



Town of Pembroke Park

Agenda

WORKSHOP COMMISSION MEETING
Wednesday, April 8, 2020 @ 7:00 PM
Virtual Meeting

Page

1. VIRTUAL MEETING INSTRUCTIONS

Town Hall is closed to the public. Public access to this virtual meeting can be accomplished as follows:

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(224\) 501-3316](tel:+12245013316)

Access Code: 407-300-861

During the meeting you can submit a text at (305) 336-7953

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Interim Deputy Clerk at townclerk@townofpembrokepark.com.

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. REPORTS OF COMMITTEES AND CITY STAFF

5.A. Lobbyist - Vice Mayor Clark

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[Lobbyist CAS](#)

[Lobbyist CASGS 03-2020 Pembroke Pk March Rpt](#)

[Lobbyist CHS 2020-03-26 Mar Rpt](#)

[Lobbyist DC](#)

[Lobbyist HM](#)

[Lobbyist Tidewater March Report](#)

5.B. Broward Sheriff's Office - Captain Coker - NONE

37 - 40

[BSO Pembroke Park Analysis - March 2020](#)

5.C. Fire Department - Chief Kane - NONE

5.D. Crisis Communication - Brian Andrews Crisis Communication Consultant

5.E. Town of Pembroke Park Website Page - Mark Pakula, IT Director

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[Mark Webpage](#)

5.F.	Building Department - Miguel Nunez, Interim Building Official Agenda Item Report - AIR-20-011 - Pdf Building Monthly Report February	42 - 47
5.G.	Business Tax Receipt and Billing Update - Michelle Grooms, BTR/Billing Administrator Billing Division Monthly Report - Pdf Update on Renewals form FY 2018-2019 - Pdf Waiver Request - V & L Debt Relief and Services, Inc. - Pdf Waiver Request - Jon Chistyakov - Pdf Waiver Request - Point of Grace - Pdf	48 - 65
5.H.	Code Enforcement - Jeffrey Louis, Code Enforcement Officer CE Memo & Monthly Report	66 - 70
5.I.	Finance Department - Harry Taubenfeld, Assistant Finance Director Finance REVISED Bills \$500 April 8th Meeting Finance Bank Balances - April 8th Meeting Finance Leave Report - April 8th Meeting Finance March - 2020 Revenue Expenditures	71 - 95
5.J.	Public Services Division - Todd Larson, Public Services Director Agenda Item Report - AIR-20-024 - Pdf Golf Cart Price Increase PS software system	96 - 121
6.	ORDINANCES Chris Ryan, Town Attorney - Ordinances will be scheduled when meetings return to normal	
7.	DISCUSSION	
7.A.	Smoke Free Town - Mayor Mohammed Smoke Free Town Memo Smoke Free Hollywood	122 - 123
7.B.	Personnel Policy and Procedures - Mayor Mohammed Telephone and email protocol Personnel Manual Timesheets Transferring of personnel Personnel Manual Wingo Personnel Manual Mayor telephone and email protocol	124 - 179
7.C.	Proclamation Protocol - Mayor Mohammed Proclamation Protocol	180 - 189
7.D.	Public Private Partnership (P3) - Mayor Mohammed	
7.E.	Agreement with FDOT for diversion of flood water from Hollywood pump station to C-9 - Vice Mayor Clark FDOT Agreement -20-026 - Html	190

7.F.	Canopy extension at Food Garden - Vice Mayor Clark Canopy extension - AIR-20-022 - Html	191
7.G.	Annual Service Contract Review - Vice Mayor Clark Review of annual service contracts - AIR-20-025 - Html	192
7.H.	Asphalt Seal Coating of parking lot at Ryan Park and Town Hall - Vice Mayor Clark Asphalt Seal Memo - AIR-20-021 - Html GemSeal Asphalt Sealer	193 - 197
7.I.	Agenda Item Updates - Vice Mayor Clark 1. Lobbyist Reports /Annexation, etc... 2. MPO/FDOT/FEMA HMGP grants 3. Agro-Eco Gardens & Centers Agro, Release, Urban Health Partnership AIR-20-017 - Pdf Miller Agro Food Desert Rev Docs (002) Agro Analysis - Miller Agro Fresh Food Access Atlanta Report 2020 MPO FDOT Grants AIR-20-023 - Pdf	198 - 236
7.J.	Discussion Professional Services for Police Department - Clerk Commissioner Jacobs Professional Service Consultant Police	237
7.K.	Discussion Gray car registration - Clerk Commissioner Jacobs Memo Grey car Car registration grey vehicle	238 - 239
7.L.	Update Public Services Director Flooding Back-up - Commissioner Cohen/ Attorney Ryan Memo Flooding issue - AIR-20-014 - Pdf Commissioner Cohen Full Report	240 - 375
7.M.	Parks and Recreation Department - Park Supervisor McKine Parks Memo 1 Parks and Recreation Behan Parks and Recreation Preserve Parks and Recreation Rec Hall	376 - 427
7.N.	Public Information Food Access Assistance Information	428 - 449

8. ANNOUNCEMENTS

9. 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.

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0037	School Bus Safety School Bus Safety: Revises civil penalties for certain violations relating to stopping for school bus. Effective Date: January 1, 2021 03/07/20 - HOUSE Enrolled Text (ER) Filed	Zika	03/07/20
HB 0043	Child Welfare Child Welfare: Requiring the Florida Court Educational Council to establish certain standards for instruction of circuit and county court judges for dependency cases; requiring the Department of Law Enforcement to provide certain information to law enforcement officers relating to specified individuals; requiring Child Protection Teams to be capable of providing certain training relating to head trauma and brain injuries in children younger than a specified age; requiring the Criminal Justice Standards and Training Commission to establish standards for the instruction of law enforcement officers in a specified subject, etc. Effective Date: July 1, 2020 03/12/20 - HOUSE Enrolled Text (ER) Filed	Latvala	03/12/20
HB 0059	Automated Pharmacy Systems Automated Pharmacy Systems: Authorizes community pharmacy to use automated pharmacy system; provides certain medicinal drugs stored in automated pharmacy system for outpatient dispensing are part of inventory of pharmacy providing services through such system; requires community pharmacies to adopt policies & procedures. Effective Date: July 1, 2020 03/13/20 - HOUSE Enrolled Text (ER) Filed	Willhite	03/13/20
HB 0061	Adoption Benefits Adoption Benefits: Provides eligibility to certain veterans & servicemembers for specified adoption benefits. Effective Date: July 1, 2020 03/03/20 - HOUSE Enrolled Text (ER) Filed	Roth	03/03/20
SB 0070	Alert Systems in Public Schools Alert Systems in Public Schools; Citing this act as "Alyssa's Law"; requiring each public school to implement a mobile panic alert system for specified purposes beginning in a specified school year; authorizing public school districts to implement additional strategies and systems for specified purposes; requiring the Department of Education to issue a competitive solicitation to contract for a mobile panic alert system, subject to appropriation, etc. Effective Date: 7/1/2020 03/10/20 - SENATE Enrolled Text (ER) Filed	Book	03/10/20
SB 0072	Higher Education Higher Education; Revising requirements for certain new construction, remodeling, or renovation projects; creating the "state universities of distinction" designation within the State University System; creating the Florida Institute of Politics within Florida State University College of Social Sciences and Public Policy; creating the Adam Smith Center for the Study of Economic Freedom; revising provisions relating to additional funds for	Stargel	03/16/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
	textbooks under Florida Academic Scholars award, etc. Effective Date: Except as otherwise expressly provided in this act and except for this section, which shall take effect upon this act becoming a law, this act shall take effect July 1, 2020		
	03/16/20 - SENATE Enrolled Text (ER) Filed		
HB 0073 	Environmental Regulation	Overdorf	03/03/20
	Environmental Regulation: Specifies requirements for contracts between residential recycling collectors or recovered materials processing facilities & counties or municipalities for collecting, transporting, & processing residential recycling material & contaminated recyclable material; prohibits local governments from requiring further verification from DEP for certain projects; revises types of dock & pier replacements & repairs that are exempt from such verification & certain permitting requirements. Effective Date: July 1, 2020		
	03/03/20 - HOUSE Enrolled Text (ER) Filed		
SB 0078	Transportation-related Facility Designations	Broxson	03/13/20
	Transportation-related Facility Designations; Providing honorary designations of certain transportation facilities in specified counties; revising the name of an honorary designation; directing the Department of Transportation to erect suitable markers and to examine the feasibility to rename the facilities specified; correcting the location of an honorary designation, etc. Effective Date: 7/1/2020		
	03/13/20 - SENATE Enrolled Text (ER) Filed		
HB 0081	Health Care for Children	Andrade	03/12/20
	Health Care for Children: Requiring the Department of Health to create and make available electronically a pamphlet with specified information; revising applicable provisions for the reimbursement of school-based services by the Agency for Health Care Administration to certain school districts; requiring certain individual educational plan teams and individualized family support plan teams to include a specified specialist, etc. Effective Date: July 1, 2020		
	03/12/20 - HOUSE Enrolled Text (ER) Filed		
SB 0082	Individuals with Disabilities	Bean	03/11/20
	Individuals with Disabilities; Requiring persons and entities under contract with the Agency for Persons with Disabilities to use the agency data management systems to bill for services; revising criteria used by the agency to develop a client's iBudget; requiring the Agency for Health Care Administration to seek federal approval to provide consumer-directed options; providing an exemption from a certificate-of-need requirement for certain intermediate care facilities, etc. Effective Date: 7/1/2021		
	03/11/20 - SENATE Enrolled Text (ER) Filed		

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0089	Adoption Records Adoption Records: Provides that name & identity of birth parent, adoptive parent, & adoptee may be disclosed from adoption records without court order. Effective Date: July 1, 2020 03/13/20 - HOUSE Enrolled Text (ER) Filed	Stark	03/13/20
HB 0101 	Public Construction Public Construction: Revises amounts of retainage that local governmental entities & contractors may withhold from progress payments for construction services contract; revises requirements for DMS rules governing certain contracts; revises amounts of retainage that public entities & contractors may withhold from progress payments for construction services contract. Effective Date: October 1, 2020 03/03/20 - HOUSE Enrolled Text (ER) Filed	Andrade	03/03/20
HB 0103	Subpoenas Subpoenas: Revises definition of term "properly served"; authorizes applicant to petition court to compel compliance with subpoena; authorizes court to address noncompliance as indirect criminal contempt & impose daily fine. Effective Date: July 1, 2020 03/11/20 - HOUSE Enrolled Text (ER) Filed	Gottlieb	03/11/20
HB 0115	Keep Our Graduates Working Act Keep Our Graduates Working Act: Prohibits state authority from denying license, refusing to renew license, or suspending or revoking license on basis of delinquency or default in payment of his or her student loan; provides exception to requirement that certain entities prohibit candidate from being examined for or issued, or having renewed license, certificate, or registration to practice health care profession if he or she is listed on specified federal list of excluded individuals & entities; repeals provisions relating to health care practitioners in default on student loan or scholarship obligations. Effective Date: July 1, 2020 02/13/20 - HOUSE Enrolled Text (ER) Filed	Duran	02/13/20
SB 0124	Custody of Minor Children by Extended Family Custody of Minor Children by Extended Family; Revising the purposes of ch. 751, F.S.; revising the requirements for individuals seeking concurrent custody; allowing any other provisions related to the best interest of the child to be considered in a petition for temporary or concurrent custody; authorizing courts to include provisions requested in petitions for temporary or concurrent custody which relate to the best interest of the child, etc. Effective Date: 7/1/2020 03/10/20 - SENATE Enrolled Text (ER) Filed	Bean	03/10/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0131	Security in Trial Court Facilities Security in Trial Court Facilities: Requires sheriffs to coordinate with specified entities to develop comprehensive plan for security of trial court facilities; specifies sheriffs & chief judges retain certain authority; specifies sheriffs & their deputies, employees, & contractors are officers of court under specified circumstances. Effective Date: July 1, 2020 03/10/20 - HOUSE Enrolled Text (ER) Filed	McClain	03/10/20
HB 0133	Towing and Immobilizing Vehicles and Vessels Towing and Immobilizing Vehicles and Vessels: Authorizes local governments to enact rates to tow vessels on private property & remove & store vessels; prohibits counties or municipalities from enacting ordinances that impose costs or penalties on owners, persons in control, or lienholders of vehicles or vessels or that require wrecker operators or towing businesses to accept specified form of payment; authorizes persons to place liens on vehicles or vessels to recover fees or charges; revises requirement regarding notices & signs concerning towing or removal of vehicles & vessels. Effective Date: October 1, 2020 03/13/20 - HOUSE Enrolled Text (ER) Filed	McClain	03/13/20
SB 0140	Fireworks Fireworks; Defining the term "designated holiday"; providing an exemption for the use of fireworks solely and exclusively during a designated holiday; prohibiting homeowners' associations from promulgating certain rules or regulations, etc. Effective Date: Upon becoming a law 03/11/20 - SENATE Enrolled Text (ER) Filed	Hutson	03/11/20
SB 0156	Early Childhood Music Education Incentive Pilot Program Early Childhood Music Education Incentive Pilot Program; Extending the scheduled expiration of the pilot program; requiring the University of Florida's College of Education to collaborate with Florida International University's school of music for evaluation of the pilot program; requiring that the evaluation be shared with the Florida Center for Partnerships in Arts-Integrated Teaching, etc. Effective Date: 7/1/2020 03/11/20 - SENATE Enrolled Text (ER) Filed	Perry	03/11/20
HB 0163	Homelessness Provides requirements for continuum of care catchment areas & lead agencies; requires continuums of care to create continuum of care plans; revises requirements for certain grants; establishes grant-in-aid program to help continuums of care prevent & end homelessness; provides program requirements. Effective Date: July 1, 2020 03/10/20 - HOUSE Enrolled Text (ER) Filed	Altman	03/10/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0171	Postsecondary Education for Certain Military Personnel Postsecondary Education for Certain Military Personnel: Requiring the Board of Governors and the State Board of Education, in consultation with the Department of Veterans' Affairs, to create a process for the uniform award of postsecondary credit or career education clock hours to certain servicemembers and veterans of the United States Armed Forces; requiring specified postsecondary institutions to waive the transcript fee for active duty members of the United States Armed Forces, certain veterans, and their spouses and dependents, etc. Effective Date: upon becoming a law 03/05/20 - HOUSE Enrolled Text (ER) Filed	Ponder	03/05/20
SB 0172	Florida Drug and Cosmetic Act Florida Drug and Cosmetic Act; Preempting the regulation of over-the-counter proprietary drugs or cosmetics to the state, etc. Effective Date: 7/1/2020 03/10/20 - SENATE Enrolled Text (ER) Filed	Bradley	03/10/20
HB 0177	Prescription Drug Donation Repository Program Prescription Drug Donation Repository Program: Creates Prescription Drug Donation Repository Program within DOH; provides criteria & conditions for donation of prescription drugs & supplies from certain authorized entities for dispensing to eligible patients; authorizes Governor to waive program patient eligibility requirements during declared state of emergency. Effective Date: July 1, 2020 02/19/20 - HOUSE Enrolled Text (ER) Filed	Yarborough	02/19/20
SB 0178	Public Financing of Construction Projects Public Financing of Construction Projects; Prohibiting state-financed constructors from commencing construction of certain structures in coastal areas after a specified date without first taking certain steps regarding a sea level impact projection study; requiring the Department of Environmental Protection to develop by rule a standard for such studies; providing that such rule operates prospectively on projects that have not yet commenced as of the finalization of the rule, etc. Effective Date: Except as otherwise expressly provided in this act, this act shall take effect July 1, 2020 03/11/20 - SENATE Enrolled Text (ER) Filed	Rodriguez (J)	03/11/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0197	Servicemembers Civil Relief Act Servicemembers Civil Relief Act: Provides certain state laws relating to children do not supersede Servicemembers Civil Relief Act; requires DCF to ensure the act is observed in certain cases. Effective Date: July 1, 2020 03/04/20 - HOUSE Ordered enrolled	Payne	03/04/20
HB 0199	Sexual Battery Prosecution Time Limitation Sexual Battery Prosecution Time Limitation: Designates act "Donna's Law"; creates exception to general time limitations allowing prosecution to be commenced at any time for specified sexual battery offenses against victims younger than a certain age. Effective Date: July 1, 2020 03/11/20 - HOUSE Enrolled Text (ER) Filed	Davis	03/11/20
HB 0205	Unlawful Use of Uniforms, Medals, or Insignia Unlawful Use of Uniforms, Medals, or Insignia: Prohibits certain misrepresentations concerning military service when made for specified purposes. Effective Date: October 1, 2020 03/05/20 - HOUSE Enrolled Text (ER) Filed	Avila	03/05/20
SB 0218	Licensure Requirements for Osteopathic Physicians Licensure Requirements for Osteopathic Physicians; Revising licensure requirements for persons seeking licensure or certification as an osteopathic physician, etc. Effective Date: Upon becoming a law 03/11/20 - SENATE Enrolled Text (ER) Filed	Harrell	03/11/20
SB 0226	Athletic Trainers Athletic Trainers; Revising the definition of the term "athletic trainer"; requiring certain licensees to maintain certification in good standing without lapse as a condition of renewal of their athletic trainer licenses; requiring that an athletic trainer work within a specified scope of practice; requiring the direct supervision of an athletic training student to be in accordance with rules adopted by the Board of Athletic Training, etc. Effective Date: 7/1/2020 03/10/20 - SENATE Enrolled Text (ER) Filed	Harrell	03/10/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0255	Florida Commission on Human Relations	Antone	03/12/20
	Florida Commission on Human Relations: Provides quorum requirements for Commission on Human Relations & its panels; revises number of persons commission may recommend for Florida Civil Rights Hall of Fame; provides limitation on time civil action may be filed after alleged violation of Florida Civil Rights Act; revises length of time commission or AG has to resolve complaint of discrimination in club membership; revises timeline relating to complaints alleging prohibited personnel action. Effective Date: July 1, 2020 03/12/20 - HOUSE Enrolled Text (ER) Filed		
HB 0279 	Local Government Public Construction Works	Smith (D)	03/12/20
	Local Government Public Construction Works: Revising disclosure requirements for bidding documents and other requests for proposals issued for bids by a local governmental entity and public contracts entered into between local governmental entities and contractors; requiring that a local government that performs projects using its own services, employees, and equipment provide a report to the local governing board with certain information, etc. Effective Date: July 1, 2020 03/12/20 - HOUSE Enrolled Text (ER) Filed		
SB 0292	Insurance Claims Data	Broxson	03/11/20
	Insurance Claims Data; Defining the terms "loss run statement" and "provide"; requiring surplus lines and authorized insurers, respectively, to provide insureds either a loss run statement or certain information within a certain timeframe after receipt of the insured's written request; requiring insurers to provide notice to the agent of record after providing a loss run statement; prohibiting insurers from charging a fee to prepare and provide one loss run statement annually, etc. Effective Date: 1/1/2021 03/11/20 - SENATE Enrolled Text (ER) Filed		
SB 0294	Crimes Against Veterans	Wright	03/10/20
	Crimes Against Veterans; Citing this act as the "Florida Veterans Protection Act"; providing an enhanced sentence for any person who commits aggravated white collar crimes against a certain number of veterans by obtaining or attempting to obtain a specified amount of money; providing criminal penalties, etc. Effective Date: 10/1/2020 03/10/20 - SENATE Enrolled Text (ER) Filed		

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0327	Illegal Taking, Possession, and Sale of Bears Illegal Taking, Possession, and Sale of Bears: Provides that person commits specified violations for illegal taking, possession, & sale of bears; prohibits illegal taking, possession, & sale of bears; provides penalties. Effective Date: July 1, 2020 03/12/20 - HOUSE Enrolled Text (ER) Filed	Smith (D)	03/12/20
HB 0333	Bail Pending Appellate Review Bail Pending Appellate Review: Prohibits bail to specified offenders pending review following conviction for offense requiring sexual offender or sexual predator registration if victim was minor. Effective Date: October 1, 2020 03/07/20 - HOUSE Enrolled Text (ER) Filed	Leek	03/07/20
HB 0343	Recreational Vehicle Industries Recreational Vehicle Industries: Creates & revises provisions for recreational vehicle parks relating to permit applications, preemption of permitting standards to DOH, transient guests, standards for rebuilding after damage or destruction, abandoned property, park operator authority to refuse access & eject guests & visitors, & certain immunity from liability; requires DACS to adopt rules for establishment & administration of certain examinations; authorizes certain qualifiers to engage in service & repair of recreational vehicles; requires specified LP gas experience or certification to apply for master qualifier certification. Effective Date: July 1, 2020 03/12/20 - HOUSE Enrolled Text (ER) Filed	Fetterhoff	03/12/20
SB 0344	Courts Courts; Specifying that certain exemptions from court-related fees and charges apply to certain entities; requiring the court to waive any court costs or filing fees for certain proceedings involving public guardians; providing that a certain examination report related to annual guardianship plans may be prepared by a physician assistant or an advanced practice registered nurse under certain circumstances, etc. Effective Date: 7/1/2020 03/11/20 - SENATE Enrolled Text (ER) Filed	Bradley	03/11/20
SB 0348	Florida Kidcare Program Florida Kidcare Program; Removing the lifetime maximum cap on covered expenses for a child enrolled in the Florida Healthy Kids program, etc. Effective Date: Upon becoming a law 03/11/20 - SENATE Enrolled Text (ER) Filed	Bean	03/11/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
SB 0362 	Florida Tourism Marketing Florida Tourism Marketing; Revising the scheduled repeal of the Florida Tourism Industry Marketing Corporation direct-support organization; abrogating the scheduled repeal of the Division of Tourism Marketing of Enterprise Florida, Inc., etc. Effective Date: Upon becoming a law 03/13/20 - SENATE Enrolled Text (ER) Filed	Hooper	03/13/20
HB 0369	Limitation on Homestead Assessments Limitation on Homestead Assessments: Proposes amendments to State Constitution to increase period of time during which accrued benefit from specified limitations on homestead property tax assessments may be transferred from prior homestead to new homestead. Effective Date: Not Specified 03/11/20 - HOUSE Enrolled Text (ER) Filed	Roth	03/11/20
HB 0371	Limitations on Homestead Assessments Limitations on Homestead Assessments: Revises timeframe during which accrued benefit from specified limitations on homestead property tax assessments may be transferred from prior homestead to new homestead; revises timeframe during which an owner of homestead property significantly damaged or destroyed by named tropical storm or hurricane must establish new homestead to make certain election. Effective Date: on the effective date of the amendment to the State Constitution proposed by HJR 369 or a similar joint resolution having substantially the same specific intent and purpose 03/11/20 - HOUSE Enrolled Text (ER) Filed	Roth	03/11/20
SB 0374	Housing Discrimination Housing Discrimination; Providing that discriminatory restrictions are unlawful, unenforceable, and declared null and void; removing housing discrimination as a cause of action for certain relief and damages stemming from violations of the Florida Civil Rights Act of 1992; revising the conditions under which an aggrieved person may commence a civil action in any appropriate court against a specified respondent to enforce specified rights; authorizing, rather than requiring, a civil action to commence within a specified period after an alleged discriminatory housing practice, etc. Effective Date: Upon becoming a law 03/12/20 - SENATE Enrolled Text (ER) Filed	Rouson	03/12/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0387	License Plate Fees	Hogan Johnson	03/12/20
	License Plate Fees: Providing for collection of a uniform annual use fee for a specialty license plate unless otherwise specified, etc. Effective Date: October 1, 2020 03/12/20 - HOUSE Enrolled Text (ER) Filed		
HB 0389	Practice of Pharmacy	Sirois	03/11/20
	Practice of Pharmacy: Creates collaborative pharmacy practice agreement between pharmacist & physician; requires agreements to be appropriate to training & scope of practice of pharmacist & physician; requires maintenance of records & specified pharmacists to report certain diseases of public health significance to DOH; authorizes pharmacists to test for & treat influenza & streptococcus; provides requirements for written protocol between pharmacist & supervising physician. Effective Date: July 1, 2020 Effective Date: July 1, 2020 03/11/20 - Approved by Governor; Chapter No. 2020-007		
SB 0400	Elder Abuse Fatality Review Teams	Gibson	03/13/20
	Elder Abuse Fatality Review Teams; Authorizing a state attorney, or his or her designee, to initiate an elder abuse fatality review team in his or her judicial circuit; authorizing elder abuse fatality review teams in existence on a certain date to continue to exist; requiring each review team to annually submit to the department a summary report containing specified information by a certain date; providing immunity from monetary liability for review team members under certain conditions, etc. Effective Date: 7/1/2020 03/13/20 - SENATE Enrolled Text (ER) Filed		
SB 0404	Abortion	Stargel	02/26/20
	Abortion; Reclassifying the criminal offense for a specified violation; prohibiting physicians from performing or inducing the termination of the pregnancy of a minor unless specified requirements are satisfied; requiring a physician to obtain written consent from a minor's parent or legal guardian before performing or inducing a termination of the pregnancy of a minor; providing exceptions to such consent requirement; providing criminal penalties for physicians, etc. Effective Date: 7/1/2020 02/26/20 - SENATE Enrolled Text (ER) Filed		

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
SB 0406	Public Records/Minor's Petition to Waive Consent/Abortion Public Records/Minor's Petition to Waive Consent/Abortion; Providing a public records exemption for information that could identify a minor which is contained in a record held by the court relating to the minor's petition to waive consent requirements to obtain an abortion; providing for future legislative review and repeal under the Open Government Sunset Review Act; providing a statement of public necessity, etc. Effective Date: On the same date that SB 404 or similar legislation takes effect if such legislation is adopted in the same legislative session or an extension thereof and becomes a law 02/26/20 - SENATE Enrolled Text (ER) Filed	Stargel	02/26/20
SB 0410 	Growth Management Growth Management; Prohibiting counties from adopting, after a specified date, a comprehensive plan, a land development regulation, or another form of restriction unless certain conditions are met; requiring the Department of Economic Opportunity to give a preference to certain counties and municipalities when selecting applications for funding for specified technical assistance; requiring local governments to include a property rights element in their comprehensive plans; providing that certain property owners are not required to consent to development agreement changes under certain circumstances, etc. Effective Date: 7/1/2020 03/13/20 - SENATE Enrolled Text (ER) Filed	Perry	03/13/20
SB 0426 	Economic Development 03/11/20 - HOUSE Enrolled Text (ER) Filed Economic Development; Revising the responsibilities of divisions within the Department of Economic Opportunity; specifying that the concept of building the professional capacity of a regional economic development organization includes the hiring of professional staff to perform specified services; revising the maximum percentage of total infrastructure project costs for which the department may award grants; replacing CareerSource Florida, Inc., with the state board or the department in provisions relating to the implementation of the federal Workforce Innovation and Opportunity Act, etc. Effective Date: 7/1/2020 03/11/20 - SENATE Ordered enrolled	Montford	03/11/20
SB 0434	Designation of School Grades Designation of School Grades; Revising the components on which a school's grade is based, etc. Effective Date: 7/1/2020 03/10/20 - SENATE Enrolled Text (ER) Filed	Montford	03/10/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0437	Nurse Registries Nurse Registries: Authorizes use of licensed nurse registries for placement of attendant care provided for workers' compensation purposes. Effective Date: July 1, 2020 03/12/20 - HOUSE Enrolled Text (ER) Filed	Stone	03/12/20
HB 0441 	Public Procurement of Services Public Procurement of Services: Revises maximum dollar amount for continuing contracts for construction projects; revises term "continuing contract" to increase certain maximum dollar amounts for professional architectural, engineering, landscape architectural, & surveying & mapping services. Effective Date: July 1, 2020 03/11/20 - HOUSE Enrolled Text (ER) Filed	DiCeglie	03/11/20
HB 0467	Physical Therapy Practice Physical Therapy Practice: Revising the powers and duties of the Board of Physical Therapy Practice; requiring the board to establish minimum standards of practice for the performance of dry needling, and additional supervision and training requirements for the performance of dry needling of specified areas, by physical therapists, etc. Effective Date: July 1, 2020 03/10/20 - HOUSE Enrolled Text (ER) Filed	Stevenson	03/10/20
HB 0469	Real Estate Conveyances Real Estate Conveyances: Provides that subscribing witnesses are not required to validate certain instruments conveying leasehold interest in real property. Effective Date: July 1, 2020 03/05/20 - HOUSE Enrolled Text (ER) Filed	Duggan	03/05/20
SB 0476	Law Enforcement Vehicles Law Enforcement Vehicles; Providing that condominium, cooperative, and homeowners' associations, respectively, may not prohibit a law enforcement officer from parking his or her assigned law enforcement vehicle in certain areas, etc. Effective Date: Upon becoming a law 02/21/20 - Approved by Governor, Chapter No. 2020-005	Hooper	02/21/20
HB 0505	Estates and Trusts Estates and Trusts: Revises provisions for estates and trusts related to precious metals as property, notice requirements for jurisdiction, filing of objections, sales involving conflicts of interest, and compensation for serving as personal representative or trustee. Effective Date: October 1, 2020 03/11/20 - HOUSE Enrolled Text (ER) Filed	Driskell	03/11/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0529	Insurance Guaranty Associations Insurance Guaranty Associations: Revises obligations of Florida Insurance Guaranty Association, Incorporated, for policies covering condominium associations & homeowners' associations; revises percentage limits on emergency assessments levied against insurers by OIR. Effective Date: July 1, 2020 03/11/20 - HOUSE Enrolled Text (ER) Filed	Webb	03/11/20
SB 0538	Emergency Management Emergency Management; Providing that certain informational meetings or calls coordinated by a federal, state, or local emergency management agency related to any federal, state, or local response to a declared disaster are not considered public meetings if certain conditions are met; requiring the State Watch Office within the Division of Emergency Management to create a list of reportable incidents; requiring a political subdivision to report incidents contained on the list to the office; authorizing the office to establish guidelines a political subdivision must follow to report an incident, etc. Effective Date: 7/1/2020 03/13/20 - SENATE Enrolled Text (ER) Filed	Diaz	03/13/20
SB 0540	Insurance Guaranty Associations Insurance Guaranty Associations; Authorizing certain guaranty association employees to adjust losses for the Florida Insurance Guaranty Association if certain conditions are met; redefining the term "net direct written premiums" as "direct written premiums" and revising the definition of that term; deleting a calculation of initial estimated assessments levied by the Office of Insurance Regulation on insurers in the Florida Insurance Guaranty Association; deleting a calculation of initial estimated assessments levied by the office on insurers in the Florida Workers' Compensation Insurance Guaranty Association, etc. Effective Date: 7/1/2020 03/11/20 - SENATE Enrolled Text (ER) Filed	Rader	03/11/20
HB 0549	Pub. Rec./Site-specific Location Information of Endangered and Threatened Species Pub. Rec./Site-specific Location Information of Endangered and Threatened Species: Provides exemption from public records requirements for site-specific location information of endangered & threatened species; provides for future legislative review & repeal of exemption; provides statement of public necessity. Effective Date: July 1, 2020 03/11/20 - HOUSE Enrolled Text (ER) Filed	Overdorf	03/11/20

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
HB 0559	Institutional Formularies Established by Nursing Home Facilities	Byrd	03/11/20
	Institutional Formularies Established by Nursing Home Facilities: Authorizes nursing home facility to establish & implement institutional formulary; requires facility to maintain written policies & procedures for institutional formulary & make available to AHCA, upon request; provides requirements relating to prescribers; prohibits facility from taking adverse action against prescriber or resident under certain circumstances; authorizes pharmacist to substitute medicinal drugs under institutional formulary established by facility under certain circumstances. Effective Date: July 1, 2020 03/11/20 - HOUSE Enrolled Text (ER) Filed		
HB 0573	First Responders and Correctional Officers	Casello	03/13/20
	First Responders and Correctional Officers: Prohibiting certain persons who participate in peer support communication with a first responder from testifying or divulging specified information under certain circumstances; specifying that an allegation or complaint of misconduct against a law enforcement officer or a correctional officer may originate from any source; authorizing law enforcement and correctional agencies to request a separate agency to conduct an investigation of a complaint under certain circumstances, etc. Effective Date: July 1, 2020 03/13/20 - HOUSE Enrolled Text (ER) Filed		
SB 0580	Uniform Partition of Heirs Property Act	Bracy	03/10/20
	Uniform Partition of Heirs Property Act; Creating the "Uniform Partition of Heirs Property Act"; providing requirements relating to the court determination of heirs property; providing for the determination of property value; providing for buyout of cotenants; providing for sale of property through open-market sale, sealed bids, or auction; authorizing certain cotenants to agree to certain partitions of real property, etc. Effective Date: 7/1/2020 03/10/20 - SENATE Enrolled Text (ER) Filed		
SB 0594	Florida Statutes	Benacquisto	02/12/20
	Florida Statutes; Adopting the Florida Statutes 2020 and designating the portions thereof that are to constitute the official law of the state, etc. Effective Date: On the 60th day after adjournment sine die of the session of the Legislature in which enacted 02/12/20 - Approved by Governor; Chapter No. 2020-001		
SB 0596	Florida Statutes	Benacquisto	02/12/20
	Florida Statutes; Deleting provisions that have expired, have become obsolete, have had their effect, have served their purpose, or have been impliedly repealed or superseded; replacing incorrect cross-references and citations; correcting grammatical, typographical, and like errors; removing inconsistencies, redundancies, and unnecessary repetition in the statutes, etc. Effective Date: On the 60th day after adjournment sine die of the session of the Legislature in which enacted 02/12/20 - Approved by Governor; Chapter No. 2020-002		

**CAS GOVERNMENTAL SERVICES, LLC
2020-2021 ENROLLED BILLS REPORT**

Num	Title	Sponsor	Last
SB 0598	Florida Statutes Florida Statutes; Deleting provisions which have become inoperative by noncurrent repeal or expiration and, pursuant to s. 11.242(5)(b) and (i), F.S., may be omitted from the 2020 Florida Statutes only through a reviser's bill duly enacted by the Legislature, etc. Effective Date: On the 60th day after adjournment sine die of the session of the Legislature in which enacted 02/12/20 - Approved by Governor; Chapter No. 2020-003	Benacquisto	02/12/20
HB 0599	Consultant Pharmacists Consultant Pharmacists: Requires pharmacist to complete additional training for consultant pharmacist licensure; authorizes consultant pharmacist to perform specified services; prohibits consultant pharmacist from modifying or discontinuing medicinal drugs prescribed by health care practitioner; requires maintenance of collaborative practice agreements; requires such agreements be available upon request by DOH; prohibits consultant pharmacist from diagnosing disease or condition. Effective Date: July 1, 2020 03/11/20 - Approved by Governor; Chapter No. 2020-008	Rodriguez (AM)	03/11/20
SB 0600	Florida Statutes Florida Statutes; Amending and repealing provisions to conform to the directive of the Legislature in section 9 of chapter 2012-116, Laws of Florida, codified as section 11.242(5)(j), Florida Statutes, to prepare a reviser's bill to omit all statutes and laws, or parts thereof, which grant duplicative, redundant, or unused rulemaking authority, etc. Effective Date: On the 60th day after adjournment sine die of the session of the Legislature in which enacted 02/12/20 - Approved by Governor; Chapter No. 2020-004	Benacquisto	02/12/20
HB 0607	Direct Care Workers Direct Care Workers: Requiring a licensed home health agency that authorizes a registered nurse to delegate tasks to a certified nursing assistant or a home health aide to ensure that certain requirements are met; requiring home health aides to complete annual inservice training in medication administration and medication error prevention, in addition to existing annual inservice training requirements; creating the Excellence in Home Health Program and the Nurse Registry Excellence Program, respectively, within the agency for a specified purpose; requiring the agency to adopt rules establishing program criteria, etc. Effective Date: July 1, 2020 03/11/20 - Approved by Governor; Chapter No. 2020-00	Pigman	03/11/20

CAS Governmental Services, LLC
Communication Advocacy Specialists

Governmental – Legislative Services – Grants – Special Funding

P.O. Box 35 • Canal Point, Florida 33438-0035
Office: 561.924.7702 • Fax: 866.929.8006

To: Mayor Mohammed, Vice Mayor Clark, Clerk Commissioner Jacobs, Commissioner Cohen and Commissioner Dieuveille

Assistant Town Manager Newell J. Daughtrey, and Public Services Director Todd Larson

From: Connie Vanassche, Jim Spratt and Dale Milita
CAS (Communication Advocacy Specialists) Governmental Services, LLC

Date: March 27, 2020

Copies To: David K. Sigerson, Jr., Esq

RE: March 2020 Legislative Monthly Report

Communication Advocacy Specialists Governmental Services, LLC (CASGS) appreciates the opportunity to represent the Town of Pembroke Park and to provide a monthly progress report of Legislative activities that occurred during March:

Session Information:

- The 2020-2021 Legislative Session was extended to March 19, 2020 from March 13, 2020 in order to finish the budget.
- The last two weeks of session included the budget conference process, an additional review of the proposed budget in order to seek additional funding to address the COVID-19 virus.
- A total of \$300 million was added to cash reserves for potential virus expenses.
- The Legislators passed a \$93.2 billion budget.
- **The John P. Lyons Lane Stormwater Pump Station project is included in the 2020-2021 budget in the amount of \$100,000.**
- Session Statistics include:
 - 3,578 Bills and PCBs filed
 - 2,596 Amendments filed
 - 40 Floor Sessions
 - 3,517 general bills were filed
 - 1,634 were appropriations funding requests
 - 210 general bills passed both chambers

- Florida Recreation Development Assistance Program (FRDAP) was fully funded in the amount of \$12,342,750 that included 40 Large Development, 92 Small Development projects, which included the ***Town's Food Forest Improvements at Ryan Park project in the amount of \$50,000.00*** and the Large and Small Trail projects.
- The original tax package was reduced from \$230 million to \$36.6 million. The 3-day Back to School Sales Tax Holiday and the 7-day Disaster Preparedness Sales Tax Holiday remained.
- E-Verify – passed mandating all government employers use E-Verify, while making it optional for many businesses.
- Visit Florida was extended to 2023 and funded at \$50 million.
- The Sadowski Affordable Housing Trust Fund was fully funded at \$370 million.
- Florida Dept. of Agriculture and Consumer Services (FDACS) Promotion & Education Facilities Grant projects were selected by the Legislators and nine projects were funded for a total of \$3,574,065. There was a total of 17 grant projects introduced through the Conference process.
- Environmental Funding -- \$690 million for water quality projects (exceeded the Governor's \$625 million).
- Florida Clean Waterways Act (SB712) -- improves oversight of septic tanks, encourages conversion to a centralized wastewater system, stormwater rules, limits leaks from sewer pipes, etc.
- Environmental Fines (HB1091) -- increases penalties for violation of environmental laws, etc.
- Sea-Level Rise Impact Projects (SB178) – mandates any public entity using State funds for construction projects with coastal zones conduct a sea-level impact study.
- CASGS met with the Governor's staff the first week of March regarding two appropriation projects that were included in the House Agriculture and Natural Resources Appropriations Chair's Budget.
- CASGS was in attendance during the conference process and provided talking points and background documentation to Legislators.
- Once the conference process was completed and the John P. Lyons Lane Stormwater Pump Station project was published in the final budget, CASGS communicated with the Governor's staff regarding the need and use of the partial funding.
- CASGS prepared a draft letter addressed to the Governor for the Commission to consider sending to the Governor expressing support and the importance of the John P. Lyons Lane Stormwater Pump Station project.

- A copy of the 2020-2021 enrolled bills is included with this report as a separate file.
- The Governor's activity report at this time is as follows:

Bill	Title	Date Presented	Governor's Deadline	Date Acted Upon	Action
SB 0594	<u>Florida Statutes</u>	2/10/2020	2/17/2020	2/12/2020	Approved
SB 0596	<u>Florida Statutes</u>	2/10/2020	2/17/2020	2/12/2020	Approved
SB 0598	<u>Florida Statutes</u>	2/10/2020	2/17/2020	2/12/2020	Approved
SB 0600	<u>Florida Statutes</u>	2/10/2020	2/17/2020	2/12/2020	Approved
SB 0476	<u>Law Enforcement Vehicles</u>	2/14/2020	2/21/2020	2/21/2020	Approved
HB 1087	<u>Domestic Violence Services</u>	2/27/2020	3/5/2020	3/5/2020	Approved
HB 0389	<u>Practice of Pharmacy</u>	3/11/20	3/18/20	3/11/20	Approved
HB 0599	<u>Consultant Pharmacists</u>	3/11/20	3/18/20	3/11/20	Approved
HB 0607	<u>Direct Care Workers</u>	3/11/20	3/18/20	3/11/20	Approved

CASGS On-going Activities:

- CASGS monitored legislation and worked with your legislators and Members on the Town's behalf.
- CASGS visited with your Legislators and Members in both Chambers reviewing and discussing the Town's interests.
- CASGS communicated with the Lobby Team members and Staff regarding the Town's interests.
- CASGS worked with the Commissioners and staff regarding the Town's projects, funding sources and grants.

Thank you for the opportunity to represent and advocate on behalf of the Town of Pembroke Park.

Respectfully Submitted,

Connie C. Vanassche
James R. Spratt
M. Dale Milita

CAPITAL HILLS CONSULTANTS
Governmental & Political Consulting

2436 N. Federal Hwy, #483
Lighthouse Point, FL 33064

E-mail: sigersonatlaw@aol.com

Phone: (954) 540-7252
Alt. Ph: (954) 336-3544

M E M O R A N D U M

DATE: March 29, 2020

TO: The Mayor, Vice Mayor and Commissioners

FROM: David K. Sigerson, Jr., Esq. for Capital Hills Consultants
And the Governmental Consulting Team

SUBJECT: Regular Monthly Report for March, 2020

This report covers the Month of March, 2020.

CHC – David Sigerson Activities:

Activities and Meetings. Legislative meetings: I have been traveling back and forth to Tallahassee to attend the committee meetings and General Sessions of the Legislature during the final weeks of the 2020 Legislative Session, March 1 – 13. The regular Legislative Session was scheduled to end on March 13, 2020.

In particular, I would mention that I, along with the other members of your Team, attended all of the relevant Budget Conference Committee meetings over the long weekend of Budget Conference, March 7 to 9, 2020. During this time, we engaged with the members as needed in a successful effort to get one of our projects funded in the final Budget, see detailed explanation below.

This involves attending legislative committee meetings and general sessions of the House and Senate during the month of March. During this time I have met with members and staff and also with the other Pembroke Park Lobby Team members regarding the Town's legislative objectives both in the area of annexation legislation and Legislative Budget Requests (LBRs). Also while in Tallahassee during the Legislative Session, I attend F.A.I.R. meetings (Florida Association for Intergovernmental Relations) where issues, bills and amendments affecting local government are discussed – often resulting in action for or against a given issue or bill by members in concert with one another.

Finally, I drafted a model letter to the Governor in support of the John P. Lyons Stormwater Improvement Project as a model or template for the Town to use to urge the Governor to approve our project in the budget.

Legislation on Annexation: – Annexation of Property

Language Prohibiting Hostile Annexations Passed!

Last month I reported that, with Richard Coates taking the lead on this issue, we implemented our alternative strategy for effectuating the adoption of annexation language that protects the Town from a hostile de-annexation/annexation attempt by West Park: we had our language amended on to CS/CS/CS/HB 203.

Getting the language into the house bill was only half the battle, next we had to get the House Language into the Senate Companion bill: SB 410. This is exactly the same point that we were at last Session when the Senate refused to accept our House Bill Annexation language. We suggested a strategy that we believed would enhance our chances of success: let the Senate Bill pass first, come over to the House, then amend the Senate Bill with the House language (including our annexation language) and return the bill to the Senate for final passage.

Apparently the House Sponsors were following our suggestion as this is exactly what happened. HB 203 was retained on the Special Order Calendar until CS/CS/SB 410 passed the Senate. The SB was then sent to the House where it was amended with the House Bill language (see the Language below), passed, sent back to the Senate, where on the next to the last day of the Regular Legislative Session, it passed the Senate Bill as amended by the House on a 23 to 16 vote!

Finally, the bill must be presented to the Governor. The Governor will have 15 days from the date he is presented with the bill to sign into law, veto or allow to become law by taking no action. As of the writing of this report, the bill had not yet been presented to the Governor.

The Language:

CS/CS/SB 410

(Located on lines 77 through 82 of the bill):

Section 2. Subsection (4) is added to section 171.042, 77 Florida Statutes, to read:

171.042 Prerequisites to annexation.—

(4) Except as otherwise provided in s. 171.205, a municipality may not annex an area within another municipal jurisdiction without the other municipality's consent.

Pembroke Park Legislative Program.

The Pembroke Park Legislative Program (presented at the Oct. 2nd Commission Workshop Meeting) essentially consists of three elements: Legislation that impacts municipalities in general; Legislation affecting the Town in particular (for example: mobile home legislation that would force local governments to pay mobile home relocation costs) or legislation that relates to our long-term strategy to protect and preserve the Town (e.g. annexation); and, third, Legislative Budget Requests (LBRs) - as developed from the priority project list as recommended by staff and approved by the Commission.

A total of 3518 bills were filed (1000 SBs and 2588 HBs) – a majority of the HBs are LBR's. All during the Session, I continuously reviewed bills, amendments and staff reports for the bills that potentially affect local government in general or the Town of Pembroke Park specifically, consistent with the policy perimeters that the Town historically has had, and currently has, in place for its Legislative Program Policy Guidelines. During the last two of a Legislative Session, reviewing amendments becomes a major activity, as the House and Senate are for the most part in General Session each day of week all day long considering bills and amendments.

Altogether, we have pulled out over 100 bills for more in depth analysis. In addition to the bills on the list submitted by Richard Coates (Tidewater), I have identified some bills of interest (bills in bold are bills that are important bills that were in play and were priorities for the FLC or identified as priority issues by Town Resolution and the Bills that Passed):

SB 126/HB 159 – Sales & Use Tax, Gruters: SB is in the Appropriations Committee, the HB didn't move.

SB 134/HB 6009 – Preemption of Firearms Regulation, Taddeo (HB: Daley, Joseph & Stark): These bills were not heard in committee (didn't move).

HB 149 – MMTC/Lic Req./Limitation Removed, Sabatini: Didn't move.

SB 304/HB 1167 School Safety Funding, Cruz/Polsky: Didn't move.

SB 306/HB 381 State Funds/Protects Affordable Housing Trust Fund, Mayfield, Taddeo/Silvers, Killebrew: The SB passed the Infrastructure and Security Committee 8-0, but has since stalled in the Appropriations Committee as the HB has not moved. However, the Senate expressed its support for this issue by appropriating a large portion of the Affordable Housing Trust Fund to affordable housing in its budget. See HB 5001.

Last Action: SB 306 died in the Appropriations Subcommittee on Transportation, Tourism and Economic Development; HB 381 died in the Appropriations Subcommittee on Transportation and Tourism.

SB 370/HB 553 School Safety Officers, Cruz/Antone: These bills didn't move.

HB 637/SB 1066 Impact Fees, DiCeglie/Gruters: These bills limit a municipality's to enact or raise impact fees. The bills are different; the SB is more limiting, especially with respect to raising or implementing certain new fees. The HB is less restrictive.

Last Action: HB 637 Laid on the Table, SB 1066 passed as amended.

SB 712/HB1343 Environmental Resource Management, Mayfield/Payne: Dealing with the onsite sewage treatment and human bio-solid waste disposal issues.

Last Action: The SB as passed; Ordered Enrolled, (this means that the bill is reviewed, verified and put into its Final, Official Form for the Officers (Senate President and House Speaker) to sign, after which the Enrolled Bill is sent to the Governor for his action, i.e., sign, veto, allow to become law without his signature).

SB 754/HB 699 School Crossing Guards, Baxley/Hage: The SB passed two Senate committees, but has been retained in the Rules Committee because the HB didn't move.

SB 766/HB 611 Local Government Accountability, Perry/Sabatini: Requiring the Florida Comm. One provision would have required the Florida Commission on Ethics to create a state-wide local govt. lobbyist registration system. These bills didn't move.

SB 778/HB 537 Home Based Businesses, Perry/Donald: Preempts regulation of home based businesses to the state. SB didn't move, but the HB passed its committees and has been placed on the House Calendar.

SB 998/HB 1339 Housing, Hutson/Yarborough: Facilitates development of affordable housing.

Last Action: SB 998 Laid on the Table; HB 1339 passed as amended; Ordered Engrossed (with final amendment(s)) and Enrolled.

SB 1022 Mobile Home Parks, Rouson: This bill didn't move – it didn't have any impact on local govt. regulation in any case, but was simply monitored.

SB 1128/HB 1011 Vacation Rentals, Diaz/Fischer, La Rosa: Preempts regulation to the State.

Last Action: The HB died on the Calendar; while SB 1128 died in the Rules Committee.

SB 1174/HB 701 Communications Services Tax(CST), Hutson/Fischer: These CST bills would reduce the local portion of the tax. Although the HB didn't move and the SB is stalled in Community Affairs, HB 7097 (the House Tax package) did contain a reduction in the State's CST portion, but it was amended out in the last days of the Legislative Session.

Last Action: SB died in Community Affairs Committee; HB died in Ways and Means Committee

HB 1209/SB 1522 Dissolution of Municipalities, Fischer/Broxson: Requires referendum on dissolution if a municipality is in financial distress, has failed to meet financial reporting deadlines or has failed to correct State Auditor General's report identified issues. HB passed several committees but stalled in State Affairs. The SB did not move.

Last Action: HB 1209 died in State Affairs; the SB died in Community Affairs.

SB 1336/HB 3 Preemption of Local Occupational Licensing, Perry/Grant: These bills would have pre-empted occupational licensing to the state; prohibiting local government from imposing any additional occupational licensing requirements. Both bills grandfather local occupational licenses issued before July 1, 2020 (the HB's grandfather clause expires on July 1, 2022); Local governments would not be able to raise or modify local occupational licensing fees after July 1, 2020. While the HB was passed by the full House, the SB was TP'd (temporarily postponed, i.e. killed) in the Sen. Innovation, Industry and Technology (IT) Committee.

Last Action: HB 3 passed the House, was sent to the Senate, referred to Sen. Community Affairs where the bill died. SB 1336 died in Sen. Innovation, Industry and Technology.

HB 5001/SB 2500 General Appropriations Act (GAA): Contains \$100,000 for the John P. Lyons Lane Stormwater Improvements Project, FRDAP was fully funded including \$50,000 for the Town's Food Forest Improvements project and \$370,000,000 for the Florida Housing Finance Corporation to fund affordable housing programs.

Last Action: The House and Senate passed the Budget Conference Report on HB 5001 during the Extended Legislative Session on Thursday, March 19, 2020.

Local Budget Request Approved in State Budget: The John P Lyons Stormwater Pumping Station Local Budget Request (LBR), HB 4017, which had been a part of the House Budget, was agreed to by the Senate during the

Budget Conference process and placed in the final version of HB 5001, the GAA, and passed by both Houses of the Legislature during the Extended Session on Thursday, March 19, 2020.

The following is a list of the other LBR bills by House Bill number:

HB 4223 Pembroke Park Community Garden Facilities ADA Pathway & Lighting Project, Jones

HB 4225 Pembroke Park Septic to Sewer Systems Improvements, Jones

HB 4235 Town of Pembroke Park County Line Road safety Improvements, Jones

HB 4841 Town of Pembroke Park Town Hall Hardening Improvements, Jones

During the Interim and Regular Session Committee meetings, I confer more regularly with all team members regarding alternative strategies for achieving our legislative objectives and for obtaining legislative funding for future projects, including obtaining grant money through state or federal agencies.

Annexation/De-annexation – West Park:

I have nothing new to report on the local level, but continue to report to and confer with Vice Mayor Clark on his efforts to counteract any attempt to try to de-annex any part of the Town, as the Vice Mayor continues to implement our plan of action. In addition, I regularly update all of the other team members and consult with them concerning what we need to do going forward to protect the Town from this threat.

Although the City of West Park did not request that a Local Bill be filed – this Session, this issue is not going away. As witnessed by the fact that a meeting of West Park residents was held in January, attended by the Mayor, at which the false claims and complaints about Pembroke Park's commercial properties, the feasibility study and other common urban myths were once again perpetuated. These complaints, claims and myths have become true to many residents in West Park, simply by virtue of continuous repetition. As the Vice Mayor and I have done in the past in meetings with our local legislative representatives and West Park's local elected officials, the Mayor took the opportunity to refute these myths. Unfortunately, just as the Vice Mayor and I found, the facts that refute these myths often fall on deaf ears.

As such, we find ourselves in a defensive position and consequently must be continuously vigilant. This is why our attempts to pass annexation legislation that provides some protection to the Town is so important.

Now, these efforts have been successful with the passage of our annexation language in SB 410, assuming the Governor signs or allows the bill to become law and we have no reason to think that he wouldn't sign it.

Upcoming Meetings:

No legislative meetings scheduled at this time.

Town Lobbyist team members reported:

Tidewater - Richard Coates:

Mr. Richard Coates and I (along with Bill Helmich) met or spoke by phone several times during the last two weeks of the Session, March 1 – 13, 2020, to discuss our annexation amendment which had been amended onto HB 203. We discussed various strategies for getting our language amended onto SB 410 (the Senate companion bill) including the one discussed above. Mr. Coates took the lead on this issue meeting with the House Sponsor,

Rep. McClain (and with House Leadership) and with the Senator companion bill Sponsor, Sen. Perry - see the explanation of how we got the annexation language passed in the "Legislation on Annexation" Section above.

In addition, we discussed the Town's LBRs and what will need to be done to secure acceptance of our appropriations by the Senate during the budget conference – whenever that conference begins.

Also, Mr. Coates has identified a number bills to track consistent with our general legislative program policy goals and objectives and some more specific and targeted objectives, see Tidewater report attached.

The full Tidewater report is attached.

Helmich Consulting - Bill Helmich:

I met with and conferred with Mr. Bill Helmich on our draft annexation proposal several times during the last two weeks of the Session (March 1-13, 2020). Mostly during this period – the Legislative End Game, we discussed strategy for getting the Senate to agree to our annexation amendment. He and I have continued to discuss our proposal with members of House Leadership. He and I have also discussed the various developments and strategies during the budget conference committee process, which began on the weekend before the last week of the Session. In addition, once there was agreement on the Budget, we discussed contacting high ranking members of the Governor's staff as part of our effort to secure the Governor's approval the John P. Lyons Lane Project.

Once I received the LBR support letters, I transmitted them to Mr. Helmich, whereupon he transmitted them directly to his contact within the Governor's Office.

As with Mr. Coates, he worked with me and the rest of the team on the Town's entire legislative program.

Mr. Helmich's report is attached.

CAS Government Services, LLC - Dale Milita:

Ms. Vanassche, had been regularly checking in with Rep. Jones' and Sen. Braynon's offices during the course of the Legislative Session regarding our LBRs to insure that they have all the information that they need on the two LBR's that we have in play (in the House Budget, see HB 5001). Also, GAS has been exploring other means of addressing the Town's septic to sewer issues. In addition, GAS has been working with Dee Carper on potential emergency management grant information.

Although CAS is primarily responsible for budget matters, they are available to consult on and assist with the non-budget areas of the Town's Legislative Program.

Ms. Vanassche and I met and conferred during each of the Budget Conference Committee meetings of Ag & Natural Resources Appropriations and together, we sought out and met directly with our LBR sponsors.

After the John P. Lyons Ln Project made it into the final budget, GAS reached out to the Governor's Budget Office to provide information on the importance of our project.

The CAS March Report is attached and separately attached is a list of all the bills that passed during the Session as a reference resource.

DC Strategies - Desinda Wood-Carper

Ms. Wood-Carper continued to research grant opportunities in areas of need identified by the Town's Commission or Senior Staff, particularly Public Works Director, Todd Larsen, especially in the areas of residential flood damage rehab, infrastructure improvements to road right-of-way and storm and waste water facilities. She was involved in a number of conference calls with the Town Manager or the Mayor on subjects including possible rehab grant programs to emergency aid grants related to either hurricane damage or the Covid19 emergency – see DC Strategies Report attached.

The complete DC Strategies Report is attached.

DC STRATEGIES

MARCH PEMBROKE PARK ACTIVITY REPORT

Had extended conference call with City Manager Newell Daughtry.

- * potential for PP Rehab Program
- * Agency unencumbered funds
- * Current PP projects and possible capitalization

Will begin weekly conference call meetings with City Manager shortly after Governor signs the State Budget.

Had 3 conference calls with Mayor Mohammed

1st Conference Call

- * State Division of Emergency Management process for hurricane funding
- * Protocol for Agency unencumbered funding
- * Community Development and Housing rehab

2nd Conference Call (2 hrs)

- * Covid19 State Resources
- * Public notification and PP website
- * Public gatherings and Broward County Ordinances
- * Testing Sites and money to provide water, supplies, etc.

3rd Conference Call

- * Governor's approval of Agency Grant's
- * Appointments/Call in to State Agency program administrators to appeal for funding

303 Johns Drive, Tallahassee, FL 32301 • (850) 251-3126 • Bill@HelmichConsulting.com

Helmich Consulting, Inc.

MEMORANDUM

To: David Sigerson
From: Helmich Consulting, Inc.
Date: March 30, 2020
RE: Town of Pembroke Park March Report

3/30/20 Report

Amid the Covid19 Outbreak the 2020 session of the Florida Legislature came to late stuttering conclusion. In the end lawmakers filed more than 3,500 bills for the 2020 legislative session and roughly 200 passed both chambers of the Legislature before it adjourned.

No bills or amendments were successful that could have allowed the annexation of any or all the Town. The session quickly became an issue of what priorities the Senate, House and Governor had, and this issue was just not on their radars.

As part of SB 410 there is the Language that says a municipality may not annex an area within another municipal jurisdiction without the other municipality's consent. This was a great win for many municipalities including the Town.

As part of HB 5001 the State Budget, Line 165A in Section 5 contains \$100,000 for Pembroke Park John P. Lyons Lane Stormwater Pumping Station.

Over all with the complications this was a great session for the Town. It is now important to rally the troops and get citizens as well as elected officials reaching out to Gov. DeSantis and asking him to not veto either SB 410 or the budget line item. He said in a press conference after the Sine Die that he would be vetoing a large number of projects because of the damage Covid19 will be doing to Florida's economy.



MEMORANDUM

DATE: March, 2020

TO: The Mayor, Vice Mayor and Commissioners

FROM: Richard E. Coates, President
Tidewater Consulting, Inc.

SUBJECT: Regular Monthly Report for March 2020

This report covers the Month of March 2020

Tidewater Consulting, Inc. Activities:

Activities and Meetings: Legislative Session began on Tuesday, January 14, 2020, and committee meetings continued to be scheduled throughout that time. Over the course of the last few weeks, we have continuously engaged with varying members to talk about the needs of the Town of Pembroke Park and have held numerous meetings with members on behalf of the Town. Attended meetings with TPP Legislative Team members to discuss our annexation legislative proposals for the current Legislative Session and discussions on proposals for the future; met with and participated in several Conference Call meetings with both David Sigerson and Mayor Mohammed to continue to prepare for activities as they relate to the TPP and the Florida Legislative Committee Meetings and Session.

Legislation on Annexation: – Annexation of Property

As previously reported, language, that would go a long way to protecting the Town of Pembroke Park and other small municipalities from larger municipal neighbors that seek to de-annex and annex away desirable parts of the smaller municipality, was added to legislation that traveled through the Florida House but did not pass the Senate. Based upon our experience in the 2019 Legislative Session and what we learned about objections and opposition, we worked continuously with David Sigerson and the lobbying team on re-writing the draft bill proposal to have ready to present to various potential sponsors during the 2020 Legislative Session. We had a current draft bill proposal in place that addressed a couple of issues with regards to chapter 171- the annexation law, and we held numerous well engaged discussions on the proposed changes. This language redraft was a more simplified version from what we had prepared previously, and we felt as if this would allow us more opportunity for language placement. In 2019, the Annexation language was in in HB 1299/Governmental Powers-Roach and then Amendment 464237, to HB 7103C1/Property Development-Fischer.

115 East Park Avenue • Unit 1 • Tallahassee, Florida 32301
(850) 681-6400 • Fax: (850) 681-7080

Unfortunately, at the midway point into the 2020 Legislative Session our House sponsor made the decision that he did not want to file our annexation bill this year, but has indicated that he does intend to file it next year – his explanation for not filing, was only due to the fact that he was only limited to six bills that could be filed. Anticipating that this might happen, we continued to meet with legislators to discuss our proposal and to seek support and/or co-sponsors who might become a prime sponsor for the Town's proposal and possible alternative strategies for adoption of our language, moving forward.

Ultimately, after meeting with many members we felt the best placement for the language was with HB 203/Growth Management (Rep. McClain) and SB 410/Growth Management (Sen. Perry). Both bills dealt with requiring local governments to include a property rights element in their comprehensive plans; providing that certain property owners are not required to consent to development agreement changes under certain circumstances, etc. We were successful in getting the Annexation Language placed in to HB 203 and ultimately SB 410 was amended to match HB 203 and then passed on the next to the last day of the Session. We now wait for the bill to be presented to Governor DeSantis.

Pembroke Park Legislative Program

We are consistently working with all team members regarding alternative strategies for achieving our legislative objectives and for obtaining legislative funding for future projects, including obtaining grant money. Reviewed and conferenced with David Sigerson on the five resolutions that were adopted by the Town.

Annexation/De-annexation – West Park:

We continue to report to and confer with team members on any attempt to try to de-annex any part of the Town, as we continue to implement our plan of action. Our ultimate concern is focused on what we need to do going forward in order to protect the Town from this threat.

Although the City of West Park did not request that a Local Bill be filed this Session, the issue will still remain and we will find ourselves in a position to continue to be defensive with regards to the annexation legislation that provides protection to the Town.

Background Note:

I discussed at great length with David Sigerson and the TPP Legislative Team what our strategy should be as we continued throughout the 2020 Legislative Session and as we continue to discuss the previously mentioned legislation containing provisions designed to protect the Town and how we can best re-draft our proposals in such a way as to overcome the objections to it that have been raised in previous Legislative Sessions.

As a stable office in Tallahassee, Tidewater Consulting, Inc., is able to monitor the activities of certain legislative movements throughout the year, and listen out for anything that might be beneficial or harmful to the Town. We continuously have public officials and members of the legislature that frequent the Tallahassee area even when Session has concluded.

2020 Session Statistics:

So far, the 2020 regular session included:

- 3,578 Bills and PCBs filed
- 2,596 Amendments filed
- 4,223 Votes Taken
- 40 Floor Sessions
- 210 Bills passed both chambers

Appropriation Watch List:

HB#4017 = John P Lyons Lane Storm Water Pumping Station/I-95 drainage improvements

HB#4223 = Community Garden Pathway & Lighting

HB#4841 = Town Hall Hardening

HB#4235 = County Line Road Safety Improvements

HB#4225 = Septic to Sewer Improvements

We were also successful in having HB 4017 (Senate Form 1092)/Pembroke Park John P. Lyons Lane Stormwater Pumping Station placed in the General Appropriations Act/HB 5001. We now wait for the bill to be presented to Governor DeSantis.

2020 Legislative Bill Tracking

Number	Title	Sponsor	Last Action
HB 0101	Public Construction	Andrade	03/03/20
HB 0133	Towing and Immobilizing Vehicles and Vessels	McClain	03/13/20
HB 0203	Growth Management	McClain	03/10/20
SB 0246	Public Construction	Hooper	02/19/20
HB 0279	Local Government Public Construction Works	Smith (D)	03/12/20

HB 0345	County Boundaries	Hogan Johnson	03/09/20
SB 0410	Growth Management	Perry	03/13/20
SB 0504	Local Government Public Construction Works	Perry	03/11/20
SB 0506	Public Procurement of Services	Perry	03/10/20
HB 0579	Public Financing of Construction Projects	Aloupis	03/10/20
HB 0611	Local Government Accountability	Sabatini	03/14/20
HB 1149	Local Government Fiscal Transparency	DiCeglie	03/14/20
HB 1209	Dissolution of Municipalities	Fischer	03/14/20
SB 1272	Statewide Emergency Shelter Task Force	Montford	03/14/20
SB 1502	Information About Counties and Municipalities	Diaz	03/14/20
SB 1512	Local Government Reporting	Diaz	03/14/20
SB 1522	Dissolution of Municipalities	Broxson	03/14/20
SB 1702	Local Government Fiscal Transparency	Diaz	03/14/20
HB 4017	Pembroke Park John P. Lyons Lane Stormwater Pumping Station	Jones	03/14/20

HB 4223	Pembroke Park Community Garden Facilities ADA Pathway & Lighting Project	Jones	03/14/20
HB 4225	Pembroke Park Septic to Sewer Systems Improvements	Jones	03/14/20
HB 4235	Town of Pembroke Park County Line Road Safety Improvements	Jones	03/14/20
HB 4841	Town of Pembroke Park Town Hall Hardening Improvements	Jones	03/14/20
HB 5001	General Appropriations Act	Appropriations Committee	03/24/20
HB 5003	Implementing the 2020-2021 General Appropriations Act	Appropriations Committee	03/20/20
HB 7061	Duties of the Chief Financial Officer	State Affairs Committee	03/14/20
HB 7069	Local Government Reporting	State Affairs Committee	03/14/20
SAC2	Information about Counties and Municipalities	State Affairs Committee	01/31/20
SAC3	Local Government Reporting	State Affairs Committee	01/31/20



Broward County Sheriff's Office

West Park / Pembroke Park
3201 W. Hallandale Beach Blvd.
Pembroke Park, Fl. 33009
Captain Stephanie Coker
Phone # (954)985-1953

PEMBROKE PARK MONTHLY STATISTICS

CALLS FOR SERVICE: 613

- A. NON 911 CALL 161
- B. 911 CALL 348
- C. MDT INITIATED CALL 000
- D. FIELD INITIATED CALL 104

ACCIDENT INVESTIGATION: 37

- A. MINOR ACCIDENT 31
- B. ACCIDENT WITH INJURIES 06

CITATIONS/TRAFFIC STOPS:

- A. CITATIONS 43
 - a. CRIMINAL 02
 - b. UNIFORM TRAFFIC 40
 - c. OTHER 01
- B. TRAFFIC STOPS 31

ARRESTS:

CLASSIFICATION	TOTAL
AGG BATTERY W/DEADLY WEAP DOMESTIC VIOL	1
BATTERY-TOUCH OR STRIKE	1
CARRYING CONCEALED WEAPON-FIREARM	1
CARRYING CONCEALED WEAPON-FIREARM, F	1
DRIVE WHILE LIC SUSP HABITUAL OFFENDE	1
DRUGS-HEALTH OR SAFETY-POSS HARMFUL NEW LEGEND DRUG WO PRESC	1
FIRING WEAPON-DISCHARGE FIREARM IN PUBLIC, M	1
LARC-COMMIT GRAND THEFT DAMAGE OVER 1000 DOLS	3
POSSESSION OF COCAINE	2
POSSESSION OF HEROIN	1
WARRANT- RESISTING W/ VIOLENCE	1
GRAND TOTAL	14

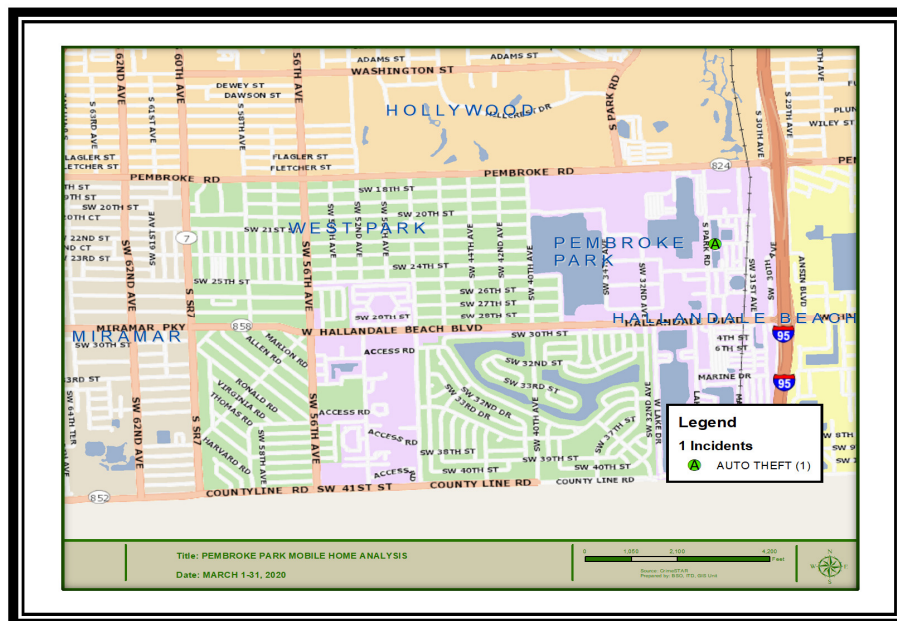


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PEMBROKE PARK MOBILE HOME ANALYSIS

March 1-31, 2020



Mobile Home Community Crimes for the Month of March:

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

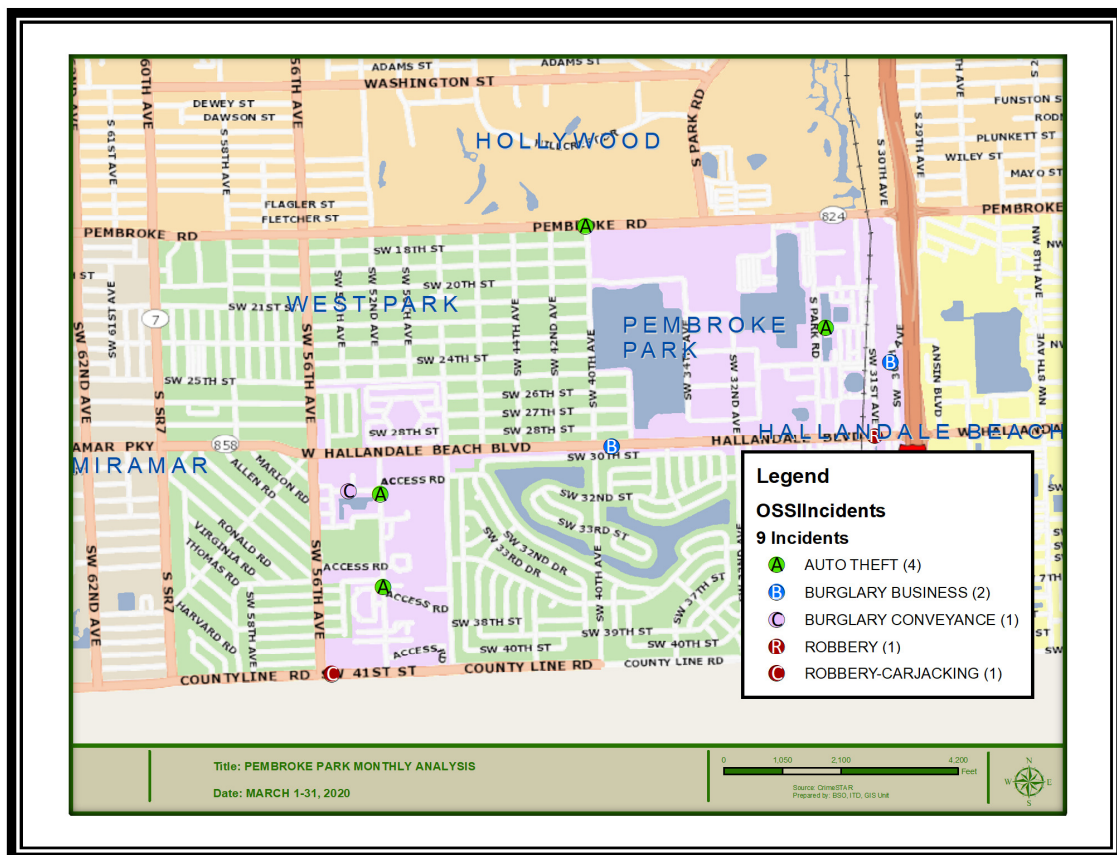


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PEMBROKE PARK ANALYSIS

March 1-31, 2020





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PEMBROKE PARK ANALYSIS

March 1-31, 2020

CASE NUMBER	CLASSIFICATION	END DATE	DOW	ZONE	ADDRESS	CITY	NARRATIVE
192003000162	AUTO THEFT	3/9/2020 9:00:00 AM	MON	1912	3615 SW 52ND AV	PEMBROKE PARK	VEHICLE TAKEN
192003000221	BURGLARY CONVEYANCE	3/10/2020 8:00:09 AM	TUE	1912	5416 SW 32ND ST	PEMBROKE PARK	CAR BURGLARIZED AND STOLEN CAR RECOVERED
192003000317	BURGLARY BUSINESS	3/15/2020 9:20:56 PM	SUN	1911	2512 SW 30TH AV	PEMBROKE PARK	BURGLARIZED BUSINESS 3 SONOSCAPE ULTRASOUNDS TAKEN
192003000354	AUTO THEFT	3/17/2020 7:00:00 PM	TUE	1912	3215 SW 52ND AV	PEMBROKE PARK	VEHICLE TAKEN
192003000371	BURGLARY BUSINESS	3/19/2020 8:00:00 AM	WED-THUR	1911	3900 W HALLANDALE BEACH BLVD	PEMBROKE PARK	REGISTER TAKEN FROM BUSINESS
192003000437	ROBBERY	3/22/2020 5:30:00 AM	SUN	1911	3101 W HALLANDALE BEACH BLVD	PEMBROKE PARK	ROBBED IN FRONT OF 24 HOUR LIQUORS
192003000508	AUTO THEFT	3/26/2020 11:02:38 AM	THUR	1911	3996 PEMBROKE RD	PEMBROKE PARK	EX BOYFRIEND STOLE VEHICLE
192003000546	ROBBERY-CARJACKING	3/27/2020 11:20:59 PM	FRI	1912	5525 SW 41ST ST	PEMBROKE PARK	CAR JACKING AT GUNPOINT
192003000605	AUTO THEFT	3/31/2020 10:00:11 AM	MON-TUE	1911	2401 SUSAN LN	PEMBROKE PARK	MOTOCYCLE TAKEN



Urgent Alert Title Here. People can Click Through To a Detail Page Via Link to Right [Read more »](#)



Pembroke Park News



Dummy type below news item title. »

Vestibulum elementum eiusmod sit
suscipit vel. Pellentesque habitant
morbi senectus egestas.



Dummy type below news item title. »

Vestibulum elementum euismod magna, sit suscipit vel. Pellentesque habitant morbi tristique senectus egestas ...



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Pellentesque habitant morbi tristique senectus egestas.



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[View All News](#)

Meetings & Events

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Upcoming Meetings

Planning Commission Meeting

August 26, 2018 7pm

Historic District Commission

August 28, 2018 7pm

Zoning Board of Appeals

August 28, 2018 7pm

 [View Full Calendar](#)

**Join Us For
Community Events**



Photo caption added here. Also has link to internal or external page [More »](#)



Town of Pembroke Park
The Small Town that
Means Big Business

Town Hall
3150 SW 52nd Ave.
Pembroke Park, FL 33023
954.966.4600

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Link Number 1
The Second Link
The Listed Third Link
Fourth Link

The Fifth Link Here
Six Links
Seventh Link In List
The Last Link

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AGENDA ITEM REPORT



To:

Subject: Building Department Monthly Report

Meeting: PUBLIC NOTICE - WORKSHOP COMMISSION MEETING- Apr 08 2020

Department: Building

Staff Contact: Miguel Nunez, Building Director

BACKGROUND INFORMATION:

Building Department Monthly Report - February 2020



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

MEMORANDUM NO.: 20-006

DATE: March 20, 2020
TO: Todd V. Larson, Public Services Director
FROM: Miguel A. Núñez, Building Official 
RE: **MONTHLY STATUS REPORT – FEBRUARY 2020**

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

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

Respectfully submitted,

Cc: Newall Daughtrey, Assistant Town Manager
Malen Martell, Interim Deputy Clerk
File.



TOWN OF PEMBROKE PARK

BUILDING DEPARTMENT

3150 SW 52ND Avenue

Pembroke Park, FL 33023

Building Department

Monthly Status Report

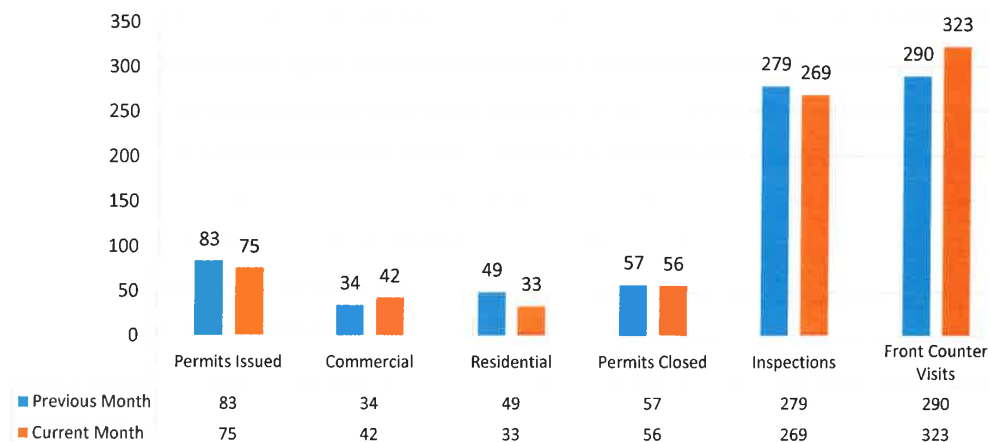
February 2020

Summary:

During this reporting period, the Building Department staff continues to receive praise from our developers, contractors, residents, and internal customers, due the constant personalize assistance in the permitting process, transparency, integrity, and meeting availability.

Furthermore, the Code Enforcement unit has generated a Town-Corridor Blight Assessment (TCBA), with the intent to have the identified properties to be in compliance with the Town Ordinances and other Federal, State and County regulations; in addition to a continuous training and coaching is underway and been performed during the Building and Code Enforcement combined weekly meeting for staff consistency and uniformity in their daily tasks.

By the Numbers:

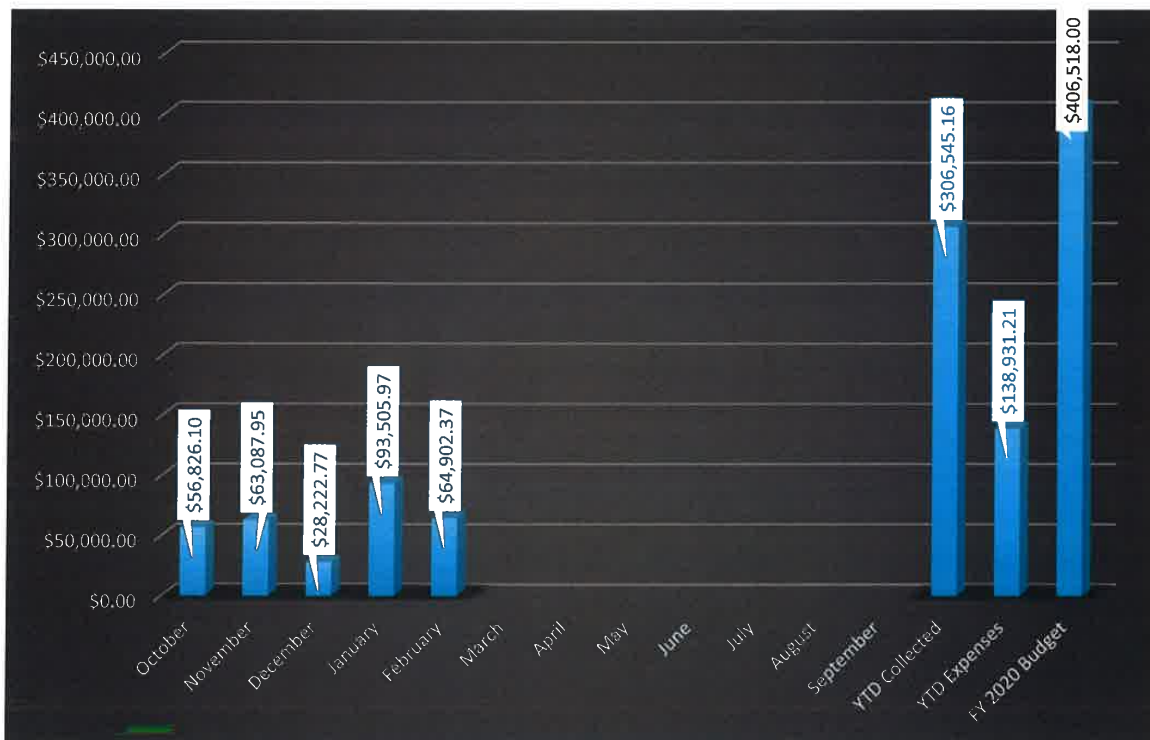


During this reporting period the Building Department slightly decreased the number of permits issued and the Front Counter Visits was increased from the previous reported period. Also, inspections were as follows:

Structural = 121, Mechanical = 40, Electrical = 67 and Plumbing 41 for a total of 269 Inspections.

Revenue:

During this reporting period the Building Department and the new Fiscal Year (FY20) associated disciplines (Structural, Electrical, Plumbing and Mechanical) have collected \$306,545.16. In addition, we can inform that as of-to-date the Building Department expenses are approximate \$138,931.21 see chart below for 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	Building Shell (Structure)	Completed.
1	<i>Unit 100</i>	Tenant Improvement	Completed.
1	<i>Unit 200</i>	Tenant Improvement	Submitted for Plans Review second cycle and waiting for resubmittal after comments were rendered.
1	<i>Unit 300</i>	Tenant Improvement	Submitted for Plans Review second cycle and waiting for resubmittal after comments were rendered.
1	<i>Unit 800</i>	Tenant Improvement	Completed
1	Building 2	Building Shell (Structure)	Submitted for Plans Review Third cycle and waiting for resubmittal after comments were rendered. Meetings were held with Architect and developer to review comments.
1	Building 3	Building Shell (Structure)	Submitted for Plans Review Second cycle and waiting for resubmittal after comments were rendered.
1	Building 4	Building Shell (Structure)	Completed.
1	<i>Unit 100</i>	Tenant Improvement	Completed
1	<i>Unit 300</i>	Tenant Improvement	Completed
1	<i>Unit 400</i>	Tenant Improvement	Completed
1	Coca-Cola	Various Improvements	Currently under the inspections process.
3	Value Store It	6 Story Storage Building	Completed
4	Pembroke Plaza	Shopping Center Building	Currently under the plan review process.
4	3-Story Building	Office – Shell (Structure)	Submitted for Plans Review First cycle and waiting for resubmittal after comments were rendered.

Additional Comments:

In addition to the above reported items, the Building Department has processed numerous additions, renovations, alterations for the Single-Family Residences (SFR), Townhomes (TH); Commercial Tenant Improvements (TI), and Mobile Homes (MH) for repairs, exterior additions and new installations at all districts.

Other News:

Our Permit Clerk, Ms. Teresa Malcolm, has attended and taken the examination for the Fundamentals of Code enforcement (Level I) by the Florida association of Code enforcement (FACE).

AGENDA ITEM REPORT



To:

Subject: Business Tax Receipt and Billing Update

Meeting: Agenda Regular Commission Meeting - April 08 2020

Department: Finance

Staff Contact: Michelle Grooms,

BACKGROUND INFORMATION:

See attachment.

RECOMMENDATION:

None

ATTACHMENTS:

[BTR - Billing Report for Comm Mar 2020](#)

BILLING AND COLLECTIONS FOR 2019-2020
(REIMBURSEABLE EXPENSES, SPECIAL ASSESSMENTS AND OTHER COLLECTABLE FEES)

1 of 2

Page 2 of 3

	Billing FOR 2019/20	Amt Collected or Acct Balance	Amount Pending (CREDIT)	Status	Complete
1	ACCT#	REIMBURSABLE EXPENSES			
2	024170S	AVI SHILOLO (COMM CTR) - SITE @ 2991 SW 32 AVE	\$770.28	\$0.00	\$4,455.70
3	048537PK	EAST COAST INVEST (Seneca Town Ctr) - PK REDUCTION			
4	048503S	ADDITION @ 3195 W HALL BCH BLVD	\$0.00	\$2,000.00	(\$2,000.00)
5	048600SP	CORS-AIR - MINOR SITE @ 2865 SW 30 AVE	\$0.00	\$510.00	(\$510.00)
6	048600SPEX	J.C. STEVEN PEMBROKE PARK - SPECIAL PERMIT			
7	051259S	@ 5301 SW 25 CT	\$0.00	\$3,598.00	(\$3,598.00)
8	054621S	J.C. STEVEN PEMBROKE PARK - SPECIAL EXCEPTION			
9	064250S	@ 5301 SW 25 CT	\$0.00	\$1,600.00	(\$1,600.00)
10	085302S	SKLARCHITECTURE - SITE @ 4200 W HALL BCH BLVD	\$1,623.00	\$1,285.50	\$337.50
11	101700S	COCA COLA BEV. FL LLC - SITE @ 3350 PEMB RD	\$0.00	\$1,707.50	(\$1,707.50)
12	110874MRF	4400 W HALL LLC - SITE			
13	112350S3	@ 4400 W HALL BCH BLVD	\$0.00	\$5,865.00	(\$5,865.00)
14	112351S	TRINITY BROADCASTING(LAKESIDE EST)-MINOR SITE			
15	112403EXA	@ 3262 PEMB RD	\$0.00	\$0.00	\$0.00
16	122605S	O'REILLY AUTO STORES-SITE @ 4700 W HALL BCH BLVD	\$0.00	\$3,470.00	(\$3,470.00)
17	126595S	PROGRESSIVE WASTE SOLUTION (Non-Conf Use -Material Recovery Facility) @ 1899 SW 31 AVE	\$0.00	\$0.00	\$0.00
18	126870PK	RACETRAC PETROLEUM INC - SITE			
19	126945S	@ 3031 W HALL BCH BLVD	\$0.00	\$0.00	\$0.00
20	133700PK	RACETRAC PETROLEUM INC - SITE @ 3996 PEMB RD	\$0.00	\$0.00	\$0.00
21	133700S	POLO CLUB - APP FOR EXT HOURS LICENSE	\$0.00	\$0.00	\$854.25
22	133700S	@ 5590 W HALL BCH BLVD			
23	133707PK	MIAMI CITY STORAGE (CUBESMART)/ STORAGE AND MORE			
24	133707S	LLC - SITE @ 1771 S PARK RD	\$0.00	\$0.00	\$0.00
25	133707S2	3441 HALLANDALE LLC (SENECA TOWER OFFICE)-SITE @			
26	133708F2-2	3441 W HALL BCH BLVD	\$5,391.25	\$6,097.50	(\$706.25)
27	133720S	TERZANI USA INC - PARKING REDUCTION			
28	133730PK	@ 2501 SW 56 AVE	\$0.00	\$817.50	(\$817.50)
29	133730S*	TOWERCOM VIII, LLC - SITE @ 3400 SW 20 STREET	\$0.00	\$0.00	\$4,776.25
30	133730SV*	RIKING ENTERPRISES IV, LLC-PARKING REDUCTION			
31	133730SV	@ 3799 W HALL BCH BLVD	\$707.50	\$2,500.00	(\$1,792.50)
32	133730SV	RIKING ENTERPRISES IV, LLC-SITE			
33	133730SV	@ 3799 W HALL BCH BLVD	\$877.50	\$7,500.00	(\$6,622.50)
34	133730SV	SENECA COMM CTR (DCT/CE LLC)- PARKING REDUCTION			
35	133730SV	@ 3799 W HALL BCH BLVD	\$0.00	\$0.00	\$0.00
36	133730SV	SENECA COMM CTR - SITE@ 3799 W HALL BCH BLVD	\$5,336.50	\$3,152.50	\$2,184.00
37	133730SV	SENECA COMM CTR (DCT/CE LLC)- SITE ADDITION			
38	133730SV	@ 3799 W HALL BCH BLVD	\$0.00	\$0.00	\$0.00
39	133730SV	SENECA COMM CTR (PEMB IND)- FILL			
40	133730SV	@ 3201 W HALL BCH BLVD	\$0.00	\$0.00	\$157.11
41	133730SV	EAST COAST INVEST (Seneca Town Ctr)- SITE & PK			
42	133730SV	REDUCTION @ 3195 W HALL BCH BLVD	\$0.00	\$0.00	\$0.00
43	133730SV	WHEAT CAPITAL MGMT - PKING WAIVER			
44	133730SV	@ 2801 - 2805 J P LYONS LN	\$0.00	\$0.00	\$0.00
45	133730SV	WHEAT CAPITAL -SITE @ 2801 - 2805 J P LYONS LN	\$0.00	\$1,415.00	(\$1,415.00)
46	133730SV	SIGN VARIANCES			
47	133730SV	3180 PEMB LLC (MOIL-2) @ 3180 W HALL BCH BLVD	\$800.00	\$800.00	\$0.00
48	133730SV	3180 PEMB LLC (MOIL) @ 3151 W HALL BCH BLVD	\$850.00	\$850.00	\$0.00
49	133730SV	VALUE STORE IT @ 2801-2805 J P LYONS LN	\$650.00	\$700.00	(\$50.00)
50	133730SV	TOTAL REIMBURSABLE EXPENSES-LINES 2-32	\$17,006.03	\$43,868.50	
51	133730SV	ANNUAL RENEWAL BILLING -FISCAL YEAR 2019/2020	Billed FY 19/20	Amt Collected	Pending
52	133730SV	OL BTR	\$133,295.85	\$121,164.35	\$6,042.50
53	133730SV	CU CERTIFICATE OF USE	\$30,537.00	\$26,494.50	\$2,677.50
54	133730SV	SF** SIGNS	\$61,157.00	\$60,712.00	\$385.00
55	133730SV	AL ALARM REGISTRATION	\$3,090.00	\$2,720.00	\$240.00
56	133730SV				
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As of 3/3/2020

File Name: BTR - Billing Report for Comm Mar 2020, By: MRG

BILLING AND COLLECTIONS FOR 2019-2020
(REIMBURSEABLE EXPENSES, SPECIAL ASSESSMENTS AND OTHER COLLECTABLE FEES)

2 of 2

41	FBR	FIRE RE-INSPECTION FEES - NEW BTR	\$70.00	\$50.00	\$10.00	14.3%	OUTSTANDING ACCTS	\$10.00	14.3%		
42	AN	FIRE INSPECTION FEES- ANNUAL BTR	\$51,364.00	\$43,537.00	\$6,162.00	12.0%	OUTSTANDING ACCTS	\$1,665.00	3.2%		
43	**Billboard billing included in annual renewal statements : CBS-\$7,500; Clear Channel \$20,000 and Scarletts \$15,000									X	
44	TOTAL BILLED ON ANNUAL RENEWAL STATEMENTS-LINES 35-40			\$279,513.85	\$254,677.85	\$15,517.00	5.55%	OUTSTANDING ACCTS	\$9,319.00	3.33%	
45					91.11%	ACCTS COLLECTED AS OF 3/2/20					
46											
47	NEW ACCTS - FISCAL YR 2019/2020			Billed FY 19/20	Amt Collected	Projected billing (10% OF BILLING FY 19/20)			AMT PENDING		
48	LC / OL >6/24	BTR	\$9,065.50	\$8,201.75	\$13,329.59	68.0%	Projected Amt Reached	\$863.75			
49	CCU/CU >6/24	CERTIFICATE OF USE	\$630.00	\$577.50	--			\$52.50			
50	SF	SIGNS	\$0.00	\$0.00	--						
51	CAL/AL>6/24	ALARM REGISTRATION	\$530.00	\$405.00	\$309.00		Projected Amt Reached	\$125.00			
52	BIF	BLDG DEPT INSP - NEW/ RE-INSP	\$2,200.00	\$2,150.00	--		Total as of 3/2/20	\$50.00			
53	FB	FIRE INSPECTIONS- NEW / RE-INSP/ ANNUAL	\$7,970.00	\$7,770.00	--		Total as of 3/2/20	\$200.00			
54	AN	FIRE INSP FEES- ANNUAL BTR (FY 18/19, FY 19/20)	\$5,290.00	\$5,005.00			\$285.00 OOB/ADJUSTMENT	\$0.00			
55	TOTAL NEW ACCT BILLING - LINES 46-52			\$25,685.50	\$24,109.25		Billing/Collection for 6/24/19-3/2/20	\$1,291.25			
56											
57											
58	ASSESSMENT IN LIEU OF PROPERTY TAXES			Billed FY 19/20	Amt Collected	Amt Pending					
59	083950B	KOINONIA	\$46,980.18	\$11,980.14	\$35,000.04	BILLED -MTHLY PAYMENTS @ \$5000 - NEXT BILL 3/2020					
60	105800B	PEMBROKE PK CHURCH OF CHRIST	\$15,956.54	\$0.00	\$95,706.30	*Bal Past due 3/2019-\$79,749.76 Plus FY19/20 Pending Bill					
61	TOTAL BILLED IN LIEU OF PROPERTY TAXES-LINES 57-58			\$62,936.72	\$11,980.14						
62											
63	OTHER COLLECTABLE FEES			Billed FY 19/20	Amt Collected	Amt Pending					
64	BUS BENCHES ADV. - GOLD COAST			\$4,250.00	\$4,250.00	0.00	BILLING COMPLETE-NEXT BILL 11/2020				X
65	BUS SHELTER ADV - CLEAR CHANNEL(FY 17/18,FY 19/20)			\$0.00	\$0.00	3,570.00	*\$3,570.00 Past Due 9/30/18 for Prior FY 17/18				
66	CANAL STREET -REIMB LEGAL FEES			\$2,019.50	\$2,019.50	0.00	ADDITIONAL BILLING 1/31/20 - BILLING COMPLETE				X
67	108306EXS	CORP DONATION - SCARLETT'S/JW LEE	\$5,000.00	\$5,000.00	0.00	BILLED MTHLY @ \$1000 - NEXT BILL 3/2020					
68	FDOT-LIGHTING MAINTENANCE			\$0.00	\$0.00	0.00	BILLED ANNUALLY -NEXT BILL 5/2020				
69	065100	FPL FIBERNET- RIGHT OF WAY	\$2,000.00	\$0.00	2,000.00	Bal Past Due 1/2020					
70	112403EX	POLO CLUB - EXTENDED HRS LICENSE	\$5,000.00	\$0.00	19,000.00	Past due \$14,000.00- Recalculation pending - New rates					
71	108306EX	SCARLETT'S - EXTENDED HRS LICENSE	\$5,000.00	\$5,000.00	0.00	*BILLING COMPLETE (PAYMENT REC'VD IN FY 18/19)				X	
72	118907R	SHORELINE FOUNDATION-AGREEMT RT-A-WY	\$621.44	\$621.44	0.00	BILLING COMPLETE - NEXT BILL 12/2020				X	
73	MAC'S TOWING			\$0.00	\$0.00	0.00	BILLED ANNUALLY - NEXT BILL 9/2020				
74	FROM DEPTS										
75	PUBLIC WKS	FALSE ALARM BILLING	\$3,300.00	\$1,975.00	\$1,325.00	Total as of 3/2/2020					
76	CODE ENF	PERMANENT RV FEES	\$200.00	\$150.00	\$50.00	ESTIMATED BILLING \$2,600					
77	TOTAL BILLED OTHER COLLECTABLES-LINES 62-74			\$27,390.94	\$19,015.94						
78	PROJECT			Working with Code to Collect Outstanding Renewals - 24 accounts from Fiscal Year 2018-2019 AS OF 3/2/20							

Page 3 of 3

AGENDA ITEM REPORT



To:

Subject: Update on Outstanding Renewal Fiscal Year 2018-2019

Meeting: Agenda Regular Commission Meeting - April 08 2020

Department: Finance

Staff Contact: Michelle Grooms,

BACKGROUND INFORMATION:

See attachment.

RECOMMENDATION:

None

ATTACHMENTS:

[Bal of Acct from FY 17-18 as of 3-2-2020](#)

OUTSTANDING RENEWALS FY 2018-2019
AS OF MAR. 2, 2020

	Name	LocalAddress	AcctNo	Prior Yr(s) Balance brought forward Y-Yes / N-No in Fiscal Yr 2018-19	Billing includes Business Tax Y-Yes / No	
1	ANDERSONS AUTOMOTIVE	5507 SW 25CT	009515	N	Y	
2	AAA CLOSEOUT NETWORK	2673 PARKLN	042625	Y	N	
3	AAA CLOSEOUT NETWORK	2681 PARKLN	042626	Y	N	
4	CARE ONE LOGISTICS	2657 -2665PARK LN	044250	Y	N	
5	DRE COUTURE	2930 SW 30AVE, B	045660C	Y	N	
6	POINT OF GRACE CHRISTIAN	3610 SW 48AVE	085301	Y	N	
7	MOVING SERVICES INC	2617 / 2625PARK LN	094912	Y	N	
8	A TO Z MARKETING	1869 SW 31AVE	101329	Y	Y	
9	OCHI PROPERTIES LLC	2863 S PARKRD	101340C	Y	N	
10	R.S. TRADING CO	2673 S PARKLN	112923	Y	Y	
11	WILFORD SAMUEL	2350 S PARKRD, 205	116205	Y	N	
12	TRAUPE RESIDENCE	3841 SW 52AVE, 108	126992	Y	N	
	The following accounts are other billing that were mailed with renewals FY 18-19					
13	PEMBROKE PK COC	3707 SW 56 AVE	105800B	Y	N	
14	THE POLO CLUB, INC	5590 W HALL BCH BLVD	112403EX	Y	N	
15	THE POLO CLUB, INC	5590 W HALL BCH BLVD	112403EXA	Y	N	
16	AUDIO VIDEO MD INC	2940COUNTRY CLUB LN	004888	N	Y	Code Case
17	JON CHISTYAKOV	2401 J PLYONS LN, F24-26	037610	Y	Y	Code Case
18	EXECUTIVE DIESEL	3154 PEMBRD	051263C	Y	N	Code Case
19	FLORIDA STORM SHUTTERS	3120 PEMBRD, 241	054825C	Y	N	Code Case
20	H & G QUALITY / AC CUSTOM	2565 PARKLN	067650C	Y	N	Code Case
21	NEVILLE SHEPHERD LLC	3130 PEMBRD, 404	099700	Y	Y	Code Case
22	ROODY JEAN GILLES CABINETRY	3120 PEMBRD, 234-235	113990C	Y	N	Code Case
23	TAJ FASHION	2930 SW 30AVE, K&L	125610	N	Y	Code Case
24	TEAM MARKETING GROUP, INC	3107 WHALL BCH BLVD, 3	125684	N	Y	Code Case
25	ALASHAHOLIC	3001 WHALL BCH BLVD, 306	004903C	PAID-8/2019	N	
26	ALFREDO ORTIZ CUSTOM KITCHEN	2401 J PLYONS LN, C29	005040C*N	CLOSED ACCT	N	
27	AMAZING EVENTS & RENTALS INC	2950-2952SW 30 AVE	007460	CLOSED ACCT	Y	
28	THERESA CAMPBELL	5501 SW 33STREET, S	034262*N	CLOSED ACCT	N	
29	CHARLIES IRONWORKS	3120 PEMB RD, 214	035930	PAID-4/2019	Y	
30	AAB INTERNATIONAL	2517 PARKLN	042675	PAID-10/2019	N	
31	ALEXAS M CROSSMAN	3924 SW 52AVE, 1	043350	PAID-5/2019	N	
32	DC DIVERSIFIED INC	3120 SW 19ST, 161	044150C*N	CLOSED ACCT	N	
33	DEKA BUSINESS CORP	3120 PEMBRD, 226	045500C*N	CLOSED ACCT	N	
34	GQ GALLERY INC	2930 SW 30AVE, K	046375	CLOSED ACCT	Y	
35	DOCS, LLC	3146 JPCURCI DR,3A-2	047070	PAID -5/2019	Y	
36	GALANTE STUDIO	2649 PARK LN	066223*N	CLOSED ACCT	N	
37	G REALTY LLC	3121W HALLBCH BLVD,103	066755	PAID-8/2019	Y	
38	HAIR & MOUSTACHE BARBERSHOP	3948 PEMBRD, A	067751C*N	CLOSED ACCT	N	
39	DAVID HENRIQUES	3615 SW 52AVE, B103	068857*N	CLOSED ACCT	N	
40	HOLYWOOD STYLE BEAUTY	3948 B PEMBRD	072600*N	CLOSED ACCT	Y	
41	YOLANDA ULERIO	3948 B PEMBRD	072600A*N	CLOSED ACCT	Y	
42	ICE CREAM TIME / GIG ICE CREAM	3130 PEMB RD, 422	074515	PAID-4/2019	Y	
43	IMARINE DISTRIBUTORS LLC	3130 PEMBRD, 342	075300*N	CLOSED ACCT	Y	
44	J.R. METAL ORNAMENTAL INC	1851 SW 31AVE	078658	PAID-5/2019	Y	
45	JUST INSURANCE BROKERS	4520 WHALL BCH BLVD, 4	081600	PAID-6/2019	Y	
46	YELENA KHALIF	3864 SW 48 AVE	083550	PAID-5/2019	N	
47	KING OF QUARTZ AND GRANITE INC	1802 SW 31AVE	083725C	PAID-4/2019	Y	
48	LA ESTANCIA TOWNHOMES	5401-5465SW 41 ST	084700	PAID-7/2019	N	
49	LIFT MASTERS & EQUIPMENT	3130 SW 19ST, 461	086100	PAID-5/2019	Y	
50	LUIS TOLENTINO	2401 J PLYONS LN, A23	088000	PAID-9/2019	N	
51	RICHARD ROBINSON	3944 SW 48AVE	091250	PAID-4/2019	N	
52	MEDICAL TRANSPORTATION SVCS	2061 SW 31AVE	092000*N	CLOSED ACCT	Y	
53	PETER MEIKLE	2401 J PLYONS LN, B9-10	092102	PAID-9/2019	N	
54	MORGAN WINE & SPIRITS DIST	2069 SW 31AVE	094840*N	CLOSED ACCT	Y	
55	NEW VUE OPTICAL LLC	4520 WHALL BCH BLVD, 8	098450	PAID-4/2019	Y	
56	PLAZA OF HALLANDALE BEACH	3535 SW 52AVE	101503	PAID-5/2019	Y	
57	ORA'S CABINETS	2401 JPLYONS LN, B25-26	101575C	PAID-9/2019	N	
58	RESIDENT	4805 SW 41 ST, #207	105852	PAID 6/2019	N	
59	PRINTOPIA, LLC	2260 SW 30AVE	110600	PAID 11/2018-BAL	Y	

OUTSTANDING RENEWALS FY 2018-2019
AS OF MAR. 2, 2020

60	DANIEL REIDER	3848 SW 48AVE	113320	PAID-11/2019	N
61	RENOVAC CORP	311 LONEPINE LANE	113700	PAID-4/2019	Y
62	IRRINGTON ROBERTS	3840 SW 48AVE, C-21	114545*N	CLOSED ACCT	N
63	ISAIAS ROLENDER	2544 SW 30AVE	114600	PAID-4/2019	N
64	DAVIS SCHENLEY	611 MARINE DR, 422	116725	PAID-4/2019	N
65	MORRISON, ANGELA	3722 SW 52AVE, 108	118783	PAID-5/2019	N
66	SOOK PAINT & BODY SHOP LLC	2311 J P LYONS LN	120306	PAID BTR-BAL	Y
67	SOUTH FL CONSTRUCTION &	2400 SW 30AVE, C	120400	PAID- 4/2019-	N
68	WASTE SVCS. OF FLORIDA INC	VARIOUSAREAS	120950RM*N	PAID-	Y
69	STIRLING WHOLESALE MEAT	2665 S PARKRD	122717	PAID-8/2019	Y
70	SUBWAY #34960	3930 PEMBRD	122950	PAID-5/2019	Y
71	V & L DEBT RELIEF AND SVCS., INC.	4500 WHALL BCH BLVD	130380	PAID2/2020 - BAL	Y
72	WAL-MART STORES #1996	3898 PEMBRD	132776	PAID 10/2018- BAL	Y
73	WATERMAN PLUMBING	3120 SW 19 ST, 153	132850C	PAID 5/2019-ADJ	N
74	WORLD STAR ENTERPRISES INC	3121 W HALL BCH BLVD, 108	135200	PAID-9/2019	Y
75	JASMIN ANN SUTHERLAND	3750 SW 48 AVE, 105	137724*N	CLOSED ACCT	N
Total # of accounts with balance from previous year					34
Total # of accounts outstanding in Fiscal Year 2018-2019					41

AGENDA ITEM REPORT



To:

Subject: Waiver Request - V & L Debt Relief and Services, Inc.

Meeting: Agenda Regular Commission Meeting - April 08 2020

Department: Finance

Staff Contact: Michelle Grooms,

BACKGROUND INFORMATION:

See attachment

FINANCIAL IMPACT:

Decrease in revenue for penalty/ inspection fees.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend waiving the penalty and inspection fees.

ATTACHMENTS:

[Waiver Request-V & L Debt Relief](#)

February 26, 2020

Town of Pembroke Park

3150 S.W. 52ND Avenue

Pembroke Park, FL 33023

REF: ACCOUNT NO.130380

V & L BEBT RELIEF AND SVCS., INC.

4500 W HALL BCH BLVD

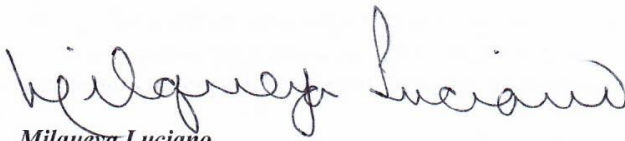
PEMBROKE PARK FL 33023

Dear Sirs:

This letter goes to kindly ask you to eliminate or reduce the amount of penalty fee actually on my account, unfortunately year 2019 was a very bad year for my business and I have been struggling financially. If there is something you can do to help waive those fees will be highly appreciated.

Thank you in advance for your help and if there is something you need from me, please don't hesitate to contact me.

Best Regards,


Milqueya Luciano

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 966-5186



**ANNUAL BILLING
STATEMENT**

V & L DEBT RELIEF AND SVCS., INC.
 4500 W HALL BCH BLVD
 PEMBROKE PARK FL 330230000

ACCOUNT NO.
130380

DATE
3/30/2020

BUSINESS DESCRIPTION

SERVICES-TAXES/HEALTH INS/NOTARY

BUSINESS ADDRESS

4500 W HALL BCH BLVD

DATE	DESCRIPTION	AMOUNT
FY 2019	Annual Fire Department Inspection	85.00
	- Re-Insp Fee	
FY 2019	Penalty Fee / Late Charges	52.50
	- Del. Penalty-Jan 1	
FY 2019	Penalty Fee / Late Charges	250.00
	- Mar 1-Penalty Fee(Town Code 15-40c)	
FY 2020	Penalty Fee / Late Charges	74.15
	- Penalty-Jan 1	
FY 2020	Penalty Fee / Late Charges	250.00
	- Mar 1-Penalty Fee(Town Code 15-40c)	

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 \$711.65

PLEASE PAY \$711.65

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 **V & L DEBT RELIEF AND SERVICES
INC**

4500 W HALL BCH BLVD
PEMBROKE PK, FL 33023
Phone 0000011049

Transaction #	Payment Method	Amount	Sale Date
21044	Money Order	\$580.00	2/19/2020 5:24:18 PM

Date Applied	Application #	Qty	Item	Total
2/19/2020	AP-81041	52.50	Certificate Of Use - Deferred Billing	\$52.50
2/19/2020	AP-81041	157.50	Business Tax - Deferred Billing	\$157.50
2/19/2020	AP-81041	157.50	Business Tax - Deferred Billing	\$157.50
2/19/2020	AP-81041	52.50	Certificate Of Use - Deferred Billing	\$52.50
2/19/2020	AP-81041	160.00	Annual Fire Department Inspection	\$160.00
	Total			\$580.00

AGENDA ITEM REPORT



To:

Subject: Waiver Request - Jon Chistyakov

Meeting: Agenda Regular Commission Meeting - April 08 2020

Department: Finance

Staff Contact: Michelle Grooms,

BACKGROUND INFORMATION:

See attachment

FINANCIAL IMPACT:

Decrease in revenue for penalty fees.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend waiving the penalty fees.

ATTACHMENTS:

[Waiver Request-Jon Chistyakov](#)

Hello. My name is Yan Chistyakov
address 2401 JP Lyons Ln F24-26

I could not pay everything on time
now I am here paying \$500 for license for whole time
Please waive whole remaining fees and penalties

phone 786-970-1362 Yan

3-18-20


Page 2 of 4

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 966-5186



**ANNUAL BILLING
STATEMENT**

JON CHISTYAKOV
 233 NE 14 AVE
 HALLANDALE FL 33009

ACCOUNT NO.
037610

DATE
3/30/2020

BUSINESS DESCRIPTION

DIAGNOSTIC/RPR-VEHICLE ECU
 (NO OUTDOOR STORAGE/RPR)

BUSINESS ADDRESS

2401 J P LYONS LN, F24-26

DATE	DESCRIPTION	AMOUNT
FY 2018	Penalty Fee / Late Charges	38.75
	- Del. Penalty-Jan 1	
FY 2018	Penalty Fee / Late Charges	250.00
	- Penalty Fee-Mar 1(Town Code 15-40c)	
FY 2019	Penalty Fee / Late Charges	70.10
	- Del. Penalty-Jan 1	
FY 2019	Penalty Fee / Late Charges	250.00
	- Mar 1-Penalty Fee(Town Code 15-40c)	
FY 2020	Penalty Fee / Late Charges	39.38
	- Penalty-Jan 1	
FY 2020	Penalty Fee / Late Charges	250.00
	- Mar 1-Penalty Fee(Town Code 15-40c)	

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 \$898.23

PLEASE PAY \$898.23

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 **JON CHISTYAKOV**

2401 J P LYONS LN, F24-26
PEMBROKE PK, FL 33009
Phone 0000001182

Transaction #	Payment Method	Amount	Sale Date
21171	Cash	\$470.00	3/18/2020 5:24:29 PM

Date Applied	Application #	Qty	Item	Total
3/18/2020	AP-82858	105.00	Business Tax - Deferred Billing	\$102.50
3/18/2020	AP-82858	52.50	Certificate Of Use - Deferred Billing	\$52.50
3/18/2020	AP-82858	52.50	Certificate Of Use - Deferred Billing	\$52.50
3/18/2020	AP-82858	105.00	Business Tax - Deferred Billing	\$105.00
3/18/2020	AP-82858	105.00	Business Tax - Deferred Billing	\$105.00
3/18/2020	AP-82858	52.50	Certificate Of Use - Deferred Billing	\$52.50
	Total			\$470.00

AGENDA ITEM REPORT



To:

Subject: Waiver Request - Point of Grace

Meeting: Agenda Regular Commission Meeting - April 08 2020

Department: Finance

Staff Contact: Michelle Grooms,

BACKGROUND INFORMATION:

See attachment

FINANCIAL IMPACT:

Decrease in revenue for penalty fees.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend waiving the penalty fees.

ATTACHMENTS:

[Waiver Request -Point of Grace](#)



TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE · PEMBROKE PARK, FLORIDA 33023 · BROWARD (954) 966-4600 · FAX (954) 966-5186

MEMORANDUM

TO: Town Commission
FROM: Michelle Grooms, Billing Administrator
DATE: March 30, 2020
RE: Waiver request for Point of Grace Christian School

On March 1, 2020 the final penalty was assessed for annual billing statements still outstanding. Point of Grace Christian School was assessed that final penalty and remain outstanding fees as March 1, 2020. I contacted the Pastor of the church where the school is located prior to that deadline in February. The Pastor indicated that he was unaware of the situation and requested a copy of the outstanding billing.

As a result of that conversation a payment was received and processed on March 12, 2020. An email was received the same day, indicating a letter requesting waiver of penalty fees would be sent to the Town as soon as possible. As of March 30, 2020, I have not receive a waiver request by email or mail.

I am submitting this memorandum along with additional documentation to be considered for a waiver request of penalty fees.

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 966-5186



**ANNUAL BILLING
STATEMENT**

POINT OF GRACE CHRISTIAN SCHOOL
 ATTN: STEPHEN WRIGHT, PASTOR
 3610 SW 48 AVE
 PEMBROKE PK FL 33023

ACCOUNT NO.
085301

DATE
3/30/2020

BUSINESS DESCRIPTION

FIRE INSPECTIONS ONLY

(NO BTR-NEED TO APPLY)

BUSINESS ADDRESS
3610 SW 48 AVE

DATE	DESCRIPTION	AMOUNT
FY 2014	Penalty Fee / Late Charges	250.00
	- Pen Fee (Code 15-40c)11-12 (billed previously cs)	
FY 2014	Penalty Fee / Late Charges	250.00
	- Pen Fee (Code 15-40c) 12-13 (billed previously cs)	
FY 2014	Penalty Fee / Late Charges	23.25
	- For 2013-14 (billed previously cs)	
FY 2014	Building Dpt Inspection Fee	50.00
	- Insp Fee for BTR (billed previously cs)	
FY 2017	Penalty Fee / Late Charges -JAN 1st	8.75
FY 2017	Penalty Fee / Late Charges - MAR 1st	1.33
FY 2018	Penalty Fee / Late Charges -JAN 1st	23.92
FY 2018	Penalty Fee / Late Charges - MAR 1st	250.00
FY 2019	Penalty Fee / Late Charges -JAN 1st	66.72
FY 2019	Penalty Fee / Late Charges - MAR 1st	250.00
FY 2020	Penalty Fee / Late Charges -JAN 1st	27.80
FY 2020	Penalty Fee / Late Charges - MAR 1st	250.00

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	SUB-TOTAL	\$1,451.77
TO AVOID THE FOLLOWING PENALTIES!! (F.S. 205.053)		
Oct. 1st - 10% Nov. 1st - 15% Dec. 1st - 20% Jan. 1st - 25%		
<u>PAST DUE AMOUNT STARTING ON OR AFTER MARCH 1st</u>	PLEASE PAY	\$1,451.77
<u>an additional penalty of \$250.00 will be imposed (P.P. Code 15-40c)</u>		

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

**LAKE FOREST BAPTIST CHURCH/
POINT OF GRACE**

3610 SW 48 AVE
HOLLYWOOD, FL 33023
Phone 0000007072

Transaction #	Payment Method	Amount	Sale Date
21156	Money Order	\$805.00	3/12/2020 3:48:52 PM

Date Applied	Application #	Qty	Item	Total
3/12/2020	AP-78536	240.00	Annual Fire Department Inspection	\$240.00
3/12/2020	AP-78536	240.00	Annual Fire Department Inspection	\$240.00
3/12/2020	AP-78536	240.00	Annual Fire Department Inspection	\$240.00
3/12/2020	AP-78536	85.00	Annual Fire Department Inspection	\$85.00
	Total			\$805.00



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

Agenda Request

Meeting Date:	04/08/2020
Subject:	Code Enforcement Department Monthly status Report
Initiated by:	☐ City Commission ☐ City Attorney ☒ City Manager / Staff
Prepared by:	Name & Title: Jeffrey Louis - Chief Code Enforcement Officer
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Please see attached monthly report of March 2020
Fiscal Impact:	None
Policy Question(s) for Commission Considerations:	no policy questions
Summary:	Monthly report from Code Enforcement department regarding status of cases for the month of March, incidents and Code Board meetings.
Background:	The Town's Code Enforcement Department tracks, reviews and maintain records of incidents, complaints and observations regarding the Town Code of Ordinance. This
Discussion/Analysis:	Discussion of case files or questions for clarification from the Town's Commission.
Options:	N/A
Advantages:	N/A
Disadvantages:	N/A
Possible action:	no additional action at this time
Advantages:	N/A
Disadvantages:	N/A
Staff Recommendations:	N/A
Additional Action Needed:	No additional action at this time

Status Report for Department of Code enforcement For the month of 03/1/2020 to 03/18/2020

Status update of Code Enforcement Cases

Code Enforcement Case #	Address	Created	Doc.Type	Assigned Officer	Method of Delivery
4443	2701 S PARK RD, PEMBROKE PARK, FL 33009 #41 Peyton Place	3/5/2020	NOH	J. Louis	Hand
4443	2701 S PARK RD, PEMBROKE PARK, FL 33009 #41 Peyton Place	3/5/2020	NOH	J. Louis	Certified Mail
4523	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Adriana Magallanes - 343 Lone Pine Lane	3/11/2020	NOH	J. Ramirez	Hand
4555	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Isbel Ruiz - 120 Lori Lane	3/5/2020	NOH	J. Ramirez	Hand
4561	5510 SW 32 CT, PEMBROKE PARK, FL 33023 1-2	3/6/2020	NOH	J. Ramirez	Hand
4564	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Holiday Mobile Home Lot 815	3/5/2020	NOH	J. Ramirez	Hand
4589	1730 SW 30 AVE, PEMBROKE PARK, FL 33009	3/3/2020	Amended Final Order	J. Louis	Certified Mail
4590	1730 SW 30 AVE, PEMBROKE PARK, FL 33009	3/2/2020	Amended Final Order	J. Louis	Certified Mail
4623	4008 SW 52 AVE, PEMBROKE PARK, FL 33023	3/6/2020	NOH	J. Ramirez	Hand
4630	3000 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009	3/2/2020	Final Order	J. Louis	Certified Mail
4634	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Riverstone Communities LLC-147 Janis Blvd	3/5/2020	NOH	J. Ramirez	Hand
4635	2701 S PARK RD, PEMBROKE PARK, FL 33009 #135 Steven Street	3/5/2020	NOH	J. Louis	Hand
4635	2701 S PARK RD, PEMBROKE PARK, FL 33009 #135 Steven Street	3/5/2020	NOH	J. Louis	Certified Mail
4720	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Lot 819	3/6/2020	NOH	J. Ramirez	Hand
4739	3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Lot 53 - Cynthea Zavala	3/5/2020	NOH	J. Louis	Hand
4739	3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Lot 53 - Cynthea Zavala	3/5/2020	NOH	J. Louis	Certified Mail
4746	3120 SW 19 ST, PEMBROKE PARK, FL 33009 #154 - #155	3/6/2020	Affidavit	J. Ramirez	Hand
4763	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Lydia Rodriguez - 115 Lori Lane	3/5/2020	NOH	J. Louis	Hand
4766	4790 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023 #Dollar General	3/6/2020	NOH	J. Ramirez	Hand
4768	3195 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	3/6/2020	NOH	J. Louis	Hand
4768	3195 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	3/6/2020	NOH	J. Louis	Certified Mail
4769	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Amando Monge - 101 David Drive	3/5/2020	NOH	J. Louis	Hand
4769	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Amando Monge - 101 David Drive	3/5/2020	NOH	J. Louis	Certified Mail
4770	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Ana Sanchez - 103 David Drive	3/5/2020	NOH	J. Louis	Hand
4770	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Ana Sanchez - 103 David Drive	3/5/2020	NOH	J. Louis	Certified Mail
4771	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Bruce Klaiber-24 Traci Terrace W	3/5/2020	NOH	J. Ramirez	Hand
4772	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Wanda Cruz - 105 David Dr	3/5/2020	NOH	J. Louis	Hand
4772	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Wanda Cruz - 105 David Dr	3/5/2020	NOH	J. Louis	Certified Mail
4790	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #126 Lone Pine Drive	3/6/2020	NOH	J. Ramirez	Hand
4791	2701 S PARK RD, PEMBROKE PARK, FL 33009 #23 Traci Terr W.	3/5/2020	NOH	J. Louis	Hand
4791	2701 S PARK RD, PEMBROKE PARK, FL 33009 #23 Traci Terr W.	3/5/2020	NOH	J. Louis	Certified Mail
4792	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Rufus Mason - 21 Traci Terr W.	3/5/2020	NOH	J. Louis	Hand
4792	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Rufus Mason - 21 Traci Terr W.	3/5/2020	NOH	J. Louis	Certified Mail
4793	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Ever Argueta - 107 David Drive	3/5/2020	NOH	J. Louis	Hand
4793	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Ever Argueta - 107 David Drive	3/5/2020	NOH	J. Louis	Certified Mail

4794	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #113 Lone Pine Lane	3/6/2020 NOH	J. Ramirez	Hand
4795	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Jalin Puello - 22 Traci Terr W	3/5/2020 NOH	J. Louis	Hand
4795	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Jalin Puello - 22 Traci Terr W	3/5/2020 NOH	J. Louis	Certified Mail
4796	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Cristal Villa - 104 David Dr	3/5/2020 NOH	J. Louis	Hand
4796	2701 S PARK RD, PEMBROKE PARK, FL 33009 #Cristal Villa - 104 David Dr	3/5/2020 NOH	J. Louis	Certified Mail
4798	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #111 Lone Pine Lane	3/6/2020 NOH	J. Ramirez	Hand
4799	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #113 Lone Pine Drive	3/6/2020 NOH	J. Ramirez	Regular Mail
4799	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #113 Lone Pine Drive	3/6/2020 NOH	J. Ramirez	Certified Mail
4800	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #105 Lone Pine Lane	3/6/2020 NOH	J. Ramirez	Hand
4802	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Gerardo Mares - 408 Lone Pine Lane	3/5/2020 NOH	J. Louis	Hand
4802	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Gerardo Mares - 408 Lone Pine Lane	3/5/2020 NOH	J. Louis	Certified Mail
4874	4050 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	3/2/2020 Final Order	J. Louis	Certified Mail
4886	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Between Lot 221 & 223	3/2/2020 Final Order	J. Louis	Certified Mail
4889	5100 SW 41 ST, PEMBROKE PARK, FL 33023 201 #Alex Hudson	3/2/2020 Final Order	J. Ramirez	Certified Mail
4889	5100 SW 41 ST, PEMBROKE PARK, FL 33023 201 #Alex Hudson	3/2/2020 Final Order	J. Ramirez	Regular Mail
4900	1960 SW 30 AVE, PEMBROKE PARK, FL 33009 #1960 B SW 30 Ave - Cabinets to Go	3/5/2020 NOH	J. Louis	Hand
4900	1960 SW 30 AVE, PEMBROKE PARK, FL 33009 #1960 B SW 30 Ave - Cabinets to Go	3/5/2020 NOH	J. Louis	Certified Mail
4904	4520 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023 #YOUR MOBILE SOULUTION INC- BAY 3	3/2/2020 Final Order	J. Louis	Certified Mail
4931	3080 PEMBROKE RD, PEMBROKE PARK, FL 33009	3/5/2020 NOH	J. Louis	Hand
4931	3080 PEMBROKE RD, PEMBROKE PARK, FL 33009	3/5/2020 NOH	J. Louis	Certified Mail
4934	2633 S PARK LN, PEMBROKE PARK, FL 33009 #Wholesalers of T-Shirts & Apparel - 2681 S Park Lane	3/6/2020 NOH	J. Ramirez	Hand
4935	2633 S PARK LN, PEMBROKE PARK, FL 33009 #AAA Closeout-2673 S Park Lane	3/6/2020 NOH	J. Ramirez	Hand
4962	5100 SW 41 ST, PEMBROKE PARK, FL 33023 109	3/4/2020 NOV	J. Ramirez	Regular Mail
5006	4100 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33023	3/6/2020 NOH	J. Louis	Hand
5010	3615 SW 52 AVE, PEMBROKE PARK, FL 33023	3/11/2020 Courtesy	J. Ramirez	Hand
5012	2350 SW 30 AVE, PEMBROKE PARK, FL 33009	3/11/2020 Courtesy	J. Ramirez	Hand
5013	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Carlos/Diana Huerta - Lot 724	3/10/2020 NOV	J. Ramirez	Hand
5014	3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Yvan Roleau-134 W Lake Drive	3/12/2020 NOV	J. Ramirez	Hand
5020	5500 SW 32 ST, PEMBROKE PARK, FL 33023 1-2	3/19/2020 NOV	J. Ramirez	Hand
5021	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Oscar Munoz -Lot 611	3/19/2020 NOV	J. Ramirez	Hand
5022	3140 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Yaime Jimenez - Lot 624	3/19/2020 NOV	J. Ramirez	Hand
5023	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Lakeshore Management - Lot 103	3/18/2020 NOV	J. Ramirez	Posted to Property
5024	3030 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Michel Houli - Lot 404	3/18/2020 NOV	J. Ramirez	Hand

Complied Issues

W. Hallandale Beach Blvd (AT&T) - Graffiti on utility box was removed





SW 56th Ave & SW 41st Street - Illegal parked Cars Removed



3711 SW 56th Avenue - Illegal parked cars removed



3000 W. Hallandale Beach Blvd - Overloaded dumpster cleaned and service restored



3149 W. Hallandale Beach Blvd - GoodWill drop off was removed



Meetings

- 1 Code Board Hearing Scheduled for March 19 2020 and April 16 2020 have been cancelled

Town of Pembroke Park
Bills over \$500
April 08, 2020 Wednesday

PAYMENTS				
Invoice#	Vendor	Service/Product	Dept.	Amount
20036	Aging & Disability Resource Center of Broward County	2020 Fair Share Allocation	Donation	\$ 3,510.00
210600	Brinkley Morgan	Matters Regarding the Progressive Waste Litigation Through February 29, 2020	Legal	\$ 1,788.95
228202	Harry Hipler P.A.	Code Board Meeting Held February 28th 2020 (Review Agenda, Preparation, Review Ordinances, Read & Review Minutes for 17 Cases)	Legal	\$ 525.00
21595-1	Hydra Services	Service Call to Pump Station Trinity Tower 33	Sewer	\$ 657.50
2020-PP-0301	Michael Miller Planning Associates	General Planning Services Rendered March 1st Through March 31st 2020	Planning	\$ 13,257.50
2020-PP-0302	Michael Miller Planning Associates	Land Development Planning Services Rendered March 1st Through March 31st 2020	Reimbursable	\$ 2,660.00
972	Ryan & Ryan LLC	Matters Regarding the Auditor Selection for Fiscal Year 2018-2019	Legal	\$ 1,767.50
974	Ryan & Ryan LLC	Matters Regarding the 45th CDBG Application for Raymond P. Oglesby Preserve Restrooms	Legal	\$ 752.50
975	Ryan & Ryan LLC	Matters Regarding Robert Patterson Employment Discrimination Complaint	Legal	\$ 682.50
976	Ryan & Ryan LLC	Matters Regarding the Employment of Agatha Muse-Salters	Legal	\$ 3,272.50
157915	Sachs Sax & Caplan	Professional Services in Regards to the BSO Litigation #13965-00003 (Billed Through February 1-February 29, 2020)	Legal	\$ 682.59
1276150-2237-4	Waste Management Inc.	Additional Dumpster At Preserve Park	Parks	\$ 741.90
M186144	Waste Management Recycling America	Net Balance for Recycling January 2020	NonDept	\$ 676.85
M187384	Waste Management Recycling America	Net Balance for Recycling February 2020	NonDept	\$ 694.40
Total:				\$31,669.69

Purchase Orders				
305417	Carnahan, Proctor and Cross Inc.	Broward County 5 Year Drainage Recertification	Sewer	\$ 1,100.00
305418	Kelly's Tractor	Repair Cylinders Due To Hydraulic Leak On Backhoe (EMERGENCY)	Roads/Sewer	\$ 1,886.61
Total:				\$2,986.61

Grand Total:	\$34,656.30
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4/2/2020

Treasury Information Report: Express Balance Report



Express Balance Report

Standard Express Balance Report

As of 04/01/2020

Company: TOWN OF PEMBROKE PARK

User: Harry Taubenfeld

04/02/2020 08:52 AM ET

Commercial Electronic Office®

Treasury Information Reporting

Note: Intraday information subject to change

Summary Section

Account Number	Account Name	Previous Day Balances		Intraday Balance	
		Closing Ledger Balance	Closing Collected Balance	Opening Available Balance	Current Available Balance
Account Balances for 121000248 WELLS FARGO BANK, N.A. <u>2000037266284</u>	INVESTMENT	77,210.37	77,210.37	77,210.37	77,210.37
Account Balances for 121000248 WELLS FARGO BANK, N.A. <u>2000044269847</u>	LOCAL LAW ENFORCEMENT	41,782.10	41,782.10	41,782.10	41,782.10
Account Balances for 121000248 WELLS FARGO BANK, N.A. <u>2000044270179</u>	RESERVE	144,184.00	144,184.00	144,184.00	144,184.00
Account Balances for 121000248 WELLS FARGO BANK, N.A. <u>2000044270182</u>	CONSTRUCTION	826,870.17	826,870.17	826,870.17	826,870.17
Account Balances for 121000248 WELLS FARGO BANK, N.A. <u>2000044270195</u>	SINKING FUND	76,435.63	76,435.63	76,435.63	76,435.63
Account Balances for 121000248 WELLS FARGO BANK, N.A. <u>2000143043498</u>	PAYROLL	54,265.01	54,265.01	54,265.01	54,265.01
Account Balances for 121000248 WELLS FARGO BANK, N.A. <u>2000143043605</u>	OPERATING	703,794.03	703,794.03	703,794.03	703,794.03
Account Balances for 121000248 WELLS FARGO BANK, N.A. <u>2000143044044</u>	DEPOSIT	7,704,091.57	7,704,091.57	7,704,091.57	7,704,091.57

Account Section

Currency: USD

Bank: 121000248

Account: 2000037266284(FL)

WELLS FARGO BANK, N.A.
INVESTMENT

Closing Ledger Balance	77,210.37	MTD Accrued Debit Interest	N/A
Closing Collected Balance	77,210.37	Total Credits	.00
Opening Available Balance	77,210.37	Total Debits	.00
Current Available Balance	77,210.37	Total Number Credits	0
MTD Accrued Credit Interest	N/A	Total Number Debits	0

[Back To Top](#)

Currency: USD

Bank: 121000248

WELLS FARGO BANK, N.A.

<https://wellssuite.ceo.wellsfargo.com/tirnx/tirservice?KEY=6127&actionType=PleaseWait&channel=portal&reportid=1501&fileContentType=&childWind...> 1/3

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1BPFD)

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Page 1

Sort by: Employee Number

Employee Number	Employee Name	Program	Status
10100	Manzerolle, Lucie M.	BLD-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	32.3120	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.9999
Sick		25.8468	0.0000	315.9432	9,999,999.9999
Vacation		32.3120	0.0000	309.2900	9,999,999.9999

Employee Number	Employee Name	Program	Status
10250	Malcolm, Teresa N.	BLD-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	32.3120	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.2500	9,999,999.9999
Sick		25.8468	30.0000	53.1396	9,999,999.9999
Vacation		32.3120	0.0000	175.1866	9,999,999.9999

Employee Number	Employee Name	Program	Status
10360	Nunez, Miguel A.	BLD-RP	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
P1	Personal Leave (Comp Time)	Other	1.5000	Per unit	4.5000	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Other		4.5000	0.0000	4.5000	9,999,999.0000

Employee Number	Employee Name	Program	Status
10400	CLARK, JR, HOWARD P.	COM-ES	ACTIVE

Employee Number	Employee Name	Program	Status
10410	Jacobs, Geoffrey R.	COM-ES	ACTIVE

Employee Number	Employee Name	Program	Status
10420	Dieuveille, Reynold	COM-ES	ACTIVE

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPF)

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Sort by: Employee Number

Employee Number	Employee Name	Program	Status
10800	COHEN, GEORGINA A.	COM-ES	ACTIVE

Employee Number	Employee Name	Program	Status
10701	DAY, ROBERT M.	SEF-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	32.3120	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.9999
Sick		25.8468	20.2500	9.7334	9,999,999.9999
Vacation		32.3120	12.0000	146.8080	9,999,999.9999

Employee Number	Employee Name	Program	Status
11300	Daughtrey, Newall J.	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		25.8468	0.0000	56.3132	9,999,999.0000
Vacation		21.5320	0.0000	65.5180	9,999,999.0000

Employee Number	Employee Name	Program	Status
11400	Grooms, MICHELLE	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	3.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	43.0780	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		3.0000	15.0000	2.0000	9,999,999.9999
Sick		25.8468	29.0000	348.2912	9,999,999.9999
Vacation		43.0780	55.0000	65.6110	9,999,999.9999

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPF)

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Sort by: Employee Number

Employee Number	Employee Name	Program	Status
11500	CORNISH BROWN, MONTJOY	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	102.2500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		102.2500	80.0000	119.7500	9,999,999.0000
Sick		25.8468	0.0000	49.3822	9,999,999.0000
Vacation		21.5320	0.0000	55.5280	9,999,999.0000

Employee Number	Employee Name	Program	Status
11660	HILL, BYRON R.	PWS-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	32.3120	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.6200	9,999,999.9999
Sick		25.8468	10.7500	20.8368	9,999,999.9999
Vacation		32.3120	9.2500	93.7920	9,999,999.9999

Employee Number	Employee Name	Program	Status
11700	CHAVEZ, WERNER I.	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		25.8468	0.5000	47.5062	9,999,999.0000
Vacation		21.5320	10.0000	43.5200	9,999,999.0000

Employee Number	Employee Name	Program	Status
12200	JOSEPH, NATASHA	ADM-RF	ACTIVE

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Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	7.3848	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	12.3080	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	8.0000	80.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.9999
Sick		7.3848	0.0000	169.2810	9,999,999.9999
Vacation		12.3080	0.0000	768.9810	9,999,999.9999

Employee Number	Employee Name	Program	Status
12350	Greene, Ramonda L.	SEF-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	8.0000	0.0000	9,999,999.0000
Sick		25.8468	16.0000	56.0018	9,999,999.0000
Vacation		21.5320	14.2500	45.7320	9,999,999.0000

Employee Number	Employee Name	Program	Status
12400	LARSON, TODD V.	SEF-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	43.0780	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	8.0000	0.0000	9,999,999.9999
Sick		25.8468	23.0000	602.2792	9,999,999.9999
Vacation		43.0780	4.0000	276.1920	9,999,999.9999

Employee Number	Employee Name	Program	Status
12500	Lawson, James	PWS-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000

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S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	32.3120	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0900	9,999,999.9999
Sick		25.8468	21.7500	118.1552	9,999,999.9999
Vacation		32.3120	4.0000	163.3860	9,999,999.9999

Employee Number	Employee Name	Program	Status
12550	Brown, Patrick L.	PWS-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.0000
Sick		25.8468	9.0000	54.8432	9,999,999.0000
Vacation		21.5320	8.0000	84.6360	9,999,999.0000

Employee Number	Employee Name	Program	Status
12800	LOUIS, JEFFERY J.	CDE-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	5.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	32.3120	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		5.0000	8.0000	22.0000	9,999,999.9999
Sick		25.8468	70.0000	147.4242	9,999,999.9999
Vacation		32.3120	0.0000	300.8560	9,999,999.9999

Employee Number	Employee Name	Program	Status
13200	Mckine, Christopher	PRK-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	42.2500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	43.0780	999,999.9999	0.0000

Leave Totals

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Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		42.2500	0.0000	50.7500	9,999,999.9999
Sick		25.8468	0.0000	319.6092	9,999,999.9999
Vacation		43.0780	46.0000	214.4020	9,999,999.9999

Employee Number	Employee Name	Program	Status
13400	Mesa, Adrian	PRK-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	18.7500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	43.0780	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		18.7500	11.7500	15.5000	9,999,999.9999
Sick		25.8468	21.5000	115.3792	9,999,999.9999
Vacation		43.0780	40.0000	126.4120	9,999,999.9999

Employee Number	Employee Name	Program	Status
13600	Mohammed, Ashira A.	COM-ES	ACTIVE

Employee Number	Employee Name	Program	Status
13750	Flores, Misael	PRK-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	43.5000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	31.5420	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		43.5000	29.0000	39.5000	9,999,999.9999
Sick		25.8468	0.5000	238.8932	9,999,999.9999
Vacation		31.5420	16.0000	203.3400	9,999,999.9999

Employee Number	Employee Name	Program	Status
13800	NEREUS, GARY	STW-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	12.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	43.0780	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
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Holiday	0.0000	24.0000	64.0000	9,999,999.0000
Other	12.0000	0.0000	22.0000	9,999,999.9999
Sick	25.8468	5.7500	422.1746	9,999,999.9999
Vacation	43.0780	80.0000	135.4110	9,999,999.9999

Employee Number	Employee Name	Program	Status
13950	Herrera, Jorge E.	PRK-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	8.0000	8.0000	9,999,999.0000
Sick		25.8468	20.7500	46.4052	9,999,999.0000
Vacation		21.5320	0.0000	84.5180	9,999,999.0000

Employee Number	Employee Name	Program	Status
14100	RAMIREZ, JOSELINE D.	CDE-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	32.3120	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	8.0000	9,999,999.9999
Sick		25.8468	0.0000	105.8940	9,999,999.9999
Vacation		32.3120	0.0000	238.3800	9,999,999.9999

Employee Number	Employee Name	Program	Status
14350	Noel, Christian	FIN-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	2.0000	8.0000	9,999,999.0000
Sick		25.8468	36.2500	37.2382	9,999,999.0000
Vacation		21.5320	0.7500	108.4480	9,999,999.0000

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Employee Number	Employee Name	Program	Status
14500	Price, Valerie	FIN-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	32.3120	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	0.0000	16.2500	9,999,999.9999
Sick		25.8468	24.0000	118.6532	9,999,999.9999
Vacation		32.3120	0.0000	206.2900	9,999,999.9999

Employee Number	Employee Name	Program	Status
14560	Taubenfeld, Harry	FIN-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	8.0000	8.0000	9,999,999.0000
Sick		25.8468	16.0000	39.8482	9,999,999.0000
Vacation		21.5320	0.0000	55.5200	9,999,999.0000

Employee Number	Employee Name	Program	Status
16000	WOODBURY, STEPHANIE M.	SEF-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	27.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	43.0780	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		27.0000	0.0000	35.0800	9,999,999.9999
Sick		25.8468	43.5000	51.4114	9,999,999.9999
Vacation		43.0780	16.0000	187.7100	9,999,999.9999

Employee Number	Employee Name	Program	Status
16100	Myriam, Moise J.	PWS-RF	ACTIVE

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Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	20.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		20.0000	0.0000	28.0000	9,999,999.0000
Sick		25.8468	0.0000	93.6962	9,999,999.0000
Vacation		21.5320	28.0000	97.0460	9,999,999.0000

Employee Number	Employee Name	Program	Status
16300	Wallace, Timothy E.	PWS-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.0000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.0000	8.0000	11.0000	9,999,999.9999
Sick		25.8468	37.2500	133.3230	9,999,999.9999
Vacation		21.5320	80.0000	112.8200	9,999,999.9999

Employee Number	Employee Name	Program	Status
19000	Davis, Dierdre E.	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	7.7500	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		7.7500	1.0000	14.7500	9,999,999.0000
Sick		25.8468	0.0000	29.6176	9,999,999.0000
Vacation		21.5320	0.0000	73.8240	9,999,999.0000

Employee Number	Employee Name	Program	Status
19100	Reutlinger, Susan	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	18.5000	999,999.9999	0.0000

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S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		18.5000	5.2500	21.2500	9,999,999.0000
Sick		25.8468	4.7500	50.1772	9,999,999.0000
Vacation		21.5320	0.0000	63.5200	9,999,999.0000

Employee Number	Employee Name	Program	Status
19500	Segree, Orville A.	ADM-RF	ACTIVE

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
HOLIDAY		Holiday	0.0000	Per period	0.0000	88.0000	0.0000
PD	PERSONAL DAY	Other	1.0000	Per unit	0.5000	999,999.9999	0.0000
S1	Sick Leave Accrual	Sick	1.8462	Per period	25.8468	999,999.9999	0.0000
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	21.5320	999,999.9999	0.0000

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Holiday		0.0000	24.0000	64.0000	9,999,999.0000
Other		0.5000	1.7500	8.0000	9,999,999.0000
Sick		25.8468	21.0000	33.9272	9,999,999.0000
Vacation		21.5320	0.0000	63.5200	9,999,999.0000

Report Totals

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued
HOLIDAY		Holiday	0.0000	Per period	0.0000
P1	Personal Leave (Comp Time)	Other	1.5000	Per unit	4.5000
PD	PERSONAL DAY	Other	1.0000	Per unit	300.5000
S1	Sick Leave Accrual	Sick	1.8462	Per period	731.0952
V1	Vacation Accrual 0 - 48 Months	Vacation	1.5380	Per period	279.9160
V2	Vacation Accrual 48-120 Months	Vacation	2.3080	Per period	290.0380
V3	Vacation Accrual 120+ Months	Vacation	3.0770	Per period	270.7760

Leave Totals

Leave Type	Accrued	Used	Remaining
Holiday	0.0000	680.0000	1,872.0000
Other	305.0000	193.7500	515.2900
Sick	731.0952	461.5000	3,885.3780
Vacation	840.7300	423.2500	4,566.1976

PR Employee Leave Report (Detailed)

TOWN OF PEMBROKE PARK (1PBPF)

4/2/2020 8:53:10 AM

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Sort by: Employee Number

Report Summary

Report Selection Criteria

Report Type: Detailed
Sort By: Employee Number
Status Type: Active
Skip employees without Leave Codes: No
Include subtotals: No
Vacation: Yes
Sick: Yes
PTO: Yes
Holiday: Yes
Compensation: Yes
Other: Yes
Page Break By Employee Number: No
Additional Filter: <None>

	Start	End
Employee Number:	Start	End
Employee Name:	Start	End
Program:	Start	End
Code:	Start	End
Status:	Start	End
Sort by UDF:	Start	End
Additional Filter:	Start	End

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
001 - GENERAL FUND					
Tangible Personal Property Taxes	0.00	0.00	533,160.59	(533,160.59)	0.00%
Ad Valorem Taxes	6,014,705.00	0.00	5,078,095.50	936,609.50	84.43%
Tangible Personal Property Taxes - Delinquent	0.00	0.00	69.55	(69.55)	0.00%
Local Option Gas Tax	119,137.00	0.00	56,803.50	62,333.50	47.68%
Electric Utility Tax	790,000.00	0.00	339,796.40	450,203.60	43.01%
Communication Tax	160,000.00	0.00	82,368.04	77,631.96	51.48%
Water Utility Tax	260,000.00	0.00	107,559.81	152,440.19	41.37%
Gas Utility Tax	15,000.00	0.00	5,597.21	9,402.79	37.31%
Electric Franchise Fee	575,000.00	0.00	195,433.40	379,566.60	33.99%
Gas Franchise Fee	7,000.00	0.00	3,382.88	3,617.12	48.33%
Garbage Franchise Fee	225,000.00	0.00	118,690.84	106,309.16	52.75%
Towing Franchise Fee	10,000.00	0.00	0.00	10,000.00	0.00%
Bus Stop Shelter Franchise Fee	3,500.00	0.00	2,100.00	1,400.00	60.00%
Bus Stop Benches Franchise Fee	4,250.00	0.00	4,250.00	0.00	100.00%
Business Tax Receipt - Local	125,000.00	0.00	6,066.00	118,934.00	4.85%
Business Tax - County	2,500.00	0.00	1,050.99	1,449.01	42.04%
Electrical Permit -Reinspection Fee	0.00	0.00	2,475.25	(2,475.25)	0.00%
Certificate of Use Permits	29,000.00	0.00	52.50	28,947.50	0.18%
Building Inspection Fees	2,500.00	0.00	1,000.00	1,500.00	40.00%
Building Reinspection Fee B.T.R.	500.00	0.00	(75.00)	575.00	-15.00%
Fire Inspection Fees Business Tax	12,000.00	0.00	4,085.00	7,915.00	34.04%
Fire Inspection Fees Annual Renewals	49,000.00	0.00	4,565.00	44,435.00	9.32%
Fire Reinspection Fee B.T.R.	1,000.00	0.00	(65.00)	1,065.00	-6.50%
Sign Fees	58,000.00	0.00	0.00	58,000.00	0.00%
Zoning Variance Site Plans	0.00	0.00	100.00	(100.00)	0.00%
Engineering - Planning Services	0.00	0.00	1,050.00	(1,050.00)	0.00%
Alarm Registration Fees	2,900.00	0.00	150.00	2,750.00	5.17%
Other License, Fees, Permits	10,830.00	0.00	0.00	10,830.00	0.00%
Federal Grants	513,563.00	0.00	0.00	513,563.00	0.00%
Other Grants	123,180.00	0.00	0.00	123,180.00	0.00%
Municipal Revenue Sharing Program	213,577.00	0.00	100,853.19	112,723.81	47.22%
Mobile Home Licenses	6,500.00	0.00	4,021.85	2,478.15	61.87%
Alcoholic Beverage Licenses	5,000.00	0.00	485.94	4,514.06	9.72%
Half Cent Sales Tax	447,363.00	0.00	183,019.70	264,343.30	40.91%
Lien Searches	4,000.00	0.00	1,100.00	2,900.00	27.50%
EMS Transport Collections	280,000.00	0.00	81,608.29	198,391.71	29.15%
Park Facility Rental-Preserve	3,000.00	0.00	1,700.00	1,300.00	56.67%
Reimbursable Charges - Filing Fees			0.00	0.00	#DIV/0!
Reimbursable Charges - Legal	0.00	0.00	3,401.00	(3,401.00)	0.00%
Reimbursable Charges - Misc, Late Fees Etc..	0.00	0.00	5,008.78	(5,008.78)	0.00%
Reimbursable Charges - Planning	0.00	0.00	7,354.00	(7,354.00)	0.00%
Local Law Enforcement Trust Fund Fines	1,000.00	0.00	0.00	1,000.00	0.00%
Rec. Vehicle Inspection Fee Revenue	2,500.00	0.00	975.00	1,525.00	39.00%
False Alarm Fees	7,000.00	0.00	3,450.00	3,550.00	49.29%
Code Enforcement Fines - Per Diem	1,000.00	0.00	0.00	1,000.00	0.00%
Other Fines and Forfeitures	7,000.00	0.00	1,288.01	5,711.99	18.40%
Interest - FL Dept Admin - LGIP Investments	18,000.00	0.00	0.00	18,000.00	0.00%
Interest/Penalties - Ad Valorem/Tangible Taxes	6,500.00	0.00	7,756.45	(1,256.45)	119.33%
Penalty and Late Charges	5,000.00	0.00	4,636.73	363.27	92.73%
Garbage Collection Fees OES	10,000.00	0.00	5,044.79	4,955.21	50.45%
Impact Fees - Fire	77,505.00	0.00	0.00	77,505.00	0.00%
Other Revenue	632,000.00	0.00	14,204.42	617,795.58	2.25%
Other Miscellaneous (JWL Community Event)	80,000.00	0.00	233,083.54	(153,083.54)	291.35%
Total Revenue	\$ 10,920,510.00	\$ -	\$ 7,206,754.15	\$ 3,713,755.85	65.99%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Salaries	210,000.00	0.00	105,000.00	105,000.00	50.00%
FICA Taxes Expense	16,065.00	0.00	7,283.10	8,781.90	45.34%
Employer Contribution Retirement Fund	21,964.00	0.00	0.00	21,964.00	0.00%
Group Insurance Health	49,843.00	0.00	17,445.12	32,397.88	35.00%
Dental/Vision Insurance	9,889.00	0.00	5,768.84	4,120.16	58.34%
Life Insurance (Standard Insur.Co.)	3,895.00	0.00	2,165.66	1,729.34	55.60%
Long Term Care (John Hancock Co.)	8,693.00	0.00	4,355.05	4,337.95	50.10%
Life Insurance (John Hancock VUL)	5,082.00	0.00	3,833.31	1,248.69	75.43%
Workers' Compensation	412.00	0.00	194.29	217.71	47.16%
Travel	14,000.00	0.00	3,488.43	10,511.57	24.92%
Cell Phone	5,000.00	0.00	2,525.13	2,474.87	50.50%
Insurance - Property & Liability	682.00	0.00	514.60	167.40	75.45%
Business Meetings	5,000.00	0.00	1,868.73	3,131.27	37.37%
Misc. Charges	3,000.00	0.00	508.07	2,491.93	16.94%
Memberships	3,700.00	0.00	4,084.80	(384.80)	110.40%
Education and Training	2,500.00	0.00	770.00	1,730.00	30.80%
Election Services	15,000.00	0.00	0.00	15,000.00	0.00%
Total Expense Mayor & Commission Department	\$ 374,725.00	\$ -	\$ 159,805.13	\$ 214,919.87	42.65%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Salaries	668,499.00	0.00	276,684.41	391,814.59	41.39%
Overtime	1,500.00	0.00	4,564.00	(3,064.00)	304.27%
FICA Taxes Expense	56,196.00	0.00	20,433.55	35,762.45	36.36%
Employee Retirement Expense	96,813.00	0.00	46,734.40	50,078.60	48.27%
Group Insurance	117,132.00	0.00	44,403.80	72,728.20	37.91%
Dental/Vision Insurance	19,501.00	0.00	6,158.56	13,342.44	31.58%
Life Insurance (Standard Insur.Co.)	12,937.00	0.00	4,687.07	8,249.93	36.23%
Long Term Care (John Hancock Co.)	686.00	0.00	583.37	102.63	85.04%
Life Insurance (John Hancock VUL)	18,544.00	0.00	4,733.46	13,810.54	25.53%
Workers' Compensation	1,232.00	0.00	582.90	649.10	47.31%
Town Hall-Janitorial Services	2,611.00	0.00	1,305.42	1,305.58	50.00%
Contractual Services	13,800.00	0.00	19,347.26	(5,547.26)	140.20%
Contractual Services - Professional Services	81,000.00	0.00	39,166.57	41,833.43	48.35%
Contractual Services - Business Tax Structural	0.00	0.00	3,375.00	0.00	0.00%
Travel	5,000.00	0.00	1,371.36	3,628.64	27.43%
Cellular Phones	1,750.00	0.00	1,683.94	66.06	96.23%
Lease Expense - Vehicles	18,000.00	0.00	7,500.00	10,500.00	41.67%
Lease Expense-Copy Machine	6,000.00	0.00	3,836.33	2,163.67	63.94%
General Liability - Property Insurance	4,738.00	0.00	3,677.39	1,060.61	77.61%
Misc. Maintenance - Car & Buildings	1,800.00	0.00	0.00	1,800.00	0.00%
Printing	2,000.00	0.00	1,197.00	802.00	59.85%
Misc. Charges	5,000.00	0.00	4,011.88	988.12	80.24%
Business Meetings/Meals	500.00	0.00	750.00	(250.00)	150.00%
Office Supplies	7,000.00	0.00	4,269.32	2,730.68	60.99%
Vehicle Expense - Gasoline	2,000.00	0.00	20.66	1,979.34	1.03%
Memberships/Subscriptions	5,300.00	0.00	1,357.10	3,942.90	25.61%
Education & Training, Tuition Assistance	10,000.00	0.00	942.00	9,058.00	9.42%
Education & Training, Registration/Books	1,000.00	0.00	1,474.64	(474.64)	147.46%
Total Expense Administration Department	\$ 1,160,539.00	\$ -	\$ 504,851.39	\$ 658,259.61	43.50%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Salaries	311,434.00	0.00	111,932.96	199,501.04	35.94%
Overtime	2,000.00	0.00	317.87	1,682.13	15.89%
FICA Taxes Expense	23,825.00	0.00	8,531.11	15,293.89	35.81%
Employee Retirement Expense	44,168.00	0.00	17,605.93	26,562.07	39.86%
Group Insurance	39,875.00	0.00	17,445.12	22,429.88	43.75%
Dental/Vision Insurance	7,415.00	0.00	2,881.48	4,533.52	38.86%
Life Insurance (Standard Insur.Co.)	5,693.00	0.00	2,514.68	3,178.32	44.17%
Long Term Care (John Hancock Co.)	0.00	0.00	440.00	0.00	0.00%
Life Insurance (John Hancock VUL)	4,696.00	0.00	678.25	4,017.75	14.44%
Workers' Compensation	410.00	0.00	194.30	215.70	47.39%
Recurring Audit Costs	45,000.00	0.00	0.00	45,000.00	0.00%
Contractual Service	4,611.00	0.00	1,305.42	3,305.58	28.31%
Contractual Services-Software Maint Fees	4,000.00	0.00	3,985.00	15.00	99.63%
Travel	2,000.00	0.00	0.00	2,000.00	0.00%
Cellular Phones	700.00	0.00	335.01	364.99	47.86%
Lease Expense-Copiers	2,000.00	0.00	1,479.74	520.26	73.99%
General Liability - Property Insurance	2,428.00	0.00	1,945.07	482.93	80.11%
Maintenance & Repair	500.00	0.00	0.00	500.00	0.00%
Printing and Forms	1,000.00	0.00	977.07	22.93	97.71%
Business Meetings/Meals	500.00	0.00	0.00	500.00	0.00%
Misc. Charges	500.00	0.00	22.50	477.50	4.50%
Office Supplies	2,000.00	0.00	906.15	1,093.85	45.31%
Memberships	1,000.00	0.00	92.55	907.45	9.26%
Education & Training-Registration/Books	1,000.00	0.00	0.00	1,000.00	0.00%
Total Expense Finance Department	\$ 506,755.00	\$ -	\$ 173,590.21	\$ 333,604.79	34.26%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Misc. Reimbursable Expense	10,000.00	0.00	3,856.00	6,144.00	38.56%
Contractual Services-Legal-Retainer	100,000.00	0.00	49,999.98	50,000.02	50.00%
Contractual Services-Legal-Non Retainer	100,000.00	0.00	34,131.45	65,868.55	34.13%
Travel	0.00	0.00	0.00	0.00	#DIV/0!
Advertising	7,500.00	0.00	2,626.15	4,873.85	35.02%
Total Expense Legal Department	\$ 217,500.00	\$ -	\$ 90,613.58	\$ 126,886.42	41.66%
Reimbursable Expense	50,000.00	0.00	29,431.94	20,568.06	58.86%
Contractual Services-Planning	200,000.00	0.00	92,158.20	107,841.80	46.08%
Contractual Services-Legis Svcs Planning	10,000.00	0.00	4,166.65	5,833.35	41.67%
Board Expenses - Planning & Zoning	1,000.00	0.00	150.00	850.00	15.00%
Total Expense Comprehensive Planning Dept.	\$ 261,000.00	\$ -	\$ 125,906.79	\$ 135,093.21	48.24%
Various Contractual Services	32,000.00	0.00	14,057.59	17,942.41	43.93%
Contractual Svcs-Town Hall-Pest Control	3,720.00	0.00	596.72	3,123.28	16.04%
Contractual Svc-Computer Related Service	98,000.00	0.00	46,973.75	51,026.25	47.93%
Telephone Cost - Cellular	3,000.00	0.00	734.25	2,265.75	24.48%
Town Hall Line Charge/Internet Connection	13,200.00	0.00	6,388.05	6,811.95	48.39%
Postage-Shipping-Fed Express	3,500.00	0.00	5,072.37	(1,572.37)	144.92%
Electricity-Town Hall	38,000.00	0.00	17,717.17	20,282.83	46.62%
Water-Town Hall	5,000.00	0.00	2,388.34	2,611.66	47.77%
Lease Expense-Copy Machine and Other	900.00	0.00	427.56	472.44	47.51%
Insurance Expense - General Liability/Prop.	2,642.00	0.00	2,164.04	477.96	81.91%
Maintenance & Repair Car Bldg & Equipmnt	15,000.00	0.00	8,263.00	6,737.00	55.09%
Maintenance and Repair-3RD FLOOR	2,500.00	0.00	38.91	2,461.09	1.56%
Donations	15,000.00	0.00	0.00	15,000.00	0.00%
Lobbying Expenses	134,000.00	0.00	48,711.64	85,288.36	36.35%
Misc Charges	48,000.00	0.00	20,583.27	27,416.73	42.88%
Misc. Market Supplies/Office Supplies	4,000.00	0.00	1,744.92	2,255.08	43.62%
Total Expense Non - Departmental General Gov't	418,462.00	0.00	175,861.58	242,600.42	42.03%

TOWN OF PEMBROKE PARK (1PBPF)
 GL Budget Performance
 Revenue and Expense
 Percentage Used
 From 10/1/2019 to 3/31/2020

<u>Description</u>	<u>Budget</u>	<u>Encumbered</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percent</u>
Contractual Services-Law Enforcement	3,272,014.00	0.00	1,635,297.00	1,636,717.00	49.98%
LLETF - Explorer Program	10,000.00	0.00	779.95	9,220.05	7.80%
BSO - Traffic Enforcement	5,000.00	0.00	0.00	5,000.00	0.00%
LLETF Town Hall Security	40,000.00	0.00	0.00	40,000.00	0.00%
Total Law Enforcement	3,327,014.00	0.00	1,636,076.95	1,690,937.05	49.18%
Contractual Services-Fire Rescue	3,205,828.00	0.00	1,602,913.80	1,602,914.20	50.00%
Total Fire Department	3,205,828.00	0.00	1,602,913.80	1,602,914.20	50.00%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
100 - Building Department					
Building Permits	318,150.00	0.00	128,553.01	189,596.99	40.41%
Building Permit - Reinspection Fee	7,875.00	0.00	5,099.00	2,776.00	64.75%
Building Dept. Reinstatement Fee	5,555.00	0.00	400.00	5,155.00	7.20%
Building Inspection Fee	34,100.00	0.00	15,800.00	18,300.00	46.33%
Electrical Permits	34,715.00	0.00	29,776.69	4,938.31	85.77%
Electrical Permit-Reinspection Fee	4,850.00	0.00	375.00	4,475.00	7.73%
Electrical Inspection Fee	8,585.00	0.00	7,000.00	1,585.00	81.54%
Mechanical Permits	28,150.00	0.00	33,598.71	(5,448.71)	119.36%
Mechanical Permit-Reinspection Fee	500.00	0.00	712.00	(212.00)	142.40%
Mechanical Inspection Fee	3,385.00	0.00	2,300.00	1,085.00	67.95%
Plumbing Permits	44,450.00	0.00	9,908.42	34,541.58	22.29%
Plumbing Permit Reinspection Fee	760.00	0.00	2,100.00	(1,340.00)	276.32%
Plumbing Inspection Fee	2,830.00	0.00	1,975.00	855.00	69.79%
Fire Inspection Fees Permits	28,500.00	0.00	8,120.00	20,380.00	28.49%
Fire Reinspection Fee	59,000.00	0.00	17,014.50	41,985.50	28.84%
Zoning & Variance & Site Plan Fees	30,000.00	0.00	19,880.00	10,120.00	66.27%
Engineering-Planning Services	30,000.00	0.00	200.00	29,800.00	0.67%
Radon Fees - 10% Restricted for Education	4,500.00	0.00	2,104.41	2,395.59	46.76%
Insurance - Registration Fees	0.00	0.00	19.61	(19.61)	0.00%
Plan Review	68,680.00	0.00	38,665.00	30,015.00	56.30%
Processing Fee	52,520.00	0.00	34,550.00	17,970.00	65.78%
Certificate of Occupany Fee	5,050.00	0.00	389.75	4,660.25	7.72%
Certificate of Completion	34,350.00	0.00	22,805.73	11,544.27	66.39%
Code Enforcement Fines	30,000.00	0.00	12,423.00	17,577.00	41.41%
Other Revenue Building Department	5,000.00	0.00	650.25	4,349.75	13.01%
Total Revenue - Building Department	841,505.00	0.00	394,420.08	447,084.92	46.87%
Full Time Salaries	212,441.00	0.00	81,636.46	130,804.54	38.43%
Overtime	4,000.00	0.00	1,961.89	2,038.11	49.05%
FICA Taxes Expense	16,252.00	0.00	6,369.68	9,882.32	39.19%
Employee Retirement Expense	33,942.00	0.00	11,357.83	22,584.17	33.46%
Group Insurance	29,906.00	0.00	11,630.08	18,275.92	38.89%
Dental/Vision Insurance	3,794.00	0.00	769.44	3,024.56	20.28%
Life Insurance (Standard Insur.Co.)	3,906.00	0.00	1,283.73	2,622.27	32.87%
Long Term Care (John Hancock Co.)	0.00	0.00	640.00	(640.00)	0.00%
Life Insurance (John Hancock VUL)	3,420.00	0.00	480.00	2,940.00	14.04%
Workers' Compensation	1,643.00	0.00	777.20	865.80	47.30%
Contractual Service-Town Hall-Janitorial	2,611.00	0.00	1,305.42	1,305.58	50.00%
Contractual Services-Software Maint Fees	0.00	0.00	14,800.00	(14,800.00)	0.00%
Contractual Services-Bldg Dept Elect	34,000.00	0.00	7,875.00	26,125.00	23.16%
Contractual Services-Bldg Dept Plumb	15,000.00	0.00	7,925.00	7,075.00	52.83%
Contractual Services-Bldg Dept Mech	16,000.00	0.00	7,712.50	8,287.50	48.20%
Contractual Services-Bldg Dept Structural	0.00	0.00	0.00	0.00	0.00%
Contractual Services-User Fees Ink Force	6,000.00	0.00	2,500.00	3,500.00	41.67%
Travel	1,000.00	0.00	0.00	1,000.00	0.00%
Cell Phone	3,800.00	0.00	1,336.89	2,463.11	35.18%
Vehicle Expense - Interest	0.00	0.00	446.72	(446.72)	0.00%
Lease Expense-Copier	3,600.00	0.00	1,597.21	2,002.79	44.37%
Insurance - Property & Liability	6,203.00	0.00	4,776.47	1,426.53	77.00%
Maintenance & Repair Car Bldg & Equipmt.	1,000.00	0.00	164.26	835.74	16.43%
Printing & Forms	1,000.00	0.00	700.00	300.00	70.00%
Misc. Charges	1,000.00	0.00	0.00	1,000.00	0.00%
Office Supplies	3,000.00	0.00	1,980.96	1,019.04	66.03%
Uniforms	500.00	0.00	487.00	13.00	97.40%
Vehicle Expense-Gasoline Costs	1,000.00	0.00	29.95	970.05	3.00%
Memberships/Subscription	500.00	0.00	555.00	(55.00)	111.00%
Education & Training-Registration/Books	1,000.00	0.00	1,144.00	(144.00)	114.40%
Total Building Department	\$ 406,518.00	\$ -	\$ 172,242.69	\$ 234,275.31	42.37%

TOWN OF PEMBROKE PARK (1PBFPD)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

<u>Description</u>	<u>Budget</u>	<u>Encumbered</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percent</u>
Full Time Salaries	158,079.00	0.00	63,052.92	95,026.08	39.89%
Overtime	2,000.00	0.00	623.25	1,376.75	31.16%
FICA Taxes Expense	12,093.00	0.00	4,758.34	7,334.66	39.35%
Employee Retirement Expense	22,564.00	0.00	12,279.68	10,284.32	54.42%
Group Insurance	32,398.00	0.00	12,460.80	19,937.20	38.46%
Dental/Vision Insurance	6,061.00	0.00	1,978.84	4,082.16	32.65%
Life Insurance (Standard Insur.Co.)	2,914.00	0.00	1,241.57	1,672.43	42.61%
Long Term Care (John Hancock Co.)	229.00	0.00	498.33	(269.33)	217.61%
Life Insurance (John Hancock VUL)	2,790.00	0.00	322.50	2,467.50	11.56%
Workers' Compensation	1,642.00	0.00	777.20	864.80	47.33%
Town Hall-Janitorial	2,611.00	0.00	1,305.42	1,305.58	50.00%
Contractual Services	5,400.00	0.00	750.00	4,650.00	13.89%
Travel - Hotel, Airfare, Mileage, Tolls & Meals	2,500.00	0.00	39.97	2,460.03	1.60%
Cell Phones	3,000.00	0.00	692.16	2,307.84	23.07%
Lease Expense- Copier	1,000.00	0.00	253.08	746.92	25.31%
Insurance - Property & Liability	5,375.00	0.00	4,155.29	1,219.71	77.31%
Printing and Forms	1,300.00	0.00	646.68	653.32	49.74%
Misc. Charges	1,500.00	0.00	10.00	1,490.00	0.67%
Office Supplies	4,500.00	0.00	1,036.08	3,463.92	23.02%
Uniform Expense	800.00	0.00	50.62	749.38	6.33%
Vehicle Expense-Gasoline	3,000.00	0.00	285.21	2,714.79	9.51%
Vehicle Expense-Maintenance & Repair	1,000.00	0.00	33.49	966.51	3.35%
Board Expenses-Code & P&Z Boards	4,635.00	0.00	800.00	3,835.00	17.26%
Memberships	625.00	0.00	160.00	465.00	25.60%
Education & Training - Other	3,000.00	0.00	998.00	2,002.00	33.27%
Total Code Enforcement	\$ 281,016.00	\$ -	\$ 109,209.43	\$ 171,806.57	38.86%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Employee Salaries	189,724.00	0.00	90,575.90	99,148.10	47.74%
Overtime	3,500.00	0.00	1,723.45	1,776.55	49.24%
FICA Taxes Expense	14,514.00	0.00	6,847.64	7,666.36	47.18%
Employee Retirement Expense	20,246.00	0.00	9,733.00	10,513.00	48.07%
Group Insurance	39,875.00	0.00	23,260.16	16,614.84	58.33%
Dental/Vision Insurance	7,392.00	0.00	4,312.14	3,079.86	58.34%
Life Insurance (Standard Insur.Co.)	3,506.00	0.00	2,050.50	1,455.50	58.49%
Long Term Care (John Hancock Co.)	291.00	0.00	1,392.37	(1,101.37)	478.48%
Life Insurance (John Hancock VUL)	4,733.00	0.00	1,931.73	2,801.27	40.81%
Workers' Compensation	6,983.00	0.00	3,303.10	3,679.90	47.30%
Town Hall Janitorial	2,611.00	0.00	1,305.48	1,305.52	50.00%
Travel	1,000.00	0.00	1.53	998.47	0.15%
Cellular Phones	2,400.00	0.00	1,024.32	1,375.68	42.68%
Town Hall Line Charge/Internet Connection	700.00	0.00	0.00	700.00	0.00%
Electricity-Outdoor Lighting	32,000.00	0.00	16,296.02	15,703.98	50.93%
Water-Public Works	2,000.00	0.00	224.79	1,775.21	11.24%
Rental Expense-Equipment Copier	3,600.00	0.00	1,790.84	1,809.16	49.75%
Insurance Expense Prop - General Liability	23,805.00	0.00	17,977.61	5,827.39	75.52%
Maintenance & Repair Car Bldg & Equipmnt	30,000.00	0.00	16,489.13	13,510.87	54.96%
Misc. Charges	15,000.00	0.00	3,155.84	11,844.16	21.04%
Office Supplies	1,500.00	0.00	1,740.36	(240.36)	116.02%
Uniform Expense	1,800.00	0.00	490.32	1,309.68	27.24%
Vehicle Expense-Gasoline	6,000.00	0.00	4,052.25	1,947.75	67.54%
Memberships/Subscriptions & Dues	1,000.00	0.00	170.00	830.00	17.00%
Education & Training-Registration/Books	1,500.00	0.00	250.00	1,250.00	16.67%
Total Roads & Streets Department	\$ 415,680.00	\$ -	\$ 210,098.48	\$ 205,581.52	50.54%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
Full Time Salaries	251,461.00	0.00	87,496.37	163,964.63	34.80%
Overtime	15,000.00	0.00	11,110.10	3,889.90	74.07%
FICA Taxes Expense	19,237.00	0.00	7,513.65	11,723.35	39.06%
Employee Retirement Expense	21,299.00	0.00	8,304.77	12,994.23	38.99%
Group Insurance	49,843.00	0.00	23,260.16	26,582.84	46.67%
Dental/Vision Insurance	10,559.00	0.00	4,715.76	5,843.24	44.66%
Life Insurance (Standard Insur.Co.)	4,664.00	0.00	2,013.06	2,650.94	43.16%
Long Term Care (John Hancock Co.)	0.00	0.00	808.00	(808.00)	#DIV/0!
Life Insurance (John Hancock VUL)	5,449.00	0.00	1,495.56	3,953.44	27.45%
Workers' Compensation	5,752.00	0.00	2,720.20	3,031.80	47.29%
Contractual Services	1,700.00	0.00	830.28	869.72	48.84%
Travel- Hotel, Airfare, Milage, Tolls & Meals	400.00	0.00	0.00	400.00	0.00%
Cellular Phones & Beepers	1,500.00	0.00	479.44	1,020.56	31.96%
Phone Line- Behan Park	3,200.00	0.00	1,586.16	1,613.84	49.57%
Phone Line- Oglesby Preserve	1,200.00	0.00	356.39	843.61	29.70%
Electricity	15,000.00	0.00	7,625.26	7,374.74	50.84%
Water Charges	3,000.00	0.00	2,090.21	909.79	69.67%
Insurance - Property & Liability	13,000.00	0.00	9,866.21	3,133.79	75.89%
Maintenance & Repair Car Bldg & Equipmt.	25,000.00	0.00	11,676.78	13,323.22	46.71%
Office Supplies	400.00	0.00	198.35	201.65	49.59%
Uniform Expense	2,000.00	0.00	425.01	1,574.99	21.25%
Misc. Charges	15,000.00	0.00	2,305.82	12,694.18	15.37%
Gasoline Costs	4,500.00	0.00	1,591.49	2,908.51	35.37%
Membership, Dues & Subscription	900.00	0.00	0.00	900.00	0.00%
Education & Training-Registration/Books	1,500.00	0.00	250.00	1,250.00	16.67%
Pembroke Park Health Fair Festival	10,000.00	0.00	9,916.83	83.17	99.17%
Pembroke Park- Egg Hunt	6,000.00	0.00	1,128.20	4,871.80	18.80%
Pembroke Park- Toy Drive	4,000.00	0.00	3,762.70	237.30	94.07%
Pembroke Park- Turkey Drive	6,000.00	0.00	6,442.04	(442.04)	107.37%
Community Garden	5,000.00	0.00	2,241.86	2,758.14	44.84%
Maculele Miami Brazilian Arts Institute	2,000.00	0.00	0.00	2,000.00	0.00%
Relay for Life Event	2,000.00	0.00	1,000.00	1,000.00	50.00%
School Supply Drive	3,500.00	0.00	0.00	3,500.00	0.00%
Church of Christ	1,500.00	0.00	0.00	1,500.00	0.00%
Newsletter Mailings	10,000.00	0.00	1,500.00	8,500.00	15.00%
60th Anniversary Celebration	25,000.00	0.00	0.00	25,000.00	0.00%
Food Distribution Farm Share	2,000.00	0.00	0.00	2,000.00	0.00%
Holiday Party	4,500.00	0.00	2,518.80	1,981.20	55.97%
Pet Fair	5,000.00	0.00	0.00	5,000.00	0.00%
Little Library Dispensers	2,000.00	0.00	0.00	2,000.00	0.00%
Halloween Spectacular Event	2,500.00	0.00	3,163.19	(663.19)	126.53%
Club Richelieu	1,000.00	0.00	0.00	1,000.00	0.00%
Promotions for All Community Events	7,500.00	0.00	0.00	7,500.00	0.00%
Walk A Thon	1,000.00	0.00	0.00	1,000.00	0.00%
Fl. Intl. Trade & Commission Expo (FITCE)	2,000.00	0.00	1,070.10	929.90	53.51%
Focal Point - Walk a thon	1,000.00	0.00	0.00	1,000.00	0.00%
One Blood	250.00	0.00	0.00	250.00	0.00%
Total Parks Department	575,314.00	0.00	221,462.75	353,851.25	38.49%
Machinery and Equipment	60,700.00	0.00	0.00	60,700.00	0.00%
Equipment, Security, Holiday Deco (+250)	6,000.00	0.00	561.56	5,438.44	9.36%
Community Garden - Irrigation System	8,000.00	0.00	0.00	8,000.00	0.00%
Park Rec - Concrete Slab	4,000.00	0.00	0.00	4,000.00	0.00%
Fire & EMS Study Project # 9075	40,000.00	0.00	0.00	40,000.00	0.00%
Municipal Complex Conceptual Design Project #9076	79,110.00	0.00	0.00	79,110.00	0.00%
Town all Restroom Improvements	20,000.00	0.00	0.00	20,000.00	0.00%
TownHall Hardening Project # 9078	684,750.00	0.00	0.00	684,750.00	0.00%
Hardware & Software Replacement	226,000.00	0.00	46,758.67	179,241.33	20.69%
Machinery and Equipment	10,000.00	0.00	0.00	10,000.00	0.00%
Vehicle Purchase	25,000.00	0.00	0.00	25,000.00	0.00%
Capital Outlay-Machinery and Equipment	5,000.00	0.00	386.53	4,613.47	7.73%
Machinery & Equipment (over \$250.00)	2,500.00	0.00	0.00	2,500.00	0.00%
Vehicle Purchase	26,000.00	0.00	0.00	26,000.00	0.00%
Machinery and Equipment	63,850.00	0.00	752.50	63,097.50	1.18%
Total Capital Outlay & Equipment	1,260,910.00	0.00	48,459.26	1,212,450.74	38.96%
44 Year CDBG Tot Lot Project # 9078	66,672.00	0.00	0.00	66,672.00	0.00%
45 Year CDBG Tot Lot OglesbyProject	105,000.00	0.00	0.00	105,000.00	0.00%
Total Capital Projects	171,672.00	0.00	0.00	171,672.00	0.00%
Total Expenditures - General Fund	\$ 12,582,933.00		\$ 5,231,092.04	\$ 7,354,852.96	41.57%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
400 - SEWER ENTERPRISE FUND					
Sewer Service Charges	2,680,000.00	0.00	1,182,348.99	1,497,651.01	44.12%
Fixture Charges	75,000.00	0.00	32,881.02	42,118.98	43.84%
Sewer Hookup Fees	10,000.00	0.00	1,500.00	8,500.00	15.00%
Interest - Revenue- LGIP	20,000.00	0.00	0.00	20,000.00	0.00%
Impact Fee Physical Environment	177,589.00	0.00	0.00	177,589.00	0.00%
Other Miscellaneous Revenue	0.00	0.00	0.00	0.00	#DIV/0!
Total Revenue - Sewer Fund	2,962,589.00	0.00	1,216,730.01	1,745,858.99	41.07%
Regular Full Time Salary	399,259.00	0.00	161,268.20	325,120.61	40.39%
Overtime	10,000.00	0.00	3,071.84	6,928.16	30.72%
FICA Taxes	30,543.00	0.00	12,076.00	18,467.00	39.54%
Employee Retirement Expense	46,346.00	0.00	19,726.18	26,619.82	42.56%
Group Insurance - Health	59,812.00	0.00	30,321.28	29,490.72	50.69%
Group Insurance - Dental & Vision	8,042.00	0.00	3,747.62	4,294.38	46.60%
Group Life Insurance (SIC)	6,934.00	0.00	3,559.93	3,374.07	51.34%
Long Term Care Insurance (JHC)	873.00	0.00	1,829.10	(956.10)	209.52%
Life Insurance - JHC VUL	7,511.00	0.00	2,455.08	5,055.92	32.69%
Workers' Compensation	13,969.00	0.00	6,606.20	7,362.80	47.29%
Reimbursable Expenses-Site Plan	0.00	0.00	0.00	0.00	#DIV/0!
Professional Services-Engineering	2,000.00	0.00	0.00	2,000.00	0.00%
Retainer	2,000.00	0.00	0.00	2,000.00	0.00%
Sewer Maintenance & Treatment - Hollywood	1,000,000.00	0.00	487,455.68	512,544.32	48.75%
Misc. Contractual Services-Sewer Department	20,000.00	0.00	6,423.76	13,576.24	32.12%
Travel	2,000.00	0.00	4.59	1,995.41	0.23%
Cellular Phones/Beepers	3,500.00	0.00	1,173.00	2,327.00	33.51%
Telephone Lines	0.00	0.00	17,559.13	(17,559.13)	#DIV/0!
Electricity-Sewer Pumps	35,000.00	0.00	10,968.01	24,031.99	31.34%
Water-Public Works	20,000.00	0.00	29,003.85	(9,003.85)	145.02%
Insurance - Property & Liability FLC	37,516.00	0.00	33,310.48	4,205.52	88.79%
Maintenance-Lift Stations	150,000.00	0.00	33,473.46	116,526.54	22.32%
Maintenance & Repair Car Bldg & Equipmt.	80,000.00	0.00	7,871.10	72,128.90	9.84%
Misc. Charges	20,000.00	0.00	289.41	19,710.59	1.45%
Operating Supplies-Uniform Expense	1,500.00	0.00	2,085.94	(585.94)	139.06%
Vehicle Expense-Gasoline	6,000.00	0.00	237.50	5,762.50	3.96%
Memberships	2,000.00	0.00	0.00	2,000.00	0.00%
Education & Training-Registration/Books	2,500.00	0.00	250.00	2,250.00	10.00%
Administrative Services	410,000.00	0.00	0.00	410,000.00	0.00%
New Sewer Truck	30,000.00	0.00	0.00	30,000.00	0.00%
Master Plan Update	40,000.00	0.00	0.00	40,000.00	0.00%
Debt Service-Principal Payment	37,000.00	0.00	18,500.04	18,499.96	50.00%
Debt Service- Sinking Fund Interest	91,350.00	0.00	45,675.00	45,675.00	50.00%
Debt Service Reserve Account	12,912.00	0.00	6,456.00	6,456.00	50.00%
Debt Service S/T Assets Reserve	74,022.00	0.00	37,010.82	37,011.18	50.00%
Depreciation/Amortization Expense	300,000.00	0.00	0.00	300,000.00	0.00%
Total Sewer Fund Expenditures	2,962,589.00	0.00	982,409.20	2,067,309.61	33.16%

TOWN OF PEMBROKE PARK (1PBPF)
GL Budget Performance
Revenue and Expense
Percentage Used
From 10/1/2019 to 3/31/2020

Description	Budget	Encumbered	Actual	Remaining	Percent
401 - STORMWATER MANAGEMENT FUND					
Stormwater Management Utility Fees	1,440,000.00	0.00	591,319.22	848,680.78	41.06%
FEMA Grant	1,590,428.00	0.00	0.00	1,590,428.00	0.00%
Impact Fee Revenue-Physical Environment	<u>118,827.00</u>	<u>0.00</u>	<u>0.00</u>	<u>118,827.00</u>	<u>0.00%</u>
Total Stormwater Revenue	<u>3,149,255.00</u>	<u>0.00</u>	<u>591,319.22</u>	<u>2,557,935.78</u>	<u>18.78%</u>
Salaries	178,340.00	0.00	46,572.25	131,767.75	26.11%
Overtime	10,000.00	0.00	4,911.89	5,088.11	49.12%
FICA Taxes	13,643.00	0.00	3,917.68	9,725.32	28.72%
Employee Retirement Expense	15,105.00	0.00	4,332.01	10,772.99	28.68%
Group Insurance - Health	29,906.00	0.00	8,722.56	21,183.44	29.17%
Group Insurance - Dental & Vision	6,517.00	0.00	1,636.04	4,880.96	25.10%
Group Life Insurance - SIC	2,877.00	0.00	1,043.36	1,833.64	36.27%
Long Term Care Insurance (JHC)	0.00	0.00	560.00	(560.00)	#DIV/0!
Life Insurance - JHC VUL	4,530.00	0.00	420.00	4,110.00	9.27%
Workers' Compensation	9,038.00	0.00	4,274.60	4,763.40	47.30%
Legal/Non Retainer	4,000.00	0.00	0.00	4,000.00	0.00%
Engineering	5,000.00	0.00	0.00	5,000.00	0.00%
Professional Services	5,000.00	0.00	0.00	5,000.00	0.00%
Cell Phones/Beeper	650.00	0.00	281.89	368.11	43.37%
Electricity-Drainage Pumps	25,000.00	0.00	10,047.49	14,952.51	40.19%
Insurance Expense FLC	2,500.00	0.00	0.00	2,500.00	0.00%
Insurance - Prop & General Liability	32,825.00	0.00	25,919.14	6,905.86	78.96%
Maintenance & Repair Cars, Building & Other	50,000.00	0.00	15,024.20	34,975.80	30.05%
Misc. Charges	15,000.00	0.00	7,131.09	7,868.91	47.54%
Uniform Expense	500.00	0.00	284.45	215.55	56.89%
Memberships/Subscriptions and Dues	600.00	0.00	592.50	7.50	98.75%
Education & Training,Registration, Books	2,500.00	0.00	0.00	2,500.00	0.00%
Administrative Services GF Cost Allocation	210,000.00	0.00	0.00	210,000.00	0.00%
Machinery and Equipment New Stormwater Truck	30,000.00	0.00	1,300.00	28,700.00	4.33%
Depreciation Expense	500,000.00	0.00	0.00	500,000.00	0.00%
County Line Stormwater & Sidewalk Project # 3353	150,000.00	0.00	0.00	150,000.00	0.00%
John P. Lyons Phase II Engineering & Design #3354	912,350.00	0.00	0.00	912,350.00	0.00%
S.W. 25th St. Stormwatr Improvement Phase II #3355	<u>1,208,220.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,208,220.00</u>	<u>0.00%</u>
Total Stormwater Expenditures	<u>3,424,101.00</u>	<u>0.00</u>	<u>136,971.15</u>	<u>3,287,129.85</u>	<u>4.00%</u>
Total Revenue - ALL FUNDS	\$ 17,873,859.00		\$ 9,409,223.46	\$ 8,464,635.54	52.64%
Total Expenditures - ALL FUNDS	\$ 18,969,623.00		\$ 6,350,472.39	\$ 12,709,292.42	33.48%

AGENDA ITEM REPORT



To: Town Commission
Subject: Status of Town Projects
Meeting: PUBLIC NOTICE - WORKSHOP COMMISSION MEETING- Apr 08 2020
Department: Public Works
Staff Contact:

RECOMMENDATION:

Informational Purposes only. Update of Town Public Services Projects

ATTACHMENTS:

[Status of Town Projects 4-1-20](#)



TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-4600 FAX (954) 966-5186

Ashira A. Mohammed
Mayor

Memo

Howard P. Clark, Jr.
Vice Mayor

Geoffrey Jacobs
Clerk-Commissioner

Georgina Cohen
Commissioner

Reynold Dieuville
Commissioner

Newall Daughtrey
Assistant Town Manager

Christopher J. Ryan
Town Attorney

To: Ashira Mohammed, Mayor
Howard Clark, Jr., Vice - Mayor
Geoffrey Jacobs, Clerk-Commissioner
Georgina Cohen, Commissioner
Reynold Dieuville, Commissioner
Newall J. Daughtrey, Assistant Town Manager

From: Todd Larson, Public Services Director

Date: April 1, 2020

Re: Status Report for Public Services Projects

Listed below are the major projects for the Town of Pembroke Park:

1. John P. Lyons Lane Storm Water Improvements Phase II

Scope: The project is a Drainage improvement project for John P. Lyons Lane (SW 31st Ave.) from 2000 feet north of Hallandale Beach Boulevard north to Carolina Street. There is also a pump station to the existing drainage system.

Status: We have applied for funding with the FEMA HMGP grant program. The Town has been listed on the Tier 1 list, and is being reviewed for funding. Environmental review is pending. We have requested matching funds from the State Legislature HB# 4017, SB# 1092 and the project is in the state budget for \$100,000. We are waiting to see if the Governor approves or vetoes the project.

2. Hallandale Beach Boulevard Improvements

Scope: The project is a public safety request from the Florida Department of Transportation. We have requested improvements to the traffic light at 48th avenue and guard rail between 48th avenue and 55th avenue on the North side of Hallandale Beach Boulevard.

Status: We worked with the Florida DOT and the Metropolitan Planning Organization to apply for funding.. The Vice Mayor and staff met with Gerry O'Reilly to discuss this and other transportation issues. The Department of Transportation is reviewing the intersection of SW 48th Avenue and Hallandale Beach Blvd. as a new mast arm project.

3. Rural Development Drainage Improvements

Scope: The Town was preparing an application for a grant/loan package with Rural Development. The project is designed to make needed improvements to the Town's drainage system with the help of federal grants and low interest loans.

Status: Peter Kunen was completing the preliminary Engineering and Environmental Reports while the application process proceeds. The project has been sent to the State Clearing House for review and the Notice of Application has been advertised. Peter Kunen sent the reports to Rural Development and was working with Rural Development to complete the additional items requested to obtain funding. This is on hold since Town Engineer Kunen left. We have received funding from other sources for some of the projects will need to restart process when an engineer is in place.

4. CDBG 44th Year Funding Cycle Tot Lot at Raymond P. Oglesby Preserve at Pembroke Park.

Scope: The Town applied for funding for the 44th year CDBG program. The Town received an award of \$61,672 award for the Tot Lot.

Status: The Town has been awarded \$61,672 funding for the tot lot at the Preserve. The project was advertised 6/2/19 and 6/9/19. Broward County CDBG issued an extension for closeout of the project until April 30, 2020. The project is complete except for some punch list items and paperwork close out.

5. Recreation Hall Improvements.

Scope: The Town has budgeted to do improvements to the recreation hall located on the Howard P. Clark Sr. Walkway. These improvements include adding slabs to the East and West sides of the building and some repairs inside the building.

Status: The Town Commission has authorized the work to proceed and it is scheduled to be done in the spring. The toilet has been replaced.

6. Hardening of Town Hall and Emergency Generator.

Scope: The project consists of replacing the emergency generator at Town Hall with a larger generator and adding automatic transfer to power the entire building including air conditioning and elevators. Upgrading of the doors, garage doors and non-hurricane rated windows on the second floor and a new roof for Town Hall are included.

Status: We applied for HMGP funding through Broward County and FEMA for this project. We have been selected as Tier 1, supplied the requested additional information, the state has approved the project and sent it to FEMA for final review and funding. FEMA has approved the project for funding and we are waiting for the Grant Agreement.

7. SW 25th Street Storm Water Project

Scope: Project includes drainage structures, storm water pump station, and piping to set up the backbone of the Park Road Drainage system for the south end of Park Road between Hallandale Beach Blvd. and SW 25th street.

Status: We applied for HMGP funding through Broward County and FEMA for this project. We have been ranked in Tier 1. The state has notified us that FEMA has approved funding for the project and we are waiting for the grant agreement.

8. Pembroke Park Community Garden Improvements

Scope: Proposed Project includes Fencing the Exotic Orchard and adding a walkway and signage to provide recreational and educational use of the facility.

Status: We have applied for funding to create the walkway and add signage. The fence around the orchard is completed. We have submitted a Legislative Appropriation request and a FRDAP grant application to provide funding for the walkway improvements. The project is scheduled in the budget for \$50,000 FRDAP grant. We are waiting for the Governor to sign the budget.

9. CDBG 45th Year Funding Cycle, ADA restrooms at Raymond P. Oglesby preserve at Pembroke Park.

Scope: Proposed Project includes construction of restroom facilities with two single stall restrooms and associated facilities to make them ADA compliant.

Status: Application has been filed with Broward County Community Development for the project. We have received the final signed agreement from Broward County Community Development.

10. Renovations to Administration section of first floor for relocation of the Building Department.

Scope: Design new floorplan layout and prepare drawings and complete renovations.

Status: The Town Commission approved a vendor, Rubin Juan Pujol Architect to design the project. The Town Commission approved a funding line item at the June 12, 2019 meeting in the amount of \$25,000. The project is in design and preliminary plans have been reviewed and are being returned with comments from the Structural, mechanical, and electrical inspectors. The project was on hold waiting for finalizing of the other offices that are temporarily housed in the office. Staff is reviewing the plans for recommendations of any changes and will present them to the commission once completed.

11. Sales Surtax Funding Availability

Scope: The residents of Broward County authorized a 1% surtax for transportation projects. Broward County has up to \$134 Million in funding for fiscal year 2020.

Status: Applications for prioritization were completed by September 17, 2019. We have seven projects eligible for prioritization. We held a meeting in October with the MPO to work on the projects. We were ranked to be funded for four projects. Broward County has a Surtax Oversight Committee who was scheduled to review the projects on April 2, 2020. The review has been postponed due to the declared emergency and will be rescheduled at a later date.

12. Septic to Sewer Project

Scope: There are some areas of the Town that are not on the sanitary sewerage system. Primarily they are SW 30th Avenue from Hallandale Beach Blvd. to Pembroke Rd., SW 30th Hallandale Beach Blvd. from 32 Ave to 48th Avenue is only partially sewer, and SW 25th CT from Dale Village to 56th Avenue.

Status: The Town applied for legislative appropriation for this project since it is one of the Governor's priorities. HB#4225 We have obtained a proposal from our contract engineer for the preliminary work. It is on the agenda for April 8, 2020.

13. County Line Road Safety Improvements

Scope: There are limited sidewalks from SW 48th Avenue to SW 56th Avenue along County Line Road. The Town in consideration of the safety of the school children has developed a project to design and build the project including drainage, sidewalks and traffic light improvements.

Status: The town has prepared and sent a legislative request for this project. It was been sponsored and the House Bill # is 4235 and Senate Bill # 1339. The State budget does not include this project and we therefore will be looking for other funding sources. The project is recommended for design funding for the current year sales tax cycle. Surtax Oversight Committee was scheduled to review it on April 2, 2020, but the meeting has been delayed due to the Emergency Declaration.

14. SW 30th Avenue Drainage Improvements North of Hallandale Beach Blvd.

Scope: There is limited drainage along SW 30th Avenue between Pembroke Road and Hallandale Beach Blvd. The Town and the Department of Transportation installed drainage between 2500 and Pembroke Road between 2000 and 2004. Drainage has not been addressed further south to Hallandale Beach. There is also a drainage problem from the railroad side of the properties due to a lack of maintenance of the swale system. This project is currently to get a design for needed improvements.

Status: Town Staff met with the Town Engineer to request a proposal for preliminary design. We are waiting for the proposal.

15. SW 52nd Avenue and South Park Road Bicycle Path and Sidewalk improvements

Scope: This is an infill project for bicycle path and sidewalks on SW 52nd Avenue between County Line Road and Hallandale beach Boulevard and on Park Road between Pembroke Road and Hallandale Beach Boulevard. It includes drainage adjustments, resurfacing and construction of missing sections of sidewalk and bicycle path.

Status: Funds were applied from CSLIP through Broward County MPO. The Project was ranked #2 for funding and was approved by the MPO Board for funding. During the next few months the project will undergo a constructability review before final addition to the MPO project work list.

16. SW 30th Avenue Drainage South of Hallandale Beach Blvd.

Scope: Town staff and the Vice Mayor met with DOT District Secretary O'Reilly to discuss additional capacity for drainage to the C-9 Canal. The DOT has completed a large amount of drainage within Broward County but additional drainage improvements are needed in Dade County to increase Drainage. The C-9 canal is the designated outfall for drainage south of Hallandale Beach Blvd.

Status: Town Staff Met With District Secretary O'Reilly to discuss issues with the Department of Transportation. Mr. O'Reilly was open to the possibility of increasing the drainage flow to the C-9 and the possibility of accepting some additional flow from the Town Drainage System.



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

Agenda Request

Meeting Date:	April 8, 2020
Subject:	Purchase of 4-passenger golf cart
Initiated by:	☐ City Commission ☐ City Attorney ☒ City Manager / Staff
Prepared by:	Name & Title: Stephanie Woodbury, Project Manager
Reviewed by:	Name & Title: Todd Larson, Public Services Director
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	quote from Broward Electric Car & Equipment
Fiscal Impact:	price increase
Policy Question(s) for Commission Considerations:	
Summary:	
Background:	The Commission approved the golf cart purchase for \$4,000. Unfortunately the 2016 golf cart is no longer available. the next lowest cost is for a 2018 and the cost is \$4,299
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	None
Additional Action Needed:	None



Broward Electric Car & Equipment

4100 Ravenswood Road
Suite A
Ft. Lauderdale, FL 33312

P 954-925-2400 F 954-925-8444

www.browardelectriccar.com



CUSHMAN.



Vehicle Quote

Quote: 91551
Date 3/18/2020
Terms Net 30
PO # REQUIRED
Rep MC

Bill To: 0001620

Pembroke Park, The Town Of
3150 SW 52nd Ave.
Pembroke Park, FL 33023

Ship To:

Pembroke Park, The Town Of
3150 SW 52nd Ave.
Pembroke Park, FL 33023

Ordered By:	Chris McKine	Phone	954-275-2804	email	cmckine@	@ townofpembrokepark.com
Make/Model	EZGO TXTe-4/P 48V PDS	Year	2018	S/N	T.B.D.	Electric
Charger	48V Automatic					NLI#
Qty	Item	Description	Price	Total		
1.00	18-TXTE-48V	EZGO 2018 TXTE 48V PDS Golf Car USED - RECONDITIONED Includes: reverse warning indicator, Tires: 18x8.50-8" Used Street Design, 48V electrical system, Power drive speed control PDS, 48V charger, 6-8V 2018 Battery Pack, Std Sun Top TAN, F/D Windshield, Std. Speed 14 +/- .5 mph. BEC LIMITED WARRANTY: 4- Months Parts & Labor	3,900.00	3,900.00		
1.00	PF12106-I	Body Color: ALMOND, PREMIUM Seat Color: LIGHT BEIGE Seat Kit 4 Passenger Flip (TAN) TXT 1996-Current. Steel Frame, Seats, Cargo Deck & Footrest INSTALLED	550.00	550.00		
1.00	Transport	Transportation Delivery: Vehicle Sale	100.00	100.00		
	Discount	The Town Of Pembroke Park	-251.00	-251.00		
We Currently Have 7 Vehicles Remaining In Stock. Lead Time 2-3 Days						
Vehicle Quote Terms			Quote is honored for 30-Days or while supplies last.		Subtotal \$4,299.00	
			AUTHORIZED SIGNATURE is Required for Approvals. ALL Vehicle Sales are COD. Some Orders may be Require 50% Deposit.		Sales Tax (0.0%) \$0.00	
			PAYMENT: I.D. Required for All Checks and Subject to 7-10 day Hold, Credit Card Charges over \$500 subject to 2.0% Convenience Fee.		Total \$4,299.00	

Accepted By: **X**

Print:

Date:

Thank You For The Opportunity To Provide This Quote on Our Line of Vehicles





Memo

To: Yolanda Menegazzo, Lagom HR
From: Todd Larson, Public Services Director
cc:
Date: February 28, 2020
Re: Public Works software system

After review of the proposals submitted by Dude Solutions, Maintenance Care, Manager Plus, and Pub Works we have selected two companies. One is Dude Solutions and second is Pub Works. Both are fully capable of fulfilling our needs. The review committee consisted of Todd Larson – Public Services Director, Myriam Jacques – Assistant Public Services Director, and Stephanie Woodbury – Project Manager.

Dude Solutions

Total for implementation: \$7,000.00

6 month subscription: \$2,960.35

Pricing for first renewal term: \$7,104.00

Pub Works

Total for implementation: \$2,450.00

Total to purchase software: \$11,750.00 vs. Annual subscription: \$4,500.00

	Dude Solutions	Maintenance Care	Manager Plus	Pub Works
Start Up Cost	\$7,000.00 \$2,960.35 (6 month subscription) First renewal term: \$7,104.00	\$500.00	\$3,495.00	Implementation Total: \$2,450.00 Software Total: \$11,750.00/Annual Subscription: \$4,500.00
Annual Cost		\$2,039.88	\$9,300.00	\$2,350.00 or \$4,500.00 for annual subscription
Total Initial Investment	\$9,960.35		\$12,795.00	\$16,550.00 for purchase or \$6,950 for subscription
	*Onsite consulting for one week *Modules: Facilities/Physical Plant, Streets/Signs/Sidewalks, Stormwater, Water Distribution and Wastewater Collection, and Fleet *Asset Essentials Inventory *AE Mapping			*Onsite training *Unlimited free web training *Four year minimum commitment; automatic renewal *Asset Management Core *Service requests module w/ web portal *Work orders module *Mobile app *GIS map viewer
Details/Specs	Choice #1 *User friendly *Includes everything that the dept. needs	* Not user friendly *Does not have features we need as a complete package; additions are not guaranteed	*Mainly asset management (fleet) *Does include work orders *System mainly focuses on asset management	Choice #2 *User friendly *Includes everything that the dept. needs
Additional notes from reviewers				



Software for Smarter Operations

PREPARED FOR

Town Of Pembroke Park

Todd Larson
Public Works Director
3150 Sw 52nd Ave
Pembroke Park, FL 33023-5413

PREPARED BY

Dude Solutions, Inc.

PUBLISHED ON

February 06, 2020





Software for Smarter Operations

Pricing is based on 6,602 population.

Solutions - Subscription

Asset Essentials

- Facilities/Physical Plant Module
- Streets/Signs/Sidewalks Module
- Storm Water Module
- Water Distribution and Waste Water Collection Module
- Fleet Module

Asset Essentials Inventory

AE Mapping

Subscription Term: 6 months

1 month included at no additional cost

Subtotal: \$2,960.35

Implementation & Services

1 Week (4 days) Onsite Consulting Package for 1Week(s)

Subtotal: \$7,000.00

Total Initial Investment

\$9,960.35 USD

Pricing for the First Renewal Term is \$7,104.00.

Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/110515-sdi> (<https://www.sourcewell-mn.gov/cooperative-purchasing/110515-sdi>)
- Contract #110515-SDI
- Maturity Date: 12/15/2020

dudesolutions.com

11000 Regency Pkwy #110 / Cary, NC 27518



Software for Smarter Operations

Legendary Support Team

Your subscription entitles you to world class support from the Legendary Support Team. From 8 am – 6 pm EST, we're standing by ready to assist with any feature/functionality questions. We promise a live person will answer your call within 3 rings and quickly direct you to a knowledge Advisor. We're committed to responding to all emails sent to support@dudesolutions.com (<mailto:support@dudesolutions.com>), within one hour. If you prefer to keep a support dialogue open at your work station, our Advisors are also available via Chat. The Legendary Support Team is dedicated to your success. Our mission is to effectively communicate, efficiently resolve problems, and delight clients with every interaction.

Client Success Team

You have partnered with Dude Solutions because you believe we will deliver overwhelming value to you and your organization. Our Client Success team is dedicated to ensuring you meet the outcomes you and your organization expect by implementing our solutions. You will have the opportunity to work with a member of our Client Success team on an ongoing basis. Your Client Success Representative will be strategic in their efforts to drive results, keeping your success as their primary goal.

One Week On-Site Implementation Services for Work Management

System Configuration and planning

- Develop organized plan that accelerates full implementation
- Create a strategy for data collection, including preventive maintenance (PM) work orders, data transference and organization, naming conventions and more

Work Order Management

- Assist in creating a strategy that supports your work order management goals, such as request best practices and PM work order schedules
- Design a plan for data collection

Implementation Support

- Interview key staff for goals
- Identify objectives to focus on for best time to value

Legendary Ongoing Support

All Dude Solutions clients have ongoing support which includes:

- Phone support answered within 3 rings
- Email support responses within 1 hour (or less) during business hours
- Immediate assistance available via chat 8 AM to 6 PM ET

Travel and lodging for Dude Solutions consultants

- Travel to your location

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Software for Smarter Operations

- Cost of lodging for Dude Solutions consultants during their stay at your location

Special Terms for Asset Essentials:

Asset Essentials pricing is based on a maximum storage limit of 20GB of data. Data storage that exceeds 20GB is subject to an additional fee.

Terms of Service:

- Proposal has been prepared for Town Of Pembroke Park
- Proposal expires in 60 days
- Initial Term: 6 months
- Payment: Terms are net 30 days
- Billing frequency other than annual is subject to additional processing fees
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Applicable sales taxes are in addition to the quoted price. If your organization is tax exempt, please email a copy of your Tax Exemption Certificate to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>)
- Please address purchase order to: Dude Solutions, 11000 Regency Parkway, Suite 110, Cary, NC 27518
- Service dates are scheduled Monday-Friday
- If a service day is rescheduled or cancelled by Town Of Pembroke Park, then Town Of Pembroke Park is responsible for any cancellation fees incurred by rescheduling or cancelling travel and living fees.
- Onsite service days rescheduled less than 2 weeks before the scheduled delivery date will incur cancellation fees.
- Services will be scheduled upon written acceptance of the terms and conditions of this proposal.
- We must allow six weeks of lead time from the purchase date for booking service for travel and living purposes.
- Dude Solutions, Inc. maintains the necessary liability coverage for their products and services. Proof of insurance can be provided upon request.
- Asset Essentials is offered based upon the terms and conditions ("Terms") set forth in the Asset Essentials [Online Subscription Agreement](https://dudesolutions.com/aeterms.html). (<https://dudesolutions.com/aeterms.html>)
- Acceptance is expressly limited to these Terms. Any additional or different terms proposed by you (including, without limitation, any terms contained in any document incorporated by reference into the Purchase Order) are objected to and rejected and will be deemed a material alteration hereof.

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Software for Smarter Operations

DUDE UNIVERSITY

MAY 3-6 | RALEIGH, NC

We are committed to helping you build your knowledge, network and skills – and Dude University 2020 is the best training and professional development for operations management professionals. Join us for four days of intensive training where you can: (<http://www.university2019.com/>)

- Build a strategic vision for your department and ensure goals align with the mission and vision of your organization.
- Save your organization time and money by investing in the training you need to keep your operations excellent and highly efficient.
- Learn how your peers are successfully overcoming similar challenges so you can be a leader of positive change.
- Receive hands on training and 1on1 guidance from our Client Success experts.

Your registration also includes:

- Professional development and leadership sessions
- Beginner and advanced solution training classes
- Peer-led best practices roundtables and panel discussions
- Hands-on solution training
- Sunday Opening General Session & Motivational Keynote Speaker
- Registered conference attendees also receive the following meals included:
 - **Sunday Welcome Reception & Dinner**
 - **Hot breakfast Monday, Tuesday and Wednesday**
 - **Networking lunch on Monday & Tuesday**
 - **Tuesday Client Appreciation Dinner**

Dude University Policies

CANCELLATION & SUBSTITUTION POLICY

If you are no longer able to attend this event, you may transfer your registration to another individual within your organization up to April 24, 2020. In the event you are unable to transfer your registration, you may cancel in accordance with the following refund terms:

- Cancellations received up until 11:59 pm ET on February 28, 2020 will be fully refunded.
- Cancellations received up until 11:59 pm ET on March 31, 2020 will receive a 50% refund.
- After 11:59 pm ET on March 31, 2020, we are unable to issue a refund.

SPOUSE/GUEST POLICY

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Software for Smarter Operations

Attendees can add a guest when registering for Dude University. Guest passes are available for \$200 and include admission to both Sunday and Tuesday evening networking events. Guests must be 21 years or older, and cannot attend conference keynotes, breakout sessions or any other conference meals.

PHOTOGRAPHY, AUDIO AND VIDEO RECORDING

Dude Solutions has photographers and videographers taking pictures and video of events and people. We do not prohibit participants, exhibitors, sponsors, news organizations or other companies from photographing, video, or audio- taping activities in public spaces. By attending this event, you agree that Dude Solutions has the right to use, reproduce, broadcast or incorporate in any manner whatsoever, all or any portion of photographs and/or videos of you for use in marketing materials and/or training materials and for internal use ("Materials"). You grant, irrevocably transfer and assign to Dude Solutions your entire right, title and interest, if any, in and to the Materials and all copyrights in the Materials arising in any jurisdiction throughout the world, including the right to register and sue to enforce such copyrights against infringers. You also waive any right to royalties or other compensation related to the use of the Materials. You understand that the Materials may be substantially edited, altered, rearranged or modified. You hereby waive any right to inspect or approve the use of the Materials in any media.

BADGE SCANNING

By allowing an exhibitor and/or sponsor to scan your badge throughout the event, you are opting-in to receiving communications from that entity. You will be subject to their communications and privacy policy and must opt-out with them directly.

ADMITTANCE

Dude Solutions, at its sole discretion reserves the right to refuse admittance to or expel from the event anyone for any lawful reason, including but not limited to circumstances where attendee(s) are behaving in a manner that could be disruptive or dangerous to the event or other attendee(s). Attendee(s) who are refused admission or expelled from the event will not receive a refund of any payment rendered.

VIEWS

The views expressed by any event attendee, speaker, exhibitor or sponsor are not necessarily those of Dude Solutions. All event attendees, speakers, exhibitors and sponsors are solely responsible for the content of any and all individual or corporation presentations, marketing collateral, advertising and online Web content. If applicable, Dude Solutions reserves the right to substitute an equally qualified speaker in case of an emergency or cancellation. Dude Solutions has no duty with respect to presenters, exhibitors or sponsors, and makes no endorsements of any presentation or product.

LIMITATION OF LIABILITY

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In no event shall Dude Solutions, in the aggregate, be liable for injury or damages of any Attendee during this event or traveling to or from this event. Dude Solutions disclaims any liability for the acts of any outside entities related to this event and reserves the right to cancel the event without liability. Airline tickets, hotel reservations and any other accompaniments in anticipation of attending the event are done at Attendee's own risk. In the event that Dude Solutions cancels the event, Dude Solutions may, at its sole discretion, issue a refund of registration payment.

Each Attendee shall be personally responsible for his/her/their behavior. The organizers do not accept responsibility for the behavior of any Attendee or outside entity during the event. Dude Solutions shall not be liable for any delays or failure in performance or interruption of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of Dude Solutions.

Attendee(s) at this event agree to indemnify, defend, and hold harmless Dude Solutions, its officers, directors and agents, against all claims arising out of actions or omissions of Attendee(s) at or in connection with this event. Under no circumstances shall Dude Solutions have liability with respect to its obligations under this agreement or otherwise for loss of profits or direct, exemplary, consequential, indirect, incidental, punitive or other indirect damages of any kind whether alleged as a breach of contract or tortious conduct, including negligence, or based on any other cause of action.

Registering to attend this event acknowledges acceptance of these terms and provisions of registration.





Software for Smarter Operations

Signature

Presented to:

Q-170873

February 06, 2020, 4:16:26 PM

Accepted by:

Printed Name

Signed Name

Title

Date

dudesolutions.com

11000 Regency Pkwy #110 / Cary, NC 27518



8



PubWorks.com

PO Box 6502
Snowmass Village, CO 81615

(888) 920-0380
info@PubWorks.com

January 23, 2020

The Town of Pembroke Park
Todd Larson, Director of Public Works
Stephanie Woodbury, Project Manager
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Dear Todd,

Thank you all for the time you have spent visiting with me during our recent demonstration. It is my strongest belief that we can bring tremendous value to your operation, and our team is excited to begin working with you.

Based on our discussions, I am convinced **PubWorks** is uniquely positioned to meet the requirements of The City of Pembroke Park, FL. In working exclusively with 600+ City and County Public Works agencies, we have the know-how, experience, and product to best support you both now, and in the years to come. Furthermore, our long-term Customer retention rate of 90% is the highest in the industry.

Per our conversation, I will call you in a day or so to review this proposal. Let me know if you have any questions in the meantime. Thanks again. I look forward to visiting with you again very soon.

Rick Rittenhouse

Rick Rittenhouse
Business Development
772-538-4351
rick@PubWorks.com

Pricing and Licensing

PubWorks is sold as a perpetual site license exclusively for The City of Pembroke Park, FL, its divisions and employees, this quote is for unlimited users on an unlimited number of workstations. Pricing is *a-la-carte* and only the Asset Management/Job Costing Core is required. All other modules priced below are optional.

Charge Description	Quantity	Rate	Total
PubWorks Asset Management CORE	1	\$3,500	\$3,500
PubWorks Mobile App	1	\$1,750	\$1,750
Service Request Module	1	\$1,750	\$1,750
Online Service Request Module	1	\$1,250	\$1,250
Work Order Module	1	\$1,750	\$1,750
MapView Module**	1	\$1,750	\$1,750
Software Subtotal			\$11,750
Installation & Set-up	8	\$125/hour	Included
On-site User Training	2	\$975/day	\$1,950
Data Configuration	4	\$125/hour	\$500
Implementation Subtotal			\$2,450
Total Cost*			\$14,200

* Pricing is valid until 07/01/2020

**The PubWorks GIS MapViewer has been built using ESRI's ArcEngine. An ArcEngine license is required for each desktop user if you do not already have an available ESRI license.

Annual Support and Maintenance (ASM)

- Ongoing customer support is provided **free of charge** for the first six months and thereafter at a charge equal to 20% of the cost of software purchased. This annual fee may increase over time, as determined by the US Consumer Price Index. Your ASM will be \$2,350.
- You will receive unlimited customer support, as well as all program updates, enhancements and new versions.
- Web-based user training is provided **free of charge** for customers current on ASM.
- If new modules are purchased during this agreement, the ASM will increase by 20% of the cost of the new modules purchased.
- The duration of this contract covers one (1) year with support renewal subsequently on an annual basis.

Payment and Terms

- Upon acceptance of the software Customer will be invoiced a sum equal to 50% of the total project costs listed above.
- Upon completion of the installation and user training Customer will be invoiced for the remaining 50% plus any other agreed upon applicable charges including additional instructor travel costs. Terms are net 15 days.

Instructor Travel Costs

- Travel costs, which are subject to City pre-approval, shall be based on reasonable and customary airline, hotel, rental car and meals for instructor travel.
- Customer will only be billed for the actual costs incurred.
- This may result in an adjustment on the final invoice, but in no circumstances shall this exceed 15% of the quoted costs detailed above.

Installation and Set-up

- We will install the necessary **PubWorks** folders and files that will be used run the PubWorks software and assist you in setting-up and configuring the software for your environment.
- Based on the software quote above this will require less than 1 day to accomplish.

Training

- On-site, hands-on user training is strongly recommended.
- Based on the software purchased and detailed in the quote above, we recommend 2 days of training in one on-site session.
- Follow-up web-based training is provided **free of charge**.

Data Conversion

- Data conversion programming may be needed to establish a **PubWorks** database in which we insert data that is familiar and natural and migrate as much data as possible from your existing systems. Pricing above is an *ESTIMATE* and will be determined once we discuss implementation and configuration.
- Data Conversion assures that **PubWorks** is ready to use immediately after installation and possesses the data and information that is familiar to your organization.

ESRI Licenses

- For local server installs, GIS MapViewer requires an ArcEngine license to be installed on each workstation that will be utilizing the MapViewer module.
- For Cloud Installs, GIS MapViewer requires a Concurrent-user ESRI ArcEngine license for each user desiring to utilize MapViewer at the same time.

Customer Support

- **PubWorks** approach is Total Customer Satisfaction.
- **Our Service Level Objective is to respond within 30 minutes of a customer's notification of a problem.**
- Contact **PubWorks** Support:
 - 1-888-920-0380 or via email at support@pubworks.com.
 - Support website, www.support.pubworks.com
 - Ongoing monthly training webinars, quarterly newsletters and an annual user conference.



PubWorks.com

PO Box 6502
Snowmass Village, CO 81615

(888) 920-0380
info@PubWorks.com

February 24, 2020

The Town of Pembroke Park
Stephanie Woodbury, Project Manager
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Dear Stephanie,

Thank you for your interest in **PubWorks**. We are pleased to submit the following price quote for your consideration.

Based on our discussions, I am convinced **PubWorks** is uniquely positioned to meet the requirements of the Town of Pembroke Park. In working exclusively with 700+ City and County Public Works agencies, we have the know-how, experience, and product to best support you both now, and in the years to come. Furthermore, our long-term Customer retention rate of 90% is the highest in the industry.

We look forward to working with you on this exciting project and establishing a long-term winning partnership.

Thank you again for your time and interest in **PubWorks**.

Rick Rittenhouse

Rick Rittenhouse
Business Development
772-538-4351
rick@PubWorks.com

Annual Subscription Pricing

PubWorks is sold as a subscription license exclusively for the Town of Pembroke Park, its divisions and employees, this quote is for unlimited users on an unlimited number of workstations.

Module/Service Description	Quantity	Rate	Amount
Asset Management Core	1		
Service Requests Module with Web Portal	1		
Work Orders Module	1		
PubWorks Mobile App	1		
GIS MapViewer	1		
PubWorks Annual Subscription			\$ 4,500.00
Onsite Training	2 days	\$975/day	\$1,950.00
Installation, Setup and Data Configuration	4 hours	\$125/hour	\$500.00
Implementation Services Total			\$2,450.00
Total			\$ 6,950.00

Subscription pricing is available for an annual fee of \$4,500. This includes all software modules listed above plus:

- Annual Support and Maintenance (ASM) is included
- ASM entitles you to unlimited customer support, all program updates, new versions, and all enhancements at no additional charge
- Unlimited free web training
- Four year minimum commitment; automatic renewal will be in place starting the date you are first installed.
- You may cancel anytime after four years. To do so, you must notify us, in writing, 60 days prior to the automatic renewal date.

Payment and Terms

- Upon acceptance of the software customer will be invoiced the total first year subscription fee and Implementation costs listed above.
- Upon completion of the installation and user training customer will be invoiced for the remaining 50% plus any other agreed upon applicable charges including additional instructor travel costs. Terms are net 15 days.

Instructor Travel Costs

- Travel costs are based on reasonable and customary airline, hotel, rental car and meals for instructor travel.
- Customer will only be billed for the actual costs incurred.

Installation and Set-up

- We will install the necessary **PubWorks** folders and files that will be used run the PubWorks software and assist you in setting-up and configuring the software for your environment.
- Based on the software quote above this will require one day to accomplish.

Training

- On-site, hands-on user training is strongly recommended.
- Based on the software purchased and detailed in the quote above, we recommend two days of training in one on-site session.
- Follow-up web-based training is provided **free of charge**.

Data Conversion

- Data conversion programming may be needed to establish a **PubWorks** database in which we insert data that is familiar and natural and migrate as much data as possible from your existing systems.
- Data Conversion assures that **PubWorks** is ready to use immediately after installation and possesses the data and information that is familiar to your organization.

ESRI Licenses

- For local server installs, GIS MapViewer requires an ArcEngine license to be installed on each workstation that will be utilizing the MapViewer module.
- For Cloud Installs, GIS MapViewer requires a Concurrent-user ESRI ArcEngine license for each user desiring to utilize MapViewer at the same time.

Customer Support

- **PubWorks** approach is Total Customer Satisfaction.
- **Our Service Level Objective** is to respond within 30 minutes of a customer's notification of a problem.
- Contact **PubWorks** Support:
 - 1-888-920-0380 or via email at support@pubworks.com.
 - Support website, www.support.pubworks.com
 - Ongoing monthly training webinars, quarterly newsletters and an annual user conference.



 **MaintenanceCare.com**

QUOTE / SALES ORDER

This document is an Estimate for the Maintenance Care membership and related services. All information contained on this document is confidential to the parties involved. Although this estimate does expire, the confidentiality of the information continues beyond its expiration date. If you have any questions related to the statement presented above, please contact our Head Office at 1-888-222-0206.

Bill To Name LagomHR
Bill To 1000 SW 57th Ave Suite 200
Miami FL 33144
USA

Created Date 18/11/2019
Expiration Date 18/02/2020
Quote Number 00001887

Contact Name Silvia Linares Hernandez
Phone (786) 510-1330
Email silvia@lagomhr.net

Prepared By Eray Tasabat
Phone (888) 222-0206
Email eray@maintenancare.com

Product	Line Item Description	Facility Licence	Regular Price	Monthly Total
Maintenance Care Enterprise Edition	Full Featured Unlimited	1	\$199.99	\$169.99

Special Note: Special Discounted Pricing

Other Costs

Training	\$250.00	PM Pre-Entered	Generic Template Pre Entered
Training Details	One Time Fee Per Session	Pre-Entered Qty.	50
Activation	\$250.00		
Activation Details	One Time Fee		

Total Other Costs \$500.00

All quoted prices for Training and Activation are **one time costs** to be paid at the beginning of the membership.

MaintenanceCare Membership

Task Status & Details Screens, Internal & External Task Communication, Automatic Individual Notification based on request, Scheduled Maintenance, Full Administration Privileges, Reporting Capabilities, Transaction Functionality, Asset Management, Life Expectancy, Vendor & Supplier Management, Unlimited User Licenses

All Prices Quoted Are In U.S. Dollars



Manage + Maintain Your Assets With Simplicity + Power

Quote for Town of Pembroke Park

Valid through : February 7th, 2020

Prepared For:
Stephanie Woodbury
Town of Pembroke Park
3150 SW 52nd Ave
Pembroke Park, Florida 33023
United States

Prepared By:
Seth Anderson
ManagerPlus Solutions, LLC
9350 South 150 East
Salt Lake City, Utah 84070

software

Description	Quantity	Term	Price	Total
Lightning Plus - License Subscription	1	na	0.00	0.00
			Subtotal	\$0.00

subscriptions

Description	Quantity	Term	Price	Total
Lightning Plus - Package 5 5 Named Users, 5 Mobile Users, Request Management, and Business Intelligence 12 months : Jan 24th, 2020 through Jan 24th, 2021	1	12 months	500.00	6,000.00
Lightning Plus - Mobile User 12 months : Jan 24th, 2020 through Jan 24th, 2021	7	12 months	25.00	2,100.00
Lightning Plus - API 12 months : Jan 24th, 2020 through Jan 24th, 2021	1	12 months	100.00	1,200.00
			Subtotal	\$9,300.00

services

Description	Quantity	Term	Price	Total
Onboarding Premier Package The Premier Package includes up to 90-days of on-boarding from the date of purchase and up to 24 hours of education to be used during your first 90-days, a kick-off and discovery call, a customized on-boarding plan development, a Data Solutions Specialist will assist in reviewing your data prior to importing which may include the following import lists (assets, vendors, budgets, employees, parts, inventory quantities, customers), weekly one-on-one educational calls, regular focused data configuration calls, cloud account setup and database activation, and a dedicated Customer Success Manager.	1	na	3,495.00	3,495.00
			Subtotal	\$3,495.00

Total	\$12,795.00
Sales Tax	\$0.00
Shipping & Handling	\$0.00
Grand Total	\$12,795.00

Note: All quotes are in US Dollars (USD).



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

Agenda Request

Meeting Date:	04/08/2020
Subject:	Smoke Free City
Initiated by:	☒ City Commission ☐ City Attorney ☐ City Manager / Staff
Prepared by:	Name & Title: Mayor Mohammed
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	City of Hollywood Policy
Fiscal Impact:	Savings in insurance premium
Policy Question(s) for Commission Considerations:	
Summary:	Adopting Smoke Free Town will have a positive impact on the budget
Background:	
Discussion/Analysis:	
Options:	N/A
Advantages:	N/A
Disadvantages:	N/A
Possible action:	Adopt
Advantages:	Cost saving on health insurance premium
Disadvantages:	N/A
Staff Recommendations:	N/A
Additional Action Needed:	N/A

HR-035

SMOKE FREE

REVISED DATE:

NOVEMBER 1, 2003

LAST REVISION:

JANUARY 1, 2001

AUTHORIZATION:

FLORIDA CLEAN INDOOR AIR ACT

PURPOSE:

To comply with the "Florida Clean Indoor Air Act", and because Hollywood is committed to a healthy environment for both its employees and citizens, all City of Hollywood owned or utilized buildings and vehicles will maintain a "SMOKE-FREE" environment.

POLICY:

Smoking by anyone is prohibited inside all City-owned or buildings managed by City employees. This includes all work spaces, private offices, lounges, City Hall snack room, restrooms, stairwells, etc. Smoking in City-owned vehicles is prohibited.

Smoking in all cases is discouraged but where is it allowed, it is strictly limited to cigarette products only.

Smoking during work hours shall be allowed only under the conditions established herein. Smoking breaks are prohibited. Employees may smoke during authorized break times at locations designated as smoking areas. It is every employee's responsibility to comply with this policy. In addition, smoking is prohibited within fifty (50) feet of the entrances and exits, including emergency exits to City buildings.

All Department and Office Directors are responsible for enforcing this policy.

PROCEDURE:

Comply with the Florida Clean Indoor Air Act. Consult Human Resources for guidance.



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

Agenda Request

Meeting Date:	April, 2020
Subject:	Personal Policy extending probation from 6 months to 1 year
Initiated by:	☒ City Council ☐ City Attorney ☐ City Manager/Staff
Prepared by:	Name & Title: Ashira Mohammed Mayor
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Audio from commission meeting
Fiscal Impact:	none
Policy Question(s) for Council Considerations:	Discussion was had direction was given but no formal vote was taken
Summary:	
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	



Personnel Policy Manual

TEMPLATE

(see template instructions following page)

Record of Changes

Instructions: Use the table below to record information regarding changes made to the document over time.

Action	Policy Revised or Added	Resolution #	Date
Adopted			
Revision			
New			



Personnel Manual

TEMPLATE INSTRUCTIONS

This document is a template to enable the Town to finalize a Local Government Personnel and Procedural Manual. The policies and/or procedures were developing by referencing current applicable laws and professional best practices for each field.

All instructional or guidance text appears in blue italicized font throughout this template, which should be deleted in the Final Document. In some cases, the specific language used for a policy may need to be replaced with information more specific to the Town's particular circumstances and some policies may need modification due to existing contradictory language in Town Documents. Finally, there may be practices in place that are inconsistent with existing policy and the Town needs to determine which policy practice shall be followed henceforth.

All Text and Tables that are not in blue italics are provided as boilerplate examples of wording and formats that may be modified if needed. However, caution should be used in making major changes to this text.

In order to maintain the integrity of the document and table of contents, follow these steps:

- 1. Do not modify fonts, styles (headings etc.).*
- 2. Do not delete any headings...all Headings are consistent with policies which should be included.*
- 3. Use the insert key when inserting to overwrite.*
- 4. Delete instructional guidance text when finished.*
- 5. Update Table of Contents and save in Final Format.*

Note: All Manuals should include a Creation and Revision Table to document changes over time.

Personnel Manual Instructions:

- 1. Review and Edit Conflicting language from Manual and Code*
- 2. Repeal all Code/ordinance language related to Personnel Policies and adopt Personnel Policies by Resolution for greater flexibility and to avoid future conflicts.*
- 3. Any amendments to the Personnel Manual in future should be adopted by resolution and added as language to the Manual which should then be updated (to include Table of Contents and Page Numbering)*

If needed, this consultant is available to produce the final manual and forms determined to be necessary to implement the processes, once final reviews are completed, preferably by the Town Manager and select staff in conjunction with the Town Attorney



Personnel Manual

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Personnel Policy Manual

INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Town of Pembroke Park. Nothing in this manual shall be construed as contract terms for any Town employees.

These policies are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the Town and supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Town Commission.

A separate procedural manual establishes in more detail the practices, processes and forms required to implement these policies.

Scope

These policies and procedures apply to all of the Town's employees unless specifically addressed in a formal employment contract or insurance plan document. Where such documents specifically differ from these policies, then the applicable provision(s) of the subject agreement shall ~~govern~~^{supersede} ~~these policies~~.

These policies are designed to work in combination with individual departmental policies and procedures; however, these policies shall prevail should they come into conflict with departmental policies or procedures.

No person, other than the Mayor and Town Commission or the Town Manager as authorized by the Town Commission, has the authority to enter into any agreement for employment ~~with an employee~~ for any specified period of time, or to make any agreement contrary to the provisions of this manual.

These policies govern regardless of past practices or former policies. This manual supersedes any previous verbal or written policies, statements, understandings or agreements concerning terms and conditions of employment, except in cases of formal employment contracts or other legally binding agreements.

The Town reserves the right to change, modify, or discontinue any provision of this manual, or create new policies for inclusion ~~in this manual~~. No person, other than the Town Commission or the Town Manager as authorized by the ~~mayor and council~~ ^{Town Commission}, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions of this manual.

Severability

If one or more provisions of this manual are superseded by or become in conflict with a formal employment contract, insurance plan documents, state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.



Personnel Policy Manual

Distribution and Revisions

A copy of this manual shall be provided to each employee, who shall be required to sign a standard form certifying his/her receipt and review of the manual.

Revisions or updates to the manual shall be provided to all employees in either paper form, by email, or by other electronic communication such as posting on the intranet. Employees are expected to review all changes and updates and remain abreast of all current personnel policies. Periodically employees may be required to provide an updated sign-off that they have received and reviewed the manual and changes in policy.

Disclaimer

All employees of the Town are employed at ~~shall~~ will and may quit, or be terminated at any time and for any or no reason. Nothing in any of the Town's rules, policies, handbooks, procedures or other documents relating to employment creates any express or implied contract or employment.

This handbook replaces any previously issued policies, practices and understandings, written or oral, governing employment. Nothing contrary to or inconsistent with the limitations in this paragraph creates any contract of employment unless:-

- 1) The terms are in writing;*
- 2) The document is labeled "contract";*
- 3) The document states the terms of employment; and*
- 4) The document is signed by the Mayor and approved by a vote of the Town Commission.*



Personnel Policy Manual

GENERAL EMPLOYMENT POLICIES

Equal Employment Opportunity (EEO)

The Town of Pembroke Park is committed to providing equal opportunity in all areas of employment, including but not limited recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training.

The Town shall not discriminate against any employee or job applicant and prohibits discrimination against any person on the basis of race, color, sex, age, religion, national origin, marital or veteran status, height, weight, disability, political affiliation, or other protected classes.

The Town hires only United States Citizens and lawfully authorized alien workers.

The Town adheres to the following federal laws which prohibit workplace discrimination and are enforced by the U.S. Equal Employment Opportunity Commission (EEOC).

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants and employees sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.

THE PREGNANCY DISCRIMINATION ACT

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

THE EQUAL PAY ACT OF 1963 (EPA)

This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA)

This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.



Personnel Policy Manual

TITLE I OF THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

SECTIONS 102 AND 103 OF THE CIVIL RIGHTS ACT OF 1991

Among other things, this law amends Title VII and the ADA to permit jury trials and compensatory and punitive damage awards in intentional discrimination cases.

SECTIONS 501 AND 505 OF THE REHABILITATION ACT OF 1973

This law makes it illegal to discriminate against a qualified person with a disability in the federal government. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

THE GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Harassment and Discrimination

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

1. Harassment is unwelcome conduct that is based on race, color, religion, sex-gender (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

~~A) 1)–e~~Enduring the offensive conduct becomes a condition of continued employment, or



Personnel Policy Manual

B) ~~t~~The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

1-2. Sexual Harassment is harassment of a sexual nature.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) shall not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
2. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
3. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct shall not be tolerated. They can do this by establishing an effective complaint or grievance process, providing anti-harassment training to their managers and employees, and taking immediate and appropriate action when an employee complains. Employers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns shall be addressed.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

EMPLOYER LIABILITY FOR HARASSMENT

The employer is automatically liable for harassment by a supervisor that results in a negative employment action such as termination, failure to promote or hire, and loss of wages. If the supervisor's harassment results in a hostile work environment, the employer can avoid liability only if it can prove that:

1. It reasonably tried to prevent and promptly correct the harassing behavior; and
2. The employee unreasonably failed to take advantage of any preventive or corrective opportunities provided by the employer.

The employer shall be liable for harassment by non-supervisory employees or non-employees



Personnel Policy Manual

over whom it has control (e.g., independent contractors or customers on the premises), if it knew, or should have known about the harassment and failed to take prompt and appropriate corrective action.

When investigating allegations of harassment, the EEOC looks at the entire record, including: the nature of the conduct; and the context in which the alleged incidents occurred. A determination of whether harassment is severe or pervasive enough to be illegal is made on a case-by-case basis.

If you believe that the harassment you are experiencing or witnessing is of a specifically sexual nature, you may want to see EEOC's information on sexual harassment.

SEXUAL HARASSMENT

The Town prohibits sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Town prohibits sexual harassment from occurring in the workplace or at any other location at which Town sponsored activity takes place. Sexual harassment of non-employees by Town employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
2. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding



Personnel Policy Manual

or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person.

Harassment of Town employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor. Appropriate action shall be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Town generally. The Town cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy shall subject employees to disciplinary action, up to and including immediate discharge.

Drugs and Alcohol Policy

Commented [MLS1]: Review heavily

The Town recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or Department Head shall immediately report any reasonable suspicions to the ~~(CEO title)~~ Town Manager.

An employee shall be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Department heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Town premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify ~~[Position Title]~~ their supervisor and Human Resources, who ~~is~~ are required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Town personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. A



Personnel Policy Manual

program to assist employees who may have a drug/alcohol problem is provided through the Town's Employee Assistance Program. [Does the Town have an Employee Assistance Program, if not delete previous sentence](#).

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Town property or while performing Town business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act, Title 29 U.S.C. (Sections 201-219) is the federal law requiring that covered employees be paid at least the federal minimum wage and overtime pay (at time and one-half of the employee's regular rate of pay) for all hours worked over 40 hours in a workweek.

The Town Personnel Manual refers to employees covered by FLSA as "non-exempt" and to those not covered by the FLSA minimum wage and overtime provisions as "exempt".

Veterans' Preference

Title 5 USC, Section 2108 and Chapter 295, F.S., set forth the requirements for public employers to provide preferences in employment, retention, and promotion to eligible veterans, spouses of veterans, and other veterans' preference eligible individuals.

Medical Examinations

[You may eliminate this section if the Town does not or may not plan to use medical examinations.](#)

The Town may require an employee to submit to a medical or psychological exam to determine fitness for duty provided the examinations are job related and consistent with business necessity. Tests for alcohol or illegal drug use are not considered medical examinations, nor are physical agility tests. Fitness for duty exams shall be conducted by a licensed professional designated by the Town and shall be paid for by the Town.

The Town shall comply with all applicable laws including ADA, FMLA, HIPAA, Worker's Compensation and related laws and guidelines in addressing circumstances where an employee is found to be unfit to perform some or all of their essential job functions. This policy in no way shall be construed to limit employees' rights under any federal or State Law.

Employees determined to be un-fit for duty and requiring associated leave, may access accrued leave banks and other paid or unpaid leave time consistent with the policies contained within this manual and state and federal laws.

Light duty or modified return-to-work arrangements are not guaranteed, and would not indicate continued employment if provided.

Workplace Violence

The Town of Pembroke Park is committed to reducing the potential for workplace violence. In this



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regard, it is the policy of the Town to prohibit acts or threats of **verbal or physical** violence by any party, directed toward employees, citizens, elected officials, and visitors to the Town's facilities or others.

The Town is committed to providing a safe and health**fully** work environment, consistent with health and safety rules and shall take prompt remedial action, up to and including discharge or criminal prosecution, against any employee who engages in threatening behavior or acts of violence.

The Town shall take appropriate action against any non-employee who engages in threatening behavior including former employees and visitors to Town facilities, up to and including criminal prosecution.

Employees who display a tendency to engage in violent, abusive or threatening behavior shall be referred to the Town's health plan for counseling or other appropriate treatment. Such employees shall also be subject to disciplinary action, up to and including immediate discharge.

Additionally, it is the responsibility of Town employees to assist in identifying problem employees. The Town Manager should be immediately notified of situations or incidents involving threats, acts of violence, aggressive behavior, threatening or offensive comments and similar acts. Employee reports made pursuant to this policy shall be held in confidence to the maximum possible extent. The Town shall not tolerate retaliation against any employee reporting a violation of this policy.

Safety and Right to Know

The Town complies with federal and state Right-To-Know laws and shall make every effort to provide information to employees about any hazardous chemical to which they may be exposed. Right-To-Know information is posted near the areas in which employees may be exposed to chemicals or other potentially hazardous materials. Employees are required to read and be familiar with all posted materials.



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TERMS OF EMPLOYMENT

Personnel Files

The [CityTown](#) maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. It is important that personnel records be kept up to date by employees [and will be updated at performance reviews](#).

Employees should notify [\[Position Title\]Human Resources](#), when any of the following personal information changes:

Name	Education status
Address	Military status
Telephone number	Driver's license status
Marital status	Licensing, certification, and training, or
Emergency notification contacts	Other information which may impact the job requirements
Beneficiary Information	

Personnel files are the property of the [CityTown](#), and access to some of the information those files contain may be restricted in accordance with state and or federal law. Personnel records are subject to the Florida Public Records Law and contents must be provided as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes, except for information that is exempt and confidential pursuant to law.

Anyone who wishes to review a personnel file should contact the [\[Position Title\]Human Resources Department](#). With reasonable advance notice, personnel files may be reviewed in the [CityTown](#)'s offices and in the presence of an individual appointed by the [CityTown](#) to maintain the files. An employee may view personal (associated with that employee) personnel records at any time in their entirety.

No originals of any personnel records shall be kept at the Department level. All originals shall be maintained by the [\[Position Title\]Human Resources Department](#).

Hiring of New Employees

[The Town Manager and the Divisional Directors have final approval of hiring new employees. If a disagreement arises between the Town Manager and a Divisional Director, then the matter shall be brought to the Town Commission for a final decision.](#)

[However, the Town Commission shall have the sole authority to hire the Town Manager, Divisional Directors, and Department Heads. The Town Commission also has the sole authority to hire independent contractors.](#)

Hiring of Former Employees

It shall be the policy of the Town of Pembroke Park that any individual who has been formerly employed



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by the Town may be considered for re-employment provided the individual left the Town in good standing. If the individual did not leave the Town in good standing, he/she must reasonably demonstrate improved work ability and attitude before re-employment is considered.

If the candidate for re-employment is hired, he/she may not continue to receive disbursements from the Town's retirement plan. The Town shall follow all applicable laws and regulations related to retirement benefits when rehiring a former employee.

Individuals interested in applying for re-employment with the Town should follow the appropriate application process for an open position. The application shall indicate that the individual is applying for re-employment. The Department Head shall examine the application to determine if any additional information is needed and make a recommendation of whether or not to rehire the applicant. ~~The Town Manager shall have final approval of all new hires including re-employments.~~

Nepotism/Employment of Relatives

No elected official or town employee with supervisory authority, shall employ, promote, advance or advocate the employment, promotion, or advancement of an individual who is a relative, to a position in the agency over which he or she exercises jurisdiction or control.

Relatives include: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. [Section 112.3135, F.S.].

Employment Status

PROBATIONARY EMPLOYEE

~~New e~~Employees who receive a ~~new~~ position within the Town ~~shall have a one (1) year probationary period.~~ ~~or~~ ~~are~~ ~~if~~ ~~an~~ ~~employee~~ ~~is~~ promoted to a new position, ~~the employee~~ shall have a ~~job~~ probationary period of six ~~(6)~~ months. This gives an employee the opportunity to demonstrate their skill and ability in performing the requirements of the new position. The Town may extend the job probationary period, not to exceed one year, to allow an employee more time to learn the new job requirements and fully master their position or learn the processes of the Town.

The employee's supervisor shall prepare a performance evaluation report at the end of ~~the~~ probation period.

A department head may terminate a probationary employee anytime during the probationary period if, in the department head's opinion, ~~the employee is unable or unsh~~ ~~awilling~~ to perform the duties of the position satisfactorily or that work habits and dependability do not merit continuance in the position. The employee so terminated shall be notified in writing of the termination.

Probationary employees do not have any proprietary rights to their position and may be terminated from the Town at any time during their probationary period without the right of appeal.



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The Town may, however, return ~~at the~~ promoted employee to their previous position if the requirements of the new job are not being met, ~~provided the prior position is vacant~~.

Employees who are hired and serve at the pleasure of the Town Commission do not serve a probationary period of employment ~~but will be subject to evaluation at six (6) months~~. These employees may be terminated at any time with or without cause, ~~in the Town Commission's sole discretion to applicable laws~~.

FULL-TIME EMPLOYEES

Full-time employees are regularly scheduled to work forty (40) hours per week and are eligible for the Town's employee benefits program, as outlined in later sections.

PART-TIME EMPLOYEES

Part-time employees are regularly scheduled to work less than 40 hours per week on a year-round basis. Part-time employees are not eligible for the Town's insurance benefits, but may be covered by certain statutory protections such as Family Medical Leave and worker's compensation.

SEASONAL OR TEMPORARY EMPLOYEES

Temporary employees may be scheduled to work on a full- or part-time basis, as dictated by operational needs, for specific, limited time periods. Seasonal or temporary employees are not eligible for employee benefits.

EXEMPT OR NON-EXEMPT

Based on job content, job duties, salary status and other criteria set by the Fair Labor Standards Act, each position within the Town is classified as either "exempt" or "non-exempt".

Changes in Employment Status

TRANSFERS

A transfer is an assignment to a position with comparable duties, responsibilities, authority, and compensation.

PROMOTIONS:

A promotion is a change in work assignment that results in an expanded scope of job duties and responsibilities. An employee can be promoted to fill an existing, vacant classification; or an employee's position can be reclassified if duties and responsibilities have been expanded over time. Promotions may result in an increase in pay.

DEMOTIONS:

A demotion is a change in work assignment that results in a reduced scope of job duties and responsibilities. An employee can be demoted to fill an existing, vacant classification; or an employee's position can be reclassified if duties and responsibilities have been reduced over



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time. Demotions may result in a decrease in pay.

TEMPORARY RE-ASSIGNMENTS:

In order to be considered a temporary re-assignment, the re-assignment must last at least two full pay periods. The Town Manager may choose to temporarily fill a vacancy during the selection process. Temporary assignments are not generally made unless it is anticipated that it shall take more than 30 days to fill the position.

Work Hours

Instruction: This Section and its Subsections need to be reviewed and clarified consistent with current practices. It was my understanding the Town was now working a 40 hour week, but the Current Language reads: Every full-time regular employee shall report to work at 830 a.m. and work until 500 p.m. Department heads shall advise employees when they shall be able to take breaks and lunch times in order to ensure department efficiency at all times. Any questions regarding this shall be directed to the Town Manager. In certain departments, the department heads may allow their staff to begin work at 800 a.m. and finish at 430 p.m. All such hours must be approved by the Town Manager.

With an hour for lunch...This needs to be revised if working 40 hours before overtime.

To ensure employee availability and accountability to the public the ~~city~~Town serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the **normal** workdays Monday through Friday and the hours of 8:00 am to 5p.m (*Current Language reads 8:30 a.m. to 5 p.m.,*), except on recognized holidays or away from the work site for an approved work-related activity or on approved leave. However, the work period is 7 days – Monday through Sunday, for the purposes of calculating overtime.

Employee work schedules shall be established by supervisors with the approval of the Town Manager.

TIME CLOCKS

The Town may wish to have more detail in this policy to ensure that employees do not abuse overtime with early or late check-in or out i.e. and establish repercussions for continued failure to clock in correctly. However, the Suggested management guidelines in the Personnel Procedural Guidelines for Manager may be sufficient.

All employees (Exempt and Non-Exempt) are required to follow established guidelines to accurately record hours of work by using the designated ~~timeclock~~time-clock system for recording actual hours worked. A missed clock in/out is a violation of this policy and includes:

- 1 Failure to clock in/out on the Town's designated time clock at the beginning and/or end of their assigned shift consistent with established procedures;
- 2 Failure to clock in/out on their designated time clock for the meal break;
- 3 Failure to accurately and timely report time worked; ~~or~~;
- 4 Clocking in/out early, late or not at all when working an assigned shift.

ON CALL , STAND BY STATUS & CALL IN/CALL BACK

The Town has extensive responsibilities during an emergency. As such, any employee may be

Commented [MLS2]: Needs to be reviewed heavily



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called in to work at unscheduled times and may be required to perform duties outside his/her normal job function. As with mandatory overtime, employees are expected to be available and as flexible as possible to meet operational demands.

The Town reserves the right to require employees to be in a "stand-by" status, meaning that the employee needs to be available to report to work during an off-duty. Stand-by status may be instructed verbally or in writing by the department supervisor, or the employee may be named on the official call-back roster.

To provide a policy that clearly defines what standby/on call status is, as well as what call back is AND

Commented [MLS3]: Unfinished?

CALL BACK

Current Language: Hourly employees who are called back to work after having completed a normal work day or are called into work on their day off shall be paid for three (per existing 1997 policy-Note Industry Standard is two) hours or the actual time worked, whichever is greater. These call backs shall be paid at time and a half of the employee's straight hourly rate. -Do you wish to include these hours in overtime, if you are already committing to 3 hours regardless of how long the work?

An employee required to work off hours due to an emergency or other urgent situation, shall be paid for the actual time worked or a minimum of three (3) hours, whichever is greater.

Call Back time shall be paid or compensatory time accrued as straight time, and not added to the employee's total hours for the week so as to constitute overtime.

Compensatory time shall be paid at the employee's current rate of pay on the day earned.

(or taken? What is the preference?)

STANDBY/ON CALL

In order to provide coverage for services during off-duty hours, it may be necessary to assign and schedule certain employees to standby duty. A standby duty assignment is made by the department head who required an employee to be available for work due to an urgent situation which occurs during off-duty time which may include nights, weekends, or holidays.

MEAL BREAKS AND REST PERIODS

Again this language needs to be resolved based on a 40 hour work week. If working from 8:30 to 5 is it a 30 minute lunch? Or is it 8 to 5 with one hour?

Department heads or supervisors are responsible for scheduling lunch or rest periods that do not interfere with work requirements.

Employees are expected to use the rest and lunch breaks provided as intended and shall not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Rest period - a fifteen (15) minute rest period may be allowed during each half of a full-time employee's shift. Such rest periods are to begin and end at the employee's assigned work area. Department heads are responsible for scheduling rest periods that do not interfere with work requirements.



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Lunch Period - An unpaid sixty (60) minute lunch period is provided when an employee works eight (8) or more consecutive hours. The lunch period shall begin and end at the employee's assigned work area and the employee shall "clock out" for the duration of the lunch period.

Non-exempt employees shall not be allowed to work during their lunch break.

ADVERSE WEATHER CONDITIONS

Town facilities shall generally be open during adverse weather, i.e. hurricanes. Due to individual circumstances, each employee shall have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety shall not normally have their pay reduced as a result of this absence. Employees shall be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Decisions to cancel departmental programs (special events, recreation programs, etc.) shall be made by the Town Manager.

WORK CANCELLATION

On the sole authority of the Town ~~Manager~~Mayor, if the Town is forced to temporarily close its operations for one day or less, employees who are scheduled and available for work shall be paid the regular pay they would have received if the closure had not occurred. Employees are expected to remain available to return to work throughout the regular work day. Closures of more than one day shall be addressed on a case-by-case basis, with the Town Manager providing timely directive.

TOWN-SPONSORED EVENTS

From time to time, employees may be asked to attend events that are sponsored by the Town. Employees are expected to honor these requests unless there is a conflict due to religious reasons or documented medical issues.

Classification and Compensation

Compensation and Benefit levels are tempered by the Town's ability to pay, overall financial condition, and general fiscal responsibility to the taxpayers, as well as an individual's performance on the job. The value of a position is established in the Town's Classification Plan.

CLASSIFICATION PLAN

The position classification structure is based upon a systematic internal job evaluation and an analysis of the external labor market, which shall occur at a minimum every five years.

A comprehensive job analysis is used to establish written job descriptions for all positions which serve as the basis for all internal and external evaluations and comparisons.

Each job description includes a title, a general statement of duties and responsibilities, a determination on whether or not the position is exempt from overtime pay, a listing of essential job functions, a statement of required knowledge, skills, and abilities, and the physical demands



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of the position. These factors are used to determine classification and pay range for each position.

Job descriptions shall be reviewed annually to ensure they are up to date.

Pay Ranges shall be adjusted annually depending upon resources to reflect cost of living adjustments to the system and approved by the Town Commission.

Individual employee compensation, or placement in and progression through the respective pay range, is based upon time-on-the-job, performance, qualifications, experience, education level, and other job-related factors established by a comparative ratio to ensure pay based on objective standards.

Newly hired employees shall be paid at or near the minimum rate in the pay range. However, the Town Manager may approve a starting salary up to 5% above the minimum based on objective factors such as experience, qualifications, and/or other job-related factors consistent with salaries of Town employees with similar experience. Any starting salary that is more than 5% above the minimum rate in the pay range must be approved by the Town Commission along with a written report from the Human Resources Department.

WAGES

Merit Increases

Merit increases may only be applied to individual salaries if budgeted and approved in advance by the Town Commission during the annual budget process.

Merit increases shall be based on an annual performance evaluation process based on clearly established standards applied equally and consistently across all positions.

Merit increases may only be given when sufficiently documented through an annual performance evaluation reflecting performance above and beyond the duties required of the assigned position.

Merit Increases shall only be given as an annual bonus to avoid compression of the competitively established classification and compensation plan.

Performance Evaluations

~~From time to time or Annually?~~Semi-annually, employees shall be provided with a formal evaluation of their performance by their supervisors, which shall also be reviewed by the Town Manager ~~or and Town Commission, or its~~ designee. A performance evaluation is an ongoing assessment process that assists employees and employers in reaching their goals by providing a formal opportunity to develop goals and objectives, to identify strengths, and to define training or improvement programs for areas requiring development. Completion of the performance evaluation form and discussion of noted ratings shall facilitate communication and an understanding of expectations while providing a history of employee progress and development.

The results of evaluations support various employment actions and decisions such as promotion, discipline, and compensation. Employees shall have an opportunity to meet with and discuss the results of their evaluation with their supervisor, and submit additional comment or points of



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disagreement to be included within their personnel file.

Cost of Living Increase

An annual cost of living raise may be applied to the minimum and maximum ranges of the pay plan and to each individual's salary if approved by the Town Commission during the annual budget process.

Overtime - Exempt Employees

Exempt employees, as defined by the Fair Labor Standards Act (FLSA) are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities.

Time off consideration for large amounts of additional hours may be provided with the Town Manager's prior approval and at the sole discretion of the Town Manager.

Overtime - Non-Exempt Employees

Non-Exempt employees, as defined by the Fair Labor Standards Act (FLSA), are subject to the overtime provisions of the Act. Depending on work needs not personal needs, Non-Exempt employees may be required to work overtime and are expected to work overtime upon request.

Non-exempt employees shall be compensated for overtime work at the rate of time and one-half (1.5) for all hours **actually** worked over forty (40) hours in a 7-day work week. For purposes of overtime calculation, time off (not working) with or without pay shall not be calculated as hours worked.

Compensation may be in the form of wages or compensatory time off. If compensatory time in lieu of wages is used, the compensatory time off must be taken within ~~three months~~ **he two (2) pay periods** immediately following the accrual of compensatory time. If not used within that time period, the employee shall be paid for the unused compensatory time consistent with FLSA.

The Town reserves the right to substitute cash payments for accumulated compensatory time at its discretion. Similarly, employees may request that accrued compensatory time off be converted to monetary payment, which shall be made in the next applicable payroll.

Overtime including compensatory time may not be authorized by the Department Head and the Town Manager unless funds are provided for and adopted in the annual Town budget.

For non-exempt employees, overtime shall be scheduled in a manner most advantageous to the Town and consistent with the operational needs of the Town.

In some cases, at the Town's option, hours may be adjusted within a 40-hour work week to avoid overtime. Any adjustments and or overtime hours worked must be approved in advance by the employee's supervisor and must be based on work needs not personal needs.

Non-Exempt employees working overtime without prior approval shall be subject to disciplinary action.

Change in Status Pay



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- 1 Promotion Pay shall be the minimum of the new pay grade or current pay plus 5%, whichever is greater.
- 2 Temporary Reassignment to a higher pay grade and additional responsibility shall be the minimum of the new pay grade or current pay plus 5%, whichever is greater. Upon return to the former position, the pay shall return to the original pay amount.
- 3 Demotion Pay shall be calculated based on a comparative ratio formula ~~(i.e. if employee is 50% of the way through current pay grade,~~ the demoted salary shall be at the 50% level of the new pay grade.)

PAY PERIODS AND DIRECT DEPOSIT

Pay periods for Town of Pembroke Park employees cover two weeks, beginning at 12:00 a.m. every other Saturday. The pay period covers two seven day work periods of 40 hours for regular employees. Paydays are every other Friday. When a payday falls on a holiday, employees shall be paid the day prior to the holiday.

All payroll payments are by direct deposit only.

PAYMENT FOR ACCUMULATED LEAVE:

The explanation of payment for accumulated earned leave time is included in the sections on sick and vacation leave.

TRAVEL REIMBURSEMENT AND ADVANCES

On occasion, employees may be required to travel on Town business or attend professional development and training functions as a part of the job. Employees must always be mindful that they are stewards of the public's trust and resources. Work-related travel must never be abused, treated as a "perk" or seen as opportunity to spend lavishly. The Town shall not cover expenses for spouses or other non-employees during Town travel, unless prior approval is received from the Town Manager. Travel on Town business, including professional development, must demonstrate respect for the public's trust and prudence with their resources.

Expenses related to professional conferences, seminars, technical meetings, trainings, or other professional development functions may be paid by the Town or reimbursed to the employee if the expense has been adopted in the budget. Requests for reimbursements that are not included in the budget require approval from the Town Manager.

Whenever possible, a Town vehicle should be used to travel for Town business and employees should carpool to limit travel expenses. Employees who are required to use their personal vehicle for work-related travel shall be reimbursed at the rate established by the IRS for up to 250 miles. Employees are to record the exact number of miles traveled, by most direct route, from the first place of business to the next. No reimbursement shall be made for travel between home and a normal place of business.

Employees shall be reimbursed for reasonable, actual meal expenses incurred in conjunction with a program or meeting that provides a primary benefit for, or serves the best interests of, the Town. Luxury meals, costs for alcohol, or excessive reimbursement claims shall not be

Commented [MLS4]: Needs heavy review



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reimbursed without approval of the Town Manager.

Employees shall be reimbursed for reasonable, actual lodging expenses when a full day's work must be performed a considerable distance from the Town, or under other appropriate circumstances with prior Town Manager approval. Luxury lodging or excessive claims shall not be reimbursed.

Employees should avoid using unnecessary convenience services such as valet parking, in-room movies, laundry and room service. Only under specific circumstances where a reasonable need for such services is clearly demonstrated shall such items be reimbursed.

Employees submitting reimbursement requests for travel expenses, or those requiring a travel advance, should use the appropriate form and must submit all receipts.

PROFESSIONAL & SERVICE MEMBERSHIPS

The Town encourages department heads to take part in the activities of professional and service organizations and may pay the cost of certain job-related memberships to professional organizations, job-related trainings, seminars, conferences and related events that enhance the employee's job knowledge and performance.

The Town may pay the cost to become licensed or certified in a job-related field, and may pay the cost to remain so qualified. Employer-paid memberships, training, licensing and certifications are subject to budgetary approval and require advance approval.

Any employee within the Town whose position requires a professional certification must keep such certification active and current. The employee must notify their supervisor in the event such certification is lost or lapses.

EDUCATIONAL ASSISTANCE AND TRAINING POLICY:-

Subject to sufficient funds in the budget and with prior approval of the Town Manager, employees may apply for reimbursement of tuition expenses incurred for training or college courses directly related to the employee's work. The Town Manager shall be the sole judge of whether a particular course or program is "directly related" to the employee's work.

Employees must obtain approval before enrolling in a course or program.

Employees may receive reimbursement for up to percent of the tuition cost for training or college courses that they take on their own initiative. The reimbursement must be repaid if the employee leaves (local unit title) employment within twenty-four months of receipt.

Commented [MLS5]:

CONFERENCE AND SEMINAR POLICY

Requests to attend a conference or seminar must be budgeted and approved by the Department Head and the Town Manager.

Benefits

Instruction: This language should be general language as benefits are not constant and may overtime be impacted by budgetary considerations. Annually a summary benefits plan should be presented to



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employees that reflects any changes in benefits.

The Town of Pembroke Park provides full time regular employees with a wide range of benefits. The type of benefits and level of benefits provided is subject to change. The Town reserves the right to change provider networks, claims agents, and insurance mechanisms. At a minimum the town provides Health Insurance Policy and a Retirement Policy for full time regular employees.

Detailed descriptions of current benefits are outlined in the annual summary of benefits plan.

Benefits provided to these employees may include but are not limited to Dental Insurance

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Prior to an offer of employment with the Town, prospective employees shall be given a list of the various benefits offered to full-time regular employees. Questions regarding any of the listed benefits shall be referred to the Town Manager.

CONTINUATION OF BENEFITS (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and qualified beneficiaries the opportunity to continue, for a limited period, health insurance coverage under the Town's group health insurance plan when a "qualifying event" would normally result in the loss of coverage. Some common qualifying events are termination of employment (other than for gross misconduct), or death of an employee; a reduction in Your hours ; a divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee pays the full cost of coverage at the Town's group rates plus an administration fee.

The Town provides group short-term disability insurance to full-time employees. Benefits are payable from the 1st day of disability due to accidental bodily injury or from the 8th day of disability due to sickness, for a period not to exceed 26 weeks for any one period of disability. Check with the Treasurer for plan documents and additional detail.

UNEMPLOYMENT COMPENSATION

The Town participates in the State of Florida unemployment insurance program according to statutory guidelines. Terminated employees are advised to refer questions of benefit eligibility to the appropriate State office.

WORKERS COMPENSATION POLICY:

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the Florida Workers Compensation Act. Worker's Compensation Employees are responsible for immediately reporting any work-related injury, no matter how slight, to their supervisor.

SOCIAL SECURITY

Employees are covered by Social Security, a federally administered plan for supplemental old age retirements and survivor's insurance. Questions concerning Social Security benefits and coverage should be directed to any Social Security office.



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Paid and Unpaid Leave

Instruction: Manual and Code were inconsistent... Review and ensure current practices and the Town Commission's desires are provided for.

HOLIDAYS

All regular hourly employees working a minimum of forty (40) hours per work week and all salaried employees shall be granted leave with pay on the following holidays unless otherwise provided for in a collective bargaining agreement.

Select the correct list for inclusion from the code or the 1998 manual.

<u>1998 Manual List</u>	<u>Sec. 19-26.</u>
New Year's Day	New Year's Day;
Martin Luther Kings' Birthday	
President's Day	President's Day;
Memorial Day	Memorial Day;
Independence Day (Fourth of July)	Independence Day;
Labor Day	Labor Day;
Columbus Day	Columbus Day;
Veterans Day	Veteran's Day;
Thanksgiving Day	Thanksgiving Day;
Day after Thanksgiving	Friday following Thanksgiving Day;
Christmas Day	Christmas Day;
	One (1) Personal Day;

All officers and employees not required by their department heads to work on such days shall be excused from work but shall be compensated for the day as if the officer or employee had performed his normal work schedule.

In order to qualify for holiday pay, the officer or employee must be present on his or her scheduled working days before and after the applicable holiday.

Officers or employees who take unpaid leave time before or after a holiday shall not be eligible for holiday pay.

If an officer or employee is on authorized paid leave when a holiday occurs, that holiday shall not be charged against such officer's or employee's leave.

VACATION/ANNUAL LEAVE

Accrual Rate

Note the difference in the Manual and Code and decide which it is supposed to be.

Fire Department Language was removed.

Manual

Manual

Code

Manual

Code



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Number of Months of Continuous Employment	Hours Accrued Each Week		Number of Hours Per Year	Nothing
0 to 48	1.539	1.538	80.00	Nothing
48 to 120	2.308	2.307	120.00	Nothing
120 or more	3.077	Nothing	160.00	Nothing

Rules

No officer or employee shall be entitled to utilize accrued vacation time until such officer or employee shall have completed six (6) months service with the Town.

No vacation time shall be granted in advance of accrual thereof.

All vacation schedules shall be determined by the department heads giving recognition to the seniority of officers or employees in the determination of when vacation time shall be granted.

An officer or employee may use accrued vacation time for sick leave provided such officer or employee has used all existing accrued sick leave time.

An officer or employee may divide his or her vacation time as is desired with the prior approval of such officer's or employee's supervisor.

Annual leave shall ~~b~~he requested in advance using the appropriate form and submitted to the department head who shall have the right to determine if the work schedule permits the absence of the employee during the requested period. Vacation leave may ~~h~~be denied when department operations ~~are~~ hindered due to staff scheduling, workload assignments or a legitimate emergency exists.

Upon reasonable notice to the employee a department head may require an employee to use annual leave.

Accumulation of Annual Leave Credits

Note the language in the code and manual are slightly different the 400 hours is not included in both. I have included it here. It is standard practice to limit the payout liability. 400 hours is an acceptable amount.

Earned leave not used during the calendar year in which it is eligible to be taken may be carried over or accumulated to the following calendar year subject to the approval of the Town Manager.

Upon the effective date of termination of employment with the Town an employee shall be entitled to a lump sum payment for earned and unused annual leave not to exceed 400 hours. The effective date of termination shall be the last day worked.

SICK LEAVE

TO ensure intent of Commission is achieved, the language from both Code and Manual are included. The Correct language if different must be chosen.

Language not in the Code must be approved and accepted if the intent is for it to be policy.

Accrual Rate



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Code: Officers or employees of the Town shall accrue sick leave time at the rate of one (1) day for each month of continuous service with the Town provided the individual is a full-time regular officer or employee.

Manual: All full-time employees of the Town shall accrue sick leave time at the equivalent rate of one day (8 hours) for each full month of continuous service. Full month means a full calendar month starting on the first day of the month.

Rules

Code: Sick leave time shall not be utilized by an officer or an employee for purposes other than illness or disability.

Code: Any officer or employee, while on sick leave, shall continue to receive the benefits to which such officer or employee would be entitled had such officer or employee been performing his or her normal duties.

Manual: Sick leave is intended to be used for personal illness, injury or quarantine due to exposure to contagious disease for the employee. Sick leave may also be used for medical or health treatment which cannot be arranged outside of working hours. Sick leave may be used for critical illness or death in the immediate family. Immediate family is defined as the spouse, grandparents, brothers, sisters, children and grandchildren of both the employee and the spouse. Sick leave may also be used for reasons of pregnancy and maternity.

Conversion to Special Vacation Time

Code: Any officer or employee shall be entitled to convert one-fourth of each year's accrued but unused sick leave time to special vacation time. Such special vacation time, once so converted, which conversion must be in writing, shall be taken within the following year or it shall thereafter be disallowed.

Manual: Employees shall be entitled to convert one-fourth (1/4) of each year's accrued, but unused, sick leave time to special vacation time. Such special vacation must be used during the calendar year following the one in which it was accrued. Conversion must be requested within the first two (2) weeks of a calendar year or it shall be disallowed. Thereafter, it shall be disallowed (if the conversion privileges of this paragraph have been exercised) and the credits shall revert to the employee's sick leave balance.

Payment for Accumulated Sick Leave

Code: Every officer or employee, or his or her beneficiary in the event of the death of the officer or employee, upon termination for whatever reason, or upon death, shall be entitled to receive payment for accrued sick leave up to a maximum payment of five hundred dollars (\$500.00).

Manual: Every employee or beneficiary in the event of death, upon termination for whatever reason shall be entitled to receive payment for accrued sick leave. Such payment is limited to a maximum of five hundred dollars (\$500.00).

Use and Restrictions



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Code: Any officer or employee who shall utilize three (3) or more days of sick leave on a continuous basis shall submit to his department head a doctor's certificate as to the illness or injury for which sick leave was utilized.

Code: The Town shall have the right to require a doctor's certificate for any officer or employee reporting in as sick, as well as the right to visit the place of confinement of the sick or ill officer or employee.

Code: If an officer or employee repeatedly utilizes sick leave, the Town shall have the right at the Town's expense to require such officer or employee to submit to a physical examination by a doctor selected by the Town to determine if such officer or employee is physically fit for continued employment by the Town.

Current Manual

Manual: Sick leave is a privilege extended to employees as opposed to an expected benefit provided by the Town. In order to preclude sick leave abuse, ~~any employee who~~

Manual: Takes more than 48 hours sick leave, ~~or leave without pay during the previous 12-month period (said time taken in four or more increments during this period)~~ shall not be paid for the first day off in the succeeding 12-month period, without a physician's statement and/or special approval from the department head.

Manual: Takes sick leave of more than two continuous days in duration may be required to submit a certificate from a physician and the supervisor may, with the Clerk-Commissioner's ~~approval~~ cause such investigation as deemed necessary.

Manual: Employees are required to notify their immediate supervisor on the first day of sick leave not later than 30 minutes after the shift of which they are employed is scheduled to report for duty. This shall be followed for each day the employee is unable to work, unless prior approval is given by the department head. Failure to comply may result in the absence being charged as leave without pay.

In the event an employee repeatedly uses sick leave or is on leave for an extended duration, the Town shall have the right at Town expense to require the employee to submit to a physical examination by a physician designated by the Town to determine if the employee is physically fit for continued employment.

Job Injury Workers Compensation and Use of Sick Leave

This is the current language which is confusing and does not fully address FMLA and other considerations.

Current Manual/Code Language: When, after discussion between the Clerk-Commissioner and the concerned department head, any permanent, full time employee of the Town who is required to be off work due to an on the job injury may receive injury pay from the Town as follows (These conditions are dependent upon the specific approval of the Clerk-Commissioner after direct consultation with the appropriate department head).

The injured employee shall receive regular pay from the Town for the first seven calendar days off the job.

2. For the next fifty-three calendar days, or portion thereof, the employee remains off duty because of a job incurred injury, the Town shall pay to the employee the difference between the



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regular straight time wages and the amount being paid per week by Workers Compensation Insurance such pay to total 80% of the employee's regular straight time pay. Employees have the option of applying annual leave to bring the salary to a figure not to exceed 100% of normal straight time pay.

-3.Sick leave shall not be charged for time missed as a result of an on the job injury.

4.For absences in excess of fourteen days in which case Workers Compensation becomes retroactive to the day of injury, any such disability benefits received by the employee for the first seven calendar days or a portion thereof shall be reimbursed to the Town.

The following language is suggested as best practice as it addresses the intent of sick leave to provide short term disability and the requirements and use of FMLA. IF this is acceptable, delete all the language in blue and allow this language to stand.

Employees who are eligible to receive workers' compensation (including temporary employees) are entitled to work-related injury leave with full pay for up to five scheduled workdays (40 hours or normal number of hours scheduled in a week). This leave, for illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.

Absence from work of five days or more due to a work-related injury shall reduce the 12 weeks of eligibility for family/medical leave.

Employees receiving workers' compensation for job-related injuries or disease may use sick and/or vacation leave to supplement the payment up to, but not to exceed, their regular rate of pay.

After all sick and vacation leave has been exhausted, employees are not entitled to leave or pay benefits other than workers' compensation. Employees may be put into a leave without pay status during this time without adjustment in the service date.

For a regular employee disabled with a work-related injury, a position shall be held open as long as the department can function with the vacant position. At some point (not later than one year after the date of injury) the employee, if unable to return to work, shall be separated from Town employment. If during the one-year period following the injury the separated employee is released by the attending physician for any kind of work duty, the employee shall be entitled to benefits under the reduction-in-force policy.

The following language replaces existing with standard language currently in use.

JURY DUTY

An employee required to render jury service shall be entitled to be absent from work during that service and shall be paid the difference between any payment received for jury duty and the employee's regular salary.

BEREAVEMENT/FUNERAL LEAVE

Leave may be granted by an employee's immediate supervisor without loss of pay for death in the immediate family. Up to three days or twenty-four hours of pay shall be allowed an employee to attend a funeral within an immediate family. Immediate family shall include spouse, mother, father, children, brother, sister, grandparents, ~~in-laws~~, ~~step-children~~, grandchildren, aunt, uncle, or first cousin.



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FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), an employee may be eligible to request and receive an unpaid leave of absence as outlined below.

Eligibility

All regular full-time or part-time employees who have worked for the [CityTown](#) for at least twelve months and for at least 1,250 hours during the twelve months preceding the start of the leave shall be eligible for leave under this policy.

Conditions of Leave

Leave may be taken only for the following reasons:

Commented [MLS7]: Reasons?

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a twelve-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single twelve-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

If medically necessary for a serious health condition of the employee or spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the [CityTown](#) may require an employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence, provided the position has equivalent pay and benefits.

Any leave granted due solely to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the [CityTown](#) and must be completed within twelve months of the qualifying event.

Spouses who are both employed by the [CityTown](#) are entitled to a combined total of twelve weeks (rather than twelve weeks each) for the birth or adoption of a child.

Any accrued vacation/PTO/sick leave, as applicable, must be taken concurrently as part of the twelve weeks of leave requested.



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In determining eligibility, the twelve-month period shall be calculated by using a rolling 12-month period measured backward from the first day of the new leave period the employee is requesting.

Notification Requirements

When need for leave is foreseeable, such as the birth, adoption or placement of a child, or planned medical treatment, the employee must provide thirty days' notice to an immediate supervisor and must make efforts to schedule leave so as not to disrupt CityTown operations. If the need for leave is not foreseeable, notice must be given as soon as practicable, generally within one or two days of learning of the need for leave.

Request Procedures

All requests for family and medical leave should be made by contacting the [Position Title]. If possible, the request should be made thirty days in advance of the effective date of the leave. The [Position Title] shall ask for the following information:

- The date FMLA leave shall begin;
- The probable/approximate duration of the leave; and
- The qualifying reason for the leave.

The employee shall be sent a packet indicating initial eligibility with instructions to complete the Certification of Physician or Practitioner form, and return the form to the [Position Title] where final approval shall be determined.

If the employee takes leave without previously advising the CityTown of the medical or family reasons for leave and desires that leave be counted as FMLA leave, the employee must notify an immediate supervisor within two business days of returning to work that the leave was for an FMLA reason.

Status of Employee Benefits During Leave

Employee health insurance benefits shall be maintained as if the employee were actively working, but at the employee's expense. The employee must submit a check to the [Position Title] to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternatively, advance payments may be made to cover an agreed upon period. The Town shall not advance the funds to pay for these benefits. If payments are missed the employee's health and life benefits shall be no longer be maintained.

Basic life insurance benefits shall continue at no additional cost to the employee. Optional life insurance and personal accident insurance (if applicable) may be continued at the employee's expense.

Benefit accruals, such as vacation, sick leave, or holiday benefits, shall be suspended during the unpaid leave and shall resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the CityTown with at least two weeks advance notice of the date the



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employee intends to return to work. When a medical leave ends, the employee shall be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the City/Town shall assume that the employee has resigned.

MILITARY LEAVE

A military leave of absence shall be granted to employees who are absent from work because of service in the U.S. ~~Uniformed~~ services-Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Florida law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees shall be paid full pay for the first thirty days of military leave in accordance with Chapter 115, Florida Statutes. After the first thirty days of military service and upon presentation of satisfactory military pay verification data, employees shall be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

Employees are entitled to up to 240 hours (annually) paid administrative leave for reserve or guard training in accordance with Section 115.07, Florida Statutes.

Continuation of health insurance benefits is available as required by Florida law and USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Leave benefits shall continue to accrue during a military leave of absence.

Employees on military leave for up to thirty days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

An employee returning from military leave shall be placed in a position otherwise attained had employment continued or a comparable position depending on the length of military service in accordance with USERRA. The employee shall be treated as though employment were continuous for purposes of determining benefits based on length of service.

Contact the [Position Title] for more information or questions about military leave.

UNPAID LEAVE/LEAVE WITHOUT PAY

Any regular employee who has been employed with the Town for a period of twelve (12) continuous months may be granted a leave of absence without pay for a period not to exceed six months. Failure to return to work at the end of the leave without pay, may be grounds for termination.

In no instances shall an employee be granted a leave without pay until all accumulated paid leave is used.



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The reason for such leave shall be attributable to an extraordinary condition not directly covered by the provisions of the Family and Medical Leave Policy.

Requests for leave without pay must be submitted in writing and approved by the Town Manager and authorized by the Town Commission.

No annual or sick leave shall be accrued while an employee is on leave without pay.

Employee health and life insurance benefits may be maintained as if the employee were actively working, but at the employee's expense. The employee must submit a check to the [Position Title] to cover the amount of the employee's contribution. Payments must be made at the same time as they would normally be made through payroll deductions. Alternatively, advance payments may be made to cover an agreed upon period. The Town shall not advance the funds to pay for these benefits. If payments are missed the employee's health and life benefits shall be no longer be maintained.

Employees who qualify for a leave without pay shall initiate a request for such leave by sending a written request to their immediate supervisor. Such request shall be made not less than two (2) weeks prior to the requested leave date unless it is an unforeseeable emergency. Such request shall include the purpose of the leave and an estimate of the amount of time needed for such leave.

Separation from Employment

VOLUNTARY TERMINATION

Voluntary Terminations are initiated by the employee and include

1. Resignation – voluntary employment termination initiated by an employee.
2. Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Notice Required for Voluntary Terminations

1. All regular full-time and part-time employees are requested to give a minimum of two (2) weeks' notice, in writing, prior to leaving Town employment in order to resign in good standing.
2. Department heads and other management personnel are requested to give a minimum of thirty (30) days' notice in order to allow for adequate replacement in order to resign in good standing.
3. In the case of retirement, it is recommended that an employee provide the Town with as much notice as possible; a minimum of 6 weeks is requested. This advance notice shall ensure that retirement issues are satisfactorily addressed prior to the actual date of retirement.

DISCHARGE/INVOLUNTARY TERMINATION



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Discharge is an involuntary employment termination initiated by the organization generally for cause.

LAYOFF AND RECALL

If the Town determines that a reduction in staff or "layoff" is necessary, affected employees shall be notified of the effective date, pertinent benefits information and possibility of recall, if any, as soon as it is practical.

All layoffs and recalls of positions shall be based upon the Town's operational needs, financial position and the employee's employment history, performance and job-related qualifications and abilities as determined by the Town. Seniority may also be considered in making non-union layoff and recall determinations.

IMPACT ON BENEFITS

Employee benefits shall be affected by employment termination as follows. All accrued, vested benefits that are due and payable at termination shall be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee shall be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

EXIT INTERVIEW

In the event of separation, voluntary or involuntary, the employee is encouraged to engage in an exit interview with the Town Manager.

All employees who resign in "good standing" must take part in exit interviews to be eligible for rehire. The exit interview is on the clock and the employee shall be paid for participating.

RETURN OF PROPERTY

An employee separating from employment with the Town shall return all Town-owned equipment, uniforms, property, Town identification badges, and all building and equipment keys before picking up a final paycheck. The Town may not, and shall not withhold earnings for failure to return property, but shall take appropriate action including legal prosecution for any Town-owned items that are not returned by a separating employee.

Disciplinary Action

It is the intention of the Town to utilize disciplinary action in a constructive manner to motivate the employee toward proper conduct in the future. Situations of a minor nature are expected to be handled informally by the employee's immediate supervisor and may result in a verbal warning which may be documented and retained in the employee's personnel file.

Formal disciplinary action shall be administered by the Department Head in coordination with the Town Manager.

Suspensions and discharge are officially administered by the Town Manager based on Department Head recommendation.



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Is the Town going to continue to have the Mayor and or a Commissioner involved in termination actions. Strongly recommend this be turned over to the Town Manager who has a matter of course should keep the Commission informed of such actions.

Disciplinary actions may include any or all of the following, which are not necessarily administered in order, nor are all types of disciplinary action required prior to discharge. The Town may immediately discharge an employee.

- 1 Oral Reprimand is a verbal notice to an employee that his/her behavior or performance must be improved or corrected. A written record of the oral reprimand shall be placed in the employee's personnel file and a copy provided to the employee.
- 2 Written Reprimand is a written notice to an employee that his/her behavior or performance must be improved or corrected. Written reprimands shall be placed in the employee's personnel file and furnished to the employee.
- 3 Suspension is the temporary removal of an employee from duty, with or without pay. Suspensions shall vary in length depending upon the seriousness of the offense or frequency of occurrence. Suspensions shall be documented and placed in the employee's personnel file.
- 4 Discharge (also may be referred to as Dismissal or Involuntary Termination) is the removal of an employee from the employ of the Town.

Employees may submit written explanations or responses to disciplinary actions to their personnel file. In some cases, particularly discharge, an employee may have certain additional due process rights.

CAUSES FOR DEMOTION, SUSPENSION OR DISMISSAL

A permanent employee may be demoted, suspended, or dismissed when, in the judgment of the department head the employee's work or misconduct so warrants. When the department head takes such action, he or she shall file a written notification with the [Position Title] containing a statement of reasons for the action. The employee shall be notified of the effective date of the action. Employees may be demoted, dismissed, or suspended without pay for violation of these rules which include, but are not limited to, the following:

- 1 Violation of town and/or personnel policies, procedures or rules;
- 2 Incompetency or inefficiency in the performance of assigned duties;
- 3 Offensiveness in conduct toward fellow employees or the public;
- 4 Violation of any lawful official regulation, or order, or failure to obey any lawful and reasonable direction given by a supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in lower morale in the organization or result in a loss, inconvenience, or injury to the Town's service or to the public;
- 5 Solicitation or taking for personal use a fee, gift, or other valuable thing in the course of work, or in connection with it, when such fee, gift, or other valuable thing solicited or given might be construed to be a means of receiving a favor or obtaining better treatment than that accorded other persons either on a present or future basis;



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- 6 Failure to pay or make reasonable provisions for payment of just debts owed the Town in a timely manner;_i
- 7 Conviction of a felony or other serious crime;_i
- 8 Inattention to duty, tardiness to excess, laziness, carelessness, and unnecessary breakage or loss of property;_i
- 9 Absence from work for three days in a row without proper notification to immediate supervisor as required by the personnel policies and procedures;_i—
- 10 The employee has been subject to an excessive number of accidents, resulting in personal injury or injury to others;_i—
- 11 The employee has been guilty of attempting to use political influence in securing or attaining a position or salary increase. Soliciting elected officials to intercede for or attempt to influence officers or supervisory employees in personnel matters shall be construed as violations of these rules;_i—
- 12 Dishonesty in connection with assigned duties and responsibilities as an employee of the Town;_i
- 13 Immorality or lack of integrity in connection with assigned duties and responsibilities as an employee of the Town;_i
- 14 Violation of departmental rules;_i
- 15 ~~Shallful-Willful~~ violation of any safety rule or practice;_i
- 16 Guilty of conduct unbecoming of an employee of the Town's service whether on duty, or off;_i
or
- 17 Intoxicated~~ed~~ while on duty, or use of alcoholic beverages, or any form of intoxicants, or narcotics, except such drugs as are being used upon the advice and prescription of a physician, during working hours.

None of the foregoing shall be deemed to prevent the demotion, dismissal, or ~~S~~suspension of an employee for any reason which is justifiable, even though such cause is not among those enumerated, provided, however, that an employee shall have the right of appeal. Any action taken against an employee for violation of these rules shall take into consideration the employee's service record.

Employee Procedural Rights

INVOLUNTARY TERMINATION AND PROCEDURAL RIGHTS

The Town Manager, Divisional Directors, and Department Heads serves at the pleasure of the Town CouncilCommission. ~~Termination of a~~All other employees ~~are made by~~may be terminated by the Town Manager.

Terminated employees have certain due process rights prior to discharge or other adverse employment decisions if they have a liberty or property interest that is affected by the adverse



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employment action.

Where an employment decision could be stigmatizing to the employee, and the Town intends to place a record of the action in the employee's personnel file (which makes it potentially subject to public disclosure) or if the action would foreclose a definite range of future employment opportunities, an employee shall be provided notice of the action and an opportunity to respond prior to the employment action.

Stigmatizing reasons for discipline or discharge may include dishonesty, immorality, moral turpitude, criminality, racism, harassment, falsifying forms, drug use, engaging in prostitution, use of position to obtain kickbacks or other privileges, or other charges impugning the employee's moral character.

Charges of incompetence, negligence, poor attendance, insubordination, failure to meet performance standards, failure to submit required forms or documentation and related performance-based criteria have typically been held to be insufficiently stigmatizing to trigger a liberty interest.

In cases where public disclosure of stigmatizing information is possible, the employee shall receive oral or written notice of the charges, an explanation of the evidence and an opportunity to respond and clear his/her name prior to the decision being finalized and documented in the personnel file. The employee shall direct their response to the Town Manager, who may consult with the Town Attorney, Mayor and/or Commission as needed.

This process is a procedural protection and in no way limits the Town's at-~~shall will~~ employment status. The findings of the Town Manager are final, shall be stated in writing and provided to the employee as well as documented within the personnel file.

RIGHT OF APPEAL

Any permanent employee who is discharged may appeal such action in writing to the Town Manager within 5 days after such action is taken. As promptly as possible, the employee shall be granted a hearing by the Town Manager and the department head concerned, at which time the employee and immediate supervisor may present relevant evidence regarding the action and the reasons therefore. When the disciplinary action is personally initiated by the Town Manager, the hearing shall be conducted by the Mayor. During the course of any investigation or hearing, the Town Manager, or the Mayor, as the case may be, ~~may~~ may direct any employee to attend and give testimony. Probationary employees who are terminated during the probation period are not permitted the right of appeal.

Any permanent employee who is demoted or suspended, may appeal such action by filing a written grievance in keeping with the Town's grievance procedures. Any such grievance shall be filed within five (5) working days from the date of action against the employee.

GRIEVANCE PROCEDURES

The Town intends to provide a constructive, positive work environment in which employees are empowered to contribute to the continuous improvement in the operations and services provided by the Town. To this end a formal grievance procedure is available to help resolve



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complaints of employees who believe they are not receiving fair treatment in the workplace.

STEP 1: Verbal Communication with Supervisor

Employees are encouraged to share their suggestions, as well as discuss any complaints or issues that may arise related to their employment and work environment with their immediate supervisor within five (5) working days from the time of the occurrence. The supervisor shall provide a verbal response to the complaint within five (5) working days of the discussion with the employee.

STEP 2: Written Communication with Department Head

Should an employee not find adequate resolution through verbal discussion with their immediate supervisor, the ~~complaint employee~~ shall respond in writing to the employee's department head within five (5) working days from the oral response in Step 1.

The employee shall submit ~~his/her~~ written grievance to their department head which must include:

- ✓ Date of incident,
- ✓ Description of incident,
- ✓ Summary of previous discussion(s) with supervisor regarding the incident,
- ✓ Desired resolution, ~~and~~
- ✓ Employee's printed name, signature and date of submission.

The department head shall provide a written response to the employee within five (5) working days of the receipt of the grievance.

STEP 3: Written Communication with Town Manager

If the grievance is not resolved in the first two steps, the employee may request a meeting with the Town Manager. This request must be in writing, dated and submitted within five (5) working days after receiving the response from Step 2. The department head shall be copied on the request.

The meeting with the Town Manager and the employee shall occur within ten working days of receipt of the request to meet, or on a date mutually convenient for all parties. At the Manager's discretion this meeting may include the department head and/or supervisor, and/or other Town representatives as appropriate. At the employee's option, the meeting may include a fellow employee or other representative.

The Town Manager, or designated representative, shall provide a written response to the employee within ten working days of the meeting. The Town Manager's response to the grievance is final.

WORK RULES AND CODE OF CONDUCT

The work place brings together many different types of people whose unique perspectives and individual skills and talents add tremendous value to the Town of Pembroke Park. All employees,



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officers, and volunteers, at every level within the organization, are expected to treat each other as respected and valuable colleagues.

Code of Ethics

Employees and officials of the Town of Pembroke Park are bound by the both the State of Florida and the Town's Code of Ethics.

FLORIDA CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES

Chapter 112 (Part III) of the Florida Statutes and the "Code of Ethics for Public Officers and Employees" which states in part, that "no officer or employee of a state agency or of a county, city or other political subdivision of the state— shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of this duties in the public interest."

All Town employees shall be furnished with a copy of Florida Statutes Chapter 112 (Part III) during their orientation. All employees are required to review the Statute along with the employment Rules and Regulations for their respective department. This information shall serve as a guide for employee conduct while in the employ of the Town.

PEMBROKE PARK EMPLOYEE CODE OF ETHICS

Article IX, Chapter 2, 260 of the Town Code states, "Employees of the Town hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official duties. Further, Town employees must act in a manner that promotes public trust and confidence in government with complete transparency and honesty in their services, and must avoid even the appearance or perception of impropriety. The Town Commission recognizes that, in the furtherance of these fundamental principles, there is a need for clear and reasonable standards of ethical conduct. This Pembroke Park Employee Code of Ethics establishes those standards." The following sections provide the expected code of conduct employees of the Town shall follow.

Gifts

Town employees shall not solicit or accept any gift, regardless of value, in their official capacity as employees, nor shall they solicit or accept any gift in either an official or personal capacity that may be reasonably perceived to be given to encourage or discourage them from taking any action in connection with their Town employment.

Lobbying

Town employees should avoid even the appearance of impropriety in their interaction and dealings with lobbyists registered with the Town and in their interaction and dealings with Town vendors and prospective vendors.

To promote full and complete transparency, lobbyists, Town vendors, and prospective vendors who intend to meet or otherwise communicate with a Town employee, either at such



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employee's office or elsewhere on Town government premises, for the purpose of influencing a decision to be made by the Town Commission, a decision to be made by any decision-making body under the jurisdiction of the Town Commission, or a final procurement decision to be made by a Town employee, must complete a contact log as prepared and maintained by the Town Manager. This contact log shall be completed for each individual Town employee with whom the lobbyist, Town vendor, or prospective vendor intends to meet or communicate. The contact log shall be legibly completed contemporaneously with the meeting, and shall be available for public inspection in a database designated by the Town Manager.

To further promote full and complete transparency, a Town employee shall disclose any meeting outside of his or her Town office, any telephonic discussion, or electronic communication with a registered lobbyist, Town vendor or prospective vendor, during or in which meeting, discussion or other communication the lobbyist, Town vendor, or prospective vendor seeks to influence a decision to be made by the Town Commission, decision to be made by any decision-making body of the Town, or a final procurement decision to be made by a Town employee.

A Town employee is prohibited from lobbying on behalf of an outside principal or employer for compensation, Town Commissioners, members of any Town Selection/Evaluation committee, or the governmental unit in which he or she is employed. Lobbying does not include providing information, advice or recommendations to any Town Commissioner or member of a Selection/Evaluation committee in furtherance of the employee's job responsibilities. Except as stated in this paragraph, Town employees may engage in lobbying activities provided such activities would not be inconsistent with their public duties or the provisions of Chapter 112, Florida Statutes.

Outside Employment:

For purposes of this section, other employment means any compensated employment performed by a Town employee aside from his or her employment with the Town, including any part-time employment, self employment, or consultant-related employment. Town employees may engage in other employment provided:

1. ~~the-The~~ other employment will not be inconsistent with the employee's public duties or the provisions of Chapter 112, Florida Statutes; or
2. ~~the-The~~ individual or business entity for whom the Town employee will engage in other employment is not a vendor under contract with Town or a prospective vendor seeking to do business with Town.

Prohibition On Use of Town Position For Personal Or Private Gain:

No Town employee shall use his or her municipal position or powers and duties to secure a financial benefit for himself or herself, an immediate family member or any private organization in which he or she is deemed to have an interest.

Future Employment:

No Town employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Town employee, either individually or as a member of a Town



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Committee, while the matter is pending or within the 30 days following final disposition of the matter.

Use of Town Resources:

Town resources shall be used solely for lawful Town purposes. Town resources include, but are not limited to, Town personnel, and the Town's money, vehicles, equipment, materials, supplies or other property.

No Town employee may use or permit the use of Town resources for personal or private purposes, but this provision shall not be construed as prohibiting:

1. Any use of Town resources authorized by law or Town policy;
2. The use of Town resources for personal or private purposes when provided to a Town officer or employee as part of his or her compensation; or
3. The occasional and incidental use during the business day of Town telephones and computers for necessary personal matters such as family care and changes in work schedule.

Nepotism:

No Town employee may participate in any decision specifically to appoint, hire, promote, discipline or discharge an immediate family member for any position at, for, or within the Town.

Political Solicitations:

No Town employee shall directly or indirectly compel or induce a subordinate employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

No Town employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining or in any manner changing the official rank, status or compensation of any Town employee, or an applicant for a position as a Town employee, on the basis of the giving or withholding or neglecting to make any contributions in money or service or any other valuable thing for any political purpose.

Elected Public Office:

A Town employee seeking elected public office is not permitted to engage in any activity related to seeking the office during working hours or in other ways which might constitute an inappropriate use of Town time and resources or lead to the impression that the Town government endorses his or her candidacy.

The prohibition against the use of Town time and resources in a campaign for elective office includes a ban against using Town equipment, including vehicles, telephones, copy machines, inter-office mail, or other equipment owned by the Town. The employee/candidate is prohibited from participation in campaign activities off duty wearing a Town uniform or driving a Town vehicle.

Town employees are prohibited from soliciting campaign contributions or any in kind gifts to support his or her campaign, including soliciting campaign workers or contributions from among



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Town employees when the solicitation takes place on duty or when the solicitation could be reasonably construed as having a connection to a real or expected employment decision. The employee/candidate for public office must avoid the appearance or reality of a conflict of interest between their employment with the Town and the outside candidacy.

A Town employee choosing to run for elected public office must disclose his/her candidacy to the employee's immediate supervisor and the head of their Department within three (3) business days after the time the employee becomes an official candidate by filing the necessary candidate papers. All campaign-related activities by an employee/candidate occurring before official candidacy are also subject to these restrictions.

The employee/candidate must take reasonable steps, with approval by his or her supervisor, to minimize the prospect of a conflict of interest between the employee/candidate's work duties and campaign activities. These steps may include the use of annual leave, personal days, or unpaid leave of absence following approval in advance by his/her supervisor pursuant to Town policies.

Confidential Information:

No Town employee who acquires confidential information in the course of exercising or performing his or her powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers or duties.

Enforcement Procedures:

The authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics is vested in the Town Manager. A Town employee may appeal the decision of the Town Manager by filing a written appeal to the Town Commission within fifteen (15) days of the final decision of the Town Manager is rendered. The Town Commission may affirm, modify or reverse the disciplinary decision rendered by the Town Manager.

The authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics by the Town Manager, Assistant Town Manager or any Department Head is vested in the Town Commission.

Town Commission shall have the authority to investigate alleged violations of the Pembroke Park Employee Code of Ethics when the Town Manager fails to do so, or when the Town Commission determines that such investigation is required.

Freedom of Information Act and Public Records Act

It is the policy of the Town of Pembroke Park to comply fully with the Freedom of Information Act. All individuals are entitled to certain and specific information regarding the affairs of government and the actions of public officials and public employees.

All FOIA requests are to be immediately directed to and processed by the Town Clerk or his/her designee. Requests for public information may be either oral or written and ideally are handled within five business days after the request has been received. In some cases, an extension may be required, and certain information may be denied or redacted. Originals of any documents shall not be allowed to



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leave Town property, and the costs associated with compiling and providing the information shall be charged.

Public Records

Under no circumstance may an employee remove documents, photos, reports, personal or personnel information or any sensitive material that is the property of the Town of Pembroke Park.

Employees found to be in violation of this policy may be disciplined, up to and including discharge.

Personal Conduct

All persons employed by the Town must remain constantly aware of their responsibilities to the public and of the fact that they are representatives of the Town. It is expected that their conduct and appearance shall be commensurate with the positions which they hold.

Town employees are frequently called upon to express opinions and to provide information concerning the Town government, its operations and its policies. Expressions of opinions should be carefully weighed in the light of their probable affect and should be based upon facts within the knowledge of the employee. A Town employee is not deprived of the rights of citizenship which affords the right of free speech. He should be keenly aware of responsibilities and privileges as an employee of the Town and understand that personal opinions shall often be interpreted by others as representing the official opinion of the Town.

Employees shall be well informed concerning the policies and operations of Town government. Such responsibilities increase with the importance of the position held. Admitting lack of knowledge concerning a question asked is far superior to an incorrect answer, but if the situation requires it, the employee under such circumstances should refer the questioner to the proper source of information or obtain the actual facts and inform the person making the inquiry.

Employees are expected to refrain from repeating rumors and from creating dissension within the organization.

Employees shall visit departments other than those in which employed only on official business. Reasonable breaks in routine work may be taken as long as the privilege is not abused but loitering is expressly forbidden. Any employee who has completed assigned tasks, or the work for which that employee is responsible shall report to a supervisor for assignment of other duties.

Outside Employment Guidelines

Full-time Town employees wishing to hold supplemental, part-time employment in addition to his or her Town employment must request approval in writing to their department head, and must do so each year that supplemental employment is held on their Town anniversary date.

The request should include the:

- Name of the Employer;
- nature Nature of the employment and duties to be performed; and
- approximate Approximate number of hours to be worked per week.



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The Town Manager shall determine whether a conflict of interest exists or if the employee's ability to effectively perform their Town work shall be hampered and shall inform the employee in writing of his or her determination.

A conflict of interest may include, but is not limited to:

- ~~a~~Any employment, activity, or enterprise which involves for private gain the use of the Town's time, facilities, equipment, supplies, or prestige or influence of the Town Office; ~~;~~
- Any activity which involves receipt or acceptance of any money or other consideration from anyone other than the Town for performance of an act with the employee should be required or expected to render in the regular course of their Town employment; ~~;~~
- Any activity which involves a performance of an act other than in their capacity as a Town employee which may later be subject to the control, inspection, review, or enforcement by the employee or the department in which they work; ~~or~~ ~~;~~
- Any activity which involves so much of an employee's time that it impairs their attendance or efficiency in the performance of their duties.

Employees may not wear a Town uniform, work shoes/boots, or any other apparel furnished by the Town in performing outside work. Outside work may not be performed during regularly scheduled Town work hours or at a Town facility, and no Town resources, equipment, tools or supplies may be used for outside work.

Political Activity and Voting Time

All employees should register to vote and should exercise this privilege at each opportunity afforded. It is Town policy that it is in the public interest and at governmental benefit to remove career employees from the arena of partisan political activity. Florida statutes impose certain restrictions on the political activities of state, ~~;~~ county, and municipal officers and employees.

Also, those employees in positions supported in whole or in part by Federal funds may be subject to those restrictions contained in the federal "Hatch Act." The following prohibitions shall apply to all Town officers and employees: ~~;~~

- No person shall promise, ~~;~~ attempt, or use political position, influence, or coercion in an effort to erode the merit system nature of the Town work force by patronage or favoritism for past or future political influences or services, either implied or actual.
- The Town of Pembroke Park shall not permit the use of its equipment, ~~;~~ property, facilities or supplies for partisan political purposes.
- Employees shall not take an active political role on behalf of any candidate or incumbent for Town elective office.
- Employees shall not be solicited for contributions, ~~;~~ or any other sort of support or influence for any political party, office, or candidate, either from other employees, superiors, elected officials, or candidates.



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- A Town employee who becomes a candidate for any public elective office shall, at the time of formally qualifying, resign in good standing from the Town service.

Violations of any of these restrictions shall result in disciplinary action including discharge, as determined by the provisions of these rules.

Full-time regular employees shall be granted one (~~1~~) hour off to vote at the start or end of their shift, provided such time does not result in the Town having to replace employees at overtime rates of pay and coverage is maintained in ~~2~~ each department.

Employees interested in utilizing voting time must request the use of such time at least twenty-four (24) hours in advance of using such time. Granting the use of such time under all conditions shall be made at the discretion of the department head.

Active political campaigning or solicitations for political contributions while on duty is strictly prohibited.

Political Activity and General Solicitation

The Town does not discourage political participation or activity. However, certain restrictions are imposed to insure the integrity and impartiality of the Town. In this regard:

- Employees of the Town shall not engage in political activities on behalf of a candidate for partisan or non-partisan election during those hours when the employee is being compensated for the performance of his/her duties as a Town of Pembroke Park employee. This includes distributing or circulating literature or paraphernalia for or against an issue or candidate.
- Solicitation and/or distribution of literature, including signing and circulating petitions for candidates, propositions and other political matters, is prohibited during working hours or in work areas. Working hours include the actual working time of both the individual performing the solicitation or distribution and the employee to whom it is directed.
- Employees of the Town shall not solicit, receive or in any way participate in soliciting or receiving any assessment, subscription or contribution for any political party or any political purpose whatsoever, during those hours when the employee is being compensated for the performance of his/her duties as a Town of Pembroke Park employee.
- Employees involved with political campaigns shall do so as private citizens. Employment status with the Town shall not be referenced when campaigning for or against any candidate or ballot issue, question or proposal. Employees involved with political activity shall neither claim to represent the Town nor claim their views or opinions reflect the views or opinions of the Town.
- Equipment, materials and supplies belonging to the Town, including the Town's letterhead, business cards or other such material supplied by the Town, shall not be used in support of political activities.

Employees who become candidates for the Town Commission of the Town of Pembroke Park shall be required to take a leave of absence without pay when that employee complies with the candidacy filing requirements or sixty (60) days before any election relating to that position, whichever date is closest to the election. Employees who are elected to Town Commission must resign their Town employment prior to the commencement of their term of office.



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Customer Service

The Town of Pembroke Park requires employees to represent the Town in a positive manner and treat customers and residents with courtesy and respect at all times.

Employees should be prepared to listen patiently to complaints and deal with them in a helpful, professional manner. Residents or customers who become unreasonable, abusive or harassing should be referred to the employee's supervisor.

Public Statement/Press Calls

Unless otherwise delegated, the Town Manager is the official designated spokesperson for Town staff. Employees should refer all requests for formal statements, interviews, and related activities to the Town Manager. Employees may not make formal statements on behalf of the Town, except in cases of sharing routine, factual information, without prior authorization.

The Work Place and Town Resources

APPEARANCE

Your appearance is important to demonstrating the professionalism of Town organization. For this reason, each employee is expected to report for work each day with appropriate hygiene, appearance and attire for his or her position.

Personal cleanliness is a must for all employees. Body odors, strong perfume or smoke may all be particularly offensive to the public or coworkers. Employees should take pride in their personal hygiene and appearance and report to work clean and groomed appropriately.

Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others. Anyone reporting to work in inappropriate clothing shall be sent home to change.

It is impossible to describe or define every possible acceptable or unacceptable example of attire. Generally speaking, clothing should be in keeping with the image of a professional organization; the following is prohibited:

- Excessively worn, torn or dirty clothing.
- Clothing with suggestive or offensive logos, pictures, insignia, etc.

Very tight, revealing or otherwise sexually suggestive clothing, and-

-
- Exercise attire including "sweats"

If in doubt, ask prior to wearing the item. Your supervisor shall determine whether or not attire is acceptable.

USE OF TOWN RESOURCES

Vehicles, materials, facilities and equipment owned by the Town are intended for Town business



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use only. Further, Town employees are expected to perform work related only to Town business while on work time. Specifically:

- 1 Mail & Letterhead - Employees may not use the Town's postage for personal mail. Additionally, employees should not routinely receive personal mail or package deliveries while at work. Town letterhead is to be used for official Town business only.
- 2 Phone - All phone lines are to be kept available for the Town's business. Personal calls must be held to a minimum. Employees are expected to reimburse any expense associated with personal long-distance calls or excessive personal calls made using a Town telephone.
- 3 Cell Phone - Personal calls on Town cell phones are to be held to a minimum and are allowed provided only where personal use does not result in an overage of the contracted minutes. If the minutes are exceeded, the employee is required to pay the additional charges or costs.
- 4 Vehicles - Town-owned vehicles are to be used for official Town business only, unless otherwise approved by the Town Manager.
- 5 Equipment, Facilities and Supplies - Equipment, facilities and supplies are to be used for Town business only, including tools, machinery, computers, copiers, faxes and other office machines.
- 6 Personnel - Town personnel are only to perform work related to Town business and/or projects while on work time.

The Town's resources, including Town vehicles, may not be borrowed for personal use by employees.

EMPLOYEE IDENTIFICATION

It is the policy of the Town of Pembroke Park that all employees be photographed as a method of establishing proper identification and records for the employee. The identification shall be handled by the [Position Title] during orientation.

The [Position Title] shall issue picture identification cards to all employees with the exception of the Fire Department.

Town identification cards are to be presented upon request. The cards are only to be used for employment purposes.

Upon separation of employment, identification cards shall be turned into the employee's department and submitted to the [Position Title] along with a completed "Surrender of Town Property Form" which shall authorize the tendering of the employee's last paycheck.

Employees are to report lost identification cards immediately. Replacement identification cards shall be reissued at a fee of five dollars (\$5.00) each.

Upon expiration, the identification card is to be exchanged for a new card.

Identification cards shall expire five (5) years from the date of issuance and it shall be the employee's responsibility to get a new one from the [Position Title].



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KEY DISPERSAL

Keys to Town buildings, facilities, vehicles or equipment may be issued to employees. Keys are never to be duplicated, given or lent to anyone else, including a fellow employee. Lost or stolen items must be immediately reported to the Town Manager.

UNIFORMS AND SAFETY ATTIRE

The Town may issue directly, provide allowance for, or reimburse employees in certain departments for safety attire, work shoes/boots, uniforms, etc. These items are to be clean and worn with reasonable care. The Town shall replace worn or damaged items as needed and within reason, generally not more than once per year. Town attire or uniforms are considered Town property and are to be worn while on duty for Town business only.

PERSONAL ARTICLES IN THE WORKPLACE & SEARCH OF PROPERTY

The Town is not responsible for lost or damaged personal articles brought into the workplace. All property belonging to the Town, including Town vehicles, computers, phones, desks, file cabinets, lockers and other storage areas, is subject to inspection or search at any time without notice to retrieve work-related materials or to investigate a violation of workplace rules. Employees should not have any expectation to privacy with regard to Town premises.

PERSONAL WORKSPACE & DISPLAYS

Personal workspace is also considered property of the Town and is oftentimes accessible and viewable by co-workers and the public. Reasonable, tasteful displays of personal pictures, decorations, and related items are acceptable. However, any personal displays that violate harassment, code of conduct, or other policies shall be addressed as a violation according to those procedures. Your department head and/or the Town Manager have the final authority to determine what is acceptable.

SMOKE-FREE WORKPLACE AND SMOKELESS TOBACCO USE

Smoking is strictly prohibited within all work areas and public spaces including Town vehicles, conference rooms, private offices, reception areas, restrooms, stairwells, hallways, work stations, and all other enclosed areas. This policy applies to all employees, customers, contractors and visitors.

Employees who wish to smoke may do so only during regular break periods, and may smoke only outdoors in designated areas. Employees may not litter and must properly dispose of smoking materials.

Persons observing a violation of this policy report it to their supervisor or the Town Manager. All complaints shall be investigated and all personnel are expected to cooperate fully.

Employees or individuals smoking in violation of this policy shall be asked to stop. If they refuse, they shall be asked to leave the work area and may be subject to civil fines (\$100 first offense, \$500 subsequent violations). In addition, employees who refuse to comply shall be considered insubordinate and shall be subject to related disciplinary action up to and including discharge.



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Retaliation against individuals for reporting violations of this policy or for exercising their rights under the law shall not be tolerated. If you believe you are being retaliated against, immediately report it to your supervisor or the Town Manager. Those engaging in retaliation are subject to disciplinary action up to and including discharge.

CARE OF EQUIPMENT

Employees are expected to follow prescribed safety procedures for equipment and vehicle usage, refrain from and/or report equipment abuse and guard against equipment loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment shall not be tolerated and may result in disciplinary action, up to and including discharge.

VEHICLE USAGE

The Town allows certain job classifications to use Town-owned vehicles with prior supervisor approval.

Employees who use their personal vehicles for Town business shall be reimbursed at a rate set by the Town ~~Council~~Commission.

Any employee driving on Town business, whether using their own vehicle or the Town's, must have a valid Michigan driver's license and a satisfactory driving record. Any restrictions on, or revocation of, an employee's legal right to drive must be immediately reported to the appropriate department head.

Employees who drive a vehicle on Town business must exercise due diligence to drive safely, observe all traffic laws, speed limits and related rules of the road, and maintain the security of the vehicle and its contents. Drivers are responsible for any driving infractions or fines that result from their driving and must report them to their supervisor.

No one other than authorized Town employees is authorized to drive or ride in Town vehicles, unless prior approval has been obtained from the Town Manager.

Smoking is strictly prohibited in Town vehicles.

CREDIT CARDS

The Town recognizes that in certain instances, it is in its best interests to issue a Town credit card to certain employees. Town credit cards are limited to employees in positions that demonstrate that having a credit card shall assist them in performing their assigned responsibilities. Any issuance of a Town credit card must first be authorized by the Town Manager.

The credit card may only be used for the purchase of goods or services related to the official business of the Town. It is not to be used for any personal business.

Any employee that is issued a Town credit card is responsible for the card's protection and custody and shall immediately notify [Position Title], if the card is lost or stolen.



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The issuance of a Town credit card is a privilege that may be revoked at any time. Any card holder found in violation of this policy may be forced to surrender the card and may be subject to discipline. Employees shall surrender their League-Town credit card upon request, including at the time of termination.

Use of Communication Systems

The Town of Pembroke Park provides its employees with the necessary communication equipment for prompt and efficient execution of Town business such as telephones, cell phones, voice mail, radios, etc. Supervisors are responsible for instructing employees on the proper use of communications equipment for both internal and external Town communications.

All Town communications equipment and services, including personal messages transmitted or stored by them, are Town of Pembroke Park property. As they are Town property, all Town communications, services and messages are also subject to all Freedom of Information Act (FOIA) requirements and may be required to be made public upon request. In addition, the Town may access and monitor internal and external communications as deemed appropriate.

Improper use of Town of Pembroke Park communication equipment or systems shall result in discipline, up to and including termination. Improper use includes communication that violates the harassment policy or policies regarding personal use or abuse of Town property or any other policy contained within this manual.

COMPUTER, INTERNET AND E-MAIL POLICY

All documents, e-mail, and other electronic work products originating from or received by the Town computer systems are the property of the Town of Pembroke Park, and are not considered private information. Employees should have no expectation of privacy with regard to computer use and communications.

GENERAL COMPUTER POLICIES

Only those persons given permission are permitted to use any computer resource owned, rented or leased by the Town of Pembroke Park.

Only designated personnel or persons contracted by the Town may install software or hardware on any Town computer system. Prior approval from the Town Manager's office is required before installing anything on a Town computer.

All disks, CDs or any other file storage device brought from any outside entity must be scanned for viruses before being loaded on the Town's computer system.

Unlawful copying of any software is strictly forbidden. This includes loading unlicensed software on Town computers or loading Town software on computers that are not owned, rented or leased by the Town.

Employees may not delete or destroy any electronic records or documents related to official Town business except as provided in official record retention and disposal policies of the Town Clerk.



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INTERNET USE

Access to the Internet is provided as a tool for official Town-related research and communication.

Use of the Town's computer resources or Internet service for any unlawful purpose is strictly prohibited.

The Town actively monitors incoming and outgoing Internet traffic; employees should have no expectation of privacy.

Inappropriate or unlawful use of the Internet may result in the loss of access for the user and/or disciplinary action up to and including discharge.

E-MAIL USE

E-mail usage is for official Town communication purposes only, whether it is internal or external.

Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the Town of Pembroke Park.

Employees may not delete or destroy any email communications related to official Town business except as provided in official record retention and disposal policies of the Town Clerk.

The Town actively monitors incoming and outgoing email; employees should have no expectation of privacy.

WEBSITE

The purpose of the Town of Pembroke Park's website is to provide information about Town operations and governance as well as information of general interest to the community. The Town Manager or his/her designee has final approval of any links or postings to the website.



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DEFINITION OF TERMS

Purpose: To provide a listing of definitions applicable to the Personnel Policies and Manual.

Anniversary Date – The calendar date on which any of the following occur: Completion of probationary period, Promotion or demotion to another position

Appointing Authority – The Town Commission or department heads who have the authority to appoint or remove employees under their jurisdiction.

Classification – A position or group of positions which involve a comparable level of duties and responsibilities and similar qualifications and is designated by a title indicative of the kind of work and for which the same pay range can be applied with reasonable equity.

Classification Plan – A thorough compilation of job descriptions which have been organized according to class.

Compensation – Wages, salaries, fees, allowances, and all other forms of valuable consideration or the amount of any one or more of them paid to an employee, by reason of service rendered in any position, but not including any allowances for expenses authorized and incurred as incidental to employment and which may be separately authorized and/or reimbursed.

Compensation Plan – A schedule of compensation established for each position-class of positions so that all positions of a given class shall be paid in the same pay range established for the class.

Department Head – Employees of the Town designated to be head of a department.

Demotion – A change in employment status from a position of one class to a position of another class having a lower maximum pay rate than the original class.

Dismissal – Complete separation of an employee from the employment of the Town.

Employee – Any employee of the Town covered by the provisions of these rules and regulations.

(FLSA) Exempt Employment – Employees who are exempt from the overtime provisions under the definitions of the Fair Labor Standards Act (i.e. salaried employees).

Full Time Employee – An employee who has successfully completed the probationary period and who works 40 or more hours per week.

Temporary Employee – Employee whose tenure is intended to be of limited duration (i.e., filling in for illness, vacations, summer months, maternity leave) and usually not to exceed six months in duration. Such employment may be either full or part time.

Job Description – A narrative statement describing the current duties, responsibilities, general requirements, and qualifications for a single position.

Layoff – Separation of a permanently appointed employee from a position in the personnel system because of the reduction on workload available, lack of funds by the Town, abolishment of the position after study, material alteration in the organization or for other related causes.

Overtime – Overtime is any hours worked in excess of the scheduled work hours.

Performance Evaluation – The periodic evaluation or appraisal of an employee's work performance.



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Part-Time Employee – ~~a~~Any employee who works less than forty (40) hours per week.

Probationary Employee – An employee who has:

- Not completed the required probationary period; ~~or~~
- Been placed into probationary status for cause.

Probationary Period – A working test period and an integral part of the evaluation, testing, and/or examination process during which the employee is required to demonstrate fitness for the position by satisfactory performance of the duties of the position and by satisfactory conduct and attendance as prior conditions to receiving permanent status. Initial probationary periods shall normally be one year for Fire Department personnel included in the collective bargaining unit and six months for all other employees. Employees placed on probation for ~~Ca~~~~U~~~~3~~~~e~~~~c~~~~a~~~~u~~~~s~~~~e~~ may be placed into that status for durations determined by their department heads or the Town Commission.

Promotion – The upgrading of an employee from a position of one class to a position of another class which has a higher maximum pay rate.

Reclassification – The action taken to officially change an existing position to a different appropriate class because of a change in the duties, ~~r~~responsibilities, and/or requirements of the existing position, ~~r~~or because of a revision to the classification.

Resignation – The voluntary termination of employment by an employee.

Suspension – Enforced leave of absence, without pay, of an employee for disciplinary purposes or, with or without pay, as determined by the Town Commission, ~~d~~during the investigation of alleged misconduct of the employee.

Temporary employee – An employee employed for a period of up to 90 days, when permanent employment for the job to be performed is not anticipated.

Transfer – Change of an employee from one position to another.

Vacancy – A position established in a current budget as duly created and not currently occupied by an incumbent.

From: Ashira Mohammed Subject: telephone and email protocol Date: April 18, 2019 at 7:24:30 AM EDT To: Natasha Joseph Cc: Chris Ryan , swoodbury@townofpembrokepark.com To all staff: Please be advised that after receiving numerous complaints from the public, as well as, other staff members this memo is to be circulated to all staff members and to go into effect immediately. Maintaining high standards in business communication is a sign of professionalism. Poorly structured and untimely responses whether via email, postal mail or voicemail make people feel underappreciated and undervalued and makes us look unprofessional. We are professionals and represent a government agency and need to conduct ourselves accordingly. Telephone protocol : Please answer the phone by the third ring. When communicating with the public always be courteous. Use respectful and considerate words and phrases, such as: "I'm sorry." "Thank you." "Please." "May I take a message?" "Would you like to leave your number?" "May I put you on hold?" "I'm sorry to keep you waiting." "He's away from his desk. May I have him return your call?" Don't use words and phrases such as: "Huh?" "Yeah." "I don't know where he is." "She's at lunch. Call back later." "He's not here." "I don't know where he is or when he'll be back." Voicemail Please return calls within 48 hours. In the event that the voice message comes in on a Friday please respond by the end of business on Monday. If someone is on vacation please set an auto response to respond advising that said person is out of the office for the duration of time and if this item needs responding to before then who they should contact. If a response requires time to investigate please acknowledge the message by returning the call and informing the person that it will take time to complete the request and give an estimate of how long it will take to complete the task. Please keep voicemail boxes free to receive additional messages. Under no circumstances should mailboxes be full and unable to accept a message. This is very unprofessional for a business. Email protocol: Please open and respond to all emails within 48 hours is good etiquette. In the event that the email comes in on a Friday please respond by the end of business on Monday. If someone is on vacation please set an auto response to respond advising that said person is out of the office for the duration of time and if this item needs responding to before then who they should contact. If a response requires time to investigate please acknowledge the email by replying that it will take to complete the request and give an estimate of how long it will take to complete the task. Email Subject Line Use an appropriate heading in the email subject line. A heading that is specific to the customer's concerns lets him know you have crafted an individual response rather than sending along a form letter. For example, the heading "response time issues" works better than "your recent concerns." When sending email both internal and external from the copy machine always include a relevant subject line send data from MFP11839410 is not a relevant subject line. Email or Letter Content Open the letter or email with an expression of thanks, such as "Thank you for your recent correspondence regarding" This lets a sender know you read his note and sets the stage for a reasoned response. It also conveys gratitude that the sender took the time to write to us. Next, get straight to the point, addressing the sender's concern directly and succinctly. Provide any explanation as to why the sender encountered a problem, or what steps are necessary to complete his request and timeframe to complete request. Close the letter by thanking the sender for his input and providing a phone number or email address to which he can forward further concerns or follow up regarding his request. Those failing to comply will be disciplined, failure to repeatedly comply will result in termination. /***** EMAIL DISCLAIMER *****/ Please note: Florida has a very broad public records law. Most written communications to or from Town Officials and employees regarding Town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



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

Agenda Request

Meeting Date:	April, 2020
Subject:	Proclamation
Initiated by:	☒ City Council ☐ City Attorney ☐ City Manager/Staff
Prepared by:	Name & Title: Ashira Mohammed Mayor
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Miramar minutes form April 6, 2016; Durham
Fiscal Impact:	
Policy Question(s) for Council Considerations:	Whether all proclamations need to be brought before the commission for approval vs allowing approval of uncontroversal proclamations and allowing for an appeal process to the commission if denied
Summary:	The town receives numerous request for proclamations which sometimes are time sensitive or misses the deadline etc.
Background:	
Discussion/Analysis:	
Options:	Vote to change the process for procamations or create an acknowledgment so that we can streamline the process. Keep it the same and do nothing.
Advantages:	Speed up the process.
Disadvantages:	
Possible action:	Vote to change the process for procamations or create an acknowledgment so that we can streamline the process. Keep it the same and do nothing.
Advantages:	Speed up the process. Keep clutter off the agenda.
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	



MINUTES OF THE CITY OF MIRAMAR REGULAR COMMISSION MEETING

APRIL 6, 2016

7:00 P.M.

The regular meeting of the Miramar City Commission was called to order by Mayor Messam at 7:04 p.m. in the Commission Chambers, Miramar City Hall, 2300 Civic Center Place, Miramar, Florida.

Upon call of the roll, the following members of the City Commission were present:

Mayor Wayne M. Messam
Vice Mayor Darline B. Riggs
Commissioner Winston F. Barnes
Commissioner Maxwell B. Chambers
Commissioner Yvette Colbourne

The following members of staff were present:

City Manager Kathleen Woods-Richardson
City Attorney Jamie Cole
City Attorney Alison Smith
City Clerk Denise A. Gibbs

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Proclamation: National Crime Victims' Rights Week (*Mayor Wayne M. Messam*)

Proclamation: Safe Digging Month (*Mayor Wayne M. Messam*)

Proclamation: HHC, 1ST Battalion, 124th Infantry Regiment Day (*Mayor Wayne M. Messam*)

Proclamation: National Child Abuse Prevention Month (*Mayor Wayne M. Messam*)

1

City of Miramar
Regular Commission Meeting Minutes
April 6, 2016

CONSENT AGENDA

Mayor Messam pulled item two.

Commissioner Barnes pulled item three.

Vice Mayor Riggs pulled item five.

Commissioner Chambers pulled item six.

On a motion by Commissioner Colbourne, seconded by Vice Mayor Riggs, to approve Consent Agenda Items 1, 4 and 7, the Commission voted:

Commissioner Barnes	Yes
Commissioner Chambers	Yes
Commissioner Colbourne	Yes
Vice Mayor Riggs	Yes
Mayor Messam	Yes

1. Minutes from the Regular Commission Meeting of March 23, 2016.

Approved

2. Temp. Reso. #R6006 amending Resolution No. 15-185 to provide for local financial support in the form of cash to be paid to **Project Potential/Strive** in an amount not-to-exceed \$42,600. (*Community and Economic Development Department Director Eric Silva*)

Community and Economic Development Department Director Eric Silva gave a brief presentation on the proposed item, further detailed in the backup. The City Manager recommended approval.

MAYOR MESSAM: Thank you, Mr. Silva. Before I get to my questions, are there any members from the public that have any comments regarding this item? All right, seeing none, back to the Commission. The first question I have, and I think you kind of answered the question, the 142 jobs, is that in addition to the 50 already approved, or it's an additional 92?

MR. SILVA: It's an additional 92.

MAYOR MESSAM: The other item, obviously, we're always excited when we have opportunities to bring companies into our City, especially those that qualify under the QTI program. I just want to share with the public that I am in communication with the

MAYOR MESSAM: Well, resolutions and ordinances. Outside of resolutions and ordinances, could there be other items that could be brought to the attorney that would be placed on the agenda without a majority of the Commission approving the item coming on the agenda?

CITY ATTORNEY COLE: This only applies to legislation; legislation is resolutions and ordinances. The proclamations, for example, you wouldn't have to show to me to put on the agenda, you'll just put those on. If you just want to have a discussion item, you can just put that on, you don't have to come. But if something is going to actually be a resolution or an ordinance, these two sentences.

MAYOR MESSAM: So for that item, it's for ordinances and resolutions, legislation?

CITY ATTORNEY COLE: That's correct.

MAYOR MESSAM: It's in reference to the legality?

CITY ATTORNEY COLE: That's correct.

MAYOR MESSAM: The next sentence says: The City Attorney shall review these items without City Commission approval, in his or her opinion - as you just state - with a minimum amount of time. I just want to be clear, if it doesn't require a lot of time, we won't be sent the bill for the extra research and everything that has to be done?

CITY ATTORNEY COLE: That's right. That's the idea. If you give me something, and we can just look at it and it takes an hour, maybe an hour and a half, something like that. But if it's going to take four or five or six hours, it's going to take a substantial amount of time, that's the type of thing I want to make sure there's at least three of you that would want us to do it, rather than spending the time doing it.

MAYOR MESSAM: I'm wrapping up. Under D, under Proclamations, we did discuss this in the workshop, and I think we came with a reasonable position on this, where it says: The Mayor and any Commissioner may request that the Mayor issue a proclamation or request for proclamations shall be made to the Mayor one week in advance, if possible. And it states: Controversial items shall be brought for Commission consideration and approval. I would like to propose that we clarify this to include like a trigger action. So, for example, if we were to state something on the lines of that after all requests for proclamations shall be made to the Mayor one week in advance if possible, Mayor may deny controversial proclamation requests at the Mayor's discretion. Denials may be appealed to the Commission for consideration for approval. It seems like it's missing a trigger.

CITY ATTORNEY COLE: Yes, that is definitely what was intended. The intent of this was, if someone brings a proclamation idea to you, and you don't want to do it, then

that's considered controversial, and that the Commission can then kind of bring it to the Commission for a majority vote, yes. So we will add that language.

MAYOR MESSAM: So for clarity, and those who know, I pretty much approve all proclamations. But in the rarest form, if there was a denial, I want to provide a process, so I may not personally agree, but there is a process to be brought to the Commission for approval to the Commission.

CITY ATTORNEY COLE: We don't have to call them controversial either. I mean it's pretty much if you decide that you don't want to issue a proclamation, that Commissioner can bring it up to the Commission. We'll correct that language.

COMMISSIONER COLBOURNE: A question on that one.

MAYOR MESSAM: Yes, Commissioner Colbourne, you're recognized.

COMMISSIONER COLBOURNE: Thank you. I think what the intent, what you're asking for, I'd already read that into it. I assumed that was the intent of it. But with the change in language, does that then prevent a Commissioner from saying; just bring it directly to the Commission to request a proclamation. Because now it sounds like we're saying only after it's been denied that you can bring it to the Commission. So when the language is in the final language, I want it to be clear that we could still bring it directly to the Commission, because that would go back to us being able to bring any other item to the Commission.

MAYOR MESSAM: From a procedural standpoint, the process would be that the request would come to the Mayor's Officer first. For example, for protocol, to request to the Mayor for a proclamation, and then the proclamation is granted or issued, because it comes from the Mayor's Office. In the rare instance, if the Mayor denies the request, for whatever reason, there's a process, just bring it to the Commission. If the Commission agrees, majority vote, it gets issued. That's the process. Now if it's a situation, the language is written to just come to the Commission and just request a proclamation by vote without making the request to the Mayor's Office, I just think that's out of protocol. I just want to be clear, is that what you're stating?

COMMISSIONER COLBOURNE: It would be out of protocol if that's what we're writing into it. We're writing something into it that's not a problem. I've always requested proclamations, and I've never had one denied. It's never been a problem. All I'm saying is that if we put in that procedure, we're pretty much saying that any Commissioner can bring any items, we can bring an item, place an item on the agenda that's a resolution, that's an ordinance, of any magnitude, except for a proclamation, because that has to go through a different process. And all I'm saying is that when you write it, there should be an appeal process if it's been denied, then it comes to the Commission; I can see that. But it shouldn't be written in a way that it would preclude us sitting here at a meeting and say, "Yeah, we should perhaps do a proclamation," and

discussing it here on the dais, requesting it here on the dais. It shouldn't prevent us from doing that. That's all I'm saying.

MAYOR MESSAM: The first step is the Mayor's Office. It's not preempted by a request by the Commission. So even if we're having a discussion and we decide that we're going to do a proclamation, the consensus on the Commission is to have the Mayor issue a proclamation. My edit or my revision recommendation is not even on that line. How I'm reading, and how it's currently written, there's no trigger. I just want it to be clear. It could be years after we are gone. We assume and we know how things are or feel that they should go, but it's always best to have it in writing, in terms of the process. This paragraph states clearly that if you want a proclamation, the Mayor or any Commissioner may request that the Mayor issue a proclamation. So it states that the proclamation comes to the Mayor's Office: All requests for proclamations shall be made to the Mayor one week in advance, if possible. And those of you know that I've had requests the day before, and we've issued. We don't like to do that, because we have to stop everything to do it, so we just ask, out of courtesy, to give it a week. Next, it says: controversial items shall be brought for a Commission consideration an approval. But what does that process mean? So all I'm suggesting is that when the next step in the request to the Mayor, the Mayor issues a proclamation. Well, if you're following a flow chart, if the decision tree says approved, then you get the permission. But if it says denial, then what do you do? If it's denied, you have, as the requestor, the option to come to the Commission to seek Commission approval. It's nothing more, nothing less. It's just a matter of clarifying what the process would be, in the event that the Mayor's Office denies a proclamation request. Nothing more, nothing less. I don't want to make it more complicated, I'm trying to be as simple as possible. Commission Chambers, you're recognized.

COMMISSIONER CHAMBERS: I'm going to suggest that we take it back upstairs. This is not something that we need to be trying to work out here. These people, they miss their dinner, they miss their supper. I think this item needs to go back upstairs and we work it out upstairs.

MAYOR MESSAM: I don't agree. We workshopped this. This is a final document. We've already talked about this. We're going to go up to talk about something we've already talked about? Commissioner Barnes.

COMMISSIONER BARNES: Please, City Attorney, have me understand what I might not, up to this point, understand. Are we not giving our Commissioners the opportunity to override a veto, essentially?

CITY ATTORNEY COLE: Yes, effectively, that's what this would do.

COMMISSIONER BARNES: Thank you.

CITY ATTORNEY COLE: Basically, it would say if you want a proclamation, then you would bring the request to the Mayor's Office. If the Mayor issues it, great. If the Mayor chooses not to issue it, the requesting Commissioner could bring it back to the Commission, and then. If by majority vote, you can overrule the Mayor, and then it would be issued.

MAYOR MESSAM: As written, is that what is communicated, as written?

CITY ATTORNEY COLE: No, that's the change that you're suggesting. The way it's drafted now, that was the same intent, but it didn't spell it out like the flow chart; I think that's a much clearer way to do it.

MAYOR MESSAM: Does that answer your question, Commissioner Barnes?

COMMISSIONER BARNES: I'm fine, and before that, and before that addition.

MAYOR MESSAM: Vice Mayor Riggs.

VICE MAYOR RIGGS: No, I'm good with that aspect as well. If we can finish that, I wanted to go back to Preparation of Legislation.

MAYOR MESSAM: So do we have consensus on that?

There was a Commission consensus to make the above language change as stated by City Attorney Cole.

MAYOR MESSAM: Vice Mayor Riggs.

VICE MAYOR RIGGS: Yes. Go back to C, page six: A Commissioner who would like to request preparation of legislation by the City Attorney or administration. Let me get this correctly. So let's say I need an ordinance, so do I need to put it under "Other Business" first, or can I call the City Attorney and get some opinions before doing that?

CITY ATTORNEY COLE: Generally, if you want an issue done, normally what you do is you go to the City Manager first, and if the City Manager agrees and thinks it's a good thing, she'll direct staff and the Attorneys to work on it, and eventually we'll get it on the agenda, etc. But if, say, the City Manager is not sure if she wants to do it, or if you want it to be something sponsored by you, as opposed to sponsored by the City, you put it under "Other Business", unless you already have something drafted, in which case you can give it to me, and if I can do it in a very short period of time, we can just put it on without the consensus.

VICE MAYOR RIGGS: My question is can I have a conversation with you first before putting it under "Other Business"?

ORDINANCES, RESOLUTIONS, PROCLAMATIONS & LETTERS

ORDINANCES

An "Ordinance" is an action taken by the Board of County Commissioners that creates a law that governs the behavior of everyone. It is a municipal law which may be amended or repealed by adoption of another ordinance. Except in cases of emergency or a suspension of the rules, ordinances are adopted by during Regular Session meetings of the Board.

RESOLUTIONS

A "Resolution" is an administrative act taken by the Board of County Commissioners to agree to County business and transactions. A resolution may be issued to express the Board's policy; direct administrative or legal action; or to make a public statement from the Board. A "motion" is used by the Board to indicate approval or denial of a procedural action. Except in cases of emergency or a suspension of the rules, resolutions are adopted during Regular Session meetings of the Board.

- Mail requests to:
Monica W. Toomer, Clerk to the Board
200 East Main Street, 2nd Floor
Durham, NC 27701
- E-mail requests to:
clerk@dconc.gov
- Fax requests to:
(919) 560-0013

[Resolution Policy and Request Form](#)

[Resolution Template](#)

[Resolution Sample](#)

PROCLAMATIONS

A "Proclamation" is a ceremonial document issued by the Board that may be used to formally

recognize certain events, causes, groups or people. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of Durham County residents and non-profit organizations, to honor occasions of importance and significance to Durham County residents, and to increase public awareness of issues with the hope of improving the well-being of citizens of Durham County. The documents are not legally binding and should not be interpreted as a policy endorsement. Proclamations are issued during Regular Session meetings of the Board.

Requests for a proclamation signing should be made four to six weeks prior to the requested date. Requests can be mailed, e-mailed, faxed or hand-delivered. Because of the large volume of requests, we cannot honor telephone requests. Please submit your proclamation with the request form, adhering to the required guidelines.

- Mail requests to:
Monica W. Toomer, Clerk to the Board
200 East Main Street, 2nd Floor
Durham, NC 27701
- E-mail requests to:
clerk@dconc.gov
- Fax requests to:
(919) 560-0013

[Proclamation Policy and Request Form](#)

[Proclamation Template](#)

[Proclamation Sample](#)

CEREMONIAL LETTERS

A "Ceremonial Letter" is issued for programs, brochures, and other publications for medium to large-size events taking place in Durham County. The decision to write a ceremonial letter is done completely at the discretion of the Chair of the Board, and they and County staff reserve the right to deny requests for ceremonial letters at any time. Ceremonial letters are issued on a "rolling" basis.

Ceremonial letters are prepared by the Public Information Office and include the signature of the Chair of

the board. Requests for ceremonial letters should be made two to four weeks prior to the requested date. Requests may be made to:

- Durham County Public Information Office
Deborah Craig-Ray, General Manager; or
Dawn Dudley, Senior Public Information Specialist
200 East Main Street, 2nd Floor
Durham, NC 27701
(919) 560-0000
publicinformationoffice@dconc.gov

AGENDA ITEM REPORT



To: Town Manager
Subject: Agreement with FDOT for Diversion of Flood Water from Hollywood Pump Station to C-9 Canal
Meeting: DRAFT WORKSHOP COMMISSION MEETING - Apr 08 2020
Department: Administrative
Staff Contact: Howard Clark, Vice Mayor

BACKGROUND INFORMATION:

An agreement by resolution between FDOT and the Town is vital to allow the diversion of flood water from the Hollywood pump station to the C-9 Canal when Hollywood pump station has reached its full capacity. A portion of the Town flooded after the heavy rainfall that occurred on December 23, 2019. The flooding levels could have been lower and not so far-reaching to the mobile homes in the SW 30th Ave area if the Hollywood pump station did not shut down. After shutdown, the flooded water could have been diverted further downstream in the system into the C-9 canal.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Approval for Resolution

ALTERNATIVES:

Do nothing and the Town would continue getting flooded

AGENDA ITEM REPORT



To: Town Manager
Subject: Extension of Canopy at Ryan Park
Meeting: DRAFT WORKSHOP COMMISSION MEETING - Apr 08 2020
Department: Administrative
Staff Contact: Howard Clark, Vice Mayor

BACKGROUND INFORMATION:

The Town often holds food giveaway/distribution and cultural events under the L-shape canopy at Ryan park. It is now necessary to increase the shaded square footage area under the canopy thereby keeping staff and the food out of the sun. The project will consist of 1) extending the canopy east and square it off by closing the open portion on the south side, and 2) extending the length of the canopy by placing an additional segment on the north side by the Peninsula fence

FINANCIAL IMPACT:

No quotes yet

RECOMMENDATION:

Motion to approve getting quotes for construction to extend the canopy at Ryan Park

ALTERNATIVES:

Postpone it and continue adding tent to increase the shaded area.

	Status:
Town Clerk, Deputy Town Clerk	Approved - Apr 03 2020
Todd Larson, Public Works	Approved - Apr 03 2020
Service Director	
Finance director, Finance &	Approved - Apr 03 2020
Budget Director	
Newall J. Daughtrey, Assistant	Pending
Town Manager	

AGENDA ITEM REPORT



To: Town Manager
Subject: Annual Service Contract Review
Meeting: DRAFT WORKSHOP COMMISSION MEETING - Apr 08 2020
Department: Administrative
Staff Contact: Howard Clark, Vice Mayor

BACKGROUND INFORMATION:

Service contracts currently do not have a mechanism in place for the Town Commission to evaluate performance of service contractors on an annual basis, and to modify/update their contracts when necessary before their renewal.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Approve for Resolution

AGENDA ITEM REPORT



To: Town Manager
Subject: Asphalt Seal Coating of parking lot at Ryan Park and Town Hall
Meeting: DRAFT WORKSHOP COMMISSION MEETING - Apr 08 2020
Department: Administrative
Staff Contact: Howard Clark, Vice Mayor

BACKGROUND INFORMATION:

Parking lots both at Town Hall and Ryan Park need asphalt resurfacing as part of their periodic maintenance. The last resurfacing was done 5 years ago.

FINANCIAL IMPACT:

Not to exceed \$9,000

RECOMMENDATION:

Motion to approve getting quotes

ALTERNATIVES:

Do the resurfacing at a later date. However, the parking lots will continue to deteriorate which will also increase the price

ATTACHMENTS:

[GemSeal Asphalt Sealer](#)

	Status:
Town Clerk, Deputy Town Clerk	Approved - Apr 03 2020
Finance director, Finance & Budget Director	Approved - Apr 03 2020
Todd Larson, Public Works Service Director	Pending
Town Attorney, Town Attorney	None
Newall J. Daughtrey, Assistant Town Manager	None



**Your
asphalt
pavement...**

And how
sealing it with
Gem Seal^{INC.} can save you
a bundle.



**Protect, preserve and beautify!
The sealers that really make
the difference.**

GemSeal coal tar asphalt pavement sealers can more than double the life of your asphalt. Left unsealed, your pavement will decompose due to rain, sun, gasoline and oil torture, and where cracks, breaks and potholes get a foothold, costly repaving is just around the corner.

With the highest percent of solids in the industry, GemSeal brand sealers use the finest raw materials in an exclusive colloidal milling process to produce the most consistent sealer at the precise viscosity for an even application. When used in a periodic preventive maintenance program, GemSeal's tough, protective 'skin' will keep your pavement looking new for longer. Quite cost-effective, GemSeal can save you a bundle.

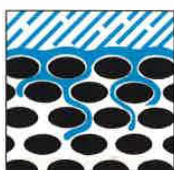
GemSeal it for Good!

All pavement photos are completely unretouched.



What is asphalt?

Asphalt is composed of mineral aggregates compacted into place and held together by petroleum-based asphalt cement, which acts as a glue or binder. A fine, cost-effective product, but not maintenance-free.



Why does asphalt need to be sealed?

Sealers will protect asphalt from petroleum spills of fuel, oil and solvents, which attack the pavement and seep deep beneath the surface, softening the asphalt and reducing adhesion. They will also protect against the sun and rain, which cause oxidation that can lead to raveling, cracks and even potholes.



Why aren't roads and highways sealed?

Unlike parking lots and driveways, highways are constantly re-compacted by continuous traffic. Further, highways are not subject to the continuous attack of petroleum derivatives in specific spots or patterns.



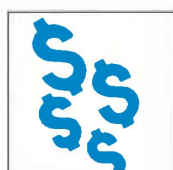
What is asphalt sealer made of?

GemSeal is made of a blend of high-grade ball clays, water, refined coal tar and proprietary emulsifier milled into a coal tar emulsion to generate a paint-like coating which insulates the petroleum-based asphalt from potential petroleum spillage and reduces the normal aging cycle of the asphalt.



How long will the sealer last?

Depending on the weather and traffic conditions, it is recommended that asphalt be sealed every three to five years. With periodic maintenance, your pavement will last for years. Without sealing, your pavement life may be only seven to twelve years.



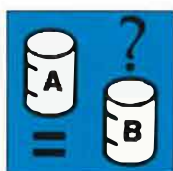
Is application expensive?

Depending on the current condition of your pavement, there may be a need to fill cracks, dig out soft spots damaged by petroleum spills, fill in potholes and generally patch the pavement. Then a recommended two coats of GemSeal could save you from costly repaving.



How do I choose an applicator company?

Reputable contractors use quality materials, provide quality workmanship and are proud of their work. Ask them for a list of their customers so that you can check references.



Are all sealers alike?

No. GemSeal brand sealers were perfected from more than 50 years of manufacturing and testing experience, and are specially formulated to contend with the particular paving problems of our local climates. GemSeal's proprietary processes, industry leading quality control program, and ongoing research and development assures GemSeal of its number one position in overall quality. GemSeal, the oldest sealer brand in continuous existence in the industry, is simply the best.



**Your
asphalt
pavement...**

And how
sealing it with
Gem Seal INC. can save you
a bundle.

AGENDA ITEM REPORT



To: Town Manager
Subject: Vice Mayor Agenda Items for April 8, 2020 Commission Meeting
Meeting: Agenda Regular Commission Meeting - April 08 2020
Department: Administrative
Staff Contact: Howard Clark, Vice Mayor

RECOMMENDATION:

Motion to approve and create resolutions

ATTACHMENTS:

[Vice Mayor Agenda Items 20200408](#)
[Food Distribution Waiver & Release Statement-2](#)
[Certificate&Liability](#)
[Urban Health Partnerships](#)

	Status:
Town Clerk, Deputy Town Clerk	Approved - Mar 31 2020
Finance director, Finance & Budget Director	Pending
Town Attorney, Town Attorney	None
Newall J. Daughtrey, Assistant Town Manager	None



Vice Mayor Clark Agenda Items for April 8th, 2020 Workshop Commission Meeting
April 3, 2020

1. Lobbyist Reports – Annexation
2. FEMA HMGP Flooding Projects and Grants Update
 - a. SW 25th Street Stormwater Project (Second Funding) - \$864,976.00
 - b. Harding of Town Hall and Emergency Generator - \$482,343.00
 - c. 30th Avenue - Design Conceptual Drainage and Roadway
3. MPO/FDOT Projects
 - a. CSLIP Grant Ranking
 - b. MPO CSLIP Grant
 - c. Surtax First Year Ranking
 - d. Surtax Project Maps
 - e. MPO/FDOT - Mast Arm Resolution
4. Agro-Eco Gardens & Centers
 - a. Atlanta Fresh Food Access
 - b. FRDAP Grant \$50,000
 - c. USDA Grant
 - i. Counting People
 - ii. Fruits and Vegetables Distribution (Release FORM)
 - iii. Programs: Educational, Farmers Market etc...
 - d. Offering Community Hours for Students
 - e. Atlanta Fresh Food Access Report 2020
 - f. Agro Analysis
 - g. Miller Agro Food Desert Rev
5. Annual Upcoming Events and Resolutions
6. New Business
7. Old Business



TOWN OF PEMBROKE PARK AGRO-ECO GARDENS & CENTERS

3150 SW 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-4600 • FAX (954) 966-5186

FOOD DISTRIBUTION WAIVER & RELEASE STATEMENT

Participants of this food distribution taking place on Saturday, March 28, 2020 at the Raymond P. Oglesby and Ryan Park are aware that the produce is donated and distributed “as is” and that the Town will not be responsible or liable for the condition or effects of any of the products distributed during today’s activities. This is donated food being distributed “as is” by the Town of Pembroke Park. Please follow all safety precautions:

- Inspect all produce and goods, dispose of anything that is not satisfactory, and
- Wash thoroughly all produce and goods before consuming

By signing or accepting these donated goods and produce, I hereby release Town from, and waive on behalf of myself and my heirs and any minors indicated below, any and all causes of action, claims, demands, damages, costs, expenses, and compensation for damage or loss to myself and/or property that may be caused by any act or failure to act, of Town, or that may otherwise arise in any way in connection with any activities with or for Town. This Liability Waiver and Release extends to Town together with all of its staff, officers, directors, affiliates and agents. I assume the risk of any and all dangerous conditions in and about Town activities or in connection with any of the distributed food. IT IS MY LEGALLY BINDING AGREEMENT BY THIS LIABILITY WAIVER AND RELEASE TO EXEMPT THE TOWN OF PEMBROKE PARK AND ALL STAFF, OFFICERS, DIRECTORS, AFFILIATES AND AGENTS FROM ALL LIABILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE AND WRONGFUL DEATH. This waiver contains the entire agreement between myself and the parties released and their affiliates.

Compliments of the Town of Pembroke Park Commission

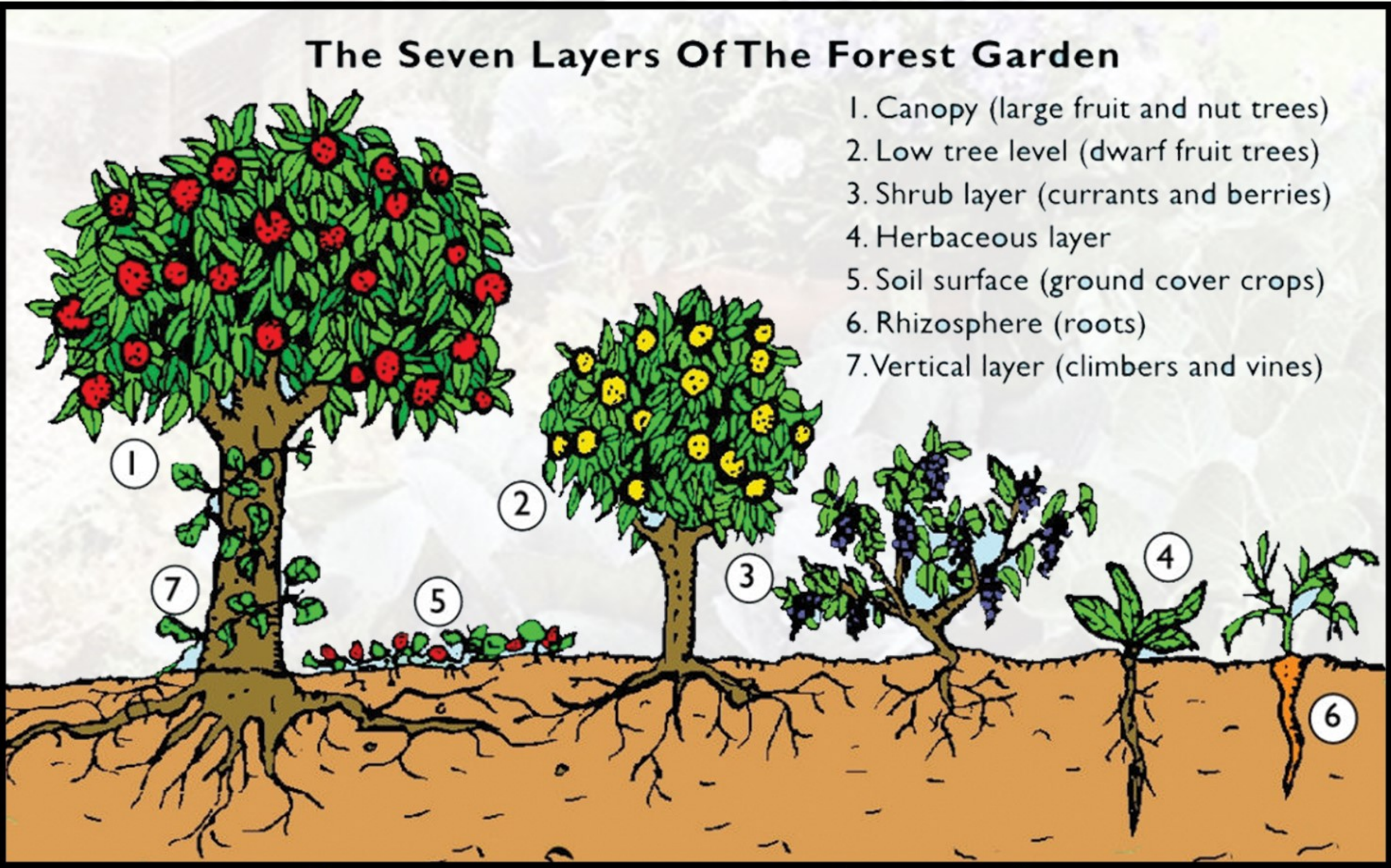
Mayor
Ashira Mohammad

Vice Mayor
Howard P. Clark, Jr.

Clerk Commissioner
Geoffrey Jacobs

Commissioner
Reynold Dieuveille

Commissioner
Georgina Cohen



The Permaculture Food Forest Garden

Disclaimer: The Town of Pembroke Park is not responsible for the food provided. Please thoroughly check and wash the produce before consumption.

From: [Anthony Olivieri](#)
To: [Arely Lozano Cantu](#)
Cc: [Myriam Jacques](#); [Ambassador Clark](#); [Joy Brown](#); [Elizabeth Beth Howard](#)
Subject: Re: Follow-up Materials
Date: Thursday, April 02, 2020 12:24:12 PM

Pembroke Park and Arely,

How great you have a food forest! Actually, I am friends with Mario Cambardella, the former director of Urban Ag of Atlanta, who played a major role will the Browns Mill food forest. It is an excellent model. I am also friends with Elizabeth Beak, the ATL Food Systems Planner, who is an excellent resource.

I would love to see any policies you have with food access. I am not able to access your comp plan. If I recall, that document is with a consultant, and not online? In Municode, could you direct me to the keyword or section of the code that deals with food access?

Thank you,
Anthony

On Thu, Mar 19, 2020 at 10:07 AM Arely Lozano Cantu <arely@urbanhp.org> wrote:

Thank you very much Pembroke Park team Agro-Eco team!

I am excited to come check out the food forest and garden and learn more about what you are all working on. Thank you for sending the attachments so promptly. I will review and let you know what I find. Attached are a simple liability waiver & release and a sign-in sheet with the statement summary that you all could consider for food distributions. As I mentioned, these are generally displayed at the sign-in table and the people in charge of registration must make the participant aware of the message before they sign in. Please let me know what you think.

During our conversation you mentioned you already have your food access projects/programs within your Town's plans and ordinances, correct? Still, you noted it would be ok for us to take a look and see if we find anything else that could further strengthen the sustainability of these efforts. If so, please make sure to also send those documents for Anthony Olivieri (cc'd here) and I to review. Finally, you also mentioned support with a potential agreement with the largest food forest in Atlanta. We can discuss this further when we meet in person, I just wanted to outline the items we'd discussed for reference.

I hope you are all well and I look forward to continuing to work together to show how a small Town with a Big Heart for its people fights food desserts! Please don't hesitate to contact us with any questions or suggestions.

Kind regards,
Arely

On Wed, Mar 18, 2020 at 5:38 PM Myriam Jacques <mjacques@townofpembrokepark.com> wrote:

Hello Arely,

It was great speaking with you earlier. Find attached our current membership agreement. We are seeking to create similar "release of liability" language for our food distribution, also attached.

We look forward to future partnership...

Best,

Myriam Jacques, LEED AP

Public Services Assistant Director Agro-Eco Gardens & Centers Food Distribution Agreement

Public Services Department

www.TownofPembrokePark.com

☎ (954) 966-4600, ext. 200

■ (954) 275-2350

/***** EMAIL DISCLAIMER *****/ Please note: Florida has a very broad public records law. Most written communications to or from Town Officials and employees regarding Town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

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Kind regards,
Arely



Arely B. Lozano Cantu
Health and Community Development Program Manager

Urban Health Partnerships, Inc.
arely@urbanhp.org
<http://urbanhp.org/>

C: 954-594-3509
O: 786-224-2309
F: 855-768-3758

425 NE 22 ST, Miami FL 33137 Suite 401

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Anthony Olivieri
Founder, FHEED LLC
954.993.8005
www.FHEED.com



United States Department of Agriculture

A report summary from the Economic Research Service

September 2015



Find the full report at
[www.ers.usda.gov/
publications/err-
economic-research-
report/err195](http://www.ers.usda.gov/publications/err-economic-research-report/err195)

Food Choices and Store Proximity

Ilya Rahkovsky and Samantha Snyder

What Is the Issue?

In 2010, 9.7 percent of the U.S. population lived in low-income areas more than 1 mile from the nearest supermarket. The diet quality of these consumers may be compromised by their food environment. Some may be unable to reach supermarkets regularly or without effort, instead buying food from nearer stores that offer less healthy food products. Retailers may be discouraged from locating in low-income areas due to insufficient demand, and poverty can prevent the residents of these areas from obtaining lower priced and better quality products far (over 1 mile for urban consumers, 10 miles for rural) from their homes.

Understanding how access to supermarkets affects the healthfulness of food purchases may help policymakers determine the value of attracting supermarkets to underserved areas. USDA's Economic Research Service conducted two large-scale studies to define low-food-access areas and to identify the population living in those areas. This report investigates the correlation between living in low-income, low-access (LILA) areas and the purchase of 14 major food groups in order to estimate the effect on diet quality of living in LILA areas. The researchers accounted for the prices consumers face and their demographic characteristics.

What Did the Study Find?

Living in a LILA area has only a modest negative effect on the healthfulness of food purchases—a difference too small to explain much of the national disparities in diet quality and obesity—and this effect is only slightly alleviated when LILA consumers travel farther from their homes to purchase food. Even after traveling to stores farther from their home, LILA area consumers tend to buy less healthy food. Thus, as the effect of living in LILA areas on diets is modest, improvements in dietary quality are likely only with a multi-pronged policy approach that addresses hardwired shopping and eating habits in addition to retail coverage. Among the report's findings:

- Food prices paid by LILA and non-LILA consumers were very similar. There is no evidence that LILA consumers are paying more for healthful foods.
- Consumers living in LILA areas bought 4.5 percent less fruit, 2.7 percent fewer vegetables, and 10.8 percent fewer low-fat milk products than consumers not residing in LILA areas. At the same time, they bought 8.9 percent more red meat, 5.0 percent more diet (soda) drinks, and 3.3 percent more nondiet drinks.

ERS is a primary source of economic research and analysis from the U.S. Department of Agriculture, providing timely information on economic and policy issues related to agriculture, food, the environment, and rural America.

www.ers.usda.gov

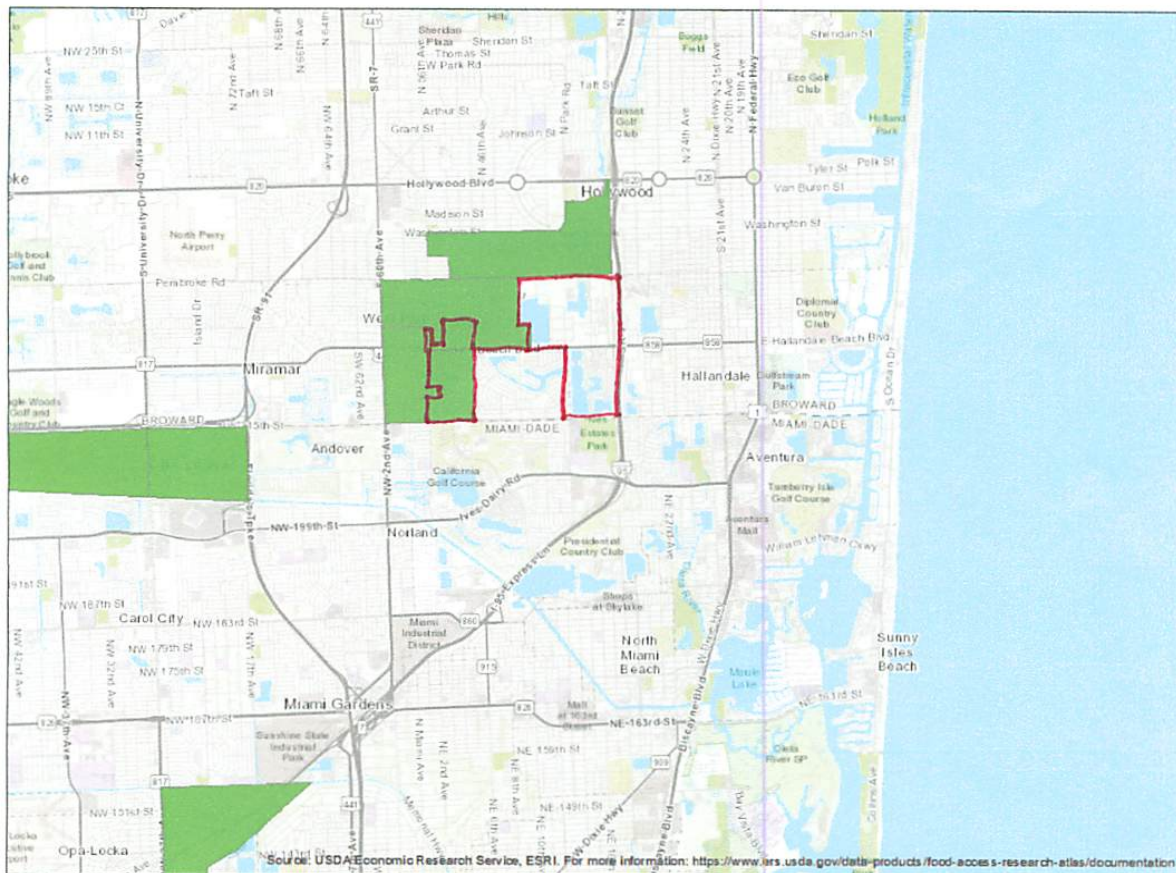
- LILA consumers travel slightly farther from home to purchase their food. Almost all LILA households traveled to stores more than 1 mile from their home, the distance commonly used to delineate low food access. Thus, of the 7.7 percent of households in the Homescan sample who lived in LILA areas, very few limited their food purchases to the LILA areas.
- LILA consumers who travel farther to buy food purchase more fruits, vegetables, fish, and poultry and fewer drinks (diet and nondiet), but the magnitudes of these effects are small and they cannot explain large nutritional disparities observed in the population.
- Separating the LILA measure into low-access areas and low-income areas shows that low income is more strongly associated with the purchases of unhealthful food than is living in an area with limited access to supermarkets.

The study has several limitations. First, the survey, which measures consumer food purchases, underrepresents poor consumers. Similarly, the data on store locations lack some small independent stores, which are prevalent in poor areas. Third, we disregard food choices in schools and restaurants, so results pertain only to food purchased at grocery stores and other purchases for at-home consumption. Given these limitations, the results of this study may not apply to very poor households or to individuals who primarily eat away from home.

How Was the Study Conducted?

This report uses household food purchase and characteristics data from the 2010 Nielsen Homescan Panel Survey; food retail locations data from the TDLinX retail database; census tract locations and demographic data from the U.S. Census Bureau; and food-access data from the ERS Food Access Research Atlas. These data were used to estimate a demand model of 14 food groups, which cover most food products eaten at home. We selected groups with maximum nutritional differences to establish a measure of dietary quality and to measure consumer preferences for healthy foods.

The researchers estimated food product demand elasticities for consumers in LILA areas. With information on household and shopping locations, we calculate the distance traveled by each household on each shopping trip and the items purchased on that trip. With information on both residential location and shopping outlet location, we are able to determine whether there is a relationship between distance traveled for shopping and the healthfulness of the items purchased on a given shopping trip.



Source: USDA Food Desert Map

Dark Green - Food Desert

Red Boundary - Town Limits

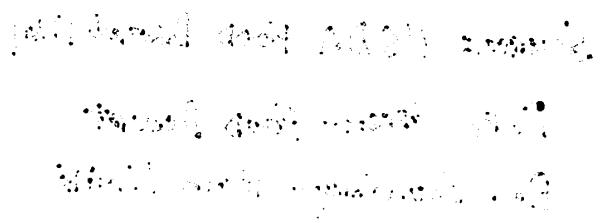


Table 7
Projected Households by Income as a percentage of Area Medium Income
2010-2030

Income	2010	2015	2020	2025	2030
0-30% AMI	391	368	346	338	326
30.1-50% AMI	306	285	268	256	247
50.1-80% AMI	442	422	403	389	378
80.1-120% AMI	453	430	413	401	391
120+% AMI	784	744	705	688	672
Total	2,376	2,249	2,135	2,072	2,014
Area Medium Income (AMI) = \$62,600 in 2012 for a family of four					

Source: Florida Housing Data Clearinghouse, 2010

Very Low 16%
Low 12%
Low Med 19%
medium > 52%
48%

**TOWN OF PEMBROKE PARK
ADOPTED COMPREHENSIVE PLAN AMENDMENTS
AGRICULTURAL HISTORY / REMEMBRANCE
Final January 2019**

Objective #1.8: Recognize the agricultural “roots” of portions of the South County / Pembroke Park geographic area and encourage efforts to preserve this history, encourage Agri / Eco community efforts, and promote educational awareness and activism of the residents.

Policy #1.8.1: Allow the use of public park land, when feasible and as an accessory use to primary passive / low intensity park uses, which are limited by the funding sources used to acquire and develop the major parks in the Town's southwest area (former Hollywood Ridge Farms Town land area), to be used for a tree preserve(s), a community garden(s), fruit orchard(s) and related uses.

Policy #1.8.2: Allow the use of private residential lands, as an accessory use, fruit / spice / vegetable gardens and fruit tree species for personal food supplies placed on the site in accordance with the adopted land development regulations. This public policy shall not be deemed to automatically allow gardens in private residential communities with rules and regulations that prohibit / restrict the use.

Policy #1.8.3: Seek funding sources (public / private) to assist in the acquisition, development, education and operation of public lands for such purposes for Agri / Eco community efforts, and educational awareness and activism.

Policy #1.8.4: Seek cooperation between the Town and the two existing Elementary Schools in the Town (Lake Forest / Watkins) operated by the Broward County School District, to teach students about the Town's agricultural history “roots”, Agri / Eco awareness and activism.

POLICY #1.3.1: All public and private land development shall be located in areas where public facilities are available concurrent with the impacts of development consistent with Chapter 163.3180 Florida Statutes as may be amended.

B.C.P.C. POLICY 08.03.02

POLICY #1.3.2: If required public facilities and infrastructure are included in the first year of either the Town's, the Region's, the County's, or the State's adopted 5-year Capital Improvement Program and indicate that they are adequate to maintain acceptable Level of Service standards, consistent with Chapter 163.3180 FS as may be amended, the Town may issue a Development Order; provided the project satisfies a need and furthers the Town's commitment to quality development.

B.C.P.C. POLICY 08.06.01

POLICY #1.3.3: PERMITTED USES IN FUTURE LAND USE CATEGORIES

The Town's Land Development Regulations shall include the following section: this section identifies those uses that shall be permitted in the Town's Future Land use categories as shown on the Town's Future Land Use Map (FLUM). Areas designated on the Town's Future Land Use Map for a particular use are approximate. The exact boundaries for zoning district shall be determined by the Town Commission. The Town Commission may decide by ordinance which of the uses listed below may be permitted, allowed by special exception or not permitted.

The development of residential, commercial and industrial land shall be timed and staged in conjunction with provision of supporting community facilities, such as streets, utilities, police and fire protection service, emergency medical service, and public schools. The intensities of all land uses shall be further restricted by enforcing the Town's current zoning map and specific requirement of each zoning district. The Town's zoning Land Development Regulations (L.D.R.) as to permitted uses and densities shall be in compliance with the Town Land Use Plan if the requirements of this policy are met. Furthermore, prior to receiving development permit on any parcel of land within the Town's municipal boundaries, the zoning of the parcel must be consistent with and in compliance with the permitted uses included in the following list:

A. RESIDENTIAL

1. RESIDENTIAL USE

The area designated for residential use on the Town's Future Land Use Map, consistent with B.C.P.C. Objective 01.01.00, are intended primarily for dwellings, but other land uses related to a residential environment including neighborhood shopping centers, neighborhoods parks and schools may also be appropriate therein.

Each parcel of land within an area designated in a residential land use category by the Town Land Use Plan must be zoned in a zoning district which permits one or more of the following uses:

FLUE GOP-6

- a. Dwelling units, subject to the density limits for a parcel as designated on the certified land use plan map and as explained in the following subsection entitled: "Residential Density".
- b. Home occupations and other uses accessory to a dwelling unit.
- c. Reserved.
- d. Parks, golf courses and other outdoor recreational facilities, and recreational, civic or other cultural buildings ancillary to the primary outdoor recreational use of the site.
- e. Community facilities designated to serve the residential area such as schools, day care centers, churches, clinics, nursing homes, rehabilitation centers, governmental administration, police and fire protection facilities, libraries and civic centers.
- f. Public utilities, including water and wastewater treatment plants, pumping stations, power plant substations and transmission facilities and solid waste disposal and transfer stations.
- g. Communication facilities.
- h. **Agriculture.**
- i. Offices and/or retail sales of merchandise or service, subject to the following limitations and provisions:
 - 1) No more than a total of five percent (5%) of the area designated for residential use on the Future Broward County Land Use Plan Map (Series) within a flexibility zone may be used for offices and/or retail sales of merchandise or services.
 - 2) No added contiguous area used for offices and/or retail sales of merchandise or services may exceed ten (10) acres. For the purpose of this provision, contiguous is defined as: attached; located within 500 feet; or separated only streets and highways, canals and rivers or easements.
 - 3) Regardless of the constraints of a. and b. above, space within residential buildings in areas designated for Medium-High (25) residential may be used for offices and/or retail sales of merchandise or services, as long as no more than 50% of the floor area is used for said purposes.
 - 4) Regardless of the constraints of a. and b. above, space within residential buildings in areas designated for Medium (16) Residential density may be used for offices, as long as no more than 50% of the floor area is used for offices.
- j. Recreational vehicle park sites in the land use categories Low-Medium (10), Medium (16) density. The maximum number of recreational vehicle park sites permitted is:

Reserve Units

"Reserve units" mean additional permitted dwelling units equal up to two percent (2%) of the total number of dwelling units permitted within a flexibility zone by the Future Broward County Land Use Plan Map (Series).

Pembroke Park has elected to establish within their land use plans consistent with Policy 01.01.03 of Broward County's Plan, to allocate residential densities utilizing reserve units.

Allocation of reserve units will be administrated within "flexibility zones" and not require amendment of the certified local land use plan. The boundaries of and rules governing "flexibility zones" and allocation of reserve units therein, as referenced in B.C.L.U.P. Policy 01.02.02, are establishes within the Broward County Planning Council's "Administrative Rules document".

The number of reserve units in a flexibility zone shall be fixed at the adoption of the Town's Future Land Use Plan Map. The number of reserve units assigned to a parcel designated for residential use on the local land use plan map may not exceed 100% of the maximum number of dwelling units indicated for the parcel by the local land use map. However, the local land use plan, the zoning, and the applicable land development regulations shall not permit any density higher than twenty-five (25) dwelling units per gross acre.

B. COMMERCIAL USE

The areas designated for commercial use on the Town's land Use Plan Map, consistent with B.C.L.U.P. Objective 02.01.00, provide land area for business, office, retail, service and other commercial enterprises which support the resident and tourist population of Broward County.

Each parcel of land within an area designated commercial must be zoned in a zoning district which permits one or more of the following uses:

1. Retail uses.
2. Office and business uses.
3. Agriculture Nurseries (without residential housing of any nature) (B.C.P.C. Certification requirement).
4. Hotels, motels, and similar lodging. The maximum number of hotel, motel or similar lodging units permitted on a parcel is double the maximum number of dwelling units permitted by the land use plan map designation.
5. Recreation and open space, cemeteries, and commercial recreation uses.
6. Community facilities and utilities.
7. a. Special Residential Facility Category (2) development as defined in the Special Residential Facilities Permitted Uses subsection of the Plan Implementation Requirements section of the Broward County land Use

Plan; subject to the allocation of two (2) reserve or flexibility units in accordance with the Special Residential Facility provisions and policies for the application of these units as contained in the "Administrative Rules Document" of the Broward County Planning Council.*

b. Special Residential Facility Category (3) development as defined in the Special Residential Facilities Permitted Uses subsection of the Plan Implementation Requirements section of the Broward County Land Use Plan; subject to the allocation of reserve units or flexibility units in accordance with the Special Residential Facility provisions and policies for the application of these units as contained in the "Administrative Rules Document" of the Broward County Planning Council; each flexibility or reserve unit shall permit two (2) sleeping rooms regardless of the number of kitchens or baths.*

* uses include group homes, A.C.L.F.'s and foster care homes.

8. Non-residential agricultural uses.

9. Residential uses are permitted in the same structure and/or parcel of land as a commercial use without the need to amend the Town's Comprehensive Plan provided that the Town applies flexibility or reserve units to the parcel land and;

A. The residential floor area of mixed commercial / residential structures does not exceed 50% of the total first floor area of the building; and/or

B. The first floor of mixed commercial / residential structures is totally confined to commercial uses; and/or

C. Based on the Town's location in Broward County's Urban Infill Area, mixed-use including freestanding multi-family residential uses are permitted on parcels 10 acres in size or less; and/or

D. One (1) residential unit within the same structure as commercial uses for the owner, manager or caretaker of the commercial uses may be located in areas designated commercial without the application of flexibility units or reserve units.

E. Residential units permitted by the above reference criteria may be developed only as part of an overall master planned mixed-use development.

F. Any such mixed-use development must contain a minimum of 5,000 square feet of commercial use.

10. Recreational vehicle park sites at maximum density of ten (10) sites per gross acre if permanent location of recreational vehicle on the site is permitted by the local land development regulations, or twenty (20) sites per gross acre if such

permanent location is prohibited by the local land development regulations; subject to allocation by the local government entity of available flexibility or reserve units.

11. Transportation and communications facilities.

C. INDUSTRIAL USE

The purpose of reserving land for industrial uses, consistent with B.C.P.C. Objective 03.01.00, is to provide opportunity for the retention and expansion of Broward County's economic base activities. Although other uses are permitted in areas designated industrial, at least 80 percent of such land area must be devoted to industrial use, such as manufacturing, warehouse distribution, research and development, or other substantial employment based activities.

Each parcel of land within an area designated industrial must be zoned in a zoning district which permits one or more of the following areas:

1. Light and heavy industrial uses, as specifically set forth in the Town's land development regulations.
2. Heavy commercial uses including ~~new and used~~ automobile, truck, motorcycle, boat and trailer display, ~~sales, and~~ repairs and service; newspaper, magazine, and printing plants; bakeries, carpentry, cabinet shops and other trade shops; motion picture studios, ice houses; propane gas sales and repair, ~~and salvage yards.~~
3. Educational, scientific and industrial research facilities, research laboratories, and medical or dental laboratories.
4. Accessory Office Uses, unless the use of commercial flex is granted.
5. Transportation and communication facilities.
6. Recreation and open space, ~~cemeteries,~~ and commercial recreation uses, as long as the location of these does not preclude or adversely affect the future use of surrounding areas for industry.
7. Community facilities and utilities.
8. **Non-residential agricultural uses.**
9. Ancillary commercial uses within buildings devoted to primary industrial uses.
10. Wholesaling uses.
11. The following uses may also be permitted if certified by the Broward County Planning Council in the Town's land use plan as long as the total area of these uses does not consume more than 20 percent of the industrial land designated on the Future Broward County Land Use Plan Map (Series) within flexibility zone, and as long as the location of these uses does not

Sec. 28-187. - Permitted uses.

The following uses are permitted in the B-1 Business District:

- (a) The following kinds of retail stores: Antiques, art supply, automobile accessory, automobile new parts, bait and tackle, boat and marine motors in buildings, business machines, camera and photographic supply, confectionery, dairy products, dairy supplies and equipment not including feed or fertilizers, department, dresses, poultry, dry goods, florist, fruit and vegetable, furniture, furrier, garden supply gift, greeting cards, grocery, hardware, hobby supply, home appliances, household furnishings, ice cream, jewelry, leather goods and luggage, linens, fabrics and draperies, meat market, medical marijuana treatment centers and dispensaries, music and musical instruments, newsstand, notions, office furniture and equipment, optical goods, package liquor, paint, pets and pet supply, pharmacy, seafood, souvenir, sporting goods, stationery and books, sundry, supermarket, television, tobacco, radio and phonograph, toy, wallpaper, wearing apparel, swimming pool supplies and equipment, variety.
- (b) Bakery and delicatessen, provided all preparation of food is for retail sale on the premises, and the services of not more than six (6) persons are utilized in any such establishment.
- (c) The following personal services: Barber, beauty parlor, pressing and mending, shoe repair, shoe shine.
- (d) The following miscellaneous uses: Day nursery, dressmaking, laundry and dry cleaning pickup station, nonalcoholic beverage bar, nursery school, restaurant, tailor, watch and jewelry repair, self-service laundry.
- (e) Automobile parking lot and parking garage.
- (f) Hotel and motel.
- (g) The following services: Bath and massage parlors, commercial gymnasiums, service stations, fur storage, hospitals as defined in Section 395.002, Florida Statutes, 1995, as amended, radio, television and phonograph repair incidental to sales, reducing studio, quick-service laundry.
- (h) Dry cleaning establishment for direct service to customers, subject to the following limitations and requirements:
 - (1) Service shall be rendered directly to customers who bring in and pick up the articles to be dry cleaned.
 - (2) The establishment shall not provide wholesale or commercial pickup or delivery service.
 - (3) The services of not more than five (5) persons shall be utilized in the operation of the establishment.
 - (4) Not more than two (2) cleaning units shall be used in any establishment, neither of which shall have a rated capacity in excess of forty (40) pounds.
 - (5) The entire cleaning and drying process shall be carried on within completely enclosed solvent-reclaiming units.
 - (6) All solvents used in the cleaning process and the vapors therefrom shall be nonexplosive and nonflammable.
- (i) The following amusement and recreation uses: Aquarium, nightclub, bar, tavern, pool or billiard room, theater, museum, exhibits.
- (j) The following office types of uses: Banks and financial institutions, business and professional offices, medical and dental offices subject to the specific use regulations listed in section 28-187.1, custom brokers and manufacturers agency, employment office, governmental offices, messenger office, post office, public utility offices, stock broker, stock exchange, telegraph office, ticket office, travel agency, newspaper office.
- (k) The following miscellaneous uses: Art, charm, dancing, dramatic or music schools, business or commercial school, artist studio, auction of art goods, rugs and the like, costumer, dental laboratory, interior decorator, motor bus terminal, lawn furniture sale, photographic studio, radio and television studios.
- (l) Home appliance repair, hand laundry, job printing shop, locksmith, sharpening and grinding, radio, television

and phonograph repair, newspaper printing plant.

- (m) Archery range, barbecue stand, boxing or sports arena, drive-in restaurant, or refreshment stand, golf driving range, miniature golf course, bowling alley, pony ride and pony riding ring, skating rink, swimming pool, drive-in theater.
- (n) Armory, lodge hall, pawnshop, telephone exchange, taxidermist, veterinary, research and testing laboratory, mortuary or undertaker, pest control agency, plant nursery or landscaper.
- (o) Tire and battery store, retail plumbing and electrical fixtures, lawnmower rental, sales and service, ship chandlery, upholstering shop utilizing the services of not more than four (4) persons on the premises and occupying not more than four thousand (4,000) square feet of floor space, offices of electrical and plumbing contractors, including not over four thousand (4,000) square feet of enclosed storage and shop space, with no outside or open air storage of supplies or materials, used furniture and household appliances entirely within a fully enclosed building.
- (p) Accessory uses and structures.

(Ord. No. 63-5-1, § 16(b), 5-1-63; Ord. No. 92-11-1, § 1, 11-12-92; Ord. No. 96-10-2, § 1, 10-9-96; Ord. No. 00-4-5, § 2, 4-26-00; Ord. No. 00-9-1, § 1, 9-22-00; Ord. No. 11-05-01, § 3, 5-11-11; Ord. No. 17-10-02, § 1, 10-11-17; Ord. No. 18-03-01, § 1, 3-21-18)

**TOWN OF PEMBROKE PARK
COMMUNITY DEVELOPMENT
MEMORANDUM**

To: Mayor and Town Commissioners
Town of Pembroke Park

From: Michael J. Miller, AICP *MJM*
Consultant Town Planner

Date: March 6th, 2020

Subject: Agricultural / Food Desert Issue
Analysis / Suggested Actions
MMPA Project No. 00-1102-2001

RECOMMENDED ACTION

MMPA recommends the Town Commission review the contents of this staff report, the attached documents, discuss the matter, and consider implementing actions to assist in the delivery of adequate and nutritional foods to the Town's Low Income / Low Access (LILA) population.

ISSUE

The Town's historical roots included agricultural farms, both in the original Pembroke Park areas near I-95 and almost exclusively in the former Hollywood Ridge Farms area in the western areas of the Town. The Hollywood Ridge Farms area included many commercial landscape nurseries as well as homesteads for families that desired larger lots and the ability to grow their own crops. Most of the previous commercial nurseries are gone as of 2020 and redeveloped with multifamily projects catering to lower income housing. We believe only two (2) homestead remain. The Town acquired some lands that were previously commercial nurseries over the years in the Hollywood Ridge Farms area between SW 48th Avenue and SW 52nd Avenue and developed passive / low impact parks on them (Ogelsby Preserve / A.J. Ryan). In recent years a group approached the Town to construct a community garden within the parks which was constructed originally on a small-scale. Finally, there is an old landscape nursery on Hallandale Beach Blvd..

The Town became involved, assumed the management of the community garden, and enlarged the operation to include numerous fruit trees and other edible fruits / vegetables. Programs have been instituted to educate the public about healthy eating and living, including wellness and exercise programs. Outreach occurs to provide cultivated food (fruits / vegetables) from the community garden / Town orchard that is provided to residents in the area, which has been well received.

**Town Commission Staff Report
Agricultural / Food Desert Issue
Analysis / Suggested Actions
March 6th, 2020
Page 2**

There are many areas in the United States, Florida, and the Town / neighboring communities that have lower income characteristics and restricted access to good food / nutritional foods. The term Low Income / Low Access (LILA) has been used by the United States Department of Agriculture (USDA) to describe areas where a so-called "food desert" exists – which means there is a lack of stores selling good food / nutritional foods or distance access to such stores. This phenomenon is very prevalent on older northern urban centers that are built-out and land is scarce to build grocery stores. Often in those areas there are only small corner "convenience" stores with little or no good / nutritional foods (fruits / vegetables). One must travel great distances into more suburban areas to reach a large grocery store. Due to limited incomes and inconvenience people often eat "junk food" and lower quality foods in those situations. In Florida since the areas that have been developed are newer and less dense there are varieties of larger grocery stores; however, in some cases not in near proximity to all people. The USDA has created a series of maps for all areas of the United States that designate so-called "food deserts" based on economic data and the location of stores that sell good / nutritional foods. A one-half mile walking distance is a common determinant in the analysis. In suburban South Florida fewer people walk due to the heat and most people have vehicles.

In Pembroke Park about 48% of the permanent resident population have family incomes below the "Medium" range (below 80% of AMI which is about \$63,000 for a family of 4 persons) with about 28% in the "Low" or "Very Low" income ranges.

As of 2020 there are two (2) grocery stores in near proximity to the Town's areas within the USDA suggested distances. A large Winn Dixie grocery site exists just east of I-95 on the south side of Hallandale Beach Boulevard in the City of Hallandale Beach. A one-half mile radius extends into the Town's eastern areas to about SW 32nd Avenue which serves all of the residential development in the eastern portions of the Town. At the intersection of County Line Road (CLR) and SW 40th Avenue is a shopping center with a BRAVO supermarket. This area was previously in the Town until about a decade ago when the land area was removed from Pembroke Park and added to the new City of West Park when it formed. A one-half mile radius extends to only small portions of the Town's areas near CLR and SW 48th Avenue. About 8/10 of a mile west of the Town's limits on CLR in the City of Miramar was another Winn Dixie supermarket; however, it was closed down and is vacant at the present time. If it was occupied again the distance would exceed the USDA recommended one-half mile criteria.

Some communities in the United States have instituted programs to encourage the location / provision of good / nutritional food sources near "food desert" populations. The Town has discovered that Atlanta Georgia has instituted several programs to locate good / nutritional foods near LILA populations. Analysis was done to geographically locate all types of grocery stores in the region around Atlanta. Census block data was used to identify LILA populations and distance. Land use regulations were modified, if necessary, to allow for more local sources of good / nutritional foods to be located near population concentrations (ex. Private gardens / neighborhood food stands / events). Much can be learned from the Atlanta example and others.

The Town's Comprehensive Plan and Zoning Code Regulations were examined to note if there are impediments to encouraging this issue. MMPA notes the Town Commission modified its Complan in 2017 to include agricultural text and supportive Goals, Objectives and Policies (GOPs) on wellness, food availability and strategies to improve "food desert" conditions.

Michael Miller Planning Associates, Inc.

**Town Commission Staff Report
Agricultural / Food Desert Issue
Analysis / Suggested Actions
March 6th, 2020
Page 3**

Agricultural activities have been allowed for years, and supported by the Broward County Complan, in Commercial and Industrial areas subject to the LDRs. The 2017 Complan amendments included provisions to allow these uses in residential areas, including private gardens (see attached). Also, State law was modified recently to allow homeowners to install private gardens on their lots without local governmental approval (private restrictions still apply). Based on our analysis, all land use categories in the Town allow agricultural uses in some manner.

MMPA does not observe any opportunity to have a larger-scale grocery store built in near proximity to the western areas of the Town, as the area is fully developed with low density neighborhoods, and any remaining sites are quite small (2 acres or less) and could not accommodate a larger facility. Complex / expensive land assembly would be required. While there are grocery stores within about a mile of most areas of the Town, persons with limited access would need to walk greater distances, bicycle, drive, or use mass transit. There are a number of convenience stores in the area, as well as fast-food restaurants, but good / nutritional foods (fruits / vegetables) are scarce at such sites. There are also community agencies that do provide food for families / persons in need (Feeding South Florida / Food Banks / Other).

Even though the Town is small and has limited resources, the Town is focused on making the Town's upstart community garden / orchard even more successful and well known. Education, community events, food giveaways and similar activities are planned to continue. It takes time, Town personnel and community volunteer involvement, land area and funds to operate these types of programs. Fund raisers and grants would assist the Town.

The Town Commission has discussed this topic repeatedly and instruction was given to MMPA to review resource materials from other cities (Atlanta / others) and suggest possible actions to help eliminate the "food desert" in the western portions of the Town. Following are our initial suggestions.

- 1) Continue to operate the community garden / tree orchard and distribute foods to residents in the area with needs.
- 2) Continue to educate the public on the benefits of good / nutritional foods via the use of brochures, website information, email blasts and other methods.
- 3) Continue to teach good eating concepts / food take homes to school children in the area.
- 4) Institute a good / nutritional food giveaway and/or voucher program for school children.
- 5) Hold regularly scheduled community events (assist in upkeep / picking / distribution).
- 6) Institute a program to entice / require landowners to install fruit trees / vegetable gardens.
- 7) Provide means to transport people to large grocery stores (Uber / Lyft / BCT vouchers).
- 8) Coop with Peninsula ALF / Plaza at Pembroke Park ALF for events.
- 9) Encourage / require new development & redevelopment to include on-site food resources.

Michael Miller Planning Associates, Inc.

**Town Commission Staff Report
Agricultural / Food Desert Issue
Analysis / Suggested Actions
March 6th, 2020
Page 4**

- 10) Support / Coop with local business owners of small C-Stores & Food Stores by providing fresh / good produce on a regular basis.
- 11) Work with the City of Miramar to encourage the reopening of a grocery store where the former Winn Dixie was located on CLR west of SR 7, or as part of a new redevelopment project along SR 7 in Miramar or West Park in closer proximity to the Town.
- 12) Work to complete a paved walkway system along CLR to encourage biking / walking to BRAVO Supermarket at SW 40th Avenue / other stores.

Michael Miller Planning Associates, Inc.



Fresh Food Access Report

City of Atlanta, 2020

DCP

AGLANTA



OUR GOAL:

85% of Atlanta residents will be within a half-mile to fresh, affordable food by 2022.



ATLANTA FRESH FOOD ACCESS POINTS (2020)



SUPERCENTERS



GROCERY STORES



NEIGHBORHOOD
MARKETS



FARMERS
MARKETS

Baseline: (2015) USDA LILA Food Desert Area from current [USDA Food Access Research Atlas](#). **2019 Fresh Food Access Points:** Supercenters, Grocery Stores, **Neighborhood Markets**, **Farmers Market** sell fresh fruit, vegetables (beyond a token banana, apple & orange), and may provide meat, eggs . (Ground-truthed by Georgia Tech and City of Atlanta staff in 2019). **Population served by a fresh food access point:** determined by selecting (2015) census blocks (vs. census tracts) within a half-mile of each fresh food access point. (Selected if the centroid of a census block was within the half-mile buffer of a point.) Calculated the sum of the population of selected census blocks to determined total # of residents in LILA area served by an access point. Reversed selection to determine population within USDA defined LILA area that remained beyond a .5 mile to the 2020 fresh food access points and in need of improved access to fresh, affordable food by 2022.

LILA: (2015)

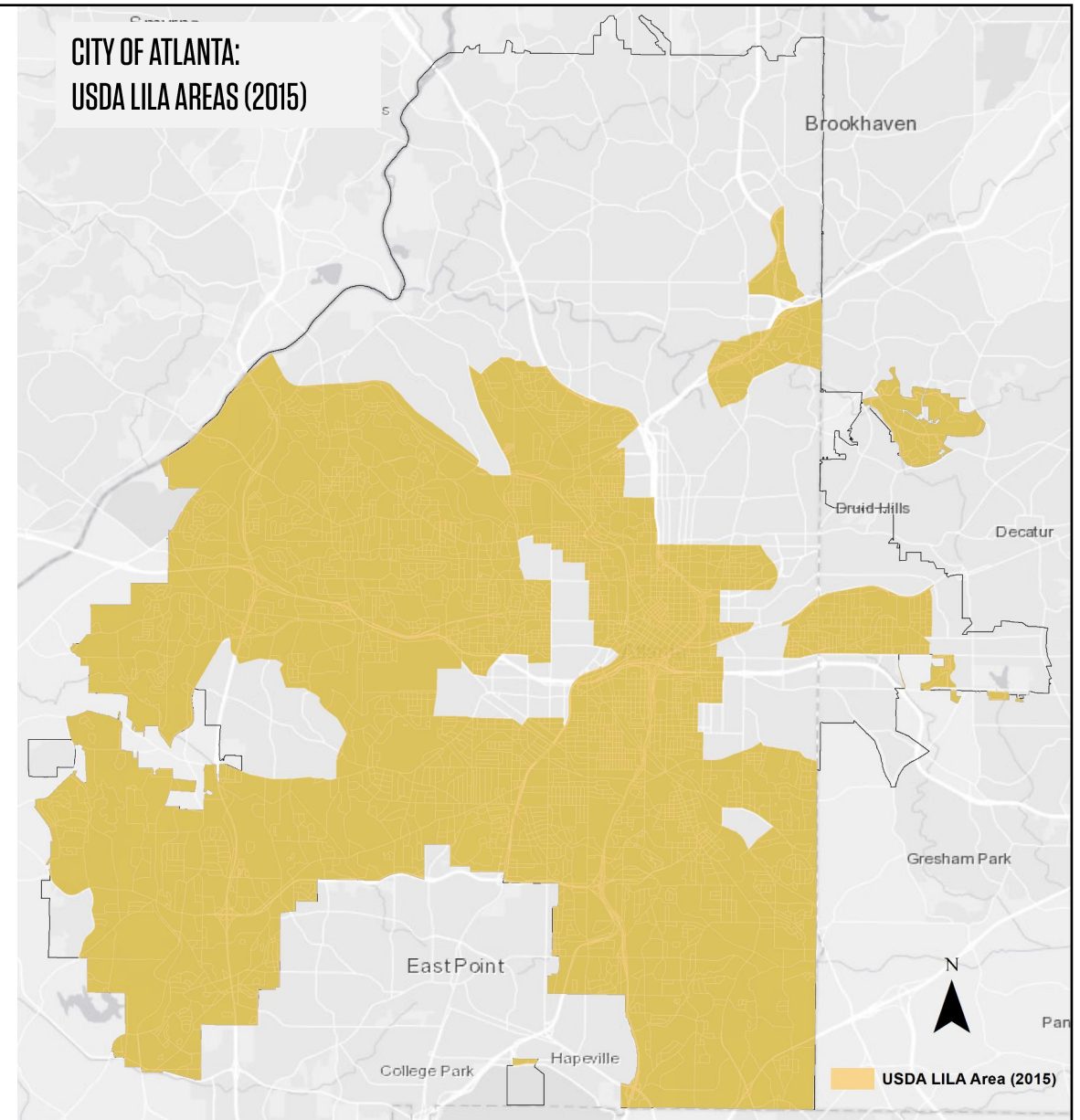
USDA-DEFINED LOW-INCOME, LOW-ACCESS FOOD DESERT AREA

Low-Income tract: a census tract in which over 50% of households' income does not exceed 80% of the median income for the area.

Low-Access tract: a census tract with at least 500 people, or 33 percent of the population, living more than ½ mile (urban areas) from the nearest supermarket, supercenter, or large grocery store.

- 59% of the City's total area. 51,747 acres.
- Part of every Council District, and Neighborhood Planning Units, except NPU A & C.
- 52% of Atlanta residents effected (241,314 residents).

LILA data from [USDA Food Access Research Atlas](#). USDA sources: 2015 (STARS) list of supermarkets, supercenters, large grocery stores that accept SNAP benefits. Data on income and vehicle access come from 2010-14 American Community Survey. Pop data from 2010 Decennial Census on Population and Housing.





SUPERCENTERS 2020

IMPACT ON FRESH FOOD ACCESS

10

Supercenters

100%

Accept SNAP/EBT

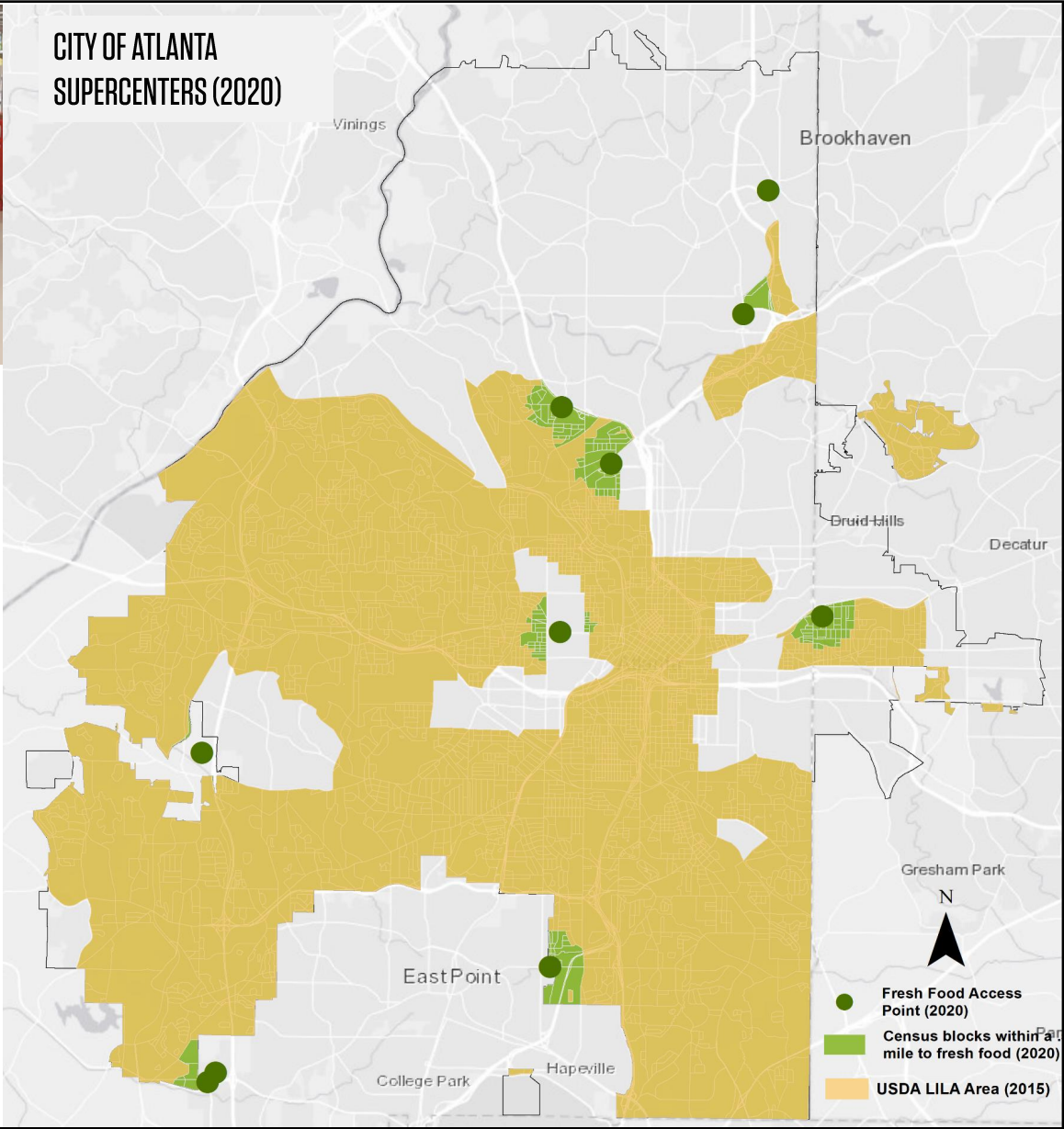
+12,732

Additional Atlanta residents living in LILA now have fresh food access.

228,582

Atlanta residents living in LILA area, reduced from 241,314 to 228,582 since 2015.

* Six supercenters are within the City of Atlanta limits, four within a half-mile from official city boundary (Walmart, Target, and a BJ Wholesale). Three are located within the 2015 USDA defined LILA area. These 10 supercenters serve a total of 12,732 residents living in LILA area.





GROCERY STORES 2020

IMPACT ON FRESH FOOD ACCESS

44

Grocery Stores

100%

Accept SNAP/EBT

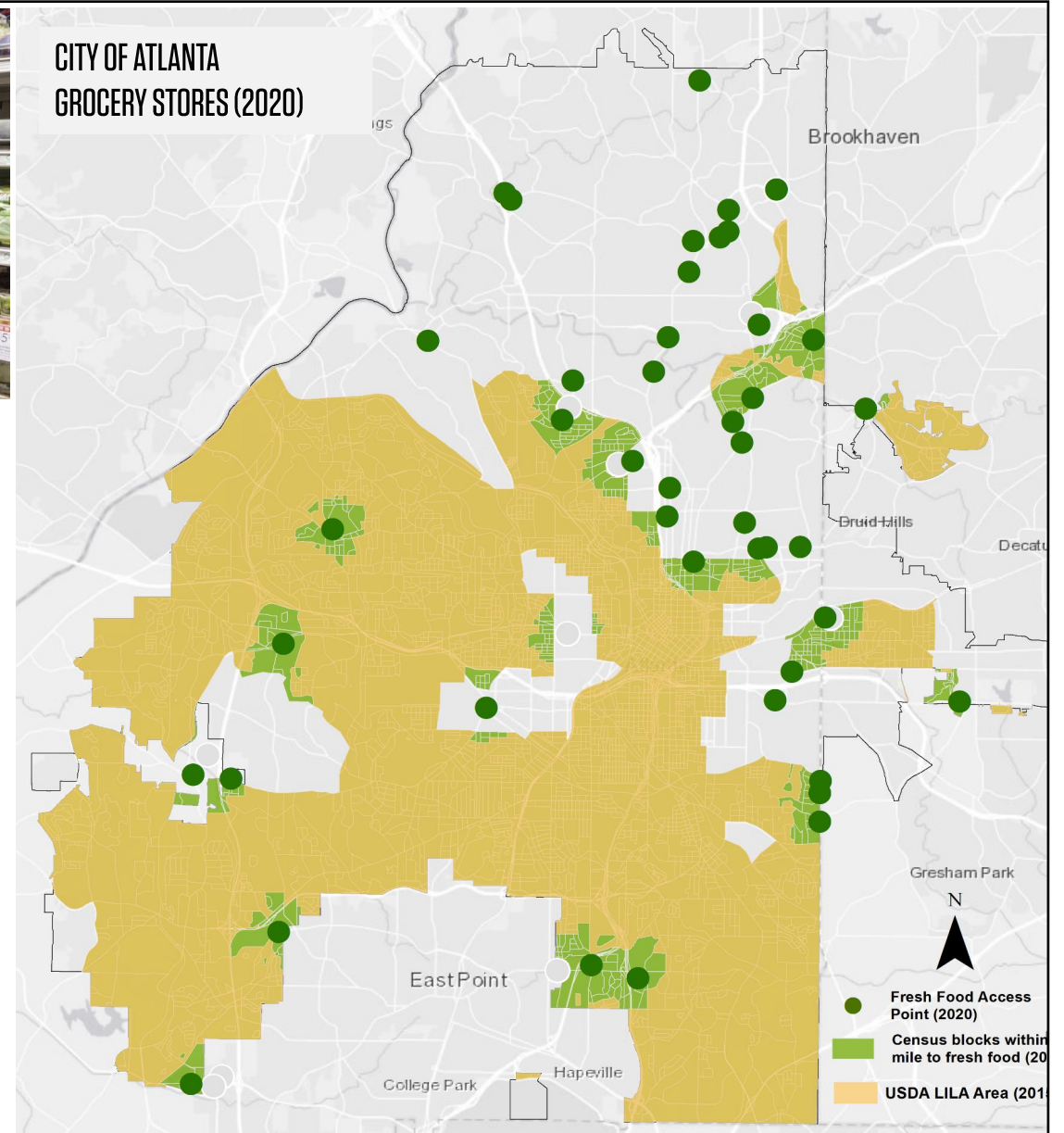
+ 26,942

Additional Atlanta residents living in LILA area can access fresh food.

201,640

Atlanta residents living in LILA area, reduced from 228,582 to 201,640.

* Forty-one grocery stores are within the City of Atlanta limits, three additional stores are within a half-mile from the official city boundary. ALDI (2), Buy Low (1), Fresh Market (2), Kroger (13), Piggly Wiggly (2), Publix (16), Sprouts Farmers Markets (1), Trader Joes (2), Wayfield Foods (1), Whole foods (4). These 44 grocery stores serve a total of 40,141 residents living in LILA.





NEIGHBORHOOD MARKETS 2020

IMPACT ON FRESH FOOD ACCESS

39

Neighborhood Markets

51%

Accept SNAP/EBT

+40,236

Additional Atlanta residents **can now** access fresh food.

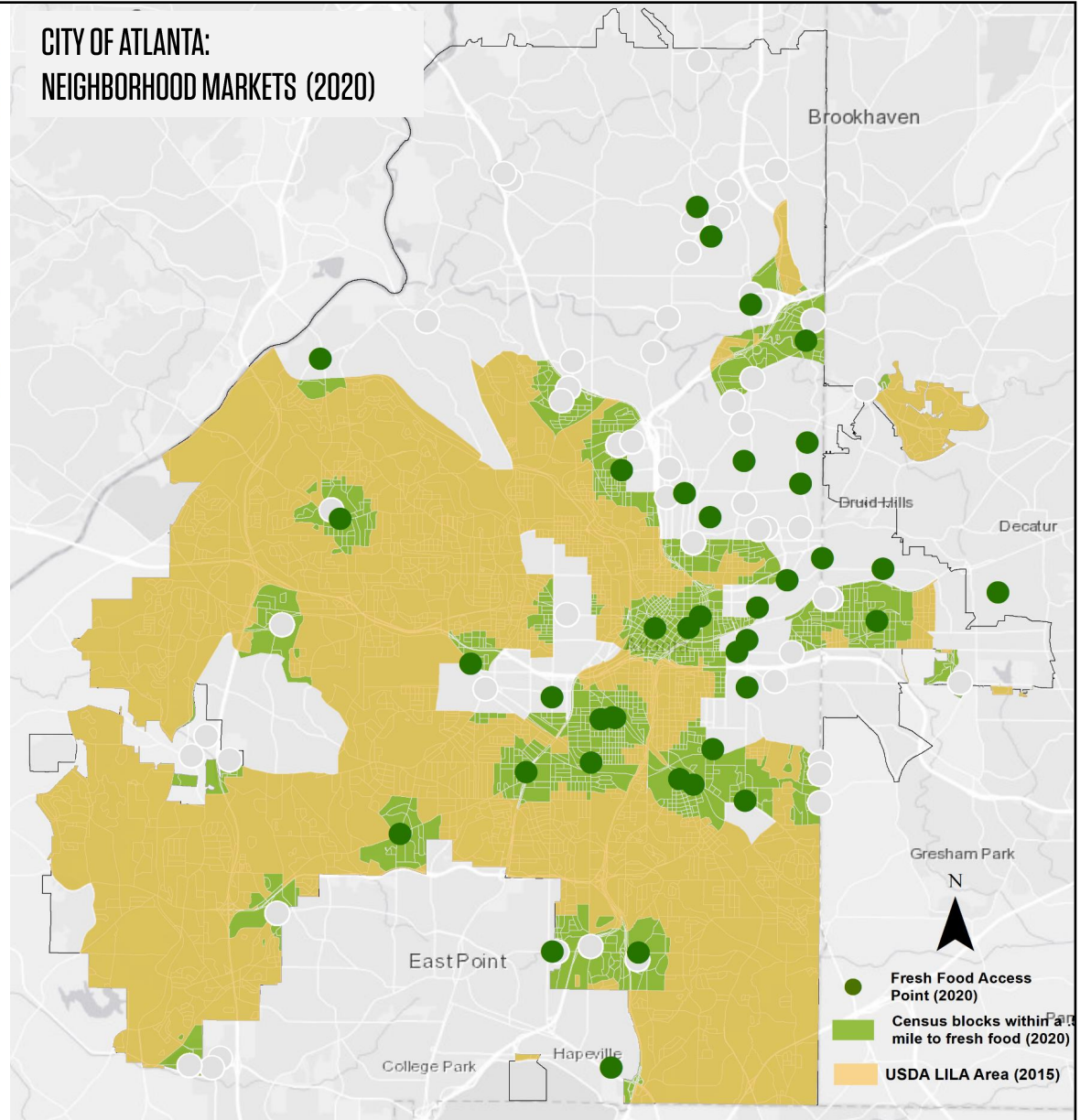
161,404

Atlanta residents living in **LILA area**, reduced from 201,640 to 161,404.

*39 neighborhood markets sold fresh food items including meat (ex: butcher shop, seafood shop) and/or fresh fruits, vegetables, dairy. Convenient stores providing only a token basket of bananas or apples omitted.

These 39 neighborhood markets serve a total of 55,073 residents living in LILA area.

CITY OF ATLANTA: NEIGHBORHOOD MARKETS (2020)





FARMERS MARKETS 2020

IMPACT ON FRESH FOOD ACCESS

19

Farmers Markets

68 %

Accept Double SNAP/EBT

+16,533

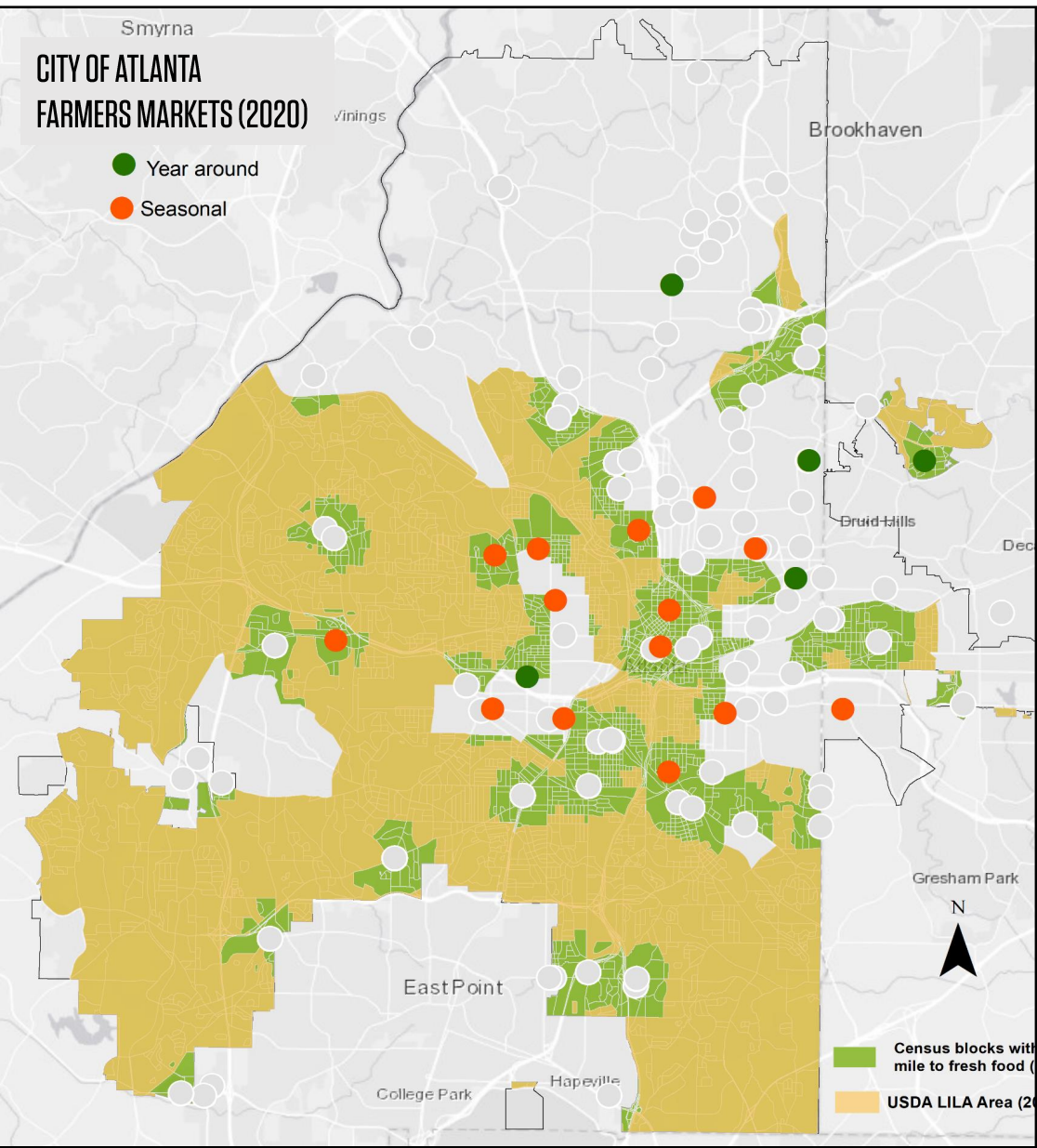
Additional Atlanta residents now have access to fresh food weekly, 50% of the year. +2,830 year-around.

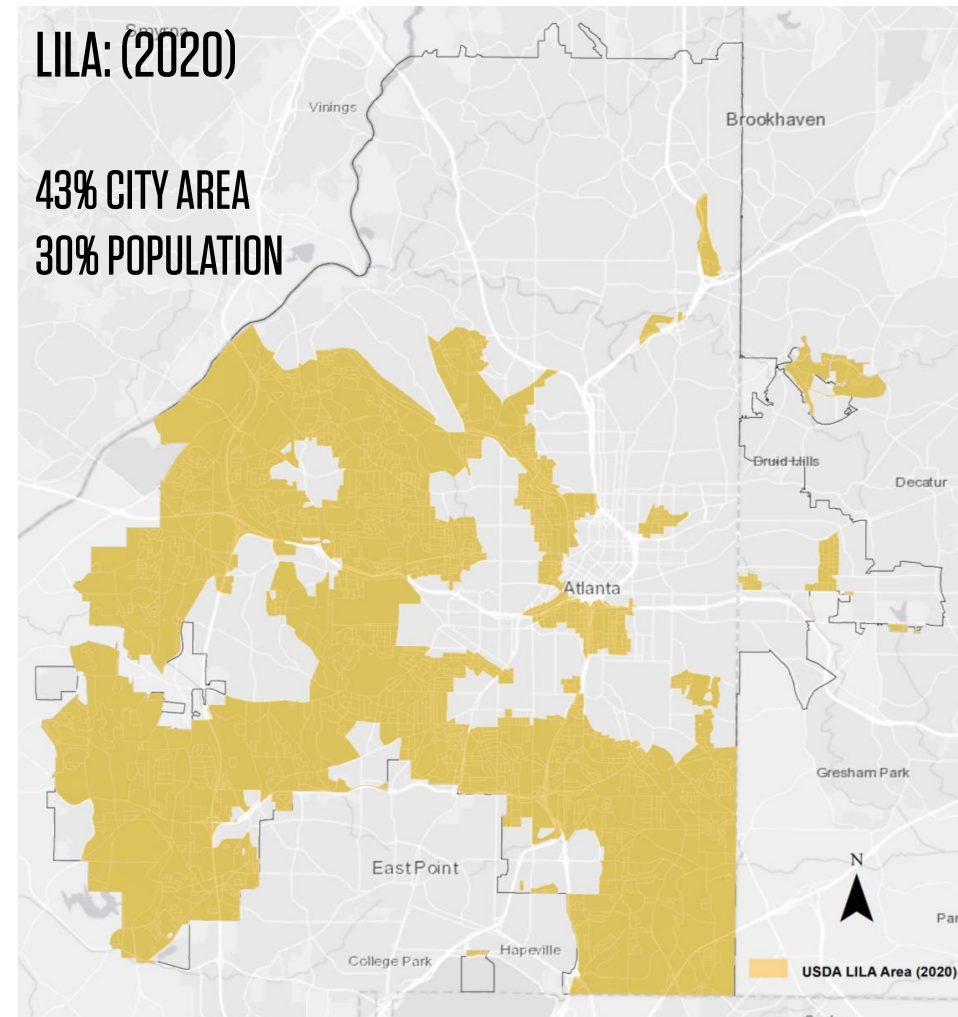
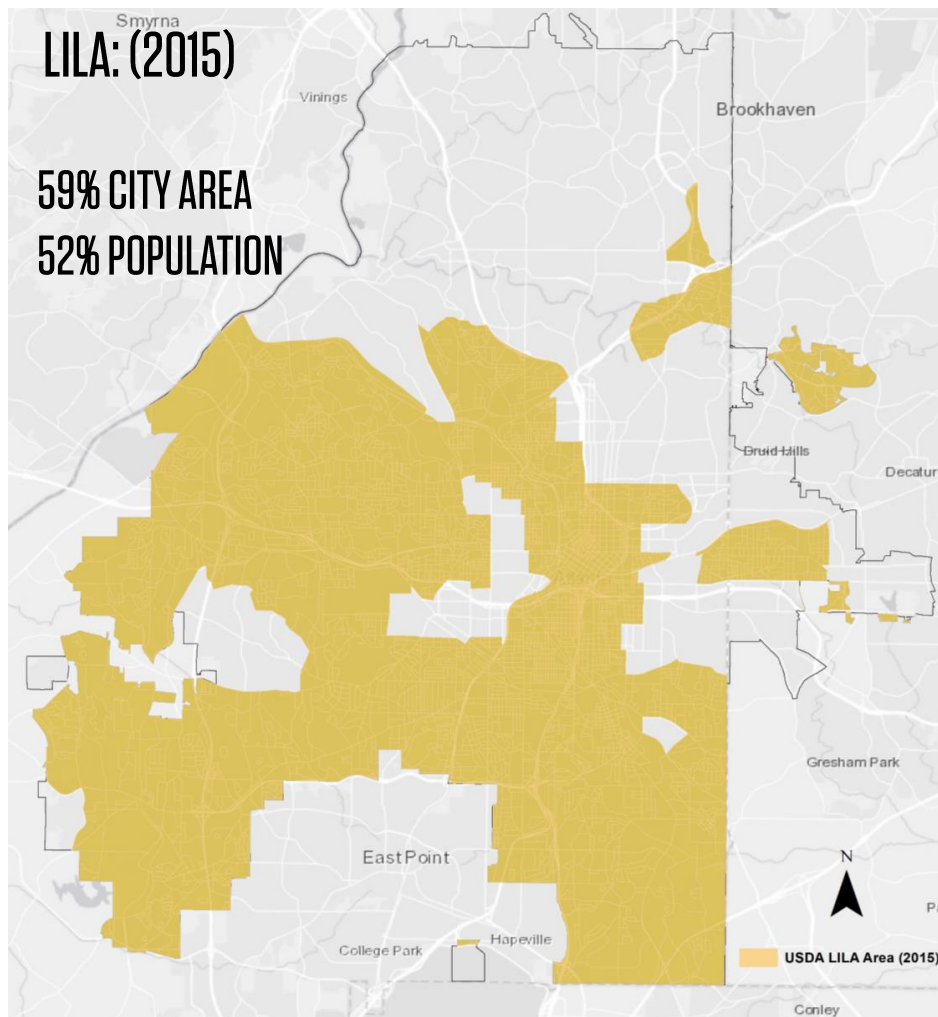
144,871*summer

158,574*winter

Atlanta residents living in LILA area reduced from 161, 404 to 144, 871

* These 19 farmers markets serve a total of 82, 175 residents living in LILA during the peak season six months a year.





**Change in LILA (2015-2020): An additional 22% of population is within a half-mile to fresh, affordable food.
The total area of LILA decreased by 16%**

*Percentage: Divided updated population of residents still in LILA reported (using 2015 census block data) with estimate total pop for City of Atlanta in 2015. Estimate of the total population of City of Atlanta for 2015: 462,433 (Based on mean of City of Atlanta total pop: 426,821 (US Census 2010) & 498,044 (US Census 2018). ** The 2020 data reflects Atlanta food access during peak growing season when all markets are operating.



Atlanta must reach an
additional 15% or 70,000
people living in LILA areas
to reach
OUR GOAL:

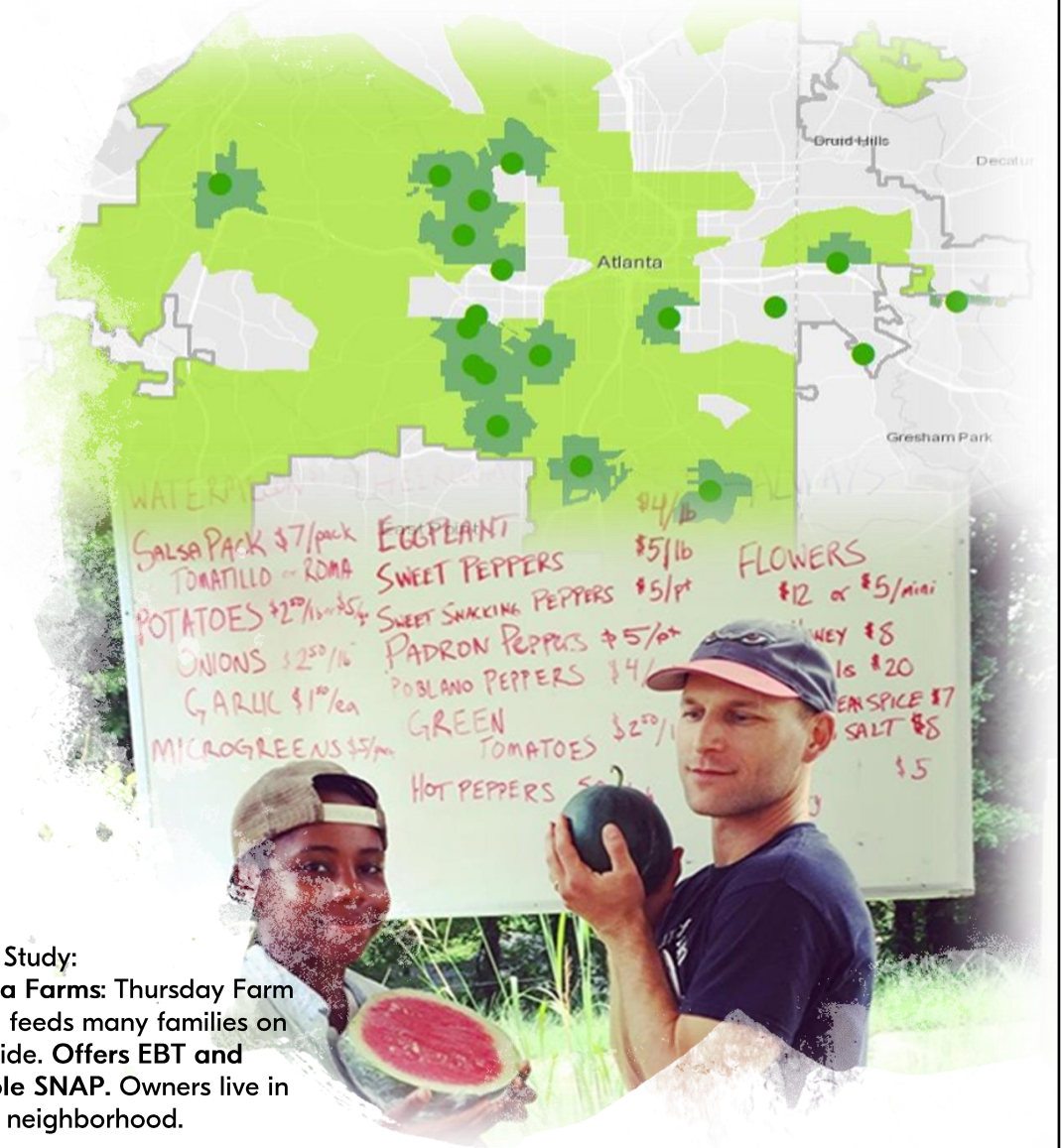
85% of City of Atlanta
residents will be within a
half-mile to fresh, affordable
food by 2022.

Fresh Food Access Overlay: 2020

Remove barriers & incentivize fresh food access points for residents (2020-2022)

Farms stands: update 2014 Urban Ag Ordinance to enable on-site sales for urban farms. Enable Special Use Permit (SUP). Permit fee waived within overlay.

- Benefits **32,714 residents** in overlay that live within a .5 mile to existing farms. Extends 2020 access to **17,579 residents**.
- Benefits **18 urban farms:** pioneering fresh food businesses in LILA area.
- Benefits **neighborhood-scale economy**.



Case Study:
Aluma Farms: Thursday Farm stand feeds many families on westside. Offers EBT and Double SNAP. Owners live in same neighborhood.

AGENDA ITEM REPORT



To:

Subject: MPO/ DOT Projects

Meeting: PUBLIC NOTICE - WORKSHOP COMMISSION MEETING- Apr 08 2020

Department: Public Works

Staff Contact: Todd Larson, Public Works Service Director

BACKGROUND INFORMATION:

The Town has been recommended and is working through the final processes for Grant Approvals to improve infrastructure. This is an update.

RECOMMENDATION:

Informational Purposes Only

ATTACHMENTS:

[Awarded and Recommended Grants 4-1-20](#)

	Status:
Town Clerk, Deputy Town Clerk	Approved - Apr 03 2020
Todd Larson, Public Works Service Director	Approved - Apr 03 2020
Finance director, Finance & Budget Director	Approved - Apr 03 2020
Newall J. Daughtrey, Assistant Town Manager	Pending



TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE PEMBROKE PARK, FLORIDA 33023 BROWARD (954) 966-4600 FAX (954) 966-5186

Memo

Ashira A. Mohammed
Mayor

To: Ashira Mohammed, Mayor

Howard P. Clark, Jr.
Vice Mayor

Howard Clark, Jr., Vice - Mayor

Geoffrey Jacobs
Clerk-Commissioner

Geoffrey Jacobs, Clerk-Commissioner

Georgina Cohen
Commissioner

Georgina Cohen, Commissioner

Reynold Dieuveille, Commissioner

Reynold Dieuveille
Commissioner

From: Todd Larson, Public Services Director

Date: April 1, 2020

Newall Daughtrey
Assistant Town Manager

Re: Awarded and Recommended Grants

Christopher J. Ryan
Town Attorney

Project	Amount	Funding Source	Status
SW 52 nd Avenue and South Park Rd Sidewalks, Bike Lanes and Drainage	\$3,164,242	MPO- CSLIP	Ranked #2 by MPO Board. Next Step is constructability review by MPO.
SW 25 th Street Stormwater Improvements	\$1,075,115	Surtax	Ranked in first year funding list for Surtax, awaiting Broward County Surtax Oversight Board review. Originally Scheduled for April 2, 2020, delayed by Health Emergency.
Bike Lane and Sidewalk improvement Project	\$30,000	Surtax	Ranked for first year design funding, If gets final approval construction funds to follow. Awaiting Broward County Surtax Oversight Board review. Originally Scheduled for April 2, 2020, delayed by Health Emergency.
52 nd Avenue Complete Streets	\$144,000	Surtax	Ranked for first year design funding awaiting Broward County Review and approval. Awaiting Broward County Surtax Oversight Board review. Originally Scheduled for April 2, 2020, delayed by Health Emergency.

Project	Amount	Funding Source	Status
County Line Stormwater Connection	\$90,000	Surtax	Ranked for first year design funding. Awaiting Broward County Surtax Oversight Board review. Originally Scheduled for April 2, 2020, delayed by Health Emergency.
SW 25 th Street Stormwater Project	\$864,976.00	HMGP Grant	FEMA final approval, grant agreement in process. Should receive grant agreement in April.
Hardening of Town Hall, Generator, Roof	\$482,343	HMGP Grant	FEMA final approval, grant agreement in process. Should Receive Grant Agreement in April.

The John P. Lyons Lane Stormwater Improvements are in final environmental review with the state. When review is complete the project will be sent to FEMA for funding from HMGP grant funds.



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

Agenda Request

Meeting Date:	04/08/2020
Subject:	Professional Services for Police Department
Initiated by:	☒ City Commission ☐ City Attorney ☐ City Manager / Staff
Prepared by:	Name & Title: Clerk Commissioner Jacobs
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	
Fiscal Impact:	Short term \$24,000.00 for professional service consultant. Long-term cost savings for the town.
Policy Question(s) for Commission Considerations:	
Summary:	The currently contract is excessive and is causing a negative impact on the budget.
Background:	
Discussion/Analysis:	
Options:	N/A
Advantages:	N/A
Disadvantages:	N/A
Possible action:	N/A
Advantages:	N/A
Disadvantages:	N/A
Staff Recommendations:	N/A
Additional Action Needed:	N/A



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

Agenda Request

Meeting Date:	04/08/2020
Subject:	Transfer of grey vehicle from Building Department
Initiated by:	☒ City Commission ☐ City Attorney ☐ City Manager / Staff
Prepared by:	Name & Title: Clerk Commissioner Jacobs
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	
Fiscal Impact:	None
Policy Question(s) for Commission Considerations:	
Summary:	Currently, the Building Department has a vehicle that the title needs to be transferred to general fund.
Background:	
Discussion/Analysis:	
Options:	N/A
Advantages:	N/A
Disadvantages:	N/A
Possible action:	Transfer of title
Advantages:	N/A
Disadvantages:	N/A
Staff Recommendations:	N/A
Additional Action Needed:	N/A

IMPORTANT INFORMATION

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:

**TOWN OF PEMBROKE PARK
3510 SW 52 AVE
PEMBROKE PARK, FL 33023**

Important note: If you cancel the insurance for this vehicle, immediately return the license plate from this registration to a Florida driver license or tax collector office or mail it to: Dept. of Highway Safety, Return Tags, 2900 Apalachee Parkway, Tallahassee, FL 32399. Surrendering the plate will prevent your driving privilege from being suspended.

FLORIDA VEHICLE REGISTRATION

CO/AGY 10 / 6 T# 770997200
B# 1546199

PLATE	XD4499	DECAL		Expires	NO EXPIRATION				
YR/MK	2014/FORD	BODY	4D	COLOR	GRY	Reg. Tax	48.85	Class Code	97
VIN	1FAHP2E86EG102951			TITLE	112897218	Init. Reg.		Tax Months	12
Plate Type	CVR	NET WT	3852			County Fee	3.00	Back Tax Mos	
DL/FEID	590968454-01					Mail Fee		Credit Class	
Date Issued	9/20/2013	Plate Issued	9/20/2013			Sales Tax		Credit Months	
						Voluntary Fees			
						Grand Total	51.85		

**TOWN OF PEMBROKE PARK
3510 SW 52 AVE
PEMBROKE PARK, FL 33023**

IMPORTANT INFORMATION

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to a replacement vehicle.
3. Your registration must be updated to your new address within 20 days of moving.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.

CVR - CITY VEHICLES PLATE ISSUED X

AGENDA ITEM REPORT



To: Commissioner Cohen
Subject: Update Public Services Director Flooding Back-up.
Commissioner Cohen/ Attorney Ryan
Meeting: Agenda Regular Commission Meeting - April 08 2020
Department: Administrative
Staff Contact: Dierdre Davis, Administrative Assitant

BACKGROUND INFORMATION:

Continued discussion from March 12,2020 Commission Meeting

FINANCIAL IMPACT:

None

Office of Inspector General Report

02/02/2018

John W. Scott



BROWARD OFFICE OF THE INSPECTOR GENERAL

MEMORANDUM

To: Honorable Ashira Mohammed, Mayor, Town of Pembroke Park
and Members, Town of Pembroke Park Commission

From: John W. Scott, Inspector General 

Date: February 2, 2018

Subject: **OIG Final Report Re: *Misconduct and Gross Mismanagement In The Town of Pembroke Park's Procurement of Professional Engineering Services, Ref. OIG 14-032***

Attached please find the final report of the Broward Office of the Inspector General (OIG) regarding the above-captioned matter. The OIG has determined that for 16 years, the town manager (who retired on January 3, 2018) and two other administrative officials engaged in gross mismanagement, misconduct, or both in the procurement of professional engineering services from Craig A. Smith and Associates, Inc. (CAS), the town's interim town engineer, consultant engineering firm, and (for twelve years of that time) its lobbyist or grant specialist.

The OIG's investigation into the town's processes for the procurement of engineering services revealed that, contrary to its own ordinance, the town failed to issue purchase orders prior to the procurement of engineering services on 66 engineering procurements from CAS. The OIG also determined that the town consistently used CAS's engineering services for the town's projects without regard for state and federal procurement regulations requiring the town to procure such services through competitive solicitation and negotiation and in a manner that was free of actual and apparent conflicts of interest.

In its response to the preliminary version of this report, the OIG received responses from the town (through the mayor), the vice-mayor, finance and budget director Georgina Rodriguez, public works director Todd Larson, and former town manager Robert Levy. In their responses, the individual parties do not challenge the OIG's overall findings. Instead, they offer explanations as to why they are not responsible for the deficiencies identified.

The OIG acknowledges that the town began to address the concerns raised in this report after this investigation became known to officials and staff. The OIG is specifically encouraged by the town's response which reflects its commitment to correcting the deficiencies identified by the OIG's investigation. In its response, the town reported on the changes already made and summarized the steps it intends to take in order to implement the remaining recommendations

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

offered by the OIG. To that end, we have requested that the town provide us with a status report in 90 days, or by May 3, 2018, regarding the town's progress.

Attachment

cc: Honorable Barbara Sharief, Member, Broward County Board of County Commissioners
Tom S. Wilde, Assistant Town Manager, Town of Pembroke Park
Individuals previously provided a Preliminary Report (under separate cover)

BROWARD OFFICE OF THE INSPECTOR GENERAL



FINAL REPORT

**OIG 14-032
February 2, 2018**

*Misconduct and Gross Mismanagement in the Town of Pembroke Park's
Procurement of Professional Engineering Services*



BROWARD OFFICE OF THE INSPECTOR GENERAL

FINAL REPORT RE: *MISCONDUCT AND GROSS MISMANAGEMENT*
IN THE TOWN OF PEMBROKE PARK'S PROCUREMENT OF PROFESSIONAL ENGINEERING SERVICES

SUMMARY

The Broward Office of the Inspector General (OIG) has concluded its investigation into the Town of Pembroke Park's procurement of professional engineering services, determining that the town manager (who retired after we released our December 21, 2017, preliminary report in this matter) and the public works director engaged in misconduct and that the town manager, the public works director, and the finance and budget director engaged in gross mismanagement.

During the OIG's general review of the town's procurement process, we became concerned whether the town was circumventing competitive solicitation requirements.¹ We substantiated this concern. Chief among our disturbing findings was that, on 66 out of 67 documented procurements between 1999 and 2015, the town exclusively used Craig A. Smith and Associates, Inc. (CAS) – its interim town engineer and consultant engineering firm and (for twelve years of that time) its lobbyist or grant specialist² – for its engineering services needs.

We determined that the town did not issue any purchase orders prior to procurements, did not issue requests for qualifications (RFQs) or create a pool of qualified firms, did not issue requests for proposals (RFPs)³ from that pool for individual projects, and did not competitively negotiate for engineering services. On at least 66 occasions, the responsible town officials disregarded the local code that mandated they issue prior purchase orders. On 22 occasions, they also flagrantly and repeatedly disregarded the laws that required that the town procure engineering services through a fair, open, and competitive solicitation; that terms be competitively negotiated; that the procurements be free of conflicts of interest; or some combination of these requirements. These laws included the Consultants' Competitive Negotiation Act (CCNA), which is applicable to all local governments in Florida and the federal regulations governing the federal grants that CAS sought and the town used to pay CAS for the engineering services.

The town paid CAS approximately \$3,323,245 in public funds for those 22 projects between 1999 and 2015.

¹ We limited our scope to procurement processes in part due to our difficulty in obtaining town records, which in many cases made our assessment of the town's processes difficult or impossible.

² CAS contracted with the town to provide services as a "[c]onsultant to obtain and administer Special Legislative Appropriation Funding on the TOWN's behalf, and ... to administer the special funding projects relating to improvements in the TOWN." (Exhibit 4) Witnesses referred to this CAS role variously as "lobbying," "grant writing," and "grant specialist" services. We refer to this CAS role as "lobbyist or grant specialist."

³ RFPs are written or electronically posted solicitations for competitive, sealed proposals. § 287.012, Florida Statutes.

BROWARD OFFICE OF THE INSPECTOR GENERAL

FINAL REPORT RE: MISCONDUCT AND GROSS MISMANAGEMENT

IN THE TOWN OF PEMBROKE PARK'S PROCUREMENT OF PROFESSIONAL ENGINEERING SERVICES

The OIG also determined that the town manager, the public works director, and the finance and budget director engaged in gross mismanagement when they failed to properly administer the public funds used to procure CAS's services between 1999 and 2015.

The town began to address its procurement shortcomings after this investigation became known to officials and staff in or after August 2014.⁴ In addition to the steps the town has already taken, it should implement the recommendations that appear at the conclusion of this report.

In light of our finding that town officials violated federal regulations in the procurement of federal grants, some of which Broward County sub-awarded to the town, in accord with our charter mandate, we are referring this matter to the Office of Inspector General of the U.S. Department of Housing and Urban Development (HUD) and the Housing Finance and Community Redevelopment Division of the Broward County Department of Environmental Protection and Growth Management for further action as those agencies deem appropriate.

Finally, in carrying out its charter mandate, the OIG has observed that some other Broward municipalities appear to fail to follow the CCNA. This state law applies to much of local governments' procurement of architectural, engineering, landscape architectural, and surveying and mapping services. We urge all local governments here in Broward County to take special note of the CCNA's requirements as detailed within this report and to counsel those responsible for the procurement of such professional services on the benefits of following and the hazards of failing to follow the CCNA.

OIG CHARTER AUTHORITY

Section 10.01 of the Charter of Broward County empowers the Broward Office of the Inspector General to investigate misconduct and gross mismanagement within the Charter Government of Broward County and all of its municipalities. This authority extends to all elected and appointed officials, employees and all providers of goods and services to the County and the municipalities. On his own initiative, or based on a signed complaint, the Inspector General shall commence an investigation upon a finding of good cause. As part of any investigation, the Inspector General shall have the power to subpoena witnesses, administer oaths, require the production of documents and records, and audit any program, contract, and the operations of any division of the County, its municipalities and any providers. The Broward Office of the Inspector General is also empowered to issue reports, including recommendations, and to require officials to provide reports regarding the implementation of those recommendations.

⁴ The OIG's investigation was heavily dependent on the ability to receive town records when and as requested. Often during the course of our review, the town failed to provide adequate records of its past procurements in a timely manner, if at all. According to the public works director's response to this report, he is facing the same challenges today

BROWARD OFFICE OF THE INSPECTOR GENERAL

**FINAL REPORT RE: MISCONDUCT AND GROSS MISMANAGEMENT
IN THE TOWN OF PEMBROKE PARK'S PROCUREMENT OF PROFESSIONAL ENGINEERING SERVICES**

RELEVANT GOVERNING AUTHORITY

Pembroke Park Town Charter

Part I, § 15 – Creation of departments, provides:

For the purpose of systematically handling the government, the Commission shall create the following departments, and one Commissioner shall have charge of each department: Executive Department, in charge thereof to be ex-officio the Mayor; Department of Taxes, the Commissioner in charge thereof to be the Clerk; Department of Finance, the Commissioner in charge thereof to be the Vice-Mayor; Department of Health and Zoning, one of the other Commissioners as is designated by resolution of the Commission; and Department of Public Works and Water, one of the other Commissioners as is designated by resolution of the Commission.

Pembroke Park Town Code

§ 2-84 – Duties, responsibilities

The duties and responsibilities of the Town Engineer shall be as follows:

- (1) He shall prepare all specifications, designs, plans and contractual documents for all public work projects including, but not limited to, streets and roadways, drainage, water and waste water and sanitary sewage collection systems.
- (2) He shall review all plat submissions and provide his written recommendation regarding same.
- (3) He shall review all site plan submissions and provide his written recommendation regarding same.
- (4) He shall review all plans and specifications for water, drainage, streets and roadways submitted by private developers and provide his written recommendation regarding same.
- (5) He shall observe and review all engineering projects built by the Town or built for the Town under contracts with private contractors and provide a written report on his observations.
- (6) He shall observe and review all engineering projects built by private developers under permits from the Town and provide a written report on his observations.
- (7) He shall review cost estimates whenever costs are a basis for the fee to be charged for permits or otherwise.
- (8) He shall advise the Commission as requested from time to time on all engineering matters.
- (9) He shall advise the Commission immediately upon his observation of any project or undertaking within the Town that does not comply with sound engineering principles.
- (10) He shall respond to questions on any engineering matter for the staff and employees of the Town.
- (11) He shall appear at all Commission meetings wherein a matter relating to engineering is scheduled to be discussed and also upon the request of the Commission.

BROWARD OFFICE OF THE INSPECTOR GENERAL

FINAL REPORT RE: MISCONDUCT AND GROSS MISMANAGEMENT

IN THE TOWN OF PEMBROKE PARK'S PROCUREMENT OF PROFESSIONAL ENGINEERING SERVICES

- (12) He shall determine whether or not the elevations of all sites submitted for development are within the criteria as provided in the floodplain ordinance and submit his written report with respect to same.

§ 2-94 – Duties and responsibilities.

The duties and responsibilities of the Town Manager shall be as follows:

- (a) To see that the policies and directions of the Commission with respect to the administration and operation of the Town are followed.
- (b) To attend all meetings of the Commission.
- (c) To prepare the agenda for all meetings of the Commission including, but not limited to, special and workshop meetings.
- (d) To keep the Commission fully advised as to the needs of the Town.
- (e) To recommend to the Commission for its consideration such measures as he or she may deem necessary, expedient or otherwise in the Town's best interests.
- (f) To review the operations and administration of all departments and divisions of the Town government and to periodically report to the Commission as to the operations of same, and recommendations, if any, with respect to said department or division.
- (g) To exercise general supervision over the operation of the Administrative Department of the Town. ...
- (k) To assist the Budget and Finance Director and the Town Planner in making application for Federal and State grants as directed by the Commission. ...

§ 24-74. – Duties, responsibilities.

The duties and responsibilities of the Finance and Budget Director shall be as follows:

- (1) To advise the Commission on all matters relating to fiscal affairs of the Town including budgeting and accounting;
- (2) To assist in the preparation of the annual budget of the Town;
- (3) To review expenditures to ensure compliance with the current budget of the Town;
- (4) To recommend amendments and revisions to the annual budget when advisable;
- (5) To review bookkeeping, accounting and disbursement procedures to ensure compliance with the statutes of the State and the ordinances and resolutions of the Town;
- (6) To review investment policy to ensure the highest return to the Town on its investments and that such investments are made in accordance with the applicable statutes of the State and the ordinances of the Town;
- (7) To perform such other duties as may be assigned by the Commission relating to the financial and budgetary matters of the Town.

BROWARD OFFICE OF THE INSPECTOR GENERAL
FINAL REPORT RE: MISCONDUCT AND GROSS MISMANAGEMENT
IN THE TOWN OF PEMBROKE PARK'S PROCUREMENT OF PROFESSIONAL ENGINEERING SERVICES

§ 2-121. - Commission authorization required for procurements.

No services, materials and/or supplies shall be procured for or on behalf of the Town unless such procurement has specifically been authorized by the Town Commission in a regular or special meeting, except as may be otherwise provided in this article.

§ 2-122. - Purchase orders—Required.

No services, materials and/or supplies shall be procured for or on behalf of the Town unless prior to such procurement a purchase order shall have been issued therefor and signed by the Clerk-Commissioner or, in his absence or disability, by the acting Clerk-Commissioner, except as provided pursuant to section 2-124 of this division.

§ 2-123. - Same—Conditions for issuance.

The clerk-commissioner ... is hereby authorized to issue purchase orders for any services, materials and/or supplies for which specific authorization has previously been made by the town commission in accordance with the provisions of section 2-121, and for any purchase or procurement of services, materials and/or supplies, the cost of which is less than five hundred dollars (\$500.00), provided the purchase or procurement has been authorized in the then current annual budget of the town, and the proposed expenditure is within the amount appropriated for the purchase and there remains unencumbered and unspent in such appropriation a sufficient sum to pay for the item or items included in the purchase order; provided, however the clerk-commissioner ... is hereby authorized to issue purchase orders upon the written request of the town engineer for projects previously approved by the commission in amounts exceeding five hundred dollars (\$500.00), but not exceeding fifteen hundred dollars (\$1,500.00), for work in connection with said projects

§ 2-124. - Regular, recurring procurements.

The Town Commission may, by resolution from time to time, provide for the payment for certain services, materials and/or supplies which are procured on a regular or recurring basis, either pursuant to contract or otherwise, without the requirement of a purchase order for same, or the submission of such invoice to the Town Commission for individual approval.

§ 2-125. - Authorization to pay for services and materials.

The Clerk-Commissioner is hereby authorized to pay upon receipt, or thereafter, any invoice or statement to the Town for services, materials and/or supplies that have been ordered pursuant to the provisions of section 2-123 of this division, provided such services, materials and/or supplies have been rendered or delivered in accordance with the provisions of the purchase order. The Clerk-Commissioner shall pay upon receipt, or thereafter, any invoice or statement for services, materials and/or supplies that have been approved for

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payment by the Town Commission pursuant to resolution adopted in accordance with the provisions of section 2-124 of this division. ...

§ 2-127. - Schedule of bills, invoices, to be on Commission agenda.

The Clerk-Commissioner shall attach to the agenda of each regular monthly meeting of the Town Commission a schedule of bills or invoices to be approved by the Town Commission, as well as a schedule of any bills or invoices that have been paid pursuant to the provisions of this article, and were not presented to the Commission on any prior schedule of bills or invoices for approval. ...

§ 2-141. - Required for certain purchases.

- (a) The purchase of any supplies, materials, goods, merchandise, printing, equipment or other personal property and the letting of contracts for construction projects in excess of three thousand dollars (\$3,000.00) shall be permitted only after written competitive bids from at least three (3) different sources are received by the Commission for consideration.
- (b) No purchase of any supplies, materials, goods, merchandise, printing, equipment or other personal property nor the letting of contracts for construction projects shall be permitted when the purchase price thereof is in excess of twenty-five thousand dollars (\$25,000.00) per item, unless upon competitive bids received as provided in this division. ...

§ 2-143. - Publication and posting of notice for bids.

Whenever competitive bids are required, pursuant to the provisions of this division, notice of the solicitation of such bids shall be published by the Clerk-Commissioner in a newspaper of general circulation in the County two (2) times at one-week intervals, with the first publication not less than ten (10) days nor more than twenty (20) days prior to the day the bids are to be received and opened. In addition, the Clerk-Commissioner shall cause such notice to be posted in two (2) conspicuous places in the Town Hall, which posting shall be made at least ten (10) days prior to the day the bids are to be received and opened.

Consultants' Competitive Negotiation Act (CCNA)

F.S. § 287.055, Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties. ...

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(2) DEFINITIONS.—For purposes of this section: ...

(g) A “continuing contract” is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another. ...

(l) “Negotiate” or any form of that word means to conduct legitimate, arms length discussions and conferences to reach an agreement on a term or price. For purposes of this section, the term does not include presentation of flat-fee schedules with no alternatives or discussion. ...

(3) PUBLIC ANNOUNCEMENT AND QUALIFICATION PROCEDURES.—

(a) 1. Each agency shall publicly announce, in a uniform and consistent manner, each occasion when professional services must be purchased for a project the basic construction cost of which is estimated by the agency to exceed the threshold amount ... or for a planning or study activity when the fee for professional services exceeds the threshold amount⁵

(b) Each agency shall encourage firms engaged in the lawful practice of their professions that desire to provide professional services to the agency to submit annually statements of qualifications and performance data.

(c) Any firm or individual desiring to provide professional services to the agency must first be certified by the agency as qualified pursuant to law and the regulations of the agency. The agency must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

(d) Each agency shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the agency to be applicable to its particular requirements. ...

(e) The public must not be excluded from the proceedings under this section.

(4) COMPETITIVE SELECTION.—

(a) For each proposed project, the agency shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with, and may

⁵ The threshold for construction costs was \$250,000 in 1999 to 2009 and \$325,000 in 2010 to 2015. The threshold for planning or study activity fees was \$25,000 in 1999 to 2009 and \$35,000 in 2010 to 2015.

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require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

(b) The agency shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations under subsection (5).

(c) This subsection does not apply to a professional service contract for a project the basic construction cost of which is estimated by the agency to be not in excess of the threshold amount ... or for a planning or study activity when the fee for professional services is not in excess of the threshold amount. ... However, if, in using another procurement process, the majority of the compensation proposed by firms is in excess of the appropriate threshold amount, the agency shall reject all proposals and reinstate the procurement pursuant to this subsection.

(d) Nothing in this act shall be construed to prohibit a continuing contract between a firm and an agency.

(5) COMPETITIVE NEGOTIATION.—

(a) The agency shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount ..., the agency shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the agency determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.

(b) Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.

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(c) Should the agency be unable to negotiate a satisfactory contract with any of the selected firms, the agency shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached....

(8) STATE ASSISTANCE TO LOCAL AGENCIES.—On any professional service contract for which the fee is over \$25,000, the Department of Transportation or the Department of Management Services shall provide, upon request by a municipality, political subdivision, school board, or school district, and upon reimbursement of the costs involved, assistance in selecting consultants and in negotiating consultant contracts. ...

Federal Regulations

24 § 85.36 Procurement. ...

(b) Procurement standards.

(1) Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

(2) Grantees and subgrantees will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above,

has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or

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agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest. ...

(9) Grantees and subgrantees will maintain records sufficient to detail the significant history of a procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(c) Competition.

(1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of § 85.36. Some of the situations considered to be restrictive of competition include but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (ii) Requiring unnecessary experience and excessive bonding,
- (iii) Noncompetitive pricing practices between firms or between affiliated companies,
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest, ... and
- (vii) Any arbitrary action in the procurement process. ...

(3) Grantees will have written selection procedures for procurement transactions. These procedures will ensure that all solicitations: (i) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. ...

(4) Grantees and subgrantees will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, grantees and subgrantees will not preclude potential bidders from qualifying during the solicitation period.

(d) Methods of procurement to be followed.

(1) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at \$100,000). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources. ...

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(3) Procurement by *competitive proposals*. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
- (ii) Proposals will be solicited from an adequate number of qualified sources;
- (iii) Grantees and subgrantees will have a method for conducting technical evaluations of the proposals received and for selecting awardees;
- (iv) Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (v) Grantees and subgrantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(4) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

- (i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:
 - (A) The item is available only from a single source;
 - (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (C) The awarding agency authorizes noncompetitive proposals; or
 - (D) After solicitation of a number of sources, competition is determined inadequate.
- (ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.
- (iii) Grantees and subgrantees may be required to submit the proposed procurement to the awarding agency for pre-award review in accordance with paragraph (g) of this section. ...

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(f) *Contract cost and price.*

(1) Grantees and subgrantees must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals. A cost analysis must be performed when the offeror is required to submit the elements of his estimated cost, e.g., under professional, consulting, and architectural engineering services contracts. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.

(2) Grantees and subgrantees will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. ...

(i) *Contract provisions.* A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

(2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000) ...

2 CFR §§ 200.317-326

On December 19, 2014, the Office of Management and Budget (OMB) and all federal award granting agencies published a joint, government wide, interim rule. In this rule, HUD codified the requirements for federal awards and amended 24 CFR parts 84 and 85 by removing all substantive provisions. Additionally, it included a provision that federal awards made prior to December 26, 2014 be governed by parts 84 or 85. Federal awards made after December 26, 2014 are governed by 2 CFR §§200.317-§200.326. Through its investigation, the OIG identified eight Pembroke Park projects funded by federal awards. 24 CFR §85.36 governs seven of these awards, while 2 CFR §200.317-326 governs the remaining one.

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The new provisions within 2 CFR §§ 200.317-326, applicable to the town's eighth project, are identical in substance to the provisions of 24 CFR §85.36, cited above.

INDIVIDUALS AND ENTITIES COVERED IN THIS REPORT

The Town of Pembroke Park

The town was incorporated in 1957. With a population of approximately 6,000 residents that doubles during the winter, the town is located off I-95 and Pembroke Road and has a total area of 1.6 square miles.

Five commissioners comprise the town's governing body. Currently, the mayor, the vice mayor, and two additional commissioners sit on the commission; there is one open seat. As of September 2016, the town payroll records reflected 30 full-time staff employees.

As directed by the town's charter, the mayor is charged with overseeing the executive department, the vice-mayor is charged with the department of finance, the clerk commissioner is charged with the department of taxes, and the remaining commissioners are charged, through resolution, with the department of health and zoning and the department of public works.⁶ According to the organizational chart included in the town's comprehensive annual financial report for the past thirteen years,⁷ the town attorney, deputy town clerk, and town manager report directly to the town commission. The finance and public works departments report directly to the town manager.

Craig A. Smith & Associates, Inc.

CAS is a civil engineering, surveying, and construction management firm that was incorporated in 1980. It has provided engineering services to the town since the 1980s. CAS served as the town's interim town engineer from August 1999 until March 2015. It was the town's consultant engineer from February 2000 until at least February 2017. It was also the town's lobbyist or grant specialist for part of this time, seeking and securing grants for engineering projects from October 1999 until August 2011.

⁶ As reported here, the town's charter provides that the elected officials are in charge of different town departments. But we could not discern in law or fact what "in charge" means or how the town interprets the term, except to observe that the town manager appears to control the administration of the town. We found that the elected officials relied exclusively on the documents and recommendations that the town manager, the public works director, the finance and budget director, and the interim town engineer provided to them. The town commission as a whole also approved each of these procurements based on the assertions of the professionals. Especially considering the interviews of the mayor and vice mayor described herein, in which they credibly stated that they questioned staff on certain aspects of these procurements and the documents to support them and that they ultimately relied on the professionals, we find in this matter that the elected officials reasonably relied on the town manager's assertions that this was how the process worked.

⁷ This organizational chart is outdated, considering the fact that there are now two assistant town managers but the chart only reflects one.

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Robert Levy

Mr. Levy has worked for the town since the late 1980s, except between March 1995 and October 1997, when he was the city manager for the City of Wilton Manors. The town commission appointed him the town administrator (later changed to town manager) in 1997, and he has held the post since.⁸ Although he described his duties as limited to advising the commission, the town code establishes his duties as the execution of the commission's policies and directions, advising the commission of town needs, recommending measures necessary or in the town's best interests, reviewing and reporting on the operations and administration of all town departments and divisions, exercising general supervision over administration, and assisting in applying for grants as the commission directs. The finance and budget director and the public works director report directly to him. As the town manager, while on contract, he reports to and serves at the pleasure of the town commission.

Todd Larson

Mr. Larson is the public works director for the town and has held this position since 2000. He is responsible for the public works department's procurement of goods, materials, and services valued over \$500, which includes providing for the town's engineering needs. He reports directly to the town manager.

Georgina Rodriguez

Ms. Rodriguez has been the town's finance and budget director for 16 years and, although the town code states she is appointed by and serves at the pleasure of the town commission, she reports to the town manager. The finance department is responsible for the town's purchasing function. According to the town code, her duties include ensuring that town funds are spent in an appropriate manner, meeting all state, federal, and local requirements.

INVESTIGATION

Investigation Overview

The OIG's Contract and Procurement Oversight Program initiated a routine inspection of town solicitations for the year 2012. The review uncovered a number of issues and concerns, whereupon the OIG found good cause to initiate an investigation into the town's procurement of professional engineering services and its contractual relationship with CAS. The OIG's investigation substantiated misconduct and gross mismanagement where the town circumvented laws designed (1) to ensure that qualified firms have a fair chance to obtain government business and (2) to minimize government vulnerability to non-competitive rates.

⁸ Mr. Levy retired from the town after the OIG issued the December 21, 2017, preliminary report in this matter. His retirement became effective January 3, 2018.

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The investigation involved the review of substantial documentation including, but not limited to, contracts between the town and CAS; relevant town commission meeting minutes; memoranda drafted by town officials and consultants; town financial records; and federal, state, and county agencies' records. The OIG also conducted interviews with various witnesses, including town officials, town employees, and current and former CAS employees.

The Town's Relationship with CAS

1. CAS as Town Engineer

Pembroke Park employed a staff town engineer from approximately 1987 until 1999. During this time, the former town engineer outsourced the town's engineering services work to several outside consultants. One of those consultants was CAS. Following the former town engineer's retirement, the town commission, through an August 1999 resolution, appointed CAS as the interim town engineer until such time as the town could select a replacement town engineer. To that end and at that time, the town commission directed Mr. Levy to initiate the selection process for a contract town engineer under the CCNA (Exhibit 1), but that never occurred. CAS continued to serve and invoice the town as the "town engineer" for 16 years, until March 2015.⁹

According to the town code, the *town engineer* is charged with, among other duties, preparing all specifications, designs, plans, and contractual documents for all public works projects; reviewing and providing recommendations on all plans and specifications for water, drainage, streets, and roadways submitted by private developers; observing, reviewing, and providing reports on all engineering projects by or for the town under contracts or permits with private contractors; reviewing cost estimates when used as a basis for permit fees; advising the commission as requested from time to time; and responding to staff questions on any engineering matter.¹⁰ CAS provided the town with its own description of the duties it intended to perform when hired as the contracted town engineer, including "normal functions of a Town Engineer, including meetings with Town Commissioners, [town manager] and [town] staff, local developers, residents and representatives of regulatory agencies" as well as "review developer plans, compute impact fee's [sic], etc., accumulate engineering data and provide inspection services as inspector of developer projects, as appropriate." (Exhibit 3)

⁹ That CAS filled the role of interim town engineer until March 2015 is buttressed by CAS's own documents. In addition to the town's resolution appointing CAS as interim town engineer as featured in Exhibit 1, a number of CAS invoices demonstrate that CAS billed as the town engineer services through 2015. Additionally, CAS's March 2015 proposal for a town project is clear that CAS considered itself the town's engineer wherein the CAS senior vice president used the town as a reference, asserting, "CAS continues to provide overall Engineering Services for the Town and is assigned Town Engineer." (Composite Exhibit 2)

¹⁰ Town of Pembroke Park Code of Ordinances, § 2-84.

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2. CAS as Lobbyist or Grant Specialist

Two months later, the town hired CAS as the town's *lobbyist* or *grant specialist*. Specifically, in October 1999, the town engaged CAS's services to obtain and administer special legislative appropriation funding. (Exhibit 4) That is to say, CAS was charged with researching and applying for grant money to fund the town's engineering projects. It did so for the next twelve years until, on August 15, 2011, CAS requested that the town assign its (CAS's) contract to provide these services to "the new entity, CAS Governmental Services, LLC." (Exhibit 5)

3. CAS as Consultant Engineer

Four months after the town engaged CAS to be its lobbyist or grant specialist, the town hired the engineering firm to fill yet another role. In February 2000, the town entered into another agreement with CAS wherein CAS agreed to provide consultant engineering services "as requested by the TOWN." (Exhibit 6) The town contracted CAS to also "...provide and furnish the TOWN with all labor, services and supervision necessary to perform each work order project as assigned." At that time, the contract authorized CAS to provide consulting services on only two projects: the creation of an overall storm water master plan and the creation of an overall sanitary sewer system master plan aimed at determining corrective actions to resolve existing flooding conditions and at identifying needed improvements to the sanitary sewer system. In practice, CAS continued to provide consultant engineering services on virtually all engineering projects, and the town continued to pay for those services, although we found that this arrangement was invalid, as we explain later in this report.

In a local government setting, the *consultant engineer* or *consulting engineer* works on a contracted basis and at the direction of the engineer employed by the local government, in this case, the town engineer. The consultant engineer is expected to perform various duties such as assisting with the design and implementation of engineering projects, surveying and mapping, and preparation of construction documents. A review of CAS's 2000 consultant engineer contract revealed that the town historically charged its consultant engineer with similar duties. For example, according to its 2000 contract with the town, CAS intended to consult the town in "... the following disciplines: stormwater, water/wastewater, environmental, street/roads, process evaluation, cost-benefit analysis, land surveying and general engineering and Town planning services." (Exhibit 6) The town often used CAS as a *project engineer*, who carries the overall responsibility for the execution of the work related to a specific project, including supervision of the project team and their assigned activities.

Thus, by the year 2000, CAS held multiple roles within and for the town – as town engineer, lobbyist or grant specialist, and consultant engineer until 2011; and as town engineer and

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consultant engineer until 2015.¹¹ We would not have found the town's relationship with CAS, by itself, to be misconduct; however, it laid the groundwork for the town to violate its ordinance, the CCNA, and federal regulations on grants.

Town Officials Improperly Procured Projects by Failing to Follow the Town's Own Procurement Law and State Procurement Law

Between the years of 1999 and 2015, CAS provided the town with almost all of its engineering needs. Our investigation revealed that the town manager and the public works director engaged in misconduct by consistently violating local and state authority in the procurement of CAS's services.

1. The Town Failed to Issue Purchase Orders for 66 Procurements from CAS¹²

Chapter 3, Article V of the town's ordinance sets forth the town's procurement procedures. In addition to including language which resembles the state's procurement requirements found in the CCNA,¹³ the town includes its own requirements. One of these is that "[n]o services... shall be procured for or on behalf of the town unless prior to such procurement a purchase order shall have been issued. ..."¹⁴ It is a best practice to use purchase orders to memorialize terms and conditions between a government agency and its vendors for good or services.¹⁵ Purchase orders for services detail the scope of work and type of work agreed to.

But after comparing documents that CAS provided against the town's documentation of procurements between 1999 and 2015 under which CAS-provided services were billed, we could not locate preceding purchase orders on at least 66 occasions.^{16,17} Those procurements are detailed in OIG Appendix A and OIG Appendix B to this report.

OIG Appendix A lists town engineering projects that CAS worked on, but the OIG was unable to determine, based on the records that the town and CAS provided, what CAS's scope of work was for any of them. The town's finance and budget director informed the OIG that, while the town could produce purchase orders to pay CAS's invoices for the already procured services, the town did not issue purchase orders to CAS prior to the procurement of any of its

¹¹ The OIG began conducting interviews in conjunction with its investigation in August 2014.

¹² As reflected in OIG Table 2, one engineering project was awarded to Boyle Engineering. This procurement, also, did not have a preceding purchase order.

¹³ § 287.055, Florida Statutes.

¹⁴ § 2-122, Pembroke Park Code.

¹⁵ Procurement contracts come in various forms. One of these forms is a short form contract known as a purchase order. Watt, Patricia. *An Elected Official's Guide to Procurement*. Chicago: GFOA, 1995. A purchase order formalizes all the terms and conditions of a proposed transaction, such as a description of the requested items, delivery schedule, terms of payment, and transportation. *Public Procurement Dictionary of Terms – The Comprehensive Reference for Public Purchasing Terms and Concepts*. Herndon: NIGP, Inc., 2008.

¹⁶ Although a CAS executive opined that contracts were purchase orders, they are not. In any event, the vast majority of the 66 engineering procurements identified herein did not involve contracts other than CAS proposals the town signed.

¹⁷ See footnote 11 above.

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services.^{18,19} Had town officials or staff issued prior purchase orders as the town's ordinance required, such documents would have reflected what services were intended by the parties – project design, design-build, construction management, or the like.

The town's most recent annual audit observed,

The Town's procurement policy as written requires Commission approval for all purchases. ... This was deemed by management to be operationally cumbersome and has not been followed by the Town. In addition, an approved purchase order (PO) is required for all items, except recurring payments and items previously approved by resolution of the Commission. Based on discussion with the Town's management, they were unaware that this was how the policy was written. ... Purchases [sic] orders appear to be inconsistently used. Furthermore, the documentation provided appears to be more of a combined check request/purchase order form, several of which had no information in the PO section.²⁰

Several individuals failed to ensure that purchase orders were issued prior to the procurement of engineering and lobbying or grant specialist services, therefore, there is no way to know what services were to be provided or what was to be approved. Without a written process designating exactly which staff members were responsible for generating and processing purchase orders, we fault the town manager and the director of public works for failing to ensure that purchase orders were in place prior to the procurement of engineering and lobbying or grant specialist services to approve and detail exactly what they were meant to pay for.²¹

2. The Town Failed to Competitively Solicit Engineering Projects

The town's procedure for the procurement of engineering services mandated that the town permit "the letting of contracts for construction projects" over \$3,000 only after it received written competitive bids from at least three different sources and, for those over \$25,000, only after following the receipt of competitive bids received as provided in the code, which required the publication and posting of notices for bids.

¹⁸ The town's finance and budget director made this assertion during a telephone conversation with OIG staff on February 24, 2016. Although we requested that the finance and budget director provide us this assertion in writing, to date, she has failed to do so. Instead, the OIG received an email from the town attorney explaining the town's general procedures for authorization and payment on CAS invoices.

¹⁹ We searched the town's resolutions for evidence that the commission exempted CAS services from the purchase order requirement on any occasion and found none.

²⁰ Town of Pembroke Park, Florida Comprehensive Annual Financial Report for the Year Ended September 30, 2016. (Composite Exhibit 7 (excerpt))

²¹ See our discussion in the section below titled, "*Town Officials Committed Gross Mismanagement by Failing to Properly Administer Public Funds*," where we also fault the finance and budget director for failing to (1) compile written procedures for purchasing and accounts payable and (2) ensure that prior purchase orders were issued and approved before her department processed CAS invoices for engineering services rendered.

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The CCNA required the town to screen for qualifications any firm that desired to provide it with professional engineering services. When the town estimated that (1) construction costs would exceed \$325,000 or (2) a fee for a planning or study activity would exceed \$35,000, the CCNA required the town to publicly announce a solicitation, that is, issue an RFP.²²

Furthermore, the CCNA stipulated how the town was to select a firm to perform a proposed project. It required the town to evaluate current statements of qualifications and performance data on file together with those statements submitted by other firms, and it then required the town to conduct discussions with at least three firms regarding their qualifications, approach to the project, and ability to furnish the required services. The town was then to select, in order of preference, at least three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm was qualified, the CCNA required the town to consider several factors "with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms."²³ These factors included, but were not limited to, the ability of professional personnel, whether the firm was a certified minority business enterprise, and the firm's past performance. After three firms were selected, the town was then required to competitively negotiate the terms of the engineering contract with the most qualified of the firms.

The OIG determined that there were 22 CAS projects which the town should have competitively solicited because they met the thresholds of the town's ordinance, the CCNA, or both, as follows:

²² Prior to 2010, these thresholds were \$250,000 and \$25,000 respectively. § 287.017, Florida Statutes (2009).

²³ § 287.055(4)(b), Florida Statutes.

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**OIG Table 1: Projects for which the Town Should Have Issued RFPs or Obtained Bids
for Engineering Services (and Ultimately Paid to CAS), 1999-2015**

OIG REF. NO.	CAS PROJECT NO.	TOWN PROJECT NO. ²⁴	DESCRIPTION/LOCATION	TYPE OF PROJECT	CAS TOTAL FEES
1	99-0733	3300	Carolina & 31 st St. North	Planning activity	\$ 194,667
2	99-0733	3342	Pembroke Industrial Park/Meekins Lake	Planning activity	77,593
3	99-0747	3305	Master Stormwater Plan	Study	79,150
4	99-0748	4105	Sanitary Sewer System Master Plan	Study	84,580
5	99-0785	--	SW 30th Ave Improvements - Phase II	Planning activity	210,000
6	01-1005	--	I-95 & Pembroke Road Pump Station	Construction	651,303
7	01-1015	--	Carolina Street Stormwater Pump	Construction	319,715
8	02-1087	4110	Hallandale Beach Force Main	Planning activity	37,000
9	02-1090	--	Rehab - 3 Lift Station	Planning activity	57,073
10	04-1248	4134	Improvements/Sewer PS	Construction	384,633
11	05-1324	--	Park Road Improvements	Planning activity	47,990
12	06-1377	3335	52nd & 56th Avenue	Construction	118,684
13	06-1380	9024	Pem Pk – SW 30 th Ave	Planning activity	50,000
14	07-1419	9030	Pembroke Park 31 st /32 nd Year Funds	Planning activity	32,000
15	07-1437	3338	N Portion SW 52nd Avenue	Construction	364,440
16	07-1438	4140	Fix/Maintain Gen Ls 14,17,19	Construction	49,980
17	09-1521	4135	Route Survey SW 30th Street	Planning activity	39,000
18	09-1524	4136	SW 30th Avenue Area 5	Planning activity	45,000
19	10-1570	3337	Stormwater Master Plan & Map	Study	172,000
20	12-1646	3340	SW 30th Ave S SW Improvements	Construction	164,112
21	12-1647	--	FEMA Flood Elevations R	Study	38,760
22	15-1833	--	SW 31st Avenue Improvements	Construction	105,565
TOTAL					\$3,323,245

The town awarded all 22 projects listed in OIG Table 1 to CAS. Although we originally expected to find RFPs or other evidence of compliance with the CCNA for all of these projects, the OIG was only able to identify that the town issued eight RFPs for engineering services between 1999 and 2015, as follows:

²⁴ We could not locate a town project number for many engineering projects.

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**OIG Table 2: Occasions on which the Town Did Issue RFPs
for Engineering Services, 1999-2015²⁵**

OIG REF. NO. 26	DUE DATE	CAS PROJ. NO. 27	TOWN PROJ. NO.	RFP TITLE/DESCRIPTION	NO. OF BIDS	PROJECT NAME(S)	CONTRACT AMOUNT/ AWARDED TO
3, 4	11/24/99	99-0747 99-0748	3305 4105	for Surface Water (Stormwater) and Wastewater Engineering Services	7	Stormwater Master Plan; Sanitary Sewer Master Plan	\$123,940 84,580 CAS
--	08/05/03	--	--	for Professional Engineering Services Design & Construction Services for 28th & 29th Year CDBG ²⁸	2	Antique Row Beautification Project (Phase I); Antique Row Beautification Project (Phase II)	83,684 95,276 CAS
13	04/20/06	06-1380	9024	for Professional Engineering Services Design & Construction Services for 31st Year CDBG	3	SW 30th Avenue Improvements (Phase I)	13,350 CAS
--	02/27/08			for Professional Engineering Services Design & Construction Services for 33rd & 34th Year CDBG	1	Pembroke Park Preserve Improvements Project (Phase I); Pembroke Park Preserve Improvements Project (Phase II)	86,266 80,538 BOYLE
15	11/21/08	07-1437	3338	for Professional Engineering and Construction Oversight for 2005 Florida Disaster Recovery and 2005 Florida Disaster Recovery; Supplementary Funds for CDBG Program	3	2005 CDBG DRI (Service Area 25 - SW 52 Ave. Infrastructure, Storm Drains and Street Improvements)	\$341,003 CAS

²⁵ CAS was the only respondent to those RFPs that resulted in one bid each.

²⁶ Compare to the OIG reference numbers in OIG Table 1 (underlined).

²⁷ CAS and the town did not always reference a project number for the RFPs.

²⁸ According to HUD, the Community Development Block Grant (CDBG) program, provides communities with resources to address a wide range of unique community development needs. The program provides annual grants to 1,209 units of state and local government. Here, the federal government awarded CDBG grants to Broward County, which sub-awarded them to the town.

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OIG REF. NO. 26	DUE DATE	CAS PROJ. NO. 27	TOWN PROJ. NO.	RFP TITLE/DESCRIPTION	NO. OF BIDS	PROJECT NAME(S)	CONTRACT AMOUNT/ AWARDED TO
--	01/31/11	--	--	for Professional Engineering Services Design & Construction Services for 36th through 40th Year CDBG	2	Stormwater Improvements; Stormwater Improvements Phase II; Stormwater Improvements Phase III; Pembroke Park Preserve Improvements Phase IV	72,823 52,054 55,542 54,713 CAS
20	06/25/12	12-1646	3340	for Professional Engineering Design & Construction Oversight for FEMA Funds from the FEMA LPDM-2009 Program	3	Pembroke Park SW 30th Ave S SW Improvements	159,980 CAS
--	04/05/15	--	--	for Professional Engineering Services Design & Construction Services for 40th to 42nd Year CDBG	1	SW 25th Street Drainage Improvements	41,668 CAS

Of the eight occasions on which the town issued RFPs for engineering services, the town awarded CAS seven contracts (covering twelve out of fourteen projects).

As we explain in subsection 3 below, titled, “*The Town Failed to Abide by State and Local Procurement Authority on those Projects that Appeared to be Competitively Solicited*,” although the town issued these eight RFPs, its staff’s efforts to competitively solicit the projects did not comport with the CCNA. Moreover, using the scant documentation provided by CAS and the town, we could only correlate five projects to an accompanying RFP, as indicated by the OIG reference numbers in OIG Table 1 and OIG Table 2.²⁹ The OIG conducted several interviews with town officials and employees and CAS representatives to determine how the town procured the projects that are not listed in OIG Table 2, if they were not procured through an RFP.

²⁹ Even after reviewing records with town and CAS witnesses, the OIG experienced difficulty in matching the RFPs with the projects completed for several reasons, including that the town’s and CAS’s project numbers, names, and descriptions were different in some cases and absent in some others. We note that the town’s 2016 Comprehensive Annual Financial Report, issued on June 30, 2017, reflected that the independent audit team of Grau & Associates, CPAs, experienced similar difficulties in reviewing purchasing documents for the fiscal year ending September 30, 2016, writing in the report, “[w]e noted certain instances where documentation provided was incomplete or inadequate.” (Composite Exhibit 7 (excerpt))

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The town's public works director Mr. Larson explained that sometimes the town commission requested engineering proposals solely from CAS because "Craig A. Smith was already there" as town engineer. He said that, while it was his understanding that CAS had a consultant engineering services contract for storm water, wastewater and other services, the consulting work it provided was based on each individual project's scope of work, not on the original consulting services contract. He told the OIG that he did not know about the CCNA.

The town's current town engineer, a former CAS employee who had filled the role of interim town engineer between 2008 and 2015 before being hired as a full time town employee, corroborated Mr. Larson's explanation. Specifically, the town engineer explained that, between 1999 and 2016, only CAS provided consultant engineering services to the town and that it was not until 2016 that the town competitively solicited for such services. According to the town's current town engineer, CAS was the town's sole provider of consultant engineering services between 1999 and 2016.³⁰

CAS's senior vice president also said that CAS was the only firm providing professional engineering services to the town. He said that the town issued an RFQ and then entered a general engineering services contract with CAS. After the town awarded the contract to CAS, whenever the town had an engineering project to undertake, it asked CAS to submit a proposal. He stated that town staff reviewed the submitted proposal and cost information and, if satisfied, presented it to the town commission for approval. He confirmed that, most times, the town requested a proposal only from CAS. Whenever it requested CAS to submit a proposal for a project, the firm did not make any formal presentation before town staff. Rather, the firm described the scope of the work and the cost to the staff. Town staff then presented the proposal before the commission. When the town approved the proposal, the proposal was signed off by the town and became the contract for the project. This continued until approximately September of 2016, when the town issued an RFQ for professional services, as outlined later in this report.

CAS's president also explained the ongoing relationship between CAS and the town. According to him, it began in the late 1980s when, following an RFP, the town appointed CAS as its consultant engineer. Referring to the original 1980s contract as a "continuing contract," he explained that, until 2016, whenever the town required engineering services, it requested that CAS submit a proposal. If the proposal was satisfactory, the town then issued a work order authorizing CAS to perform the work.

His assertion that the town assigned CAS to all its engineering projects through a "continuing contract" was erroneous. We did not observe any contract between the town and CAS stemming from the 1980s. We did see that, in 2000, CAS and the town entered into a contract following a 1999 RFP for "Surface Water (Stormwater) and Wastewater Engineering Services," which called for proposals for the selected firm to conduct storm water and wastewater studies and for the town to use the selected firm for "continuing general

³⁰ As reflected in OIG Table 2, the town awarded an engineering contract to Boyle Engineering Corp. on March 4, 2009.

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services.”^{31, 32} (Exhibit 6) Yet, Mr. Larson told the OIG that the consulting services that CAS provided the town was based on proposals for each individual project and not on the original consulting services contract. And, because this contract exceeded the estimated cost thresholds and lacked a time limitation except for a termination clause, it did not meet the controlling definition of “continuing contract”³³ and thus the CCNA applied to require the town to competitively solicit for these services. Finally, as written, the 2000 agreement purported to negate the CCNA’s statutory requirements to qualify, issue RFPs, and competitively negotiate. But relevant legal authority has rejected using agreements to contract out of the provisions of the law – in this case, the CCNA.³⁴

Like the OIG, the independent auditor recently determined that the town failed to observe its procurement process, labeling it a “significant deficiency.” It reported that, for the year ending September 30, 2016,

Inadequate documentation was provided in several instances to support compliance with the City’s procurement procedures, including procedures for obtaining required quotes and bids to ensure competitive selection. Furthermore, per inquiry, sole source documentation was indicated without appropriate documentation to support designation or approval as sole source vendor.

The audit firm recommended that the town ensure the personnel involved know and abide by the official procurement process, that it consider updating the process to ensure appropriate controls that are also practical, and that it properly document and make accessible the records and approvals generated in the procurement process. Town management’s response to these observations and recommendations was, “The Town is in the process of reviewing the Procurement Manual to ensure all of the auditor’s comments are addressed. Management will contact the auditor to determine what sole source documentation or approval is needed.”³⁵ (Composite Exhibit 7 (excerpt))

³¹ We could not identify that the town undertook any projects as a result of the studies. In fact, when we asked the CAS senior vice president to identify which projects stemmed from the list of locations CAS identified within the “Drainage Deficient Area Index” (DDAI) during the storm water study, he could not. He stated that the projects were “not going to match-up with [the DDAI].”

³² As discussed below, this contract was not the result of a truly competitive solicitation and negotiation process.

³³ In 2000, §287.055(2)(g), Florida Statutes defined a “continuing contract” as “a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which construction costs do not exceed \$500,000, for study activity when the fee for such professional service does not exceed \$25,000, or for work of a specified nature as outlined in the contract required by the agency, with no time limitation except that the contract must provide a termination clause.” See also Op. Att’y Gen. Fla. 96-52 (1996).

³⁴ A contract cannot be read in a way that validates otherwise illegal conduct. See *Title & Trust Co. of Florida v. Parker*, 468 So. 2d 520, 524 (Fla. 1st Dist. App. 1985).

³⁵ We note that the town’s purchasing code provided that, “[w]henever a department head desiring to purchase an item determines that such item is subject to the bid procedure stated in this division and is available from only a single source, that item may be excepted from the bid requirements set forth in this division, provided the department head files with the Town Commission a certificate of conditions and circumstances limiting the availability of such item and the Town

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As reflected in OIG Tables 1 and 2, our investigation substantiated the fact that, between at least 1999 and 2015, the town contracted with CAS to provide engineering services for about ten projects without issuing any competitive solicitation and in disregard of the town's ordinance and the state's CCNA requirements.³⁶

3. The Town Failed to Abide by State and Local Procurement Authority on those Projects that Appeared to be Competitively Solicited

According to the CAS senior vice president, the town did competitively solicit projects funded by external sources, such as federal grants, because external sources required it. As shown above in OIG Table 2, we identified eight occasions when the town issued RFPs, and upon inspection we found that, indeed, federal grants funded all these projects.³⁷

Even though these eight projects met the criteria that subjected them to the above-referenced local and state requirements for competitive solicitation and negotiation, they, too, failed to comply with state and local procurement law, where interviews with town officials and CAS staff as well as the town's own records make clear that CAS was poised to receive almost all of the town's awards regardless of whether the town engaged in an RFP process. Indeed, the town even went so far as to issue an after-the-fact RFP for its polestar project – the storm water and wastewater master plans – in an effort to legitimize the award. That is to say, the town received CAS's proposal for these studies in February 1999, approved said proposal in May 1999, and had CAS commence work on the studies several months before the RFP for that project was issued in October 1999. (Composite Exhibit 8)

While the town's after-the-fact RFP is enough to substantiate misconduct in the procurement of its engineering services, there are other factors that corroborate this finding. For instance, we note that four of the eight RFPs resulted in fewer than three proposals, a requirement of the local and state standards.

More significantly, Mr. Larson, the town's public works director, explained that, during his time with the town, he conducted approximately half a dozen solicitations for professional engineering and construction services. He stated that he was not familiar with the CCNA, saying, "I don't know what that even is." He said he just wrote the scope of services and left it to others to review and approve. He did not recall anyone ever asking him to review the CCNA or to consider CCNA requirements when conducting solicitations.

Commission authorizes the purchase by a motion adopted at a regular or special meeting of the Commission, which motion must be approved by at least three (3) members of the Commission." § 2-144, Pembroke Park Code of Ordinances, Exception for items of limited availability.

³⁶ There were 22 CAS engineering projects listed in OIG Table 1 for which the town should have issued RFPs. We subtracted the twelve CAS projects covered by the eight RFPs reflected in OIG Table 2 to arrive at the figure of ten CAS projects that were missing in RFP.

³⁷ Not including the Surface Water (Stormwater) and Wastewater project, the town received at least approximately \$1.9 million dollars in federal grants for the projects identified above. While we could not determine the value of the federal grant for the storm water/wastewater project, we were able to confirm that it was funded using federal grants evidenced by correspondence between CAS and Mr. Levy.

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In describing the process he used to evaluate responses to the RFPs, he admitted to the following:

- He alone reviewed engineering proposals, submitted his evaluation and recommendation to the town attorney for review, and then submitted all supporting documents to the town commission for award.
- When drafting solicitation documents, he used the basic scope of work and any design documents that CAS created.³⁸
- If CAS created cost estimates for project activities and supplies, sometimes he adjusted the cost estimates for inflation prior to using them.
- He did not release CAS's design documents and cost estimates when posting the solicitation documents, saying that prospective respondents knew that these documents were available and could request them.

The town did not abide by its own ordinance or the CCNA when appearing to competitively solicit projects funded by state or federal grants. The town did not endeavor to pre-certify any vendor as qualified to provide the town professional services as the CCNA required. Although the town did publicly solicit proposals on eight occasions, it did not make a meaningful attempt to vet and select three firms and then engage in discussions with them, as mandated by the CCNA. In several instances, the town proceeded with awards to CAS even when less than three bids were received, in violation of both the town's ordinance and the CCNA. Finally, after selecting CAS as the most qualified provider in seven out of eight occasions, the town made no effort to engage in arms-length discussions or competitively negotiate CAS's prices before awarding CAS the contract, all in violation of the CCNA.³⁹

During his interview with the OIG, Mr. Levy acknowledged the benefits of competitive solicitation. However, he said he did not have a problem with the town continuously using CAS, considering CAS had developed the town's master plan. He told the OIG that a new firm would have "a learning curve" and insist on doing things its way. In Mr. Levy's opinion, it was more efficient for the town to work with the people that developed the master plan than with a new firm every time.

OIG interviews made clear that, prior to this office's investigation, Mr. Levy did not ensure that the public works director knew and followed applicable procurement law. Once he became aware of the shortcomings, he did not hold the public works director responsible for them. The public works director proceeded to procure engineering services without consulting readily available resources, including his supervisor and the consultant engineer, on how to do so.

³⁸ He later said he did not involve CAS in drafting the solicitation documents because he did not want CAS to have a conflict of interest.

³⁹ Through our investigation, we observed that the town also violated technical provisions featured §§ 287.055(5) and 287.055(6), Florida Statutes, such as requirements to include certain specific assurances in the contracts for engineering services. However, this report focuses on the town's substantive violations of the CCNA.

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The Town Engaged in Misconduct by Violating Federal Authority on Grants

The town funded at least eight projects with federal grants, such as CDBGs.⁴⁰ The OIG investigation determined that the town's conduct in the procurement of engineering services paid for by federal grants also violated federal regulations.

1. Conflicts of Interest by Allowing CAS to Fill Multiple Roles on the Same Projects

24 CFR § 85.36 mandates that "[n]o employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved." The code goes on to describe that a conflict would arise when, among other relationships, "[t]he employee, officer or agent..." or "[a]n organization which employs...[the employee], has a financial or other interest in the firm selected for award." Further, it mandates that "[a]ll procurement transactions be conducted in a manner providing full and open competition consistent with the standards of Sec. 85.36." Two situations that the code considers to be restrictive of competition include "[n]oncompetitive awards to consultants that are on retainer contracts" and "[o]rganizational conflicts of interest."

CAS filled many roles within the town. CAS was the interim town engineer from August 1999 until March 2015, the town's consultant engineer from February 2000 until May 2017,⁴¹ and the town's lobbyist or grant specialist from October 1999 until 2011. By many accounts, CAS as the town's lobbyist or grant specialist sought out and applied for grants on behalf of the town. To that end, the town was successful in obtaining several federal grants for its projects. When these federal grants were received, CAS, which was also the contracted town engineer, was involved with drafting and approving design documents, technical specifications, and cost estimates. CAS submitted complete breakdowns of the costs of project activities, including engineering designs, surveys, and related activities. Once the town approved the documents, they were included in the competitive solicitation for engineering services for that project.⁴² CAS responded to the competitive solicitation, and the town ultimately selected CAS for seven of the eight projects for which CAS responded to the request for proposal.

This arrangement between the town and CAS was at the very least an apparent conflict of interest. The town paid CAS to seek out grants for engineering projects. During and after the time that CAS sought and obtained grants, the town charged CAS with creating the

⁴⁰ See footnote 22, above.

⁴¹ On August 30, 2017, the town's assistant town manager/deputy town clerk advised that the town had entered into consulting engineer agreement with Keith and Associates in May 2017. According to the assistant town manager, this superseded CAS's 2000 agreement for engineering services.

⁴² During one of his interviews, Mr. Larson explained that in drafting solicitations, he used the basic scope of work and design documents created by CAS. Mr. Larson later contradicted his initial statement by stating that he did not involve CAS in drafting solicitations documents because he did not want CAS to have a conflict of interest. We find Mr. Larson's initial statement to be more credible in light of the fact that it was corroborated by CAS's vice president.

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documents that it then used for the relevant solicitations. The town then selected CAS to be the beneficiary of seven out of eight of these awards.

Mr. Larson was well enough aware of conflict of interest concerns by the time he interviewed with the OIG that he first described CAS's involvement in the process of issuing RFPs and then later stated that CAS had no involvement because that would be a conflict. He also said that he did not post the design and cost estimate documents – which CAS assisted in creating – with the RFP document but that prospective RFP respondents knew that those documents were available and could request them. If one prospective respondent requested the design and cost estimate documents, Mr. Larson made the documents available to all prospective respondents to place all the respondents on as “close to an equal footing as possible.”

2. Improper Procurement under State and Local Law Violated Federal Grant Regulations

Sec. 85.36 also details the procurement standards that grantees and sub-grantees are required to apply in their use of federal grants. This section directed that sub-grantees use procurement procedures which reflect applicable state and local laws and regulations. As discussed in the first section of this report titled, “*Town Officials Improperly Procured Projects by Failing to Follow the Town's Own Procurement Law and State Procurement Law*,” the town failed to follow state procurement authority as well as its own procurement procedures for its engineering services on multiple projects. To begin, the town failed to issue purchase orders for its projects over \$500 in violation of its procurement ordinance. Further, the town failed to competitively solicit and negotiate projects as required by both local and state authority. Finally, in instances where the town issued RFPs in apparent compliance with the competitive solicitation process, a close review of the procurement documents for those projects revealed that they also did not comply with state procurement authority. Accordingly, the town improperly administered federal grant money.

Town Officials Committed Gross Mismanagement by Failing to Properly Administer Public Funds

In failing to follow procurement law and procurement best practices, town manager Robert Levy, public works director Todd Larson, and finance and budget director Georgina Rodriguez permitted the town to procure engineering services without requiring competition.

Even after the OIG questioned these officials about local, state, or federal procurement authority, none of them accepted responsibility for the proper procurement of engineering services.

Town manager Levy disavowed involvement in the administration of any department, despite the fact that his duties under the town code include “see[ing] that the policies and directions of the commission with respect to the administration and operation of the town are followed” and “review[ing] the operations and administration of all departments and divisions of the town government.” He said that the town pays him a salary of “probably around” \$250,000 per year and provides him with a car and benefits, as well. Although the public works director reports to him, Mr. Levy said he is only involved with public works administrative issues on an ancillary basis. He asserted that the code only

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authorized him to advise the commission. With regard to CAS's consultant town engineer, Mr. Levy told the OIG that he was not involved in the hiring process, did not know how it was conducted, and did not seek to know. He said that he would have no reason to know about the contract because in a commission form of government "commissioners are almost sacrosanct." When asked, he said he could not recall Resolution Number 99-8-6, dated August 11, 1999, which appointed CAS to be the interim town engineer and directed Mr. Levy to "initiate the selection process for a contract town engineer pursuant to the provisions of Section 287.055, Florida Statutes [the CCNA]." He said he did not initiate the selection process as directed by the resolution as he did not feel it was a priority at the time. He also did not see any reason to change anything and no one directed him to do so, saying it was probably a case of "out of sight, out of mind." He said he was familiar with the CCNA but did not have any involvement with the town's solicitations and claimed he was not involved in ensuring that the town complied with the CCNA requirements. He said he avoided getting involved in procurements so that no one would think he was trying to influence vendor selection. According to Mr. Levy, the town attorney advised the commission on the CCNA, and Mr. Larson was responsible for compliance with the statute. He said he was unaware that he was the addressee for all CDBG communications from Broward County,⁴³ responding, "Do you know how many letters I get each day?" According to Mr. Levy, he made sure that staff was aware of the CDBG requirements. Yet, we know that the town continually violated a primary CDBG requirement to avoid relationships giving rise to actual or apparent conflicts of interest in the administration of the grants.

The mayor explained that, when she joined the commission in 2003, CAS was already working in Pembroke Park. Mr. Levy informed her that CAS was the town's consultant town engineer and had been providing services to the town since the 1990s. She said that Mr. Levy claimed he did not know CAS's contract terms and conditions as the contract was executed before he joined the town and that none of the town staff she spoke to seemed to know much about the contract. She understood that, before the town hired the former CAS employee as its town engineer, Mr. Larson wrote all bid specifications. Sometimes CAS was the only firm that responded to a solicitation. At times, CAS was the only firm the town asked to submit a proposal for an engineering project. CAS was ranked first and selected in all solicitations the town conducted. When staff presented recommendations for contract awards before the commission, the mayor assumed staff had followed the correct procurement procedures. She thought it was remarkable that CAS not only worked hard at solving Pembroke Park's storm water problems, but also sought grant funds to finance engineering projects at no apparent cost to the town. The mayor was often annoyed about the fact that the commission would not get back-up documentation for project approvals until a few minutes before a meeting. In some instances, the commission would get incomplete back-up documents. When she approached Mr. Levy about that issue, he insisted that this was how the process worked.

The vice mayor, who took upon the task of overseeing public works for part of the OIG period of review, was equally unaware of the lapses in the town's procurement process. He told the OIG that, when he oversaw public works, he ensured that the town engineer kept the commission informed on all his activities and assisted him in explaining project issues to the commission as necessary. He was

⁴³ The federal CDBG grants at issue were awarded to Broward County, the grantee, who in turn provided the monies to the town, the subgrantee.

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only interested in ensuring that CAS performed the required work correctly and that the town's drainage work continued. The commission trusted Mr. Levy, the town attorney, and CAS to follow proper procedures when doing their work. Mr. Levy's responsibility was to ensure that the project was appropriate for the town and to raise objections if something was not right. He said his own job was to ensure that, before any public works project was initiated, the town attorney approved of it and the commission knew about it and voted to approve it. The vice mayor did not know how engineering services were procured but knew that Mr. Larson always presented his recommendations to the full commission. Only when the OIG investigation began did he start to hear rumors that staff was not following proper procedures. He said that, when the town attorney informed him that there were issues with some of the town's procurements, he placed the issue on the commission meeting agenda.

The town's public works director, Mr. Larson, said that he was not familiar with the CCNA, saying, "I don't know what that even is." We found this statement difficult to accept, where his own supervisor, Mr. Levy, said he was responsible for complying with the CCNA and where a key element of his very job was to oversee government procurement of engineering services. We further observe that, since 2000, Mr. Larson has been a member of the American Public Works Association, an educational and professional association of public agencies, private sector companies and individuals dedicated to providing public works, goods, and services. As such, public works management classes that include lessons in the purchasing of services, bidding for contracts, and contract management, have been available to Mr. Larson since 2000.

The finance and budget director, Ms. Rodriguez, acknowledged that her department was responsible for the purchasing function and acknowledged that the town's code of ordinances required that purchase orders be issued prior to the procurement of goods or services for over \$500. Nonetheless, she admitted that, most of the time, her department processed check requests without prior purchase orders, describing that the commission approved invoices and the town made payments without her having to search for or locate the prior purchase order. Moreover, while she said her responsibilities included ensuring that all town funds were spent in an appropriate manner, meeting all state, federal, and local requirements, she could not name any, other than for law enforcement grants. She also said that the department head was not expected to provide any supporting documentation to validate invoice details. Those details should have included, for contracts for construction projects over \$3,000, three competitive, written quotes or, for contracts for construction projects over \$25,000, proof that the department followed the town's competitive solicitation process. Ms. Rodriguez also said she did not know what the "three-way match"⁴⁴ was and stated that the town did not do any three-way matching before making payments. We further note that, after sixteen years on the job, Ms. Rodriguez has also not produced a written manual for purchasing, accounts payable, or any other town finance function.

⁴⁴ The three-way match is a common internal control tool in accounting that is used to ensure that a paying entity only authorizes payment for legitimate and accurate invoices. When an entity, such as a municipality, receives an invoice from a contractor, the municipality's accounting department must match the invoice with the previously issued purchase order and the receiving report for the goods or services. If any details on one of the three documents do not match, the appropriate party must correct the error(s) until they do. Therefore, before the accounting department may enter a contractor's invoice into the accounting records and schedule it for payment, the invoice details must match what the municipality ordered and received, including the proper unit costs, calculations, totals, and terms.

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We find that the laissez-faire fashion with which the town manager (whose salary ought to be commensurate with the level of his responsibility), the public works director, and the finance and budget director procured the town's professional engineering services resulted in the significant mismanagement of approximately \$3,323,245 in public resources and constitutes gross mismanagement.

The Town's Corrective Actions since the Inception of the OIG Investigation

After the inception of this investigation, the town began to take steps to remedy the failures reported herein.

In 2015, the town relieved CAS of its role as town engineer. It hired the CAS employee that had been acting as interim town engineer as a full-time, on-staff town engineer in March 2015, and, upon his successful completion of a six month probationary term, the commission finalized the hiring in October of that year. In September 2015, the town formally contracted with CAS Governmental Services, a firm started by a former CAS employee and that we were told was otherwise unrelated to CAS, to act as the town's lobbyist or grant specialist.⁴⁵

Then, in September 2016, for the first time in more than 16 years, the town competitively solicited a general engineering services contract in conformance with the CCNA. The town issued an RFQ and assembled an evaluation committee that included Mr. Larson and the staff town engineer. Seven engineering firms responded to the solicitation, and after reviewing the submitted responses, the evaluation committee recommended four firms for contract award.

In May 2017, the town executed a contract with Keith and Associates for engineering consultant services.

During their interviews, town officials credited the OIG's investigation as prompting the town's changes in procurement and agreed that the new process benefitted the town. The town engineer believed that having a number of engineering firms to choose from leveled the playing field, added value, and could possibly lead to cost savings. Additionally, he believed that competition among engineering firms increased the chances of finding more qualified firms and enhanced the quality of engineering work provided.

Although Mr. Levy said he thought that changing engineering firms on different projects was inefficient, he also said he saw value in having the town qualify more than one consultant engineering firm and conduct competitive solicitations. He acknowledged that the new solicitation process increased competition and could lead to better prices for the town. He further recognized that different firms could bring different skills that the town had not anticipated.

⁴⁵ While the town had been receiving its lobbying services from CAS Governmental Services, LLC since on or about August 2011, this arrangement was through an assignment of CAS's contractual duties at the request of CAS. (Exhibit 5))

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Finally, the town commission formed a committee, comprised of the vice mayor and any staff members whose departments are being reviewed, to review the town's code of ordinances. As part of this effort, the vice mayor has initiated a review and rewriting of the town's procurement code.

INTERVIEW SUMMARIES

As a part of the investigation, OIG Special Agents conducted numerous interviews. Significant interviews are summarized below:

1. Interview of Robert Levy

Mr. Levy is the town manager. He was hired in March 1989 as deputy town clerk. He has been a town employee since then, except for three years between 1995 and 1997, when he was the city manager for the City of Wilton Manors. He has held various positions in Pembroke Park, including deputy town clerk, assistant town administrator, town administrator, and town manager. The town pays him a salary of "probably around" \$250,000 per year and provides him with a car and benefits, as well.

He is a resident of the City of Plantation where, from 2005 through November 2016, he also served as councilman. During that time, he did not attend Pembroke Park commission meetings but instead attended Plantation council meetings as they occurred on the same night. The Pembroke Park commission adopted a resolution allowing him to attend the Plantation meetings instead of their own meetings. He kept up to date with Pembroke Park commission discussions he missed by reviewing draft minutes or listening to audio recordings of the meetings.

Pembroke Park has a commission form of government. The commissioners make all the decisions and commissioners are assigned day to day responsibilities over town departments. The mayor is in charge of administration, the vice mayor of finance and taxes, and the clerk/commissioner of the town clerk and all records. The deputy town clerk performs the everyday administrative functions and is the town's custodian of records.

Each commissioner has administrative responsibilities so that a particular department head works directly with the assigned commissioner. Mr. Levy, as town manager, is not involved unless the department head requests his assistance. Although Mr. Larson reports to him, Mr. Larson works with the commissioner assigned to public works, and Mr. Levy is brought in on an ancillary basis, if there are administrative issues to discuss.

He can only do what is authorized by code, which is to advise the commission. If the commissioners decide not to follow his advice, it is within their rights.

The town hired CAS as the town's consulting engineer and tasked the firm with creating a storm water drainage master plan. Mr. Levy was not involved with the hiring process and did not know how the process was conducted. He would have no reason to want to know because in a

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commission form of government “commissioners are almost sacrosanct.” If a contract was executed, the town commission approved it.

Mr. Levy could not recall Resolution Number 99-8-6, which appointed CAS the interim town engineer and directed him as the town administrator to “initiate the selection process for a contract Town Engineer pursuant to the provisions of Section 287.055, Florida Statutes.” He did not initiate the selection process as directed by the resolution as he did not feel it was a priority. He did not see any reason to change anything and no one directed him to do so. It was also probably a case of “out of sight out of mind.” The commission passes resolutions all the time, sometimes presenting different alternatives to what they already decided.

CAS was the town engineer by way of contract until 2015, when the town hired its current engineer. Mr. Larson, whom the town hired in 2000, was responsible for the contract. The vice mayor, who has been a Pembroke Park commissioner for about 26 years and was the commissioner assigned to public works, oversaw the contract as well.⁴⁶

The CCNA requires consultants to submit their qualifications. However, Mr. Levy neither had any involvement with the town’s CCNA solicitations nor was he involved in ensuring that Pembroke Park complied with CCNA requirements. He avoided getting involved in procurements so that no one would think he was trying to influence vendor selection. The town attorney advised the commission on the CCNA, and Mr. Larson was responsible for compliance with the statute. CAS advised Mr. Larson on the CCNA since he is not an engineer. Mr. Larson and the town engineer now both ensure Pembroke Park complies with the CCNA.

Mr. Levy did not know that all the CDBG communication from Broward County was addressed to him, asking, “Do you know how many letters I get each day?” While he was not involved in any CDBG activities, he ensured staff was aware of the CDBG requirements. Mr. Larson was the CDBG contract manager and worked with county staff when they visited the town. Mr. Larson reported the status of CDBG projects to Mr. Levy and the commission.

Mr. Levy was not involved in the 2016 RFP for engineering services conducted by the town engineer and Mr. Larson. The OIG’s investigation resulted in the initiation of this solicitation. The OIG’s questions on the length of CAS’s interim contract were discussed in both staff and commission meetings, and the commission decided to conduct a solicitation for a new contract.

Mr. Levy described the OIG investigation as a constructive exercise; having an outsider review the town’s policies is helpful. The town started making changes as a result of the investigation. For instance, a committee has been set up to review and update the town’s code. Mr. Levy saw value in conducting a solicitation and qualifying more than one consulting engineer firm. A new solicitation increases competition and could lead to better prices for the town. Different firms could also bring different skills the town had not anticipated. However, Mr. Levy did not see a

⁴⁶ While Mr. Levy identified the vice mayor as the commissioner assigned to public works, resolution 97-9-6 appointed a different commissioner to be in charge of the public works department. We searched for but could not find a more recent resolution that assigned public works to the vice mayor.

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problem with the town continuously using CAS because it developed the town's master plan. A new firm would have "a learning curve" and insist on doing things its own way. It is more efficient for the town to work with the people that developed the master plan than with a new firm every time.

2. Interviews of Todd Larson

Mr. Larson is the public works director for the town. He has been with the town since January 2000 and currently reports to the town manager, assistant town manager,⁴⁷ and the town commission. He procures all items for the department valued over \$500.

Mr. Larson explained that normal procurement write-ups are processed for purchases over \$500. The town is small; it has neither a purchasing agent nor a procurement manual. The directors for each department conduct the evaluation of proposals and make subsequent recommendations. Although the town's RFPs state that bidders' proposals will be reviewed by a review committee, the town does not have a selection review committee. He evaluates all bid responses for the public works department, ranks the vendors, and recommends a vendor for an award to the town attorney who reviews his work. After his review, the town attorney submits the recommendation and all supporting documents to the commission for award.

The town awarded CAS the RFP for the drainage project titled, "RFP for the Professional Engineering Design & Construction Oversight for FEMA Funds." For the past five years CAS has been the town engineer. CAS's duties included attending town staff meetings, performing preliminary traffic signage studies, and designing the current master plan for the town. Mr. Larson acknowledged that CAS had an advantage in RFPs, having designed the town's master plan at the town's request in 1999, which included that drainage project. Mr. Larson assured that "all of the bidders had the opportunity to contact [him] and acquire all of the necessary information to respond to the RFP." Mr. Larson explained that he solicited the drainage project through an RFP because the project was federally funded – a FEMA grant, which requires solicitation – funded 75 percent of the drainage project. Like FEMA grants, the federal government also requires a municipality to conduct a separate solicitation to procure engineering services on a CDBG grant.

CAS's legislative division located, researched, and applied for grants. CAS assisted the town in completing the grant applications and amendments for all of the projects in the master plan. CAS's master plan to address the town's drainage deficiency initially consisted of 23 projects. After it was approved by the commission, CAS's legislative division divided the master plan projects into smaller projects, which they thought was reasonable and fundable in order to coordinate the grant funding that they obtained for the town.

⁴⁷ In another interview, Mr. Larson indicated that he does not report to the assistant town manager.

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Once CAS completed the preliminary design and located grant funds for several projects within the master plan, Mr. Larson selected CAS as the designer for the final design based on an RFQ.⁴⁸ CAS worked in three capacities in the town: town engineer, project designer, and construction manager. In 2000, CAS established the rates it would bill the town for town engineer services. The rates were never competitively solicited or negotiated. CAS adjusted the rates on an annual basis to include a cost of living increase and used the same rate sheet for billing of all work it performed.

Mr. Larson did not believe that the town had a contract with CAS for engineering services. CAS billed the town monthly and utilized the rate sheet described earlier. When the town requested it, CAS provided a proposal which included what it thought was necessary and included the rates it created. If he agreed with the specifications and the cost, Mr. Larson accepted the proposal and submitted it to the commission for approval.

The town hired its town engineer in March 2015. Prior to becoming a full-time town employee, the town engineer was the contracted town engineer through CAS. The town engineer's father was the town's full-time town engineer before the town hired CAS as the town's contract town engineer. While he was town engineer, the town engineer's father outsourced some work to CAS, including drawing project designs. He retired thereafter.

Some time ago, CAS conducted two studies within the town and produced two plans, the storm water and the sanitary sewer master plans. CAS created a list called the drainage deficient area index (DDAI) during the creation of those master plans.⁴⁹ This list prioritized locations with repetitive flood loss and projects that met grant criteria. However, there is no project list that corresponds directly to the listing of the 23 locations on the DDAI – "We don't list them that way." In fact, the DDAI did not have "a lot to do with the two master plans."

Mr. Larson explained that, during his time with the town, he has conducted approximately half a dozen solicitations for professional engineering and construction services. He reviewed all proposals for the public works department. The bidders were instructed to submit proposals to the clerk's office. After the proposals were logged, they were forwarded to him for review.

Mr. Larson initiated the work for a location by searching for applicable grants. When he identified a grant, he generally discussed it with the commission and submitted an application if the commission approved. When the funding became available, he initiated the solicitation process for the location. According to Mr. Larson, CAS had nothing to do with the RFP process, although he used CAS's basic scope of work and design documents when generating the solicitation. When CAS created cost estimates for the project activities and supplies, he sometimes adjusted the cost estimates for inflation and used those estimates for the solicitation.

⁴⁸ While Mr. Larson used the term "RFQ" in this discussion, the context was clear that he was referring to an "RFP." Indeed, other than the July 2016 RFQ for civil engineering services issued after our office began its investigation, no RFQs were included in the records provided by the town.

⁴⁹ In another part of the interview, Mr. Larson stated that the town commission developed the priority list.

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Contradicting his earlier statement that he used CAS's work product in generating solicitations, Mr. Larson indicated that he did not involve CAS in drafting solicitation documents because he did not want CAS to have a conflict of interest. Although he did not post the design and cost estimate documents with the RFP document, prospective RFP respondents knew that those documents were available and could request them. If one prospective respondent requested the design and cost estimate documents, Mr. Larson made the documents available to all prospective respondents, including CAS. He did this to place all the respondents on as "close to an equal footing as possible." Of all the solicitations Mr. Larson conducted, CAS was the only awardee. Occasionally, CAS was the only respondent to a solicitation. Sometimes solicitations did not have any respondents at all.

In June 2016, the town engineer issued an RFQ in his solicitation for engineering services. This solicitation differed from the solicitations Mr. Larson had conducted. For the first time, the town used procedures and selection criteria stipulated in section 287.055, Florida Statutes, the CCNA. In his past solicitations, Mr. Larson wrote the scope of services and left it to others to review and approve. He did not recall anyone ever asking him to review the CCNA or to consider CCNA requirements when conducting solicitations. While Mr. Larson was familiar with the town's purchasing ordinance, he was not familiar with the CCNA stating, "I don't know what that even is." As far as knowledge of federal regulations, rules or guidelines applicable to the town as award grantees, Mr. Larson explained that he could not be expected to know all the statutes contained "in 15 million pages" although he tried his best to comply with relevant regulations.

Mr. Larson explained that sometimes the town only requested engineering proposals from CAS because "Craig A. Smith was already there" as town engineer. According to Mr. Larson, the town had an existing town engineer services agreement with the firm and CAS submitted proposals matching the commission's instructions. Mr. Larson understood that CAS had a consulting engineering services contract for storm water, wastewater and other services. However, CAS's consulting work was based on each project's scope of work, not on the original consulting services contract. While the town does not have an official contract manager, Mr. Larson kept the town manager abreast of project progress. Also, although Mr. Larson did not negotiate contracts, he notified the town manager if he saw an issue with the contract or prices.

Mr. Larson compared proposed engineering prices to the rates set by the federal government in order to determine whether they were reasonable. The federal government sets rates for engineering consulting services and the rates are expressed as a percentage of construction costs. The percentages are higher for smaller construction jobs and lower for big jobs. Mr. Larson can determine reasonable ranges for engineering costs and estimate project durations through his experience. Although he is not responsible for determining the reasonableness of proposed project costs, he conducts a preliminary review of each proposal, noting the percentage range of engineering costs before submitting the proposal to the town manager for approval. The town manager rarely questions or changes Mr. Larson's assessments before approving them for placement on the commission's meeting agendas.

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All town purchases above \$500 require commission approval. Mr. Larson has heard that the code also requires a purchase order to be issued for any purchase above \$500. Purchases of engineering services from CAS were mostly through contracts which, in his opinion, were purchase orders. Each proposal that CAS submitted ultimately became the actual contract following commission approval.

Mr. Larson has been a CDBG grant manager since about 2001. He managed Pembroke Park's CDBG contracts with Broward County and was responsible for Pembroke Park's compliance with CDBG requirements. He knew where to get answers if he had questions on any CDBG issue and submitted draft documents to the county for review prior to publication or contract execution.

Mr. Larson understood that the CDBG contract required him to comply with HUD rules but did not know if he had seen 24 C.F.R § 85.36 before. He conducted an RFQ for engineering services for the 40th year CDBG project "under local rules."⁵⁰ The town received only one proposal for the solicitation.⁵¹

Regardless of whether CAS was acting as the interim town engineer or as an engineering consultant, it still carried out the responsibilities of a town engineer. CAS did not write the RFQ solicitation documents for which it submitted proposals, although it might have known the solicitations' scope of work. CAS did not write the 40th Year CDBG project's RFQ for engineering services nor did it review the responses because it intended to submit a proposal. Mr. Larson conducted that solicitation.

3. Interviews of Georgina Rodriguez

Georgina Rodriguez said she had been the finance and budget director for the town since 2001 and that she reported to the assistant town manager and the town manager.

Her duties and responsibilities include overseeing the town's financial operations, preparing the town budget, submitting bills to the town commission and processing payments, and preparing for audits of the town's financial statements. To her knowledge, her department was also responsible for the purchasing function. To that end, she ensured that all funds were spent in an appropriate manner, meeting all state, federal, and local requirements, as stated on the town's website. She did not know whether or not the town had a written job description for her position.

The town does not have an internal policy or procedure manual or any written accounting or purchasing policies or procedures, other than what is in the code of ordinances. The code required town commission approval and the issuance of a purchase order before the procurement of goods and services over \$500. Ms. Rodriguez stated that her department did not include the purchase order information in the check request form that her department completed when processing an

⁵⁰ Again, while Mr. Larson used the term "RFQ", the context was clear that he was referring to an "RFP". Other than the July 2016 RFQ for civil engineering services issued after our office began its investigation, no RFQs were included in the records provided by the town.

⁵¹ The town's records actually showed that this particular RFP received two proposals.

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invoice for payment. To her knowledge, neither the town manager nor the commission required the information on the check request form when approving an invoice for payment.

When the town received an invoice from a contractor, the accounts payable clerk checked to see if the invoice was for a non-recurring expense, in which case the clerk completed the non-purchase order section of the check request form and sent the completed form, with the attached invoice, to the department head for review and approval. Each department head was required to review and approve payment of their contractors' invoices. After the department head approved the invoice, Ms. Rodriguez's department sent the two documents to the town manager, for his approval, before presenting it to the commission for final approval. Most of the time, the commission approved the invoice and the town made the payment without her having had to search for or locate the purchase order.

According to her, there was no identifiable distinction between those invoices for which she had searched and located the related purchase orders and ones for which she had not done any research at all. Department heads maintained and archived original purchase order documents, and finance maintained duplicates.

To her knowledge, no one at the town verified whether or not the department heads complied with the code requirement to issue commission-approved purchase orders to contractors. Her department relied on the department heads to verify the accuracy of invoice details. Other than a signature on the check request form denoting invoice approval, the department head was not expected to provide any supporting documentation to validate the invoice details. If either the clerk or Ms. Rodriguez had a question on an invoice, they called the department head for an explanation. She stated that she did not know what the "three-way match" was. According to her, the town did not do any three-way matching before making payments.

The town did not have a town engineer on staff until March 2015. Prior to that, the town had a contract for general engineering services with CAS. Mr. Larson managed the contract, which involved tracking project work schedules, reviewing and approving payment of CAS invoices, and archiving of records. Finance processed invoices for town projects and the town engineer's salary based on check requests submitted by the department heads and the assistant town manager. She was unable to determine if invoices submitted to finance were generated on a contract, as she processed requests for payments based on the project and assigned account numbers. While there is no manual, the finance and budget director created and used an informal, procedural checklist that included steps and procedures to process invoices. Per Ms. Rodriguez, the town solicited all projects over a certain value as described by ordinance and then the commission approved them.

Although she verified that there were supporting documents attached to the invoices, she relied heavily on the department heads, engineers, and consultants to verify that the invoices were accurate, the work was completed, and that the payment requests were justified.

Ms. Rodriguez stated that all capital improvement projects were competitively solicited unless there was an emergency. She described that Todd Larson, the public works director, and the

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contracted lobbyist for the town determined what projects were paid utilizing grants. The town received the monies after completion of the bidding process. Finance was involved once the project had been awarded, completed, and the invoices submitted.

The town's engineer was CAS, and CAS's staff performed the engineering function for the town. Finance prepared checks to pay CAS after it rendered its services and the town received an invoice. Ms. Rodriguez stated that CAS's scope of services was not in a contract or agreement but was listed on the invoices it submitted to finance. It was the department head who signed off on CAS's invoices for general services, ensuring that the bill was accurate and the work was complete. Prior to issuing payments to contractors or consultants, the public works director or department head signed off on the invoices and submitted the documents to finance. She submitted the documents to the commission for its approval.

When she was asked how the town verified the town engineer's rates, she said that the town engineer was not paid monthly but rather the town used a progress payment method that is in the CAS contract. She said that the commission should have approved the rates and engineering services scope of work.

After having been shown the DDAI, Ms. Rodriguez stated she was unaware that the eight projects generated from the town master plan by CAS were not competitively bid.

She was neither involved with any grant application activities nor in the grant project budgeting process. Her department only became involved with grants when it received an invoice from a grant contractor. She did not review grant application or grant contract documents. Mr. Larson was responsible for all grant applications, grant management, and presentation of grant updates to the commission. She could not name federal, state, or local requirements the town was expected to meet in disbursing its funds, other than for federal law enforcement grants for the sheriff's department.

When a new contract was executed or a grant application approved, the department head requested her to create a new project in the accounting system. She was responsible for assigning the last four digits of an accounting number, the project number, to a new project. She acknowledged inconsistencies and duplications in some invoices. For instance, some invoices with project number 3300 had "general engineering services" as the project description, while other invoices with the same project number, had "town engineer services" as the project description.

4. Interviews of the Town Engineer

The town engineer also serves as the town's assistant public works director. He was hired on March 23, 2015. Prior to being a town employee, CAS employed him as a project engineer. In February 2008, CAS assigned him to the town to serve as its contracted town engineer. He left CAS when the opportunity to work for the town opened up in 2015.

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In January 2008, while he was with CAS, his supervisor left CAS. His supervisor was "engineer of record" for the town. Sometime in February 2008, the CAS president called him into his office and told him that he (the now town engineer) was to start attending town commission meetings and be responsible for submitting the monthly engineer's reports to the commission.

At his first town commission meeting, he stood up to introduce himself as an engineer from CAS, and one of the commissioners asked him to introduce himself as "town engineer." A number of commissioners at the meeting spoke in support of his assignment as town engineer and also about his father who had retired from the town in 1999 after serving for twelve years as town engineer.

When he was asked to introduce himself as town engineer, he did not inquire as to what his duties and responsibilities as town engineer would be other than what the CAS president had told him. Attending town commission meetings and submitting monthly Engineer's Reports were the only two responsibilities added to his already existing responsibilities to the town. He continued working on the other projects he had worked on prior to the assignment. There was not much difference in the volume of project engineering work before and after he was assigned the town engineer role. Since that first town commission meeting, he used the title of town engineer in official communications.

When advised that the CAS senior vice president could not recall him using the title town engineer, he responded "News to me. Been so since 2009." Since that time, he had been "coming down to the town," attending commission meetings, and signing documents on CAS letterhead as town engineer. He had even sent emails, and some which he was copied on, which included his town engineer title.

His father, the town engineer prior to CAS's involvement, outsourced some town work to engineering consultants, including CAS. Between 1999 and 2016, CAS was the sole consulting engineer for the town. CAS completed the town's storm water and sanitary sewer master plans in early 2000 and created a DDAI list for the storm water master plan.

As the contracted town engineer, he was only involved in construction solicitations. Mr. Larson or other employees at CAS conducted solicitations for other projects. When conducting a solicitation, he was involved with design documents, technical specifications and cost estimates. Prospective bidders were required to pay for the solicitation documents.

If the bids were submitted to the town, the town sent him copies of the bids for evaluation. In his evaluation, he made sure that the bids included the documentation requested in the solicitation. He also made sure their cost estimates were reasonable. He then sent his bid comparison to the town commission along with his recommendations.

Last year, for the first time in more than 16 years, the town issued an RFQ pursuant to the CCNA. He managed the solicitation, which included writing the solicitation documents, establishing the evaluation committee, and facilitating meetings. The evaluation committee was comprised of Mr. Larson, a town building official, and himself. Seven engineering firms responded to the

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solicitation, and after reviewing the submitted responses, the evaluation committee recommended four firms for prequalification; Calvin, Giordano & Associates, Inc., Carnahan Proctor and Cross, Inc., CAS, and Keith and Associates, Inc.

For future engineering projects, the town will select a consultant to provide engineering services from these four firms. Pembroke Park will solicit proposals from just these four firms for grants which require RFP solicitations for engineering services. The town will establish an evaluation committee to review the proposals and choose a firm based on the stated selection criteria.

The town engineer believed the OIG's investigation may have prompted the town's shift from a single source contract to multiple contracts. Having a number of consulting firms on contract would be beneficial to level the playing field, add value, and possibly lead to cost savings. Competition among engineering firms also increases the chances of finding more qualified firms and enhances the quality of engineering work provided.

The town engineer was not familiar with the town's purchasing ordinance. Although he had "heard of" the CCNA, he did not know the "intricacy of its form." He also did not know any federal or state procurement statutes or regulations he was required to follow when selecting service providers.

5. Interview of the CAS President

The CAS president is also a partner in CAS. His duties as president include running CAS operations and making sure the firm's engineers perform their duties. He and the senior vice president share administrative duties, with the president serving clients in the north and the senior vice president serving clients in the south of CAS's service area.

CAS's relationship with the town started in the late 1980s when, following an RFP process, CAS was appointed the town's consulting engineer. The CAS president explained that, in July 1999, the then-staff town engineer retired, and the town needed a town engineer on an interim basis. It was his understanding that the town engaged CAS as the interim town engineer until it hired Mr. Larson.⁵² According to the CAS president, CAS was the town's consulting engineering but not the town engineer. He had no recollection of either CAS's proposal to provide interim town engineer services or the contract to do so. CAS never billed the town \$5,000 per month for town engineer services.⁵³ He was only aware of the 1999 agreement, when the town appointed CAS as consulting engineer. When advised that CAS's senior vice president had informed that after Craig Smith left the firm, he (the CAS president) began assigning employees to work as town engineer in Pembroke Park, the CAS president conceded that perhaps he did. At that time, he worked from a remote office and was more involved with municipal clients while the CAS senior vice president worked in the main office handling mostly private businesses.

⁵² Mr. Larson was hired in early 2000.

⁵³ The town's records showed that it paid CAS \$5,000 for "town engineer per contract" on at least one occasion. (Exhibit 9)

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In July 1999, Pembroke Park needed a town engineer on an interim basis after its town engineer retired and engaged CAS as interim town engineer until it hired public works director Todd Larson. Although Mr. Larson was not an engineer, he performed the same every day duties as the town engineer had performed, "only he didn't have a stamp for it." When the town required an engineer, Mr. Larson called CAS. The president gained this understanding based on the way the town and CAS worked together.

The CAS president explained that a consulting engineer and a town engineer performed separate functions. A consulting engineer was a consultant upon whom a client called whenever there was an engineering need. The consulting engineer advised clients on what could be done, on an as-needed basis. A town engineer performed more "in house, every day duties." Mr. Larson performed town engineer duties and his responsibilities included reviewing CAS's work and working with developers who had projects in the town. An engineering firm could work for a single municipality as both a consulting engineer and a town engineer, concurrently, if the municipality required both services.

The CAS president believed that CAS was the town's consulting engineer under a continuing contract. Continuing contract work was based on qualifications and, when the town required engineering services, it would request CAS to submit a proposal. If the proposal was satisfactory, the town issued a work order authorizing CAS to perform the work. According to the CAS president, the continuing contract had been renewed a number of times throughout the years. However, he could not recall ever reviewing the contract.

He was familiar with the CDBG program, as CAS has over 28 years of CDBG management experience. While in the past CAS managed and administered CDBG projects, it discontinued grant administration when it spun off the department administering grants. CAS provided the town with the engineering work required for CDBG applications, such as cost estimates, exhibits and sketches. As consulting engineer, CAS participated in the RFPs for the CDBG town projects.

CAS was the town's sole consulting engineer until a few months ago when, following a competitive solicitation process, the firm was awarded a new contract, along with four other engineering firms.

6. Interviews of the CAS Senior Vice President

The CAS senior vice president's duties include running the day to day operations of the company and working with clients on production issues. He was not aware that the town and CAS executed a contract for interim town engineer services on October 10, 1999, because "he was not the guy in charge" at that time. The town's current town engineer, a former CAS employee, was the town's project manager/engineer prior to the town hiring him. He reported to public works director Todd Larson and the town commission. Over time, he became the "point of contact" for the town. Another CAS employee had filled that role prior to the town's current town engineer. To the CAS senior vice president's knowledge, when the town's current town engineer was originally assigned

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the liaison role when he was a CAS employee, no one communicated to him CAS's or the town's expectations.

In a later interview, the CAS senior vice president reviewed CAS's July 16, 1999, proposal for town engineer services; the August 11, 1999, commission resolution appointing CAS as interim town engineer; and his own March 2015 response to a request for proposals that stated, "CAS is the Consulting Engineer for the Town of Pembroke Park and has one of its longest client relationships with the Town which began in 1987... CAS continues to provide overall Engineering Services for the Town and is assigned Town Engineer." At that point, the CAS senior vice president conceded that CAS was, indeed, the interim town engineer. The town had hired the firm to provide town engineer services because it did not have a staff engineer, and CAS provided the services on an as-needed basis.

The CAS senior vice president went on to explain that the positions of consultant engineer and town engineer were separate and different. The differences between the role of consultant engineer and that of town engineer depended on what function CAS was providing. As town engineer, CAS provided services for the items that were identified and as consultant engineer it provided the expertise for the projects the town had identified and wanted completed. At times, CAS was also selected to be project manager on construction projects.

Although CAS submitted a proposal for town engineer in July 1999 and assigned employees to work as town engineer until March 2015, the firm did not bill for town engineer services based on the July 1999 fixed fee for many years.

The CAS senior vice president explained that, for more than ten years, CAS has been the only firm providing professional engineering services for the town through a consulting engineer services contract.⁵⁴ That contract resulted from an RFQ process conducted by the town. After the contract award, whenever the town had an engineering project to undertake, it asked CAS to submit a proposal. Most times, CAS was the only engineering firm requested to submit a proposal for a project. These requests were made in writing but were also, at times, verbal requests by Mr. Larson. Sometimes, Mr. Larson pushed back on prices before accepting the proposal and presenting it to the town commission for approval. In one of his interviews, the CAS senior vice president also explained that the prior general engineering services contract could be regarded as one active ongoing contract – he believed that it depended on one's interpretation.

The town did not possess the certifications and licenses that CAS had. There was no oversight on most work performed by CAS. The town was only qualified to review design plans. Non-engineers can review these plans or any design documents. Prior to the town hiring the former CAS employee as its full-time town engineer, no one reviewed CAS' documents. Mr. Larson was overwhelmed with work, and he only reviewed the draft grant application documents for technical

⁵⁴ In another interview, the CAS senior vice president indicated that other companies also provided engineering services to the town, naming one engineering firm he could recall.

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sufficiency. No special certifications or qualifications were required to review grant application documents.

CAS wrote the town's storm water master plan a number of years ago. CAS updated part of the plan over time. CAS constantly had to re-prioritize projects within that plan. While CAS had been working to implement projects on the DDAI list featured in the master plan since 2000, he could not identify any locations on the list, remarking that CAS's work locations were "not going to match-up with [the DDAI]."

Whenever the town requested CAS to submit a proposal for a project, the firm did not make any formal presentation before town staff. Rather, the firm described to the staff the scope of the work and the cost. Town staff then presented the proposal before the commission. When the town approved the proposal, the town would sign the bottom of it, and that proposal became the contract for the project.

A few months ago, the town issued an RFQ for professional services. CAS submitted a proposal and was invited to make a presentation before town employees, including the town engineer and Mr. Larson. Following the vendor presentations, CAS was notified that it was prequalified for town projects. There are now four firms that have been qualified to perform engineering work for the town. The town will assign one firm from the list to undertake a project as funding becomes available. The assignment will be based on the project's requirements and the firm's qualifications. That firm will be asked to submit a proposal and cost for the project. In the meantime, CAS will continue to work as the town's consulting engineer, completing ongoing projects until the new contract is executed. The town had yet to execute a contract with any of the RFQ respondents.

CAS also provided the town with legislative assistance services until about four or five years ago. At one point, a number of different firms were providing this service to the town in addition to CAS. Sometimes CAS assisted the town with design, survey or other documents required for grant applications. CAS no longer provides this legislative assistance service in-house. The lobbyist that was assigned to the town left CAS and opened his own firm. The town executed a contract with that new firm. CAS also applied for some grants on behalf of the town, and also prepared the technical documents required as part of the application. The town lacked the technical expertise to prepare and submit FEMA grant applications.

If the source of a project's funds was external, such as with FEMA grants, the town was required to conduct a competitive solicitation. CAS submitted a complete breakdown of the costs of project activities including engineering designs, surveys, or related activities for the solicitation. CAS also performed the required detailed cost analyses. If the documents were approved, the town included them in the solicitation. These solicitations did not include vendor presentations or formal contract negotiations. The town mostly awarded its contracts to CAS. The town has never attempted to negotiate CAS's profit margin.

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In the senior vice president's view, CAS did not conduct the town's solicitations – the town did. However, CAS described the project's scope, answered the technical questions posed for the town, and evaluated the submitted vendor proposals. Sometimes during solicitations, prospective bidders obtained solicitation documents from CAS. When this happened, CAS charged them a fee to cover the cost of reproducing the engineering design and survey documents.

He also explained that CAS worked for the town as both a consulting engineer and town engineer for many years. It was common practice in the industry for one firm to be engaged by a municipality to work as both a consultant and a town engineer concurrently.

The CAS senior vice president did not believe there was a conflict between CAS's role as consultant engineer and as town engineer. As consultant and as town engineer, CAS was an agent of the town. If the same firm could not perform the two functions, there would be no one to do the work. He did not know if CAS had ever requested an exemption from the federal conflict of interest regulations.

7. Interview of the Mayor

The mayor was first elected to the town commission in 2003, and has been re-elected three times.

When she joined the commission in 2003, CAS was already working in Pembroke Park. Mr. Levy informed her that CAS was the town's contracted town engineer and had been providing services to the town since the 1990s. None of the town staff the mayor spoke to seemed to know much about the contract.

According to the mayor, before the current town engineer was hired, Mr. Larson wrote all bid specifications. Sometimes CAS was the only firm that responded to a solicitation. At times it was the only firm the town asked to submit a proposal for an engineering project. CAS was ranked first and selected in all solicitations for which it put in a bid.

When staff presented recommendations for contract awards before the commission, the mayor assumed staff had followed the correct procurement procedures. She did not try to verify whether staff had conducted the solicitations properly nor did she ask if there might be a conflict of interest between CAS's role as town engineer and its participation in the town's solicitations. She was not very experienced in proper procurement procedures at the time. In fact, she thought it was remarkable that CAS not only worked hard at solving the town's storm water problems, but also sought grant funds to finance engineering projects at no apparent cost to the town. Mr. Levy informed her that this was how the process worked.

According to the town's code of ordinances, commissioners have administrative and executive responsibilities as well as legislative duties. When the mayor first became a commissioner, she was assigned the deputy town clerk responsibilities. Now that she is mayor, she is in charge of administration. However, in actuality, the mayor has no administrative control over anything; Mr. Levy runs everything.

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The mayor recognized that the town has a number of issues but does not think commissioners are doing anything out of malice. Rather, the mayor believed that the commissioners merely ratify Mr. Levy's decisions. In commission meetings, a number of commissioners do not understand the issues discussed and thus rely on Mr. Levy.

Staff consistently produces supporting materials for agenda items just a few minutes before commission meetings are to start. This leaves commissioners with little or no time to read the documents and understand the issues scheduled for discussion. The mayor has repeatedly complained about this practice to no avail. Mr. Levy told the mayor that the distribution of supporting materials for the agenda just before the start of commission meetings was how things were supposed to be done. But the mayor observed that, even when staff provides materials, they sometimes withheld crucial information. For example, copies of contracts were often missing in back-up documentation.

Mr. Levy's contract does not stipulate his responsibilities as town manager. He used to not come to work on Thursdays because he had pension board meetings in Plantation where he was a city commissioner. Now, he does not show up on Mondays and does not use vacation time.

The mayor has often heard outsiders comment that it is difficult for a vendor to be awarded a contract in the town, as incumbent vendors routinely received awards. She has repeatedly complained to commissioners and staff about the poor quality of service from some of the town's vendors and has unsuccessfully tried several times to get the town to sign on new ones.

8. Interview of the Vice Mayor

The town's vice mayor was appointed as a commissioner in November 1990 and was elected to that post in March 1991. He has been re-elected every four years since then and has held various positions on the commission, including mayor, vice mayor and clerk-commissioner.

When the vice mayor first started in 1990, CAS was already working in Pembroke Park. The current town engineer's father was the town engineer and CAS was the consulting engineer. CAS informed the town commission that the town engineer was not performing his town engineer duties properly and, after Mr. Levy allowed him to "retire with dignity," the town appointed CAS to be the town engineer. The vice mayor did not inquire whether the town executed a contract with CAS for town engineer services. He was only interested in ensuring that CAS performed the required work correctly and that the town's drainage work continued.

The vice mayor did not recall any selection process to hire a permanent town engineer. He was not interested in knowing if a solicitation had been done or if procurement procedures were followed, as he trusted that everyone was doing their work properly. Town staff was required to keep the commission informed and the town attorney was also required to ensure that all procedures were conducted properly. Prior to each commission vote, the town attorney was supposed to ensure that each motion was legal.

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The vice mayor was aware that the town recently conducted RFQs for engineering services. RFQs allow consultants to demonstrate their past performance and enable the town to seek and retain qualified consultants. RFPs, on the other hand, allow the town to obtain better prices for services. Solicitations promote competition and, generally, competition leads to better value for the town.

The vice mayor associates the hiring of a permanent town engineer in March 2015 with the OIG investigation. The current town engineer was the CAS contracted town engineer assigned to the town for about six years before he became a town employee. After the OIG investigation began, Mr. Levy informed the commission that the town would save money by hiring a full-time town engineer instead of retaining CAS as a contract town engineer. Mr. Levy managed the hiring process.

Although the town's charter assigns duties to the commissioners, the lead commissioner on an assignment does not manage projects or consultants on a daily basis. When he oversaw the public works department, the vice mayor did not go to the department and tell Mr. Larson what to do. The vice mayor trusted that Mr. Larson would do his job correctly. He assumed Mr. Larson was following proper procedures when conducting solicitations or managing grants.

As the lead commissioner for public works, the vice mayor ensured that the town engineer kept the commission informed on all his activities and that, before any public works project was initiated, the town attorney and the commission approved it. Mr. Levy's job was to ensure that the project was appropriate for the town and to raise objections if something was not right.

When the vice mayor was the lead commissioner on drainage, he did not fully know CAS's role. The vice mayor did not know how engineering services were procured but knew that Mr. Larson always presented his recommendations to the full commission. The commission approved funding for all projects. The vice mayor's responsibility was to make sure that neither Mr. Larson nor CAS authorized any work in the field without first seeking commission approval. If the vice mayor heard of any issues in the field, he would place the matter on the agenda so the full commission could discuss it. He required Mr. Larson and CAS to ensure the commission understood the issue before the engineer could proceed.

The commission trusted Mr. Levy, the town attorney, and CAS to follow proper procedures when doing their work. The commission never asked the staff to prove that they were following those procedures. Only after the OIG investigation began did the vice mayor start to hear rumors that staff were not following proper procedures. When the town attorney informed him that there were issues with some of the town's procurements, the vice mayor placed the issue on the commission meeting agenda.

The commission recently formed a code of ordinance committee, comprising of the vice mayor and staff members whose departments were being reviewed. Further, the vice mayor initiated a review and re-write of the town's procurement code. Finally, the OIG investigation resulted in the town re-examining its procurement policy and procedures. The vice mayor offered to send a draft copy of the revised procurement ordinance to the OIG for review.

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RESPONSES TO THE PRELIMINARY REPORT AND OIG COMMENT

In accordance with Section 12.01(D)(2)(a) of the Charter of Broward County, preliminary copies of this report were provided to the implicated parties for their discretionary written responses. The OIG received a response from the town (through the mayor), the vice-mayor, Ms. Rodriguez, Mr. Larson, and Mr. Levy. They are attached and incorporated herein as Appendix C, D, E, F, and G, respectively. We appreciate receiving the responses, as well as the steps the town has taken to address issues identified by the OIG.

1. Response of the Town

In its response, the town acknowledges the serious nature of the findings in this report and assures that it never knowingly or intentionally endeavored to deviate from proper procurement procedures for professional engineering services. As grant providers repeatedly approved grant funding, the town assumed the procurement process was compliant with all applicable laws, rules, and regulations.

The town also explains that the commission was not directly involved with the procurement process. Instead, it relied on the experience and competency of the town manager, Robert Levy, who, as of January 3, 2018, is no longer with the town. The town notes that while it disagrees with certain assertions and representations in the report, it does not contest the report's overall findings as it would not be in the town's best interest and states that, "The Town unquestionably agrees that it can and must do better to ensure compliance with all operative statutory and procedural requirements" for engineering services procurement. It describes the steps it has taken to address the deficiencies found during the OIG's investigation, starting with the commission's overall direction to staff to reform the procurement process to be "more structured, transparent and competitive" and to implement the best practices identified in this report. To date, the town has selected a new consultant engineering firm through a CCNA compliant selection process⁵⁵ and has hired a full-time town engineer, a move that, according to the town, has already yielded measurably reduced engineering expenses. The town has also adopted a revised procurement ordinance. Finally, the town concludes its response with a description of how it intends to address the report's remaining recommendations.

2. Response of the Vice-Mayor

At the outset, the Vice-Mayor explains that the purpose of his response is to dispel any "misconception that he or other Town Commissioners are responsible for the administration of Town contracts" as Mr. Levy suggested. Instead, the Vice-Mayor continues, the town employs "professional staff, including several highly-paid and qualified senior managers and department heads to ensure the proper functioning of the Town..." The town manager, he

⁵⁵ According to the town, our report noted that the selection process for the new consultant engineering firm met the requirements of the CCNA. In fact, we did not investigate or pass on the validity of the selection process but rather observed that the process appeared to have been CCNA compliant.

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points out, was the most senior professional manager employed by the town to ensure the proper operation and administration of all town departments.

The Vice-Mayor also disputes the town manager's assertion that he (the Vice-Mayor) is assigned to the public works department and attaches a resolution showing that he is not the commissioner appointed to the public works department. Further, the Vice-Mayor explains that, contrary to the town manager's characterization, neither he nor the commissioner assigned to the public works department played a role in administering public works contracts. Instead, when requested by the commission, the Vice-Mayor met with staff to obtain information about the progress of projects, and he in turn provided the information he was able to gather to the commission.

3. Response of Georgina Rodriguez

In her response, Ms. Rodriguez explains that, to the extent the town paid CAS invoices without properly issued purchase orders, she interpreted each CAS contract as a blanket purchase order for the project. Any misinterpretation of the effect of the CAS contract was in error and not an attempt on her part to avoid the requirements of the town's procurement ordinance.

Further, Ms. Rodriguez takes issue with statements that she was involved in the selection of CAS as engineer for the various projects as she was not involved in the selection of engineering contractors or any contractors for that matter.⁵⁶

4. Response of Todd Larson

In his response, Mr. Larson explains that his position with the town was regarded as a support position for which there was neither a scope of authority nor training. He never believed that he had the authority to negotiate, approve, or otherwise commit the town to any of the contracts discussed in the report. Further, he never attempted to approve any town contract without explicit approval from the town manager, the commission, or both. In no instance did he make contractual decisions, make recommendations, or carry out any town decisions without relying on financial advice from the town manager or legal advice from the city attorney, as evidenced by communications between them. Accordingly, Mr. Larson takes issue with statements in the report suggesting that he had any decision-making authority.

Mr. Larson further advises that when he attempted to recommend the use of entities other than CAS or otherwise questioned the relationship between the town and CAS prior to starting his employment with the town, he was reminded (he does not say by whom) that he was not to exceed his authority and that his recommendations were unwelcome.

⁵⁶ The OIG did not allege that Ms. Rodriguez participated in the selection of any contractor or engaged in any procurement misconduct. Instead, this office found that Ms. Rodriguez committed gross mismanagement in failing to carry out the administrative duties that her department, the department of finance and budget, was responsible for.

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He also explains that, to the extent that he had any control over which entity the town selected for a contract, it was only when he was charged with ranking proposals for approval. Contrary to the report's suggestion, he did not always rank CAS first. However, as his rankings were merely proposals, he had no authority to select the vendor or otherwise influence the decision with respect to contracting.

Based on statements that the town manager and commissioners made to Mr. Larson, he believed that CAS had a contract with the town for engineering services that was general in nature.

According to Mr. Larson, records exist to buttress this and other assertions in his response, but he has been unable to obtain those records from the town despite his numerous public records requests.

Finally, he takes issue with the town manager's characterization of his (the town manager's) role with respect to Mr. Larson's position and the characterization of the city attorney's role, both of which he describes as "understated." Mr. Larson also committed to participating in the town's efforts to "improve itself" in response to the OIG report.

5. *Response of Robert Levy*

Mr. Levy prefaces his response by advising that, after 30 years of public service, he voluntarily retired from the town as of January 3, 2018. As he has always endeavored to comply with relevant authority, he understands the gravity of the findings in the report. While he acknowledges that "mistakes were made," he seeks to clarify what he believes to be inaccurate statements. To begin, Mr. Levy explains that, while the report observes that he appeared to be in control of the administration of the town, it was actually the mayor who was in charge of administration and that the commission limited his duties and responsibilities; for example, for the past few years, the commission appointed a lead commissioner for every major project, from whom staff received direction.

Further, Mr. Levy denies having any input into the procurement of professional engineering services. According to him, the commission never asked him about those matters; the public works director and the town engineer handled them. When Mr. Levy asked, the public works director and town engineer "emphatically" advised him that they were familiar with and adhering to applicable procurement laws. He also relied on the town attorney's review of all documents to ensure compliance with the relevant laws. The fact that various state and federal departments gave final approvals on projects they were funding reinforced his belief that the town followed relevant authority.

In addressing ancillary issues, Mr. Levy also explains that, although his duties included preparing the agenda for town meetings, the deputy town clerk actually prepared it. Although he missed town meetings while he was a councilman with the city of Plantation, he did so with the town's authorization. Further, while he can understand the confusion behind his lack of

LagomHR

Lake Overflowing Fact-Finding Report

01/22/2020

Yolanda Menegazza

MEMORANDUM

DATE: January 22, 2020

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

CC: Newall Daughtery, Assistant Town Manager
Chris Ryan, Town Attorney

FROM: Yolanda Menegazzo, HR Consultant for Town of Pembroke Park
LagomHR, Inc.
1000 SW 57th Avenue, Suite 200
West Miami, Florida 33144

SUBJECT: Lakes Overflowing Factfinding Report

Background:

On January 7, 2020 at 11:00 am Commissioner Cohen and the former Town Manager called a meeting with me to request that I, Yolanda Menegazzo HR Consultant for Town of Pembroke Park, formally investigate the incident of the lakes overflowing on December 23rd, 2019.

The Town of Pembroke Park controls the water levels for two (2) lakes. The Town of Pembroke Park has multiple pump stations, one (1) emergency pump station, and multiple valves that are all part of a system allowing the Public Services Department to manage the levels of the lakes.

The valves are to remain permanently open in order to allow for the natural flow of water between the lakes, with the exception of when the pump stations are being cleaned. When the pump stations are cleaned, the valves must be shut. Shutting the valves allows for no water circulation between the lakes, and the Public Services Stormwater/Wastewater staff can then use the vac truck for cleaning excess garbage. Once the cleaning of the pump stations is complete, the valves must be opened immediately. If there is a lake that has a higher level than a connecting lake, the open valve allows for the natural flow of water from the higher level lake to the lower level lake, which then equalizes the two (2) lakes.

The pump stations as well as the emergency pump are programmed to automatically turn on when the lake levels reach two and a half (2.5) feet. The pumps then move the water out to the I95 pump station, at which point the water runs through Hollywood and then out to City of Dania Beach to the ocean. The pumps then turn off automatically when the lake levels reach two (2) feet. Half (½) a foot of water represents about 3.2 million gallons of water according to the calculations of the Public Services Director. These pumps, including the emergency pump, is

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monitored and tested a minimum of three (3) times per week by the Public Services Stormwater/Wastewater team to ensure it is operational.

The pumps at the I95 station regularly handle a large amount of water not only collected from the Town of Pembroke Park, but also from neighboring municipalities. However, they may shut off occasionally in heavy rainfall and flooding situations.

The Public Services Director serves as the official Emergency Management Officer of the Town of Pembroke Park. The Public Services Department is responsible for preparing in the event of a storm to manage the lake levels of the Town in order to prevent flooding and erosion.

Incident Report and Findings:

According to the National Weather Service South Florida, specifically the Hollywood area, received approximately 8.8 inches of rainfall in the early morning of December 23rd, 2019.

The Town of Pembroke experienced heavy flooding in the lakes and surrounding areas as depicted in the images in the following pages. There were several Town of Pembroke Park residents that experienced damage to their properties and the items inside their property.

The following issues lead to the Town of Pembroke Park lakes overflowing:

1. The valve near the 24th Street pump station by the Bamboo Lakes Mobile Home Park was closed shut.

Closed valves are in violation of the Public Services Department proper protocol established by the Public Services Director. The only exception is during the cleaning of the pump station(s).

The valves were closed shut in August 2019 in order to clean the pump station located on 24th Street. The Stormwater/Wastewater Crew claim they were instructed by their immediate supervisor (Superintendent) to open all of the valves except for the valve closest to the pump station on 24th Street, for that specific valve to remain closed.

When questioning the Superintendent, he claims he never instructed the Stormwater/Wastewater crew to close the valves and he was aware that the valves must always remain open. He stated he has been in the Town of Pembroke Park for a very long time, he was well aware of the standard protocol, and he would never instruct his crew to leave the valve closed after the cleaning unless he was instructed to do so by the Public Services Director.

It is important to note that the Superintendent was on vacation from December 20th, 2019 through January 7th, 2020.

2. The Stormwater/Wastewater Crew were unaware of the standard protocol/procedure that all valves must remain open at all times with the exception of cleaning the pump stations.

I specifically asked the Stormwater/Wastewater Crew in the presence of the Public Services Director, "Are you aware that the lake valves must always remain open with the exception of closing them for cleaning the pump stations?"

The response of the Stormwater/Wastewater Crew was, "No, we always follow the directions of our immediate supervisor because we are aware that the Public Services Director manages the levels of the lake."

When I turned to the Public Services Director, he stated, "I assumed everyone was aware of the procedure that the valves must always remain open."

3. The Emergency Pump in Bamboo Lakes did not automatically turn on as programmed.

The Emergency Pump in Bamboo Lakes did not automatically turn on as programmed due to the fact that the permanent circuit board was being repaired by the manufacturer. A temporary circuit board was placed in the Emergency Pump Station one (1) week prior by the manufacturer in order to repair the permanent board. The temporary circuit board disables the automatic feature of the

Emergency Pump Station, and therefore, must be turned on manually should you wish for the station to be operational.

The Public Services Director claims he was unaware of the Emergency Pump Station circuit board being repaired. Therefore, there was no instruction provided to the Stormwater/Wastewater Crew to manually turn on the Emergency Pump.

This Emergency Pump was not manually started by the Public Services Department staff on December 22nd, 2019 in order to lower the lake levels as is standard practice and preparation in the event of a storm.

The Emergency Pump was and continues to be fully operational, but must be manually turned on during the repair process of the circuit board.

4. The I95 Pump Station shut down due to the heavy rainfall and flooding.

According to an article published by SunSentinel, the Broward County Director of Highway and Bridge Maintenance stated that the heavy rain overwhelmed the drainage system at several locations. "County roads have storm inlets that collect water. The water then travels through a system of storm drains to a treatment area before it empties into lakes or the Intracoastal Waterway. When there is so much water at once, the collection system gets overwhelmed." See SunSentinel article attached to this report for more information.

5. The two (2) small pumps in the Bamboo Lakes that are privately owned that pump water from the drains into the lakes are non-operational.

These two (2) small pumps in Bamboo Lakes are privately owned and have been non-operational for several years according to the Public Services Director.

6. The Carolina Pump Station Valve managing Lake Trinity was closed.

The Carolina Pump Valve being closed prevented approximately one (1) to two (2) inches of water from transferring from Bamboo Lakes into Lake Trinity. The first (1st) pump at Carolina turns on automatically at 2.5 feet of water and the second (2nd) pump turns on automatically at 2.7 feet. It stays on until the water levels drop to two (2) feet.

7. The Public Services Department failed to prepare for the storm on December 23, 2019.

The Public Services Director serves as the Emergency Management Officer for the Town of Pembroke Park. As such, this responsibility includes proactively monitoring weather conditions and instructing the Public Services Department on managing the lake levels.

The Public Services Director claims there were no warnings/advisories of the severe weather that affected the Town of Pembroke Park in the early morning of December 23, 2019. The Public Services Director claims he subscribes to the Emergency Operations Center for Broward County and the South Florida Water Management District alerts. The Stormwater/Wastewater Crew stated that they occasionally monitor the weather if by chance they see it while watching local news, but it is not reviewed proactively on a daily or weekly basis.

Upon reviewing past weather advisories, both national and local news advised of the storms that would affect the South Florida region in advance beginning on December 21st, 2019. Advisories from the National Weather Service and Local NBC6 are in the following pages.

In addition, there is essentially one (1) staff member responsible for proactively monitoring the weather, and there is no formal backup for the Public Services Director for this specific role.

8. The Town of Pembroke Park does not have a formal/written Emergency Management Plan, Preventative Maintenance Plan, or general policies and procedures for managing the lake levels.

9. There is a lack of supervision and communication in the Public Services Department.

Relevant Pictures:





Page | 7



News Advisories:

There were multiple news advisories listed by the National Weather Service as well as local news.

The following pages depict screenshots from the National Weather Service Twitter Account Alerts on Saturday, December 21st, 2019 and Sunday, December 22nd, 2019 advising of severe weather, storms, and heavy rain for the early morning of December 23rd, 2019 in South Florida, specifically identifying Broward in the cone of "Greatest Severe Weather Potential," "Heavy Rain Potential," and under a Tornado Watch.

The following pages also contain screenshots of a video weather advisory from Local NBC6 on Sunday, December 22nd, 2019 in the late evening stating of the storm impacts including heavy downpours and flooding.

Recommended Plan of Action:

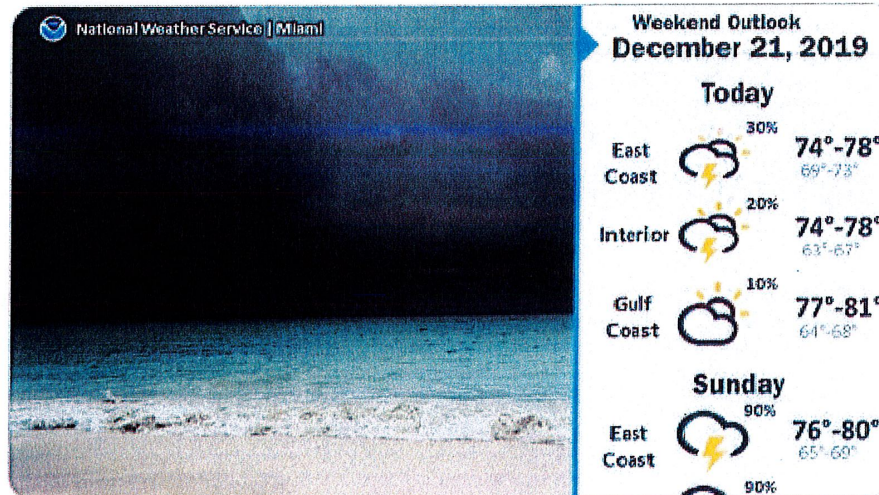
It is important to note that this report is not indicative of any specific employee lacking the skills and knowledge in performing their daily duties and responsibilities, especially those employees that carry long-tenured institutional knowledge of the Town of Pembroke Park history and operations. However, the Town of Pembroke Park's current culture is not adequate in managing the changes that are required in order to proactively prevent these situations from occurring in the future. The Town of Pembroke Park requires a great deal of structure, planning, and training in order to bring the Public Services Department to the highest level of operational efficiency. The existing Public Services Department administrative staff have failed to develop their management skills in the areas of project management, supervision of personnel, and long-term / short-term planning. In my professional opinion, the current team is not capable of handling the amount of changes necessary in the work that needs to be performed. The culture requires a drastic change as there are numerous vulnerabilities and areas of risk such as lack of written procedures and training as well as judgment failure. Again, this is not a personal attack on any specific employee, but instead an observation based on the information provided in this report and the failure to prevent the incident on December 23rd, 2019 from occurring, as the situation was preventable.

- 1. Establish a formal Emergency Management Plan with a Standard Operating Procedures (SOP) Manual that includes a Preventative Maintenance Plan for all Pumps/Valves/and Lake Monitoring Equipment and a Weather Monitoring Plan with multiple back-up personnel.**
- 2. Training for Public Services staff on established Emergency Management Plan.**
- 3. Public Services Department Personnel Change**



NWS Miami @NWSMiami · Dec 21, 2019

Dec 21 @ 6:30AM - Soggy weather is forecast across S. FL this weekend with the potential for strong to severe storms and hazardous weather conditions to develop on Sunday into Monday. Please stay weather-aware and keep up to date with the latest forecast information. #Flwx



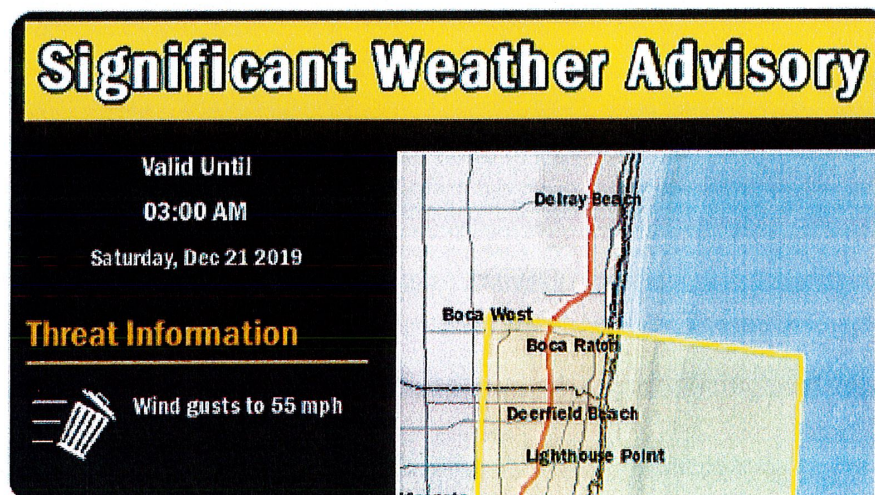
8

22



NWS Miami @NWSMiami · Dec 21, 2019

2:42 AM EST 12/21/19 - Strong shower capable of producing funnel clouds approaching the east coastal areas of extreme NE Broward and Extreme SE Palm Beach County. #flwx



1

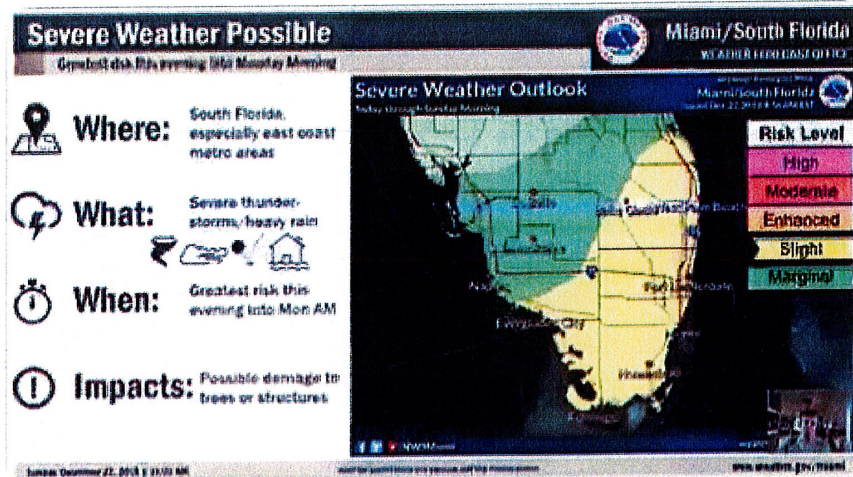
2





NWS Miami @NWSMiami · Dec 22, 2019

Dec 22 @ 1115am - Video update on severe weather potential later today into tonight. #flwx



2

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5

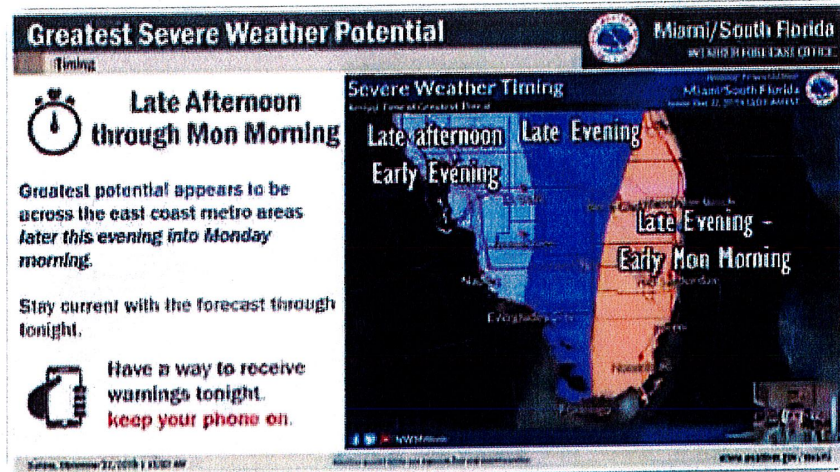
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NWS Miami @NWSMiami · Dec 22, 2019

Dec 22 @ 1115am - Video update on severe weather potential later today into tonight. #flwx



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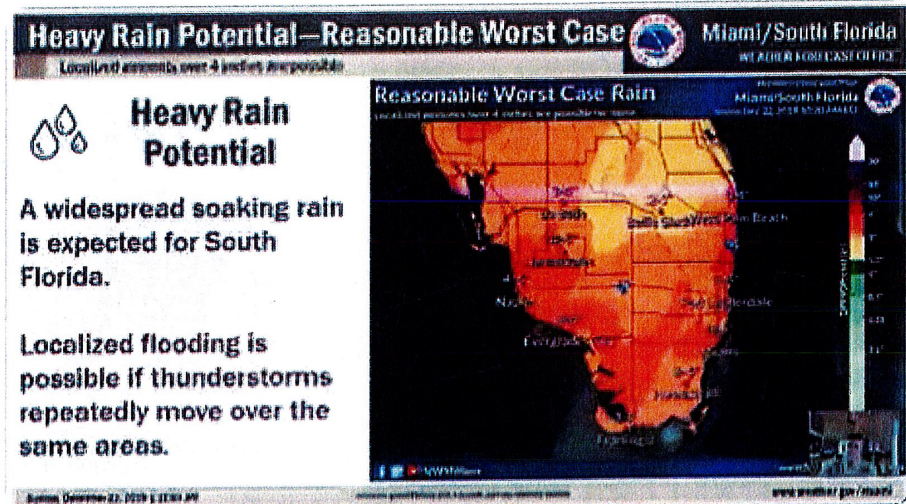
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NWS Miami @NWSMiami · Dec 22, 2019

Dec 22 @ 1115am - Video update on severe weather potential later today into tonight. #flwx



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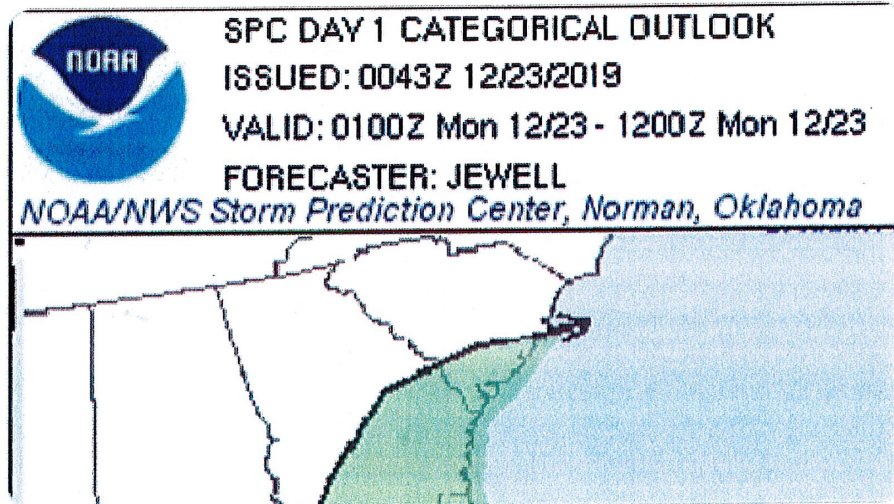
71





NWS Miami @NWSMiami · Dec 22, 2019

The Storm Prediction Center has placed most of South Florida under a Slight Risk for Severe Weather tonight. We recommend have your NOAA Weather Radio ready, and keep your mobile device handy in case warnings are issued for your location.



24

26





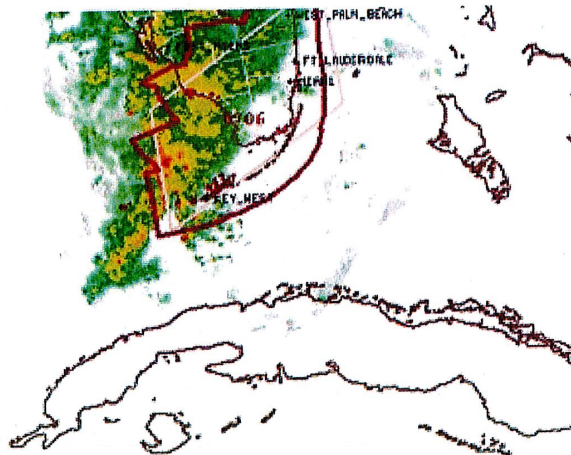
NWS Miami @NWSMiami · Dec 22, 2019

12/22 - A Tornado Watch has been issued for most of South Florida through 5 AM Monday morning. Please keep your phone on overnight and have multiple ways to receive warnings! #FLwx



NWS SPC @NWSSPC · Dec 22, 2019

7:47pm CST #SPC_Watch WW 706 TORNADO FL CW 230145Z - 231000Z,
#flwx #cwx, go.usa.gov/xpsCy



Tornado Watch # 706 - Valid from 845 PM until 500 AM EST

NOAA/NWS/Storm Prediction Center

Updated: 2018122300145 UTC

14

197

232



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SECTIONS

Lucky's Market closing all
but one Florida store



Watch out for falling
iguanas! Weather service
issues alert



A hit man shot a pregnant
woman dead. Her husband
set up the murder,...



After a chilly night, South
Florida's temperature
should thaw out and

\$1 A WEEK FOR A YEAR
Ends 1/23, cancel anytime

LOG IN

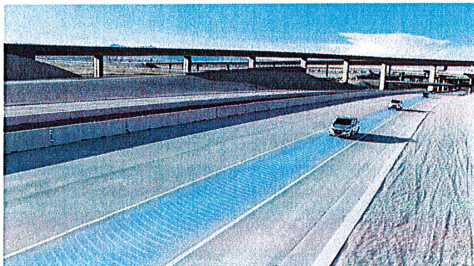
WEATHER FORECAST NEWS

Record rain swamps South Florida in waist-deep water

By DOUG PHILLIPS and EILEEN KELLEY
SOUTH FLORIDA SUN SENTINEL | DEC 23, 2019



⏮ This ad will end in 3 seconds



South Florida was swamped by heavy rains overnight that flooded streets and highways, stranded cars and closed the Fort Lauderdale airport.



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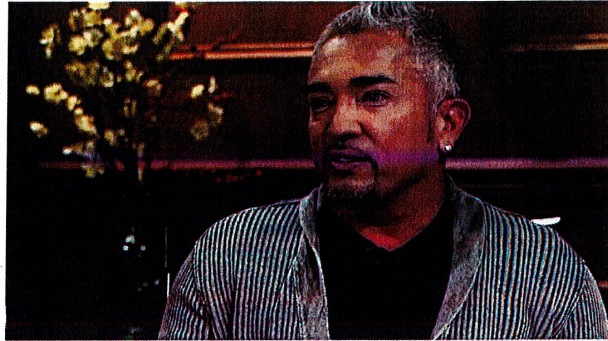
<https://www.sun-sentinel.com/news/weather/fl-ne-weatherweek-20191221-ybbqop7rvjfejsyrrtj2gaxxe-story.html>

1/9

Heavy rains Monday pulverized an almost 80-year-old record, dropping over 7 inches of rain in a few hours and topping the record by nearly 5½ inches.

The rare burst of storms around daybreak Monday flooded roads, submerged cars, stranded drivers and closed Fort Lauderdale-Hollywood International Airport for about three hours.

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Hardest hit were portions of Dania Beach, Hollywood and Hallandale Beach, where a National Weather Service observer noted unofficial rainfall of nearly 13 inches. Though most main roads were passable by mid morning, ankle to waist-high water persisted in some neighborhoods into Monday afternoon.

Emergency dispatchers for the Broward County Sheriff's Office took hundreds of flood-related calls, said Sgt. Don Pritchard. Hallandale Beach received 86 weather related calls for service. Twenty-three people called because they were stranded in submerged vehicles.

PAID POST

What Is This?

Ready to rock 2020? Check out what's on offer at Hard Rock Hotel & Casino Hollywood

Join us at Seminole Hard Rock Hotel & Casino Hollywood during the month of January as we kick off a new year filled with awesome entertainment, and Rock Spa &...

[SEE MORE](#)

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<https://www.sun-sentinel.com/news/weather/fl-ne-weatherweek-20191221-ybbqop7rvjefjsyrrtj2gaxe-story.html>

2/9



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The Hallandale Beach Police Department was working with towing companies to remove cars on the roads as well as to reach those stranded in their cars. Several traffic engineers were out working to repair traffic signals.

No one was reported to be hurt, but motorists and homeowners across the region reported water damage.



A stalled out vehicle sits in a flooded Gulfstream Park parking lot in Hallandale as another truck drives by on Dec. 23, 2019. Some parts of Hallandale, Hollywood and Dania Beach took on 12 inches of rainfall which resulted in severe flooding. (Susan Stocker / South Florida Sun Sentinel)

1 / 30

The storms erupted after a low pressure system formed in the Gulf of Mexico and slowly moved north, causing multiple storms to

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<https://www.sun-sentinel.com/news/weather/fl-ne-weatherweek-20191221-ybbqop7rvjefjsyrtj2gaxxe-story.html>

3/9

Florida often gets storms when cold fronts march across portions of the country, but the amount of rain — 7.13 inches at 6 p.m. Monday at Fort Lauderdale's airport — is uncommon, said National Weather Service Meteorologist Chuck Caracozza.

Normal rainfall at the airport is 2.46 inches for the entire month of December. This year, rainfall totaled 9.39 inches by 6 p.m. Monday.

The previous record for the airport on Dec. 23 was 1.57 inches in 1940.

Advertisement



The National Weather Service reported 8.8 inches of rain in Hollywood but just over 3 inches at Miami International Airport and just under 2 inches at Palm Beach International Airport. Neither airport experienced significant travel delays, but Fort Lauderdale-Hollywood reported 123 flights delayed and six canceled about 8 a.m.

Greg Meyer has been with the Broward County Aviation Department for 13 years and he has never seen anything like it.

[RELATED: Racehorses relocated as stalls underwater at Gulfstream Park »](#)

The airport has closed in preparation of hurricanes, but the last time it even came close because of rain was May 23, 2003.

Even then — in the midst of a 100-year flood event — only two of the three runways were closed down due to flooding.

"Today was worse," Meyer said.

Some 1.8 million travelers are expected to pass through the airport from Dec. 18 through Jan. 2. About 126,000 people were expected to pass through on Monday.

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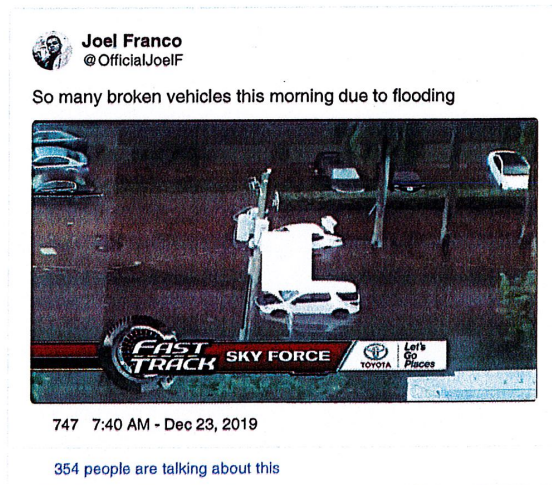
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Flooding affected at least 5 percent of the 1,200 lane miles of roads that Broward County owns or maintains, said Anh Ton, the county's director of highway and bridge maintenance.

Ton said the heavy rain overwhelmed the drainage system at several locations, including NW 27th Avenue near Sunrise Boulevard in Fort Lauderdale and Riverland Road in Fort Lauderdale and Andrews Avenue near Broward Boulevard, also in Fort Lauderdale.

"We've had 7 inches before, but that is spread out," Ton said.



County roads, Ton said, have storm inlets that collect water. The water then travels through a system of storm drains to a treatment area before it empties into lakes or the Intracoastal Waterway. When there is so much water at once, the collection system gets overwhelmed.

That's exactly what happened Monday.

Crews used pumps and vacuum trucks to lower the water level on the roads, "allowing for safe travel without closing any roads," Ton said.

By midday, Ton said he was not aware of any homes being flooded along county roads.

Fort Lauderdale's airport tweeted about 4 a.m. that the facility was closed because of severe rain and flash flooding. Well before the call to close the airport, social media was lighting up with posts about the conditions.



Wise move to stop and turn around! [twitter.com/r954kingrr/sta...](https://twitter.com/r954kingrr/status/122191221-ybbqop7rvjefjsyrrtj2gaxxe-story.html)

Rico Robinson @r954kingrr

Turn around, don't drown @JimCantore @DrRickKnabb Hollywood/ Hallandale FL area, east of I-95 exit.

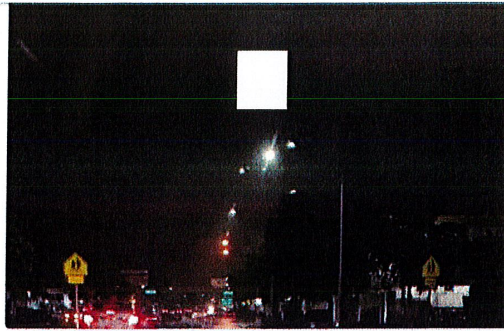
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1/22/2020

Storms swamp South Florida roads - South Florida Sun-Sentinel



56 4:03 AM - Dec 23, 2019

22 people are talking about this

"The flooding is insane," someone heading there for a 2 a.m. pickup wrote. "Cars are stalled out and people are driving on sidewalks."

Flights were resuming about 6:30 a.m., but traffic heading to the airport was extremely heavy, and some airport services, such as shuttle buses, were continually disrupted, officials said.

In Terminal 2, Nikki Gavallas waited in a long line at the counter for Delta Airlines with her husband and two daughters, 3 and 14 months.

Breaking News Alerts Newsletter

As it happens

Sign up to receive alerts on major breaking news stories, severe weather and special reporting from the Sun Sentinel.

ENTER YOUR EMAIL ADDRESS

Our adventure this morning started really early. We were supposed to have a 7:30 flight to Atlanta that got delayed to 8:30 and we've been stuck in traffic trying to get to the airport," Gavallas said, while trying to take it all in stride.

"But it's OK, our kids are being great," she said.

LATEST WEATHER FORECAST

After a chilly night, South Florida's temperature should thaw out and rise (just like the iguanas)

Watch out for falling iguanas! Weather service issues alert

Much cooler weather heading for South Florida

By early Monday, most of the worst weather had moved east, off the coast.

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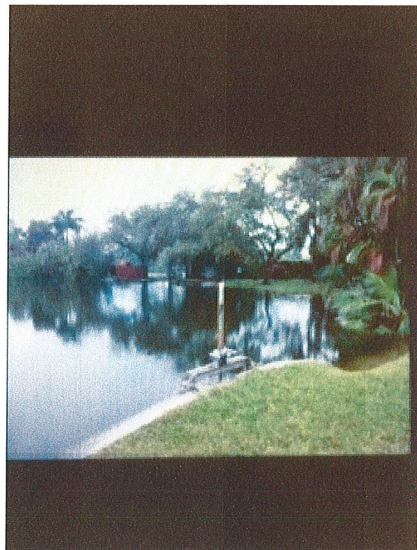
SAVE NOW

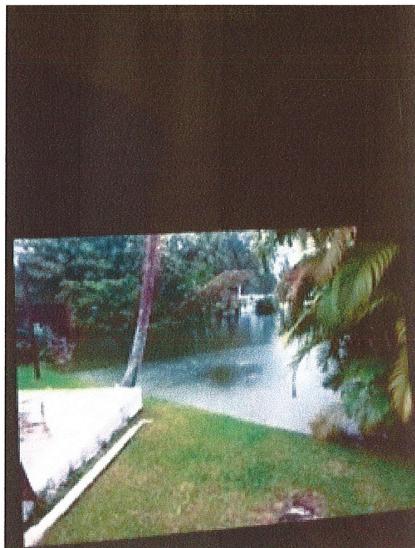
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6/9

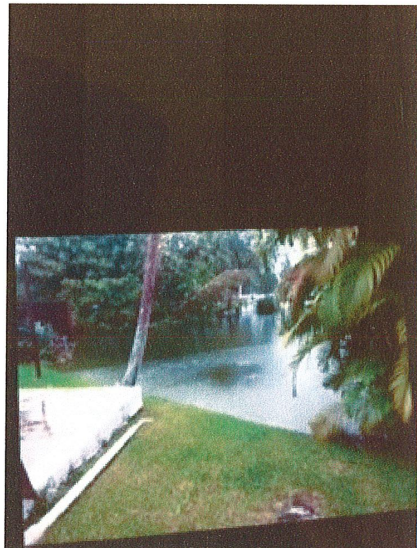
Photos: Bamboo Lakes Flooding 12/23/2019

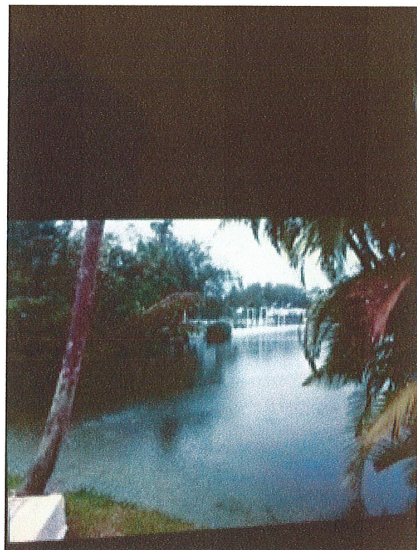
Commissioner Georgina Cohen

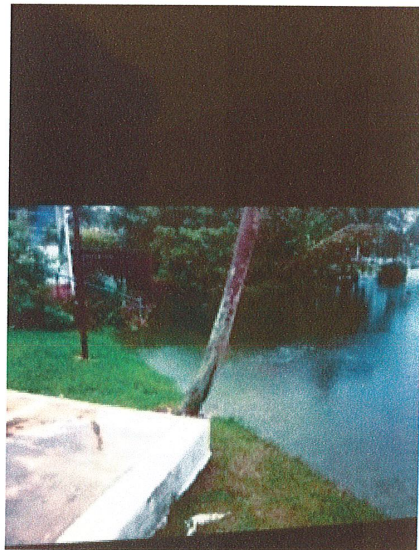


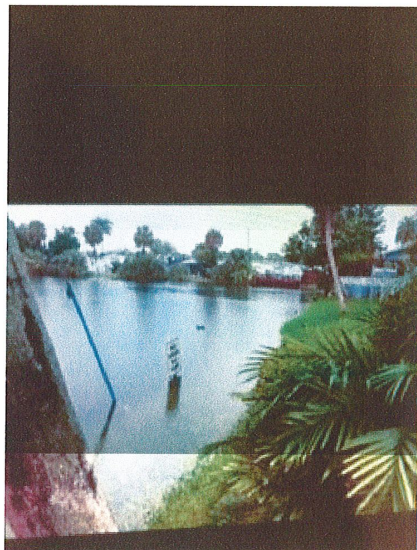


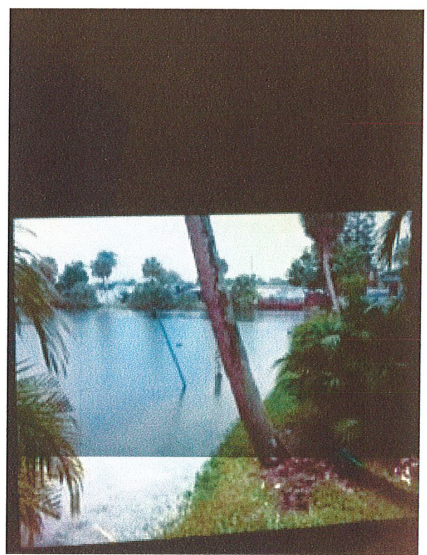


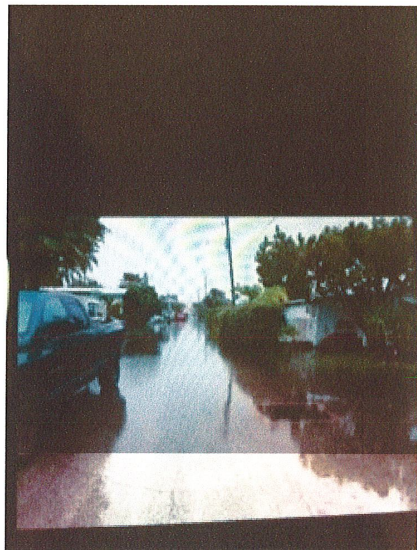


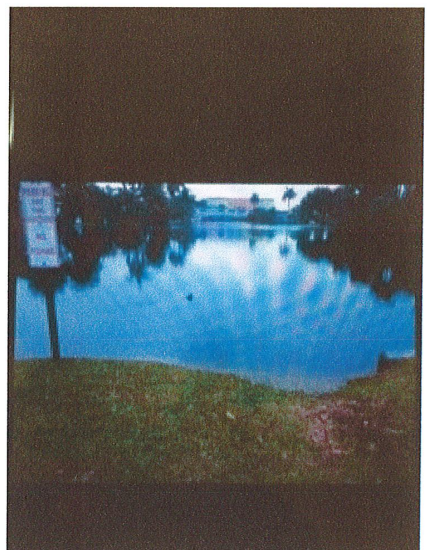




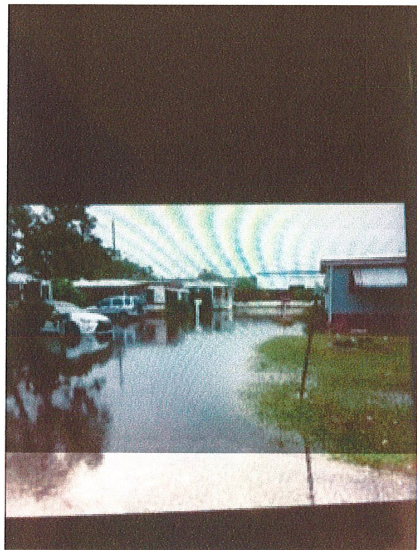


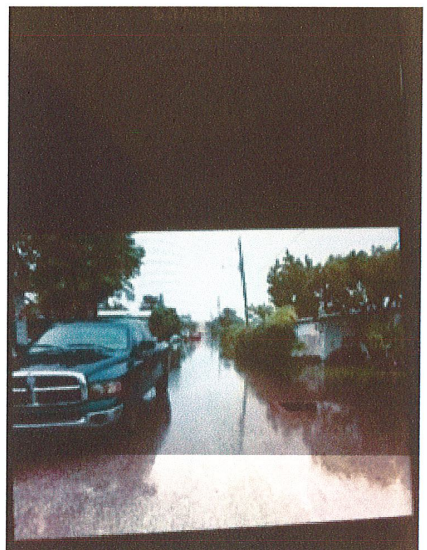


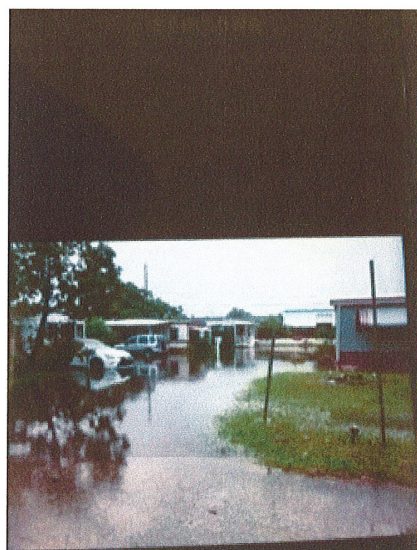


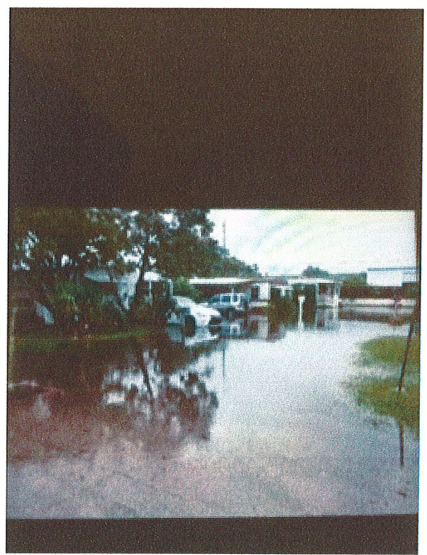


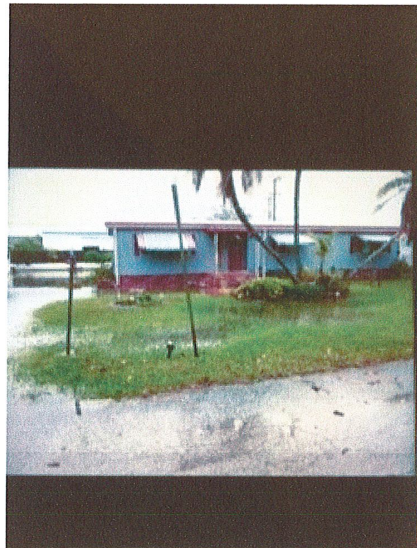


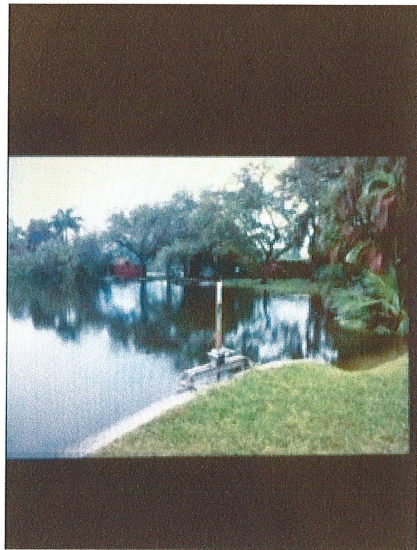












Text Communication

08/03/2019 thru 01/23/2020

Commissioner Georgina Cohen

Full Thread

Verizon

- ☐  Todd Larson  2 Georgina Cohen Sat Aug 03, 2019 9:36PM ET ▼
MESSAGE I called the box and the on call employee will check lake levels and verify running pumps. The Carolina station should be running.
- ☐  Georgina Cohen  2 Todd Larson Sat Aug 03, 2019 9:38PM ET ▼
MESSAGE Ok
Please make sure the pump gets on.
Thanks
- ☐  Georgina Cohen  2 Todd Larson Sun Aug 04, 2019 8:31AM ET ▼
MESSAGE Please put the bump on and lower the waters (the pump on walkway) went down a LITTLE, but not enough, need the pump on.
Will take more pictures.
Thank you for your attention to this problem. I will talk to you tomorrow (Monday) have a nice day!
- Commissioner Cohen
- ☐  Georgina Cohen  2 Todd Larson Sun Aug 04, 2019 8:44AM ET ▼
MESSAGE 
It's about 2 inches down from the top of seawall right now. If we get more rain today, we will be back above the seawall and cause erosion. I will try calling you. Thanks again Todd.
Commissioner Cohen
- ☐  Georgina Cohen  2 Todd Larson Sun Aug 04, 2019 10:11AM ET ▼
MESSAGE Just was watching the news(flooding threat in Broward later today) the pump on the walkway is now on. We need to keep a watch on this. I will keep you posted on my end.
Thanks for having the Gary put the pump on the walkway on. Will be in touch.
Thank you again
- Commissioner Cohen
- ☐  Georgina Cohen  2 Todd Larson Sun Aug 04, 2019 2:24PM ET ▼
MESSAGE Weather here is terrible
rain is coming down in buckets. Thank God the pump is on! Will keep you posted.
- ☐  Georgina Cohen  2 Todd Larson Sun Aug 04, 2019 7:26PM ET ▼
MESSAGE Why is the pump off on the walkway??
- ☐  Georgina Cohen  2 Todd Larson Sun Aug 04, 2019 7:33PM ET ▼
MESSAGE The water level is still high the pump on the walkway is not on I don't know if it ran out of gas or what's going on please call me at your convenience

Georgina Cohen 2 Todd Larson Sun Aug 04, 2019 8:44AM ET



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Georgina Cohen 2 Todd Larson Sun Aug 04, 2019 10:11AM ET
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Commissioner Cohen

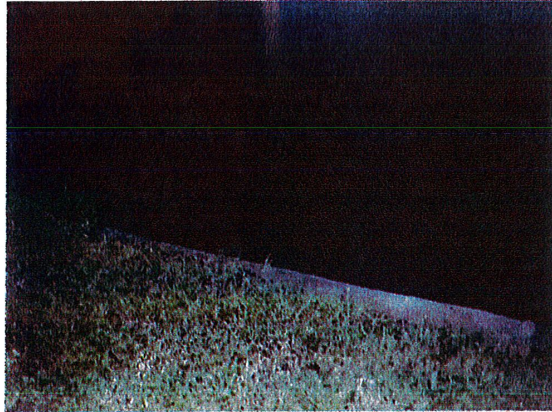
Georgina Cohen 2 Todd Larson Sun Aug 04, 2019 2:24PM ET
Weather here is terrible
rain is coming down in buckets. Thank God the pump is on! Will keep you posted.

Georgina Cohen 2 Todd Larson Sun Aug 04, 2019 7:26PM ET
Why is the pump off on the walkway??

Georgina Cohen 2 Todd Larson Sun Aug 04, 2019 7:33PM ET
The water level is still high the pump on the walkway is not on I don't know if it ran out of gas or what's going on please call me at your convenience

Georgina Cohen 2 Todd Larson Sun Aug 04, 2019 7:34PM ET
I did try calling you maybe you didn't hear your phone if you get my message please call me

Georgina Cohen 2 Todd Larson Sun Aug 04, 2019 8:26PM ET



Georgina Cohen 2 Todd Larson

Sun Aug 04, 2019 8:27PM ET

MESSAGE



Georgina Cohen 2 Todd Larson
Tonight's pictures

Sun Aug 04, 2019 8:28PM ET

MESSAGE



Georgina Cohen 2 Todd Larson

Sun Aug 04, 2019 8:29PM ET

MESSAGE



Todd Larson 2 Georgina Cohen

Sun Aug 04, 2019 10:57PM ET

MESSAGE

The lake is at about 2.5 feet. That is just about where the pumps start. Two pumps are pumping at Carolina and one at 24th St. The lake should continue to drop overnight.





Georgina Cohen 2 Todd Larson

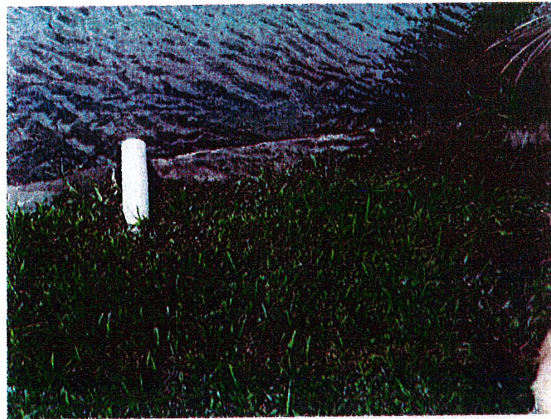
Fri Aug 09, 2019 3:08PM ET

Todd again the water level is very high over the top of my Seawall please make sure the pump is on
Thanking you in advance please make sure this matter is taken care of ASAP



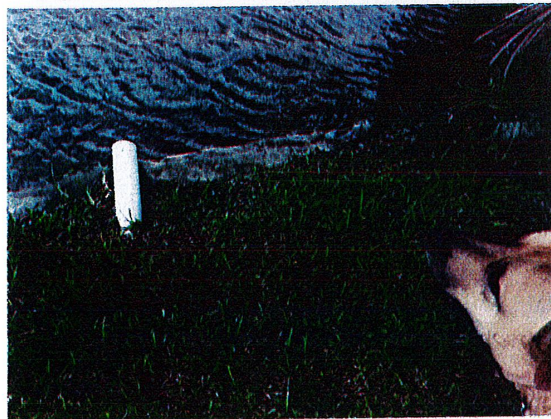
Georgina Cohen 2 Todd Larson

Fri Aug 09, 2019 3:09PM ET



Georgina Cohen 2 Todd Larson

Fri Aug 09, 2019 3:10PM ET



Todd Larson 2 Georgina Cohen

Fri Aug 09, 2019 3:34PM ET

I'll call you back.



Georgina Cohen 2 Todd Larson

Mon Aug 12, 2019 1:23PM ET

Can you please call me
The the water levels are high in the bamboo Lakes when we talked on Friday you said you were going to have the guys see if there was anything dead or leaves that might be causing the high waters in the Lake I hear the pump on the walkway but it doesn't seem like anything's going down please call me so I know what's going on you also said something about having electrician look at the electric on the walkway and Carolina Street please call me thank you looking forward to hearing from you



Georgina Cohen 2 Todd Larson

Mon Aug 12, 2019 9:25PM ET



Georgina Cohen 2 Todd Larson

Mon Aug 12, 2019 9:26PM ET ▼

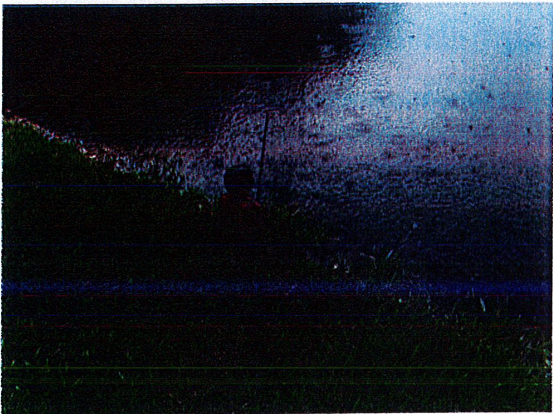
MESSAGE



Georgina Cohen 2 Todd Larson

Mon Aug 12, 2019 9:27PM ET ▼

MESSAGE



Georgina Cohen 2 Todd Larson

Mon Aug 12, 2019 9:28PM ET ▼

MESSAGE



- ☐  MESSAGE Georgina Cohen 2 Todd Larson Tue Aug 13, 2019 10:33AM ET ▼
Just wanted to let you know Todd that the water is still high it's over the seawall can you see to it please that this lake is lower before you leave to go to Orlando tomorrow we don't need problems with the OIG.

Thanking you in advance
Commissioner Cohen

I will send another picture
- ☐  MESSAGE Todd Larson 2 Georgina Cohen Sat Aug 31, 2019 8:31PM ET ▼
Just wanted to update you on the storm. 60% chance of tropical storm winds. 10 % hurricane force. No evacuations yet. No shelters yet.
- ☐  MESSAGE Georgina Cohen 2 Todd Larson Thu Jan 23, 2020 7:37AM ET ▼
Please make sure all pumps are functioning and that the lakes are being monitored
Rain forecast
- ☐  MESSAGE Todd Larson 2 Georgina Cohen Thu Jan 23, 2020 7:46AM ET ▼
Message received
- ☐  MESSAGE Georgina Cohen 2 Todd Larson Thu Jan 23, 2020 2:14PM ET ▼
Rain is coming down hard are the pumps on
- ☐  MESSAGE Todd Larson 2 Georgina Cohen Thu Jan 23, 2020 5:24PM ET ▼
Lakes are at minimum 2 ft level

Report Generated 2/14/2020 4:04 PM ET by Mark Pakula

Commission Workshop Minutes 08/12/2019

Commissioner Georgina Cohen

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

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

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

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

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

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

2. DISCUSSION: Finance & Budget Update – Finance Department

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

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

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

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

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

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

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

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

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

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

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

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

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

5. DISCUSSION: Information Technology Update- IT Director Paulka

a. Document Imaging Project

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

b. Computer Software – Office 365

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

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

c. Website

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

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

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

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

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

This was previously discussed on the other agenda

8. DISCUSSION: Business Tax Receipt and Billing Update- Business Tax/ Billing Clerk Grooms
8:22-8:49:08

- a. FY 17-18 Inactive Accounts
- b. Update on Public information Request
- c. Sign Variance Credit Balances
- d. Update Status of minutes
- e. Waiver Request- Just insurance Brokers
- f. Waiver Request – Lift masters

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

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

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

No Discussion Held.

11. DISCUSSION: Public Safety – Chief Coker

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

schools to familiarize themselves with the layout of the school; they also created an operational plan which includes enforcing oncoming traffic to slow down while in school zones.

For the month of July, Chief Coker stated that there have been five hundred fifty eight (558) calls of service, thirty four (34) accident investigations and ninety (90) citations. In the mobile home parks, there have been a total of two (2) residential burglaries and overall for the Town, there have been a total of nine (9) incidents, four (4) car thefts, one (1) truck theft, one (1) business burglary and one (1) homicide. The discussion continued.

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

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

12. DISCUSSION: Fire Safety – Chief Kane

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

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

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

13. DISCUSSION: Status of Town Projects- Vice-Mayor Clark/ Public Service Director Larson

- a. Florida Department of Transportation (FDOT)/Metropolitan Planning Organization Update- Vice mayor Clark/ Public Services Director Larson
- b. Metropolitan Planning Organization (MPO)

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

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

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

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

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

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

Mr. Larson stated that between all three (3) projects there is about Two Million (\$2,000,000.00) Dollars in grant funding, and the rest will be taken from the drainage fund. Mr. Larson stated that he will request the additional funding out of next year's budget. Mr. Larson continued to state that it will take about two (2) weeks to have them review the responses and about two (2) to (3) months to receive a response with the final offer of the Grant. The discussion continued.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. DISCUSSION: Legislative Update- Vice-Mayor Clark/ Attorney Sigerson

- a. Petitions
- b. Annexation

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

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

18. DISCUSSION: International Promotions, business, Community Involvement- Vice Mayor Clark

- a. Special Recognition for: Coca Cola, Pembroke Park Church of Christ, Professional Firefighters Association, and Club Richelieu

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

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

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

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

- c. Exercise and Playground Equipment

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

INFORMATIONAL

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

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

- e. 2019 Winter Festival- Club Richelieu

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

f. FITCE 2019

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

g. Free Trade Zone- Building

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

h. Francophone/Francophile

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

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

No Discussion held.

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

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

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

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

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

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

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

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

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

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

23. DISCUSSION: Town Vehicles Policy – Mayor Mohammed

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMISSIONERS COMMENTS:

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

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

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

TOWN MANAGER/ PERSONNEL COMMENTS:

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

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

PUBLIC COMMENTS:

None.

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

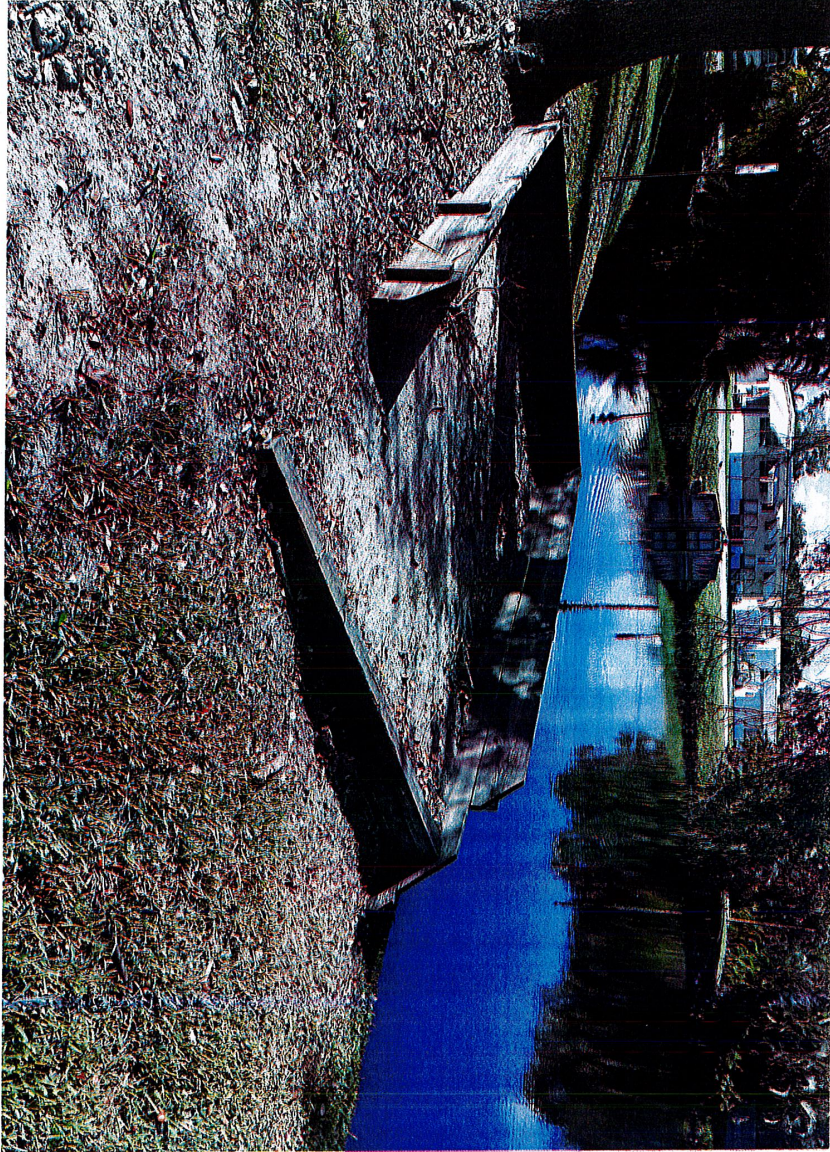
Howard P. Clark Sr. Linear Walkway

10/31/2019

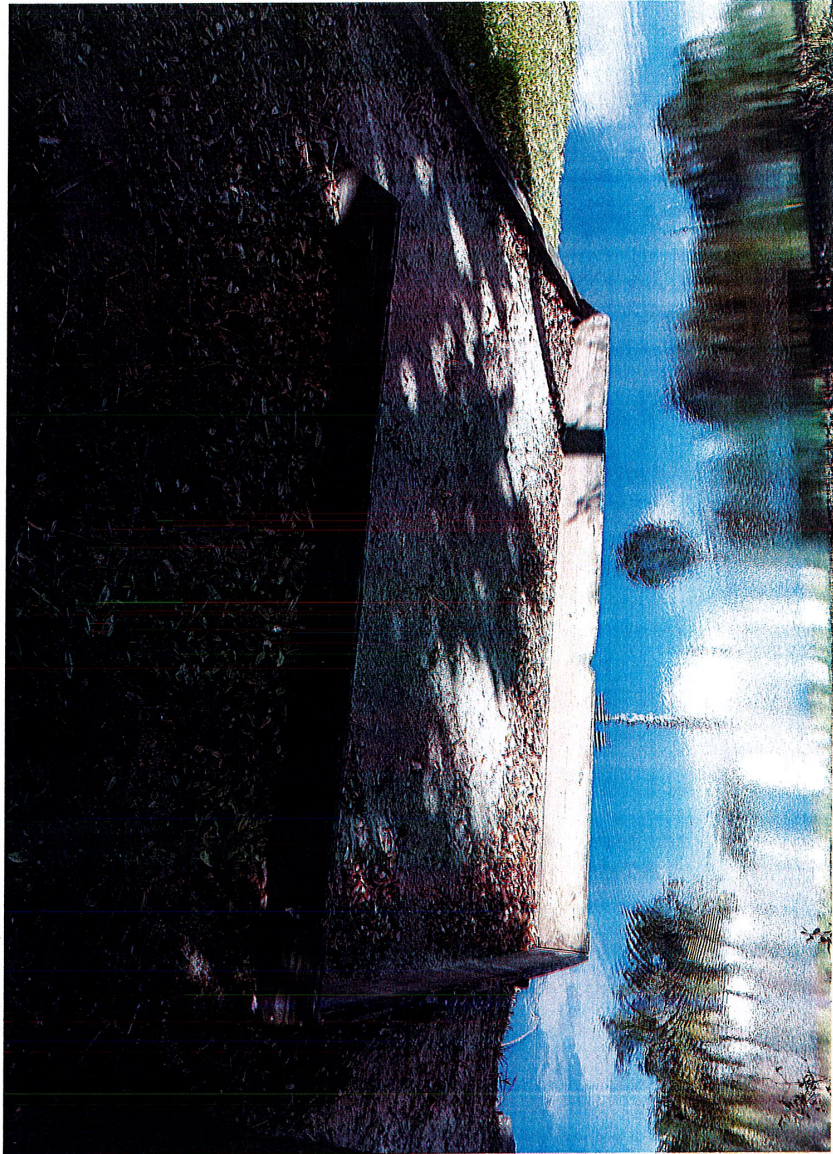
Commissioner Georgina Cohen





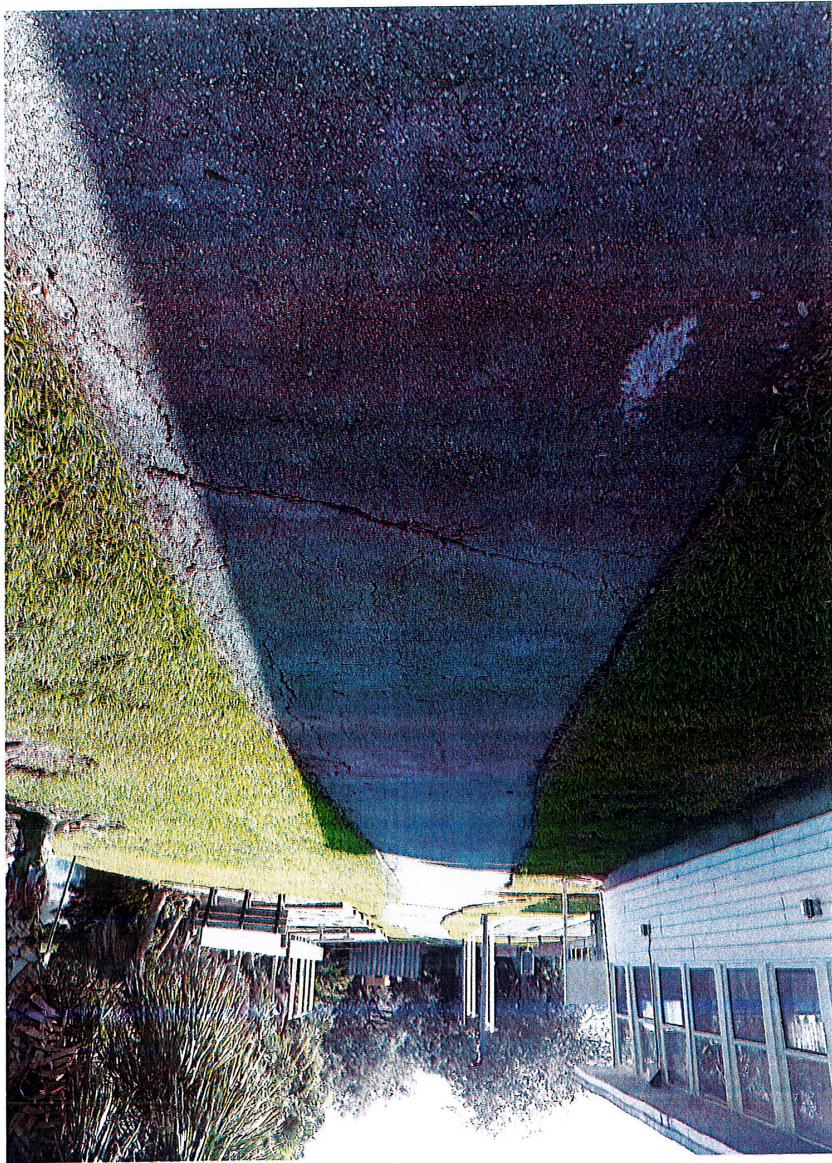


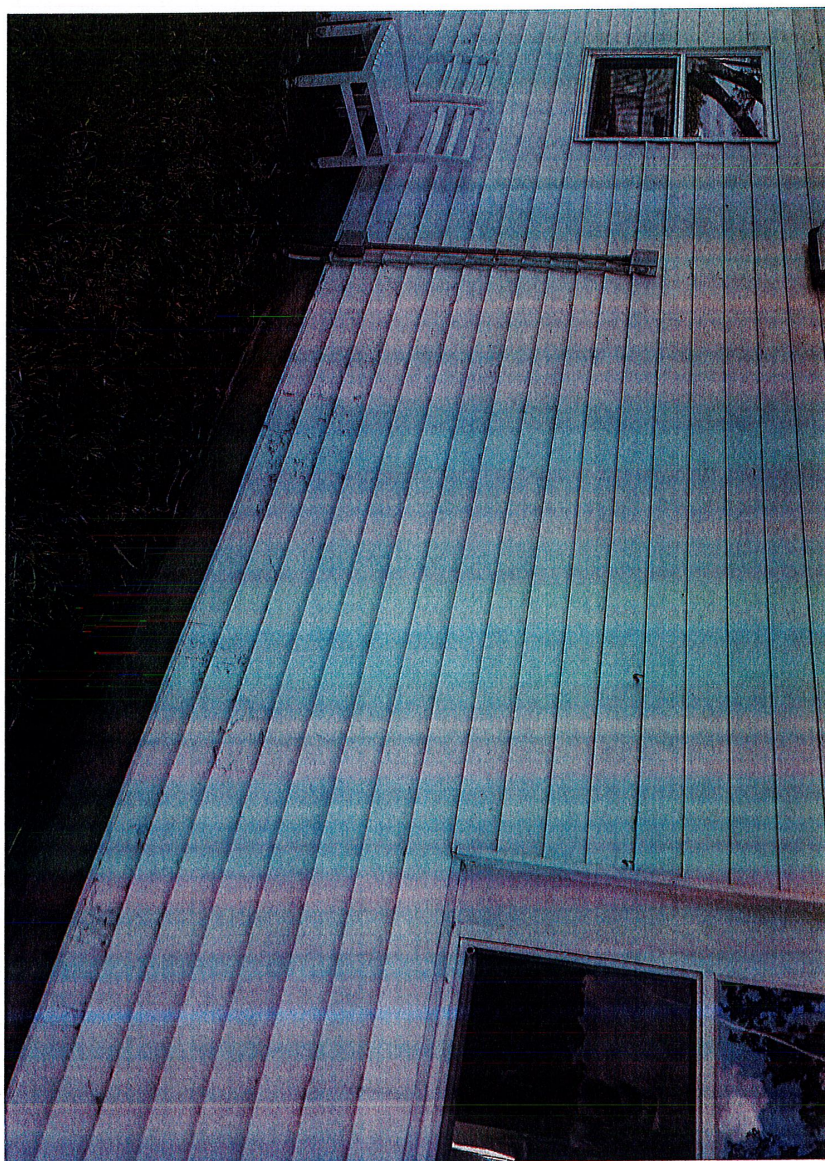












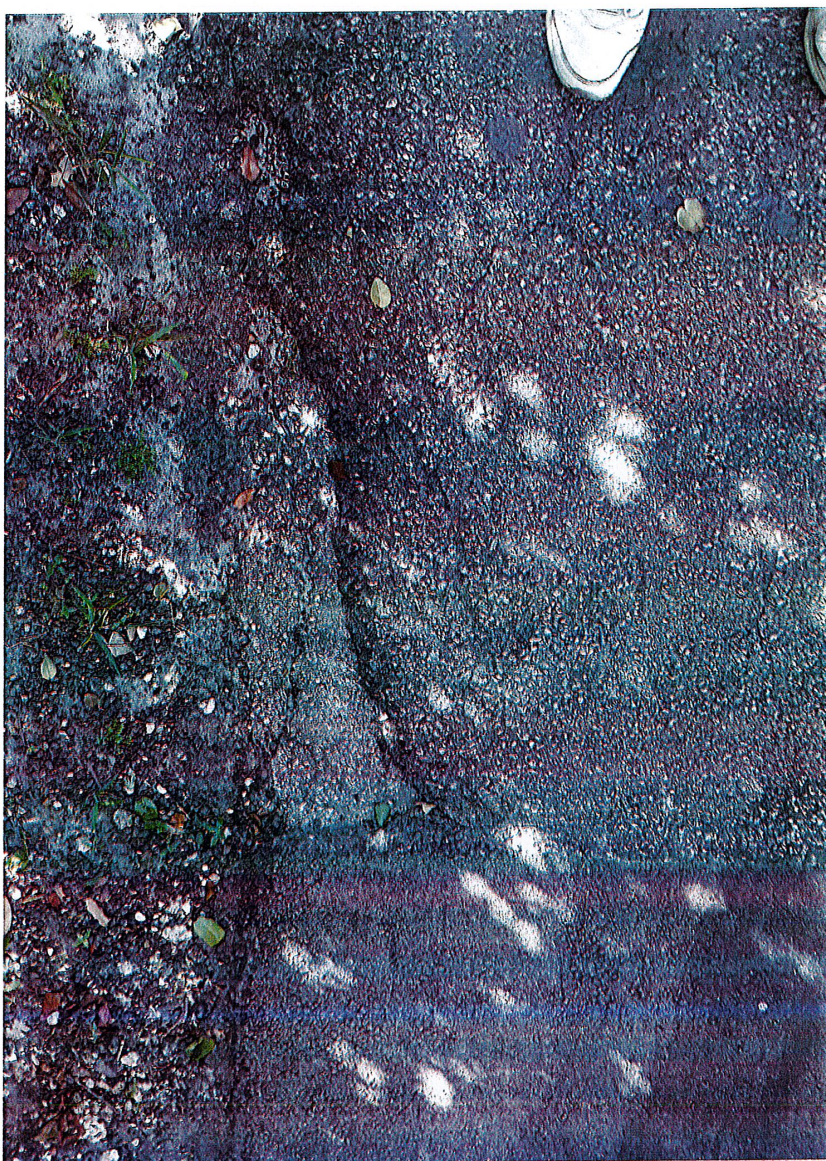


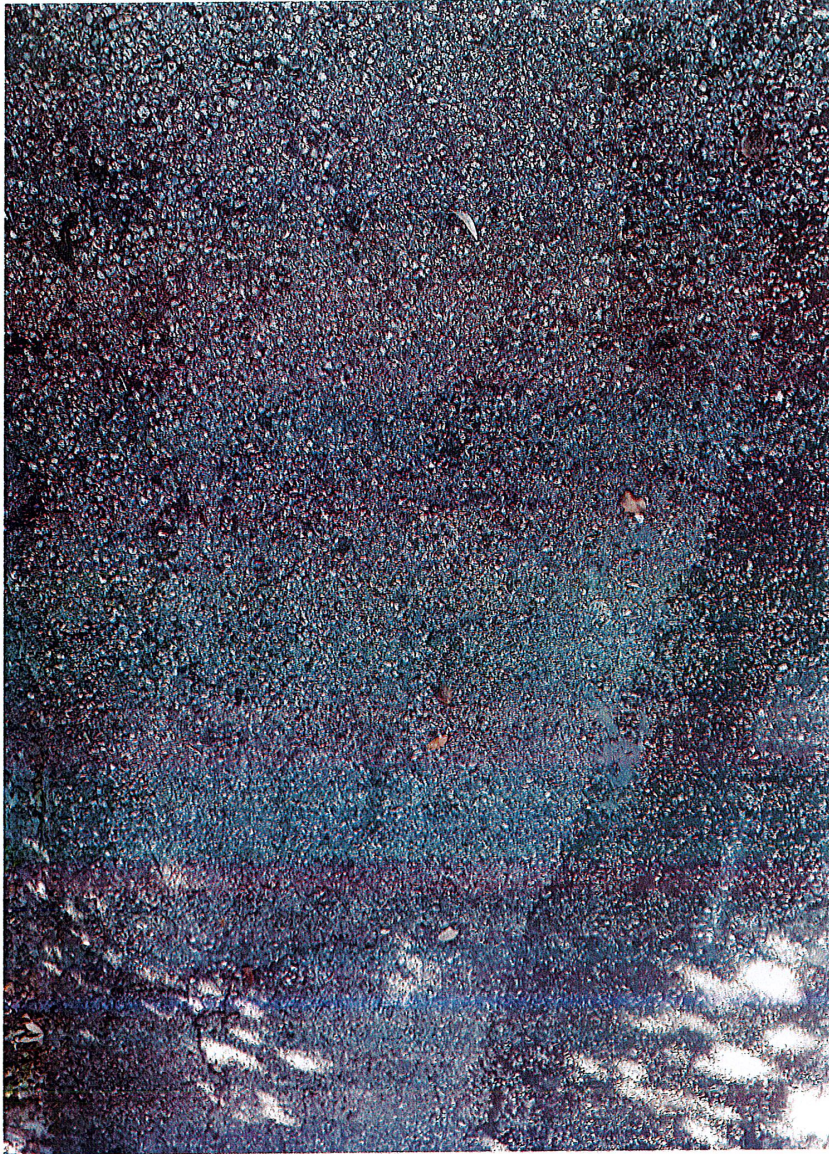
















Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	04/08/2020
Subject:	Park maintenance and repairs
Initiated by:	☐ City Commission ☐ City Attorney ☒ City Manager / Staff
Prepared by:	Name & Title: Chris McKine, Parks Supervisor
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Report of Park conditions
Fiscal Impact:	
Policy Question(s) for Commission Considerations:	
Summary:	
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	Repair maintenance issues per report
Additional Action Needed:	

Behan Park

The parking lot needs to be re done. It's in bad shape. The trail also needs to be re done. As far as the building goes. All the doors need to be replaced. The two restroom doors are badly rusted and the double door where the golf cart is stored has been broken for over 16 years. I am currently working on getting quotes from various companies for the issues. The pavilions also have rusting issue that need attention.





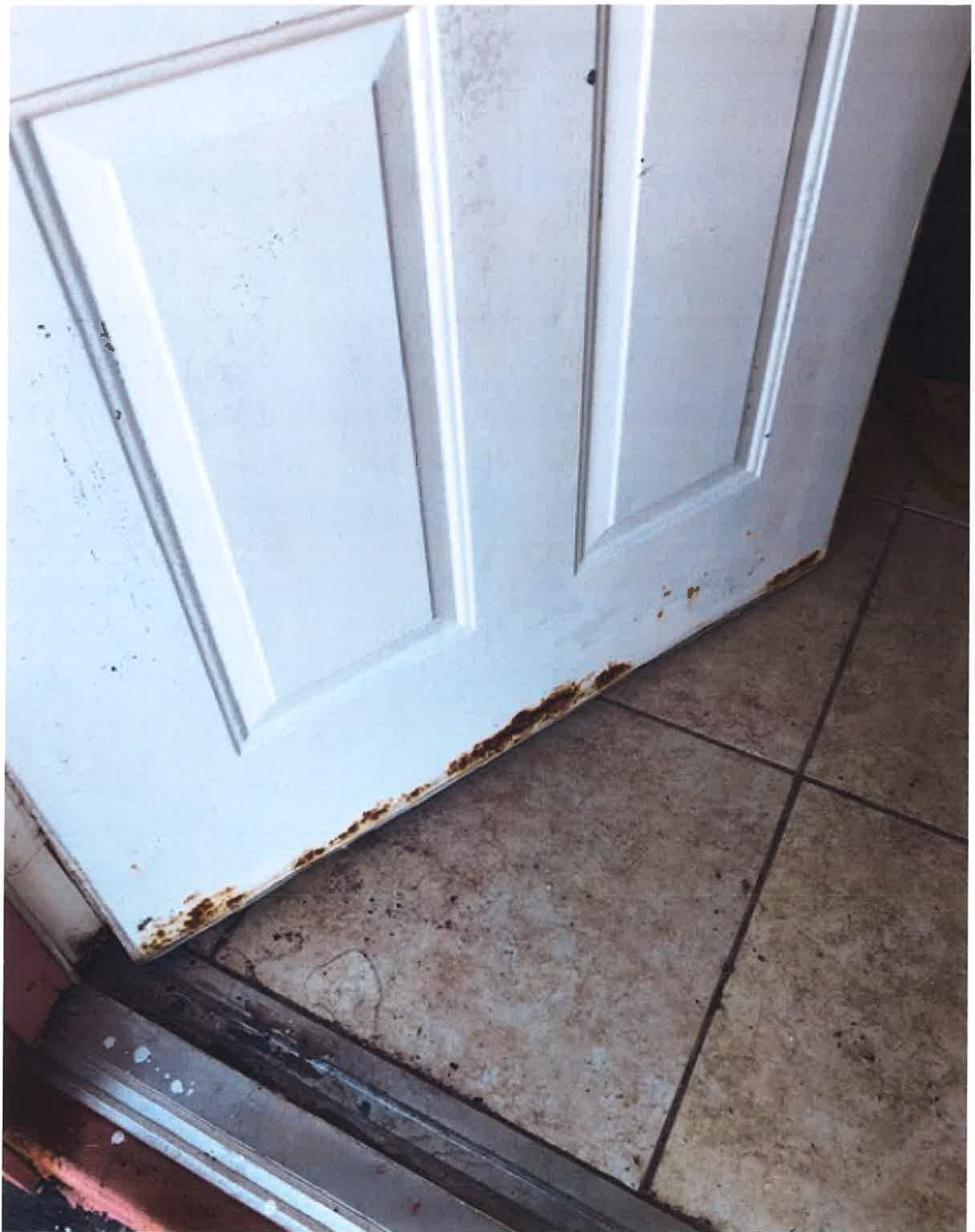




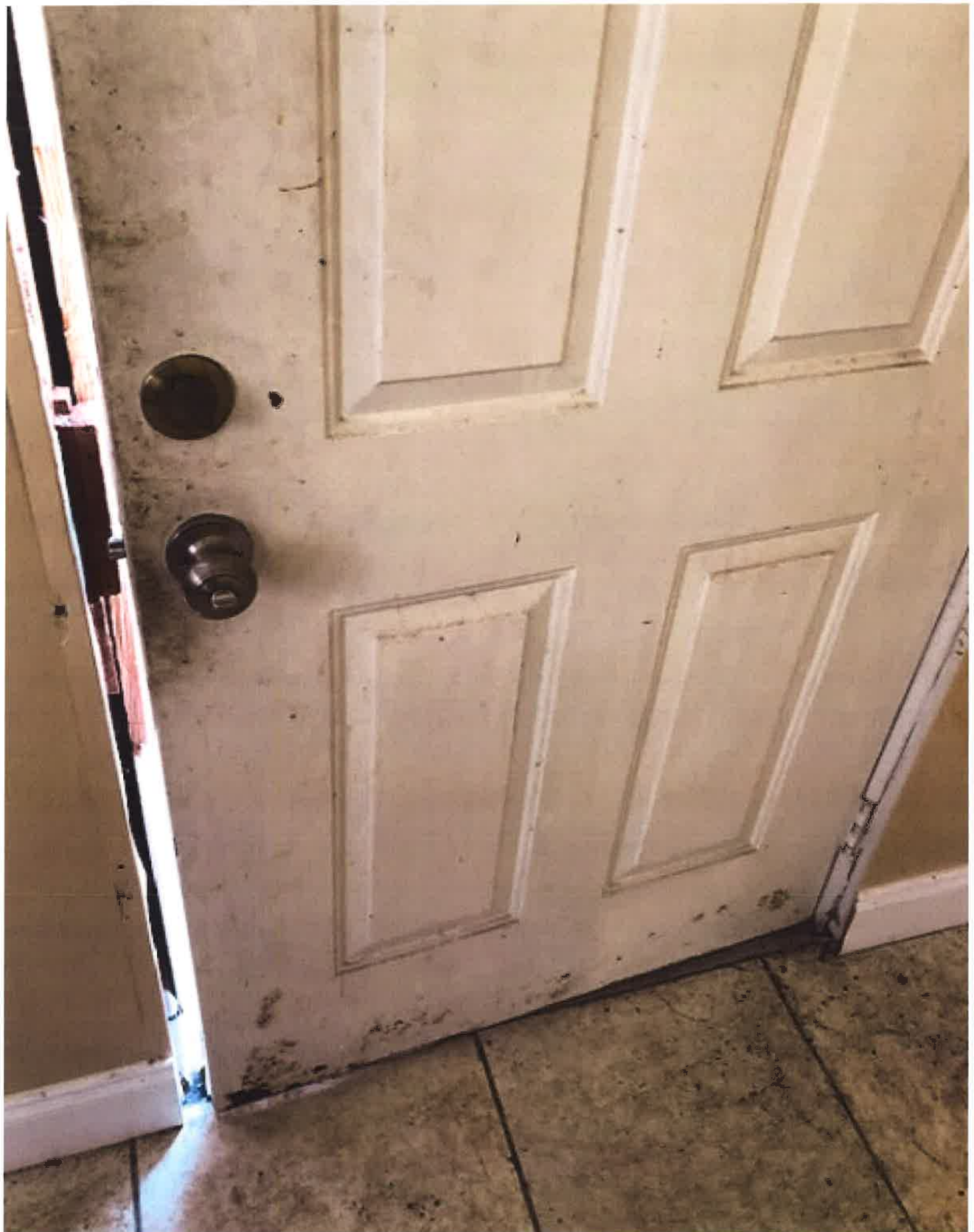








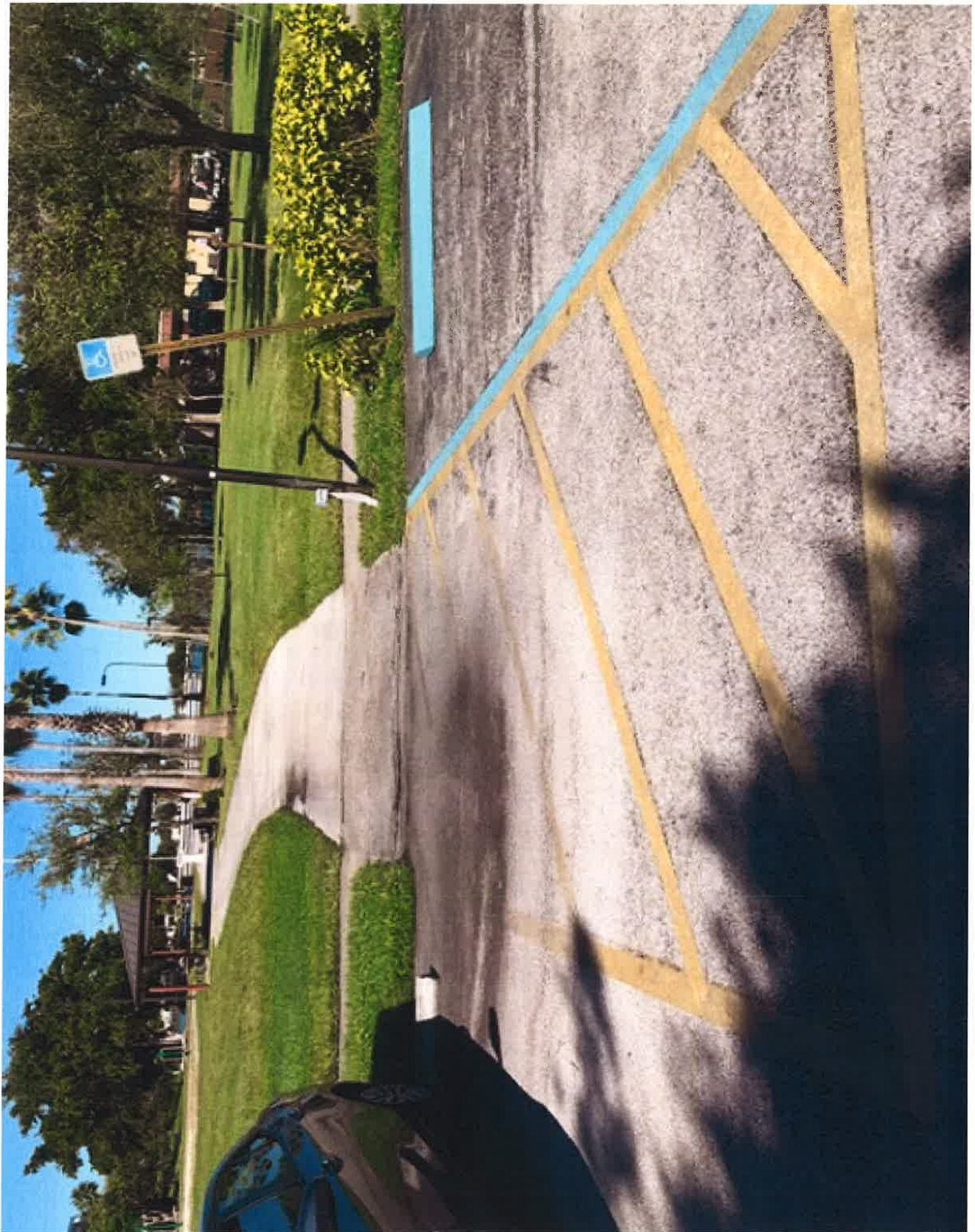


















COMMERCIAL
Project Proposal / Contract

CHARLIE FRYMYER PAVING

Serving the greater Ft. Lauderdale area since 1963

4802 SW 51st Street

Davie, FL 33314



Phone: (954) 522-5680

Fax: (954) 522-9478

Date: February 12, 2019

Proposal #: 21219

Customer: TOWN OF PEMBROKE PARK
3115 SW 52ND AVE
PEMBROKE PARK, FL 33023

Job Address: 2901 SW 25TH ST
PEMBROKE PARK, FL 33009

Contact Person: CHRIS MCKINE
Contact E-mail: cmckine@townofpembrokepark.com

Phone:
Fax:
Cell: 954-275-8678

All labor and materials are guaranteed for one (1) year.

The following specifications are bid on your projects as we understand your requirements. Price includes labor, material, equipment and supervision for the proposed project. Anything not specified in this proposal will be an extra cost and charged at our established rate.

ITEM NO.	DESCRIPTION:	QTY	UNIT	ITEM \$	ITEM COST
1	MOBILIZATION /ADMIN / SUPERVISION DEMO/DISPOSE EXISTING ASPHALT PARKING LOT ADD ROCK AS NEEDED / GRADE / COMPACT / FINISH TACK AND PAVE (+/-) 1,218 SY 1.5" S-3 HOT MIX ASPHALT	1	LS	\$ 54,815.00	\$ 54,815.00
2	OVERLAY EXISTING ASPHALT PATH (+/-) 710 SY WITH 1" S-3 HOT MIX ASPHALT	1	LS	\$ 12,782.00	\$ 12,782.00
3	STIPE PER EXISTING LAYOUT (7 STALLS + 2 HCP STALLS)	1	LS	\$ 500.00	\$ 500.00
TOTAL COST					\$ 68,097.00
OPTIONS IF REQUIRED:					
	CONCRETE WHEEL STOPS INSTALLED	1	EA	\$ 45.00	
	HI RESOLUTION TRAFFIC OR HCP SIGNS INSTALLED	1	EA	\$ 485.00	
	THERMOPLASTIC STOP BAR	1	EA	\$ 2,500.00	

NOTES: SEE SPECIAL TERMS & CONDITIONS

EXCLUSIONS: PERMITS & PERMIT FEES, SURVEY, ASBUILTS, LAYOUTS, TESTING, IRRIGATION, LANDSCAPING, CONCRETE DRAINAGE, SIDEWALK, UTILITY RISERS, BOND

TERMS: DUE UPON COMPLETION.

Payment is due upon completion unless otherwise agreed upon.

Charlie Frymyer Paving: _____

Note: This proposal may be withdrawn if not accepted within 30 days.

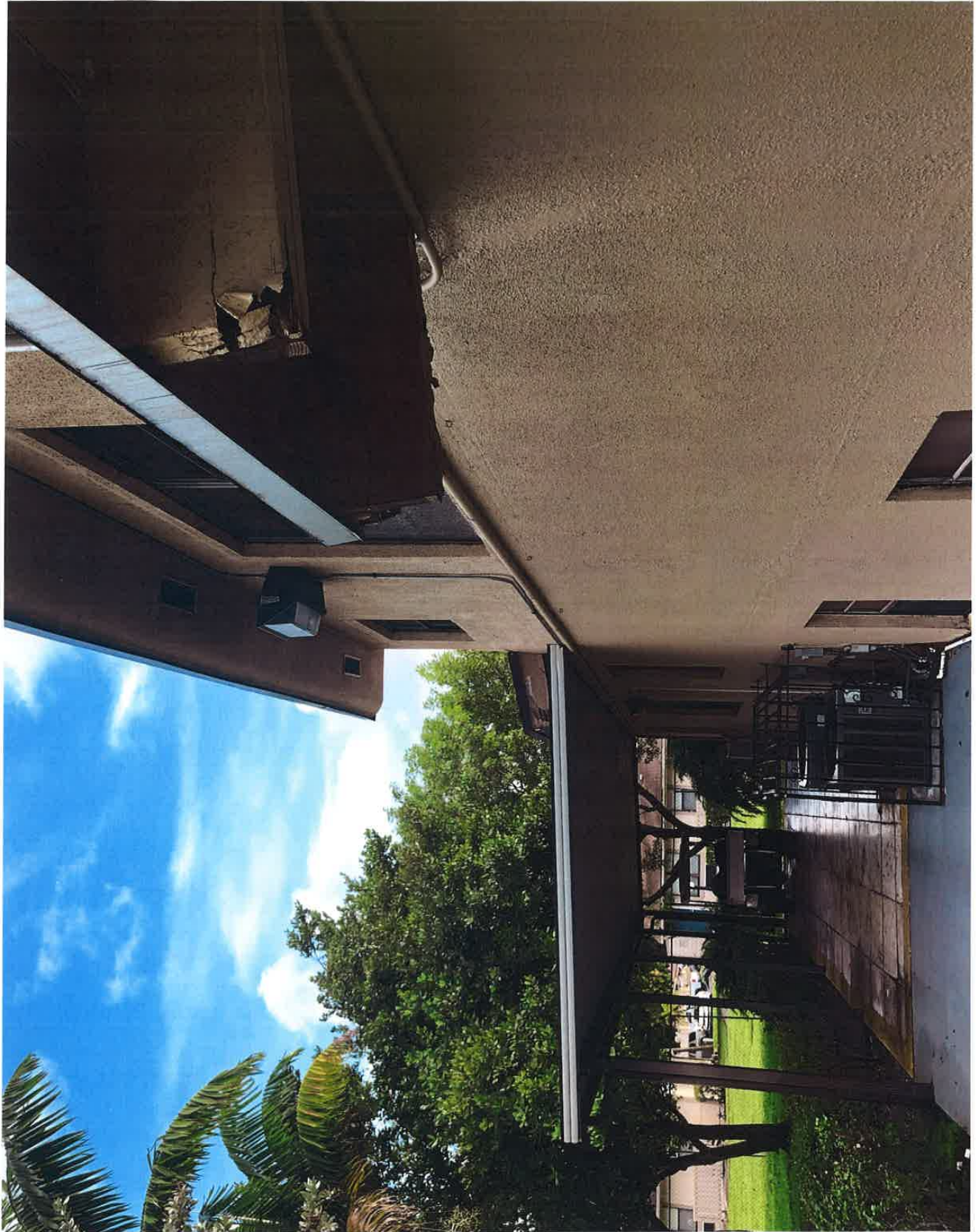
Acceptance of Proposal

When signed by the customer and approved by Charlie Frymyer Paving, this proposal becomes Contract binding by law. The customer agrees to pay the contract price according to the agreed upon terms. Customer acknowledges and agrees to the terms and conditions on reverse side hereof.

Customer: _____ Date: _____

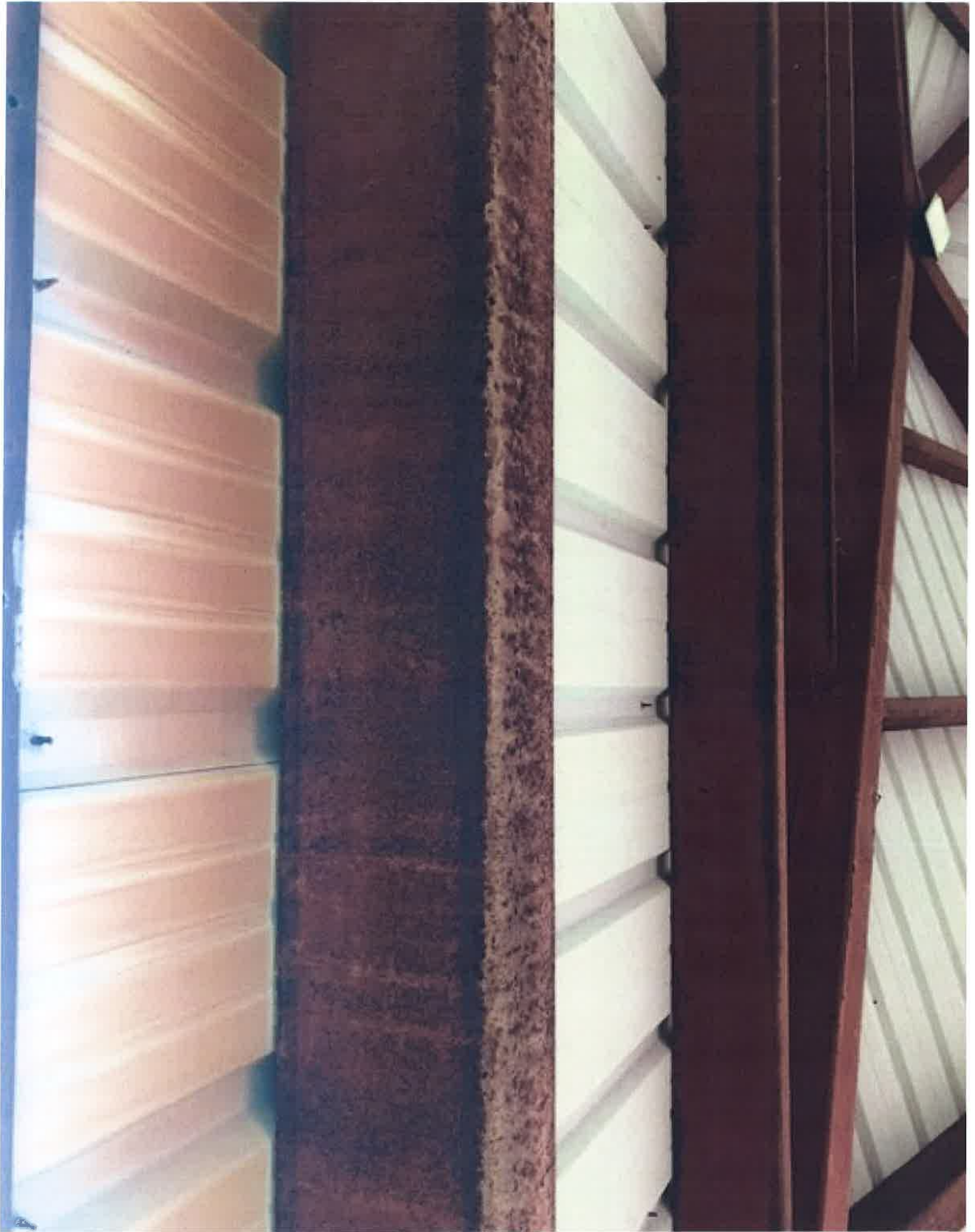
Preserve Building

The Preserve building is in bad shape inside and out. I have started working on quotes for the problem areas. When it rains it leaks through the walls in the lower level of the South East section of the building. I sent pictures and videos of the water last year. The restroom has been gutted for almost three years now. Staff also installed a tank less water heater around the same time because we were told that a new restroom would be installed. The water heater needs an electrician to run cables for power. I did get two quotes for the job. The first quote was from MMJ Electric on 7-29-2016 and another on 6-01-2017 from Rising Sun Electric, LLC. The second floor carpeting is also extremely old and now is in worst shape with the rodent problem we have. The Town now has to purchase a new bunny suit because of the rat droppings, urine and food all over the suit. Soon the outside restrooms that are for the public will need attention because most of the brackets are rusted and or broken. Also the three metal pavilions are rusted badly. I brought up many times with pictures with my old Director and he brushed it off and complained that it was too expensive. I see an email dating back as far as 3-18-2014 to Tom Wilde. I will take new picture of the current issues of them.



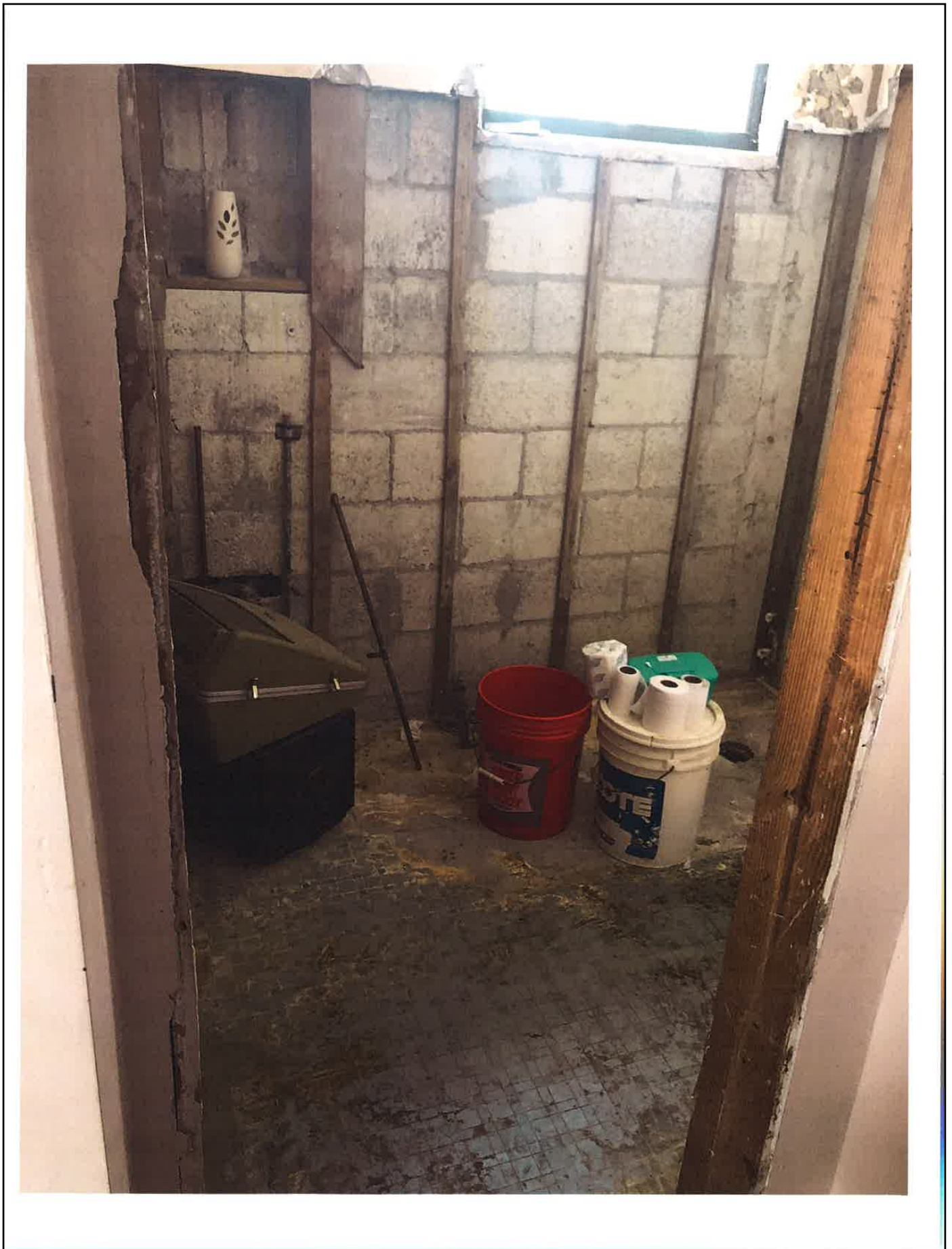






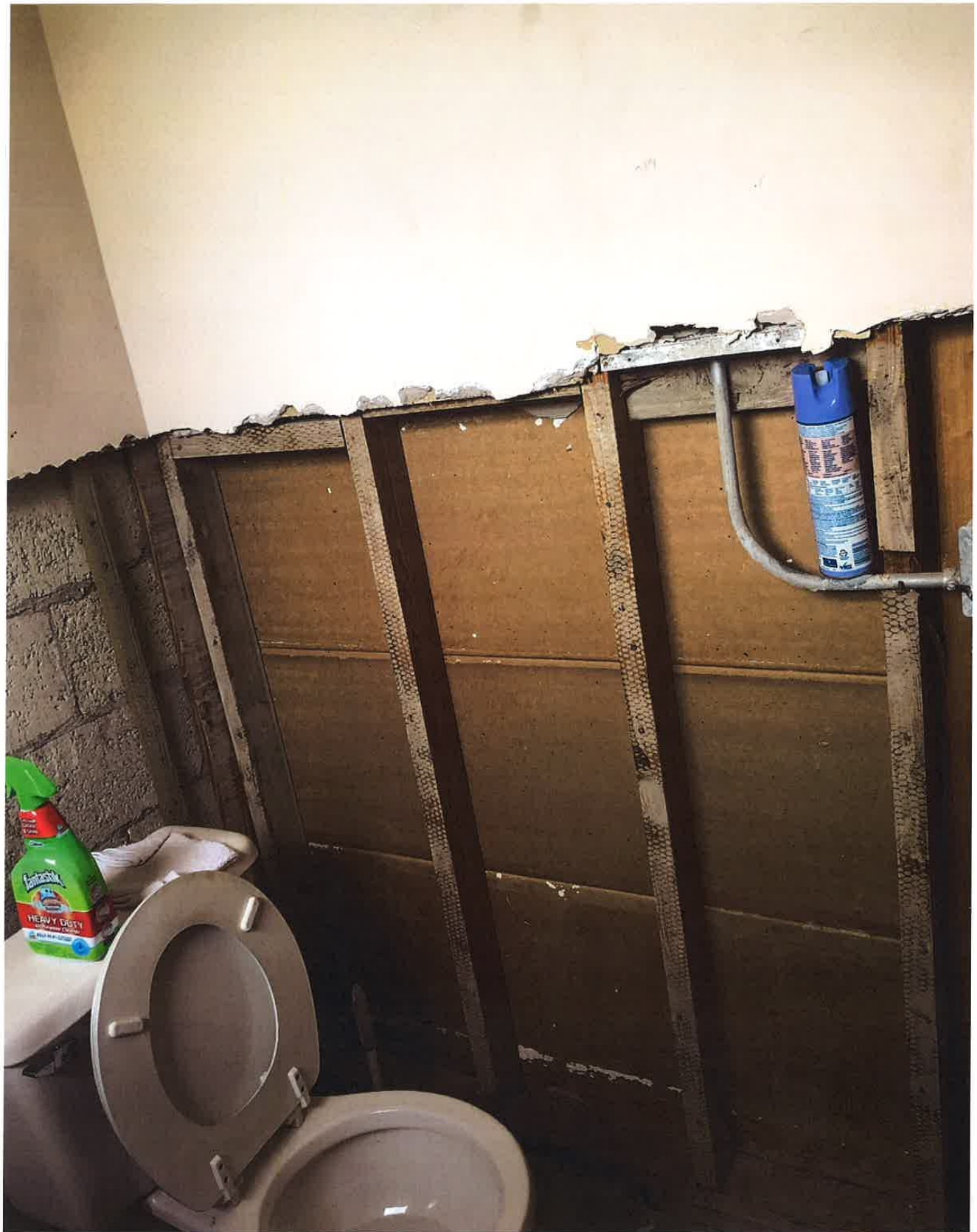










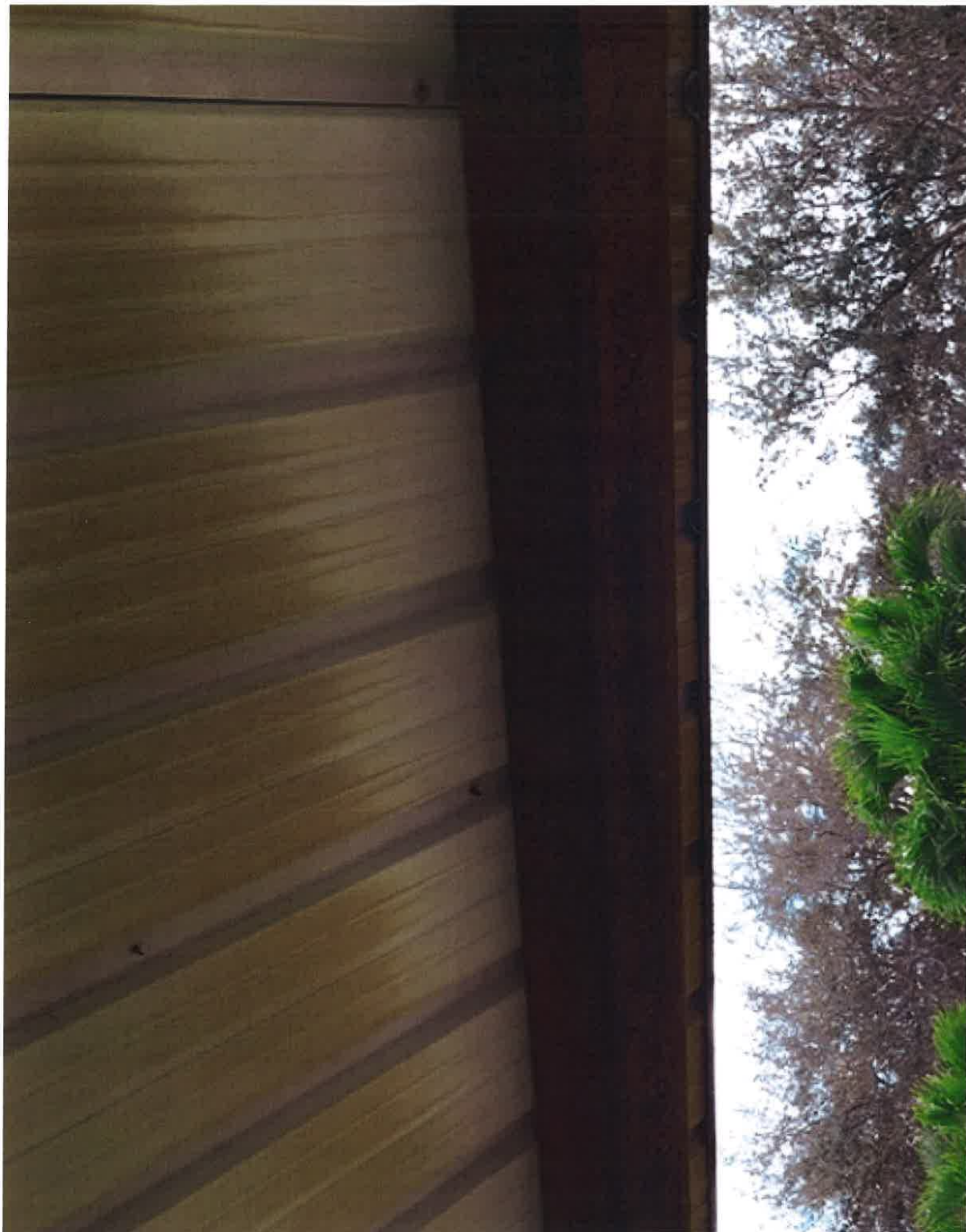
























Rising Sun Electric, LLC

3980 NW 73rd Ave
Lauderhill, FL 33319
Lic # EC13001631

Phone: 954-448-2220
Fax: 954-747-5400
Email: Risingsunelectric@yahoo.com

June 1, 2017

Attn: Chris McKine
3150 SW 52nd Ave
Hollywood, FL 33023

Job Location
3150 SW 52nd Ave
Hollywood, FL 33023

We are pleased to submit our proposal for your consideration to furnish and install the electrical requirements for the above referenced project. Our bid is based on and is in accordance with verbal understanding after talking with Agent about job, location listed above.

We propose to complete all work to furnish the required material, labor and supervision in accordance with Local and National Electric Code for work indicated below. No provisions have been included in this proposal for design error, omissions or additional requirements by Authorities Having Jurisdiction otherwise noted herewith.

The price for this work described will be as follows:

Base Bid Amount : \$1,970.00

Items Included:

1. All UL listed material
2. Wire and install one ¾ conduit with three #6 thhn wire.
3. Provide and install one 60amps 220 volts breaker and hook up hot water heater.

EXCEPTION: Price does not include permit cost to city if necessary.

Dated:

Audley Russell/Roderick Armstrong
For Rising Sun Electric, LLC
Date: June 01, 2017

For A Brighter Tomorrow...
Call Us Today!





361 SW 13th Ave
Pompano Beach FL 33069
www.mmjelectric.com

Estimate

Date	Estimate #
7/29/2016	3108

Name / Address
Town of Pembroke Park C/O Public Works 3150 SW 52nd Avenue Pembroke Park, FL, 33023

Project
Parks Dept.

Item	Description	Total
Total	This proposal for the electrical installation needed at 3115 SW 52nd Ave Pembroke Park, The following work will be done: 1. Hook up water heater Note: All material is be furnished by Chris and is not included in this price Job Cost All work will be done to local and national codes. This price is based on work being done from Monday through Friday from 8:00 am to 4:30 pm. If works needs to be done after regular hours, appropriate rate will be applied. Any changes or additions will require a verbal or written work order. Craftsmanship comes with a one year warranty from date of installation. Material comes with manufacturer's warranty. Warranties do not include coverage for damages due to owner negligence, vandalism and acts of nature. Notes: a) Permit and design fees are excluded b) Load calculations are excluded c) Any patching or paint if needed is to be done by others d) Time to meet inspector if needed e) This price maybe subject to adjustment for any unforeseen situations Payment terms: Full payment due upon completion	790.00

Office #
9548761536

E-mail
estimating@mmjelectric.com

Customer Signature

1- 5/phase GDA fuseless disconnect
2- 3/4" threaded metal LB
100' - 3/4" ext conduit
1- 2 pole GDA GE order plug in
20' - 3/4" ext pipe steps
1- 3/4" weaver's hub.
4- 3/4" ext compression type conn.
10- 3/4" ext compression type coupl.
1- box of topicon 3/16 X 1 1/4"

100'	- #8	thin	wire	stranded	blu
100'	- #8	thin	"	"	Rd
100'	- #10	"	"	"	grn.

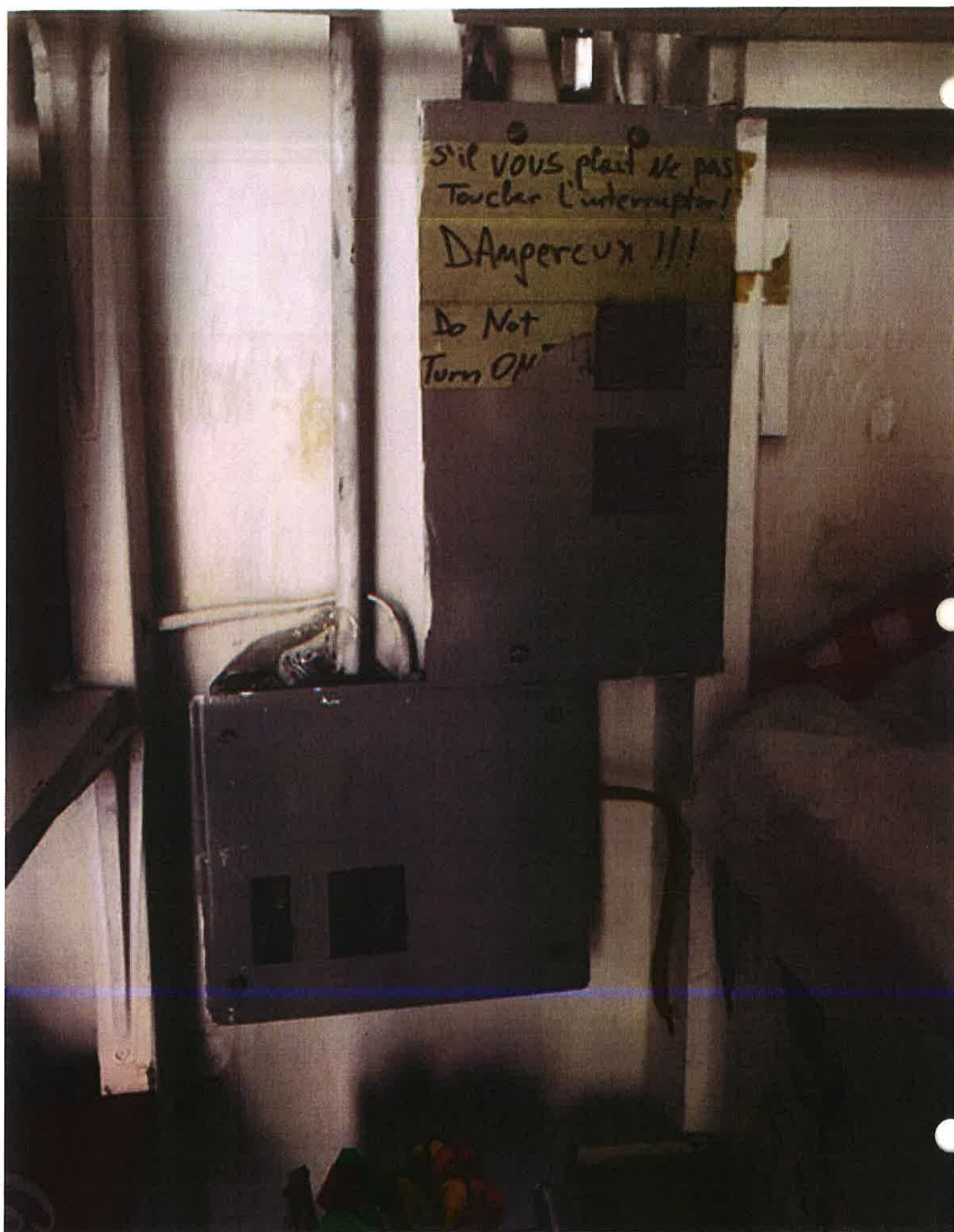
1-man 8 hrs.

Rec Hall Building

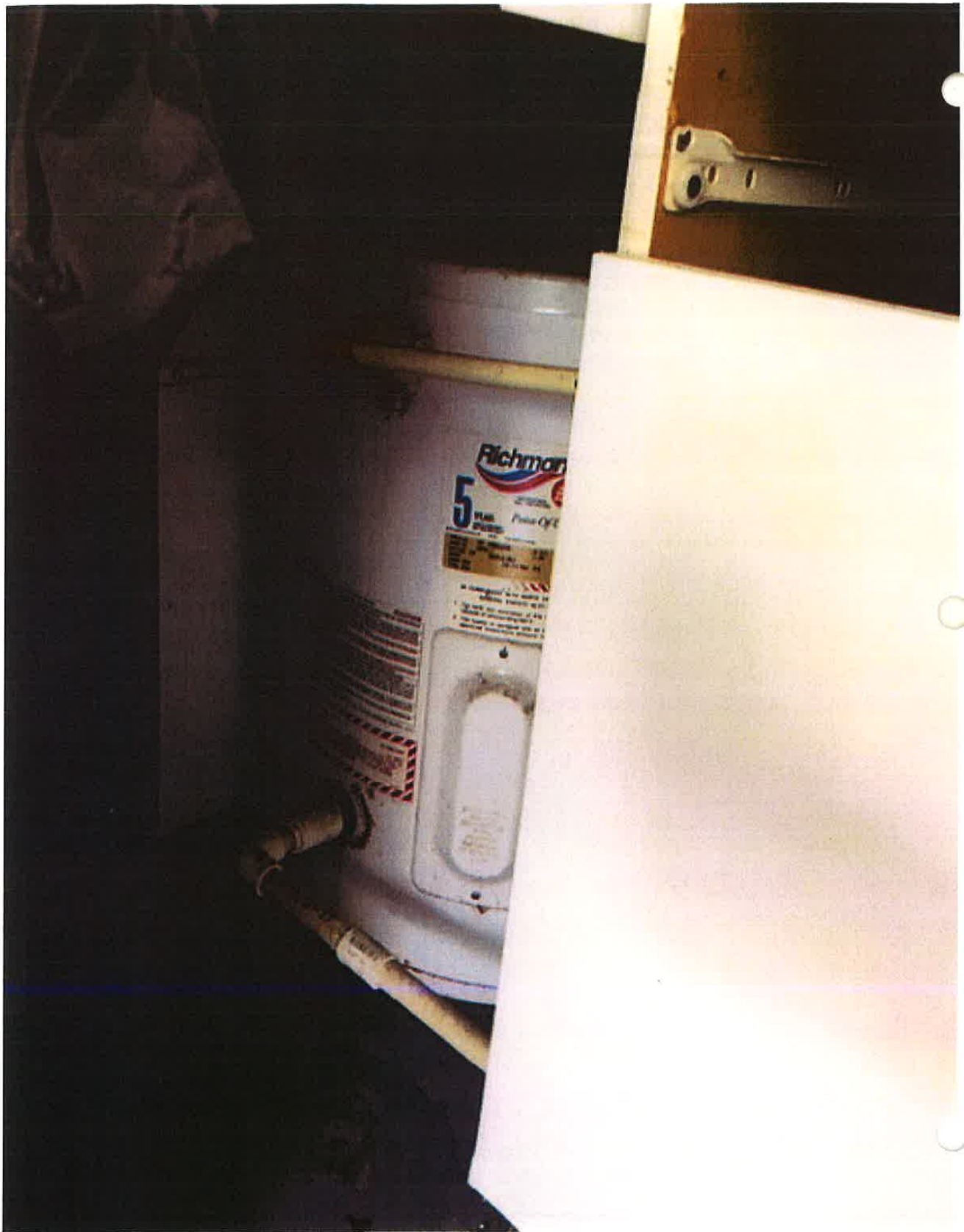
The Rec Hall building simply has too many electrical appliances and items for the size breaker box located in the kitchen closet.

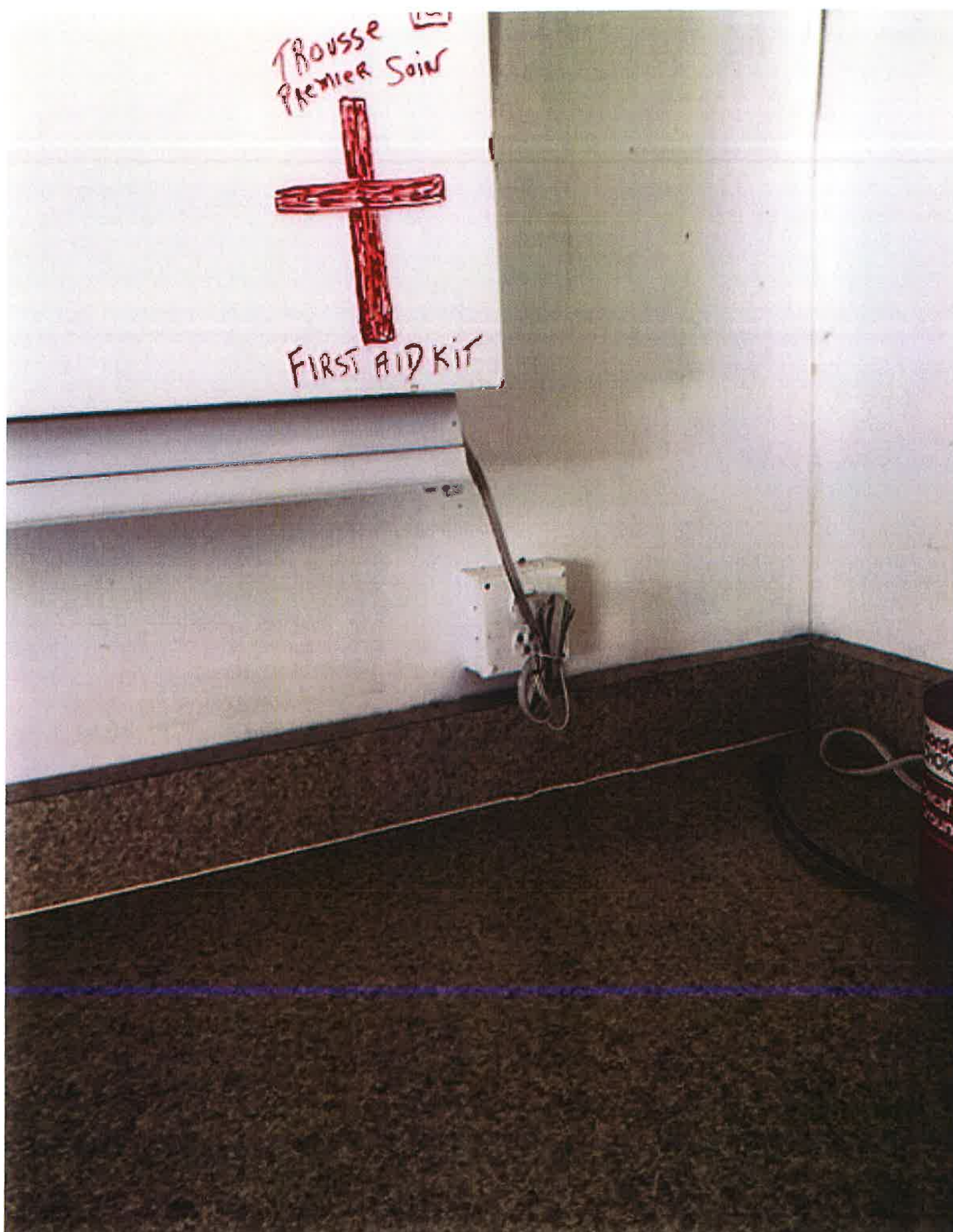
I counted four florescent lights, four ceiling fans, over six switches and over eight receptacles. There are three refrigerators, a water heater, two stoves (one gas and one electric), a microwave. Inside the closet of the kitchen is also a breaker for the Sewer Dept.'s pump station that should be relocated in a more accessible spot in case of an emergency. Instead of having to go through three locked doors to shut it off.

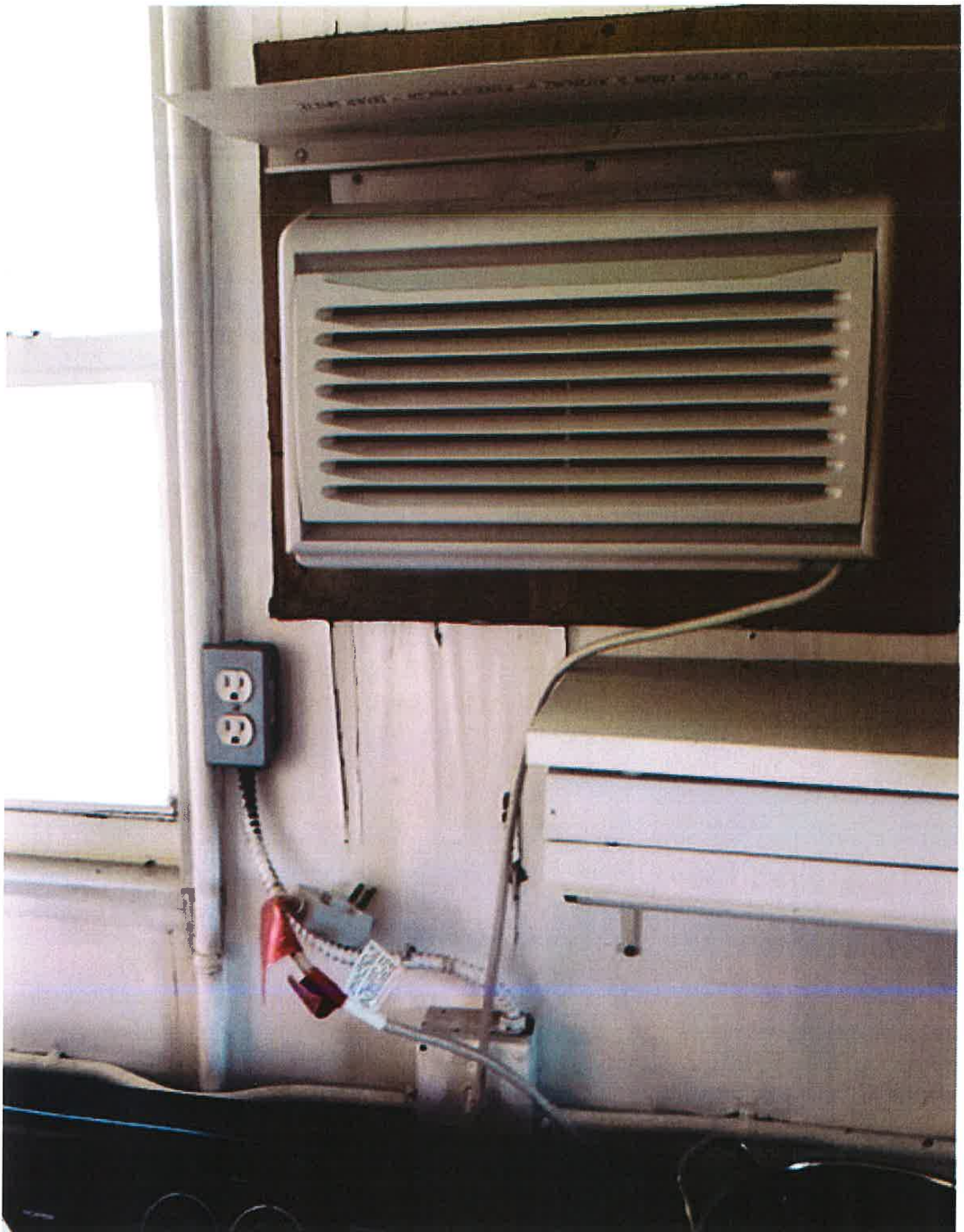




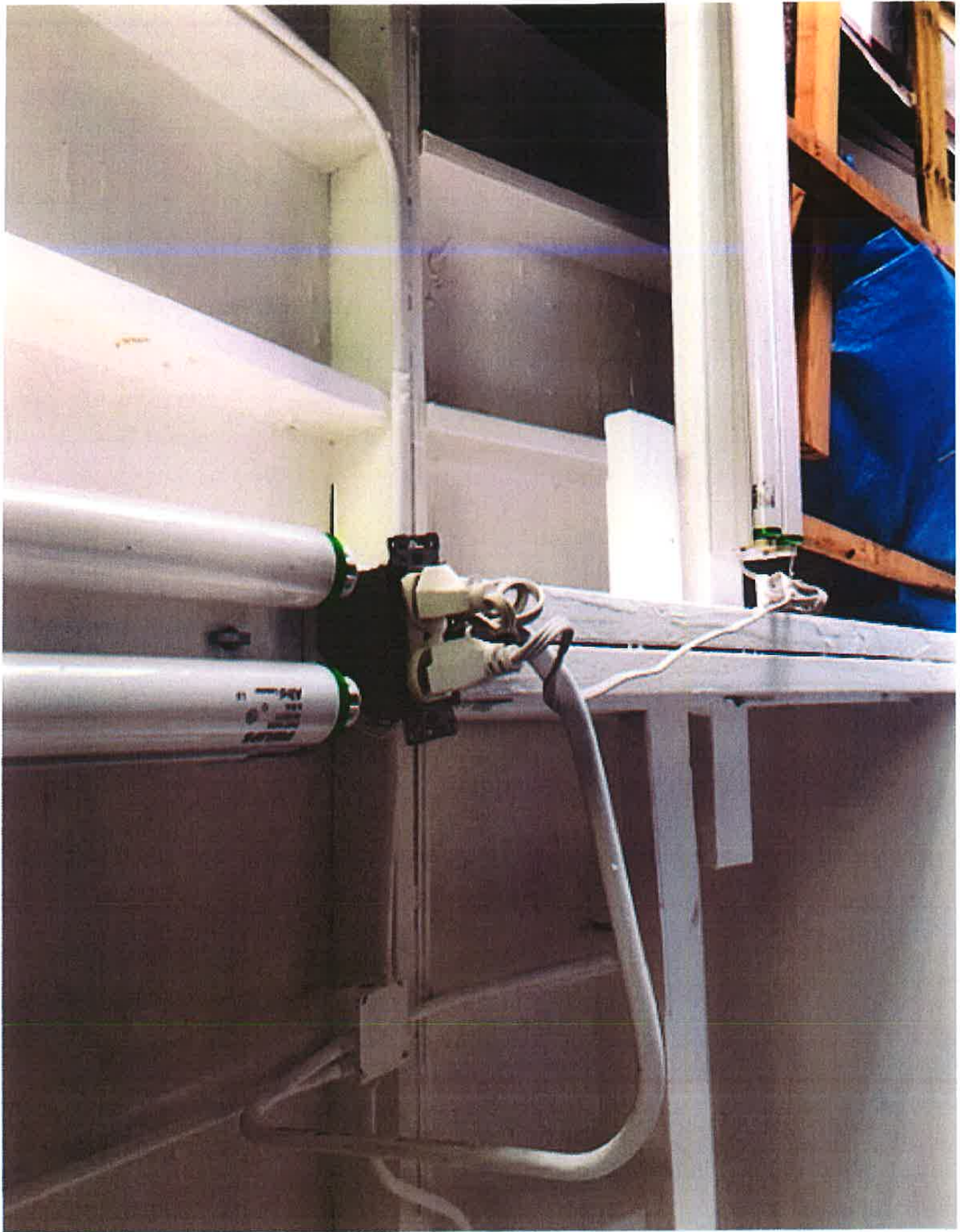












Addressing Emergency Food Access Needs in Broward

Dear Food for All Broward community,

Now more than ever as we navigate together the COVID-19 pandemic, it is critical that the community unites in order to be healthier, safer, and more connected-even if that means virtually for now.

Food for All Broward is dedicated to uniting community voices and co-designing improvements to food access throughout the county. Especially now with families potentially experiencing prolonged and/or temporary food insecurity due to this pandemic, **it is extremely necessary that we continue to unite to improve food access for our communities now.**

To best serve our partners and Broward County communities, here are some important food access resources for your municipalities and networks:

Food Access & Distribution Sites

Free Meals for Children:

- [Broward County Schools Lunch Distribution Information](#)
- [Search for free Meals for Kids in Miami-Dade, Broward, and Palm Beach Counties](#)

Food Distribution for Children and Families:

- [Find a Food Distribution Site Hosted by Feeding South Florida](#) (As noted by the website, this changes frequently and may have some cancellations)
- [Find a Drive-thru Only Food-Drive Hosted by Farm Share](#) (as noted by the website, attendees must arrive at the locations in a vehicle that has a trunk or cargo bed)
- Senior citizens in Miami-Dade County who have any problems getting meals should call the [County's 311 Call Center](#) to be immediately patched in with the Emergency Operations Center for meals or other services needed.
- [Apply for the Florida Food Assistance Program \(SNAP\)](#)

For School Districts and Community Organizations Only:

- [Click here to submit an inquiry to NoKidHungry for a grant to support nutrition programs in your community](#)

We will continue to gather pertinent resources and how this may be affecting our communities in Broward. For additional local food/nutrition access

opportunities, please visit the [“COVID-19 Resources” tab on our website here](#) and feel free to share with the community and partners.

What You Can Do

By working together, we can improve the health and quality of life of all residents through proven and creative ways that local governments have used across the country to make healthy foods more affordable and accessible.

1. Become a Volunteer to Help Increase Food Access During the Pandemic

- [Feeding South Florida Call for Volunteers](#)
- [Farmshare How to Help](#)
- [The Pantry of Broward How to Help](#)

2. Share Resources & Tell Us What You're Doing

We will be updating [our resources page](#) with new information to stay up-to-date. Have any resources you would like to share with the community?

[**Submit Resources Here**](#)

Want to share some of the things you are doing to keep our community safe and connected during this time?



Send Us a Message

3. Stay in the Loop and Join the Food for All Broward Facebook Group!

By interacting in the Facebook group, we can all share and receive up-to-date information about food access opportunities throughout the county and help ensure it gets to most vulnerable-nurturing our communities even virtually. Feel free to invite others to join who may be interested in this group.



Join the Facebook Group

Staying Informed

During the Coronavirus pandemic, it is important to stay informed and have access to resources for taking care of ourselves and our communities.

Broward County COVID and General Information:

- [Broward County Coronavirus Information](#)
- [Florida Department of Health in Broward](#)
- [Broward County Schools Updates](#)
- [Broward County Student Support Initiatives & Recovery/Staff Information](#)
- [The Broward County Office of Economic and Small Business Development Resource Page](#)

- Visit [211 Broward](#) to learn about various opportunities for assistance (e.g., financial, health, general information, etc.) and to learn about resources available throughout the County.
- For more information about specific municipalities in Broward County, [click here](#).

Practice Social Distancing, Not Social Isolation

Find ways to stay connected and engaged with others-*even if that means virtually for now*. Although it is imperative that we practice social distancing, it is also important to stay connected to your family, friends, and community. [Check out this article from the American Psychological Association](#) to learn more about the psychological impact of social distancing and ways to cope.

- To learn more about how staying at home can help curb the spread of the disease, [click here](#).

Think You Have the Virus and Need to Get Tested?

If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice. [Click here for a set of recommendations provided by the CDC](#).

- [Please find a Florida map of testing sites here.](#)
- [Testing sites in Broward with an appointment only.](#)
- Please find available testing locations for [Miami, Broward, and The Keys, here](#).

Spread information and awareness, not fear.

Stay up-to-date on COVID-19 news (though make sure to take breaks for your own self-care). It is important to keep track of credible news updates from reliable sources and to refrain from the spread of rumors and false information. Please check below for important resources regarding the COVID-19 pandemic.

- [Centers for Disease Control and Prevention and COVID-19](#)
 - [World Health Organization and COVID-19](#)
-



About Food for All: Broward

Food for All Broward is an initiative to expand access to healthy foods for residents of all ages, abilities, cultural and economic backgrounds. By collaborating with local municipalities, the aim is to strengthen the food system across Broward County by co-developing policy and system changes that will facilitate healthier, thriving communities.

The Issue

There is a direct connection between the availability and access to healthy foods and diet-related conditions such as diabetes, heart disease and obesity. The good news is that increasing access to healthy foods not only improves public health, but can spur economic development and neighborhood jobs in distressed communities.¹ Healthy food initiatives can increase employment in communities by providing jobs across the food system (from farm to table), attract foot traffic and other retail, provide workforce development and training opportunities, promote environmental sustainability and boost local economies.² By working together, we can improve the health and quality of life of all residents through proven and creative ways that local governments have used across the country to make healthy foods more affordable and accessible.



Solution-Building through Food for All Broward

Through Food for All Broward, education and technical assistance will be provided to participating municipalities to develop and implement strategies to improve access to healthy foods in their communities. Municipalities will be assisted in identifying and implementing evidence-based food policy and system change options including farmer's markets, healthy food zones, updating comprehensive plans and other strategies that have successfully helped communities close healthy food access gaps.

During the first phase of Food for All Broward, support was provided to the following 14 jurisdictions:

- Broward County Municipal Services District
- Coconut Creek
- Dania Beach
- Fort Lauderdale
- Hallandale Beach
- Hollywood
- Lauderdale by the Sea
- Lauderdale Lakes
- Lauderhill
- Oakland Park
- Pompano Beach
- Miramar
- Pembroke Park
- Pembroke Pines

¹The Reinvestment Fund. 2011. Healthy Food Financing at Work: Pennsylvania Fresh Food Financing Initiative. Pennsylvania Fresh Food Financing Initiative
² Healthy Food Access Portal. <http://www.healthyfoodaccess.org>



Click Here to Learn More!

Questions? Please contact Arely at arely@urbanhnp.org.

**Follow Urban Health Partnerships on social media to keep up with Food for All
Broward news:**

Comment, share, hashtag your posts with #FoodforAll, #FoodforAllBroward, and tag current/potential partners or anyone you feel may be interested in our posts:



Food for All Broward is an initiative to expand access to healthy foods for residents of all ages, economic status, and abilities. By collaborating with local jurisdictions over the next year, the aim is to increase healthy eating options by co-developing policy and system changes that will facilitate healthier, thriving communities by strengthening and expanding the food system across Broward County. To learn more about Food for All Broward, please visit: <https://urbanhp.org/food-for-all-broward/>.



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In the Loop March 2020 Edition

Greetings,

Over the past month, COVID-19 (Coronavirus) has become a global pandemic the likes of which none of us have seen in our lifetime. Broward County, along with the entire state of Florida, is now operating under a State of Emergency as we take dramatic steps to address this crisis. This includes a county-wide "stay-at-home" recommendation and closures of all non-essentials businesses.

During a crisis, residents look towards their government for assistance and answers. This pandemic has seen local governments across the country step in to fill in the gap and help how they can. In that spirit, this issue of my newsletter exclusively features information regarding COVID-19.

Read through this newsletter to find information to assist your family, neighbors, and friends. To jump to a specific section, please click the links below.

- [**General Information Hotline**](#)
- [**Closures and Regulations**](#)
- [**Testing Sites**](#)
- [**Small Business Assistance**](#)
- [**Unemployment Assistance**](#)
- [**Utility Bills**](#)
- [**Food Resources**](#)
- [**Libraries**](#)
- [**Parks and Outdoor Activities**](#)
- [**Transportation**](#)
- [**Animal Care**](#)
- [**Census**](#)

To be clear, COVID-19 must be taken seriously. It is a dangerous disease that has now taken more American lives than the attacks on 9/11. Beyond following the emergency orders issued by the County and the State of Florida, the best thing we can do is follow all of the recommendations given by medical experts at the Center for Disease Control to stem its spread and keep ourselves healthy. Please, consider staying home as much as you can. Even if you are not sick yourself, you still can transmit the disease to vulnerable populations.

Even as we take this seriously, we should not panic. We must stay calm and continue to take the appropriate steps. The public and private sector are working together to provide the best possible response for all Broward County residents. Resources are coming available to aid both public health and the economy.

Many of our residents will hurt financially because of COVID-19. Our heart is breaking for those who have lost jobs and lost income. The economy, however, can be brought back from the dead. Human lives cannot. A job can come back, no matter how hard the temporary circumstances. But someone's beloved grandparent, or best

friend, or partner – they cannot be brought back. So please take care in looking out for one another and thinking about the people around us who could be hurt.

Most importantly, we have to support each other. This virus is not stronger than our collective will. Even as we are social distancing, Broward residents are coming closer together than ever. We are supporting each other, entertaining each other, and providing love to each other. With that spirit, we will get through this.



You can interact with these [CDC guidelines](#) and [learn more about potential symptoms](#).

Information

For up-to-date information on the Coronavirus, residents should visit [Broward.org/Coronavirus](https://www.broward.org/Coronavirus). This website serves as Broward County's one-stop center for relevant information during the crisis. You can also call 954-357-9500. This number is your one-stop shop for help, but you can also find information on the many community partners Broward County funds to offer assistance for our residents by clicking to [Find A Service](#). Broward County regularly releases Snapshot updates (pictured below) for an accessible look at the newest Coronavirus information. You can follow Broward County on [Twitter](#) to learn more. Residents should also follow the Florida Department of Health at [@HealthyFla](#), and [view their website](#).



Update #19 on COVID-19

As most of you are aware, County Administrator Bertha Henry issued [Emergency Order 20-03](#) on Thursday, announcing a "Shelter-in-Place: Safer at Home" policy for residents. Residents are strongly urged to remain home other than to engage in essential activities. The Order also clarifies the list of businesses identified as "essential," and defines "essential" employees. The [Broward.org/Coronavirus](https://www.broward.org/Coronavirus) website has been updated with the new information.

April 7th County Commission Meeting

To promote social distancing and avoid risk of additional spread of COVID-19, the County Commission's regular meeting and Public Hearing on April 7, 2020 will NOT be open to physical attendance by members of the public, the media or general County staff. Only County Commissioners and those County employees required to attend the event at the express direction of the County Administrator, County Attorney or County Auditor may be physically present at the meeting and Public Hearing. Interested parties can view the meeting in a variety of ways, including webcast, broadcast and live streaming on social media. [Viewing Options](#)

Members of the community who wish to speak at the April 7th Commission Meeting must utilize a new remote public participation option. This option promotes social distancing, while still offering interested parties the opportunity to participate in matters coming before the County Commission. In order to comment on an item remotely, you must have access to the internet (to register), a working email address (to receive your confirmation code) and a telephone (to dial into the meeting). For instructions on how to participate and links to the registration website, visit [RegisterToSpeak.Broward.org](https://www.broward.org/Commission/District6/Newsletter/Pages/March2020.html#testingsites).

Call Center Activity

The COVID-19 Call Center, a partnership between Broward County and the Florida Department of Health, is taking calls from the public from 8AM to 8PM seven days a week. Since March 21st, Broward County call takers have handled a total of 4,028 calls, and referred 553 callers to the Health Department after performing an initial over-the-phone assessment.

Residents and visitors are reminded to continue to follow health official recommendations for personal protection, including social distancing.

For the latest updates, visit [FloridaHealth.gov](https://www.floridahealth.gov), email COVID-19@flhealth.gov or call the COVID-19 Call Center at 954-357-9500. To learn what Broward County is doing, visit [Broward.org/Coronavirus](https://www.broward.org/Coronavirus).

This update prepared by the Broward County Office of Public Communications

These regular "snapshots" are being released by Broward County.

Closures and Regulations

In response to the COVID-19 crisis, Broward County has released an [Emergency Declaration](#) closing all non-essential businesses in Broward County. The order includes all the exempted businesses. The order also recommends that gatherings be restricted to 10 or less people, with at least six feet of distance whenever possible.

The County has also issued an [Emergency Order](#) strongly urging residents to "shelter in place" and only leave their home to go to work at an [essential business](#) or to get food and supplies. Many municipalities have put their own orders in place regarding stay-at-home rules. The State of Florida has put a similar order in place for the entirety of Florida through the end of April.

Restaurants are closed for sit down business, but some are still open and running for takeout and delivery. I encourage residents to consider ordering takeout and supporting our local restaurants and service workers! It is important to note that grocery stores are still open as well. Please do not hoard supplies – we have to look out for our neighbors. Publix has special shopping hours for seniors, 7AM to 8AM on Wednesdays.

Broward County government is still open and ready to serve our residents. Our employees are public servants and are doing a tremendous job leading our community and helping Broward residents as a bedrock of stability during this confusing time. Thank you for your service.



Mayor Dale Holness speaks at a press conference discussing the Emergency Orders.

Testing Centers

The Florida Department of Health has opened Broward County's first drive-through COVID-19 testing facility. It is located at the Park and Ride inside CB Smith Park, 900 N Flamingo Rd in Pembroke Pines. In order to be tested, residents must be exhibiting symptoms (cough or fever) **AND be a medical professional, 65+, have a chronic condition, or recently have traveled internationally.** You can make a reservation by calling 954-276-4680. More drive-through testing sites are expected to be opened soon. Broward Health also has testing available with a referral from a medical professional currently required in order to receive a test. You can call 954-320-5730 to set up an appointment.



The testing site at CB Smith Park.

Small Business Support

Our small businesses are the backbone of our Broward community. Unfortunately, the COVID-19 crisis has dealt a massive blow to many small businesses in our area. **We want to do everything in our power to provide resources for our small businesses to get back on their feet and continue to serve our community.** Several federal programs have been activated to assist small businesses and additional programs are yet come,

but navigating the process can be confusing. Broward County's Office of Economic Development is here to help. There is no question that every small business owner who is considering options to support their business, stay afloat, rehire staff, or is having any business difficulty due to COVID 19, should participate in one of the Webinars being offered by the South Florida Office of the Small Business Administration. Enrollment for each webinar is limited in order to allow for questions.

You can find information on opportunities to register for a webinar as well as additional available resources by following this link to Broward County's [Office of Economic and Small Business Development](#).

Small Business Administration Loans

Fast Facts:

- The SBA has activated their Economic Injury Disaster Loan program for Florida businesses affected by COVID-19
- Long-term loans up to \$2 million offered to eligible small businesses and nonprofits
- SBA loans are only meant for businesses that are unable to access credit from lenders
- Interest rate is 3.75% for small businesses and 2.75% for nonprofits
- Loans are meant to help meet financial obligations and operating expenses that could have been met had the disaster not occurred, not to recoup lost profits

Learn more and apply at www.disasterloan.sba.gov

Florida Emergency Bridge Loan Program

Fast Facts:

- The State of Florida has activated a state-wide loan program for small businesses affected by COVID-19
- These short-term, interest-free working capital loans are intended to "bridge the gap" between the time a major catastrophe hits and when a business has secured longer term recovery resources
- Loan amounts are limited at \$50,000 awarded per small business; loans are offered interest-free for a 1 year term
- To be eligible, small businesses must prove that they are actively pursuing long-term financial resources such as an SBA or bank loan
- Application deadline is May 8, 2020

Learn more and apply at www.floridadisasterloan.org

Unemployment

Many of our residents are facing unemployment due to the COVID-19 crisis. My office is available to assist residents in finding resources and applying for unemployment. **Under the stimulus bill passed in Congress, unemployment benefits have been expanded to include an additional \$600 a week for the first four months of unemployment, on top of the benefits already received from the state. There will also now be, for the first time, unemployment benefits available for self-employed residents, independent contractors, and those who work in the gig economy.** Learn more about [applying for unemployment](#).

The loss of a job can mean that families will have difficulty in maintaining their basic needs. Broward County's Human Services Department is here to help. Contact the Family Success Centers for assistance in applying for SNAP benefits (food stamps), questions about remaining in your current home / shelter and to learn about health and mental health support in Broward County. The Family Success Center located in District 6 can best be reached by calling 954-357-5650 between 8:30AM to 5PM.

You may also dial 2-1-1 for assistance. **2-1-1 Broward is the live, 24-hour comprehensive helpline,** providing all people with crisis, health and human services support and connecting them to resources in our community.



Utility Shutoffs

Coronavirus is causing economic distress for many of our residents. In response, nearly every municipality in Broward County has committed to not shutting off utilities due to an inability to pay during the COVID-19 crisis. Many of these cities are also participating in forgiveness for overdue bills as well as payment plans. **In addition, I submitted a resolution requesting that Florida Power and Light suspend utility shutoffs for residents and consider their own financial assistance programs. I am happy to report that they have committed to end utility shutoffs through the end of Broward County's Emergency Order.**



Utility shutoffs will be suspended for Florida residents.

Food Banks and Supplies

Applying for SNAP (food stamp) benefits is the first step for families who may not have a secure food source. Our Family Success Centers help families in completing that application. Families may need to supplement SNAP

benefits and we are grateful to the many food banks and delivery services that are operating and delivering/providing essential supplies and good food to members of our community. **List of opportunities throughout Broward.** **Learn more about the feeding and supply centers throughout Broward County and the Children Service Council of Broward County's Together4Broward program.**

SOUTH BROWARD COUNTY SITES

Austin Hepburn Senior Mini Center
750 NW 8th Avenue

Hallandale Beach, FL 33009

Tel: 954.457.1460

Food pantry (Hallandale Beach, Hollywood, Pembroke Park, West Park, Dania Beach and Miramar)
8:00 am to 5:00 pm, or emergency as needed

Bread of Life Food Pantry
20911 Johnson St. #104

Pembroke Pines, FL 33029

Tel: 954.435.7474

Food Pantry, Last Sat of Each Month (Call for Appt)
(services South Broward County)

Community Enhancement Collaboration

Washington Park Service Center

5648 Wiley Street

Hollywood, FL 33021

Tel: 954.987.0625

Food Pantry

Registration: Wed & Fri, 9 am - 12 pm

Food Distribution: Wed, 12 pm - 2 pm; Fri, 12 pm - 1:30 pm

Helping Souls—Hollywood Hills Food Pantry
400 N 35th Avenue

Hollywood, Florida 33021

Tel: 954.943.2141

Food Pantry

Call for Details

Hope Outreach Center
4700 SW 64th Avenue, Suite A

Davie, Florida 33314

Tel: 954.321.0909

FAX: 954.321.1059

Food Pantry 9:00 am to 3:00 pm (M-F)

Center closed from 12:30 pm to 1:30 pm

Jesus Ministries Enrichment Center
8700 Miramar Parkway

Miramar, Florida 33025

Tel: 954.544.2028

Food Pantry

Call for Details

Wed, 7:00 pm to 8:00 pm

Sun, 9:00 am to 10:00 am

Jubilee Center of South Broward, Inc.
2020 Scott Street

Hollywood, FL 33020

Tel: 954.920.0106

FAX: 954.920.7799

Food Pantry, Mon-Fri, 10:30 am - 12:30 pm

Soup Kitchen, Mon-Fri, 11:00 am - 12:00 pm

Liberia Economic and Social Development Corporation
3220 N 24th Avenue

Hollywood, FL 33022

Tel: 954.924.3635

Food Pantry, 9:30 am to 12:00 pm (T-Th)

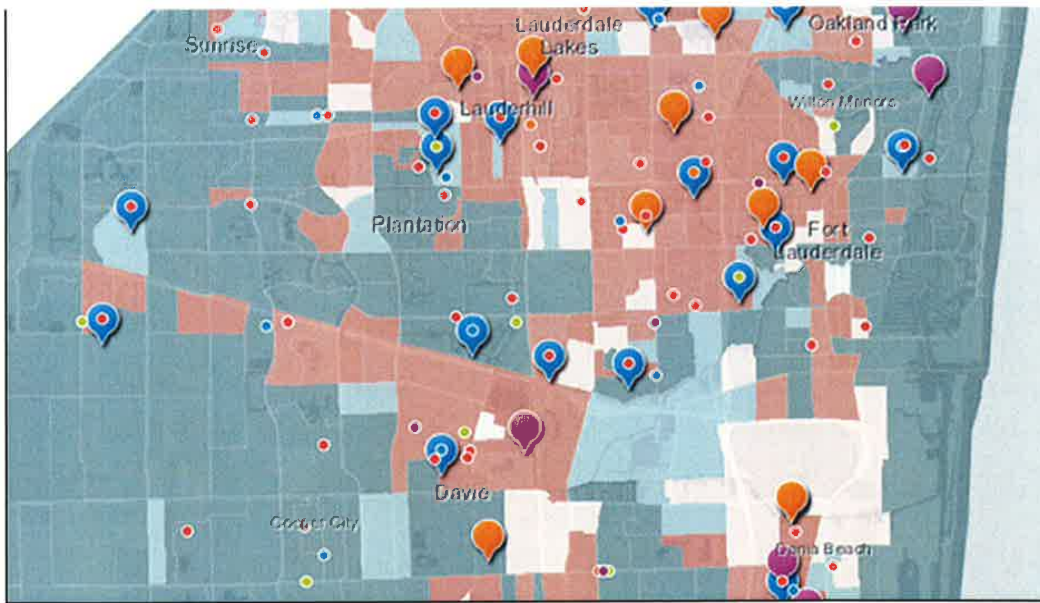
St. Bonaventure Catholic Church
1301 SW 136th Avenue

Davie, FL 33325

Tel: 954.424.9504

Food Pantry—Only for Davie Residents

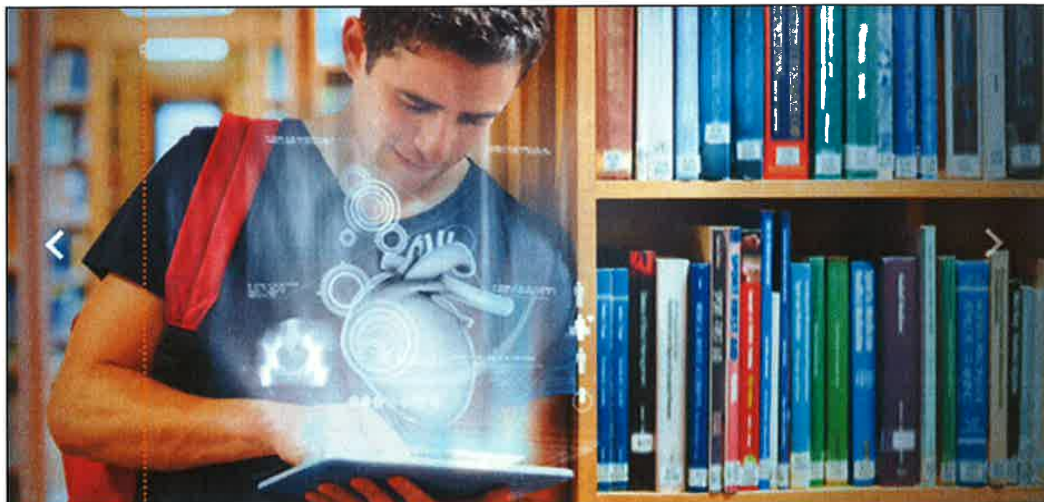




A list and map of some of the food banks in the District Six/Southeast Broward area.

Libraries

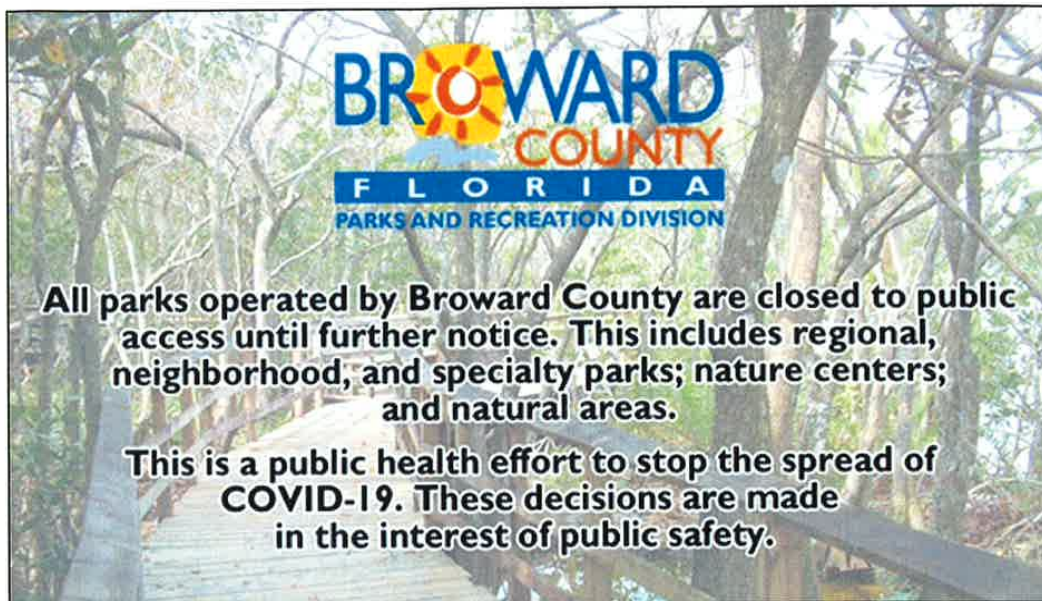
Broward County Libraries are closed to the public in order to protect the health and safety of patrons during the COVID-19 crisis. With so many patrons stuck at home, they still want access to the wealth of resources that we provide. Fortunately, many of these resources are available online – and they are now easier to access than ever, as Broward County Libraries has officially launched our new patron interface and integrated system. **Patrons can check out e-books, e-movies, online databases and journals, and much more by logging on to [Broward.org/Library](https://www.broward.org/Library).** This is a great way to access entertainment and knowledge from the safety of your own home. Take advantage of it!



Parks

Based on guidance from the state of Florida, Broward County has made the decision to close all County parks for the safety of our residents. We are having beautiful weather in South Florida this month,

and with so many residents off work and cooped up, one of the best things you can do is go for a walk around your neighborhood and enjoy some fresh air!



Transportation

Broward County Transit is still operating during the COVID-19 pandemic. We are taking major steps to make sure all of our buses and paratransit vehicles are safe and comply with all social distancing guidelines. We are also ensuring they are cleaned and sanitized so that residents feel comfortable riding. **All bus fares are waived during the COVID-19 crisis. In addition, all buses will operate on a "Saturday" schedule from Monday to Saturday in order to accommodate changing ridership. [Learn more.](#)**

COVID-19



For more information contact
Broward.org/BCT • 954-357-8400

**Beginning Saturday, March 28,
 BCT will operate a Saturday schedule daily,
 Monday through Saturday.**

**Limited Stop (the "Breeze") service will be eliminated,
 and Express buses will operate on 30 minute schedules.**

Sunday schedules will continue as they currently are.

Animal Care

Due to the COVID-19 crisis, Broward County Animal Care is now offering fully online adoptions! This Online Adoption Program is easy-to-use and optimized for residents to continue adopting beautiful animals, all while following social distancing protocols between the humans! Since this program has been implemented 84

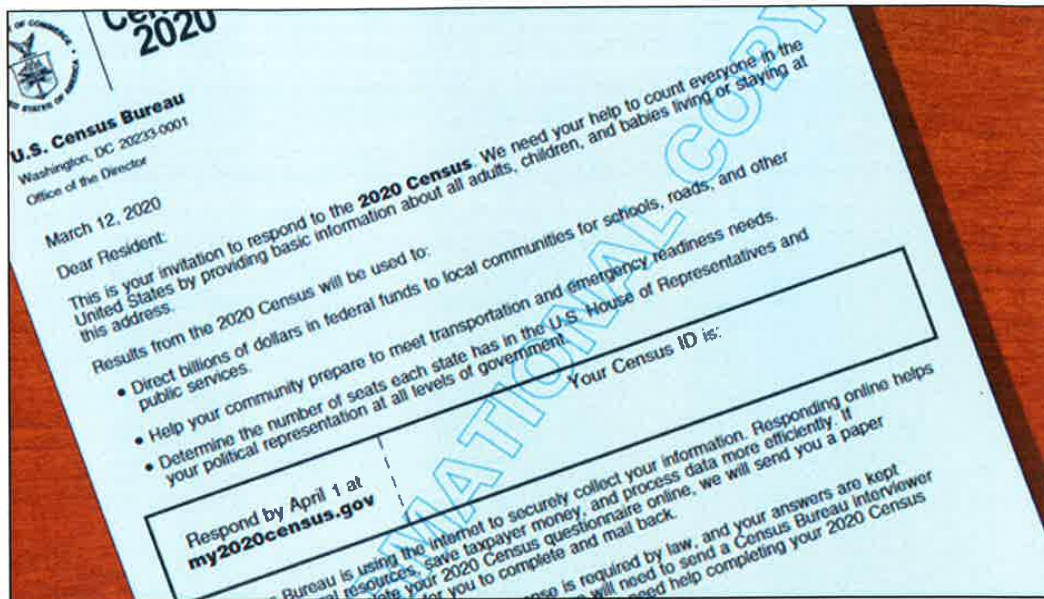
pets have already found a home, in just one week! We also had an additional 22 pet rescues. The COVID-19 crisis is a time for us to slow down and consider doing things like adopting or fostering an animal. They need a home during this time, too, and they provide an immense comfort in our solitude. Pets bring joy to our life – and we need that joy right now, more than ever. You can learn more about the Online Adoption Program at [Broward.org/Animal](https://www.broward.org/Animal).



Census

Practicing self-isolation? Finding a little more time at home with nothing to do? **Then take the time to fill out the 2020 Census! The Census process is not on hold due to the COVID-19 crisis. In fact, this pandemic is a prime example of why the Census is so important.** An accurate and complete count of our population is how we determine how many resources are allocated to our County and to the various municipalities. These resources are especially important during a crisis like the COVID-19 pandemic.

You should have received an invitation to participate in the Census through the mail. This invitation has a URL and code to participate. If you can't find that code don't worry, you can choose to complete the survey by entering your address. It is important that you complete this for every person living in your household! You can go on [Census.gov](https://www.census.gov) for more information on the completion of the process. As of April 1st, this is how District 6 is shaping up as we aim for a 100% count: Hallandale Beach 23.50%, Hollywood 33.7%, and Pembroke Pines is last of all municipalities in Broward at 19.20%.



Thank You

I would like to take a moment to say thank you to all those who are working so hard to keep our community safe, healthy, and supplied during the COVID-19 crisis. In these confusing and challenging times, we rely on those who are out there working for essential businesses and providing for our community. This is especially true of all the service workers who are in grocery stores, restaurants, delivery services, UberEats, Instacart, and much more. They are working harder than ever to make sure that our residents have the food and supplies they need.

We also must thank the true heroes of the COVID-19 pandemic – the medical professionals risking their own lives to work on the frontlines and save lives. Unfortunately, doctors and nurses across America have already been lost due to working on the frontlines to stop COVID-19. We have a responsibility to take care of our medical professionals and make sure they are supplied with all the resources they need. Over the course of this pandemic, our brave doctors and nurses are going to save countless lives.

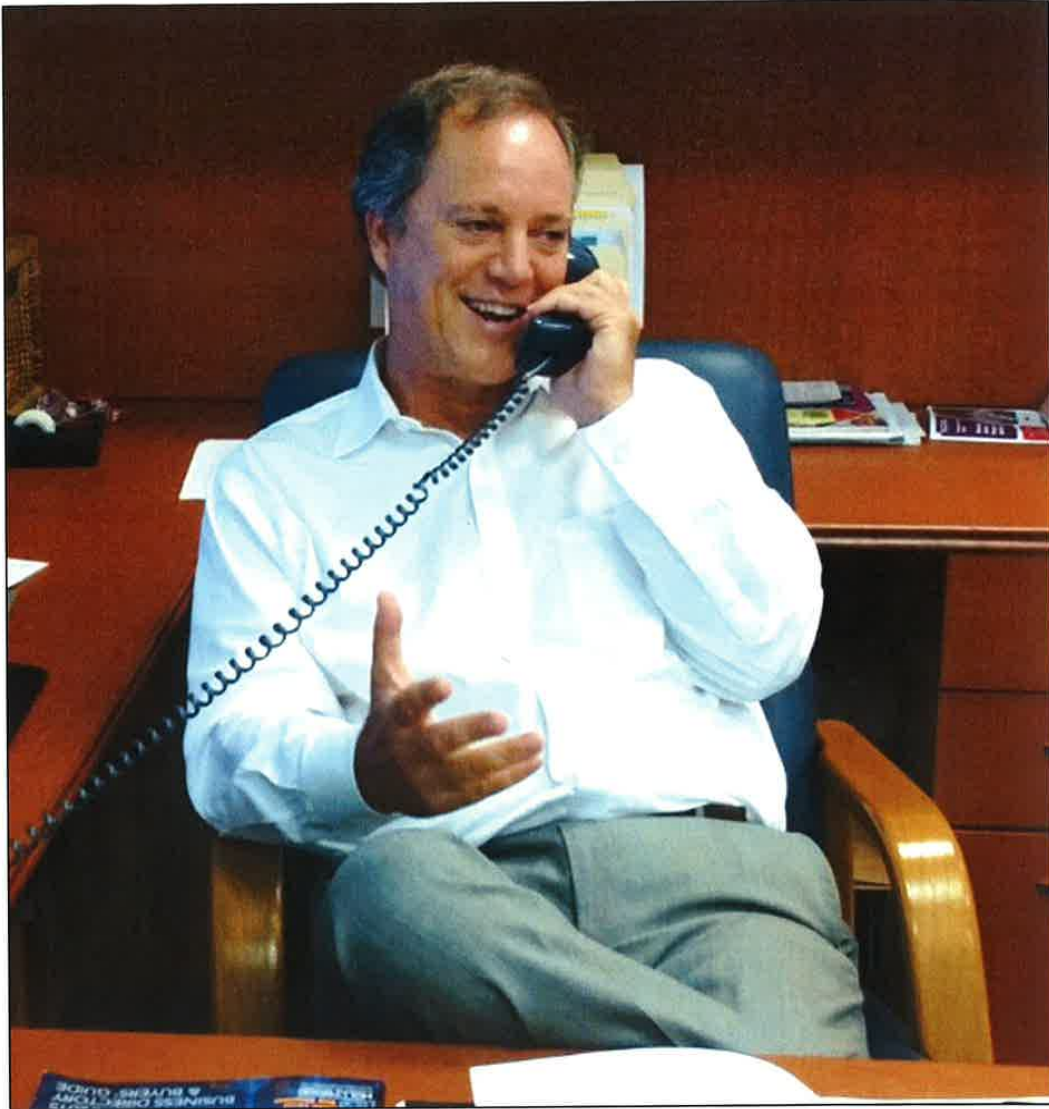
Thank you to every person who is working hard to keep Broward going during this trying time and thank you to every person staying at home to increase the chances that our health care heroes will survive. We will get through this together.



THANK YOU
DOCTORS AND NURSES

#EMERGENCY #COVID19

Contact Us



Our District office is conveniently located in the lobby of the Hollywood Branch of the Broward County Public Library at 2600 Hollywood Blvd., next to Hollywood City Hall. This office is open for your convenience Monday through Friday from 10AM to 4PM. If you would like to schedule an appointment, or you have a great idea, suggestion or an issue that needs my attention, feel free to call me at 954-357-7790 / 7006 or send me an email at BFurr@Broward.org.

County Commissioner **Beam Furr District 6**

Broward County Commission | 115 S. Andrews Ave., Room 412 | Fort Lauderdale, FL 33301

Email - BFurr@Broward.org | Website - Broward.org | Phone: 954-357-7006