\$495.00	\$306.00	Projected Amt Reached	\$65.00
BIF	BLDG DEPT INSP - NEW/ RE-INSP	\$4,150.00	\$3,750.00	--	Billing for 10/01/20-9/15/21	\$400.00
FB	FIRE INSPECTIONS- NEW / RE-INSP/ ANNUAL	\$16,125.00	\$14,725.00	--	Billing for 10/01/20-9/15/21	\$1,400.00

As of 9/15/2021

File Name: BTR - Billing Report for Comm Sep 2021, By: MRG

BILLING AND COLLECTIONS FOR 2020-2021
(REIMBURSEABLE EXPENSES, SPECIAL ASSESSMENTS AND OTHER COLLECTABLE FEES)

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AN	FIRE INSPECTION FEES- ANNUAL BTR	\$2,245.00	\$2,245.00		Billing for 10/01/20-9/15/21	\$0.00	
	TOTAL NEW ACCT BILLING - LINES 47-53	\$42,605.78	\$38,622.03		Billing/Collection for 6/22/20-9/15/21	\$3,983.75	
	ANNUAL RENEWAL BILLING -FISCAL YEAR 2021/2022	Billed	Amt Collected	Pending	OOB/ADJUSTMENTS %		
OL	BTR	\$131,088.25	\$90,166.40	\$38,813.60	29.6%	OUTSTANDING ACCTS	\$2,108.25 1.6%
CU	CERTIFICATE OF USE	\$29,644.50	\$17,991.00	\$11,023.50	37.2%	OUTSTANDING ACCTS	\$630.00 2.1%
SF**	SIGNS	\$60,782.00	\$29,360.00	\$31,302.00	51.5%	OUTSTANDING ACCTS	\$120.00 0.2%
AL	ALARM REGISTRATION	\$3,775.00	\$2,375.00	\$1,340.00	35.5%	OUTSTANDING ACCTS	\$60.00 1.6%
AN	FIRE INSPECTION FEES- ANNUAL BTR	\$117,675.14	\$79,170.39	\$37,984.75	32.3%	OUTSTANDING ACCTS	\$520.00 0.4%
	**Billboard billing included in annual renewal statements : CBS-\$7,500; Clear Channel \$20,000 and Scarletts \$15,000						X
	TOTAL BILLED ON ANNUAL RENEWAL STATEMENTS-LINES 57-61	\$342,964.89	\$219,062.79	\$120,463.85	35.12%	OUTSTANDING ACCTS	\$3,438.25 1.00%
			63.87%	ACCTS COLLECTED AS OF 9/15/21			
	NEW ACCTS - FISCAL YR 2021/2022	Billed	Amt Collected	Projected Billing (10% OF BILLING FY 20/21)	AMT PENDING		
LC / OL >6/21	BTR	\$3,956.25	\$2,438.75	\$13,108.83	30.2%	Projected Amt Reached	\$1,517.50
CCU/CU >6/21	CERTIFICATE OF USE	\$577.50	\$315.00	--			\$262.50
SF	SIGNS	\$90.00	\$0.00	--			\$90.00
CAL/AL>6/21	ALARM REGISTRATION	\$50.00	\$40.00	\$377.50	13.2%	Projected Amt Reached	\$10.00
	TOTAL NEW ACCT BILLING - LINES 67-70	\$4,673.75	\$2,793.75			Billing/Collection for 6/22/21-9/15/21	\$1,880.00
	ASSESSMENT IN LIEU OF PROPERTY TAXES	Billed FY 20/21	Amt Collected	Amt Pending			
083950B	KOINONIA	\$47,691.29	\$47,691.29	\$0.00	BILLING COMPLETE - NEXT BILL 10/2021		
105800B	PEMBROKE PK CHURCH OF CHRIST	\$15,956.54	\$0.00	\$111,651.37	*Pending= Past Due Bal \$95,706.30 Previous Yrs+ FY20/21 billing		
	TOTAL BILLED IN LIEU OF PROPERTY TAXES-LINES 74-75	\$63,647.83	\$47,691.29				
	OTHER COLLECTABLE FEES	Billed FY 20/21	Amt Collected	Amt Pending			
	BUS BENCHES ADV. - GOLD COAST	\$4,250.00	\$4,250.00	\$0.00	BILLING COMPLETE - NEXT BILL 12/2021		
	BUS SHELTER ADV - CLEAR CHANNEL	\$3,908.35	\$3,908.35	\$0.00	*Write off \$361.65 diff based on the removal of bus shelters		
002767	CLEAR CHANNEL (Additional fee for LED Billboard)	\$20,381.68	\$20,320.00	\$61.68	BILLING CURRENT - AS OF 4/21/21		
108306EXS	CORP DONATION - SCARLETT'S/JW LEE	\$12,000.00	\$12,000.00	\$0.00	BILLED MTHLY @ \$1000 - NEXT BILL 10/01		
	FDOT-LIGHTING MAINTENANCE	\$22,726.08	\$22,726.08	\$0.00	AMT LISTED FOR FY19/20-BILLED ANNUALLY		
	FDOT-LIGHTING MAINTENANCE	\$23,407.80	\$0.00	\$23,407.80	AMT LISTED FOR FY20/21-BILLED ANNUALLY - BILLED 6/2021		
065100	FPL FIBERNET- RIGHT OF WAY	\$2,000.00	\$2,000.00	\$0.00	BILLING COMPLETE - NEXT BILL 12/2021		
112403EX	POLO CLUB - EXTENDED HRS LICENSE 2020-2021	\$7,736.00	\$7,736.00	\$0.00	BILLING COMPLETE - NEXT BILL 9/2021		
112403EX	POLO CLUB - EXTENDED HRS LICENSE FY 2021-2022	\$1,456.00	\$0.00	\$1,456.00	BILLING CURRENT - DUE 10/11/21		
108306EX	SCARLETT'S - EXTENDED HRS LICENSE FY 2020-2021	\$5,000.00	\$5,000.00	\$0.00	*BILLING COMPLETE (PAYMENT REC'D IN FY 19/20)		
108306EX	SCARLETT'S - EXTENDED HRS LICENSE FY 2021-2022	\$5,000.00	\$0.00	\$5,000.00	BILLING CURRENT - DUE 10/11/21		
118907R	SHORELINE FOUNDATION-AGREEMT RT-A-WY	\$633.87	\$633.87	\$0.00	BILLING COMPLETE - NEXT BILL 12/2021		
	MAC'S TOWING	\$10,000.00	\$10,000.00	\$0.00	BILLING COMPLETE - NEXT BILL PENDING FY 21/22		
	FROM DEPTS				OOB/ADJUSTMENTS %		
PUBLIC WKS	FALSE ALARM BILLING (FA)	\$5,918.25	\$5,350.00	\$425.00	AS OF 9/15/2021	\$143.25	2.4%
CODE ENF	PERMANENT RV FEES (RVF)	\$775.00	\$775.00	\$0.00	ESTIMATED BILLING \$1,300-Billing accts		
PUBLIC WKS	TEMPORARY SIGN PERMITS (ZF)						
012010	ARTISAN FURNITURE INC.	\$50.00	\$50.00	\$0.00	LOCATION: 1960 SW 30 AVE	BANNER SIGN	X
017350	BATH & DESIGN	\$50.00	\$50.00	\$0.00	LOCATION: 2940 SW 30 AVE, 5	BANNER SIGN	X
112351	RACETRAC #102	\$50.00	\$50.00	\$0.00	LOCATION: 3996 PEMB RD	BANNER SIGN	X
	TOTAL BILLED OTHER COLLECTABLES-LINES 79-96	\$125,343.03	\$94,849.30				

As of 9/15/2021

File Name: BTR - Billing Report for Comm Sep 2021, By: MRG

AGENDA ITEM REPORT



To:

Subject: Waiver Request - Winged Nutrition, LLC

Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021

Department: Finance

Staff Contact: Michelle Grooms, BTR/Billing Administrator

BACKGROUND INFORMATION:

See attachment

FINANCIAL IMPACT:

Decrease in revenue for penalty fee.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend waiving the penalty fee.

ATTACHMENTS:

[Winged Nutrition LLC - Request Waiver FY 19-20](#)

Town of Pembroke Park
September 10, 2021

Hope everyone is fine and healthy.

I have been on this warehouse since 2019 up to now where I started a new business from scratch back in July 2019. Wanted to do everything correct, so one of the priorities was to have the permits and licenses to run the business the way it should be.

Permit wasn't approved and I did all the efforts to make the corrections and changes. It took longer than I expected since we were in the middle of COVID basically. Finally, we passed all the inspection at the end of last year so we can have all the business permits under control.

For some reason I did not receive the bill on my email, that is my fault until I received the blue paper telling the fees I owed.

As normal business I understand you need to pay the city to run the business, but this seems a big payment for me right now since like I said, I just starting and also COVID doesn't help to grow the way I was expecting since we started. I don't want to complain since it doesn't look too bad, but projections are not the ones we wanted to be.

I'm going to make a payment today for 2 years, including one certificate of Use and I would like to see if you are willing to help my business on the following requests:

- Waive the Penalty Fee for \$152.50 (2019-2020).
- Waive one of the years I have in this bill for \$630.

I'm not asking I want to run the business for free with the city, but a help since we are living on a challenging moment specially for a startup.

Thanks so much!

Isaac Jena
Winged Nutrition, LLC
1829 SW 31st Avenue
Pembroke Park, FL 33009

Town of Pembroke Park

3150 SW 52nd Ave
Pembroke Park, FL, 33023
Phone (954) 966-4600
Fax (954) 966-5310



SALES RECEIPT

Town of Pembroke Park

3150 SW 52nd Ave

Pembroke Park FL, 33023

Phone (954) 966-4600 x211

Fax (954) 966-5310

Sold To

WINGED NUTRITION LLC

1829 SW 31 AVE

PEMBROKE PK, FL 330092020

Phone 0000002260

Transaction #	Payment Method	Amount	Sale Date
23696	Money Order	\$1,312.50	9/15/2021 8:51:55 AM

Date Applied	Application #	Qty	Item	Total
9/15/2021	AP-90214	630.00	Business Tax - Current Year	\$630.00
9/15/2021	AP-90214	630.00	Business Tax - Current Year	\$630.00
9/15/2021	AP-90214	52.50	Certificate Of Use - Current Year	\$52.50
	Total			\$1,312.50

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 961-4760



WINGED NUTRITION, LLC
 1829 SW 31 AVE
 PEMBROKE PK FL 33009

Updated billing
 remaining balance
 as of 9/15/21

ANNUAL BILLING STATEMENT

ACCOUNT NO.
134600

DATE
9/15/2021

BUSINESS DESCRIPTION

DIST-NUTRITIONAL SUPPLEMENTS

BUSINESS ADDRESS
1829 SW 31 AVE

DATE	DESCRIPTION	AMOUNT
FY 2020	Penalty Fee / Late Charges	157.50
	- For 2019-2020	
FY 2022	Business Tax	630.00
	- For 2021-2022	
FY 2022	Certificate Of Use	52.50
	- For 2021-2022	

ATTENTION!! IMPORTANT NOTICE: Payments recieved by the Town will first be applied to the oldest outstanding balances due, if any, on your accounts payable to the Town and then to current account balances due. All outstanding account balances due to the Town must be paid in full prior to receiving a Business Tax Receipt renewal.

PAY ALL FEES BY SEPT 30th

TO AVOID THE FOLLOWING PENALTIES!! (F.S. 205.053)

Oct. 1st - 10% Nov. 1st - 15% Dec. 1st - 20% Jan. 1st - 25%

PAST DUE AMOUNT STARTING ON OR AFTER MARCH 1st

an additional penalty of \$250.00 will be imposed (P.P. Code 15-40c)

SUB-TOTAL \$840.00

PLEASE PAY \$840.00

AGENDA ITEM REPORT



To: Commission
Subject: Bills Over \$500
Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

BACKGROUND INFORMATION:

Per the procurement policy, all non recurring bills over \$1,500 require commission approval. We are

RECOMMENDATION:

Approve Bills for payment

Town of Pembroke Park
Bills Over \$500
September 22, 2021
Workshop Meeting

Payments				
Invoice#	Vendor	Service/Product	Dept.	Amount
09162021STMT	Harry Hipler P.A.	Special Magistrate for Town of Pembroke Park Code Enforcement Hearings Held September 15, 2021	Sewer	\$ 630.00
69515	Johnson, Anselmo, Murdoch, Burke, Piper & Hochman P.A.	Matters Relating to the Michelle Riley vs. Town of Pembroke Park Through August 31, 2021	Legal	\$ 864.75
42660	Lou's Gloves Inc	X-Large Nitrile Exam Grade Powder Free Black Gloves	Sewer	\$ 657.00
HRA-2021/2022	Take Care By Wage Works	Town Employees Advanced HRA Benefits Period 10/1/2021-09/30/2022	NonDept	\$ 16,000.00
Total:				\$18,151.75

Purchase Orders				
TBD	Hydra Services Inc	Sulzer/ ABS Submersible Pump to Replace Pump at Lift Station #1	Sewer	\$ 7,795.80
Total:				\$7,795.80

Grand Total:	\$25,947.55
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AGENDA ITEM REPORT



To: Commission
Subject: Revenue & Expenditures Report for FY 21 through August 31, 2021
Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

BACKGROUND INFORMATION:

N/A

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

[August 2021 Revenue & Expenditures](#)

**Town of Pembroke Park
Revenue & Expense Summary
Budget Performance
From 10/1/2020 to 8/31**

	Revenue	Expense	Surplus
General Fund	\$ 10,694,203	\$ 10,036,533	\$ 657,670
Building Department	726,454	728,369	(1,915)
Sewer	2,446,295	2,449,406	(3,111)
StormWater	1,285,607	1,080,573	205,035
Totals	<u>\$ 15,152,559</u>	<u>\$ 14,294,881</u>	<u>\$ 857,678</u>

**Town of Pembroke Park
Revenue Summary by Fund
Budget Performance
From 10/1/2020 to 8/31**

Page 3 of 17

GENERAL FUND

	Budget	Actual	Remaining	
			\$	%
Ad Valorem	\$ 6,592,457	\$ 6,591,328	\$ 1,129	0.02%
Local Option Tac	100,000	93,306	6,694	6.69%
Utility Tax	1,211,000	1,019,232	191,768	15.84%
Franchise Fees	874,750	710,637	164,113	18.76%
Licenses & Permits	348,230	485,433	(137,203)	-39.40%
Intergovernmental Revenue	980,324	7,500	972,824	99.23%
State Shared Revenue	556,500	594,724	(38,224)	-6.87%
Charges for Services	364,400	416,719	(52,319)	-14.36%
Fines & Forfeitures	36,000	7,436	28,564	79.34%
Other Revenue	857,005	767,888	89,117	10.40%
Totals	\$ 11,920,666	\$ 10,694,203	\$ 1,226,463	10.29%

BUILDING

	\$ 595,225	\$ 726,454	\$ (131,229)	-22.05%
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SEWER

Charge for Services	\$ 2,810,000	\$ 2,444,811	\$ 365,189	13.00%
Other Revenue	207,929	1,484	206,445	99.29%
	\$ 3,017,929	\$ 2,446,295	\$ 571,634	18.94%

STORMWATER

Charge for Services	\$ 1,400,000	\$ 1,283,813	\$ 116,187	8.30%
Other Revenue	431,350	1,794	429,556	99.58%
	\$ 1,831,350	\$ 1,285,607	\$ 545,743	29.80%

Totals

	\$ 17,365,170	\$ 15,152,559	\$ 2,212,611	12.74%
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**Town of Pembroke Park
Expense Summary by Fund
Budget Performance
From 10/1/2020 to 8/31**

Page 4 of 17

GENERAL FUND

DEPARTMENT	Budget	Actual	Remaining	
			\$	%
Mayor & Commission	\$ 434,286	\$ 235,707	\$ 198,579	45.73%
Administrative	1,019,575	874,228	145,347	14.26%
Finance	561,053	511,681	49,372	8.80%
Legal	207,500	244,929	(37,429)	-18.04%
Planning	236,000	232,685	3,315	1.40%
Non Departmental	396,860	495,360	(98,500)	-24.82%
Police	3,342,652	3,111,722	230,930	6.91%
Fire Rescue	3,525,607	3,179,452	346,155	9.82%
Code Enforcement	208,568	127,359	81,209	38.94%
Roads & Streets	456,692	437,503	19,189	4.20%
Parks & Recreation	508,024	316,953	191,071	37.61%
Capital Outlay	1,024,125	158,087	866,038	84.56%
Capital Projects	327,412	110,866	216,546	66.14%
Totals	\$ 12,248,354	\$ 10,036,533	\$ 2,211,821	18.06%
BUILDING	\$ 521,749	\$ 728,369	\$ (206,620)	-39.60%
SEWER				
Operating Expenses	2,662,264	2,239,266	422,998	15.89%
Capital Projects	140,000	12,479	127,521	91.09%
Debt Service	215,665	197,661	18,004	8.35%
Totals	3,017,929	2,449,406	568,523	18.84%
STORMWATER				
Operating Expenses	\$ 1,162,013	\$ 1,057,762	104,251	8.97%
Capital Projects	\$ 360,030	\$ 22,810	337,220	93.66%
	\$ 1,522,043	\$ 1,080,573	441,470	29.01%
Totals	\$ 17,310,075	\$ 14,294,881	\$ 3,015,194	17.42%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
001 - GENERAL FUND				
Tangible Personal Property Taxes	0.00	667,500.76	(667,500.76)	100.00%
Ad Valorem Taxes	6,592,457.00	5,835,052.53	757,404.47	88.51%
Tangible Personal Property Taxes - Delinquent	0.00	88,774.96	(88,774.96)	100.00%
Local Option Gas Tax	100,000.00	93,306.34	6,693.66	93.31%
Electric Utility Tax	790,000.00	653,395.86	136,604.14	82.71%
Communication Tax	149,000.00	125,931.80	23,068.20	84.52%
Water Utility Tax	260,000.00	226,279.14	33,720.86	87.03%
Gas Utility Tax	12,000.00	13,624.71	(1,624.71)	113.54%
Electric Franchise Fee	575,000.00	407,077.35	167,922.65	70.80%
Gas Franchise Fee	7,000.00	6,152.21	847.79	87.89%
Garbage Franchise Fee	275,000.00	280,645.08	(5,645.08)	102.05%
Towing Franchise Fee	10,000.00	10,000.00	0.00	100.00%
Bus Stop Shelter Franchise Fee	3,500.00	2,512.19	987.81	71.78%
Bus Stop Benches Franchise Fee	4,250.00	4,250.00	0.00	100.00%
Business Tax Receipt - Local	127,000.00	130,993.94	(3,993.94)	103.14%
Business Tax - County	2,500.00	2,380.98	119.02	95.24%
Electrical Permit - Reinspection Fee	0.00	2,950.00	(2,950.00)	0.00%
Certificate of Use Permits	28,000.00	27,229.50	770.50	97.25%
Building Inspection Fees	2,000.00	3,225.00	(1,225.00)	161.25%
Building Reinspection Fee B.T.R.	5,000.00	(125.00)	5,125.00	-2.50%
Fire Inspection Fees Business Tax	10,000.00	13,250.00	(3,250.00)	132.50%
Fire Inspection Fees Annual Renewals	30,000.00	116,733.14	(86,733.14)	389.11%
Fire Reinspection Fee B.T.R.	1,000.00	0.00	1,000.00	0.00%
Sign Fees	58,000.00	72,063.68	(14,063.68)	124.25%
Zoning Variance Site Plans	0.00	0.00	0.00	0.00%
Engineering - Planning Services	0.00	0.00	0.00	0.00%
Alarm Registration Fees	2,900.00	3,190.12	(290.12)	110.00%
Other License, Fees, Permits	2,830.00	0.00	2,830.00	0.00%
Federal Grants	482,344.00	0.00	482,344.00	0.00%
Other Grants	497,980.00	59,015.19	438,964.81	11.85%
Municipal Revenue Sharing Program	170,000.00	202,615.19	(32,615.19)	119.19%
Mobile Home Licenses	6,500.00	4,332.34	2,167.66	66.65%
Alcoholic Beverage Licenses	5,000.00	9,418.22	(4,418.22)	188.36%
Half Cent Sales Tax	375,000.00	378,358.10	(3,358.10)	100.90%
Lien Searches	2,500.00	3,775.00	(1,275.00)	151.00%
EMS Transport Collections	275,000.00	308,807.40	(33,807.40)	112.29%
Park Facility Rental-Preserve	3,000.00	1,000.00	2,000.00	33.33%
Reimbursable Charges - Filing Fees	0.00	2,700.00	(2,700.00)	#DIV/0!
Reimbursable Charges - Legal	10,000.00	3,326.70	6,673.30	0.00%
Reimbursable Charges - Misc, Late Fees Etc..	0.00	(2,346.65)	2,346.65	0.00%
Reimbursable Charges - Planning	25,000.00	64,959.58	(39,959.58)	0.00%
Local Law Enforcement Trust Fund Fines	1,000.00	1,004.42	(4.42)	100.44%
Rec. Vehicle Inspection Fee Revenue	2,500.00	1,025.00	1,475.00	41.00%
False Alarm Fees	7,000.00	5,450.00	1,550.00	77.86%
Code Enforcement Fines - Per Diem	30,000.00	(25.00)	30,025.00	-0.08%
Other Fines and Forfeitures	5,000.00	1,656.73	3,343.27	33.13%
Interest - FL Dept Admin - LGIP Investments	18,000.00	0.00	18,000.00	0.00%
Interest/Penalties - Ad Valorem/Tangible Taxes	10,000.00	17,942.37	(7,942.37)	179.42%
Penalty and Late Charges	5,000.00	10,119.99	(5,119.99)	202.40%
Garbage Collection Fees OES	10,000.00	11,559.08	(1,559.08)	115.59%
Impact Fees - Fire	77,505.00	501.76	77,003.24	0.65%
Other Revenue	631,500.00	591,344.21	40,155.79	93.64%
Other Miscellaneous (JWL Community Event)	105,000.00	136,420.63	(31,420.63)	129.92%
Total Revenue	\$ 11,802,266.00	\$ 10,599,354.55	\$ 1,202,911.45	89.81%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Salaries	210,000.00	153,999.47	56,000.53	73.33%
FICA Taxes Expense	16,065.00	11,294.79	4,770.21	70.31%
Employer Contribution Retirement Fund	81,000.00	0.00	81,000.00	0.00%
Group Insurance Health	53,831.00	35,860.69	17,970.31	66.62%
Dental/Vision Insurance	9,889.00	7,377.52	2,511.48	74.60%
Life Insurance (Standard Insur.Co.)	3,673.00	2,587.27	1,085.73	70.44%
Long Term Care (John Hancock Co.)	10,076.00	6,752.16	3,323.84	67.01%
Life Insurance (John Hancock VUL)	4,059.00	3,566.18	492.82	87.86%
Workers' Compensation	437.00	444.96	(7.96)	101.82%
Travel	14,000.00	42.61	13,957.39	0.30%
Cell Phone	6,000.00	3,884.23	2,115.77	64.74%
Lease Expenses - Copiers	1,000.00	216.12	783.88	21.61%
Insurance - Property & Liability	756.00	756.16	(0.16)	100.02%
Business Meetings	5,000.00	472.42	4,527.58	9.45%
Misc. Charges	3,000.00	3,188.66	(188.66)	106.29%
Memberships	4,500.00	5,264.00	(764.00)	116.98%
Education and Training	1,000.00	0.00	1,000.00	0.00%
Election Services	10,000.00	0.00	10,000.00	0.00%
Total Expense Mayor & Commission Department	\$ 434,286.00	\$ 235,707.24	\$ 198,578.76	54.27%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Full Time Salaries	563,730.00	498,940.78	64,789.22	88.51%
Overtime	1,500.00	272.75	1,227.25	18.18%
FICA Taxes Expense	42,623.00	37,274.95	5,348.05	87.45%
Employee Retirement Expense	114,053.00	105,013.43	9,039.57	92.07%
Group Insurance	96,895.00	90,360.90	6,534.10	93.26%
Dental/Vision Insurance	14,353.00	12,287.56	2,065.44	85.61%
Life Insurance (Standard Insur.Co.)	7,345.00	8,984.26	(1,639.26)	122.32%
Long Term Care (John Hancock Co.)	0.00	0.00	0.00	#DIV/0!
Life Insurance (John Hancock VUL)	12,343.00	9,860.82	2,482.18	79.89%
Workers' Compensation	1,311.00	1,334.99	(23.99)	101.83%
Town Hall-Janitorial Services	3,900.00	3,575.00	325.00	91.67%
Contractual Services	0.00	0.00	0.00	#DIV/0!
Contractual Services - Professional Services	90,000.00	65,582.30	24,417.70	72.87%
Contractual Services - Business Tax Structural	5,000.00	5,775.00	0.00	0.00%
Travel	7,500.00	2,070.88	5,429.12	27.61%
Cellular Phones	3,600.00	3,722.97	(122.97)	103.42%
Lease Expense - Vehicles	6,000.00	0.00	6,000.00	0.00%
Lease Expense-Copy Machine	2,000.00	1,865.94	134.06	93.30%
General Liability - Property Insurance	5,422.00	5,422.19	(0.19)	100.00%
Misc. Maintenance - Car & Buildings	2,000.00	483.29	1,516.71	24.16%
Printing	2,000.00	148.21	1,851.79	7.41%
Misc. Charges	7,500.00	7,544.13	(44.13)	100.59%
Business Meetings/Meals	1,000.00	1,300.31	(300.31)	130.03%
Office Supplies	9,000.00	5,035.01	3,964.99	55.94%
Vehicle Expense - Gasoline	1,000.00	0.00	1,000.00	0.00%
Memberships/Subscriptions	3,500.00	5,040.85	(1,540.85)	144.02%
Education & Training, Tuition Assistance	10,000.00	1,456.41	8,543.59	14.56%
Education & Training, Registration/Books	6,000.00	875.00	5,125.00	14.58%
Total Expense Administration Department	\$ 1,019,575.00	\$ 874,227.93	\$ 146,122.07	85.74%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Salaries	337,433.00	301,064.41	36,368.59	89.22%
Overtime	2,000.00	1,149.16	850.84	57.46%
FICA Taxes Expense	25,814.00	21,748.37	4,065.63	84.25%
Employee Retirement Expense	54,581.00	53,885.01	695.99	98.72%
Group Insurance	53,831.00	49,170.46	4,660.54	91.34%
Dental/Vision Insurance	6,745.00	6,182.88	562.12	91.67%
Life Insurance (Standard Insur.Co.)	5,707.00	4,475.70	1,231.30	78.42%
Long Term Care (John Hancock Co.)	2,005.00	2,832.48	0.00	0.00%
Life Insurance (John Hancock VUL)	597.00	547.25	49.75	91.67%
Workers' Compensation	437.00	445.01	(8.01)	101.83%
Recurring Audit Costs	45,000.00	49,000.00	(4,000.00)	108.89%
Contractual Service	7,000.00	3,575.00	3,425.00	51.07%
Contractual Services-Software Maint Fees	6,000.00	4,330.00	1,670.00	72.17%
Travel	2,500.00	0.00	2,500.00	0.00%
Cellular Phones	1,000.00	456.01	543.99	45.60%
Lease Expense-Copiers	1,000.00	1,133.65	(133.65)	113.37%
General Liability - Property Insurance	2,903.00	2,902.64	0.36	99.99%
Maintenance & Repair	500.00	0.00	500.00	0.00%
Printing and Forms	1,000.00	2,175.16	(1,175.16)	217.52%
Business Meetings/Meals	500.00	0.00	500.00	0.00%
Misc. Charges	500.00	799.75	(299.75)	159.95%
Office Supplies	2,000.00	2,759.70	(759.70)	137.99%
Memberships	1,000.00	1,935.83	(935.83)	193.58%
Education & Training-Registration/Books	1,000.00	1,113.00	(113.00)	111.30%
Total Expense Finance Department	\$ 561,053.00	\$ 511,681.47	\$ 50,199.01	91.20%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Salaries	0.00	133,076.89	(133,076.89)	#DIV/0!
FICA Taxes Expense	0.00	9,639.70	(9,639.70)	#DIV/0!
Employee Retirement Expense	0.00	14,888.38	(14,888.38)	#DIV/0!
Group Insurance	0.00	9,610.40	(9,610.40)	#DIV/0!
Dental/Vision Insurance	0.00	1,504.40	(1,504.40)	#DIV/0!
Life Insurance (Standard Insur.Co.)	0.00	1,813.00	(1,813.00)	#DIV/0!
Long Term Care (John Hancock Co.)	0.00	2,392.09	(2,392.09)	#DIV/0!
Life Insurance (John Hancock VUL)	0.00	0.00	0.00	#DIV/0!
Workers' Compensation	0.00	0.00	0.00	#DIV/0!
Misc. Reimbursable Expense	10,000.00	0.00	10,000.00	0.00%
Contractual Services-Legal-Retainer	100,000.00	0.00	100,000.00	0.00%
Contractual Services-Legal-Non Retainer	90,000.00	58,553.57	31,446.43	65.06%
Travel		350.00		
Cell Phone Charges	0.00	472.25	(472.25)	#DIV/0!
Auto Allowance	0.00	3,000.00	(3,000.00)	#DIV/0!
Advertising	7,500.00	4,992.22	2,507.78	66.56%
Misc. Charges	0.00	2,160.89	(2,160.89)	#DIV/0!
Education/training		340.00		
Memberships/Subscriptions	0.00	2,135.00	(2,135.00)	#DIV/0!
Total Expense Legal Department	\$ 207,500.00	\$ 244,928.79	\$ (32,442.90)	118.04%
Salaries	0.00	51,538.41	(51,538.41)	#DIV/0!
FICA Taxes Expense	0.00	4,033.87	(4,033.87)	#DIV/0!
Employee Retirement Expense	0.00	4,615.00	(4,615.00)	#DIV/0!
Group Insurance	0.00	5,063.22	(5,063.22)	#DIV/0!
Dental/Vision Insurance	0.00	902.64	(902.64)	#DIV/0!
Life Insurance (Standard Insur.Co.)	0.00	897.00	(897.00)	#DIV/0!
Long Term Care (John Hancock Co.)	0.00	1,268.86	(1,268.86)	#DIV/0!
Life Insurance (John Hancock VUL)	0.00	0.00	0.00	#DIV/0!
Workers' Compensation	0.00	0.00	0.00	#DIV/0!
Reimbursable Expense	25,000.00	32,858.38	(7,858.38)	131.43%
Contractual Services-Planning	200,000.00	122,408.72	77,591.28	61.20%
Contractual Services-Legis Svcs Planning	10,000.00	7,499.97	2,500.03	75.00%
Cell Phone Charges	0.00	439.10	(439.10)	#DIV/0!
Misc. Charges	0.00	1,050.08	(1,050.08)	#DIV/0!
Office Supplies		110.06	(110.06)	#DIV/0!
Board Expenses - Planning & Zoning	1,000.00	0.00	1,000.00	0.00%
Total Expense Comprehensive Planning Dept.	\$ 236,000.00	\$ 232,685.31	\$ 3,314.69	98.60%
Various Contractual Services	25,000.00	30,356.30	(5,356.30)	121.43%
Contractual Svcs-Town Hall-Pest Control	3,500.00	3,192.80	307.20	91.22%
Contractual Svc-Computer Related Service	60,000.00	59,512.86	487.14	99.19%
Telephone Cost - Cellular	2,500.00	3,074.87	(574.87)	122.99%
Town Hall Line Charge/Internet Connection	37,000.00	32,109.88	4,890.12	86.78%
Postage-Shipping-Fed Express	8,000.00	7,489.46	510.54	93.62%
Electricity-Town Hall	38,000.00	33,007.46	4,992.54	86.86%
Water-Town Hall	5,000.00	7,200.03	(2,200.03)	144.00%
Lease Expense-Copy Machine and Other	1,000.00	855.12	144.88	85.51%
Insurance Expense - General Liability/Prop.	3,260.00	3,247.24	12.76	99.61%
Maintenance & Repair Car Bldg & Equipmnt	17,500.00	26,541.28	(9,041.28)	151.66%
Maintenance and Repair-3RD FLOOR	2,500.00	1,825.00	675.00	73.00%
Donations	10,000.00	3,865.28	6,134.72	38.65%
Lobbying Expenses	130,600.00	113,294.94	17,305.06	86.75%
Misc Charges	50,000.00	163,396.64	(113,396.64)	326.79%
Misc. Market Supplies/Office Supplies	3,000.00	6,390.91	(3,390.91)	213.03%
Total Expense Non - Departmental General Gov't	396,860.00	495,360.07	(98,500.07)	124.82%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Salaries	0.00	54,809.46	(54,809.46)	#DIV/0!
FICA Taxes Expense	0.00	4,175.33	(4,175.33)	#DIV/0!
Employee Retirement Expense	0.00	0.00	0.00	#DIV/0!
Group Insurance	0.00	1,207.06	(1,207.06)	#DIV/0!
Dental/Vision Insurance	0.00	752.20	(752.20)	#DIV/0!
Life Insurance (Standard Insur.Co.)	0.00	834.90	(834.90)	#DIV/0!
Long Term Care (John Hancock Co.)	0.00	0.00	0.00	#DIV/0!
Life Insurance (John Hancock VUL)	0.00	0.00	0.00	#DIV/0!
Workers' Compensation	0.00	0.00	0.00	#DIV/0!
Contractual Services-Law Enforcement	3,327,652.00	3,021,124.37	306,527.63	90.79%
Cell Phone Charges	0.00	259.72	(259.72)	#DIV/0!
Misc. Charges	0.00	67.00	(67.00)	#DIV/0!
LLETTF - Explorer Program	10,000.00	4,508.84	5,491.16	45.09%
BSO - Traffic Enforcement	5,000.00	0.00	5,000.00	0.00%
LLETTF Town Hall Security	0.00	0.00	0.00	#DIV/0!
Memberships/Subscriptions	0.00	870.38	(870.38)	#DIV/0!
Misc. Charges	0.00	23,112.77	(23,112.77)	#DIV/0!
Total Law Enforcement	3,342,652.00	3,111,722.03	315,821.69	93.09%
Contractual Services-Fire Rescue	3,525,607.00	3,179,451.88	346,155.12	90.18%
Total Fire Department	3,525,607.00	3,179,451.88	346,155.12	90.18%

TOWN OF PEMBROKE PARK (1BPFD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
100 - Building Department				
Building Permits	318,150.00	314,095.91	4,054.09	98.73%
Building Permit - Reinspection Fee	5,000.00	1,600.00	3,400.00	32.00%
Building Dept. Reinstatement Fee	500.00	4,738.30	(4,238.30)	947.66%
Building Inspection Fee	34,100.00	30,675.00	3,425.00	89.96%
Electrical Permits	34,715.00	114,374.07	(79,659.07)	329.47%
Electrical Permit-Reinspection Fee	500.00	275.00	225.00	55.00%
Electrical Inspection Fee	8,585.00	19,600.00	(11,015.00)	228.31%
Mechanical Permits	30,000.00	49,866.12	(19,866.12)	166.22%
Mechanical Permit-Reinspection Fee	500.00	1,225.00	(725.00)	245.00%
Mechanical Inspection Fee	3,385.00	7,625.00	(4,240.00)	225.26%
Plumbing Permits	30,000.00	27,498.87	2,501.13	91.66%
Plumbing Permit Reinspection Fee	760.00	1,625.00	(865.00)	213.82%
Plumbing Inspection Fee	2,830.00	6,850.00	(4,020.00)	242.05%
Fire Inspection Fees Permits	15,000.00	20,500.00	(5,500.00)	136.67%
Fire Reinspection Fee	25,000.00	44,242.90	(19,242.90)	176.97%
Zoning & Variance & Site Plan Fees	30,000.00	31,690.00	(1,690.00)	105.63%
Engineering-Planning Services	5,000.00	9,200.00	(4,200.00)	184.00%
Radon Fees - 10% Restricted for Education	4,000.00	7,909.18	(3,909.18)	197.73%
Insurance - Registration Fees	0.00	0.00	0.00	0.00%
Plan Review	68,680.00	92,335.00	(23,655.00)	134.44%
Processing Fee	52,520.00	44,436.00	8,084.00	84.61%
Grant Revenue		7,500.00		
Certificate of Occupany Fee	5,050.00	2,012.70	3,037.30	39.86%
Certificate of Completion	34,350.00	26,008.90	8,341.10	75.72%
Code Enforcement Fines	0.00	2,400.00	(2,400.00)	#DIV/0!
Other Revenue Building Department	5,000.00	9,634.70	(4,634.70)	192.69%
Total Revenue - Building Department	713,625.00	877,917.65	(156,792.65)	123.02%
Full Time Salaries	183,989.00	197,771.62	(13,782.62)	107.49%
Overtime	4,000.00	0.00	4,000.00	0.00%
FICA Taxes Expense	14,075.00	14,819.18	(744.18)	105.29%
Employee Retirement Expense	28,773.00	19,699.84	9,073.16	68.47%
Group Insurance	32,298.00	15,687.48	16,610.52	48.57%
Dental/Vision Insurance	1,319.00	1,209.12	109.88	91.67%
Life Insurance (Standard Insur.Co.)	2,201.00	2,275.84	(74.84)	103.40%
Long Term Care (John Hancock Co.)	1,920.00	1,820.00	100.00	0.00%
Life Insurance (John Hancock VUL)	1,500.00	0.00	1,500.00	0.00%
Workers' Compensation	1,747.00	1,780.00	(33.00)	101.89%
Contractual Service-Town Hall-Janitorial	4,000.00	3,575.00	425.00	89.38%
Contractual Services-Software Maint Fees	5,000.00	0.00	5,000.00	0.00%
Contractual Services-Bldg Dept Elect	38,000.00	21,562.50	16,437.50	56.74%
Contractual Services-Bldg Dept Plumb	13,000.00	16,150.00	(3,150.00)	124.23%
Contractual Services-Bldg Dept Mech	24,000.00	23,650.00	350.00	98.54%
Contractual Services-Bldg Dept Structural	39,000.00	8,925.00	30,075.00	0.00%
Contractual Services-User Fees Ink Force	6,000.00	2,500.00	3,500.00	41.67%
Travel	3,000.00	0.00	3,000.00	0.00%
Cell Phone	3,700.00	2,194.10	1,505.90	59.30%
Vehicle Expense - Interest	0.00	54.03	(54.03)	0.00%
Lease Expense-Copier	1,500.00	540.30	959.70	36.02%
Insurance - Property & Liability	7,017.00	7,017.04	(0.04)	100.00%
Maintenance & Repair Car Bldg & Equipmt.	1,000.00	43.19	956.81	4.32%
Printing & Forms	1,000.00	423.72	576.28	42.37%
Misc. Charges	33,960.00	4,764.34	29,195.66	14.03%
Office Supplies	2,000.00	2,393.45	(393.45)	119.67%
Uniforms	6,000.00	40.00	5,960.00	0.67%
Vehicle Expense-Gasoline Costs	1,000.00	174.06	825.94	17.41%
Memberships/Subscription	750.00	16,027.04	(15,277.04)	2136.94%
Education & Training-Registration/Books	5,000.00	0.00	5,000.00	0.00%
Total Building Department	\$ 466,749.00	\$ 365,096.85	\$ 101,652.15	78.22%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Full Time Salaries	103,985.00	58,257.97	45,727.03	56.03%
Overtime	2,000.00	0.00	2,000.00	0.00%
FICA Taxes Expense	7,955.00	4,177.73	3,777.27	52.52%
Employee Retirement Expense	20,026.00	6,294.86	13,731.14	31.43%
Group Insurance	21,532.00	25,260.89	(3,728.89)	117.32%
Dental/Vision Insurance	3,134.00	2,873.20	260.80	91.68%
Life Insurance (Standard Insur.Co.)	1,866.00	1,665.13	200.87	89.24%
Long Term Care (John Hancock Co.)	1,140.00	985.00	155.00	86.40%
Life Insurance (John Hancock VUL)	0.00	0.00	0.00	#DIV/0!
Workers' Compensation	1,747.00	1,780.00	(33.00)	101.89%
Town Hall-Janitorial	3,900.00	3,575.00	325.00	91.67%
Contractual Services	5,400.00	750.00	4,650.00	13.89%
Travel - Hotel, Airfare, Mileage, Tolls & Meals	2,500.00	0.00	2,500.00	0.00%
Cell Phones	4,200.00	1,035.62	3,164.38	24.66%
Lease Expense- Copier	1,000.00	0.00	1,000.00	0.00%
Insurance - Property & Liability	6,123.00	6,123.24	(0.24)	100.00%
Printing and Forms	2,500.00	818.52	1,681.48	32.74%
Misc. Charges	1,500.00	1,827.66	(327.66)	121.84%
Office Supplies	5,000.00	2,214.38	2,785.62	44.29%
Uniform Expense	800.00	520.00	280.00	65.00%
Vehicle Expense-Gasoline	3,000.00	1,030.42	1,969.58	34.35%
Vehicle Expense-Maintenance & Repair	1,000.00	130.21	869.79	13.02%
Board Expenses-Code & P&Z Boards	4,635.00	0.00	4,635.00	0.00%
Memberships	625.00	6,939.48	(6,314.48)	1110.32%
Education & Training - Other	3,000.00	1,100.00	1,900.00	36.67%
Total Code Enforcement	\$ 208,568.00	\$ 127,359.31	\$ 81,208.69	61.06%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Full Time Employee Salaries	205,192.00	158,294.63	46,897.37	77.14%
Overtime	3,500.00	454.06	3,045.94	12.97%
FICA Taxes Expense	15,744.00	11,264.30	4,479.70	71.55%
Employee Retirement Expense	25,490.00	19,958.51	5,531.49	78.30%
Group Insurance	42,865.00	42,542.72	322.28	99.25%
Dental/Vision Insurance	6,774.00	5,087.30	1,686.70	75.10%
Life Insurance (Standard Insur.Co.)	3,071.00	3,008.91	62.09	97.98%
Long Term Care (John Hancock Co.)	3,240.00	2,970.00	270.00	91.67%
Life Insurance (John Hancock VUL)	2,702.00	1,763.91	938.09	65.28%
Workers' Compensation	7,427.00	7,565.01	(138.01)	101.86%
Town Hall Janitorial	3,900.00	3,575.00	325.00	91.67%
Travel	1,000.00	0.00	1,000.00	0.00%
Cellular Phones	2,400.00	1,718.14	681.86	71.59%
Town Hall Line Charge/Internet Connection	0.00	0.00	0.00	#DIV/0!
Electricity-Outdoor Lighting	36,000.00	29,130.18	6,869.82	80.92%
Water-Public Works	500.00	24.51	475.49	4.90%
Rental Expense-Equipment Copier	1,000.00	594.33	405.67	59.43%
Insurance Expense Prop - General Liability	26,187.00	26,186.81	0.19	100.00%
Maintenance & Repair Car Bldg & Equipmnt	40,000.00	95,668.17	(55,668.17)	239.17%
Misc. Charges	15,000.00	7,356.02	7,643.98	49.04%
Office Supplies	2,000.00	1,409.48	590.52	70.47%
Uniform Expense	1,200.00	1,051.60	148.40	87.63%
Vehicle Expense-Gasoline	10,000.00	9,365.07	634.93	93.65%
Memberships/Subscriptions & Dues	500.00	7,378.59	(6,878.59)	1475.72%
Education & Training-Registration/Books	1,000.00	1,135.91	(135.91)	113.59%
Total Roads & Streets Department	\$ 456,692.00	\$ 437,503.16	\$ 19,188.84	95.80%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Full Time Salaries	213,057.00	139,401.05	73,655.95	65.43%
Overtime	15,000.00	3,542.83	11,457.17	23.62%
FICA Taxes Expense	16,346.00	10,760.38	5,585.62	65.83%
Employee Retirement Expense	19,306.00	14,576.46	4,729.54	75.50%
Group Insurance	43,065.00	33,169.76	9,895.24	77.02%
Dental/Vision Insurance	8,084.00	5,526.56	2,557.44	68.36%
Life Insurance (Standard Insur.Co.)	3,451.00	2,607.52	843.48	75.56%
Long Term Care (John Hancock Co.)	2,424.00	1,760.00	664.00	72.61%
Life Insurance (John Hancock VUL)	1,500.00	688.74	811.26	45.92%
Workers' Compensation	6,116.00	6,230.02	(114.02)	101.86%
Contractual Services	2,000.00	2,764.84	(764.84)	138.24%
Travel- Hotel, Airfare, Milage, Tolls & Meals	0.00	0.00	0.00	#DIV/0!
Cellular Phones & Beepers	1,500.00	902.02	597.98	60.13%
Phone Line- Behan Park	3,200.00	2,577.44	622.56	80.55%
Phone Line- Oglesby Preserve	800.00	4,770.87	(3,970.87)	596.36%
Electricity	16,000.00	11,054.09	4,945.91	69.09%
Water Charges	5,400.00	3,340.70	2,059.30	61.86%
Insurance - Property & Liability	14,475.00	14,475.13	(0.13)	100.00%
Maintenance & Repair Car Bldg & Equipmt.	25,000.00	23,378.61	1,621.39	93.51%
Office Supplies	400.00	121.80	278.20	30.45%
Uniform Expense	1,000.00	562.58	437.42	56.26%
Misc. Charges	7,500.00	4,253.77	3,246.23	56.72%
Gasoline Costs	4,000.00	2,260.49	1,739.51	56.51%
Membership, Dues & Subscription	900.00	0.00	900.00	0.00%
Education & Training-Registration/Books	1,000.00	1,135.72	(135.72)	113.57%
Pembroke Park Health Fair Festival	10,000.00	0.00	10,000.00	0.00%
Pembroke Park- Egg Hunt	6,000.00	1,860.95	4,139.05	31.02%
Pembroke Park- Toy Drive	4,000.00	3,899.22	100.78	97.48%
Pembroke Park- Turkey Drive	6,000.00	7,740.79	(1,740.79)	129.01%
Community Garden	24,000.00	1,465.18	22,534.82	6.10%
Maculele Miami Brazalian Arts Institute	2,000.00	0.00	2,000.00	0.00%
Relay for Life Event	2,000.00	647.94	1,352.06	32.40%
School Supply Drive	3,500.00	0.00	3,500.00	0.00%
Church of Christ	1,500.00	0.00	1,500.00	0.00%
Newsletter Mailings	10,000.00	8,758.37	1,241.63	87.58%
60th Anniversary Celebration	0.00	0.00	0.00	#DIV/0!
Food Distribution Farm Share	2,000.00	0.00	2,000.00	0.00%
Holiday Party	4,500.00	2,418.82	2,081.18	53.75%
Pet Fair	5,000.00	0.00	5,000.00	0.00%
Little Library Dispensers	2,000.00	300.00	1,700.00	15.00%
Halloween Spectacular Event	2,500.00	0.00	2,500.00	0.00%
Club Richelieu	1,000.00	0.00	1,000.00	0.00%
Promotions for All Community Events	7,500.00	0.00	7,500.00	0.00%
Walk A Thon	1,000.00	0.00	1,000.00	0.00%
Fl. Intl. Trade & Commission Expo (FITCE)	2,000.00	0.00	2,000.00	0.00%
Focal Point - Walk a thon	0.00	0.00	0.00	#DIV/0!
One Blood	0.00	0.00	0.00	#DIV/0!
Total Parks Department	508,024.00	316,952.65	191,071.35	62.39%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
Machinery and Equipment	0.00	14,485.17	(14,485.17)	#DIV/0!
Machinery and Equipment	0.00	6,481.75	(6,481.75)	100.00%
Machinery and Equipment	0.00	2,918.12	(2,918.12)	100.00%
Machinery and Equipment	0.00	5,054.75	(5,054.75)	100.00%
Machinery and Equipment	0.00	448.90	(448.90)	100.00%
Equipment, Security, Holiday Deco (+250)	10,000.00	700.00	9,300.00	7.00%
Community Garden - Irrigation System	10,000.00	539.86	9,460.14	5.40%
Park Rec - Concrete Slab	4,000.00	0.00	4,000.00	0.00%
Fire & EMS Study Project # 9075	25,000.00	0.00	25,000.00	0.00%
Municipal Complex Conceptual Design Project #9076	0.00	0.00	0.00	#DIV/0!
Town all Restroom Improvements	0.00	26,629.00	(26,629.00)	#DIV/0!
TownHall Hardening Project # 9078	643,125.00	0.00	643,125.00	0.00%
Hardware & Software Replacement	48,000.00	79,662.26	(31,662.26)	165.96%
Machinery and Equipment	5,000.00	363,272.13	(358,272.13)	7265.44%
Vehicle Purchase	50,000.00	0.00	50,000.00	0.00%
Capital Outlay-Machinery and Equipment	10,000.00	13,690.18	(3,690.18)	136.90%
County Line Rd - Bike Bath 52nd and 56th Ave	90,000.00	0.00	90,000.00	0.00%
SW 52nd Ave Complete Streets	144,000.00	0.00	144,000.00	0.00%
Bike Lane Improvements	30,000.00	0.00	30,000.00	0.00%
Machinery & Equipment (over \$250.00)	0.00	2,488.16	(2,488.16)	#DIV/0!
Vehicle Purchase	0.00	0.00	0.00	#DIV/0!
Machinery and Equipment	10,000.00	4,989.04	5,010.96	49.89%
Total Capital Outlay & Equipment	1,079,125.00	521,359.32	557,765.68	#DIV/0!
45 Year CDBG Tot Lot OlgesbyProject	105,400.00	110,866.29	(5,466.29)	105.19%
Ryan Park - Canopy	45,000.00	0.00	45,000.00	
Howard Clark Sr Linear Walkway	12,500.00	0.00	12,500.00	
Olgesby Preserve Linear Walkway	65,000.00	0.00	65,000.00	
46 Year CDBG ADA Restrooms	99,512.00		99,512.00	0.00%
Total Capital Projects	327,412.00	110,866.29	216,545.71	105.19%
Total Expenditures - General Fund	\$ 12,770,103.00	\$ 10,764,902.30	\$ 2,096,680.79	84.30%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
400 - SEWER ENTERPRISE FUND				
Sewer Service Charges	2,725,000.00	2,372,775.83	352,224.17	87.07%
Fixture Charges	75,000.00	61,287.07	13,712.93	81.72%
Sewer Hookup Fees	10,000.00	10,747.73	(747.73)	107.48%
Interest - Revenue- LGIP	20,000.00	0.00	20,000.00	0.00%
Impact Fee Physical Environment	187,929.00	1,484.18	186,444.82	0.79%
Other Miscellaneous Revenue	0.00	0.00	0.00	#DIV/0!
Total Revenue - Sewer Fund	3,017,929.00	2,446,294.81	571,634.19	81.06%
Regular Full Time Salary	354,932.00	223,620.27	131,311.73	63.00%
Overtime	10,000.00	2,236.83	7,763.17	22.37%
FICA Taxes	27,152.00	16,857.93	10,294.07	62.09%
Employee Retirement Expense	50,406.00	34,557.30	15,848.70	68.56%
Group Insurance - Health	53,831.00	42,125.58	11,705.42	78.26%
Group Insurance - Dental & Vision	4,284.00	4,163.36	120.64	97.18%
Group Life Insurance (SIC)	4,743.00	4,765.70	(22.70)	100.48%
Long Term Care Insurance (JHC)	1,944.00	1,148.00	796.00	59.05%
Life Insurance - JHC VUL	3,794.00	3,125.39	668.61	82.38%
Workers' Compensation	14,854.00	15,130.02	(276.02)	101.86%
Reimbursable Expenses-Site Plan	0.00	20,900.00	(20,900.00)	#DIV/0!
Professional Services-Engineering	0.00	0.00	0.00	#DIV/0!
Retainer	0.00	0.00	0.00	#DIV/0!
Sewer Maintenance & Treatment - Hollywood	1,135,000.00	959,316.04	175,683.96	84.52%
Misc. Contractual Services-Sewer Department	15,000.00	10,072.14	4,927.86	67.15%
Travel	2,000.00	0.00	2,000.00	0.00%
Cellular Phones/Beepers	3,000.00	2,704.39	295.61	90.15%
Telephone Lines	0.00	0.00	0.00	#DIV/0!
Electricity-Sewer Pumps	35,000.00	30,305.34	4,694.66	86.59%
Water-Public Works	22,000.00	18,401.06	3,598.94	83.64%
Insurance - Property & Liability FLC	42,824.00	43,342.92	(518.92)	101.21%
Maintenance-Lift Stations	150,000.00	82,737.16	67,262.84	55.16%
Maintenance & Repair Car Bldg & Equipmt.	80,000.00	48,874.61	31,125.39	61.09%
Misc. Charges	20,000.00	19,787.63	212.37	98.94%
Operating Supplies-Uniform Expense	1,000.00	618.53	381.47	61.85%
Vehicle Expense-Gasoline	5,000.00	2,903.04	2,096.96	58.06%
Memberships	2,000.00	6,931.34	(4,931.34)	346.57%
Education & Training-Registration/Books	2,000.00	2,697.52	(697.52)	134.88%
Administrative Services	421,500.00	366,944.22	54,555.78	87.06%
New Sewer Truck	0.00	12,478.55	(12,478.55)	#DIV/0!
Master Plan Update	40,000.00	0.00	40,000.00	0.00%
Debt Service-Principal Payment	39,000.00	35,583.34	3,416.66	91.24%
Debt Service- Sinking Fund Interest	89,731.00	82,388.50	7,342.50	91.82%
Debt Service Reserve Account	12,912.00	11,836.00	1,076.00	91.67%
Debt Service S/T Assets Reserve	74,022.00	67,853.17	6,168.83	91.67%
Depreciation/Amortization Expense	300,000.00	275,000.00	25,000.00	91.67%
Total Sewer Fund Expenditures	3,017,929.00	2,449,405.88	568,523.12	81.16%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2020 to 8/31

Description	Budget	Actual	Remaining Dollars	Percent Used
401 - STORMWATER MANAGEMENT FUND				
Stormwater Management Utility Fees	1,400,000.00	1,283,813.42	116,186.58	91.70%
FEMA Grant	431,350.00	0.00	431,350.00	0.00%
Interest - Revenue- LGIP	0.00	0.00	0.00	#DIV/0!
Impact Fee Revenue-Physical Environment	0.00	1,794.00	(1,794.00)	#DIV/0!
Total Stormwater Revenue	1,831,350.00	1,285,607.42	545,742.58	70.20%
Salaries	203,369.00	173,842.79	29,526.21	85.48%
Overtime	10,000.00	2,988.22	7,011.78	29.88%
FICA Taxes	15,558.00	12,531.30	3,026.70	80.55%
Employee Retirement Expense	20,337.00	18,280.88	2,056.12	89.89%
Group Insurance - Health	32,298.00	19,992.12	12,305.88	61.90%
Group Insurance - Dental & Vision	5,944.00	3,069.34	2,874.66	51.64%
Group Life Insurance - SIC	3,581.00	2,587.83	993.17	72.27%
Long Term Care Insurance (JHC)	1,680.00	1,540.00	140.00	91.67%
Life Insurance - JHC VUL	2,094.00	1,060.84	1,033.16	50.66%
Workers' Compensation	9,611.00	9,790.03	(179.03)	101.86%
Legal/Non Retainer	4,000.00	0.00	4,000.00	0.00%
Engineering	5,000.00	0.00	5,000.00	0.00%
Professional Services	5,000.00	0.00	5,000.00	0.00%
Cell Phones/Beepers	1,000.00	1,086.44	(86.44)	108.64%
Electricity-Drainage Pumps	25,000.00	32,269.33	(7,269.33)	129.08%
Insurance Expense FLC	0.00	0.00	0.00	#DIV/0!
Insurance - Prop & General Liability	38,541.00	38,886.60	(345.60)	100.90%
Maintenance & Repair Cars, Building & Other	50,000.00	61,458.94	(11,458.94)	122.92%
Misc. Charges	15,000.00	19,777.82	(4,777.82)	131.85%
Uniform Expense	500.00	322.95	177.05	64.59%
Memberships/Subscriptions and Dues	1,000.00	7,058.17	(6,058.17)	705.82%
Education & Training, Registration, Books	2,500.00	44.37	2,455.63	1.77%
Administrative Services GF Cost Allocation	210,000.00	192,841.11	17,158.89	91.83%
Machinery and Equipment New Stormwater Truck	0.00	5,125.85	(5,125.85)	#DIV/0!
Depreciation Expense	500,000.00	458,333.33	41,666.67	91.67%
Master Plan Update	40,000.00	0.00	40,000.00	0.00%
County Line Stormwater & Sidewalk Project # 3353	119,002.00	0.00	119,002.00	0.00%
John P. Lyons Phase II Engineering & Design #3354	151,028.00	0.00	151,028.00	0.00%
S.W. 25th St. Stormwater Improvement Phase II #3355	90,000.00	17,684.60	72,315.40	19.65%
Total Stormwater Expenditures	1,562,043.00	1,080,572.87	481,470.13	69.18%
Total Revenue - ALL FUNDS	\$ 17,365,170.00	\$ 15,209,174.43	\$ 2,163,495.57	87.58%
Total Expenditures - ALL FUNDS	\$ 17,350,075.00	\$ 14,294,881.05	\$ 3,146,674.04	82.39%

AGENDA ITEM REPORT



To: Commission
Subject: USDA Rural Development Bond update
Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021
Department: Finance
Staff Contact: Harry Taubenfeld, Finance & Budget Director

BACKGROUND INFORMATION:

The Town entered into an agreement for a bond for a sewer project in the late 2000's. We received notification from the USDA that per our agreement, we are required to payoff the remaining balance of the loan by either paying the note ourselves or securing alternate financing. All debt covenants will go away freeing up cash (\$1.2M) that has been restricted since the inception of the loan.

FINANCIAL IMPACT:

O

RECOMMENDATION:

Seek alternate financing or payoff balance of note

ATTACHMENTS:

[FYE 2020 Graduation Initial Pembroke Park 9.10.2021 FINAL](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	Approved - Sep 17 2021
Melissa Anderson, Town Attorney	Approved - Sep 17 2021
JC Jimenez, Town Manager	Pending
Marlen Martell, Town Clerk	None



United States Department of Agriculture

Rural Development

Royal Palm Beach
Area Office

420 S State Road 7,
Suite 166
Royal Palm Beach, FL
33414

Voice 561.792.2727
Fax 855.475.4827

September 10, 2021

Town of Pembroke Park
Attn: Harry Taubenfeld, Budget & Finance Director
3150 SW 52nd Ave
Pembroke Park, FL 33023

RE: Graduation Review
Town of Pembroke Park – FYE 2020

Dear Mr. Taubenfeld:

The financial progress you have made since receiving your USDA, Rural Development loan(s) has been reviewed. You should take pride in the progress you have made. We share that pride with you and are pleased that we may have been of service.

USDA, Rural Development security instruments require you to refinance the unpaid balance of your loan. This is to be done when you have progressed to the extent that you can obtain credit from responsible cooperative or private lenders.

Lenders have been contacted to determine requirements and the availability of credit to new customers. We have evaluated your financial progress, together with the lender requirements and find you should now be able to satisfactory secure credit to pay your USDA, Rural Development loan. Therefore, we request that you refinance your loans in full.

The approximate total balance of your loan **92-01** is \$2,014,170.57, plus daily interest until paid in full. You will need to contact our office for the exact amount of payoff. We suggest that you contact local lenders in the area.

If you are unable to pay your loan in full, you will need to provide this office with written evidence showing that you made an earnest effort to seek other credit within 45 days. Such evidence should include:

1. The name(s) of other lender(s) contacted.
2. The amount of loan requested by you and the amount, if any, offered by the lender(s).
3. The rates and terms offered by the lender(s) or the specific reason(s) why other credit is not available.
4. The purpose of the loan request.

“USDA is an equal opportunity provider, employer, and lender.”

If you wish, a virtual appointment may be arranged to discuss questions you may have.
Out telephone number is (561) 792-2727, Ext. 5

Sincerely,

Ada E. Rivera

Ada Rivera
Acting Area Director

Digitally signed by Ada E.
Rivera
Date: 2021.09.10 11:39:37
-04'00'

AR/kbr



MEMORANDUM

DATE: June 18, 2021

TO: Juan Carlos Jimenez, Town Manager

CC: Melissa Anderson, Town Attorney
Harry Taubenfeld, Finance Director

FROM: Yolanda Menegazzo, Human Resources

SUBJECT: Miguel Nunez, Building Official from Part-Time Status to Full-Time Status

Miguel Nunez, Building Official was hired on June 13, 2019 with the Town of Pembroke Park. Mr. Nunez would like to be considered as a Full-Time Status employee with the Town of Pembroke Park.

Mr. Nunez currently earns as a Part-Time Building Official \$60,000.00 annually working an average of 29 hours per week or less, which he is not entitled to any Town benefits with the exception of the Florida Retirement System.

As a Full-Time Building Official, Mr. Nunez would like the Commission to consider an annual salary of \$125,000.00, of which he would be working an average of 40 hours or more per week and would be entitled to the additional Town benefits for health insurance and paid time off. Again, Mr. Nunez is already enrolled in the Florida Retirement System.

In addition to his role as the Chief Building Official for the Town, he would be undertaking the structural inspections and structural plan reviews, Flood Plain Management, CRS Coordinator, and the administration and implementation of the newly proposed Amnesty Program. Although the objective would not be to completely eliminate the relationship with CAP for inspections and plan review services, the in-house Building Official would facilitate a significant reduction in services estimated at approximately \$25,000.00 annually. CAP would still be a vendor of the Town to provide services as needed.

Should the Town Commission approve of this change for the Building Official to be Full-Time, the effective date will be the day after the Commission Meeting.

Lastly, Mr. Nunez would like to emphasize his long-term commitment to the Town of Pembroke Park.



The Town of Pembroke Park Job Description

Chief Building Official

EEO Class Code: First/Mid Offs & Mgrs.

Union Status: Unclassified

FLSA Code: Exempt

Department: Building

Supervises: All Building & Code Staff

Position Reports To: Town Manager

Sworn: No

Job Specifications

NATURE OF WORK

Manages, supervises, and coordinates the work and services of the Building and Code Enforcement Departments by ensuring enforcement of building codes as adopted by the Town Commission and Florida Building Code. Ensures reasonable building standards by regulating methods of design and use of materials involved in every aspect of numerous construction projects, including all associated systems, such as electrical, plumbing, mechanical, and fire suppression to safeguard life, health, safety, accessibility, energy conservation, to protect property values, and public welfare. Develops the Department's short and long term strategic operating plans and programs. Develops and maintains partnerships with Town Divisions and Departments, property owners, contractors, and vendors. Also supervises and directs the operations of the Code Enforcement Department.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Chief Building Official include but are not limited to:

- Assume management responsibility for assigned services and activities of the Building Department including enforcement, interpretation, and implementation of the County's and State of Florida building codes, customer service at the front counter, application intake, plan review, issuance of building permits, and building inspections.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.
- Visit construction sites and conduct building code inspections in as needed basis.

Page 1 of 5

Chief Building Official Job Description Updated: 06/2021

- Conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Oversee and participate in the management of a comprehensive building inspection and enforcement program.
- Plan, direct, coordinate, and review the work plan for building inspection staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train in building code issues, motivate, and evaluate building inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination as determine by Human Resources provided procedures.
- Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Administer the building permit appeals process; administer permit tracking system and building inspection records maintenance.
- Participate in and manage the building inspection function related to structural, plumbing, electrical and mechanical standards, and other building site issues, ensuring compliance with all applicable codes and regulations.
- Assign, supervise, and review plans and specifications relating to electrical, plumbing, mechanical, energy conservation, access compliance, and other building code requirements.
- Serve as the liaison for the Building Inspection Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
- Work with professional architects, engineers, builders, and the public.
- Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret, and explain specific building codes, ordinances and administrative orders.
- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the Town before other agencies and groups on building inspection and enforcement matters.
- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to inspection programs, policies, and procedures as appropriate.
- Prepare clear and concise administrative and financial reports.
- Attend and participate in professional group meetings and code hearings; maintain awareness of new trends and developments in the field of building inspection; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive customer inquiries and complaints.
- Serve as the Chief Structural Inspector.
- Serve as the Floodplain Administrator.
- Serve as a structural Plans Examiner.
- Serve as a structural Field Inspector in as needed basis.
- Supervise the subordinate chief inspectors, plans examiners and field inspectors including outsourced staff.
- Manage flood hazards in accordance with FEMA.

Page 2 of 5

Chief Building Official Job Description Updated: 06/2021

- Performs inspections in compliance with Florida Building Code, Town Ordinances, and State Law.
- Creates the budget for the Building Department & Code Departments.
- Supervises and directs all activities and operations within the Code Department, including implementation and administration of Code Compliance programs.
- Administration and implementation of the newly proposed Amnesty Program.
- Attends meetings with the Commission and conducts presentations detailing the current affairs of the Building Department.
- Perform related duties as required by the Town Manager.

KNOWLEDGE, SKILLS AND ABILITIES

The Employee demonstrates considerable knowledge and is guided by the principles of personal and professional integrity; community engagement; equity and inclusion; staff effectiveness; and personal resiliency and development. The employee is also expected to lead by example and demonstrate the highest level of ethics.

The Employee is expected to have:

Knowledge of:

- Operational characteristics, services, and activities of a building and code inspection and enforcement program.
- Principles and practices of building inspection.
- Principles and practices of program development and administration.
- Methods and techniques of construction.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Legal processes and considerations involved in prosecution of violations of the building codes and ordinances.
- Fire safety codes; uniform codes affecting building inspection.
- Working knowledge of seismic and energy considerations in design and construction of buildings and structures.
- Grading, erosion control, drainage and flood control methods and standards.
- Pertinent federal, state, and local laws, codes, and regulations related to zoning, building construction, electrical work, plumbing and gas installations and mobile homes.
- Floodplain Management regulations (CRS, NFIP, FEMA and Town Ordinances)

Skills:

- Read, interpret, and analyze plans for major structures.
- Ability to oversee, direct and coordinate the work of subordinates.
- Make effective presentations before large and small groups of people.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.

Page 3 of 5

Chief Building Official Job Description Updated: 06/2021

- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Architecture, Engineering, Construction Technology, Planning, or a related field.
- Ability be certified by the Broward County Board of Rules and Appeals (BORA) in the Building Official, Structural Chief Inspector, Structural Plan Examiner and Structural Inspector categories.
- Possession of a Plans Examiner certification from the International Code Council (ICC) and the State of Florida required.
- Possession of a Standard Building Inspector certification from the International Code Council (ICC) and the State of Florida required.
- Possession of a Building Official certification from the International Code Council (ICC) and the State of Florida required.
- Must be a State of Florida, Licensed General Contractor, Professional Engineer, or Registered Architect.
- Must be certified by the Florida Association of Code Enforcement (FACE), level I, II, III and IV, within two (2) years of appointment.
- Ten (10) years of experience as a Chief Structural Inspector.
- Extensive knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g. plan review, licensing, permitting, inspections and a minimum of five (5) years in the code enforcement field.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work outdoor setting and perform inspection, which may require climbing ladders, standing, or sitting for extended periods of time, traveling to various work locations, and lifting and carrying light to moderate objects.
- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a team member encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The employee is subject to working in inside and outside environments including extreme hot and cold weather
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- Work subjects' employees to the final OSHA standards on blood borne pathogens
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events.

AGENDA ITEM REPORT



To:

Subject: GIS Contract for InterDev

Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021

Department: IT

Staff Contact: Mark Pakula, Information Technology Director

BACKGROUND INFORMATION:

Contract has to be signed for phase one.

RECOMMENDATION:

Approval of Contract for Phase one of the GIS project.

ATTACHMENTS:

[InterDev Contract - GIS Services - Town of Pembroke Park FL \(InterDev Signed\)](#)

TOWN OF PEMBROKE PARK
PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT made and entered into this ___ day of _____ 2021, by and between the Town of Pembroke Park (the "Town"), a municipal corporation of the State of Florida, and Interdev, LLC, a Georgia Limited Liability company authorized to transact business in Florida ("Vendor"), whose principal offices are located at 900 Holcomb Woods Parkway, Roswell, GA 30076.

WHEREAS, the Town of Pembroke Park desires to hire a geographical information systems ("GIS") technology management company to install and maintain GIS software for the Town; and

WHEREAS, Section 2-126(c)(5) allows the Town to enter into contracts without competitive solicitation when piggybacking upon a government contract where the price offered for the commodity or service exactly equals or is lower than the price and the contract has been competitively bid; and

WHEREAS, Vendor entered into an Agreement with the city of Milton, Georgia, ("Initial Agreement") for the provision of managed GIS services which commenced on November 1, 2018, and shall terminate, on September 30, 2025; and

WHEREAS, the Town has determined that the Initial Contract meets the requirements of Section 2.126(c)(5) of the Town Code and desires to enter into an agreement with Vendor on the same terms, conditions, and pricing provided under the Initial Agreement, subject to the terms and conditions of this Agreement and pursuant to the scope of work and specifications set forth in Vendor's proposal (attached as Exhibit A);

WHEREAS, the Town has determined that entering into a piggyback contract with Vendor is in the best interest of the Town.

NOW, THEREFORE, for and in consideration of the mutual promises, the public purposes, and the acknowledgements and agreements contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties do mutually agree as follows:

1. **Recitals.** The above recitals are true and correct and are incorporated herein by reference.

2. **Terms and Conditions.** Except as otherwise stated herein, the terms and conditions of the Initial Agreement shall constitute the terms and conditions of this Agreement. The Initial Agreement is attached hereto as Exhibit B.

3. **Order of Precedence in the Event of Conflict.** In the event of inconsistency between the documents, unless otherwise provided herein, the terms of the following documents shall govern in the following order of precedence.

- a. this Agreement shall be first in order of precedence.
- b. the Initial Agreement shall be next.
- c. Vendor's proposal (Exhibit A) shall be last.

4. **Term.** This Agreement shall be in effect for 12 months from the date of execution. The Agreement may be renewed, as long as the terms, conditions and pricing remain the same, for up to two (2) one (1) year terms.

5. **Scope.** The scope of this Agreement shall be as set forth in Vendor's proposal, attached as Exhibit A.

6. **Compensation.** The not to exceed amount of this Agreement shall be \$32,184 (Thirty Two Thousand One Hundred and Eighty Four Dollars) for the initial term. Any renewal pursuant to paragraph 4 herein shall be subject to this not to exceed amount and the rates set for in Exhibit A.

7. **Method of Billing and Payment.** Invoices will fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the Town, in accordance with the Florida Local Government Prompt Payment Act.

8. **Public Records.** Vendor shall:

a. Keep and maintain public records that ordinarily and necessarily would be required by the Town in order to perform this service.

b. Upon request from the Town's custodian of public records, provide the custodian with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement and following completion of the Agreement if Vendor does not transfer the records to the public agency.

d. Upon completion of the Agreement, transfer, at no cost, to the Town all public records in possession of the Vendor or keep and maintain public records required by the Town to perform the service. If Vendor transfers all public records to the Town upon completion of the Agreement, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of the Agreement, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

IF VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THEIR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

By email: townclerk@tppfl.gov

By phone: 954.966.4600

Mail or hand delivery:

Attn: Town Clerk

3150 SW 52 Ave.

Pembroke Park, FL 33023

9. Scrutinized Companies.

a. Pursuant to Section 287.135, Florida Statutes, a company that has been placed on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List; the Scrutinized Companies that Boycott Israel List or is engaged in a Boycott of Israel is ineligible and may not submit a bid, proposal, or enter into or renew a contract with an agency for goods or services of \$1 million or more. At the time of submission of a bid or proposal for a contract or contract

renewal for goods or services of \$1 million or more, the company must certify that it is not on either such List and further that it does not have business operations in Cuba or Syria as required by Section 287.135(5), Florida Statutes.

b. Pursuant to Section 287.135, Florida Statutes, the Town reserves the right to terminate any contract for goods or services of \$1 million or more if the awarded VENDOR:

i. Has been found to have submitted a false Scrutinized Vendor List certification as provided under Section 287.135 subsection (5); or

ii. Has been placed on the Scrutinized Companies Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List; or

iii. Has been engaged in business operations in Cuba or Syria.

c. Pursuant to Section 287.135, Florida Statutes, the Town reserves the right to terminate any contract for goods or services of any amount if the awarded VENDOR has been placed on the Scrutinized Companies that Boycott Israel List or is are engaged in a boycott of Israel.

10. **Indemnity.** Vendor shall protect and defend at Vendor's expense, counsel being at the discretion of the Vendor, subject to the Town's approval, and indemnify and hold harmless the Town and the Town's officers, employees, volunteers, and agents ("Indemnitees") from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Vendor or by any officer, employee, agent, invitee, subcontractor, or sub licensee of the Vendor. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the Town Manager, any sums due Vendor under this Agreement may be retained by Town until all of Town's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by Town.

11. **Termination.**

a. Termination for Cause. The aggrieved party may terminate this Agreement for cause if the party in breach has not corrected the breach within fifteen (15) days after written notice from the aggrieved party identifying the breach. The Town Manager may also terminate this Agreement upon such notice as the Town Manager deems appropriate under the circumstances in the event the Town Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the Town erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided. This Agreement may be terminated for cause for reasons including, but not limited to, Vendor's repeated (whether negligent or intentional) submission for payment of false or incorrect invoices, failure to perform services to the Town's satisfaction; or failure to continuously perform services in a manner calculated to meet or accomplish the objectives as set forth in this Agreement.

b. Termination for Convenience. The Town reserves the right, in its best interest as determined by the Town, to cancel this Agreement for convenience by giving written notice to the Vendor at least thirty (30), days prior to the effective date of such cancellation. In the event this Agreement is terminated for convenience, Vendor shall be paid for any services performed to the Town's satisfaction pursuant to the Agreement through the termination date specified in the written notice of termination. Vendor acknowledges and agrees that it has received good, valuable and, sufficient consideration from Town, the receipt and adequacy of which are hereby acknowledged by Vendor, for Town's right to terminate this Agreement for convenience.

c. Cancellation for Unappropriated Funds. The Town reserves the right, in its best interest as determined by the Town, to cancel this Agreement for unappropriated funds or unavailability of funds by giving written notice to the Vendor at least thirty (30) days prior to the effective date of such cancellation. The obligation of the Town for payment a Vendor is limited to the availability of funds appropriated in a current fiscal period, and continuation of this Agreement into a subsequent fiscal period is subject to appropriation of funds, unless otherwise provided by law.

12. **Notices.** Every notice, comment, consent, objection, waiver or any communication given under this Agreement shall be in writing and shall be given only by hand delivery for which a receipt is obtained, or certified mail, prepaid with confirmation of delivery requested, or by electronic mail with delivery confirmation. All such communications shall be addressed to the applicable addressees set forth below or as any party may otherwise designate in the manner prescribed herein.

IF VENDOR:

IF TOWN:

TOWN MANAGER

3150 SW 52 AVE.

PEMBROKE PARK, FL 33023

CC: TOWN ATTORNEY

EMAIL: TOWNATTORNEY@TPPFL.GOV

13. **Miscellaneous.**

a. **Public Entity Crime Act.** Vendor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a Vendor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Town; may not submit a bid on a contract with the Town for the construction or repair of a public building or public work; may not submit bids on leases of real property to Town; may not be awarded or perform work as a contractor, supplier, subcontractor, or under a contract with the Town; and may not transact any business with Town in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement

and recovery of all monies paid by Town pursuant to this Agreement, and may result in debarment from Town's competitive procurement activities.

b. **Jurisdiction, Venue, and Waiver of Jury Trial.** The Agreement shall be governed by the laws of the State of Florida. Venue shall be in Broward County, Florida. ALL PARTIES HERETO WAIVE A RIGHT TO TRIAL BY JURY.

c. **Attorney's Fees.** In any claim to dispute procedure or litigation arising from this Agreement, each party hereto shall be solely responsible for paying its attorney's fees and costs regardless of the outcome of any procedure or litigation.

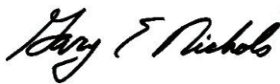
d. **Compliance with all Federal, State and local ethics laws.** Vendor shall at all times comply with all federal, state and local ethics laws, including the Broward County Code of Ethics.

e. **Severability Clause.** In the event that any paragraph of this Agreement is adjudged by a court of competent jurisdiction to be invalid, such adjudication shall not affect or nullify the remaining paragraphs hereof.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CONTRACTOR

TOWN OF PEMBROKE PARK



InterDev, LLC

Name: Gary Nichols
Title: CEO

ATTEST:

MAYOR

Approved as to form and legal
sufficiency

TOWN CLERK

TOWN ATTORNEY

AGENDA ITEM REPORT



To:

Subject: Backup system For Police and Town

Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021

Department: IT

Staff Contact: Mark Pakula, Information Technology Director

BACKGROUND INFORMATION:

QNap Using NCPA 01-97 Contract and State Pricing for Backup software for the Police and Town <http://www.ncpa.us/Vendors#technology-distribution>

FINANCIAL IMPACT:

Three years for Backup Storage and support \$16,917.13 Over a three year period.

RECOMMENDATION:

Approve purchase of backup system

ATTACHMENTS:

[3818 CQ Sophos, 36 Mos TPPv3](#)

Harry Taubenfeld, Finance & Budget Director	Status: Pending
Melissa Anderson, Town Attorney	None
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None



Qnap for Police

Quote #004488 v1

Prepared For:

Town of Pembroke Park

Mark Pakula
3150 Southwest 52nd Avenue
Pembroke Park, FL 33023

P: (954) 966-4600

E: mpakula@townofpembrokepark.com

Prepared by:

Flagler Technologies, LLC

Ken Wagner
5295 Town Center Rd
Suite 201
Boca Raton, FL 33486

P: (561) 229-1603

E: ken.wagner@flagler.io

Date Issued:

08.17.2021

Expires:

09.08.2021

QNap Using NCPA 01-97 Contract for Pricing

Qty	Manufacturer Part Number	Product Description NCPA 01-97 Contract for Pricing	Price	Ext. Price
2	TS-H1277XU-RP-3700X-128G-US	2U 12 BAY QTS HERO NAS RYZ5/3.4 SFP+ P/S	\$5,499.00	\$10,998.00
2	RAIL-B02	QNAP Mounting Rail Kit for Network Storage System	\$101.49	\$202.98
10	ST4000NE001	Seagate IronWolf Pro 4 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - Conventional Magnetic Recording (CMR) Method - 7200rpm - 5 Year Warranty	\$174.04	\$1,740.40
Subtotal:				\$12,941.38

Veeam 10 Vms

Qty	Manufacturer Part Number	Product Description NCPA 01-97 Contract for Pricing	Price	Ext. Price
1	P-VASVUL-01-SU3YP-00	Veeam Availability Suite + Production Support - Upfront Billing License - 3 Year - Public Sector - Veeam Universal License (VUL)	\$3,975.75	\$3,975.75
Subtotal:				\$3,975.75

Quote Summary			Amount
Qnap			\$12,941.38
Veeam 10 Vms			\$3,975.75
Total:			\$16,917.13

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

AGENDA ITEM REPORT



To: Town Commission
Subject: Town Planner Monthly Report
Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021
Department: Planning and Zoning
Staff Contact: Heidi Siegel, Town Planner

BACKGROUND INFORMATION:

Town Planner Report August 2021

RECOMMENDATION:

For Informational Purposes

ATTACHMENTS:

[Town Planner Monthly Report August 2021](#)



Town Planner Monthly Update August 2021

Potential Development Application Meetings

- Continued to coordinate with representatives of the six-acre Seneca site on Hallandale Beach Blvd (Wawa Station, Fast Food, Office, and Self-Storage).
- Coordinated with representatives for Trinity property redevelopment.
- Received plans for a new private business that will include soccer and paddle courts for DRC review.
- Met with representatives from Prologis regarding future development at Seneca Industrial Park.

Department Administration

- Worked on Surtax projects solicitation for Broward County review.
- Met with Town Lobbyists and Town Manager and Interim Public Works Director on future efforts in Tallahassee.
- Attended meeting regarding Amnesty Program.
- Coordinated with Town Attorney and outside counsel regarding Progressive Waste settlement.
- Met with Town's GIS consultant and Department Heads regarding Town departmental needs.
- Collaborated with Finance, Code Compliance, Building, and Public Works on various projects.
- Continued to identify improvements and standard operating procedures for Planning Department.

Development Boards

- Development Review Committee (DRC) – Meeting
 - August 23, 2021 -- 21-SP-08 / 2991 SW 32 Avenue / Assisted Living Facility
 - August 23, 2021 -- 21-SP-09 / 4678 West Hallandale Beach Blvd / Pampa Soccer

Outside Agency Coordination

- Attended FDOT virtual public meeting regarding changes to I-95 that impact Pembroke Park.

Zoning

August 2021

Zoning Inquiries	33
Building Permit Reviews (Zoning)	38
Building Permit Inspections (Zoning)	10
Business Tax Receipt Reviews (Zoning)	8
Zoning Verification Letters	2

AGENDA ITEM REPORT



To: Town Commission
Subject: Prioritization of Surtax Projects
Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021
Department: Planning and Zoning
Staff Contact: Heidi Siegel, Town Planner

BACKGROUND INFORMATION:

The Town of Pembroke Park has three active design projects on the FY2020 Municipal Surtax Capital Projects Priorities list. Effective this year, the “Surtax” program is known as the Broward County Mobility Advancement Program (MAP).

The Town’s projects are as follows:

PPRK-008: County Line Road Storm Water Connection

Storm water improvements include the construction of storm water piping between SW 52 Avenue and SW 56 Avenue. This project will convey storm water west to discharge in the Broward County storm water system.

Phase: Design
Funding Awarded: \$90,000
Construction Anticipated Funding: After 2025

PPRK-009: 52 Avenue Complete Streets

1.5 miles of Complete Street improvements to include bike lanes, improved sidewalks with complete connectivity, adjustment to drainage system, roadway resurfacing, streetlights, pavement markings and landscaping.

Phase: Design
Funding Awarded: \$144,000
Construction Anticipated Funding: After 2025

PPRK-010 Bike Lane and sidewalk improvements

Complete the missing sidewalk and bike paths along SW 52 Avenue, SW 48 Avenue, SW 40 Avenue, Park Road and County Line Road.

Phase: Design
Funding Awarded: \$30,000
Construction Anticipated Funding: \$220,000

The Town Planner has completed the first task of requesting a small business “goal” requirement from the Broward County Office of Economic and Small Business Development (OESBD). OESBD has determined that the projects do not require a small business participation. The next steps are to draft the solicitation documents for review by Broward County and approval by the Town Commission.

Additionally, the Broward MPO recommended to the Broward County Mobility Advancement Program Oversight Board the funding of the construction of project PPRK-002 (SW 25 Street Improvement Project) in FY 2022. The project had been previously recommended for funding in FY 2026. The Town is awaiting final confirmation of this award. These funds will supplement the FEMA funds already received for the project. The project is currently being designed.

Staff is seeking direction from the Town Commission on the prioritization of the design projects in order to return to the Commission in August/September with a solicitation document for review by the Town Commission.

FINANCIAL IMPACT:

The Town will be responsible for any budget gaps during the design phase.

RECOMMENDATION:

Provide Staff with direction on project prioritization.

ATTACHMENTS:

[Surtax PembrokeParkList_REV](#)

FISCAL YEAR
2020 | **MUNICIPAL SURTAX**
CAPITAL PROJECTS PRIORITIES



Legend:

Project Ranking - #1-110 represent MPO Surtax Services recommendations for fiscal year 2020 and consider construction readiness and utilized “rounds” to ensure equity among municipalities. Project #111-510 have not been evaluated for funding readiness and require additional evaluation and analysis. They also include city requested “holds” and “swaps.”

Municipality – requesting / sponsor municipality.

Project Number -a unique project identifier. Projects with numbers that include “.x” reflect multi-part projects.

Project Name - provided by municipality.

Work Mix - primary type of work.

Phase - Municipality identified first phase of work (Planning, Design, Right-of-way, or Construction) required.

Fiscal Year 2020 Recommendation - indicates recommend year and phase of work being recommended. Projects identified as Rank, Swap or Hold have not been reviewed for funding readiness and require additional analysis before being recommended for funding in future fiscal years.

Surtax Plan Estimate - cost estimate provided by municipality to County when originally submitting project for inclusion in the Surtax Financial Plan.

Recommended Phase Funding - dollar amount being recommended for funding based upon the Phase required (see notes on calculations) and latest cost estimates provided by municipalities. This amount does not fully fund projects except in the case of construction phase projects.

Notes:

- (1) The Municipal Surtax Capital Projects Priorities (Fiscal Year 2020) was developed by the Broward MPO Surtax Services in partnership with the municipalities in Broward County. All project information was provided by the municipalities.
- (2) All projects were provided by Broward County and were contained in the Surtax Plan approved by the voters in November 2018.
- (3) The Municipal Surtax Capital Projects Priorities (Fiscal Year 2020), consistent with the Surtax Ordinance, the Tri-Party Interlocal Agreement, and Bi-Party Interlocal Agreement, is the output of the data-driven ranking tool utilizing the evaluation criteria, point distribution, and program readiness approach established in coordination with the municipalities.
- (4) Projects with numbers that include “.x” reflect multi-part projects.
- (5) As directed by Broward County, the following percentages are used to calculate the recommended phase funding since the projects in the Surtax Plan are assumed to be the total cost of the required phase(s) to complete the project:
 - Planning: 3% of the total cost of the project in the Surtax Plan.
 - Design: 12% of the total cost of the project in the Surtax Plan.
 - Construction (includes CEI): 85% of the total cost of the project in the Surtax Plan.
 - Right-of-way phase costs are project specific.
- (6) The Broward MPO Surtax Services selected the Cycle 1 (Fiscal Year 2020) funding goal of \$70 - \$80 million of the total \$120 million available (30-Year Surtax Financial Plan) since the County did not provide specific guidance. This goal was selected to allow for adequate funds for Community Shuttle Bus and Rehabilitation and Maintenance projects to be funded by the County.

Municipal Surtax Capital Projects Priorities (Fiscal Year 2020)

Broward MPO Surtax Services

Project Ranking	Municipality	Project Number	Project Name	Work Mix	Phase	Fiscal Year 2020 Recommendation	Surtax Plan Estimate	Recommended Phase Funding
18	Pembroke Park	PPRK-002	S.W. 25th St. Stormwater Impr. (Ph II)	Resiliency Improvements	Construction	YEAR 1-Construction	\$1,075,000	\$1,075,115
51	Pembroke Park	PPRK-010	Bike Lane And Sidewalk Improvements	Bicycle Pedestrian Infrastructure	Design	YEAR 1-Design	\$250,000	\$30,000
76	Pembroke Park	WPRK-009	52 Ave Complete Streets	Bicycle Pedestrian Infrastructure	Design	YEAR 1-Design	\$1,200,000	\$144,000
102	Pembroke Park	PPRK-008	County Line Road Storm Water Connection	Resiliency Improvements	Design	YEAR 1-Design	\$750,000	\$90,000
295	Pembroke Park	PPRK-011	Mast Arm HB Blvd/S.W. 48th Avenue	Resiliency Improvements	Design	RANK	\$300,000	
310	Pembroke Park	PPRK-009	Dale Village Storm Water Connection	Resiliency Improvements	Design	RANK	\$275,000	
311	Pembroke Park	PPRK-003	Park Road Paving Drainage Improvements	Resiliency Improvements	Design	RANK	\$1,875,000	
346	Pembroke Park	PPRK-007	John P. Lyons Ln Stormwater Improvements	Resiliency Improvements	Design	RANK	\$700,000	



RANK Projects requested by municipalities to be ranked for funding.
HOLD Projects requested by municipalities to be put on hold from funding for various reasons.
SWAP Projects requested by municipalities to be swapped out in February 2021.
YEAR 1 Projects that are recommended for funding in Fiscal Year 2020.

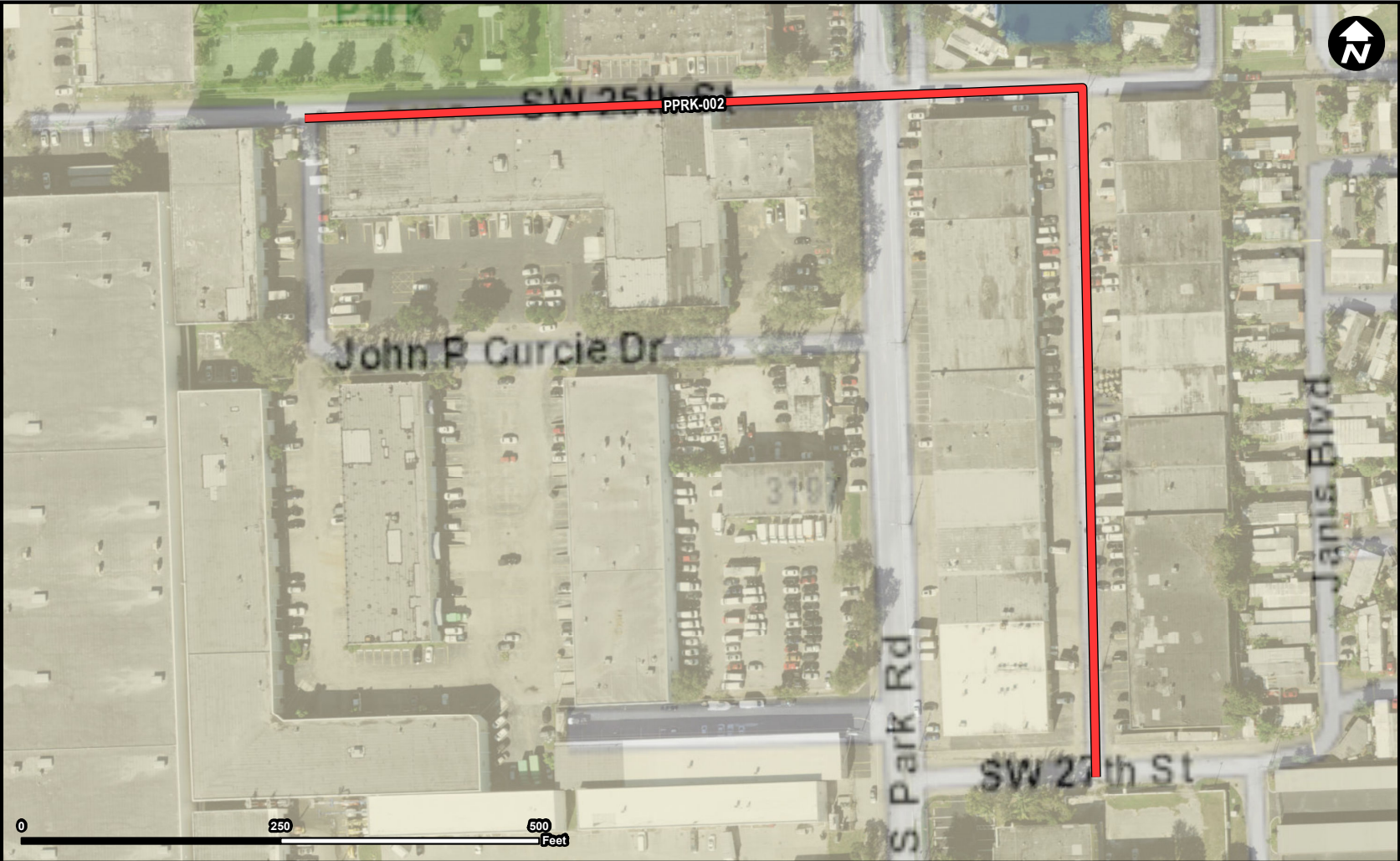
Notes:
(1) The Municipal Surtax Capital Projects Priorities (Fiscal Year 2020) was developed by the Broward MPO Surtax Services in partnership with the municipalities in Broward County. All project information was provided by the municipalities.
(2) All projects were provided by Broward County and were contained in the Surtax Plan approved by the voters in November 2018.
(3) The Municipal Surtax Capital Projects Priorities (Fiscal Year 2020), consistent with the Surtax Ordinance, the Tri-Party Interlocal Agreement, and Bi-Party Interlocal Agreement, is the output of the data-driven ranking tool utilizing the evaluation criteria, point distribution, and program readiness approach established in coordination with the municipalities.
(4) Projects with numbers that include “.x” reflect multi-part projects.
(5) As directed by Broward County, the following percentages are used to calculate the recommended phase funding since the projects in the Surtax Plan are assumed to be the total cost of the required phase(s) to complete the project:
• Planning: 3% of the total cost of the project in the Surtax Plan.
• Design: 12% of the total cost of the project in the Surtax Plan.
• Construction (includes CEI): 85% of the total cost of the project in the Surtax Plan.
• Right-of-way phase costs are project specific.
(6) The Broward MPO Surtax Services selected the Cycle 1 (Fiscal Year 2020) funding goal of \$70 - \$80 million of the total \$120 million available (30-Year Surtax Financial Plan) since the County did not provide specific guidance. This goal was selected to allow for adequate funds for Community Shuttle Bus and Rehabilitation and Maintenance projects to be funded by the County.

Municipality	Pembroke Park
Project ID	PPRK-002
Project Name	S.W. 25th St. Stormwater Impr. (Ph II)
From Location	
To Location	
Work Mix	Resiliency Improvements
Phase	Construction
Fiscal Year 2020 Recommendation	YEAR 1 - Construction
Recommended Phase Funding	\$1,075,115
City Submitted Information	
Project Description	Storm water improvements include drainage structures, storm water piping, an exfiltration water quality system, and a connection to Park Road's storm water system. These improvements are a rehabilitation and upsizing of an existing drainage system.
Project Scope	This is primarily a roadway drainage project adding drainage on Southwest 25th Street from 31st Place to Patrick Behan Park and into a new outfall into the lake. It also intercepts and picks up drainage on Park Road at 25th Street to reduce flooding. Secondly it will include roadway restoration of damages from continual flooding. The drainage includes a pump station, gravity drainage and force main.
Project Objective	The town has had a problem with drainage since the DOT built I-95 and raised Hallandale Beach Blvd. and Pembroke Rd. blocking all natural outfalls for drainage from the Town. These improvements will enable the water to be transferred to Lake Trinity which has a pumped outfall. It would be cost prohibitive to raise all the roadways, businesses, and residents to allow natural flow to resume.
Estimated Project Cost	\$1,075,000
Project Type	Stormwater/Resiliency
Primary Work Mix	
Secondary Work Mix	
Has design been completed?	Yes
If Design completed, what percent?	30
Is right-of-way required?	No
Has right-of-way/utility relocation coordination occurred?	
Point of Contact - First Name	Todd
Point of Contact - Last Name	Larson
Point of Contact - Phone	954-966-4600
Point of Contact - Email	tlarson@townofpembrokepark.com
Construction Readiness Review	
Detailed budget provided?	Yes
Project timeline provided?	Yes
Is the project ready to submit for permits?	Yes
Readiness Review Comments:	City provided plans and a detailed cost estimate for the proposed improvements and have communicated that they are in the process of permitting the improvements. Project entails installation of drainage improvements within public ROW to address drainage deficiencies occurring in the project area. The City provided detailed plans and a cost estimate for the improvements. The cost estimate is in line with current industry pricing.

The Municipal Surtax Capital Project Overview was prepared by the Broward MPO in partnership with the municipalities in Broward County. All project information was provided by the municipalities. Projects were provided by Broward County and were contained in the Surtax Plan approved by the voters in November 2018. Project review comments were based on the information provided by the municipalities.

PPRK-002

Project Name
S.W. 25th St. Stormwater Impr. (Ph II)



Legend

- PPRK-002
- Municipality
- Unincorporated

Municipality: Pembroke Park

FROM:
TO:

Note: The Municipal Surtax Capital Project Map was prepared by the Broward MPO Surtax Services. The project location information was provided by the municipality.



Municipality	Pembroke Park
Project ID	PPRK-010
Project Name	Bike Lane and Sidewalk Improvements
From Location	
To Location	
Work Mix	Bicycle Pedestrian Infrastructure
Phase	Design
Fiscal Year 2020 Recommendation	YEAR 1 - Design
Recommended Phase Funding	\$30,000
City Submitted Information	

Project Description Complete the missing sections of sidewalk and bike paths along S.W. 52nd Avenue, S.W. 48th Avenue, S.W. 40th Avenue, Park Road and County Line Road.

Project Scope

This project provides for mobility within the community. Currently there are many sections of bike path and sidewalks missing. This would help complete the routes.

Project Objective

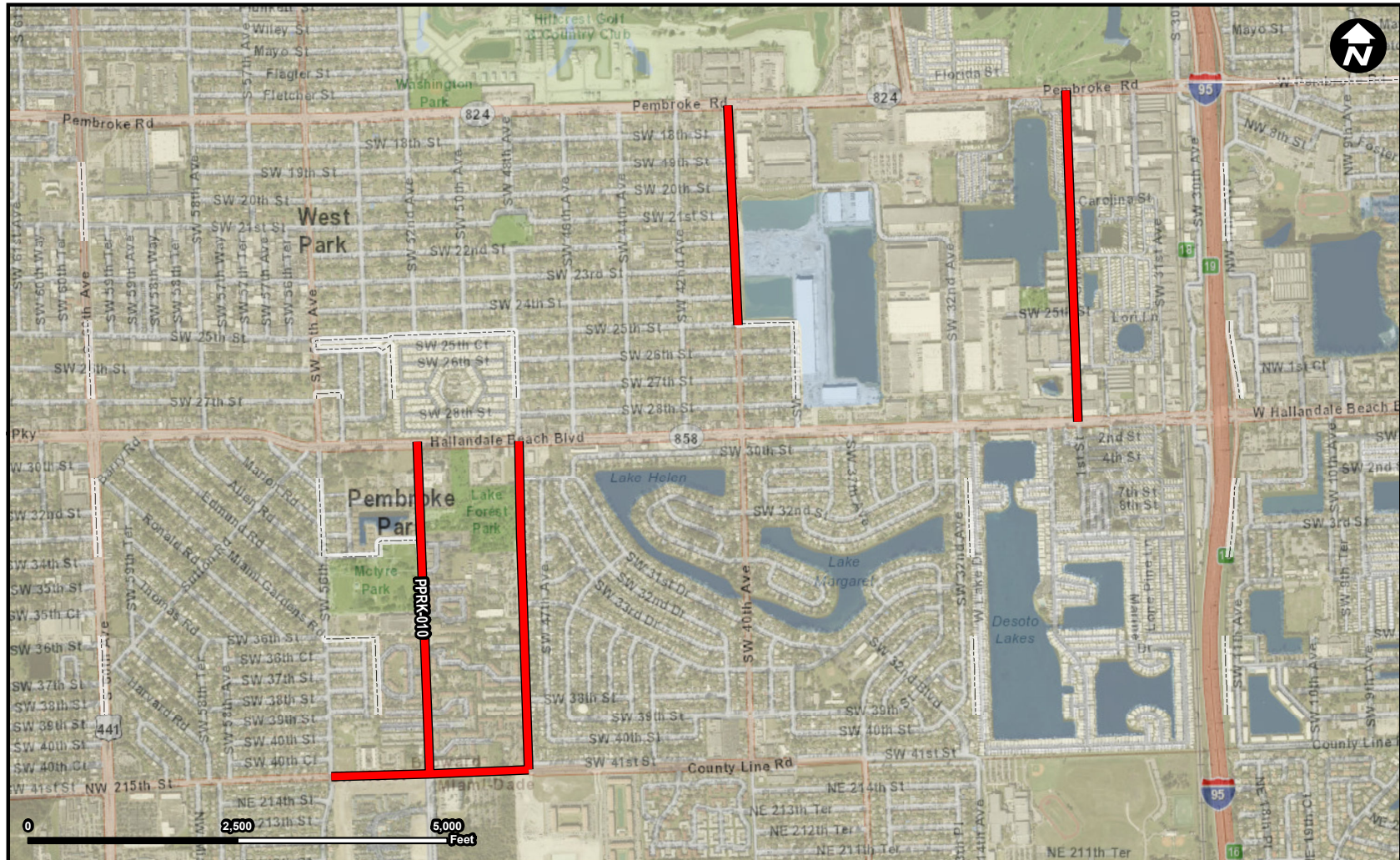
Estimated Project Cost	\$250,000
Project Type	Connectivity
Primary Work Mix	Bike Lane Sidewalk
Secondary Work Mix	Signing/Pavement
Has design been completed?	No
If Design completed, what percent?	
Is right-of-way required?	No
Has right-of-way/utility relocation coordination occurred?	
Point of Contact - First Name	Todd
Point of Contact - Last Name	Larson
Point of Contact - Phone	954-966-4600
Point of Contact - Email	tlarson@townofpembrokepark.com

The Municipal Surtax Capital Project Overview was prepared by the Broward MPO in partnership with the municipalities in Broward County. All project information was provided by the municipalities. Projects were provided by Broward County and were contained in the Surtax Plan approved by the voters in November 2018. Project review comments were based on the information provided by the municipalities.

PPRK-010

Project Name
Bike Lane and Sidewalk Improvements

Page 9 of 13



Legend

- PPRK-010
- Municipality
- Unincorporated

Note: The Municipal Surtax Capital Project Map was prepared by the Broward MPO Surtax Services. The project location information was provided by the municipality.

Municipality: Pembroke Park

FROM:
TO:



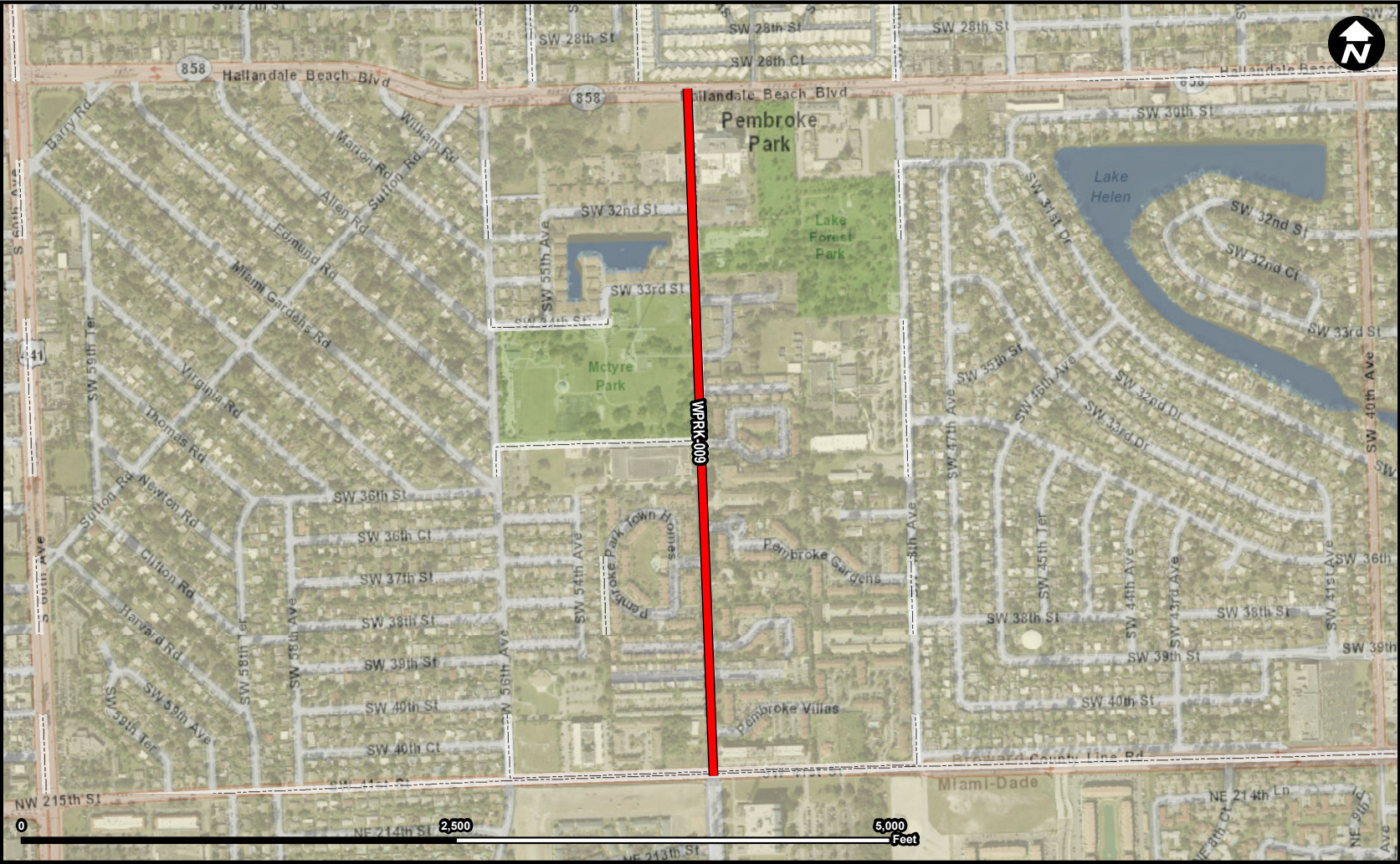
Municipality	Pembroke Park
Project ID	WPRK-009
Project Name	52 Ave Complete Streets
From Location	
To Location	
Work Mix	Bicycle Pedestrian Infrastructure
Phase	Design
Fiscal Year 2020 Recommendation	YEAR 1 - Design
Recommended Phase Funding	\$144,000
City Submitted Information	
Project Description	Extent? Would include Pembroke Park. 1.5 miles of complete street improvement to include, bike lanes; improved sidewalks with complete connectivity; adjustment to drainage system; roadway resurfacing, streetlights, pavement marking and landscaping

Project Scope

Project Objective

Estimated Project Cost	\$1,200,000
Project Type	Complete Streets, Safety
Primary Work Mix	
Secondary Work Mix	
Has design been completed?	
If Design completed, what percent?	
Is right-of-way required?	No
Has right-of-way/utility relocation coordination occurred?	
Point of Contact - First Name	Carol
Point of Contact - Last Name	Aubrun
Point of Contact - Phone	954-989-2688
Point of Contact - Email	caubrun@cityofwestpark.org

The Municipal Surtax Capital Project Overview was prepared by the Broward MPO in partnership with the municipalities in Broward County. All project information was provided by the municipalities. Projects were provided by Broward County and were contained in the Surtax Plan approved by the voters in November 2018. Project review comments were based on the information provided by the municipalities.



Legend

- WPRK-009
- Municipality
- Unincorporated

Municipality: Pembroke Park

FROM:
TO:

Note: The Municipal Surtax Capital Project Map was prepared by the Broward MPO Surtax Services. The project location information was provided by the municipality.



Municipality	Pembroke Park
Project ID	PPRK-008
Project Name	County Line Road Storm Water Connection
From Location	Intersection of SW52nd Avenue on County Line Rd
To Location	Intersection of SW 56th Avenue on County Line Rd
Work Mix	Resiliency Improvements
Phase	Design
Fiscal Year 2020 Recommendation	YEAR 1 - Design
Recommended Phase Funding	\$90,000
City Submitted Information	
Project Description	Storm water improvements includes the construction of storm water piping between S.W. 52nd Avenue and S.W. 56th Avenue, which will convey storm water west to discharge into the Broward County storm water system.
Project Scope	Install Drainage line from existing storm water system at 52nd Avenue along County Line Road to an existing outfall at 56th Avenue. Tie in any drainage along the North side of County Line Road.
Project Objective	This problem addressed roadway and neighborhood flooding issues for the west side of town by tying the existing exfiltration system to an outfall that eventually flows to the C-9 canal.
Estimated Project Cost	\$750,000
Project Type	Stormwater/Resiliency
Primary Work Mix	
Secondary Work Mix	Sidewalk
Has design been completed?	No
If Design completed, what percent?	
Is right-of-way required?	No
Has right-of-way/utility relocation coordination occurred?	
Point of Contact - First Name	Todd
Point of Contact - Last Name	Larson
Point of Contact - Phone	954-966-4600
Point of Contact - Email	tlarson@townofpembrokepark.com

The Municipal Surtax Capital Project Overview was prepared by the Broward MPO in partnership with the municipalities in Broward County. All project information was provided by the municipalities. Projects were provided by Broward County and were contained in the Surtax Plan approved by the voters in November 2018. Project review comments were based on the information provided by the municipalities.

PPRK-008

Project Name
County Line Road Storm Water Connection



Page 13 of 13



Legend

- PPRK-008
- Municipality
- Unincorporated

Municipality: Pembroke Park

FROM: Intersection of SW 52nd Avenue on County Line Rd
TO: Intersection of SW 56th Avenue on County Line Rd

Note: The Municipal Surtax Capital Project Map was prepared by the Broward MPO Surtax Services. The project location information was provided by the municipality.

AGENDA ITEM REPORT



To:

Subject: MOU - Juvenile Arrest 12 and under

Meeting: PUBLIC NOTICE - WORKSHOP COMMISSION MEETING - September 22, 2021

Department: Police Department

Staff Contact: David Howard, Interim Chief of Police

FINANCIAL IMPACT:

zero

POLICY IMPLICATIONS:

Juvenile procedures

RECOMMENDATION:

Staff Recommends entering into this MOU regarding transportation of Minors to the Juvenile Assessment Center under the age of 12 years old. Pembroke Park has already signed the MOU for the entirety of the program.

ATTACHMENTS:

[MOU - Juvenile Arrest 12 and under 9-14-21 Final Draft](#)

**MEMORANDUM OF UNDERSTANDING
REGARDING THE TRANSPORTATION OF YOUTH
TWELVE YEARS OF AGE OR YOUNGER TO THE JUVENILE ASSESSMENT
CENTER FOR A DESIGNATED CRIMINAL VIOLATION AND HANDLING OF
YOUTH TEN YEARS OF AGE OR YOUNGER**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter “MOU”) is made and entered this _____ day of _____, 2021, by and between Harold Pryor, State Attorney, 17th Judicial Circuit (hereinafter “State Attorney”), the Florida Department of Juvenile Justice (hereinafter “DJJ”), and the undersigned law enforcement agencies (hereinafter “Law Enforcement Agency” or “Law Enforcement Agencies”).

WHEREAS, this MOU is intended to formalize a process between the undersigned Law Enforcement Agencies in Broward County, DJJ, and the State Attorney regarding the transportation of children twelve (12) years of age and younger to the Juvenile Assessment Center (hereinafter “JAC”) for the misdemeanor offenses of assault, battery, resisting arrest without violence, disorderly conduct, disruption of school function, petit theft/retail theft, trespass, drug possession, possession of drug paraphernalia, loitering and prowling, criminal mischief, possession of alcohol, and traffic offenses (hereinafter collectively referred to as “Designated Criminal Violation”); and

WHEREAS, this MOU is intended to formalize a process between the undersigned Law Enforcement Agencies in Broward County, DJJ, and the State Attorney regarding the appropriate handling of youth 10 years or younger and those 7 years or younger (Kaia Rolle Act 2021); and

WHEREAS, this MOU is essential in order to establish a clear process to address Law Enforcement Agency interactions with children twelve (12) years of age and younger whose detention, arrest and transport to the JAC for a Designated Criminal Violation is not appropriate, and when the community’s safety is not at risk.

NOW THEREFORE, the parties agree as follows:

1. Whenever a Law Enforcement Agency intends on transporting a child twelve (12) years of age or younger to the JAC for a Designated Criminal Violation, the arresting officer shall attempt to contact the State Attorney’s below listed designee PRIOR to transporting the child to the JAC for the purpose of consultation on whether the child should be transported to JAC for processing. If no Assistant State Attorney is available for consultation, the Law Enforcement Agency shall call the JAC (954- 467-4600) for a preliminary scoring decision before the child is

transported to JAC. Following a preliminary scoring decision, Law Enforcement Agencies may proceed in transporting the child to JAC in their sole discretion, and if so transported will advise DJJ that they were unable to make contact with the State prior to transport and the results of JAC's preliminary scoring decision. Law Enforcement Agencies, within their sole discretion, may consult with a below listed Assistant State Attorney on other matters or criminal violations not addressed in this MOU as determined by that Law Enforcement Agency's policies.

2. In the event that a Law Enforcement Agency transports a child twelve (12) years of age or younger to JAC for a Designated Criminal Violation, DJJ shall immediately contact the State Attorney's below listed designee PRIOR to processing the child into JAC for the purpose of consultation on whether the child should be processed. If the Law Enforcement Agency represents to DJJ that it attempted to contact the State Attorney and no Assistant State Attorney was available for consultation and provides the results of the preliminary scoring decision, DJJ shall immediately contact an Assistant State Attorney PRIOR to processing the child into JAC for the purpose of consultation on whether the child should be processed. If an Assistant State Attorney is not available for consultation, DJJ may proceed in processing the child into the JAC at their sole discretion.

3. The State Attorney shall have an Assistant State Attorney assigned to the Juvenile Division available on a 24 hours /7 days a week basis for the purpose providing consultation to the Law Enforcement Agencies and DJJ, as follows:

ASAIC Gloria Moschella:	954-870-0969
Sr. Supervisor Lisa Lewis:	305-610-8287
Supervisor Elizabeth Rigaud:	954-232-6261
Supervisor Jamel Marshall:	954-854-8760

4. In the event that the State Attorney recommends that a child not be transported to JAC for a Designated Criminal Violation and the Law Enforcement Agency decides not to transport the child to JAC, the law enforcement agency shall contact the child's parent or guardian and surrender custody of the child to their parent or guardian in accordance with that Law Enforcement Agency's policies. However, if after a reasonable period of time the child's parent or guardian cannot be contacted by the Law Enforcement Agency or the parent or guardian refuses to accept custody of the child within a reasonable length of time, the Law Enforcement Agency shall transport the child to the JAC and the JAC shall accept custody of the child. When

transporting a child to JAC whose parent/guardian has not accepted custody of the child within a reasonable amount of time, the transporting officer shall, upon arrival at JAC, notify JAC personnel of the State Attorney's recommendation and the attempts made to turn over custody of the child to a parent/guardian.

5. In the event a child is 10 years old or younger is charged with a felony and meets secure detention criteria, DJJ must contact the State Attorney's office for approval for admission into secure detention.

6. DJJ and/or the State Attorney's office shall maintain data on youth who are impacted by this MOU.

7. This MOU shall remain in full force and effect unless modified by written agreement of the parties or terminated by the parties. If a party seeks to terminate their responsibilities under this Agreement, the terminating party shall provide sixty (60) days written notice to the remaining parties of their intent to terminate.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Memorandum of Understanding Regarding the Broward County Juvenile Civil Citation Program on the date first written above.

**FOR HAROLD PRYOR, STATE ATTORNEY
FOR THE 17th JUDICIAL CIRCUIT**

Harold Pryor, State Attorney

**FOR DEPARTMENT OF JUVENILE JUSTICE
FOR THE OFFICE OF PROBATION & COMMUNITY INTERVENTION**

Cassandra Evans, Chief Probation Officer, 17th Judicial Circuit

**MEMORANDUM OF UNDERSTANDING
REGARDING THE TRANSPORTATION OF YOUTH
TWELVE YEARS OF AGE OR YOUNGER TO THE JUVENILE ASSESSMENT
CENTER FOR A DESIGNATED CRIMINAL VIOLATION AND HANDLING OF
YOUTH TEN YEARS OF AGE OR YOUNGER**

FOR LAW ENFORCEMENT AGENCY

Name: _____

Title: _____

Agency: _____

AGENDA ITEM REPORT



To:

Subject: CARFAX for POLICE

Meeting: PUBLIC NOTICE - WORKSHOP COMMISSION MEETING - September 22, 2021

Department: Police Department

Staff Contact: David Howard, Interim Chief of Police

BACKGROUND INFORMATION:

completed traffic crash reports will be sold to companies for \$5 per police report and free to Town Residents.

FINANCIAL IMPACT:

Zero

POLICY IMPLICATIONS:

The use of this software will lessen the burden of providing traffic crash reports to the public as it is accomplished online.

RECOMMENDATION:

Staff recommends the use of CarFax for Police to assist with traffic crash investigation and auto theft. There is no cost to the city.

ALTERNATIVES:

have the town clerk respond to public record requests.

ATTACHMENTS:

[It all starts with a vehicle](#)

[Pembroke Pines Police Department enrollment form](#)

[Crash report distribution](#)

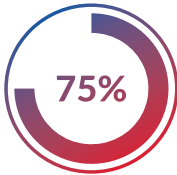
[Drivers exchange](#)

[Florida TraCs Setup](#)

[Enrolled Florida Agencies](#)



It All Starts With A Vehicle.



Over **75%** of crimes committed involve a vehicle. Learn how to identify, track, and monitor vehicles of interest at **no charge to your agency.**

TYPES OF CRIMES SOLVED WITH CARFAX FOR POLICE INVESTIGATIVE TOOLS



PROPERTY
CRIME



AUTO THEFT
& FRAUD



HIT &
RUN



VIOLENT
CRIME



NARCOTICS/
DRUGS

120,000+

Public & private sources
for unique intelligence

6 MILLION

New pieces of information
added daily

23 BILLION

Total leads for your agency

MONITOR VEHICLES OF INTEREST WITH VIN ALERTS

With 24/7 monitoring, CARFAX will notify you when we receive activity on the vehicles. Add alerts with the VIN or license plate.

UNLIMITED ACCESS TO CARFAX VEHICLE HISTORY REPORTS

Vehicle History Reports can assist you in uncovering VIN cloning, replating, service/accident history, auto theft, odometer discrepancies.

LEVERAGE THE TOOLS ALL FROM YOUR PHONE

Scan VINs and access all CARFAX for Police tools on your iPhone or Android device while in the field when you need it most.

GET CRASH REPORTS FROM ACROSS U.S. AND CANADA

Search and view accident reports from any participating agency. Filter searches by suspect name, state, plate, and more!

PARTIAL LICENSE PLATE SEARCH

Close more cases with just 3+ license plate characters! Easily access Vehicle History Reports and add the VIN Alert straight from this tool.



Queried the vehicle of a fugitive felon into Carfax and determined he was a regular at the same Valvoline Oil Change facility. I developed an informant at that facility who called the next time the fugitive showed up, at which time an arrest was made without incident.



-Detective Sergeant, Michigan State Police, Lansing, MI

POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS
POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS

GET STARTED TODAY!

CONTACT TOM FROELICH at 224-221-1275
or tomfroelich@carfax.com





ENROLLMENT FORM FOR LAW ENFORCEMENT

Official Agency Name (must provide FULL name) ("Agency"): Pembroke Park Police Department

Agency ORI Number: FL - 0063000

Name: Chief David Howard Number of Sworn Officers: 16

Address: 3150 SW 52nd Avenue City: Pembroke Park

County: Broward State: FL Zip: 33023

Total Number of Motor Vehicle Crash Reports Written Last Year: 1,200

Agency wishes to use:

Investigative Tools and/or Driver Exchange Service ☒ Yes ☐ No

Report Distribution Service ☐ Yes ☐ No (If Yes, provide additional information requested below)

eCrash Service (only available if Agency uses the Report Distribution Service) ☐ Yes ☒ No

Additional information required for the Report Distribution Service:

Does applicable state or local law or regulation require that motor vehicle crash reports only be provided to specific interested parties? ☐ Yes ☐ No

Amount to be reimbursed to Agency for each crash report sold through the Report Distribution Service: \$ _____
("Reimbursed Fee")

By signing below, I represent that I am duly authorized to execute this Enrollment Form on behalf of Agency and bind Agency to the CARFAX For Police Program Terms and Conditions (available online at: <https://www.carfaxforpolice.com/app/#/terms-and-conditions>).

Signature: _____

Title: Chief of Police

Printed Name: David Howard

Date: _____

Send completed form to: Tom Froelich | EMAIL: tomfroelich@carfax.com



CARFAX ACCIDENT REPORT DISTRIBUTION

CARFAX conveniently fulfills reports online 24/7.

When you use the free CARFAX Accident Report Distribution platform, you benefit from:

- Zero convenience fees for your citizens
- No new technologies to manage
- Reduced strain on your records department

With Accident Report Distribution, the price you charge at the window is the price we charge online. You will be reimbursed every month for 100% of your report sales revenue and you can track your complete sales history any time from your secure online dashboard.

Plus, our dedicated customer service team will field requests from corporate purchasers, helping to reduce the number of phone calls, foot traffic, and fax and email requests that your Records Department receives.

As a CARFAX partner using Accident Report Distribution, you also get:

- Unlimited CARFAX Vehicle History Reports
- Partial License Plate Search
- 24/7 VIN Monitoring
- Mobile App for iOS & Android
- High Mileage Alerts
- Interagency Collaboration

"The CARFAX team has been a pleasure to work with and the customer service has been second to none. We have relieved our Records Department of a significant number of motor vehicle crash report requests and improved our ability to solve crime."

- CHIEF OF POLICE, MIDDLE TOWNSHIP POLICE DEPARTMENT

Clear the Road Quicker

Driver Exchange helps keep you and your citizens safe.



**SAVE ~30
MINUTES
PER ACCIDENT**



DIGITAL SOLUTION FOR REPORTABLE AND NON-REPORTABLE ACCIDENTS

- ✓ Collect, send and share driver info from accident scene in app
- ✓ Scan drivers' licenses, registration cards and VINs to help eliminate written reports
- ✓ Ease data collection and increase efficiency with auto-populate features, auto-save, touch diagrams and drop downs
- ✓ Cloud-based solution available on any device — desktop, tablet, smart phone or MDT
- ✓ Protect citizens' data privacy with built-in redaction tool
- ✓ Reports are emailed immediately for access on CRASHDOCS.org



SAVE TIME

Clear accidents faster and streamline the information-gathering process for citizens.



IMPROVE SAFETY

Keep officers and citizens safe by reducing time at accident scene.



DIGITIZE FORMS

Eliminate messy, handwritten forms and save on paper and printer costs.



COMMUNITY CONNECTION

Improve citizen customer service and quality of interactions.



"Time spent on each accident scene cut in half."

Get started by downloading the CARFAX for Police App.



TOM FROELICH | 221.221.1275 | TomFroelich@carfax.com

Florida TraCs Setup

Agency must submit a ticket to TraCs to have their data returned. TraCs generally responds within 48 hours. Agency receives a data dump of xml and pdf files to place in folder for the Client to pickup, or FTP file transfer

Standard Installation:

- Download the TSC client (transmission scriptable client to allow for SSL transmission of your files to our document repository)
- Download the Perl runtime engine (needed because our script is written in Perl)
- Set up some folders/files that will be needed for the script to run correctly
- Set up a properties file specific to your agency that tells us where to look for the files and makes sure that are only transferring the files that your agency specifies
- Test the process
- Set up a scheduled task to run the script daily, so no manual intervention is needed

FTP Transfer:

- FTP on the CARFAX side: The agency would set up a batch process or something on their side to send their XML or PDF documents to our FTP site on a scheduled basis
- FTP on the agency/RMS side: They would set up an FTP site that our process would go pick files up from each day

Let me know if this helps out or if you have any more questions.



Enrolled Florida agencies

Solve Crimes Faster, Keep Communities Safer

- Alachua County Sheriff
- Altamonte Spring PD
- Apalachicola PD
- Atlantis PD
- Bay County Sheriff
- Biscayne Park PD
- Blountstown PD
- Boynton Beach PD
- Bradenton PD
- Bradford County Sheriff
- Brooksville PD
- Broward County Sheriff
- Bunnell PD
- Cape Coral PD
- Carrabelle PD
- Center Hill PD
- Central FL Intelligence Exc.
- Charlotte County Sheriff
- Citrus County Sheriff
- City of Live Oak PD
- Clay County Sheriff
- Clearwater PD
- Clermont PD
- Collier County Sheriff
- Coral Gables PD
- Coral Springs PD
- Davie PD
- Daytona Beach PD
- Daytona Beach Shores DPS
- Doral PD
- Edgewood PD
- Fellsmere PD
- Fernandina Beach PD
- Flagler County Sheriff
- Florida Highway Patrol
- FLHSMV
- Florida Intl. University PD
- Fort Lauderdale PD
- Fort Myers PD
- Franklin County Sheriff
- Fruitland Park PD
- Gainesville PD
- Gulfport PD
- Hendry County Sheriff
- Hernando County Sheriff
- Hillsboro Beach PD
- Hillsborough County Sheriff
- Hollywood PD
- Indialantic PD
- Jacksonville County Sheriff
- Juno Beach PD
- Jupiter Inlet Colony PD
- Key West PD
- Kissimmee PD
- Lafayette County Sheriff
- Lake County Sheriff
- Lake Hamilton PD
- Lakeland PD
- Lake Wales PD
- Largo PD
- Lawtey PD
- Lee County Sheriff
- Leesburg PD
- Leon County Sheriff
- Lyn Haven PD
- Marco Island PD
- Margate PD
- Manatee County Sheriff
- Marianna PD
- Medley PD
- Miami PD
- Miami-Dade PD
- Miami Gardens PD
- Miramar PD
- Mount Dora PD
- Naples PD
- New Port Richey PD
- North Miami Beach PD
- North Miami PD
- North Palm Beach PD
- Ocoee PD
- Okaloosa County Sheriff
- Orange County Sheriff
- Orlando PD
- Ormond Beach PD
- Osceola County Sheriff
- Oviedo PD
- Palm Beach County Sheriff
- Palm Beach PD
- Pembroke Pines PD
- Pinellas County Sheriff
- Polk County Sheriff
- Port St. Lucie PD
- Sarasota County Sheriff
- Sarasota PD
- Sebastian PD
- Seminole PD
- Southeast Fusion Center
- St. Augustine Beach PD
- St. Augustine PD
- St. Johns County Sheriff
- Stuart PD
- Sumter County Sheriff
- Sunrise PD
- Sweetwater PD
- Tallahassee PD
- Tampa PD
- Tarpon Springs PD
- Tavares PD
- Trenton PD
- USF PD
- Venice PD
- Village of El Portal PD
- Walton County Sheriff
- Washington County Sheriff
- West Melbourne PD
- West Miami PD
- West Palm Beach PD
- White Springs PD

AGENDA ITEM REPORT



To:

Subject: RFP for towing service

Meeting: PUBLIC NOTICE - WORKSHOP COMMISSION MEETING - September 22, 2021

Department: Police Department

Staff Contact: David Howard, Interim Chief of Police

BACKGROUND INFORMATION:

Max Towing has been servicing the Town for 30 years with no complaints.

FINANCIAL IMPACT:

The Town should realize an increase in payment due to having its own police department.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Staff recommends renegotiating our current contract with Max Towing and if unable to put the Towing Contract out for RFP.

ALTERNATIVES:

Send out the RFP

ATTACHMENTS:

[PP Wrecker RFP](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	Pending
Melissa Anderson, Town Attorney	None
JC Jimenez, Town Manager	None
Marlen Martell, Town Clerk	None



REQUEST FOR PROPOSALS

FRANCHISE AGREEMENT FOR TOWN- WIDEWRECKER TOWING SERVICE

RFP NO. XX-XX-XXXX

**PURCHASING DIVISION
3150 SW 52ND AVENUE, PEMBROKE PARK, FLORIDA 33023**

**TOWN OF PEMBROKE PARK
FRANCHISE AGREEMENT FOR TOWN-WIDE WRECKER TOWING**

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TOWN OF PEMBROKE PARK

3150 SW 52ND AVENUE PEMBROKE PARK,
FLORIDA 33023

LEGAL NOTICE / REQUEST FOR PROPOSALS

The Town of Pembroke Park, Florida is actively seeking proposals from qualified, experienced and licensed Towing Agencies to provide Vehicle Towing and Wrecker Services to the Town, on a Town-wide basis in full accordance with the scope of services, terms, and conditions contained in this Request for Proposals (RFP).

RFP No:

XX-XX-XX

RFP Name:

Franchise Agreement for Town-wide Wrecker Towing Service

Mandatory Pre-Proposal Meeting:

Due Date/Time:

A Cone of Silence is in effect with respect to this RFP. The Cone of Silence prohibits certain communications between potential Respondents and/or Vendors and the Town. All communication regarding this RFP shall be directed to Chief David Howard at dhoward@pdtppfl.gov

The Town is not responsible for the accuracy or completeness of any documentation the Proposer receives from **any 3rd party source.**

Proposer is solely responsible for downloading all required documents. Responses will be electronically unsealed in a public forum and read aloud. Any proposal received after the date and time specified will not be considered. Any uncertainty regarding the time a proposal is received will be resolved against the Proposer.

The Town requires a cash/performance deposit in the amount of one thousand (\$1,000) dollars in the form of a cashier's check, certified check, cash or money order, made payable to the Town of Pembroke Park. **Proposer shall submit the deposit in a sealed envelope clearly marked with the proposal name and RFP number to the Office of the Town Clerk located in Town Hall prior to the due date and time.**

A mandatory pre-proposal conference will be held at the Pembroke Park Government Center, Town Hall, 3150 SW 52nd Avenue, Pembroke Park, Florida 33023 with the Town of Pembroke Park staff. Proposers or their representative(s) must attend. Please ensure that your company has reviewed the proposal and specifications as this meeting presents an opportunity to clarify any concerns regarding the proposal requirements. Failure to attend the mandatory pre-proposal meeting will automatically result in Proposer being deemed non-responsive.

SECTION I GENERAL TERMS AND CONDITIONS

THESE INSTRUCTIONS ARE STANDARD FOR ALL BID COMMODITIES/SERVICES ISSUED BY THE TOWN OF PEMBROKE PARK. THE TOWN OF PEMBROKE PARK MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. ANY AND ALL SPECIAL TERMS AND CONDITIONS THAT MAY VARY FROM THE GENERAL TERMS AND CONDITIONS SHALL HAVE PRECEDENCE. BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BIDS SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

INSTRUCTIONS TO BIDDERS:

1. Defined Terms

Terms used in this contract document are defined and have the meaning assigned to them. The Town will use the following definitions in its general terms and conditions, special terms and conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process. The terms may be used interchangeably by the Town: IFB or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

Bid: A price and terms quote received in response to an IFB.

Bidder: Person or firm submitting a bid directly to the Town as distinct from a sub-contractor, who submits a bid to the Bidder.

Town: Refers to the Town of Pembroke Park, a municipal corporation of the State of Florida.

Change Order: A written signed and approved document by the Town Manager or designee ordering a change in the contract price or contract time or a material change in work.

Contractor: Successful Bidder or Proposer who is awarded a purchase order, award contract, blanket purchase order agreement, or term contract to provide goods or services to the Town. Also referred to as the "Successful Bidder".

Contract: A deliberate verbal or written agreement between two (2) or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be

called, for the procurement or disposal of equipment, materials, supplies, services or construction. Contract shall be inclusive of the term "Agreement" unless stated otherwise.

Contract Administrator: The Town will designate a Contract Administrator whose principle duties shall be liaison with awarded Proposer, coordinate all work under the contract, assure consistency and quality of awarded Proposer's performance, and schedule and conduct Contractor performance evaluations, and review and route for approval all invoices for work performed or items delivered.

Consultant: Successful Bidder or Proposer who is awarded a contract to provide professional services to the Town.

First Ranked Proposer: That Proposer, responding to a Town RFP, whose proposal is deemed by the Town, the most advantageous to the Town after applying the evaluation criteria contained in the RFP.

Invitation for Bids (IFB): When the Town is requesting bids from qualified Bidders.

Proposer: Person or firm submitting a proposal.

Proposal: A proposal received in response to an RFP.

Request for Proposals (RFP): When the Town is requesting proposals from qualified Proposers.

Responsible Bidder: A person who has the capability in all respects to perform in full the contract requirements, as stated in the bid document, and the integrity and reliability that will assure good faith performance.

Responsive Bidder: A person whose bid conforms in all material respects to the terms and conditions included in the bid document.

Seller: Successful Bidder or Proposer who is awarded a purchase order or contract to provide goods or services to the Town.

Successful Bidder: means the best, qualified, responsible and responsive Bidder to whom the Town (on the basis of Town's evaluation as hereinafter provided) makes an award

2. Cone of Silence

2.1 "Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bid (IFB), or other competitive solicitation between:

- (a) Any person who seeks an award therefrom, including a potential vendor or vendor's representative, and
- (b) The Town Commission, Town Attorney, Town Manager, and all Town employees, and any non-employees appointed to evaluate or recommend selection in such procurement process.

The Cone of Silence shall not apply to communications with the Procurement Official to obtain clarification or information concerning the subject solicitation. Any such contact with anyone other than the Procurement Official may be considered grounds for disqualification. The Town shall not be responsible for oral interpretations given by any Town employee or its representative. For purposes of this section, "vendor's representative" means an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or subconsultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

2.2 The Cone of Silence shall be applicable to each RFP, RFQ, IFB, or other competitive solicitation during the solicitation and review of responses. At the time of issuance of the solicitation, the Procurement Official shall include _____ in _____

any advertisement and public solicitation for goods and services a statement disclosing the requirements of this section.

2.3 The Cone of Silence shall terminate at the time the Town awards or approves a contract, votes to reject all bids or responses, or otherwise takes action which ends the solicitation and review process.

2.4 Nothing contained herein shall prohibit any potential vendor or vendor's representative from:

- (a) Making public presentations at duly noticed pre-bid conferences or at meetings before a duly noticed Selection Committee;
- (b) Communicating with the Town Commission during any duly noticed public meeting;
- (c) Communicating verbally or in writing with any Town employee or official for the limited purpose of seeking clarification or additional information, when such employee is specifically designated in the applicable RFP, RFQ, IFB, or other competitive solicitation documents;
- (d) Communicating in writing with the Procurement Official or other staff person specifically designated in the procurement document.

The potential vendor or vendor's representative shall deliver a copy of any such written communication to the Office of the Town Clerk, who shall make copies available to the public upon request. The written communication shall include a reference to the RFP, RFQ, IFB, or other competitive bid document number.

2.5 Any violation of this rule shall be investigated by the Procurement Official and the Town Attorney's Office and/or the Town Manager's Office and may result in disqualification of said violating potential vendor or any recommendation for award, or any RFP award, or IFB, or RFQ award to said violating potential vendor or vendor's representative being deemed void or voidable. The potential vendor or vendor's representative determined to

have violated this rule, shall be subject to penalties up to and including debarment. In addition, to any other penalty provided by law, violation of this rule by a Town employee shall subject the employee to disciplinary action up to and including termination.

3. Bid Forms

- 3.1 The bid forms must be used by the Bidder. Failure to do so may cause the bid to be rejected. The forms shall be submitted in good order and all blanks must be completed.
- 3.2 The bid forms shall be signed by one duly authorized to do so and in cases where the bid is signed by a deputy or subordinate, the principal's proper written authority to such deputy or subordinate must accompany the bid.
- 3.3 Bids by corporations must be executed in the corporate name by the President or other corporate officers accompanied by evidence of authority to sign.
- 3.4 Bids by partnerships must be executed in the partnership name and signed by a general partner whose title must appear under the signature.

4. Sub-Contractors

4.1 Sub-Contractors Terms

The Contractor agrees to bind specifically every sub-contractor to the applicable terms and conditions of the contract documents for the benefit of the Town.

4.2 Sub-Contractors Agreement

All work performed for the Contractor by a sub-contractor shall be pursuant to an appropriate agreement between the Contractor and the sub-contractor.

5. Qualifications of Bidders

- 5.1 Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The Town reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Purchasing Official reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 5.2 No bid will be accepted from, nor will any contract be awarded to any person who is in arrears to the Town, upon any debt or contract, or who is a defaulter, as surety or otherwise, upon any obligation to Town, or who is deemed responsible or unreliable by the Town.
- 5.3 As part of the bid evaluation process, Town may conduct a background investigation including a record check by the Pembroke Park Police Department. Bidder's submission of a bid constitutes acknowledgment of the process and consent to such investigation. Town shall be the sole judge in determining Bidder's qualifications.
- how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Bidder meets all the Specifications in every respect.
- 6.3 Any manufacturers' names, trade names, brand names, information

6. Specifications

- 6.1 The apparent silence of the Specifications as to any detail, or the apparent omission from the Specifications of a detailed description concerning any point, shall be regarded as meaning that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.
- 6.2 For the purpose of evaluation, the Bidder must indicate any variance or exceptions to the stated Specifications no matter

and/or catalog numbers used herein are for the purpose of describing and establishing a general standard of quality, performance and characteristics and are not intended to limit or restrict competition. The Bidder may offer any brand which meets or exceeds the Specifications for any item(s). If bids are based on equivalent products, indicate on the Bid Form the manufacturer's name and catalog number. Bidder shall submit with his bid complete and descriptive literature and/or specifications. The Bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the Specifications and not be considered an exception thereto. The determination of equivalency shall rest solely with the Town. If Bidder fails to name a substitute, it will be assumed that Bidder is bidding on and will be required to furnish commodities identical to bid standards.

- 6.4 If the model number for the make specified in the bid document is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bid form. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the Town to determine if the model bid meets the Town's requirements.

7. Addendum

- 7.1 If the Bidder should be in doubt as to the meaning of any of the bid documents, or is of the opinion that the plans and/or specifications contains errors, contradictions or reflect omissions, Bidder shall submit a written request directed to the Purchasing Division to be forwarded to the appropriate person or department for interpretations or clarification. Interpretations or clarifications deemed necessary by the Purchasing Division in response to such questions will be issued on official addendum.
- 7.2 The issuance of written addendum is the only official method whereby interpretation, clarification, changes or additional information can be given. If

any addendum is issued, the Town will attempt to notify all known prospective Bidders.

8. Prices Bid

- 8.1 Prices shall be shown in both unit amounts and extensions whenever applicable. In the event of discrepancies existing between unit amounts and extension or totals, unit amounts shall govern.
- 8.2 Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 8.3 All applicable discounts shall be included in the bid price for materials and services and will be considered as determining factors in recommending an award in case of tie bids. Discounts extended to Town shall include but not be limited to those discounts normally extended to governmental agencies as well as the private sector.
- 8.4 Chain discounts are not acceptable and will not be considered in determining an award. Bidders may bid only one (1) discount for each item on the bid form. Firm discounts and prices are to be quoted for the term of the contract.
- 8.5 Bidder warrants by virtue of bidding that prices, terms and conditions in the bid will be firm for acceptance for a period of ninety (90) calendar days from the date of bid opening unless otherwise stated by the Town.
- 8.6 The bid price shall include all permit fees, royalties, license fees and other costs arising from the use of such design, device or materials in any way involved in the work as well as all costs of packaging, transporting and delivery

to the designated location within the Town of Pembroke Park.

- 8.7 All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder own goods in transit and files any claims), unless otherwise stated in Special Conditions.

9. Examination of Bid Documents

- 9.1 Before submitting a bid, each Bidder must (a) examine the bid documents thoroughly; (b) consider federal, state, county, and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, performance, or provision of the commodities and/or services; (c) study and carefully correlate Bidder's observations with the bid documents, and (d) notify the Purchasing Division of all conflicts, errors, and discrepancies in the bid documents. Failure to familiarize himself/herself with applicable laws will in no way relieve him/her from responsibility.

- 9.2 The submission of a bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of the bid document, that without exception, the bid is premised upon performing the services and/or furnishing the commodities and materials and such means, methods, techniques, sequences or procedures as may be indicated in or required by the bid documents, and that the bid documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance and furnishing of the goods and/or services.

10. Modification and Withdrawal of Bids

- 10.1 Proposals may be modified or withdrawn **prior** to the due date for submitting proposals. Retracting a response allows the Consultant to change all or part of the response that was previously submitted. Retracting a response **does not** delete the response currently entered; however, by retracting your

response, it is no longer submitted. You must click "Submit Response" on the Response Submission Tab for your retracted bid to be submitted again.

- 10.2 Withdrawal of a proposal will not prejudice the rights of a Consultant to submit a new proposal prior to the proposal opening date and time. No proposal may be withdrawn or modified after the date of proposal opening has passed.

- 10.3 If within twenty-four (24) hours after proposals are opened, and Consultant files a duly signed, written notice with the Purchasing Office, and within five (5) calendar days thereafter demonstrates to the reasonable satisfaction of Town, by clear and convincing evidence, that there was a material and substantial mistake in the preparation of its proposal, or that the mistake is clearly evident on the face of the proposal, but the intended correct proposal is not similarly evident, Consultant may withdraw its proposal and any bid security will be returned, if applicable.

11. Submission and Receipt of Bids

To receive consideration, bids must be received prior to the due date and time. Unless otherwise specified, Bidders should use the bid forms provided in the bid document. Any erasures or corrections on the bid must be initialed by Bidder. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink before electronic submission. Bids shall be signed in ink. When a particular IFB or RFP requires physical copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Bids will be electronically unsealed in the presence of Bidders, the public, and Town staff. Bidders and the public are invited and encouraged to attend bid openings, but are not required.

12. Acceptance or Rejection of Bids

- 12.1 Bidder warrants, by virtue of bidding, his bid and the prices quoted in his bid will be firm for acceptance by the Town for a

period of ninety (90) calendar days from the date of bid opening, unless otherwise stated in the bid document. However, any bid may be electronically retracted up until the time set for bid opening. Any bids not so electronically retracted shall upon opening, constitute an irrevocable offer for goods and services until accepted by Town Commission Award.

12.2 A Bidder may not withdraw his bid before the expiration of ninety (90) calendar days from the date of bid opening. A Bidder may withdraw his bid after the expiration of ninety (90) calendar days from the date of bid opening by delivering written notice of withdrawal to the Purchasing Official prior to award of contract by the Town of Pembroke Park.

12.3 The Town reserves the right to reject the bid of any Bidder if the Town believes that it would not be in the best interest of the Town to make an award to that Bidder, whether because the bid is not responsive or the Bidder is unqualified or fails to meet any other pertinent standard or criteria established by the Town.

12.4 The Town of Pembroke Park reserves the right to waive formalities in any bid and further reserves the right to take any other action that may be necessary in the best interest of the Town. The Town further reserves the right to reject any oral bids, with or without cause, to waive technical errors and informalities or to accept the bid which in its judgment, best serves the Town of Pembroke Park.

13. Opening of Bids

Responses will be publicly read aloud on the date, time, and location specified in the bid document.

14. Award of Contract

14.1 If the contract is to be awarded, it will be awarded to the most responsible and responsive Bidder for the base bid whose evaluation by Town indicates to Town that the award will be in the best

interests of the Town and not necessarily to the lowest Bidder.

14.2 Criteria utilized by Town for determining the most responsive Bidder includes, but is not limited to the following:

- (a) Ability of Bidder to meet published specifications.
- (b) Bidder's experience and references including, but not limited to, the reputation, integrity, character, efficiency, experience, skill, ability, and business judgment of the Bidder, the quality of performance of Bidder under previous contracts, any subcontractors and other persons providing labor or materials to Bidder.
- (c) Bidder's qualifications and capabilities, including but not limited to, the size, financial history, strength and stability of the business to perform the work of the contract, the possession of necessary facilities and equipment and the quality, availability and adaptability thereof to the particular use(s) required.
- (d) Whether Bidder can perform the contract promptly or with the time specified without delay or interference.
- (e) Previous and existing compliance by Bidder with laws, ordinances, and regulations relating to the commodities or services.
- (f) Price.

14.3 If applicable, the Bidder to whom award is made shall execute a written contract prior to award by the Town Commission. If the Bidder to whom the first award is made fails to enter into a contract as herein provided, the contract may be let to the next ranked Bidder who is responsible and responsive in the opinion of the Town.

15. Contractual Agreement

The terms, conditions, and provisions in the bid document shall be included and incorporated in the final contract. The order of

precedence will be bid document and response, contract, and general law. Any and all legal action necessary to enforce a contract will be interpreted according to the laws of Florida.

16. Insurance

16.1 If the Contractor is required to go on to Town property to perform work or services as a result of contract award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by Town or specified in the Special Terms and Conditions.

16.2 The Contractor shall provide the Purchasing Division original certificates of coverage prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the Town's Risk Manager. The certificates must list the Town as ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the Town's Risk Manager if circumstances change or adequate protection of the Town is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

17. Taxes

The Town of Pembroke Park is exempt from all Federal Excise and Florida Sales Taxes on direct purchase of tangible property. An exemption certificate will be provided where applicable upon request. Contractors doing business with the Town shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Town, nor shall a Contractor be authorized to use the Town's Tax Exemption Number in securing such materials.

18. Estimated Quantities/Warranties of Usage

No warranty is given or implied by the Town as to any components listed in the bid document and are considered to be estimates for the purpose of information only. The Town reserves the right to accept all or any part of the bid and to increase or decrease quantities of Bidder's bid to meet additional or reduced requirements of the Town.

19. Samples and Demonstrations

Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in the Special Terms and Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the Town within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the Town and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the Town may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the Town may result in rejection of a bid.

20. Delivery

Time will be of the essence for any orders placed as a result of this bid document. The Town reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the Town.

21. Verbal Instructions Procedure

No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any member of the Town Commission or its Staff, all other Town employees, and any non-employee appointed to evaluate or recommend selection in the procurement process.

Only those communications which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the Town as duly authorized expressions on behalf of Contractors.

22. References

As part of the bid evaluation process, the Town may conduct an investigation of references, including a record check and/or consumer affairs complaints. Bidder's submission of a bid constitutes acknowledgment of the process and consent to investigate. The Town is the sole judge in determining Bidders qualifications.

23. Costs Incurred by Bidders

All expenses involved with the preparation and/or presentation and

submission of bids to the Town, or any work performed in connection therewith, shall be the sole responsibility of the Bidder(s) and shall not be reimbursed by the Town.

24. Permits, Fees and Notices (If Applicable)

24.1 The Contractor shall at his own expense obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, county, state and federal laws, rules and regulation applicable to business to be carried on under the contract.

24.2 All Town of Pembroke Park review fees, application fees, permit fees or inspection fees are waived as per Ordinance No. 139-94. All county, state or federal fees and permits shall be applied for and paid by the Bidder as necessary. Bidder must provide Town with copy(s) of valid licensing by county/Town agency for this type of work.

24.3 It is the Bidder's responsibility to have and maintain appropriate Certificate(s) of Competency and submit state registration (if required) for the work to be performed and valid for the jurisdiction in which the work is to be performed for all persons (including subcontractors) working on the project for whom a Certificate of Competency is required.

25. Penalties for Misrepresentation

Any material misrepresentation in the Contractor's response could result in termination of the Agreement, or any other appropriate administrative sanctions and/or legal actions.

26. Restriction on Disclosure and Use of Data

All proposals received by the Town will become the sole property of the Town. Confidential financial information obtained by the Town from a Bidder is exempt from public disclosure to the extent allowed by law.

27. Exceptions to the Bid

Bidders must clearly indicate any exceptions they wish to take to any of the terms in this bid, and outline what alternative is being offered. The Town, at its sole and absolute discretion, may accept or reject the exceptions. In cases in which exceptions are rejected, the Town may require the Bidder to furnish the services or

goods originally described, or negotiate an alternative acceptable to the Town.

28. Cancellation for Unappropriated Funds

The obligation of the Town for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

29. Independent Contractor

The Contractor is an independent Contractor under this Agreement. Personal services provided by the Bidder shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the Town. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in the bid document, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

30. Job Site Safety

The Successful Proposer shall be solely and completely responsible for conditions of the job site, including safety of all persons (including employees) and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours. Safety provisions shall conform to U.S. Department of Labor (OSHA), Florida Department of Labor (DOL), and all other applicable federal, state, county, and local laws, ordinances, codes, and regulations. Where any of these are in conflict, the more stringent requirement shall be followed. The Successful Proposer's failure to thoroughly familiarize himself with the aforementioned safety provisions shall not relieve him from compliance with the obligations and penalties set forth therein.

The Town reserves the right, but is not obligated to make safety inspections at any time the Successful Proposer is on Town property and to ensure safety rules are not being violated.

31. Occupational Health and Safety

In compliance with Title 29 *CFR (Code of Federal Regulations)*, Section 1910.1200, any Hazardous Chemical items which are delivered from a Contract resulting from this Proposal must be accompanied by a Material Safety Data Sheet (MSDS). The MSDS

sheets must be maintained by the user agency and must include the following information:

- a) The chemical name and the common name of the toxic substance.
- b) The hazards or other risks in the use of the toxic substance, including:
 - 1) The potential for fire, explosion, corrosiveness, and reactivity;
 - 2) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
 - 3) The primary routes of entry and symptoms of overexposure.
- c) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- d) The emergency procedure for spill, fire, disposal, and first aid.
- e) A description in lay terms of the known specific potential health risks posed by the toxic substances intended to alert any person reading this information.
- f) The year and month, if available, that the information was compiled and the name, address, and the emergency telephone number of the manufacturer responsible for preparing the information.
- g) All substances shall remain in manufacturer's container with manufacturer's labeling.

ALL TOXIC SUBSTANCES MUST BE LABELED FOR IDENTIFICATION IN ACCORDANCE WITH OSHA STANDARDS.

32. Conflict of Interest

The award of any contract hereunder is subject to the provisions of Chapter 112, *Florida Statutes*. Bidders must disclose with their bid the name of any officer, director, partner, proprietor, associate or agent who is

also an officer or employee of the Town or any of its agencies. Further, all Bidders must disclose the name of any officer or employee of the Town who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches or affiliate companies.

33. Indemnity/Hold Harmless

The parties agree that one percent (1%) of the total compensation paid to Contractor for the work of the contract shall constitute specific consideration to Contractor for the indemnification to be provided under the Contract. The Contractor shall indemnify and hold harmless the Town Commission, the Town of Pembroke Park, and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the Town, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing in this section shall affect the immunities of the Town pursuant to Chapter 768, *Florida Statutes*, as amended from time to time, nor shall it constitute an agreement by the Town to indemnify Contractor, its officers, employers, subcontractors or agents against any claim or cause of action.

34. Public Entity Crimes Statement

Pursuant to Paragraph 2(a) of Section 287.133, *Florida Statutes*, a person or affiliate who has been placed on the convicted vendor

exempt or confidential and exempt from

list following a conviction for a public entity crime may not submit a bid for a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category TWO (\$35,000) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

35. Public Records

Consultant shall keep such records and accounts and require any and all Consultants and subconsultants to keep records and accounts as may be necessary in order to record complete and correct entries as to personnel hours charged to the project and any expenses for which Consultant expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by Town and shall be kept for a period of three (3) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for Town's disallowance of any fees or expenses based upon such entries.

Town is a public agency subject to Chapter 119, Florida Statutes. To the extent Consultant is a Consultant acting on behalf of the Town pursuant to Section 119.0701, Florida Statutes, Consultant shall comply with all public records laws in accordance with Chapter 119, Florida Statute. In accordance with state law, Consultant agrees to:

- a) Keep and maintain all records that ordinarily and necessarily would be required by the Town in order to perform the services.
- b) Upon request from the Town's custodian of public records, provide the Town with a copy of the requested records or allow the records to be inspected or copies within a reasonable time at a cost that does not exceed the costs provided in Chapter 119, Florida Statute, or as otherwise provided by law.
- c) Ensure that public records that are

public records disclosure are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the contract if the Consultant does not transfer the records to the Town.

- d) Upon completion of the services within this Agreement, at no cost, either transfer to the Town all public records in possession of the Consultant or keep and maintain public records required by the Town to perform the services. If the Consultant transfers all public records to the Town upon completion of the services, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the services, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

If Consultant does not comply with this Section, the Town shall enforce the Agreement provisions in accordance herewith and may unilaterally cancel this Agreement in accordance with state law.

36. Drug-Free Workplace Programs

Preference shall be given to businesses with Drug-Free Workplace Programs. Whenever two (2) or more bids which are equal with respect to price, quality and service are received by the Town for the procurement of commodities or contractual services, a bid received from a business that completes the attached Drug-Free Workplace form certifying

that it is a Drug-Free Workplace shall be given preference in the award process.

37. Collusion

The Bidder certifies that its bid is made without previous understanding, agreement, or connection either with any previous firms or corporations offering a bid for the same items, or with the Town. The Bidder also certifies that its bid is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

38. Audit Rights

The Town reserves the right to audit the records of the Contractor for the commodities and/or services provided under the contract at any time during the performance and term of the contract and for a period of five (5) years after completion and acceptance by the Town. If required by the Town, the Contractor agrees to submit to an audit by an independent certified public accountant selected by the Town. The Contractor shall allow the Town to inspect, examine and review the records of the Contractor in relation to this contract at any and all times during normal business hours during the term of the contract.

39. Patents and Royalties

The Contractor, without exception, shall indemnify and save harmless the Town of Pembroke Park and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the Town of Pembroke Park. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

40. Purchase by Other Governmental Agencies

If the Bidder is awarded a contract as a result of this bid document, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the bid document and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.

41. Assignment and Sub-Letting

No assignment of this contract or any right occurring under this contract shall be made, in whole or in part, by the Contractor without the express written consent of the Town Commission which consent shall not be unreasonably withheld. In the event of any assignment, the assignee shall assume the rights, duties and responsibilities of the Contractor.

42. Venue

The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place exclusively in Broward County, Florida and that all litigation between them in the federal courts shall take place exclusively in the Southern District in and for the State of Florida.

43. Gratuities and Kickbacks

43.1 Gratuities: It is unethical for any person to offer, give, or agree to give any employee or for any employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advise, investigation, audit, or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or an Agreement or subcontract, or to any solicitation or proposal therefore.

43.2 Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a Sub-contractor under a Contract to Contractor or higher tier sub-contractor any person associated therewith, as an inducement of the award of a subcontract or order.

43.3 Contract Clause: The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every

Contract and subcontract and solicitation therefore.

44. Protest Process

Any bidder, proposer, or offeror who is aggrieved in connection with the solicitation or award of a contract must contact the Procurement Officer listed in the solicitation in writing (email or fax are acceptable) by filing a notice of protest within three (3) working days after the posting of the notice of intent to award the bid. A formal written protest must be filed within five (5) working days after filing the notice of protest.

The formal written protest must be either, hand-delivered and date and time stamped by the Office of the Town Clerk, or sent via Certified U.S. mail, return-receipt requested. Failure to file a notice of protest and formal written protest within the time-frames specified herein shall constitute a full waiver of all rights to protest the Town's decision regarding the award.

- (a) Only a bidder, proposer or offeror whose bid or proposal is timely received and fully complies with all terms and conditions of the bid or proposal may protest an award.
- (b) The formal written protest shall state in detail the specific facts and laws or ordinances upon which the protest of the proposed award is based and shall include all pertinent documents and evidence.
- (c) Upon receipt of a formal written protest, the Town may stop award proceedings until resolution of the protest; however, the award proceedings shall not be stopped if the Town Manager decides the award must continue without delay in order to avoid an immediate and serious danger to public health, safety, or welfare.
- (d) Any and all costs incurred by a protesting party in connection with the protest process pursuant to this section shall be the sole responsibility of the protesting party.

All protests shall be reviewed and evaluated administratively and a decision, in writing shall be forwarded to the protesting party within ten (10) working days of receipt of the formal written protest. If the protesting party does not agree with the administrative decision, they

may appeal the decision in writing to the Town Manager or designee within five (5) working days of receipt of the administrative decision. The appeal must be either, sent Certified U.S. mail return-receipt requested or hand-delivered and date and time stamped by the Office of the Town Clerk. The decision of the Town Manager or designee will be final.

Any person who files a formal written protest shall post with the Chief Procurement Officer, at the time of filing the formal written protest a cashier's check made payable to the Town of Pembroke Park in an amount equal to one percent (1%) of the Town's estimate of the total amount of the contract or \$5,000.00, whichever is less.

If the decision of the Town Manager or designee upholds the action taken by the Town, then the deposit becomes non-refundable and the Town shall retain the deposit as payment for a portion of the cost and expense, including but not limited to, time spent by Town staff in responding to the protest and in conducting the evaluation of the protest. If the decision of the Town Manager or designee does not uphold the action taken by the Town, then the Town shall return the amount of the cashier's check to the person or entity filing the protest.

45. Confidential and/or Proprietary Information

In accordance with Section 119.07(1)(a), Florida Statutes as amended from time to time, and except as may be provided by other applicable state and federal law, the Request for Qualifications and the responses thereto are in the public domain. However, Proposers are requested to specifically identify in the submitted proposal any financial information considered confidential and/or proprietary which may be considered exempt under Florida Statute Section 119.071.

46. Anti-Discrimination

That Consultant shall for itself, its personal representatives, successors in interests, assigns, subcontractors, and sub-lessees, as a part of the consideration hereof, hereby covenant and agree that:

- a) No person on the ground of race, color, religion, sex, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity or expression, or veteran or service member status shall be excluded from

participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of or performance of services described herein; and

- b) Consultant, its personal representatives, successors in interests, assigns, subcontractors, and sub-lessees shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to hiring, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race, color, religion, sex, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, gender identity or expression, or veteran or service member status.

That in the event of a proven breach of the above non-discrimination covenant, the Town shall have the right to terminate the Agreement as if this Agreement had never been made.

47. Default

47.1 Termination for Cause

In the event the Contractor shall default in or violate any of the terms, obligations, restrictions or conditions of this contract, the Town may, upon written notice to the Contractor, terminate this contract effective immediately. In the event of such termination the Town may hold the Contractor liable for any and all damages sustained by the Town arising out of such default, including but not limited to costs of procurement and cover.

Procedures:

- a. Written notice shall be provided to Contractor setting forth the reasons for said termination and
- b. Only after the Contractor has been afforded a reasonable opportunity as determined by the Town to correct alleged problems; and

- c. Only after a hearing before the Town Manager is granted to Contractor, at which time the Contractor shall be given an opportunity to be heard.

47.2 Termination for Default

In the event the Contractor shall default in any of the terms, obligations, restrictions or conditions in the contract documents, the Town shall give the Contractor written notice by registered, certified mail of the default and that such default shall be corrected or actions taken to correct such default shall be commenced within three (3) calendar days thereof. In the event the Contractor has failed to correct the conditions(s) of the default or the default is not remedied to the satisfaction and approval of the Town, the Town shall have all legal remedies available to it, including, but not limited to termination of the Contract in which case the Contractor shall be liable for any and all damages permitted by law arising from the default and breach of the contract.

47.3 Termination for Convenience of Town

Upon thirty (30) calendar days written notice delivered by certified mail, return receipt requested, to the Contractor, the Town may without cause and without prejudice to any other right or remedy, terminate the contract for the Town's convenience whenever the Town determines that such termination is in the best interest of the Town. Where the contract is terminated for the convenience of the Town the notice of termination to the Contractor must state that the contract is being terminated for the convenience of the Town under the termination clause and the extent of termination. The Contractor shall discontinue all work on the appointed last day of service.

SECTION II SPECIAL TERMS AND CONDITIONS

1. Point of Contact

To ensure fair consideration for all Proposers, the Town prohibits communication to or with any department, elected official or employee during the submission process, other than the Purchasing Analyst, regarding the requirements for this submittal. Any such contact may be considered grounds for disqualification. The Town shall not be responsible for oral interpretations given by any Town employee or its representative.

All inquiries concerning clarifications of this solicitation or for additional information shall be submitted in writing by email or submitted via email to Chief David Howard – dhoward@pdtppfl.gov

Submit To: Chief David A. Howard
Email: DHoward@pdtppfl.gov

All responses to questions/clarifications will be sent to all prospective Proposers in the form of an addendum. Such contact is to be for clarification purposes only. Material changes, if any, to the scope of services, or bid procedures may be submitted via email to Chief David Howard – dhoward@pdtppfl.gov

2. Mandatory Pre-Proposal Meeting

A mandatory pre-proposal conference will be held at the Pembroke Park Government Center, Town Hall, 3150 SW 52nd Avenue, Pembroke Park, Florida 33023. Proposers or their representative(s) must attend. This information session presents an opportunity for the Proposers to clarify any concerns regarding the proposal requirements. Questions regarding the site and specifications will be answered and proposers will be able to familiarize themselves with conditions that may affect the proposal price.

NOTE: Failure to attend the mandatory pre-proposal meeting will automatically result in Proposer being deemed non-responsive.

3. Proposal Requirements

3.1 Minimum Qualifications

- Contractor shall have a General Towing and Wrecker service license issued by Broward County
- Drivers towing vehicles/equipment shall have a valid commercial driver's license in their possession as required
- Minimum of five (5) years' experience
- Business Tax Receipt must be in effect as required by Florida Statute 205.065 or as amended

3.2 Firm Qualifications

The proposal should give a description of the firm, including the size, range of activities, etcetera. Particular emphasis should be given as to how the firm-wide experience and expertise in this type of project will be brought to bear on the proposed project. The proposal must also identify the contact person and telephone number. Proposer shall provide a detailed organizational chart showing all individuals, including their titles, who will perform any work on this contract. Describe the experience, qualifications and other information including relevant experience on similar contracts of all key individuals to perform work on this contract. The proposal must also identify the contact person and telephone number.

4. Proposal Format

The proposal shall contain three (3) sections:

Section 1: Qualifications, Experience, Past Performance, Violations & Litigations

- Clearly describe the ability to perform the scope of services proposed including a work plan with an explanation of the methodology to be followed to perform the services required of this proposal.
- Provide resume and fact sheet for firm indicating how it meets the Minimum Qualification requirements stipulated above.
- Provide resumes for all of firm's employees that will be used in providing the services specified herein.
- Provide a detailed description of comparable contracts (similar in scope of services of this contract) which Proposer is either performing or has completed within the last three (3) years.
- Describe any prior or pending litigation or investigation, or violations either civil or criminal, involving a governmental agency.
- Include a list of awards or recognitions obtained

Note: The Proposer must also be prepared to submit on the Town's request, within seven (7) calendar days of the request, further evidence as to the qualifications such as financial data, previous experience, and/or evidence of legal qualifications to perform the work.

Section 2: Resources and Availability

- Describe the firm's management plan to be used, staffing configuration and safety protocols.
- The Proposer shall furnish a list of vehicles and equipment to be used in accordance with the contract. Complete list of equipment shall indicate type, year, manufacturer, and capability of vehicle to provide the services required. Also, indicate ownership.
- Proposer shall provide the address of the location(s), including a copy of the deed of the property in the Proposer's name or a copy of a valid lease agreement, for each lot the Proposer intends to use in the performance of this contract. Proposer shall provide site plans of each lot to scale complete with dimensions or 4" x 6" photographs depicting the placements of the signage, placement of the main office on the lot, lot size, and capacity.
- List the locations of any additional lots operated by the Proposer under the same business name, and the name and address of any subsidiary/affiliate company in the same business, the nature of the relationship, and the location of their office and all their lots.

Section 3: References

- Proposer shall provide a list of at least five (5) clients that Proposer has provided similar services in the past five (5) years, at least two (2) of which are governmental entities. For each client reference include:
 - Project name and location
 - Scope of services provided
 - Cost of project
 - Contact person, title, business address, telephone and fax number, and email address
 - Start and completion date of the contract

Note: Proposer is responsible for verifying correct phone numbers, email addresses and contact information. Failure to provide accurate data may result in the reference NOT being considered.

5. Environmental Regulations

Town reserves the right to consider Proposer's history of citations and/or violations of environmental regulations in determining Proposer's responsibility, and further reserves the right to declare a Proposer not responsible if the history of violations warrant such determination. Proposer shall submit with the proposal, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Proposer that there are no citations or violations. Proposer shall notify Town immediately of notice of any citation or violation, which Proposer may receive after the proposal opening date and during the time of performance of any contract awarded to Proposer.

6. Sub-Contractors

6.1 Sub-Contractors Terms

The Contractor agrees to bind specifically every sub-contractor to the applicable terms and conditions of the contract documents for the benefit of the Town.

6.2 Sub-Contractors Agreement

All work performed for the Contractor by a sub-contractor shall be pursuant to an appropriate agreement between the Contractor and the Sub-contractor.

7. Competency of Proposers

Proposals shall be considered only from firms that have five (5) or more years experience in providing products and services similar to those specified herein and that are presently or recently engaged in the provision of these services. It may be necessary to produce evidence that they have established a satisfactory record of performance for a reasonable period of time.

8. Conditions for Emergency/Hurricane or Disaster

It is hereby made a part of this agreement that before, during and after a public emergency, disaster, hurricane, flood or other substantial loss that the Town of Pembroke Park shall require a **"first priority"** basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public safety and health, as determined by the Town Manager. Awarded Proposer agrees to rent/sell/lease all goods and services to the Town or other governmental entities, as opposed to a private citizen or corporation, on a first priority basis. The Town expects to pay a fair and reasonable price for all products/services in the event of a disaster, emergency or hurricane. Awarded Proposer shall furnish a twenty-four (24) hour telephone number in the event of such an emergency.

9. Performance

It is the intention of the Town to obtain the services as specified herein from a source of supply that will give prompt and convenient service. The awarded Proposer must be able to perform as required under the scope of services. Any failure of Contractor to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the Town. The Town reserves the right to obtain these products from other sources, when necessary, should Contractor be unable to perform on a timely basis and such delay may cause harm to the using department or Town residents.

10. Schedule of Events

The Town will use the following tentative time schedule in the selection process. The Town reserves the right to change and/or delay scheduled dates.

Event	Date
RFP Available	
Mandatory Pre-Proposal Meeting	
Last Date of Receipt of Questions	
Questions & Answers - Addendum Release (if required)	
Proposals Due	
Compliance Review	
Selection Committee Evaluations/Short List	
Oral Interviews/Selection of 1 st Ranked Proposer	
Contract Negotiations with 1 st Ranked Proposer	
Commission Award of Contract	

11. Uncontrollable Circumstances ("Force Majeure")

The Town and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, or delay or failure of service from a public utility needed for their performance, provided that:

- A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
- D. The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the Town may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

12. Proposal Submission

- 12.1 **The proposal shall be signed by a representative who is authorized to contractually bind the Proposer.**
- 12.2 Proposer's response shall not contain any alteration to the document posted other than entering data in spaces provided or including attachments as necessary. By submission of a response, Proposer affirms that a complete set of bid documents was obtained.

- 12.3 All blanks on the proposal form(s) must be completed and notarized if applicable. Names must be typed or printed below the signature. Facsimile proposals will not be accepted.
- 12.4 Each Proposer for services further represents that the Proposer has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the contract documents.
- 12.5 Only one (1) proposal from any individual, firm, partnership, or corporation, under the same or different names, will be considered. Should it appear to the Town that any Proposer is interested in more than one (1) proposal for work contemplated, all proposals in which such a Proposer is interested will be rejected. Proposer by submitting this proposal certifies that the proposal is made without previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same material, supplies, equipment or services and is in all respects, fair and without collusion of fraud.
- 12.6 Each Proposer by signature and by submission of a response, represents that the Proposer has read and understands the contract documents, has completed all required fields and the proposal has been made in accordance therewith.
- 12.7 The submittal of a proposal by a Proposer will be considered by the Town as constituting an offer by the Proposer to perform the required services at the stated prices.
- 12.8 All proposals received from Proposers in response to this Request for Proposals will become the property of Town and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the Town.
- 12.9 As the best interest of the Town may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in proposals received. The Town will determine which Proposers are "responsible and responsive".

13. Cash Proposal Deposit and Performance Deposit

The Town requires a cash/performance deposit in the amount of one thousand (\$1,000) dollars in the form of a cashier's check, certified check, cash or money order, made payable to the Town of Pembroke Park. Proposer shall submit the deposit in a sealed envelope clearly marked with the proposal name and RFP number to the Office of the Town Clerk located in Town Hall prior to the due date and time. If the successful proposed Contractor fails to enter into a franchise Agreement with the Town due to fault of the Proposer, this proposal deposit will be forfeited to the Town of Pembroke Park without recourse. Deposits of the unsuccessful Proposers will be returned within ten (10) working days after the award of agreement or rejection of all proposals by the Town Commission. The cash deposit of the Successful Proposer shall be deposited by the Town and become part of the cash performance deposit as stated herein.

14. Performance Bonds / Irrevocable Letter of Credit

The Successful Contractor will execute and deliver to the Town, within ten (10) days after notice of award, a Cash Deposit, Performance Bond, or Unconditional Irrevocable Letter of Credit payable to the Town in the total amount of the Contractor's bid amount, which is to be held by the Town in a non-interest bearing escrow account, during the term of this agreement, to insure that the Contractor makes prompt monthly payments as provided by the contract. If the bond is on an annual coverage basis, renewal of each succeeding year shall be submitted to the Town thirty (30)

days prior to the termination date of the existing bond. A surety company of recognized standing, authorized to do business in the State of Florida, and having a resident agent must execute the Performance Bond. If a letter of credit is chosen, it must be in a form acceptable to the Town, drawn on a bank acceptable to the Town, and issued in favor of the Town. Acknowledgment and agreement is given by both parties that the amount herein above set is not intended to be or shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the Town in the event of a material breach of the Agreement by the Contractor.

The Town may draw against the performance deposit a late charge of fifty dollars (\$50.00) any time that the Contractor is ten (10) days late in providing its required payment(s). Additionally, the performance deposit will also insure that the Contractor provides prompt response to Police requests to tow vehicles and provide the services herein agreed to. In the event that said Contractor fails to answer a call within forty (40) minutes of being dispatched to open the compound, or to respond to a call for wrecker with sufficient equipment to remove a vehicle, then it shall forfeit the sum of fifty dollars (\$50.00) of the performance deposit to the Town. The Contractor shall replenish such deposit each time a portion of it is forfeited. The Contractor shall further agree to reimburse the Town within thirty (30) days for any fees or expenses incurred because of the Contractor's failure(s). At the end of the period of time covered by this agreement, if the Town is holding an amount of the Contractor's performance deposit, said amount will be returned to the Contractor within thirty (30) days after expiration of this agreement.

15. Evaluation Method and Criteria

The Town will assemble a Selection Committee comprised of qualified Town staff or other persons selected by the Town. The selection of a Proposer with whom to contract shall be based on the proposal most advantageous to the Town based on the "best value to the Town" using the following criteria:

Criteria

- 1) Operational Plan for the Town
- 2) Qualifications and Experience
- 3) Resources and Availability
- 4) Past Performance
- 5) Price / Franchise Fee

15.1 The above criterion is provided to assist the Proposers in the allocation of their time and efforts during the submission process. The criterion also guides the Selection Committee during the short-listing and final ranking of Proposers by establishing a general frame work for those deliberations. Past performance of Proposers services may also be included in determining recommendation for award. During the evaluation process, Town reserves the right, where it may serve the Town of Pembroke Park's best interest to request additional information or clarification from Proposers.

15.2 Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFP and to any subsequent requests for clarification or additional information made by the Town through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified. There is no obligation on the part of the Town to award the proposal to the lowest priced Proposer, and the Town reserves the right to award the contract to the Proposer submitting the best overall responsive proposal which is most advantageous and in the best interest of the Town in achieving the study or project, and to waive any irregularity or technicality in the proposals received. The Town shall be the sole judge of the proposals that offer the best value and the resulting agreement that is in its best interest and its decision shall be final.

15.3 While the Town allows Proposers to take variances to the RFP terms, conditions, and specifications, the number and extent of variances taken will be considered in determining the Proposer who is most advantageous to the Town.

16. Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this RFP. A responsive proposal is one which follows the requirements of the RFP includes all documentation, is submitted in the format outlined in the RFP, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

17. Selection Process

The Selection Committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The Selection Committee will rank (where one (1) is the highest ranking) all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. If less than three (3) responsive proposals are received, the Selection Committee will give further consideration to all responsive proposals.

18. Oral Presentations

The top three (3) short-listed Proposers/finalists may be required to provide an oral presentation in support of their proposals or to exhibit or otherwise demonstrate the information contained therein or by conference telephone call for clarification purposes only, prior to a recommendation being presented to the Town Commission. The Proposer's manager assigned to this contract shall be the sole presenter(s). The Selection Committee will then re-rank the finalist's based on their proposal submission and presentation in accordance with the criteria listed herein. Should the Town require such oral presentation, the Proposer will be notified seven (7) days in advance to appear before the Selection Committee.

The first ranked Proposer resulting from this process will be recommended to the Pembroke Park Town Commission for award. The recommended Proposer may be required to appear before the Town Commission to answer questions for contract award.

19. Examination of Proposer's Facilities by Town Personnel

The Town as part of the evaluation may make an inspection of the Proposer's facilities. The Evaluation Committee or a delegate of their appointment, as part of their evaluation, may perform this inspection.

The term facilities as used in the Request for Proposal shall include, but shall not be limited to, all properties operated by the Proposer, all equipment used in the performance of business by the Proposer, and/or any other evidence, tangible or intangible, that the Town may deem necessary to substantiate the technical and other qualifications, and the abilities of the Proposer to perform the services.

20. Best and Final Offers

When in the best interest of the Town, the Procurement Officer may request the submission of best and final offers. The request for best and final offers shall be in writing and shall establish a common date and time for the submission. Best and final offers shall be submitted only once; provided, however, the Procurement Officer may make a written determination that it is in the Town's best interest to conduct additional discussions or change the Town's requirements and require another submission of best and final offers. Otherwise, no discussion of or changes in the best and final offers shall be allowed prior to award. Vendors shall also be informed that if they do not

submit a notice of withdrawal or another best and final offer, their immediate previous offer will be construed as their best and final offer.

21. Negotiations

Contract(s) may be awarded on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint. Pursuant to Paragraph 5(b) of Section 287.055, Florida Statutes, the Town, at its sole discretion, reserves the right to enter into contract negotiations with the number one ranked, responsive, responsible Proposer. If the Town and said Proposer cannot negotiate a Successful Contract, the Town may terminate said negotiations and begin negotiations with the number two ranked, responsive, responsible Proposer. This process will continue until a contract acceptable to the Town has been executed or all proposals are rejected. No Proposer shall have any rights against the Town arising from such negotiations or termination thereof.

22. Award of Contract

22.1 Responses will be electronically unsealed in a public forum and read aloud. A Selection Committee will evaluate the proposals based on the criteria stated herein. The Town is the sole judge in evaluation considerations. It is the Town's intent to award the contract to one

(1) Proposer; however, the Town reserves the right to award the contract to two (2) Proposers if the Town deems it is in its best interest.

22.2 The Contract will be awarded only to a responsible and responsive Proposer(s) licensed and qualified by experience to do the work specified. The Proposer shall submit, prior to award of Contract, satisfactory evidence of his experience in like work and that he is fully prepared with the necessary organization, capital, and equipment to complete the scope of work. Proposer shall be insured, licensed, and certified by all applicable local, county, and state agencies.

22.3 All Proposers will be notified in writing when the Town Commission makes an award. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the Town Commission to be in the best interest of the Town. The Town Commission's decision of whether to make the award is in the best interest of the Town and shall be final.

22.4 The Proposer warrants to the Town that it is not insolvent, it is not in bankruptcy proceedings or receivership, nor is it engaged in or threatened with any litigation, arbitration or other legal or administrative proceedings or investigations of any kind which would have an adverse effect on its ability to perform its obligations under the Contract.

22.5 This signed proposal is considered an offer on the part of the Proposer, which offer shall be considered accepted upon approval by the Town Commission of Pembroke Park. Within ten

(10) days after receiving Notice of Award, the Successful Proposer shall submit a revised Certificate of Insurance naming the Town of Pembroke Park as additional insured for all liability policies for approval by the Town's Risk Manager.

23. Contract Term

23.1 The initial contract period shall be for five (5) years. The Town reserves the right to extend the contract for five (5) additional one (1) year periods, providing both parties agree to the extension; all the terms, conditions and specifications remain the same; and such extension is approved by the Town. Successful Proposer shall give written notice to the Town not less than ninety (90) days prior to renewal date of any adjustment in the initial Contract

amount.

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Contract renewal shall be based on satisfactory performance, mutual acceptance, and determination that the Contract is in the best interest of the Town.

- 23.2 In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Contract Administrator. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate(s) in effect when the Town invokes this extension clause.

24. Franchise Fee

Contractor shall submit their proposed permit fee the Town's finance department through a means approved by the Town. The minimum towing permit fee the Town will accept is \$20,000 per year. Annual Franchise Fees shall be payable by four (4) equal quarterly payments, in advance, and shall be due on the first business day of the contract quarter. If franchise fees are ten (10) days late, a charge of fifty dollars (\$50.00) shall be applied in addition to interest at the highest rate allowed by current *Florida State Statute*. If franchise fees are more than twenty (20) days late, Contractor is subject to suspension or cancellation at the Town's sole option.

25. Franchise Fee Adjustment

Franchise fees paid to the Town shall be increased each year of the contract by a minimum of five percent (5%) from the previous year's fee. The actual increase shall be negotiated between the Town and Contractor based upon volume of services provided during the previous twelve (12) month period.

26. Cost of Service to the Public

Successful Proposer will be governed by the Town of Pembroke Park's Towing Fees regarding maximum tow charges. The schedule of charges listed is attached as Attachment "A" to this RFP and will govern the cost of services to the public under any agreement established as a result of this RFP. The cost of service will be based on the vehicle to be towed, not necessarily on the particular vehicle dispatched to the scene. No other charges are applicable to vehicles towed under this contract.

27. Cost Adjustment

Costs to the public shall be subject to adjustment only if allowed by resolution by the Town of Pembroke Park Town Commission.

28. Additional Contractor Responsibility

Any related costs to towing, recovery, storage, or administration that is not specifically stated in this contract will be the sole responsibility of the Contractor. Contractor can only charge vehicle owners or operators the rates listed in this contract and under the terms and conditions in this contract.

29. Responsibility for Payment

The Town of Pembroke Park will not be responsible for the collection or payment of any charge for services rendered by reasons of its having dispatched service in accordance with this contract unless such service charge is applicable to Town owned, confiscated, or leased vehicles or equipment, street clean up without a tow (equivalent to a normal automobile tow), or Town authorized special services. All other such services rendered shall be charged to the owner of the towed vehicle or other lawful claimant of possession.

30. Town Vehicles

Contractor shall recover and/or tow Town owned or leased vehicles and equipment that are located within the Tri-County Area to any location within Broward County at no charge to the Town. In addition, Contractor shall provide tire changes and vehicle jump-starts within the Tri-County Area, at no charge to the Town.

31. Impounded, Seized Vehicles and Equipment

Contractor shall recover and/or tow vehicles and equipment that are impounded or seized by the Police Department within the Tri-County Area to any location within Broward County, at no charge to the Town.

Vehicles placed on 'police hold' for investigate, evidentiary, or forfeiture purposes, may be held indefinitely at no charge to the Town. A Contractor must notify the Police Department of an impending release of a vehicle with a police hold prior to releasing the vehicle to the owner or any other party.

32. Suspension

Should at any time during the term of this contract, including any option terms, the Contractor be in violation of any of the terms and conditions of this contract, the Town shall have the right to suspend the Contractor until the violation is resolved to the satisfaction of the Town. If the violation is not promptly resolved or is of such serious nature that the Town determines that suspension is not adequate, the Town reserves the right to terminate for cause.

Should at any time during the term of this contract, including any option terms, the Contractor or its principals become the subject of a criminal investigation, the Town shall have the right to suspend the Contractor until the outcome of any pending investigation including trial should one result. Upon termination of the criminal investigation, which does not result in criminal charges, the Town at its sole discretion may cancel the contract or reinstate the contract. Should criminal charges result from the investigation, at the conclusion of the trial or upon a plea bargain by the Contractor, the Town in its sole discretion may cancel the contract or reinstate the contract.

33. Special Services

If additional duties, similar to those contained in the Scope of Services of this RFP, but not specified in that part are required by the Town, and the Contractor is able to provide those special services, those services may be requested under this contract by authorized Town staff. Examples of such special services could be removal of an aircraft from water, or recovery of a large piece of Town equipment from mud.

In such instances, the Town will depend upon Contractor's experience in such matters and authorize the Contractor to assemble all necessary special equipment and staff, including use of subcontractors, to resolve the special or emergency situation. In any such instances the Town reserves the right, time and circumstances permitting to seek the special services elsewhere in accordance with the Town's procurement policies.

34. Non Exclusive Services

Nothing contained in this contract will prevent the owner or operator of a motor vehicle from calling a wrecker or tow truck of his choice, or requesting that his vehicle be towed to a garage location or compound of his choice and not that of the Contractor, unless the disabled vehicle cannot be removed in forty (40) minutes or less or is creating a tie up of traffic or hazardous situation, in the opinion of the Police Officer at the scene.

35. Benefit from Repairs

Contractor shall not engage directly or indirectly in the automotive or truck repair, paint and body, salvage, junkyard, or re-cycling business. If the Contractor currently has any interest in automotive or truck repair, paint and body, salvage, junkyard, or re-cycling businesses he shall so state in his proposal and list the specifics of that interest. The specific circumstances and relationship of the Contractor to these peripheral activities will be reviewed during the evaluation process of the Proposer's qualifications and capabilities. If during the term of the contract, including any option terms, Contractor acquires an interest in automotive or truck repair, paint and body, salvage, junkyard, or re-cycling businesses, he shall immediately notify the Town in writing. Failure to do so may result in termination for cause.

36. Complaints and Disputes

At all times, Contractor shall conduct its business in an orderly, ethical and business-like manner and use every means to obtain and keep the confidence of the motoring public. All public contact shall be in a courteous and orderly manner.

All complaints concerning misconduct on the part of the Contractor or disputes between Town staff and the Contractor will be referred to the Town Manager or his designee, who shall conduct investigations and inquiries, including discussions with the Contractor and involved staff. The determinations of the Town Manager or designee shall be binding upon the parties, and failure of the Contractor to follow any such determination could be considered a material breach and subject the Contractor to termination for cause.

37. State Sales Tax

Contractor shall be responsible for collecting and transmitting to the proper agency all applicable state sales taxes in accordance with the latest regulations and revisions to State Statutes.

38. Required Licensing

The Contractor shall at all times be a holder of a general towing and wrecker service license issued by Broward County, and have current decals issued by Broward County for all towing vehicles. The Contractor must also have all necessary State, County, Town, and local licenses and permits as maybe required to operate this type of business.

39. Charges for Time at the Scene and Complications

Cost of time at the scene, labor, or equipment needed shall be included in the basic tow rate. If required, additional charges due to complications at the scene must be justified by Contractor to the Town.

If, and only if such time at the scene consumes more than the time specified in the towing rates (Attachment "A") will the extra waiting time charge or any fraction thereof be assessed by the Contractor as per Attachment "A". Assessment of complication charges will be from the time the additional Contractor staff or equipment arrives at the scene and until the vehicle is towed from the scene, or the additional Contractor staff or equipment leaves the scene, whichever occurs first.

The complications charge shall be all inclusive and include all necessary staff or equipment required to complete the recovery.

40. Service Call Cancellation

The Town reserves the right to cancel a request for services at any time, including up to the time of hook-up, without any charge. The Contractor agrees that the mere response to a service call including arrival at the scene, without other action, does not constitute a service call where charges are applicable.

41. Ethics and Conduct

The Contractor agrees to conduct operations under this contract in a courteous, orderly, ethical and businesslike manner. As this contract is very sensitive in nature and requires the Contractor and his personnel to deal with the public on a daily basis, Contractors are required to extend common courtesies such as:

- A. Expedite release of the vehicle in accordance with the terms of the contract.
- B. Assist the vehicle owner in retrieving documents, from the vehicle, to establish ownership.
- C. Allow the owner to remove the auto tag and any unattached personal possessions.
- D. Explain fully and politely the reason for the tow and all charges levied.
- E. If a dispute occurs, Contractor shall attempt to resolve the dispute promptly and politely. If it cannot be resolved satisfactorily, the dispute shall be reported to the Town no later than the next business day.

42. Contractor Personnel

Upon commencement of the Franchise, the Contractor shall submit to the Town's Contract Administrator a list of all current employees and any new personnel, including full name, home address, date of birth and proof of current valid Florida driver's license. Furthermore, Contractor shall supply the same information to the Contract Administrator within forty-eight (48) hours of the hiring and separation of said employees. The Police department shall run a background check on new hires at Contractor's expense.

- 42.1** The owners of the company or the officers of the company (if a corporation) and the company shall be responsible jointly and severally, except as expressly prohibited by law, for the acts of their employees while on duty.
- 42.2** It is the intent of the parties hereto that the Contractor shall be legally considered as an independent operator and that neither he nor his employees shall, under any circumstances, be considered servants or agents of the Town, and that the Town shall not be legally responsible for any act, omission, negligence on the part of said Contractor, his servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm or corporation.
- 42.3** Each driver shall be subject to driver license verification and criminal background checks.
- 42.4** Contractor agrees to submit its trucks and equipment for inspection by the Town at any reasonable time at the Town's request so as to insure compliance with all the terms of the contract.
- 42.5**
 - a) Contractor shall assign qualified towing and wrecker vehicle operators who are properly licensed in accordance with *Florida Statutes 322*.
 - b) Each towing wrecker vehicle operator shall have a detailed knowledge of the layout of the Town streets.
 - c) Each towing and wrecker vehicle operator shall be trained and qualified to perform the duties of a wrecker driver, shall be physically capable of performing the duties and shall be courteous and polite in their dealings with the public. Operator shall wear a uniform with the name of company.
 - d) Contractor will ensure that each driver operates each towing and wrecker vehicle in a safe and proper manner in accordance with operating manuals and *Florida State*

Statutes. Upon receipt of any complaints from the Police Department on driver's found to be unsafe or improperly operating, documented corrective actions will be required of the Contractor.

43. Tow Truck Markings

The Contractor agrees to have no markings on either vehicles, buildings, or correspondence that indicates or tends to indicate any official relationship between the Contractor and the Pembroke Park Police Department, Broward County, or any police agency.

The name, address, and telephone number of the Contractor and any other required decals or markings must be applied as required by Section 713.78(6) *Florida Statutes*.

44 Insurance Requirements

Throughout the term of this Contract, Successful Proposer and/or any and all subcontractors or anyone directly or indirectly employed by either of them shall maintain in force at their own expense, insurance as follows:

44.1 Workers' Compensation

Statutory Limits of coverage to apply for all employees in compliance with all applicable State of Florida and federal laws. The policy must include Employers Liability with a limit of \$100,000.00 each accident.

Note: Proposers who are exempt from Florida's Workers' Compensation law must provide proof of such exemption issued by the Florida Department of Financial Services, Bureau of Workers' Compensation.

44.2 General Liability

Commercial General Liability insurance with limits not less than \$1,000,000.00 each occurrence combined single limit for Bodily Injury and Property Damage including coverage for premises/operations, contractual liability, personal injury, explosion, collapse, underground hazard, products/completed operations, broad form property damage, cross liability and severability of interest clause. This policy of insurance shall be written in an "occurrence" based format.

44.3 Automobile Liability

Comprehensive or Business Automobile Liability insurance with limits not less than \$500,000.00 each occurrence combined single limit for Bodily Injury and Property Damage including coverage's for owned, hired, and non-owned vehicles and/or equipment as applicable. This policy of insurance shall be written in an "occurrence" based format.

44.4 Garage Liability

Contractor shall carry Garage Liability Insurance with limits of not less than One Million (\$1,000,000) dollars per occurrence and not less than Three Million (\$3,000,000) dollars aggregate.

44.5 Garage Keepers Legal Liability

Contractor shall carry Garage Keepers Legal Liability Insurance with limits of not less than Two Hundred Fifty Thousand (\$250,000) dollars per occurrence.

44.6 On Hook and Cargo Legal Liability

Contractor shall carry On Hook & Cargo Legal Liability Insurance with limits of not less than One Hundred Thousand (\$100,000) dollars per occurrence.

44.7 General

Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit and provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence limits specified above.

Should any required insurance lapse during the Contract term, requests for payments originating after such lapse shall not be processed until the Town receives satisfactory evidence of reinstated coverage as required by this Contract, effective as of the lapse date. If insurance is not reinstated, Town may, at its sole option terminate this Agreement effective on the date of such lapse of insurance.

Auto Liability and General Liability policies shall be endorsed to provide the following:

- a) Name as Additional Insured the Town of Pembroke Park and its Officers, Agents, Employees and Commission Members.
- b) That such insurance is primary to any other insurance available to the additional insured with respect to claims covered under the policy and that insurance applies separately to each insured against whom claims are made or suit is brought, but the inclusion of more than one insured shall not operate to increase the insurer's limit of liability.

All policies shall be endorsed to provide sixty (60) days prior written notice of cancellation, non-renewal or reduction in coverage or limits to:

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

The issuing agency shall include full name, address and telephone number in each insurance certificate issued.

Certificates of Insurance, in form and evidencing all required insurance and endorsements, shall be submitted with the Proposer's Proposal Package. If Proposer is Successful Proposer, then prior to commencement of Contract, Proposer must submit a revised Certificate of Insurance naming the Town of Pembroke Park as Additional Insured for all liability policies.

44.8 Insurance Company and Agent

All insurance policies herein required of the Successful Proposer shall be written by a company with a A.M. Best rating of A-VII or better that is duly authorized and licensed to do business in the State of Florida and shall be executed by agents, thereof that are duly licensed as agents in said state.

Note: A copy of **any** current Certificate of Insurance shall be included with your proposal.

45. Dispute Resolution**45.1 Dispute Resolution Process**

- a) All claims, disputes and controversies arising out of or related to the performance,

interpretation, application or enforcement of this Agreement, including but not limited

to claims for payment and claims for breach of this Agreement, shall be settled internally with the Town Manager or designee.

- b) In the event a dispute cannot be settled through the chain of command set forth in this section, all claims, disputes and controversies shall be referred to mediation before initiation of any adjudicative action or proceeding at law or in equity, unless it shall be unreasonable to do so or an emergency situation or necessity dictates otherwise. All applicable statutes of limitations and defenses based on the passage of time shall be tolled while the mediation process is pending. The parties will take all reasonable measures necessary to effectuate such tolling.
- c) Either party may initiate the mediation process by delivering written notice to the other party that sets forth with particularity the nature of the party's claim or demand, the authority for making the claim or demand, a proposed remedy, the nature and extent of any monetary claim, and a request for mediation. The Contractor and Town shall then participate fully in the mediation process and conscientiously attempt to resolve their dispute. The mediation shall be conducted in Broward County, Florida, in accordance with the Florida Supreme Court's mediation rules, within sixty (60) days after the joint selection of a certified civil mediator who is mutually acceptable to both parties. If a dispute is not resolved pursuant to mediation within sixty (60) days after the initiation of the mediation conference, either party to the dispute may elect to resolve the dispute by initiating litigation in a court of competent jurisdiction in Broward County, Florida, after providing ten (10) days' advance written notice to the other party.
- d) The parties agree that any claim filed in state or federal court concerning this Agreement shall be heard by a judge, sitting without a jury. THE TOWN AND THE CONTRACTOR HEREBY KNOWINGLY, VOLUNTARILY, AND PERMANENTLY WAIVE ANY RIGHT THEY MAY HAVE TO A JURY TRIAL CONCERNING THE PERFORMANCE, INTERPRETATION, APPLICATION, OR ENFORCEMENT OF THIS AGREEMENT.

46. Scrutinized Companies pursuant to Section 287.135 and 215.473

Contractor must certify that the company is not participating in a boycott of Israel. Contractor must also certify that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in state law, the Town will not contract for the provision of goods or services with any scrutinized company referred to above. Contractor must submit the certification that is attached to this contract. Submitting a false certification shall be deemed a material breach of contract. The Town shall provide notice, in writing, to the Contractor of the Town's determination concerning the false certification. The Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the Town's determination of false certification was made in error then the Town shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

47. Inspection, Direction, and Payment

- 47.1** The work will be conducted under the general direction of the Chief of Police or designee, and is subject to inspection by his appointed inspectors to insure compliance with the terms of the Contract.
- 47.2** If, at any time during the Contract, the Town shall not approve or accept the Contractor's work performance, and an agreement cannot be reached between the Town and the Contractor to resolve the problem to the Town's satisfaction, the Town shall negotiate with the Contractor on a payment for the services provided.
- 47.3** The Town of Pembroke Park, without invalidating the Contract may make changes to increase or decrease services and/or locations as required. Such work shall be executed under the conditions of the original Contract.
- 47.4** Annual Franchise Fees shall be payable by four (4) equal quarterly payments, in advance, and shall be due on the first business day of the contract quarter.
- 47.5** It shall be the responsibility of the Successful Contractor to repair, rebuild or restore to its former condition, any and all portions of existing utilities, structures, equipment, appurtenances or facilities which may be disturbed or damaged due to Contractor's neglect or maintenance operations.

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SECTION III DETAILED REQUIREMENTS – SCOPE OF SERVICES

1. Purpose

The Town of Pembroke Park, Florida is actively seeking proposals from qualified firms to establish a multi-year Franchise Agreement for Town-wide Wrecker Towing Service for the removal and storage of vehicles that are creating a traffic hazard, abandoned, disabled from a traffic crash or for non-consensual removal of vehicles from public streets and areas within the Town.

2. Eligibility

To be considered responsive to this RFP, Proposers must comply with all of the minimum requirements set forth in this document. The Town reserves the right to negotiate with any or all of the responsive Proposers.

To be eligible to provide towing services for the Town, the Contractor must demonstrate that they have successfully completed services similar to those specified in this proposal. The Contractor must be regularly engaged in the towing business within the geographic boundaries described herein, have prior successful experience in providing similar services during the past five (5) years, have satisfactory financial support, required equipment, and organization sufficient to ensure that they can satisfactorily provide the services if awarded a contract. Contractor shall not have any pending criminal charges against the firm, principal owners, partners, corporate officers, or management employees.

3. Communications

Contractor shall provide its own two-way radio or approved alternate communication system. The communications system shall be between Contractor's base station and service trucks that provide towing services for the Town. The communication system shall be regularly checked and remain fully operational during the term of the Agreement.

4. Storage Facilities

4.1 Inside Storage

1. Roof; wall; solid floor, i.e., concrete or asphalt, free of standing water and vegetation; lockable door; alarm system approved by the Police Department. The area shall be accessible to authorized personnel only.
2. Working area of 9'x20' per vehicle with at least 8' ceiling.
3. Have, within thirty (30) days of award, a hydraulic rack capable of lifting vehicles totally off the floor or equivalent facilities to permit Police investigators to stand below the vehicle to make thorough investigations.
4. Electrical lighting source sufficient to permit processing of vehicle.
5. One (1) outside window or ventilation system.
6. May not be located on the physical plant (grounds) of another business without prior approval of the Police Department; i.e., inside storage must be located inside the physical plant of the Contractor's business.
7. Contain a minimum of eight (8) inside storage spaces for the exclusive use of the Police Department.

4.2 Outside Storage

1. To be kept and maintained to include: the removal of junk tires and auto parts, the trimming of all shrubbery, trees and lawns (fence line and grounds), adequate drainage to prevent standing water after rainstorms.
2. Must contain a minimum of fifty (50) spaces and housed so that a person may reasonably walk around each vehicle or trailer in an unobstructed manner.

3. Must be protected with an alarm system, guard dog, or approved equal and must be enclosed with a solid wall or a substantial wire fence not less than six (6) feet in height.
4. Contractor must provide outside storage, at outside storage rates, unless he receives written instructions from the Town or vehicle owner to provide inside storage for that vehicle.
5. The fence shall screen the enclosed area from public view, storage shall be fully illuminated, and barriers shall be affixed to the top of the fence or wall to discourage access over the top. The fence or wall shall be kept in good repair throughout the contract term. Damage to the fence or wall shall be repaired within twenty-four (24) hours.

4.3 Office Facilities

1. Contractor shall provide a desk, chair and telephone for Police use by the Police Chief or designee, or other law enforcement officer for inspection of records and vehicles. The restroom(s) and wash-up facilities shall be kept in a clean, sanitary condition.
2. Physical plant to have name and mailing address clearly painted or a sign on the front of the building.
3. To be separate from any other business or enterprise.
4. The facility must be accessible 24 hours per day, 7 days per week.
5. Contractor shall have an employee on duty at the storage facilities in the office, during regular business hours, for immediate response to calls for service or for release of vehicles. The office is not to close during regular business hours. Phone answering services are not permitted.
6. An employee shall be on call after regular business hours, near Contractor's office, seven (7) days a week. If an employee is needed for a call, a replacement employee must be provided.

4.4 Crime Scene Storage

1. A storage facility for vehicles, which have been marked "hold" by the Pembroke Park Police Department relative to a crime scene investigation, shall be stored at the Contractor's Principal Compound.
2. Any vehicle towed, stored, and marked "hold", relative to a crime scene investigation shall be handled with gloves, i.e. cloth, rubber or leather, by the wrecker operator, unless otherwise authorized by police personnel.
3. Crime scene vehicles shall be stored to prevent physical contamination or degradable evidence from deteriorating by coverage of the vehicles with tarpaulin type covers, or their equivalent or by storage in a covered facility.
4. If laboratory work on a crime scene vehicle must be processed at the Town of Pembroke Park's Police Department or other local facility, the crime scene vehicle shall be transported at no charge to the Town.

Unless a hold has been placed upon the vehicle disposal of vehicles will be in accordance with current Florida State Statutes.

All Contractor storage facilities shall be subject to inspection and must be approved by the Town prior to the award of a contract. Storage facilities shall also be subjected to periodic inspection when deemed necessary by the Police Department or other authorized Town personnel during the life of this contract. Any discrepancies in the sole opinion of the Town, shall be submitted in writing to the Contractor and ten (10) days shall be allowed by the Contractor to correct the discrepancies to the satisfaction of the Town.

4.5 Facilities Location Changes

In the event all storage facilities of the Contractor are filled to capacity, the Contractor shall not be relieved of responsibility to perform and is required to make such arrangements for storage as will fulfill the requirements of the Town. All storage space used, which is not listed in the original proposal, must meet the requirements of the Franchise Agreement. No storage space or area shall be used or changed unless prior written approval is obtained from the Police Department.

5. Equipment

Contractor shall have access to a certified scale to weigh vehicles at the Police Department's request. Contractor shall have a minimum of eight (8) vehicle skates to allow for the movement and positioning of vehicles for investigative purposes.

6. Towing Service

Requests for public towing service and removal of traffic hazards shall be routed through the Police Department or the Code Enforcement Division. The Police Department or the Code Enforcement Division reserves the right to cancel a request for services from Contractor at any time, including up to time of hookup. Except in situations where a vehicle has a police hold, if the registered owner or other legally authorized person in control of the vehicle arrives at the scene prior to the removal or towing of the vehicle, the vehicle shall be disconnected from the towing or removal apparatus, and that person shall be allowed to remove the vehicle without interference upon payment of a reasonable service fee of not more than one half of the posted rate for such towing service for which a receipt shall be issued, unless that person refuses to remove a vehicle which is otherwise illegally or unlawfully parked. The Contractor agrees that the mere response to a service call scene without other action does not constitute a service for which charges are applicable. All vehicles being towed to Contractor's storage compound shall be taken directly to that area. Nothing herein will prevent the owner of a vehicle from selecting his/her own tow service. However, the Officer on the scene may take any action deemed necessary to clear the scene, including, but not limited to, cancellation of a non-franchised wrecker up to time of hook-up upon an unreasonable delay or an emergency condition. The location of the towed vehicles must be retained in the designated compound and removed only with proper authorization from the Town of Pembroke Park Police Department.

Should Contractor furnish a wrecker in a higher class than the one required for a particular class of vehicle, the only charges that would be authorized would be those for the proper class of wrecker for vehicle being towed.

An owner of a vehicle shall be allowed to remove personal unattached property from their vehicle on a "one time" only basis at no additional charge. An additional charge of twenty dollars (\$20.00) may be assessed for each subsequent request to remove personal unattached property. No other charges may be imposed.

6.1 Delays

The Contractor shall respond to requests for service within forty (40) minutes of the receipt of request for service. If longer than forty (40) minutes, a penalty may be imposed. The penalty shall be fifty dollars (\$50.00) unless the Contractor has good cause in the opinion of an authorized Police Department Representative (Contract Administrator). Penalty fees may be imposed following written notification of any delay of service beyond forty (40) minutes.

7. Cleanup and Debris Removal

After arrival at a scene, the tow truck operator shall remove any hazards and/or debris from the street as requested by the Police Officer.

7.1 Removal of Hazardous Waste Spills

After arrival at a scene, the tow truck operator shall remove any hazards and/or debris from the street as requested by the Police Department. The Contractor must ensure all tow truck operators that perform hazardous materials cleanup meet all training and prescribed requirements of all applicable laws, rules and regulations. In addition, it shall be the responsibility of the Contractor to properly dispose of all hazardous materials and debris in accordance with all applicable laws, rules and regulations. An additional fee may be charged for hazardous material removal in accordance with the current rates set forth by Pembroke Park's Towing Fees (Attachment "A").

8. Protection of Vehicles and Property

In addition to the responsibility of providing security for stored vehicles, Contractor shall assume responsibility for any articles of value left in the vehicle and listed on the property receipt form. Contractor shall replace any such article upon verification of the loss by the designated investigative person representing the Police Department. Contractor shall assume total responsibility to ensure at time of tow that impounded vehicles shall remain in the same condition and retain the same equipment. The Contractor shall also assume responsibility for any articles of value left in the vehicle and listed on the Vehicle Inventory Receipt. Any complaints concerning thefts from a stored vehicle will be investigated by the Police Department and appropriate action taken. Provisions under this section do not preclude any aggrieved party from seeking remedy in the appropriate court.

8.1 Weatherproofing of Vehicle

If, in the opinion of a Contractor and with the concurrence of the owner and/or the Police Department, the vehicle requires special weather protection, the Contractor will so note it on the vehicle storage receipt and the Contractor shall be required to completely cover the vehicle with a weatherproof material and shall be allowed to charge a one (1) time fee for this service per Pembroke Park's Towing Fees (Attachment "A"). No additional charges will be allowed.

9. Release of Vehicles

The Contractor shall directly release any vehicle which has not been marked "hold" provided that the proper proof of identification and ownership is presented and payment of appropriate fees is received. Any vehicle tow which is marked "hold" will not be released without written authority from the Police Department. The Contractor shall release any vehicle towed in at the request of the Police Department only to the person whose name appears on the title or registration certificate as the registered owner or lien holder of the vehicle, or to the authorized agent of such person. The vehicles released by the Contractor shall be delivered to the public right of way at no additional charge. This shall include the use of any necessary equipment. Vehicles shall be available for release between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and 10:00 a.m. to 2:00 p.m. Saturdays, excluding holidays.

9.1 All motor vehicles which have not been reclaimed must be disposed of according to applicable State, Town, and County laws.

10. Viewing of Impounded Vehicles

Contractor agrees to allow the registered owner of an impounded vehicle or the registered owner's agent or insurance representative, upon proper identification, to view said vehicle on the premises of Contractor. Contractor shall allow every vehicle owner or authorized representative to inspect the towed vehicle within a reasonable time upon his/her arrival at the storage facility and before payment of any charges. The vehicle's owner or representative shall be permitted to remove from the vehicle any and all personal possessions not affixed to the vehicle, including but not limited to

telephones, tapes, tools, etc., and Contractor shall assist any vehicle's owner/agent in doing so. Vehicle owner/authorized representative shall acknowledge receipt of such property on a form provided by Contractor.

11. Equipment Availability

If Contractor sub-contracts, Contractor is still responsible for meeting all of the requirements of these rules and regulations.

- 11.1** Contractor must have adequate up-to-date equipment and personnel (including trained and qualified) capable of handling all types of vehicles and equipment in the safest possible way and in any situation that may arise to include underwater recovery.
- 11.2** Contractor shall use all appropriate equipment and safety procedures required to provide the services required of this contract. Failure to use proper equipment and safety precautions for each tow or retrieval constitutes a violation of the contract.
- 11.3** Contractor shall be responsible for all damages resulting from use of improper procedures and/or equipment.

12. Signage

Contractor must post a Town approved sign in its facility indicating charges authorized by the Town, in accordance with this Agreement. The sign must be minimum one (1) inch lettering and permanently and conspicuously posted in the area where the charges are paid to the Contractor.

- 12.1** The Contractor acknowledges it is an independent Contractor and not an authorized agent, partner, affiliate, joint venture or representative of the Town. The Town is not responsible or liable for the acts, omissions, debts or default of the Contractor or its employees.
- 12.2** Contractor agrees that its tow sites or issued correspondence will not indicate any official relationship between the Contractor and the Town of Pembroke Park.

13. Forms

The Contractor shall provide standardized, printed, sequentially numbered, Town approved triplicate receipt forms listing the nature of the work performed. The rate schedule shall be printed on each copy of the form.

The Contractor shall provide a separate invoice for each and every towing service provided under this contract. The basic information contained in the invoice shall include, but not be limited to, the following:

- A. Date of Service Call.
- B. Service call number assigned by Town.
- C. Location where tow originated and destination.
- D. Vehicle VIN number.
- E. Vehicle make and model.
- F. Vehicle license number.
- G. Driver's name and I.D. number.
- H. Reason for the tow such as: crash, parking, road blockage, Town vehicle, confiscated, abandoned/derelict, etc.
- I. Breakdown of all towing, recovery, or storage charges.

The following information shall be printed or stamped on the invoice/receipt and provided to owner when vehicle is picked up:

- A. A policy statement concerning rates, policies, and procedures provided by the Town.
- B. A list of all approved rates.
- C. Town telephone numbers for questions or complaints regarding the contract. (The type size and content of this information is subject to Town approval.)

14. Reports and Owner Notification

The Police Officer, Parking Enforcement Specialist or Code Enforcement Officer on scene will be responsible for obtaining the information required on the vehicle towing/storage receipt for all titled vehicles. The Police Officer, Parking Enforcement Specialist or Code Enforcement Officer is required to submit a report describing the circumstances requiring the dispatch of a tow truck. The wrecker driver shall not remove a vehicle from the scene without a copy of a fully executed and legible receipt. If, at the time of removal, the name of the registered owner of the vehicle is not available, it shall be the responsibility of the Police Department to supply this information to the Contractor upon request. If the state of registration is unknown, the Contractor shall make a good faith effort to notify any potential owner or lien holder, and such notice shall be given with a reasonable period of time from the date of storage. Good faith effort means the following has been performed by the Contractor to establish ownership or interest in the towed vehicle:

1. Check of vehicle for any type of tag, tag record, temporary tag, or regular tag.
2. Check of Law Enforcement Report for tag number, if the vehicle was towed at the request of a Law Enforcement Officer.
3. Check of trip sheet or tow ticket indicating if a tag was on vehicle at beginning of tow.
4. If there is no address of the owner on the impound report, check of Law Enforcement Report to see if an out-of-state address is indicated from the driver license information.
5. Check of vehicle for inspection sticker or other stickers and decals that may indicate a state of possible registration.
6. Check of the interior of the vehicle for any papers that may be in the glove box, trunk, or other areas for a state of registration.
7. The Contractor shall maintain a separate log of vehicles in which the owner or lien holder cannot be determined. This log shall be maintained at the tow location listing the date, time, method of notification, location towed from and total towing and storage charges.

14.1 The Contractor shall maintain, at his/her place of business, a file that will contain:

- a) Vehicle towing/storage receipt of each vehicle on premises towed under this franchise and proof of ownership notification and invoice of charges for all vehicles released. These receipts will be maintained sequentially according to the Police Case Number or Code Enforcement Case Number.
- b) Log of all calls for service on a monthly basis.
- c) Notification log indicating date, time and method of notification to the registered owner of a towed, stored vehicle.
- d) Copies of all release forms.

- e) Copies of all forms pertaining to the disposal of vehicles not claimed by owner(s).
- f) A log indicating vehicles to be auctioned, date of auction, name and address of owner and/or lien holder, and date contacted.

14.2 The Contract Administrator or designee reserves the right to examine any and all records relative to the franchise agreement, and said files and logs shall be available for inspection and checking during normal working hours, during the entire term of this agreement and for three (3) years thereafter.

14.3 The Contractor shall supply to the Town:

- a) Copy of public notice of sale prior to date of sale, a detailed listing of vehicle serial numbers, tow receipt number, year, make and model number of vehicle, moneys received, purchaser's name and address.
- b) Copy of paid towing/storage receipt on a monthly basis identified by the towing receipt number.

15. Default and Cancellation

The occurrence of any of the following events shall constitute cause for canceling the Agreement, and the Agreement shall in fact automatically terminate upon the following:

1. Failing to respond three (3) times during the course of any year to Town's request for tows.
 - a) (A delayed response in excess of forty (40) minutes may not be considered a failure to respond.)
2. Failing to submit the franchise payment in timely fashion.
3. The Contractor filing an Adjudication of Insolvency, reorganization or bankruptcy.
4. Abandonment of the premises or discontinuance of operation.
5. The making of a general assignment for the benefit of creditors.
6. Exceeding rates authorized by this Agreement.
7. An unsatisfactory annual review (by the Contract Administrator) specifying anyone of the following:
 - a) Deficient performance.
 - b) Criminal Conduct.
 - c) Violations of State, Federal or Municipal Laws or Regulations.
 - d) Sustained complaints of rude or discourteous service.

16. Competency of Contractor

Pre-permit inspection of the existing or proposed facilities will be made after the submission of application. Applications shall be considered only from firms experienced in the towing business, and who can produce evidence that they have an established and satisfactory record of performance and have available the required equipment location, size and site and organization sufficient to ensure that they can properly execute the services required:

1. Applicant must have all necessary county and local licenses and permits as may be required to operate the type of requisite business.
2. The applicant is presumed to be familiar with all laws, ordinances, rules and regulations that may, in any way, affect the work. Ignorance of the foregoing on the part of the applicant will in no way relieve it from responsibility.

3. Contractor shall provide standardized, printed sequentially numbered, Town approved invoice forms listing the nature of the work performed, for the exclusive use of Police tows, Parking tows or Code Enforcement tows. A legible invoice shall be made for each and every vehicle towed.
4. Contractor shall keep on file for three (3) years copies of all paid invoices, together with Vehicle Storage Receipts and any and all impound logs filed by sequentially incident numbered forms. These records shall be subject to inspection by designated Town representatives during normal business hours.
5. Contractor shall comply with all written procedures as issued jointly from time to time by the Parking Enforcement Division, the Police Department and the Code Enforcement Division, which will facilitate the release of towed and/or impounded vehicles to the owner.

17. Vehicle Classifications

For charges as stated herein, fees charged shall be based on gross vehicle weight as set forth by Pembroke Park's Towing Fees (Attachment "A"):

- 17.1 Towing Charge(s)** - Maximum fee to be charged for towing each class of vehicle as set forth by Pembroke Park's Towing Fees (Attachment "A"). This maximum fee shall include services associated with towing, winching, waiting time, overturning or use of a dolly or flatbed for any vehicle subject to tow.

*Cancellation after tow services engaged (vehicle not towed from scene) only half of the towing fee may be collected.

- 17.2 Storage Charge(s)** - Maximum fee to be charged for storage of each class of vehicle for each twenty-four (24) hour period, or portion thereof, after first six (6) hours, which is included in the above maximum towing fee as set forth by Pembroke Park's Towing Fees (Attachment "A").

*Vehicles subject to forfeiture will not accrue storage or towing charges for the first thirty (30) days of storage.

- 17.3 Service-call fees other than towing** - A tow or hook-up fees and service-all fees are separate items. A service-call fee can be charged in addition to the tow service rendered, i.e. repair flat or start vehicle. Any service call fee must be approved by vehicle owner prior to service provided. Service call fees are set forth by Pembroke Park's Towing Fees (Attachment "A").

17.4 Administration (After 24 Hours)

Administrative charges referred to and include verification of a vehicle identification number, search of vehicle for ownership information, preparation of documents required by *Florida Statutes*, preparation and mailing of any applicable notification letters, preparation of vehicle for auction. Contractor must actually perform research to determine ownership of and notification to vehicle owner. Written documentation of the effort to ascertain ownership of the vehicle must be in the form of a TAVIS report and must be made available upon request. Administrative charges shall not be imposed on vehicles with a police hold until or unless the hold is removed and such administrative services become applicable.

18. Annual Performance Review, Inspections and Audits

The Town may conduct an annual performance review of the Contractor. Criteria to be evaluated will consist of, but not be limited to, response times, complaints received, care and custody of

vehicles and owners' possessions, condition of facilities and equipment, extent and clarity of records, and conduct of management and personnel. Such a review will be conducted ninety (90) days prior to the contract anniversary date and Contractor will be provided a written copy of the review. Within thirty (30) days of the sending of the review, Contractor shall respond to the review in writing, and the parties shall meet to discuss the review and other pertinent subjects. A final report that will consist of the review, Contractor's written response, and a summary of the annual review meeting will be prepared by Town staff with a copy sent to the Town Manager and Contractor.

The Contractor agrees that all records, equipment, personnel, office and storage facilities shall be subject to periodic checks and quarterly audits by representatives of the Town without prior notice.

19. General Terms

19.1 The fee provisions of this Agreement shall apply to all tows requested by or through the Town, when vehicles are towed to the Contractor's yard. The owner of a consent-towed vehicle that is taken to a location other than the Contractor's yard, at the request of the vehicle owner, driver, or other authorized person, may be charged for mileage in lieu of time for services. This provision does not affect the initial hookup and/or first fifteen (15) minute fee, as outlined in the Town's fee schedule.

19.2 Nothing herein will prevent the owner of a vehicle from selecting its own tow service.

19.3 Contractor shall abide by all applicable State, County and Municipal laws and regulations regarding impoundment and storage of vehicles.

20. Crime Victims Exemption

If the towed vehicle is determined by the Police Department's Police Legal Unit to be a crime scene and is being held for processing, no towing or storage charges shall be charged to the crime victims vehicle's owner.

21. Abandoned and Derelict Vehicles

The Contractor may dispose of equipment to compensate for towing and storage charges after all responsibilities called for in accordance with *Florida Statutes* 713. The Contractor agrees to maintain a log at the place of business listing date, time, and method of notification.

22. Florida Statute Towing/Storage Guidelines

Contractor will be required to follow the guidelines set forth in Florida State Statute 713.78 as it may be amended from time to time regarding liens for towing and storage.

23. Equipment Requirements

If awarded a contract, the Contractor is to provide the minimum number of wreckers in each classification listed below in accordance with the Rules of the Department of Highway Safety and Motor Vehicles Division of Florida Highway Patrol Wrecker Qualifications and Allocation System. Additional wreckers of a higher class may be substituted to meet the requirements for a lower class vehicle. If additional wreckers in any or all classes are required to handle the volume of tows requested under this contract, the Contractor is to provide them at no cost to the Town. Contractor agrees to maintain a sufficient fleet of tow trucks and necessary equipment to perform the total contract service requirements, plus all other business including law enforcement and commercial. The Town will be given preference on any call for service.

All equipment shall be modern, commercially manufactured, and in good mechanical condition. No towing service equipment shall be used by the Contractor as an emergency vehicle. All towing

vehicles must be equipped with a two-way radio capable of covering all assigned territory and to the Contractor's Compound.

Contractor shall have full control and total availability of all equipment listed below in his/her contract inventory.

A. Class "A" Towing/Recovery Vehicle Specifications

Quantity: Six (6), including flatbed car carriers

1. A truck chassis with a manufacturers rated capacity of at least 10,000 pounds gross vehicle weight. A complete commercially manufactured crane and winch having a manufacturers rating of at least 4+ tons must be mounted on the chassis. Hand crank winches do not satisfy these requirements and will not be approved.
2. A minimum of one hundred feet of 3/8-inch cable.
3. Cradle or tow plate or tow sling to pick up vehicles. The cradle or tow plate is to be equipped with safety chains and so constructed that no further damage will occur when picking up vehicles.
4. Dual rear tires.
5. Vehicles, which are equipped with wheel lifts or equivalent, may also qualify as Class "A" tow trucks so long as all other applicable requirements are met.
6. In addition, Contractors should have sufficient roll-back or slide back car carriers with specifications and equipment as follows:
 - A minimum of a one-ton truck with a sixteen foot bed, dual wheels and one winch with an 8,000 pound capacity.
 - A minimum of 50 feet of 3/8-inch cable.
 - A brake lock device.
 - A minimum of two safety tie down chains twenty feet in length.
 - Tow spot (flood) lights mounted on the rear.

B. Class "B" Towing/Recovery Vehicle Specifications

Quantity: Two (2)

1. A truck chassis with a minimum manufacturer's capacity of 15,000 pounds GVW. A total boom capacity of not less than 6 tons. A power winch with a pulling capacity of not less than 10 tons.
2. Minimum of 200 feet of at least 7/16 inch cable.
3. Cradle tow or tow sling to pick up vehicles. Cradle or tow plate to be equipped with safety chains.
4. Double booms so constructed as to permit splittings or single boom, hydraulic elevated and extendible with 360 degrees swivel at end of boom.
5. Dual rear tires.
6. Two snatch blocks – eight (8) ton rating.
7. Floor lights on the hoist.

C. Class "C" Towing/Recovery Vehicle Specifications

Quantity: Two (2)

1. A truck chassis with a manufacturers rated capacity of at least 30,000 pounds gross vehicle weight for single axle trucks and 50,000 pounds gross vehicle weight for tandem axle trucks. A complete twin winch, commercially manufactured crane and a winch having a manufacturers rating of at least 25+ ton capacity mounted on the chassis.

2. A minimum of two hundred (200) feet of at least 5/8-inch cable on each drum.
3. Air brakes so constructed as to lock the rear wheels automatically upon failure. Air brake system to supply air to disabled vehicles.
4. A cradle or tow plate or tow sling to pick up vehicle. The cradle or tow plate or tow sling is to be equipped with safety chain and so constructed that no further damage will occur when picking up vehicles.
5. Dual rear wheels.

D. Class "D" Tow Truck – Including flatbed sidecar carrier

1. Minimum gross weight is 58,000 lbs.
2. Air brakes, all tires H rated, capacity must equal axle rating. Device required to control disabled vehicle's brakes. Tandem axles required.
3. Boom capacity 70,000 lbs.
4. Winching capacity 70,000 lbs., except 15,000 lbs. for flatbed sideback carrier.
5. Cable size and length, 3/4" x 200'. Cable to axle dimension, 180".
6. Wheel lift extended rating, 45,000 lbs. & 15,000 lbs.
7. Tow sling safe lift rating, 12,000 lbs., and safety chains (2 ea.) 1/2" alloy.

D.E. Special Equipment: Equipment such as a Lowboy, air cushions, or major street clean up equipment does not have to be part of the Contractor's inventory. However, Contractor must demonstrate, to the satisfaction of the Town, that such equipment is immediately available to him when the need for this infrequently used equipment occurs.

Lowboy specifications:

6. Hydraulic roll back, flatbed, tilt, self-loading with 50,000 minimum capacity. 60,000 pounds GVW
7. Hydraulic winch capacity of 10,000 pounds minimum
8. Size: 48 feet long and 102" wide.
9. Contractor must have access to a certified scale capable of weighing vehicles involved in serious or fatal accidents at the request of the investigator.

Note: The COMPANY will be required to have a minimum of two (2) vehicles available at all times to respond within twenty-five (25) minutes to an emergency scene, on a twenty-four (24) hour basis, seven (7) days a week, to assist the Pembroke Park Police or Fire Departments with extrication.

E.F. Miscellaneous Requirements

1. Wreckers shall be properly equipped with clearance and marker lights and all other equipment as required by the *Florida Statutes*.
2. There shall be a rotor beam or strobe type light, amber in color, mounted on the wrecker in such a manner that it can be seen from the front, rear and both sides.
3. Dollies for all vehicles except for Class "C" and roll back carriers.
4. At least one heavy duty push broom with a minimum width of 24 inches on each vehicle.
5. Flood light on the hoist.
6. Minimum of one square shovel per each vehicle.
7. One crowbar or pry bar with a minimum length of thirty (30) inches per vehicle.
8. A minimum of one 5 pound CO2, or dry chemical fire extinguisher or equivalent. The extinguisher must be of an approved type and have attached a current

inspection tag. The extinguisher must be mounted so as to be readily accessible on every vehicle.

9. One pair of bolt cutters with a minimum ½ inch opening per vehicle.
10. One set of jumper cables per vehicle.
11. One four-way lug wrench per vehicle.
12. One flashlight per vehicle.
13. Five thirty (30) minute fuses per vehicle.
14. One snatch block for each winch, manufacturers rating to match winch, except for roll back carrier.
15. External air hookup and hoses for Class "C" trucks.
16. Extra towing chain six to eight feet in length with hooks per vehicle.
17. At least six safety cones or triangle reflectors per vehicle.
18. Fifty pounds of sand or suitable equivalent per vehicle.
19. Motorcycle trailer.

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ATTACHMENT A

**PEMBROKE PARK'S TOWING FEES
TOWING FEES FOR NON CONSENT TOWS (I.P. TOWING)**

CATEGORIES AND MAXIMUM FEES FOR RECOVERY, TOWING, REMOVINGS, STORING OR IMMOBILIZATION OF VEHICLES ON PRIVATE PROPERTY

Regulation Established

The fees established below are the maximum dollar amounts that business enterprises are authorized to charge as fees to vehicle owners for recovering, towing, removing, or storing vehicles, which are taken into possession of business enterprises, or for the immobilization of vehicles. The definitions in the Towing and Immobilization Company Regulating Ordinance shall be applicable to this regulation.

I. Categories and Fees

- a. Maximum fees for recovering (vehicle not towed), towing, removing, or storing vehicles with a gross vehicle weight rating of less than 10,000 lbs. removed from private property (applicable to Class A tows, without regard to the classification of the towing vehicle; for Class B and C tows from private property, see fees listed in subsection b.):

1. Towing	\$123.87
2. Recovery (vehicle not towed) recovered from lakes, canals and other situations not normal for standard tows	\$50.00
3. Storing (after six (6) hours)	\$24.78 Per twenty-four (24) hours
4. Administration (after 24 hours)	\$30.97 Plus all actual costs incurred in obtaining ownership information and providing notice*

- b. Maximum fees for towing, removing, or storing vehicles with a gross vehicle weight rating of **less than 10,000 lbs.** without regard to the classification of the towing vehicle, removed from other than private property, including tows directly by law enforcement or other municipal agencies.

1. Class A: Towed vehicle gross vehicle rating less than 10,000 lbs.

(a) Towing:	
(1) First 15 minutes	\$134.19
(2) Each additional thirty (30) minutes, or fraction thereof	\$ 56.77
(b) Storage (outdoor), per day	\$ 24.78
(c) Storage (indoor), per day	\$ 30.97
(d) Administration (after 24 hours)	\$ 30.97 Plus all actual costs incurred in obtaining ownership information and providing notice*

2. Class B: Vehicle in tow has a gross vehicle weight rating of 10,000 lbs. but less than 15,000 lbs.

(a) Towing	\$180.64
(b) Storage, per day	\$ 44.39 Per twenty-four (24) hours
(c) Flatbed	\$201.29
(d) Administration (after 24 hours)	\$ 30.40 Plus all actual costs incurred in obtaining ownership information and providing notice*
(e) Labor (per hour-per person)	\$180.64

3. Class C: Vehicle in tow has a gross vehicle weight rating of 15,000 lbs. but less than 30,000 lbs.

(a) Towing	\$309.67
(b) Storage, per day	\$ 51.61
(c) Flatbed	\$332.38
(d) Administration (after 24 hours)	\$ 30.97 Plus all actual costs incurred in obtaining ownership information and providing notice*
(e) Labor (per hour-per person)	\$309.67

4. Class D: Vehicle in tow has a gross vehicle weight rating greater than 30,000 lbs.

(a) Towing (first 30 minutes)	\$412.90
(b) Storage, per day	\$ 51.61
(c) Flatbed-Lowboy	\$332.38
(d) Administration (after 24 hours)	\$ 30.97 Plus all actual costs incurred in obtaining ownership information and providing notice*
(e) Labor (per ¼ hour, per person or truck)	\$103.22

*Applicable only when company providing service must actually perform research to determine ownership of and notification to vehicle owner, lien holders or insurance companies. Written documentation of the effort to ascertain ownership of the vehicle must be in the form of a TAVIS report or similar documentation and be made available for inspection by the Town upon request. Costs shall mean actual fees charged by the State of Florida for obtaining ownership information and shall include the cost of actual postage fees, advertising fees (if more than a single vehicle is advertised in the same advertisement the cost of the advertisement shall be prorated per vehicle), and title search for out-of-state vehicles. Proof of all costs incurred by company must be made available for inspection by the Town upon request.

5. Miscellaneous charges applicable to Class A, B, C, and D above:

(a) Road Service (vehicle not towed)	
(1) Class A	\$41.29
(2) Class B	\$57.80
(3) Class C	\$74.84
(4) Class D	\$74.84
(b) Divers (submerged vehicle, per hour-per person)	\$100.00 plus cost per hour** (portal-to-portal)

**Only when performed by a certified/professional diver with the written documentation of costs incurred and only after the use of the diver has the prior approval by the investigating law enforcement agency/officer.

c. Winch Recovery (Vehicle not towed and all times are for time actually on the scene).

(1) Class "A" Vehicle:

A. First 30 minutes	\$103.22	
B. Each additional 30 minutes	\$51.61	

(2) Class "B" Vehicle:

A. First 30 minutes per truck	\$180.64
B. Each additional 30 minutes	\$90.32

(3) Class "C" Vehicle:

A. First 30 minutes per truck	\$309.67
B. Each additional 30 minutes	\$154.84

(4) Class "D" Vehicle:

A. First 30 minutes per truck	\$412.90
B. Each additional 30 minutes	\$206.45

d. Immobilization (Booting) \$67.10 per vehicle**II. Recovery**

Pursuant to Section 715.07(2) (a), 3. Florida Statutes, the vehicle shall be disconnected from the towing apparatus upon the payment of not more than one-half of the rate for towing service. For all classifications of vehicle recovery, where the vehicle is released at the scene, the maximum fee for the category of recovery shall be one-half of the applicable towing rates established by the vehicle's maximum gross vehicle weight rate under Item # 1, Categories and Fees. The category of recovery is hereby established and defined as follows: to take possession of a vehicle and its contents and to exercise control and supervision over the vehicle. This category is established to provide for those occasions where the vehicle owner arrives at the towing scene before towing and removal, or in the case of a non-consensual tow, where the recovery is directed by law or municipal enforcement.

III. Storage

Pursuant to Section 713.78 (2), Florida Statutes, no storage fee shall be charged if the vehicle removed is stored for less than six (6) hours. Vehicle storage begins at the time the vehicle arrives at the storage facility and charges are based on each day which shall mean each consecutive twenty-four hour period from the time of arrival. The category of Storage for Vehicles Removed at the request of an authorized agent, property owner or law enforcement officer, derived from the Ordinance definition of "store", is hereby established and defined as follows: To place and to leave a vehicle towed at the direction of an agent authorized to make the direction to a site where the towing company, or a person on the initiation of the towing company, exercises control and supervision over the vehicle.

IV. Exclusive Fees

The amount of fees and the fee categories established by this Part shall be exclusive fees. In other words, there shall be no other fees or categories of service that business enterprises, may demand and collect from vehicle owners.

V. Towing Rates

The rates herein are based upon rates charge by Broward County. Shall Broward County rates be amended, the Town of Pembroke Park reserves the right to also amend rates herein.

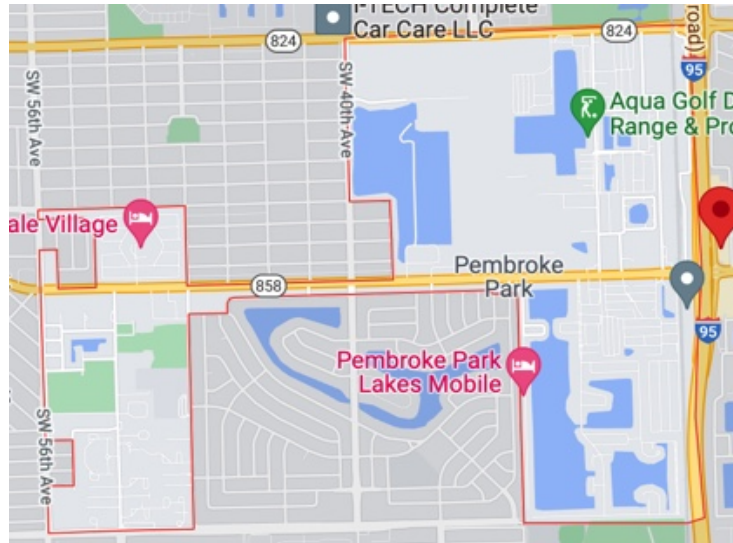
ATTACHMENT B

Average Number of Calls for Wrecker Service from the Police Department for the Past Ten (10) Years:

1. Police Directed Tows: Ten-thousand one-hundred and thirty (10,130)
2. Town Directed Tows: Two-thousand two-hundred and fifty (2,250)

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TOWN OF PEMBROKE PARK GRAPHIC BOUNDARIES MAP



SECTION IV - REQUIRED DOCUMENTS**Proposal Requirements Checklist**

Proposer has completed the required documents listed in the checklist below. The required documents shall be executed, notarized (if applicable), and submitted as a condition to this Request for Proposals.

Required Documents	Yes	No
Proposer Information		
Proposal Confirmation		
Indemnification Clause		
Non-Collusive Affidavit	☐	☐
Proposer's Qualification Statement	☐	☐
Drug-Free Workplace Form	☐	☐
Sworn Statement on Public Entity Crimes	☐	☐
Exceptions to the RFP	☐	☐
Scrutinized Companies Certificate	☐	☐
Foreign (Non-Florida) Corporation Form (if applicable)	☐	☐
Certified Resolution Form	☐	☐
Operational Plan – Scope of Services Proposed	☐	☐
	☐	☐
Proposal:	☐	☐
(1) Qualifications and Experience		
(2) Resources and Availability		
(3) References	☐	☐
Certificate of Insurance		
Business Tax Receipt	☐	☐
Copies of Valid Licenses	☐	☐
	☐	☐

PROPOSER INFORMATION

Communications concerning this proposal shall be addressed to:

Company Name: _____

Social Security/Federal Tax I.D. No.: _____

Proposer's Name (Print): _____ Title: _____

Address: _____

Town/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

ACKNOWLEDGEMENT OF ADDENDA

Instructions: Complete Part I or Part II, Whichever Applies

Part I:

Proposer has examined copies of all the Contract Documents and of the following Addenda (receipt of all which is hereby acknowledged).

Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____

Part II:

☐ No Addendum was received in connection with this RFP.

It is understood and agreed by Proposer that the Town reserves the right to reject any and all proposals, to make awards on all items or any items according to the best interest of the Town, and to waive any irregularities in the proposal or in the proposals received as a result of the RFP. It is also understood and agreed by the Proposer that by submitting a proposal, Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

Proposer's Authorized Signature

Date

Proposer's Printed Name

PROPOSAL CONFIRMATION

In accordance with the requirements to provide a **Franchise Agreement for Town-Wide Wrecker Towing Service** pursuant to RFP No. XX-XX-XX, the undersigned submits the attached proposal.

Proposer accepts and hereby incorporates by reference in this proposal all of the terms and conditions of the scope of work, including EPA Standards, Motor Vehicle Safety Standards and required warranty and guarantee certificates.

Proposer is fully aware of the scope of work based on these requirements, the legal requirements (federal, state, county and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigation as Proposer deems necessary.

This proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham proposal; Proposer has not solicited or induced any person; firm or a corporation to refrain from proposing and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over Town.

The Proposer shall acknowledge this Proposal by signing and completing the spaces provided. I hereby submit this Proposal Package for Franchise Agreement for Town-Wide Wrecker Towing Service, RFP No. 07-11-18-09 to the Town of Pembroke Park with the full understanding of the Request for Proposal, General Terms and Conditions, Special Terms and Conditions, Detailed Requirements, and the entire Proposal Package.

Proposer's Name

Signature

Date

State of: _____

County of: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2021,
by _____, who is (who are) personally known to me or who
has produced _____ as identification and who did (did not) take an oath.

Notary Public Signature

Notary Name, Printed, Typed or Stamped

Commission Number: _____

My Commission Expires: _____

TOWN OF PEMBROKE PARK
FRANCHISE AGREEMENT FOR TOWN-WIDE WRECKER TOWING

SCHEDULE OF PROPOSAL PRICES

PROPOSER SHALL SUBMIT VIA EMAIL THROUGH THE
DHOWARD@PDTPPFL.GOV

PROPOSED PRICING

Proposer agrees to supply the products or services at the prices bid in accordance with the terms, conditions, and specifications contained in this RFP.

FRANCHISE FEE PROPOSED TO INCLUDE all areas within Town limits (minimum \$20,000):

\$ _____

INDEMNIFICATION CLAUSE

(Page 1 of 1)

The parties agree that one percent (1%) of the total compensation paid to Contractor for the work of the contract shall constitute specific consideration to Contractor for the indemnification to be provided under the Contract. The Contractor shall indemnify and hold harmless the Town Commission, the Town of Pembroke Park, and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the Town, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing in this section shall affect the immunities of the Town pursuant to Chapter 768, Florida Statutes, as amended from time to time, nor shall it constitute an agreement by the Town to indemnify Contractor, its officers, employers, subcontractors or agents against any claim or cause of action.

Contractor's Name_____
Signature_____
Date

State of: _____

County of: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by _____, who is (who are) personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Notary Public Signature_____
Notary Name, Printed, Typed or Stamped

Commission Number: _____

My Commission Expires: _____

NON-COLLUSIVE AFFIDAVIT

State of _____)
County of _____)ss.

_____ being first duly sworn, deposes and says that:

- (1) He/she is the _____
(Owner, Partner, Officer, Representative or Agent)
of _____ the Proposer that has submitted the attached
proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all
pertinent circumstances respecting such proposal;
- (3) Such proposal is genuine and is not a collusive or sham proposal;
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affiant, have in any way colluded, conspired,
connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a
collusive or sham proposal in connection with the work for which the attached proposal has been
submitted; or to refrain from bidding in connection with such work; or have in any manner, directly
or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer,
firm or person to fix the price or prices in the attached proposal of any other Proposer, or to fix an
overhead, profit, or cost elements of the proposal price or the proposal price of any other Proposer,
or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage
against (Recipient), or any person interested in the proposed work;
- (5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any
collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other
of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

By: _____

(Printed Name)

(Title)

ACKNOWLEDGEMENT

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by _____, who is personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp, or
Type as Commissioned.)

PROPOSER'S QUALIFICATION STATEMENT

In order to properly evaluate the proposal submittals, Proposers are expected to complete the questionnaire and include the following documentation. By attesting to this submittal, Proposer guarantees the truth and accuracy of all statements and answers herein contained.

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

Check One

Submitted By: _____
Name: _____
Address: _____
Town, State, Zip: _____
Telephone No. _____
Fax No. _____

- ☐ Corporation
☐ Partnership
☐ Individual
☐ Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is: _____

The address of the principal place of business is: _____

2. If Proposer is a corporation, answer the following:

- a. Date of Incorporation: _____
b. State of Incorporation: _____
c. President's Name: _____
d. Vice President's Name: _____
e. Secretary's Name: _____
f. Treasurer's Name: _____
g. Name and Address of Resident Agent: _____

3. If Proposer is an individual or a partnership, answer the following:

- a. Date of Organization: _____
b. Name, Address and Ownership Units of all Partners: _____

c. State whether general or limited partnership: _____

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute. (To be uploaded with your proposal)

6. How many years has your organization been in business under its present business name? _____

a. Under what other former name has your organization operated?

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this proposal. Please attach certificate of competency and/or state registration.

8. Litigation/Judgments/Settlements/Debarments/Suspensions:
Submit information on any pending litigation and any judgments and settlements of court cases relative to providing the Franchise Agreement for Town-Wide Wrecker Towing Service that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from bidding or proposing on a procurement project by any government during the last five (5) years.

9. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

11. State the name of the individual(s) and titles who will personally supervise the work:

12. State the name and address of the attorney, if any, for the business of the Proposer:

13. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business and/or individual:

14. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer:

15. State the name of Surety Company which will be providing the bond, and the name and address of agent:

16. List the following information concerning all Proposer's contracts in progress as of the date of submission and completed projects over the last five (5) years. (In case of any co-venture, list the information for all co-ventures.)

<u>Name of Project</u>	<u>Owner</u>	<u>Total Contract Value</u>	<u>Contracted Date of Completion</u>	<u>% of Completion to Date</u>
------------------------	--------------	-----------------------------	--------------------------------------	--------------------------------

17. List below and identify the address, telephone number, and capacity (inside and outside storage) of the Principal and Subsidiary proposed for the contract

(use additional sheets if necessary)

18. List below the equipment, including type, year, and condition, that you propose for the contract.

(use additional sheets if necessary)

19. Do you have any interest in an automotive or truck repair, paint and body, salvage, junkyard, or Re-cycling business? (Y)____(N) _____

If yes, explain details including name, address and relationship to Proposer below:

20. Lawsuits (any pending or completed involving the corporation, partnership or individuals with more than ten percent (10 %) interest.

5. List all pending lawsuits which are concerned indirectly with the staff or part of your Organization proposed for the contract:

- b. List all pending lawsuits which are concerned directly with the staff or part of your Organization proposed for the contract:

21. Attach a financial statement including Proposer's latest balance sheet and income statement showing the following items:

- a) Current Assets (e.g. cash, joint venture accounts, accounts receivable, notes, receivable, accrued income, deposits, materials, real estate, stocks and bonds, equipment, furniture and fixtures, inventory and prepaid expenses)
- b) Net Fixed Assets
- c) Other Assets

- d) Current Liabilities (e.g. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, real estate encumbrances and accrued payroll taxes)
- e) Other Liabilities (e.g. capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings)

22. State the name of the firm preparing the financial statement and date thereof:

23. Is this financial statement for the identical organization named on page one? Yes ☐ No ☐

24. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g. parent-subsiary).

The Proposer acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by Town in awarding the contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the Town to reject the proposal, and if after the award, to cancel and terminate the award and /or contract.

Proposer's Signature

Date

**ACKNOWLEDGEMENT
PROPOSER'S QUALIFICATION STATEMENT**

State of _____

County of _____

On this the _____ day of _____, 20____, before me, the undersigned Notary Public
of the State of Florida, Personally appeared

(Name(s) of individual(s) who appeared before notary) And

whose name(s) is/are Subscribed to within the instrument, and he/she/they acknowledge that he/she/they
executed it.

WITNESS my hand and official seal.

NOTARY PUBLIC

SEAL OF OFFICE:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print,
Stamp, or Type as Commissioned)

- ☐ Personally known to me, or
☐ Produced identification

(Type of Identification Produced)

- ☐ DID take an oath, or
☐ DID NOT take an oath

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with *Florida Statutes*, Chapter 287, Section 287.087 hereby certifies that _____ does:
(Name of Business)

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of *Florida Statutes*, Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Company Name

Date

**SWORN STATEMENT
ON PUBLIC ENTITY CRIMES
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with RFP No. XX-XX-XX for Franchise Agreement for Town-Wide Wrecker Towing Service.
2. This sworn statement is submitted by _____ (name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is _____ and my
(Please print name of individual signing)
relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, includes but is not limited to:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal

power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, who are active, or who have been active, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity within the last five (5) years of this sworn statement.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **Please check all statements that are applicable.**

- ☐ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)
- ☐ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)
- ☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

9. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **Please check if statement is applicable.**

- ☐ The person or affiliate has not been placed on the convicted vendor list.
(If the box is not checked, please describe any action taken by or pending with the Department of General Services.)

10. The herein sworn statement shall be subject to and incorporate all the terms and conditions contained in Section 287.133 of the Florida Statutes.

11. Conviction of a public entity crime shall be cause for disqualification.

Proposer's Name

Signature

Date: _____

State of: _____

County of : _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by _____, who is (who are) personally known to me or who has
produced _____ as identification and who did (did not) take an oath.

Notary Public Signature

Notary Name, Printed, Typed or Stamped

Commission Number: _____

My Commission Expires: _____

EXCEPTIONS TO THE RFP

NOTE: Proposals that are exceptions to that which are specified and outlined below. (Additional sheets may be attached.) However, all alterations or omissions of required information or any change in proposal requirements is done at the risk of the Proposer presenting the proposal and may result in the rejection thereof.

[illegible]

**SCRUTINIZED COMPANIES
CERTIFICATION PURSUANT TO
FLORIDA STATUTE § 215.4725 AND § 215.473**

I, _____, on behalf of _____,
Print Name Company Name

certifies that _____ does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.

Signature

Title

Phone

Date

CERTIFIED RESOLUTION

I, _____(Name), the duly elected Secretary of _____
(Corporate Title), a corporation organized and existing under the laws of the State of _____,
do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of
Directors of the said corporation at a meeting held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT _____(Name)", the duly
elected _____(Title of Officer) of
_____(Corporate Title) be
and is hereby authorized to execute and submit a Bid and/or Bid Bond, if such bond is required, to the Town of
Pembroke Park and **such other instruments in writing as my be necessary on behalf of the said corporation;**
and that the Bid, Bid Bond, and other such instruments signed by him/her shall be binding upon the said
corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to
act by the foregoing resolution.

The Town of Pembroke Park shall be fully protected in relying upon such certification of the secretary and shall be
indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or
growing out of honoring, the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised, revoked or rescinded.

I further certify that the following are the name, titles, and official signatures of those persons authorized to act by the
foregoing resolution.

NAME	TITLE	SIGNATURE

Given under my hand and the Seal of the said corporation this ____ day of _____, 20 ____.

(SEAL) By: _____ Secretary

Corporate Title

NOTE:
The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly,
but the Certified Resolution submitted must clearly show to the satisfaction of the Town of Pembroke Park that the
person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so
in its behalf.

FOREIGN (NON-FLORIDA) CORPORATIONS MUST COMPLETE THIS FORM

DEPARTMENT OF STATE CORPORATE CHARTER NO. _____

If your corporation is exempt from the requirements of Section 607.1501, *Florida Statutes*, YOU MUST CHECK BELOW the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (850) 245-6051 for assistance with corporate registration or exemptions.

607.1501 Authority of foreign corporation to transact business required.

(1) A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

(2) The following activities, among others, do not constitute transacting business within the meaning of subsection (1):

- ____(a) Maintaining, defending, or settling any proceeding.
- ____(b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
- ____(c) Maintaining bank accounts.
- ____(d) Maintaining officers or agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities.
- ____(e) Selling through independent Contractors.
- ____(f) Soliciting or obtaining orders, whether by mail or through employees, agents, or otherwise, if the orders require acceptance outside this state before they become contracts.
- ____(g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
- ____(h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
- ____(i) Transacting business in interstate commerce.
- ____(j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
- ____(k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
- ____(l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
- ____(m) Owning, without more, real or personal property.

(3) The list of activities in subsection (2) is not exhaustive.

(4) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm is NOT a corporation:

- (I) _____ Partnership, Joint Venture, Estate or Trust
- (II) _____ Sole Proprietorship or Self Employed

NOTE: This sheet MUST be enclosed with your bid if you claim an exemption or have checked I or II above. If you do not check I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

PROPOSER'S CORRECT LEGAL NAME

SIGNATURE OF AUTHORIZED AGENT OF PROPOSER

AGENDA ITEM REPORT



To: Town Commission
Subject: Monthly Reports
Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021
Department: Public Works
Staff Contact: Myriam Jacques, Interim Public Services Director

BACKGROUND INFORMATION:

Summary of major works and projects completed and ongoing at the Town of Pembroke Park.

RECOMMENDATION:

for Information

ATTACHMENTS:

[Monthly Project Status Report 202109](#)
[Public Services Report 202109](#)



TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE PEMBROKE PARK, FLORIDA 33023 BROWARD (954) 966-4600 FAX (954) 966-5186

Geoffrey Jacobs
Mayor

Reynold Dieuveille
Clerk-Commissioner

Howard P. Clark
Commissioner

J.C. Jimenez
Town Manager

Melissa P. Anderson
Town Attorney

Marlen D. Martell
Town Clerk

To: Geoffrey Jacobs Mayor
Reynold Dieuveille, Clerk-Commissioner
Howard Clark, Jr., Commissioner
JC Jimenez, Town Manager

From: Myriam Jacques, Assistant Public Services Director

Date: September 16, 2021

Re: Monthly Projects Status Report - September 2021

The following is the status of major work and projects ongoing in the Public Services Department:

A. Major Work

Lift station #15 at 4520 Hallandale Beach Boulevard –Cost, \$173,000

This new plaza is to connect to Town sewer system at lift station #15. It is in the Town Engineer's opinion that the lift station is below capacity for this project. Awarded project to C&I Construction and Design, Inc. Work is anticipated to commence in October.

B. Major Projects

1. Preserve ADA Restrooms – Cost \$148,584.25

Scope: The CDBG project is for construction of an additional and ADA compliant restroom building on the southeast area of the Preserve at a location more immediate to the vicinity of the park users.

Status: Construction has completed. Punch list expected completion date is September 24, 2021.

2. Wind Retrofit and Generator (Town Hall Hardening) – Cost \$684,750

Scope: This HMGP grant project is to mitigate damages that could potentially arise against wind force hurricanes and protect the Town Hall Building against winds up to 160 mile per hour winds.

Status: Engineering proposals exceeded budget amount; will solicit a separate bid for each job (roofing, doors & windows, and generator). Completion date: May 31, 2023.



3. SW 25th Street Drainage Improvement Design Phase – Cost \$236,358

Scope: The HMGP grant project consists of the construction of positive drainage to control flooding on Park Road, SW 27th Street, SW 25th Street, and Park Lane.

Status: Project design has been awarded on April 26, 2021 to Craig Smith & Associates and is 30% complete. Expected completion date: December 31, 2021.

4. John P. Lyons Lane Storm Water Improvements Design – Cost \$112,175

Scope: This HMGP grant project is a for drainage and pump station improvement project for John P. Lyons Lane (SW 31st Ave.) from 2000 feet north of Hallandale Beach Blvd north to Carolina Street.

Status: Solicitation for design RFP to be completed in September 2021. Expected completion date: May 31, 2022.

5. Agro-Eco Linear Pathway and Picnic Area – Cost \$65,000

Scope: This FRDAP project is to build a 7,000 square feet ADA compliant linear trail to loop around the 4-acre Agro-Eco Food Forest Garden. It also includes a picnic area with tables, chairs, and trash receptacles.

Status: Solicitation for invitation to bid to be completed in October 2021. Expected completion date: April 30, 2023.

6. County Line Road Storm Water Connection Design – Cost \$90,000

Scope: This MPO Surtax project entails design and construction for installation of a drainage line from the existing stormwater system at 52nd Avenue along County Line Road to an existing outfall at 56th Avenue. This project will tie in any drainage along the North side of County Line Road.

Status: Coordinating with Town Planner for RFP solicitation documents.

7. Bike Lane and Sidewalk Improvements Design – Cost \$30,000

Scope: This MPO Surtax project provides for mobility within the community. Currently there are many sections of bike path and sidewalks missing. This would help complete the routes.

Status: Coordinating with Town Planner for RFP solicitation documents.

8. 52 Ave Complete Streets Design – Cost \$144,000

Scope: This MPO Surtax project provides for mobility within the community. The Town will build 0.75 mile of complete street improvement to include, bike lanes; improved sidewalks with complete connectivity; adjustment to drainage system; roadway resurfacing, streetlights, pavement marking and landscaping.

Status: Coordinating with Town Planner for RFP solicitation documents.

9. Preserve Additional Lighting – Cost \$119,160 (increased from 99,921 due to Covid)

Scope: This 46th Year CDBG safety improvement project consists of construction of power poles, and installation of fifteen (15) double headed light fixtures, seven (7) on existing poles, and eight (8) on new concrete poles with their associated wiring.

Status: The funding was transferred to the 45th Year CDBG for the ADA Restrooms, the 46th Year project was then submitted as the 47th Year CDBG project, and it is now waiting funding distribution. Expected completion date: September 30, 2022.



C. Proposed Projects

1. SW 30th Avenue Stormwater Drainage Improvement Project – Estimated Cost Unknown

Scope: Northern portion of SW 30th Avenue often becomes inundated with runoff from the I-95. This project will include stormwater improvements, the redirection of the existing road grade away from the existing commercial buildings allowing runoff to collect in a series of drainage structures with a discharge into an existing drainage ditch adjacent to Interstate 95. Stormwater in the ditch will ultimately be collected in the 1-95 pump station and discharged to the C-10 Canal.

Status: Engineering analysis and surveying of the existing drainage conditions underway.

2. Force Main Replacement Project – Estimated Cost \$390,000-\$500,000

Scope: The asbestos sanitary sewer line is aging, experienced up to four breaks per year. It must be replaced. Pipe bursting is the recommended and most cost-effective method for the replacement.

Status: Requested Town funding for assessment of the existing conditions to repair the lift stations.

3. Lift Station Rehabilitation Project – Estimated Cost \$200,000

Scope: Several lift stations have infiltration and inflow coming into the wet wells and associated manholes increasing the sewage volume discharged to City of Hollywood Wastewater Treatment Plant, thereby increasing the Town's fees for water treatment.

Status: Requested Town funding for assessment of the existing conditions to repair the lift stations.

4. Town Local Roads Resurfacing Project – Estimated Cost up to \$2,000,000

Scope: This project is for asphalt resurfacing of all local roads throughout Town Hall. The project could also include the parks, and the force main replacement, under the grant.

Status: No funding.

5. Sanitary Sewer Master Plan Update Project – Estimated Cost \$200,000

Scope: The Town current Sanitary Sewer Master Plan is 20 years old and needs to be updated to reflect the current conditions of the sewer system, address future projected wastewater flows, identify when and where infrastructure upgrades or improvements will be needed to accommodate growth, and continue to serve the wastewater needs of residents and businesses.

Status: Coordinating with RFP solicitation documents.

6. Stormwater Master Plan Update Project – Estimated Cost \$200,000

Scope: The Town current Stormwater Master Plan is 20 years old and needs to be updated to reflect the current conditions of the drainage system, evaluate, and recommend future improvements.

Status: Coordinating RFP solicitation documents.

7. Town Hall Parking Resurfacing Project – Estimated Cost \$195,000

Scope: This project is for asphalt resurfacing of Town Hall parking lot both front and back of the building.

Status: No funding.

8. Parks Parking Resurfacing Project – Estimated Cost \$350,000

Scope: This project is for asphalt resurfacing of the Preserve and Behan parking lots.

Status: No funding.

9. Water Splash Pad at the Park Project – Estimated Cost \$75,000

Scope: The parks have several playground areas for kids of different age groups; a water splash pad would be a stimulating and enjoyable attraction to add to the park. Families would have fun and cool off from the Florida heat.

Status: No funding. Will seek grant funding under FRDAP.



D. Proposed Projects Not Approved

1. Town Septic to Sewer Project – Cost \$2,500,000

Scope: The Town had applied for a grant under the Florida Department of Environmental Protection (FDEP) to convert the remaining septic tanks throughout the Town to sewer, specifically SW 30th Avenue and SW 30th Street.

Status: *not approved.* Resubmitted the project again for the upcoming fiscal year.

2. John P. Lyons Stormwater Pump Station Project – Cost \$250,000

Scope: The Town has applied for a grant under the Florida Department of Environmental Protection (FDEP) as a matching fund to the HMGP funding for Project #4 listed above.

Status: *not approved.* Did not resubmitted an application for the upcoming fiscal year.

3. Educational Center and Promotion Facility Project – Cost \$995,000

Scope: The Town has applied for a grant under the Florida Department of Agriculture and Consumer Services (FDACS) to build an educational center, staging area (canopy), and parking resurfacing at the Agro-Eco Gardens & Centers. The Center will serve as a facility to educate the community about health and wellness, and for food distribution.

Status: *not approved.*

Myriam Jacques
Assistant Public Services Director



TOWN OF PEMBROKE PARK

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Howard P. Clark
Commissioner

Commissioner

J.C. Jimenez
Town Manager

Melissa P. Anderson
Town Attorney

Marlen D. Martell
Town Clerk

Public Services Department September 2021 Report

The Public Services Department is responsible for maintenance of Facilities (Town Hall); maintenance of roads and streets; maintenance of all stormwater, drainage, and sewer systems; management of Town parks; and management of all capital improvement and special projects. Listed below is a summary of the major works and projects completed and ongoing at the Town of Pembroke Park.

Work Orders (WO) Summary

Number of WOs created to-date	2367
Number of Facilities WOs	405
Number of Roads & Streets WOs	526
Number of Wastewater WOs	1195
Others	241

Facilities (Town Hall)

General Maintenance & Inspections:

Staff Level: Varies

Lighting	Changed 0 out of 360 fixtures
Air Conditioning (AC) Units	Completed by service contract. Cleaned 3 rd floor condenser coil
AC Air Filters Air Filters	Changed 18
Air Vents	66; ok
Emergency Exit Lights	Changed 1
Defibrillator Unit	Ok
Elevators	Completed by service contract
Roof	Ok
Janitorial & Cleaning Service	Completed by service contract
Doors and Windows	Completed by service contract

Upcoming Facilities (Town Hall) Work/Projects

- ❖ Police Department
- ❖ Town Hall Hardening and Generator Upgrade
- ❖ Parking Asphalt



TOWN OF PEMBROKE PARK

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Roads & Streets

Maintenance Activities:

Staff Level: 4

Landscaping maintenance	Town Hall & 6.8 miles right-of-ways (ROW)
Pothole roadways repairs	8
Sod placement	Median 7
Wrapping of solar panel boxes (<i>pending</i>)	Prices vary depending on box size per box; need approval from C, FDOT, and FPL
Litter bags collected	100
Inspection and cleaning of Hallandale Beach Blvd bus shelters	17
Assessment of FPL power and light poles	5 poles to be replaced
Collection of dumping	Multiple sites
Repair/service of recycling truck	2
Repair/service of boom truck	1
Recycling pick-up on residential properties	SW 52nd, 48 th Ave, 36 th Ct, Dale Village, Green Acres, Lone Pine, and Bamboo
Transfer of recycling material to Pompano Beach's Coastal Waste & Recycling, Inc collection site	3

Upcoming Roads & Streets Work/Projects

- ❖ Sod placement on medians

Stormwater & Sewer

Stormwater Maintenance Activities:

Staff Level: 1 (Hiring process in progress for a wastewater maintenance worker)

Behan and Bamboo lake elevations	Below 2.0 feet
Meekins Lake level elevation	2.5 feet
Inspection of pumps and valves, emergency generators	stormwater pump stations 1, 2, 3, 4, and 5 in operative mode.
I-95 pump station operation & maintenance	Completed by City of Hallandale Beach



TOWN OF PEMBROKE PARK

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Sewer Maintenance Activities:

Staff Level: 1 (same staff as above)

Lift station pump replacement	1
Inspection and maintenance of lift stations	25
Replacement of lift station #15	Awarded; work will commence in October
Service calls during business hours / after business hours	4

Upcoming or Proposed Stormwater & Sewer Work/Projects

- ❖ Replacement of 6-inch asbestos (ACP) force main
- ❖ Replacement of 8-inch cast iron force main
- ❖ Septic tanks to sewer conversion

Parks & Recreation

Parks Activities - Ryan Park & Preserve, Behan Parks, and Howard P. Clark Walkway:

Staff Level: 3 (Hiring process in progress for a Parks maintenance worker)

Cut grass	24.8 acres
Weed killer applications	4 gallons
Tree trimming/removal	4
Inspection of playground equipment	No repair
Game area maintenance	No repair
Inspection of exercise equipment	24; 2 damaged
Dumpster pickup	2
Picnic areas	Repaired and painted 1 picnic table
Building maintenance and repair	No repair
Rec Hall maintenance and repair	No repair
Howard P Clark Walkway	No repair
Fence repairs	0
Pavilion rentals	Preserve (2); Behan (1)
Events setup	1 (Magistrate Hearing)
Prohibited activities	1
Vandalism activities	0

Community Garden/Food Forest

Volunteers	43
Special Events	1

Upcoming Parks & Recreation Work/Projects

- ❖ Magistrate Hearing – October 20th
- ❖ Paving of Behan Park walkway



TOWN OF PEMBROKE PARK

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Permits and Inspections

Activity:	Quantity
Plan reviews	5
Inspections	25
Impact fee review	1
Pre-construction Meetings	2

Miscellaneous

False Alarms	Violations	Warnings	Late Fees
	10	13	

Ongoing Grant Projects

CDBG ADA Restrooms	Construction activities completed; punch list to address
SW 25 th Street and Vicinity Drainage Improvement	Map of specific survey (Phase 1, 30% complete)
John P Lyons Lane Drainage Improvement	RFP review ongoing
Wind Retrofit and Generator	Bid solicitations underway
FRDAP Agro-Eco Trail and Picnic Facility	Procurement solicitations underway

Upcoming Grant Projects

Florida Department of Environmental Protection (FDEP) Grant to convert Septic Sewer on SW 30 th Avenue	Pending FDEP review and approval
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Services, Functions, and Activities:

The Public Services Department provides for the effective management and maintenance of the Town's roadways, infrastructure systems, and facilities as well as the coordination of the solid waste collection operation and the management and supervision of the stormwater and sewer utilities. The department also responds to and assists other Town departments in emergencies and instances of severe weather preparation and recovery. The Department is directly responsible for several specialized divisions: public works – administration, capital improvement plan management, general maintenance, facilities maintenance and street maintenance, solid waste, sewer, and stormwater.

RESOLUTION NO. 2021-053

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO MAKE AND ENTER INTO CONSULTANT AGREEMENTS WITH THE CAPITAL HILLS CONSULTANTS, INC., CAS GOVERNMENTAL SERVICES, LLC, DC STRATEGIES, LLC, AND HELMICH CONSULTING, INC.; AUTHORIZING AND DIRECTING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AGREEMENTS FOR AND ON BEHALF OF THE TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission has previously entered into agreements with The Capital Hills Consultants, Inc., CAS Governmental Services, LLC, DC Strategies, LLC and Helmich Consulting, Inc. to provide professional consulting services; and

WHEREAS, the respective agreements for professional consulting services are due to expire; and

WHEREAS, the Town Commission desires to enter into new professional services agreements with the aforesaid consultants for the Fiscal year 2021-2022.

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

Section 1: That the Town is authorized to make and enter into professional services agreements with The Capital Hills Consultants, Inc., CAS Governmental Services, LLC, DC Strategies, LLC and Helmich Consulting, Inc. copies of said agreements being on file with the Town Clerk and by reference made a part hereof.

Section 2: That upon approval of the agreements by the Town staff, the Mayor and appropriate Town officials are authorized and directed to execute and deliver the aforesaid agreements for and on behalf of the Town.

Town of Pembroke Park
Resolution No. 2021-053

Section 3: That the Town Manager is directed to execute the lobbyist registration forms to allow The Capital Hills Consultants, Inc., CAS Governmental Services, LLC, DC Strategies, LLC and Helmich Consulting, Inc. to represent the Town during the 2022 Florida Legislative Session.

Section 4: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

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

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

PASSED AND ADOPTED this 23th day of September, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON
Town Attorney

Town of Pembroke Park
Resolution No. 2021-053



TOWN OF PEMBROKE PARK

THIRD EXTENSION AGREEMENT

THIS Second Extension Agreement (“Agreement”) is made by and between the Town of Pembroke Park, a Florida municipality, (“Town”), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and CAS Governmental Services, LLC, a Florida limited liability company, (“Consultant”) whose address is 36910 3rd Street, Canal Point, FL 33438 (each a “Party” and collectively “Parties”).

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement (“Original Agreement”).
- B. The Parties reinstated and extended the terms of the Original Agreement by execution of the Consultant Reinstatement and Extension Agreement (“Reinstatement and Extension Agreement”).
- C. The Parties further extended the term of the Original Agreement through September 30, 2021 by execution of the Consultant Extension Agreement.
- D. The Parties desire to extend the term of the Original Agreement as provided in this Agreement for an additional one (1) year term.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. The term of this Agreement is for the period beginning October 1, 2021 through September 30, 2022 (“Term”), unless terminated by either Party as provided herein.
- 3. This Agreement may be terminated by either party in full or in part at any time, in the terminating party’s sole discretion. The party desiring to terminate this Agreement must notify the other party by registered mail at least (15) days before the proposed termination date of its intention to terminate this Agreement. If this Agreement is terminated before September 30, 2022, the Consultant will be paid for all work satisfactorily performed through the date of termination. All work in progress will become the property of the Town and will be turned over promptly to the Town by the Consultant.
- 4. It is expressly agreed by and between the Parties, that this Agreement is supplemental to the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, which are made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.

5. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$833.33. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
6. In the event of any conflict, inconsistency, or incongruity between the provisions of this Extension Agreement and any of the provisions of the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, the provisions of this Agreement shall in all respects govern and control.
7. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

**CAS GOVERNMENTAL SERVICES, LLC,
a Florida limited liability company**

TOWN OF PEMBROKE PARK

By: _____

By: _____
Geoffrey Jacobs, Mayor-Commissioner

Print Name: Connie
Vanassche
Authorized Representative

Attest: _____
Reynold Dieuville, Clerk-Commissioner

Date: _____

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____
Melissa P. Anderson, Esq. Town Attorney



TOWN OF PEMBROKE PARK

EXTENSION AGREEMENT

THIS Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and The Capital Hills Consultants, Inc., a Florida corporation, ("Consultant") whose address is 2436 N. Federal Highway, #483, Lighthouse Point, Florida 33064 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The Parties extended the term of the Original Agreement through September 30, 2021 by execution of a Consultant Extension Agreement.
- C. The Parties desire to extend the term of the Original Agreement as provided in this Agreement for an additional one (1) year term.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

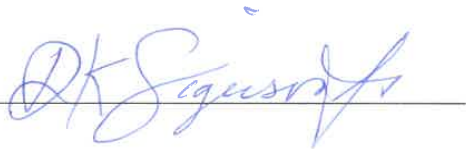
- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. The term of this Agreement is for the period beginning October 1, 2021 through September 30, 2022 ("Term"), unless terminated by either Party as provided herein.
- 3. This Agreement may be terminated by either party in full or in part at any time, in the terminating party's sole discretion. The party desiring to terminate this Agreement must notify the other party by registered mail at least (15) days before the proposed termination date of its intention to terminate this Agreement. If this Agreement is terminated before September 30, 2022, the Consultant will be paid for all work satisfactorily performed through the date of termination. All work in progress will become the property of the Town and will be turned over promptly to the Town by the Consultant.
- 4. It is expressly agreed by and between the Parties, that this Agreement is supplemental to the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, which are made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.
- 5. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$4,500.00. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.

6. In the event of any conflict, inconsistency, or incongruity between the provisions of this Extension Agreement and any of the provisions of the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, the provisions of this Agreement shall in all respects govern and control.
7. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

**THE CAPITAL HILLS CONSULTANTS,
INC., a Florida corporation**

By: _____



Print Name: David K. Sigerson, Jr., Esq.
Authorized Representative

Date: _____

Sept. 15, 2021

TOWN OF PEMBROKE PARK

By: _____

Geoffrey Jacobs, Mayor

Attest: _____

Reynold Dieuville – Clerk Commissioner

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____

Melissa P. Anderson, Esq. Town Attorney



TOWN OF PEMBROKE PARK

EXTENSION AGREEMENT

THIS Extension Agreement (“Agreement”) is made by and between the Town of Pembroke Park, a Florida municipality, (“Town”), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and Helmich Consulting, Inc., a Florida corporation, (“Consultant”) whose address is 303 Johns Drive, Tallahassee, FL 32301 (each a “Party” and collectively “Parties”).

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement (“Original Agreement”).
- B. The Parties extended the term of the Original Agreement through September 30, 2021 by execution of a Consultant Extension Agreement.
- C. The Parties desire to extend the term of the Original Agreement as provided in this Agreement for an additional one (1) year term.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. The term of this Agreement is for the period beginning October 1, 2021 through September 30, 2022 (“Term”), unless terminated by either Party as provided herein.
- 3. This Agreement may be terminated by either party in full or in part at any time, in the terminating party’s sole discretion. The party desiring to terminate this Agreement must notify the other party by registered mail at least (15) days before the proposed termination date of its intention to terminate this Agreement. If this Agreement is terminated before September 30, 2022, the Consultant will be paid for all work satisfactorily performed through the date of termination. All work in progress will become the property of the Town and will be turned over promptly to the Town by the Consultant.
- 4. It is expressly agreed by and between the Parties, that this Agreement is supplemental to the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, which are made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.
- 5. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$416.66. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.

6. In the event of any conflict, inconsistency, or incongruity between the provisions of this Extension Agreement and any of the provisions of the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, the provisions of this Agreement shall in all respects govern and control.
7. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, and any rights that either of the Parties may have by virtue of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

HELMICH CONSULTING, INC., a Florida corporation

TOWN OF PEMBROKE PARK

By: _____

By: _____

Geoffrey Jacobs, Mayor

Print Name: Bill Helmich, Authorized Representative

Attest: _____
Reynold Dieuveille – Clerk Commissioner

Date: _____

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____

Melissa P. Anderson, Esq. Town Attorney



TOWN OF PEMBROKE PARK

THIRD EXTENSION AGREEMENT

THIS Third Extension Agreement ("Agreement") is made by and between the Town of Pembroke Park, a Florida municipality, ("Town"), whose address is 3150 SW 52nd Ave., Pembroke Park, FL 33023, and DC Strategies, LLC, a Florida limited liability company, ("Consultant") whose address is 2522 Tahoe Circle, Winter Park, FL 32790 (each a "Party" and collectively "Parties").

RECITALS

- A. Consultant and Town entered into an agreement for Consultant to provide professional services to Town under the terms set forth in said agreement ("Original Agreement").
- B. The Parties reinstated and extended the terms of the Original Agreement by execution of the Consultant Reinstatement and Extension Agreement ("Reinstatement and Extension Agreement").
- C. The Parties further extended the term of the Original Agreement through September 30, 2021 by execution of several Consultant Extension Agreements.
- D. The Parties desire to extend the term of the Original Agreement as provided in this Agreement for an additional one (1) year term.

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual terms and conditions contained herein, Town and Consultant hereby agree as follows:

- 1. The above recitals are true and correct and are incorporated in this Agreement by reference herein.
- 2. The term of this Agreement is for the period beginning October 1, 2021 through September 30, 2022 ("Term"), unless terminated by either Party as provided herein.
- 3. This Agreement may be terminated by either party in full or in part at any time, in the terminating party's sole discretion. The party desiring to terminate this Agreement must notify the other party by registered mail at least (15) days before the proposed termination date of its intention to terminate this Agreement. If this Agreement is terminated before September 30, 2022, the Consultant will be paid for all work satisfactorily performed through the date of termination. All work in progress will become the property of the Town and will be turned over promptly to the Town by the Consultant.
- 4. It is expressly agreed by and between the Parties, that this Agreement is supplemental to the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, which are made a part hereof by reference, and all terms, conditions, and provisions of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreement, unless specifically modified herein, are to apply to this Agreement and are part hereof as though expressly rewritten, incorporated, and included herein.

5. The Parties agree that the monthly compensation paid to Consultant by Town shall be \$4,666.66. Consultant shall also be entitled to such other compensation, if any, in addition to the monthly stipend, as provided in the Original Agreement.
6. In the event of any conflict, inconsistency, or incongruity between the provisions of this Extension Agreement and any of the provisions of the Original Agreement, the Reinstatement and Extension Agreement and Consultant Extension Agreement, the provisions of this Agreement shall in all respects govern and control.
7. It is to be understood that this Agreement shall in no way act as a waiver of any of the conditions and obligations imposed on the Parties by the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreements, and any rights that either of the Parties may have by virtue of the Original Agreement, Reinstatement and Extension Agreement and Consultant Extension Agreements are to be considered as of full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature below.

DC STRATEGIES, LLC, a Florida limited liability company

TOWN OF PEMBROKE PARK

By: Desinda L. Wood-Carper

By: _____
Geoffrey Jacobs, Mayor-Commissioner

Print Name: DESINDA L. WOOD-CARPER
Authorized Representative

Attest: _____
Marlen Martell, Clerk

Date: _____

Date: _____

TOWN ATTORNEY'S OFFICE
Approved as to form and legality:

By: _____
Melissa P. Anderson, Town Attorney

AGENDA ITEM REPORT



To: Mayor and Commission
Subject: Office of Inspector General Compliance Report
Meeting: 09 22 2021 DRAFT AGENDA WORKSHOP COMMISSION MEETING - Sep 22 2021
Department: Clerk
Staff Contact:

BACKGROUND INFORMATION:

The Office of the Inspector reviews the timely notification and documentation available to the public. It is their findings that the Town is in compliance with required notification of notices, agendas and background documentations.

FINANCIAL IMPACT:

NONE

POLICY IMPLICATIONS:

NONE

ATTACHMENTS:

[OIG 21-002-M Compliance Review FINAL](#)

JC Jimenez, Town Manager
Marlen Martell, Town Clerk

Status:
Pending
Approved - Sep 14 2021



BROWARD OFFICE OF THE INSPECTOR GENERAL

OIG COMPLIANCE REVIEW

RE: Broward County and Municipalities Comply with County Charter Requirement to Post Meeting Notices, Agendas, and Backup Material Online

SUMMARY

The Broward Office of the Inspector General (OIG) has completed a compliance review to determine whether Broward County and its municipalities timely posted meeting notices and other required documents for commission meetings pursuant to Broward County Charter Section 1.07. After efforts in an earlier review to work with the clerks and attorneys of three municipalities, the OIG now finds that the county and all 31 municipalities are currently in compliance with the Charter requirements.

RELEVANT AUTHORITY

In the election of November 6, 2018, the voters of Broward County passed an amendment to the Charter that requires the county and municipalities to post notices, agendas, and available backup materials on their entities' websites at least 48 hours prior to any non-emergency meeting that is subject to Florida Statutes Section 286.011 ("the Sunshine law").

Broward County Charter Sec. 1.07, Required posting of notices, agendas, and backup materials, now reads in part:

- A. Posting of Notices, Agendas, and Backup Materials. For all meetings subject to the requirements of Section 286.011, Florida Statutes, as may be amended from time to time, and in addition to any applicable state law requirements, the County and all Municipalities shall post on their respective websites any required notices, agendas, and available backup materials at least 48 hours prior to the applicable scheduled meeting. Any revisions to the agenda, backup materials, or other information received or developed by the governmental entity within 48 hours prior to the scheduled meeting shall be posted on the applicable website as soon as practicable after the governmental entity's receipt or development of the agenda materials, and shall be made available for public inspection at the meeting. . . .

John W. Scott, *Inspector General*

One North University Drive, Suite 111 • Plantation, Florida 33324 • (954) 357-7873 • Fax (954) 357-7857
www.browardig.org • (954) 357-TIPS

BACKGROUND

In 2019, the OIG commenced an earlier matter, OIG 19-007-M, into whether the county's political subdivisions were complying with this new county charter provision for county and municipal governing body and community redevelopment agency (CRA) board meetings and determined that three municipalities had not fully complied with the requirement for their governing body. Indeed, these municipalities had failed to post any governing body meeting notice, agenda, or backup material during the review period of January 1, 2019, through July 31, 2019.¹

On September 27, 2019, the OIG notified these entities by sending emails to their municipalities' clerks and government attorneys, informing them of our preliminary observation and that we would conduct another review on or about November 15, 2019, after which time, if their meeting notices and backup still did not comply with Section 1.07, that we would consider opening a misconduct investigation pursuant to our charter authority.

The OIG reviewed the entities' websites again on or about November 15, 2019, and found that by then the county and all municipalities had posted at least some governing body meeting notices, agendas, and backup materials. But we had not yet determined the timeliness of those postings—that is, whether the entities posted the material more than 48 hours in advance—intending to conduct a further phase of review.

We attempted to begin efforts toward that end, which required closely observing when meetings were scheduled and when the notices, agendas, and backup materials appeared on the county and municipalities' websites. However, the onset and surge of the COVID-19 pandemic resulted in frequent cancellations and delays of governing body and CRA board meetings, and we closed that matter in June 2020, intending to resume our efforts when practicable.

In February 2021, after the governing bodies of the county and municipalities had resumed meeting on a regular basis, we opened this matter, OIG 21-002-M, to revive, for regular commission meetings only, our earlier effort to help Broward's political subdivisions achieve full compliance with Section 1.07.

REVIEW

To determine the current level of compliance with section 1.07 of the Broward Charter, the OIG completed a review to determine whether Broward's county and municipal governments adhered to the Charter requirement to post meeting notices, agendas, and backup materials at least 48 hours in advance of the corresponding meetings.

The scope of the compliance review was limited to the county and municipalities' regular commission meetings that were scheduled to occur in March 2021 (as shown below in OIG

¹ Those three entities were the Village of Lazy Lake, the Town of Pembroke Park, and the Village of Sea Ranch Lakes.

Table 1), April 2021 (OIG Table 2), May 2021 (OIG Table 3), and June 2021 (OIG Table 4). Our observations were as follows:

**OIG Table 1: Broward Political Subdivisions’
Compliance with County Charter Sec. 1.07, March 2021**

March 2021							
	Entity	Notice Posted Within 48 Hours with Date, Time and Location (1st Meeting)	Posted Agenda	Agenda Backup Material Posted	Notice Posted Within 48 Hours with Date, Time and Location (2nd Meeting)	Posted Agenda	Agenda Backup Material Posted
1	Broward County	Yes	Yes	Yes	Yes	Yes	Yes
2	Coconut Creek	Yes	Yes	Yes	Yes	Yes	Yes
3	Cooper City	Yes	Yes	Yes	Yes	Yes	Yes
4	Coral Springs	Yes	Yes	Yes	Yes	Yes	Yes
5	Dania Beach	Yes	Yes	Yes	Yes	Yes	Yes
6	Davie	Yes	Yes	Yes	Yes	Yes	Yes
7	Deerfield Beach	Yes	Yes	Yes	Yes	Yes	Yes
8	Fort Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
9	Hallandale Beach	Yes	Yes	Yes	Yes	Yes	Yes
10	Hillsboro Beach	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
11	Hollywood	Yes	Yes	Yes	Yes	Yes	Yes
12	Lauderdale-By-The-Sea	Yes	Yes	Yes	Yes	Yes	Yes
13	Lauderdale Lakes	Yes	Yes	Yes	Yes	Yes	Yes
14	Lauderhill	Yes	Yes	Yes	Yes	Yes	Yes
15	Lazy Lake	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
16	Lighthouse Point	Yes	Yes	Yes	Yes	Yes	Yes
17	Margate	Yes	Yes	Yes	Yes	Yes	Yes
18	Miramar	Yes	Yes	Yes	Yes	Yes	Yes
19	North Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
20	Oakland Park	Yes	Yes	Yes	Yes	Yes	Yes
21	Parkland	Yes	Yes	Yes	Yes	Yes	Yes
22	Pembroke Park	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
23	Pembroke Pines	Yes	Yes	Yes	Yes	Yes	Yes
24	Plantation	Yes	Yes	Yes	Yes	Yes	Yes
25	Pompano Beach	Canceled	Canceled	Canceled	Yes	Yes	Yes
26	Sea Ranch Lakes	Yes	Yes	Yes	Yes	Yes	Yes
27	Southwest Ranches	Yes	Yes	Yes	Yes	Yes	Yes
28	Sunrise	Yes	Yes	Yes	Yes	Yes	Yes
29	Tamarac	Yes	Yes	Yes	Yes	Yes	Yes
30	West Park	Yes	Yes	Yes	Yes	Yes	Yes
31	Weston	Yes	Yes	Yes	Yes	Yes	Yes
32	Wilton Manors	Yes	Yes	Yes	Yes	Yes	Yes

**OIG Table 2: Broward Political Subdivisions’
Compliance with County Charter Sec. 1.07, April 2021**

April 2021							
	Entity	Notice Posted Within 48 Hours with Date, Time and Location (1st Meeting)	Posted Agenda	Agenda Backup Material Posted	Notice Posted Within 48 Hours with Date, Time and Location (2nd Meeting)	Posted Agenda	Agenda Backup Material Posted
1	Broward County	Yes	Yes	Yes	Yes	Yes	Yes
2	Coconut Creek	Yes	Yes	Yes	Yes	Yes	Yes
3	Cooper City	Yes	Yes	Yes	Yes	Yes	Yes
4	Coral Springs	Yes	Yes	Yes	Yes	Yes	Yes
5	Dania Beach	Yes	Yes	Yes	Yes	Yes	Yes
6	Davie	Yes	Yes	Yes	Yes	Yes	Yes
7	Deerfield Beach	Yes	Yes	Yes	Yes	Yes	Yes
8	Fort Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
9	Hallandale Beach	Yes	Yes	Yes	Yes	Yes	Yes
10	Hillsboro Beach	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
11	Hollywood	Yes	Yes	Yes	Yes	Yes	Yes
12	Lauderdale-By-The-Sea	Yes	Yes	Yes	Yes	Yes	Yes
13	Lauderdale Lakes	Yes	Yes	Yes	Yes	Yes	Yes
14	Lauderhill	Yes	Yes	Yes	Yes	Yes	Yes
15	Lazy Lake	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
16	Lighthouse Point	Yes	Yes	Yes	Yes	Yes	Yes
17	Margate	Yes	Yes	Yes	Yes	Yes	Yes
18	Miramar	Yes	Yes	Yes	Yes	Yes	Yes
19	North Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
20	Oakland Park	Yes	Yes	Yes	Yes	Yes	Yes
21	Parkland	Yes	Yes	Yes	Yes	Yes	Yes
22	Pembroke Park	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
23	Pembroke Pines	Yes	Yes	Yes	Yes	Yes	Yes
24	Plantation	Yes	Yes	Yes	Yes	Yes	Yes
25	Pompano Beach	Canceled	Canceled	Canceled	Yes	Yes	Yes
26	Sea Ranch Lakes	Yes	Yes	Yes	Yes	Yes	Yes
27	Southwest Ranches	Yes	Yes	Yes	Yes	Yes	Yes
28	Sunrise	Yes	Yes	Yes	Yes	Yes	Yes
29	Tamarac	Yes	Yes	Yes	Yes	Yes	Yes
30	West Park	Yes	Yes	Yes	Yes	Yes	Yes
31	Weston	Yes	Yes	Yes	Yes	Yes	Yes
32	Wilton Manors	Yes	Yes	Yes	Yes	Yes	Yes

**OIG Table 3: Broward Political Subdivisions’
Compliance with County Charter Sec. 1.07, May 2021**

May 2021							
	Entity	Notice Posted Within 48 Hours with Date, Time and Location (1st Meeting)	Posted Agenda	Agenda Backup Material Posted	Notice Posted Within 48 Hours with Date, Time and Location (2nd Meeting)	Posted Agenda	Agenda Backup Material Posted
1	Broward County	Yes	Yes	Yes	Yes	Yes	Yes
2	Coconut Creek	Yes	Yes	Yes	Yes	Yes	Yes
3	Cooper City	Yes	Yes	Yes	Yes	Yes	Yes
4	Coral Springs	Yes	Yes	Yes	Yes	Yes	Yes
5	Dania Beach	Yes	Yes	Yes	Yes	Yes	Yes
6	Davie	Yes	Yes	Yes	Yes	Yes	Yes
7	Deerfield Beach	Yes	Yes	Yes	Yes	Yes	Yes
8	Fort Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
9	Hallandale Beach	Yes	Yes	Yes	Yes	Yes	Yes
10	Hillsboro Beach	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
11	Hollywood	Yes	Yes	Yes	Yes	Yes	Yes
12	Lauderdale-By-The-Sea	Yes	Yes	Yes	Yes	Yes	Yes
13	Lauderdale Lakes	Yes	Yes	Yes	Yes	Yes	Yes
14	Lauderhill	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
15	Lazy Lake	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
16	Lighthouse Point	Yes	Yes	Yes	Yes	Yes	Yes
17	Margate	Yes	Yes	Yes	Yes	Yes	Yes
18	Miramar	Yes	Yes	Yes	Yes	Yes	Yes
19	North Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
20	Oakland Park	Yes	Yes	Yes	Yes	Yes	Yes
21	Parkland	Yes	Yes	Yes	Yes	Yes	Yes
22	Pembroke Park	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
23	Pembroke Pines	Yes	Yes	Yes	Yes	Yes	Yes
24	Plantation	Yes	Yes	Yes	Yes	Yes	Yes
25	Pompano Beach	Canceled	Canceled	Canceled	yes	yes	yes
26	Sea Ranch Lakes	Yes	Yes	Yes	Yes	Yes	Yes
27	Southwest Ranches	Yes	Yes	Yes	Yes	Yes	Yes
28	Sunrise	Yes	Yes	Yes	Yes	Yes	Yes
29	Tamarac	Yes	Yes	Yes	Yes	Yes	Yes
30	West Park	Yes	Yes	Yes	Yes	Yes	Yes
31	Weston	Yes	Yes	Yes	Yes	Yes	Yes
32	Wilton Manors	Yes	Yes	Yes	Yes	Yes	Yes

**OIG Table 4: Broward Political Subdivisions’
Compliance with County Charter Sec. 1.07, June 2021**

June 2021							
	Entity	Notice Posted Within 48 Hours with Date, Time and Location (1st Meeting)	Posted Agenda	Agenda Backup Material Posted	Notice Posted Within 48 Hours with Date, Time and Location (2nd Meeting)	Posted Agenda	Agenda Backup Material Posted
1	Broward County	Yes	Yes	Yes	Yes	Yes	Yes
2	Coconut Creek	Yes	Yes	Yes	Yes	Yes	Yes
3	Cooper City	Yes	Yes	Yes	Yes	Yes	Yes
4	Coral Springs	Yes	Yes	Yes	Yes	Yes	Yes
5	Dania Beach	Yes	Yes	Yes	Yes	Yes	Yes
6	Davie	Yes	Yes	Yes	Yes	Yes	Yes
7	Deerfield Beach	Yes	Yes	Yes	Yes	Yes	Yes
8	Fort Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
9	Hallandale Beach	Yes	Yes	Yes	Yes	Yes	Yes
10	Hillsboro Beach	Yes	Yes	Yes	No Meeting	No Meeting	No Meeting
11	Hollywood	Yes	Yes	Yes	Yes	Yes	Yes
12	Lauderdale-By-The-Sea	Yes	Yes	Yes	Yes	Yes	Yes
13	Lauderdale Lakes	Yes	Yes	Yes	Yes	Yes	Yes
14	Lauderhill	Yes	Yes	Yes	Yes	Yes	Yes
15	Lazy Lake	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
16	Lighthouse Point	Yes	Yes	Yes	Yes	Yes	Yes
17	Margate	Yes	Yes	Yes	Yes	Yes	Yes
18	Miramar	Yes	Yes	Yes	Yes	Yes	Yes
19	North Lauderdale	Yes	Yes	Yes	Yes	Yes	Yes
20	Oakland Park	Yes	Yes	Yes	Yes	Yes	Yes
21	Parkland	Canceled	Canceled	Canceled	Yes	Yes	Yes
22	Pembroke Park	Canceled	Canceled	Canceled	No Meeting	No Meeting	No Meeting
23	Pembroke Pines	Yes	Yes	Yes	Yes	Yes	Yes
24	Plantation	Yes	Yes	Yes	Yes	Yes	Yes
25	Pompano Beach	Yes	Yes	Yes	Yes	Yes	Yes
26	Sea Ranch Lakes	Yes	Yes	Yes	Yes	Yes	Yes
27	Southwest Ranches	Yes	Yes	Yes	Yes	Yes	Yes
28	Sunrise	Yes	Yes	Yes	Yes	Yes	Yes
29	Tamarac	Yes	Yes	Yes	Yes	Yes	Yes
30	West Park	Yes	Yes	Yes	Yes	Yes	Yes
31	Weston	Yes	Yes	Yes	Yes	Yes	Yes
32	Wilton Manors	Yes	Yes	Yes	Yes	Yes	Yes

CONCLUSION

The OIG concluded that the county and all 31 municipalities are currently in compliance with the Broward County Charter Section 1.07 requirement that they timely post regular commission meeting notices, agendas, and backup materials on their agencies' websites, finding that, for the review period of March 1, 2021, through June 30, 2021, all of Broward's political subdivisions posted the required documentation at least 48 hours prior to the date and time of scheduled, regular commission meetings.

We appreciate the cooperation and efforts of the clerks and attorneys who responsively and timely worked to bring their agencies into compliance with this important charter provision that improves transparency and facilitates individuals' engagement in local government.