



REVISED AGENDA WORKSHOP COMMISSION MEETING

7:00 PM - Wednesday, September 24, 2025

Commission Chambers

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. DELETIONS OR WITHDRAWALS TO THE AGENDA	
5. PRESENTATIONS	
6. REPORTS OF COMMITTEES AND TOWN STAFF	
6.1. Multi-Purpose Community Center - Town Consultant Sigerson Agenda Item Report - AIR-25-324	6 - 17
6.2. Senior Program - Town Consultant Sigerson Agenda Item Report - AIR-25-325	18 - 29
6.3. South Park Road Improvement Project - Town Consultant Sigerson Agenda Item Report - AIR-25-326	30 - 41
6.4. CSX Master Arm - Town Consultant Sigerson Agenda Item Report - AIR-25-327	42
6.5. Fire Department Updates - Chief Kane Agenda Item Report - AIR-25-320	43 - 59
6.6. Police Department Report - Chief Daniel Decoursey Agenda Item Report - AIR-25-318	60 - 70
7. OLD BUSINESS	
8. NEW BUSINESS	
8.1. Revisions to the Purchasing Manual - Procurement Administrator Woodbury Agenda Item Report - AIR-25-330	71 - 75
8.2. Consideration and Approval of a bid award for ITB 25-03 to Headway Construction for the renovation of the third floor - Procurement Administrator Woodbury RESOLUTION NO.: 2025-051 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE THIRD-FLOOR RENOVATION PROJECT TO HEADWAY	76 - 80

CONSTRUCTION; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-25-310](#)

- 8.3. Consideration and Approval of a bid award for ITB 25-04 to Quick Painting Group for the renovation of the third floor - Procurement Administrator Woodbury 81 - 107

RESOLUTION NO.: 2025-052

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE TOWN HALL EXTERIOR RESTORATION AND PAINTING PROJECT TO QUICK PAINTING GROUP IN THE AMOUNT OF \$89,590.00; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-25-311](#)

- 8.4. Consideration and approval of recurring operational expenses necessary for the continued functioning of Town services - Procurement Administrator Woodbury 108 - 115

RESOLUTION NO.: 2025-053

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYMENT OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2025-26; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

[Agenda Item Report - AIR-25-312](#)

- 8.5. Mutual Aid Agreement between the Pembroke Park Police Department and the Hallandale Beach Police Department - Chief DeCoursey 116 - 130

RESOLUTION NO.: 2025-055

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A MUTUAL AID AGREEMENT BETWEEN THE PEMBROKE PARK POLICE DEPARTMENT AND THE HALLANDALE BEACH POLICE DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-25-303](#)

- 8.6. DELL purchase for end of the year - IT Director Pakula 131 - 143

RESOLUTION NO.: 2025-056

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE INFORMATION TECHNOLOGY (IT) DIRECTOR TO PURCHASE END-OF-YEAR ITEMS FROM DELL AND PROVIDING FOR AN EFFECTIVE DATE.

[Agenda Item Report - AIR-25-299](#)

- 8.7. Consideration and approval of purchase of New Equipment for IT Department - IT Director Pakula 144 - 147
RESOLUTION NO.: 2025-057
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF NEW INFORMATION TECHNOLOGY EQUIPMENT IN THE AMOUNT OF \$18,176.00; CONFIRMING THAT THE EXPENSE IS A BUDGETED ITEM; AUTHORIZING THE TOWN MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.
[Agenda Item Report - AIR-25-307](#)
- 8.8. Holiday Party - IT Director Pakula 148 - 158
[Agenda Item Report - AIR-25-298](#)
- 8.9. **Approval of Minutes (ADDED SUPPORTING DOCUMENTS):** 159 - 194
August 6, 2025 - Special Commission Meeting
August 6, 2025 - Workshop Commission Meeting
August 21, 2025 - Regular Commission Meeting
[Agenda Item Report - AIR-25-333](#)
- 8.10. Consideration of a Resolution amending Resolution No. 04-01-03, increasing the Town's lien search fee from fifty dollars (\$50.00) to seventy-five dollars (\$75.00), effective January 1, 2026 - Town Clerk Garcia-Lima 195 - 199
RESOLUTION NO.: 2025-059
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AMENDING RESOLUTION NO. 04-01-03, ADOPTED ON JANUARY 14, 2004; INCREASING THE TOWN'S LIEN SEARCH FEE FROM FIFTY DOLLARS (\$50.00) TO SEVENTY-FIVE DOLLARS (\$75.00), EFFECTIVE JANUARY 1, 2026; PROVIDING FOR AN EXPEDITED SERVICE FEE; AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO TAKE ANY AND ALL ACTION NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
[Agenda Item Report - AIR-25-329](#)
- 8.11. Consideration and Approval of Agreement with Raftelis Financial Consultants, Inc - Public Services Director Odoms 200 - 269
RESOLUTION NO. 2025-060
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES; AUTHORIZING THE TOWN OFFICIALS TO EXECUTE THE AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
[Agenda Item Report - AIR-25-331](#)

- 8.12. Consideration and approval of renewal of agreements with the Town's Lobbyist and Consulting Firms - Town Manager Lynch 270 - 289
RESOLUTION NO: 2025-061
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE THE THIRD AMENDMENTS TO THE TOWN'S LOBBYIST AND CONSULTING CONTRACTS WITH TIDEWATER CONSULTING, CAS GOVERNMENTAL SERVICES, CAPITAL HILL CONSULTANTS, AND HELMICH CONSULTING, ATTACHED HERETO AS EXHIBITS A-D, RESPECTIVELY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
[Agenda Item Report - AIR-25-332](#)
9. DISCUSSION
- 9.1. Consideration and Approval of donation to the Jason Dwayne Campbell Foundation, Inc. - Acting Clerk Commissioner Morrisette 290 - 292
RESOLUTION NO.: 2025-054
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE, FLORIDA, AUTHORIZING A \$500 DONATION TO THE JASON DWAYNE CAMPBELL FOUNDATION, INC., AND PROVIDING FOR AN EFFECTIVE DATE.
[Agenda Item Report - AIR-25-309](#)
- 9.2. 2025 Hallandale Beach Business Gala - Commissioner Mohammed 293 - 304
RESOLUTION NO.: 2025-058
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE TOWN TO SPONSOR A TABLE IN THE AMOUNT OF TWO THOUSAND DOLLARS (\$2,000.00); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.
[Agenda Item Report - AIR-25-321](#)
- 9.3. Update on Park's Progress by Vice Mayor Kashem - Mayor Jacobs 305
[Agenda Item Report - AIR-25-323](#)
- 9.4. Demolition of the Park's Building upon the installation of the module building - Mayor Jacobs 306
[Agenda Item Report - AIR-25-322](#)
- 9.5. Consideration of a resolution directing the Town Manager to work with Gloria Rosen of Evershore Financial to provide whole life insurance as alternative to the town's group life insurance for all employees who reach the age of 65 years old - Town Manager Lynch 307
[Agenda Item Report - AIR-25-328](#)
- 9.6. Discussion and possible action of waiver of fees in the Building Department - Town Manager Lynch (ADDED) 308
[Agenda Item Report - AIR-25-334](#)

10. ATTORNEY COMMENTS
11. TOWN MANAGER COMMENTS
12. COMMISSIONER COMMENTS
 - 12.1. Commissioner Mohammed
Acting Clerk Commissioner Morrisette
Clerk Commissioner Hodgkins
Vice Mayor Kashem
Mayor Jacobs

13. ANNOUNCEMENTS

- 13.1. Regular Commission Meeting, Monday, September 29, 2025 at 7:00 p.m.
Special Magistrate, Wednesday, October 15, 2025 at 9:00 a.m.
Workshop Commission Meeting, October 29, 2025 at 6:00 p.m.
Regular Commission Meeting, Wednesday, November 12, 2025 at 7:00 p.m.

Special Events

Food Drive, Saturday, October 4, 2025 at 9:00 am
Fall Festival, Friday, October 24, 2025 at 4:00 p.m.

14. ADJOURNMENT

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

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

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

Cynthia Garcia-Lima
Town Clerk



Agenda Item Report

Subject:	Multi-Purpose Community Center - Town Consultant Sigerson
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Multi-Use-Community-Center_TPPK_APR_House_FY26-27](#)

The Florida House of Representatives
Appropriations Project Request - Fiscal Year 2026-27
For projects meeting the definition of House Rule 5.14

Only Members of the Florida House of Representatives can officially submit an Appropriations Project Request

Your request will not be officially submitted unless all questions and applicable sub parts are answered. The information provided in the request will be posted on the House website and available for public review if an Appropriations Project Request is published by a Representative.

1. **Title of Project:**
2. **Date of Submission:**
3. **House Member Sponsor:**
4. **Details of Amount Requested:**
 - a. Has funding been provided in a previous State budget for this activity? ☐ Yes ☒ No
 - b. What is the most recent fiscal year the project was funded?
 - c. Were the funds provided in the most recent fiscal year subsequently vetoed? ☐ Yes ☒ No
 - d. Complete the following Project Request Worksheet to develop your request.

FY:	Input Prior Year Appropriation for this project for FY 2025-26 <i>(If appropriated in FY 2025-26 enter the appropriated amount, even if vetoed.)</i>			Nonrecurring Funds Request for FY 2026-27		
Column:	A	B	C	D	E	F
Funds Description	Prior Year Recurring Funds	Prior Year Nonrecurring Funds	Total Funds Appropriated	Operations	Fixed Capital Outlay (FCO)	TOTAL Operations + Fixed Capital Outlay (FCO)
Input Amounts	0	0	0	0	500,000	500,000

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

e. Provide the total cost of the project for FY 2026-27 from all sources of funding (Enter "0" if amount is zero):

Type of Funding	Amount	% of Total	Are the other sources of funds guaranteed in writing?	
1. Amount Requested from the State in this Appropriations Project Request	500,000	99.0 %		
2. Federal	0	0.0 %	☐ Yes	☒ No
3. State (Excluding the requested Total Amount in #4d, Col F)	0	0.0 %	☐ Yes	☒ No
4. Local	5,000	1.0 %	☒ Yes	☐ No
5. Other	0	0.0 %	☐ Yes	☒ No
TOTAL	505,000	100.0 %		

5. Is this a multi-year project requiring funding from the state for more than one year? ☐ Yes ☒ No

a. How much state funding would be requested after 2026-27 over the next 5 years? [<Click to Select>](#)

b. How many additional years of state support do you expect to need for this project? [<Click to Select>](#)

c. What is the total project cost for all years including all federal, local, state, and any other funds? Select the single answer which best describes the total project cost. If funds requested are for ongoing services or for recurring activities, select "ongoing activity". [<Click to Select>](#)

6. Is this project related to relief or recovery from a natural disaster? ☐ Yes ☒ No

a. If yes, provide the name or a description of the natural disaster and briefly describe how the funding will be used for relief or recovery.

Maximum of 500 characters allowed

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

7. Which is the most appropriate state agency to place an appropriation for the issue requested?

Department of Commerce

- a. Has the appropriate state agency for administering the funding, if the request were appropriated, been contacted? ☐ Yes ☒ No
- b. Describe suggested penalties that the contracting agency may consider in addition to its standard penalties for failing to meet deliverables or performance measures.

Contractual milestones established throughout project, implementation of corrective action plan, non-payment of invoices until milestones completed.

8. Requester:

- a. First Name: Geoffrey Last Name: Jacobs
- b. Organization: Town of Pembroke Park
- c. Email: gjacobs@tpfl.gov
- d. Phone #: (954) 477-1434

9. Contact for questions about specific technical or financial details about the project.

- a. First Name: Jeff Last Name: Odoms
- b. Organization: Town of Pembroke Park
- c. Email: jodoms@tpfl.gov
- d. Phone #: (954) 498-6679

10. If there is a registered lobbyist working to secure funding for this project, fill out the information below. If not, click None ☐

- a. First Name: Connie Last Name: Vanassche
- b. Firm: CAS Governmental Services, LLC
- c. Email: ccvgovser@gmail.com
- d. Phone #: (561) 512-0089

The Florida House of Representatives
Appropriations Project Request - Fiscal Year 2026-27

11. Organization or Name of entity receiving funds:

a. Name:

b. County (County where funds are to be expended)

c. Service Area (Counties being served by the service(s) provided with funding)

12. What type of organization is the entity that will receive the funds?

If other, please describe:

13. What is the specific purpose or goal that will be achieved by the funds being requested?

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

14. Provide specific details on how funds will be spent. (Select all that apply)

Spending Category	Description	Amount Requested (Total should equal 4d, Col. F) Enter '0' if request is zero for the category
Administrative Costs		
Executive Director/Project Head Salary and Benefits	n/a	0
Other Salary and Benefits	n/a	0
Expense/Equipment/ Travel/Supplies/Other	n/a	0
Consultants/ Contracted Services/ Study	n/a	0
Operational Costs		
Salaries and Benefits	n/a	0
Expenses/Equipment/ Travel/Supplies/Other	n/a	0
Consultants/ Contracted Services/ Study	n/a	0
Fixed Capital Construction/Major Renovation		
Construction/Renovation/ Land/Planning Engineering	Funds used to seek contractual professional services for architectural/engineering design of 18,000 sq. ft. 3-story building	500,000
Total Requested		500,000

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

15. For Fixed Capital Costs requested in Question 14, what type of ownership will the facility be under when complete?

Local Government

If other, please describe:

100 maximum characters allowed

16. Is the project request an information technology project? ☐ Yes ☒ No **Water projects skip to #17**

a. Will this information technology project be managed within a state agency to support state agency program goals? ☐ Yes ☐ No

b. What is the total cost (all years) to design and build the project?

c. What are the ongoing (annual recurring) maintenance and operation costs once the project is completed?

d. Has the state agency indicated it has sufficient funds for the ongoing annual recurring costs within its current operating budget? ☐ Yes ☐ No

e. What are the specific business objectives or needs the IT project is intended to address?

400 maximum characters allowed

f. Based upon the identified business objectives or needs, what are the success factors that must be realized in order for the state agency to consider the proposed IT project a success?

100 maximum characters allowed

17. Is there any documented show of support for the requested project in the community including public hearings, letters of support, major organizational backing or other expressions of support? ☐ Yes ☒ No

Please describe:

400 maximum characters allowed

18. Has the need for the funds been documented by a study, completed by an independent 3rd party, for the area to be served? ☐ Yes ☒ No
- Please describe:

400 maximum characters allowed

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

19. Will the requested funds be used directly for services to citizens? ☒ Yes ☐ No

Water projects skip to #20

a. What are the activities and services that will be provided to meet the purpose of the funds?

Funds needed to seek contractual services for design of a new 18,000 sq. ft. 3-story multi-purpose community-wide service center. Once built, it will serve as a storm shelter, and community hub with recreation, fitness, food pantry, and social service spaces, directly benefiting residents, first responders and public safety officials.

b. Describe the direct services to be provided to the citizens by the funding requested.

Direct services to citizen for the design funding ensures progress toward a hardened facility that will provide citizens with storm sheltering, emergency food distribution, public safety operations, and year-round community recreation and social services, replacing an unsafe existing building with a resilient, hardened and functional resource.

c. Describe the target population to be served (i.e., "the majority of the funds requested will serve these target populations or groups"). Select all that apply to the target population:

- | | |
|---|--|
| ☐ Elderly persons | ☐ Drug users (in health services) |
| ☐ Persons with poor mental health | ☐ Preschool students |
| ☐ Persons with poor physical health | ☐ Grade school students |
| ☐ Jobless persons | ☐ High school students |
| ☐ Economically disadvantaged persons | ☐ University/College students |
| ☐ At-risk youth | ☐ Currently or formerly incarcerated persons |
| ☐ Homeless | ☐ Drug offenders (in criminal Justice) |
| ☐ Developmentally disabled | ☐ Victims of crime |
| ☐ Physically disabled | ☒ General (The majority of funds will benefit no specific group) |
| ☐ Other, please describe: | |

Required if 18c - Other is checked (100 maximum characters allowed)

d. How many in the target population are expected to be served?

>800

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

20. What benefits or outcomes will be realized by the expenditure of funds requested? (Select each Benefit/Outcome that applies):

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve physical health	Once built, physical health is improved with access to indoor recreation facilities (walking trail around basketball size court and through wellness programming; food pantry distribution events.	Measure is completion of the design and once built the facility usage statistics; events, attendance & community health surveys can be utilized.
Improve mental health	Mental health improved in a safe, accessible community space for recreation, socialization, events and an evacuation shelter during severe storm events;	Measure is completion of the design and once built, resident satisfaction surveys; program participation data, feedback from 1st responders & personnel.
Enrich cultural experience	Once built, the cultural experience expanded through community events, youth programs, senior fairs, and social services in this financially disadvantaged municipality.	Measure is completion of the design and once built, tracking number and diversity of events hosted; attendance records
Improve agricultural production/promotion/education	Once built, the community pantry and Farm Share partnership providing food access can be provided from this hardened facility.	Measure is completion of the design and once built, tracking of food pantry events, pounds of food distributed; number of person/households served
Improve quality of education	Once built, space will be available to meet the needs for youth programming, after-school activities, and Girl Scout programs.	Measure is completion of the design and once built, tracking number of educational/after-school programs hosted; participation levels
Enhance/preserve/improve environmental or fish and wildlife quality	N/A	N/A
Protect the general public from harm (environmental, criminal, etc.)	Public and the environment protected from harm from through the use of a hardened center that can be used for evacuation and serve as a shelter for residents and first responders	Once constructed, measure is tracking of storm activation reports; number of residents sheltered during emergency events; feedback from public safety/1st responders, Town officials

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

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Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve transportation conditions	N/A	N/A
Increase or improve economic activity	Once building, this hardened community facility provides the opportunity to host and attracts events and community gatherings, supporting local businesses improving economic activity for this financial disadvantaged municipality.	Once constructed, measure is event booking data; local business feedback; revenues, attendees.
Increase tourism	N/A	N/A
Create specific immediate job opportunities	Keeps Floridians working.	Employment maintained from project.
Enhance specific individual's economic self sufficiency	Once built, access to social services and food pantry resources provide the opportunity to enhance individual's economic self sufficiency.	Once built, measure is tracking number of individuals served by social and food pantry distribution programs in this financial disadvantaged municipality.
Reduce recidivism	N/A	N/A
Reduce substance abuse	N/A	N/A

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Appropriations Project Request - Fiscal Year 2026-27

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Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Divert from Criminal/ Juvenile Justice System	Once the community-wide center is completed, youth programs and recreation activities will be implemented that provide safe alternatives and assist with diverting youth from criminal behaviors.	Once constructed, measure is tracing youth program offered, participation rates; youth engagement data in this financially disadvantaged municipality.
Improve wastewater management	N/A	N/A
Improve stormwater management	N/A	TN/A
Improve groundwater quality	N/A	N/A
Improve drinking water quality	N/A	N/A
Improve surface water quality	N/A	N/A
Other (Please describe) Multi-Use Community-wide Service Center	A hardened Multi-Use Community-wide Service Center strengthens community resilience by combining evacuation, sheltering, public safety, recreation, food distribution and social services in one facility improves the quality of life, health and safety for this financially disadvantaged municipality.	Once the Multi-Use Community-wide Service Center facility is constructed, the measure is usage reporting; community resilience assessment; shelter/evacuation stats, food pantry & distribution data, social services activities, etc.

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Appropriations Project Request - Fiscal Year 2026-27

The questions below are additional questions for water projects only

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21. Have you applied for alternative state funding? Select all that apply:

- a. ☐ Wastewater Revolving Loan
- b. ☐ Drinking Water Revolving Loan
- c. ☐ Small Community Wastewater Treatment Grant
- d. ☐ Resilient Florida Grant
- e. ☐ Water Quality Improvement Grant
- f. ☐ Other (Please describe)
- g. ☒ N/A

22. What is the population economic status?

- a. ☒ Financially Disadvantaged Municipality
- b. ☐ Rural Area of Critical Economic Concern
- c. ☐ Rural Community Experiencing Economic Distress
- d. ☐ N/A

23. What is the status of construction?

- a. ☐ Ready
- b. ☒ Not Ready

24. What percentage of construction has been completed?

25. What is the estimated completion date of construction?



Agenda Item Report

Subject:	Senior Program - Town Consultant Sigerson
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Senior-Program-TPPK APR House FY26-27 \(1\)](#)

The Florida House of Representatives
Appropriations Project Request - Fiscal Year 2026-27
For projects meeting the definition of House Rule 5.14

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Your request will not be officially submitted unless all questions and applicable sub parts are answered. The information provided in the request will be posted on the House website and available for public review if an Appropriations Project Request is published by a Representative.

1. **Title of Project:**
2. **Date of Submission:**
3. **House Member Sponsor:**
4. **Details of Amount Requested:**
 - a. Has funding been provided in a previous State budget for this activity? ☐ Yes ☒ No
 - b. What is the most recent fiscal year the project was funded?
 - c. Were the funds provided in the most recent fiscal year subsequently vetoed? ☐ Yes ☒ No
 - d. Complete the following Project Request Worksheet to develop your request.

FY:	Input Prior Year Appropriation for this project for FY 2025-26 <i>(If appropriated in FY 2025-26 enter the appropriated amount, even if vetoed.)</i>			Nonrecurring Funds Request for FY 2026-27		
Column:	A	B	C	D	E	F
Funds Description	Prior Year Recurring Funds	Prior Year Nonrecurring Funds	Total Funds Appropriated	Operations	Fixed Capital Outlay (FCO)	TOTAL Operations + Fixed Capital Outlay (FCO)
Input Amounts	0	0	0	0	400,000	400,000

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

e. Provide the total cost of the project for FY 2026-27 from all sources of funding (Enter "0" if amount is zero):

Type of Funding	Amount	% of Total	Are the other sources of funds guaranteed in writing?	
1. Amount Requested from the State in this Appropriations Project Request	400,000	100.0 %		
2. Federal	0	0.0 %	☐ Yes	☒ No
3. State (Excluding the requested Total Amount in #4d, Col F)	0	0.0 %	☐ Yes	☒ No
4. Local	0	0.0 %	☐ Yes	☒ No
5. Other	0	0.0 %	☐ Yes	☒ No
TOTAL	400,000	100.0 %		

5. Is this a multi-year project requiring funding from the state for more than one year? ☐ Yes ☒ No

a. How much state funding would be requested after 2026-27 over the next 5 years?

b. How many additional years of state support do you expect to need for this project?

c. What is the total project cost for all years including all federal, local, state, and any other funds? Select the single answer which best describes the total project cost. If funds requested are for ongoing services or for recurring activities, select "ongoing activity".

6. Is this project related to relief or recovery from a natural disaster? ☐ Yes ☒ No

a. If yes, provide the name or a description of the natural disaster and briefly describe how the funding will be used for relief or recovery.

Maximum of 500 characters allowed

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

7. Which is the most appropriate state agency to place an appropriation for the issue requested?

Department of Elder Affairs

- a. Has the appropriate state agency for administering the funding, if the request were appropriated, been contacted? ☐ Yes ☒ No
- b. Describe suggested penalties that the contracting agency may consider in addition to its standard penalties for failing to meet deliverables or performance measures.

The contract will have standard compliance language for timely deliverable and performance measures

8. Requester:

- a. First Name: Geoffrey Last Name: Jacobs
- b. Organization: Town of Pembroke Park
- c. Email: gjacobs@tpfl.gov
- d. Phone #: (954) 477-1434

9. Contact for questions about specific technical or financial details about the project.

- a. First Name: Jeff Last Name: Odoms
- b. Organization: Town of Pembroke Park
- c. Email: jodoms@tpfl.gov
- d. Phone #: (954) 498-6679

10. If there is a registered lobbyist working to secure funding for this project, fill out the information below. If not, click None ☐

- a. First Name: Connie Last Name: Vanassche
- b. Firm: CAS Governmental Services, LLC
- c. Email: ccvgovser@gmail.com
- d. Phone #: (561) 512-0089

The Florida House of Representatives
Appropriations Project Request - Fiscal Year 2026-27

11. Organization or Name of entity receiving funds:

a. Name:

b. County (County where funds are to be expended)

c. Service Area (Counties being served by the service(s) provided with funding)

12. What type of organization is the entity that will receive the funds?

If other, please describe:

13. What is the specific purpose or goal that will be achieved by the funds being requested?

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

14. Provide specific details on how funds will be spent. (Select all that apply)

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Spending Category	Description	Amount Requested (Total should equal 4d, Col. F) Enter '0' if request is zero for the category
Administrative Costs		
Executive Director/Project Head Salary and Benefits	n/a	0
Other Salary and Benefits	n/a	0
Expense/Equipment/ Travel/Supplies/Other	n/a	0
Consultants/ Contracted Services/ Study	n/a	0
Operational Costs		
Salaries and Benefits	This portion of the budget will cover salary and benefits for staff member administering the Senior Citizen Program at the center. These costs will include Program Administrator, Recreational Program Aide and Transportation Drive	300,000
Expenses/Equipment/ Travel/Supplies/Other	These program expenses and equipment include utilities, repairs, cleanup, supplies, materials, equipment and travel costs.	75,000
Consultants/ Contracted Services/ Study	The contractual servuces include presenters, program instructors and case management services	25,000
Fixed Capital Construction/Major Renovation		
Construction/Renovation/ Land/Planning Engineering		0
Total Requested		400,000

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

15. For Fixed Capital Costs requested in Question 14, what type of ownership will the facility be under when complete?

Local Government

If other, please describe:

100 maximum characters allowed

16. Is the project request an information technology project? ☐ Yes ☒ No **Water projects skip to #17**

a. Will this information technology project be managed within a state agency to support state agency program goals? ☐ Yes ☐ No

b. What is the total cost (all years) to design and build the project?

c. What are the ongoing (annual recurring) maintenance and operation costs once the project is completed?

d. Has the state agency indicated it has sufficient funds for the ongoing annual recurring costs within its current operating budget? ☐ Yes ☐ No

e. What are the specific business objectives or needs the IT project is intended to address?

400 maximum characters allowed

f. Based upon the identified business objectives or needs, what are the success factors that must be realized in order for the state agency to consider the proposed IT project a success?

100 maximum characters allowed

17. Is there any documented show of support for the requested project in the community including public hearings, letters of support, major organizational backing or other expressions of support? ☐ Yes ☒ No

Please describe:

There is no formal documentation of community support - but a project that supports residents remains a top priority for the Town.

18. Has the need for the funds been documented by a study, completed by an independent 3rd party, for the area to be served? ☐ Yes ☒ No
- Please describe:

400 maximum characters allowed

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

19. Will the requested funds be used directly for services to citizens? ☒ Yes ☐ No

Water projects skip to #20

a. What are the activities and services that will be provided to meet the purpose of the funds?

Activities include organized weekly/monthly senior citizens programs accessed via shuttle bus transportation, credentialed and courteous staff services, social interaction, recreational outings, health fairs, exercise and nutrition. Programs will minimize service gaps for senior population who may suffer from depression, anxiety, loneliness and other ailments that plague our elderly.

b. Describe the direct services to be provided to the citizens by the funding requested.

Improved life, health and safety achieved via senior-related activities that provide social interaction (i.e, bingo/cards), recreational outings, health fairs (well checks-blood pressure; diets, diabetes), etc., exercise and nutrition related clinics, who may suffer from depression, anxiety, loneliness and other ailments that plague our elderly residents (aged 60 years or older).

c. Describe the target population to be served (i.e., "the majority of the funds requested will serve these target populations or groups"). Select all that apply to the target population:

- | | |
|---|---|
| ☒ Elderly persons | ☐ Drug users (in health services) |
| ☐ Persons with poor mental health | ☐ Preschool students |
| ☒ Persons with poor physical health | ☐ Grade school students |
| ☐ Jobless persons | ☐ High school students |
| ☐ Economically disadvantaged persons | ☐ University/College students |
| ☐ At-risk youth | ☐ Currently or formerly incarcerated persons |
| ☐ Homeless | ☐ Drug offenders (in criminal Justice) |
| ☐ Developmentally disabled | ☐ Victims of crime |
| ☐ Physically disabled | ☐ General (The majority of funds will benefit no specific group) |
| ☐ Other, please describe: | |

Required if 18c - Other is checked (100 maximum characters allowed)

d. How many in the target population are expected to be served?

51-100

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

20. What benefits or outcomes will be realized by the expenditure of funds requested? (Select each Benefit/Outcome that applies):

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve physical health	Physical health improved for senior citizen participants engaged in in programs offered, i.e., low impact exercise, yoga, walking,	Measure individual participant observations noted by staff (activity sheet). Staff will documents noting behaviors and trends from physical activities such as Yoga, Walking, etc. Feedback from participants and program instructors.
Improve mental health	n/a	n/a
Enrich cultural experience	cultural activities enriched for senior citizens having access to events to outings and activities.	Measure is programs offered, reports and sign-in sheets will reflect positive experiences and interactions during and after the activities. Participant surveys may also be conducted to capture benefits and outcomes.
Improve agricultural production/ promotion/education	n/a	n/a
Improve quality of education	n/a	n/a
Enhance/preserve/improve environmental or fish and wildlife quality	n/a	n/a
Protect the general public from harm (environmental, criminal, etc.)	Participants protected from harm with professional programs provided in safe, secure venues. Project improves the quality of life for participants.	Measure is feedback from participants, instructors, incident reports. Participants to enjoy programs in a safe, secure venue. A safe & friendly environment will be maintained; improving the quality of life for our most vulnerable elderly citizens.

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

Page 10 of 12

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve transportation conditions	n/a	n/a
Increase or improve economic activity	n/a	n/a
Increase tourism	n/a	n/a
Create specific immediate job opportunities	n/a	n/a
Enhance specific individual's economic self sufficiency	n/a	n/a
Reduce recidivism	n/a	n/a
Reduce substance abuse	n/a	n/a

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

Page 11 of 12

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Divert from Criminal/ Juvenile Justice System	n/a	n/a
Improve wastewater management	n/a	n/a
Improve stormwater management	n/a	n/a
Improve groundwater quality	n/a	n/a
Improve drinking water quality	n/a	n/a
Improve surface water quality	n/a	n/a
Other (Please describe)	n/a	n/a

The Florida House of Representatives
Appropriations Project Request - Fiscal Year 2026-27

The questions below are additional questions for water projects only

Page 12 of 12

21. Have you applied for alternative state funding? Select all that apply:

- a. ☐ Wastewater Revolving Loan
- b. ☐ Drinking Water Revolving Loan
- c. ☐ Small Community Wastewater Treatment Grant
- d. ☐ Resilient Florida Grant
- e. ☐ Water Quality Improvement Grant
- f. ☐ Other (Please describe)
- g. ☒ N/A

22. What is the population economic status?

- a. ☒ Financially Disadvantaged Municipality
- b. ☐ Rural Area of Critical Economic Concern
- c. ☐ Rural Community Experiencing Economic Distress
- d. ☐ N/A

23. What is the status of construction?

- a. ☒ Ready
- b. ☐ Not Ready

24. What percentage of construction has been completed?

25. What is the estimated completion date of construction?



Agenda Item Report

Subject:	South Park Road Improvement Project - Town Consultant Sigerson
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[ParkRd-So_TPPK_APR_House_FY26-27](#)

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

For projects meeting the definition of House Rule 5.14

Only Members of the Florida House of Representatives can officially submit an Appropriations Project Request

Your request will not be officially submitted unless all questions and applicable sub parts are answered. The information provided in the request will be posted on the House website and available for public review if an Appropriations Project Request is published by a Representative.

1. **Title of Project:**
2. **Date of Submission:**
3. **House Member Sponsor:**
4. **Details of Amount Requested:**
 - a. Has funding been provided in a previous State budget for this activity? ☐ Yes ☒ No
 - b. What is the most recent fiscal year the project was funded?
 - c. Were the funds provided in the most recent fiscal year subsequently vetoed? ☐ Yes ☒ No
 - d. Complete the following Project Request Worksheet to develop your request.

FY:	Input Prior Year Appropriation for this project for FY 2025-26 <i>(If appropriated in FY 2025-26 enter the appropriated amount, even if vetoed.)</i>			Nonrecurring Funds Request for FY 2026-27		
Column:	A	B	C	D	E	F
Funds Description	Prior Year Recurring Funds	Prior Year Nonrecurring Funds	Total Funds Appropriated	Operations	Fixed Capital Outlay (FCO)	TOTAL Operations + Fixed Capital Outlay (FCO)
Input Amounts	0	0	0	0	513,000	513,000

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

e. Provide the total cost of the project for FY 2026-27 from all sources of funding (Enter "0" if amount is zero):

Type of Funding	Amount	% of Total	Are the other sources of funds guaranteed in writing?	
1. Amount Requested from the State in this Appropriations Project Request	513,000	99.0 %		
2. Federal	0	0.0 %	☐ Yes	☒ No
3. State (Excluding the requested Total Amount in #4d, Col F)	0	0.0 %	☐ Yes	☒ No
4. Local	5,000	1.0 %	☒ Yes	☐ No
5. Other	0	0.0 %	☐ Yes	☒ No
TOTAL	518,000	100.0 %		

5. Is this a multi-year project requiring funding from the state for more than one year? ☐ Yes ☒ No

a. How much state funding would be requested after 2026-27 over the next 5 years? [<Click to Select>](#)

b. How many additional years of state support do you expect to need for this project? [<Click to Select>](#)

c. What is the total project cost for all years including all federal, local, state, and any other funds? Select the single answer which best describes the total project cost. If funds requested are for ongoing services or for recurring activities, select "ongoing activity". [<Click to Select>](#)

6. Is this project related to relief or recovery from a natural disaster? ☐ Yes ☒ No

a. If yes, provide the name or a description of the natural disaster and briefly describe how the funding will be used for relief or recovery.

Maximum of 500 characters allowed

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

7. Which is the most appropriate state agency to place an appropriation for the issue requested?

Department of Environmental Protection

- a. Has the appropriate state agency for administering the funding, if the request were appropriated, been contacted? ☐ Yes ☒ No
- b. Describe suggested penalties that the contracting agency may consider in addition to its standard penalties for failing to meet deliverables or performance measures.

Contractual milestones established throughout project, implementation of corrective action plan, non-payment of invoices until milestones completed.

8. Requester:

- a. First Name: Geoffrey Last Name: Jacobs
- b. Organization: Town of Pembroke Park
- c. Email: gjacobs@tpfpl.gov
- d. Phone #: (954) 477-1434

9. Contact for questions about specific technical or financial details about the project.

- a. First Name: Jeff Last Name: Odoms
- b. Organization: Town of Pembroke Park
- c. Email: jodoms@tpfpl.gov
- d. Phone #: (954) 498-6679

10. If there is a registered lobbyist working to secure funding for this project, fill out the information below. If not, click None ☐

- a. First Name: Connie Last Name: Vanassche
- b. Firm: CAS Governmental Services, LLC
- c. Email: ccvgovser@gmail.com
- d. Phone #: (561) 512-0089

The Florida House of Representatives
Appropriations Project Request - Fiscal Year 2026-27

11. Organization or Name of entity receiving funds:

a. Name:

b. County (County where funds are to be expended)

c. Service Area (Counties being served by the service(s) provided with funding)

12. What type of organization is the entity that will receive the funds?

If other, please describe:

13. What is the specific purpose or goal that will be achieved by the funds being requested?

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

14. Provide specific details on how funds will be spent. (Select all that apply)

Page 6 of 12

Spending Category	Description	Amount Requested (Total should equal 4d, Col. F) Enter '0' if request is zero for the category
Administrative Costs		
Executive Director/Project Head Salary and Benefits	n/a	0
Other Salary and Benefits	n/a	0
Expense/Equipment/ Travel/Supplies/Other	n/a	0
Consultants/ Contracted Services/ Study	n/a	0
Operational Costs		
Salaries and Benefits	n/a	0
Expenses/Equipment/ Travel/Supplies/Other	n/a	0
Consultants/ Contracted Services/ Study	n/a	0
Fixed Capital Construction/Major Renovation		
Construction/Renovation/ Land/Planning Engineering	Funds to be used to seek contractual professional engineering during construction, project management, construction observations and construction services for mandatory stormwater infrastructure improvements as designed.	513,000
Total Requested		513,000

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

15. For Fixed Capital Costs requested in Question 14, what type of ownership will the facility be under when complete?

Local Government

If other, please describe:

100 maximum characters allowed

16. Is the project request an information technology project? ☐ Yes ☒ No **Water projects skip to #17**

a. Will this information technology project be managed within a state agency to support state agency program goals? ☐ Yes ☐ No

b. What is the total cost (all years) to design and build the project?

c. What are the ongoing (annual recurring) maintenance and operation costs once the project is completed?

d. Has the state agency indicated it has sufficient funds for the ongoing annual recurring costs within its current operating budget? ☐ Yes ☐ No

e. What are the specific business objectives or needs the IT project is intended to address?

400 maximum characters allowed

f. Based upon the identified business objectives or needs, what are the success factors that must be realized in order for the state agency to consider the proposed IT project a success?

100 maximum characters allowed

17. Is there any documented show of support for the requested project in the community including public hearings, letters of support, major organizational backing or other expressions of support? ☒ Yes ☐ No

Please describe:

There is no formal documentation of community support, this project remains a top priority for the Town. February 1, 2025 a Special Commission meeting was held to review the Wastewater Master Plan, Vulnerability Assessment and Stormwater Master Plan.

18. Has the need for the funds been documented by a study, completed by an independent 3rd party, for the area to be served? ☒ Yes ☐ No
- Please describe:

Adopted Stormwater Master Plan, Capital Improvement Plan and Vulnerability Assessment Report

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

19. Will the requested funds be used directly for services to citizens? ☐ Yes ☒ No

Water projects skip to #20

a. What are the activities and services that will be provided to meet the purpose of the funds?

400 maximum characters allowed

b. Describe the direct services to be provided to the citizens by the funding requested.

400 maximum characters allowed

c. Describe the target population to be served (i.e., "the majority of the funds requested will serve these target populations or groups"). Select all that apply to the target population:

- | | |
|---|---|
| ☐ Elderly persons | ☐ Drug users (in health services) |
| ☐ Persons with poor mental health | ☐ Preschool students |
| ☐ Persons with poor physical health | ☐ Grade school students |
| ☐ Jobless persons | ☐ High school students |
| ☐ Economically disadvantaged persons | ☐ University/College students |
| ☐ At-risk youth | ☐ Currently or formerly incarcerated persons |
| ☐ Homeless | ☐ Drug offenders (in criminal Justice) |
| ☐ Developmentally disabled | ☐ Victims of crime |
| ☐ Physically disabled | ☐ General (The majority of funds will benefit no specific group) |
| ☐ Other, please describe: | |

Required if 18c - Other is checked (100 maximum characters allowed)

d. How many in the target population are expected to be served?

<Click to Select>

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

20. What benefits or outcomes will be realized by the expenditure of funds requested? (Select each Benefit/Outcome that applies):

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve physical health	Physical health is improved with effective stormwater system where flooding, pollutants, waterborne disease transmission from standing waters are reduced providing for improved quality of life, health, and safety.	Certification of completed stormwater conveyance improvements where reduction of pollutants is achieved (TP by 1.716 kg per year and TN by 10.32 kg per year). Monitoring the service area for debris, standing water and maintenance of the system and for changes in waterborne disease rates or mosquito-borne illnesses allows for measuring level of the benefit.
Improve mental health	n/a	n/a
Enrich cultural experience	n/a	n/a
Improve agricultural production/ promotion/education	n/a	n/a
Improve quality of education	n/a	n/a
Enhance/preserve/improve environmental or fish and wildlife quality	Environment improved with effective stormwater conveyance as the project will reduce localized flooding and prevent pollutant-laden runoff from inundating streets and properties. Debris and trash such as litter, oils, and automotive fluids will be captured before entering the downstream system controlling runoff and preserving the local ecosystems.	Benefit is improved environment, protection of wildlife with effective water quality stormwater conveyance improvements that protect the health of local ecosystems, with the reduction of contaminants (TP by 1.716 kg per year and TN by 10.32 kg per year) in stormwater runoff. Certification of the project.
Protect the general public from harm (environmental, criminal, etc.)	Protection of the general public achieved with the new stormwater conveyance system as debris, TN/TP and other pollutants will be reduced. Improved infrastructure reduces accidents caused by flooding, protects businesses and homes from financial losses, and ensures safety by controlling runoff and preserving local ecosystems.	Measure is reduction of pollutants (TP by 1.716 kg per year and TN by 10.32 kg per year).debris, trash, oils from entering environment, ground and surface waters with effective improvements in water quality stormwater conveyance and management Certification of the project and maintenance of the system.

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

Page 10 of 12

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve transportation conditions	Transportation conditions improved with effective stormwater conveyance as flooding is reduced providing for safer modes of transportation; preventing accidents, and extending road life. It ensures better visibility and safety during storms, minimizes traffic disruptions, and prevents infrastructure erosion.	Tracking the frequency and extent of road flooding, accident rates (especially those linked to flooding or poor visibility), and reductions in traffic disruptions such as road closures or delays. Certification of the project and maintenance of the conveyance system.
Increase or improve economic activity	Upgraded stormwater infrastructure boosts economic activity by reducing flood risks, protecting properties, and ensuring business continuity. It attracts investment, enhances commercial and residential areas, and supports stable economic growth by minimizing disruptions from flooding.	Economic benefits of upgraded stormwater infrastructure can be measured by tracking property value changes, business performance, new investments, job creation, and reductions in flood-related insurance claims. These indicators show how improvements foster economic growth and stability.
Increase tourism	n/a	n/a
Create specific immediate job opportunities	n/a	n/a
Enhance specific individual's economic self sufficiency	n/a	n/a
Reduce recidivism	n/a	n/a
Reduce substance abuse	n/a	n/a

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The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2026-27

Page 11 of 12

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Divert from Criminal/ Juvenile Justice System	n/a	n/a
Improve wastewater management	n/a	n/a
Improve stormwater management	Upgrading stormwater infrastructure improves stormwater management by increasing the system's capacity to handle larger volumes of runoff, reducing the risk of flooding, and erosion. It enhances water quality by filtering pollutants and controlling sediment, preventing contamination of local water bodies.	The outcomes of upgraded stormwater infrastructure can be measured by tracking reductions in flood frequency and severity, improvements in water quality (such as reduced pollutant levels in runoff), and decreased erosion. Additionally, measuring maintenance costs and comparing pre- and post-upgrade system performance provide insight into the long-term efficiency of the
Improve groundwater quality	By reducing runoff and preventing pollutants from reaching the groundwater table improves water quality for the environment and protects the public, improves quality of life.	Benefits of improved stormwater infrastructure on groundwater quality can be measured by monitoring changes in groundwater pollutant levels, such as nitrates, phosphates, trash, debris, oils, and sediments. Pre- and post project water quality testing can show reductions in contaminants.
Improve drinking water quality	n/a	n/a
Improve surface water quality	Upgrading stormwater infrastructure improves surface water quality by reducing the volume and velocity of runoff that carries pollutants into water resources. These upgrades help prevent erosion, reduce the risk of airborne diseases, algal blooms, and maintain healthier ecosystems by promoting cleaner, slower runoff that allows for natural filtration.	Benefits of upgraded stormwater infrastructure on surface water quality can be measured by testing for reductions in pollutants like sediment, oils, and nutrients in nearby water bodies. Monitoring aquatic health, such as biodiversity improvements and fewer algal blooms, along with tracking erosion rates, can also indicate positive outcomes.
Other (Please describe)		

The Florida House of Representatives
Appropriations Project Request - Fiscal Year 2026-27

The questions below are additional questions for water projects only

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21. Have you applied for alternative state funding? Select all that apply:

- a. ☐ Wastewater Revolving Loan
- b. ☐ Drinking Water Revolving Loan
- c. ☐ Small Community Wastewater Treatment Grant
- d. ☐ Resilient Florida Grant
- e. ☐ Water Quality Improvement Grant
- f. ☐ Other (Please describe)
- g. ☒ N/A

22. What is the population economic status?

- a. ☒ Financially Disadvantaged Municipality
- b. ☐ Rural Area of Critical Economic Concern
- c. ☐ Rural Community Experiencing Economic Distress
- d. ☐ N/A

23. What is the status of construction?

- a. ☒ Ready
- b. ☐ Not Ready

24. What percentage of construction has been completed?

25. What is the estimated completion date of construction?



Agenda Item Report

Subject:	CSX Master Arm - Town Consultant Sigerson
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	



Agenda Item Report

Subject:	Fire Department Updates - Chief Kane
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[08pkAUG2025](#)

INCIDENTNUMBER	INCIDENTTYPEDESCRIPTION	BEATNAME	INCIDENTDA1
FPK25081500001427	MENTAL ILLNESS	27B	08/15/2025 0
FPK25082300001465	COMMERCIAL STRUCTURE FIRE	27B	08/23/2025 0
FPK25082200001461	ELEVATOR RESCUE	27A	08/22/2025 1
FPK25082500001481	ELEVATOR RESCUE	27A	08/25/2025 2
FPK25082600001486	ELEVATOR RESCUE	27A	08/26/2025 2
FPK25081200001404	HIGH HAZARD STRUCTURE FIRE	27A	08/12/2025 1
FPK25082200001462	ODOR (STRANGE/UNKNOWN)	27B	08/22/2025 2
FPK25080600001366	ODOR (STRANGE/UNKNOWN)	27B	08/06/2025 1
FPK25080500001360	ASSAULT	27B	08/05/2025 1
FPK25080500001363	ASSAULT	27A	08/05/2025 2
FPK25081300001409	ASSAULT	27B	08/13/2025 1
FPK25081100001396	ASSAULT	27A	08/11/2025 0
FPK25082100001458	ASSAULT	27A	08/21/2025 0
FPK25083100001505	ASSAULT	27B	08/31/2025 0
FPK25080100001348	SHOOTING	27A	08/01/2025 2
FPK25082600001484	STABBING	27B	08/26/2025 1
FPK25080100001345	DOMESTIC DISTURBANCE	27B	08/01/2025 1
FPK25082500001476	DOMESTIC DISTURBANCE	27A	08/25/2025 0
FPK25080100001344	HIT AND RUN WITH INJURIES	27B	08/01/2025 1
FPK25081500001430	HIT AND RUN WITH INJURIES	27B	08/15/2025 1
FPK25080100001340	FIRE ALARM - COMMERCIAL STRUCTURE	27A	08/01/2025 0
FPK25080700001372	FIRE ALARM - COMMERCIAL STRUCTURE	27A	08/07/2025 1
FPK25080700001367	FIRE ALARM - COMMERCIAL STRUCTURE	27A	08/07/2025 0
FPK25080900001383	FIRE ALARM - COMMERCIAL STRUCTURE	27A	08/09/2025 0
FPK25080900001384	FIRE ALARM - COMMERCIAL STRUCTURE	27A	08/09/2025 0
FPK25081000001390	FIRE ALARM - COMMERCIAL STRUCTURE	27B	08/10/2025 0
FPK25081000001393	FIRE ALARM - COMMERCIAL STRUCTURE	27A	08/10/2025 2
FPK25081900001453	FIRE ALARM - COMMERCIAL STRUCTURE	27A	08/19/2025 1
FPK25082500001475	FIRE ALARM - COMMERCIAL STRUCTURE	27B	08/25/2025 0
FPK25082600001483	FIRE ALARM - COMMERCIAL STRUCTURE	27B	08/26/2025 0
FPK25080600001365	MEDICAL ALARM	27A	08/06/2025 0
FPK25082900001497	FIRE ALARM - MULTI-FAMILY	27B	08/29/2025 1
FPK25080900001380	ACCIDENT ROLLOVER OR EXTRICATION	27Y2	08/09/2025 0
FPK25081600001434	ACCIDENT ROLLOVER OR EXTRICATION	27A	08/16/2025 0
FPK25080700001369	ACCIDENT HIGHWAY	27Y1	08/07/2025 0
FPK25080700001371	ACCIDENT HIGHWAY	27Y2	08/07/2025 1
FPK25080800001376	ACCIDENT HIGHWAY	27Y1	08/08/2025 1
FPK25080900001379	ACCIDENT HIGHWAY	27Y2	08/09/2025 0
FPK25080900001381	ACCIDENT HIGHWAY	27Y2	08/09/2025 0
FPK25081000001391	ACCIDENT HIGHWAY	27Y2	08/10/2025 0
FPK25081200001405	ACCIDENT HIGHWAY	27Y2	08/12/2025 1
FPK25081200001406	ACCIDENT HIGHWAY	27Y1	08/12/2025 1
FPK25081600001440	ACCIDENT HIGHWAY	27Y2	08/16/2025 2
FPK25082300001464	ACCIDENT HIGHWAY	27Y1	08/23/2025 0
FPK25082500001478	ACCIDENT HIGHWAY	27Y2	08/25/2025 1
FPK25082800001491	ACCIDENT HIGHWAY	27Y1	08/28/2025 0
FPK25082800001493	ACCIDENT HIGHWAY	27Y1	08/28/2025 2

FPK25083000001504	ACCIDENT HIGHWAY	27Y1	08/30/2025 2
FPK25082700001489	ACCIDENT HIGHWAY	27Y1	08/27/2025 1
FPK25083100001511	ACCIDENT HIGHWAY	27Y2	08/31/2025 2
FPK25083100001514	ACCIDENT HIGHWAY	27Y1	08/31/2025 2
FPK25082500001482	ACCIDENT HIGHWAY	27Y1	08/25/2025 2
FPK25080900001382	ACCIDENT WITH INJURIES	27A	08/09/2025 0
FPK25080900001387	ACCIDENT WITH INJURIES	27A	08/09/2025 1
FPK25081100001400	ACCIDENT WITH INJURIES	27A	08/11/2025 1
FPK25081700001445	ACCIDENT WITH INJURIES	27B	08/17/2025 1
FPK25081800001449	ACCIDENT WITH INJURIES	27B	08/18/2025 1
FPK25080100001342	ACCIDENT WITH INJURIES	27B	08/01/2025 1
FPK25082300001467	ACCIDENT WITH INJURIES	27Y1	08/23/2025 1
FPK25082500001477	ACCIDENT WITH INJURIES	27B	08/25/2025 1
FPK25083100001508	ACCIDENT WITH INJURIES	27A	08/31/2025 1
FPK25082000001454	ACCIDENT WITH INJURIES	27B	08/20/2025 1
FPK25082400001473	ACCIDENT TRAIN VS PERSON	27B	08/24/2025 1
FPK25081100001397	ABDOMINAL PAIN	27A	08/11/2025 1
FPK25080800001374	ABDOMINAL PAIN	27A	08/08/2025 0
FPK25081100001395	ABDOMINAL PAIN	27A	08/11/2025 0
FPK25081500001428	ABDOMINAL PAIN	27B	08/15/2025 0
FPK25081500001433	ABDOMINAL PAIN	27B	08/15/2025 1
FPK25082000001455	ABDOMINAL PAIN	27A	08/20/2025 2
FPK25080600001364	CHEST PAINS NON-TRAUMATIC	27A	08/06/2025 0
FPK25081100001394	CHEST PAINS NON-TRAUMATIC	27B	08/11/2025 0
FPK25081300001410	CHEST PAINS NON-TRAUMATIC	27A	08/13/2025 1
FPK25081400001424	CHEST PAINS NON-TRAUMATIC	27B	08/14/2025 1
FPK25082100001457	CHEST PAINS NON-TRAUMATIC	27A	08/21/2025 0
FPK25083000001503	CHEST PAINS NON-TRAUMATIC	27A	08/30/2025 1
FPK25080200001350	CARDIAC/RESPIRATORY ARREST	27A	08/02/2025 1
FPK25082900001494	CARDIAC/RESPIRATORY ARREST	27A	08/29/2025 0
FPK25080800001375	DIABETIC	27B	08/08/2025 0
FPK25081400001418	FALL NO INJURY	27A	08/14/2025 0
FPK25082100001456	FALL NO INJURY	27A	08/21/2025 0
FPK25080200001349	FALL INJURY	27A	08/02/2025 0
FPK25080200001351	FALL INJURY	27A	08/02/2025 1
FPK25080500001362	FALL INJURY	27A	08/05/2025 2
FPK25080500001358	FALL INJURY	27A	08/05/2025 0
FPK25080100001343	FALL INJURY	27B	08/01/2025 1
FPK25081400001422	FALL INJURY	27A	08/14/2025 1
FPK25081600001438	FALL INJURY	27B	08/16/2025 1
FPK25081600001439	FALL INJURY	27B	08/16/2025 1
FPK25081700001442	FALL INJURY	27A	08/17/2025 1
FPK25081300001411	FALL INJURY	27A	08/13/2025 1
FPK25081800001446	FALL INJURY	27A	08/18/2025 1
FPK25081800001450	FALL INJURY	27A	08/18/2025 2
FPK25082300001466	FALL INJURY	27B	08/23/2025 0
FPK25083000001498	FALL INJURY	27A	08/30/2025 0
FPK25082400001468	FALL INJURY	27A	08/24/2025 0

FPK25081500001426	FALL INJURY	27A	08/15/2025 0
FPK25081700001441	FALL INJURY	27A	08/17/2025 1
FPK25083000001501	HEADACHE	27B	08/30/2025 1
FPK25081900001452	HEMORRHAGE OR LACERATION	27A	08/19/2025 1
FPK25080900001385	HEMORRHAGE OR LACERATION	27A	08/09/2025 1
FPK25082800001492	HEMORRHAGE OR LACERATION	27B	08/28/2025 1
FPK25081400001420	HEART PROBLEMS	27A	08/14/2025 1
FPK25082500001479	HEART PROBLEMS	27A	08/25/2025 1
FPK25083100001510	HEART PROBLEMS	27A	08/31/2025 2
FPK25081200001402	INJURY	27B	08/12/2025 0
FPK25082900001496	INJURY	27B	08/29/2025 0
FPK25083100001512	INJURY	27B	08/31/2025 2
FPK25083100001507	OBSTETRICAL/PREGNANCY/CHILDBIRTH/MISCARRIAGE	27B	08/31/2025 1
FPK25080300001355	OVERDOSE OR POISONING	27B	08/03/2025 1
FPK25080800001377	OVERDOSE OR POISONING	27B	08/08/2025 2
FPK25080400001356	UNCONSCIOUS OR FAINTING	27B	08/04/2025 1
FPK25080200001352	UNCONSCIOUS OR FAINTING	27A	08/02/2025 2
FPK25080700001368	UNCONSCIOUS OR FAINTING	27A	08/07/2025 0
FPK25080700001373	UNCONSCIOUS OR FAINTING	27Y2	08/07/2025 2
FPK25080400001357	UNCONSCIOUS OR FAINTING	27A	08/04/2025 2
FPK25081100001401	UNCONSCIOUS OR FAINTING	27B	08/11/2025 2
FPK25081300001407	UNCONSCIOUS OR FAINTING	27A	08/13/2025 0
FPK25080500001359	UNCONSCIOUS OR FAINTING	27B	08/05/2025 1
FPK25081400001421	UNCONSCIOUS OR FAINTING	27A	08/14/2025 1
FPK25081600001435	UNCONSCIOUS OR FAINTING	27B	08/16/2025 0
FPK25081600001437	UNCONSCIOUS OR FAINTING	27A	08/16/2025 1
FPK25081700001443	UNCONSCIOUS OR FAINTING	27B	08/17/2025 1
FPK25081800001448	UNCONSCIOUS OR FAINTING	27A	08/18/2025 1
FPK25082100001459	UNCONSCIOUS OR FAINTING	27B	08/21/2025 1
FPK25082400001469	UNCONSCIOUS OR FAINTING	27B	08/24/2025 0
FPK25082500001480	UNCONSCIOUS OR FAINTING	27A	08/25/2025 2
FPK25080900001386	UNCONSCIOUS OR FAINTING	27B	08/09/2025 1
FPK25082700001487	UNCONSCIOUS OR FAINTING	27A	08/27/2025 0
FPK25080100001346	SICK PERSON	27B	08/01/2025 1
FPK25080100001347	SICK PERSON	27A	08/01/2025 1
FPK25080800001378	SICK PERSON	27A	08/08/2025 2
FPK25080900001389	SICK PERSON	27A	08/09/2025 2
FPK25081100001398	SICK PERSON	27B	08/11/2025 1
FPK25081300001412	SICK PERSON	27B	08/13/2025 2
FPK25081300001414	SICK PERSON	27B	08/13/2025 2
FPK25081400001415	SICK PERSON	27B	08/14/2025 0
FPK25081500001429	SICK PERSON	27A	08/15/2025 0
FPK25081500001431	SICK PERSON	27A	08/15/2025 1
FPK25081900001451	SICK PERSON	27B	08/19/2025 0
FPK25082400001470	SICK PERSON	27A	08/24/2025 0
FPK25082400001471	SICK PERSON	27B	08/24/2025 0
FPK25082500001474	SICK PERSON	27A	08/25/2025 0
FPK25082700001488	SICK PERSON	27A	08/27/2025 1

FPK25083000001500	SICK PERSON	27A	08/30/2025 1
FPK25083100001509	SICK PERSON	27A	08/31/2025 1
FPK25082600001485	SICK PERSON	27A	08/26/2025 1
FPK25083100001513	SICK PERSON	27A	08/31/2025 2
FPK25081800001447	STROKE	27A	08/18/2025 1
FPK25083000001502	STROKE	27A	08/30/2025 1
FPK25083000001499	STROKE	27A	08/30/2025 1
FPK25080100001341	TROUBLE BREATHING	27A	08/01/2025 0
FPK25080500001361	TROUBLE BREATHING	27B	08/05/2025 1
FPK25080300001353	TROUBLE BREATHING	27A	08/03/2025 0
FPK25080900001388	TROUBLE BREATHING	27B	08/09/2025 1
FPK25081100001399	TROUBLE BREATHING	27B	08/11/2025 1
FPK25080700001370	TROUBLE BREATHING	27A	08/07/2025 1
FPK25080300001354	TROUBLE BREATHING	27A	08/03/2025 1
FPK25081600001436	TROUBLE BREATHING	27A	08/16/2025 0
FPK25081700001444	TROUBLE BREATHING	27A	08/17/2025 1
FPK25081200001403	TROUBLE BREATHING	27B	08/12/2025 1
FPK25082300001463	TROUBLE BREATHING	27B	08/23/2025 0
FPK25082400001472	TROUBLE BREATHING	27B	08/24/2025 0
FPK25082700001490	TROUBLE BREATHING	27A	08/27/2025 2
FPK25083100001515	TROUBLE BREATHING	27A	08/31/2025 2
FPK25081300001413	UNKNOWN MEDICAL	27B	08/13/2025 2
FPK25081400001416	UNKNOWN MEDICAL	27B	08/14/2025 0
FPK25081400001419	UNKNOWN MEDICAL	27B	08/14/2025 0
FPK25081400001417	UNKNOWN MEDICAL	27B	08/14/2025 0
FPK25081500001432	UNKNOWN MEDICAL	27A	08/15/2025 1
FPK25082900001495	UNKNOWN MEDICAL	27B	08/29/2025 0
FPK25081000001392	FIRE OR MEDICAL SERVICE CALL	27B	08/10/2025 1
FPK25081300001408	FIRE OR MEDICAL SERVICE CALL	27A	08/13/2025 1
FPK25081400001423	FIRE OR MEDICAL SERVICE CALL	27A	08/14/2025 1
FPK25081500001425	FIRE OR MEDICAL SERVICE CALL	27A	08/15/2025 0
FPK25082200001460	FIRE OR MEDICAL SERVICE CALL	27A	08/22/2025 0
S25 FIRE		7	
S4 ACCIDENT		15	
S4 HIGHWAY		18	
S49 ALARM		12	
S67 MEDICAL		118	
S68 SERVICE CALL		5	
TOTAL		175	

FIRSTUNITDIS	FIRSTUNITAR	ROUTE	CLOSED	TIME	INCIDENTTYPE	CODE	COMMONPLACE
08/15/2025	008/15/2025	008/15/2025	08:27:16	S20			
08/23/2025	008/23/2025	008/23/2025	03:54:42	S25CF			
08/22/2025	108/22/2025	108/22/2025	17:29:30	S25EV			CROSSWINDS APTS
08/25/2025	208/25/2025	208/25/2025	21:27:18	S25EV			CROSSWINDS APTS
08/26/2025	208/26/2025	208/26/2025	22:25:20	S25EV			CROSSWINDS APTS
08/12/2025	108/12/2025	108/12/2025	17:10:53	S25HH			
08/22/2025	208/23/2025	008/23/2025	00:11:30	S25OR			GREEN ACRES VILLAGE
08/06/2025	108/06/2025	108/06/2025	16:45:26	S25OR			
08/05/2025	108/05/2025	108/05/2025	13:47:21	S31IJ			
08/05/2025	201/01/0001	008/05/2025	21:55:11	S31IJ			CROSSWINDS APTS
08/13/2025	108/13/2025	108/13/2025	15:55:16	S31IJ			
08/11/2025	008/11/2025	008/11/2025	09:07:36	S31IJ			THE PLAZA AT PEMBROKE I
08/21/2025	008/21/2025	008/21/2025	10:12:57	S31IJ			
08/31/2025	001/01/0001	008/31/2025	05:01:03	S31IJ			RACETRAC PK
08/01/2025	208/01/2025	208/01/2025	22:49:48	S33			
08/26/2025	108/26/2025	108/26/2025	11:31:35	S34			
08/01/2025	108/01/2025	108/01/2025	17:25:25	S38IJ			
08/25/2025	001/01/0001	008/25/2025	09:13:22	S38IJ			
08/01/2025	108/01/2025	108/01/2025	17:30:28	S3I			HALLANDALE EB I95 WO
08/15/2025	108/15/2025	108/15/2025	10:31:45	S3I			
08/01/2025	008/01/2025	008/01/2025	00:13:57	S49CF			
08/07/2025	108/07/2025	108/07/2025	16:10:05	S49CF			
08/07/2025	008/07/2025	008/07/2025	00:56:35	S49CF			
08/09/2025	008/09/2025	008/09/2025	08:44:10	S49CF			
08/09/2025	008/09/2025	008/09/2025	09:36:07	S49CF			
01/01/0001	001/01/0001	008/10/2025	04:54:54	S49CF			
08/10/2025	208/10/2025	208/10/2025	22:56:28	S49CF			
08/19/2025	108/19/2025	108/19/2025	18:09:14	S49CF			
08/25/2025	008/25/2025	008/25/2025	06:56:24	S49CF			
08/26/2025	008/26/2025	008/26/2025	08:05:58	S49CF			
08/06/2025	001/01/0001	008/06/2025	08:10:50	S49M			
08/29/2025	108/29/2025	108/29/2025	14:49:02	S49MF			
01/01/0001	001/01/0001	008/09/2025	03:06:06	S4E			I95 NB HALLANDALE BEACI
08/16/2025	008/16/2025	008/16/2025	01:13:58	S4E			
08/07/2025	008/07/2025	008/07/2025	10:03:58	S4H			I95 SB HALLANDALE BEACH
08/07/2025	108/07/2025	108/07/2025	15:24:44	S4H			I95 NB HALLANDALE BEACI
08/08/2025	101/01/0001	008/08/2025	17:17:42	S4H			I95 SB HALLANDALE BEACH
08/09/2025	008/09/2025	008/09/2025	03:33:03	S4H			I95 NB PEMBROKE RD SO
01/01/0001	001/01/0001	008/09/2025	02:59:45	S4H			I95 NB PEMBROKE RD NO
08/10/2025	008/10/2025	008/10/2025	09:46:33	S4H			I95 NB EXIT 18 SO AT HALL
08/12/2025	108/12/2025	108/12/2025	18:04:30	S4H			I95 NB PEMBROKE RD SO
01/01/0001	001/01/0001	008/12/2025	17:30:25	S4H			I95 SB EXIT 18 NO AT HALL
08/16/2025	208/16/2025	208/16/2025	23:32:49	S4H			I95 NB PEMBROKE RD NO
08/23/2025	008/23/2025	008/23/2025	03:39:38	S4H			I95 SB HALLANDALE BEACH
08/25/2025	108/25/2025	108/25/2025	18:25:46	S4H			I95 NB PEMBROKE RD NO
08/28/2025	008/28/2025	008/28/2025	09:57:54	S4H			I95 SB PEMBROKE RD SO
08/28/2025	201/01/0001	008/29/2025	00:02:40	S4H			I95 SB HALLANDALE BEACH

08/30/2025 2 01/01/0001 0 08/30/2025 23:47:35	S4H	I95 SB EXIT 19 SO AT PEMB
08/27/2025 1 08/27/2025 1 08/27/2025 19:48:53	S4H	I95 SB HALLANDALE BEACH
08/31/2025 2 08/31/2025 2 08/31/2025 21:18:37	S4H	I95 NB EXIT 19 SO AT PEME
08/31/2025 2 08/31/2025 2 08/31/2025 22:48:51	S4H	I95 SB PEMBROKE RD SO
08/25/2025 2 08/25/2025 2 08/25/2025 22:27:04	S4H	I95 SB PEMBROKE RD SO
08/09/2025 0 08/09/2025 0 08/09/2025 05:13:08	S4I	
08/09/2025 1 08/09/2025 1 08/09/2025 17:11:25	S4I	
08/11/2025 1 08/11/2025 1 08/11/2025 18:23:51	S4I	
08/17/2025 1 08/17/2025 2 08/17/2025 20:51:56	S4I	HALLANDALE BCH BLVD W
08/18/2025 1 08/18/2025 1 08/18/2025 18:08:33	S4I	
08/01/2025 1 08/01/2025 1 08/01/2025 16:10:03	S4I	RACETRAC PK
08/23/2025 1 08/23/2025 1 08/23/2025 17:20:42	S4I	I95 SB HALLANDALE BEACH
08/25/2025 1 08/25/2025 1 08/25/2025 16:00:41	S4I	
08/31/2025 1 08/31/2025 1 08/31/2025 19:04:57	S4I	
08/20/2025 1 08/20/2025 1 08/20/2025 15:10:27	S4I	
08/24/2025 1 08/24/2025 2 08/24/2025 20:38:50	S4TP	
08/11/2025 1 08/11/2025 1 08/11/2025 11:43:54	S67AP	THE PENINSULA
08/08/2025 0 08/08/2025 0 08/08/2025 07:17:05	S67AP	THE PENINSULA
08/11/2025 0 08/11/2025 0 08/11/2025 09:15:13	S67AP	THE PLAZA AT PEMBROKE I
08/15/2025 0 08/15/2025 0 08/15/2025 10:40:48	S67AP	RACETRAC PK
08/15/2025 1 08/15/2025 1 08/15/2025 20:13:48	S67AP	
08/20/2025 2 08/20/2025 2 08/21/2025 00:15:39	S67AP	
08/06/2025 0 08/06/2025 0 08/06/2025 08:05:22	S67CP	
08/11/2025 0 08/11/2025 0 08/11/2025 05:33:26	S67CP	
08/13/2025 1 08/13/2025 1 08/13/2025 16:49:59	S67CP	THE PENINSULA
08/14/2025 1 08/14/2025 1 08/14/2025 17:34:52	S67CP	HOLIDAY ESTATES MHP
08/21/2025 0 08/21/2025 0 08/21/2025 07:38:26	S67CP	THE PENINSULA
08/30/2025 1 01/01/0001 0 08/30/2025 13:31:41	S67CP	
08/02/2025 1 08/02/2025 1 08/02/2025 14:22:25	S67CR	THE PENINSULA
08/29/2025 0 08/29/2025 0 08/29/2025 06:25:05	S67CR	
08/08/2025 0 08/08/2025 0 08/08/2025 07:21:21	S67DB	
08/14/2025 0 08/14/2025 0 08/14/2025 09:34:56	S67F	THE PENINSULA
08/21/2025 0 08/21/2025 0 08/21/2025 05:56:13	S67F	THE PENINSULA
08/02/2025 0 08/02/2025 0 08/02/2025 03:46:08	S67FI	THE PLAZA AT PEMBROKE I
08/02/2025 1 08/02/2025 1 08/02/2025 15:31:11	S67FI	THE PENINSULA
08/05/2025 2 08/05/2025 2 08/05/2025 21:59:17	S67FI	THE PLAZA AT PEMBROKE I
08/05/2025 0 08/05/2025 0 08/05/2025 08:12:18	S67FI	
08/01/2025 1 08/01/2025 1 08/01/2025 16:33:09	S67FI	
08/14/2025 1 08/14/2025 1 08/14/2025 14:09:05	S67FI	THE PENINSULA
08/16/2025 1 08/16/2025 1 08/16/2025 17:37:17	S67FI	
08/16/2025 1 01/01/0001 0 08/16/2025 17:07:38	S67FI	
08/17/2025 1 08/17/2025 1 08/17/2025 12:58:06	S67FI	THE PLAZA AT PEMBROKE I
08/13/2025 1 08/13/2025 1 08/13/2025 18:03:49	S67FI	THE PENINSULA
08/18/2025 1 08/18/2025 1 08/18/2025 12:14:00	S67FI	THE PLAZA AT PEMBROKE I
08/18/2025 2 08/18/2025 2 08/18/2025 23:04:14	S67FI	THE PENINSULA
08/23/2025 0 08/23/2025 0 08/23/2025 07:11:29	S67FI	RACETRAC PK
08/30/2025 0 08/30/2025 0 08/30/2025 09:35:16	S67FI	THE PENINSULA
08/24/2025 0 08/24/2025 0 08/24/2025 04:40:36	S67FI	THE PENINSULA

08/15/2025 008/15/2025 008/15/2025 08:18:39	S67FI	THE PLAZA AT PEMBROKE I
08/17/2025 108/17/2025 108/17/2025 12:21:37	S67FI	THE PENINSULA
08/30/2025 108/30/2025 108/30/2025 11:18:54	S67HE	RACETRAC PK
08/19/2025 108/19/2025 108/19/2025 17:17:40	S67HM	THE PENINSULA
08/09/2025 108/09/2025 108/09/2025 11:57:30	S67HM	THE PENINSULA
08/28/2025 108/28/2025 108/28/2025 17:04:55	S67HM	COCA COLA
08/14/2025 108/14/2025 108/14/2025 10:53:35	S67HP	THE PENINSULA
08/25/2025 108/25/2025 108/25/2025 19:37:34	S67HP	THE PENINSULA
08/31/2025 208/31/2025 208/31/2025 21:40:01	S67HP	HOLLY RIDGE APTS
08/12/2025 008/12/2025 008/12/2025 01:54:38	S67IJ	RACETRAC PK
08/29/2025 008/29/2025 008/29/2025 09:20:18	S67IJ	
08/31/2025 208/31/2025 208/31/2025 21:10:19	S67IJ	
08/31/2025 108/31/2025 108/31/2025 13:35:20	S67OB	
08/03/2025 108/03/2025 108/03/2025 17:18:04	S67OD	
08/08/2025 208/08/2025 208/08/2025 20:59:07	S67OD	HALLANDALE WB I95 WO
08/04/2025 108/04/2025 108/04/2025 13:51:40	S67PO	
08/02/2025 208/02/2025 208/02/2025 22:15:34	S67PO	
08/07/2025 008/07/2025 008/07/2025 09:24:21	S67PO	THE PENINSULA
08/07/2025 208/07/2025 208/07/2025 22:10:18	S67PO	I95 NB HALLANDALE BEACI
08/04/2025 208/04/2025 208/04/2025 21:13:33	S67PO	THE PENINSULA
08/11/2025 208/11/2025 208/11/2025 21:31:18	S67PO	
08/13/2025 008/13/2025 008/13/2025 08:29:16	S67PO	THE PENINSULA
08/05/2025 108/05/2025 108/05/2025 13:32:12	S67PO	
08/14/2025 108/14/2025 108/14/2025 13:44:33	S67PO	THE PENINSULA
08/16/2025 008/16/2025 008/16/2025 03:23:01	S67PO	SCARLETTS CABARET
08/16/2025 108/16/2025 108/16/2025 13:48:53	S67PO	THE PENINSULA
08/17/2025 108/17/2025 108/17/2025 15:05:02	S67PO	
08/18/2025 108/18/2025 108/18/2025 13:46:32	S67PO	
08/21/2025 108/21/2025 108/21/2025 20:23:04	S67PO	
08/24/2025 008/24/2025 008/24/2025 04:34:30	S67PO	SCARLETTS CABARET
08/25/2025 208/25/2025 208/25/2025 21:01:33	S67PO	THE PENINSULA
08/09/2025 108/09/2025 108/09/2025 16:12:33	S67PO	
08/27/2025 008/27/2025 008/27/2025 07:31:10	S67PO	THE PENINSULA
08/01/2025 108/01/2025 108/01/2025 19:58:40	S67SP	
08/01/2025 108/01/2025 108/01/2025 19:58:15	S67SP	
08/08/2025 208/08/2025 208/08/2025 21:46:20	S67SP	THE PENINSULA
08/09/2025 208/09/2025 208/09/2025 21:04:01	S67SP	THE PENINSULA
08/11/2025 108/11/2025 108/11/2025 17:03:25	S67SP	
08/13/2025 208/13/2025 208/13/2025 20:56:47	S67SP	
08/13/2025 208/13/2025 208/13/2025 22:29:47	S67SP	HOLIDAY ESTATES MHP
08/14/2025 008/14/2025 008/14/2025 07:07:34	S67SP	HOLIDAY ESTATES MHP
08/15/2025 008/15/2025 108/15/2025 10:47:05	S67SP	THE PLAZA AT PEMBROKE I
08/15/2025 101/01/0001 008/15/2025 15:22:15	S67SP	
08/19/2025 008/19/2025 008/19/2025 08:05:01	S67SP	RACETRAC PK
08/24/2025 008/24/2025 008/24/2025 05:06:36	S67SP	
08/24/2025 008/24/2025 008/24/2025 09:00:38	S67SP	
08/25/2025 008/25/2025 008/25/2025 08:11:03	S67SP	THE PENINSULA
08/27/2025 108/27/2025 108/27/2025 11:52:04	S67SP	

08/30/2025 108/30/2025 108/30/2025 11:25:02	S67SP	THE PLAZA AT PEMBROKE I
08/31/2025 108/31/2025 108/31/2025 19:38:35	S67SP	THE PENINSULA
08/26/2025 108/26/2025 108/26/2025 13:35:17	S67SP	THE PENINSULA
08/31/2025 208/31/2025 208/31/2025 21:52:24	S67SP	THE PENINSULA
08/18/2025 108/18/2025 108/18/2025 12:44:43	S67ST	THE PENINSULA
08/30/2025 108/30/2025 108/30/2025 13:23:38	S67ST	
08/30/2025 108/30/2025 108/30/2025 11:17:46	S67ST	THE PENINSULA
08/01/2025 008/01/2025 008/01/2025 01:32:11	S67TB	
08/05/2025 108/05/2025 108/05/2025 19:42:53	S67TB	
08/03/2025 008/03/2025 008/03/2025 00:44:08	S67TB	
08/09/2025 108/09/2025 108/09/2025 19:49:29	S67TB	
08/11/2025 108/11/2025 108/11/2025 17:36:22	S67TB	
08/07/2025 108/07/2025 108/07/2025 11:48:02	S67TB	THE PENINSULA
08/03/2025 108/03/2025 108/03/2025 16:12:26	S67TB	THE PLAZA AT PEMBROKE I
08/16/2025 008/16/2025 008/16/2025 10:12:10	S67TB	THE PENINSULA
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08/23/2025 008/23/2025 008/23/2025 01:50:32	S67TB	
08/24/2025 008/24/2025 008/24/2025 10:22:12	S67TB	
08/27/2025 208/27/2025 208/27/2025 21:58:58	S67TB	THE PENINSULA
08/31/2025 208/31/2025 208/31/2025 23:37:08	S67TB	
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08/14/2025 001/01/0001 008/14/2025 07:19:14	S67UM	
08/14/2025 001/01/0001 008/14/2025 08:40:22	S67UM	
08/14/2025 001/01/0001 008/14/2025 07:43:53	S67UM	
08/15/2025 101/01/0001 008/15/2025 18:41:00	S67UM	
08/29/2025 001/01/0001 008/29/2025 07:49:55	S67UM	HALLANDALE EB I95 WO
08/10/2025 108/10/2025 108/10/2025 17:32:24	S68	
08/13/2025 108/13/2025 108/13/2025 10:18:08	S68	
08/14/2025 108/14/2025 108/14/2025 15:59:00	S68	
08/15/2025 008/15/2025 008/15/2025 03:22:12	S68	THE PENINSULA
08/22/2025 008/22/2025 008/22/2025 07:15:20	S68	THE PENINSULA

LOCATIONNAME	SUBDIVISION	ALLDISPOSITIONDESCRIPTIONS
WAWA	LA SIESTA MHP	CANCELED BY FIRE DEPT, TRANSPOR
CROSSWINDS APTS		CLEAR
ALLAIRE ON 41ST		CLEAR
ALL AIR ON 41ST		CLEAR
GREEN ACRES VILLAGE	LAKE FOREST	CLEAR, CLEAR
	GREENACRES PEMBROKE MHP	CLEAR
	BAMBOO COURT MHP	CLEAR
	LAKE SHORE MHP	CANCELED BY DLE
CROSSWINDS APTS		NO TRANSPORT REQUIRED, CANCEL
		NO TRANSPORT REQUIRED
PLAZA AT PEMBROKE PARK	LYNN PARK	CLEAR
		NO TRANSPORT REQUIRED, PATIENT
RACETRAC PK		CANCELED BY FIRE DEPT
		CANCELED BY DLE, CANCELED BY DL
WAWA		OTHER REASON (SPECIFY)
MOBILE HOME	PEMBROKE PARK ESTATES MHP	TRANSPORTED BY FIRE RESCUE
	LYNN PARK	CANCELED BY DLE
HALLANDALE EB I95 WO		TRANSPORTED BY FIRE RESCUE
SB LANES JNO		NO TRANSPORT REQUIRED, PATIENT
		CLEAR
	LYNN PARK	CLEAR
	LYNN PARK	CLEAR
	LYNN PARK	CLEAR
	LYNN PARK	CLEAR
KELSIES LOUNGE		CANCELED BY CALLER
	LYNN PARK	CLEAR
	LYNN PARK	CLEAR
WAWA		CLEAR
SENECA INDUSTRIAL		CLEAR
	LYNN PARK	NO TRANSPORT REQUIRED, CANCEL
		CLEAR
I95 NB HALLANDALE BEACH BLVD SO		DUPLICATE CALL
	LYNN PARK	TRANSPORTED BY FIRE RESCUE
I95 SB HALLANDALE BEACH BLVD ON RAMP LEFT SHOULDER		PATIENT REFUSED AMA, CLEAR
I95 NB HALLANDALE BEACH BLVD SO		NO TRANSPORT REQUIRED
I95 SB HALLANDALE BEACH BLVD NO		TRANSPORTED BY OTHER AGENCY,
I95 NB PEMBROKE RD SO		NO TRANSPORT REQUIRED
I95 NB PEMBROKE RD NO		DUPLICATE CALL
I95 NB EXIT HALL BCH BLVD AT APEX		CLEAR
I95 SB PEMBROKE RD SO		TRANSPORTED BY FIRE RESCUE, CLE
I95 SB EXIT 18 NO AT HALLANDALE BCH BLVD		DUPLICATE CALL
I95 NB PEMBROKE RD NO		TRANSPORTED BY FIRE RESCUE
I95 SB HALLANDALE BEACH BLVD SO		CLEAR
I95 NB PEMBROKE RD NO		TRANSPORTED BY FIRE RESCUE, NO
I95 SB EXIT 19 SO AT PEMBROKE RD		NO TRANSPORT REQUIRED
I95 SB HALLANDALE BEACH BLVD SO		CANCELED BY FIRE DEPT

195 SB EXIT 19 SO AT PEMBROKE RD
195 SB ON HALL BCH BLVD OVERPASS
195 NB EXIT 19 SO AT PEMBROKE RD
195 SB PEMBROKE RD SO
195 SB PEMBROKE RD SO

COUNTYLINE/52ND AV JWO 52ND AV
HALLANDALE BCH BLVD WB WO I95

RACETRAC PK
195 SB HALLANDALE BEACH BLVD NO
SB TO WB

TOWN LAKE

RAILROAD CROSSING
THE PENINSULA
THE PENINSULA
THE PLAZA AT PEMBROKE PARK LYNN PARK
RACETRACK BATHROOM

LYNN PARK

LOT 125
THE PENINSULA
LOT #1315
THE PENINSULA

WASHINGTON PARK

THE PENINSULA

LYNN PARK

LUK'S FUEL
THE PENINSULA ALF

LYNN PARK

THE PENINSULA

THE PLAZA AT HD

EVERGLADES MHP

THE PENINSULA

THE PLAZA AT PEMBROKE PARK EVERGLADES MHP

SWIFTY COIN LAUNDRY

CARVER RANCHES

THE PENINSULA

GREGGS COOKOUT

PARKER LONE PINE MHP

GREGS COOKOUT

PARKER LONE PINE MHP

ASSITED LIVING FACILITY

EVERGLADES MHP

THE PENINSULA

THE PLAZA AT PEMBROKE PARK LYNN PARK

THE PENINSULA

RACETRAC PK

THE PENINSULA

THE PENINSULA

CLEAR, TRANSPORTED BY OTHER AC
NO TRANSPORT REQUIRED
NO TRANSPORT REQUIRED
NO TRANSPORT REQUIRED
TRANSPORTED BY FIRE RESCUE
CLEAR

TRANSPORTED BY FIRE RESCUE

NO TRANSPORT REQUIRED

TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

CLEAR

TRANSPORTED BY FIRE RESCUE

NO TRANSPORT REQUIRED, NO TRA

CLEAR, CLEAR, TRANSPORTED BY FII

CLEAR

NO TRANSPORT REQUIRED

TRANSPORTED BY FIRE RESCUE

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TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

CLEAR

PATIENT REFUSED AMA

PATIENT REFUSED AMA

CANCELED BY CALLER

NO TRANSPORT REQUIRED

CLEAR, NO TRANSPORT REQUIRED,

TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

CLEAR

TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

PATIENT REFUSED AMA

NO TRANSPORT REQUIRED

NO TRANSPORT REQUIRED

CLEAR

TRANSPORTED BY FIRE RESCUE

DUPLICATE CALL

PATIENT REFUSED AMA

TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

TRANSPORTED BY FIRE RESCUE

PLAZA OF HALLANDALE BEACH	LYNN PARK	TRANSPORTED BY FIRE RESCUE
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
RACETRAC PK		TRANSPORTED BY FIRE RESCUE
THE PENINSULA ALF - NURSING STATION		TRANSPORTED BY FIRE RESCUE
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
COCA COLA		TRANSPORTED BY FIRE RESCUE
THE PENINSULA	CARVER RANCHES	PATIENT REFUSED AMA
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
HOLLY RIDGE APTS	LAKE FOREST	TRANSPORTED BY FIRE RESCUE
RACETRAC PK		TRANSPORTED BY FIRE RESCUE
	LAKE SHORE MHP	NO TRANSPORT REQUIRED
	CARVER RANCHES	TRANSPORTED BY FIRE RESCUE
		UNFOUNDED
HALLANDALE WB I95 WO		CLEAR
ROYAL GAS STATION		TRANSPORTED BY FIRE RESCUE
	LYNN PARK	TRANSPORTED BY FIRE RESCUE
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
I95 NB HALLANDALE BEACH BLVD SO		UNFOUNDED, UNFOUNDED
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
MART		TRANSPORTED BY FIRE RESCUE
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
EMBASSY RV PARK		TRANSPORTED BY FIRE RESCUE
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
SCARLETTS CABARET		TRANSPORTED BY FIRE RESCUE
THE PENINSULA - DINING ROOM		TRANSPORTED BY FIRE RESCUE
HOUSE	BAMBOO COURT MHP	TRANSPORTED BY FIRE RESCUE
	TOWN LAKE	TRANSPORTED BY FIRE RESCUE
	PEMBROKE PARK ESTATES MHP	TRANSPORTED BY FIRE RESCUE
SCARLETTS CABARET		PATIENT REFUSED AMA
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
FEEDING SOUTH FLORIDA		NO TRANSPORT REQUIRED
THE PENINSULA ASSISTED LIVING		TRANSPORTED BY FIRE RESCUE
REAR OF CAR WASH		TRANSPORTED BY FIRE RESCUE
	TOWN LAKE	NO TRANSPORT REQUIRED
THE PENINSULA		CLEAR
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
FAMILY GROCERY		TRANSPORTED BY FIRE RESCUE
	HOLIDAY MOBILE ESTATES MHP	NO TRANSPORT REQUIRED
LOT 1315		NO TRANSPORT REQUIRED
HOLIDAY ESTATES MHP	HOLIDAY MOBILE ESTATES MHP	CANCELED BY DLE
THE PLAZA OF HALLANDALE	LYNN PARK	TRANSPORTED BY FIRE RESCUE
		CLEAR
RACETRAC PK		TRANSPORTED BY FIRE RESCUE
	TOWN LAKE	TRANSPORTED BY FIRE RESCUE
	PEMBROKE PARK ESTATES MHP	TRANSPORTED BY FIRE RESCUE
THE PENINSULA		TRANSPORTED BY FIRE RESCUE
SWIFTY COIN LAUNDRY		TRANSPORTED BY FIRE RESCUE

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Agenda Item Report

Subject:	Police Department Report - Chief Daniel Decoursey
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Daniel DeCoursey, Police Chief
Dept/Group:	Police Department
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[September 2025 Admin Report - Police Department](#)



Town of Pembroke Park Police Department

3150 SW 52 Avenue
Pembroke Park, FL 33023
954-374-8639 Phone
www.tppfl.gov



Administrative Report - September 2025

This report provides an overview of the Pembroke Park Police Department's activities, community involvement, and investigative actions for September 2025.

Wellness Program

Throughout September, department personnel continued attending wellness sessions with Mindset Solutions. Feedback has been overwhelmingly positive, with members reporting that the program benefits their overall health and resilience.

Community Engagement

- Members of the department assisted with this month's Food Drive, supporting families and strengthening ties within our community.
- On September 15, the school speed zone camera program launched its warning phase in front of Watkins Elementary. On September 17, Deputy Chief Ochoa, Captain Prichard, and Detective Sanchez released a public service announcement (PSA) in English and Spanish. The PSA emphasized education, prevention, and enforcement.
- FDOT approved permits on September 16 to install cameras along West Hallandale Beach Boulevard's school zone heading eastbound.
- Command staff also met with a Lieutenant from the Sea Ranch Lakes Police Department to plan joint active shooter training at Town Hall. The training will focus on updated "Stop the Killing/Threat" tactics and is scheduled for late September or October.

Recruitment

The department continues active recruitment to fill its final vacant police officer position.

Investigations and Enforcement

- **Domestic Violence Arrest:** On September 9, Officer Belony and Sergeant Mobley investigated a case involving a female victim who reported being choked and

struck by her live-in partner. With the support of Detective Casas and tactical oversight from Sergeant Cason, the suspect was safely arrested and charged with Felony Battery by Strangulation and Battery. This case demonstrated professionalism, teamwork, and dedication to community safety.

- **Federal Partnership:** On September 17, the FBI, with assistance from the Sunrise Police Department, arrested a suspect wanted on a \$25,000 felony warrant for Strong Arm Robbery. Detective Casas played a key role in supporting this operation, exemplifying strong collaboration between local and federal agencies.

Legislative Updates

Following the recent court decision overturning open carry restrictions in Florida, the department issued legal updates to staff. It released a PSA on September 17 to ensure awareness and compliance with the new law.

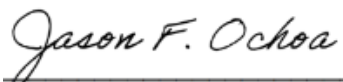
Interagency Collaboration

- Deputy Chief Ochoa and Captain Prichard visited the Hollywood Police Department to review their school speed zone camera validation process. They will attend a hearing on September 24 to observe their docket and acceptable procedures. This preparation will guide the implementation of Pembroke Park's program.
- Command staff met with the DEA Assistant Special Agent in Charge and a group supervisor to discuss assigning a task force officer from our agency to one of their DEA groups. The DEA representatives expressed strong support for this partnership.

Accreditation Efforts

Command staff and the Accreditation Manager are preparing policy, training, and compliance files before next year's State accreditation process, ensuring continued progress toward maintaining high professional standards.

Sincerely,



Jason F. Ochoa
Deputy Chief of Police

CALLS FOR SERVICE		
INCIDENT TYPE		Aug 20th - Sep 15th
TRAFFIC INCIDENTS		
HIT & RUN - 3	3	
HIT & RUN ON HIGHWAY - 3H	0	
HIT & RUN WITH INJURIES - 3I	0	
ACCIDENT - Minor - 04	24	
ACCIDENT ROLLOVER/EXTRACTION - 4E	0	
ACCIDENT WITH INJURIES - 4I	6	
ACCIDENT WITH FIRE - 4VF	0	
TOTAL TRAFFIC INCIDENTS		33
ALARM CALLS		
AUDIBLE/INTRUSION ALARM - 49A	36	
HOLD UP ALARM - 49H	0	
SILENT ALARM - 49S	5	
TOTAL ALARM CALLS		41
BURGLARY		
Attempt - 21A	1	
Commercial - 21C	1	
Residential - 21R	0	
Vehicle - 21V	3	
TOTAL BURGLARIES		5
GENERAL INCIDENTS		
DRUNK DRIVER - 01	0	
STOLEN VEHICLE - 10	7	
OFFICER NEEDS ASSISTANCE	0	
TRAFFIC STOP (10-50)	110	
STOLEN VEHICLE RECOVERED (10R)	7	
ABANDONED VEHICLE - 11	0	
RECKLESS DRIVER - 12	1	
SUSPICIOUS PERSON - 13P	27	
SUSPICIOUS VEHICLE -13V	11	
INFORMATION -14	38	
SPECIAL DETAIL - 15	0	
FELONY WARRANT - 18	2	
MISDEMEANOR WARRANT -19	4	
HAZ-MAT INCIDENT	0	
MULTIFAMILY STRUCTURE FIRE (Greater than 5 Units)	0	
OUTSIDE FIRE	0	
OT- ANY FIRE NOT OTHERWISE CATEGORIZED - 25	0	
RESIDENTIAL FIRE - 25RS	0	
SMOKE INVESTIGATION - 25SI	0	
TANK FIRE	0	
TRAIN AND RAIL COLLISION/DERAILMENT	0	

TRAIN AND RAIL FIRE	0	
VEHICLE FIRE - 25VF	0	
VEHICLE FIRE (Commercial - Tankers, Semi-Trucks)	0	
LARCENY - 30	8	
ASSAULT - 31	8	
SHOOTING - 33	0	
STABBING - 34	0	
SEXUAL ASSAULT - 35	0	
SEXUAL ASSAULT- Attempt - 35A	0	
FIGHT - 36	0	
FIGHT AT SCHOOL - 36S	0	
DISTURBANCE JUVENILE - 37	1	
DISTURBANCE JUVENILE - School,Daycare,Child Facility - 37S	0	
DOMESTIC DISTURBANCE - 38	5	
DOMESTIC DISTURBANCE - VERBAL - 38V	8	
VANDALISM - 40	2	
ROBBERY - Armed - 41AR	1	
ROBBERY - Home Invasion - 41HI	0	
ROBBERY - Personal Business - 41SA	0	
LEWD - LASCIVIOUS ACTS - 43	0	
BOMB/CBRN THREAT - 46	0	
MURDER (for close out) - 5	0	
TRESPASSING - 51	15	
TRESPASSING - School, Daycare Child Facility (51S)	0	
FORGERY - COUNTERFEIT - 52	0	
EMBEZZLEMENT - FRAUD - 53	3	
EXPLOSION - 55	0	
NARCOTICS - 57	2	
ESCAPED PRISONER - 6	0	
LARCENY - AUTO PARTS - 64	0	
SHIPLIFTER - 65	0	
MEDICAL - HEART ATTACK/ CARDIAC ARREST - 67HA	0	
MEDICAL - INJURY - 67IJ	0	
MEDICAL -TROUBLE BREATHING - 67TB	1	
MEDICAL -UNKNOWN - 67UM	1	
WEATHER/DISASTER - 68WD	0	
ANIMAL SERVICE CALL - 69	4	
DEAD PERSON - 7	2	
ANIMAL ABUSE - 70AA	0	
ANIMAL BITE - 70AB	0	
PARKING COMPLAINTS - 73	62	
ASSIST OTHER AGENCY - 76	65	
CODE ENFORCEMENT - Water Restriction - 77WR	0	
HARRASSMENT/STALKING/THREAT - 79	2	

HARRASSMENT/STALKING/THREAT AT SCHOOL - 79S	0	
MISSING PERSON- 8	0	
SHOTS FIRED/WEAPONS COMPLAINT - 83	0	
POSSIBLE WANTED PERSON/VEHICLE - 85	0	
MISSING PERSON RECOVERED - 8R	0	
STOLEN TAG - 9	1	
911 HANG UP/ DROP OFF	37	
STOLEN TAG ATTEMPT - 9A	0	
STOLEN TAG RECOVERY - 9R	0	
TOTAL GENERAL INCIDENTS		435
POLICE SERVICE CALLS - 68		
DISPOSITIONS:		
A - Written Report	0	
B - No Written Report	759	
C - Contact Made with Owner (Alarm)	0	
E - Civil Assist	0	
TOTAL POLICE SERVICE CALLS		759
ARRESTS		
FELONY	5	
MISDEMEANOR	12	
OTHER/CAPIAS	0	
TOTAL ARRESTS		17
CITATIONS	107	
WARNINGS	9	
TOTAL CITATIONS		116
REPORTS		
FIBRS REPORTS	79	
CRASH REPORTS	26	
TOTAL REPORTS		105
Total Calls for Service :		1511



Monthly Commission Report
August 21, 2025, through September 15, 2025

August 21, 2025

- **Case #PKPD25OFF011261**
Incident: **Domestic Violence/Battery Arrest**
Location: 5100 SW 41st Street.
-

August 22, 2025

- **Case #PKPD25OFF011319**
Incident: **Felony Traffic Stop**
Location: 1000 Block of Hallandale Beach Blvd.
 - **Case #PKPD25OFF011321**
Incident: **AOA – Dept. Children & Family Services**
Location: 3840 SW 48 Ave.
 - **Case #PKPD25OFF011349**
Incident: **Simple Battery**
Location: 3129 W. Hallandale Beach Blvd.
 - **Case #PKPD25OFF011354**
Incident: **Armed Robbery**
Location: 3948 Pembroke Rd., Suite C – 24 Hour Liquor
 - **Case #PKPD25OFF011351**
Incident: **Narcotics Complaint**
Location: 3100 Block of W. Hallandale Beach Blvd.
-

August 24, 2025

- **Case #PKPD25OFF011405**
Incident: **Grand Theft Auto**
Location: 3911 SW 52 Avenue
 - **Case #PKPD25OFF011430**
Incident: **Suspicious Incident**
Location: 3000 Block of W. Hallandale Beach Blvd. – Train tracks
 - **Case #22-2508-011424**
Incident: **AOA Miramar PD – Fingerprint Reader**
Location: Miramar PD
-

August 25, 2025

- **Case #PKPD25OFF011450**
Incident: **Criminal Mischief**

Location: 3140 Hallandale Beach Blvd. - Holiday Park

August 26, 2025

- **Case #PKPD25OFF011512**
Incident: Burglary Conveyance (Vehicle)
Location: Lot 42
 - **Case #PKPD25OFF011515**
Incident: **Trespassing Arrest**
Location: 3996 Pembroke Road – RaceTrac
 - **Case #PKPD25OFF011518**
Incident: **Warrant Arrest**
Location: 3199 Hallandale Beach Boulevard – WaWa
 - **Case # PKPD25OFF011530**
Incident: Burglary Conveyance (Vehicle)
Location: 3150 W Hallandale Beach Blvd, Lot 23
-

August 27, 2025

- **Case #PKPD25OFF011594**
Incident: **Battery LEO**
Location: 5100 Block of W. Hallandale Beach Blvd.
 - **Case #PKPD25OFF011594**
Incident: **Auto Theft**
Location: 4009 SW 52 Avenue
-

August 28, 2025

- **Case #PKPD25OFF011645**
Incident: **Natural Death**
Location:
 - **Case #PKPD25OFF011651**
Incident: **Warrant/Resisting/Possession of Marijuana Arrest**
Location: 3996 Pembroke Road
 - **Case #PKPD25OFF011660**
Incident: **Fraud**
Location: 2885 SW 30 Ave. - Chip Tec
-

August 30, 2025

- **Case #PKPD25OFF011701**
Incident: **Domestic Battery**
Location: 5100 SW 37 Avenue
-

August 31, 2025

- **Case # PKPD25OFF011781**
Incident: **Battery Arrest**
Location: 137 Janis Blvd
 - **Case # PKPD25OFF011790**
Incident: **Marchman Act**
Location: 2920 SW 30 Ave.
-

September 01, 2025

- **Case #PKPD25OFF011798**

Incident: **Retail Theft**

Location: 3996 Pembroke Road – Race Trac Gas Station

- **Case #PKPD250FF011803**

Incident: **Domestic Dispute**

Location: 3381 SW 54 Ave.

- **Case #PKPD250FF011838**

Incident: **Fleeing / Eluding**

Location: 4400 Block of W. Hallandale Beach Blvd.

- **Case #PKPD250FF011826**

Incident: **Grand Theft Auto - Non-Prosecution**

Location: 5401 SW 32 Street

September 02, 2025

- **Case #PKPD250FF011850**

Incident: **Battery**

Location: 3160 SW 48 Ave. - Sharon School of Excellence

September 03, 2025

- **Case #PKPD250FF011903**

Incident: **Battery**

Location: 3535 SW 52 Ave. - Plaza (ALF)

- **Case #PKPD250FF011906**

Incident: **Natural Death**

Location: 3535 SW 52 Ave. - Plaza (ALF)

September 04, 2025

- **Case #PKPD250FF012006**

Incident: **Recovered Stolen Vehicle**

Location: 3712 SW 52 Ave.

- **Case # PKPD250FF012011**

Incident: **Grand Theft Auto**

Location: 3501 SW 52 Ave.

September 05, 2025

- **Case #PKPD250FF012080**

Incident: **Trespassing after warning**

Location: 4200 W. Hallandale Beach Blvd. - 24/7 Liquors

September 06, 2025

- **Case #PKPD250FF012111**

Incident: **Disturbance**

Location: 4000 W. Hallandale Beach Blvd. - Checkers

- **Case #22-2509-012112**

Incident: **AOA BSO – Stolen Vehicles**

- **Case #22-2509-012110**

Incident: **AOA – Hallandale Beach PD**

- **Case #PKPD250FF011354**

Incident: **Armed Robbery - SUPPLEMENTAL REPORT**

Location: 1800 Block of SW 40 Ave.

September 09, 2025

- **Case #PKPD250FF012235**

Incident: **Domestic Battery - Arrest**

Location: 3881 SW 52nd Avenue

September 10, 2025

- **Case #PKPD25OFF012283**

Incident: Domestic Verbal Dispute

Location: 3922 SW 52nd Avenue #4

September 12, 2025

- **Case #PKPD25OFF012378**

Incident: **Domestic Violence**

Location: 3115 SW 52 Ave. - Oglesby Park

September 13, 2025

- **Case #PKPD25OFF12430**

Incident: **Burglary Conveyance**

Location: 3149 Hallandale Beach Blvd. – Goodwill Store

- **Case #PKPD25OFF012458**

Incident: **Stolen Recovered Vehicle**

Location: 3701 SW 52 Avenue

September 14, 2025

- **Case #PKPD25OFF012468**

Incident: **Narcotics**

Location: 3100 Block of Hallandale Beach Blvd.

- **Case #PKPD25OFF012498**

Incident: **AOA – BSO West Park**

Location: 3879 SW 48 Avenue

- **Case #PKPD25OFF012499**

Incident: **AOA – BSO West Park**

Location: Intersection of SW 40 Ave. & SW 32 Street

September 15, 2025

- **Case #PKPD25OFF012557**

Incident: **Accident with Injury**

Location: W. Hallandale Beach Blvd. & Northbound I-95 on ramp

- **Case #PKPD25OFF012563**

Incident: **Recovered Stolen Vehicle**

Location: Towed from - 6141 SW 30 St., Miramar, FL

- **Case #PKPD25OFF012567**

Incident: **Recovered Stolen Vehicle**

Location: Towed from - 20440 NE 15 Court, Miami, FL

- **Case #PKPD25OFF012563**

Incident: **Commercial Burglary**

Location: 5590 W. Hallandale Beach Blvd. - Polo Club

- **Case #PKPD25OFF012572**

Incident: **AOA - Miramar PD**

Location: 3860 SW 48 Avenue

- **Case #PKPD25OFF012598**

Incident: **Burglary/Criminal Mischief/ Battery**

Location: 3200 W. Hallandale Beach Blvd.

- **Case #PKPD25OFF012617**
Incident: **Burglary / Grand Theft Auto**
Location: 4250 W. Hallandale Beach Blvd.



Agenda Item Report

Subject:	Revisions to the Purchasing Manual - Procurement Administrator Woodbury
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Stephanie Woodbury, Project Manager
Dept/Group:	Finance
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Procuring Under CCNA Continuing Contracts](#)

[Procurement_revisions](#)

PROFESSIONAL SERVICES PROCURED UNDER CONTINUING CONTRACTS

Pursuant to § 287.055, Florida Statutes (2025), professional services may be procured under continuing contracts:

- For projects in which the estimated construction cost of each individual project under the contract does not exceed \$7.5 million, or for study activity if the fee for professional services for each individual study under the contract does not exceed \$500,000.

To ensure fairness, transparency, and alignment of qualifications with project needs, the Town will assign work orders under continuing contracts using the following approach:

1. **Rotation Method** – Work orders will generally be distributed on a rotational basis among the contracted firms to ensure an equitable allocation of assignments.
2. **Qualifications Match** – For specialized projects requiring unique expertise, the Town reserves the right to assign the work order to the firm whose qualifications, past experience, or staff expertise best align with the project scope.
3. **Hybrid Approach** – Rotation will be the default method; however, if a project's scope clearly requires specialized knowledge, the Town may deviate from strict rotation and select the most qualified firm for that specific project.
4. **Documentation** – The rationale for each work order assignment (rotation order or qualifications match) shall be documented in the procurement file to demonstrate compliance with statutory requirements and internal policies.
5. **Transparency** – The process for assignment of work will be reviewed periodically to ensure fairness, consistency, and effective use of the continuing contracts.

PROCEDURE FOR ASSIGNMENT OF WORK

1. Project Identification
A new project or study is identified by the Department.
2. Written Statement of Work
A detailed written statement of work (SOW) is prepared for the project.
3. Selection of Firms
The Department reviews all firms under continuing contract for the relevant discipline and selects a minimum of three qualified firms for consideration. Rotation among pre-qualified firms is applied when multiple firms are available in the same discipline to ensure equitable assignment over time.

4. Request for Scope of Work
The Department requests each selected firm to submit a detailed scope of work. Price information is excluded at this stage.
5. Evaluation Panel
The Department Director selects three individuals to review and assess the submitted scopes of work using established evaluation criteria
6. Presentations (Optional)
Firms may be invited to provide presentations or interviews, if deemed necessary by the evaluation panel.
7. Ranking
The evaluation panel ranks the firms based on qualifications, approach, experience, and other relevant factors.
8. Negotiation of Price and Scope
Price and scope of work are negotiated with the top-ranked firm. Specialized expertise is considered; if the project requires unique qualifications, a firm with the most relevant expertise may be selected even if it deviates from strict rotation.
9. Work Order Generation
A work order is generated detailing the agreed scope, schedule, and fee structure.
10. Approval
The work order, including the scope of work (proposal) and negotiated fee schedule, is submitted to the Town Manager for final approval.

This hybrid process balances rotation for fairness and specialized selection for technical alignment with project needs.

All decisions, evaluations, and rationale for selecting a firm are documented to maintain transparency and compliance with CCNA requirements.

Memo

To: David Lynch, Town Manager
Jacob Horowitz, Town Attorney

From: Stephanie Woodbury, Procurement Administrator

cc: James Davermann, Finance Director

Date: September 17, 2025

Re: Revisions to Purchasing Manual

On November 8, 2023 the Town Commission approved and adopted the Purchasing Policy and Procedures Manual. I recommend the following revisions.

- Emergency Purchases: allow the Town Manager to be the final discussion maker in cases of emergency. Also, include a cap that requires commission approval for emergency purchases (\$15,000.00 or greater).
- Purchasing Thresholds:

Current:

AMOUNT	REQUIRED DOCUMENTATION
\$0 to \$4,999.99	Two verbal quotes/proposals
\$5,000.00 to \$9,999.99	Two written documented quotes/proposals
\$10,000.00 to \$24,999.99	Three written documented quotes/proposals
\$25,000.00 and greater	Requires competitive solicitation

Proposed Changes:

- \$0 - \$1,499.99 (one verbal quote)
\$1,500.00 - \$4,999.99 (one written documented quote/proposal)
\$14,999.99 and less (Town Manager approval)
\$15,000.00 and greater (Commission approval)
\$30,000.00 and greater (Requires competitive solicitation)
- Prohibited uses of purchasing cards: Recurring invoices
- Unauthorized Purchases: Employees involved in unauthorized purchases will be referred to the Human Resources Department and will be subject to disciplinary action including but not limited to, suspension and/or termination, written reprimand which shall be placed in employee's personnel file and deduction of the amount of the purchase from employee's salary.
- CCNA process (see attachment)



Agenda Item Report

Subject:	Consideration and Approval of a bid award for ITB 25-03 to Headway Construction for the renovation of the third floor - Procurement Administrator Woodbury RESOLUTION NO.: 2025-051 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE THIRD-FLOOR RENOVATION PROJECT TO HEADWAY CONSTRUCTION; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Stephanie Woodbury, Project Manager
Dept/Group:	Finance
Recommendation for Counsel to consider:	
Background Information:	The third floor of the municipal building requires renovations to address current deficiencies and enhance both functionality and aesthetics. The project scope includes the development of a fully equipped Emergency Operations Center and expanded office space for the Human Resources Department. A solicitation for bids was issued, and six (6) qualified bids were received on August 27, 2025. The bids were as follows: • Headway Construction – \$50,551.25 • ACP Construction – \$53,000.00 • WH Builders Group – \$65,112.00 • Vittorium Design – \$81,165.57 • M.A. Construction – \$91,964.00 • Dones Construction – \$124,000.00
Staff Recommendations:	After a thorough review of all submissions and bidder responsiveness, staff recommends awarding the contract to Headway Construction, the lowest responsive bidder, for \$50,551.25. A 10% contingency of \$5,055.13 is also recommended, bringing the total project cost to \$55,606.38.
Procurement:	ITB 25-03

Financial Implications:	
Alternatives:	

ATTACHMENTS:

[RESOLUTION NO 2025-051](#)

[Award Recommendation](#)

	Status:
Jacob Horowitz, Town Attorney	None
David Lynch, Town Manager	None
Cynthia Garcia-Lima, Town Clerk	None

RESOLUTION NO. 2025-051

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE THIRD-FLOOR RENOVATION PROJECT TO HEADWAY CONSTRUCTION; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the third floor of the municipal building requires renovations to address existing deficiencies and to improve overall functionality and appearance, including the development of a fully equipped Emergency Operations Center and expanded office space for the Human Resources Department; and

WHEREAS, the Town issued a solicitation for bids, and six (6) bids were received on August 27, 2025; and

WHEREAS, after reviewing all bids and bidder responsiveness, Headway Construction was determined to be the lowest responsive and responsible bidder with a base bid of \$50,551.25; and

WHEREAS, staff recommend awarding the contract to Headway Construction and including a 10% contingency in the amount of \$5,055.13, for a total project cost not to exceed \$55,606.38.

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

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The Town Commission hereby approves the award of the third-floor renovation project to Headway Construction in the amount of \$50,551.25, with a 10% contingency, for a total not to exceed \$55,606.38.

Section 3. The Town Clerk is authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 29th day of September 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney



Memorandum

TO: David Lynch, Town Manager

FROM: Stephanie Woodbury, Procurement Administrator

TITLE: ITB 25-03 3rd Floor Renovations (ARPA) – Award Recommendation

Background

The third-floor needs renovations to address existing deficiencies and improve overall functionality and appearance. This includes a fully equipped Emergency Operations Center and extended office space for Human Resources.

Summary

Solicitations were requested from qualified Bidders, and six (6) bids were received on August 27, 2025. The bids were as follows:

ACP Construction	\$53,000.00
Dones Construction	\$124,000.00
Headway Construction	\$50,551.25
M.A. Construction	\$91,964.00
Vittorium Design	\$81,165.57
WH Builders Group	\$65,112.00

Recommendation

After reviewing all six (6) bids and Bidder's responsiveness for the project, I recommend awarding the project to the lowest bidder, Headway Construction, for \$50,551.25 with a 10 percent contingency of \$5,055.13

Grand Total: \$55,606.38



Agenda Item Report

Subject:	Consideration and Approval of a bid award for ITB 25-04 to Quick Painting Group for the renovation of the third floor - Procurement Administrator Woodbury RESOLUTION NO.: 2025-052 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE TOWN HALL EXTERIOR RESTORATION AND PAINTING PROJECT TO QUICK PAINTING GROUP IN THE AMOUNT OF \$89,590.00; AUTHORIZING THE TOWN CLERK TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Stephanie Woodbury, Project Manager
Dept/Group:	Finance
Recommendation for Counsel to consider:	
Background Information:	The stucco at Town Hall is being removed to prepare the building for exterior restoration and painting. Solicitations were requested from qualified Bidders, and three (3) bids were received on September 8, 2025. The bids were as follows: MTD Builders - \$275,800.00 Vittorium Design Group - \$144,936.49 Quick Painting Group - \$89,590.00
Staff Recommendations:	After reviewing all three (3) bids and Bidder's responsiveness for the project, I recommend awarding the project to the lowest bidder, Quick Painting Group, for \$89,590.00
Procurement:	ITB 25-04
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Resolution 2025-052](#)

[Award Recommendation](#)
[Bid Package](#)

RESOLUTION NO. 2025-052

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE AWARD OF BID FOR THE TOWN HALL EXTERIOR RESTORATION AND PAINTING PROJECT TO QUICK PAINTING GROUP IN THE AMOUNT OF \$89,590.00; AUTHORIZING THE TOWN MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the stucco at Town Hall is being removed in preparation for exterior restoration and painting to preserve and enhance the building's structural integrity and appearance; and

WHEREAS, the Town issued a solicitation for bids, and three (3) bids were received on September 8, 2025; and

WHEREAS, after reviewing all submissions and bidder responsiveness, staff recommend awarding the contract to Quick Painting Group, the lowest responsive and responsible bidder, in the amount of \$89,590.00.

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

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The Town Commission hereby approves the award of the Town Hall Exterior Restoration and Painting Project to Quick Painting Group in the amount of \$89,590.00.

Section 3. The Town Manager is authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 29TH day of September, 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney



Memorandum

TO: David Lynch, Town Manager

FROM: Stephanie Woodbury, Procurement Administrator

TITLE: ITB 25-04 Town Hall Stucco Removal – Award Recommendation

Background

The stucco at Town Hall is being removed to prepare the building for exterior restoration and painting.

Summary

Solicitations were requested from qualified Bidders, and three (3) bids were received on September 8, 2025. The bids were as follows:

MTD Builders	\$275,800.00
Vittorium Design Group	\$144,936.49
Quick Painting Group	\$89,590.00

Recommendation

After reviewing all three (3) bids and Bidder's responsiveness for the project, I recommend awarding the project to the lowest bidder, Quick Painting Group, for \$89,590.00

9. Contractor Responsibilities

- If on-site water is needed; the contractor is responsible for acquiring a temporary hydrant meter from the county or bring their own prefilled water tank.

TOWN will consider Bids only from responsible and responsive Bidder(s) licensed and qualified by experience to provide and do the work specified herein.

SECTION 6

TOWN FORMS

1. BID FORM

SCHEDULE OF BID PRICES

Bidder warrants, by virtue of bidding, that the Bid and the prices quoted in the Bid will be firm for acceptance by TOWN, and that the Bid prices will be in compliance with the Broward County Prevailing Wages.

(Please fill in all blanks and return with your Bid.)

NOTE: Bidder shall perform the work with its own organization, amounting to not less than 35 percent of the contract price.

Bidder agrees to perform all the work described in the contract documents for the following unit prices or lump sums. BIDS shall include shipping costs, sales tax, and all other applicable taxes. Bidder also understands that the extended total for each and every item is the result of multiplying the quantity times the unit cost. The unit cost shall prevail, if discrepancies between the unit and total costs are found.

Bid Prices Shall Be Based Pursuant to Specifications and Attachment A. Contractor Shall Calculate and Provide Quantity Required for Each Line Item.

In accordance with the Town's Invitation to Bid (ITB 25-04) and the specifications contained herein, the undersigned proposes the following Bid prices:

A. TOWN HALL STUCCO REMOVAL

Company Name				
ITEM #	DESCRIPTION	QTY	UNIT	TOTAL COST (\$)
1.	Stucco removal	1	LS	\$89,590.00
2.	TOTAL	\$ 89,590.00		

Authorized Signatory:

(Signature)

Executed by: Andres Sanchez

(Type or Print Name)

Title: President

For (Company): Quick Painting Group

Town of Pembroke Park
ITB 25-04 Town Hall Stucco Removal

Company Name	Quick Painting Group			
ITEM #	DESCRIPTION	QTY	UNIT	TOTAL COST (\$)

Address: 9867 S Orange Blossom Trl #109, Orlando, FL 32837

B. BID SIGNATURE PAGE

HOW TO SUBMIT BIDS: Bids must be submitted by hard copy. It is the sole responsibility of the Bidder to ensure that the Bid reaches the Town of Pembroke Park, Town Hall, Town Clerk's Office, 3150 SW 52nd Avenue, Pembroke Park, FL 33023, on or prior to the Bid due date and time listed. Bids submitted by fax or email will not be accepted.

The undersigned hereby agrees to furnish services subject to all instructions, terms, conditions, specifications, and addenda contained in the Invitation to Bid (ITB).

I have read the ITB, and all attachments including the specifications and fully understand what is required. By submitting this signed Bid, I understand any resulting Town contract will be subject to ITB instructions, terms, conditions, specifications, and addenda.

Andres Sanchez 09/04/2025

Submitted by Date

09/04/2025

Signature Date

Andres Sanchez President

Name Print Title

Quick Painting Group

Company (Legal Registration)

FOREIGN CORPORATIONS MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).

9867 S Orange Blossom Trl #109

Address

Orlando, FL 32837

City State Zip

407-733-0401 info@quickpaintinggroup.com

Telephone No. FAX No Email

Does your firm qualify for MBE or WBE status? ☒ MBE ☐ WBE



QUESTIONNAIRE

Quick Painting Group

Submitted by (*Company Name*):

X

Corporation

Partnership

Individual

Joint Venture

Other

Describe:

9867 S Orange Blossom Trl #109, Orlando, FL 32837

Office Location:

56

Number of people in your organization:

10 years

Length of time the Contractor has been doing business under this name in Florida:

Years

N/A

Under what other name(s) has your firm operated:

Has or is your firm currently involved in any formal court proceedings regarding any of your contracts?

YES

(attach a detailed explanation)

NO



BID ACKNOWLEDGMENT

The undersigned, having carefully read and considered the Invitation to Bid, ITB 25-04, Town Hall Stucco Removal for the Town of Pembroke Park, does hereby offer to perform such services for the Town of Pembroke Park, in the manner described and subject to the terms and conditions set forth in the attached ITB.

The undersigned gives permission for Pembroke Park to contact business references provided in this Bid, and any others for whom the undersigned has performed work.

The undersigned further states that this Bid is made in good faith and is not founded on, or in consequence of, any collusion, anti-competitive agreement, or other type of anti-competitive activities between themselves and any other interested party, in restraint of free competition.

Bidder Business Name: Quick Painting Group

Authorized Representative Signature: _____

Authorized Representative Name (Print): Andres Sanchez

Authorized Representative Title (Print): President

Address: 9867 S Orange Blossom Trl #109, Orlando, FL 32837

Date: 09/04/2025

Phone: 407-733-0401

Fax: _____

Email Address: info@quickpaintinggroup.com

Key Staff Member(s) Will Assign to Project: Jose Rengel - Project Manager



VENDOR/BIDDER DISCLOSURE

I, Andres Sanchez, being first duly sworn state that:

The full legal name and business address of the person(s) or entity contracting with the Town of Pembroke Park

("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: Quick Painting Group

Address: 9867 S Orange Blossom Trl #109, Orlando, FL 32837

FEIN: 47-4392503

State and date of incorporation Florida 06/23/2015

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	% Ownership
Andres Sanchez	10476 NW 61st Ln, Doral, FL 33178	50
Mario Sanchez	16955 Cedar Valley Cir, Clermont, FL 34711	25
Daniel Sanchez	4517 Small Creek Rd, Kissimmee, FL 34744	25

The full legal names and business addresses of any other individual (other than subcontractors, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest Town of Pembroke Park in the contract or business transaction with TOWN are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	% Ownership

STATE OF FLORIDA)
COUNTY OF Miami-Dade)

By: [Signature] Date: 09/04/2025
Signature of Affiant

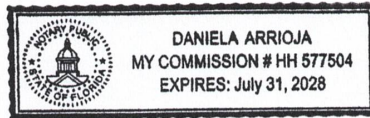
Andres Sanchez
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this 4 day of
September 2025, by Andres Sanchez, he/she is personally known

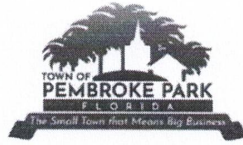
to me or has presented _____ as identification.

[Signature]
Notary Public, State of Florida at Large

Daniela Arrioja
Print or Stamp of Notary:



Town of Pembroke Park
ITB 25-04 Town Hall Stucco Removal



The Bidder shall list all Subcontractors to be used on this project, if awarded the Contract for this project in the form below.

	CLASSIFICATION OF WORK	NAME OF SUBCONTRACTOR	ADDRESS OF SUBCONTRACTOR
1.			
2.			
3.			
4.			
5.			

REFERENCES

All references must be from customers for whom your company has provided similar services as the specifications of this Bid. *(Invalid contact information will result in default of references and may cause the bid to be disqualified.)*

Company Name: Quick Painting Group

1.	Company	City of Opa-Locka
Street Address 12950 NW 42nd Ave, Opa-locka, FL 33054		
City, State & Zip		
Contact Person Name	King Leonard	Title Building Maintenance Superintendent
Phone	305-953-2828	Email kleonard@opalockafl.gov
Describe Scope of Work and dates of project/service (start/end) Stucco and Exterior painting of four (4) City owned Facilities 25,450 SqFt Stucco Removal, Resurfacing and Coating		
2.	Company	Palm Beach County Water Utilities Department
Street Address 12751 Hagen Ranch Road, Boynton Beach, FL 33437		
City, State & Zip		
Contact Person Name	Daniel Jimenez	Title Shop & Plant Maintenance Supervisor
Phone	561-449-5315	Email DJimenez@pbwater.com
Describe Scope of Work and dates of project/service (start/end) IFB #22-025/SM Tank, Digester, Painting Coating Services, One Time Project Concrete (Blasting, Resurfacing and Coating): 6,700 SqFt Approx / Metal (Blasting and Coating): 4,500 SqFt Approx		
3.	Company	Hialeah Housing Authority
Street Address 75 E 6th St, Hialeah, FL 33010		
City, State & Zip		
Contact Person Name	Vanessa Rodriguez	Title Assistant Development & Modernization Administrator
Phone	305-888-9744 ext. 1029	Email VRodriguez@hialeahhousing.org
Describe Scope of Work and dates of project/service (start/end) Facade Renovations and Recoat at Palm Centre		



SCRUTINIZED COMPANIES

CERTIFICATION REGARDING SCRUTINIZED COMPANIES. The Contractor hereby certifies that, pursuant to Section 287.135, Florida Statutes, it is not listed on the Scrutinized Companies that Boycott Israel and is not participating in a boycott of Israel. The Contractor understands that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorneys' fees, and costs. The Contractor further understands that any contract with the Town for goods or services may be terminated at the option of the Town if the Contractor is found to have submitted a false certification or has been listed on the Scrutinized Companies that Boycott Israel list or is participating in a boycott of Israel. For purchases of \$1 million or more: By submitting a response to any solicitation, the Contractor hereby certifies that, pursuant to Section 287.135, Florida Statutes, it is not listed on the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies with Activities in Sudan List, is not listed on the Scrutinized Companies that Boycott Israel and is not participating in a boycott of Israel, and is not engaged in business operations in Cuba or Syria. The Contractor understands that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorneys' fees, and costs. The Contractor further understands that any contract with the Town for goods or services of \$1 million or more may be terminated at the option of the Town if the Contractor is found to have submitted a false certification or has been listed on the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies with Activities in Sudan List, is listed on the Scrutinized Companies that Boycott Israel list or is participating in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

Acknowledged By:

Quick Painting Group

Firm Name:

Andres Sanchez

President

Printed Name:

Title:

Signature:

09/04/2025

Date:



PUBLIC ENTITY CRIMES

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity; may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit Bids on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Bidder, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged By:

Quick Painting Group

Firm Name:

Andres Sanchez

Printed Name:

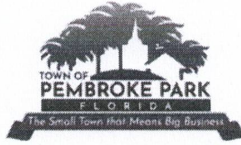
President

Title:

09/04/2025

Signature:

Date:



CONFLICT OF INTEREST DISCLOSURE

The award of the agreement is subject to the provisions of Chapter 112, Florida Statutes. All Bidders must disclose within their Bid, the name of any officer, director, or agent who is also an employee or relative of an employee of the Town of Pembroke Park ("TOWN").

Furthermore, all Bidders must disclose the name of any TOWN employee or relative(s) of a TOWN employee who owns, directly or indirectly, an interest in the Bidders firm or any of its branches.

The purpose of this disclosure form is to give TOWN the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any TOWN duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation, if necessary:

☒ To the best of our knowledge, the undersigned Contractor has no potential conflict of interest as defined in Chapter 112, Florida Statutes.

☐ The undersigned Contractor, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this ITB.

Acknowledged By:

Quick Painting Group

Firm Name:

Andres Sanchez

President

Printed Name:

Title:

Signature:

09/04/2025

Date:



NON-COLLUSION STATEMENT

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any Town of Pembroke Park ("TOWN") officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any TOWN officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with TOWN Policy and Standards:

1. TOWN employees may not contract with TOWN through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).
2. Immediate family members (spouse, parents, and children) are also prohibited from contracting with TOWN subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of TOWN Finance Code.

NAME	RELATIONSHIPS

In the event the vendor does not indicate any names, TOWN shall interpret this to mean that the vendor has indicated that no such relationships exist.

Company/Firm: Quick Painting Group

Authorized Signature: _____

Print Name: Andres Sanchez

Title: President

Date: 09/04/2025



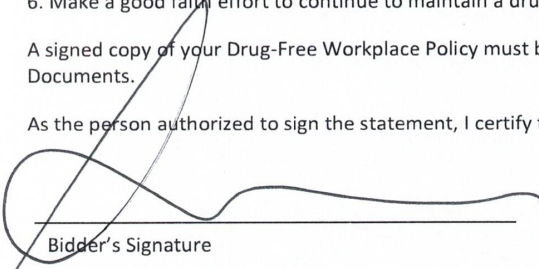
CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Bidder's Signature

09/04/2025

Date



AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

1. The Affiant is an officer or representative of the Entity entering into an agreement with the Town of Pembroke Park.
2. The Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".
3. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.
4. The Affiant is authorized to execute this Affidavit on behalf of the Entity.

FURTHER AFFIANT SAYETH NAUGHT.

DATE: September 4th, 2025

ENTITY: Quick Painting Group

NAME: Andres Sanchez

TITLE: President

STATE OF FLORIDA
COUNTY OF Miami-Dade

SWORN TO (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 4 day of September 2025, by Andres Sanchez in his/her capacity as President for Quick Painting Group (name of Entity).

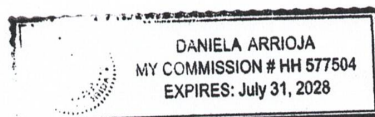
NOTARY PUBLIC

☒ Personally Known OR
☐ Produced Identification

Type of Identification Produced



Page 36 of 38



TOWN OF PEMBROKE PARK

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

TO BE RETURNED WITH PROPOSAL

Project Name: Town Hall Stucco Removal

Project No.: ITB 25-04

1. Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a vendor or consultant.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

"E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

2. Effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and

b) All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the Town of Pembroke Park. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town of Pembroke Park; and

c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

3. Contract Termination

a) If the Town has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09 (1) Fla. Stat., the contract shall be terminated.

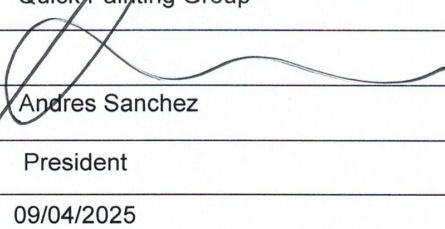
b) If the Town has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Contractor otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.

c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.

d) Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.

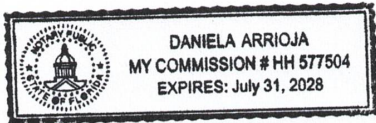
e) If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

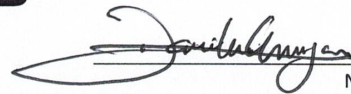
Town of Pembroke Park
ITB 25-04 Town Hall Stucco Removal

Company Name:	Quick Painting Group
Authorized Signature:	
Print Name:	Andres Sanchez
Title	President
Date:	09/04/2025
Phone:	407-733-0401

STATE OF Florida)
COUNTY OF Miami-Dade)

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 4 day of September, 2025, by Andres Sanchez on behalf of Quick Painting Group. He/she is personally known to me or has produced identification.




NOTARY PUBLIC

Daniela Arrioja

(Name of Notary Typed, Printed or Stamped)

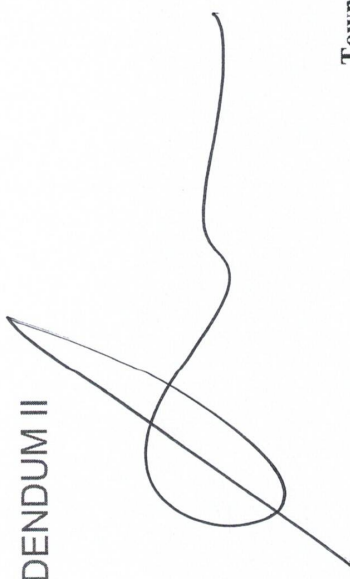
Assistant Manager

Title or Rank

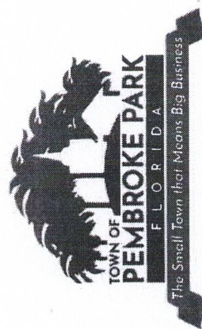
HH 577504

Serial number, if any

ADDENDUM II



Page 22 of 27



Town Hall Stucco Removal – ITB # 25-04 Pre-Bid Meeting August 19, 2025

SIGN-IN SHEET

COMPANY	CONTACT PERSON	EMAIL ADDRESS	PHONE #
MTD	Jorge Betancur	info@MTDcgc.com	954 9945970.
VITTORIO DESIGN	Luina Santana	info@vittoriumdesign.com	954 687 8380
STAR GROUP	ED MOBLEY	EOESTARGROUPINC.COM	828 323-2429
laporta Contracting	Angel Costaneda	Angel@laportacontracting.com	239-658-41415
DAVID BILKES	MARCO CARNEY	marco-clark@bldg.com	(954) 925-2000



ITB # 25-04 TOWN HALL STUCCO REMOVAL

ADDENDUM I

1.) What permits are required?

Response 1: Structural

2.) Are engineering drawings required?

Response 2: Yes

3.) Will water and power be available?

Response 3: Yes

4.) What are the days and hours of work?

Response 4: Monday – Friday from 8 a.m. to 5 p.m.

5.) Is pedestrian protection required?

Response 5: Yes, as needed.

- All debris must be cleared from the parking lot each day.
- Equipment can be stored overnight in the back parking lot at your discretion.
- Include unit pricing for all associated costs.
- Provide protection over air conditioning cooling tower and generator.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	Quick Painting Group	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
5 Address (number, street, and apt. or suite no.). See instructions. 9867 S Orange Blossom Trl Ste 109 6 City, state, and ZIP code Orlando, FL 32837 7 List account number(s) here (optional)	Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

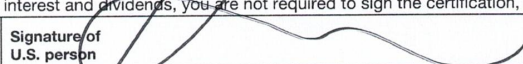
Social security number								
			-					
or								
Employer identification number								
4	7	-	4	3	9	2	5	0 3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
		09/04/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



CERTIFICATE OF LIABILITY INSURANCE

QUICPAI-01

SAMPSONS

DATE (MM/DD/YYYY)

8/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Office of America 1217 Kentucky Ave Saint Cloud, FL 34769	CONTACT NAME: Sharon Sampson
	PHONE (A/C, No, Ext): (407) 998-5519 FAX (A/C, No):
	E-MAIL ADDRESS: Sharon.Sampson@ioausa.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Specialty Builders Insurance Company 16826
	INSURER B: Mercury Indemnity Company of America 11201
	INSURER C: Insurance Company of the West 27847
	INSURER D: Admiral Insurance Company 24856
	INSURER E: Kinsale Insurance Company 38920
	INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			GLP-0349354-02	5/18/2025	5/18/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			BA090000019087	5/18/2025	5/18/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			UMB-0349357-02	5/18/2025	5/18/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WFL506636403	7/1/2025	7/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Errors & Omissions			EO00006409401	10/1/2024	10/1/2025	Per Claim 2,000,000
E	Excess Liability			0100356984-1	5/18/2025	5/18/2026	Limit of Liability 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Schedule of underlying for primary liability is attached. See form XS DEC 06 22.

Schedule of underlying for excess liability is attached. See form CAX1001 0224.

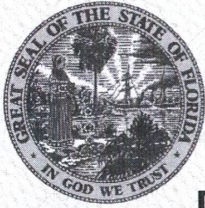
CERTIFICATE HOLDER**CANCELLATION**

Ocala Housing Authority 1629 NW 4th Street Ocala, FL 34475	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE BUILDING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

SANCHEZ, ANDRES E SR

QUICK PAINTING GROUP CORP
9867 S. ORANGE BLOSSOM TRAIL
STE 109
ORLANDO FL 32837

LICENSE NUMBER: CBC1265924

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 08/28/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



State of Florida

Minority Business Certification

Quick Painting Group Corp

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
03/31/2025 to 03/31/2027



Pedro Allende
Florida Department of Management Services

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
● ● ● SUPPLIER DEVELOPMENT



Office of Supplier Development
4050 Esplanade Way, Suite 380
Tallahassee, Florida 32399
850-487-0915
www.dms.myflorida.com/osd



Agenda Item Report

Subject:	Consideration and approval of recurring operational expenses necessary for the continued functioning of Town services - Procurement Administrator Woodbury RESOLUTION NO.: 2025-053 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYMENT OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2025-26; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Stephanie Woodbury, Project Manager
Dept/Group:	Finance
Recommendation for Counsel to consider:	
Background Information:	Consideration and approval of recurring operational expenses necessary for the continued functioning of Town services. These expenses include, but are not limited to, utilities, insurance premiums, software subscriptions, maintenance contracts, and other regularly scheduled payments that are essential to Town operations.
Staff Recommendations:	Approval of recurring expense authorization for fiscal year 2025/2026, allowing staff to process payments for routine operational costs as outlined.
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Resolution No 2025-053](#)

[Recurring Monthly Expenses FY25-26](#)

[Resolution No 2025-053](#)

RESOLUTION NO. 2025-053

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYMENT OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2025-26; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park procures certain services, materials and supplies on a regular or recurring basis which procurement is ordinary and required for the operation of a municipal government; and

WHEREAS, requiring the Town Commission to review and approve the recurring expenses would be an unnecessary administrative burden for the Town's Staff and Commissioners; and

WHEREAS, Section 2-125, Pembroke Park Code of Ordinances, provides that the Town Commission may authorize the payment of regular or recurring expenses incurred by the Town by resolution of the Town Commission from time to time in order to streamline the procurement procedures.

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

Section 1: That the Town Commission authorizes the payment for the services, materials and supplies listed on the attached Exhibit "A" for the fiscal year 2025-2026 without the submission of invoices for individual approval pursuant to the provisions of Section 2-125, Pembroke Park Code of Ordinances.

Section 2: That the Town Finance and Budget staff is authorized and directed to provide for the payment for the services, materials and supplies listed on the attached Exhibit "A"

without further action required by the Town Commission.

Section 3: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 4: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 5: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

EXHIBIT A

Town of Pembroke Park

Recurring Monthly Expenses 2025-2026

Page 5 of 8

Vendor	Service/Product	Annual Amount
Cigna	Group Health Insurance	\$791,955.21
Florida Municipal Insurance Trust	Liability/Auto/Property/Workmen's Comp Insurance	\$747,387.72
Goren, Cherof, Doody & Ezrol, P.A.	Legal Services	\$262,508.07
FPL	Electric Bill	\$199,826.45
Enterprise FM Trust	Monthly Lease & Maintenance of Vehicles	\$164,135.71
WEX	Fuel Expense	\$143,010.05
Verizon Wireless	Cell phones	\$79,731.84
Mutual of Omaha	Dental/Vision/Life Insurance	\$72,765.89
Comcast Coporation	Ethernet/Internet Service	\$60,615.92
Bryant Miller Olive P.A.	Legal Services - General Labor & Employment	\$56,848.00
Broward County Florida Water & Wastewater Services	Water/Wastewater Services	\$49,539.64
ICMA Retirement Trust-457	Employee 457 Contribution	\$47,393.33
Broward County	Bulk Trash/Yard Waste/Household Hazardous Waste	\$38,916.00
Industrial Communications and Electronics Inc.	Emergency Radio Service	\$36,623.20
Home Depot	Corporate Credit Card	\$31,484.15
Minnesota Life Insurance Company	Life Insurance	\$29,477.04
Action Labor of Florida LLC	School Crossing Guard Services	\$26,350.36
Waste Management Of Broward County	Solid Waste Service	\$28,777.16
AFLAC	Supplemental Insurance	\$18,512.51
Comcast	Cable/Digital Voice Services	\$15,824.01
Synovus Bank-Card Services	Corporate Credit Card	\$15,716.03
Smarsh Inc	Professional Archiving	\$12,958.77
ICMA IRA	Employee IRA Contributions	\$12,643.59
AT&T	Fire Alarm Phone Lines	\$10,360.55
Broward County Board Of Comm.	BORA Surcharge Fees	\$10,172.27
Grand Total		\$2,963,533.46

RESOLUTION NO. 2025-052

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE PAYMENT OF CERTAIN SERVICES, MATERIALS AND SUPPLIES WHICH ARE PROCURED ON A REGULAR OR RECURRING BASIS FOR THE FISCAL YEAR 2025-26; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park procures certain services, materials and supplies on a regular or recurring basis which procurement is ordinary and required for the operation of a municipal government; and

WHEREAS, requiring the Town Commission to review and approve the recurring expenses would be an unnecessary administrative burden for the Town's Staff and Commissioners; and

WHEREAS, Section 2-125, Pembroke Park Code of Ordinances, provides that the Town Commission may authorize the payment of regular or recurring expenses incurred by the Town by resolution of the Town Commission from time to time in order to streamline the procurement procedures.

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

Section 1: That the Town Commission authorizes the payment for the services, materials and supplies listed on the attached Exhibit "A" for the fiscal year 2025-2026 without the submission of invoices for individual approval pursuant to the provisions of Section 2-125, Pembroke Park Code of Ordinances.

Section 2: That the Town Finance and Budget staff is authorized and directed to provide for the payment for the services, materials and supplies listed on the attached Exhibit "A"

without further action required by the Town Commission.

Section 3: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 4: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 5: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

EXHIBIT A



Agenda Item Report

Subject:	Mutual Aid Agreement between the Pembroke Park Police Department and the Hallandale Beach Police Department - Chief DeCoursey RESOLUTION NO.: 2025-055 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A MUTUAL AID AGREEMENT BETWEEN THE PEMBROKE PARK POLICE DEPARTMENT AND THE HALLANDALE BEACH POLICE DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Daniel DeCoursey, Police Chief
Dept/Group:	Police Department
Recommendation for Counsel to consider:	
Background Information:	The Town Commission is requested to consider entering into a Mutual Aid Agreement with the Hallandale Beach Police Department. This agreement establishes a framework for collaboration and support between the two law enforcement agencies in situations requiring additional resources, including emergencies, special events, or critical incidents. Key Points: • Enables Pembroke Park Police to request assistance from Hallandale Beach Police when necessary. • Provides reciprocal support for Hallandale Beach Police in similar circumstances. • Outlines responsibilities, resource allocation, and operational protocols for joint response. • Ensures compliance with state law and departmental policies regarding mutual aid.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[MAA - Town of Pembroke Park and City of Hallandale Beach - Rev 9.11.2025](#)
[RESOLUTION NO 2025-055](#)

	Status:
Jacob Horowitz, Town Attorney	Approved - Sep 15 2025
David Lynch, Town Manager	Pending
Cynthia Garcia-Lima, Town Clerk	None

**VOLUNTARY COOPERATION AND OPERATIONAL ASSISTANCE MUTUAL AID
AGREEMENT BETWEEN THE TOWN OF PEMBROKE PARK, FLORIDA AND THE
CITY OF HALLANDALE BEACH, FLORIDA**

This Mutual Aid Agreement ("Agreement") is entered into by and between the Town of Pembroke Park Police Department ("PPPD") and the City of Hallandale Beach Police Department ("HBPD") pursuant to the Florida Mutual Aid Act, Section 23.121, Florida Statutes, for the purpose of rendering mutual aid in law enforcement services, investigations, and specialized operations, as set forth herein.

RECITALS

WHEREAS, it is the responsibility of the governments of the Town of Pembroke Park, Florida, and the City of Hallandale Beach, Florida, to ensure the public safety of their respective citizens by providing adequate levels of police services to address any foreseeable routine or emergency situation; and

WHEREAS, because of the existing and continuing possibility of the occurrence of law enforcement problems and other natural and man-made conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, or facilities of the PPPD or the HBPD; and

WHEREAS, both parties desire to ensure that the preparation of these law enforcement agencies will be adequate to address any and all of these conditions, to protect the public peace and safety, and to preserve the lives and property of the people of the Town of **Pembroke Park, Florida, and the City of Hallandale Beach, Florida;** and

WHEREAS, it is to the advantage of each law enforcement agency to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:

- A. Continuing, multi-jurisdiction law enforcement problems, so as to protect the public peace and safety, and preserve the lives and property of the people; and
- B. Intensive situations, including, but not limited to, emergencies as defined under Section 252.34 of the Florida Statutes, or requests for certain law enforcement services specified herein and as defined under Section 23.1225 of the Florida Statutes; and

WHEREAS, the Town of Pembroke Park and the City of Hallandale Beach have authority under the Florida Mutual Aid Act, Sections 23.12–23.127 of Florida Statutes, to enter into this Mutual Aid Agreement for law enforcement services which:

- A. Permit voluntary cooperation and operational assistance of a routine or emergency law enforcement nature across jurisdictional lines as allowed under Section 23.1225, Florida Statutes; and

- B. Provide for rendering assistance in a law enforcement emergency as defined in Section 252.34 of the Florida Statutes.

NOW, THEREFORE, BE IT KNOWN the Town of Pembroke Park, Florida, and the City of Hallandale Beach, Florida, in consideration for mutual promises to render valuable aid in times of necessity, do hereby agree to abide by the following terms and conditions:

SECTION I. PROVISIONS FOR VOLUNTARY COOPERATION

Each of the aforesaid law enforcement agencies hereby voluntarily approve and enter into this Mutual Aid Agreement, whereby each of the agencies may request and may render law enforcement assistance to the other in dealing with any circumstances requiring law enforcement intervention such as, but not limited to, those circumstances enumerated within Section II of this Agreement, as set forth pursuant to and under the authority of Chapter 23 of the Florida Statutes.

SECTION II. PROVISIONS FOR OPERATIONAL ASSISTANCE

The parties to this Mutual Aid Agreement may request and render law enforcement assistance to each other for circumstances including, but not limited to, the following:

- A. Joint multi-jurisdictional criminal investigations.
- B. Civil affray or disobedience, disturbances, riots, large protest demonstrations and assemblies, controversial trials, political conventions, labor disputes, and strikes.
- C. Any natural disaster.
- D. Incidents which require rescue operations and crowd and traffic control measures, including, but not limited to, large-scale evacuations, aircraft and shipping disasters, fires, explosions, gas line leaks, radiological incidents, train wrecks and derailments, chemical or hazardous waste spills, and electrical power failures.
- E. Terrorist activities, including, but not limited to, acts of sabotage.
- F. Escapes from, or disturbances within, prisoner processing facilities.
- G. Hostage and barricaded subject situations.
- H. Control of major crime scenes, area searches, perimeter control, back-ups to emergency and in-progress calls, pursuits, and missing person calls.
- I. Enemy attack.
- J. Transportation of evidence requiring security.
- K. Major events, e.g., sporting events, concerts, parades, fairs, festivals, and conventions.
- L. Security and escort duties for dignitaries.
- M. Incidents requiring utilization of specialized units; e.g., canine, motorcycle, investigate services division, crime scene techs, drone units, and police information.

- N. Emergency situations in which one agency cannot perform its functional objective.
- O. Joint training in areas of mutual need.
- P. Joint multi-jurisdictional marine interdiction operations.

SECTION III. PROCEDURE FOR REQUESTING ASSISTANCE AND LIMITATIONS OF ASSISTANCE

In the event that a party to this Cooperation Agreement is in need of assistance as set forth above, the Chief of Police, or his/her designee, shall notify the Chief of Police, or his/her designee, from whom such assistance is requested. The Chief of Police, or authorized agency representative, whose assistance is sought, shall evaluate the situation and the agency's available resources, consult with his/her supervisors, if necessary, and may respond in a manner he/she deems appropriate.

Mutual aid requested or rendered requires approval by the Chief of Police, or designee, of each agency subject to this agreement. Specific reporting instructions for personnel rendering mutual aid will be included in the request for mutual aid. In the absence of such instructions, personnel will report to the ranking on-duty supervisor on the scene. Communications instructions will be included in each request for mutual aid, and each agency's communications centers will maintain radio contact with each other until the mutual aid situation has ended.

Incidents requiring mass processing of arrestees, transporting prisoners, and operating temporary detention facilities will be handled by established procedures of the requesting agency, subject to this agreement.

The Chief of Police, whose jurisdiction assistance is being rendered, may determine who is authorized to lend assistance in his/her jurisdiction, for how long such assistance is authorized, and for what purpose such authority is granted. This authority may be granted either verbally or in writing as the situation dictates.

Should a law enforcement officer be in another subscribed agency's jurisdiction for matters of a routine nature, such as traveling through the area on routine business, attending a meeting or going to or from work, and a violation of Florida Statutes occurs in the presence of said officer, HE/SHE SHALL ONLY BE EMPOWERED TO RENDER ENFORCEMENT ASSISTANCE AND ACT IN ACCORDANCE WITH FLORIDA LAW.

Should enforcement assistance be taken, said party shall notify the agency having normal jurisdiction, and upon the latter's arrival, turn the situation over to them and offer any reasonably requested assistance, including but not limited to, a follow-up written report documenting the event and the actions taken. This provision, so prescribed in this paragraph, shall not grant general authority to conduct investigations, serve warrants, and/or subpoenas or to respond without request to emergencies already being addressed by the agency of normal jurisdiction, but is intended to address critical, life-

threatening or public safety situations, prevent bodily injury to citizens, or secure apprehension of criminals whom the law enforcement officer may encounter, and such encounter results in a breach of peace.

The parties acknowledge that the policy of the Florida Mutual Aid Act is to provide a means of addressing disasters, emergencies, and other major law enforcement issues. This Cooperation Agreement shall not extend police powers beyond the specific additional authority granted by the Legislature in Chapter 23 of the Florida Statutes, which intent was to assure the continued functioning of law enforcement in times of emergencies or in areas where major law enforcement efforts were being thwarted by jurisdictional barriers, and the respective parties, police officers and authority are limited to those instances where the subject matter of the investigation originates inside the municipal city limits.

SECTION IV. COMMAND AND SUPERVISORY RESPONSIBILITY

The personnel and equipment that are assigned by the assisting agency shall be under the immediate command of a supervising officer designated by the assisting agency. Such supervising officer shall be under the direct supervision and command of the Chief of Police, or his/her designee, of the agency requesting assistance, when assistance is being rendered hereunder.

SECTION V. CONFLICTS

Whenever an officer is rendering assistance pursuant to this Cooperation Agreement, the officer shall abide by and be subject to the rules, regulations, personnel policies, general orders, and standard operating procedures of their own employer. Suppose any such rule, regulation, personnel policy, general order, or standard operating procedure is contradicted, contravened, or otherwise in conflict with a direct order of a superior officer of the requesting agency. In that case, such rule, regulation, policy, general order or procedure shall control and shall supersede the direct order.

SECTION VI. HANDLING COMPLAINTS

Whenever there is cause to believe that a complaint has arisen as a result of a cooperative effort, as it may pertain to this Cooperation Agreement, the Chief of Police, or his/her designee, of the requesting agency shall be responsible for the documentation of said complaint to ascertain at a minimum:

- A. The identity of the complainant.
- B. An address where the complaining party can be contacted.
- C. The specific allegation.
- D. The identity of the employees accused without regard to agency affiliation.

If it is determined that the accused is an employee of the assisting agency, the above information, with all pertinent documentation gathered during the receipt and processing

of the complaint, shall be forwarded without delay to the requesting agency for administrative review. The requesting agency may conduct a review of the complaint to determine if any factual basis for the complaint exists and/or whether any of the employees of the requesting agency violated any of their agency's policies or procedures.

SECTION VII. LIABILITY

Each party engaging in any mutual cooperation and assistance, pursuant to this Cooperation Agreement, agrees to assume full and final responsibility for the acts, omissions or conduct of such party's own employees while engaged in rendering such aid pursuant to this Cooperation Agreement, subject to the provisions of Section 768.28 of the Florida Statutes, where applicable.

SECTION VIII. POWERS, PRIVILEGES, IMMUNITIES, AND EXPENDITURES

- A. Employees of the Town of Pembroke Park and the City of Hallandale Beach, when actually engaging in mutual cooperation and assistance outside of their normal jurisdictional limits but inside this State, under the terms of this Agreement, shall pursuant to the provisions of Section 23.127(1) of the Florida Statutes (as amended), have the same powers, duties, rights, privileges and immunities as if the employee was performing duties inside the employee's political subdivision in which normally employed.
- B. Each party agrees to furnish necessary personnel, equipment, resources, and facilities and to render services to each other party to this Cooperation Agreement as set forth above; provided, however, that no party shall be required to unreasonably deplete its own personnel, equipment, resources, facilities, and services in furnishing such mutual aid.
- C. The party that furnishes equipment pursuant to this Cooperation Agreement will be responsible for the cost of loss or damage to that equipment, and any expense incurred in the operation and maintenance of that equipment.
- D. The agency furnishing aid pursuant to this Cooperation Agreement shall compensate its appointees/employees during the time such aid is rendered and shall defray the actual travel and maintenance expenses of its employees while they are rendering such aid, including any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.
- E. To the extent provided by applicable law, ordinance, or rule, the privileges and immunities from liability, exemption from laws, ordinances and regulations, and all pension, insurance, relief, disability, worker's compensation, salary, death and other benefits that apply to the activity of an employee of an agency when performing the employee's duties within the territorial limits of the employee's agency apply to the employee to the same degree, manner, and extent while

engaged in the performance of the employee's duties extraterritorially under the provisions of this Cooperation Agreement. The provisions of this section shall apply to paid, volunteer, and reserve employees.

- F. Nothing herein shall prevent the requesting agency from seeking supplemental appropriations from the governing authority having budgeting jurisdiction to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.
- G. Should the Town of Pembroke Park receive reimbursement for expenditures from a third party for a mutual aid event covered by this Cooperation Agreement, the City of Hallandale Beach shall be eligible to receive an equitable reimbursement share for any actual costs or expenses incurred that are directly attributable to the event, provided such costs and expenses are authorized by the third party for reimbursement purposes.
- H. Should the City of Hallandale Beach receive reimbursement for expenditures from a third party for a mutual aid event covered by this Cooperation Agreement, the Town of Pembroke Park shall be eligible to receive an equitable reimbursement share for any actual costs or expenses incurred that are directly attributable to the event, provided such costs and expenses are authorized by the third party for reimbursement purposes.

SECTION IX. FORFEITURE

The municipality/agency in which any property is seized pursuant to the Florida Contraband Forfeiture Act shall have exclusive authority to initiate forfeiture proceedings under the Florida Contraband Forfeiture Act, for any matters which arise from a mutual aid event covered by this Cooperation Agreement.

However, the municipality/agency with the right to proceed with the forfeiture may allow the other municipality/agency to prosecute the forfeiture, provided that the written authorization of the Chief of Police and the legal counsel for each municipality/agency is obtained.

The municipality/agency pursuing the forfeiture action shall bear the exclusive right and responsibility to control, maintain, and store the property. The costs for control, maintenance, and storage of the property shall be subtracted from the proceeds prior to distribution.

The property seized and forfeited in accordance with this agreement, and the proceeds, if any, shall be equitably distributed among the participating municipalities/agencies in proportion to the amount of investigation and participation performed by each municipality/agency.

Any participating municipality/agency must request sharing, in writing, before the entry of the Final Order of Forfeiture, or they will be barred from claiming any portion of the property forfeited.

This Cooperation Agreement creates no rights or benefits in favor of third parties, and there are no intended third-party beneficiaries with regard to the provisions herein.

SECTION X. INSURANCE

Each party shall provide satisfactory proof of liability insurance by one or more of the means specified in Section 768.28, Florida Statutes (2025), in an amount which is, in the judgment of the governing body of that party, at least adequate to cover the risk to which that party may be exposed.

A party that is a self-insured municipality or other self-insured governmental entity may satisfy this requirement by providing a statement, resolution, or other documentation from its governing body or risk management office affirming that it maintains an adequate self-insurance program in accordance with Section 768.28, Florida Statutes. Such documentation shall describe the extent of coverage and include any relevant actuarial or financial information upon request by the other parties.

Should the insurance coverage, however provided, of any party be canceled or undergo a material change, that party shall notify all other parties to this Agreement of such change within ten (10) days of receipt of notice or actual knowledge of such change.

SECTION XI. COMMAND AND CONTROL

- A. Personnel rendering aid shall be under the immediate command of their own supervisors, but the overall mission direction shall rest with the Requesting Agency's Incident Commander.
- B. Operational control shall be exercised in a coordinated manner, ensuring that assisting officers follow lawful directives of the requesting agency while remaining subject to their home agency's policies.

SECTION XII. COMPENSATION AND COSTS

- A. Unless otherwise agreed in writing, each agency shall bear the cost of wages, benefits, equipment, and expenses for its own personnel while operating under this Agreement.
- B. Extraordinary costs (such as overtime or specialized service fees) may be subject to reimbursement if agreed upon in advance.

SECTION XIII. DURATION AND TERMINATION

- A. This Agreement shall commence upon execution by both parties and remain in effect for a period of five (5) years, unless terminated earlier by either party.
- B. Either party may terminate this Agreement upon thirty (30) days' written notice.

SECTION XIV. PUBLIC RECORDS

Both parties are public agencies subject to Chapter 119, Florida Statutes. Each party shall comply with Florida's Public Records Law. Specifically, each party shall:

- A. Keep and maintain public records required by the other party to perform the service;
- B. Upon request each party shall provide the other with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- C. Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and, following completion of the Agreement, each party shall destroy all copies of such confidential and exempt records remaining in its possession after such records are transferred to the other party, unless otherwise required by law; and
- D. Upon completion of the Agreement, each party shall ensure the transfer to the other party all public records in their possession. All records stored electronically by either party must be provided, upon request from the custodian of public records of either party, in a format that is compatible with the information technology systems of the requesting party.

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

TOWN CLERK
3150 SW 52nd Avenue
Pembroke Park, FL 33023
(954) 966-4600 #234

SECTION XV. PUBLIC INFORMATION OFFICER (PIO) AND MEDIA RELATIONS

- A. **Control of Information:** The lead investigating agency shall have sole authority over the release of any information to the public, including through the media or any other communication channels. This control is essential to preserve the integrity of ongoing investigations and to ensure that the release of information

does not compromise case outcomes, investigative strategies, or operational safety.

- B. **Designated PIO Authority:** In all matters pertaining to an investigation conducted under this Agreement, the lead investigating agency shall assume full responsibility for all Public Information Officer (PIO) duties. No other agency involved in the mutual aid response shall disseminate any case-related information without the express written authorization of the investigating agency's Chief of Police or designee.

- C. **Joint Operations or Mutual Investigations:** In cases where both agencies jointly investigate an incident or conduct coordinated operations, the agencies shall mutually agree upon which agency will serve as the lead for public information purposes. Once designated, that agency shall manage all external communications, including press releases, media briefings, and public statements.
- D. **Emergency Notifications:** In situations requiring urgent public safety notifications (e.g., active threats, evacuation orders), immediate communication may be made by the on-scene command post. However, such communication shall be limited to critical public safety information only and shall be coordinated with the designated PIO as soon as practicable.
- E. **Compliance with Public Records Law:** All public statements and media releases shall be made in accordance with Chapter 119, Florida Statutes (Florida Public Records Law), ensuring that confidential or exempt information is not improperly disclosed.

SECTION XVI. MISCELLANEOUS

- A. This Agreement does not limit either agency's authority to enter into other mutual aid agreements with additional agencies.
- B. Nothing herein shall be construed to conflict with collective bargaining agreements, statutory obligations, or existing policies of either agency.

SECTION XVII. EXECUTION

For the Town of Pembroke Park Police Department:

By: _____
Chief of Police Date

By: _____
Town Manager Date

By: _____
Town Attorney Date

For the Hallandale Beach Police Department:

By: _____
Chief of Police Date

By: _____
Town Manager Date

By: _____
Town Attorney Date

RESOLUTION NO. 2025-055

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE PARK, FLORIDA,
AUTHORIZING THE TOWN MANAGER TO ENTER
INTO A MUTUAL AID AGREEMENT BETWEEN THE
PEMBROKE PARK POLICE DEPARTMENT AND THE
HALLANDALE BEACH POLICE DEPARTMENT; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Pembroke Park Police Department and the Hallandale Beach Police Department desire to establish a framework for mutual cooperation and support in the provision of law enforcement services; and

WHEREAS, a Mutual Aid Agreement allows both departments to request and provide assistance in emergencies, special events, or other situations requiring additional resources; and

WHEREAS, the Town Commission finds that entering into such an agreement is in the best interest of the health, safety, and welfare of the residents of the Town of Pembroke Park.

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

Section 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. The Town Commission hereby authorizes the Town Manager and Police Chief to execute a Mutual Aid Agreement with the Hallandale Beach Police Department on behalf of the Town.

Section 3. The Town Manager and Town staff are authorized to take all actions necessary to implement and administer the terms of the Mutual Aid Agreement.

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

Section 5. Should any section, paragraph, sentence, clause or phrase or other part of this Resolution be declared by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of this Resolution as a whole or any portion or part thereof, other than the part so declared to be invalid.

Section 6. This Resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this 29th day of September 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB HOROWITZ
Town Attorney

wed



Agenda Item Report

Subject:	DELL purchase for end of the year - IT Director Pakula RESOLUTION NO.: 2025-056 A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE INFORMATION TECHNOLOGY (IT) DIRECTOR TO PURCHASE END-OF-YEAR ITEMS FROM DELL AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	IT Department
Staff Contact:	Mark Pakula, Information Technology Director
Dept/Group:	IT
Recommendation for Counsel to consider:	Approve Dell purchase
Background Information:	
Staff Recommendations:	Purchasing from dell.
Procurement:	Contract # C000001116132 Customer Agreement # 23026 / 43210000-23- NASPO-ACS
Financial Implications:	This is a budgeted item \$ 12,401.47
Alternatives:	

ATTACHMENTS:

[RESOLUTION NO 2025-056](#)

[Your Dell Quote 3000194086260.1](#)

	Status:
Jacob Horowitz, Town Attorney	Pending
David Lynch, Town Manager	None
Cynthia Garcia-Lima, Town Clerk	None

RESOLUTION NO. 2025-056

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING
THE INFORMATION TECHNOLOGY (IT) DIRECTOR TO
PURCHASE END-OF-YEAR ITEMS FROM DELL AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Pembroke Park has identified a need for technological equipment and related items to support ongoing operations and ensure proper functionality of systems; and

WHEREAS, Dell Technologies is a qualified vendor through state and cooperative purchasing contracts, providing competitive pricing and reliable equipment; and

WHEREAS, the Town of Pembroke Park desires to authorize the Information Technology (IT) Director to proceed with the purchase of the necessary end-of-year technology items from Dell in an amount not exceeding \$12,401.47.

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

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The IT Director is hereby authorized to purchase end-of-year technology items from Dell, in an amount not to exceed \$12,401.47, consistent with budgetary allocations.

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 29TH day of September, 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

From: Liz.Cecil@dell.com
To: [Mark Pakula](#)
Subject: Your Dell Quote 3000194086260.1
Date: Monday, September 8, 2025 10:12:23 PM



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Oct. 08, 2025**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	Town of Pembroke Park 9/8/25	Sales Rep	Liz Cecil
Quote No.	3000194086260.1	Phone	1(800) 4563355
Total	\$12,401.47	Email	Liz.Cecil@dell.com
Customer #	14164554	Billing To	LISSETTE
Quoted On	Sep. 08, 2025		RODRIGUEZ
Expires by	Oct. 08, 2025		TOWN OF
Contract Name	Dell NASPO Computer Equipment PA - Florida		PEMBROKE PARK
Contract Code	C000001116132		3150
Customer Agreement #	23026 / 43210000-23-NASPO-ACS		SOUTHWEST
			52ND AVE
			PEMBROKE
			PARK, FL 33023

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Liz Cecil

Product	Unit Price	Quantity	Subtotal
Dell Pro Micro Plus QBM1250	\$1,582.87	1	\$1,582.87

Dell Premier Multi-device Wireless Keyboard and Mouse - KM7321W	\$74.90	1	\$74.90
Dell Pro Slim Plus QBS1250	\$1,673.04	3	\$5,019.12
Dell Premier Multi-device Wireless Keyboard and Mouse - KM7321W	\$74.90	3	\$224.70
Dell UltraSharp 38 Curved USB-C Hub Monitor - U3824DW, 95.25cm (37.5"), Spkr	\$1,122.18	2	\$2,244.36
Dell Pro 27 Plus Monitor - P2725H	\$198.27	6	\$1,189.62
Dell Pro Premium Conferencing Soundbar - SB725	\$79.31	6	\$475.86
Dell Pro Plus Keyboard and Mouse - KM7321W - US English	\$74.90	6	\$449.40
Dell Pro 14-16 Plus EcoLoop Urban Backpack - CP5625G	\$44.06	4	\$176.24
Dell 90W USB-C AC Adapter	\$57.27	8	\$458.16
Dell Performance Dock- WD19DCS	\$253.12	2	\$506.24
Subtotal:			\$12,401.47
Shipping:			\$0.00
Non-Taxable Amount:			\$12,401.47
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$12,401.47



Shipping Group Details

Shipping To MARK PAKULA TOWN OF PEMBROKE PARK 3150 SW 52ND AVE PEMBROKE PARK, FL 33023-5413 (954) 701-4345	Shipping Method Standard Delivery
--	---

	Unit Price	Quantity	Subtotal
Dell Pro Micro Plus QBM1250	\$1,582.87	1	\$1,582.87
Estimated delivery if purchased today: Sep. 19, 2025 Contract # C000001116132 Customer Agreement # 23026 / 43210000-23- NASPO-ACS			

Description	SKU	Unit Price	Quantity	Subtotal
Intel(R) Core(TM) Ultra 7 265 (R) (13 TOPS NPU, 20 cores, up to 5.3GHz)	338-CRZM	-	1	-
Windows 11 Pro	619-BBQD	-	1	-
32 GB: 2 x 16 GB, DDR5, up to 6400 MT/s, non-ECC	370-BCVZ	-	1	-
512GB SSD	400-BSWY	-	1	-
Internal WiFi Antenna	555-BLWT	-	1	-
Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLWW	-	1	-
Wireless Driver, Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLZP	-	1	-
Dell Pro Micro Plus with 65W Processor	329-BKRQ	-	1	-
No Keyboard Selected	580-BCTF	-	1	-
No Mouse Selected	570-BBKQ	-	1	-
ENERGY STAR Qualified	387-BBLW	-	1	-
US Power Cord	450-AAZN	-	1	-
Documentation	340-DNBV	-	1	-
Watch Dog SRV	379-BFYR	-	1	-
Quick Start Guide	340-DTSX	-	1	-
US/Canada Battery Warning Label	389-FKHG	-	1	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	1	-
Shipping Material, MPP Cushion	340-DTXM	-	1	-
Shipping Label	389-BBUU	-	1	-
Regulatory Label for 180W Adapter	389-FKNY	-	1	-
Driver/APP for IRST	658-BFTS	-	1	-
Intel(R) Core(TM) Ultra 7 vPro Processor Label	389-FJVS	-	1	-
Desktop BTO Standard shipment	800-BBIO	-	1	-
Dell Pro Micro Plus QBM1250	210-BPQG	-	1	-
Intel vPro(R) Enterprise	631-BCCP	-	1	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	1	-
Custom Configuration	817-BBBB	-	1	-
1st M.2 2230 SSD Extend Bracket & Screw	575-BCRQ	-	1	-
Internal Speaker	520-BBGY	-	1	-
No Additional Video Ports	492-BCKH	-	1	-
180 Watt A/C Adapter, TCO Compliant	450-BDXJ	-	1	-
NO RAID	817-BBBN	-	1	-
No Option Included	340-ACQQ	-	1	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	1	-
ProSupport: 7x24 Technical Support, 3 Years	717-0457	-	1	-

ProSupport: Next Business Day Onsite, 3 Years	717-0462	-	1	-
Dell Limited Hardware Warranty Plus Service	717-0497	-	1	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	1	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	1	-
Dell Pro Micro Plus QBM1250	658-BFWF	-	1	-

Unit Price	Quantity	Subtotal
\$74.90	1	\$74.90

Dell Premier Multi-device Wireless Keyboard and Mouse - KM7321W

Estimated delivery if purchased today:

Sep. 12, 2025

Contract # C000001116132

Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Plus Keyboard and Mouse - KM7321W	580-AJIX	-	1	-

Unit Price	Quantity	Subtotal
\$1,673.04	3	\$5,019.12

Dell Pro Slim Plus QBS1250

Estimated delivery if purchased today:

Sep. 22, 2025

Contract # C000001116132

Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Intel(R) Core(TM) Ultra 7 265 (R) (13 TOPS NPU, 20 cores, up to 5.3GHz)	338-CRZM	-	3	-
Windows 11 Pro	619-BBQD	-	3	-
32GB: 2 x 16GB, DDR5, up to 5600 MT/s, non-ECC	370-BCWR	-	3	-
512GB SSD	400-BSWY	-	3	-
1st M.2 2280 SSD Screw	773-BBBC	-	3	-
NVIDIA RTX A400, 4 GB GDDR6, half height, 4 mDP to DP	490-BLBT	-	3	-
Intel(R) Wi-Fi 7 BE200, 2x2, 802.11be, Bluetooth(R) wireless card	555-BLWS	-	3	-
Internal WiFi Antenna	555-BLWZ	-	3	-
WLAN Driver Intel(R) Wi-Fi 7 BE200	555-BLZD	-	3	-
Dell Pro Slim Plus QBS1250 with 360W PSU	329-BKSQ	-	3	-
No Keyboard Selected	580-BCTF	-	3	-
No Mouse Selected	570-BBKQ	-	3	-
ENERGY STAR Qualified	387-BBLW	-	3	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	3	-
Documentation	340-DNBV	-	3	-
Watch Dog SRV	379-BFYR	-	3	-
Quick Start Guide	340-DTTZ	-	3	-

US/Canada Battery Warning Label	389-FKHG	-	3	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	3	-
Shipping Material (DAO)	340-DTSR	-	3	-
Shipping Label	389-BBUU	-	3	-
DAO Reg label for 360W PSU	389-FJYT	-	3	-
Driver/APP for IRST	658-BFTS	-	3	-
Intel(R) Core(TM) Ultra 7 vPro Processor Label	389-FJVS	-	3	-
Desktop BTO Standard shipment	800-BBIO	-	3	-
Dell Pro Slim Plus QBS1250	210-BPPM	-	3	-
Intel vPro(R) Enterprise	631-BCBN	-	3	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	3	-
Custom Configuration	817-BBBB	-	3	-
No Optical Drive	429-BBCH	-	3	-
Internal speaker	520-BBKW	-	3	-
No Additional Add In Cards	382-BBHX	-	3	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	3	-
No Additional Video Ports	492-BCKH	-	3	-
No Option Included	340-ACQQ	-	3	-
No Media Card Reader	379-BBHM	-	3	-
NO RAID	817-BBBN	-	3	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	3	-
CMS Software not included	632-BBBJ	-	3	-
No Hard Drive Bracket	575-BBKX	-	3	-
Dell Limited Hardware Warranty Plus Service	717-8784	-	3	-
ProSupport: 7x24 Technical Support, 3 Years	717-8797	-	3	-
ProSupport: Next Business Day Onsite, 3 Years	717-8802	-	3	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	3	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	3	-
Dell Pro Slim Plus QBS1250	658-BFVK	-	3	-
No Additional Add In Cards	382-BBHX	-	3	-

Unit Price	Quantity	Subtotal
\$74.90	3	\$224.70

Dell Premier Multi-device Wireless Keyboard and Mouse - KM7321W

Estimated delivery if purchased today:

Sep. 12, 2025

Contract # C000001116132

Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
-------------	-----	------------	----------	----------

Dell Pro Plus Keyboard and Mouse - KM7321W	580-AJIX	-	3	-
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Unit Price	Quantity	Subtotal
\$1,122.18	2	\$2,244.36

Dell UltraSharp 38 Curved USB-C Hub Monitor - U3824DW, 95.25cm (37.5"), Spkr

Estimated delivery if purchased today:

Sep. 12, 2025

Contract # C000001116132

Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell UltraSharp 38 Curved USB-C Hub Monitor - U3824DW, 95.25cm (37.5"), Spkr	210-BHSM	-	2	-
Advanced Exchange Service 3 Years	848-0106	-	2	-
Dell Limited Hardware Warranty	848-0112	-	2	-

Unit Price	Quantity	Subtotal
\$198.27	6	\$1,189.62

Dell Pro 27 Plus Monitor - P2725H

Estimated delivery if purchased today:

Sep. 12, 2025

Contract # C000001116132

Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro 27 Plus Monitor - P2725H	210-BMFJ	-	6	-
Dell Limited Hardware Warranty	814-5380	-	6	-
Advanced Exchange Service, 3 Years	814-5381	-	6	-

Unit Price	Quantity	Subtotal
\$79.31	6	\$475.86

Dell Pro Premium Conferencing Soundbar - SB725

Estimated delivery if purchased today:

Sep. 12, 2025

Contract # C000001116132

Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Premium Conferencing Soundbar - SB725	520-BBLX	-	6	-

Unit Price	Quantity	Subtotal
\$74.90	6	\$449.40

Dell Pro Plus Keyboard and Mouse - KM7321W - US English

Estimated delivery if purchased today:

Sep. 12, 2025

Contract # C000001116132

Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Plus Keyboard and Mouse - KM7321W - US English	580-AJIX	-	6	-

Unit Price	Quantity	Subtotal
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Dell Pro 14-16 Plus EcoLoop Urban Backpack - CP5625G \$44.06 4 \$176.24

Estimated delivery if purchased today:
Sep. 12, 2025
Contract # C000001116132
Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro 14-16 Plus EcoLoop Urban Backpack - CP5625G	460-BFDD	-	4	-

Dell 90W USB-C AC Adapter

Estimated delivery if purchased today:
Oct. 03, 2025
Contract # C000001116132
Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell 90W USB-C AC Adapter	492-BCBK	-	8	-

Dell Performance Dock- WD19DCS

Estimated delivery if purchased today:
Sep. 12, 2025
Contract # C000001116132
Customer Agreement # 23026 / 43210000-23-NASPO-ACS

Description	SKU	Unit Price	Quantity	Subtotal
Dell Performance Dock – WD19DCS	210-AZBN	-	2	-
Advanced Exchange Service, 3 Years	824-3984	-	2	-
Dell Limited Hardware Warranty	824-3993	-	2	-

Subtotal:	\$12,401.47
Shipping:	\$0.00
Estimated Tax:	\$0.00

Total: \$12,401.47

CONNECT WITH DELL:



BROWSE MORE OPTIONS:

IT Transformation	Laptops	Desktops
Servers & Storage	2-in-1's	Electronics & Accessories

 Financing Options	 Dell Services	 Dell Support
 Subscription Center	 Events	 Dell Premier

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

WARNING: This email originated from outside of the Town of Pembroke Park Organization. Do not click links/images or open attachments unless you recognize the sender and know the content is safe.



Agenda Item Report

Subject:	Consideration and approval of purchase of New Equipment for IT Department - IT Director Pakula RESOLUTION NO.: 2025-057 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF NEW INFORMATION TECHNOLOGY EQUIPMENT IN THE AMOUNT OF \$18,176.00; CONFIRMING THAT THE EXPENSE IS A BUDGETED ITEM; AUTHORIZING THE TOWN MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	IT Department
Staff Contact:	Mark Pakula, Information Technology Director
Dept/Group:	IT
Recommendation for Counsel to consider:	Approve Item
Background Information:	This is a budgeted Item
Staff Recommendations:	Replacing old outdated equipment.
Procurement:	GSA MAS Contract 47QTCA19D00MM Expires 09/26/2029
Financial Implications:	\$ 18,176.00
Alternatives:	

ATTACHMENTS:

[RESOLUTION NO 2025-057](#)

[CSPi Quote 0320-21253 \(1 Year\) Redacted](#)

RESOLUTION NO. 2025-057

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE PURCHASE OF NEW INFORMATION TECHNOLOGY EQUIPMENT IN THE AMOUNT OF \$18,176.00; CONFIRMING THAT THE EXPENSE IS A BUDGETED ITEM; AUTHORIZING THE TOWN MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town recognizes the need to maintain and upgrade its information technology infrastructure to ensure the continued efficiency, security, and reliability of municipal operations; and

WHEREAS, the purchase of new IT equipment in the amount of **\$18,176.00** has been identified as a necessary and budgeted expenditure for the current fiscal year; and

WHEREAS, the Town Commission finds that the acquisition of this equipment is in the best interest of the Town and its residents.

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

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The Town Commission hereby approves the purchase of new IT equipment in the amount of \$18,176.00, as a budgeted item.

Section 3. The Town Manager is authorized to execute any and all documents necessary to complete the purchase.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 29th day of September 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney



Modcomp, Inc.

DBA CSPI Technology Solutions

951 Broken Sound Pkwy NW Suite 250

Boca Raton FL 33487

Phone: (800) 940-1111 Ph/Ext: 954-571-4626

Quote

0320-21253

Date: 09/15/2025

Customer

Town Of Pembroke Park

Customer Purchase Order: 0320-21185

Representative: Bob Palmisano
(bob.palmisano@cspi.com)

Project Name: Fortinet (1 Year)

End User Registration Details:

Name: Mark Pakula

Phone: 9547014345

Email: mpakula@tpfll.gov

FOB:

Billing Address

Contact:

3150 SW 52ND AVE.

PEMBROKE PARK FL 33023

Phone: (000) 000-0000

County:

Shipping Address

Contact: Mark Pakula

3150 SW 52ND AVE.

PEMBROKE PARK FL 33023

Phone: (000) 000-0000

County:

Terms: NET 30

Items

No.	Qty	Item No.	Description	Unit Price	Ext. Price
1	2			\$4,322.00	\$8,644.00
2	2			\$4,620.00	\$9,240.00
3	2			\$272.00	\$544.00
4	1			\$0.00	\$0.00
				Sub Total:	\$18,428.00
				Shipping:	\$20.00
				Tax:	\$0.00
				Total:	\$18,448.00

Partial orders and quotes over 30 days from issuance are subject to price change. The quoted price does not include any potential tariffs, duties, or taxes that may arise from international shipments or transactions, and that the customer is responsible for these costs.

CSPI Technology Solutions is your single source for IT Solutions. We are an authorized partner for Juniper, Cisco, Dell/EMC, Palo Alto, HPE/Aruba, VMWare, Nutanix, Microsoft, Citrix, Fortinet and many more.

MODCOMP, Inc. DBA CSPI Technology Solutions is an affirmative action/equal opportunity employer.

All sales are subject to CSPI terms and conditions unless specifically stated otherwise on the quote or if Customer has executed a separate Purchase agreement with CSPI, then the terms of that agreement shall govern.

http://www.cspi.com/wp-content/uploads/2016/07/CSPITS_modcomp_TC.pdf



Agenda Item Report

Subject:	Holiday Party - IT Director Pakula
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	IT Department
Staff Contact:	Mark Pakula, Information Technology Director
Dept/Group:	IT
Recommendation for Counsel to consider:	Decide holiday party location
Background Information:	In the Past the Commission has approve the holiday party at GG on the waterfront. The Party is scheduled for Friday December 5th from 12 to 3.
Staff Recommendations:	GG waterfront for the holiday party.
Procurement:	This is a budgeted item.
Financial Implications:	GG on the waterfront \$6,800.00 Tropical Acers \$4,500.00 Tastebuds Catering \$14,042.40
Alternatives:	

ATTACHMENTS:

[GG Holiday Party](#)

[QUOTE TA](#)

[Agreement w updated Grat policy \(E06858\)](#)



City of Pembroke Park Luncheon

Friday, December 5, 2025

BANQUET EVENT ORDER

ACCOUNT: TOWN OF PEMBROKE PARK

CONTACT: Mark Pakula

PHONE: 954-701-4345

ADDRESS:

EMAIL: mpakula@tpgfl.gov

AREA: Private Event Room

EVENT MANAGER: Justine Gall

EMAIL: events@wecarehospitalityfla.com

PHONE: 954-929-7030

START TIME: 12:00 PM - END TIME: 3:00 PM

GUEST: 95

Name	Date	Time	Areas	Guests	Gtd
City of Pembroke Park Luncheon	12/5/2025	12:00 pm - 3:00 pm	Private Event Room	95	

SPECIAL INSTRUCTION

TAX EXEMPT

BUFFET SERVICE

POW! POW! SHRIMP served family style on table - at 12:30PM/ when guests start arriving

1 table of 10 in back by buffet for commissioners with RESERVED sign on it

SETUP

FOOD

Price Total 1 table of 10

95 LUNCH/BRUNCH MENU - BUFFET (12.50\$ per person for service charge)

STARTER

POW! POW! SHRIMP | sweet & spicy chili sauce, Asian slaw

SALAD - BUFFET

BABY GREENS | hearts of palm, orange, pepitas, feta, carrot, radish, orange-thyme vinaigrette

CAESAR SALAD | romaine hearts, parmigiano-reggiano, garlic-herb croutons

ENTREES - BUFFET

CARVING STATION

SALMON

ROASTED AIRLINE CHICKEN

CHEESE RAVIOLI IN CREAM SAUCE

WHIPPED POTATO

BROCCOLI & CARROTS

HAPPY FRIED RICE

DESSERT

KEY LIME PIE | white chocolate macadamia
crust, strawberry sauce, mango, white
chocolate whipped ganache

BANANAS FOSTER BREAD PUDDING
brioche, milk chocolate, rum butterscotch,
candied walnuts, brûléed banana

*SODA, ICED TEA, COLOMBIAN COFFEE,
AND HOT TEA INCLUDED*

BEVERAGES

	Price	Total
DRY EVENT		

A/V and OTHER ITEMS

	Price	Total
40 VALET \$6 PER VEHICLE - HOST PRE PAY	\$6.00	\$240.00

BILLING

	Total
Misc	\$240.00
Subtotal	\$240.00
Service Fee - WORKED INTO COST PER PERSON - \$14 per person added for gratuities/service fee	\$0.00
Grand Total	\$7,040.00
Deposit	Unpaid \$2,000.00
Estimated Amount Due	\$7,040.00
Food & Beverage Minimum	\$6,800.00 Total -\$0.00 Met

Client Signature

Please review the information below. Let me know if you would like to change anything.

90 estimated guest count

Arrive at 12:00pm

Lunch service at ?

Lunch buffet include:

Garden salad with our creamy garlic and balsamic dressing

Whipped potatoes

Chef's choice of vegetable

Plain Lasagna

Chicken Piccata

Seabass Francaise

Carved Prime rib

Bread/Butter

Coffee, Hot tea or Unsweet ice tea

90 x \$40.00= \$3600.00++

Unlimited soda station @\$150.00++

Total \$3,750.00+ \$750.00(20% service Charge) =\$4500.00

We do require \$10.00 per person deposit to hold the date. The estimated payment is due 10 days prior to the event.

Final guarantee and payment is due 7 days prior to your event date.

Please let me know if you have any questions.

Best regards,
Vicky Salvucci
954-989-2500

On Thu, Aug 21, 2025 at 9:09 AM Mark Pakula <mpakula@tppl.gov> wrote:

Hi Vicky, that menu look good could you send me a quote for 90 ppl Thanks.



Fine Catering & Event Production

Event Agreement

Friday, December 5, 2025

Client/Organization Town of Pembroke Park	Event Date 12/5/2025 (Fri)	Booking Contact Pakula, Mark	Site Contact Pakula, Mark	Event # E06858
Address 3150 SW 52nd Ave., Hallandale, FL 33023		Booking Tel	Site Cell (954) 701-4345	Guests 90 (Act)
Event Name Town of Pembroke Park Luncheon	Sales Rep Rachel Gebaide	Category Lunch	Theme Corporate-Full Service	

Site Location	
Site Name	Site Address
TBD	TBD, TBD, FL XX

Venue					
Description	Delivery	Arrival	Start	End	Departure
Lunch Buffet	8:30 am	9:30 am	12:30 pm	3:00 pm	4:30 pm

Food/Service Items			Price	Qty	Total
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Food

Buffet Package III			80.00	80	6,400.00
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Buffet Package III
 bread + butter
 salad w/ dressing
 (2) entrees
 (1) silent vegetarian entree option
 starch + vegetable
 (6) passed hors d'oeuvres
 (4) item dessert station
 non-alcoholic mixer bar
 standard silver flatware
 standard white china

2023 Buffet Packages

9/4/2025 - 11:33:21 AM

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Tastebuds Fine Catering & Event Production
 4072 NE 5th Terrace, Oakland Park, FL 33334

HORS D'OEUVRES

HOT

"Philly Cheese Steak Rolls"

shaved beef | provolone | bell pepper | onion | secret sauce | wonton wrapper

"Pigs in the Blanket"

all beef frankfurter | puffed pastry | whole grain dijon + yellow mustard

"Chicken Waffle"

buttermilk brined chicken | savory waffle | thyme syrup

"Loaded Mac n' Cheese"

pasta | cheddar | gouda | cream cheese | goat cheese | scallion | bacon | breadcrumbs

SALAD

Signature Caesar

romaine lettuce | pecorino cheese | garlic croutons | caesar dressing

Chevre

arugula | crumbed goat cheese | roasted beet | dried cherry + blueberry toasted almonds | pomegranate vinaigrette

MAIN COURSE

- \$12/pp each additional protein -

LAND

Chicken Marsala in Baby Portabella Mushroom Cream

Prime Rib Carving Station & Horseradish Cream + \$12/pp

Vegetarian Option

Eggplant Rollatini in Marinara

WATER

(25) Mediterranean Herb Crusted Salmon

STARCH

Cilantro Rice
Roasted Thyme Fingerling Potatoes

VEGETABLE

Broiled Broccoli + Cauliflower

bread + butter

SWEET ENDING STATION

Shooters
chocolate mousse

Mini Bites
cannoli | bread pudding

INCLUDED SERVICES

Operational Planning -
a site inspection at your venue
all operations meetings w/ your catering supervisor

Furnishings + Tableware-
stainless flatware | standard white china ceramic plates | choice poly linen napkins

Culinary Equipment -
all necessary culinary equipment to prepare your menu
[additional fees may apply if disposable chafing dishes are needed or a convection oven is not available at venue]

Tastebuds Catering Staffing -
The additional cost of the hourly labor required is assessed and based on your specific event's location, menu selections and guest count.

DISCLOSURE

Prices are based on a minimum of 25 guests. Additional charges of \$10 per person will apply for under 25 guests and the price per person may increase or decrease based on changes in guest count, menu selections, upgrades or market prices.

All prices are subject to a 7% sales tax as applicable.

Gratuities for your staff are not included and are left to the host's discretion.

Additional venue specific fees may apply.

Please speak with your sales representative for any additional questions. We look forward to catering to your event needs by delivering exceptional hospitality with delicious flavor to savor.

GIVE YOUR TASTEBUDS SOMETHING TO SMILE ABOUT

Staff Numbers are Non Negotiable

Staffing is decided by the number of guests and the type of services requested. This number is to be sure your event will run smooth and efficiently from start to finish. Additional staff may be added by to your event if your guest numbers and/or your service requests and requirements change. Additional staff may also result from location/venue needs and challenges such as multiple levels and locations during the event.

Beverage

Prime Rib upgrade	12.00	80	960.00
Mediterranean Salmon	12.00	25	300.00
Mediterranean Salmon added on as additional entree for 25			
Coffee Service with Disposables	5.50	80	440.00

Coffee Service with Regular Coffee, Decaffeinated Coffee, Assorted Hot Tea,
Half and Half, Sweeteners, Honey, Lemons and Paper Coffee Cups

to add china cups & saucers + \$2.00 per person

Discount	-440.00	1	-440.00
Discount on coffee station			

Equipment

Chairs padded folding	4.50	80	360.00
Choice of color			
72" Round Table (seats 10-12)	16.00	8	128.00
Choice of Color Poly 132 Round Linen	23.00	8	184.00
Choice of Color Poly 132 Round Linen			

Labor

(1) Catering Manager - 8 Hrs	55.00	8	440.00
(1) Lead Chef - 8 Hours	50.00	8	400.00
(2) Chef - 8 Hours	45.00	16	720.00

9/4/2025 - 11:33:21 AM

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Tastebuds Fine Catering & Event Production
4072 NE 5th Terrace, Oakland Park, FL 33334

E06858 - Town of Pembroke Park

(4) Server - 8 Hours	40.00	32	1,280.00
(1) Busser - 8 Hours	35.00	8	280.00

Delivery

Broward County Delivery and Drop Off	250.00	1	250.00
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	Food	Liquor	Beverage	Equipment	Labor	Delivery	Floral	Other	Total
Subtotal	6,400.00	0.00	1,260.00	672.00	3,120.00	250.00	0.00	0.00	11,702.00
Production Fee	1,280.00	0.00	252.00	134.40	624.00	50.00	0.00	0.00	2,340.40
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	7,680.00	0.00	1,512.00	806.40	3,744.00	300.00	0.00	0.00	14,042.40

Subtotal	11,702.00	Balance	14,042.40	Total Value	14,042.40
Production Fee	2,340.40	Next Deposit	7,021.20	Per Guest	156.02
Tax	0.00	Due Date	9/12/2025		
Gratuity	0.00				

Deposit Schedule

Due	Amount	Comment
9/12/2025	7,021.20	50% of Total Balance
11/25/2025	7,021.20	100% of Remaining Balance

DISCLOSURE

Prices are based on a minimum guest count. Additional charges of \$20 per person will apply for under 30 guests and the price per person may increase or decrease based on changes in guest count, menu selections, upgrades, or market prices.
Additional venue-specific fees may apply.

All prices are subject to a 7.35% sales tax as applicable.
Operational/Production Fees are included based on 20% of the subtotal.
Gratuities are not included, but are left to the discretion of the client.

We look forward to catering to your event needs with our exceptional hospitality and delicious flavor to savor. Please speak with your sales representative for any additional questions.

GIVE YOUR TASTEBUDS SOMETHING TO SMILE ABOUT

TERMS & CONDITIONS

Thank you for choosing Tastebuds Catering to deliver your hospitality needs for your event. Please keep in mind the following important terms and then please sign where you see "CLIENT" at the bottom to acknowledge your understanding and approval.

To confirm this event, your retainer payment and/or signed agreement must be received by Tastebuds Catering within 7 days. All retainers payments are non-refundable. Events booked within 10 days from the event date are subject to additional convenience fees at the discretion of Tastebuds Catering and will be outlined within this Agreement.

The amount of guests stated on this Agreement will be the minimum guest guarantee. Client cannot reduce guest count below agreed amount. If more than the confirmed number of guests attend your event, you will be billed for the additional guests at the per person price quoted and additional charges may apply.

The final amount of guests must be received by Tastebuds no later than *November 25, 2025* unless otherwise agreed upon with Tastebuds Catering or additional fees may apply.

Your next payment is due by *9/12/2025*, unless otherwise agreed upon with Tastebuds Catering and stated with your agreement.

A Credit Card must be kept on file to cover any additional guest charges or damages to be paid for.

All provided glassware, plateware, stemware, flatware, decorations, equipment, linens, tables, chairs and decor props are the property of Tastebuds Fine Catering and it's partners. If any damage occurs other than ordinary wear and tear to any property of Tastebuds Catering and it's partners by you or any of your guests, you will be billed after the event accordingly.

Sales tax and delivery fees according to the location of your event have been added to the total cost, unless Tastebuds Catering is provided with the proper Non-Profit or Tax Exempt Paperwork.

We accept check and cash payments. If you wish to pay by credit card, please add 4% to the total of your event cost. If you choose to pay by wire transfer please add 2% to the total of your event cost.

Force Majeure Clause

If for any reason Tastebuds Catering LLC is not liable for failure to perform obligations if such failure is as a result of Acts of God (including catastrophic fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service. No party is entitled to terminate this Agreement in such circumstances; provided that any fees paid to Tastebuds Catering LLC shall be credited towards rescheduling the event for a later date.

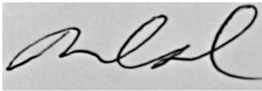
Tastebuds Catering Cancellation + Court Cost Policy

Upon your initial payment and signed agreement received by Tastebuds, your event is considered "confirmed and definite". If the client makes a complete cancellation of the event FOR ANY REASON, your initial retainer is non refundable. The client has the option to reschedule the event to a mutually consented date between the client and Tastebuds Catering within 6 calendar months. In this case the initial retainer will be credited to a mutually agreed upon new contracted date for the event. If the cancellation is less than 60 days before the original contracted date of the event, the client will be responsible for 80% of the total original agreed upon contracted amount.

By signing and submitting this agreement, all parties agree to the terms and conditions as described above. Alterations to this agreement can only be made by both parties and must be placed in writing. Both parties will receive a copy of this agreement, and will be responsible for upholding its terms.

Client: _____

Date: _____

Sales Rep: _____  _____ Date: __9/4/2025 (11:33 am)_____



Agenda Item Report

Subject:	Approval of Minutes: August 6, 2025 - Special Commission Meeting August 6, 2025 - Workshop Commission Meeting August 21, 2025 - Regular Commission Meeting
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[08.06.2025 - Special Commission Meeting - Draft](#)
[08.06.2025 - Workshop Commission Meeting - Draft](#)
[08.21.2025 - Regular Commission Meeting - Draft](#)



MINUTES SPECIAL COMMISSION MEETING

5:30 PM - Wednesday, August 6, 2025
Commission Chambers

The SPECIAL COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, August 6, 2025, at 5:30 PM, in the Commission Chambers, with the following members present:

PRESENT: Commissioner Ashira Mohammed; Acting Clerk Commissioner Erik Morrisette; Clerk Commissioner William Hodgkins; and Mayor Geoffrey Jacobs

EXCUSED:

Vice Mayor Kashem

1. CALL TO ORDER

Mayor Geoffrey Jacobs called to order at 5:31PM.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

The meeting was called to order at 5:31 pm by Mayor Jacobs. Present at the meeting were Ashira Mohammed, Commissioner; Erik Morrisette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; and Geoffrey Jacobs, Mayor.

Additional staff in attendance were Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager.

4. DELETIONS OR WITHDRAWALS TO THE AGENDA

There were no deletions or withdrawals to the agenda.

5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

There were no public comments.

7. RESOLUTIONS

There were no resolutions.

10. NEW BUSINESS

Health Insurance Renewal – Expanded Family Coverage for All Employees -
Benefits Consultant Gloria Rosen

Benefits Consultant Gloria Rosen presented information on the health insurance renewal and expanded family coverage proposal. She distributed two documents to the Commission: one regarding Mutual of Omaha benefits and another showing a breakdown of costs for expanded family coverage.

Ms. Rosen first reviewed the Mutual of Omaha benefits, explaining that rates for life insurance, accidental death, short-term disability, and long-term disability would remain unchanged. She noted there was a 3% increase for dental coverage, raising the cost from \$40.17 to \$41.38 per employee, while vision rates stayed the same.

Regarding health insurance through Blue Cross, Ms. Rosen reported a 6.85% increase, which she described as favorable compared to the 10-12% increases her other clients were experiencing. She mentioned ongoing negotiations between Memorial Hospital and Blue Cross Blue Shield, expressing hope that those would be resolved soon. As a precaution, she was obtaining quotes from other providers like Aetna, Cigna, AvMed, and UnitedHealthcare, though she noted other companies had indicated they couldn't match Blue Cross's benefits and rates.

Ms. Rosen then discussed the proposal to provide 100% coverage for employees' dependents, showing a cost breakdown for various coverage categories (single, employee-spouse, employee-children, and family). She explained this would cost the town approximately \$4,767 per month to fully cover dependents. She noted that one advantage of the plan is that the family rate remains the same regardless of the number of children (up to four).

Mayor Jacobs provided historical context, explaining that when he arrived in 2019, insurance costs were extremely high. He described how he worked with Ms. Rosen and former staff to gradually improve benefits over four years. The mayor emphasized that this new proposal to cover 100% of family medical insurance represents a significant achievement, likely making Pembroke Park the only municipality in Florida to offer such comprehensive coverage. He noted this would put approximately \$3,600 per year back into employees' pockets for those on non-single plans, while helping the town retain and attract

top talent.

The Town Manager confirmed that the anticipated cost would be approximately \$57,000 per year, which he contextualized against an anticipated \$3 million surplus in the current fiscal year's operating funds. He explained that the cost might increase to around \$70,000 as more employees enroll family members during open enrollment, but this would still be well within the town's financial capacity.

Acting Clerk Commissioner Morissette sought clarification about the definition of "family," confirming that coverage would be limited to spouses and children, not extended family members like grandparents. Ms. Rosen explained that historically, some people had attempted to put aunts, uncles, and other extended family on insurance plans, which was illegal and had led to significant problems.

The Town Attorney requested that the exhibit showing employee names and plan types be struck from the public record due to potential confidentiality concerns.

ACTION: Commissioner Mohammed made a motion to approve the insurance benefits renewal. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

ACTION: Commissioner Mohammed made a motion to approve 100% coverage for family medical insurance. Acting Clerk Commissioner Morissette seconded the motion, and it passed unanimously on a poll vote.

11. ATTORNEY COMMENTS

The Town Attorney reported two items:

1. He noted there was a scrivener's error in a previously adopted resolution regarding the rollback rate for the upcoming fiscal year. The correct rollback rate is 7.8676, and the resolution would be corrected and re-executed. The proposed millage rate of 8.5 was correctly transmitted to the property appraiser.
2. He informed the Commission about a July 25th opinion from the Florida Commission on Ethics regarding tickets to the Broward League of Cities annual installation gala. If the town purchases tickets for commissioners, they would be considered reportable gifts under Chapter 112, with one exception: the commissioner serving as the town's delegate to the League would not need to report their ticket as a gift.

The Town Attorney explained that reportable gifts must be disclosed quarterly by using Form 9, not on Form 1.

The Town Manager acknowledged that the Town Attorney received the distinguished service award from the Broward League of Cities.

13. COMMISSIONER COMMENTS

Commissioner Mohammed had no comments.

Clerk Commissioner Hodgkins had no comments.

Mayor Jacobs stated that the expanded health insurance coverage represented a huge step forward for the town, helping the community and assisting in recruiting top talent. He also mentioned that a new hospital was being built on Hallandale Beach Boulevard near Wawa, which would be beneficial for the town's senior citizens.

Acting Clerk Commissioner Morrisette had no comments.

12. TOWN MANAGER COMMENTS

Town Manager had no comments.

15. ADJOURNMENT

Commission approved on:

ATTEST:

Cynthia Garcia-Lima, Town Clerk

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.



MINUTES WORKSHOP COMMISSION MEETING

6:00 PM – Wednesday August 06, 2025
Commission Chambers

The WORKSHOP COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, August 06, 2025, at 6:00 PM, in the Commission Chambers, with the following members present:

PRESENT: Commissioner Ashira Mohammed; Acting Clerk Commissioner Erik Morrisette; Clerk Commissioner William Hodgkins; Vice Mayor Musfika Kashem; and Mayor Geoffrey Jacobs

1 CALL TO ORDER

Mayor Jacobs called the meeting to order at 6:01pm.

2 PLEDGE OF ALLEGIANCE

Led by Mayor and Commissioners.

3 ROLL CALL

The meeting was called to order at 6:01 pm by Mayor Jacobs. Present at the meeting were Ashira Mohammed, Commissioner; Erik Morrisette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; Musfika Kashem, Vice Mayor; Geoffrey Jacobs, Mayor.

Additional staff in attendance were Jacobs Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager.

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

No deletions or withdrawals to the agenda were noted.

5 PRESENTATIONS

Town of Pembroke Park
Workshop Commission Meeting
August 6, 2025

Page 6 of 36

- 5.1 Proclamation Honoring the Life and Legacy of R. Pete Bittle
- 5.2 Presentation of the Town's Annual Comprehensive Financial Report (ACFR) for the year ended September 30, 2024, by the Town's Independent Auditors, James Moore, Representative Zach Chalifour, CPA

Zach Chalifour, Partner at James Moore & Company, presented the results of the Town's annual audit for the fiscal year ending September 30, 2024. He began by thanking the Town Commission for the opportunity to serve as the Town's external auditors and expressed appreciation for the cooperation and dedication of Town staff—particularly David and James—for their efforts in completing the audit by the State of Florida's June 30th deadline.

Mr. Chalifour explained that reports that were issued as part of the audit process:

1. Audit Report on the Financial Statements

The Town received an unmodified opinion, which is the highest level of assurance an auditor can provide. This indicates that the financial statements are fairly presented in all material respects, in accordance with generally accepted accounting principles.

2. Report on Internal Control and Compliance

This report identified five comments, including:

- Two material weaknesses:
 - Timeliness of reconciliations and late audit adjustments
 - Delays in completing bank reconciliations
- Three significant deficiencies:
 - Accounts payable reconciliations
 - Purchasing procedures
 - Capital asset reconciliation processes

3. State of Florida Compliance Reports

- Two reports required by the State of Florida were issued, which included five recommendations. Importantly, no financial condition issues were identified.

4. Pension Reporting

- The Town reports a net pension liability of nearly \$5 million related to the Florida Retirement System (FRS); however, the Town has made all required contributions.
- The Commissioner Pension Plan is reported to be approximately 100% funded, reflecting strong financial stewardship.

Key Financial Highlights:

- The General Fund ended the fiscal year with a total fund balance of over \$9.25 million, representing approximately 8 months of reserves, or 68% of annual expenditures.
- This reflects an increase from the prior year, due in part to a \$3 million restatement correcting errors in the previous year's financial statements.
- The business-type funds (sewer and stormwater) showed stable or slightly positive financial trends, indicating sound fiscal management in those areas.

When asked to rate the Town's financial position on a scale of 1 to 10, Mr. Chalifour stated that the Town is financially stable but emphasized that improvements are still needed in internal controls and financial processes.

Regarding potential future impacts from federal changes, he noted that the firm is monitoring the situation but cannot predict specific outcomes at this time.

Acting Clerk Commissioner Morrisette thanked the Finance Department staff for their dedication and hard work in completing the audit on time.

Town Manager Lynch clarified that many of the audit findings were related to issues that occurred prior to the arrival of the current Finance Director and administrative team.

Finance Director Davermann added that additional internal controls have already been implemented to address the audit findings, and that the audit firm will verify their effectiveness during the next audit cycle.

6 REPORTS OF COMMITTEES AND TOWN STAFF

6.1 Department Updates

Town of Pembroke Park
Workshop Commission Meeting
August 6, 2025

Mayor Jacobs provided an update on the Administration, highlighting recent staffing changes and ongoing efforts to close out long-standing grants. He emphasized that, under the leadership of the Town Manager, departments are being properly staffed, and contractors are being held accountable for performance and deliverables.

Vice Mayor Kashem reported that there were no new finance updates at this time but stated she would provide a detailed report at the next meeting.

Finance Director Davermann shared that he has extended standing invitations to each Commissioner for one-on-one budget reviews. He is currently preparing slides for the upcoming budget presentation and is also working on a formal budget book that will include professional graphics. The presentation is expected to be ready for Commission review at the next meeting.

Clerk Commissioner Hodgkins reported that the Public Works Department has a strong and dedicated crew working in the field. However, some projects have experienced delays due to parts availability issues.

Acting Public Services Director Odoms provided several updates:

- Southwest 52nd Avenue Depression: The Town is working with Flo Tech and Southeastern Engineering to televise and excavate the area to identify the cause and make necessary repairs.
- 25th Street Stormwater Project: The project has been awarded to Southeastern Engineering, with excavation and construction expected to begin in late August or early September.
- Project Progress: Many previously stalled projects are now moving forward.
- Grant Reimbursements: The department is actively working to close out grants for reimbursement, which will help the Town qualify for additional funding to support ongoing infrastructure rehabilitation.

Acting Clerk Commissioner Morrisette reported that the Police Department is performing exceptionally well and is nearly fully staffed.

Chief Dan DeCoursey of the Police Department highlighted several accomplishments:

- Successful implementation of the FDLE Fibers grant (\$287,347.80) for a new records management system
- Body-worn camera and taser upgrades through Axon
- Recognition in the Florida Law Enforcement Liaison Programs Traffic Safety Challenge (2nd place)
- Commendation from BSO for fingerprint analysis by officers
- Recruitment and team expansion with new officers and nearly full staffing
- Joint training with Sea Ranch Lakes Police Department
- Progress on accreditation preparations
- Utilization of ARPA funds for equipment
- Improved relationships with the State Attorney's Office
- Implementation of a wellness program with a licensed psychologist
- Future plans to expand operational capacity including federal task force positions and community policing

Fire Chief Kane from BSO Fire Rescue presented call statistics for three months: April (202 calls), May (183 calls), and June (174 calls). He noted the downward trend is typical for summer when many residents are away.

7 OLD BUSINESS

7.1 Update to Ekos Developer's Agreement - Town Planner Michael Vonder Meulen

Town Planner Michael Vonder Meulen provided an update on the Ekos project developer's agreement, which was originally scheduled for adoption at the May 14th meeting but was withdrawn by Town staff due to new information.

Mr. Vonder Meulen explained that the Ekos project was initially planned to connect to the county sewer system, which would have bypassed the Town's infrastructure and resulted in lost utility revenue. However, after further review with engineering consultants, it was discovered that a Town-owned manhole is located on or near the project site. As a result, the developer has agreed to connect to the Town's sewer system at their own expense, which will now generate ongoing revenue for the Town.

Due to this change, the need for a formal developer's agreement has been significantly reduced. The original agreement included three main provisions:

1. EV Charging Stations – These are already included in the submitted building plans.
2. Construction of a Town Welcome Sign – This can now be addressed through a simpler agreement or permit process.
3. \$200,000 Contribution – This is no longer necessary, as the Town will benefit from long-term sewer service revenue.

Town Attorney Horowitz added that this update was provided to close the loop with the Commission, as they had anticipated reviewing a developer's agreement at the May meeting. He confirmed that separate mechanisms will be used to ensure the welcome sign is constructed as planned.

8 NEW BUSINESS

- 8.1 Extension of Moratorium on Self-Storage Facilities – Additional 6 Months -
Town Planner Michael Vonder Meulen

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, EXTENDING A TEMPORARY MORATORIUM ON PROCESSING, APPROVAL OR ISSUANCE OF BUILDING PERMITS, ENGINEERING PERMITS, UTILITY PERMITS OR DEVELOPMENT ORDERS FOR ANY SELF-STORAGE USES WITHIN THE TOWN; AUTHORIZING AND DIRECTING THE TOWN MANAGER, OR THE TOWN MANAGER'S DESIGNEE, TO CONTINUE UNDERTAKING THE NECESSARY STUDY AND REVIEW OF THE TOWN'S REGULATIONS REGARDING THE SAME; PROVIDING THAT UPON THE ADOPTION OF THIS RESOLUTION NO PROCESSING, APPROVAL OR ISSUANCE OF BUILDING PERMITS, ENGINEERING PERMITS, UTILITY PERMITS OR DEVELOPMENT ORDERS FOR ANY SELF STORAGE USES SHALL BE ISSUED WITHIN THE AFFECTED AREAS DURING THE TIME PERIOD COVERED BY THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Planner Michael Vonder Meulen explained that the moratorium for self-storage in the M1 zoning district expired on May 6th. In an abundance of caution, while still processing the M1 code amendment for self-storage through the Planning and Zoning Board and Town Commission, staff recommend extending the moratorium for another six months.

The Commission agreed to place this as a line item on the regular meeting agenda as it requires a public hearing.

Mr. Vonder Meulen also noted that the moratorium on certain prohibited signs expired on June 1st.

Town Attorney Horowitz explained this was related to the overall sign code rewrite, and that previously the Commission had stayed enforcement of A-frame/sandwich board signs pending review of the code.

The Commission agreed to add this as a line item to the regular meeting agenda.

Mr. Vonder Meulen further mentioned that the Town planning staff is working on six text amendments to various sections of the code, including self-storage, sign code, color palette guidelines, live local ordinance, parking code for EV charging, alcohol licensing, and plating regulations.

- 8.2 Consideration of Approval of Ordinance Amending Article III, Division 6, M-1 Industrial District, of the Town Code - Town Planner Von Der Meulen
File No.: 25-Z-03

Request: M-1 Text Amendment

ORDINANCE NO.: 2025-XXX

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 28 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ZONING;" BY SPECIFICALLY AMENDING ARTICLE III, DIVISION 6, ENTITLED "M-1 INDUSTRIAL DISTRICT;" AMENDING SEC. 28-211, ENTITLED "INTENT AND DEFINITIONS;" AMENDING SEC. 28-211.5, ENTITLED "PERMITTED USES;" AND AMENDING SEC. 28-218, ENTITLED "SPECIAL HOURS OF BUSINESS OPERATIONS;" PROVIDING FOR A TEXT AMENDMENT TO THE M-1 (INDUSTRIAL) ZONING DISTRICT TO ALLOW FOR CERTAIN LARGE RETAIL USES WITHIN THE DISTRICT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Planner Michael Vonder Meulen presented a proposed text amendment to allow certain big box retailers in the M-1 zoning district. This amendment would help facilitate potential hardware store development in town. The amendment would restrict big box retail to Hallandale Beach Boulevard and include provisions regarding hours of operation.

Mr. Vonder Meulen explained that one property involved in the development is currently a self-storage facility zoned M-1, and the current

owner is concerned about the facility becoming non-conforming if rezoned. The proposed text amendment would satisfy requirements while limiting the impact to specific areas.

The Commission agreed to place this item on the regular meeting agenda as a line item requiring a public hearing.

- 8.3 Consideration and approval of Updated Authorized Signatories for Town Accounts - Finance Director Davermann

RESOLUTION NO.: 2025-023

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

Town Attorney Horowitz presented this item as a housekeeping measure to update the signatory authority following changes in Commission officers. This would update records with financial institutions regarding signing authorities.

Mayor Jacobs expressed concerns about digital signatures being used without proper review, citing past issues where he had found errors in checks presented for signature. He emphasized the legal liability that falls on commissioners whose signatures appear on financial documents.

Finance Director Davermann explained that the current check process requires approval from three different levels before checks are issued, creating an audit trail within the accounting system. However, he acknowledged the commissioners' concerns about authorization and transparency.

The Commission agreed to direct the Town Manager and Finance Director to develop a policy regarding check signing procedures and bring it back to the Commission.

The resolution will be placed on the consent agenda for the regular meeting.

- 8.4 Consideration and Approval of Agreement with the Broward County Supervisor of Elections for the 2026 State Primary and General Elections - Town Clerk Garcia-Lima

RESOLUTION NO.: 2025-024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH THE BROWARD COUNTY SUPERVISOR OF ELECTIONS FOR THE 2026 PRIMARY AND GENERAL ELECTIONS, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The Town Clerk explained that the Supervisor of Elections has sent an agreement for the use of the chambers and park for the 2026 General election and primaries.

The Commission agreed to place this as a line item on the regular meeting agenda.

- 8.5 Resolution Appointing Jeffrey Odoms as Public Services Director - Town Manager Lynch

RESOLUTION NO.: 2025-025

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PURSUANT TO SECTION 2-88 OF THE TOWN'S CODE OF ORDINANCES, APPOINTING JEFFREY ODOMS AS THE TOWN'S PUBLIC SERVICES DIRECTOR; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Clerk Commissioner Hodgkins requested that this item be tabled for 60 days to allow more time to evaluate Mr. Odoms' performance, noting that many commissioners had been away and Mr. Odoms had only been in the position for a short time.

Mayor Jacobs disagreed, stating he has been in regular communication with Mr. Odoms and has been impressed with his work in getting the Public Services department functioning properly.

Acting Clerk Commissioner Morrissette and Vice Mayor Kashem suggested following the established hiring process, including open advertising of the position.

Town Manager Lynch stated he would make his case for the appointment at the next regular meeting.

The Commission agreed to place this as a line item on the regular meeting agenda.

- 8.6 Consideration and possible approval of the Reciprocal Use Agreement - Town Manager David Lynch

RESOLUTION NO. 2025-026

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING A RECIPROCAL USE AGREEMENT BETWEEN THE TOWN OF PEMBROKE PARK AND THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Lynch explained that when organizing the health fair at Raymond Preserve Park, he contacted the local schools to request use of their parking lot. Rather than a simple agreement between neighbors, the school district required a formal legal document prepared by their attorneys. While expressing frustration with the bureaucracy involved, he recommended approval of the agreement.

The Commission agreed to place this on the consent agenda for the regular meeting.

- 8.7 Ratification of Agreements Executed by the Town Manager Pursuant to Temporary Delegated Authority

Resolution No. 2025-027

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RATIFYING CERTAIN AGREEMENTS EXECUTED BY THE TOWN MANAGER PURSUANT TO RESOLUTION NO. 2025-020; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Lynch requested that the EDJ landscaping contract be withdrawn from consideration for ratification due to recent issues that required further review.

Commissioner Mohammed raised questions about the gas and diesel contract, specifically regarding what would happen when the property owner for the adjacent property, begins development of his property.

Town Manager Lynch explained that an engineer is studying the permanent location for the tanks, and the property owner has given written permission for the current arrangement for at least 15 months. He noted that FEMA had commended the Town for having an independent fueling source during emergencies.

The Commission agreed to place the remaining items on the consent agenda for the regular meeting.

- 8.8 Approve Resolution Declaring Surplus Equipment and Authorize Disposal
- Interim Director Odoms (ADDED)

RESOLUTION NO.: 2025-028

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING SALE OR DISPOSAL OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

Town Attorney Horowitz explained that under a relatively new statute, any property estimated to be more than \$5,000 needs to be publicly advertised before being sold or auctioned. He noted that violating this provision is a second-degree misdemeanor, and they will work with the Clerk's office to ensure proper advertising.

The Commission agreed to place this on the consent agenda.

- 8.9 Approval of Minutes - Town Clerk Garcia-Lima (ADDED)
April 23, 2025 - Special Commission Meeting
April 29, 2025 - Special Workshop Commission Meeting
April 30, 2025 - Workshop Commission Meeting

The Commission agreed to place this on the consent agenda.

9 DISCUSSION

Town of Pembroke Park
Workshop Commission Meeting
August 6, 2025

9.1 Recognition from Feeding South Florida for Town Donation

This item was briefly acknowledged as a thank you letter from Feeding South Florida in appreciation for the Town's contribution.

9.2 Consideration of approval of eliminating Business Tax Receipts (BTRs) - Town Manager Lynch

ORDINANCE NO.: 2025-003 - SECOND READING AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA RELATED TO LOCAL BUSINESS TAX RECEIPTS; REPEALING CHAPTER 15, ARTICLE II OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "BUSINESS TAX RECEIPTS;" PROVIDING FOR THE REPEAL OF ALL BUSINESS TAX RECEIPTS LEVIED BY THE TOWN IN ACCORDANCE WITH CHAPTER 205, F.S.; AMENDING SECTION 28-187.1, ENTITLED "SPECIFIC USE REGULATIONS;" PROVIDING FOR CONSISTENCY IN THE CODE; PROVIDING FOR TRANSITION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

Town Manager Lynch explained that the proposal to eliminate business tax receipts has generated significant positive press for the Town and excitement in the business community. He noted it was approved 5-0 on first reading and anticipates a well-attended media event when it passes on second reading at the August 21st meeting.

The Commission agreed to place this as a line item on the regular meeting agenda as it requires a public hearing for second reading.

9.3 Discussion and possible action on Tax Abatement Referendum - Town Manager Lynch

ORDINANCE NO. 2025-XXX AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUBMITTING TO REFERENDUM AN ECONOMIC DEVELOPMENT INCENTIVE AD VALOREM TAX EXEMPTION; CREATING AN ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION PROGRAM FOR THE TOWN OF PEMBROKE PARK; PROVIDING FOR JURISDICTION; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS; ESTABLISHING AN APPLICATION PROCESS AND PROCEDURE; PROVIDING FOR ELIGIBILITY; PROVIDING FOR CONTINUATION AND REVOCATION OF THE PROGRAM; PROVIDING THAT THIS ORDINANCE, WHEN ADOPTED, SHALL BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE TOWN OF PEMBROKE PARK ON THE _____ ELECTION BALLOT [JGH1]AND IT SHALL

BECOME EFFECTIVE AS PROVIDED BY LAW; PROVIDING FOR THE ADVERTISING OF THE REFERENDUM ELECTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Lynch presented the concept of a tax abatement referendum to give the Commission the authority to consider individual tax abatement applications as an economic development tool. He explained that under Florida law, the Commission cannot approve tax abatements without voter approval to include this tool in the Town's options. He introduced Joe Lacayo, Business Relations Manager, and Marisol Zayas, Applicant Advocate, who are working to improve relationships with local businesses.

Town Attorney Horowitz clarified that the referendum would be for the November 2026 election, as the Broward County Supervisor of Elections only conducts municipal elections in March or November. He explained that the ballot language is specifically prescribed by state law.

Mayor Jacobs suggested using the November date to allow time for other potential charter items to be considered as well.

The Commission agreed to place this as a line item on the regular meeting agenda.

9.4 Discussion and possible action on the utilization of the vacant lot behind Channel 10 - Clerk Commissioner Hodgkins

Commissioner Hodgkins explained that a contractor who had filled in a lake for the Amazon development has been using a town-owned lot behind Channel 10 for the past five years, even though the lake project was completed years ago. He suggested either creating a formal agreement with proper insurance coverage or reclaiming the lot for town use, possibly for storage of town vehicles.

Mayor Jacobs mentioned various ideas that had been discussed for the lot over the years, including a new town hall or a container park similar to one in Orlando that could keep visitors in the town. He noted challenges with access to the property and suggested selling the lot to fund park improvements.

Town Attorney Horowitz explained that there is currently no lease or license agreement giving the contractor the right to store equipment on public property. There is only a hold harmless agreement from 2015 providing indemnification.

The Commission directed the Town Attorney to work on a license agreement with annual renewal for the property.

9.5 Discussion and Direction Regarding Implementation of a Narcan (Naloxone) Distribution Plan - Acting Clerk Commissioner Morrisette

Acting Clerk Commissioner Morrisette explained that due to the opioid settlement with Purdue, the Town has access to free Narcan. He proposed making it available at the police department, front desk, and fire station, and organizing training events to teach residents how to use it. He emphasized that there would be no cost to the city and that saving even one life would make it worthwhile.

The Commission supported the initiative and directed Acting Clerk Commissioner Morrisette to spearhead the program.

9.6 Federal Railroad Administration (FRA) Inspection – Quiet Zone Compliance at Hallandale Beach Boulevard Crossing (DOT #628290Y) - Acting Public Services Director Odoms

Jeff Odoms, Acting Public Services Director, explained that a recent inspection revealed that the Town needs to add a gate on the west side of the north side of Hallandale Beach Boulevard and update markings and signage to maintain the quiet zone designation. Without these improvements, trains would be required to sound their horns when passing through the town. Mr. Odoms estimated the cost at approximately \$300,000 and noted that a response is required within 30 days of notification.

The Commission directed him to proceed with the response and placed the item on the consent agenda.

9.7 Discussion and Direction Workforce and Operational Audit for Staffing Optimization - Commissioner Mohammed

Commissioner Mohammed requested an audit to identify workforce staffing deficiencies and redundancies, evaluate job functions and descriptions, and ensure the Town is meeting community requirements.

Mayor Jacobs suggested that with a skilled HR director and Town Manager in place, as well as an independent pay study already completed, the work could be done internally without hiring an outside consultant.

The Commission directed the HR Director to handle this internally.

- 9.8 Discussion and possible action to implement a Pembroke Park Paper Reduction Act and authorize implementation of Town-wide paper reduction initiatives - Mayor Jacobs (ADDED)

Mayor Jacobs explained that the Town has been working to reduce paper usage, particularly in the building department, to reduce costs associated with paper, ink, and copy machines. While acknowledging that some paper documents are required by law, he wants the Town to continue moving toward paperless operations where possible.

Acting Clerk Commissioner Morrisette noted that Denmark has been paperless in government administration for 25 years.

The Commission directed the Town Manager to continue paper reduction initiatives.

- 9.9 Review the responsibilities and expectations for elected officials serving the Town of Pembroke Park - Mayor Jacobs (ADDED)

Mayor Jacobs emphasized that commissioners should work closely with their department heads to understand Town operations and be able to answer questions. He stressed the importance of being actively involved in town projects and timelines.

Acting Clerk Commissioner Morrisette expressed the view that department heads are the experts and should continue making presentations at meetings.

Mayor Jacobs indicated the discussion would continue at the next workshop.

9.10 Interference with Town Staff - Mayor Jacobs (ADDED)

Mayor Jacobs reminded commissioners that they cannot give direct instructions to town staff, as only the Town Manager has that authority.

Commissioners should work through directors and department heads for all town businesses.

9.11 Discussion and possible action regarding BSO fire department/contract and leadership - Mayor Jacobs (ADDED)

Mayor Jacobs suggested appointing Commissioner Mohammed to review fire department contracts due to her legal background. Town Manager Lynch welcomed the assistance, noting that Commissioner Mohammed's historical knowledge would be valuable.

After some discussion, Commissioner Mohammed declined the assignment, and the Commission accepted her decision.

9.12 Discussion and possible action regarding mobile homes and sewer septic systems - Mayor Jacobs (ADDED)

Mayor Jacobs raised the ongoing issue of the Town being responsible for sewer and septic systems in privately owned mobile home communities, dating back to the late 1990s when a mobile home park owner who was also a commissioner deeded utilities to the Town.

The Commission discussed the broader issues affecting mobile home communities, including rising rents and fees, evictions due to redevelopment, and the lack of affordable housing options.

Mayor Jacobs recounted the Trinity mobile home park situation where nearly 300 senior citizens received eviction notices, and despite the Town's efforts to provide resources, many residents struggled to find new homes.

The Commission directed the Town Manager to investigate the utility issue further and bring back information for future discussion.

- 9.13 Discussion and possible action regarding fire hydrants in the mobile home parks - Mayor Jacobs (ADDED)

Mayor Jacobs highlighted the lack of fire hydrants in several mobile home parks, including Park Lake, Lone Pine, Holiday Park, and La Siesta. He described a past fire incident where firefighters had to run hoses a long distance to reach the fire.

Town Manager Lynch mentioned that he and the fire chief have developed a plan for hydrant installation, which may involve an assessment program since the hydrants would be placed on privately owned land.

The Commission directed him to continue working on a solution.

10 ATTORNEY COMMENTS

Town Attorney Horowitz had no comments.

11 TOWN MANAGER COMMENTS

Town Manager Lynch had no comments.

12 COMMISSIONER COMMENTS

- 12.1 Commissioner Mohammed had no comments.

Acting Clerk Commissioner Morrisette had no comments.

Clerk Commissioner Hodgkins had no comments.

Vice Mayor Kashem - announced that Pembroke Park has established a sister city relationship with Dinajpur, Bangladesh, with the agreement signed on July 30. She thanked the commissioners for their support and indicated she would present more information at the next commission meeting.

Mayor Jacobs had no comments.

13 ANNOUNCEMENTS

- 13.1 Special Magistrate Hearing, August 20, 2025, at 9:00 a.m.

Regular Commission Meeting, August 21, 2025, at 7:00 p.m.
Workshop Commission Meeting, August 27, 2025, at 6:00 p.m.

14 ADJOURNMENT

With no further business the meeting adjourned at 9:00pm.

ATTEST:

Cynthia Garcia-Lima, Town Clerk

Commission approved on:

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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 (td).

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.

Town of Pembroke Park
Workshop Commission Meeting
August 6, 2025



MINUTES REGULAR COMMISSION MEETING

7:00 PM - Thursday, August 21, 2025
Commission Chambers

The REGULAR COMMISSION MEETING of the Town of Pembroke Park was called to order on Thursday, August 21, 2025, at 7:00 PM, in the Commission Chambers, with the following members present:

PRESENT: Commissioner Ashira Mohammed; Acting Clerk Commissioner Erik Morrisette; Clerk Commissioner William Hodgkins; Vice Mayor Musfika Kashem; Mayor Geoffrey Jacobs

EXCUSED:

Commissioner Ashira Mohammed was absent.

1 CALL TO ORDER

Mayor Geoffrey Jacobs called the meeting to order at 7:04 P.M.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 ROLL CALL

The meeting was called to order at 7:04 pm by Mayor Jacobs. Present at the meeting were Erik Morrisette, Acting Clerk Commissioner; William Hodgkins, Clerk Commissioner; Musfika Kashem, Vice Mayor; Geoffrey Jacobs, Mayor.

Additional staff in attendance were Jacob Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk; and David Lynch, Town Manager.

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

Town of Pembroke Park
Regular Commission Meeting
August 21, 2025

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There were no deletions or withdrawals to the agenda.

5 PRESENTATIONS / PROCLAMATIONS

5.1 Commendations for Officer Esteva, Sergeant Mobley and Officer Rimmer - Police Chief DeCoursey

Police Chief DeCoursey requested to move this item to a later point in the meeting as the officers were not yet present.

Police Chief DeCoursey called Sergeant Mobley and Officer Rimmer forward to recognize their outstanding work. He explained that they, along with Officer Esteva (who was absent due to childcare issues), had been formally recognized by the Broward County Sheriff's Office Crime Lab latent print unit for their expertise in processing crime scenes and lifting fingerprints that led to the identification of suspects.

Chief DeCoursey noted that collecting latent prints is a tedious job that requires meticulous attention to detail. He emphasized that the quality of the prints collected by these officers gave analysts the best possible opportunity to make critical identifications. He mentioned that Officer Rimmer had received two recognitions in separate cases.

The Commission congratulated the officers, and photographs were taken to commemorate the recognition.

5.2 Presentation of Officer Robert Bethea

Police Chief DeCoursey introduced Officer Robert Bethea, explaining that he was previously employed with the Tallahassee Police Department and the Florida Game Control Commission. Chief DeCoursey highlighted Officer Bethea's extensive experience, including his assignments to IRS task forces and narcotics cases, as well as his certification in downloading and extracting data from phones. Chief DeCoursey noted that Officer Bethea brings significant investigative and patrol experience that will be valuable for mentoring younger officers.

5.3 Presentation of Officer Qingyu Liu

Chief DeCoursey then introduced Officer Liu, who previously served with the Broward County Sheriff's Office for 6.5 years. He noted that Officer Liu speaks and writes Mandarin Chinese, which has made him a valuable resource for translations requested by federal, state, and local agencies.

Chief DeCoursey mentioned that the department currently has only one vacancy.

6 PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

Mayor Jacobs expressed concern about not having seen Mr. Roach, a regular attendee, for about three months. The mayor requested a welfare check be conducted on him.

No members of the public came forward to speak.

7 CONSENT AGENDA

7.1 Approval of Minutes - Town Clerk Garcia-Lima
April 23, 2025 - Special Commission Meeting
April 29, 2025 - Special Workshop Commission Meeting
April 30, 2025 - Workshop Commission Meeting

7.2 Approve Resolution Declaring Surplus Equipment and Authorize Disposal - Interim Director Odoms

RESOLUTION NO.: 2025-022

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS OR OBSOLETE; DIRECTING SALE OR DISPOSAL OF SURPLUS OR OBSOLETE PERSONAL PROPERTY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

7.3 Consideration and approval of Updated Authorized Signatories for Town Accounts - Finance Director Davermann

Resolution No.: 2025-023

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PROVIDING FOR THE AUTHORIZED

SIGNATURES ON THE SEVERAL ACCOUNTS OF THE TOWN OF PEMBROKE PARK WITH THE VARIOUS DEPOSITORIES DESIGNATED BY THE TOWN OF PEMBROKE PARK; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

7.4 Consideration and possible approval of the Reciprocal Use Agreement
- Town Manager David Lynch

RESOLUTION NO. 2025-026

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING A RECIPROCAL USE AGREEMENT BETWEEN THE TOWN OF PEMBROKE PARK AND THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ATTACHED HERETO AS EXHIBIT A; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

7.5 Ratification of Agreements Executed by the Town Manager Pursuant to Temporary Delegated Authority

RESOLUTION NO. 2025-027

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, RATIFYING CERTAIN AGREEMENTS EXECUTED BY THE TOWN MANAGER PURSUANT TO RESOLUTION NO. 2025-020; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

7.6 Federal Railroad Administration (FRA) Inspection – Quiet Zone Compliance at Hallandale Beach Boulevard Crossing (DOT #628290Y) - Acting Public Services Director Odoms

RESOLUTION NO.: 2025-028

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, DIRECTING STAFF TO INITIATE CORRECTIVE ACTIONS TO PRESERVE THE TOWN'S QUIET ZONE STATUS; AUTHORIZING COORDINATION WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), THE FEDERAL RAILROAD ADMINISTRATION (FRA), AND OTHER RELEVANT AGENCIES; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Clerk Commissioner Hodgkins made a motion to approve the Consent Agenda. Acting Clerk Commissioner Morrisette seconded the motion, and it passed unanimously on a poll vote.

8 RESOLUTIONS

Town of Pembroke Park
Regular Commission Meeting
August 21, 2025

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8.1 Consideration and Approval of Agreement with the Broward County Supervisor of Elections for the 2026 State Primary and General Elections - Town Clerk Garcia-Lima

Resolution No.: 2025-024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH THE BROWARD COUNTY SUPERVISOR OF ELECTIONS FOR THE 2026 PRIMARY AND GENERAL ELECTIONS, ATTACHED HERETO AS EXHIBIT "A;" PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ACTION: Vice Mayor Kashem made a motion to approve Resolution 2025-024. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

9 ORDINANCES - SECOND READING

9.1 Consideration of approval of eliminating Business Tax Receipts (BTRs) - Town Manager Lynch

ORDINANCE NO.: 2025-003

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

Town Manager Lynch presented the ordinance for second reading, which would eliminate Business Tax Receipts (BTRs) in the town.

Mayor Jacobs opened the public hearing. With no public comments, the hearing was closed.

During discussion, Mayor Jacobs explained that the BTR was an extra fee businesses had to pay just to open their doors, and that the amount collected was only covering the cost of operation. He noted that in his

personal experience, it took nearly four months to get a BTR from the town when he opened his business, while getting one from the county took less than two hours.

Vice Mayor Kashem expressed concerns about eliminating taxes from large businesses like Amazon and Coca-Cola, believing they should contribute taxes to help fund town projects.

Mayor Jacobs clarified that this was not eliminating businesses from paying their fair share of taxes but rather removing an additional licensing fee that was particularly burdensome for small business owners.

Town Manager Lynch added that the fees used to be called occupational licenses and were changed to BTRs about 7-8 years ago. He noted that administering the licenses was not cost-effective for the town.

ACTION: Acting Clerk Commissioner Morrisette made a motion to approve Ordinance No. 2025-003, eliminating Business Tax Receipts. Vice Mayor Kashem seconded the motion, and it passed unanimously on a poll vote.

10 ORDINANCES - FIRST READING

10.1 Consideration of Approval of Ordinance Amending Article III, Division 6, M-1 Industrial District, of the Town Code - Town Planner Von Der Meulen

File No.: 25-Z-03

Request: M-1 Text Amendment

ORDINANCE NO.: 2025-004

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 28 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ZONING;" BY SPECIFICALLY AMENDING ARTICLE III, DIVISION 6, ENTITLED "M-1 INDUSTRIAL DISTRICT;" AMENDING SEC. 28-211, ENTITLED "INTENT AND DEFINITIONS;" AMENDING SEC. 28-211.5, ENTITLED "PERMITTED USES;" AND AMENDING SEC. 28-218, ENTITLED "SPECIAL HOURS OF BUSINESS OPERATIONS;" PROVIDING FOR A TEXT AMENDMENT TO THE M-1 (INDUSTRIAL) ZONING DISTRICT TO ALLOW FOR CERTAIN LARGE RETAIL USES WITHIN THE DISTRICT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Planner Michael Von Der Meulen presented the ordinance, explaining that it would amend the M-1 zoning district to allow big box retail locations within the district, subject to certain size requirements. He noted this would assist Home Depot in moving forward with their plans, while ensuring that existing businesses like self-storage facilities would not become non-conforming if Home Depot did not proceed. The amendment would also exempt retail from the hours of operation restrictions currently in place for the M-1 district.

Mayor Jacobs opened the public hearing. With no comments from the public, the hearing was closed.

ACTION: Clerk Commissioner Hodgkins made a motion to approve Ordinance No. 2025-004, on first reading. Vice Mayor Kashem seconded the motion, and it passed unanimously on a poll vote.

10.2 Discussion and possible action on Tax Abatement Referendum -
Town Manager Lynch

ORDINANCE NO. 2025-005

AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, SUBMITTING TO REFERENDUM AN ECONOMIC DEVELOPMENT INCENTIVE AD VALOREM TAX EXEMPTION; CREATING AN ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION PROGRAM FOR THE TOWN OF PEMBROKE PARK; PROVIDING FOR JURISDICTION; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS; ESTABLISHING AN APPLICATION PROCESS AND PROCEDURE; PROVIDING FOR ELIGIBILITY; PROVIDING FOR CONTINUATION AND REVOCATION OF THE PROGRAM; PROVIDING THAT THIS ORDINANCE, WHEN ADOPTED, SHALL BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE TOWN OF PEMBROKE PARK ON THE NOVEMBER 3, 2026 ELECTION BALLOT AND IT SHALL BECOME EFFECTIVE AS PROVIDED BY LAW; PROVIDING FOR THE ADVERTISING OF THE REFERENDUM ELECTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney presented Ordinance No. 2025-005, which would submit a referendum on economic development ad valorem tax exemption to the voters in the November 3, 2026, election.

The Town Attorney explained that the ballot language was taken directly from state law and cited the Florida Constitution. He clarified that if

approved by voters, the Commission would still have the authority to vote on each tax abatement proposal individually.

Mayor Jacobs opened the floor for public comment. With no comments, public comments were closed.

ACTION: Vice Mayor Kashem made a motion to approve Ordinance No. 2025-005, on first reading. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

11 PUBLIC HEARING

11.1 Extension of Moratorium on Self-Storage Facilities – Additional 6 Months - Town Planner Michael Vonder Meulen

RESOLUTION NO. 2025-029

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, EXTENDING A TEMPORARY MORATORIUM ON PROCESSING, APPROVAL OR ISSUANCE OF BUILDING PERMITS, ENGINEERING PERMITS, UTILITY PERMITS OR DEVELOPMENT ORDERS FOR ANY SELF-STORAGE USES WITHIN THE TOWN; AUTHORIZING AND DIRECTING THE TOWN MANAGER, OR THE TOWN MANAGER'S DESIGNEE, TO CONTINUE UNDERTAKING THE NECESSARY STUDY AND REVIEW OF THE TOWN'S REGULATIONS REGARDING THE SAME; PROVIDING THAT UPON THE ADOPTION OF THIS RESOLUTION NO PROCESSING, APPROVAL OR ISSUANCE OF BUILDING PERMITS, ENGINEERING PERMITS, UTILITY PERMITS OR DEVELOPMENT ORDERS FOR ANY SELF STORAGE USES SHALL BE ISSUED WITHIN THE AFFECTED AREAS DURING THE TIME PERIOD COVERED BY THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Planner Michael Von Der Meulen presented Resolution No. 2025-029, requesting a 6-month extension of the moratorium on self-storage facilities. He explained that the previous moratorium had expired in May, but no applications had been submitted between May and the present meeting. He informed the Commission that his office had just filed an ordinance amendment with the Town Clerk to be present at the next commission workshop.

Mayor Jacobs opened the public hearing. With no comments from the public, the hearing was closed.

ACTION: Acting Clerk Commissioner Morrisette made a motion to approve Ordinance No. 2025-029, extending the moratorium on self-storage facilities for an additional 6 months. Vice Mayor Kashem seconded the motion, and it passed unanimously on a poll vote.

12 OLD BUSINESS

There was no old business discussed.

13 DISCUSSION

13.1 Resolution Appointing Jeffrey Odoms as Public Services Director - Town Manager Lynch

Resolution No. 2025-025

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, PURSUANT TO SECTION 2-88 OF THE TOWN'S CODE OF ORDINANCES, APPOINTING JEFFREY ODOMS AS THE TOWN'S PUBLIC SERVICES DIRECTOR; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Town Manager Lynch presented Resolution No. 2025-025, recommending the appointment of Jeffrey Odoms as Public Services Director. He explained that normally when a vacancy occurs, the next person in line would step up while a general search was conducted. However, in this case, Osmanny Olarzabal preferred to remain in his current position rather than serve in an acting capacity.

Town Manager Lynch described how he found Jeffrey Odoms, who was formerly the Public Works Director at Hallandale Beach. He emphasized that Mr. Odoms had immediately begun addressing infrastructure issues and ensuring that funding from state agencies was properly managed. Town Manager described Odoms as a "gold nugget" and noted that everyone had been impressed by his performance.

Mayor Jacobs added that since 2019, the town had experienced challenges with several previous Public Works Directors, including one who took project binders containing all documentation when they left. He emphasized that Mr. Odoms had been rebuilding all those projects in just two and a half months. Mayor Jacobs noted that Mr. Odoms had a stellar reputation and was doing a phenomenal job getting the department back on track.

Clerk Commissioner Hodgkins mentioned that Mr. Odoms had agreed to work a five-day week despite his previous four-day schedule at Hallandale, demonstrating his commitment to the town.

Acting Clerk Commissioner Morissette welcomed Mr. Odoms, noting that the Town Attorney had assured him there was nothing controversial or illegal about the hiring process.

ACTION: Vice Mayor Kashem made a motion to approve Resolution No. 2025-025, appointing Jeffrey Odoms as Public Services Director. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

13.2 Consideration and Approval of License Agreement with Westwind Contracting for Storage of Equipment on Town Property - Town Manager Lynch

Town Attorney explained that this item was initially presented by Clerk Commissioner Hodgkins related to the vacant lot next to Channel 10, where Westwind Contracting has been storing heavy equipment since 2015. The agreement would formalize a relationship between Westwind and the town through a license agreement (not a lease) providing a right to use and access the location.

The Town Attorney noted that Mr. Polizzi from Westwind had offered a \$10,000 annual license fee, with yearly renewal that could be terminated by either party with 90-day notice. If the town needed the property sooner for development purposes, there was a mechanism for early termination with 60 days' notice to vacate.

During discussion, Mayor Jacobs initially favored the \$1 annual fee mentioned at a previous workshop, noting Westwind's contributions to the community and that the town was using Westwind's property as well. However, Mr. Polizzi stated he was comfortable with providing the \$10,000 annual fee, seeing it as a way to give back to the town while also formalizing the arrangement.

Acting Clerk Commissioner Morissette emphasized the importance of transparency in the arrangement, which Mr. Polizzi agreed with.

ACTION: Clerk Commissioner Hodgkins made a motion to approve Mr. Polizzi's offer of a \$10,000 annual license fee with the other terms

discussed. Vice Mayor Kashem seconded the motion, and it passed unanimously on a poll vote.

ACTION: Vice Mayor Kashem made a second motion to approve the license agreement as amended. Clerk Commissioner Hodgkins seconded the motion, and it passed unanimously on a poll vote.

14 ATTORNEY REPORTS

The Town Attorney mentioned that at the last Commission workshop, Vice Mayor Kashem had inquired about ethics training. He noted that several commissioners had already satisfied the training requirement for the year, either through the Inspector General's office or the League of Cities. He said that his office was happy to coordinate additional training for any commissioners who needed it.

15 TOWN MANAGER REPORTS

Town Manager Lynch first shared comments from Commissioner Mohammed, who was absent due to illness. Her comments detailed her work with Mark and Dee Carper on exploring how Pembroke Park could transform into a fully integrated smart city, including modernizing permitting processes. She described her experience at the Puerto Rico Experience 2025 Conference, where she learned about how AI, GeoSCADA monitoring, and citizen service platforms are reshaping cities to make them safer and more efficient.

Town Manager Lynch then commended the Police Department and Chief DeCoursey for their excellent work in transforming law enforcement in the town. He referenced recent media attention and praised the department for its professionalism and service to the community.

16 COMMISSION REPORTS

Acting Clerk Commissioner Morissette extended praise to Chief DeCoursey, stating that the police department was doing a fantastic job serving residents, citizens, and the business community.

Clerk Commissioner Hodgkins commended the police department, encouraging them to "keep it up."

Vice Mayor Kashem thanked the Chief for standing by the police department and the town. She also referenced Commissioner

Mohammed's comments about implementing AI to help residents by reducing permit processing times.

Mayor Jacobs didn't have any comments.

17 ANNOUNCEMENTS

- 17.1 Workshop Commission meeting, Wednesday, August 27, 2025, at 6:00 p.m.
First Budget Public Hearing, Wednesday, September 10, 2025, at 6:00 p.m.
Regular Commission meeting, Wednesday, September 10, 2025, at 7:00 p.m. or shortly after First Budget Public Hearing has ended.
Special Magistrate Hearing, Wednesday, September 17, 2025, at 9:00 a.m.

COMMUNITY EVENTS

Food Drive, Saturday, August 30, 2025, at 9:00 a.m. to 11:00 a.m.

18 ADJOURNMENT

Regular Commission Meeting was adjourned at 8:16 pm.

ATTEST:

Cynthia Garcia-Lima, Town Clerk
Commission approved on:

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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 (tdt).

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

Town of Pembroke Park
Regular Commission Meeting
August 21, 2025

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.



Agenda Item Report

Subject:	Consideration of a Resolution amending Resolution No. 04-01-03, increasing the Town's lien search fee from fifty dollars (\$50.00) to seventy-five dollars (\$75.00), effective January 1, 2026 - Town Clerk Garcia-Lima RESOLUTION NO.: 2025-059 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AMENDING RESOLUTION NO. 04-01-03, ADOPTED ON JANUARY 14, 2004; INCREASING THE TOWN'S LIEN SEARCH FEE FROM FIFTY DOLLARS (\$50.00) TO SEVENTY-FIVE DOLLARS (\$75.00), EFFECTIVE JANUARY 1, 2026; PROVIDING FOR AN EXPEDITED SERVICE FEE; AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO TAKE ANY AND ALL ACTION NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Cynthia Garcia-Lima, Town Clerk
Dept/Group:	Clerk
Recommendation for Counsel to consider:	
Background Information:	The Town's lien search fee has remained unchanged at fifty dollars (\$50.00) since its adoption in 2004. Over the past two decades, administrative and operational costs associated with processing lien searches have increased. Town staff has reviewed the fee structure and recommends an increase to seventy-five dollars (\$75.00) to more accurately reflect the cost of providing this service. In addition, staff recommends establishing an expedited service option for an additional fifty dollars (\$50.00), resulting in a total of one hundred twenty-five dollars (\$125.00) for expedited lien searches. Expedited requests will be processed within three (3) business days of receipt of payment.
Staff Recommendations:	Staff recommends that the Town Commission approve the Resolution amending Resolution No. 04-01-03 to increase the lien search fee to seventy-five dollars (\$75.00), effective January 1, 2026, and to establish an expedited service fee option of one hundred twenty-five

	dollars (\$125.00).
Procurement:	
Financial Implications:	The fee increase and expedited service option will generate additional revenue to offset the costs associated with staff time and administrative processing of lien searches.
Alternatives:	

ATTACHMENTS:

[Resolution No.: 2025-059](#)

RESOLUTION NO. 2025-059

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA; AMENDING RESOLUTION NO. 04-01-03, ADOPTED ON JANUARY 14, 2004; INCREASING THE TOWN'S LIEN SEARCH FEE FROM FIFTY DOLLARS (\$50.00) TO SEVENTY-FIVE DOLLARS (\$75.00), EFFECTIVE JANUARY 1, 2026; PROVIDING FOR AN EXPEDITED SERVICE FEE; AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO TAKE ANY AND ALL ACTION NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on or about January 14, 2004, the Town Commission adopted Resolution No. 04-01-03 (the "Resolution"), thereby amending a fee schedule for photocopying, document production and lien searches; and

WHEREAS, the Town's lien search fees have not been adjusted since 2004; and

WHEREAS, the Town's professional staff has recommended an increase in the town's lien search fee from fifty dollars (\$50.00) to seventy-five dollars (\$75.00); and

WHEREAS, the Town seeks to further provide for an expedited lien search for an additional fifty dollar (\$50.00) fee; and

WHEREAS, the Town Commission finds that increasing the Town's lien search fees to seventy-five dollars (\$75.00) is in the best interests of the citizens and residents of the Town.

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

Section 1: Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

Section 2: That the Town Commission hereby amends Resolution No. 04-01-

03 to provide for an increase in lien search fees from fifty dollars (\$50.00) to seventy-five dollars (\$75.00), effective January 1, 2026. An expedited lien search is available for an additional fee of fifty dollars (\$50.00) – total expedited lien search fee of one hundred twenty-five dollars (\$125.00). Expedited lien searches shall be completed within three (3) business days of receipt of payment.

Section 3: All resolutions or parts of resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

Section 4: If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

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

PASSED AND ADOPTED this 29th day of September 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

Town of Pembroke Park
Resolution No. 2025-059

JACOB G. HOROWITZ
Town Attorney

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Agenda Item Report

Subject:	Consideration and Approval of Agreement with Raftelis Financial Consultants, Inc - Public Services Director Odoms RESOLUTION NO. 2025-060 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES; AUTHORIZING THE TOWN OFFICIALS TO EXECUTE THE AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Jeff Odoms, Public Services Director
Dept/Group:	Public Works
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	Piggyback
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Resolution 2025-060](#)

[Piggyback Agreement](#)

[Groveland, City of \(FL\) - Executed On-Call Agreement dated 8 8 24](#)

[Town of Pembroke Park - Proposal to Provide Utility Rate and Management Consulting Services](#)

RESOLUTION NO. 2025-060

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AUTHORIZING THE TOWN TO ENTER INTO AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES; AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE THE AGREEMENT AND TAKE ALL NECESSARY ACTION TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park (“Town”) has identified the need for professional consulting services; and

WHEREAS, Raftelis Financial Consultants, Inc. (“Raftelis”) is a qualified consulting firm with the expertise and experience to provide such services; and

WHEREAS, the Town Commission finds that entering into an agreement with Raftelis is in the best interest of the Town and its residents.

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

Section 1. The foregoing “WHEREAS” clauses are true and correct and are incorporated herein by reference.

Section 2. The Town Commission hereby authorizes the Town to enter into an agreement with Raftelis Financial Consultants, Inc. for the provision of professional consulting services.

Section 3. The Mayor, Town Manager, and/or appropriate Town officials are hereby authorized to execute the agreement and to take all actions necessary to implement the intent of this Resolution.

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

Section 5. If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Resolution.

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

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

AGREEMENT

THIS IS AN AGREEMENT (“Agreement”), dated this ____ day of ____ 2025, by and between:

TOWN OF PEMBROKE PARK, FLORIDA, a municipal corporation organized and operating pursuant to the laws of the State of Florida, with a business address of 3150 S.W. 52nd Avenue, Pembroke Park, Florida 33023, hereinafter referred to as “Town”;

and

RAFTELIS FINANCIAL CONSULTANTS, INC., a corporation authorized to do business in the State of Florida, with a principal address of 227 West Trade Street, Suite 1400, Charlotte, NC 28202, hereinafter “Contractor,” who is authorized to do business in the State of Florida.

Town and Contractor may each be referred to herein as “party” or collectively as “parties”.

WHEREAS, the Town desires to enter into this Agreement with Contractor to provide professional utility rate and management consulting services; and

WHEREAS, the Town is authorized to select and contract through the use of the competitive bid process of another government entity as an exception to the otherwise required formal bidding process; and

WHEREAS, the parties wish to incorporate the terms and conditions of the agreement entered into on or about August 8, 2024, between the Contractor and the City of Groveland (the “Agreement”), attached hereto as **Exhibit “A,”** and incorporated herein; and

WHEREAS, the Parties agree to incorporate the provisions of this agreement into to **Exhibit “A”** as set forth herein; and

WHEREAS, Contractor has agreed to honor and extend the prices, terms, and conditions set forth in the Agreement to Town; and

WHEREAS, Town desires to retain the services of Contractor by "piggybacking" the terms and requirements set forth in **Exhibit "A"** and as modified herein. The scope is limited to finance services, no services being provided fall within the definition of "professional services," as defined by Sec. 287.055, F.S.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

Section 1. The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

Section 2. The prices, terms, and conditions set forth in **Exhibit "A"** shall govern the relationship between the Town and Contractor, except as amended below:

- A. The Scope of Services to be performed under this Agreement shall be as set forth in **Exhibit "A,"** except said services shall be performed in and for the Town.
- B. This Agreement may be terminated at any time by the Town for convenience upon providing thirty days (30) notice to the Contractor. This agreement may also be terminated for cause at any time.
- C. This Agreement shall be effective upon execution by both parties, and shall expire in accordance with the terms set forth in **Exhibit "A."**
- D. The Contractor agrees at all times to indemnify, hold the Town harmless and, at the Town's option, defend or pay for any attorney selected by the Town to defend the Town, its trustees, elected and appointed officers, agents, servants and employees, from and against any and all claims, demands, losses, liabilities, expenditures or causes of action of whatsoever kind or nature, and the resulting losses, costs, expenses, reasonable attorneys' fees, liabilities, damages, orders, judgments, or decrees, sustained by the Town or any third party arising out of, or by reason of, or resulting from the Contractor's negligent acts, errors, or omissions.
- E. Contractor shall provide Town with proof of insurance as required by **Exhibit "A"**. Contractor hereby confirms that the Town is named as an additional insured under the provisions of Contractor's insurance.

- F. Contractor shall not commence performance under this Agreement unless and until the requirements for insurance have been fully met by Contractor and appropriate evidence thereof, in the Town's sole discretion, has been provided to and approved by the Town.
- G. All payments shall be governed by the Local Government Prompt Payment Act as provided under §§218.70-.80, Florida Statutes.
- H. The term of this Agreement shall commence upon execution by both parties and shall terminate on August 8, 2029, subject to any renewals set forth in the Agreement.

Section 3. In all other respects, the terms and conditions of **Exhibit "A"** are hereby ratified and shall remain in full force and effect under this "piggybacking" arrangement, as provided by the terms of this Agreement. All recitals, representations, and warranties of Contractor made in **Exhibit "A"** are restated as if set forth fully herein, made for the benefit of the Town, and incorporated herein. In the event of any conflicts between this Agreement and Exhibit "A," this Agreement shall prevail, followed by Exhibit "A."

Section 4. Public Records.

- A. Contractor shall comply with the Florida Public Records Act as follows:
 - 1. Keep and maintain public records in the Contractor's possession or control in connection with the Contractor's performance under this Agreement that ordinarily and necessarily would be required by the Town in order to perform the service.
 - 2. Upon request by Town's records custodian, provide Town with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 - 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement.
 - 4. Upon completion of this Agreement or in the event of termination of this Agreement by either party, any and all public records relating to this Agreement in the possession of Contractor shall be delivered by Contractor to Town, at no cost to Town, within seven days. All records stored electronically by Contractor shall be delivered to Town in a format that is compatible with Town's information technology systems. Once the public records have been delivered to Town upon completion or termination of this Agreement, Contractor shall destroy any and all

duplicate public records that are exempt or confidential and exempt from public record disclosure requirements.

5. Contractor's failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the Town.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE TOWN CLERK AT 954-966-4600, TOWNCLERK@TPPFL.GOV OR BY MAIL: 3150 SW 52nd AVENUE, PEMBROKE PARK, FL 33023.

Section 5. E-Verify. Contractor certifies that it is aware of and complies with the requirements of Section 448.095, Florida Statutes, as may be amended from time to time and briefly described herein below.

A. **Definitions** for this Section:

1. "*Contractor*" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a contractor or consultant.
2. "*Subcontractor*" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.
3. "*E-Verify system*" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

B. **Registration Requirement; Termination:** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

1. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract;
2. All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the Town. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town; and

3. The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

Section 6. Scrutinized Companies.

- A. Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the Town may immediately terminate this Agreement at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- B. If this Agreement is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the Town may immediately terminate this Agreement at its sole option if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
- C. The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.
- D. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

Section 7. Assignment. Neither party may assign its rights or obligations under this Agreement without the written consent of the other.

Section 8. Notice. Notice hereunder shall be provided in writing by certified mail, return receipt requested, or customarily used overnight transmission with proof of delivery, to the following parties, with mandatory copies, as provided below:

For Town: Geoffrey Jacobs, Mayor
Town of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023
[gjacobson@tpfpl.gov](mailto:gjacobs@tpfpl.gov)

Copy to: Goren, Cherof, Doody, and Ezrol, P.A.
3099 E. Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308
jhorowitz@gorencherof.com

Contractor: Henry L. Thomas, Senior Vice President
Raftelis Financial Consultants, Inc.
341 North Maitland Avenue, Suite 300
Maitland, FL 32751

Section 9. Severability. This Agreement sets forth the entire agreement between Contractor and Town with respect to the subject matter of this Agreement. This Agreement supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, between the parties. This Agreement may not be modified except by the parties' mutual agreement set forth in writing and signed by the parties.

Section 10. Governing Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any dispute under this Agreement shall be an appropriate court of competent jurisdiction in Broward County, Florida.

(REMAINDER INTENTIONALLY LEFT BLANK)

IN WITNESS OF THE FOREGOING, the parties have hereunto set their hands and seals on the dates written below.

TOWN OF PEMBROKE PARK

BY: _____
GEOFFREY JACOBS
Mayor

APPROVED AS TO LEGAL FORM:

BY: _____
JACOB G. HOROWITZ
Town Attorney

RAFTELIS FINANCIAL CONSULTANTS

BY: _____
Name: _____
Title: _____

STATE OF _____)
COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, by means of ☐ physical presence or ☐ online notarization, on this ____ day of _____, 2025, as _____ of _____, and acknowledged that he has executed the foregoing instrument for the use and purposes mentioned in it and that the instrument is the act and deed of _____, as _____ of _____ and who is personally known to me or has produced _____ as identification.

IN WITNESS WHEREOF, I have set my hand and seal in the State and County aforesaid this ____ day of _____, 2025.

NOTARY PUBLIC

Print or Type Name

My Commission Expires:

CONTINUING CONSULTANT SERVICES AGREEMENT

This Agreement is made and entered into on this 8th day of August, 2024, by and between the CITY OF GROVELAND, FLORIDA, a municipal corporation (hereinafter referred to as "CITY"), 156 South Lake Avenue, Groveland, Florida 34736, and **RAFTELIS FINANCIAL CONSULTANTS, INC.**, (hereinafter referred to as "CONSULTANT"), a Foreign Profit Corporation, Federal Employer Identification Number 20-1054069, whose principal location is 227 West Trade Street, Suite 1400, Charlotte, North Carolina 28202.

PREMISES

WHEREAS, the CITY issued a Request for Proposals (RFP) #2023-RFP-019, Citywide On-Call Professional Services for the purpose of contracting with multiple consulting firms to provide general and professional services to include capital construction projects or studies;

WHEREAS, the CITY desires for CONSULTANT to provide assistance to the CITY for the outlined services upon terms and conditions set forth below, and CONSULTANT also desires to undertake these tasks and assist the CITY;

WHEREAS, CONSULTANT has represented, upon which CITY has relied to its detriment, that CONSULTANT is qualified and competent to perform such services, and;

WHEREAS, this Agreement shall constitute a continuing services contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants hereinafter set forth, CITY and CONSULTANT agree as follows:

1. SCOPE OF PROFESSIONAL SERVICES

CONSULTANT shall provide professional services as provided in RFP 2023-RFP-019, Citywide On-Call Professional Services, which is incorporated by reference herein, and services as outlined within Exhibit A, Scope of Professional Services, attached. CONSULTANT will perform all such services in a professional manner that is consistent with other professionals performing similar work in the geographic area at the time and location services are rendered.

The CITY shall request the services on an as-needed basis. There is no guarantee that any or all of the services described in this Agreement will be assigned during the term of this Agreement. Further, the CONSULTANT is providing these services on a nonexclusive basis. The CITY, at its option, may elect to have any of the services set forth herein performed by other consultants or CITY staff. CONSULTANT shall be responsible for the accuracy of the work products and shall promptly correct its errors and omissions without additional compensation. Acceptance of work products by the CITY will not relieve the CONSULTANT of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

2. COMPENSATION AND METHOD OF PAYMENT

CITY shall pay CONSULTANT in accordance with Exhibit B, Hourly Billing Rate Schedule, which is attached hereto and incorporated herein by reference as part of this Consultant Services Agreement (CSA). The Hourly Billing Rate Schedule identifies all job classifications, which will perform billable services pursuant to this CSA and the hourly rate for each job classification. Only those job classifications incorporated into Exhibit B will be authorized to provide services to the CITY. The CITY reserves the right to negotiate additional job classifications, should the need arise.

Exhibit B, Hourly Rate Schedule will reflect the following:

- a. Job Classification;
- b. List of CONSULTANT staff that may be requested to provide services under this Agreement;
- c. A Range of Base Hourly Rates per job classification;
- d. Breakdown of Multiplier to be applied to the Range of Base Hourly Rates;
- e. A Range of Billable Hourly Rates per job classification.

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The CONSULTANT shall, when requiring the services of subconsultants, be responsible for the integration of all subconsultants' work into the documents and for all payments to such subconsultants out of the approved Task Order. Services rendered by the CONSULTANT in connection with the coordination of any such subconsultants or other personnel services shall be considered within the scope of the Agreement and no additional fee will be due the CONSULTANT for such work.

Consumables, miscellaneous expenses, and travel expenses shall be paid in accordance with FS 119.061 and the City of Groveland Travel Policy, dated March 16, 2020, which is attached hereto and incorporated herein by reference as part of the CSA. Any charge submitted as a pre-approved expense, i.e., materials, supplies, equipment, etc., shall be billed at cost plus ten percent (10%).

The CONSULTANT'S compensation shall be established and authorized for each Task Order on the basis of the CONSULTANT'S personnel hourly billable rates and related allowable costs as set forth in the Agreement. The CONSULTANT'S personnel hourly billable rates and multiplier shall remain in effect and unchanged during the first year of the Agreement. Compensation for any authorized cost that is not set forth in the Agreement shall be negotiated prior to issuance of the Task Order and shall be supported by Exhibit B, Hourly Billing Rate Schedule.

- A. CONSULTANT shall provide a "Not-to-Exceed" fee for the approved Task Order. The total sum of all personnel, including subconsultants, expenses, and miscellaneous costs supported by the approved Task Order shall be considered a "Not-to-Exceed" fee. No additional compensation shall be due unless changes are made to the approved Task Order.
- B. Exhibit B, Hourly Rate Schedule may be adjusted one time annually and then only at the beginning of each new one-year period with the consent of the CITY which consent may be withheld in its sole discretion. All such adjustments must be supported by a CITY approved index with calculations reflecting a clear equation supporting the proposed adjustment(s).
- C. At the end of each month CONSULTANT may submit an invoice for services rendered during that month based upon progress completed to date. All travel, per diem, mileage, etc., will be in accordance with Exhibit C, Travel Policy.
- D. Upon satisfactory completion of the Task Order or any Change Order thereto, and, upon acceptance of the Work by the CITY, CONSULTANT may invoice the full final amount of compensation due to CONSULTANT less amounts already paid by the CITY. All invoices, whether partial or final billing, shall be accompanied by appropriate documentation of work accomplished to date.
- E. The CITY agrees that all compensation to CONSULTANT is due and payable by the CITY to CONSULTANT in accordance with Florida Statute 218.73, Local Prompt Pay Act.
- F. When work is assigned, CONSULTANT must submit a comprehensive scope with all relevant information incorporated to the CITY within ten (10) days of assignment.

3. CHANGES IN SCOPE OF WORK

The CITY or CONSULTANT may request changes that would increase, decrease, or otherwise modify the Scope of Work to be provided under any Task Order under this Agreement. Such changes and method of compensation must be agreed upon in writing by revised Task Order(s) and updated Purchase Order.

4. RESPONSIBILITY OF THE CITY

The CITY will furnish CONSULTANT upon request, with all existing data, plans, maps, and other planning information available and useful in connection with any Task Order issued under this Agreement. Such data, plans, maps, and other planning information shall be returned to the CITY upon the completion of the services to be performed by CONSULTANT. CONSULTANT may rely on all data and information provided by or on behalf of the CITY in writing without additional investigation, unless otherwise instructed by the CITY.

5. REPRESENTATIVE OF THE CITY AND CONSULTANT

It is recognized that questions related to the performance of services pursuant to this Agreement will arise. The CITY hereby designates the representative identified under "NOTICES" as the employee to whom all communications pertaining to the day-to-day performances of this Agreement shall be addressed. The designated representative shall have the authority, as the CITY's coordinator for this Agreement, to transmit instructions, receive information, and interpret and define the CITY policy and decisions pertinent to the work covered by this Agreement.

CONSULTANT shall, at all times during the normal work week, designate or appoint one representative who is authorized to act on behalf of CONSULTANT regarding all matters involving the conduct of work pursuant to this Agreement and shall keep the CITY continually advised of such designation in writing.

For purposes of this Agreement, the designated CONSULTANT representative is:

Chad Cowan, Project Manager
341 N. Maitland Avenue, Suite 300
Maitland, Florida 32751
ccowan@raftelis.com

6. TERM OF THE AGREEMENT

The term of this Agreement shall be from the date last signed by a party to this Agreement until the last day of the last month of the fifth (5th) year after original execution. All work in progress at the time of expiration of the Agreement will extend beyond the expiration of this Agreement; the term of this Agreement shall automatically be extended until completion of the work. No new work will be issued after the date of termination of the Agreement regardless of all on-going work.

7. TERMINATION

- A. Either the CITY or CONSULTANT may terminate this Agreement by giving sixty (60) days advance notice in writing to the other.
- B. In the event of termination of this Agreement by either party, CONSULTANT agrees to deliver all work identified in all executed task orders to the CITY, whether completed or in progress, that is not yet in the CITY'S possession, except as otherwise is provided for in paragraph 7 above should CITY request CONSULTANT to complete a particular task. Then such work shall be delivered to CITY upon completion.
- C. Both the CITY and CONSULTANT shall have the right to terminate the Agreement for failure of the other party to fulfill its Agreement obligations and shall have all other rights and remedies otherwise available to the CITY and CONSULTANT under law.

8. INDEMNIFICATION OF CITY

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the CITY, its officers, directors, agents, and employees (herein called the "indemnitees") from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Section, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its subconsultants, or persons employed or utilized by them in the performance of the Agreement. Claims by indemnitees for indemnification shall be limited to the amount of CONSULTANT'S insurance or one million dollars (\$1,000,000.00) per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Agreement and it is part of the project specifications or the bid documents, if any. Neither party shall be responsible or held liable to the other for special, indirect, or consequential damages

- A. The CITY'S review, comment, and observation of the CONSULTANT'S service and performance of the Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

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9. INSURANCE

- A. CONSULTANT shall provide, pay for, and maintain in force at all times during the services to be performed, such insurance, including Worker's Compensation insurance, Employer's Liability insurance, Comprehensive General Liability insurance with a \$2,000,000 combined single limit for each occurrence, and Professional Liability insurance in an amount no less than \$1,000,000 per claim, as will assure to the CITY, the protection contained in the foregoing Indemnification undertaken by CONSULTANT. The certificates of insurance and endorsements shall be provided to CITY upon execution of this Agreement, naming the CITY as an additional insured on the Commercial General Liability and Automobile Liability policies. Renewal certificates shall be provided to CITY within 30 days of renewal.
- B. Such policy or policies shall be issued by companies authorized to do business in the State of Florida, and having agents upon whom service of process may be made in Florida.
- C. Failure to obtain and maintain such insurance as set out above shall be considered a breach of contract and may result in termination of this Agreement for default.
- D. The insurance coverage enumerated above constitutes the minimum requirements and said enumeration shall in no way lessen or limit the liability of the CONSULTANT under the terms of this Agreement. CONSULTANT may procure and maintain at its own expense any additional insurance that in its judgment may be necessary.

10. OWNERSHIP OF DOCUMENTS

It is understood and agreed that all documents identified as a deliverable in Exhibit A, including detailed reports, plans, original maps, and all other data, prepared or obtained by CONSULTANT in providing services hereunder shall become the property of the CITY. The CONSULTANT shall not be liable for any use by the CITY of said documents or data if modified in any manner or if used for any other than the original purpose without prior written approval of CONSULTANT. Nothing in this Agreement shall be deemed or construed as a waiver, release, transfer, assignment or divestiture by Consultant of any of its intellectual property, know-how or trade secrets.

11. REUSE OF DOCUMENTS

- A. Wherever and whenever applicable, all data, plans, drawings and other documents including maps furnished by CONSULTANT pursuant to this Agreement may be reused by the CITY for future projects.
- B. CITY shall have the right to reuse the data, documents and maps and contract with other parties, not CONSULTANT. In such event, CONSULTANT shall not be held liable or responsible for any such reuse.
- C. If the CITY elects to reuse the documents and engage the professional services of CONSULTANT for future work, CONSULTANT agrees to perform said services for a mutually agreed upon fee to be negotiated under such Change Order for additional Work. If any modifications are required to adapt the documents, compensation for such work shall be negotiated.

12. NOTICES

All notices or other communications required hereunder shall be deemed duly given if delivered in person or sent by certified mail return receipt requested and addressed as follows:

If to City

Jo-Anne Drury, Finance Director
156 S. Lake Avenue
Groveland, Florida 34736
(352) 730-9264
Jo-anne.drury@groveland-fl.gov

If to Consultant

Chad Cowan
Raftelis Financial Consultants, Inc.
341 N. Maitland Avenue, Suite 300
Maitland, Florida 32751
ccowan@raftelis.com

With a copy to:
Michael Hein
City Manager
156 S. Lake Avenue
Groveland, Florida 34736

Anita Geraci-Carver
City Attorney
1560 Bloxam Avenue
Clermont, Florida 34711

And an electronic copy to the City's Procurement Director at chris.coghil@groveland-fl.gov.

13. EQUAL OPPORTUNITY EMPLOYMENT

CONSULTANT agrees that it will not discriminate against any employee or applicant for employment for Work under this Agreement because of race, color, religion, sex, age or national origin and will take affirmative steps to ensure that applications are employed and employees are treated during employment without regard to race, color, religion, sex, age or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment, advertising; layoff or termination; rates of pay or their forms of compensation; and selection for training, including apprenticeship.

14. NO CONTINGENT FEES

CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other communication contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the CITY shall have the right to terminate the Agreement without liability, and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount for such fee, commission, percentage, gift or consideration in accordance with F.S. 287.055(6)(a).

15. APPLICABLE LAW

This Agreement will be construed and interpreted according to the laws of the State of Florida. Venue and jurisdiction for proceedings in connection with this Agreement will be the county or circuit court of the Fifth Judicial Circuit of Florida, in Lake County, Florida.

16. ASSIGNMENT

This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by the parties hereto without prior written consent of the opposite party and only by a document of equal dignity herewith.

17. WAIVER

The forbearance of either party with regard to any breach or failure to perform any provision of this Agreement shall not be deemed to constitute a waiver of the provision or any provision of this Agreement either at the time of the breach or failure occurs or at any time throughout the term of this Agreement.

18. SEVERABILITY

The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependencies a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the

parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

19. INDEPENDENT CONSULTANT

It is hereby mutually agreed that CONSULTANT is and shall remain an independent CONSULTANT and not an employee of the CITY.

20. NO THIRD-PARTY BENEFICIARIES

This Agreement is for the sole benefit of the parties hereto and their successors and permitted assigns and no other party shall have the right to enforce any provision of this Agreement or to rely upon the provisions of this Agreement.

21. CONVICTED VENDOR LIST

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a CONSULTANT, supplier, SUBCONSULTANT, or CONSULTANT under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

22. PUBLIC RECORDS

Pursuant to applicable Florida law, the CONSULTANT'S records associated with the Agreement hereunder may be subject to Florida's public records laws, Section 119.01, F.S., et seq, as amended from time to time. If applicable, the CONSULTANT agrees to comply with Florida's public records law by keeping and maintaining public records required by the CITY in order to perform the Services. Upon request from the CITY's Custodian of Public Records, the CONSULTANT shall provide the CITY with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The CONSULTANT shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of the Agreement and following completion of the Agreement if the CONSULTANT does not transfer the records to the CITY. Upon completion of the Agreement the CONSULTANT shall transfer, at no cost, to the CITY all public records in possession of the CONSULTANT or keep and maintain all public records required by the CITY to perform the Services. If the CONSULTANT transfers all public records to the CITY upon completion of the Agreement, the CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the Agreement, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS VIRGINIA WRIGHT, CITY CLERK, 156 S. LAKE AVENUE, GROVELAND, FLORIDA 34736, (352) 730-9265, VIRGINIA.WRIGHT@GROVELAND-FL.GOV.

23. FORCE MAJEURE

CONSULTANT shall not be responsible for the delay resulting from its failure to perform if neither the fault nor the negligence of the CONSULTANT or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the CONSULTANT'S control, or for any of the foregoing that affect subconsultants or suppliers if no alternate source of supply is available to the CONSULTANT. In case of any delay the CONSULTANT believes is excusable, the CONSULTANT shall notify the CITY in writing of the delay or potential delay

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and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the CONSULTANT could not reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the CONSULTANT first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE CONSULTANT'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the CITY. The CONSULTANT shall not be entitled to an increase in the Contract price or payment of any kind from the CITY for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the CONSULTANT shall perform at no increased cost, unless the CITY determines, in its sole discretion, that the delay will significantly impair the value of the Contract, in which case the CITY may (1) accept allocated performance or deliverables from the CONSULTANT, provided that the CONSULTANT grants preferential treatment to CITY with respect to deliverables subject to allocation, or (2) purchase from other sources (without recourse to and by the CONSULTANT for the related costs and expenses) to replace all or part of the deliverables that are subject of the delay, which may be deducted from the Contract total, or (3) terminate the Contract in whole or in part.

24. FEDERAL REQUIREMENTS.

In the event the Contract is paid in whole or in part from any federal government agency or source, the following specific terms, regulations, and requirements governing the disbursement of these funds shall be specified in the contract. To the extent of any conflict, the following terms, regulations, and requirements shall take precedence.

CONSULTANT is required to fully comply with all requirements outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the FEMA Public Assistance Program and Policy Guide(PAPPG).

This contract is subject to change based on guidance from the Federal funding source.

Equal Employment Opportunity

- A. Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. §60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 112246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II, ¶.
- B. Key Definitions.
 - 1) Federally Assisted Construction Contract. The regulation at 41 C.F.R. §60-1.3 defines a "federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract loan, insurance, or guarantee under which the applicant itself participates in the construction work.
 - 2) Construction Work. The regulation at 41 C.F.R. §60-1.3 defines "construction work" as the construction, rehabilitation, alteration, conversion, extension, demolition, or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.
 - 3) Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
 - 4) The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause:

"During the performance of this contract, the CONSULTANT agrees as follows:

- a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONSULTANT will take affirmative action to ensure that applicants are employed, and

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that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting for the provisions of this nondiscrimination clause.

- b) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- c) The CONSULTANT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the CONSULTANT's commitments under this section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.
- d) The CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e) The CONSULTANT will furnish all information and reports required by Executive 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f) In the event of the CONSULTANT's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided bylaw.
- g) The CONSULTANT will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each SUBCONSULTANT or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a SUBCONSULTANT or vendor as a result of such direction by the administering agency the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States."

Contract Work Hours and Safety Standards Act

- A. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
- B. Where applicable (see 40 U.S.C. §3701), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part1. See 2 C.F.R. Part 200, Appendix II, ¶I.
- C. Under 40 U.S.C. §3702, each CONSULTANT must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.
- D. The requirements of 40 U.S.C. §3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- E. The regulation at 29 C.F.R. §5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

"Compliance with the Contract Work Hours and Safety Standards Act.

- 1) Overtime requirements. No CONSULTANT or SUBCONSULTANT contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for

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- all hours worked in excess of forty hours in such workweek.
- 2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the CONSULTANT and any SUBCONSULTANT responsible therefor shall be liable for the unpaid wages. In addition, such CONSULTANT and SUBCONSULTANT shall be liable to the United States (in the case of work done under CONSULTANT for the District of Columbia or a territory, to such district or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
 - 3) Withholding for unpaid wages and liquidated damages. The Federal Emergency Management Agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the CONSULTANT or SUBCONSULTANT under any such contract or any other Federal contract with the same prime CONSULTANT, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such CONSULTANT or SUBCONSULTANT for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- Subcontracts. The CONSULTANT or SUBCONSULTANT shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the SUBCONSULTANTS to include these clauses in any lower tier subcontracts. The prime CONSULTANT shall be responsible for compliance by any SUBCONSULTANT or lower tier SUBCONSULTANT with the clauses set forth in paragraphs (1) through (4) of this section.

Rights to Inventions Made Under a Contract or Agreement

For any federally assisted contract, awarded to a small business firm or nonprofit organization as defined in 37 CFR 401.2 for the performance of experimental, developmental, or research work, the CONSULTANT, SUBCONSULTANT, subrecipient agrees to all of the terms in 37 CFR 401.14(a) and regarding Patent Rights and The Allocation of Principal Rights.

Clean Air Act and the Federal Water Pollution Control Act

Contracts of amounts in excess of \$150,000 must contain a provision that requires the CONSULTANT to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to the Federal Emergency Management Agency and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶G.

- A. Clean Air Act.
 - 1) The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
 - 2) The CONSULTANT agrees to report each violation to the CITY and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental protection Agency Regional Office.
 - 3) The CONSULTANT agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the Federal Emergency Management Agency.
- B. Federal Water Pollution Control Act.
 - 1) The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
 - 2) The CONSULTANT agrees to report each violation to the CITY of Longboat Key and understands and agrees that the CITY of Longboat Key will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
 - 3) The CONSULTANT agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the Federal Emergency Management Agency.

Procurement of Recovered Materials

- A. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contracts must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation

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and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶J; 2 C.F.R. § 200.322; PDAT Supplement, Chapter V, ¶7.

- B. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Act at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the Environmental Protection Agency guidelines.
- 1) In the performance of this contract, the CONSULTANT shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired-
 - a) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - b) Meeting contract performance requirements; or
 - c) At a reasonable price.
 - 2) Information about this requirement, along with the list of EPA-designate items, is available at the Environmental Protection Agency's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

Small and Minority Business Enterprise (MBE), Women Business Enterprises (WBE), and Labor Surplus Area Firms

- A. Among the many federal funding requirements, 2 CFR §200.321 (or 45 C.F.R. §75.330 for Health and Human Services funds) mandates that the Prime CONSULTANT partakes in five "affirmative steps" designed to ensure that small and minority-owned, women-owned business enterprises, and labor surplus area firms have been, and for the duration of the project continue to be, afforded subcontracting opportunities. These affirmative steps are:
- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
- B. In order to adequately document that the proposer has fulfilled this requirement, the proposer shall complete the provided "Affidavit of Compliance with 2 CFR §200.321 Requirements". The affidavit shall be notarized for this bid to be responsive.
- C. The proposer shall also attach to the affidavit documentation evidencing that affirmative steps 1 – 3 above were taken in the preparation and submission of this bid. Such evidence shall include:
- 1) Copies of announcements/postings in newspapers, emails, web-postings, or other media for specific contracting/subcontracting opportunities that target small and minority businesses and women's business enterprises;
 - 2) Copies of announcements/postings of contracting/subcontracting opportunities in trade publications, minority, or women's media that target small and minority businesses and women's business enterprises.
 - 3) Documentation of sources used to identify potential small and minority businesses and women's business enterprises. A suggestion would be searching through the SBA's Dynamic Small Business directory at the following internet address: <http://dsbs.sba.gov> to search for registered minority and small businesses.

Default and Remedy

If the CONSULTANT materially defaults in its obligations under this contract and fails to cure the same within fifteen (15) days after the date the CONSULTANT receives written notice of the default from the CITY, then the CITY shall have the right to:

- a. Immediately terminate this contract by delivering written notice to the CONSULTANT, and
- b. Pursue any and all remedies available in law, equity, and under this contract.

Upon such termination, the CITY shall pay the CONSULTANT the full amount due and owing for all work performed through the date of contract termination.

Termination for Cause

This Contract may be terminated by the CITY, in whole or in part, at any time, due to the failure of the CONSULTANT to fulfill its obligations under this contract, subject to the cure period provided in (Default and Remedy), by delivering written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall:

- a. Immediately discontinue all work and deliver to the CITY all data, reports, summaries, and any and all such other information and materials of whatever type or nature as may have been accumulated by the CONSULTANT in performing the work under this contract, regardless of state of completion.
- b. Unless in dispute, claim, or other remedy, the CONSULTANT shall be paid for work completed to the date of termination.

Termination for Convenience

The CITY, by written notice, may terminate this contract, in whole or in part, when it is in the CITY's best interest. If this contract is terminated, the CITY shall be liable only for goods or services delivered and accepted. The CITY Notice of Termination shall provide the CONSULTANT thirty (30) days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

Program Fraud and False or Fraudulent Statements or Related Acts

The CONSULTANT acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the CONSULTANT's actions pertaining to this contract.

No Obligation by Federal Government

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, CONSULTANT, or any other party pertaining to any matter resulting from the contract.

Suspension and Debarment

- A. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the CONSULTANT is required to verify that none of the CONSULTANT or its principals (defined at 2 C.F.R. §180.905) are excluded (defined at 2 C.F.R. §180.940) or disqualified (defined at 2 C.F.R. §180.935).
- B. The CONSULTANT must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- C. This certification is a material representation of fact relied upon by the CITY. If it is later determined that the CONSULTANT did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of Florida, the Federal Government may pursue available remedies, including, but not limited to, suspension and/or debarment.
- D. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

By submission of a proposal, Proposer affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subCONSULTANTS are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Respondent shall submit the Federal Debarment Certification Form demonstrating compliance.

Florida Convicted/Suspended/Discriminatory Complaints

By submission of a proposal, Proposer affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

CONSULTANTS who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

25. **DRAFTING PARTY.** This Agreement shall not be construed against the party preparing it but shall be construed as if all parties hereto jointly prepared this Agreement.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have hereto caused the execution of this document, the year and date first written above.

WITNESSES:

CITY OF GROVELAND


Signature
Print Name: Lise Cortese


Christine Coghill, Procurement Director
Date: 8/21/24

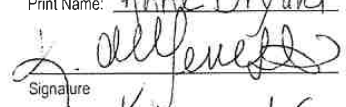

Signature
Print Name: Travis Jackson

ATTEST:


Virginia Wright, City Clerk

WITNESSES:

RAFTELIS FINANCIAL CONSULTANTS, INC.


Signature
Print Name: Anne Bryant

Signature
Print Name: Kyhara deGeneste


Chad Cowan, Senior Manager
Date: 8/8/24

EXHIBIT A, SCOPE OF PROFESSIONAL SERVICES

CONSULTANT shall provide professional and/or consulting services for CITY projects on an as-needed basis. CONSULTANT shall be selected on a rotational basis, based upon discipline, unless such documentation provides valid reasoning as to a specific CONSULTANT being selected. When this occurs, CONSULTANT shall remain next in the rotation. These projects, for those disciplines that fall under the Consultant's Competitive Negotiation Act (CCNA), FS 287.055, no construction project may exceed \$4,000,000 and no study may exceed \$500,000. A Task Order will be issued by the CITY and the CONSULTANT shall provide an initial scope and fee, which will then be negotiated to final form. The scope and the cost shall be negotiated after the CONSULTANT has been engaged.

Vendor	Environmental Consulting	Geotechnical/Hydrogeologic Services	Stormwater Consulting	Surveying, Mapping and GIS	Traffic/Transportation Planning & Engineering	Water, Wastewater & Reclaimed Water Infrastructure	Landscape Architectural Professional Services	Planning & Community Development Professional Services	Architectural Services / Facilities & Asset Management	Public Works Services	Construction Management & Inspection and Structural Services	Mechanical Electrical & Plumbing (MEP)	Finance Services	State Revolving Fund Support
Bio-Tech Consulting, Inc.	X													
CivilSurv			X	X		X								
CPH, LLC.			X	X	X	X	X	X	X		X	X		
Data Management and Visual Insights (Data MVI)				X										
Florida Technical Consultants, LLC				X										
Geographic Technologies Group				X										
Hale Innovation, LLC			X		X	X		X					X	X
Half Associates, Inc.	X	X	X	X	X	X	X			X	X		X	X
Kimley-Horn and Associates, Inc.	X	X*	X	X*	X	X	X	X	X	X	X	X		
KMF Architects							X	X	X		X	X		
Madrid CPWG	X	X	X		X	X	X							
McCree Design Builders, Inc.			X				X		X		X	X		
Nadic Engineering Services		X	X		X	X			X	X	X			
Raffelis Financial Consultants, Inc.													X	
SMW GeoSciences, Inc.	X	X				X								
Southeastern Surveying and Mapping Corporation				X										
Surface Water Professionals	X	X	X											
The Lunz Group, Inc.	X	X	X	X			X	X	X		X	X		
Volkert, Inc.				X	X						X			
Woodard & Curran Inc.	X	X	X			X		X		X	X		X	X
WSP USA Environment & Infrastructure Inc.	X	X	X	X	X	X	X	X	X	X	X	X	X	X
YBE Consulting, Inc	X													

[illegible]

Business Travel Expense Policy



Effective March 16, 2020

A. Purpose

The purpose of this Policy is to ensure the City of Groveland reimburses employees and council for reasonable business travel expenses incurred while on assignments away from the City.

B. Scope

This Policy shall apply to business travel expenses incurred for which reimbursement is requested by employees and council.

C. Definitions

Council Member: An elected official of the City of Groveland representing the residents. This will also include the Mayor and Vice Mayor for the purpose of this policy.

Employee: An individual employed by the City of Groveland drawing a salary or wages, whether elected or not, and any non-compensated individual performing personal services for such a governmental body.

Incidental Expenses: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

Per Diem: An allowance for each day for the purchase of meals and incidental items arising from business travel.

D. Responsibilities

The employee or council member who is traveling is responsible for providing the details of his/her travel plans and receiving any necessary preauthorization approvals and complying with all the policy guidelines and requirements. The employee or council member is responsible for identifying and utilizing the most responsible and efficient means when traveling for City business.

E. Eligible Expenses

The following are types of expenses which are eligible for reimbursement per the policy.

1. Registrations

The cost associated with registering for training/conference.

2. Transportation

Employees are encouraged to utilize the most efficient means for travel to and from the destination and shall consult with their department director. This could include:

1. Use a City vehicle purchased for employee travel; or

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Effective March 16, 2020

2. Use a City vehicle already permanently assigned to them; or
3. Use of a personal vehicle; or
4. Use of a rental car; or
5. Use of air transportation; or
6. Use of rail transportation.

Mileage - Employees using their privately owned vehicle for official authorized City business shall be reimbursed for such use at the IRS Standard Mileage Rate. This rate shall be adjusted annually on January 1st in accordance with the IRS Standard Mileage Rate. This rate applies for both in and out-of-county travel. The 2020 IRS standard mileage rate is \$0.575 per mile.

Internet mapping (via Google Maps) should be submitted to document the estimated mileage and may also be used for documentation of the actual mileage. The employee may submit actual mileage should estimate vary from the actual. Mileage will be based on distance from employee's normal workplace or from their home, whichever is closer to their final travel destination only. <https://www.google.com/maps>

Employees are eligible to receive mileage reimbursement for in and out of City mileage incurred. Department Directors may receive mileage reimbursement as long as the destination is 10 miles or greater from their work location.

Rental Car: Standard rental car is covered if it is required/cost effective. Documentation showing airfare quotes, rental car quotes and mileage and other estimated expenses required with travel forms. Preauthorization is required. Standard rental car is considered to be \$35 a day rental or mid-sized rental car (or equivalent size). If a group is traveling together, a larger rental car may be appropriate and can be authorized by a Department Director or City Manager.

Parking: Standard parking only (Valet parking is considered an upgrade and would only be covered if no other parking is available)

Tolls: (this should be noted on Internet mapping)

Taxi/Rideshare:

- Transportation from the airport to the hotel.
- If the conference is more than .5 miles (10-minute walk) distance from the hotel, the city authorizes one taxi/rideshare to and from the hotel to the conference daily provided there is no free shuttle available from the hotel. All exceptions must be then approved by the City Manager, when necessary.
- If the conference has a function that is offsite, documentation for the function must be included in order to be covered.

- Tips related to taxi/rideshares are limited to 10% of the fare.

Airfare: Base airfare is covered and a maximum of one checked bag. Seat selection is allowed. *Travel insurance if preauthorized by the Finance Director and City Manager with documentation to show just cause.*

3. Lodging

The City will cover the full cost of lodging for:

- Standard Room Charge (no hotel upgrades)
- Air B&B, Lifekey, etc. (standard accommodation)

Lodging is expected to be reasonable based on the travel location and length of stay.

4. Meals

Meals are paid at the standard IRS/GSA per diem rate. The rates are based on the Orlando identified location and updated per the IRS/GSA per diem rate for that identified area and will be updated per the IRS/GSA website. www.gsa.gov/portal/category/100120. If the individual is traveling to a location with a higher IRS/GSA per diem rate as indicated by the above website, the City Manager is allowed to authorize the higher per diem rate.

The 2020 rate for the Orlando region is as follows:

Description	Amount
Meals & Incidentals Total (per day)	\$66.00
First & Last day of Travel	\$49.50
Breakfast	\$16.00
Lunch	\$17.00
Dinner	\$28.00
Incidental Expenses	\$ 5.00

The use of the individual reimbursement amounts is listed for when travel does not require an overnight stay. Per Diem will only be paid out for a maximum of 14 days of travel. If travel is longer than 14 days, costs of meals and incidentals will have to be verified for any additional reimbursement and may not exceed the per meal rate. If additional reimbursement will be requested, receipts of all meals and incidentals will be required for the entire length of the trip and costs will be verified so that expenses do not exceed the allowed meal costs.

Incidental Expenses are only paid as part of per diem for travel which results in overnight stays.

F. Ineligible Expenses

Any of the expenses not listed in section E would be considered ineligible expenses. The below list is not to be considered the only ineligible expenses. Some examples are included below for a reference.

- Hotel upgrades
- Personal room charges
- Alcoholic beverages
- Meals, food and other drinks, etc. when per diem has been issued.
- Personal care items
- Sales tax for in state travel
- Costs related to spouses, children or other non-employees of the City
- Airfare - priority boarding or upgrades in class to business/ first class

G. Approvals

Department Directors approve travel for all employees within their department and the City Manager approves Department Head and City Council travel. Finance Director will review and approve reimbursements to the City Manager.

Department Directors are responsible for managing the business travel expenses for their department in relation to their budgets. If anticipated travel costs will exceed the department budget related to travel, the travel will have to be approved by the Finance Director and City Manager.

H. Travel Reimbursement

When travel is completed, employees and council members must submit completed travel expense reports within five business days. Complete a travel expense report with required approvals and sent to the Finance Department for reimbursement. Reports must be accompanied by receipts for all individual expenses requesting reimbursement exclusive of use of per diem. Examples of receipts needed would include lodging, rental cars, air fare, taxis, parking, etc... Meals will not require receipts unless requesting reimbursement over the maximum number of days per diem is provided.

Please also refer to the Credit Card policy if the City issued credit card was used for any of the expenses while traveling.

I. Personal Time & Travel Guests

Employees and council members on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with the successful completion of business objectives. Generally, employees are permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from

such nonbusiness travel or companions are the responsibility of the employee/council member and are not to be charged to a City credit card or be reimbursed.

J. Abuse of Policy

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

K. Authority

Approved and adopted by the Groveland City Council by Resolution Number 2020-17 on March 16, 2020.

HUMAN TRAFFICKING AFFIDAVIT

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I currently serve as Chad Cowan (Role) of Raftelis Financial Consulting (Company).
3. Raftelis Financial Consulting (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.
4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I, Chad Cowan, declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

Raftelis Financial Consulting

Company Name


Authorized Signatory

Chad Cowan

Printed Name

Senior Manager

Title

8/8/24

Date

Procurement Division (Version 1)



September 9, 2025

Mr. David Lynch
Town Manager
Town of Pembroke Park
3150 SW 52nd Ave.
Pembroke Park, FL 33023

Subject: Agreement to Provide Utility Rate and Management Consulting Services

Dear Mr. Lynch:

Raftelis Financial Consultants, Inc. ("Raftelis") is pleased to submit this task authorization to provide professional utility rate and management consulting services to the Town of Pembroke Park, Florida (the "Town" or "Client"). Based on our discussions with the Town, the purpose of this task authorization is to provide: i) a wastewater utility rate; ii) a stormwater utility revenue sufficiency study; iii) a bond feasibility study. This task authorization is pursuant to the terms and conditions of the City of Groveland Continuing Consultant Services Agreement dated August 8, 2024 between the City of Groveland and Raftelis (the "Piggyback Agreement") that provides for ongoing utility rate and management consulting services. A copy of the Piggyback Agreement is attached as Attachment D. The scope of services to be performed for the task authorization is attached as Attachment B.

We appreciate the opportunity to assist the Town to address its rate administrative needs. If this task authorization is acceptable to the Town, please acknowledge your acceptance below and return an executed copy to Raftelis. The receipt of the executed task authorization will serve as our notice to proceed. If you have any questions, please do not hesitate to call. We look forward to working with the Town on this project.

PROJECT TEAM AND BILLING RATES

With respect to the performance of this engagement, Mr. Henry L. Thomas will be the Project Director, and Shawn Ocasio will be the Project Manager and primary contact with the Town. Other staff consultants, analysts and administrative personnel will be utilized during the engagement as needed. The services covered by this task authorization shall be billed based on the direct labor rates set out in Attachment A, which is made a part of this proposal.

SCOPE OF SERVICES

The scope of services to be performed by Raftelis for this task authorization is included on Attachment B.

341 N. Maitland Avenue, Suite 300
Maitland, FL 32751
www.raftelis.com

COMPENSATION AND BILLING

Based on the scope of services for this task authorization as summarized herein in Attachment B and the direct hourly labor billing rates from the Piggyback Agreement as identified on Attachment A, we propose to establish a not-to-exceed contract budget to provide the scope of services of \$118,000. The cost of each of the components of the services are as follows:

Project Components		Project Fee
Wastewater Utility Rate Study		\$43,000
Stormwater Utility Revenue Sufficiency Study		\$36,000
Bond Feasibility Study		\$39,000
Task Authorization Total		\$118,000

Detailed cost estimates in support of these amounts are provided in Attachments C-1 through C-3.

This project budget amount includes the direct cost of personnel and sub-consulting fees anticipated for the project as well as any other direct costs such as travel, telephone, and copying, printing and shipping charges. The costs incurred by Raftelis for such other direct costs, if any, will be billed to the Town based on the Standard Unit Costs or reimbursement schedule as reflected on Attachment A. It is proposed that Raftelis will bill monthly for services relative to this engagement based on the hourly amount of time spent by the project team members, the other direct costs incurred and the pass-through of any sub-consulting costs that may be required for the engagement. No additional services above the cost estimate will be performed without the prior written authorization of the Town.

FINANCIAL ADVISOR DISCLOSURE

As a registered Municipal Advisor under the Dodd-Frank Act, Raftelis is required to inform our clients of any existing or potential conflicts of interest that may be relevant to any proposed scope of services that may include providing “advice” as that term is defined in the Dodd-Frank Act. As of the date of this engagement letter, no conflicts of interest are known to exist.

Under the Dodd-Frank Act the definition of “advice” includes providing any opinion, information or assumptions related to the size, timing and terms of possible future debt issues or borrowing. This type of information may be integrated into the capital and financial planning components of a rate model update. This definition is applicable regardless of whether this information is developed and used solely for planning and decision-making purposes. For the services addressed in the scope of work identified for this engagement, any information that is developed by Raftelis that falls under this definition of municipal advice is not intended to represent a recommendation that the Town should issue debt based on the terms and assumptions used to develop the financial evaluation, or that the Town will, in fact, be able to issue debt under the exact terms and conditions assumed and used to develop the financial plan or forecast. The information developed as part of this rate model update, including any related municipal advice, is intended only to provide information useful in evaluating

Mr. David Lynch
Town of Pembroke Park
September 9, 2025
Page 3

the potential impact on the utility and future rate adjustments of a potential course of action for the Town. If the Town decides at some future date to issue debt, then at that time the Town will need to engage an independent, registered Financial Advisor to assist in evaluating the availability of different types of debt, and the specific terms and conditions for issuing debt, which will be affected by market conditions and the Town's credit rating at the time of issuance. At that time, as a registered Municipal Advisor, Raftelis can also provide additional assistance related to a specific bond or debt issue, such as preparing a bond feasibility report or financial forecast for inclusion in bond documents, without requiring additional oversight or supervision by the Financial Advisor.

By issuing a purchase order that includes the terms of this Task Authorization, the Town is indicating its approval and acceptance of the proposed scope of work and fees, the Town is also explicitly acknowledging that Raftelis has provided the necessary disclosures addressing conflicts of interest and any limitations on the scope of Municipal Advisory services to be provided by Raftelis as part of this engagement.

The Municipal Securities Rulemaking Board ("MSRB") provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. To understand the protections provided and how to file a complaint with an appropriate regulatory authority, visit the MSRB web site at www.msrb.org.

TERM OF AGREEMENT

The terms of this proposed agreement and the associated direct hourly labor billing rates for Raftelis personnel shall be in effect and continue through the completion of the project or some other contract period as mutually agreed to between the Town and Raftelis. It is anticipated that the wastewater and stormwater rate studies will be completed within 240 days after being given authorization to proceed.

We appreciate the opportunity to submit this agreement to provide rate consulting services to the City. If this agreement is acceptable, please execute both copies and return one copy to Raftelis.

Very truly yours,

Raftelis Financial Consultants, Inc.



Henry L. Thomas
Senior Vice President

ACCEPTED BY:

Town of Pembroke Park, Florida

Name

Title

Date

Attachments

ATTACHMENT A

**TOWN OF PEMBROKE PARK, FLORIDA
UTILITY RATE AND MANAGEMENT CONSULTING SERVICES**

SCHEDULE OF DIRECT LABOR HOURLY RATES AND STANDARD COST RATES

DIRECT LABOR HOURLY RATES

Project Team Title	Direct Labor Hourly Rates
Executive Vice President / Principal	\$400.00
Vice President	\$360.00
Senior Manager	\$320.00
Manager	\$295.00
Senior Consultant	\$250.00
Consultant	\$220.00
Creative Director	\$220.00
Associate	\$185.00
Graphic Designer	\$160.00
Analyst	\$135.00
Administration	\$100.00

STANDARD COST RATES

Expense Description	Standard Rates [*]
Mileage Allowance – Personal Car Use Only	\$0.445 per mile
Lodging / Other Travel Costs	Travel Expenses per FS 119.061
Meals	Not-to-Exceed per Raftelis Employee per FS 119.061; Currently: \$6.00 – Breakfast \$11.00 – Lunch \$19.00 – Dinner

ATTACHMENT B

TOWN OF PEMBROKE PARK, FLORIDA UTILITY RATE AND MANAGEMENT CONSULTING SERVICES

SCOPE OF SERVICES

I. SCOPE OF SERVICES

The Scope of Services to be performed by the personnel of Raftelis for the Wastewater Rate Study, Stormwater Revenue Sufficiency Study, and Bond Feasibility Study are summarized below by task:

A. Wastewater Utility Rate Study

Task 1 – Data Request and Data Gathering

Raftelis will prepare a written data request for the collection of financial, customer billing, operating, engineering, and planning data necessary to conduct the Wastewater Utility Rate Study. Information requested will include, but is not limited to, financial statements, existing rate schedules, operating budgets and capital work plans, existing debt service schedules, wholesale treatment agreements and rates, fixed asset data and customer billing data. The initial data request will be as comprehensive as possible; however, it is contemplated that follow up data requests will be required during the study. Once the Town has responded to the initial data request, the data provided will be reviewed and incorporated into the development of Town's utility financial planning and rate model. This task assumes a total of 12 hours (Senior Manager at 4 hours and a Consultant at 8 hours) associated with data gathering, compilation, and validation activities. One (1) virtual project kickoff meeting will be held as a part of this task to discuss project objectives, timeline, and any data request related questions the Town may have.

Task 2 – Customer, Sales and Revenue Forecast

Raftelis will prepare an updated forecast of customer and usage requirements for the Wastewater Utility based on detailed customer account information provided by the Town. This task will include review of the most recent historical customer statistics by services type and rate classification and the development of a forecast of customers and revenues based on the best available information about future growth. This task also includes preparing a detailed profile of billing determinants for the Wastewater Utility to be included in the financial forecast. The first step of this task will be to work with Town staff to specify the billing data to be provided. Once the customer billing data is provided it will be summarized and assembled for use in the financial forecast models and revenue sufficiency reviews. This summarized customer billing and sales data will then be applied to the current customer billing rates to develop a projection of rate revenues for the forecast period.

Task 3 – Development of Projected Revenue Requirements

Raftelis will prepare a five-year financial forecast and revenue requirements analysis based on the Town's proposed FY 2026 Budget and CIP for the Wastewater Utility System. This task will include analysis of operations and maintenance expenses, capital expenditures and funding criteria, and other non-operating costs such as debt service, renewal and replacement funding requirements and general fund transfers. A general review of any existing or proposed debt covenant compliance issues will also be performed. This task will also include the development of a forecast of revenues and income including utility rate revenues, other operating revenues from miscellaneous service charges and other income such as interest income on fund balances. The forecast of utility rate revenues will be based on applying the adopted rate schedules to the customer forecast and detailed profile of billing determinants developed in Task No. 2. The final step in this task will be to compare the projected revenues from existing rates with the projected revenue requirements to estimate the adequacy of current and future rate levels. Based on this summary of the adequacy of rates, Raftelis will then develop proposed Wastewater Utility rate adjustments. Up to three (3) rate adjustment / funding scenarios are contemplated as a part of this task. Up to two (2) virtual meetings at up to two (2) hours long each are anticipated as a part of this task.

Task 4 – Wastewater Rate Design

Based on the overall revenue requirements identified in Task 3, Raftelis will develop rates for wastewater service including monthly base charges and usage related charges based on the rate adjustment scenarios developed in Task 3. Up to two (2) design scenarios are contemplated as a part of this task. An evaluation of the feasibility of implementing a wholesale treatment adjustment clause will be provided as part of the rate design task. A comparison of the proposed rates with the Town's existing rates and the rates of other neighboring utilities will be prepared to disclose the impact of any proposed rate adjustments. Up to two (2) virtual meetings at one (1) hour long each are anticipated as a part of this task.

Task 5 – Wastewater Rate Study Results

Raftelis will attend one (1) onsite public workshop meeting and one (1) onsite public hearing to present the results of the wastewater rate study to the Town Council. This task will also include preparation of a PowerPoint briefing document and a letter report to summarize the study results and review of the Town's draft rate resolution as drafted by the Town's Attorney.

LIST OF ANTICIPATED DELIVERABLES

The deliverables to be provided with respect to the preparation of the Wastewater Rate Study shall include the following items:

- Initial Data Request
- Projected Revenue Requirements and the Adequacy of Existing Rates
- Proposed Wastewater Rates
- Rate Comparison of Proposed Rates with Existing Rates and Other Jurisdictions
- Briefing Document to Summarize the Rate Study

- Report Summarizing the Rate Study, Assumptions and Recommendations

TOWN STAFF ASSISTANCE

The Town staff will be called upon to assist Raftelis to complete the engagement on a timely basis. The following is a list of the activities anticipated to be performed by the staff of the Town:

1. The gathering of specific customer, operational and financial data and billing information relative to the Project;
2. The performance of certain analyses relative to the compiling of data if not in a usable format in general records and reports of the Town; and
3. Performing a general review and providing comments relative to the study assumptions and results of our analyses and report in support of the proposed rates for wastewater service.

MEETINGS

As described in the tasks above, Raftelis will attend up to seven (7) total meetings during the course of the project comprised of two (2) onsite meetings and five (5) offsite / virtual meetings.

1. One (1) offsite / virtual project kickoff meeting to review the project goals and objectives as well as discuss any preliminary related data questions and finalize the project schedule with Town staff.
2. Four (4) offsite / virtual meetings to discuss data related questions, review study assumptions, discuss results with Town staff.
3. Two (2) onsite meetings to present the assumptions, conclusions, and recommendations of the Study to the Town Council. It should be noted that these two (2) meetings are anticipated to be shared with the Stormwater Revenue Sufficiency Study's onsite meetings in order to provide certain cost efficiencies for the Town.

ADDITIONAL SERVICES

During the course of the study, the Town may request additional services from Raftelis. Such services will not be conducted until authorized by the Town as mutually agreed between the Town and Raftelis. The Town will be billed for such additional services based on the hourly rate schedule of Raftelis' employees as shown in this agreement or some other basis as mutually agreed between the Town and Raftelis. Although no additional services are anticipated for this engagement, examples of additional services may include (but not be limited to) the following:

1. Attendance of additional meetings above what is contemplated in the scope of services. Should meetings that were originally anticipated to be shared later be held separately then this will constitute additional meetings.
2. Providing general consulting services relating to meeting with third parties regarding the derivation of the fees, providing litigation support services in the event of a challenge of the fees, and other related issues not contemplated in the above scope of services.
3. Development of miscellaneous fees or charges for services such as wastewater impact fees, tap fees, late payment fees.
4. Additional time associated with data gathering and compilation activities above what is already contemplated in Task 1 above.
5. Delays in the project schedule that would affect the budget for the scope of services reflected herein.
6. Development of additional rate adjustment analyses / funding scenarios / rate design scenarios above those contemplated in the Tasks 3 and 4 above.

B. Stormwater Utility Revenue Sufficiency Study

The following represents the scope of services for the preparation of a Stormwater Utility Revenue Sufficiency Study for the Town. The tasks included in the scope of services are described below:

Task 1 – Project Initiation / Data Request and Data Gathering

The project initiation phase consists of three tasks that include:

1. Initial Project Meeting
2. Data Collection and Review

Task 1.1 – Initial Project Meeting – To begin this project, Raftelis staff will attend one (1) virtual meeting with Town staff to discuss the project's data requirements, schedule, and project goals and objectives.

Task 1.2 – Data Collection/Review – Raftelis will prepare a data request to facilitate the collection of operating, financial and customer data, and any other information needed to prepare the Study. It should be noted that this task anticipated eight (8) hours of time (2 Senior Manager hours and 6 Consultant hours) associated with data gathering and compilation activities. Examples of the data required include (but are not limited to):

1. Detailed Operating budgets and projection of operating expenses to reflect any changes in the level of service;
2. Five Year Capital Improvement Plan; and

3. Detailed Equivalent Residential Billing statistics.

Task 2 – Stormwater Utility Financial Analysis

Raftelis will review the Town's stormwater utility operating budgets and capital improvement plan and will develop a five-year financial analysis based on the proposed Fiscal Year 2026 operating and capital budget. The results of the five-year financial analysis will be used to develop proposed rates and capital funding strategies.

1. Identification of five-year stormwater utility expenditures needs for operations, maintenance, administration, equipment, capital improvements and asset replacement including any future staffing needs such as additional maintenance crews. The projected revenue requirements will address the Town's future staffing plan and anticipated capital projects and incorporate such costs into the projected revenue requirements. To develop projections of revenues under existing rates, Raftelis will work with the City to identify projected new development.
2. Summarizing the five-year revenue requirements analysis for the stormwater management program and evaluating the adequacy of currently adopted stormwater rates. Up to three (3) rate adjustment / funding scenarios are anticipated as a part of this task.
3. During preparation of the five-year revenue requirements analysis, Raftelis will attend up to three (3) offsite / virtual meetings with Town staff to review the projected costs and alternative funding methods that will serve as the basis for proposed rates for stormwater service. Each offsite / virtual meeting is anticipated to last up to two (2) hours long.

Task 3 – Develop Stormwater Rates

In this task, Raftelis will develop overall rate adjustments applied to the existing rate methodology to recover the expenditures identified in the five-year financial analysis. Up to three (3) scenarios are anticipated as noted in Task 2 above.

Task 3.1 – Develop Proposed Stormwater Rates – Raftelis will prepare a schedule of proposed rates based on a uniform application of the recommended rate revenue adjustments.

Task 3.2 – Comparison of Proposed Rates – Raftelis will prepare a comparison of the proposed rates with the existing rates and the rates of other neighboring utilities.

Task 3.3 – Update Stormwater Utility Rate Ordinance – Raftelis will review the Town's proposed stormwater utility rate resolution as prepared by the Town's Attorney.

Task 4 – Report Preparation and Presentation

The results of the stormwater rate study will be summarized in a letter report for presentation to the Town. The report will document Raftelis' assumptions and considerations, a summary

of the methodologies relied upon in developing the proposed rate adjustments, and our findings and conclusions.

In order to present the rates to the Town and the public, Raftelis will make two (2) onsite presentations to the Town Council, as appropriate, to discuss the recommended utility rates and the effects of billing such rates on the utility customers.

These specific deliverables will be provided:

Deliverable 1 – At the conclusion of Task 3, a comparison of the existing and proposed rates and a comparison to other utilities stormwater service rates.

Deliverable 2 – At the conclusion of Task 4, a rate study report and briefing materials documenting our assumptions, analyses, observations, and conclusions associated with the financial forecast and design of proposed rates.

TOWN STAFF ASSISTANCE

The Town staff will be called upon to assist Raftelis to complete the engagement on a timely basis. The following is a list of the activities anticipated to be performed by the staff of the Town:

1. The gathering of specific customer, operational and financial data and billing information relative to the Project;
2. The performance of certain analyses relative to the compiling of data if not in a usable format in general records and reports of the Town; and
3. Performing a general review and providing comments relative to the study assumptions and results of our analyses and report in support of the proposed rates for stormwater service.

MEETINGS

As described in the tasks above, Raftelis will attend up to six (6) total meetings during the course of the project comprised of two (2) onsite meetings and four (4) offsite / virtual meetings.

1. One (1) offsite / virtual project kickoff meeting to review the project goals and objectives as well as discuss any preliminary related data questions and finalize the project schedule with Town staff.
2. Three (3) offsite / virtual meetings to discuss data-related questions, review study assumptions, discuss results with Town staff.
3. Two (2) onsite meetings to present the assumptions, conclusions, and recommendations of the Study to the Town Council. It should be noted that these two (2) meetings are

anticipated to be shared with the Wastewater Rate Study's onsite meetings in order to provide certain cost efficiencies for the Town.

ADDITIONAL SERVICES

During the course of the study, the Town may request additional services from Raftelis. Such services will not be conducted until authorized by the Town as mutually agreed between the Town and Raftelis. The Town will be billed for such additional services based on the hourly rate schedule of Raftelis' employees as shown in this agreement or some other basis as mutually agreed between the Town and Raftelis. Although no additional services are anticipated for this engagement, examples of additional services may include (but not be limited to) the following:

1. Attendance of additional meetings above what is contemplated in the scope of services. Should meetings that were originally anticipated to be shared later be held separately then this will constitute additional meetings.
2. Providing general consulting services relating to meeting with third parties regarding the derivation of the fees, providing litigation support services in the event of a challenge of the fees, and other related issues not contemplated in the above scope of services.
3. Development of miscellaneous fees (late payment fees, etc.).
4. Additional time associated with data gathering and compilation activities above what is already contemplated in Task 1 above.
5. Delays in the project schedule that would affect the budget for the scope of services reflected herein.
6. Development of additional rate adjustment analyses / funding scenarios above those contemplated in the Tasks 2 and 3 above. Note the scenarios in Tasks 2 and 3 are the same three (3) and not additive of each other.

C. Bond Feasibility Study

The scope of service is related to the preparation of a Bond Feasibility Study for the wastewater and stormwater utility systems. The scope of services shall be as follows:

Task 1 – Data Acquisition and Review

Raftelis will prepare a written data request outlining the necessary information that will need to be compiled by the Town in order to prepare a Bond Feasibility Study following the adoption of the Wastewater and Stormwater Rate studies. The data requested will include, but not be limited to, the following: i) historical operating results for Fiscal Years 2021 through 2025 for each system; ii) historical customer billing information for the ten largest

customers of each system, ii) historical and future population and development information; iii) any updates to the capital improvement program, iv) planning documents including information regarding current and/or planned level of service standards; and v) other data and information considered necessary to perform the study. Raftelis will attend up to six (6) virtual meetings (each up to two hours long) with the Town's financing team during preparation of the Bond Feasibility Study to obtain direction and guidance on issues and objectives of the study and to collect and review information associated with the study. It should be noted that the data gathering / compilation activities associated with this task are anticipated at ten (10) hours of time (2 Senior Manager hours and 8 Consultant hours).

Task 2 – Historical and Projected Operating Results

This task will include a review and summarize service area demographics and types customers served including any projections of service area population and new development by type of development (e.g., single-family, multi-family, commercial etc.). In addition, an evaluation of historical operating results for Fiscal Years 2021 through 2025 will be compiled and projected operating results based on the results of the Wastewater and Stormwater Rate Studies. The projected operating results will include the proposed capital financing plan and projections of debt service coverage.

Task 3 – Preparation of Bond Feasibility Report

Raftelis will coordinate with the City's engineers and financial staff to prepare the Bond Feasibility Report to include discussions of the City's wastewater and stormwater utility system rates, and historical and projected operating results. Up to three (3) iterations/drafts of the report are anticipated as a part of this task.

Task 4 – Additional Bonds Test and Certificates

Based on historical available information will prepare an Additional Bonds Test, as necessary for the Bond Feasibility Report and a Closing Certificate upon completion of the study.

LIST OF ANTICIPATED DELIVERABLES

The deliverables to be provided in this engagement include the following items:

- Data Request
- Draft and Final Bond Feasibility Study Reports
- Additional Bonds Test
- Closing Certificate

MEETINGS

As described in the tasks above, Raftelis will attend up to six (6) offsite / virtual meetings during the course of the project.

1. Six (6) offsite / virtual meetings to discuss data-related questions, to discuss study assumptions, discuss deliverables, and other relevant items with the Town's financing team.

ADDITIONAL SERVICES

During the course of the study, the Town may request additional services from Raftelis. Such services will not be conducted until authorized by the Town as mutually agreed between the Town and Raftelis. The Town will be billed for such additional services based on the hourly rate schedule of Raftelis' employees as shown in this agreement or some other basis as mutually agreed between the Town and Raftelis. Although no additional services are anticipated for this engagement, examples of additional services may include (but not be limited to) the following:

1. Attendance of additional meetings above what is contemplated in the scope of services.
2. Providing general consulting services relating to meeting with third parties regarding the derivation of the fees, providing litigation support services in the event of a challenge of the fees, and other related issues not contemplated in the above scope of services.
3. Additional time associated with data gathering and compilation activities above what is already contemplated in Task 1 above.
4. Delays in the project schedule that would affect the budget for the scope of services reflected herein.
5. Development of additional rate adjustment analyses / funding scenarios outside of what was adopted as a part of the Wastewater Rate Study and Stormwater Revenue Sufficiency Study.
6. Development of additional drafts of the feasibility report above the three (3) iterations contemplated above.

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ATTACHMENT C-1

Town of Pembroke Park, Florida

Cost Estimate for Wastewater Utility Rate Study

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Line No.		Task Number	Vice President	Senior Manager	Consultant	Admin.	Totals
1	Project Billing Rates (\$/Hr.)		\$360.00	\$320.00	\$220.00	\$100.00	
	<u>Wastewater Rate Study</u>						
2	Task 1 - Data Request and Data Gathering	1	0.0	5.0	8.0	0.0	13.0
3	Task 2 - Customer, Sales, and Revenue Forecast	2	1.0	6.0	12.0	0.0	19.0
4	Task 3 - Development of Projected Revenue Requirements	3	2.0	8.0	16.0	0.0	26.0
5	Task 4 - Wastewater Rate Design	4	1.0	8.0	16.0	0.0	25.0
6	Task 5 - Wastewater Rate Study Results	5	2.0	12.0	8.0	6.0	28.0
	<u>Meetings:</u>						
7	Virtual Project Kickoff Meeting x1	1	1.0	1.0	0.0	0.0	2.0
8	Virtual Meetings to Review Questions, Assumptions, Preliminary Results x4	2 - 4	6.0	6.0	0.0	0.0	12.0
9	Onsite Meetings to Present Results to Town Council x2 (Shared with Stormwater Study)	5	10.0	10.0	0.0	0.0	20.0
10	Project Management	All	3.0	4.0	0.0	2.0	9.0
11	Total Hours		26.0	60.0	60.0	8.0	154.0
12	Direct Labor Cost		<u>\$9,360</u>	<u>\$19,200</u>	<u>\$13,200</u>	<u>\$800</u>	<u>\$42,560</u>
	<u>Allowance for Indirect Costs</u>						
13	Miscellaneous (Phone\Postage\Reproduction\Other)						\$70
14	Travel Expenses (Rental Car, Meals, Tolls, etc.) - Shared with Stormwater Study						<u>370</u>
15	Total Allowance for Indirect Costs						<u>\$440</u>
16	Total Project Cost (Rounded)						<u><u>\$43,000</u></u>

ATTACHMENT C-2

Town of Pembroke Park, Florida

Cost Estimate for Stormwater Revenue Sufficiency Study

Page 47 of 70

Line No.	Task Number	Vice President	Senior Manager	Consultant	Admin.	Totals
1	Project Billing Rates (\$/Hr.)	\$360.00	\$320.00	\$220.00	\$100.00	
	<u>Stormwater Revenue Sufficiency Study</u>					
2	Task 1 - Data Request and Data Gathering	0.0	2.0	6.0	0.0	8.0
	Task 2 - Stormwater Utility Financial Analysis					
3	Customer, Sales and Revenue Forecast	0.0	6.0	8.0	0.0	14.0
3	Projection of Operating and Maintenance Expenses	0.0	2.0	8.0	0.0	10.0
4	Capital Improvement Program Funding Analysis	0.0	2.0	8.0	0.0	10.0
5	Projection of Other Revenue Requirements	0.0	1.0	4.0	0.0	5.0
	Task 3 - Develop Stormwater Rates					
6	Review Adequacy of Existing Rates	2.0	3.0	1.0	0.0	6.0
7	Prepare Rate Comparison	0.0	1.0	4.0	0.0	5.0
	Task 4 - Report Preparation and Presentation					
8	Preparation of Presentation Briefing Documents	1.0	2.0	6.0	0.0	9.0
9	Preparation of Letter Report	1.0	8.0	4.0	6.0	19.0
	<u>Meetings:</u>					
10	Virtual Project Kickoff Meeting x1	1.0	1.0	0.0	0.0	2.0
11	Virtual Meetings to Review Questions, Assumptions, Preliminary Results x3	6.0	6.0	0.0	0.0	12.0
12	Onsite Meetings to Present Results to Town Council x2 (Shared with Wastewater Study)	10.0	10.0	0.0	0.0	20.0
13	Project Management	3.0	4.0	0.0	2.0	9.0
14	Total Hours	24.0	48.0	49.0	8.0	129.0
15	Direct Labor Cost	<u>\$8,640</u>	<u>\$15,360</u>	<u>\$10,780</u>	<u>\$800</u>	\$35,580
	<u>Allowance for Indirect Costs</u>					
16	Miscellaneous (Phone\Postage\Reproduction\Other)					\$50
17	Travel Expenses (Rental Car, Meals, Tolls, etc.) - Shared with Wastewater Rate Study					370
18	Total Allowance for Indirect Costs					<u>\$420</u>
19	Total Project Cost (Rounded)					<u>\$36,000</u>

ATTACHMENT C-3

Town of Pembroke Park, Florida

Cost Estimate for Wastewater and Stormwater Bond Feasibility Study

Page 48 of 70

Line No.		Task Number	Vice President	Senior Manager	Consultant	Admin.	Totals
1	Project Billing Rates (\$/Hr.)		\$360.00	\$320.00	\$220.00	\$100.00	
	<u>Bond Feasibility Study</u>						
2	Task 1 - Data Acquisition and Review		0.0	2.0	8.0	0.0	10.0
3	Task 2 - Historical and Projected Operating Results		4.0	8.0	16.0	0.0	28.0
4	Task 3 - Preparation of Bond Feasibility Report		16.0	16.0	8.0	16.0	56.0
5	Task 4 - Additional Bonds Test and Certificates		2.0	8.0	4.0	0.0	14.0
	<u>Meetings:</u>						
6	Virtual Meetings with Town's Financing Team x 6		12.0	12.0	0.0	0.0	24.0
7	Project Management		2.0	5.0	0.0	2.0	9.0
8	Total Hours		36.0	51.0	36.0	18.0	141.0
9	Direct Labor Cost		<u>\$12,960</u>	<u>\$16,320</u>	<u>\$7,920</u>	<u>\$1,800</u>	\$39,000
	<u>Allowance for Indirect Costs</u>						
10	Miscellaneous (Phone\Postage\Reproduction\Other)						\$0
11	Total Allowance for Indirect Costs						<u>\$0</u>
12	Total Project Cost (Rounded)						<u>\$39,000</u>

ATTACHMENT D

CONTINUING CONSULTANT SERVICES AGREEMENT

This Agreement is made and entered into on this 8th day of August, 2024, by and between the CITY OF GROVELAND, FLORIDA, a municipal corporation (hereinafter referred to as "CITY"), 156 South Lake Avenue, Groveland, Florida 34736, and **RAFTELIS FINANCIAL CONSULTANTS, INC.**, (hereinafter referred to as "CONSULTANT"), a Foreign Profit Corporation, Federal Employer Identification Number 20-1054069, whose principal location is 227 West Trade Street, Suite 1400, Charlotte, North Carolina 28202.

PREMISES

WHEREAS, the CITY issued a Request for Proposals (RFP) #2023-RFP-019, Citywide On-Call Professional Services for the purpose of contracting with multiple consulting firms to provide general and professional services to include capital construction projects or studies;

WHEREAS, the CITY desires for CONSULTANT to provide assistance to the CITY for the outlined services upon terms and conditions set forth below, and CONSULTANT also desires to undertake these tasks and assist the CITY;

WHEREAS, CONSULTANT has represented, upon which CITY has relied to its detriment, that CONSULTANT is qualified and competent to perform such services, and;

WHEREAS, this Agreement shall constitute a continuing services contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants hereinafter set forth, CITY and CONSULTANT agree as follows:

1. SCOPE OF PROFESSIONAL SERVICES

CONSULTANT shall provide professional services as provided in RFP 2023-RFP-019, Citywide On-Call Professional Services, which is incorporated by reference herein, and services as outlined within Exhibit A, Scope of Professional Services, attached. CONSULTANT will perform all such services in a professional manner that is consistent with other professionals performing similar work in the geographic area at the time and location services are rendered.

The CITY shall request the services on an as-needed basis. There is no guarantee that any or all of the services described in this Agreement will be assigned during the term of this Agreement. Further, the CONSULTANT is providing these services on a nonexclusive basis. The CITY, at its option, may elect to have any of the services set forth herein performed by other consultants or CITY staff. CONSULTANT shall be responsible for the accuracy of the work products and shall promptly correct its errors and omissions without additional compensation. Acceptance of work products by the CITY will not relieve the CONSULTANT of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

2. COMPENSATION AND METHOD OF PAYMENT

CITY shall pay CONSULTANT in accordance with Exhibit B, Hourly Billing Rate Schedule, which is attached hereto and incorporated herein by reference as part of this Consultant Services Agreement (CSA). The Hourly Billing Rate Schedule identifies all job classifications, which will perform billable services pursuant to this CSA and the hourly rate for each job classification. Only those job classifications incorporated into Exhibit B will be authorized to provide services to the CITY. The CITY reserves the right to negotiate additional job classifications, should the need arise.

Exhibit B, Hourly Rate Schedule will reflect the following:

- a. Job Classification;
- b. List of CONSULTANT staff that may be requested to provide services under this Agreement;
- c. A Range of Base Hourly Rates per job classification;
- d. Breakdown of Multiplier to be applied to the Range of Base Hourly Rates;
- e. A Range of Billable Hourly Rates per job classification.

Page 1

The CONSULTANT shall, when requiring the services of subconsultants, be responsible for the integration of all subconsultants' work into the documents and for all payments to such subconsultants out of the approved Task Order. Services rendered by the CONSULTANT in connection with the coordination of any such subconsultants or other personnel services shall be considered within the scope of the Agreement and no additional fee will be due the CONSULTANT for such work.

Consumables, miscellaneous expenses, and travel expenses shall be paid in accordance with FS 119.061 and the City of Groveland Travel Policy, dated March 16, 2020, which is attached hereto and incorporated herein by reference as part of the CSA. Any charge submitted as a pre-approved expense, i.e., materials, supplies, equipment, etc., shall be billed at cost plus ten percent (10%).

The CONSULTANT'S compensation shall be established and authorized for each Task Order on the basis of the CONSULTANT'S personnel hourly billable rates and related allowable costs as set forth in the Agreement. The CONSULTANT'S personnel hourly billable rates and multiplier shall remain in effect and unchanged during the first year of the Agreement. Compensation for any authorized cost that is not set forth in the Agreement shall be negotiated prior to issuance of the Task Order and shall be supported by Exhibit B, Hourly Billing Rate Schedule.

- A. CONSULTANT shall provide a "Not-to-Exceed" fee for the approved Task Order. The total sum of all personnel, including subconsultants, expenses, and miscellaneous costs supported by the approved Task Order shall be considered a "Not-to-Exceed" fee. No additional compensation shall be due unless changes are made to the approved Task Order.
- B. Exhibit B, Hourly Rate Schedule may be adjusted one time annually and then only at the beginning of each new one-year period with the consent of the CITY which consent may be withheld in its sole discretion. All such adjustments must be supported by a CITY approved index with calculations reflecting a clear equation supporting the proposed adjustment(s).
- C. At the end of each month CONSULTANT may submit an invoice for services rendered during that month based upon progress completed to date. All travel, per diem, mileage, etc., will be in accordance with Exhibit C, Travel Policy.
- D. Upon satisfactory completion of the Task Order or any Change Order thereto, and, upon acceptance of the Work by the CITY, CONSULTANT may invoice the full final amount of compensation due to CONSULTANT less amounts already paid by the CITY. All invoices, whether partial or final billing, shall be accompanied by appropriate documentation of work accomplished to date.
- E. The CITY agrees that all compensation to CONSULTANT is due and payable by the CITY to CONSULTANT in accordance with Florida Statute 218.73, Local Prompt Pay Act.
- F. When work is assigned, CONSULTANT must submit a comprehensive scope with all relevant information incorporated to the CITY within ten (10) days of assignment.

3. CHANGES IN SCOPE OF WORK

The CITY or CONSULTANT may request changes that would increase, decrease, or otherwise modify the Scope of Work to be provided under any Task Order under this Agreement. Such changes and method of compensation must be agreed upon in writing by revised Task Order(s) and updated Purchase Order.

4. RESPONSIBILITY OF THE CITY

The CITY will furnish CONSULTANT upon request, with all existing data, plans, maps, and other planning information available and useful in connection with any Task Order issued under this Agreement. Such data, plans, maps, and other planning information shall be returned to the CITY upon the completion of the services to be performed by CONSULTANT. CONSULTANT may rely on all data and information provided by or on behalf of the CITY in writing without additional investigation, unless otherwise instructed by the CITY.

5. REPRESENTATIVE OF THE CITY AND CONSULTANT

It is recognized that questions related to the performance of services pursuant to this Agreement will arise. The CITY hereby designates the representative identified under "NOTICES" as the employee to whom all communications pertaining to the day-to-day performances of this Agreement shall be addressed. The designated representative shall have the authority, as the CITY's coordinator for this Agreement, to transmit instructions, receive information, and interpret and define the CITY policy and decisions pertinent to the work covered by this Agreement.

CONSULTANT shall, at all times during the normal work week, designate or appoint one representative who is authorized to act on behalf of CONSULTANT regarding all matters involving the conduct of work pursuant to this Agreement and shall keep the CITY continually advised of such designation in writing.

For purposes of this Agreement, the designated CONSULTANT representative is:

Chad Cowan, Project Manager
341 N. Maitland Avenue, Suite 300
Maitland, Florida 32751
ccowan@raftelis.com

6. TERM OF THE AGREEMENT

The term of this Agreement shall be from the date last signed by a party to this Agreement until the last day of the last month of the fifth (5th) year after original execution. All work in progress at the time of expiration of the Agreement will extend beyond the expiration of this Agreement; the term of this Agreement shall automatically be extended until completion of the work. No new work will be issued after the date of termination of the Agreement regardless of all on-going work.

7. TERMINATION

- A. Either the CITY or CONSULTANT may terminate this Agreement by giving sixty (60) days advance notice in writing to the other.
- B. In the event of termination of this Agreement by either party, CONSULTANT agrees to deliver all work identified in all executed task orders to the CITY, whether completed or in progress, that is not yet in the CITY'S possession, except as otherwise is provided for in paragraph 7 above should CITY request CONSULTANT to complete a particular task. Then such work shall be delivered to CITY upon completion.
- C. Both the CITY and CONSULTANT shall have the right to terminate the Agreement for failure of the other party to fulfill its Agreement obligations and shall have all other rights and remedies otherwise available to the CITY and CONSULTANT under law.

8. INDEMNIFICATION OF CITY

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the CITY, its officers, directors, agents, and employees (herein called the "indemnitees") from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Section, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its subconsultants, or persons employed or utilized by them in the performance of the Agreement. Claims by indemnitees for indemnification shall be limited to the amount of CONSULTANT'S insurance or one million dollars (\$1,000,000.00) per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Agreement and it is part of the project specifications or the bid documents, if any. Neither party shall be responsible or held liable to the other for special, indirect, or consequential damages

- A. The CITY'S review, comment, and observation of the CONSULTANT'S service and performance of the Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

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9. INSURANCE

- A. CONSULTANT shall provide, pay for, and maintain in force at all times during the services to be performed, such insurance, including Worker's Compensation insurance, Employer's Liability insurance, Comprehensive General Liability insurance with a \$2,000,000 combined single limit for each occurrence, and Professional Liability insurance in an amount no less than \$1,000,000 per claim, as will assure to the CITY, the protection contained in the foregoing Indemnification undertaken by CONSULTANT. The certificates of insurance and endorsements shall be provided to CITY upon execution of this Agreement, naming the CITY as an additional insured on the Commercial General Liability and Automobile Liability policies. Renewal certificates shall be provided to CITY within 30 days of renewal.
- B. Such policy or policies shall be issued by companies authorized to do business in the State of Florida, and having agents upon whom service of process may be made in Florida.
- C. Failure to obtain and maintain such insurance as set out above shall be considered a breach of contract and may result in termination of this Agreement for default.
- D. The insurance coverage enumerated above constitutes the minimum requirements and said enumeration shall in no way lessen or limit the liability of the CONSULTANT under the terms of this Agreement. CONSULTANT may procure and maintain at its own expense any additional insurance that in its judgment may be necessary.

10. OWNERSHIP OF DOCUMENTS

It is understood and agreed that all documents identified as a deliverable in Exhibit A, including detailed reports, plans, original maps, and all other data, prepared or obtained by CONSULTANT in providing services hereunder shall become the property of the CITY. The CONSULTANT shall not be liable for any use by the CITY of said documents or data if modified in any manner or if used for any other than the original purpose without prior written approval of CONSULTANT. Nothing in this Agreement shall be deemed or construed as a waiver, release, transfer, assignment or divestiture by Consultant of any of its intellectual property, know-how or trade secrets.

11. REUSE OF DOCUMENTS

- A. Wherever and whenever applicable, all data, plans, drawings and other documents including maps furnished by CONSULTANT pursuant to this Agreement may be reused by the CITY for future projects.
- B. CITY shall have the right to reuse the data, documents and maps and contract with other parties, not CONSULTANT. In such event, CONSULTANT shall not be held liable or responsible for any such reuse.
- C. If the CITY elects to reuse the documents and engage the professional services of CONSULTANT for future work, CONSULTANT agrees to perform said services for a mutually agreed upon fee to be negotiated under such Change Order for additional Work. If any modifications are required to adapt the documents, compensation for such work shall be negotiated.

12. NOTICES

All notices or other communications required hereunder shall be deemed duly given if delivered in person or sent by certified mail return receipt requested and addressed as follows:

If to City

Jo-Anne Drury, Finance Director
156 S. Lake Avenue
Groveland, Florida 34736
(352) 730-9264
Jo-anne.drury@groveland-fl.gov

If to Consultant

Chad Cowan
Raftelis Financial Consultants, Inc.
341 N. Maitland Avenue, Suite 300
Maitland, Florida 32751
ccowan@raftelis.com

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With a copy to:
Michael Hein
City Manager
156 S. Lake Avenue
Groveland, Florida 34736

Anita Geraci-Carver
City Attorney
1560 Bloxam Avenue
Clermont, Florida 34711

And an electronic copy to the City's Procurement Director at chris.coghill@groveland-fl.gov.

13. EQUAL OPPORTUNITY EMPLOYMENT

CONSULTANT agrees that it will not discriminate against any employee or applicant for employment for Work under this Agreement because of race, color, religion, sex, age or national origin and will take affirmative steps to ensure that applications are employed and employees are treated during employment without regard to race, color, religion, sex, age or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment, advertising; layoff or termination; rates of pay or their forms of compensation; and selection for training, including apprenticeship.

14. NO CONTINGENT FEES

CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other communication contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the CITY shall have the right to terminate the Agreement without liability, and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount for such fee, commission, percentage, gift or consideration in accordance with F.S. 287.055(6)(a).

15. APPLICABLE LAW

This Agreement will be construed and interpreted according to the laws of the State of Florida. Venue and jurisdiction for proceedings in connection with this Agreement will be the county or circuit court of the Fifth Judicial Circuit of Florida, in Lake County, Florida.

16. ASSIGNMENT

This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by the parties hereto without prior written consent of the opposite party and only by a document of equal dignity herewith.

17. WAIVER

The forbearance of either party with regard to any breach or failure to perform any provision of this Agreement shall not be deemed to constitute a waiver of the provision or any provision of this Agreement either at the time of the breach or failure occurs or at any time throughout the term of this Agreement.

18. SEVERABILITY

The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependencies a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the

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parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

19. INDEPENDENT CONSULTANT

It is hereby mutually agreed that CONSULTANT is and shall remain an independent CONSULTANT and not an employee of the CITY.

20. NO THIRD-PARTY BENEFICIARIES

This Agreement is for the sole benefit of the parties hereto and their successors and permitted assigns and no other party shall have the right to enforce any provision of this Agreement or to rely upon the provisions of this Agreement.

21. CONVICTED VENDOR LIST

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a CONSULTANT, supplier, SUBCONSULTANT, or CONSULTANT under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

22. PUBLIC RECORDS

Pursuant to applicable Florida law, the CONSULTANT'S records associated with the Agreement hereunder may be subject to Florida's public records laws, Section 119.01, F.S., et seq, as amended from time to time. If applicable, the CONSULTANT agrees to comply with Florida's public records law by keeping and maintaining public records required by the CITY in order to perform the Services. Upon request from the CITY's Custodian of Public Records, the CONSULTANT shall provide the CITY with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The CONSULTANT shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of the Agreement and following completion of the Agreement if the CONSULTANT does not transfer the records to the CITY. Upon completion of the Agreement the CONSULTANT shall transfer, at no cost, to the CITY all public records in possession of the CONSULTANT or keep and maintain all public records required by the CITY to perform the Services. If the CONSULTANT transfers all public records to the CITY upon completion of the Agreement, the CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the Agreement, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS VIRGINIA WRIGHT, CITY CLERK, 156 S. LAKE AVENUE, GROVELAND, FLORIDA 34736, (352) 730-9265, VIRGINIA.WRIGHT@GROVELAND-FL.GOV.

23. FORCE MAJEURE

CONSULTANT shall not be responsible for the delay resulting from its failure to perform if neither the fault nor the negligence of the CONSULTANT or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the CONSULTANT'S control, or for any of the foregoing that affect subconsultants or suppliers if no alternate source of supply is available to the CONSULTANT. In case of any delay the CONSULTANT believes is excusable, the CONSULTANT shall notify the CITY in writing of the delay or potential delay

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and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the CONSULTANT could not reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the CONSULTANT first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE CONSULTANT'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the CITY. The CONSULTANT shall not be entitled to an increase in the Contract price or payment of any kind from the CITY for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the CONSULTANT shall perform at no increased cost, unless the CITY determines, in its sole discretion, that the delay will significantly impair the value of the Contract, in which case the CITY may (1) accept allocated performance or deliverables from the CONSULTANT, provided that the CONSULTANT grants preferential treatment to CITY with respect to deliverables subject to allocation, or (2) purchase from other sources (without recourse to and by the CONSULTANT for the related costs and expenses) to replace all or part of the deliverables that are subject of the delay, which may be deducted from the Contract total, or (3) terminate the Contract in whole or in part.

24. FEDERAL REQUIREMENTS.

In the event the Contract is paid in whole or in part from any federal government agency or source, the following specific terms, regulations, and requirements governing the disbursement of these funds shall be specified in the contract. To the extent of any conflict, the following terms, regulations, and requirements shall take precedence.

CONSULTANT is required to fully comply with all requirements outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the FEMA Public Assistance Program and Policy Guide(PAPPG).

This contract is subject to change based on guidance from the Federal funding source.

Equal Employment Opportunity

- A. Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. §60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 112246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II, ¶.
- B. Key Definitions.
 - 1) Federally Assisted Construction Contract. The regulation at 41 C.F.R. §60-1.3 defines a "federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract loan, insurance, or guarantee under which the applicant itself participates in the construction work.
 - 2) Construction Work. The regulation at 41 C.F.R. §60-1.3 defines "construction work" as the construction, rehabilitation, alteration, conversion, extension, demolition, or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.
 - 3) Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
 - 4) The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause:

"During the performance of this contract, the CONSULTANT agrees as follows:

- a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONSULTANT will take affirmative action to ensure that applicants are employed, and

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that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting for the provisions of this nondiscrimination clause.

- b) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- c) The CONSULTANT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the CONSULTANT's commitments under this section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.
- d) The CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e) The CONSULTANT will furnish all information and reports required by Executive 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f) In the event of the CONSULTANT's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided bylaw.
- g) The CONSULTANT will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each SUBCONSULTANT or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a SUBCONSULTANT or vendor as a result of such direction by the administering agency the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States."

Contract Work Hours and Safety Standards Act

- A. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
- B. Where applicable (see 40 U.S.C. §3701), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part1. See 2 C.F.R. Part 200, Appendix II, ¶I.
- C. Under 40 U.S.C. §3702, each CONSULTANT must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.
- D. The requirements of 40 U.S.C. §3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- E. The regulation at 29 C.F.R. §5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

"Compliance with the Contract Work Hours and Safety Standards Act.

- 1) Overtime requirements. No CONSULTANT or SUBCONSULTANT contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for

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- all hours worked in excess of forty hours in such workweek.
- 2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the CONSULTANT and any SUBCONSULTANT responsible therefor shall be liable for the unpaid wages. In addition, such CONSULTANT and SUBCONSULTANT shall be liable to the United States (in the case of work done under CONSULTANT for the District of Columbia or a territory, to such district or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
 - 3) Withholding for unpaid wages and liquidated damages. The Federal Emergency Management Agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the CONSULTANT or SUBCONSULTANT under any such contract or any other Federal contract with the same prime CONSULTANT, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such CONSULTANT or SUBCONSULTANT for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- Subcontracts. The CONSULTANT or SUBCONSULTANT shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the SUBCONSULTANTS to include these clauses in any lower tier subcontracts. The prime CONSULTANT shall be responsible for compliance by any SUBCONSULTANT or lower tier SUBCONSULTANT with the clauses set forth in paragraphs (1) through (4) of this section.

Rights to Inventions Made Under a Contract or Agreement

For any federally assisted contract, awarded to a small business firm or nonprofit organization as defined in 37 CFR 401.2 for the performance of experimental, developmental, or research work, the CONSULTANT, SUBCONSULTANT, subrecipient agrees to all of the terms in 37 CFR 401.14(a) and regarding Patent Rights and The Allocation of Principal Rights.

Clean Air Act and the Federal Water Pollution Control Act

Contracts of amounts in excess of \$150,000 must contain a provision that requires the CONSULTANT to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to the Federal Emergency Management Agency and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶G.

- A. Clean Air Act.
 - 1) The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
 - 2) The CONSULTANT agrees to report each violation to the CITY and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental protection Agency Regional Office.
 - 3) The CONSULTANT agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the Federal Emergency Management Agency.
- B. Federal Water Pollution Control Act.
 - 1) The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
 - 2) The CONSULTANT agrees to report each violation to the CITY of Longboat Key and understands and agrees that the CITY of Longboat Key will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
 - 3) The CONSULTANT agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the Federal Emergency Management Agency.

Procurement of Recovered Materials

- A. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contracts must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation

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and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶J; 2 C.F.R. § 200.322; PDAT Supplement, Chapter V, ¶7.

- B. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Act at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the Environmental Protection Agency guidelines.
- 1) In the performance of this contract, the CONSULTANT shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
 - a) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - b) Meeting contract performance requirements; or
 - c) At a reasonable price.
 - 2) Information about this requirement, along with the list of EPA-designate items, is available at the Environmental Protection Agency's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

Small and Minority Business Enterprise (MBE), Women Business Enterprises (WBE), and Labor Surplus Area Firms

- A. Among the many federal funding requirements, 2 CFR §200.321 (or 45 C.F.R. §75.330 for Health and Human Services funds) mandates that the Prime CONSULTANT partakes in five "affirmative steps" designed to ensure that small and minority-owned, women-owned business enterprises, and labor surplus area firms have been, and for the duration of the project continue to be, afforded subcontracting opportunities. These affirmative steps are:
- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
- B. In order to adequately document that the proposer has fulfilled this requirement, the proposer shall complete the provided "Affidavit of Compliance with 2 CFR §200.321 Requirements". The affidavit shall be notarized for this bid to be responsive.
- C. The proposer shall also attach to the affidavit documentation evidencing that affirmative steps 1 – 3 above were taken in the preparation and submission of this bid. Such evidence shall include:
- 1) Copies of announcements/postings in newspapers, emails, web-postings, or other media for specific contracting/subcontracting opportunities that target small and minority businesses and women's business enterprises;
 - 2) Copies of announcements/postings of contracting/subcontracting opportunities in trade publications, minority, or women's media that target small and minority businesses and women's business enterprises.
 - 3) Documentation of sources used to identify potential small and minority businesses and women's business enterprises. A suggestion would be searching through the SBA's Dynamic Small Business directory at the following internet address: <http://dsbs.sba.gov> to search for registered minority and small businesses.

Default and Remedy

If the CONSULTANT materially defaults in its obligations under this contract and fails to cure the same within fifteen (15) days after the date the CONSULTANT receives written notice of the default from the CITY, then the CITY shall have the right to:

- a. Immediately terminate this contract by delivering written notice to the CONSULTANT, and
- b. Pursue any and all remedies available in law, equity, and under this contract.

Upon such termination, the CITY shall pay the CONSULTANT the full amount due and owing for all work performed through the date of contract termination.

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Termination for Cause

This Contract may be terminated by the CITY, in whole or in part, at any time, due to the failure of the CONSULTANT to fulfill its obligations under this contract, subject to the cure period provided in (Default and Remedy), by delivering written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall:

- a. Immediately discontinue all work and deliver to the CITY all data, reports, summaries, and any and all such other information and materials of whatever type or nature as may have been accumulated by the CONSULTANT in performing the work under this contract, regardless of state of completion.
- b. Unless in dispute, claim, or other remedy, the CONSULTANT shall be paid for work completed to the date of termination.

Termination for Convenience

The CITY, by written notice, may terminate this contract, in whole or in part, when it is in the CITY's best interest. If this contract is terminated, the CITY shall be liable only for goods or services delivered and accepted. The CITY Notice of Termination shall provide the CONSULTANT thirty (30) days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

Program Fraud and False or Fraudulent Statements or Related Acts

The CONSULTANT acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the CONSULTANT's actions pertaining to this contract.

No Obligation by Federal Government

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, CONSULTANT, or any other party pertaining to any matter resulting from the contract.

Suspension and Debarment

- A. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the CONSULTANT is required to verify that none of the CONSULTANT or its principals (defined at 2 C.F.R. §180.905) are excluded (defined at 2 C.F.R. §180.940) or disqualified (defined at 2 C.F.R. §180.935).
- B. The CONSULTANT must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- C. This certification is a material representation of fact relied upon by the CITY. If it is later determined that the CONSULTANT did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of Florida, the Federal Government may pursue available remedies, including, but not limited to, suspension and/or debarment.
- D. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

By submission of a proposal, Proposer affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subCONSULTANTS are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Respondent shall submit the Federal Debarment Certification Form demonstrating compliance.

Florida Convicted/Suspended/Discriminatory Complaints

By submission of a proposal, Proposer affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

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Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

CONSULTANTS who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

25. **DRAFTING PARTY.** This Agreement shall not be construed against the party preparing it but shall be construed as if all parties hereto jointly prepared this Agreement.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

Page 12

IN WITNESS WHEREOF, the parties have hereto caused the execution of this document, the year and date first written above.

WITNESSES:

CITY OF GROVELAND


Signature
Print Name: Lise Cortese


Christine Coghill, Procurement Director
Date: 8/21/24

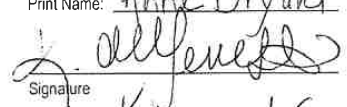

Signature
Print Name: Travis Jackson

ATTEST:


Virginia Wright, City Clerk

WITNESSES:

RAFTELIS FINANCIAL CONSULTANTS, INC.


Signature
Print Name: Anne Bryant

Signature
Print Name: Kyhara deGeneste


Chad Cowan, Senior Manager
Date: 8/8/24

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EXHIBIT A, SCOPE OF PROFESSIONAL SERVICES

CONSULTANT shall provide professional and/or consulting services for CITY projects on an as-needed basis. CONSULTANT shall be selected on a rotational basis, based upon discipline, unless such documentation provides valid reasoning as to a specific CONSULTANT being selected. When this occurs, CONSULTANT shall remain next in the rotation. These projects, for those disciplines that fall under the Consultant's Competitive Negotiation Act (CCNA), FS 287.055, no construction project may exceed \$4,000,000 and no study may exceed \$500,000. A Task Order will be issued by the CITY and the CONSULTANT shall provide an initial scope and fee, which will then be negotiated to final form. The scope and the cost shall be negotiated after the CONSULTANT has been engaged.

Vendor	Environmental Consulting	Geotechnical/Hydrogeologic Services	Stormwater Consulting	Surveying, Mapping and GIS	Traffic/Transportation Planning & Engineering	Water, Wastewater & Reclaimed Water Infrastructure	Landscape Architectural Professional Services	Planning & Community Development Professional Services	Architectural Services / Facilities & Asset Management	Public Works Services	Construction Management & Inspection and Structural Services	Mechanical Electrical & Plumbing (MEP)	Finance Services	State Revolving Fund Support
Bio-Tech Consulting, Inc.	X													
CivilSurv			X	X		X								
CPH, LLC.			X	X	X	X	X	X	X		X	X		
Data Management and Visual Insights (Data MVI)				X										
Florida Technical Consultants, LLC				X										
Geographic Technologies Group				X										
Hale Innovation, LLC			X		X	X		X					X	X
Half Associates, Inc.	X	X	X	X	X	X	X			X	X		X	X
Kimley-Horn and Associates, Inc.	X	X*	X	X*	X	X	X	X	X	X	X	X		
KMF Architects							X	X	X		X	X		
Madrid CPWG	X	X	X		X	X	X							
McCree Design Builders, Inc.			X				X		X		X	X		
Nadic Engineering Services		X	X		X	X			X	X	X			
Raffelis Financial Consultants, Inc.													X	
SMW GeoSciences, Inc.	X	X				X								
Southeastern Surveying and Mapping Corporation				X										
Surface Water Professionals	X	X	X											
The Lunz Group, Inc.	X	X	X	X			X	X	X		X	X		
Volkert, Inc.				X	X						X			
Woodard & Curran Inc.	X	X	X			X		X		X	X		X	X
WSP USA Environment & Infrastructure Inc.	X	X	X	X	X	X	X	X	X	X	X	X	X	X
YBE Consulting, Inc	X													

Business Travel Expense Policy



Effective March 16, 2020

A. Purpose

The purpose of this Policy is to ensure the City of Groveland reimburses employees and council for reasonable business travel expenses incurred while on assignments away from the City.

B. Scope

This Policy shall apply to business travel expenses incurred for which reimbursement is requested by employees and council.

C. Definitions

Council Member: An elected official of the City of Groveland representing the residents. This will also include the Mayor and Vice Mayor for the purpose of this policy.

Employee: An individual employed by the City of Groveland drawing a salary or wages, whether elected or not, and any non-compensated individual performing personal services for such a governmental body.

Incidental Expenses: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

Per Diem: An allowance for each day for the purchase of meals and incidental items arising from business travel.

D. Responsibilities

The employee or council member who is traveling is responsible for providing the details of his/her travel plans and receiving any necessary preauthorization approvals and complying with all the policy guidelines and requirements. The employee or council member is responsible for identifying and utilizing the most responsible and efficient means when traveling for City business.

E. Eligible Expenses

The following are types of expenses which are eligible for reimbursement per the policy.

1. Registrations

The cost associated with registering for training/conference.

2. Transportation

Employees are encouraged to utilize the most efficient means for travel to and from the destination and shall consult with their department director. This could include:

1. Use a City vehicle purchased for employee travel; or

2

Effective March 16, 2020

2. Use a City vehicle already permanently assigned to them; or
3. Use of a personal vehicle; or
4. Use of a rental car; or
5. Use of air transportation; or
6. Use of rail transportation.

Mileage - Employees using their privately owned vehicle for official authorized City business shall be reimbursed for such use at the IRS Standard Mileage Rate. This rate shall be adjusted annually on January 1st in accordance with the IRS Standard Mileage Rate. This rate applies for both in and out-of-county travel. The 2020 IRS standard mileage rate is \$0.575 per mile.

Internet mapping (via Google Maps) should be submitted to document the estimated mileage and may also be used for documentation of the actual mileage. The employee may submit actual mileage should estimate vary from the actual. Mileage will be based on distance from employee's normal workplace or from their home, whichever is closer to their final travel destination only. <https://www.google.com/maps>

Employees are eligible to receive mileage reimbursement for in and out of City mileage incurred. Department Directors may receive mileage reimbursement as long as the destination is 10 miles or greater from their work location.

Rental Car: Standard rental car is covered if it is required/cost effective. Documentation showing airfare quotes, rental car quotes and mileage and other estimated expenses required with travel forms. Preauthorization is required. Standard rental car is considered to be \$35 a day rental or mid-sized rental car (or equivalent size). If a group is traveling together, a larger rental car may be appropriate and can be authorized by a Department Director or City Manager.

Parking: Standard parking only (Valet parking is considered an upgrade and would only be covered if no other parking is available)

Tolls: (this should be noted on Internet mapping)

Taxi/Rideshare:

- Transportation from the airport to the hotel.
- If the conference is more than .5 miles (10-minute walk) distance from the hotel, the city authorizes one taxi/rideshare to and from the hotel to the conference daily provided there is no free shuttle available from the hotel. All exceptions must be then approved by the City Manager, when necessary.
- If the conference has a function that is offsite, documentation for the function must be included in order to be covered.

- Tips related to taxi/rideshares are limited to 10% of the fare.

Airfare: Base airfare is covered and a maximum of one checked bag. Seat selection is allowed. *Travel insurance if preauthorized by the Finance Director and City Manager with documentation to show just cause.*

3. Lodging

The City will cover the full cost of lodging for:

- Standard Room Charge (no hotel upgrades)
- Air B&B, Lifekey, etc. (standard accommodation)

Lodging is expected to be reasonable based on the travel location and length of stay.

4. Meals

Meals are paid at the standard IRS/GSA per diem rate. The rates are based on the Orlando identified location and updated per the IRS/GSA per diem rate for that identified area and will be updated per the IRS/GSA website. www.gsa.gov/portal/category/100120. If the individual is traveling to a location with a higher IRS/GSA per diem rate as indicated by the above website, the City Manager is allowed to authorize the higher per diem rate.

The 2020 rate for the Orlando region is as follows:

Description	Amount
Meals & Incidentals Total (per day)	\$66.00
First & Last day of Travel	\$49.50
Breakfast	\$16.00
Lunch	\$17.00
Dinner	\$28.00
Incidental Expenses	\$ 5.00

The use of the individual reimbursement amounts is listed for when travel does not require an overnight stay. Per Diem will only be paid out for a maximum of 14 days of travel. If travel is longer than 14 days, costs of meals and incidentals will have to be verified for any additional reimbursement and may not exceed the per meal rate. If additional reimbursement will be requested, receipts of all meals and incidentals will be required for the entire length of the trip and costs will be verified so that expenses do not exceed the allowed meal costs.

Incidental Expenses are only paid as part of per diem for travel which results in overnight stays.

F. Ineligible Expenses

Any of the expenses not listed in section E would be considered ineligible expenses. The below list is not to be considered the only ineligible expenses. Some examples are included below for a reference.

- Hotel upgrades
- Personal room charges
- Alcoholic beverages
- Meals, food and other drinks, etc. when per diem has been issued.
- Personal care items
- Sales tax for in state travel
- Costs related to spouses, children or other non-employees of the City
- Airfare - priority boarding or upgrades in class to business/ first class

G. Approvals

Department Directors approve travel for all employees within their department and the City Manager approves Department Head and City Council travel. Finance Director will review and approve reimbursements to the City Manager.

Department Directors are responsible for managing the business travel expenses for their department in relation to their budgets. If anticipated travel costs will exceed the department budget related to travel, the travel will have to be approved by the Finance Director and City Manager.

H. Travel Reimbursement

When travel is completed, employees and council members must submit completed travel expense reports within five business days. Complete a travel expense report with required approvals and sent to the Finance Department for reimbursement. Reports must be accompanied by receipts for all individual expenses requesting reimbursement exclusive of use of per diem. Examples of receipts needed would include lodging, rental cars, air fare, taxis, parking, etc... Meals will not require receipts unless requesting reimbursement over the maximum number of days per diem is provided.

Please also refer to the Credit Card policy if the City issued credit card was used for any of the expenses while traveling.

I. Personal Time & Travel Guests

Employees and council members on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with the successful completion of business objectives. Generally, employees are permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from

such nonbusiness travel or companions are the responsibility of the employee/council member and are not to be charged to a City credit card or be reimbursed.

J. Abuse of Policy

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

K. Authority

Approved and adopted by the Groveland City Council by Resolution Number 2020-17 on March 16, 2020.

HUMAN TRAFFICKING AFFIDAVIT

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I currently serve as Chad Cowan (Role) of Raftelis Financial Consulting (Company).
3. Raftelis Financial Consulting (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.
4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I, Chad Cowan, declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

Raftelis Financial Consulting

Company Name


Authorized Signatory

Chad Cowan

Printed Name

Senior Manager

Title

8/8/24

Date

Procurement Division (Version 1)



Agenda Item Report

Subject:	Consideration and approval of renewal of agreements with the Town's Lobbyist and Consulting Firms - Town Manager Lynch RESOLUTION NO: 2025-061 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE THE THIRD AMENDMENTS TO THE TOWN'S LOBBYIST AND CONSULTING CONTRACTS WITH TIDEWATER CONSULTING, CAS GOVERNMENTAL SERVICES, CAPITAL HILL CONSULTANTS, AND HELMICH CONSULTING, ATTACHED HERETO AS EXHIBITS A-D, RESPECTIVELY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	David Lynch, Town Manager
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Resolution 2025-061](#)

[Third Amendment \(Tidewater Consulting\)](#)

[Third Amendment \(Capital Hills Consultants\)](#)

[Third Amendment \(Helmich Consulting\)](#)

[Third Amendment \(CAS Governmental Services\)](#)

RESOLUTION NO. 2025-061

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE THE THIRD AMENDMENTS TO THE TOWN'S LOBBYIST AND CONSULTING CONTRACTS WITH TIDEWATER CONSULTING, CAS GOVERNMENTAL SERVICES, CAPITAL HILL CONSULTANTS, AND HELMICH CONSULTING, ATTACHED HERETO AS EXHIBITS A-D, RESPECTIVELY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park has lobbyist or consulting agreements with Tidewater Consulting, CAS Governmental Services, Capital Hill Consultants, and Helmich Consultings (collectively, the "Agreements"); and

WHEREAS, the Agreements, as amended, each expire on September 30, 2025; and

WHEREAS, the Town's professional staff has recommended exercising a third renewal term for each of the Agreements; and

WHEREAS, the Town Commission of the Town of Pembroke Park, Florida, deems it to be in the best interests of the citizens and residents of the Town to enter into the Third Amendment with each lobbyist or consulting firm and extending the term of the Agreements through September 30, 2026.

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

Section 1. The aforementioned "Whereas" clause is hereby ratified and confirmed as being true and correct and is incorporated herein.

Section 2. The Town Commission of the Town of Pembroke Park, Florida, hereby approves the third amendments to the Town's lobbyist of consulting agreements

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with Tidewater Consulting, CAS Governmental Services, Capital Hill Consultants, and Helmich Consulting, attached hereto as Exhibits A-D.

Section 3. The proper Town Officials of the Town of Pembroke Park are hereby authorized and directed to execute the Agreement.

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

Section 5. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

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

PASSED AND ADOPTED this 29th day of September 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

{00571916.1 3399-0000000 }

**THIRD AMENDMENT TO THE CONTRACT AGREEMENT BETWEEN THE TOWN
OF PEMBROKE PARK AND TIDEWATER CONSULTING, INC.**

THIS THIRD AMENDMENT ("Amendment"), dated this ____ day of _____, 2025, is entered into by and between:

TOWN OF PEMBROKE PARK, a municipal corporation organized and existing under the laws of the State of Florida and whose address is 3150 SW 52 Avenue, Pembroke Park, FL 33023 ("Town"),

and

TIDEWATER CONSULTING, a for profit corporation, located 115 E. Park Avenue, Unit 1, Tallahassee, FL 32301, hereinafter "Consultant or Tidewater."

Town and Consultant may each be referred to herein as "party" or collectively as "Parties".

WHEREAS, the Parties entered into an agreement on October 4, 2022, for the Consultant to provide the Town with certain services, including but not limited to, legislative consulting, lobbying, and monitoring services, referred to herein as the "Original Agreement;" and

WHEREAS, on or about October 11, 2023, the Parties enter into the First Amendment to the Original Agreement, providing for a one-year extension of the Original Agreement through September 30, 2024; and

WHEREAS, on or about September 11, 2024, the Parties entered into the Second Amendment to the Original Agreement, thereby implementing the second of three (3) one-year renewal terms through September 30, 2025; and

WHEREAS, the Parties now seek to enter into the third of three (3) renewal terms, commencing on October 1, 2025 and terminating on September 30, 2026; and

WHEREAS, the definition of Professional Services, as set forth in §2-121 of the Town Code, includes lobbyists; and

WHEREAS, the Parties agree that all remaining provisions of the Original Agreement shall remain in full force of effect; and

WHEREAS, the Town Commission of the Town of Pembroke Park determines that the extension and amendment of the Original Agreement as contained herein promotes the health, safety, and welfare, and is in the best interests of the Town and its residents.

NOW, THEREFORE, in consideration of the sum of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

SECTION 2. The Parties hereby agree to exercise the third renewal in the Original Agreement. The third renewal term of the Original Agreement shall commence on October 1, 2025 and shall expire on September 30, 2026.

SECTION 3. Scrutinized Companies. Consultant, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations with Syria. In accordance with §287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to §215.4725, Florida Statutes, or is engaged in a boycott of Israel;
or

One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to §215.473, Florida Statutes; or

Is engaged in business operations in Syria.

In accordance with Sec. 287.135, F.S., a violation of this provision may result in the immediate termination of this Agreement by the Town.

SECTION 4. In the event of any conflict or ambiguity by and between the terms and provisions of this Third Amendment, the Second Amendment, the First Amendment or the Original Agreement, the Parties agree the terms and provisions contained in this Third Amendment shall control to the extent of any such conflict or ambiguity, followed by the Second Amendment and the First Amendment. Except as otherwise amended herein, the Original Agreement, as amended, shall remain in full force and effect.

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

Witnesses:

(witness print name)

By: _____
Geoffrey Jacobs, Mayor

(witness print name)

By: _____
David Lynch, Town Manager

ATTEST:

Municipal Clerk

Approved as to legal form by:

Jacob G. Horowitz, Town Attorney

Consultant
Tidewater Consulting , Inc.

Witnesses:

(witness print name)

By: _____

Name: _____

Title: _____

(witness print name)
(CORPORATE SEAL)

____ day of _____, 20__.

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or
☐ online notarization, this _____ day of _____ 2025, by _____ of
_____, a State of _____ corporation, on behalf of the corporation.

NOTARY PUBLIC

____ Personally Known OR

____ Produced Identification

Type of Identification Produced

**THIRD AMENDMENT TO THE CONTRACT AGREEMENT BETWEEN THE TOWN
OF PEMBROKE PARK AND THE CAPITAL HILLS CONSULTANTS, INC.**

THIS THIRD AMENDMENT ("Amendment"), dated this ____ day of _____, 2025, is entered into by and between:

TOWN OF PEMBROKE PARK, a municipal corporation organized and existing under the laws of the State of Florida and whose address is 3150 SW 52 Avenue, Pembroke Park, FL 33023 ("Town"),

and

THE CAPITAL HILLS CONSULTANTS, INC., a for profit corporation, located at 3400 NE 13th Terrace, Pompano Beach, FL, hereinafter "Consultant."

Town and Consultant may each be referred to herein as "party" or collectively as "Parties."

WHEREAS, the Parties entered into an agreement on September 14, 2022, for the Consultant to provide the Town with lobbying, consulting, and monitoring services before the Florida Legislature and the Broward County Legislative Delegation, and its committees for various legislative issues, referred to herein as the "Original Agreement;" and

WHEREAS, the Original Agreement, expired on September 30, 2023, but provided for three (3), one (1) year renewals upon agreement of the Parties; and

WHEREAS, on or about September 11, 2024, the Parties entered into the Second Amendment to the Original Agreement, thereby implementing the second of three (3) one-year renewal terms through September 30, 2025; and

WHEREAS, the Parties now seek to enter into the third of three (3) renewal terms, commencing on October 1, 2025 and terminating on September 30, 2026; and

WHEREAS, the definition of Professional Services, as set forth in §2-121 of the Town Code, includes lobbyists; and

Third Amendment
The Capital Hills Consulting Agreement

WHEREAS, the Town is satisfied with the services provided and the Parties desire to exercise the second renewal term set forth in the Original Agreement, and

WHEREAS, the Parties agree that all remaining paragraphs of the Original Agreement shall remain in full force of effect; and

WHEREAS, the Town Commission of the Town of Pembroke Park determines that the extension and amendment of the Original Agreement as contained herein promotes the health, safety, and welfare, and is in the best interests of the Town and its residents.

NOW, THEREFORE, in consideration of the sum of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

SECTION 2. The Parties hereby agree to exercise the third renewal of three renewal terms set forth in the Original Agreement. The Original Agreement is hereby extended for one (1) additional year and shall now expire on September 30, 2026.

SECTION 3. Scrutinized Companies. Consultant, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations with Syria. In accordance with §287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

Third Amendment
The Capital Hills Consulting Agreement

Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to §215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to §215.473, Florida Statutes; or

Is engaged in business operations in Syria.

In accordance with Sec. 287.135, F.S., a violation of this provision may result in the immediate termination of this Agreement by the Town.

SECTION 4. In the event of any conflict or ambiguity by and between the terms and provisions of this Third Amendment, the Second Amendment, the First Amendment or the Original Agreement, the Parties agree the terms and provisions contained in this Third Amendment shall control to the extent of any such conflict or ambiguity, followed by the Second Amendment and the First Amendment. Except as otherwise amended herein, the Original Agreement, as amended, shall remain in full force and effect.

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

Witnesses:

(witness print name)

By: _____
Geoffrey Jacobs, Mayor

(witness print name)

By: _____
David Lynch, Town Manager

{00616786.1 3399-0000000 }

Third Amendment
The Capital Hills Consulting Agreement

ATTEST:

Municipal Clerk

Approved as to legal form by:

Jacob G. Horowitz, Town Attorney

Consultant
CAPITAL HILLS CONSULTANTS,

INC.

Witnesses:

(witness print name)

By: _____

Name: _____

Title: _____

(witness print name)

(CORPORATE SEAL) ____ day of _____, 20__.

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or
☐ online notarization, this ____ day of _____ 2025, by _____ of
_____, a State of _____ corporation, on behalf of the corporation.

NOTARY PUBLIC

____ Personally Known OR

____ Produced Identification

{00616786.1 3399-0000000 }

Third Amendment
The Capital Hills Consulting Agreement

Type of Identification Produced

**THIRD AMENDMENT TO THE CONTRACT AGREEMENT BETWEEN THE TOWN
OF PEMBROKE PARK AND HELMICH CONSULTING, INC..**

THIS THIRD AMENDMENT ("Amendment"), dated this ____ day of _____, 2025, is entered into by and between:

TOWN OF PEMBROKE PARK, a municipal corporation organized and existing under the laws of the State of Florida and whose address is 3150 SW 52 Avenue, Pembroke Park, FL 33023 ("Town"),

and

HELMICH CONSULTING, a for profit corporation, located 303 Johns Drive, Tallahassee, FL 32301, hereinafter "Consultant."

Town and Consultant may each be referred to herein as "party" or collectively as "Parties."

WHEREAS, the Parties entered into an agreement on October 12, 2022, for the Consultant to provide the Town with, including but not limited to, public relations, legislative consulting, lobbying and monitoring services, referred to herein as the "Original Agreement;" and

WHEREAS, the Original Agreement, expired on September 30, 2023, provides for three (3), one (1) year renewals upon agreement of the Parties, and,

WHEREAS, on October 11, 2023, the Parties entered into the First Amendment to the Original Agreement, thereby extending the term of the agreement through September 30, 2024; and

WHEREAS, on or about September 11, 2024, the Parties entered into the Second Amendment to the Original Agreement, thereby implementing the second of three (3) one-year renewal terms through September 30, 2025; and

WHEREAS, the Parties now seek to enter into the third of three (3) renewal terms, commencing on October 1, 2025 and terminating on September 30, 2026; and

WHEREAS, the definition of Professional Services, as set forth in §2-121 of the Town Code, includes lobbyists; and

WHEREAS, the Parties agree that all remaining paragraphs of the Original Agreement, as amended, shall remain in full force of effect; and

WHEREAS, the Town Commission of the Town of Pembroke Park determines that the extension and amendment of the Original Agreement as contained herein promotes the health, safety, and welfare, and is in the best interests of the Town and its residents.

NOW, THEREFORE, in consideration of the sum of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

SECTION 2. The Parties hereby agree to exercise the third of three (3) renewal terms of the Original Agreement. The Original Agreement is hereby extended for an additional year and shall expire on September 30, 2026. All additional renewals shall be exercised upon mutual written consent of the Parties.

SECTION 3. Scrutinized Companies. Consultant, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations with Syria. In accordance with §287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

Third Amendment
Helmich Consulting

Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to §215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to §215.473, Florida Statutes; or

Is engaged in business operations in Syria.

In accordance with Sec. 287.135, F.S., a violation of this provision may result in the immediate termination of this Agreement by the Town.

SECTION 4. In the event of any conflict or ambiguity by and between the terms and provisions of this Third Amendment, the Second Amendment, the First Amendment or the Original Agreement, the Parties agree the terms and provisions contained in this Third Amendment shall control to the extent of any such conflict or ambiguity, followed by the Second Amendment and the First Amendment. Except as otherwise amended herein, the Original Agreement, as amended, shall remain in full force and effect.

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

Witnesses:

(witness print name)

By: _____
Geoffrey Jacobs, Mayor

(witness print name)

By: _____
David Lynch, Town Manager

ATTEST:

Municipal Clerk

{00616757.1 3399-0000000 }

Third Amendment
Helmich Consulting

Approved as to legal form by:

Jacob G. Horowitz, Town Attorney

Consultant
Helmich Consulting, Inc.

Witnesses:

(witness print name)

By: _____
Name: _____
Title: _____

(witness print name)
(CORPORATE SEAL)

____ day of _____, 20__.

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or
☐ online notarization, this _____ day of _____ 2025, by _____ of
_____, a State of _____ corporation, on behalf of the corporation.

NOTARY PUBLIC

_____ Personally Known OR

_____ Produced Identification

Type of Identification Produced

**THIRD AMENDMENT TO THE CONTRACT AGREEMENT BETWEEN THE TOWN
OF PEMBROKE PARK AND THE CAS GOVERNMENTAL SERVICES, LLC.**

THIS THIRD AMENDMENT ("Amendment"), dated this ____ day of _____, 2025, is entered into by and between:

TOWN OF PEMBROKE PARK, a municipal corporation organized and existing under the laws of the State of Florida and whose address is 3150 SW 52 Avenue, Pembroke Park, FL 33023 ("Town"),

and

CAS GOVERNMENTAL SERVICES, LLC, a for profit corporation, located at 36910 3rd Street, PO Box 35, Canal Point, FL 33438, hereinafter "Consultant."

Town and Consultant may each be referred to herein as "party" or collectively as "Parties".

WHEREAS, the Parties entered into an agreement on September 16, 2022, for the Consultant to provide the Town with, including but not limited to preparation of legislative priorities and designated legislative issues, referred to herein as the "Original Agreement"; and

WHEREAS, on October 11, 2023, the Parties entered into the First Amendment to the Original Agreement, thereby extending the term for one (1) additional year; and

WHEREAS, on or about September 11, 2024, the Parties entered into the Second Amendment to the Original Agreement, thereby extending the term for one (1) additional year; and

WHEREAS, the Parties now seek to enter into a third renewal terms commencing on October 1, 2025 and terminating on September 30, 2026; and

WHEREAS, the definition of Professional Services, as set forth in §2-121 of the Town Code, includes lobbyists; and

Third Amendment
CAS Governmental Services, LLC

WHEREAS, the Town is satisfied with the services provided and the Parties desire define a term, extend, and amend the Original Agreement; and

WHEREAS, the Parties agree that all remaining provisions of the Original Agreement shall remain in full force of effect; and

WHEREAS, the Town Commission of the Town of Pembroke Park determines that the extension and amendment of the Original Agreement as contained herein promotes the health, safety, and welfare, and is in the best interests of the Town and its residents.

NOW, THEREFORE, in consideration of the sum of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated into this Agreement.

SECTION 2. The Parties hereby agree that the Original Agreement was for a term of one (1) year, as amended; and the initial term is not further extended for an additional year. The renewal term shall now expire on September 30, 2026. The Original Agreement, as amended, may be renewed annually upon written mutual consent of the Parties.

SECTION 3. Scrutinized Companies. Consultant, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations with Syria. In accordance with §287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

{00616781.1 3399-0000000 }

Third Amendment
CAS Governmental Services, LLC

Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to §215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to §215.473, Florida Statutes; or

Is engaged in business operations in Syria.

In accordance with Sec. 287.135, F.S., a violation of this provision may result in the immediate termination of this Agreement by the Town.

SECTION 4. In the event of any conflict or ambiguity by and between the terms and provisions of this Third Amendment, the Second Amendment, the First Amendment or the Original Agreement, the Parties agree the terms and provisions contained in this Third Amendment shall control to the extent of any such conflict or ambiguity, followed by the Second Amendment and the First Amendment. Except as otherwise amended herein, the Original Agreement, as amended, shall remain in full force and effect.

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

Witnesses:

(witness print name)

By: _____
Geoffrey Jacobs, Mayor

(witness print name)

By: _____
David Lynch, Town Manager

ATTEST:

{00616781.1 3399-0000000 }

Third Amendment
CAS Governmental Services, LLC

Municipal Clerk

Approved as to legal form by:

Jacob G. Horowitz, Town Attorney

Consultant
CAS Governmental Services, LLC.

Witnesses:

(witness print name)

By: _____

Name: _____

Title: _____

(witness print name)
(CORPORATE SEAL)

____ day of _____, 20__.

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or
☐ online notarization, this _____ day of _____ 2025, by _____ of
_____, a State of _____ corporation, on behalf of the corporation.

NOTARY PUBLIC

____ Personally Known OR

____ Produced Identification

Type of Identification Produced



Agenda Item Report

Subject:	Consideration and Approval of donation to the Jason Dwayne Campbell Foundation, Inc. - Acting Clerk Commissioner Morrisette RESOLUTION NO.: 2025-054 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE, FLORIDA, AUTHORIZING A \$500 DONATION TO THE JASON DWAYNE CAMPBELL FOUNDATION, INC., AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Erik Morrisette, Vice Mayor
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	The Jason Dwayne Campbell Foundation, Inc. is a nonprofit organization dedicated to ending gun violence, empowering mothers, and educating youth. The Foundation will be officially launched at its inaugural gala on October 4, 2025. In recognition of its community-focused mission and to show the Town's support, Acting Clerk Commissioner Morrisette is requesting that the Town Council approve a donation of \$500 to the Foundation.
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[RESOLUTION 2025-054](#)

RESOLUTION NO. 2025-054

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE, FLORIDA, AUTHORIZING A \$500
DONATION TO THE JASON DWAYNE CAMPBELL
FOUNDATION, INC., AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Jason Dwayne Campbell Foundation, Inc. is a nonprofit organization dedicated to serving the community and will be officially launched at its inaugural gala on October 4, 2025; and

WHEREAS, the Town Commission of the Town of Pembroke Park recognizes the importance of supporting organizations that contribute to the improvement of the community; and

WHEREAS, the Town Commission desires to provide a \$500 donation to the Jason Dwayne Campbell Foundation, Inc., in support of its mission and activities.

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

Section 1. The Town Commission hereby approves and authorizes a donation in the amount of \$500 to the Jason Dwayne Campbell Foundation, Inc.

Section 2. The Town Manager and Finance Department are authorized to process payment of the donation from the appropriate budgeted fund.

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 29TH day of September 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney



Agenda Item Report

Subject:	2025 Hallandale Beach Business Gala - Commissioner Mohammed RESOLUTION NO.: 2025-058 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA AUTHORIZING THE TOWN TO SPONSOR A TABLE IN THE AMOUNT OF TWO THOUSAND DOLLARS (\$2,000.00); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Ashira Mohammed, Mayor
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Hallandale Beach Business Gala Sponsorship Deck - SO \(3\)](#)
[RESOLUTION NO 2025-058](#)

HALLANDALE BEACH CHAMBER

2025 BUSINESS IN EXCELLENCE

HALLANDALE BEACH OLYMPIAN NIGHTS GALA

HALLANDALEBEACHCHAMBER.ORG



2025 BUSINESS GALA

Olympian Nights

The Hallandale Beach Business Gala returns on October 17, 2025, at Gulfstream Park Sport of Kings! Step into a world of legends and lore as we transport ourselves into a Greek Mythology-inspired evening of cocktails, dinner, dancing, and celebration.

Over 300 guests will gather to honor distinguished individuals whose steadfast commitment has strengthened our community, championed diversity, and contributed to the well-being and quality of life throughout South Florida. The opportunities in this guide offer a variety of platforms for advertising, branding, and networking that position your company as a leader in the Greater Hallandale Beach business community. Join us as we embark on this mythic journey to build new relationships, celebrate community champions, and grow together.



PRESENTING SPONSOR

\$10,000 - SOLD

- Presenting sponsor recognition in all event-related advertising and promotion- pre and post event
- Two (2) tables of ten with premier seating for twenty (20) guests
- One, 2-minute Corporate Promotional Video at the Gala
- Corporate gift bag sponsorship
- Corporate name, logo prominently featured in photo booth
- Corporate name/ logo prominently in venue LED jumbo screens
- Special Signage displayed at reserved table at Gala
- Full page advertisement in Gala Commemorative Program
- Twenty (20) VIP Reception Tickets



AWARD SPONSOR

\$5,000 - SOLD

- Awards Sponsor recognition in all event-related advertising and promotion- pre and post event
- One (1) tables of ten with premier seating for ten (10) guests
- One, 2-minute Corporate Promotional Video at the Gala
- Corporate name, logo prominently featured in photo booth
- Corporate name/ logo prominently in venue LED jumbo screens
- Special signage displayed at reserved table at Gala
- Half page advertisement in Gala Commemorative Program
- Photo opportunity with award recipients.
- Ten (10) VIP Reception Tickets

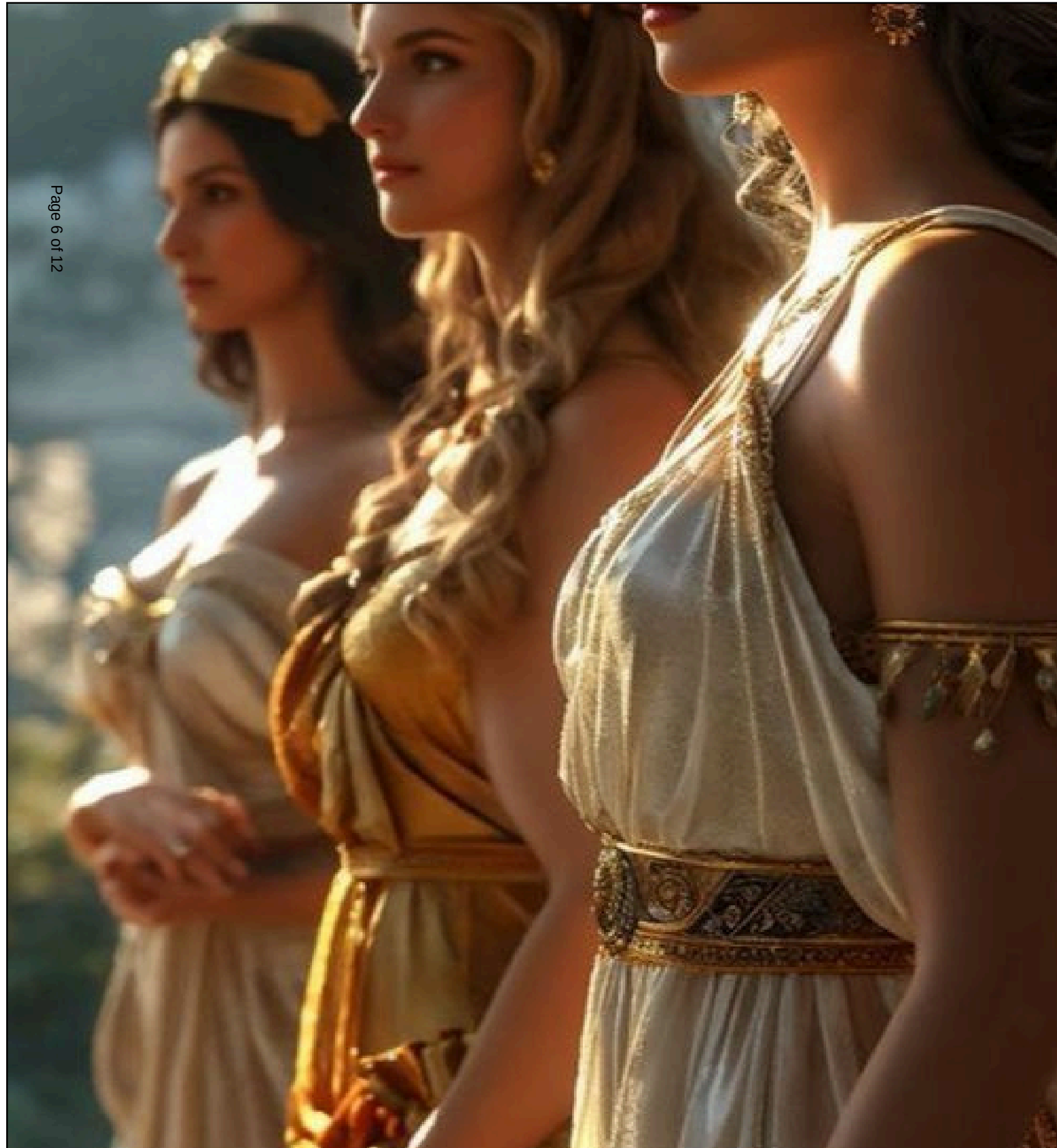


PHOTO BOOTH SPONSOR

\$4,000 - SOLD

- Sponsor recognition in all event-related advertising and promotion- pre and post event
- One (1) tables of ten with premier seating for ten (10) guests
- Corporate name, logo prominently featured in photo banner
- Special signage displayed at reserved table at Gala
- Half page advertisement in Gala Commemorative Program
- Ten (10) VIP Reception Tickets



ENTERTAINMENT SPONSOR

\$3,000 –

- Entertainment sponsor recognition in all event-related advertising and promotion- pre and post event
- One (1) tables of ten with premier seating for ten (10) guests
- Corporate name, logo prominently featured near DJ Booth
- Special signage displayed at reserved table at Gala
- Half page advertisement in Gala Commemorative Program
- Ten (10) VIP Reception Tickets



TABLE SPONSOR

\$2,000

- One (1) table of ten with prime seating for ten (10) guests
- Ten (10) VIP Reception Tickets
- Exclusive signage showcased at the reserved table during the Gala
- Company name or logo placement on event materials such as signage, invitations, and video screens at the event
- Acknowledgment in post-event communications
- Sponsor recognition in all event-related advertising and promotions, both pre and post-event
- Special signage featured at the reserved table during the Gala
-



2025 DERBY NIGHTS
GALA SNAP SHOTS!



SAVE THE DATE

10.17.25

OLYMPIAN NIGHTS
2025 BUSINESS GALA

RESOLUTION NO. 2025-058

**A RESOLUTION OF THE TOWN COMMISSION
OF THE TOWN OF PEMBROKE PARK,
FLORIDA AUTHORIZING THE TOWN TO
SPONSOR A TABLE IN THE AMOUNT OF TWO
THOUSAND DOLLARS (\$2,000.00); PROVIDING
FOR IMPLEMENTATION; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, the Town Commission of the Town of Pembroke Park recognizes the importance of supporting community events and organizations that promote civic engagement and public benefit; and

WHEREAS, the Town desires to sponsor a table for the 2025 Hallandale Beach Business Gala in the amount of Two Thousand Dollars (\$2,000.00) to support said event; and

WHEREAS, the Town Commission has determined that it is in the best interest of the Town and its residents to authorize such sponsorship.

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

Section 1. The Town is hereby authorized to sponsor a table in the amount of Two Thousand Dollars (\$2,000.00).

Section 2. The Town Manager and/or his or her designee is authorized to take all necessary steps to effectuate the intent of this Resolution.

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 29th day of September 2025.

MAYOR GEOFFREY JACOBS

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney



Agenda Item Report

Subject:	Update on Park's Progress - Vice Mayor Kashem
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Musfika Kashem, Acting Clerk Commissioner
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	



Agenda Item Report

Subject:	Demolition of the Park's Building upon the installation of the module building - Mayor Jacobs
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	Geoffrey Jacobs, Commissioner
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	



Agenda Item Report

Subject:	Consideration of a resolution directing the Town Manager to work with Gloria Rosen of Evershore Financial to provide whole life insurance as alternative to the town's group life insurance for all employees who reach the age of 65 years old - Town Manager Lynch
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	David Lynch, Town Manager
Dept/Group:	Building
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	



Agenda Item Report

Subject:	Discussion and possible action of waiver of fees in the Building Department - Town Manager Lynch
Meeting Date:	Workshop Commission Meeting- September 24, 2025
Prepared For:	Town Commission
Staff Contact:	David Lynch, Town Manager
Dept/Group:	Administrative
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Procurement:	
Financial Implications:	
Alternatives:	